Credit & Credit-Free Courses
Continuing Education
Classes Beginning December–February

Winter 2005/2006
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Directory

CONTINUING EDUCATION GENERAL INFORMATION & CATALOG REQUESTS (860) 512-2800
Credit Extension Courses ............................................ (860) 512-2803
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Weekend College, Winter/Summer credit extension courses
Credit-Free Programs ................................................... (860) 512-2800
Director, Ann Bonney ........................................ abonney@mcc.commnet.edu
Offering courses for professional development and personal enrichment
Computer Technology .................................................. (860) 512-2808
Coordinator, Bruce Manning ......................... bmanning@mcc.commnet.edu
Providing state-of-the-art computer training
EMT & Certified Nurse-Aide ........................................ (860) 512-2805
Coordinator, Ann Machin .............................. amachin@mcc.commnet.edu
Preparing students for the State exam
Editorial Staff:
Stephen Campiglio • Jessie Bradley • Gloria Moeller

Directions to Manchester Community College

From Hartford: From I-84 Eastbound, take exit 59 to I-384. Immediately take exit 1. Turn left onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.
From Boston: Take I-84 Westbound. Take exit 59 onto I-384. Immediately take exit 1. Turn left onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.
From Bolton: (I-384 westbound): Take I-384 westbound. Take exit 1. Turn right at the light onto Spencer St. eastbound. Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.
From Springfield: Take I-91 South. Take exit 35A to I-291 east, to I-384. Immediately take exit 1. Turn left onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.

Directions to East Hartford Community Cultural Center

From 291 South: Get onto I-84 West and follow directions below.
From I-84 East or West: Take exit 56. Take right on Governor St. Take fourth left on Robin Terrace. The East Hartford Community Cultural Center is at bottom of street.
From Rt 2 West: Follow signs to East Hartford exit. Take right on Governor St. Take fourth left on Robin Terrace. The East Hartford Community Cultural Center is at bottom of street.

When searching in Banner for winter courses, select Spring 2006
We have increased our selection of online courses! See pages 30-37 for details.
**Minimum Enrollment**
Continuing Education programs are self-supporting. All courses are operated on an instruction-fees supported basis and do not receive support from State appropriations. Classes with insufficient enrollments will be canceled.

**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.

**Late Registration**
Late registration will be accepted on a space-available basis prior to the second class meeting.

**Credit Confirmation**
You will receive your course schedule printout as a confirmation, with course location, within a week after we receive your registration form. Students who register in-person will receive confirmation at that time. Your confirmation is necessary to purchase textbooks at the MCC Bookstore. Credit course locations are also listed in this catalog, pages 6 and 7.

**Textbooks/Bookstore Hours**
Textbooks and supplies can be purchased at the MCC Bookstore in the Lowe Building. The bookstore will be closed whenever the school is closed. For more information and winter session hours, see page 38 or call (860) 645-3140.

**Forms of Payment**
Full payment must accompany registration.
- Cash
- **Credit Cards:** Only MasterCard and VISA are accepted.
- **Checks:** Please make all checks payable to “MCC.” Please include student’s social security number or Banner ID on your check.

**Class Requirements**
For credit course prerequisites see Course Descriptions, pages 8-10.

**Special Note**
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.

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

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

A student who drops from a credit course prior to its first scheduled meeting will receive a full refund of tuition only, provided that a written request for a refund is received by the office of the Registrar no later than 4 p.m. on the day before the scheduled first class meeting. (Requests must be made by noon 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.

(Note: You cannot withdraw online once a session begins. You must submit a written request.)

**Exceptions**
Exceptions that will be considered by the Dean of Continuing Education **if requests are received before the second class meeting** are: severe illness of the student or an immediate family member as verified by a physician, or administrative error. Any exception request must be submitted to the Dean in writing with a detailed description of the circumstances and supporting documentation.

Circumstances that will **NOT** be considered include:
- changes in work hours
- commuting difficulties
- dissatisfaction with course content or instructor

Regardless of circumstances, refund requests cannot be considered and exceptions will not be made after the second class meeting.

Exception requests should be sent to:
Manchester Community College
Dean of Continuing Education
Great Path, MS #16
P. O. Box 1046
Manchester, CT 06045-1046
Fax: (860) 512-2801

**SPECIAL NOTE TO STUDENTS**
Full payment is due upon registration. If you register and do not pay, you will either lose your place in the class(es) or you will be billed for the course(s).

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 to insure that you do not receive a letter grade, whether you have paid or not. If you do not drop within the allowable drop period, you are still obligated to pay for the class, whether you attend or not.
Assessment Test Information

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

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

Winter Student Testing
All testing is walk-in (no appointment required); however, students must have applied to the college prior to taking the test. Students may view sample questions online at www.mcc.commnet.edu/

Assessment Testing Exemption Request
OFFICE OF ADMISSIONS
P.O. Box 1046 • Manchester, CT 06045-1046  Fax (860) 512-3221/Phone (860) 512-3229

Please complete the following form and submit it to the Office of Admissions with all necessary documentation. An admissions staff member will review your request and determine if you meet the requirements for exemption. Please be advised that if you are exempt from taking the assessment test, we strongly recommend that you see an academic advisor for assistance with course selection.

Name ________________________________ Banner ID # @ __________________
S.S. # ____________________________ Phone # __________________________
Mailing Address __________________________________________________________

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

Exemption requested for:
☐ Mathematics ☐ English

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

☐ I have achieved a score of 500 or above on the Verbal portion of the SAT exam.
   (Attach a copy of the score report or high school transcript.)

☐ I have completed coursework in a college-level English and/or math course with a grade of “C” or better at the following college/university: __________________________________________________________
   (Attach a copy of the unofficial transcript.)

☐ I have taken and passed the Math Assessment Test at another Connecticut Community College
   Name of college: __________________________________________________________
   (Test results are required for verification.)

☐ I am 62 or older.

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

Student Signature __________________________________________________________ Date __________________________

FOR OFFICE USE ONLY

Semester: ☐ Winter 2005 ☐ Spring 2006

Exempt ☐ English and Math ☐ English Only ☐ Math Only
☐ Transcript/appropriate documentation is attached

Not Exempt: ☐ Does not meet standards ☐ Lacks documentation

Signature: __________________________________________________________ Date: __________________________

Copy sent to student: ☐ No ☐ Yes Date sent __________________________ Initials __________________________
Credit Registration Information

4 Ways to Apply and Register for Credit Courses

1. By Mail

Registrations must be received at least five business days prior to start of requested course.
If applicable, complete the MCC Application for Admission form for new students on pages 11-12. Complete the Credit Extension Course Registration Form on page 13. 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 Services, MS #13 Manchester Community College Great Path P.O. Box 1046 Manchester, CT 06045-1046 |

Please mail in the entire registration page!

Make checks or money orders payable to "MCC"

2. By Fax: (860) 512-3221

If applicable, complete the MCC Application for Admission form for new students on pages 11-12. Complete the Credit Extension Course Registration Form on page 13, using VISA or MasterCard only. Please complete the entire form.

3. In-Person

If applicable, complete the MCC Application for Admission form for new students on pages 11-12. Complete the Credit Extension Course Registration Form on page 13, using VISA or MasterCard only, if paying by credit card. Please complete the entire form.

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

4. Web Registration

Returning students may register online using a MasterCard or VISA. If you are a returning student and know your Banner ID**, here's how to register online**:

- Go to www.online.commnet.edu
- In the “Secured Information” area, click “Login”
- Enter your User ID/Banner ID, which is “@” followed by your eight-digit ID number**
- Enter your PIN or Password—Your PIN is your date of birth entered as “mmddyy” (You will be prompted to change your PIN when you login)
- Select “Manchester CC”
- Follow instructions for registration and payment

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

** Banner ID numbers cannot be given out over the phone. You can come to the Registration office, show a photo ID and a record can be printed for you.

Registration Hours
Lowe Building, Room L157

| Monday, Wednesday, Thursday | 8:30 a.m.-4:30 p.m. |
| Tuesday | 8:30 a.m.- 7 p.m. |
| Friday | 8:30 a.m.- noon |
| Saturday | 9 a.m.-noon |

For more information, call 512-3220.
Please call for holiday closings.

Admissions Office Hours
Lowe Building, Room L156

| Monday, Wednesday, Thursday | 8:30 a.m.-4:30 p.m. |
| Tuesday | 8:30 a.m.-7 p.m. |
| Friday | 8:30 a.m.-noon |
| Saturday | Closed |

For more information regarding admission to MCC, please call the Admissions Office at (860) 512-3210 or FAX (860) 512-3221.
Please call for holiday closings.

Cashiers Office Hours
Lowe Building, L165

| Monday, Wednesday, Thursday | 8:30 a.m.-4 p.m. |
| Tuesday | 8:30 a.m.-7 p.m. |
| Friday | 8:30 a.m.-noon |
| Saturday | Closed |

For more information, call (860) 512-3638.
Please call for holiday closings.

S$20 Application Fee

If you are registering to take a credit course and have never attended MCC or any other community college in the CCC system as a credit student, a one-time, non-refundable $20 application fee is required. **This fee is non-refundable even if a class is canceled by the college.** If paying by check, please provide a separate check for $20 payable to “MCC.” This must accompany the MCC Application for Admission form for new students on pages 11-12.

Other Fees

Returned Check: A $25 returned check fee will be charged for each check returned for insufficient funds or stop payments.

MCC Library Hours
Winter Intersession 2005-2006

| Dec. 27-30, 2005 | Tues.-Thurs. 8:30 a.m.-4:30 p.m. |
| Fri. 8:30 a.m.-1 p.m. |
| Jan. 3-18, 2006 | Mon.-Fri. 8:30 a.m. - 4:30 p.m. |
| Sat. 10:30 a.m.-2:30 p.m. |
| Sundays | Closed |

Exceptions
Monday January 16, 2006 | Closed |

For more information, call (860) 512-3420.
## Credit Weekday Course Schedule

Each course offers three credits. Students from other colleges should check with their college before registering to verify that credits from this program are transferable. Daily attendance is a requirement.

**Classes meet:** Dec. 27, 28, 29, 30 (Tues.-Fri.)  
Jan. 3, 4, 5, 6 (Tues.-Fri.)  •  Jan. 9, 10, 11, 12, 13, (Mon.-Fri.)

**Final Exams:** Last scheduled class period

**Snow Dates:** *(if needed):* Saturdays, Jan. 7, 14 or 21. Note: Makeup classes will start at 9 a.m.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Room</th>
</tr>
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<tbody>
<tr>
<td>40001</td>
<td><strong>▲</strong> ART* B206 Film Study</td>
<td>3</td>
<td>MTWRF</td>
<td>12/27-1/13</td>
<td>9 a.m. – 12:30 p.m.</td>
<td>V5</td>
</tr>
<tr>
<td>40002</td>
<td>BMG* B101 Introduction to Management</td>
<td>3</td>
<td>Online</td>
<td>12/27-1/13</td>
<td><em>(see page 8)</em></td>
<td>V5</td>
</tr>
<tr>
<td>40003</td>
<td><strong>▲</strong> COM* B154 Film Study and Appreciation</td>
<td>3</td>
<td>MTWRF</td>
<td>12/27-1/13</td>
<td>9 a.m. – 12:30 p.m.</td>
<td>V5</td>
</tr>
<tr>
<td>40004</td>
<td>COM* B173 Public Speaking</td>
<td>3</td>
<td>MTWRF</td>
<td>12/27-1/13</td>
<td>9 a.m. – 12:30 p.m.</td>
<td>AST C204</td>
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<td>40005</td>
<td>CSC* B101 Introduction to Computers</td>
<td>3</td>
<td>MTWRF</td>
<td>12/27-1/13</td>
<td>9 a.m. – 12:30 p.m.</td>
<td>LRC B221</td>
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<tr>
<td>40006</td>
<td>ECN* B101 Principles of Macroeconomics</td>
<td>3</td>
<td>MTWRF</td>
<td>12/27-1/13</td>
<td>9 a.m. – 12:30 p.m.</td>
<td>AST D205</td>
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<tr>
<td>40007</td>
<td>ENG* B110 Introduction to Literature</td>
<td>3</td>
<td>MTWRF</td>
<td>12/27-1/13</td>
<td>9 a.m. – 12:30 p.m.</td>
<td>AST D205</td>
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<tr>
<td>40009</td>
<td>HIS* B101 Western Civilization I</td>
<td>3</td>
<td>MTWRF</td>
<td>12/27-1/13</td>
<td>9 a.m. – 12:30 p.m.</td>
<td>AST C202</td>
</tr>
<tr>
<td>40010</td>
<td>HIS* B201 U.S. History I</td>
<td>3</td>
<td>MTWRF</td>
<td>12/27-1/13</td>
<td>9 a.m. – 12:30 p.m.</td>
<td>AST C201</td>
</tr>
<tr>
<td>40011</td>
<td>PHL* B111 Ethics</td>
<td>3</td>
<td>MTWRF</td>
<td>12/27-1/13</td>
<td>9 a.m. – 12:30 p.m.</td>
<td>AST C212</td>
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<tr>
<td>40012</td>
<td>PSY* B111 General Psychology I</td>
<td>3</td>
<td>MTWRF</td>
<td>12/27-1/13</td>
<td>9 a.m. – 12:30 p.m.</td>
<td>AST C211</td>
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<tr>
<td>40013</td>
<td>SOC* B101 Principles of Sociology</td>
<td>3</td>
<td>MTWRF</td>
<td>12/27-1/13</td>
<td>9 a.m. – 12:30 p.m.</td>
<td>AST C210</td>
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<tr>
<td>40014</td>
<td>SD* B111 First Year Experience: Foundations for College Success</td>
<td>3</td>
<td>MTWRF</td>
<td>12/27-1/13</td>
<td>9 a.m. – 12:30 p.m.</td>
<td>AST C207</td>
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</table>

▲ Choose either ART* B206 or COM* B154

### NEW CODE DESIGNATIONS

AST = Arts, Sciences and Technology Center  •  LRC = Learning Resource Center  •  V1-V6 = Village

## LEVEL OF STUDY

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

## TECHNICAL REQUIREMENTS FOR ONLINE COURSES

Students will need access to an Internet connection (via cable modem or DSL; if you use a 56K modem connection, you may experience degraded performance depending on the amount of multimedia material used in your class), a web browser (Internet Explorer or Netscape; you can check your browser compatibility at http://www.ctdlc.org/Help/requirements.html) and a word processor (Microsoft Word). Students must have an active email account and be familiar with sending and receiving email.
Weekend College Course Schedule

The Weekend College is designed to accommodate your busy and changing schedule. The program enables you to complete course requirements by attending classes scheduled only on weekends.

### Session #3:
**January 6, 2006 to February 11, 2006**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
<th>DAYS/TIME</th>
<th>BLDG</th>
<th>ROOM</th>
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<tbody>
<tr>
<td>CSA* B150</td>
<td></td>
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<tr>
<td>CRN #10999</td>
<td>Presentation Software</td>
<td>1</td>
<td>Fri., 6-9:35 p.m.</td>
<td>LRC</td>
<td>B221</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Sat., 1-4:35 p.m.</td>
<td>LRC</td>
<td>B221</td>
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<tr>
<td>DAR* B111</td>
<td></td>
<td></td>
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<tr>
<td>CRN #10676</td>
<td>Addiction Counseling I</td>
<td>3</td>
<td>Sat., 8 a.m.-4:35 p.m.</td>
<td>V3</td>
<td>V131</td>
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<tr>
<td>HIS* B201</td>
<td></td>
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<tr>
<td>CRN #10677</td>
<td>United States History I</td>
<td>3</td>
<td>Fri., 6-9:35 p.m.</td>
<td>LOWE</td>
<td>L243</td>
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<tr>
<td></td>
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<td>Sat., 9 a.m.-12:35 p.m.</td>
<td>LOWE</td>
<td>L243</td>
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<tr>
<td>POL* B101</td>
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<tr>
<td>CRN #11000</td>
<td>Introduction to Political Science</td>
<td>3</td>
<td>Fri., 6-9:35 p.m.</td>
<td>LOWE</td>
<td>L241</td>
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<td></td>
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<td>Sat., 9 a.m.-12:35 p.m.</td>
<td>LOWE</td>
<td>L241</td>
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### Session #4:
**February 17, 2006 to March 25, 2006**

