Continuing Education
Credit-Free Courses
Fall 2006
Classes Beginning
September-December
CONTINUING EDUCATION GENERAL INFORMATION & CATALOG REQUESTS (860) 512-2800

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Providing state-of-the-art computer training

EMT & Certified Nurse-Aide ..................(860) 512-2805
Coordinator, Ann Machin ...............amachin@mcc.commnet.edu
Preparing students for the State exams

Excursions in Learning .........................(860) 512-2804
Coordinator, Susan Meisler ..........smeisler@mcc.commnet.edu
Offering courses for high-achieving, academically motivated children

Credit Extension Courses ......................(860) 512-2803
Dean Melanie Haber ......................mhaber@mcc.commnet.edu
Weekend College, Winter/Summer credit extension courses

Get on our mailing list
Would you like to receive the MCC Credit-Free catalog every quarter?
Call (860) 512-2800 or email: ceinfo@mcc.commnet.edu

NEW

What’s Your Subject?
We’ve added more than 70 new courses for the fall session.
Highlights include:

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ALLIED HEALTH

CNA (Certified Nurse-Aide) Training

The Certified Nurse-Aide training program is a 100+ hour course designed to prepare students with the entry-level skills needed to work as a CNA. This program provides both classroom instruction and hands-on practice and clinical experiences scheduled at a nursing facility in the community. A recent physical exam and TB test are required. Required text: Basic Skills for Nursing Assistants in Long Term Care, Sorrentino, available at MCC Bookstore for approximately $70.

- Those with prior college experience can proceed to the registrar’s office beginning Monday, August 21, to register. Please bring college credentials with you.
- Those with no college history will need to take a brief reading comprehension test (at no charge). Tests are given every Monday (until class fills), 10 a.m.-noon, MCC Bldg. LRC B149, beginning August 21. No appointment is necessary; ask for Ann Machin. Please bring high school diploma or GED to testing site.
- Tuition ($600) is due at time of registration. Financial aid is not available.
- Upon completion of the course, $105 will be due when you apply to take the Connecticut State Certification Exam. The instructor will keep you informed of testing status.

CRN #31212 12 Wednesdays, 9/20-12/13, 6-10 p.m.
MCC Bldg. LRC B125; and 7 Saturdays, 10/21-12/9, 7 a.m.-3 p.m., at Woodlake at Tolland (does not meet 11/22 & 11/25)
Fee: $600
Instructor: Kathleen Shanahan, R.N.

For more information about this course, the reading tests, waivers, or to request copies of flyers or registration forms, please call Ann Machin, the CNA/EMT Coordinator, at (860) 512-2805, or email her at: amachin@mcc.commnet.edu or call (860) 512-2800, the Continuing Education Info Desk.

EMT (Emergency Medical Technician) Training

This course prepares students for the Connecticut state-certified EMT examination, and provides them with the entry-level skills needed to work as an EMT. This course is also useful for members of police and fire departments and other emergency personnel. Applicants must be at least 18 years of age or have a waiver signed by a parent/guardian prior to acceptance in the program. All classes meet at the Bolton Fire House, 222 Bolton Center Rd., Bolton. Required text: AAOS 9th Edition Emergency Care, A CPR booklet is also required, available at MCC Bookstore.

- Those with prior college experience can proceed to the registrar’s office beginning Monday, August 21, to register. Please bring college credentials with you.
- Those with no college history will need to take a brief reading comprehension test (at no charge). Tests are given every Monday (until class fills), 10 a.m.-noon, MCC Bldg. LRC B149, beginning August 21. No appointment is necessary, ask for Ann Machin. Please bring high school diploma or GED to testing site.
- Tuition ($350) is due at time of registration. Financial aid is not available.

CRN #31348 42 sessions, Tuesdays & Thursdays, 9/12-6-2/8/07, (does not meet 11/23), 6:30-10 p.m.
Instructor: Ellen Layman, EMT
Fee: $350

Pharmacy Technician Certification Training

This comprehensive, 60-hour course will prepare students for entry-level positions in community, hospital and long-term care settings, and for the Pharmacy Technician Certification Board (PTCB) exam in order to receive national certification (exam not included). 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. Approximately three to six hours of clinical experience is mandatory and will be coordinated with the student. Prerequisite: Proof of high school diploma or GED is required; please submit with registration. A fluency in mathematics through algebra is required to complete necessary pharmaceutical calculations. Please bring calculator to class. Course fee includes textbook, Connecticut Pharmacists Association fee, and clinical site expenses. Fees collected for this course do not include the PTCB exam, nor will the exam be given at our facility; please check the PTCB web site for more information (www.ptcb.org). Note: Anyone convicted of a felony is not permitted to sit for the PTCB exam.

CRN #31474 20 sessions, Mondays & Wednesdays, 9/6-11/15 (does not meet 10/9), 6-9 p.m. MCC Bldg. LRC B144 Fee: $639
Instructors: Connecticut Pharmacists Association

Introduction to Practical Dental Assisting

Trained clinical dental assistants are in demand by dental offices throughout Connecticut. Dental assistants support direct and indirect patient care performed by dentists and hygienists. This intensive course helps students develop the knowledge and skills necessary to enter the field. Participants will learn about terminology; common techniques and procedures; record keeping; infection control; and the basics of assisting. One class period will be held at the instructor’s professional office in South Windsor. Certificate of completion awarded at conclusion of course. Prerequisite: Good communication and organizational skills.

CRN #31478 8 Wednesdays, 9/20-11/15, 7-9 p.m.
MCC Bldg. LRC B129 Fee: $140
Instructor: Kevin Norige, D.M.D., has degrees from the University of Connecticut and Bates College, and has been in private practice for more than a decade.

Consider Yourself Confirmed!

MCC notifies you only if a course cancels or has schedule changes. If you don’t hear from us, assume you are registered.
Standard First Aid with AED and CPR
The purpose of this course is to give students the knowledge and skills necessary to recognize and care for breathing and cardiac emergencies, and to provide basic care for injuries and sudden illness for adults. The course includes training on the use of an automated external defibrillator (AED) for victims of sudden cardiac arrest until advanced medical personnel arrive and take over. Upon successful completion of course requirements, students will receive certification in both Adult CPR/AED and Standard First Aid. A $6 fee (checks only) will be collected by the instructor for the Adult CPR card (one-year certification) and Standard First Aid card (three-year certification). Required texts: American Red Cross Adult CPR/AED Skills Card, American Red Cross First Aid Skills Card and First Aid/CPR/AED Program Participants Booklet, available at MCC Bookstore.
CRN #31459 2 Tuesdays, 9/19-9/26, 6-9 p.m.
MCC Bldg. LRC B144
CRN #31460 2 sessions, Tuesday & Thursday, 11/7-11/9, 6-9 p.m.
MCC Bldg. LRC B144
Fee: $55
Instructor: Ezequiel (Memo) Alejandro has been a certified American Red Cross instructor for more than 25 years.

El Programa de Primeros Auxilios, RCP y DEA (Standard First Aid course taught in Spanish)
El Programa de Primeros Auxilios, RCP y DEA de la Cruz Roja Americana es un entrenamiento en primeros auxilios y reanimación cardiopulmonar (RCP), diseñado para preparar a las personas a responder ante los accidentes y enfermedades repentinas que puedan ocurrir en el lugar de trabajo. Este programa ofrece cursos de primeros auxilios y RCP para satisfacer las necesidades de entrenamiento de los empleadores y de sus empleados.

A $6 fee (checks only) will be collected by the instructor for the Adult CPR card (one-year certification) and Standard First Aid card (three-year certification). Required texts: American Red Cross Adult CPR/AED Skills Card, American Red Cross First Aid Skills Card and First Aid/CPR/AED Program Participants Booklet, available at MCC Bookstore.
CRN #31461 2 sessions, Tuesday & Thursday, 11/28-11/30, 6-9 p.m.
MCC Bldg. LRC B144 Fee: $55
Instructor: Ezequiel (Memo) Alejandro

Fact versus Fiction: What Diet is Right for You?
If you’re totally confused by the mountains of information, pro and con, about the Atkins and South Beach diets and others, maybe it’s time you got some straight information. This informative class, taught by a naturopathic physician, will allow you to do just that. Learn what a healthy diet is and whether the diets popular in today’s culture fit the bill. Learn what carbohydrates are really all about and whether any can be termed “good carbs.” Find out if too much protein is dangerous to your health; how much fiber your diet should include; and what fats are needed for a healthy life. Once you separate fact from fiction, you’ll be well on your way to a healthier lifestyle.
CRN #31479 1 Thursday, 10/12, 7-9 p.m. EHCCC Room 6 Fee: $20
Instructor: Dr. Marie Mammone is a naturopathic physician who practices in Wethersfield. She has been involved with family nutrition for more than 20 years.

Homeopathy: What Is It All About?
Homeopathy is a system of healing that uses extremely small doses of plant, animal, and mineral elements to stimulate the body’s immune system. This medicinal procedure benefits the young and old without any side effects. Would you like to know how to use the little white pellets in small blue tubes that you can usually find in any health food store? Come and learn about some common remedies, such as arnica, calendula, and hypericum, and how to use them for minor ailments like bruises and colds.
CRN #31480 1 Thursday, 10/26, 7-9 p.m. EHCCC Room 6 Fee: $20
Instructor: Dr. Marie Mammone

Managing Menopause
Are you fanning yourself like Cleopatra? Shedding clothing like an exotic dancer? Losing your car keys with increasing regularity? Stealthily securing extra padding? Playing Dr. Jekyll and Mr. Hyde in your own personal theater? You’re not crazy—your hormones are fleeing the scene and causing you to experience menopause. This workshop will explore the many options for coping with menopausal symptoms, such as “power surges,” weight gain, mood swings, forgetfulness, sleeplessness, and night sweats. This course is also appropriate for men who wish to understand more about what certain loved ones are experiencing, as well as what mid-life changes affect both sexes.
CRN #31473 1 Tuesday, 10/10, 6:30-8:30 p.m. MCC Bldg. LRC A201 Fee: $20
Instructor: Cathy Brennan is the owner of and professional coach for Pathways Coaching in Dayville, CT, which provides individual and group coaching for weight loss and wellness. She received her Registered Nurse degree from the University of New York, Excelsior, and has published several articles on weight loss and holistic health.

Of Similar Interest:
• See Fitness courses on pages 37-38

Welcome to the World of Allied Health at MCC
ART & CRAFTS

Introduction to Shamanic Art: Creating from the Heart

Join this Mayan shamanic painter for an exciting exploration into your creative abilities. Learn to combine methods of the ancient art of shamanic meditation, including reflective journeys and dreams, with the creation of various artistic projects, including masks, mixed media paintings, and drawings. You will also learn about the history and cultural significance of shamanism and its continued use in modern-day society. Materials fee: $50 for canvases, papier mâché, paint, beads, collage materials, and brushes, payable to instructor at first class.

CRN #31403 6 Wednesdays, 9/20-10/25, 7-9 p.m. MCC Bldg. AST D105
Fee: $75
Instructor: Balam Soto, a recognized Mayan artist from Guatemala, incorporates familial traditions of shamanism into his artwork and his teaching. As a self-taught painter, he has developed a unique style of contemporary shamanic art. He exhibits widely in area galleries, and is the owner of Nahual Balam Studio in Hartford.

Chinese Brush Painting

You will be introduced to the fundamentals of this ancient art form, using ink on rice paper to express and depict traditional flowers and butterflies. Develop your imagination, drawing and design skills, and expand your knowledge of Asian art. Learn from demonstration and practice under the gentle, patient and talented eye of your instructor, a graduate of the Central Academy of Fine Arts in Beijing. Materials fee: $15, payable to instructor at beginning of class for rice paper, bamboo brush and ink. Please bring your lunch.

CRN #31438 1 Saturday, 9/16, 9 a.m.-3 p.m. EHCCC Room 5
Fee: $60
Instructor: Yuemei Zhang is a winner of many awards for both her painting and printmaking, and is an experienced teacher in both her native China and the U.S.

Painting Garden Landscapes: An Introduction to the French Impressionist Style

Do you like the color and light of French Impressionism, as best represented in Monet, Manet, Renoir? In this introductory course to oil painting and printmaking, and is an experienced teacher in both her

CRN #31439 2 Saturdays, 9/23-9/30, 9 a.m.-1 p.m.
MCC Bldg. AST D105 Fee: $80
Instructor: Yuemei Zhang

Wax Painting (With Melted Crayons): A Unique Technique

Come learn to paint without a brush. You will be introduced to a unique painting tool—a thin, rectangular piece of sheet metal used as both your palette and brush. You will learn the process of melting wax onto the metal palette and four different strokes to mix and melt various colors of wax as you create your own colorful and intricate floral designs in a framed art. In addition to painting flowers and leaves, you will learn other subjects, such as fish and butterflies. You will also learn how to apply this technique to enhance greeting cards, scrapbooks, photo albums, invitations, and stationery. Each activity promises to be exciting—there are no limits to your imagination while using this amazing form of wax and colors. Materials fee: $2 for metal palette/brush, payable to instructor at first class.

CRN #31414 6 Tuesdays, 9/19-10/24, 6:30-8 p.m.
MCC Bldg. AST D105 Fee: $60
Instructor: Cecile Avila is the owner and floral designer of Cecile’s Arts and Crafts Boutique in Manchester. She has taught wax painting at the Manchester Senior Center and for the West Hartford Board of Education, and is a member of the Manchester Art Association. For many years, she was an elementary school teacher in the Philippines, where she also facilitated various art workshops for the Board of Education.

Basic Drawing

Learn to “see,” while developing skills in a variety of media. Students will work primarily from still-life arrangements, learning to represent things 3-dimensionally. Some of the materials used will be charcoal, pastel, pencil, ink wash, and Conté crayon. Fundamentals of composition will be taught, as well as color theory. Materials fee: $30, payable to instructor at first class, for a drawing pad, various pencils, erasers, and other materials.

CRN #31421 8 Fridays, 9/29-11/17, 9-11:30 a.m. EHCCC Room 5
Fee: $150
Instructor: Estelle Laschever is an accomplished artist and teacher who has works in collections throughout the United States. She has been the recipient of more than 30 awards for her works and has had 16 one-woman exhibitions.

Painting: Using Oils, Water-Based Oils or Acrylics

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

CRN #31415 8 Fridays, 9/29-11/17, noon-2:30 p.m. EHCCC Room 5
Fee: $150
Instructor: Estelle Laschever
**Introduction to Drawing (formerly Basic Drawing)**

Do you love to doodle and sketch, but find that the end results are not always what you had hoped for? This relaxed and supportive workshop will teach participants how to handle basic drawing materials, while being taught line, shading, composition, and simple one- and two-point perspectives, as well as how to “really look” at a subject. Whether your interest be still life, portraiture, figure drawing, or landscapes, you will need basic drawing skills, and this course will help you get them! You will also learn a few “tricks of the trade” to help you along in your drawing projects. Together we will nurture your creative spirit. Materials fee: $26, payable to instructor at first class, for a drawing pad, pencils and erasers.  
**CRN #31419** 8 Thursdays, 9/7-10/26, 6-8:30 p.m. **EHCCC Room 5**  
Fee: $140  
Instructor: Christine LaFond, B.F.A. from the University of Connecticut and graduate of the Paier School of Art, has worked in a wide variety of media, including oil painting, watercolor, assemblage, and calligraphy.

**Watercolor for Beginners**

This crash course will take beginning students through the basics of watercolor technique and serve as a review for more advanced students. We will begin with a materials review and follow with demonstrations. Participants will also explore mixing colors; loading and handling brushes; wet-on-wet and wet-on-dry techniques and washes; and possibly watercolor pencils. By the end of the workshop, participants will be doing simple paintings in color. Learn to take a relaxed attitude toward a medium that has the reputation of being difficult to control. A materials list will be handed out and discussed during the first class. Start-up costs: approximately $60. If you already own materials, please bring them to the first class.  
**CRN #31434** 6 Wednesdays, 9/13-10/18, 6-8:30 p.m. **EHCCC Room 5**  
Fee: $105  
Instructor: Christine LaFond

**Watercolor: The Next Step**

This watercolor class is designed for individuals who have some basic watercolor experience and want to improve their techniques. The first three sessions will give participants an opportunity to polish their present skills and learn new techniques through a selection of creative projects. During the second half of the course, participants will have an opportunity to pursue a personal project in a comfortable and encouraging atmosphere. One session may include a clothed model, at which time a model fee of $5 will be collected from each student. Participants should bring their watercolor supplies, including watercolor pencils, to the first class. A basic list of watercolor supplies is available upon request by calling MCC’s Credit-Free Programs at (860) 512-2800.  
**CRN #31435** 6 Wednesdays, 10/25-12/6 (does not meet 11/22), 6-8:30 p.m. **EHCCC Room 5** Fee: $105  
Instructor: Christine LaFond

**Block Printing**

Learn linoleum and wood block printing in this friendly seminar for the novice. You will be able to choose your own subject matter and projects. Maybe you wish to create pieces of artwork or would like to try printing cards (for any occasion), posters, or personalized stationery. Through hands-on experience of printing both black-and-white and 2-3 color prints, you will learn the process from start to finished product. We will start with the linoleum block print, which you may decide to stay with throughout the course, or switch to wood block printing. By the end of the workshop, participants will possess the know-how to continue printing on their own at home. Depending on the type, size and number of selected projects, expenses for supplies and materials could be $50-$60 and up. A materials list will be handed out and discussed during the first class.  
**CRN #31416** 6 Tuesdays, 9/12-10/17, 6-9 p.m. **EHCCC Room 5**  
Fee: $125  
Instructor: Christine LaFond

**Introduction to Calligraphy**

You don’t have to be an artist to enjoy the art of “beautiful writing.” You will be introduced to three calligraphic type styles—Chancery Italic, Gothic, and Uncial. Add a flourish by lettering your scrapbooks, family trees, invitations, place cards, and greeting cards. Create an art piece of your favorite sayings or verses. Students may choose to work on a personal project during the last two classes. No tests or exams! Just come, relax, and have some fun while learning calligraphy. Materials fee: $5 payable to instructor for pen and paper. Other optional supplies will be discussed in class.  
**CRN #31398** 8 Tuesdays, 10/24-12/12, 6:30-8:30 p.m. **EHCCC Room 5**  
Fee: $110  
Instructor: Christine LaFond

**Draw the World from the Right Side of the Brain**

Did you know that practically anyone can make beautiful, realistic drawings? It may surprise you, but drawing is a learnable, teachable skill. The secret is in teaching your brain to process visual information differently. If you always wanted to draw but were not sure that you had enough talent, then this class is for you. Learn to make a magic, eye-opening shift to the right side of your brain—your creative side—and start seeing the way artists do. Expect serious and fun exercises, experiments, and discoveries. Watch your skills grow in a relaxed, friendly atmosphere. Students should bring a drawing pad (9" x 12" or larger), 2B and 4B pencils, kneaded eraser, and 12” ruler to class. Materials fee: $4, payable to instructor at first class, for additional materials.  
**CRN #31420** 6 Saturdays, 9/9-10/21 (does not meet 10/7), 1-3:30 p.m. **MCC Bldg. V1 V101** Fee: $135  
Instructor: Natalia Piendel is an award-winning artist whose work can be found in private collections in several states and abroad. Though versatile in her subject matter, she has become recognized for her expressive portraits. In an article about Natalia, Journal Inquirer wrote that her portraits seem to convey the life stories of her subjects. She is a member of the Manchester Art Association, and has taught art to adults and children.

**Of Similar Interest:**

- See Digital Imaging and Design courses on pages 23-24
Instructor: Iris Van Rynbach

Learn to Draw Portraits
Both beginning and experienced artists find people’s faces the most fascinating subjects to study and draw. This class will help students to train their eye and hand and overcome the anxiety of drawing a portrait. Through a variety of step-by-step exercises and demonstrations, students will learn the proper proportions of an adult’s and a child’s head and placement of features with the head straight-on and in other positions; practice drawing each feature separately; use values, highlights, cast shadows and reflected light to create depth and weight; learn how to communicate various facial expressions; and hone basic drawing techniques, such as cross-hatching, softening contrasts and edges, blending, and lifting out. Students will work from existing portraits provided by the instructor, their own black-and-white photographs, and a live model, if desired, for an additional fee. Students should bring the following materials: 14” x 17” (or 11” x 14”) sketch pad; 2B, 4B and 6B pencils; kneaded eraser; pink eraser (pliable, with beveled edged); and a ruler.
CRN #31422 6 Saturdays, 10/28-12/9 (does not meet 11/25), 1-3:30 p.m.
MCC Bldg. V1 V101 Fee: $135
Instructor: Natalia Piendel

New! 2-D Design
Develop your compositional skills by working 2-dimensionally with pen and ink, colored pencil, pastel, watercolor, or gouache. Design illuminated letters (your own initials if you like). Explore black-and-white techniques, such as pointillism, scratch board, and cross hatch. Design an ornate costumed figure with an animal head. Create a surreal composition based on an image by Magritte. Design an environment such as a cityscape—from your imagination or from one based on a period in art history. Come prepared to work your way through the world of 2-dimensional composition. Please bring your sketch pad and pencils to class. A full supply list will be provided at the first class.
CRN #31454 5 Fridays, 9/29-10/27, 10 a.m.-noon MCC Bldg. V1 V101 Fee: $99
Instructor: Iris Van Rynbach, author/illustrator of 13 children’s books, has had her illustrations grace the covers of several magazines and newspapers, including The New York Times, the New Yorker and The Hartford Courant.

Illustration Portfolio
Work in a variety of illustration formats, such as greeting card designs; theater set design rendering; costume/fashion rendering; CD covers; theater posters; book covers; and architectural drawings. You will choose your subject and format, and learn how to develop this idea into a finished painting or drawing. You will also learn techniques in watercolor, colored pencil gouache, or pen and ink. This course will help you to develop your artistic skills and build your portfolio.
CRN #31446 6 Fridays, 11/3-12/15 (does not meet 11/24), 10 a.m.-noon MCC Bldg. V1 V101 Fee: $120
Instructor: Iris Van Rynbach

Branch Out! Tree Studies
“I think that I shall never see a poem as lovely as a tree”.... Using the subject of trees in all of their autumn splendor, a variety of media will be used, including pencil, pen and ink, watercolor, colored pencils, and pastels. Learn the versatility of each medium as we explore its qualities as applied to color, form and composition. Beginning to intermediate students welcome. Take some photos of your favorite trees and bring them to the first class, along with your sketchbook and pencils. Additional supplies will be discussed at that time.
CRN #31425 3 Saturdays, 10/14-10/28, 9:30 a.m.-12:30 p.m., EHCCC Room 5 Fee: $70
Instructor: Jacqueline Peterson is a graduate of the University of Hartford and has been exhibiting her work and teaching a variety of art courses at MCC and in the Hartford area.

Drawing with Pastels II
You’ve learned the basics of drawing with pastels and now you’re ready for more. Students will experiment with various papers, mixed media with pastels, and exercises to hone their skills. Various types of pastels will be used, and we will even be making our own paper. This class is for the beginning or advanced art student. Be prepared to “push the limits” according to your desire and ability. Bring pastels to first class; additional supplies will be discussed at that time.
CRN #31423 4 Saturdays, 11/11-12/9 (does not meet 11/25), 9:30 a.m.-noon EHCCC Room 5 Fee: $75
Instructor: Jacqueline Peterson

Pastel Portraiture
Create a finished portrait of yourself, family member, or favorite person in this fun workshop. What a wonderful personal gift for that special someone! We will begin with pencil studies of the anatomy of the neck and head, and work up to a completed 11” x 14” pastel. This class will benefit the beginning and intermediate artist. You may bring photographs and try your hand at many different styles of portraiture. Please also bring your sketch book and pencils to class. A more detailed supply list will be discussed at the first class.
CRN #31424 3 Fridays, 12/1-12/15, 9:30 a.m.-noon EHCCC Room 5 Fee: $60
Instructor: Jacqueline Peterson

Learning from the Masters
Copying the old masters is a classic learning experience. Learn by doing in this hands-on art appreciation workshop designed for intermediate students. Participants will study and copy the work of Caravaggio, Chardin, Manet, Braque, and Georgia O’Keefe using various media. Participants will also learn about the artists’ lives and experience how they used color, lighting, form and composition to become masters. Students should bring their sketch pad and pencils to the first class, at which time a more detailed list will be discussed.
CRN #31440 5 Thursdays, 11/2-12/7 (does not meet 11/23), 7-9 p.m.
EHCCC Room 5 Fee: $75
Instructor: Jacqueline Peterson
Jewelry Design and Metalsmithing
Sawing, filing, piercing, riveting, soldering, and fusing. Sound like fun? Now apply those tasks to jewelry making and metalsmithing. Still sound like fun? If your answer is yes, this course is for you. The instructor, an experienced jewelry maker, metalsmith, and teacher, will guide students through hands-on lessons in the essentials of jewelry making and working with metals. Participants will learn to saw, file, pierce, rivet, fuse, and solder silver and copper into earrings, rings, pins, pendants or other small sculptural objects. No previous experience is required. Materials fee: $10-$20 (depending on class size), payable to instructor at first class for sandpaper, solder, drill bits and metal class. A list of necessary tools (approximate cost: $50-$75) will be mailed prior to class start. Please bring a sketch pad, pencil and an extra fine Sharpie marker to class. Tap your inner creativity with a master artist, find a calling or just have some fun.

Participants must be at least 14 years of age.
CRN #31429 4 Thursdays, 9/7-9/28, 6:30-9:30 p.m. MCC Bldg. AST D132
CRN #31430 4 Saturdays, 11/11-12/9 (does not meet 11/25), 10 a.m.-1 p.m. MCC Bldg. AST D132 Fee: $125
Instructor: Carla Polek has an M.F.A. in jewelry design and metalsmithing from Southern Illinois University and a B.A. in applied design from San Diego State University. She teaches metalsmithing at Holyoke Community College and is widely exhibited.

Precious Metal Clay+: Creating with Paper, Paste, and Extruder
Paper that folds like an accordion, can be cut with craft scissors, and doesn’t stick or dry out as you create—paste that you can paint over flora and replicate in silver—an extruder that drops filigree swirls and curls! You will be introduced to the unique properties of these PMC+ forms. Projects will be suggested, or you may pursue your own ideas. Expect to complete two to three pieces of silver jewelry. Prerequisite: A basic PMC+ class and a creative sense of adventure. Materials fee: $72, payable to instructor at beginning of class, for one sheet of PMC+ paper and one extruder; use of PMC paste, designing tools, and polishing and finishing materials; use of the kiln; and appropriate findings. Gemstones will be available for purchase, so plan accordingly. Materials list to be mailed prior to class start. Please note: the materials fee is dependent on the metals market at the time the class starts; therefore, this fee is subject to change. Students should bring a lunch. Also, please register by September 22 so that the instructor can order the proper amount of materials.
CRN #31428 1 Saturday, 9/30, 9:30 a.m.-6 p.m. EHCCC Room 5 Fee: $70
Instructor: Judith E. Goldstein is a PMC Guild certified teacher and has been a professional metalsmith for more than 30 years. Her contemporary pewter designs in hollowware, jewelry and ritual art have sold in galleries and museum gift shops across the country. Her art has appeared in Food & Wine and Gourmet magazines.

Creating Fine Silver Jewelry: More of Precious Metal Clay
Craft fine silver jewelry as though you are playing with clay. No prior artistic or metals experience necessary. Beginners may create at your own pace with this exciting new material that combines the pliability of clay with the elegance and permanence of precious metal. This course will teach you the following skills: how to form a jewelry object by rolling, cutting, molding and stamping precious metal clay (PMC+); stone setting to create a piece with gems; mold making and texturing shortcuts; and finishing and antiquing your jewelry choices, such as pendants, earrings, charms, bracelet elements, and simple beads. Materials fee, payable to instructor at class: $65 for one package of PMC+; use of the kiln and tools; molding, finishing, and polishing supplies; two small gemstones; and appropriate findings. Additional PMC+ and stones will be available for purchase if desired. Price adjustments may be necessary based on the market price of silver and PMC. A materials list will be mailed prior to class.
CRN #31431 4 Mondays, 10/16-11/6, 6:30-9:30 p.m. EHCCC Room 5 Fee: $99
Instructor: Judith E. Goldstein

Come As You Are—Make What You Want! A PMC+ Play Day
Looking for a special holiday gift idea? Or perhaps a gift for yourself? Students will review good work habits and tactics for success with crafting precious metal clays. Students will produce at their own pace with constant teacher supervision and troubleshooting. Whenever possible, the class will be called into conference to discuss new ideas and problem solving. Each student will be allowed to contribute an even number of pieces, in a round-robin manner, into the kiln until it is full. Only pieces created in class will be fired. Students will also be given time to review finishing options, and to finish their pieces. Students should also bring a lunch. Materials fee, payable to instructor at class: $62.50 for PMC supplies, with more materials available for purchase.
CRN #31432 1 Saturday, 11/4, 9 a.m.-5:30 p.m. EHCCC Room 5 Fee: $70
Instructor: Judith E. Goldstein

Silver with a Twist: Bracelet Fun for Beginners
Learn a new skill and create your own silver bracelet in one evening! No special jewelry skills are necessary for this class. The instructor will demonstrate how to assemble ready-made, sterling “jump” rings into a variety of chain patterns from simple to intermediate. After constructing a few samples as a permanent reference, you will proceed to a design of your own choosing. Based on complexity and timing, students may have the option of creating more than one piece, expanding into a necklace or adding a pair of matching earrings. Materials fee: $40 for sample and silver supplies, payable to instructor at class. Please note: the materials fee is dependent on the metals market at the time the class starts; therefore, this fee is subject to change. Materials list to be mailed prior to class start.
CRN #31433 1 Monday, 11/13, 6-10 p.m. EHCCC Room 5 Fee: $35
Instructor: Judith E. Goldstein
**Cut and Fold Original Paper Designs**

You’ll be amazed at what you can create! This course is ideal for origami lovers, scrapbookers, elementary school teachers, parents of small children, and anyone who’s looking for an extra flair in their lives. If you can work scissors and fold paper, then you can learn how to create original and amazing figures. Let your hands shape a butterfly in barely a minute; make a 3-D dragonfly that can stand delicately on your palm; cut and fold wonderful enhancements for scrapbooking and greeting cards; fashion an aerodynamic paper airplane that is sure to bring delight; and bring your newfound talent home to continue designs on your own. Students may also register again for the second class and learn even more new designs. Materials fee: $5, payable to instructor at the beginning of class, for paper supplies.

**Advanced Rubber Stamping and Scrapbooking I**

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

**Advanced Rubber Stamping and Scrapbooking II**

Because there truly is a never-ending source of new ideas and techniques for using creative rubber stamping to enhance and personalize greeting cards, gifts, and scrapbooks, this course is a continuation of Advanced Rubber Stamping and Scrapbooking I, although students may begin with this section if they choose. Materials fee: $15, payable to instructor at first class.

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**Attention Students**

*If your class meets on Saturdays or Sundays at MCC, please be aware that Parking Lot B is closed on the weekends and you should use Lot C. Refer to Campus Map on page 26.
ART & CRAFTS

Flower Arranging

The art of flower arranging adds beauty to the home, serves as a meditative craft, and brings joy to others. Learn the techniques and mechanics of fresh flower arranging. Create styles and designs of artistic expression using fresh flowers and related materials. Different flower design will be introduced each week, with the last week reserved for free-form or a combination of designs. This hands-on workshop is for both the novice who simply loves flowers and for the intermediate with some flower arranging experience. Materials fee: $15 per session, or students may bring their own flowers. If you are bringing your own supplies, please call Continuing Education at (860) 512-2800 for a materials list.

CRN #31523 7 Tuesdays, 9/5-10/17, 7-9 p.m.
MCC Bldg. AST C101 Fee: $90

Instructor: Robert Buettner has been a florist since 1966, and owns and operates Paul Buettner Florist in East Hartford. He taught flower arranging at MCC during the 1990s. One of Bob’s recent students remarked, “He not only knows his craft; he is an effective instructor, encouraging students to use their creativity.”

Flower Arranging II

The success of Flower Arranging offered in the spring of ’06 has prompted this continuation course. The focus will be on color and technique, and a variety of styles will be taught. Although the previous course is not a prerequisite, some basic knowledge and experience with flower arranging is helpful. Materials fee: $15 per session, or students may bring their own flowers. If you are bringing your own supplies, please call Continuing Education at (860) 512-2800 for a materials list.

CRN #31524 7 Tuesdays, 10/24-12/12 (does not meet 11/21), 7-9 p.m.
MCC Bldg. AST C101 Fee: $90

Instructor: Robert Buettner

Introduction to Printmaking: Monotypes

Explore the use of color and design in developing monotypes—one-of-a-kind prints that offer many exciting opportunities in the world of printmaking. This three-week course will introduce participants to the basic terminology and techniques of printmaking and allow them to produce many monotypes using a variety of techniques, such as layering color in transparent washes, stenciling, and the use of plant forms. Through the development of individual prints, participants will learn to use the etching press—a press that is at the heart of every print shop and whose function has not changed much since the beginning of the 15th century. Students will also be guided through the exciting stages of developing a hand-pulled print, and by the final class, each student will have a number of signed prints ready for matting and framing. No previous printmaking experience is required; all levels are welcome! Materials fee: $25 includes printing plates, inks, additives, and two sheets of large printmaking paper. Additional paper will be available for purchase.

