

The background of the entire page is a vibrant, multi-colored marbled paper. The colors include deep reds, bright yellows, various shades of blue, and greens, all swirling and marbled together in a complex, organic pattern.

Fall 2010

Credit-Free Courses

Continuing Education

Classes Beginning September to December



MANCHESTER
COMMUNITY
COLLEGE

Table of Contents

| | |
|---|-------|
| Allied Health & Nutrition | 3-5 |
| Art & Crafts | 5-9 |
| Boating..... | 40 |
| Body, Mind & Spirit..... | 10-13 |
| Campus Office Hours..... | 70 |
| Computer Technology | 14-26 |
| Cuisine | 26-29 |
| Culture, History & Science | 30-32 |
| Dance | 32-34 |
| Drama | 34 |
| English as a Second Language..... | 35 |
| Family, Finance & Consumer Issues | 35-37 |
| Fitness & Recreation..... | 37-40 |
| Gardening | 41 |
| Green Technology & Sustainability..... | 42 |
| Languages | 42-44 |
| Maps & Directions | 68 |
| Music | 45-46 |
| Noon Institute | 47 |
| Organization of Active Adults | 67 |
| Online Academy | 59-66 |
| Photography | 48-49 |
| Professional Development..... | 50-55 |
| Real Estate..... | 52-53 |
| Registration Information & Form | 69-71 |
| Web Registration Information | 69 |
| Writing, Publishing & Literature | 56-58 |

Continuing Education

General Information & Catalog Requests.....860-512-2800

Credit-Free Programs860-512-2800

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Credit-Free Phone-In Registration..... 860-512-3232

8:30 a.m. – 4:30 p.m., Monday – Friday ... Mastercard, Visa or Discover
Offering courses for professional development and personal enrichment

Business & Industry Services..... 860-512-2812

Director, Janet Alampi.....jalampi@mcc.commnet.edu

Providing employers & employees with workplace programs and training

Computer Technology..... 860-512-2808

Coordinator, Bruce Manningbmanning@mcc.commnet.edu

Providing state-of-the-art computer training

Allied Health Programs..... 860-512-2826

Coordinator, Diane Mitchelldmitchell@mcc.commnet.edu

Preparing students for the State exams

Excursions in Learning..... 860-512-2804

Coordinator, Susan Meislersmeisler@mcc.commnet.edu

Offering courses for high-achieving, academically motivated children

Credit Extension Courses 860-512-2803

Dean, Melanie Habermhaber@mcc.commnet.edu

College by Design, Winter/Summer credit extension courses

Admin. Asst., Gloria Moellergmoeller@mcc.commnet.edu

COVER ART: CLOWN IMPLSION
by TED MIKULSKI
(see course listing on page 5)

NEW

What's Your Subject?

We've added nearly 90 new courses for the fall session.

Highlights include:

| | | | |
|--|-------------|--|----|
| Natural Health with Traditional Chinese Medicine | 5 | The Battle of Hastings as Depicted on the Bayeux Tapestry | 31 |
| Color Is Everything..... | 5 | Greek Dancing for Beginners..... | 32 |
| Sterling Chain Gifts for the Holidays..... | 8 | Hip-Hop Dance..... | 33 |
| Peace Skills for Everyday Living | 12 | Advocate for Your Child with a Disability..... | 36 |
| Microsoft Silverlight..... | 17 | Nutritional Strategies for Performance | 39 |
| PowerPoint, Word, Excel, and Access Certification courses..... | 19, 20 & 21 | Become a Professional Gardener | 41 |
| SolidWorks Introduction..... | 23 | Introduction to Thermography and Infrared Cameras | 42 |
| Mastercam Introduction..... | 23 | Designing Geothermal Heating and Cooling Systems | 42 |
| Python Introduction | 25 | Introduction to Latin through Its Literature | 43 |
| Incredible Cupcakes..... | 26 | Introduction to Music Composition | 45 |
| Tuscan Cucina | 26 | Race and the Harlem Renaissance | 47 |
| Master Recipe Series: Thailand | 27 | Mark Twain and the Supernatural | 47 |
| Sumptuous Soups..... | 29 | Poets of Connecticut..... | 47 |
| Introduction to Wines..... | 29 | Ropes Course Leadership Adventure | 53 |
| The Wines of South America | 29 | Rae Armantrout: 2010 Pulitzer Poetry Prize Winner | 56 |
| A Survey of Global Hunger | 30 | Explorations in Film & Literature: <i>The Diving Bell and the Butterfly</i> .. | 57 |
| God, Guns, and Gold..... | 30 | Create Your Own Coffee Table Book Using "My Publisher" | 58 |
| Understanding the '50s through Pop Culture..... | 30 | Introduction to QuickBooks 2010 Online Academy | 61 |
| Dining at the White House: You're Invited! | 31 | Teaching Preschool Online Academy..... | 62 |

Allied Health & Nutrition

Certified Nurse Aide (CNA) Training

This 120-hour course is designed to prepare students with the entry-level skills needed to work as a CNA. The program provides classroom and practical skill instruction at MCC and clinical experience at a nursing facility (Glastonbury Health Care Center). **Students must provide the college with the following medical documentation:** a physical exam and negative PPD (Mantoux skin test for tuberculosis), both within the last 12 months; and immunizations for Rubella (German Measles), Rubeola (Regular Measles-2 doses separated by at least 30 days), Varicella Zoster (chicken pox) or a clear history, and Hepatitis B or a declination statement. A tetanus booster is recommended but not required. Health & immunization documents will be sent to students following registration for the course. **Students who do not submit the completed required medical documentation to the course instructor by September 16 will not be able to continue in the program.** All forms are kept on file by the college. State regulations require that students complete 16 hours of instruction in specific areas prior to beginning clinical. Students who fail to meet this requirement because of absenteeism will not be allowed to begin clinical and may not be eligible to complete the program. Finally, students must attend a minimum of 100 hours and achieve a passing grade of 70 or above to sit for the state exam. Students must wear all white shoes and clothing at the clinical site. Required textbook: Basic Skills for Nursing Assistants in Long-Term Care, textbook/workbook package (ISBN 9780323022040) for approximately \$58 and optional skills DVD for approximately \$33, available at MCC Bookstore.

- **Registration begins on Monday, August 2.** Students who have successfully completed a prior college-level course may proceed directly to the Registrar's office. Please bring your college transcript with you.
- **Students who have not completed any previous college-level course work are required to take a brief reading comprehension test at no cost.** It will last approximately one hour. The test will be given every Monday and Wednesday, 1-3 p.m. (except holidays), until the class fills. No appointment is necessary. Please go to the Continuing Education office in the Learning Resource Center, Room B147 and ask for the Coordinator of the Credit-Free Allied Health Programs. Please bring a photo ID and your high school or GED diploma when you come to take the test.
- Tuition of \$850 is due at time of registration.
 - * Upon completion of the course, \$108 will be due when you apply to take the Connecticut State Certification Exam (not included with this course). The instructor will inform students of testing dates and procedures.
- **Please note: your certificate will be printed with your name as it appears on your course registration form.**

CRN #31251 28 sessions: 11 Tuesdays & 9 Thursdays, 9/7-12/7 (does not meet 11/16, 11/18, 11/23, 11/25 & 11/30; snow date 11/11), 6-9 p.m. **MCC Bldg. LRC B125;** & 8 Saturdays, 10/2-11/20 (does not meet 11/27; snow date 12/4; graduation 12/9), 7 a.m.-3 p.m.

Glastonbury Health Care Center

Fee: \$850

Primary Instructor: **Andrea Dillon, RNC, M.Ed.;**

Assistant Clinical Instructor: **Brenda Boucher, RN**

Emergency Medical Technician (EMT) Training

This course prepares students to sit for the State-Certified EMT initial examination for State of Connecticut and national board certification. This is a primary qualification for EMT personnel. The course is also useful for police, fire department, ski patrol, and other emergency personnel. Applicants must be at least 18 years of age or present a waiver signed by a parent/guardian, prior to acceptance into the program. Students must attend at least 130 hours, achieve a course grade of 70 or above, and be recommended by the instructor to sit for the state exam. **Class meets twice a week at the Ambulance Service of Manchester, LLC, 275 New State Road, Manchester, Monday and Wednesday evenings. 10 Saturdays are also required.** Please bring your lunch to the Saturday sessions. Required textbook: AAOS Emergency Care and Transportation of the Sick and Injured (ISBN 9780763776879), 10th edition, textbook and student workbook, available at MCC bookstore for approximately \$140.

- **Registration begins August 2.** Students who have successfully completed a prior college-level course may proceed directly to the Registrar's office.
 - Tuition of \$550 is due at time of registration. Please bring your college transcript with you.
 - **Students who have not completed any previous college-level course work are required to take a brief reading comprehension test, at no cost.** It will last approximately one hour. The test will be given every Monday and Wednesday, 1-3 p.m., until the class fills (except holidays). No appointment is necessary. Please go to the Continuing Education office in the Learning Resource Center, Room B147, and ask for the Coordinator of the Credit-Free Allied Health Programs. Please bring a photo ID and your high school or GED diploma when you come to take the test.
 - The examination fee of approximately \$125 is paid at the time a student applies to take the test (not included with this course). Students are also required to pay a \$7 fee for their CPR card. The course instructor will inform students about the test dates and application process, as well as the required CPR card.
 - All students **MUST** complete the National Incident Management System (NIMS) online training ONE week prior to the end of classes and present the certificate to the instructor. Three modules are required, ICS 100, ICS 200, ICS 700. Each module takes approximately 3-6 hours, with a test at the end of each module, depending on reading skills and comprehension.
 - **Students need access to a computer with email and Internet for handouts and quizzes available through an online course manager and to complete the NIMS process mentioned above.**
 - Your certificate will be printed with your name as it appears on your course registration form.
 - **Please note:** The EMT course is challenging and requires a high degree of commitment in order to successfully complete.
- CRN #31249** 34 sessions: 24 Mondays & Wednesdays, 6-10 p.m., 9/13-12/8 (does not meet 10/11 & 11/24) & 10 Saturdays, 8 a.m.-4 p.m., 10/2-12/11 (does not meet 11/27) **All classes meet at Ambulance Service of Manchester, LLC, 275 New State Road, Manchester Fee: \$550**
Primary Instructor: **Melissa Fletcher, EMSI and Paramedic and member of the Ambulance Service of Manchester, LLC.**

For further information, please contact Diane Mitchell, Coordinator of Credit-Free Allied Health Programs, at 860-512-2826, or by email at: dmitchell@mcc.commnet.edu. You may also call the Continuing Education Division's Information Line at 860-512-2800 for further information or to request copies of flyers, brochures, or a Credit-Free catalog.

Workforce Investment Act funding may be available for unemployed, recently downsized, or underemployed persons.
For more information contact CT Works One-Stop at: www.ctdol.ct.us.

Allied Health & Nutrition

Pharmacy Technician Certification Training

This comprehensive, 60-hour course will prepare students for an entry-level position in a community, hospital, or long-term care setting. The course is also an excellent review for the Pharmacy Technician Certification Board (PTCB) national certification exam. Topics will include medical terminology specific to the pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. Students will learn dosage calculation, I.V. flow rate, drug compounding, and dose conversion. Dispensing of prescriptions, inventory control, billing, and insurance reimbursement will also be discussed. Please bring a calculator to class. **The course fee includes the textbook, but does not include the PTCB exam fee, nor will the exam be given at MCC; please check the PTCB web site for more exam information (www.ptcb.org). Please note: Proof of high school diploma or GED is required to sit for the PTCB exam, but this proof is not necessary to take the course.** In addition, anyone convicted of a felony is not permitted to sit for the exam.

- **Registration begins August 2.** Students who have successfully completed a college-level algebra course may proceed directly to the Registrar's office. Please bring your college transcript with you.
- Students who have not successfully completed a college-level algebra course or are unable to provide a transcript will be required to take a mathematics competency test at no cost, prior to registering. Testing is given every Monday and Wednesday, 1-3 p.m., until the course fills. The test takes approximately one hour. No appointment is necessary. Please go to the Continuing Education office in the Learning Resource Center, Room B147, and ask for the Coordinator of Credit-Free Allied Health Programs. Please bring a photo ID when you come to take the test.

CRN #31250 20 sessions, Mondays & Wednesdays, 9/13-11/22 (does not meet 10/11), 6-9 p.m. **MCC Bldg. LRC B144** Fee: \$775

Instructors: *Members of the Connecticut Pharmacists Association*

American Red Cross Standard First Aid with AED and CPR

Required for most sports coaches, this course gives 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 \$7 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 (Stock #656619), American Red Cross First Aid Skills Card (Stock #656615), and First Aid/CPR/AED Program Participants Booklet (Stock #656559), available at MCC Bookstore.

CRN #31248 2 Tuesdays, 10/5-10/12, 6-10 p.m. **MCC Bldg. LRC B144** Fee: \$90

Instructor: *Ezequiel (Memo) Alejandro* has been a certified American Red Cross instructor for more than 25 years.

Babysitting Safety: CPR and First Aid for Young Caregivers

Do you know, or are you, a young adult who's beginning to seek work as a babysitter? This course is designed for young caregivers, ages 10 and up. Guidelines and standards of the American Heart Association are followed during CPR & Choking and Basic First Aid demonstrations and skill practice. Mannequins are used for hands-on practice. These basic CPR skills are the same that are used for adults, children and infants. Basic information on caregiver responsibilities and how to care, handle, feed and change infants and children are all discussed, demonstrated and practiced. Police and fire safety topics, including an overview of the 911 system and when to access it in an emergency, are also discussed. Students should bring a lunch.

CRN #31944 1 Saturday, 9/18, 9 a.m.-3:30 p.m.

MCC Bldg. GPA GP136 Fee: \$65

Instructor: *Kathy Call* is the American Heart Association Training Center coordinator for the Hospital of Central Connecticut. She also previously served in a similar capacity at Bradley Memorial Hospital.

Pet First Aid and CPR

Do you know what to have in a Pet First Aid kit? Do you have an emergency action plan for your pet? Learn how to keep your cat or dog safe during an emergency or until you can take your pet to a veterinarian. This course reviews symptoms and care for common ailments and emergencies and explains how to maintain your pet's health and well-being. Required textbook(s): Dog First Aid (ISBN 9781584804017) and/or Cat First Aid (ISBN 9781584804024), available at MCC Bookstore for \$16.95 each or \$32.90 for both. Please contact the Bookstore at least two weeks in advance at 860-645-3140 or online at www.mtc.bkstr.com to order the textbook(s). Materials fee: \$7, payable to "American Red Cross," for certificate.

CRN #31955 1 Saturday, 9/25, 9 a.m.-noon **MCC Bldg. GPA GP139** Fee: \$25

Instructor: *Candace Madison* has been a Red Cross instructor since 2007. She has also taught for the American School for the Deaf and the American Red Cross Middlesex Chapter. She works for the Connecticut Department of Education.

Medical Terminology

This Credit-Free course, with the same curriculum as Credit's Business Office Technology (BOT) course, provides an introduction to and mastery of basic medical terminology through the presentation of word roots, prefixes, and suffixes. Appropriate for a variety of staff in the medical field, including CNA, EMT, Pharmacy Technicians, and nurses, the course is also helpful for learners of English as a Second Language. Required textbook: The Language of Medicine (ISBN 139781416034926), 8th edition, Chabner, available at MCC Bookstore for approximately \$70.

CRN #31933 3 Saturdays, 11/20-12/11 (does not meet 11/27), 8 a.m.-3:30 p.m. **MCC Bldg. GPA GP137** Fee: \$330

Instructor: *Linda Dixon* has earned the following certificates: Certified Professional Coder (CPC), Certified Compliance Professional (CCP), Certified Medical Reimbursement Specialist (CMRS), and Advanced Coding Specialists in Evaluation Management and Auditing (ACS-EM). She is a licensed CPC instructor and authorized vendor for the American Academy of Professional Coders, and proctors for CPC exams.

MCC Allied Health Courses May Qualify for Veterans' Benefits

You may be able to receive monthly benefits by enrolling in

Certified Nurse Aide (CNA) Program • Emergency Medical Technician (EMT) Program • Pharmacy Technician Certification Training

Call MCC's Financial Aid Office for more information on Veterans' Benefits at 860-512-3362 or 512-3388

Allied Health & Nutrition

Certification for Medical Reimbursement Specialists

The Certification for Medical Reimbursement Specialists (CMRS) is a nationally certified medical billing certificate offered in conjunction with the American Medical Billing Association (AMBA). AMBA is endorsed by the American Academy of Professional Coders (AAPC). This billing certification enhances the Certified Professional Coder (CPC) Certificate that is presently offered at MCC, enabling the student to seek greater employment opportunities. Topics will include the claims-paying process in its entirety; medical coding and terminology; insurance claims and billing procedures; appeals and denials; fraud and abuse; compliance information; web technology for medical records; reimbursement procedures; and establishing fees. **The 16-module exam, which can be completed on a computer, will be administered in class toward the end of the course. The exam fee of \$255 (discounted price) includes an AMBA membership and a study guide (students must be members in order to take the exam). This fee is in addition to the course fee. The instructor will provide instructions for payment and membership.** Students should bring a lunch to class. Required textbooks (the same texts used in the CPC course; please bring if you have them): 2011 CPT Book, Professional Edition (ISBN 9781603592178), American Medical Association; ICD-9-CM (ISBN 978160151386), Ingenix; and 2011 HCPCS, Level II (ISBN 9781601514158), Ingenix, available from MCC Bookstore for approximately \$250, as well as Insurance Handbook for the Medical Office (ISBN 9781416036661), 10th Edition, Saunders, available from instructor for approximately \$20. Prerequisite: *Some coding or insurance experience preferred.*
CRN #31932 5 Saturdays, 10/16-11/13, 8:30 a.m.-3:30 p.m.
MCC Bldg. LRC B220 Fee: \$440
Instructor: Linda Dixon

NEW

Mastering Beyond the CPC Certificate

For individuals who have earned a CPC-A or recently completed the CPC (Certified Professional Coder) certificate, now take your knowledge and skills to the next level. Learn more about the regulations; laws; how the medical practice functions; how to price CPT codes; the difference between state and federal laws; what is the role of OIG (Office of Inspector General); what determines compliance; how to determine medical necessity; and how to know which DX code will pay for which procedure. Materials fee: \$40, for a packet of study materials, payable to the instructor at the first class.

CRN #31934 7 Wednesdays, 10/6-11/17, 6-9 p.m.

MCC Bldg. GPA GP120 Fee: \$330

Instructor: Linda Dixon

NEW

Natural Health with Traditional Chinese Medicine

Learn how to prevent common ailments and achieve homeostatic balance, while gaining an understanding of the human body and the basics of traditional Chinese medicine. Topics include the ancient Chinese concepts of yin and yang and how they apply to foods and the body; the connection between the five elements (wood, fire, earth, metal and water) and bodily organs; the five flavors and their bodily responses; and the functions of vitamins, minerals, and amino acids. Come learn about this timeless and interesting alternative health care method!

Handouts are provided.

CRN 31954 2 Fridays, 10/15-10/22, 6-9 p.m. MCC Bldg. LRC B144
Fee: \$65

Instructor: Deborah Williams earned an M.A.Sc. in nutrition from the Edison Institute of Nutrition. She has taught medical terminology at Salter College and nutrition at Holyoke Community College and is presently an adjunct instructor at Quinsigamond Community College, Becker College, and Assumption College.

Introduction to Abstract Expressionism

Explore the essence of abstract expressionist painting by understanding the meaning and language of abstraction and the techniques that give rise to original ideas. By understanding these concepts, one can learn to appreciate all other types of media, from computer art to design. This course is designed for all levels of ability and experience. The first two sessions of the course will review the masters of the genre, as well as current artists painting in abstract expressionism. The next four sessions will be devoted to hands-on painting, with guided instruction, as students work toward their own expressionist painting(s). We will use acrylics or latex for their versatility and adaptability to different application techniques and surfaces. Materials fee: \$30, payable to the instructor at the beginning of the first class, for painting supplies.

CRN #31419 6 Wednesdays, 10/13-11/17, 7-9 p.m.

MCC Bldg. GPA GP202

Fee: \$135

Instructor: Ted Mikulski received his master's in architecture from Norwich University. He is an adjunct art instructor at Tunxis Community College and an accomplished abstract expressionist painter who has exhibited in several New England galleries.

