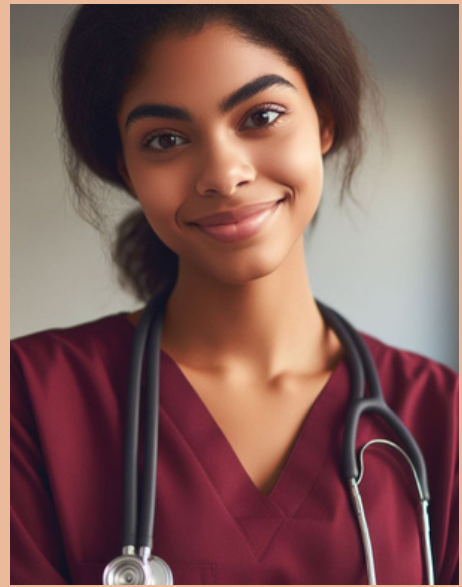


Includes  
**College  
for Kids**  
Grades 1-9



# FALL 2024

Non-Credit Classes & Certificate Programs

**CT State Norwalk's Workforce Development and Continuing Education** offers a robust schedule of online, on-ground, and hybrid classes for workers seeking professional advancement or a career change, as well as for people who seek personal enrichment or want to explore a new hobby. The classes can serve as a bridge from non-credit to credit-bearing college degree or certificate programs. We also offer "blended classes"—courses typically offered for credit that students can instead take for personal enrichment and/or professional development.

## How to Register

Registration and payment must be received *3 business days before class begins*. For complete Summer 2024 course schedule and the registration form, go to <https://norwalk.edu/extended-studies/reg>

**ONLINE** Available 24 hours a day! Go to: <https://norwalk.edu/extended-studies/reg>

**IN-PERSON** Visit us on East Campus, Monday-Thursday, 8:30 am-4:30pm; Friday 8:30 am - 4:00 pm

**BY PHONE** Call (203) 857-7080 All major credit cards accepted.



**For more information:**

Email: [ExtendedStudies@ctstate.edu](mailto:ExtendedStudies@ctstate.edu)

Call to register: **(203) 857-7080**

Website: [norwalk.edu/extended-studies](https://norwalk.edu/extended-studies)

## English as a Second Language (ESL)

CT State Norwalk offers a variety of ESL classes from beginner to advanced levels. Classes are offered mornings, nights and Saturday mornings, with choices of traditional and remote learning



options. For more information, please contact [HMoeckel-Rieke@norwalk.edu](mailto:HMoeckel-Rieke@norwalk.edu) or [DColon@norwalk.edu](mailto:DColon@norwalk.edu), or visit our website: [norwalk.edu/academics/esl](https://norwalk.edu/academics/esl).

### COURSE DELIVERY METHODS

**TRAD** Class will meet on campus and a room number will be provided upon registration.

**HYBRID** Balanced between online and in-class instruction and assessment.

**ONLINE** Instruction is fully online via Blackboard and/or designated website(s).

**LRON** Live online classes are held at specified times via Teams, Webex or other designated website(s).

**CLINICAL** In-person clinical setting.

*Students must access their college email to receive online class details. A college ID number is needed to access email account.*

CT State 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 at CT State Norwalk: Affirmative Action/EEO Specialist Robert Mozdean at [rmozdean@norwalk.edu](mailto:rmozdean@norwalk.edu); or Coordinator of Student AccessAbility Services Fran Apfel, Ph.D. at [fapfel@norwalk.edu](mailto:fapfel@norwalk.edu).

## HEALTH CARE

### Certified Nurse Aide

This course is intended for adults who are interested in entering the healthcare field. The program prepares students for employment in both public and private agencies. Students will learn how to care for people who need help in caring for themselves. Classroom lecture and lab is combined with clinical training at a local skilled nursing facility. Upon completion of the course participants will be able to perform basic nursing skills and recognize areas of safety for both patient and self. This course prepares students for the State of Connecticut Competency Exam. Students will become eligible for the Connecticut State Nurse Aide Registry. Course topics include but are not limited to: basic nursing and personal care to patients; helping patients maintain or regain everyday tasks including eating, bathing, dressing, and toileting; communicating with patients and providing physical (includes heavy lifting) and emotional support to them; making patient observations and reporting them; participating in care planning.

**CT State Norwalk Workforce Development & Continuing Education Staff**

**Jon DeBenedictis**, Director of Non-Credit Programs, Workforce Development, & Continuing Education  
[jon.debenedictis@ctstate.edu](mailto:jon.debenedictis@ctstate.edu)

**Midge King**, Continuing Education Assistant  
[margery.king@ctstate.edu](mailto:margery.king@ctstate.edu)

**Kathleen Muto**, Continuing Education Assistant  
[kathleen.muto@ctstate.edu](mailto:kathleen.muto@ctstate.edu)

**Maria Baldi**, Continuing Education Aide  
[mariajose.baldi@ctstate.edu](mailto:mariajose.baldi@ctstate.edu)

**Jenine Carlson**, SNAP Employment & Training Program Coordinator  
[jenine.carlson@ctstate.edu](mailto:jenine.carlson@ctstate.edu)

**Dan Colon**, Non-Credit ESL Program Coordinator  
[dan.colon@ctstate.edu](mailto:dan.colon@ctstate.edu)

**Rochelle Felix**, CNA & Health Care Career Advisor/CTSHIP Coordinator  
[rochelle.felix@ctstate.edu](mailto:rochelle.felix@ctstate.edu)

*Entrance requirements:* Health Form signed by your physician; Covid-19 Vaccination, including booster; current flu shot. There are no exceptions to the required vaccinations. Students must have reliable transportation to clinical sites.

Instructor: Nancy Kroszner, RN, LNHA, MBA

CRN 80834 Hybrid Tuition: \$1999  
(Textbooks included, payment plan available)  
Thursday 3:00PM-6:00PM, 9/5-12/17  
No class 11/28 Room W217

C.N.A. Lab/Clinical  
Saturday, 8:00AM-2:00PM 9/14-12/14  
No Class 10/12, 11/9, 11/30  
Room H101

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CRN 80836 Hybrid Tuition: \$1999  
(Textbooks included) W217  
Tuesday/Wednesday 3:00PM-6:00PM,  
9/10-10/23

C.N.A. Lab/Clinical  
Monday/Thursday, 4:00PM-10:00PM  
9/12-10/21 No Class 10/14 Room H101

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CRN 80837 Hybrid Tuition: \$1999  
(Textbooks included)  
Tuesday/Wednesday, 6:00PM-9:00PM  
10/29-12/17 Room W105

C.N.A. Lab/Clinical  
Monday/Thursday, 4:00PM-10:00PM  
11/4-12/12 No Class 12/9 Room H101

### **Dental Assistant**

A dental assistant works on the delivery of quality oral health care and is a big part of the dental care team. Responsibilities include performing tasks requiring both interpersonal and technical skills, assisting the dentist with the patient, developing dental radiographs (x-ray), collecting information about patients' medical history, and assisting patients to feel comfortable when entering the office and during treatment. This 350-hour program is designed to prepare students for a career working as a dental assistant in the dental profession. Students will attend a clinical rotation during the program for a total of 150 hours. Topics include infection control, dental charting, preparing the patient, basic chairside assisting, dental instruments and handpieces, tray set-up and procedures, dental materials, and business administration procedures. Students who sit for the National Exam need a high school diploma or GED.

