

FALL 2020 SCHEDULE OF NON-CREDIT COURSES



The Center for Workforce Development

Park Place East

Winsted, CT 06098

860-738-6444

Small Business Seminars:

<https://www.nwcc.edu/entrepreneurial-center-northwest-connecticut/>



Bookkeeping Certificate and QuickBooks

This 39-hour course introduces students to entry level bookkeeping principles and procedures. Students will examine case studies from the text and identify ways to streamline bookkeeping activities. In addition to theory, practical examples will be examined to better understand bookkeeping and its application in small and large companies. QuickBooks Online is incorporated to further help students apply accounting principles to this popular bookkeeping software.

Byron Francis, instructor, holds his **MBA** from the University of New Haven and has taught a wide range of classes in public and private institutions. He enjoys teaching and working with a diverse group of students.

Course pre-requisite: *Students should possess high school level reading and math skills, computer competency and basic clerical skills. Should have a home PC. This course could be offered as a hybrid or fully online depending on college reopening.*



Financial assistance is available to qualified individuals through the SNAP Scholarship and WIA funding through the Department of Labor. For more information or to register for this class, contact Jane Williams, Program Coordinator, at jwilliams@nwcc.edu



Oct. 27-Dec. 10

Tue. & Thur.

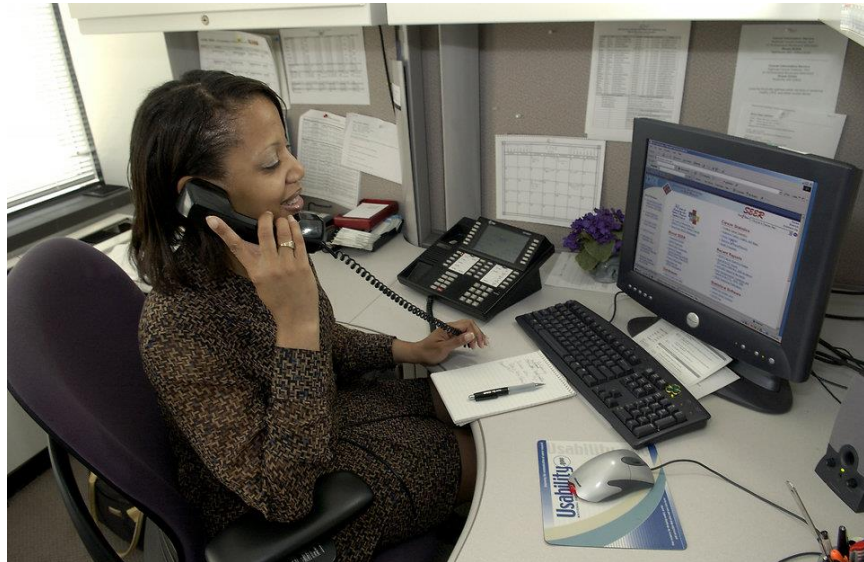
12:30-3:30pm

\$950.00



Microsoft Office 2016 Certificate (Word, Excel, PowerPoint, Access, and Outlook)

The computer plays a significant role as a productivity tool in many fields of study and employment. This course focuses on integrating comprehensive computing skills as a means of introducing students to the knowledge, skills, and techniques necessary to achieve proficiency in the Microsoft Office software suite. The computer operating systems, file management operations, computer concepts and vocabulary are included as integral elements to understanding the software applications environment. Students will examine productivity and computing procedures in the workplace and academic settings, enhance their computer skills, and be able to critically apply these skills in various situations.



Instructor, Shyrel Bauby, has over 30 years of experience as instructor, manager, and software developer for multiple companies in the tech and financial industries (The Hartford, TyMetrix, Electronic Data Systems, Webster Bank, State of Connecticut). Specialties include project management, software and hardware support, application development, technical writing, training, and curriculum development. **This course could be offered as a hybrid or fully online depending on campus reopening**

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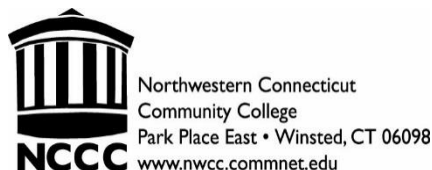


Sept. 21-Oct, 26

Mon, Wed., Fri.

