CONTINUING EDUCATION
Credit & Credit-Free Courses
Classes Beginning December-February

WINTER 2011/2012
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When searching online for courses found in this catalog:
Select “Winter 2011” for Winter Intersession Credit courses or select “Spring 2012” for Credit-Free courses.

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, Carleigh Cappetta .............................................. ccappetta@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

NEW! BUILD YOUR CREDENTIALS IN JUST ONE YEAR
Credit Certificate Programs in Accelerated Sessions

COMPUTER-AIDED DESIGN (CAD) • FITNESS SPECIALIST • WEB TECHNOLOGY

College by Design
For more information call 860-512-2800

www.mcc.commnet.edu
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 on page 5.

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

Level of Study
While the number of classes for 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 Appeal Procedures

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

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

The Refund Appeal is intended to extend the refund period for a limited 10-day period of time for students experiencing extraordinary circumstances. After the 10-day extension period, there are no refunds and appeals will not be considered regardless of the circumstances a student may experience. 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.

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 6-7.

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

Winter 2011-2012 Credit and Credit-Free Course Catalog
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 11-12. Complete the Credit Extension Course Registration Form on page 14. Please complete the entire form. Full payment must accompany each registration. Refer to fee schedule on page 10. Send your registration and payment to:

Registration Office
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 11-12. Complete the Credit Extension Course Registration Form on page 14, 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 11-12. Complete the Credit Extension Course Registration Form on page 14, 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 11-12.

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 Number

Example: 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.

Admissions Office Hours
Lowell Building, Room L156

Monday .................... 8:30 a.m. - 4:30 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.

Hours are subject to change.

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

Registration Hours
Lowell Bldg, Room L157

Monday .................... 8:30 a.m. - 4:30 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.

Hours are subject to change.

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.

www.mcc.commnet.edu
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 (Tues.-Fri.)
Jan. 3, 4, 5, 6 (Tues.-Fri.) • Jan. 9, 10, 11, 12, 13 (Mon.-Fri.)

Final Exams: Last scheduled class period

Snow Dates: (if needed): Saturdays, Jan. 7 and/or 14 or by instructor arrangement.

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

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject #</th>
<th>Title</th>
<th>Credit Hrs</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Building/Wing/Rm</th>
</tr>
</thead>
<tbody>
<tr>
<td>40001</td>
<td>ART* B206</td>
<td>Film Study</td>
<td>3</td>
<td>MTWRF</td>
<td>12/27-1/13</td>
<td>9 a.m.-12:30 p.m.</td>
<td>V5 V151</td>
</tr>
<tr>
<td>40003</td>
<td>BBG* B234</td>
<td>Legal Environment of Business</td>
<td>3</td>
<td>Online</td>
<td>12/27-1/13</td>
<td>(see pages 6, 8)</td>
<td></td>
</tr>
<tr>
<td>40020</td>
<td>BMG* B202</td>
<td>Principles of Management</td>
<td>3</td>
<td>Online</td>
<td>12/27-1/13</td>
<td>(see pages 6, 8)</td>
<td></td>
</tr>
<tr>
<td>40004</td>
<td>COM* B154</td>
<td>Film Study and Appreciation</td>
<td>3</td>
<td>MTWRF</td>
<td>12/27-1/13</td>
<td>9 a.m.-12:30 p.m.</td>
<td>V5 V151</td>
</tr>
<tr>
<td>40005</td>
<td>COM* B172</td>
<td>Interpersonal Communication</td>
<td>3</td>
<td>MTWRF</td>
<td>12/27-1/13</td>
<td>9 a.m.-12:30 p.m.</td>
<td>AST C203</td>
</tr>
<tr>
<td>40006</td>
<td>COM* B173</td>
<td>Public Speaking</td>
<td>3</td>
<td>MTWRF</td>
<td>12/27-1/13</td>
<td>9 a.m.-12:30 p.m.</td>
<td>AST C204</td>
</tr>
<tr>
<td>40007</td>
<td>CSA* B105</td>
<td>Introduction to Software Applications</td>
<td>3</td>
<td>Online</td>
<td>12/27-1/13</td>
<td>(see pages 6, 8)</td>
<td></td>
</tr>
<tr>
<td>40008</td>
<td>CJS* B101</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
<td>Online</td>
<td>12/27-1/13</td>
<td>(see pages 6, 8)</td>
<td></td>
</tr>
<tr>
<td>40009</td>
<td>ECN* B101</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
<td>Online</td>
<td>12/27-1/13</td>
<td>(see pages 7, 8)</td>
<td></td>
</tr>
<tr>
<td>40011</td>
<td>ENG* B10</td>
<td>Introduction to Literature</td>
<td>3</td>
<td>MTWRF</td>
<td>12/27-1/13</td>
<td>9 a.m.-12:30 p.m.</td>
<td>AST D203</td>
</tr>
<tr>
<td>40012</td>
<td>HIS* B101</td>
<td>Western Civilization I</td>
<td>3</td>
<td>MTWRF</td>
<td>12/27-1/13</td>
<td>9 a.m.-12:30 p.m.</td>
<td>AST C202</td>
</tr>
<tr>
<td>40013</td>
<td>MUS* B101</td>
<td>Music History &amp; Appreciation</td>
<td>3</td>
<td>MTWRF</td>
<td>12/27-1/13</td>
<td>9 a.m.-12:30 p.m.</td>
<td>V2 V127</td>
</tr>
<tr>
<td>40014</td>
<td>PHL* B101</td>
<td>Introduction to Philosophy</td>
<td>3</td>
<td>MTWRF</td>
<td>12/27-1/13</td>
<td>9 a.m.-12:30 p.m.</td>
<td>Lowe L242</td>
</tr>
<tr>
<td>40015</td>
<td>PHL* B111</td>
<td>Ethics</td>
<td>3</td>
<td>MTWRF</td>
<td>12/27-1/13</td>
<td>9 a.m.-12:30 p.m.</td>
<td>Lowe L243</td>
</tr>
<tr>
<td>40016</td>
<td>PSY* B201</td>
<td>Life Span Development</td>
<td>3</td>
<td>MTWRF</td>
<td>12/27-1/13</td>
<td>9 a.m.-12:30 p.m.</td>
<td>Lowe L245</td>
</tr>
<tr>
<td>40017</td>
<td>SOC* B101</td>
<td>Principles of Sociology</td>
<td>3</td>
<td>Online</td>
<td>12/27-1/13</td>
<td>(see pages 7, 8)</td>
<td></td>
</tr>
</tbody>
</table>

▲ Choose either ART* B206 or COM* B154

❖ See page 8 for information about online courses. See course descriptions for any course-specific instructions.

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**Bursar's Hours**
Lowe Building, Room L165

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8:30 a.m.-4:00 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8:30 a.m.-7:00 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>8:30 a.m.-4:00 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>8:30 a.m.-4:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:30 a.m.-12 noon</td>
</tr>
</tbody>
</table>

Hours are subject to change.
For more information, please call 860-512-3637.

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**MCC Library Hours**

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Friday</td>
<td>8:30 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:00 a.m.-2:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>8:30 a.m.-Closed</td>
</tr>
</tbody>
</table>

**Exceptions**

Friday-Monday, Dec. 23-26, 2011 .......... CLOSED
Monday, Jan. 16, 2012 .......... CLOSED

Hours are subject to change.
For more information, call 860-512-2880.
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. Prerequisite: eligibility for ENG* 101. 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.commnet.edu in order to receive this communication. Additional questions may be addressed to Professor Nance Kriscenski at nkrisenski@mcc.commnet.edu.

Information about Distance Learning Courses: see page 8.

BMG* 202: Principles of Management
(Formerly BMG* 101: Introduction to Management)
This course is an analysis of principles, techniques and the major functions (planning, organizing, and leading) of business enterprise management. Prerequisite: eligibility for ENG* 101. 3 credits

Information about Distance Learning Courses: see page 8.

COM* 154/ART* 206: Film Study and Appreciation/Film Study
(Formerly COMM 171/FA 171: 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. Prerequisite: eligibility for ENG* 101. 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

Information about Distance Learning Courses: see page 8.

CJS* 101: Introduction to Criminal Justice (online)
This course is a survey of the history and philosophy of American justice concepts with the emphasis on present day practical application through the efforts of the law enforcement, court, and correction segments of the criminal justice system. Prerequisite: eligibility for ENG* 093. 3 credits

Information about Distance Learning Courses: see page 8.

ECN* 101: Principles of Macroeconomics (online)
(Formerly ECON 101: 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* 101. 3 credits

Information about Distance Learning Courses: see page 8.

— Continued next page —
**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* 101. 3 credits

**MUS* 101: Music History and Appreciation I**  
This course is a survey of western European music from the Medieval Period through Baroque with an emphasis given to stylistic forms (i.e. plainchant, motet, opera fugue), composers (i.e. Palestrina, Corelli, Morley, Vivaldi, Bach, Handel), and the cultural/societal impact on the music. The course will also review the elemental components of music (i.e. pitch, melody, rhythm and harmony). Prerequisite: eligibility for ENG* 101. 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. Prerequisite: eligibility for ENG* 101. 3 credits

**PSY* 111: General Psychology I**  
The purpose of this course is to introduce students to the discipline of psychology and to the evolving body of knowledge that has been produced by this discipline. It surveys basic topic areas within psychology including psychology’s history and scientific origins, the physiological correlates of experience and behavior, human development, learning, memory, thinking, intelligence, personality, and motivation and emotion. Prerequisite: eligibility for ENG* 101. 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

**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* 101. 3 credits

**SOC* 210: Sociology of the Family (online)**  
*Formerly SOC 231: Marriages and Families*  
This course will explore the complexity and diversity of the contemporary family and other intimate relationships. Topics for this course include mate selection, gender roles, sexuality, communication, power and conflict, family violence, parenthood, work/family interaction, and diverse family arrangements. Prerequisite: eligibility for ENG* 101. 3 credits

Information about Distance Learning Courses: see page 8.
Credit Courses

Distance Learning Courses

Students must know how to use a computer and have high-speed Internet access to successfully participate in distance learning courses. MCC offers three types of distance learning courses that are listed under “Instructional Types” when you select “Course Search” on myCommNet. They are:

- **ONLN**: Fully online courses. All ONLN courses take place online through Blackboard Vista, MCC’s course management system. Instructors may also use other online tools, such as publishers’ websites or wikis.
- **OLCR**: Online courses with on-campus requirements such as tests or orientations.
- **HYBR**: Hybrid courses. In a HYBR course, students will have scheduled on-campus class meetings and online coursework and interactions. The number of on-campus meetings may vary according to instructor, so students should check their schedule carefully.

Although MCC’s online courses provide flexibility that allow students to access information and participate in course discussions anytime and anywhere via a computer and an Internet connection, **these are not self-paced courses.** Just as in any MCC course, students will have weekly deadlines for assignments, discussions and assessments.

