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# GENERAL INFORMATION

## **Registration**

A registration form is included in this booklet. Registrations are accepted in person, by mail, or by fax and are processed on a first-come, first-served basis. The office hours are Monday-Friday 9:00 a.m.-4:30 p.m. You will receive a confirmation when your registration has been processed.

## **Fees**

All courses in the catalog have a fee indicated for them. A check (or credit card information) for the correct amount should be included with the registration.

## **Refund Policy**

When the College cancels a course, the student's fee will be refunded. Refund checks are issued through the State Comptroller's Office and take six to eight weeks to be processed.

When a student drops a course PRIOR to the first scheduled meeting, a full refund will be processed if a written request is received at least 24 hours prior to the first class meeting. No refund will be granted as of the first day of class.

## **Class Cancellations**

The College reserves the right to cancel a class that lacks sufficient enrollment. When a class is canceled, the College makes every effort to notify all registered students promptly. A full refund is processed automatically.

## **Confirmation**

The College will contact you if there is a problem with your registration. Otherwise, you will receive a confirmation when your registration has been processed.

## **Statement of Change**

The text of this booklet does not constitute a contract and the College reserves the right to change the information presented.

## **Statement of Nondiscrimination**

The College does not discriminate against any individual on the basis of race, color, religion, political beliefs, national origin, physical handicap, criminal record, sex, sexual orientation, ancestry, or age.

Are you interested in teaching a continuing education course? Send your resume and proposal to:

**Attn.: Ms. Joanne Kane, Director  
Department of Continuing Education  
Asnuntuck Community College  
170 Elm Street  
Enfield CT 06082**

## **On Our Mailing List?**

Brochures and informational announcements are published regularly by the Department of Continuing Education. These are available upon request. For information or to add your name to our mailing list, contact the Department of Continuing Education at (860) 253-3034 or (860) 253-3066.

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## DIRECTIONS TO ASNUNTUCK COMMUNITY COLLEGE

170 ELM STREET, ENFIELD CT 06082 • 860-253-3034 or 860-253-3066 • FAX # 860-253-3067

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North on Interstate 91

Exit 48 off Interstate 91

Turn Right at end of ramp - (*go East*)

On Elm Street - Route 220

Go through (5) five sets of traffic lights.

School will be on Right-Hand-Side of Elm Street (*one block East of Palomba Drive*).

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### REGISTRATION

Department of Continuing Education (*Non-Credit Courses*)

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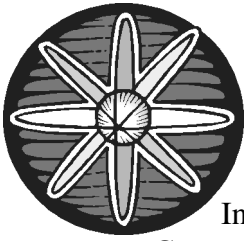
#### Three ways to register:

- **FAX** - Fax the registration form with your MasterCard or Visa information to (860) 253-3067.
- **IN PERSON** - Bring the registration form and payment to the Continuing Education office, Monday - Friday between 9 a.m. - 4 p.m. or to the Information Station between 4:30- 9 p.m. - check or credit card after 4 o'clock.
- **MAIL-IN** - Send the registration form with a check (*payable to Asnuntuck Community College*) or MasterCard or Visa information to the Continuing Education Office. Course fees are payable at the time of registration. You are registered for a class unless notified otherwise.

*The College reserves the right to limit class size and to cancel classes, which are under enrolled. A full refund will be made if a course is canceled by the College or if written notice of withdrawal is received prior to the first scheduled class.*

# COMING THIS SUMMER! KIDS CAMPS 2005 AT ASNUNTUCK COMMUNITY COLLEGE

*ENROLL EARLY! LIMITED REGISTRATION*



# CAMP INVENTION®

A program of the national inventors hall of fame®

Camp Invention, an exciting two-week, half-day educational program from the National Inventors Hall of Fame, the place “where imaginations run wild,” is coming to Asnuntuck Community College this summer! Camp Invention, for children entering grades 2-6, provides every child with the opportunity to think the unthinkable, create new possibilities and discover innovative solutions through hands-on learning. This exciting program invites children to let their imaginations run wild through encouraged teamwork, creative problem solving and inventive thinking. **To register for this course, please contact Sue Champagne at 860-253-3034.**

**Camp Invention will meet**

**Monday- Friday**

**Dates July 5- July 15, 2005**

**Time: 9:00 am- 12:30 pm**

**Cost \$ 225.00 Per Child, (Includes Camper T-Shirts and Daily Snack)**

Throughout the course of Camp Invention, each camper will participate in all of the activities listed below. For information about Camp Invention, go to [www.campinvention.org](http://www.campinvention.org). Or contact Nancy Landona at 203-575-1567 or email her at [nlandona@juno.com](mailto:nlandona@juno.com).

## PROBLEM SOLVING ON PLANET ZAK

Our spacecraft crashed on the strange planet ZAK! Campers use creative problem-solving techniques to survive a week of ZAKian storms. Activities include constructing shelters and protective clothing, traveling across a ZAKian swamp for food, and rebuilding their spacecraft to blast off by the end of the program.

## TAKE APART

Finally, a chance to take something apart without getting into trouble! After a discussion about tool safety, campers don goggles and begin the process of reverse engineering on a small appliance they've brought from home.

## MARBLEOUS INVENTIONS

Marble games are the context for learning about motion. Campers' design and test marble machines experience the art of marblization and develop an appreciation for the attributes of marbles. Designing their own marble games, campers round out a week of marble-ous ideas.

## DIG IT! ANCIENT INVENTORS

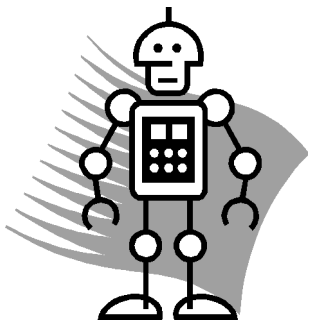
In an archeological Dig and Rig, campers get to uncover artifacts that ancient inventors left behind and then create an invention to simulate how the ancient Puebloans might have lived in our western states hundreds of years ago. During Kiva Time, campers learn what scientists theorized about this ancient culture and come to appreciate how advanced it was, given the technological and geographic constraints. A woven historical tapestry is the product of Kiva Time discussions.

## AMAZING GAMES

Games provide the context for being creative, both physically and mentally. Campers are challenged to modify the players, equipment, area or rules of familiar games as they invent their own games.

## I CAN INVENT

Campers take apart discarded appliances to see how they work. Campers also learn how inventors get their ideas- and protect them with a patent. Parts from the take-apart activity are used to create a fantasy invention, robot, or Rube Goldberg-type invention. A mathematical side trip involves learning about geometric minimal surfaces, while experimenting with camper-made bubble- blowers.



# Sciensational Workshops for Kids

## Hyper Peppy Robotics: The Rocket Robot

Build and take home your own Rocket Robot. It works by the clap of your hands or the sound of your voice. It has a very sensitive touch/sound sensor. It will automatically reverse, and then turn left before embarking on a new course. It's fast!!! You control its movements and you can make it more sensitive or less sensitive to sound. You will see, first hand, the many gears, circuit board, microphone, and its easy assemble mechanical drive systems. It is motivational and builds self-confidence. You'll love the shape of this Robot. You will also get to build other things. Design, build and program Robots. The Robots can do some interesting tricks as you learn to use a hand-held microcomputer. There are beginner, intermediate, and advanced levels. Work with our wired control movie Robot arm as you command it to grab, release, lower, or lift small objects. Be a part of Robotic Technology and have fun investigating the future effects it will have on our lives.

**Dates: August 1 & 2**

**Monday & Tuesday, 9 a.m. to 4:30 p.m.**

**Fee: \$185 per child**

**Age 7 to 12**

**Bring bag lunch, drink and snack**

## Make it and Take it Home: Science Projects You Can Take Home - That Teach - That are Fun

In this hands on, fun, exciting program you will discover how amazing science is. You will make and take home a wide assortment of toys designed to teach you science concepts in a hands on way. **EACH CHILD WILL NEED TO BRING A 100% WHITE COTTON T-SHIRT**

- \* Grow and take home crystal tree.
- \* Make an energy bead bracelet and watch as those amazing beads turn from white to a rainbow of colors before your eyes. Understand the amazing energy of ultra-violet as you conduct many energy bead experiments.
- \* Make a lava lamp.
- \* Build a working electric motor.
- \* Make you own sharpie shirt and learn some cool chemistry. (Student supplies a 100% cotton t-shirt).
- \* Make your own bubbling blobs and explore the properties of a density tube.
- \* Make silly putty - glowing goo - green flubber and other cool projects.
- \* AND by the way...we will make ice cream in our own amazing, different, sciensational way!

**Dates: August 3 & 4**

**Wednesday & Thursdays, 9 a.m. to 4:30 p.m.**

**Fee: \$185 per child**

**Age: 6 to 12**

**Bring bag lunch, drink and snack**

## **Can You Dig This? Fossil Hunt - Do You Dig Dinosaurs? - Crystals - Rocks & Minerals Workshop**

Archeology and Paleontology seem like big words to kids. Scienstational Workshops for Kids makes it come alive. Kids will do simulated fossil excavations with over 100 fossils, dirt, and lots of fun. Some of the fossils are up to 500 million years old. Discover an actual dinosaur bone and a 500 million year old trilobite. We will bring the cleaning brushes, 3 lens magnifier, labels and specimen bags. We will use our geological time and fossil chart. Identify 20 million year old sharks teeth, mammal bones, and more. Make fossil plaster replicas of a cave bear tooth, ammonite, and Tyranosaurus Rex Tooth. See our plastic cast from the egg of a primitive dinosaur found in Mongolia. (That's no yoke!) See and work with our mineral collections. They are fantastic. Be a Rock Hound and identify different rocks and minerals. Be a Rock Detective. See our giant Pumice specimen - it's from Mt. St. Helens. You'll go home with a picture of you lifting it in the air. Let's grow some beautiful crystals for you to take home. Scienstational Workshops for Kids is the largest operation in the Northeast, where places have used 22 years...Why? Its fun and kids learn.

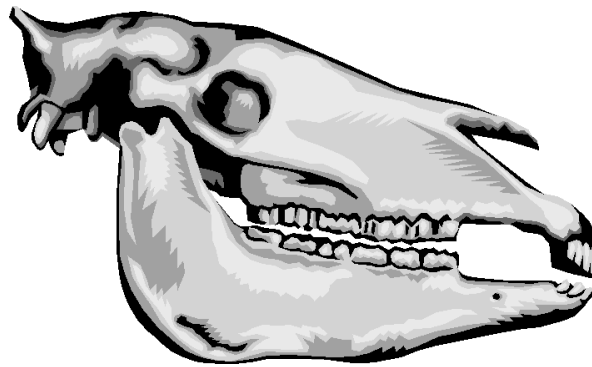
**Dates: August 5, 2004**

**Friday, 9:00 a.m. to 4:30 p.m.**

**Fee: \$100 per child**

**Age: 6 to 12**

**Bring a bag lunch, drink and snack**



*Please contact Sue Champagne at 860.253.3034 for more information or registration materials.*

# Spring 2005-Online Courses **Enroll Now!!**

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## Welcome!

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It's no wonder that many long-lasting friendships have formed in our lively and intelligent discussion areas.

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:

1. Visit our Online Instruction Center at: [www.ed2go.com/asnuntuck](http://www.ed2go.com/asnuntuck)
2. Click the *Orientation* link and follow the instructions to enroll and pay for your course. During orientation, you will learn important information about your course. You will also be provided an opportunity to choose the name and password 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 course in this catalog will begin on the following dates:

Jan 19  
Feb 16  
Mar 16  
Apr 20  
May 18

## Requirements:

All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

## *Basic Computer Literacy*

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### **Keyboarding**

Use the computer program FasType for Windows to learn the basic skills of touch-typing. \$79

### **Introduction to Windows**

Learn how Windows makes it easy to work with text, pictures, audio, video, and more. \$79

### **Working With Your OS X iMac and Macintosh**

Your iMac, Macintosh, or PowerBook comes out of the box with everything you could ever need in a computer. This course will show you how to use it all. \$79

## *Computer Applications*

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### **Introduction to Microsoft Word**

Learn how to create and modify documents with the world's most popular word processor. \$79

### **Introduction to Microsoft Excel**

Discover the secrets to setting up fully formatted worksheets quickly and efficiently. \$79

### **Introduction to Microsoft Access**

Learn how to store, locate, print, and automate access to all types of information. \$79

### **Introduction to Microsoft PowerPoint**

Create dazzling slide presentations with multimedia, charts, outlines, graphs, clip art, and hypertext links. \$79

### **Introduction to Crystal Reports**

Make the points you want to make by converting raw database or accounting information into impressive and meaningful reports. \$79

### **Introduction to QuickBooks**

Learn how to quickly and efficiently gain control over the financial aspects of your business. \$79

## *Desktop Publishing & Imaging*

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### **Photoshop for the Absolute Beginner**

Learn how to get started with Photoshop from a patient and helpful instructor. \$79

### **Introduction to PrintShop Deluxe**

Designer helps you create beautiful greeting cards, stationary, brochures, signs, certificates, calendars, and other projects you can use immediately. \$79

### **Introduction to QuarkXPress**

Master the fundamentals of graphic design using the industry standard tool for desktop publishing. \$79

## **Introduction to Microsoft Publisher**

Create brochures, newsletters, and Web sites with ease using Microsoft's powerful publishing tool. \$79

## ***Digital Photography & Digital Video***

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### **Discover Digital Photography**

An informative introduction to the fascinating world of digital photography equipment. \$79

### **Secrets of Better Photography**

Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations. \$79

### **Photoshop Elements for the Digital Photographer**

Learn to edit and correct digital images to repair deficiencies and bring out the best in all your photographs. \$79

### **Mastering Digital Photography: Photographing People**

Expert shows you how to take beautiful pictures of adults, children, and babies. \$79

## ***The Internet***

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### **Introduction to the Internet**

Master the ins and outs of the Internet with this informative behind-the-scenes look at the Web, search engines, email, and more. \$79

### **Learn to Buy and Sell on eBay**

Auction pros teach you how to work from home or earn extra income by buying and selling goods online. \$79

### **Achieving Top Search Engine Positions**

Learn proven, step-by-step strategies to achieve the highest possible position with the major search engines. \$79

### **Introduction to Outlook Express**

Learn to create, send, receive, and organize e-mail and newsgroup messages using the popular Outlook Express e-mail program. \$79

