SUMMER 2020 COURSES!

Textbooks, course materials, supplies, and other resources can be ordered online.

The summer catalog, registration, and information about student support services can be found on our website: norwalk.edu/extended-studies/

We are carefully monitoring the COVID-19 mandates and will make every effort to notify students of changes and updates. The NCC campuses remain closed to students and the public until further notice. Our staff and teachers are devoted to helping students continue their education and personal enrichment.

PLEASE NOTE: Due to the COVID-19 crisis, courses that require a hands-on component and the College for Kids Program are not available.
Welcome!

Welcome to the Continuing Education and Workforce Development Summer 2020 catalog of non-credit classes and certificates. We are excited that you are considering taking classes this summer and have developed a robust schedule of online classes. All classes will meet at specific times online as well as incorporate independent online course work.

This catalog displays a wealth of programming from workers seeking professional advancement or a career change, to people who just want to explore a new hobby.

Chances are, if you have 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, and 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 will 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.
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### Look for these course designations throughout the catalog:

- **C2D** Certificate to Degree
  A related Associate Degree is available. Successful certificate completion may count towards degree program application.

- **Rx** Health CareRx Academy
  The Health CareRx Academy of the WorkPlace has scholarships available to qualified persons. Contact them at (203) 930-1637 to inquire about eligibility. See page 9.

- **Snap** 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 5.
CLASS NOTIFICATIONS:
To receive class notifications, students will need their:
• NCC ID number and
• NCC email address

ONLINE LEARNING:
For information and Q&A about online distance learning, visit norwalk.edu/distance-learning/faq

ADVISING:
Please email nk-continuinged@norwalk.edu or call 203 857-7080 for advising.

ORDER YOUR BOOKS ONLINE:
If you need books for your Summer course(s), you can order online at norwalkcc-shop.com and the NCC Bookstore will ship them directly to you.
From small business techniques to corporate skills, our business programs can help you go where the growth is in today’s economy and prepare yourself for greater success tomorrow. Whether you choose to take a single course or add one of our certificates to your resume, we will help ensure your career path is heading in the right direction.

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 7352 6 Sessions Online Begins 6/9/2020 Tuition: $249
PRFD D5070 Section 01 Tuesday 6:00PM-8:00PM
No Class 6/18
Instructor: Suzanne Peters, MBA

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 7353 4 Sessions Online Begins 6/9/2020 Tuition: $249
PRFD D5051 Section 01 Tuesday 6:00PM-9:00PM
Instructor: Hans Rieke, Ph.D.

Classes Offered in the Fall and Spring Semester:

- EMT Basic
- Legal Secretary Certificate
- Travel Associate Certificate

Retail Customer Service and Sales Certificate

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

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, 203-857-7080, 203-857-7078. Please reference the Retail Customer Service and Sales Certificate Program.

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

CRN 15 Sessions Online Begins 6/9/2020 Tuition: $25 (Refundable tuition upon successful completion of NRF exam.)
PRFD D5939 Section 01 Tuesday/Thursday 6:00PM-8:00PM
Instructor: Celia M. Batan, B.A. M.A. CPC

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

See page 20 for Registration Form

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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 6639  4 Sessions
PRFD D5302 Section 01  Online
Wednesday 6:00PM-9:00PM  Begins 6/3/2020
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 7354  4 Sessions
PRFD D5410 Section 01  Online
Wednesday 6:00PM-9:00PM  Begins 7/8/2020
Tuition: $249
Instructor: Gail Hill Williams, B.B.A.