**Artwork
Featured on
Catalog Cover**

NEW

Color Is Everything

Would you like to learn what all great artists know? Beginner to advanced painters will learn to master the use of color through watercolors, oil, or acrylics in this hands-on course. Using Dan Bartges's book, Color Is Everything, and a color wheel, you will discover how to select a color scheme that supports your artistic objective and that will command a viewer's attention. As Marc Chagall stated, "The basic principles of color apply to all artistic ventures... When color is right, form is right. Color is everything." A supply list will be sent prior to class. Materials fee: \$5, for a color wheel, payable to instructor at the first class. Recommended text: Color Is Everything, Bartges, Oaklea Press, for approximately \$15, from your local or online bookstore.

CRN #31754 4 Tuesdays, 11/9-12/7 (does not meet 11/23),

6:30-8:30 p.m. MCC Bldg. GPA GP202 Fee: \$65

Instructor: Katherine Berlin is presently artist-in-residence at Time Machine Hobby in Manchester, and she was formerly artist-in-residence at Thatchers Art Alcove in Marlborough. She is a member of the CT Watercolor Society and a member of the art associations in East Hampton, Glastonbury, Lyme, Manchester and Marlborough.

Art & Crafts

Art & Crafts

Watercolor Basics

Working from a photo or still life, you will start with a sketch and then work toward creating your own a watercolor painting. In the process, learn about composition, watercolor application, and how to work in glazing and opaque techniques. Come learn and practice this wonderful art medium. A supply list will be sent prior to class.

CRN #31757 5 Wednesdays, 9/8-10/6, 6-8 p.m.
MCC Bldg. GPA GP202 Fee: \$160

Instructor: *Iris Van Rynbach* earned degrees in illustration from Parsons School of Design and The New School, and also studied in Paris. A published author-illustrator whose work has appeared in the *New Yorker*, she has written five books and illustrated eight more. Her books have received numerous awards, including The Children's Book Council and The Social Studies Council Notable Book Award.

Fashion Rendering

In this educational and hands-on course, students will learn about the history of 20th-century fashion through such notable examples as Pierre Cardin, Chanel, Christian Lacroix, Christian Dior, Yves Saint Laurent, and other designers. Using colored pencil and marker, students will learn to draw a croquis (a fashion sketch), as well as fashion models. Students will also work on face, hands, handbags, and shoes, and learn how to render fabric textures, such as plaid, lace, fur, leather and velvet, while working on fashion illustration projects of the students' choice. A supply list will be sent prior to class, and other supplies will be addressed at the first class.

CRN #31758 6 Thursdays, 9/30-11/4, 6-8 p.m. **MCC Bldg. GPA GP202**
Fee: \$190

Instructor: *Iris Van Rynbach*

Introduction to Drawing

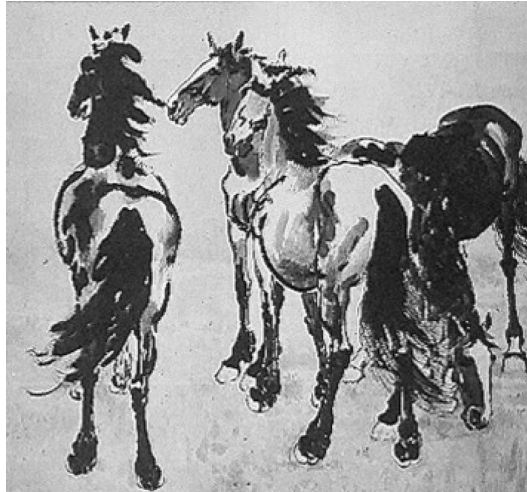
Do you love to doodle and sketch, but find that the end results are not always what you had hoped for? This relaxed and supportive workshop will teach you how to handle basic drawing materials, while being taught line, shading, composition, simple one- and two-point perspectives, and how to study a subject. Whether your interest is still life, portraiture, figure drawing, or landscape, 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 #31444 8 Tuesdays, 9/14-11/2, 6-8:30 p.m.
MCC Bldg. GPA GP202 Fee: \$175

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.

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.



Painting: Using Oils, Water-Based Oils, or Acrylics

Work with traditional oil paints, acrylics, or the newer water-mixable oil paints. Receive individual instruction in your medium of choice. Beginning students will learn some fundamentals of painting, including basic composition and color theory, and will work mostly from still life, while more advanced students will be encouraged to develop personal imagery. Choose your own subjects—still life, abstraction, landscape, or others. Students should bring an 18" x 24" white drawing pad, soft vine charcoal, a sharpened ebony pencil, and a kneaded eraser. Painting materials will be discussed at the first class. You may bring in previous work as a point of departure.

CRN #31441 8 Mondays, 9/20-11/15 (does not meet 10/11), 7-9:30 p.m.
MCC Bldg. GPA GP202

CRN #31442 8 Fridays, 9/24-11/19 (does not meet 10/8),
noon-2:30 p.m. **MCC Bldg. AST D105**
Fee: \$190

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 work and has had 16 one-woman exhibitions. Her artwork can be viewed at: www.Lascheverfineart.net.

Drawing Fundamentals and Beyond

Students start with charcoal drawings of simple shapes and then build upon the faculty of observation, working toward more complex statements, usually of an organic nature. Focus will be on composition, as well as the use of varied values in defining three-dimensional form. This course also provides a sound foundation for the instructor's painting course. Handouts on color theory will be provided and applied to the use of pastels and drawing still-life subjects. Materials fee: \$30, payable to the instructor at the first class, for a drawing pad, various pencils, erasers, and other materials.

CRN #31445 8 Fridays, 9/24-11/19 (does not meet 10/8), 9-11:30 a.m.
MCC Bldg. AST D109 Fee: \$190

Instructor: *Estelle Laschever*

Painting Flowers Using the Impressionist Style

Learn to use Impressionist color and light to paint flowers, such as the rose and iris. Students may use the oil or acrylic medium, and may bring to class their favorite flower to use for a still life. The instructor will provide a demonstration in oil. Several Impressionist masters, such as Manet and Degas, will also be introduced. Please bring your lunch. Materials list will be mailed prior to the start of class.

CRN #31446 1 Saturday, 10/16, 8:30 a.m.-2:30 p.m.
MCC Bldg. GPA GP202 Fee: \$80

Instructor: *Yuemei Zhang* is a graduate of the Central Academy of Fine Arts in Beijing. Her art has won many awards in both painting and printmaking, and she is an experienced teacher in her native China and the United States.

Painting Ocean Landscapes Using the Impressionist Style

Learn to use Impressionist color and light to paint ocean landscapes, such as the seaside, waves, rocks and sailboats. Students may use the oil or acrylic medium, and may bring to class their favorite ocean drawing or photograph to use for a reference. The instructor will provide a demonstration in oil. Several Impressionist masters, such as Monet and Pissarro, will also be introduced. Please bring your lunch. Materials list will be mailed prior to the start of class.

CRN #31443 1 Saturday, 10/23, 8:30 a.m.-2:30 p.m.

MCC Bldg. GPA GP202 Fee: \$80

Instructor: Yuemei Zhang

The Art of Chinese Calligraphy

In this one-day workshop for beginners, you will learn the beautiful and ancient art of Chinese calligraphy. A general background on Chinese art will also be provided, as you practice your brush strokes and develop your calligraphic skills. Please bring your lunch. Materials fee: \$20, payable to the instructor at the beginning of class, for rice paper, bamboo brush, and ink.

CRN #31440 1 Saturday, 9/25, 8:30 a.m.-2:30 p.m.

MCC Bldg. GPA GP202 Fee: \$80

Instructor: Yuemei Zhang

Mandalas: An Expressive and Meditative Art

Mandala art has existed as a means of self-expression, meditation, and spiritual insight since prehistoric times. Learn about this ancient—and still popular—art form through visual examples, lecture, and handouts, and create your own mandalas through a process of guided meditation, coupled with practical art instruction. Please bring the following materials to class: 12-color (or more) set of Prismacolor colored pencils; 11" x 14" spiral-bound drawing pad (good quality, such as Strathmore); 6" protractor; 12" ruler; 6" 90-degree triangle; pencil sharpener; white plastic eraser; and compass.

CRN #31760 2 Thursdays, 9/16-9/23, 6-8:30 p.m.

MCC Bldg. GPA GP202 Fee: \$50

Instructor: Linda T. Bradley, M.F.A., is a registered art therapist and art educator with more than 20 years of teaching experience at area colleges and health care facilities, including as a credit instructor at MCC.

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. Please bring a lunch. Materials fee: \$5 for painting tool and supplies.

CRN #31417 2 Saturdays, 9/11-9/18, 10 a.m.-3:30 p.m.

MCC Bldg. GPA GP202 Fee: \$80

Instructor: Cecile Avila teaches wax painting for the West Hartford Board of Education and several other neighboring towns, and has been a guest artist for various women's groups. For many years, she was an elementary school teacher in the Philippines, where she also facilitated art workshops for the Board of Education.

More Techniques with Wax Painting

You've been introduced to the art of wax painting and now you're ready to learn more advanced techniques. Using a combination of several colors simultaneously, you'll learn the skill of applying them artistically on the paper. This technique will help you to create more intricate subjects, including enhanced detail to your floral designs. For example, you'll be able to paint a full-bloom rose instead of just a rose bud. Although flowers tend to be the popular subject, you can choose your own designs. Please bring your materials from Wax Painting, or bring \$5 for painting tool and supplies.

CRN #31418 1 Saturday, 10/2, 10 a.m.-3:30 p.m.

MCC Bldg. GPA GP202 Fee: \$40

Instructor: Cecile Avila

Silver with a Twist I:

Chaining and 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. Students will have the option of creating more than one piece, expanding a single piece into a necklace, or adding a pair of matching earrings. Materials fee: \$60* for sample and silver supplies, payable to instructor at the beginning of class.



CRN #31469 1 Monday, 11/8, 6-10 p.m.

MCC Bldg. GPA GP120 Fee: \$45

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.

Silver with a Twist II:

Chaining and Bracelet Duet in an Evening

Enhance your jewelry techniques for chaining by learning two new pattern designs: the double rope and the flat chain mail. Use pliers to connect, without solder, 16 g. sterling jump rings. Students will learn both patterns and then choose one with which to create their own bracelet in an evening. Work at your own pace in a supportive environment and learn by demonstration and doing. In just a few hours, you will have created a significant piece of jewelry worth much more than your lab fee. Materials fee: \$60* for silver supplies, payable to instructor at the beginning class. Prerequisite: *Silver with a Twist I* is recommended, but students may self-select.

CRN #31470 1 Monday, 11/29, 6-10 p.m. **MCC Bldg. GPA GP120 Fee:** \$45

Instructor: Judith E. Goldstein

* The materials fee is dependent on the metals market; therefore, the fee is subject to change. Also, a sample materials list will be mailed prior to class start.

Please note: you may email the instructor at jegpewter@aol.com to see a sample of what you will learn and create.

Art & Crafts



Want to take a class online?
See the Online Academy
courses listed on pages 59-66
or visit the web site at
www.ed2go.com/manchcc

Create Silver Jewelry with Precious Metal Clay (PMC)

This course is for both the beginning and experienced student—learn a new creative and practical skill or challenge and upgrade your existing skills. Craft fine silver jewelry as though you're playing with clay. Once shaped, dried, and fired in a kiln, the putty-like PMC becomes an object of fine silver. All aspects will be addressed, from design, shaping of the material, stone setting, texturing, and molding to finishing and antiquing. Based on design size and individual pace, expect to complete two or three jewelry items, such as pendants, earrings, charms, or bracelet elements. Materials fee: \$68*, payable to instructor at the first class, for one package of PMC; use of the kiln and tools; finishing materials; gemstones; and appropriate findings. Please note: materials fee is subject to change according to market prices. Additional PMC and stones will be available for purchase if desired. A simple materials list will be mailed prior to class.

CRN #31465 3 Mondays, 10/18-11/1, 6:30-9:30 p.m.

MCC Bldg. AST D110 Fee: \$99

Instructor: Judith E. Goldstein

Create a Silver Origami Crane for a Holiday Gift or Tree Ornament

Learn to create an origami crane in Precious Metal Clay (PMC) Paper. No origami or PMC experience is required. In the first session, learn how to create cranes in origami paper. Then transfer this skill to pure PMC silver paper. After folding your crane, it will be fired in a kiln, emerging in its pure silver form. In the second session, learn silver finishing techniques for your crane, which becomes a perfect holiday gift or tree ornament. You should bring a small lidded box with cotton to transport your crane. You must be at least 16 years old. **Please note: you must register by November 29; the instructor needs to purchase supplies for a specific number of students.** Materials fee: \$17.50, payable to instructor at the beginning of class, for sterling jump rings, clasp, and charm. Please note: materials fee is subject to change according to market prices. A simple materials list will be mailed prior to class.

CRN #31883 2 Tuesdays, 12/7, 6-9:30 p.m. & 12/14, 7-9 p.m.

MCC Bldg. GPA GP136 Fee: \$60

Instructor: Judith E. Goldstein

NEW Sterling Chain Gifts for the Holidays

No prior experience required! Learn how to use jewelry pliers to combine ready-made, high quality, sterling jump rings into simple, interesting patterns for bracelets and earrings. Your design choices will result in very special, yet inexpensive gifts that are sure to please. The skills you acquire can be used for a lifetime. Depending on your design choices, expect to finish 4-6 mixed pieces. Students 16 years of age and older are welcomed. Materials fee: \$70 (averaging \$14 per gift), payable to instructor at the beginning class. Please note: the materials fee is dependent on the metals market and subject to change. A simple materials list will be mailed prior to class start.

CRN #31884 1 Monday, 12/13, 6-10 p.m. **MCC Bldg. GPA GP120 Fee:** \$45

Instructor: Judith E. Goldstein

www.mcc.commnet.edu

Jewelry Making for Beginners

Come join this fun, hands-on course designed to teach the fundamentals of jewelry making. Return students are also welcomed. Learn the basics of working with silver and copper, and how to saw, file, texture, and solder metals into wearable jewelry. As part of a series of courses, each focusing on a particular technique and project, in this course, students will learn bezel setting and make a pendant from beach pebbles, which should be collected sometime during the summer. Materials fee: approximately \$15 or more, depending on the metal selected, in addition to a tool list, which will be sent prior to class. Materials fee and supply list will be discussed at the first class. Participants must be at least 14 years of age.

CRN #31427 4 Saturdays, 9/11-10/2, 10 a.m.-1 p.m.

MCC Bldg. AST D132 Fee: \$115

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.

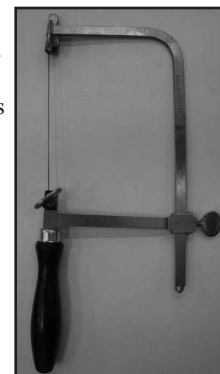
Introduction to Sheet Metal

Learn how to hand cut a variety of jewelry forms, using a jeweler's saw and sheet metal. Hand finishing techniques will also be taught, as well as the use of tools for adding texture and form. By the end of the course, you will have completed several pieces of hand-forged jewelry. Samples can be viewed at the instructor's web site: www.bellefirebeads.com. A supply list will be mailed to students before the first class.

CRN #31466 5 Wednesdays, 9/8-10/6,

6:30-8:30 p.m. **MCC Bldg. AST D124 Fee:** \$80

Instructor: Kris Plimpton is a mixed media artist with a passion for beads and wearable art. She teaches many jewelry-making workshops throughout Connecticut, including at her studio in Mansfield.



Wire Jewelry Techniques

This workshop for beginners now incorporates intermediate skills in the latter sessions. You will learn how to create a variety of wire art bead wraps, as well as solderless chain making, before progressing to more intricate wire skills, such as ear wires, head pins, rings, and ultra-fine wire weaving. This course will provide you with a solid foundation for making your own fabulous, one-of-a-kind jewelry. Samples of this jewelry can be viewed at the instructor's web site: www.bellefirebeads.com. A supply list will be mailed to students before the first class.

CRN #31467 4 Wednesdays, 10/13-11/3, 6:30-8:30 p.m.

MCC Bldg. AST D110 Fee: \$65

Instructor: Kris Plimpton

Wire Sculpted Beads and Cabochons

Learn three simple techniques of wrapping stone or glass beads and cabochons with wire to create unique pendants. Free-form techniques will also be taught. No prior jewelry experience required! Samples of this jewelry can be viewed at the instructor's web site: www.bellefirebeads.com. A supply list will be mailed to students before the first class.

CRN #31471 2 Wednesdays, 11/10-11/17, 6:30-9 p.m.

MCC Bldg. AST D110 Fee: \$40

Instructor: Kris Plimpton

Viking Knit Bezels and Chain

Using ultra-fine wire, learn this ancient looping technique to weave an attractive bezel around a cabochon (flat-backed stone). This easy-to-master technique can be used to embellish a wide variety of stones. Finish your pendant by weaving a delicate chain using a variation of this looping technique. Samples of this jewelry can be viewed at the instructor's web site: www.bellefirebeads.com. A supply list will be mailed to students before the first class.

CRN #31468 3 Wednesdays, 12/1-12/15, 6:30-8:30 p.m.

MCC Bldg. GPA GP202 Fee: \$50

Instructor: **Kris Plimpton**

Custom-Made Greeting Cards

Just in time for the holidays! Custom-made greeting cards and invitations are the new trend, and you do not need to be a professional artist to join in the fun. Impress your friends and family after learning just a few key steps. We will also cover creating customized gift tags, bags, and boxes, as well as thank you, get well, and birthday cards.

Materials fee: \$10, payable to instructor at first class.

CRN #31759 4 Tuesdays, 10/26-11/16, 7-9 p.m.

MCC Bldg. GPA GP136 Fee: \$50

Instructor: **Lisa Korstanje-Lee**, a graduate of MCC, is a programmer, analyst and consultant by day, and a demonstrator for Stamping Up® by night.

Flower Designing

Learn to arrange fresh flowers for personal satisfaction and enjoyment, and to bring joy to others. Create flower styles and designs for home, work, or as gifts. Learn six to seven different designs, as well as "tricks of the trade." Individual attention will be given to each person in a relaxed atmosphere. No previous flower arranging experience necessary; classes are subject to weekly changes, depending on student's experience and interests. Materials fee: \$20 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. **The course will meet at Paul Buettner Florist, 1122 Burnside Ave. (Rt. 44), East Hartford.** Directions will be sent prior to class.

CRN #31464 7 Mondays, 9/13-11/8 (does not meet 10/11 & 10/18), 7-9 p.m. Fee: \$110

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, and returned in 2006. One of Bob's recent students remarked, "He not only knows his craft; he is an effective instructor, encouraging students to use their creativity."

Of Similar Interest

- The Battle of Hastings as Depicted on the Bayeux Tapestry on page 31
- The Artist's Way in a Day on page 57
- Create Your Own Coffee Table Book Using "My Publisher" on page 58



Creative Crochet

This course, appropriate for both beginners and those with some experience, will teach you the basic techniques in the art of crocheting. You will learn the proper holding of the crochet hook and yarn, slip knots, foundation and pattern stitches, the types of yarn, the joining of new yarn, how to finish loose ends, how to read yarn-skein labels, and crochet terminology. You will begin and create your own project and learn the techniques for securing and finishing the project. Handouts will be provided. A materials list will be sent prior to class.

CRN #31882 6 Thursdays, 10/7-11/11, 2-4 p.m. **MCC Bldg. Lowe L142** Fee: \$95

Instructor: **Diane Snarski** was a recreation therapist at Vernon Manor Health Care Center, and continues to practice her crochet craft at home.

Chair Caning: Seat Weaving Workshop

Rewave the seat of your favorite chair using cane, fiber rush or reed split. This course is designed for individuals interested in professional and traditional seat-weaving techniques (including secrets of the trade). It is a demonstration and hands-on course with personal attention. Most chairs can be completed during the class duration. However, difficult or unusual chairs may need a repeat course. All materials, except your special chair, can be purchased from the instructor for \$10 to \$40. Bring your lunch on Saturday.

CRN #31887 3 sessions: 1 Friday, 10/22, 6:30-10 p.m.; 1 Saturday, 10/23, 9 a.m.-5 p.m.; & 1 Sunday, 10/24, 11 a.m.-4 p.m.

MCC Bldg. V1 V101 Fee: \$125

Instructor: **Janice Bennett**, a third-generation chair caner, has conducted public demonstrations and classes for more than 20 years.

