

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

SPRING 2012

SCHEDULE OF CREDIT & NON-CREDIT COURSES



Northwestern Connecticut
Community College
Park Place East • Winsted, CT 06098
www.nwcc.commnet.edu



Education That Works For a Lifetime

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TELEPHONE DIRECTORY

Admissions and Testing	738-6330
Bookstore	379-6226
Business Office (Cashier)	738-6415
Career Information.....	738-6420
Center for Student Development	738-6420
Child Development Center	379-9226
Computer Laboratory.....	738-6367
Continuing Education	738-6446
Counseling	738-6420
Faculty Secretary	738-6379
Financial Aid.....	738-6326
High School Partnership Program	738-6330
Library.....	738-6480
Placement Testing	738-6330
Registration/Records Phone.....	738-6314
Registrar's Office Fax	738-6413
School Closing Information.....	738-6464
Student Activities	738-6343
Tech-Prep	738-6442

Spring 2012 Academic Calendar

Winter Intersession 2012

Winter Session will be scheduled from January 3, 2012 through January 13, 2012

January

DAY	DATE	DESCRIPTION
Wednesday	January 11	New Student Orientation (Evening)
		Snow Date January 12, 2012
Friday	January 13	Last Day for 100% Tuition Refund
Monday	January 16	Martin Luther King Day-COLLEGE CLOSED
Tuesday	January 17	CLASSES BEGIN
Monday	January 30	Last Day to Add/Drop Courses and Last Day for 50% Tuition Refund

February

DAY	DATE	DESCRIPTION
Monday	February 13	Last Day to Change to AUDIT
Tuesday	February 14	Lincoln's Birthday Observed-No Classes

March

DAY	DATE	DESCRIPTION
Mon-Sat	March 12-17	Spring Break-No Classes
Friday	March 30	GRADUATION APPLICATIONS DUE

April

DAY	DATE	DESCRIPTION
Monday	April 2	Last Day to Make up Incompletes
Friday	April 6	Good Friday-No Classes
Monday	April 9	Last Day to Withdraw from Classes
Friday	April 13	Professional day-No Classes

May

DAY	DATE	DESCRIPTION
Wed-Thurs	May 2-3	Make-up/Reading Days-No Classes
Friday	May 4	Last Day of Classes
Mon-Fri	May 7-11	Final Exams
Wednesday	May 16	Grades due by 9:00 am
Wednesday	May 23	Awards Convocation
Thursday	May 24	COMMENCEMENT
Monday	May 28	Memorial Day-COLLEGE CLOSED

NEW STUDENTS: DON'T MISS ORIENTATION

Wednesday, January 11, 2012 * Founders Hall 5:00 p.m.-8:00 p.m.
Snow Date is Thursday, January 12, 2012

- Orientation provides new students with the opportunity to become familiar with the NCCC college community.
- Tour the campus • Meet informally with Faculty to ask questions and discuss concerns • Interact with other new and returning students • Learn about campus events, clubs and organizations.

A complete packet of valuable information including the student handbook, student ID and library card information, medical insurance information, listings of various student services and schedules will be handed out. Watch the mail for a complete schedule of events.

ADMISSIONS AND REGISTRATION CHECKLIST

New or Transfer Students

- Complete the **Application for Admission** and submit it with the **\$20 application fee**
- Submit **proof of high school completion or GED** completion (*if currently in high school submit transcript upon admission followed by final high school transcript after graduation*)
- Submit **proof of immunization records** (*see page 5 for immunization policy*).
- Contact the Admissions Office to schedule a date to take the **Placement Test** at 860-738-6330. If transferring from another college, submit official college transcripts to determine if placement testing can be waived.
- If applicable, apply for **Financial Aid** (*see page 6 for financial aid information*)
- Meet with a counselor in the Center for Student Development to **register for classes** as soon as the above requirements have been completed.



Non-Degree Seeking Students (*Not eligible for Financial Aid, cannot be Full-time Student*)

- Complete the **Application for Admission** and submit it with the **\$20 application fee**
- Include unofficial college transcripts (*to show that course prerequisites are met*) or call 860-738-6330 to schedule a placement test.
- Complete **course registration form**
- Submit all documents to the Admissions Office. (*Fax: 860-738-6437*)

Re-Admitted Students (*Haven't been back to NCCC in two or more years*)

- Submit **Readmission Application** available online and in the Admissions Office
- Call the Admissions Office to verify that we have all required documents at 860-738-6330.
- If applicable, apply for **Financial Aid** (*see page 6 for financial aid information*).
- Meet with a counselor in the Center for Student Development to **register for classes** as soon as the above requirements have been completed.

For more information regarding the admission process and for a link to apply online go to:

<http://www.nwcc.commnet.edu/admissions/admissionshowtoapply.htm> or call the Admissions Office at 860-738-6330.

IMMUNIZATION POLICY

The State of Connecticut General Statutes requires each full-time or matriculating student to provide proof of adequate immunization before permitting such student to enroll at college. You must provide documentation of the following immunizations to the Admissions Office, Green Woods Hall, for verification: Measles, Mumps, Rubella, and Varicella. Please refer to the Admissions website for further information and immunization requirements, and exemptions http://www.nwcc.commnet.edu/forms/immunization_form.pdf or call the Admissions Office at 860-738-6330.

Admissions Office is located in Green Woods Hall Room 219

NCCC ID

Photo IDs can be obtained in the CENTER for Student Development, Green Woods Hall Rm 208. You will need a copy of your registration form/bill/receipt and a photo ID, such as a driver's license.

NCCC BOOKSTORE HOURS

The NCCC Bookstore is located in Green Woods Hall.

Spring 2012 HOURS

Mon., Tues., Thursday 9:00 a.m. - 4:00 p.m.
 Wednesday 9:00 a.m. - 5:30 p.m.
 Friday 9:00 a.m. - noon

Extended hours will be posted at the beginning of the semester.



STUDENT FINANCIAL AID

COLLEGE POLICIES

NCCC is committed to helping those students who demonstrate need for financial assistance. Therefore, the College strongly urges all students who plan to enroll in a degree or eligible certificate program to apply for financial aid. Students must complete the Admissions process and become matriculated in order to receive notification of their financial aid eligibility from the Financial Aid Office.

PRIORITY APPLICATION DEADLINES

May 1 - Continuing Students

Dec 1 - New Students entering Spring 2012

Complete financial aid applications received by the above dates will receive priority consideration. On-time applicants will receive notification of eligibility before the beginning of classes and will be able to deduct the anticipated financial aid from tuition and fee charges. On-time applicants will also be able to charge books at the College Bookstore if they have sufficient aid pre-credited to their tuition account. Applications completed or submitted after the Priority Dates will be reviewed on a rolling basis as funds permit, but may not receive an actual award notification until after classes have begun. Plan and apply early to receive the fullest consideration!

FINANCIAL AID APPLICATION

To apply for financial aid, and to receive notification of eligibility, follow these 3 steps:

Step 1 - Apply for a Federal Personal Identification Number (PIN) by going to the U.S. Dept. of Education website at: www.pin.ed.gov. You will need this PIN in order to sign your financial aid application. Please note that one of your parents will also need to apply for a PIN if you are financially dependent upon your parents.

Step 2 - Complete and file the **Free Application for Federal Student Aid** by going to the U.S. Dept. of Education website at: www.fafsa.ed.gov. Use the PIN assigned to you (and your parents, if applicable) to sign your FAFSA. Make certain that you list NCCC (Code No. 001398) to be a recipient of your FAFSA data.

AWARD NOTIFICATION

After receiving your reported FAFSA financial data and the need analysis from the Federal Processor, the Financial Aid Office will construct a "financial aid package" consisting of available aid from Federal, State, and College sources to award you aid to cover your direct educational expenses: tuition, fees, books and supplies. Individual eligibility may vary and result in different amounts being awarded from different programs. To receive official notification of any financial aid offered to you, practice and follow the third step:

Step 3 - Monitor the status of your financial aid application by frequently visiting your financial aid records contained in Student Self-Service by accessing the myCommNet portal. Be certain to read the Terms and Conditions to note the requirements for receiving financial assistance. Review your academic status to ensure that you have maintained academic progress to receive aid for the fall semester.

DISBURSEMENT OF FINANCIAL AID

The financial aid awarded to you will disburse to your tuition account. The Cashier's Office will review your tuition account, reconcile any advances to you to charge your books, and determine whether there is a "credit balance" which would result in a refund to you. To expedite receipt of your refund, enroll in Direct Deposit by accessing your account via myCommNet at my.commnnet.edu.

PAYMENT OF TUITION AND FEES

Please refer to the tuition and fee chart and payment instructions also contained in this credit course schedule. **Payment of tuition and fees may be deferred for students who have applied for financial aid on-time and who have been officially notified of their awards. Students who have only partial eligibility for financial aid are expected to pay any remaining balance due.**

NOTE that financial aid covers only courses which earn academic credit and fulfill degree or certificate requirements. Financial aid does not cover courses which are being audited, or courses which do not fulfill requirements in your program of study.

BOOKSTORE PURCHASES

Students who have a "credit balance" on their tuition account as reflected by a minus (-) symbol showing in "balance due" may use the credit balance to buy books in the College Bookstore. This may be done **two weeks before classes begin and through the end of the add/drop period.**

ELIGIBLE ACADEMIC PROGRAMS

Students who demonstrate financial need as it is measured and evaluated through the FAFSA, must also meet the other eligibility criteria for U.S. Citizenship or Permanent Resident Alien status, maintain satisfactory academic progress, and be matriculated in an eligible academic program. Whereas all Associate Degree Programs are eligible, only Certificate Programs which require at least 16 credits and prepare students for direct entry into jobs are eligible for student financial aid participation. Also, students who have previously earned a baccalaureate degree are not eligible for a Federal Pell Grant. Students seeking a second Associate Degree must request a curriculum evaluation to identify those courses which are required in the new program of study.

CONTACT INFORMATION

The Financial Aid Office is located on the second floor of
Green Woods Hall, Rm 224

Office Hours are 8:00 a.m. – 5:00 p.m.

Monday through Friday.

Email – **NW-Finaid@nwcc.commnet.edu**

**Financial Aid Information Sessions and Application workshops are offered every
Thursday.**

You may also access STUDENT SELF-SERVICE by going to <http://my.commnet.edu> to monitor your financial aid status, receive alerts of any verifying documentation needed to complete your application, or to receive the official notification of financial aid awarded to you. Also, review your tuition account summary to note the amount of anticipated aid and any “credit balance” you may use to purchase books at the College Bookstore.



COURSE OVERLOADS

Any full-time NCCC student who wishes to register for more than 18 credits per semester must obtain the written permission of the Dean of Academic & Student Affairs **prior to registering**. FH 103, (860) 738-6320.

CROSS REGISTRATION

with other CONNECTICUT PUBLIC COLLEGES & UNIVERSITIES

FULL-TIME NCCC STUDENTS who have registered and paid for the semester may elect to register for a class at another Connecticut Community College, one of the public universities, or the University of Connecticut FREE OF CHARGE ON A SPACE AVAILABLE BASIS AS LONG AS THE COURSE IS NOT OFFERED AT NCCC.

CROSS REGISTRATION with other CONNECTICUT COMMUNITY COLLEGES

PART-TIME NCCC STUDENTS who have paid the tuition and fees of a part-time student at their “home” institution and register for additional courses at a “host” institution shall not exceed the amount charged for a full-time student, if the student’s combined registration at the “home” and “host” institutions would classify them as a full-time student. Copies of the student’s tuition and fee receipt from the “home” institution should be accepted by the “host” institution, and the “host” institution should charge the difference between the full-time charges for tuition and fees and amount paid the “home” institution.

OTHER STUDENTS (from the Community Colleges of CT, public universities, or the University of CT) may register at NCCC in the same manner AS LONG AS THE COURSE IS NOT OFFERED AT THE HOME INSTITUTION.

Be sure to carry proof of registration and payment for the semester requested.

A TRANSCRIPT OF YOUR GRADES must be requested in writing from the Registrar’s Office.

There is no charge for personal/student transcript copies or for official transcripts. Personal copies may be picked up by or mailed directly to students. Official transcripts must be mailed directly to employers or other colleges or universities. Students should provide full name(s), dates of attendance, student ID number, actual signature (required by law), and complete address to which the transcript will be sent. It is recommended that you include your social security number if you do not know your Student ID number for verification purposes. Transcript request forms are also available online at www.nwcc.commnet.edu.

Transcripts cannot be processed immediately. There is a one week turnaround time for all official transcripts.

Mail request to: Records Office
 NCCC
 Park Place East
 Winsted, CT 06098

Fax Request to: Record Office
 860-738-6413

Students may also access their academic history online. Log on to: my.commnet.edu. NetID# is required.

REQUEST OFFICIAL TRANSCRIPTS ONLINE

1. Login to myCommNet(<http://my.commnet.edu>)
2. Once you login. Click on the Banner self-service on the top right.
3. Click on the **Student Records Tab**.
4. Click **Request Official Transcript**.

Semester Grades

Semester grades are available online at my.commnet.edu the day after they are entered into the system. Network ID number is required to access personal information. Grades will no longer be sent via U.S. mail unless requested in writing. Assistance is available in the Computer Lab, Academic Skills Center or the Library if you need help to access information via the computer.

Course offerings are subject to change. For up-to-date information go to www.nwcc.commnet.edu

SPRING 2012 REGISTRATION DATES

Online Registration for Returning Students Only:

November 1-13, 2011

Walk-In, Mail, Fax & Online Registration for All Students:

November 14, 2011-January 16, 2012

Walk-In Registration Only:

January 17-23, 2012

Late Registration:

January 24-30, 2012

Late registration requires written permission of the instructor and is subject to a \$5 late fee.

Walk-In Registration Hours:

Normal office hours are Monday through Friday 8:00 a.m. - 4:30 p.m.

Extended Registration Hours:

8:00 a.m. - 6:30 p.m.
 Monday, January 9
 Thursday, January 12
 Tuesday, January 17
 Wednesday, January 18

REGISTER ONLINE AT MY.COMMNET.EDU

To Register:

1. Enter Network ID and Password.
2. Click on "Banner Self-Service" on the top right.
3. Click Registration & Payment
4. Click-Register (Add/Drop) Classes
5. Make Payment
 - Click "Initiate Payment Step 2"
 - Fill in the Credit Card information and payment amount

To Drop a Class(es):

1. Follow the "To Register" steps 1-4 above
2. Find the classes you want to drop
3. In the box under "Action" select Drop/Delete Web
4. Click-Submit Changes

NOTE:

Payment is required at the time of registration. If payment is not made, you will be dropped from your class(es).

COURSE/COLLEGE WITHDRAWALS & DROP POLICY

DROP POLICY

Students wishing to DROP courses must complete the Add/Drop form and submit it to the Registrar's Office (Green Woods Hall Rm 215) by one of the following dates:

- Full tuition is refunded if an Add/Drop form is received in the Registrar's Office or done online by 4:30 p.m. Friday, January 13, 2012.
- 50% tuition is refunded if an Add/Drop form is received in the Registrar's Office between January 17, 2012 and 4:30 p.m. on January 30, 2012.

ADD/DROP POLICY

Students may add and drop courses until 4:30 p.m. on Monday, January 30, 2012. Instructor permission is required beginning January 24, 2012. **No ADD/DROPS will be allowed after January 30, 2012.**

WITHDRAWAL POLICIES

The last date to withdraw with a grade of "W" for full semester courses is April 9, 2012 at 4:30 p.m. Your instructor's signature is required for individual course withdrawals. A counselor's signature is required if you are withdrawing from all courses. Consult the College Catalog for additional information. **NO REFUNDS** are granted during the withdrawal period.

NOTE: Fees are not refunded except in case of course cancellation.

Tuition & Common Fees - GENERAL CREDIT COURSES

IN-STATE RATES - CONNECTICUT RESIDENTS

New England and Out of State Residents should refer to www.nwcc.commnet.edu or contact the Cashier's Office for rate information.

