



MANCHESTER  
COMMUNITY  
COLLEGE

**2014/2015**  
**CREDIT EXTENSION**  
**& CREDIT-FREE COURSES**

# WINTERSESSION

Courses Beginning December - February



## **CREDIT**

Earn up to 4 credits per class in  
3 weeks, Including Online Classes

## **CREDIT-FREE**

More than 100 Courses Offered, Including  
Allied Health and Computer Technology

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When searching online for courses found in this catalog:  
Select "Winter 2014" for Winter Intersession Credit courses  
or select "Spring 2015" for Credit-Free courses.

### Notice of Nondiscrimination:

Manchester Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Affirmative Action and Staff Development Coordinator (Title IX and Section 504/ADA Coordinator), Manchester Community College; Great Path; MS #2; Manchester, CT 06040; Student Services Center L-134c; 860-512-3107.



Manchester Community College is committed to access and equal opportunity. Should you have any questions regarding disability related academic adjustments and/or auxiliary aids/services, please contact Disability Services, 860-512-3387 or the Advising and Counseling Center, 860-512-3320 at least ten (10) calendar

days prior to the start date of the course or program. If a timely request is not submitted, the College cannot assure requested adjustments can be provided.

Alternative formats of this material may be provided upon request.  
10/14 52M, CE/NFD

# CONTINUING EDUCATION

## General Information and Catalog Requests ..... 860-512-2800

### Credit-Free Programs ..... 860-512-2800

Director, Ann Bonney ..... abonney@manchestercc.edu  
Prog. Assoc., Stephen Campiglio ..... scampiglio@manchestercc.edu  
Admin. Asst., Jessie Bradley ..... jbradley@manchestercc.edu  
Ed. Asst., Valerie Nightingale ..... vnightingale@manchestercc.edu

**Credit-Free Phone-In Registration.....860-512-3232**  
8:30 a.m. – 4:30 p.m., Monday – Friday ..... Mastercard, Visa or Discover Card  
Offering courses for professional development and personal enrichment

### Business & Industry Services .....860-512-2813

Director, Janet Alampi ..... jalampi@manchestercc.edu  
Providing employers and employees with workplace programs and training  
Business Services Representative, Mick Pigott ..... 860-512-2815  
Sec. II, Mary Boileau ..... mboileau@manchestercc.edu

### Computer Technology.....860-512-2808

Coordinator, Bruce Manning.....bmanning@manchestercc.edu  
Providing state-of-the-art computer training

### Allied Health Programs .....860-512-2826

Coordinator, Diane Mitchell..... dmitchell@manchestercc.edu  
Preparing students for National and State certification exams

### Excursions in Learning .....860-512-2804

Coordinator, Carleigh Schultz ..... cschultz@manchestercc.edu  
Offering courses for high-achieving, academically motivated children

### Credit Extension Courses.....860-512-2800

Dean, Melanie Haber ..... mhaber@manchestercc.edu  
Winter/Summer credit extension courses  
Admin. Asst., Gloria Moeller ..... gmoeller@manchestercc.edu

## CONTACT INFORMATION

Admissions .....	860-512-3210
Bursar's .....	860-512-3637
Financial Aid .....	860-512-3380
Library .....	860-512-2880
Registrar.....	860-512-3220
Bookstore .....	www.mctc.bkstr.com

## Satellite Location

### MCC on Main Arts and Education Center

903 Main Street, Manchester  
www.manchestercc.edu/mcc-on-main/



## MINIMUM ENROLLMENT

Continuing Education programs are self-supporting. All courses are operated on an instruction-fees supported basis. Classes with insufficient enrollment will be cancelled.

## REGISTRATION DEADLINE

Mail-in registration must be received by the Registrar's Office five business days prior to the start of the requested course. Students will be advised if a course is filled.

## CREDIT CONFIRMATION

You will receive your course schedule printout as a confirmation, with course location, within a week after we receive your registration form. Students who register in person will receive confirmation at that time. Your confirmation is necessary to purchase textbooks at the MCC Bookstore. Credit course locations are also listed in this catalog on page 5.

## LEVEL OF STUDY

While the number of classes for winter intersession is less than the regular fall and spring semesters, students should be aware that each course contains the same number of class hours as the regular semester. As a result, the level of study is much more intensive and demanding of time. Students should consider this in planning their time and course selection.

## LATE REGISTRATION:

Late registration will be accepted on a space available basis, by permission of instructor only.

## Refund Policy for Credit Extension Courses

There is a minimum enrollment for all Continuing Education courses. Classes with insufficient enrollment will be cancelled. If a course is filled or cancelled, you will be notified by phone or mail before the starting date. If the College cancels a credit extension course, students will receive a full refund of all tuition and service fees. This does not include the \$20 one-time application fee for new students which is non-refundable. It takes two to four weeks for payment of refunds to be made.

A student who drops from a credit extension course will receive a full refund of tuition only, provided the student officially drops on the last business day before the first class meeting or prior. If a student officially withdraws on the day of the first class meeting, there is no refund and the student will receive a "W" on their transcript. When a student drops from a credit course, the college service fee and the one-time application fee for new students are non-refundable.

### NO REFUNDS WILL BE ISSUED AFTER THE ALLOWABLE DROP PERIOD.

Tuition cannot be transferred to other semesters.

## SPECIAL NOTE TO STUDENTS

Full payment is due upon registration.

If you do not want to take a course once you have registered for it, you must submit a drop form to the Registrar's Office whether or not you have paid.

**If you do not drop within the allowable drop period, you are still obligated to pay for the class, whether or not you attend.**

## \$20 APPLICATION FEE

If you are registered to take a credit course and have never attended MCC or another Connecticut Community College as a credit student, a one-time, non-refundable \$20 application fee is required. **This fee is non-refundable even if a class is cancelled by the College.** If paying by check, please provide a separate check for \$20 payable to "MCC" for the application fee. This must accompany the MCC Application For Admission for new students on pages 11-12.

## CLASS REQUIREMENTS

For credit course prerequisites see Course Descriptions, pages 6-7.

## TRANSFER OF CREDIT

**Before registering**, students from other institutions should check with their home institution to verify that credits from this program are transferable to their own school.

**There are no refunds after the allowable drop period whether a course is transferable or not.**

## FINANCIAL AID

Please check with the Financial Aid Office for current financial aid information at 860-512-3380.

**Continuing Education Information 860-512-2800  
Registration Information 860-512-3220**

## REFUND POLICY APPEAL PROCEDURES

**Students are required to officially drop/withdraw prior to submitting an appeal.**

**Appeals must be submitted within 10 days from the start date of the class.**

The Refund Appeal is intended to extend the refund period for a limited 10-day period of time for students experiencing extraordinary circumstances. After the 10-day extension period, there are no refunds and appeals will not be considered regardless of the circumstances a student may experience. All appeals must be submitted in writing and include student ID, contact information and appropriate documentation.

Appeals will only be considered for the following extraordinary circumstances: severe illness documented by a physician's certificate, administrative error by the College with supporting documentation, or military transfer documented by a copy of transfer orders.

The following circumstances will not be considered: change in employment situation, misunderstanding of start date or dates of class, misunderstanding of the registration process, inability to transfer course, normal illness, transportation issues, childcare issues, poor decision or change of mind by student regarding course selection, or dissatisfaction with course content or instructor.

You may view and print a Refund Policy Appeal form from the MCC website at [www.manchestercc.edu/form-depot](http://www.manchestercc.edu/form-depot) or you may obtain a form at the Registrar's Office.

Submit completed form to:

Refund Appeals Committee  
Manchester Community College  
Registrar's Office, MS #13  
Great Path, P.O. Box 1046  
Manchester, CT 06045-1046

**The Refund Appeals Committee meets twice per month.  
You will receive a written response  
notifying you of the outcome.**

## 4 Ways to Apply and Register for Credit Extension Courses

### 1. BY MAIL

**Must be received at least 5 business days prior to the start of the requested course.**

If applicable, complete the MCC [Application for Admission](#) form for new students on pages 11-12. Complete the registration form on page 14. Please complete the entire form. **Full payment must accompany each registration.** Refer to fee schedule on page 10. Send your registration and payment to:

Registration Office, MS #13  
Manchester Community College  
Great Path  
P.O. Box 1046  
Manchester, CT 06045-1046

**Please mail the entire registration page!**

### 2. IN-PERSON

If applicable, complete the MCC [Application for Admission](#) form for new students on pages 11-12. Complete the registration form on page 14. Please complete the entire form. **Fees are payable in full at time of registration** and may be paid at the Bursar's Office in the SSC Building, after registering for your course in the SSC Building Registrar's Office.

**Make checks or money orders payable to "MCC."**

### 3. BY FAX: 860-512-3221

If applicable, complete the MCC [Application for Admission](#) form for new students on pages 11-12. Complete the registration form on page 14 using Visa, MasterCard, or Discover Card only. Please complete the entire form.

#### Forms of Payment

Full payment must accompany registration.

**Cash:** In person, during regularly scheduled Bursar hours.

**Credit Cards:** Only MasterCard, Visa or Discover Card are accepted.

**Checks/Money Orders:** Please make all checks/money orders payable to "MCC." If one check is used to pay for more than one student, the names and course numbers for all students involved must be listed on the check.

#### Seniors and Veterans

Please Note: There are no tuition waivers for Winter Intersession.

### 4. WEB REGISTRATION

**Returning students may register online using a MasterCard, Visa or Discover Card only. If you are a returning student and know your NetID and/or Banner ID\*, here's how to register online:**

#### Login:

1. Go to <http://my.commnet.edu>
2. Login using your NetID and Password  
(See "New NetID Users" information below)
3. Click on "Student" tab
4. Click on "Student Self Service" channel

#### Registering:

5. If prompted, select Manchester Community College from the list of colleges
6. Click on "Registration and Payment"
7. Click on "Register (add/drop) classes"
8. Go to Schedule Term to select the correct semester/year, then submit
9. Follow instructions in step 1 and 2\*\*
10. Click on "View Schedule" at the bottom of the page to confirm registration
11. Follow the prompts to initiate payment
12. Logoff

\* Banner ID numbers will be mailed (upon request) to returning students and cannot be given out over the phone.

\*\* Please choose your course(s) in advance and have the correct CRN number(s) handy when you register online. Please call 860-512-3220 for more information about Web registration.

#### New NetID Users

- Your NetID is your Banner ID with the "@" symbol in a different position (i.e. a student with a Banner ID of 87654321, will have the following NetID: 87654321@student.commnet.edu)
- Your initial password is made up of the following personal information:

1. The first three characters of your birth month (with first letter capitalized)
2. The "&" symbol
3. The last four digits of your Social Security Number

Example: for a user whose birthday is in October and whose social security number ends in 6789, the initial password would be Oct & 6789. The password is case sensitive.

4. You will then be prompted to change your password

**Please call 860-512-3220 for more information about Web registration.**

# WINTER INTERSESSION CREDIT COURSE SCHEDULE

*Students from other colleges should check with their college **before** registering to verify that credits from this program are transferable. There are no refunds after the allowable drop period. **Daily attendance is a requirement.***

**Classes meet:** Dec. 29, 30, 31 (Mon.-Wed.) **No Classes:** Jan. 1, 2 (Thurs.-Fri.)

Jan. 5, 6, 7, 8, 9 (Mon.-Fri.) • Jan. 12, 13, 14, 15 (Mon.-Thurs.)

**Final Exams:** Last scheduled class period

**Snow Dates:** (if needed): Saturdays, Jan. 3, 10, 17 and Fri., Jan. 16, or by instructor arrangement.

**Note:** Makeup classes will start at 9 a.m.

CRN	Subject #	Title	Credit Hrs	Days	Dates	Time	Building/Wing/Rm
40001	❖ ACC* 115	Financial Accounting	4	Online	12/29-1/15		
40002	❖ ACC* 118	Managerial Accounting	4	Online	12/29-1/15		
40003	▲ ART* 206	Film Study	3	MTWRF	12/29-1/15	9 AM-12:30 PM	VIL 5 V151
40004	❖ BBG* 101	Introduction to Business	3	Online	12/29-1/15		
40005	❖ BBG* 234	Legal Environment of Business	3	Online	12/29-1/15		
40006	❖ BMG* 202	Principles of Management	3	Online	12/29-1/15		
40007	❖❖ BMG* 210	Organizational Behavior	3	Online	12/29-1/15		
40009	▲ COM* 154	Film Study and Appreciation	3	MTWRF	12/29-1/15	9 AM-12:30 PM	VIL 5 V151
40010	COM* 173	Public Speaking	3	MTWRF	12/29-1/15	9 AM-12:30 PM	AST C204
40024	❖ CSC* 101	Introduction to Computers	3	Online	12/29-1/15		
40008	❖ CJS* 101	Introduction to Criminal Justice	3	Online	12/29-1/15		
40012	❖ ECN* 101	Principles of Macroeconomics	3	Online	12/29-1/15		
40013	ENG* 110	Introduction to Literature	3	MTWRF	12/29-1/15	9 AM-12:30 PM	AST D205
40014	❖ ENG* 250	Studies in Ethnic Literature	3	Online	12/29-1/15		
40015	❖ HIS* 101	Western Civilization I	3	Online	12/29-1/15		
40016	❖ HUM* 101	Introduction to the Humanities	3	Online	12/29-1/15		
40017	PHL* 101	Introduction to Philosophy	3	MTWRF	12/29-1/15	9 AM-12:30 PM	AST C210
40018	PHL* 111	Ethics	3	MTWRF	12/29-1/15	9 AM-12:30 PM	AST C201
40019	PSY* 111	General Psychology I	3	MTWRF	12/29-1/15	9 AM-12:30 PM	AST C209
40020	PSY* 201	Life Span Development	3	MTWRF	12/29-1/15	9 AM-12:30 PM	AST C212
40021	❖❖ PSY* 247	Industrial and Organizational Psychology	3	Online	12/29-1/15		
40022	❖ SOC* 101	Principles of Sociology	3	Online	12/29-1/15		
40023	❖ SOC* 210	Sociology of the Family	3	Online	12/29-1/15		

▲ Choose either ART\* 206 or COM\* 154

❖❖ Choose either BMG\* 210\* or PSY\* 247

❖ See page 9 for information about online courses. See course descriptions for any course-specific instructions.



## WINTER INTERSESSION CLASSES

December 29, 2014 to January 15, 2015

**ACC\* 115: Financial Accounting (online)***(Formerly ACCT 101)*

Theory and practice of accounting applicable to the accumulation, external reporting, and external uses of financial accounting information. Prerequisites: *eligibility for ENG\* 101 and MAT\* 095 or higher.* 4 Credits

Information about Distance Learning Courses: see page 8.

**ACC\* 118: Managerial Accounting (online)***(Formerly ACCT 102)*

Basic concepts and practice of accounting's role in providing information to managers to assist in their planning, control and decision-making activities. Topics include cost accounting, cost behavior relationships, analyses for managerial decisions and the budget process. Prerequisites: *eligibility for ENG\* 101 and MAT\* 095 or higher, and C- or better in ACC\* 115.* 4 Credits

Information about Distance Learning Courses: see page 8.

**ART\* 206/COM\* 154: Film Study/Film Study and Appreciation***(Formerly FA 171/COMM 171)*

The viewing, discussion and analysis (written and oral) of representative films from the early years of the industry to the present will be taught. Prerequisite: *eligibility for ENG\* 101.* 3 credits

**BBG\* 101: Introduction to Business (online)***(Formerly BUS 111)*

This course provides a survey of major business topics such as management, marketing, accounting, finance, computer science, organizational behavior, production, and the social and economic environment of business. Prerequisite: *Completion of or concurrent enrollment in ENG\* 101.* 3 credits

Information about Distance Learning Courses: see page 8.

**BBG\* 234: Legal Environment of Business (online)**

This course introduces the student to the structure of the American legal system and its impact on the operations of American business. Ethics and social responsibility are examined from many perspectives, including that of decision-makers and stakeholders. Major aspects of government regulation of business are explored, including product liability, securities regulation, employment and labor law, and intellectual property. The course also examines fiduciary duties and tort and criminal liability. Prerequisite: *eligibility for ENG\* 101.* 3 credits

One week prior to the start of class, all registered students will receive an email with instructions on course requirements. Students should be sure that their current email address is listed in my.commmnet.edu in order to receive this communication. Additional questions may be addressed to Professor Nance Kriscenski at nkriscenski@manchestercc.edu.

Information about Distance Learning Courses: see page 8.

**BMG\* 202: Principles of Management (online)***(Formerly BMG\* 101)*

This course is an analysis of principles, techniques and the major functions (planning, organizing, and leading) of business enterprise management. Prerequisite: *Completion of ENG\* 101 with C- or better.* 3 credits

Information about Distance Learning Courses: see page 8.

**BMG\* 210/PSY\* 247: Organizational Behavior (online)***(Formerly BUS 240)*

A survey of the psychological factors that influence the individual in the work setting. Includes employee attitudes, motivation, group dynamics, decision making, leadership, assessment and training as an introduction to human resource management. Prerequisite: *completion of ENG\* 101 with C- or better.* 3 credits

Information about Distance Learning Courses: see page 8.

**COM\* 154/ART\* 206: Film Study and Appreciation/Film Study***(Formerly COMM 171/FA 171)*

The viewing, discussion and analysis (written and oral) of representative films from the early years of the industry to the present will be taught. Prerequisite: *eligibility for ENG\* 101.* 3 credits

**COM\* 173: Public Speaking***(Formerly COMM 213)*

This course is designed to encourage students to develop their speaking and listening skills in order to become more confident communicators. The course introduces students to communication as an interactive process and emphasizes developing effective public presentation skills. Instruction stresses organization, research, writing, delivery and audience adaptation. Prerequisite: *eligibility for ENG\* 101.* 3 credits

**CSC\* 101: Introduction to Computers (online)**

This transferable course is designed for the learner who wants to strengthen their current computer knowledge and become more proficient with technology. An overview of today's technologies, their importance and how they converge will be discussed. Students will gain an understanding of information literacy along with specific topics including the infrastructure of the Internet, web technologies, networking, digital media, computer programming, productivity software, and issues of personal responsibility as they relate to technology. Prerequisites: *eligibility for MAT\* 095 and ENG\* 101.* 3 credits

Information about Distance Learning Courses: see page 8.

**CJS\* 101: Introduction to Criminal Justice (online)**

This course is a survey of the history and philosophy of American justice concepts with the emphasis on present day practical application through the efforts of the law enforcement, court, and correction segments of the criminal justice system. Prerequisite: *eligibility for ENG\* 093.* 3 credits

Information about Distance Learning Courses: see page 8.

**ECN\* 101: Principles of Macroeconomics (online)***(Formerly ECON 101)*

This course covers determinants of the level of national economic activity, employment and prices, fiscal and monetary policies, international economics, and payment mechanisms. Prerequisite: *eligibility for ENG\* 101.* 3 credits

Information about Distance Learning Courses: see page 8.

– Continued next page –

## WINTER INTERSESSION CLASSES

December 29, 2014 to January 15, 2015

**ENG\* 110: Introduction to Literature***(Formerly ENG 120)*

This course is an introduction to the thematic and formal elements of literatures of diverse cultures, with an emphasis on fiction, poetry, drama, and the essay, with the aim of developing interpretive reading and writing skills. Prerequisite: *ENG\* 101 with a grade of "C" or better*. 3 credits

**ENG\* 250: Studies in Ethnic Literature (online)**

This course surveys writing by authors of various ethnicities and races in American culture, including but not limited to Native Americans, European immigrants, African Americans, Hispanic Americans, and Asian Americans. This course examines how ethnic writing enables and resists assimilation, and how the literature of individual ethnicities underlies mainstream American literature and, at times, becomes part of the mainstream. The course also explores the history and sociology of immigration and multiculturalism. Prerequisite: *ENG\* 110 or permission of instructor*. 3 Credits

Information about Distance Learning Courses: see page 8.

**HIS\* 101: Western Civilization I (online)***(Formerly HIST 101)*

An examination of major themes in the development of Western Civilization from the earliest historical beginnings. Topics include: Ancient Middle East, Greece and Rome, Medieval and Renaissance Europe. Prerequisite: *eligibility for ENG\* 101*. 3 credits

Information about Distance Learning Courses: see page 8.

**HUM\* 101: Introduction to the Humanities (online)**

Through exposure to a variety of the humanities such as the arts, literature, music and dance, students should be able to understand the historical development of the humanities including: literature, music, painting, theatre and philosophy. Students should also be able to identify major movements and thinkers within the liberal arts and analyze works within the humanities, both with reference to other, similar works and as individual objects of study. Prerequisite: *eligibility for ENG\* 093*. 3 Credits

Information about Distance Learning Courses: see page 8.

