Create your best life at NCC!

Welcome to the Continuing Education and Workforce Development Spring 2020 catalog of non-credit classes and certificates.

This catalog showcases a wealth of programming for learners of all ages – from children (grades 1-12) in our College for Kids programs, to workers seeking professional advancement or a career change, to people who just want to have fun exploring a new hobby.

Chances are, if you’ve sold a house, booked a cruise or needed emergency health care, your realtor, travel consultant or EMT learned their professional skills at NCC!

Our instructors are industry professionals and certified teachers who deliver quality programming.

NCC offers Workforce Development classes and industry certifications in fields including business, health care, early childhood education, public safety, real estate and information technology.

We also offer classes that serve as a bridge from non-credit to credit-bearing college degree or certificate programs. There is truly something for everyone.

I hope you will take a moment to explore our catalog and share it with a friend. You’ll be glad you did.

Sincerely,

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

Kristina Testa-Buzzee, Ed.D.
Interim Dean of Workforce Development and Community Partnerships
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.
For More Information

Phone
(203) 857-7080

Website
https://norwalk.edu/ce-wd

Email
continuing-ed@norwalk.edu

Admissions
(203) 857-7068

Testing
(203) 857-7070

Records/Registrations
(203) 857-7237

Bookstore
(203) 857-7239

Building/Weather Closings
(203) 857-7000
www.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 CareerRx Academy
The Health CareerRx 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.
Business Management

FUNDAMENTALS OF FUNDRAISING AND GRANT WRITING

Why is fundraising so important? Fundraising is critical to the survival of nonprofits and the achievement of charitable objectives. Generating donations has become increasingly competitive, as government funding shrinks and foundation dollars are tightly targeted. While development can be a challenge, there are tools to help nonprofits succeed. In this course, learn “The 12 Most Important Things You Need to Know About Fundraising” and how fundraising fits into nonprofit strategy and operations. This session provides an overview of the entire grant seeking process and crafting compelling proposals. Topics explored include: establishing a development office; creating a development plan; finding the “right funder”; preparing a budget and action plan; managing grants and reporting; winning and keeping donors; policies (all gifts are not acceptable!); trends in online and mobile funding; leveraging the marketing plan; legacy gifts; making your case with metrics and RBA (Results Based Accountability) and mobilizing your board. This course incorporates “Grant Writing Fundamentals.” Students will complete sample grants in class. A project is required to complete this course.

CRN 5527 6 Sessions
PRFD D5070 Section 01 NCC, Room E220
Tue/Thur 6:00PM-8:00PM Begins 2/4/2020
Tuition: $249
Instructor: Suzanne Peters, M.B.A.

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 5489 1 Session
PRFD DS147 Section 01 NCC, Room E219
Thursday 7:00PM-9:00PM 4/23/2020
Tuition: $49
Instructor: Jonathan Bogin Levine, M.B.A.

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, class- room 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.

This certificate is designed to assist entry-level sales and service associates to learn valuable skills related to front-line work in retail (or any industry that values customer service and sales skills). The Retail Customer Service and Sales Certificate provides an overview of the retail industry, customer service skills, selling and service, understanding store operations, and enhances “employability” skills. Upon successful completion of course requirements, students receive an NCC Retail Customer Service and Sales Certificate from Norwalk Community College.

In addition, students sit for the National Professional Certification in Customer Service and Sales Exam offered by the National Retail Federation (NRF). This Certification is funded by GGP and the Norwalk Community College Foundation.

For more information and to register, please contact the Division of Continuing Education at NCC, 203-857-7078 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.

CRN 4658 10 Sessions
PRFD DS539 Section 01 NCC, Room TBA
Tue/Thur 6:00PM-9:00PM Begins 3/10/2020
Tuition: $25 (Refundable tuition upon successful completion of NRF exam). Scholarships are available. Instructor: Celia M. Batan, B.A., M.A., C.P.C.
INTRODUCTION TO AGILE PROJECT MANAGEMENT

“Agile” is the name used for a group of modern project management methods. Agile methods have in common that they break each project into small “timeboxed” iterations with defined deliverables. Throughout the project, the deliverables can be adjusted when the requirements change. Agile has been used initially only for software development projects but is now used across all business units to manage all kinds of projects and to shorten delivery times. Participants of the class will learn the fundamentals of agile project management and how to apply them to their own projects or even in their own lives. Several 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 5490  2 Sessions
PRFD D5051 Section 01  NCC, Room W218
Wednesday 6:00PM-9:00PM  Begins 4/8/2020
Tuition: $99
Instructor: Hans Rieke, Ph.D.

THE FUNDAMENTALS OF STARTING A SMALL BUSINESS

This course is an overview for people who are thinking of starting a small business. This course will provide the aspiring business owner the tools to launch and develop a successful business. Students will self-evaluate, learn how to conduct industry analysis, structure a business; develop marketing and sales strategies; prepare a business plan; and obtaining financing to effectively get started as a business owner. Specific topics include the basics of:
- Personal Evaluation
- Industry Analysis
- Legal Entity
- Marketing and Sales Strategy
- Writing a Business Plan
- Obtaining Financing
- Planning your Opening

CRN 5496  4 Sessions
PRFD D5302 Section 01  NCC, Room W230
Wednesday 6:00PM-9:00PM  Begins 4/8/2020
Tuition: $249
Instructor: Gail Hill Williams, B.B.A.

PROJECT MANAGEMENT

This four-session course will provide high level overview of project management training from the PMI global standards. Each session will provide guidelines, rules and characteristics for project, program and portfolio management. These standards are widely accepted and, when consistently applied, will help you, your global peers and your organization achieve professional excellence. Moreover, because they are created and updated by both volunteer committees and the general public, you can be confident that the PMI standards continually and accurately reflect the evolving profession. (This is not a software supported class.) Topics covered at an introductory level will be:
- Introducing Project Management, Understanding the PMBOK® Guide, Process Groups and Knowledge Areas, Integration Management Processes
- Scope Management Processes
- Time Management Processes
- Cost Management Processes
- Quality Management Processes
- Human Resource Management Processes
- Communications Management Processes
- Risk Management Processes
- Procurement Management Processes

CRN 5497  4 Sessions
PRFD D5410 Section 01  NCC, Room W230
Wednesday 6:00PM-9:00PM  Begins 3/4/2020
Tuition: $249
Instructor: Gail Hill Williams, B.B.A.

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 by 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 4739
PRFD D5166 Section 01B
Mon/Wed 10:00AM-11:20AM
Tuition: $599
No Class 2/17, 3/16, 3/18
Instructor: Victor J. Tardino

CRN 5139
PRFD D5166 Section 02B
Mon/Wed 7:00PM-8:20PM
Tuition: $599
No Class 2/17, 3/16, 3/18
Instructor: Valerie Cooper

Business Communication

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.

CRN 5498
PRFD D5409 Section 01
Thursday 6:00PM-9:00PM
Tuition: $89
Instructor: Cynthia Mullins, J.D.
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 5251 1 Session
PRFD D5044 Section 01 NCC, Room W231
Thursday 7:00PM-9:00PM 3/12/2020
Tuition: $35
Instructor: Jennifer Covello, M.B.A.

CRN 5252 1 Session
PRFD D5044 Section 02 NCC, Room W201
Thursday 7:00PM-9:00PM 4/23/2020
Tuition: $35
Instructor: Jennifer Covello, M.B.A.

BRIDGING TRADITIONAL MARKETING TO A DIGITAL WORLD
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, social media and inbound 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.

CRN 5507 4 Sessions
PRFD D5050 Section 01 NCC, Room E222
Wednesday 6:30PM-8:30PM Begins 4/1/2020
Tuition: $139
Instructor: Jack Lee

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. ISBN: 9781111528126

CRN 1697 14 Sessions
PRFD D5009 Section 01 NCC, Room W214
Mon/Wed 5:30PM-6:50PM Begins 1/29/2020
Tuition: $379 No Class 2/17
(Cost includes U-Pass transportation fee)
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 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 previous on-the-job bookkeeping experience.

CRN 5528 9 Sessions
PRFD D5861 Section 01 NCC, Room W103
Tue/Thur 6:00PM-8:00PM Begins 4/16/2020
Class will also meet on Monday, 5/11 Room W115
Tuition: $359 Text Add'l
Instructor: Anthony Romeo, M.S., C.P.A.

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 previous on-the-job bookkeeping experience.

CRN 1551 12 Sessions
PRFD D5862 Section 01 NCC, Room W230
Tue/Thur 6:00PM-8:00PM Begins 2/27/2020
Text Add'l
Instructor: Anthony Romeo, M.S., C.P.A.

SNAP 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.
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 they need to work in a private law firm, corporate legal department or government law office. These courses are designed to 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 four courses:

- Understanding Administrative Procedures in the Legal Environment
- Introduction to Legal Concepts for the Legal Secretary
- Microsoft Word – see page 9

EDUCATIONAL & CAREER DEVELOPMENT

WORKPLACE & 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 5501
PRFD D5041 Section 01
Friday 9:00AM-1:00PM
Tuition: $49
Instructor: Cynthia Mullins, J.D.

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 5502
PRFD D5866 Section 01
Tuesday 6:30PM-8:30PM
Tuition: $199
Instructor: Colleen Kearney

LEARN RAPID READING

Learn easy-to-use techniques to power through your daily reading at a faster rate with better comprehension. This system works on all non-fiction reading material from light to highly technical. It is suitable for professionals, college students, high school students, 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 non-fiction 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 5596
SPIN D5023 Section 01
Tuesday 7:00PM-9:00PM
Tuition: $89
Instructor: Sisi Ferine, B.S., B.A.

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 5503
PRFD D5948 Section 01
Wednesday 6:00PM-9:00PM
Tuition: $129
Instructor: Celia M. Batan, B.A., M.A., C.P.C.
REAL ESTATE PRINCIPLES & PRACTICES

This introductory course prepares the individual to take the real estate licensing examination and meet the minimum educational requirements set forth by the State Real Estate Commission for the real estate licensee. Students intending to sit for the State of Connecticut Real Estate exam must attend 60 hours and pass this course with a grade of 70 or above.

Please bring textbooks to the first class. Please check NCC Bookstore for hours.

CRN 4593  REAL D5000 Section 01  
Tuition: $449  Text Add'l
Instructor: Louis J Colangelo, Jr., J.D.

CRN 4335  REAL D5000 Section 02  
Tuition: $449
Instructor: Karena Piedmont

CRN 4786  REAL D5000 Section 03  
Tuition: $449
No Class 2/15, 3/21, 4/11
Instructor: Amanda Morgado, B.A.

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 5524  TRAV D5003 Section 01  
Tuesday 7:00PM-9:30PM  Begins 2/11/2020  
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 5256  TRAV D5004 Section 01  
Tuesday 7:00PM-9:30PM  Begins 2/11/2020  
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 5257  TRAV D5004 Section 01  
Wednesday 6:00PM-8:30PM  Begins 4/1/2020  
Tuition: $149
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

www.norwalk.edu/ce-wd
See page 47 for Registration Form

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.
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.

**INTRODUCTORY COURSES**

**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 the keyboard and the mouse.

CRN 5494
COMP DS227 Section 01
NCC, Room W002
Thursday 10:00AM-12:00PM
Begin: 3/19/2020
Tuition: $139
Instructor: Joan Singer, B.A.

**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 5230
COMP DS904 Section 01
NCC, Room W002
Tuesday 10:00AM-12:00PM
Begin: 4/7/2020
Tuition: $169
Instructor: Joan Singer, B.A.

**THE ONE-HOUR WEBSITE: HOW TO CREATE YOUR WEBSITE WITH WORDPRESS**

WordPress.com 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 4826
COMP DS248 Section 01
NCC, Room E203
Monday 6:00PM-9:00PM
Begin: 2/3/2020
Tuition: $99
Instructor: Richard Malloy, M.B.A.

CRN 5323
COMP DS248 Section 01
NCC, Room E205
Wednesday 6:00PM-9:00PM
Begin: 4/29/2020
Tuition: $99
Instructor: Richard Malloy, M.B.A.

**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 5228
COMP DS299 Section 01
NCC, Room W107
Wednesday 6:00PM-8:30PM
Begin: 3/25/2020
Tuition: $199
Text Add'l
Instructor: Elizabeth Nagurney, B.A., M.L.S., C.A.S.

**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 4227
COMP DS239 Section 01
NCC, Room W002
Tuesday 10:00AM-12:00PM
Begin: 2/11/2020
Tuition: $169
Instructor: Joan Singer, B.A.

**Prepare for Microsoft Office Specialist (MOS) Certificate**

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 – Page 9
- Microsoft Excel – Page 9
- Microsoft PowerPoint – Page 10
- Microsoft Access
- Microsoft Outlook

**MICROSOFT WORD**

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 – Page 9
- Microsoft Excel – Page 9
- Microsoft PowerPoint – Page 10
- 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 the keyboard and the mouse.

CRN 5494
COMP DS227 Section 01
NCC, Room W002
Thursday 10:00AM-12:00PM
Begin: 3/19/2020
Tuition: $139
Instructor: Joan Singer, B.A.

**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 5230
COMP DS904 Section 01
NCC, Room W002
Tuesday 10:00AM-12:00PM
Begin: 4/7/2020
Tuition: $169
Instructor: Joan Singer, B.A.

**THE ONE-HOUR WEBSITE: HOW TO CREATE YOUR WEBSITE WITH WORDPRESS**

WordPress.com 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 4826
COMP DS248 Section 01
NCC, Room E203
Monday 6:00PM-9:00PM
Begin: 2/3/2020
Tuition: $99
Instructor: Richard Malloy, M.B.A.

CRN 5323
COMP DS248 Section 01
NCC, Room E205
Wednesday 6:00PM-9:00PM
Begin: 4/29/2020
Tuition: $99
Instructor: Richard Malloy, M.B.A.
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 5518 6 Sessions
COMP DS553 Section 01 NCC, Room W122
Tuesday 6:00PM-9:00PM Begins 3/24/2020
Tuition: $349
Instructor: Judith Puchalski, M.B.A.