<table>
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<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
<th>DAYS/TIME</th>
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<th>ROOM</th>
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<td>ACC* B125</td>
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<td>CRN #10795</td>
<td>Accounting Computer Applications I</td>
<td>3</td>
<td>Fri., 6-9:35 p.m.</td>
<td>LRC</td>
<td>B220</td>
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<td>Sat., 9 a.m.-12:35 p.m.</td>
<td>LRC</td>
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<tr>
<td>COM* B173</td>
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<tr>
<td>CRN #11002</td>
<td>Public Speaking</td>
<td>3</td>
<td>Fri., 6-9:35 p.m.</td>
<td>AST</td>
<td>C204</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Sat., 9 a.m.-12:35 p.m.</td>
<td>AST</td>
<td>C204</td>
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<tr>
<td>DAR* B101</td>
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<tr>
<td>CRN #10796</td>
<td>Public Health Issues in Abuse and Addiction</td>
<td>3</td>
<td>Sat., 8 a.m.-4:35 p.m.</td>
<td>LOWE</td>
<td>L124</td>
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<tr>
<td>ENG* B110</td>
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<tr>
<td>CRN #11001</td>
<td>Introduction to Literature</td>
<td>3</td>
<td>Fri., 6-9:35 p.m.</td>
<td>LOWE</td>
<td>L242</td>
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<td></td>
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<td>Sat., 1-4:35 p.m.</td>
<td>LOWE</td>
<td>L242</td>
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<tr>
<td>GLG* B121</td>
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<td>CRN #11003</td>
<td>Introduction to Physical Geology</td>
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<td>Fri., 6-9:35 p.m.</td>
<td>AST</td>
<td>C107</td>
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<td>Sat., 9 a.m.-12:35 p.m.</td>
<td>AST</td>
<td>C107</td>
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<td>HIS* B202</td>
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<tr>
<td>CRN #10797</td>
<td>United States History II</td>
<td>3</td>
<td>Fri., 6-9:35 p.m.</td>
<td>LOWE</td>
<td>L243</td>
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<td></td>
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<td>Sat., 9 a.m.-12:35 p.m.</td>
<td>LOWE</td>
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<td>MAT* B095</td>
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<td>CRN #10798</td>
<td>Elementary Algebra Foundations</td>
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<td>Sat., 9 a.m.-12:35 p.m.</td>
<td>AST</td>
<td>D215</td>
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</tbody>
</table>

- 12 weeks through session 5; 2/17/06-5/13/06; Students must attend both sessions (12 weeks) for 4 credits.
- Attendance for one session (6 weeks) will result in 0 credit.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
<th>DAYS/TIME</th>
<th>BLDG</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHL*B101</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>CRN #10678</td>
<td>Introduction to Philosophy</td>
<td>3</td>
<td>Fri., 6-9:35 p.m.</td>
<td>LOWE</td>
<td>L245</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Sat., 9 a.m.-12:35 p.m.</td>
<td>LOWE</td>
<td>L245</td>
</tr>
<tr>
<td>PSY* B111</td>
<td></td>
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</tr>
<tr>
<td>CRN #10679</td>
<td>General Psychology I</td>
<td>3</td>
<td>Fri., 6-9:35 p.m.</td>
<td>LOWE</td>
<td>L241</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sat., 9 a.m.-12:35 p.m.</td>
<td>LOWE</td>
<td>L241</td>
</tr>
<tr>
<td>SOC* B101</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>CRN #10680</td>
<td>Principles of Sociology</td>
<td>3</td>
<td>Fri., 6-9:35 p.m.</td>
<td>V6</td>
<td>V162</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sat., 9 a.m.-12:35 p.m.</td>
<td>V6</td>
<td>V162</td>
</tr>
</tbody>
</table>

- 12 weeks through session 5; 2/18/06-5/13/06; In order to satisfy course requirements, students must attend both sessions (12 weeks).
- Attendance for one session (6 weeks) will not result in successful completion.
Credit Courses

Weekday Classes

Common Course Numbering - The Community Colleges of Connecticut are in the process of coordinating courses on all campuses so that courses have the same numbering system at all colleges. As this process is undertaken, courses will be changing their designations and numbers until all courses can be aligned. For the most updated information on common course numbering, students are encouraged to speak with program coordinators and the Registrar's Office.

When choosing courses, it is important to choose the type of elective or general education mode specified within your program of study. Students should seek the advice of an academic counselor or faculty member when choosing courses.

ART* 206/COM* 154: Film Study
(formerly FA 171/COMM 171: Film Study and Appreciation)
The viewing, discussion and analysis (written and oral) of representative films from the early years of the industry to the present will be taught. 3 credits

BMG* 101 Online: Introduction to Management
(formerly BUS 201: Business Management)
This course is an analysis of principles, techniques and the major functions (planning, organizing and leading) of business enterprise management. (See page 6 for Technical Requirements for Online Courses) Prerequisite: eligibility for ENG* 101. 3 credits
Students must contact Professor Douglas Dorsey at (860) 512-2630 or by email at ddorsey@mcc.commnet.edu to provide their email address as soon as they are registered. One required seminar on Monday, Dec. 20th at 6 p.m.

COM* 154/ART* 206: Film Study and Appreciation
(formerly COMM 171/FA 171: Film Study and Appreciation)
The viewing, discussion and analysis (written and oral) of representative films from the early years of the industry to the present will be taught. 3 credits

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

CSC* 101: Introduction to Computers
(formerly CIS 111)
This transferable course is designed for the individual who wants to become computer literate and learn how to effectively use the Windows based microcomputer as a tool at home, on the job, or in the classroom. The student will be exposed to operating system concepts and application software through lecture and some hands-on experience. A research paper is a course requirement. Prerequisites: eligibility for MAT* 095 and ENG* 101. 3 credits

ECN* 101: Principles of Macroeconomics
(formerly ECON 101 Macroeconomics)
This course covers determinants of the level of national economic activity, employment and prices, fiscal and monetary policy, international economics, and payment mechanisms. 3 credits

ENG* 110: Introduction to Literature
(formerly ENG 120)
This course is an introduction to the thematic and formal elements of literatures of diverse cultures, with an emphasis on fiction, poetry, drama, and the essay, with the aim of developing interpretive reading and writing skills. Prerequisite: ENG* 101 with a grade of “C” or better. 3 credits

HIS* 101: Western Civilization I
(formerly HIST 101: Western Civilization Through the Reformation)
An examination of major themes in the development of Western Civilization from the earliest historical beginnings. Topics include: Ancient Middle East, Greece and Rome, Medieval and Renaissance Europe. 3 credits

HIS* 201: United States History I
(formerly HIST 201)
The course represents a social, political, and economic survey of America beginning before the arrival of Columbus and continuing to 1877 through an analysis of the transformation from Native American to Anglo-American society, from sectionalism to national unity, from westward expansion to urban development and an examination of the forces shaping American thinking and society. Other topics will feature race, ethnicity, women, and family issues. 3 credits

PHL* 111: Ethics
(formerly PHIL 203)
The fundamentals and principles of ethics: moral conscience, good and evil, values, norms, ethical judgment, major ethical systems, punishment, religion and ethics. Contemporary problems with case studies; in particular, issues of environmental and bio-medical ethics. 3 credits

PSY* 111: General Psychology I
(formerly PSYC 111: General Psychology)
The survey of psychology as a behavioral science, including its scientific origins, the physiological basis of behavior, human development, learning, memory and thinking, motivation and emotion, and intelligence are explored. 3 credits

SOC* 101: Principles of Sociology
(formerly SOC 101: Introduction to Sociology)
Introduction to the perspective, working concepts and investigatory methods of the sociologist as they apply to the understanding of social institutions, social processes and social problems. 3 credits

Continued top of page 9
SUNY Ulster

Weekend College Session 3

January 6 to February 11, 2006

CSA* 150: Presentation Software
(formerly CIS 118: Presentation Software: PowerPoint)
This course will demonstrate the use of presentation graphics programs and the characteristics of effective presentations. The course will give students practical experience with the PowerPoint program and its associated tools. Prerequisite: CSA* 115 or CSC* 101 or equivalent Windows experience. 1 credit

DAR* 111: Addiction Counseling I
(formerly DARC 111: Introduction to Counseling)
Theory and skills of therapeutic counseling will be taught. Discussion of relevant theory as well as development of such skills as attending behavior, reflection of feelings, direct mutual communication and interpretation will be covered. The foci of this course are issues in substance abuse. 3 credits

HIS* 201: United States History I
(formerly HIST 201)
The course represents a social, political, and economic survey of America beginning before the arrival of Columbus and continuing to 1877 through an analysis of the transformation from Native American to Anglo-American society, from sectionalism to national unity, from westward expansion to urban development and an examination of the forces shaping American thinking and society. Other topics will feature race, ethnicity, women, and family issues. 3 credits

POL* 101: Introduction to Political Science
(formerly PLSC 101)
The study of politics through the identification of great political issues that are analyzed from historical and philosophical viewpoints. 3 credits
Weekend College Session 4 continued
February 17 to March 25, 2006

HIS* 202: United States History II
(formerly HIST 202)
The course represents a social, political, and economic survey of the United States from 1877 to the present through an analysis of the growth of transportation, industrialization, urbanization, technology, and imperialism and an analysis of their effects in shaping American thinking and society. The discussion will also feature women’s suffrage, civil rights, and ethnic and minority issues. 3 credits

MAT* 095: Elementary Algebra Foundations
(formerly MATH 101: Mathematical Modeling II: Algebraic Concepts)
The course includes all of the basic properties and theorems of the real number system that are required to solve linear, quadratic and selected rational equations. Linear systems, basic graphing, integer exponents and selected literal equations are included. A TI-83+ graphing calculator is required and fully integrated into the course. Prerequisites: eligibility for ENG* 101, and “B-” or better in MAT* 075 or placement by mathematics assessment test. No credit.

PHL* 101: Introduction to Philosophy
(formerly PHIL 201)
Development of personal views on the fundamental issues of human existence: the nature of reality, the nature of the human person, knowing and thinking, freedom, basis of morality, aesthetics, the philosophical basis of political systems, and God’s existence. 3 credits

PSY* 111: General Psychology I
(formerly PSYC 111: General Psychology)
The survey of psychology as a behavioral science, including its scientific origins, the physiological basis of behavior, human development, learning, memory and thinking, motivation and emotion, and intelligence are explored. 3 credits

SOC* 101: Principles of Sociology
(formerly SOC 101: Introduction to Sociology)
Introduction to the perspective, working concepts and investigatory methods of the sociologist as they apply to the understanding of social institutions, social processes and social problems. 3 credits

Weekend and Winter Intersession Fee Schedule

<table>
<thead>
<tr>
<th>CONNECTICUT RESIDENT</th>
<th>NON-RESIDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Continuing Education Credit Courses</strong></td>
<td><strong>Continuing Education Credit Courses</strong></td>
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<tr>
<td><strong>SH</strong></td>
<td><strong>Extension Credit Fee</strong></td>
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<td>11</td>
<td>1,155.00</td>
</tr>
<tr>
<td>12</td>
<td>1,260.00</td>
</tr>
</tbody>
</table>

Additional semester hours are charged accordingly.

| **Laboratory Course Fee** | $55 |
| **Studio Course Fee** | $61 |

All Tuition and Fees are subject to change.

* Nonrefundable fee

** Nonrefundable fee. Include a $5.00 student activity fee for Weekend College Sessions 1 and 2. There is no student activity fee for Winter Intersession.

BE AWARE THAT THE ADDITION OF A WEEKEND COLLEGE CLASS TO A FULL-TIME GENERAL FUND LOAD WILL REQUIRE PAYMENT OF AN ADDITIONAL CREDIT FEE.
## Application For Admission

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

1. All applicants are required to pay a $20 non-refundable Application Fee by check, money order, Mastercard, or Visa payable to MCC. If you have previously applied to a CT Community College, the application fee is not required.

2. Please complete this form and submit with official proof of high school/GED or college graduation, Immunization, and payment for acceptance into a degree program at MCC.

3. MAIL TO: MCC Admissions Office, P.O. Box 1046, Manchester, CT 06045-1046, FAX: 860-512-3221 or APPLY ONLINE: www.online.commnet.edu

<table>
<thead>
<tr>
<th>Applicant's Legal Name</th>
<th>Social Security Number</th>
<th>Birth Date</th>
<th>M</th>
<th>D</th>
<th>D</th>
<th>Y</th>
<th>Y</th>
<th>Y</th>
<th>Y</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Last)</td>
<td>(required by federal law)</td>
<td>(City or Town)</td>
<td>(State)</td>
<td>(Zip Code)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(First)</td>
<td>(Middle)</td>
<td>(Apt. #)</td>
<td>(City or Town)</td>
<td>(State)</td>
<td>(Zip Code)</td>
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<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>(No. and Street)</th>
<th>(Apt. #)</th>
<th>(City or Town)</th>
<th>(State)</th>
<th>(Zip Code)</th>
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</table>

<table>
<thead>
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<th>Permanent Address</th>
<th>(No. and Street)</th>
<th>(Apt. #)</th>
<th>(City or Town)</th>
<th>(State)</th>
<th>(Zip Code)</th>
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<table>
<thead>
<tr>
<th>Telephone</th>
<th>Home</th>
<th>Work</th>
<th>Cell</th>
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<tr>
<td>(Area code)</td>
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<td>(Area code)</td>
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</tr>
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<table>
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<tr>
<th>Email</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MALE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Have you previously attended this college?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>IF YES, WHEN?</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Have you previously attended a CT community college?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>IF YES, WHERE?</td>
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<table>
<thead>
<tr>
<th>For what semester are you applying?</th>
<th>FALL</th>
<th>SPRING</th>
<th>WINTER</th>
<th>SUMMER</th>
<th>YEAR</th>
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<table>
<thead>
<tr>
<th>Citizenship</th>
<th>Are you a United States Citizen?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>IF NOT, ARE YOU A PERMANENT RESIDENT (GREEN CARD HOLDER)?</td>
<td>YES</td>
<td>NO</td>
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<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>White (non-Hispanic)</th>
<th>Hispanic (Latino)</th>
<th>American Indian/Alaskan Native</th>
<th>Black (non-Hispanic)</th>
<th>Asian/Pacific Islander</th>
<th>Prefer Not to Respond</th>
<th>Other</th>
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</table>

| Family Educational Background | Does either of your parents hold a bachelor's degree (four year college degree) or higher? | YES | NO |

<table>
<thead>
<tr>
<th>Military Status</th>
<th>Are you a United States Veteran?</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>ARE YOU CURRENTLY ON ACTIVE MILITARY DUTY?</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>ARE YOU CURRENTLY A DEPENDENT OF AN ACTIVE MILITARY FAMILY?</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
</tbody>
</table>

| Connecticut Residency | Are you a legal resident of Connecticut? | YES | NO |

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

<table>
<thead>
<tr>
<th>Degree Status</th>
<th>In which degree/certificate program are you planning to enroll?</th>
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<tr>
<th>Highest Degree Level</th>
<th>Check Only One</th>
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</thead>
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<tr>
<td>HIGH SCHOOL DIPLOMA OR GED (01)</td>
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<tr>
<td>UNDERGRADUATE CERTIFICATE (05)</td>
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<tr>
<td>MASTERS DEGREE (09)</td>
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<tr>
<td>BACHELOR DEGREE (08)</td>
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<td>DOCTORATE DEGREE (11)</td>
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<td>SIXTH YEAR CERTIFICATE (13)</td>
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<thead>
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<th>Educational Goals</th>
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<tr>
<td>IMPROVE ENGLISH SKILLS PROOFICIENCY (ES)</td>
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</tr>
<tr>
<td>DEVELOPMENTAL (COLLEGE PREPARATION) EDUCATION (DV)</td>
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<tr>
<td>TRANSFER WITH AN ASSOCIATE DEGREE (DT)</td>
<td>YES</td>
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<tr>
<td>PERSONAL DEVELOPMENT COURSE(S) (PD)</td>
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</table>

<table>
<thead>
<tr>
<th>Academic Background</th>
<th>Do you have a high school diploma?</th>
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<th>NO</th>
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<tbody>
<tr>
<td>NAME OF HIGH SCHOOL</td>
<td>TOWN</td>
<td>STATE</td>
<td>COUNTRY</td>
</tr>
<tr>
<td>DO YOU HAVE A GENERAL EQUVALENCY DIPLOMA (GED)?</td>
<td>YES</td>
<td>NO</td>
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<tr>
<td>DO YOU HAVE AN ADULT HIGH SCHOOL DIPLOMA?</td>
<td>YES</td>
<td>NO</td>
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</tr>
<tr>
<td>HAVE YOU PARTICIPATED IN THE CT COMMUNITY COLLEGES?</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>HAVE YOU PARTICIPATED IN THE TECH PREP PROGRAM THROUGH THE CT COMMUNITY COLLEGES?</td>
<td>YES</td>
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</table>
### PREVIOUS COLLEGE BACKGROUND

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

### INTERNATIONAL STUDENT INFORMATION

- **ARE YOU AN INTERNATIONAL STUDENT THAT NEEDS AN I-20 FORM FOR AN F-1 VISIT?**
  - YES [ ]
  - NO [ ]

- **OTHER VISA HOLDER (Indicate Type)**
- **VISA ADMISSION NUMBER**
- **VISA START DATE**
- **VISA END DATE**

### EMPLOYMENT INFORMATION

- **CHECK APPROPRIATE BOX**
  - EMPLOYED FULL-TIME [ ]
  - EMPLOYED PART-TIME [ ]

<table>
<thead>
<tr>
<th>NAME OF EMPLOYER</th>
<th>TOWN AND STATE OF EMPLOYER</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>TITLE/POSITION</th>
<th>DOES YOUR EMPLOYER HAVE A TUITION REIMBURSEMENT PROGRAM?</th>
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<table>
<thead>
<tr>
<th>Person To Notify In Case Of Emergency</th>
<th>NAME</th>
<th>PHONE NO.</th>
</tr>
</thead>
</table>

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

### STUDENT SIGNATURE

<table>
<thead>
<tr>
<th>DATE</th>
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</thead>
</table>

### PARENT/GUARDIAN SIGNATURE (If under 18)

<table>
<thead>
<tr>
<th>DATE</th>
</tr>
</thead>
</table>

### PAYMENT INFORMATION

- **Please indicate method of payment below. Make checks payable to MANCHESTER COMMUNITY COLLEGE (MCC).**
  - Check number [ ]
  - Mastercard [ ]
  - Visa [ ]
  - Money Order [ ]
  - Cash [ ]

### CREDIT CARD INFORMATION

- **Credit Card Number**
- **Signature of Cardholder**
- **Date Signed**
- **Expiration Date**
- **Amount Authorized**

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

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### MCC Degree and Certificate Programs

<table>
<thead>
<tr>
<th>CODES</th>
<th>ASSOCIATE DEGREE PROGRAMS</th>
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</thead>
<tbody>
<tr>
<td>B11BA10</td>
<td>Accounting, Career</td>
</tr>
<tr>
<td>B11BA15</td>
<td>Accounting &amp; Business Administration, Transfer</td>
</tr>
<tr>
<td>B11BA14</td>
<td>Management Information Systems</td>
</tr>
<tr>
<td>B11BA32</td>
<td>Management, General</td>
</tr>
<tr>
<td>B11BA01</td>
<td>BIS, Bus Administration Technology</td>
</tr>
<tr>
<td>B11BA06</td>
<td>Business Administration, Business Technology</td>
</tr>
<tr>
<td>B11BA09</td>
<td>Business Administration, Healthcare Administration</td>
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<td>B11BA11</td>
<td>Business Administration, Management</td>
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<tr>
<td>B11BA13</td>
<td>Business Administration, Marketing</td>
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<tr>
<td>B11BA08</td>
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<table>
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<tr>
<td>B13S00</td>
<td>Accounting</td>
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<tr>
<td>B13S03</td>
<td>Computer Aided Design</td>
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<tr>
<td>B13S05</td>
<td>Child Development Associate</td>
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<td>B13S07</td>
<td>Computer Programming Technology</td>
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<tr>
<td>B13S09</td>
<td>Computer Information Technology</td>
</tr>
<tr>
<td>B13S11</td>
<td>Computer Maintenance Technology</td>
</tr>
<tr>
<td>B13S12</td>
<td>Computer Network Technology</td>
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<td>Computer Technology</td>
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**www.mcc.commnet.edu** 12  **Continuing Education (860) 512-2800**
Credit Extension Course Registration Form
Print clearly in ink. Register one person per form. Photocopy form as needed.

