

CONTINUING EDUCATION

Credit & Credit-Free Courses

Classes Beginning December-February

WINTER
2010/2011



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Continuing Education

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

Credit-Free Programs 860-512-2800

Director, Ann Bonney abonney@mcc.commnet.edu

Prog. Assoc., Stephen Campiglio scampiglio@mcc.commnet.edu

Sec. II, Jessie Bradley jbradley@mcc.commnet.edu

Ed. Asst., Mike Jordan-Reilly mjordan-reilly@mcc.commnet.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..... 860-512-2812

Director, Janet Alampi jalampi@mcc.commnet.edu

Providing employers and employees with workplace programs and training

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

Coordinator, Bruce Manning bmanning@mcc.commnet.edu

Providing state-of-the-art computer training

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

Coordinator, Diane Mitchell dmitchell@mcc.commnet.edu

Preparing students for the State certification exams

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

Coordinator, Susan Meisler smeisler@mcc.commnet.edu

Offering courses for high-achieving, academically motivated children

Credit Extension Courses 860-512-2803

Dean, Melanie Haber mhaber@mcc.commnet.edu

College by Design, Winter/Summer credit extension courses

Admin. Asst., Gloria Moeller gmoeller@mcc.commnet.edu

When searching online for courses found in this catalog: Select "Winter 2010" for Winter Intersession Credit courses or select "Spring 2011" for Credit-Free courses and *College by Design* credit courses.

MCC's Credit-Free Program seeks new course proposals from qualified instructors* in a variety of subjects for personal enrichment and professional development, including:

- Business-related training
- Certified Nurse Aide Training
- Safe Serve Food Training
- Aerobics
- Kripalu® dance yoga
- Coaching skills for various sports
- Flower cultivation, especially roses and tulips
- Instrument instruction: saxophone, clarinet, cello, violin, bass & harmonica
- Green Technology & Sustainability topics

- Rocks and gems of Connecticut
- Special topics in world cultures, such as Japanese Tea Ceremony
- Special topics in art history, such as Surrealism
- Beekeeping
- Creative nonfiction and prose poetry writing workshops
- Basic astronomy & stargazing
- Theater & film courses, including screenplay writing, playwrighting, storyboard creation, and film & literature courses

*** Master's degree and some teaching experience, or equivalent qualifications, required**

Come Join a Dynamic Team! For a Prospective Instructor Packet, please call Continuing Education at 860-512-2800 or stop by the Continuing Education office, Learning Resource Center, Room B147.

Credit Registration Information

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, pages 5 and 6.

Level of Study

While the number of classes for each session 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.

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 four to six 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 (Requests must be made by Friday for courses starting Saturday-Monday). 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.**

Forms of Payment

Full payment must accompany registration.

- Cash
- Credit Cards: Only MasterCard, Visa or Discover Card are accepted.
- Checks: Please make all checks payable to "MCC." Please include student's social security number or Banner ID on your check.

Class Requirements

For credit course prerequisites see Course Descriptions, pages 7-9.

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.

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, 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 at www.mcc.commnet.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.**

Credit Registration Information

4 Ways to Apply and Register for Credit Extension Courses

1. By Mail

Registrations must be received at least five business days prior to the start of the requested course.

If applicable, complete the MCC **Application for Admission** form for new students on pages 13-14. Complete the Credit Extension Course Registration Form on page 16. Please complete the entire form. **Full payment must accompany each registration.** Refer to fee schedule on page 12. Send your registration and payment to:

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

Please mail in the entire registration page!

Make checks or money orders payable to "MCC"

2. By Fax: 860-512-3221

If applicable, complete the MCC **Application for Admission** form for new students on pages 13-14. Complete the Credit Extension Course Registration Form on page 16, using Visa, MasterCard or Discover Card only. Please complete the entire form.

3. In-Person

If applicable, complete the MCC **Application for Admission** form for new students on pages 13-14. Complete the Credit Extension Course Registration Form on page 16, using Visa, MasterCard or Discover Card only, if paying by credit card. Please complete the entire form.

Fees are payable in full at time of registration and must be paid at the Bursar's Office in the Lowe Building, after registering for your course. Register in the Lowe Building at the Registrar's Office.

\$20 Application Fee

If you are registering to take a **credit** course and have never attended MCC or any other community college in the CCC system 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." This must accompany the MCC **Application for Admission** form for new students on pages 13-14.

Registration Hours

Lowe Bldg, Room L157

Monday 8:30 a.m. - 7:00 p.m.
Tuesday 8:30 a.m. - 7:00 p.m.
Wednesday 10:30 a.m.-4:30 p.m.
Thursday..... 8:30 a.m. - 4:30 p.m.
Friday 8:30 a.m. - 4:30 p.m.

Please call for Saturday and holiday hours or closings.

**For more information regarding registration,
please call the Registrar's Office at 860-512-3220
or Fax 860-512-3221.**

Admissions Office Hours

Lowe Building, Room L156

Monday 8:30 a.m. - 7:00 p.m.
Tuesday 8:30 a.m. - 7:00 p.m.
Wednesday 10:30 a.m. - 4:30 p.m.
Thursday..... 8:30 a.m. - 4:30 p.m.
Friday 8:30 a.m. - 4:30 p.m.

**For more information regarding admission to MCC,
please call the Admissions Office at 860-512-3210
or Fax: 860-512-3221.**

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:

- Go to <http://my.commnet.edu>
- Enter your NetID and PIN
(See "New NetID Users" information below)
- Click on STUDENT TAB
- Click on the "Student Self Service" channel

Registering:

- If prompted, select Manchester Community College from the list of colleges
- Click on "Registration and Payment"
- Click on "Register (add/drop) classes"
- Go to Schedule Term to select the correct semester/year, then submit
- Follow online instructions in step 1 and 2**
- Click on "View Schedule" at the bottom of the page to confirm registration
- Follow the prompts to initiate payment

* 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 NumberExample: a user whose birthday is in October and whose social security number ends in 6789, the initial password would be Oct&6789
- 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

Each course offers three credits. 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. 27, 28, 29, 30 (Mon.-Thurs.)

Jan. 3, 4, 5, 6, 7 (Mon.-Fri.) • Jan. 10, 11, 12, 13 (Mon.-Thurs.)

Final Exams: Last scheduled class period

Snow Dates: (if needed): Friday, Jan. 14 or Saturdays, Jan. 8 and/or 15 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	▲ ART* B206	Film Study	3	MTWRF	12/27-1/13	9 a.m.-12:30 p.m.	V5 V151
40002	❖ BBG* B234	Legal Environment of Business	3	Online	12/27-1/13	(see page 7)	
40005	▲ COM* B154	Film Study and Appreciation	3	MTWRF	12/27-1/13	9 a.m.-12:30 p.m.	V5 V151
40004	COM* B172	Interpersonal Communication	3	MTWRF	12/27-1/13	9 a.m.-12:30 p.m.	AST C203
40006	COM* B173	Public Speaking	3	MTWRF	12/27-1/13	9 a.m.-12:30 p.m.	AST C204
40017	❖ CSA* B105	Introduction to Software Applications	3	Online	12/27-1/13	(see page 7)	
40007	❖ CJS* B101	Introduction to Criminal Justice	3	Online	12/27-1/13	(see page 7)	
40008	CJS* B250	Police Organization and Administration	3	MTWRF	12/27-1/13	9 a.m.-12:30 p.m.	AST D213
40009	❖ ECN* B101	Principles of Macroeconomics	3	Online	12/27-1/13	(see page 7)	
40010	ENG* B110	Introduction to Literature	3	MTWRF	12/27-1/13	9 a.m.-12:30 p.m.	AST D205
40011	HIS* B101	Western Civilization I	3	MTWRF	12/27-1/13	9 a.m.-12:30 p.m.	AST C202
40012	MUS* B101	Music History & Appreciation	3	MTWRF	12/27-1/13	9 a.m.-12:30 p.m.	V2 V127
40013	PHL* B101	Introduction to Philosophy	3	MTWRF	12/27-1/13	9 a.m.-12:30 p.m.	AST C211
40014	PHL* B111	Ethics	3	MTWRF	12/27-1/13	9 a.m.-12:30 p.m.	AST C201
40015	PSY* B111	General Psychology I	3	MTWRF	12/27-1/13	9 a.m.-12:30 p.m.	AST C209
40016	PSY* B201	Life Span Development	3	MTWRF	12/27-1/13	9 a.m.-12:30 p.m.	AST C210

▲ Choose either ART* B206 or COM* B154

❖ See page 10 for technical requirements for online courses. See course descriptions for any course-specific instructions.

Bursar's Hours

Lowie Building, Room L165

Monday 8:30 a.m.-7:00 p.m.
 Tuesday 8:30 a.m.-7:00 p.m.
 Wednesday 8:30 a.m.-4:00 p.m.
 Thursday 8:30 a.m.-4:00 p.m.
 Friday 8:30 a.m.-12 noon

For more information, please call 860-512-3637.

MCC Library Hours

Dec. 27, 2010 – Jan. 17, 2011

Monday-Friday 8:30 a.m.-4:30 p.m.
 Saturday 10:30 a.m.-2:30 p.m.
 Sunday Closed

Exceptions

Thursday, Dec. 30, 2010 8:30 a.m.-1:30 p.m.
 Friday-Sunday, Dec. 31, 2010-Jan. 2, 2011 **CLOSED**
 Monday, Jan. 17, 2011 **CLOSED**

For more information, call 860-512-2880.

College by Design Course Schedule

Spring College by Design courses

Session #3

January 7–February 12, 2011

CRN	Subject #	Title	Credit Hrs	Days	Time	Building/Wing/Rm
11002 ♦	CST* B201	Introduction to MIS	3	online		
10838	DAR* B101	Public Health Issues Abuse and Addiction	3	Sat.	8 a.m.-4:35 p.m.	LRC B214
11003 ♦	ENG* B110	Introduction to Literature	3	online		
11004 ♦	MAT* B109	Quantitative Literacy (12 weeks through Session #4; 1/7-3/26/11)	3	online		
■ Must attend both Sessions #3 and #4 (12 weeks) for 3 credits for MAT* B109. Attendance for one session only (6 weeks) will result in 0 credit.						
11005 ♦	SOC* B101	Principles of Sociology	3	online		

♦ See page 10 for technical requirements for online courses. See course descriptions for any course specific instructions.

Session #4

February 18–March 26, 2011

CRN	Subject #	Title	Credit Hrs	Days	Time	Building/Wing/Rm
11006	COM* B173	Public Speaking	3	Fri. Sat.	6-9:35 p.m. 9 a.m.-12:35 p.m.	AST C204 AST C204
11179 ♦	CSC* B101	Introduction to Computers	3	online		
11180	DAR* B111	Addiction Counseling I	3	Sat.	8 a.m.-4:35 p.m.	LRC B214
10911	EAS* B102	Earth Science	3	Fri. Sat.	6-9:35 p.m. 9 a.m.-12:35 p.m.	AST C107 AST C107
10839	ENG* B101	Composition	3	Fri. Sat.	6-9:35 p.m. 1-4:35 p.m.	LRC B219 LRC B219
11008	HIS* B101	Western Civilization I	3	Fri. Sat.	6-9:35 p.m. 9 a.m.-12:35 p.m.	AST C202 AST C202
11009	MAT* B095	Elementary Algebra Foundations (12 weeks-through Session #5; 2/18–5/14/11)	0	Sat.	9 a.m.-12:35 p.m.	AST D219
■ In order to satisfy course requirements, students must attend both Sessions #4 and #5 (12 weeks) for MAT* B095. Attendance for one session only (6 weeks) will not result in successful completion.						
11010	PHL* B101	Introduction to Philosophy	3	Fri. Sat.	6-9:35 p.m. 9 a.m.-12:35 p.m.	AST D203 AST D203
11011	PSY* B111	General Psychology I	3	Fri. Sat.	6-9:35 p.m. 9 a.m.-12:35 p.m.	AST D205 AST D205
10912 ♦	SOC* B220	Racial & Ethnic Diversity	3	online		

♦ See page 10 for technical requirements for online courses. See course descriptions for any course specific instructions.

Credit Courses

Winter Intercession Weekday Classes

December 27, 2010 to January 13, 2011

WARNING: All course numbers in the Connecticut Community College system are in the process of change. For up-to-date information on any course number, contact the MCC Registrar's office. When choosing courses, it is important to choose the type of elective or general education mode specified within your program of study. Students should seek the advice of an academic counselor or faculty member when choosing courses.

ART* 206/COM* 154: Film Study/Film Study and Appreciation

(formerly FA 171/COMM 171: Film Study and Appreciation)

The viewing, discussion and analysis (written and oral) of representative films from the early years of the industry to the present will be taught. 3 credits

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.comnet.edu in order to receive this communication. Additional questions may be addressed to Professor Nance Kriscenski at nkriscenski@mcc.comnet.edu.

Technical Requirements: see page 10.

COM* 154/ART* 206: Film Study and Appreciation/Film Study

(formerly COMM 171/FA 171: Film Study and Appreciation)

The viewing, discussion and analysis (written and oral) of representative films from the early years of the industry to the present will be taught. 3 credits

COM* 172: Interpersonal Communication

(formerly COMM 220)

The focus of this course is on the theory and process of communication in both professional and personal interpersonal relationships. The course examines the theoretical and practical application of communication as it relates to family, friends, work and intimate relationships. Prerequisite: *ENG* 101*. 3 credits

COM* 173: Public Speaking

(formerly COMM 213 Effective Speaking)

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* 093*. 3 credits

CSA* 105: Introduction to Software Applications (online)

This hands-on introductory course is designed for the student interested in learning to use the personal computer as a productive tool. Course content includes the fundamentals of Windows, Word, Excel, Access, PowerPoint and the internet. 3 credits

Technical Requirements: see page 10.

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

Technical Requirements: see page 10.

CJS* 250: Police Organization and Administration

This course introduces the student to the various aspects of police administration that include, but are not limited to, administrative functions, human resources, public relations, manager-subordinate relations, community interactions, and the theories that reflect management strategies. Prerequisite: *CJS* 101 or CJS* 105*. 3 credits

ECN* 101: Principles of Macroeconomics (online)

(formerly ECON 101: Macroeconomics)

This course covers determinants of the level of national economic activity, employment and prices, fiscal and monetary policy, international economics, and payment mechanisms. Prerequisite: *eligibility for ENG* 093 or concurrently taking ENG* 066*. 3 credits

Technical Requirements: see page 10.

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

HIS* 101: Western Civilization I

(formerly HIST 101: Western Civilization Through the Reformation)

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* 093 or concurrently taking ENG* 066*. 3 credits

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Credit Courses

Winter Intersession Weekday Classes

December 27, 2010 to January 13, 2011

MUS* 101: Music History and Appreciation I

(formerly MUS 111: History and Appreciation of Music)

A survey of western music from medieval times through the baroque period, with an introduction to the concept of sound, melody, rhythm, harmony, texture and form. Emphasis will be given to major developments in polyphonic music along with the rise of vocal and instrumental compositions. 3 credits

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. 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. 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, the physiological correlates of experience and behavior, human development, learning, memory, thinking, intelligence, personality, and motivation and emotion. Prerequisite: *eligibility for ENG* 093 or concurrently taking ENG* 066*. 3 credits

PSY* 201: Life Span Development

(formerly PSYC 124: Developmental Psychology)

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

Spring College by Design

Session 3 January 7 — February 12, 2011
& Session 4 February 18 — March 26, 2011

COM* 173: Public Speaking

(formerly COMM 213: Effective Speaking)

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* 093*. 3 credits

CSC* 101: Introduction to Computers (online)

This transferable course is designed for the individual who wants to build upon their current computer skills and become more productive with technology. An overview of today's technologies, their importance and how they converge will be discussed. Students will be exposed to specific topics including the fundamentals of the World Wide Web, 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.

Technical Requirements: see page 10.

CST* 201: Introduction to MIS (online)

This course provides the background necessary for understanding the role of information systems in organizations and for using computer tools and technology in solving business problems. Topics include organization and technical foundations of information systems, theory of design of information, database, and network systems, e-commerce and supply chain systems, and information network security management. Microsoft Excel, Access and Project are used to demonstrate selected topical concepts. Prerequisite: *eligibility for ENG* 101 or permission of the instructor*. 3 credits

Technical Requirements: see page 10.

DAR* 101: Public Health Issues Abuse and Addiction

This course introduces addiction counseling by exploring areas and functions of a substance abuse counselor, an historical perspective of addiction and treatment, models of addiction, other addictions such as gambling, family issues with addiction, current and past treatment and prevention methods and an overview of drugs of abuse. It also covers unique sociological and public health issues in the field of addiction such as HIV and cultural considerations in assessment and treatment. 3 credits

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DAR* 111: Addiction Counseling I

(formerly DARC 111: Introduction to Counseling)

Provides an overview of the major historical counseling theories such as Psychoanalytic, Adlerian, Person Centered and Gestalt. Theories that are current and more evidence-based such as REBT, MET and CBT will also be covered. The foci of this course are issues pertaining to addictions. Students will also learn and begin to practice, through classroom experiences, various counseling skills and techniques. 3 credits

EAS* 102: Earth Science

(formerly ERSC 110: Introduction to Earth Science)

This course is an introductory survey of selected topics in geology, oceanography, astronomy, and meteorology. Earthquakes, space probes, sea explorations, plate tectonics, volcanoes, climate change and severe weather are among the topics treated in depth. Prerequisite: *eligibility for ENG* 101*. 3 credits

ENG* 101: Composition

(formerly ENG 111: College Reading and Writing)

This course is designed to introduce students to “the language of the academy” — that is, to the complex literacies of reading, writing, thinking, and speaking required of college students regardless of their area of specialization. ENG* 101 also introduces students to the specific requirements and standards of academic writing, including essay format, voice, and organizational strategies. Note: A grade of “C” or better in ENG* 101 is required to take ENG* 110 or ENG* 200. Prerequisite: *ENG* 093 with a grade of “C” or better, or placement via assessment test*. 3 credits

ENG* 110: Introduction to Literature (online)

(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

Technical Requirements: see page 10.

HIS* 101: Western Civilization I

(formerly HIST 101: Western Civilization Through the Reformation)

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* 093 or concurrently taking ENG* 066*. 3 credits

MAT* 095: Elementary Algebra Foundations

(formerly MATH 101: Mathematical Modeling II: Algebraic Concepts)

The course includes all of the basic properties and theorems of the real number system that are required to solve linear, quadratic and selected rational equations. Linear systems, basic graphing, integer exponents and selected literal equations are included. A TI-83+ or TI-84+ graphing calculator is required and fully integrated into the course. Prerequisites: *“C” or better in MAT* 075 or placement by mathematics assessment test, and eligibility for ENG* 066*. No credit

MAT* 109: Quantitative Literacy (online)

(formerly MATH 110)

Selected topics in mathematics chosen to satisfy the General Studies program requirement in mathematics. A course designed to demonstrate the fundamental nature of mathematics and its applications in modern life through an introduction to the concepts of statistics. Topics include random sampling, design of surveys and experiments, information from samples, confidence intervals, elementary probability, examining numbers and data critically, graphing and data analysis, written discussion of numerical analysis, and simulation. A TI-30 XIIs or TI-83+ or TI-84+ graphing calculator is required. Applications considered throughout. Prerequisites: *“C” or better in MAT* 095 or 096 or placement by mathematics assessment test and eligibility for ENG* 093*. May not be taken for credit if credit already received for MAT* 165. 3 credits

Technical Requirements: see page 10.