### **Introduction to Microsoft Outlook**

Take full advantage of the powerful communication and personal information management capabilities of Outlook. \$79

## ***Web Page Design***

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### **Creating Web Pages**

Learn the basics of HTML so you can design, create, and post your very own site on the Web. \$79

### **Introduction to Dreamweaver**

Harness the broad range of capabilities Macromedia Dreamweaver brings to Web development. \$79

## **Creating Cascading Style Sheets**

Discover how to control all formatting, design, and layout for an entire Web site using a single document. \$79

### **Equal Access Through Style Sheets**

Increase your marketability as a Web designer by learning how to make sites accessible to visitors who use adaptive devices or speak other languages. \$79

### **Introduction to XML**

Gain valuable and marketable experience with one of the most popular and important of all emerging Web technologies. \$79

### **Creating Web Graphics with Paint Shop Pro**

Learn to use Paint Shop Pro to create, edit, and optimize stunning Web images, icons, logos, backgrounds, animations, and more. \$79

### **Introduction to Macromedia Director**

Director skills are in high demand. Learn to create learning applications, demos, games, interactive Web sites, and more. \$79

### **Introduction to Flash**

Learn how to develop rich and interactive Web media from a pair of top Flash developers. \$79

### **Drawing for the Absolute Beginner**

Gain a solid foundation in drawing and become the artist you've always dreamed you could be! \$79

## ***Web Programming***

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### **JavaScript Programming for the Web**

Learn how to spiff up your Web pages with mouseovers, popups, alerts, scrolling messages, forms, and more. \$79

### **CGI Programming for the Web**

Learn how to make your Web site fun, interactive, and informative with cookies, forms, autoresponders, and more. \$79

### **Introduction to JSP Programming**

Become proficient in the programming language that powers many of today's top Web sites. \$79

### **Java for the Absolute Beginner**

An experienced Java programmer introduces important Java topics with clear, step-by-step instructions. \$79

## ***Computer Programming***

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### **Introduction to the Game Industry**

Leading game designer prepares you for a career in game development, design, and production. \$79

### **C++ for the Absolute Beginner**

Learn to program in C++, even if you have no prior programming experience! \$79

### **C# Programming for the Absolute Beginner**

Learn the fundamentals of computer programming with the new C# programming language. \$79

### **Introduction to Visual Basic**

Experienced programmer and teacher shows you how to create Windows applications using Visual Basic .NET. \$79

### **Computer Graphics Programming with OpenGL**

Prepare for a career creating special effects for games, movies, television, print publications, and the Web. \$79

### **Introduction to Perl Programming**

Learn a programming skill that will make you a more valuable Web developer or system administrator. \$79

### **Introduction to VBA**

Learn to use VBA and Microsoft Word to create your own document automation solutions. \$79

## ***Database Management***

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### **Introduction to Database Development**

An experienced professional guides you through a structured approach to database design and development. \$79

### **Introduction to SQL**

Gain a solid working knowledge of the most powerful and widely used database programming language. \$79

### **Introduction to Oracle**

Learn how to use the Oracle database management system to plan, organize, and manage your data. \$79

## ***Troubleshooting/Networking***

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### **Introduction to PC Troubleshooting**

Learn to decipher and solve almost any problem with your PC. \$79

### **Creating a Home or Small Office Network**

Slash expenses and improve efficiency by learning how to share printers, Internet connections, drives, and documents with Windows XP. \$79

### **Introduction to Networking**

Learn the fundamentals of networking and prepare for a career in a new and fast-growing field. \$79

## ***Certification Prep***

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### **Basic A+ Certification Prep**

Prepare for the A+ exam and begin a rewarding career in the fast-growing PC repair field (course 1 of 3). \$99

### **PMP Certification Prep 1**

Begin a well-paying career as a project manager by preparing to take—and pass—the PMP certification exam (course 1 of 2). \$99

### **Network+ Certification Prep**

Prepare to take and pass the Network+ Exam and begin a career as a network tech. \$99

### **MCSE Certification Prep 1**

Prepare for Microsoft Exam 70-210, covering the installation and use of Windows 2000 Professional (course 1 of 7). \$99

## ***Languages***

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### **Beginning Braille**

Prepare for a rewarding career as a Braille transcriber by learning to write and read the tactual language of the blind. \$79

### **Speed Spanish**

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time. \$79

### **Beginning Conversational French**

Discover how easy it can be to learn common words and phrases for both leisure and business. \$79

### **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. \$79

## ***Writing Courses***

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### **Fundamentals of Technical Writing**

Learn the skills you need to succeed in the well-paying field of technical writing. \$79

### **Writing Great Technical Documents**

Learn how to write great technical documents from an award-winning technical writer. \$79

### **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. \$79

### **Grammar Refresher**

Gain confidence in your ability to produce clean, grammatically correct documents and speeches. \$79

### **Correcting Oral and Written Errors**

Learn to speak and write with assurance that your word choices, punctuation, spelling, and pronunciation are correct. \$79

### **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. \$79

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

Banish writer's block forever with these tricks from the published writer's toolbox. \$79

### **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. \$79

### **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. \$79

### **Research Methods for Writers**

Learn the most efficient and effective methods to conduct research for any writing project. \$79

### **Beginner's Guide to Getting Published**

Published writer shows you how to give yourself the credibility you need to get your books and articles published. \$79

### **Your Screenwriting Career**

Learn how to write and sell professional-quality screenplays from a Hollywood veteran. \$79

### **You Can Write for Television**

Write sample scripts for your favorite TV shows. Try your hand at writing sitcoms, hour-long dramas, and television movies. \$79

### **Write Like a Pro**

A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story. \$79

### **Crafting Your Short Fiction**

Learn how to write and sell terrific short stories from a published author and English professor. \$79

### **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. \$79

### **Song Writing Success**

A professional songwriter and recording artist teaches you how to generate extra income by selling the songs you write. \$79

### **Travel Writing**

Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books. \$79

### **Write Your Life Story**

Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others. \$79

### **Business Marketing Writing**

Write great marketing copy to improve your company's image and your chances of getting hired or promoted. \$79

### **Introduction to Internet Writing Markets**

A professional writer helps you discover a wide variety of new markets for your written work. \$79

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

Convert manuscripts into income by producing and selling books like the pros. \$79

## ***Entertainment***

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### **Marketing Tools for Actors**

A working casting director teaches you powerfully effective strategies to market yourself locally for film and television work. \$79

### **Theme Park Engineering**

Get a behind-the-scenes look at your favorite theme parks and meet the person who engineers their top attractions. \$79

### **Music Made Easy**

Learn the fundamentals of music theory. Be able to read, write, and play simple music. \$79

## ***Grant Writing***

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### **A to Z Grantwriting**

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals. \$79

### **Get Grants!**

Learn how to develop successful, fundable grants from experts in the field. \$79

### **Advanced Grant Proposal Writing**

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. \$79

### **Writing Effective Grant Proposals**

Learn to prepare grant proposals that get solid results for your favorite organization or charity. \$79

### **Becoming a Grant Writing Consultant**

Increase your income while working from home by starting a grant writing consulting business. \$79

## ***Nonprofit Management***

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### **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. \$79

## ***Business Planning***

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### **Creating a Successful Business Plan**

Turn your business ideas into a solid plan for financing and long-term success. \$79

### **Business Planning for the Retired**

Learn business planning basics and overcome the challenges of starting a business later in life. \$79

## ***Entrepreneurial Courses***

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### **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. \$79

### **Growing Plants for Fun and Profit**

An industry professional teaches you everything you need to prosper in the backyard nursery business. \$79

### **Get Paid to Travel**

Learn everything you need to start your new and exciting career as a professional tour director. \$79

### **Start Your Own Consulting Practice**

Find out how you can earn income by sharing your training or knowledge with others. \$79

### **Caring for Children**

Prepare for a rewarding career as a child care professional by learning how to keep children safe, healthy, happy, and communicative. \$79

### **Secrets of the Caterer**

Learn cooking and business secrets from a professional caterer. \$79

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

Convert manuscripts into income by producing and selling books like the pros. \$79

## ***Accounting***

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### **Accounting Fundamentals**

Gain a marketable new skill by learning the basics of double-entry bookkeeping and more. \$79

### **Performing Payroll in QuickBooks**

Effortlessly set up and process your payroll. \$79

## ***Business Administration***

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### **Building an Ethical Business**

Discover how ethical behavior can give your business a powerful competitive advantage and greater profits. \$79

### **Fundamentals of Supervision and Management**

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts. \$79

### **Understanding the Human Resources Function**

Learn to handle basic human resource functions to ensure the best possible results. \$79

### **Hire Smart**

Learn recruiting techniques that will help you hire the best people possible. \$79

### **Customer Service Fundamentals**

Become indispensable to any organization by understanding how to identify and meet customer needs. \$79

### **Project Management Fundamentals**

Gain the skills you'll need to succeed in the fast-growing field of project management. \$79

### **Introduction to Business Analysis**

Learn powerful techniques to improve your decision-making skills at work. \$79

### **Administrative Assistant Fundamentals**

Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries. \$79

### **Mastery of Business Fundamentals**

Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program. \$79

## ***Career Development***

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### **Hidden Market Job Search Strategies**

Create new career opportunities by learning how to market yourself as the solution to any employer's staffing problem. \$79

### **Get Assertive!**

Find out how you can stop others from intimidating you or treating you poorly. \$79

### **Leadership**

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life. \$79

### **Conquer Your Stress!**

Learn a variety of fun exercises to shift your mind and body from stress and anxiety to joy and peace. \$79

### **Work Yourself Happy**

Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents. \$79

### **Achieving Success with Difficult People**

Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives. \$79

### **Merrill Ream Speed Reading**

Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension. \$79

### **Computer Skills for the Workplace**

Gain a working knowledge of the computer skills you'll need to succeed in today's job market. \$79

### **Get Funny!**

Learn how to use humor to speak more effectively, write better, and increase your popularity. \$79

## ***Personal Finance***

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### **Buy or Lease Your Car Like a Pro**

An experienced car salesman teaches you how to take control of the car buying process and save yourself thousands of dollars. \$79

### **Where Does All My Money Go?**

Learn how to get control of your money once and for all. \$79

### **Personal Finance**

Protect your assets and discover how best to achieve all your financial goals. \$79

### **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. \$79

### **The Analysis and Valuation of Stocks**

Discover valuable techniques that show you step-by-step how to research and value stocks. \$79

### **Build Your Own Mutual Fund for Pennies**

Learn to build and manage your own personal mutual fund like the big shots on Wall Street. \$79

### **Online Investing**

Harness the power of the Internet to make sound and knowledgeable online investment decisions. \$79

### **Introduction to Stock Options**

Learn how stock options can protect your portfolio and help you profit in any type of market. \$79

### **Quicken for Windows**

Get a handle on your personal finances, budget, credit cards, investments, loans, and more. \$79

### **Assisting Aging Parents**

Handle the challenges you will face in the coming years. \$79

## ***Health Care & Fitness***

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### **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. \$79

### **Become a Veterinary Assistant**

Practicing veterinarian prepares you to work in a veterinary office or hospital. \$79

### **Introduction to Natural Health and Healing**

Learn how to promote wellness, balance, and health in all aspects of your daily life. \$79

### **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. \$79

### **Handling Medical Emergencies**

Every second counts during a medical emergency. Learn how to respond if someone needs your help. \$79

### **Outdoor Survival Techniques**

Learn the essential skills you will need to survive in a remote or stranded condition. \$79

### **Creating a Healthier Home**

Learn what you can do to minimize health risks related to the quality of the air in your home. \$79

## ***Family & Personal Enrichment***

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### **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. \$79

### **Wine Appreciation for Beginners**

Master the secrets of wine appreciation and never be intimidated by a wine steward again. \$79

## ***Test Prep***

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### **GED Test Preparation**

Want to pass the GED? This course will help you develop the skills you'll need to succeed. \$79  
Prepare for the GED Language Arts, Writing Test  
Successfully prepare for the GED Language Arts, Writing test. \$79

## **GRE Preparation - Part 1**

Discover powerful strategies for success in the verbal and analytical sections of the GRE (course 1 of 2). \$79

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

Prepare for the verbal and science reasoning sections of the SAT and ACT tests using proven test-taking techniques (course 1 of 2). \$79

## **GMAT Preparation**

Discover powerful test-taking techniques for improving your score on the GMAT. \$79

## **Grammar for ESL/TOEFL**

If English is your second language and you're headed to college, this course will teach you the principles you'll need to succeed. \$79

## **LSAT Preparation - Part 1**

Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills (course 1 of 2). \$79

## ***Liberal Arts***

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### **Film Literacy**

Gain an appreciation of the filmmaker's art. Be able to read between the frames to find deeper meaning in any filmed story. \$79

### **Enjoying European Art Online**

An introduction to the most important works of European art, with a wealth of commentary and interesting historical information. \$79

## ***Law & Legal Careers***

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### **Introduction to Criminal Law**

An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and the paralegals who work closely with them. \$79

### **Evidence Law**

Prepare for a career as a law clerk or legal secretary by learning how to help busy attorneys gather and evaluate evidence and prepare cases for trial. \$79

### **Criminal Procedure: From Arrest to Appeal**

Step inside the day-to-day world of detectives, prosecutors and defense attorneys with this in-depth look at criminal procedure. \$79

### **Constitutional Law: Bill of Rights**

Learn about the fundamentals of Constitutional Law, with emphasis on the Bill of Rights. \$79

### **Paralegal Certificate Program 1**

Prepare for a career as a paralegal by learning legal terminology, processes, ethics, and the basics of tort and contract Law (course 1 of 6). \$149 - 159

## ***Courses for Teachers***

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### **Solving Classroom Discipline Problems**

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline. \$79

### **Ready, Set, Read!**

A learning specialist shows you how to raise a successful reader and writer. \$79

### **The Classroom Computer**

Learn how to use the classroom computer to increase learning and motivate students. \$79

### **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. \$79

### **PowerPoint in the Classroom**

Motivate your students and enrich your lessons by bringing PowerPoint into your classroom. \$79

### **Big Ideas in Little Books**

Increase student performance and earn extra income by converting your ideas for instructional aids into reality. \$79

### **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. \$79

### **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. \$79

### **Guiding Kids on the Internet**

Gain confidence and experience so you can help your children discover all the Internet has to offer. \$79

## ***Math/Critical Thinking***

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### **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. \$79

### **Philosophy for the New Millennium**

Develop your critical thinking skills by understanding the role philosophy plays in human behavior and decision-making. \$79

**Asnuntuck Community College offers Career Training Programs in partnership with Gatlin Education Services. General program descriptions are below. Detailed program outlines, descriptions, and demos are available at [www.gatlineducation.com](http://www.gatlineducation.com)**

Our on-line career training certificate programs' content and materials are provided by Gatlin Education Services - the leader in on-line certification programs. These programs prepare students for developing expertise in their desired career field and/or prepare for industry certification exams. Although each course is self-study, each on-line course has an instructor assigned to facilitate student questions and problems. Each program has specific learning outcomes related to industry standards. Students can enroll at by calling 860.253.3034 or 860.253.3066 or if you have technical questions prior to enrolling contact Gatlin Education Services by emailing [support@gatlineducation.com](mailto:support@gatlineducation.com) or call 817-870-2870.