**PHL\* 101: Introduction to Philosophy***(Formerly PHIL 201)*

Development of personal views on the fundamental issues of human existence: the nature of reality, the nature of the human person, knowing and thinking, freedom, basis of morality, aesthetics, the philosophical basis of political systems, and God's existence. Prerequisite: *eligibility for ENG\* 101*. 3 credits

**PHL\* 111: Ethics***(Formerly PHIL 203)*

The fundamentals and principles of ethics: moral conscience, good and evil, values, norms, ethical judgment, major ethical systems, punishment, religion and ethics. Contemporary problems with case studies; in particular, issues of environmental and bio-medical ethics. Prerequisite: *eligibility for ENG\* 101*. 3 credits

**PSY\* 111: General Psychology I**

The purpose of this course is to introduce students to the discipline of psychology and to the evolving body of knowledge that has been produced by this discipline. It surveys basic topic areas within psychology including psychology's history and scientific origins, current research and measurement techniques, the physiological correlates of experience and behavior, human development, learning, memory, intelligence, and personality. Prerequisite: *eligibility for ENG\* 101*. 3 credits

**PSY\* 201: Life Span Development***(Formerly PSYC 124)*

A survey of physical, cognitive, social and emotional changes as they are influenced by heredity and environment from conception to death. Prerequisite: *PSY\* 111 with a grade of "C-" or better*. 3 credits

**PSY\* 247/ BMG\* 210: Industrial and Organizational Psychology (online)***(Formerly PSYC 240)*

A survey of the psychological factors that influence the individual in the work setting. Includes employee attitudes, motivation, group dynamics, decision making, leadership, assessment and training as an introduction to human resource management. Prerequisite: *completion of ENG\* 101 with C- or better*. 3 Credits

Information about Distance Learning Courses: see page 8.

**SOC\* 101: Principles of Sociology (online)***(Formerly SOC 101)*

This course is designed to provide students with a basic overview and understanding of the discipline of sociology. The course focuses on the concepts, methods, theories, and levels of analysis used in the study of social interaction. The readings and lectures will examine a broad range of social issues and questions; the different theories of social behavior used to explain these questions; and the ways in which sociologists scientifically examine these theories. The goal of the course is to provide students with the ability and knowledge to critically examine and understand the social issues that impact their daily lives. Depending upon the instructor, this course often includes a service learning project in which students learn sociology while also serving their community by volunteering at non-profit community organizations (e.g., Habitat for Humanity, Foodshare, mentoring youth, environmental projects, food pantries, homeless shelters, etc.) Prerequisite: *eligibility for ENG\* 101*. 3 credits

Information about Distance Learning Courses: see page 8.

**SOC\* 210: Sociology of the Family (online)***(Formerly SOC 231)*

This course will explore the complexity and diversity of the contemporary family and other intimate relationships. Topics for this course include mate selection, gender roles, sexuality, communication, power and conflict, family violence, parenthood, work/family interaction, and diverse family arrangements. Prerequisite: *eligibility for ENG\* 101*. 3 credits

Information about Distance Learning Courses: see page 8.

## DISTANCE LEARNING COURSES

Students must know how to use a computer and have high-speed Internet access to successfully participate in distance learning courses.

Although MCC's online courses provide flexibility that allow students to access information and participate in course discussions anytime and anywhere via a computer and an Internet connection, these are not self-paced courses. Just as in any MCC course, students will have weekly deadlines for assignments, discussions and assessments. The content and expectations in an online course are the same as in an on-campus course at MCC. Online courses require a great deal of reading and writing, as well as strong computer literacy and time management skills.

If you have never taken online classes, contact the Educational Technology and Distance Learning Department (ETDL) at [sandbox@manchestercc.edu](mailto:sandbox@manchestercc.edu) for a login to SmarterMeasure, a self-assessment that will help you decide if online learning is right for you. Students should also review the information on the ETDL website at [www.manchestercc.edu/blackboard](http://www.manchestercc.edu/blackboard). This site includes information about how to log into Blackboard Learn, where to get help, technical requirements for your computer and other resources.

To access your online class material using Blackboard Learn:

1. Login to myCommNet using your NetID and password.
2. Click the "Blackboard" link on the upper right of the window.
3. Select your course from the course list on the "My Institution" page.
4. Logoff when you have completed your work.

## AUDIT POLICY

This status allows students to participate in class activities without being required to meet the examination requirements of the course. A student who wishes to change from credit to audit status must request this form from the Registrar's Office and return the completed form to the Registrar's Office within the first two weeks of a Winter Intersession course. Full tuition and fees are charged for courses audited.

*Financial Aid does not cover audited classes.*

## WITHDRAWAL POLICY

A student who withdraws from any credit extension Winter Intersession course(s) must obtain a withdrawal form from the Registrar's Office and return the completed form to the Registrar's Office. Grades for courses from which a student withdraws during the allowable withdrawal period (see calendar below) will be recorded as "W" at the end of the session. After the allowable withdrawal period, a student who wishes to withdraw from a credit course must obtain an Instructor Approval Course Withdrawal Form from the Registrar's Office or Academic Offices. A request for a withdrawal after the allowable withdrawal date does not guarantee approval. This form must be approved by the instructor and returned to the Registrar's Office before the session end date.

## WINTER INTERSESSION CALENDAR

December 29, 2014–January 15, 2015

Dec. 24..... Last day to drop a winter intersession class and receive a full refund of tuition only (classes must be dropped by 12 noon)  
Dec. 29..... Classes begin

Jan. 9 ..... Last day to use audit option or to withdraw from class without academic penalty  
Jan. 15 ..... Final exam and last day of class

## ASSESSMENT TESTING INFORMATION

FOR MORE INFORMATION ABOUT THE TEST, CHECK OUT OUR WEBSITE AT [WWW.MANCHESTERCC.EDU](http://WWW.MANCHESTERCC.EDU) OR CALL THE TESTING CENTER AT 860-512-3304.

### ASSESSMENT TESTS AND COURSE PREREQUISITES

English and math assessment tests are a prerequisite for MCC students enrolling in "for credit" courses. Students matriculated at other colleges and attending MCC's credit extension sessions are required to take assessment tests unless they have completed coursework at another institution that meets MCC prerequisites, or otherwise meet the criteria for a waiver. Credit extension students who believe they qualify for a waiver of the English and/or math assessment test(s) should submit the Assessment Testing Exemption Request form on page 9 with their registration form. Note: certain courses have specific prerequisites, i.e., PSY\* 201, requires successful completion of PSY\* 111 or equivalent.

### WINTER STUDENT TESTING

Students must have applied to the College prior to taking the assessment test and must bring their Banner Student ID number and Photo ID to the test. For test dates, please go to the MCC website at [www.manchestercc.edu](http://www.manchestercc.edu) and look up Assessment Testing to make a test appointment or call the testing center at 860-512-3304.



## ASSESSMENT TESTING EXEMPTION

Please complete the following form **and submit it to the Office of Admissions** with all necessary documentation. An Admissions staff member will review your request and determine if you meet the requirements for exemption. Please be advised that if you are exempt from taking the Assessment Test, we strongly recommend that you see an academic advisor for assistance with course selection. **Please note: This exemption does not override prerequisites.**

Name \_\_\_\_\_ Banner ID # @ \_\_\_\_\_

SS# \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address \_\_\_\_\_

☐ New Student (never attended college)

☐ Returning Student

☐ Transfer Student

**Exemption requested for:**

☐ Mathematics

☐ English

**Reasons for Exemption Request: (Please check one of the following):**

☐ I have achieved a score of 450 or above on the Verbal/Critical Reading or Writing portion of the SAT exam and I am eligible to take Composition (**ENG\* 101**). **(Attach a copy of the score report or high school transcript.)**

☐ I have achieved a score of 500 or above on the Math portion of the SAT exam and I am eligible to take Intermediate Algebra (**MAT\* 138**). **(Attach a copy of the score report or high school transcript.) For higher level Math courses, you must take the assessment test.**

☐ I have completed coursework in a college-level credit English and/or Math course with a grade of "C" or better at the following college/university: \_\_\_\_\_  
**(Attach a copy of the unofficial transcript.)**

☐ I have taken the Accuplacer English and/or Math Assessment Test at another Connecticut Community College or other college or university (name of college): \_\_\_\_\_  
**(Please see testing coordinator for verification and interpretation.)**

☐ I have taken the English and/or Math Assessment Test at another College and University (name of college): \_\_\_\_\_  
**(Test results must be given to the testing coordinator for verification and interpretation.)**

☐ I am age 62 or older:

**I understand that exemption is granted only after verification and institutional review.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR OFFICE USE ONLY

Semester: ☐ Fall ☐ Winter ☐ Spring ☐ Summer Year: \_\_\_\_\_

Exempt ☐ English and Math ☐ English Only ☐ Math Only

☐ Transcript/appropriate documentation is attached

Not Exempt: ☐ Does not meet standards ☐ Lacks documentation

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copy sent to student: ☐ No ☐ Yes Date sent \_\_\_\_\_ Initials \_\_\_\_\_

## OFFICE OF ADMISSIONS

P.O. Box 1046 • Manchester, CT 06045-1046 Fax 860-512-3221/Phone 860-512-3229

## WINTER CREDIT EXTENSION FEE SCHEDULE

## RESIDENT

SH	Extension Credit Fee	Service Fee*	Total Fees
1	\$155.00	\$72.00	\$227.00
2	\$310.00	\$78.00	\$388.00
3	\$465.00	\$84.00	\$549.00
4	\$620.00	\$89.00	\$709.00
5	\$775.00	\$104.00	\$879.00
6	\$930.00	\$119.00	\$1049.00
7	\$1085.00	\$134.00	\$1,219.00
8	\$1,240.00	\$148.00	\$1,388.00

## NON-RESIDENT

SH	Extension Credit Fee	Service Fee*	Total Fees
1	\$155.00	\$216.00	\$371.00
2	\$310.00	\$234.00	\$545.00
3	\$465.00	\$252.00	\$717.00
4	\$620.00	\$267.00	\$887.00
5	\$775.00	\$312.00	\$1087.00
6	\$930.00	\$357.00	\$1,287.00
7	\$1085.00	\$402.00	\$1,487.00
8	\$1,240.00	\$444.00	\$1,684.00

\* Nonrefundable fee

**Additional semester hours are charged accordingly.***Additional Mandatory Usage Fees for Extension Fund Courses Per Semester***Laboratory Course Fee.....\$84***Per registration in a designated laboratory course***Studio Course Fee .....\$90***Per registration in a designated studio course***SH:** semester hours**All Tuition and Fees are subject to change****Bookstore Hours**

(December 15, 2014 - January 17, 2015)

Required textbooks can be purchased at the MCC Bookstore located on the first floor of the Student Services Center.  
The bookstore will be open Monday-Friday unless otherwise noted.

December 15-17	Mon.-Wed.	9:00 AM-6:00 PM
December 18	Thurs.	9:00 AM-4:00 PM
December 19	Fri.	9:00 AM-noon
December 22-24	Mon.-Wed	9:00 AM-1:00 PM
December 25-26	Thurs.-Fri	CLOSED
December 29-31	Mon.-Wed	9:00 AM-1:00 PM

January 1-2	Thurs.-Fri.	CLOSED
January 5-8	Mon.- Thurs.	9:00 AM-4:00 PM
January 9	Fri.	9:00 AM-noon
January 12-15	Mon.-Thurs.	9:00 AM-5:00 PM
January 16	Fri.	9:00 AM-3:00 PM
January 17	Sat.	9:00 AM-1:00 PM

**Deadline to return winter rental books will be Tuesday, January 20, 2015 (9:00 AM-7:00 PM)****Website: [www.mctc.bkstr.com](http://www.mctc.bkstr.com) • Phone: 860-645-3140**



MANCHESTER  
COMMUNITY  
COLLEGE

STATE OF CONNECTICUT  
Board of Regents for Higher Education

## APPLICATION FOR ADMISSION

**INSTRUCTIONS:** Please type or print clearly.

1. Applicants are required to pay a \$20 non-refundable application fee by check or money order payable to MCC, Discover, MasterCard or Visa. If you have previously applied to a CT community college, the application fee is not required.
2. Please complete this form and submit with official proof of high school/GED or college graduation, and immunization.
3. **MAIL TO:** MCC Admissions Office, MS #12, P.O. Box 1046, Manchester, CT 06045-1046.  
**FAX:** 860-512-3221 or **APPLY ONLINE:** <http://my.commnet.edu>

For office use only	Date _____
BANNER @ _____	
Received _____	Entered _____
Entered by _____	
Admit Type _____	Student Type _____

### Applicant's Legal Name

\_\_\_\_\_  
(Last) (First) (Middle)

### Former Last Name(s)

\_\_\_\_\_  
(Social Security Number) (Date of Birth) (Gender: M/F)

(Social Security Number is requested for purposes of financial aid, Federal income tax benefits, the provision of some college services, accuracy of student records and other business purposes.)

### Mailing Address

\_\_\_\_\_  
Street City State Zip

### Permanent Address

\_\_\_\_\_  
Street City State Zip

### Telephone

\_\_\_\_\_  
Home Work Cell

E-mail \_\_\_\_\_

Have you ever attended this college?

☐ Yes ☐ No If yes, when? \_\_\_\_\_

Have you previously attended a CT community college?

☐ Yes ☐ No If yes, where? \_\_\_\_\_

For which semester are you applying? ☐ Fall (Sept-Dec) ☐ Spring (Jan-May) ☐ Winter (Dec-Jan) ☐ Summer (Jun-Jul) Year \_\_\_\_\_

### CITIZENSHIP

Are you a United States citizen? ☐ Yes ☐ No If no, are you a permanent resident (green card holder)? ☐ Yes ☐ No

### ETHNICITY/ RACE

Please provide the following ethnicity and race data. This information is requested on a voluntary basis by the U.S. Department of Education, National Center for Education Statistics. Your answer will not affect admission to or registration in the college.

Do you consider yourself to be Hispanic/Latino? ☐ Yes ☐ No

What is your race? Select one or more:

☐ White (10) ☐ Asian (45) ☐ American Indian or Alaskan Native (50)  
☐ Native Hawaiian or Other Pacific Islander (80) ☐ Other (90) ☐ Black or African American (20)

### FAMILY EDUCATIONAL BACKGROUND

Do either of your parents hold a bachelor's degree (4-year college degree) or higher? ☐ Yes ☐ No

### MILITARY STATUS

Are you currently on active duty with the U.S. armed forces? ☐ Yes ☐ No (ACTD)

Are you currently a member of the National Guard or Reserve? ☐ Yes ☐ No (NGRE)

Have you ever served in the U.S. armed forces? ☐ Yes ☐ No (VET1)

Are you a dependent of a member of the U.S. armed forces? ☐ Yes ☐ No (VETD)

If you answered "Yes" to any of these questions, you may be entitled to benefits and you should meet with the college's Veterans Certifying Official (VCO).

### IN-STATE TUITION

1. I am eligible for in-state tuition because I have continuously resided in Connecticut for at least one year and Connecticut is my permanent home. ☐ Yes ☐ No

2. Even though I answered "No" to the question above, I claim and can demonstrate through documentation that I am eligible for in-state tuition. ☐ Yes ☐ No

Out-of-state students may be eligible for a reduced tuition rate through the New England Board of Higher Education (NEBHE) program. For details, see the college catalog online.

3. \_\_\_\_ Check here if applying under the New England Regional Student program offered through NEBHE.

If you answered "Yes" to question #2 or checked question #3, you must submit a "Declaration of Eligibility for In-State or NEBHE Tuition" for review and determination of eligibility.

## DEGREE STATUS

In which degree/certificate program are you planning to enroll? \_\_\_\_\_

Use list of majors/codes on page 13.

Please write major name and code above.

## HIGHEST DEGREE LEVEL (check one only)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> No High School Diploma or GED (01)                | <input type="checkbox"/> High School Diploma or GED (02) | <input type="checkbox"/> Some College (06)      |
| <input type="checkbox"/> Undergraduate Certificate (05)                    | <input type="checkbox"/> Associate Degree (07)           | <input type="checkbox"/> Bachelor's Degree (08) |
| <input type="checkbox"/> Master's Degree (09)                              | <input type="checkbox"/> Other Advanced Degree (10)      | <input type="checkbox"/> Doctoral Degree (11)   |
| <input type="checkbox"/> First Professional Degree (JD, MD, DDS, LLB) (12) | <input type="checkbox"/> Sixth-Year Certificate (13)     |   |

## EDUCATIONAL GOALS

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Certificate (credit) (CT)                          | <input type="checkbox"/> Transfer without an associate degree (DN) | <input type="checkbox"/> Improve English skills/proficiency (ES) |
| <input type="checkbox"/> Associate degree (DG)                              | <input type="checkbox"/> Job preparation/retraining course (JB)    | <input type="checkbox"/> Unsure at this time (UN)                |
| <input type="checkbox"/> Developmental (college preparation) education (DV) | <input type="checkbox"/> Job promotion (JP)                        | <input type="checkbox"/> Other goal (NL) _____                   |
| <input type="checkbox"/> Fulfill other college's requirement (AC)           | <input type="checkbox"/> Personal development course(s) (PD)       |  |
| <input type="checkbox"/> Transfer with an associate degree (DT)             |  |  |

## ACADEMIC BACKGROUND

- Do you have a high school diploma? ☐ Yes ☐ No ☐ Pending Graduation Year \_\_\_\_\_
- Name of high school \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_
- Do you have a general equivalency diploma (GED)? ☐ Yes ☐ No Year \_\_\_\_\_ GED Number \_\_\_\_\_ Town/State \_\_\_\_\_
- Do you have an adult high school diploma? ☐ Yes ☐ No Graduation Year \_\_\_\_\_ Town/State \_\_\_\_\_
- Do you have a home school diploma? ☐ Yes ☐ No Graduation Year \_\_\_\_\_ Town/State \_\_\_\_\_
- Have you participated in the High School Partnership program through the CT community colleges? ☐ Yes ☐ No
- Have you participated in the College Career Pathways/Tech Prep program through the CT community colleges? ☐ Yes ☐ No

## PREVIOUS COLLEGE BACKGROUND

College/University Name	State	Dates of Attendance	Graduation Date	Degree Awarded

## INTERNATIONAL STUDENT INFORMATION

- Are you an international student who needs an I-20 form for an F1 Visa? ☐ Yes ☐ No
- Other Visa holder (indicate type) \_\_\_\_\_ Visa admission number \_\_\_\_\_
- Visa start date \_\_\_\_\_ Visa end date \_\_\_\_\_
- International Address \_\_\_\_\_

## EMPLOYMENT INFORMATION

- ☐ Employed full-time ☐ Employed part-time ☐ Unemployed
- Name of employer \_\_\_\_\_
- Address of employer \_\_\_\_\_
- Title/Position \_\_\_\_\_ Does your employer have a tuition reimbursement program? ☐ Yes ☐ No

## EMAIL COMMUNICATIONS

I request the college forward to me at the e-mail address I have provided all correspondence, including personally identifiable information pertaining to me from college records that are protected by FERPA.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CONSENT FOR THE DISCLOSURE OF EDUCATION RECORDS

I understand that to maintain accurate student records, including the records pertaining to my attendance at the college, and for other necessary business purposes, the college may need to release or provide access to personally identifiable information in its records pertaining to me to another college in the community college system or to the system's administrative office. Accordingly, I hereby authorize the college to release or allow access to such information to those indicated for the purposes described.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I certify with my signature below that I am the applicant and that the information I have provided above is accurate. If admitted, I pledge to comply in good faith with all the rules and regulations of the college. I realize that any misleading information provided by me on this application may be cause for dismissal. I understand that information collected in this application is for reporting purposes only and will not be used in the selection process for admission.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature (if under 18) \_\_\_\_\_ Date: \_\_\_\_\_

# MCC Degree and Certificate Majors and Codes

<b>CODES</b>	<b>ASSOCIATE DEGREE MAJORS</b>
B11BA07	Accounting, Career
B11BA05	Accounting & Business Administration, Transfer
	Business Office Technology
B11BA45	– Administrative Assistant, Legal
B11BA46	– Administrative Assistant, Medical
B11BA44	– Administrative Assistant, Office
B11BA67	Business Administration, Career
B11BA70	– Entrepreneurship Option
B11BA53	Communication
B11BA54	– Journalism Option
B11BC08	Computer Engineering Technology
B12BA71	Computer Game Design
B11BC09	Computer Network Technology
B11BC10	Computer Programming Technology
B11BC11	Computer Science
B11BC12	Computer Technology
B11BB03	Criminal Justice
B11BA18	Culinary Arts
B11BB06	Disability Specialist
B11BB18	– Speech-Language Pathology Assistant Option
B11BF01	Drug and Alcohol Recovery Counselor
B11BA06	Early Childhood Education
B11BA50	Engineering Science
B11BA30	Environmental Science
B11BB17	Foodservice Management
B11BB24	General Studies
B11BB27	Graphic Design
B11BB94	Health and Exercise Science
B11BA43	Hotel-Tourism Management
B12BC18	Interpersonal and Organizational Communication
B12BB68	Liberal Arts and Science, A.A.
B11BB68	Liberal Arts and Science, A.S.
B11BB43	– Biology Sequence
B11BB45	– Chemistry Sequence
B11BB52	– Mathematics Sequence
B11BB54	– Physics Sequence
B11BB84	Management Information System
B11BB71	Manufacturing Engineering Science
B11BB72	Marketing
B12BA52	Multimedia Studies
B12BC16	Music Studies
B11BB85	Occupational Therapy Assistant
B11BA47	Paralegal
B11BB86	Physical Therapist Assistant
B11BC73	Radiologic Science
	– Radiography
	– Radiation Therapy
B11BB88	Respiratory Care
B11BA51	Social Service
B11BB96	Surgical Technology
B11BF15	Technology Studies
B11BF15	– Computer-Aided Design Option
B11BF17	– Electronics Technology Option
B11BF12	– Engineering Technology Option
B11BF19	– Industrial Technology Option
B11BF20	– Lean Manufacturing & Supply Chain Management Option
B11BF13	– Technology Education Option
B11BF23	– Technology Management Option
B11BC06	Therapeutic Recreation
B12BA40	Visual Fine Arts
B12BA15	– Photography Option

<b>CODES</b>	<b>CERTIFICATE MAJORS</b>
B13BJ05	Accounting
B13BK03	Child Development Associate
B13BK11	Computer-Aided Design
B13BK10	Computer Maintenance Technology
B13BK07	Computer Network Technology
B13BK09	Computer Programming Technology
B13BJ10	Corrections
B13BJ75	Criminal Justice
B13BJ77	Culinary Arts
B13BJ82	Dental Assistant
B13BJ83	Desktop Publishing
B13BJ86	Disability Specialist
B13BK37	Electronic Health Records
B13BJ30	Entrepreneurship/Small Business
B13BJ74	Fitness Specialist
B13BJ01	Food Store
B13BJ55	Forensic Science
B13BJ08	Gerontology
B13BK55	Health Career Pathway
B13BJ06	Homeland Security
B13BJ02	Hotel-Tourism
B13BN13	Lean Manufacturing
B13BJ13	Marketing
B13BJ14	Media Technology
B13BK02	Medical Insurance Specialist
B13BJ50	Medical Transcription
B13BJ03	Office Support Specialist
B13BJ53	Paralegal
B13BJ07	Personal Financial Planning
B13BK04	Professional Baker
B13BK05	Professional Cook
B13BJ51	Public Relations
B13BJ35	Social Service
B13BJ59	Speech-Language Pathology Assistant
B13BN14	Supply Chain Management
B13BJ60	Sustainable Energy
B13BJ38	Taxation
B13BN15	Technology Management
B13BJ39	Therapeutic Recreation
B13BJ58	Web Technology

**Notice of Non-discrimination:** Manchester Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Affirmative Action and Staff Development Coordinator (Title IX and Section 504/ADA Coordinator), Manchester Community College; Great Path; MS #2; Manchester, CT 06040; Student Services Center L134c; 860-512-3107.