The content and expectations in an online course are the same as in an on-campus course at MCC. Online courses require a great deal of reading and writing, as well as strong computer literacy and time management skills.

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

**To access your online class material using Blackboard Vista:**
1. Log-in to http://my.commnet.edu using your NetID and password.
2. Click the “Blackboard Vista” link on the upper right of the window.
3. In the “My Courses” channel, click to access Blackboard Vista.
4. Select your course from the course list on the “myBlackboard” page.
5. Logoff when you have completed your work.

### WINTER INTERSESSION CALENDAR

**December 27, 2011—January 13, 2012**

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. 6........ Last day to use audit option or to withdraw from class without academic penalty
Jan. 13 ...... Final exam and last day of class

### 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 9 with their registration form. Note: certain courses have specific prerequisites, i.e., PSY* 201, requires successful completion of PSY* 111 or equivalent.

#### Winter Student Testing

Students must have applied to the College prior to taking the assessment test and must bring their Banner Student ID number and Photo ID to the test. For test dates, please go to the MCC website at www.mcc.commnet.edu and look up Assessment Testing to make a test appointment or call the testing center at 860-512-3304.
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 450 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 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

WINTER CREDIT EXTENSION FEE SCHEDULE

<table>
<thead>
<tr>
<th>RESIDENT</th>
<th>Continuing Education Credit Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>SH</td>
<td>Extension Credit Fee</td>
</tr>
<tr>
<td>1</td>
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<td>$1,529.00</td>
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<tr>
<td>12</td>
<td>$1,668.00</td>
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</table>

Additional semester hours are charged accordingly.
Additional Mandatory Usage Fees for Extension Fund Courses Per Semester Laboratory Course Fee.... $78
Per registration in a designated laboratory course
Studio Course Fee ............ $84
Per registration in a designated studio course
SH: semester hours
All Tuition and Fees are subject to change
* Nonrefundable fee

<table>
<thead>
<tr>
<th>NON-RESIDENT</th>
<th>Continuing Education Credit Courses</th>
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<tr>
<td>SH</td>
<td>Extension Credit Fee</td>
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<tr>
<td>1</td>
<td>$139.00</td>
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<td>$1,668.00</td>
</tr>
</tbody>
</table>

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Additional Mandatory Usage Fees for Extension Fund Courses Per Semester Laboratory Course Fee.... $78
Per registration in a designated laboratory course
Studio Course Fee ............ $84
Per registration in a designated studio course
SH: semester hours
All Tuition and Fees are subject to change
* Nonrefundable fee

Bookstore Hours

(December 12, 2011 – January 14, 2012)

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

<table>
<thead>
<tr>
<th>December 12-15</th>
<th>Mon.-Thurs.</th>
<th>9:00 a.m. -6:00 p.m.</th>
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</thead>
<tbody>
<tr>
<td>December 16</td>
<td>Fri.</td>
<td>9:00 a.m.-noon</td>
</tr>
<tr>
<td>December 19</td>
<td>Mon.</td>
<td>9:00 a.m.-6:00 p.m.</td>
</tr>
<tr>
<td>December 20-22</td>
<td>Tues.-Thurs.</td>
<td>9:00 a.m.-4:00 p.m.</td>
</tr>
<tr>
<td>December 23</td>
<td>Fri.</td>
<td>9:00 a.m.-noon</td>
</tr>
<tr>
<td>December 26</td>
<td>Mon.</td>
<td>CLOSED</td>
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<tr>
<td>December 27</td>
<td>Tues.</td>
<td>8:30 a.m.-1:00 p.m.</td>
</tr>
<tr>
<td>December 28-29</td>
<td>Wed.-Thurs.</td>
<td>9:00 a.m.-1:00 p.m.</td>
</tr>
<tr>
<td>December 30</td>
<td>Fri.</td>
<td>9:00 a.m.-noon</td>
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</table>

<table>
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<th>January 2</th>
<th>Mon.</th>
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<td>January 3-5</td>
<td>Tues.-Thurs.</td>
<td>9:00 a.m.-4:00 p.m.</td>
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<tr>
<td>January 6</td>
<td>Fri.</td>
<td>9:00 a.m.-noon</td>
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<tr>
<td>January 9-12</td>
<td>Mon.-Thurs.</td>
<td>9:00 a.m.-6:00 p.m.</td>
</tr>
<tr>
<td>January 13</td>
<td>Fri.</td>
<td>9:00 a.m.-4:00 p.m.</td>
</tr>
<tr>
<td>January 14</td>
<td>Sat.</td>
<td>9:00 a.m.-1:00 p.m.</td>
</tr>
</tbody>
</table>

Deadline to return winter rental books will be Tuesday, January 17, 2012
Website: www.mctc.bkstr.com
Phone: 860-645-3140
APPLICATION FOR ADMISSION

Applicant's Legal Name

 (Last) (First) (Middle) 

 Former Last Name(s) 

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

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

Mailing Address

 Street City State Zip 

Permanent Address

 Street City State Zip 

Telephone 

 Home Work Cell 

E-mail 

(used for correspondence from the College)

Have you ever attended this college? □ Yes □ No If yes, when? 

Have you previously attended a CT community college? □ Yes □ No If yes, where? 

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

CITIZENSHIP

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

ETHNICITY/ RACE

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

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

 What is your race? Select one or more:

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

FAMILY EDUCATIONAL BACKGROUND

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

MILITARY STATUS

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

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

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

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

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

IN-STATE TUITION

 1. I am eligible for in-state tuition because I have continuously resided in Connecticut for at least one year and Connecticut is my permanent home. _____Yes _____No

 2. Even though I answered “No” to the question above, I claim and can demonstrate through documentation that I am eligible for in-state tuition. _____Yes _____No

Out-of-state students may be eligible for a reduced tuition rate through the NEBHE program. For details, see the college catalog or website.

 3. _____ Check here if applying under the New England Regional Student program (NEBHE).

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

(over)
**DEGREE STATUS**

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

*Use list of majors/codes on the inside front cover of application.* 

Please write major name and code above.

**HIGHEST DEGREE LEVEL (check one only)**

- [ ] 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 (JD, MD, DDS, LLB) (12)
- [ ] Sixth-Year Certificate (13)

**EDUCATIONAL GOALS**

- [ ] 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)
- [ ] Job promotion (JP)
- [ ] Unsure at this time (UN)
- [ ] Fulfills other college’s requirement (AC)
- [ ] Personal development course(s) (PD)
- [ ] Other goal (NL) _____

**ACADEMIC BACKGROUND**

Do you have a high school diploma?  

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Pending</th>
<th>Graduation Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

Name of high school__________________________  

<table>
<thead>
<tr>
<th>Town</th>
<th>State</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</table>

Do you have a general equivalency diploma (GED)?  

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Year</th>
<th>GED Number</th>
<th>Town/State</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

Do you have an adult high school diploma?  

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Graduation Year</th>
<th>Town/State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Do you have a home school diploma?  

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Graduation Year</th>
<th>Town/State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Have you participated in the High School Partnership program through the CT community colleges?  

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

Have you participated in the College Career Pathways/Tech Prep program through the CT community colleges?  

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

**PREVIOUS COLLEGE BACKGROUND**

<table>
<thead>
<tr>
<th>College/University Name</th>
<th>State</th>
<th>Dates of Attendance</th>
<th>Graduation Date</th>
<th>Degree Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

**INTERNATIONAL STUDENT INFORMATION**

Are you an international student who needs an I-20 form for an F1 Visa?  

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

Other Visa holder (indicate type)__________________________  

Visa number__________________________  

Visa start date____________________  

Visa end date____________________

International Address__________________________

**EMPLOYMENT INFORMATION**

- [ ] Employed full-time  
- [ ] Employed part-time  
- [ ] Unemployed

Name of employer__________________________  

Address of employer__________________________  

Title/Position__________________________  

Does your employer have a tuition reimbursement program?  

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

**E-MAIL COMMUNICATIONS**

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

Signature: __________________________  

Date: ________________

**CONSENT FOR THE DISCLOSURE OF EDUCATION RECORDS**

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

Signature: __________________________  

Date: ________________

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

Student Signature __________________________  

Date: ________________

Parent/Guardian Signature (if under 18) ________________

Date: ________________
## MCC Degree and Certificate Majors and Codes

<table>
<thead>
<tr>
<th>CODES</th>
<th>ASSOCIATE DEGREE MAJORS</th>
<th>CODES</th>
<th>CERTIFICATE MAJORS</th>
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</thead>
<tbody>
<tr>
<td>B11BA07</td>
<td>Accounting, Career</td>
<td>B11BF15</td>
<td>Computer-Aided Design Option</td>
</tr>
<tr>
<td>B11BA05</td>
<td>Accounting &amp; Business Administration, Transfer</td>
<td>B11BF17</td>
<td>Electronics Technology Option</td>
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<tr>
<td>B11BB80</td>
<td>Business Office Technology</td>
<td>B11BF12</td>
<td>Engineering Technology Option</td>
</tr>
<tr>
<td>B11BA45</td>
<td>– Administrative Assistant, Legal</td>
<td>B11BF19</td>
<td>Industrial Technology Option</td>
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<td>– Administrative Assistant, Medical</td>
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<td>Lean Manufacturing &amp; Supply Chain Management Option</td>
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<td>B11BA44</td>
<td>– Administrative Assistant, Office</td>
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<td>B11BA67</td>
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<td>Technology Management Option, Therapeutic Recreation</td>
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<tr>
<td>B11BA70</td>
<td>– Entrepreneurship Option</td>
<td>B11BC06</td>
<td>Therapeutic Recreation</td>
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<td>Communication</td>
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<td>Visual Fine Arts</td>
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<td>B11BA54</td>
<td>– Journalism Option</td>
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<td>Photography Option</td>
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<td>B11BB03</td>
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<td>Disability Specialist</td>
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<td>– Speech Language Pathology Assistant Option</td>
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<td>B11BB17</td>
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<td>Graphic Design</td>
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<td>B11BB95</td>
<td>Health and Exercise Science</td>
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<td>B11BA43</td>
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<td>– Biology Sequence</td>
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<td>– Chemistry Sequence</td>
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<td>B11BB52</td>
<td>– Mathematics Sequence</td>
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<td>B11BB54</td>
<td>– Physics Sequence</td>
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<td>Management Information System</td>
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<td>B11BB72</td>
<td>Marketing</td>
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<td>B12BA52</td>
<td>Multimedia Studies</td>
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<td>B12BA71</td>
<td>– Computer Game Design Option</td>
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<td>B12BC16</td>
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<td>B11BB85</td>
<td>Occupational Therapy Assistant</td>
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<td>Paralegal</td>
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<td>B11BB86</td>
<td>Physical Therapist Assistant</td>
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<td>Respiratory Care</td>
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<td>B11BF15</td>
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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 11-12

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| Credit Card # | New Student Application Fee: ____________________  
| Credit Card | ($20 application fee must be paid by a separate check made payable to “MCC”) |
| MasterCard | Cardholder name (print) ____________________ |
| Visa | Cardholder signature ____________________ |
| Discover Card | Relationship to student ____________________ |
| | Cardholder address ____________________ |
| | Cardholder phone ____________________ Exp. date (mo/yr) ________ |

Student Signature ____________________ Date ____________________
I acknowledge that I have read the Credit Extension refund policies.