*Entrance requirements:* Health form required and Covid-19 card/booster. Class meets Tuesday on campus, Thursday online (LRON)

CRN 80824 Hybrid Tuition: \$4999  
(Textbooks included, payment plan available)  
Tuesday/Thursday, 5:30PM-9:00PM  
10/8-3/20/2025  
No Class 11/28, 12/19-1/9/25  
Instructors: Kim-Thoa T. Nguyen-Chance,  
Shailee Patel

### **Professional Medical Billing and Coding (CPC-A)**

The Professional Medical Billing and Coding program is a short-term, non-credit training program which prepares students to become nationally certified as a CPC-A (Certified Professional Coder Apprentice).

*Required Courses:* Medical Terminology; Medical Coding I; Medical Coding II; Medical Health Insurance; Electronic Health Records.

### **Anatomy & Physiology/Medical Terminology\***

The Medical Terminology class is taught from an anatomical approach. The class provides a comprehensive training in medical root words, prefixes, suffixes and abbreviations. Topics include disease conditions, skeletal and muscular systems, nervous/sensory systems, endocrine, urinary, gastrointestinal, cardiovascular, respiratory, and reproductive systems.

CRN 15118 Online 8/28-12/16  
Tuition: \$829 (Textbook Included)  
Instructor: Michael Perretta

CRN 16571 Hybrid Tuition: \$829  
(Textbook Included)  
Monday, 5:30PM-8:00PM 9/9-12/16  
Room H103  
Instructor: Erin Fitzgerald

### **Medical Health Insurance/Med Insurance and Billing\***

An introduction to the world of health insurance billing and the dynamic, growing field of health information management. This 45-hour course provides a thorough, practical overview of key principles and current practices, from patient registration to claims submission. Students will learn the ten steps that clearly identify all the components needed to successfully manage the medical insurance claims process. The cycle shows how administrative medical professionals "follow the money." Medical insurance specialists must be familiar with the rules and guidelines of each health plan in order to submit proper documentation, which then ensures that offices receive maximum, appropriate reimbursement for services provided.

CRN 15119 TRAD Tuition: \$875  
(Textbook Included)  
Wednesday, 5:30PM-8:00PM 8/28-12/16  
No Class 11/27 Room W135  
Instructor: Sharon Abrams

### **Medical Coding I**

This 37.5 hour course simplifies ICD-10 diagnosis to ensure the most accurate billing and optimal reimbursement for outpatient medical services. The Guide to the Update section lists all new and revised codes, providing quick access to the annual changes. Official Guidelines for Coding and Reporting (OGCRs) are listed and also integrated within the code set, providing fast, easy access to the official coding rules.

CRN 80811 Hybrid Tuition: \$1,225  
(Textbook Included)  
Wednesday, 3:30PM-5:25PM  
9/18-12/11 No Class 11/27 Room W137  
Instructor: Sharon Abrams

### **Administrative Medical Assisting\***

This elective course covers the theory, practice and techniques of medical office management and an overview of the profession of medical assisting and its role in providing quality health care. Healthcare administrative functions, including: safety in the office environment, verbal and written communication techniques, telehealth, electronic medical records (EMR), medical records management, patient reception, scheduling, professionalism and legal and ethical issues will be emphasized. Emphasis is on daily office procedures, financial management, and computer literacy needed for the health care industry today. This course is an elective for the Professional Medical Billing and Coding Certificate.

CRN 16569 Hybrid Tuition: \$675  
Textbooks Add'l  
Monday, 12:30PM-1:45PM 9/9-12/16  
Room W135  
Instructor: Sharon Abrams

### **Electronic Medical Records\***

This course provides experience in performing entry-level competences in the administrative areas of the medical office. The material and activities included in the 40-hr simulation provides the student with the medical office experiences and acquaints them with procedures, forms, medical transcription, HIPPA, filing, managing records, scheduling, ordering supplies, billing, coding, utilizing effective communication demonstration involving ethical considerations and managements skills. Using current, realistic medical office cases, students build transferable computerized medical billing and scheduling skills. A final grade of 70% or higher is required in order to register for the national certification exam.

CRN 16570 Hybrid Tuition: \$799  
(Textbook Included)  
Wednesday, 2:00PM-3:15PM 8/28-12/16  
No Class 11/27 Room W135  
Instructor: Sharon Abrams



### **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 safeguarding, 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](mailto:jbresnick@norwalk.edu). *Entrance Requirements:* A high school diploma or equivalent is required. Please bring the copy to the first class.

CRN 80706 TRAD Tuition: \$495

Textbook Add'l

Wednesday, 6:00PM-8:30PM 10/16-12/11

No Class 11/27

Instructor: Sarah Gleeson

### **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 two years.

CRN 80707 TRAD Tuition: \$140

Tuesday, 5:00PM-8:30PM, 10/15,

Room W105 Instructor: Jeanne Yusko

### **EKG Technician**

Ready to level up your healthcare skills? An EKG Technician certificate from CT State is the perfect way to make yourself even more valuable to employers. The EKG Technician program will teach you basic EKG skills with opportunities to practice on equipment and in hands-on labs. This course includes an introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices. You'll learn to analyze printed readings of EKG tests, measure various "cardiac intervals and complexes" and determine normal vs. abnormal EKG results, preparing students with the skills and knowledge to perform EKGs in a healthcare setting. Prior to completion, students will take the National Exam through National Healthcareer Association (NHA). This program is perfect to pair with another healthcare certificate program from CT State, such as our Certified Nurse Aide or Phlebotomy Technician program. *Prerequisite:* High school diploma or GED.

CRN 80823 Hybrid Tuition: \$999 (Textbook Included)

Thursday, 6:30PM-10:00PM 10/3-12/17

No Class 11/28 Room H103

Class will also meet on campus the following Tuesdays: 12/3, 12/10

Instructor: Dina Chappell



### **Phlebotomy Technician**

The Phlebotomy Technician program is designed to teach the knowledge in technical and procedural aspects of basic phlebotomy, including the collection of blood specimens and venipuncture required to become a Phlebotomy Technician. The Phlebotomy Technician program includes theory and hands-on instruction. The program will teach students the concepts of Introduction to Phlebotomy & Infection Control, Legal Issues in Healthcare, Introduction to Human Anatomy & Physiology, Phlebotomy Equipment & Supplies, Phlebotomy Procedures, and Phlebotomy Fundamental Essentials. This program is designed for learners who want to advance their careers or are interested in starting a career in the medical field to become a phlebotomy technician. There is an additional 30 clinical hours scheduled with the instructor. Customer Service for Health Care workshop is included, scheduled on Thursdays. See below.

*Prerequisites:* GED or HS Diploma; 18 years of age; Health Form signed by your physician; Covid-19 Vaccination, including booster.

CRN 80825 Hybrid Tuition: \$2499  
Textbook Included, Payment Plan Available

Tuesday, 6:30PM-10:00PM 9/24-12/12  
Room H103

Class also meets Mondays, LRON  
6:30PM-10:00PM 9/30-12/9  
Instructor: Dina Chappell

### **Customer Service for Health Care Professionals**

Thursday, 5:30PM-9:30PM 11/14-12/12  
No Class 11/28 Room H103  
Instructor: Celia Batan

### **Veterinary Assistant**

Love working with animals but not ready to commit to a degree in veterinary technology? In less than a year you can earn a Veterinary Assistant certificate from CT State that will allow you to begin working in veterinary offices and hospitals caring directly for different types of animals. This program will teach you veterinary terminology, exam room procedures, pharmacology and inventory, as well as nursing skills, vaccine protocols, treatment, prevention of internal and external parasites and much more. You'll gain an understanding of feline and canine behavior and restraint, husbandry of exotics and pocket pets as well as common diseases and medical conditions seen in clinical practice. In addition, you'll learn basic animal nursing skills, such as taking vitals, bandage application, ear/eye medicine administration, vaccine protocols, and treatment and prevention of internal and external parasites. Hospitalized patient care including cleaning, feeding, walking, fluid therapy and pain management as well as the importance of teamwork in veterinary practice will be discussed. Finally, you will learn about the veterinary assistant's role in surgical procedures including patient prep and recovery, surgical room conduct and surgical instrument and supply care. There is also a clinical requirement to complete the certificate.

