WINTER INTERSESSION
2013/2014
CREDIT EXTENSION
& CREDIT-FREE COURSES
BEGINNING DECEMBER-FEBRUARY
TABLE OF CONTENTS

CREDIT PROGRAMS

Application for Admission for New Students ........................................... 11-12
Assessment Testing Information ................................................................. 8
Assessment Testing Exemption Request Form ........................................... 9
Audit Policy ......................................................................................... 8
Credit Course Descriptions ................................................................. 6-7
Credit Fee Schedule ........................................................................... 10
Credit Refund Policy ........................................................................... 3
Credit Registration Form ....................................................................... 14
Credit Registration Information ............................................................. 3-4
Information about Distance Learning Courses ........................................ 8
MCC Degree and Certification Majors and Codes .................................. 13
Winter Intersession Calendar ................................................................. 8
Winter Intersession Course Schedule ................................................... 5
Withdrawal Policy ................................................................................ 8

CREDIT-FREE PROGRAMS

Credit-Free Courses ............................................................................ 15-39
Credit-Free Registration Form ............................................................... 42
Credit-Free Registration Information .................................................... 41 & 43
Noon Institute ..................................................................................... 31
MCC Online Academy .......................................................................... 33-37
Organization of Active Adults ............................................................... 32

GENERAL INFORMATION

Bookstore Hours .................................................................................. 10
Campus Map ....................................................................................... 43

When searching online for courses found in this catalog:
Select "Winter 2013" for Winter Intersession Credit courses
or select “Spring 2014” for Credit-Free courses.

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

Manchester Community College is committed to access and
equal opportunity. Should you have any questions regarding
disability related academic adjustments and/or auxiliary aids/
services, please contact Disability Services, 860-512-3387 or the
Advising and Counseling Center, 860-512-3320 at least ten (10)
calendar days prior to the start date of the course or program. If a
timely request is not submitted, the College cannot assure requested adjustments
can be provided.

Alternative formats of this material may be provided upon request.
10/13 52M, CE/VS

CONTINUING EDUCATION

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

Credit-Free Programs ........................................................................ 860-512-2800
Director, Ann Bonney ............................................................. abonney@manchestercc.edu
Prog. Assoc., Stephen Campiglio ........................................... scampiglio@manchestercc.edu
Sec. II, Jessie Bradley ............................................................. jbradley@manchestercc.edu
Ed. Asst., Mike Jordan-Reilly ........................................... mjordan-reilly@manchestercc.edu

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

Business & Industry Services ................................................... 860-512-2813
Director, Janet Alampi ..................................................... jalampi@manchestercc.edu
Providing employers and employees with workplace programs and training

Sales Associate, Mick Pigott ................................................... 860-512-2815
Sec. II, Mary Boileau ........................................................... mboileau@manchestercc.edu

Computer Technology .............................................................. 860-512-2808
Coordinator, Bruce Manning ........................................... bmanning@manchestercc.edu
Providing state-of-the-art computer training

Allied Health Programs .......................................................... 860-512-2826
Coordinator, Diane Mitchell ............................................. dmitchell@manchestercc.edu
Preparing students for National and State certification exams

Excursions in Learning .............................................................. 860-512-2804
Coordinator, Carleigh Schultz .......................................... cschultz@manchestercc.edu
Offering courses for high-achieving, academically motivated children

Credit Extension Courses ..................................................... 860-512-2800
Dean, Melanie Haber .......................................................... mhaber@manchestercc.edu
Winter/Summer credit extension courses

Admin. Asst., Gloria Moeller ................................................... gmoeller@manchestercc.edu

FOR INFORMATION

Admissions .............................................................................. 860-512-3210
Bursar’s ............................................................................... 860-512-3637
Financial Aid .............................................................................. 860-512-3380
Library ....................................................................................... 860-512-2880
Registrar .................................................................................. 860-512-3220

For Office Hours .................................................................. www.manchestercc.edu/offices/hours.php

Satellite Location

MCC on Main Arts and Education Center
903 Main Street, Manchester
www.manchestercc.edu/mcc-on-main/contact.php
MINIMUM ENROLLMENT
Continuing Education programs are self-supporting. All courses are operated on an instruction-fees supported basis. Classes with insufficient enrollment will be cancelled.

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

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

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

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

Credit Registration Information

Refund Policy for Credit Extension Courses

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

A student who drops from a credit extension course will receive a full refund of tuition only, provided the student officially drops on the last business day before the first class meeting or prior. If a student officially withdraws on the day of the first class meeting, there is no refund and the student will receive a “W” on their transcript (Requests must be made by Friday for courses starting Saturday-Monday). When a student drops from a credit course, the college service fee and the one-time application fee for new students are non-refundable.

No refunds will be issued after the allowable drop period. Tuition cannot be transferred to other semesters.

SPECIAL NOTE TO STUDENTS

Full payment is due upon registration.

If you do not want to take a course once you have registered for it, you must submit a drop form to the Registrar’s Office whether or not you have paid. If you do not drop within the allowable drop period, you are still obligated to pay for the class, whether or not you attend.

Forms of Payment

Full payment must accompany registration. 

• Cash

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

• Checks: Please make all checks payable to “MCC.”

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

Refund Policy Appeal Procedures

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

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

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

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

You may view and print a Refund Policy Appeal form at www.manchestercc.org, in the “Form Depot” or you may obtain a form at the Registrar’s office.

Submit completed form to:
Refund Appeals Committee
Manchester Community College
Registrar’s Office, MS #13
Great Path, P.O. Box 1046
Manchester, CT 06045-1046

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

4 Ways to Apply and Register for Credit Extension Courses

1. BY MAIL
   Must be received at least 5 business days prior to the start of the requested course.
   If applicable, complete the MCC Application for Admission form for new students on pages 11-12. Complete the registration form on page 14. Please complete the entire form. **Full payment must accompany each registration.** Refer to fee schedule on page 10. Send your registration and payment to:
   
   Registration Office, MS #13
   Manchester Community College
   Great Path
   P.O. Box 1046
   Manchester, CT 06045-1046
   Please mail the entire registration page!

2. IN-PERSON
   If applicable, complete the MCC Application for Admission form for new students on pages 11-12. Complete the registration form on page 14. Please complete the entire form. **Fees are payable in full at time of registration** and may be paid at the Bursar's Office in the Lowe Building, after registering for your course in the Lowe Building Registrar's Office.
   **Make checks or money orders payable to "MCC."**

3. BY FAX: 860-512-3221
   If applicable, complete the MCC Application for Admission form for new students on pages 11-12. Complete the registration form on page 14 using Visa, MasterCard, or Discover Card only. Please complete the entire form.

   **Forms of Payment**
   Full payment must accompany registration.
   **Cash:** In person, during regularly scheduled Bursar hours.
   **Credit Cards:** Only MasterCard, Visa or Discover Card are accepted.
   **Checks/Money Orders:** Please make all checks payable to "MCC." If one check is used to pay for more than one student, the names and course numbers for all students involved must be listed on the check.

   **Seniors and Veterans**
   Please Note: There are no tuition waivers for Winter Intersession.

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

   **Login:**
   - Go to http://my.commnet.edu
   - Login using your NetID and Password
   (See "New NetID Users" information below)
   - Click on "Student" tab
   - Click on "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 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
   - Logoff

   * Banner ID numbers will be mailed (upon request) to returning students and cannot be given out over the phone.
   ** Please choose your course(s) in advance and have the correct CRN number(s) handy when you register online. Please call 860-512-3220 for more information about Web registration.

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

   Please call 860-512-3220 for more information about Web registration.
**WINTER INTERSESSION CREDIT COURSE SCHEDULE**

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

**Classes meet:** Dec. 26, 27 (Thurs.-Fri.), Dec. 30 (Mon.)  
**No Classes:** Dec. 31-Jan. 1  
Jan. 2, 3 (Thurs.-Fri.) • Jan. 6, 7, 8, 9, 10 (Mon.-Fri.) Jan. 13, 14, 15 (Mon.-Wed.)

**Final Exams:** Last scheduled class period

**Snow Dates:** *(if needed)*: Saturdays, Dec. 28, Jan. 4, 11 and Thurs.-Fri., Jan. 16-17, 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>★ ACC* 115</td>
<td>Financial Accounting</td>
<td>4</td>
<td>Online</td>
<td>12/26-1/15</td>
<td>(see pages 6, 8)</td>
<td></td>
</tr>
<tr>
<td>40023</td>
<td>★ ACC* 118</td>
<td>Managerial Accounting</td>
<td>4</td>
<td>Online</td>
<td>12/26-1/15</td>
<td>(see pages 6, 8)</td>
<td></td>
</tr>
<tr>
<td>40002</td>
<td>▲ ART* 206</td>
<td>Film Study</td>
<td>3</td>
<td>MTWRF</td>
<td>12/26-1/15</td>
<td>9 AM–12:30 PM</td>
<td>VIL5 V151</td>
</tr>
<tr>
<td>40003</td>
<td>★ BBG* 101</td>
<td>Introduction to Business</td>
<td>3</td>
<td>Online</td>
<td>12/26-1/15</td>
<td>(see pages 6, 8)</td>
<td></td>
</tr>
<tr>
<td>40004</td>
<td>★ BBG* 234</td>
<td>Legal Environment of Business</td>
<td>3</td>
<td>Online</td>
<td>12/26-1/15</td>
<td>(see pages 6, 8)</td>
<td></td>
</tr>
<tr>
<td>40005</td>
<td>◆ BMG* 202</td>
<td>Principles of Management</td>
<td>3</td>
<td>Online</td>
<td>12/26-1/15</td>
<td>(see pages 6, 8)</td>
<td></td>
</tr>
<tr>
<td>40006</td>
<td>◆ ◆ BMG* 210</td>
<td>Organizational Behavior</td>
<td>3</td>
<td>Online</td>
<td>12/26-1/15</td>
<td>(see pages 6, 8)</td>
<td></td>
</tr>
<tr>
<td>40007</td>
<td>▲ COM* 154</td>
<td>Film Study and Appreciation</td>
<td>3</td>
<td>MTWRF</td>
<td>12/26-1/15</td>
<td>9 AM–12:30 PM</td>
<td>VIL5 V151</td>
</tr>
<tr>
<td>40008</td>
<td>★ COM* 173</td>
<td>Public Speaking</td>
<td>3</td>
<td>MTWRF</td>
<td>12/26-1/15</td>
<td>9 AM–12:30 PM</td>
<td>AST C204</td>
</tr>
<tr>
<td>40022</td>
<td>◆ CSA* 105</td>
<td>Introduction to Software Applications</td>
<td>3</td>
<td>Online</td>
<td>12/26-1/15</td>
<td>(see pages 6, 8)</td>
<td></td>
</tr>
<tr>
<td>40010</td>
<td>◆ CJS* 101</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
<td>Online</td>
<td>12/26-1/15</td>
<td>(see pages 6, 8)</td>
<td></td>
</tr>
<tr>
<td>40011</td>
<td>◆ ECN* 101</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
<td>Online</td>
<td>12/26-1/15</td>
<td>(see pages 7, 8)</td>
<td></td>
</tr>
<tr>
<td>40012</td>
<td>ENG* 110</td>
<td>Introduction to Literature</td>
<td>3</td>
<td>MTWRF</td>
<td>12/26-1/15</td>
<td>9 AM–12:30 PM</td>
<td>AST D205</td>
</tr>
<tr>
<td>40027</td>
<td>ENG* 214</td>
<td>Drama</td>
<td>3</td>
<td>MTWRF</td>
<td>12/26-1/15</td>
<td>9 AM–12:30 PM</td>
<td>AST C211</td>
</tr>
<tr>
<td>40026</td>
<td>★ ENG* 250</td>
<td>Studies in Ethnic Literature</td>
<td>3</td>
<td>Online</td>
<td>12/26-1/15</td>
<td>(see pages 7, 8)</td>
<td></td>
</tr>
<tr>
<td>40013</td>
<td>HIS* 101</td>
<td>Western Civilization I</td>
<td>3</td>
<td>MTWRF</td>
<td>12/26-1/15</td>
<td>9 AM–12:30 PM</td>
<td>AST C202</td>
</tr>
<tr>
<td>40014</td>
<td>◆ HUM* 101</td>
<td>Introduction to the Humanities</td>
<td>3</td>
<td>Online</td>
<td>12/26-1/15</td>
<td>(see pages 7, 8)</td>
<td></td>
</tr>
<tr>
<td>40015</td>
<td>PHL* 101</td>
<td>Introduction to Philosophy</td>
<td>3</td>
<td>MTWRF</td>
<td>12/26-1/15</td>
<td>9 AM–12:30 PM</td>
<td>AST C210</td>
</tr>
<tr>
<td>40016</td>
<td>PHL* 111</td>
<td>Ethics</td>
<td>3</td>
<td>MTWRF</td>
<td>12/26-1/15</td>
<td>9 AM–12:30 PM</td>
<td>AST C201</td>
</tr>
<tr>
<td>40017</td>
<td>PSY* 111</td>
<td>General Psychology I</td>
<td>3</td>
<td>MTWRF</td>
<td>12/26-1/15</td>
<td>9 AM–12:30 PM</td>
<td>AST C209</td>
</tr>
<tr>
<td>40018</td>
<td>PSY* 201</td>
<td>Life Span Development</td>
<td>3</td>
<td>MTWRF</td>
<td>12/26-1/15</td>
<td>9 AM–12:30 PM</td>
<td>AST C212</td>
</tr>
<tr>
<td>40019</td>
<td>◆ ◆ PSY* 247</td>
<td>Industrial and Organizational Psychology</td>
<td>3</td>
<td>Online</td>
<td>12/26-1/15</td>
<td>(see pages 7, 8)</td>
<td></td>
</tr>
<tr>
<td>40020</td>
<td>◆ SOC* 101</td>
<td>Principles of Sociology</td>
<td>3</td>
<td>Online</td>
<td>12/26-1/15</td>
<td>(see pages 7, 8)</td>
<td></td>
</tr>
<tr>
<td>40021</td>
<td>◆ SOC* 210</td>
<td>Sociology of the Family</td>
<td>3</td>
<td>Online</td>
<td>12/26-1/15</td>
<td>(see pages 7, 8)</td>
<td></td>
</tr>
</tbody>
</table>

▲ Choose either ART* 206 or COM* 154
◆ Choose either BMG* 210* or PSY* 247
★ See page 8 for information about online courses. See course descriptions for any course-specific instructions.
ACC* 115: Financial Accounting (online)  
(Formerly ACCT 101)  
Theory and practice of accounting applicable to the accumulation, external reporting, and external uses of financial accounting information. Prerequisites: eligibility for ENG* 101 and MAT* 095 or higher. 4 Credits  
Information about Distance Learning Courses: see page 8.

ACC* 118: Managerial Accounting (online)  
(Formerly ACCT 102)  
Basic concepts and practice of accounting’s role in providing information to managers to assist in their planning, control and decision-making activities. Topics include cost accounting, cost behavior relationships, analyses for managerial decisions and the budget process. Prerequisites: eligibility for ENG* 101 and MAT* 095 or higher, and C- or better in ACC* 115. 4 Credits  
Information about Distance Learning Courses: see page 8.