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. 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, the physiological correlates of experience and behavior, human development, learning, memory, thinking, intelligence, personality, and motivation and emotion. Prerequisite: *eligibility for ENG* 093 or concurrently taking ENG* 066*. 3 credits

SOC* 101: Principles of Sociology (online)

(formerly SOC 101: Introduction to Sociology)

The goal of this course is for students to gain the knowledge and ability to critically examine and understand social issues impacting their community and the world. This course introduces students to the sociological study of community and culture, deviance and crime, diversity and inequalities, and globalization and social change. Depending on the instructor, this course often includes a service-learning project in which students learn sociology while also serving their community by volunteering at nonprofit community organizations (e.g., Habitat for Humanity, Foodshare, mentoring youth, environmental projects, food pantries, homeless shelters, etc). Prerequisite: *eligibility for ENG* 093 or concurrently taking ENG* 066*. 3 credits

Technical Requirements: see page 10.

SOC* 220: Racial & Ethnic Diversity (online)

(formerly SOC 271: Sociology of Ethnic and Racial Minorities)

This course focuses on the interrelationship of institutionalized prejudice and discrimination and related aspects of diversity in society. The experience of various ethnic and racial minorities in the United States is investigated through the study of the origins and functions of subordination in society. Prerequisite: *eligibility for ENG* 093 or concurrently taking ENG* 066*. 3 credits

Technical Requirements: see page 10.

Credit Courses



Technical Requirements for Online and Hybrid Courses

Students will need access to a high speed Internet connection, a web browser (you can check your browser compatibility by going to <http://ct-cc-blackboard-vista-student-troubleshooting.pbwiki.com>) and a word processor (such as Microsoft Word). Students must have an active email account and be familiar with sending and receiving email. For information about logging into online and hybrid courses and using MCC's course management system, go to: www.mcc.commnet.edu/students/resources/distanceStudentVista.php.

WINTER INTERSESSION CALENDAR

December 27, 2010—January 13, 2011

- Dec. 23 Last day to drop a winter intersession class and receive a full refund of tuition only (classes must be dropped by 12 noon)
Dec. 27 Classes begin
Jan. 7 Last day to use audit option or to withdraw from class without academic penalty
Jan. 13 Final exam and last day of class

SPRING *College by Design* CALENDAR

Session #3

January 7—February 12, 2011

- Jan. 6 Last day to drop a Session #3 class and receive a full refund of tuition only (classes must be dropped by 4:00 p.m.)
Jan. 7 Session #3 *College by Design* begins
Jan. 15 Last day to use audit option for Session #3 classes
Jan. 29 Last day to withdraw from Session #3 classes without academic penalty
Feb. 12 Final exam and last day of class for Session #3

Session #4

February 18—March 26, 2011

- Feb. 17 Last day to drop a Session #4 class and receive a full refund of tuition only (classes must be dropped by 4:00 p.m.)
Feb. 18 Session #4 *College by Design* begins
Feb. 26 Last day to use audit option for Session #4 classes
March 12 Last day to withdraw from Session #4 classes without academic penalty
March 26 Final exam and last day of class for Session #4

Assessment Testing Information

For more information about the test, check out our website at www.mcc.commnet.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 11 with their registration form. Note: certain courses have specific prerequisites, i.e., PSY* 201, requires successful completion of PSY* 111 or equivalent.

Winter and *College by Design* 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.mcc.commnet.edu and look up Assessment Testing to make a test appointment or call the testing center at 860-512-3304.

Assessment Testing Exemption Request

For more information about the test, check out our website at www.mcc.commnet.edu or call the Testing Center at 860-512-3304.

OFFICE OF ADMISSIONS

P.O. Box 1046 • Manchester, CT 06045-1046 Fax 860-512-3221/Phone 860-512-3210

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 # @ _____

S.S. # _____ Phone # _____

Mailing Address _____

☐ New Student (never attended MCC)

☐ Returning Student

☐ Transfer Student

Exemption requested for:

☐ Mathematics

☐ English

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

☐ I have achieved a score of 500 or above on the Verbal/Critical Reading 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 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

Name of college: _____

(Please see testing coordinator for verification and interpretation.)

☐ I have taken the English and/or Math Assessment Test at another College or University

Name of college: _____

(Test results must be given to the testing coordinator for verification and interpretation.)

☐ I am 62 or older.

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

Student Signature _____ Date _____

FOR OFFICE USE ONLY

Semester: ☐ Winter 2010 ☐ Spring 2011

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 _____

Credit Registration Information

CREDIT EXTENSION FEE SCHEDULE

RESIDENT

Continuing Education Credit Courses

SH	Extension Credit Fee	Service Fee*	College Activity Fee**	Total Fees
1	\$135.00	\$60.00	\$5.00	\$200.00
2	\$270.00	\$65.00	\$5.00	\$340.00
3	\$405.00	\$70.00	\$5.00	\$480.00
4	\$540.00	\$75.00	\$5.00	\$620.00
5	\$675.00	\$88.00	\$5.00	\$768.00
6	\$810.00	\$102.00	\$5.00	\$917.00
7	\$945.00	\$115.00	\$5.00	\$1,065.00
8	\$1,080.00	\$128.00	\$5.00	\$1,213.00
9	\$1,215.00	\$141.00	\$5.00	\$1,361.00
10	\$1,350.00	\$155.00	\$5.00	\$1,510.00
11	\$1,485.00	\$168.00	\$5.00	\$1,658.00
12	\$1,620.00	\$181.00	\$10.00	\$1,811.00

Additional semester hours are charged accordingly.

Additional Mandatory Usage Fees for Extension Fund Courses Per Semester

Laboratory Course Fee ...\$76

Per registration in a designated laboratory course

Studio Course Fee\$82

Per registration in a designated studio course

SH: semester hours

All Tuition and Fees are subject to change

NON-RESIDENT

Continuing Education Credit Courses

SH	Extension Credit Fee	Service Fee*	College Activity Fee**	Total Fees
1	\$135.00	\$180.00	\$5.00	\$320.00
2	\$270.00	\$195.00	\$5.00	\$470.00
3	\$405.00	\$210.00	\$5.00	\$620.00
4	\$540.00	\$225.00	\$5.00	\$770.00
5	\$675.00	\$264.00	\$5.00	\$944.00
6	\$810.00	\$306.00	\$5.00	\$1,121.00
7	\$945.00	\$345.00	\$5.00	\$1,295.00
8	\$1,080.00	\$384.00	\$5.00	\$1,469.00
9	\$1,215.00	\$423.00	\$5.00	\$1,643.00
10	\$1,350.00	\$465.00	\$5.00	\$1,820.00
11	\$1,485.00	\$504.00	\$5.00	\$1,994.00
12	\$1,620.00	\$543.00	\$10.00	\$2,173.00

Additional semester hours are charged accordingly.

Additional Mandatory Usage Fees for Extension Fund Courses Per Semester

Laboratory Course Fee ...\$76

Per registration in a designated laboratory course

Studio Course Fee\$82

Per registration in a designated studio course

SH: semester hours

All Tuition and Fees are subject to change

* Nonrefundable fee

** Nonrefundable fee. Include a \$5.00 student activity fee for College by Design Sessions 3 and 4.
There is no student activity fee for Winter Intersession.

Please be aware that the addition of a *College by Design* class to a Full-Time General Fund Load will require payment of an additional Credit Fee.

Bookstore Hours

(December 13, 2010 – January 15, 2011)

Required textbooks can be purchased at the MCC Bookstore located on the first floor of the Lowe Building.

December 13-16	Mon.-Thurs.	9:00 a.m.-6:00 p.m.	January 3-6	Mon.-Thurs.	9:00 a.m.-1:00 p.m.
December 17	Fri.	9:00 a.m.-noon	January 7	Fri.	9:00 a.m.-noon
December 20-23	Mon.-Thurs.	9:00 a.m.-4:00 p.m.	January 10-13	Mon.-Thurs.	9:00 a.m.-6:00 p.m.
December 24	Fri.	CLOSED	January 14	Fri.	9:00 a.m.-4:00 p.m.
December 27	Mon.	8:30 a.m.-1:00 p.m.	January 15	Sat.	9:00 a.m.-1:00 p.m.
December 28-30	Tues.-Thurs.	9:00 a.m.-1:00 p.m.			
December 31	Fri.	CLOSED			

Website: www.mctc.bkstr.com

Phone: 860-645-3140



**MANCHESTER
COMMUNITY
COLLEGE**

Application For Admission

INSTRUCTIONS: Please type or print clearly.

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

OFFICE USE ONLY

DATE: _____

BANNER I.D. @ _____

RECEIVED _____ ENTERED _____

ENTERED BY _____

ADMIT TYPE _____ STUDENT TYPE _____

ABILITY TO BENEFIT MET YES ☐ NO ☐APPLICATION FEE PAID YES ☐ NO ☐

CASH _____ CHECK # _____ WAIVED _____

CREDIT CARD _____ DEFERRED _____

APPLICANT'S LEGAL NAME (Last) _____ (First) _____ (Middle) _____

FORMER LAST NAME(S) _____ SOCIAL SECURITY NUMBER (required by Federal laws) _____ BIRTH DATE M M D D Y Y Y Y

MAILING ADDRESS (No. and Street) _____ (Apt. #) _____ (City or Town) _____ (State) _____ (Zip Code) _____

PERMANENT ADDRESS (No. and Street) _____ (Apt. #) _____ (City or Town) _____ (State) _____ (Zip Code) _____

TELEPHONE (Area code) _____ (Area code) _____ (Area code) _____

HOME () _____ WORK () _____ CELL () _____

EMAIL _____ GENDER MALE ☐ FEMALE ☐HAVE YOU PREVIOUSLY ATTENDED THIS COLLEGE? ☐ YES ☐ NO IF YES, WHEN? _____HAVE YOU PREVIOUSLY ATTENDED A CT COMMUNITY COLLEGE? ☐ YES ☐ NO IF YES, WHERE? _____FOR WHAT SEMESTER ARE YOU APPLYING? FALL ☐ SPRING ☐ WINTER ☐ SUMMER ☐ YEAR _____**CITIZENSHIP** ARE YOU A UNITED STATES CITIZEN? ☐ YES ☐ NO IF NOT, ARE YOU A PERMANENT RESIDENT (GREEN CARD HOLDER)? ☐ YES ☐ NO**ETHNICITY/RACE** ☐ HISPANIC/LATINO ☐ NON-HISPANIC/NON-LATINO ☐ CHOOSE NOT TO RESPOND (NONE)

IF YOU CHECKED NON-HISPANIC/NON-LATINO ABOVE, WHAT IS YOUR RACE? (CHECK ALL THAT APPLY):

- ☐ WHITE (10) ☐ BLACK OR AFRICAN AMERICAN (20) ☐ ASIAN (45) ☐ AMERICAN INDIAN/ALASKAN NATIVE (50)
☐ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (80) ☐ OTHER (90) ☐ CHOOSE NOT TO RESPOND (60)

FAMILY EDUCATIONAL BACKGROUND DOES EITHER OF YOUR PARENTS HOLD A BACHELOR'S DEGREE (FOUR-YEAR COLLEGE DEGREE) OR HIGHER? ☐ YES ☐ NO**MILITARY STATUS** ARE YOU A UNITED STATES VETERAN? ☐ YES ☐ NO ARE YOU CURRENTLY ON ACTIVE MILITARY DUTY? ☐ YES ☐ NOARE YOU CURRENTLY A DEPENDENT OF AN ACTIVE MILITARY FAMILY? ☐ YES ☐ NO**CONNECTICUT RESIDENCY** ARE YOU A LEGAL RESIDENT OF CONNECTICUT? ☐ YES ☐ NO

Connecticut law requires that a student be a citizen or permanent resident in Connecticut for 12 months prior to the beginning of the semester to be eligible to receive in-state tuition.

DEGREE STATUS IN WHICH DEGREE/CERTIFICATE PROGRAM ARE YOU PLANNING TO ENROLL? _____
Use list of major codes on back of application. PLEASE PUT CODE HERE

- HIGHEST DEGREE LEVEL** (CHECK ONLY ONE)
- ☐ NO HIGH SCHOOL DIPLOMA OR GED (01) ☐ HIGH SCHOOL DIPLOMA OR GED (02) ☐ SOME COLLEGE (06)
☐ UNDERGRADUATE CERTIFICATE (05) ☐ ASSOCIATE DEGREE (07) ☐ BACHELOR'S DEGREE (08)
☐ MASTER'S DEGREE (09) ☐ OTHER ADVANCED DEGREE (10) ☐ DOCTORAL DEGREE (11)
☐ FIRST PROFESSIONAL DEGREE (J.D., M.D., D.D.S., L.L.B.) (12) ☐ SIXTH YEAR CERTIFICATE (13)

EDUCATIONAL GOALS (CHECK ONLY ONE)

- ☐ CERTIFICATE (credit) (CT) ☐ TRANSFER WITHOUT AN ASSOCIATE DEGREE (DN) ☐ IMPROVE ENGLISH SKILLS PROFICIENCY (ES)
☐ ASSOCIATE DEGREE (DG) ☐ JOB PREPARATION/RETRAINING COURSE (JB) ☐ DEVELOPMENTAL (COLLEGE PREPARATION) EDUCATION (DV)
☐ FULFILL OTHER COLLEGE'S REQUIREMENT(S) (AC) ☐ JOB PROMOTION (JP) ☐ UNSURE AT THIS TIME (UN)
☐ TRANSFER WITH AN ASSOCIATE DEGREE (DT) ☐ PERSONAL DEVELOPMENT COURSE(S) (PD) ☐ OTHER GOAL (NL) _____

(over)

ACADEMIC BACKGROUND DO YOU HAVE A HIGH SCHOOL DIPLOMA? ☐ YES ☐ NO ☐ PENDING GRADUATION YEAR (anticipated or actual) _____

NAME OF HIGH SCHOOL _____ TOWN _____ STATE _____ COUNTRY _____

DO YOU HAVE GENERAL EQUIVALENCY DIPLOMA (GED)? ☐ YES ☐ NO YEAR _____ GED # _____ TOWN/STATE _____

DO YOU HAVE AN ADULT HIGH SCHOOL DIPLOMA? ☐ YES ☐ NO GRADUATION YEAR (anticipated or actual) _____

HAVE YOU PARTICIPATED IN THE HIGH SCHOOL PARTNERSHIP PROGRAM THROUGH THE CT COMMUNITY COLLEGES? ☐ YES ☐ NO

HAVE YOU PARTICIPATED IN THE TECH PREP PROGRAM THROUGH THE CT COMMUNITY COLLEGES? ☐ YES ☐ NO

PREVIOUS COLLEGE BACKGROUND Degree or certificate students who wish to have their credits transferred must submit official transcript(s) to the Admissions Office. If you wish to receive consideration for exemption from placement testing, enclose an unofficial transcript.

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

INTERNATIONAL STUDENT INFORMATION ARE YOU AN INTERNATIONAL STUDENT THAT NEEDS AN I-20 FORM FOR AN F-1 VISA? ☐ YES ☐ NO

OTHER VISA HOLDER (Indicate Type) _____ VISA ADMISSION NUMBER _____

M M D D Y Y Y Y M M D D Y Y Y Y

VISA START DATE _____ VISA END DATE _____

INTERNATIONAL ADDRESS _____

EMPLOYMENT INFORMATION (CHECK APPROPRIATE BOX) ☐ EMPLOYED FULL-TIME ☐ EMPLOYED PART-TIME

NAME OF EMPLOYER _____ TOWN AND STATE OF EMPLOYER _____

TITLE/POSITION _____ DOES YOUR EMPLOYER HAVE A TUITION REIMBURSEMENT PROGRAM? ☐ YES ☐ NO

Person To Notify In Case Of Emergency _____ NAME _____ PHONE NO. _____

If admitted, I pledge myself to comply in good faith with all the rules and regulations of the college. The above information is accurate and I realize that any misleading information given by me on this application may be cause for dismissal. Information is collected for reporting purposes only and will not be used in the selection process for admission.

STUDENT SIGNATURE _____ **DATE** _____

PARENT/GUARDIAN SIGNATURE (if under 18) _____ **DATE** _____

PAYMENT INFORMATION Please indicate method of payment below. Make checks payable to MANCHESTER COMMUNITY COLLEGE (MCC).

☐ Check number _____ ☐ Discover Card ☐ MasterCard ☐ Visa ☐ Money Order ☐ Cash

CREDIT CARD INFORMATION Credit Card Number _____ Expiration Date _____

Signature of Cardholder _____ Date Signed _____ Amount Authorized _____

Name & Address of Cardholder (if different from above) _____

See MCC Degree and Certificate Program Codes on page 15

MCC Degree and Certificate Program Codes

CODES ASSOCIATE DEGREE PROGRAMS

B11BA07	Accounting, Career
B11BA05	Accounting & Business Administration, Transfer
B11BB80	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
B11BC09	Computer Network Technology
B11BC10	Computer Programming Technology
B11BC11	Computer Science
B11BC12	Computer Technology
B11BB03	Criminal Justice
B11BB06	Disability Specialist
B11BB18	– Speech Language Pathology Assistant Option
B11BF01	Drug/Alcohol Recovery Counselor
B11BA06	Early Childhood Education
B11BA50	Engineering Science
B11BA30	Environmental Science
B11BB17	Foodservice Management
B11BB24	General Studies
B11BB27	Graphic Design
B11BA43	Hotel-Tourism Management
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 Technology
B11BB72	Marketing
B12BA52	Multimedia Studies
B12BA71	– Computer Game Design Option
B12BC16	Music Studies
B11BB85	Occupational Therapy Assistant
B11BA47	Paralegal
B12BC15	Pathway to Teaching Careers
B11BB86	Physical Therapist Assistant
B11BB88	Respiratory Care
B11BA51	Social Service
B11BB95	Health and Exercise Science
B11BB96	Surgical Technology
	Technology Studies
B11BF15	– Computer-Aided Design Option
B11BF12	– Engineering Technology Option
B11BF17	– Electronics Technology Option
B11BF19	– Industrial Technology Option
B11BF20	– Lean Manufacturing & Supply Chain Management Option
B11BF13	– Technology & Engineering Education Option
B11BC06	Therapeutic Recreation
B12BA40	Visual Fine Arts
B12BA15	– Photography Option

CODES CERTIFICATE Majors

B13BJ05	Accounting
B13BK03	Child Development Associate
B13BK11	Computer-Aided Design
B13BK10	Computer Maintenance Technology
B13BK07	Computer Network Technology
B13BK09	Computer Programming Technology
B13BJ75	Criminal Justice
B13BJ77	Culinary Arts
B13BJ83	Electronic Publishing
B13BJ86	Disability Specialist
B13BJ30	Entrepreneurship/Small Business
B13BJ01	Food Store
B13BJ55	Forensic Science
B13BJ08	Gerontology
B13BK55	Health Career Pathway
B13BJ02	Hotel-Tourism
B13BN13	Lean Manufacturing
B13BJ15	Management of Substance Abuse Treatment Facilities
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
B13BJ39	Therapeutic Recreation
B13BJ58	Web Technology

Determined to Succeed?