CREDITS	TUITION	COLLEGE SERVICES FEE	STUDENT ACTIVITY FEE	TOTAL	CREDITS	TUITION	COLLEGE SERVICES FEE	STUDENT ACTIVITY FEE	TOTAL
0.5	\$64.50	\$60.50	\$5.00	\$130.00	7.0	\$903.00	\$119.50	\$5.00	\$1,027.50
1.0	\$129.00	\$63.25	\$5.00	\$197.25	7.5	\$967.50	\$126.25	\$5.00	\$1,098.75
1.5	\$193.50	\$65.75	\$5.00	\$264.25	8.0	\$1,032.00	\$133.00	\$5.00	\$1,170.00
2.0	\$258.00	\$68.50	\$5.00	\$331.50	8.5	\$1,096.50	\$139.75	\$5.00	\$1,241.25
2.5	\$322.50	\$71.00	\$5.00	\$398.50	9.0	\$1,161.00	\$147.00	\$5.00	\$1,313.00
3.0	\$387.00	\$74.00	\$5.00	\$466.00	9.5	\$1,225.50	\$153.25	\$5.00	\$1,383.75
3.5	\$451.50	\$76.25	\$5.00	\$532.75	10.0	\$1,290.00	\$160.00	\$5.00	\$1,455.00
4.0	\$516.00	\$79.00	\$5.00	\$600.00	10.5	\$1,354.50	\$166.75	\$5.00	\$1,526.25
4.5	\$580.50	\$81.50	\$5.00	\$667.00	11.0	\$1,419.00	\$173.50	\$5.00	\$1,597.50
5.0	\$645.00	\$92.50	\$5.00	\$742.50	11.5	\$1,483.50	\$180.25	\$5.00	\$1,668.75
5.5	\$709.50	\$99.25	\$5.00	\$813.75	12.0 or more**	\$1,548.00	\$187.00	\$10.00	\$1,745.00
6.0	\$774.00	\$106.00	\$5.00	\$885.00	Annual	\$3,096.00	\$374.00	\$20.00	\$3,490.00
6.5	\$838.50	\$112.75	\$5.00	\$956.25	Full-time				

TUITION AND FEES ARE SUBJECT TO CHANGE

****EXCESS CREDITS TUITION CHARGE**-An additional flat tuition charge of \$100 per semester shall apply when total registered credits exceed 17 for the semester

ADDITIONAL MANDATORY USAGE FEES:

Laboratory Course Fee	\$78.00	Per registration in a designated laboratory course
Studio Course Fee	\$84.00	Per registration in a designated studio course
Clinical Program Fee - Level 1	\$267.00	Per semester (Fall and Spring only) - Level 1 allied health programs
Clinical program Fee - Level 2	\$191.00	Per semester (Fall and Spring only) - Level 2 allied health programs

*All Tuition and Fees are subject to change

Payments by MasterCard, Visa, Discover, Debit Card, check or money order will EXPEDITE processing. All cash payments are made in the Cashier's Office, Green Wood's Hall Room 206
8:00 a.m. - 5:00 p.m.

TUITION & FEES PAYMENT POLICIES

- All FEES (including College Service Fee, Student Activity Fee, Lab Fee, Studio Fee, Clinical Program Fees and Extension Fees) are due and must be paid at the time of registration.
- TUITION may be deferred through Friday, December 16, 2011.
- TUITION is due in full Monday, December 19, 2011.
- Payments by credit card (MC, VISA, DISCOVER), Debit card w/ Visa or MC logo may be made at **any time** on my.commnet.edu.
- Payments by credit card (MC, VISA, DISCOVER), debit card, check, money order or cash, (exact change) may be made in person in the Cashier's Office (Green Woods Hall Room 206) between 8:00 a.m. - 5:00 p.m., Monday- Friday.

FINANCIAL AID RECIPIENTS

- Payment of tuition and fees may be deferred for students who have applied for financial aid on-time and have been officially notified of their awards. Students who have only partial eligibility for financial aid are expected to pay any remaining balance due by the tuition due date.

VETERANS

- Connecticut veterans of all wars may be eligible for a tuition waiver. Veterans' waivers are issued by the Veterans' Counselor, Jeff Crothers in Greenwoods Hall Room 212, and must be presented at the time of registration. Please call 860-738-6306 for information.

SENIOR CITIZENS

- Connecticut residents that are 62 years of age or older may be eligible for a tuition waiver provided there is space available in the course on the first day of classes. Registrations will be held and then processed in the order in which they are received during the first week of classes.
- Tuition, College Service Fees, Student Activity Fees and Application Fees may be waived. Lab Fees and Studio fees will not be waived and must be paid at the time of registration.
- To be assured a seat in a class, senior citizens have the option of registering with full payment during the normal registration period.

Course offerings are subject to change. For up-to-date information go to www.nwcc.commnet.edu

Schedule of Extension & Common Fees - EXTENSION COURSES

IN-STATE RATES - CONNECTICUT RESIDENTS

New England and Out of State Residents should refer to www.nwcc.commnet.edu or contact the Cashier's Office for rate information.

CREDITS	EXTENSION FEE	COLLEGE SERVICES FEE	STUDENT ACTIVITY FEE	TOTAL
1	\$139.00	\$63.25	\$5.00	\$207.25
2	\$278.00	\$68.50	\$5.00	\$351.50
3	\$417.00	\$74.00	\$5.00	\$496.00
4	\$556.00	\$79.00	\$5.00	\$640.00
5	\$695.00	\$92.50	\$5.00	\$792.50
6	\$834.00	\$106.00	\$5.00	\$945.00
7	\$973.00	\$119.50	\$5.00	\$1,097.50
8	\$1,112.00	\$133.00	\$5.00	\$1,250.00
9	\$1,251.00	\$147.00	\$5.00	\$1,403.00
10	\$1,390.00	\$160.00	\$5.00	\$1,555.00
11	\$1,529.00	\$173.50	\$5.00	\$1,707.50
12	\$1,668.00	\$187.00	\$10.00	\$1,865.00
13	\$1,807.00	\$187.00	\$10.00	\$2,004.00
14	\$1,946.00	\$187.00	\$10.00	\$2,143.00
15	\$2,085.00	\$187.00	\$10.00	\$2,282.00

TUITION AND FEES ARE SUBJECT TO CHANGE

ADDITIONAL MANDATORY USAGE FEES

Laboratory Course Fee	\$78.00	Per registration in a designated laboratory course
Studio Course Fee	\$84.00	Per registration in a designated studio course
Clinical Program Fee - Level 1	\$267.00	Per semester (Fall and Spring only) - Level 1 allied health programs
Clinical program Fee - Level 2	\$191.00	Per semester (Fall and Spring only) - Level 2 allied health programs

*All Tuition and Fees are subject to change

REFUND POLICIES

- **Course Cancellations:** If the College cancels a course, you will automatically be granted a 100% adjustment of associated charges except the application fee.
- **Tuition, Laboratory & Studio Fees:** If you officially drop prior to the 1st day of the semester you will receive a 100% refund of associated tuition, laboratory and studio fees. If you officially drop on the 1st day of the semester through the 14th calendar day of the semester you will receive a 50% refund of your tuition, laboratory and studio fees. If you withdraw on the 15th day of the semester or later – **NO REFUND.**
- **College Service, Student Activity and Clinical Fees:** Not refundable.
- **Extension Fees (fees for Summer Sessions):** If you officially drop on the last business day before the first class meeting or prior – 100% refund of associated extension fee. Requests must be made by 4:30 p.m. Friday for courses starting Saturday – Monday. If you officially withdraw on the day of the first class meeting or later – **NO REFUND.**
- **Fees for Continuing Education non-credit courses:** If you are unable to attend a Continuing Education non-credit course you must withdraw at least five working days before the first scheduled class meeting in order to receive a refund. Some courses have limited refund policies. Contact the Continuing Education office for details.

INSTALLMENT PAYMENT PLANS

Students that are currently in good financial standing at the College and who have not previously defaulted on an Installment Payment Plan Agreement may be eligible to defer their payments as follows:

- Payment of all fees + \$25.00 Installment Payment Plan Fee - due at registration.
- Installment Payment #1 – 1/3 Tuition – due Dec. 19, 2011
- Installment Payment #2 – 1/3 Tuition – due Jan. 19, 2012
- Installment Payment #3 – 1/3 Tuition – due Feb. 17, 2012

Note: A \$15 late payment fee will be assessed on each installment not paid by the due date. Only students that have signed the Installment Payment Plan Agreement with the Cashier's Office may take advantage of these installment payment options.

Installment Payment Plans are only available through January 19, 2012.

CLASSES WITH SPECIAL START AND END DATES

CRN	Sec. Name & No.	Title	Instructor	Hours/Days	Time	Bldg Rm
•†	1105 CSA 105 02	Intro Software Apps 1/26/12 Special dates for this class	Cosgrove, Janet 1/26/12 – 5/16/12	3.0	ONLINE	
•†	1357 CSA 105 05	IntroSoftware Apps-Winter5wks Special dates for this class	King, Beverly 12/27/11 – 1/27/12	3.0	ONLINE	
■	1170 HPW 030 01	Planning Your Life Special dates for this class	Crothers, Jeff 2/23/12 – 3/29/12	1.0 TR	08:30A 09:51A	GW 304
■	1071 HPW 032 01	Career Directions Special dates for this class	Crothers, Jeff 4/3/12 – 5/1/12	1.0 TR	08:30A 09:51A	GW 304
■	1022 HPE 261 61	Yoga Special dates for this class	Young, Janice 1/17/12 – 4/24/12	1.0 T	06:35P 08:35P	GW 128
■	1437 HPE 274 51	Zumba 1/17-2/23/12 Special dates for this class	Thibault, Laura 1/17/12– 2/23/12	1.0 TR	05:00P 06:21P	GW 128
■	1438 HPE 274 52	Zumba 03/20-04/26/12 Special dates for this class	Thibault, Laura 3/20/12– 4/26/12	1.0 TR	05:00P 06:21P	GW 128
■	1157 HPE 281 61	Indoor Climbing 1/25-4/25/12 Special dates for this class	Whitten, Christa 1/25/12 – 4/25/12	1.0 W	06:35P 09:36P	GW 128
■	1187 HPE 283 71	Outdoor Climbing Special dates for this class Dates for outdoor climbing Make up day for inclement weather 5/12/12	Bettigole, Melissa 4/14/12 on campus meeting S 4/21, 4/28 and 5/5/12	1.0	08:30A 04:30P	GW 128
•†	1156 INT 134 01	Educational Interpreting Special dates for this class	Bement, Sarah 12/19/11 – 1/13/12	3.0	ONLINE	
•	1002 MAT 095 01	Elem Algebra Foundations Special dates for this class	O'Brien, Susan 1/25/12 – 5/16/12	3.0 MW	10:05A 11:26A	FH 107
•†	1443 MAT 146 02	Math for the Liberal Arts Special dates for this class	Buckley, Amanda 1/23/12 – 5/16/12	3.0	ONLINE	
•†	1113 MED 113 01	Healthcare Insurance Special dates for this class	O'Grady, Jane 1/17/12 – 2/28/12	2.0	ONLINE	with campus requirement
•†	1115 MED 115 01	Medical Coding and Billing Special dates for this class	O'Grady, Jane 3/7/12 – 4/25/12	2.0	ONLINE	with campus requirement
•	1335 MED 261 61	Appl of CIncl & Lab Skills Special dates for this class	O'Grady, Jane 1/19/12 – 2/16/12	1.0 R	06:35P 09:36P	JLC 127
■	1097 MUS 298 01	Special Topics: Vienna, the Waltz and the Strauss Family Special dates for this class	Engel, Jeffrey 4/3/12 – 5/1/12	1.0 T	01:00P 04:00P	FH AUD
	1087 RLS 201 61	First Aid & Emergency Care Winter Session class Special dates for this class	Barra, Margaret 1/3/12 – 1/13/12	3.0 MTWRF	06:00P 09:45P	JLC 5
•	1059 VET 280 IS	Vet Tech Externship I Special dates for this class	Lewis, Jane 1/3/12 – 5/12/12	1.0	TBA	
•	1056 VET 281 IS	Vet Tech Externship II Special dates for this class	Lewis, Jane 1/3/12 – 5/12/12	2.0	TBA	

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• - This course has a PREREQUISITE or requires consent of instructor - see catalog

■ - Before registering for this course see Special Information Section

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CLASSES BEING OFFERED AT OFF CAMPUS LOCATIONS SPRING 2012

CRN	Sec. Name & No.	Title	Instructor	Hours/Days	Time	Bldg Rm
■	1166 AST 111 51	Intro to Astronomy	Hayes, Guy	4.0 TR	05:00P 06:21P	REG7 136
■	1291 AST 111 21	Intro to Astronomy Lab	Hayes, Guy	0.0 T	06:35P 08:35P	REG7 136
■	1135 HPE 112 01	Aquacize @ Torrington YMCA	YMCA Staff	1.0 TR	09:00A 10:00A	TORYM
■	1174 HPE 112 02	Aquacize @ Winsted YMCA	YMCA Staff	1.0 TR	09:00A 10:00A	WINYM
■	1330 HPE 112 03	Aquacize @ Canaan YMCA	YMCA Staff	1.0 TR	10:00A 11:00A	CANYM
■	1175 HPE 112 61	Aquacize @ Torrington YMCA	YMCA Staff	1.0 TR	07:00P 08:00P	TORYM
■	1171 HPE 127 01	Total Fitness @ Energy Fitness	Energy Fitness Staff	1.0		EFIT
■	1172 HPE 127 02	Total Fitness @ Nautilus Plus	Nautilus Plus Staff	1.0		NAUTP
■	1173 HPE 127 03	Total Fitness @ YMCA	YMCA Staff	1.0		YMCA
●	1435 INT 214 51	Advncd Interp: Sign to Voice	Owens, MarySue	3.0 M	05:00P 08:01P	ASD
●■	1083 PTA 120 01	Intro to Physical Therapy	Lacouture, Cynthia	3.0 W	02:00P 03:45P	NVCTC
				F	02:00P 02:55P	NVCTC
●■	1084 PTA 125 01	Physical Therapy for Function	Lacouture, Cynthia	4.0 F	08:30A 11:30A	NVCTC
				WF	12:30P02:00P	NVCTC
●■	1085 PTA 250 01	Therapeutic Exercise	Lacouture, Cynthia	5.0 TR	08:30A11:30A	NVCTC
				T	03:10P 04:40P	NVCTC
				R	02:00P 03:30P	NVCTC
●■	1086 PTA 253 01	Pathophysiology for Rehab	Lacouture, Cynthia	3.0 TR	12:30P 02:00P	NVCTC
●■	1088 PTA 258 01	PTA in the Healthcare Arena	Lacouture, Cynthia	2.0 T	02:10P 03:05P	NVCTC

INTERSESSION COURSES

CRN	Sec. Name & No.	Title	Instructor	Hours/Days	Time	Bldg Rm
●■†	1357 CSA 105 05	IntroSoftware Apps-Winter5wks Special dates for this class	King, Beverly	3.0	ONLINE	
						12/27/11 – 1/27/12
●†	1156 INT 134 01	Educational Interpreting Special dates for this class	Bement, Sarah	3.0	ONLINE	
						12/19/11 – 1/13/12
	1087 RLS 201 61	First Aid & Emergency Care Winter Session class Special dates for this class	Barra, Margaret	3.0 MTWRF	06:00P 09:45P	JLC 5
						1/3/12 – 1/13/12

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ONLINE & HYBRID CLASSES *(Computer Use Required)*

CRN	Sec. Name & No.	Title	Instructor	Hours/Days	Time	Bldg Rm
•†	1320 ART 102 01	Art History II	Guernsey, Anne	3.0	ONLINE	
†	1075 BMG 202 01	Principles of Management	Bechard, Kevin	3.0	ONLINE	
•■†	1015 CSA 105 01	Intro to Software Applications	Cosgrove, Janet	3.0	ONLINE	
•■†	1105 CSA 105 02	Intro Software Apps 1/26/12 Special dates for this class 1/26/12 – 5/16/12	Cosgrove, Janet	3.0	ONLINE	
•■†	1208 CSA 105 04	Intro to Software Applications	Royals, Valerie	3.0 R	01:15P 02:36P ONLINE	FX 010
•■†	1357 CSA 105 05	IntroSoftware Apps-Winter5wks Special dates for this class 12/27/11 – 1/27/12	King, Beverly	3.0	ONLINE	
•■†	1440 CSA 105 71	Intro to Software Applications	Dichter, Susan	3.0 S	09:00A 12:00P ONLINE	ASB 214
•■†	1465 CSA 135 51	Spreadsheet Applications	King, Beverly	3.0 T	05:00P 08:01P ONLINE	FX 108
•■†	1353 CSA 290 01	Computer Applications Capstone	STAFF	3.0	ONLINE	
•■†	1278 CSC 233 01	Database Development I	Gow, Michael	4.0 MW	08:30A 09:51A ONLINE	FX 108
†	1325 ECE 101 01	Intro to ECE	Sexton Read, Molly	3.0	ONLINE	
•†	1122 ECN 102 61	Principles of Microeconomics	Bechard, Kevin	3.0	ONLINE	
•■†	1031 ENG 101 04	Composition	Dolata, April	3.0	ONLINE	
•■†	1034 ENG 102 01	Literature & Composition	Haskell, Timothy	3.0	ONLINE	
•■†	1109 ENG 102 05	Literature & Composition	White, Jennifer	3.0	ONLINE	
•■†	1420 ENG 262 01	Women in Literature	Dolata, April	3.0	ONLINE	
•■†	1068 EVS 100 01	Intro to Environmental Science	Holmberg, Tara	3.0	ONLINE	
•■†	1073 HIS 201 01	U.S. History I	Fox, Kathleen	3.0	ONLINE	
•†	1156 INT 134 01	Educational Interpreting Special dates for this class 12/19/11 – 1/13/12	Bement, Sarah	3.0	ONLINE	
•■†	1443 MAT 146 02	Math for the Liberal Arts Special dates for this class 1/23/12 – 5/16/12	Buckley, Amanda	3.0	ONLINE	
•■†	1007 MAT 167 03	Principles of Statistics	Buckley, Amanda	3.0	ONLINE	
•■†	1113 MED 113 01	Healthcare Insurance Special dates for this class 1/17/12 – 2/28/12	O'Grady, Jane	2.0	ONLINE	
•■†	1115 MED 115 01	Medical Coding and Billing Special dates for this class 3/7/12 – 4/25/12	O'Grady, Jane	2.0	ONLINE	
•■†	1145 MED 216 01	Electronic Medical Records Mgt	O'Grady, Jane	3.0	ONLINE	
•†	1457 NUR 204 01	Pharm Complex Needs	Rose, D. Pam	1.0	ONLINE	
•†	1130 PHL 111 01	Ethics	Johnson, Carol	3.0	ONLINE	
•†	1464 PHL 112 51	Medical Ethics	O'Grady, Jane	3.0 T	05:30P 08:30P ONLINE	JLC 14
•†	1323 POL 103 01	Intro to International Relations	Avitable, Joseph	3.0	ONLINE	
•†	1460 POL 111 01	American Government	Avitable, Joseph	3.0	ONLINE	
•†	1090 PSY 111 02	General Psychology I	Rentler, David	3.0	ONLINE	
•†	1053 RLS 215 01	Rec Leadership & Supervision	Shea, Cynthia	3.0	ONLINE	
•†	1277 RLS 221 01	Therapeutic Rec Programming	Shea, Cynthia	3.0	ONLINE	
•†	1104 SOC 101 01	Principles of Sociology	North-Ollendorf, Wendy	3.0	ONLINE	

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ONLINE/HYBRID COURSE INFORMATION

NWCC offers a wide variety of both fully online and hybrid (a blend of online and face-to-face instruction) courses, for motivated individuals looking for some flexibility in obtaining their educational goals. Online/hybrid courses have the same educational objectives and demand the same commitment of time and effort as their on-campus versions.