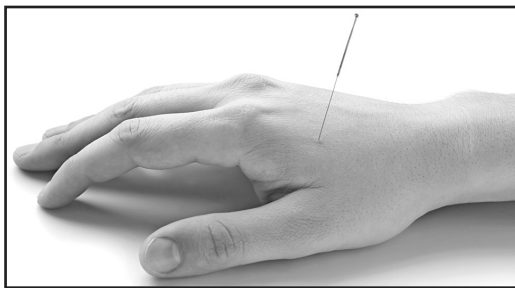
Antique Radio Theory and Repair

Whether you are an avid collector of antique, tube-type radios or you have a family heirloom that was your grand- or great-grandparent's first radio, this course will help you to understand just how that old-fashioned radio works and how to repair it. The course will include discussion on radio theory and history, as well as hands-on lessons for repairing either your own antique radio or one that is provided. No previous experience is necessary, but participants must be over the age of 17. **The final five sessions are held at the Vintage Radio & Communications Museum of Connecticut, 115 Pierson Lane, Windsor.** Museum admission is included with the course fee. Materials fee: \$10, payable to the instructor at the first class, for creating a crystal radio during the course. Other tubes and items needed for repairs can be purchased as needed.

CRN #31878 6 Saturdays, 10/2-11/13 (does not meet 10/9), 9-11 a.m. **MCC Bldg. GPA GP139** (first session) & Vintage Radio & Communications Museum, Windsor (last five sessions) Fee: \$135

Instructor: **John Ellsworth**, founder and director of the Vintage Radio and Communication Museum of Connecticut in Windsor, has taught basic electricity and electronics in public schools for nearly 30 years and taught various courses on radio history, theory and repair.

Body, Mind & Spirit



Acupuncture and Oriental Medicine

Acupuncture and oriental medicine, originating in China more than 3,000 years ago, are today a recognized treatment by the World Health Organization for more than 200 common, clinical disorders, and especially for preventative and health care maintenance. In this introductory overview, we will discuss the treatment's effectiveness, learn about Qi (chi) and how it is used in the treatment, and examine how the selection of acupuncture points is based on proper diagnosis and treatment principles. This informational session will answer your questions, whether you've had acupuncture before or not, as well as discuss various elements of Chinese medicine, such as herbs and acupressure. A demonstration of acupuncture will be provided.

CRN #31824 1 Thursday, 9/30, 7-9 p.m. **MCC Bldg. GPA GP215**

Fee: \$20

Instructor: *John Mammone* has a master's in acupuncture and oriental medicine from The Oregon College of Oriental Medicine. He is nationally certified in acupuncture and licensed in CT, and has his own practice, Naturopathic Health Center, in Wethersfield.

QiGong: Meditative Movements for Health and Wellness

QiGong (or "chi kung") exercise systems have been practiced in China by millions of people since ancient times. 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 this system may help prevent and treat disease, reduce stress, and better integrate the body/mind/spirit connection. Participants will learn exercises that can be practiced at home. The history and theory of QiGong will also be discussed.

CRN #31826 4 Thursdays, 10/7-10/28, 7-8:30 p.m.

MCC Bldg. GPA GP215 Fee: \$60

Instructor: *John Mammone*

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 #31308 7 Mondays, 9/13-11/1 (does not meet 10/11),

7:30-8:45 p.m. **MCC Bldg. Lowe L155 (Aerobics Studio)** Fee: \$70

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.

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 #31312 1 Saturday, 9/25, 9 a.m.-4:30 p.m. **MCC Bldg. AST D213**
Fee: \$150

Instructor: *Dory Dzinski* is a licensed professional counselor, body-centered psychotherapist, and energy therapist/trainer in private practice. She is President Emeritus of the Connecticut Holistic Health Association and editor/publisher of the magazine, *The Door Opener*.

Second Degree Reiki Training

Building on *First Degree Reiki Training* (or if you've taken Reiki with a different instructor), 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 #31313 1 Saturday, 11/6, 9 a.m.-4:30 p.m. **MCC Bldg. AST D213**
Fee: \$150

Instructor: *Dory Dzinski*

Reiki III: Master

Building on *First* and *Second Degree Reiki* (or if you have taken these levels with another instructor) 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 this hands-on session. Please bring a blanket, pillow, and your lunch to class.

CRN #31314 1 Saturday, 12/4, 9 a.m.-4:30 p.m. **MCC Bldg. AST D213**
Fee: \$150

Instructor: *Dory Dzinski*

Meditation as a Life Skill

Learn how meditation can help relieve your anxiety, distraction, and internal clutter, and give you the ability to listen to your innate wisdom. We will discuss and experience silent, guided, breath-focused, body-focused, and prayerful meditation. We will also discuss how to evaluate if you're doing it "right." Join us in this journey to physical, emotional and spiritual well-being. Feel free to bring a pillow, mat or blanket if you wish to sit on the carpet. Journalers, please bring your notebooks along.

CRN #31280 2 Tuesdays, 10/12-10/19, 7-9 p.m.

MCC Bldg. LRC A108 Fee: \$45

Instructor: *Dory Dzinski*

Of Similar Interest

- Mandalas: An Expressive and Meditative Art on page 7
 - Tai Chi for Health and Relaxation on page 38
 - Pilates courses on page 38
-

Body, Mind & Spirit

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. 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 #31278 4 Mondays, 10/25-11/15, 7-9 p.m.

MCC Bldg. GPA GP138 Fee: \$90

Instructor: Dory Dzinski

Spiritual Awakening

Do you feel odd and disconnected—not on the same “wavelength” as those around you? Do you experience synchronicity and “meaningful coincidences” in your life on a regular basis? Spiritual awakenings can help you make sense of unusual occurrences. Some believe that spirituality is the same as having specific religious beliefs, but it is much more than that. Spirituality deals with your interconnectedness with yourself, those around you, nature, religion, the unseen, and the universe. We will discuss the possibilities that can be experienced through the awakening process. Please bring some of your experiences to share in class, as well as a journal.

CRN #31279 1 Thursday, 12/9, 6-9 p.m. **MCC Bldg. GPA GP138**

Fee: \$35

Instructor: Dory Dzinski

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. Learn step-by-step techniques in this hands-on workshop for the beginner. Practice head, neck, shoulder, back and arm massage. 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 a snack and drink for mid-session nourishment.

CRN #31829 1 Saturday, 11/13, 10 a.m.-2 p.m. **MCC Bldg. AST D213**

Fee: \$50

Instructor: Diane Marion is a nationally certified, CT-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.



WHAT IS THE FELDENKRAIS METHOD®?

A powerful way to eliminate stress and pain from your body. Through slow, deceptively simple, and ingeniously designed movements that are done on the floor, the body quickly comes into balance. Due to stress, injury, disability, or bad habits, 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. Dr. Feldenkrais discovered how to stop this loop and restore the body to health. The result is fluid, pain-free movement, and increased coordination and flexibility.

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

Stiff neck? Tight shoulders? Aching back? There is a simple solution! This gentle exercise will soon have your stiff and aching joints feeling freer and more mobile. Participants must be physically able to negotiate themselves to and from the floor position.

CRN #31460 1 Saturday, 10/16, 9 a.m.-3:30 p.m.

MCC Bldg. LRC A108 Fee: \$85

Relaxing the Jaw

Grinding your teeth? Waking up with sore jaw muscles or painful teeth? This could be the result of an ailment that affects the Temporomandibular Joint or TMJ. If your jaw “slides” minutely when opening or closing your mouth, you may have the TMJ condition. The Feldenkrais Method® works gently with tight muscles in the jaw area and other involved muscle groups (shoulders, neck, back, and pelvis) to bring you into balance and relieve tension and pain.

CRN #31461 1 Saturday, 11/6, 9 a.m.-3:30 p.m.

MCC Bldg. LRC A108 Fee: \$85

Please bring a mat (the length of your body), a bath towel, two small, hard pillows (couch pillows are good), and a lunch. Dress warmly in layers, and wear loosely fitting clothes.

Foot Massage: The Complete Pick-Me-Up

Foot 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 increases your circulation, relaxes your muscles, drains your sinuses, stimulates your organs and glands, and gives 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 #31457 1 Saturday, 10/23, 9 a.m.-noon **MCC Bldg. LRC B144**

Fee: \$40

Instructor: Karen Emerick



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Body, Mind & Spirit

Face Massage: Ultimate Bliss

You will learn a gentle method of face massage practiced by the ancient Mongolians to “cleanse themselves” of all stress. This technique is so powerful that the softening of the muscles continues for 24 hours after the massage is over, leaving you more relaxed the next day. Students will partner with someone in class or learn the technique on themselves. Dress warmly and comfortably. Please bring a mat; two large pillows, one for under your knees and another for under your head; whatever you use to wash your face and remove make-up, including wash cloth and towels; and an oil or cream that you would like on your face.

CRN #31462 1 Saturday, 10/23, 12:30-3:30 p.m. **MCC Bldg. LRC B144**
Fee: \$40

Instructor: **Karen Emerick**

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 #31458 1 Saturday, 9/25, 9 a.m.-noon **MCC Bldg. GPA GP138**
Fee: \$40

Instructor: **Karen Emerick**

Palmistry: The Practice of Hand Analysis

Is there really a mysterious meaning in the lines of your hands? Learn 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. Learn an approach based on positive, rational, and practical methodology, as well understanding how electromagnetic forces shape your hands. With your new-found awareness, you will have a unique basis for a deeper understanding of and compassion for yourself and others. Bring pencil, paper, and your lunch.

CRN #31459 1 Saturday, 10/2, 9 a.m.-2 p.m. **MCC Bldg. GPA GP138**
Fee: \$65

Instructor: **Karen Emerick**

Holistic Stress Management Workshop

This stress management program is for everyone, every day. Holistic stress management is based on positive psychology—empowering the individual with experiential tools to proactively prevent and manage their stress. These tools include breathing, mindfulness meditation, yoga, relaxation, reframing and positive affirmations, guided imagination, anger management, and body scan. Materials fee: \$5, payable to instructor at the beginning of class, for workshop manual and audio CD.

CRN #31830 1 Saturday, 9/18, 9 a.m.-noon **MCC Bldg. GPA GP137**
Fee: \$30

Instructor: **Nanette Tummers, Ed.D.**, is an associate professor of health education at Eastern Connecticut State University, a certified Holistic Stress Management instructor, and a certified Yoga Alliance teacher.

Want to take a class online?
See the Online Academy
courses listed on pages 59-66
or visit the web site at
www.ed2go.com/manchcc



The Emotional Freedom Technique (EFT)

Level 1 Certificate Training

EFT is used as a method to help people find relief from phobias, panic/anxiety attacks, traumatic memories, addictions, guilt, grief, and physical ailments. The EFT practitioner uses a method of tapping the client with fingertips in order to stimulate certain meridian energy points, while the client “tunes in” to the problem or disturbing thought/emotion. Learn the basic principles of EFT, the “Basic Recipe” that addresses most situations, and what to do when it's not working and other refinements. Students who finish the course will receive a Certificate of Completion. This workshop will be of particular interest to healing arts practitioners.

CRN #31825 2 Thursdays, 10/14-10/21, 6:30-9 p.m.

MCC Bldg. GPA GP126 Fee: \$150

Instructor: **Cris Jacobs, M.B.A.**, has an Advanced Certificate in EFT and a Certificate as a Core Energetics Practitioner. He is a Life Change Coach at Core Coaching, Inc., in West Hartford, and has been helping clients transform their lives, relationships, and careers since 1999.

NEW Peace Skills for Everyday Living: From Home and Work to School and Community

This experiential workshop is designed for those who would like to develop conflict-resolution skills for everyday life. Participants will learn anger management skills, conflict de-escalation techniques, the principles of nonviolence, and how to communicate effectively, including listening and dialogue skills. We will also discuss the impact that peace skills have on our families, work environments, and in our communities. The workshop atmosphere will be fun, interactive and participatory. Participants are asked to commit for the entire four-week schedule.

CRN #31865 4 Thursdays, 10/7-10/28, 6-9 p.m.

MCC Bldg. GPA GP152 Fee: \$135

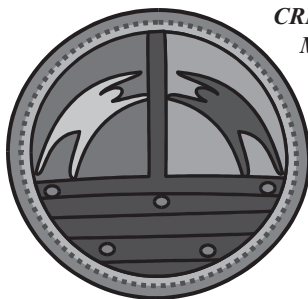
Instructor: **Mary Lee Morrison** has a Ph.D. in education from the University of Connecticut. She is founding director and president of Pax Educare, a nonprofit peace education center in Hartford. She has nearly 20 years of experience leading workshops and designing curricula in conflict resolution and peace studies.

The Secret Workshop

As seen on Oprah and the Ellen DeGeneres Show, The Secret is making headlines around the world—and the buzz just keeps building. To date, this best-selling book by Rhonda Byrne has more than 6 million copies in print, and the DVD likewise has been purchased and viewed by millions worldwide. In this workshop, you'll learn how to effectively use the universal “Law of Attraction,” while avoiding pitfalls that prevent you from attaining your dreams. You will also learn how to identify and understand your thoughts, perceptions, values and beliefs, and how to change and direct these aspects of your life toward empowerment and attainment. The workshop will include discussion, meditation, visualization, and writing exercises.

CRN #31828 2 Saturdays, 10/16-10/23, 10 a.m.-noon
MCC Bldg. Lowe L142 Fee: \$40

Instructor: **Joel S. Waldron** is a martial arts master, philosopher, motivational speaker, and life coach. He has spent nearly 25 years guiding others on how to free themselves from limitations, in order to achieve their maximum potential and heart's desire. He is the owner of The Academy of Martial Arts & Personal Development in Manchester.



Body, Mind & Spirit

Be in the right PLACE at the right TIME



Check your class schedule for location.
Some classes meet at off-campus locations.

Lowe = Lowe Building

V1-V6 = Village

LRC = Learning Resource Center

AST = Arts, Sciences & Technology Center

GPA = Great Path Academy *

*Convenient parking in Lot B for GPA courses

The Passion Test

We all want to lead purposeful lives, and passion is the key to attaining this goal, yet many Americans report being unhappy, unfulfilled or dissatisfied. Join us for The Passion Test® and get on track for joining the ranks of the happy and fulfilled. This program is a simple, powerful tool to help you discover your passions, gain clarity on what you want to create in your life, and learn how to stay on track with your goals and purpose in life. It is especially helpful for people in mid-life or transition, as well as for anyone seeking more meaning in their lives.

CRN #31835 1 Saturday, 10/16, 9 a.m.-1 p.m. MCC Bldg. GPA GP139
Fee: \$45

Instructor: Catherine Ewing-Rinker, M.Div., M.S.W., is the founder and co-owner of Spirit Matters, a holistic healing center in Ellington. She is a certified Dream Coach, certified Passion Test facilitator, psychotherapist, ordained minister of spiritual peacemaking, and Reiki master teacher.

NEW The Passion Test Tune-Up: Tools for Staying Aligned with Your Passions

As a follow-up to *The Passion Test*, participants will work on further defining their top five passions and learn more about the various tools and techniques for staying aligned with these passions. You will be instructed on five techniques and will have time in class to try at least two specific tools. Those who wish to work on their Vision Board should bring necessary materials. You will leave class with concrete materials for supporting your passions. Prerequisite: *The Passion Test*, or permission of the instructor.

CRN #31836 1 Saturday, 11/6, 9 a.m.-noon MCC Bldg. GPA GP139
Fee: \$35

Instructor: Catherine Ewing-Rinker

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. 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 #31252 1 Friday, 10/1, 6:30-9 p.m. MCC Bldg. LRC B144
Fee: \$50

*Instructor: Beth C. Burgess is a certified Angelspeake™ facilitator. She was trained by Barbara Mark and Trudy Griswold, authors of the best-selling book, *Angelspeake: How to Talk with Your Angels*.*

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? Let Joyce bring you a “message from beyond” in this fun and potentially insightful event. In her 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, for your own messages only. Join Joyce as we “dial up” to the other side.

CRN #31831 1 Saturday, 9/18, 9:30 a.m.-12:30 p.m.

MCC Bldg. LRC B208

CRN #31832 1 Saturday, 10/30, 9:30 a.m.-12:30 p.m.

MCC Bldg. LRC B208

CRN #31833 1 Saturday, 11/13, 9:30 a.m.-12:30 p.m.

MCC Bldg. LRC B208

Fee: \$75

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.

Understanding Your Spirit Guides

For new or advanced students ... are you at a point whereby you can “sense” or “experience” your spirit guides? Although you recognize their presence, do you question who they are? Can they be loved ones? Why do they come to you and what do they want? Should you be afraid? You might also question, “What should I do and how do I do it?” Come for insight—ask your questions and receive the answers you hunger to learn. We will also help you to understand your spirit connection and how to work with it. Please, no tape recorders. You may bring pen and paper, and be sure to dress comfortably.

CRN #31834 1 Saturday, 9/25, 9:30 a.m.-12:30 p.m.

MCC Bldg. LRC B208 Fee: \$75

Instructor: Joyce Orcutt

An Introduction to Pagans, Witches and Wicca

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 held at Enchantments, 349 East Center Street, Manchester,** during which time students will make and bring home their own potion. Materials fee: \$10, payable to instructor at first class.

CRN #31761 4 Mondays, 9/13-10/4, 7-9 p.m. MCC Bldg. GPA GP143
Fee: \$65

Instructor: Faith McCann is a martial arts instructor and a third degree Wiccan priestess. She 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.

Computer Technology

COMPUTER CERTIFICATION TEST PREPARATION

Professional Certification...

- Helps to build a solid career
- Enhances your resume (Certification is highly valued by potential employers)
- Provides a strong knowledge base not limited to one product or company
- Validates your knowledge of and abilities in your field
- Gives you an edge when applying for a job or promotion

| Course | Page Number | Certification | Exam |
|---|-------------|---|---------------------------------------|
| A+ Essentials Certification Preparation | 22 | CompTIA A+ Certificate | Exam 220-701 |
| AutoCAD 2011 Certification Preparation | 23 | AutoCAD 2011 Certified Associate | AutoCAD 2010 Certified Associate exam |
| ◆ Microsoft Access 2007 Certification | 21 | Microsoft Access 2007 Certification | Exam 77-605 |
| ◆ Microsoft Excel 2007 Certification | 20 | Microsoft Excel 2007 Certification | Exam 77-602 |
| ◆ Microsoft PowerPoint 2007 Certification | 19 | Microsoft PowerPoint 2007 Certification | Exam 77-603 |
| ◆ Microsoft Word 2007 Certification | 19 | Microsoft Word 2007 Certification | Exam 77-601 |
| Network+ Certification Preparation | 22 | CompTIA Network+ Certificate | Exams N10-004 and JK0-016 |
| Microsoft Office 2007: MCC Certificate | 18 | MCC Certificate | MCC Certificate |

◆ MCC offers Office 2007 training in Microsoft Certified Application Specialist (MCAS) certification preparation for Word, Excel, Access and PowerPoint. **After you have completed this training, MCC can help you register for the MCAS certification exam. For your convenience, MCC has established a Microsoft Office 2007 Certification testing center on campus.** Although our MCC certification preparation courses are recommended, experienced Office users can also register for stand-alone Office certification testing. **Students can register for any Office certification exam on any test date listed below. Your instructor will provide information on the exam schedule and how to register.** Students should reference the course number (CRN) for each exam date listed below.

All testing will take place at MCC in Lowe Bldg., Room 103, on the following Fridays during the hours of 4-6 p.m. The MCAS exam takes approximately 50 minutes.

These internationally recognized certifications can help you succeed in today's competitive market!

Exam Schedule

| Date | 9/10 | 9/10 | 9/24 | 9/24 | 10/8 | 10/8 | 10/29 | 10/29 | 11/5 | 11/5 | 11/19 | 11/19 | 12/3 | 12/3 | 12/17 | 12/17 |
|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Time | 4 PM | 5 PM | 4 PM | 5 PM | 4 PM | 5 PM | 4 PM | 5 PM | 4 PM | 5 PM | 4 PM | 5 PM | 4 PM | 5 PM | 4 PM | 5 PM |
| CRN | 31391 | 31967 | 31392 | 31968 | 31393 | 31969 | 31394 | 31970 | 31395 | 31971 | 31966 | 31974 | 31396 | 31972 | 31397 | 31973 |

Exam Fee: \$75

Certification testing centers can also be found at www.prometric.com, www.certiport.com, or www.microdesk.com

For more information, contact Bruce Manning, Computer Coordinator at 860-512-2808 or bmanning@mcc.commnet.edu

COMPUTER INSTRUCTORS

Stephen Bloom, M.Ed., teaches AutoCAD and has extensive experience teaching Microsoft Office products. He has developed and presented educational material for several Fortune 500 companies. Currently he is an adjunct lecturer with MCC.

John Bolduc, M.B.A., is currently working as a Senior Systems Engineer with an area technology business. He has an extensive networking background and is a Microsoft Certified System Engineer and a Project Management Professional.