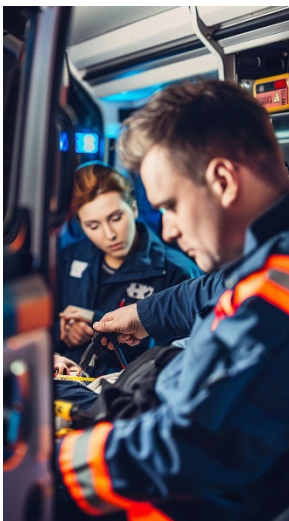
CRN 80867 Hybrid Tuition: \$2,299  
Textbooks included. Payment Plan Available  
Monday/Wednesday, 6:00PM-8:00PM  
9/30-12/9 and 1/13-5/12  
No Class 11/2, 1/20, 2/17, 3/17, 3/19  
Room W124  
Instructor: Laura Dotta/Jamie Kristy

## PUBLIC SAFETY

### Emergency Medical Technician

The Emergency Medical Technician (EMT) Program is a short-term training program that provides students with the basic knowledge and skills necessary to provide emergency patient care and ambulance transportation to sick and injured patients in route to the hospital. Topics include patient assessment, cardiac arrest management, airway management, patient immobilization, diabetic emergencies, strokes, and seizures. It also covers information about the emergency response system. This course is offered in cooperation with the Office of Emergency Medical Services and the CT Department of Public Health. The curriculum prepares students to take the exams needed to become nationally registered and state certified as Emergency Medical Technicians. In addition, a minimum of 10 clinical hours off site is required.

CRN 80945 Hybrid Tuition: \$1699  
Tuesday/Thursday, 6:00PM-9:15PM, 10/8-3/1  
Class also meets Saturdays: 10/19, 11/16,  
12/7, 1/25, 2/1, 3/1 9:00AM-5:00PM  
Room W215 Instructor: Margie Arnold



### 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 need an ID issued by any State Dept. of Motor Vehicles (driver's license, learners permit, or an ID card). This is the only form of ID accepted. 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. Students must be at least 18 years old, must be able to pass a criminal background investigation. Eligibility and additional information can be found on the Department of Emergency Services and Public Protection's website at:

<http://www.ct.gov/despp> If a student is active with any branch of the military or within two years of an honorable discharge, the course is waived and not required. Any member of law enforcement retired within two years in good standing are also waived from taking the course.

CRN 80804 TRAD Tuition: \$125  
Saturday, 8:30AM-5:00PM 10/19/2024  
Room W217 Instructor: Rick Siena



### **Introduction to Private Investigation**

Private Investigators are energetic individuals with an eye for detail and an interest in security. Both corporations and individuals often call upon private investigators to help them conduct research and perform a variety of detailed investigations. This 20-hour course prepares students for a career in private investigation, and it offers instruction on a number of fundamental techniques such as problem solving, interviewing skills, research formats, stakeouts, surveillance and more. Students will also be introduced to the tools and equipment used by private investigators. The growing field of cyber forensics will also be discussed. And students will learn the CT state laws and regulations associated with this field, along with ethical issues of conducting investigations.

CRN 80812 LRON Tuition: \$225

Tuesday, 6:00PM-8:30PM

10/22-11/19

11/19 class will be on campus - Room W128

Instructor: Rick Siena

### **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, Office of Early Childhood Regulatory Requirements for First Aid and Child Day Care Licensing 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 Office of Early Childhood 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 80715 TRAD Tuition: \$140

Saturday, 9:00AM-5:00PM 9/21

Room W105 Instructor: Jeanne Yusko

## **BUSINESS**

### **Nonprofit Fundraising**

Fundraising is a vital tool for nonprofits not only in generating necessary funds but also in expanding their reach and building community support. It is more than just collecting money; it is about engaging with people and sharing the nonprofit's mission, thereby growing its network. Students will have an opportunity to gain experience about fundraising, as well as philanthropy more broadly. This course will examine a wide range of ways to raise funds from government, individuals, foundations, and corporations. The importance of stewardship, program evaluation, and the role of the board and staff in developing effective fundraising strategies will be covered. This class will follow a hybrid format (remote and in-person), lectures, in-class projects and more.

CRN 80774 Hybrid Tuition: \$235

Tuesday, 6:00PM-8:00PM

10/22-11/19 No Class 11/5 Room W214

LRON on 11/12

Instructor: Robert Moore

### **Nonprofit Grant Writing and Program Design**

Ready to develop the skills and strategies to be a successful grant writer that is mission-focused? This course will help students further their career goals and learn the critical skills to becoming a successful grant writer. This course will explore how your nonprofit mission/vision, budgets, program designs, staffing and leadership combine to make a successful grant. Learn the differences and similarities in foundation, government, and individual donor grant requests. Explore successful grants and learn how to avoid common mistakes. This class will follow a hybrid format (remote and in-person), lectures, in-class projects and more.

CRN 80775 Hybrid Tuition: \$235  
Tuesday, 6:00PM-8:00PM 9/24-10/15  
Room W214 LRON 10/8  
Instructor: Robert Moore

The **Customer Service for Professionals** certificate program is designed to equip individuals with advanced skills and strategies to excel in a variety of customer-focused roles. This comprehensive non-credit program offers practical training in communication, problem-solving, and conflict resolution, tailored specifically for professionals aiming to enhance their service delivery in diverse business environments. Participants will engage in interactive workshops, role-playing scenarios, and case studies, all aimed at developing a deep understanding of customer needs and expectations.

Classes can be taken individually or as part of the certification.

#### *Required Courses:*

- Fundamentals of Customer Service
- Basics of Good Business Writing
- Interpersonal Communication Strategies

### **Fundamentals of Customer Service**

In this course, we'll focus on the crucial role of customers in any business. We'll discuss strategies for retaining customers and understanding why they might be willing to pay more for your products or services. Rather than just offering a good product, we'll delve into how providing a great customer experience can set your business apart. Through five two-hour sessions, we'll practice verbal communication skills aimed at clearly expressing intentions, reaching mutually beneficial agreements, and persuasively demonstrating the benefits of choosing your business.

CRN 80718 TRAD Tuition: \$235  
Tuesday/Thursday, 5:30PM-8:00PM  
9/10-9/19 Room W214  
Instructor: Celia M. Batan, B.A. M.A. CPC

### **Basics of Good Business Writing**

This course will explore the essence of effective business writing. We'll dissect various types of documents, such as memos, inquiry letters, sales pitches, and messages delivering both good and bad news, all aimed at inspiring readers to act. The course will prioritize practical techniques for composing business communication with confidence and ease. Expect to develop skills in writing purposefully, using persuasive language, and delivering meaningful content—all without unnecessary stress. Bring along a pen or pencil and a notebook, as we'll be writing drafts by hand during class.