MCC's Business & Industry Services provides customized training to some of the most successful businesses in the region. We can help *your* business too, by developing and delivering training programs that center on the critical skills needed in today's workplace. **We may even be able to help your company find grant funding to reduce training costs.**

We're here to help you succeed. So give us a call today to find out more. Please contact Mick Pigott in MCC's Business & Industry Services at 860-512-2815 or by email at mpigott@mcc.commnet.edu.

Credit Extension Course Registration Form

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 13-14**

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.

Office Use Only	Regis.	Special	Receipt #	Date
------------------------	--------	---------	-----------	------

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

Certified Nurse Aide (CNA) Training

The Certified Nurse Aide Program is a 120-hour course designed to prepare students with the entry-level skills needed to work as a CNA. **The course provides classroom and practical skill instruction at MCC, and clinical experience at Glastonbury Health Care Center, 1175 Hebron Ave., Glastonbury. At least one week prior to the start of the clinical experience, students must provide the college with documentation of the following:** a physical exam and negative PPD (Mantoux skin test for tuberculosis), both within the last 12 months; and immunizations for Rubella (German Measles); Rubeola (Regular Measles-2 doses separated by at least 30 days); Varicella Zoster (chicken pox) or a clear history; and Hepatitis B or a declination statement. A tetanus booster is recommended but not required. **Students who do not submit the required medical documentation prior to the start of the clinical experience will not be able to continue in the program.** Students must wear all white shoes and clothing at the clinical site. Students must attend at least 100 hours and achieve a passing grade of 70 or above to sit for the state exam. Required instructional materials: Basic Skills for Nursing Assistants in Long-Term Care (ISBN 9780323022040), textbook/workbook package (\$58) and Skills DVD (\$32.75), both available at MCC Bookstore.

- Students who have successfully completed a prior college-level course may proceed directly to the Registrar's Office. Please bring your college transcript with you.
- **Students who have not successfully completed a prior college-level course must first take a reading comprehension test at no cost.** It will last approximately one hour. The test will be given every Monday and Wednesday from 1-3 p.m. (except holidays), until the class fills. No appointment is necessary. Please go to the Continuing Education Division office in the Learning Resource Center, Room B105 and ask for the Coordinator of the Credit-Free Allied Health Programs. Please bring a photo ID and your high school or GED diploma when you come to take the test.
- Tuition of \$850 is due at time of registration.
- Upon completion of the course, approximately \$110 will be due when you apply to take the Connecticut State Certification Exam (not included with this course). The instructor will inform students of testing dates and procedures.
- Your program certificate will be printed with your name as it appears on the registration form.

CRN #11204 23 sessions: 8 Tuesdays & 7 Thursdays, 2/1-3/22, 6-10 p.m. **MCC Bldg. LRC B125** (snow date 3/29; graduation 4/12) & 8 Saturdays, 2/12-4/9 (does not meet 2/19; snow date 4/16), 7 a.m.-3 p.m. Fee: \$850

Primary Instructor: **Carol Webster, B.S.N., R.N.;**
Assistant Clinical Instructor: **Frankie Joiner, R.N.**

Emergency Medical Technician (EMT) Training

This course prepares students to sit for the EMT initial examination for State of Connecticut and national board certification. This is a primary qualification for EMT personnel and is also useful for police, fire department, ski patrol and other emergency personnel. Applicants should have current CPR certification and must be at least 18. Students are allowed a maximum of 3 class absences. Students must achieve a course grade of 70 or above and pass all Class Practical Stations to be recommended by the instructor to sit for the state exam. **Class meets twice a week at the South Windsor Fire/EMS Complex, 232 West Road, South Windsor, on Monday and Wednesday evenings. Eight Saturdays are also required.** Required textbook: AAOS Emergency Care and Transportation of the Sick and Injured (ISBN 9780763776879), 10th edition (textbook and student workbook), is available at the MCC Bookstore for approximately \$125. In addition, students must purchase a stethoscope, blood pressure cuff and pocket masks, also available at the MCC Bookstore, for approximately \$70.

- The fee of \$650 is due at time of registration. Please bring your college transcript with you.
- Students who have successfully completed a prior college-level course may proceed directly to the Registrar's office.
- **Students who have not successfully completed a prior college-level course must first take a reading comprehension test at no cost.** It will last approximately one hour. The test will be given every Monday and Wednesday from 1-3 p.m. (except holidays), until the class fills. No appointment is necessary. Please go to the Continuing Education Division office in the Learning Resource Center, Room B105, and ask for the Coordinator of Credit-Free Allied Health Programs. Please bring a photo ID and your high school or GED diploma when you come to take the test.
- All students MUST complete the National Incident Management System (NIMS) online training **one week prior to the end of classes and present the certificate to the instructor.** Three modules are required: IS 100, IS 200 and IS 700. Each module takes approximately 3-6 hours, with a test at the end of each module, depending on reading skills and comprehension.
- **Students need access to a computer with email and Internet for handouts, quizzes, and to complete the NIMS process mentioned above.**
- Your program certificate will be printed with your name as it appears on the registration form.

Please note: The EMT course is challenging and requires a high degree of commitment in order to successfully complete.
CRN #11608 53 sessions: 21 Mondays & 24 Wednesdays, 1/19-6/29 (does not meet 2/21 or 5/30), 7-10 p.m. & 8 Saturdays, 2/5, 2/19, 3/19, 4/2, 4/23, 5/14, 6/4 & 6/25, 8 a.m.-2 p.m. Fee: \$650

Instructor: **Larry Gorman, E.M.S.I.,** has been in the EMS field over 36 years and has been an instructor for 33 years and six years as an intermediate instructor.

For further information, please call Diane Mitchell, Coordinator of Non-Credit Allied Health Programs, at 860-512-2826, or email her at dmitchell@mcc.commnet.edu. You may also call the Continuing Education Division's Information Line at 860-512-2800 for further information or to request copies of flyers, brochures, or a Credit-Free catalog.

MCC Allied Health Courses May Qualify for Veterans' Benefits

You may be able to receive monthly benefits by enrolling in

- **Certified Nurse Aide (CNA) Program • Emergency Medical Technician (EMT) Program • Pharmacy Technician Certification Training**

Call MCC's Financial Aid Office for more information on Veterans' Benefits at 860-512-3362 or 512-3388

Pharmacy Technician Certification Training

This comprehensive, 60-hour course will prepare students for an entry-level position in a community, hospital, or long-term care setting. The course is also an excellent review for the Pharmacy Technician Certification Board (PTCB) national certification exam. Topics will include medical terminology specific to the pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. Students will learn dosage calculation, I.V. flow rate, drug compounding, and dose conversion. Dispensing of prescriptions, inventory control, billing, and insurance reimbursement will also be discussed. Please bring a calculator to class. The course fee includes the textbook, but does not include the PTCB exam fee, nor will the exam be given at MCC; please check the PTCB web site for more exam information (www.ptcb.org). Please note: Proof of high school diploma or GED is required to sit for the PTCB exam, but this proof is not necessary to take the course. In addition, anyone convicted of a felony is not permitted to sit for the exam.

- Students who have successfully completed a college-level algebra course may proceed directly to the Registrar's office. Please bring your college transcript with you.
- **Students who have not successfully completed a college-level algebra course or are unable to provide a transcript will be required to take a mathematics competency test at no cost, prior to registering.** The test will be given every Monday and Wednesday from 1-3 p.m. (except holidays), until the class fills. The test takes approximately one hour. No appointment is necessary. Please go to the Continuing Education office in the Learning Resource Center, Room B105, and ask for the Coordinator of Credit-Free Allied Health Programs. Please bring a photo ID when you come to take the test.

CRN #11583 20 sessions, Mondays & Wednesdays, 3/7-5/11, 6-9 p.m. **MCC Bldg. LRC B144** Fee: \$775

Instructors: *Members of the Connecticut Pharmacists Association*

NEW Phlebotomy: The Art of Drawing Blood

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, and typically earns a beginning annual salary of between \$23,000 and \$38,000. If you'd like to learn more about this growing career in the healthcare industry, please join us for this **free** informational session.

CRN #11607 1 Wednesday, 1/19, 6:30-8:30 p.m.
MCC Bldg. LRC B144 Fee: **FREE**

Instructor: **Kim E.S. Jenack** is certified through the American Society for Clinical Pathology and is a certified phlebotomy technician with more than 20 years' experience in the field.



Please check the Spring 2011 Credit-Free catalog for the listing of a new, comprehensive course on Phlebotomy Certification.

ARTS & CRAFTS

Painting: Using Oils, Water-Based Oils, or Acrylics

Work with traditional oil paints, acrylics, or the newer water-mixable oil paints. Receive individual instruction in your medium of choice. Beginning students will learn some fundamentals of painting, including basic composition and color theory, and will work mostly from still life, while more advanced students will be encouraged to develop personal imagery. Choose your own subjects—still life, abstraction, landscape, or others. Students should bring an 18" x 24" white drawing pad, soft vine charcoal, a sharpened ebony pencil, and a kneaded eraser. Painting materials will be discussed at the first class. You may bring in previous work as a point of departure.

CRN #11265 8 Fridays, 1/7-3/11 (does not meet 1/14 & 2/18), noon-2:30 p.m. **MCC Bldg. AST D105**

CRN #11266 8 Mondays, 1/10-3/14 (does not meet 1/17 & 2/21), 7-9:30 p.m. **MCC Bldg. AST D105**

Fee: \$195

Instructor: **Estelle Laschever** is an accomplished artist and teacher who has works in collections throughout the United States. She has been the recipient of more than 30 awards for her work and has had 16 one-woman exhibitions. Her artwork can be viewed at www.Lascheverfineart.net.

Drawing Fundamentals and Beyond

Students start with charcoal drawings of simple shapes and then build upon the faculty of observation, working toward more complex statements, usually of an organic nature. Focus will be on composition, as well as the use of varied values in defining three-dimensional form. This course also provides a sound foundation for the instructor's painting course. Handouts on color theory will be provided and applied to the use of pastels and drawing still-life subjects. Materials fee: \$30, payable to the instructor at the first class, for a drawing pad, various pencils, erasers, and other materials.

CRN #11267 8 Fridays, 1/7-3/11 (does not meet 1/14 & 2/18), 9-11:30 a.m. **MCC Bldg. AST D109** Fee: \$195

Instructor: **Estelle Laschever**

Wax Painting (with Melted Crayons): A Unique Technique

Come learn to paint without a brush. You will be introduced to a unique painting tool—a thin, rectangular piece of sheet metal used as both your palette and brush. You will learn the process of melting wax onto the metal palette and four different strokes to mix and melt various colors of wax as you create your own colorful and intricate floral designs in a framed art. In addition to painting flowers and leaves, you will learn other subjects, such as fish and butterflies. You will also learn how to apply this technique to enhance greeting cards, scrapbooks, photo albums, invitations, and stationery. Please bring a lunch. Materials fee: \$5 for painting tool and supplies.

CRN #11195 2 Saturdays, 1/22-1/29, 10 a.m.-3:30 p.m.
MCC Bldg. GPA GP202 Fee: \$85

Instructor: **Cecile Avila** teaches wax painting for the West Hartford Board of Education and several other neighboring towns, and has been a guest artist for various women's groups. For many years, she was an elementary school teacher in the Philippines, where she also facilitated art workshops for the Board of Education.

Jewelry Making for Beginners

In this fun, hands-on course for both beginning and return students, learn the basics of working with silver and copper, and how to saw, file, texture, and solder metals into jewelry. As part a series of courses, with each focusing on a particular technique and project, this course will teach silver soldering through a practice called Sweat Soldering. This technique is ideal for any level of student who wants to master soldering. Materials fee: approximately \$15 or more, 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 #11241 4 Saturdays, 1/22-2/12, 10 a.m.-1 p.m. **MCC Bldg. AST D132** Fee: \$120

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.

BODY, MIND & SPIRIT

Yoga for Every Body

Practice the ancient, graceful and time-tested system of Kundalini yoga. Yoga is healthy, fun and feels good. It boosts your energy, improves your concentration and lifts your mood. Try it, and in a short time you'll wonder how you ever got along without it. Each class consists of breathing, stretching, and physical exercises; mental concentration; mantra; meditation; and long, deep relaxation. All levels of experience are welcome. No previous experience or fitness level is required. Please bring a mat and a combination lock to secure your personal belongings during class, and wear comfortable workout clothes. Non-marking athletic shoes must be worn.

CRN #11218 8 Mondays, 1/24-3/21 (does not meet 2/21), 7:30-8:45 p.m. **MCC Bldg. Lowe L155 (Aerobics Studio)**

CRN #11219 8 Mondays, 3/28-5/16, 7:30-8:45 p.m.

MCC Bldg. Lowe L155 (Aerobics Studio) Fee: \$80

Instructor: *Mary Ann McCandless, M.Ed.*, is a certified instructor in Kundalini yoga and Khalsa Way, a prenatal/postnatal yoga practice. She has taught yoga in the Greater Hartford Area for more than 10 years.

Massage: Hands-On Healing

The origins of therapeutic massage are rooted in the common instinctual response to hold and rub a hurt or pain. It is found in all cultures as an integral part of health care and maintenance. Learn step-by-step techniques in this hands-on workshop for the beginner. Practice head, neck, shoulder, back and arm massage. Come alone or sign up with a friend. Participants will practice on each other. Wear loose, comfortable clothing and bring an exercise mat, sleeping bag or thick blanket to lie on, and a pillow, towel and favorite body lotion. Also, please bring a snack and drink for mid-session nourishment.

CRN #11284 1 Saturday, 1/22, 10 a.m.-2 p.m.

MCC Bldg. AST D213 Fee: \$50

Instructor: *Diane Marion* is a nationally certified, CT-licensed massage therapist, herbalist, Usui Reiki master/teacher and doula, who has been practicing for more than two decades. She is the owner of a massage therapy practice, *Changes at Hand*, in Willimantic.

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. (Note: pricing for this course is 30% below current market value.)

Prerequisite: *You must be a Usui Master to begin these studies.*

CRN #11203 2 Saturdays, 1/29-2/12 (two-week interval), 11 a.m.-4 p.m. **MCC Bldg. AST D213** Fee: \$250

Instructor: *Dory Dżinski* 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*.

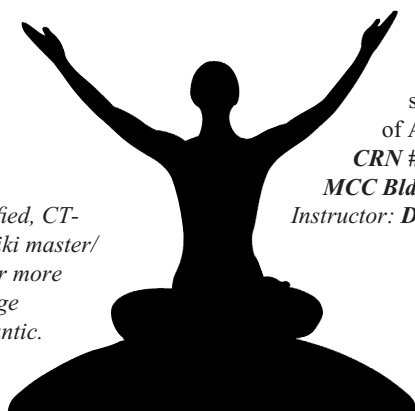
Create Your Own Vision Board

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 into life, including scrapbookers, artists, and students of the Laws of Attraction, will love this class!

CRN #11205 2 Tuesdays, 2/8-2/15, 7-9 p.m.

MCC Bldg. GPA GP139 Fee: \$50

Instructor: *Dory Dżinski*



Check your class schedule for location.
Some classes meet at off-campus locations.

Lowe = Lowe Building

V1-V6 = Village

LRC = Learning Resource Center

AST = Arts, Sciences & Technology Center

GPA = Great Path Academy *

*Convenient parking in Lot B for GPA courses

Be in the right PLACE at the right TIME

COMPUTER CERTIFICATION TEST PREPARATION

Professional Certification...

- Helps to build a solid career
- Enhances your resume (Certification is highly valued by potential employers)
- Provides a strong knowledge base not limited to one product or company
- Validates your knowledge of and abilities in your field
- Gives you an edge when applying for a job or promotion

Course	Page Number	Certification
Microsoft Office 2007—MCC Certificate	21	MCC Certificate
For more information, contact Bruce Manning, Computer Coordinator at (860) 512-2808 or bmannings@mcc.commnet.edu		

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 Microsoft software for Winter 2010-2011 includes:

Windows XP
Windows Vista
Windows 7
Access 2003

Please check with your instructor to see
if your course qualifies for free MSDNAA software.



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.

Steven Bloom, M.Ed., teaches AutoCAD and has extensive experience teaching Microsoft Office products. He has developed and presented educational material for several Fortune 500 companies. Currently he is an adjunct lecturer with MCC.

John Bolduc, M.B.A., is currently working as a Senior Systems Engineer with an area technology business. He has an extensive networking background and is a Microsoft Certified System Engineer and a Project Management Professional.

Ray Burrington, M.B.A., has 35 years of experience in information systems at Aetna and Travelers insurance corporations, as well as other experience that includes application development, technical and operational support, and managing data center operations.

Margaret Gordon has more than 25 years of experience troubleshooting hardware and software systems and applications. She has taught for nearly 20 years, including all levels of Microsoft operating systems, Microsoft Office and Adobe applications.

Ann Gruden has more than 20 years' experience managing and integrating business processes in both large and small business settings.

Richard Hoyer is a fine art, portrait and location photographer with more than 20 years of experience in the photography business. His work is exhibited regularly.

Galina Kotlikova has worked in the information technology field for more than 20 years. She holds an M.B.A. in Information Systems from Fordham University in New York, NY. She is a freelance web designer/developer and search engine optimization consultant in Hartford and creates websites for small businesses.

Annabel Pedemonti has run a QuickBooks consulting business for more than 16 years, offering setup, training and troubleshooting for a wide variety of businesses. She recently achieved the Advanced Certified QuickBooks Advisor qualification – one of only a handful in the state to reach this level of QuickBooks expertise.

Valerie Scott is the graphic designer for MCC's Continuing Education Division, and has been in the field for more than 10 years. She works with InDesign, providing the layout and design for the catalogs and other marketing pieces.

Joseph Tindal, M.S. in business management, is working as a project manager at a local software business. He has experience in bringing new products to market, and constantly researches innovative ways to manage and organize day-to-day activities. He is a guest lecturer at CCSU for various business topics.

Clayton Walnum has been programming computers for more than 20 years and has written nearly 60 books, most of which have been about computer software programming.

Dorothy Weiner is an MCP- and MOUS-certified instructor with more than 15 years' experience teaching Microsoft products and various other applications and operating systems.

INTRODUCTION

Keyboarding Introduction

Feeling a little overwhelmed by your need to develop your touch keyboarding skills? This basic typing course will help you develop your skills at your own pace. Learn proper techniques for alphabetic and numeric key reaches. No prerequisite.

CRN #11242 2 Thursdays, 1/6-1/13, 6-9 p.m.

MCC Bldg. LRC B142 Fee: \$95

Instructor: Ray Burrington

Meet the Mac

Experience the power of the Mac. Let us show you the strength of its new OS X operating system. Explore all of its new advantages, including how to use the Finder and the Dock functions. Learn to print, adjust System Preferences, and connect to the Internet. Instructor provides handouts. Prerequisite: *Basic keyboard and mouse skills*.

CRN #11254 2 Tuesdays, 1/11-1/18, 6-9 p.m.