ART* 206/COM* 154: Film Study/Film Study and Appreciation  
(Formerly FA 171/COMM 171)  
The viewing, discussion and analysis (written and oral) of representative films from the early years of the industry to the present will be taught. Prerequisite: eligibility for ENG* 101. 3 credits  
Information about Distance Learning Courses: see page 8.

BBG* 101: Introduction to Business (online)  
(Formerly BUS 111)  
This course provides a survey of major business topics such as management, marketing, accounting, finance, computer science, organizational behavior, production, and the social and economic environment of business. Prerequisite: eligibility for ENG* 093. 3 Credits  
Information about Distance Learning Courses: see page 8.

BBG* 234: Legal Environment of Business (online)  
This course introduces the student to the structure of the American legal system and its impact on the operations of American business. Ethics and social responsibility are examined from many perspectives, including that of decision-makers and stakeholders. Major aspects of government regulation of business are explored, including product liability, securities regulation, employment and labor law, and intellectual property. The course also examines fiduciary duties and tort and criminal liability. Prerequisite: eligibility for ENG* 101. 3 credits  
One week prior to the start of class, all registered students will receive an email with instructions on course requirements. Students should be sure that their current email address is listed in my.commnet.edu in order to receive this communication. Additional questions may be addressed to Professor Nance Kriscinski at nkriscnksi@manchestercc.edu.  
Information about Distance Learning Courses: see page 8.

BMG* 210/PSY* 247: Organizational Behavior (online)  
(Formerly BUS 240)  
A survey of the psychological factors that influence the individual in the work setting. Includes employee attitudes, motivation, group dynamics, decision making, leadership, assessment and training as an introduction to human resource management. Prerequisites: completion of ENG* 101 with C- or better. 3 credits  
Information about Distance Learning Courses: see page 8.

COM* 154/ART* 206: Film Study and Appreciation/Film Study  
(Formerly COMM 171/FA 171)  
The viewing, discussion and analysis (written and oral) of representative films from the early years of the industry to the present will be taught. Prerequisites: eligibility for ENG* 101. 3 credits  
Information about Distance Learning Courses: see page 8.

COM* 173: Public Speaking  
(Formerly COMM 213)  
This course is designed to encourage students to develop their speaking and listening skills in order to become more confident communicators. The course introduces students to communication as an interactive process and emphasizes developing effective public presentation skills. Instruction stresses organization, research, writing, delivery and audience adaptation. Prerequisite: eligibility for ENG* 093. 3 credits  
Information about Distance Learning Courses: see page 8.

CSA* 105: Introduction to Software Applications (online)  
This hands-on introductory course is designed for students to develop practical software application skills necessary for personal productivity at home, on the job, or in the classroom. Topics will include an overview of the Windows operating system, including file management skills, in addition to word processing, spreadsheet, database and presentation tools. On-line students must have access to a Windows-based PC along with Office 2010. Prerequisites: eligibility for ENG* 101. 3 credits  
Information about Distance Learning Courses: see page 8.

CJS* 101: Introduction to Criminal Justice (online)  
This course is a survey of the history and philosophy of American justice concepts with the emphasis on present day practical application through the efforts of the law enforcement, court, and correction segments of the criminal justice system. Prerequisite: eligibility for ENG* 093. 3 credits  
Information about Distance Learning Courses: see page 8.

ECN* 101: Principles of Macroeconomics (online)  
(Formerly ECON 101)  
This course covers determinants of the level of national economic activity, employment and prices, fiscal and monetary policies, international economics, and payment mechanisms. Prerequisite: eligibility for ENG* 101. 3 credits  
Information about Distance Learning Courses: see page 8.

--- Continued next page ---
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
</tr>
</thead>
</table>
| ENG* 110 | Introduction to Literature | (Formerly ENG 120)  
This course is an introduction to the thematic and formal elements of literatures of diverse cultures, with an emphasis on fiction, poetry, drama, and the essay, with the aim of developing interpretive reading and writing skills. Prerequisite: ENG* 101 with a grade of "C" or better. 3 credits |
| ENG* 214 | Drama |  
Literary survey of drama from Ancient Greece to the present including discussion of theatrical terms, stagecraft and classic critical statements. Students will study different dramatic genres like comedy and tragedy, and will approach plays in their historical context. 3 credits |
| ENG* 250 | Studies in Ethnic Literature (online) |  
This course surveys writing by authors of various ethnicities and races in American culture, including but not limited to Native Americans, European immigrants, African Americans, Hispanic Americans, and Asian Americans. This course examines how ethnic writing enables and resists assimilation, and how the literature of individual ethnicities underlies mainstream American literature and, at times, becomes part of the mainstream. The course also explores the history and sociology of immigration and multiculturalism. Prerequisite: ENG* 110 or permission of instructor. 3 credits |
| HIS* 101 | Western Civilization I | (Formerly HIST 101)  
An examination of major themes in the development of Western Civilization from the earliest historical beginnings. Topics include: Ancient Middle East, Greece and Rome, Medieval and Renaissance Europe. Prerequisite: eligibility for ENG* 101. 3 credits |
| HUM* 101 | Introduction to the Humanities (online) |  
Through exposure to a variety of the humanities such as the arts, literature, music and dance, students should be able to understand the historical development of the humanities including: literature, music, painting, theatre and philosophy. Students should also be able to identify major movements and thinkers within the liberal arts and analyze works within the humanities, both with reference to other, similar works and as individual objects of study. Prerequisite: eligibility for ENG* 093. 3 credits |
| PHL* 101 | Introduction to Philosophy | (Formerly PHIL 201)  
Development of personal views on the fundamental issues of human existence: the nature of reality, the nature of the human person, knowing and thinking, freedom, basis of morality, aesthetics, the philosophical basis of political systems, and God’s existence. Prerequisite: eligibility for ENG* 101. 3 credits |
| PHL* 111 | Ethics | (Formerly PHIL 203)  
The fundamentals and principles of ethics: moral conscience, good and evil, values, norms, ethical judgment, major ethical systems, punishment, religion and ethics. Contemporary problems with case studies; in particular, issues of environmental and bio-medical ethics. Prerequisite: eligibility for ENG* 101. 3 credits |
| PSY* 111 | General Psychology I |  
The purpose of this course is to introduce students to the discipline of psychology and to the evolving body of knowledge that has been produced by this discipline. It surveys basic topic areas within psychology including psychology’s history and scientific origins, current research and measurement techniques, the physiological correlates of experience and behavior, human development, learning, memory, intelligence, and personality. Prerequisite: eligibility for ENG* 101. 3 credits |
| PSY* 201 | Life Span Development | (Formerly PSYC 124)  
A survey of physical, cognitive, social and emotional changes as they are influenced by heredity and environment from conception to death. Prerequisite: PSY* 111 with a grade of "C-" or better. 3 credits |
| PSY* 247/ BMG* 210 | Industrial and Organizational Psychology (online) | (Formerly PSYC 240)  
A survey of the psychological factors that influence the individual in the work setting. Includes employee attitudes, motivation, group dynamics, decision making, leadership, assessment and training as an introduction to human resource management. Prerequisites: completion of ENG* 101 with C- or better. 3 Credits |
| SOC* 101 | Principles of Sociology (online) | (Formerly SOC 101)  
This course is designed to provide students with a basic overview and understanding of the discipline of sociology. The course focuses on the concepts, methods, theories, and levels of analysis used in the study of social interaction. The readings and lectures will examine a broad range of social issues and questions; the different theories of social behavior used to explain these questions; and the ways in which sociologists scientifically examine these theories. The goal of the course is to provide students with the ability and knowledge to critically examine and understand the social issues that impact their daily lives. Prerequisite: eligibility for ENG* 101. 3 credits |
| SOC* 210 | Sociology of the Family (online) | (Formerly SOC 231)  
This course will explore the complexity and diversity of the contemporary family and other intimate relationships. Topics for this course include mate selection, gender roles, sexuality, communication, power and conflict, family violence, parenthood, work/family interaction, and diverse family arrangements. Prerequisite: eligibility for ENG* 101. 3 credits |

Information about Distance Learning Courses: see page 8.
Students must know how to use a computer and have high-speed Internet access to successfully participate in distance learning courses.

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

If you have never taken online classes, contact the Educational Technology and Distance Learning Department (ETDL) at sandbox@manchestercc.edu 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.manchestercc.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:
1. Login to myCommNet using your NetID and password.
2. Click the “Blackboard” link on the upper right of the window.
3. Select your course from the course list on the “myBlackboard” page.
4. Logoff when you have completed your work.

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

Financial Aid does not cover audited classes.

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

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

Financial Aid does not cover audited classes.

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

Financial Aid does not cover audited classes.

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

Financial Aid does not cover audited classes.

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

Financial Aid does not cover audited classes.

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

Financial Aid does not cover audited classes.

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

Financial Aid does not cover audited classes.

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

Financial Aid does not cover audited classes.

A student who withdraws from any credit extension winter intersession course(s) must obtain a withdrawal form from the Registrar’s office and return the completed form to the Registrar’s office. Grades for courses from which a student withdraws during the allowable withdrawal period (see calendar below) will be recorded as “W” at the end of the session. After the allowable withdrawal period, a student who wishes to withdraw from a credit course must obtain an Instructor Approval Course Withdrawal Form from the Registrar’s office or Academic Offices. A request for a withdrawal after the allowable withdrawal date does not guarantee approval. This form must be approved by the instructor and returned to the Registrar’s office before the session end date.
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 the Assessment Test, we strongly recommend that you see an academic advisor for assistance with course selection.

Name ___________________________________________ Banner ID # @ ___________________________
Address _________________________________________________________________________________________
Address ______________________________________ Phone # _______________________________

☐ New Student (never attended college) ☐ Returning Student ☐ Transfer Student

Exemption requested for: ☐ Mathematics ☐ English ☐ Prerequisite Waiver(s)

Reasons for Exemption Request: (Check all that apply):

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

☐ 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). (Please attach copy.) Note: A score of 550 or higher creates eligibility for MAT* 146, MAT* 158, MAT* 165, MAT* 172, MAT* 186 (Precalculus).

☐ I have completed coursework in a college-level credit English and/or Math course with a grade of “C” or better at the following college/university: _______________________________________________________________________________________

(Attach a copy of the unofficial transcript.)

☐ I have taken the Accuplacer English and/or Math Assessment Test at another CT Community College or other college or university (name of college): _______________________________________________________________________________

(Testing coordinator may need to verify score interpretation. NOTE: Only ACCUPLACER exams may be substituted for the assessment test at MCC.)

or

☐ I have enclosed the necessary documentation (unofficial transcript, etc.) and am requesting a prerequisite override for specific coursework. (Please list all classes for which you are requesting a prerequisite waiver):

( NOTE: an official transcript must be requested from all previous post-secondary institutions in order for transfer credit to be applied to a degree program at MCC. The prerequisite permissions requested here may not be applied to any other term and may not satisfy prerequisites applicable to other courses not identified on this form.)

Student Signature ___________________________________________ Date _______________________________

FOR OFFICE USE ONLY

Semester: ☐ Winter 2013

Exempt ☐ English and Math ☐ English Only ☐ Math Only

☐ Transcript/appropriate documentation is attached

Not Exempt: ☐ Does not meet standards ☐ Lacks documentation

Signature: ___________________________________________ Date: _______________________________

Copy sent to student: ☐ No ☐ Yes Date sent ________________________ Initials ______________________

OFFICE OF ADMISSIONS
P.O. Box 1046 • Manchester, CT 06045-1046 Fax 860-512-3221/Phone 860-512-3229
WINTER CREDIT EXTENSION FEE SCHEDULE

<table>
<thead>
<tr>
<th>RESIDENT</th>
<th>NON-RESIDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SH</strong></td>
<td><strong>Extension Credit Fee</strong></td>
</tr>
<tr>
<td>1</td>
<td>$152.00</td>
</tr>
<tr>
<td>2</td>
<td>$304.00</td>
</tr>
<tr>
<td>3</td>
<td>$456.00</td>
</tr>
<tr>
<td>4</td>
<td>$608.00</td>
</tr>
<tr>
<td>5</td>
<td>$760.00</td>
</tr>
<tr>
<td>6</td>
<td>$912.00</td>
</tr>
<tr>
<td>7</td>
<td>$1064.00</td>
</tr>
<tr>
<td>8</td>
<td>$1,216.00</td>
</tr>
<tr>
<td>9</td>
<td>$1,368.00</td>
</tr>
<tr>
<td>10</td>
<td>$1,520.00</td>
</tr>
<tr>
<td>11</td>
<td>$1,672.00</td>
</tr>
<tr>
<td>12</td>
<td>$1,824.00</td>
</tr>
</tbody>
</table>

Additional semester hours are charged accordingly.

<table>
<thead>
<tr>
<th>Laboratory Course Fee</th>
<th>$82</th>
<th>Studio Course Fee</th>
<th>$88</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per registration in a designated laboratory course</td>
<td>Per registration in a designated studio course</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SH: semester hours

*Nonrefundable fee

Bookstore Hours

(December 16, 2013 - January 18, 2014)

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.

December 16-17  Mon.-Tues.  9:00 AM-6:00 PM
December 18-19  Wed.-Thurs.  9:00 AM-4:00 PM
December 20     Fri.       9:00 AM-noon
December 23-24  Mon.-Tues.  9:00 AM-1:00 PM
December 25     Wed.       CLOSED
December 26     Thurs.     8:30 AM-1:00 PM
December 27     Fri.       9:00 AM-noon
December 30-31  Mon.-Tues.  9:00 AM-1:00 PM

January 1       Wed.     CLOSED
January 2       Thurs.   9:00 AM-4:00 PM
January 3       Fri.     9:00 AM-noon
January 6-9     Mon.-Thurs. 9:00 AM-5:00 PM
January 10      Fri.     9:00 AM-noon
January 13-16   Mon.-Thurs. 9:00 AM-5:00 PM
January 17      Fri.     9:00 AM-3:00 PM
January 18      Sat.     9:00 AM-1:00 PM

Deadline to return winter rental books will be Saturday, January 18, 2014
Website: www.mctc.bkstr.com • Phone: 860-645-3140
APPLICATION FOR ADMISSION

Applicant’s Legal Name

(First) (Middle)

Former Last Name(s)

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

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 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 New England Board of Higher Education (NEBHE) program. For details, see the college catalog or website.

If you answered “Yes” to question #2 or checked question #3, you must submit a "Declaration of Eligibility for In-State or NEBHE Tuition" for review and determination of eligibility.
DEGREE STATUS
In which degree/certificate program are you planning to enroll?