CRN 80719 TRAD Tuition: \$360  
Thursday, 5:30PM-8:30PM, 10/3-10/31  
(10/17 & 10/24 class will meet 5:30PM-9:00PM) Room W214  
Instructor: Celia M. Batan, B.A. M.A. CPC

### **Interpersonal Communication Strategies**

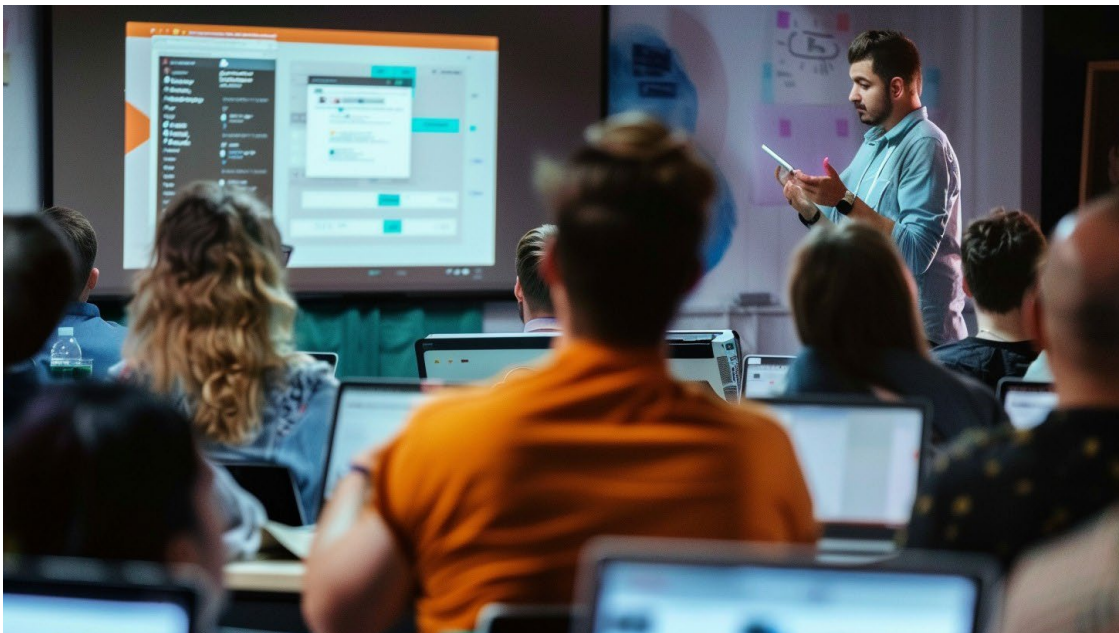
Through a blend of interactive exercises, real-world scenarios, and theory, students will develop essential skills for effective communication in professional and personal relationships. From active listening techniques to conflict resolution strategies, this course empowers learners to navigate diverse social dynamics with confidence and empathy. Explore the nuances of verbal and nonverbal communication, discover the do's and don'ts of speaking to groups both large and small, enhance your emotional intelligence, and cultivate meaningful connections that enrich both your professional and personal life.

CRN 80720 TRAD Tuition: \$275  
Thursday, 5:30PM-8:00PM 11/7-12/12  
No Class 11/28 Room W217  
Instructor: Jon DeBenedictis, M.A.

### **Bookkeeping Certification**

The four modules in this certificate program focus on preparing you for the AIPB Certified Bookkeeper exams by helping you master the skills and knowledge required for certification. Bookkeeping Practices; Mastering Correcting and Adjusting Entries; Mastering Depreciation and Payroll; Mastering Inventory, Internal Controls, and Fraud prevention. A Certificate of Completion will be awarded to students who successfully complete all four bookkeeping modules in the program. To achieve the Certified Bookkeeper credential and designation, you must apply to the American Institute of Professional Bookkeepers (AIPB) and pass their credentialing exams and experience requirements. This application is optional but recommended for employment. Prerequisite: A high school diploma or GED.

CRN 80783 TRAD Tuition: \$2,400  
Textbooks Included, Payment Plan Available  
Monday/Wednesday, 6:00PM-9:00PM,  
9/9-1/15/2025 Room W220  
No Class 11/27; 12/23; 12/25; 12/30; 1/1/25  
Instructor: Anthony Romeo, M.S., C.P.A.



## REAL ESTATE

### Real Estate Principles & Practices

The Real Estate Principles and Practices course is for students seeking to become real estate agents, property managers, homeowners or investors. This course is taught by seasoned real estate professionals and successfully meets the minimum requirements for real estate licensing in the State of Connecticut and meets the minimum requirements set forth by the real estate commission. Students will learn about land use controls and regulations, market analysis, financing, contracts, transfer of titles, real estate law and ethical practices. Upon course completion, students who intend to sit for the state licensing exam (PSI exam), at a separate and additional cost, must pass this course with a grade of 70 or better and attend the minimum 60 hours of classroom instruction required by the state. For more information on Connecticut Real Estate Licensing, please refer to the Department of Consumer Protection ([www.ct.gov/DCP](http://www.ct.gov/DCP) or 860-713-6150).

CRN 80806 LRON Tuition: \$599

Textbooks Included

Tuesday/Thursday 6:00PM-9:00PM

10/1-12/19 No Class 10/31, 11/28

Instructor: Amanda Morgado

CRN 80807 TRAD Tuition: \$599

Textbooks Included

Monday/Wednesday 9:00AM-12:00PM,

9/30-12/16 No Class 11/27 Room W220

Instructor: Karena Piedmont

CRN 80808 TRAD Tuition: \$599

Textbooks Included

Saturday, 9:00AM-3:30PM, 9/21-12/14

No Class 11/23, 11/30 Room W214

Instructor: John R. Hall, JD

## COMPUTER/INFORMATION TECHNOLOGY

### Certificate in AI

Explore the future of technology with our new Certificate in Artificial Intelligence. This three-course certificate is designed to prepare students for roles at the forefront of innovation in various industries.

#### Required Courses:

- Introduction to Generative AI
- AI in Society: Ethical and Social Implications
- Generative AI for Business and Creative Professionals

Classes can be taken individually or as part of the certification.

### Introduction to Generative AI

This foundational course introduces participants to the world of Generative Artificial Intelligence, spanning across key areas such as language processing models and image generation technologies. Over four weekly sessions, students will explore the basic principles of Generative AI, get familiar with leading AI models like ChatGPT 4, delve into text-to-image generation, and discuss the ethical considerations and governance surrounding AI technologies. Designed for non-technical college students, professionals, and AI enthusiasts, the course aims to provide a comprehensive overview of Generative AI, highlighting its capabilities, applications, and societal impacts.

CRN 80714 LRON Tuition: \$235

Tuesday, 6:00PM-8:30PM, 9/17-10/8

Instructor: Christopher Bryant

### **AI in Society: Ethical and Social Implications**

This course explores the profound impact of artificial intelligence on society, focusing on the ethical and social implications of emerging technologies. Over the span of five weeks, students will engage with critical topics such as privacy, surveillance, bias, fairness, employment, regulation, and ethical guidelines. Through lectures, discussions, and case studies, participants will learn to assess and address the multifaceted ethical challenges posed by AI in a variety of contexts. The course aims to equip students with the knowledge and tools necessary to advocate for and implement responsible AI practices in their future careers. Each session will be LRON, with an additional online component.