CRN #31426 3 Mondays, 9/11-9/25, 6-9 p.m. MCC Bldg. AST D110
Fee: $70

Instructor: Trudy M. Mitchell maintains a printmaking studio in Bolton, and exhibits her work in the semi-annual Northeastern Connecticut Open Studio tour. She is an experienced teacher in both printmaking and secondary English.

Introduction to Printmaking: Etching and Aquatint

Venture into the world of 15th-century printmaking to explore the techniques of etching and aquatint, processes by which lines may be etched into a plate or shaded into various intensities of tone. Throughout this five-evening workshop, participants will learn the history of intaglio printing, in which images are etched into either zinc or copper plates using an etching solution—a 15th-century Italian technique first used to mass-produce imagery for book publication. Students will ink their plates and print them on hand-made printmaking paper. Students will also be guided through the exciting stages of developing a hand-pulled print, and by the final class, each student will have a number of signed prints ready for matting and framing. No previous printmaking experience is required and all levels are welcome! Materials fee: $30 includes printing plates, inks, additives, and two sheets of large printmaking paper. Additional paper will be available for purchase.

CRN #31427 5 Wednesdays, 9/27-10/25, 6-9 p.m. MCC Bldg. AST D110
Fee: $115

Instructor: Trudy M. Mitchell

Annual MCC Alumni Association Craft Fair and the Annual Foodshare Empty Bowls Project

Both events are on Saturday, October 21, 2006
Manchester Community College • Lowe Building
10 a.m. - 4 p.m.

Food and fun!!

Any crafter who wishes to reserve a booth at this fair is encouraged to call Audrey Letizia at (860) 512-2906 or email her at aletizia@mcc.commnet.edu for registration information.

Kits, imports or flea market items are not permitted.
First Degree Reiki Training
Awaken your dormant healing abilities in this daylong workshop. Learn a thorough history of Reiki from its ancient origins to its adaptation to the modern office, hospital, and daily life. Participants will learn about the chakra system, Reiki principles, hand positions for healing, and attunement to awaken one’s ability to heal. Participants will also discuss the benefits of Reiki for both the client and practitioner. This class includes two Reiki sessions: one as a recipient and one as a Reiki practitioner. Please bring a blanket, pillow, and your lunch to class.
CRN #31475 1 Saturday, 9/23, 9 a.m.-4:30 p.m. MCC Bldg. AST D213
Fee: $150
Instructor: Dory Dzinski is a body-centered psychotherapist, pastoral counselor, and energy therapist in private practice. She is President Emeritus of the Connecticut Holistic Health Association and co-editor/publisher of the magazine, The Door Opener.

Second Degree Reiki Training
Building on First Degree Reiki Training, this workshop introduces the first three ancient, sacred Reiki symbols that are used to discover the root of one’s problems, as well as to heal through distance and assist in the gentle release of emotions. Participants will also learn to create a sacred space, use meditation to connect to one’s guides, and learn how to construct and utilize a crystal grid. At the end of the workshop, students will incorporate the Reiki symbols to give and receive a full Reiki session and to send a distance healing as a second degree Reiki practitioner. Please bring a blanket, pillow, and your lunch to class.
CRN #31476 1 Saturday, 10/21, 9 a.m.-4:30 p.m. MCC Bldg. AST D213
Fee: $150
Instructor: Dory Dzinski

Reiki III: Master
This workshop teaches Reiki practitioners about three additional sacred Reiki symbols to access healing on a spiritual level. Participants will utilize and receive advanced psychic healing during the hands-on session. Please bring a blanket, pillow, and your lunch to class.
CRN #31477 1 Saturday, 12/2, 9 a.m.-4:30 p.m. MCC Bldg. AST D213
Fee: $150
Instructor: Dory Dzinski

WHAT IS THE FELDENKRAIS METHOD®?
The Feldenkrais Method® is a mind/body integration technique that uses movement to enhance the communication between the brain and the body. Through stress, injury, habit or imitating the movements of others (e.g., a child copying a parent’s walk), many of us develop chronically sore, tight muscles and stiff joints. Habitual movements become unconsciously ingrained in our minds. Dr. Feldenkrais spent a lifetime solving this dilemma by creating a method comprised of “lessons for the nervous system.” This method involves a series of light movements performed slowly and easily, without strain or pain. Not everyone is suited to it temperamentally, however, since it requires patience and an ability to pay attention to small sensations.

Instructor: Karen Emerick has facilitated holistic health and personal growth workshops for more than 25 years. She helps students empower themselves toward increased movement, freedom from pain, and enhanced well-being.

Help for Stiff Neck, Tight Shoulders, Aching Back: The Feldenkrais® Way
Stiff neck? Tight shoulders? Aching back? There is a simple solution! Through stress, injury or habit, many of us develop chronically sore, tight muscles and stiff joints. This “stiffness” is registered in the brain and plays itself over and over again like a tape loop. Learning how to stop that tape is what the Feldenkrais Method® is all about. This gentle exercise will soon have your stiff and aching joints feeling freer and more mobile. These deceptively simple, ingeniously designed movements are done on the floor. Participants must be physically able to negotiate themselves to and from the floor position. Please bring a mat (the length of your body), a bath towel, and two small, hard pillows (couch pillows are good). Dress comfortably in loosely fitting clothes.
CRN #31520 2 Wednesdays, 9/27-10/4, 6-8:30 p.m. EHCCC Room 1
Fee: $50

Increase Your Body’s Flexibility
Attention golfers, yogis, tai chi practitioners, athletes—can you touch your forehead to your knees, put your foot on your head? Can you stand on one leg without faltering? Golfers, do you have a perfect swing? Athletes, would you like to improve your mobility? Imagine increasing your range of motion significantly in one hour! Quickly advance your exercise or practice routines to unimaginable levels. What keeps your body from increasing its flexibility? Habitual patterns of movements that register in your brain play themselves over and over again. Learn how to free yourself from these patterns. Participants will learn a deceptively simple, ingeniously designed set of gentle movements that are done on the floor. You will soon feel freer in your movements and more mobile in your joints, while increasing your range of motion. Please bring a cushioned mat the length of your body (a yoga mat is not appropriate), a bath towel, and two small, hard pillows (couch pillows are good). Dress comfortably in loosely fitting clothes.
CRN #31521 2 Wednesdays, 10/11-10/18, 6-8:30 p.m. EHCCC Room 1
Fee: $50

Painful Wrists, Tingling Arms, Stiff Neck: Help for Repetitive Strain Injury (RSI)
Shooting pain, muscle spasms, and decreased upper-body coordination may all be signs of Repetitive Strain Injury (RSI). The constant pressure and tension of repetitious activity does a lot of damage. RSI accounts for one-third of all workplace injuries. This frustrating plague of modern society for relief from pain. Learn ergonomically correct techniques that align your body in a natural, non-stressed position. The Method’s gentle, slow movements reduce tension and promotes freedom.
Please bring a mat (the length of your body), a bath towel, and two small, hard pillows (couch pillows are good). Dress comfortably in loosely fitting clothes.
CRN #31522 2 Wednesdays, 10/25-11/1, 6-8:30 p.m. EHCCC Room 1
Fee: $50
Massage: Hands-On Healing
The origins of therapeutic massage are rooted in the common instinctual response to hold and rub a hurt or pain. It is found in all cultures as an integral part of health care and maintenance. Hippocrates, the father of western medicine, considered massage of prime importance in any health regime. With the reemergence of holistic-health theories and therapies, therapeutic massage is experiencing a renaissance. Learn step-by-step techniques in this hands-on workshop for the beginner. Practice head, neck, shoulder, back and arm massage. Not only does it feel good, massage speeds the return of un-oxygenated and toxic blood from the extremities and shortens recovery time from muscular strain by flushing the tissues of lactic acid, uric acid and other metabolic wastes. Come alone or sign up with a friend. Participants will practice on each other. Wear loose, comfortable clothing and bring an exercise mat, sleeping bag or thick blanket to lie on, and a pillow, towel and favorite body lotion. Also, please bring your lunch (or a snack and drink) for mid-session nourishment.
CRN #31496 1 Saturday, 10/14, 10 a.m.-2 p.m. MCC Bldg. AST D213 Fee: $35
Instructor: Diane Marion is a nationally certified, Connecticut-licensed massage therapist, herbalist, Usui Reiki master/teacher and Doula, who has been practicing for more than two decades. She is the owner of a massage therapy practice, Changes at Hand, in Willimantic, which offers services that nurture the mind/body/spirit connection and holistic healing.

Chakra Studies
There are seven power centers in your body called chakras. The state of each chakra reflects the health of a particular area of your body. It also reflects your psychological, emotional and spiritual well-being. Every thought and experience you’ve ever had in your life gets filtered through these chakra databases. Each event is recorded into your cells. When chakra energy is blocked or misdirected, emotional and physical illness can arise. This course will introduce you to, and allow an exploration of, your chakras. Beginning with the first, the root chakra, we will build our knowledge and balance upward through the other six energy centers: sacral, solar plexus, heart, throat, the third eye, and the crown chakra. Classes will include discussion, guided imagery and experiential learning activities.
CRN #31482 4 Mondays, 10/16-11/6, 7-9 p.m. MCC Bldg. LRC B213 Fee: $70
Instructor: Dory Dzinski

QiGong: Meditative Movements for Health and Wellness
QiGong (sometimes called “chi kung”) exercise systems have been practiced in China by millions of people since ancient times. There are various types and schools of QiGong. Soaring Crane QiGong is a form that uses slow movements accompanied by meditation to help promote well-being and heal the body on many different levels. As a result of its effectiveness, it has attracted more than 20 million practitioners worldwide. While the main focus of QiGong is on cultivating healing energy, it also can be used as a means to deepen one’s spiritual awareness. Regular practice of QiGong may help prevent and treat disease, reduce stress, and better integrate the body/mind/spirit connection. Participants will learn QiGong exercises that can be practiced at home. The history and theory of QiGong will also be discussed.
CRN #31481 3 Thursdays, 9/21-10/5, 7-8:15 p.m.
MCC Bldg. LRC B213 Fee: $25
Instructor: John Mammone is a licensed acupuncturist with an M.A. from the Oregon College of Oriental Medicine.

Therapeutic Yoga
This class will provide participants with a guide to get their bodies and lives back after illness, surgery or injury. The class is also appropriate for older adults. The sessions are individually guided using breathing and relaxation techniques to promote harmony, as well as stretching, movement and posture positions to improve circulation and increase flexibility. The techniques taught in this class are appropriate for both beginners and advanced yoga students.
CRN #31550 4 Wednesdays, 9/6-9/27, 6-7 p.m. MCC Bldg. LRC A201 Fee: $40
Instructor: Davender Khokhar is an experienced yoga instructor who has worked in Mother Theresa’s home for orphans in New Delhi and at the American Embassy School in India. She teaches in various fitness programs, including those at MCC.

Breathing Pranayama
A Hatha Yoga proverb states that “when the breath wanders, the mind is unsteady, but when the breath is still, so is the mind.” Students will learn how to breathe properly; the functions of proper breathing; the types of breathing; and the parts of each breath. Pranayama is the link between the mental and physical disciplines of yoga, and while the action of breathing is physical, the desired effect is to make the mind calm, lucid, and steady. Proper breathing will also improve the respiratory system, clear nasal passages, strengthen the heart muscle, and improve concentration.
CRN #31551 4 Mondays, 9/11-10/2, 6-7 p.m. MCC Bldg. LRC A201 Fee: $40
Instructor: Davender Khokhar

The Art of Ayurveda
The word Ayurveda is formed by linking the Sanskrit words “ayur” (life) and “veda” (knowledge). Translated, Ayurveda means the art and science of living. Ayurveda is the oldest system of medicine in the world, tracing its roots to ancient India (1500 B.C.). Ayurveda uses a full repertoire of natural elements—foods, spices, herbal medicines, colors, metals, gems and sound—to treat and overcome illness and to continually strengthen the body and mind. Learn the basics of this ancient practice and how diet, cooking, yoga, breath work, meditation, exercise and a vast pharmacopoeia can be employed to help an individual achieve balance. Please bring a yoga mat or blanket for floor exercises, dress in comfortable clothing or exercise attire, and come with an empty stomach. Materials fee: $10, payable to instructor at first class, for dried herbs and roots used for everyday household remedies for flu, indigestion and minor ailments.
CRN #31485 5 Saturdays, 9/16-10/21 (does not meet 10/7), 9-11 a.m.
MCC Bldg. AST C209 Fee: $65
Instructor: Shalini Sharma was born and raised in India, where Ayurveda is a way of life. She earned her bachelor’s and master’s degrees from Meerut University, India. She is certified in Ayurvedic healing practices and teaches others to use this ancient healing system to create wholeness in mind, body, and spirit.

Of Similar Interest:
• “Unleashing the Diva Within through Kripalu Danskinetics™” on page 31
• “Tai Chi for Health and Fitness” on page 37
• “Yoga for Every Body” on page 37

www.mcc.commnet.edu 12 Continuing Education (860) 512-2800
Foot Massage: The Full-Body Pick-Me-Up
Ft massage does more than just make your feet feel better. Asian physicians have known for centuries that the soles of your feet contain thousands of nerve endings, each connecting to a gland, organ, or muscle somewhere else in your body. Massaging your feet can actually increase your circulation, relax your muscles, drain your sinuses, stimulate your organs and glands, and give you an instant, full-body “pick-me-up.” In this course, you’ll learn the “mapping” of your body through your feet and practice specific techniques on yourself and others. Feel transformed and revitalized! Students should dress comfortably and bring a mat, pillow, pencil, and paper.
CRN #31489 1 Thursday, 11/16, 6-9 p.m. MCC Bldg. LRC B144
Fee: $30
Instructor: Karen Emerick

Hand Analysis: Your Palms Don’t Lie
Is there really a mysterious meaning in the lines of your hands? In this class, you will be presented with the basic understanding of how your hands are a true reflection of who you are. The texture, lines, shapes, flexibility, and coloration of your hands indicate your personal history, motivation and temperament, which is uniquely yours. You will learn an approach based on positive, rational, and practical methodology, as well as the understanding of how electromagnetic forces shape your hands. By analyzing your own hands and practicing with other students, you will begin to fine tune your new skills. With your new awareness, you will have a unique basis for a deeper understanding of and compassion for yourself and others, and perhaps more insight into the choices and lessons yet to come. Bring a pencil and paper.
CRN #31494 3 Thursdays, 10/19-11/2, 6-8 p.m. MCC Bldg. LRC B213
Fee: $60
Instructor: Karen Emerick

Henna Body Art Basics
Henna is a safe, natural dye made from the red plant which bears its name. Henna dyes have adorned the skin of men and women since before the time of Cleopatra. Today’s Indian brides and some of today’s hottest celebrities (e.g., Madonna, Demi Moore, Naomi Campbell) are creating with henna. In this course, learn about henna and how to use it to create intricate, temporary tattoos (henna stains last just two to three weeks). Making henna body art is a fun activity to do with friends and a great project for moms and dads to do with their kids (especially at parties). Participants in this course must be at least 14 years old. Materials fee: $4, payable to instructor at first class.
CRN #31486 3 Saturdays, 9/16-9/30, 11:30 a.m.-1:30 p.m. MCC Bldg. AST C209
Fee: $40
Instructor: Shalini Sharma

Introduction to the Tarot
There was a time when tarot cards, the colorful and mysterious deck used for fortune telling, would have conjured up images of gypsies. Now, tarot cards are used by people all over the world to gain personal insight and guidance. In this introductory class, participants will learn basic facts about the cards, from technical to intuitive perspectives. Tarot card readings will be done to “check” your interpretive skills. Don’t miss this opportunity to learn what the tarot has to say to you. If you have a tarot deck, please bring it to class.
CRN #31492 3 Mondays, 9/18-10/2, 7-9 p.m. MCC Bldg. LRC B208
Fee: $40
Instructor: John Mammone

Meditations on the Tarot
This course is for anyone (novice or not) who wants to pursue a more in-depth study of the tarot, and in particular, the mysteries of the Major Arcana. We will first discuss the symbolism as it applies to these cards and then meditate on certain cards in order to divine a more personal view of them. This process will help in understanding not only their meanings but greatly assist in doing a reading with the Major Arcana. Readings will also be done during class. If you have a tarot deck, please bring it to class.
CRN #31493 2 Wednesdays, 10/25-11/1, 7-9 p.m. MCC Bldg. LRC B213
Fee: $25
Instructor: John Mammone

Creating Your Heart’s Desire
This step-by-step course will bring you through the process of deciding what you really want in life, and then give you the tools for getting it! Based on the teachings of Sonya Choquette, international speaker and healer, you will learn how to become clear on what your real goals are; what is holding you back; how to get past your fears; and how to bring about wonderful changes in your life. Participants will also have fun with in-class, creative exercises and with the various handouts, which can be used for personal self-exploration.
CRN #31507 4 Mondays, 9/11-10/2, 7-9 p.m. MCC Bldg. LRC B213
Fee: $70
Instructor: Dory Dzinski

Learn to See Auras
Seeing is believing! It is said that the aura (energy field) that emanates from each of us reflects the vibrations of our soul. The colors seen in our aura tell of our physical and emotional health. Did you ever wonder why you choose the color clothing you wear each day? Why some days, red or green just won’t do? In class we will learn how to sensitize our eyes to see these subtle energy fields which surround our body and explore the meaning of the different colors that are seen.
CRN #31491 1 Thursday, 10/12, 6-9 p.m. MCC Bldg. LRC B213
Fee: $30
Instructor: Karen Emerick

How to Talk to Your Angels
Join us in this hands-on workshop to discover how easy it is to meet your angels and receive personal messages in writing. Literally thousands of people around the world have learned to talk with their angels using seven simple steps. Discover how to access your angels to enlist their help with a particular problem, or to receive inspiration, love, and support on a daily basis. Learn the name of your personal angel who just may help you find the answers you have been searching for. The techniques learned in this workshop can be used to tap into your personal source of angelic power for guidance, love, and spiritual growth throughout your life.
CRN #31504 1 Friday, 9/22, 6:30-9 p.m. MCC Bldg. LRC B144
Fee: $45
Instructor: Beth C. Burgess

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

Find your path to inner peace by discovering and transcending your obstacles in an interactive and dynamic course designed for self-realization and growth. You will be encouraged to push your limits in ways that will allow you to expand your true self. Joining the instructor will be three multidisciplinary and innovative practitioners: Debra Horn, CT Licensed Physical and Massage Therapist; Krista Wells, Ph.D. in Industrial-Organizational Psychology; and John York, Reiki Level II. Together, we will create a safe and compassionate environment as we explore fears, perceptions and habits through dialogue, mindfulness meditation, journaling and movement. This course will encourage you to take personal responsibility for your life and to embrace change. Please bring a blank writing journal and wear comfortable clothes.

Materials fee: $5, payable to instructor at class, for handouts.

CRN #31495 5 Wednesdays, 11/1-12/6 (does not meet 11/22), 7-9 p.m.
MCC Bldg. AST D229 Fee: $65
Instructor: Janet Booth holds a B.A. in behavioral studies from Drew University and certification from the National Council for Geocosmic Research. She has been a practicing astrologer for more than 25 years, and is a past president and current director of the Astrological Society of Connecticut.

Message Circle

This course is for students who have taken any class given by the instructor, and who would like to experience a Message Circle. Come, receive a message, and maybe give one yourself. Wear comfortable clothing and please, no tape recorders allowed.

CRN #31488 1 Tuesday, 9/26, 6-9 p.m. MCC Bldg. LRC B149 Fee: $60
Instructor: Joyce Orcutt is a psychic, certified medium, and commissioned healer who shares her lifelong gifts, knowledge and experience as a counselor, teacher and lecturer.

Messages from Beyond

Do you have a desire to speak with or receive a message from a loved one who has gone to the other side? Are you doubtful or perhaps more than a little curious as to whether it’s even possible? You don’t need tickets to John Edward’s popular television show, “Crossing Over,” to see a medium at work, in person and up close. Let Joyce bring you a “message” from beyond in this fun and potentially insightful event. In Joyce’s own words, “A medium can be thought of as a telephone connector allowing communication to flow between two planes of existence.” Bring an open mind, pen and paper, and a tape recorder (if desired). Join Joyce to “dial up” the other side.

CRN #31502 1 Saturday, 10/13, 9:30 a.m.-12:30 p.m.
MCC Bldg. LRC B208

CRN #31503 1 Saturday, 12/2, 9:30 a.m.-12:30 p.m.
MCC Bldg. LRC B208
Fee: $60
Instructor: Joyce Orcutt

Beyond the Beyond I

Continue on your path with more instruction and insights about your psychic powers. Prerequisite: Beyond the Beyond I. Wear comfortable clothing and bring pen and paper to class.

CRN #31483 1 Thursday, 11/2, 6-9 p.m.
MCC Bldg. LRC B209 Fee: $60
Instructor: Joyce Orcutt

Beyond the Beyond II

Continue on your path with more instruction and insights about your psychic powers. Prerequisite: Beyond the Beyond I through VIII. Wear comfortable clothing, and bring pen and paper to class.

CRN #31484 1 Thursday, 11/9, 6-9 p.m.
MCC Bldg. LRC B213 Fee: $60
Instructor: Joyce Orcutt

Beyond the Beyond IX

Continue on your metaphysical path with more instruction and insights about your psychic powers. Prerequisite: Beyond the Beyond I through VIII. Wear comfortable clothing, and bring pen and paper to class.

CRN #31487 4 Mondays, 10/16-11/6, 7-9 p.m. MCC Bldg. LRC B208
Fee: $50
Instructor: Henry Millan, Jr., D.Min., is a retired minister and professional therapist who founded the West Hartford Pastoral Counseling Center in 1973. He has been teaching adult education classes for more than 20 years.

Who Am I Really?

This lighthearted, fun-loving class will help you connect with who you really are, not who everyone wants you to be. Emphasis will be on looking at who you are at home, at work, and in your social life. Class will consist of visualizations and guided imagery, interesting surveys, artwork, and lots of laughs. Join us and (re)discover the real you hiding deep down inside.

CRN #31506 1 Monday, 11/27, 6-9 a.m. MCC Bldg. Lowe L142
Fee: $30
Instructor: Dory Dzinski

Forgiveness: The Key to Freedom

“Forgive? You’ve got to be kidding! Never!” Such is the sentiment of many people. However, pain, hurt, and negative emotions take up a lot of space in the heart, space that could be used for much more powerful and positive emotions. In this class, we will discuss the basic concepts of forgiveness and the common misconceptions that often prevent us from allowing the gift of forgiveness in our lives. We’ll also discuss some specific tools and techniques that will help in the healing process. Class will end with a beautiful, guided meditation. Come and set yourself free!

CRN #31490 1 Monday, 11/13, 6-9 p.m. MCC Bldg. Lowe L142
Fee: $30
Instructor: Dory Dzinski

Get on our mailing list

Would you like to receive the MCC Credit-Free catalog every quarter?
Call (860) 512-2800 or email: ceinfo@mcc.commnet.edu
Healing the Emotions with Bach Flower Essences: Part I
This course will show you how our emotions are stored in the physical body. We will learn the symptoms attached to each emotion and how we may use our bodies as tools for healing. A brief overview of vitamins, herbs and homeopathic remedies for healing these symptoms will be provided. We will then explore the use of Bach flower essences to help us unlock our stored emotional trauma and begin our journey back to emotional health.

CRN #31500 1 Tuesday, 9/19, 6:45-9:45 p.m. MCC Bldg. LRC B213
Fee: $25
Instructor: Linda Wojcik is the owner of The Vitamin Shoppe in Danielson, CT, and co-author of A Taste of Sunflowers—The Natural Way to Healing Cookbook. She has more than 20 years of experience in teaching alternative modalities, and completed Level 3 of the official Bach International Education Programme.

Healing the Emotions with Bach Flower Essences: Part II
As a follow-up to Healing the Emotions with Bach Flower Essences: Part I, this course will delve deeper into the study of the Bach flower essences. We will learn how emotions affect us on a daily basis, while keeping us attached to old patterns. We will learn what flower essences are used for different emotional states, including anger, fear, doubt, exhaustion, depression, and guilt; and how to begin using the essences to move emotional blocks through the physical body. The introductory course is recommended but not necessary in order to take this level-two course.

CRN #31501 1 Tuesday, 10/24, 6:45-9:45 p.m. MCC Bldg. LRC B213
Fee: $25
Instructor: Linda Wojcik

An Introduction to Pagans, Witches and Wicca
What most of us know about witches and witchcraft comes from pop culture (“Charmed,” “Harry Potter”) or from our dim memories of historical events and classic literature (Salem witch trials, “Macbeth”). There’s a lot more to Wicca and paganism, or “the old religion,” than the clichéd image of black-clad hags riding the skies on broomsticks. Wicca has its roots in Paleolithic times, some 25,000 years ago, and pagan celebrations are often the basis for Christian holidays. This course will provide open-minded individuals with an introduction to Wicca, paganism and New Age concepts related to living with and loving magic. Topics include the history of witchcraft, the Wheel of the Year (the Wiccan calendar of festivals and rituals), esbats and sabbats (new moon and full moon celebrations), and the elemental world. The final class will be a magical potions workshop whereby students make and bring home their own potion. Put a little “magic” in your life! Materials fee: $10, payable to instructor at first class.

CRN #31517 4 Mondays, 11/13-12/4, 7-9 p.m. MCC Bldg. LRC B208
Fee: $50
Instructor: Faith McCann is an MCC graduate, martial arts instructor and a third degree Wiccan priestess. She has practiced the Wiccan religion and has studied the history of religions, Wicca, witchcraft and magic for more than 20 years. Faith is also the owner of Enchantments, a Wiccan Metaphysical Center for the Magical Arts, located in Manchester.

These classes are enrichment programs and do not necessarily reflect the views of MCC.

EHCCC: East Hartford Community Cultural Center

EHCCC
c/o East Hartford Parks & Recreation
50 Chapman Place • East Hartford, CT 06108

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

BE IN THE RIGHT PLACE AT THE RIGHT TIME
Check your class schedule for location.
Some classes meet at off-campus locations.
MCC = Manchester Community College
LOWE = Lowe Building
V1-V6 = Village
LRC = Learning Resource Center
AST = Arts, Sciences & Technology Center
EHCCC = East Hartford Community Cultural Center
Computer Technology Instructors

Carla Adams has teaching and training in such diverse settings as high school, college, government agencies and corporations.

Carmine Filloramo, B.A., has 30 years' experience in the photography business. He has worked as a newspaper photographer and a photographic consultant for the last 18 years for Aetna Inc., Hartford, CT. His work has brought him around the world and his skills have led him to photograph four U.S. Presidents.

Randolph Fournier, Ph.D., has more than 18 years' combined experience in business and academia. He has taught courses in marketing, sales, advertising and business at the University of Maryland. In addition, he has taught a wide range of technology-related courses including web-page design, computer information systems and PC maintenance. Currently, he is the Director of Library Services at MCC.

John Gialluca is a practicing security professional at a Fortune 500 company. He is also a Microsoft Certified Systems Engineer and served as a Subject Matter Expert for CompTIA's Server+ Certification.

Margaret Gordon has more than 23 years of experience troubleshooting hardware and software systems and applications. She has provided instruction for the last 18 years including all levels of Microsoft operating systems and Office applications.

James Healy has an M.B.A. and more than 30 years of data processing experience. He specializes in the development of spreadsheet and database applications.

Richard Hoyer is a fine art, portrait and location photographer with more than 20 years of experience in the photography business. His work is exhibited regularly.

Willy Isaac holds an M.S. in Computer Information Systems and has more than 10 years of database experience with SQL Server and Oracle Database. He is working as a database administrator for the Connecticut Dept. of Information Technology and holds certification in Oracle Database Administration and Oracle Master specializing in data warehouse administration.

Joseph Kardos has 30 years of experience in such computer-related fields as CAD, database, programming, and project management. He has provided training at many of the CT colleges over the years.

Diana Lemcoff is a computer professional with more than 20 years’ experience in the design, installation and management of information systems. She has taught at the University of Pittsburgh, ORT schools and private companies.

Stuart Lipman is the owner of a local computer store and brings more than 26 years of technical and practical experience to the classroom.

Ed Luna, M.A, has a diverse technical background including photography and multimedia project development. His directing experience and knowledge of digital production equipment is extensive and includes both video and television.

Thomas Lyle is a networking and operating systems specialist with MCSE and CNE certification. He has more than 15 years of OS and LAN experience.

Bruce Manning, B.A., computer coordinator for MCC’s Continuing Education Division, designed, installed and maintained the networking, business and instructional applications for two public school districts in CT. He has provided training for Quinnbaug Valley Community College; UConn, CREC, public, private and technical schools; businesses; municipalities; and State agencies.

Russell Sabadosa is a full-time faculty member at MCC teaching in the computer networking, security and hardware areas. Prior to MCC, Russell was a project engineer and IT director where he became proficient in a number of software packages and platforms in the area of networking, desktop applications, project management and report writing.

Chuck Schwartz is a professor of computer science at MCC with more than 18 years’ experience in the fields of programming, management information systems and application development.

Valerie Scott is the graphic designer for the Continuing Education Division of Manchester Community College. She has been in the field for eight years. Valerie works with InDesign, providing the layout and design for the catalogs and other marketing pieces.

Joseph Sipitkowski is a Senior Mechanical Design Engineer for United Technology Fuel Cell Division. He has in-depth practical knowledge of Pro/Engineer, AutoCAD and CADKEY.

Elizabeth Thomas has 20 years’ experience in end-user technology support and education and has been an instructor in Continuing Education for a number of years focusing on the Internet, Outlook, Publisher, Windows, & Microsoft Office applications.

Robert Thornton, B.A., is a Certified IT Security Engineer, Certified IT Instructor (CIT) and a Certified Internet Webmaster (CIW). He has more than 15 years’ experience as an IT instructor and developer.

Kristin Violette is a certified teacher with 10 years’ experience in English and technology. Currently, she is a full-time computer teacher at Newtown High School, as well as an adjunct instructor at MCC and NVCC.

Clayton Walnum has been programming computers for more than 20 years and has written nearly 60 books, most of which have been about computer software programming. He is the author of The Complete Idiot’s Guide to Visual Basic.NET.

Dorothy Weiner is an MCP- and MOUS-certified instructor with more than six years’ experience teaching Microsoft products and various other applications and operating systems.

Eric Zematis is a Certified Internet Webmaster (CIW). He also is Microsoft expert certified in Word and Excel.
Microsoft® Office 2003 Pre-Certification: 
Essential Concepts

This introductory level course is the first of a two-course program that has been designed to cover all the learning objectives that Microsoft requires to become a Microsoft Office Specialist (MOS). This hands-on workshop will include practice time in Word, Excel, Access, PowerPoint, and Outlook. Students will learn the basics of all Office programs. In order to provide a comprehensive and effective Office Certification course, we have designed this first course as an entry level foundation and prerequisite for students wanting to go on to our second course, Microsoft Office 2003 Certification—Attaining the Certification Goal to complete their MOS certification. Prerequisite: Basic Windows, keyboard and mouse skills. Exposure to Microsoft Office is helpful. Required text: TBA, available at MCC Bookstore.

CRN #31358 10 Tuesdays, 9/5-11/14, 6-9 p.m. MCC Bldg. LRC B142
Fee: $499
Instructor: Bruce Manning

Microsoft® Office 2003 Certification: 
Attaining the Certification Goal

Students who have completed Microsoft® Office 2003 Pre-Certification: Essential Concepts or have the necessary experience will be taught the higher level functions of each Office 2003 application. This includes training in Word, Excel, PowerPoint, Access, and Outlook. This course builds upon the previous Essential Concepts course and provides training on the remaining Microsoft Office Specialist learning objectives as identified by Microsoft. Integration of Office applications, practice exams, tips and tricks for testing and a “live” exam like the student would take for certification will also be included. Prerequisite: Microsoft® Office 2003 Pre-Certification: Essential Concepts or permission of instructor or computer coordinator. Required text: TBA, available at MCC Bookstore.

CRN #31359 12 Wednesdays, 9/20-12/6, 6-9 p.m.
MCC Bldg. LRC B142 Fee: $499
Instructor: Dorothy Weiner

A+ Certification Preparation: Core Hardware Fundamentals
The A+ Core Hardware Fundamentals course prepares candidates for A+ certification in the CompTIA A+ Hardware exam. Students will learn about PC hardware and system maintenance procedures. Topics include a detailed look at hardware components, power supply, upgrades, networking, maintenance and troubleshooting. In hands-on exercises, students will assign configuration settings, upgrade systems, install printers and monitors, remove and replace components and troubleshoot POST errors. Required text: A+ Certification Student Bundle plus WBT, ComputerPrep, available at MCC Bookstore. This book will be used for A+ Hardware and Operating System training. Recommended test software: Prerequisite: Basic knowledge of hardware and operating systems is recommended. Recommended test software: AssessPREP—A+ Core Hardware: Single-User CD, ComputerPrep, available at your favorite bookstore.

CRN #31225 3 Saturdays, 9/9-9/23, 9 a.m.-4 p.m.
MCC Bldg. LRC B141 Fee: $295
Instructor: TBA

CRN #31226 3 Saturdays, 9/9-9/23, 9 a.m.-4 p.m.
MCC Bldg. LRC B141 Fee: $295
Instructor: TBA
Technology for Home and Career

MCC’s “Technology Tuesday” Series at the East Hartford Community Cultural Center

Instructor: Bruce Manning, B.A., computer coordinator for MCC’s Continuing Education Division, designed, installed and maintained the networking, business and instructional applications for two public school districts in Connecticut. He has provided training for Quinebaug Valley Community College.