Online Student Readiness:

1. Be able to communicate through writing.
2. Be self-motivated and self-disciplined.
3. Be willing to "speak up" if problems arise.
4. Be willing and able to commit to 4 to 12 hours per week per course.
5. Be able to meet the minimum requirements for the program.
6. Accept critical thinking and decision making as part of the learning process.
7. Be able to think ideas through before responding.
8. Feel that high quality learning can take place without going to a traditional classroom.
9. Be able to work with others in completing projects.
10. Be able to complete assignments on time.
11. Enjoy communicating in writing.
12. Be willing to learn to navigate the library online databases.

Computer Literacy Expectations

1. Have access to a computer and a cable modem/DSL.
2. Basic Computer Skills
 - a. Word processing software/skills
 - b. Copy/cut/paste
 - c. Save/open documents
 - d. Email/attachments
 - e. Internet skills

Resources

NWCC Distance Learning web page
<http://www.nwcc.commnet.edu/distancelearning/>
Browser Tune-up
Computer Specifications
Downloads
Log in Directions
Basic Computer Literacy Course

Log in questions: NWCC Help Desk 1.860.738.6367

Connecticut Community College System Online Support Center: 1.866.940.1928

SPRING 2012 ONLINE STUDENTS

To access your course go to: <http://my.commnet.edu>

To Logon: username is your Network ID and password.

If you have questions or problems, please contact Laurie Jassen at 860-738-6369 or at ljassen@nwcc.commnet.edu

Course offerings are subject to change. For up-to-date information go to www.nwcc.commnet.edu

ASSOCIATE DEGREE PROGRAMS & CERTIFICATE PROGRAMS

Fine Arts

Animation & Video Arts (A.S.)
Digital Publishing (C)
Fine Art (A.S.)
Fine Arts (C)
Graphic Communication Design Option (A.S.)
Graphic Design (C)
Photography (C)

Behavioral Sciences

Human Services (A.S.)
Human Services (C)

Business & Management Administration

Business & Management Administration (A.S.)
Accounting Option
Banking Option
Marketing and Sales Option
Office Operations Manager Option
Marketing and Sales (C)

Computer Science and Educational Technology Programs

Computer Business Applications (C)
Computer Help Desk (C)
Computer Programming (C)
Computer Systems Technology (A.S.)
Computer Servicing Technician (C)
Webmaster/Internet Design (C)

Engineering Technology

Engineering Science (A.S.)
Technology Studies (A.S.)
Engineering Technology Option
Industrial Technology Option

Environmental Science (A.S.)

Natural Resources Option

General Studies (A.S.)

Health Careers

Adventure Education (C)
Allied Health Administration (A.S.)
Medical Assistant (A.S.)
Medical Assisting (C)
Health Care Careers Pathways (C)
Medical Billing and Coding Specialist (C)
Nursing (A.S.)
Physical Therapist Assistant (*Consortium Program with Naugatuck Valley Community College*)
Therapeutic Recreation (A.S.)
Therapeutic Recreation (C)

Liberal Arts and Sciences (A.A.)

Liberal Arts and Sciences (A.S.)

Transfer Pathway: Biology, English, Forensic Science, History, Psychology, Teaching (*Early Childhood, Elementary, Secondary*)

Social Sciences (Econ, Pol Sci, Geog, Hist)

Child Development Associate Preparation (C)
Criminal Justice (A.S.)
Deaf Studies (A.A.)
Deaf Studies (C)
Early Childhood Education (A.S.)
Home Child Care (C)
Interpreter Preparation Program: ASL/English (A.S.)

Veterinary Technology

Veterinary Technology (A.S.)

A.A.- Associate in Arts Degree
A.S.- Associate in Science Degree
C - Certificate

**The mission of Northwestern
Connecticut Community College
is to inspire learning through
accessible, high quality educa-
tion. Northwestern is devoted to
enriching lives by meeting indi-
vidual and community needs in a
supportive environment.**



COURSE SCHEDULE

CRN	Sec. Name & No.	Title	Instructor	Hours/Days	Time	Bldg Rm
ACADEMIC SKILLS DEVELOPMENT						
†	1454 ASD 087 01	Inter Reading & Writing Remed	Chalmers, Maureen	6.0 MTWR R	10:05A 11:26A 02:50P 04:45P	GW 101 FX 010
†	1461 ASD 093 01	Interm Writ & Read Skills Dev	Atkinson, Paul	6.0 MTWR R	10:05A 11:26A 02:50P 04:45P	GW 304 FX 110
ACCOUNTING						
•	1099 ACC 117 01	Principles of Managerial Acctg	Rodgers, David	3.0 MW	10:05A 11:26A	FH 201
•	1142 ACC 117 61	Principles of Managerial Acctg	Rodgers, David	3.0 TR	06:35P 07:56P	FH 107
AMERICAN SIGN LANGUAGE						
	1452 ASL 100 01	Sign Vocabulary	STAFF	3.0 TR	02:40P 04:11P	GW 304
•	1311 ASL 101 61	American Sign Language I	Ayantola, Bukola	3.0 MW	06:35P 08:01P	GW 101
•	1009 ASL 102 61	American Sign Language II	Ayantola, Job	3.0 M	06:35P 09:36P	GW 304
•	1096 ASL 102 71	American Sign Language II	Rinaldi, Anna	3.0 S	09:00A 11:45A	ASB 205
•	1010 ASL 202 61	American Sign Language IV	Rinaldi, Anna	3.0 M	06:35P 09:36P	FH 107
•	1436 ASL 206 51	Advanced ASL for Interpreters	Norway-White, Roxanne	4.0 R	05:00P 09:00P	GW 304
ART						
	1319 ART 100 01	Art Appreciation	DiOrio, Barbara	3.0 MW	02:50P 04:11P	ASB 201
•†	1320 ART 102 01	Art History II	Guernsey, Anne	3.0	ONLINE	
•	1177 ART 102 61	Art History II	Ransom, Catherine	3.0 R	06:35P 09:36P	ASB 209
\$	1459 ART 111 51	Drawing I	Sabol, Mary Susan	3.0 TR	05:00P 08:01P	ASB 304
\$•	1018 ART 112 01	Drawing II	Tenenbaum, Elisa	3.0 TR	01:15P 04:11P	ASB 304
\$•	1070 ART 113 01	Figure Drawing I	Weise, Patricia	3.0 MW	01:15P 04:11P	ASB 304
\$•	1098 ART 122 01	Three-Dimensional Design	Nesteruk, Jane	3.0 MW	08:30A 11:26A	ASB 304
\$•	1131 ART 131 01	Sculpture I	Nesteruk, Janet	3.0 TR	08:30A 11:26A	ASB 308
\$•	1445 ART 133 71	Pottery for non-majors	Cady, Kathleen	3.0 S	09:00A 12:00P	ASB 308
	1354 ART 141 61	Photography I	Yurgeles, Michael	3.0 T	06:35P 08:35P	ASB 209
\$	1355 ART 141 21	Photography I Studio	Yurgeles, Michael	0.0 R	06:35P 08:35P	GW 116
\$	1356 ART 141 22	Photography I Studio	Yurgeles, Michael	0.0 T	04:20P 06:20P	GW 116
•	1128 ART 142 01	Photography II	Dalenta, Christine	3.0 T	04:20P 06:20P	ASB 201
\$•	1091 ART 142 21	Photography II Studio	Dalenta, Christine	0.0 R	04:20P 06:20P	GW 116
\$•	1021 ART 152 01	Painting II	McElhone, Judith	3.0 F F	08:30A 11:26A 12:00P 02:40P	AS 301 ASB 301
\$•†	1307 ART 176 61	Digital Video Art I	Whittaker, Christopher	3.0 TR	06:35P 09:36P	GW 314
\$•■	1310 ART 251 01	Painting III	McElhone, Judith	3.0 F	08:30A 11:26A	ASB 301
\$•†	1444 ART 285 61	Motion Graphics	Whittaker, Christopher	3.0 TR	06:35P 09:36P	GW 314
ASTRONOMY						
■	1166 AST 111 51	Intro to Astronomy	Hayes, Guy	4.0 TR	05:00P 06:21P	REG7 136
■	1291 AST 111 21	Intro to Astronomy Lab	Hayes, Guy	0.0 T	06:35P 08:35P	REG7 136

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 Online Courses
 Off Campus Courses

CRN	Sec. Name & No.	Title	Instructor	Hours/Days	Time	Bldg Rm
BIOLOGY						
■	1137	BIO 110 01	Principles of the Human Body	Holmberg, Tara	3.0 MW	01:15P 02:36P ASB 205
\$■	1138	BIO 110L 21	Principles of Human Body Lab	Holmberg, Tara	1.0 T	02:45P 04:45P ASB 116
●	1078	BIO 115 51	Human Biology	Jassen, Alison	4.0 MW	05:00P 06:21P ASB 209
\$●	1111	BIO 115 21	Human Biology Lab	Dougal, Kristina	0.0 M	06:35P 08:35P ASB 110
\$●	1292	BIO 115 22	Human Biology Lab	Dougal, Kristina	0.0 M	01:15P 03:15P ASB 110
●■†	1077	BIO 121 01	General Biology I	Holmberg, Tara	4.0 MW	11:40A 01:01P ASB 205
\$●■†	1293	BIO 121 21	General Biology I Lab	Gusky, Sharon	0.0 W	01:15P 04:15P ASB 116
●†	1422	BIO 122 51	General Biology II	Gusky, Sharon	4.0 MW	05:00P 06:21P ASB 201
\$●†	1423	BIO 122 21	General Biology II Lab	Gusky, Sharon	0.0 W	06:35P 09:35P ASB 116
●	1079	BIO 212 51	Anatomy & Physiology II	Jassen, Alison	4.0 TR	05:00P 06:21P ASB 209
\$●	1144	BIO 212 21	Anatomy & Physiology II Lab	Dougal, Kristina	0.0 R	06:35P 09:36P ASB 110
\$●	1296	BIO 212 22	Anatomy & Physiology II Lab	Jassen, Alison	0.0 R	01:15P 04:15P ASB 110
●■†	1080	BIO 235 01	Microbiology	Gusky, Sharon	4.0 MW	11:30A 01:01P ASB 201
\$●■†	1297	BIO 235 21	Microbiology Lab	Gusky, Sharon	0.0 MW	10:05A 11:26A ASB 107
●	1011	BIO 238 01	Parasitology	Smith, Katherine	3.0 W	01:15P 04:11P JLC 5
BUSINESS						
●■†	1439	BBG 210 01	Business Communication	Royals, Valerie	3.0 MW	02:50P 04:11P FX 010
●■†	1136	BBG 210 51	Business Communication	Royals, Valerie	3.0 TR	05:00P 06:21P FX 010
■	1143	BBG 294 IS	Business Internship	Royals, Valerie	3.0	TBA
●	1052	BFN 201 51	Principles of Finance	Rodgers, David	3.0 TR	05:00P 06:21P FH 207
†	1075	BMG 202 01	Principles of Management	Bechard, Kevin	3.0	ONLINE
●	1121	BMK 201 61	Principles of Marketing	Estes, Caroline	3.0 M	06:35P 09:36P FH 306
CHEMISTRY						
●	1081	CHE 111 01A	Concepts of Chemistry	Jassen, Alison	4.0 R T	09:45A 11:26A ASB 209 10:25A 11:26A ASB 209
\$●	1140	CHE 111 21A	Concepts of Chemistry Lab	Mooney Jr, Douglas	0.0 T	08:20A 10:20A ASB 101
●	1241	CHE 111 61B	Concepts of Chemistry	Baril, Marcel	4.0 M W	06:35P 07:30P ASB 209 06:35P 08:25P ASB 209
\$●	1298	CHE 111 22B	Concepts of Chemistry Lab	Mooney Jr, Douglas	0.0 M	07:35P 09:35P ASB 101
●	1123	CHE 122 61	General Chemistry II	Baril, Marcel	4.0 R	06:35P 09:36P FH 101
\$●	1299	CHE 122 21	General Chemistry II Lab	Mooney Jr, Douglas	0.0 T	06:35P 09:36P ASB 101
COLLEGE FORUM						
■	1117	COL 100 01	Freshman Success Seminar	Bristol, Louis	3.0 MW	01:15P 02:36P GW 304
■	1441	COL 100 02	Freshman Success Seminar	Zavatkey, Debra	3.0 TR	01:15P 02:36P GW 304
■	1134	COL 100 51	Freshman Success Seminar	Linden, Denise	3.0 MW	05:00P 06:21P FX 112
COMMUNICATIONS						
	1039	COM 173 01	Public Speaking	Royals, Valerie	3.0 MW	10:05A 11:26A FH 101
	1040	COM 173 02	Public Speaking	Hodgkin, Thomas	3.0 TR	10:05A 11:26A FH 101
	1179	COM 173 03	Public Speaking	Thompson, Camilla	3.0 F	09:00A 11:45A FH 201
	1287	COM 173 04	Public Speaking	Treat, Jessica	3.0 MW	01:15P 02:36P ASB 209
	1101	COM 173 61	Public Speaking	Haskell, Timothy	3.0 M	06:35P 09:36P FH 207
COMPUTER APPLICATIONS						
●■†	1015	CSA 105 01	Intro to Software Applications	Cosgrove, Janet	3.0	ONLINE
●■†	1105	CSA 105 02	Intro Software Apps 1/26/12	Cosgrove, Janet	3.0	ONLINE
			Special dates for this class			1/26/12 – 5/16/12
●■†	1016	CSA 105 03	Intro to Software Applications	STAFF	3.0 MW	11:40A 01:01P FX 010

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Online Courses

Off Campus Courses

CRN	Sec. Name & No.	Title	Instructor	Hours/Days	Time	Bldg Rm
●†	1208 CSA 105 04	Intro to Software Applications	Royals, Valerie	3.0 R	01:15P 02:36P ONLINE	FX 010
●†	1357 CSA 105 05	IntroSoftware Apps-Winter5wks <i>Special dates for this class</i> <i>12/27/11 – 1/27/12</i>	King, Beverly	3.0	ONLINE	
●†	1211 CSA 105 61	Intro to Software Applications	Mangione, Louis	3.0 T	06:35P 09:36P	FX 010
●†	1440 CSA 105 71	Intro to Software Applications	Dichter, Susan	3.0 S	09:00A 12:00P ONLINE	ASB 214
●†	1465 CSA 135 51	Spreadsheet Applications	King, Beverly	3.0 T	05:00P 08:01P ONLINE	FX 108
●†	1353 CSA 290 01	Computer Applications Capstone	STAFF	3.0	ONLINE	

COMPUTER SCIENCE

●†	1451 CSC 104 01	Intro to Logic & Programming	Gow, Michael	4.0 MW	01:15P 03:15P	ASB 214
●†	1082 CSC 180 01	Computer Ethics	Gow, Michael	3.0 TR	08:30A 09:51A	FX 108
●†	1278 CSC 233 01	Database Development I	Gow, Michael	4.0 MW	08:30A 09:51A ONLINE	FX 108
●†	1058 CSC 250 01	Systems Analysis & Design	Gow, Michael	3.0 MW	11:40A 01:01P	ASB 214

COMPUTER TECHNOLOGY

●†	1280 CST 141 61	Computer Hardware	Garvin, John	4.00 TR	06:35P 08:35P	FX 112
●†	1182 CST 210 01	Operating Systems	STAFF	3.00 TR	10:05A 11:26A	FX 108