9:00am-Noon

\$950.00



Real Estate Principles and Practices

This required course for real estate salesperson licensing provides clear explanation of modern real estate practices and a working knowledge of real estate in Connecticut. Recognized by the Real Estate Consortium of Community Colleges of Connecticut and approved by the State of Connecticut Real Estate Commission (RPL 0072) this course meets the minimum 60-hour requirement outlined by the State. For a summary of the Connecticut Real Estate Licensing requirements refer to: www.ct.gov/dcp. Property owners, buyers, sellers, and anyone interested in pursuing real estate careers or operations will find this course beneficial and rewarding. Those students intending to sit for the State of Connecticut Real Estate Exam must attend 60 class hours (excluding the final exam class) and pass this course with a grade of 70 or better. Instructor: Richard Mihalcik. **This course could be offered as a hybrid or fully online depending on campus reopening.**

Required textbooks: Modern Real Estate Practice 20th edition by Galaty, Alloway & Kyle ISBN 9781427746009 and Connecticut Real Estate Practice & Law 14th edition, by Pancak. ISBN: 978-1-4754-4675-3

CRN 3213: Mon./Wed., 6:35pm-9:35pm, Joyner Health Center., Room 143, Sept. 21—Dec. 9

Course fee: \$485 Textbooks must be purchased separately and may be available at the NCCC Bookstore:

Call the NCCC Bookstore at 860-379-6226 for stock and hours of operation.

All real estate courses are approved by the Real Estate Commission under the auspices of the Real Estate Consortium of CT Community Colleges. Therefore, approved courses for NCCC can be found at the Department of Consumer Protection (DCP) website under the title of Real Estate Consortium of CT Community Colleges. NCCC course information is subject to changes made at any time by the CT DCP.

***Refund Policy:** NCCC reserves the right to change instructors or cancel/reschedule a course in the event of insufficient enrollment or unforeseen circumstances. If your course is canceled, you will have the option of applying your course fee to another course or you will receive a full refund. If you are unable to attend a course you must withdraw at least FIVE COLLEGE BUSINESS DAYS before the first scheduled class meeting in order to receive a refund.

Register through NCCC, Center for Workforce Development, Park Place East, Winsted, CT 06098

Tel. 860-738-6444 FAX 860-738-6453



NON-CREDIT MANUFACTURING PROCESSES CERTIFICATE



Manufacturing Processes- 8/26-10/14/20. Online

This course explains common methods of machining used to shape parts to specifications with the emphasis on traditional tool room machinery (lathes, milling machines, drilling machines and grinders). Related topics also include shop safety, hand tools, measurement, layout work and cutting fluids. Students will apply classroom lessons to the fabrication of parts in the lab course below.

Manufacturing Processes Lab 8/26-10/14/20 Wednesdays 5:00-8:00 Classroom

This course provides laboratory emphasis on common cutting tools and lathe operations, as well as on associated precision measuring tools and instruments. The labs will involve set-ups and procedures for milling machines, lathes, grinders, drill presses, and measuring instruments. Held at Oliver Wolcott Technical High School.

Manufacturing Machinery CNC I 10/15-12/15/20 Wednesdays 5:00-8:00 Hybrid

This course explains methods for operating and set-up of CNC Milling and Turning machines. Related topics also include shop safety, print reading, hand tools, measurement, layout work and cutting fluids. Students will apply classroom lessons to the fabrication of parts on CNC equipment. Prerequisite: Successful completion of Manufacturing Processes with lab. Held at Oliver Wolcott Technical High School

Engineering Drawing Specs 8/26-12/15 Tue/Thur. 5:00-6:21 Classroom

Offered Fall Semester for Engineering and Manufacturing students. An introduction to the interpretation of Engineering drawing beginning with the basics of orthographic projection. Topics include working drawings, lines, linear and angular dimensioning, sectional views, tolerances and allowances, thread presentation arrowless and tabular dimensioning, steel specifications, auxiliary views, point to point and datum dimensioning conforming to ANSII 14.5 M and ISO standards.

** Scholarships may be available. Contact Jane Williams jwilliams@nwcc.edu



Safe Boating and Personal Watercraft

This Department of Energy and Environmental Protection (DEEP) certificate course is taught by boating professionals sponsored by the Connecticut DEEP Boating Division. Successful completion fulfills the requirements to obtain the Connecticut Safe Boating and Personal Watercraft Certificate which enables individuals to operate jet skis and recreational vessels up to 65 feet in length. The course fee of \$25 does not include the license fee.

Before taking the boating course, you must obtain a Connecticut Conservation Identification Number (ID). If you have a Connecticut Hunting or Fishing License, your Conservation ID will be the same ID number that was assigned with the hunting or fishing license. If you need a go to www.ct.gov/deep/boating. **Click on the menu "OUTDOOR RECREATION". Choose "Sportsman Licensing". Click the START button**

Bring your Conservation ID number to class and provide the instructor with your name (as it was entered into the online Sportsman Licensing System) as well as your month and day of birth. For more information or to register for this class, contact Jane Williams, Program Coordinator, at (860) 738-6444 or at jwilliams@nwcc.edu

Safe Boating and Personal Watercraft				
2018 Spring Offerings				
Date	Day(s)	Time	Course Number	Cost
Sept. 10, 14, 15	Thur, Mon, Tue.	6:30 – 9:30 p.m.	3341	\$25*
*Additional cost for license. Course subject to college reopening by September 10.				