Introduction to Hardware
Are any of these terms confusing to you: RAM, ROM, CPU, motherboard, resolution, hard-drive, floppy drive, CD-ROM, modem gigabytes, megabytes, kilobytes, sound card, video card, USB and firewire? Learn basic computer terms and lingo in this hands-on workshop specifically designed for the NEW computer user!
CRN #31214 1 Tuesday, 9/5, 9:30 a.m.-12:30 p.m. EHCCC Room 4
Fee: $65

Introduction to Operating System and Software
After you’ve learned the components of a computer, learn how to use your computer more effectively. Learn how to open and save properly, and build files and folders. Learn file formats, system maintenance and basic tips to maintain your PC’s health!
CRN #31215 1 Tuesday, 9/12, 9:30 a.m.-12:30 p.m. EHCCC Room 4
Fee: $65

Introduction to the Internet
What is a browser? How does the Internet work? Learn how to use the Internet to find basic information from job openings to a movie schedule. Discover effective searching and navigation tips. Download and save images and files from the World Wide Web to the PC. Explore online resources in your area!
CRN #31216 1 Tuesday, 9/19, 9:30 a.m.-12:30 p.m. EHCCC Room 4
Fee: $65

Getting Started with Microsoft Word
This course is designed as a crash course for the student who wants to learn the basics of Microsoft Word for personal or business use. Students will learn about the necessary Word tools and menus to be able to copy and replace, format, and align text. Students will also be shown how templates can help create a professional document such as business letters or resumes.
CRN #31217 1 Tuesday, 9/26, 9:30 a.m.-12:30 p.m. EHCCC Room 4
Fee: $65

Budgeting and Financial Planning with Microsoft Excel
What better way to manage your household finances and plan for the future than to build an Excel spreadsheet? Learn how to format a spreadsheet to meet your personal needs. Create formulas to help plan your financial future or finance a car, a home or college.
CRN #31218 1 Tuesday, 10/3, 9:30 a.m.-12:30 p.m. EHCCC Room 4
Fee: $65

Communicate Your Ideas with Microsoft PowerPoint
Leaders in organizations have to effectively communicate their ideas. Microsoft’s PowerPoint is an industry standard in electronic presentation design. Create interesting, compelling and persuasive presentations with graphics, text and hyperlinks.
CRN #31219 1 Tuesday, 10/10, 9:30 a.m.-12:30 p.m. EHCCC Room 4
Fee: $65

Technology for Home and Career — Technology Series — Combined Sessions
Take all Six Courses and SAVE $120!
CRN #31220 6 Tuesdays, 9/5 - 10/10, 9:30 a.m.-12:30 p.m. EHCCC Room 4 Fee: $270

INTRODUCTORY

Meet the PC
Learn how to work effectively in a Windows environment; how to understand an advertisement and computer jargon; and how to work with disks, files and folders. Fundamentals of Microsoft Office will also be covered, including creating, editing and saving documents with Word; creating spreadsheets with Excel; learning about a database with Access; and surfing the Internet with Internet Explorer. This class is not just for beginners. It provides participants with the strong foundation needed to learn other software programs. Curriculum workbook provided. Prerequisite: Basic keyboard and mouse skills.
CRN #31227 4 Wednesdays, 9/6-9/27, 6-9 p.m. MCC Bldg. LRC B141
Fee: $195
Instructor: Stuart Lipman

Introduction to Personal Computers for Older Adults
Designed for those with little or no experience with computers, this seminar introduces IBM-compatible machines to older learners eager to take advantage of new technology. Find out what a computer can do for you. Learn important terminology; how to use a mouse; the difference between hardware and software; all about disks; and how to open and close documents and windows. Explore simple word processing techniques and how to use a spreadsheet. You’ll also get to take a brief trip on the “information superhighway.” This seminar is a great first step to making a purchase or learning a specific software program. Instructor provides handouts. Please note: class size is limited.
CRN #31228 2 Wednesdays, 9/6-9/13, 1-4 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: Margaret Gordon
Windows XP Introduction
This course is for the student who is completely new to personal computers and needs to learn the basics of Windows XP. You’ll be introduced to the fundamentals of personal computers, including terminology. You’ll also work with the Windows XP desktop objects and windows, and explore ways to customize your settings. In addition, you’ll look at ways to navigate the program; use Windows Explorer and other common Windows XP techniques; and access the Internet using the Internet Explorer environment. Students are eligible to receive free software for the course from Microsoft. Students only pay a minimal charge for shipping of the CD from Microsoft. Instructor provides handouts. Prerequisite: Basic keyboard and mouse skills.
CRN #31229 2 Mondays, 9/11-9/18, 6-9 p.m. MCC Bldg. LRC B141 Fee: $95
Instructor: Stuart Lipman

Web Design
The average user spends less than nine seconds perusing a web page. Attention all Windows Internet surfers—create your own web pages without writing any HTML tags. This hands-on course explores built-in templates (simple page; corporate presence web site; customer support web site; discussion web site; and personal web site). Use or modify templates to create your own linked pages. Familiar Microsoft tool bars easily create all the latest special effects for web pages. Built-in email and reply forms allow web surfers rapid access to your products. FrontPage is totally integrated into all of Microsoft’s products and is considered the emerging standard in web page development and maintenance. This is not a class for beginners. You should understand files, file types, and folders, and have a basic knowledge of the Internet and word processing. Workbook included in course fee. Prerequisite: Basic Windows, keyboard, mouse and Internet skills.
CRN #31236 1 Friday, 9/15, 9 a.m.-4 p.m. MCC Bldg. LRC B141 (limited seating) Fee: $95
Instructors: CRN #31236: Margaret Gordon; CRN #31237: Eric Zematis

Getting Started on the Internet for Older Adults
Designed for older adults who want to learn about the Internet and its benefits, this class covers what you need to know to get started on the Internet and how to visit web sites. Learn how to send email and chat with friends online. Workbook included in course fee. Prerequisite: Basic Windows keyboard and mouse skills recommended but not required.
CRN #31230 2 Mondays, 10/2-10/9, 1-4 p.m. MCC Bldg. LRC B141 Fee: $95
Instructor: Margaret Gordon

HTML Introduction
Learn HTML programming to create your own exciting web pages. This course will cover the syntax and all basic and pertinent commands. Required text: Course ILT HTML 4.0: Basic, revised 2nd edition, available at MCC Bookstore. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #31233 2 Wednesdays, 10/18-10/25, 6-9 p.m.
MCC Bldg. LRC B142 Fee: $95
Instructor: Eric Zematis

INTERNET

FrontPage Introduction
Attention all Windows Internet surfers—create your own web pages without writing any HTML tags. This hands-on course explores built-in templates (simple page; corporate presence web site; customer support web site; discussion web site; and personal web site). Use or modify templates to create your own linked pages. Familiar Microsoft tool bars easily create all the latest special effects for web pages. Built-in email and reply forms allow web surfers rapid access to your products. FrontPage is totally integrated into all of Microsoft’s products and is considered the emerging standard in web page development and maintenance. This is not a class for beginners. You should understand files, file types, and folders, and have a basic knowledge of the Internet and word processing. Workbook included in course fee. Prerequisite: Basic Windows, keyboard, mouse and Internet skills.
CRN #31236 1 Friday, 9/15, 9 a.m.-4 p.m. MCC Bldg. LRC B141 (limited seating) Fee: $95
Instructors: CRN #31236: Margaret Gordon; CRN #31237: Eric Zematis

FrontPage Intermediate
A continuation of FrontPage Introduction, this class takes you beyond the basics. Learn HTML tags, including critical META tags. Discover how to import a web, how to use shared borders and the fundamentals of administering a web. Learn how to create frames, forms, dynamic pages and web-based databases. FrontPage is an important and useful product for anyone considering establishing a web presence. Workbook included in course fee. Prerequisite: FrontPage Introduction or permission of instructor or computer coordinator.
CRN #31239 1 Friday, 9/22, 9 a.m.-4 p.m. MCC Bldg. LRC B141 (limited seating) Fee: $95
Instructor: Margaret Gordon
Dreamweaver Introduction
This course teaches students the fundamentals of using Dreamweaver to create web pages and web sites. It introduces students to basic web and HTML concepts and how to use Dreamweaver tools to design a web page. Students will learn how to create, save and import text into web pages and sites. They will also learn how to format text and paragraphs; create tables; and add text and images to tables. Course activities will also cover working with image files; modifying image properties; and creating various types of links. Finally, students will examine and create a frames page, upload a site, and test the uploaded site. Prerequisite: Basic Windows, keyboard, mouse and Internet skills. Required Text: Dreamweaver MX 2004: Basic with CD. Thomson, available at MCC Bookstore
CRN #31240 2 Tuesdays, 11/14-11/21, 6-9 p.m. MCC Bldg. LRC B141 Fee: $95
Instructor: Robert Thornton

Build Your Website Using Dreamweaver
Develop a comprehensive, visitor-friendly web site using today’s most popular web page editor. In this hands-on class, you will create a complete web site from start to finish, including the final stage of putting the web site live on the Internet! Prerequisite: Dreamweaver Introduction course or permission of instructor or computer coordinator. Instructor provides handouts.
CRN #31241 4 Wednesdays, 11/22-12/13, 6-9 p.m.
MCC Bldg. LRC B141 Fee: $195
Instructor: Robert Thornton

Start Selling on eBay
Have you ever imagined starting your own online business? Maybe you’ve thought about selling your crafts, music, antiques, books or artwork, but you’re wondering who your customers might be. With more than a million people buying and selling each day on eBay, customers are just a mouse click away! eBay provides excellent customer support and teaches you the importance of customer satisfaction. All you have to do is choose a product or service that suits your interests and the rest will be covered in this 12-hour course. By the end of the course you will be ready to Start Selling on eBay! No prior business experience is necessary. Internet experience is helpful. Please note the course is assuming that the student will set up an official eBay account as part of the curriculum. This would require that the student bring their current bank account number with routing number information and a credit card to set up an eBay account in class and online! Prerequisite: No prior business experience is necessary. Windows, keyboarding and mouse skills required. Internet experience is helpful.
CRN #31242 2 Saturdays, 10/21-10/28, 9 a.m.-4 p.m.
MCC Bldg. LRC B142 Fee: $195
Instructor: Randolph Fournier

Enrolled MCC Continuing Education Students Can Receive Free* Microsoft Software
MCC’s collaboration with Microsoft promotes student understanding of software by putting software in students’ hands.
The Microsoft Developer Network Academic Alliance (MSDNAA) provides software to enrolled students for the following courses:
- Windows XP
- Microsoft Access

Ask your classroom computer instructor about how you can sign up for free software (you pay postage only) or call the Continuing Education Computer Coordinator
Bruce Manning at 860-512-2808 or email bmanning@mcc.commnet.edu

MICROSOFT OFFICE SUITE
Access, Excel, & Word:
Choosing the Right Tool for the Job
Microsoft’s palette of software programs, chief among them Access, Excel, and Word, have become universal tools for computer users in the workplace and at home. But which program is most suited to the specific job you’re doing? Participants will be given a brief review of Microsoft Access, Excel, and Word. The first session will review general functionality of each application, including toolbars, menu commands, and common features. Participants will also learn clear definitions of the purpose of each program. In the second session, participants will explore the “overlapping” features of these applications (e.g. filtering and sorting data). There will be specific “best” usage examples of Access objects (tables, queries, etc.), Excel spreadsheets, and Word tables. The participant will also learn how to move information between the three programs and why you might want to do that; and how to link data between these applications. Instructor will provide handouts. Prerequisite: Basic knowledge and experience in using Access and Excel and Word.
CRN #31245 2 Mondays, 9/25-10/2, 1-4 p.m. MCC Bldg. LRC B142 (limited seating) Fee: $95
Instructor: Carla Adams

Project Management with Microsoft Project 2002 & 2003
The goal of this course is to enable project managers to increase their productivity. Students will be introduced to the basic features and tools of Microsoft Project 2002/2003, including creating task lists; setting up and assigning resources; formatting and printing your plan; tracking progress on tasks; fine-tuning task details; fine-tuning resource and assignment details; fine-tuning a project plan; organizing and formatting project details; publishing project information; sharing project information with other programs; sorting, grouping, and filtering project information; tracking project progress; and consolidating projects and resources. Required text: MS Official Academic Course, MS Office Project 2002 & 2003, (value $50) is included. Please note: students need to register for the course at least two weeks prior to the course start date so books can be ordered for the course in a timely manner. Prerequisite: Windows, typing and mouse skills are required.
CRN #31247 3 sessions, 1 Thursday, 9/14; & 2 Fridays, 9/15 & 9/22, 8:30 a.m.-4:30 p.m. MCC Bldg. LRC B142 (limited seating) Fee: $575
Instructor: Willy Isaac

Get on our mailing list
Would you like to receive the MCC Credit-Free catalog every quarter? Call (860) 512-2800 or email: ceinfo@mcc.commnet.edu
WORD PROCESSING

Word Introduction
Learn the basic skills required to create documents using Microsoft Word 2003. Learn how to create, edit, format, review, and print documents such as letters and memos, and how to apply basic page, paragraph, header, footer, and character formatting functions. Prerequisite: Basic Windows, keyboard and mouse skills. CRN #31249 1 Thursday, 9/21, 9 a.m.-4 p.m. MCC Bldg. LRC B141 (limited seating) Fee: $95 Instructor: Bruce Manning

Word for Older Adults
Join us in this introduction to Microsoft Word, today’s standard program for word processing. Become familiar with Word’s features and functions, and discover how to edit, copy, paste, format and print various documents. Learn how to create letters and reports in a professional manner in this hands-on class. Join us in a relaxed atmosphere where questions are encouraged and welcomed. Workbook included in course fee. Prerequisite: Basic mouse and keyboard skills recommended but not required. CRN #31250 2 Mondays, 10/16-10/23, 1-4 p.m. MCC Bldg. LRC B142 Fee: $95 Instructor: Margaret Gordon

Word Intermediate
Build on your word processing basics and explore the more complex features within Word 2003. Become proficient in setting tabs, indents, sections and columns. Learn how to insert symbols, text effects, web links and graphics in your documents. Create your own tables and produce charts from those tables. Learn how to save your document as a web document or create mailing labels and print them. Prerequisite: Word Introduction or permission of instructor or computer coordinator. CRN #31252 1 Thursday, 9/28, 9 a.m.-4 p.m. MCC Bldg. LRC B141 (limited seating) Fee: $95 Instructor: Bruce Manning

Word: Tips and Tricks
Designed for individuals who know the basics of Word and want to become more proficient, this course will cover such topics as templates, shortcut keys, customizing menus, styles, and more. Learn to work smarter, easier and faster. Prerequisite: Word Introduction or permission of instructor or computer coordinator. CRN #31245 1 Tuesday, 9/26, 1-4 p.m. MCC Bldg. LRC B141 (limited seating) Fee: $65 Instructor: Carla Adams

Word: Master Documents
There are many good reasons to create Microsoft Word master documents when working with large documents. Learn how to separate components of a large document into several smaller files, making information more manageable and easier for teams to work on a document simultaneously. Documents can then be saved on a network where everyone can access them. Learn how to create, manage and protect master and subdocuments during collaboration. Prerequisite: Word Intermediate or permission of instructor or computer coordinator. CRN #31337 1 Thursday, 10/5, 1-4 p.m. MCC Bldg. LRC B141 (limited seating) Fee: $65 Instructor: Carla Adams

Word Forms, Templates and Macros
You will learn how to analyze proper form layout and design, create fill-in forms with prompts for user input, and completely automate forms with default text and entry guidelines. Learn processing shortcuts by using templates and customizing special toolbars within them. Create your own Word routines through macros to eliminate repetitive processing of commands. Prerequisite: Word Introduction or permission of instructor or computer coordinator. CRN #31256 1 Tuesday, 11/14, 9 a.m.-4 p.m. MCC Bldg. LRC B142 (limited seating) Fee: $95 Instructor: Diana Lemcoff

SPREADSHEETS

Excel Introduction
Use the Microsoft Excel spreadsheet to combine number-crunching capabilities and database operations into an outstanding report. Gain an understanding of formulas and functions. Students will learn how to move and copy formulas, text and numbers. Change the format of your spreadsheet to improve its appearance. Learn how to create a chart. Workbook included in course fee. Prerequisite: Windows, keyboard and mouse skills. CRN #31260 1 Wednesday, 9/20, 9 a.m.-4 p.m. MCC Bldg. LRC B142 (limited seating) Fee: $95
CRN #31262 1 Thursday, 9/21, 9 a.m.-4 p.m. MCC Bldg. LRC B142 (limited seating) Fee: $95
CRN #31264 2 Mondays, 10/2-10/9, 6-9 p.m. MCC Bldg. LRC B141 Fee: $95 Instructors: CRN #31260 & CRN #31262: Elizabeth Thomas; CRN #31264: Kristin Violette

Excel Intermediate
In this intermediate course, students will learn to use more advanced functions and create more complex formulas, and apply more advanced formatting to charts. Topics will include using worksheets; using lists; freezing; hiding rows or columns; logical functions; styles; working with objects; 3D references; using Excel with the web; and using templates. Workbook included in course fee. Prerequisite: Excel Introduction or permission of instructor or computer coordinator. CRN #31268 1 Wednesday, 10/4, 9 a.m.-4 p.m. MCC Bldg. LRC B142 (limited seating) Fee: $95
CRN #31270 1 Thursday, 10/5, 9 a.m.-4 p.m. MCC Bldg. LRC B142 (limited seating) Fee: $95
CRN #31271 2 Mondays, 11/11-11/18, 9-9 p.m. MCC Bldg. LRC B141 Fee: $95 Instructors: CRN #31268 & CRN #31270: Elizabeth Thomas; CRN #31271: Kristin Violette

Excel Data and Functions
Make sure you’re tapping the full power of Excel with the features examined in this workshop. A comprehensive unit on data utilities (including data filter, data form and subtotals) makes this a course no frequent user should go without. Special intermediate functions include IF and Vertical Lookup in formulas, understanding financial functions and connecting formulas from many worksheets. Prerequisite: Excel Introduction or permission of instructor or computer coordinator. CRN #31273 1 Friday, 11/17, 9 a.m.-4 p.m. MCC Bldg. LRC B141 (limited seating) Fee: $95 Instructor: Charles Schwartz
Excel Smart Charts
Excel offers myriad ways to work with charts. In this class, you’ll learn how to use Excel’s vast capabilities to create great-looking “smart charts” beginning with the basics. Participants will explore how to create various charts and print them. You’ll also investigate how to change basic chart defaults and work with high-level commands to control scaling, legends, titles of charts, axis lines on grids and data series. Prerequisite: Excel Introduction or permission of instructor or computer coordinator.
CRN #31276 1 Tuesday, 10/10, 1-4 p.m. MCC Bldg. LRC B142
(limited seating) Fee: $65
Instructor: Carla Adams

Excel Certification Preparation
Bring something truly special to the job with Excel 2002 (XP) Certification. This interactive intermediate level class prepares students for the Excel Certification Exam with workshops in pivot tables, macros, importing and exporting data, formulas, conditional formatting, creating templates, lookup functions, customizing toolbars, applying passwords and protections, workgroup collaboration and data validation. Required text: Microsoft Excel 2002 Core & Expert Approved Office Application, 1st edition, (value $45) is included. Students need to register for the course at least two weeks prior to the course start date so books can be ordered for the course in a timely manner. Prerequisite: Excel Introduction or permission of instructor or computer coordinator.
CRN #31224 4 Wednesdays, 11/1-11/29 (does not meet 11/22), 9 a.m.-4 p.m. MCC Bldg. LRC B142 (limited seating) Fee: $405
Instructor: Margaret Gordon

QuickBooks Introduction
Students will learn how to set up a QuickBooks company; enter account opening balances; create and customize company lists; set up inventory; and sell products. Prerequisite: Basic Windows, keyboard and mouse skills. Instructor will provide handouts.
CRN #31279 2 Fridays, 9/29-10/6, 6-9 p.m. MCC Bldg. LRC B141
Fee: $95
Instructor: Chuck Schwartz

QuickBooks Intermediate
For individuals who have a working knowledge of QuickBooks and the desire to delve into the more advanced functions of this popular software, this hands-on class will focus on questions and problems that more advanced students may encounter. Learn how to create customized reports, invoices and other financial forms; process customer payments; work with bank accounts; enter and pay bills; and utilize the graphic report features of QuickBooks to chart financial actions. Make the most of your personal finances and learn how to use QuickBooks more efficiently. Prerequisite: Basic knowledge of QuickBooks. Instructor will provide handouts.
CRN #31280 2 Fridays, 10/13-10/20, 6-9 p.m. MCC Bldg. LRC B141
Fee: $95
Instructor: Chuck Schwartz

We have it all online! See Our Online Courses on pages 46-52 or at www.ed2go.com/manchcc

PHP and MySQL
PHP and MySQL are popular open source technologies that are ideal for quickly developing database-driven Web applications. This intensive, hands-on course introduces the student to the basics of PHP, explains how to set up and work with a MySQL database, and then demonstrates interactions between PHP and the database. Learning programming and database development techniques, build MySQL database driven web applications with PHP, and apply your learning to sample projects. Prerequisite: Basic Windows, keyboard and mouse skills. Required text: How to Do Everything with PHP & MySQL, Vaswani, available at MCC Bookstore.
CRN #31347 4 Mondays, 10/23-11/13, 6-9 p.m. MCC Bldg. LRC B141
Fee: $195
Instructor: Chuck Schwartz

Access Introduction
This course is designed to follow up on the following key database functions: creating databases; modifying database objects in design view; applying appropriate data types to fields; setting primary keys; entering data using tables and forms; sorting, deleting, and filtering data. Prerequisite: Basic Windows, typing and mouse skills. CRN #31288 1 Wednesday 9/27, 9 a.m.-4 p.m. MCC Bldg. LRC B142
(limited seating)
CRN #31290 1 Thursday, 9/28, 9 a.m.-4 p.m. MCC Bldg. LRC B142
(limited seating)
CRN #31291 2 Thursdays, 11/2-11/9, 6-9 p.m. MCC Bldg. LRC B141
Fee: $95
Instructors: CRN #31288 & CRN #31290: James Healy; CRN #31291: Thomas Lyle

Access Intermediate
This course is designed to follow up on the following key database functions: creating databases; modifying database objects in design view; applying appropriate data types to fields; setting primary keys; entering data using tables and forms; sorting, deleting, and filtering data. Prerequisite: Access Introduction or permission of instructor or computer coordinator.
CRN #31295 1 Wednesday, 10/11, 9 a.m.-4 p.m. MCC Bldg. LRC B142
(limited seating)
CRN #31297 1 Tuesday, 10/24, 9 a.m.-4 p.m. MCC Bldg. LRC B142
(limited seating)
CRN #31298 2 Tuesdays, 11/28-12/5, 6-9 p.m. MCC Bldg. LRC B142
Fee: $95
Instructors: CRN #31295 & CRN #31297: James Healy; CRN #31298: Thomas Lyle

www.mcc.commnet.edu 22
Continuing Education (860) 512-2800
**Access Database Skills for Non-Programmers**

Master a full spectrum of Access capabilities by designing a complete database and fine-tuning complex queries, reports, and forms. Students begin with discussing concepts of strong database design and complete workshops in table design and input, setting data validation rules, defining defaults, creating lookups, and verifying relationships between tables. Forms management workshops include setting up forms and sub forms, manipulating controls, formatting, and learning shortcuts to find and edit records. Access query lessons include creating select queries, writing accurate criteria, using the expression builder, performing math in queries, and exploring all action queries used in database maintenance. Learn how to pull together reports from various sources, create subtotals and totals, and sort and group reports by category. Prerequisite: *Windows, typing and mouse skills*. Instructor provides handouts.

**CRN #31300** 3 Thursdays, 10/12-10/26, 9 a.m.-4 p.m. **MCC Bldg. LRC B142** (limited seating) **Fee**: $295  
Instructor: Margaret Gordon

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**Access Queries**

Do you already have your data in Access, but find it frustrating to extract the information you need? Do you suspect there’s a quicker way to find what you need? This three-hour workshop presents multiple shortcuts for using action queries to manipulate your data based on criteria you specify. Query tips include programming “fill in the blank” prompts to queries, understanding cross tab queries, writing clear criteria statements and creating queries that produce totals. Manual included. Instructor provides handouts. Prerequisite: *Access Introduction or knowledge of designing/maintaining tables*.

**CRN #31302** 1 Tuesday, 10/17, 9 a.m.-noon **MCC Bldg. LRC B142** (limited seating) **Fee**: $65  
Instructor: Margaret Gordon

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**Access Database Design: The Finishing Touches**

Polish your Access database skills by exploring advanced functions such as fine-tuning reports with subtotals and grand totals; grouping and parameter fill-ins to print only the records needed; creating a main menu switchboard; programming macros to automate events; and designing easy user-prompts for better input. Prerequisite: *Access Introduction and experience in designing basic Access tables and forms*. Instructor provides handouts.

**CRN #31304** 1 Thursday, 11/2, 9 a.m.-noon **MCC Bldg. LRC B142** (limited seating) **Fee**: $65  
Instructor: Margaret Gordon

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**Oracle Database 10g: Introduction to SQL**

This course introduces students to Oracle Database 10g technology, relational database concepts, and the powerful SQL programming language. The course provides essential SQL skills of querying the database, the meta data and creating database objects. In addition, the course delves into advanced querying and reporting techniques, data warehousing concepts and manipulating large data sets in different time zones. Prerequisite: *Familiarity with data processing concepts and techniques required*. Ability to use a graphical user interface (GUI) recommended. Required text: Oracle Database 10g: Introduction to SQL English, Student Kit, included in the course fee. Students need to register for the course at least two weeks prior to the course start date so we can order books for the course in a timely manner.

**CRN #31306** 5 Fridays, 9/29-10/27, 8:30 a.m.-4:30 p.m. **MCC Bldg. LRC B142** (limited seating) **Fee**: $1,175  
Instructor: Willy Isaac

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**Oracle Database 10g: Administration Workshop I**

This course is designed to give you a firm foundation in basic database administration. You will learn how to install and maintain an Oracle database and gain a conceptual understanding of the Oracle database architecture and how its components work and interact with one another. You will also learn how to create an operational database and properly manage the various structures in an effective and efficient manner, including performance monitoring, database security, user management, and backup/recovery techniques. The lesson topics are reinforced with structured hands-on practices. This course is designed to prepare you for the corresponding Oracle Certified Associate exam. Prerequisite: *Oracle 10g Introduction or consent of instructor*. Required text: Oracle Database 10g: Administration Workshop I ($175 value) is included. Students need to register for the course at least two weeks prior to the course start date so we can order books for the course in a timely manner.

**CRN #31308** 5 Fridays, 11/3-12/15 (does not meet 11/10 and 11/24), 8:30 a.m.-4:30 p.m. **MCC Bldg. LRC B142** **Fee**: $1,175  
Instructor: Willy Isaac

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**DIGITAL IMAGING AND DESIGN**

**AutoCAD Introduction**

This course will teach you how to design and develop architectural drawings using AutoCAD 2006. Learn essential commands, drawing, blocks and attributes, dimensions, plotting techniques and more. Extensive hands-on curriculum is designed to address the needs of engineering design professionals, project managers, and the avid beginner. Increase your earning potential with this industry-leading AutoCAD training! Recommended text: Introduction to AutoCAD 2006 2D and 3D Design, Yarwood, available at your local bookstore. Instructor will provide handouts. Prerequisite: *Basic Windows, keyboard and mouse skills*.

**CRN #31344** 6 Fridays, 9/8-10/13, 6-9 p.m. **MCC Bldg. AST C128** **Fee**: $295  
Instructor: Joseph Sipitkowski

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**Pro/Engineer Wildfire CAD Introduction**

Pro/Engineer is a world-class, three-dimensional design solution that provides engineers and designers with the software to create digital models. Students will learn how to create an engineering part in a three-dimensional environment. The user will learn how to manipulate the part by adding features, and viewing and editing the structure with the intention to create a desired part. This course will teach students how to maneuver within the interface and workspace with commands and menus. Focused hands-on learning will provide the skills needed to excel in computer-aided design. Recommended text: Pro/ENGINEER Wildfire 2.0 Tutorial and MultiMedia CD, Tooogood, is available at your local bookstore. Prerequisite: *Basic Windows, keyboard and mouse skills*. Drafting experience helpful but not required.

**CRN #31319** 6 Fridays, 10/20-12/8 (does not meet 11/10 and 11/24), 6-9 p.m. **MCC Bldg. AST C135** **Fee**: $295  
Instructor: Joseph Sipitkowski

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**Consider Yourself Confirmed!**

MCC notifies you only if a course cancels or has schedule changes. If you don’t hear from us, assume you are registered.
VISIO Essentials
They say a picture is worth a thousand words. If so, Microsoft’s Visio 2002 software would make a great screenplay. Visio 2002 is diagramming software that is used to create flowcharts, organization charts, network diagrams, database diagrams, and other business diagrams. Learn how to use this powerful software package to create your own, easy-to-read diagrams, flowcharts and network layouts. Students will learn how to plan diagrams, navigate the program, connect shapes, introduce text, utilize drawing tools, format drawings and learn other essential features; in a hands-on setting using existing sample files and then creating their own project files. Required text: Visio 2002 Professional: Basic, included. Prerequisite: Familiarity with Windows operating system and several of the following desktop applications: Access, Excel, Outlook, PowerPoint and Word. Students need to register for the course at least two-weeks prior to the course start date so we can order books for the course in a timely manner. Textbook is included in course cost.
CRN #31282 3 Thursdays, 11/2-11/16, 9 a.m.-noon
MCC Bldg. LRC B141 (limited seating) Fee: $210
Instructor: Russell Sabadosa

VISIO Next Step
This course builds on the fundamentals taught in Visio Essentials. Students will learn how to create, assign, and customize drawing layers; create complex shapes; create and edit formulas and functions; add predefined actions and custom shape behaviors; and create custom stencils. The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success. Textbook is included in course cost. Prerequisite: Visio Essentials. Students need to register for the course at least two weeks prior to the course start date so we can order books for the course in a timely manner.
CRN #31284 3 Thursdays, 11/30-12/14, 9 a.m.-noon
MCC Bldg. LRC B142 Fee: $210
Instructor: Russell Sabadosa

Adobe InDesign Introduction
Adobe InDesign is Adobe’s advanced publishing software program. It is used for page layout and design. InDesign is tightly integrated with Adobe Photoshop and Illustrator. This course will provide an overview of the InDesign workspace, import and edit graphics and text and apply precise typographic control. Prerequisite: Windows, mouse and typing skills required. Some page layout experience is helpful.
CRN #31313 1 Monday, 11/6, 9 a.m.-4 p.m. MCC Bldg. LRC B141
(limited seating) Fee: $95
Instructor: Valerie Scott

Publisher Introduction
Learn to create distinctive, professional newsletters, brochures, greeting cards, fliers, and more. Even if you don’t have any design or graphics experience, you will learn desktop publishing basics. This class will cover the essential elements of using Microsoft Publisher, including page layout commands; working with frames; and using graphics, templates, and wizards. Workbook included in course fee. Prerequisite: Basic Windows, keyboard and mouse skills are required.
CRN #31316 1 Monday, 9/25, 9 a.m.-4 p.m. MCC Bldg. LRC B141
(limited seating) Fee: $95
Instructor: Diana Lemcoff
Photoshop Elements: Tips, Tricks and Answers
If you have been using Photoshop Elements for your creative projects and feel that you need to increase your productivity, then this class is for you. Insider tips and tricks are taught which help promote creativity and reduce technical delays. Topics to be discussed will include artistic filtering; colorizing black and white photos; blending mismatched areas for color and texture; optimizing graphics for print and web; scanning, straightening a crooked picture; stitching wide multi-section photos into a panorama; and layers. The class is also an open workshop for students who want program and technical advice on their own home projects. Bring us your ideas and we will help you structure, improve and apply new techniques to accomplish your artistic goals in the popular Photoshop Elements program. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills required. Some Photoshop experience preferred. CRN #31355 2 Fridays, 11/10-11/17, 6-9 p.m. MCC Bldg. LRC B142 Fee: $95 Instructor: Richard Hoyer

Creating Graphics for the Web in Photoshop CS
This six-hour course examines the format best suited for specific uses, how to slice and image into several smaller images and link each to different web pages, and how to easily create rollovers for each slice while generating the HTML code for your web site. Have fun while learning the techniques for effortlessly moving between Photoshop CS and ImageReady CS to modify a graphic using web safe colors. This course is also great for people who are considering purchasing Photoshop but want to try it our first. You will even have the opportunity to modify your own images and place them into a web gallery. Join us in this creative and fun course! Instructor will provide handouts. Prerequisite: Windows, keyboard and mouse skills required. Photoshop or graphics experience is helpful but not required. CRN #31343 2 Wednesdays, 10/18-10/25, 9 a.m.-noon EHCCC Room 4 Fee: $95 Instructor: Margaret Gordon

Adobe Premiere Elements Introduction
Use Premiere Elements to quickly and easily create your own video productions with professional touches. Learn how to capture high-quality video from your DV camcorder; organize your audio and video clips and edit them into a complete production; enhance your work with transitions and effects, titles and animations; save and share your productions as digital video files; and export your movies in MPEG format, ready to author to DVD. Topics include: creating new projects, importing clips, capturing video and audio, compression and depth settings, timeline window, special effects, adding transitions, compiling the final movie, and output formats. Required text: Adobe Premiere Elements 2.0—Illustrated, Cozzola, available at MCC Bookstore. Prerequisite: Windows, keyboard and mouse skills required. CRN #31331 2 Wednesdays, 11/1-11/8, 6-9 p.m. MCC Bldg. LRC B142 Fee: $95 Instructor: Edwin Luna

Pro Tools Digital Recording
This course covers audio recording using Pro Tools software on PC computers and covers all basic functions of the software, as well as some advanced techniques. The course is aimed at musicians looking to record their own music in a home studio, but may be of interest to anyone who wants to know more about audio-recording techniques. Each concept will be demonstrated on the software, with the student being able to see and hear the results. Students will learn not only about recording, but also about editing and mixing audio. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills. CRN #31320 3 Mondays, 12/4-12/18, 6-9 p.m. MCC Bldg. LRC B142 Fee: $149 Instructor: Clayton Walnum

Be Your Own PC Tech: Part I
Why pay for expensive upgrades if you can learn how to do them yourself? This class covers hardware issues from the motherboard to the operating system. Practice RAM, expansion cards and peripheral device installations in a hands-on workshop with real parts. Learn how to configure drivers and troubleshoot your Windows operating system. This class is for the beginner or intermediate PC user. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills. PC hardware knowledge is helpful. This class is for the beginner or intermediate PC user. CRN #31323 1 Monday, 9/18, 9 a.m.-4 p.m. MCC Bldg. LRC B141 (limited seating) Fee: $95 Instructor: Stuart Lipman

Be Your Own PC Tech: Part II
This class is for the more advanced PC user and will focus on the operating system. Learn how to reformat a hard drive, partition a hard drive and load Windows. Participants will discover how to add new cards such as video, sound or modem, and add new peripherals, including printers and scanners. Learn how to download and install driver updates from the manufacturer’s web site. Handouts included. Prerequisite: Be Your Own PC Tech Part I, or some knowledge of PC hardware. CRN #31325 1 Friday, 9/29, 9 a.m.-4 p.m. MCC Bldg. LRC B142 (limited seating) Fee: $95 Instructor: Stuart Lipman

Security: Securing Your Identity in the Information Age
The Federal Trade Commission released a report in September of 2003 naming identity theft as the fastest growing crime in America today. Based on their statistics, 9.9 million Americans were victimized by identity theft last year alone. The FTC warned that these thefts cost businesses $48 billion and $5 billion in out-of-pocket expenses to individuals in 2002. Nearly one in eight U.S. adults has been victimized by identity theft in the last five years. This course will demonstrate to students how to determine whether or not their identity has been stolen, what to do if their identity was stolen, as well as methodologies to safeguard one of the most important assets they have—their good name. CRN #31327 2 Thursdays, 11/2-11/9, 2-5 p.m. MCC Bldg. LRC B141 (limited seating) Fee $95 Instructor: John Gialluca
C# Programming: Ride the Next Wave
This course provides an introduction to the C# language and the .NET platform. Mastery of the syntax lets you spend your time building applications instead of fighting the compiler. Platform skills show you the performance implications of language features, let you take advantage of the services such as garbage collection and object finalization, and allow you to perform practical tasks such as deployment. C# provides all the features expected of a modern object-oriented programming language: class, interface, inheritance, polymorphism, encapsulation, etc. In addition, the language offers some new and powerful innovations such as properties, indexers, delegates, events and attributes. Department of Labor statistics show an increasing demand for C# programmers. Ride the next wave! Required text: Beginning Visual C# 2005, Watson & Nagel, available at the MCC Bookstore.