Business Communication

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 7329
PRFD D5116 Section 02B  Online
Begins 5/27/2020
Tuition: $599
Instructor: Valerie Cooper

Bookkeeping

BOOKKEEPING PRACTICES

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

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

CRN 5136  12 Sessions
PRFD D5009 Section 01  NCC, Room TBD
MTWR 10:00AM-12:00PM  Begins 8/3/2020
CLASS WILL MEET ON CAMPUS
Tuition: $379
Instructor: Anthony Romeo

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.
Real Estate

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

BECOME A REAL ESTATE SALESPERSON

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

BECOME A REAL ESTATE BROKER

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

BECOME A STATE CERTIFIED RESIDENTIAL APPRAISER

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

CONNECTICUT REAL ESTATE COMMISSION REQUIREMENTS

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

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 6184 22 Sessions
REAL D5000 Section 01
Mon/Wed 9:00AM-12:00PM
Tuition: $449
Instructor: Karena Piedmont.

CRN 7330 21 Sessions
REAL D5000 Section 02
Tue/Thur 6:00PM-9:00PM
Tuition: $449
Instructor: Amanda Morgado, B.A.

Intro to Computer

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 6747 2 Sessions
COMP D5248 Section 01
Monday 6:00PM-9:00PM
Tuition: $99
Instructor: Richard Malloy, M.B.A.

MICROSOFT WORD

Microsoft Word 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 7265 3 Sessions
COMP D5590 Section 01
Online
Wednesday 6:00PM-9:00PM
Tuition: $179
Instructor: Judith Puchalski, M.B.A.

MICROSOFT POWERPOINT

Microsoft PowerPoint allows users to deliver professional presentations and slide shows in any setting, from the boardroom to the Internet. With its formatting and multimedia tools, PowerPoint is a powerful tool when preparing business proposals, winning sales presentations and effective educational aids. Students are introduced to formal presentations, complete with graphics, and smart-art charts. Students will receive an in-depth understanding about the difference between animations and transitions. This hands-on course links state-of-the-art technology along with an online syllabus to give students the support, skill, and confidence that is needed in developing these skills beyond the classroom. Prerequisite: An understanding of the Windows environment. This hands-on course requires basic Windows skills.

CRN 7356 6 Sessions
COMP D5851 Section 01
Online
Tuesday 6:00PM-9:00PM
Tuition: $349
Instructor: Joseph Aveni, MEd.
**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: Visual Studio Code, Notepad++, jQuery, 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 7357
COMP D5216 Section 01
Mon/Thur 6:30PM-9:30PM
Begins 6/22/2020
Tuition: $349
Instructor: Michael Behar, Ph.D.

**JAVAJSRCIPT APPLICATIONS**

JavaScript is a powerful programming language built into every 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. Please bring a flash drive to class.

CRN 7358
COMP D5050 Section 01
Mon/Thur 6:30PM-9:30PM
Begins 7/13/2020
Tuition: $349
Instructor: Michael Behar, Ph.D.

**INTRODUCTION TO PROGRAMMING**

"This course is also 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 6311
COMP D5117 Section 01B
Begins 5/27/2020
Tuition: $599
Instructor: Thomas Duffy, B.S., M.A.

**PYTHON I**

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

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

CRN 6532
COMP D5102 Section 01
Mon/Wed 6:00PM-9:00PM
Begins 6/8/2020
Tuition: $349
Instructor: Nadia Udler, M.S.

**PYTHON II FOR MACHINE LEARNING**

This course will start with a review of the basics of Python programming and object oriented design. Students will be guided through individual and group projects from machine learning and data science areas that make use of Numpy, Scipy, Pandas, Matplotlib, Scikit Learn and other Python libraries.

Prerequisite: Python I Please bring a flash drive to class.

CRN 7359
COMP D5101 Section 01
Mon/Wed 6:00PM-9:00PM
Begins 6/29/2020
Tuition: $349
Instructor: Nadia Udler, M.S.

**Computer Programming Certificate**

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

**Required Courses:**

- Introduction to Programming with C#
  - Net-Visual Studio 2013
- Introduction to Software Application Development Using C#
- Introduction to JavaScript Programming
- JavaScript Applications

www.norwalk.edu/ce-wd
Computer Graphics

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 6055
COMP D5028 Section 01B
Tuition: $599
Text Add 'l
Instructor: Thomas Duffy, B.S., M.A.

