

Norwalk Community College

Extended Studies - Non-Credit Certificated Courses



Business Software Applications Certificate

This program prepares students for today's high-tech business environment. After an introduction to computers and Windows, you will master the tools of the desktop business environment, including word-processing, spreadsheets, databases and presentation software. In addition, you will learn how to manage technology safely and productively, explore software for the Internet and choose from among several advanced topics to aid you in your specific career goals.

This Certificate requires completion of 5 Extended Studies courses (3 core courses plus 2 electives) from the list below:

- MS Word
- MS PowerPoint (core)
- MS Excel (core)
- Internet Complete
- MS Access (core)



Prepare for Microsoft Office Specialist (MOS) Certification

Be MOS certified! Step up your career by becoming certified as a Microsoft Office User Specialist (MOS). This comprehensive series of courses is designed to offer the student a command of Microsoft Office software solutions. Today's workforce demands skilled employees, and MOS certification demonstrates that you are in that select group.

To receive certification as a MOS Office Specialist, a student must pass an exam administered by Microsoft for the specific application studied. The MOS exam has two levels of difficulty: proficient and expert. Successful completion of a MOS exam indicates to an employer that you have met the industry's standard for Microsoft Office 2007 desktop training.

Course offerings:

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

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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.

Requires completion of 5 Extended Studies courses (3 core courses plus 2 electives)

This Certificate requires completion of 5 Extended Studies courses (3 core courses plus 2 electives) from the list below:

- C++ I: Introduction
- C# Visual Basic NET(core)
- JAVA I: Introduction (core)
- JavaScript
- HTML (core)
- SQL Server 2005



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.

This Certificate requires completion of 5 Extended Studies courses (1 core course plus 4 electives) from the list below:

- XHTML (core)
- Photoshop I
- Illustrator I
- Flash
- Dreamweaver

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Web Mastering Certificate

The Web Mastering certificate will enable participants to gain the professional skills required in Internet systems design, maintenance and programming. Previous programming experience is recommended.

This Certificate requires completion of 5 Extended Studies courses (3 core courses plus 2 electives) from the list below:

- XHTML (core)
- Visual Basic.NET (core)
- VBScript
- Java I (core)
- Photoshop I
- Illustrator I



Computer Graphics Certificate: MacIntosh

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.

This Certificate requires completion of 5 Extended Studies courses (3 core courses plus 2 electives) from the list below:

- Illustrator I (core)
- Illustrator II
- Photoshop I (core)
- Photoshop II
- QuarkXPress I
- In Design (core)

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Distance Learning with Ed2Go/Cengage

We offer over 200 different online courses delivered by our online partners at Ed2Go. Designed for novice and experienced computer users alike, these self-paced courses will help you achieve academic excellence and succeed in the workplace of the future.

Areas of study include but are not limited to the following:

Business:

Administrative Assistant Fundamentals
Building Teams that Work
High Speed Project Management
Purchasing Fundamentals

Computer Literacy:

101 Tips & Tricks for the iMAC
Computer Skills for the Workplace
MS Office 2003 & 2007
Intro. to Peachtree Accounting 2009

Grant Writing:

A to Z Grant Writing
Get Grants
Wow! What a Great Event

Health Care & Nutrition:

Assisting Ageing Parents
Become a Physical Therapy Aide
Natural Health & Healing

Certificates OR completion letters are made available (online) to students who complete course requirements and final exam.