MCC Bldg. AST D211 Fee: \$95

Instructor: Valerie Scott

Computer Boot Camp

The computer technology revolution isn't over. There's still time to catch up. This course will acquaint you with the terminology and devices that help manage information. You will gain insight into computer hardware and the Microsoft Windows operating system. Learn how to use basic word processing functions of the popular Microsoft Word program, as well as the Outlook email program. We will also cover the best internet search techniques. Registered students are eligible for free Windows software. Instructor provides handouts. Prerequisite: *Typing skills recommended*.

CRN #11243 4 Wednesdays, 1/19-2/9, 6-9 p.m.

MCC Bldg. LRC B141 Fee: \$195

Instructor: Steven Bloom

ACTIVE ADULT

Personal Computers Introduction for Active Adults

Inexperienced when it comes to computers? New to operating systems? Feeling like your grandkids know more than you do? This is the course to find out all a computer can do. It is a great first step before making a purchase or taking up a specific software program. Registered students are eligible for free Windows software. This course qualifies for the MCC OAA rebate program. (See membership form on page 45.) Instructor provides handouts. No prerequisite.

CRN #11244 2 Mondays, 1/24-1/31, 1-4 p.m.

MCC Bldg. LRC B142 Fee: \$95

Instructor: Ray Burrington

Getting Started on the Internet for Active Adults

Discover how to get started on the Internet, how to visit and bookmark web sites, and how to search the web for specific content. This course qualifies for the MCC OAA rebate program. (See membership form on page 45.) Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills recommended but not required*.

CRN #11252 2 Mondays, 2/7-2/14, 1-4 p.m.

MCC Bldg. LRC B142 Fee: \$95

Instructor: Ray Burrington

INTERNET

Use Free Google Applications

Learn how to use helpful Google products to manage your digital photos, email, documents and calendar. Find out how to use Gmail to keep your email organized; Google Docs to save and collaborate on documents; Google Calendar to keep track of your busy schedule; and Picasa to manage your digital photos. Prerequisite: *Basic Windows, keyboard, mouse and Internet skills*.

CRN #11263 2 Tuesdays, 2/8-2/15, 6-9 p.m.

MCC Bldg. LRC B142 Fee: \$95

Instructor: Joe Tindal

Promote Your Business on YouTube Using Windows Movie Maker

A small movie on YouTube is worth a thousand words. Learn how to use Windows Movie Maker to drive business growth. Topics include how to create your story and a clear message; how to work with video transitions, special effects, audio and voice recording. The course will also cover copyright rules, where to find royalty-free music and how to promote your YouTube movies on the Internet. Prerequisite: *Basic Windows, keyboard, mouse and Internet skills*.

CRN #11260 2 Saturdays, 2/5-2/12, 9 a.m.-noon

MCC Bldg. LRC B142 Fee: \$95

Instructor: Gale Kotlikova

eBay: The Basics of Selling

You will learn directly from an education specialist trained by eBay. We'll cover how to open a seller account; create and monitor listings; improve existing listings, including photos and copy; research and set prices for profit; open and use a PayPal account; complete transactions; and operate safely on the world's largest online auction site. We will also touch on other potential venues for easy selling on the Internet. Whether you are interested in starting to sell on eBay or are an occasional seller wanting to improve your listings, this course is for you. Although recommended, it is not required to set up an official eBay and PayPal account as part of the curriculum. Instructor provides CD. Prerequisite: *No prior business experience is necessary. Basic Windows, keyboard and mouse skills. Internet and eBay buying experience is helpful*.

CRN #11253 2 Thursdays, 2/3-2/10, 6-9 p.m.

MCC Bldg. LRC B142 Fee: \$95

Instructor: Ann Gruden

OFFICE SUITES & OUTLOOK

Microsoft Office 2007 MCC Certificate

Increase your employability with this intensive 12-week course. Take the test to receive an Office 2007 MCC Certificate when you complete the course. This hands-on workshop will include practice time on Word, Excel, Access, PowerPoint, and Outlook—all skills employers are looking for today. Required text: Marquee Microsoft Office 2007, EMC Paradigm Publishing (ISBN 9780763829582), available at MCC Bookstore for approximately \$105. Prerequisite: *Basic Windows, keyboard and mouse skills with some exposure to Microsoft Office helpful*.

CRN #11259 12 Wednesdays, 2/2-4/20, 6-9 p.m.

MCC Bldg. LRC B142 Fee: \$595

Instructor: Dorothy Weiner

Outlook 2007 Introduction

Outlook 2007 is more than just email. It is your communication center. Learn how email, calendar, contacts, tasks, notes, and the To Do bar interact for improved daily efficiency. Discover timesaving tips and explore the many new advantages of Outlook 2007. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #11251 2 Fridays, 1/21-1/28, 6-9 p.m.

MCC Bldg. LRC B142 Fee: \$95

Instructor: **Dorothy Weiner**

SPREADSHEETS**QuickBooks Introduction**

Learn how to set up a QuickBooks company; enter account opening balances; create and customize company lists; set up inventory; and sell products. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #11246 2 Thursdays, 1/20-1/27, 6-9 p.m.

MCC Bldg. LRC B141 Fee: \$95

Instructor: **Annabel Pedemonti**

QuickBooks Intermediate

Once you have a working knowledge of QuickBooks, it's time to delve into the more advanced functions of this popular software. This hands-on class will focus on questions and problems you may encounter as you become more advanced. Instructor provides handouts. Prerequisite: *QuickBooks Introduction, equivalent experience or permission of instructor or computer coordinator.*

CRN #11247 2 Thursdays, 2/3-2/10, 6-9 p.m.

MCC Bldg. LRC B141 Fee: \$95

Instructor: **Annabel Pedemonti**

DATABASE**Access 2003: Introduction**

Learn to design tables and queries. Create forms and reports using built-in tools. Enter table data and work with it. Build databases and tables; create relationships; use forms and filters, and run queries and reports. Registered students are eligible for free Access 2003 software. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #11248 1 Monday, 1/31, 9 a.m.-4 p.m.

MCC Bldg. LRC B141 Fee: \$95

Instructor: **Margaret Gordon**

OPERATING SYSTEMS**Windows 7 Introduction**

Now is the time to enter the exciting new world of Microsoft's latest operating system. Learn the advantages that harness the full power of your home or work computer. Instructor provides handouts. Prerequisite: *Basic keyboard and mouse skills recommended.*

CRN #11249 1 Monday, 2/7, 9 a.m.-4 p.m. **MCC Bldg. LRC B141** Fee: \$95

Instructor: **Margaret Gordon**

Windows Vista Introduction

Learn how to use the Windows Vista Start menu. Move and resize windows, manage files and folders, perform content searches, create shortcuts and change system settings. You'll also learn how to browse the web. Instructor provides handouts. Prerequisite: *Basic keyboard and mouse skills recommended.*

CRN #11250 1 Monday, 1/24, 9 a.m.-4 p.m.

MCC Bldg. LRC B141 Fee: \$95

Instructor: **Margaret Gordon**

TROUBLESHOOTING & 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 web site. 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. Viruses, spyware, surge protectors, and backups will also be discussed. For the beginner through intermediate PC user. Registered students are eligible for free Windows software. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #11245 4 Tuesdays, 1/18-2/8, 6-9 p.m.

MCC Bldg. LRC B141 Fee: \$195

Instructor: **John Bolduc**

DIGITAL IMAGING & DESIGN**Adobe Photoshop Elements Introduction (PC)**

This popular photo-enhancement and manipulation program is designed specifically for amateur photographers, hobbyists and business users looking for an affordable digital-imaging tool that is powerful but easy-to-use. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #11258 2 Tuesdays, 1/25-2/1, 6-9 p.m.

MCC Bldg. LRC B142 Fee: \$95

Instructor: **Richard Hoyer**

Of Similar Interest

- Photography courses on page 30



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.

MULTIMEDIA

Game Programming Introduction

Learn the basics of game design, including choosing genre, planning and balancing the goals of your game. You'll work on a Game Maker project as you learn about sprites, animation, events, actions, collisions, sound, timing, variables, and more. By class end, you'll have a complete game to play at home and share with friends. No programming required. Instructor provides handouts. Prerequisites: *Basic Windows, keyboard and mouse skills with some exposure to Microsoft Office*. A small USB drive is also required.

CRN #11261 2 Saturdays, 1/22-1/29, 9 a.m.-noon

MCC Bldg. LRC B141 Fee: \$95

Instructor: Clayton Walnum

Game Programming Intermediate

Using Visual Studio C# Express and the XNA game-programming framework (both free from Microsoft), you'll learn core programming skills as you develop games for the PC, Xbox console, or Zune portable device. Learn to write C# code that demonstrates not only what really happens behind the scenes in an environment such as Game Maker, but also provides skills required by professional game programmers. Instructor provides handouts. Prerequisites: *Game Programming Introduction or permission of instructor*. A small USB drive is also required.

CRN #11262 4 Saturdays, 2/5-2/26, 9 a.m.-noon

MCC Bldg. LRC B141 Fee: \$195

Instructor: Clayton Walnum

Of Similar Interest

- Promote Your Business on YouTube Using Windows Movie Maker on page 21

CUISINE

Participants in Cuisine classes should bring aprons, potholders, a knife, eating utensils, plates, and containers for leftovers.

Soups

During the cold months of winter, there's nothing more satisfying than sitting the family down to a hot, mouthwatering, nutritious homemade soup. Tasty and nutritious soups can be used to accent a wonderful meal or can serve as the main entrée. You'll learn about the three categories of soups—clear, thick and special soups. Then, for the hands-on part of the class, participants will pair up to prepare a soup from a list that includes homemade chicken soup, black bean, shrimp bisque, butternut squash purée, New England clam chowder, French onion, minestrone, and roasted tomato. Materials fee: \$10, payable to instructor at the beginning of class **CRN #11201** 1 Saturday, 1/29, noon-4:30 p.m. **MCC Bldg. Lowe L293 (South Kitchen), meet at Culinary Arts Center** Fee: \$75 **Instructor:** Carl Stafford is a professor in Hospitality Management at MCC. He has served in the food industry for nearly 30 years.

Master Recipe Series: India

In this series of "master recipes," which are a set of techniques that are at the center of a particular style of cooking, we will focus on India, and take the mystery out of curry. Using both whole spices and those ground fresh in class, you will unlock the exquisite fragrance and clarity of flavor that is the hallmark of a first-rate curry. Once this spice is understood, then we'll prepare several curry dishes, as well as a Basmati rice pilaf that will complement any of the curries. Materials fee: \$20, payable to instructor at the beginning of class.

CRN #11202 1 Saturday, 1/22, 10 a.m.-1:30 p.m.

MCC Bldg. GPA GP213 Fee: \$60

Instructor: David deMercado is the owner and chef of "Dinner As You Please Personal Chef Service," which provides custom-designed menus in the home to time-challenged professionals and for parties of any occasion. He is also a chef and instructor at Sur La Table.

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. Participants will make Country French bread, Italian breads (large, small, or filled with garlic butter and pesto), baguettes, and bread sticks. Then, we will transform the dough into delicious calzones and stromboli, which we will eat hot from the oven. Participants should bring a rolling pin, medium-sized bowl, two cotton dish towels, a sharp knife, and containers for leftovers to class. Materials fee: \$8, payable to instructor at beginning of class.

CRN #11580 1 Saturday, 1/29, 12:30-4 p.m.

MCC Bldg. GPA GP213 Fee: \$55

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.

Croissants: Traditional, Chocolate, and Almond-Filled

Absence may make the heart grow fonder, as the old cliché goes, but a tasty croissant may be the most effective way to capture the hearts of your loved ones on Valentine's Day. For a simple but elegant breakfast or brunch, serve them hot from the oven with your favorite jam, fruit and café au lait. Croissants begin with simple yeast dough, and then butter is added through a process of rolling and folding to create hundreds of melt-in-your-mouth layers. A chocolate filling can be added to create Pain au Chocolate, or perhaps you'd prefer a delicious almond filling. For your convenience, croissants can be started, formed and frozen, and then baked just before serving. Participants should bring a rolling pin, medium-sized bowl, two cotton dish towels, a sharp knife, and containers for leftovers to class. Materials fee: \$9, payable to instructor at beginning of class.

CRN #11581 1 Saturday, 2/12, 12:30-4 p.m.

MCC Bldg. GPA GP213 Fee: \$55

Instructor: Dorothy (Dory) Alderman



Interested in a cuisine class?
Please register early—instructors need to shop for an approximate number of students.

DANCE

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. Enrollment is limited to 15 pairs of dancers. It is recommended that you register with a partner.

CRN #11198 6 Thursdays, 1/6-2/10, 6-7:30 p.m.

MCC Bldg. Lowe L155 (Aerobics Studio) Fee: \$105 (per person)

Instructor: Beverly Burton is the owner and director of Burton

Dance Studio in Manchester, which she established in 1958.

She has also been an educator for many of the major dance organizations over the past 40 years. Past students have commented, "We enjoyed the course so much!" and "Ms. Burton is a patient instructor and we look forward to taking more courses from her."

Ballroom Dancing II

Don't stop now! You've learned the basic steps, and you actually started having fun in those last of couple classes of *Ballroom Dancing I*, didn't you? Well, what better time to improve your skills and learn new dances than now? The basic dances—fox trot, waltz and swing—will be reviewed, and new steps will be taught, depending on the interest and ability of the class. Some Latin dances will also be included, such as the rumba, merengue, and salsa. Participants should have taken *Ballroom Dancing I* or have some ballroom dancing experience. It is recommended that you register with a partner.

CRN #11199 6 Thursdays, 1/6-2/10, 7:45-9 p.m.

MCC Bldg. Lowe L155 (Aerobics Studio)

Fee: \$90 (per person)

Instructor: Beverly Burton

Latin Salsa Dance and Other Tropical Rhythms

If you got excited about the TV contest, "Dancing with the Stars," and wished that you were a part of it, or if your desire is to become a potential dance competitor in "So, You Think You Can Dance?" then this is the class for you. You will learn how to master sensual and hot Latin rhythms, such as salsa and bachata. Students will also be introduced to other Caribbean rhythms, such as cha-cha, merengue, and cumbia.

CRN #11196 6 Wednesdays, 1/12-2/16, 6:15-7:15 p.m.

MCC Bldg. Lowe L155 (Aerobics Studio) Fee: \$80

Instructor: Oswaldo Tirano, a native of Bogota, Colombia, studied theater, puppetry, dance and voice at the National University and National School of Dramatic Arts in Colombia. He also studied in the Puppet Arts Program at the University of Connecticut and is the founder and director of the Grasshopper Puppet Theater.

For all classes in the Aerobics Studio, you must bring a CHANGE of appropriate footwear. Only non-marking shoes must be worn during class (no street shoes, bare feet, heels, boots, sandals, or cleats), and not the shoes that you wear to class (to avoid tracking in dirt, mud and snow). The Fitness Center's Rules and Regulations will be handed out to each student at the first class.



Latin Salsa Dance: Level II

As a follow-up to the salsa and bachata steps and rhythms of *Latin Salsa Dance and Other Tropical Rhythms*, this class is for those who have strong Latin foot work and know basic turns with their partners. Students will learn how to become strong leaders and attentive followers, while learning a wide variety of turns based on "cross-body lead" and "salsa step." There will be warm-ups using other rhythms, such as Cha-cha, Merengue, and Cumbia.

CRN #11197 6 Wednesdays, 1/12-2/16, 7:30-8:30 p.m.

MCC Bldg. Lowe L155 (Aerobics Studio)

Fee: \$80

Instructor: Oswaldo Tirano

Essential Belly Dance Moves:

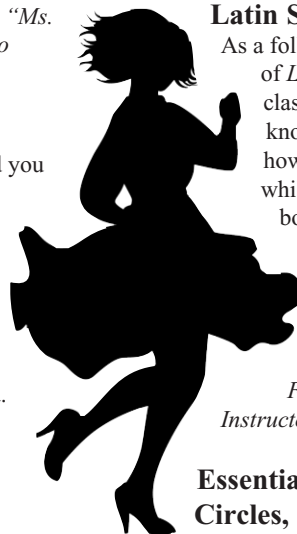
Circles, Rolls and Shimmies

Got hips? Then you can dance! Virtually anyone can learn the basic hip movements that are the foundation of Middle Eastern (a.k.a. Belly) dance, regardless of their previous dance experience. This class will introduce the student to several basic Middle Eastern dance moves that, when combined, can create simple dance routines or add some fun to a work out. In addition to beginners, students seeking to refine their current Middle Eastern dance techniques are also welcome. Participants must be at least 16 years of age. Appropriate exercise or dance clothing (sweats, leotards, t-shirts and gym shorts, etc.) and footwear (jazz shoes, ballet slippers or socks) must be worn. Please bring a combination lock to store your personal belongings during class.

CRN #11200 4 Tuesdays, 1/18-2/8, 6:30-8:30 p.m.

MCC Bldg. Lowe L155 (Aerobics Studio) Fee: \$65

Instructor: Tony Leshinski (Hijara) has performed Middle Eastern dance since 1989 and is a founding member of Desert Moon Dancers, Connecticut's outstanding Middle Eastern dance troupe. He has taught Middle Eastern dance classes through several adult education programs since 1998, and has taught at MCC since 2001.



Consider Yourself Confirmed!

MCC notifies you only if a course cancels or has schedule changes. If you don't hear from us, assume you are registered.

Be in the right PLACE at the right TIME



Check your class schedule for location.

Some classes meet at off-campus locations.

Lowe = Lowe Building

V1-V6 = Village

LRC = Learning Resource Center

AST = Arts, Sciences & Technology Center

GPA = Great Path Academy *

*Convenient parking in Lot B for GPA courses



Zumba® Fitness

The Zumba® fitness program fuses hypnotic musical rhythms and tantalizing moves to create a dynamic workout system designed to be fun and easy. The program features interval training techniques whereby fast and slow rhythms and resistance training are combined to tone and sculpt your body while burning fat. Add some Latin flavor and international zest to this cardiovascular workout and you'll experience an absolute blast in each exhilarating hour that will engage and captivate you for life! **Please note: all students must complete and bring to the first class a Physical Activity Readiness Questionnaire (PAR-Q) form, available on MCC's Form Depot under Continuing Education: www.mcc.commnet.edu/students/depot/PAR-Q.pdf. You will not be allowed to participate in this course until the instructor has your form. Should medical clearance by your physician be necessary, you will need to consult and obtain permission from your physician prior to attending the first class.** Please bring a combination lock in order to store your personal belongings during class. Appropriate workout clothes and footwear must be worn in compliance with the Fitness Center's Rules and Regulations, which can be accessed at: www.mcc.commnet.edu/athletics/fitnessRules.php. To learn more about Zumba®, please visit: www.zumba.com/us/about/.