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

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. These classes will be offered in the Fall semester

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

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

A+ Certification Prep

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

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

These classes will be offered in the fall semester.

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.
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 6511  Online
PRFD DG04 Section 01B
Tuition: $599  Text Add'l  Begins 5/27/2020
Instructor: Margaret Dana-Conway,
HEALTH CARE ASSESSMENT TESTING

Due to the Covid-19 Virus, we will not be holding on-site Healthcare Placement tests. A high school diploma will be required of all applicants for the Summer C.N.A. program. A copy should be emailed to instructor at nkroszner@norwalk.edu at time of registration.

Certified Nurse Aid (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:

• Due to the Covid-19 Virus, we will not be holding on-site Healthcare Placement tests. A high school diploma will be required of all applicants for the Summer C.N.A. program. A copy should be emailed to instructor at nkroszner@norwalk.edu at time of registration.
• Students must register for a clinical assignment at the time of registration. Students must attend all clinical sessions. This is a time-intensive course; please plan accordingly.
• 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 norwalk.edu. Click on Continuing Education.

Health forms will be collected the first day of class.

Required Materials:

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

CNA will be offered in the fall.
Dental Assistant Certificate

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

INFECTION CONTROL REVIEW FOR DENTAL ASSISTANTS

Effective July 1, 2018 all dental assistants practicing in the State of CT must pass the Infection Control Exam (ICE) given by the Dental Assisting National Board. This course will prepare you to take the ICE by reviewing the necessary material each week including practice questions. After completing this review, you will be ready to take and successfully pass the ICE.

CRN 7168
HMED D5901 Section 01
Online
Tuesday 7:00PM-9:00PM
 Begins 7/1/2020
Tuition: $250
Instructor: Maria Sciaudone, D.M.D., Ph.D.

Dental Assistant Certificate

This five-part program will prepare students for a new career as a Dental Assistant. Students will need to successfully complete four required courses plus a clinical to earn a program certificate.

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

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.

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 TERMINOLOGY

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

CRN 7362
HMED D5934 Section 01
Online
Tue/Thur 6:00PM-8:30PM
 Begins 6/2/2020
Tuition: $599
Instructor: Cathy Coyle

MEDICAL INSURANCE & BILLING

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-High School diploma or GED is required at time of registration.

CRN 7169
HMED D5001 Section 01
Online
Mon/Tues/Wed 9:00AM-12:00PM Begins 6/8/2020
Tuition: $599
Instructor: Sharon Abrams, R.H.I.A.
**EKG Technician**

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

**Entrance Requirements:**
- A high school diploma or GED is required at time of registration
- There is an optional observation class at Norwalk Hospital. If students elect to attend the observation, students are required to have had a physical within the past year in order to participate. These forms must be submitted prior to the second class. The health form is available online at 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

**Medical Coding Certification**

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

**HCA 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 11
- Phlebotomy Fall 2020
- EKG Page 13
- Customer Service for Health Care Professionals Page 13

**Medical Coding Certification Practice Exam Prep (Online)**

The practice exam online course is an optional prep class to help students prepare for the National Coding Certification Exam (CPC). This online course would enable the students to take 4 separate practice exams, have them graded and also give individual feedback on the areas where they will need further independent study. The class would be 4 weeks and would be all on-line. Students will be given a practice exam at the beginning of each week on-line in Blackboard. The student would submit their exam by the end of the week and it would be graded by the Instructor. The Instructor would also give individual feedback to each student. There would be 4 separate practice exams issued to each student.

**Customer Service for Health Care Professionals**

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

Students are required to attend all five sessions.