Manchester Community College is committed to access and equal opportunity. Should you have any questions regarding disability-related academic adjustments and/or auxiliary aids/services, please contact Disability Services, 860-512-3387, or the Advising and Counseling Center, 860-512-3320, at least ten calendar days prior to the start date of the course or program. If a timely request is not submitted, the college cannot assure requested adjustments can be provided.

Alternative formats of this material may be provided upon request.

PR/Rev. 03/14/14



# CREDIT EXTENSION COURSE REGISTRATION FORM

CREDIT COURSES | CREDIT-FREE COURSES

Print clearly in ink. Register one person per form. Photocopy form as needed.

**Attention Students: Be sure to read the Credit Extension refund policy on page 3 before you register!**

**NEW STUDENTS MUST FILL OUT AN MCC APPLICATION FOR ADMISSION on Pages 11-12**

Applicant's Name (last) (first) (middle) Previous Name (if any)

Social Security # (for Student ID) Banner ID# Date of Birth

Home Address (number and street, city/town, state, zip)

Telephone Number(s) (Home) (Business) (Cell) Email address

**CRN#**

**COURSE TITLE**

**DAY(S)/TIME**

**START DATE**

**# OF CREDITS**

I hereby authorize the use of my  
MasterCard ☐ Visa ☐ Discover Card ☐

**Total Fees:** \_\_\_\_\_  
(include any applicable lab or studio fees)

Credit Card # \_\_\_\_\_

Cardholder name (print) \_\_\_\_\_

Cardholder signature \_\_\_\_\_

Relationship to student \_\_\_\_\_

Cardholder address \_\_\_\_\_

Cardholder phone \_\_\_\_\_ Exp. date (mo/yr) \_\_\_\_\_

**New Student Application Fee:** \_\_\_\_\_  
(*\$20 application fee must be paid by a separate check made payable to "MCC"*)

**Student Signature**

**Date**

I acknowledge that I have read the Credit Extension refund policies.

**Attention Students: Be sure to read the Credit Extension refund policy on page 3 before you register!**

**Office Use Only**

Regis.

Special

Receipt #

Date



MANCHESTER  
COMMUNITY  
COLLEGE

**Register for Summer Credit Extension  
courses by mail, fax, online, or in person  
beginning March 17, 2015.**



ALLIED HEALTH | ART & CRAFTS | BODY, MIND & SPIRIT | MUSIC | LANGUAGE  
COMPUTER TECHNOLOGY | CUISINE | DANCE | FITNESS & RECREATION  
GARDENING | LANGUAGES | MCC ON MAIN  
ORGANIZATION OF ACTIVE ADULTS | ORGANIZATION OF ACTIVE ADULTS  
GRAPHY | NOON INSTITUTE | PROFESSIONAL  
LITERATURE | BODY, MIND & SPIRIT |  
SINE | DANCE | FITNESS & RECREATION  
INSTITUTE | ORGANIZATION OF ACTIVE  
PHOTOGRAPHY | MUSIC | PROFESSIONAL

## **CREDIT-FREE COURSES**

Continuing Education for  
Personal Enrichment and  
Professional Development



MANCHESTER  
COMMUNITY  
COLLEGE

## MCC Allied Health Courses May Qualify for Veterans' Benefits (VA)

You may be able to receive monthly benefits when you enroll in the following programs:

- Certified Nurse Aide (CNA)
- Emergency Medical Technician (EMT)
- Pharmacy Technician Certification
- Phlebotomy Certification
- Veterinary Assistant Certificate

Call MCC's Veterans' Services at 860-512-3375, or the MCC O.A.S.I.S. at 860-512-3362, for more information on Veteran's benefits.

## Workforce Investment Act (WIA)

Funding may be available for unemployed, recently downsized, or underemployed persons.

- Certified Nurse Aide (CNA)
- Emergency Medical Technician (EMT)
- Pharmacy Technician Certification
- Phlebotomy Certification
- Veterinary Assistant Certificate

For more information visit the CT Department of Labor website at [www1.CT.Dol.state.ct.us/etpl/](http://www1.CT.Dol.state.ct.us/etpl/)

For more information about Credit-Free Allied Health Programs, contact Diane Mitchell at 860-512-2826, or email at [dmitchell@manchestercc.edu](mailto:dmitchell@manchestercc.edu).

## Certified Nurse Aide (CNA) Training Program

WIA-Approved

VA-Approved

This 120-hour course will prepare students with the entry-level skills needed to work as a CNA in long-term care facilities, hospitals, clinics and home health agencies. The CNA provides basic patient care under the direction of nursing staff.

Tasks include:

- Turn and reposition bedridden patients, alone or with assistance, to prevent bedsores;
- Answer patients' call signals;
- Feed patients who are unable to feed themselves;
- Observe patients' conditions, measure and record food and liquid intake and output and vital signs, and report changes to professional staff;
- Supply and empty bed pans, apply dressings and supervise exercise routines;
- Provide patients with help walking, exercising, and moving in and out of bed;
- Bathe, groom, shave, dress, and/or drape patients to prepare them for surgery, treatment, or examination.

State regulations require that students successfully complete 16 hours of instruction in specific areas prior to the start of the clinical sessions. Students who fail to meet this requirement are not allowed to begin clinical and are not eligible to complete the program. The college is not responsible if a student is unable to successfully complete the first 16 hours of class. Finally, students must attend a minimum of 100 hours and achieve a passing grade of 70 or above to sit for the State Exam. The course includes classroom and practical skill instruction at MCC, and **clinical experience at Woodlake at Tolland, 26 Shenipsit Lake Road, Tolland**. Students are required to wear a white uniform or scrubs, white shoes or sneakers and a watch with a second hand to the clinical site. Upon completion of the course, approximately \$110 will be due when you apply to take the Connecticut State Certification Exam (not included in course fee). The instructor will inform students of test dates and procedures. Students with a felony conviction may have difficulty obtaining employment as a CNA.

Required textbook and supplies: Basic Skills for Nursing Assistants in Long-Term Care, 6th edition, Gorek and Sorrentino; Elsevier (ISBN 9780323077569); text/workbook package approximately \$102, and a gait belt approximately \$12, available at MCC Bookstore.

See Registration Guidelines on page 17.

CRN 11547 | Fee: \$999

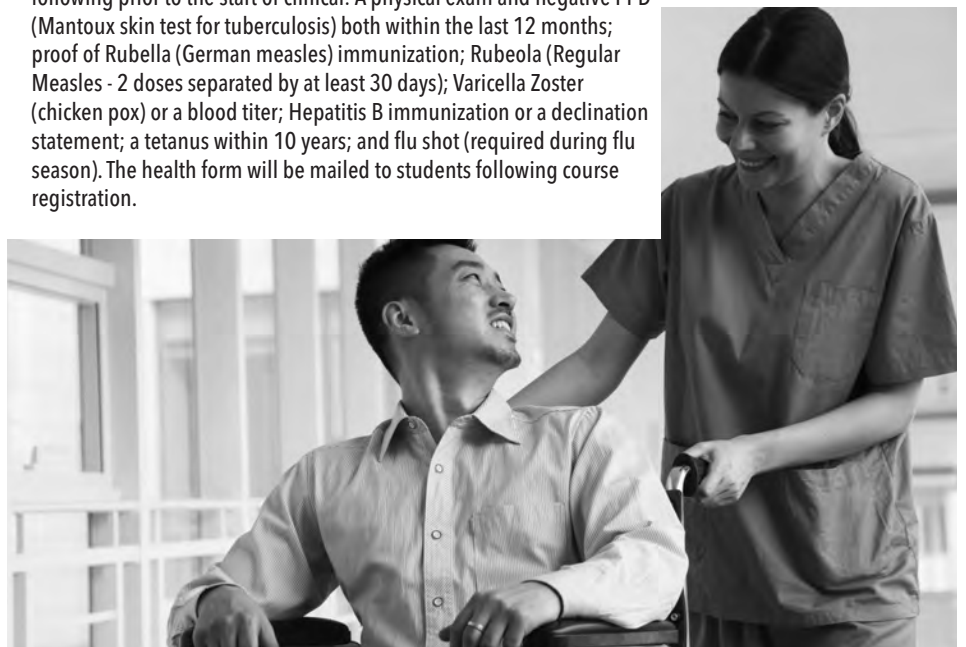
28 sessions | Tuesdays, Thursdays & Saturdays (see schedule below)

**Classroom:** 20 sessions | 10 Tuesdays & 10 Thursdays | 2/17-4/28 (no class 4/2) 6-9 PM | LRC B125

**Clinical:** 8 Saturdays | 3/7-5/2 (no clinical 4/4) | 7 AM-3 PM (half-hour lunch)

Instructor: TBA

CNA students must provide the college with documentation of the following prior to the start of clinical: A physical exam and negative PPD (Mantoux skin test for tuberculosis) both within the last 12 months; proof of Rubella (German measles) immunization; Rubeola (Regular Measles - 2 doses separated by at least 30 days); Varicella Zoster (chicken pox) or a blood titer; Hepatitis B immunization or a declination statement; a tetanus within 10 years; and flu shot (required during flu season). The health form will be mailed to students following course registration.





## Emergency Medical Technician (EMT) Training

The EMT is the first responder on the scene in the event of accident or illness. An EMT must assess injuries, administer emergency medical care, extricate trapped individuals, and transport injured or sick people to medical facilities. Examples of services provided by an EMT:

*WIA-Approved  
VA-Approved  
(See page 16 for details)*

- Administer first-aid treatment and life-support care to sick or injured people in a pre-hospital setting;
- Assess the nature and extent of illness or injury to establish and prioritize medical procedures;
- Maintain vehicles, medical and communication equipment, and replenish first-aid equipment and supplies;
- Observe, record and report to physician the patient's condition or injury, the treatment provided, and reactions to drugs and treatment;
- Perform emergency diagnostic and treatment procedures such as airway management during ambulance ride;
- Operate equipment such as external defibrillators and bag-valve mask resuscitators in advanced life-support environments.

This course prepares students to sit for the initial State of CT Certified EMT examination and national board certification, a primary qualification for EMT personnel. Students must attend at least 150 hours, achieve a course grade of 75% or above and be recommended by the instructor to sit for the state exam. The exam fee of \$125 is paid at the time a student applies to take the test. The course instructor will inform students about the test dates and application process. In addition to the classroom sessions, students must also complete 40-hours clinical observation. Students should bring a lunch to the Saturday sessions. In addition to the classroom sessions, students will also complete an additional 40 hours' observation time riding along in an ambulance and observing at St. Francis Hospital Emergency Department. Students must provide their own transportation to the observation assignments.

Required textbook and supplies: AAOS Emergency Care and Transportation of the Sick and Injured, 10th edition, Jones and Bartlett (ISBN 9781284045192); approximately \$231, and stethoscope and blood pressure cuff approximately \$50, available at MCC Bookstore. Students, please be sure to purchase the text package ISBN 9781284045192 to obtain access code for online resources used in class (good for one year).

CRN 11551 | Fee: \$750 |

**All classes meet at CPR Training Professionals, LLC, 479 Buckland Road, South Windsor.**

32 sessions | 13 Mondays & 14 Wednesdays

3/2-6/3 (does not meet 5/25) | 6-10 PM

5 Saturdays | 3/28, 4/11, 4/25, 5/9, 6/6 | 8 AM-4 PM

Instructor: CPR Training Professionals - Andrew Hildebrand, EMSI and Paramedic, owner/founder of CPR Training Professionals has been a Paramedic since 1993 and holds certifications as an instructor in Advanced Cardiac Life Support, Pediatric Advanced Life Support, and American Heart Association BLS. He has been an EMS Instructor for more than 10 years.

Waiver signed by parent is required for students under 18 years of age.

## REGISTRATION GUIDELINES

**Certified Nurse Aide**

**Emergency Medical Technician**

**Pharmacy Technician \***

**Phlebotomy Technician**

Have you successfully completed a college course?

**IF YES:** Bring a photo ID and a copy of your transcript and proceed directly to the Registrar's Office to sign up.

**IF NO:** You must take a reading comprehension test at no cost. The test is given every Monday and Wednesday from 1-3 PM (except holidays), until the class fills. No appointment is necessary. To take a comprehension test, go to the Continuing Education Division office in the Learning Resource Center (LRC), Room B105, and ask for the Coordinator of Credit-Free Allied Health Programs. Please bring a photo ID and your high school diploma or GED with you.

\* Math course

## College Credit for EMT

Students who have successfully completed the Emergency Medical Technician program and been certified by the State of Connecticut are eligible to receive college credit through the Connecticut Credit Assessment Program administered by Charter Oak State College. Students should request that a copy of their program transcript be sent to Charter Oak. Credits may be used at Charter Oak State College or transferred to another school by setting up a credit registry with Charter Oak. (Any transfer credit is at the discretion of the receiving institution.) For more information: <http://www.charteroak.edu/current/programs/>.





## Emergency Medical Services Instructor (EMSI) Training

This course will prepare EMS providers with at least two years of experience to become EMS Instructors. Students will learn instructional methodology to develop, manage, teach and evaluate EMS programs. Students will create lesson plans and learn about current CT DPH regulations, forms, deadlines and



requirements for EMS program approval.

Students in this course must have a current EMT certification, have worked or volunteered as an EMT for 24 of the past 36 months, and achieved a grade of 85% or higher on an EMT refresher exam within

past 12 months. This program is CT OEMS approved and complies with the 2002 National Curriculum Guidelines for Educating EMS Instructors.

The following requirements must be met to gain certification from the State of CT DPH as an EMS Instructor:

- Complete an OEMS Instructor Application;
- Hold a current State EMT certification;
- Hold an EMT-Intermediate or Paramedic license;
- Successfully complete an approved OEMS EMS Instructor program;
- Apply to the CT DPH within two years of approved instructor course completion.

Required textbook: Teaching Health Careers Education, Tools for Classroom Success, Rupple, Dalton and Lee; (ISBN 9780323042567) Mosby. Approximately \$85, available at MCC Bookstore.

CRN 11624 | Fee: \$899

9 Saturdays | 3/7-5/9 (does not meet 4/4)

8 AM-4 PM (half-hour lunch) | **All classes meet at CPR Training Professionals, LLC, 479 Buckland Road, South Windsor.**

Instructors: Tamara Burgess, EMSI has been an Advanced Emergency Medical Technician for 13 years and has taught EMS for 11 years. She has functioned as both a volunteer and paid EMS professional, working for both private and hospital-based systems, and has worked in a hospital-based 911 service for the past 12 years. She has an M.A. in Education and is currently enrolled in a Sixth Year (culminating in a doctorate) program at Sacred Heart University; Andrew Hildebrand, EMSI, Paramedic and owner/founder of CPR Training Professionals, has been a Paramedic since 1993 and holds certifications as an Instructor in Advanced Cardiac Life Support, Pediatric Advanced Life Support, and American Heart Association BLS. He has been an EMS Instructor for over 10 years.



## Pharmacy Technician Certification Training

This comprehensive 60-hour course prepares students for an entry-level position in a community hospital,

*WIA-Approved  
VA-Approved  
(See page 16 for details)*

long-term care setting, or pharmacy and is an excellent review for the Pharmacy Technician Certification Board (PTCB) national certification exam. The pharmacy technician prepares medications under the direction of a pharmacist and may measure, mix, count, label, and record amounts and dosages of medications. Students will learn medical terminology specific to the pharmacy and interpret prescriptions, define drugs by generic and brand names, calculate dosage and I.V. flow rates, drug compounding and dose conversion. A pharmacy technician may also review refill requests to verify that information is complete and accurate; maintain proper storage and security for drugs; answer telephones and respond to customer questions and requests; fill bottles with prescribed medications; type and affix labels; assist customers; price and file prescriptions that have been filled; clean and help to maintain equipment and work areas; and sterilize glassware according to prescribed methods. Procedures regarding inventory control, billing, and insurance reimbursement will also be discussed. The course fee includes the textbook, but does not include the PTCB exam fee. Please check the PTCB website for more exam information ([www.ptcb.org](http://www.ptcb.org)). Students should bring a calculator to class. Please wear dark pants and shirt with a collar. No jeans, open toe shoes or heels, please. Students with a felony conviction may not be eligible to sit for the Pharmacy Technician (PTCB) exam, and may find it difficult to secure employment. Textbooks will be provided.