Ray Burrington, M.B.A., has 35 years of experience in information systems at Aetna and Travelers insurance corporations, as well as other experience that includes application development, technical and operational support, and managing data center operations.

Keith Butzgy has been a Mastercam instructor for 7 years, teaching a wide variety of students. He is currently owner of a CNC Commercial Sign Shop utilizing Mastercam and has provided technical support to Mastercam and SolidWorks users and advised users in various manufacturing and design techniques. Keith is a Certified Mastercam Programmer, Certified SolidWorks Professional, Instructor, and Support Technician.

Marc Cohen holds a B.S. in computer science and has more than 10 years' experience in software development and systems analysis. He is working as the lead application architect/developer for the Siemon Company. Marc has been working with Oracle Database Development and Administration for over 8 years. Prior to MCC, Marc taught software development and database application development at Naugatuck Valley community College and Gibbs College.

Theodore Crommett, M.A., is a Senior Web Developer at Saint Francis Hospital and Medical Center, having worked on the hospital internet and intranet for nearly 10 years. He has an expert background in web design and development technologies including HTML, CSS, JavaScript, Flash, .NET, web video and web graphics.

Computer Technology

John Doolan is a graduate of Southern Connecticut State University where he studied media and theater. He has written three films for Synthetic Cinema International, and has been a contributing reviewer for the popular genre site Upcominghorrormovies.com.

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.

Andrew Gernhard, B.A. in Communications, is a producer at Synthetic Cinema International, a premiere genre film production company. He has more than 10 years' experience in video and film production ranging from feature films to national television commercials.

Margaret Gordon has more than 25 years of experience troubleshooting hardware and software systems and applications. She has taught for nearly 20 years, including all levels of Microsoft operating systems, Microsoft Office and Adobe applications.

Ann Gruden has more than 20 years' experience managing and integrating business processes in both large and small business settings.

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 a Ph.D. in Computer Information Systems and is a Certified Project Management Professional. He is also certified in IT service management (ITIL) and Microsoft Project. He has many years of experience in database management systems and Project Management.

Galina Kotlikova has worked in the information technology field for more than 20 years. She holds an M.B.A. in Information Systems from Fordham University in New York, NY. She is a freelance web designer/developer and search engine optimization consultant in Hartford and also creates websites for small businesses.

Diana Lemcoff holds a degree in Computer Science and has been IT Manager and computer consultant. She is principal of Leidan Consulting, and has over 20 years' experience in design, installation, and management of information systems. She is also a practicing artist and photographer, and incorporates multimedia into her website designs. She has taught at the University of Pittsburgh and has extensive experience in corporate training.

Bruce Manning, 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 Quinebaug Valley Community College; UConn; CREC; public, private and technical schools; businesses; municipalities; and State agencies.

Steven Moore has master's degrees in computer science and electrical engineering. He is a skilled programmer in Active Server Pages, C/C++, Java, C#, Visual Basic.NET, and HTML.

Annabel Pedemonti has run a QuickBooks consulting business for over 16 years offering setup, training and troubleshooting for a wide variety of types of businesses. She recently achieved the Advanced Certified QuickBooks Advisor qualification – one of only a handful in the state to reach this level of QuickBooks expertise.

Peter Poulos, B.S. Engineering; B.S., M.S. Electrical Engineering; M.S. Computer Information Systems; J.D. Law; Licensed Professional Engineer in Connecticut; Member of the Connecticut Bar; holds Connecticut teacher certification in Mathematics and Physics. Courses taught include: C++, Java, Operating Systems, Microprocessors, Algorithms and Data Structures, Statics, Dynamics, Thermodynamics, Electrical Circuits, Introduction to Engineering, Constitutional Law and others.

Michael Rawlins, B.A., is a Certified Usability Analyst and currently President of the Connecticut Chapter of the Usability Professionals Association. Michael has more than 20 years' experience as an Interaction Designer, Human Factors Engineer and Web Creative Director. He has been a usability instructor for several years, delivering seminars and workshops throughout the United States as well as internationally in Canada, India and Mexico.

Chuck Schwartz has owned and operated an accounting and tax preparation company since 1987. He has more than 20 years' experience in computer applications, database development, website design, and as a professor at MCC.

Valerie Scott is the graphic designer for MCC's Continuing Education Division, and has been in the field for over ten years. She works with InDesign, providing the layout and design for the catalogs and other marketing pieces.

Jeff Shaffer has been a professional photographer for more than 15 years and operates a studio with his wife, Dawn, in Hartford. Jeff is an Adobe Certified Expert.

Jacqueline Spector, Assistant IT Director at MCC, has over 15 years experience in Information Technology. She has worked as a technician, trainer, web designer, e-commerce consultant, support specialist, and supervisor. Her experience is with private and public colleges, small businesses, and Fortune 500 corporations.

Colin Theys, B.A. in film and psychology from Wesleyan University, director and visual effects artist at Synthetic Cinema International. Working digitally in 2-D and 3-D, he has created FX for four feature films and numerous shorts, as well as commercials and other videos.

Robert Thornton, B.A., is a Certified IT Security Engineer, Certified IT Instructor (CIT) and a Certified Internet Webmaster (CIW). He has more than 17 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.

Dorothy Weiner is an MCP- and MOUS-certified instructor with more than 15 years' experience teaching Microsoft products and various other applications and operating systems.

Computer Technology

INTRODUCTION

Keyboarding Introduction

This is a self-paced, basic typing course designed for the beginner. Develop touch keyboarding skills on a personal computer and learn proper techniques for alphabetic and numeric key reaches. There is no prerequisite.

CRN #31282 2 Wednesdays, 9/1-9/8, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$95

Instructor: **Ray Burrington**

Meet the Mac

Experience the power of the Mac. Let us show you the strength of its new OS X operating system. You'll explore all of the new features that OS X has to offer, including how to use the Finder and the Dock functions. Learn how to print, adjust System Preferences, and connect to the Internet. Instructor provides handouts. Prerequisite: *Basic keyboard and mouse skills*.

CRN #31357 2 Fridays, 9/17-9/24, 6-9 p.m. **MCC Bldg. GPA GP201**
Fee: \$95

Instructor: **Valerie Scott**

Computer Boot Camp

Do you feel you are being left behind in the technology revolution? It is never too late to learn, and we have a course that will acquaint you with the computer terminology and devices that help manage your information today. Students will gain insight into computer hardware and the Microsoft Windows operating system. In addition, students will learn how to use basic word processing functions of the popular Microsoft Word program. Students will also learn how to use the Outlook email program and the best search techniques on the Internet. Registered students are eligible for free Windows software. Instructor will provide handouts. Prerequisite: *Typing skills recommended*.

CRN #31284 4 Thursdays, 9/9-9/30, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$195

Instructor: **Steven Bloom**

ACTIVE ADULT

Personal Computers Introduction for Active Adults

Designed for those with little or no experience with computers, this seminar introduces computer concepts to older learners eager to take advantage of new technology. Find out what a computer can do for you. This seminar is a great first step before making a purchase or learning a specific software program. Registered students are eligible for free Windows software. Instructor provides handouts. There is no prerequisite.

CRN #31283 2 Mondays, 9/13-9/20, 1-4 p.m. **MCC Bldg. LRC B142**
Fee: \$95

Instructor: **Ray Burrington**

Email Made Easy for Active Adults

Learn how email keeps you in touch with friends and family around the world. If you do not have an email account, we will create a free web email account for you. If you do not have a computer, you can use any public library to check your email. Instructor provides handouts. Prerequisite: *Basic keyboard and mouse skills*.

CRN #31333 2 Tuesdays, 10/19-10/26, 9 a.m.-noon
MCC Bldg. LRC B142 Fee: \$95

Instructor: **Ray Burrington**

Word Processing for Active Adults

In this introduction to Microsoft Word, students will become familiar with Word's features and functions and discover how to edit, copy, paste, format and print various documents. Instructor provides handouts. Prerequisite: *Basic keyboard and mouse skills recommended*.

CRN #31294 2 Mondays, 11/1-11/8, 1-4 p.m. **MCC Bldg. LRC B142**
Fee: \$95

Instructor: **Ray Burrington**

Getting Started on the Internet for Active Adults

Designed for older adults who want to learn about the Internet and its benefits, this class covers how to get started on the Internet, how to visit and bookmark websites, and how to search the web for specific content. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills recommended but not required*.

CRN #31335 2 Mondays, 10/18-10/25, 1-4 p.m. **MCC Bldg. LRC B141**
Fee: \$95

Instructor: **Ray Burrington**

Excel for Active Adults

Learn how to use a spreadsheet to perform calculations on your computer. Spreadsheets can be used to track budgets, stocks and more. You will become familiar with Excel's features and functions that will help you develop spreadsheets to control personal and business finances. Join us in a relaxed atmosphere where questions are encouraged and welcome. Instructor provides handouts. Prerequisite: *Basic keyboard and mouse skills*.

CRN #31315 2 Mondays, 11/15-11/22, 1-4 p.m. **MCC Bldg. LRC B142**
Fee: \$95

Instructor: **Ray Burrington**

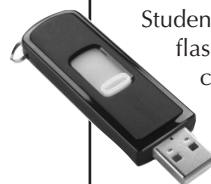
INTERNET

SharePoint 2007 Designer Introduction

SharePoint Designer 2007 allows you to share your Office 2007 documents, collaborate with others on your team, and track a document's changes using either the Designer interface or a web browser, all without writing any code! Use the prebuilt site templates and .ASPX pages to quickly design collaboration sites and learn how to modify them to best fit your needs. Learn what a Master page is used for, why content regions are used, how to reset pages back to site definitions and how other Office applications interface with Designer. We will explore the use of powerful tools such as Web Parts, Web Part Zones and XML connections. Registered students are eligible for free SharePoint 2007 software. Instructor provides handouts. Prerequisite: *Working knowledge of website creation and Microsoft Office 2007*.

CRN #31404 1 Wednesday, 12/1, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**
(limited seating) Fee: \$95

Instructor: **Margaret Gordon**



Students are encouraged to use USB-style flash or thumb drives in our MCC computer labs as a method of saving or backing up work associated with MCC courses. Flash or thumb drives can be purchased at the MCC Bookstore or your local or online computer store.

Computer Technology

NEW Microsoft Silverlight: Introduction to the Design of Multimedia Web Applications

This course introduces Microsoft's Silverlight web application framework, which is designed to provide multi-platform, rich interactive applications that incorporate media, graphics and animation. The course is geared toward students who have some programming experience. Students will build a web application using a combination of Microsoft's Visual Studio and Expression Blend. Exercises include page layout in extensible application markup language (XAML), implementation of common Silverlight controls with data binding, and application of a storyboard to build an animation. Required text: *Beginning Silverlight 3*, APRESS Publishing (ISBN 9781430223771), available at the MCC Bookstore for approximately \$45. Registered students are eligible for free Visual Studio software. Prerequisite: *Basic Windows, keyboard and mouse skills*.

CRN #31402 1 Friday, 11/12, 9 a.m.-4 p.m. **MCC Bldg. LRC B142** (limited seating) Fee: \$95

Instructor: **Steven Moore**

Web Pages: HTML Made Easy

Hyper Text Markup Language (HTML) isn't just for programmers and webmasters. Once you understand the basic rules, you can easily create web pages that include many types of content. Learn the differences between absolute and relative links, types of graphics, different levels of bullets and numbers, how to apply headings, background and text colors and many other formats. You don't need expensive web design software! Using Notepad, included in Windows, you can create home pages and several other content pages linked with navigation. Many of the examples will be given to you for your use and reference. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard, mouse and Internet skills*.

CRN #31337 3 Thursdays, 9/2-9/16, 9 a.m.-4 p.m.

MCC Bldg. LRC B142 Fee: \$295

Instructor: **Margaret Gordon**

Using Cascading Style Sheets Effectively in Web Design

Cascading Style Sheets (CSS) enable the designer to create a consistent look and feel that is not only attractive but easy to maintain. Even if you are already using a tool like Dreamweaver, CSS will help you produce even better looking web pages. Easily learn how to make headers, bullets and text look the way you want throughout the entire website. Make global color and font changes to links and text in seconds! Position page elements exactly where you want. Easily create menus, buttons and mouse-over effect. We will also analyze existing websites, examine code levels, and break down site construction. Required text: *Stylin' with CSS: A Designer's Guide, 2nd edition*, New Riders (ISBN 9780321525567), available at the MCC Bookstore for approximately \$35. Prerequisite: *Basic Windows, keyboard and mouse skills are required. Knowledge of HTML recommended*.

CRN #31360 2 Fridays, 11/12-11/19, 9 a.m.-4 p.m.

MCC Bldg. LRC B141 (limited seating) Fee: \$195

Instructor: **Theodore Crommett**

Adobe Dreamweaver Introduction

This hands-on course is designed for people with little or no website design experience, as well as those who have used FrontPage, Expression Web, or earlier versions of Dreamweaver. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard, mouse and Internet skills*.

CRN #31361 2 Mondays, 9/20-9/27, 6-9 p.m. **MCC Bldg. LRC B141** Fee: \$95

Instructor: **Robert Thornton**

NEW Adobe Dreamweaver In-Depth

This two-day class is for people new to Dreamweaver CS4 and teaches students how to create and support a website. Day One will cover how to use the Dreamweaver CS4 interface, the meaning of HTML codes/tags, creating a website, creating and modifying web pages, linking web pages using text and graphic links, table layouts and uploading files. Day two delves into Cascading Style Sheets and its coding rules, XHTML standards, how to create and modify a template to speed site maintenance, the use of layers for layouts and much more! The fundamental skills learned in this class enable you to use other website applications such as Microsoft Expression Web 3 and other web designer applications. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard, mouse and Internet skills*.

CRN #31363 2 Tuesdays, 9/14-9/21, 9 a.m.-4 p.m.

MCC Bldg. LRC B141 (limited seating) Fee: \$195

Instructor: **Margaret Gordon**

Expression: Introduction to Web Page Creation

Create an HTML/XHTML based website quickly and easily with Microsoft's Expression Web 3. This hands-on class teaches you the skills needed to create web pages. Students will learn to create and modify hyperlinks using both text and graphics. Additional topics include the use of graphics in web pages, modifying HTML code and using tools on Expression's panels for quick editing and the publishing of web pages. A basic understanding of the Internet is all you need to take this course, and anyone who is interested in creating their own website will learn the basics involved in supporting their site. In addition, the fundamentals learned in this class will help you with other website editors. Registered students are eligible for free Microsoft Expression Web 3 software. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard, mouse and Internet skills*.

CRN #31414 1 Friday, 12/3, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**

(limited seating) Fee: \$95

Instructor: **Margaret Gordon**

Web Communication & Design

This multi-week training will utilize Adobe's Digital Design Curriculum to teach students how to become proficient in today's leading web design technologies. This certification course thoroughly covers Dreamweaver CS4 techniques and provides a comprehensive understanding of planned web site design. Instructor provides handouts. Prerequisite: *Introduction to Dreamweaver or permission of instructor or computer coordinator*.

CRN #31338 6 Mondays, 10/18-11/29 (does not meet 11/15), 6-9 p.m.

MCC Bldg. LRC B141 Fee: \$295

Instructor: **Robert Thornton**

How to Bring More Visitors to Your Web Site

In this course you will learn how search engines work, organic search vs. paid search, web design basic architecture for search engines, and Google Page Rank and what it means for you. Also, a web traffic analysis will help you to attract more visitors to your website. This course is designed for website owners or prospective website owners, small business owners, web developers, and the general public. Instructor provides handouts. Prerequisite: *Basic knowledge of how to use Google and other search engines*.

CRN #31336 2 Saturdays, 9/4-9/11, 9 a.m.-noon **MCC Bldg. LRC B142** Fee: \$95

Instructor: **Gale Kotlikova**

Computer Technology

Web Usability and Design: How to Design Usable Websites & Web Applications

This course provides an overview of user-centered web design process and methods. We will explore critical path techniques for successful web design and provide students with practical, logical, value-added design approaches. Learn to create basic task flow diagrams and user profiles; organize content and functions so that users can find them easily; select the appropriate site genre and tailor the most effective page-level navigation models for the target audience of users; increase the consistency between page templates by creating a design standard; make better decisions and recommendations to improve visual design, including layout, color, graphics and icons, and text; and create a usability project plan that can effectively roll up to other project plans. Students will be better prepared to create credible, easy-to-use websites and applications for target audiences of users. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard, mouse and Internet skills.*

CRN #31412 2 Thursdays, 10/7-10/14, 9 a.m.-4 p.m.

MCC Bldg. LRC B141 (limited seating) Fee: \$195

Instructor: **Michael Rawlins**

Social Networking: Strategies to Best Use Virtual Communities/Social Media

What do we mean by community? How do we encourage, discuss, analyze, understand, design, and participate in healthy communities in the age of many-to-many media? With the advent of virtual communities like Ning, LinkedIn, Twitter and other online social networks, old questions about the meaning of human social behavior have taken on renewed significance. This course requires active participation of students and a willingness to immerse in social media practices, such as mailing lists, web forums, blogs, wikis, chat, instant messaging and virtual worlds. You will develop and explore how best to leverage social networks and learn personal and business strategies to use social media to produce positive results. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard, mouse and Internet skills.*

CRN #31398 2 Thursdays, 9/23-9/30, 6-9 p.m. **MCC Bldg. LRC B141**
Fee: \$95

Instructor: **Michael Rawlins**

Adobe Flash Introduction

This hands-on course will introduce PC users to the basics of creating objects and animating in Flash. You will explore tools and features of Flash and learn to create different types of animations. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills, with some web or graphics experience.*

CRN #31366 1 Wednesday, 11/17, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**
(limited seating)

CRN #31364 2 Mondays, 12/6-12/13, 6-9 p.m. **MCC Bldg. LRC B141**
Fee: \$95

Instructors: CRN #31366: **Margaret Gordon**;

CRN #31364: **Robert Thornton**

PHP & MySQL Introduction: How to Create Web Forms and Capture Information

PHP & MySQL are popular, open-source technologies that are ideal for quickly developing database-driven web applications. This intensive, hands-on course introduces participants to the basics of PHP, explains how to set up and work with a MySQL database, and demonstrates interactions between PHP and the database. Learn programming and database development techniques, build MySQL database driven web applications with PHP, and apply your learning to sample projects. Required text: PHP and MySQL Web Development (4th Edition), Addison-Wesley Professional (ISBN 9780672329166), is available at the MCC Bookstore for approximately \$45. Prerequisite: *Basic Windows, keyboard and mouse skills; knowledge of basic database concepts is recommended. Programming and HTML experience highly recommended.*

CRN #31354 3 Fridays, 10/15-10/29, 9 a.m.-4 p.m.

MCC Bldg. LRC B142 (limited seating) Fee: \$295

Instructor: **Steven Moore**

eBay: The Basics of Selling

Learn how to sell on eBay from an education specialist trained directly by eBay. You will learn how to open a seller account; create and monitor listings; improve existing listings, including photos and copy; research and set prices for profit; open and use a PayPal account; complete transactions; and operate safely on the world's largest online auction site. The instructor will also touch on other potential venues to explore for easy selling on the Internet depending on the products you plan to sell. This course is designed both for those interested in starting to sell on eBay and occasional sellers who want to improve their listings. Although recommended, it is not required to set up an official eBay and PayPal account as part of the curriculum. The instructor will also touch on other potential venues to explore for easy selling on the Internet depending on the products you plan to sell. Instructor provides CD. Prerequisite: *No prior business experience is necessary. Basic Windows, keyboard and mouse skills. Internet and eBay buying experience is helpful.*

CRN #31339 2 Mondays, 11/1-11/8, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$95

Instructor: **Ann Gruden**

OFFICE SUITES & OUTLOOK

Microsoft Office 2007 MCC Certificate

Increase your employability with this intensive 12-week course and receive an Office 2007 MCC Certificate on completion. This hands-on workshop will include practice time on Word, Excel, Access, PowerPoint, and Outlook. Required text: Marquee Microsoft Office 2007, EMC Paradigm Publishing (ISBN 9780763829582), available at MCC Bookstore for approximately \$95. Prerequisite: *Basic Windows, keyboard and mouse skills with some exposure to Microsoft Office helpful.*

CRN #31390 12 Wednesdays, 9/15-12/8 (does not meet 11/24), 6-9 p.m.
MCC Bldg. LRC B142 Fee: \$595

Instructor: **Dorothy Weiner**

Computer Technology

Outlook 2007 Introduction

Outlook 2007 is so much more than just email; it is your communication center. Learn how email, calendar, contacts, tasks, notes, and the To Do bar interact, enabling you to work more efficiently. Discover timesaving tips for Outlook, and explore the many new features that Outlook 2007 offers. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #31334 2 Tuesdays, 10/19-10/26, 6-9 p.m. **MCC Bldg. LRC B141**
Fee: \$95

Instructors: **Kristin Violette**

NEW ONLINE PowerPoint 2007 Introduction (Online)

PowerPoint 2007 is notable for its new, user-friendly ribbon interface and powerful new features. Students will learn how to enter and format text, and add bullets, numbers, audio, clip art and video to their presentations. Students will also learn how to create slide transitions and slide animation and discover the extensive printing features of the program when they create their slideshows. **Please register no later than September 20 (limited class size).** Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #31328 10/4-11/14, **Online Course** Fee: \$95

Instructor: **Diana Lemcoff**

For Technical Requirements: see page 20.