## **Healthcare Programs**

- **Administrative Dental Assistant** Hours 240 Price - \$1395  
This online program will teach you the essential administrative tasks for managing the business aspects of a dental practice. This program will include instruction in dental terminology and anatomy, medical records management, accounts receivable and reimbursement management, insurance and patient billing, patient scheduling, and procedural and diagnostic coding. The Administrative Dental Assistant program will prepare you for a new career working in a dental office. Textbooks included.
- **Administrative Medical Specialist** Hours 240 Price - \$1,395  
Learn medical billing and coding from the comfort of your own home with this online, instructor-led program. Upon successful completion of this course, students will be prepared for an entry-level position doing medical billing or coding in a medical office setting and will be prepared to sit for either the Certified Coding Associate (CCA) or Certified Medical Administrative Specialist (CMAS) national certification exam. All materials included!
- **Advanced Coding for the Physician's Office** Hours 80 Price - \$1,195  
CPT, ICD-9-CM (Volumes I and II), and HCPCS Level II Coding, and much more will be covered in this online, instructor-led program. This advanced program is designed for students with previous coding experience or a basic coding education or for students who have completed the GES Administrative Medical Specialist course. Preparation for the Certified Professional Coder (CPC) certification exam is included.
- **Advanced Hospital Coding and CCS Prep** Hours 80 Price - \$1,495  
This Advanced Hospital Coding course prepares students to take the American Health Information Management Association's (AHIMA) official certification exam to become a Certified Coding Specialist (CCS). This program covers advanced ICD-9 coding procedures and is designed to help students meet the challenge of today's changing standards while learning and improving their coding skills.
- **Coding, Reimbursement and Documentation for Physicians** Hours 12 Price - \$795  
This online, instructor-led program is designed to teach physicians how to maximize their reimbursement by emphasizing proper coding and compliance. By completing this course, physicians will learn about medical necessity, bundled services, modifiers, and efficient ways to be compliant while getting the maximum reimbursement due for services performed.
- **HIPAA Compliance (4 user licenses)** Hours 12 Price - \$599  
The HIPAA Compliance online program provides doctors and their staff with a simple route to compliance. Instead of spending endless hours researching HIPAA regulations, training employees, and rewriting contracts, internal documents, patient forms, and policy and procedure manuals, doctors offices get it all simply by enrolling in the HIPAA Compliance program. This program is ideal for office administrators, practice managers, or physicians. This includes four user licenses for the cost of one enrollment.

• **ICD-10 Medical Coding: Preparation and Instruction for Implementation** Hours 200 Price \$1395

ICD-10 is a radically upgraded diagnostic and procedural medical coding system, and will soon be mandated by the Federal government for use in the healthcare industry in insurance processing, reimbursement, and statistical data gathering. This program will teach students how to prepare for and implement the massive changes to the existing coding system. This new program will present a comprehensive overview of the significant changes in store for both diagnostic and procedural coding along with detailed information on the impacts of the coding changes to medical coders, healthcare staff, physicians, software systems, documentation, and information technology. Textbook included.

• **Medical Transcription** Hours 240 Price - \$1,395

This online, instructor-led program will prepare you to start a new career as a Medical Transcriptionist. A medical terminology course is included at no extra cost! Transcriber and all materials included.

• **Revenue Cycle Management for Healthcare Providers** Hours 12 Price - \$795

Revenue Cycle Management for Healthcare Providers will teach students the skills necessary to evaluate the performance of revenue cycle systems and processes. This course enables students to develop an understanding of the components of the revenue cycle, the best methods of benchmarking performance, and proven methods of improving cash flow.

• **Veterinary Assistant** Hours 240 Price - \$1395

This online program will prepare you for an exciting new career as a veterinary assistant by teaching you the essential skills of a veterinary assistant. Students will learn about the care of animals as well as how to recognize signs of illness and disease. This program will also cover interpersonal communication, interaction with clients and their animals, as well as assisting the veterinarian during examinations. Administrative duties, such as fee collection, banking, and accounts payable will be emphasized, and the program will contain basic information about pet insurance. Textbooks included.

**Detailed program outlines, descriptions, and demos are available at  
[www.gatlineducation.com](http://www.gatlineducation.com).**



## **Microsoft Office 2000 Certificate Program**

This MS Office 2000 certificate program contains training in the Windows environment (Windows'XP), a word processing program (Word), a slide presentation program (PowerPoint), a spreadsheet program (Excel), a database program (Access), and a desktop personal information manager (Outlook). Within each application, we will cover an introductory, intermediate, and advanced levels to ensure a complete understanding of each program and how they work together within a MS Office environment. Practically all business tasks can be preformed with the applications offered within this certificate program. This course meets for 14 weeks. Each class will be an 8-hour class, meeting on Saturdays with a one-hour lunch break at noon. Participants do not need any previous computer experience to enroll in this program. Textbooks are required for this program. Books must be purchased from the bookstore before the start of the first class. For bookstore hours please call: 860-253-3186. Approximate cost of books for this class are \$ 280.00. *Includes hands-on exercises and an application project.*

**CRN 1439**

**DATE Saturdays, March 5-June 18, 2005, (No class 3/26, 5/28)**

**TIME 9 am- 5 pm**

**FEE: \$ 825.00**

**INSTRUCTOR: Selina Camerota- Baumann**

*Can't make the all the dates for the MS Office Certificate? Why not take them separately.*

## **Introduction to Computers (Windows XP)**

It has made the computer more user friendly, and with the new networking facilities, users can easily connect to each other all over the world. Discover the important changes made in Windows 98 and review some of the new features in this class. Explore the start menu, the explorer, and task switching. Then look at customizing Windows via the control panel, using short cuts, and creating desktop items, working with files and more. Textbooks are required for this program. Books must be purchased from the bookstore before the start of the first class. For bookstore hours please call: 860-253-3186. Cost of book is \$20.00. *Includes hands-on exercises and an application project.*

**CRN 1173**

**DATE Saturday, March 5, 2005**

**TIME 9 am -5 pm**

**FEE \$65.00**

**INSTRUCTOR: Selina Camerota- Baumann**

## **Introduction- Word 2000**

This course is an introductory course to Microsoft's latest word processing application, MS Word 2000. Participants will explore the basics of Word. Features presented will be understanding start and open, addressing the working screen, creating a new document, working with templates and wizards, numerous printing options and capabilities, various editing functions such as the copy and paste function and the move and paste function using the clipboard, spelling and grammar check, and selecting and replacing text. We will present formatting techniques with text fonts, borders and shading, format painter, and importing graphics. A segment will also be presented with working with folders - creating, finding, and organizing to ensure an efficient working environment. New features will also be introduced of MS Word, like Office Assistant. Textbooks are required for this program. Books must be purchased from the bookstore before the start of the first class. For bookstore hours please call: 860-253-3186. Cost of book is \$20.00. *Includes hands-on exercises and an application project.*

**CRN 1174**

**DATE Saturday, March 12, 2005**

**TIME 9 am -5 pm**

**FEE \$65.00**

**INSTRUCTOR: Selina Camerota- Baumann**

## **Intermediate - Word 2000**

In this course, Word users with basic skills can now move on to create documents that include headers and footers, tabs, automatic page numbering, and applying styles. We will also cover inserting text from other files, indents, bullets, inserting columns, and more extensive work with graphics. We will also create tables and databases and apply various formatting techniques. Mail merging will be presented in regards to documents, envelopes and labels using a database within MS Word. Textbooks are required for this program. Books must be purchased from the bookstore before the start of the first class. For bookstore hours please call: 860-253-3186. Cost of book is \$20.00. *Includes hands-on exercises and an application project.*

**CRN 1175**

**DATE Saturday, March 19, 2005**

**TIME 9 am -5 pm**

**FEE \$65.00**

**INSTRUCTOR Selina Camerota- Baumann**



### **Advanced-Word 2000**

Participants who enroll in this class should be Word users confident with the basic and intermediate fundamentals and concepts of Word 2000. We will present creating and customizing toolbars, adjusting Word's options, working with and altering templates, exploring and using the organizer, creating watermarks, and creating macros. We will then cover managing documents via track change options, creating comments, and using versioning. Concepts such as Master and Sub documents will be covered as well as the mapping feature. Textbooks are required for this program. Books must be purchased from the bookstore before the start of the first class. For bookstore hours please call: 860-253-3186. Cost of book is \$20.00 *Includes hands-on exercises and an application project.*

**CRN 1176**

**DATE Saturday, April 2, 2005**

**TIME 9 am -5 pm**

**FEE \$65.00**

**INSTRUCTOR Selina Camerota- Baumann**

### **Introduction- Excel 2000**

This course provides an introductory overview of Excel 2000, a popular, user-friendly spreadsheet package. Participants will learn the basic skills of Excel: working screen, start and open a workbook, enter/edit data, work with rows and columns, formulas and functions, relocate data, create/edit charts, page set-up, format, save and print worksheet. Textbooks are required for this program. Books must be purchased from the bookstore before the start of the first class. For bookstore hours please call: 860-253-3186. Cost of book is \$20.00 *Includes hands-on exercises and an application project.*

**CRN 1177**

**DATE Saturday, April 9, 2005**

**TIME 9 am -5 pm**

**FEE \$65.00**

**INSTRUCTOR Selina Camerota- Baumann**



### **Intermediate- Excel 2000**

In this course, Excel users with basic skills can now move on to create spreadsheets using mathematical features (add, subtract, divide, and multiply), enhanced formatting skills, sorting lists, using the Function Wizard, creating a database, macros, working with ranges, AutoFormat, and creating multiple worksheets. We will also present using 3-D referencing, linking worksheets, and much more... Textbooks are required for this program. Books must be purchased from the bookstore before the start of the first class. For bookstore hours please call: 860-253-3186. Cost of book is \$20.00 *Includes hands-on exercises and an application project.*

**CRN 1178**

**DATE Saturday, April 16, 2005**

**TIME 9 am -5 pm**

**FEE \$65.00**

**INSTRUCTOR Selina Camerota- Baumann**

### **Advanced- Excel 2000**

Participants who enroll in this class should be Excel users confident with the basic and intermediate fundamentals and concepts of Excel 2000. We will master Excel through importing data, filtering, working with Pivot Tables extensively, working with Solver and Scenarios feature, using Excel's Map feature, and various Timesaver techniques. We will also cover advanced charting applications. Textbooks are required for this program. Books must be purchased from the bookstore before the start of the first class. For bookstore hours please call: 860-253-3186. Cost of book is \$20.00. *Includes hands-on exercises and an application project.*

**CRN 1179**

**DATE Saturday, April 23, 2005**

**TIME 9 am- 5 pm**

**FEE \$65.00**

**INSTRUCTOR Selina Camerota- Baumann**

### **Introduction - PowerPoint 2000**

PowerPoint is Microsoft's presentation application. It provides all the necessary tools for creating an online presentation resembling a slide show. These tools can be used to manipulate both text and graphics. We will present selecting a template and auto-layout, creating new slides, creating indent levels, organizing slides from Outline View, understanding and working with Slide Masters, setting format styles, inserting Clip Art, and working with AutoShapes and other drawing tools. We will also cover using graphs, applying chart styles, inserting data, and working in Slide Sorter View. Textbooks are required for this program. Books must be purchased from the bookstore before the start of the first class. For bookstore hours please call: 860-253-3186. Cost of book is \$20.00. *Includes hands-on exercises and an application project.*

**CRN 1180**

**DATE Saturday, April 30, 2005**

**TIME 9 am- 5 pm**

**FEE \$65.00**

**INSTRUCTOR Selina Camerota- Baumann**

### **Intermediate - PowerPoint 2000**

Participants should have knowledge of the skills and concepts presented within the Introduction to PowerPoint class. This intermediate course will present the skills needed to create a more sophisticated presentation: Creating and customizing a toolbar, modifying templates, working with place holders, adjusting background objects, defining text styles for templates, and applying new designs to Title Masters. We will work with WordArt, inserting and manipulating graphics, and use various drawing tools. To develop our application further, we will introduce animation, linking slides, embedding fonts, creating note pages and audience handouts and much more . . . Textbooks are required for this program. Books must be purchased from the bookstore before the start of the first class. For bookstore hours please call: 860-253-3186. Cost of book is \$20.00. *Includes hands-on exercises and an application project.*

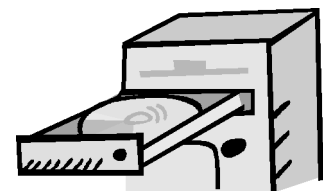
**CRN 1181**

**DATE Saturday, May 7, 2005**

**TIME 9 am- 5 pm**

**FEE \$65.00**

**INSTRUCTOR Selina Camerota- Baumann**



### **Advanced - PowerPoint 2000**

This course is for PowerPoint users confident with the basic and intermediate fundamentals and concepts of PowerPoint 7.0. This advanced course will allow you to create a detailed and sophisticated presentation. Users can perform more tasks with customizing the toolbars, creating design templates with advanced formatting features, using text anchoring, and working with tables that actually link with MS Word. We will create a series of objects using the freeform tool, pattern fills, embossed effects, and apply advanced animation effects. We will also enhance a presentation with multimedia and rehearse using presentation tools. Textbooks are required for this program. Books must be purchased from the bookstore before the start of the first class. For bookstore hours please call: 860-253-3186. Cost of book is \$20.00. *Includes hands-on exercises and an application project.*