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Attention Students: be sure to read the Credit Extension refund policy on page 3 before you register!
Emergency Medical Technician (EMT) FREE Information Session
Would you like to work in health care, law enforcement, the fire department, or on the ski patrol? Do you enjoy working with people? Work well under pressure and have excellent manual dexterity? Perhaps you should consider a career as an EMT. Join us for this FREE information session as we discuss this exciting field. Topics include career opportunities for EMT, duties of an EMT; core competencies; what to expect on ambulance duty; code of conduct; safety and universal precautions; EMT certification criteria; course requirements; workload; dress code; and more. Students please note, the EMT course is very rigorous and requires a high level of commitment to successfully complete.
CRN #12073 1 Wednesday, 1/11, 6:30-8:30 p.m. MCC Bldg. LRC B144 Fee: FREE
Instructor: Larry Gorman, Jr., EMSI, EMS-I, PHTLS, President/Chief of Service, South Windsor Ambulance Corps, Inc., has worked more than 40 years as an EMS and has taught for 38 years.

Emergency Medical Technician (EMT) Training
The EMT is a first responder in the event of accident or illness and must assess injuries, administer emergency medical care, extricate trapped individuals and transport sick or injured persons to medical facilities. This course is useful for police, fire department, ski patrol and other emergency personnel. The EMT is expected to administer first-aid treatment and life-support care to sick or injured persons in pre-hospital setting; assess nature and extent of illness or injury to establish and prioritize medical procedures; maintain vehicles, medical and communication equipment; replenish first aid equipment and supplies; observe, record, and report to physician the patient’s condition or injury, the treatment provided, and reactions to drugs and treatment; perform emergency diagnostic and treatment procedures such as airway management and heart monitoring during ambulance ride; and operate equipment such as external defibrillators and bag-valve mask resuscitators in advanced life-support environments.

This course prepares students to sit for the EMT basic examination for State of Connecticut and national board certification, a primary qualification for EMT certification. 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. Students need access to a computer with e-mail and Internet for handouts, quizzes, and to complete the NIMS process mentioned above.

Students must achieve a course grade of 70 or above and be recommended by the instructor to sit for the state exam. The examination fee of approximately $125 is to be paid at the time a student applies to take the test. Students are also required to pay a $10 fee for their CPR card. The course instructor will inform students about test dates and application process, as well as the required CPR card. Applicants under 18 years of age must present a waiver signed by a parent/guardian prior to acceptance into the program. Applicants should have current CPR certification. Please note: The EMT course is very rigorous and requires a high level of commitment to successfully complete, and 100 percent attendance is required. Students are requested to wear dark pants and a dark shirt with a collar to class and clinical. No open-toe shoes or heels, please. Individuals with a felony conviction may find it difficult to get certified and find employment as an EMT.

All classes are held at South Windsor Fire/EMS Complex, 232 West Road, South Windsor. Class meets twice a week on Monday and Wednesday evenings. Nine Saturdays are also required. Required textbook: AAOS Emergency Care and Transportation of the Sick and Injured (ISBN 9781449650339), 10th edition (textbook and student workbook) available at MCC Bookstore for approximately $155. Students must also purchase a stethoscope, blood pressure cuff and CPR pocket masks, available at MCC Bookstore for approximately $70.
CRN #11787 54 sessions: 21 Mondays & 24 Wednesdays, 1/18-6/27 (does not meet 2/20 & 5/28), 6:30-9:30 p.m.; & 9 Saturdays, 2/25, 3/17, 3/24, 4/14, 5/5, 5/19, 6/2, 6/16 & 6/23, 8 a.m.-2 p.m. Fee: $650
Instructor: Larry Gorman, Jr.
Phlebotomy Certification Training: 
The Art of Drawing Blood

The phlebotomist collects and prepares blood specimens for analysis. Students will learn about blood collection equipment and laboratory procedures; quality assurance; universal precautions and infection control; specimen handling; special collection procedures and complications; arterial puncture procedures; and anatomy and physiology of the cardiovascular system with an emphasis on pediatric and elderly collections. Class will emphasize professionalism, confidentiality, communication skills, customer relations, patient diversity, special needs, ethics and the law. Course combines lecture with hands-on practice including a clinical rotation at Eastern CT Health Network (ECHN) facilities in the area. This course requires 92 hours of classroom instruction and 100 hours of clinical training in an offsite lab facility. While at clinical, students must complete 100 successful unaided venipunctures. In addition, students must achieve a minimum grade of 70 on quizzes and tests to pass the course. Students will progress from artificial arms to live volunteers. The course requires a steady hand and good manual dexterity. This course prepares students to sit for the American Society for Clinical Pathology Certified Phlebotomy Technician exam (fee of $125 not included in course fee). Students must wear white shoes and clothing to the clinical site. Required textbook: The Phlebotomy Textbook (ISBN 9780803620575), 3rd Edition, Strasinger & DiLorenzo, available at MCC Bookstore for approximately $55.

CRN #11789 23 sessions: 14 Tuesdays, 2/7-5/8 & 9 Thursdays, 2/9-4/5, 6-10 p.m. MCC Bldg. GPA GP139; and 100 clinical hours to be assigned by instructor (clinical hours must be completed by 5/31) Fee: $1,460

Instructors: Kim E.S. Jenack, ASCP, is a certified phlebotomy technician through the American Society for Clinical Pathology with more than 20 years’ experience; and Donna Daniels, MBA, MHA, FACHE, Administrative Director of Laboratory and Pathology Services at ECHN.
Credit-Free Courses

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Winter 2011-2012 Credit and Credit-Free Course Catalog

Certified Nurse Aide (CNA) Training Program

The Certified Nurse Aide program is a 120-hour course designed to prepare students with the entry-level skills needed to work in long-term care facilities, hospitals, clinics and home health agencies. The CNA provides basic patient care under the direction of nursing staff and is expected to perform the following tasks: turn and reposition bedridden patients, alone or with assistance, to prevent bedsores; answer patients’ call signals; feed patients who are unable to feed themselves; observe patients’ conditions; measure and record food and liquid intake and output and vital signs, and report changes to professional staff; provide patient care by supplying and emptying bed pans, applying dressings and supervising exercise routines; provide patients with help walking, exercising, and moving in and out of bed; and bathe, groom, shave, dress, and/or drape patients to prepare them for surgery, treatment or examination. The course includes classroom and practical skill instruction at MCC, and clinical experience at Woodlake at Tolland, 26 Shenipsit Road, Tolland. Students must wear a white uniform or scrubs to all clinical sessions. Students must attend at least 100 hours and achieve a passing grade of 70 or above to sit for the state exam. Upon completion of this clinically based training, students will be eligible to take the state licensing exam. Approximately $125 will be due when you apply to take the Connecticut State Certification Exam (not included in course fee). The instructor will inform students of test dates and procedures. Required textbook: Basic Skills for Nursing Assistants in Long-Term Care (ISBN 9780323022040) textbook/workbook package, available at MCC Bookstore for approximately $60.

CRN #11788 23 sessions: 8 Tuesdays, 2/21-4/17 (does not meet 4/3) & 7 Thursdays, 2/23-4/12 (does not meet 4/5), 6-10 p.m.
MCC Bldg. LRC B125 (snow date 4/19); & 8 Saturdays, 3/3-4/28 (does not meet 4/7; snow date 5/5) 7 a.m.-3 p.m.
Woodlake at Tolland Fee: $850
Primary instructor: Carol Webster, RN, BSN, has been a classroom and clinical instructor for the past 17 years and a nurse since 1970. She has also held positions in staff development and nursing services.

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

COMING IN SPRING!

WATCH FOR OUR NEXT CATALOG!

Veterinary Assistant 1

Do you love working with animals? The Veterinary Assistant program is a great way to begin. Students will gain the knowledge and skills needed to work as an assistant in a veterinary office. Topics include front office procedures, veterinary computer programs, scheduling, basic veterinary medical terminology, animal care, vaccination protocols and more. This course includes a clinical experience at a veterinary hospital. Check the Spring 2012 Credit-Free catalog for schedule details.

Save the Date

Pharmacy Technician Certification Training
Mondays & Wednesdays, 3/5-5/9, 6-9 p.m.

Health Career Opportunities for Today
and Beyond
Thursday, 3/8, 6-8 p.m

American Red Cross Standard First Aid with AED and CPR
Tuesdays, 3/6-3/13, 6-10 p.m.

Babysitting Safety: CPR and First Aid for Young Caregivers
Saturday, 3/31, 9 a.m.-3:30 p.m.
Jewelry Making for Beginners
In this fun, hands-on course for both beginning and return students, learn the basics of how to saw, file, texture, and solder metals into jewelry. As part of a series of courses, with each focusing on a particular technique and project, this course will teach the technique of “sweat soldering,” ideal for any level of student who wants to master soldering, and especially repeat students who want to hone their skills. Each student will make a pendant. Materials fee: approximately $20 or more, depending on market value, 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 #12065 4 Saturdays, 1/21-2/11, 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.

Please look for the Spring 2012 Credit-Free catalog for a more extensive listing of Art & Crafts courses, including Oil Painting, Watercolor, and Drawing courses.
**COMPUTER TECHNOLOGY**

**COMPUTER CERTIFICATION TEST PREPARATION**

**Professional Certification...**

- Helps to build a solid career
- Enhances your résumé (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

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<td>CompTIA A+ Certificate</td>
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For more information, contact Bruce Manning at (860) 512-2808 or bmanning@mcc.commnet.edu.

*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. John is a Microsoft certified system engineer and a project management professional.

*John Kelly, M.B.A./CPA*, is associate professor of accounting in the College Learning Center at MCC.

*Kristin Violette* is a certified teacher with 10 years’ experience in English and technology. Currently, she is a full-time computer teacher at Newtown High School, as well as an adjunct instructor at MCC and NVCC. She is Microsoft Office (MOS) certified.

*Dorothy Weiner* is Microsoft Office (MOS) certified with more than 20 years’ experience teaching applications and operating systems.

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**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. There is no prerequisite.

**CRN #11820** 2 Wednesdays, 1/18-1/25, 6-9 p.m.

MCC Bldg, LRC B142 Fee: $95

Instructor: **Dorothy Weiner**

**Computer Boot Camp**

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

**CRN #11821** 4 Wednesdays, 2/1-2/22, 6-9 p.m.

MCC Bldg, LRC B142 Fee: $195

Instructor: **Steven Bloom**

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**WORD PROCESSING**

**Word 2007 & 2010 Introduction**

Learn to create documents, letters, and memos in Microsoft Word; edit text; format text and paragraphs; create headers, footers, and breaks; print, find and replace text; spell check; and work with graphics. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.