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 5292 6 Sessions
COMP DS590 Section 01 NCC, Room W122
Tuesday 6:00PM-9:00PM Begins 2/4/2020
Tuition: $349
Instructor: Judith Puchalski, M.B.A.

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 3955 6 Sessions
COMP DS591 Section 01 NCC, Room W135
Monday 6:00PM-9:00PM Begins 1/27/2020
Tuition: $349
Instructor: Richard Malloy, M.B.A.

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 5210 6 Sessions
COMP DS269 Section 01 NCC, Room W002
Monday 6:00PM-9:00PM Begins 4/13/2020
Tuition: $349
Instructor: Richard Malloy, M.B.A.

MASTERING DATA ANALYSIS AND PRESENTATION SKILLS USING RAPIDMINER

If you understand and use Excel, this introductory course is your next step up 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) and a paid 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 5514 4 Sessions
COMP DS926 Section 01 NCC, Room E203
Monday 6:30PM-9:30PM Begins 3/23/2020
Tuition: $249
Instructor: Michael Behar, Ph.D.

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

INTRODUCTION TO JAVASCRIPT PROGRAMMING

JavaScript is a powerful programming language built into every Web browser. 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 focus on 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. No previous programming experience is required. This course is a prerequisite for JavaScript Applications. Please bring a flash drive to class.

CRN 5516
COMP D5216 Section 01
NCC, Room W133
Tuesday 6:30PM-9:30PM
Begins 2/4/2020
Tuition: $349
Instructor: Michael Behar, Ph.D.

INTRODUCTION TO PROGRAMMING

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

This course covers Fundamentals of programming and program development techniques. Topics include data types, functions, storage class, selection, repetition, pointers, arrays, and file processing. Programming laboratory projects in a closed laboratory environment are supervised by the instructor. Three hours lecture; two hours of laboratory.

Prerequisite: Intermediate Algebra

CRN 5923
COMP D5117 Section 01B
Online
Begins 1/22/2020
Tuition: $819
Text Add'l
Instructor: Patrick Cassidy, M.S.

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.

Prerequisite: Introduction to JavaScript or with permission of instructor.

CRN 5517
COMP D5050 Section 01
NCC, Room W140
Tuesday 6:30PM-9:30PM
Begins 3/24/2020
Tuition: $349
Instructor: Michael Behar, Ph.D.

PROGRAMMING MOBILE DEVICES II

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

The course will build on the knowledge gained in CSC 262 Programming Mobile Devices I by enabling the student to specialize in development on a single device. The device will be chosen prior to offering the class. All aspects of the development will be covered in the context of the device. 3 hours of lecture and 2 hours of laboratory.

Prerequisite: Programming Mobile Devices I or Intermediate Java Programming

CRN 4588
COMP D5114 Section 02B
Online
Begins 1/22/2020
Tuition: $759
Text Add'l
Instructor: Thomas Duffy
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 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 management. 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. Please bring a flash drive to class.

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

CRN 4033
COMP D5102 Section 01
Saturday 9:00AM-12:00PM
Tuition: $349
CRN 4878
COMP D5204 Section 01B
Saturday 9:00AM-12:00PM
Tuition: $349
CRN 3009
COMP D5041 Section 02B
Saturday 10:00AM-2:20PM
Tuition: $764

WEB DEVELOPMENT WITH PHP

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

This course will introduce students to web development using PHP. Students will learn how to design web sites according to the MVC model. Object-oriented PHP will serve as the means by which the model component of the MVC-based web application is implemented. Session management will be used to deliver customized content. Students will also use the MySQL database in conjunction with PHP to create dynamic web applications. 3 hours lecture, 2 hours lab.

Prerequisite: CSC 108 Introduction to Programming or CSC 207 Introduction to VB.NET.

CRN 3924
COMP D5047 Section 01B
Tuition: $764
CRN 3925
COMP D5204 Section 01B
Tuition: $764

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 4878
COMP D5208 Section 01B
Tuition: $764

WEB DEVELOPMENT & DESIGN II

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

As a continuation of Web Development and Design I, this course focuses exclusively on JavaScript as the de facto scripting language of the Web. Students will write standards-based scripts that manipulate elements of the browser window. Further, students will use JavaScript to create Active Server Pages (ASP) that execute on a web server. This class prepares students to pass the ASP Certificate test administered by W3Schools.

Prerequisite: Web Development and Design I.

CRN 3009
COMP D5041 Section 02B
Tuition: $764
CRN 3925
COMP D5204 Section 01B
Tuition: $599

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 3925
COMP D5204 Section 01B
Tuition: $599

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

Registration is recommended at least one week prior to course start date.
INTRO TO AUTOCAD I

This course 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. 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.

Prerequisite: Students must be knowledgeable in basic computer use.

CRN 5161
COMP D5056 Section 01B
Tuesday 5:00PM-8:55PM
Tuition: $659
No Class 3/17
Instructor: Susan K. Burt

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 4553
COMP D5274 Section 01
Wednesday 6:00PM-9:00PM
Tuition: $389
Instructor: Brad Yonkers, A.S.

HISTORY OF GRAPHIC DESIGN

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

The lecture course focuses on a survey of graphic design from the invention of writing to the present. It locates graphic design within the history of art and articulates its aesthetic import and contributions to cultural development. It examines links between socio-political phenomena and development of advertising and propaganda art, and introduces the student to the works of leading graphic designers, art directors, illustrators, photographers, and typographers. Major styles will be analyzed and compared, and influences identified.

CRN 4518
CENR D5300 Section 02B
Tue/Thur 7:00PM-9:15PM
Tuition: $759
Instructor: Karen Fecenko-Lyon, M.A.

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 4518
CENR D5300 Section 02B
Tue/Thur 7:00PM-9:15PM
Tuition: $759
No Class 3/17, 3/19, 5/7
Instructor: Karen Fecenko-Lyon, M.A.

GRAPHIC DESIGN II

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

Advanced 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 4518
CENR D5300 Section 02B
Tue/Thur 7:00PM-9:15PM
Tuition: $759
No Class 3/17, 3/19, 5/7
Instructor: Karen Fecenko-Lyon, M.A.

GRAPHICS

Required Courses:
- Introduction to Illustrator
- Introduction to InDesign
- Introduction to Photoshop

Computer Graphics Certificate

Graphic arts are becoming more and more dependent on computer technology. In this certificate program, you will develop computer literacy and sound graphic skills that will open career possibilities in printing companies, advertising, publishing and marketing companies and service bureaus.
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 basics of the 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. Please bring a flash drive for saving your files. Students must register at least three days prior to the start of class in order to use our computers.

CRN 3611
COMP D5103 Section 01
Mon/Wed 6:00PM-9:00PM
Tuition: $389
Instructor: Madison Duffy

INTRODUCTION TO ADOBE 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. You must be comfortable using a mouse to navigate an interface, opening menus and dialog boxes, saving files, etc. Bring a flash drive for saving your files.

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

CRN 5523
COMP D5037 Section 01
Mon/Wed 6:00PM-9:00PM
Tuition: $389
Instructor: Madison Duffy

WEB DESIGN I: ADOBE DREAMWEAVER

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

This course introduces students to interactive principles and related computer media. This course will emphasize the design process and 2D design principles as students generate and organize visual content to create Web sites. Through lectures, demonstrations, exercises and real-world projects, the focus will be on Adobe Dreamweaver. Students are responsible for purchasing supplies.

Prerequisites: GRA 231 Digital Imaging: Adobe Photoshop or GRA 236 Digital Illustration: Adobe Illustrator or permission of the instructor.

CRN 4743
COMP D5044 Section 01B
Tue/Thur 7:00PM-9:15PM
Tuition: $759
No Class 2/3, 3/19, 5/7
Instructor: Peggy Bloomer

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, CPUs and printers.

CRN 4794
COMP D5063 Section 01
Tue/Thur 6:00PM-9:00PM
Tuition: $429
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 4649
COMP D5064 Section 01
Tue/Thur 6:00PM-9:00PM
Tuition: $369
Instructor: Keith Weston

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 through the CompTIA organization.

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

SNAP

Registration is recommended at least one week prior to course start date.
See page 47 for Registration Form
Early Childhood Education

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.

CRN 5504
PRFD D5167 Section 01
Saturday 9:00AM-5:00PM
Tuition: $119
Instructor: Jeanne Yusko
1 Session
NCC, Room W103
4/18/2020

METHODS AND TECHNIQUES FOR INFANT/TODDLER CARE

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

This course is developed specifically for those who are already working with infant and toddler children in a childcare facility or who plan to work with this age group in the future. The course is also appropriate for those who are involved in the training and supervision of infant and toddler teachers. The course emphasizes developmentally appropriate curriculum based on the emotional, social, cognitive and physical areas of development; and routine, safety and effective use and management of physical space. Other areas that will be covered are nutrition and its impact on infant and toddler development.

Prequisite: ECE 141 (Infant/Toddler Growth and Development) or permission of coordinator, Jennifer Wood at JWood@norwalk.edu

CRN 4162
PRFD D5156 Section 01B
Saturday 9:00AM-11:55AM
Tuition: $599
No Class 2/15, 3/21, 4/11
Instructor: Margaret Dana-Conway

HEALTH, SAFETY AND NUTRITION FOR YOUNG CHILDREN

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

This course is designed to help students understand the correlation among health, safety and nutrition and to explore ways in which children can become involved and responsible for their own well-being. Emphasis is placed on adults assisting young children to develop good habits and attitudes regarding health, safety and nutrition. Focus will be placed on preventive health care.

CRN 5123
PRFD D6004 Section 01B
Monday 6:00PM-8:55PM
Tuition: $599
No Class 3/16
Instructor: Margaret Dana-Conway

ADMINISTRATIVE LEADERSHIP IN EARLY CHILDHOOD PROGRAMS

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

This course is designed to examine the multidimensional roles of the early childhood program administrator. Emphasis will be on effective leadership and the impact of communication and interpersonal skills; decision making and participatory management tools; and how to conduct effective meetings. Course eligibility for Connecticut Director credentials.

Prequisite: ECE 206 (Administration and Supervision of Early Childhood Programs) or permission of coordinator, Jennifer Wood at JWood@norwalk.edu

CRN 5122
PRFD D5160 Section 01B
Saturday 9:00AM-1:00PM
Tuition: $599
No Class 2/15, 3/21
Instructor: Kathleen Coppola
14 Sessions
NCC, Room E115
 Begins 1/25/2020
Text Add'l

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.

Prequisite: 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 5484
PRFD D6005 Section 01B
Tuesday 1:00PM-3:55PM
Tuition: $599
No Class 3/17
Instructor: Beatrice M. Krawiecki, Ed.D
14 Sessions
NCC, Room E213
 Begins 1/28/2020
Text Add'l
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 certificates programs
• Pharmacy Technician Training

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.

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:
• 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 Continuing Education at 203 857-7080 or visit West 102 with appropriate documentation for consideration of an exemption.

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 Continuing Education at 203 857-7080 or visit West 102 with appropriate documentation for consideration of an exemption.

Entrance Requirements:
• Passage of Health Care Assessment Test. See instructions on page 3 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.

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:
• 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

Required Materials:

CRN 2879
HMED D5030 Section 1XS
Wednesday 6:00PM-8:30PM
Begins 2/5/2020
Tuition: $969
(Cost includes U-Pass transportation fee)

CRN 5212
HMED D5030 Section 2XS
Wednesday 3:00PM-5:30PM
Begins 2/5/2020
Tuition: $969
(Cost includes U-Pass transportation fee)

C.N.A. CLINICALS

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.

C.N.A. CLINICAL - GREENWICH

CRN 2880
HMED D5031 Section 1XC
Monday 8:00AM-2:00PM
No Class 2/17

CRN 2899
HMED D5031 Section 2XC
Monday 4:00PM-10:00PM
No Class 2/17

C.N.A. CLINICAL - FAIRFIELD

CRN 4815
HMED D5031 Section 3XC
Tuesday 8:00AM-2:00PM
No Class 3/3

C.N.A. CLINICAL - NEW CANAAN

CRN 3001
HMED D5031 Section 4XC
Tuesday 4:00PM-10:00PM
No Class 3/3

C.N.A. CLINICAL - GREENWICH

CRN 4564
HMED D5031 Section 5XC
Saturday 8:00AM-2:00PM
No Class 2/15, 4/11

*For Payment Plan information see page 1

Registration is recommended at least one week prior to course start date.
Instructor: Swathi Vuchoor

CRN 1693
HMED D5009 Section 01
Tuesday 6:00PM-9:00PM
Tuition: $519

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 Assisting Textbook and bring textbook for the first class. Read chapters 1-3. Optional book to be purchased online: the Mometrix DANB Infection Control Review book

CRN 1472
HMED D5007 Section 01
Thursday 6:00PM-9:00PM
Tuition: $519

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

DENTAL ASSISTANT II: 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

Required Courses:
- Dental Assistant I
- Dental Assistant II
- Dental Assistant III: Clinical
- Dental Radiology
- Customer Service for Health Care Professionals

Classes are offered in the Fall and Spring semesters.

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 2/26/20 from 6-7 PM, 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 1887
HMED D5028 Section 01
Tuition: $499

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 Customer 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 1478
HMED D5231 Section 01
Tuition: $149

CRN 3004
HMED D5231 Section 01
Tuition: $149
### 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 pharmaceutical 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.**

<table>
<thead>
<tr>
<th>CRN 4519</th>
<th>16 Sessions</th>
<th>NCC, Room W215</th>
<th>Begins 1/22/2020</th>
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<tbody>
<tr>
<td>HMED D5934 Section 02B</td>
<td>Tuition: $599</td>
<td>Text Add'l</td>
<td>No Class 3/18</td>
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<tr>
<td>Instructor: Erin J. Fitzgerald, R.N., B.S.N., M.B.A.</td>
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### 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.