**HCA 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 11
- Phlebotomy Fall 2020
- EKG Page 13
- Customer Service for Health Care Professionals Page 13
Veterinary Assistant

VETERINARY ASSISTANT IV-VETERINARY DENTAL AND SURGICAL ASSISTING

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

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

CRN 5209
HMED D5018 Section 01
Online
Thursday 6:00PM-9:00PM
Begins 6/4/2020
Tuition: $519
Instructor: Joseph Durso, B.S.

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

CRN 5210
HMED D5019 Section 01
Begins 8/3/2020
Tuition: $499
Instructor: Joseph Durso, B.S.

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.

This class will be offered in the fall semester.
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

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.

<table>
<thead>
<tr>
<th>CRN 7267</th>
<th>8 Sessions</th>
<th>CENR D5651 Section 01</th>
<th>Online</th>
<th>Begins 6/5/2020</th>
<th>No Class 7/3</th>
<th>Tuition: $199</th>
<th>Instructor: Steve Di Giovani, M.F.A.</th>
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</table>

FUNDAMENTALS OF DRAWING

Instruct

Tuition: $199

CRN 7253 2 Sessions Online

FIN D5003 Section 01

Wednesday 6:30PM-8:30PM Begins 7/8/2020

Tuition: $59

Instructor: Brenda Catugno. ChFC, CDFA, CASL

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. Students must be 18 years of age.

CRN 5170 4 Sessions

FIN D5006 Section 01 Online

CRN 6738 1 Session

Tuition: $279 plus $35 material fee payable to instructor Paul Rich

Finance & 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 7253 2 Sessions Online

FIN D5003 Section 01

Wednesday 6:30PM-8:30PM Begins 7/8/2020

Tuition: $59

Instructor: Brenda Catugno. ChFC, CDFA, CASL

FINANCIAL TOOLS FOR A BETTER RETIREMENT

Is retirement on your horizon, but you're not ready? According to a recent survey by the Society of Actuaries, 61% of pre-retirees feel unprepared to navigate financial shocks and unexpected expenses that could deplete their assets. Fortunately, there are tools that can help. In this class, you'll learn how to create a plan and get on path toward a secure future. Learn about ways to track monthly expenses, measure risk and performance of your investment portfolio and discover financial tools to make your life easier and more organized.

CRN 7363 2 Sessions

FIN D5029 Section 01 Online

Wednesday 6:30PM-8:00PM Begins 7/15/2020

Tuition: $59

Instructor: Robert Carroll, CFA, CFP®

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 6738 1 Session

FIN D5006 Section 01 Online

Monday 7:00PM-9:00PM Begins 7/13/2020

Tuition: $49

Instructor: Stephen B. Keogh, Esq.
LONG-TERM CARE AND INCAPACITY PLANNING

Incacity and long-term care are among the most serious issues confronting older Americans and their families. This session will give you 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 6739 1 Session
FIN D5010 Section 01 Online
Monday 6:30PM-9:00PM Begins 7/20/2020
Tuition: $49
Instructor: Stephen B. Keogh, Esq.

TAKE CONTROL OF YOUR FINANCES

Whether you are just starting off on your own or want a fresh start, this workshop will give you an overview of handling your personal finances. Learn how to achieve your goals with budgeting, understand how to save for what you want, improve your credit by knowing the five factors that make up your credit score, see what your credit cards can cost you, determine what insurances you need to keep you covered. Understanding is knowledge and knowledge is power to take charge of your finances once and for all.

CRN 7364 1 Session
FIN D5657 Section 01 Online
Tuesday 6:00PM-8:00PM 7/14/2020
Tuition: $40
Instructor: Jill Russo Foster

CREATING THE ULTIMATE RETIREMENT PLAN

Get your retirement back on track with this interactive class. Learn how to create a successful retirement roadmap. Including how to make the money last, saving money on taxes, and protecting what you have with the right insurances. Workbook included.

CRN 7190 2 Sessions
FIN D5002 Section 01 Online
Tuesday 6:30PM-8:00PM Begins 6/23/2020
Tuition: $59
Instructor: Michael Aloi, C.F.P.