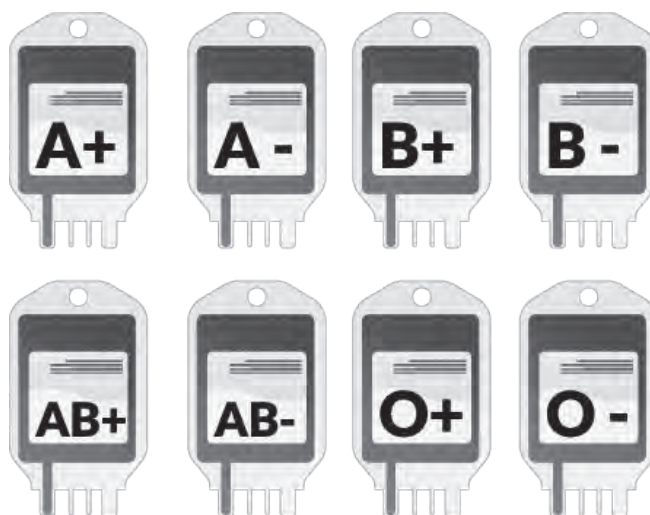
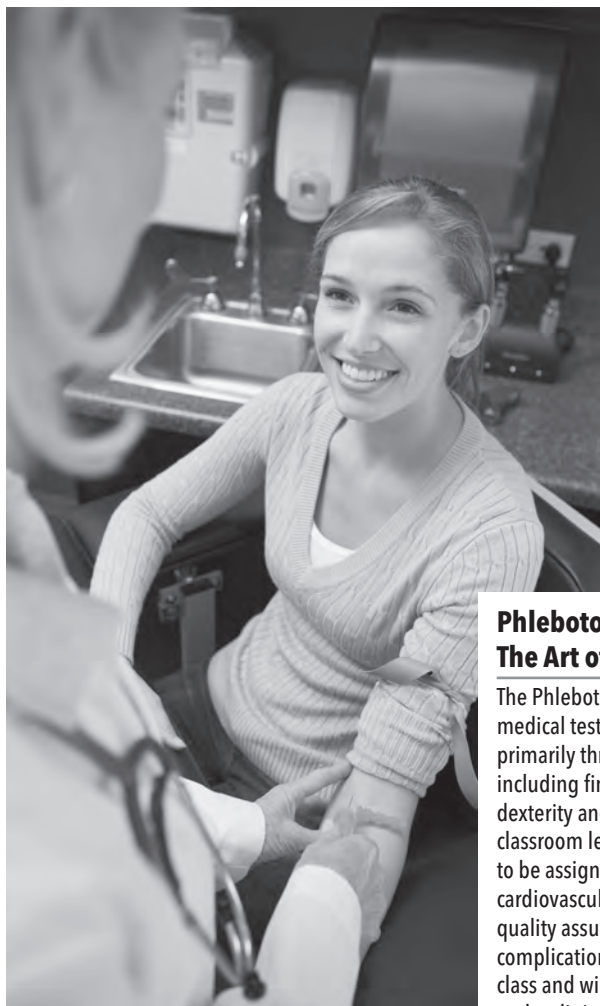
**See Registration Guidelines on page 17.**

CRN 11548 | Fee: \$825

20 sessions | Mondays & Wednesdays | 3/2-5/6  
6-9 PM | LRC B144

Instructors: Members of the Connecticut Pharmacists Association





## Phlebotomy Technician Certification: The Art of Drawing Blood

WIA-Approved  
VA-Approved  
(See page 16 for details)

The Phlebotomist collects blood samples for a variety of reasons, including medical testing, blood transfusion and blood donation. Blood is collected primarily through venipuncture, though other methods may be used including finger stick, heel stick or butterfly needles. Students must have a steady hand with good manual dexterity and 20/20 vision (can be corrected with lenses) and accurate depth perception. This course includes classroom lecture and a clinical rotation at Eastern CT Health Network (ECHN) facilities in the Manchester area to be assigned by the instructor. Topics include basic medical terminology, anatomy and physiology of the cardiovascular system, arterial puncture procedures, blood collection equipment and laboratory procedures; quality assurance, universal precautions and infection control, specimen handling, collection procedures, and complications with an emphasis on pediatrics and the elderly. Students will begin the hands-on training in class and will progress onto the clinical rotation. Students are required to wear scrubs, white shoes or sneakers to the clinical site. Successful course completion requires a minimum grade of 70, a minimum 100 clinical hours and 100 successful, unaided blood draws. Upon successful completion of the program, students will be eligible to sit for the American Society for Clinical Pathology (ASCP) certification exam (\$125 exam fee is additional). Students must successfully complete 16 hours of instruction in specific areas prior to beginning clinical. Students who fail to meet this requirement will not be allowed to begin clinical and may not be eligible to complete the program. Required textbook: *The Phlebotomy Textbook*, 3rd edition, Strasinger & DiLorenzo, F.A. Davis Co., (ISBN 9780803620575); approximately \$63, available at MCC Bookstore. Students with a felony conviction may not be eligible to sit for the Pharmacy Technician (PTCB) exam, and may find it difficult to secure employment.

### See Registration Guidelines on page 17.

CRN 11549 | Fee \$1,460

26 sessions | 13 Tuesdays & 13 Thursdays | 2/19-5/19 | 6-9:30 PM | LRC B144

Additionally, a mandatory 100-hour clinical rotation will be assigned, weekdays 7 AM-3 PM, at ECHN facilities in the area.

Instructors: Donna Daniels, MBA, MHA, FACHE, Director of Laboratory and Pathology Services at ECHN; Kim E.S. Jenack, CPT, NPA/ASCP; and Pamela Chace, P.T., certified phlebotomy technicians with more than 20 years' experience.

Phlebotomy Technician students must provide the college with documentation of the following prior to the start of clinical: A physical exam and negative PPD (Mantoux skin test for tuberculosis) both within the last 12 months; proof of Rubella (German measles) immunization; Rubeola (Regular Measles - 2 doses separated by at least 30 days); Varicella Zoster (chicken pox) or a blood titer; Hepatitis B immunization or a declination statement; a tetanus within 10 years; and flu shot (required during flu season). The health form will be mailed to students following course registration.



## Veterinary Assistant Certificate Part II

Please Note: Enrollment is limited to students who have completed *Veterinary Assistant Certificate I*.

This course will begin with a review of basic veterinary terminology, animal restraint techniques and patient history skills learned in *Veterinary Assistant I*. Students will gain an understanding of dog and cat body systems to better understand the disease processes and injuries treated in a clinical practice. Students will learn about feline leukemia, flea anemia, heartworm disease, kennel cough, renal failure, lymphoma, parvovirus, rabies, tick-borne diseases. Students will learn current protocol for the safe handling of rabies suspects and samples. Nail trimming, ear/eye/oral medication administration, vaccinations, veterinary dentistry will also be covered. Students will gain experience in the use of a microscope to view specimens and learn about the treatment and prevention of internal and external parasites.

Students will also learn the importance of excellent patient care including cleaning, feeding, walking, fluid therapy, catheter care and pain management as well as the importance of communicating accurate information to the technicians and doctors. Finally, students will learn about 'routine' surgical procedures, surgical room conduct, sterilization techniques and methods to prepare the surgical patient and post-surgical recovery.

This is the second part of a two-semester 160-hour program that will prepare students for an entry level position in veterinary health care. Students must complete both *Veterinary Assistant I* and *Veterinary Assistant II*, earn a grade of 70 or above in each, and attend at least 150 hours of instruction to complete the program. **This course is offered in partnership with Bolton Veterinary Hospital (BVH), 222 Boston Turnpike, Bolton.**

Required text: *Elsevier's Veterinary Assisting Textbook*, Mosby (ISBN 9780323091404); approximately \$93, available at MCC Bookstore.

CRN 11550 | Fee \$899

21 sessions | Tuesdays & Saturdays (see schedule below)

11 Tuesdays | 2/24-5/5 (weather makeup date 5/12) | 6-9 PM | SSC L142

10 Saturdays | 2/28-5/9 (does not meet 4/4; weather makeup date 5/16) | 9 AM-2:30 PM

Saturday Locations:

GPA GP216 | 2/28, 3/7, 3/21, 3/28, 5/9

Bolton Veterinary Hospital | 3/14

SSC L142 | 4/11, 4/18, 4/25, 5/2

Instructors: Lynne Zelinsky, DVM, graduate of Cornell School of Veterinary Medicine and veterinarian at Bolton Veterinary Hospital (BVH); Erin Jackson, Certified Veterinary Technician; Denise Champagne, Certified Veterinary Technician; and other BVH staff members.

WIA-Approved  
VA-Approved  
(See page 16 for details)



## American Red Cross Pet First Aid and CPR

This course has been developed by the American Red Cross to instruct pet owners and anyone involved in the animal industry about how to stabilize a pet during an emergency and perform CPR. The instructor will explain which supplies should be in a pet first aid kit. Students will learn how to provide basic first aid for the four-legged members of the family. Upon completion of this course, students will understand how to administer medicine, manage breathing and cardiac emergencies, treat wounds, treat electrical shock, and the proper care for eye, foot and ear injuries. A rescue pet manikin will be used for demonstration and hands-on practice.

Required textbook(s): *Dog First Aid* (ISBN 9781584804017) and/or *Cat First Aid* (ISBN 9781584804024), available at MCC Bookstore for \$16.95 each or \$32.90 for both. Please contact the Bookstore at least two weeks in advance at 860-645-3140 or online at [www.mctc.bkstr.com](http://www.mctc.bkstr.com) to order the textbook(s). Students are asked to bring a check to class in the amount of \$19, payable to American Red Cross, for the Red Cross certificate.

CRN 11633 | Fee: \$75

1 Friday | 4/24 | 6-9:30 PM | LRC B125

CRN 11666 | Fee: \$75

1 Friday | 5/15 | 6-9:30 PM | LRC B125

Instructor: Denise Champagne, Certified Veterinary Technician at Bolton Veterinary Hospital





## FREE INFO SESSIONS • FREE INFO SESSIONS • FREE INFO SESSIONS

### Certified Nurse Aide (CNA) Training FREE Information Session

A Certified Nurse Aide (CNA) job puts you on the front lines of patient care and works under the supervision of a nurse to help patients with daily living tasks. The CNA program includes classroom and clinical instruction where students learn about basic nursing skills, anatomy, physiology, nutrition and infection control. In the clinical setting, students work with patients at a long-term care facility to gain hands-on experience.

CRN 31626 | Fee: Free; registration is required

1 Thursday | 12/11 | 6-7:30 PM | SSC L142

Instructor: Andrea Dillon, RN, M.Ed.

### Emergency Medical Technician (EMT) FREE Information Session

Would you like to work in health care, law enforcement, the fire department, or on the ski patrol? Do you enjoy working with people? Work well under pressure and have excellent manual dexterity? Perhaps you should consider a career as an EMT. Join us for this FREE informational session as we discuss this exciting field.

CRN 31832 | Fee: Free; registration is required

1 Thursday | 12/18 | 6-7:30 PM | SSC L142

Instructor: Andrew Hildebrand, EMSI and Paramedic

### Emergency Medical Services Instructor (EMSI) Training FREE Information Session

Are you an EMS provider with at least two years of experience who would like to become an EMS Instructor? Join us for this free information session and learn how you can become certified to teach EMS classes.

CRN 31833 | 1 Monday | Fee: Free; registration is required

1 Monday | 12/15 | 6-7:30 PM | SSC L142

Instructor: Tamara Burgess, EMSI

### Phlebotomy: The Art of Drawing Blood - FREE Information Session

Do you enjoy working with people? Work well under pressure and with attention to detail? Have excellent manual dexterity? Consider a career in phlebotomy! A certified phlebotomist collects and prepares blood specimens for analysis. If you would like to learn more about this growing career in the health care industry, please join us for this free information session.

CRN 31624 | Fee: FREE; registration is required

1 Thursday | 12/18 | 6-7:30 PM | LRC B144

Instructors: Donna Daniels, MBA, MHA, FACHE and Kim E.S. Jenack, CPT, NPA/ASCP

### Pharmacy Technician Certification Training - FREE Information Session

The pharmacy technician is a health care worker who performs pharmacy related functions, generally working under the supervision of a licensed pharmacist. They work in pharmacies, hospitals and long-term care facilities. Join us for this free information session as we discuss this exciting field.

CRN 31620 | Fee: FREE; registration is required

1 Wednesday | 12/10 | 6-7:30 PM | SSC L142

Instructors: Members of the Connecticut Pharmacists Association



### Jewelry Making for Beginners: Bezel Setting

In this fun, hands-on course for both beginning and advanced students, learn the basics of working with silver and copper, and how to saw, file, texture, and solder metals into jewelry. This course will teach silver soldering through the technique of bezel setting, which is ideal for any level of student who wants to master soldering. We will make a simple pendant and set a beach pebble, glass, or pottery shard. Materials fee: approximately \$20, depending on the metal selected, in addition to a tool list, which will be sent prior to class. Materials fee and supply list will be discussed at the first class. Participants must be at least 14 years of age.

CRN 11625 | Fee: \$120  
3 Saturdays | 1/24-2/7  
10 AM-2 PM | AST D132

Instructor: Carla Polek has an M.F.A. in jewelry design and metalsmithing from Southern Illinois University and a B.A. in applied design from San Diego State University. She teaches metalsmithing at Holyoke Community College and is widely exhibited.



### Discover Drawing I

Decipher the magic of drawing—the transferring of a three-dimensional object onto a two-dimensional plane. Through the elements of drawing, rendering of values, principles of design, aspects of light, and the effects of technique, you will explore the subtleties and drama of the art of drawing. Enhance your artistic knowledge, sense of aesthetics, and develop your personal style. For beginner to intermediate levels. Students need to purchase and bring to class the following materials: drawing pad (one of the following: Strathmore 400 Series 9" x 12", recycled or not, or 300 Series 9" x 12"); optional sketchbook (one of the same product dimensions as drawing pad); HB, 2B, 4B, 6B pencils (individual or set); kneaded and white plastic erasers; pencil sharpener with metal interior; black ball point pen and thin black felt tip marker; ruler (12" or less); soft cotton cloth; and folder for handouts. Equivalent supplies are acceptable.

CRN 11645 | Fee: \$150  
6 Thursdays | 2/5-3/12  
6:30-9 PM | GPA GP202

Instructor: Carmen Canal earned a B.F.A. in Illustration at the Hartford Art School at the University of Hartford and an M.F.A. in Illustration at Western Connecticut State University. She has exhibited her watercolors and drawings in numerous solo and group shows, appeared in national publications, and received several art honors and awards.

### **NEW** Chinese Brush Painting: Iris with Butterfly

You will be introduced to the fundamentals of this ancient art form, using ink on rice paper. Develop your imaginative, drawing and design skills, while expanding your knowledge of Asian art. Learn from demonstration and practice under the gentle, patient and talented eye of the instructor. We will concentrate on China's traditional spring Iris and Butterfly for a subject reference. Please bring your lunch, as well as paper plates for mixing ink and paper cups for water. Materials fee: \$20, payable to the instructor at the beginning of class, for rice paper, bamboo brush, and ink; the supplies are yours to take home and continue on your own.

CRN 11679 | Fee: \$85  
1 Saturday | 3/21  
8:30 AM-2:30 PM | GPA GP202

Instructor: Yuemei Zhang is a graduate of the Central Academy of Fine Arts in Beijing. Her art has won many awards in both painting and printmaking, and she is an experienced teacher in her native China and the United States.



## Yoga for All Levels

Yoga and meditation can transform your life in a positive way. The ancient practice of Kundalini Yoga has been described as one of the most comprehensive yogic styles and can promote a happy and healthy lifestyle. Each session includes gentle, energizing, rhythmic yoga practice, followed by meditation and deep relaxation. Increase your flexibility, clear your mind, relieve pain, and trim your waistline with dedication and practice. No previous experience or fitness level is required. Students should bring a mat, water, cushion, and blanket. Please also bring a combination lock to secure your personal belongings during class, and wear comfortable workout clothes. Non-marking athletic shoes must be worn.

CRN 11619 | 8 Thursdays | 1/15-3/5  
6-7:15 PM | SSC L154 (Aerobics Studio)

CRN 11620 | 8 Thursdays | 3/19-5/14  
(does not meet 4/2) | 6-7:15 PM | SSC L154  
(Aerobics Studio)

Fee: \$115 (per section)

Instructor: Kay Lani LeBoulluec, Ph.D. from the University of Vermont and M.S. from Quinnipiac University, is a certified Kundalini yoga instructor, Reiki master, and QiGong trainer, as well as certified in Vibrational Healing Training with Singing Bowls.



## NEW Dreams Workshop

Do you think your dreams are crazy sometimes? In many cases, your dreams are trying to get a message to you. Dreams can come from the conscious, subconscious, or unconscious levels of our mind, and they can also be symbolic or prophetic at times. In this workshop, we'll consider various methods for dream interpretation. No need to bring a dream dictionary, but do bring some dreams to share!

CRN 11566 | Fee: \$35  
1 Tuesday | 2/10  
6-9 PM | SSC L142

Instructor: Dory Dzinski is a licensed professional counselor, body-centered psychotherapist, and energy therapist/trainer in private practice. She is president emeritus of the Connecticut Holistic Health Association and editor/publisher of the magazine, The Door Opener.



## Transform Your Life with EFT

Learn and begin to apply the steps to successfully change your life. Based on a powerful, three-step process, developed through 15 years of practicing "Life Coaching: Know Yourself, Free Yourself and Be Yourself," you'll learn how to live a life based on your passion. This process addresses the unseen emotional and spiritual root causes of what really blocks you from achieving what you desire in life. You'll also learn how to use the Emotional Freedom Techniques (EFT) as a personal performance tool. Please note: This workshop is experiential, so bring a personal goal or have a desired change in mind.

CRN 11692 | Fee: \$20  
1 Tuesday | 1/13  
6-8 PM | SSC L142

Instructor: Cris Jacobs is a life change coach in West Hartford at Hartford Family Institute's Center for Healing. He has an M.B.A., an advanced certificate in EFT, and a core energetics practitioner certificate.

**These classes are enrichment programs and do not necessarily reflect the views of MCC.**

## Karuna™ Reiki: Practitioner I and II Levels

There are two levels in the Karuna system, which was founded by William Rand of the International Center for Reiki Training. In this advanced course, students are attuned to eight more Reiki symbols, four in each level. This Reiki system functions at a very deep level and addresses specific healing issues, such as addictions, abuse, relationships, lower self, and negative behaviors and patterns, as well as the development of higher intuition, manifestation, prioritization, and focus. Materials fee: \$20, for a comprehensive manual, payable to instructor at first class. Prerequisite: Student must be a Usui Master to begin these studies.

CRN 11565 | Fee: \$300  
2 Saturdays | 1/24-1/31  
11 AM-4 PM | AST D213

Instructor: Dory Dzinski

## Create Your Own Vision Board

Vision Boards have become popular, but do you know the psychology and energetics involved with creating one? Come learn how to have a deeper experience and connection with your life goals. You'll also learn different ways to build your own Vision Board—with or without categories, color or black-and-white, collage-style or hand-drawn, and using photographs, words, images and/or symbols. Explore the possibilities for your own board in the first class and then work on or finish your board in the second class. Those who love bringing tactile and sensory experiences to life, including scrapbookers, artists, and students of the Laws of Attraction, will love this class!

CRN 11567 | Fee: \$35  
1 Tuesday | 1/20  
6-9 PM | SSC L142  
Instructor: Dory Dzinski





## ■ INTRODUCTORY

### Computer Boot Camp

Do you feel you are being left behind in the technology revolution? It is never too late to learn. This will acquaint you with the computer terminology and devices that help manage information today. You will gain insight into computer hardware and the Microsoft Windows operating system. In addition, you will learn how to use the basic word processing functions of the popular Microsoft Word program. You will also learn how to use the Outlook email program and the best search techniques on the Internet. Registered students are eligible for free Windows software. Instructor provides handouts. Prerequisite: Keyboarding skills recommended.

CRN 11557 | Fee: \$199  
4 Thursdays | 1/22-2/12  
6-9 PM | LRC B142

Instructor: Dorothy Weiner is Microsoft Office Specialist (MOS) certified with more than 20 years' experience teaching applications and operating systems.

Microsoft Office is the best-selling premier business software suite in the world. MCC now offers a two-hour, cost-effective overview of features and basic operation of each Microsoft Office application. Additional in-depth training is available for these software applications at MCC.

### MSDNAA Software Information

MCC's Division of Continuing Education subscribes to Microsoft Developers Network Academic Alliance (MSDNAA), which allows MCC students who enroll in designated computer classes to receive free Microsoft software that is related to the course. Available software for Spring 2015 includes: Microsoft Access 2013, Microsoft Windows 8. Please check with your instructor to see if your course qualifies for MSDNAA software.



### Microsoft Applications: Office 365 Overview

Are you looking for a cost-effective email account? Maybe you are a small business owner looking to reduce costs? Office 365 is the only web-based service fully compatible with Microsoft Office, and it offers eight different pricing plans to best suit your needs. Using the latest cloud technology, Office 365 provides secure access to email and calendars, Office Web Apps, instant messaging, conferencing, file sharing, and more! Learn to leverage Office Web Apps to connect and communicate and grow your business. Increase productivity, collaboration, communication. Students should have an Office 365 account prior to attending course, or students can download a free one-month trial and see what this worry-free IT tool can do for you! Prerequisite: Basic Windows, keyboarding, mouse and Internet skills.

CRN 11564 | Fee: \$50  
1 Saturday | 1/24  
noon-3 PM | LRC B141  
Instructor: Dorothy Weiner

### Microsoft Word 2010 Overview

Students will learn the fundamentals of word processing: how to create, edit, format and save a document. Instructor provides handouts.

CRN 11559 | Fee: \$30  
1 Saturday | 1/31  
noon-2 PM | LRC B141  
Instructor: Dorothy Weiner

### Microsoft Excel 2010 Overview

Students will learn to recognize data types, enter spreadsheet data, edit data and use basic formulas. Instructor provides handouts.

CRN 11561 | Fee: \$30  
1 Saturday | 1/31  
2-4 PM | LRC B141  
Instructor: Dorothy Weiner

### Microsoft PowerPoint 2010 Overview

Students will learn to create a presentation from a template, edit a presentation and run the presentation. Instructor provides handouts.