CRIMINAL JUSTICE

●	1047 CJS 120 01	Police & The Community	STAFF	3.0 T	01:15P 04:11P	FH 201
●	1046 CJS 212 61	Criminal Law II	Coppinger, Lori	3.0 T	06:35P 09:36P	FH 201
●	1048 CJS 213 51	Evidence & Crmnl Procedure	STAFF	3.0 W	05:00P 08:01P	FH 201
●	1154 CJS 225 61	Forensic Science	Emanuel Jr, Michael	3.0 R	06:35P 09:36P	FH 201
●	1049 CJS 258 51	Street Gangs & Organized Crm	STAFF	3.0 M	05:00P 08:01P	FH 201

DEAF STUDIES

●	1424 DSC 101 51	Visual Gestural Communication	Ayantola, Bukola	3.0 MW	05:00P 06:21P	GW 101
●	1064 DSC 214 51	Deaf Culture & Deaf People II	Ayantola, Job	3.0 TR	05:00P 06:21P	GW 101
●	1108 DSC 218 61	Selected Topics - Deaf Studies	Ayantola, Job	3.0 W	06:35P 09:36P	GW 306
●	1057 DSC 219 61	American Sign Language Lit	Ayantola, Job	3.0 TR	06:35P 08:01P	GW 101
●	1155 DSC 222 IS	Fld Expernce in Deaf Studies	Ayantola, Job	3.0 MW	05:00P 06:21P	GW 304

EARLY CHILDHOOD EDUCATION

†	1325 ECE 101 01	Intro to ECE	Sexton Read, Molly	3.0	ONLINE	
	1152 ECE 103 61	Creative Experiences/Children	Day, Linda	3.0 T	06:35P 09:36P	FH 207
	1013 ECE 109 61	Science & Math for Children	Day, Linda	3.0 M	06:35P 09:36P	GW 309
†	1190 ECE 206 01	Admin & Supvsn of EC Progrms	Better, Michele	3.0	ONLINE	
	1419 ECE 210 61	Obsvsn Participation & Seminar	Better, Michele	3.0 M	06:35P 09:36P	GW 306
●	1012 ECE 231 61	Early Lang & Literacy Devlpmt	Better, Michele	3.0 R	06:35P 09:36P	GW 306
●■	1014 ECE 291 51	Student Teaching II	Better, Michele	3.0 M	05:00P 06:21P	CDC

ECONOMICS

●	1066 ECN 102 01	Principles of Microeconomics	Rodgers, David	3.0 MW	08:30A 09:51A	FH 201
●†	1122 ECN 102 61	Principles of Microeconomics	Bechard, Kevin	3.0	ONLINE	

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Online Courses

Off Campus Courses

CRN	Sec. Name & No.	Title	Instructor	Hours/Days	Time	Bldg	Rm
ENGLISH							
■†	1160	ENG 033 01	Foundations of English	Haskell, Timothy	6.0 MW MW	08:30A 09:51A 10:05A 11:26A	FH 107 FX 010
●■†	1161	ENG 085 01	Academic Reading & Writing	Gulino, Leola	6.0 MW MW	01:15P 02:36P 02:50P 04:00P	FH 107 FX 110
●■†	1189	ENG 085 02	Academic Reading & Writing	Eberly, Maureen	6.0 TR TR	01:15P 02:36P 02:50P 04:11P	ASB 201 ASB 214
●■†	1162	ENG 085 61	Academic Reading & Writing	Pollack, Mary	6.0 T R	06:35P 09:36P 06:35P 09:36P	FH 101 FX 010
●†	1106	ENG 093 01	Intro Coll Reading & Writing	Selfo, Betsy	3.0 T R	08:30A 09:51A 08:30A 09:51A	ASB 214 ASB 201
●	1028	ENG 101 01	Composition	Hodgkin, Thomas	3.0 TR	08:30A 09:51A	FH 101
●†	1374	ENG 101 02	Composition	Mead, Judith	3.0 M W	08:30A 09:51A 08:30A 09:51A	FX 010 FH 207
●†	1030	ENG 101 03	Composition	Weretelnik, John	3.0 T R	08:30A 09:51A 08:30A 09:51A	ASB 201 ASB 214
●■†	1031	ENG 101 04	Composition	Dolata, April	3.0	ONLINE	
●†	1033	ENG 101 05	Composition	Dolata, April	3.0 F	09:00A 11:45A	FX 010
●†	1318	ENG 101 06	Composition	White, Jennifer	3.0 MW	01:15P 02:36P	FX 010
●†	1032	ENG 101 51	Composition	Barrett, Ann	3.0 M W	05:00P 06:21P 05:00P 06:21P	FH 107 FX 010
●†	1238	ENG 101 61	Composition	Kelleher, James	3.0 M	06:35P 09:36P	FX 010
●■†	1034	ENG 102 01	Literature & Composition	Haskell, Timothy	3.0	ONLINE	
●	1035	ENG 102 02	Literature & Composition	Dolata, April	3.0 TR	01:15P 02:36P	FH 107
●	1036	ENG 102 03	Literature & Composition	Treat, Jessica	3.0 TR	10:05A 11:26A	FH 207
●	1060	ENG 102 04	Literature & Composition	Haskell, Timothy	3.0 F	09:00A 11:45A	ASB 205
●■†	1109	ENG 102 05	Literature & Composition	White, Jennifer	3.0	ONLINE	
●	1180	ENG 102 06	Literature & Composition	Pam, Dorothy	3.0 MW	10:05A 11:36A	GW 309
●	1037	ENG 102 61	Literature & Composition	Barrett, Ann	3.0 W	06:35P 09:36P	FH 207
●	1326	ENG 102 62	Literature & Composition	Kelleher, James	3.0 R	06:35P 09:36P	ASB 205
■	1038	ENG 114 61	Children's Literature	Jacques, Paulette	3.0 T	06:35P 09:36P	GW 306
●■†	1420	ENG 262 01	Women in Literature	Dolata, April	3.0	ONLINE	
●■	1421	ENG 281 61	Creative Writing	Treat, Jessica	3.0 W	06:35P 09:36P	FH 107
ENVIRONMENTAL SCIENCE							
●■†	1068	EVS 100 01	Intro to Environmental Science	Holmberg, Tara	3.0	ONLINE	
●■†	1102	EVS 100 51	Intro to Environmental Science	Holmberg, Tara	3.0 MW	05:00P 06:21P	ASB 205
GEOGRAPHY							
	1148	GEO 111 01	World Regional Geography	Hager, W. Gregory	3.0 F	09:00A 11:45A	FH 107
GERMAN							
●	1282	GER 102 01	Elementary German II	Bryda, Todd	3.0 MW	01:15P 02:36P	FH 306
GRAPHIC DESIGN							
●†	1062	GRA 252 01	Graphic Design II	Berg, Susan	3.0 TR	08:30A 11:26A	GW 314
●†	1185	GRA 260 01	Web Design	Berg, Susan	3.0 MW	08:30A 11:26A	GW 314
●†	1120	GRA 291 IS	Graphic Design Portfolio	Berg, Susan	3.0	TBA	

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Online Courses

Off Campus Courses

CRN	Sec. Name & No.	Title	Instructor	Hours/Days	Time	Bldg Rm
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HEALTH, PERSONAL DEVELOPMENT & WELLNESS

■	1170	HPW 030 01	Planning Your Life <i>Special dates for this class</i>	Crothers, Jeff <i>2/23/12 – 3/29/12</i>	1.0 TR	08:30A 09:51A	GW 304
■	1071	HPW 032 01	Career Directions <i>Special dates for this class</i>	Crothers, Jeff <i>4/3/12 – 5/1/12</i>	1.0 TR	08:30A 09:51A	GW 304

HEALTH & PHYSICAL EDUCATION

■	1135	HPE 112 01	Aquacize @ Torrington YMCA	YMCA Staff	1.0 TR	09:00A 10:00A	TORYM
■	1174	HPE 112 02	Aquacize @ Winsted YMCA	YMCA Staff	1.0 TR	09:00A 10:00A	WINYM
■	1330	HPE 112 03	Aquacize @ Canaan YMCA	YMCA Staff	1.0 TR	10:00A 11:00A	CANYM
■	1175	HPE 112 61	Aquacize @ Torrington YMCA	YMCA Staff	1.0 TR	07:00P 08:00P	TORYM
■	1171	HPE 127 01	Total Fitness @ Energy Fitness	Energy Fitness Staff	1.0		EFIT
■	1172	HPE 127 02	Total Fitness @ Nautilus Plus	Nautilus Plus Staff	1.0		NAUTP
■	1173	HPE 127 03	Total Fitness @ YMCA	YMCA Staff	1.0		YMCA
■	1022	HPE 261 61	Yoga <i>Special dates for this class</i>	Young, Janice <i>1/17/12 – 4/24/12</i>	1.0 T	06:35P 08:35P	GW 128
■	1437	HPE 274 51	Zumba 1/17-2/23/12 <i>Special dates for this class</i>	Thibault, Laura <i>1/17/12– 2/23/12</i>	1.0 TR	05:00P 06:21P	GW 128
■	1438	HPE 274 52	Zumba 03/20-04/26/12 <i>Special dates for this class</i>	Thibault, Laura <i>3/20/12– 4/26/12</i>	1.0 TR	05:00P 06:21P	GW 128
■	1157	HPE 281 61	Indoor Climbing 1/25-4/25/12 <i>Special dates for this class</i>	Whitten, Christa <i>1/25/12 – 4/25/12</i>	1.0 W	06:35P 09:36P	GW 128
■	1187	HPE 283 71	Outdoor Climbing <i>Special dates for this class</i> <i>Dates for outdoor climbing</i> <i>Make up day for inclement weather 5/12/12</i>	Bettigole, Melissa <i>4/14/12 on campus meeting S</i> <i>4/21, 4/28 and 5/5/12</i>	1.0	08:30A 04:30P	GW 128

HISTORY

●	1050	HIS 102 01	Western Civilization II	Bryda, Todd	3.0 MW	10:05A 11:26A	FH 306
●■	1450	HIS 121 61	World Civilization I	Green, J. Michael	3.0 T	06:35P 09:36P	FH 306
●■†	1073	HIS 201 01	U.S. History I	Fox, Kathleen	3.0	ONLINE	
●	1129	HIS 202 01	U.S. History II	Bryda, Todd	3.0 F	09:00A 11:45A	FH 306
●	1425	HIS 226 01	The U.S. Civil War	Bryda, Todd	3.0 TR	01:15P 02:36P	FH 306
●	1426	HIS 229 51	Topics in American Studies	Bryda, Todd	3.0 TR	05:00P 06:21P	FH 306

HUMAN SERVICES

●	1074	HSE 101 61	Intro to Human Services	Camirand, Randi	3.0 M	06:35P 09:36P	ASB 205
●	1100	HSE 202 61	Intro to Cnslg/Interviewing	Bement, Sarah	3.0 W	06:35P 09:36P	ASB 205
●	1328	HSE 235 61	Prof & Eth Issues in Hum Svc	Gonzalez, Ruth	3.0 R	06:35P 09:36P	GW 309
●	1051	HSE 282 51	Human Services Field Work II	Chapman, Kathleen	3.0 T	05:30P 06:21P	GW 306

INTERPRETER PREPARATION

●	1165	INT 114 51	Interpreting II: Simul & Transl	Bement, Sarah	4.0 T	05:00P 09:00P	GW 304
●†	1156	INT 134 01	Educational Interpreting <i>Special dates for this class</i>	Bement, Sarah <i>12/19/11 – 1/13/12</i>	3.0	ONLINE	
●	1435	INT 214 51	Advncd Interp: Sign to Voice	Owens, MarySue	3.0 M	05:00P 08:01P	ASD
●	1393	INT 242 IS	Practicm & Sem in Interpreting	Greco, Gary	4.0 W	TBA	FH 102

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■ Online Courses

■ Off Campus Courses

CRN	Sec. Name & No.	Title	Instructor	Hours/Days	Time	Bldg Rm	
MATHEMATICS							
1001	MAT 075 01	Prealgebra - Nmbr Sense, Geom	Leichter, Joseph	3.0 MW	10:05A 11:26A	GW 306	
1065	MAT 075 51	Prealgebra - Nmbr Sense, Geom	Sawyers, Hillary	3.0 MW	05:00P 06:21P	GW 309	
■	1427	MAT 085 01	Pre-Algebra & Elem Algebra	Collin, Karen	6.0 MW	10:05A 01:01P	FH 207
■	1429	MAT 085 02	Pre-Algebra & Elem Algebra	Collin, Karen	6.0 TR	08:30A 11:26A	FH 107
■	1430	MAT 085 03	Pre-Algebra & Elem Algebra	Nash, Edward	6.0 TR	03:20P 06:21P	FH 107
■	1431	MAT 085 61	Pre-Algebra & Elem Algebra	Bray, Bernadette	6.0 MW	06:35P 09:35P	ASB 201
•	1002	MAT 095 01	Elem Algebra Foundations	O'Brien, Susan	3.0 MW	10:05A 11:26A	FH 107
			Special dates for this class	1/25/12 – 5/16/12			
•	1141	MAT 095 02	Elem Algebra Foundations	O'Brien, Susan	3.0 MW	11:40A 01:01P	FH 107
•	1072	MAT 095 03	Elem Algebra Foundations	Maimone, Salvatore	3.0 TR	08:30A 09:51A	ASB 205
•	1093	MAT 095 51	Elem Algebra Foundations	Grgach Jr., Frank	3.0 MW	05:00P 06:21P	FH 101
•	1008	MAT 095 61	Elem Algebra Foundations	Kavanagh, Brian	3.0 TR	06:35P 07:56P	JLC 11
■	1149	MAT 135 61	Topics in Contemporary Math	Kavanagh, Brian	3.0 TR	05:00P 06:21P	JLC 11
■	1006	MAT 137 01	Intermediate Algebra	STAFF	3.0 MW	08:35A 09:51A	FH 306
■†	1284	MAT 137 02	Intermediate Algebra	Maimone, Salvatore	3.0 MW	10:05A 11:26A	ASB 214
■	1285	MAT 137 03	Intermediate Algebra	Collin, Karen	3.0 TR	01:15P 02:36P	ASB 209
■†	1432	MAT 137 04	Intermediate Algebra	Maimone, Salvatore	3.0 TR	10:05A 11:26A	ASB 214
■	1004	MAT 137 51	Intermediate Algebra	STAFF	3.0 TR	05:00P 06:21P	FH 101
■	1433	MAT 137 52	Intermediate Algebra	Paniati, James	3.0 MW	05:00P 06:21P	GW 306
■	1442	MAT 146 01	Math for the Liberal Arts	Buckley, Amanda	3.0 MW	11:40A 01:01P	FH 201
■†	1443	MAT 146 02	Math for the Liberal Arts	Buckley, Amanda	3.0	ONLINE	
			Special dates for this class	1/23/12 – 5/16/12			
■†	1239	MAT 167 01	Principles of Statistics	Buckley, Amanda	3.0 TR	10:05A 11:26A	FX 010
■†	1434	MAT 167 02	Principles of Statistics	Maimone, Salvatore	3.0 MW	08:30A 09:51A	ASB 214
■†	1007	MAT 167 03	Principles of Statistics	Buckley, Amanda	3.0	ONLINE	
■	1095	MAT 186 01	Precalculus	Buckley, Amanda	4.0 TR	01:15P 03:15P	FH 207
■	1055	MAT 254 61	Calculus I	Grgach Jr., Frank	4.0 MW	06:35P 08:35P	FH 101
■	1286	MAT 256 01	Calculus II	Maimone, Salvatore	4.0 TR	01:15P 03:15P	ASB 205
MEDICAL ASSISTING							
•	1076	MED 111 01	Admin Medical Assisting	Haas, Kathleen	3.0 T	01:15P 04:11P	JLC 127
■†	1113	MED 113 01	Healthcare Insurance	O'Grady, Jane	2.0	ONLINE	
			Special dates for this class	1/17/12 – 2/28/12			
■†	1115	MED 115 01	Medical Coding and Billing	O'Grady, Jane	2.0	ONLINE	
			Special dates for this class	3/7/12 – 4/25/12			
•	1017	MED 125 01	Medical Terminology	Haas, Kathleen	3.0 T	08:30A 11:26A	JLC 5
•	1305	MED 133 61	Clinical Medical Assisting	STAFF	4.0 MW	06:35P 08:35P	JLC 127
•	1446	MED 133 21	Clinical Medical Assisting Lab	STAFF	0.0 MW	05:30P 06:30P	JLC 127
■†	1145	MED 216 01	Electronic Medical Records Mgt	O'Grady, Jane	3.0	ONLINE	
				with campus requirement			
•†	1462	MED 245 01	Clinical Lab Procedures	Bettigole, Melissa	4.0 MW	09:31A 11:26A	JLC 127
•	1463	MED 245 21	Clinical Lab Procedures Lab	Bettigole, Melissa	0.0 MW	08:30A 09:30A	JLC 127
•	1019	MED 250 61	Principles of Pharmacology	Borohovich, Svetlana	3.0 T	06:35P 09:36P	JLC 127
•	1448	MED 250L 21	Principles of Pharmacology Lab	Borohovich, Svetlana	1.0 T	05:30P 06:30P	JLC 127
•	1335	MED 261 61	Appl of Clncl & Lab Skills	O'Grady, Jane	1.0 R	06:35P 09:36P	JLC 127
			Special dates for this class	1/19/12 – 2/16/12			
■	1114	MED 281 01	Medical Assisting Externship	O'Grady, Jane	4.0 W	01:15P 02:36P	JLC 127