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, healthcare, 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!

CRN 7365 4 Sessions
SPIN D5905 Section 01 Online
Wednesday 7:00PM-9:00PM Begins 7/8/2020
Tuition: $79
Instructor: John Robert

Languages

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 7368 10 Sessions
FLAN D5684 Section 01 Online
Mon/Wed 7:00PM-9:00PM Begins 6/8/20
Tuition: $189
Text Add’l
Instructor: Mariana Bolgova, Ph.D.

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 7065 10 Sessions
FLAN D5462 Section 01 Online
Tue/Thur 9:30AM-11:30AM Begins 6/9/2020
Tuition: $189
Text Add’l
No Class 7/2
Instructor: Patrice Morley, M.A., M.E.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 6710
FLAN D5464 Section 01 Online
Tue/Thur 9:30AM-11:30AM Begins 6/16/2020
Tuition: $189
Text Add’l
No Class 7/2
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 7196
FLAN D5465 Section 01 Online
Tue/Thur 6:00PM-8:00PM Begins 6/16/2020
Tuition: $189
Text Add’l
No Class 7/2
Instructor: Stefania DiGiuseppe, B.A.

Music

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, simple five-finger position compositions, and exercises for technique.

CRN 7321
CENR D5031 Section 01B Online
Begin 6/8/2020
Tuition: $599
Text Add’l
Instructor: Christine Mangone
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. Weekly assignments may be printed at your local output service or downloaded to a flash drive for review and editing using Adobe Photoshop Lightroom.

CRN 7367 4 Sessions
PHOTO D5807 Section 01 Online
Monday 9:30AM-12:30PM Begins 6/8/2020
Tuition: $149
Instructor: Lawrence Frank, B.A.

BASIC DIGITAL: HOW TO USE YOUR DIGITAL SLR CAMERA

This is a basic class on digital camera operation, providing a sound foundation for your digital experience, covering menu navigation, exposure modes (manual, aperture priority, shutter priority, program), light meter modes (matrix/evaluative, center weighted, spot), exposure compensation, white balance, sensitivity (ISO), quality (file format-RAW vs JPEG) and more. Using the two most important features on DSLR cameras, highlight over-exposure warning display and the histogram display, you will learn how to shoot, evaluate and adjust the exposure to assure obtaining the best photo quality (dynamic range) possible for each shooting condition. The class will conclude with a demonstration of digital workflow: download, back-up, archive, edit, using Adobe Photoshop and Lightroom software. Students should bring to class all their gear: camera, lenses, etc. and operating manuals.

CRN 6720 4 Sessions
PHOTO D5814 Section 01 Online
Sunday 9:30AM-12:30PM Begins 6/7/2020
Tuition: $249
Instructor: Lawrence Frank, B.A.

Personal Enrichment

HOW TO PROTECT YOUR DIGITAL LIFE

Not knowing enough about the internet has become dangerous. Even if you have nothing to hide, your internet usage is being tracked to sell you more products or to influence your voting behavior. Criminals are using phishing, fake news, ransom ware and other methods to part you from your money. This class offers an introduction to some of the techniques used by bad actors and offers tips on how to enjoy the internet in a safe way. At the end of the class you will know some of the current scams, tricks and pitfalls you may encounter and how to protect yourself from them. This is a non-technical class for everybody who uses internet connected devices (phones, computers, smart tv, wearables, digital assistants, etc.)."

CRN 7366 2 Sessions
SPIN D5004 Section 01 Online
Monday 6:00PM-9:00PM Begins 6/8/2020
Tuition: $69
Instructor: Hans Rieke, Ph.D.

ESTATE PLANNING

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

CRN 6738 1 Session
FIN D5006 Section 01 Online
Monday 7:00PM-9:00PM Begins 7/13/2020
Tuition: $49
Instructor: Stephen B. Keogh, Esq.