CRN 11563 | Fee: \$30  
1 Saturday | 2/7  
2-4 PM | LRC B141  
Instructor: Dorothy Weiner

### Microsoft Access 2010

Students will learn database terminology and the various database views, tables and reports that Access includes. Students will enter and edit information in a database table and form. Instructor provides handouts.

CRN 11562 | Fee: \$30  
1 Saturday | 2/7  
noon-2 PM | LRC B141  
Instructor: Dorothy Weiner



## SPREADSHEETS

### Excel Introduction

Excel 2010 Introduction is designed for people new to spreadsheets and for self-taught users who wish to expand their knowledge. Learn to recognize the main areas of the Excel worksheet and workbook; enter, edit and delete data; create basic formulae and functions, including SUM, AVERAGE, MAX and MIN; enhance the presentation of workbook data; create, display and manipulate simple charts; work with multiple worksheets; freeze titles and add comments. Instructor provides handouts. Prerequisite: Basic Windows, keyboarding and mouse skills.

CRN 11560 | Fee: \$99

2 Wednesdays | 1/21-2/4 (does not meet 1/28)  
6-9 PM | LRC B142

Instructor: Dorothy Weiner

## DIGITAL IMAGING & DESIGN



### Digital Camera Introduction

Learn the fundamentals of digital photography using a consumer-model digital camera. All aspects of the digital camera will be discussed, including the lens, viewfinder, focus, aperture, shutter, digital file formats, and image storage, as well as how to work in a photo editing program. We will learn how to import and save photographs, methods of color correction and enhancement, and how to size and prepare images for print and the web, and also compare popular digital camera models. It is not necessary to own a digital camera, but if you do, please bring it along with your instruction manual. Prerequisite: Basic Windows, keyboarding and mouse skills.

CRN 11580 | Fee: \$99

2 Tuesdays | 1/20-1/27  
6-9 PM | LRC B142

Instructor: Richard Hoyer is a fine art, portrait and location photographer, with more than 20 years of fun and profit in the business. He also teaches photography in the adult education program at Worcester Art Museum. His work is exhibited regularly at galleries around the state.

### Adobe Photoshop Elements Introduction

Adobe Photoshop Elements Version 10 is a new photo-enhancement and manipulation program designed specifically for amateur photographers, hobbyists and business users looking for an affordable, easy-to-use but powerful digital-imaging tool. Instructor provides handouts. Prerequisite: Basic Windows, keyboarding and mouse skills.

CRN 11575 | Fee: \$99

2 Tuesdays | 2/3-2/10  
6-9 PM | LRC B142

Instructor: Richard Hoyer

## MULTIMEDIA

### iPad Series I: Exploring your iPad

Join other beginners to learn how to customize your iPad settings, access built-in productivity apps such as Notes, Calendar, Reminders, and how to sync your content with the iCloud. Also learn more about your iPad's entertainment features. If you have only been using your iPad to check mail and surf the web, this is the perfect class to begin customizing your favorite tool. Students: Bring your fully charged iPad (updated with the most recent version of iOS version 7.1.x), Apple ID and iTunes password to class with you.

CRN 11577 | Fee: \$25

1 Thursday | 1/22  
6-8 PM | MCC on Main  
903 Main Street, Manchester

Instructor: Sandra Rimetz is a professor of Information Management and Office Technology at MCC where she focuses on current technologies, social media and the web. She has worked for industry leaders such as IBM and MicroControl Systems and has presented workshops in the areas of social media, e-communications, and iPad productivity. Follow her on Twitter@SophUser to learn more about building your user skills through our workshops and classes.

### iPad Series II: Exploring Photos & Videos

Learn how to capture, import, organize, enhance, and share your photos. Picture taking and sharing will never be the same! Students: Bring your fully charged iPad (updated with the most recent version of iOS version 7.1.x), Apple ID and iTunes password to class with you.

CRN 11578 | Fee: \$25

1 Thursday | 1/29  
6-8 PM | MCC on Main

Instructor: Sandra Rimetz



### iPad Series III: Exploring Productivity Apps

The App store has over 1 million apps to choose from, how do you know which one to choose? In this class we will visit the top selling (or free) apps and learn how they can enhance your actions on the web as well as your everyday activities. From surfing to downloading, you will learn how to acquire and manage apps on your device. Students: Bring your fully charged iPad (updated with the most recent version of iOS version 7.1.x), Apple ID and iTunes password to class with you.

CRN 11579 | Fee: \$25

1 Thursday | 2/5  
6-8 PM | MCC on Main

Instructor: Sandra Rimetz

### Restoring Photos with Photoshop

Learn techniques to restore, color-correct and enhance your digital or scanned photos in this seminar-style presentation. Use Photoshop as a retouching tool to transform that torn, worn photo into a picture-perfect image.

CRN 11570 | Fee: \$99

2 Wednesdays | 1/14-1/21  
6-9 PM | LRC B218

Instructor: Laurie Grace is an artist, illustrator, designer and educator. She holds a BFA from University of Connecticut and an MFA in Visual Arts from the Art Institute of Boston, at Lesley University. Her artwork has been showcased in galleries around the New England area. Her clients include AT&T, *Scientific American*, *Time*, *Newsweek*, *Forbes*, and *Discover*.

Students are encouraged to use USB-style flash or thumb drives in our MCC computer labs as a method of saving or backing up work associated with MCC courses. Flash or thumb drives can be purchased at the MCC Bookstore or your local or online computer store.



## ■ MANUFACTURING

### Mastercam Associate Certification Training (Online)

Mastercam University is self-paced, online video training. It is available 24/7 and can be purchased through MCC. Learn all the tips and tricks from an experienced corporate Mastercam trainer. Online Mastercam University classes can be used to prepare you for the official Mastercam Associate certification, or this training can be used to supplement your existing manufacturing skills.

CRN 11576 | Fee: \$135

1/1-5/31 (variable start dates) | Online

Instructor: Staff

Follow these simple steps to get started with the course:

1. Register and pay for the course by calling MCC Registration at 860-512-3232.
2. Once registered, call or email program coordinator, Bruce Manning, at 860-512-2808 or [bmanning@manchestercc.edu](mailto:bmanning@manchestercc.edu) to receive a subscription code.
3. Go online to <http://www.mastercamu.com/lms/registration/registration.cfm> and enter your subscription code.
4. You will now be able to view the course curriculum.

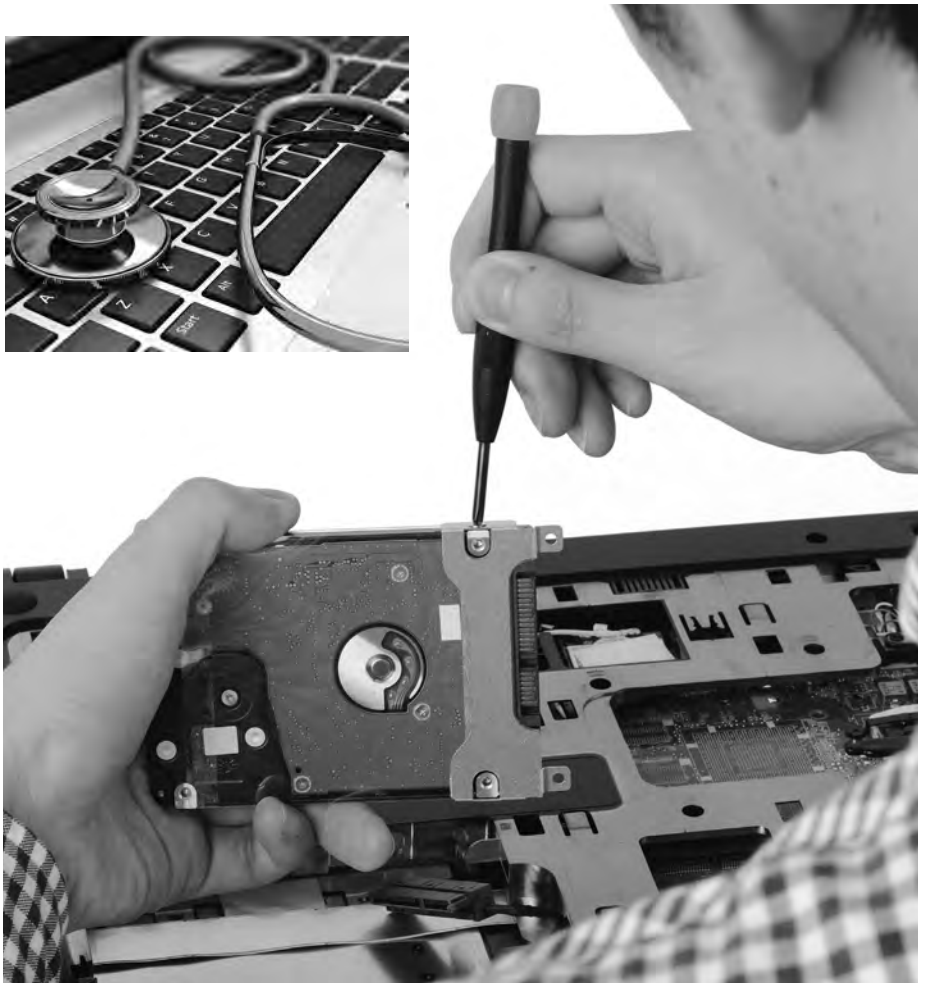


### CONSIDER YOURSELF CONFIRMED

MCC notifies you only if a course cancels or has schedule changes.

If you do not hear from us, assume you are registered.

## ■ HARDWARE, OPERATING SYSTEMS, & SECURITY



### PC Maintenance

Why pay for expensive upgrades when you can learn how to do them yourself? Practice RAM, expansion cards and peripheral device installations in a hands-on workshop with real parts. Learn how to configure drivers and troubleshoot your Windows operating system. You will learn how to reformat a hard drive, partition it and load Windows. Discover how to add new peripherals including printers and scanners. Learn how to download and install driver updates from the manufacturer's website. Additional topics include troubleshooting basics, researching errors online, hardware trends, buying a new PC (pre-built vs. custom), standards for monitors, hard drive sizes, ports, and optical drives. Plus, viruses, spyware, surge protectors and backups will be discussed. For the beginner through intermediate PC user. Registered students are eligible for free Windows software. Instructor provides handouts. Prerequisite: Basic Windows, keyboarding and mouse skills.

CRN 11558 | Fee: \$199

4 Fridays | 1/23-2/13

6-9 PM | LRC B141

Instructor: John Bolduc is currently working as a network administrator/project leader with a local town government. He has an extensive networking background. John is a Microsoft Certified IT Professional (MCITP) and a Project Management Professional (PMP) and is A+ and Network+ certified.



## French Country Loaves and Italian Bread

French and Italian breads bring to mind good times and satisfying meals. Both are simple, crusty loaves made from basic ingredients. Learn the secrets, from selecting the right flour to the baking techniques that produce the most delicious loaves. We'll make Country French bread, Italian breads (large, small, or filled with garlic butter and pesto), baguettes, and bread sticks. We will also transform the dough into delicious calzones and pizza, which we will eat hot from the oven. Please bring a rolling pin, medium-sized bowl, two cotton dish towels, a sharp knife, and containers for leftovers to class. Materials fee: \$12, payable to instructor at beginning of class.

CRN 11622 | Fee: \$60  
1 Saturday | 1/10  
12:15-4 PM | GPA GP213

Instructor: Dorothy (Dory) Alderman has been teaching cooking and baking for more than 25 years, and articles featuring her classes have appeared in several area newspapers. Her education includes a B.A. in Home Economics and studies at the Culinary Institute of America, the Institute of Gastronomy and Culinary Arts, and the King Arthur Professional Baking School.

## NEW Healthy Desserts

Whether you are watching your waistline, managing diabetes, or trying to lower cholesterol, there is always room for something sweet—yet healthy—in your diet. Chef Josh will show you how to make healthier soufflés, including chocolate and hot maple. You'll also learn how to energize yourself with banana-nut energy bars and power biscotti. We'll consider eating restrictions and make a gluten-free, lactose-free and vegan carrot cake and other cakes, such as cinnamon apple, blueberry streusel, and pumpkin cheesecake. We'll also bake other specialty dessert items, like low-fat dark fudge brownies, tofu chocolate silk mousse, and orange panna cotta.

CRN 11689 | Fee: \$50  
1 Thursday | 1/15  
6-9 PM | GPA GP213

Instructor: Joshua Ogradowski is a CT-certified Culinary Arts Teacher and Serv Safe Instructor, who teaches high school culinary arts at Newington High School. He earned an A.S. in culinary arts, B.S. in culinary nutrition, and M.A.T. in foodservice education from Johnson & Wales University. He also teaches cuisine classes for MCC's Excursions in Learning program.



## Chocolate Delights

Just in time for Valentine's Day! Some people think chocolate is an aphrodisiac; others consider chocolate to be the first choice for dessert. If you are going to indulge yourself and your Valentine, make it a sumptuous chocolate treat. Learn about the different varieties of chocolate and how to best use them. We will make and sample chocolate mousse (rich and smooth), truffles with poached pears (no baking but the results are scrumptious), hot chocolate soufflés (served hot from the oven), white chocolate fantasy torte (a light cake filled with raspberries), lovers' chocolate cake (topped with butter cream and covered with a chocolate glaze), and dark chocolate bark (studded with toasted nuts and dried fruit). Participants should bring two cotton dish towels, a sharp knife, and a medium-sized bowl to class. Materials fee: \$15, payable to instructor at beginning of class.

CRN 11623 | Fee: \$60  
1 Saturday | 2/7  
12:15-4 PM | GPA GP213

Instructor: Dorothy (Dory) Alderman



## Fresh Pasta Delicacies

Whether you've never made fresh pasta, or just need to brush up on your technique, this class is for you!

Learn how to mix, crank and design fresh pasta shapes and flavors from scratch. We'll captivate your taste buds with Fried Ravioli with Spicy Marinara, Acorn Squash Cappellacci with Maple Cream Sauce, Capellini with Tomatoes, and Pancetta and Chiles. We've also got the classic Fettuccine Alfredo with Fire-Roasted Red Peppers and the extra special Crab Ravioli with Balsamic

Brown Butter or Papardelle with Sausage and Peas. We'll pair our fresh pasta dishes with something flavorful! Materials fee: \$15, payable to instructor at the beginning of class.



CRN 11691 | Fee: \$50  
1 Thursday | 2/5  
6-9 PM | GPA GP213

Instructor: Joshua Ogradowski



## Ballroom Dancing I

No experience required! Anyone can learn the fox trot, the waltz, and some swing and jitterbug steps in this fun and relaxed course, which is also perfect for engaged couples and their parents—learn to dance for your wedding! Enrollment is limited to 15 pairs of dancers. It is recommended that you register with a partner. Please dress in appropriate dance wear.

CRN 11626 | Fee: \$90 (per person)  
6 Mondays | 1/26-3/9 (does not meet 2/16)  
7-8:15 PM | SSC L154 (Fitness Studio)

Instructor: Beverly Burton is the owner and director of Burton Dance Studio in Manchester. She has also been an educator for many of the major dance organizations over the past 40 years.



## Line Dance

Learn anew or better your Line skills. Have fun while you exercise too! Some country dance will be included, but other styles will also be taught. Each dance that is introduced will be reviewed the following week as a new one is taught. You do not need a partner.

CRN 11629 | Fee: \$70  
6 Wednesdays | 1/28-3/11 (does not meet 2/18)  
7-8:15 PM | SSC L154 (Fitness Studio)

Instructor: Beverly Burton

### For all classes in the Fitness Studio

Only non-marking footwear must be worn during class time (no street shoes, bare feet, boots, sandals, or cleats). Proper athletic clothing must also be worn including shirt and footwear at all times. Please bring a combination lock to secure your personal belongings during class.

## Argentine Tango for Beginners

Looking for real excitement? Learn the FUN-damentals of this South American rhythm, which can be as romantic, sweet or relaxing as you want or as exciting, animated, and sharp as you desire! Learn the principles of dance partnership—*el abrazo* (the hug)—as well as *caminatas* (walks), *ochos adelante y atras* (forwards and backwards), left and right turns, and the crossed or parallel systems. You may enroll with partner, but it is not necessary in order to participate in the class.

CRN 11613 | Fee: \$80  
6 Saturdays | 1/10-2/21 (does not meet 2/14)  
12:15-1:15 PM | SSC L154 (Fitness Studio)

Instructor: Oswaldo Tirano, a native of Bogota, Colombia, studied dance at the National University and National School of Dramatic Arts in Colombia. He has taught Salsa and Latin dance classes at MCC for more than 10 years.

## Latin Bachata & Salsa Dance for Beginners

Learn how to master sensual and spicy footwork to Latin rhythms, such as bachata and salsa. Bachata music, in particular, has become a hit in the U.S. in the last several years. Come and discover why! You do not need a partner to participate in this class.

CRN 11614 | Fee: \$80  
6 Saturdays | 1/10-2/21 (does not meet 2/14)  
1:30-2:30 PM | SSC L154 (Fitness Studio)

Instructor: Oswaldo Tirano



## Advanced Latin Salsa Dance

For those who feel strong with their Latin foot work and know a variety of salsa routines using the "cross-body lead," this course will take you to the next level. We will work on a full set of street Salsa routines, utilizing spinning skills and musicality by combining two styles of salsa: the "circular" and the "linear." You will also learn how to become a smooth leader and attentive follower.

CRN 11615 | Fee: \$80  
6 Saturdays | 1/10-2/21 (does not meet 2/14)  
2:45-3:45 PM | SSC L154 (Fitness Studio)

Instructor: Oswaldo Tirano







## Zumba® Fitness

The Zumba® fitness program takes the “work” out of workout by fusing hypnotic musical rhythms to low-intensity and high-intensity moves of an interval-style, calorie-burning dance/fitness party. Once the Latin and World rhythms take over, you’ll see why Zumba(R) classes are often called “exercise in disguise.” Super effective? ... check ... super fun? ... check--- a total workout that combines all elements of fitness---cardio, muscle conditioning, balance and flexibility, a boost of energy, and a serious dose of an awesome good time! To learn more about Zumba®, please visit: [www.zumba.com/us/about/](http://www.zumba.com/us/about/).

CRN 11754 | 5 Mondays | 1/5-2/9 (does not meet 1/19) | 5:30-6:30 PM | GPA Gym

CRN 11755 | 5 Mondays | 3/9-4/6 | 5:30-6:30 PM | GPA Gym

Fee: \$40 (per section)

Instructor: Joanne Britton, B.S. in physical education from Plymouth State University, is a licensed Zumba® Fitness, Zumba® Toning, Zumba Sentao® and Zumba® Pro Skills instructor, a certified personal trainer and group exercise instructor through the Aerobics and Fitness Association of America (AFAA), and is an Institute of Human Performance (IHP) functional strength instructor.

## Zumba® Gold: Back to Basics!

If you want to improve your freedom of movement, love Latin rhythms, and enjoy international music, this program is for you! The Zumba Gold format allows you to learn the basic Zumba Fitness moves, using low impact moves, minimal turns, and gentle transitions. Zumba Gold is an aerobic exercise program designed for “newbies”, deconditioned exercisers, active older adults, and those requiring exercise modifications. If you think you can’t dance, have two left feet, or are too uncoordinated to enjoy a Zumba class, this format will prove that Zumba is for everybody. You must wear indoor sneakers, and please bring a water bottle. A sweat towel is suggested.

CRN 11696 | Fee: \$55

6 Tuesdays | 1/20-2/24

6:30-7:30 PM | SSC L154 (Fitness Studio)

Instructor: Karen R. Chorney is a licensed Zumba® Fitness, Zumba® Gold, Zumba® Toning, Zumba® in the Circuit, and Zumbatomic® instructor. She is nationally certified by the Aerobic and Fitness Association of America (AFAA) and the Red Cross (CPR/AED).

## Zumba® Gold

Zumba Gold brings the hottest fitness craze to you: the beginner, the deconditioned exerciser, the active older adult, and anyone with physical limitations, proving that Zumba is for everyone. This contagious blend of Latin rhythms, world music, and easy-to-follow dance moves provides an exciting, fun and effective workout, with low-impact movements and gentle transitions. Come join the craze!