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Online Courses

Off Campus Courses

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MUSIC						
■	1417 MUS 124 01	Music of the Classical Period	Oakan, Robert	3.0 TR	01:15P 02:36P	GW 309
■	1097 MUS 298 01	Special Topics: Vienna, the Waltz and the Strauss Family <i>Special dates for this class 4/3/12 – 5/1/12</i>	Engel, Jeffrey Family	1.0 T	01:00P 04:00P	FH AUD
NURSING						
●■	1303 NUR 101 51	Intro to Nursing Practice <i>On campus clinical labs</i> <i>Remainder at off campus clinical locations</i>	Brooks, Helen <i>1/20/12 – 3/3/12</i>	8.0 W FS	05:00P 09:00P 02:00P 09:30P	FH 306 ASB 118/117
●†	1456 NUR 203 61	Nsg Care Indiv & Fam II <i>Off campus clinical component</i>	Goodrich-Mednick, Jayne Rose, D. Pam	8.0 MW RF	06:35P 08:05P 02:00P 10:30P	ASB 214
●†	1457 NUR 204 01	Pharm Complex Needs	Rose, D. Pam	1.0	ONLINE with campus requirement	
●†	1455 NUR 205 61	Nsg Mgmt & Trends	Goodrich-Mednick, Jayne	2.0 MW	08:15P 09:15P	ASB 214
PHILOSOPHY						
●†	1130 PHL 111 01	Ethics	Johnson, Carol	3.0	ONLINE	
●	1322 PHL 111 02	Ethics	Wyman, Susan	3.0 MW	01:15P 02:36P	GW 309
●†	1464 PHL 112 51	Medical Ethics	O'Grady, Jane	3.0 T	05:30P 08:30P ONLINE	JLC 14
●	1418 PHL 151 01	World Religions	Wyman, Susan	3.0 F	09:00A 11:45A	GW 309
●■	1183 PHL 178 01	Modern Philosophy	Johnson, Carol	3.0 MW	02:50P 04:11P	GW 304
PHYSICAL THERAPY ASSISTANT						
●■	1083 PTA 120 01	Intro to Physical Therapy	Lacouture, Cynthia	3.0 W F	02:00P 03:45P 02:00P 02:55P	NVCTC NVCTC
●■	1084 PTA 125 01	Physical Therapy for Function	Lacouture, Cynthia	4.0 F WF	08:30A 11:30A 12:30P 02:00P	NVCTC NVCTC
●■	1085 PTA 250 01	Therapeutic Exercise	Lacouture, Cynthia	5.0 TR T R	08:30A 11:30A 03:10P 04:40P 02:00P 03:30P	NVCTC NVCTC NVCTC
●■	1086 PTA 253 01	Pathophysiology for Rehab	Lacouture, Cynthia	3.0 TR	12:30P 02:00P	NVCTC
●■	1088 PTA 258 01	PTA in the Healthcare Arena	Lacouture, Cynthia	2.0 T	02:10P 03:05P	NVCTC
PHYSICS						
●\$†	1186 PHY 110 01	Introductory Physics	Silverio, Fredrick	4.0 MW	04:00P 06:21P	JLC 14
POLITICAL SCIENCE						
●†	1323 POL 103 01	Intro to International Relations	Avitable, Joseph	3.0	ONLINE	
●†	1460 POL 111 01	American Government	Avitable, Joseph	3.0	ONLINE	
●	1118 POL 122 51	The Politics of Social Welfare	Boger-Hawkins, Rick	3.0 MW	05:00P 06:21P	FH 207
●	1235 POL 295 01	Political Science Internship	Chalmers, Maureen	6.0		
PSYCHOLOGY						
●†	1041 PSY 111 01	General Psychology I	Beck, Robert	3.0 MW	11:40A 01:01P	ASB 209
●†	1090 PSY 111 02	General Psychology I	Rentler, David	3.0	ONLINE	
●†	1042 PSY 111 03	General Psychology I	Beck, Robert	3.0 MW	02:50P 04:11P	ASB 209

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•†	1043 PSY 111 51	General Psychology I	Beck, Robert	3.0 TR	05:00P 06:21P	FH 201
•†	1116 PSY 111 61	General Psychology I	Lefebre-McGevna, Jennifer	3.0 W	06:35P 09:36P	GW 309
•†	1139 PSY 112 61	General Psychology II	Rentler, David	3.0 T	06:35P 09:36P	GW 309
•†	1481 PSY 201 01	Life Span Development	Reynolds, Lisa	3.0 F	09:00A 11:45A	ASB 201
•■†	1153 PSY 258 01	Behavior Modification	Beck, Robert	3.0 TR	02:50P 04:11P	FH 101
•†	1045 PSY 260 61	Psych of the Exceptnl Child	Camacho, Kristine	3.0 R	06:35P 09:35P	FH 207

RECREATION

	1087 RLS 201 61	First Aid & Emergency Care Winter Session class Special dates for this class	Barra, Margaret	3.0 MTWRF	06:00P 09:45P	JLC 5
•†	1053 RLS 215 01	Rec Leadership & Supervision	Shea, Cynthia	3.0	ONLINE with campus requirement	
•	1024 RLS 219 IS	Fld Wrk in Rec Leadership	STAFF	3.0	TBA	
•†	1277 RLS 221 01	Therapeutic Rec Programming	Shea, Cynthia	3.0	ONLINE with campus requirement	

SCIENCE

•■†	1124 SCI 099 01	Fundamental Concepts in Sci	Hunter, Karen	3.0 MW	10:05A 11:26A	ASB 205
•■†	1103 SCI 099 51	Fundamental Concepts in Sci	Sullivan, Daniel	3.0 TR	05:00P 06:21P	ASB 205

SOCIOLOGY

•†	1104 SOC 101 01	Principles of Sociology	North-Ollendorf, Wendy	3.0	ONLINE	
•	1119 SOC 101 02	Principles of Sociology	Dingwell, Heath	3.0 M	08:30A 11:26A	ASB 201
•	1317 SOC 101 03	Principles of Sociology	North-Ollendorf, Wendy	3.0 F	09:00A 11:45A	FH 207

SPANISH

•†	1164 SPA 102 01	Elementary Spanish II	Treat, Jessica	3.0 T R	01:15P 02:36P 01:15P 02:36P	FH 101 FX 110
•†	1151 SPA 102 51	Elementary Spanish II	Goetz, Donald	3.0 M W	05:00P 06:21P 05:00P 06:21P	FH 306 FH 107

VETERINARY TECHNOLOGY

•	1054 VET 102 51	Vet Office Mgmt & Comm	Keeley, Sheryl	3.0 TR	05:00P 06:21P	JLC 5
•	1025 VET 151 01	Small Animal Vet Tech	Lewis, Jane	3.0 TR	01:15P 02:36P	JLC 5
•	1063 VET 151L 21	Small Animal Vet Lab	Lewis, Jane	1.0 W	10:05A 12:05P	JLC 124
•	1092 VET 151L 22	Small Animal Vet Lab	Lewis, Jane	1.0 W	01:15P 03:15P	JLC 124
•	1026 VET 152 01	Large Animal Vet Tech	Engwall, Susan	3.0 F	09:00A 11:45A	JLC 5
•	1112 VET 152L 21	Large Animal Vet Lab	Engwall, Susan	1.0 F	01:00P 04:00P	JLC 5
•	1126 VET 202 01	Vet Anat & Physiology II	Engwall, Susan	4.0 R	08:30A 11:26A	JLC 5
•	1127 VET 202L 21	Vet Anat & Physiology II Lab	Engwall, Susan	0.0 T	08:30A 11:26A	ASB 116
•	1449 VET 202L 22	Vet Anat & Physiology II Lab	Smith, Katherine	0.0 W	08:30A 11:26A	ASB 116
•	1027 VET 220 01	Animal Pathology	Lewis, Jane	3.0 M	01:15P 04:11P	JLC 5
•	1453 VET 250 01	Pharmacology	Lewis, Jane	3.0 TR	03:15P 04:11P	JLC 11
•	1059 VET 280 IS	Vet Tech Externship I Special dates for this class	Lewis, Jane	1.0	TBA	
•	1056 VET 281 IS	Vet Tech Externship II Special dates for this class	Lewis, Jane	2.0	TBA	

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Online Courses

Off Campus Courses

SPECIAL INFORMATION

SPRING 2012

ART 251 Painting III

Students will execute a portfolio of paintings with a focus on the relationship between form (principles, format, media, processes) and personal content. Students will reference the work of past contemporary artists in their investigation. Mixed media concepts are introduced. Prerequisites: ART 151 and ART 152, or permission of the instructor.

AST 111 Introduction to Astronomy with Lab

This introductory course in classical and modern Astronomy is designed to raise awareness of celestial objects including their history, properties, interrelationships, and impact upon our understanding of the universe. The laboratory portion of the course consists of activities in elementary astronomy designed to reinforce and extend knowledge of selected topics covered in the lecture portion of the course. AST 111 fulfills a laboratory science requirement at Northwestern. **Prerequisites:** MAT 095, ENG 063/073 or ENG 085 or ENG 093, or satisfactory scores on placement tests. **This course will meet in Science Lab Room 136 at Regional 7 High School, 100 Battistoni Drive, Winsted.**

BIO 110 Principles of the Human Body & BIO 110L Principles of Human Body Laboratory

With the lab, this course fulfills a laboratory science requirement and transfers as a 4-credit lab science elective. Without the lab, this course fulfills a 3-credit natural science requirement or liberal arts/general studies elective and transfers as a 3-credit science elective. This is a 3 credit non-majors lecture course designed to provide an introduction to the structure and function of the human body with an overview of body systems. This course may be taken with or without the laboratory. However, taken together, BIO 110 and BIOL fulfill a laboratory science requirement at Northwestern. BIO 110 does not meet the prerequisite for BIO 211 or BIO 235. **Prerequisites:** Eligibility for ENG 101 or satisfactory score on placement tests. **Students should have basic PC skills since this course makes extensive use of the Blackboard online learning system for assignments and graded activities. Computer use both in and out of the classroom is required.**

BIO 121 General Biology I

This course fulfills a laboratory science requirement.

Cell structure and function, cellular respiration, photosynthesis, reproduction, genetics and evolution will be covered. Laboratory assignments will provide a hands-on approach to learning biology. No dissections are performed in this course. **Prerequisites:** SCI 099 or equivalent, ENG 063/073 or ENG 085 or ENG 093 or satisfactory scores on the placement tests. **Students should have basic PC skills. This course makes use of the Blackboard online learning system for graded activities. Computer use both in and out of the classroom is required.**

BIO 235 Microbiology

This course is recommended for Allied Health and Biology majors, and is required for students in the Nursing program. **Prerequisites:** A grade of "C" or better in BIO 121 or BIO 115, and ENG 101. **This course makes use of the Blackboard online learning system for graded activities. Computer use both in and out of the classroom is required.**

BBG 220 Business Communication

This course focuses on developing effective communication skills for personal, business, and professional use. It includes oral and written communication, nonverbal communication, listening skills, team development, job search skills, resume and cover letter preparation and interviewing techniques. Effective communication skills are critical to effective job placement, performance, career advancement, and organizational success. This class is required for all business majors; however, it is also beneficial for any student needing a communication elective. For more information, contact Professor Valerie Royals at vroysals@nwcc.commnet.edu.

BBG 294 Business Internship

This is a work experience course for outstanding business students who want a challenging opportunity to apply their knowledge and learn from experience in a business or community organization. Students are evaluated in an intern position obtained by the student and agreed upon by the supervisor of the cooperating worksite. Business interns are required to work a minimum of 120 hours during the semester and meet with the instructor on a regular basis. Student must have successfully completed at least 15 credit hours of study in business courses (with a minimum grade of C in all classes) or an equivalency and be approved by the course instructor.

Application forms are available in FX 312, the Counseling Center, and in the Registrar's Office. Completed applications should be submitted to Professor Valerie Royals by the end of the fall semester.

COL 100 Freshman Success Seminar (3 credits)

This course focuses on developing and strengthening the foundational skills necessary for academic success at the college level. The course introduces the principles of critical thought and develops the habits of critical thinking through a problem-based approach to learning. With emphasis on close reading, careful listening, civil discourse, logical reasoning and with a format that requires students to apply these skills to real-world situations, this course prepares them for the work they will do in all subsequent courses at NCCC. The course also encourages the development of social skills and fosters a connection with classmates, NCCC and the community. **Prerequisite/Co-requisite:** ENG 033/085/093

CSA 105 Introduction to Software Applications

This course focuses on integrating comprehensive computing skills as a means to introduce students to the knowledge, skills, and techniques necessary to achieve proficiency in the Microsoft Office software applications suite (Word, Excel, PowerPoint, and Access). The computer operating system, file management operations, computer concepts, and vocabulary are included as integral elements to understanding the software applications environment. Students will examine productivity and computing procedures in workplace and academic settings, enhance their computer skills, and be able to critically apply these skills in various situations. **You will need to have the Microsoft Office Software Suite installed on your own computer**, or you may use the computer center or the library to complete homework. We offer several versions of this class, including fully on-campus, hybrid, and fully online.

CSC 233 Database Development I

This 4-credit course covers the concepts of data organization for designing databases and creating business computer systems. Data schemes and structures, querying, searching, updating and editing, indexing, sorting, screen formatting, and linking files will be emphasized. Students will develop queries using standard SQL. **Prerequisite:** CSC 104.

CST 141 Computer Hardware

This 4-credit, course is an examination of computer architecture from chip to board to device to system, toward understanding the individual components and their relationship to a functional PC. Topics include: microprocessors, peripheral devices, memory, troubleshooting, diagnostics, repair, and connectivity. The course will stress the functionality of individual subsystems, and their relationship to one another. The course will prepare students for testing in A+ certification. This hybrid course consists primarily of on-campus lessons and hands-on workshops, which are supplemented with an online component. **Prerequisite:** CSC 104.

CST 210 Operating Systems

The major operating systems of the microcomputer will be analyzed, including DOS, IBM OS/2, Linux and Unix, and Microsoft Windows OS. Topics will include disk access, file transfer, hard disk management, peripheral devices, memory management, processor management and scheduling and data integrity.

ECE 291 Student Teaching II

The student must obtain permission from Michele Better, ECE Program Coordinator prior to registering for this course. Students can contact her at 860-379-9226 or mbetter@nwcc.commnet.edu.

ENG 033 Foundations of English (6 credits)

The course will focus on basic reading and writing skills for a college student. It will teach the writing of an introduction and conclusion, the creation of paragraphs, and the structure of an essay. The student will use the writing mechanics of grammar, punctuation, and spelling to write a good essay. The course will improve reading comprehension skills, vocabulary, and study skills for college-level reading.

ENG 085 Academic Reading & Writing (6 credits)

This course combines activities and texts to improve critical reading and writing. Students will focus on improving vocabulary, comprehension, and expression in a variety of rhetorical modes through coordinated essays and readings.

ENG 101 04 Composition - CRN 1031

This course will be offered online via Blackboard Vista. Students should have a high speed internet connection and a Microsoft Word compatible word processing program in order to complete their work most efficiently. Please direct any questions to the instructor, Dr. April Dolata at adolata@nwcc.commnet.edu.

ENG 102 01 Literature & Composition - CRN 1034

This course will be offered online via Blackboard Vista. Students should have a high speed internet connection and a Microsoft Word compatible word processing program in order to complete their work most efficiently. Please direct any questions to the instructor, Timothy Haskell at thaskell@nwcc.commnet.edu.

ENG 102 05 Literature & Composition - CRN 1109

This course will be offered online via Blackboard Vista. Students should have a high speed internet connection and a Microsoft Word compatible word processing program in order to complete their work most efficiently. Please direct any questions to the instructor, Jennifer White at jwhite@nwcc.commnet.edu.

ENG 114 Children's Literature

Rediscover the joy of reading and the child within you. The course is intended for all ages, as it explores award winning children's literature from past to present. A thorough integration of multicultural and international literature combines with a variety of genre to awaken a true comprehendium of information. The class incorporates a diverse program of learning about children's literature and suitable activities to use literature with children of all ages. If you are thinking of teaching, just enjoy reading to children, or are inspired to write a children's book, this class will be most helpful and productive. For more information email Professor Jacques at pjacques@nwcc.commnet.edu.

ENG 262 Women in Literature

This course will introduce students to a variety of contemporary women writers. Focus will be on both the diversity and commonality of women's experience and the influence of gender on writing. The course will cover 19th through 21st century literature including authors such as Kate Chopin, Carson McCullers, Sylvia Plath, Sandra Cisneros, and Amy Tan. This course is being offered fully online via Blackboard Vista. A high speed internet connection and Microsoft Word are required. **Prerequisite:** ENG 102 or consent of instructor, Dr. April Dolata.