CRN #11206 3 Fridays, 1/7-1/28 (does not meet 1/14), 6-7 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio)

CRN #11207 3 Saturdays, 1/8-1/29 (does not meet 1/15),
8:30-9:30 a.m. **MCC Bldg. GPA Gym**

CRN #11208 3 Fridays, 2/4-2/25 (does not meet 2/18), 6-7 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio)

CRN #11209 3 Saturdays, 2/5-2/26 (does not meet 2/19),
8:30-9:30 a.m. **MCC Bldg. GPA Gym**

CRN #11210 3 Fridays, 3/4-3/18, 6-7 p.m. **MCC Bldg. Lowe L155 (Aerobics Studio)**

CRN #11211 3 Saturdays, 3/5-3/19, 8:30-9:30 a.m.
MCC Bldg. GPA Gym

CRN #11212 3 Fridays, 3/25-4/15 (does not meet 4/1), 6-7 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio)

CRN #11213 3 Saturdays, 3/26-4/16 (does not meet 4/2),
8:30-9:30 a.m. **MCC Bldg. GPA Gym**

CRN #11214 3 Fridays, 4/29-5/13, 6-7 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio)

CRN #11215 3 Saturdays, 4/30-5/14, 8:30-9:30 a.m.
MCC Bldg. GPA Gym

Fee: \$25 (per section)

Instructors: Friday sessions: **Birgitte Patel**, a native of Denmark, is a certified Zumba® instructor and was a member of the U.S. National Badminton Team from 1994-1995. She works as a service operations agent at Johnson Controls in Windsor; Saturday sessions: **Joanne Britton** is assistant director of Fitness at MCC. She received a B.S. in physical education and health from Plymouth State University, and is an AFAA-certified personal and group fitness trainer and Zumba® instructor.

Pilates for Beginners

Students will learn the basics of the Pilates method and apply these skills to the development of strength, flexibility, and body awareness. The course will focus on mat-based exercises, designed to firm and tone muscles in the core and limbs, while improving posture and balance. Only appropriate work-out clothes and non-marking shoes must be worn during class (no street shoes, bare feet, heels, boots, sandals, or cleats). Students are expected to bring their own mats; please also bring a combination lock in order to secure your personal belongings during class. Optional materials fee: (if students want to purchase their own flex band and foam balls): \$5.

CRN #11237 8 Saturdays, 1/8-3/12 (does not meet 1/15 & 2/19),
9:45-10:45 a.m. **MCC Bldg. Lowe L155 (Aerobics Studio)**

CRN #11238 8 Saturdays, 3/19-5/21 (does not meet 4/2 & 4/23),
9:45-10:45 a.m. **MCC Bldg. Lowe L155 (Aerobics Studio)**

Fee: \$80

Instructor: **Karen Zook, M.A.**, is a STOTT-Pilates-trained instructor, who also teaches Pilates in other area fitness programs. When she isn't teaching or studying toward her Ph.D. in Comparative Literary and Cultural Studies at the University of Connecticut, she is bicycling or training for her next triathlon.

Intermediate Pilates

Students will continue with their practice of the Pilates method, using intermediate versions of mat-based exercises. Students must have prior Pilates experience. Only appropriate work-out clothes and non-marking shoes must be worn during class (no street shoes, bare feet, heels, boots, sandals, or cleats). Students are expected to bring their own mats; please also bring a combination lock in order to secure your personal belongings during class. Optional materials fee: (if students want to purchase their own flex band and foam balls): \$5.

CRN #11239 8 Saturdays, 1/8-3/12 (does not meet 1/15 & 2/19),
8:30-9:30 a.m. **MCC Bldg. Lowe L155 (Aerobics Studio)**

CRN #11240 8 Saturdays, 3/19-5/21 (does not meet 4/2 & 4/23),
8:30-9:30 a.m. **MCC Bldg. Lowe L155 (Aerobics Studio)**

Fee: \$80

Instructor: **Karen Zook**

**For additional weekday,
daytime fitness classes at MCC,
sponsored by the MCC Fitness Center, visit:
www.mcc.commnet.edu/athletics/fitness/php**

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 from the three scheduled sections listed below, and in any weekly sequence, in order to fulfill your 16 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 16 sessions. The instructor will monitor each student's weekly attendance. **Classes meet at Malee's School of Tai Chi & Kung Fu, 991 Main St., Manchester.**

CRN #11217 16 sessions - Choose from any combination of the following schedules:

- Mondays & Wednesdays, 1/10-3/9 (does not meet 1/17 & 2/21), 7:30-8:30 p.m.
- Tuesdays & Thursdays, 1/11-3/3, 5:30-6:30 p.m.
- Saturdays, 1/22-3/5 (does not meet 2/19), 9-10 a.m.

CRN #11216 16 sessions - Choose from any combination of the following schedules:

- Mondays & Wednesdays, 3/21-5/11, 7:30-8:30 p.m.
- Tuesdays & Thursdays, 3/22-5/17 (does not meet 4/21), 5:30-6:30 p.m.
- Saturdays, 3/26-5/14 (does not meet 4/23), 9-10 a.m.

Fee: \$160

Instructor: Malee Khoo, 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, a multiple gold winner in international competitions, and was Team Manager for the U.S. Wushu Team at the 2008 Summer Olympics in Beijing.

Personal Trainer National Certification

The World Instructor Training School's (WITS) certification course is taught at colleges across the country. This challenging course is comprised of 15 hours of lecture and 15 hours of practical training. The National Exam is held on the sixth week. 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, for approximately \$75, please call (888) 330-9487, or visit www.witseducation.com. The textbook should be purchased in advance and reviewed prior to first class. For the Fitness Center sessions, students must wear appropriate work-out clothes and non-marking athletic shoes. Please bring a combination lock in order to store your personal belongings during these work-out sessions. **Please note: this course requires a high degree of commitment to successfully complete.*

CRN #11234 6 Saturdays, 1/22-3/5 (does not meet 2/19), 9 a.m.-4 p.m.

MCC Bldg. Lowe L142

(9 a.m.-noon, classroom)

& Lowe L154 (1-4 p.m.,

Fitness Center) Fee: \$540

Instructor: World Instructor Training School staff



NEW Running Well

Learn to use the physiology of running to assess and achieve optimal running form. Topics include appropriate running shoes and apparel, running program design, and running technique analysis and injury prevention. *Please note: A portion of the course includes a running practicum.* This course is approved for continuing education credits (through the World Instructor Training School) for certified Personal Trainers. You must wear appropriate workout clothes and non-marking athletic shoes. Please bring a combination lock in order to store your personal belongings.

CRN #11235 1 Saturday, 3/12, 9 a.m.-4 p.m.

MCC Bldg. Lowe L142 & MCC GPA Gym Fee: \$99

Instructor: World Instructor Training School staff

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. Students 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.

CRN #11220 8 sessions, Mondays & Wednesdays, 1/3-1/31 (does not meet 1/17), 7-8 p.m.

CRN #11221 8 sessions, Tuesdays & Thursday 1/4-1/27, 9:30-10:30 a.m.

CRN #11222 8 sessions, Tuesdays & Thursdays, 1/4-1/27, 6-7 p.m.

CRN #11223 8 sessions, Tuesdays & Thursdays, 2/1-2/24, 9:30-10:30 a.m.

CRN #11224 8 sessions, Tuesdays & Thursdays, 2/1-2/24, 6-7 p.m.

CRN #11225 8 sessions, Mondays & Wednesdays, 2/2-3/2 (does not meet 2/21; begins on Wednesday), 7-8 p.m.

Fee: \$45 (per 8 sessions)

Instructors: Joel S. Waldron; and other Academy instructors

Introduction to Snowshoeing

If you like to hike, you'll probably love snowshoeing—one of the best winter treats for New Englanders. Whether you want a leisurely walk in the snow or a more physically challenging adventure, snowshoeing provides excellent exercise, is a tremendous calorie burner, and an invigorating way to access and enjoy pristine back country. Topics include snowshoe selection, dress and footwear, basic techniques for flats, uphill, and downhill (with or without poles), planning a winter trip, and good places to snowshoe. Snowshoes provided for classroom demonstration. All levels of experience welcome. *Please note: If there is snow on the ground, approximately half the session will take place outside; without snow, the entire class will take place indoors.*

CRN #11274 1 Saturday, 1/29, 11 a.m.-3 p.m.

MCC Bldg. LRC B144 Fee: \$55

Instructor: Kathy Manizza is a cross country/track coach at University of Hartford. She is an avid runner/marathoner/cross country skier, and snowshoer and trains for the triathlon.

OPTION 1

This four-session, ten-hour course, taught by volunteers or employees of the Connecticut DEP Boating Division, provides a diploma as partial fulfillment of the requirements for the Connecticut Certificate of Personal Watercraft, which includes the Safe Boating Certificate. Upon successful completion of the course, the student can mail or deliver the diploma to any State DEP office, and combined with an application for certificate and appropriate fee, qualifies the student to obtain the Certificate of Personal Watercraft/Safe Boating. Students must attend all classes to qualify. The Certificate is a one-time, lifetime certification.

CRN #11188 4 sessions, Mondays & Wednesdays, 3/21-3/30, 7-9:30 p.m. **MCC Bldg. Lowe L240**

CRN #11189 4 sessions, Mondays & Wednesdays, 4/18-4/27, 7-9:30 p.m. **MCC Bldg. Lowe L240**

CRN #11190 4 sessions, Mondays & Wednesdays, 5/16-5/25, 7-9:30 p.m. **MCC Bldg. Lowe L240**

Fee: \$20

Instructors: **Department of 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.

CRN #11191 1 Saturday, 2/26, 8:30 a.m.-4:30 p.m.

MCC Bldg. AST E202

CRN #11192 1 Saturday, 3/19, 8:30 a.m.-4:30 p.m.

MCC Bldg. AST E202

CRN #11193 1 Saturday, 4/30, 8:30 a.m.-4:30 p.m.

MCC Bldg. AST E202

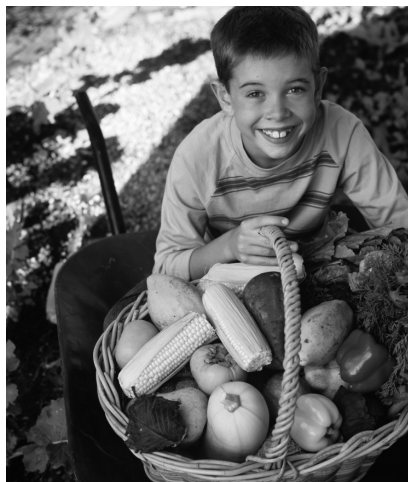
CRN #11194 1 Saturday, 5/21, 8:30 a.m.-4:30 p.m.

MCC Bldg. AST E202

Fee: \$95

Instructors: **Professional Marine Education staff**

GARDENING



Become a Professional Gardener

There is a need for new gardeners today. If you love gardening and have been thinking about it as a career, this class is a great place to start. We will discuss the varieties of styles for a gardening business: personal and general gardening, detail landscaping, and specialty gardening. You'll learn from a master gardener how to evaluate your needs and adjust to a changing marketplace. Other considerations will include an introduction to record keeping, basic organizational skills, seasonal considerations, and working with clients. We will also consider what a typical week of work might be in spring, summer, fall and winter. Resources for further training will also be available.

CRN #11282 2 sessions, Tuesday & Thursday, 2/8 & 2/10, 6:30-8:30 p.m. **MCC Bldg. Lowe L142** Fee: \$45

Instructor: **Bettylou Sandy**

Prepare Your Lawn, Shrubs, and Flower Garden for Spring

Spring is the busiest time of the year for the gardener, and it helps to get a head start on the season. Learn how to do corrective pruning of shrubs and woody plants from winter damage; provide nutrition to perennials, shrubs and trees; care for bulbs as they appear in the soil; de-thatch lawns and identify and cure winter patches; re-seed and add lime and gypsum as needed; and prepare flower gardens, compost piles and useful mulches. The preparation you do now will save you time, money and aggravation later.

CRN #11283 1 Tuesday, 2/1, 6-8:30 p.m. **MCC Bldg. Lowe L142** Fee: \$30

Instructor: **Bettylou Sandy**

Organic Lawn Care

Are you looking for alternatives to harmful chemical fertilizers and pesticides for your lawn? In this course we will discuss healthier ways to treat your lawn and landscape. Soil testing and seasonal maintenance will also be covered.

CRN #11283 1 Tuesday, 2/15, 6-9 p.m. **MCC Bldg. Lowe L142** Fee: \$35

Instructor: **Bettylou Sandy**

NEW Edible Schoolyards

"Edible Schoolyards" are becoming a vital part of American schools by providing students, faculty and parents an opportunity to grow food in their community, while incorporating skills and facts learned in the classroom. When students get their hands into soil, plant crops, and watch their food grow, they take pride in their work, focus on their learning, and begin to make healthier choices in their diet. We will cover the general concepts for starting a community garden program in public, private and home schools; details of the curriculum and its application; and resources for further assistance. Educators, administrators, parents, and gardeners are all welcome.

CRN #11582 1 Wednesday, 2/23, 6:30-9 p.m.

MCC Bldg. GPA GPI38 Fee: \$30

Instructor: **Bettylou Sandy** is the owner of Bettylou's Gardening in Manchester and has offered gardening and landscaping seminars throughout Connecticut and Rhode Island since 1987. She is also an accredited land care professional through Northeast Organic Farmers Association (NOFA) and on the board of directors for the CT Community Gardening Association and NOFA.



Organic Vegetable Gardening

We've all heard that we should buy local, organic produce for our health and economy. How much more local can you get than growing your own food in your own back yard, or even on your own deck! In this course, we will discuss various forms of vegetable gardens, selecting crops for a site, soil and light needs for various fruits and vegetables, and the best time of year to plant each of these. Crop rotation and season extenders will also be included to provide food for you and your family throughout the growing season from April to October. All methods that we discuss will be from an organic perspective. Some gardening experience is preferred. *Please note: one of the sessions will be held at MCC's Community Garden, date to be determined in class.* **CRN #11280** 5 Tuesdays, 2/22-3/22, 6:30-8:30 p.m.

MCC Bldg. Lowe L142 Fee: \$105

Instructor: **Bettylou Sandy**

Dividing Perennials

Fall is the best time to divide or transplant your perennials, shrubs and trees. Maybe you have Hostas, Lilies or other perennials that have taken over too much space in your garden. Take control and learn how to divide your valuable plants for an even more beautiful garden next year. Bring in your "clumps" or use ours in order to learn these skills, hands-on. **This course will be held at MCC's Community Garden, rain or shine (shelter is available, if necessary).** Materials fee: \$15, payable to instructor at the beginning of class.

CRN #11279 1 Saturday, 3/26, 9:30 a.m.-noon

MCC Community Garden Fee: \$30

Instructor: **Bettylou Sandy**



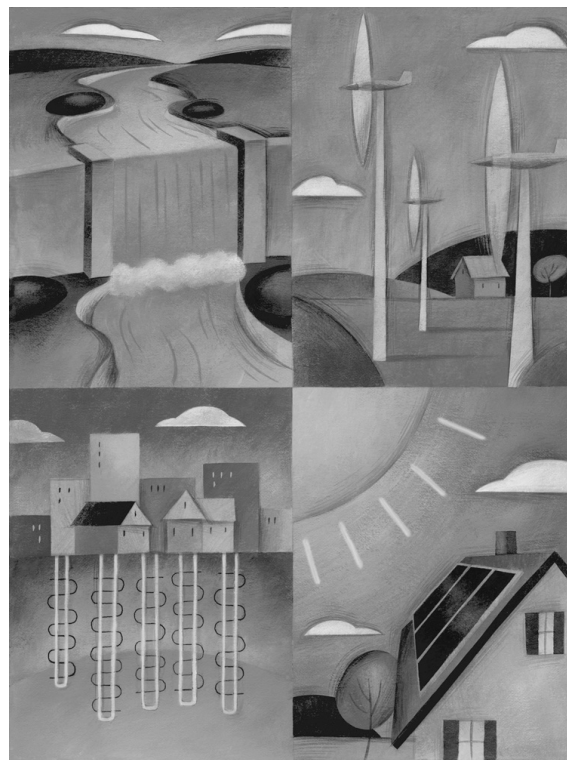
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COLLEGE

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GREEN TECHNOLOGY & SUSTAINABILITY



Solar Thermal and Solar Photovoltaic (PV) Applications: Are They For Me?

We'll explore how solar radiation and sunlight work to create energy for your home or business, and the technology involved in this research, development, and practical application. We'll consider why solar thermal energy is mandated by law in several countries and states, what the financial incentives are, your return on investment and tax credits, and what it means for the quality of your life.

CRN #11579 3 Fridays, 1/28-2/11, 6:30-9:30 p.m.

MCC Bldg. GPA GP142 Fee: \$120

Instructor: **Peter Governale** is a certified geothermal installer, designer and state inspector for the CT Clean Energy Fund. He is president of Tuscany Design Build, Inc., and BPI-certified as a building analyst.

Introduction to Geothermal Heating and Cooling

What is geothermal heating and cooling? Learn the basic fundamental principles in geothermal design as it pertains to a new or existing building. The class will also explore the history of geothermal heating and cooling from its early history to 1993, when the Environmental Protection Agency rated geothermal as "the most energy-efficient, environmentally clean, and cost-effective space-conditioning system," to its applications today.

CRN #11578 3 Wednesdays, 2/2-2/16, 6:30-9:30 p.m.

MCC Bldg. GPA GP142 Fee: \$120

Instructor: **Peter Governale**

LANGUAGES

Introduction to Spanish

Learn to speak, write, and read everyday Spanish. Listening skills will also be developed and encouraged in the classroom. Basic grammar, vocabulary, and sentence structures will be covered. Useful topics will include simple conversations, travel situations, and aspects of Spanish culture, art and literature. Required textbook: Barron's Learn Spanish the Fast and Fun Way (ISBN 9780764125508), Hammitt, available at MCC Bookstore for approximately \$20.

CRN #11226 6 Saturdays, 1/8-2/26 (does not meet 1/15 & 2/19), 9-11 a.m. **MCC Bldg. GPA GP235** Fee: \$120

Instructor: *Iris Gomero* has an M.A. in English from Trinity College and teaches Spanish and English for Language Learners (ELL) at Great Path Academy, located on the MCC campus. She was formerly a TESOL instructor for E.C. Goodwin Technical High School in New Britain.



French for Beginners

Learn the basic elements of the French language quickly and effectively, and begin speaking it in the very first class. While learning pronunciation and basic grammar, you will soon be able to introduce yourself and your family, talk about hobbies and interests, learn numbers, tell time, talk about the weather, and many other fun and useful topics. Required text: French is Fun, Book 1 (ISBN 9781567653427), Stein & Wald, available at MCC Bookstore for approximately \$17.

CRN #11273 6 Thursdays, 1/13-2/17, 6-8 p.m.

MCC Bldg. GPA GP143 Fee: \$140

Instructor: *Marianne Labergerie* 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 there? 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 Fun and Easy Way (ISBN 9780764102165), Barron's, available at MCC Bookstore for approximately \$18.

CRN #11233 6 Tuesdays, 1/11-2/15, 7-9 p.m.

MCC Bldg. GPA GP142 Fee: \$140

Instructor: *Elizabeth Baumbach* earned an M.A. in teaching degree from Wesleyan University and a master of arts in German from Middlebury College. She has 13 years' experience teaching foreign languages in public schools and 30 years of private teaching experience.

MUSIC



Vocal Instruction

Participants will learn breathing techniques, vocal warm-up exercises, vocal strengthening exercises, and how to identify and expand vocal range. This course includes ear, diction, rhythm, harmony training and basic music theory. Aspiring vocalists will discover proper body posture, and performance and voice-maintenance tips. With these new skills, you'll be able to sing a dozen or so songs, with guitar accompaniment, from the instructor's "Song Request List" of more than 250 pop, oldie, rock or country titles. A vocal evaluation, with suggestions for improvement, will be included for each student who asks for it. Participants must be at least 13 years of age.