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 6739 1 Session
FIN D5010 Section 01 Online
Monday 6:30PM-9:00PM Begins 7/20/2020
Tuition: $49
Instructor: Stephen B. Keogh, Esq.

Public Speaking

see page 4
Wellness, Fitness & Sport

YOGA
Designed for students who want to work slowly and thoroughly through their yoga postures. 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 6572 8 Sessions
RECR D5008 Section 01 Online
Wednesday 6:30PM-7:45PM Begins 6/3/2020
Tuition: $129 No Class 7/8
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 assess and generate a personal health-fitness profile, identifying strengths and weaknesses associated with physical fitness, nutrition, weight management and stress management. Behavior modification will be emphasized in this course as students learn to set realistic and achievable goals as they plan for safe methods of improving general wellness.

CRN 6687 Online
RECR D7129 Section 01B Tuition: $599 'Text Add'l
 begins 5/27/2020
Instructor: Paul Gallo, Ed.D.

Public Safety Academy

SNAP 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 8:30AM. 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 ct.gov/despp
This class will be offered in the fall semester.

Norwalk Community College sponsors programs designed to prepare people for careers in our community’s public safety agencies and organizations.

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 7165 4 Sessions
PRFD D5003 Section 01 Online
Monday 6:00PM-8:00PM Begins 6/8/2020
Tuition: $129
Instructor: Lt. Thomas Roncinske, M.S.
Summer 2020 classes begin Wednesday, May 27.
Registration begins Friday, May 1.
Register now to get the class/time you want!
Please check the ESL website for fully online summer classes after May 1st.
norwalk.edu/academics/esl/
Contact: ESL Non-Credit Advisor Denise Daych, DDaych@norwalk.edu

New Students:
• New ESL students need to complete an NCC Application (free) and take an ESL Placement Test.
• Get the application at norwalk.edu/admissions/ or in the Admissions Office, East Campus.
• For online application and ESL Placement Test information, visit norwalk.edu/future_students.
• Au Pairs contact Denise Daych, DDaych@norwalk.edu

ESL Non-Credit - Basic

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<tr>
<th>CRN</th>
<th>Course</th>
<th>Section</th>
<th>Course Title</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
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<td>6386</td>
<td>ESL D5026</td>
<td>03N</td>
<td>Conversation Circles 26/36</td>
<td>7/2-7/30</td>
<td>Tues &amp; Thurs (July)</td>
<td>7:30pm-9:50pm</td>
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<td>Reading/Writing 30</td>
<td>5/27-7/9</td>
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<td>Reading Circles 78</td>
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Descriptions of Specialized ESL Non-credit Courses

ESL Non-credit Summer Classes will be online with live online meetings.
• Every ESL Non-credit class will meet live on the days and times listed on the schedule.
• AND every student in the class will also meet live online one other time every week with the teacher in a small group. (There will be some flexibility about the time for this small group live meeting. Check with the ESL Advisor for more information).
• AND every class will have classwork and homework. The ESL Advisor will explain this live online format. So, please email: Denise Daych, DDaych@Norwalk.edu

ESL Non-Credit Summer Classes will be online with live online meetings.
• Every ESL Non-credit class will meet live on the days and times listed on the schedule.
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• AND every class will have classwork and homework. The ESL Advisor will explain this live online format. So, please email: Denise Daych, DDaych@Norwalk.edu

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 03N–22.5 hours.

Conversation Circles 76 (Intermediate):
This class is for Au Pairs and is open to all ESL students. Practice speaking, listening, pronunciation, and vocabulary for more interesting conversation. This is a fun, dynamic, interactive, informal conversation class. Open to students in Levels 40, 50, 60 and up. Section 02N–35 hours; Section 04N–22.5 hours.