**CRN #11823** 2 Tuesdays, 2/14-2/21, 6-9 p.m.

MCC Bldg, LRC B141 Fee: $95

Instructor: **Kristin Violette**

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**SPREADSHEETS**

**QuickBooks In-Depth**

In any accounting-related job, QuickBooks is the industry standard. Learn to set up a company; enter account opening balances; create and customize company lists; set up inventory; and sell products. Explore additional accounting functions of this popular software, with a hands-on emphasis focusing on questions and problems that you may encounter in the real world. Learn from the best. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.

**CRN #11825** 4 Fridays, 1/27-2/17, 6-9 p.m.

MCC Bldg, LRC B141 Fee: $195

Instructor: **John Kelly**
A+ Certification Essentials Exam Preparation
CompTIA A+ certification validates the latest skills needed by today’s computer support professionals. It is an international, vendor-neutral certification recognized by major hardware and software vendors, distributors and resellers. The first required A+ exam, CompTIA A+ Essentials, measures necessary competencies for an entry-level IT professional. Topics include installing, building, upgrading, repairing, configuring, troubleshooting, and optimizing basic personal computer hardware and operating systems. This 36-hour course reviews the A+ Essentials learning objectives that prepare you for the exam. Required text: CompTIA A+ Certification Essentials, 2009 Edition (ISBN 1426017804), Axzo Press available at MCC Bookstore for approximately $65. Prerequisite: Basic knowledge of hardware and operating systems recommended.
CRN #11841 6 Saturdays, 1/14-2/18, 9 a.m.-4 p.m.
MCC Bldg. LRC B141 Fee: $595
Instructor: John Bolduc
See exam information on page 19.

French Country Loaves and Italian Bread
French and Italian breads bring to mind good times and satisfying meals. Both are simple, crusty loaves made from basic ingredients. Learn the secrets, from selecting the right flour to the baking techniques that produce the most delicious loaves. We’ll 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. Please 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 #11801 6 Saturdays, 1/21, 12:30-4 p.m.
MCC Bldg. GPA GP213 Fee: $55
Instructor: Dorothy (Dory) Alderman

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 croissants hot from the oven with your favorite jam, fruit and cafe 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 Chocolat, 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. Please 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 #11802 1 Saturday, 2/11, 12:30-4 p.m.
MCC Bldg. GPA GP213 Fee: $55
Instructor: Dorothy (Dory) Alderman

Cupcakes for Valentine’s Day
Learn basic cupcake recipes, as well as cake decorating, while preparing a variety of cupcakes, with a focus on chocolate—chocolate ganache, chocolate mug, chocolate sunflower, and chocolate mousse—perfect for Valentine’s Day. This course is ideal for both beginners and students with some baking experience. Materials fee: $20, payable to instructor at the beginning of class.
CRN #12051 4 Tuesdays, 2/1-2/22, 6-9 p.m.
MCC Bldg. LRC B141 Fee: $195
Instructor: John Bolduc

Is a Halogen Convection Cooker Right for You?
One would think from the TV “Infomercials” that cooking with Halogen light is a brand new technology. Not so. These devices have been used overseas for two decades. They are a cost-effective way to prepare healthy (reduced-fat) meals for people who live alone, “empty nesters,” or for busy households. These convection cookers are easy to use, easy to clean, and do an effective job of cooking small meals, especially meat and fish. Come and see a demonstration of what these cookers can do—and cannot do—and then decide if halogen convection is right for you. We will cook chicken, pork fillets, vegetables, bake a loaf of bread, and heat up frozen French fries. Materials fee: $10, payable to instructor at the beginning of class.
CRN #12059 1 Saturday, 2/25, 10 a.m.-2 p.m.
MCC Bldg. Lowe L293 (South Kitchen), meet in Culinary Arts Center
Fee: $65
Instructor: John Gibson graduated from the King Arthur Advanced Bread Baking School and teaches Artisan Bread in the culinary arts program at MCC. He also bakes extensively at his home bakery.

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. Plus, viruses, spyware, surge protectors and backups will be discussed. For the beginner through intermediate PC user. Registered students are eligible for free Windows software. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #11822 4 Tuesdays, 2/1-2/22, 6-9 p.m.
MCC Bldg. LRC B141 Fee: $195
Instructor: John Bolduc

Each participant in Cuisine classes should bring an apron, potholder, knife, eating utensils, plate, and container for leftovers.
DANCE

Ballroom Dancing I
Anyone can learn the fox trot, the waltz, and some swing and jitterbug steps in this fun and relaxed course. Perfect for engaged couples and their parents—learn to dance for your wedding! Enrollment is limited to 15 pairs of dancers. It is recommended that you register with a partner.

CRN #11813 6 Wednesdays, 1/18-2/22, 6-7:15 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $90 (per person)
Instructor: Beverly Burton

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. You will do best if you’ve taken Ballroom Dancing I or have some ballroom dancing experience. It is recommended that you register with a partner.

CRN #11815 6 Wednesdays, 3/7-4/11, 6-7:15 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $90 (per person)
Instructor: Beverly Burton

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 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. You must be at least 16 years old. Appropriate exercise or dance clothing (sweats, leotards, t-shirts and gym shorts, etc.) and footwear (jazz shoes, ballet slippers or socks) must be worn.

CRN #11800 4 Mondays, 1/23-2/13, 6:30-8:30 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $65
Instructor: Tony Leshinskje (Hijara)

NEW Latin Merengue Mambo & Cha-Cha for Beginners
Of all the dances available to us, Merengue is by far the easiest to learn! Since the 1930s, Merengue has been readily recognized as the national dance of the Dominican Republic. Learn about this music and the foot work, and discover the enchanting flavor of this dance, along with the popular Cha-Cha—two tropical rhythms that will spice your life. The contagious beat causes the adrenaline to rise, and you can imagine yourself dancing barefoot to the pulse of a Caribbean sunset. You do not need a partner to participate in this class.

CRN #11956 6 Saturdays, 2/25-3/31, 2:45-3:45 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $80
Instructor: Oswaldo Tirano

Latin Bachata & Salsa Dance for Beginners
Did you get excited about the TV contest, “Dancing with the Stars,” and wish that you were a part of it? Or perhaps your desire is to become a social dancer and surprise your friends, family, and outsiders with your new stylish and hot Latin steps. Then this class is for you! Learn how to master sensual and spicy footwork from Latin rhythms, such as Bachata and Salsa. Bachata music especially has become a hit in the past five years in the U.S. Come to class and discover why. You do not need a partner to participate in this class.

CRN #11954 6 Saturdays, 2/25-3/31, 1:30-2:30 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $80
Instructor: Oswaldo Tirano

For all classes in the Aerobics Studio:
Only non-marking footwear must be worn during class time (no street shoes, bare feet, boots, sandals, or cleats). Please bring a combination lock to store your personal belongings during class. The instructor will review the Fitness Center’s Rules & Regulations at the first class.

NEW

Credit-Free Courses
Aerobics Fitness

Come and enjoy a fun “cardio” class with high and low impact moves, strength training, and motivating music. This interval course (alternating cardio and strength exercises) will burn fat, restore energy, and leave you feeling de-stressed. The sessions are challenging but geared toward all levels, and low impact is always an option. You must be at least 16 years old.

CRN #11812 8 Tuesdays, 1/10-2/28, 7:15-8:15 p.m.
MCC Bldg, Lowe L155 (Aerobics Studio) Fee: $80
Instructor: Holly Pellegrino

The Pilates Experience

Learn the unique and beneficial way of “Pilates Fusion”: Center your energy, remove stress, and revitalize your mind, as you experience a workout that combines the basic elements of a Pilates mat class with various yoga moves and postures. You will also learn how to use resist-a-balls, slides, and light weights. Ideal for those wanting more total body strength, better posture, and increased energy. All levels are welcome. Mats are provided. You must be at least 16 years old.

CRN #11811 8 Tuesdays, 1/10-2/28, 7:15-8:15 p.m.
MCC Bldg, Lowe L155 (Aerobics Studio) Fee: $80
Instructor: Holly Pellegrino

Personal Trainer National Certification

The World Instructor Training School’s (WITS) certification course is taught at colleges across the country. This challenging course is composed of 16 hours of lecture and 16 hours of practical training. The National Exam is held on the final week. Students are allowed to miss one class only and still be able to sit for the exam. Lecture topics include anatomy, exercise physiology, nutrition, and health screening. A subsequent 30-hour internship (not included with this course) and proof of CPR/AED training will prepare you to work successfully in the fitness field. To order the required textbook, Fitness Professional’s Handbook, 5th edition, for approximately $82, please call (888) 330-9487, or visit www.witseducation.com. The textbook should be purchased in advance and reviewed prior to the first class. For the Fitness Center sessions, students must wear appropriate work-out clothes and non-marking athletic shoes. Students should plan for a one-hour lunch break during the Saturday sessions. 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 #11804 9 Saturdays, 1/21-3/24 (does not meet 2/18), 10 a.m.-3 p.m. MCC Bldg, GPA GP142 (10 a.m.-noon, classroom) & Lowe L154 (1-3 p.m., Fitness Center; exam session in Fitness Center on 3/24 from 12:30-4:30 p.m.)
CRN #11805 18 sessions, Mondays & Wednesdays, 3/26-5/23, 6:15-8:15 p.m. MCC Bldg, Lowe L142 (Mondays, classroom) & Lowe L154 (Wednesdays, Fitness Center; exam session on 5/23 from 6-10 p.m.) Fee: $640
Instructor: World Instructor Training School staff

Advertising and Marketing Success for Personal Trainers

Maximize your advertising dollars and ensure your business success by learning the essentials of “scientific advertising.” Learn the foundational concepts of advertising and how to apply them to your fitness business. Topics include how to write effective advertising copy, salesmanship, mail order and print advertising, creating headlines, how to develop an effective marketing strategy, and tips for making your business stand out from the rest. The session includes hands-on exercises. To order the required textbook, Scientific Advertising for the Fitness Professional, Hopkins & Avilez, for approximately $25, please call W.I.T.S. toll-free at (888) 330-9487 or order online at: www.witseducation.com. It is recommended that students begin reading the text before the course starts. Please bring a lunch. Please note: This course is all lecture; there is no workout component. The course qualifies for 6 Continuing Education Credits for W.I.T.S. professionals; please ask instructor for more details.

CRN #11884 1 Saturday, 4/14, 9 a.m.-4 p.m.
MCC Bldg, Lowe L142 Fee: $99
Instructor: World Instructor Training School (WITS) Staff

People who took this course also took...