ENG 281 Creative Writing

ENG 281 provides opportunity for the composition of original works in fiction, drama and poetry with a variety of exciting exercises, activities, readings, visitors, and projects. Assignments involve working with varied writing approaches, including dialogue, point of view, character development, setting and description. The class is structured as a workshop; students share their work and critiques with the class. The class can accommodate various levels, from the relative beginner to the more advanced. **Prerequisite:** must have completed ENG 101. Questions? Contact Jessica Treat at jtreat@nwcc.commnet.edu

EVS 100 Introduction to Environmental Science

This course fulfills a 3-credit natural science requirement or liberal arts/general studies elective and transfers as a natural science elective.

Environmental science is an exciting and contemporary course designed to provide an overview of long-term effects on the well-being of the planet and its inhabitants. The course will also examine the important issues of population, resources, pollution, and attitudes. Current environmental issues and events, as well as possible solutions, will be a focus of this course. In addition to the required text, students will be reading assigned articles, using various external websites for projects, and participating in discussions with others in their class. This course is a three credit, non-majors, science course which does not have a laboratory component. **Prerequisites:** Eligibility for ENG 101 or satisfactory score on placement tests.

CRN 1068 is a fully online course. CRN 1102 is a traditional "on-ground" course, but students should have basic PC skills since this course makes extensive use of the Blackboard online learning system for assignments and graded activities.

HPW 030 Life & Career Planning

A small group course on personal and life planning. Assessment will be made of individual abilities, interests, skills, and personality style (using the Myers-Briggs Type Indicator), and in-class exercises will help students develop plans for their future. Readings and exercises will assist students in understanding the life roles we play (worker, learner, etc.) and how to integrate them into an overall life style. **The class meets on Tuesdays and Thursdays from February 23 to March 29, 2012.**

HPW 032 Career Directions

A small group course designed to help students plan their careers. Assessment of interests, values, skills, and experiences will be made to help students plan for the future. Use of the career library, labor market information, employment trends, and informational interviewing will be used to help students assess the appropriateness of their career goals. **The class meets on Tuesdays and Thursdays from April 3 to May 1, 2012.**

ALL HPE (PHYSICAL EDUCATION) COURSES MEETING AT THE YMCAs, Energy Fitness, and Nautilus Plus START JANUARY 17 AND END MAY 4. SPACE IS LIMITED. See the course dates in the schedule on page 21 for the start and end dates for other HPE classes.

HPE 112 Aquacize

Aquacize begins Tuesday, January 17 and ends Thursday, May 3

Aquacize is a structured, hour-long water fitness class for adults with aerobic, strength building, and endurance components. This fitness class uses low-stress water resistance for a stimulating and safe workout. Water walking will also be incorporated. This 1-credit Health & Physical Education course is offered as part of a special partnership between the College and the Northwest YMCA. Register for the time and location that is most convenient for you (see page 21 of the schedule).

HPE 127 Total Fitness

Total Fitness begins Tuesday, January 17 and ends Friday, May 4

This 1-credit course is meant to be fun, to improve your physical health and well-being, and to count as part of your college program! Total Fitness students get access to the full array of health and wellness programs that are typically included with a facility membership at one of three area providers: the Northwest YMCA, Energy Fitness, and Nautilus Plus. You pick your own workout routine, choosing from self-paced strength training equipment, aerobic workouts, and instructor-led group fitness classes from Aerobics to Zumba. Selecting the YMCA also gives you access to open swim times for improved endurance and aerobic workout, and aerobic sports such as racquetball and basketball. Total Fitness does not include access to instructor-led aquatics classes (such as HPE 112 Aquacize), or specialty health classes requiring additional registration fees (weight loss, personal training, CPR, First Aid, etc.).

You are expected to participate in Total Fitness twice a week, for about one hour each visit, in order to achieve appropriate personal health and wellness benefits. A minimum of 18 visits, on 18 separate dates between January 17 and May 4, is required to earn a Passing grade in Total Fitness. Select the health and fitness center of your choice (you cannot “mix and match” among the three):

CRN 1171: Energy Fitness, Torrington

CRN 1172: Nautilus Plus, Torrington

CRN 1173: Northwest YMCA – you can use all three locations: Canaan, Torrington & Winsted

HPE 274 Zumba

Session I: Tuesday & Thursday, 5:00-6:21 p.m., January 17 through February 23, 2012

Session II: Tuesday & Thursday, 5:00-6:21 p.m., March 20 through April 26, 2012

This one credit course, taught by a licensed Zumba® instructor, combines high energy and motivating music with unique moves and combinations that allow participants to exercise with no worries. Zumba® combines traditional Latin dance styles including salsa, mambo, cha-cha, cumbia and merengue, as well as hip hop and belly dancing moves. The routines feature aerobic fitness interval training with a combination of fast and slow rhythms that tone and sculpt the body. By focusing on interval training, classes seek to burn calories without exhausting participants with a high impact pace. Zumba® is based on the theory that a work out should be fun and easy to do. This allows participants to stick to a fitness program and achieve long-term benefits that are good for both the body and mind. This class may be taken only for a Pass/Fail grade, or on an Audit (non-grade) basis.

HPE 281 Indoor Climbing

In this nine week, 1-credit course, you'll learn the basics of indoor wall climbing which includes, but is not limited to, safely using the climbing equipment being presented, the basics of indoor climbing, proper conduct on and around the climbing wall, and team belay on a climbing wall. Students should wear comfortable clothing and shoes that are appropriate for climbing (no flip-flops or open-toed shoes). **Class meets 9 Wednesdays: January 25, February 1, 8, 15, 22, 29, March 7, 21 and 29, 2012.**

HPE 283 Outdoor Climbing

Explore rock climbing outdoors in this beginner's course focused on basic technique, safety and the connection of climbing with overall well-being. This course functions around personal goal setting and general participation. Grading is not based on how far up students climb or any other measurement of physical ability/agility. The only physical requirement is that students be able to hike 20 minutes on moderate terrain. **One on-campus class will be held on Saturday, 4/14 in GW 128, Multipurpose Room, followed by three all-day climbing trips scheduled for Saturdays, 4/21, 4/28, and 5/5/12.** In the event inclement weather requires off-campus classes to be rescheduled, the rain date is scheduled for 5/12/12. Off-campus classes will require students to drive or car-pool to climbing locations in central and western Connecticut, and hike into the climbing area. Individuals with concerns about the physical nature of the class and their ability are encouraged to consult with instructor Melissa Bettigole, at mbettigole@nwcc.commnet.edu.

HIS 121 World Civilization I (NEW!)

This course is a survey of ancient societies, focusing primarily on Europe, Africa, and Asia. Emphasis will be placed on the formation of ancient civilizations, governments, and the development of religious thought and institutions (from ancient times to the year 1500 C.E.). **Prerequisite:** ENG 085 or ENG 093 with a "C-" or better, or satisfactory placement test scores, or consent of the instructor.

HIS 201 U.S. History I

Students will use a PC, the Internet, e-mail and on-line discussion groups to complete the coursework. There will be no "in person" class sessions. To take this course you need good basic computer skills and familiarity with and access to: the Internet, e-mail, a web-browser, and a word processing program. Please contact Kathleen Fox at kfox@nwcc.commnet.edu with questions.

MATHEMATICS

NCCC offers a variety of Math courses to help students meet diverse academic goals, such as: refreshing algebra skills prior to entering college-level courses, satisfying graduation requirements in our Associate Degree programs, earning Math credits that transfer to 4-year colleges and universities, and mastering practical Math for daily life. If you've never taken a college Math class before, you are required to take a Placement Test (or submit official SAT or ACT scores) to determine which math course is the best place for you to begin.

Many students find they need to refresh their knowledge and skills in arithmetic, geometry, and algebra. If you need such a course, you may be able to complete all of the developmental math topics in one semester:

MAT 085 Pre-algebra & Elem Algebra (6 credits)

This six-credit, one-semester combination of MAT 075 and MAT 095 covers topics such as computational skills, number sense, fractions and decimals, geometry, algebraic expressions, linear equations, exponents, and quadratic equations. **Prerequisite:** Satisfactory placement test scores.

Math courses numbered 100 and above are the only ones that count for graduation credit at NCCC. These courses typically transfer to a Bachelor's degree program. However, MAT 135 and MAT 137 usually transfer as elective credits but not necessarily as math courses. Check with your Academic Advisor if you intend to transfer to a 4-year college or university and wish to complete your math requirements while at Northwestern. Most students take one or more of the following courses to complete their Associate Degree at NCCC:

MAT 135 Topics in Contemporary Math

A practical Math course intended for Liberal Arts and General Studies majors. **Prerequisite:** MAT 085 or MAT 095 with a grade of C or better, or satisfactory Placement Test scores.

MAT 137 Intermediate Algebra

Required for students who intend to apply to the Nursing, Physical Therapist Assistant, and Veterinary Technology programs. MAT 137 is a college Algebra course intended for Math, Science, Nursing, Business, Engineering, and Teacher Preparation majors, and for students whose future coursework includes upper-level Chemistry or Calculus. **Prerequisite:** MAT 085 or MAT 095 with a grade of C or better, or satisfactory scores on the Placement Test, SAT, or ACT.

MAT 146 Math for the Liberal Arts

Offered in both "on ground" and online versions. A practical course in mathematics for Liberal Arts or General Studies majors involving a wide range of topics: critical thinking, problem solving, set theory, logic, geometry, consumer math, probability, statistics, and voting theory. This course typically transfers to a 4-year college to fulfill a math requirement in the Bachelor's degree. **Prerequisite:** MAT 137 with a grade of C or better, or satisfactory scores on the Placement Test, SAT, or ACT.

MAT 167 Principles of Statistics

Offered in both "on ground" and online versions. A graphing calculator is NOT required for this course. Microsoft Excel (version 2010 or 2011) will be utilized in this course. **Prerequisite:** MAT 137 with a grade of C or better, or satisfactory scores on the Placement Test, SAT, or ACT.

MAT 186 Precalculus, MAT 254 Calculus I, and MAT 254 Calculus II

A graphing calculator (TI83/84 or equivalent) is required for these courses.

MED 113 Healthcare Insurance

This online course presents an overview of healthcare insurance. Course material and discussions will focus on the different types of insurance and various health care plans including government plans, private plans and managed care. There is a focus on federal and state health insurance regulations. Students in the Associate Degree program must enroll in both MED 113 and MED 115 during the same semester. **The dates of this class are January 18 to February 29, 2012.** Computer use required.

MED 115 Medical Coding

This online course will present the theory and practice of fundamental medical billing, collections and insurance processing procedures. The roles of third-party billing and guidelines in health care business practice will be stressed. This is a hands-on coding and billing course requiring basic computer skills. Students in the Associate Degree program must enroll in both MED 113 and MED 115 during the same semester. **The dates of this class are March 7 to April 25, 2012.** **Prerequisites:** MED 113 and MED 125. Computer use required.

MED 216 Electronic Medical Records Mgt

This online course provides the student with the opportunity to put administrative skills learned in previous coursework into practice in a simulated medical setting using electronic health care records (EHR) and allows the student to learn about EHR management practices.

MED 281 Medical Assisting Externship

All students must contact Program Coordinator, Jane O'Grady at jogrady@nwcc.commnet.edu 860-738-6393 prior to registering for the externship. A required information session will be held for all students planning to complete externship during the spring 2012 semester. Information session will be held on **Wednesday, October 19, 2011 from 4:00-5:00 pm** in JLC 127.

MUS 124 Music of the Classical Period

Some of the greatest music ever written was created in Europe during the "Classical" period (1750s-1820s). In this course we will focus on the three "Immortals" of this era, Haydn, Mozart and Beethoven, whose innovative and beautiful vocal and instrumental music continues to have the power to fascinate, thrill and move us. We will explore their lives and careers, while experiencing and discussing many examples of their finest compositions.

MUS 298 01 Special Topics: Vienna, the Waltz and the Strauss Family

From 1826, when Johann Sr. wrote his first dance piece, until 1969, when Eduard Leopold Maria died, Vienna had four uninterrupted generations of waltz composers. Father and son Johann, beloved at home, toured all over Europe where they were met with universal acclaim and admiration. Even such serious composers like Berlioz and Brahms sang their praises.

This course will study the Strauss family, the development of the waltz and Vienna's final glittering era under imperial rule. To obtain credit, student attendance is mandatory at all five sessions.

Lecture dates: Tuesdays, **April 3, 10, 17, 24 and May 1, 2012** from 1:00 – 4:00 p.m. in Founders Hall Auditorium. The course is subsidized by the NCC Foundation.

NUR 101: Introduction to Nursing Practice

The student will focus on concepts basic to nursing practice. Emphasis is placed on application of the nursing process, communication, and skill acquisition. Clinical and laboratory experiences offer opportunities to integrate theoretical principles and demonstrate caring and competence in beginning professional role development. **Prerequisites:** BIO 211: Anatomy & Physiology I; BIO 212: Anatomy & Physiology II; ENG 101: English Composition. **Co-requisites:** BIO 235: Microbiology; PSY 111: General Psychology

Course Components:

Credits: 8 credits

Hours: Classroom—60 hours

Clinical—180 hours

PHL 178 Modern Philosophy

This course will look at the progress of modern philosophical thinking, its modifications and various rejections of long standing views, premises and beliefs. It will include a study of alternative voices that represent modern thought. We will try to see how this plays out in today's life styles. How can we make these theories relevant to everyday living to achieve the Good Life? And finally, what should our future path hold? As a person, a people and a nation, how do the paths differ and how are they the same?

Physical Therapist Assistant Courses:

All PTA designated courses are open only to those students previously accepted into the selective admission Physical Therapist Assisting program. Applications and deadlines for submission may be obtained from the Admissions Office.

PSY 258 Behavioral Modification

Instructor permission required for this course. Contact Dr. Robert Beck at 860-738-6386 or rbeck@nwcc.commnet.edu.

SCI 099 Fundamental Concepts of Science

Successful completion of this course meets the science prerequisite for BIO 115 or BIO 121. This 3- credit, non-laboratory science course (re)introduces students to basic principles of chemistry and biology. This course is specifically designed for students with little to no science background who wish to strengthen their basic science skills before moving onto a college-level science course. The goals of this course include exploring basic science concepts that are essential to success in a college-level science course and providing assistance to students in developing study skills that will lead to success throughout their college experience. Topics covered include the scientific method, structure of matter, basic chemical reactions, cell structure and function, genetics, and basic lab skills such as metric measurement, chemical reactions, and microscope use. **Prerequisites:** ENG 033 or satisfactory score on placement test.

ALLIED HEALTH PROGRAMS

NURSE AIDE CERTIFICATION (C.N.A.)

Nurse aide training is a great way to start your health care career. We will provide you with the entry level skills needed to take the state examination for certification. Our 124-hour program provides classroom lecture and hands-on laboratory instruction at NCCC with clinical experience at an area nursing facility. Day and Evening options available.

5-weeks, Day: M-F,
January 17 – February 17
classes: 8:30 am - 2:30 pm
clinical: 7:00 am - 2:00 pm,
CRN: 1403

8-weeks, Evening: T-W-Th plus 3
Saturdays, March 13 – May 3
4:00pm – 9:00 pm and
Sat: 7:00 am – 2:00pm
CRN: 1195

5-weeks, Day: M-F, May 29 – June 29
classes: 8:30 am - 2:30 pm
clinical: 7:00 am - 2:00 pm,
CRN: 1340

8-weeks, Evening: T-W-Th plus 3
Saturdays, July 24 – September 13
4:00pm – 9:00 pm and
Sat: 7:00 am – 2:00pm
CRN: TBD



Cost: \$1215. All course materials, uniform and state testing fees are included.
Contact Heather Cappabianca, RN at hcappabianca@nwcc.commnet.edu
860-738-6484 today for a class schedule and application.

C.N.A. training with ESL support - call for more information

The 50-hours of ESL instruction primarily precedes the CNA training above and helps students understand and communicate English more effectively in a health care setting.

Cost: \$1655

C.N.A. training programs are WIA approved. Financial assistance may be available directly through the Torrington CTWorks Center. Call the DOL at 860-496-3500 for more information.

Please note that those convicted of a felony may not be eligible for clinical experiences and may find it difficult to secure employment in health care.

HOSPITAL PATIENT CARE TECHNICIAN (HPCT)

This non-credit certificate program combines the competencies of a certified nurse aide with additional advanced skills to prepare students for a career in medical facilities, specifically hospital settings. Participants must hold a current Connecticut Nurse Aide certification in order to enroll in this program. All courses may not be offered every semester.

Step 1 required courses:

- Basic Life Support (BLS) for Health Care Providers
- Medical Terminology
- EKG Skills
- Health Care Practices

Step 2 required courses:

- Phlebotomy for the HPCT – Spring semester only
- Advanced Patient Care Skills – Spring semester only

This is a WIA approved program. Financial assistance may be available directly through the Torrington CTWorks Center. Call the DOL at 860-496-3500 for more information.

For more information and/or an application please contact:
Heather Cappabianca, RN at 860-738-6484 or
hcappabianca@nwcc.commnet.edu



BASIC LIFE SUPPORT (BLS) FOR HEALTH CARE PROVIDERS (HPCT STEP 1)

This American Heart Association course teaches CPR, use of an automated external defibrillator (AED), barrier devices, bag-valve masks and foreign-body airway obstruction relief. This 5-hour course is intended for the health care professional.