PowerPoint 2007 Introduction

PowerPoint 2007 is notable for its new, user-friendly ribbon interface and powerful new features. Students will learn how to create new presentations, create new slides, enter and format text, create and change presentation elements, arrange slides, insert graphics, and run slideshows. Students will also learn about the extensive printing features of the program when they create their slideshows. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #31330 1 Monday, 11/1, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**
(limited seating)

CRN #31855 2 Tuesdays, 11/2-11/9, 6-9 p.m. **MCC Bldg. LRC B141**
Fee: \$95

Instructors: **CRN #31330: Diana Lemcoff;**

CRN #31855: Kristin Violette

NEW PowerPoint 2007 Certification

Prepare for the Microsoft Office Application Exam 77-603 for PowerPoint 2007 MCAS certification. Some of the skills taught in this certification course are: create and modify SmartArt diagrams, customize slide masters, add elements to slide masters, add and link existing content to presentations, apply, customize, modify, and remove animations, insert illustrations and shapes, insert and modify charts, insert and modify tables, secure, share and protect presentations; prepare printed materials and rehearse presentation delivery. Instructor provides handouts. Prerequisite: *Introduction to PowerPoint 2007 or permission of instructor or computer coordinator.*

CRN #31433 2 Mondays, 11/8-11/15, 9 a.m.-4 p.m.
MCC Bldg. LRC B141 (limited seating) Fee: \$195

Instructor: **Diana Lemcoff**

See exam schedule and information on page 14.

NEW PowerPoint: Integrating Multimedia in Your Presentations

You have developed a PowerPoint presentation and want to make sure you keep your audience engaged. Make your PowerPoint presentation work for you to emphasize key points, control the focus of the discussion, and entertain your audience. Learn how to add music, narration and even videos to your PowerPoint presentation. You probably already know about using transitions—now learn about beautiful animated picture effects that you can apply to your slides. You will also learn what music and video file types you can use. Find out about free music sites and also how to use music on CDs to add to your presentation. Instructor provides handouts. Prerequisite: *PowerPoint Introduction course or equivalent experience.*

CRN #31331 1 Monday, 10/4, 9 a.m.-noon **MCC Bldg. LRC B142**
Fee: \$65

Instructor: **Diana Lemcoff**

WORD PROCESSING

NEW ONLINE Word 2007 Introduction (Online)

Learn how to create documents, letters, and memos in Microsoft Word 2007; edit text; format text and paragraphs; create headers, footers, and breaks; print, find and replace text; spell check; and work with graphics. **Please register no later than September 20 (limited class size).** Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #31292 10/4-11/14, **Online Course** Fee: \$95

Instructor: **Dorothy Weiner**

For Technical Requirements: see page 20.

Word 2007 Introduction

Learn how to create documents, letters, and memos in Microsoft Word 2007; edit text; format text and paragraphs; create tables, headers, footers, and breaks; print, find and replace text; spell check; and work with graphics. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #31290 1 Tuesday, 9/21, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**
(limited seating)

CRN #31288 2 Tuesdays, 9/21-9/28, 6-9 p.m. **MCC Bldg. LRC B141**
Fee: \$95

Instructors: **CRN #31290: Dorothy Weiner;**

CRN #31288: Kristin Violette

NEW Word 2007 Certification

Prepare for the Microsoft Office Application exam 77-601 for Word 2007 MCAS certification. Some of the skills taught in this certification course are: review of basic concepts, using tables and lists to organize content, modifying tables, formatting paragraphs, controlling pagination, inserting and modifying text boxes, inserting and formatting references and captions, merging documents and data sources, comparing and merging document versions, managing tracked changes, inserting, modifying, and deleting comments, preparing documents for sharing, controlling document access, and attaching digital signatures. Instructor provides handouts. Prerequisite: *Introduction to Word 2007, or permission of instructor or computer coordinator.*

CRN #31384 2 Tuesdays, 9/28-10/5, 9 a.m.-4 p.m.
MCC Bldg. LRC B142 (limited seating) Fee: \$195

Instructor: **Dorothy Weiner**

See exam schedule and information on page 14.

Computer Technology

Word 2008 for Mac Introduction

Microsoft Word 2008 makes it easier than ever to produce professional-looking documents in any number of styles and formats. Learn the basics of how to create high-quality documents that you can be proud of. Create new documents; edit text; format text and paragraphs; create tables, headers, footers, and breaks. Use Document Elements such as design templates and galleries. Work in the Publishing Layout and Notebook Layout views. Learn tips on compatibility issues. Instructor provides handouts. Prerequisite: *Basic Mac, keyboard and mouse skills*.

CRN #31293 2 Fridays, 10/1-10/8, 6-9 p.m. **MCC Bldg. GPA GP201**
Fee: \$95

Instructor: **Dorothy Weiner**

Word 2007: Form Design and Creation

In the first half of this course, you will learn how to plan the layout of a Word document to create forms. Learn how to format tables, using forms as an input method to your tables. Learn how to set and control indentations, tabs and margins, and how to use headers and footers. In the second half of the course, you will learn how to design printable and electronic forms with fields to be filled in by a computer user utilizing MS Word. Insert fields and use the power of all Word layout features to create clean and user-friendly forms. You will learn helpful form design guidelines. Instructor provides handouts. Prerequisite: *Word Introduction or permission of instructor or computer coordinator*.

CRN #31842 1 Tuesday, 10/26, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**
Fee: \$95

Instructor: **Dorothy Weiner**

SPREADSHEETS

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. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills*.

CRN #31295 2 Thursdays, 10/7-10/14, 6-9 p.m. **MCC Bldg. LRC B141**
Fee: \$95

Instructor: **Annabel Pedemonti**

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. Instructor provides handouts. Prerequisite: *QuickBooks Introduction, equivalent experience or permission of instructor or computer coordinator*.

CRN #31296 2 Thursdays, 10/21-10/28, 6-9 p.m. **MCC Bldg. LRC B141**
Fee: \$95

Instructor: **Annabel Pedemonti**

QuickBooks Advanced with Payroll

Learn how to enter bills into accounts payable; pay bills; create and customize reports and graphs; set up inventory and build finished goods; track and pay sales tax; create estimates and do progress invoicing; track time and mileage; and customize sales forms. Students will also learn how to set up payroll for the first time (including state taxes and other deductions), and how to use it on an ongoing basis to generate paychecks. Instructor provides handouts. Prerequisite: *QuickBooks Intermediate or permission of instructor or computer coordinator*.

CRN #31297 3 Tuesdays, 11/16-11/30, 6-9 p.m. **MCC Bldg. LRC B141**
Fee: \$150

Instructor: **Annabel Pedemonti**

NEW Excel 2007 Certification

Prepare for the Microsoft Office Application exam 77-602 for Excel 2007 MCAS certification. We will review basic concepts; create and modify formulas; summarize data by using a formula; ensure data integrity; summarize data by using subtotals; look up data by using a formula; use conditional logic in a formula; apply conditional formatting; sort and filter data; protect and share workbooks; prepare workbooks for distribution; and set print options for printing data, worksheets, and workbooks. Instructor provides handouts. Prerequisite: *Introduction to Excel 2007 or permission of instructor or computer coordinator*.

CRN #31386 3 Wednesdays, 10/13-10/27, 9 a.m.-4 p.m.
MCC Bldg. LRC B142 (limited seating) Fee: \$295

Instructor: **Chuck Schwartz**

See exam schedule and information on page 14.

NEW ONLINE Excel 2007 Introduction (Online)

Learn the exciting new features of Excel 2007: how to enter and edit data, use formulas, work with graphics, save workbooks, copy data and formulas, use functions, format worksheets, and create and print charts. **Please register no later than September 20 (limited class size).** Prerequisite: *Basic Windows, keyboard and mouse skills*.

CRN #31300 10/4-11/14, **Online Course** Fee: \$95
Instructor: **Chuck Schwartz**

For Technical Requirements: see below.

Excel 2007 Introduction

Learn the exciting new features of Excel 2007: how to enter and edit data, use formulas, work with graphics, save workbooks, copy data and formulas, use functions, format worksheets, and create and print charts. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills*.

CRN #31302 1 Wednesday, 10/6, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**
(limited seating)

CRN #31298 2 Tuesdays, 10/5-10/12, 6-9 p.m. **MCC Bldg. LRC B141**
Fee: \$95

Instructors: **CRN #31302: Chuck Schwartz;**

CRN #31298: Kristin Violette

See courses
with this
designation

NEW
ONLINE

Technical Requirements for Online Courses



These courses will be delivered completely online, using WebCT Blackboard. For additional information regarding the online application used for the training, please visit: <http://www.mcc.commnet.edu/students/resources/distanceStudentVista.php>.

Please register no later than September 20 (limited class size). If you have questions regarding these online courses, please email the computer coordinator at: bmannig@mcc.commnet.edu. Technical requirements for online courses: students need a computer, access to a high-speed Internet connection, a compatible web browser, and a word processor. Students must have an active email account and be familiar with sending and receiving email.

Computer Technology

Excel 2008 for Mac Introduction

Gain a better understanding of Excel 2008. Learn to create a spreadsheet by entering text, values, and formulas. Move and copy data; use shortcuts to enter data; learn how to use the Formula Builder and work with the Elements Gallery. Change the appearance of worksheet data by using a variety of formatting techniques. Learn how to build visually persuasive charts for powerful results. Instructor provides handouts.

Prerequisite: *Basic Mac, keyboard and mouse skills.*

CRN #31316 2 Fridays, 10/15-10/22, 6-9 p.m. **MCC Bldg. GPA GP201**
Fee: \$95

Instructor: **Dorothy Weiner**

Excel 2007 Data and Functions

Be sure that you are tapping the full power of Excel with the features examined in this workshop. This comprehensive unit on data handling utilities includes data filtering, data forms, sorting, business formulas and functions, subtotals, auditing, and simple macro creation to make this a course that no frequent user should go without. Special topics include functions using IF and Vertical Lookup in formulas, understanding financial functions and connecting 3D formulas from multiple worksheets. Instructor provides handouts. Prerequisite: *Excel Introduction or permission of instructor or computer coordinator.*

CRN #31318 1 Wednesday, 11/3, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**
(limited seating) Fee: \$95

Instructor: **Chuck Schwartz**

NEW Financial Management Using Excel

This course will help participants to understand the basic financial concept of Time Value of Money (TVM is the valuation of cash flows at different points in time) which can help in everyday life decisions like buying a car; buying a house; insurance, tax, investment, retirement and estate planning. Students will learn how to build Excel spreadsheets to solve these complex financial problems. The topics covered also will include the basic TVM calculations like Present Value (PV), Future Value (FV), Rate, Number of Periods and Payments, Net Present Value (NPV), Internal Rate of Return (IRR), and the Modified Internal Rate of Return (MIRR). Course also includes a number of hands-on exercises. Instructor provides handouts. Prerequisite: *Introduction to Excel course or permission of instructor or computer coordinator.*

CRN #31303 1 Friday, 10/1, 9 a.m.-4 p.m. **MCC Bldg. AST C128**
Fee: \$95

Instructor: **Willy Isaac**

DATABASE

Database Introduction

In this technology-driven environment, database knowledge is essential. This course will introduce you to the fundamental concepts of database systems and acquaint you with the use of current relational database systems. You'll learn about data models, data independence, data abstraction, the advantage of database systems, data storage and query processing, and database system architecture and design. Registered students are eligible for free Access 2007 software. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #31343 1 Friday, 10/1, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**
(limited seating) Fee: \$95

Instructor: **Marc Cohen**

Access 2007 Introduction

Learn basic database concepts, create tables, set data entry rules, and create queries, forms and reports. Registered students are eligible for free Access 2007 software. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #31324 1 Thursday, 10/7, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**
(limited seating)

CRN #31322 2 Tuesdays, 11/16-11/23, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$95

Instructors: **CRN #31324: Margaret Gordon;**

CRN #31322: Marc Cohen

NEW ONLINE Access 2007 Introduction (Online)

Learn basic database concepts, create tables, set data entry rules, and create queries, forms and reports. Registered students are eligible for free Access 2007 software. **Please register no later than September 20 (limited class size).** Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #31321 10/4-11/14, **Online Course Fee: \$95**

Instructor: **Margaret Gordon**

For Technical Requirements: see page 20.

NEW Access 2007 Certification

Prepare for the Microsoft Office Application exam 77-605 for Access 2007 MCAS certification. Some of the skills taught in this certification course are: overview of basic concepts, learn all the techniques involved with tables, queries, forms and reports, split databases, find and replace data, attach documents to and detach from records, import data, sort and filter data, create and modify charts, export data, save database objects as other file types, define and print table relationships, manage and maintain databases, and perform routine database operations. Registered students are eligible for free Access 2007 software. Instructor provides handouts. Prerequisite: *Introduction to Access 2007, or permission of instructor or computer coordinator.*

CRN #31388 3 Thursdays, 10/14-11/4, (does not meet 10/28),
9 a.m.-4 p.m. **MCC Bldg. LRC B142** (limited seating) Fee: \$295

Instructor: **Margaret Gordon**

See exam schedule and information on page 14.

Access 2007 Pivot Tables

If you already use Access 2007 but were afraid to try Pivot Tables and Pivot Charts, fear no more! This hands-on, three-hour clinic takes the pain out and puts the fun into Pivot Tables/Charts. Learn how to make a wide variety of visual reports using large record sets. Shortcuts and hidden features will be discussed as well as various uses of Pivot Tables and Charts. Registered students are eligible for free Access 2007 software. Instructor provides handouts. Prerequisite: *Access 2007 Introduction course.*

CRN #31319 1 Thursday, 11/18, 9 a.m.-noon **MCC Bldg. LRC B142**
Fee: \$65

Instructor: **Margaret Gordon**

Computer Technology

Microsoft SQL Server 2008 Introduction

If you want to increase your knowledge of cutting-edge computer languages, this class is for you. Students will receive an introductory tutorial of the structured query language (SQL) using Microsoft SQL Server 2008. Microsoft SQL allows users to access data in relational database management systems, such as Oracle, Sybase, Informix, Access, and others. This class will describe how to use Microsoft SQL and give examples. Registered students are eligible for free Microsoft SQL Server 2008 software. Instructor provides handouts. Prerequisite: *Database Introduction course or familiarity with databases.*

CRN #31356 1 Friday, 10/8, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**

(limited seating) Fee: \$95

Instructor: **Marc Cohen**

NEW Oracle 11g Essentials

This class is designed to provide a solid base in relational database systems using the Oracle 11g database. The topics covered will provide the student with the basics of what a relational database is, the basics of how Oracle works, and how to access and manipulate the data in Oracle to make good decision. Topics covered include: keys, relationships, data modeling, forms, table design and basics of use case analysis for requirements gathering, installation and basics of the Oracle 11g database setup and operation, basic SQL and PL/SQL, and advanced SQL. The course touches upon some database administration tasks. Instructor provides handouts. Prerequisite: *Familiarity with data processing concepts and techniques; ability to use a graphical user interface (GUI) recommended.*

CRN #31845 6 Wednesdays, 9/29-11/3, 6-9 p.m. **MCC Bldg. LRC B141**
Fee: \$295

Instructor: **Marc Cohen**

NETWORKS & OPERATING SYSTEMS

Windows 7 Introduction

You've heard about Windows 7. Now it's time to enter the exciting new world of Microsoft's latest operating system. Learn the new features of this powerful operating and file management system. Registered students are eligible for free Windows software. Prerequisite: *Keyboarding and mouse skills recommended.*

CRN #31326 1 Wednesday, 9/22, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**
(limited seating) Fee: \$95

Instructor: **Bruce Manning**

Network+ Certification Preparation

The Network+ certification is the standardized internationally recognized credential for people who are striving to become network professionals. This course provides professionals with a structured setting in which to review the CompTIA's Network+ certification examination.

Required text: CompTIA Press: Network+ 2009 Student Edition, Axzo Press (ISBN 9781426006081), available at the MCC Bookstore for approximately \$70. Certification testing is done through an authorized CompTIA Network+ testing center such as Prometric, www.prometric.com. Prerequisite: *Working knowledge of hardware and Windows XP. One to two years minimum experience in networking required.*

CRN #31346 6 Saturdays, 10/30-12/11 (does not meet 11/27),
9 a.m.-4 p.m. **MCC Bldg. LRC B142** Fee: \$595

Instructor: **John Bolduc**

TROUBLESHOOTING & SECURITY

NEW PC Maintenance

Why pay for expensive upgrades when you can learn how to do them yourself? The first day of this indispensable course 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. On the second day of the course, students 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 peripherals including printers and scanners. Learn how to download and install driver updates from the manufacturer's website. Additional topics include: troubleshooting basics, researching errors online, hardware trends, buying a new PC (pre-built vs. custom), standards for monitors, hard drive sizes, ports, and optical drives. Best practices regarding viruses, spyware, surge protectors and backups will be discussed. This class is for the beginner through intermediate PC user. Registered students are eligible for free Windows software. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #31286 2 Fridays, 9/17-9/24, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**
(limited seating)

CRN #31287 4 Wednesdays, 11/10-12/8, 6-9 p.m. (does not meet 11/24)
MCC Bldg. LRC B141

Fee: \$195

Instructors: **CRN #31286: Jacqueline Spector;**

CRN #31287: John Bolduc

A+ Certification Essentials Exam Preparation

CompTIA A+ certification validates the latest skills needed by today's computer support professionals. It is an international, vendor-neutral certification recognized by major hardware and software vendors, distributors and resellers. The first required A+ exam, CompTIA A+ Essentials, measures necessary competencies for an entry-level IT professional. Topics include installing, building, upgrading, repairing, configuring, troubleshooting, and optimizing basic personal computer hardware and operating systems. This 36-hour course reviews many of the A+ Essentials learning objectives to prepare students for the exam. Required text: CompTIA A+ Certification All-in-One Exam Guide, Sixth Edition, McGraw Hill (ISBN 9780072263114), is available at the MCC Bookstore for approximately \$65. Prerequisite: *Basic knowledge of hardware and operating systems recommended.*

CRN #31351 6 Saturdays, 9/18-10/23, 9 a.m.-4 p.m.

MCC Bldg. LRC B142 Fee: \$595

Instructor: **John Bolduc**

Of Similar Interest

- Photography courses on pages 48-49
- Create Your Own Coffee Table using "My Publisher" on page 58
- Online Academy computer courses on pages 60-62

Computer Technology

DIGITAL IMAGING & DESIGN

NEW

AutoCAD 2011 Certification Preparation

This course covers the performance tasks that have been identified by Autodesk as being included on the AutoCAD 2011 Certified Associate Examination. Learn how to design and develop architectural drawings using AutoCAD. Extensive hands-on curriculum is designed to address the needs of engineering design professionals, project managers, and the avid beginner. Topics include: basic object and geometric construction and editing tools, object properties and organization, orthographic views in multi-view drawings, basic dimensioning and notes, templates and plotting, parametric drawing tools, section views, assembly drawings and blocks. Required text: AutoCAD 201 Tutorial - First Level: 2D Fundamentals, SDC Publishing (ISBN 9781585035526), available at the MCC Bookstore for approximately \$50 (includes AutoCAD Certified Associate Examination Reference Guide). Prerequisite: *Basic Windows, keyboard and mouse skills*.

CRN #31358 6 Saturdays, 9/18-10/23, 9 a.m.-4 p.m.

MCC Bldg. AST C128 Fee: \$595

Instructor: **Steven Bloom**

Blueprint Reading and Dimensioning Introduction

Learn to interpret conventional blueprint dimensioning and tolerancing practices. Topics include the definition of a blueprint, classification of engineering drawings, title blocks, types of working drawings, and the theory of projection of drawings. Orthographic projection and multiview drawings will be discussed. Required text: *Print Reading for Industry* is available at the MCC Bookstore for approximately \$77. Prerequisite: *Basic Windows, keyboard and mouse skills*.