HIGHEST DEGREE LEVEL (check one only)
☐ No High School Diploma or GED (01)
☐ Undergraduate Certificate (05)
☐ Master's Degree (09)
☐ First Professional Degree (JD, MD, DDS, LLB) (12)
☐ High School Diploma or GED (02)
☐ Associate Degree (07)
☐ Other Advanced Degree (10)
☐ Sixth-Year Certificate (13)
☐ Some College (06)
☐ Bachelor's Degree (08)
☐ Doctoral Degree (11)

EDUCATIONAL GOALS
☐ Certificate (credit) (CT)
☐ Associate degree (DG)
☐ Developmental (college preparation) education (DV)
☐ Transfer with an associate degree (DT)
☐ Transfer without an associate degree (DN)
☐ Job preparation/retraining course (JB)
☐ Job promotion (JP)
☐ Personal development course(s) (PD)
☐ Improve English skills/proficiency (ES)
☐ Unsure at this time (UN)
☐ Other goal (NL) ______

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

PREVIOUS COLLEGE BACKGROUND
College/University Name ____________________________
State ____________________________ Dates of Attendance __________
Graduation Date __________ Degree Awarded ____________________________

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

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

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 necessary business purposes, the college may need to release or provide access to personally identifiable information in its records pertaining to me to another college in the community college system or to the system’s administrative office. Accordingly, I hereby authorize the college to release or allow access to such information to those indicated for the purposes described.
Signature: ____________________________ Date: ____________________________

I certify with my signature below that I am the applicant and that the information I have provided above is accurate. If admitted, I pledge to comply in good faith with all the rules and regulations of the college. I realize that any misleading information provided by me on this application may be cause for dismissal. I understand that information collected in this application is for reporting purposes only and will not be used in the selection process for admission.
Student Signature ____________________________ Date __________
Parent/Guardian Signature (if under 18) ____________________________ Date __________
MCC Degree and Certificate Majors and Codes

**CODES**

<table>
<thead>
<tr>
<th>CODES</th>
<th>ASSOCIATE DEGREE MAJORS</th>
<th>CODES</th>
<th>CERTIFICATE MAJORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>B11BA07</td>
<td>Accounting, Career</td>
<td>B11BC08</td>
<td>Computer Engineering Technology</td>
</tr>
<tr>
<td>B11BA05</td>
<td>Accounting &amp; Business Administration, Transfer Business Office Technology</td>
<td>B11BC09</td>
<td>Computer Network Technology</td>
</tr>
<tr>
<td>B11BA45</td>
<td>– Administrative Assistant, Legal</td>
<td>B11BC10</td>
<td>Computer Programming Technology</td>
</tr>
<tr>
<td>B11BA46</td>
<td>– Administrative Assistant, Medical</td>
<td>B11BC11</td>
<td>Computer Science</td>
</tr>
<tr>
<td>B11BA44</td>
<td>– Administrative Assistant, Office</td>
<td>B11BC12</td>
<td>Computer Technology</td>
</tr>
<tr>
<td>B11BA67</td>
<td>Business Administration, Career</td>
<td>B11BB03</td>
<td>Criminal Justice</td>
</tr>
<tr>
<td>B11BA70</td>
<td>– Entrepreneurship Option</td>
<td>B11BB18</td>
<td>Disability Specialist</td>
</tr>
<tr>
<td>B11BA53</td>
<td>Communication</td>
<td>B11BB18</td>
<td>Speech Language Pathology Assistant Option</td>
</tr>
<tr>
<td>B11BA54</td>
<td>– Journalism Option</td>
<td>B11BF01</td>
<td>Drug/Alcohol Recovery Counselor</td>
</tr>
<tr>
<td>B11BC08</td>
<td>Computer Engineering Technology</td>
<td>B11BA06</td>
<td>Early Childhood Education</td>
</tr>
<tr>
<td>B11BC09</td>
<td>Computer Network Technology</td>
<td>B11BA50</td>
<td>Engineering Science</td>
</tr>
<tr>
<td>B11BC10</td>
<td>Computer Programming Technology</td>
<td>B11BA30</td>
<td>Environmental Science</td>
</tr>
<tr>
<td>B11BC11</td>
<td>Computer Science</td>
<td>B11BB17</td>
<td>Foodservice Management</td>
</tr>
<tr>
<td>B11BC12</td>
<td>Computer Technology</td>
<td>B11BB24</td>
<td>General Studies</td>
</tr>
<tr>
<td>B11BB06</td>
<td>Disability Arts</td>
<td>B11BB27</td>
<td>Graphic Design</td>
</tr>
<tr>
<td>B11BB18</td>
<td>Disability Specialist</td>
<td>B11BB95</td>
<td>Health and Exercise Science</td>
</tr>
<tr>
<td>B11BF01</td>
<td>Drug/Alcohol Recovery Counselor</td>
<td>B11BA43</td>
<td>Hotel-Tourism Management</td>
</tr>
<tr>
<td>B11BA06</td>
<td>Early Childhood Education</td>
<td>B12BB68</td>
<td>Liberal Arts and Science, A.A.</td>
</tr>
<tr>
<td>B11BA43</td>
<td>Hotel-Tourism Management</td>
<td>B11BB68</td>
<td>Liberal Arts and Science, A.S.</td>
</tr>
<tr>
<td>B12BB43</td>
<td>– Biology Sequence</td>
<td>B11BB45</td>
<td>– Chemistry Sequence</td>
</tr>
<tr>
<td>B11BB45</td>
<td>– Chemistry Sequence</td>
<td>B11BB52</td>
<td>– Mathematics Sequence</td>
</tr>
<tr>
<td>B11BB54</td>
<td>– Physics Sequence</td>
<td>B11BB84</td>
<td>Management Information System</td>
</tr>
<tr>
<td>B11BB71</td>
<td>Manufacturing Engineering Science</td>
<td>B11BB72</td>
<td>Marketing</td>
</tr>
<tr>
<td>B12BA52</td>
<td>Multimedia Studies</td>
<td>B12BA71</td>
<td>– Computer Game Design Option</td>
</tr>
<tr>
<td>B12BC16</td>
<td>Music Studies</td>
<td>B12BF15</td>
<td>Technology Studies</td>
</tr>
<tr>
<td>B11BB85</td>
<td>Occupational Therapy Assistant</td>
<td>B11BF15</td>
<td>– Computer-Aided Design Option</td>
</tr>
<tr>
<td>B11BA47</td>
<td>Paralegal</td>
<td>B11BF17</td>
<td>– Electronics Technology Option</td>
</tr>
<tr>
<td>B11BB86</td>
<td>Physical Therapist Assistant</td>
<td>B11BF12</td>
<td>– Engineering Technology Option</td>
</tr>
<tr>
<td>B11BB88</td>
<td>Respiratory Care</td>
<td>B11BF19</td>
<td>– Industrial Technology Option</td>
</tr>
<tr>
<td>B11BA51</td>
<td>Social Service</td>
<td>B11BF20</td>
<td>– Lean Manufacturing &amp; Supply Chain Management Option</td>
</tr>
<tr>
<td>B11BB96</td>
<td>Surgical Technology</td>
<td>B11BF13</td>
<td>– Technology Education Option</td>
</tr>
<tr>
<td>B11BF15</td>
<td>Technology Studies</td>
<td>B11BF23</td>
<td>– Technology Management Option</td>
</tr>
<tr>
<td>B11BF06</td>
<td>Therapeutic Recreation</td>
<td>B11BF10</td>
<td>Corrections</td>
</tr>
<tr>
<td>B12BA40</td>
<td>Visual Fine Arts</td>
<td>B13BJ05</td>
<td>Accounting</td>
</tr>
<tr>
<td>B12BA15</td>
<td>– Photography Option</td>
<td>B13BK03</td>
<td>Child Development Associate</td>
</tr>
<tr>
<td>B13BK11</td>
<td>Computer-Aided Design</td>
<td>B13BK10</td>
<td>Computer Maintenance Technology</td>
</tr>
<tr>
<td>B13BK07</td>
<td>Computer Network Technology</td>
<td>B13BK09</td>
<td>Computer Programming Technology</td>
</tr>
<tr>
<td>B13BJ10</td>
<td>Corrections</td>
<td>B13BJ75</td>
<td>Criminal Justice</td>
</tr>
<tr>
<td>B13BJ77</td>
<td>Culinary Arts</td>
<td>B13BJ82</td>
<td>Dental Assistant</td>
</tr>
<tr>
<td>B13BJ83</td>
<td>Desktop Publishing</td>
<td>B13BJ86</td>
<td>Disability Specialist</td>
</tr>
<tr>
<td>B13BJ30</td>
<td>Entrepreneurship/Small Business</td>
<td>B13BJ30</td>
<td>Entrepreneurship/Small Business</td>
</tr>
<tr>
<td>B13BJ74</td>
<td>Fitness Specialist</td>
<td>B13BJ01</td>
<td>Food Store</td>
</tr>
<tr>
<td>B13BJ55</td>
<td>Forensic Science</td>
<td>B13BJ08</td>
<td>Gerontology</td>
</tr>
<tr>
<td>B13BJ55</td>
<td>Health Career Pathway</td>
<td>B13BJ06</td>
<td>Homeland Security</td>
</tr>
<tr>
<td>B13BJ02</td>
<td>Hotel-Tourism</td>
<td>B13BN13</td>
<td>Lean Manufacturing</td>
</tr>
<tr>
<td>B13BJ13</td>
<td>Marketing</td>
<td>B13BJ14</td>
<td>Media Technology</td>
</tr>
<tr>
<td>B13BK02</td>
<td>Medical Insurance Specialist</td>
<td>B13BJ50</td>
<td>Medical Transcription</td>
</tr>
<tr>
<td>B13BJ03</td>
<td>Office Support Specialist</td>
<td>B13BJ53</td>
<td>Paralegal</td>
</tr>
<tr>
<td>B13BJ07</td>
<td>Personal Financial Planning</td>
<td>B13BJ87</td>
<td>Polysonomyography</td>
</tr>
<tr>
<td>B13BJ04</td>
<td>Professional Baker</td>
<td>B13BK05</td>
<td>Professional Cook</td>
</tr>
<tr>
<td>B13BJ51</td>
<td>Public Relations</td>
<td>B13BJ35</td>
<td>Social Service</td>
</tr>
<tr>
<td>B13BJ59</td>
<td>Speech Language Pathology Assistant</td>
<td>B13BN14</td>
<td>Supply Chain Management</td>
</tr>
<tr>
<td>B13BJ60</td>
<td>Sustainable Energy</td>
<td>B13BJ38</td>
<td>Taxation</td>
</tr>
<tr>
<td>B13BJ15</td>
<td>Technology Management</td>
<td>B13BJ39</td>
<td>Therapeutic Recreation</td>
</tr>
<tr>
<td>B13BJ68</td>
<td>Web Technology</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

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

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

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

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

<table>
<thead>
<tr>
<th>CRN#</th>
<th>COURSE TITLE</th>
<th>DAY(S)/TIME</th>
<th>START DATE</th>
<th># OF CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Credit Card # ____________________________

Cardholder name (print) ____________________________

Cardholder signature ____________________________

Relationship to student ____________________________

Cardholder address ____________________________

____________________________________________________________________________________

Cardholder phone ____________________________ Exp. date (mo/yr) __________

Total Fees: ____________________________

(include any applicable lab or studio fees)

New Student Application Fee: ____________________________

($20 application fee must be paid by a separate check made payable to "MCC")

Student Signature ____________________________ Date ____________________________

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

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

Office Use Only

Regis. Special Receipt # Date

www.manchestercc.edu 14 REGISTRATION FOR CREDIT COURSES 860-512-3220
FREE INFORMATIONAL SESSION

Emergency Medical Technician (EMT)

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 11599 | Fee: FREE
1 Wednesday | 2/12 | 6-7:30 p.m. | LRC B144
Instructor: Robert Karpinsky, EMSI, EMS-I, South Windsor Ambulance Corp.

For more information about Credit-Free Allied Health Programs call Diane Mitchell at 860-512-2826, or email at DMitchell@manchestercc.edu.

MCC Allied Health Courses May Qualify for Veterans’ Benefits

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

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

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

Emergency Medical Technician (EMT) Training

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

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

This course prepares students to sit for the initial State of CT Certified EMT examination and national board certification, a primary qualification for EMT personnel. Students must attend at least 180 hours and achieve a course grade of 70 or above and be recommended by the instructor to sit for the state exam. The examination fee of $150 is paid at the time a student applies to take the test. Students are also required to pay a $6 CPR card fee. The course instructor will inform students about the test dates and application process. All students MUST complete the National Incident Management System (NIMS) online training ONE week prior to the end of classes and present their certificate to the instructor. Three modules are required: IS 100, IS 200, and IS 700. Each module takes a minimum of 4-6 hours with a test at the end of each module, depending on reading skills and comprehension. Students need access to a computer with email and Internet for handouts, quizzes and to complete the NIMS training. Required textbook and supplies: AAOS Emergency Care and Transportation of the Sick and Injured, 10th edition (ISBN 9781449685881), and a stethoscope, available at MCC Bookstore. Approximate cost $115.

CRN 11584 | Fee: $750
45 sessions | Mondays, Wednesdays & Saturdays | 2/24-6/25

Classroom:
35 sessions | Mondays & Wednesdays (does not meet 5/26) | 2/24-6/25 | 6-9:30 PM

Clinical:
8 AM-3:30 PM (half-hour lunch)

All classes meet at the South Windsor Ambulance Corp., 232 West Rd., South Windsor, CT

Instructor: Robert Karpinsky, EMSI, EMS-I, South Windsor Ambulance Corp.

REGISTRATION GUIDELINES Have you earned college credit?
IF YES: Bring a photo ID and a copy of your transcript and proceed directly to the Registrar’s Office to sign up.
IF NO: You must take a reading comprehension test at no cost. The test is given every Monday and Wednesday from 1-3 PM (except holidays), until the class fills. No appointment is necessary.

To take a comprehension test, go to the Continuing Education Division office in the Learning Resource Center (LRC), Room B105, and ask for the Coordinator of Credit-Free Allied Health Programs. Please bring a photo ID and your high school diploma or GED with you.

High school diploma or equivalent - Reading Comprehension Test if student has not successfully completed a prior college-level course. Waiver signed by parent if under 18 years of age.
FREE INFORMATIONAL SESSION

**Certified Nurse Aide (CNA) Training Program**

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

CRN 11604 | Fee: FREE
1 Thursday | 2/20 | 6:7-30 PM | LRC B125
Instructor: Andrea Dillon, RN, M. Ed.

For more information about Credit-Free Allied Health Programs
call Diane Mitchell at 860-512-2826, or email at DMitchell@manchestercc.edu.

MCC Allied Health Courses May Qualify for Veterans’ Benefits

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

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

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

Workforce Investment Act (WIA) funding may be available for unemployed, recently downsized, or underemployed persons.