CRN #11276 6 Mondays, 1/3-2/14 (does not meet 1/17), 7:30-9 p.m. **MCC Bldg. V2 V117** Fee: \$135

Instructor: *Don Donegan* has taught guitar and voice for 30 years, and also teaches songwriting. 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 web site: www.dondonegan.com.

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.

CRN #11275 6 Wednesdays, 1/5-2/9, 7:30-9 p.m.

MCC Bldg. GPA GP138 Fee: \$135

Instructor: *Don Donegan*



GED CLASSES AT MCC

Mandatory orientation and registration
for classes beginning in February

Provided at **NO CHARGE**

by Vernon Regional Adult Basic Education

**For more information and to register
call 860-870-6000, ext. 139**



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. Comparisons

of image quality, usage, and price will be done on some popular digital cameras. A portion of the course will also cover working in a photo editing program. We will learn how to import and save photographs, methods of color correction and enhancement, and print sizing and preparing images for print and the web. It is not necessary to own a digital camera, but if you do, please bring it along with your instruction manual. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #11227 2 Tuesdays, 1/11-1/18, 6-9 p.m.

MCC Bldg. LRC B142 Fee: \$95

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.

Digital Camera for Active Adults

Learn the fundamentals of digital photography using a consumer-model digital camera at a comfortable learning pace geared for older adults. All aspects of the digital camera will be discussed, including the lens, viewfinder, focus, aperture, shutter, digital file formats, and image storage. Comparisons of image quality, usage, and price will be done on some popular digital cameras. A portion of the course will also cover working in a photo editing program. We will learn how to import and save photographs, methods of color correction and enhancement, and print sizing and preparing images for print and the web. You do not have to own a digital camera to take this course, but if you have one, please bring it to class with your instruction manual. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #11264 2 Tuesdays, 1/11-1/18, 1-4 p.m.

MCC Bldg. LRC B142 Fee: \$95

Instructor: *Richard Hoyer*

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 #11230 2 Fridays, 1/21-1/28, 6-9 p.m.

MCC Bldg. AST D211 Fee: \$99

Instructor: *Richard Hoyer*

ADVANCED TECHNIQUES FOR DIGITAL PHOTOGRAPHERS

As a sequel and supplement to *Digital Camera Introduction* and *Next Step*, this series of course modules for the digital photographer focuses on specific technical skills and aesthetic considerations. Ongoing modules will be developed and offered in future Credit-Free terms.

Instructor: *Richard Hoyer*

Advanced Digital SLR

This class is designed for students who wish to build upon their existing knowledge and experience with Photoshop and their digital SLR camera. We will concentrate on advanced topics relating to photography with digital SLRs and improving images with Adobe Photoshop CS3. Our camera work will 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. In the digital lab we will be using Adobe Photoshop CS3 to explore the many subtleties and nuances of 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 #11231 1 Friday, 2/4, 6-9 p.m. **MCC Bldg. AST D211**

Fee: \$50

Digital Macro Photography

Interested in taking great close-up macro photographs with your digital camera? Using a macro setting is only the beginning. In this workshop, we will look at the various options that digital photographers have for exploring the world of macro photography. What is a macro lens? Which cameras come with the best macro lens? How do you use a macro lens? Through demonstration and hands-on, in-class practice, you will receive answers to these questions and learn the fundamentals of macro photography.

CRN #11228 1 Friday, 2/11, 6-9 p.m. **MCC Bldg. AST D211**

Fee: \$50

Flash Photography

This workshop will help you to understand your flash and learn how to use it creatively. Today's TTL flash equipment, especially when combined with the benefits of a digital camera, can produce consistently good results. We will look at how flash works, when and why it fails, and how to handle challenging exposure situations. You will learn how use fill-flash and how to minimize the harshness of direct on-camera flash. Other topics include bounce lighting and the use of flash to express the idea of motion.

CRN #11232 1 Friday, 2/25, 6-9 p.m. **MCC Bldg. AST D211**

Fee: \$50

Black and White Digital

The digital darkroom has opened up many new avenues of exploration for photographers. The black-and-white photographer can use a digital camera or scan black-and-white film negatives into digital form to produce prints that are equivalent to those created in a darkroom. This class will cover all the basics of digital black-and-white, including shooting for black-and-white; scanning black-and-white 35mm negatives; making contrast and tonal adjustments; burning and dodging; and choosing inks and paper for best results. We will work primarily with Photoshop to prepare black-and-white negatives, as well as to convert color files and negatives.

CRN #11229 1 Friday, 3/4, 6-9 p.m. **MCC Bldg. AST D211**

Fee: \$50

PROFESSIONAL DEVELOPMENT

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 of age. No real alcohol is used in class instruction. For more information, please visit: www.getsmartct.com. Please bring your lunch. Materials fee: \$35, which includes S.M.A.R.T. booklet and other supplies, payable to instructor at first class.

CRN #11277 2 Saturdays, 1/22-1/29, 8:30 a.m.-4:30 p.m. **MCC Bldg. GPA GP136** Fee: \$195

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 more than 12 years.

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. Please note that your certificate will be printed with your name as it appears on your registration form. If you choose the Saturday section of the course, please bring your lunch. Required texts: Modern Real Estate Practice (ISBN 9781427787903) and CT Real Estate Practice and Law (ISBN 9781427765116), as well as a strongly recommended text, Questions & Answers ... Real Estate Exam (ISBN 9781427776778), available at MCC Bookstore for approximately \$90 (for all three books).

CRN #11268 11 Saturdays, 1/22-4/9 (does not meet 2/19), 8:30 a.m.-2:30 p.m. **MCC Bldg. Lowe L240**

CRN #11269 16 sessions, Tuesdays & Thursdays, 3/8-5/10 (does not meet 3/22, 3/24, & 4/21), 5:30-9:30 p.m.

MCC Bldg. Lowe L240

Fee: \$485

Instructors: CRN #11268: **Archangelo D'Amato**, a licensed CT broker, brings more than 30 years of real estate brokerage, sales, leasing, development, and property management to the classroom; CRN #11269: **Andrew G. Pappas** is a CT licensed broker with 20 years of teaching experience in the real estate field and represents MCC within the Real Estate Consortium of Connecticut Community Colleges.



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 (aqb) 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 web site: www.ct.gov/dcp - then click "real estate" or go to www.appraisalfoundation.org

* Workforce Investment Act (WIA) funding may be available for unemployed, recently downsized, or underemployed persons. For more information please contact CT Works One-Stop at: www.ctdol.ct.us

Basic Appraisal Procedures

This course is required for those seeking an appraiser's license. Appraiser Qualifications Board (AQB) approval has been granted to Hondros Learning. The course is also recognized by the Real Estate Commission for those seeking a broker's license. It may also be of interest to real estate salespeople. We will focus on approaches to value and cover such important topics as defining the problem; collecting and selecting data; analyzing, reconciling final value opinions; communicating the appraisal; property descriptions; geographic and neighborhood characteristics; land and site considerations for highest and best use; improvements; architectural styles; and types of construction. Students must attend at least 30 hours and achieve a passing grade of 70 in order to receive a course certificate. Required text: Basic Appraisal Procedures, 2nd Edition (ISBN 1598440268), Hondros Learning, available from MCC Bookstore, for approximately \$45.

CRN #11271 9 Wednesdays, 2/2-3/30, 6-10 p.m.

MCC Bldg. Lowe L142 Fee: \$299

Instructor: Archangelo D'Amato

Basic Appraisal Principles

This course is required for those seeking an appraiser's license. Appraiser Qualifications Board (AQB) approval has been granted to Hondros Learning. 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. Required text: Basic Appraisal Principles (ISBN 1598440256), Hondros Learning, available from MCC Bookstore, for approximately \$45.

CRN #11272 9 Wednesdays, 4/6-6/8 (does not meet 4/20), 6-10 p.m. **MCC Bldg. Lowe L142 Fee: \$299**

Instructor: Archangelo D'Amato

Real Estate Law

Approved for broker license candidates, this course covers the legal terminology one needs to know in order to pass the broker's exam. This fast-paced course will focus on the laws and regulations that a CT real estate broker needs to know and cover the following topics: ownership and interests in land, title, and conveyancing; agency and contracts; landlord/tenant, planning, and zoning law; subdivision and condominium law; and real estate financing. Recommended textbook: Essentials of Practical Real Estate Law (ISBN 9781418048068), Thompson, available at MCC Bookstore for approximately \$75.

CRN #11236 9 Mondays, 3/14-5/9, 6-10 p.m.

MCC Bldg. Lowe L142 Fee: \$299

Instructor: Elton B. Harvey III, J.D., Western New England College, is an attorney whose practice emphasizes commercial and residential real estate. A former title abstract company owner, he is a member of the CT Bar Association Real Property Section Executive Committee and practices law in West Hartford.

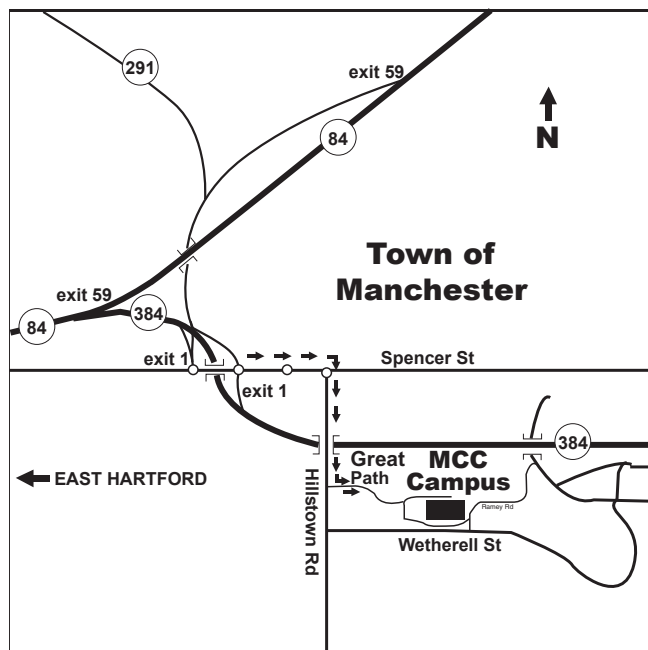
MCC Real Estate and Appraisal Courses May Qualify for Veterans' Benefits

You may be able to receive monthly benefits by enrolling in

- Principles and Practices of Real Estate
- Basic Appraisal classes
- Real Estate Law

Call MCC's Financial Aid Office for more information on Veterans' Benefits at 860-512-3362 or 512-3388

DIRECTIONS TO MANCHESTER COMMUNITY COLLEGE



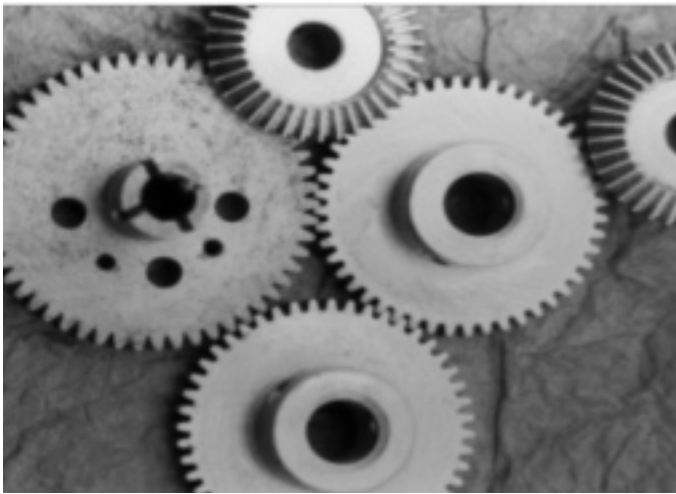
From Hartford: From I-84 Eastbound, take exit 59 to I-384. Immediately take exit 1. Turn left onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. *See below **

From Boston: Take I-84 Westbound. Take exit 59 onto I-384. Immediately take exit 1. Turn left onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take first left onto Great Path and proceed to stop sign. *See below **

From Bolton: (I-384 Westbound): Take I-384 Westbound. Take exit 1. Turn right at the light onto Spencer St. Eastbound. Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take first left onto Great Path and proceed to stop sign. *See below **

From Springfield: Take I-91 South. Take exit 35A to I-291 Eastbound, to I-384. Immediately take exit 1. Turn left onto Spencer St. (Eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take first left onto Great Path and proceed to stop sign. *See below **

** Take a left onto Founders Drive North to Lot B or right onto Founders Drive South to Lot C.*

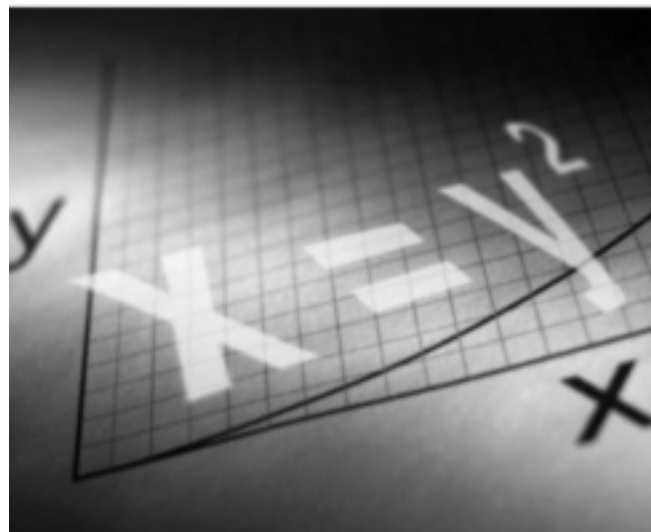


GEARED TOWARD SUCCESS

Have mechanical aptitude? Interested in technology? Want not only a job but a career? Then MCC's manufacturing programs could be your first step toward a successful future.

In MCC's manufacturing programs, you'll learn the skills needed in today's high-tech manufacturing environment. You'll have classroom instruction and hands-on practice in our machine shop. And

you'll learn from instructors who have decades of experience in the field and who give students real-world examples. Our classes are small and our programs are thorough. Our graduates have the marketable knowledge and expertise that make them attractive hires for local employers.



*Often there are grants available to help offset tuition costs. To find out more, call the Business and Industry Office at **860-512-2813** and ask to speak to one of our program coordinators.*

CREDIT-FREE COURSES

WRITING, PUBLISHING & LITERATURE

The Geography of the Self: The Poetry of Elizabeth Bishop

Join us for this special tribute, celebrating the centenary of Elizabeth Bishop's birth. Rightly considered one of the last century's greatest poets, Bishop, who was born in nearby Worcester, Massachusetts, continues to draw interest in this new century. Her direct, accessible style is still admired and imitated by poets today. After providing an overview of her work, the instructor will then focus on a selection of poems, including such classics as "The Fish" and "Filling Station," and will pay particular attention to the metaphor of geography throughout her work. Copies of the poems covered in class will be provided to students.

CRN #11278 1 Tuesday, 3/8, 6-9 p.m. **MCC Bldg. GPA GP142** Fee: \$25

Instructor: **John Surowiecki** is the author of three collections of poetry, *Barney and Gienka* (CW Books, 2010), *The Hat City after Men Stopped Wearing Hats* (Word Works, 2007), and *Watching Cartoons before Attending a Funeral* (White Pine Press, 2003), as well as five chapbooks and his verse drama, *My Nose and Me*, which won a Poetry Foundation Pegasus Award.

Now in its
5th Season

MISHI-MAYA-GAT SPOKEN WORD & MUSIC SERIES

All events are
free and open to
the public.

Manchester Community College

Hosted by Stephen Campiglio/3rd Thursday of each month (except December)/7-9 p.m.

7:00 Music • 8:00 Spoken Word • GPA Community Commons

For directions and more information on the performers, please visit: www.mcc.commnet.edu/faculty/spoken.php

October 21

- **016 Ensemble**, a Hartford-based new music chamber ensemble; <http://016ensemble.com>
- Spotlight on Antrim House Books
* Rennie McQuilkin * Lisa Sornberger * David Leff *

View bios and sample poems at: www.antrimhousebooks.com

November 18

- "Tangos for Violin and Guitar"
Nick Cutroneo, classical guitar & Sarah Larsen, violin
www.nickcutroneo.com; www.myspace.com/sarahlarsenviolin
- Featured poets from *Caduceus*, the annual literary journal of Yale Medical Group and Art Place

January 20, 2011

- Dan Hartington, classical guitar; www.danielhartington.com
- Spotlight II on Antrim House Books
* Joan Kantor * Alexandrina Sergio * Bruce Pratt *

View bios and sample poems at: www.antrimhousebooks.com

February 17

- *Tres Canciones Espanolas*
Rafael Oses, poetry; Sarah Hersh, soprano;
Thomas Schuttenhelm, classical guitar & composer
Plus other pieces performed by Hersh and Schuttenhelm and Oses reading more original work

The series continues through May 2011.

To get on the Series mailing list, please email: scampiglio@mcc.commnet.edu

This project funded in part by MCC Foundation Annual Fund Campaign



Welcome to Online Learning!

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive.

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.

Requirements:

All courses require:

- Internet access
- Email
- Web browser (Explorer, Netscape, Firefox or Safari)
- A computer (of any type)

Some courses may have additional requirements. Please visit our Online Instruction Center for more information:

www.ed2go.com/manchcc

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 47.

Be sure to indicate the start date and CRN of your course on the registration form.

2. Complete online enrollment by visiting the Online Instruction Center at www.ed2go.com/manchcc. Click the "Courses" link for a list of courses and to receive a course syllabus, course procedures, text and/or software requirements, and to meet your online instructor(s). During the enrollment process, you will provide your email address and create a password which you will use to access your course.
3. When your course starts, return to the Online Instruction Center and click the "Classroom" link. To begin your studies, simply log in with the email address and password you provided during online enrollment.