CRN #31463 3 Thursdays, 9/2-9/16, 6-9 p.m. **MCC Bldg. LRC B141**
Fee: \$150

Instructor: **Edward Dombroski**

NEW

SolidWorks® Introduction

Learn computer-based design using SolidWorks parametric 3-D CAD software. The course focuses on Parametric Modeling topics, including Design Intent and Process, Sketching Techniques, Model Development Techniques, Process-Specific Modeling, Design Changes, Editing Models, Patterning and Assembly Techniques. Students will participate in mostly individual and some group design projects as appropriate. Instructor provides handouts. Prerequisite: *Blueprint Reading and Dimensioning Introduction course and some previous CAD experience recommended*.

CRN #31848 2 Saturdays, 10/2-10/9, 9 a.m.-4 p.m.

MCC Bldg. AST C135 Fee: \$195

Instructor: **Keith Butzgy**

NEW

Mastercam Introduction

Learn how to use the most widely used CAM software in the world and how to create 3-axis tool paths to control CNC machines, as well as various techniques to program 2-D and 3-D parts. Upon completion of this course, you will understand what it takes to create G-code to run your CNC machines in a manufacturing environment. Students will also receive tutorials and a copy of the Mastercam HLE (Home Learning Edition) software which allows students to practice at home. Instructor provides handouts. Prerequisites: *Blueprint Reading and Dimensioning Introduction course and some previous CAD experience recommended or permission of instructor*.

CRN #31382 2 Saturdays, 10/23-10/30, 9 a.m.-4 p.m.

MCC Bldg. AST C135 Fee: \$195

Instructor: **Keith Butzgy**

NEW

Adobe Photoshop CS4 In-Depth (Mac or PC)

This course will help students understand how to use the most powerful image editing software available, Adobe Photoshop. Upon completion, students will be able to improve their photographs immensely through the use of Photoshop's tone, color, and retouching capabilities. Students will learn how to create accurate selections, which can be modified with Photoshop's tools. Students will explore layers, using color and transparency, and adjusting images to improve their quality/suitability for their intended publication. Other topics include advanced image editing, design, web and print skills using layering, compositing, color management, type controls, drawing and web prep techniques. Through demonstration and hands-on exercises taught by an Adobe Certified Expert and professional photographer, students will soon be able to create exciting and amazing images using some of this program's limitless capabilities. Instructor provides handouts. Prerequisite: *Basic Mac or Windows, keyboard and mouse skills*.

(Mac) CRN #31376 4 Saturdays, 9/18-10/9, 9 a.m.-noon

MCC Bldg. AST D211 Fee: \$195

Instructor: **Jeff Shaffer**

(PC) CRN #31379 2 Tuesdays, 11/2-11/9, 9 a.m.-4 p.m.

MCC Bldg. LRC B141 (limited seating) Fee: \$195

Instructor: **Jeff Shaffer**

Adobe Photoshop Elements Introduction (PC)

Adobe Photoshop Elements is a new photo-enhancement and manipulation program designed specifically for amateur photographers, hobbyists and business users looking for an affordable, easy-to-use but powerful digital-imaging tool. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills*.

CRN #31380 2 Tuesdays, 10/19-10/26, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$95

Instructor: **Richard Hoyer**

Adobe Photoshop Elements: The Next Step (PC)

You've mastered the basics of Photoshop Elements and you're wondering, Now what? We've got just the thing. Explore the creative aspects of this software package; learn how to add borders and frames; increase canvas space; create contact sheets; utilize picture packages to minimize paper waste; merge color and black and white images; duo-tone your images; create personal greeting cards; add text; create panoramas; use filters and special effects; and make layers work for you. Let your imagination fly! Instructor provides handouts. Prerequisite: *Familiarity with Photoshop Elements or Photoshop Elements Introduction course*.

CRN #31381 2 Tuesdays, 11/2-11/9, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$95

Instructor: **Richard Hoyer**

Adobe Acrobat Basics

Learn the basic operations of Adobe Acrobat, which allows users to reliably create, combine, and control Adobe PDF documents for easy, secure distribution, collaboration, and data collection. You will learn the tools in the Acrobat work area and apply them to create Adobe PDF files from a variety of sources, such as Microsoft Office, email or web pages, while maintaining all the original formatting and fonts in newly created PDF files. Acrobat PDF editing techniques also will be discussed. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills; word processing experience recommended*.

CRN #31406 1 Tuesday, 10/5, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**
(limited seating) Fee: \$95

Instructor: **Margaret Gordon**

Computer Technology

Adobe Acrobat Forms

Easily create electronic forms in Adobe Acrobat without assistance from a designer. Make your electronic forms look just like existing paper forms, but better, by creating interactive forms with text fields, check boxes, drop-down menus and user input. Track your forms, and see when they've been completed. Export form information to a spreadsheet. Instructor provides handouts. Prerequisite: *Adobe Acrobat Basics* or permission of instructor or computer coordinator.

CRN #31410 1 Tuesday, 10/12, 9 a.m.-4 p.m. **MCC Bldg. LRC B141** (limited seating) Fee: \$95

Instructor: **Margaret Gordon**

NEW Adobe Acrobat Portfolio Toolbox

This course expands on what you learned in the Basics and Forms courses with crucial business skills for creating and keeping your Portfolio documents more secure while distributing them to a greater audience. Learn how to utilize Acrobat 9 to its full potential with digital signatures and other security features. Save time with batch processing of files, make PDF compliance checks with Preflight, add multimedia and more. Instructor provides handouts. Prerequisite: *Adobe Acrobat Basics* and *Adobe Acrobat Forms* courses.

CRN #31408 1 Tuesday, 10/19, 9 a.m.-4 p.m. **MCC Bldg. LRC B141** (limited seating) Fee: \$95

Instructor: **Margaret Gordon**

Adobe InDesign Introduction (PC)

InDesign is Adobe's advanced publishing software program used for page layout and design. The features of InDesign CS4 integrate Adobe Photoshop and Adobe Illustrator. This course will provide an overview of the InDesign workspace, placing and editing text and graphics, and applying precise typographic control. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills*.

CRN #31783 2 Saturdays, 11/13-11/20, 1-4 p.m. **MCC Bldg. LRC B141** Fee: \$95

Instructor: **Valerie Scott**

NEW Publisher 2007: Create an Attractive Flyer

Publisher is a desktop publishing program that makes it easy and fun to create your own advertising material, announcements for your organization, church and family events. In this class you will learn to create a flyer, personal or business cards and certificates. You will learn how to make text look interesting and to include pictures and decorative touches to your publication. We will create our own publications and also learn to use pre-existing templates. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills*.

CRN #31332 1 Monday, 9/20, 9 a.m.-4 p.m.

MCC Bldg. LRC B141 Fee: \$95

Instructor: **Diana Lemcoff**

NEW Publisher 2007: Create a Newsletter

Students will learn how to create newsletters, continue a story on a different page, include calendar of events, and more. You will learn how to work more effectively using master pages and create your own templates. Use Publisher to print labels and envelopes. Individualize your publications by merging them with address lists. Instructor provides handouts.

Prerequisites: *Introduction to Publisher* course or equivalent experience.

CRN #31844 1 Monday, 9/27, 9 a.m.-4 p.m. **MCC Bldg. LRC B141** Fee: \$95

Instructor: **Diana Lemcoff**

NEW Adobe Lightroom 2 Introduction

The latest version of Adobe Lightroom is an excellent program for sorting and managing your photos. It also works well to color correct, crop, rotate, lighten/darken and make changes to whole images. Unlike Photoshop, Lightroom has many tools for managing your photo collection, but fewer editing tools. Instructor provides handouts. Prerequisite: *Basic Mac, keyboard and mouse skills*.

CRN #31426 2 Saturdays, 10/16-10/23, 9 a.m.-noon
MCC Bldg. AST D211 Fee: \$95

Instructor: **Jeff Shaffer**

NEW Picasa: Photo Editor, Organizer and Presenter

Now that you have hundreds, maybe thousands of digital photos, how do you organize them? You will learn how to use this free program, Picasa, to easily create albums of your favorite photos; even those that you've taken at different places and times. Learn how to edit your photos, improve color, contrast, and eliminate red-eye. Create photo slideshows to share with your family and friends. Create collages and your own screensavers. You may bring some of your own photos to class on a flash drive or CD. Instructor provides handouts. Prerequisites: *Basic Windows skills and knowledge of uploading photos to computer*.

CRN #31375 1 Monday, 10/18, 9 a.m.-4 p.m. **MCC Bldg. LRC B142** Fee: \$95

Instructor: **Diana Lemcoff**

PROGRAMMING

Programming Basics: Foundation for C#, VB.NET, JAVA and XML

A structured approach to program logic and design using fundamental programming concepts. A thorough understanding of logic theory, programming structures, and algorithm design techniques for efficient programming. C#, C++, VB, and Java are used to demonstrate these common programming concepts. Registered students are eligible for free Visual Studio 2008 software. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills*.

CRN #31347 2 Thursdays, 9/23-9/30, 9 a.m.-4 p.m.

MCC Bldg. LRC B141 Fee: \$195

Instructor: **Chuck Schwartz**

VB.NET Programming Introduction

Visual Basic.NET (or VB.NET) is the latest generation of Visual Basic. It is designed to be the easiest and most productive tool for creating .NET applications, including Windows applications, web services and web applications. This course covers basic programming techniques and the basic information participants need to get started using VB.NET, including creating, opening, and saving projects, understanding the development environment, variables, constants, assignment statements, scope, decisions, conditions, unary and binary operators, statements, blocks, the concept of classes, and modules. There will be discussions of Windows' user interfaces and how to create those interfaces with VB forms and controls. These concepts will be demonstrated on VB.NET software in a hands-on environment. Registered students are eligible for free Visual Studio 2008 software. Required text: Programming in Visual Basic 2008, McGraw Hill (ISBN 9780073517209), available at the MCC Bookstore for approximately \$110. Prerequisite: *Programming Basics* course or knowledge of programming concepts.

CRN #31348 3 Thursdays, 10/21-11/4, 9 a.m.-4 p.m.

MCC Bldg. LRC B141 Fee: \$295

Instructor: **Chuck Schwartz**

Computer Technology

NEW Python Introduction

Python is a general-purpose, high-level programming language whose design combines remarkable power with very clear syntax. Its standard library is large and comprehensive. Python is easy, fun, educational and powerful. Learn to write your own blog, solve Sudoku puzzles, read your iTunes database or write a wiki. Python allows you to create complex applications easier than most programming languages. Required text: *Exploring Python*, McGraw Hill (ISBN 9780073523378), available at the MCC Bookstore for approximately \$65. Prerequisite: *Basic Windows, keyboard and mouse skills*.

CRN #31352 6 Fridays, 9/24-10/29, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$295

Instructor: **Peter Poulos**

VBA Introduction

Everyday tasks in Office applications such as Word, Excel, Access and PowerPoint can be performed easily using macros with Visual Basic for Applications (VBA). Learn how to use VBA to automate activities such as deleting duplicate data, printing multiple documents or reports, simplifying the user input process and transferring data from one application to another. This class will be taught in a hands-on format, giving students the opportunity to practice what they are learning as the course progresses. Registered students are eligible for free Visual Studio 2008 software. Instructor provides handouts. Prerequisite: *Windows, keyboard and mouse skills; basic knowledge of Microsoft Office applications*.

CRN #31350 3 Tuesdays, 11/2-11/16, 9 a.m.-4 p.m.

MCC Bldg. LRC B142 (limited seating) Fee: \$295

Instructor: **Dorothy Weiner**

MULTIMEDIA

Game Programming Introduction

In this course, you'll learn the basics of game design, including choosing a game genre, planning a game, and balancing a game and its goals. You'll work on a Game Maker project as you learn about sprites, animation, events, actions, collisions, sound, timing, variables, and more, with no programming required. By class end, you'll have a complete game to play at home and to share with friends. Instructor provides handouts. Prerequisites: *Basic Windows, keyboard and mouse skills with some exposure to Microsoft Office. A small USB drive is also required*.

CRN #31399 2 Saturdays, 9/18-9/25, 9 a.m.-noon

MCC Bldg. LRC B141 Fee: \$95

Instructor: **Clay Walnum**

Game Programming Intermediate

Using Visual Studio C# Express and the XNA game-programming framework (both free from Microsoft), you'll learn core programming skills as you develop games for the PC, Xbox console, or Zune portable device. In class exercises, you'll write C# code that demonstrates not only what really happens behind the scenes in an environment such as Game Maker, but also provides skills required by professional game programmers. Instructor provides handouts. Prerequisites: *Game Programming Introduction or permission of instructor. A small USB drive is also required*.

CRN #31400 4 Saturdays, 10/2-10/23, 9 a.m.-noon

MCC Bldg. LRC B141 Fee: \$195

Instructor: **Clay Walnum**

Game Programming Advanced

Using Visual Studio C# Express and the XNA game-programming framework (both free from Microsoft), you'll extend your game programming knowledge as you work with one of the XNA Starter Kits to produce your own game. Along the way, you'll learn to create graphics - including sprite sheets - and sound effects for your games. Instructor provides handouts. Prerequisites: *Game Programming Intermediate or permission of instructor. A small USB drive is also required*.

CRN #31847 4 Saturdays, 10/30-11/20, 9 a.m.-noon

MCC Bldg. LRC B141 Fee: \$195

Instructor: **Clay Walnum**

Pro Tools: Audio Recording Basics

This course covers audio recording using Pro Tools software on PC computers and covers the basic functions of the software on the newest DigiDesign equipment. The course is aimed at musicians looking to record their own music in a home studio. Students will learn about recording, editing and mixing audio. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills*.

CRN #31345 3 Mondays, 9/20-10/4, 6-9 p.m. **MCC Bldg. LRC B142**

Fee: \$150

Instructor: **Clayton Walnum**

Video Production (VP1):

Intro to Video Camera & Techniques

This comprehensive course in basic video cameras, technology, standards and controls for video production is for individuals, businesses and governmental agencies who want to become technically proficient and creatively adept with digital video cameras. Through lectures, demonstrations, field exercises, and critiques, this class covers the introduction to digital cinematography, video technology and the creative use of the video camera. The class sets up interviews, covers scenes, works with continuity, and shoots B-roll footage. Image quality, composition, camera moves and basic visual storytelling techniques are explored. There is no prerequisite.

CRN #31369 2 Fridays, 10/1-10/8, 9 a.m.-4 p.m. **MCC Bldg. LRC B115**
(limited seating) Fee: \$225

Instructor: **Andrew Gernhard**

Video Production (VP2): Intro to Final Cut Pro

Editing Students will continue their education and exercises from VP1 and use the camera to review techniques and be introduced to Final Cut Pro Editing using the MAC. This hands-on course introduces students to the basic interface of Final Cut Pro. Students learn to perform basic editing functions while being familiarized with the user interface. Topics include basic setup, adjusting and customizing preferences and settings, capturing video and audio, editing and trimming techniques, audio editing, titles, finishing, and final output. This class is designed for anyone looking to edit professional quality video using Final Cut Pro and for those who prefer interactive instruction. Prerequisite: *Basic Mac, keyboard and mouse skills*.

CRN #31373 3 Fridays, 10/15-10/29, 9 a.m.-4 p.m.

MCC Bldg. LRC B207 (limited seating) Fee: \$295

Instructor: **Andrew Gernhard**

Computer Technology

Video Production (AE1): After Effects Introduction

Whether you're creating visual effects, motion graphics, titles, or simply looking for advanced control over your video, you will need to use a compositing package. An industry standard compositor, After Effects, will allow you to do nearly anything you need, and will teach you the basic skills you need to learn other software later. This course serves as an introduction to the concepts and applications of compositing. Students will get hands-on training and learn to navigate and use the basic features of After Effects as a gateway to further study. Prerequisite: *Basic Mac, keyboard and mouse skills. A pocket-sized notepad is also required.*

CRN #31370 3 Saturdays, 10/2-10/16, 9 a.m.-4 p.m.

MCC Bldg. LRC B207 Fee: \$295

Instructor: **Colin Theys**

Video Production (SW1): Screen Writing Introduction

Have an idea for a movie, but you're not quite sure what to do with it? Learn the basics on how to flesh it out into a screenplay narrative with different writing exercises while being taught the proper formatting. Students will also be advised on what ideas are sellable and how to compile them into a professional treatment. Prerequisite: *Basic Mac, keyboard and mouse skills. A pocket-sized notepad is also required.*

CRN #31374 6 Fridays, 10/1-11/5, 6-9 p.m. **MCC Bldg. LRC B141**

Fee: \$295

Instructor: **John Doolan**

Cuisine

Each participant in Cuisine classes should bring an apron, potholder, knife, eating utensils, plate, and container for leftovers.



Artisan Bread

Credit-free students will join this Credit intermediate course (HSP* B216) on the formulation, preparation, packaging and pricing of commercially produced artisan breads. As a "bakery team," the class will learn how to work with pre-ferments, leavens, commercial starters, enriched dough, and naturally leavened breads, while maintaining a professional work environment. There will be an emphasis on the science of bread production, as well as the "art of baking." Classroom lecture will be 1 hour per week and the remainder of the schedule will be kitchen laboratory training. Students must purchase a culinary uniform, available in the MCC Bookstore. **Students who are interested in earning academic credit for this course should speak with the instructor at the first class; course requirements and fees are different for Credit students.** Required text: *Bread Baking* (ISBN 9780470138823), John Wiley & Sons, available at MCC Bookstore for approximately \$45. Limited seating available; please register early. Prerequisite: *Basic Baking and Pastry Arts, or permission of the instructor.*

CRN #31806 16 sessions, Fridays & Saturdays, 9/10-11/6 (does not meet 10/8 & 10/9), 5:30-8:30 p.m. (Fridays) & 9 a.m.-3 p.m. (Saturdays) **MCC Bldg. Lowe L293 (South Kitchen) and Lowe 294 (Culinary Arts Center)** Fee: \$380

Instructor: **John Gibson** completed a professional bread making course at the King Arthur Education Center, and is an adjunct instructor of culinary arts in the Hospitality Management Program at MCC.

NEW Incredible Cupcakes

Cupcakes are a hit for everything from desserts to birthday parties to formal events. Learn dozens of basic recipes and decorating techniques in this hands-on course. No previous baking or decorating experience necessary. You'll learn skills that can be practiced and developed for a lifetime. Materials fee: \$20, payable to the instructor at the beginning of class, which will include samples to take home.

CRN #31803 1 Wednesday, 11/10, 6-9 p.m. **MCC Bldg. GPA GP213**

Fee: \$50

Instructor: **Karen Sladyk** has studied cake and candy decorating from master teachers across the country and is a member of ICES, a group focused on cake decorating. She has a Ph.D. in adult education from the University of Connecticut.

NEW Tuscan Cucina

In this hands-on class, we will prepare and enjoy an authentic five-course Italian dinner, faithful to the spices and ingredients of a Tuscan kitchen. For the appetizer, we'll serve Saltimbocca (sautéed veal, prosciutto, and sage), followed by the primo piatto (first dish): Amatriciana (homemade tomato sauce with pancetta and bucatini pasta) and secondo piatto (second dish): Chicken Parmesan (sautéed boneless chicken breasts with Parmesan cheese and prosciutto). Next up, Insalata Rustica, (arugula, pear and walnut salad). And for dolci ... cannolis with homemade cannoli cream. Students may bring a bottle of wine to share and complement the dinner. Please note: you must be at least 21 years of age to bring and drink wine. Materials fee: \$12, payable to instructor at the beginning of class.

CRN #31811 1 Saturday, 9/18, noon-4 p.m. **MCC Bldg. GPA GP213**

Fee: \$55

Instructor: **Rebecca Brown** earned a culinary certificate and degree in Food Service Management and Hospitality from MCC. She apprenticed at the Zeppelin Ristorante in Orvieto, Italy, caters "Italian Dinners for Eight," and teaches private Italian cooking classes.

Each participant in Cuisine classes should bring an apron, potholder, knife, eating utensils, plate, and container for leftovers.

Cuisine

Prepare Your Own Italian Dinner Party: *Buon Appetito*

A series of authentic, Italian four-course meals sure to satisfy family and friends for years to come. Students should bring a chef's knife, an apron ... and an appetite! Students may also bring a bottle of wine to share and complement the dinner. **Please note: you must be at least 21 years of age to bring and drink wine.**

Instructor: *Rebecca Brown*

NEW

Tagliatelle with Pesto

We will prepare and enjoy: bruschetta (toasted French bread with garlic, tomato, basil and oil); tagliatelle (handcut pasta) tossed with pesto sauce; herb-crusted pork tenderloin with balsamic reduction; and homemade gelato. Materials fee: \$12, payable to instructor at the beginning of class.