CRN: 1197 Saturday, January 7

CRN: 1362 Saturday, May 12

8:00am-1:00pm, \$76

Fee includes text and AHA certification.

MEDICAL TERMINOLOGY (HPCT STEP 1)

Medical Terminology is taught in a condensed and practical application version using a body systems approach. This is an ideal 24 hour non-credit course for anyone considering working in a health care setting. You will gain an understanding of the principles of medical terms, the use of prefixes, suffixes and word roots. You will gain confidence in using medical terminology as you learn the meanings of common abbreviations and proper pronunciation.

CRN: 1467 8 Wed., January 11 – February 29

6:30pm – 9:30pm \$ 250

EKG SKILLS (HPCT STEP 1)

Learn basic skills in obtaining a 12-lead EKG, including proper lead placement, identification of P,Q,R,S,T wave forms, appropriate skin preparation and learn to identify cardiac anatomy and function. Recognize normal versus abnormal electrocardiogram, identify varied rhythms, prevent artifacts and adapt to unusual patient situations. This course includes classroom and hands-on lab experience. The textbook can be purchased at the NCCC bookstore.

Please note: This course does not prepare you to be an EKG Technician.

CRN: 1468 6 Mon., January 23 – February 27, 6:30pm – 9:30pm, \$250 plus textbook.

HEALTH CARE PRACTICES (HPCT STEP 1)

Understanding the health care delivery system and the role that each member plays in delivering patient care services is integral to being a health care professional. Topics to be covered include effective communication, organizational structure, patient rights and confidentiality, health care trends, cultural diversity in health care delivery, customer service, work place safety, ethics and reporting and documentation.

CRN: 1469 6 Thurs., January 19 - February 23
5:00pm-8:00pm, \$250

PHLEBOTOMY (HPCT STEP 2)

This program teaches the HPCT safe venipuncture and is an excellent refresher for medical assistants or licensed nurses. Infection control, equipment, blood drawing skills, specimen handling and special phlebotomy procedures will be covered. This course includes classroom, skills practice lab and an on-site clinical rotation. Pre-requisites: CT. Licensed Nurse, Certified Medical Assistant or all courses listed in Step 1 on page 33.

Note: This course does not meet the requirements for accreditation as a certified phlebotomist.

CRN: 1199, 8 Mon., March 5 – April 23, 6:30pm - 9:30pm, \$275 plus textbook.

ADVANCED PATIENT SKILLS (HPCT STEP 2)

This is the final module in the Patient Care Technician program. The course focus is on the care of the acutely ill, medically complex, post-surgical and post-injury patient in the hospital setting. It will include the pathophysiology involved in common diseases and the considerations in caring for these patients. The student will build on the knowledge gained from the previous HPCT modules through classroom lecture and clinical rotation. Course requirements may require day, evening, and/or weekend attendance. All pre-requisites listed in Step 1 and Step 2 must be completed prior to registration.

CRN: 1209, 5 Tuesdays, May 8 – June 5, 6:00pm-9:00pm followed by clinical rotations on varied shifts and days, \$500

Are you prepared if disaster strikes?

CITIZEN PREPAREDNESS: ARE YOU READY?

Emergencies and disasters can strike quickly and without warning. Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away.

This 2-hour program will provide you with the knowledge to protect yourself and your family in the event of a natural, technical or man-made disaster. You will learn how to identify risks, prepare to shelter in place, assemble a disaster supply kit and to safely evacuate. Are you ready?

CRN: 1471, Friday, January 27, 2:00pm-4:00pm

CRN: 1472, Tuesday, February 14, 6:00pm-8:00pm

CRN: 1473, Saturday, March 10, 9:00am-11:00am

CRN: 1474, Friday, April 13, 2:00pm-4:00pm

CRN: 1475, Friday, May 18, 2:00pm-4:00pm

CRN: 1476, Saturday, June 9, 9:00am-11:00am

This program is offered FREE of charge, however pre-registration is required.

COMMUNITY EMERGENCY RESPONSE TEAM

CERT is a training program that prepares you to help yourself, your family, and your neighbors in the event of a disaster. During an incident, emergency personnel may not be able to reach everyone right away. By getting trained in CERT, you will have the skills to help emergency responders save lives and protect property. Participants learn how to:

- Identify and anticipate hazards
- Reduce fire hazards
- Extinguish small fires
- Assist emergency responders
- Conduct light search and rescue
- Set up medical treatment areas
- Apply basic medical techniques
- Help reduce survivor stress

Students must be at least 16 years of age. Students under 18 must have parental permission.

Instructor: Thomas Vannini,
Emergency Preparedness Program
Specialist for the Department of
Emergency Management and
Homeland Security, State of CT.



CRN: 1470 : 8 Wednesdays, March 21 – May 9, 6:30pm-9:30pm.

This program is offered FREE of charge, however pre-registration is required.

EMERGENCY MEDICAL TRAINING

EMERGENCY MEDICAL TECHNICIAN (EMT-B)

Emergency Medical Technicians respond to health care emergencies such as heart attacks, car accidents and fires. They provide life support to seriously ill or injured patients before they reach the hospital. This 160+ hour course, prepares students to take the state certification examination for EMT. Students must be at least 16 years of age. Students under 18 must have parental permission to enroll in this challenging class.

Textbook: Brady's Emergency Care, 11th Edition can be purchased at the NCCC bookstore. This class will start when ten people have registered for the class. Register today!

CRN: 1477, 2 evenings/week, 6:00pm-10:00pm, plus 3 Saturdays, \$ 700 plus textbook.

This is a WIA approved program. Financial assistance may be available directly through the Torrington CTWorks Center. Call the DOL at 860-496-3500 for more information.



BASIC LIFE SUPPORT (BLS) FOR HEALTH CARE PROVIDERS

This American Heart Association course teaches CPR, use of an automated external defibrillator (AED), barrier devices, bag-valve masks and foreign-body airway obstruction relief. This 5-hour course is intended for the health care professional.

CRN: 1197 Saturday, January 7, 8:00am-1:00pm, \$76

CRN: 1362 Saturday, May 12, 8:00am-1:00pm, \$76

CRN: TBD Saturday, July 14, 8:00am-1:00pm, \$76

Cost includes text and AHA certification fee.

BLS FOR HEALTH CARE PROVIDERS - RENEWAL

American Heart Association refresher course for CPR, AED, barrier devices and bag-valve masks. This 3-hour class is intended for the health care professional who has previously completed the BLS for Health Care Providers course.

CRN: 1198 Saturday, March 10, 8:00am-11:00am, \$46

CRN: TBD Saturday, September 8, 8:00am-11:00am, \$46

Cost includes text and AHA certification fee.

WORKFORCE CERTIFICATES

PHARMACY TECHNICIAN CERTIFICATION



This comprehensive, 60-hour course will prepare students for an entry-level position in a community, hospital or long-term care setting. It is also an excellent review for the Pharmacy Technician Certification Board (PTCB) national certification exam. Topics will include medical terminology specific to the pharmacy; reading and interpreting prescriptions; and defining drugs by generic and brand names. Students will learn dosage calculation; I.V. flow rate; drug compounding; and dose conversion. Dispensing of prescriptions; inventory control; billing, and insurance reimbursement will also be discussed. The course fee does not include the PTCB exam fee. Anyone convicted of a felony is also not permitted to sit for the exam.

Course Pre-requisite:

High School Diploma or GED and fluency in mathematics, conversions and algebra is required to complete necessary pharmaceutical calculations. Students who have not successfully

completed any college-level course work in mathematics, or are unable to provide a transcript, will be required to take a mathematics competency test, at no cost, prior to registering. Call 860-738-6484 to register for a testing date. The test takes approximately one hour.

CRN: 1478, Monday and Thursday, March 5 – May 9, 6:30pm - 9:30pm

Cost: \$950 plus textbook
Text book: Pharmacy Certified Technician Training Manual, 11th edition
Michigan Pharmacists Association.

This is a WIA approved program. Financial assistance may be available directly through the Torrington CTWorks Center. Call the DOL at 860-496-3500 for more information.

SERVSAFE/QUALIFIED FOOD OPERATOR COURSE

In this eight hour Serv/Safe course you will learn the standards in food safety, food-borne diseases and food service sanitation. The successful completion of the exam given at the end of class certifies you as a Qualified Food Operator, which fulfills the Connecticut Public Health Code requirement and is a national certification from the National Restaurant Association. The QFO course is offered bi-monthly. It is highly recommended that you obtain and review the required ServSafe Essentials textbook prior to the class. The textbook with the testing sheet can be purchased at the NCCC bookstore.

CRN: 1191 Saturday, January 7, 8:00am-5:00pm, \$100 plus textbook

CRN: 1192 Saturday, March 10, 8:00am-5:00pm, \$100 plus textbook

CRN: 1193 Saturday, May 12, 8:00am-5:00pm, \$100 plus textbook

CRN: TBD Saturday, July 14, 8:00am-5:00pm, \$100 plus textbook

CRN: TBD Saturday, September 8, 8:00am-5:00pm, \$100 plus textbook

This is a WIA approved program. Financial assistance may be available directly through the Torrington CTWorks Center. Call the DOL at 860-496-3500 for more information.



AROMATHERAPY & REFLEXOLOGY

MAKING 'SCENTS' OF AROMATHERAPY: ESSENTIAL OIL BASICS FOR HOME AND HEALTHCARE

NCTMB approved for massage therapists / .3CEUs

Essential oils are everywhere! Yet, most of us have limited knowledge of how to harness the healing properties of these amazing extracts. From burns, acne, common cold symptoms and more, essential oils can easily come to the rescue when you know the basics. Healthcare professionals and lay people, this training places you in the center of the growing spotlight of public and professional interest in aromatherapy. Learn the facts that are vital to successfully working with essential oils: safety, purity, dilution guidelines and therapeutic properties. Then work hands-on with aromatherapy supplies to make your own product to take home.

Instructor: Hallie Sawyer,
CRN: 1479, Friday, May 4, 1:00pm-
4:00pm, \$55 which includes a
materials fee.



INTEGRATING RELEXOLOGY INTO CLIENT AND PATIENT CARE

NCTMB approved for massage therapists / .3CEUs

Imagine being able to support the entire body in its return to balance by working solely with the feet or hands. Reflexology is a time-honored therapeutic technique which does just that. Specific areas of the feet and hands 'reflex' distant aspects of the body, sending a signal to return to equilibrium. Massage therapists, aestheticians and nurses, envision being able to quickly and effectively create relaxation for your clients and patients. Begin any treatment with reflexology and prime the entire body for whatever comes next whether that is a full body massage, a manicure, pedicure, or simply putting a patient at ease. Learn the reflexology basics including history, benefits, cautions/contraindications, foot and hand maps indicating reflex points, and all the elements of a basic reflexology session. Then experience giving and receiving reflexology techniques that can be put into practice with clients and patients. Massage tables are provided for student use during class.

Instructor: Hallie Sawyer
CRN: 1480, Friday, June 1, 1:00pm-4:00pm, \$50

REAL ESTATE

REAL ESTATE PRINCIPLES & PRACTICES



This required course for real estate salesperson licensing provides clear explanation of modern real estate practices and a working knowledge of real estate in Connecticut. Recognized by the Real Estate Consortium of Community Colleges of Connecticut and approved by the State of Connecticut Real Estate Commission this course meets the minimum 60-hour requirement outlined by the State. For a summary of the Connecticut Real Estate Licensing requirements refer to: www.dcp.state.ct.us/licensing <<http://www.dcp.state.ct.us/licensing>> . Property owners, buyers, sellers, and anyone interested in pursuing real estate careers or operations will find this course beneficial and rewarding. Those students intending to sit for the State of Connecticut Real Estate Exam must attend 60 class hours (excluding the final exam class) and pass this course with a grade of 70 or better. Instructor: Richard Mihalcik.

Required textbooks: Modern Real Estate Practice 18th Edition, by Galaty, Alloway & Kyle and Connecticut Real Estate Practice & Law 12th Edition, by Pancak.

CRN: 1194, Mon/Wed., February 13 – May 14, (no class on Feb 20, March 12, 14, April 18), 6:30pm-9:30pm, \$459 plus textbooks.

ED2GO ONLINE COURSES

Introduction to Microsoft Excel

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

Creating Web Pages

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

Accounting Fundamentals

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

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

A to Z Grantwriting

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

Introduction to QuickBooks

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

Grammar Refresher

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

Microsoft Excel

Work faster and more productively with Excel's most powerful tools.

Real Estate Investing

Build and protect your wealth by investing in real estate.

Introduction to Microsoft Access

Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Word

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

Computer Skills for the Workplace

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

Introduction to PC

Troubleshooting
Learn to decipher and solve almost any problem with your PC.

Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Discover Digital Photography

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

Start dates – A new section of every course will begin on:

January 18

February 15

March 21

April 18

May 16

June 20

Enroll now!

Choose from over 200 courses!

Visit our online Instruction Center today to learn more:

www.ed2go.com/ctnccc

Courses as low as \$99!

No place like home.

Take ed2go courses from the comfort of your home or office at the times that are most convenient for you.

We offer you hundreds of engaging online courses for adults, covering every topic from SAT Test Preparation to Web Design.

Each ed2go course comes equipped with a patient and caring instructor, lively discussions with your fellow students, and plenty of practical information that you can put to immediate use.

Learn from the comfort of home!

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. All of our courses include expert instructors, many of whom are nationally known authors! Browse our online catalog and read the fantastic things students are saying about our courses!

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: www.ed2go.com/ctnccc
2. Click the *Courses* link. Choose the department and course title you are interested in, select the *Enroll Now* button. Follow the instructions to enroll and pay for your course. Here you will choose a username and password that will grant you access to the *Classroom*.
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 selected during orientation.

Requirements: All courses require Internet access, e-mail, Microsoft Internet Explorer or Firefox web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

POLICY ON STUDENT RIGHTS

(Adopted by the Board of Trustees of Technical-Community Colleges, Section 5.2.2. Adopted October 18, 1976; amended February 19, 1979, April 20, 1981, July 20, 1981, November 16, 1987, February 26, 1990, March 16, 1998, and November 15, 1999; technical amendment May 1, 2002 in compliance with Public Acts 98-180 and 01-28.)

Section 1: Rights of Students

It is the policy of Northwestern Connecticut Community College that its educational offerings be available to students without regard to the individual's race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disability, genetic information, marital status, mental retardation, sexual orientation, learning disability, or physical disability, including, but not limited to, blindness, or prior conviction of a crime (unless the provisions of sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups). With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in Section 46a-60(8) of the Connecticut General Statutes. Further, the college will not discriminate against any person on the grounds of political beliefs or veteran status.

Students are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher-student relationship. The student should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or his or her own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism, or personal beliefs. Students are free to take reasoned exception to the data or views offered in any course of study, but they are responsible for learning the content of the course of study as defined by official college publications.

Community college students are both citizens and members of the academic community. As citizens they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy, and as members of the academic community they are subject to the obligations which accrue to them by virtue of this membership.

Section 2 : Student Grievance Procedure

1. *Definition:* A grievance is an allegation by a student that, as to him or her, an agent of the college has violated board or college policies relating to students other than assignment of grades or other academic evaluation (see Section 3: Review of Academic Standing).
2. *How to file a grievance:* A grievance is to be submitted in writing to Dr. Patricia Bouffard, Dean of Academic and Student Affairs, Founders Hall, Room 103, 860-738-6320, within thirty days of the date the grievant knew or reasonably should have known of the alleged violation. The written grievance shall specify the right claimed to have been violated and state briefly the underlying facts.
3. *Procedure for grievance resolution:* The Dean shall investigate the grievance and, within thirty days from the time the grievance was submitted recommend to the president a disposition of the grievance, except as provided hereinafter:
 - a. In the course of each investigation, the Dean shall consult with the dean responsible for the area of college operations in which the grievance arose.
 - b. In the case of a grievance alleging discrimination based on race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability, prior conviction of a crime, political beliefs, veteran status, or sexual preference, the Dean of Academic and Student Affairs shall consult with Fran Almeida Pistilli, Affirmative Action Officer, 46 Park Place East, (860) 738-6325.
 - c. In the case of a grievance against a dean, the grievance shall be filed with the president.

The president may accept or reject the recommendation, or direct such further investigation as he or she deems appropriate. The president shall notify the student of the final disposition of the grievance within fifteen days of receiving the recommendation, except for good cause or as provided in 4., below.

4. *Advisory Committee:* The president may establish an advisory committee of students and staff which may be charged with the responsibility of making recommendations at either the level of the deans or the president. The president may appoint and remove members of the committee. If an advisory committee is appointed, the president shall establish a reasonable time frame within which the committee must make recommendations.

Section 3: Academic appeals by students

The Academic Appeal process provides a way for students to appeal academic disputes with an instructor. The steps of the appeal process must be followed in order and in a timely manner. The details concerning the timeline and process are described below.

If the Division Director, Academic Policy Committee or Dean of Academic and Student Affairs finds that the disputed action involving the instructor conflicts with federal or state laws/regulations, College, or department policy, and/or with the faculty member's own policy stated in the syllabus and /or course overview, then a decision should be made in the student's favor.