For more information contact CT Department of Labor at www1.ctdol.state.ct.us/etpl/

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

**Certified Nurse-Aide (CNA) Training Program**

This 120-hour course will prepare students with the entry-level skills needed to work as a CNA in long-term care facilities, hospitals, clinics and home health agencies. The CNA provides basic patient care under the direction of nursing staff 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
- Supply and empty bed pans, apply dressings and supervise exercise routines
- Provide patients with help walking, exercising, and moving in and out of bed
- Bathe, groom, shave, dress, and/or drape patients to prepare them for surgery, treatment, or examination

State regulations require that students successfully complete 16 hours of instruction in specific areas prior to beginning clinical work. Students who fail to meet this requirement are not allowed to begin clinical and are not eligible to complete the program. Finally, students must attend a minimum of 100 hours and achieve a passing grade of 70 or above to sit for the State exam. The course includes classroom and practical skill instruction at MCC, and clinical experience at Glastonbury Health Care Center, 1175 Hebron Ave., Glastonbury. Students are required to wear a white uniform or scrubs, closed-toe shoes with socks and a watch with a second hand to the clinical site. CNA students must provide the college with documentation of the following prior to the start of clinical: A physical exam and negative PPD (Mantoux skin test for tuberculosis) both within the last 12 months; proof of Rubella (German measles) immunization; Rubella (Regular Measles - 2 doses separated by at least 30 days); Varicella Zoster (chicken pox) or a blood titer; Hepatitis B immunization or a declination statement; a tetanus within 10 years; and flu shot (required during flu season). The health form will be mailed to students following course registration.

Upon completion of the course, approximately $110 will be due when you apply to take the Connecticut State Certification Exam (not included in course fee). The instructor will inform students of test dates and procedures. Students with a felony conviction may have difficulty obtaining employment as a CNA.

Required textbook and supplies: Basic Skills for Nursing Assistants in Long-Term Care, 6th edition, Gorek and Sorrentino text/workbook package (ISBN 9780323077569) and gait belt available in the MCC Bookstore, approximate cost $102.

CRN 11581 | Fee: $999
28 sessions | Tuesdays, Thursdays & Saturdays (see schedule below)

**Classroom:**
20 sessions | Tuesdays & Thursdays | 3/4-5/8 (weather makeup date 5/13) | 6-9 PM | LRC B125

**Clinical:**
8 Saturdays | 3/22-5/17 (does not meet 4/19; weather makeup date 5/13) | 7 AM-3 PM (half hour lunch)
Instructors: Andrea Dillon, RN, M.Ed., Assistant Director of Health Services for the Capitol Region Education Council and has been a nurse in emergency and psychiatric settings for many years. Assistant clinical instructor: Irene Fleming, LPN

REGISTRATION GUIDELINES Have you earned college credit?
If YES: Bring a photo ID and a copy of your transcript and proceed directly to the Registrar’s Office to sign up.
If NO: You must take a reading comprehension test at no cost. The test is given every Monday and Wednesday from 1-3 PM (except holidays), until the class fills. No appointment is necessary.

To take a comprehension test, go to the Continuing Education Division office in the Learning Resource Center (LRC), Room B105, and ask for the Coordinator of Credit-Free Allied Health Programs. Please bring a photo ID and your high school diploma or GED with you.
Pharmacy Technician Certification Training

This comprehensive 60-hour course prepares students for an entry-level position in a community hospital, long-term care setting, or pharmacy and is an excellent review for the Pharmacy Technician Certification Board (PTCB) national certification exam.

The pharmacy technician prepares medications under the direction of a pharmacist and may measure, mix, count, label, and record amounts and dosages of medications. Students will learn medical terminology specific to the pharmacy and interpret prescriptions, define drugs by generic and brand names, calculate dosage and I.V. flow rates, drug compounding and dose conversion. A pharmacy technician may also review refill requests to verify that information is complete and accurate; maintain proper storage and security for drugs; answer telephones and respond to customer questions and requests; fill bottles with prescribed medications; type and affix labels; assist customers; price and file prescriptions that have been filled; and help to maintain equipment and work areas; and sterilize glassware according to prescribed methods. Procedures regarding inventory control, billing, and insurance reimbursement will also be discussed.

The course fee includes the textbook, but does not include the PTCB exam fee. Please check the PTCB website for more exam information (www.ptcb.org). Students should bring a calculator to class. Please wear dark pants and shirt with a collar. No jeans, open toe shoes or heels, please. Textbook will be provided.

CRN 11578 | Fee: $825
20 sessions | Mondays & Wednesdays | 3/17-5/21 (weather makeup date 5/28)
6-9 PM | LRC B144
Instructors: Members of the Connecticut Pharmacists Association

REGISTRATION GUIDELINES Have you earned college credit?
IF YES: Bring a photo ID and a copy of your transcript and proceed directly to the Registrar’s Office to sign up.
IF NO: You must take a math comprehension test at no cost. The test is given every Monday and Wednesday from 1-3 PM (except holidays), until the class fills. No appointment is necessary.

To take a comprehension test, go to the Continuing Education Division office in the Learning Resource Center (LRC), Room B105, and ask for the Coordinator of Credit-Free Allied Health Programs. Please bring a photo ID and your high school diploma or GED with you.
ALLIED HEALTH

FREE INFORMATIONAL SESSION

Phlebotomy: The Art of Drawing Blood

Do you work well under pressure, have excellent manual dexterity and enjoy working with people? Perhaps you should consider a career in phlebotomy! The phlebotomist collects blood samples for medical testing, blood transfusion and blood donation, primarily through venipuncture, though other methods may be used, including finger stick, heel stick, or butterfly needles. Please join us to learn more about this growing career in the healthcare industry. The session is FREE, but registration is required.

CRN 11602 | Fee: FREE
1 Thursday | 2/13 | 6-7:30 PM | LRC B144

Instructor: Kim E.S. Jenack, ASCP, certified phlebotomy technician through the American Society for Clinical Pathology with more than 20 years' experience.

For more information about Credit-Free Allied Health Programs call Diane Mitchell at 860-512-2826, or email at DMitchell@manchestercc.edu.

MCC Allied Health Courses May Qualify for Veterans’ Benefits

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

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

Call MCC’s Veteran’s Services at 860-512-3375 or email at DMitchell@manchestercc.edu.

Phlebotomy Technician Certification: The Art of Drawing Blood

The Phlebotomist collects blood samples for a variety of reasons, including medical testing, blood transfusion and blood donation. Blood is collected primarily through venipuncture, though other methods may be used including finger stick, heel stick or butterfly needles. Students must have a steady hand with good manual dexterity and 20/20 vision (can be corrected with lenses) and accurate depth perception.

This course includes classroom lecture and a clinical rotation at Eastern CT Health Network (ECHN) facilities in the Manchester area to be assigned by the instructor. These topics will be studied in depth: basic medical terminology; anatomy and physiology of the cardiovascular system; arterial puncture procedures; blood collection equipment and laboratory procedures; quality assurance; universal precautions and infection control; specimen handling; collection procedures; and complications with an emphasis on pediatrics and the elderly. To pass the course, students must attend 100 classroom hours and maintain a minimum grade of 70, complete a minimum 100 clinical hours and achieve 100 successful, unaided blood draws. Upon successful completion of the program, students will be eligible to sit for the American Society for Clinical Pathology (ASCP) certification exam ($125 exam fee is additional). Phlebotomy Technician students must provide the college with documentation of the following prior to the start of clinical: A physical exam and negative PPD (Mantoux skin test for tuberculosis) both within the last 12 months; proof of Rubella (German measles) immunization; Rubella (Regular Measles - 2 doses separated by at least 30 days); Varicella Zoster (chicken pox) or a blood titer; Hepatitis B immunization or a declination statement; a tetanus within 10 years; and flu shot (required during flu season). The health form will be mailed to students following course registration. Students must successfully complete 16 hours of instruction in specific areas prior to beginning clinical. Students who fail to meet this requirement will not be allowed to begin clinical and may not be eligible to complete the program. Textbook: The Phlebotomy Textbook, Third Edition (ISBN 9780803620575), Strasinger & DiLorenzo, available at the MCC Bookstore for approximately $63.

Call MCC’s Veteran’s Services at 860-512-3375 or email at DMitchell@manchestercc.edu.

www.manchestercc.edu
Veterinary Assistant Certificate Part II  (Prerequisite: Veterinary Assistant I)

Do you love working with animals? Veterinary Assistants care for animals in clinics, animal hospitals, zoos and animal shelters. In this course, students will learn how to care for small animals and to recognize signs of illness and disease, handling and restraint of pets, exam room procedures, pharmacy and laboratory skills, radiology and diagnostic imaging, surgical tasks, legal issues, veterinary computer programs, facility maintenance, and front office procedures. Students will learn about client interaction and may assist during examinations.

This course is the second part of a two-semester 160-hour program that will prepare students for an entry level position in veterinary health care and follows the National Association of Veterinary Technicians of America (NAVTA) guidelines for Veterinary Assistant Programs. Students must complete both Veterinary Assistant I and Veterinary Assistant II, earn a grade of 70 or above in each and attend at least 150 hours of instruction to complete the program. This course is offered in partnership with Bolton Veterinary Hospital (BVH), 222 Boston Turnpike, Bolton, CT 06043. Required text: Tasks for the Veterinary Assistant, Second Edition (ISBN: 9780813813028), Paula Pattengale, Wiley-Blackwell, available at the MCC bookstore, approximate cost $58.

CRN 11580 | Fee $899
18 sessions | Tuesdays & Saturdays (see schedule below)
10 Tuesdays | 3/4 - 5/6 (weather makeup date 5/13) | 6-9 PM | SSC L142
8 Saturdays | 3/15-5/10 (does not meet 4/19; weather makeup date 5/17) | 8 AM - 3 PM
Saturday Locations: BVH on 3/15
GP216 on 3/22, 3/29 & 5/10
SSC L142 on 4/5, 4/12, 4/26 & 5/3

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

American Red Cross
Babysitter Training

This program will provide youth who would like to baby sit with the knowledge and skills to safely and responsibly care for children and infants. This training will help participants to develop leadership skills, build a babysitting business, keep themselves and others safe and help children behave. Participants will learn about basic child care and basic first aid. Students will receive an American Red Cross Baby Sitting Training certificate. Course fee includes all materials. This course is designed for youth aged 11-15.

Instructors: Certified American Red Cross teaching staff

American Red Cross Pet First Aid

Designed for the conscientious pet owner, this course will cover first aid skills and provide guidance in emergency situations until veterinary care is available. You will learn about symptoms and care for nearly 70 canine and 60 feline health conditions and what items belong in a pet first aid kit. You will also learn how to give medications and to recognize emergencies. Join us to learn valuable tips on how to maintain your pet’s health and wellbeing.

Instructors: Certified American Red Cross teaching staff

MCC Allied Health Courses May Qualify for Veterans’ Benefits

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

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

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

American Red Cross Pet First Aid

Designed for the conscientious pet owner, this course will cover first aid skills and provide guidance in emergency situations until veterinary care is available. You will learn about symptoms and care for nearly 70 canine and 60 feline health conditions and what items belong in a pet first aid kit. You will also learn how to give medications and to recognize emergencies. Join us to learn valuable tips on how to maintain your pet’s health and wellbeing.

Instructors: Certified American Red Cross teaching staff

Workforce Investment Act (WIA) funding may be available for unemployed, recently downsized, or underemployed persons. For more information contact CT Department of Labor at www1.ctdol.state.ct.us/etpl/
NEW Drawing with Pen and Ink

Decipher the magic of drawing—the transferring of three-dimensional object onto a two-dimensional plane. Through the elements of drawing, principles of design, aspects of light, and the effects of style, you will explore the subtleties and drama of the art of drawing. Enhance your artistic knowledge, sense of aesthetics, and develop your personal style. Students need to purchase and bring to class the following materials: Strathmore sketchbook (Recycled 400 series or Windpower 9” x 12’); HB, 2B, 4B, 6B, and 8B pencils (set or individual; black ballpoint and felt tip pens; white plastic and kneaded erasers; ruler (no larger than 12”); scissors; and scrap paper (equivalent supplies are acceptable).

CRN 11717 | Fee: $120
6 Thursdays | 1/30-3/6
6:30-8:30 PM | GPA GP202

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

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

Work with traditional oil paints, acrylics, or the newer water-mixable oil paints. Receive individual instruction in your medium of choice. Beginning students will learn some fundamentals of painting, including basic composition and color theory, and will work mostly from still life, while more advanced students will be encouraged to develop personal imagery. Choose your own subjects—still life, semi-abstraction, landscape, or others. Students should bring an 18”x24” white drawing pad, soft vine charcoal, a sharpened ebony pencil, and a kneaded eraser. Painting materials will be discussed at the first class. You may bring in previous work as a point of departure.

CRN 11577 | Fee: $245
8 Fridays | 1/10-2/28
noon-2:30 PM | AST D105

CRN 11689 | Fee: $245
8 Fridays | 3/21-5/16 (does not meet 4/18)
noon-2:30 PM | AST D105

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

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.
Yoga for All Levels

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

CRN 11752 | Fee: $115
8 Wednesdays | 1/29-3/19
6-7:15 PM | SSC L154 (Aerobics Studio)
CRN 11753 | Fee: $115
8 Wednesdays | 4/2-5/21
6-7:15 PM | SSC L154 (Aerobics Studio)

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

Karuna Reiki™: Practitioner I and II Levels

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

CRN 11612 | Fee: $300
2 Saturdays | 1/25-2/1
11 AM-4 PM | AST D213

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

Five Love Languages: Revitalize Your Communicative Skills

Do you ever feel that some of your relationships are lopsided, as if you are the one doing all the giving and getting very little back? It may simply be that you and your significant other speak different love languages! Based on the work of Gary Chapman, you will learn five different love languages and your own primary and secondary languages, and also examine the languages of others in your life. For spouses (it could be fun to come together!), parent-child, siblings, and friends, the course will help you understand your relationships through a different perspective, with the goal of ridding or reducing frustration, disappointment and sadness and creating positive change.

CRN 11611 | Fee: $35
1 Monday | 2/3
6-9 PM | SSC L142
Instructor: Dory Dzinski

Spiritual Awakening

Do you feel odd and disconnected—not on the same "wavelength" as those around you? Do you experience synchronicity and “meaningful coincidences” in your life on a regular basis? Spiritual awakenings can help you make sense of unusual occurrences. Some believe that spirituality is the same as having specific religious beliefs, but it is much more than that. Spirituality deals with your interconnectedness with yourself, those around you, nature, religion, the unseen, and the universe. We will discuss the possibilities that can be experienced through the awakening process. Please bring some of your experiences to share in class, as well as a journal.

CRN 11614 | Fee: $35
1 Thursday | 2/13
6-9 PM | SSC L142
Instructor: Dory Dzinski

Transform Your Life with EFT

Learn and begin to apply the steps to successfully change your life. Based on a powerful, three-step process developed through the practice of Life Coaching—Release-Rethink-Redo—you’ll learn how to create a life based on passion. This process addresses the unseen root causes of what really blocks you from achieving what you desire in life. You’ll also learn how to use the Emotional Freedom Techniques (EFT) as a personal performance tool. Please note: This workshop is experiential, so bring a personal goal or desired change in mind.

CRN 11613 | Fee: $30
1 Wednesday | 1/15
6-8:30 PM | SSC L142
Instructor: Cris Jacobs is a life change coach in West Hartford at Hartford Family Institute’s Center for Healing. He has an M.B.A., an advanced certificate in EFT, and a core energetics practitioner certificate.

Actualize Your Potential

Based on the material in the best-selling book, The Secret, you’ll learn how to effectively use the universal “Law of Attraction” to attain your dreams, while at the same time, avoid the pitfalls that prevent most people from accomplishing their goals. You’ll learn how to identify and understand your thoughts, perceptions, values and beliefs, and how these impact your ability to succeed in life. You’ll also learn how to change and direct these aspects of your life toward empowerment and attainment. The workshop will include discussion, meditation, visualization, and writing exercises.