CRN #31328 4 Mondays, 9/18-10/9, 6-9 p.m. MCC Bldg. LRC B142
Fee: $195
Instructor: Chuck Schwartz

Introduction to C++ Game Programming
This course teaches the basics of game programming using C++ as the development language and DirectX as the graphics library. Students will learn to write a shell Windows program that can be used as the basis for any application. Students will develop the application by adding the code needed to initialize DirectX, as well as create and manipulate DirectX objects, such as surfaces and textures. Gaming topics include sound, animation, game engines, game editors, manipulating a virtual world, programming quests, and more. Instructor provides handouts.

Prerequisite: Understanding of general programming techniques.

CRN #31329 5 Mondays, 10/30-11/27, 6-9 p.m. MCC Bldg. LRC B142
Fee: $195
Instructor: Clayton Walnum
Romantic Dinners for the Holiday …
Or Anytime
Come alone or register for two! Romantic gourmet dinners sometimes bring together those who not only have a great appreciation for food, but who also share a passion for cooking together. Students will experience dishes that will rival those of a fine restaurant. Expect main course dishes of Tenderloin of Pork Flambe with Red Wine and Shiitake Mushroom Sauce, and Trout Meuniere, both paired with tasty and creative complementary side dishes. You’ll discover how easy it is to make gourmet dinners like these! Materials fee: $25, payable to instructor at the beginning of the first class.

CRN #31538 2 Wednesdays, 10/11-10/18, 6:30-9:30 p.m.
MCC Bldg. Lowe L292 (North Kitchen) Fee: $75
Instructor: Carol Lazzeri-Casey, inspired by her Italian family where the kitchen was the center of all household activity, has written two cookbooks in the “Savour the Flavour Series”: There’s No Such Thing As Too Much Garlic (A Book for “Garlicaholics”) and The Heat’s On, Baby! (A Book for Chile Heads). Her books take her on tour for cooking classes and demonstrations at various venues and food festivals throughout the year.

Easy and Flavorful Pasta Sauces for Fall
Don’t you just love the warm comfort that pasta creates ... especially when the air starts getting crisp and the leaves begin to fall? But who says that you have to serve pasta with traditional tomato sauce? Students will begin the trail of countless choices with Wild Mushroom Sauce over Egg Noodles; Vegan Spinach Lasagna; Artichoke and Tomato Sauce over Angel Hair Pasta; and Ravioli with Gorgonzola and Toasted Walnut Sauce. Easy dishes ... fantastic flavors! Materials fee: $15, payable to instructor at the beginning of the first class.

CRN #31539 1 Saturday, 10/28, 9:30 a.m.-1:30 p.m.
MCC Bldg. Lowe L293 (South Kitchen), meet at Cheney Dining Room Fee: $50
Instructor: Carol Lazzeri-Casey

All About Sourdough
“...The pyramids built Egypt ... and bread built the pyramids.” (National Geographic) This bread, eaten in 2740 B.C., was yeast leavened by using the yeast spores and bacteria that naturally exist in the air. Modern yeast-leavened breads are now what we call sourdough. This bread was so prized that Columbus had a sourdough starter on board when he reached the New World in 1492. Prospectors in 1849 California carried starters in their backpacks and were prepared to make bread or pancakes wherever they made camp. The Alaskan gold miners in the 1890s were called “Sourdoughs.” Maybe we’re not interested in making bread like ancient Egyptians, explorers, or prospectors, but we are interested in baking sourdough bread. We will make and sample sourdough bread; pizza with a sourdough crust; sourdough cinnamon buns; eye bread; cranberry quick bread; and sourdough pancakes. Participants should bring a medium-sized bowl and two cotton towels to class.

CRN #31547 1 Saturday, 9/30, 12:30-4 p.m.
MCC Bldg. Lowe L293 (South Kitchen) Fee: $45
Instructor: Dorothy Alderman attended the Culinary Institute of America and the Institute of Gastronomy and Culinary Arts. She has been teaching cooking and baking for more than 20 years.

Pie Workshop
Pies, pies, pies! Pear, squash, apple, pumpkin, and grape. Single crust, double crust, lattice, and free form. Master tender, flaky pastry just in time for Thanksgiving. It is easier than you think. Participants should bring dish towels, a sharp knife, a medium-sized bowl, and a pastry blender to class. Materials fee: $8, payable to instructor at beginning of class.

CRN #31548 1 Saturday, 11/11, 12:30-4 p.m. MCC Bldg. Lowe L293 (South Kitchen), meet at Cheney Dining Room Fee: $45
Instructor: Dorothy Alderman

Coffee Cakes and Breakfast Breads
Kick up breakfasts for the holidays, or any day, with easy-to-make coffee cakes and breakfast breads. Your friends and family will think that you put many hours into their preparation, but only you will know how simple they are to be. These coffee cakes take no time at all, because they are quick breads leavened with baking powder. Just mix, bake and serve, or freeze for stress-free entertaining or unexpected guests. Our tasty selection will please everyone. We will bake and share Mediterranean Party Loaf, Baked Oatmeal, Lemon Poppy Seed Muffins, Bottom-of-the-Box Coffee Cake, Chocolate Nut Cranberry Loaf, Coconut-Banana Snack Cake, and Jam-Topped Quick Cake. Participants should bring a medium-sized bowl and two cotton towels to class.

CRN #31549 1 Saturday, 12/2, 12:30-4 p.m. MCC Bldg. Lowe L293 (South Kitchen), meet at Cheney Dining Room Fee: $45
Instructor: Dorothy Alderman

Little Foods: Exploring the Small Food Traditions of the Mediterranean
From Spanish tapas bars to the cafes of Italy and France, from Moroccan open air markets to the Turkish mezes table, the Mediterranean provides us with a rich and varied tradition of small-bite eating—what we generally think of as appetizers. In this two-session course, you will learn about these varied traditions, and you will cook and taste your way to a deeper understanding of this style of eating, one small bite at a time. Participants should bring a sharp knife, dish towels, and pot holders to class. Materials fee: $30, payable to instructor at the beginning of the first class.

CRN #31577 2 Wednesdays, 9/20-9/27, 6:30-9 p.m.
MCC Bldg. Lowe L292 (North Kitchen) Fee: $70
Instructor: David deMercado is the owner and chef of “Dinner As You Please Chef Service,” which provides custom-designed menus in the home to time-challenged professionals and for parties of any occasion. Chef David also teaches several multi-course classes at Glastonbury High School through their Adult Continuing Education Program, and frequently gives large and small group cooking demonstrations throughout the area.

Of Similar Interest:
• “Business Success Through Good Table Manners” on page 59
Flavor and Taste: Unlocking the Key to Making Food Taste Great

Sweet and sour, bitter and salty—these aspects are everywhere in cooking. We all know that the ability to taste and adjust is at the heart of great cooking, but how often do we get a chance to explore and experiment with flavor and taste? In this two-session course, you will be part of an experimental taste and recipe laboratory, and you will be encouraged to comment on the various foods that will be prepared, including marinades, vinaigrettes, and sauces. Great tasting recipes that focus on an array of balanced flavors will be deconstructed and sampled, using a simple method that the instructor will share with you. You should bring a sharp knife, dishtowels, and pot holders to class. Materials fee: $20, payable to instructor at the beginning of the first class.

CRN #31609 2 Wednesdays, 11/1-11/8, 6:30-9 p.m.
MCC Bldg. Lowe L292 (North Kitchen) Fee: $70
Instructor: David deMercado

Fish and Shellfish: The Ocean’s Bounty

Discover how to make the most of fresh seafood, which is brimming with nutrition and low in calories and fat. In this hands-on class, prepare Seafood Newburg, cod and vegetables en Papillote, and a scrumptious almond-encrusted salmon. Shellfish dishes include shrimp scampi, spicy shrimp sauté, and sea scallops Americaine. Participants will learn proper selection and handling of fish and shellfish, and how to prepare complementary sauces for seafood dishes. Materials fee: $15, payable to instructor at beginning of class.

CRN #31546 1 Saturday, 9/23, noon-4:30 p.m.
MCC Bldg. Lowe L293 (South Kitchen) Fee: $60

The Versatile Vegetable

Learn how to prepare a variety of vegetables, with recipes designed to retain quality, nutrient values and flavor. We’ll start by learning how to select the freshest produce and discuss unique ways to make ordinary, everyday vegetables extraordinary. Then, breaking into groups, you will prepare one of the following: maple glazed butternut squash, braised cabbage, zucchini pancakes, or green bean basquaise. We will also discover the secrets of preparing Vichy carrots, ratatouille, steamed artichokes with lemon butter, fresh salsa, and bruschetta. Vegetable garnishing will also be demonstrated. Learn just how versatile and tasty veggies can be. Materials fee: $15, payable to instructor at beginning of class.

CRN #31543 1 Saturday, 10/14, noon-4:30 p.m.
MCC Bldg. Lowe L293 (South Kitchen) Fee: $60

Soups

The cold months of winter, with howling winds and freezing temperatures, will soon be upon us. There’s nothing nicer than sitting the family down to a hot, mouthwatering, nutritious homemade soup when it’s too cold to enjoy the outdoors. Tasty and nutritious soups can be used to accent a wonderful meal or can serve as the main entrée. In this workshop, you’ll learn about the three categories of soups—clear, thick and special soups. Then, for the hands-on part of the class, participants will pair up to prepare a soup from a list that includes homemade chicken soup (“Jewish penicillin”), black bean, shrimp bisque, butternut squash puree, New England clam chowder, French onion, minestrone, and roasted tomato. Materials fee: $10, payable to instructor at the beginning of class.

CRN #31546 1 Saturday, 11/18, noon-4:30 p.m.
MCC Bldg. Lowe L293 (South Kitchen) Fee: $60
Instructor: Carl Stafford is an associate professor in Hospitality Management at MCC. He has been in the food industry for more than 25 years.

Vegetarian Indian Cuisine

This course will introduce students to sattvic foods, which means “pure.” This manner of Indian cooking is based on fresh vegetables, whole grains, lentils, fruits, and spices. Students will learn how to prepare roties (breads); chapattis (different grains); soups; lentil and vegetable dishes; and various desserts and drinks. These meals are simple, quick and tasty, and direct from India! Materials fee: $25, payable to the instructor at the first class.

CRN #31536 3 Fridays, 9/8-9/22, 6:30-8:30 p.m. MCC Bldg. Lowe L292 (North Kitchen) Fee: $95
Instructor: Davender Khokhar has taught Indian cooking to groups and private students. She also cooked for ambassadors to India, as well as teaching them about basic nutrition. In addition to her culinary background, Davender teaches yoga and Hindi language classes at MCC.

Chai, Curries, and Chutneys

The hallmark of Indian cuisine is in its variety of flavors and aromas. Asian Indians use exotic spices and numerous types of blends in preparing a variety of dishes. The usual Indian meal consists of at least one curried dish and a condiment such as chutney (a relish made of fruits, spices, and herbs). North Indians are also fond of chai, a tea blend mixed with herbs and spices to enhance the flavor, as well as to add healing properties. This class will focus on these three components of a typical Indian meal. Students will learn to make a variety of curried dishes; chutneys and other condiments; and chai tea and other drinks. Materials fee: $15, payable to instructor at first class.

CRN #31537 3 Sundays, 11/5-11/19, 10 a.m.-1 p.m. MCC Bldg. Lowe L293 (South Kitchen), meet at Cheney Dining Room Fee: $99
Instructor: Shalini Sharma was born and raised in India, and enjoys experimenting with different styles of cooking. She earned her bachelor’s and master’s degrees from Meerut University, India, as well as a diploma in Indian classical dance.

Introduction to Wine

This three-session course is designed to teach the fundamentals of wine from the viticultural aspect to the enology aspect to the appreciation aspect. The three basic wine grapes will be explained, and wines made from each of them will be tasted and evaluated. The five basic grape categories will be explained and many wines from these categories will be studied, tasted and evaluated, including appetizer wines, fortified wines, late harvest wines, ice wines, red and white table wines, and sparkling wines. This course is for anyone who really wants to understand and enjoy the basics of wines. There will be tasting each week; attendees should bring snacks to munch on. Register early, as enrollment is limited to 20 participants. Materials fee: $70, for the three sessions, payable to instructor at the beginning of class.

CRN #31540 3 Fridays, 9/29-10/13, 6:30-9:30 p.m.
MCC Bldg. Lowe L213 Fee: $75
Instructor: Gene Spaziani is a retired MCC professor who started the first wine classes in Connecticut at MCC in the early 1970s. He is a noted wine journalist and author who writes the weekly wine column for the Journal Inquirer.

Participants in Cuisine classes should bring aprons, potholders, a knife, and containers for leftovers.
**The Magnificent Wines of California**

For more than 250 years, wines have been made in California and nearly 85 percent of all wines consumed in America today are made here. If California was a country, it would be the fourth largest wine producer in the world. This course will feature many of California’s most prestigious wines made from an assortment of premier producers hailing from several notable wine producing appellations. California wines have won numerous international citations and medallions, and the state now ranks among the world’s best producers. A dozen of these wines will be tasted and evaluated during an evening which promises to be a memorable one. You bring the foods to munch on, and we’ll supply the glasses. Register early, as enrollment is limited to 20 participants. Materials fee: $20, payable to instructor at the beginning of class.

CRN #31541 1 Friday, 11/3, 6:30-9:30 p.m. MCC Bldg. Lowe L294 (Cheney Dining Room) Fee: $25

Instructor: Gene Spaziani

**Pinot Noir vs. Merlot**

The popular wine movie, “Sideways,” helped to improve the reputation of the finicky Pinot Noir red wine variety, while ridiculing and chastising the Merlot red variety. We will go head-to-head by tasting Pinot Noir and Merlot red wines in blindfolded panels of two. You will taste and evaluate each wine without knowing beforehand which wine is which. It promises to be an interesting evening of wine-tasting, and your observations, scores and comments should be equally interesting. Perhaps Merlot is not as bad as stated in “Sideways,” and maybe Pinot Noir is not as good ... we shall taste and see. The history of each wine will be described and explained. Register early, as enrollment is limited to 20 participants. Bring food to munch on, and we’ll supply the glasses. Materials fee: $20, payable to instructor at the beginning of class.

CRN #31542 1 Friday, 12/1, 6:30-9:30 p.m.

MCC Bldg. Lowe L294 (Cheney Dining Room)

Fee: $25

Instructor: Gene Spaziani

**Introduction to the Hospitality Industry**

This survey course will encompass three major areas of the hospitality industry: the food service industry, including restaurants, institutions, clubs and schools; the hotel-motel industry, including travel and tourism; and hospitality management theories, styles and laws. Career opportunities are emphasized in each area. Please note: this course is being offered in conjunction with MCC’s regular credit course, HSP 100; a limited number of seats have been set aside for credit-free students. Course requirements and fees are different for credit students.

CRN #31545 14 Wednesdays, 8/30-12/6 (does not meet 11/22), 4-6:50 p.m. MCC Bldg. Lowe L243

CRN #31544 28 sessions, Tuesday & Thursday, 8/31-12/12 (does not meet 11/7 & 11/23), 12:30-1:50 p.m. MCC Bldg. AST C211

Fee: $295

Instructor: Jayne Pearson is the department chair of Hospitality Management and professor of Food Service Management at MCC. She received her B.S. and M.A. from the University of Connecticut.

**Connecticut Cultural Heritage Arts Bus Tour: Eastern European Traditional and Sacramental Art**

This tour visits the studio of iconographer and community scholar, Marek Czarnecki, who will demonstrate icon painting and discuss the history and use of this art form. After lunch at the studio, which is included in the course fee, Czarnecki will guide the tour to Terryville, CT, to see the remarkable icon screen at St. Michael’s Ukrainian Church and the extraordinary traditional egg painting done by Father Paul Luniw. We will then travel to St. Stanislaus church. Tour-goers can enjoy the outdoor festival. Purchase of food at the outdoor festival is an additional cost.

CRN #31629 1 Saturday, 9/9, 10 a.m-6:30 p.m. Bus tour leaves from and returns to MCC, Parking Lot C (there is no classroom). Fee: $75

Instructor/Tour guide: Lynne Williamson received a graduate degree from the University of Edinburgh, Scotland, has been a museum professional for nearly 30 years, and is an adjunct instructor at the University of Hartford. She is director of the Connecticut Cultural Heritage Arts Program at the Institute for Community Research, a Hartford-based, statewide, folk arts initiative. Lynne led each of the three cultural bus tours during the spring ’06 session.

**Attention Cuisine Students**

The Cheney Dining Room is presently undergoing construction, but should be available in time for some of the courses being held later in the fall semester. This will not affect the schedule of the courses listed in the catalog – only the dining room location of your culinary course. If this change applies to your class, then you will be notified personally by Credit-Free Programs. Also, if your class meets on Saturdays or Sundays at MCC, please be aware that Parking Lot B is closed on the weekends and that you should use Lot C. Refer to the Campus Map on page 26.
Film Forum Fridays: American Mythology

Although their glory days have long past, Western movies (the “cowboy pictures” of old) linger nostalgically as American cultural mythology. The major themes of the Western boil down to the elemental battle between good and evil—white hats vs. black hats, and the white hats inevitably won. Or did they? Through four classic Westerns, we will trace how the simplistic notion of good guys and bad guys became increasingly ambiguous, and how heroes and villains became harder to define. Did we also mention that these flicks are smashing entertainment? Join us for lively after-film discussions and a great night out at the movies.

“Shane” (1953, 118 minutes, unrated)
“Shane! Come back!” There wasn’t a dry eye in the house when young Brandon de Wilde shouted that plea to Alan Ladd’s mysterious gunfighter, as he rode away after helping homesteaders fight off murderous ranchers. George Stevens directed and shot the film against the majesty of Wyoming’s Teton mountain rangé, bringing myth to life before audiences’ eyes.

“The Searchers” (1956, 119 minutes, unrated)
John Wayne called his role as Ethan Edwards his favorite, which is ironic, considering that Ethan is a murderous racist set on killing his niece, who is captured by marauding Comanches, rather than have her raised by “savages.” In the film’s famous final image, Ethan symbolizes the fading old West, as he is literally left outside while his reunited family looks to a settled future in the new West.

“The Wild Bunch” (1969, 146 minutes, rated R—under 17 requires accompanying parent or legal guardian.)
When it was first released, in a severely truncated form, Sam Peckinpah’s elegiac epic of the destruction of a band of aging bandits at the dawn of the 20th century was vilified for its protracted and explicit violence. The film effectively destroyed the white hat vs. black hat myth and rendered the Western as we knew it extinct. We will show the restored director’s cut.

“Unforgiven” (1992, 131 minutes, rated R—under 17 requires accompanying parent or legal guardian.)
Director and star Clint Eastwood, the heir apparent to John Wayne’s throne, played against type as an aging, reformed gunslinger who is called away from his bucolic life to right wrongs committed against prostitutes in a rough town run by a sadistic sheriff (Gene Hackman). The movie’s dark final sequence refutes the fiction of the hero’s gunslinger created by dime novelists who roamed the West searching for sensational stories.

CRN #31628 4 Fridays, 9/8-10/6 (does not meet 9/22), 6:30-9:30 p.m. MCC Bldg. V5 V151 Fec: $60
Instructor: Steve Starger is an author and former film critic. He contributed an essay to the program book for the 1992 Katharine Hepburn Film Festival at the University of Hartford and was a panelist at the 2005 Hartford Jewish Film Festival.

Eastern European Culture through Film
Can you imagine a great battle on a frozen lake in 1242 A.D.? This event happened when the Teutonic knights of Germany attacked Russia. Alexander Nevsky, the Prince of Russia during that time, used ingenious tactics to win the battle. By viewing the film, Alexander Nevsky, you will experience one of the most intriguing epics of all time. In another session you will view Ukrainian filmmaker Alexander Pushkó’s 1935 classic, The New Gulliver, which is one of the first full-length animated movies ever made and includes over 1500 puppets. Also included will be Russian classics, The Stone Flower, which won the Cannes Award in 1946, and the 1953 film, Sadko, which won an award in Venice, Italy. Rounding out the selections will be a film based on a novel by Polish Nobel Prize winner, Henryk Sienkiewicz, In Desert and Wilderness, and a movie adaptation of the famous Russian heroic poem, Ilya Muromets. Some of the films are in English, and others use English subtitles. Throughout the six weeks, the focus of discussion will be on Eastern European culture, arts, customs, and history.

CRN #31413 6 Fridays, 10/13-11/17, 7-9 p.m. MCC Bldg. V5 V151 Fec: $75
Instructor: Rima Martin is a native of Lithuania and speaks Lithuanian, Russian and Polish. She has been teaching all three languages at MCC since 2002.

Understanding the United States Constitution
The United States Constitution provides a blueprint for the organization of the American political system. From the separation of powers to the system of checks and balances, the U.S. Constitution creates a mechanism for political decision-making. How does this mechanism work? What are its basic procedures? What are some of its flaws? Although the Constitution provides the foundation of the American political system, many Americans have only a limited understanding of its fundamental structure and principles. This course will provide an introduction to the structure and evolution of the Constitution, and a guide to some of the controversies surrounding its interpretation.

CRN #31615 5 Mondays, 9/25-10/30 (does not meet 10/9), 3-4 p.m. MCC Bldg. LRC B207 Fec: $25
Instructor: Angelo Messore is a professor of political science and economics at MCC.

Town Meeting of Connecticut Blues
How’s your mood? Depressed? Angry? Appalled? Turned off? Incredible? Scared? Try word associations: dysfunctional, unethical, Congress, corruption, Lieberman, lame duck, immigrant, global warming, suicide bomber, lobbyist, Delay, Homeland Security, mean spirited, money, debt, investigation, impeachment ... and one more: WAR! Meanwhile, there’s “cut and run,” cover up, terrorism, gallon of gas, suicide bomber, lobbyist, Delay, Homeland Security, mean spirited, money, debt, investigation, impeachment ... and one more: WAR! Meanwhile, there’s “cut and run,” cover up, terrorism, gallon of gas, gesundheit. Don’t stifle those urges ... to scream, swear, throw up, move to Canada, not vote. Come rain, roll and regurgitate with us. A committed group of impressive senior rabble are eager to step up in the name of patriotism and take a swing for our Constitution, our reputation, our grassroots, and our beloved country which seems so far away. We will be aided and abetted by well-informed guest speakers, gutsy videos, and the words and wit of your host, a veteran, retired Connecticut newspaperman.

CRN #31619 6 Fridays, 9/29-11/3, 11 a.m.-12:30 p.m. MCC Bldg. AST C203 Fec: $39
Instructor: Charles F.J. Morse has spent a lifetime lamenting, laughing and languishing in Connecticut’s governments and politics. He retired from the Hartford Courant (before Chicago) after a 38-year career observing, reporting, interpreting, editing, and columnizing moments of glory and contrasting pratfalls in this wonderful state of New England blueness.
**Musical Theater Dance**

Shy newcomers, budding stars, and rusty hoofers are all welcome to kick up their heels in this Broadway-style dance technique class. Have fun while you learn to move gracefully, project a character, and handle props within the choreography of the traditional musical theater dance genre. This course will have you toning, stretching and sweating in an environment where all ages and levels of experience are welcome. Jazz shoes are recommended, but not required. Please wear comfortable, loose-fitting clothes.

**CRN #31591** 6 Tuesdays, 9/19-10/24, 6:15-7:30 p.m.
**MCC Bldg. AST E113 (Auditorium Backstage)** Fee: $75

Instructor: *Ann Quinn*, a graduate of MCC, also holds a degree in dance from Connecticut College and a master’s degree from Rensselaer. A professional dance educator for more than 20 years, she has taught many styles of dance, including jazz, tap, and musical theater, and currently teaches in the performing arts college of the University of Hartford and at Kingswood-Oxford School.

**Unleashing the Diva Within through Kripalu Danskinetics™**

Love to dance? Hate to exercise? Get fit the fun way with Kripalu Danskinetics™. A fusion of Kripalu yoga and dance, Danskinetics™ is a well-rounded workout for the body and soul. Learn to release tension and stress. Move with confidence and ease as you connect with others in a supportive, non-judgmental environment. Each session begins with gentle yoga warm-up postures, followed by a period of fun, lively dance, and a rhythmic cool-down. Classes end with deep relaxation exercises. No previous experience is required to join in the fun while energizing the spirit! Please bring mat and drinking water.

**CRN #31526** 8 Mondays, 9/18-11/13 (does not meet 10/9), 6:30-7:45 p.m. **EHCCC Room 1**

**CRN #31527** 8 Thursdays, 9/21-11/9, 7-8:15 p.m.
**MCC Bldg. Lowe L155 (Aerobics Studio)** Fee: $50

Instructor: *Ludwika “Vicky” D’Agostino* is a certified Kripalu Danskinetics™ instructor who teaches at a studio in South Windsor. She is also a puppeteer, singer, songwriter, and music/theater enthusiast.

**Ballroom Dancing I**

No experience required! Anyone can learn the fox trot, the waltz, and some swing and jitterbug steps in this fun and relaxed course. Enrollment is limited to 15 pairs of dancers. It is recommended that you register with a partner. **Class is held at Burton Dance Studio, 63 Linden St., Manchester.**

**CRN #31592** 7 Tuesdays, 9/12-10/24, 6:15-7:30 p.m.  
Fee: $89 (per person)

Instructor: *Beverly Burton* has been a dance teacher for more than 40 years.

**Ballroom Dancing II**

Don’t stop now! You’ve learned the basic steps, and you actually started having fun in those last couple classes of Ballroom Dancing I, didn’t you? Well, what better time to improve your skills and learn new dances than now? The basic dances—foxtrot, waltz and swing—will be reviewed, and new steps will be taught, depending on the interest and ability of the class. Some Latin dances will also be included, such as the rumba, Merengue, and salsa. Participants should have taken Ballroom Dancing I or have permission of the instructor. It is recommended that you register with a partner. **Class is held at the Burton Dance Studio, 63 Linden Street, Manchester.**

**CRN #31594** 7 Tuesdays, 9/12-10/24 7:45-9 p.m. Fee: $89 (per person)  
Instructor: *Beverly Burton*

**Jump, Jive an’ Wail—Swing Dance**

Join the swing dance revival that’s sweeping the country. Find out why everyone’s having so much fun discovering and mastering the dances their parents did when they were young. Learn the intimacy and romance of ballroom dancing with the high-energy excitement of early rock ‘n’ roll dancing. The music is great, too! Depending on the interests of the class, learn and practice basic steps of the jitterbug, Lindy and more. Enrollment is limited to 15 pairs of dancers. It is recommended that you register with a partner. **Class is held at Burton Dance Studio, 63 Linden St., Manchester.**

**CRN #31593** 7 Thursdays, 9/14-10/26, 6:15-7:30 p.m.  
Fee: $89 (per person)  
Instructor: *Beverly Burton*

**Tango Dancing**

Enjoy learning the dance that has become so popular throughout the world. You will learn the basic tango, in addition to such variations as corté, fan, dip fandango, and others. It is recommended that you register with a partner. Enrollment is limited to 15 pairs of dancers. **Class is held at Burton Dance Studio, 63 Linden St., Manchester.**

**CRN #31595** 7 Thursdays, 9/14-10/26, 7:45-9 p.m.  
Fee: $89 (per person)  
Instructor: *Beverly Burton*

**Latin Dance for Beginners I**

If you got excited about the TV contest, “Dancing with the Stars,” and wished that you were a part of it, or if your desire is to become a potential dance competitor in “So, You Think You Can Dance?,” then this is the class for you. You will learn how to master sensual and hot Latin rhythms, such as salsa, Cumbia, and Merengue. Students will also be introduced to other Caribbean rhythms, such as cha-cha, mambo, and Bachata. Non-marking, athletic shoes must be worn. Please bring a combination lock to store your personal belongings during class.

**CRN #31442** 8 Wednesdays, 9/27-11/15, 7-8 p.m.  
**MCC Bldg. Lowe L155 (Aerobics Studio)** Fee: $90  
Instructor: *Oswaldo Tirano*, a native of Colombia, learned Latin dance as part of his cultural heritage. He has studied theater, puppetry, dance and voice at the National University and National School of Dramatic Arts in Colombia. Currently, he is the director of the Grasshopper Puppet Theater and conducts performances and workshops in area schools.

**Latin Dance for Beginners II**

As a follow-up to Latin Dance for Beginners I, this class is for those who have strong Latin foot work and know basic turns with their partners. Students will learn how to become strong leaders and attentive followers, while learning a wide variety of turns based on “cross-body lead” and “salsa step.” There will be warm-ups using other rhythms, such as Merengue, Bachata, and cha-cha. Non-marking, athletic shoes must be worn. Please bring a combination lock to store your personal belongings during class.

**CRN #31441** 8 Wednesdays, 9/27-11/15, 8:15-9:15 p.m.  
**MCC Bldg. Lowe L155 (Aerobics Studio)** Fee: $99  
Instructor: *Oswaldo Tirano*

Of Similar Interest:

- “Broadway Musicals” on page 32
DANCE

Middle Eastern Belly Dance for Beginners
Contrary to popular belief, most belly dancers do not look or dress like Barbara Eden in “I Dream of Jeannie.” Middle Eastern dance derives from the folk dances commonly performed at weddings and the traditional celebrations of Arabia, Turkey, and North Africa. Whether wearing ethnic costume or modern dancewear, Middle Eastern dancers come in all shapes and sizes. Today, this dance form can be seen at family gatherings from Morocco to Istanbul, in restaurants throughout Europe and America, and on the Broadway stage. By breaking down their unique, undulating movements into simple components, almost anyone can learn essential Middle Eastern dance steps, regardless of previous dance experience. Belly dancing is a fun-filled exercise that is especially helpful in toning thigh, hip, and abdominal muscles. Participants must be at least 16 years of age. Appropriate exercise or dance clothing (sweats, leotards, t-shirts and gym shorts, etc.) and footwear (jazz shoes, ballet slippers or socks) are recommended. Repeat students are welcome.