However, if the instructor's decision was made in accordance with federal or state laws/regulations, College, or department policy, and/or with the faculty member's own policy stated in the syllabus and /or course overview, then a decision should be made in favor of the instructor's decision.

In cases where the dispute is determined to be based upon a faculty member's professional judgment, such as the evaluation of test(s), quiz(es), project(s), or performance in a class, then the student is entitled to a timely appeals process and have the Division Director, Academic Policy Committee, and/or Dean of Academic and Student Affairs and/or the College President, make a judgment concerning the dispute.

The student shall be afforded the right to present a statement of appeal and relevant information in support of it. It is the student's responsibility to show that the decision in question is arbitrary, i.e., without a reasonable basis, or was made for improper reasons and to provide additional information with each appeal level.

Timing of Appeals

Academic Appeals by a student must be initiated no later than fifteen calendar days after of the posting of the student's final grade. The student can obtain the Appeal Packet from the office of the Dean of Academic and Student Affairs. Each successive step in the appeals process must be initiated within four calendar weeks of completion of the prior step.

Conflict of Interest

If there is an apparent conflict of interest involving a Committee member, that member shall not participate in the recommendation process.

Electronic Evidence

The admission of electronic evidence of any type will be determined by the Committee on an individual case basis.

Confidentiality

Under the Family Educational Rights & Privacy Act of 1974, as amended, a student's education record may not be disclosed without the written permission of the student. The materials from this process will not be disclosed and will remain in the possession of the office of the Dean of Academic and Student Affairs.

At any time a student may seek the assistance of others in preparing a request for review of academic standing. However, consistent with the student's responsibility and the developmental mission of the College, in all meetings and communications with faculty and others pursuant to this Policy, a student may neither be accompanied by an advisor, advocate or attorney nor will the College communicate with an advisor, advocate or attorney for the student.

Forms available in the Dean of Academic & Student Affairs, FH103.

The Child Development Center

The NCCC Early Childhood Education lab school offers a high quality, affordable, comprehensive program to meet the educational needs and interests of two to five year olds. Available to the children of students, staff, faculty and the community, the Center is staffed with experienced child care professionals, student teachers and assistants. Licensed by the State of Connecticut, the Center is also accredited by the National Association for the Education of Young Children. Full and half day flexible programs are available Monday through Thursday 7:45 a.m.-5:00 p.m and Friday 8:00 a.m.-12:00 p.m. For more information and fees, call 860-379-9226 or 860-738-6305.

College/High School Partnership Program

The high school to college Partnership Program is a special program designed to enable qualified high school juniors and seniors to take up to two courses (eight credits) of general fund college work each semester on a space available basis. There is no charge for the courses, however, students are responsible for buying their own books and providing their own transportation. A transcript of the student's work will be maintained at Northwestern. For further information about this program, including a list of participating high schools, contact the Center for Student Development at 860-738-6420. A student may also contact his or her high school principal or high school partnership program coordinator.

College Career Pathways (CCP)

CCP is a partnership between Northwestern Connecticut Community College and the comprehensive and vocational high schools throughout northwest Connecticut, and provides an alternative program of study that prepares students in a variety of career clusters.

This program allows high school students to earn college credits toward an Associate Degree while still attending high school. For further information about CCP and for a list of participating high schools, contact NCCC's CCP at 860-738-6315.

NCCC Library

The library is located in the Learning Resource Center adjacent to Founders Hall. There are more than 40,000 books, over 135 periodical subscriptions, and an extensive collection of compact discs, audio books, DVDs and videos. There are also numerous computer resources available including access to the Internet. For access to the on-line catalog and several web-based databases that allow full-text access to magazines and journals, visit the library website at http://www.nwcc.commnet.edu/library/nccc_library.htm. The Library is open day and evening and also offers weekend hours during the semester. When classes are not in session, the hours are 8:30 a.m. - 4:30 p.m. Monday to Friday. For more information or help call 860-738-6480 or send email to nw-librequests@nwcc.commnet.edu

Job & Career Information

The Career Resource Center is located in the Center for Student Development at Green Woods Hall Rm 208. Career Info Net offers information on occupations, colleges and universities and the world of work. Free career testing is also available. Career Counselors and Faculty are available to answer questions about specific majors at NCCC and about career opportunities. Two courses, HPW 030 and HPW 032 are being offered to help students with planning their lives and developing careers. Call the Center, 860-738-6420, for more information or visit our website online.

Academic Skills Center Offers Tutoring & More

The Academic Skills Center is located on the 3rd floor of Founders Hall. The Skills Center provides tutoring services and workshops in study skills, grammar, math and science. The center is open six days a week and four evenings. Tutoring is available on a drop-in basis and is free of charge. Tutors are faculty and staff volunteers, community volunteers, peer tutors and Master Tutors—those who have earned degrees in the areas they are tutoring.

The Skills Center is also the home of Project Crossroads, which offers community members the opportunity to complete their high school education by earning GEDs. This project provides small group instruction in basic skills and English as a Second Language.

For more information about the Academic Skills Center and its hours, please call Denise Linden at 860-738-6351 or Debra Weir at 860-738-6361.

COUNSELORS

Counselors are available weekdays 8:30 a.m. - 4:30 p.m. Call 860-738-6420 or Go to the Center for Student Development page on the college website at: www.nwcc.commnet.edu

Evening Hours for Counselors

During the semester a counselor is available Mondays until 7:00 p.m. and Wednesdays until 6:00 p.m.

Walk-in schedule
Mon-Thurs 8:30 a.m.-3:30 p.m.

By appointment
Mon-Fri. 8:30 a.m.-3:30 p.m.

STUDENTS WITH DISABILITIES

Students have rights and responsibilities under the Americans with Disabilities Act. Amendments Act.

Students have the right to choose to identify themselves as having disabilities, to participate in the decisions about their academic adjustments, and to have records released only with their written consent.

Students have the responsibility to provide documentation of their disabilities, to request academic adjustments in a timely manner, and to follow through with identified accommodations.

Students with disabilities who want to request academic adjustments must see Roseann Dennerlein, the Counselor for Students with Disabilities. Appropriate **documentation must be sent to Ms. Dennerlein by Thursday, December 15, 2011** to ensure that academic adjustments are determined and in place for the first week of classes. After the documentation is reviewed, Ms. Dennerlein will work with students individually to identify appropriate academic adjustments.

Send documentation to: Roseann Dennerlein
 Counselor for Students with Disabilities
 Northwestern Connecticut Community College
 Green Woods Hall, Rm 209
 Winsted, CT 06098

More information about documentation requirements and academic adjustments is available on our website www.nwcc.commnet.edu. Click on Disability Services. You may also contact Roseann Dennerlein, Phone: (860) 738-6307, Videophone: (888) 387-3830, E-mail rdennerlein@nwcc.commnet.edu.

INFORMATION FOR STUDENTS WITH DISABILITIES

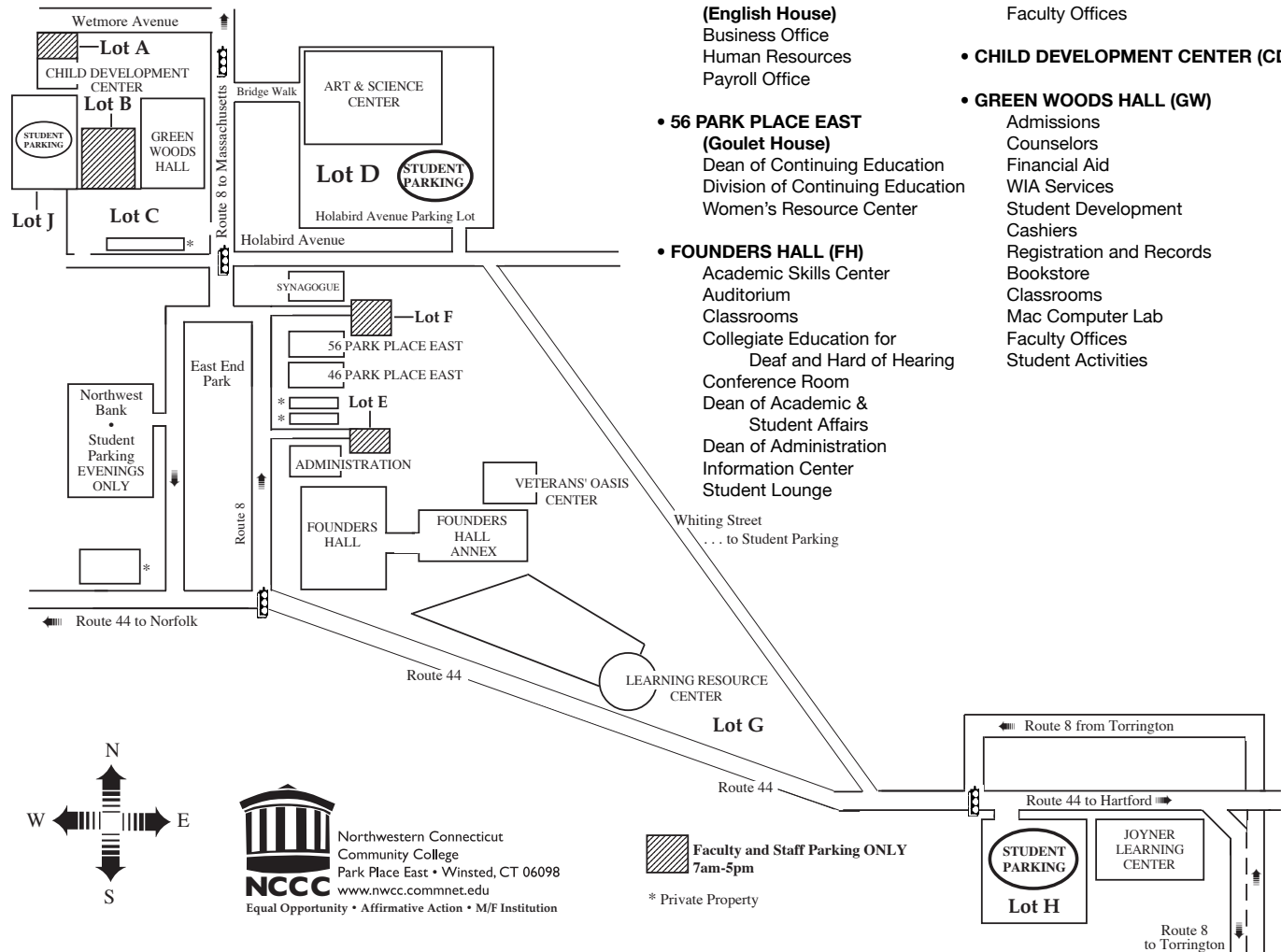
Northwestern Connecticut Community College complies with the **Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973** by providing appropriate accommodations for students with disabilities to level the playing field for their success.

Any person having inquiries concerning Northwestern Connecticut Community College's compliance with Section 504 and the ADA is directed to contact **Dr. Ruth Gonzalez, Director of Student Development, Green Woods Hall, Rm 220. (860) 738-6315.**

Dr. Ruth Gonzalez has been designated by the College to coordinate the institution's efforts to comply with regulations.



NCCC CAMPUS MAP



- **REGINA M. DUFFY**
ADMINISTRATION BUILDING
President
Institutional Research
Marketing, Public Relations
- **FOUNDERS HALL ANNEX (FX)**
Computer Center
Computer Classrooms
Faculty Offices (2nd and 3rd floors)
State Office of Rural Health
- **ART & SCIENCE CENTER (ASB)**
Science Labs
Art Studios
General Classrooms
Lecture Hall
Computer Lab
Student Lounge
- **LEARNING RESOURCE CENTER (LRC)**
Library
Shirley Draper Conference Center
Language Lab
- **JOYNER LEARNING CENTER (JLC)**
Veterinary Technology
Medical Assisting
Classrooms
Faculty Offices
- **CHILD DEVELOPMENT CENTER (CDC)**
- **GREEN WOODS HALL (GW)**
Admissions
Counselors
Financial Aid
WIA Services
Student Development
Cashiers
Registration and Records
Bookstore
Classrooms
Mac Computer Lab
Faculty Offices
Student Activities
- **46 PARK PLACE EAST (English House)**
Business Office
Human Resources
Payroll Office
- **56 PARK PLACE EAST (Goulet House)**
Dean of Continuing Education
Division of Continuing Education
Women's Resource Center
- **FOUNDERS HALL (FH)**
Academic Skills Center
Auditorium
Classrooms
Collegiate Education for Deaf and Hard of Hearing
Conference Room
Dean of Academic & Student Affairs
Dean of Administration
Information Center
Student Lounge

Day Codes:

M - Monday ... T - Tuesday ... W - Wednesday
R - Thursday ... F - Friday ... S - Saturday ... U - Sunday

Building Codes:

- ASB - Art and Science Center
- CDC - Child Development Center
- FH - Founders Hall
- FX - Founders Hall Annex
- GW - Green Woods Hall
- JLC - Joyner Learning Center
- LRC - Learning Resource Center
- WS - White Studio

Off-Campus Codes:

- ASD - American School for the Deaf
- CDHI - Commission on the Deaf and Hearing Impaired
- MXCTC - Middlesex Community College - Middletown
- NVCTC - Naugatuck Valley Community College
- OWTS - Oliver Wolcott Technical School, Torrington
- REG 7 - NW Region 7 School, Winsted
- TORHS - Torrington High School, Torrington
- TORYM - YMCA, Torrington
- UCONT - UCONN, Torrington
- WARNER - Warner Theater, Torrington
- YMCA - Northwest CT YMCAs
- WINYM - YMCA, Winsted



Non-Credit Registration Form

Mail to: Northwestern Connecticut Community College
 Park Place East / Winsted, CT 06098 / Phone: 860-738-6484 or 860-738-6444 / Fax: 860-738-6453

First Name _____ Last Name _____ MI _____

Mailing Address _____

City _____ State _____ Zip Code _____

Email Address _____

Student Status (circle one)

New *(first time at NCCC or any CT Community College)*

Returning *(Attended NCCC or other CCC. Were you registered under another name? If so, please print name. ie Maiden name)*

Social Security No. _____ Sex (circle) _____ Date of Birth _____
 - - M F / /

Phone (H) _____ Phone (Cell) _____
 () ()

CT Resident (circle) _____ US Citizen (circle) _____
 Yes No Yes No

Ethnicity
 Hispanic or Latino
 Non-Hispanic/Non-Latino
 Choose not to respond (none)

Race
 White(10)
 Black or African American(20)
 Asian(45)
 American Indian or Alaskan Native(50)
 Native Hawaiian or Other Pacific Islander(80)
 Other (90) Choose not to respond (60)

CRN#	Course Title	CEU	Dates	Fee
T O T A L				

REFUND POLICY: NCCC reserves the right to change instructors, cancel or reschedule a program in the event of insufficient enrollment or unforeseen circumstances. If your course is canceled, you will have the option of applying your course fee to another class or you will receive a full refund. If you are unable to attend a course you must withdraw at least FIVE WORKING DAYS before the first scheduled meeting in order to receive a refund. Some programs have different payment options and/or limited refund policies. Contact us for details.

X
Student Signature--I have read the refund policy _____ **Date** _____
Payment Method :
 Cash Check or Money Order payable to NCCC enclosed.

Visa Mastercard Discover Number _____
 Billing address zip code _____
 Expiration Date _____ 3 Digit Security Code _____
 Name on Card _____

Three ways to register:

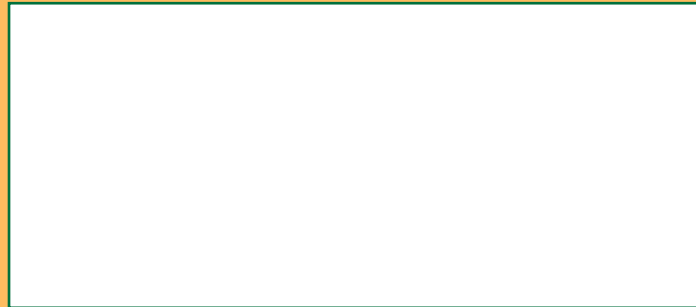
- FAX:** Fax the registration form with your Mastercard/Visa/Discover information to (860) 738-6453
- IN PERSON:** Bring the registration form and payment to the Continuing Education Office, 56 Park Place East, Monday-Friday between 9am - 4pm.
- MAIL IN:** Send this registration form to the above address along with a check or money order payable to NCCC or Mastercard/Visa/Discover information. Course fees are payable at the time of registration. You are registered for a class unless notified otherwise.

NON-CREDIT REGISTRATION FORM



Northwestern Connecticut Community College
Park Place East • Winsted, Connecticut 06098
(860) 738-6300
<http://www.nwcc.commnet.edu>

Nonprofit
Organization
U.S Postage
PAID
Winsted, CT
Permit No. 90



4

ways to be part of our learning community

- 1 Register by Fax: (860) 738-6413
- 2 Walk-in during normal business hours
- 3 Mail your registration & payment to us at:
NCCC (Attn. Registrar) Green Woods Hall, Rm 215, Winsted, CT 06098
- 4 Log on to our website at: www.nwcc.commnet.edu (*returning students*)