<table>
<thead>
<tr>
<th>CRN 5131</th>
<th>15 Sessions</th>
<th>NCC, Room W215</th>
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</thead>
<tbody>
<tr>
<td>HMED D5001 Section 01B</td>
<td>Tuition: $599</td>
<td>Text Add'l</td>
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<tr>
<td>Instructor: Sharon Abrams, R.H.I.A.</td>
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<tr>
<th>CRN 5589</th>
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<tbody>
<tr>
<td>HMED D5001 Section 02B</td>
<td>Tuition: $599</td>
<td>Text Add'l</td>
<td>No Class 2/17, 3/16</td>
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<tr>
<td>Instructor: Rita Horan, CMA, Ed.D.</td>
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</table>

### 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.

### 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 or for Medical Coding Medical Terminology and Anatomy for Coding

<table>
<thead>
<tr>
<th>CRN 1525</th>
<th>16 Sessions</th>
<th>NCC, Room W122</th>
<th>Begins 1/22/2020</th>
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<tr>
<td>HMED D5245 Section 01B</td>
<td>Tuition: $599</td>
<td>Text Add'l</td>
<td>No Class 3/18</td>
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<tr>
<td>Instructor: Michael L. Perretta, B.S., R.N., EMT-P</td>
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### MEDICAL CODING II & HEALTH CARE REIMBURSEMENT SYSTEMS

This course continues from Intro to Coding (Coding 1) into more advanced and complicated coding utilizing simulated comprehensive medical reports. This course also explores and explains the complex billing and reimbursement systems in hospitals and health care systems that utilize coded data as a basis for reimbursement. With further practice and preparation, students can be prepared to sit for the CPC and/or CCS exams.

**Prerequisite:** Medical Terminology, or Medical Coding and Anatomy

<table>
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<th>CRN 5508</th>
<th>14 Sessions</th>
<th>NCC, Room W225</th>
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<tr>
<td>HMED D5004 Section 01</td>
<td>Tuition: $619</td>
<td>Text Add'l</td>
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<tr>
<td>Instructor: Sharon Abrams, R.H.I.A.</td>
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### 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 also work from home. Medical coding combines a foundation in medical terminology, disease process, and health care reimbursement and is a unique career path.

**Required Courses:**
- Medical Terminology and Anatomy for Coding (will be offered in Fall 2020)
- Medical Coding
- Medical Coding II & Health Care 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.
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

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:
• 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 2998
HMED D5012 Section 01
Thur 6:00PM-9:00PM
Tuition: $599
No Class 3/5
Instructor: Dina Chappell

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.
CRN 2781
HMED D5378 Section 01
Wed 6:00PM-9:00PM
Tuition: $449
Instructor: Denise N. Walsh

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.

Co-requisite: High school diploma or GED is required.

EMT and Security Officer Certification

See page 37
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) 857-7080 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 closed toe shoes, no clogs unless they have a backing, no mesh sneakers.
• Students who currently work in the medical field drawing blood on live patients for more than six months with the goal of becoming certified Phlebotomist. (MA, CNA, nursing, etc.)

CRN 1475
HMED D5280 Section 01 NCC, Room H103
Tue 6:00PM-9:00PM Begins 1/28/2020
Class will also meet on the following
Thursdays: 2/6, 2/13, 2/20, 2/27 6:00PM-9:00PM
Tuition: $999 Text Add’l
Instructor: Dina Chappell and Ann Marie Castro

PHLEBOTOMY CLINICAL-NORWALK

Classicals are between 7am-5pm, Monday through Friday. Time and day of the week will be mutually agreed upon by instructor and student.
CRN 4604
HMED D5038 Section 1Xc Begins 2/13/20
For Payment Plan information see page 1.

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.

Recommended Student Population (can apply):
• Students whose certification has lapsed longer than one year
• Have worked in Phlebotomy field but has not worked in the field two years or more
• Students who currently work in the medical field drawing blood on live patients for more than six months with the goal of becoming certified Phlebotomist. (MA, CNA, nursing, etc.)

Upon successful completion of the course, students will be eligible to take an examination offered by the National Health Career Association to become a certified phlebotomist. Students will also update their personal resume with learned skills to enhance ideal employment.

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 lapse phlebotomy certificate, if applicable.
• 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 closed toe shoes, no clogs unless they have a backing, no mesh sneakers.

CRN 5509
HMED D5437 Section 01 NCC, Room H103
Saturday 9:00AM-12:00PM Begins 1/25/2020
Tuition: $599
Instructor: Cathy Coyle
For Payment Plan information see page 1.

Patient Care Technician Certificate

A patient care technician (PCT) provides nursing care to patients in a health care facility under the direction of a registered nurse. A PCT performs duties such as phlebotomy, EKGs, vital signs, and other duties specific to the agency. Receive your certificate as a PCT with the successful completion of the following programs and or courses:
• C.N.A. Page 15 • Phlebotomy Page 19
• EKG Page 18
• Customer Service for Health Care Professionals Page 16

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 5215
HMED D5271 Section 01 NCC, Room W128
Tue/Thur 5:00PM-8:00PM Begins 3/10/2020
Tuition: $119
Instructor: Jeanne Yusko

CRN 5220
HMED D5289 Section 01 NCC, Room W128
Wed/Fri 6:00PM-9:00PM Begins 3/19/2020
Tuition: $119
Instructor: Cathy Coyle
For Payment Plan information see page 1.
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 1713 5 Sessions
HMEU D5319 Section 01 NCC, Room W221
Wednesday 6:00PM-9:00PM  Begins 1/22/2020
Tuition: $519  Text Add'l
(Cost includes U-Pass transportation fee)
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 1715 5 Sessions
HMEU D5435 Section 01 NCC, Room W221
Wednesday 6:00PM-9:00PM  Begins 1/22/2020
Tuition: $519  Text Add'l
(Cost includes U-Pass transportation fee)
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 small Veterinary practice as well as 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 1725 5 Sessions
HMEU D5317 Section 01 NCC, Room W222
Wednesday 6:00PM-9:00PM  Begins 1/22/2020
Tuition: $519  Text Add'l
Instructor: Joseph Durso, B.S.

VETERINARY ASSISTING 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 one of the topics discussed.

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

CRN 1726 5 Sessions
HMEU D5015 Section 01 NCC, Room W223
Thursday 6:00PM-9:00PM  Begins 1/22/2020
Tuition: $519  Text Add'l
(Cost includes U-Pass transportation fee)
Instructor: Joseph Durso, B.S.

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 5505  Online
PRFD D5140 Section 01
Online  Begins 1/22/2020
Tuition: $599  Text Add'l
Instructor: Nicole Mendola, M.S., R.C.E.P., E.P.-C., E.I.M. III

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.

Prerequisite: A High School diploma or equivalent; successful completion of Veterinary Assistant I, II, III, IV.

CRN 1726  Off Campus Clinical
HMEU D5019 Section 01  Begins 2/17/2020
Tuition: $499
Instructor: Joseph Durso, B.S.
Personal 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.

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 Douglass 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 5259 1 Session
CENR D5946 Section 01 Off Campus
Saturday 11:00AM-3:00PM  5/9/2020
Tuition: $49
Instructor: Valerie A. Cooper, M.B.A.

A VISIT TO THE METROPOLITAN MUSEUM - 20TH CENTURY ART THROUGH ABSTRACTION

In this visit to the Met with contemporary artist Jim Bergesen, Abstraction and it’s revolutionary development in paintings of the 20th century will be studied. This new visual language will be explored through key art movements starting at the beginning of the 20th century. The abstract non-illusionistic pictorial space will be unpacked through visual analysis for a better understanding of the strategies used by artists through the 20th century. Participants will identify ‘abstracted’ forms referencing the external world as we see it, as well as artworks having no connection to an external reality.

Students will be notified of location to meet in NYC. Please provide email address at time of registration. Students are responsible for transportation fees to NYC. Please wear comfortable walking shoes and bring a snack. There is a separate entrance fee of $25 payable at arrival to the Museum, or $12 entrance fee with a valid Connecticut Student ID.

CRN 5544 1 Session
SPIN D5003 Section 01 Off Campus
Saturday 11:30AM-1:30PM  4/4/2020
Tuition: $39
Instructor: Jim Bergesen, M.F.A.

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

CRN 5547 1 Session
CENR D5057 Section 01 Off Campus
Sunday 12:30PM-2:30PM  5/3/2020
Tuition: $39
Instructor: Jim Bergesen, M.F.A.
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 5558 6 Sessions
CENR D5419 Section 01 NCC, Room W240
Tuesday 6:30PM-8:30PM  Begins 3/25/2020
Tuition: $99
Instructor: Amy Rutledge Jebrine, B.A., M.A.

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 5550 1 Session
CENR D5046 Section 01 NCC, Room W243
Monday 9:30AM-12:30PM  3/9/2020
Tuition: $35 plus $25 material fee payable to instructor for all supplies
Instructor: Dorota Matys, B.F.A.

ACRYLIC PAINTING FOR THE BEGINNER
Class will learn how to translate a composition from life and from photos to the canvas, make vibrant color mixtures, and create expressive brushstrokes. Students will focus on shape, form, lights and darks, and perspective. Demonstrations and handouts will be provided.

Supplies - acrylic paint: naphthol crimson, cerulean blue, cadmium yellow medium, titanium white, burnt umber, boar bristle brushes (assorted), vine charcoal, palette pad and 3 stretched canvas 16 x 20

CRN 5289 6 Sessions
CENR D5644 Section 01 NCC, Room W243
Monday 9:30AM-12:30PM  Begins 3/30/2020
Tuition: $179
Instructor: Carey Parks-Schwartz, M.A.

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 5549 8 Sessions
CENR D5651 Section 01 NCC, Room W243
Friday 10:00AM-12:30PM  Begins 3/6/2020
Tuition: $199  No Class 4/10
Instructor: Steve DiGiovanni, M.F.A.

INTRODUCTION TO THE ART OF WATERCOLOR PAINTING
Discover the beautiful medium of watercolor. Basic skills in mixing & applying paint will be introduced. Students will compose still life and landscape paintings.

Please bring watercolor paper, a plastic palette with a cover, three primary colors, HB pencil, a #12 round watercolor brush, and a plastic container to hold water. A complete list of supplies will be distributed at the first class. Please bring a drawing or painting as a sample of your skill level.

CRN 5551 8 Sessions
CENR D5593 Section 01 NCC, Room W244
Friday 10:00AM-12:00PM  Begins 3/13/2020
Tuition: $179  No Class 4/10
Instructor: Joseph Fama, B.S.

LANDSCAPE DRAWING
Class will learn a variety of drawing techniques to create expressive and dynamic landscapes from photographs and from the imagination. Students will explore drawing using pencil, charcoal, and pen. Focus will be on shape, form, light and perspective. Class will also experiment with drawing a still-life and a portrait. Demonstrations and handouts will be provided.

Supplies: drawing pencils(4B,6B), charcoal (compressed and vine), kneaded eraser, blending stump, sharpie black fine and regular point, mixed media paper pad 14 x 17.

CRN 5552 6 Sessions
CENR D5005 Section 01 NCC, Room W243
Tue 9:30AM-12:30PM  Begins 3/31/2020
Tuition: $179
Instructor: Carey Parks-Schwartz, M.A.
FIGURE DRAWING AND PAINTING

Class will learn the basic proportions and shapes of the figure within a landscape using photographs. Using a variety drawing techniques we will create loose and expressive forms. Focus will be on shape, form, light, and perspective. Demonstrations and handouts will be provided.

Supplies: drawing pencils(4B, 6B), charcoal (compressed and vine), kneaded eraser, blending stump,mixed media paper pad 14 x 17, acrylic paint: naphthol crimson, cadmium yellow medium, cerulean blue, titanium white, burnt umber, boar bristle brushes (assorted), palette paper pad

CRN 5553  7 Sessions
CENR D5654 Section 01  NCC, Room W240
Thursday 9:30AM-12:30PM   Begins 4/2/2020
Tuition: $199
Instructor: Carey Parks-Schwartz, M.A.

MIXED MEDIA PAINTING

Class will paint, draw and collage onto the canvas to creating interesting and expressive compositions. Students will focus on composition, texture, layering, shape, and form. Class will work from photos as well as from the imagination. Demonstrations and handouts will be provided.

Supplies: drawing pencils(4B, 6B), charcoal, acrylics: naphthol crimson, cerulean blue, cadmium yellow medium, titanium white, burnt umber, boar bristle brushes (assorted), palette paper pad, tacky glue, items to collage (string, paper, mesh, cloth), and 3 stretched canvases 16 x 20.

CRN 5554  7 Sessions
CENR D5643 Section 01  NCC, Room W240
Friday 9:30AM-12:30PM   Begins 4/3/2020
Tuition: $199
No Class 4/10
Instructor: Carey Parks-Schwartz, M.A.

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. A materials list will be supplied at the first session.

CRN 2975  20 Sessions
CENR D5032 Section 03B  NCC, Room W244
Tue/Thur 6:00PM-9:45PM   Begins 2/6/2020
Tuition: $759
No Class 3/17, 3/19
Instructor: David N. Boyajian, M.F.A.

PAINTING I

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

This is an introductory course that teaches students the basic and intermediate techniques, materials and creative practices relating to painting. Oil and/or acrylic based paints are covered.

Fundamental drawing skills are required and students are responsible for purchasing supplies. A materials list will be supplied at the first session.

CRN 1873  28 Sessions
CENR D5594 Section 01B  NCC, Room W244
Tue/Thur 10:00AM-12:55PM   Begins 1/23/2020
Tuition: $759
No Class 3/17, 3/19, 5/7
Instructor: Steve Digiovanni, M.F.A.

CERAMICS I

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

Students learn the fundamental concepts, techniques and applications of ceramics including various construction, glazing and firing techniques. Concepts of three-dimensional design, color and surface decoration are explored. Students are responsible for purchasing supplies.

CRN 2092  28 Sessions
CENR D5930 Section 01B  NCC, Room W243
Tue/Thur 1:00PM-3:55PM   Begins 1/23/2020
Tuition: $759
No Class 3/17, 3/19, 5/7
Instructor: Joseph T. Fucigna, M.F.A.

ART APPRECIATION

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

Students are introduced to the concepts and principles of art including line, shape, form, color and space. They study selected works and complete basic exercises in a variety of art media in order to understand and develop an appreciation for the creative process. No previous art training is necessary.