- Grant Writing for Beginners on page 27
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 Street, Manchester.
CRN #11880 16 sessions - Choose from any combination of the following schedules:
• Mondays & Wednesdays, 1/9-3/7 (does not meet 1/16 & 2/20), 7:30-8:30 p.m.
• Tuesdays & Thursdays, 1/10-3/1, 5:30-6:30 p.m.
• Fridays, 1/13-3/2, 6:30-7:30 p.m.
• Saturdays, 1/14-3/3, 9-10 a.m.
CRN #11881 16 sessions - Choose from any combination of the following schedules:
• Mondays & Wednesdays, 3/26-5/16, 7:30-8:30 p.m.
• Tuesdays & Thursdays, 3/27-5/17 5:30-6:30 p.m.
• Fridays, 3/30-5/25 (does not meet 4/6), 6:30-7:30 p.m.
• Saturdays, 3/31-5/26 (does not meet 4/7), 9-10 a.m.
Fee: $160
Instructor: Malee Khow, president of the U.S.A. National Tai Chi Chuan Federation, has studied and practiced the martial arts for more than 30 years. She is an international Wushu judge and multiple gold winner in international competition.

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 cooldown exercises. Because these are continuous classes, beginning students follow along with the routine and learn from watching the instructor and other more experienced students. There is no person-to-person contact. No uniform is required. Please wear appropriate workout clothes. You must be at least 16 years old.
Equipment fee: $5, payable to instructor at first class.
Classes meet at the Academy of Martial Arts & Personal Development, 440 Oakland Street, Manchester.
CRN #11885 8 sessions, Tuesdays & Thursdays, 1/3-1/26, 9:30-10:30 a.m.
CRN #11886 8 sessions, Tuesdays & Thursdays, 1/3-1/26, 6-7 p.m.
CRN #11887 8 sessions, Mondays & Wednesdays, 1/4-2/1 (does not meet 1/16; begins on a Wednesday), 7-8 p.m.
CRN #11888 8 sessions, Tuesdays & Thursdays, 1/31-2/23, 9:30-10:30 a.m.
CRN #11889 8 sessions, Tuesdays & Thursdays, 1/31-2/23, 6-7 p.m.
CRN #11890 8 sessions, Mondays & Wednesdays, 2/6-3/5 (does not meet 2/20), 7-8 p.m.
Fee: $45 (per 8 sessions)
Instructors: Joel S. Waldron; and other Academy instructors

Connecticut Basic Boating

OPTION 1
This four-session, 10-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, you can mail or deliver the diploma to any State DEP office. With an application for certificate and appropriate fee, you may obtain the Certificate of Personal Watercraft/Safe Boating. Students must attend all classes to qualify. The Certificate is a one-time, lifetime certification.
CRN #11791 4 sessions, Mondays & Wednesdays, 3/19-3/28, 7-9:30 p.m. MCC Bldg. Lowe L240
CRN #11792 4 sessions, Mondays & Wednesdays, 4/16-4/25, 7-9:30 p.m. MCC Bldg. Lowe L240
CRN #11793 4 sessions, Mondays & Wednesdays, 5/14-5/23, 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 #11794 1 Saturday, 2/25, 8:30 a.m.-4:30 p.m. MCC Bldg. AST E202
CRN #11795 1 Saturday, 3/17, 8:30 a.m.-4:30 p.m. MCC Bldg. AST E202
CRN #11796 1 Saturday, 4/14, 8:30 a.m.-4:30 p.m. MCC Bldg. AST E202
CRN #11797 1 Saturday, 5/5, 8:30 a.m.-4:30 p.m. MCC Bldg. AST E202
CRN #11798 1 Saturday, 5/19, 8:30 a.m.-4:30 p.m. MCC Bldg. AST E202
Fee: $85
Instructors: Professional Marine Education staff
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 #12056 | Tuesday, 2/7, 6-8:30 p.m.
MCC Bldg. GPA GP120 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).

How and Where to Grow Food in Winter

Growing food is not just for May through September! Learn how to grow healthy food where you live, both indoors and outdoors, all through the winter months, including the planting of root crops outdoors to harvest the following spring and salad greens inside the house. We will also cover garlic, broccoli, and many other vegetables. All levels of gardening experience are welcome.

CRN #12057 | Wednesday, 2/8, 6:30-8:30 p.m.
MCC Bldg. GPA GP120 Fee: $25
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 #12075 | Wednesday, 2/15, 6-9 p.m.
MCC Bldg. GPA GP120 Fee: $35
Instructor: Bettylou Sandy

Introduction to Spanish

Learn basic conversational Spanish grammar and vocabulary, including greetings; formal vs. informal language and when to use each; the alphabet and pronunciation; numbers; telling time; weather expressions; days of the week and months of the year; seasons; travel; and home, food, and family vocabulary. Simple sentence structures will be taught and practiced. The goal of this course is focused more on conversational skills than memorization of grammatical rules. Some aspects of the Spanish culture will also be discussed. An English/Spanish dictionary is recommended. Recommended text: Curso Primero (ISBN 1567654762), Wasserman, available at your local or online bookstore, for approximately $13.

CRN #12048 | 6 Wednesdays, 1/18-2/22, 7-9 p.m.
MCC Bldg. LRC B144 Fee: $165
Instructor: Carolyn Robins has a B.A. in Spanish from the University of Connecticut and a graduate degree in management from Albertus Magnus College. She has taught Spanish at Berlin High School and East Catholic High School, and is also trained in American Sign Language.

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 #12047 | 6 Thursdays, 1/12-2/16, 6-8 p.m.
MCC Bldg. LRC B144 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 Fast and Fun Way (ISBN 9780764102165), Barron’s, available at MCC Bookstore for approximately $18.

CRN #12050 | 6 Tuesdays, 1/10-2/14, 7-9 p.m. MCC Bldg. LRC B144 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.
**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 old.

**CRN #11965** 6 Wednesdays, 1/4-2/8, 7:15-8:15 p.m.
**MCC Bldg. GPA GP138 Fee: $90**
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 #11957** 6 Wednesdays, 1/4-2/8, 8:30-9:30 p.m.
**MCC Bldg. GPA GP138 Fee: $90**
Instructor: **Don Donegan**

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**NOON INSTITUTE**

**NEW**

**Your Amazing, Aging, Flexible Brain**
We will put on our thinking caps to review what’s known about the human brain, and we’ll look at changes in the brain with aging and stress and how those changes can affect behavior and attitude. We will also look at strategies to keep our brains healthy, brain exercises, recommendations for the most effective strategies to stay sharp. We will briefly discuss recent research, changing research tools, anatomy, Alzheimer’s disease and lifestyle choices.

**CRN #12076** 1 Friday, 1/20, 11:30 a.m.-1 p.m.
**MCC Bldg. AST E202 Fee: $5**
Instructor: **Ann Bonney** is the director of Credit-Free Programs at Manchester Community College. She holds a master’s degree in family studies from Iowa State University and a bachelor’s from Cornell University in human development.

**NEW**

**Roald Amundsen Heads South Instead**
Norwegian Roald Amundsen had already built his reputation as an explorer by his pioneering traversal of the North West Passage in 1903-1906. Next he wanted to reach the North Pole, but the success of an American expedition in 1909 made him reconsider and he began instead to plan for a South Pole conquest. He concealed his revised objective from the public and from his backers; when he set out from Norway in June 1910, even most of his crew believed they were embarking on an Arctic drift. With this kind of background, the chances for success may have seemed small. Did Amundsen achieve his goal, and how well did his rival Englishman, Scott, do in comparison? And, of course the ultimate question, why did the results turn out the way they did?

**CRN #12077** 1 Friday, 1/27, 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.

**NEW**

**Fire on the Ninth: The Hartford Hospital Fire of 1961**
Hartford got a terrible shock in December 1961 when 16 people were killed in a fire that broke out on the ninth-floor ward. In a city that had already experienced tragedy by fire, the outbreak was almost unfathomable, and the ultimate causes are still unknown. We will relive parts of that day and attempt to answer the question, Why? We will also explore how this tragic fire led to important reforms in city codes.

**CRN #12078** 1 Friday, 2/3, 11:30 a.m.-1 p.m. **MCC Bldg. AST E202 Fee: $5**
Instructor: **Sally Kemmler** holds a bachelor’s degree in American Studies from Brown University and a master’s in the same field from Trinity College. She is also an attorney, with a degree in law from the University of Connecticut. As a native of the Hartford area, she has long been interested in the impact of the Hartford Hospital fire and the causes behind the tragedy.
Photography

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 #11875 2 Tuesdays, 1/17-1/24, 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 Next Step
Making the leap from film to digital photography was scary, but you did it! And now that you’ve had some time to enhance your digital photo skills, and maybe even learned how to load your photos into the computer and digitally enhance them, you’re ready for more. In this advanced course, learn how to control digital photography from camera to computer. Topics will include advanced techniques for taking better digital photos; digital picture management; advanced camera controls; enhancing your pictures via software; and successful printing and web usage techniques. Bring your digital camera and your digital questions to this informative class. Prerequisite: Digital Camera Introduction, equivalent experience, or approval by instructor or computer coordinator.
CRN #11818 2 Tuesdays, 1/31-2/7, 6-9 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 #11817 2 Fridays, 1/20-1/27, 6-9 p.m.
MCC Bldg. AST D211 Fee: $99
Instructor: Richard Hoyer

No Flash, No Problem
Ambient light is all around us… in many different forms (skylight, sunlight, daylight, tungsten light, fluorescent light, candle light) and colors (that cameras can see but our brains cannot). By manipulating these various types of illumination, some stunning images of people and objects can be produced, and without using any photographic lights. All it takes are some sheets of black, white, and colored cardboard, a role of aluminum foil, an old shower curtain, a little imagination, and an even smaller amount of common sense. Supplies will be made available by the instructor. You are encouraged to bring your cameras, tripods, and objects to be photographed to class, where plenty of shooting time will be available.
CRN #12061 2 Tuesdays, 1/17-1/24, 6-9 p.m.
MCC Bldg. GPA GP139 Fee: $50
Instructor: Peter Glass has operated Peter Glass Photography for more than 25 years, with specialties in portrait, editorial, corporate, and stock photography. His photos appear regularly in magazines, textbooks, advertising brochures, and on book covers. He holds an M.A. from University of Texas, and has taught media courses at all educational levels. His work can be viewed at www.stockpeterglass.com.

Advanced Techniques for Digital Photography Series
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
CRN #11819 1 Friday, 2/10, 6-9 p.m. MCC Bldg. AST D211 Fee: $50

Experiment with Filters
This class will explore experimental uses of Photoshop and an array of filters and techniques to take digital photographs and manipulate them to mimic the styles of the great visual artists. Using Photoshop you will learn how to create an “original” van Gogh, Vermeer, Edward Weston, or Andy Warhol, among others. In addition, you will learn how to simulate classic camera and darkroom techniques and special effects, such as selective focus, motion blur, special lens and filter effects, toning and coloring, solarization, and posterization. You do not have to be a Photoshop expert to learn how to create these effects!
CRN #11816 1 Friday, 2/10, 6-9 p.m. MCC Bldg. AST D211 Fee: $50

www.mcc.commnet.edu  Credit-Free Phone-In Registration (860) 512-3232
PROFESSIONAL DEVELOPMENT

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 #12063** 2 Saturdays, 1/21-1/28, 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 nearly 15 years.