To learn more about our online course offerings go to www.ed2go.com/norwalk/



Web Based Training with Gatlin/Cengage

NCC is pleased to offer WBT (web-based training) Certificate programs in conjunction with GATLIN/CENGAGE Education Services, the country's leading online educational services company. These programs offer:

Online non-credit career training programs, browser based courses (no plug-ins necessary), self-paced, begin when you wish, complete within 90 days. Every student is assigned an instructor for one on one basis

All materials are included

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Grade of 70% or better required for certificate. Areas of study include but are not limited to the following:

PAY PER CLICK MARKETING

D5935 150 hours, \$1,395

DIGITAL ARTS CERTIFICATE

D5855 225hours, \$3,195

SEARCH ENGINE MARKETING

D5913 250 hours, \$1,795

CERTIFIED WEDDING PLANNER

D3085 300 Hours, \$1,395

MEDICAL TRANSCRIPTION

D5850 240 Hours, \$1,595

HVAC TECHNICIAN

D5945 320 hours, \$3,095

To learn more about our online course offerings go to www.gatlineducation/norwalk/



Certified Nurse Aide

C.N.A's are in constant demand. This course has been approved by the Connecticut Department of Health and upon completion; students are awarded the required state certificate to work in longterm care facilities.

This 108-hour, 12-week (twice-a-week) course prepares students to work in long-term care nursing facilities. Students learn about the physical and emotional changes related to aging. 36 hours of classroom instruction, combined with 72 hours of practical hands-on training, enable the student to deliver all aspects of personal care to patients. This course has been approved by the Connecticut Department of Public Health. Upon satisfactory completion of the program, students are awarded the required state certificate to work in long-term care facilities. White uniform required. Clinical: Student's choice of Sat. (8:00 AM-2:30PM) or weekdays (4:00-10:30PM). Note clinical choice on registration form.

Entrance Requirements:

- Passage of a test including math, writing, reading and verbal skills is required for registration.
- Applicants must call 857-7080 to an application for the test. Space is limited. Test fee is \$20 Please bring a Photo I.D.
- Applicants will be informed of their test scores after testing. Registration directions will also be given.
- No registrations will be accepted before all tests are graded. Registrations will be accepted on a first come, first registered basis on the registration day.
- Registration for the CNA program will be accepted only after completion of the testing process.

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Phlebotomy Technician Specialist

A course geared to train health care professionals to perform phlebotomy services in healthcare facilities. The National Health Career Association has approved this course for National Certification. Students must take the Customer Service for Healthcare Professionals to receive certification.

This course prepares students to perform phlebotomy in health care facilities such as hospitals, clinics, laboratories, and physician group practices. The course includes 40 hours of classroom instruction and approximately 30 hours of phlebotomy training at affiliations. Classroom instruction includes anatomy and physiology of the circulatory system, blood collection equipment and supplies, specimen collection and processing, and laboratory operations. The course will focus on customer service skills and appropriate work ethics necessary to work in a health care setting. Clinical assignments will be determined at the first class. Upon successful completion of the course, the student will receive a certificate and will be eligible to take an examination offered by the National Health Career Association and become a certified phlebotomist.

Entrance Requirements: The student must have a high school diploma or equivalent. Students must pass of a test including math, writing reading and verbal skills. Applicants should call 857-7032 for testing information. Test fee is \$20. Students must take the Customer Service for Healthcare Professionals to receive certification.



Patient Care Technician

A patient care technician (PCT) provides nursing care to patients in a hospital under the direction of a registered nurse. A PCT performs duties such as phlebotomy, EKG's, vital signs, and other duties specific to the nursing unit.

Receive your certification as a PCT with the completion of the following courses:

- C.N.A.
- Phlebotomy
- EKG
- Customer Service for Healthcare Professionals

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Medical Billing & Reimbursement Specialist Certificate

This three-module certificate program will prepare individuals 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.

A high school diploma or G.E.D. is required.

The following courses are required to receive the Medical Billing & Insurance Reimbursement Specialist Certificate. These courses may also be taken individually for skill enhancement, if a certificate is not desired. Permission of the instructor and Prerequisite requirement is necessary.

