

**Capital Community College in Bloomfield
Credit & Non-Credit Courses
@ The First Cathedral
1151 Blue Hills Avenue**

Spring, 2007

CREDIT COURSES

BMG*202-6044 Principles of Management 3 credits

The fundamentals of management and the operation of organizations. Emphasis on management orientation, planning, organizing, motivating, and controlling. The student is exposed to the ever-changing tools required for decision-making. The course will equip students to function in and understand the management area. Formerly listed as MGMT 101, not open to students who have successfully completed MGMT 101.

Jan. 30 – April 3 (No class: 2/20, 2/22, 3/13, 3/15); T&TH; 5:30-8:25 p.m.; Room TBA

SOC*235-6045 Introduction to Social Welfare 3 credits

Services and techniques used in providing for public welfare are studied. Emphasis is placed on historical development of social services, extent of private and governmental participation in providing social services, and major processes associated with the field. Speakers and visits are used to survey existing services in the Greater Hartford area. Formerly listed as SOC 230, not open to students who have successfully completed SOC 230.

Jan. 30 – April 3 (No class: 2/20, 2/22, 3/13, 3/15); T&TH; 5:30-8:25 p.m.; Room TBA

SPA*101-6046 Elementary Spanish I 3 credits

Introduction to the fundamentals of Spanish grammar, with emphasis on the development of listening, speaking, reading and writing skills. Formerly listed as SPAN 101, not open to students who have successfully completed SPAN 101.

Jan. 30 – April 3 (No class: 2/20, 2/22, 3/13, 3/15); T&TH; 5:30-8:25 p.m.; Room TBA

NON-CREDIT

Capital Community College Real Estate courses for licensure and continuing education are recognized by the Real Estate Consortium of Community Colleges of Connecticut and have been filed with the State of Connecticut Real Estate Commission and Connecticut Real Estate Appraisal Commission.

REAL 5000-6162 Principles & Practices of Real Estate

This course prepares you to take the State of Connecticut Real Estate Salesperson Examination. Students who intend to take the State of Connecticut Real Estate Exam must be 18 years old and must attend and pass this course with a grade of at least 70. This course consists of at least 60 mandatory hours of instruction. Topics include introduction to the real estate business, real property and the law, concepts of home-ownership, agency, real estate brokerage, listing agreements and buyer representation, interests in real estate; forms of ownership, legal descriptions, real estate taxes and other liens, real estate contracts, transfer of title, title records; real estate financing, leases; property management, real estate appraisal, land-use controls and property development, fair housing and ethical principles, environmental issues and the real estate transaction, and closing the real estate transaction. This course also includes Connecticut Real Estate Practice and Law. You will be provided with clear explanations of modern real estate practices, while developing a better understanding of real estate in Connecticut. Property managers, property owners, buyers, sellers and anyone interested in pursuing real estate careers or operations will find this course beneficial and rewarding.

Jan. 30-April 26 (No class: 2/20, 2/22, 3/13, 3/15); T&TH; 6-9 p.m.; CEU: 6.0; Room TBA; Cost: \$375, plus approximately \$100 for textbooks

HMED 5193-6179 Arthritis Self-Help Course

The Arthritis Foundation and Capital Community College will offer classes at The First Cathedral in Bloomfield for people with Arthritis and family members. The Arthritis Foundation Self-Help Program was created to give people with Arthritis the knowledge they need to take control of their condition. This is a six-week (12-hour) program. A small fee of \$15 includes classes, book and resources to help YOU! Our instructor, Nada Light, MSN, RN, an educator and author, is certified by the Arthritis Foundation to lead this course and to help you gain the knowledge that you need.

April 12-May 17; Thursdays; 6-8 p.m.; Room TBA; Cost: \$15 (includes book)

GENERAL INFORMATION

REGISTRATION

Registration will take place at The First Cathedral on Tuesday, January 16, from 5:30-6:30 p.m.

COSTS FOR CREDIT COURSES

Connecticut State Residents

| Credits | Tuition | Service Fee | Total |
|---------|---------|-------------|-------|
| 3 | \$345 | \$59 | \$404 |

Out of State Non-Residents

Please contact the Business Office at (860) 906-5061 for costs.

Notes:

New students must complete an admissions application and pay a one-time, non-refundable, \$20 application fee if applicable.

Tuition and fees are subject to change.

REFUND POLICY: EXTENSION FUND CREDIT AND EQUIVALENT NON-CREDIT DEVELOPMENTAL COURSES

When the College cancels a course, the student has the option of transferring into another course within the same semester, or requesting a refund. Refunds are issued within 4 to 6 weeks. When a student drops a course by the last regular business day of the college before the first meeting of the course, a full refund will be processed, except for the fees and non-refundable \$20 application fee for credit courses. To drop a course, contact the Office of Continuing Education at (860) 906-5130. Full or partial refunds are not issued after the last regular business day of the college before the first meeting of the course. A student may officially withdraw from a credit course any time after the first scheduled class, but before the end of the last day of class. The final examination day is not considered as a class day. Refunds are not issued to students who withdraw. To initiate the withdrawal process, or for more information, contact the Counseling Office at (860) 906-5040.

Note: If a student registers for a course and does not attend and does not officially drop the course (whether she/he has or has not paid), she/he will still be responsible for paying for the course.

GENERAL INFORMATION - CONTINUED

REFUND POLICY FOR PRINCIPLES & PRACTICES OF REAL ESTATE AND ALSO FOR ARTHRITIS SELF-HELP COURSE

Capital Community College reserves the right to cancel courses with insufficient enrollment. If a course you have registered for is cancelled, you will be notified by phone and have the option of receiving a full refund of fees or applying your course fee to another credit-free course in the same semester. Refunds take at least 4 to 6 weeks. No refunds are issued for credit-free courses unless you withdraw 3 business days before the first class meeting, in writing or in person, to the Office of Continuing Education, 3rd Floor, 950 Main Street, Hartford, CT 06103.

TEXTBOOKS FOR CREDIT COURSES AND PRINCIPLES & PRACTICES OF REAL ESTATE

Students may come to the College to purchase books or order online (www.efollett.com) and pick them up at the campus bookstore. Another option would be to contact the Bookstore at (860) 525-5956 to purchase books and have them shipped to you (no shipping charges). Students receiving Financial Aid must come to the College to purchase books.

FOR MORE INFORMATION

**Please call Capital Community College at
(860) 906-5130**