CRN 11741 | Fee: $25
1 Monday | 3/24
7-9 PM | SSC L142
Instructor: Joel S. Waldron is a martial arts master, philosopher, motivational speaker, and life coach. He has spent nearly 25 years guiding others on how to free themselves from limitations, in order to achieve their maximum potential and heart’s desire. He is the owner of The Academy of Martial Arts & Personal Development in Manchester.
Look for our Digital Heritage Scrapbook course in Spring 2014

Set your scrapbook to music or record your family’s voices. Document special occasions such as births, weddings, reunions, and trips. Students can easily revise their family’s genealogical information, as they research and keep data in chronological order. When you find old photos, learn how to restore them and incorporate them in modern day digital format. Include video of your family for future generations. Your family will be grateful for your efforts to maintain your history.

Check out the following courses below to get you started.

NEW Ancestry: Research Your Family History

Do you ever think about your ancestral heritage? Why not explore your own roots of your family. You’ll be creating and leaving your descendants a wonderful legacy ... the gift of several lifetimes.

CRN 11634 | Fee: $99
2 Mondays | 2/3-2/10 | 6-9 PM | LRC B141

Instructor: Carol Whitmer has been involved in genealogical research for over 35 years. She is currently secretary of the board of trustees and consulting genealogist for the Connecticut Historical Society. She sits on the board of governors of the Connecticut Society of Genealogists and is a member of the Association of Professional Genealogists and the Connecticut Professional Genealogists Council.

Adobe Photoshop Elements Introduction

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

CRN 11625 | Fee: $99
2 Tuesdays | 1/28-2/4 | 6-9 PM | LRC B142

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

Restoring Photos with Photoshop

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

CRN 11651 | Fee: $99
2 Wednesdays | 2/5-2/12 | 6-9 PM | LRC B142

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

Video Editing Introduction

Create, edit and store video projects and digital scrapbooks using the top selling, low-cost Adobe Premiere Elements program. Quickly and easily add professional touches. Prerequisite: Basic Windows, keyboarding and mouse skills.

CRN 11636 | Fee: $99
2 Tuesdays | 2/11-2/18 | 6-9 PM | LRC B142

Instructor: Richard Hoyer

Digital Camera Introduction

See page 38 for full course description.

Computer Boot Camp

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

CRN 11619 | Fee: $199
4 Thursdays | 2/6-2/27 | 6-9 PM | LRC B142

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

PC Maintenance

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

CRN 11620 | Fee: $199
4 Wednesdays | 2/5-3/5 (does not meet 2/19) | 6-9 PM | LRC B141

Instructor: John Bolduc is currently working as a network administrator/project leader with a local town government. He has an extensive networking background. John is a Microsoft Certified IT Professional (MCITP) and a Project Management Professional (PMP) and is A+ and Network+ certified.
Excel Introduction
Excel 2010 Introduction is designed for people new to spreadsheets and for self-taught users who wish to expand their knowledge. Learn to recognize the main areas of the Excel worksheet and workbook; enter, edit and delete data; create basic formulae and functions, including SUM, AVERAGE, MAX and MIN; enhance the presentation of workbook data; create, display and manipulate simple charts; work with multiple worksheets; freeze titles and add comments. Instructor provides handouts. Prerequisite: Basic Windows, keyboarding and mouse skills.
CRN 11622 | Fee: $99
2 Thursdays | 1/23-1/30
6-9 PM | LRC B141
Instructor: Charles Schwartz has owned and operated an accounting and tax preparation company since 1987. He has more than 20 years’ experience in computer applications, database development, website design, and as a professor at MCC.

NEW Social Media for Everyone
Learn about today’s top five social media websites and how they can inspire your creativity on the web. CRN 11649 | Fee: $25
1 Thursday | 1/16
6-8 PM | LRC B141
Instructor: Sandra Rimetz is a professor of Information Management and Office Technology at MCC where she focuses on current technologies, social media and the web. She has worked for industry leaders such as IBM and MicroControl Systems and has presented workshops in the areas of social media, e-communications, and iPad productivity. Follow her on Twitter@Sophuser to learn more about building your user skills through our workshops and classes.

iPad Tips & Tricks for Newbies
Gather with other iPad enthusiasts to learn more about using your iPad to enhance your daily routine. We will step through how to manage your iPad, customize settings, edit images, and navigate your device. CRN 11647 | Fee: $25
1 Thursday | 1/23
6-8 PM | LRC B142
Instructor: Sandra Rimetz

Advanced iPad Tips & Tricks
Gather with experienced iPad users to learn more about the power of your device. Topics include search tools, time management, document management, and communication apps. CRN 11648 | Fee: $25
1 Thursday | 1/30
6-8 PM | LRC B142
Instructor: Sandra Rimetz

HTML 5: Web Design Made Easy
HTML 5 is an easy-to-use markup language that is based on the recognition that web pages have structure just like books and other XML documents. Learn the differences between absolute and relative links, types of graphics, different levels of bullets and numbers, how to apply headings, background and text colors and many other formats. Then, using HTML tags and basic CSS, students will learn how to create a page that works across many devices. This course includes hands-on, in-class practice. Instructor provides handouts. CRN 11624 | Fee: $99
2 Wednesdays | 1/22-1/29
6-9 PM | LRC B142
Instructor: Peggy Bloomer is a freelance designer with 20 years’ experience in the field. Her work includes logos, branding, collateral, websites and Flash projects for a wide range of non-profit and corporate clients.

Adobe Dreamweaver Introduction
This hands-on course using Adobe Dreamweaver is designed for people with little or no website design experience, as well as those who have used FrontPage, Expression Web, or earlier versions of Dreamweaver. Instructor provides handouts. Prerequisite: Basic Windows, keyboarding, mouse and Internet skills. CRN 11635 | Fee: $99
2 Mondays | 2/3-2/10
6-9 PM | LRC B142
Instructor: Robert Thornton is an Adobe Certified Educator, Certified IT Instructor (CIT), Certified IT Security Engineer and a Certified Internet Webmaster (CIW). He has more than 20 years’ experience as an IT instructor and developer.

NEW Mastercam Associate Certification Training (Online)
Mastercam University is self-paced, online video training. It is available 24/7 and can be purchased through MCC. Learn all the tips and tricks from an experienced corporate Mastercam trainer. Online Mastercam University classes can be used to prepare you for the official Mastercam Associate certification, or this training can be used to supplement your existing manufacturing skills. CRN #11686 | Fee: $135
1/1-5/31 | Online
Instructor: Staff
Follow these simple steps to get started with the course:
1. Register and pay for the course by calling MCC Registration at 860-512-3220.
2. Once registered, call or email program coordinator, Bruce Manning, at 860-512-2808 or bmanning@manchestercc.edu to receive a subscription code.
3. Go online to http://www.mastercamu.com/lms/registration/registration.cfm and enter your subscription code.
4. You will now be able to view the course curriculum.
French Country Loaves and Italian Bread

French and Italian breads bring to mind good times and satisfying meals. Both are simple, crusty loaves made from basic ingredients. Learn the secrets, from selecting the right flour to the baking techniques that produce the most delicious loaves. We’ll make Country French bread, Italian breads (large, small, or filled with garlic butter and pesto), baguettes, and bread sticks. We will also transform the dough into delicious calzones and 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: $10, payable to instructor at beginning of class.

CRN 11600 | Fee: $60
1 Saturday | 1/11
12:15-4 PM | GPA GP213

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

Croissants: Traditional, Chocolate, and Almond-Filled

Perfect to capture the hearts (and appetites) of your loved ones on Valentine’s Day. A simple yet elegant breakfast or brunch, croissants can be served hot from the oven with your favorite jam, fruit, and café au lait. Croissants begin with simple yeast dough before butter is added through a process of rolling and folding to create hundreds of melt-in-your-mouth layers. A chocolate filling can be added to create Pain au Chocolate, or perhaps you’d prefer a delicious almond filling. Please bring a rolling pin, medium-sized bowl, two cotton dish towels, a sharp knife, and containers for leftovers to class. Materials fee: $10, payable to instructor at beginning of class.

CRN 11608 | Fee: $60
1 Saturday | 2/8
12:15-4 PM | GPA GP213

Instructor: Dorothy (Dory) Alderman

Baking Sweets for English Tea

Invite your friends and family over for an afternoon tea, while featuring your own baked goods! Learn to craft and bake classic English tea favorites, such as Flaky Scones, Shortbread, English Trifle, and Cream Puffs. Students will also learn to make classic English tea condiments, including Devonshire Cream and Lemon Curd. This hands-on class will show students how to correctly prepare and make all of the products, using proper hand technique and electric mixers. Students should bring an apron. Materials fee: $15, payable to the instructor at beginning of class.

CRN 11734 | Fee: $70
1 Tuesday & 1 Thursday | 1/14-1/16
6-8:30 PM | SSC L293 (South Kitchen; Culinary Arts Center)

Instructor: Chris French is an adjunct instructor of baking and pastry at MCC, where he completed his professional baking certification. He is a graduate of the King Arthur Flour Advanced Baking School and works part time at the Collinsville Baking Company.

Hot Soups for Cold Days

Perfume the air and kindle appetites with the promise of tastes to come and warmth to combat the cold outside. The class will prepare Spinach and Mushroom Soup with Garlic, Sweet Potato Peanut Bisque, Hearty Black Bean Soup Pronto, Mushroom Cashew Crème Soup, and White Bean and Kale Potage. Materials fee: $12, payable to instructor at the beginning of class.

CRN 11733 | Fee: $55
1 Friday | 2/7
6:30-8:30 PM | SSC L293 (South Kitchen; Culinary Arts Center)

Instructor: Ken Bergeron is a certified executive chef through the American Culinary Federation, with 35 years of professional cooking experience. He has been recognized as Chef of the Year through the Connecticut Chefs Association and is the author of Professional Vegetarian Cooking.

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

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

Please dress in appropriate dance wear.

CRN 11681 | Fee: $90 (per person)

6 Thursdays | 1/16-2/20
6:15-7:30 PM | SSC L154 (Fitness Studio)

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

**Jump, Jive an’ Wail: Swing Dance**

Join the swing dance revival that’s sweeping the country. Find out why everyone’s having so much fun discovering and mastering the dances that their parents did when they were young. Learn the intimacy and romance of ballroom dancing with the high-energy excitement of early rock ‘n’ roll dancing. The music is great, too! Depending on the interests of the class, learn and practice the basic steps of the jitterbug, Lindy and more. Enrollment is limited to 15 pairs of dancers. It is recommended that you register with a partner.

Please bring a combination lock in order to store your personal belongings during class.

CRN 11683 | Fee: $70 (per person)

6 Thursdays | 3/6-4/17 (does not meet 4/3)
6:15-7:15 PM | SSC L154 (Fitness Studio)

Instructor: Beverly Burton

---

**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 11720 | Fee: $80

6 Saturdays | 1/25-3/8 (does not meet 2/15)
12:15-1:15 PM | SSC L154 (Aerobics Studio)

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

**Latin Bachata & Salsa Dance for Beginners**

Do 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 11718 | Fee: $80

6 Saturdays | 1/25-3/8 (does not meet 2/15)
1:30-2:30 PM | SSC L154 (Aerobics Studio)

Instructor: Oswaldo Tirano

**Advanced Latin Salsa Dance**

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

CRN 11722 | Fee: $80

6 Saturdays | 1/25-3/8 (does not meet 2/15)
2:45-3:45 PM | SSC L154 (Aerobics Studio)

Instructor: Oswaldo Tirano

---

**For all classes in the Fitness Studio**

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

---

**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 11720 | Fee: $80

6 Saturdays | 1/25-3/8 (does not meet 2/15)
12:15-1:15 PM | SSC L154 (Aerobics Studio)

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

**Latin Bachata & Salsa Dance for Beginners**

Do 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 11718 | Fee: $80

6 Saturdays | 1/25-3/8 (does not meet 2/15)
1:30-2:30 PM | SSC L154 (Aerobics Studio)

Instructor: Oswaldo Tirano

**Advanced Latin Salsa Dance**

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

CRN 11722 | Fee: $80

6 Saturdays | 1/25-3/8 (does not meet 2/15)
2:45-3:45 PM | SSC L154 (Aerobics Studio)

Instructor: Oswaldo Tirano

---

**Improve your wellness with a friend.**

Register together.
Zumba Gold: Back to Basics!

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

CRN 11763 | Fee: $55
6 Tuesdays | 1/14-2/18
6:30-7:30 PM | SSC L154 (Fitness Studio)
Instructor: Karen R. Chorney is a licensed Zumba® Fitness, Zumba® Gold, Zumba® Toning, Zumba® in the Circuit, and Zumbatomic® instructor. She is nationally certified by the Aerobic and Fitness Association of America (AFAA) and the Red Cross (CPR/AED).

Zumba Gold Toning

If you want to “rev up” your metabolism, tone your muscles, and improve your balance, Zumba Gold Toning is for you! This low-impact class combines Latin rhythms, international music, easy dance moves, and the use of light hand weights to deliver an exciting, fun and effective workout. The Zumba Gold Toning format utilizes Zumba Gold moves with the addition of hand weights to build muscle, coordination, concentration, and balance. The class is designed for deconditioned exercisers, active older adults, and those requiring exercise modifications. You will be surprised at how much additional impact a one-pound weight in each hand can make! You must wear indoor sneakers, and please bring a water bottle. A sweat towel is suggested.

CRN 11764 | Fee: $55
6 Tuesdays | 3/4-4/8
6:30-7:30 PM | SSC L154 (Fitness Studio)
Instructor: Karen R. Chorney

Workforce Investment Act (WIA) funding may be available for unemployed, recently downsized, or underemployed persons. For more information contact CT Department of Labor at www1.ctdol.state.ct.us/etpl/
• Personal Trainer National Certification

Personal Trainer National Certification

The World Instructor Training School’s (WITS) certification course is taught at colleges across the country. This challenging course is composed of 16 hours of lecture and 16 hours of practical training. The National Exam is held on the final week. Students are allowed to miss one class only and still be able to sit for the exam. Lecture topics include anatomy, exercise physiology, nutrition, and health screening. A subsequent 30-hour internship (not included with this course) and proof of CPR/AED training will prepare you to work successfully in the fitness field. To order the required textbook, Fitness Professional’s Handbook, 6th edition, for approximately $94, please call (888) 330-9487, or visit www.witseducation.com. 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. 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 11605 | Fee: $665
6 Saturdays | 2/2-3/15 (does not meet 2/15)
9 AM-4 PM | GPA GP142 (9 AM-noon, classroom) & SSC L153 (1-4 PM, Weight Room); except for exam session, 3/15, 9-11 AM (written) & 11 AM-4 PM (practical)
CRN 11606 | Fee: $665
18 sessions | Tuesdays & Thursdays | 3/18-5/22 (does not meet 4/15 & 4/17)
6:30-9:30 PM | GPA GP142 (Tuesdays, classroom) & SSC L153 (Thursdays, Weight Room); except for exam sessions, 5/20 & 5/22
6:30-9:30 PM
Instructor: World Instructor Training School Staff

Cardio Kick-Boxing Workout

Take the excitement, music and energy of an aerobics program and learn self-defense techniques in an action-packed workout. No prior experience needed; participants of any level can attend any class. The usual routine begins with warm-ups and stretching before the cardiovascular segment, when you’ll do basic punching and kicking moves to increase your heart rate. Then, spend time working with wave masters (a type of punching bag), and conclude your workout with some abdominal work and cool-down exercises. Because these are continuous classes, beginning students follow along with the routine and learn from watching the instructor and other more experienced students. There is no person-to-person contact. No uniform is required. Please wear appropriate workout clothes. You must be at least 16 years old. Equipment fee: $5, payable to instructor at first class.