Reading Circles 78 (High Intermediate+):
Read and discuss classic North American short stories to improve vocabulary, reading comprehension, speaking and listening. Practice some writing, grammar, and idioms. This is a dynamic, interactive class for higher-level students. Open to students in Levels 132 and up. Section 01N–38.5 hours.
Classes will be delivered live online once a week and through blackboard. For any questions, please contact Hannah Moeckel-Rieke at hmoeckel-rieke@norwalk.edu.

### Credit Classes

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<th>CRN</th>
<th>Course</th>
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<th>Course Title</th>
<th>Credit</th>
<th>Dates</th>
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<th>Time</th>
<th>Room/Lab*</th>
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### Students must be level 022 or higher (Intermediate & Advanced)

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<th>CRN</th>
<th>Course</th>
<th>Section</th>
<th>Course Title</th>
<th>Credit</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
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<th>Cost</th>
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<td>ESL D5070</td>
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<td>Reading/Writing III (same as credit 132 #6475)</td>
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</table>
Credit Offerings

At NCC, we also offer Associate degree and credit-bearing Certificate programs to prepare you for further education and a rewarding career. You can use your Associate degree as a career credential or continue your studies toward a Bachelor’s degree. In fact, many of our graduates do transfer as a junior to a more costly 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 norwalk.edu.

Associate Degrees (60-65 Credits)

<table>
<thead>
<tr>
<th>Allied Health</th>
<th>Business</th>
<th>Engineering</th>
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<tr>
<td>Medical Office Management</td>
<td>Accounting</td>
<td>Engineering Science</td>
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<td>- Administrative</td>
<td>Business Administration</td>
<td>Technological Studies</td>
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<tr>
<td>- Clinical</td>
<td>Finance</td>
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<tr>
<td>Nursing</td>
<td>Legal Assistant</td>
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<tr>
<td>Physical Therapist Assistant</td>
<td>Management</td>
<td></td>
</tr>
<tr>
<td>Respiratory Care</td>
<td>Marketing</td>
<td></td>
</tr>
<tr>
<td>Art, Architecture &amp; Design</td>
<td>Communication Arts</td>
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</tr>
<tr>
<td>Architectural Engineering</td>
<td>Film &amp; Television Production</td>
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<tr>
<td>Technology</td>
<td>Journalism</td>
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<tr>
<td>Construction Technology</td>
<td>Media Studies</td>
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<tr>
<td>Design for the Web</td>
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<tr>
<td>Fine Arts</td>
<td>Computer Science</td>
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<tr>
<td>Graphic Design</td>
<td>Web Development</td>
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<tr>
<td>Interior Design</td>
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<tr>
<td>Studio Art</td>
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Degree Certificates (20-35 Credits)

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<th>Allied Health</th>
<th>Communication Arts</th>
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<tbody>
<tr>
<td>Health Careers Pathways</td>
<td>Digital Journalism</td>
<td>Administrative Option</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>Film &amp; Television Production</td>
<td>Education Option</td>
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<tr>
<td>Medical Office Specialist</td>
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<td>Infant/Toddler</td>
</tr>
<tr>
<td>Art, Architecture &amp; Design</td>
<td>Computer Science</td>
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<tr>
<td>Graphic Design</td>
<td>Networking</td>
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</tr>
<tr>
<td>Business</td>
<td>Relational Database</td>
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</tr>
<tr>
<td>Accounting</td>
<td>Smartphone App Development</td>
<td></td>
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<tr>
<td>Culinary Arts</td>
<td>Web Developer</td>
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<tr>
<td>Legal Assistant</td>
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</tr>
</tbody>
</table>