CRN 4255  24 Sessions
CENR D5056 Section 02B  NCC, Room W244
Mon/Wed 5:00PM-6:35PM   Begins 2/10/2020
Tuition: $599
No Class 2/17, 3/16, 3/18
Instructor: Joan Fitzsimmons, M.F.A.

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 5613  28 Sessions
CENR D5655 Section 01B  NCC, Room W249
Tue/Thur 11:30AM-12:50PM   Begins 1/23/2020
Tuition: $599
No Class 3/17, 3/19, 5/7
Instructor: Valerie Sioufas-Lalli

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 4257  28 Sessions
CENR D5656 Section 01B  NCC, Room W240
Mon/Wed 10:00AM-11:20AM   Begins 2/12/2020
Tuition: $599
No Class 2/17, 3/16, 3/18
Instructor: Valerie Sioufas-Lalli

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

**OBSESSED WITH CHOCOLATE**

Just in time for Valentine’s! We will of course make truffles and dipped day berries, but a double chocolate brownie and chocolate soufflé with sauce as well.

CRN 4625 1 Session
FOOD D5261 Section 01  NCC, Room W123
Saturday 9:00AM-12:00PM  2/8/2020
Tuition: $99
Instructor: Richard Barbour

**STOCKS AND THE MOTHER SAUCES**

From a discussion and demonstration of the five mother sauces, we will work with stocks and serve them with an appropriate accompaniment.

CRN 5606 1 Session
FOOD D5241 Section 01  NCC, Room W123
Saturday 9:00AM-12:00PM  2/22/2020
Tuition: $99
Instructor: Richard Barbour

**PASTAS FROM SCRATCH**

We will knead, roll and cut fresh pasta, to be used in a lasagna and alfredo, and make a cheesy mac and cheese sauce from scratch.

CRN 5560 1 Session
FOOD D5050 Section 01  NCC, Room W123
Saturday 9:00AM-12:00PM  3/7/2020
Tuition: $99
Instructor: Richard Barbour

**FOODS OF THE MEDITERRANEAN**

Drawing from Armenia, Greece, Egypt and Morocco, we will make lamb l’osh kebab, Moroccan Spice-rubbed chicken, Egyptian Lentils with Rice, and a Cinnamon Walnut Apple Cake.

CRN 5561 1 Session
FOOD D5283 Section 01  NCC, Room W123
Saturday 9:00AM-12:00PM  3/28/2020
Tuition: $99
Instructor: Richard Barbour

**THE FLAVOR MATRIX: FOOD PAIRINGS AND AFFINITIES**

This class will make, explore, and taste various combinations of foods, seeking to understand the synergistic effects of flavorings. We will discover the five elements of taste, then combine them in both traditional and surprising ways! We will make beef with chervil, Chicken with Tarragon and more.

CRN 5563 1 Session
FOOD D5281 Section 01  NCC, Room W123
Saturday 9:00AM-12:00PM  4/4/2020
Tuition: $99
Instructor: Richard Barbour

**WOK AND ASIAN COOKING**

Dishes will include Pot stickers, General Tso’s Chicken, Beef with Broccoli, and Chinese Almond Cookies.

CRN 5562 1 Session
FOOD D529 Section 01  NCC, Room W123
Saturday 9:00AM-12:00PM  4/18/2020
Tuition: $99
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 required for this course by Justin L. Davis, Academic Associate, Hospitality Management and Culinary Arts. JDavis1@norwalk.edu Text, Uniform and Cutlery Additional and Required.

CRN 4912 15 Sessions
FOOD D5052 Section 01B  NCC, Room W123
Thursday 5:00PM-9:55PM  Begins 1/23/2020
Tuition: $759
No Class 3/19, 5/7
Instructor: Stephen Maronian

**PRINCIPLES OF FOOD PREPARATION**

This introductory course in preparation and cooking techniques 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 4583 2 Sessions
FOOD D5584 Section 01  NCC, Room W243
Saturday 9:00AM-5:00PM  Begins 3/7/2020
Tuition: $279 plus $35 material fee payable to instructor
Instructor: Paul Rich

CRN 3047 2 Sessions
FOOD D5584 Section 02  NCC, Room W243
Saturday 9:00AM-5:00PM  Begins 5/2/2020
Tuition: $279 plus $35 material fee payable to instructor
Instructor: Paul Rich

**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 4658 2 Sessions
FOOD D558 Section 01  NCC, Room W243
Saturday 9:00AM-5:00PM  Begins 3/7/2020
Tuition: $279 plus $35 material fee payable to instructor
Instructor: Paul Rich

CRN 3047 2 Sessions
FOOD D558 Section 02  NCC, Room W243
Saturday 9:00AM-5:00PM  Begins 5/2/2020
Tuition: $279 plus $35 material fee payable to instructor
Instructor: Paul Rich
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 5564 2 Sessions
FIN D5003 Section 01  NCC, Room E121
Wednesday 7:00PM-9:00PM  Begins 3/4/2020
Tuition: $59

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 5566 1 Session
FIN D5809 Section 01  NCC, Room W114
Wednesday 7:00PM-8:30PM  2/12/2020
Tuition: $40

FOR WOMEN: FACING YOUR FINANCES

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 5565 2 Sessions
FIN D5028 Section 01  NCC, Room E213
Wednesday 7:00PM-8:30PM  Begins 2/19/2020
Tuition: $59

NEXT GEN FINANCIAL PLANNING

According to Charles Schwab’s Modern Wealth Index, only 18% of Baby Boomers and 21% of Gen Xers have a written financial plan. If you want to retire someday, will you have saved enough money to maintain your lifestyle? Are you at risk of outliving your money? In this two-part class we will focus on what to consider when preparing to retire. You will learn about cash flow, managing risk in your portfolio, how to choose the right financial professional, and how to react to market volatility.

CRN 5579 2 Sessions
FIN D5025 Section 01  NCC, Room E225
Wednesday 6:30PM-8:00PM  Begins 2/26/2020
Tuition: $59
Instructor: Robert Carroll, C.F.A.

BUILDING A DIVERSIFIED PORTFOLIO

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, you will learn 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 5580 2 Sessions
FIN D5027 Section 01  NCC, Room W103
Wednesday 6:30PM-8:00PM  Begins 4/29/2020
Tuition: $59
Instructor: Robert Carroll, C.F.A.
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 5566 1 Session
FIN D5006 Section 01 NCC, Room E121
Monday 7:00PM-9:00PM 4/20/2020
Tuition: $49
Instructor: Stephen B. Keogh, Esq.

BUDGETING TO PAY DOWN DEBT
Do you want to stop living paycheck to paycheck? Do you run out of money before the end of the month? Is your debt taking all of your money each month? Learn the steps involved for creating a budget to see where you money is going and make a plan to pay down that debt once and for all.

CRN 5569 1 Session
FIN D5807 Section 01 NCC, Room E223
Monday 6:00PM-8:00PM 3/23/2020
Tuition: $40
Instructor: Jill Russo Foster

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 5567 1 Session
FIN D5010 Section 01 NCC, Room E121
Monday 6:30PM-9:00PM 4/27/2020
Tuition: $49
Instructor: Stephen B. Keogh, Esq.

START YOUR FINANCES OFF RIGHT
Understanding is knowledge and knowledge is power to start your finances off right. Whether you are starting off fresh or need to regroup, this class will give you an overview of starting and handling your personal finances. Learn how to achieve your goals with budgeting, understand how to save for what you want, establish your credit by knowing the five factors that make up your credit score, understanding credit cards so you can use them to your advantage and determine what insurances you need to keep you covered. Finance can be complicated, learning how to start them correctly, will give you the understanding to have a secure financial future.

CRN 5568 1 Session
FIN D5806 Section 01 NCC, Room E121
Thursday 6:00PM-8:00PM 4/2/2020
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 Stamford’s MIT AGE Lab. Workbook included.

CRN 5271 2 Sessions
FIN D5002 Section 01 NCC, Room E121
Thursday 6:30PM-8:00PM Begins 4/23/2020
Tuition: $59
Instructor: Michael Aloi, C.F.P.

FINDING FINANCIAL FREEDOM
This class will change your mind set about how you look & deal with money! 20% knowledge & 80% behavior! We’ll talk about getting an emergency fund instead of using credit cards, monthly budgeting, paying off debt one by one and saving for your future! There are proven steps that can pay off your mortgage earlier, save for college and be debt free.

CRN 5578 2 Sessions
FIN D5805 Section 01 NCC, Room W215
Tuesday 6:30PM-8:30PM Begins 4/21/2020
Tuition: $59
Instructor: Michelle Wheeler

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 5570 1 Session
FIN D5011 Section 01 NCC, Room E121
Thursday 6:00PM-8:00PM 3/12/2020
Tuition: $40
Instructor: Michael Aloi, C.F.P.
REGISTRATION FORM

CRYPTOCURRENCIES
GRADES 8-12

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

CRN 5242
SPIN D5905 Section 01
NCC, Room W222
Wednesday 7:00PM-9:00PM
Tuition: $79
Instructor: John Robert

THE JOY OF NATIVE GARDENING

Take your gardening to a new level by learning about our native plants (perennials, trees, shrubs and vines) and the relationships these plants have forged with our native pollinators and songbirds. Learn how you can improve habitat and offer a continuous succession of bloom that can extend your growing-bloom period from early spring thru fall with flowers that both you and pollinators will enjoy. A garden in winter can be beautiful too, many native trees and shrubs offer four season interest and can provide fruit and cover for overwintering birds. Whether your style is more formal or relaxed, whether your site is sunny or shady, wet or dry there is a huge selection of natives to choose from that will work in your garden. We’ll talk about working with the site you have and employing more gentle gardening techniques to make maintenance easier and improve habitat. The invasive plants you need to know and the serious threat they pose will be reviewed and suggestions for replacements offered. A winter seed propagation project will be included to take home and get you started on your native garden for 2020. Fill your garden with life and enhance its beauty. Join us on the New England Pollinator Pathway!

CRN 5588
GARD D5787 Section 01
NCC, Room W216
Tuesday 6:00PM-8:30PM
Tuition: $50
Instructor: Elizabeth Craig, Advanced Master Gardener, Jacqueline Algon, Advanced Master Gardener

Gardening

GROW YOUR OWN FOOD – READY FOR SPRING

Whether you want to improve your food growing skills or are starting a vegetable garden for the first time, come learn and share ideas on growing organic healthy food working WITH Nature. Topics include successful seed starting, various growing techniques, composting options and the importance of healthy soil. Each week will include a power point presentation and discussion on the latest organic growing methods. Hands on projects will give participants the opportunity to get a positive start on the growing season.

CRN 5587
GARD D5008 Section 01
NCC, Room W105
Tuesday 6:00PM-8:00PM
Tuition: $149
Instructor: Monique Bosch

Interior Design

MATERIALS, TEXTILES & FINISHES

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

The study of interior design textiles, materials and finishes including characteristics, care, codes, and applications. 2 hours lecture, 2 hours of laboratory.

CRN 2792
SPIN D5446 Section 01B
Tue/Thur 4:00PM-5:55PM
Tuition: $659
No Class 3/17, 3/19, 5/7
Instructor: Francis R. Giudice

A DEEP DIVE INTO BLOCKCHAINS, BITCOINS AND OTHER CRYPTOCURRENCIES

Blockchain technologies have led to an explosion in innovation and investment. BitCoins and other cryptocurrencies have changed the way we look at money and opened new investment opportunities. In this class, students will learn Blockchain from the ground up and see how it has the potential to change most every major industry, including, finance, health care, law, supply chain management, real estate, art and a whole lot more. We will also learn the history on how BitCoin and how other cryptocurrencies have evolved. Learn how to filter out all the hype in this space and be equipped to make informed choices about how to take part in this revolution – and the best way to do it. You will also be taught to set up your own cryptocurrency miner! If you have ever considered investing in BitCoin or are just curious about how Blockchain works this class is for you.

CRN 5581
KIDS D5117 Section 01
NCC, Room W201
Saturday 10:00AM-12:00PM
Tuition: $35
Instructor: Jill Russo Foster

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 5602
FIN D5007 Section 01
NCC, Room E220
Thursday 6:00PM-8:00PM
4/16/2020
Instructor: Evan Lister

Interior Design
Languages

AMERICAN SIGN LANGUAGE I
This course introduces students to American Sign Language (ASL) through unit lessons, interactive practice, and flash cards. 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 5590 10 Sessions
FLAN D5831 Section 01 NCC, Room W219
Tuesday 7:00PM-9:00PM Begins 02/25/20
Tuition: $189
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 5591 10 Sessions
FLAN D5684 Section 01 NCC, Room W225
Wednesday 7:00PM-9:00PM Begins 02/25/20
Tuition: $189
Instructor: Mariana Bolgova, Ph.D.

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 4807 8 Sessions
FLAN D5046 Section 01 NCC, Room E223
Saturday 9:30AM-12:00PM Begins 2/25/2020
Tuition: $189
No Class 3/21, 4/11
Instructor: Solange Gomez, M.A.

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 1513 10 Sessions
FLAN D5436 Section 01 NCC, Room E229
Tuesday 7:00PM-9:00PM Begins 2/25/2020
Tuition: $189
Instructor: Solange Gomez, M.A.

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 5594 10 Sessions
FLAN D5437 Section 01 NCC, Room W221
Wednesday 7:00PM-9:00PM Begins 2/26/2020
Tuition: $189
Instructor: Solange Gomez, M.A.

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 5592 10 Sessions
FLAN D5685 Section 01 NCC, Room W221
Tuesday 7:00PM-9:00PM Begins 02/11/20
Tuition: $189
Instructor: Mariana Bolgova, Ph.D.

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 4301 10 Sessions
FLAN D5464 Section 01 NCC, Room W220
Thursday 6:00PM-8:00PM Begins 2/20/2020
Tuition: $189
Instructor: Stefania DiGiuseppe, B.A.

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.
CRN 5274 10 Sessions
FLAN D5465 Section 01 NCC, Room W220
Saturday 9:30AM-11:30PM Begins 2/22/2020
Tuition: $189
Instructor: Stefania DiGiuseppe, B.A.