CRN #31812 1 Wednesday, 10/6, 6-9 p.m. **MCC Bldg. GPA GP213**
Fee: \$40

NEW

Lasagna with Béchamel

We will prepare and enjoy: caprese skewers (mozzarella, tomatoes, and basil) with balsamic reduction; farro (a type of Italian grain), sausage and vegetable soup; béchamel lasagna (béchamel is a white sauce, heavy on the Parmesan cheese, that Italians use for lasagna instead of ricotta cheese); and cappuccino panna cotta with chocolate whipped cream. Materials fee: \$12, payable to instructor at the beginning of class.

CRN #31813 1 Wednesday, 10/20, 6-9 p.m. **MCC Bldg. GPA GP213**
Fee: \$40

NEW

Spinach Ravioli

We will prepare and enjoy: prosciutto-wrapped asparagus; hand-cut spinach ravioli with sage and butter sauce; herb-stuffed rabbit or chicken; and homemade hazelnut biscotti. Materials fee: \$12, payable to instructor at the beginning of class.

CRN #31815 1 Wednesday, 11/3, 6-9 p.m. **MCC Bldg. GPA GP213**
Fee: \$40

NEW

Asparagus Risotto

We will prepare and enjoy: crostini with caramelized onions; asparagus risotto; fig and herb-stuffed pork chops with apple reduction; and tiramisu cheesecake squares. Materials fee: \$12, payable to instructor at the beginning of class.

CRN #31814 1 Wednesday, 11/17, 6-9 p.m. **MCC Bldg. GPA GP213**
Fee: \$40

NEW

Master Recipe Series: Thailand

Whether the color is red, green or yellow and the ingredients, chicken, beef, seafood, or all vegetables, Thai Coconut-based curries are characterized by flavors that are both deep and fresh. Our master chef will deconstruct and reassemble this master recipe technique. These famous curries of Thailand just may become the quickest, freshest and most flavorful complement to your repertoire. Please bring a chef's knife and an apron. Materials fee: \$20, payable to instructor at the beginning of class.

CRN #31817 1 Saturday, 10/2, 10 a.m.-1:30 p.m.
MCC Bldg. GPA GP213 Fee: \$60

Instructor: *David deMercado* is the owner and chef of "Dinner As You Please Personal Chef Service," which provides custom-designed menus in the home to time-challenged professionals and for parties of any occasion. He is also a chef and instructor at Sur La Table.

NEW

Little Foods and Wines of the Mediterranean for Your Holiday Table

Expand your holiday small-plate offerings with this trip around the Mediterranean. Whether it's France, Italy, or Spain, the healthy little foods and wine traditions of these regions can be used as an exciting culinary departure for your holiday entertaining. We will sample six various wines that complement our foods. Please note: you must be at least 21 years of age to enroll in the class; IDs will be checked in class. Students should bring a chef's knife and an apron. Materials fee: \$20, payable to instructor at the beginning of class.

CRN #31818 1 Saturday, 10/30, 10 a.m.-1:30 p.m.
MCC Bldg. GPA GP213 Fee: \$60

Instructor: *David deMercado*

Cooking with Chilies: Soups, Salads and Appetizers

Discover the wonderful world of chilies, from sweet and smoky to hot and spicy. Focusing on soups, salads and appetizers, we'll learn how to prepare fresh and dried Mexican chilies in authentic Mexican dishes, such as Chicken Tortilla Soup, Handmade Masa Sopas (fresh griddled tortillas) with Chipotle (smoked, dried jalapeno peppers, reconstituted into a sauce) and Pork Tinga (tomatoes, onions, and chipotle stewed and pureed into a sweet and smoky sauce, with meat added and slowly braised) and Homemade Queso Fresco (a mild, fresh cheese from cow's milk), and Cactus Salad with a Creamy Roasted Poblano Dressing (a green, medium-sized chili with a rich flavor). Materials fee: \$15, payable to instructor at the beginning of class.

CRN #31929 1 Saturday, 10/23, 10 a.m.-1 p.m. **MCC Bldg. GPA GP213**
Fee: \$45

Instructor: *Rachael Brown* earned a culinary arts degree from Johnson and Wales University and a master's in education from Central Connecticut State University, and teaches in the culinary arts program at Windham Technical High School. She also teaches culinary classes for MCC's Excursions in Learning Children's Program.

Cooking with Chilies: Entrees and Dessert

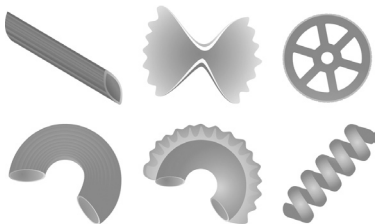
We'll continue our exploration of sweet and smoky or hot and spicy chilies into the realm of entrees and desserts. Using both fresh and dried Mexican chilies, we will prepare authentic Mexican dishes, such as Cheese and Vegetable Stuffed Enchiladas with a Red Guajillo (a dark red, dried chili, slightly sweet and zesty) Chili Sauce (sweet and zesty), Pork and Raisin Stuffed Poblano Peppers with a Creamy Walnut Sauce, and a Chipotle Molten Chocolate Cake with Cinnamon Whipped Cream. Materials fee: \$25, payable to instructor at the beginning of class.

CRN #31930 1 Saturday, 11/6, 10 a.m.-1 p.m.
MCC Bldg. GPA GP213 Fee: \$45

Instructor: *Rachael Brown*

Of Similar Interest

- The Wonders of Provence on page 47



The World of Pasta-bilities

Learn some pasta history, plus modern techniques, while we focus on tips and shortcuts to making fresh pasta, as well as dried pasta. Recipes will include Fresh Squash, Tomato Herb, and Orange Curry Pastas, with Mushroom Duxelles, Hazelnut and Squash fillings. Sauces will showcase Cherry Tomatoes with Garlic, Spinach Raisins and Herbs, Spinach Pecan Pesto, and a recipe for Orange Sesame Noodles. Materials fee: \$11, payable to instructor at the beginning of class.

CRN #31810 1 Friday, 9/24, 6:30-8:30 p.m. **MCC Bldg. Lowe L292 (North Kitchen)**, meet at Culinary Arts Center Fee: \$50

Instructor: Ken Bergeron is a certified executive chef through the American Culinary Federation, with 35 years of professional cooking experience. He has been recognized as Chef of the Year through the Connecticut Chefs Association and is the author of *Professional Vegetarian Cooking*.

Learn to Prepare Mushrooms with a Fun Guy

There is an ever-growing supply of mushrooms available in the markets today. Learn how to select, handle, cook, and enhance the flavor of these fungi. We will prepare Stuffed Mushrooms with Soysage and Veggie Creme Cheese, which makes for a great appetizer or party food; Wild Mushrooms and Pomegranate Molasses Vinaigrette for a different way to dress a salad; Mushroom Cashew Creme Soup, incorporating both fresh and dried mushrooms; Smokey Braised Portobello Mushrooms, which can fit into several different courses of a meal; and Oyster Fried Mushrooms—fool the taste buds with their Sea Vegetable Breading. Materials fee: \$11, payable to instructor at the beginning of class.

CRN #31804 1 Friday, 10/22, 6:30-8:30 p.m. **MCC Bldg. Lowe L292 (North Kitchen)**, meet at Culinary Arts Center Fee: \$50

Instructor: Ken Bergeron

Tofu: Now that I Bought It, What Do I Do With It?

Don't underestimate this versatile and nutritious food. Our award-winning chef will talk about the different types of tofu, and how it can be used and served. You will learn basic handling techniques of tofu, and then observe how it's prepared in three different ways: roasted; in a savory salad as an almond cutlet; and in a dessert as silken tofu. Enjoy the results while learning! Materials fee: \$11, payable to instructor at the beginning of class.

CRN #31807 1 Friday, 11/19, 6:30-8:30 p.m. **MCC Bldg. Lowe L292 (North Kitchen)**, meet at Culinary Arts Center Fee: \$50

Instructor: Ken Bergeron

Hot Soups for Cold Days!

Perfume the air and kindle appetites with the promise of tastes to come and warmth to combat the cold outside. The class will prepare Spinach and Mushroom Soup with Garlic, Sweet Potato Peanut Bisque, Hearty Black Bean Soup Pronto, Mushroom Cashew Crème Soup, and White Bean and Kale Potage. Materials fee: \$10 (may be less depending on number of students), payable to instructor at the beginning of class.

CRN #31809 1 Friday, 12/10, 6:30-8:30 p.m. **MCC Bldg. Lowe L292 (North Kitchen)**, meet at Culinary Arts Center Fee: \$50

Instructor: Ken Bergeron

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. Materials fee: \$12, payable to instructor at beginning of class.

CRN #31456 1 Saturday, 10/16, 12:30-4 p.m. **MCC Bldg. GPA GP213** Fee: \$55

Instructor: Dorothy (Dory) Alderman has been teaching cooking and baking for more than 25 years, and articles featuring her classes have appeared in several area newspapers. Her education includes a B.A. in Home Economics and studies at the Culinary Institute of America, the Institute of Gastronomy and Culinary Arts, and the King Arthur Professional Baking School.

Phyllo, Filo, Phillo

No matter how we spell it in our recipe, phyllo should be considered a convenience food. The paper-thin sheets of dough will bring the gourmet touch right into your own kitchen. Once defrosted, the dough can be turned into flakey, delicate and delicious dishes, from appetizers to desserts. We will prepare Cheese, Meat and Mushroom Triangles; Vegetarian Strudel with Yogurt Dill Sauce; Spanakopita, a cheese and spinach pie; and two desserts—Baklava Tarts and Apple Strudel. Participants should bring a sharp knife and containers for leftovers. Materials fee: \$15, payable to instructor at beginning of class.

CRN #31455 1 Saturday, 11/13, 12:30-4 p.m. **MCC Bldg. GPA GP213** Fee: \$55

Instructor: Dorothy (Dory) Alderman

New England Fall Harvest

As the days grow shorter and the air turns crisp, you will want to warm your guests with an elegant yet casual dinner of seasonal autumn dishes. Practice your culinary skills and learn new techniques, while preparing Arugula with Pears, Toasted Cashews, Crispy Pancetta and Warm Balsamic Vinaigrette; Chicken with Apples, Fennel, and Pernod Sauce; Wild Rice and Scallion Pancakes; and Lemon Ginger Butter Cake. You may bring a bottle of your favorite wine to share and complement the dinner. **Please note: you must be at least 21 years of age to bring and drink wine.** Please also bring a chef's knife and apron. Materials fee: \$16, payable to the instructor at the beginning of class.

CRN #31816 1 Friday, 10/1, 6-9 p.m. **MCC Bldg. GPA GP213** Fee: \$50

Instructor: Lisa Montag Weikert has her teacher certification and B.S. in family and consumer science, and is also certified in baking and pastry arts from the West Palm Beach Culinary Institute. A culinary teacher at Newington High School and an instructor at Sur La Table in Canton, she also instructs culinary classes for private parties and clubs.

Autumn's Bounty

An evening in October is the perfect time to get together with friends and experience the fabulous flavors of autumn. Add these delicious and innovative recipes to your repertoire: Cabbage and Leek Slaw with Apples and Dried Cranberries; Pork Tenderloin Hot Pepper Jam and Feta; Creamy Cheddar Grits' and Upside-down Pear Gingerbread with Brown Butter Rum Sauce. You may bring a bottle of your favorite wine to share and complement the dinner. **Please note: you must be at least 21 years of age to bring and drink wine.** Please also bring a chef's knife and apron. Materials fee: \$16, payable to the instructor at the beginning of class.

CRN #31805 1 Friday, 10/29, 6-9 p.m. **MCC Bldg. GPA GP213** Fee: \$50

Instructor: Lisa Montag Weikert

Each participant in Cuisine classes should bring an apron, potholder, knife, eating utensils, plate, and container for leftovers.

Cuisine

NEW Sumptuous Soups

Perfect for the season and the holidays. Learn wonderful soup-making skills that can be incorporated into your own lifelong repertoire. We will create and enjoy the following soups: Portabella Mushroom with Brie Crostini; Roasted Pumpkin with Walnut Sage Butter; Leek and Potato Chowder with Hearty Country Bread; and Butternut Squash and Pear Bisque, followed by Caramelized Bananas with Cinnamon Cream. You may bring a bottle of your favorite wine to share and complement the dinner. **Please note: you must be at least 21 years of age to bring and drink wine.** Please also bring a chef's knife and apron. Materials fee: \$16, payable to the instructor at the beginning of class.

CRN #31808 1 Friday, 11/12, 6-9 p.m. **MCC Bldg. GPA GP213** Fee: \$50

Instructor: Lisa Montag Weikert

Introduction to Wines

Each class will explore the three major areas of wine: sparkling, table, and dessert wines. A variety of wines from North and South America, Europe, and Africa will be presented. Each class will also include some interesting wine history, as participants explore old favorites and new varieties. Please bring finger foods, fruit, or cheese to munch on with the wines. **Note: you must be at least 21 years of age to enroll in the class; IDs will be checked in class. Please register early, as enrollment is limited.**

Instructor: Rayona S. Hobbs is a member of the American Wine Society, through which she is working toward becoming a certified wine judge. In addition, she is a member of Amanti del Vino and judges and coordinates several national wine competitions per year.

NEW The "Big Reds"—Cabernet Sauvignon, Merlot, and Zinfandel

Begin your introduction to wines with the three most famous reds: Cabernet Sauvignon, Merlot, and Zinfandel, from several different vineyards. We'll also sample some sparkling and dessert wines.

Materials fee: \$20, payable to the instructor at the beginning of class.

CRN #31821 1 Friday, 9/17, 6:30-9:30 p.m. **MCC Bldg. Lowe L294 (Culinary Arts Center)** Fee: \$50

NEW The Whites—Sauvignon Blanc, Pinot Grigio, and Gewürztraminer

Next up: the world of tasty white wines. We'll sample outstanding varieties of Sauvignon Blanc, Pinot Grigio, and Gewürztraminer, and include a few sparkling and dessert wines. Materials fee: \$20, payable to the instructor at the beginning of class.

CRN #31823 1 Friday, 9/24, 6:30-9:30 p.m. **MCC Bldg. Lowe L294 (Culinary Arts Center)** Fee: \$50

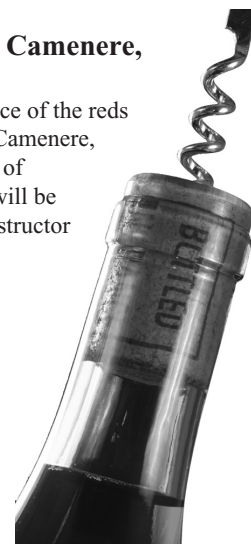
NEW New Reds—Syrah, Malbec, Camenere, Sangiovese, and Pinot Noir

Round out your knowledge and taste-experience of the reds by exploring the "new reds": Syrah, Malbec, Camenere, Sangiovese, and Pinot Noir, all from a variety of vineyards. Some sparklers and dessert wines will be included. Materials fee: \$20, payable to the instructor at the beginning of class.

CRN #31822 1 Friday, 10/1, 6:30-9:30 p.m.

MCC Bldg. Lowe L294

(Culinary Arts Center) Fee: \$50



NEW The Wines of South America

South America has recently emerged as a world-class wine producer after centuries of producing inferior quality wines. Modern technology in winemaking and grape growing has brought about this change, particularly in Chile and Argentina, the continent's two largest premium producers. Wines such as Malbec, Torrentes, Mouvedre, and others have hit the American market with great success. We will evaluate a dozen wines from these two countries by tasting, scoring and discussing them. Bring a selection of Spanish tapas or finger foods to munch on. **Note: you must be at least 21 years of age to enroll in the class; IDs will be checked in class.** Please register early, as enrollment is limited. Materials fee: \$20, payable to instructor at the beginning of class.

CRN #31453 1 Friday, 10/22, 6:30-9:30 p.m. **MCC Bldg. Lowe L294 (Culinary Arts Center)** Fee: \$50

Instructor: Gene Spaziani is a retired MCC professor who started the first wine-tasting classes in Connecticut at MCC in the early 1970s. He is a noted wine journalist who writes the weekly wine column for the *Journal Inquirer*.

NEW Riesling vs. Chardonnay

Two white grape varieties that produce the two noblest white wines will be matched against each other. Both Riesling and Chardonnay have outstanding characteristics, regal parentage, interesting histories, and share outstanding popularity throughout the world. Love or hate them, they have been great favorites by many, and their food pairings are legendary. A dozen of these white beauties will be tasted and scored. Please bring finger foods, fruit, or cheese to munch on with the wines. **Note: you must be at least 21 years of age to enroll in the class; IDs will be checked in class.** Please register early, as enrollment is limited.

CRN #31454 1 Friday, 11/19, 6:30-9:30 p.m. **MCC Bldg. Lowe L294 (Culinary Arts Center)** Fee: \$50

Instructor: Gene Spaziani

Culture, History & Science



Empty Bowls Project

October 30, 2010

Soup is served from 11 a.m.–3 p.m.
in the Culinary Arts Center, Lowe Bldg.

Enjoy homemade soups as part of the
Empty Bowls Project to benefit Foodshare.

The bowl reminds all in attendance that 100,000 people, including 40,000 children, in the greater Hartford community experience "empty bowls" each year.

The day will also feature the MCC Craft Fair,
with crafters from throughout the region.

NEW A Survey of Global Hunger

In conjunction with MCC's Empty Bowls Project to benefit Foodshare (see announcement above), this brief survey course will discuss the want or scarcity of food in the U.S. and the world, and the current status of issues of food insecurity. Additionally, short videos will be used to launch discussions related to local and regional organizations that work to remedy these issues. All participants will leave with Fact/Data Activism packets, providing more extensive information on global hunger and food insecurity as they relate to Connecticut, New England, the United States, and the world at large.

CRN #31891 1 Saturday, 10/30, 9-11 a.m. MCC Bldg. Lowe L142
Fee: \$5

Instructor: **Lucy Anne Hurston**, associate professor of sociology at MCC, owns her own research company and has done ethnographic research in the Caribbean. She is the author of an award-winning biography of the famous Harlem Renaissance artist (also her aunt), Zora Neale Hurston, *Speak So You Can Speak Again*.

NEW God, Guns, and Gold: American Politics in a Time of Financial Crisis

We'll explore the political consequences of the financial crisis that began in 2008 and that has roiled the world economy and the political systems of many countries over the past two years. First, we'll examine the factors that led to the financial crisis in order to understand how certain conditions can lead to economic instability. Second, we'll evaluate the U.S. government's responses to the crisis and determine how effective the government has been in reversing this economic decline. Lastly, we'll seek to understand how ordinary Americans view the economic crisis and the government's efforts to deal with it, and how the crisis may affect the upcoming midterm elections.

CRN #31781 5 Mondays, 9/20-10/25 (does not meet 10/11),
2:15-3:15 p.m. MCC Bldg. AST C203 Fee: \$30

Instructor: **Angelo Messore** is professor of political science and economics at MCC.



NEW Connecticut Town Meeting: What's Hot for Fall

November is the first test of President Obama's administration, measured in terms of incumbency, mid-term, acts of God, third parties, tea bags, British Petroleum, drones, Blumenthals, Lieberman, and what a scillion dollars will buy you this fall. Come watch a pratfall in action ... and maybe more, White House on down. Good stuff. Quinnipiacts! We're a solid group of observers, know-it-alls, hail fellows, seniors, watchmen of the night ... come for superb debate, conversation, laughs, guest experts, the works—all leading to Connecticut at mid-term.

CRN #31784 6 Fridays, 10/1-11/12 (does not meet 10/8),
11 a.m.-12:30 p.m. MCC Bldg. AST C203 Fee: \$50

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, and columnizing moments of glory and occasional pratfalls in this wonderful state of New England blue.

Africans in America: Journey through Slavery

This course chronicles the history of racial slavery in the United States, from the start of the Atlantic slave trade in the 16th century to the end of the American Civil War in 1865. We will explore the central paradox that is at the heart of the American story: of a democracy that declared all men are equal, but enslaved and oppressed a people. We will examine the economic and intellectual foundations of slavery in America and the global economy that prospered from it, and how the African people's presence and struggle for freedom transformed America. Students will be exposed to a diverse collection of primary documents, biographical accounts, and historical events in an accessible and structured fashion. Recommended text: *Africans in America*, Smith & Johnson, available at local and online bookstores for approximately \$14.