CSCU's Transfer Tickets

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

Pathway Transfer Degree: Art Studies
Pathway Transfer Degree: Biology Studies
Pathway Transfer Degree: Business Studies
Pathway Transfer Degree: Chemistry Studies
Pathway Transfer Degree: Communication Studies
Pathway Transfer Degree: Criminology Studies
Pathway Transfer Degree: Early Childhood TC Studies
Pathway Transfer Degree: English Studies
Pathway Transfer Degree: Exercise Science Studies
Pathway Transfer Degree: French Studies
Pathway Transfer Degree: German Studies
Pathway Transfer Degree: History Studies
Pathway Transfer Degree: Italian Studies
Pathway Transfer Degree: Mathematics Studies
Pathway Transfer Degree: Physics Studies
Pathway Transfer Degree: Political Science Studies
Pathway Transfer Degree: Psychology Studies
Pathway Transfer Degree: Social Work Studies
Pathway Transfer Degree: Sociology Studies
Pathway Transfer Degree: Spanish Studies

Details can be obtained at the Transfer Ticket Degree Navigator.

More programs may be added; please check the website for more information: ct.edu/transfer

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

See page 20 for Registration Form
Continuing Education & Workforce Development / Non-Credit Registration Form

By Email:
IMPORTANT:
If you are NEW to NCC please email this to Admissions@ncc.commnet.edu
If you are RETURNING to NCC please email NK-RecordsOffice@ncc.commnet.edu

Online:
If you have a banner ID number you can register on myCommNet
Direction for registering on myCommNet can be found here: https://norwalk.edu/records/registration/

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

By Phone
Call (203) 857-7237.
You will be called back within 24 hours.

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

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

CRN # Subject & Course ID # Section # Course Title

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<th>Days (circle)</th>
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</table>

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.

YOU WILL BE CONTACTED FOR PAYMENT

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 _____ / _____ / _______

TO BE COMPLETED BY BUSINESS OFFICE. PAYMENT INFORMATION
How to...
Register Online

1. Log into my.commnet.edu and click: “Banner Student & Faculty Self Service”

2. Select College and click “Registration/Schedule”

3. Click “Class Registration” and then select TERM

4. Put CRN’s into the boxes.

5. Congratulations! You are registered! Print out your schedule on my.commnet.edu by clicking on “Registration/Schedule” then “Student Schedule”.

**If you are not paying with a credit card for your classes at the time of online registration, visit the Business Office (East Campus) to ensure you have the financial aid to cover classes or to sign-up for a payment plan. **

Using the “Class Search” option
You can also use the “Class Search” to view courses offered in specific subject areas and at specific times

- Search by SUBJECT or click “Advanced Search” to search by a number of criteria including days, times, and instructional method.

- Select the course(s) you want to register for and add to your worksheet!

Created through Title V Developing Hispanic-Serving Institutions Program funded by the U.S. Department of Education
April 2018
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For Instructor’s Bios, please visit HTTPS://NORWALK.EDU/WP-CONTENT/UPLOADED/2019/11/NCC-SPRING-2020-INSTRUCTOR-BIOS.PDF?VER=2.0
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: 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
Connecticut Department of Social Services
This institution is an equal opportunity provider

An invitation for anyone 50+

Lifetime Learners Institute (LLI) is an independent nonprofit institute for lifelong learning within Norwalk Community College. The institute offers non-credit, educational programs for area residents aged 50 and older. Weekday and Saturday courses in the arts, history, current events, religion, literature, music and more are offered during the Spring, Summer, Fall and Winter semesters.

For more information, please call (203) 857-3330 or visit lifetimelearners.org

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
- Certified Nurse Aide
- EKG Technician Certificate
- EMT Basic
- Pharmacy Technician Training
- Phlebotomy Technician Specialist Certificate
- Real Estate Principles & Practices

For more information, call the American Jobs Center (AJC):
Stamford: (203) 353-1702
Bridgeport: (203) 333-5129

Health CareerX Academy

In partnership with Workplace, Inc., The Southwestern Connecticut Health CareerX 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.

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.

Certification 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.

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CTPathways

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Your opportunity to enroll in a free work training program!

CT Pathways
Connecticut Department of Social Services
This institution is an equal opportunity provider

Resources