CRN 80781 Hybrid Tuition: \$295  
Tuesday, 6:00PM-9:00PM 10/15-11/12  
Instructor: Christopher Bryant

### **Generative AI for Business and Creative Professionals**

This course is designed for business leaders and creative professionals who want to explore the potential of Generative AI in enhancing their processes, outputs, and problem-solving capabilities. Students will gain a comprehensive understanding of leading AI models, such as ChatGPT, Claude 3, and Google Gemini, and learn how to leverage their capabilities through advanced prompting techniques. The course will cover cross-industry use cases in marketing, operations, human resources, and creative fields, as well as the organizational integration challenges associated with implementing Generative AI solutions. Through hands-on exercises, case studies, and a final project, students will develop the skills needed to effectively deploy Generative AI in real-world business and creative scenarios. Each session will be LRON, with an additional online component.

CRN 80782 Hybrid Tuition: \$295  
Tuesday, 6:00PM-9:00PM, 11/19-12/17  
Instructor: Christopher Bryant

### **AWS Academy Cloud Foundations**

AWS Cloud Foundations is intended for students who seek an overall understanding of cloud computing concepts, independent of specific technical roles. It provides a detailed overview of cloud concepts, AWS core services, security, architecture, pricing and support. All course content is developed and maintained by AWS to ensure the learning reflects current services and best practices. Required for the online section: Internet access and a computer. The class includes several lab exercises for which you will be given free AWS student account that includes access to most AWS services. Microphone and webcam needed for live audio/video training using Webex. The instructor will contact online students with further instructions one to three business days prior to class. Prerequisite: This entry-level course provides an introduction to AWS cloud services and practices and is suitable for all students. *Prerequisite:* Basic knowledge of computers is preferred.

CRN 80809 LRON Tuition: \$575  
Wednesday, 6:30PM-9:30PM, 10/2-11/20  
Instructor: Michael Behar, Ph.D.



### **Google IT Support Certificate**

Upon completion of this course, you will be awarded a Google IT Support Certificate. Google Career Certificates provide job seekers with access to more than 1.3 million in-demand jobs without the need for a college degree or prior experience. The IT Support Certificate covers IT support concepts and skills, including: troubleshooting, networking, system administration, operating systems, and security. You will work with multiple operating systems (Windows and Linux), as well as cloud computing. You will learn how to write effective support documentation, manage device software, and more.

CRN 80810 LRON Tuition: \$1,020  
Tuesday/Thursday 9/24/2024  
12/19/2024 7:00PM-9:00PM  
Instructor: Michael Behar, Ph.D.

### **Microsoft Office Specialist**

Increase your employability with this intensive 12-week certificate program, teaching you the ins and outs of several Microsoft Office applications that you may encounter in your work and/or personal life. This hands-on program includes instruction and practice of the following programs: Microsoft Word, Excel, Access, PowerPoint and Outlook. At the end of the training, you'll take each of the five internationally recognized Microsoft Office Specialist Exams, the cost of which is included in the price of this program.

CRN 80709 LRON Tuition: \$1,300  
Tuesday, 5:30PM-8:30PM 9/17-12/17  
Instructor: Bruce Manning

### **Microsoft Excel Beginner**

Whether you are developing a household budget, analyzing portfolio returns, or calculating mortgage payments, Microsoft Excel 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 80710 TRAD Tuition: \$390  
Tuesday, 6:00PM-9:00PM 10/15-11/19  
Instructor: Taffy Musoni

### **QuickBooks**

This course offers a comprehensive introduction to QuickBooks, the industry-leading accounting software used by small and medium-sized businesses worldwide. Designed for beginners with no prior accounting or QuickBooks experience, this course will guide you through the fundamental features and functions of QuickBooks, enabling you to efficiently manage your financial records. Set up and manage a QuickBooks company, manage financial transactions, bank reconciliations, financial reporting.

CRN 80776 TRAD Tuition: \$425  
Wednesday, 6:00PM-9:00PM, 10/2/-11/6  
Room W107  
Instructor: Cheryl McGuire, MBA

## COMPUTER PROGRAMMING

### Python I

This course offers an introduction to Python and its applications in industry and academia. Python is an interpreted, object-oriented high-level programming language and 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 machine learning, and constantly expand their capabilities. Students will explore applications of Python for machine learning, data analysis and computer-aided decision making, business and finance. This course is project based. Students may work in groups or individually. Please bring a flash drive to class.

*Prerequisites:* Intermediate Algebra and basic programming skills (in any language) are required

CRN 80712 TRAD Tuition: \$495  
Saturday, 9:00AM-12:00PM, 9/28-11/16  
Room W137  
Instructor: Nadia Udler, M.S.

## COMPUTER SPECIALIZED

### Introduction to AutoCAD

This is an introductory course for people that have no experience in Computer Aided Drawing using AutoCAD software, and is of particular interest to Architects, Engineers, Contractors, Cabinet Makers, Landscape and Interior Designers. Students must be knowledgeable in basic computer use. Topics will include basic AutoCAD drawing commands, text creation, scale factors of drawing and dimensioning techniques, layers, line weight usage, fundamental drafting technique, drawing management, hatching, block usage, and creating symbol library for

multiple uses. Students will be able to draw 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, kitchen cabinets, and details. And finally printing the project out on their own designed title block with proper drawing layouts. This course will give the student the basic skills and ability to draw anything they want. Each student has his own PC workstation for the instruction. Please bring a flash drive to class. A PC-based student version of the software is provided for homework. Class will be instructed on a PC platform, and MAC usage is possible but not instructed due to the different interface. We will be using the latest version of AutoCAD.

CRN 80713 TRAD Tuition: \$590  
Saturday, 9:00AM-12:00PM 9/28-11/16  
Room W246  
Instructor: Brad Yonkers

## COMPUTER GRAPHICS

### Graphic Design I\*

This course is designed to introduce students to visual communication through graphic design. Students practice basic studio skills with an emphasis on developing the ability to convert creative concepts into a visual medium. Topics include proper file management, computer navigation basics, fundamental techniques of the design process, and digital plagiarism. Students will learn to create a graphic identify through proper typography, image editing, page layout, portfolio development and mechanical preparation. This is a non-credit offering of Graphic Design 1 that is offered in conjunction with a credit course.

CRN 14600 TRAD Tuition: \$830  
Tuesday/Thursday, 5:30PM-8:50PM  
9/12-12/16 No Class 11/28  
Room W235/W237  
Instructor: Robert Abriola

## PERSONAL ENRICHMENT

### ART

#### **Design & Create Your Own Holiday Jewelry, Gifts & Decorations**

This course teaches the art of crafting unique seasonal decor and personalized gifts such as ornaments and jewelry. Through hands-on instruction in fundamental wire wrapping techniques, you will learn how to shape wire and make intricate components to complete 4-5 projects, including festive earrings, pendants, bracelets, and decorative ornaments.

*Required tools and materials:* Pliers (Round-nose pliers, Chain nose/Needle-nose pliers, Flat-nose pliers, Wire/flush cutters, Nylon-jaw pliers, Bent-nose pliers, Bail-making pliers, Crimping pliers). Artistic Aluminum (16 gauge), and Copper or Brass Round Wires in gauges - 16, 18, 20, and 26. Stones/beads (drilled). These materials can be purchased from crafting stores.

CRN 80920 TRAD Tuition: \$210  
Saturday, 10:00AM-12:30PM, 11/2-11/23  
Room W240  
Instructor: Kiran Somaya

#### **The Art of Drawing & Seeing Values**

This course offers beginner and Intermediate students the chance to develop their drawing skills with pencils. Fundamentals of drawing a still life and composition will be explained. Techniques will be demonstrated in light and shade, for the drawing to become three dimensionally. Also, students will learn how to see and draw values in a landscape. Drawing media will be in graphite or charcoal pencils.