Grant Writing for Beginners
Do you know what grant makers want? This course will cover tips for writing effective grant proposals. You will learn how to get started and into the flow of process. The parts of a generic proposal will be reviewed, including executive summary, statement of need, project description, budget and narrative, organizational information, conclusion, and appendix. In addition, the art of effective cover letter writing and basic research methods will be explored. Contact cultivation and meeting the funder will be discussed, as well as dealing with rejection and what to do next. Grant reporting will be looked at briefly, and sample grants will be shared. Please bring your lunch. Please note: If necessary, a snow date of February 4 has been scheduled.

**CRN #11871** 1 Saturday, 1/28, 9:30 a.m.-4 p.m.
**MCC Bldg. GPA GP137 Fee: $90**
**Instructor:** Beverly Salzman, M.B.A. and M.S. in psychology, has 20 years of business and executive nonprofit experience in the greater Bridgeport area, managing small human service organizations and grant writing to various State departments, the Federal government, and local foundations. She also teaches similar courses at Housatonic Community College.

SKILLS FOR THE WORKPLACE

Grant Writing for Beginners
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**Instructor:** Beverly Salzman, M.B.A. and M.S. in psychology, has 20 years of business and executive nonprofit experience in the greater Bridgeport area, managing small human service organizations and grant writing to various State departments, the Federal government, and local foundations. She also teaches similar courses at Housatonic Community College.
Principles and Practices of Real Estate
This required course for real estate licensing provides clear explanations of modern real estate practices and a working knowledge of real estate in Connecticut. Property owners, buyers, sellers, and anyone interested in pursuing real estate careers or operations will find this course beneficial and rewarding. Students must attend at least 60 hours and pass the course with a score of 70 or higher in order to sit for the State exam (the Salesperson Exam fee of approximately $80 is not included with this course). Please note that your certificate will be printed with your name as it appears on your registration form. 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 9781427727824), 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 #11807 11 Saturdays, 1/28-4/21 (does not meet 2/18 & 4/7), 8:30 a.m.-2:30 p.m. MCC Bldg. Lowe L240
CRN #11808 16 sessions, Tuesdays & Thursdays, 3/6-5/8 (does not meet 3/20, 3/22 & 4/5), 5:30-9:30 p.m.
MCC Bldg. Lowe L240
Fee: $485
Instructors: CRN #11807: 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 #11808: 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.

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 9781598441109), Hondros Learning, available at MCC Bookstore, for approximately $45.

CRN #11809 9 Wednesdays, 2/1-3/28, 6-10 p.m.
MCC Bldg. Lowe L142 Fee: $299
Instructor: Archangelo D’Amato

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.”
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 Deliver!

Want on-site computer training for your employees? MCC offers businesses the added convenience of our portable computer lab. Our laptops and impressive array of business software make it possible for even the most time-conscious companies to provide employees with thorough training on today’s technology tools.

Precision Machining Training

• Comprehensive, hands-on training program for entry-level machinists or those who want to advance their skills
• Students learn on basic machine tools, including lathes, drill presses, grinders, and milling machines
• Students also produce parts from engineering drawings, take measurements using inspection tools, and are introduced to Computer Numerical Control (CNC)
• The program combines classroom training, lab experience, and internships with local manufacturing companies

* 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

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 mpigott@mcc.commnet.edu.
MISHI-MAYA-GAT
SPOKEN WORD & MUSIC SERIES

Featuring acclaimed poets and musicians from Connecticut and throughout New England.
Manchester Community College • GPA Community Commons, 7-9 PM
3rd Thursday of each month during the school year, September through May (except December)
Hosted by Stephen Campiglio
FREE AND OPEN TO THE PUBLIC
Web site for more information: www.mcc.commnet.edu/faculty/spoken.php

November 17, 2011
7 PM – Featured poets David Cappella, English professor at Central CT State University and author of Gobbo: A Solitaire’s Opera, and Maria Esposito Frank, Modern Languages & Cultures professor at the University of Hartford and translator of Italian poetry
8 PM – Music by Brothers of the Low End, with Justin Migliorisi, guitar; Dennis Martinez, bass; and Jay Wood, drums

January 19 & February 16, 2012 - TBA
March 15
Lisa C. Taylor and Geraldine Mills, a special joint-reading by co-authors of a U.S./Ireland poetry exchange and collaboration, The Other Side of Longing

April 19
National Poetry Month event – details forthcoming!

May 17
Ellen Doré Watson, author of Dogged Hearts and director of the Poetry Center at Smith College, and D.M. Gordon, author of Nightly, at the Institute of the Possible and Fourth World

Plus music performances for all 2012 events

This project is funded by MCC Foundation Annual Fund

Online Academy
Full course descriptions at www.ed2go.com/manchcc

NEED HELP?
The knowledgeable staff at Ed2go can assist you!

Go to www.ed2go.com/manchcc and click “Help” on the Online Instruction Center menu. You will find answers to many common questions, or you may email an inquiry directly to the Ed2go Help Desk.

If you have questions about how to register or pay for an online class, you may email MCC’s Ed2go contact, Jessie Bradley: jbradley@mcc.commnet.edu.
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 43.
   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. Use the “Browse Catalog” or “Search” feature to locate your class 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 “My Classroom” link. To begin your studies, simply log in with the email address and password you provided during online enrollment.

Full course descriptions at www.ed2go.com/manchcc

Online Academy

### Start Dates:

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

- **January 18**
- **February 15**
- **March 21**
- **April 18**
- **May 16**

### ACCOUNTING

#### Accounting Fundamentals

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

**CRN #11478**

#### Accounting Fundamentals II

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

**CRN #11479**

### 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 #11498**

### 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 #11476**

#### 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 #11475**

#### 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 #11492**

#### 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 #11490**

#### 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 #11690**

#### Building Teams that Work

Learn the secrets of dynamic team building. $120

**CRN #11517**

#### Understanding the Human Resources Function

Learn to handle basic human resource functions to ensure the best possible results. $120

**CRN #11766**

#### Managing Customer Service

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

**CRN #11489**

#### Help for the Helpdesk

Learn powerful customer helpdesk skills that will enable you to resolve issues quickly and effectively. $120

**CRN #11631**

#### Introduction to Business Analysis

Learn powerful techniques to improve your decision-making skills at work. $120

**CRN #11760**

#### 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 #11495**

#### Mastery of Business Fundamentals

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

**CRN #11493**
Online Academy  Full course descriptions at www.ed2go.com/manchcc

Manufacturing Fundamentals
Learn the basic skills required to work in the manufacturing field. $120
CRN #11746

Manufacturing Applications
Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing. $120
CRN #11747

Project Management Fundamentals
Gain the skills you’ll need to succeed in the fast-growing field of project management. $120
CRN #11484

Project Management Applications
Experienced project manager teaches you tricks of the project management trade. $120
CRN #11482

Purchasing Fundamentals
Improve your company’s bottom line by mastering the fundamentals of purchasing. $120
CRN #11480

Supply Chain Management Fundamentals
Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations. $120
CRN #11496

Total Quality Fundamentals
Learn the basics of total quality management. $120
CRN #11497

Six Sigma: Total Quality Applications
Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality. $120
CRN #11485

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 #11759

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 #11768

Start Your Own Small Business
Stop dreaming and learn how to start your own successful small business. $120
CRN #11771

Start Your Own Arts and Crafts Business
Learn how to start your own arts and crafts business from a professional artist. $120
CRN #11769

Start Your Own Gift Basket Business
Express your creativity in a fun and profitable way, by starting a home-based business as a gift basket designer. $120
CRN #11770

Start a Pet Sitting Business
Discover how to translate your love of animals into a fun and profitable career. $120
CRN #11767

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 #11572

Growing Plants for Fun and Profit
An industry professional teaches you everything you need to prosper in the backyard nursery business. $120
CRN #11721

Get Paid to Travel
Learn everything you need to start your new and exciting career as a professional tour director. $120
CRN #11775

Start Your Own Consulting Practice
Find out how you can earn income by sharing your training or knowledge with others. $120
CRN #11772

Secrets of the Caterer
Learn cooking and business secrets from a professional caterer. $120
CRN #11720

Wow, What a Great Event!
Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner. $120
CRN #11477

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 #11754

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 #11755

Get Assertive!
Find out how you can stop others from intimidating you or treating you poorly. $120
CRN #11740

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 #11753

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 #11743

Individual Excellence: Secrets of Career Success
Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity. $120
CRN #11491

Achieving Success with Difficult People
Learn how to have more successful relationships with difficult bosses, coworkers, students, neighbors, or relatives. $120
CRN #11514

Merrill Ream Speed Reading
Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension. $120
CRN #11682

www.mcc.commnet.edu

32  Credit-Free Phone-In Registration (860) 512-3232
Full course descriptions at www.ed2go.com/manchcc

Online Academy

**COMPUTERS**

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

- Keyboarding  
  CRN #11531
- Navigating the Internet  
  CRN #11570
- Introduction to Windows 7  
  CRN #11563
- Introduction to Windows Vista  
  CRN #11564
- Introduction to Windows XP  
  CRN #11565
- Intermediate Windows Vista  
  CRN #11566
- Introduction to Linux  
  CRN #11582
- Computer Skills for the Workplace  
  CRN #11552

**Computer Applications** ($120 per class)

- What’s New in Microsoft Office 2007?  
  CRN #11567
- Introduction to Microsoft Word 2010  
  CRN #11538
- Introduction to Microsoft Word 2007  
  CRN #11537
- Introduction to Microsoft Word 2003  
  CRN #11536
- Intermediate Microsoft Word 2010  
  CRN #11541
- Intermediate Microsoft Word 2007  
  CRN #11540
- Intermediate Microsoft Word 2003  
  CRN #11539
- Advanced Microsoft Word 2003  
  CRN #11542
- Introduction to Microsoft Excel 2010  
  CRN #11552
- Introduction to Microsoft Excel 2007  
  CRN #11551
- Introduction to Microsoft Excel 2003  
  CRN #11550
- Intermediate Microsoft Excel 2007  
  CRN #11558
- Intermediate Microsoft Excel 2003  
  CRN #11557
- Advanced Microsoft Excel 2007  
  CRN #11554
- Advanced Microsoft Excel 2003  
  CRN #11553
- Introduction to Microsoft Access 2007  
  CRN #11556
- Introduction to Microsoft Access 2003  
  CRN #11555
- Intermediate Microsoft Access 2007  
  CRN #11560
- Intermediate Microsoft Access 2003  
  CRN #11559
- Introduction to Microsoft PowerPoint 2007  
  CRN #11562
- Introduction to Microsoft PowerPoint 2003  
  CRN #11561
- Introduction to Microsoft Outlook 2007  
  CRN #11569
- Introduction to Microsoft Publisher 2007  
  CRN #11568
- Introduction to Microsoft Project 2010  
  CRN #11636
- Introduction to Microsoft Project 2007  
  CRN #11635
- Introduction to Adobe Acrobat 9  
  CRN #11633
- Introduction to Crystal Reports  
  CRN #11776
- Introduction to Crystal Reports 10  
  CRN #11632
- Introduction to Peachtree Accounting 2009  
  CRN #11549
- Introduction to QuickBooks 2010  
  CRN #11544
- Introduction to QuickBooks 2009  
  CRN #11543
- QuickBooks 2010 for Contractors  
  CRN #11546
- QuickBooks 2009 for Contractors  
  CRN #11545
- Performing Payroll in QuickBooks 2010  
  CRN #11548
- Performing Payroll in QuickBooks 2009  
  CRN #11547