CRN 11656 | 4 Mondays & 4 Wednesdays
1/6-2/3 (does not meet 1/20) | 7-8 PM
CRN 11662 | 4 Tuesdays & 4 Thursdays
1/7-1/30 | 9:30-10:30 AM
CRN 11664 | 4 Tuesdays & 4 Thursdays
1/7-1/30 | 6:7 PM
CRN 11661 | 3 Mondays & 5 Wednesdays
2/5-3/5 (begins on a Wednesday; does not meet 2/17) | 7-8 PM
CRN 11663 | 4 Tuesdays & 4 Thursdays
2/4-2/27 | 9:30-10:30 AM
CRN 11665 | 4 Tuesdays & 4 Thursdays
2/4-2/27 | 6:7 PM
Fee: $45 (per 8 sessions) | Classes meet at the Academy of Martial Arts & Personal Development, 440 Oakland Street, Manchester. Instructors: Elaine Flaherty is a 2nd-degree Black Belt at the Academy of Martial Arts & Personal Development. She has been a kick-boxing and fitness instructor for the past 15 years; Joel S. Waldron, owner, 6th-degree Black Belt, and master instructor at the Academy of Martial Arts and Personal Development, has studied and taught martial arts for more than 35 years; and other Academy instructors.
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 four scheduled sections listed below, and in any weekly sequence, in order to fulfill your 12 sessions by the end date. It will be your responsibility to make sure that you are able to adjust your schedule in order to attend 12 sessions. The instructor will monitor each student’s weekly attendance.

Classes meet at Malee’s School of Tai Chi & Kung Fu, 249 Broad Street, Manchester.

CRN 11627 | Fee: $160
12 sessions - Choose from any combination of the following schedules:
- Mondays & Wednesdays | 1/13-2/26 (does not meet 1/20 & 2/17) | 7:30-8:30 PM
- Tuesdays & Thursdays | 1/14-2/20 | 5:30-6:30 PM
- Fridays | 1/17-2/21 | 6:30-7:30 PM
- Saturdays | 1/18-2/22 | 9-10 AM

CRN 11628 | Fee: $160
12 sessions - Choose from any combination of the following schedules:
- Mondays & Wednesdays | 3/31-5/7 | 7:30-8:30 PM
- Tuesdays & Thursdays | 4/1-5/13 (does not meet 4/17) | 5:30-6:30 PM
- Fridays | 4/4-5/16 (does not meet 4/18) | 6:30-7:30 PM
- Saturdays | 4/5-5/17 (does not meet 4/19) | 9-10 AM

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.

Kung Fu for Fitness & Self-Defense

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

CRN 11745 | Fee: $160
12 sessions - Choose from any combination of the following schedules:
- Tuesdays | 1/14-2/18 | 6:30-7:30 PM
- Wednesdays | 1/15-2/19 | 6:30-7:30 PM
- Fridays | 1/17-2/21 | 5:30-6:30 PM
- Saturdays | 1/18-2/22 | 11 AM-noon

CRN 11747 | Fee: $160
12 sessions - Choose from any combination of the following schedules:
- Tuesdays | 4/1-5/6 | 6:30-7:30 PM
- Wednesdays | 4/2-5/7 | 6:30-7:30 PM
- Fridays | 4/4-5/16 (does not meet 4/18) | 5:30-6:30 PM
- Saturdays | 4/5-5/17 (does not meet 4/19) | 11 AM-noon

Instructor: Malee Khow

Connecticut Basic Boating

OPTION 1

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

CRN 11593
2 Mondays & 2 Wednesdays | 3/10-3/19 | 7:30 PM | SSC L142
CRN 11594
2 Mondays & 2 Wednesdays | 4/14-4/23 | 7:30 PM | SSC L240
CRN 11595
2 Mondays & 2 Wednesdays | 5/12-5/21 | 7:30 PM | SSC L240

Fee: $25 (per course)

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 11596
1 Saturday | 3/15 | 8:30 AM-4:30 PM | AST E202
CRN 11597
1 Saturday | 4/12 | 8:30 AM-4:30 PM | AST E202
CRN 11598
1 Saturday | 5/10 | 8:30 AM-4:30 PM | AST E202

Fee: $85 (per course)

Instructors: Professional Marine Education staff
Become a Professional Gardener

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

CRN 11739 | Fee: $55
2 Tuesdays | 1/21-1/28
6-8:30 PM | SSC L142

Instructor: Bettylou Sandy

Prepare Your Lawn, Shrubs, and Flower Garden for Spring

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

CRN 11738 | Fee: $35
1 Wednesday | 2/5
6-9 PM | SSC L142

Instructor: Bettylou Sandy

Edible Schoolyards

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

CRN 11737 | Fee: $105
5 Thursdays | 2/20-3/20
6:30-8:30 PM | GPA GP120

Instructor: Bettylou Sandy

Start and Maintain a Community Garden

The term “community” is the key to community gardening. What better way to eat healthy food and get fresh air, sunshine and exercise than gardening with other people who want the same things! We will discuss ways to begin a community garden and how to sustain it. This class will be beneficial for all types and sizes of community and school-based gardens. All gardener levels are welcome.

CRN 11736 | Fee: $35
1 Wednesday | 2/19
6-9 PM | SSC L142

Instructor: Bettylou Sandy

Organic Vegetable Gardening

We will discuss various forms of vegetable gardens, selecting crops for a site, soil and light needs for various fruits and vegetables, and the best time of year to plant each of these. Crop rotation and season extenders will also be included to provide food for you and your family throughout the growing season from April to October. All methods that we discuss will be from an organic perspective. Some gardening experience is preferred. Please note: one of the sessions will be held at MCC’s Community Garden, date to be determined in class.

CRN 11735 | Fee: $35
1 Wednesday | 2/12
6-9 PM | SSC L142

Instructor: Bettylou Sandy

Organic Lawn Care

The end of summer is still an important time for your lawn. Are you looking for alternatives to harmful chemical fertilizers and pesticides? We will discuss healthier ways to treat your lawn and landscape. Soil testing and seasonal maintenance will also be covered.

CRN 11740 | Fee: $35
1 Tuesday | 3/4
6-9 PM | SSC L142

Instructor: Bettylou Sandy

Would you like to receive the MCC Credit-Free catalog every quarter?

Get on our mailing list!
Call 860-512-2800 or email: ceinfo@manchestercc.edu.
French for Travelers
Traveling to a French-speaking country for business or pleasure? This basic French survival course will prepare you for many situations, including at the airport, hotels, and restaurants. Learn important phrases to communicate your needs and make your stay more enjoyable. Required textbook (travel-size, perfect for your trip): 15-minute French (book with 2 CDs; ISBN 0756609313) DK Publishing, available at MCC Bookstore for approximately $20.
CRN 11691 | Fee: $99
4 Thursdays | 1/23-2/20
7-9 PM | SSC L142
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 to Germany? Would you like the tools to understand Schubert’s Lieder or Brahms’ Requiem? This introductory course will focus on speaking, listening, reading and writing German, with an emphasis on basic grammar, conversation, and vocabulary that would be useful to a traveler in Germany. Required text: Learn German the Fast and Fun Way (ISBN 9780764125409), Barron’s, available at MCC Bookstore for approximately $19.
CRN 11729 | Fee: $185
8 Tuesdays | 1/21-3/11
7-9 PM | GPA GP138
Instructor: Elizabeth Baumbach earned an M.A. in teaching from Wesleyan University and a master of arts in German from Middlebury College. She has nearly 15 years’ experience teaching foreign languages in public schools and 30 years of private teaching experience.

Beginning German II
As a sequel to Beginning German, or if you have some prior German language experience, we will continue to improve on the basics of the language. Required text (same as introductory course): Learn German the Fast and Fun Way (ISBN 9780764125409), Barron’s, available at MCC Bookstore for approximately $19.
CRN 11730 | Fee: $185
8 Tuesdays | 4/1-5/20
7-9 PM | GPA GP138
Instructor: Elizabeth Baumbach

Introduction to Spanish
Learn basic conversational Spanish grammar and vocabulary, including greetings; formal vs. informal language and when to use each; the alphabet and pronunciation; numbers; telling time; weather expressions; days of the week and months of the year; seasons; travel; and home, food, and family vocabulary. Simple sentence structures will be taught and practiced. The goal of this course is focused more on conversational skills than memorization of grammatical rules. Some aspects of the Spanish culture will also be discussed. An English/Spanish dictionary is recommended. Recommended text: Curso Primero, 2nd Edition (ISBN 1567654762), Wasserman, for approximately $19.
CRN 11727 | Fee: $170
6 Thursdays | 2/20-3/27
7-9 PM | SSC L142
Instructor: Carolyn Robins has a B.A. in Spanish from the UConn and a graduate degree from Albertus Magnus College. She has taught Spanish at Berlin High School and East Catholic High School, and is also trained in American Sign Language.

Advanced German
This course is not a continuation of Beginning German, but rather a course for students who already possess a working knowledge of German and want to expand their skills. The class will include an eclectic selection of activities, such as current events, literature, children’s stories, music, and movies, as well as advanced topics in grammar. Recommended text: German Demystified, 2nd edition, McGraw Hill, available at your favorite bookstore for approximately $25.
CRN 11731 | Fee: $140
6 Mondays | 1/27-3/10 (does not meet 2/17)
7-9 PM | GPA GP139
CRN 11732 | Fee: $140
6 Mondays | 3/31-5/5
7-9 PM | GPA GP139
Instructor: Elizabeth Baumbach

Accelerated Introduction to Arabic
Are you planning a trip to the Arab world for business or pleasure? This short, intensive course is designed for you. Through lecture and role-play, you will learn the essentials of the Arabic language, including very useful vocabulary, phrases and cultural aspects to assist you in your business meetings, meeting people, shopping, ordering meals, using the telephone, and more! No prior knowledge of the Arabic language is required. Instructor provides handouts.
CRN 11726 | Fee: $120
4 Fridays | 1/31-2/28 (does not meet 2/14)
7-9 PM | LRC B209
Instructor: Dr. Akram Erik-Soussi lived in Italy for ten years and earned a doctoral degree from the University of Florence. In addition to Italian, he is also fluent in Arabic. He teaches at Mitchell College, and frequently lectures about art and architecture, including courses at MCC since 1993.

Conversational Italian for Beginners
If you have always wanted to speak Italian but never had the courage to try, then this is the course for you! You will be introduced to the fundamentals of the language, with an emphasis on conversing and role-playing in a supportive environment. Aspects of glorious Italy, including its culture and art, will be discussed to enhance the learning experience. Required text: Learn Italian the Fast and Fun Way (ISBN 9780764125300), Danesi, available at MCC Bookstore for approximately $20.
CRN 11728 | Fee: $235
8 Fridays | 3/14-5/9 (does not meet 4/18)
7-9 PM | LRC B209
Instructor: Dr. Akram Erik Soussi
Beginning Guitar
By learning five easy chords and two strumming techniques, you can play dozens of familiar tunes in folk, rock, county, R&B, and pop styles. Instructional handouts and music sheets with words and chords are provided. Learn tuning, how to transpose keys, basic music theory, including the Nashville Number Theory, and how to use a capo. If you are left-handed, it is recommended that you learn to play right-handed. Please bring your acoustic or electric guitar to all classes. Handouts are provided.
CRN 11630 | Fee: $175
8 Wednesdays | 2/19-4/9
7:30-9 PM | GPA GP138
Instructor: Don Donegan has taught guitar and voice for nearly 30 years, and also teaches songwriting and harmonica. He performs regularly, and owns Rainbow Music, a teaching and recording studio in Glastonbury. News about his upcoming shows and ongoing programs can be viewed on his website: www.dondonegan.com.

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.
Participants must be at least 12 years old.
CRN 11632 | Fee: $110
6 Mondays | 2/24-3/31
7-8:15 PM | GPA GP138
Instructor: Don Donegan

Harmonica for Beginners
The harmonica is one of the easiest and most rewarding instruments one can play. It comes in different keys, and all blow (and suck) the same way. Students will learn the scale, tongue and lip techniques, some basic music theory, as well as several songs from the instructor’s Song Request List, which can be viewed at www.dondonegan.com. It is recommended that students buy a G harmonica (not the chromatic type) and plan to spend about $30 per harmonica. Hohner is a recommended brand, with either their Golden Melody, Pro Harp, or Special 20 types. Students with questions about which harmonicas to buy may call the instructor at 860-659-8992. Participants must be at least 12 years of age.
CRN 11631 | Fee: $60
4 Mondays | 3/3-3/24
8:30-9:30 PM | GPA GP138
Instructor: Don Donegan

MISHI-MAYA-GAT
SPOKEN WORD MUSIC SERIES
FEATURING ACCLAIMED POETS AND MUSICIANS FROM NEW ENGLAND AND BEYOND
Manchester Community College
MCC on Main | 903 Main Street | Manchester
7-9 PM | 3rd Thursday of each month
September through May
Hosted by Stephen Campiglio
FREE AND OPEN TO THE PUBLIC
www.manchestercc.edu/mmg

JANUARY 16
7:00 PM - JOSEPH TORRA and BARBARA HENNING authors with Quale Press - www.quale.com
8:00 PM - Jazz improv with GASLIGHT ARKESTRA visit "Gaslight" on Facebook

FEBRUARY 20
7:00 PM - Poets CHRISTINE CASSON and DANIEL TOBIN faculty at Emerson College; www.emerson.edu
8:00 PM - Music by JOCELYN PLEASANT QUARTET swing jazz with tap dancing

Now in its 8th season!
FRIDAY NOON INSTITUTE

AST E202
Noon-1:30 PM
Fee: $5 for each course
PRE-REGISTRATION REQUIRED

NEW Emily Dickinson: An Overview of Her Life and Poetry

Virtually unpublished during her lifetime, Emily Dickinson is now regarded as one of America's greatest poets. Increasingly reclusive, she left a legacy of more than 1,700 poems that have had an enormous influence on American and world literature. The session will comprise an overview of her life and work, including a reading and discussion of selected poems, her critical reception over the years, and her current place in world literature. The instructor will provide handouts.

CRN 11757 | Fee: $5
1 Friday | 1/10
noon-1:30 PM | AST E202

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


The Mobile Army Surgical Hospital, or M*A*S*H unit, made famous by the popular TV show, was started during the Korean War. It was credited with saving lives on the battlefield by getting the wounded into surgery faster than had been possible during previous wars. The TV show made the 4077th famous, but was it a real M*A*S*H unit like our instructor hosts a guest speaker who served on a real Korean War unit and also as an advisor to the popular series. Come find out what life was like for doctors, nurses, aides, and soldiers. How close to real life did the 4077th get?