*Supplies Required:* Strathmore Drawing Pad - Size: 14 x 17; Kneaded Eraser; Genuine Chamois; Pencils (Optional-pick only one group) Rexel Cumberland 2B, Eagle Turquoise

2B, Schwan Stabilo 2B, (Optional-pick only one group) Charcoal Pencils Eagle or Generals 2B, Wolff's Carbon 2B

CRN 80949 TRAD Tuition: \$225  
10/9-11/13 Room W243  
Instructor: Joseph Fama

#### **Sculpture I\***

Through studio experience, lecture, and class discussion, students will explore design principles, techniques, materials and tools relevant to creating sculptural forms. Instruction in additive and subtractive methods. Emphasis placed on the creative process and analysis of sculptural works. This is a non-credit offering of Sculpture I that is offered in conjunction with a credit course.

CRN 14599 TRAD Tuition: \$845  
Tuesday/Thursday, 2:00PM-4:10PM,  
8/29-12/16 No Class 11/28 Room W243  
Instructor: Joseph Fucigna

#### **Figure Drawing\***

An introduction to life drawing, encompassing both traditional techniques and a contemporary approach to the representation of the figure. Includes the nude figure, the clothed figure, portraiture and the figure in a still-life environment. This course is based in both anatomical and expressive approaches to human figure drawing. A variety of media will be explored, including color and wet media, along with instruction in composition, proportion and foreshortening principles. Students will work extensively from the live model. Studio: 6 hours per week.

CRN 16567 TRAD Tuition: \$845  
Tuesday/Thursday, 9:30AM-12:10PM,  
8/29-12/16 No Class 11/28 Room W244  
Instructor: Steve DiGiovanni



## CULINARY ARTS/BARTENDING

### **Professional Bartending Certification**

This 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 80716 TRAD Tuition: \$449  
Saturday, 9:00AM-5:00PM, 10/5-10/12  
Room W244 Instructor: Paul Rich

CRN 80717 TRAD Tuition: \$449  
Saturday, 9:00AM-5:00PM 12/7-12/14  
Room W244 Instructor: Paul Rich

### **Greek Favorites**

Greek cuisine, like many other cuisines of the Mediterranean, calls for fresh, flavorful, and healthful ingredients like olives, cheese, lemon, dill, spinach, wheat, lamb, and fresh veggies. In this class we will create a buffet of Greek favorites that include Tabouleh, Hummus, Stuffed Grape Leaves, and much more. Printed recipes will be provided.

CRN 80784 TRAD Tuition: \$120  
Saturday, 9:00AM-12:00PM, 9/21  
Room W123 Instructor: Kelly Clarke

### **French Cuisine at Home**

In this class, we will create a 4-course classic French meal (soup, salad, entree, and dessert) to enjoy together. Along the way discuss the ingredients and mindset of French cooking. This class could employ the use of alcohol for cooking, which is optional. Printed recipes will be provided.

CRN 80797 TRAD Tuition: \$120  
Saturday, 9:00AM-12:00PM, 10/19  
Room W123 Instructor: Kelly Clarke

### **Pastas from Scratch**

This class will cover various pasta ingredients, adding flavors and colors and a few fresh, homemade sauces to add to your dining routine. The class will make pasta dough, roll, cut, cook and eat. The instructor will also demonstrate the making of ravioli and a few shaped pastas. Printed recipes will be provided.

CRN 80798 TRAD Tuition: \$120  
Saturday, 9:00AM-12:00PM, 11/16  
Room W123 Instructor: Kelly Clarke

### **Winter Soups and Stews**

Winter is coming and we need some hearty meals to keep us going. In this class we will discuss a stock/broth from scratch and create some soups and stew that will warm, nourish us, use up some of those leftovers, and store well so we can enjoy them all over again. Printed recipes will be provided.

CRN 80802 TRAD Tuition: \$120  
Saturday, 9:00AM-12:00PM, 12/14  
Room W123 Instructor: Kelly Clarke

### **Principles of Food Preparation\***

Introduces techniques and procedures of basic cooking, including knife skills, culinary terminology, equipment usage, product identification and applied cooking techniques as well as basic fabrication, practical sanitation, culinary math, soup, stock, and sauce preparation.

*Prerequisite/Corequisite:* HOSP 1109 Food Safety Certification

CRN 16668 TRAD Tuition: \$735 Text Add'l  
Tuesday, 5:00PM-9:30PM, 9/3-12/16  
Room W121 Instructor: Kelly Clarke

### **ServSafe Food Safety Certification\***

Presents sanitation, safety, and maintenance challenges encountered in the food service industry. Investigation of causes and prevention of food-borne illnesses. A National Restaurant Association (NRA) ServSafe® Food Protection Manager certification will be awarded to students who pass the exam.

CRN 16643 TRAD Tuition: \$350 Text Add'l  
Monday, 5:00PM-7:05PM 9/9-12/16  
Room W121 Instructor: Kelly Clarke

## **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 language of investing 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 80730 TRAD Tuition: \$90  
Wednesday, 6:30PM-8:30PM 9/25-10/2  
Room W215 Instructor: Brenda Catugno,  
ChFC, CDFP, CASL.

### **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.

TRAD CRN 80723 Tuition: \$70  
Tuesday, 7:00PM-9:00PM, 10/1 Room W215  
Instructor: Stephen B. Keogh, Esq

### **Long-Term Care and Incapacity Planning**

Learn about planning for long-term care services and incapacity, with a special emphasis on home care and community-based services. This session will give an overview of long-term care programs, including Medicare, Medicaid and long-term care insurance, and will review the rules and programs available for receiving care at home, as well as skilled nursing facility care. The session also includes discussion of planning for incapacity, including living wills, health care proxies, and powers of attorney.

CRN 80729 TRAD Tuition: \$70  
Tuesday, 7:00PM-9:00PM, 10/15 Room W128  
Instructor: Stephen B. Keogh, Esq

### **Creating the Ultimate Retirement Income Plan**

For those at or nearing retirement, and who are wondering how you shift from accumulating assets during your working years to withdrawing those assets in retirement, this class is for you. Learn the risks you need to prepare for, understand the sources available to pay for the retirement you envision, options to refine your

investment mix that can help you meet your income needs and discover different methods for tapping into your assets. You have spent a lifetime saving, learn some strategies to help you create your Ultimate Retirement Income Plan!

CRN 80722 TRAD Tuition: \$70  
Wednesday 6:30PM-8:30PM, 10/9  
Room W215 Instructor: Brenda Catugno  
ChFC, CDFA, CASL.

### **Managing Retirement Wealth**

Do you have a retirement 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 Bob Carroll will highlight key personal portfolio management techniques and insights that will help you gain control over your results along with a better sense of how to deal with the uncertainty that we all face as investors, especially during challenging economic times.

CRN 80721 TRAD Tuition: \$90  
Wednesday, 6:00PM-9:00PM, 11/6-11/13  
Room W201  
Instructor: Robert Carroll, CFA, CFP®

## **GARDENING**

### **Fall Flair: Creating and Maintaining Stunning Fall Containers**

Enhance your outdoor spaces with our 2-hour class on creating and maintaining beautiful fall containers. Learn about fall plants like chrysanthemums, pansies, ornamental kale, heucheras, hellebores, and evergreens. Discover design tips, seasonal transitions, and essential care to keep your containers vibrant through the holidays and into early spring. Perfect for gardeners of all levels. Join us and enjoy a breathtaking display of seasonal splendor!