**CRN 1182**

**DATE Saturday, May 14, 2005**

**TIME 9 am- 5 pm**

**FEE \$65.00**

**INSTRUCTOR Selina Camerota- Baumann**

### **Introduction - Access 2000**

Microsoft Access is a relational database program that allows an individual to store and analyze database records or data. The basic skills of Access introduced in this course: start and open Access, find and open a database, examine the Access Window, working with tables, working with data, creating relationships with data, using forms, filtering data, exploring queries, creating reports, and much more. Textbooks are required for this program. Books must be purchased from the bookstore before the start of the first class. For bookstore hours please call: 860-253-3186. Cost of book is \$20.00. *Includes hands-on exercises and an application project.*

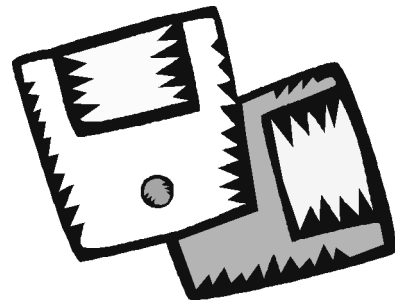
**CRN 1183**

**DATE Saturday, May 21, 2005**

**TIME 9 am - 5 pm**

**FEE \$65.00**

**INSTRUCTOR Selina Camerota- Baumann**



### **Intermediate - Access 2000**

Before taking this course, you should have a comfortable basic knowledge of the Introductory Access features. Intermediate skills introduced in this course: expanding tables, modifying and exploring forms, creating more elaborate queries, customizing reports, working with hyperlinks, database management, and more. Textbooks are required for this program. Books must be purchased from the bookstore before the start of the first class. For bookstore hours please call: 860-253-3186. Cost of books are \$20.00 each. *Includes hands-on exercises and an application project.*

**CRN 1184**

**DATE Saturday, June 4, 2005**

**TIME 9 am - 5 pm**

**FEE \$65.00**

**INSTRUCTOR Selina Camerota- Baumann**



### **Advanced - Access 2000**

This course is for individuals who are Access users confident with the basic and intermediate fundamentals and concepts of Access 2000. Each topic covered will be more in-depth due to the level of this course. Advanced skills introduced in this course: modifying tables, defining relationships, modifying forms, refining queries, producing reports, working with macros, using Access tools, integrating Access with other MS applications. Textbooks are required for this program. Books must be purchased from the bookstore before the start of the first class. For bookstore hours please call: 860-253-3186. Cost of book is \$20.00. ***Includes hands-on exercises and an application project.***

**CRN 1186**

**DATE Saturday, June 11, 2005**

**TIME 9 am- 5 pm**

**FEE \$65.00**

**INSTRUCTOR Selina Camerota- Baumann**

### **Introduction- MS Outlook 2000**

Outlook 2000 serves as a computer-based mail service, appointment book, and address book. It is a Desktop personal information manager (or PIM). This course will introduce participants to the working screen, the inbox and calendar, examine contacts and tasks, explore the journal and notes, and set some options. Textbooks are required for this program. Books must be purchased from the bookstore before the start of the first class. For bookstore hours please call: 860-253-3186. Cost of book is \$20.00. ***Includes hands-on exercises and an application project.***

**CRN 1185**

**DATE Saturday, June 18, 2005**

**TIME 9 am- 5 pm**

**FEE \$65.00**

**INSTRUCTOR Selina Camerota- Baumann**

***Prerequisite-Introductory Courses: Windows '98 or working knowledge and experience of the operating system.***

***Prerequisite-Intermediate and Advance Courses: Introductory level of application or a strong working knowledge and experience of the basic skills and concepts.***

***ALL COMPUTER COURSES REQUIRE A MINIMUM OF TEN STUDENTS TO HOLD THE SESSION.***

## CERTIFIED CLINICAL MEDICAL ASSISTANT



The Clinical Medical Assistant Certificate program is designed to prepare students for entry-level positions in private medical offices, hospitals, home health care agencies, nursing homes, clinics, and diagnostic centers.

Medical Assistants are key players in a health care team, performing clinical and administrative functions that keep health care delivery systems running smoothly. The duties of a Medical Assistant vary depending upon the location and size of the practice, and the physician's specialty. A Medical Assistant will perform clinical duties, which vary according to state law and include taking vital signs, drawing samples, explaining treatment procedures and preparing patients for examination. Medical Assistants will also perform many clerical duties, including updating records, arranging for hospital admission and laboratory services, and handling correspondence, billing, and bookkeeping.

This non-credit certificate program offers flexibility in scheduling and its design allows for completion within one year when utilizing the traditional fall and spring semesters.

The Clinical Medical Assistant Certificate is a combination credit/noncredit program. It consists of two semesters, with classes meeting in the evening and Saturday. You must take all recommended courses to receive a certificate.

There is a \$20.00 non-refundable application fee required, except for those applicants who have previously attended a Connecticut Community College. (See Credit Course Schedule for an application form) Payment plans are available. There is no financial aid available for this program.

You must have a high school diploma or GED to register for this course. You also must be 18 years of age.

Students will be required to purchase required texts and materials, Stethoscope, Blood Pressure Cuff, and Scrubs.

Upon successful completion of class work, students will be eligible to become nationally certified by the National Healthcareer Association (NHA) as a Certified Clinical Medical Assistant (CCMA). Certification as a CCMA also includes the Phlebotomy and ECG exams. Exam fee is \$149.00 and made payable to the NHA. Call 1-800-499-9092 to register or fill out an application in class for the exam.

## ***Semester 1:***

### **Keyboarding for Info. Pro I (3 credits)**

An introductory course stressing keyboard mastery and the development of proofreading skills. Students are introduced to business correspondence and simple forms, tables, and reports. The initial development of speed is in the 30-40 words-per-minute range with a high degree of accuracy.

**CRN 1381**

**DATE** Mondays/Wednesdays, January- May, 2005

**TIME** 5:00 p.m. - 6:20 p.m.

**INSTRUCTOR:** Eileen Welch

**FEE:** \$ 321.75 (In-State)

**ROOM:** 214

### **Medical Terminology (3 credits)**

Designed for medical administrative office assistants and transcriptionists. Basic medical word roots, combining forms, suffixes, prefixes, and abbreviations are stressed. Emphasis is on spelling, definition, usage, and pronunciation.

**CRN 1089**

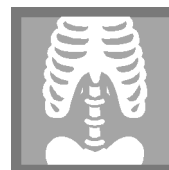
**DATE** Thursdays, January- May, 2005

**TIME** 6:30 p.m. - 9:20 p.m.

**INSTRUCTOR:** Stephen Nasinnyk

**FEE:** \$ 321.75 (In- State)

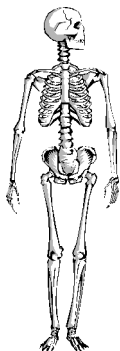
**ROOM:** 221



### **Anatomy and Physiology I**

A comprehensive study of the structure and function of the human body and the integration of body systems.

Includes study of macroscopic and microscopic anatomy and the principles involved in the physiology of the following body systems: integumentary, lymph, muscular, skeletal, articular, and nervous. This class meets for 16 weeks.



**CRN 1443**

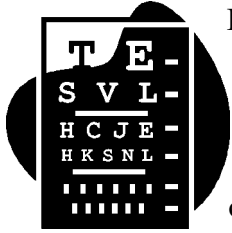
**DATE** Tuesday, January 25-May 10, 2005

**TIME** 6:45 p.m. - 9:45 p.m.

**INSTRUCTOR:** Michele Swan

**FEE:** \$ 350.00

### Medical Assisting Lab One



In this course an emphasis will be placed on developing basic clinical skills such as measuring blood pressure, pulse, respiration, and temperature. Ear and eye clinical procedures such as irrigation and instillation will be presented. Students will be able to measure visual acuity with a Snellen eye chart. Students will learn how to chart chief complaints, obtain medical histories, document in the medical record, and ways of preparing patients for routine and specialty exams along with the proper manner of assisting during these exams. Basic concepts of radiology are reviewed. This course meets for 8 weeks.

**CRN TBA**

**DATE Saturday, May 21-July 16, 2004 (no class 5/28, 7/2)**

**TIME: 9:00 a.m. - 1:00 p.m.**

**INSTRUCTOR: Michele Swan**

**FEE: \$ 325.00**

### Medical Assisting Lab Two

In this course, students will learn the physical and chemical aspects of urinalysis. Basic electrocardiography theory is taught while the students learn how to perform EKGs. Basic concepts of pharmacology will review major drug categories and their clinical use. The proper technique for administration of intradermal, subcutaneous, and intramuscular injections will be discussed. This course meets for 8 weeks.

**CRN TBA**

**DATE Saturday, July 23-September 10, 2005**

**TIME: 9:00 a.m. - 1:00 p.m.**

**INSTRUCTOR: Michele Swan**

**FEE: \$ 325.00**

### *Semester 2:*



### Medical Transcription & Document Production (3 credits)

Teaches the fundamentals of machine transcription and the development of medical reports, patient records, histories/physicals, and correspondence. In addition to gaining proficiency with transcribing equipment, students will learn the necessary terminology respective the medical field. Grammar, spelling, punctuation, and proofreading are stressed.

**CRN 1384**

**DATE Mondays, January-May**

**TIME 6:30 pm- 9:20 pm**

**INSTRUCTOR: Marcia Taub**

**FEE: \$ 321.75**

**ROOM: 214**

### **General Psychology I (3 credits)**

General Psychology is a survey course that provides an overview of introductory topics in the science of psychology. Topics include historical and scientific origins, research, biological foundations, learning, memory, thinking, motivation, emotion, intelligence, life span development, and social psychology. (Formerly PSY M101: Introduction to Psychology.)

**CRN 1030**

**DATE** Fridays, January-May, 2005

**TIME** 9:00 a.m. 11:50 p.m.

**INSTRUCTOR:** Egan

**FEE:** \$ 321.75

**ROOM:** 220

**CRN 1032**

**DATE** Mondays, January-May, 2005

**TIME** 6:30 p.m.-9:20 p.m.

**INSTRUCTOR:** Staff

**FEE:** \$ 321.75

**ROOM:** 218

**CRN 1468**

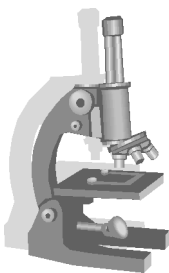
**DATE** Thursdays, January-May, 2005

**TIME** 6:30 p.m.-9:20 p.m.

**INSTRUCTOR:** Staff

**FEE:** \$ 321.75

**ROOM:** TBA



### **Medical Assisting Lab Three**

This course focuses on advanced laboratory and clinical procedures. Medical and sterilization procedures are presented. Students will learn to set up sterile fields for surgery and learn the different types of sutures commonly used in the physician's office. The purpose of laboratory testing, types of tests, laboratory request forms, specimen collection, and storage procedures are discussed. Hands on practice will include various blood collection methods. Students will become familiar with general hematology tests performed in a medical office as well as the purpose of different hematology and chemistry testing. Basic microbiology including various culture collection methods is discussed, and the safe handling of microbiological specimens is stressed. This course meets for 8 weeks.

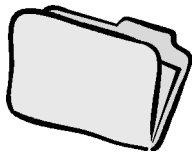
**CRN 1444**

**DATE** Saturday, January 22-March 12, 2005

**TIME:** 9:00 a.m. - 1:00 p.m.

**INSTRUCTOR:** Michele Swan

**FEE:** \$ 325.00



### **Medical Assisting Office Procedures**

This course presents the student with a basic overview of administrative duties in a medical office. Students will become familiar with patient scheduling and office time management. Medical records management and confidentiality will be covered. Students will be introduced to basic billing and financial management. Insurance concepts and procedures are also covered. This course meets for 8 weeks.

**CRN 1445**

**DATE Saturday, March 19- May 14, 2005 (No class 3/26)**

**TIME: 9:00 a.m. - 1:00 p.m.**

**INSTRUCTOR: Michele Swan**

**FEE: \$ 325.00**

### **Clinical Externship (180) hours**

In this course you will work with a coordinator to start and complete your externship for the Medical Assistant course at local area facilities. This course is mandatory to complete your Medical Assistant Certificate.

**CRN 1446**

**DATE TBA**

**TIME: TBA**

**INSTRUCTOR: Michele Swan**

**FEE: \$200.00**

# MEDICAL BILLING SPECIALIST CERTIFICATE



Medical Billing Specialist Certificate is a combination credit/noncredit program. The demand in today's employment market for individuals with up-to-date training in billing, insurance reimbursement, and medical office management skills is growing.

This program is designed to prepare students with the administrative skills and office protocols required in order to compete and perform effectively in the billing area of the health care delivery and medical insurance field. Participants may qualify for entry-level positions in private medical offices, hospitals, home health care agencies, nursing homes, insurance companies, or as private medical billing consultants.

Course descriptions and dates are listed below. This certificate is a total of 16 weeks. Courses may be taken in either the fall or spring semester. There are no courses offered in the summer semester. A waiver from any course may be obtained with the director's permission. Payment plans available through the Business Office.

**NOTE: ALL CREDIT AND NONCREDIT MODULES MUST BE SUCCESSFULLY COMPLETED BEFORE A CERTIFICATE IS ISSUED.**

## **Keyboarding for Info. Pro I (3 credits)**

An introductory course stressing keyboard mastery and the development of proofreading skills. Students are introduced to business correspondence and simple forms, tables, and reports. The initial development of speed is in the 30-40 words-per-minute range with a high degree of accuracy.

**CRN 1381**

**DATE Mondays/Wednesdays, January- May, 2005**

**TIME 5:00 p.m. - 6:20 p.m.**

**INSTRUCTOR: Eileen Welch**

**FEE: \$ 321.75**

**ROOM: 214**

## **Medical Terminology (3 credits)**

Designed for medical administrative office assistants and transcriptionists. Basic medical word roots, combining forms, suffixes, prefixes, and abbreviations are stressed. Emphasis is on spelling, definition, usage, and pronunciation.

**CRN 1089**

**DATE Thursdays, January- May, 2005**

**TIME 6:30 p.m. - 9:20 p.m.**

**INSTRUCTOR: Stephen Nasinnyk**

**FEE: \$ 321.75**

**ROOM: 221**





### **Medical Transcription & Document Production (3 credits) -Optional Course**

Teaches the fundamentals of machine transcription and the development of medical reports, patient records, histories/physicals, and correspondence. In addition to gaining proficiency with transcribing equipment, students will learn the necessary terminology respective the medical field. Grammar, spelling, punctuation, and proofreading are stressed.