CRN 11697 | 6 Tuesdays | 3/3-4/14

(does not meet 3/31)

6:30-7:30 PM | SSC L154 (Fitness Studio)

CRN 11698 | 6 Tuesdays | 4/21-5/26

6:30-7:30 PM | SSC L154 (Fitness Studio)

Fee (per course): \$55

Instructor: Karen R. Chorney



## Kung Fu for Fitness & Self-Defense

Become strong, flexible, and fit, and learn how to defend yourself, with Chinese Kung Fu. Each class consists of a thorough warm-up and stretching, followed by training in the fundamentals of Kung Fu: stances, strikes, kicks, forms, and self-defense. Please note: You may attend any of the sessions listed below, and in any weekly sequence, in order to fulfill your 12 sessions by the end date. It will be your responsibility to make sure that you are able to adjust your schedule in order to attend 12 sessions. The instructor will monitor each student's weekly attendance. **Classes meet at Malee's School of Tai Chi & Kung Fu, 249 Broad Street, Manchester.**

12 sessions - Choose from any combination of the following schedules:

CRN 11610 | Fee: \$160

Tuesdays | 1/13-2/17 | 6:30-7:30 PM

Wednesdays | 1/14-2/18 | 6:30-7:30 PM

Fridays | 1/16-2/20 | 5:30-6:30 PM

Saturdays | 1/17-2/21 | 11 AM-noon

12 sessions - Choose from any combination of the following schedules:

CRN 11611 | Fee: \$160

Tuesdays | 2/24-3/31 | 6:30-7:30 PM

Wednesdays | 2/25-4/1 | 6:30-7:30 PM

Fridays | 2/27-3/27 (does not meet 4/3) | 5:30-

6:30 PM

Saturdays | 2/28-3/28 (does not meet 4/4) | 11

AM-noon

Instructor: Malee Khaw, president of the U.S.A. National Tai Chi Chuan Federation, has studied and practiced the martial arts for more than 30 years. She is an international Wushu judge and multiple gold winner in international competition.

## Free Information Session: Personal Trainer National Certification

Come meet your instructor to get a clear picture of what to expect in the Personal Trainer National Certification course. This informational session is free; registration, however, is required. *Students may also register for a free “Personal Training as a SUPER Career Orientation” webinar on January 21, 12:00 PM EST, at: <http://bit.ly/1kl3zEK>.*

CRN 11597 | FREE

1 Saturday | 1/24

10-11 AM | GPA GP143

## Personal Trainer National Certification

The World Instructor Training School’s (WITS) certification course is taught at colleges across the country. This challenging course is composed of 16 hours of lecture and 16 hours of practical training. The National Exam is held on the final week. Students are allowed to miss one class only and still be able to sit for the exam. Lecture topics include anatomy, exercise physiology, nutrition, and health screening. A subsequent 30-hour internship (not included with this course) and proof of CPR/AED training will prepare you to work successfully in the fitness field. To order the required textbook, Fitness Professional’s Handbook, 6th edition, for approximately \$94, please call 888-330-9487, or visit [www.witseducation.com](http://www.witseducation.com). The textbook should be purchased in advance and reviewed prior to the first class. For the Fitness Center sessions, students must wear appropriate workout clothes and non-marking athletic shoes. Students should plan for a one-hour lunch break. Please bring a combination lock in order to store your personal belongings during these workout sessions. Please note: *This course requires a high degree of commitment to successfully complete.*

CRN 11595 | Fee: \$665

6 Saturdays | 2/7-3/21 (does not meet 2/14)

9 AM-4 PM | GPA GP143 (9 AM-noon, classroom)

& SSC L153 (1-4 PM, Weight Room);

except for exam session on 3/21: classroom,

9-11 AM & Fitness Center, 11 AM-4 PM

## Personal Trainer National Certification May Qualify for the Following Benefits:

### • Veterans’ Benefits

Call MCC’s Veteran’s Services at

860- 512-3375, or the MCC O.A.S.I.S.

at 860-512-3362, for more information on

Veteran’s benefits.

### • Workforce Investment Act (WIA)

Funding may be available for unemployed, recently downsized, or underemployed persons.

For more information contact CT Department of Labor at [www1.ctdol.state.ct.us/etpl/](http://www1.ctdol.state.ct.us/etpl/).

## Tai Chi for Health and Relaxation

Beginners of all ages are invited to come and let your chi energy flow! Learn to let your body release everyday stress, while strengthening your mind and body with this ancient Chinese art. You will learn simple chi kung (breathing exercises) and a basic tai chi form by the end of the course. Please note: You may attend any of the sessions listed below, and in any weekly sequence, in order to fulfill your 12 sessions by the end date. It will be your responsibility to make sure that you are able to adjust your schedule in order to attend 12 sessions. The instructor will monitor each student's weekly attendance. **Classes meet at Malee's School of Tai Chi & Kung Fu, 249 Broad Street, Manchester.**

*12 sessions - Choose from any combination of the following schedules:*

CRN 11607 | Fee: \$160

Mondays & Wednesdays | 1/12-2/25 (does not meet 1/19 & 2/16) | 7:30-8:30 PM

Tuesdays & Thursdays | 1/13-2/19 | 5:30-6:30 PM

Fridays | 1/16-2/20 | 6:30-7:30 PM

Saturdays | 1/17-2/21 | 9-10 AM

*12 sessions - Choose from any combination of the following schedules:*

CRN 11608 | Fee: \$160

Mondays & Wednesdays | 3/2-4/8 | 7:30-8:30 PM

Tuesdays & Thursdays | 3/3-4/9 | 5:30-6:30 PM

Fridays | 3/6-4/10 (does not meet 4/3) | 6:30-7:30 PM

Saturdays | 3/7-4/11 (does not meet 4/4) | 9-10 AM

*12 sessions - Choose from any combination of the following schedules:*

CRN 11609 | Fee: \$160

Mondays & Wednesdays | 4/13-5/20 | 7:30-8:30 PM

Tuesdays & Thursdays | 4/14-5/21 | 5:30-6:30 PM

Fridays | 4/17-5/22 | 6:30-7:30 PM

Saturdays | 4/18-5/16 | 9-10 AM

Instructor: Malee Khaw



## Cardio Kick-Boxing Workout

Take the excitement, music and energy of an aerobics program and learn self-defense techniques in an action-packed workout. No prior experience needed; participants of any level can attend any class. The usual routine begins with warm-ups and stretching before the cardiovascular segment, when you'll do basic punching and kicking moves to increase your heart rate. Then, spend time working with wave masters (a type of punching bag), and conclude your workout with some abdominal work and cool-down



exercises. Because these are continuous classes, beginning students follow along with the routine and learn from watching the instructor and other more experienced students. There is no person-to-

person contact. No uniform is required. Please wear appropriate workout clothes. You must be at least 16 years old. Equipment fee: \$5, payable to instructor at first class. **Classes meet at the Academy of Martial Arts & Personal Development, 440 Oakland Street, Manchester.**

*12 sessions - Choose from any combination of the following schedules:*

CRN 11599 | Fee: \$45 (per 12 sessions)

Mondays & Wednesdays | 1/5-2/18 (does not

meet 1/19 & 2/16) | 7-8 PM

Tuesdays & Thursdays | 1/6-2/12 | 9:30-10:30 AM or 6:10-7:10 PM

Saturdays & Sundays | 1/10-2/22 (does not meet 1/17, 1/18, 2/14 & 2/15) | 9-10 AM

*12 sessions - Choose from any combination of the following schedules:*

CRN 11600 | Fee: \$45 (per 12 sessions)

Mondays & Wednesdays | 2/23-4/1 | 7-8 PM

Tuesdays & Thursdays | 2/24-4/2 | 9:30-10:30 AM or 6:10-7:10 PM

Saturdays & Sundays | 2/28-3/29 | 9-10 AM

*12 sessions - Choose from any combination of the following schedules:*

CRN 11602 | Fee: \$45 (per 12 sessions)

Mondays & Wednesdays | 4/6-5/13 | 7-8 PM

Tuesdays & Thursdays | 4/7-5/14 | 9:30-10:30 AM or 6:10-7:10 PM

Saturdays & Sundays | 4/11-5/17 | 9-10 AM

Instructors: Elaine Flaherty is a 2nd-degree Black Belt at the Academy of Martial Arts & Personal Development. She has been a kick-boxing and fitness instructor for the past 15 years; Joel S. Waldron, owner, 6th-degree Black Belt, and master instructor at the Academy of Martial Arts and Personal Development, has studied and taught martial arts for more than 35 years; and other Academy instructors.

## Connecticut Basic Boating



### OPTION 1

This four-session, 10-hour course, taught by the Connecticut DEEP Boating Division, provides a course diploma that is necessary for obtaining the Connecticut Certificate of Personal Watercraft Operation, which includes the Safe Boating Certificate. Upon successful completion of the course, you can purchase and print your certificate online from home, or mail or deliver the diploma to any State DEEP office. The DEEP license fee is \$50. Students must attend all classes to qualify. The Certificate is a one-time, lifetime certification. Students should obtain a State Conservation ID number online before the start of class. This process is free, and if you have a hunting or fishing license, then you already have a number. The web site for obtaining a number is: [www.ct.wildlifelicenses.com/internetsales](http://www.ct.wildlifelicenses.com/internetsales).

CRN 11571 | 2 Mondays & 2 Wednesdays  
3/16-3/25 | 7-9:30 PM | SSC L240

CRN 11572 | 2 Mondays & 2 Wednesdays  
4/13-4/22 | 7-9:30 PM | SSC L240

CRN 11573 | 2 Mondays & 2 Wednesdays  
5/11-5/20 | 7-9:30 PM | SSC L240  
Fee: \$25 (per section)

Instructors: Department of Energy and Environmental Protection, Office of Boating staff

### OPTION 2

Students may receive the same Connecticut Certificate of Personal Watercraft/Safe Boating through single-day classes offered by Professional Marine Education. Please note that this scheduling option carries a higher course fee. Students should bring a lunch.

CRN 11604 | 1 Saturday | 3/14  
8:30 AM-4:30 PM | AST E202

CRN 11605 | 1 Saturday | 4/18  
8:30 AM-4:30 PM | AST C209

CRN 11606 | 1 Saturday | 5/16  
8:30 AM-4:30 PM | AST C209

Fee: \$85 (per section)

Instructors: Professional Marine Education Staff



## Introduction to Spanish

Learn basic conversational Spanish grammar and vocabulary, including greetings; formal vs. informal language and when to use each; the alphabet and pronunciation; numbers; telling time; weather expressions; days of the week and months of the year; seasons; travel; and home, food, and family vocabulary. Simple sentence structures will be taught and practiced. The goal of this course is focused more on conversational skills than memorization of grammatical rules. Some aspects of the Spanish culture will also be discussed. An English/Spanish dictionary is recommended. Recommended text: Curso Primero, 2nd Edition (ISBN 1567654762), Wasserman, approximately \$19.

CRN 11685 | Fee: \$225  
8 Wednesdays | 2/18-4/8  
7-9 PM | GPA GP138

Instructor: Carolyn Robins has a B.A. in Spanish from the University of Connecticut and a graduate degree from Albertus Magnus College. She has taught Spanish at Berlin High School and East Catholic High School, and is also trained in American Sign Language.



## Accelerated Spanish for Travelers

We will focus our study on the Spanish language and Hispanic culture specifically related to traveling to Spanish-speaking countries. We will replicate daily social interactions and transactions through role play and other interactive exercises. Learn to apply vocabulary, grammar, short videos, and conversation to real-life situations. We will use Spanish in the classroom as much as possible. The instructor provides instructional material, which may be uploaded on a USB drive.

CRN 11779 | Fee: \$95  
4 Thursdays | 3/5-3/26  
7-9 PM | SSC L142

Instructor: Raul Moeremans is a veteran Spanish teacher who was born and raised in Argentina. As a native speaker of the language, he brings a unique perspective to the classroom. He has taught at Housatonic Community College and at high schools around the state and holds a master's degree in Spanish from North Dallas University.

## French for Travelers

Traveling to a French-speaking country for business or pleasure? This basic French survival course will prepare you for many situations, including at the airport, hotels, and restaurants. Learn important phrases to communicate your needs and make your stay more enjoyable. Required textbook (travel-size, perfect for your trip): 15-minute French (book with 2 CDs; ISBN 0756609313), DK Publishing, available at MCC Bookstore for approximately \$20.

CRN 11684 | Fee: \$99  
4 Thursdays | 1/8-1/29  
6-8 PM | SSC L142

Instructor: Marianne Laberge has an M.B.A. from Binghamton University and an M.S. from Rensselaer Polytechnic Institute. She has been a French teacher at the Alliance Française in Hartford since 2005.

## Beginning German

Do you have German ancestry? Or maybe you're traveling to Germany? Would you like the tools to understand Schubert's Lieder or Brahms' Requiem? This introductory course will focus on speaking, listening, reading and writing German, with an emphasis on basic grammar, conversation, and vocabulary that would be useful to a traveler in Germany. Required text: Learn German the Fast and Fun Way (ISBN 9780764125409), Barron's, available at MCC Bookstore for approximately \$19.

CRN 11707 | Fee: \$160  
7 Thursdays | 1/29-3/12  
7-9 PM | GPA GP139

Instructor: Elizabeth Baumbach earned an M.A. in teaching from Wesleyan University and a master of arts in German from Middlebury College. She has nearly 15 years' experience teaching foreign languages in public schools and 30 years of private teaching experience.

## Advanced German

For students who have completed *Beginning German I and II*, or if you have a year or two of prior German language experience, this course will expand and improve on the basics of the language. Required text (same as the first two level courses): Recommended text: German Demystified, available at your favorite bookstore for approximately \$15.

CRN 11701 | Fee: \$185  
8 Mondays | 1/26-3/23 (does not meet 2/16)  
7-9 PM | GPA GP138

Instructor: Elizabeth Baumbach



903 Main Street • Manchester, CT 06040



## MCC ON MAIN PROGRAMS

### Trivia

1/9 & 2/13 | 5:30-7:30 PM

Hosted by BaR Rated Trivia the second Friday of every month! Prizes available! Teams of 2 or more are welcome. \$5/ per person, BYOB.

### Beer, Burgers, Managing Your Bucks

1/14 & 2/11 | 6-8 PM

Join MCC on Main the second Wednesday of every month for this networking and informational seminar. Subjects include managing your debt, insurance, career advice, marketing and the like and change monthly. Burger sliders from Corey's Catsup and Mustard are provided from 6-7pm along with a beer tasting provided by different local breweries every month! \$10/ per person.

### Acoustic on Main: Open Mic

1/31 & 2/28 | 7-9 PM; Sign-ups start at 6:30pm

Showcase your talents the last Saturday of every month at our acoustic open mic, hosted by Curtis Willey! \$5 per person, BYOB.

### Sunday Jazz Brunch Series

2/8 | 1:30-3 PM

Have a relaxing afternoon enjoying lite fare and a wine or beer tasting while listening to live jazz music in our Dehn Gallery the first Sunday of every month. \$15 per person. Seating limited; therefore, pre-registration is suggested.

### Future Business Leaders Network

1/28 | 6:30-8:30 PM

An exciting opportunity for high school students, DECA members, and aspiring youth to join industry professionals in marketing, finance, hospitality, and management sectors. Experts will share their experiences, opportunities, and problem solving techniques to prepare individuals for their future careers and endeavors and share will them the tools that lead to their success. Free; pre-registration is not required but suggested.

## MCC On MAIN

### MEMBERSHIP BENEFITS:

- Weekly e-news-letter
- Discounts on Live entertainment, workshops, seminars and event Rental fees
- Participation in juried art shows
- 10% off classes offered through MCC on Main, and on MCC Continuing Education classes held on-site
- Member-only special preview of Dehn Gallery exhibitions
- Annual member recognition event

### MCC ON MAIN HOURS OF OPERATION:

Wednesday, Thursday  
11 a.m.-8 p.m.

Friday, Saturday  
11 a.m.-10 p.m.

Closed Sunday-Tuesday

### Information & Program Registration:

860-647-6030 or visit: [www.manchestercc.edu/mcc-on-main](http://www.manchestercc.edu/mcc-on-main)  
or [www.facebook.com/mcconmain](http://www.facebook.com/mcconmain)

### MEMBERSHIP APPLICATION:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Membership type:

- ☐ Student with ID/Senior 50+ ..... \$25  
☐ Individual ..... \$35  
☐ Household ..... \$50  
☐ Corporate ..... \$75

Payment Type:

Check (Make checks payable to MCC Foundation)

Amex Discover MasterCard Visa

I authorize payment of \$ \_\_\_\_\_

Card Number: \_\_\_\_\_

CV Code: \_\_\_\_\_ Exp. \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Mail to: MCC on Main  
903 Main Street  
Manchester, CT 06040

A welcome packet along with your membership card will be mailed once the application is processed. Memberships are valid for one year and may be renewed.



## Beginning Piano

Participants will play pieces and begin learning how to read and write music. Music theory and ear training will be integrated through an adult-focused, hands-on approach. Attention is given to use of electronic keyboards for those who have them. Enrollment is limited, so please register early. If you need to rent an instrument or have a question about your skill level, please contact the instructor by leaving a message with Continuing Education at 860-512-2800. Required text: Alfred's Basic Adult Piano Course, Level One (ISBN 9780882846163), available at MCC Bookstore for approximately \$10.

CRN 11681 | Fee: \$195  
6 Saturdays | 2/21-3/28  
10 AM-noon | VIL 2 V117

Instructor: Ruth O'Neil is a singer/songwriter and music educator who has been performing and teaching music in the Greater Hartford area for more than 20 years. She owns the Song-a-Day Music Center in Coventry.



## Beginning Guitar

By learning five easy chords and two strumming techniques, you can play dozens of familiar tunes in folk, rock, country, R&B, and pop styles. Instructional handouts and music sheets with words and chords are provided. Learn tuning, how to transpose keys, basic music theory, including the Nashville Number Theory, and how to use a capo. If you are left-handed, it is recommended that you learn to play right-handed. Please bring your acoustic or electric guitar to all classes. Handouts are provided.

CRN 11640 | Fee: \$175  
8 Tuesdays | 2/17-4/7  
7:30-9 PM | GPA GP139

Instructor: Don Donegan has taught guitar and voice for nearly 30 years, and also teaches songwriting and harmonica. He performs regularly, and owns Rainbow Music, a teaching and recording studio in Glastonbury. News about his upcoming shows and ongoing programs can be viewed on his website: [www.dondonegan.com](http://www.dondonegan.com).

## Introduction to Classical Guitar: FREE Information Session

Interested in learning classical guitar? Come meet your instructor and find out more about what the course involves. Included in this session will be a recital by the instructor. The course is FREE, but registration is required.

CRN 11783 | Fee: FREE  
1 Thursday | 2/12  
7-8 PM | GPA GP152

Instructor: Nick Cutroneo earned a master of music in classical guitar performance and Suzuki Pedagogy from the Hartt School of Music. He teaches at the Suzuki Music School, MusicMakers Academy, and at the University of Connecticut's Community School of the Arts.

## Check the Spring 2015 Catalog for Introduction to Classical Guitar

## Strings: Violin, Viola or Cello

This course is for high school students and adults who have not played the instrument before. Learn the basic technique for playing violin, viola or cello, a few traditional tunes, a beginning fiddle tune, and how to care for your instrument. This beginner's course promises to be fun and supportive. If you need to rent an instrument, please contact the instructor by leaving a message with Continuing Education at 860-512-2800. Required textbook: Essential Elements 2000, Violin, Viola, or Cello Book 1 (ISBN 0793533597, violin; ISBN 0793543061, viola; ISBN 0793543053, cello), available at MCC Bookstore for approximately \$10. Please contact the MCC Bookstore at least two weeks before the start of class at 860-645-3140 or online at [www.mctc.bkstr.com](http://www.mctc.bkstr.com) to specify the violin, viola, or cello book. Students should also bring a music stand.

CRN 11690 | Fee: \$99  
10 Saturdays | 2/28-5/9 (does not meet 4/4)  
9:45-10:45 AM | GPA GP214

Instructor: Martha Hayes has a master's degree in music history and performance from the University of Connecticut. She taught strings for Windham Public Schools for 25 years, and is currently the principle violist for the Manchester Symphony Orchestra, and also plays viola in the Manchester String Quartet.



## Beginning Strings III: Violin, Viola or Cello

This course is a continuation of Beginning Strings I and II. If you need to rent an instrument, please contact the instructor by leaving a message with Continuing Education at 860-512-2800. Required textbook: Essential Elements 2000, Violin, Viola, or Cello Book 1 (ISBN 0793533597, violin; ISBN 0793543061, viola; ISBN 0793543053, cello), available at MCC Bookstore for approximately \$10. Please contact the MCC Bookstore at least two weeks before the start of class at 860-645-3140 or online at [www.mctc.bkstr.com](http://www.mctc.bkstr.com) to specify the violin, viola, or cello book. Students should also bring a music stand.

CRN 11704 | Fee: \$99  
10 Saturdays | 2/28-5/9 (does not meet 4/4)  
11 AM-noon | GPA GP214

Instructor: Martha Hayes

## Advanced Strings: Violin, Viola or Cello

This course is a continuation of Intermediate Strings, or for any student with previous experience playing a string instrument on all four strings in the major keys of D, G, and C. We will play more in flat keys and minor keys, and incorporate more complicated rhythms, bowing, and meters. We will also start to explore shifting 3rd and 2nd positions. A portion of each class will be devoted to ensemble performance. Required textbook: Essential Elements 2000, Book 2 (ISBN 0793542979, violin; ISBN 0793542987, viola; ISBN 0793542995, cello), available at MCC Bookstore for approximately \$10. Please contact the MCC Bookstore at least two weeks before the start of class at 860-645-3140 or online at [www.mctc.bkstr.com](http://www.mctc.bkstr.com) to specify the violin, viola, or cello book. Students should also bring a music stand.