CRN 80803 TRAD Tuition: \$45  
Saturday, 9:30AM-12:30AM, 9/28  
9:30AM-12:30PM Room W244  
Instructor: Charlene Barnes

### **The Best Ways to a Healthy Garden**

In this class, we will study how we prepare and enrich our soil, a different time of the year to clean-up our gardens, what to do with our leaves, when to sow native plant seeds, and other ways our human green thumbs can make a significant difference to biodiversity and to our own pleasure as gardeners. This class also will explore some of the invasive plants in our area that affect the growth of healthy native plants, and it will dig into several of the specific trees, shrubs, perennials and groundcovers to ensure a landscape that is friendly to butterflies, bees, birds and other wildlife, while providing privacy and the likelihood of healthy plantings tailored to your individual space.

CRN 80907 TRAD Tuition: \$75  
Tuesday, 6:00PM-8:00PM 9/10-9/17  
Room W243 Instructor: Jackie Algon

## **LANGUAGES**

### **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 80748 TRAD Tuition: \$250 Text Add 'l  
Wednesday, 6:00PM-8:00PM, 10/2-12/11  
No Class 11/27 Room W214  
Instructor: Cinthya Perez-Martel

### **Conversational Italian Beginner**

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 80731 TRAD Tuition: \$250 Text Add 'l  
Saturday, 9:30AM-11:30AM 9/28-12/7  
No Class 11/30 Room W128  
Instructor: Stefania DiGiuseppe

### **Conversational Italian Intermediate**

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

CRN 80747 TRAD Tuition: \$250 Text Add 'l  
Saturday, 12:00PM-2:00PM 9/28-12/7  
No Class 11/30 12:00PM-2:00PM  
Room W128 Instructor: Stefania DiGiuseppe

### **Elementary French I\***

An introduction to the French language and French-speaking cultures with emphasis on the development of the four basic skills: listening, speaking, reading, and writing in order to prepare students for successful entry into the target language. This is a beginning course for students who have had very limited or no prior study of this language. This course has an embedded language lab component.

CRN 16577 LRON Tuition: \$870  
Tuesday/Thursday, 9:30AM-11:15AM  
8/29-12/16 No Class 11/28  
Instructor: Anie Dubosse

### **Elementary Japanese I\***

An introduction to the Japanese language and Japanese-speaking cultures with emphasis on the development of the four basic skills: listening, speaking, reading, and writing in order to prepare students for successful entry into the target language. This is a beginning course for students who have had very limited or no prior study of this language. This course has an embedded language lab component.

CRN 16581 LRON Tuition: \$870  
Tuesday/Thursday, 11:00AM-12:45PM,  
8/29-12/16 No Class 11/28  
Instructor: Yumi McCarthy

### **Elementary Japanese II\***

A continuation of Elementary Japanese I, this course builds upon previous introduction to the Japanese language and Japanese-speaking cultures with a continued emphasis on the development of the four basic skills: listening, speaking, reading, and writing. This is the second part to the beginning sequence for students who have had some prior study of this language either in high school, Elementary Japanese I or life experience. This course has an embedded language lab component.

CRN 16582 LRON Tuition: \$870  
Monday/Wednesday, 11:00AM-12:45PM,  
8/28-12/16 No Class 9/2, 11/27  
Instructor: Yumi McCarthy

### **Elementary Italian I\***

An introduction to the Italian language and Italian-speaking cultures with emphasis on the development of the four basic skills: listening, speaking, reading, and writing in order to prepare students for successful entry into the target language. This is a beginning course for students who have had very limited or no prior study of this language. This is a four-credit course with an embedded language lab component.

CRN 16575 TRAD Tuition: \$870  
Tuesday/Thursday, 9:30AM-11:30AM,  
9/12-12/16 No Class 11/28 Room E224  
Instructor: Estelle Dattolo

### **Elementary Italian II\***

A continuation of Elementary Italian I, this course builds upon previous introduction to the Italian language and Italian-speaking cultures with a continued emphasis on the development of the four basic skills: listening, speaking, reading, and writing. This is the second part to the beginning sequence for students who have had some prior study of this language either in high school, Elementary Italian I or life experience. This course has an embedded language lab component.

CRN 16576 TRAD Tuition: \$870  
Monday/Wednesday, 12:30PM-2:30PM, 9/11-  
12/16 No Class 11/27 Room E220  
Instructor: Estelle Dattolo

### **Elementary German I\***

An introduction to the German language and German-speaking cultures with emphasis on development of the four basic skills: listening, speaking, reading, and writing in order to prepare students for successful entry into the target language. This beginning course for students who have had very limited or no prior study to this language. This class has an embedded lab component offered a non-credit version.

CRN16579 LRON Tuition: \$870  
Tuesday/Thursday, 7:00PM-9:00PM, 9/12-  
12/16 No Class 11/28  
Instructor: Hans Rieke

## **MUSIC**

### **Chorale Ensemble\***

This course is a performance ensemble in which students will study and perform choral repertoire representing a variety of styles and historical periods, from the renaissance to

the postmodern age. In addition to regular rehearsals, students will participate in at least one performance each semester. This course exposes students to a hands-on quality experience in the arts.

CRN 15328 TRAD Tuition: \$150  
Tuesday/Thursday, 2:00PM-2:50PM,  
8/29-12/16 No Class 11/28 Room E108  
Instructor: Eric Balboni

## **SPECIAL INTERESTS**

### **Introduction to Archaeology\***

This course introduces students to the anthropological field of archaeology, the study of past and present cultures through the material objects that humans create and utilize. Utilizing texts and experiential learning activities, the course explores the research methods, ethics, and theoretical concepts that archaeologists use to investigate, interpret, and conserve these material artifacts. Students learn the broad story of the human past and its relevance to contemporary human communities, drawing on examples from the archaeological record.

CRN 16670 TRAD Tuition: \$675  
Tuesday/Thursday, 12:00PM-1:30PM,  
8/29-12/16 No Class 11/28 Room W115  
Instructor: Ernest Wiegand

### **Public Speaking\***

In this introductory course to Public Speaking students will engage in the process of transmitting ideas and information orally in a variety of situations. Effective oral communication involves generating messages and delivering them with attention to vocal variety, articulation, and nonverbal signals. In order to be a competent speaker, a person must be able to compose a message and provide ideas and information suitable to the topic, purpose, and audience.

CRN 16573 TRAD Tuition: \$675  
Tuesday/Thursday, 9:30AM-10:45AM  
8/29-12/16 No Class 11/28 Room E213  
Instructor: Scott Perry

## WELLNESS, FITNESS, SPORTS

### 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.

TRAD No Charge  
Thursday, 6:00PM-7:00PM 9/5-9/26  
Room W128  
Instructor: Sutushi Lang  
**To register, contact Continuing Education at 203-857-7080 or [extendedstudies@ctstate.edu](mailto:extendedstudies@ctstate.edu)**

### Abs and Lower Body\*

Abs and Lower Body will target your core using both cardiovascular and muscle building exercises. This class will incorporate the use of a variety of equipment including steps, bands, and BOSUs (Balance Trainers). You will be challenged with functional moves including squats, lunges and planks using your own body weight to give you a strong and fit core.

CRN 16880 TRAD Tuition: \$308  
Tuesday/Thursday, 11:00AM-11:55AM  
10/24-12/16 No Class 11/28 Room H005  
Instructor: Mary Ann Genuario

### Pilates Mat Based \*

Pilates will challenge deep abdominal muscles to support the core, create a stronger, more flexible spine as well as promote recovery from strain or injury. Pilates conditions the entire body with a non-impact approach suitable for all ages and abilities.