**CRN 1384**

**DATE Mondays, January-May, 2005**

**TIME 6:30 pm- 9:20 pm**

**INSTRUCTOR: Marcia Taub**

**FEE: \$ 321.75**

**ROOM: 214**

### **NONCREDIT MODULES:**

#### **Computerized Medical Billing & Management**



The purpose of this course is to familiarize students with computerized medical account management and to develop the skills necessary to work with confidence in a medical office. Practice exercises using the popular software package, Medisoft , will provide students with hands-on office situations to apply what is learned. Each section builds step-by-step upon the next so that information gained from the previous unit is continuously reviewed, while new concepts are introduced. Learn inputting of patient demographics and insurance information; patient charges and supporting billing information; payments, credits, and adjustments; appointment scheduling; and accounts receivable reports. This class meets for 8 weeks.

**CRN 1126 HMED M5061**

**Tuesday, February 8- March 29, 2005**

**6:00 p.m. - 9:00 p.m.**

**Instructor: Marcia Taub**

**Fee: \$350**

#### **Medical Administrative Assistant Procedures**

This course is directly related to one or more of the many administrative tasks that you will be performing in a medical office/facility. Topics will include medical ethics and law, how to work with patients, telephone etiquette and procedures, scheduling appointments, preparing effective office communications, financial and records management tasks, and organizing professional activities for the physician. Computerized hands-on office simulations are included. This class meets for 8 weeks.

**CRN 1127 HMED M5070**

**Saturday, February 12- April 9, 2005**

**9 a.m. - 1 p.m.**

**Instructor: Marcia Taub**

**Fee: \$350**

### **Medical Claim Processing Procedures**

Students will be introduced to the life cycle of a claim, processing guidelines, legal issues, how the federal government influences the billing practices, and various types of third-party reimbursements. Information to help make clear the process of filing claim forms and the many common errors caused when filling out claim forms will be discussed. This class meets for 7 weeks.



**CRN 1124 HMED M5050**  
**Tuesday, April 5-May 17, 2005**  
**6 p.m. - 9 p.m.**  
**Instructor: Marcia Taub**  
**Fee: \$350**

### **CPT-4 and ICD-9 Coding**

This course introduces students to the Current Procedural Terminology Coding (CPT) and the basics of the worldwide disease coding system, ICD (International Classification of Diseases). CPT-4 coding is used to classify procedures and services by Medicare/Medicaid claims and most insurance carriers. ICD -9 is used to record the incident of disease by using proper coding in normal and special situations. This class meets for 8 weeks. Prerequisite: BOT M109 (Medical Terminology)

**CRN 1125 HMED M5056**  
**Saturday, April 9-June 4, 2005**  
**9 a.m. - 1 p.m.**  
**Instructor: Marcia Taub**  
**Fee: \$350**

## Certified Pharmacy Technician

Today's healthcare environment is perfect for opportunities to enter a new career as an allied health professional. The need in Pharmacy for technical support staff is growing by the day. Opportunities abound in Pharmacy for technicians to work, from the retail setting to various institutional operations such as a hospital. The Federal Board of Labor Statistics (BLC) estimates that there are 250,000 Pharmacy Technicians working nationwide. BLC further "predicts that Pharmacy Technician employment will grow by 36% or more between 2000 and 2010."



The effective Pharmacy Technician supports the Pharmacist in all sectors of his or her practice. This is the case because the technician lends direct support to the pharmacy operation as a whole. Delegation of applicable duties to Technicians frees up the Pharmacist to deliver elements of Pharmaceutical care, which is one goal of their extensive education and ongoing credentialing. For example, in the retail setting, the demands for Pharmacist patient counseling continue to increase. As this Pharmacy delivery model expands, the Technician's responsibilities will continue to grow. The need for Patient counseling is driven by recent expansion of federal law, the number of clients marked increase caused by the baby boomer demographic shift to old age, and finally the great shortage of Registered Pharmacists.

This is an intensive fourteen-week (56-hour) program that provides the participant with the basic skills and training they will need to succeed as a Pharmacy Technician in the current health care deliver system. The course work will contain extensive lecture discussion and practical problem solving exercises designed to give the student the tools needed to work as an effective Certified Pharmacy Technician anywhere in the United States. This course will also offer student a list of possible externship sites in the local area, with an optional opportunity to become nationally certified by the NHA. (National Healthcareer Association). ***Exam Fee is \$105.00 made payable to NHA. Call 1.800.499.9092 to register or fill out application in class.***

Topics to be covered in this curriculum include Pharmacy Technician roles in health care, operational skills needed to function in the work place, introduction to pharmacology, various disease states along with the drug regiments involved in each, medication distribution, control measures, quality improvement initiatives, aseptic technique for sterile product production, ethics, legal issues and pharmaceutical calculations.

### ***About Our Instructor:***

Kevin Zajac has worked as a Pharmacy Technician in all sectors of Pharmacy in over twenty years of practice including military, retail, home-IV, hospital, currently at UCONN Health Center supporting the Dept. Of Corrections pharmacy services. He is a nationally certified Technician who has taught other Technician training programs and holds an MS and MBA.

**CRN 1301**

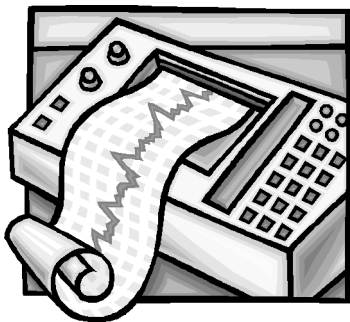
**DATE Thursday, January 27- April 28, 2005**

**TIME 6:00 p.m. - 10:00 p.m.**

**FEE \$ 825.00 (Book is required and available for purchase from the bookstore 860-253-3186)**

**INSTRUCTOR Kevin Zajac**

## Electrocardiogram (ECG) Technician



This program is for those who enjoy working with the public. The ECG Technician performs diagnostic tests related to the heart, recording the heart's electrical impulses onto a paper strip. The pattern of the signals can tell the physician whether the heart is normal, experiencing electrical problems, under strain, or damaged. The ECG technician studies the field of electrocardiography, learns to recognize basic rhythm disturbances, and develops an awareness of many acute and chronic problems affecting the heart. The ECG Technicians will administer and document various types of ECG monitoring and will provide appropriate care of the equipment. The ECG Technician works in physicians' offices, clinics, hospitals and diagnostic centers.

Often the ECG Technician is cross-trained for other patient care. This is a sixteen-week (96- hour) program that provides the participant with the skills and training they will need to succeed as an ECG technician in the health care industry. This course will contain lecture discussion and practical instruction on performing skills needed to be a certified ECG technician. This course will also offer an optional opportunity to become nationally certified by the NHA (National Healthcareer Association). ***Exam Fee is \$105.00 made payable to NHA. Call 1.800.499.9092 to register or fill out application in class.***

In this 16- week program you will learn the following topics:

- Anatomy and Physiology
- HealthCare Provider: CPR and First Aid (*payable to instructor: \$45.00 for course and \$20 for books payable to ACC*)
- Basic Electrophysiology
- Sinus Mechanisms
- Atrial Rhythms
- Junctional Rhythms
- Ventricular Rhythms
- Atrioventricular (AV) Blocks
- Pacemaker Rhythms
- Introduction to the 12-Lead ECG
- Performing 12-Lead ECG

**CRN 1263**

**DATE Monday/ Wednesday, January 26-May 11, 2005**

**TIME 6:00 p.m. - 9:00 p.m.**

**FEE \$ 825.00 (Book is required and available for purchase from the bookstore 860-253-3186)**

**INSTRUCTOR: Heather Neil**



## **Practices & Principles**

This is the required course for real estate licensing. To become a real estate salesperson, you need to successfully complete the “Principles and Practices of Real Estate” course and pass the Connecticut real estate salesperson’s exam.

Practices and Principles provides clear explanations of modern real estate practices, plus a working knowledge of real estate in Connecticut. Property owners, buyers, sellers and anyone interested in pursuing real estate careers or operations will find this course beneficial and rewarding. Students will gain an extensive understanding of how the real estate marketplace works.

This course meets the minimum requirements set by the Department of Consumer Protection/Real Estate Commission for those who plan to take the Connecticut Real Estate Salesperson license examination. Required texts will be available for purchase from instructor first night of class. If you have specific questions, please call the Real Estate Division at (860) 713-6150. *Cost of books is \$85.00, payable to the instructor the first night of class.*

## ***Spring Session:***

**CRN 1128**

**DATE Mondays & Wednesdays, February 7- April 6, 2005 (No class 2/21, 2/23)**

**TIME 5:30 p.m.-9:30 p.m.**

**FEE: \$ 399.00**

**INSTRUCTOR: Andrew Pappas is a licensed broker representing ACC within the Connecticut Community College Consortium.**

## ***Summer Session:***

**CRN 1129**

**DATE Mondays & Wednesdays, May 2- June 22, 2005 (No class Memorial Day)**

**TIME 5:30 p.m.-9:30 p.m.**

**FEE: \$ 399.00**

**INSTRUCTOR: Andrew Pappas is a licensed broker representing ACC within the Connecticut Community College Consortium.**

## **Winning Real Estate Investment Secrets Revealed**

Whether you are a first-time homebuyer or a seasoned investor, this session is for you. You will learn the pros and cons of real estate investing from an attorney, a mortgage broker and a Realtor. Discussion topics include how to locate profitable deals and avoid the time wasters, calculate offer price based on return on investment, estimate fix-up costs, creative financing strategies, overview of Connecticut foreclosure law and ways to identify hidden costs and problems before you buy.

### **Session 1:**

**CRN 1451**

**DATE: Tuesday, February 22, 2005**

**TIME: 6:30 p.m. - 8: 30 p.m.**

**FEE: \$ 45.00**

**Instructor: Diane Mitchell, a top producer at Prudential Connecticut Realty, Diane has helped hundreds of people to buy and sell real estate. Before entering real estate, Diane was the Director of the Family Business Program in the School of Business at the University of Connecticut where she presented and facilitated hundreds of workshops and seminars. For this program, she has collaborated with a real estate attorney specializing in foreclosure law and a mortgage broker.**

OR

### **Session 2:**

**CRN 1452**

**DATE: Tuesday, April 26, 2005**

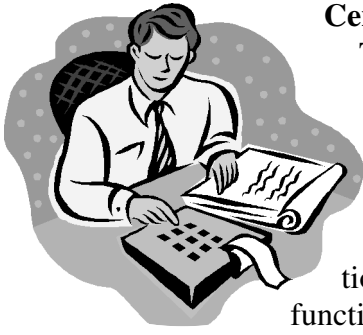
**TIME: 6:30 p.m. - 8: 30 p.m.**

**FEE: \$ 45.00**

**Instructor: Diane Mitchell, a top producer at Prudential Connecticut Realty, Diane has helped hundreds of people to buy and sell real estate. Before entering real estate, Diane was the Director of the Family Business Program in the School of Business at the University of Connecticut where she presented and facilitated hundreds of workshops and seminars. For this program, she has collaborated with a real estate attorney specializing in foreclosure law and a mortgage broker.**



## Become a Certified Bookkeeper (CB) [or The Certified Bookkeeper



### Certification for professional bookkeepers

The American Institute of Professional Bookkeepers (AIPB) has established a professional certification, the Certified Bookkeeper (CB) credential, a high professional standard for bookkeepers. By successfully passing three separate examinations and signing a written code of ethics, bookkeepers with at least two years' work experience earn the right to put "CB" after their name. The experience requirement may be completed before or after the examinations. A CB has the proven skills and knowledge to carry out all key accounting functions through the adjusted trial balance for a firm of up to 100 employees.

By becoming a Certified Bookkeeper, you can increase your earning potential, enhance your standing as a professional and give yourself an edge in even the most competitive job market. According to the Occupational Outlook Handbook-2002-2003, published by the U.S. Bureau of Labor Statistics, Certified Bookkeepers "will have the best job prospects." (p. 391)

Certification distinguishes you from other bookkeepers because it proves that you can handle all the books through the adjusted trial balance for a company of up to 100 employees. Certification is also proof of your bookkeeping skills and ability, proof that you have met high, national standards and proof that you can execute those skills.

The course focuses on preparing you for the national Certified Bookkeeper examination by helping you truly master the skills and knowledge required for certification, which are as follows:

- Adjusting entries (accruals and deferrals)
- Correction of accounting errors (includes the bank reconciliation)
- Basic book and tax depreciation
- Basic payroll-paying wages, withholding, depositing and reporting taxes using the basic forms (W-2, 941, 940, 8109)
- Recording and costing out merchandise inventory

You will use five workbooks, one for each exam subject. The workbooks have been prepared by the American Institute of Professional Bookkeepers specifically to prepare you for the certification exam. Each section of each workbook includes quizzes that drill you on the area you will be tested on in the national exam. This course meets for 10 weeks. All exams for certification must be taken at a Prometric Test Center. There is a testing center in East Longmeadow, MA. **You may also want to take our on-line QuickBooks program to enhance your career. Call 860.253.3034 OR 860-253-3066 for more information.**

**CRN 1302**

**Tuesday/ Thursday, April 26-June 28, 2005**

**6:00 p.m. - 9:00 p.m.**

**\$925.00 -Includes textbooks and exam fees (payment plans available)**

**Instructor: Sean McGuire**

## **CERTIFICATE PROGRAM: How to Start and Manage Your Own Business**

This certificate program comprising four courses are for those who have started or are ready to start a business and are in need of the fundamentals of business management. All four courses must be taken to earn a certificate.

### **1. Keeping Your Books: Simple, Accurate, and Legal**

Learn how to set up and maintain a record system that is simple, reliable, accurate, easy to understand, and which will provide timely information to track your finances and meet state and federal requirements.

Identify and walk through the basic steps to hiring employees.