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

- Creating Web Pages  
  CRN #11573
- Introduction to Creating WordPress Web Sites  
  CRN #11598
- Introduction to Microsoft Expression Web  
  CRN #11638
- Introduction to CSS and XHTML  
  CRN #11628
- Intermediate CSS and XHTML  
  CRN #11629
- Designing Effective Web sites  
  CRN #11637
- Introduction to Dreamweaver CS5  
  CRN #11601

**Web Programming** ($120 per class)

- Introduction to Ajax Programming  
  CRN #11581
- Introduction to ASP.NET  
  CRN #11597
- Introduction to Java Programming  
  CRN #11608
- Intermediate Java Programming  
  CRN #11609

**Graphic Design** ($120 per class)

- Introduction to Illustrator CS5  
  CRN #11779
- Introduction to Illustrator CS4  
  CRN #11614
- Introduction to Illustrator CS3  
  CRN #11613
- Introduction to InDesign CS5  
  CRN #11612
- Introduction to InDesign CS4  
  CRN #11611
- Introduction to InDesign CS3  
  CRN #11610
- Introduction to Photoshop CS5  
  CRN #11617
- Introduction to Photoshop CS4  
  CRN #11616
- Introduction to Photoshop CS3  
  CRN #11615
- Intermediate Photoshop CS4  
  CRN #11621
- Intermediate Photoshop CS3  
  CRN #11620
Photoshop CS5 for the Digital Photographer  
 **CRN #11619**

Photoshop CS4 for the Digital Photographer  
 **CRN #11618**

Photoshop Elements 9 for the Digital Photographer  
 **CRN #11624**

Photoshop Elements 8 for the Digital Photographer  
 **CRN #11623**

Photoshop Elements 7 for the Digital Photographer  
 **CRN #11622**

Photoshop CS5 for the Digital Photographer II  
 **CRN #11625**

Photoshop Elements 8 for the Digital Photographer II  
 **CRN #11627**

Photoshop Elements 7 for the Digital Photographer II  
 **CRN #11626**

**Computer Troubleshooting & Networking**  
($120 per class)

- Introduction to PC Troubleshooting  
  **CRN #11555**
- Introduction to PC Security  
  **CRN #11639**
- Advanced PC Security  
  **CRN #11534**
- Wireless Networking  
  **CRN #11575**
- Introduction to Networking  
  **CRN #11576**
- Intermediate Networking  
  **CRN #11574**

**Computer Programming & Database Management**  
($120 per class)

- Introduction to Database Development  
  **CRN #11578**
- Introduction to Programming  
  **CRN #11583**
- Introduction to SQL  
  **CRN #11579**
- Intermediate SQL  
  **CRN #11580**
- Introduction to PHP and MySQL  
  **CRN #11595**
- Intermediate PHP and MySQL  
  **CRN #11596**
- Introduction to C++ Programming  
  **CRN #11590**
- Introduction to C# Programming  
  **CRN #11592**

- Intermediate C# Programming  
  **CRN #11593**
- Introduction to Perl Programming  
  **CRN #11594**
- Introduction to Python 2.5 Programming  
  **CRN #11589**
- Introduction to Ruby Programming  
  **CRN #11591**
- Introduction to Visual Basic 2008  
  **CRN #11584**
- Intermediate Visual Basic 2008  
  **CRN #11585**
- High-Speed Project Management  
  **CRN #11634**

**Certification Prep**  
($170 per class)

- Basic CompTIA A+ Certification Prep  
  **CRN #11586**
- Intermediate CompTIA A+ Certification Prep  
  **CRN #11587**
- Advanced CompTIA A+ Certification Prep  
  **CRN #11588**
- CompTIA Security+ Certification Prep  
  **CRN #11533**
- CompTIA Network+ Certification Prep  
  **CRN #11577**
- PMP Certification Prep 1  
  **CRN #11481**
- PMP Certification Prep 2  
  **CRN #11483**

**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 #11652**

**Teaching Adult Learners**

Learn powerful techniques for reaching and motivating adult learners in today’s student-centered classroom. $120  
**CRN #11653**

**An Introduction to Teaching ESL/EFL**

Learn how to be an effective English language teacher from an expert in the field. $120  
**CRN #11659**

**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 #11660**

**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 #11662**

**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 #11663**

**Teaching ESL/EFL Grammar**

Learn new methods for teaching English grammar that will both engage and challenge ESL/EFL students. $120  
**CRN #11661**

**Spanish in the Classroom**

Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking students and parents. $120  
**CRN #11689**

**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 #11684**

**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 #11683**

**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 #11685**

**Teaching Science: Grades 4-6**

Increase your effectiveness as a science teacher for children in fourth through sixth grades. $120  
**CRN #11656**

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Online Academy

Full course descriptions at www.ed2go.com/manchcc

Solving Classroom Discipline Problems
Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline. $120 CRN #11664

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 #11665

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 #11686

Teaching Students with Learning Disabilities
Learn how to successfully meet the diverse needs of the learning disabled students in your classroom. $120 CRN #11688

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 #11687

Survival Kit for New Teachers
Veteran instructor shares the secrets for success in your first years of teaching. $120 CRN #11658

Ready, Set, Read!
A learning specialist shows you how to raise a successful reader and writer. $120 CRN #11679

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 #11676

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 #11654

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 #11655

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 #11675

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 #11657

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 #11677

Guided Reading: Strategies for the Differentiated Classroom
Learn creative ways to bring differentiated instruction and guided reading to life in your classroom. $120 CRN #11678

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 #11680

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 #11666

Teaching Smarter with SMART Boards
Master the use of SMART Board and SMART Notebook technology so you can create powerful interactive lessons that capture your students' attention. $120 CRN #11671

The Classroom Computer
Learn how to use the classroom computer to increase learning and motivate students. $120 CRN #11669

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 #11672

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 #11673

Using Microsoft Excel 2010 in the Classroom
Specially designed for teachers, this course will help you master Microsoft Excel 2010 and teach Excel skills to your students. $120 CRN #11782

Using 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 #11667

Using 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 #11674

Using 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 #11668

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 #11670

Creating K-12 Learning Materials
Increase student performance and earn extra income by converting your ideas for instructional aids into reality. $120 CRN #11681
**Enhancing Language Development in Childhood**
Enrich the lives of children by learning fun and natural ways to help them become proficient speakers and thinkers. $120
CRN #11718

**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 #11716

**Guiding Kids on the Internet**
Gain confidence and experience so you can help your children discover all the Internet has to offer. $120
CRN #11714

**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 #11530

**Music Made Easy**
Learn the fundamentals of music theory. Be able to read, write, and play simple music. $120
CRN #11499

**NEW**
**Introduction to Guitar**
Master basic guitar skills and become the musician you've always wanted to be. $120
CRN #11780

**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 #11699

**Get Grants!**
Learn how to develop successful, fundable grants from experts in the field. $120
CRN #11700

**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 #11702

**Writing Effective Grant Proposals**
Learn to prepare grant proposals that get solid results for your favorite organization or charity. $120
CRN #11701

**Becoming a Grant Writing Consultant**
Increase your income while working from home by starting a grant writing consulting business. $120
CRN #11761

**Starting a Nonprofit**
Industry veteran shows you how to take a nonprofit business from vision to reality. $120
CRN #11762

**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 #11765

**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 #11763

**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 #11764

**HEALTH CARE, FAMILY & NUTRITION**

**Assisting Aging Parents**
Handle the challenges you will face in the coming years. $120
CRN #11717

**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 #11651

**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 #11738

**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 #11739

**Explore a Career in a Dental Office**
Discover the wide range of dental office careers open to you, master basic dental anatomy and terminology, and learn how dental professionals create healthy smiles. $120
CRN #11729

**Explore a Career as a Pharmacy Technician**
Master the skills that will prepare you for an entry-level position as a pharmacy tech or clerk, and discover the steps you can take to become a Certified Pharmacy Technician (CPhT). $120
CRN #11731

**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 #11728

**HIPAA Compliance**
Learn how to comply with the duties, rights, and responsibilities of HIPAA. $120
CRN #11723

**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 #11726

**Become a Physical Therapy Aide**
Prepare for a rewarding career as a valued member of the physical therapy team. $120
CRN #11732

**Become a Veterinary Assistant**
Practicing veterinarian prepares you to work in a veterinary office or hospital. $120
CRN #11733

www.mcc.commnet.edu
**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 #11734**

**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 #11735**

**Introduction to Natural Health and Healing**
Learn how to promote wellness, balance, and health in all aspects of your daily life. $120  
**CRN #11724**

**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 #11719**

**Handling Medical Emergencies**
Every second counts during a medical emergency. Learn how to respond if someone needs your help. $120  
**CRN #11725**

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**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 #11710**

**Speed Spanish II**
Clever follow-up to our popular Speed Spanish course. Several new recipes help you quickly build fluency. $120  
**CRN #11711**

**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 #11712**

**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 #11756**

**Spanish for Medical Professionals**
Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases. $120  
**CRN #11737**

**Beginning Conversational French**
Discover how easy it can be to learn common words and phrases for both leisure and business. $120  
**CRN #11708**

**Instant Italian**
Learn Italian from the comfort of your home in this fun and enjoyable online course. $120  
**CRN #11713**

**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 #11709**

**Easy English 1**
In this easy and fun course, you’ll learn the basic English skills you need for real-life activities including shopping, job hunting, and handling medical emergencies. $120  
**CRN #11693**

**Easy English 2**
In this easy and fun course, you’ll review some basic English skills and build more intermediate-level English skills for real-life activities including using the bank, finding a job or a home, dealing with sicknesses, and making good shopping decisions. $120  
**CRN #11694**

**Easy English 3**
Build on the language skills you mastered in Easy English 2, as you learn to talk about real-life situations including looking for a job, making a budget, buying a home, and taking care of your health. $120  
**CRN #11695**