CRN 11705 | Fee: \$99  
10 Saturdays | 2/28-5/9 (does not meet 4/4)  
12:15-1:15 PM | GPA GP214

Instructor: Martha Hayes

# POETRY POETRY POETRY POETRY

## **NEW** Contemporary Poetry Spotlight: Billy Collins & Mary Oliver

If book sales are any indication, Billy Collins and Mary Oliver are the two most popular contemporary American poets. Beyond that, their work speaks to universal truths, and each poet displays a great understanding of the human condition. Collins' work, deceptively simple and immediately accessible, is often couched in wry humor. Oliver's voice is at its most eloquent when she writes of our intertwined relationship with the natural world. After brief background information on their lives, we will read and examine several of Collins' and Oliver's best poems. The instructor will provide handouts.

CRN 11555 | Fee: \$5  
1 Friday | 1/9  
noon-1:30 PM | AST E202

Instructor: David Garnes earned his master of library science and master of arts from Columbia University. He worked as a librarian at UConn for twenty years and is presently a freelance writer, lecturer, and book discussion leader for Connecticut Humanities. He has also served as a guide at the Emily Dickinson Museum since 2001.

## **The History of the Elevator and the World's Rising Skylines**

Elisha Graves Otis did not invent the elevator—lifts have been in use since ancient times—but when he demonstrated his "safety hoist" at New York City's Crystal Palace in 1853, he made vertical transportation to taller and taller structures safe for everyone, and he founded an industry. From the early Flatiron Building in New York to the 828-meter Burj Dubai—today's tallest skyscraper, we'll look at the elevator's impact on the world's skylines, and also at how this ubiquitous "box on a rope" has become a fixture in popular culture.

CRN 11554 | Fee: \$5  
1 Friday | 1/16  
noon-1:30 PM | AST E202

Instructor: Michael Jordan-Reilly holds a master's degree in English from the University of Connecticut and is a freelance business writer with more than 30 years of corporate and journalism experience.

## **The Life of Typhoid Mary**

Typhoid Mary was the first healthy typhoid carrier identified by medical science during a time when there was no medical or public health policy in the United States providing guidelines for handling her situation. But Typhoid Mary's story is also representative of a time when prejudice in America toward the Irish was predominant at the turn of the 19th century. We'll examine the details and facts of her story, the message and the impact it has on both the attitudes and behaviors in medicine and society today.

CRN 11552 | Fee: \$5  
1 Friday | 1/23  
noon-1:30 PM | AST E202

Instructor: Barbara King has an M.A. in history, has taught high school and college history and psychology, and has been a trainer in business and state government.

## **NEW** The Language, Music & Cultures of Kenya

Jambo! Come and explore the language, cultures and music of Kenya. This adventure will provide students with a deeper understanding of the unique people of Africa through a focus on the region of Kenya, an area with diverse tribes, familial and religious practices that are celebrated through art, language, music and cultural traditions.

CRN 11553 | Fee: \$5  
1 Friday | 1/30  
noon-1:30 PM | AST E202

Instructor: Rosemary Feehan-Huff is a graduate of CCSU, earning a B.A. in English/TESOL and an M.S. in Bilingual, Cultural and Urban Education. She also has a 6th year in Bilingual Multicultural Education from University of Connecticut.



## **NEW** Introduction to the World of Tea

Tea is the second most consumed beverage in the world—second only to water! Tea has a long and fascinating history around the world and continues to intrigue consumers with the breadth of options for the types of teas available and the unique requirements for preparation. Join us for an introduction to this complex beverage and enjoy learning about the history and culture of tea drinking around the world.

CRN 11702 | Fee: \$5  
1 Friday | 2/6  
noon-1:30 PM | AST E202

Instructor: George Constance was the owner and operator of the Indonique Tea & Chai Cafe and the Indowarehouse Tea, Chai and Spice wholesale business in New Orleans. He has worked as an independent consultant in the domestic oil and tea industries and currently owns an educational website that launched in September 2014.



## **The Native Americans of New England**

Who are the Native Americans of New England? Which tribal groups are local to Connecticut? This course will identify those tribes that may or may not be familiar to area residents. Each tribal group's origin, lifestyle, culture, language and beliefs will be examined in both their pre and post "white settlement" period, up to their current and sometimes controversial tribal status at the state and federal level. We'll also compare and contrast these groups with other New England and North American Tribes.

CRN 11703 | Fee: \$5  
1 Friday | 2/13  
noon-1:30 PM | AST E 202

Instructor: Barbara King



## For Individuals 50 and Older: Your Opportunity for Lifelong Learning

OAA members enjoy free monthly meetings with speakers or entertainment, September through May; reduced fees for sponsored luncheons and trips; a monthly newsletter providing information on activities, events and courses; and a tuition rebate program to reimburse a percentage of the fee paid for any MCC Credit-Free course costing more than \$10.

Visit us on the web: [www.manchestercc.edu/continuing/oaa.php](http://www.manchestercc.edu/continuing/oaa.php).



### Monthly Programs:

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programs  
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### Travel:

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Overnights  
Overseas

Fill out the membership form, detach the receipt, sign it and keep for your records. Send the completed form to the OAA address below along with your check.

## MCC ORGANIZATION OF ACTIVE ADULTS MEMBERSHIP FORM

(Minimum Age: 50) • PLEASE PRINT • Dues: \$15 per person per year (September 1-August 31)

(Mr. & Mrs. Mr. Mrs. Ms. Miss) Last Name \_\_\_\_\_  
Last Name (If different) \_\_\_\_\_  
First Name \_\_\_\_\_ circle one M F Date of Birth \_\_\_\_\_  
First Name \_\_\_\_\_ circle one M F Date of Birth \_\_\_\_\_  
Address \_\_\_\_\_  
Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
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Please return your completed form with your check payable to MCCOAA to:

Amount enclosed: \_\_\_\_\_  
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Date Received: \_\_\_\_\_

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ORGANIZATION OF ACTIVE ADULTS

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860-512-2840 • (Membership fees are not refundable)

## MCCOAA TUITION REBATE PROGRAM

This program offers a 20 percent tuition rebate for any MCC Credit-Free course costing more than \$10, up to a maximum of \$50 per academic year (September 1 - August 31). You may register for a Credit-Free course before you join OAA, but you must be a member before the course start date. (Membership is effective on the date your dues payment is postmarked or presented in person.) Bring your completed Tuition Rebate Form (below) to class and have the instructor sign it; then mail it to this address: MCCOAA • Great Path MS #16 • P.O. Box 1046 • Manchester, CT 06045-1046. Please use one form per member, per course. You will receive reimbursement within four weeks directly from the Organization of Active Adults.

## MCCOAA TUITION REBATE FORM

Membership in OAA Required before Course Start Date • Minimum Age for OAA Membership is 50

OAA Member's Name: \_\_\_\_\_ Member's Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Course Title: \_\_\_\_\_ Course Start Date: \_\_\_\_\_ Course Fee: \$ \_\_\_\_\_  
Current-Year Catalog Semester (circle one): Fall Winter Spring Summer  
Instructor's signature: \_\_\_\_\_ Print Last Name: \_\_\_\_\_  
(Verifying that student attended at least one class session)

(For Office Use Only)

Rec'd Date

App. No.

Memb. Date

Balance: \$

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All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

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All courses require: Internet access, Email, Web browser (Explorer, Netscape, Firefox or Safari), and a computer (of any type). Some courses may have additional requirements. Please visit our Online Instruction Center for more information:

**WWW.ED2GO.COM/MANCHCC**

### START DATES:

A new section of every online course in this catalog will begin on the following dates:

**JANUARY 21**

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**MARCH 18**

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### HOW TO GET STARTED:

Successful enrollment is achieved by following these three simple steps:

1. Register and pay for the course(s) using the registration form on page 49 of this catalog.
2. Complete online enrollment by visiting the Online Instruction Center at [www.ed2go.com/manchcc](http://www.ed2go.com/manchcc). Use the "Browse Catalog" or "Search" feature to locate your class and to receive a course syllabus, course procedures, text and/or software requirements. Click "Enroll Now" and follow the instructions.
3. When your course starts, return to the Online Instruction Center and click the "My Classroom" link. To begin your studies, simply log in with the email address and password you created during online enrollment.

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## Lose Weight and Keep It Off!

CRN 11491

## Luscious, Low-Fat, Lightning-Quick Meals

CRN 11485

## Handling Medical Emergencies

CRN 11492

## LANGUAGES

(\$130 per class)

### Speed Spanish I

CRN 11475

### Speed Spanish II

CRN 11476

### Speed Spanish III

CRN 11477

### Spanish for Law Enforcement

CRN 11587

### Spanish for Medical Professionals

CRN 11505

### Beginning Conversational French

CRN 11473

### Instant Italian

CRN 11478

### Conversational Japanese

CRN 11474

### Easy English 1

CRN 11458

### Easy English 2

CRN 11459

## Easy English 3

CRN 11460

## Grammar for ESL

CRN 11457

## Writing for ESL

CRN 11461

## MATH & SCIENCE

(\$130 per class)

### Math Refresher

CRN 11514

### Introduction to Algebra

CRN 11516

### Introduction to Statistics

CRN 11515

### Medical Math

CRN 11508

### Human Anatomy and Physiology I

CRN 11489

### Human Anatomy and Physiology II

CRN 11497

### Introduction to Biology

CRN 11525

### Introduction to Chemistry

CRN 11526

## PERSONAL ENRICHMENT

(\$130 per class)

### Introduction to Interior Design

CRN 11238

### Start Your Own Edible Garden

CRN 11487

## Get Funny!

CRN 11512

## Skills for Making Great Decisions

CRN 11511

## Interpersonal Communication

CRN 11250

## Keys to Effective Communication

CRN 11249

## Genealogy Basics

CRN 11479

## PERSONAL FINANCE & INVESTMENTS

(\$130 per class)

### Where Does All My Money Go?

CRN 11462

### Personal Finance

CRN 11472

### Business Finance for Non-Financial Personnel

CRN 11471

### Keys to Successful Money Management

CRN 11467

### Real Estate Investing

CRN 11530

### Stocks, Bonds, and Investing: Oh, My!

CRN 11468

### The Analysis and Valuation of Stocks

CRN 11469

### Introduction to Stock Options

CRN 11470







## **PHOTOGRAPHY**

(\$130 per class)

### **Discover Digital Photography**

CRN 11522

### **Mastering Your Digital SLR Camera**

CRN 11523

### **Introduction to Digital Scrapbooking**

CRN 11381

### **Travel Photography for the Digital Photographer**

CRN 11524

### **Secrets of Better Photography**

CRN 11519

### **Photographing Nature with Your Digital Camera**

CRN 11520

### **Photographing People with Your Digital Camera**

CRN 11521

For full course descriptions and requirements, please visit our Online Instruction Center for more information:

**[www.ed2go.com/manchcc](http://www.ed2go.com/manchcc)**

## **SALES & MARKETING**

(\$130 per class)

### **Professional Sales Skills**

CRN 11225

### **Effective Selling**

CRN 11224

### **Small Business Marketing on a Shoestring**

CRN 11546

### **Marketing Your Business on the Internet**

CRN 11545

### **Using Social Media in Business**

CRN 11389

## **TEST PREP**

(\$130 per class)

### **Praxis I Preparation**

CRN 11411

### **Prepare for the GED Test**

CRN 11403

### **Prepare for the GED Math Test**

CRN 11402

### **GMAT Preparation**

CRN 11406

### **GRE Preparation: Part 1 (Verbal & Analytical)**

CRN 11404

### **GRE Preparation: Part 2 (Quantitative)**

CRN 11405

### **LSAT Preparation: Part 1**

CRN 11407

### **LSAT Preparation: Part 2**

CRN 11408

### **SAT/ACT Preparation: Part 1**

CRN 11409

### **SAT/ACT Preparation: Part 2**

CRN 11410

## **WRITING COURSES**

(\$130 per class)

### **Beginning Writer's Workshop**

CRN 11264

### **Grammar Refresher**

CRN 11239

### **Writing Essentials**

CRN 11247

### **Effective Business Writing**

CRN 11255

### **Business Marketing Writing**

CRN 11254

### **NEW Write Effective Web Content**

CRN 11592

### **Fundamentals of Technical Writing**

CRN 11246

### **The Keys to Effective Editing**

CRN 11231

### **Writeriffic: Creativity Training for Writers**

CRN 11260

### **How to Make Money from Your Writing**

CRN 11243

### **Write Fiction Like a Pro**

CRN 11259

### **Advanced Fiction Writing**

CRN 11265



## Writing Young Adult Fiction

CRN 11244

## Romance Writing

CRN 11242

## Mystery Writing

CRN 11241

## The Craft of Magazine Writing

CRN 11267

## Writing for Children

CRN 11252

## Research Methods for Writers

CRN 11248

## Beginner's Guide to Getting Published

CRN 11256

## Write and Publish Your Nonfiction Book

CRN 11258

## Publish and Sell Your E-Books

CRN 11257

## Introduction to Internet Writing Markets

CRN 11262

## Travel Writing

CRN 11245

## Write Your Life Story

CRN 11261

## Introduction to Journaling

CRN 11263



## ONLINE CAREER TRAINING PROGRAMS

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced Online Career Training Program. You can begin these programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a certificate of completion.

Program	Total Hours	Course Fee*
Cisco® CCNA® Certification Training.....	150	\$1,995
Comp TIA™ Security+ Certification Training .....	80	\$1,495
Microsoft Office Specialist 2007 .....	400	\$1,995
Advanced Hospital Coding and CCS Prep .....	80	\$1,895
Advanced Coding for the Physician's Office .....	80	\$1,595
Administrative Medical Specialist with Medical Billing and Coding .....	300	\$1,995
Administrative Medical Specialist with Medical Billing and Coding and Medical Terminology .....	360	\$2,495
Certified Bookkeeper .....	140	\$1,995

\*PLEASE NOTE: Once registered, no refunds are available for these Online Career Training Programs.

### Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career counselors will help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self-paced
- No additional charges - all materials, workbooks, and software are included in the course fee.

To learn more, visit [www.manchestercc.edu/continuing](http://www.manchestercc.edu/continuing).

## NEED HELP?

### THE KNOWLEDGEABLE STAFF AT ED2GO CAN ASSIST YOU!

Go to [www.ed2go.com/manchcc](http://www.ed2go.com/manchcc) and click "Help" on the Online Instruction Center menu. You will find answers to many common questions, or you may submit an inquiry directly to the Ed2go Help Desk by scrolling to the bottom of the page.

If you have questions about how to register or pay for an online class, you may email MCC's Ed2go contact, Jessie Bradley: [jbradley@manchestercc.edu](mailto:jbradley@manchestercc.edu).

### FREE! TRY OUT AN ED2GO ONLINE COURSE NOW!

Follow these steps to access one sample lesson from any course you choose:

- Go to [www.ed2go.com/manchcc](http://www.ed2go.com/manchcc)
- Type the course title in the "Search for Courses" box
- Click the course title
- Click "View Demo"

This will give you access to the first lesson instantly. To register for the full 12-week course, click "Enroll Now" and follow the instructions.



## **NEW** Modern American Masters in Photography

We all see the world differently, and we can all learn from each other too. Ansel Adams saw the world in wide-angle vistas; Edward Weston, in close-up details. At a recent opening of a Minor White (1908-1976) photography exhibit at the J. Paul Getty Museum, Adams, Weston, and Alfred Stieglitz were all credited as major influences on White's artistic development. This class will take the White exhibit as a starting point and discuss the work of these four photographers in the first session. Each student will then self-select a shooting assignment, based on the lecture and discussion, and during the second session, give a voluntary showing of what they shot and note what inspiration came to them from the four photographers. All skill levels are welcomed!

CRN 11650 | Fee: \$45  
2 Wednesdays | 1/21-1/28  
7-9 PM | GPA GP138

Instructor: John Garaventa holds a master's degree from the University of Missouri and was a freelance photographer with the Hartford Courant before starting his own business, Garaventa Photography. He has also shot for National Geographic, and participated in an exhibit at the Bushnell Memorial Gallery.



## Digital Camera Introduction

Learn the fundamentals of digital photography using a consumer-model digital camera. All aspects of the digital camera will be discussed, including the lens, viewfinder, focus, aperture, shutter, digital file formats, and image storage, as well as how to work in a photo editing program. We will learn how to import and save photographs, methods of color correction and enhancement, and how to size and prepare images for print and the web, and also compare popular digital camera models. It is not necessary to own a digital camera, but if you do, please bring it along with your instruction manual. Prerequisite: Basic Windows, keyboarding and mouse skills.

CRN 11580 | Fee: \$99  
2 Tuesdays | 1/20-1/27  
6-9 PM | LRC B142

Instructor: Richard Hoyer is a fine art, portrait and location photographer, with more than 20 years of fun and profit in the business. He also teaches photography in the adult education program at Worcester Art Museum. His work is exhibited regularly at galleries around the state.

## Using Your Digital SLR

This class will focus on the specifics of using a digital SLR and will answer many of the questions on how to get the most out of your new camera. Topics will include choosing the proper file format and resolution; compression; lenses; white balance; color space; exposure compensation; saturation; and contrast controls. Classroom presentations and hands-on experience will help you to learn about your camera and the use of the RAW file format. The class will also use Adobe Photoshop to demonstrate downloading images and processing RAW file formats, as well as learning essential tools for processing digital photographs. Please bring your own digital SLR to class.

CRN 11568 | 2 Fridays | 1/23-1/30  
6-9 PM | AST D211

CRN 11569 | 2 Fridays | 4/10-4/17  
6-9 PM | AST D211

Fee: \$99 (per section)  
Instructor: Richard Hoyer

## Advanced Digital SLR

We will concentrate on advanced topics relating to photography with digital SLRs and improving images with Adobe Photoshop CS3; focus on exposure and image quality-control in a variety of challenging lighting situations, including creative use of both on- and off-camera flash units; and use Adobe Photoshop CS3 to explore the digital imaging workflow, while delving into topics such as tricky color correction of problem images, advanced masking techniques, combining multiple images for contrast control or creative effect, nondestructive editing, and elements of Adobe Camera RAW. You must bring your digital SLR camera to class. Prerequisite: Using Your Digital SLR is highly recommended.

CRN 11694 | 1 Friday | 2/20  
6-9 PM | AST D211

CRN 11695 | 1 Friday | 4/24  
6-9 PM | AST D211

Fee (per section): \$50  
Instructor: Richard Hoyer





## REAL ESTATE

### Principles and Practices of Real Estate

This required course for real estate licensing provides clear explanations of modern real estate practices and a working knowledge of real estate in Connecticut. Property owners, buyers, sellers, and anyone interested in pursuing real estate careers or operations will find this course beneficial and rewarding. Students must attend at least 60 hours and pass the course with a score of 70 or higher in order to sit for the State exam (the Salesperson Exam fee of approximately \$80 is not included with this course). Please note that your certificate will be printed with your name as it appears on your registration form. Required texts: Modern Real Estate Practice (ISBN 9781427787903) and CT Real Estate Practice and Law (ISBN 9781427727824), as well as a strongly recommended text, Questions & Answers ... Real Estate Exam (ISBN 9781427767778), Dearborn, available at MCC Bookstore for approximately \$97 (for all three books).

CRN 11780 | 17 sessions: 9 Mondays & 9 Wednesdays | 2/23-4/20 (exam date, 4/22) 6-9:45 PM | SSC L142

CRN 11556 | 16 sessions: 9 Tuesdays & 7 Thursdays | 3/17-5/12  
(does not meet 4/2; exam date, 5/14)  
5:30-9:30 PM | SSC L240

Fee: \$485 (per section)

Instructors: CRN 11556: Marc Vallen is assistant state's attorney in CT's Office of States' Attorney. He was formerly principal in Vallen & Sandler, LLC.; CRN 11780: Kathleen Carey, J.D. from University of CT Law School, is a real estate attorney with Carey Law, LLC, in Rocky Hill.

### Basic Appraisal Principles

This course is required for those seeking an appraiser's license. The course is recognized by the Real Estate Commission for those seeking a broker's license. Students will discuss real property concepts and characteristics; legal consideration; leases; environmental, geographic and physical factors; economic principles; and market analysis. Students must attend at least 30 hours and receive a passing grade of 70 or higher to receive a course certificate. Please bring a lunch. Required text: Basic Appraisal Principles (ISBN 084004917X), Cengage, available at MCC Bookstore, for approximately \$75.