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 5593 8 Sessions
FLAN D5069 Section 01 NCC, Room W248
Wednesday 6:00PM-8:00PM Begins 2/12/2020
Tuition: $159
Instructor: Stefania DiGiuseppe, B.A.
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 5595
FLAN D5462 Section 011
NCC, Room W129
Friday 9:30AM-11:30AM
Begin 2/21/2020
Tuition: $189
No Class 4/10
Instructor: Patrice Montavon-Morley, M.A., M.Ed.

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 4222
FLAN D5941 Section 01B
NCC, Room E228
Tuesday/Thursday 9:30AM-11:20AM
Begin 1/23/2020
Tuition: $769
No Class 3/17, 3/19, 5/7
Instructor: David G. Sheppe

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 course without written permission of the instructor before classes begin. Prerequisite: Students should have taken Elementary French I or be admitted with permission of the instructor.
CRN 4223
FLAN D5525 Section 01B
NCC, Room E228
Tuesday/Thursday 11:30AM-12:50PM
Begin 1/28/2020
Tuition: $769
No Class 3/17, 3/19, 5/7
Instructor: David G. Sheppe

FRENCH II
This course introduces students to basic French vocabulary and grammar with an emphasis on speaking and listening in daily life. Students will also read and write brief passages using the French writing system (hiragana, katakana, and kanji).
CRN 4535
FLAN D5840 Section 01B
NCC, Room E220/E222
Monday/Wednesday 11:30AM-1:20PM
Begin 1/22/2020
Tuition: $769
No Class 2/17, 3/16, 3/18
Instructor: Yumi McCarthy, M.A.

JAPANESE I
This course is also available as a Credit Division class. Prices may vary.
This course introduces students to basic Japanese vocabulary and grammar with an emphasis on speaking and listening. Students will also read and write brief passages using the Japanese writing system (hiragana, katakana, and kanji).
CRN 4535
FLAN D5840 Section 01B
NCC, Room E220/E222
Monday/Wednesday 11:30AM-1:20PM
Begin 1/22/2020
Tuition: $769
No Class 2/17, 3/16, 3/18
Instructor: Yumi McCarthy, M.A.

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. Students should have taken Japanese I or can be admitted with permission of the instructor.
CRN 4535
FLAN D5840 Section 01B
NCC, Room E220/E222
Monday/Wednesday 11:30AM-1:20PM
Begin 1/22/2020
Tuition: $769
No Class 2/17, 3/16, 3/18
Instructor: Yumi McCarthy, M.A.

20TH CENTURY LATIN AMERICAN TOPICS
This course is also available as a Credit Division class. Prices may vary.
This course is an exploration of some of the most important socio-political events in 20th century Latin America and how they were represented in contemporary Latin American literature and visual arts. The dramatizations and representations of the socio-political events in the fiction explore the process of “Coming of Age” of the Latin American countries during these 20th Century historical moments and their aftermath. Class will be conducted in English; readings will be available in translation and in the original language.
CRN 4540
CENR D5109 Section 01B
NCC, Room E226
Tuesday 11:30AM-12:30PM
Hybrid
Begin 1/28/2020
Tuition: $599
No Class 3/17
Instructor: Andres Aluma Cazorla
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 $15 for instructional CD and handouts.

CRN 555 1 Session
CENR D5043 Section 01
Mon/Wed 9:00AM-10:00PM
Instructor: Dave Broida

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 5173 28 Sessions
CENR D5054 Section 01B
Mon/Wed 5:30PM-7:05PM
Tuition: $599
No Class 2/17, 3/16, 3/18
Instructor: D. Kelliher

PIANO I

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

An introductory piano course, presenting simple note 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, organization of the keyboard. Develops skills in meter, in both F and G clefs. Focuses on the simple five-finger position compositions, and in performing major scales and arpeggios, the basics of text setting, melodic, harmonic and rhythmic unity and variety, concepts of dissonance and consonance as well as principles of form. The student will complete two pieces to be presented at the end of the course.

CRN 5376 28 Sessions
CENR D5031 Section 22B
Tue/Thur 10:00AM-11:20PM
Tuition: $599
No Class 3/17, 3/19
Instructor: Christine Mangone

CRN 4979 26 Sessions
CENR D5031 Section 01B
Mon/Wed 9:30AM-11:05PM
Tuition: $599
No Class 2/17, 3/16, 3/18
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 4748 28 Sessions
CENR D5039 Section 01B
Mon/Wed 1:00PM-2:20PM
Tuition: $599
No Class 2/17, 3/16, 3/18
Instructor: David Wonsey, B.M.

DIGITAL SONGWRITING

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

This course is an introduction to the craft of music composition and writing songs. Using computer software, the students will learn the basics of text setting, melodic, harmonic and rhythmic unity and variety, concepts of dissonance and consonance as well as principles of form. The student will complete two pieces to be presented at the end of the course.

CRN 3662 28 Sessions
CENR D5049 Section 01B
Mon/Wed 2:30PM-3:50PM
Tuition: $599
No Class 2/17, 3/16, 3/18
Instructor: David Wonsey, B.M.

COLLEGE CHOIR

This course is a study through rehearsal and performance of music literature for choir. Emphasis is on musical fundamentals and creation of a musical community. Opportunities exist for solo and ensemble singing in smaller groups. 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 2369 28 Sessions
CENR D5037 Section 01
Tue/Thur 2:30PM-3:50PM
Tuition: $179
No Class 3/17, 3/19, 5/7
Instructor: Christine Mangone, Ph.D.

Workshop for Everyone

INTRODUCTION TO IMPROV

Improv requires that we be spontaneous and “make it up as we go along.” There’s no script in life, so we are all improvisers! This introductory workshop explores basic improvisational skills. You’ll participate in games and short scenes that will help you focus, concentrate, stay in the moment, take risks, listen to others, communicate clearly and respond quickly and creatively in ANY situation. In a relaxed, supportive environment, you’ll gain confidence, learn to trust yourself and work as part of a team. Although laughter and fun are guaranteed, you’ll simultaneously learn lifelong skills that will help you become a better team member, communicator, leader and speaker. Workshops are led by a veteran improv performer who has facilitated as well as performed improv for public, private and corporate events within the tri-state area including Gotham City improv in New York City.

CRN 5559 8 Sessions
CENR D5092 Section 01
Fri 7:00PM-9:00PM
Tuition: $129
Instructor: Nancy Follis, Ed.M.

Performing Arts

TAKE THE STAGE! AN ACTING WORKSHOP FOR EVERYONE

Do you freeze with “stage fright” when even thinking about giving a presentation, speaking before a group, or going on the stage? Then stop right there, this no-pressure acting workshop is for you! Whether you’ve never been even been near a stage before, or have thought acting or improvisation might be fun, but never did anything about it, or did some acting in school or in the past, but it’s been years since, or an experienced actor looking to shake the dust off, sharpen your skills, or develop a scene or monologue, then we’d love to have you join us! We will employ theatre games, theatrical basics, monologues and scene work, a smidgen of theory, a lot of humor and tons of fun. This improvisation-based workshop is designed to help both novice and experienced adult actors develop skills and techniques to feel more comfortable and create compelling characters and compelling behavior, on stage and in front of an audience. Take the plunge... and take the stage!

CRN 5556 7 Sessions
CENR D5045 Section 01
Mon/Wed 1:00PM-2:20PM
Tuition: $189
Instructor: Richard Mancini, B.S.

Lumina String Quartet
Free Spring 2020 Concert
Saturday, 2/22
Saturday, 5/9
To request complimentary tickets, please email bheartsounds@norwalk.edu or call (203) 857-7302
Photography

CAMERA AND COMPOSITION

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. Students are responsible for bringing a camera with manual controls. Please bring your camera and manual to the first class. Weekly assignments may be printed at your local output service or downloaded to a flash drive for review and editing using Adobe Photoshop Lightroom.

DIGITAL PHOTOGRAPHY

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

In this introductory course, students will learn the fundamentals of photography using digital media. Camera use, exposure controls, scanning and printing are covered. Assignments explore visual and creative problem solving. Students are responsible for providing a manually adjustable digital camera, paper, and other supplies as needed.

CRN 1549
PHOTO D5001 Section 01B
Mon/Wed 7:00PM-9:15PM
Tuition: $759
No Class 2/17, 3/16, 3/18
Instructor: Joan Fitzsimmons, M.F.A.

Personal Enrichment

LEARN RAPID READING

Learn easy-to-use techniques to power through your daily reading at a faster rate with better comprehension. This system works on all non-fiction reading material from light to highly technical. It is suitable for professionals, college students, high school students, 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 non-fiction 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 5596
SPIN D5023 Section 01
Tuesday 7:00PM-9:00PM
Tuition: $89
Instructor: Sisi Ferine, B.S., B.A.

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 5567
FIN D5010 Section 01
Monday 6:30PM-9:00PM
Tuition: $49
Instructor: Stephen B. Keogh, Esq.
INTRODUCTION TO ARCHAELOGY

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

This course provides an introduction to the tools, methods and theories used in archaeology as well as an overview of northeastern U.S. prehistory. Students receive pre-excavation training prior to their participation in the investigation of a local prehistoric archaeological site. The analysis of recovered materials and the interpretation of the site provide the basis for the writing of an archaeological site report.

CRN 4740
SPIN D5664 Section 01B
Tue/Thur 1:00PM-2:20PM
Tuition: $599
No Class 3/17, 3/19
Instructor: Ernie Wiegand

INSTRUCTOR TO PHILOSOPHY

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

This course is an introduction to the basic themes of philosophy. It explores the nature of man, the universe in which we live, knowledge, language, the divine existence, and values. Students are encouraged to relate ideas from the great philosophers to their own thinking through Socratic dialogue and writing assignments.

CRN 4752
PHIL D5007 Section 02B
Mon/Wed 1:00PM-2:20PM
Tuition: $599
No Class 2/17, 3/16, 3/18
Instructor: Edward Grippe, Ph.D.

CRN 4753
PHIL D5007 Section 04B
Tue/Thur 7:00PM-8:20PM
Tuition: $599
No Class 3/17, 3/19, 5/7
Instructor: Kathleen Jackson

CRN 4754
SPIN D5677 Section 01B
Mon/Wed 10:00AM-11:20AM
Tuition: $599
No Class 2/17, 3/16, 3/18
Instructor: Edward Grippe, Ph.D.

CRN 5617
PHIL D5004 Section 01B
Thursday 10:00AM-12:55PM
Tuition: $599
No Class 3/19
Instructor: Edward Grippe, Ph.D.

CRN 5566
FIN D5006 Section 01
NCC, Room E121
Monday 7:00PM-9:00PM
Tuition: $49
Instructor: Stephen B. Keogh, Esq.

CARING FOR A LOVED ONE – A NOVICE CAREGIVER PRIMER

This course will teach students how to care for elderly individuals not fully capable of caring for themselves. Topics of Alzheimer’s disease and dementia will be introduced. Students will learn home safety tips, strategies in safeguarding the elderly, enhancing moods, managing disruptive behaviors, effective communication, and a variety of caregiver techniques. Role play exercises will include “How do you have a serious illness conversation with loved ones?”, “How do you see yourself managing difficult behaviors in the elderly?” and “How do you explain palliative care versus hospice care?” Students gain insightful knowledge in different types of conservatorships and gain a clear understanding of Medicare and Medicaid for long term planning. This class is not intended for prospective professional caregivers.

CRN 5597
SPIN D5665 Section 01
NCC, Room W231
Tuesday 6:00PM-9:00PM
Tuition: $49
Instructor: Virginia Lee, L.C.S.W.

PUBLIC SPEAKING

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

The course introduces students to the communication techniques needed to organize and deliver oral messages in a public setting, with emphasis on extemporaneous speeches that inform, demonstrate and persuade. Basic communication theory, including reasoning patterns and logical fallacies, is covered.

CRN 5330
PRFD D5316 Section 10B
NCC, Room E122
Wednesday 5:30PM-8:25PM
Tuition: $599
No Class 3/18
Instructor: Kristina Testa-Buzzee, Ed.D.

CRN 5597
SPIN D5665 Section 01
NCC, Room W231
Tuesday 6:00PM-9:00PM
Tuition: $49
Instructor: Stephen B. Keogh, Esq.

CRN 5566
FIN D5006 Section 01
NCC, Room E121
Monday 7:00PM-9:00PM
Tuition: $49
Instructor: Stephen B. Keogh, Esq.

CRN 5597
SPIN D5665 Section 01
NCC, Room W231
Tuesday 6:00PM-9:00PM
Tuition: $49
Instructor: Stephen B. Keogh, Esq.

CRN 5566
FIN D5006 Section 01
NCC, Room E121
Monday 7:00PM-9:00PM
Tuition: $49
Instructor: Stephen B. Keogh, Esq.

CRN 5597
SPIN D5665 Section 01
NCC, Room W231
Tuesday 6:00PM-9:00PM
Tuition: $49
Instructor: Stephen B. Keogh, Esq.

CRN 5566
FIN D5006 Section 01
NCC, Room E121
Monday 7:00PM-9:00PM
Tuition: $49
Instructor: Stephen B. Keogh, Esq.

CRN 5597
SPIN D5665 Section 01
NCC, Room W231
Tuesday 6:00PM-9:00PM
Tuition: $49
Instructor: Stephen B. Keogh, Esq.

CRN 5566
FIN D5006 Section 01
NCC, Room E121
Monday 7:00PM-9:00PM
Tuition: $49
Instructor: Stephen B. Keogh, Esq.

CRN 5597
SPIN D5665 Section 01
NCC, Room W231
Tuesday 6:00PM-9:00PM
Tuition: $49
Instructor: Stephen B. Keogh, Esq.

CRN 5566
FIN D5006 Section 01
NCC, Room E121
Monday 7:00PM-9:00PM
Tuition: $49
Instructor: Stephen B. Keogh, Esq.