CRN 11759 | Fee: $5
1 Friday | 1/17
noon-1:30 PM | AST E202

Instructor: James Shelmerdine is a retired U.S. Army Lieutenant Colonel of the Infantry who served in Korea as an enlisted man and as an officer during the Vietnam and Desert Storm wars. A graduate of the U.S. Army Command and General Staff College and the U.S. Army War College, he is a longtime, serious student of military history.

NEW The S.S. United States: Built for Peace, Prepared for War

Though forgotten today, the S.S. United States was a technological wonder of the 1950s and the pride of America. She was America's response to great English liners like the Queen Mary and Queen Elizabeth. Throughout the 1950s, she was one of the most glamorous and popular liners on the Atlantic. Through pictures and stories we will explain the creation of this great ship, her career and her ultimate demise.

CRN 11761 | Fee: $5
1 Friday | 1/24
noon-1:30 PM | AST E202

Instructor: Jason Scappaticci is director of Transitional Programs at MCC.

NEW The One But Not Only Hamlet: Thirteen Ways of Looking at Literature’s Best Known Play

Shakespeare’s Hamlet is staged in modern dress as political satire, as psychological drama, as practically anything. What makes this play so flexible and inspiring? And why does it touch our lives in so many ways? We’ll look at many (thirteen in fact) approaches to the play, from the mythical to the Marxist, the psychoanalytic to the historical.

CRN 11762 | Fee: $5
1 Friday | 1/31
noon-1:30 PM | AST E202

Instructor: John Surowiecki is the author of four collections of poetry, Flies, Barney and Gienka, The Hat City after Men Stopped Wearing Hats, and Watching Cartoons before Attending a Funeral, as well as a verse drama, My Nose and Me, which won a Poetry Foundation Pegasus Award.
**ORGANIZATION OF ACTIVE ADULTS**

For Individuals 50 and Older – Your Opportunity for Lifelong Learning

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


<table>
<thead>
<tr>
<th>Fill out the membership form, detach the receipt, sign it and keep for your records. Then send the completed form to the OAA address below along with your check</th>
</tr>
</thead>
</table>

**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 ___________ Date of Birth ________________

First Name ___________ 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:

[ ] M [ ] F

[ ] M [ ] F

MCCOAA MEMBERSHIP

Member Name ____________________________________________

Membership expires August 31 of above year

ORGANIZATION OF ACTIVE ADULTS in partnership with Manchester Community College

Member name full date required

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 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: $ ______
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), and a computer (of any type).

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

www.ed2go.com/manchcc

Start Dates:

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

January 15
February 19
March 19
April 16
May 21

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 42 of this catalog.
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. Click “Enroll Now” and follow the instructions.
3. When your course starts, return to the Online Instruction Center and click the “My Classroom” link. To begin your studies, simply log in with the email address and password you created during online enrollment.

Online Academy

Accounting ($130 per class)

Accounting Fundamentals
CRN 11229

Accounting Fundamentals II
CRN 11230

Art & Entertainment ($130 per class)

Drawing for the Absolute Beginner
CRN 11248

Breaking Into Sitcom Writing
CRN 11281

Introduction to Screenwriting
CRN 11282

Music Made Easy
CRN 11249

Introduction to Guitar
CRN 11250

Business Administration & Management ($130 per class)

Administrative Assistant Fundamentals
CRN 11227

Administrative Assistant Applications
CRN 11226

Mastering Public Speaking
CRN 11279

Fundamentals of Supervision and Management
CRN 11242

Fundamentals of Supervision and Management II
CRN 11240

Building Teams that Work
CRN 11266

Understanding the Human Resources Function
CRN 11555

Managing Customer Service
CRN 11239

Introduction to Business Analysis
CRN 11549

Mastery of Business Fundamentals
CRN 11243

Distribution and Logistics Management
CRN 11245

Manufacturing Fundamentals
CRN 11533

Manufacturing Applications
CRN 11532

Project Management Fundamentals
CRN 11235

Project Management Applications
CRN 11233

High-Speed Project Management
CRN 11407

Purchasing Fundamentals
CRN 11231

Supply Chain Management Fundamentals
CRN 11246

Total Quality Fundamentals
CRN 11247

Six Sigma: Total Quality Applications
CRN 11236

Business Planning & Entrepreneurial Courses ($130 per class)

Creating a Successful Business Plan
CRN 11548

Start and Operate Your Own Home-Based Business
CRN 11557

Start Your Own Small Business
CRN 11560

Start Your Own Arts and Crafts Business
CRN 11558

Start Your Own Gift Basket Business
CRN 11559

Start a Pet Sitting Business
CRN 11556

Learn to Buy and Sell on eBay
CRN 11334

Growing Plants for Fun and Profit
CRN 11504

Start Your Own Consulting Practice
CRN 11561

Secrets of the Caterer
CRN 11502

Wow, What a Great Event!
CRN 11228

Career Development ($130 per class)

Résumé Writing Workshop
CRN 11543

Twelve Steps to a Successful Job Search
CRN 11544

Get Assertive!
CRN 11525

Leadership
CRN 11542

Listen to Your Heart and Success Will Follow
CRN 11528

Individual Excellence: Secrets of Career Success
CRN 11241

Achieving Success with Difficult People
CRN 11264

Full course descriptions at www.ed2go.com/manchcc
ONLINE ACADEMY

Merrill Ream Speed Reading
CRN 11461

COMPUTERS
($130 per class)

BASIC COMPUTER LITERACY

Keyboarding
CRN 11283
Introduction to Windows 8
CRN 11324
Introduction to Windows 7
CRN 11323
Introduction to Linux
CRN 11345
Computer Skills for the Workplace
CRN 11284

COMPUTER APPLICATIONS

What's New in Microsoft Office 2010?
CRN 11327
What's New in Microsoft Office 2007?
CRN 11326
Introduction to Microsoft Word 2011 for Mac
CRN 11291
Introduction to Microsoft Word 2010
CRN 11290
Introduction to Microsoft Word 2007
CRN 11289
Intermediate Microsoft Word 2010
CRN 11293
Intermediate Microsoft Word 2007
CRN 11292
Introduction to Microsoft Excel 2010
CRN 11311
Introduction to Microsoft Excel 2007
CRN 11310
Intermediate Microsoft Excel 2010
CRN 11319
Intermediate Microsoft Excel 2007
CRN 11318
Advanced Microsoft Excel 2010
CRN 11314
Advanced Microsoft Excel 2007
CRN 11313
Introduction to Microsoft Access 2010
CRN 11316
Introduction to Microsoft Access 2007
CRN 11315
Intermediate Microsoft Access 2010
CRN 11321
Intermediate Microsoft Access 2007
CRN 11320

FULL COURSE DESCRIPTIONS AT www.ed2go.com/manchcc
Intermediate Photoshop CS5  
CRN 11383  
Photoshop CS6 for the Digital Photographer  
CRN 11382  
Photoshop CS5 for the Digital Photographer  
CRN 11381  
Photoshop Elements 11 for the Digital Photographer  
CRN 11386  
Photoshop Elements 10 for the Digital Photographer  
CRN 11385  
Photoshop Elements 9 for the Digital Photographer  
CRN 11384  
Photoshop Cs6 for the Digital photographer II  
CRN 11389  
Photoshop Cs5 for the Digital photographer II  
CRN 11388  
Photoshop Elements 11 for the Digital Photographer II  
CRN 11391  
Photoshop Elements 10 for the Digital Photographer II  
CRN 11390  
Photoshop Elements 9 for the Digital Photographer II  
CRN 11392

**COMPUTER TROUBLESHOOTING & NETWORKING**

Introduction to PC Troubleshooting  
CRN 11288  
Introduction to PC Security  
CRN 11413  
Advanced PC Security  
CRN 11287  
Wireless Networking  
CRN 11338  
Introduction to Networking  
CRN 11339  
Intermediate Networking  
CRN 11337

**PROGRAMMING & DATABASE MANAGEMENT**

Introduction to Programming  
CRN 11346  
Macintosh, iPhone, and iPad Programming  
CRN 11399  
Creating Mobile Apps with HTML5  
CRN 11401  
How to Get Started in Game Development  
CRN 11404  
Introduction to Ajax Programming  
CRN 11344  
Introduction to ASP.NET  
CRN 11361  
Introduction to Java Programming  
CRN 11372  
Intermediate Java Programming  
CRN 11373  
Introduction to C++ Programming  
CRN 11354  
Introduction to C# Programming  
CRN 11356  
Intermediate C# Programming  
CRN 11357  
Introduction to Perl Programming  
CRN 11358  
Introduction to Python 3 Programming  
CRN 11353  
Introduction to Python 2.5 Programming  
CRN 11352  
Introduction to Ruby Programming  
CRN 11355  
Introduction to Database Development  
CRN 11341  
Introduction to Visual Basic  
CRN 11347  
Intermediate Visual Basic  
CRN 11348  
Introduction to SQL  
CRN 11342  
Intermediate SQL  
CRN 11343  
Introduction to PHP and MySQL  
CRN 11359  
Intermediate PHP and MySQL  
CRN 11360

**CERTIFICATION PREP**  
($170 per class)

Basic CompTIA A+ Certification Prep  
CRN 11349  
Intermediate CompTIA A+ Certification Prep  
CRN 11350  
Advanced CompTIA A+ Certification Prep  
CRN 11351  
CompTIA Security+ Certification Prep 1  
CRN 11285  
CompTIA Security+ Certification Prep 2  
CRN 11286

**COMPSCI**

CompTIA Network+ Certification Prep  
CRN 11340  
PMP Certification Prep 1  
CRN 11232  
PMP Certification Prep 2  
CRN 11234

**COURSES FOR TEACHERS**  
($130 per class)

Teaching Preschool: A Year of Inspiring Lessons  
CRN 11426  
Teaching Adult Learners  
CRN 11427  
An Introduction to Teaching ESL/EFL  
CRN 11436  
Practical Ideas for the Adult ESL/EFL Classroom  
CRN 11437  
Teaching ESL/EFL Reading  
CRN 11439  
Teaching ESL/EFL Vocabulary  
CRN 11440  
Teaching ESL/EFL Grammar  
CRN 11438  
Spanish in the Classroom  
CRN 11470  
Singapore Math: Number Sense and Computational Strategies  
CRN 11464  
Singapore Math Strategies: Model Drawing for Grades 1-6  
CRN 11462  
Singapore Math Strategies: Advanced Model Drawing for Grades 6-9  
CRN 11463  
Teaching Math: Grades 4-6  
CRN 11465  
Teaching Science: Grades 4-6  
CRN 11432  
Solving Classroom Discipline Problems  
CRN 11441  
Solving Classroom Discipline Problems II  
CRN 11442  
Empowering Students with Disabilities  
CRN 11466  
Teaching Students with Learning Disabilities  
CRN 11469  
Teaching Students with ADHD  
CRN 11467  
Teaching Students with Autism: Strategies for Success  
CRN 11468
Survival Kit for New Teachers
   CRN 11435

Ready, Set, Read!
   CRN 11458

The Creative Classroom
   CRN 11455

Creating Classroom Centers
   CRN 11428

Differentiated Instruction in the Classroom
   CRN 11429

The Differentiated Instruction and Response to Intervention Connection
   CRN 11431

Differentiating K-12 Assessments
   CRN 11430

Creating the Inclusive Classroom: Strategies for Success
   CRN 11454

Teaching Writing: Grades K-3
   CRN 11434

Teaching Writing: Grades 4-6
   CRN 11433

Guided Reading and Writing: Strategies for Maximum Student Achievement
   CRN 11456

Guided Reading: Strategies for the Differentiated Classroom
   CRN 11457

Response to Intervention: Reading Strategies That Work
   CRN 11459

Integrating Technology in the Classroom
   CRN 11444

Creating K-12 Learning Materials
   CRN 11460

Enhancing Language Development in Childhood
   CRN 11500

Understanding Adolescents
   CRN 11496

   GRANT WRITING & NONPROFIT MANAGEMENT
   ($130 per class)

   A to Z Grant Writing
   CRN 11478

   Get Grants!
   CRN 11479

   Advanced Grant Proposal Writing
   CRN 11481

   Writing Effective Grant Proposals
   CRN 11480

   Becoming a Grant Writing Consultant
   CRN 11550

   Starting a Nonprofit
   CRN 11551

   Nonprofit Fundraising Essentials
   CRN 11554

   Marketing Your Nonprofit
   CRN 11552

   Introduction to Nonprofit Management
   CRN 11553

   HEALTH CARE, FAMILY & NUTRITION
   ($130 per class)

   Assisting Aging Parents
   CRN 11499

   Marriage and Relationships: Keys to Success
   CRN 11524

   Navigating Divorce
   CRN 11498

   Managing Life as a Single Parent
   CRN 11497

   Homeschool with Success
   CRN 11425

   Explore a Career as an Administrative Medical Assistant
   CRN 11521

   Explore a Career in Medical Coding
   CRN 11522

   Explore a Career in a Dental Office
   CRN 11512

   Explore a Career as a Pharmacy Technician
   CRN 11514

   Explore a Career in Medical Transcription
   CRN 11510

   Medical Terminology: A Word Association Approach
   CRN 11511

   HIPAA Compliance
   CRN 11506

   Become an Optical Assistant
   CRN 11509

   Become a Physical Therapy Aide
   CRN 11515

   Become a Veterinary Assistant
   CRN 11516

   Become a Veterinary Assistant II: Canine Reproduction
   CRN 11517

   Become a Veterinary Assistant III: Practical Skills
   CRN 11518

   Introduction to Natural Health and Healing
   CRN 11519

   Lose Weight and Keep It Off!
   CRN 11507

   Luscious, Low-Fat, Lightning-Quick Meals
   CRN 11501

   Handling Medical Emergencies
   CRN 11508

   LANGUAGES
   ($130 per class)

   Speed Spanish I
   CRN 11490

   Speed Spanish II
   CRN 11491

   Speed Spanish III
   CRN 11492

   Spanish for Law Enforcement
   CRN 11545

   Spanish for Medical Professionals
   CRN 11520

   Beginning Conversational French
   CRN 11488

   Instant Italian
   CRN 11493

   Conversational Japanese
   CRN 11489

   Easy English 1
   CRN 11472

   Easy English 2
   CRN 11473

   Easy English 3
   CRN 11474

   Grammar for ESL
   CRN 11471

   Writing for ESL
   CRN 11475

   MATH & SCIENCE
   ($130 per class)

   Math Refresher
   CRN 11529

   Introduction to Algebra
   CRN 11531

   Introduction to Statistics
   CRN 11530

   Medical Math
   CRN 11523

   Human Anatomy and Physiology I
   CRN 11505

   Human Anatomy and Physiology II
   CRN 11513

www.manchestercc.edu
Introduction to Biology
   CRN 11540

Introduction to Chemistry
   CRN 11541

PERSONAL ENRICHMENT
   ($130 per class)