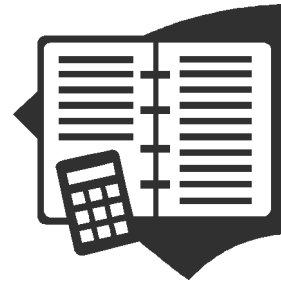
**CRN 1142**

**Wednesday, April 27, 2005**

**6:00 p.m.-8:30 p.m.**

**\$40**

**Instructor: Sean McGuire**



### **2. Utilizing Your Financial Statements to Keep the Cash Flowing and Improve Your Bottom Line**

Learn the importance and use of financial statements and how these books measure the health of your business. Understand the difference between cash flow and income statements and why they are important to the growth and success of your business.

**CRN 1317**

**Wednesday, May 4, 2005**

**6:00 p.m. - 8:30 p.m.**

**\$40**

**Instructor: Sean McGuire**

### **3. Marketing is more than Advertising**

Determine whether there is a market for your business and identify that market through market research.

Who is your customer? Who are your competitors? Learn how to reach and retain your customers through advertising, promotion, and communication with measurable results. Discuss the Internet and its impact on your business.

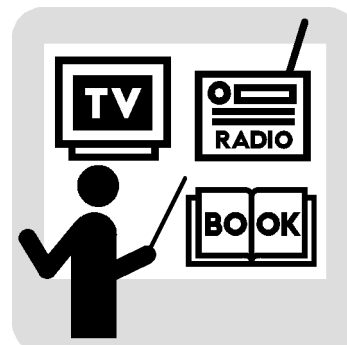
**CRN 1318**

**Wednesday, May 11, 2005**

**6:00 p.m. - 8:30 p.m.**

**\$40**

**Instructor: Sean McGuire**



#### **4. Your Roadmap to Success: Writing Your Business Plan**

Plan to succeed: Understand the importance of developing a comprehensive business plan that communicates your goals and reflects the direction of your business. Learn the steps to developing pro-forma financials that will attract potential lenders. Discuss forms of organization, permits, licenses, and insurance needed to protect your assets.

**CRN 1319**

**Wednesday, May 18, 2005**

**6:00 p.m. - 8:30 p.m.**

**\$40**

**Instructor: Sean McGuire**

*Total cost of the course is \$160.00. Each course may be taken separately.*

*If you have any questions regarding the Small Business courses, please contact Sean McGuire, Director of the Small Business Development Center at 860-253-3125, or email at [smcguire@acc.commnet.edu](mailto:smcguire@acc.commnet.edu).*



#### **Successful Money Management Seminar**

In three highly informative sessions, the Successful Money Management Seminar introduces you to the key concepts and practices of wise money management. You will learn about inflation's impact on your savings, how compounded interest works, stocks, bonds, mutual funds, taxes, equity management, converting home equity into retirement income, credit management, and trading "Bad-Debt" for "Good-Debt."

Throughout the seminar participants are encouraged to assess their financial situations and take positive steps toward developing a personal financial plan. This seminar is not like those short, free workshops that inevitably end up with a hard sell at the end, we teach you about all types of investments so that you can make informed choices. *A \$25.00 workbook fee is due at the first session, payable to the instructor.*

#### **Session 1:**

**CRN 1141**

**DATES Tuesdays, January 18, 25, February 1, 2005**

**TIME 6:30 p.m.-8:30 p.m.**

**FEE \$45.00**

**INSTRUCTOR Daniel L. Martin, a Registered Principal and Registered Investment Advisor with Washington Square Securities. Inc. member NASD and SIPC**

#### **Session 2:**

**CRN 1313**

**DATES Mondays, April 4, 11, 18, 2005**

**TIME 6:30 p.m.-8:30 p.m.**

**FEE \$45.00**

**INSTRUCTOR Daniel L. Martin, a Registered Principal and Registered Investment Advisor with Washington Square Securities. Inc. member NASD and SIPC**



## **Substitute Teacher Training**

Substitute teachers are in high demand in every school district in CT. Whether you are currently substituting, retired, or seeking a second career, this workshop is for you. Completion of this program may earn you higher compensation in surrounding school systems and give you the experience and confidence to pursue a career in teaching. Register now for this nationally recognized training, and become an expert in substitute teaching.

This one-day hands-on workshop equips potential and current substitute teachers with essential tools and skills to be more confident and effective in the classroom. The average student spends over one full year with a substitute teacher by the time she/he graduates from high school. Create a positive impact as a skilled, prepared professional by learning to:

- successfully manage classroom/behavior situation
- get and keep students on task
- avoid the 7 traps that cause educators to lose power
- develop and master the use of a Sub Pack or resource kit
- implement practical teaching skills and strategies
- present stimulating lessons and fill-in activities to provide meaningful learning
- provide low cost/no cost rewards and motivators
- be informed about legal issues, safety procedures, and other must-know essentials.

**CRN: 1471**

**Dates: Thursday/Friday, March 3 & 4, 2005**

**Time: 9 a.m. to 4 p.m.**

**Fee: \$110 plus textbook \$25**

**Instructor: Anne Peck**

## **Getting Your Classroom Under Control Behavior Management Strategies That Work!**

You can't teach if your classroom is not under control. Increase your self-confidence and enthusiasm for teaching by developing effective teacher-student interactions. These proven tips & techniques are effective for both the new or experienced teacher. This practical, interactive workshop explores positive, proactive approaches to: getting students in a productive mode; keeping students involved; developing strategies for behavior modifications; and dealing with student misbehavior. Discover and learn a complete step-by-step approach to developing and reinforcing appropriate student behavior by:

- starting off on the right foot
- discovering and assessing your classroom management profile
- developing collaborative versus adversarial interactions
- generating cooperation through effective communication
- learning and utilizing tested, proven techniques for common classroom misbehaviors
- preventing inappropriate behavior
- being prepared for the unexpected
- eliminating discipline techniques that backfire
- developing a tool kit for classroom management and control
- utilizing a list of classroom management resources effectively



***This workshop is an effective follow-up to Substitute Teacher Training***

**CRN: 1472**

**Dates: March 14th, 2005**

**Monday, 9 a.m. to 4 p.m.**

**Fee: \$89**

**Instructor: Anne Peck**



## **Supervision 101: Survival Skills for First-Time Supervisors, New and Future Leaders**

Have you been promoted to supervisor with no other training than ‘just do it’? Have you been a supervisor, but need a new insight to enhance your skills? This five-session certificate program is designed to provide you with skills to help you become a highly effective supervisor.

### **Session I**

#### **Stepping Out, Stepping Up: Discover What Every Supervisor Should Know**

Promotion to the supervisory level often comes with little training in effective leadership skills. Avoid being overwhelmed by the demands and responsibilities of leadership. Discover tips and tactics to empower your teams to accomplish their work while creating time for you to do your own. Discover how to deal effectively with friends and peers that you must now supervise. Your new staff will have diverse personalities, goals, and abilities; learn how to create a cohesive work unit to enhance performance, productivity, and positive change. Topics include establishing authority and gaining respect; setting personal/team goals; facilitating decision-making; generating an atmosphere of trust and open communication; encouraging innovation; conducting effective meetings; fielding challenging situations, promoting and rewarding individual/team competence and growth; and giving corrective feedback.

### **Session 2**

#### **High-Performance Coaching: Interpersonal Skill Strategies for Superior Performance and Winning Results**

Coach, mentor and manage others by mastering your interpersonal skills. Get people to listen, understand, and give you the results you want. Develop power-packed communication skills to make your points clearly, confidently, and persuasively. Create a cohesive, loyal motivated team and avoid frustration by minimizing and eliminating miscommunication, gossip, complaints, whining, negativism, unacceptable requests, and constant grievances. Develop a winning edge by learning to: increase morale; enhance productivity, create positive first impressions; gain the backing of others; make people feel important; turn resistance into support; identify and work with different personality types; determine protocol with clients; avoid and dissolve discord; deal with challenging people; and use techniques that create lasting relationships and develop allies.

### **Session 3**

#### **Supervisors, Stand Up and Be Heard! Speak Up So Others Listen To Your Needs**

Master the art of asserting yourself in a professional way and gain the respect of your staff and management. Discover the differences in assertive, aggressive and accommodating behavior, and how to handle these personality types effectively. Build character and credibility among you and your staff, and you and your manager. You’ll learn the impact of body language and the spoken word; how to say no without feeling guilty; how to deal effectively with put-downs; strategies for assertively dealing with difficult people; ways to present ideas that demonstrate your integrity and competence; and how to get the respect you deserve from your direct reports. In this interactive session, you’ll work with other participants in a safe and supportive environment, allowing you to practice your newly acquired supervisory-skills.

### **Session 4**

#### **Blunders, Bloopers and Bleeps: Avoiding Managerial Malpractice by Becoming An Effective Problem-Solver**

Don’t be overwhelmed by your problems become solution-oriented. Create an environment where everyone is pulling in the same direction, toward common goals. You’ll develop decisive problem-solving skills that lead you to avoid common mistakes, correct your course of action, and achieve your goals. Explore and develop creative problem-solving techniques to create an esprit de corps that empowers your organization; builds and cultivates collaborative relationship skills; assesses risk-management options; and institutes proactive measures that achieve measurable results. Topics include supervisory pitfalls: why it does not pay to get angry; facilitating by example; gaining credibility; relating to your team without getting chummy; listening to calls for assistance; and being open to the needs and challenges of the individual.

## Sessions 5

### **Before Push Comes to Shove: How to Deal with Impossible Clients, Bosses and Employees**

Gain a better understanding of and learn to cope more effectively with the challenging people and situations in your life. Use effective, persuasive communication techniques to get people to cooperate with you and each other. Reduce stress and increase personal and professional effectiveness by learning to: identify difficult personality types; diffuse aggressive behavior; communicate problems and their solutions clearly, turn confrontation into compromise; use “win-win” negotiating techniques; and correct without criticism.

**CRN: 1473**

**Dates: Thursdays, April 7, 14, 21, May 5 and 12, 2005**

**Time: 6:30 p.m.-9:30 p.m.**

**Fee: \$189**

**Instructor: Anne Peck**

### **A Beginner’s Guide to Getting Published**

Did you know that Stephen King was rejected 75 times before he sold his first novel? If your goal is to become a published freelance writer by selling a magazine article, short story, poem, or even a full-length novel, this comprehensive workshop will guide you to, then past the editor’s desk. You will be presented with information it may take other writers years to discover, including:

- \* how to become a “published” writer overnight
- \* submitting manuscripts the correct way
- \* writing irresistible query letters
- \* 100 ways to make money as a freelance writer
- \* FREE future Q&A opportunities

If you really want to succeed, this step-by-step workshop, taught by a successful published writer, is a must! A materials fee of \$10 is payable to the instructor at the door for information designed to help you long after the workshop is over. **SPECIAL NOTE: THIS WORKSHOP WILL ONLY BE OFFERED ONCE A YEAR.**

**CRN 1453**

**DATES Monday, April 25, 2005**

**TIME 6:30 p.m.-9:00 p.m.**

**FEE \$45.00**

**INSTRUCTOR LeeAnne Krusemark**



## **Living a Successful Stress-Free Life, Personal Development Workshop**

That's right, there is **one thing** you need to learn to have a successful, low stress life; only **one thing** standing between you and having the life you want! The key is to learn how to eliminate **fear and self-defeating beliefs** that are unconscious habits. **Learn the breakthrough Peace-Power Method**, inspired by "A Course in Miracles" and the result of over 20 years of psychological and spiritual study. Its four simple steps teach you how to become aware of and eliminate self-destructive habits. Bring any area of unhappiness, stress, or worry to the workshop and experience the freedom of releasing one of life's burdens.

Business executives pay \$200/hour to learn similar methods for achieving high levels of personal achievement and satisfaction, but A World Without Fear Foundation generously offers these workshops at a reduced rate for community groups. To take advantage of this opportunity to experience this potentially life-changing technique

**Ralph Hubbard**, MBA, is a business and life success coach, and a management consultant with a 20-year successful track record. He has consulted for IBM, Motorola, Sprint, Verizon, ATT, and PriceWaterhouseCoopers and he is a co-founder of A World Without Fear Foundation. For more information visit [www.ralphhubbard.com](http://www.ralphhubbard.com) and [www.aworldwithoutfear.com](http://www.aworldwithoutfear.com)

**CRN 1474**

**DATE February 16, 2005**

**TIME 7:00 p.m.-9:00 p.m.**

**FEE \$ 35.00**

**INSTRUCTOR: Ralph Hubbard**

## **Living Life With Confidence**

Does a lack of self esteem and no self confidence keep you from achieving your dreams? If so, then this course is just what you need. Through an entertaining lecture, discussions and goal setting exercises, the student will learn the skills necessary to have positive self esteem and great confidence in themselves. Emphasis will be placed on positive thinking and confidence building skills.

**CRN 1457**

**DATE Tuesday, March 15, 2005**

**TIME 6:00 p.m.-8:00 p.m.**

**FEE \$ 25.00**

**INSTRUCTOR: Roger Abramsky- Founder/Motivational Speaker received his bachelor's degree in Sociology and Applied Social Relations/Communications from Eastern Connecticut State University. He is the founder of the American Society for Positive Thinking and teaches numerous courses and seminars on public speaking, positive thinking, and confidence building. He is also working on his first novel entitled "Yes You Can."**

## **Speak Easy, The Art of Effective Speaking**

If speaking in front of an audience causes you fear and panic, then this is the course for you. Learn techniques to confidently and effectively speak in front of an audience. Learn the fine art of speaking with and without notes and presenting information in an entertaining manner. This four-session course will have you speaking like a pro. Through lectures, exercises and practices, students will develop confidence and an effective presentation style.

**CRN 1458**

**DATE Wednesdays, March 2, 9, 16, 23, 2005**

**TIME 6:00 p.m.-8:00 p.m.**

**FEE \$ 25.00**

**INSTRUCTOR: Roger Abramsky- Founder/Motivational Speaker**



### **Getting Paid to Talk**

An introduction to professional voice-acting Have you ever been told you have a great voice? This exciting class will explore numerous aspects of voice-over work for television, film, radio, books on tape, documentaries and the internet! We will cover all the basics, including how to prepare the all-important demo and how to be successful and earn great income in this exciting field. Students will have the opportunity to ask questions and to hear examples of demos recorded by professional voice actors. Class participants will even have a chance to record a commercial script under the direction of our producer! This class is informative, lots of fun, and a great first step for anyone interested in voice-acting professionally.