CRN 5597
SPIN D5665 Section 01
NCC, Room W231
Tuesday 6:00PM-9:00PM
Tuition: $49
Instructor: Stephen B. Keogh, Esq.
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. Students 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 5223 1 Session
SPIN D5866 Section 01 NCC, Room W229
Tuesday 6:30PM-8:30PM 3/24/2020
Tuition: $29
Instructor: Judith P. Audevard

BEGINNER KNITTING

Come “sit ‘n knit” and learn in a class that was created just for you a beginner knitter! (Returning students welcome, and will work on individual projects.) You will learn 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 students will pick a project to work on: a hat, scarf, cowl, or maybe something else you have in mind, as well as the color and type of yarn you’d like to use. Then students will purchase the materials needed for the project and bring them to the fifth class. You will 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 5598 6 Sessions
SPIN D5509 Section 01 Saturday 12:00PM-2:00PM Begins 2/22/2020
Tuition: $89 plus $18 material fee (payable to instructor at 1st class)
Instructor: Andrea Dener

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 5296 1 Session
SPIN D5850 Section 01 NCC, Room E115
Tuesday 7:00PM-9:30PM 3/24/2020
Tuition: $49
Instructor: Dorota Matys, Certified AFT Practitioner

LET GO AND OPEN TO THE FLOW

Happiness is not measured by what we accomplish but by what we’ve learned to overcome, embrace and maintain. When we let go to the flow we have the ability to heal our biggest burdens (anger, anxiety, depression, tension) and exceed our greatest expectations. It’s a process of letting go of stress, struggles, and worries and opening to attributes of liveliness, vitality and vivaciousness. When you’re in the flow you live life with more ease and joy. Through discussion, meditation and experiential exercises you will learn how to release the tension, set effective intentions and live life with more ease, excitement and joy.

CRN 5600 3 Sessions
SPIN D5060 Section 01 NCC, Room W201
Thursday 7:00PM-9:00PM Begins 3/5/2020
Tuition: $79
Instructor: Penny Cohen, L.C.S.W.

CHANGE YOUR THOUGHTS AND WORDS, CHANGE YOUR LIFE

Thoughts and words have power over our bodies and our lives. They influence the way we feel, our attitudes and actions as well as what we attract in our lives. Through discussion, meditation and experiential exercises you will learn new phrases, words and ways of no longer reacting but instead responding effectively. It will keep you more in the present, create more peace within yourself, change your attitude to authentic gratitude, develop happier relationships and improved business transactions.

CRN 5542 3 Sessions
SPIN D5005 Section 01 NCC, Room E219
Thursday 7:00PM-9:00PM Begins 4/2/2020
Tuition: $79
Instructor: Penny Cohen, L.C.S.W.

INTRODUCTION TO USING DNA FOR GENEALOGY

Whether or not you want your DNA tested, this course can help you understand the use of DNA testing. The use of consumer DNA databases to solve cold cases, Jane and John Doe cases, and even recent crimes has been making headlines since the capture of the alleged Golden State Killer. This class will talk about GINA (the Genetic Information Non-Disclosure Act), the law that protects insurance companies and employers from using an individual’s DNA to discriminate against them. For those who have tested, or who intend to test, we will explore all the options and related results plus strategies for getting the most from your DNA testing dollars.

CRN 5545 4 Sessions
SPIN D5860 Section 01 NCC, Room W122
Monday 6:00PM-8:00PM Begins 4/6/2020
Tuition: $89
Instructor: Janeen Bjork

CROCHET TODAY! BEGINNER CROCHETING

Come “crochet today” and learn in a class that was created just for you - a beginner crocheter! (Returning students welcome, and will work on individual projects.) Students 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 students will pick a project to work on: a hat, scarf, cowl, or maybe something else you want to make - as well as materials you will need. Then you will purchase the materials and bring them to the fifth class. You will 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 5599 6 Sessions
SPIN D5075 Section 01 NCC, Room W202
Saturday 9:30AM-11:30PM Begins 2/22/2020
Tuition: $89 plus $18 material fee (payable to instructor at 1st class)
No Class 3/21
Instructor: Andrea Dener

A Deep Dive Into BlockChains, BitCoins and other Cryptocurrencies

See page 27
BECOME HAPPIER: HOW TO CREATE DAILY JOY AND LASTING FULFILLMENT

Become happier today! Based on the latest scientific findings from the field of positive psychology, you’ll learn tips, tools and practical strategies you can immediately put into use to improve your overall sense of well-being, joy and lasting fulfillment. This “hands-on” course is designed to be reflective and interactive with simple exercises, activities and discussion built into the curriculum. Links will be provided to access videos and supplementary resources.

CRN 5279 6 Sessions
SPIN D5020 Section 01 NCC, Room W230
Saturday 9:30AM-11:30AM Begins 3/28/2020
Tuition: $149 No Class 4/11
Instructor: Nancy Follis, Ed.M.

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 3602 1 Session
SPIN D5424 Section 01 NCC, Room E112
Friday 9:00AM-1:00PM 3/27/2020
Tuition: $15 for AARP members; $20 for non members. Please bring payment to class, make check payable to AARP.
Instructor: AARP Staff

RETIRING ABROAD: WHAT YOU NEED TO KNOW

It is no longer a well-kept secret. More and more older Americans, for one reason or another, are heading for the tarmac and setting up their silver years nests overseas. Countries like Costa Rica, France, Colombia, Portugal, Mexico, Italy and Dominican Republic are just a few of the countries with increasing expat-populations. But, there are many considerations one must be aware of before packing those suitcases and taking to the skies. This course is designed to address key factors when planning to retire abroad. Financial planning, cost of living, retirement income stream, residency requirements, health care and personal safety, renting and more. Come with an open mind and an adventurous heart. Explore the possibilities of true retirement.

CRN 5543 4 Sessions
SPIN D5009 Section 01 NCC, Room E213
Saturday 9:30AM-11:30PM Begins 2/22/2020
Tuition: $89
Instructor: Mervyn Edwards, M.S.

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 4018 8 Sessions
PRFD D5956 Section 01 NCC, Room W201
Tuesday 7:00PM-9:30PM Begins 2/25/2020
Tuition: $189
Instructor: Regina Krummel, Ed.D.

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 4826 8 Sessions
PRFD D5957 Section 01 NCC, Room E218
Saturday 11:00AM-1:00PM Begins 2/29/2020
Tuition: $169 No Class 3/21, 4/11
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 ten years on a variety of topics, including small business marketing, parenting, and spirituality.

CRN 5171 28 Sessions
PRFD D5958 Section 01B NCC, Room E203
Mon/Wed 1:00PM-2:20PM Begins 1/22/2020
Tuition: $599 Text Add’l
Instructor: James Lomuscio

JOURNALISM I

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

Journalism is an introductory course covering basic skills in writing, reporting and editing news. Course material also includes the ethical issues and commercial pressures that shape the news, and relevant discussion of current events. Because writing is an essential skill for journalists in all media, coursework includes grammar, and written assignments are emphasized. In-class discussion and critique of student writing will also be an important part of the course.

CRN 3917 14 Sessions
PRFD D5959 Section 01B NCC, Room E222
Tuesday 5:30PM-8:25PM Begins 1/28/2020
Tuition: $599 Text Add’l
Instructor: Christopher Ward

SCREENWRITING

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

In this course, students learn the basics of writing scripts for movies. The class will view movies and examine the corresponding scripts; study plotting techniques; discuss the craft of character development and dialogue; learn scene direction protocols, and analyze the structure of short and feature length films. Students will be expected to produce a complete screenplay over the course of the semester. Using industry appropriate software, finished work will be produced in professional format and style.
Wellness, Fitness & Sports

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 5283  1 Session  NCC, Room E115
Saturday 9:00AM-4:50PM  4/18/2020
Tuition: $149 plus $20 material fee payable to instructor.
Instructor: Gigi Benanti, B.A.

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 3659  4 Sessions  NCC, Room E230
Thursday 7:00PM-8:30PM  Begins 3/5/2020
Tuition: No Charge
Instructor: Sutushti Lang

BASIC YOGA

Designed for students new to yoga or with limited experience who want to work slowly and thoroughly. The sessions 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 develop to your potential. Emphasis will be on postures that will enhance the quality of your life. Students will leave class feeling stronger, toned, relaxed and energized. Wear fitness clothing and please bring a yoga mat and a towel to class.

CRN 3062  12 Sessions  NCC, Room H005
Saturday 9:00AM-10:15AM  Begins 1/25/2020
Tuition: $180
No Class 2/15, 3/21, 4/11
Instructor: Sandra Adamczyk, A.S.

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. Wear fitness clothing and please bring a yoga mat and a towel to class.

CRN 3063  12 Sessions  NCC, Room H005
Saturday 10:30AM-11:45AM  Begins 1/25/2020
Tuition: $180
No Class 2/15, 3/21, 4/11
Instructor: Sandra Adamczyk, A.S.

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 attend 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 3580  28 Sessions  NCC, Room W213
Mon/Wed 10:00AM-11:20AM  Begins 1/22/2020
Tuition: $599
No Class 2/17, 3/16, 3/18
Instructor: Staff

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 5476  19 Sessions  NCC, Room H005
Mon/Wed 10:00AM-10:50AM  Begins 2/5/2020
Tuition: $180
No Class 2/17, 3/16, 3/18
Instructor: Suzanne Joy Leonard

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 form first hand.

CRN 4504  19 Sessions  NCC, Room H005
Tue/Thur 5:30PM-6:20PM  Begins 2/6/2020
Tuition: $180
No Class 2/17, 3/16, 3/18
Instructor: Joyce Generoso

ABS AND LOWER BODY

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 4718  19 Sessions  NCC, Room H005
Tue/Thu 10:30AM-11:20AM  Begins 2/6/2020
Tuition: $180
No Class 3/17, 3/19, 5/7
Instructor: Andre Aiken
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 its basic theory and fundamentals.

CRN 5025
RECR D5007 Section 01B
Tue/Thr 6:30PM-7:20PM
Tuition: $180
No Class 3/17, 3/19, 5/7
Instructor: Kristie Entwistle

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 5478
RECR D5832 Section 01B
Mon/Wed 2:30PM-3:20PM
Tuition: $180
No Class 2/17, 3/16, 3/18
Instructor: Suzanne Joy Leonard

The Group Exercise Instructor Certificate
See page 20

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, kick boxing 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 5477
RECR D7128 Section 01B
Tue/Thr 12:00PM-12:50PM
Tuition: $180
No Class 3/17, 3/19, 5/7
Instructor: Joyce Generoso

DANCE ACROSS THE WORLD

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

This course is perfect for learning all of the major Ballroom and Latin dances, some of which are the slow smooth Fox Trot and Waltz to the fiery and energetic Salsa and Merengue! Students will learn the history of each dance, basic patterns and how to execute them on the dance floor. Students will also begin to recognize the dance music when they hear it. These dances are a great form of exercise and excellent for developing grace, balance and confidence not only on the dance floor but in everyday life!

CRN 5479
RECR D5014 Section 01B
Tuesday 1:00PM-2:20PM
Tuition: $180
No Class 3/17
Instructor: Kristie Entwistle

CONNECTIONS 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 the age of 16 should bring personal ID to class.

CRN 5522
BOAT D5573 Section 01
Tue/Thr 6:00PM-9:00PM
Tuition: $25
Instructor: Department of Environmental Protection

CRN 5521
BOAT D5573 Section 02
Tue/Thr 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 5520
BOAT D5572 Section 01
Saturday 9:00AM-5:00PM
Tuition: $99
Instructor: Current Boating Education, LLC

CRN 5285
BOAT D5572 Section 02
Saturday 9:00AM-5:00PM
Tuition: $99
Instructor: Current Boating Education, LLC
Norwalk Community College sponsors programs designed to prepare people for careers in our community’s public safety agencies and organizations.

**EMT Basic**

The EMT program will teach proper techniques in first aid, patient assessments, extrication, communication and various other concepts to give a beginning basis for students to become an Emergency Medical Technician (EMT). Included in the class will be training in HAZMAT and Terrorism awareness. The class meets all National Registry and Connecticut requirements. Students will be eligible to take the National Registry exam. This course is offered in partnership with Norwalk Hospital and requires an extensive amount of reading and reading comprehension. Successful completion of the course is dependent upon each student’s ability to grasp and apply the materials. 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 are available at a discount through the instructor. Purchasing directions will be sent prior to class. Please provide email address at time of registration.*

CRN 5220 1 Session
PRFD D5029 Section 01 NCC, Room W248
Saturday 8:00AM-4:30PM  3/7/2020
Tuition: $159
(Cost includes U-Pass transportation fee)
Instructor: Mark Basil, C.P.P.

CRN 5400 1 Session
PRFD D5029 Section 02 NCC, Room W248
Saturday 8:00AM-4:30PM  4/25/2020
Tuition: $159
(Cost includes U-Pass transportation fee)
Instructor: Mark Basil, C.P.P.

**Official 8-Hour State of CT Security Officer Certification**

The required State of CT Department of Public Safety eight-hour security officer training class will be taught at NCC by a security professional with a unique and diverse background in the industry. Once candidates have passed the exam and successfully completed the course, they can submit the application to receive and be issued a Security Officer Identification Card from the Special Licensing and Firearms Unit of the Department of Public Safety in CT. Topics covered in this course include but are not limited to, Introduction to Private Security, Basic First Aid, Search & Seizure, Use of Force, and Basic Criminal Justice. Students must take and pass a written examination in class with a minimum passing score of 70%. Students should bring a picture ID such as driver’s license or passport to class. Receipt of Security Officer ID Card is also contingent on the payment of additional fees to the Department Public Safety Special Licensing and Firearms Unit.

*Class begins promptly at 8:00AM. 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: http://www.ct.gov/despp*

CRN 4827 39 Sessions
PUBS D5110 Section 01 NCC, Room W216
Mon/Thur 6:00PM-10:00PM  Begins 1/23/2020
Class will also meet on the following Saturdays from 8:00AM-4:00PM in Room W216
2/1, 2/29, 3/14, 3/28, 4/25, 5/9, 5/16
Tuition: $999
Text Add’l
No Class 2/17
Instructor: Harry A. Downs II, EMT-P, EMS-I
For Payment Plan information see page 1.