CRN #31443 8 Tuesdays, 9/26-11/14, 6:30-8:30 p.m.  
MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $99  
Instructor: Tony Leshinski (Hijara) has performed Middle Eastern dance since 1989 and is a founding member of Desert Moon Dancers, one of Connecticut’s premiere Middle Eastern dance troupes. He has taught Middle Eastern dance classes through several adult education programs since 1998.

Dances of the Gods: Indian Classical Dance
Indian classical dance originated in temples, where it was used to illustrate the Hindu mythologies. However, you don’t have to be from South Asia to enjoy and benefit from the Dances of the Gods. In this fun and informative workshop for the novice, participants will learn a combination of various dance forms from India that combine body movement and yogic mudras (hand positions that form part of a Hindu prayer and that are believed to possess healing qualities). The combined techniques are designed to enhance strength and flexibility. Students will start with warm-up and stretching exercises and move into basic dance steps, learning to dance to music, learning to dance to slow and faster rhythms, moving with ease, working with yogic mudras, learning step coordination, working on dance routines and group dances, and learning to dance to the complex and soul-stirring drum beats of Indian classical music. Wear comfortable dance/exercise attire and footwear (jazz shoes, ballet slippers or socks). Optional hand cymbals and anklets are available from the instructor for an additional $6 fee. Please bring a combination lock to store your personal belongings during class.

CRN #31596 8 Fridays, 10/13-12/8 (does not meet 11/24), 6:30-8:30 p.m.  
MCC Bldg. Lowe L155 (Aerobics Room) Fee: $99  
Instructor: Shalini Sharma holds a diploma in classical dance from India. She has performed on stage in India and has participated in several cultural events and festivals in the United States.

NEW

Drama

Introduction to Acting
Do you want to have fun, laugh a lot, and let the actor in you out? Everyone can act; everyone can improvise. Using specifically designed exercises and structured improvisations, you will perform in a comfortable environment where you will shine as you take your first steps on stage. This type of training provides a foundation of ease and freedom, not only for further dramatic training, but also for the social and professional interactions in your everyday life. If you want to build confidence, think creatively on your feet, and inspire your imagination, then this is the course for you. No previous experience is necessary. Participants must be at least 18 years old.

CRN #31437 8 Wednesdays, 9/27-11/15, 7-9 p.m.  
MCC Bldg. AST E113 (Auditorium Backstage) Fee: $115  
Instructor: Deb Popillo is an actress and director for a professional acting troupe and of many community theater productions. She has been teaching acting for more than 19 years at MCC, and also currently works as a casting director for videos, industrials, and commercials.

Advanced Acting
The growth of an actor is a continuous process. This course will present the actor with challenging scene-study situations designed to improve acting and script-analysis skills. Students will learn to see themselves as instruments, recreating human behavior with ease and comfort through a system that gives the actor verbal, physical and emotional freedom when on stage. You’ll learn the process that goes into developing a character and what goes into making a performance believable. Choose your own play, or the instructor will provide a script for you. Students will be encouraged to work outside of class with their scene partners. Some prior experience in the theater is preferred.

CRN #31582 9 Mondays, 9/18-11/20 (does not meet 10/9), 7-9 p.m.  
MCC Bldg. AST E113 (Auditorium Backstage) Fee: $130  
Instructor: Deb Popillo

For theater fans and students, this course is an opportunity to explore what makes Broadway musicals unique and special in the world of theater. What shows have been hits and why? Which ones are the famous flops? The successful revivals? The shows that have gone from Broadway to Hollywood, and the reverse? Who are the top composers, lyricists, and producers? The answers to these questions and more will be elucidated for you. Class sessions will include viewing videos of various production numbers, listening to selections from original Broadway cast albums, and opportunities for students to present their favorites.

CRN #31626 3 Wednesdays, 10/18-11/1, 6-8:30 p.m.  
MCC Bldg. Lowe L240 Fee: $60  
Instructor: Barbara King is a lifelong theater devotee and has worked in professional summer stock. She has an M.A. in history, has taught high school and college history and psychology, and has been a trainer in business and state government.

www.mcc.commnet.edu

Continuing Education (860) 512-2800
DRAMA

Introduction to Commercial Acting

Ever watch a TV commercial and think, “I can do that!” Don’t know where to start? This class is your opportunity to get acting basics, while enhancing your communication skills and building confidence in a relaxed, stress-free environment. This class will explore varied acting and improvisational skills targeted specifically to the needs of a potential commercial audition. Each week will involve feedback and critique of class work. Students should bring a blank VHS video tape to record class work for home viewing. Students should also be at least 18 years old.

CRN #31512 6 Mondays, 10/30-12/11 (does not meet 11/13), 6:30-9 p.m. MCC Bldg. LRC A108 Fee: $95
Instructor: Michelle Pawelina-Martins is a professional actress, motivational speaker and trainer for the “Making It Count” programs, and a certified teacher. She has appeared in more than 20 professional productions in theaters from New York to Florida, and in nearly 40 commercials, films, and industrials. She also completed the teaching certification program at Southern Connecticut State University.

Success in Soap Operas, TV Commercials and Film

For aspiring actors, Ron Millkie offers a step-by-step, no-holds-barred seminar on breaking into soap operas and TV commercials. His course is open to people of any age from teen-agers on up, and including beginners! The program features acting for “soaps” and provides pertinent information on blocking, scene interpretation, character analysis, and how to get into the American Federation of Television and Radio Artists. Participants will be videotaped in-class, and one student will be selected to spend a day in New York with the instructor to meet a series of casting directors and agents. Don’t miss this extraordinary opportunity to make a difference in your career! Students should bring a blank VHS video tape to record class work. Students should also be at least 18 years old.

CRN #31641 2 sessions, Saturday & Sunday, 10/21/-10/22, noon-6 p.m. MCC Bldg. V6 V127 Fee: $149
Instructor: Ron Millkie is a professional actor who has appeared in several movies, a Broadway national tour, off-Broadway plays, commercials and daytime television.

Introduction to Voice-Over: Put Your Mouth Where the Money Is

The voices that you hear behind TV commercials and movie trailers belong to real people who make good money doing what they do. Learn about the many opportunities that exist in the world of voice-overs and how you can become part of that world. Commercials, industrial films, narrations, characters and animation are just a few of the possibilities waiting for good voice-over artists. Students in this course will learn what producers are looking for, where the auditions are, the pros and cons of having an agent, and much more. Turn your natural speaking voice into a fun and lucrative career. An invitation to tour a Hartford area recording studio will be extended to those who are interested.

CRN #31627 4 Fridays, 10/13-11/3, 7-9 p.m. MCC Bldg. V6 V162 Fee: $50
Instructor: Eric Michael Summerer is a professional voice-over artist and producer with years of experience in the radio and recording industries. Commercial and narration clients include New Balance, Medco Health, Nestle, and SkillSoft. Eric will also be starring in upcoming games for the PlayStation and Xbox consoles.

ENGLISH AS A SECOND LANGUAGE

ESL: Write it Right!

At work, in school, or online—do you need to write sentences with better English grammar? Do you have problems with word order or verb tenses? This course will review elements of grammar and help you to develop your sentence writing skills through instruction and practice. Each unit of the workbook includes a variety of exercises on specific aspects of grammar. Short writing assignments for each unit provide practice and reinforcement of the topics. Students will also get immediate feedback from in-class writing assignment corrections. The required textbook includes links to online resources which provide students with additional opportunities for independent practice.

Prerequisite: Students should have a good working knowledge of spoken English and basic grammar. Required text: The Bedford/St. Martin’s ESL Workbook, available at MCC Bookstore.

CRN #31601 8 Wednesdays, 9/13-11/1, 5:30-7:30 p.m.
MCC Bldg. LRC A226 Fee: $160
Instructor: Marge Dill has been an adjunct instructor of English and English-as-a-Second Language at MCC since 1993. She is an avid traveler, has lived abroad, and enjoys working with and learning from students of different cultures.

ESL: Conversation, Customs and Culture

Do you want to practice your English while learning about American customs and culture? If you’ve been shy or worried about speaking English or making mistakes in social situations, you’re not alone. Join with other ESL students in a relaxed, informal atmosphere as we talk, laugh and learn about a wide variety of everyday, practical and social situations. Learn the meaning of idioms, listen to model dialogues, and discuss what to do in problem situations. Practice your communication skills as you share aspects of your culture with your classmates and explore your common interests. If possible, please bring some items from your cultural background, such as photographs, maps, music, or art, to the first class. Prerequisite: Students should be at a high beginner to intermediate level of spoken English. Recommended text: Culturally Speaking, 2nd edition, Genzel & Cummings, available at your local bookstore.

CRN #31599 8 Wednesdays, 9/13-11/1, 7:45-9:45 p.m.
MCC Bldg. LRC A226 Fee: $160
Instructor: Marge Dill
ENGLISH AS A SECOND LANGUAGE (ESL)

ESL Speech Development—Prepare for Real Life: Part 1
Effective communication in English is of critical importance for recent immigrants to achieve self-sufficiency. This is a high beginner/intermediate ESL course enabling students to communicate orally and in writing; understand the culture and civics (expected social behavior) of their new environment; and master life skills necessary to survive and thrive in American society. The course includes pronunciation practice, grammar, vocabulary, listening, and authentic communication exercises. The topics in Part 1 (Units 1-5) include the community and volunteering; leasing an apartment, tenant rights and responsibilities, and house emergencies; avoiding telemarketing fraud; traffic violations; incidents involving the police; booking a trip, staying at a hotel and evaluating travel packages; managing time; and the consequences of missed deadlines. The following grammatical materials will be covered: simple, continuous and perfect tenses; non-action verbs; gerunds; infinitives; and conditionals. Required text: Ready to Go, 4th edition, Saslow, available at MCC Bookstore. Materials fee: $5 for tapes payable to the instructor in the first class. CRN #31602 7 Tuesdays, 9/12-10/24, 5:30-7:30 p.m. MCC Bldg. LRC A226 Fee: $140 Instructor: Natalia Piendel worked eight years as a translator at Pratt & Whitney. She has extensive experience teaching college level English in Russia. She has also taught credit and non-credit courses at MCC.

ESL Speech Development—Prepare for Real Life: Part 2
This high beginner/intermediate course covers the second half (Units 6-10) of the textbook begun in ESL Speech Development—Prepare for Real Life: Part 1, although the student does not need to take Part 1 first, because the two sections of the textbook are independent of each other. The course includes pronunciation practice, grammar, vocabulary, listening, and authentic communication exercises. Part 2 will cover the following topics: supplies and services; making agreements and contracts; understanding different types of insurance; personal relationships; discussing controversial issues; elements of the U.S. judicial system; health, safety and nutrition; avoiding quackery; borrowing and money management; careers; writing a job history and résumé; changing jobs; and discussing job counteroffers. The following grammatical material will be covered: sentence structure; punctuation; reported speech; expressing regrets with “should have;” negative “yes/no” questions; compound sentences with “but” and “so;” and unreal conditionals. Required text: Ready to Go, 4th edition, Saslow, available at MCC Bookstore. Materials fee: $5 for tapes payable to the instructor at the first class. CRN #31603 6 Tuesdays, 11/7-12/12, 6:30-9 p.m. MCC Bldg. LRC A226 Fee: $150 Instructor: Natalia Piendel

Perfect Paragraphs
Everyone can use some help in learning how to write a better paragraph, especially those who are preparing for English composition and college essay writing classes. Students interested in taking this class should have a good working knowledge of English grammar and basic sentence writing skills. If that describes you, come and learn basic paragraph structure by reading and analyzing sample paragraphs, and find out how to build a paragraph sandwich. Discover different ways of organizing ideas in a paragraph. Practice strategies such as brainstorming, drafting, editing and summarizing. Learn to describe events, places, processes, and people; state and support the main idea; use examples and quotations; and write personal and business letters. Exercises in punctuation, sentence structure, and sentence combining techniques will be included. Mistakes common to beginner writers will be addressed. Please bring a three-ring binder with plenty of lined paper to class. Required text: Ready to Write, Blanchard, available at MCC Bookstore. Students are required to read and complete the first chapter prior to the first class. CRN #31600 8 Tuesdays, 9/12-10/31, 7:40-9:40 p.m. MCC Bldg. LRC A226 Fee: $160 Instructor: Natalia Piendel

Pronunciation Practice: Accent Reduction
Learning English as a second language represents a giant step forward for émigrés seeking a new life in the United States. The next step in the process may involve speaking English with a less pronounced accent. This course is designed for intermediate to advanced ESL students and workplace employees who already have a good command of the English language. The focus will be on improving quality, comprehension and consistency of spoken English. Special emphasis will be placed on reducing native accents and improving articulation, rhythm, intonation and connected speech. Students will find themselves overcoming communication barriers with new confidence, productivity will increase and improved integration will be evident in the workplace or academic environment. Students will need to submit three, 90-minute audio cassettes to the MCC Library prior to the start of classes to obtain the material necessary for class. CRN #31535 6 Mondays, 9/11-10/23 (does not meet 10/9), 6:30-8:30 p.m. MCC Bldg. LRC A108 Fee: $120 Instructor: Ricardo Canal earned a B.A. in English, with a concentration in writing, at the University of Hartford and an M.A. in TESOL (Teaching English to Speakers of Other Languages), with a concentration in linguistics, at Central Connecticut State University. He has done extensive tutoring in English and foreign languages, and also works at MCC’s Learning Center and Language Lab during the academic year.

TOEFL Practice: Preparation for the Test of English as a Foreign Language
Do you need to improve your reading and vocabulary skills for the TOEFL Exam, or want to get ready for college-level English courses? Designed for students with a good working knowledge of English, this course will focus on test-taking techniques and learning strategies to sharpen your reading and vocabulary skills. The workbook format will provide extensive practice with problems, exercises, reviews and practice tests to improve your skills and build your test-taking confidence. Required text: Reading & Vocabulary Workbook for the TOEFL Exam, 4th edition, Thomson/Arco, available at MCC Bookstore. CRN #31562 6 Wednesdays, 9/20-10/25, 6:30-8:30 p.m. MCC Bldg. AST T404 Fee: $120 Instructor: Ricardo Canal

GED Classes at MCC
Ongoing Registration
NO CHARGE
Provided by Vernon Regional Adult Basic Education
Call (860) 870-6000 ext. 139 for more information and to register.
Navigating the College Admissions Process with Your College-Bound Child

Your child’s college admissions journey requires careful planning, objective guidance, personalized strategies, and knowledge of the competitive admissions environment. This course is designed for the parent who wants to help his or her child be a savvy college applicant and find the best “fit” in a college. Strategies for addressing the challenges of helping your son or daughter select and be selected by the right college or university that meets his or her talents, interests and abilities will be discussed. You will learn why planning and college visits are key; how to compare colleges; how the admissions process works; what to do about financial aid; and how to develop a compelling case for admissions.

CRN #31610 1 Wednesday, 9/13, 7-8:30 p.m. EHCCC Room 2 Fee: $15
Instructor: Dr. Heather Ricker-Gilbert, who holds a graduate degree in higher education from Penn State University, has spent her career at various colleges and universities as an administrator, faculty member, and advisor. She is an independent educational consultant specializing in college selection and admissions.

Strategies for Writing an Effective College Application Essay

The essay can be an important distinguishing factor for applicants with more and more colleges requiring an essay as part of the admissions application. This workshop is designed for high school juniors or seniors, and will offer tips for writing a successful essay. Topics for discussion will include sample questions, subject choice, what to avoid, the most appropriate tone, and examples of student essays. Participants should bring a spiral notebook and pen to class.

CRN #31612 1 Thursday, 9/28, 7-8:30 p.m. MCC Bldg. V3 V131
Fee: $15
Instructor: Dr. Heather Ricker-Gilbert

Mortgages and the Home Buying Process

This class is intended for those who are considering purchasing their first home, as well as those who are repeat buyers interested in the most up-to-date information regarding the mortgage industry. Participants will gain knowledge on the following topics: completing a home buying strategy; the impact of a credit score; pre-approval vs. pre-qualified; choosing a realtor; effectively negotiating the purchase of a home; choosing a suitable loan program; rent vs. own; and, if applicable, the most prevalent mistakes that sellers make when selling their home. There will be handouts regarding each of the topics to aid in the learning of the material.

CRN #31610 1 Tuesday, 10/17, 7-9 p.m. EHCCC Room 3 Fee: $25
Instructor: Eric Kincheloe has nearly ten years of mortgage lending experience. He also has experience in training other mortgage professionals and is currently a branch manager for a national lender.

The People’s Law School: Part One

The Connecticut Trial Lawyers Association and The Civil Justice Foundation are excited to offer part one of this two-part series of public education courses, which explain how our legal system works. Each week you will be taught a different area of law by a local attorney or judge who specializes in that area. Through part one of the series, you will gain a better understanding of the following areas of law: the Court System and Structure; Criminal Law; Family Law and Elder Law; and Bankruptcy Law and Business Law. The second part of this course will be offered in Spring ’07, although students need not take both sections. A 200-page course book is included in the fee.

CRN #31402 4 Tuesdays, 10/3-10/24, 7-9 p.m. MCC Bldg. LRC B144
Fee: $25
Instructors: Attorney Eric Onore and other local attorneys and judges.

Estate Planning for Marital Transitions

Divorce, remarriage, death of a spouse—these are life-altering events that not only affect your emotional state, but your financial status too. Estate planning is as much about knowing how to protect yourself while you are alive as it is about providing security and happiness for your family after you have passed on. What legal and financial documents should you review and have after a marital transition? Beneficiary review, prenuptial agreements, titling of property, health care directives, wills—these issues and more will be discussed in this informative class. Hartford attorney Lillian Miller will also be a guest speaker.

CRN #31613 2 Thursdays, 10/5-10/12, 6:30-8:30 p.m. MCC Bldg. LRC A226 Fee: $25
Instructor: Jan Johnson is a Certified Financial Planner™ professional who provides financial planning and investment advisory services for an independent firm. Women and their special financial planning needs is the focus of her practice.

My Neighbor Has a Living Trust — Should I?

What is a “living trust,” will it work for you, and will it really accomplish what you think it will? Why do so many people have them? How do living trusts compare to the Probate Court process and is probate really lengthy and expensive? Do you need a living trust to reduce estate taxes? Is what your friend did the right thing for you? What is the difference between a living trust and a will? If you have a will, what should it say? Is it a good idea to own assets jointly with your spouse or children? What is a “power of attorney,” and should you give one to your spouse or children? What can they do with a power of attorney? Is this the same as the executor of the will? Should you have a living will regarding termination of medical treatment? When and how will it apply? Let us take the confusion out of the process. We have been teaching about these issues for years; we will give you the right explanations and answers, and provide actual cases showing you how it all works. Materials fee: $10, payable to instructor at beginning of class for informational booklet.

CRN #31464 1 Monday, 11/6, 6:30-8:30 p.m. MCC Bldg. Lowe L142
Fee: $25
Instructor: Paul T. Czepiga is a practicing attorney with the Czepiga Law Group LLC of Newington.

BE IN THE RIGHT PLACE
AT THE RIGHT TIME

Check your class schedule for location.
Some classes meet at off-campus locations.
MCC = Manchester Community College
LOWE = Lowe Building
V1-V6 = Village
LRC = Learning Resource Center
AST = Arts, Sciences & Technology Center
EHCCC = East Hartford Community Cultural Center
Long-Term Care Planning
You’ve planned and worked hard to acquire your assets, but have you planned how to hold onto them? If you’re in your 50s, 60s, and 70s, it makes good sense to become educated in how to protect your assets against lengthy nursing home stays or even costly at-home care. This course will answer questions such as: What does long-term care insurance cost and what will it cover? Are you a candidate, even if you don’t think of yourself as “wealthy”? What are the basic rules for eligibility, transfer of assets, and spousal impoverishment? How do Medicare and Medicaid fit in? What is long-term care insurance? The CT Partnership for Long-term Care will be explained, and LTC carriers will be compared.

CRN #31462 2 Wednesdays, 10/4-10/11, 3:15-4:15 p.m.
MCC Bldg. LRC B149 Fee: $25
Instructor: Frank Germano

Successful Money Management Seminar
Procrastination is one of the worst mistakes you can make when it comes to planning for your retirement. Become proactive and join us for this informative course that will cover: how to organize your financial accounts and create a financial plan; saving for retirement; understanding the importance of cash reserves; mutual fund investing; estate planning; risk management; and how to balance your investment portfolio. Achieving financial success can be a long and difficult process for the uninformed. Learn how to potentially accumulate assets and plan for your future today. Materials fee: $25, payable to instructor at first class, for course workbook.

CRN #31465 3 Wednesdays, 9/13-9/27, 6:30-8:30 p.m.
MCC Bldg. LRC B213 Fee: $40
Instructor: Steven Jacques is a registered investment advisor with an independent firm. He has been providing financial advice for more than seven years.

Should I Give my Home to my Children? Gifting Strategies that Prevent you from Going Broke at the Nursing Home
What happens if I give my home to my children? Will this affect my ability to receive public benefits? How do I get into a nursing home and who is responsible for paying for my care? Is Medicare available? Will my spouse be kicked out of the family home? What is “36 months” all about? What were these new laws Connecticut passed in 2001 and 2003 making it harder to obtain Medicaid benefits? This course will answer these questions, while giving you examples on how single individuals and married couples can qualify for Medicaid benefits without losing your assets. Did you know that the house is a protected asset and the spouse is entitled to a minimum monthly income? Provided you know the rules and plan ahead, a married couple or individual can protect almost all of their assets. Medicaid buzz words, such as “penalty period,” “look back period,” and “community spouse protected amount,” will be examined. In addition, we will discuss potential changes in Connecticut Medicaid gifting rules and how they might affect your ability to protect assets. We will also examine what a good, long-term care insurance policy should contain and in what situations such insurance is necessary. Materials fee: $10, payable to instructor at beginning of class for informational booklet.

CRN #31466 2 Mondays, 11/13-11/20, 7-8:30 p.m.
MCC Bldg. LRC B213 Fee: $25
Instructor: Paul T. Czepiga

Investment Strategies for Retirees
Are you retired? Concerned about stock market declines? If so, this course is designed for you. Most people want to take charge of their money, but often feel that they don’t have the knowledge. Here’s your chance to learn about putting together a portfolio that suits your needs. Gain a better understanding of investment choices. Learn the “ins and outs” of mutual funds, IRAs, Roth IRAs, 401(k)s, TSAs, and pension funds. Acquire the knowledge to deal with taxation issues. We’ll look at a Nobel Prize-winning model on asset allocation and, most importantly, discuss how to protect against losses during a downturn in the market. You will also be provided with a suggested reading list. This seminar is for beginners as well as more experienced investors and provides a great opportunity to ask questions in a relaxed and informal setting.

CRN #31463 2 Wednesdays, 10/4-10/11, 2-3 p.m. MCC Bldg. LRC B149 Fee: $25
Instructor: Frank Germano, CFP®, has worked in the financial services area for more than 15 years. He is a registered representative with Tower Square Securities, Inc. and a member of NASD/SIPC. He has an office in East Hartford.

20th annual Global Issues Conference
October 21, 2006
“Global Climate Change”
Increasingly, humankind’s impact on our ecosystem is being blamed for global warming, soil erosion, impaired air quality and a host of other severe threats to the world’s inhabitants.
This half day conference will explore the root causes of global climate change, as well as its impact on our local communities.
For more information, contact Valerie Kier at 860-512-2760 or visit the MCC website at www.mcc.commnet
Introduction to Pilates
The Pilates method may be today’s hottest exercise and the favorite workout of trim Hollywood actresses and international super models, but it has been endorsed by physicians for almost a century. Originally developed by Joseph H. Pilates in Germany in the early 20th century to help strengthen and condition muscles, Pilates is the ultimate mind/body exercise for anyone who wants to tone, streamline and realign his or her body without the bulked-up results of more conventional workout methods. This mat-based exercise combines elements of yoga and bodywork to strengthen the core muscles of the abdomen, while increasing flexibility in the legs, arms and smaller muscle groups. Learn how to firm and tone your muscles to improve posture and facilitate proper and graceful movement throughout your daily life. Participants should wear comfortable clothes and bring a mat. Non-marking athletic shoes must be worn. Please bring a combination lock in order to store your personal belongings during class.

CRN #31519 10 Saturdays, 9/9-11/18 (does not meet 11/4), 10:45-11:45 a.m. MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $99

Instructor: Lorelei Chang is a certified Pilates and yoga instructor. Originally trained in China in ballet, modern and Chinese folk dance, she is currently a staff member of the Connecticut Concert Ballet and the Department of Theater and Dance at Trinity College. Lorelei has more than 30 years of dance and 15 years of instruction experience.

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

CRN #31518 10 Saturdays, 9/9-11/18 (does not meet 11/4), 9:30-10:30 a.m.

MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $99

Instructor: Lorelei Chang

Yoga for Every Body
Practice the ancient, graceful and time-tested system of Kundalini yoga. Yoga is healthy, fun and feels good. It boosts your energy, improves your concentration and lifts your mood. Try it, and in a short time you’ll wonder how you ever got along without it. Each class consists of breathing, stretching, and physical exercises; mental concentration; mantra; meditation; and long, deep relaxation. All levels of experience are welcome. No previous experience or fitness level is required. Please bring a mat and a combination lock to secure your personal belongings during class, and wear comfortable workout clothes. Non-marking athletic shoes must be worn.

CRN #31528 8 Mondays, 10/2-11/27 (does not meet 10/9), 7:30-8:45 p.m. MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $80

Instructor: Mary Ann McCandless, M.Ed., is a certified instructor in Kundalini yoga and Khalsa Way, a prenatal/postnatal yoga practice. She has taught yoga in the Greater Hartford Area for more than 10 years.

Core Approach to Strong Abs and Glutes
Do you want that long, lean, sculpted look? Then this Pilates class is for you. Pilates is a discipline that encourages strength training and core stability. Keeping the core portion of your body (shoulder to hip squared) still enables you to use your own body as weight. This gentle form of weight training promotes long, lean muscle mass that emphasizes abdominal and gluteus muscles. This program is performed in repetitions of 4 to 10 of the same movements and sequentially progresses to the exercise. Moves are in an exact manner to ensure that the body flexes and extends as safely as possible. All of our exercises are performed on a mat in a slow, concise rhythm. For optimal results, students will also be encouraged to practice on their own for one or two times per week. Non-marking athletic shoes must be worn. Please bring a combination lock in order to store your personal belongings during class.

CRN #31580 6 Mondays, 9/18-10/30 (does not meet 10/9), 6:15-7:15 p.m. MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $40

Instructor: Angela DeMichele is an apprentice for Stott Pilates and is a certified instructor through the American Fitness Association of America (AFIA).

Tai Chi for Health and Relaxation
Beginners of all ages are invited to come and let your chi energy flow! Learn to let your body release everyday stress, while strengthening your mind and body with this ancient Chinese art. Students will learn simple chi kung (breathing exercises) and a basic tai chi form by the end of the course.

Please note: Students may attend any of the three scheduled sections listed below, and in any weekly sequence, in order to fulfill their 24 sessions by the end date. For example, students may attend four classes a week for six weeks; three classes a week for eight weeks; a combination of two or three classes a week for the full eleven weeks; or any combination of the above in order to complete 24 sessions. It will be the student’s responsibility to make sure that they are able to adjust their schedule in order to attend 24 sessions. The instructor will monitor each student’s weekly attendance. This 24-session format coincides with regularly scheduled classes at Malee’s School. Class meets at Malee’s School of Tai Chi & Kung Fu, 991 Main St., Manchester.

CRN #31583 24 sessions - choose from any combination of the following schedules:
- Mondays & Wednesdays, 9/6-11/15 (does not meet 10/9), 12:30-1:30 p.m.
- Mondays & Wednesdays, 9/6-11/15 (does not meet 10/9), 7:30-8:30 p.m.
- Tuesdays & Thursdays, 9/5-11/16, 5:30-6:30 p.m.

Fee: $230

Instructor: Malee Khow, president of the U.S.A. National Tai Chi Chuan Federation, has studied and practiced the martial arts for more than 30 years. She is an international Wushu judge and multiple gold winner in international competition.

Of Similar Interest:
- See Body, Mind & Spirit courses on pages 11-15
- See Dance courses on pages 31-32
Personal Trainer National Certification
The World Instructor Training School’s (WITS) certification course is taught at colleges across the country. Come join this fun field and be a part of what ABC News.com states as the fourth hottest job in the U.S., with a national average of $25/hour. Whether a career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer. This challenging course is taught over a five-week period for better retention and skill competency. The National Exam is held on the sixth week. Fifteen hours of hands-on, practical training prepare you to actually work with clients. Another fifteen hours of lectures include (but are not limited to) anatomy, exercise physiology, nutrition, and health screening. Subsequent proof of CPR and a 20-hour internship will prepare you to work successfully in the fitness field. This is a great opportunity to network with employers, while gaining valuable experience. For more information, please visit: www.witseducation.com. Call (888) 330-9487 to order the required textbook for the course. Textbooks should be purchased in advance and reviewed prior to first class. Non-marking athletic shoes must be worn. Please bring a combination lock in order to store your personal belongings during the fitness class sessions.

CRN #31510 12 sessions, Tuesdays (Fitness Center) & Thursdays (classroom), 9/26-11/2, 6:15-9:15 p.m. MCC Bldg. Lowe L124 and Lowe L154 (Fitness Center) Fee: $540
Instructor: World Instructor Training School staff

Senior Fitness Instructor Certification
This unique four-week certification course provides you with knowledge and practical skills for personal training of older adult clients. Appropriate exercise program design, diseases, and specific physical conditions among older adults are just some of the topics covered in this 18-hour course. The final week focuses on testing in written and practical skills. After testing results are given, issuances of certification are then dependent on proof of current CPR certification. Non-marking athletic shoes must be worn for Fitness Center sessions. Please bring a combination lock in order to store your personal belongings during the fitness class sessions. Prerequisite: For issuance of the Senior Fitness Instructor Certification, students must possess an appropriate bachelor’s degree (exercise science, physical education, etc.) and/or be a nationally certified personal trainer. Students who want to take the course for their own personal knowledge are welcome, but they may not participate in the final exams. For more information, please visit: www.witseducation.com. Call (888) 330-9487 to order the required textbook for the course and begin reading before the first class.

CRN #31578 8 sessions, Tuesdays (Fitness Center) & Thursdays (classroom), 11/7-12/5 (does not meet 11/21 & 11/23), 6:15-9:15 p.m. MCC Bldg. Lowe L124 and Lowe L154 (Fitness Center) Fee: $399
Instructor: World Instructor Training School staff

Advanced Weight Training Techniques
There are many ways to approach weight training, but which methods are truly safe and effective? This workshop is designed for personal trainers who are dedicated to challenging the clients and athletes whom they serve. Through theory and practical information, you will learn to design safe and effective strength exercises. The variety in movement patterns will challenge and enhance your clients’ neuromuscular development patterns in the upper and lower body. Please bring a combination lock in order to store your personal belongings during class.

CRN #31511 1 Thursday, 11/9, 6:15-9:15 p.m. MCC Bldg. Lowe L154 (Fitness Center) Fee: $65
Instructor: World Instructor Training School staff

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

CRN #31552 8 sessions, Tuesdays & Thursdays, 9/12-10/5, 9:30-10:30 a.m. MCC Bldg. Lowe L124 and Lowe L154 (Fitness Center) Fee: $540
Instructor: World Instructor Training School staff

Medieval German Longsword
This course is an introduction to European martial arts from the 14th to the 16th centuries through a study of German longsword techniques. Intended for students with an interest in European history, martial arts, and/or the Age of Chivalry, each class involves a short classroom session followed by hands-on training of longsword techniques. Students will examine translations of medieval manuscripts, consult contemporary research, and learn longsword methods in the Liechtenauer Tradition. The course will employ wooden sword replicas. There is no sparring or contact involved. Students must be 14 years or older, and should dress appropriately for exercise. All equipment is provided.

CRN #31568 8 Thursdays, 10/19-12/14 (does not meet 11/23), 7-8:30 p.m. (first class meets 7-9 p.m.) EHCCC Room 1 Fee: $95
Instructor: Drew Page is director of Western Swordsmanship Technique & Research, a local group studying European martial arts. He began training in longsword techniques in 1997 and has trained with groups from Houston, Toronto, and the Higgins Armory in Massachusetts.
Connecticut Basic Boating

OPTION 1:
This four-session, ten-hour course, taught by volunteers or employees of the Connecticut DEP Boating Division, provides a diploma as partial fulfillment of the requirements for the Connecticut Certificate of Personal Watercraft, which includes the Safe Boating Certificate. Upon successful completion of the course, the student can mail or deliver the diploma to any State DEP office, and combined with an application for certificate and appropriate fee, qualifies the student to obtain the Certificate of Personal Watercraft/Safe Boating. Students must attend all classes to qualify. The Certificate is a one-time, lifetime certification.

CRN #31389 4 sessions, Mondays & Wednesdays, 9/11-9/20, 7-9:30 p.m. MCC Bldg. Lowe L240
CRN #31390 4 sessions, Mondays & Wednesdays, 10/2-10/16 (does not meet 10/9), 7-9:30 p.m. MCC Bldg. Lowe L240
Fee: $15
Instructors: Department of Environmental Protection, Office of Boating Staff

OPTION 2:
Students may receive the same Connecticut Certificate of Personal Watercraft/Safe Boating through single-day classes offered by Professional Marine Education. Please note that this scheduling option carries a higher course fee.