**CRN 1195**

**DATE Tuesday, March 22, 2005**

**TIME 7 pm- 9 pm**

**FEE \$25.00**

**INSTRUCTOR: Staff**

### **“Conquering Clutter at Home and Work”**

Feeling stressed by the clutter or never have enough time? Looking to simplify your life while at the same time becoming better organized? Are you surrounded by “stuff” or afraid to dispose of or donate/sell things for which you will never use? Do you have piles of papers you don’t know what to do with that bothers you? How often are you unable to find certain items? A moderately disorganized person loses about two hours every day due to disorder. Let professional organizer Carleen Hoffman guide you to a more organized and stress-free life. Learn how clutter steals your time and affects your health and career. Learn techniques to minimize the clutter in your personal and professional life.

Ms. Hoffman operates the Clutter Doctor, Inc., working one-on-one with clients assisting them with managing their time and space and providing innovative solutions for organizing problems.

**CRN 1455**

**DATE Monday, March 7 & March 17, 2005**

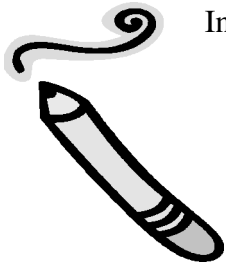
**TIME 6:15 p.m.-8:15 p.m.**

**FEE \$25.00**

**INSTRUCTOR: Carleen Hoffman**



## Introduction to Script Writing for Television



In this course students will be expected to do a lot of writing, which will be constructively critiqued, by fellow students' and instructors. There will be short readings, both with students and instructor critiquing each student's work. This method gives the students a great deal of input and ideas as you continue to write. Students will write two critiques of each student's reading-a paragraph or two on notebook paper is fine one copy to the student, one to the instructor. You learn basics like pitching how to write your treatment/synopsis, editing, how not to have one-dimensional characters, structure stage movement and more. *Textbook required: Screen play: The Foundations of Screen Writing, Author: Syd Field (3rd Edition), this class meets week for 10 weeks.*

**CRN 1480**

**DATE** Wednesdays, January 26- March 30, 2005

**TIME** 6:00 p.m.-8:00 p.m.

**FEE** \$65.00

**INSTRUCTOR:** Ms. Deborah Callabretta

## Memory Keepers

Memory keeping at it's best with Creative Memories. Let us help you preserve your most precious memories. In this six three-hour course you will learn the importance of preserving the past, enriching the present, and providing cherished memories for generations to come by creating storybook albums. We will provide you with instruction, guidance, tools and space to complete your very own album.

Adults and children age twelve and older will have a great experience. You will gain the knowledge needed to create your own storybook album. You will learn the importance of preserving the past. The proper way to do so is through our first class the "Home Show". We will also help you organize your photos, show you how to crop, and also help guide you to creating great page layouts. Through our instruction you can complete an album of your own in just six weeks. Materials needed for first class: Please bring 8-10 photos for creating your first page in your album.

**CRN 1481**

**DATE** Saturdays, February 26-May 7, 2005

**TIME** 9:00 a.m. - 12:00

**FEE** \$60.00

**INSTRUCTOR:** Aimee Gauvin & Megan Emrick



Aimee Gauvin is a Creative Memories consultant who has been creating her own storybook albums through creative memories for 3 years. She has lead workshops on Scrapbooking. Her latest, "Scrapbooking, A popular Culture Craft", which she discussed Scrapbooking and its role in American popular Culture.

Megan Emrick has been involved in Creative Memories album making for 7 years, and recently has joined the Creative Memories team as an independent sales consultant.

## PROFESSIONAL BARTENDING WITH SMART CERTIFICATION



This professional bartending course includes the state and national SMART certification (Server & Managers Alcohol Responsibility Training) recognized by the Connecticut Department of Liquor Control and police departments. Certification teaches responsible service of alcohol with extra emphasis on checking I.D.'s, how to spot signs of intoxication, and how to respond appropriately. Students will learn to make more than 100 drinks from gin-and-tonics to daiquiris. The S.M.A.R.T. certification is recognized by liquor administrations throughout the country and those who hold a S.M.A.R.T. certification lower the liquor liability of any place they work.

Anyone who is 18 years or older, looking for a new skill which can be used immediately in restaurants, clubs, hotels or at catering companies, will benefit from this course. Students receive a certificate of completion for the Professional Bartending course and a S.M.A.R.T. wallet sized certification card. Students must be 18 years old or older. No real alcohol is used. Job Placement assistance will be available. Material fee of \$35 payable to instructor at first class. Instructor: Liz Trendowski

### Spring Session

**CRN: 1312**  
**DATE: March 3 & March 15, 2005**  
**TIME: 9AM-5PM**  
**FEE: \$175.00**

### Summer Session

**CRN: 1486**  
**DATE: May 7 & May 14, 2005**  
**TIME: 9AM-5PM**  
**FEE: \$175.00**

## S.M.A.R.T. CERTIFICATION FOR SERVERS OF ALCOHOL

Servers & Managers Alcohol Responsibility Training is a 3-hour certification course developed by those in the hospitality industry for the hospitality industry. Participants will learn to identify signs of intoxication using the traffic light system as well as learning Connecticut's liquor rules, regulations and laws. This course has an intense focus on checking I.D. properly and underage drinking.

*Material Fee \$ 35.00 includes manual and certification.*

**CRN: 1232**  
**DATE: March 3, 2005**  
**TIME: 2PM-5PM**  
**FEE: 35.00**

**CRN: 1487**  
**DATE: May 7, 2005**  
**TIME: 2PM-5PM**  
**FEE: 35.00**

## **Knitting Scarves for Beginners**

If you always wanted to learn to knit, here is your chance. Adults can learn to cast on, knit and cast off in three weeks. Make your own customized scarf to match your favorite outfit.

**CRN: 1469**

**Dates: Saturdays, February 5, 12, 19, 2005**

**Time: 1 p.m. to 3 p.m.**

**Fee: \$55**

**Instructor: Linda Andolina**

**Materials needed: Two needles size 10 1/2 6.5 mm  
Two skeins of yarn**



## **Our Journey through Grief**



The impact of death of a family member or a friend varies among individuals. This study of bereavement and grief begins our journey toward human understanding of loss. Though death affects everyone in different ways, there are tools that help us discover a path to healing and peace. This course will help you explore those tools.

**CRN: 1470**

**Dates: Wednesday, March 2, 9, 16, 23, 30, April 6, 2005**

**Time: 7 p.m. to 8:30 p.m.**

**Fee: \$30**

**Instructor: Suzanne O’Cannon**

## **Parapsychology 101**

Are you psychic? Do you have vivid dreams? Can you pick up on vibrations? Most people are more intuitive than they realize. Learn to tap into the Universal Mind for guidance and support, Explore the human energy field, hypnosis, meditation, mediumship, and dreams. Take time to develop your intuitive abilities. In this course, conducted by clairvoyant counselor, Elaine Kuzmeskus, the theory of parapsychology will be explored along with meditation, dream interpretation and channeling. Elaine, a nationally recognized spiritualist medium, has been a presenter at Lily Dale Assembly in New York and the Leaning Annex in New York City and is the author of Soul Cycles.

This class is an excellent opportunity for the beginning and intermediate student to improve their intuitive skills by learning the basic steps to intuition! The course concludes with a séance given for the students. The class is open to believers and nonbelievers alike!

**CRN 1479**

**DATES Tuesdays, March 22 to April 29, 2005**

**TIME 7:00 p.m. - 9:00 p.m.**

**FEE \$90.00**

**INSTRUCTOR Elaine Kuzmeskus, M.S. Director, New England School of Metaphysics, Suffield, CT**

### **The Human Energy Field**

Do you believe that there is more to life than what you can sense through your physical senses? Are you curious about techniques such as Reiki, and want to learn more about how and why they can be effective? This series of classes is for those just beginning to learn, or who have already begun learning about energy and how to work with it to help themselves and others. Some of the topics you will learn about are-what energy is, auras, chakras, sensing energy, energy protection, and different energy healing systems. You will have fun exploring techniques and tools to work with energy, including meditation, guided imagery, crystals and sound. You will be given many important guidelines and techniques to take home with you to continue your exploration.

**CRN 1456**

**DATES** Thursdays, February 17, 24, March 3, 2005

**TIME** 6:00 p.m. - 8:00 p.m.

**FEE** \$35.00

**INSTRUCTOR:** Heidi Rancin, MS, is a psychotherapist and spiritual counselor. She holds a Master's Degree in counseling and psychology and has studied extensively in the spiritual and metaphysical arena for over 25 years. She is a certified Reiki Master and is actively involved with Terra Lux, Inc., a center of Spiritual Awareness, where she is a spiritual guide and facilitator. She has a private practice in Western, MA.

### **Take Charge Of Your Weight-NOW!**

Do you want to be happier, healthier and at a weight that is just right for you? These classes will show you how! Learn how to take back control of your eating habits using the power of your mind. Develop your own unique program that supports your efforts to easily control your weight, using powerful tools and techniques such as self hypnosis, body typing, nutritional guidelines and much more. Discover how to change yourself from the inside out! It's time to empower yourself! You deserve it! The knowledge and awareness you will get from these classes, when turned into actions, will help you gain more respect and love of self. Each class includes short group hypnosis, please wear comfortable clothes.

**CRN 1459**

**DATE** Monday, March 21, 28, April 4, April 11, April 18, 2005

**TIME:** 7:00 p.m.-9:00 p.m.

**FEE** \$ 45.00

**INSTRUCTOR:** Ariana Paasche, CHT, CH, is a Hypnotherapist certified from the National Guild of Hypnotists and is a nationally certified Herbalist in Western and Traditional Chinese Herbology. She is also state licensed as a Physical Education teacher and in Massage therapy in Germany. She has a 17-year private practice in Coventry, CT.

### Ceramics for Kids



Kids who love to paint will really enjoy this class. Kids will be able to paint and bring home their ceramic piece in the same day. Each piece made will be for the holiday season. The pieces can be given as gifts or kept for you. **Please pay instructor \$ 6.00 material fee for each class to cover supplies. Ages: 6 to 12 years old**

**CRN 1450**

**DATE Saturdays, February 12, March 5 & March 19, 2005 (Valentine's Day, St. Patrick's Day, Easter)**

**TIME 10:00 a.m. - 11:30**

**FEE \$30.00**

**INSTRUCTOR: Sue Champagne**

### Centerpieces- Floral Design

Vase, Easter basket, bowl baskets or a decorative dish; bring one of these and flowers of your choice (fresh, dry, or silk) and you will learn how to create a centerpiece for any holiday. If you have a favorite small trinket, bring that too and get ideas on how to incorporate it into your arrangement. Bring some ribbon, and learn to make bows. Example: favorite spring ornaments, decorative picks, faux fruit or glass balls.

**CRN 1460**

**DATE Tuesday, March 22, 2005**

**TIME 7:00 p.m.-9:00 p.m.**

**FEE \$ 45.00**

**INSTRUCTOR: Lillian Voyer-Palmer**



### Swags and Wreaths

Always wanted to do something with the beautiful bushes/tree branches from your yard? Bring cuttings in and I'll show you how to create a door swag, wreath or window swag. Don't want to cut anything, that's fine to, just buy silks or dried flowers, or plain one and come learn how to decorate it. Don't forget your favorite ribbon. We will learn to make bows.

**CRN 1461**

**DATE April 5, 2005**

**TIME 7:00 p.m.-9:00 p.m.**

**FEE \$ 45.00**

**INSTRUCTOR: Lillian Voyer-Palmer**

## *Home Improvement Series with the Palmers*

### **Part I- Home Improvement Help**

Tired of paying a contractor to do small repairs that you could do? Have you started a project and don't know how to finish it or would you like to try all those neat things they do on TV? This is the home improvement team to ask your how do's!! In this section you will learn a variety of shortcuts and those little tid-bits, to make your Spring & Summer projects a success. This class will cover general repairs and remodeling that any homeowner can learn. Send in or bring in your questions and we'll answer them or help you find the answers.

**THIS IS GREAT FOR COUPLES!**

**CRN 1462**

**DATE Tuesday, May 24, 2005**

**TIME 7:00 p.m.-9:00 p.m.**

**FEE \$ 60.00**

**INSTRUCTOR: The Palmer's**



### **Part II-Wall Repair**

Have nicks, small holes or scrapes on your walls? This session will teach you step by step how to fill in, smooth out and repair holes in your sheetrock, sand and priming.

**CRN 1463**

**DATE Thursday, May 26, 2005**

**TIME 7:00 p.m.-9:00 p.m.**

**FEE \$ 60.00**

**INSTRUCTOR: The Palmer's**

### **Part III- Wall Treatments**

Not sure of colors or prints? Have you bought all those "help gadgets" for painting, but have trouble using them? Then this is the class for you. Bring in your items and questions and we'll help you learn to use them. Also get tips on how to get that troublesome trimming done neatly, print and color matching guidelines, wallpapering and tools needed to make your next wall job a success.

**CRN 1464**

**DATE Tuesday, May 31, 2005**

**TIME 7:00 p.m.-9:00 p.m.**

**FEE \$ 60.00**

**INSTRUCTOR: The Palmer's**

### **Part IV-Wall Treatments 2-Faux Finishing**

Want the wallpaper look with paint? Have walls with imperfections and want to learn different techniques to use on them? Not sure which color to use together? This class will give you an overview of ways to treat your walls with paint. Subjects include sponging, ragging, hatching, stenciling and metallic accenting. Bring your idea and we'll try it out.

**CRN 1465**

**DATE Thursday, June 2, 2005**

**TIME 7:00 p.m.-9:00 p.m.**

**FEE \$ 60.00**

**INSTRUCTOR: The Palmer's**



## **Part V- Final Touches/Fixtures & Outlets**

Now that your walls are repaired and painted, it's time for new fixtures. But not sure how to change a light, faucet, or outlet to match the room? Come to this class and we will teach you simple steps to remember. Don't pay someone else to do what any homeowner can do.

**CRN 1466**

**DATE Tuesday, June 7, 2005**

**TME 7:00 p.m.-9:00 p.m.**

**FEE \$ 60.00**

**INSTRUCTOR: The Palmer's**

## **Planting-Spring & Summer Prep**

Need some ideas about what to plant this Spring or Summer? Come ask us. We can help homeowners with general landscaping questions. Bring all your questions and we'll help. Make sure you know what plant your question concerns, or bring a picture.