**Police Exam Prep Course**

The information provided in this four-day program is geared toward preparing the student to succeed in the highly competitive written and oral portions of a police exam. Test-taking techniques, subject-matter review, tips on improving one’s background, as well as updated regional test information will be included. During the third session a practice test will be given to increase your level of preparation.

CRN 5506 4 Sessions
PRFD D5003 Section 01 NCC, Room E121
Monday 6:00PM-8:00PM  Begins 3/2/2020
Tuition: $129
Instructor: Lt. Thomas Roncinske, M.S.
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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<th>Credit Offerings</th>
<th>Allied Health</th>
<th>Business</th>
<th>Engineering</th>
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<tr>
<td></td>
<td>Medical Office Management</td>
<td>Accounting</td>
<td>Engineering Science</td>
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<tr>
<td></td>
<td>- Administrative</td>
<td>Business Administration</td>
<td>Technological Studies</td>
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<td>- Clinical</td>
<td>Finance</td>
<td>General Studies</td>
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<td></td>
<td>Nursing</td>
<td>Legal Assistant</td>
<td>Honors Program</td>
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<td></td>
<td>Physical Therapist Assistant</td>
<td>Management</td>
<td>Hospitality Management</td>
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<tr>
<td></td>
<td>Respiratory Care</td>
<td>Marketing</td>
<td>Culinary Arts Option</td>
</tr>
<tr>
<td></td>
<td>Art, Architecture &amp; Design</td>
<td>Communication Arts</td>
<td>Hotel Option</td>
</tr>
<tr>
<td></td>
<td>Architectural Engineering Technology</td>
<td>Film &amp; Television Production</td>
<td>Restaurant Option</td>
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<tr>
<td></td>
<td>Construction Technology</td>
<td>Journalism</td>
<td>Liberal Arts Transfer</td>
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<tr>
<td></td>
<td>Design for the Web</td>
<td>Media Studies</td>
<td>Mathematics &amp; Science</td>
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<td>Fine Arts</td>
<td>Computer Science</td>
<td>Psychology</td>
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<td>Graphic Design</td>
<td>Web Science</td>
<td>Teaching Career Pathway</td>
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<td></td>
<td>Interior Design</td>
<td>Education &amp; Social Science</td>
<td>Veterinary Technology</td>
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<td></td>
<td>Studio Art</td>
<td>Criminal Justice</td>
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### Degree Certificates (20-35 Credits)

<table>
<thead>
<tr>
<th>Credit Offerings</th>
<th>Allied Health</th>
<th>Communication Arts</th>
<th>CSCU’s Transfer Tickets</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Health Careers Pathways</td>
<td>Digital Journalism</td>
<td>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.</td>
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<tr>
<td></td>
<td>Medical Assistant</td>
<td>Film &amp; Television Production</td>
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<td>Medical Office Specialist</td>
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<td>Pathway Transfer Degree: Biology Studies</td>
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<td>Art, Architecture &amp; Design</td>
<td>Computer Science</td>
<td>Pathway Transfer Degree: Business Studies</td>
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<td>Graphic Design</td>
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<td>Pathway Transfer Degree: Chemistry Studies</td>
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<td>Pathway Transfer Degree: Communication Studies</td>
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<td></td>
<td>Accounting</td>
<td>Smartphone App Development</td>
<td>Pathway Transfer Degree: Criminology Studies</td>
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<td>Culinary Arts</td>
<td>Web Developer</td>
<td>Pathway Transfer Degree: Early Childhood TC Studies</td>
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<td>Legal Assistant</td>
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<td>Pathway Transfer Degree: English Studies</td>
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### CSCU’s Transfer Tickets

<table>
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<th>Credit Offerings</th>
<th>Engineering</th>
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<tbody>
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<td>Pathway Transfer Degree: History Studies</td>
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<td>Pathway Transfer Degree: Italian Studies</td>
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<td></td>
<td>Pathway Transfer Degree: Mathematics Studies</td>
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<td></td>
<td>Pathway Transfer Degree: Physics Studies</td>
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<td></td>
<td>Pathway Transfer Degree: Political Science Studies</td>
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<td>Pathway Transfer Degree: Psychology Studies</td>
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<td>Pathway Transfer Degree: Social Work Studies</td>
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<td></td>
<td>Pathway Transfer Degree: Sociology Studies</td>
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<tr>
<td></td>
<td>Pathway Transfer Degree: Spanish Studies</td>
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</tbody>
</table>

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 Spring semester are indicated with page numbers for this catalog. Remaining classes will be offered in the Fall or Spring semester.
Spring 2020 classes begin Wednesday, January 22. Register now to get the class/time you want!

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Section</th>
<th>Course Title</th>
<th>Dates</th>
<th>Days</th>
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<td>5311</td>
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<td>01N</td>
<td>ESL for Beginners 10</td>
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**LEVEL 20**

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<td>Speaking/Listening 24</td>
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**LEVEL 30**

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**LEVEL 40**

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TBA - To be announced
### ESL NON-CREDIT CONTINUED

#### LEVEL 50

| CRN  | Course Code | Section | Course Title          | Days        | Start Date      | End Date       | Section Time  | Room  | Instructor  | Fee
|------|-------------|---------|-----------------------|-------------|-----------------|----------------|--------------|-------|-------------|------
| 5187 | ESL D5050   | 01N     | Reading/Writing 50    | 1/22-5/11   | Monday & Wednesday | 9:00AM-10:50AM | E207/213    | $ 399 |
| 5188 | ESL D5050   | 02N     | Reading/Writing 50    | 1/22-5/11   | Monday & Wednesday | 8:00PM-9:50PM  | E223/207    | $ 399 |
| 5189 | ESL D5050   | 03N     | Reading/Writing 50    | 1/23-5/7    | Tuesday & Thursday | 6:00PM-7:50PM  | E218/207    | $ 399 |
| 5190 | ESL D5050   | 04N     | Reading/Writing 50    | 1/25-5/16   | Saturday          | 9:00AM-1:15PM   | E207        | $ 399 |
| 5191 | ESL D5054   | 01N     | Speaking/Listening 54 | 1/22-5/11   | Monday & Wednesday | 6:00PM-7:50PM  | E220/208    | $ 399 |
| 5192 | ESL D5055   | 01N     | Grammar 55           | 1/23-5/7    | Tuesday & Thursday | 9:00AM-10:50AM | E205/122    | $ 399 |
| 5193 | ESL D5055   | 02N     | Grammar 55           | 1/23-5/7    | Tuesday & Thursday | 8:00PM-9:50PM  | E221/207    | $ 399 |
| 5194 | ESL D5061   | 01N     | Writing/Grammar on Comp 61 | 1/22-5/11 | Monday & Wednesday | 2:00PM-3:50PM  | E207        | $ 399 |
| 5195 | ESL D5061   | 02N     | Writing/Grammar on Comp 61 | 1/25-5/16 | Saturday          | 9:00AM-1:15PM   | E209        | $ 399 |
| 5488 | ESL D5061   | 04N     | Writing/Grammar on Comp 61 | 2/4/4/30  | Tuesday/Thursday  | 5:30PM-7:50PM  | W107        | $ 399 |

#### LEVEL 60

| CRN  | Course Code | Section | Course Title          | Days        | Start Date      | End Date       | Section Time  | Room  | Instructor  | Fee
|------|-------------|---------|-----------------------|-------------|-----------------|----------------|--------------|-------|-------------|------
| 5196 | ESL D5061   | 01N     | Writing/Grammar on Comp 61 | 1/22-5/11 | Monday & Wednesday | 2:00PM-3:50PM  | E207        | $ 399 |
| 5197 | ESL D5061   | 02N     | Writing/Grammar on Comp 61 | 1/25-5/16 | Saturday          | 9:00AM-1:15PM   | E209        | $ 399 |
| 5488 | ESL D5061   | 04N     | Writing/Grammar on Comp 61 | 2/4/4/30  | Tuesday/Thursday  | 5:30PM-7:50PM  | W107        | $ 399 |
| 5199 | ESL D5063   | 01N     | Writing/Grammar 63     | 2/4/4/28   | Tuesday & Thursday | 9:30AM-11:50AM | W115/W135   | $ 399 |

#### LEVELS 40, 50, 60, 70 & UP

| CRN  | Course Code | Section | Course Title          | Days        | Start Date      | End Date       | Section Time  | Room  | Instructor  | Fee
|------|-------------|---------|-----------------------|-------------|-----------------|----------------|--------------|-------|-------------|------
| 5201 | ESL D5067   | 01N     | Business for ESL I 67 | 1/24-5/15  | Friday           | 9:30AM-12:20PM | E221        | $ 299 |
| 5202 | ESL D5068   | 01N     | Basic Pronunciation 68 | 2/3/4/29  | Monday & Wednesday | 11:30AM-1:50PM | E207/121/208 | $ 399 |
| 5196 | ESL D5061   | 01N     | Writing/Grammar on Comp 61 | 1/22-5/11 | Monday & Wednesday | 2:00PM-3:50PM  | E207        | $ 399 |
| 5197 | ESL D5061   | 02N     | Writing/Grammar on Comp 61 | 1/25-5/16 | Saturday          | 9:00AM-1:15PM   | E209        | $ 399 |
| 5488 | ESL D5061   | 04N     | Writing/Grammar on Comp 61 | 2/4/4/30  | Tuesday/Thursday  | 5:30PM-7:50PM  | TBA         | $ 399 |
| 5204 | ESL D5076   | 01N     | Conversation Circles 76 | 1/28-5/12 | Tuesday & Thursday | 7:30PM-9:50PM  | E225 72 hours | $ 499 |
| 5205 | ESL D5076   | 02N     | Conversation Circles 76 | 1/24-5/15 | Friday           | 9:00AM-1:15PM   | E208/213    | $ 399 |

#### LEVELS 132 & UP

| CRN  | Course Code | Section | Course Title          | Days        | Start Date      | End Date       | Section Time  | Room  | Instructor  | Fee
|------|-------------|---------|-----------------------|-------------|-----------------|----------------|--------------|-------|-------------|------
| 5203 | ESL D5969   | 01N     | Business for ESL II 69 | 1/23-4/30  | Thursday         | 9:30AM-12:20PM | E318        | $ 299 |
| 5206 | ESL D5078   | 01N     | Reading Circles 78    | 2/4/4/23   | Tuesday & Thursday | 8:00PM-9:50PM  | W213        | $ 299 |
| 5207 | ESL D5078   | 02N     | Reading Circles 78    | 2/3/4/29   | Monday & Wednesday | 9:30AM-11:50AM | E115/E228   | $ 399 |
| 5208 | ESL D5079   | 01N     | TOEFL Preparation 79  | 1/25-5/16  | Saturday         | 9:00AM-1:15PM   | E201        | $ 399 |

### CIVICS AND CITIZENSHIP EDUCATION

This course is designed to help adult immigrants at the low to intermediate ESL level learn about civics and citizenship rights and prepare for successful completion of the naturalization process. The preparation includes developing some basic English language skills and foundational knowledge in American history, geography, government, and culture. Activities will include lectures, videos, group work, mock interviews, and occasionally guest speakers. Offered through Title V Developing Hispanic Serving Institution Program funded by the US Department of Ed (Award#PO31_S160119)

CRN 5601
ESL D5127 Section 01
Saturday, 1:00PM-3:00PM
Tuition: Free
Instructor: Eneida Lewis

### 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, active, informal conversation class. Open to students in Levels 20 and 30. Section 01N–58 hours; Section 03N–40 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 conversation class. Open to students in Levels 40, 50, 60 and up. Section 01N–72 hours; Section 02N–58 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–44 hours; Section 2N–58 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.

Spring classes begin Wednesday, January 22, 2020. Register now to get the class/time you want!

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<tr>
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<th>Section</th>
<th>Course Title</th>
<th>Dates</th>
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<td>Tuesday &amp; Thursday</td>
<td>7:30PM-9:05PM</td>
<td>TBA $ 479</td>
</tr>
<tr>
<td>5168 ESL 5970 01B</td>
<td>ESL Grammar &amp; Style Workshop (same as credit ESL 170)</td>
<td></td>
<td>1/22-5/14</td>
<td>Thursday &amp; ONLINE</td>
<td>6:00PM-7:20PM</td>
<td>TBA $ 479</td>
</tr>
<tr>
<td>5390 ESL 5065 01B</td>
<td>TESOL Methodology 10 weeks (same as credit ESL 250)</td>
<td></td>
<td>Late start 2/5-4/26</td>
<td>ONLINE</td>
<td>ONLINE</td>
<td>ONLINE $ 479</td>
</tr>
<tr>
<td>5601 ESL 5127 01B</td>
<td>Civics/Citizenship 10 weeks (same as credit ESL 152)</td>
<td></td>
<td>2/8-4/26</td>
<td>Saturday</td>
<td>1:00PM-3:00PM</td>
<td>W214 Free</td>
</tr>
</tbody>
</table>

### Accelerated ESL Sequence (ACE)

**LEVELS 132 & 142**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructor</th>
<th>Start Date</th>
<th>Time</th>
<th>Days</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL 100 - College Forum</td>
<td></td>
<td></td>
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<tr>
<td>CSA 105 - Intro to Software Applications</td>
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<tr>
<td>132 Reading/Writing III</td>
<td></td>
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<tr>
<td>142 Reading/Writing IV</td>
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</tr>
<tr>
<td>8:30AM-11:00AM Monday</td>
<td>COL 100</td>
<td>9:00AM-9:50AM Break</td>
<td>Lunch &amp; Learn</td>
<td>Reading/Writing III/IV 11:30AM-2:25PM</td>
<td></td>
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<tr>
<td>11:00AM-11:30AM Lunch &amp; Learn</td>
<td></td>
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<tr>
<td>11:30AM-2:25PM Reading/Writing III/IV</td>
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</tr>
<tr>
<td>11:30AM-2:25PM Tuesday</td>
<td>CSA 105</td>
<td>8:30AM-9:50AM Break</td>
<td>Lunch &amp; Learn</td>
<td>Reading/Writing III/IV 11:30AM-2:25PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00AM-10:40AM Wednesday</td>
<td>ESL Lab</td>
<td>9:00AM-10:40AM Lunch &amp; Learn</td>
<td>Reading/Writing III/IV 11:30AM-2:25PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:30AM-2:25PM Thursday</td>
<td>CSA 105</td>
<td>8:30AM-9:50AM Break</td>
<td>Lunch &amp; Learn</td>
<td>Reading/Writing III/IV 11:30AM-2:25PM</td>
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</table>