CRN 11728 | Fee: \$390  
9 Saturdays | 1/24-3/28 (does not meet 2/14; exam date TBA; to be discussed in class)  
8:30 AM-12:30 PM | SSC L142

Instructor: Archangelo D'Amato is a licensed CT broker, has taught real estate at three other colleges, and brings more than 20 years of real estate brokerage, sales, leasing, development, and property management to the classroom.



### Principles and Practices of Real Estate May Qualify for the Following Benefits:

#### • Veterans' Benefits

Call MCC's Veteran's Services at 860-512-3375, or the MCC O.A.S.I.S. at 860-512-3362, for more information on Veteran's benefits.

#### • Workforce Investment Act (WIA)

Funding may be available for unemployed, recently downsized, or underemployed persons. For more information contact CT Department of Labor at [www1.ctdol.state.ct.us/etpl/](http://www1.ctdol.state.ct.us/etpl/).

## CAREER OPPORTUNITIES

### Professional Bartending with S.M.A.R.T. National Certification

Learn to prepare today's most popular drink recipes, such as the Kamikaze and the Cosmopolitan, as well as some of yesterday's classic cocktails. Instruction includes opening and closing duties, product knowledge, garnish cutting, making change, optimizing tips, and health regulations. The S.M.A.R.T. (Server and Manager Alcohol Responsibility Training) certification teaches responsible service of alcohol, with extra emphasis on checking IDs and underage drinking problems, and is recognized by liquor administrators throughout the country, including restaurants, clubs, hotels, and catering companies. Students receive a certificate for bartending and a wallet-sized S.M.A.R.T. certification card upon successful completion of this course. Students must be at least 18 years old. No real alcohol is used in class instruction. For more information, please visit: [www.getsmartct.com](http://www.getsmartct.com). Please bring your lunch. Materials fee: \$35 for S.M.A.R.T. booklet and other supplies, payable to the instructor at first class.

CRN 11710 | 2 Saturdays | 1/24-1/31  
8:30 AM-4:30 PM | GPA GP136

CRN 11711 | 2 Saturdays | 5/2-5/9  
8:30 AM-4:30 PM | GPA GP136

Fee: \$195 (per section)

Instructor: Paul Rich has been a S.M.A.R.T. instructor for MCC and other CT community colleges for the past several years, and has worked in the bartending industry for nearly 15 years.

### Real Estate and Appraisal Commissions Licensure Information

All of the real estate courses offered at MCC for licensure and continuing education are recognized by the Real Estate Consortium of CT Community Colleges and have been approved and filed with the State of Connecticut Real Estate Commission and/or the Connecticut Appraisal Commission. All courses meet the minimum requirements as outlined by the State of Connecticut.

Real estate salespersons, brokers and appraisers must fulfill educational requirements to qualify for State of Connecticut mandated exams. The educational requirements for Connecticut are as follows:

#### Real Estate Salesperson

(total of 60 hours)

- Principles and Practices of Real Estate (60 hours)

#### Real Estate Broker (total of 120 hours)

- Principles and Practices of Real Estate (60 hours)
- Appraisal (30 hours)
- Elective (30 hours)

#### Appraiser

The Appraiser Qualifications Board (AOB) of the Appraisal Foundation has adopted changes to the Real Property Appraiser Qualification Criteria that became effective on January 1, 2008. These changes include increased required education. For a detailed description of these new requirements, please refer to the following website: [www.ct.gov/dcp](http://www.ct.gov/dcp) – then click "real estate."





## **NEW** Writing Creative Non-Fiction

This course will provide an exploration and workshop of the broad, evolving genre often referred to as Creative Non-Fiction. We will focus on good creative writing practices as they apply to all genres, while examining the craft and boundaries of this particular genre of literary non-fiction. Discussion will involve how to tell true stories with compelling dramatic narrative and scenes, including an examination of the work of Irving Stone and David Sedaris. We will also discuss and critique ongoing work by the students. Please register early; enrollment is limited.

CRN 11706 | Fee: \$99  
5 Tuesdays | 1/13-2/10  
7-9 PM | GPA GP120

Instructor: Jeff Hutton received his B.A. in English and Creative Writing from the State University of New York and pursued graduate study in literary criticism at the University of Denver. He has published an historical novel, *Perfect Silence*, as well as two non-fiction books, and his latest novel, grounded in art history, is under consideration at publishers.

**New Start  
Time  
6:30 PM**

## **Mishi-maya-gat Spoken Word & Music Series**

**Now in its  
9th  
season**

All events held at MCC on Main, 903 Main Street, Manchester  
Free and open to the public / Sponsored by MCC Foundation / Hosted by Stephen Campiglio

### **FALL 2014**

*November 20*

**7:30 PM** – A special appearance by esteemed translator and scholar of French surrealist poetry, **Mary Ann Caws** reading from the work of Tzara, Breton, Char, Eluard, and Desno.

For more information on Caws, please visit: [www.maryanncaws.com](http://www.maryanncaws.com).

**6:30 PM** – Pianist **Francesco Blackmore**, MCC music major and composer, playing from his new CD, *Music for the Soul*. To hear a sample of his recordings, please visit: [www.youtube.com/fblackmoremusic](http://www.youtube.com/fblackmoremusic).

### **SPRING 2015**

Events in March, April and May

Visit [www.manchestercc.edu/mmng](http://www.manchestercc.edu/mmng) for more information and to join mailing list.



## REFUND POLICY FOR CREDIT-FREE COURSES

There is a minimum enrollment for all Credit-Free courses. Classes with insufficient enrollment will be cancelled. If a course is full or cancelled, you will be notified by phone, mail or email before the start date. If the College cancels a Credit-Free course, students will receive a full refund.\*

In order to drop a Credit-Free course and receive a refund\*, you must submit a written request to the Registrar's Office no later than one (1) business day prior to the first scheduled class meeting. It is your responsibility to call the Registrar's Office to verify that your request for a refund was received. If you fail to call, and we have no record of your request, you are ineligible for a refund. Refund checks are issued by the State Comptrollers' Office and take approximately four to six weeks to process. Requests for refunds may be made:

In person: Registrar's Office, SSC Lobby

By fax: 860-512-3221

Or mail: Registrar's Office, MS #13, MCC,  
P. O. Box 1046, Manchester, CT 06045-1046

No refunds will be issued after the allowable drop period. \*\*

\* The College does not keep student credit card information on file. If you paid for a class with a credit card and would like to have this account refunded, you must provide us with your account number and expiration date. Otherwise, a refund check will automatically be mailed.

\*\* Refund Appeals are only considered for extraordinary circumstances.

Special Note to Students: Full payment is due upon registration. If you register and do not pay, you will be billed for the course(s). If you wish to drop a course, you must do so no later than one (1) business day prior to the first scheduled class meeting, or you will be billed for the course.

## REFUND POLICY APPEAL PROCEDURES

The Refund Appeal is intended to extend the refund period for a limited 10-day period of time for students experiencing extraordinary circumstances. After the 10-day extension period, there are no refunds and appeals will not be considered regardless of the circumstances a student may experience. All appeals must be submitted in writing and include student ID, contact information and appropriate documentation. Appeals for credit-free courses must be received within 10 calendar days from the start date of class.

Appeals will only be considered for the following extraordinary circumstances: severe illness documented by a physician's certificate, administrative error by the College with supporting documentation, or military transfer documented by a copy of transfer orders.

The following circumstances will not be considered: change in employment situation, misunderstanding of start date or dates of class, misunderstanding of the registration process, inability to transfer course, normal illness, transportation issues, child care issues, poor decision or change of mind by student regarding course selection, or dissatisfaction with course content or instructor.

You may view and print a Refund Policy Appeal form at [www.manchestercc.edu](http://www.manchestercc.edu) in the Form-Depot or you may obtain a form at the Registrar's Office.

### SUBMIT COMPLETED FORM TO:

Refund Appeals Committee  
Manchester Community College  
Registrar's Office, MS #13  
Great Path, P.O. Box 1046  
Manchester, CT 06045-1046

*The Refund Appeals Committee meets twice per month. You will receive a written response notifying you of the outcome.*

## WEB/FLEXIBLE REGISTRATION

*Students may register online using a MasterCard, Visa or Discover Card.*

## RETURNING STUDENTS

**If you are a returning student and know your NetID/Banner ID\***, follow the Web/Flexible Registration instructions below.

**If you are a returning student and do not know your NetID/Banner ID\***, please call 860-512-3220 or email [ma-flexreg@manchestercc.edu](mailto:ma-flexreg@manchestercc.edu) to request that your NetID/Banner ID be mailed to you. See New NetID Users information below.

## NEW STUDENTS

**If you are a new student** (have never taken a class within the Connecticut Community College system), follow the Web/Flexible Registration steps below, skipping step 3. A User Name (NetID) login will be created at checkout.

## WEB/FLEXIBLE REGISTRATION:

1. Go to [www.manchestercc.edu/continuing-education](http://www.manchestercc.edu/continuing-education)
2. Click Web/Flexible Registration
3. Sign in by entering your User Name (NetID) and Password
4. Select the appropriate term and follow instructions on the Web/Flexible Registration page\*\*

\*Banner ID numbers will be mailed (upon request) to returning students and cannot be given out over the phone or by email.

\*\*Please choose your course(s) in advance and have the correct CRN number(s) handy when you register using Web/Flexible Registration.

## NEW NETID USERS

- Your NetID is your Banner ID with the "@" symbol in a different position (i.e. a student with a Banner ID of @87654321, will have the following NetID: 87654321@student.commnet.edu)
- Your initial Password is made up of the following personal information:
  1. The first three characters of your birth month (with first letter capitalized)
  2. The "&" symbol
  3. The last four digits of your Social Security Number (Example: For a user whose birthday is in October and whose social security number ends in 6789, the initial password would be Oct&6789)
- You will be prompted to change your password during your first login

### CONTACT INFORMATION

Admissions .....	860-512-3210
Bursar's .....	860-512-3637
Financial Aid .....	860-512-3380
Library .....	860-512-2880
Registrar.....	860-512-3220
Bookstore.....	<a href="http://www.mctc.bkstr.com">www.mctc.bkstr.com</a>

# CREDIT-FREE REGISTRATION FORM

## 5 EASY WAYS TO REGISTER FOR CREDIT-FREE COURSES PLEASE COMPLETE AND SUBMIT THIS ENTIRE PAGE.

### 1. BY MAIL

Complete a registration form (one person per registration form, please).  
Pay by check, money order, MasterCard, Visa or Discover Card.

Mail entire page with full payment to:

Continuing Education Registration, MS #13  
Manchester Community College  
Great Path  
P.O. Box 1046  
Manchester, CT 06045-1046

### 2. IN-PERSON

At the Registrar in the SSC Building. Pay at the Bursar's Office by cash,  
check, money order, MasterCard, Visa or Discover Card.  
Please use the night drop box after hours.

### 3. BY FAX 860-512-3221 (24 HOURS)

Complete a registration form with MasterCard, Visa or Discover Card.  
Please call 860-512-3232 to confirm that your fax was received.

### 4. BY PHONE 860-512-3232

Call 860-512-3232 between 8:30 AM and 4:30 PM,  
Monday-Friday, using MasterCard, Visa or Discover Card.

- Please leave a detailed voice message if staff is unavailable.

### 5. REGISTER ONLINE

Go to [www.manchestercc.edu/continuing-education](http://www.manchestercc.edu/continuing-education).

Click Web/Flexible Registration (for details, see page 48)

**NO WRITTEN CONFIRMATIONS ARE MAILED. REGISTRANTS WILL BE  
CONTACTED BY MCC ONLY IF A COURSE IS FULL, CANCELS, OR IF  
CLASSROOMS, MEETING TIMES OR DATES CHANGE.**

## MCC CREDIT-FREE COURSE REGISTRATION

PRINT CLEARLY IN INK. REGISTER ONE PERSON PER FORM. PHOTOCOPY FORM IF NEEDED.

Banner I.D. # (if known) \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_ (optional)  
Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M) \_\_\_\_\_  
Previous Name (if any) \_\_\_\_\_ Email address \_\_\_\_\_  
Home Address (Number and Street) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Tel. (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_  
Birth Date \_\_\_\_\_ Gender ☐ Female ☐ Male Today's Date \_\_\_\_\_

**BE SURE TO INCLUDE BOTH A DAY AND EVENING PHONE NUMBER  
IN CASE WE NEED TO INFORM YOU OF A SCHEDULING CHANGE OR CANCELLATION.**

CRN	Course Title	Start Date	Time	Room	Fee

### MAKE CHECK OR MONEY ORDER PAYABLE TO "MCC".

Credit Card # \_\_\_\_\_  
Three Digit Security Code (CV Code) \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Cardholder name (print) \_\_\_\_\_  
Cardholder signature \_\_\_\_\_  
Relationship to student \_\_\_\_\_  
Cardholder address \_\_\_\_\_  
Cardholder phone \_\_\_\_\_

Fees (total enclosed) \_\_\_\_\_

### REFUNDS

Refunds are issued only for Credit-Free courses that MCC  
cancels, or if a written request is received no later than one (1)  
business day prior to the first scheduled class meeting. See  
details on page 48.

Office Use Only	Regis.	Special	Receipt #	Date
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## Register Early

Enrollment in classes is limited and will be accepted on a first-come, first-serve basis. Classes may fill quickly; early registration ensures you a seat and also decreases the likelihood that a course will be cancelled.

## Confirmations

No written confirmations are mailed. Registrants will be contacted by MCC only if a course cancels or if classrooms, meeting times, or dates change.

## Course Locations

Courses are held in classrooms at MCC, unless otherwise indicated in the course descriptions.

## Free Parking

Parking is free at MCC. You may park without a permit in East and West Lots. A permit is required to park in staff or handicapped spaces.

For convenient access to the new Great Path Academy (GPA), please use East Lot.

## MCC Bookstore

Please call for hours: 860-645-3140

[www.efollett.com](http://www.efollett.com)

## Postponements & Make-Ups

Classes postponed by instructor's request, emergencies, or extreme weather conditions will be made up whenever possible. Please call the College's main line, 860-512-3016, or visit the College web page:

[www.manchestercc.edu](http://www.manchestercc.edu) for cancellations due to weather conditions.

You may not makeup absences by attending classes other than your own.

## Cancellations

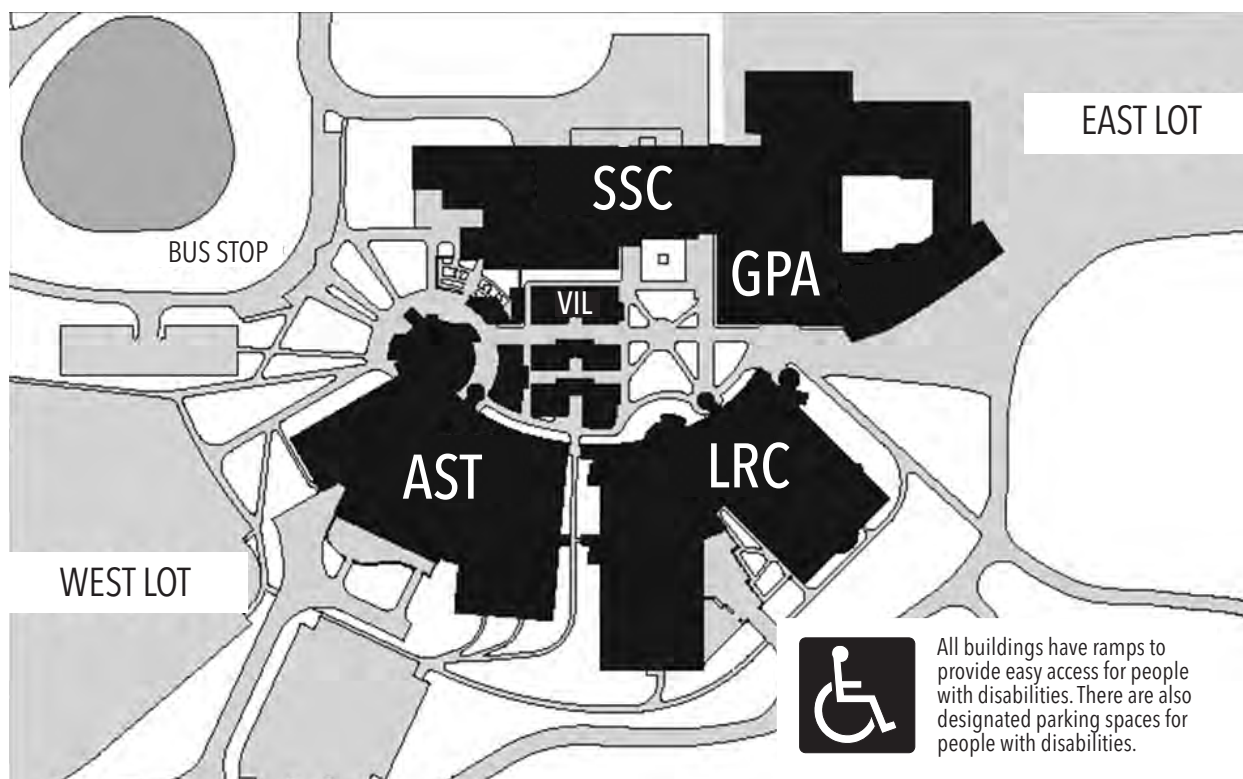
MCC reserves the right to cancel or postpone classes, or substitute instructors as needed due to unforeseen circumstances. If MCC cancels a course, registrants may transfer their fees to another course for the same semester or receive a full refund. If a course is cancelled, registrants will be notified by phone or mail.

## Class Supply List

If the class for which you are registering requires supplies (see course description), your supply list will be mailed to you prior to class start. If you have not received your list one week before the scheduled class start, call Continuing Education at 860-512-2800, or stop by the office in the Learning Resource Center (LRC), Room B147.

## MCC CAMPUS MAP

For Directions to MCC: [www.mcc.commnet.edu](http://www.mcc.commnet.edu)



### MCC BUILDINGS

AST = Arts, Sciences & Technology Center

GPA = Great Path Academy \*

LRC = Learning Resource Center

SSC = Student Services Center (formerly the Lowe Building)

VIL = Village

### OFF-CAMPUS LOCATION

MCC on Main | 903 Main Street | Manchester

[www.manchestercc.edu/mcc-on-main/contact.php](http://www.manchestercc.edu/mcc-on-main/contact.php)





# Precision Acquired

**WANTED:**  
The Next Generation  
of Manufacturers

From airplanes to medical devices, tools to elevators, Connecticut manufacturers make products we all count on. Our manufacturers are growing and are looking for the next generation of employees.

If you're interested in building a solid career, consider MCC's manufacturing programs. You'll find the in-depth instruction and hands-on experience you'll need for this rewarding field. MCC graduates have an excellent employment rate.

Registration for Spring classes is underway and space is limited.

Financial assistance may be available.

To learn more, call Ed Dombroski at 860-512-2814 or email [manufacturing@manchestercc.edu](mailto:manufacturing@manchestercc.edu).

**MCC**  
BUSINESS & INDUSTRY SERVICES



MANCHESTER  
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COLLEGE



Continuing Education Division  
Great Path, MS #16  
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Manchester, CT 06045-1046

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## Continuing Education

### Credit-Free Programs

For Information: 860-512-2800

To Register: 860-512-3232

[www.manchestercc.edu/continuing](http://www.manchestercc.edu/continuing)



### Prepare for Allied Health Careers

- Certified Nurse Aide (CNA) Training
- Emergency Medical Technician (EMT)
- Pharmacy Technician Certification
- Phlebotomy Certification
- FREE Information Sessions

See pages 16-21

## Online Academy

Check out our course selection

See pages 36-44

### CREDIT-FREE COURSES STARTING JANUARY - FEBRUARY

#### ONGOING REGISTRATION

- Allied Health
- Body, Mind & Spirit
- Cuisine
- Fitness & Recreation
- Music
- Online Academy
- Professional Development
- Art & Crafts
- Computer Technology
- Dance
- Languages
- Noon Institute
- Photography
- Writing, Literature & Publishing

### Look for these sections in the Spring 2015 Credit-Free catalog

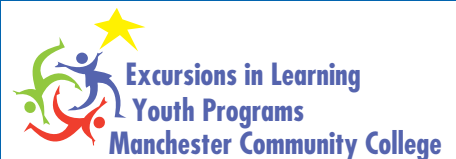
Culture & History • Drama & Film  
ESL • Family, Finance & Consumer Issues  
Gardening



### Preparation for CT Real Estate Licensing Exams

- Principles and Practices of Real Estate
- Basic Appraisal Principles

See page 46



## Spring 2015

### Saturday Morning Classes

*for Inquisitive and Creative Minds*

Grades K-8

Culinary Arts, Technology,  
Art, Science & More

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Ages 11-14

Weekday, science courses for  
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Coordinator: Carleigh Schultz  
[cshultz@manchestercc.edu](mailto:cshultz@manchestercc.edu)

860-512-2804