Introduction to Interior Design
   CRN 11251

Start Your Own Edible Garden
   CRN 11503

Get Funny!
   CRN 11527

Skills for Making Great Decisions
   CRN 11526

Interpersonal Communication
   CRN 11263

Keys to Effective Communication
   CRN 11262

Genealogy Basics
   CRN 11495

PERSONAL FINANCE & INVESTMENTS
   ($130 per class)

Where Does All My Money Go?
   CRN 11477

Personal Finance
   CRN 11487

Business Finance for Non-Financial Personnel
   CRN 11486

Keys to Successful Money Management
   CRN 11482

Protect Your Money, Credit and Identity
   CRN 11476

Real Estate Investing
   CRN 11546

Real Estate Investing II: Financing Your Property
   CRN 11547

Stocks, Bonds, and Investing: Oh, My!
   CRN 11483

The Analysis and Valuation of Stocks
   CRN 11484

Introduction to Stock Options
   CRN 11485

PHOTOGRAPHY
   ($130 per class)

Discover Digital Photography
   CRN 11537

Mastering Your Digital SLR
   CRN 11538

Introduction to Digital Scrapbooking
   CRN 11395

Travel Photography for the Digital Photographer
   CRN 11539

Secrets of Better Photography
   CRN 11534

Photographing Nature with Your Digital Camera
   CRN 11535

Photographing People with Your Digital Camera
   CRN 11536

SALES & MARKETING
   ($130 per class)

Professional Sales Skills
   CRN 11238

Effective Selling
   CRN 11237

Small Business Marketing on a Shoestring
   CRN 11563

Marketing Your Business on the Internet
   CRN 11562

TEST PREP
   ($130 per class)

Praxis I Preparation
   CRN 11424

Prepare for the GED Test
   CRN 11416

Prepare for the GED Language Arts, Writing Test
   CRN 11414

Prepare for the GED Math Test
   CRN 11415

GMAT Preparation
   CRN 11419

GRE Preparation: Part 1
   CRN 11417

GRE Preparation: Part 2
   CRN 11418

LSAT Preparation: Part 1
   CRN 11420

LSAT Preparation: Part 2
   CRN 11421

SAT/ACT Preparation: Part 1
   CRN 11422

SAT/ACT Preparation: Part 2
   CRN 11423

WRITING COURSES
   ($130 per class)

Beginning Writer’s Workshop
   CRN 11278

Grammar Refresher
   CRN 11252

Writing Essentials
   CRN 11260

Effective Business Writing
   CRN 11268

Business Marketing Writing
   CRN 11267

Fundamentals of Technical Writing
   CRN 11258

The Keys to Effective Editing
   CRN 11244

Writeriffic: Creativity Training for Writers
   CRN 11273

How to Make Money from Your Writing
   CRN 11255

Write Fiction Like a Pro
   CRN 11272

Advanced Fiction Writing
   CRN 11277

Writing Young Adult Fiction
   CRN 11256

Mystery Writing
   CRN 11254

The Craft of Magazine Writing
   CRN 11280

Writing for Children
   CRN 11265

Research Methods for Writers
   CRN 11261

Beginner’s Guide to Getting Published
   CRN 11269

Write and Publish Your Nonfiction Book
   CRN 11271

Writing and Selling Self-Help Books
   CRN 11259

Publish and Sell Your E-Books
   CRN 11270

Introduction to Internet Writing Markets
   CRN 11275

Pleasures of Poetry
   CRN 11253

Travel Writing
   CRN 11257

Write Your Life Story
   CRN 11274

Introduction to Journaling
   CRN 11276

For full course descriptions and requirements. Please visit our Online Instruction Center for more information:
   www.ed2go.com/manchcc
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, as well as how to work in a photo editing program. We will learn how to import and save photographs, methods of color correction and enhancement, and how to size and prepare images for print and the web, and also compare popular digital camera models. It is not necessary to own a digital camera, but if you do, please bring it along with your instruction manual.
Prerequisite: Basic Windows, keyboarding and mouse skills.
CRN 11626 | Fee: $99
2 Tuesdays | 1/14-1/21
6-9 PM | LRC B142
Instructor: Richard Hoyer is a fine art, portrait and location photographer, with more than 20 years of fun and profit in the business. He also teaches photography in the adult education program at Worcester Art Museum. His work is exhibited regularly at galleries around the state.

Creating Dynamic Portraits
We all enjoy photographing our friends, loved ones, and pets. Yet how often do these pictures turn out merely adequate? Come learn techniques for making more interesting portraits. We’ll cover camera settings, lens selection, how to get your subject to pose in a variety of locations for a variety of looks, and ways to light your subject using either inexpensive tungsten lights or natural illumination. Techniques learned in this class can be valuable for those students interested in pursuing portraiture as a moneymaking sideline business. Students need to bring their digital cameras (with instruction booklet), along with some props and alternative clothing. A model will be hired for the class. Please note: Each student can expect to pay a $15-20 modeling fee, depending on the number of students.
CRN 11742 | Fee: $75
3 Tuesdays | 2/4-2/18
7-9:30 PM | SSC L142
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. His current work can be viewed at www.stockpeterglass.com.

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 11615 | Fee: $99
2 Fridays | 1/24-1/31 | 6-9 PM | AST D211
CRN 31616 | Fee: $99
2 Fridays | 4/4-4/11 | 6-9 PM | AST D211
Instructor: Richard Hoyer

Advanced Digital SLR
We will concentrate on advanced topics relating to photography with digital SLRs and improving images with Adobe Photoshop CS3; focus on exposure and image quality-control in a variety of challenging lighting situations, including creative use of both on- and off-camera flash units; and use Adobe Photoshop CS3 to explore the digital imaging workflow, while delving into topics such as tricky color correction of problem images, advanced masking techniques, combining multiple images for contrast control or creative effect, nondestructive editing, and elements of Adobe Camera RAW. You must bring your digital SLR camera to class. Prerequisite: Using Your Digital SLR is highly recommended.
CRN 11617 | Fee: $50
1 Friday | 2/7 | 6-9 PM | AST D211
CRN 11618 | Fee: $50
1 Friday | 4/25 | 6-9 PM | AST D211
Instructor: Richard Hoyer

www.manchestercc.edu
Professional Bartending with S.M.A.R.T. National Certification

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

CRN 11692 | Fee: $195
2 Saturdays | 1/25-2/1
8:30 AM-4:30 PM | GPA GP136

CRN 11693 | Fee: $195
2 Saturdays | 4/26-5/3
8:30 AM-4:30 PM | GPA GP136

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

Real Estate

Principles and Practices of Real Estate

This required course for real estate licensing provides clear explanations of modern real estate practices and a working knowledge of real estate in Connecticut. Property owners, buyers, sellers, and anyone interested in pursuing real estate careers or operations will find this course beneficial and rewarding. Students must attend at least 60 hours and pass the course with a score of 70 or higher in order to sit for the State exam (the Salesperson Exam fee of approximately $80 is not included with this course). Please note that your certificate will be printed with your name as it appears on your registration form. Required texts: Modern Real Estate Practice (ISBN 9781427787903) and CT Real Estate Practice and Law (ISBN 9781427727824), as well as a strongly recommended text, Questions & Answers… Real Estate Exam (ISBN 9781427777678), Dearborn, available at MCC Bookstore for approximately $97 (for all three books).

CRN 11582 | Fee: $485
8 Mondays & 8 Wednesdays | 1/27-3/24 (does not meet 2/17; exam date 3/26)
5:45-9:45 PM | SSC L240

Instructor: 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 11583 | Fee: $485
9 Tuesdays & 7 Thursdays | 3/4-5/6 (does not meet 3/18, 3/20 & 4/17; exam date, 5/8)
5:30-9:30 PM | SSC L240

Instructor: 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 Principles

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

CRN 11607 | Fee: $390
9 Saturdays | 3/8-5/17 (does not meet 4/12 & 4/19; exam date TBA)
8:30 AM-12:30 PM | SSC L240

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 salesperson, 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 website: www.ct.gov/dcp – then click “real estate.”

Workforce Investment Act (WIA) funding may be available for unemployed, recently downsized, or underemployed persons. For more information contact CT Department of Labor at www1.ctdol.state.ct.us/etpl/ • Principles and Practices of Real Estate
MCC’s Business and Industry Services
Providing custom group training solutions for your business or organization

MCC’s Business & Industry Services works with you to design and deliver relevant job training and skill development courses to your company’s workforce.

Why Choose Us?
• Training is customized to suit your organization’s unique needs
• Workshops are taught by highly qualified professionals
• Courses can be taught at your location, or on our campus in one of our state-of-the-art classrooms
• Course prices are very competitive and cost effective
• We often partner with local, state and federal funding programs to help you realize significant cost savings for training

Some of the areas in which we provide training are

Allied Health
Alzheimer’s & Dementia
Issues of Aging
Medical Terminology

Basic Skills
Business Math
English as a Second Language
Problem Solving
Reading for Comprehension

Communication Skills
Active Listening
Business Writing
Customer Service
Dealing with Difficult People
English as a Second Language
Presentation Skills
Spanish for the Workplace
Writing Effective E-Mails

Computer Skills
A+ Certification
Accounting Software
AutoCAD
Database Management
Desktop Publishing
Digital Imaging & Design
Microsoft Office Suite
Mobile App Development
MS Office Certification Testing
Multimedia Technology
Networks & Operating Systems
Oracle
QuickBooks
Web Design & Development
Windows 7

Critical Thinking
Creativity
Decision Making
Problem Solving

Professional Development
Accounting
Conflict Resolution
Goal Setting
Leadership
Project Management
Safety in the Workplace
Sales and Marketing
Sexual Harassment Prevention
Strategic Planning
Stress Management
Supervision
Team Building

Advanced Manufacturing
Basic Machine Operation
Blueprint Reading & Interpretation
Computer Aided Design (Mastercam, AutoCAD)
CNC - Introduction, Intermediate and Advanced
Geometric Dimensioning and Tolerancing (GD&T)
Lean Concepts
Operator Certification
Precision Machining
Shop Math
Statistical Process Control
Supply Chain Management

For more information, call Mick Pigott, Business & Industry Services Representative, at 860-512-2815 or email him at mpigott@manchestercc.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, SSC Lobby
By fax: 860-512-3221
Or mail: Registrar’s Office, MS #13, MCC, P. O. Box 1046, Manchester, CT 06045-1046

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

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

** Refund Appeals are only considered for extraordinary circumstances.

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

**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](http://my.commnet.edu)
- Enter your NetID and Password (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 Steps 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 or by email.

** Please choose your course(s) in advance and have the correct CRN number(s) handy when you register online.

Please call 860-512-3220 for more information about Web registration or to request your Banner ID.

**NEW NETID USERS**

- Your NetID is your Banner ID with the “@” symbol in a different position (i.e. a student with a Banner ID of @87654321, will have the following NetID: 87654321@student.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
1. **BY MAIL**
   Complete a registration form (one person per registration form, please).
   Pay by check, money order, MasterCard, Visa or Discover Card.
   Mail entire page with full payment to:
   Continuing Education Registration, MS #13
   Manchester Community College
   Great Path
   P.O. Box 1046
   Manchester, CT 06045-1046

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

3. **BY FAX 860-512-3221 (24 HOURS)**
   Complete a registration form with MasterCard, Visa or Discover Card.
   Please call 860-512-3232 to confirm that your fax was received.

4. **BY PHONE 860-512-3232**
   Call 860-512-3232 between 8:30 AM and 4:30 PM,
   Monday-Friday, using MasterCard, Visa or Discover Card.
   • Please leave a detailed voice message if staff is unavailable.

5. **REGISTER ONLINE**
   Returning students, go to: http://my.commnet.edu
   (using MasterCard, Visa or Discover Card). For details see page 41.

---

**MCC CREDIT-FREE COURSE REGISTRATION**

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

Banner I.D. # (if known) ____________________________ Soc. Sec. No. ____________________________ (optional)

Name (Last) ____________________________________ (First) ____________________________ (M) ______

Previous Name (if any) ____________________________ Email address ____________________________

Home Address (Number and Street) ____________________________

City __________________________________________ State ______ Zip Code ______

Tel. (Home) ____________________________ (Work) ____________________________ (Cell) ______

Birth Date ____________________________ Gender □ Female □ Male Today’s Date ____________

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

<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>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MAKE CHECK OR MONEY ORDER PAYABLE TO “MCC”.**

Credit Card # ____________________________

Cardholder name (print) ____________________________

Cardholder signature ____________________________

Relationship to student ____________________________

Cardholder Address ____________________________ Exp. Date (mo/yr) ________

Cardholder phone ____________________________

**FEES (TOTAL ENCLOSED) ____________________________**

**REFUNDS**

Refunds are issued only for Credit-Free courses that MCC cancels, or if a written request is received no later than one (1) business day prior to the first scheduled class meeting. See details on page 41.
Register Early
Enrollment in classes is limited and will be accepted on a first-come, first-serve basis. Classes may fill quickly; early registration ensures you a seat and also decreases the likelihood that a course will be cancelled.

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

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

Free Parking
Parking is free at MCC. You may park without a permit in East and West Lots. A permit is required to park in staff or handicapped spaces. For convenient access to the new Great Path Academy (GPA), please use East Lot.

MCC Bookstore
Please call for hours: 860-645-3140
www.efollett.com

Postponements & Make-Ups
Classes postponed by instructor’s request, emergencies, or extreme weather conditions will be made up whenever possible. Please call the College’s main line, 860-512-3016, or visit the College web page: www.manchestercc.edu. for cancellations due to weather conditions. You may not makeup absences by attending classes other than your own.

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

Class Supply List
If the class for which you are registering requires supplies (see course description), your supply list will be mailed to you prior to class start. If you have not received your list one week before the scheduled class start, call Continuing Education at 860-512-2800, or stop by the office in the Learning Resource Center (LRC), Room B147.
Continuous Education
Credit-Free Programs
For Information: 860-512-2800
To Register: 860-512-3232
www.manchestercc.edu/ce

Prepare for Allied Health Careers
• Certified Nurse Aide (CNA) Training
• Emergency Medical Technician (EMT)
• Pharmacy Technician Certification
• Phlebotomy Certification

Attend FREE Information Sessions
See pages 15-19

Online Academy
Check out our course selection
See pages 33-37

CREDIT-FREE COURSES
STARTING JANUARY - FEBRUARY
Ongoing Registration
• Allied Health
• Body, Mind & Spirit
• Cuisine
• Drama
• Gardening
• Music
• Online Academy
• Professional Development

Look for these sections in the Spring Credit-Free catalog
• Culture & History
• Education • ESL
• Family, Finance & Consumer Issues
• Writing & Literature

Preparation for CT Real Estate Licensing Exams
• Principles and Practices of Real Estate
• Basic Appraisal Principles
See page 39

Spring 2014
Saturday Morning Classes for Inquisitive and Creative Minds
Grades K-8
Culinary Arts, Technology, Art, Science & More

NEW!
The Home Schooled Academy
Ages 11-13
Weekday, science courses for homeschooled students

www.manchestercc.edu/excursions
Coordinator: Carleigh Schultz
cschultz@manchestercc.edu
860-512-2804