CRN #31391 1 Saturday, 9/9, 8:30 a.m.-4:30 p.m. MCC Bldg. AST E202
CRN #31392 1 Saturday, 10/7, 8:30 a.m.-4:30 p.m. MCC Bldg. AST E202
CRN #31393 1 Saturday, 10/28, 8:30 a.m.-4:30 p.m. MCC Bldg. AST E202
Fee: $89
Instructors: Professional Marine Education Staff

Coastal Navigation
Sharpen your boating skills and have the confidence to venture to new places off shore! This course is taught in one, eight-hour session by professional, senior state-certified instructors and is designed for ages 12 and up. Classes are small to ensure that students develop hands-on charting and plotting skills using nautical charts, tools and publications. Topics include longitude and latitude; taking a position fix; dead reckoning; GPS and radar basics; compass deviation and variation; using plotting tools; time, speed and distance calculations; fuel calculations; using a compass; marine time conversions; aids to navigation; cruise planning and more! Prerequisite: Completion of a basic safe-boating course or permission of instructor. Please bring a calculator, pen and pencil, notebook, a form of identification and your lunch to class.
CRN #31394 1 Saturday, 10/14, 8:30 a.m.-4:30 p.m. MCC Bldg. LRC B144 Fee: $89
Instructors: Professional Marine Education Staff

Fly-Tying
This course is not only for beginners but also for experienced “fly-tyers” who want to enhance their fly-tying technique. Designed to present the basics of fly-tying, this course includes a brief history, a discussion of terminology, and a presentation of dry flies, wet flies, nymphs, streamers, and terrestrials. The instructor will explain equipment usage and provide instruction of fly-tying techniques. This is a hands-on course with individualized attention and student participation as the course evolves. Materials fee: $25, payable to instructor at first class, to cover supplies needed for course. Class is held at The Back Room, 360 1/2 R West Middle Turnpike, Manchester (Parkade Plaza next to Stop & Shop-use back entrance). For more information, please call Mike Hiza, coordinator of the fly-fishing series, at (860) 512-2764.
CRN #31525 6 Fridays, 10/13-11/17, 7-9 p.m. Fee: $95
Instructor: Joe Garman has been a fly fisherman for more than 60 years, and has been teaching fly-fishing and fly-tying techniques for more than 30 years. He is also the owner of The Back Room, a complete fly-fishing and angling store.

Fundamentals of Pocket Billiards
The game of billiards has shown a recent resurgence in popularity. Come find out why! Learn basic techniques, rules of the game, proper stance, and shot making. Whatever level of play you now experience, you will develop a better understanding of technique and game strategy; learn exciting, new shot-making skills; and become a complete player. Materials fee: $5 for table time for each session, payable to The Q Club at the first class. Classes meet at The Q Club, 395 Broad Street, Manchester.
CRN #31569 3 Mondays, 9/11-9/25, 7-9 p.m.
CRN #31570 3 Mondays, 9/11-9/25, 7-9 p.m.
CRN #31571 3 Mondays, 10/16-10/30, 7-9 p.m. Fee: $95
Instructor: Bob Hayward has studied and taught the game of billiards for more than 35 years. For the past 10 years, he has captained an American Pool Players Association Eight-ball team, which has won numerous titles, including the team state championship. He has played with such legends as Willie Mosconi, Steve Mizerak and Irving Crane. He also teaches privately and for educational organizations in the area.

Intermediate Pocket Billiards
Are you a pool player with some experience, but can’t sink five or six balls without a miss? Do you have problems with “cutting” balls; “throwing” balls; using right and left “English;” “drawing” balls; “banking” balls; setting up “key” balls; “semi-Masse” shots; “cheat the pocket” shots; or knowing how speed affects your game? If you answered “yes” to any of these, then this course is for you. Many of these shots can be made with very little practice. You will also learn how to play for position on your next shot, as well as safety play. Materials fee: $5 for table time for each session, payable to The Q Club at the first class. Classes meet at The Q Club, 395 Broad Street, Manchester.
CRN #31573 3 Mondays, 10/16-10/30, 7-9 p.m. Fee: $60
Instructor: Bob Hayward

Attention Students
If your class meets on Saturdays or Sundays at MCC, please be aware that Parking Lot B is closed on the weekends and you should use Lot C. Refer to Campus Map on page 26.
Winning at Blackjack

Want to maximize your chances of winning at blackjack? Learn what to do in four basic areas: when to hit or stay, when to double down, when to split, and a soft-hand strategy. The instructor will discuss the rules of the game, terminology, money management, and conservative vs. aggressive betting strategies. There will be interactive lecture, class discussion, simulated play and voluntary homework assignments. Please bring a fresh deck of cards to class. Materials fee: $14, payable to instructor at first class, for workbook and laminated basic-strategies card.
CRN #31530 3 sessions, Mondays & Wednesday, 9/11-9/18, 7-8:20 p.m.
MCC Bldg. Lowe L142 Fee: $25
Instructor: Nino Nistri has an M.B.A. in finance from the University of Hartford. He has played blackjack and craps for more than 50 years and has been sharing his knowledge of these games with students at MCC since the summer of 2000.

Oh Craps!
The most fashionable men of 18th- and 19th-century England rolled dice in a game called Hazard in luxurious private gambling houses. Hazard would eventually evolve into a game called Craps. When the chips are flying, people are yelling and the dice are rolling, Craps is one of the most exciting games around. Craps is not as difficult as it looks; with a little help, anyone can learn. This course is designed primarily for beginners, but intermediate and advanced players are welcomed. Topics include rules, terms, layout, odds, bets, betting strategies, probability, and money management. Interactive lecture, class discussion, simulated play on a regulation layout, and voluntary homework assignments will make this course as much fun as it is informative. Materials fee: $28, payable to instructor at first class, for workbook, regulation casino dice and laminated reference card.
CRN #31533 4 sessions, Mondays & Wednesdays, 9/25-10/4, 7-9 p.m.
MCC Bldg. Lowe L142 Fee: $50
Instructor: Nino Nistri

The Big Deal: Poker for Beginners

With poker becoming America’s game, if you feel like you’re the only person who doesn’t know your ace from your elbow, this class is for you! Learn the poker basics, from the values of different hands to betting and bluffing, all with a focus on the game in its most popular form, Texas Hold ‘Em. At the end of the course, you will be just as comfortable sitting down at a table at Foxwoods or going online to play as you will be just playing with your friends. The class will conclude with a Texas Hold ‘Em tournament to reinforce the concepts learned. Students should bring a new deck of cards. Materials fee: $15, payable to instructor at first class for textbook.
CRN #31531 4 Fridays, 12/1-12/22, 7-8:30 p.m. (will meet 7-10 p.m. on 12/22) MCC Bldg. Lowe L240 Fee: $40
Instructor: Adam Kievman is a semiprofessional poker player who has won numerous tournaments and played in both the World Poker Tour and in the World Series of Poker Championship event.

All In! Advanced Texas Hold ‘Em

Have you ever dreamed of playing poker with the pros? After this class, you will know what it takes to play like a professional and how you can win your own seat in the million dollar poker tournaments you see on television! Sharpen your skills by learning and applying advanced concepts and strategies, including position play; “reading” your opponents; poker odds and calculations; bankroll management; and satellite tournament strategy. Explore the nuances of live-action and online tournaments and cash games in both Limit and No-Limit Hold ‘Em structures. You will also learn how to successfully run your own home poker tournament. The course will conclude with a tournament to crown the newest MCC Poker Champion! Students should bring a new deck of cards. Prerequisite: The Big Deal: Poker for Beginners, or consent of the instructor.
CRN #31532 4 Fridays, 9/8-10/6 (does not meet 9/29), 7-9 p.m.
(with meet 7-10 p.m. on 10/6) MCC Bldg. Lowe L240 Fee: $45
Instructor: Adam Kievman

Winning at Bridge

Are you a novice at this internationally popular pastime? Or maybe you haven’t played the game of late and want to get started again? Bridge is much more than a simple card game. It is a social event, a competitive professional event, and the subject of a myriad of books and newspaper columns. This course will set you well on your way to becoming a formidable force among your circle of bridge sharpies. There will be hands-on play starting with the first night of class. With the potential for six million variations, you will never play the same hand twice! This course is for beginners only. Materials fee: $15, payable to instructor at first class for textbook.
CRN #31529 8 Mondays, 9/11-11/6 (does not meet 10/9), 10 a.m.-noon
EHC CCC Room 6 Fee: $90
Instructor: Stan Kerry became a lifetime bridge master in less than five years and has taught more than 1,000 students locally. He also appeared recently as a bridge expert on the local cable network show, “Make it Happen.”

Mah Jongg for Beginners

Mah Jongg is a game of skill and chance with ancient Chinese origins. When the game was introduced to the West in the late 19th century, a real craze developed, and this enthusiasm has continued to grow. Mah Jongg keeps you mentally alert in a very engaging and relaxing way, provides a therapeutic effect on your mental and physical well-being, and is appropriate for all ages. The game involves drawing, discarding, and shuffling small tiles, and then combining them in strategic ways to win rounds. This course will provide a brief history of the game, an overview of the names and suits of the 144 tiles, explanations of the rules, recommended tactics, and an opportunity to practice with fellow classmates. Mah Jongg is a perfect family activity or an enjoyable way to entertain friends and relatives. Come find out why this game is so popular!
CRN #31572 6 Mondays, 9/18-10/30 (does not meet 10/9), 6-8 p.m.
EHC CCC Room 2 Fee: $75
Instructor: Cecile Avila is the owner of Cecile’s Arts and Crafts Boutique in Manchester. She is a volunteer instructor at the Manchester Senior Center and has been playing and teaching Mah Jongg for most of her life.
Home Landscape Design
Is your yard barren? Overgrown? Are you looking for creative, new ideas to energize and enhance your home landscape? Through discussions, examples and hands-on activities, homeowners will journey through the design process and come away with ideas, tips and do-it-yourself projects that will bring new life to their yard. Topics covered will include analysis of existing landscape, principles of design, and a survey of hardscape (walls, walkways, patios) and plant materials. At the end of the course, you will have produced a conceptual design plan that you can begin to do yourself or take to a professional for further development and implementation. Begin the process of creating your dream landscape today.

CRN #31622 6 Thursdays, 10/5-11/9, 7-8:30 p.m. MCC Bldg. V3 V131 Fee: $60
Instructor: Lisa Tessier earned a B.S. in landscape architecture from Cornell University and an M.S. in landscape architecture from S.U.N.Y., College of Environmental Science and Forestry. She has taught art history, painting, drawing and landscape architecture, and has worked in landscape architecture firms.

Preparing Your Garden for Winter
Your garden’s been good to you all summer. Now it’s time to pay back that bounty and put your garden to bed for the winter to protect your plants, vegetables, shrubs and lawns from the coming harsh weather. Doing it right will save you much work in the spring and assure another bountiful summer. This class will look at techniques of cutting back; proper clean-up to keep your gardens disease-free; the use of anti-desiccants; what can be transplanted; what to mulch; the value of composting; and will also consider the special needs of various plants, shrubs and lawns. Demonstrations of essential tools will be provided.
CRN #31471 1 Thursday, 9/14, 6:30-8:30 p.m. MCC Bldg. LRC B209 Fee: $25
Instructor: Bettylou Sandy is the owner of Bettylou’s Gardening in Manchester. She is a professional gardener who has been doing detail landscaping/design and offering seminars throughout Connecticut and Rhode Island since 1987.

Perennial Gardening
“Perennials sleep the first year, they creep the second year, and they leap the third year.” Discover how to grow perennials that will provide years of joy and pleasure. Designed for the beginning and intermediate gardener, this course will explore various aspects of perennial gardening, including garden design, installation, maintenance, and problem solving. Learn about soil types and improvements; dividing and transplanting; seasonal considerations; mulches; bugs; and diseases and their natural solutions.
CRN #31565 5 Thursdays, 9/28-10/26, 6:30-8:30 p.m. MCC Bldg. LRC B209 Fee: $70
Instructor: Bettylou Sandy

Plant Propagation
Does your garden have too many bare spots? You don’t have to buy more plants—just propagate the ones you have. This hands-on class is designed for individuals who want to fill in their garden’s empty places with more plants, and without breaking the bank. Participants will learn how to divide various root structures and bring home divisions to plant in their own gardens. Materials fee: $30, payable to instructor at beginning of class. Class is limited to eight participants; register early! This workshop will be held at Gazebo Gardens, 54 Hennequin Road, Columbia. Directions will be mailed prior to class start.
CRN #31620 1 Sunday, 10/15, 2:30-4:30 p.m. Fee: $25
Instructor: Astrid Belanger

Grow Your Own Historic Connecticut Garden
Did you know that many of the plants we call native in Connecticut actually were transplanted from Europe, Asia and England? How did they arrive? What did the colonists bring with them almost 400 years ago? In this class, you’ll find the answers to these questions and discover what plants the colonists learned about from Native Americans for use as medicine and food; what plants have taken hold in the last 100 years and have become nuisances; and what truly native plants are compared to transplanted ones. A chart of the plants will be provided. Here’s an opportunity to fill in a little-known but important gap in Connecticut’s history.
CRN #31472 1 Thursday, 11/9, 6:30-8:30 p.m. MCC Bldg. LRC B209 Fee: $25
Instructor: Bettylou Sandy

Garden Tour and Lecture
Enjoy a leisurely stroll through 30 unusual gardens with more than 1,000 different perennials. A master gardener will share shortcuts, time-saving hints and “do’s and don’ts” of gardening. Participants will have an opportunity to observe unusual plants and learn about the care of perennials. This workshop will be held at Gazebo Gardens, 54 Hennequin Road, Columbia. Directions will be sent prior to class start.
CRN #31621 1 Sunday, 9/17, 2:30-4:30 p.m. Fee: $25
Instructor: Astrid Belanger owns Gazebo Gardens in Columbia, where she maintains 30 gardens on three acres of land. She is a master gardener who has been gardening for more than 30 years, and has appeared on television and in many popular gardening magazines.

Bulbs and Their Uses
When is the best time to plant those spring surprises? In the fall, of course. We’re talking about bulbs. If you’re thinking you’d like to plant some bulbs, but you’re not sure exactly what variety you want to plant or how and where to plant them, then this workshop was designed for you. Topics will include proper depth and bloom time for each variety of bulb; container gardening; beds, lawns and borders; forcing bulbs for winter perks; and perpetual care of bulbs. There will be hands-on practice as well as discussion. All levels of gardening ability and interest are welcome.
CRN #31470 1 Thursday, 9/21, 6:30-8:30 p.m. MCC Bldg. LRC B209 Fee: $25
Instructor: Bettylou Sandy

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Introduction to Practical Spanish
Have you ever thought about learning Spanish? Here is your opportunity to gain some knowledge of Spanish and Latin culture in a friendly and supportive environment. We will focus on listening, speaking, and basic reading and writing. The vocabulary you learn will be useful for traveling to a Spanish-speaking country, as well as communicating in everyday experiences. Explore a new world by learning Español! Required text: Teach Yourself Beginner’s Spanish (book and 2-CD package), 3rd edition, Stacey and Hevia, available at MCC Bookstore.

CRN #31563 6 Wednesdays, 11/1-12/13, 6:30-8:30 p.m.
MCC Bldg. AST T404 Fee: $75
Instructor: Ricardo Canal received his master’s degree in TESOL (Teaching English to Speakers of Other Languages), with a concentration in linguistics, from Central Connecticut State University. He has done extensive tutoring in English and Spanish, and teaches ESL courses through Credit-Free Programs at MCC, as well as working in the College’s Learning Center and Language Lab during the academic year. He also writes for the Spanish newspaper, La Voz Hispana.

Spanish for the Workplace I
The objective of this course is to present realistic situations and specialized vocabulary required by workplace professionals to communicate with Hispanic employees, clients and co-workers. Personalized questions, basic Spanish grammar exercises, role-plays, reality-based activities, and translation and interpretation tasks will provide you with opportunities to practice the basics of Spanish. Topics include introduction to Spanish sounds and the alphabet; greetings and farewells; asking for information and other polite requests; numbers; dates; days of the week; and months of the year. The class will also cover time, telephone skills, critical verbs and cross-cultural communication including do’s and taboos.

CRN #31377 2 Wednesdays, 9/20-9/27, 1-4 p.m. MCC Bldg. LRC B144 (limited seating) Fee: $85
Instructor: Linda Burk is professor of Romance Languages at MCC. She earned her Ph.D. from the University of Illinois.

Spanish for the Workplace II
The object of this course is to offer a continuation of Spanish for the Workplace I. More time will be spent practicing situations using the key phrases and vocabulary that were presented in the initial course. Personalized questions, basic Spanish grammar exercises, role-playing and reality-based activities will provide more opportunities to practice beginning basic Spanish. Topics include refining correct Spanish pronunciation, asking for information and making requests, the grammatical point of “ir + a + an infinitive” to express the idea of future action and “acabar + de + an infinitive” to express recently completed action. This course will also practice critical verbs and cross-cultural communication.

CRN #31379 2 Wednesdays, 10/18-10/25, 1-4 p.m.
MCC Bldg. LRC B144 (limited seating) Fee: $85
Instructor: Linda Burk

Conversational Italian for Beginners
If you have always wanted to speak Italian but never had the courage to try, then this is the course for you! You will be introduced to the fundamentals of the language, with an emphasis on conversing and role-playing in a very friendly and supportive group. Aspects of glorious Italy, including its culture and art, will be discussed to enhance the learning experience. Required text: Learn Italian the Fast and Fun Way, Danesi, available at MCC Bookstore.

CRN #31498 8 Fridays 9/8-11/3 (does not meet 10/6), 5:30-7:30 p.m.
MCC Bldg. LRC B209 Fee: $160
Instructor: Dr. Akram Erik-Soussi lived in Italy for ten years and earned a doctoral degree from the University of Florence. He has taught Italian at Central Connecticut State University and the University of Hartford, and was the personal interpreter for the President of Sicily during his official visit to Connecticut. He has taught art history and languages for MCC since 1993.

Continuing Conversational Italian
This course is a continuation of Conversational Italian for Beginners, or for those who speak some Italian. We will continue learning the essentials, and converse in Italian about a variety of topics relating to everyday life in Italy—travel, art, movies, and food—to help immerse the student in the Italian culture. Required text: Learn Italian the Fast and Fun Way, Danesi, available at MCC Bookstore.

CRN #31499 8 Fridays, 9/8-11/3 (does not meet 10/6), 7:40-9:40 p.m.
MCC Bldg. LRC B209 Fee: $160
Instructor: Dr. Akram Erik-Soussi

French for Beginners I
Learn the basic elements of the French language quickly and effectively and begin speaking it in the very first class. You will soon be able to ask for directions and time; order meals; make hotel reservations; find out about bus, train and plane schedules; and much more! If you are planning a trip to Quebec, Paris or any other French-speaking locale, this course is a must. Required text: French Made Simple, Jackson & Rubio, available at MCC Bookstore.

CRN #31467 6 Tuesdays, 9/12-10/17, 7-9:30 p.m.
MCC Bldg. Lowe L142 Fee: $135
Instructor: Yvonne Foley was born and educated in France and has been tutoring students privately in the language for more than 20 years.

French for Beginners II
For those with a basic understanding of French, or who have completed French for Beginners I, this is the perfect follow-up to improve your communication skills and further your understanding of this wonderful language. We will cover useful and functional French to better understand the language and culture for business, travel or leisure. Required text: French Made Simple, Jackson & Rubio, available at MCC Bookstore.

CRN #31468 6 Tuesdays, 10/24-11/28, 7-9:30 p.m.
MCC Bldg. Lowe L142 Fee: $135
Instructor: Yvonne Foley
French for Business

For intermediate French speakers with an interest in business, this course is designed to improve your ability to speak French in all facets of the business world. Focus will be on business situations, such as making appointments; introducing your product or company; discussing contracts and policies; placing advertisements; satisfying customers; and organizing meetings. Each student will work on his or her own project or situation in order to immediately apply this new, practical knowledge. Required text: Manual of Business French, Williams and McAndrew-Cazorla, available at MCC Bookstore.

CRN #31604 8 Fridays, 10/13-12/8 (does not meet 11/24), 7:15-9:15 p.m. MCC Bldg. LRC B208 Fee: $99
Instructor: Nicolas Simon earned two master’s degrees in sociology and geography from the University of Caen in France. He is presently a French teacher in an after school language program in Avon.

Polish for the Beginner

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

CRN #31575 8 Wednesdays, 10/4-11/29 (does not meet 10/18), 7-9 p.m. MCC Bldg. LRC B149 Fee: $99
Instructor: Rima Martin

Beginning German

Sprechen Sie Deutsch? If you know words like “Gesundheit,” “Kindergarten” and “Fahrvergnügen,” then you’re on your way to learning German. Whether you’re planning a trip or just want to know more about your cultural heritage, this course is for you. Join us and learn key words, phrases, grammar, customs and culture in preparation for your next Oktoberfest or trek through the Black Forest. Learn phrases essential to the traveler, how to order restaurant food and buy souvenirs. Required text and materials available from instructor on first night of class for approximately $25.

CRN #31469 8 Tuesdays, 10/10-11/28, 6:30-8:30 p.m. MCC Bldg. AST T404 Fee: $120
Instructor: Helga M. Wehr, M.A., is a native speaker of German who has taught the German language at MCC for nearly 10 years, as well as at other area colleges and public schools, and to corporate clients.

Introduction to Russian

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

CRN #31576 8 Mondays, 10/2-11/27 (does not meet 10/9), 7-9 p.m. MCC Bldg. LRC B149 Fee: $99
Instructor: Rima Martin is a native of Lithuania and speaks Lithuanian, Russian and Polish. She has been teaching all three languages at MCC since 2002.

Introduction to Arabic

Are you planning a trip to the Arabic world for business or pleasure? This short, intensive course is designed for you. Through lecture and role-play, you will learn the essentials of the Arabic language, including very useful vocabulary, phrases and cultural aspects to assist you in your business meetings, meeting people, shopping, ordering meals, using the telephone, and more! No prior knowledge of the Arabic language is required.

CRN #31497 4 Fridays, 11/17-12/15 (does not meet 11/24), 6:30-8:30 p.m. MCC Bldg. LRC B209 Fee: $80
Instructor: Dr. Akram Erik-Soussi

Reading Poetry in Polish

In this unique new course designed for both poetry lovers and those who wish to read Polish poetry in the original language, students will learn the basics of the Polish language while translating poems from Polish to English and discussing the poems’ sound and sense in both languages. The course will include an introduction to Polish poetry; a discussion of poetic rhythms and rhymes; and how to use proper pronunciation and emphasis when reading the poems in Polish. Handouts will be provided. Recommended text: a comprehensive English-Polish dictionary.

CRN #31451 6 Thursdays, 10/5-11/9, 7-9 p.m. MCC Bldg. Lowe L142 Fee: $75
Instructor: Rima Martin

Japanese for Busy People

This is an introductory course in Japanese, designed for individuals interested in the Japanese language and yearning to travel to Japan for pleasure, educational, or business purposes. You will learn Japanese greetings and pronunciation, the Japanese writing system, and writing and pronunciation of the Japanese syllabic system. The course will concentrate on such basic topics as counting from one to ten, the four seasons, asking simple directions, and the proper use of the telephone. You will also watch some Japanese videos.

CRN #31605 4 Wednesdays, 9/6-9/27, 6-8 p.m. MCC Bldg. LRC B149 Fee: $60
Instructor: Atsuko Balon, a native speaker of Japanese, has been teaching about Japan’s language and culture at MCC since 1997.

Learning Lithuanian

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

CRN #31574 8 Tuesdays, 10/3-11/21, 7-9 p.m. MCC Bldg. LRC B149 Fee: $99
Instructor: Rima Martin
Introduction to Playing the Bagpipes
Do you love the sound of bagpipes? Maybe even dreamed of learning how to play the instrument yourself? Here’s your chance to learn! You will begin by practicing the chanter, the first step to playing the bagpipes. The course will cover an overview of the instrument, finger positioning, scales, and basic embellishments. Along the way you will learn some tunes, including Amazing Grace. All of the lessons will be done on the chanter. If you own one, please bring it to each class. If you do not own one, you may purchase a chanter from the instructor for $45. In addition, there is a materials fee: $55 for textbook and CD, payable to the instructor at the first class.
CRN #31614 8 Mondays, 10/16-12/4, 6:30-8 p.m.
MCC Bldg. LRC A201 Fee: $150
Instructor: John Menzies, a native of Scotland, is a music instructor for the Manchester Regional Police and Fire Bagpipe Band. He is also a piper for the Menzies Clan Society Pipe Band, and has performed with many other pipe bands. In addition, he has given private bagpipe instruction since 1998.

A Flute Choir Experience
Do you want to rekindle your love for flute playing and for ensemble playing? If you have played your instrument for two or more years, then you are a perfect candidate for this course. The flute choir (composed of C-flutes, and may include piccolo, alto flute, and bass flute) is an ensemble designed to engage intermediate to advanced flutists with music that you will love playing and be enriched by. Members will receive instruction on the auxiliary flutes (alto, bass and piccolo) when necessary. Emphasis will be placed on learning flute choir repertoire from the classical to modern periods and developing ensemble skills, such as phrasing, balance, blend, tone, quality, and intonation.
Some group instruction on your instrument will be given, including tone production and technique. Students will be placed in parts during the first class. These parts will rotate. Please be prepared to play your favorite scale and literally a couple of lines from your favorite piece for the first class. If you do not have a piece, do not worry. This is only for initial placement of parts. Students must have a flute for the class. Those who do not own an instrument may email the instructor at sgayles@mcc.commnet.edu to arrange for a rental. Prerequisite: Students must be able to read music, and have at least two years of playing flute. Materials fee: $5, for purchase or rental of scores, payable to instructor at first class.
CRN #31616 6 Saturdays, 11/4-12/16 (does not meet 11/25), 10:30 a.m.-noon
MCC Bldg. V2 V127 Fee: $70
Instructor: Sonja Gayles began private music study on the flute at age eleven and later studied music at the University of Michigan School of Music. She started a flute choir in conjunction with a member of the Detroit Symphony. She has also performed in a variety of settings, such as solo performances, jazz ensembles, classical chamber ensembles, and symphony orchestras. Sonja is presently an acoustics engineering/music major at the University of Hartford.

Beginning Saxophone for Adults
In this beginning saxophone course for adults 18 years-old and over, we will begin with the fundamentals of the instrument in the classical style, and then expand our skills with technical exercises, solos, ensembles, improvisation, and playing by ear. You will learn how to produce a beautiful, characteristic, and personal sound on the saxophone, as well as proper breathing and embouchure techniques. We will also touch upon some basic knowledge of the jazz style. The course is intended for those with music-reading ability and at least three months’ prior experience on the instrument. Feel free to contact the instructor directly regarding eligibility at sheribro@gmail.com. You should bring your own saxophone to class, or you may contact the instructor to discuss rental options. Materials fee: $15, for method book and reeds.
CRN #31450 8 Thursdays, 9/14-11/2, 6:30-8:30 p.m.
MCC Bldg. V2 V118 Fee: $99
Instructor: Sheri Brown holds a master’s degree in saxophone performance from the Hartt School, University of Hartford, and a bachelor’s degree in music education from Michigan State University. She is currently a teaching associate in saxophone at Boston University and a faculty member at the Hartt School Community Division, where she teaches private saxophone and coaches chamber music. She recently won the Hartt School Wind Ensemble Concerto Competition.

History of the Blues Guitar
From the Texas gospel blues of Blind Willie Johnson to the Mississippi Delta, and up the river to Memphis and Chicago, the blues was born, then traveled coast to coast, became modernized, and went worldwide. We won’t forget about Atlanta’s Blind Willie McTell or any of the fine piedmont pickers who to this day set the standards for intricate fingerstyle guitar. This course will span the blue’s rural acoustic beginnings to the big electric stages of the ‘60s, when artists like Muddy Waters, BB King, and Albert King were embraced by people looking for change and searching for honesty within the music they listened to. We will then continue our journey through the ‘70s and right up into the present state of the blues. Through audio, video and demonstration, you will gain an understanding of the history of the blues guitar. Materials fee: $5, payable to instructor at first class, for handouts.
CRN #31449 8 Mondays, 10/16-12/4, 6:30-8 p.m. MCC Bldg. AST T404 Fee: $90
Instructor: Chris D’Amato, aka Smokin’ Opey, is a professional musician who played slide guitar in the Debbie Davies Band. He has hosted jams at Black Eyed Sally’s and fronts his own band. He has also shared the stage with the late Albert Collins and studied finger-style guitar with Jorma Kaukonen and Roy Bookbinder.

Country Blues Guitar
Blues music is a distinctly American art form that originated in Southern African-American culture and spread throughout the country in a wide variety of styles. This intermediate-level, hands-on course will explore thumb bass technique and various picking styles played in blues and ragtime music. Students will study the Delta and Piedmont styles and learn how masters of those styles have influenced contemporary guitarists in all musical genres. Students will learn alternate guitar tunings and how to use a capo, a device that straps on to the guitar frets to change the pitch of the instrument. Prerequisite: basic knowledge of the guitar fretboard. Materials fee: $5, payable to instructor at first class. Participants must be at least 16 years of age. Please bring your acoustic guitar and a capo to class.
CRN #31447 8 Mondays, 10/16-12/4, 8:15-9:45 p.m.
MCC Bldg. AST T404 Fee: $90
Instructor: Chris D’Amato
Playing the 5-String Banjo
Have you ever dreamed of picking out a bluegrass tune on the banjo? This introductory course is for those who want to learn how to play this fascinating instrument—the 5-string banjo. The emphasis will be on Scruggs-style playing and bluegrass music, but will also provide a basic foundation for old-time music and melodic-style playing as well. The music will be taught using tablature, which conveys the right-hand movement and left-hand placement more effectively for banjo playing. Participants are expected to bring their own instruments to class. Recommended text: Mel Bay’s Complete Bluegrass Banjo Method, available at local bookstores or from www.melbay.com.

CRN #31404 6 Saturdays, 9/16-10/28 (does not meet 10/7), 10 a.m.-noon, MCC Bldg. V2 V118 Fee: $75
Instructor: James Hammitt has presented workshops in banjo and guitar playing and guitar repair for Song-a-Day Music Center; as well as for the Center’s summer music camp. He also gives private lessons in banjo, guitar, mandolin, and violin. In addition, Jim performs as a solo act and with the duo “RJ” in venues throughout Connecticut and New Hampshire.

Introduction to the Mandolin
This introductory course is for those who want to take the first steps in learning how to play this wonderful instrument. Mandolin has a rich history on its own, but it also borrows from the violin and other instruments for a full repertoire of music. Types of mandolin, tuning, and hand techniques will be included. The course will help you build a foundation for future playing. The emphasis will be on playing easy chords and simple tunes. You need to bring your instrument to class. Handouts will be provided.

CRN #31411 5 Thursdays, 11/9-12/14 (does not meet 11/23), 7-9 p.m.
MCC Bldg. V2 V118 Fee: $65
Instructor: James Hammitt

Playing the Ukulele
If you want to learn how to play an instrument and always have it handy too, the highly mobile and unique-sounding ukulele is for you! This small, four-stringed instrument is a great complement to any musical activity, especially at pre-schools, senior centers, hospitals, and nursing homes, as well as parties and playing with friends. This introductory course will focus on easy chords and simple tunes, and provide a foundation for future playing and entertaining. Music will be taught using chord charts. Students are expected to bring their own instrument. Handouts will be provided.

CRN #31412 4 Saturdays, 11/11-12/9 (does not meet 11/25), 1-2:30 p.m.
MCC Bldg. V2 V118 Fee: $40
Instructor: James Hammitt

Fingerstyle Guitar
Fingerstyle, or finger-picking guitar, is a wonderfully flexible technique that can be applied equally to rock, folk, new age, classical, flamenco, Latin and jazz styles. This course will teach you the skills you need to perform this creative approach to guitar playing. Whether your focus is on Bach or Hendrix, if you have basic knowledge of the guitar and chords, you can learn how to finger pick. This course will cover how the many finger-picking techniques apply to steel, nylon strunged instruments and electric guitars. Required text: Basic Guitar Writing Book, Santorella, available at MCC Bookstore.

CRN #31448 8 Mondays, 10/16-12/4, 6:30-8 p.m. MCC Bldg. V2 V118 Fee: $135
Instructor: David Giardina performs professionally in many musical styles and has taught guitar privately for more than 20 years.

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

CRN #31444 7 Saturdays, 9/9-10/28 (does not meet 10/7), 10 a.m.-noon
MCC Bldg. V2 V117 Fee: $175
Instructor: Ruth O’Neil is a singer/songwriter and music educator who has been performing and teaching music throughout Connecticut for more than 20 years. She owns the Song-a-Day Music Center in Coventry, CT.

Vocal Instruction
Are you considering singing as a career? Have you always wanted to sing, but need some instruction and encouragement? Do you sing in a church choir, participate in community theater or love karaoke? Participants will learn breathing techniques, vocal warm-up exercises, vocal strengthening exercises, and how to identify and expand vocal range. This course includes ear, diction, rhythm, harmony training and basic music theory. Aspiring vocalists will discover proper body posture, and performance and voice-maintenance tips. With new vocal skills under your belt, you will then have an opportunity to sing a dozen or so songs with guitar accompaniment from the instructor’s “Song Request List” of more than 250 pop, oldie, rock or country titles. Participants must be at least 13 years of age.