**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 #11692**

**Writing for ESL**
Learn how to write in English more effectively to succeed in college and at work. $120  
**CRN #11696**

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**MATH & SCIENCE**

**Math Refresher**
Gain confidence in your basic math skills and start using math to your advantage. $120  
**CRN #11744**

**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 #11745**

**Medical Math**
Master the math skills you need to succeed in the medical field. $120  
**CRN #11786**

**Human Anatomy and Physiology**
Gain a greater appreciation and understanding of the marvelous complexity of the human body. $120  
**CRN #11722**

**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 #11730**

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**PERSONAL ENRICHMENT**

**Introduction to Interior Design**
Explore a career in interior design as you learn how to transform any room into a beautiful and functional space. $120  
**CRN #11500**

**Going Green at Home**
Step into a green lifestyle as you discover simple, cost-effective ways to make your home environmentally friendly. $120  
**CRN #11691**

**Goodbye to Shy**
Become more confident in social, professional, and romantic situations. $120  
**CRN #11515**

**Get Funny!**
Learn how to use humor to speak more effectively, write better, and increase your popularity. $120  
**CRN #11742**
Skills for Making Great Decisions
Learn how to make excellent everyday decisions from an experienced counselor and life coach. $120
CRN #11741

Interpersonal Communication
Become aware of the conscious and unconscious codes of meaning we send when communicating with others. $120
CRN #11513

Keys to Effective Communication
Lost for words? Don’t be! Learn to build rapport, trust, warmth, and respect through conversation. $120
CRN #11512

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 #11715

PERSONAL FINANCE & INVESTMENTS

Where Does All My Money Go?
Learn how to get control of your money once and for all. $120
CRN #11698

Personal Finance
Protect your assets and discover how best to achieve all your financial goals. $120
CRN #11707

Keys to Successful Money Management
Certified financial planner shows you how most wealthy people build their fortunes. $120
CRN #11703

Protect Your Money, Credit and Identity
Learn how to guard against scam artists, identity thieves, predatory lenders, and abusive debt collectors. $120
CRN #11697

Real Estate Investing
Build and protect your wealth by investing in real estate. $120
CRN #11757

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 #11758

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 #11704

The Analysis and Valuation of Stocks
Discover valuable techniques that show you step by step how to research and value stocks. $120
CRN #11705

Introduction to Stock Options
Learn how stock options can protect your portfolio and help you profit in any type of market. $120
CRN #11706

PHOTOGRAPHY

Discover Digital Photography
An informative introduction to the fascinating world of digital photography equipment. $120
CRN #11751

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 #11752

Secrets of Better Photography
Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations. $120
CRN #11748

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 #11749

Photographing People With Your Digital Camera
Learn to take beautiful pictures of adults, children, and babies. $120
CRN #11750

SALES & MARKETING

Professional Sales Skills
Discover how to begin a successful and rewarding career in sales. $120
CRN #11487

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 #11486

Small Business Marketing on a Shoestring
Discover small business marketing strategies that can help you attract attention, woo your target audience, grow your customer base, and expand your profits—all for little or no money. $120
CRN #11774

Marketing Your Business on the Internet
E-commerce expert helps you develop an Internet marketing plan for your business. $120
CRN #11773

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 #11650

GED Test Preparation
Want to pass the GED? This course will help you develop the skills you’ll need to succeed. $120
CRN #11640

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 #11641

Prepare for the GED Math Test
Master the skills you’ll need to successfully pass Test 5 in the GED test series. $120
CRN #11642

GMAT Preparation
Discover powerful test-taking techniques and methods for improving your score on the GMAT. $120
CRN #11645

GRE Preparation: Part 1
Discover powerful strategies for success in the verbal and analytical sections of the GRE. $120
CRN #11643

GRE Preparation: Part 2
Learn a variety of useful techniques for tackling the math section of the GRE. $120
CRN #11644
LSAT Preparation: Part 1
Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills. $120
  CRN #11646

LSAT Preparation: Part 2
Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers. $120
  CRN #11647

SAT/ACT Preparation: Part 1
Master the reading, writing, English, and science questions on the ACT and new SAT. $120
  CRN #11648

SAT/ACT Preparation: Part 2
Master the math questions on the ACT and new SAT. $120
  CRN #11649

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 #11528

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches. $120
  CRN #11501

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 #11509

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 #11519

Business Marketing Writing
Write great marketing copy to improve your company’s image and your chances of getting hired or promoted. $120
  CRN #11518

Fundamentals of Technical Writing
Learn the skills you need to succeed in the well-paying field of technical writing. $120
  CRN #11507

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 #11494

Writeriffic: Creativity Training for Writers
Banish writer’s block forever with these tricks from the published writer’s toolbox. $120
  CRN #11523

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 #11505

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 #11522

Advanced Fiction Writing
Explore advanced fiction writing techniques with a published novelist. $120
  CRN #11527

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 #11504

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 #11503

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 #11529

Writing for Children
A published children’s author shows you how to touch the hearts of children by creating books for them. $120
  CRN #11516

Research Methods for Writers
Learn the most efficient and effective methods to conduct research for any writing project. $120
  CRN #11511

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 #11520

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 #11521

Writing and Selling Self-Help Books
Learn how to position your self-help book for success, write a persuasive proposal for agents and publishers, and use storytelling techniques to make your message compelling. $120
  CRN #11508

Introduction to Internet Writing Markets
A professional writer helps you discover a wide variety of new markets for your written work. $120
  CRN #11525

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 #11502

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 #11506

Write Your Life Story
Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others. $120
  CRN #11524

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 #11526
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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MCC Organization of Active Adults Membership Form
(Minimum Age: 50) • PLEASE PRINT

Dues: $15 per person per year (September 1-August 31)

(Mr. & Mrs. Mr. Mrs. Ms. Miss) Last Name ________________________________

Last Name (If different) ________________________________________________

First Name ____________________________ circle one M F Date of Birth ________________

First Name ____________________________ circle one M F Date of Birth ________________

Address ________________________________________________________________________

Town ____________________________ State _______ Zip __________________

Phone ( ) ______________________ Renewal ______________ New Member ______________

Email address ___________________________________________________________________

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

Amount enclosed: ______________ MCCOAA

Check #: __________ Date: __________

MCCOAA Great Path, MS #16

Date Received: __________________ (completed by office)

Keep for your records

MCCOAA MEMBERSHIP

ORGANIZATION OF ACTIVE ADULTS

in partnership with Manchester Community College

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MCCOAA Tuition Rebate Program

This program offers a 20 percent tuition rebate for any MCC Credit-Free course costing more than $10, up to a maximum of $50 per academic year (September 1 - August 31). You may register for a Credit-Free course before you join OAA, but you must be a member before the course start date. (Membership is effective on the date your dues payment is postmarked or presented in person.) Bring your completed Tuition Rebate Form (below) to class and have the instructor sign it; then mail it to 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

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: $ _______

www.mcc.commnet.edu
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 (Students must call 860-512-3232 to confirm that fax was received.)
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.commnet.edu → Form Depot → Admissions & Registration, or obtain a form at the Registrar’s Office.

The Refund Policy for Credit-Free Courses is as follows:

- There is a minimum enrollment for all Credit-Free courses. Classes with insufficient enrollment will be cancelled. If a course is full or cancelled, students will receive a full refund.
- 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.
- 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, by fax, or by mail.
- No refunds will be issued after the allowable drop period.

Refund Policy Appeal Procedures
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
- Dissatisfaction with course content or instructor

All appeals must be submitted in writing and include student ID, contact information, and appropriate documentation. Appeals must be received within 10 days of the official drop date* of the course to be considered.

You may view and print a Refund Policy Appeal form at www.mcc.commnet.edu → Form Depot → Admissions & Registration, or 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.

*Drop date is one (1) business day prior to the first scheduled class meeting.

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.
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.commnet.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 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.

CREDIT-FREE REGISTRATION INFORMATION

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

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 27 & 41 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 27. 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.commnet.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.

Consider Yourself Confirmed
MCC notifies you only if a course cancels or has schedule changes. If you do not hear from us, assume you are registered.

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. 10/31, 52M, Resource: CE/VS
**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 42 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.

<table>
<thead>
<tr>
<th>Banner I.D. # (if known)</th>
<th>Soc. Sec. No.</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name (Last)</th>
<th>(First)</th>
<th>(M)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Previous Name (if any)</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Address (Number and Street)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tel. (Home)</th>
<th>(Work)</th>
<th>(Cell)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Birth Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender</th>
<th>Today's Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td></td>
</tr>
<tr>
<td>Male</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resident Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARE YOU: (Check applicable)</td>
</tr>
<tr>
<td>A CONNECTICUT RESIDENT FOR 1 YEAR?</td>
</tr>
<tr>
<td>ARE YOU: (Check applicable)</td>
</tr>
<tr>
<td>01</td>
</tr>
<tr>
<td>05</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ETHNICITY/RACE</th>
</tr>
</thead>
<tbody>
<tr>
<td>HISPANIC/LATINO</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>CRN#</th>
<th>Course Title</th>
<th>Start Date</th>
<th>Time</th>
<th>Room</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Make check or money order payable to “MCC”. |

<table>
<thead>
<tr>
<th>Fees (total enclosed)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credit Card #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Cardholder name (print)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cardholder signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Relationship to student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cardholder Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cardholder phone</th>
<th>Exp. Date (mo/yr)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

**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 41.
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 31-39.

Boating Safety
Obtain a CT Personal Watercraft/ Safe Boating Certificate.
One-Day Saturday and Weeknight Classes Available.
See page 23

Real Estate
Preparation for CT Licensing Exams
- Principles and Practices of Real Estate
- Basic Appraisal Principles
- Basic Appraisal Procedures

See Real Estate on page 28

Interested in a Health Career?
- Certified Nurse Aide (CNA) Training
- Emergency Medical Technician (EMT) Training
  See also FREE Informational Session
- Phlebotomy: The Art of Drawing Blood

Allied Health pages 15-17

Coming in Spring
- Pharmacy Technician Certification Training
- American Red Cross Standard First Aid with AED and CPR
- Medical Coding courses

Credit-Free Courses Starting January - February
Ongoing Registration

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

Look for these sections in the Spring Credit-Free catalog
- Culture & History
- Drama
- ESL
- Green Tech. & Sustainability
- Family, Finance & Consumer Issues
- Writing & Literature

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

Watch for… Spring Excursions in Learning 2012 (students completing grades K-8)
Activity-oriented classes for students
Saturday mornings: 9 a.m.-noon • Feb 4, 11, 18 & 25

Be looking for July & August programs:
Summer Excursions for gifted and high-achieving students (students completing grades K-8)
Junior Culinary Camp (students completing grades 5-8)
Technology Camp (students completing grades 5-8)
Adventures in Leadership (students completing grades 5-7)

For more information contact Carleigh Cappetta,
Program Coordinator at (860) 512-2804
or ccappetta@mcc.commnet.edu