

**Capital Community College in Newington
Credit & Non-Credit Courses@ Newington High School
Spring, 2007**

CREDIT COURSES

BMG*202-6039 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. 29 – April 2 (No class: 2/19, 2/21, 3/12, 3/14); M&W; 5:30-8:25 p.m.; Room TBA

BOT*180-6214 Medical Terminology

3 credits

Intended for students interested in obtaining a knowledge and understanding of basic medical terminology as the language of the health care profession. The student learns basic medical word roots and combining forms, suffixes, prefixes, and abbreviations. Correct spelling, forming singulars and plurals, understanding definitions, and using the terms correctly are important components of the course. This course is especially useful for health professionals or students enrolling in EMT or Radiologic Technology and is a required course for Medical Assisting. Formerly listed as BOT 136, not open to students who have successfully completed BOT 136.

Jan. 29 – June 4 (No class: 2/19, 3/12, 4/16, 5/28); Mondays; 5:30-8:25 p.m.; Room TBA

CJS*120-6213 Police and the Community

3 credits

This course will examine the evolution, principle, concepts and practices of modern day law enforcement. Emphasis is placed on police operations, hiring and training, discretion, police-community relations, due process, use of deadly force, police corruption and deviance. Formerly LAW 105 – Introduction to Community Policing, not open to students who have successfully completed LAW 105.

Jan. 29 – June 4 (No class: 2/19, 3/12, 4/16, 5/28); Mondays; 5:30-8:25 p.m.; Room TBA

SOC*123-6042 Community Organization

3 credits

Social needs of the community and organizational efforts undertaken by both governmental and private organizations to meet these needs. Guest speakers and visits are used to understand the network of community organizations operating in the local area. Formerly listed as SOC 153, not open to students who have successfully completed SOC 153.

Jan. 29 – April 2 (No class: 2/19, 2/21, 3/12, 3/14); M&W; 5:30-8:25 p.m.; Room TBA

SPA*101-6043 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. 29 – April 2 (No class: 2/19, 2/21, 3/12, 3/14); M&W; 5:30-8:25 p.m.; Room TBA

NON-CREDIT CERTIFICATE

Small Business Management & Entrepreneurship Certificate

Comprehensive program on starting your own business.

Topics:

- **Starting A Small Business**
Learn what it takes to be a small business owner, what to consider when selecting a type of business to start, whether to buy or create a business and the difference between proprietorship, partnership and corporation.
- **Capital: Where It Is & How To Get It**
All about bank financing and obtaining venture capital. Discussion of techniques used to manage a small business in a recession economy.
- **Writing A Business Plan**
Techniques for structuring and writing a business plan. Sample business plans will be presented and discussed.
- **Marketing & Promotions**
How to develop a marketing plan. Topics to be covered include demographics, product/service evaluation, advertising techniques and pricing.
- **Accounting & Record Keeping**
Basics of accounting and record keeping. Topics include use of the general ledger and journals, accounts receivable, accounts payable, invoicing, billing, credit and collections.
- **Legal Aspects & Government Regulations**
Guidelines on when and how to use lawyers, plus the government regulations that influence the start-up and operation of small businesses.
- **Understanding Financial Statements**
How to use financial statements and financial management tools. Topics include balance sheets, profit and loss statements, cash flow projections and budgets.
- **Personnel Management**
Techniques to recruit, hire, train and supervise employees. Discussion will include handling the difficult employee and EEO regulations.

BIS 5000-5472 Small Business Management & Entrepreneurship Certificate
Feb. 26-April 23 (No class: 4/16); Mondays; 6-9 p.m.; Instructor: Howard Smith, Ph.D.;
CEU: 2.4; Room: TBA; Cost: \$219

GENERAL INFORMATION

REGISTRATION

Registration will take place in the Cafeteria at Newington High School on Wednesday, January 17, 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 SMALL BUSINESS MANAGEMENT & ENTREPRENEURSHIP CERTIFICATE

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

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**