CRN #31445 6 Mondays, 10/16-11/20, 7:15-8:45 p.m.
MCC Bldg. V2 V117 Fee: $80
Instructor: Don Donegan is director emeritus and founder of the Connecticut Songwriters Association (CSA). He is a full-time singer/songwriter and musician and owns Rainbow Music, a teaching and recording studio in Glastonbury.

Your Drum Circle
Get your hands on some of Bob “BB” Bloom’s drums and percussion instruments, or bring your own favorites to launch this drum circle into the most full-tilt rock and boogie songs you’ve ever played. The instructor will accompany your drumming on his conga, jembe and ashiko drums. Everyone, experienced as well as first-time drummers, are going to take a “Drum Ride” on this musical hoot! CRN #31618 1 Friday, 10/13, 7-9 p.m. EHCRC Room 1 Fee: $10
Instructor: Bob Bloom, recognized for the high level of interactivity of his programs, was certified as a Master Teaching Artist by the Connecticut Commission on the Arts in 1997. His participatory drumming events have been presented at the New Haven International Festival of Arts and Ideas and the Bushnell Center for the Performing Arts, among other venues.

Drum Team: Introduction to the West African Djembe Drum Ensemble
Using beautiful, traditional, hand-carved drums provided by the instructor, participants will enhance their understanding of rhythm through practice patterns and traditional phrases. In this structured, hands-on drum course, participants will learn correct hand and stick techniques, how to start and stop the ensemble, and traditional accompaniments to West African rhythms. This music is fascinating and fun to play, and all levels are welcome.

CRN #31566 4 Fridays, 10/20-11/10, 6:30-8:30 p.m. MCC Bldg. AST E113 (Auditorium Backstage) Fee: $55
Instructor: Rick Liegl has studied and performed traditional stick and hand drumming from West Africa for more than ten years. In 1999, he created Hand’s On Rhythm Circles, through which he has introduced thousands of Connecticut residents to West African drumming.
ONLINE COURSES

WELCOME TO ONLINE LEARNING!

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

REQUIREMENTS:

All courses require:
• Internet access
• Email
• Internet Explorer, Netscape or Firefox web browser
• A computer (of any type)

Some courses may have additional requirements. Please visit our online instruction center for more information:

www.ed2go.com/manchcc

HOW TO GET STARTED:

Successful enrollment is achieved by following these three simple steps:

1. Register and pay for the course(s) using the registration form on page 67. Be sure to indicate the start date and CRN of your course on the registration form.

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

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

START DATES:

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

September 20
October 18
November 8
December 13

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CRN #30967

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Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor. $104
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Gain a solid foundation in drawing and become the artist you’ve always dreamed you could be! $104
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An introduction to the most important works of European art, with a wealth of commentary and interesting historical information. $104
CRN #30994

Film Literacy for Everyone
Gain an appreciation of the filmmaker’s art. Be able to read between the frames to find deeper meaning in any filmed story. $104
CRN #30993

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Administrative Assistant Fundamentals
Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries. $104
CRN #30965

Administrative Assistant Applications
Gain the skills and knowledge you’ll need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant. $104
CRN #30964

Fundamentals of Supervision and Management
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts. $104
CRN #30983

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Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills. $104
CRN #30981

Understanding the Human Resources Function
Learn to handle basic human resource functions to ensure the best possible results. $104
CRN #31116

Hire Smart
Learn recruiting techniques that will help you hire the best people possible. $104
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Become indispensable to any organization by understanding how to identify and meet customer needs. $104
CRN #30980

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Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing. $104  
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Experienced project manager teaches you tricks of the project management trade. $104  
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Become a more effective member of your company by learning to apply advanced purchasing concepts. $104  
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Master the five critical factors of highly effective communication used by all skilled communicators. $104
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Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity. $104
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Learn how to have more successful relationships with difficult bosses, coworkers, students, neighbors, or relatives. $104
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Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension. $104
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Learn six easy recipes to glue Spanish words together into sentences, and you’ll be engaging in conversational Spanish in no time. $104
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Clever follow-up to our popular Speed Spanish course. Several new recipes help you quickly build fluency. $104
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Gain a greater appreciation and understanding of the marvelous complexity of the human body. $104
CRN #31077

Debt Elimination Techniques That Work
Learn specific, powerful, and proven strategies to get completely out of debt and live a stress-free lifestyle. $104
CRN #31047

Where Does All My Money Go?
Learn how to get control of your money once and for all. $104
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Personal Finance
Protect your assets and discover how best to achieve all your financial goals. $104
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Building Wealth
Certified financial planner shows you how most wealthy people build their fortunes. $104
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Real Estate Investing
Build and protect your wealth by investing in real estate. $104
CRN #31102

Stocks, Bonds, and Investing: Oh, My!
Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement. $104
CRN #31053

The Analysis and Valuation of Stocks
Discover valuable techniques that show you step by step how to research and value stocks. $104
CRN #31054

Introduction to Stock Options
Learn how stock options can protect your portfolio and help you profit in any type of market. $104
CRN #31055

Check out the complete listing of online courses at ed2go.com/manchcc

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ONLINE COURSES

PHOTOGRAPHY

Discover Digital Photography
An informative introduction to the fascinating world of digital photography equipment. $104
CRN #31096

Secrets of Better Photography
Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations. $104
CRN #31094

Photographing People With Your Digital Camera
Learn to take beautiful pictures of adults, children, and babies. $104
CRN #31095

SALES & MARKETING

Principles of Sales Management
Master the art of managing sales teams from a sales management professional. $104
CRN #30976

Professional Sales Skills
Discover how to begin a successful and rewarding career in sales. $104
CRN #30978

Effective Selling
Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success. $104
CRN #30977

TEST PREP

Marketing Your Business on the Internet
E-commerce expert helps you develop an Internet marketing plan for your business. $104
CRN #31120

GED Test Preparation
Want to pass the GED? This course will help you develop the skills you’ll need to succeed. $104
CRN #31027

Prepare for the GED Language Arts, Writing Test
Obtain the skills and knowledge to successfully prepare for the GED Language Arts, Writing test. $104
CRN #31028

Prepare for the GED Math Test
Master the skills you’ll need to successfully pass Test 5 in the GED test series. $104
CRN #31029

GMAT Preparation
Discover powerful test-taking techniques and methods for improving your score on the GMAT. $104
CRN #31032

GRE Preparation: Part 1
Discover powerful strategies for success in the verbal and analytical sections of the GRE. $104
CRN #31030

GRE Preparation: Part 2
Learn a variety of useful techniques for tackling the math section of the GRE. $104
CRN #31031

LSAT Preparation: Part 1
Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills. $104
CRN #31033

LSAT Preparation: Part 2
Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers. $104
CRN #31034

SAT/ACT Preparation: Part 1
Master the reading, writing, English, and science questions on the ACT and new SAT. $104
CRN #31035

SAT/ACT Preparation: Part 2
Master the math questions on the ACT and new SAT. $104
CRN #31036

NEED HELP?

The knowledgeable staff at Ed2go can assist you!
Go to www.ed2go.com/manchcc and click “Help” on the Online Instruction Center menu. You will find answers to many common questions, or you may submit an inquiry directly to the Ed2go Help Desk by scrolling to the bottom of the page.

If you have questions about how to register or pay for an online class, you may email MCC’s Ed2go contact,
Jessie Bradley:
jbradley@mcc.commnet.edu

Check out the complete listing of online courses at ed2go.com/manchcc
Digital Camera Introduction
Learn the fundamentals of digital photography using a consumer-model digital camera. All aspects of the digital camera will be discussed, including the lens, viewfinder, focus, aperture, shutter, digital file formats, and image storage. Comparisons will be done on some popular digital cameras, including image quality, current usage, and price. A portion of the course will also cover working with Photoshop Elements 3.0, a popular photo editing program. We will explore importing and saving photographs; methods of color correction and enhancement; print sizing; and preparing images for print and the web. To take this class, it is not necessary to own a digital camera, but if you do, please bring it along with your instruction manual. Prerequisite: Basic Windows, keyboard and mouse skills.

CRN #31330 2 Thursdays, 9/7-9/14, 6-9 p.m.
MCC Bldg. LRC B142

CRN #31331 2 Thursdays, 10/5-10/12, 6-9 p.m.
MCC Bldg. LRC B142

Fee: $95

Instructor: Richard Hoyer

Using Your Digital SLR
Got a new DSLR? While these new digital, single-lens, reflex cameras have some of the same functions and features as film cameras, there is a whole new digital side. This class will focus on the specifics of using a digital SLR and will answer many of the questions on how to get the most out of your new camera. Topics will include choosing the proper file format and resolution; compression; lenses; white balance; color space; exposure compensation; saturation; and contrast controls. Classroom presentations and hands-on experience will help you to learn about your camera and the use of the RAW file format. The class will also use Adobe Photoshop to demonstrate downloading images and processing RAW file formats, as well as learning essential tools for processing digital photographs. Please bring your own Digital SLR to class.

CRN #31633 2 Fridays, 10/6-10/13, 6-9 p.m.
MCC Bldg. LRC B142 Fee: $95

Instructor: Richard Hoyer

Digital Camera RAW
This course is for serious hobbyists through advanced photographers. Improve the quality of your digital captures by using the RAW format. Set up a workflow to quickly process large numbers of RAW files. Make image corrections that would be impossible with other image formats. Designed for any type of photography. Learn to create professional-quality digital photographs from your RAW files, regardless of your current skills. Use the RAW format to correct white balance and exposure problems. Use the extra information in RAW files, regardless of your current skills. Use the RAW format to correct white balance and exposure problems. Set up and use an efficient workflow for RAW images. Prerequisite: Basic Windows, keyboard and mouse skills.

CRN #31332 2 Tuesdays, 11/28-12/5, 6-9 p.m.
MCC Bldg. LRC B141 Fee: $95

Instructor: Carmine Filloramo, B.A., has 30 years of experience in the photography business. He has worked as a newspaper photographer and a photographic consultant for Actina, Inc. in Hartford. His work has brought him around the world and his skills have led him to photograph four U.S. Presidents.

Digital Camera: Part II
Making the leap from film to digital photography was scary, but you did it! And now that you’ve had some time to enhance your digital photo skills, and maybe even learned how to load your photos into the computer and digitally enhance them, you’re ready for more. Well, we’ve got it! In this advanced course, learn how to control digital photography from camera to computer. Topics will include advanced techniques for taking better digital photos; digital picture management; advanced camera controls; enhancing your pictures with Adobe Photoshop; and successful printing and web usage techniques. Bring your digital camera and your digital questions to this informative class. Prerequisite: Introduction to Digital Camera, equivalent experience, or approval by instructor/computer coordinator.

CRN #31631 2 Tuesdays, 10/17-10/24, 6-9 p.m.
MCC Bldg. LRC B142 Fee: $95

Instructor: Richard Hoyer

Digital Camera for Older Adults
Learn the fundamentals of digital photography using a consumer-model digital camera at a comfortable learning pace geared for older adults. All aspects of the digital camera will be discussed, including the lens, viewfinder, focus, aperture, shutter, digital file formats and image storage. Comparisons will be done on some popular digital cameras, including image quality, current usage and price. We will explore importing and saving photographs; methods of color correction and enhancement; print sizing; and preparing images for print and the web. To take this class, it is not necessary to own a digital camera, but if you do, please bring it along with your instruction manual. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills are recommended but not required.

CRN #31333 2 Mondays, 9/11-9/18, 1-4 p.m.
MCC Bldg. LRC B142 Fee: $95

Instructor: Richard Hoyer

Digital Picture Editing for Older Adults
Learn to fix and enjoy your photos using some simple and low-cost tools. This class will use Picasa, free software available from Google, that helps you to organize, edit and share the photos you have on your PC. Picasa makes advanced photo editing simple by putting one-click fixes and powerful effects at your fingertips. Picasa also makes it easy to email, print or burn CDs from your photos, and best of all, it’s free. Other topics will include how to download Picasa, post photos on the web, and make simple slide shows. In addition to Picasa, we will look at other free or low-cost, simple software you can use to fix your photos and enjoy. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills are recommended.

CRN #31334 2 Wednesdays, 10/4-10/11, 1-4 p.m.
MCC Bldg. LRC B141 Fee: $95

Instructor: Richard Hoyer

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

CRN #31330 2 Thursdays, 9/7-9/14, 6-9 p.m.
MCC Bldg. LRC B142

CRN #31331 2 Thursdays, 10/5-10/12, 6-9 p.m.
MCC Bldg. LRC B142

Fee: $95

Instructor: Richard Hoyer

Using Your Digital SLR
Got a new DSLR? While these new digital, single-lens, reflex cameras have some of the same functions and features as film cameras, there is a whole new digital side. This class will focus on the specifics of using a digital SLR and will answer many of the questions on how to get the most out of your new camera. Topics will include choosing the proper file format and resolution; compression; lenses; white balance; color space; exposure compensation; saturation; and contrast controls. Classroom presentations and hands-on experience will help you to learn about your camera and the use of the RAW file format. The class will also use Adobe Photoshop to demonstrate downloading images and processing RAW file formats, as well as learning essential tools for processing digital photographs. Please bring your own Digital SLR to class.

CRN #31633 2 Fridays, 10/6-10/13, 6-9 p.m.
MCC Bldg. LRC B142 Fee: $95

Instructor: Richard Hoyer

Digital Camera RAW
This course is for serious hobbyists through advanced photographers. Improve the quality of your digital captures by using the RAW format. Set up a workflow to quickly process large numbers of RAW files. Make image corrections that would be impossible with other image formats. Designed for any type of photography. Learn to create professional-quality digital photographs from your RAW files, regardless of your current skills. Use the RAW format to correct white balance and exposure problems. Use the extra information in RAW files, regardless of your current skills. Use the RAW format to correct white balance and exposure problems. Set up and use an efficient workflow for RAW images. Prerequisite: Basic Windows, keyboard and mouse skills.

CRN #31332 2 Tuesdays, 11/28-12/5, 6-9 p.m.
MCC Bldg. LRC B141 Fee: $95

Instructor: Carmine Filloramo, B.A., has 30 years of experience in the photography business. He has worked as a newspaper photographer and a photographic consultant for Actina, Inc. in Hartford. His work has brought him around the world and his skills have led him to photograph four U.S. Presidents.
Digital Photo Printing
You’ve taken some really great digital photos, and now you’d like to print them on your ink-jet printer. So far, you’ve been disappointed with your results; the colors don’t match what you saw on the screen, and you’re not sure what went wrong. Does this sound like you? This course will help you find the solution and teach you some creative techniques that will make your great shot an equally great print. Topics that will be covered include digital printing basics; color theory and color management; making basic Photoshop corrections; using Photoshop for creative effects; and resampling, troubleshooting, and presentation. The course is specifically designed for the amateur photographer who wants to print their own photos on an ink jet printer. Handouts are included. A detailed course outline and samples of the instructor’s work can be viewed at www.shaffersmith.com. Recommended texts: The Digital Printing Handbook, Daly; and Mastering Digital Printing, Johnson, available at your local bookstore. Materials fee: $25, payable to instructor on first class, for ink and paper.
CRN #31639 6 Tuesdays, 10/17-11/21, 7-9 p.m. MCC Bldg. AST D211 Fee: $105
Instructor: Jeff Shaffer has been a professional photographer for more than 15 years and operates a studio with his wife, Dawn, in Hartford. They specialize in food and still life for advertising magazines. He is also program director for the American Society of Media Photographers.

Photographic Lighting Workshop
Have you ever wished that your photos looked better? Maybe you had a great subject and good composition, but the light just wasn’t right. Let a professional photographer show you the way to better lighting. You’ll learn how to use many different (affordable) types of light, from the sun to incandescent and electronic flash. There will be demonstrations of techniques and assignments that will incorporate what you’ve learned. Students will shoot both black-and-white film and color slides for assignments. A basic knowledge of 35mm photography is required. By the time you finish this course, you’ll see light in a whole new way! A detailed course outline and samples of the instructor’s work can be viewed at www.shaffersmith.com. Expenses: approximately $50-$75 for film and development.
CRN #31638 6 Thursdays, 9/7-10/12, 7-9 p.m. MCC Bldg. AST D211 Fee: $105
Instructor: Jeff Shaffer

Advanced Seminar in Photography: Topics in Photographic Composition
This class is for the experienced photographer who is technically competent with his or her camera. We will focus on different approaches to composing an effective photograph through the use of light, pattern, texture, and color. Student work will be critiqued in each session. Shooting assignments will be in both natural and urban settings. Digital and film formats are both welcome. Required text: Photographing the Patterns of Nature, Braasch, Amphoto Books, available at MCC Bookstore.
CRN #31630 6 Mondays (mostly alternate weeks), 9/25; 10/16; 10/23; 11/6; 11/20; and 12/4, 7-9 p.m. MCC Bldg. AST D229; and 2 Saturday field trips, 10/14 & 10/28 (time and place announced in class) Fee: $140
Instructor: Mallorie Ostrowitz holds an M.F.A. from Lehman College and a B.A. in fine arts from Queens College. Her photography has been widely exhibited throughout the U.S. and can be viewed on her website: www.mallorieostrowitz.com.

Digital Macro Photography
Interested in taking great close-up macro photographs with your digital camera? Using a macro setting is only the beginning. In this workshop, we will look at the various options that digital photographers have for exploring the world of macro photography. Which cameras come with the best macro lens? How do you use a macro lens? What is a macro lens? Through demonstration and hands-on, in-class practice, you will learn the fundamentals of macro photography.
CRN #31635 1 Wednesday, 11/29, 6-9 p.m. MCC Bldg. LRC B144 Fee: $30

Composition Techniques
There is one element that can really improve your photographs, one feature that can lift your photo from snapshot to art: a sense of composition. Digital cameras and image processing software provide impressive control over exposure and color balance, but your photos will never succeed if the contents don’t come together. This class is designed to help you refine your vision and improve your compositions. We will look at framing, patterns, movements, focal point, and creating depth. We will also look at examples of photographs that highlight compositional rules and techniques which will make a difference in your photos.
CRN #31636 1 Wednesday, 12/6, 6-9 p.m. MCC Bldg. LRC B144 Fee: $30

Masters of the 20th Century: Part II
This is a survey course in the history of photography that will look in-depth at the major photographers of the ‘30s and onward. We will cover the avant garde movement; Ansel Adams and landscape photography; photojournalism; and documentary photography through World War II. Required text: The History of Photography, Newhall, The Museum of Modern Art, available at MCC Bookstore.
CRN #31632 7 Tuesdays (on alternate weeks), 9/26; 10/10; 10/24; 11/7; 11/21; 12/5 & 12/19; 7-9 p.m. MCC Bldg. AST D229 Fee: $125
Instructor: Mallorie Ostrowitz

Recording a Disappearing Wilderness: Photographing the Maine Woods
In this informative and entertaining session, the instructor will draw on 25 years of photographic work in the North Woods of Maine to present a visual perspective of this wilderness area. Included in the presentation will be a retrospective of past industry in these woods, as well as a discussion of recent land-use trends. Those interested in nature photography will find this course especially beneficial, but all photographers and environmentalists are welcome.
CRN #31637 1 Thursday, 12/7, 7-9 p.m. MCC Bldg. AST D229 Fee: $15
Instructor: Hunter Neal is a commercial professional photographer in the greater Hartford area with more than 20 years of experience, and has had his own business for the past 13 years. He is a graduate of Rochester Institute of Technology’s Pro Photo Program.
PHOTOGRAPHY

Photography for the Tourist
This unique course will consist of two parts: the first part will feature a slide show of the instructor’s recent trip to Snow Bird Hill in Antarctica and other sites along the way. He will also talk about the cameras that he used to shoot the film. The second part of the course will include a discussion about what kinds of camera equipment you should bring on vacations in which a lot of photographic shooting will be done; how to get the most out of your digital camera; comparing optical zooms to digital zooms; image formats and conversions; elements of good picture-taking; and using imaging software. A brief explanation of Photoshop Elements will also be provided.
CRN #31631 1 Thursday, 12/14, 6-9 p.m. MCC Bldg. LRC B141 Fee: $25
Instructor: Carmine Filloramo, B.A., has 30 years of experience in the photography business. He has worked as a newspaper photographer and a photographic consultant for Aetna, Inc. in Hartford. His work has brought him around the world and his skills have led him to photograph four U.S. Presidents.

PROFESSIONAL DEVELOPMENT

Job Search and Skills Workshop
Looking for information and guidance on how to become more competitive in your job search or career development? You are invited to attend the following workshops. All three sessions are FREE and open to students, alumni, and community members. Pre-registration is required; please use the registration form on page 67.

Session #1 - 9/21: Effective Résumé Writing
Build résumé-writing confidence. Whether you’re writing your first résumé or updating an existing one, this workshop provides a foundation of skills needed to develop this competitive marketing tool.

Session #2 - 9/28: Job Search & Cover Letters
Job seekers should understand how to conduct a comprehensive job search based on today’s winning strategies. Learn how to research opportunities, contact employers, and network and tap into the hidden job market. The crafting and crucial role of cover letters will also be included.

Session #3 - 10/5: Interviewing Skills
Preparation is the key to a successful interview. This workshop identifies the types of interviews candidates are experiencing today; covers the stages of the interview process; and previews the most frequently asked interview questions.
CRN #31589 3 Thursdays, 9/21-10/5, 7-8:15 p.m.
MCC Bldg. Lowe L177 (Career Services Suite)
Fee: FREE
Instructor: Carl Ochnio, M.S., is Director of Career Services at MCC.

BE A HERO IN YOUR WORKPLACE!
Let your supervisor know about custom training provided by MCC’s Business & Industry Services. Whether your company needs training in:

• Computer Hardware and Applications
• Manufacturing and Technology (including Lean)
• Basic Skills (including ESL)
• Health Care
• Communication
• Supervisory and Management Skills

You can come to MCC for Quality, Convenience and Responsiveness!

MCC even helps companies find grant funding to help reduce training costs

Call Mick Pigott at (860) 512-2815.
What Is Manchester Community College Really About?

Comprising six discussion sessions, this course is designed for public educators, adjunct faculty, members of the Alumni Association and the Older Adults Association, policy makers, and interested citizens.

September 20 ... Who are our students? (including full- and part-time, credit and credit-free) Where do they come from? Where do they go?

Presenters: Duncan Harris, Associate Dean of Academic Affairs; and David Nielsen, Director of Planning, Research and Assessment

October 4 ....... How does MCC connect with the public schools?

What about Great Path Academy?

Presenters: Dr. Thomas Danehy, Principal of Great Path Academy; and Marcia Jehnings, Division Director of Social Science and Hospitality

October 18 ....... What’s it like inside MCC?

Presenters: Lucy Hurston, Assistant Professor of Sociology and author; Glenn Lemaire, Professor of Hospitality and Culinary Arts; Florence Shells, Coordinator of Transitional Programs and former Student Trustee; and Rae Strickland, Assistant Professor of English

(N.B.: all four are MCC graduates.)

November 1 ..... Workforce Development and the Credit-Free Side

Presenters: Melanie Haber, Dean of Continuing Education; and Eileen Stern, Director of Business and Industry Services

November 15 ... How do the legislature and public at large view MCC? What is its mission? What should it be?

Presenters: David Blackwell, Esq., Member of the Board of Trustees, former State Representative, and MCC alumnus; and Melody Currey, Mayor of East Hartford and former Deputy Speaker

November 29 ... A look into the future

Presenters: Dr. Jonathan M. Daube, MCC President; and the presenters of the first five sessions

Precision Machining: Phase I

The Precision Machining Program is a comprehensive, hands-on training program for entry-level machinists or individuals with manufacturing experience who want to advance their skills. Students learn on basic machine tools, including lathes, drill presses, grinders and milling machines. Students will also produce parts from engineering drawings, make measurements using inspection tools and be introduced to the basics of Computer Numerical Control (CNC). The program combines classroom training, lab experience with actual equipment used in industry today, and internships with local manufacturing companies.

CRN #31587 71 sessions, Monday through Friday, 9/18-12/29 (does not meet 11/23, 11/24, 12/22 and 12/25), 9 a.m.-3 p.m.
MCC Bldg. V4 V141

CRN #31588 78 sessions, Monday through Friday, 9/18/06-1/10/07 (does not meet 11/23, 11/24, 12/22 and 12/25), 4:30-9:30 p.m.
MCC Bldg. V4 V141

Fee: $2,500

Instructor: Richard Dwire has 40 years’ experience in manufacturing. He brings a lifetime of valuable manufacturing knowledge with him to the classroom, including all aspects of machining, shop theory, mathematics and safety education.

Did you know that Business & Industry at MCC has trained employees of companies in:

Healthcare  IT  Telecom
Manufacturing  Banking  Media
Hospitality  Retail  State Agencies

To gain a competitive edge, turn to MCC for Workforce Training in 21st Century Professional Development.

Call Mick Pigott at 860-512-2815

Business & Industry instructors have used their extensive, real-world experience to provide successful workshops to local companies for the past 17 years.
Consider Yourself Confirmed!
MCC notifies you only if a course cancels or has schedule changes. If you don’t hear from us, assume you are registered.

PROFESSIONAL DEVELOPMENT

Accounting I
In this hands-on course, students will learn basic concepts and practices of an accountant’s role in providing managers with information to assist in their planning, control and decision-making activities. Participants also will go through the steps in the accounting cycle, including building reports in QuickBooks, Excel, and PowerPoint. Students will be able to use a “real world” general ledger, spreadsheet, and presentation software. In addition, students will learn how to do charts (graphs) and vertical and horizontal analysis in Excel. Students will be provided a disk and some additional notes during class. Required text: Financial and Managerial Accounting, 8th edition, Warren, available at MCC Bookstore. Prerequisite: Basic computer skills including the use of Windows and Excel.
CRN #31346 5 Fridays, 10/6-11/3, 9 a.m.-4 p.m. MCC Bldg. LRC B141 (limited seating) Fee: $225
Instructor: John W. Kelly, MBA/CPA, is an associate professor of accounting in the College Learning Center at MCC.

Professional Bartending with S.M.A.R.T. National Certification
Learn to prepare today’s most popular drink recipes (like the Kamikaze and the Cosmopolitan), as well as some of yesterday’s classic cocktails. Instruction includes opening and closing duties, product knowledge, garnish cutting, making change, optimizing tips, health regulations, and how to serve alcohol responsibly. The S.M.A.R.T. (Server and Manager Alcohol Responsibility Training) certification teaches responsible service of alcohol with extra emphasis on checking IDs and underage drinking problems. S.M.A.R.T. certification is recognized by liquor administrators throughout the country, and employees who hold this certification lower the liquor liability of the places they work. Anyone looking for a new skill that can be used immediately in restaurants, clubs, hotels, or catering companies will benefit from this course. Students receive a certificate for bartending and a wallet-sized S.M.A.R.T. certification card upon successful completion of this course. Students must be at least 18 years of age. No real alcohol is used in class instruction. Bring your lunch. Materials fee: $35, which includes S.M.A.R.T. booklet and other supplies, payable to instructor at first class.
CRN #31508 2 Saturdays, 9/16-9/23, 9 a.m.-5 p.m. EHCCC Room 6
CRN #31509 2 Saturdays, 12/2-12/9, 9 a.m.-5 p.m. EHCCC Room 6 Fee: $195
Instructor: Paul Rich has been a S.M.A.R.T. instructor for MCC and other CT community colleges for the past two years, and has worked in the bartending industry for more than 12 years.

Of Similar Interest:
• See Certification Programs in Allied Health on pages 3-4
• See Personal Trainer and Senior Fitness Instructor Certification courses on page 38
• “Spanish for the Workplace I and II” on page 42
• “French for Business” on page 43

Are You an Entrepreneur? Are You Growing a Business? We Have a Course for You!

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Building and Maintaining a Successful Business
Do you have an idea for your own business or consulting practice, but don’t know how to get started? In this brief, intensive workshop, you’ll get all the tips, tricks, techniques, and business knowledge you need to succeed and make your idea profitable. You will also learn how to reach clients with a sellable identity; close contract deals; and develop an effective marketing plan. After this class, you’ll have an understanding of all the planning and communication tools that are needed for a successful and profitable business or consulting practice.
CRN #31581 2 Mondays, 12/4-12/11, 6:30-8:30 p.m. MCC Bldg. LRC B144 Fee: $25
Instructor: David K. Ewen, M.Ed., has been a business consultant for Boston Voyager; a graphics design company, E.P. TelCo, a telecommunications contractor, Today’s Music Review, a promotional designer, and Even Prime, Inc., a publishing consultant. David is the founder and former executive director of the New England Publisher’s Association.

So, You Want to Be a Professional Organizer!
You’ve probably heard about professional organizers—people whose own organizing skills are acute enough to turn into a profitable service. Maybe you’ve seen “Mission: Organization” on the Home and Garden Channel or “Clean Sweep” on The Learning Channel. Are your own skills at organizing honed enough to turn professional? Can you straighten out a messy closet or an office to the point where it’s a new, inviting space? Can you turn chaos and clutter into comfortable and convenient living and work areas? This course will explain the tools you need to go into business as a professional organizer. Learn how to set up your own organizing business, what expenses are involved in setting up a business, how to handle record keeping and get started with clients, and how to network and market your business and yourself on a shoestring budget. You’ll also hear about the different types of organizing that other professional organizers do. Find out how to turn your organizing talents into profits!
CRN #31573 1 Monday, 10/23, 7-8:30 p.m. MCC Bldg. Lowe L142 Fee: $25
Instructor: Faith Manierre is the president of Busy Bees Professional Organizing, LLC, and the founding president of the Connecticut Chapter of the National Association of Professional Organizers.

Current Credit-Free Offerings

• “Spanish for the Workplace I and II” on page 42
• “French for Business” on page 43

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PROFESSIONAL DEVELOPMENT

REAL ESTATE

Principles and Practices of Real Estate
This required course for real estate licensing provides clear explanations of modern real estate practices and a working knowledge of real estate in Connecticut. Property owners, buyers, sellers, and anyone interested in pursuing real estate careers or operations will find this course beneficial and rewarding. Required texts: available from instructor for approximately $85. Bring your lunch to Saturday classes.

CRN #31513 11 Saturdays, 9/16-12/2 (does not meet 11/25), 8:30 a.m.-2:30 p.m. MCC Bldg. Lowe L240
CRN #31514 16 sessions, Mondays & Wednesdays, 9/25-11/20 (does not meet 10/9), 5:30-9:30 p.m. RHAM High School, Room 107 (see below)
CRN #31515 16 sessions, Tuesdays & Thursdays, 9/26-11/16, 5:30-9:30 p.m. MCC Bldg. Lowe L240
Fee: $399
Instructors: CRN #31513: Archangelo D’Amato brings more than 25 years of real estate brokerage, sales, leasing, development and property management to the classroom; CRN #31514: Ellen Clifford is a licensed realtor with more than twelve years of experience in real estate sales, leasing, property management, and bank foreclosures.
CRN #31515: Andrew Pappas is a licensed broker representing MCC within the Connecticut Community College Consortium.

For directions to RHAM High School, 85 Wall Street, Hebron, CT 06248 please visit their web site: www.rhamhs.reg8.k12.ct.us or call their main office at (860) 228-9474

Real Estate Appraisal I: Principles of Residential Valuation
This course is required for those seeking a real estate broker’s or appraiser’s license, and may also be helpful for real estate salespeople. Students will learn how to effectively price competitive listings, as well as learn practical techniques for appraising property and how to determine loan, sale and insurance values. Required texts: available from instructor for approximately $75.

CRN #31579 9 Wednesdays, 10/11-12/13 (does not meet 11/22), 6-10 p.m. MCC Bldg. Lowe L142 Fee: $250
Instructor: Archangelo D’Amato

Real Estate Law
Approved for broker license candidates, this course is for real estate salespersons who wish to obtain a broker license. The course will use practical case studies to address all legal considerations for real estate transactions in Connecticut. Among the topics covered in this course will be ownership and interests in real estate; transfers and conveyances; Connecticut’s real estate licensing law; agency law and liability; duty to disclose; real estate finance; development and subdivision of real estate; condominiums; landlord/tenant law; and federal real estate law. Textbooks are available from the instructor for $85.

CRN #31516 9 sessions, Tuesdays & Thursdays, 10/19-11/16, 9:30 a.m.-1:30 p.m. EHCCC Room 2 Fee: $275
Instructor: Andrew Pappas

Real Estate Licensure Information
All of the real estate courses offered at MCC for licensure and continuing education are recognized by the Real Estate Consortium of Community Colleges of Connecticut and have been approved and filed with the State of Connecticut Real Estate Commission. All courses meet the minimum requirements as outlined by the State.

