SPRING 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.

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 or call (860) 738-6444.

April 27-June 10  Mon. & Wed  12:00-3:00pm  $950.00
Microsoft Office 2019 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.

Financial assistance is available to qualified individuals through the SNAP Scholarship and WIOA funding through the Department of Labor. For more information or to register for this class, contact Jane Williams, Program Coordinator, at jwilliams@nwcc.edu or call (860) 738-6444.

March 16-April 22 Mon. & Wed 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.


CRN 1071: Mon./Wed., 6:35pm-9:35pm, Arts and Sciences Bldg., Room 201, February 17-May 4

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 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
Principles of CNC with Mastercam MFG 205  
Wednesdays 5:00-8:00 PM HYBRID 3/23-5/17

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. Co-requisite: MFG 156 or Professor Evaluation of Work Experience. Held at Oliver Wolcott Technical HS. 3/23-5/17

Manufacturing Machinery-CNC Operations MFG 258  
Wednesdays 5:00-8:00 PM HYBRID 1/22-3/13

This course covers 3-axis CNC machining centers and 2-axis turning centers. It is designed to help the student understand the processes, tools, programs, and machines used by machine operators and programmers. Related topics also include shop safety, print reading, hand tools, measurement, layout work and cutting fluids. Students will apply classroom lessons to part programming for fabricating parts on CNC equipment. Pre-requisite: MFG C156 with a “C” or better or Professor Evaluation of Work Experience. Held at Oliver Wolcott Technical HS

**Scholarships available. Contact Jane Williams, Workforce Development Coordinator, at 860-738-6464 or 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

<table>
<thead>
<tr>
<th>Safe Boating and Personal Watercraft</th>
<th>2020 Spring Offerings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date</strong></td>
<td><strong>Day(s)</strong></td>
</tr>
<tr>
<td><strong>March 16, 18, 19</strong></td>
<td>Mon., Wed., Thur.</td>
</tr>
<tr>
<td><strong>May 4, 6, 7</strong></td>
<td>Mon., Wed., Thur.</td>
</tr>
</tbody>
</table>

*Additional cost for license.