**CRN 1467**

**DATE Thursday, June 9, 2005**

**TME 7:00 p.m.-9:00 p.m.**

**FEE \$ 60.00**

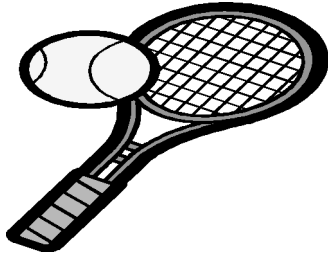
**INSTRUCTOR: The Palmer's**

## **Driver Safety Courses**



<b>Location</b>	<b>Date</b>	<b>Time</b>
Asnuntuck CC	02/21 & 22-05	1 to 5 pm
Shaker Pines Fire Dept.	TBA	1 to 5 pm
Enfield Sr. Center	03/07 & 08-05	9 a.m. to 2 p.m.
Windsor Locks Sr. Center	03/14 & 15-05	1 to 5 p.m.
Asnuntuck CC	03/17 & 18-05	9 a.m. to 1 p.m.
Somers Sr. Center	03/24 & 25-05	9 a.m. to 1 p.m.
Shaker Pines Fire Dept.	TBA	1 to 5 p.m.
St. Francis @ Enfield	04/05 & 06-05	5:30 to 9:30 p.m.
Stafford Sr. Center	04/25 & 26-05	12:30 to 4:30 p.m.
E. Windsor Sr. Center	04/25 & 26-05	9 a.m. to 2 p.m.
Suffield Sr. Center	TBA	All Day
Asnuntuck CC	05/25 & 26-05	9 a.m. to 1 p.m.
Enfield Sr. Center	06/01 & 02-05	12:30 to 4:30 p.m.
Suffield Sr. Center	TBA	All Day

*For registration information, contact 763-1509, or pick up registration forms at libraries and senior centers*



### **Play Tennis for Life**

Do you drive by tennis courts wishing you had learned how to play when you were a child? Well it's never too late. Tennis can be learned and enjoyed at any age. In this course, through instruction, drills, and games, you will learn the fundamental shots of tennis such as forehand, backhand, volleys, overheads, and serving. At the conclusion of the course, you will be ready for some friendly tennis matches. Please bring a tennis racquet if you have one. This course is held at

The Enfield Tennis Club, 226 Shaker Road, Enfield, CT 06082. For more information please call Michael Myers, Tennis Director, 860.698.6503

#### *Weekly Outline for Adult Class*

**Week 1: Forehands & Backhands**

**Week 2: Serve & Volley**

**Week 3: Overheads & Return of Serve**

**Week 4: Forehand/Backhand Approach Shots**

**Week 5: All Shots-Combination Strategy Drills**

**Week 6: Singles & Doubles Strategy**

**Week 7: Match Play**

**Week 8: Match Play**

**Week 9: Match Play**

**\* Adjustments will be made based on level of players and speed of progression.**

**CRN 1448**

**DATE Mondays, March 21- May 16, 2005**

**TIME 8:30 p.m. - 10:00 p.m.**

**FEE \$ 165.00**

**INSTRUCTOR: Michael Myers, Tennis Director of The Enfield Tennis Club will be overseeing the instruction of the program and determining necessary staff. Michael was formerly the head coach of the Springfield College Tennis Team from 2002-2004.**

**He has a Masters in Education from Springfield College and was ranked the # 1 player at S.C. from 1986-1990. Michael was a formerly ranked player in Singles and Doubles in New England. He has also competed on the Professional Satellite Tour. He has taught tennis in the area for over 20 years.**

## **Golf for Beginners**

This is a five-week course with fundamentals including grip, stance, posture, alignment, positions of the swing, chipping and putting, and practice at the range. If you have your own clubs, feel free to bring them; otherwise, they will be provided for you. Video of your swing, short game, putting and chipping will be included in the price of the course.

**CRN 1138 Tuesday, April 12- May 10**  
**CRN 1482 Tuesday, May 17- June 21 (no class 5/31)**  
**CRN 1483 Tuesdays, July 12- August 9**

**TIME: 6:00 p.m.-8:00 p.m.**  
**FEE: \$75.00 (video included in price)**  
**INSTRUCTOR: Joe Simanski**



## **Intermediate Golf**

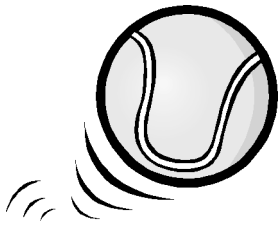
This is a five-week course. In this course we will refine your swing, develop your short game and putting skills. You will play on the golf course and develop scoring strategies. *Prerequisite for this course is Golf for Beginners.* Price includes videotaping, does not include green fees.

**CRN 1139 Wednesday, April 13- May 11**  
**CRN 1484 Wednesday, May 18- June 22 (no class 5/31)**  
**CRN 1485 Wednesday, July 13- August 10**

**TIME: 6:00 p.m.-8:00 p.m.**  
**FEE: \$95.00 (includes videotaping) does not include green fees**  
**INSTRUCTOR: Joe Simanski**

*If you have any questions about either of the Golf courses please contact Mr. Joe Simanski, Jr, at (860) 253-3050 or email at [Jsimanski@acc.comnet.edu](mailto:Jsimanski@acc.comnet.edu).*

## **Junior Learn-to play Tennis Clinics**



Could your son or daughter be the next Andy Roddick or Serena Williams? Get him/her started now with fun, energetic clinics with other children the same age and ability. Through basic instruction and lots of eye-hand coordination games and drills, children ages 6-13 will learn the fundamental strokes of tennis. By the end of the course they will have the foundation of a sport for a lifetime. This course is held at The Enfield Tennis Club, 226 Shaker Road, Enfield, CT 06082. For more information please call Michael Myers, Tennis Director, 860.698.6503

### *Weekly Outline for Junior Class*

- Week 1: Forehands / Sharks & Minnows**
- Week 2: Backhands/ Jail Break**
- Week 3: Serve & Volley**
- Week 4: Overheads**
- Week 5: Service Return/ Freeze Tag**
- Week 6: Champ of the Court**
- Week 7: All shots-Combination Strategy Drills**
- Week 8: Scoring-Strategy**
- Week 9: Match Play**

**CRN 1449**

**DATE** Mondays, March 21- May 16, 2005

**TIME** 3:30 p.m.-4:30 p.m.

**FEE** \$ 160.00

**INSTRUCTOR:** Michael Myers, Tennis Director of The Enfield Tennis Club will be overseeing the instruction of the program and determining necessary staff. Michael was formerly the head coach of the Springfield College Tennis Team from 2002-2004.

He has a Masters in Education from Springfield College and was ranked the # 1 player at S.C. from 1986-1990. Michael was a formerly ranked player in Singles and Doubles in New England. He has also competed on the Professional Satellite Tour. He has taught tennis in the area for over 20 years.



## **Ballroom Dancing**

No experience required. Have fun and be able to participate at your next social function. Anyone can learn the Fox-Trot, Waltz, Swing, Cha-Cha, Polka and Jitterbug steps in this fun and relaxed course. Class is limited to 20 couples. You must pre-register with a partner.

**CRN 1441**

**DATE** Thursdays, March 3- April 7, 2005

**TIME** 7:00 p.m. - 8:00 p.m.

**FEE** \$ 60.00 per person

**INSTRUCTOR:** Al Boudreau

**BOATING EDUCATION**  
**STATE OF CONNECTICUT**  
**DEPARTMENT OF ENVIRONMENTAL PROTECTION**



**BASIC BOATING**

This 10-hour course, taught by volunteers or employees of the Connecticut DEP Boating Division, is designed to fulfill the requirements for the Connecticut Safe Boating Certificate. As of January, 1999, the course will also provide a diploma for the Personal Watercraft Operator's Certificate. Upon successfully completing the course and final examination, the student can send or carry the diploma, an Application for Certificate, and the appropriate fee to any state DEP office to obtain either the Safe Boating Certificate or the Personal Watercraft Operator's Certificate. Students must attend all classes to qualify.

**CRN 1130**  
**Tuesday/ Thursday, February 8, 10, 15, 17, 2005**  
**6:30 - 9:00 p.m.**  
**Fee: \$15**

**CRN 1131**  
**Tuesday/ Thursday, March 1, 3, 8, 10, 2005**  
**6:30 - 9:00 p.m.**  
**Fee: \$15**

**CRN 1132**  
**Tuesday/ Thursday, April 5, 7, 12, 14, 2005**  
**6:30 - 9:00 p.m.**  
**Fee: \$15**

**CRN 1133**  
**Tuesday/ Thursday, May 10, 12, 17, 19, 2005**  
**6:30 - 9:00 p.m.**  
**Fee: \$15**

**CRN 1134**  
**Tuesday/ Thursday, June 7, 9, 14, 16, 2005**  
**6:30 - 9:00 p.m.**  
**Fee: \$15**



## **ONE DAY! COMBINATION SAFE BOATING/ PERSONAL WATERCRAFT COURSE**

Meet all requirements of the Combined Basic Safe Boating/Personal Watercraft Course taught by the DEP. Topics include choosing the right boat; equipment requirements; state boating laws; safety regulations, navigation rules; buoy systems; trailering; safe fueling; weather; accident prevention; and more. All students receive an official diploma and state certification application upon successful completion of the course. Connecticut Marine Services and Professional Marine Education teach this 8-hour course. This easy-to-understand format was designed for all age groups (12-adult). The state certification exam is administered at the end of the course. Please bring a pen and pencil, notebook, a form of identification, and your lunch to class.

**CRN 1135**

**Saturday, March 26, 2005**

**8: 30 am - 5 p.m.**

**Fee: \$85**

**Instructor: Connecticut Marine Services**

**CRN 1136**

**Saturday, April 23, 2005**

**8: 30 am - 5 p.m.**

**Fee: \$85**

**Instructor: Connecticut Marine Services**

**CRN 1137**

**Saturday, May 14, 2005**

**8: 30 am - 5 p.m.**

**Fee: \$85**

**Instructor: Connecticut Marine Services**



## **ONE DAY! COASTAL NAVIGATION**

Keep your investment “Off the Rocks” with a course in Coastal Navigation. Sharpen your boating skills and have the confidence to venture to new places off shore! This course is taught in one (8) hour session by senior state certified instructors and is designed for ages 14 and over. Classes are small to ensure that students develop “hands on” charting and plotting skills using nautical charts, tools, and publications. Topics include: Longitude and latitude, Position fix, Dead reckoning, GPS and radar basics, Compass deviation and variation, Using plotting tools, Marine time conversions, Speed distance and time calculations, Aids to navigation, Cruise planning, and more! All students receive an official training certificate upon successful completion of this course.

Prerequisite: Students should have completed a basic boating course or have equivalent knowledge prior to enrollment.

**CRN 1454**

**Saturday, May 14, 2005**

**8:30 a.m. - 5 p.m.**

**Fee: \$79**

**Instructor: Connecticut Marine Services**

**MAIL TO:**  
**CONTINUING EDUCATION OFFICE**  
**ASNUNTUUCK COMMUNITY COLLEGE - REGISTRATION FORM**  
**170 ELM STREET**  
**ENFIELD CT 06082**

**PHONE # (860) 253-3034 or 253-3066 - FAX # (860) 253-3067**

Full Name:		Social Security No.		Sex: (circle) <input type="checkbox"/> M <input type="checkbox"/> F		Date of Birth	
(Last)	(First)	(MI)	Phone (H: ) ( )	Phone (W): ( )			
Home Address:			CT Residency: (circle) Yes <input type="checkbox"/> No <input type="checkbox"/>		US Citizen: (circle) Yes <input type="checkbox"/> No <input type="checkbox"/>		
(Number)	(Street)	(Apt #)	Race/Ethnicity: (check box) <input type="checkbox"/> Caucasian (10) <input type="checkbox"/> African-American (20) <input type="checkbox"/> Latino (30) <input type="checkbox"/> Asian/Pacific Islander (40) <input type="checkbox"/> Alaskan Native/American Indian (50) <input type="checkbox"/> Choose not to response (60)				
Registering For: (circle) FALL		SPRING		SUMMER		CONTINUING	
CRN#	DEPT & #	Course Title	Fee	Date(s)	Days (Circle)	Time	
					M T W TH F S S		
					M T W TH F S S		
					M T W TH F S S		
<b>REFUND POLICY: ABSOLUTELY NO REFUND OF TUITION OR FEES WILL BE GRANTED FOR NON-CREDIT OR CREDIT COURSES 24 HOURS PRIOR TO THE START OF CLASS.</b>				Student Signature--I have read the refund policy. <b>X</b>			
Check or Money order payable to Asnuntuck Community College enclosed.				(Visa No) _____ (Expiration Date) _____		(MasterCard No) _____ (Expiration Date) _____	

Information concerning birth date, gender, ethnic group, disability and social security number is being collected for reporting purposes only and will not be used in the selection process for admissions.

How did you get our current brochure?     On mailing list     from a friend     picked up at off-campus location     phone request  
 workplace     picked up at ACC     newspaper, please specify: \_\_\_\_\_

**Three ways to register:**

**FAX:** Fax the registration form with your Mastercard or Visa information to (860) 253-3067

**IN PERSON:** Bring the registration form and payment to the Continuing Education office, Monday- Friday between 9am- 4pm or to the Information Station after 4pm- check or credit card or money order only.

**MAIL IN:** Send this registration form in to the above address along with a check or money order payable to A.C.C (Asnuntuck Community College) or Mastercard/ Visa information. Course fees are payable at the time of registration. You are registered for a class unless notified otherwise.

## **DIRECTIONS TO ASNUNTUCK COMMUNITY COLLEGE**

**170 ELM STREET, ENFIELD, CT 06082**

**PHONE: 860-253-3034 or 253-3066**

**FAX: 860-253-3067**



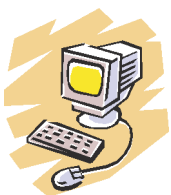
- North on Interstate 91
- Exit 48 off Interstate 91
- Turn Right at end of ramp ( go East)
- On Elm Street- Route 220
- Go through (5) five sets of traffic lights
- School will be on Right-Hand-Side of Elm Street (one block East of Palomba Drive).



**A Connecticut Community College**

**170 Elm Street, Enfield, CT 06082**

**NONPROFIT ORG.  
US POSTAGE  
PAID  
PERMIT NO. 65  
ENFIELD, CT 06082**



**Visit us on the web for more information: [www.acc.commnet.edu](http://www.acc.commnet.edu)**