- Medical Terminology with Basic Anatomy and Physiology*
- Foundations & Management in Medical Insurance
- Computer Applications for Medical Offices

Prerequisites:

* Medical Terminology with Basic Anatomy and Physiology is Prerequisite for Foundations & Management in Medical Insurance and Computer Applications for Medical Offices

Note: These are “blended classes,” meaning you have the choice to take these classes for credit or non-credit. If you choose to take the classes for credit NO CERTIFICATE is issued by Extended Studies. Please think carefully about your options. If you decide you would prefer to have credit for the classes you should contact the Admissions Office at 857-7060.

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Dental Assistant Certificate

The Extended Studies Division of Norwalk Community College is pleased to offer - The Dental Assistant Certificate Program!

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 section to earn the program certificate.

The certificate requires successful completion of the following courses:

- Dental Assistant I
- Dental Assistant II
- Dental Assistant III - Clinical
- Dental Radiology
- Customer Service for Healthcare Professionals



Veterinary Assistant Certificate

This five-part program will prepare students for a new career in the very exciting area of veterinary healthcare. **Students are required to have a tetanus shot.**

Upon successful completion of the four required courses plus the clinical experience, students will earn a program certificate. One textbook will be used for the entire program. To enter the program, students must have a high school diploma or equivalent.

The certificate requires successful completion of the following courses:

- Veterinary Medical Office
- Veterinary Assisting I
- Veterinary Assisting II
- Veterinary Dental & Surgical Assisting
- Clinical Veterinary Assisting

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National Bookkeeping Certification

This certificate is designed to prepare students for the National Bookkeeping Certification (NBC). **Registrants should have taken Bookkeeping and Recordkeeping, Principles of Accounting or have bookkeeping experience.** The American Institute of Professional Bookkeepers (AIPB) has established a professional certification, the Certified Bookkeeper (CB) credential, a high professional standard for bookkeepers. The three courses in the certificate program focus on preparing the student for the Certified Bookkeeper tests by helping master the skills and knowledge required for certification, including: Adjusting entries (accruals and deferrals); basic book and tax depreciation; basic payroll – paying wages, withholding, depositing and reporting taxes using the basic forms (W-2, 941, 940, 819); recording and costing out merchandise inventory, and internal controls and fraud prevention.

Upon completion of the course students should take the appropriate NBC exam. The Certificate requires 65 hours of classroom experience and the National exams are offered at Sylvan Prometric Test Centers. Certified Bookkeepers (CBs) are to bookkeeping what CPAs are to accounting; the cream of the profession.

Bookkeeping Certification:

- Mastering, Correcting and Adjusting Entries
- Mastering Depreciation and Payroll
- Mastering Inventory, Internal Controls & Fraud Prevention



Real Estate Center

The Real Estate Center offers a selection of courses designed to meet the needs of the real estate professional, those wishing to enter the field or individuals who wish to learn more about real estate. These courses meet the minimum educational requirements set forth by the State Real Estate Commission for the Real Estate Salesperson, Broker and Appraiser.

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Travel Careers Certificate

The Travel Careers Certificate program is designed to ensure that students receive the most intensive, up-to-date and practical preparation for careers in today's travel industry. Successful completion of each course must be verified by the Instructor before a certificate can be awarded. A grade of "completed" will require passing grades on quizzes and exams, consistent class attendance and completion of out-of-class assignments. This program was designed for the new travel consultant, a brush up for the experienced and a stepping stone for the eager to learn.

Certificate requires completion of 5 courses:

- Beginning Travel
- Advanced Travel
- World Travel Geography
- Cruises
- Travel Agency Computers and Practicum



Wine Certificate Program

The Wine and Spirit Education Trust, the premier wine education organization of the United Kingdom, is offering a certificate program for the first time in the U.S. This course will cover wines and spirits of the world. No previous wine knowledge is required, although the course is designed for those who have a serious interest in wine and want to broaden their knowledge or pursue a career in the industry. An exam will be given at the end of this nine session course and successful candidates will receive the WSET certificate. Students will be notified to pick up instructional material prior to the first class providing a student is registered for class.

Please bring 6 clear wine glasses to class. All students must be 21 years of age.