Real estate salespersons, brokers and appraisers must fulfill educational requirements to qualify for State of Connecticut mandated exams. The educational requirements for Connecticut are as follows:

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

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

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

MCC REAL ESTATE AND APPRAISAL COURSES QUALIFY FOR VETERAN’S BENEFITS
Qualify for Veteran’s Benefits?
You may be able to receive monthly benefits for taking Principles and Practices of Real Estate • Appraisal I • Appraisal II
Call MCC’s Financial Aid Office for more information on Veteran’s Benefits at (860) 512-3362 or 512-3388

BE IN THE RIGHT PLACE AT THE RIGHT TIME
Check your class schedule for location.
Some classes meet at off-campus locations.
MCC = Manchester Community College
LOWE = Lowe Building
V1-V6 = Village
LRC = Learning Resource Center
AST = Arts, Sciences & Technology Center
EHCCC = East Hartford Community Cultural Center
SKILLS FOR THE WORKPLACE

Occupational Safety and Health Administration (OSHA): General Industry Certification Program
Entry-level workers and trade professionals will be trained on General Industry Standards for safety and health issues, and will earn the 10-hour OSHA certification that is recognized in Connecticut and around the nation. The program is designed to promote safety compliance on the job and empower workers to become partners with management in building a workplace culture of safety. Topics will include OSHA standards; fire protection and prevention; electrical hazards; fall protection; flammables and combustibles; and personal protective equipment. Upon completion of the 10-hour course (there is no testing; attendance and participation is of primary importance), OSHA certification will be provided. The course certificate is recognized throughout the United States. Materials fee: $25 for a comprehensive packet of handouts.
CRN #31640 2 sessions: Saturday & Sunday, 10/14-10/15, noon-5 p.m. MCC Bldg. LRC B142 Fee: $250
Instructors: Maureen and Jay Bowers are OSHA-certified trainers for the 10-hour and 30-hour certification programs for both the Construction and General Industry certifications. They are empowered to train in Connecticut and throughout the U.S. by Federal OSHA through the University of New Hampshire at Keene. Maureen and Jay have both been employed for more than 10 years by the CT Technical School System, and Jay was a training and development specialist for Xerox Corporation in CT, MA, and NY for more than 30 years.

Occupational Safety and Health Administration (OSHA) Construction Certification Program
This certification course, different than the General Industry one, teaches safety topics established by OSHA to build employee awareness of the dangers and health issues involved in the construction and telecommunication industries. Topics include electrical safety; fall prevention and protection; personal protective equipment; materials handling, storage, use and disposal; hand and power tools; scaffolds, cranes, derricks, hoists, elevators, and conveyors; excavations; and stairways and ladders. Upon completion of the 10-hour course (there is no testing; attendance and participation is of primary importance), OSHA certification will be provided, as specified by Connecticut’s new construction employment law (PA 06-175). The course certificate is recognized throughout the United States. Materials fee: $25 for a comprehensive packet of handouts.
CRN #31642 2 sessions: Saturday & Sunday, 11/18-11/19, noon-5 p.m. MCC Bldg. LRC B142 Fee: $250
Instructors: Maureen and Jay Bowers

How to Get Your Life on Track
If your self-esteem has been damaged, or if you feel that life controls you instead of you controlling your life, then this course is for you. Learn the secrets of positive self-esteem, confidence, and how to believe in yourself and your abilities. Never again let the comments or attitudes of others bother you or distract you from achieving your goals and dreams. Develop personal strategies for determining what your interests are and how to start guiding your life in the direction that you choose.
CRN #31567 1 Thursday, 9/14, 7-9 p.m. MCC Bldg. LRC B213 Fee: $25
Instructor: Roger Abramsky is the founder of the American Society for Positive Thinking and a much sought-after motivational public speaker with extensive public speaking experience. He holds a B.A. in sociology and Applied Social Relations/Communications from Eastern Connecticut State University, and is employed by a major corporation as a compliance/business analyst.

Business Success through Good Table Manners
What do your table manners say about you? If you have the opportunity to conduct business over a meal, whether with a client of part of a job interview, learn skills that will increase your success. The culmination of the class is a four-course dinner tutorial to put the skills you learn to immediate and practical use. Topics will include business meal tactics, host and guest duties, silverware savvy, styles of eating, and dining Do’s and Don’ts. Class meets off-campus at the Acqua Oyster Bar & Grill, 236 Hartford Turnpike, Vernon (located at the intersection of Routes 30 and 83, just off Exits 64 and 65 of Rt. I-84). Please note: students must register by October 6 so that restaurant reservations can be made. Materials fee: $50, includes dinner (and tax and gratuity) and dining skills workbook, payable to instructor at the restaurant.
CRN #31561 1 Wednesday, 10/11, 4:30-7:30 p.m. Fee: $30
Instructor: Karen Wolf was trained and certified by The Protocol School of Washington®, a leader in etiquette and protocol services. She has extensive experience in client training and project management for the financial industry. She has also served as the national education manager for a major national corporation.

Discovering Your Creative Genius
Be more creative at work. Tap into your creative genius by learning a variety of innovative brainstorming and problem-solving techniques. Discover ways to better “see” solutions. Learn fresh ways to view situations, understand core issues, and present ideas. Learn how creative thinking actually enhances your ability to solve real-life problems.
CRN #31381 1 Wednesday, 12/13, 9 a.m.-4 p.m. MCC Bldg. LRC B144 (limited seating) Fee: $85
Instructor: Noreen Reilly has a B.S. from Bryant College and more than 13 years experience in business. She conducts professional development seminars for corporations, colleges, and non-profit organizations.

Performance Under Pressure: Managing Stress in the Workplace
Stress is damaging to the well-being of any work environment. This workshop will focus on two essential skills required to perform well under pressure: perceiving a situation in an optimal way, and using the physiological boost associated with stress to one’s advantage. Participants will learn proven strategies for dealing with time, anger, people, fatigue and evaluation pressures, and an effective four-step method for optimal energy management. By recognizing signs and symptoms of stress and practicing and applying learned techniques, participants will be better able to handle stressed-out associates; develop self-assessment management skills and habits; and learn how to work well under pressure.
CRN #31387 1 Tuesday, 9/26, 9 a.m.-4 p.m. MCC Bldg. LRC B144 (limited seating) Fee: $85
Instructor: Maria Ricciarelli has had a successful 20-year career in training and consulting with for-profit and not-for-profit businesses and colleges throughout the New England area. Her expertise has been recognized by the Department of Labor, the U.S. Navy, and agencies and municipalities throughout Connecticut and Massachusetts.

Whether it is to refresh your memory or to learn new practices, MCC offers customized workshops in HR, Manufacturing, Languages, IT and Business skills.
Call Mick Pigott at 860-512-2815
**PROFESSIONAL DEVELOPMENT**

**Public Speaking**
Whether you welcome a group of executives to a conference, speak at an annual meeting, deliver a new client pitch, or address staff, strong public speaking skills are essential. This lively and interactive course will include managing nervousness; organizing ideas; improving eye contact and body language; and speaking with impact. Students will also benefit from the instructor’s critiques and those of fellow participants. Please note: this credit-free course is not the same credit course offered by MCC.

CRN #31457 4 Mondays, 11/6-11/27, 7-9 p.m. MCC Bldg. LRC A226 Fee: $70
Instructor: Joan Walden has taught Public Speaking at MCC since 2002. She launched Joan Walden Enterprises, an award-winning event planning/public relations business, in 1981. Her clients have included the Wadsworth Atheneum of Art, the Chicago Mercantile Exchange, and the American Paralysis Association. She is also a freelance writer whose work has appeared in The Hartford Courant, Reader’s Digest, and elsewhere.

CRN #31388 2 Mondays, 12/4-12/11, 7-9 p.m. MCC Bldg. LRC A226 Fee: $35
Instructor: Joan Walden

**An Affair to Remember**
From a banquet, a conference, and a golf tournament to an anniversary celebration and a groundbreaking, new-product launch, “the devil is in the details.” Events don’t just happen, and memorable ones require considerable planning. Tickets don’t sell themselves, and a fundraiser doesn’t necessarily net funds. This course will examine the many aspects of event planning, and will give participants the tools they need to create “an affair to remember.” The course will also include some guest presenters.

CRN #31383 1 Friday, 10/13, 9 a.m.-4 p.m. MCC Bldg. LRC B144 (limited seating) Fee: $85
Instructor: Noreen Reilly

**Developing the Leader Within**
Understand what it takes to be a truly great leader. In this seminar, we’ll explore ways to lead with vision, integrity, courage and inspiration. Discover why your attitude is so vital to success. Learn how to successfully develop people and draw on their natural desire to be self-motivated. Gain insights for tapping into people to create positive change and action. Learn ways to share your vision by painting vivid pictures so people can capture your spirit and momentum.

CRN #31385 1 Friday, 11/17, 9 a.m.-4 p.m. MCC Bldg, LRC B144 (limited seating) Fee: $85
Instructor: Ralph Braithwaite

**Making the Transition to Management**
Moving into a management position is an exciting step on your career path. However, if you are not properly prepared for the transition, you can run into problems. This seminar will focus on the basic skills needed to make a smooth transition. We will discuss the differences between being a supervisor and a manager, and outline some of the responsibilities of a managerial position, such as assigning and distributing work; monitoring and improving performance; and reviewing and evaluating employees. Overviews of training, leadership, communication, staffing, motivation and administrative tasks will also be included. This is a workshop for the new supervisor or the individual who wants to have a better understanding of the role of a supervisor or manager.

CRN #31382 1 Friday, 11/17, 9 a.m.-4 p.m. MCC Bldg, LRC B144 (limited seating) Fee: $85
Instructor: Ralph Braithwaite

**Essentials of Project Management**
Project management is an industry-wide, recognized discipline. It has become a key ingredient to insuring successful, on-time and on-budget projects. You should attend this course if you have or will lead a project in the future, or if you will be actively participating in a project. You will learn how to determine the scope, characteristics and success of a well-defined project; how to gather and document requirements; leadership essentials; what a work breakdown session is all about; and how to schedule, estimate and handle project closure.

CRN #31361 1 Friday, 10/20, 9 a.m.-4 p.m. MCC Bldg. LRC B144 (limited seating) Fee: $100
Instructor: John Lombardo is certified in project management through the American Management Association. He has been a project management leader for more than 10 years and has led teams of up to 150 members. His projects have included infrastructure replacement, Y2K compliance and implementation of new technology.

**Essentials of Project Management Leadership**
Whether you aspire to being a leader, or have had leadership thrust upon you as a project leader, teacher, or coach, this class will help you to build and flex your leadership muscles. You will see opportunity amid change and crisis; develop your own leadership style; lead with communication, encouragement, and promotion; recognize the tell-tale behaviors of true leaders; earn greater respect, success, and recognition; and understand your own leadership potential. You will learn how to be flexible and adaptive without compromising your principles; how to understand leadership as an ongoing process and prepare to assume the role of leader; what vision is, and how to develop it; and how to create winning teams and keep them following your lead. Essentials of Project Management is recommended but not required.

CRN #31363 1 Friday, 10/27, 9 a.m.-4 p.m. MCC Bldg. Lowe L240 (limited seating) Fee: $100
Instructor: John Lombardo
More Great Books

Everyone who reads regularly likes to discuss books with others. The MCC Great Books Series offers a mix of new and classic literature each semester. Class mee▌

CRN #31436 6 Wednesdays, 9/20-11/29 (meets every other week), 3:30-5 p.m. MCC Bldg. V3 V131 Fee: $25
Instructors: Dr. Jonathan M. Daube, President of MCC; Jana Sime, Math faculty; Kimberly Hamilton-Bobow, Jea▌

Instructors: Kimberly Hamilton-Bobow and Jana Sime

10/4 - The Subtle Knife by Philip Pullman. This is the second novel in Pullman’s acclaimed “His Dark Materials” fantasy trilogy. Pullman mixes philosophy, religion, and adventure, as his young hero, Lyra, engages in an epic battle to save the world. The New York Times Book Review said that “fights are good fights.”
Instructor: Patrick Sullivan

10/18 - Terrorist by John Updike. “What inspires an eighteen-year-old Arab-Irish-American to believe that the best way to address America is to destroy it?” Updike probes this provocative question in his newest novel and offers some rather unusual, provocative answers.
Instructor: Michael DiRaimo

11/1 - Catch 22 by Joseph Heller. Alternately horrifying and hilarious, Heller’s classic 1961 novel Catch 22 added a new phrase to the English language—the title meaning to be stuck in a double bind. Following a unit of American bombardiers stationed on an island off Italy during World War II, the book is a powerful meditation on the insanity of war.
Instructor: Steve Starger

11/15 - Atonement by Ian McEwan. In this novel, a young girl’s misunderstanding of a scene between her older sister and the son of a servant brings about a crime with dramatic consequences.
Instructors: Jeanine DeRusha and Peter Poulos

Instructor: Dr. Jonathan M. Daube

A social with light refreshments for participants and instructors of the “More Great Books” group will take place immediately following the final book discussion on November 29 at 5 p.m.

Elements of Fiction Writing

This course is designed for those who want to write but feel they need more instruction in the craft of creative writing. The course includes six lessons with imaginative assignments in: finding and recognizing your material and your voice; structuring the plot, feeling the arc of the action; giving your characters depth and roundness; evoking the scene through description and detail; experimenting with points of view; and rewriting beginnings and endings. Aspiring writers are most welcome, as are those who seek inspiring assignments and who need deadlines in order to get started. We will use the Iowa Writing Workshop approach to facilitate critiques and commentary constructive to the writer’s work and goals.
CRN #31453 6 Wednesdays, 9/20-10/25, 7-9 p.m.
MCC Bldg, AST D229 Fee: $145
Instructor: Jordon Pecile

Writing the Examined Life

This workshop in creative writing will focus on writing from personal experience and turning the raw material of daily life into fiction or memoir. Various exercises in creative writing and in shaping stories will be offered as needed. Participants with works-in-progress are welcome to submit scenes for class discussion. We will use the Iowa Writing Workshop approach to facilitate critiques and commentary constructive to the writer’s work and goals. Prerequisite: This course is intended as a follow-up to Elements of Fiction Writing or for those who have had previous writing experience.
CRN #31456 6 Thursdays, 9/21-10/26, 7-9 p.m. MCC Bldg. AST D229 Fee: $145
Instructor: Jordon Pecile

Jordon Pecile retired as the head of the English Department at the Coast Guard Academy. A graduate of Cornell University and the Writing Seminars of the University of Iowa, he has written for National Public Radio, television and theater. He has also published prize-winning short stories and essays in anthologies, The New York Times, Atlantic Monthly, Epoch and other magazines.
Starting Your Story
This course is for anyone who has thought about starting their own work of short fiction but has not figured out where and how to begin. Class focus will be on finding your point of view, character development, and techniques for story invention. You will also be asked to participate in several brainstorming activities, as well as to critique the openings of work by several published authors.
CRN #31607 1 Thursday, 9/7, 6-8 p.m. MCC Bldg. LRC A226 Fee: $20
Instructor: Steven Torres, Ph.D., full-time English instructor at MCC, is the author of the Precinct Puerto Rico mystery series for St. Martin’s Press. His short stories have appeared in magazines such as Crime Spree and Alfred Hitchcock Mystery Magazine. His fourth book will be published in October of 2006.

Writing Crime Fiction
This course will help students learn the basics of crime fiction writing. Students will learn the elements of plot, characterization and setting, while avoiding clichés and stereotypes. No previous crime fiction writing is necessary—only a willingness to read, write, critique, and improve one’s skills.
CRN #31606 2 Thursdays, 9/14-9/21, 6-8 p.m. MCC Bldg. LRC A226 Fee: $35
Instructor: Steven Torres

Poetry for Poets
This course is for serious writers of poetry who are interested in refining their craft and getting their work published. Your work will undergo rigorous (but always friendly) review. The course will emphasize the processes of rewriting and editing and help you reach the next level of your writing. You will also gain the skills and confidence necessary to submit your work to literary journals. You will be expected to bring in samples of your poetry to each class, and participate in critiquing your fellow poets’ work. Classroom discussions will include poetic forms, attention to language, viewpoint, subject matter, metaphor, mood shifts, and audience response. Students will be expected to complete a chapbook of poems by the end of the course.
CRN #31597 6 Mondays, 9/11-10/23 (does not meet 10/9), 6:30-8:30 p.m. MCC Bldg. LRC A226 Fee: $75
Instructor: John Surowiec has written five books of poetry, and has been published in many journals, including Poetry, Alaska Quarterly Review, Prairie Schooner, Nimrod, Rhino, and Indiana Review. He recently won the 2006 Pablo Nersuda Prize, the 2006 Washington Prize, and finished in second place in the Sunken Garden National Poetry Competition. He has both his B.A. and M.A. in English from the University of Connecticut, and makes his living as a freelance writer.

The Breath of Poetry
Writers are also readers and listeners! The focus of this course will be on writers from various cultural backgrounds and lifestyles—poets whose work is alive, who excite and motivate, who help us realize that poetry can be breathtaking! The course introduces several contemporary poets, such as Billy Collins, Stephen Dunn, Mary Oliver, and Dorianne Laux, and several “spoken word artists,” such as Patricia Smith and Saul Williams, as well as young poets from Brave New Voices of the International Youth Poetry Slam and Festival. Brief introductions to each poet’s work will come alive through a presentation of CDs, videotapes, books, and classroom discussion. This workshop is designed for all ages and levels, including middle school, high school, and college students and teachers.
CRN #31608 1 Wednesday, 9/20, 6:30-8:30 p.m. MCC Bldg. Lowe L142 Fee: $25
Instructor: Elizabeth Thomas is a published poet who designs and teaches writing programs for schools and organizations throughout the U.S. An advocate of youth in arts, she is the founder of UpWords Poetry, a company dedicated to promoting programs for young writers.

Lives and Letters of the Black Mountain Poets
Black Mountain College in the 1950s was a place of innovation, where artistic energies came together to ignite a post-World War II avant-garde reawakening. The writers that emerged from this experimental college formed an affinity with one another forged by the unconventional ideas of their teacher, Charles Olson. Their work as writers and publishers of nontraditional forms of poetry gave rise to new notions about poetic language, self-expression, and postmodernism, and altered the literary landscape of the 20th century. Drawing from the literary archives housed at the University of Connecticut, students will read and discuss the work and personal letters of Black Mountain poets, including Olson, Robert Duncan, Edward Dorn, and Robert Creeley. The second session will meet at the Dodd Research Center, UConn, where students will be provided with a tour of the Center, an overview of the literary archives, and an opportunity to examine the original source materials (letters and manuscripts) referenced in the first class. Directions will be mailed prior to class. Special note: please register by October 20 to allow time for pre-class reading materials to be mailed to students.
CRN #31452 2 Saturdays, 10/28, 12:30-3:30 p.m. MCC Bldg. V5 V151 & 11/4, 12:30-3:30 p.m., University of Connecticut, Dodd Research Center Fee: $45
Instructor: Melissa Watteworth received her Master of Library and Information Science from Simmons College in Boston. She is a member of both the Society of American Archivists and the New England Archivists. She serves as the curator of Literary, Natural History, and Rare Books Collections at the Dodd Research Center, University of Connecticut.
Playwriting

Have you ever wanted to write a play? In this course designed to support both the first-time playwright and more experienced writers, you will learn the art of crafting a well-made play through writing and improvisation exercises, critique, readings, and discussions. Students will learn to create dynamic characters, structure plot, and construct active dialogue. Student work will be read aloud in class and critiqued in a safe, supportive process using Liz Lerman’s critical method. Students will also be introduced to the collaborative nature of playwriting and will understand the playwright’s role in production. During these six sessions, students will write character and plot descriptions, and open dialogue, and two scenes or short plays.

CRN #31598 6 Fridays, 9/22-11/3 (does not meet 10/6), 6-8:30 p.m.
MCC Bldg. V3 V131 Fee: $115
Instructor: Jan Mason has developed new plays as a director and actor in Boston and New York City, where she worked with companies such as The Women’s Project, Ensemble Studio Theater, Rattlestick, and New Georges. She has taught at the University of Virginia and James Madison University, and currently teaches a theater course at Southern Connecticut State University.

Selling Your Words: Becoming a Freelance Writer

Have you ever read a newspaper or magazine article and said, “I could have written that!”? Or maybe you’ve asked yourself, “How can I write like that?” Writing stories that editors want to buy and publish isn’t easy, but it’s not impossible, if you have a passion and talent for writing. Through lectures, discussions, and a workshop approach to writing assignments, you will gain the tools you need to navigate the treacherous waters of freelance writing. Who knows?—the next byline you read may be your own. Please bring paper, pen, and a will to write to class.

CRN #31624 6 Thursdays, 9/14-10/19, 7-9 p.m. MCC Bldg. AST T404 Fee: $105
Instructor: Steve Starger is an author, editor, freelance writer, and playwright. His writing has appeared in Cash Box Magazine, Art New England, Preview Connecticut, Preview Massachusetts, the Advocate Newspapers, Journal Inquirer, Hartford Courant, the Alexandria (VA) Gazette, and other publications. He is the co-author of Wally’s World, a biography of the late cartoonist Wally Wood, published by Vanguard Publications

Writing and Illustrating Children’s Books

This course provides an overview for how to write, illustrate and publish a children’s book. Topics include aesthetic and literary strategies; book design and dummy layout; illustration styles; the age appropriateness of stories; and the business of publishing. One of the classes will meet in the children’s section of an area bookstore.

CRN #31455 8 Tuesdays, 9/12-10/31, 7-9 p.m. MCC Bldg. LRC A108 Fee: $160
Instructor: Iris Van Rynbach, author/illustrator of 13 children’s books, has had her illustrations grace the covers of several magazines and newspapers, including The New York Times, the New Yorker and The Hartford Courant.

Publish Your Book!

Are you a writer? Do you have a manuscript that you would love to publish? Don’t miss this opportunity to learn how to self-publish and market your book. Topics that will be covered include an overview of the history of publishing; the business and technology of publishing; book design aspects such as cover, spine, binding, and paper stock; production timelines; and marketing issues such as how to set up signing and reading tours, arrange for book reviews, and create a successful retail distribution. By the end of this four-hour seminar, you, the author, will have all the information you need to begin the process of publishing your own book.

CRN #31586 2 Mondays, 11/20-11/27, 6:30-8:30 p.m.
MCC Bldg. LRC B144 Fee: $25
Instructor: David K. Ewen, M.Ed., has been in the book publishing field since 1994. The publishing house that he founded, Ewen Prime Company, has transformed into a consulting firm. He is also the former executive director of the New England Publisher’s Association.

Discover and Explore Online Journals in the MCC Library

Attention researchers at all levels and interests—did you know that the MCC Library provides access to a wide variety of online journals and magazines? This vast resource for exploring articles and publications in all kinds of disciplines, including literature, history, art, education, business, and the sciences, is at your fingertips and ready for use. The fruits of your research can be emailed to your home computer, and in many cases, can be downloaded in the library. You can also access many of these databases remotely with just your MCC library card.

You will learn how to conduct simple and more advanced searches using the iCONN databases, such as Info Trac OneFile, Expanded Academic ASAP, Informe!, Professional Collection, iCONN Newstand, ABI/Inform Complete, Health and Wellness, and History Reference Center. Don’t let these esoteric-sounding names and acronyms scare you off—they are a user-friendly doorway into an infinite world of research. Students and researchers are encouraged to bring specific research projects or ideas to class, but this is not necessary; a curious and motivated mind will suffice.

CRN #31623 1 Thursday, 10/19, 6-7:30 p.m. MCC Bldg. LRC A142 Fee: $10
Instructor: Paula Cook received her master’s of library science from Southern Connecticut State University and is a reference and instruction librarian at MCC. She has worked in college and public school libraries for more than 20 years.
OLDER ADULT PROGRAM

MCC Older Adult Program
MCC Credit-Free programs offers courses that are specifically designed for older adults, and many more that older adults will find of interest. Look throughout the catalog, foreign languages, photography, and creative writing.

Older Adult Association
For Individuals 50 and Older — Your Opportunity for Lifelong Learning
Over 1,100 OAA members enjoy free monthly meetings with speakers or entertainment, September through May; reduced fees for sponsored luncheons, dinners and a percentage of the fee paid for any credit-free course taken at MCC.

Just fill out the membership form below and mail it in. Memberships are paid annually in September, however, you can join at any time.

MCC-Older Adult Association Membership 2006-2007
PLEASE PRINT

(Mr. & Mrs. Mr. Mrs. Ms. Miss) Last Name ____________________________
First Name: Male ___________________________________ Date of Birth ______-____-____
First Name: Female ___________________________________ Date of Birth ______-____-____
Address ________________________________________________________________
Town ___________________________________ State ______ Zip ____________________
Phone (__________) ___________________________ Renewal ______ New Member ______

Dues: $12 per person, per year
Check payable to: MCC-OAA
Amount enclosed: ______________
Check #: ______________
Check Date: ______________

Send to: Older Adult Association
Manchester Community College
P.O. Box 1046, MS #16
Great Path
Manchester, CT 06045-1046

Directions to Manchester Community College (MCC)

From Hartford: From I-84 Eastbound, take exit 59 to I-384. Immediately take exit 1. Turn left onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.

From Boston: Take I-84 Westbound. Take exit 59 onto I-384. Immediately take exit 1. Turn left onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.

From Bolton: (I-384 westbound): Take I-384 westbound. Take exit 1. Turn right at the light onto Spencer St. eastbound. Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.

From Springfield: Take I-91 South. Take exit 35A to I-291 east, to I-384. Immediately take exit 1. Turn left onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.
We are pleased to announce that the MCC-OAA will extend its popular tuition rebate program for the 2006/2007 academic year. This program provides a 20 percent tuition rebate for any course(s) you take in the Credit-Free Program up to a maximum of $50 per membership year (September 2006 through August 2007).

To Receive a Rebate:

**Step 1** — Register for any of the credit-free courses currently being offered at Manchester Community College. Fill out and mail in a registration form or call the phone-in registration line. **PLEASE PAY THE FULL COURSE FEE AS LISTED IN THE COURSE CATALOG.**

**Step 2** — Bring your Tuition Rebate Form (see below) to class and have it signed by the instructor. Please use one form per member, per course.

**Step 3** — Mail the completed tuition rebate form to:

Carole Walden • 664 Bush Hill Road • Manchester, CT 06040
You will receive reimbursement within four weeks directly from the Older Adult Association.

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### MCC-OAA Tuition Rebate Form

OAA member’s name: ____________________________________________________________

Member’s address: ______________________________________________________________

______________________________________________________________________________

Course title: ________________________________________________________________

Course fee: _________________________________________________________________

Semester: (circle one) Fall Winter Spring Summer

Instructor’s signature: _________________________________________________________

(Verifying that student attended at least one class session)

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**Bookstore Hours**

Required textbooks can be purchased at the MCC Bookstore, located on the first floor of the Lowe Building.

**Regular Bookstore Hours**

Monday & Tuesday ............. 9 a.m.-6 p.m.
Wednesday & Thursday ........ 9 a.m.-4 p.m.
Friday .................................... 9 a.m.-noon
Saturday & Sunday ............ Closed

The Bookstore will be closed whenever the school is closed.

For more information, call (860) 645-3140
or visit their website at: www.efollett.com

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**Registrar’s Office Hours**

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

For more information regarding registration, please call the Registrar’s Office at (860) 512-3220
Register Early
To ensure that you receive materials lists (describing what you should bring to class) in a timely manner, register at least ten (10) days before the first scheduled class meeting. MCC cannot guarantee that materials (what instructors bring for your use) will be available for late registrants. Enrollment in classes is limited and will be accepted on a first-come, first-served basis. Classes may fill quickly; early registration ensures you a seat and also decreases the likelihood that a course will be cancelled.

Confirmations
No written confirmations are mailed. Registrants will be contacted by MCC only if a course cancels or if classrooms, meeting times or dates change.

Course Locations
Courses are held in classrooms at MCC or the East Hartford Community Cultural Center (EHCCC), unless otherwise indicated in the course descriptions. Please see maps on pages 15, 26 and 64 for directions.

Free Parking
Parking is free at MCC. You may park without a permit in Lots B or C. A permit is required to park in staff or handicapped spaces. For parking lot locations, see Campus Map on page 26. Parking is also free at EHCCC.

Weekend Restrictions
Weekend parking permitted in Lot C only. Enter through the AST building and proceed to your scheduled building/classroom.

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

Cancellations
MCC reserves the right to cancel, postpone and substitute instructors as needed due to unforeseen circumstances. If MCC cancels a course, registrants may transfer their fees to another course for the same semester or receive a full refund. If a course is cancelled, registrants will be notified by phone or mail.

Class Supply List
If the class for which you are registering requires supplies (see course description), your supply list will be mailed to you prior to class start. If you have not received your list one week before the scheduled class start, call the Continuing Education office at (860) 512-2800, or stop by the office in the Learning Resource Center (LRC) Room B147 to pick one up.

Refund Policy for Credit-Free Courses
There is a minimum enrollment for all Credit-Free courses. Classes with insufficient enrollment will be cancelled. If a course is full or cancelled, you will be notified by phone, mail or email before the starting date. If the College cancels a Credit-Free course, students will receive a full refund.*

In order to drop a Credit-Free course and receive a refund*, you must submit a written request to the Continuing Education Office no later than THREE business days prior to the first scheduled class meeting. It is your responsibility to call Continuing Education to verify that your request for a refund was received. If you fail to call, and we have no record of your request, you are ineligible for a refund. Refund checks are issued by the State Comptrollers’ Office and take approximately four to six weeks to process.

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

No refunds will be issued after the allowable drop period. There are no exceptions regardless of circumstances.

* The college does not keep student credit card information on file. If you paid for a class with a credit card and would like to have your credit card account refunded, you will need to provide us with your account number and expiration date. Otherwise, you will automatically be mailed a refund check.

Special Note to Students
Full payment is due upon registration. If you register and do not pay, you will be billed for the course(s). If you wish to drop a course, you must do so no later than three business days prior to the first scheduled class meeting, or you will be billed for the course(s).

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

If you are a returning student and know your Banner ID*
here’s how to register online**:

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

Online registration for the Motorcycle Program is not permitted.
* Banner ID numbers will be mailed (upon request) to all returning students and cannot be given out over the phone.
** Please choose your course(s) in advance and have the correct CRN number(s) handy when you register online.

Please call 512-3220 for more information about Web registration or to request your Banner ID.

Manchester Community College is committed to access and equal opportunity. Should you require special accommodations in order to participate in any of the programs offered, please contact Services for Students with Disabilities at 860-512-3332. Alternative formats of this material may be provided upon request. MCC does not discriminate against any individual on the grounds of race; color; national origin; ancestry; sex; sexual orientation; age; religion; political beliefs; mental, learning or physical disability; marital or veteran status; or prior conviction of a crime. The College reserves the right to make any necessary changes in the information listed in this publication. 8/06, 62M, Resource: CE/VS

www.mcc.commnet.edu

Catalog Layout: Valerie Scott

Continuing Education (860) 512-2800
CREDIT-FREE REGISTRATION FORM

5 easy ways to register for Credit-Free courses
Please complete and submit this entire page.

1. By Mail
   Complete a registration form (one person per registration form, please). Pay by check, money order, MasterCard or VISA.
   Mail entire page with full payment to:
   Continuing Education Registration, MS #13
   Manchester Community College
   Great Path
   P.O. Box 1046
   Manchester, CT 06045-1046

2. In-Person
   At the Registrar's office in the Lowe Building. Pay at the Cashier's Office by cash, check, money order, MasterCard or VISA. Please use the night drop box after hours.

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

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

5. Register Online
   Returning students, go to: www.online.commnet.edu (using MasterCard or VISA). For details see page 66 or call (860) 512-2800.

No written confirmations are mailed. Registrants will be contacted by MCC only if a course cancels or if classrooms, meeting times or dates change.

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

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

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

Previous Name (if any) __________________________ Email address __________________________

Home Address (Number and Street) __________________________

City __________________________ State _____ Zip Code ______

Tel. (Home) __________________________ (Work) __________________________ (Cell) __________________________

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

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

Resident Information ARE YOU: (Check applicable)
A CONNECTICUT RESIDENT FOR 1 YEAR? □ YES □ NO
ARE YOU: (Check applicable) 01 □ AMERICAN 02 □ NATURALIZED 03 □ APPLIED FOR CITIZENSHIP 04 □ STUDENT VISA
05 □ NOT ON STUDENT VISA · Other (Specify) ——————————— COUNTRY OF ORIGIN ———————————
06 □ PERMANENT RESIDENT (Registration Number) ———————————

CRN # __________________________ Course Title __________________________

Start Date ________________ Time ________________ Room ________________ Fee ________________

Make check or money order payable to "MCC".

Credit Card # __________________________ Fees (total enclosed) __________

Cardholder name (print) __________________________

Cardholder signature __________________________

Relationship to student __________________________

Cardholder Address __________________________

Cardholder phone ________________ Exp. Date (mo/yr) ________________

Refunds
Refunds are issued only for Credit-Free courses that MCC cancels, or if a written request is received three (3) business days prior to the first scheduled class meeting. Regardless of circumstances, no exceptions will be considered. See details on page 66.
Real Estate
Preparation for CT Licensing Exams

• Principles and Practices of Real Estate
  (Offered at MCC and in Hebron - new location!)
• Real Estate Law
• Real Estate Appraisal I

See Professional Development Section Inside

Boating
See Inside...
Connecticut Basic Boating
Saturday and Evening Courses Available
To obtain Certificate of Personal Watercraft/
Safe Boating

The Motorcycle Rider Program
Directed by the CT Department of Transportation
Focus on Street Strategies and Survival Skills

Call (860) 512-3004
ext. 8705

Health Careers
Certified Nurse-Aide
Emergency Medical Technician
Pharmacy Technician
First Aid with CPR and AED
Dental Assisting

We’ve got more than 70 NEW Courses for You Inside!