CRN 16672 TRAD Tuition: \$308  
Tuesday/Thursday, 7:00PM-7:55PM  
10/24-12/16 No Class 11/28 Room H005  
Instructor: Joyce Generoso

### Strength & Tone\*

Strength and Tone is a challenging course designed to build muscular strength and endurance using light-weights, medicine balls, and resistance bands. This total body class will help sculpt and tone your muscles, help you build lean muscle and boost your metabolism, all while you have a fun time doing it.

CRN 16879 TRAD Tuition: \$308  
Monday/Wednesday,  
9:30AM-10:25AM, 10/23-12/16  
No Class 11/27 Room H005  
Instructor: Suzanne Leonard

### Yoga I\*

This studio course is designed to introduce students to the methods and skills necessary to understand and perform Yoga. Relaxation techniques and flexibility are stressed.

CRN 16671 TRAD Tuition: \$308  
H005 Tuesday/Thursday, 5:30PM-6:25PM,  
10/24-12/16 No Class 11/28  
Instructor: Robyn Mortiboys

### **Functional Fitness\***

This course focuses on increasing students' present fitness levels through functional fitness. Participation in this course may lead to increased energy, mental clarity, and health as a part of one's lifestyle. It will also teach students to recognize proper form and technique. This course may also provide opportunities for students to increase their cardiovascular conditioning, flexibility and/or develop strength and muscular endurance. Students will develop a basic understanding of the components of group exercise and will acquire the skills to recognize a safe and effective exercise class. Students will have an opportunity to observe and critique a certified exercise instructor to gain a greater understanding of the role of that individual in successful group exercise.

CRN 16881 TRAD Tuition: \$308  
Monday/Wednesday, 5:30PM-6:25PM,  
10/23-12/16 No Class 11/27 Room H005  
Instructor: Mary Ann Genuario

### **Introduction to Wellness\***

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 16673 Online 8/28-12/16  
Tuition:\$675 Instructor: Nicole Mendola

## **COLLEGE FOR KIDS**

### **Babysitting Training - Ages 11-15**

Students will learn to care for children and babies and upon successful completion, 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, and participate in all activities in order to be certified.

CRN 80749 TRAD Tuition: \$125  
Saturday, 9:00AM-12:30PM, 10/26-11/2  
Room W105 Instructor: Jeanne Yusko

## **SHAUNGSHUANG CHINESE**

This Saturday Mandarin class is an intensive learning experience in the Mandarin Chinese language. It is highly recommended that families have a familiarity with the language. The class uses Shuangshuang method and literature rich textbooks. The textbooks incorporate a large amount of Chinese culture and literature, which gives the children a chance to learn the language as well as Chinese heritage. Speaking and listening are practiced in the class environment.

*NEW students:* Students must be at least in 1st grade. For placement information, please contact [ctchineseschool.org](http://ctchineseschool.org)

CRN 80750 1st grade TRAD Tuition: \$290  
Saturday, 1:30PM-3:30PM, 9/7-12/14  
No Class 11/30 Room W101  
Instructor: TBA

CRN 80751 2nd grade TRAD Tuition: \$290  
Saturday, 1:30PM-3:30PM, 9/7-12/14  
No Class 11/30 Room W201  
Instructor: Yuting Song

CRN 80753 4th grade TRAD Tuition: \$290  
Saturday, 1:30PM-3:30PM, 9/7-12/14  
No Class 11/30 Room W208  
Instructor: Yan Shi

CRN 80754 5th grade TRAD Tuition: \$290  
Saturday, 1:30PM-3:30PM, 9/7-12/14  
No Class 11/30 Room W223  
Instructor: Yatina Zhou

CRN 80764 7th grade TRAD Tuition: \$290  
Saturday, 1:30PM-3:30PM, 9/7-12/14 No  
Class 11/30 Room W225  
Instructor: Bing Li

CRN 80765 8th grade TRAD Tuition: \$290  
Saturday, 1:30PM-3:30PM, 9/7-12/14 No  
Class 11/30 Room W203  
Instructor: Hua Guo

CRN 80767 9th grade TRAD Tuition: \$290  
Saturday, 1:30PM-3:30PM, 9/7-12/14 No  
Class 11/30 Room W224  
Instructor: Yunning Xu

### **Chinese Classic Dance I (Beginner)**

This class is designed for the students who are interested in learning classical and folk Chinese dance. The class will emphasize the footwork, hand styles, body postures and facial expressions. It will help learning Chinese language and culture through dancing. In addition, the dance class will include dance stretch and flexibility to help with dance movements.

CRN 80768 TRAD Tuition: \$150  
Saturday, 12:00PM-1:00PM, 9/7-12/14  
No Class 11/30 Room H005  
Instructor: Kaili Chen

### **Chinese Classic Dance II (Intermediate)**

This class is designed for the students who are interested in learning classical and folk Chinese dance. The class will emphasize the footwork, hand styles, body postures and facial expressions. It will help learning Chinese language and culture through

dancing. In addition, the dance class will include dance stretch and flexibility to help with dance movements.

CRN 80769 TRAD Tuition: \$150  
Saturday, 10:55AM-11:55AM, 9/7-12/14  
No Class 11/30 Room H005  
Instructor: Kaili Chen

### **Dance Stretch and Performance -Ages 9-15**

This class is designed to increase muscle strength and flexibility. Through entire body stretching students can strongly enhance their range of body motion and prepare themselves for dance classes. This class also includes dance performances at local libraries and museums. Note: tuition does not include an additional performance fee.

CRN 80770 TRAD Tuition: \$150  
Saturday, 9:50AM-10:50AM, 9/7-12/14  
No Class 11/30 Room H005  
Instructor: Kaili Chen



**WIOA**

**Having difficulty finding employment? Need additional job skills training? *Funding is available for qualified unemployed or under-employed workers.***

Financial assistance is available towards these career-oriented training and certificate programs: **Bartending, Bookkeeping, Certified Nurse Aide, Dental Assistant, Google IT Support, Microsoft Office Specialist, Phlebotomy Technician and Real Estate Principles & Practices.** For more information, please contact The Workplace, Inc. at (203) 610-8500, or at [www.ctdol.state.ct.us/wia/wioa.htm](http://www.ctdol.state.ct.us/wia/wioa.htm)

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.

SNAP E&T approved programs: Bookkeeping Certification, Certified Nurse Aide, Dental Assistant, Professional Medical Billing and Coding, Physical Therapy Aide, Veterinary Assistant, AI, Phlebotomy, Security Officer, Bartending, AWS Cloud Foundations, Google IT Support, Microsoft Office Specialist. For more information, contact **Jenine Carlson** at

**jcarlson@norwalk.edu** or **(203) 857-7059** to see if there is a program that works for you!

To see our non-discrimination policy, please visit: <https://www.fns.usda.gov/cr/fns-nondiscrimination-statement>

The SNAP Employment  
and Training Program

Connecticut Department  
of Social Services

*This institution is an equal opportunity provider*

**Career Connect**

Grant Funding for skilling, re-skilling, and up-skilling in growing industries. For more information, please contact: [portal.ct.gov/careerconnect](http://portal.ct.gov/careerconnect)

**CTSHIP (CT Statewide Healthcare Industry Pathway)**

*The total cost of CT Statewide Healthcare Industry Pathway project is \$6.9M. \$3.4M is funded through a U.S. Department of Labor-Employment and Training Administration grant and another \$3.5M (51%) is committed through non-federal state and local resources.*

# CT STATE COMMUNITY COLLEGE

NORWALK

*Workforce Development & Continuing Education  
188 Richards Avenue  
Norwalk, CT 06854*



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