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

Applicant’s Name (last) (first) (middle) Social Security # (for Student I.D.) Banner ID#
_______________________________________________________________________________________________________________________

Home ________ Business ________
Previous Name (if any) Telephone Number
_______________________________________________________________________________________________________________________

Home Address (number and street, city/town, state, zip)
Email Address ____________________________________________________________________________________________
Date of Birth ______________

RESIDENT INFORMATION
ARE YOU: (Check applicable)
A CONNECTICUT RESIDENT FOR 1 YEAR? □ YES □ NO
A NEW ENGLAND REGIONAL PROGRAM APPLICANT? □ YES □ NO
ARE YOU: (Check applicable) 01 □ AMERICAN 02 □ NATURALIZED 03 □ APPLIED FOR CITIZENSHIP 04 □ STUDENT VISA
05 □ NOT ON A STUDENT VISA - Other (Specify) ___________________________ COUNTRY OF ORIGIN __________________
06 □ PERMANENT RESIDENT (Registration Number) __________________________

HOW DID YOU FIRST LEARN ABOUT THE COURSE(S) FOR WHICH YOU ARE REGISTERING?
1. □ Received catalog in the mail. 3. □ Read about it in the paper. 5. □ Someone told me about the course.
2. □ Called to request a catalog. 4. □ Picked up a catalog at _________ 6. □ MCC website

CRN# COURSE TITLE DAY(S)/TIME START DATE # OF CREDITS
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

I hereby authorize the use of my MasterCard □ VISA □
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 out to "MCC")
Student Signature Date
If enrolled, I pledge myself to comply, in good faith, with all the rules and regulations of the College. I realize that any misleading information given by me on this application may be cause for dismissal.

Note: See refund policy on page 3 prior to registration.

Office Use Only Regis. Special Receipt # Date
Credit-Free Courses

ALLIED HEALTH

EMT Emergency Medical Technician
This medical training course is designed to enable students to give professional medical assistance in emergency situations. The course prepares students for the Certified Medical Technician examination for State of Connecticut board certification. This is a primary qualification for ambulance calls requiring EMT personnel. The course is useful for policemen, firemen and others who find this specialized knowledge 10 a.m.-noon. in LRC B149 and will continue until the class fills. Please ask for Ann Machin for testing. Students with college level experience will be waived from the testing and may go directly to the Registrar’s Office in the Lowe Building beginning December 5, 2005. All applicants under 18 years of age must present a waiver signed by a parent before being accepted into class. See Ann Machin for waivers. Where and When: Class meets twice a week at the South Windsor Ambulance Company, Sand Hill Road, rear of the South Windsor Police Complex, South Windsor, on Monday and Wednesday evenings. Five Saturdays will also be required. Saturday dates will be announced. Tuition is payable at time of registration. Textbooks

weeks of class. The instructor requests that only cash payments be made for textbooks. The cost is approximately $70 for the required text, AAOS Emergency Care and Transportation of the Sick and Injured. For further information, please call Ann Machin, EMT Coordinator, at (860) 512-2805, or email her at: AMachin@mcc.commnet.edu. You may also call the Continuing Education Division’s Information Line at (860) 512-2800 for further information or to request copies of flyers, brochures or a Credit-Free catalog.

CRN #11442 47 sessions, Mondays & Wednesdays, 1/9-6/28, 7-10 p.m. and 5 Saturdays, 7 a.m.-4 p.m. (dates to be determined) Fee: $315
Instructor: Larry Gorman, E.M.S.I.

CNA–Certified Nurse-Aide
The Certified Nurse-Aide Training Program is a 100-hour program designed to prepare participants for positions as Certified Nurse-Aides. This program is approved by the Connecticut Department of Public Health and runs from eight to ten weeks. Upon satisfactory completion of the program and passing the required State of Connecticut exam, participants will be certified to work in long-term care facilities. The next CNA class will be scheduled in spring of 2006 (dates to be determined). Class includes 50 hours of hands-on training in a nursing facility.

Standard First Aid with AED
The purpose of this course is to give individuals the knowledge and skills necessary to recognize and care for breathing and cardiac emergencies and to provide basic care for injuries and sudden illness for adults. The course includes training on the use of an automated external defibrillator (AED) for victims of sudden cardiac arrest until advanced medical personnel arrive and take over. Upon successful completion of course requirements, students will receive certification in both Adult CPR/AED and Standard First Aid. A $6 fee (checks only) will be collected by the instructor for the Adult CPR card (one-year certification) and Standard First Aid card (three-year certification). Required texts: American Red Cross Adult CPR/AED Skills Card, American Red Cross First Aid Skills Card and First Aid/CPR/AED Program Participants Booklet, available at MCC Bookstore.

CRN #11295 2 sessions, Tuesday & Thursday, 1/10-1/12, 6-9 p.m.
MCC Bldg. LRC B144
CRN #11296 2 sessions, Tuesday & Thursday, 2/7-2/9, 6-9 p.m.
MCC Bldg. LRC B144
Fee: $35
Instructor: Ezequiel (Memo) Alejandro has been a certified American Red Cross instructor for more than 25 years.
**Basic Drawing**
Do you love to doodle and sketch, but find the end results not always what you had hoped for? This relaxed and supportive workshop will teach participants how to handle basic drawing supplies, and will discuss line, shading, composition, simple one- and two-point perspectives and how to really look at a subject. Explore the basic elements common to all drawing, including portraiture, figure drawing, still life, and landscapes, while nurturing your creative spirit. A portion of each meeting will be devoted to drawing still-life setups and a self-portrait. Materials fee: $26, payable to instructor at first class, for a drawing pad, various pencils and erasers.

**CRN #11369** 8 Thursdays, 1/12-3/2, 9:30 a.m.-noon  
**EHCCC Room 5**  
**Fee:** $150  
**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 works and has had 16 one-woman exhibitions.

**Introduction to Calligraphy**
You don’t have to be an artist to enjoy the art of “beautiful writing.” You will be introduced to three calligraphic type styles—Chancery Italic, Gothic, and Uncial. Add a flourish by lettering your scrapbooks, family trees, invitations, place cards, and greeting cards. Create an art piece of your favorite sayings or verses. Students may choose to work on a personal project during the last two classes. No tests or exams! Just come, relax, and have some fun while learning calligraphy. Materials fee: $5 payable to instructor for pen and paper. Other optional supplies will be discussed in class.

**CRN #11303** 8 sessions, Tuesdays & Thursdays, 1/17-2/9, 1-3 p.m.  
**MCC Bldg. LRC A226**  
**Fee:** $99  
**Instructor:** Christine LaFond, B.F.A. from UConn and honors graduate of the Paier School of Art, has worked in a wide variety of media, including oil painting, watercolor, assemblage and calligraphy.

**Painting—Using Oils, Water-Based Oils or Acrylics**
Do you have a keen visual sense but need to learn the skills that will allow you to capture your visions in a painting? Or perhaps you’re a skilled artist who needs a little more information to give your work that special polish. Participants will work with traditional oil paints, acrylics, or the newer water-mixable oil paints. Each student will receive individual instruction in his or her media of choice. Beginning students will learn some fundamentals of painting, including basic composition and color theory, while more advanced students will be encouraged to develop personal imagery. Students will choose their subjects—still life, abstraction, landscape, figure, etc. Students with materials should bring them to first class, along with an 18” x 24” white drawing pad, soft vine charcoal, a sharpened ebony pencil and a kneaded eraser. Students may bring in previous work as a point of departure.

**CRN #11370** 8 Tuesdays, 1/10-2/28, 6:30-9 p.m.  
**EHCCC Room 5**  
**CRN #11316** 8 Fridays, 1/13-3/3, noon-2:30 p.m.  
**EHCCC Room 5**  
**Fee:** $150  
**Instructor:** Estelle Laschever

**Weekend Watercolor Workshop**
This workshop, designed for students with some background in watercolor (transparent or opaque styles), will help you “color your world” through enhancing your technical skills, improving your use of color, and developing your compositions. Interested students will be able to choose from suggested assignments. Participants may also bring previous drawings and paintings to discuss and use to develop new works. There will be still-life arrangements in class as well. Please bring your own supplies.

**CRN #11372** 2 sessions, Saturday & Sunday, 1/14-1/15, 9:30 a.m.-4:30 p.m.  
**EHCCC Room 5**  
**Fee:** $90  
**Instructor:** Estelle Laschever

**Decorative Painting for Beginners**
Decorative painting is a skill anyone can learn; you don’t have to be born with talent or even know how to draw. You’ll learn about brushes, paints, different painting techniques, and the variety of surfaces you can paint on. Class will focus on basic brush strokes done with acrylic paints (water-based, soap and water cleanup) to create two or three painted pieces you’ll go home with. Instructor will supply paints and paper to practice stroke work. If it doesn’t move, you can probably paint it! Items to be painted will be provided by instructor for an additional fee of $10 or less per project. Participants should bring an 8-ounce plastic tub (for rinsing brushes) and a roll of paper towels to class. Registrations must be completed at least 48 hours in advance of class in order to guarantee that supplies will be available. Materials fee: $35, payable to instructor at first class, for a good quality set of five basic brushes.

**CRN #11332** 6 Wednesdays, 1/18-2/22, 6:30-8:30 p.m.  
**EHCCC Room 5**  
**Fee:** $90  
**Instructor:** Beth Emanuelson has been decorative painting for 20 years, specializing in folk art, faux finishes and stenciling.

**Create Your Mask of the Inner World**
Utilizing guided visualization and contemplation, students will explore their unconscious minds for personal images and create masks that reflect the qualities and nature of what they discover. This unique class combines inner exploration with the art of mask-making, and you go home with your very own mask. Bring a cardboard box to transport your mask. Materials fee: $14, payable to instructor at first class for plaster, clay, and other materials.

**CRN #11365** 2 Saturdays, 2/4-2/11, noon-3 p.m.  
**MCC Bldg. AST D132**  
**Fee:** $50  
**Instructor:** Ayanna Spears is an award-winning, multi-disciplinary artist and arts educator, who served for 10 years as a Senior Master Teaching Artist for the Bushnell Hall Partners Program in Hartford. She has also exhibited her work in numerous galleries and museums across the country. She currently works at her artspace studio in Hartford.
Advanced Rubber Stamping and Scrapbooking I

There’s a never-ending source of new ideas and techniques for using creative rubber stamping to enhance and personalize greeting cards, gifts, and scrapbooks. Students will learn to add embellishments by creating 3-dimensional effects on photo pages and greeting cards, while learning new ways to transpose stamping skills into the scrapbooking process. Materials fee: $15, payable to instructor at first class.

CRN #11332 4 Thursdays, 2/9-3/2, 7-9 p.m. EHCCC Room 5 Fee: $40
Instructor: Lisa Korstanje-Lee, a graduate of MCC, is a programmer, analyst and consultant by day, and a demonstrator for Stamping Up® by night.

CRN #11368 4 sessions, Tuesdays & Thursdays, 1/17-1/26, 6-9 p.m. MCC Bldg. LRC A201 Fee: $75
Instructor: Carolyn Johnson is the author of the quilting book, Taking Off with Flying Geese. She has been quilting for more than 35 years and has taught nationally for more than 20 years.

Basic 35mm Photography

Tired of struggling with your 35mm camera? Are your photos disappointing? This comprehensive class will cover 35mm techniques and camera operation. Emphasis will be placed on developing camera fluency by shooting weekly photographic assignments. All elements of photography, such as f/stops, shutter speeds, automatic modes, film selection, and composition will be covered. Bring your camera to class. Each student will receive individual attention and critique. Approximate expenses: $75 for film and processing.

CRN #11373 4 sessions, Tuesdays & Thursdays, 1/17-1/26, 6-9 p.m. MCC Bldg. LRC B144 Fee: $120
Instructor: Richard Hoyer is a fine art, portrait and location photographer who has had more than 20 years of fun and profit in the photo world. His work is exhibited regularly at galleries around the state.

Black-and-White Darkroom Photography

Create your own black-and-white prints! This hands-on workshop is for beginning or experienced photographers who want to learn or fine-tune black-and-white printing techniques. We will explore technical controls and artistic expression. Learn how to evaluate your negatives, manipulate contrast, seamlessly burn and dodge, and crop for maximum effect. Emphasis is on individual attention. Approximate expenses: $75 for film, processing and paper. Materials fee: $15, payable to instructor at first class, to cover the cost of chemicals used in class.

CRN #11360 5 Fridays, 1/13-2/10, 6-9 p.m. MCC Bldg. AST D112 Fee: $150
Instructor: Richard Hoyer

Photographic Lighting Workshop

Have you ever wished your photos looked better? You had a great subject and good composition; could it be the light wasn’t right? Let a professional photographer show you the way to better lighting. You’ll learn how to use many different (affordable) types of light, from the sun to incandescent and electronic flash. There will be demonstrations of techniques and assignments that use what you’ve learned. Students will shoot both black-and-white film and color slides for assignments. A basic knowledge of 35mm photography is required. Expenses: approximately $50-$75 for film and development. By the time you finish this course, you’ll see light in a whole new way!

CRN #11299 6 Saturdays, 1/21-3/4 (does not meet 2/18), 11 a.m.-1 p.m. MCC Bldg. AST D212 Fee: $125
Instructor: Jeff Shaffer has been a professional photographer for more than 15 years and operates a studio with his wife, Dawn, in Hartford. They specialize in food and still life for advertising magazines.

An Introduction to the Digital Camera

Learn the fundamentals of digital photography using a consumer-model digital camera. All aspects of the digital camera will be discussed, including the lens, viewfinder, focus, aperture, shutter, digital file formats and image storage. Comparisons will be done on some popular digital cameras, including image quality, current usage and price. A portion of the course will also cover working with Photoshop Elements 3.0 a popular photo editing program. We will explore importing and saving photographs, demonstrate methods of color correction and enhancement, print sizing, preparing images for print and the web. To take this class, it is not necessary to own a digital camera, but if you do, please bring it along with your instruction manual.

CRN #11020 2 Tuesdays, 1/17-1/24, 6-9 p.m. MCC Bldg. LRC B142 Fee: $95
Instructor: John Prendergast has been a photographer and photo retail specialist for more than 30 years. Currently, his interest centers on digital capture and working in the digital darkroom.

Of Similar Interest:
• "Digital Life" on page 19
• "Photoshop Elements" on page 20
BODY, MIND AND SPIRIT

**Karuna™ Reiki—Practitioner I and II Levels**

This two-part course is your next step after Usui Reiki training. You must be an Usui Master to begin these studies. There are two levels in the Karuna™ Reiki system, which was founded by William Rand of the International Center for Reiki Training. This is an advanced studies course during which students are attuned to eight additional Reiki symbols, four in each level. Comprehensive manuals are provided, and a two-week break is created between levels within which to assimilate the new vibrations. 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: $15, payable to instructor at first class. (Note: Pricing for this course is 30% below current market value.)

**CRN #11304** 2 Saturdays, 1/28 & 2/11 (2-week interval), 12:15-5:15 p.m. MCC Bldg. AST D213 Fee: $250

**Instructor:** Dory Dzinski is a body-centered psychotherapist, pastoral counselor and energy therapist in private practice. She is President Emeritus of the Connecticut Holistic Health Association and coeditor/publisher of *The Door Opener*.