**LEVELS 152 & 192**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructor</th>
<th>Start Date</th>
<th>Time</th>
<th>Days</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 102 - Western Civilization</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>COM 173 - Public Speaking</td>
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<tr>
<td>152 Reading/Writing V</td>
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<tr>
<td>192 ESL Writing Workshop</td>
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<tr>
<td>9:00AM-12:25PM Monday</td>
<td>Reading/Writing V</td>
<td>9:30AM-12:25PM Lunch &amp; Learn</td>
<td>COM 173 1:00PM-2:20PM</td>
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<td></td>
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</tr>
<tr>
<td>12:30PM-12:50PM Lunch &amp; Learn</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>1:00PM-2:20PM COM 173</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>9:00AM-10:50AM Tuesday</td>
<td>ESL Writing Workshop</td>
<td>9:00AM-10:50AM Break</td>
<td>Lunch &amp; Learn</td>
<td>HIS 102 1:00PM-2:20PM</td>
<td></td>
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</tr>
<tr>
<td>9:30AM-12:25PM Wednesday</td>
<td>Reading/Writing V</td>
<td>9:30AM-12:25PM Lunch &amp; Learn</td>
<td>COM 173 1:00PM-2:20PM</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>10:00AM-12:20PM Thursday</td>
<td>ESL Writing Workshop</td>
<td>9:00AM-10:50AM Break</td>
<td>Lunch &amp; Learn</td>
<td>HIS 102 1:00PM-2:20PM</td>
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</tr>
</tbody>
</table>

### 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](http://www.Norwalk.edu/Admissions/ApplicationPackage) or go the Admissions Office, East Campus.
- Registration for ESL courses must be in-person; no online registration, no mail, no fax.
- Registratoin is open now. Register soon!

For more information, see our website and video: [www.Norwalk.edu/dept/esl/gettingstarted.html](http://www.Norwalk.edu/dept/esl/gettingstarted.html)
Phone: (203) 857-6854,
[www.Norwalk.edu > Academics > Academic Departments > ESL](http://www.Norwalk.edu)
Or visit the ESL office, East Campus Room E 206.

Registration is recommended at least one month prior to course start date.
Test Prep

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 5581
KIDS D5117 Section 01
Saturday 10:00AM-12:00PM
Tuition: $35
Instructor: Jill Russo Foster

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 3353
SPIN D5016 Section 01
Saturday 1:00PM-4:00PM
Tuition: $159
Instructor: Matt Cousins, B.A.

College for Kids

2020 SPRING PROGRAM FOR GRADES 1-8

EVERYONE IS AN ACTOR! (GRADES 2-5)
Everyone is an actor! Come join this fun filled class and learn stage skills such as vocal projection, body positioning, characterization and scene building. Students will be creating their own scenes, bringing poetry to life as monologues and applying acting exercises and games in each class! Have fun with exercises such as mine charades and “who’s the life of the party!” The goal is to nurture creativity, self-expression and confidence through creative dramatic improv. Students will have the option to bring props from home to each session!

CRN 5585
KIDS D5157 Section 01
Saturday 9:30AM-11:30AM
Tuition: $49
Instructor: Rebecca Vaccaro

BUILD YOUR OWN AI (ARTIFICIAL INTELLIGENT) ROBOT (GRADES 4-8)
In this class, students will create a voice-controlled robot — which only they can control. No experience necessary. Using the magic of the Raspberry Pi UNIX computer, students will write their own machine-learning code that will make their robot do anything they tell it to. Students will learn about the Python programming language, along with Google-created TensorFlow library used in so many AI projects. Experts say the future is AI. The time to start learning about this technology is now.

CRN 5584
KIDS D5217 Section 01
Saturday 9:00AM-12:00PM
Tuition: $159
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 5582
KIDS D5036 Section 01
Saturday 9:00AM-12:30PM
Tuition: $99
Instructor: Jeanne Yusko

MATH FORUM (GRADES 6-8)
Math Forum is an drop-in math clinic for any student in Grades 6-8 requiring assistance with his/her understanding of mathematical concepts specific to his/her grade level or to the next grade level that he/she will be entering. Though so specifically designed, students having difficulties with any grade-level mathematical subject matter or concept can enroll for this program. No textbook is required.

CRN 5583
KIDS D5077 Section 01
Saturday 9:30AM-12:00PM
Tuition: $159
Instructor: Matthew Emerald, M.S.
MaLiPing Chinese

This Saturday Mandarin class is designed for students who have a Mandarin Chinese-speaking environment at home. The class uses MaLiPing method & 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 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/NewStudent.php.

MALIPING CHINESE - 1ST GRADE
CRN 1741  KIDS D5177 Section 01  Saturday 1:30PM-3:30PM  Tuition: $219  No Class 2/15, 3/21, 4/11  Instructor: Bobo Peng, B.A.

MALIPING CHINESE - 2ND GRADE
CRN 1890  KIDS D5177 Section 02  Saturday 1:30PM-3:30PM  Tuition: $219  No Class 2/15, 3/21, 4/11  Instructor: Ping Jin

MALIPING CHINESE - 3RD GRADE
CRN 2161  KIDS D5177 Section 03  Saturday 1:30PM-3:30PM  Tuition: $219  No Class 2/15, 3/21, 4/11  Instructor: Nancy Ma (Yinan Ma)

MALIPING CHINESE - 4TH GRADE
CRN 2771  KIDS D5177 Section 04  Saturday 1:30PM-3:30PM  Tuition: $219  No Class 2/15, 3/21, 4/11  Instructor: Lei Shi, M.A.

MALIPING CHINESE - 5TH GRADE
CRN 3048  KIDS D5177 Section 05  Saturday 1:30PM-3:30PM  Tuition: $219  No Class 2/15, 3/21, 4/11  Instructor: Staff

MALIPING CHINESE - 6TH GRADE
CRN 3357  KIDS D5177 Section 06  Saturday 1:30PM-3:30PM  Tuition: $219  No Class 2/15, 3/21, 4/11  Instructor: Wenting Wang

MALIPING CHINESE - 7TH GRADE
CRN 3650  KIDS D5177 Section 07  Saturday 1:30PM-3:30PM  Tuition: $219  No Class 2/15, 3/21, 4/11  Instructor: Bing Li, M.S.

MALIPING CHINESE - 9TH GRADE
CRN 4592  KIDS D5177 Section 08  Saturday 1:30PM-3:30PM  Tuition: $219  No Class 2/15, 3/21, 4/11  Instructor: Li Ding, M.A.

CHINESE CLASSIC DANCE
AGES 8 - 13
This class is designed for students who are interested in learning classic and folk Chinese dancing. The class will emphasize 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.

MALIPING BASIC PAINTING FOR 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.

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.

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, chachacha, reggaeton, soca, samba, hip-hop music, axé music, tango, etc. This class is for parents of the MaLiPing Chinese class students.

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Registration Form

Child’s Name:  
Child’s Birth Date:  

Parent:  
Child’s Age:  

NCC Student ID Number (if returning student):  
Grade:  

Address:  

City/State/Zip:  

Home Phone:  
Work Phone:  

Cell Phone:  
E-mail:  

Emergency Contact:  
Emergency Phone:  

Who will pick up student?  
Name:  
Phone:  
Name:  
Phone:  

CRN:  
Course Title:  
Date:  
Fee $:  

CRN:  
Course Title:  
Date:  
Fee $:  

CRN:  
Course Title:  
Date:  
Fee $:  

CRN:  
Course Title:  
Date:  
Fee $:  

Parent’s Signature:  
Date:  

Total $:  

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:  /  

Cardholder’s Signature:  

www.norwalk.edu/ce-wd
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  APT.  CITY  STATE  ZIP CODE

Check box if this is a new address

_____ _____ _____ _____  _____ _____ _____ _____  _____ _____ _____ _____  (N e w  a n d  R e a d m i t  S t u d e n t s  m u s t  c o n t a c t  t h e  A d m i n i s t r a t i o n  O f f i c e  t o  a c t i v a t e  y o u r  s t u d e n t  s t a t u s.  I t  m a y  t a k e  2 4  h o u r s  f o r  a c c e s s  t o  y o u r  m y C o m m N e t  a c c o u n t).

SOCIAL SECURITY NUMBER

BIRTH DATE: (MM/DD/YYYY)

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

CRN #  Subject & Course ID #  Section #  Course Title

Days (circle)

M  T  W  Th  F  Sa

M  T  W  Th  F  Sa

M  T  W  Th  F  Sa

M  T  W  Th  F  Sa

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.
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?

If you are receiving SNAP and not receiving money from Temporary Family Assistance (TFA), you may be eligible to receive a scholarship to participate in one of the SNAP Employment & Training programs offered at Norwalk.

For more information, please contact Jenine Carlson at jcarlson@norwalk.edu or (203) 857-7059 to see if there is a program that works for you!

Your opportunity to enroll in a free work training program!

The SNAP Employment and Training Program

This institution is an equal opportunity provider

U-PASS? U-RIDE. FREE!

Announcing the New U-PASS CT

Riding buses and trains in Connecticut is now FREE for most students at participating U-Pass CT schools! The cost of the program is already included in your student fees, so all you need is your U-Pass CT and your valid student ID and you’re on your way. Use yours TODAY!

At this time, the following Workforce Development Certificates are entitled to the U-Pass Program: Bookkeeping, C.N.A., Dental Assistant Certificate, Homemaker Companion Certificate, Medical Coding Certificate, Physical Therapy Aide Certificate, Veterinary Assistant Certificate and CT Security Officer Certificate.

Passes are available on the East Campus from Security Personnel at the Information Desk. A class schedule and student ID are REQUIRED to obtain the U-Pass.

For more details visit CTrides.com or email remigh@norwalk.edu

Resources

Having difficulty finding employment? Need additional job skills training? Funding is Available for Qualified Unemployed or Under-employed

Eligible individuals may be able to receive financial assistance toward a wide variety of career-oriented training classes and certificate programs.

- Bookkeeping Certification
- EKG Technician Certificate
- Pharmacy Technician Training
- Phlebotomy Technician Specialist Certificate
- Real Estate Principles & Practices

For more information, call the American Jobs Center (A.J.C.): Stamford: (203) 353-1702 • Bridgeport: (203) 333-5129

Health CareerRx Academy

In partnership with Workplace, Inc., The Southwestern Connecticut Health CareerRx Academy offers free tuition, fees, books and more to qualifying long-term unemployed and low-income individuals. Training and support will guide students through both certificate and associate degree programs in the medical field. Build your pathway to a brighter future with the skills to do the job! Scholarships for eligible participants are offered in the following training programs:

Credit
- Medical Assistant
- Medical Office Management
- Medical Office Specialist
- Physical Therapy Assistant
- Registered Nurse
- Respiratory Therapy Assistant

Non-Credit
- Certified Nursing Assistant
- Dental Assistant
- EKG Technician
- EMT
- Medical Billing and Reimbursement Specialist
- Patient Care Technician
- Personal Care Attendant
- Pharmacy Technician
- Phlebotomy Technician

For more information, contact Joanne Renwick at jrenwick@norwalk.edu or (203) 857-7346.

An invitation for anyone 50+

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

Certificate Completion

Students who complete a certification program can request their certificate in the Continuing Education Office, room W102. In order to receive the certificate, students will have to successfully complete the required courses with a grade of C or better or P for Passing.

G.I. Educational Benefit

The State of Connecticut has approved some Continuing Education courses for G.I. Educational Benefits. Please inquire at time of registration about course eligibility. Contact Chris DeCew in the NCC Records Office at (203) 857-7006 for complete information. CT State Tuition Waiver does not apply to Continuing Ed. courses.
Super Saturday Registration

Saturday, January 11, 2020, 10 a.m. to 2 p.m.
East Campus Atrium

Don’t miss Super Saturday on campus registration. Faculty advisors and counselors (credit and noncredit) will be on hand to help you select courses and register for the Spring semester. Learn about opportunities for financial aid and scholarships. Walk-ins are welcome. Enroll now; classes fill up quickly.

Spring Classes begin January 22.

Free Tax Preparation and Filing - IRS VITA Program

Norwalk Community College, West Campus Rooms W138/140
Saturdays January 25 through April 11, 2020 from 10:00am-3:30pm
Norwalk Community College, West Campus Room W138
Tues and Thurs January 28 through April 14, 2020 from 7-9:30pm

For information, email nccvita@norwalk.edu or call (or text) (203) 722-9246.

QUALIFICATIONS AND WHAT TO BRING WITH YOU:

Free Tax Preparation and e-filing services for low-to-moderate-income earning taxpayers who cannot prepare their own returns and meet the basic qualifications, Search ‘Free Tax Return Preparation for Qualifying Taxpayers on the IRS website, www.irs.gov, to determine if you meet the qualifications. From that page, click on “see Publication 3676-B” for tax services provided and the “What to Bring” page to ensure you have all of the required documents and information our volunteers will need to help you.

Tax returns will be prepared on a walk-in basis only. (Appointments will not be taken)

SERVICES PROVIDED: Preparation and electronic filing of BOTH the federal and state (CT resident and other states non-resident) income tax returns by IRS certified Norwalk Community College volunteers. All tax preparation and electronic filings are free. Taxpayers taking advantage of the federal and state e-file programs will receive their refunds much faster than returns filed on paper – and even faster if refunds are deposited directly into their bank accounts. Taxpayers or others who do not pay taxes may qualify for the Earned Income Tax Credit, the Child Tax Credit, and other credits and receive a refund even if they have not paid any taxes. There is also a State of Connecticut Earned Income Tax Credit available for qualifying taxpayers.