Start Dates:

A new section of every Ed2go online course will begin on the following dates:

January 19

February 16

March 16

April 20

May 18

ACCOUNTING

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more. \$120
CRN #11288

Accounting Fundamentals II

Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor. \$120
CRN #11289

ART

Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be! \$120
CRN #11309

BUSINESS ADMINISTRATION & MANAGEMENT

Administrative Assistant Fundamentals

Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries. \$120
CRN #11286

Administrative Assistant Applications

Gain the skills and knowledge you'll need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant. \$120
CRN #11285

Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts. \$120
CRN #11303

Fundamentals of Supervision and Management II

Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills. \$120
CRN #11301

Going Green at the Workplace

Learn cost-effective ways to position your business as a responsible environmental leader in a world of green consumers and carbon-conscious regulators. \$120
CRN #11497

Building Teams that Work

Learn the secrets of dynamic team building. \$120
CRN #11327

Understanding the Human Resources Function

Learn to handle basic human resource functions to ensure the best possible results. \$120
CRN #11570

Managing Customer Service

Become indispensable to any organization by understanding how to identify and meet customer needs. \$120
CRN #11300

NEW **Help for the Helpdesk**
Learn powerful customer helpdesk skills that will enable you to resolve issues quickly and effectively. \$120
CRN #11444

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Learn powerful techniques to improve your decision-making skills at work. \$120
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Mastery of Business Fundamentals

Acquire practical experience in strategic planning, management, and finance without enrolling in an M.B.A. program. \$120
CRN #11304

Distribution and Logistics Management

Learn how to improve your company's distribution and logistics management activities, increase customer satisfaction, and improve operational throughput. \$120
CRN #11306

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Learn the basic skills required to work in the manufacturing field. \$120
CRN #11548

Manufacturing Applications

Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing. \$120
CRN #11549

Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management. \$120
CRN #11294

Project Management Applications

Experienced project manager teaches you tricks of the project management trade. \$120
CRN #11292

Purchasing Fundamentals

Improve your company's bottom line by mastering the fundamentals of purchasing. \$120
CRN #11290

Supply Chain Management Fundamentals

Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations. \$120
CRN #11307

Total Quality Fundamentals

Learn the basics of total quality management. \$120
CRN #11308

Six Sigma: Total Quality Applications

Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality. \$120
CRN #11295

BUSINESS PLANNING & ENTREPRENEURIAL COURSES

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success. \$120
CRN #11562

Start and Operate Your Own Home-Based Business

An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss. \$120
CRN #11571

Start Your Own Small Business

Stop dreaming and learn how to start your own successful small business. \$120
CRN #11573

Start Your Own Arts and Crafts Business

Learn how to start your own arts and crafts business from a professional artist. \$120
CRN #11572

Learn to Buy and Sell on eBay

Auction pros teach you how to work from home or earn extra income by buying and selling goods online. \$120
CRN #11379

Growing Plants for Fun and Profit

An industry professional teaches you everything you need to prosper in the backyard nursery business. \$120
CRN #11524

Get Paid to Travel

Learn everything you need to start your new and exciting career as a professional tour director. \$120
CRN #11576

Start Your Own Consulting Practice

Find out how you can earn income by sharing your training or knowledge with others. \$120
CRN #11574

Secrets of the Caterer

Learn cooking and business secrets from a professional caterer. \$120
CRN #11523

Wow, What a Great Event!

Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner. \$120
CRN #11287

CAREER DEVELOPMENT

Résumé Writing Workshop

Discover the secret to transforming your tired, boring résumé into a powerful tool that will get you interviews. \$120
CRN #11556

Twelve Steps to a Successful Job Search

World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy. \$120
CRN #11558

Get Assertive!

Find out how you can stop others from intimidating you or treating you poorly. \$120
CRN #11541

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life. \$120
CRN #11555

Making Age an Asset in Your Job Search

This course is a guide for older workers looking to make a career change, find employment opportunities, or learn strategies that give them the best chance of getting hired. \$120
CRN #11557

Listen to Your Heart and Success Will Follow

Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents. \$120
CRN #11545

Individual Excellence:

Secrets of Career Success

Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity. \$120
CRN #11302

Achieving Success with Difficult People

Learn how to have more successful relationships with difficult bosses, coworkers, students, neighbors, or relatives. \$120
CRN #11324

Merrill Ream Speed Reading

Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension. \$120
CRN #11488

COMPUTERS

Basic Computer Literacy (*\$120 per class*)

Keyboarding
CRN #11341

Navigating the Internet
CRN #11377

Introduction to Windows Vista
CRN #11370

Introduction to Windows XP
CRN #11371

Introduction to Linux
CRN #11388

Computer Skills for the Workplace
CRN #11342

Computer Applications (*\$120 per class*)

What's New in Microsoft Office 2007?
CRN #11372

Introduction to Microsoft Word 2007
CRN #11347

Introduction to Microsoft Word 2003
CRN #11346

Intermediate Microsoft Word 2007
CRN #11349

Intermediate Microsoft Word 2003
CRN #11348

Advanced Microsoft Word 2003
CRN #11350

Introduction to Microsoft Excel 2007
CRN #11358

Introduction to Microsoft Excel 2003
CRN #11357

Intermediate Microsoft Excel 2007
CRN #11365

Intermediate Microsoft Excel 2003
CRN #11364

Advanced Microsoft Excel 2007
CRN #11361

Advanced Microsoft Excel 2003
CRN #11359

Introduction to Microsoft Access 2007
CRN #11363

Introduction to Microsoft Access 2003
CRN #11362

Intermediate Microsoft Access 2007
CRN #11367

Intermediate Microsoft Access 2003
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Introduction to Microsoft PowerPoint 2007
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Introduction to Microsoft PowerPoint 2003
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Introduction to Microsoft Project 2007
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Introduction to Microsoft Project 2003
CRN #11439

Introduction to Microsoft Publisher 2007
CRN #11374

Introduction to Microsoft Publisher 2003
CRN #11373

Introduction to Acrobat 9
CRN #11437

Introduction to Crystal Reports 10
CRN #11434

Introduction to Peachtree Accounting 2009
CRN #11356

Introduction to QuickBooks 2010
CRN #11352

Introduction to QuickBooks 2009
CRN #11351

QuickBooks 2009 for Contractors
CRN #11353

NEW Performing Payroll in QuickBooks 2010
CRN #11355

Performing Payroll in QuickBooks 2009
CRN #11354

Introduction to Microsoft Outlook 2007
CRN #11376

Introduction to Microsoft Outlook 2003
CRN #11375

Web Page Design, Graphics & Multimedia (*\$120 per class*)

Creating Web Pages
CRN #11381

Introduction to Microsoft Expression Web
CRN #11442

Introduction to CSS and XHTML
CRN #11431

Intermediate CSS and XHTML
CRN #11432

Designing Effective Web sites
CRN #11441

Introduction to Dreamweaver CS4
CRN #11408

Introduction to Dreamweaver CS3
CRN #11407

NEW Intermediate Dreamweaver CS4
CRN #11410

Intermediate Dreamweaver CS3
CRN #11409

Introduction to Microsoft FrontPage 2003
CRN #11380

Achieving Top Search Engine Positions
CRN #11378

Introduction to CorelDRAW X3
CRN #11433

Introduction to Flash CS4
CRN #11411

Web Programming (*\$120 per class*)

Introduction to Ajax Programming
CRN #11387

Introduction to ASP.NET
CRN #11405

Introduction to Java Programming
CRN #11414

Intermediate Java Programming
CRN #11415

Graphic Design (*\$120 per class*)

Introduction to Illustrator CS3
CRN #11418

NEW Introduction to InDesign CS4
CRN #11417

Introduction to InDesign CS3
CRN #11416

Introduction to Photoshop CS4
CRN #11420

Introduction to Photoshop CS3
CRN #11419

Intermediate Photoshop CS4
CRN #11424

Intermediate Photoshop CS3
CRN #11423

Photoshop CS4 for the Digital Photographer
CRN #11422

Photoshop Elements 8 for the Digital Photographer
CRN #11427

Photoshop Elements 7 for the Digital Photographer
CRN #11426

Photoshop Elements 6.0 for the Digital Photographer
CRN #11425

Photoshop Elements 8 for the Digital Photographer II
CRN #11430

Online Academy

Full course descriptions at www.ed2go.com/manchcc

Photoshop Elements 7 for the Digital

Photographer II

CRN #11429

Photoshop Elements 6.0 for the Digital

Photographer II

CRN #11428

Photoshop CS3 for the Digital Photographer

CRN #11421

Creating Web Graphics with Photoshop CS3

CRN #11406

Computer Troubleshooting & Networking

(\$120 per class)

Introduction to PC Troubleshooting

CRN #11345

Introduction to PC Security

CRN #11443

Advanced PC Security

CRN #11344

Wireless Networking

CRN #11383

Introduction to Networking

CRN #11384

Intermediate Networking

CRN #11382

Computer Programming & Database Management

(\$120 per class)

Introduction to Database Development

CRN #11386

Introduction to Alice 2.0 Programming

CRN #11401

Introduction to PHP and MySQL

CRN #11403

Intermediate PHP and MySQL

CRN #11404

Introduction to C++ Programming

CRN #11397

Introduction to C# Programming

CRN #11399

Intermediate C# Programming

CRN #11400

Introduction to Perl Programming

CRN #11402

Introduction to Python 2.5 Programming

CRN #11396

Introduction to Ruby Programming

CRN #11398

Introduction to Visual Basic 2008

CRN #11390

Introduction to Visual Basic 2005

CRN #11389

Intermediate Visual Basic 2008

CRN #11392

Intermediate Visual Basic 2005

CRN #11391

Creating User Requirements Documents

CRN #11299

High-Speed Project Management

CRN #11438

Certification Prep

(\$170 per class)

Basic CompTIA A+ Certification Prep

CRN #11393

Intermediate CompTIA A+ Certification Prep

CRN #11394

Advanced CompTIA A+ Certification Prep

CRN #11395

CompTIA Security+ Certification Prep

CRN #11343

CompTIA Network+ Certification Prep

CRN #11385

PMP Certification Prep 1

CRN #11291

PMP Certification Prep 2

CRN #11293

COURSES FOR TEACHERS

Teaching Preschool:

A Year of Inspiring Lessons

In this course on teaching preschoolers, you'll learn how to come up with creative and balanced preschool lesson plans for every month of the school year. \$120

CRN #11457

Teaching Adult Learners

Learn powerful techniques for reaching and motivating adult learners in today's student-centered classroom. \$120

CRN #11496

An Introduction to Teaching ESL/EFL

Learn how to be an effective English language teacher from an expert in the field. \$120

CRN #11462

Practical Ideas for the Adult ESL/EFL Classroom

Learn ESL teaching strategies for fostering a more successful learning environment for your adult ESL/EFL students, as well as how to create activities that build a bridge from the classroom to the real world. \$120

CRN #11463

Teaching ESL/EFL Reading

Discover practical techniques and methods for teaching reading in any ESL or EFL environment that will help you become a more confident and effective reading teacher. \$120

CRN #11465

Teaching ESL/EFL Vocabulary

Discover what makes a well-balanced vocabulary course when you're teaching ESL and how to plan one that truly meets your students' needs. \$120

CRN #11466

Teaching ESL/EFL Grammar

Learn new methods for teaching English grammar that will both engage and challenge ESL/EFL students. \$120

CRN #11464

Spanish in the Classroom

Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking students and parents. \$120

CRN #11495

Singapore Math: Number Sense and Computational Strategies

In this teacher training course, you'll learn Singapore's innovative and practical strategies for solving addition, subtraction, multiplication, and division problems. \$120

CRN #11490

Singapore Math Strategies:

Model Drawing for Grades 1-6

In this professional development course for teachers, you'll get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context. \$120

CRN #11489

Teaching Math: Grades 4-6

Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom. \$120

CRN #11491

Teaching Science: Grades 4-6

Increase your effectiveness as a science teacher for children in fourth through sixth grades. \$120

CRN #11459

Solving Classroom Discipline Problems

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline. \$120

CRN #11467

Solving Classroom Discipline Problems II

In this professional development course, you'll get the teacher training you need to deal effectively with serious discipline problems and help even the most challenging students you're teaching make more responsible choices. \$120

CRN #11468

NEW Empowering Students with Disabilities

Explore common disabilities you'll encounter in the classroom and master techniques for promoting academic, behavioral, and social skills in students with special needs. \$120

CRN #11492

Teaching Students with Learning Disabilities

Learn how to successfully meet the diverse needs of the learning disabled students in your classroom. \$120

CRN #11494

Teaching Students with Autism: Strategies for Success

Help your students with high-functioning autism and Asperger's Syndrome unlock their potential in the classroom. \$120

CRN #11493

Survival Kit for New Teachers

Veteran instructor shares the secrets for success in your first years of teaching. \$120

CRN #11461

Ready, Set, Read!

A learning specialist shows you how to raise a successful reader and writer. \$120

CRN #11485

The Creative Classroom

Enrich your teaching talents and encourage your students' creative thinking as you learn to turn your classroom into a creative classroom. \$120

CRN #11482

Differentiated Instruction in the Classroom

Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms. \$120

CRN #11458

NEW The Differentiated Instruction and Response to Intervention Connection

Learn how to combine two powerful educational approaches so you can enable every student in your classroom to succeed. \$120

CRN #11584

Creating the Inclusive Classroom: Strategies for Success

In this professional development course for teachers, you'll get the training you need to reach the diverse mix of students you face every day—learning proven strategies that turn diversity into opportunity. \$120

CRN #11481

Teaching Writing: Grades 4-6

In this teacher-training course, you'll learn from an experienced educator how to motivate and assist developing writers. \$120

CRN #11460

Guided Reading and Writing: Strategies for Maximum Student Achievement

Get the professional development training you need to improve student literacy as an accomplished teacher shares the secrets of turning guided reading strategies into opportunities for teaching writing. \$120

CRN #11483

Guided Reading: Strategies for the Differentiated Classroom

Learn creative ways to bring differentiated instruction and guided reading to life in your classroom. \$120

CRN #11484

Response to Intervention: Reading Strategies That Work

Learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need. \$120

CRN #11486

Integrating Technology in the Classroom

Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans. \$120

CRN #11470

The Classroom Computer

Learn how to use the classroom computer to increase learning and motivate students. \$120

CRN #11475

Using the Internet in the Classroom

Discover how you can use the Internet to make teaching easier for you and more relevant to your students. \$120

CRN #11477

Creating a Classroom Web Site

Learn how to create a classroom Web site and how having one can make you a more effective and dynamic teacher. \$120

CRN #11478

Microsoft Excel 2007 in the Classroom

Learn the basics of Microsoft Excel 2007 in this professional development course for teachers, and get the training every teacher needs for using and teaching this powerful program effectively in the classroom. \$120

CRN #11472

Microsoft Excel 2003 in the Classroom

Discover the many ways Microsoft's powerful mathematic and analytic tool can help you and your students. \$120

CRN #11471

Microsoft PowerPoint 2007 in the Classroom

In this course for teachers, you'll learn how to motivate students and enrich lessons by bringing Microsoft PowerPoint 2007 into your classroom. \$120

CRN #11480

Microsoft PowerPoint 2003 in the Classroom

Motivate your students and enrich your lessons by bringing PowerPoint into your classroom. \$120

CRN #11479

Microsoft Word 2007 in the Classroom

Harness the power of the most popular word processing program on the market and become a more productive and creative teacher. \$120

CRN #11474

Microsoft Word 2003 in the Classroom

Harness the power of the most popular word processing program on the market and become a more productive and creative teacher. \$120

CRN #11473

Easy Classroom Podcasting

In this professional training course for teachers, you'll learn how to make a podcast that creates a memorable learning experience for your students. \$120

CRN #11469

Web 2.0: Blogs, Wikis, and Podcasts

In this course, you'll join the Web 2.0 world as you learn how to create and maintain your own blog, wiki, and podcast. \$120

CRN #11476

Creating K-12 Learning Materials

Increase student performance and earn extra income by converting your ideas for instructional aids into reality. \$120

CRN #11487

Enhancing Language Development in Childhood

Enrich the lives of your children by learning fun and natural ways to help them become proficient speakers and thinkers. \$120

CRN #11521

Understanding Adolescents

Uncover the secrets of the adolescent mind. Gain valuable information on how they feel, how their identities develop, and how you can best meet their needs. \$120

CRN #11519

Guiding Kids on the Internet

Gain confidence and experience so you can help your children discover all the Internet has to offer. \$120

CRN #11517

ENTERTAINMENT

Breaking Into Sitcom Writing

Learn from a veteran TV comedy writer how to write professional sitcom scripts and how to break into show business. \$120

CRN #11340

Music Made Easy

Learn the fundamentals of music theory. Be able to read, write, and play simple music. \$120

CRN #11310

Making Movies with Windows Vista

Learn how to create fun, professional-quality movies using Windows Vista. \$120

CRN #11412

Making Movies with Windows XP

Turn your home videos into entertaining movies that you can share with others by email, the Web, CD, and DVD. \$120

CRN #11413

GRANT WRITING & NONPROFIT MANAGEMENT

A to Z Grant Writing

Learn how to research and develop relationships with potential funding sources, organize grant-writing campaigns, and prepare proposals. \$120

CRN #11502

Get Grants!

Learn how to develop successful, fundable grants from experts in the field. \$120

CRN #11503

Advanced Grant Proposal Writing

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. \$120

CRN #11505

Writing Effective Grant Proposals

Learn to prepare grant proposals that get solid results for your favorite organization or charity. \$120

CRN #11504

Becoming a Grant Writing Consultant

Increase your income while working from home by starting a grant writing consulting business. \$120

CRN #11564

Starting a Nonprofit

Industry veteran shows you how to take a nonprofit business from vision to reality. \$120

CRN #11565

Nonprofit Fundraising Essentials

Learn the basics of fundraising for nonprofit organizations, from annual and special fund drives to more advanced projects involving corporate and foundation relations, major gifts, and planned giving. \$120

CRN #11568

Marketing Your Nonprofit

Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers. \$120

CRN #11566

Introduction to Nonprofit Management

Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors. \$120

CRN #11567

HEALTH CARE, FAMILY & NUTRITION

Assisting Aging Parents

Handle the challenges you will face in the coming years. \$120

CRN #11520

Homeschool with Success

Discover how to homeschool your children in a way that ensures they get what they need both academically and socially. \$120

CRN #11456

Explore a Career as an Administrative Medical Assistant

Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA) in a doctor's office—from appointment scheduling and chart creation to medical billing and coding. \$120

CRN #11539

Explore a Career in Medical Coding

Learn how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure. \$120

CRN #11540

Explore a Career in Medical Transcription

Learn how to transcribe the medical reports most often used in healthcare today, and discover how to get started and advance as a medical transcriptionist. \$120

CRN #11530

Medical Terminology:

A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion. \$120

CRN #11531

HIPAA Compliance

Learn how to comply with the duties, rights, and responsibilities of HIPAA. \$120

CRN #11526

Become an Optical Assistant

Learn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities. \$120
CRN #11529

Become a Physical Therapy Aide

Prepare for a rewarding career as a valued member of the physical therapy team. \$120
CRN #11533

Become a Veterinary Assistant

Practicing veterinarian prepares you to work in a veterinary office or hospital. \$120
CRN #11534

Become a Veterinary Assistant II: Canine Reproduction

Practicing veterinarian teaches you to manage the entire canine breeding cycle, from assessing the health of parents to puppy care. \$120
CRN #11535

Become a Veterinary Assistant III: Practical Skills

Learn the practical skills you'll need to be a valuable veterinary assistant or educated pet owner. \$120
CRN #11536

Introduction to Natural Health and Healing

Learn how to promote wellness, balance, and health in all aspects of your daily life. \$120
CRN #11537

Lose Weight and Keep It Off!

Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime. \$120
CRN #11527

Luscious, Low-Fat, Lightning-Quick Meals

Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious! \$120
CRN #11522

Handling Medical Emergencies

Every second counts during a medical emergency. Learn how to respond if someone needs your help. \$120
CRN #11528

LANGUAGES

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time. \$120
CRN #11513

Speed Spanish II

Clever follow-up to our popular Speed Spanish course. Several new recipes help you quickly build fluency. \$120
CRN #11514

Speed Spanish III

Master your ability to speak, understand, and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series. \$120
CRN #11515

NEW Spanish for Law Enforcement

Master the fundamentals of the Spanish language by practicing basic conversational skills and learning essential Spanish terminology for law enforcement situations. \$120
CRN #11559

NEW Spanish for Medical Professionals

Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases. \$120
CRN #11538

Beginning Conversational French

Discover how easy it can be to learn common words and phrases for both leisure and business. \$120
CRN #11511

Instant Italian

Learn Italian from the comfort of your home in this fun and enjoyable online course. \$120
CRN #11516

Conversational Japanese

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language. \$120
CRN #11512

Grammar for ESL

If English is your second language and you're headed to college, this course will teach you the principles of grammar and structure you'll need to succeed. \$120
CRN #11499

Writing for ESL

Learn how to write in English more effectively to succeed in college and at work. \$120
CRN #11500

MATH & SCIENCE

Math Refresher

Gain confidence in your basic math skills and start using math to your advantage. \$120
CRN #11546

Introduction to Algebra

Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems. \$120
CRN #11547

Human Anatomy and Physiology

Gain a greater appreciation and understanding of the marvelous complexity of the human body. \$120
CRN #11525

Human Anatomy and Physiology II

Learn the basic characteristics of the four main types of tissues, the general and special senses, cellular metabolism, body chemistry, and significant events in the life span, from fertilization through old age. \$120
CRN #11532

PERSONAL ENRICHMENT

NEW Going Green at Home

Step into a green lifestyle as you discover simple, cost-effective ways to make your home environmentally friendly. \$120
CRN #11498

Goodbye to Shy

Become more confident in social, professional, and romantic situations. \$120
CRN #11325

Get Funny!

Learn how to use humor to speak more effectively, write better, and increase your popularity. \$120
CRN #11544

Skills for Making Great Decisions

Learn how to make excellent everyday decisions from an experienced counselor and life coach. \$120
CRN #11542

Interpersonal Communication

Become aware of the conscious and unconscious codes of meaning we send when communicating with others. \$120

CRN #11323

Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation. \$120

CRN #11322

Genealogy Basics

Learn where to look, who to contact, and how to use research tools to begin an exciting and fascinating exploration of your roots. \$120

CRN #11518

PERSONAL FINANCE

Where Does All My Money Go?

Learn how to get control of your money once and for all. \$120

CRN #11501

Personal Finance

Protect your assets and discover how best to achieve all your financial goals. \$120

CRN #11510

Keys to Successful Money Management

Certified financial planner shows you how most wealthy people build their fortunes. \$120

CRN #11506

Real Estate Investing

Build and protect your wealth by investing in real estate. \$120

CRN #11560

Real Estate Investing II: Financing Your Property

Discover the tools professional investors use to crunch numbers and analyze potential deals, and learn how to make better decisions with sophisticated, yet easy-to-use worksheets for doing your own financial analysis. \$120

CRN #11561

Stocks, Bonds, and Investing: Oh, My!

Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement. \$120

CRN #11507

The Analysis and Valuation of Stocks

Discover valuable techniques that show you step by step how to research and value stocks. \$120

CRN #11508

www.mcc.commnet.edu

Introduction to Stock Options

Learn how stock options can protect your portfolio and help you profit in any type of market. \$120

CRN #11509

PHOTOGRAPHY

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment. \$120

CRN #11553

Travel Photography for the Digital Photographer

Learn the tricks and techniques digital photographers need to capture scenes from around the world and bring them home. \$120

CRN #11554

Secrets of Better Photography

Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations. \$120

CRN #11550

Photographing Nature With Your Digital Camera

Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots. \$120

CRN #11551

Photographing People With Your Digital Camera

Learn to take beautiful pictures of adults, children, and babies. \$120

CRN #11552

SALES & MARKETING

Principles of Sales Management

Master the art of managing sales teams from a sales management professional. \$120

CRN #11296

Professional Sales Skills

Discover how to begin a successful and rewarding career in sales. \$120

CRN #11298

Effective Selling

Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success. \$120

CRN #11297

Marketing Your Business on the Internet

E-commerce expert helps you develop an Internet marketing plan for your business. \$120

CRN #11575

TEST PREP

Praxis I Preparation

Develop the knowledge and skills you need to pass the Praxis I Exam as you review and prepare for everything the test includes. \$120

CRN #11455

GED Test Preparation

Want to pass the GED? This course will help you develop the skills you'll need to succeed. \$120

CRN #11445

Prepare for the GED Language Arts, Writing Test

Obtain the skills and knowledge to successfully prepare for the GED Language Arts, Writing test. \$120

CRN #11446

Prepare for the GED Math Test

Master the skills you'll need to successfully pass Test 5 in the GED test series. \$120

CRN #11447

GMAT Preparation

Discover powerful test-taking techniques and methods for improving your score on the GMAT. \$120

CRN #11450

GRE Preparation: Part 1

Discover powerful strategies for success in the verbal and analytical sections of the GRE. \$120

CRN #11448

GRE Preparation: Part 2

Learn a variety of useful techniques for tackling the math section of the GRE. \$120

CRN #11449

LSAT Preparation: Part 1

Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills. \$120

CRN #11451

LSAT Preparation: Part 2

Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers. \$120

CRN #11452

SAT/ACT Preparation: Part 1

Master the reading, writing, English, and science questions on the ACT and new SAT. \$120

CRN #11453

SAT/ACT Preparation: Part 2

Master the math questions on the ACT and new SAT. \$120

CRN #11454

WRITING COURSES

Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively. \$120

CRN #11338

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches. \$120

CRN #11311

NEW Writing Essentials

Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level. \$120

CRN #11319

Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end. \$120

CRN #11329

Business Marketing Writing

Write great marketing copy to improve your company's image and your chances of getting hired or promoted. \$120

CRN #11328

Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing. \$120

CRN #11318

The Keys to Effective Editing

If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction. \$120

CRN #11305

Writeriffic: Creativity Training for Writers

Banish writer's block forever with these tricks from the published writer's toolbox. \$120

CRN #11333

Writeriffic 2: Advanced Creativity Training for Writers

This advanced writing course will increase your creativity—whether you're writing for personal satisfaction or to launch a career. \$120

CRN #11316

Write Fiction Like a Pro

A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story. \$120

CRN #11332

Advanced Fiction Writing

Explore advanced fiction writing techniques with a published novelist. \$120

CRN #11337

A Writer's Guide to Descriptive Settings

Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters. \$120

CRN #11315

Romance Writing Secrets

Learn how to write and sell romance novels from a veteran romance author. \$120

CRN #11314

Mystery Writing

Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author. \$120

CRN #11313

Forensic Science for Writers

Learn the secrets behind forensic science and add new characters, depth, and marketability to your fiction. \$120

CRN #11320

The Craft of Magazine Writing

If you're a determined new writer, this class will provide you with the skills you need to get published. \$120

CRN #11339

Writing for Children

A published children's author shows you how to touch the hearts of children by creating books for them. \$120

CRN #11326

Research Methods for Writers

Learn the most efficient and effective methods to conduct research for any writing project. \$120

CRN #11321

Beginner's Guide to Getting Published

A published writer shows you how to give yourself the credibility you need to get your books and articles published. \$120

CRN #11330

Write and Publish Your Nonfiction Book

Become a professional author or advance your career by learning to write, edit, and publish nonfiction books of all types. \$120

CRN #11331

Introduction to Internet Writing Markets

A professional writer helps you discover a wide variety of new markets for your written work. \$120

CRN #11335

Pleasures of Poetry

This course will help you create your best possible work, whether you're looking to be published or simply wish to craft beautiful poems for friends. \$120

CRN #11312

Travel Writing

Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books. \$120

CRN #11317

Write Your Life Story

Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others. \$120

CRN #11334

Introduction to Journaling

Discover how journaling can help you learn more about yourself, explore your dreams, values, and beliefs, improve your health, survive unwanted change, succeed in your career, and express your creativity. \$120

CRN #11336

Publish It Yourself: How to Start and Operate Your Own Publishing Business

Convert manuscripts into income by producing and selling books like the pros. \$120

CRN #11569



NEW **The Majestic Theaters of Broadway**
Many are gone, but many remain, renovated and still housing Broadway's hits—and flops! We'll take a look at some of the old and the new of Broadway's home—its theaters, big and small, grand and simple. How many have you been in to see a musical, comedy or drama on Broadway? Join us for this interesting and informative session.

CRN #11577 1 Friday, 2/25, 11:30 a.m.-1 p.m.

MCC Bldg. AST E202 Fee: \$5

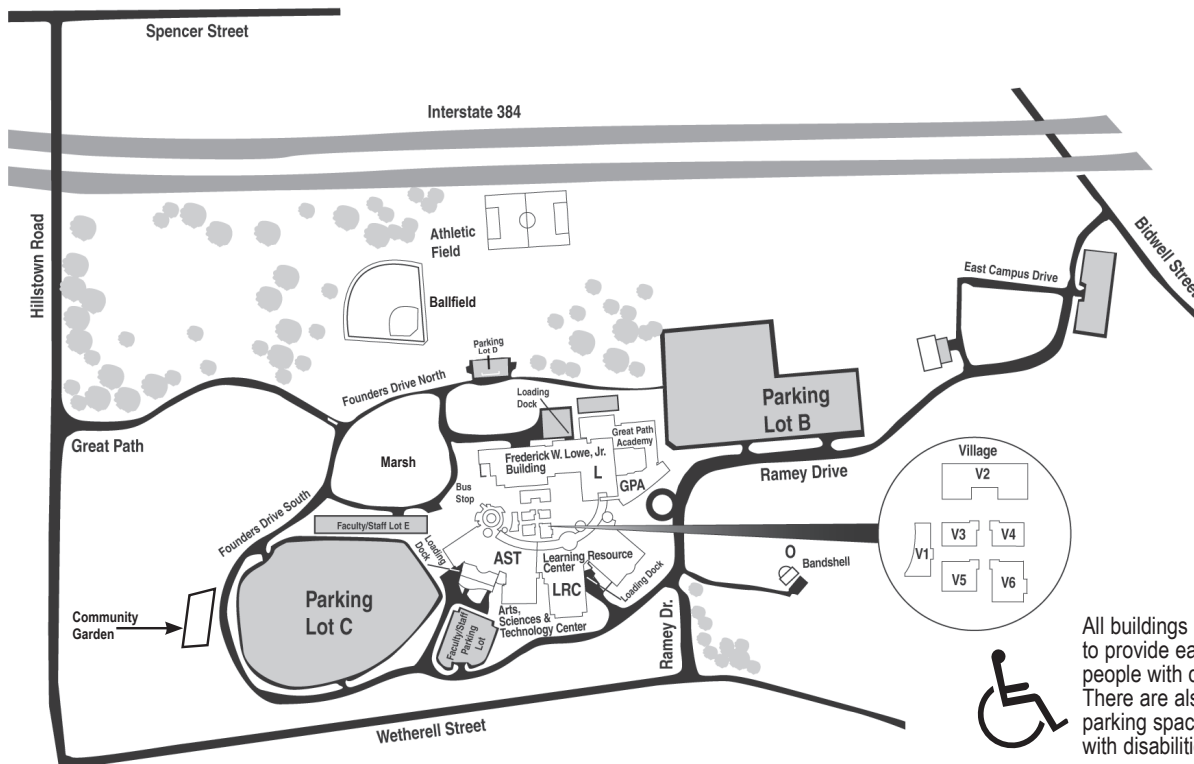
Instructor: Barbara King has an M.A. in history, has taught high school and college history and psychology, and has been a trainer in business and state government. She teaches a variety of courses for MCC's Credit-Free Programs.



Please refer to the Spring 2011 Credit-Free catalog for a more comprehensive listing of Noon Institute courses.

Pre-registration for all Noon Institute courses is required. Please use the Credit-Free Registration Form on the inside back cover.

MCC CAMPUS MAP



AST Arts, Sciences & Technology Center:
Art Studios
Auditorium
Photography Labs

LRC Learning Resource Center:
Computer Science Labs
Continuing Education
Educational Technology Services
Health Career Labs
Library

L Lowe Building:
Academic Support Center
Admissions/Registrar
Athletics/Fitness Center
Bookstore
Campus Police
Cashier
Culinary Arts Center

GPA Great Path Academy:
Art Studio
Community Commons
Kitchen Lab
V Village:
Buildings V1, V2, V3, V4, V5, V6

ORGANIZATION OF ACTIVE ADULTS

For Individuals 50 and Older — Your Opportunity for Lifelong Learning

More than 1,100 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.mcc.commnet.edu → Continuing Education → Organization of Active Adults.

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

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(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 _____ full date required

Address _____ full date required

Town _____ State _____ Zip _____ - _____

Phone (_____) _____ Renewal _____ New Member _____

Email address _____

Please return your completed form with your check payable to MCCOAA to:

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Check #: _____ Date: _____

Date Received: _____
(completed by office)

MCCOAA
Great Path, MS #16
PO Box 1046
Manchester, CT 06045-1046

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Member Name

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August 31 of above year

ORGANIZATION OF ACTIVE ADULTS
in partnership with Manchester Community College

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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 the address below. *Please use one form per member, per course.*

MCCOAA • Great Path MS #16 • P.O. Box 1046 • Manchester, CT 06045-1046

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 years

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: \$

CREDIT-FREE REGISTRATION INFORMATION

WEB REGISTRATION

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

**If you are a returning student and know your NetID
and/or Banner ID*, here's how to register online:**

Login:

- Go to <http://my.commmnet.edu>
- Enter your **NetID** and **PIN** (See "New NetID Users" information below)
- Click on the "Student" tab
- Click on the "Student Self Service" channel

Registering:

- If prompted, select **Manchester Community College** from the list of colleges
- Click on "Registration and Payment"
- Click on "Register (add/drop) classes"
- Go to **Select a Term**, select the correct semester/year, then submit
- Follow instructions in step 1 and 2**
- Click on "View Schedule" at the bottom of the page to confirm registration
- Follow the prompts to initiate payment

PLEASE NOTE: Online registration for the Motorcycle Program is not permitted.

** 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 or to request your Banner ID.**

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.commmnet.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 NumberExample: 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 then be prompted to change your password

Manchester Community College is committed to access and equal opportunity. Should you require accommodations because of a disability in order to participate in any of the programs offered, please contact a counselor at Services for Students with Disabilities, 860-512-3332. Alternative formats of this material may be provided upon request. MCC does not discriminate against any individual on the grounds of race; color; national origin; ancestry; sex; sexual orientation; age; religion; political beliefs; mental, learning or physical disability; marital or veteran status; or prior conviction of a crime. The College reserves the right to make any necessary changes in the information listed in this publication. 10/10, 50M, Resource: CE/VS

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. Please see maps on pages 32 and 44 for directions.

Free Parking: Parking is free at MCC. You may park without a permit in Lots B or C. A permit is required to park in staff or handicapped spaces. For parking lot locations, see Campus Map on page 44. For convenient access to the new Great Path Academy (GPA), please use Lot B.

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.mcc.commmnet.edu for cancellations due to weather conditions. You may not make up 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.

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, Lowe 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. You may view and print a Refund Policy Appeal form at www.mcc.commmnet.edu → Forms Depot → Admissions & Registration, or obtain a form at the Registrar's Office.

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.

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 Lowe Building. Pay at the Cashier'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 a.m. and 4:30 p.m., Monday-Friday, using MasterCard, Visa or Discover Card.

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

5. Register Online

Returning students, go to: <http://my.commnet.edu> (using MasterCard, Visa or Discover Card). For details see page 46 or call 860-512-2800.

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. _____

Name (Last) _____ (First) _____ (M) _____

Previous Name (if any) _____ Email address _____

Home Address (Number and Street) _____

City _____ State _____ Zip Code _____

Tel. (Home) _____ (Work) _____ (Cell) _____

Be sure to include both a day and evening phone number in case we need to inform you of a scheduling change or cancellation.

Birth Date _____ Gender ☐ Female ☐ Male Today's Date _____

Resident Information ARE YOU: (Check applicable) A CONNECTICUT RESIDENT FOR 1 YEAR? ☐ Yes ☐ No

ARE YOU: (Check applicable) 01 ☐ AMERICAN 02 ☐ NATURALIZED 03 ☐ APPLIED FOR CITIZENSHIP 04 ☐ STUDENT VISA

05 ☐ NOT ON A STUDENT Visa - Other (Specify) _____ COUNTRY OF ORIGIN _____

06 ☐ PERMANENT RESIDENT (Registration Number) _____

ETHNICITY/RACE ☐ HISPANIC/LATINO ☐ NON-HISPANIC/NON-LATINO ☐ CHOOSE NOT TO RESPOND (NONE)

IF YOU CHECKED NON-HISPANIC/NON-LATINO ABOVE, WHAT IS YOUR RACE? (CHECK ALL THAT APPLY):

☐ WHITE (10) ☐ BLACK OR AFRICAN AMERICAN (20) ☐ ASIAN (45) ☐ AMERICAN INDIAN/ALASKAN NATIVE (50)

☐ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (80) ☐ OTHER (90) ☐ CHOOSE NOT TO RESPOND (60)

CRN# _____ Course Title _____ Start Date _____ Time _____ Room _____ Fee _____

Make check or money order payable to "MCC".

Fees (total enclosed) _____

Credit Card # _____

Cardholder name (print) _____

Cardholder signature _____

Relationship to student _____

Cardholder Address _____

Cardholder phone _____ Exp. Date (mo/yr) _____

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 46.

Office Use Only	Regis.	Special	Receipt #	Date

Credit-Free Courses Starting January - February

Ongoing Registration

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

Look for these sections in the Spring Credit-Free catalog

- Culture & History • Drama • ESL
- Family, Finance & Consumer Issues

Real Estate

Preparation for CT Licensing Exams

- Principles and Practices of Real Estate
- Basic Appraisal Principles
- Basic Appraisal Procedures
- Real Estate Law

See Real Estate on page 31-32



Non-Profit Org.
U.S. Postage
PAID
Manchester, CT
Permit #186

MANCHESTER
COMMUNITY
COLLEGE



Continuing Education Division
Great Path, MS #16
P.O. Box 1046
Manchester, CT 06045-1046

Interested in a Health Career?

- Certified Nurse Aide (CNA) Training
- Emergency Medical Technician (EMT) Training
- Pharmacy Technician Certification Training
- Phlebotomy: The Art of Drawing Blood
(FREE Informational Session)

Allied Health pages 17-18

Coming in Spring

- American Red Cross Standard First Aid
with AED and CPR
- Medical Coding courses



Online Academy

- 96% of our Online Students state that they would take another Online Course
- 75% say Online Courses fit best into their schedules

Check out our Online Academy
course listings on pages 35-43.



Boating Safety

Obtain a CT Personal Watercraft/
Safe Boating Certificate.
One-Day Saturday and
Weeknight Classes Available.
See page 27



Watch for... Spring Excursions in Learning 2011 (students completing grades K-8)

30 different activity-oriented classes for students
Saturday mornings: 9 a.m.-noon • Feb 5, 12, 19 and/or 26 • \$40 per class

Save the date(s)... Summer Excursions in Learning
Junior Culinary Camp (students completing grades 5-8) July 5-8, July 11-15
Technology Camp (students completing grades 5-8) July 5-8, July 11-15
Adventures in Leadership (students completing grades 5-7) July 11-15
Summer Excursions for gifted and high-achieving students
 (students completing grades K-8) Aug 1-12

**For more information contact Susan Meisler,
Program Coordinator at (860) 512-2804
or smeisler@mcc.commnet.edu**