**Meditation as a Life Skill**

In order to be successful with your goals for the coming year, it is important to find a quiet place within yourself to experience calm, focus and clarity. Learn how meditation can help relieve your anxiety, distraction and internal clutter and give you the ability to listen to your innate wisdom. We will discuss and experience silent, guided, breath-focused, body-focused and prayerful meditation. You will learn a variety of techniques to enhance your meditation. We will also discuss how to evaluate if you’re doing it “right.” Join us in this journey to physical, emotional and spiritual well being. Feel free to bring a pillow, mat or blanket if you wish to sit on the carpet. Journalers, please bring your notebooks along.

**CRN #11306** 2 Mondays, 1/30-2/6, 6-8 p.m. MCC Bldg. LRC B144 Fee: $35

**Instructor:** Dory Dzinski

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**The Art of Ayurveda**

The word Ayurveda is formed by linking the Sanskrit words “ayur” (life) and “veda” (knowledge). Translated, Ayurveda means the art and science of living. Ayurveda is the oldest system of medicine in the world, tracing its roots to ancient India (1500 B.C.). Ayurveda uses a full repertoire of natural elements—foods, spices, herbal medicines, colors, metals, gems and sound—to treat and overcome illness and to continually strengthen the body and mind. Learn the basics of this ancient practice and how diet, cooking, yoga, breath work, meditation, exercise and a vast pharmacopoeia can be employed to help an individual achieve balance. Please bring a yoga mat or blanket for floor exercises, dress in comfortable clothing or exercise attire, and come with an empty stomach. Materials fee: $10, payable to instructor at first class, for dried herbs and roots used for everyday household remedies for flu, indigestion and minor ailments.

**CRN #11305** 5 Saturdays, 1/28-3/4, 9-11 a.m. MCC Bldg. AST C209 Fee: $65

**Instructor:** Shalini Sharma was born and raised in India, where Ayurveda is a way of life. She earned her bachelor’s and master’s degrees from Meerut University, India. She is certified in Ayurvedic healing practices and teaches others to use this ancient healing system to create wholeness in mind, body, and spirit.

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**Henna Body Art Basics**

Henna is a safe, natural dye made from the red plant which bears its name. Henna dyes have adorned the skin of men and women since before the time of Cleopatra. Today’s Indian brides and some of today’s hottest celebrities (Madonna, Demi Moore, Naomi Campbell and others) are creating with henna. In this course, learn about henna and how to use it to create intricate temporary tattoos (henna stains last just two to three weeks). Making henna body art is a fun activity to do with friends and a great project for moms and dads to do with their kids (especially at parties). Participants in this course must be at least 14 years old. Materials fee: $4, payable to instructor at first class.

**CRN #11319** 3 Saturdays, 1/28-2/11, 11:30 a.m.-1:30 p.m. MCC Bldg. AST C209 Fee: $40

**Instructor:** Shalini Sharma

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**QiGong—Meditative Movements for Health and Wellness**

QiGong (sometimes called “chi kung”) exercise systems have been practiced in China by millions of people since ancient times. There are various types and schools of QiGong. Soaring Crane QiGong is a form that uses slow movements accompanied by meditation to help promote well-being and heal the body on many different levels. As a result of its effectiveness, it has attracted over 20 million practitioners worldwide. While the main focus of QiGong is on cultivating healing energy, it also can be used as a means to deepen one’s spiritual awareness. Regular practice of QiGong may help prevent and treat disease, reduce stress and better integrate the body/mind/spirit connection. Participants will learn QiGong exercises that can be practiced at home. The history and theory of QiGong will also be discussed.

**CRN #11359** 3 Thursdays, 1/5-1/19, 7-8:15 p.m. EHCCC Room 2 Fee: $25

**Instructor:** John Mammone is a licensed acupuncturist with an M.A. from the Oregon College of Oriental Medicine.
Stop Smoking with Hypnosis
Become free of this expensive and unhealthy habit, successfully and permanently! Hypnosis is a powerful tool which has been approved by the American Medical Association since 1958, and since that time has effectively helped smokers (including your instructor, 25 years smoke-free!) to break the smoking habit. Avoid weight gain and learn how to relax away the tension, irritability and withdrawal problems that often accompany smoking cessation. Learn to identify and establish strategies to deal with triggers and habit patterns. This workshop includes an explanation of hypnosis, hypnosis sessions and follow-up self-hypnosis instructions. Seating is limited; register today! Materials fee: $5, payable to instructor at first class, for a reinforcement audiotape.
CRN #11392 2 Tuesdays, 1/10-1/17, 7-9 p.m. MCC Bldg. AST D229 Fee: $30
Instructor: Patricia Galvin, J.D. and M.S in education, is a certified hypnotherapist who teaches self-hypnosis for weight control and smoking.

Self-Hypnosis for Weight Loss—Mind Over Matter
Reach your ideal weight by programming your brain for weight loss. Learn self-hypnosis and tap into the power of both your conscious and subconscious mind to facilitate weight loss and maintain your ideal weight without those nagging feelings of deprivation. Hypnosis is a powerful and effective tool, which has been approved by the American Medical Association since 1958. Tried too many fad diets? This course might be the start of a new, healthier lifestyle. Topics include explaining hypnotism and how it works, factors affecting weight control, the myth of willpower, eating journals, self-hypnosis, ideomotor questioning and the Chevreul pendulum. Materials fee: $5, payable to the instructor at first class, for a reinforcement audiotape.
CRN #11388 4 Tuesdays, 1/24-2/14, 7-9 p.m. MCC Bldg. AST D229 Fee: $60
Instructor: Patricia Galvin

Dealing with Life Changes in a Spiritual Way
Why go through life's changes feeling that it's only downhill from here? When a major change happens in your life, get excited, be positive and watch for doors to open, because your life is moving forward whether you like it or not. Learn to release your fear and truly feel that all of life is good. You can experience life by default or you can take control. You must simply decide what you want and believe it is on its way.
CRN #11387 2 Wednesdays, 1/18-1/25, 7-9 p.m. MCC Bldg. Lowe L142 Fee: $25
Instructor: Gregory J. Thomson has an M.S. in organizational management. He works as a personal-growth coach and consults with individuals on the uses of goal setting and keeping goal journals.

How to Talk to Your Angels
Join us in this hands-on workshop to discover how easy it is to meet your angels and receive personal messages in writing. Literally thousands of people around the world have learned to talk with their angels using seven simple steps. Discover how to access your angels to enlist their help with a particular problem, or to receive inspiration, love and support on a daily basis. Learn the name of your personal angel, who may just help you find the answers you have been searching for. The techniques learned in this workshop can be used to tap into your personal source of angelic power for guidance, love and spiritual growth throughout your life.
CRN #11337 1 Friday, 1/20, 6:30-9 p.m. MCC Bldg. LRC B144 Fee: $45
Instructor: Beth C. Burgess is a certified Anglespeake™ facilitator. She was trained by Barbara Mark and Trudy Griswold, authors of the best-selling book, Anglespeake: How to Talk With Your Angels.

An Introduction to Pagans, Witches and Wicca
What most of us know about witches and witchcraft comes from pop culture (“Charmed,” “Harry Potter”) or from our dim memories of historical events and classic literature (Salem witch trials, “Macbeth”). There’s a lot more to Wicca and paganism, or “the old religion,” than the clichéd image of black-clad hags riding the skies on broomsticks. Wicca has its roots in Paleolithic times, some 25,000 years ago, and pagan celebrations are often the basis for Christian holidays. This course will provide open-minded individuals with an introduction to Wicca, paganism and New Age concepts related to living with and loving magic. Topics include the history of witchcraft, the Wheel of the Year (the Wiccan calendar of festivals and rituals), esbats and sabbats (new moon and full moon celebrations), and the elemental world. The final class will be a magickal potions workshop whereby students make and bring home their own potion. Put a little “magic” in your life! Materials fee: $10, payable to instructor at first class.
CRN #11402 4 Mondays, 1/23-2/13, 7-9 p.m. MCC Bldg. LRC A226 Fee: $50
Instructor: Faith McCann is an MCC graduate, martial arts instructor and a third degree Wiccan priestess. She has practiced the Wiccan religion and has studied the history of religions, Wicca, witchcraft and magic for more than 20 years. Faith is also the owner of Enchantments, a Wiccan Metaphysical Center for the Magickal Arts, located in Manchester.

[Image of a Wiccan Metaphysical Center for the Magickal Arts]

“Excursions in Learning” Seeks Instructors
We’re looking for creative, dynamic instructors who have the gift of teaching children. Interesting, activity-oriented courses to challenge talented, high achieving elementary and middle age students are needed for both our spring and summer Excursions in Learning programs.

For more information and a course proposal form, please contact Susan Meisler, Program Coordinator at (860) 512-2804 or smeisler@mcc.commnet.edu. We are now considering course proposals for 2006!
Meet the PC
Learn to work effectively in a Windows environment. Learn how to understand an advertisement and computer jargon. Learn to work with disks, files and folders. Fundamentals of Microsoft Office will also be covered, including creating, editing and saving documents with Word; creating spreadsheets with Excel; learning about a database with Access; and surfing the Internet with Internet Explorer. This class is not just for beginners. It provides participants with the strong foundation needed to learn other software programs.

CRN #11010 4 Tuesdays, 1/10-1/31, 6-9 p.m.  MCC Bldg. LRC B141
Fee: $195 (includes curriculum binder)
Instructor: Stuart Lipman is the owner of a local computer store. He brings more than 20 years of technical and practical experience to the classroom.

Sound Off with GarageBand™
Learn to use Apple's brand new GarageBand™ software to create, compose, and record music tracks on a computer. In this class we will look at how we can use different sounds to create art and music. And if you don't have any musical background, not to worry. With GarageBand™ it's easy for the novice or experienced musician alike to perform, record, and create their own music. We will learn how to use pre-recorded loops and beats to compose, arrange, edit and mix, and add effects to make music and experimental sound compositions. With GarageBand™ a new musician is born every minute. So whatever your style is—symphonic, pop, rock, hip-hop, rap, techno, jazz, or experimental—using a Mac with GarageBand™ is a way to unleash the creative musical artist within.

CRN #11275 2 sessions, Tuesdays & Thursday, 1/10-1/12, 6-9 p.m.  MCC Bldg. AST D211
Fee: $95
Instructor: Richard Hoyer is a fine art, portrait and location photographer who has had more than 20 years of fun and profit in the photo business. When not working, he has spent a lot of time creating a large body of work in the Chicago area and around the state.

Complete Microsoft Office 2003 Certification (Core Level)
Increase your employability and prepare for the Microsoft Office 2003 Core Certification exam in this intensive 12-week course. This hands-on workshop will include practice time on Word, Excel, Access, PowerPoint and Outlook. Students will learn the basics of all Office programs, including: merges, tables, graphics and sharing documents in Word; formulas, data management, formatting, printing, pivots and subtotals in Excel; database creation, criteria in queries, report and form design, grouping data and establishing relationships in Access; creating slide shows, importing from Word, adding tables, graphics, animation, and advanced formatting in PowerPoint; and email management, creating folders, adding signatures, attachments, scheduling appointments with others, organizing contact lists, and creating, updating tasks in Outlook. Prerequisite: Meet the PC or equivalent experience with computers. Required text: Microsoft Official Academic Course: Microsoft Office System 2003, 1st edition, Microsoft Learning, available at MCC Bookstore.

CRN #11011 12 Wednesdays, 1/11-3/29, 6-9 p.m.  MCC Bldg. LRC B142
Fee: $499
Instructor: Dorothy Weiner is an MCP- and MOUS-certified instructor with more than seven years’ experience teaching Microsoft products and various other applications and operating systems.

Start Selling on eBay!
Have you ever imagined starting your own online business? Maybe you’ve thought about selling your crafts, music, antiques, books or artwork, but you’re wondering who your customers might be. With more than a million people buying and selling each day on eBay, customers are just a mouse click away! eBay provides excellent customer support and teaches you the importance of customer satisfaction. All you have to do is choose a product or service that suits your interests, and the rest will be covered in this 12-hour course. By the end of the course you will be ready to “Start Selling on eBay”. No prior business experience is necessary. Internet experience is helpful.

CRN #11016 2 Saturdays, 1/14-1/21, 9 a.m.-4 p.m.
MCC Bldg. LRC B142
Fee: $195
Instructor: Randolph Fournier has more than 18 years’ combined experience in business and academia. He has taught courses in marketing, sales, advertising and business at the University of Maryland. In addition, he has taught a wide range of technology-related courses, including web-page design, computer information systems and PC maintenance. Currently, he is the Director of Library Services at MCC.

Introduction to OS X
Macintosh allows the user to quickly realize the clarity and strength of its new Mac OS X operating system. Mac has nicknamed the new system Tiger. If that brings to mind something sleek and powerful, Mac has done its job. This course is designed for both new Mac users and experienced users upgraded from Mac OS 9 operating system. You’ll explore all of the powerful new features that OS X has to offer, including how to navigate and customize the dock, how to use the new junk email filters, and how to bounce junk mail back to the sender. Come and see why Tiger is the new king of the operating system jungle.

CRN #11017 1 Wednesday, 1/18, 6-9 p.m.  MCC Bldg. AST D211
Fee: $65
Instructor: Louise Ferrante has spent 18 years in the commercial printing field and has been a computer teacher and technology coordinator for elementary school students.

Digital Life
The world has gone digital, and it’s time for you to get on board! Learn how to comfortably integrate new digital technology into your home, school and workplace, and begin or enhance your new digital lifestyle. Learn about digital music with iTunes and the iPod; organizing digital photos with iPhoto; burning CDs; ripping MP3s; and making digital slide shows with music. The class will focus on Apple’s digital iLife software, which is fun, easy-to-learn and integrates well. Bring your digital toys, tools, shoebox, and, of course, your digital questions to class.

CRN #11009 1 Wednesday, 1/25, 6-9 p.m.  MCC Bldg. AST D211
Fee: $65
Instructor: Richard Hoyer
Photoshop Elements
Professional photographers rave about Adobe Photoshop. Now, there’s Photoshop Elements 3.0, 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. Photoshop Elements is built on the same editing engine as its professional cousin, Adobe Photoshop, but it’s easier to learn and use. With Elements it’s easy to accomplish a variety of tricks and techniques that will enhance your photographs. Alter the color, contrast or brightness; change the size of a picture; remove unwanted elements; fix the dreaded red-eye of your subjects; or combine the better of two photos, quicker and easier than ever. Elements contains features designed to download digital pictures from your camera or scanner directly into the program, or organize your photo files, and has functions that allow you to output your finished images easily to the web or to print. Learn Photoshop Elements 3.0 and rub shoulders with the pros.
CRN #11018 2 Thursdays, 2/2-2/9, 6-9 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: John Prendergast has been a photographer and photo retail specialist for more than 30 years. Currently, his interests center on digital capture and working in the digital darkroom.

Be Your Own PC Tech—Part I
Why pay for expensive upgrades if you can learn how to do them yourself? This class covers hardware issues from the motherboard to the operating system. 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. This class is for the beginner or intermediate PC user.
CRN #11012 2 Mondays, 2/6-2/13, 6-9 p.m. MCC Bldg. LRC B141
Fee: $95
Instructor: Stuart Lipman

Word 2002 (XP) Introduction
Learn about the features of Microsoft Word. Practice the essential commands you need to know to perform all of your day-to-day word processing. You will practice creating, editing, formatting and printing documents. Workbook included in course fee. Prerequisite: Basic computer skills.
CRN #11013 2 Mondays, 2/6-2/13, 6-9 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: Steven Bloom has more than 12 years’ experience in computer technology. He is an MCC adjunct instructor teaching Introduction to Computers, HTML, email, and Microsoft Windows. He received his B.S. in human resources development from Rochester Institute of Technology and his M.Ed. in Technology in Education from Lesley University.

Excel 2002 (XP) Introduction
Use the Microsoft Excel spreadsheet to combine number-crunching capabilities and database operations into an outstanding report. Gain an understanding of formulas and functions. Move and copy formulas, text and numbers. Change the format of your spreadsheet to improve its appearance. Learn how to create a chart. Workbook included in course fee. Prerequisite: Basic computer skills.
CRN #11014 2 Thursdays, 2/16-2/23, 6-9 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: Kristin Violette is a certified teacher with 10 years’ experience in English and technology. Currently, she is a full-time computer teacher at Newtown High School, as well as an adjunct instructor at MCC and NVCTC. She has taught a variety of technology courses in HTML, Macromedia and Microsoft Office applications. Kristin has earned her B.S. in English and psychology from CCSU and her M.Ed in educational technology from the University of Hartford.

Windows XP Introduction
This course is for the student who is completely new to personal computers and needs to learn the basics of Windows XP. You’ll be introduced to the fundamentals of personal computers including terminology. You’ll also work with the Windows XP desktop objects and windows, and explore ways to customize your settings. In addition, you’ll look at ways to navigate the program, use Windows Explorer and other common Windows XP techniques, and access the Internet using the Internet Explorer environment. Students are eligible to receive free software for the course from Microsoft. Students only pay a minimal charge for shipping of the CD from Microsoft. Instructor provides handouts.
CRN #11015 2 Tuesdays, 2/7-2/14, 6-9 p.m. MCC Bldg. LRC B141
Fee: $95
Instructor: Michael Bailey has an M.A. and is A+ Certified. Michael is currently an adjunct in the MCC English Department.

Web Hosting
Are you thinking of building a web site or have you started one that you want hosted online? Finding dependable web hosting can be like walking through a minefield. Thousands of people each day are building web sites for various reasons and have not gone the extra step to put their web site online because they do not know what to do next. Some start businesses, while others build sites that contain personal or helpful information. In this three-hour course, you will learn how to get your web site online. You will learn how to find a web hosting company that fits your need(s) by evaluating three criteria: price, reliability/uptime, and customer support.
CRN #11019 1 Friday, 2/17, 6-9 p.m. MCC Bldg. LRC B142 Fee: $65
Instructor: Randolph Fournier
Credit-Free Courses

**CUISINE**

**Soups**
The cold months of winter, with howling winds and freezing temperatures, are upon us. There’s nothing nicer than sitting the family down to a hot, mouthwatering, nutritious homemade soup when it’s too cold to enjoy the outdoors. Tasty and nutritious soups can be used to accent a wonderful meal or can serve as the main entrée. In this workshop, you’ll learn about the three categories of soups—clear, thick and special soups. Then, for the hands-on part of the class, participants will pair up to prepare a soup from a list that includes homemade chicken soup (“Jewish penicillin”), black bean, shrimp bisque, butternut squash puree, New England clam chowder, French onion, minestrone, and roasted tomato.

Materials fee: $15, payable to instructor at the beginning of class.

**CRN #11278 1 Saturday, 1/7, noon-4:30 p.m. MCC Bldg. Lowe L293 (South Kitchen), meet at Cheney Dining Room Fee: $59**

Instructor: **Carl Stafford** is an Associate Professor in Hospitality Management at MCC. He has been in the food industry for more than 25 years.

**French Country Loaves and Italian Bread**

French and Italian breads bring to mind good times and satisfying meals. Both are simple, crusty loaves made from basic ingredients. Learn the secrets from selecting the right flour to the baking techniques that produce the most delicious loaves. Participants will make Country French bread, Italian breads (large, small, or filled with garlic butter and pesto), baguettes and bread sticks. Then, we will transform the dough into delicious calzones and Stromboli, which we will eat hot from the oven. Participants should bring two cotton dish towels, potholders, and a medium-sized bowl to class. Materials fee: $8, payable to instructor at beginning of class.

**CRN #11277 1 Saturday, 1/14, 12:30-4 p.m. MCC Bldg. Lowe L293 (South Kitchen), meet at Cheney Dining Room Fee: $45**

Instructor: **Dorothy Alderman** attended the Culinary Institute of America and the Institute of Gastronomy and Culinary Arts. She has been teaching cooking and baking for more than 20 years.

**Chocolate Delights**

Some people think chocolate is an aphrodisiac. Many people consider chocolate to be the first choice for dessert. If you are going to indulge yourself and your Valentine, make it a sumptuous chocolate treat. In this workshop, learn about the different varieties of chocolate and how to best use them. We will make and sample chocolate mousse (rich and smooth), truffles with poached pears (no baking but the results are scrumptious), hot chocolate soufflés (individual treats served hot from the oven), whoopie pies (no very romantic name, but sure to please), white chocolate fantasy torte (a light cake filled with raspberries), and lovers’ chocolate cake (topped with buttercream and covered with a chocolate glaze). Participants should bring two cotton dish towels, potholders, and a medium-sized bowl to class. Materials fee: $12, payable to instructor at beginning of class.

**CRN #11279 1 Saturday, 2/4, 12:30-4 p.m. MCC Bldg. Lowe L293 (South Kitchen), meet at Cheney Dining Room Fee: $45**

Instructor: **Dorothy Alderman**

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**Indian Cuisine**

Indian restaurants and Asian markets have become staples in our gastronomic landscape. As Indian cooking has grown in popularity in this country, more and more people are preparing traditional Indian dishes at home. This course will take novices and veterans through the basics of Indian cuisine, including an explanation of the health benefits of different vegetables, herbs and spices. Learn to prepare such delicacies as mixed vegetable curry, bhaaji (sweet and sour cabbage, bell pepper and carrots), roti (roasted wheat bread), paalak saag (curried spinach and broccoli), baigan bharta (roasted eggplant), raita (seasoned yogurt with vegetables), garlic chutney, daal (a dish using different varieties of lentils) and more. Please bring a pot holder, dishtowel and (optional) cutlery set. Materials fee: $20, payable to instructor at first class.

**CRN #11320 4 Sundays, 1/22-2/12, 10 a.m.-1 p.m. MCC Bldg. Lowe L293 (South Kitchen), meet at Cheney Dining Room Fee: $75**

Instructor: **Shalini Sharma** was born and raised in India, and enjoys experimenting with different styles of cooking. She earned her bachelor’s and master’s degrees from Meerat University, India, as well as a diploma in Indian classical dance.

**New! Northern Hemisphere vs. Southern Hemisphere Wines**

The world is a sea of wine, and magnificent wines are being made from all regions of the world. This class will pit some of the Northern Hemisphere’s great wines against some of those from the Southern Hemisphere. A lot of surprises will arise from this very interesting and educational wine-tasting session. Please bring some light snacks or munchies. Materials fee: $20, payable to instructor at the beginning of class.

**CRN #11358 1 Friday, 1/27, 6:30-9:30 p.m. MCC Bldg. Lowe L293 (South Kitchen), meet at Cheney Dining Room Fee: $25**

Instructor: **Gene Spaziani** is a retired MCC professor who started the first wine classes in Connecticut at MCC in the early 1970s. He is a noted wine journalist and author who writes the weekly wine column for the Journal Inquirer.

**New! Chardonnay, Chardonnay, and More Chardonnay**

The world’s most popular white wine, Chardonnay, will be featured in this session. Chardonnays from the world over will be tasted and evaluated. Significant differences in style, taste, and aromas will be noted and discussed. The history of this grape, its great affection by world imbibers, and where it is going in the world of white wine will also be explained. Some outstanding wines will be tasted and evaluated during this enjoyable evening. Please bring some light snacks or munchies.

Materials fee: $20, payable to instructor at the beginning of class.

**CRN #11357 1 Friday, 2/10, 6:30-9:30 p.m. MCC Bldg. Lowe L293 (South Kitchen), meet at Cheney Dining Room Fee: $25**

Instructor: **Gene Spaziani**

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Of Similar Interest:

• "Luscious, Low-Fat, Lightening-Quick Meals" on page 35

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Participants in Cuisine classes should bring aprons, potholders and containers for leftovers.
Dances of the Gods
Indian classical dance originated in temples, where it was used to illustrate the Hindu mythologies. However, you don’t have to be from South Asia to enjoy and benefit from the Dances of the Gods. In this fun and informative workshop for the novice, participants will learn a combination of various dance forms from India that combine body movement and yogic mudras (hand positions that form part of a Hindu prayer that are believed to possess healing qualities). The combined techniques are designed to enhance strength and flexibility. Students will start with warm-up and stretching exercises and move into basic dance steps, learning to dance to music, learning to dance to slow and faster rhythms, moving with ease, working with yogic mudras, learning step coordination, working on dance routines and group dances, and learning to dance to the complex and soul-stirring drum beats of Indian classical music. Wear comfortable dance/exercise attire and footwear (jazz shoes, ballet slippers or socks). Optional hand cymbals and anklets are available from the instructor for an additional $6 fee. Please bring a combination lock in order to store your personal belongings during class.
CRN #11321 8 Fridays, 1/13-3/3, 6:30-8:30 p.m. 
MCC Bldg. Lowe L155 (Aerobics Room) Fee: $99
Instructor: Shalini Sharma holds a diploma in classical dance from India. She has performed on stage in India and has participated in several cultural events and festivals in the United States.

Success in Soap Operas, TV Commercials and Film
For aspiring actors, Ron Millkie offers a step-by-step, no-holds-barred seminar on breaking into soap operas and TV commercials. His course is open to people of any age—from teen-agers on up—even beginners! The program features acting for “soaps” and provides pertinent information on blocking, scene interpretation, character analysis and how to get into the American Federation of Television and Radio Artists. Participants will be videotaped in a mock screen test patterned on an actual network soap opera, and finished tapes will be viewed and critiqued by the instructor. One student will be selected to spend a day in New York with the instructor to meet a series of casting directors and agents. Don’t miss this extraordinary opportunity to make a major contact, as well as learn the ropes of soap opera and commercial technique from a true professional. Each participant must bring a blank videotape. Film scripts and directions will be mailed prior to class start.
CRN #31546 2 sessions, Monday & Tuesday, 12/26-12/27, 3:30-9:30 p.m. MCC Bldg. V2 V127 Fee: $149
Instructor: Ron Millkie is a professional actor who has appeared in several movies, a Broadway national tour, off-Broadway plays, commercials and daytime television.

Improvisational Acting
Do you want to have fun, laugh a lot, and let the actor in you out? Everyone can act; everyone can improvise. Using specifically designed exercises and structured improvisations, you will perform in a comfortable environment where you will shine as you take your first steps on stage. This type of training provides a foundation of ease and freedom, not only for further dramatic training, but also for the social and professional interactions in your everyday life. If you want to build confidence, think creatively on your feet, and inspire your imagination, then this is the course for you. No previous experience is necessary. Participants must be at least 18 years old.
CRN #11401 8 Wednesdays, 1/4-2/22, 7-9 p.m. MCC Bldg. AST E113 (Auditorium backstage) Fee: $115
Instructor: Ron Millkie is a professional actor who has appeared in several movies, a Broadway national tour, off-Broadway plays, commercials and daytime television.

Tango Dancing
Enjoy learning the dance that has become so popular throughout the world. You will learn the basic tango, in addition to such variations as corte, fan, dip fandango, and others. It is recommended that you register with a partner. Enrollment is limited to 15 pairs of dancers. Class is held at Burton Dance Studio, 63 Linden St., Manchester.
CRN #11294 7 Thursdays, 1/5-2/16, 6:15-7:30 p.m. Fee: $89 (per person) 
Instructor: Beverly Burton

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 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 interests of the class, learn and practice 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. Class is held at Burton Dance Studio, 63 Linden St., Manchester.
CRN #11298 7 Tuesdays, 1/3-2/14, 6:15-7:30 p.m. Fee: $89 (per person) 
Instructor: Beverly Burton

Ballroom Dancing I
No experience required! Anyone can learn the fox trot, the waltz, and some swing and jitterbug steps in this fun and relaxed course. Enrollment is limited to 15 pairs of dancers. It is recommended that you register with a partner. Class is held at Burton Dance Studio, 63 Linden St., Manchester.
CRN #11297 7 Tuesdays, 1/3-2/14, 7-45-9 p.m. Fee: $89 (per person) 
Instructor: Beverly Burton has been a dance teacher for more than 40 years.

Ballroom Dancing II
Don’t stop now! You’ve learned the basic steps, and you actually started having fun in those last couple classes of Ballroom Dancing I, didn’t you? Well, what better time to improve your skills and learn new dances than now? The basic dances—foxtrot, waltz and swing—will be reviewed and new steps will be taught depending on the interest and ability of the class. Participants should have taken Ballroom Dancing I or have permission of the instructor. Class is held at the Burton Dance Studio, 63 Linden Street, Manchester.
CRN #11295 7 Tuesdays, 1/3-2/14, 7:45-9 p.m. Fee: $89 (per person) 
Instructor: Beverly Burton

Dances of the Gods

www.mcc.commnet.edu

Instructor:
CRN #11294 CRN #11297 CRN #11298 CRN #11299 CRN #11291 CRN #11292

Deb Popillo

Beverly Burton

Ron Millkie

Shalini Sharma

Shalini Sharma

Shalini Sharma

Shalini Sharma

Shalini Sharma
**Credit-Free Courses**

**Vocal Instruction**
Are you considering singing as a career? Have you always wanted to sing, but need some instruction and encouragement? Do you sing in a church choir, participate in community theater or love karaoke? 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 new vocal skills under your belt, you will then have an opportunity 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. Participants must be at least 13 years of age.

**CRN #11293** 6 Mondays, 1/9-2/27 (does not meet 1/16 and 2/20), 7:15-8:45 p.m. MCC Bldg. LRC B149 Fee: $80
Instructor: Don Donegan is director emeritus and founder of the Connecticut Songwriters Association (CSA). He is a full-time singer/songwriter and musician and owns Rainbow Music, a teaching and recording studio in Glastonbury.

**Songwriting and the Music Business**
So you want to be a songwriter, even though you haven’t yet written a melody or a lyric? Or maybe you’ve written a stack of future standards but you’re not sure of the next step in getting your work published and recorded, and—most important of all—getting paid for your efforts. This hands-on course will take students through the entire songwriting experience, from the creative process to the realities of publishing. You’ll learn about the anatomy of a song; musical components; self expression vs. communication; hooks; song structure; lyrics; melody; rhyme; collaboration; producing demos of your songs; production; copyrighting; publishing; performance societies that pay royalties to songwriters; contests; pitching songs; and accounting. Students should bring a completed song or a work in progress for critique and analysis. The final session will feature a performance by an accomplished singer/songwriter.

**CRN #11292** 3 Tuesdays, 1/17-1/31, 7:15-9:15 p.m. EHCCC Room 2 Fee: $70
Instructor: Don Donegan

**Beginning Piano**
Learn the basics of playing the piano in this lively introductory class. Participants will play pieces and begin learning how to read and write music. Music theory and ear training will be integrated through an adult-focused, hands-on approach. The class will be held in a piano lab with headphones for each participant, allowing personal instruction. Attention is given to use of electronic keyboards for those who have them. Required text: Alfred’s Basic Adult Piano Course, Level One, available at MCC Bookstore. Enrollment is limited to 14 students, so register early.

**CRN #11334** 6 Saturdays, 1/21-3/4 (does not meet 2/18), 10 a.m.-noon MCC Bldg. V2 V117 Fee: $150
Instructor: Ruth O’Neil is a singer/songwriter and music educator who has been performing and teaching music throughout Connecticut for more than 20 years. She owns the Song-a-Day Music Center in Coventry, CT.

**A History of Gardening in Connecticut**
Did you know that many of the plants we call native in Connecticut actually were transplanted from Europe, Asia and England? How did they arrive? What did the colonists bring with them almost 400 years ago? In this class, you’ll find the answers to these questions and discover what plants the colonists learned about from Native Americans for use as medicine and food; what plants have taken hold in the last 100 years and have become nuisances; and what truly native plants are compared to transplanted ones. A chart of the plants will be provided. Here’s an opportunity to fill in a little-known but important gap in Connecticut’s history.

**CRN #11447** 1 Wednesday, 2/1, 6:30-8:30 p.m. MCC Bldg. LRC B149 Fee: $25
Instructor: Bettylou Sandy is the owner of Bettylou’s gardening in Manchester. She is a professional gardener who has been doing detail landscaping/design and offering seminars throughout Connecticut and Rhode Island since 1987.

**The Joy of Indoor Plants**
Whether you have a small yard, tiny porch, patio or just a windowsill, you can still grow flowers, herbs or vegetables. Residents of apartments, condominiums, retirement homes, or houses on small lots can beautify their surroundings and enjoy gardening by using containers. Containers are mobile, allowing a gardener to take the plants along or move them for an instant splash of color. Learn to grow a moveable garden that is easy to maintain and, with a little creativity, can be planted in items found around the house. The instructor will also discuss the plants best suited for container gardening.

**CRN #11445** 1 Thursday, 2/9, 6:30-8:30 p.m. MCC Bldg. Lowe L142 Fee: $25
Instructor: Bettylou Sandy

**Preparing Your 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; serve a good breakfast to perennials, shrubs and trees; care for bulbs as they appear and fade away; de-thatch lawns and identify and cure winter patches; re-seed and prepare vegetable gardens, compost piles and useful mulches. The preparation you do now will save you time, money and aggravation later.

**CRN #11444** 1 Thursday, 2/16, 6:30-9 p.m. MCC Bldg. Lowe L142 Fee: $29
Instructor: Bettylou Sandy

**Of Similar Interest:**
- "Sound Off with GarageBand™" on page 19
Credit-Free Courses

INVESTMENT & FINANCE

Preparing Your Individual Tax Return
This course will give the taxpayer information necessary to maximize deductions and minimize personal income taxes. Topics include (but are not limited to): a detailed discussion of types of income reported on 1040A/1040, Cash Basis, Interest Income (Form 1099-INT & Schedule B), dividends (Form 1099-DIV & Schedule B), state & local refunds, alimony, social security benefits, other income, non-taxable income, non-standard interest income (OID, etc.), educator expenses, student loan interest, moving expenses, early withdrawal penalty on savings, itemized deductions (Schedule A including medical expenses, taxes, mortgage interest, gifts to charity, casualty & theft losses and miscellaneous itemized deductions). Capital gains will be explained on the sale of personal/investment property and the sale of a personal residence. The earned income tax credit, child and dependent care credit (Form 2441), child tax credit, education credits (Form 8863) and the adoption credit (Form 8839) will also be discussed.

CRN #11324 1 Saturday, 1/28, 9 a.m.-5 p.m. MCC Bldg. Lowe L142
Fee: $90
Instructor: Chuck Schwartz is an enrolled agent who has been professionally preparing individual and business income tax returns since 1987. He is also a professor of computer science at MCC.

Successful Money Management
Procrastination is one of the worst mistakes you can make when it comes to planning your financial future. You will learn how to organize your financial accounts, create a financial plan, and save for retirement, as well as the importance of cash reserves and the keys to mutual fund investing, risk management, and balancing your investment portfolio. Achieving financial success can be a long and difficult process, unless you know which path to follow. Find out how to plan for retirement in one comprehensive, easy-to-follow course! Materials fee: $25 for course workbook payable to instructor at the first session.

CRN #11276 3 Thursdays, 1/12-1/26, 6:30-8:30 p.m.
MCC Bldg. Lowe L142 Fee: $40
Instructor: Steven Jacques is a registered investment advisor with an independent firm. He has been providing financial advice for more than four years.

LANGUAGES

Introduction to Chinese
Are you planning a trip to China for business or leisure, or visiting Chinatown here in the U.S.? If so, this course was planned just for you. Through six well-designed lessons and role-play, students will learn Pinyin, the phonetics of the Chinese language. In addition to learning some very useful vocabulary phrases for meeting new people, asking for directions, ordering meals, shopping, using the telephone, taking public transportation, sightseeing and more, students will learn much about Chinese culture.

CRN #11353 6 Wednesdays, 1/11-2/15, 6:30-8:30 p.m.
MCC Bldg. LRC B144 Fee: $75
Instructor: Portia Gu was born and educated in China. She holds an M.B.A. in finance from Rensselaer Polytechnic Institute in Hartford.

Accelerated Italian for the Traveler
If you’re planning a trip to Italy for pleasure or business, this short and intensive course is for you. Through lecture and role play, you will learn the essentials of the Italian language, including very useful vocabulary; phrases and cultural aspects to assist you in ordering meals; meeting people; shopping; using the phone; and more. Double your travel pleasure and avoid embarrassing miscommunication.

CRN #11459 4 Fridays, 1/13-2/3, 7-9 p.m. MCC Bldg. V3 V131
Fee: $80
Instructor: Dr. Akram Erik-Soussi lived in Italy for ten years and earned a doctoral degree from the University of Florence. He taught Italian at CCSU and the University of Hartford and was the personal interpreter for the President of Sicily during his official visit to Connecticut.

Learning Lithuanian
Whether you’re planning to visit Lithuania or just curious about its language—which is one of the oldest in the Indo-European family of languages—this introductory course will teach you the Lithuanian alphabet, basic vocabulary and grammar, and give a brief overview of Lithuanian culture and history. Soon you’ll be able to exchange greetings and farewells, ask for directions, order food in a restaurant, communicate emergency needs and more. Recommended text: Easy Way to Lithuanian, Masilionis, available at your local bookstore.

CRN #11434 8 Thursdays, 1/12-3/2, 7-9 p.m. EHCCC Room 3 Fee: $99
Instructor: Rima Martin is a native of Lithuania and speaks Lithuanian, Russian and Polish. She has been teaching all three languages at MCC since 2002.

Polish for the Beginner
Did you know that Connecticut’s Polish community numbers more than 300,000—nearly 10 percent of the State’s population; or that New Britain has the largest concentration of first- and second-generation Poles in the State? Whether you wish to communicate with Polish Americans or take a trip to Poland, this course will help you know how to speak the language. This course offers an introduction to Polish, including the Polish alphabet, basic grammar and vocabulary, salutations, everyday expressions and simple introductions. Polish culture, classic movies and cartoons will also be included. Optional text: Students may find it helpful to have an English-Polish dictionary.

CRN #11435 8 Tuesdays, 1/10-2/28, 7-9 p.m. EHCCC Room 3
Fee: $99
Instructor: Rima Martin is a native of Lithuania and speaks Lithuanian, Russian and Polish. She has been teaching all three languages at MCC since 1997.

Introduction to Russian
Whether you are planning a trip to Russia or just curious about this elegant language rich in literature, fairy tales and classic writers, this special introductory class is for you. Participants will learn the Russian alphabet, basic vocabulary, grammar and Russian phonics. Soon you will be able to exchange greetings and farewells, ask for directions, order food in a restaurant, communicate emergency needs for medical situations and more. Russian culture will be discussed throughout the course. Recommended text: Russian in 10 Minutes a Day, Kershul, available at your local bookstore.

CRN #11436 8 Wednesdays, 1/11-3/1, 7-9 p.m. EHCCC Room 3
Fee: $99
Instructor: Rima Martin
Credit-Free Courses

PROFESSIONAL DEVELOPMENT

REAL ESTATE

MCC Real Estate and Appraisal Courses Qualify for Veteran’s Benefits
You may be able to receive monthly benefits for taking
Principles and Practices of Real Estate • Appraisal I • Appraisal II
Call MCC’s Financial Aid Office for more Information on Veteran’s Benefits at (860) 512-3380 or 512-3388

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. Required texts: available from instructor for approximately $85. Bring your lunch to Saturday classes.
CRN #11280 11 Saturdays, 1/21-4/8 (does not meet 2/18), 8:30 a.m.-2:30 p.m. MCC Bldg. Lowe L240
CRN #11281 16 sessions, Tuesdays & Thursdays, 2/7-4/6 (does not meet 2/21 or 2/23), 5:30-9:30 p.m. MCC Bldg. Lowe L240
CRN #11446 16 sessions, Tuesdays & Thursdays, 3/2-5/2 (does not meet 4/18 or 4/20), 9 a.m.-1 p.m. EHCCC Room 2
Fee: $399
Instructors: CRN #11280: Archangelo D’Amato brings more than 25 years of real estate brokerage, sales, leasing, development and property management to the classroom; CRN #11281 and CRN #11446: Andrew Pappas is a licensed broker representing MCC within the Connecticut Community College Consortium.

Real Estate Licensure Information
All of the real estate courses offered at MCC for licensure and continuing education are recognized by the Real Estate Consortium of Community Colleges of Connecticut and have been approved and filed with the State of Connecticut Real Estate Commission. All courses meet the minimum requirements as outlined by the State. Real estate salespersons, brokers and appraisers must fulfill educational requirements to qualify for State of Connecticut mandated exams. The educational requirements for Connecticut are as follows:

Salesperson (total of 60 hours)
Principles and Practices of Real Estate (60 hours)

Broker (total of 120 hours)
Principles and Practices of Real Estate (60 hours)
Appraisal (30 hours)
Elective (30 hours)

Appraiser
State Provisional License (75 hours, including at least 30 hours of Real Estate Appraisal and 15 hours of Uniform Standards of Professional Appraisal Practice USPAP)
State Certified Residential (120 hours, including 15 hours USPAP)

Professional Bartending with S.M.A.R.T.
National Certification
Learn to prepare today’s most popular drink recipes (like 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, health regulations, and how to serve alcohol responsibly. 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. S.M.A.R.T. certification is recognized by liquor administrators throughout the country, and employees who hold this certification lower the liquor liability of the places they work. Anyone looking for a new skill that can be used immediately in restaurants, clubs, hotels, or catering companies will benefit from this course. Students receive a certificate for bartending and a wallet-sized S.M.A.R.T. certification card upon successful completion of this course. Students must be at least 18 years of age. No real alcohol is used in class instruction. Bring your lunch. Materials fee: $35, which includes S.M.A.R.T. booklet and other supplies, payable to instructor at first class.
CRN #11403 2 Saturdays, 1/28-2/4, 9 a.m.-5 p.m. EHCCC Room 6
Fee: $195
Instructor: Paul Rich has been a S.M.A.R.T. instructor for MCC and other CT community colleges for the past two years, and has worked in the bartending industry for more than 12 years.

Professional Proofreading
This course is for the detail-oriented. Students will learn standard marking symbols, levels of responsibility, and efficient proofreading procedures. Students will receive detailed written procedures, source material, and information on freelance and professional organizations. The required textbook contains graduated proofreading exercises; assigned as homework, they will be reviewed in class. A tour of a full-scale, high-quality commercial printing facility will be included if scheduling permits. Required text: Mark My Words: Instruction and Practice in Proofreading, Smith, 3rd edition, available at the MCC Bookstore.
CRN #11432 8 sessions, Tuesdays & Thursdays (class begins on a Thursday), 2/2-2/28, 6:30-8:30 p.m. EHCCC Room 2 Fee: $170
Instructor: Lorraine Alexson has a master of arts from the University of Ireland in Irish literature and a bachelor of arts from UConn in literature and language. She has worked in publishing for more than twenty years and is the copy editor of Verbatim magazine, a language quarterly. She has also belonged to the Association for Documentary Editing, the Freelance Editorial Association, the National Association of Science Writers and Editors, and the Dictionary Society of North America. She is also a certified translator.
Credit-Free Courses

Personal to Professional

Goal Setting
Setting personal and professional goals sounds pretty easy, and it is. Sticking to those goals once you’ve set them is another matter entirely. This course will teach you the first step in taking control: how to set and accomplish goals, a process that can change your life. You will discover the importance of goal setting and develop an understanding of how you can effectively alter your life direction by releasing your latent thoughts and desires. If you are serious about taking that first step, this course will supply motivation, affirmation and a framework for a new and brighter future.
CRN #11437 1 Wednesday, 1/11, 7-9 p.m. MCC Bldg. Lowe L142
Fee: $25
Instructor: Gregory J. Thomson has an M.S. in organizational management. He works as a personal-growth coach and consults with individuals on the uses of goal setting and keeping goal journals.

Making Hypnotic Group Presentations
Keep your audience spellbound! Through instruction, demonstration and group exercises, you will learn how to make yourself fearless on stage and appear powerful to any group. You will also learn how to captivate your audience so that they will be hanging on to every word you say.
CRN #11390 4 Tuesdays, 2/14-3/7, 6-9 p.m. MCC Bldg. Lowe L142
Fee: $75
Instructor: David Barron is a master hypnotist, master practitioner in neuro-linguistic programming, author, lecturer and a corporate consultant. He has worked more than 3,000 clinical hours with individuals on the uses of goal setting and keeping goal journals.

Speak Easy—The Art of Effective Speaking
One of the scariest moments for many people comes when they have to speak in front of an audience. Can you feel the sweat building up on your palms as you read that sentence? It doesn’t have to be that way. Speaking is how we communicate. Effective public speaking is an art that can be learned through specific techniques. This course will help students speak in front of an audience with confidence and effectiveness. Through lectures and exercises, participants will learn the art of speaking without notes, how to present information in an entertaining manner, and how to keep the attention of the audience.
CRN #11383 1 Wednesday, 2/1, 7-8:30 p.m. MCC Bldg. Lowe L142
Fee: $25
Instructor: Roger Abramsky is a North Atlantic Region Compliance Analyst for a major corporation and the founder of the American Society for Positive Thinking. He has extensive personal development public speaking experience, and holds a bachelor’s degree in Sociology and Applied Social Relations/Communications from Eastern Connecticut State University.

Confidence, Confidence, Confidence
Confidence can make the difference between success and failure. Not the only difference, perhaps, but exhibiting self-confidence is unquestionably a major asset in any situation. The good news is that confidence is a learned skill; anyone can develop it. If lack of confidence is holding you back from achieving your goals and desires, this course is for you. Through lectures, storytelling and practical exercises, students will learn to develop confidence, positive thinking, goal setting and the ability to succeed.
CRN #11384 1 Wednesday, 2/8, 7-8:30 p.m.
MCC Bldg. Lowe L142
Fee: $25
Instructor: Roger Abramsky

Help for the Chronically Disorganized
Are you or someone you love finding it difficult or next to impossible to find your belongings, keep scheduled appointments or meet work deadlines? Do your children resist having friends over because they’re ashamed of the condition of your home? Chronic Disorganization (CD) is no laughing matter. It impacts the quality of life on a physical, emotional and spiritual level. The good news is that there’s hope. Join us for a frank discussion of the underlying causes and challenges of the individual suffering with CD and learn some strategies to use in working through this problem.
CRN #11393 1 Monday, 1/30, 7-8:30 p.m. MCC Bldg. Lowe L142
Fee: $25
Instructor: Faith Manierre is the owner of Busy Bees Professional Organizing, LLC, and the founding president of the Connecticut chapter of the National Association of Professional Organizers.

RECREATION & FITNESS

Step Your Way to Fitness
This class is for anyone interested in participating in the popular fitness program of step aerobics. You will learn how to combine a series of choreographed moves into an entire routine. No previous aerobics experience necessary. Why not change your regimen and try something new? Come and join us, and see what the fitness craze is all about! Participants should wear appropriate workout clothes and non-marking athletic shoes. Please bring a combination lock in order to store your personal belongings during class.
CRN #11420 6 Thursdays, 1/12-2/16, 6:15-7:15 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio)
Fee: $30
Instructor: Bridget Botticello has taught aerobics at Body Fit in Manchester and Omni Fitness (now Planet Fitness) in Wethersfield, and presently teaches at Bally’s in Manchester. She is also Be-Fit certified through Bally’s Total Fitness.

Of Similar Interest:
• "Web Hosting" on page 20
• Online courses on pages 30-37
**Credit-Free Courses**

**Introduction to Pilates**
The Pilates method may be today’s hottest exercise and the favorite workout of trim Hollywood actresses and international super models, but it has been endorsed by physicians for almost a century. Originally developed by Joseph H. Pilates in Germany in the early 1900s to help strengthen and condition muscles, Pilates is the ultimate mind/body exercise for anyone who wants to tone, streamline and realign his or her body without the bulked-up results of more conventional workout methods. This mat-based exercise combines elements of yoga and bodywork to strengthen the core muscles of the abdomen while increasing flexibility in the legs, arms and smaller muscle groups. Learn how to firm and tone your muscles to improve posture and facilitate proper and graceful movement throughout your daily life. Participants should wear comfortable clothes and bring a mat. Proper (non-marking) athletic shoes must be worn. Please bring a combination lock in order to store your personal belongings during class.

**CRN #11366**
10 Saturdays, 1/21-4/1 (does not meet 2/18), 10:45-11:45 a.m. 
**Fee:** $99

**Instructor:** Lorelei Chang is a certified Pilates and yoga instructor. Originally trained in China in ballet, modern and Chinese folk dance, she is currently a staff member of Connecticut Concert Ballet and the Department of Theater and Dance at Trinity College. Lorelei has more than 15 years of dance and 12 years of instruction experience.

**Intermediate Pilates**
This class is for students who have already taken Introduction to Pilates or who have had previous Pilates experience. Students will continue to develop their technique and will learn more advanced movements. Participants should wear comfortable clothes and bring a mat. Proper (non-marking) athletic shoes must be worn. Please bring a combination lock in order to store your personal belongings during class.

**CRN #11367**
10 Saturdays, 1/21-4/1 (does not meet 2/18), 9:30-10:30 a.m.
**MCC Bldg. Lowe L155 (Aerobics Studio)**
**Fee:** $99

**Instructor:** Lorelei Chang

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**Personal Trainer National Certification**
The World Instructor Training School’s (WITS) certification course is taught at colleges across the country. Come join this fun field and be a part of what ABC News.com states as the 4th hottest job in the U.S., with a national average of $25/hour. Whether a career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer. This challenging course is taught over a 5-week period for better retention and skill competency. The National Exam is held on the 6th week. 15 hours of hands-on, practical training prepare you to actually work with clients. Another 15 hours of lectures include (but are not limited to) anatomy, exercise physiology, nutrition, and health screening. Subsequent proof of CPR and a 20-hour internship will prepare you to work successfully in the fitness field. This is a great opportunity to network with employers, while gaining valuable experience. Taking this course will also help you prepare for the National Boards. For more information, please visit: www.witseducation.com. Call (888) 330-9487 to order the required textbook for the course. Textbooks should be purchased in advance and reviewed prior to first class. Non-marking athletic shoes must be worn. Please bring a combination lock in order to store your personal belongings during the fitness class sessions.

**CRN #11307**
12 sessions, Tuesdays (classroom) & Thursdays (Fitness Center), 1/24-3/2, 6:15-9:15 p.m.
**MCC Bldg. LRC B149 and Lowe L154 (Fitness Center)**
**Fee:** $540

**Instructors:** World Instructor Training School staff

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**Cardio Kick-Boxing Workout**
Get the most out of your exercise time and have fun doing it! Burn up to 800 calories per session! Take the excitement, music and energy of an aerobics program and learn self-defense techniques in an action-packed work out. No prior experience needed; participants of any level can attend any class. The usual routine begins with warm-ups and stretching; then, on to the cardiovascular segment, where you’ll do basic punching and kicking moves to increase your heart rate; next, spend some time working with wave masters (a type of punching bag); and conclude your workout with some abdominal work and cool-down exercises. As these are continuous classes, beginning students follow along with the routine and learn from watching the instructor and other more experienced students. There is no person-to-person contact. No uniform is required. Please wear appropriate workout clothes. Students must be at least 16 years old. Equipment fee: $5, payable to instructor at first class. For your convenience, choose from any one of the ongoing classes scheduled below. Classes meet at the Academy of Martial Arts & Personal Development, 440 Oakland St., Manchester.

**Time Slot 1 - 9:30-10:30 a.m.:**
- **CRN #11284**
  8 sessions, Tuesdays & Thursdays, 1/10-2/2
- **CRN #11285**
  8 sessions, Tuesdays & Thursdays, 2/7-3/2

**Time Slot 2 - 6-7 p.m.:**
- **CRN #11286**
  8 sessions, Tuesdays & Thursdays, 1/10-2/2
- **CRN #11287**
  8 sessions, Tuesdays & Thursdays, 2/7-3/2

**Time Slot 3 - 7-8 p.m.:**
- **CRN #11282**
  8 sessions, Mondays & Wednesdays, 1/9-2/6 (does not meet 1/16)
- **CRN #11283**
  8 sessions, Mondays & Wednesdays, 2/13-3/13 (does not meet 2/20)

**Fee:** $40 (per 8 sessions)

**Instructors:** Joel S. Waldron, owner and master instructor of The Academy of Martial Arts and Personal Development, has studied and taught martial arts for more than 25 years; and other Academy instructors.

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**Coming in Spring:**
**CONNECTICUT BASIC BOATING**

- Boating education courses taught by Connecticut’s DEP Boating Division (4-class, 10-hour option) or Professional Marine Education (1-class, 8-hour option)
- Courses fulfill the requirements for the CT Safe Boating Certificate
- Classes conveniently scheduled in February – May ‘06
- 4-class option, $15; 1-class, $99
- Registration begins in January
Tai Chi for Health and Relaxation

Beginners of all ages, welcome! Learn to let your body release everyday stress and relax with graceful movements of this ancient Chinese art. Students will be taught tai chi, chi kung, and an easy-to-learn short tai chi form. Feel your body increase in strength and flexibility while you find peace of mind. Come let your chi energy flow! Class meets at Malee’s School of Tai Chi & Kung Fu, 991 Main St., Manchester.
CRN #11300 10 Tuesdays, 1/17-3/21, 7:30-8:45 p.m. Fee: $120
Instructor: Malee Khow, president of the U.S.A. National Tai Chi Chuan Federation, has studied and practiced the martial arts for almost 30 years. She is an international Wushu judge and multiple gold-winner in international competition.

If You Can Walk, You Can Ski and Snowboard!

No, really, it’s true! If you can stay upright while walking, you can learn to ski and/or snowboard. If you already know how, this class can help sharpen your skills. Learn about modern materials in clothing and equipment that keep you comfortable in all weather and allow you to learn how to ski and snowboard quicker and more safely. There will be discussions of heat loss and retention, hypothermia, how to stay warm up north in the winter, and how to select the right equipment to improve and progress on the slopes.
CRN #11438 1 Thursday, 1/26, 7-9 p.m. MCC Bldg. LRC B149 Fee: $25
Instructor: Bill Hankinson, a retired middle school science teacher, learned to ski in 1963 in the Adirondacks. Since 2003, he has worked as a ski technician and salesperson at New England Ski and Scuba.

The Big Deal—Poker for Beginners

With poker becoming America’s game, if you feel like you’re the only person who doesn’t know your ace from your elbow, this class is for you! Learn the poker basics, from the values of different hands to betting and bluffing, all with a focus on the game in its most popular form, Texas Hold ‘Em. At the end of the course, you will be just as comfortable sitting down at a table at Foxwoods or going online to play as you will be just playing with your friends. The class will conclude with a Texas Hold ‘Em tournament to reinforce the concepts learned. Students should bring a new deck of cards.
CRN #11335 4 Fridays, 1/13-2/3, 7-8:30 p.m. (will meet 7-10 p.m. on 2/3) MCC Bldg. Lowe L240 Fee: $40
Instructor: Adam Kievman is a semiprofessional poker player who has won numerous tournaments and played in both the World Poker Tour and in the World Series of Poker Championship event.

Winning at Bridge

Bridge is much more than a simple card game. It is a social event, a competitive professional event, and the subject of a myriad of books and newspaper columns. Are you a novice at this internationally popular pastime? Or maybe you haven’t played the game in a long time and want to get started again? This course will set you well on your way to becoming a formidable force among your circle of bridge sharpies. There will be hands-on play starting with the first night of class. With the potential for six million variations, you will never play the same hand twice! This course is for beginners only. Materials fee: $15, payable to instructor at first class, for textbook.
CRN #11288 8 Tuesdays, 1/10-2/28, 9:30-11:30 a.m. EHCCC Room 6 Fee: $80
Instructor: Stan Kerry became a lifetime bridge master in four-and-a-half years and has taught more than 800 students locally.

Experience the Joy of Teaching

Share your expertise with the best students East of the River.
Instructors wanted to teach short courses, days or nights, in MCC’s Credit-Free Program.
Topics of special interest include (but not limited to):

- Computer Technology
- Graphic Design
- Real Estate
- Photography
- Bartending
- World Cultures
- Film Appreciation
- Hobbies
- Dance
- Crafts
- Home Improvement
- Exercise & Fitness
- Job Skills Training
- Literature
- Drama
- Writing & Publishing
- Retirement Planning
- Antiques & Collectibles
- Body, Mind & Spirit
- Allied Health
- Music Instruction
- Local History
- Foreign Languages
- Gardening
- Cuisine
- Wine Tasting
- Business
- Art & Art History

Call (860) 512-2800 to be sent a prospective instructor packet.
Voices of Exile
This course will focus on novels, short stories, poems, and memoirs that depict cultural loss and belonging—narratives in which men and women participate in multiple cultural traditions. The curriculum will engage the complexity of exile, cultural dislocation, assimilation, and the experience of recreating one’s self in a new place, in a new language, and in a different time. Students will be expected to write about and discuss how this literature helps us to understand post-colonialism, the impact of global diaspora, and the possibility of cultural reconciliation. Guest lecturers will also be invited to present course materials. This course is part of the regular credit program as offered by the English Department. A limited number of seats have been set aside for credit-free students. Requirements and fees for the credit section are different. Please contact the English Department at (860) 512-2663 for more information. Required texts: available at MCC Bookstore.
CRN #11439 28 sessions, Tuesday & Thursday (begins on a Thursday), 1/19-5/4 (does not meet 3/21, 3/23 or 4/13) MCC Bldg. Lowe L213 Fee: $280
Instructor: Kimberly Hamilton Bobrow is a member of the English Department at MCC, and also regularly participates in the College’s “More Great Books” discussion series. In addition, Kim is a Community Faculty Fellow at Yale University’s Programs in International Educational Resources (PIER), through which she developed this course.

The World of Children’s Books
This course provides an overview for how to write, illustrate and publish a children’s book, or how to fine tune a children’s book already in progress. Topics include aesthetic and literary strategies; book design and dummy layout; illustration styles; the age appropriateness of stories; and the world of publishing. One of the classes will meet in the children’s section of an area bookstore.
CRN #11433 8 Tuesdays, 1/24-3/21 (does not meet 2/21), 7-9 p.m. MCC Bldg. LRC A108 Fee: $199
Instructor: Iris Van Rynbach, author/illustrator of 13 children’s books, has had her illustrations grace the covers of several magazines and newspapers, including The New York Times, the New Yorker and The Hartford Courant.

Finding Your Muse—Discovering Your Poetic Heart
Do you sit down to write a poem or story but end up penciling your grocery list instead? Has your muse moved in next door? What muse? In this “pens-down” writing workshop, a published writer will help you focus on uncovering the imaginative spirit within. Using several creative ideas, we will produce writing to amaze. The workshop is designed to be stimulating and fun. It is open to all ages and levels of writing.
CRN #11443 2 sessions, Monday & Wednesday, 1/23-1/25, 7-8:30 p.m. MCC Bldg. LRC A201 Fee: $25
Instructor: Elizabeth Thomas is a published poet who designs and teaches writing programs for schools and organizations throughout the U.S. An advocate of youth in arts, she is the founder of UpWords Poetry, a company dedicated to promoting programs for young writers.

The Art of Storytelling: From Nursery Rhymes to the Nutmeg Award Series
Designed for parents and grandparents, nursery and elementary school teachers, and librarians specializing in children’s literature, this course will enable participants to effectively identify and articulate elements of the best children’s literature and apply storytelling techniques to engage children in the process of learning through reading. Class discussions will range from indigenous practices and oral traditions to a review of the 2005 list of Nutmeg Award Series children’s books. Workshops on storytelling techniques will also be incorporated throughout the class.
CRN #11418 6 Saturdays, 1/21-3/4 (does not meet 2/18), 3-5 p.m. MCC Bldg. LRC B149 Fee: $75
Instructor: Julia Gosart holds a master’s in library science, and is actively involved with school and library activities in her community of Guilford, CT. She has also taught children’s literature courses at Southern Connecticut State University.

Be in the right place at the right time
Check your class schedule for location. Some classes meet at off-campus locations.

MCC = Manchester Community College
LOWE = Lowe Building
V1-V6 = Village
LRC = Learning Resource Center
AST = Arts, Sciences & Technology Center
EHCCC = East Hartford Community Cultural Center

Of Similar Interest:
• See Online writing courses on pages 36-37

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

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 39. Be sure to indicate the start date and CRN of your course on the registration form (see available start dates below).

2. Visit our online instruction center at www.ed2go.com/manchcc and click on the “orientation” link to receive a course syllabus, course procedures, text requirements, and to meet your online instructor(s). During orientation, you will provide your name and create a password, which you will use to access your course. This step is critical! You cannot access your course until you complete orientation.

3. When your course starts, return to our online instruction center and click the “classroom” link. To begin your studies, simply log in with the name and password you provided during orientation.

Start Dates:

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

- December 14
- January 18
- February 15
- March 15
- April 19

Requirements:

All courses require Internet access, email, Netscape Navigator, or Microsoft Internet Explorer. Some courses may have additional requirements. Please visit our online instruction center for more information:

www.ed2go.com/manchcc
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<tr>
<td>PMP Certification Prep 2</td>
<td>#11221</td>
</tr>
<tr>
<td><strong>Test Prep</strong></td>
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<tr>
<td>($104 per class)</td>
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<tr>
<td>GED Test Preparation</td>
<td>#11130</td>
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<tr>
<td>Prepare for the GED Language Arts, Writing Test</td>
<td>#11131</td>
</tr>
<tr>
<td>Prepare for the GED Math Test</td>
<td>#11132</td>
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<tr>
<td>GMAT Preparation</td>
<td>#11135</td>
</tr>
<tr>
<td>GRE Preparation - Part 1</td>
<td>#11133</td>
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<tr>
<td>GRE Preparation - Part 2</td>
<td>#11134</td>
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<tr>
<td>LSAT Preparation - Part 1</td>
<td>#11136</td>
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<tr>
<td>LSAT Preparation - Part 2</td>
<td>#11137</td>
</tr>
</tbody>
</table>
Online Courses  Full course descriptions at www.ed2go.com/manchcc

ACCOUNTING

Accounting Fundamentals
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more. $104
   CRN #11216

Accounting Fundamentals II
Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor. $104
   CRN #11217

BUSINESS

ADMINISTRATION & MANAGEMENT

Administrative Assistant Fundamentals
Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries. $104
   CRN #11021

Administrative Assistant Applications
Gain the skills and knowledge you'll need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant. $104
   CRN #11214

Building an Ethical Business
Discover how ethical behavior can give your business a powerful competitive advantage and greater profits. $104
   CRN #11205

Fundamentals of Supervision and Management
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts. $104
   CRN #11290

Fundamentals of Supervision and Management II
Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills. $104
   CRN #11228

Understanding the Human Resources Function
Learn to handle basic human resource functions to ensure the best possible results. $104
   CRN #11207

Hire Smart
Learn recruiting techniques that will help you hire the best people possible. $104
   CRN #11192

Customer Service Fundamentals
Become indispensable to any organization by understanding how to identify and meet customer needs. $104
   CRN #11022

Introduction to Business Analysis
Learn powerful techniques to improve your decision-making skills at work. $104
   CRN #11199

Mastery of Business Fundamentals
Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program. $104
   CRN #11197

Mastery of Business Applications
Learn what all MBAs know—without going to the trouble of getting an MBA! $104
   CRN #11274

Successful Construction Business Management
Gain a powerful and permanent advantage over the competition by learning how to practice expert business management. $104
   CRN #11120

Distribution and Logistics Management
Learn how to improve your company's distribution and logistics management activities, increase customer satisfaction, and improve operational throughput. $104
   CRN #11231

Managing Technical Professionals
Learn the vital leadership skills you'll need to attract, retain, and inspire top-notch technical professionals. $104
   CRN #11130

Manufacturing Fundamentals
Learn the basic skills required to work in the manufacturing field. $104
   CRN #11266

Manufacturing Applications
Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing. $104
   CRN #11267

Project Management Fundamentals
Gain the skills you'll need to succeed in the fast-growing field of project management. $104
   CRN #11223

Project Management Applications
Experienced project manager teaches you tricks of the project management trade. $104
   CRN #11222

ART, HISTORY, PSYCHOLOGY & LITERATURE

Drawing for the Absolute Beginner
Gain a solid foundation in drawing and become the artist you've always dreamed you could be! $104
   CRN #11236

Enjoying European Art Online
An introduction to the most important works of European art, with a wealth of commentary and interesting historical information. $104
   CRN #11238

Film Literacy for Everyone
Gain an appreciation of the filmmaker's art. Be able to read between the frames to find deeper meaning in any filmed story. $104
   CRN #11237

Inspiring Tales From the Underground Railroad
Historical researcher and storyteller brings history to life with inspiring tales of courage and heroism. $104
   CRN #11235

History of Women Writers
Immerse yourself in a warm and supportive environment to learn and discuss the influences of history on women writers and their works. $104
   CRN #11239

Jungian Psychology
A fascinating and thought-provoking exploration of human nature, symbolism, dreams, spirituality, artistic expression, and the psyche. $104
   CRN #11264
Online Courses

Purchasing Fundamentals
Improve your company’s bottom line by mastering the fundamentals of purchasing. $104  
CRN #11219

Purchasing Applications
Become a more effective member of your company by learning to apply advanced purchasing concepts. $104  
CRN #11218

Supply Chain Management Fundamentals
Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations. $104  
CRN #11233

Supply Chain Management Applications
Become more valuable to your organization by learning to improve company processes. $104  
CRN #11232

Total Quality Fundamentals
Learn the basics of total quality management. $104  
CRN #11234

Six Sigma: Total Quality Applications
Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality. $104  
CRN #11224

BUSINESS PLANNING & ENTREPRENEURIAL COURSES

Creating a Successful Business Plan
Turn your business ideas into a solid plan for financing and long-term success. $104  
CRN #11196

Business Planning for the Retired
Learn business planning basics and overcome the challenges of starting a business later in life. $104  
CRN #11198

Start and Operate Your Own Home-Based Business
An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss. $104  
CRN #11208

Growing Plants for Fun and Profit
An industry professional teaches you everything you need to prosper in the backyard nursery business. $104  
CRN #11173

Get Paid to Travel
Learn everything you need to start your new and exciting career as a professional tour director. $104  
CRN #11211

Start Your Own Consulting Practice
Find out how you can earn income by sharing your training or knowledge with others. $104  
CRN #11209

Caring for Children
Prepare for a rewarding career as a child care professional by learning how to keep children safe, healthy, happy, and communicative. $104  
CRN #11165

Secrets of the Caterer
Learn cooking and business secrets from a professional caterer. $104  
CRN #11172

Wow, What a Great Event!
Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner. $104  
CRN #11215

Résumé Writing Workshop
Discover the secret to transforming your tired, boring résumé into a powerful tool that will get you interviews. $104  
CRN #11270

Twelve Steps to a Successful Job Search
World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy. $104  
CRN #11271

Hidden Market Job Search Strategies
Create new career opportunities by learning how to market yourself as the solution to any employer’s staffing problem. $104  
CRN #11191

Get Assertive!
Find out how you can stop others from intimidating you or treating you poorly. $104  
CRN #11178

Leadership
Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life. $104  
CRN #11190

Communicating Like a Leader
Learn to become a great communicator and improve your chances for professional success. $104  
CRN #111240

High Powered Communication
Master the five critical factors of highly effective communication used by all skilled communicators. $104  
CRN #111241

Conquer Your Stress!
Learn a variety of fun exercises to shift your mind and body from stress and anxiety to joy and peace. $104  
CRN #111179

Listen to Your Heart and Success Will Follow
Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents. $104  
CRN #111181

Individual Excellence: Secrets of Career Success
Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity. $104  
CRN #11023

Achieving Success With Difficult People
Learn how to have more successful relationships with difficult bosses, coworkers, students, neighbors, or relatives. $104  
CRN #11037

Merrill Ream Speed Reading
Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension. $104  
CRN #11144

Get Funny!
Learn how to use humor to speak more effectively, write better, and increase your popularity. $104  
CRN #11180
Online Courses  Full course descriptions at www.ed2go.com/manchcc

CHILD CARE & PARENTING

Parenting: The First Five Years
Enjoy your children more while paving the way for their future academic success. $104
CRN #11258

Solving Discipline Problems at Home
An experienced classroom teacher divulges secret and time-tested techniques that will have your children behaving responsibly in no time. $104
CRN #11259

COURSES FOR TEACHERS

Solving Classroom Discipline Problems
Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline. $104
CRN #11138

Ready, Set, Read!
A learning specialist shows you how to raise a successful reader and writer. $104
CRN #11142

The Creative Classroom
Enrich your teaching talents and encourage your students’ creative thinking as you learn to turn your classroom into a creative classroom. $104
CRN #11302

The Classroom Computer
Learn how to use the classroom computer to increase learning and motivate students. $104
CRN #11139

Using the Internet in the Classroom
Discover how you can use the Internet to make teaching easier for you and more relevant to your students. $104
CRN #11140

PowerPoint in the Classroom
Motivate your students and enrich your lessons by bringing PowerPoint into your classroom. $104
CRN #11289

Big Ideas in Little Books
Increase student performance and earn extra income by converting your ideas for instructional aids into reality. $104
CRN #11143

Enhancing Language Development in Childhood
Enrich the lives of your children by learning fun and natural ways to help them become proficient speakers and thinkers. $104
CRN #11168

Understanding Adolescents
Uncover the secrets of the adolescent mind. Gain valuable information on how they feel, how their identities develop, and how you can best meet their needs. $104
CRN #11164

Guiding Kids on the Internet
Gain confidence and experience so you can help your children discover all the Internet has to offer. $104
CRN #11162

ENTERTAINMENT

Marketing Tools for Actors
A working casting director teaches you powerfully effective strategies to market yourself locally for film and television work. $104
CRN #11210

Theme Park Engineering
Get a behind-the-scenes look at your favorite theme parks and meet the person who engineers their top attractions. $104
CRN #11189

Music Made Easy
Learn the fundamentals of music theory. Be able to read, write, and play simple music. $104
CRN #11026

GRANT WRITING & NONPROFIT MANAGEMENT

A to Z Grant Writing
Learn how to research and develop relationships with potential funding sources, organize grant-writing campaigns, and prepare proposals. $104
CRN #11149

Get Grants!
Learn how to develop successful, fundable grants from experts in the field. $104
CRN #11150

Advanced Grant Proposal Writing
Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. $104
CRN #11152

Writing Effective Grant Proposals
Learn to prepare grant proposals that get solid results for your favorite organization or charity. $104
CRN #11151

Becoming a Grant Writing Consultant
Increase your income while working from home by starting a grant writing consulting business. $104
CRN #11201

Creating Your Own Nonprofit
Industry veteran shows you how to take a nonprofit business from vision to reality. $104
CRN #11272

Marketing Your Nonprofit
Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers. $104
CRN #11203

Introduction to Nonprofit Management
Develop the skills and strategies you need to become an integral part of one of America’s fastest growing service sectors. $104
CRN #11120

Making the Connection: Nonprofits and Technology
Avoid common and costly mistakes by learning how to monitor and control technology projects so they deliver results on time and on budget. $104
CRN #11273

HEALTH CARE, NUTRITION & FITNESS

Assisting Aging Parents
Handle the challenges you will face in the coming years. $104
CRN #11167

Medical Terminology: A Word Association Approach
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion. $104
CRN #11175
Full course descriptions at www.ed2go.com/manchcc

Online Courses

**Become a Veterinary Assistant**
Practicing veterinarian prepares you to work in a veterinary office or hospital. $104
CRN #11176

**Become a Veterinary Assistant II: Canine Reproduction**
Practicing veterinarian teaches you to manage the entire canine breeding cycle, from assessing the health of parents to puppy care. $104
CRN #11261

**Introduction to Natural Health and Healing**
Learn how to promote wellness, balance, and health in all aspects of your daily life. $104
CRN #11177

**Food and Fitness to Fight Cancer**
Improve your health and decrease your risk of cancer by adding sound nutrition and wellness principles to your daily life. $104
CRN #11170

**Luscious, Low-Fat, Lightning-Quick Meals**
Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious! $104
CRN #11171

**Handling Medical Emergencies**
Every second counts during a medical emergency. Learn how to respond if someone needs your help. $104
CRN #11174

**Outdoor Survival Techniques**
Learn the essential skills you will need to survive in a remote or stranded condition. $104
CRN #11195

**Creating a Healthier Home**
Learn what you can do to minimize health risks related to the quality of the air in your home. $104
CRN #11166

**LANGUAGES**

**Beginning Braille Transcription**
Prepare for a rewarding career as a Braille transcriber by learning to write and read the tactual language of the blind. $104
CRN #11038

**Intermediate Braille Transcription**
Learn Literary Braille and prepare for the Library of Congress Braille Transcriber’s Certification exam. $104
CRN #11039

**Speed Spanish**
Learn six easy recipes to glue Spanish words together into sentences, and you’ll be engaging in conversational Spanish in no time. $104
CRN #11160

**Speed Spanish II**
Clever follow-up to our popular Speed Spanish course. Several new recipes help you quickly build fluency. $104
CRN #11161

**Beginning Conversational French**
Discover how easy it can be to learn common words and phrases for both leisure and business. $104
CRN #11159

**Grammar for ESL**
If English is your second language and you’re headed to college, this course will teach you the principles of grammar and structure you’ll need to succeed. $104
CRN #11145

**LAW & LEGAL CAREERS**

**Employment Law Fundamentals**
Learn the basics of employment law so you can legally hire, evaluate, and manage employees. $104
CRN #11206

**Legal Nurse Consulting**
Begin a new career by helping attorneys understand and resolve medical cases and claims. $104
CRN #11193

**PERSONAL ENRICHMENT**

**Goodbye to Shy**
Become more confident in social, professional, and romantic situations. $104
CRN #11244

**Interpersonal Communication**
Become aware of the conscious and unconscious codes of meaning we send when communicating with others. $104
CRN #11243

**Keys to Effective Communication**
Lost for words? Don’t be! Learn to build rapport, trust, warmth, and respect through conversation. $104
CRN #11242

**Genealogy Basics**
Learn where to look, who to contact, and how to use research tools to begin an exciting and fascinating exploration of your roots. $104
CRN #11163

**Wine Appreciation for Beginners**
Master the secrets of wine appreciation and never be intimidated by a wine steward again. $104
CRN #11169

**MATH, SCIENCE & PHILOSOPHY**

**Everyday Math**
Gain confidence in your basic math skills and start using math to your advantage. $104
CRN #11257

**Introduction to Algebra**
Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems. $104
CRN #11265

**Human Anatomy and Physiology**
Gain a greater appreciation and understanding of the marvelous complexity of the human body. $104
CRN #11260

**Great Themes in Philosophy**
Follow in the footsteps of the great philosophers in this lively discussion of human thought and conduct. $104
CRN #11269

**Philosophy for the New Millennium**
Develop your critical thinking skills by understanding the role philosophy plays in human behavior and decision-making. $104
CRN #11268
Online Courses  Full course descriptions at www.ed2go.com/manchcc

PERSONAL FINANCE

Debt Elimination Techniques That Work
Learn specific, powerful, and proven strategies to get completely out of debt and live a stress-free lifestyle. $104
CRN #11147

Where Does All My Money Go?
Learn how to get control of your money once and for all. $104
CRN #11148

Personal Finance
Protect your assets and discover how best to achieve all your financial goals. $104
CRN #11158

Building Wealth
Certified financial planner shows you how most wealthy people build their fortunes. $104
CRN #11157

Real Estate Investing
Build and protect your wealth by investing in real estate. $104
CRN #11194

Stocks, Bonds, and Investing: Oh, My!
Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement. $104
CRN #11153

The Analysis and Valuation of Stocks
Discover valuable techniques that show you step-by-step how to research and value stocks. $104
CRN #11154

Build Your Own Mutual Fund for Pennies
Learn to build and manage your own personal mutual fund like the big shots on Wall Street. $104
CRN #11156

Introduction to Stock Options
Learn how stock options can protect your portfolio and help you profit in any type of market. $104
CRN #11155

PHOTOGRAPHY

Discover Digital Photography
An informative introduction to the fascinating world of digital photography equipment. $104
CRN #11188

Secrets of Better Photography
Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations. $104
CRN #11184

Photographing People With Your Digital Camera
Learn to take beautiful pictures of adults, children, and babies. $104
CRN #11187

Digital Photography OUTPUT!
Get more from your digital camera by learning how to crop, resize, edit, retouch, print, and email digital photos. $104
CRN #11185

SALES & MARKETING

Principles of Sales Management
Master the art of managing sales teams from a sales management professional. $104
CRN #11225

Professional Sales Skills
Discover how to begin a successful and rewarding career in sales. $104
CRN #11226

Effective Selling
Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success. $104
CRN #11227

WRITING COURSES

Beginning Writer’s Workshop
Get a taste of the writer’s life and improve your writing skills in this introduction to writing creatively. $104
CRN #11048

Fundamentals of Technical Writing
Learn the skills you need to succeed in the well-paying field of technical writing. $104
CRN #11032

Writing Great Technical Documents
Learn how to write great technical documents from an award-winning technical writer. $104
CRN #11033

The Keys to Effective Editing
If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction. $104
CRN #11024

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches. $104
CRN #11146

Correcting Oral and Written Errors
Learn to speak and write with assurance that your word choices, punctuation, spelling, and pronunciation are correct. $104
CRN #11028

Effective Business Writing
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end. $104
CRN #11042

Writeriffic: Creativity Training for Writers
Banish writer’s block forever with these tricks from the published writer’s toolbox. $104
CRN #11045

Writeriffic 2: Advanced Creativity Training for Writers
This advanced-writing course will increase your creativity—whether you’re writing for personal satisfaction or to launch a career. $104
CRN #11030

The Craft of Magazine Writing
If you’re a determined new writer, this class will provide you with the skills you need to get published. $104
CRN #11049

Writing for Children
A published children’s author shows you how to touch the hearts of children by creating books for them. $104
CRN #11040

Research Methods for Writers
Learn the most efficient and effective methods to conduct research for any writing project. $104
CRN #11035
Demystifying Forensic Science: A Writer’s Guide
Learn the secrets behind forensic science and add new characters, depth, and marketability to your fiction. $104
CRN #11034

Beginner’s Guide to Getting Published
A published writer shows you how to give yourself the credibility you need to get your books and articles published. $104
CRN #11043

Your Screenwriting Career
Learn how to write and sell professional-quality screenplays from a Hollywood veteran. $104
CRN #11036

Write Like a Pro
A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story. $104
CRN #11044

Pleasures of Poetry
This course will help you create your best possible work, whether you’re looking to be published or simply wish to craft beautiful poems for friends. $104
CRN #11029

Song Writing Success
A professional songwriter and recording artist teaches you how to generate extra income by selling the songs you write. $104
CRN #11025

Travel Writing
Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books. $104
CRN #11031

Creating a Sense of Place
Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters. $104
CRN #11027

Write Your Life Story
Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others. $104
CRN #11046

Introduction to Journaling
Discover how journaling can help you learn more about yourself, explore your dreams, values, and beliefs, improve your health, survive unwanted change, succeed in your career, and express your creativity. $104
CRN #11245

Business Marketing Writing
Write great marketing copy to improve your company’s image and your chances of getting hired or promoted. $104
CRN #11041

Introduction to Internet Writing Markets
A professional writer helps you discover a wide variety of new markets for your written work. $104
CRN #11047

Publish It Yourself: How to Start and Operate Your Own Publishing Business
Convert manuscripts into income by producing and selling books like the pros. $104
CRN #11204

Manchester Community College Campus

Lowe Building:
- Admissions/Registrar’s Offices
- Athletics/Fitness Center
- Bookstore
- Center for Student Development
- Classrooms/Faculty Offices
- Great Path Academy
- Student Activities/Senate

Village:
- Buildings V1, V2, V3, V4, V5, V6

Learning Resource Center:
- Classrooms/Faculty Offices
- Computer Science Labs
- Continuing Education
- Educational Technology Services
- Health Career Labs
- Library
- TV Studio

Arts, Sciences & Technology Center:
- Auditorium
- Classrooms/Faculty Offices
- Chemistry/Physics
- Engineering
- English
- Fine Arts
- Mathematics
- Photography

All buildings have ramps to provide easy access for people with disabilities. There are also designated parking spaces for people with disabilities.
Credit-Free Registration Information

Register Early
To ensure that you receive materials lists (describing what you should bring to class) in a timely manner, register at least ten (10) days before the first scheduled class meeting. MCC cannot guarantee that materials (what instructors bring for your use) will be available for late registrants. Enrollment in classes is limited and will be accepted on a first-come, first-served basis. Classes may fill quickly; early registration ensures you a seat and also decreases the likelihood that a course will be canceled.

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 and at the East Hartford Community Cultural Center (EHCCC), unless otherwise indicated in the course descriptions. Please see maps on page 2 and 37 for directions to facilities and for MCC room locations.

Free Parking
Parking is free at MCC. You may park without a permit in Lots A, B or C. A permit is required to park in staff or handicapped spaces. For parking lot locations, see campus map on page 37. Parking is also free at EHCCC.

Postponements & Make-Ups
Classes postponed by instructor’s request or extreme weather conditions will be made up, whenever possible. Please call the College’s main line, (860) 512-3000, or listen to WTIC, WDRC, WHCN, WPOP, WRCH or WCCC for cancellations due to weather conditions. You may not make up absences by attending classes other than your own. Closings due to weather are also listed on the College’s main line, (860) 512-3000, or listen to WTIC, WDRC, WHCN, WPOP, WRCH or WCCC for cancellations due to weather conditions. You may not make up absences by attending classes other than your own. Closings due to weather are also listed on the College webpage: www.mcc.commnet.edu

Cancellations
MCC reserves the right to cancel, postpone and 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 canceled, registrants will be notified by phone or mail.

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 starting 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 Continuing Education Office no later than THREE business days prior to the first scheduled class meeting. It is your responsibility to call Continuing Education 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. Refunds are issued by the State Comptrollers’ Office and take approxiamtely four to six weeks to process.

Requests for refunds may be made:
- In person: LRC B147
- By fax: (860) 512-2801
- Or mail: Continuing Education, MS #16, MCC, P.O. Box 1046, Manchester, CT 06045-1046

No refunds will be issued after the allowable drop period. There are no exceptions regardless of 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 three business days prior to the first scheduled class meeting, or you will be billed for the course(s).

WEB REGISTRATION
for Credit-Free Courses
Returning students may now register online using a MasterCard or Visa.

If you are a returning student and know your Banner ID*, here’s how to register online**:
- Go to www.online.commnet.edu
- In the “Secured Information” area click “Login”
- Enter your User ID/Banner ID, which is “@” followed by your eight-digit ID number**
- Enter your PIN or Password—Your PIN is your date of birth entered as “mmddyy” (You will be prompted to change your PIN when you login)

When searching in Banner for winter courses, select Spring 2006
- Select “Manchester CC”
- Follow instructions for registration and payment

Online registration for the Motorcycle Program is not permitted.

*Banner ID numbers will be mailed (upon request) to all 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 512-3220 for more information about Web registration or to request your Banner ID.
5 easy ways to register for Credit-Free courses
Please complete and submit this entire page.

1. By Mail
Complete a registration form (one person per registration form, please). Pay by check, money order, MasterCard or VISA.
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's office in the Lowe Building. Pay at the Cashier's Office by cash, check, money order, MasterCard or VISA. Please use the night drop box after hours.

3. By Fax (860) 512-3221 (24 hours)
Complete a registration form, using your MasterCard or VISA. Please call (860) 512-3220 to confirm that your fax was received.

4. By Phone (860) 512-3232
Call (860) 512-3232 between 11 a.m. and 2 p.m., Monday-Thursday, using MasterCard or VISA only.

5. Register Online
Returning students, go to: www.online.commnet.edu (using MasterCard or VISA). For details see page 38 or call (860) 512-2800.

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.

MCC Credit-Free Course Registration
Print clearly in ink. Register one person per form. Photocopy form as needed.

Banner I.D. # __________________________ Soc. Sec. No. __________________________
(If known)

Name (Last) __________________________ (First) __________________________ (M) __________________________

Home Address (Number and Street) __________________________ __________________________ __________________________ __________________________
City __________________________ State __________________________ Zip Code __________________________
Semester and Year __________________________ Tel. (Home) __________________________ (Work) __________________________

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

Birth Date __________________________ Sex □ Female □ Male Today's Date __________________________

Resident Information
ARE YOU: (Check applicable)
☐ YES □ NO

A CONNECTICUT RESIDENT FOR 1 YEAR? ☐ YES □ NO

ARE YOU: (Check applicable)
01 □ AMERICAN 02 □ NATURALIZED 03 □ APPLIED FOR CITIZENSHIP 04 □ STUDENT VISA
05 □ NOT ON STUDENT VISA - Other (Specify) 06 □ PERMANENT RESIDENT (Registration Number) __________________________

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

Make check or money order payable to "MCC". Fees (total enclosed) __________________________

Credit Card # __________________________
Cardholder name (print) __________________________
Cardholder signature __________________________
Relationship to student __________________________
Cardholder Address __________________________
Cardholder phone __________________________ Exp. Date (mo/yr) __________________________

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

REFUNDS
Refunds are issued only for Credit-Free courses that MCC cancels, or if a written request is received three (3) business days prior to the first scheduled class meeting. Regardless of circumstances, no exceptions will be considered. See details on page 38.
Credit-Free Courses
Starting December-February
Ongoing Registration

• Career Development
• Investment/Finance
• Writing & Languages
• Certification Programs
• Computers
• Cooking
• Art
• Photography
• Dance
• Fitness
• Online Courses
• And More

See Professional Development Section Inside

Principles and Practices of Real Estate and Real Estate Appraisal courses
Preparation for CT Licensing Exam

See Inside...

Pharmacy Technician Certification Training
A 60-hour test prep course to prepare for the National Pharmacy Certification Board exam.
Co-Sponsored by the Connecticut Pharmacists Association

COMING SOON
SPRING EXCURSIONS 2006
February 4, 11, 18, 25

Watch for upcoming Junior Culinary Camp and Summer Excursions programs.
Email Susan Meisler at smeisler@mcc.commnet.edu to have your name put on our mailing list.
For more information contact Susan Meisler, Program Coordinator at (860) 512-2804