CRN #31922 4 Thursdays, 10/28-11/18, 6-8 p.m.
MCC Bldg. GPA GP126 Fee: \$65

Instructor: **Lois Scozzari**, M.A. from Trinity College, has been teaching American history in the CT Community College system since 2003. She has also been a docent for the CT Historical Society's Amistad Exhibit.

NEW Understanding the '50s through Pop Culture: Rock 'n' Roll, TV, and Popular Film

We will try to understand the popular culture of the 1950s by analyzing the messages of music, movies, and TV shows from that decade, including the songs of Elvis Presley, Chuck Berry, Little Richard, and many others; TV shows such as "Father Knows Best" and "Ozzie and Harriett;" and movie clips from "Rebel without a Cause," "Blackboard Jungle," and other films. This course promises to be fun and educational, as the '50s will come to life through listening, viewing, and discussion. No previous history or music knowledge is required. Recommended text: *The Fifties*, David Halberstam, available at local and online bookstore for approximately \$18.

CRN #31793 6 Wednesdays, 10/13-11/17, 7-9 p.m.
MCC Bldg. GPA GP136 Fee: \$115

Instructor: **Stephen Armstrong**, A.B.D. in history from University of Connecticut, is Social Studies Department Supervisor for West Hartford Public Schools and adjunct professor at Central CT State University. He has presented workshops at the Rock and Roll Hall of Fame in Cleveland, OH, and has widely published articles on music and social history.

Culture, History & Science

The Legends and Legacy of Lincoln

Most of us know the basic biographical facts about our 16th president, Abraham Lincoln, but there is so much more to know. Lincoln was one of the first presidents to be regularly photographed, and we'll spend some time literally looking at this man. We'll examine his impact on the events of American history, and how this impact can still be felt today. We'll also consider his impact on the presidency itself, as well as the presidents who followed him, and what Americans have come to expect from their presidents because of him. Whether you are a teacher, student or fan of history, this is an opportunity to examine the individual whom many consider to be our finest president and the best model for a national leader. In this 200th anniversary of his birth, we'll also look at the results of the recent C-Span survey of presidents and find out what the top historians think of Lincoln.

CRN #31854 3 Wednesdays, 11/3-11/17, 7-9 p.m.

MCC Bldg. LRC B208 Fee: \$60

Instructor: *Barbara King* 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. She teaches a variety of courses for MCC's Credit-Free Programs.

NEW Dining at the White House: You're Invited!

The china, the flowers, the entertainment, the guests ... and yes, the menus! What have Presidents served at private parties, weddings, birthdays, anniversaries, special events, and official State Dinners? How has dining at the White House evolved over the past 200 years through 42 Presidents? If you are in the catering/hospitality business, someone who loves to cook, a U.S. history buff, or any combination of the above, you will enjoy this course.

CRN #31921 3 Mondays, 9/20-10/4, 7-9 p.m. **MCC Bldg. GPA GP138** Fee: \$60

Instructor: *Barbara King*

NEW Ancient Rome for the Modern Traveler

Are you planning a trip to the Eternal City? Have you ever wondered what it would be like to walk in the footsteps of Julius Caesar? This course will take students on a virtual tour of the evidence of the Roman world. Topics will include the geography of Rome and her environs, elements of Roman rule and religion, lives of the "rich and famous," and aspects of daily Roman life, such as food, water and entertainment. The instructor will explain the ruins and what they can teach us, and will offer tips and advice for traveling to Italy.

CRN #31755 4 Wednesdays, 10/20-11/10, 7-9 p.m.

MCC Bldg. GPA GP214 Fee: \$65

Instructor: *Amy S. White* has master's degrees in classical languages from Tulane University and education from Westfield State College. She teaches Latin at Ellington High School. She also studied in Rome for three summers, led student travel groups in Italy, and has been a member of the Classical Association of Connecticut since 1998.



The History of Halloween

Black cats, Jack o' Lanterns, witches, and bats, oh my! Just where and when did the true Halloween begin? ... in ancient Ireland, more than 5,000 years ago! Come and learn about the fascinating history of Halloween and witches just in time to celebrate the event this fall. A slide presentation, with an opportunity for question-and-answer, will be included. Each student will receive a free charm to help them connect with loved ones who have passed on.

CRN #31756 1 Friday, 10/29, 6-8 p.m. **MCC Bldg. GPA GP232** Fee: \$20

Instructor: *Faith McCann* is a third degree Wiccan priestess. She is also the owner of Enchantments, a Wiccan Metaphysical Center for the Magical Arts, located in Manchester.

The Italian Renaissance:

Art, Architecture and Florence

Come and enjoy this art-appreciation course about one of the most important periods of art history. We will focus on the Italian city of Florence, the capital of the Renaissance, and the superb art of the great masters of that period. We will analyze the art that reflected the Renaissance ideal: the rebirth of the imagination as inspired by classical antiquity and humanism. This is a "must" course for art lovers and those who are planning a visit to the amazing city of Florence.

CRN #31952 2 Fridays, 12/3-12/10, 7-9 p.m. **MCC Bldg. LRC B208** Fee: \$60

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 frequently lectures about art and architecture, including courses at MCC since 1993.

The Celtic World

This fun and educational course will cover from the origin of the Celts in central Europe and their impact on the ancient world to where they are today. Topics will include the characteristics of ancient Celtic art; their stories and myths about heroes, gods, and goddesses; Celtic languages and some everyday conversational phrases in Scottish Gaelic; their music, dance, and customs; and the work of famous Celtic inventors, writers and performers of yesterday and today.

CRN #31943 5 Wednesdays, 9/29-10/27, 7-9 p.m.

MCC Bldg. LRC B208 Fee: \$95

Instructor: *Mary Carchrie* earned her M.A. in Early Irish History from University College in Dublin. She recently retired as the director of the Cape Cod & Island Senior Service Corps after 15 years, during which time she inaugurated the only all-seniors AmeriCorps program in the United States.

NEW The Battle of Hastings as Depicted on the Bayeux Tapestry

Explore the history of the famous Battle of Hastings in 1066 A.D. as depicted on the Bayeux Tapestry. This Tapestry, which is actually an embroidery, resides in a dedicated museum in Bayeux, France, and was formerly displayed in a nearby cathedral for most of the last millennium. In addition to learning key facts regarding one of the most significant events in English history, students will learn about the Tapestry's construction and practice the embroidery stitches used to create it. No previous history or embroidery experience is necessary.

CRN #31819 1 Wednesday, 10/6, 7-9 p.m. **MCC Bldg. GPA GP136** Fee: \$15

Instructor: *Tony Leshinskie* has been a Credit-Free instructor at MCC since 1998. In addition to teaching Middle Eastern dance, he has pursued a lifelong interest in history, and particularly Anglo-Saxon England and the Viking era. He is an active member of the Society for Creative Anachronism, a re-enactment group that recreates life in the Middle Ages.

Culture, History & Science

"Around the World with Mallorie"

Join us for this special series of slide shows and lectures from an award-winning photographer, as she documents her world travel and brings it to the classroom.

*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 web site: www.mallorieostrowitz.com*

The Arctic—Iceland and Greenland

Through the photographer's 2004 and 2006 travels in the Arctic, you will feel the rush of the waterfalls and the chill of the glacial regions; see lush greens and vibrant hues of the geothermal regions in Iceland; experience the dramatic isolation of Greenland's tundra region; watch icebergs at sea; sample what life is like in the towns of Greenland and Labrador; and witness how global warming has changed life for the inhabitants of these regions. Included in this session will be shots of the polar ice cap from the air, as well as polar bears, seals, and Arctic birds.

CRN #31873 1 Monday, 10/25, 7-9 p.m. **MCC Bldg. GPA GP156**

Fee: \$25

Chile and Argentina

Enjoy shots from three trips made in recent summers. For Argentina, we'll explore Buenos Aires, northern Patagonia (the lakes region and the city of Bariloche), and the pampas of northern Argentina, including Iguazu Falls, a working cattle ranch with authentic gaucho, and a wildlife refuge. In Chile, we'll explore Santiago, the Atacama Desert, the snow-covered Andes Mountains, and Easter Island. Included with the landscape photography will be wildlife, flowers, and birds.

CRN #31872 1 Monday, 11/8, 7-9 p.m. **MCC Bldg. GPA GP156**

Fee: \$25

NEW Discoveries in Physics that Change(d) Society

We will explore some of the major discoveries in physics that have changed or are changing the way we look at and understand ourselves and the universe. Learn why the largest particle accelerator in the world (near Geneva, Switzerland) is in the news or why your GPS won't work without accounting for relativity. We'll discuss in everyday language how gravity bends light; the big bang; after-matter, antimatter, quarks and leptons; symmetry in nature, broken symmetry, and natural laws; and black holes, dark matter, and dark energy. You don't need to be a physicist or a mathematician to understand and appreciate the intriguing ideas and insights that physics affords us, and whose discoveries continue to shape and alter our perspectives on practically everything! *Please note: no food or drink is allowed in the physics lab.*

CRN #31960 4 Saturdays, 9/25-10/23 (does not meet 10/9), 10 a.m.-noon **MCC Bldg. AST C101** Fee: \$99

*Instructors: **Peter Poulos** is professor of engineering and computer science at MCC. He has a law degree from Quinnipiac University and masters' degrees in computer information systems and electrical engineering; and **Negussie Tirfessa**, professor of physics at MCC, has a Ph.D. in theoretical nuclear/particle physics from Ohio State University. One of his student's comments on RateMyProfessor.com stated, "This man was born to teach...."*

Dance



For all classes in the Aerobics Studio:

Only non-marking footwear can be worn during class time (no street shoes, bare feet, boots, sandals, or cleats).

Proper athletic clothing must also be worn when working out, including shirt and footwear at all times.

Please bring a combination lock to store your personal belongings during class.

The instructor will review the Fitness Center's Rules & Regulations at the first class.

NEW Greek Dancing for Beginners

Attending a Greek wedding any time soon? Do you love to learn about dances from other countries? Interested in Greek culture? If yes to any of the above, this course is for you. Students will learn steps, styles and formations to many popular dances from the mainland, the islands, and the northern regions of Greece. Applied instruction and learning takes place in a fun, non-intimidating environment. All dance levels are welcomed. Please wear appropriate gym clothes and sneakers to every class.

CRN #31949 4 Tuesdays, 11/16-12/14 (does not meet 11/23), 6:30-8:30 p.m. **MCC Bldg. Lowe L155 (Aerobics Studio)** Fee: \$75

*Instructor: **Leandra Manos** was a member of the VeVa Hellenic Dance Ensemble in Worcester, MA, for more than 10 years, performing through New England, New York, Chicago, and Florida. She also served as this group's artistic director for two years. She has an M.Ed. in psychology from Springfield College.*

Broadway Jazz

Learn to dance like a Broadway star! Move in the jazz styles of well-known musicals, such as *A Chorus Line*, *West Side Story*, *Footloose*, and *Chicago*. Study choreography from several shows and learn the magic that takes place on stage. Each class will consist of a warm-up from head to toe; center work, including plies; kicks; stretching; core strengthening; across-the-floor combinations, including stylized walks, leaps, turn and jumps; and will end with learning a section of choreography.

CRN #31247 6 Wednesdays, 9/15-10/20, 7:15-8:15 p.m.

MCC Bldg. Lowe L155 (Aerobics Studio) Fee: \$50

*Instructor: **Ann Custy** is owner and artistic director of A Dancer's Palette in Canton, CT. She graduated from Rutgers University with a bachelor's degree in dance and landscape architecture. She has performed with many talented artists, including the African hip-hop company, "Mzawa Danz," and the modern dance company, "Dirt Dancers." Her modern choreography, "Gravity of Love," was selected and featured at the 2009 CT Dance Alliance's event, "Out for Art."*

NEW Hip-Hop Dance

Learn the latest contemporary style of jazz street dance, MTV style! Use of the abdomen and back, arching and contracting, and speed and sharpness of movements will be taught. Each class will include a warm-up from head to toe, body isolations, core strengthening, and center and across-the-floor combinations. If you're looking for a fun, upbeat and energetic class, then this is the dance class for you!

CRN #31246 6 Wednesdays, 10/27-12/8 (does not meet 11/24), 7:45-8:45 p.m.

MCC Bldg. Lowe L155 (Aerobics Studio)

Fee: \$50

Instructor: **Ann Custy**



Ballet for Beginners

Learn the graceful art of ballet! The basic fundamentals, including feet and arm positions, as well as proper body alignment, will be taught. Students will also learn the French vocabulary behind this dance form and make a connection between the ballet terminology associated with each movement or series of movements. Each class will consist of warm-up exercises at the barre; center work, including stretching, adagio or slow movements, petit allegro or quick movements, and grand allegro or large, moderate tempo movements; and across-the-floor combinations, utilizing balance, core control, and proper body posture.

CRN #31244 6 Wednesdays, 9/15-10/20, 6-7 p.m.

MCC Bldg. Lowe L155 (Aerobics Studio) Fee: \$50

Instructor: **Ann Custy**

Intermediate Ballet

Sharpen your ballet skills. Students at an intermediate level will work to further improve their technique through proper body alignment, including feet and arm positions, as well as correct execution of exercises at the barre. In the center, we'll practice the connection of movements to create the graceful flow (or fluidity) that is ballet's hallmark. Ballet terminology will be expanded upon, and barre, centerwork, and across-the-floor combinations will increase in level and speed. Balance, core control, and proper body posture will be emphasized throughout the course. Prerequisite: *Ballet for Beginners, or some ballet experience.*

CRN #31245 6 Wednesdays, 10/27-12/8 (does not meet 11/24), 6-7:30 p.m. **MCC Bldg. Lowe L155 (Aerobics Studio)** Fee: \$75

Instructor: **Ann Custy**

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.

CRN #31304 6 Thursdays, 9/16-10/21, 6-7:30 p.m.

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

Instructor: **Beverly Burton** is the owner and director of *Burton Dance Studio* in Manchester, which she established in 1958. She has also been an educator for many of the major dance organizations over the past 40 years. Past students have commented, "We enjoyed the course so much!" and "Ms. Burton is a patient instructor and we look forward to taking more courses from her."

Ballroom Dancing II

Don't stop now! You've learned the basic steps, and you actually started having fun in those last of 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—fox trot, 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 some ballroom dancing experience. It is recommended that you register with a partner.

CRN #31307 6 Thursdays, 10/28-12/9 (does not meet 11/25), 6-7:30 p.m.

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

Instructor: **Beverly Burton**

Line Dance

Learn anew or better your skills. Have fun while you exercise too! Some country dance will be included, but other styles will also be taught. Each dance that is introduced will be reviewed the following week as a new one is taught. A partner is not necessary. Please bring a combination lock in order to store your personal belongings during class.

CRN #31306 6 Thursdays, 9/16-10/21, 7:45-9:15 p.m.

MCC Bldg. Lowe L155 (Aerobics Studio) Fee: \$99 (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 that 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 the 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. Please bring a combination lock in order to store your personal belongings during class.

CRN #31305 6 Thursdays, 10/28-12/9 (does not meet 11/25), 7:45-9:15 p.m.

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

Instructor: **Beverly Burton**

Latin Salsa Dance and Other Tropical Rhythms

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 and bachata. Students will also be introduced to other Caribbean rhythms, such as cha-cha, merengue, and cumbia.

CRN #31310 6 Mondays, 9/13-10/25 (does not meet on 10/11),

6-7 p.m. **MCC Bldg. Lowe L155 (Aerobics Studio)**

CRN #31421 5 Mondays, 11/8-12/6, 7:15-8:30 p.m.

MCC Bldg. Lowe L155 (Aerobics Studio)

Fee: \$80

Instructor: **Oswaldo Tirano**, a native of Bogota, Colombia, studied theater, puppetry, dance and voice at the National University and National School of Dramatic Arts in Colombia. He also studied in the Puppet Arts Program at the University of Connecticut and is the founder and director of the Grasshopper Puppet Theater.

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.

Dance

Latin Salsa Dance: Level II

As a follow-up to the salsa and bachata steps and rhythms of *Latin Salsa Dance and Other Tropical Rhythms*, 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 Cha-cha, Meringue, and Cumbia.

CRN #31311 6 Mondays, 11/1-12/6, 6-7 p.m.

MCC Bldg. Lowe L155 (Aerobics Studio) Fee: \$80

Instructor: *Oswaldo Tirano*

Of Similar Interest

- Fitness courses on page 37-39
 - Music courses on page 45-46
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Middle Eastern Belly Dance for Beginners

Middle Eastern dance derives from the folk dances commonly performed at weddings and traditional celebrations of Arabia, Turkey, and North Africa. Whether wearing ethnic costume or modern dance wear, Middle Eastern dancers come in all shapes and sizes. By breaking down the 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, or gym shorts and tee-shirts) and footwear (jazz shoes or thin-soled slippers) must be worn. Repeat students are welcome.

CRN #31261 8 Tuesdays, 9/21-11/9, 6:30-8:30 p.m.

MCC Bldg. Lowe L155 (Aerobics Studio) Fee: \$125

Instructor: *Tony Leshinskie (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.

Drama



Introduction to Acting I

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 #31786 5 Wednesdays, 9/15-10/13, 7-9 p.m. **MCC Bldg. AST E113 (Auditorium Backstage)** Fee: \$125

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 nearly 20 years at MCC, and also currently works as a casting director for videos, industrials, and commercials.

Introduction to Acting II

As a continuation of *Introduction to Acting I*, students will further their practice of designed exercises and structured improvisations, and continue to build confidence in their dramatic training. Participants must be at least 18 years old. Prerequisite: *The introductory level or permission of the instructor.*

CRN #31787 5 Wednesdays, 10/20-11/17, 7-9 p.m.

MCC Bldg. AST E113 (Auditorium Backstage) Fee: \$125

Instructor: *Deb Popillo*

Of Similar Interest

- Video Production (SW1): Screenwriting Introduction on page 26
-

Introduction to the Art of Voice-Overs

The voices that you hear behind TV commercials, movie trailers, and audio books belong to real people who make good money doing it. Commercials, films, narrations, animation, and pod casting are only a few of the possibilities waiting for good voice-over artists. In this hands-on course, students will learn what vocal skills are needed to get into the voice-over industry and be successful. Using real scripts, students will participate in solo and group mock auditions and learn how to take direction. Students will also learn to interpret and understand copy, as well as how to read scripts in a natural and believable tone. The course includes informative handouts.

CRN #31779 6 Saturdays, 9/11-10/23 (does not meet 10/9), 10 a.m.-noon **MCC Bldg. V5 V151** Fee: \$115

Instructor: *Stew Crossen* is the owner of Voice Over Workshop, LLC, where he produces voice-over projects for a wide range of clients. He has more than 30 years of broadcast experience, including work as a news anchor, rock DJ, program director, music director, and radio show host. He is a KBA award recipient, and for 13 years hosted a popular radio show on WCCC.

Introduction to the Business of Voice-Overs

Learn about the voice-over industry and how you can become a part of it. In this lecture-style course, students will learn how to set up and run a voice-over business. Topics will include: types of business entities; organizational skills; why you need a demo; the truth about agents and unions; how to handle and survive an audition; voice-over etiquette; why you need a voice-over web site; why you need a home studio; what equipment you need; and much more. The course includes informative handouts.

CRN #31950 4 Saturdays, 10/30-11/20, 10 a.m.-noon **MCC Bldg. V5 V151** Fee: \$75

Instructor: *Stew Crossen*

English as a Second Language (ESL)

Grammar Basics I

Can you understand and speak English, but are unsure about using grammar correctly at work or in social situations? In this class we will review the basic verb tenses and build on grammar skills, such as modals, time clauses, gerunds, and infinitives. The focus will be on the review and reinforcement of grammar skills through workbook exercises. Listening, speaking, reading and writing activities will also be incorporated into the course. Required text: More Grammar Practice 2 (ISBN 9780838419021), Thomson-Heinle, available at MCC Bookstore for approximately \$20.

CRN #31450 6 Mondays, 9/13-10/25 (does not meet 10/11), 6-8 p.m.

MCC Bldg. GPA GP214 Fee: \$105

Instructor: *Georgiana Newson* received her M.S. in TESOL from Central Connecticut State University, where she is also an ESL instructor in the Intensive English Language Program.

Grammar Basics II

As a continuation of *Grammar Basics I*, students will practice more advanced verb tenses and grammar skills. Students who did not take Part One are welcome to attend if they have strong basic grammar skills. Required text (same as *Grammar Basics I*): More Grammar Practice 2 (ISBN 9780838419021), Thomson-Heinle, available at MCC Bookstore for approximately \$20.

CRN #31451 6 Mondays, 11/1-12/6, 6-8 p.m. **MCC Bldg. GPA GP214**

Fee: \$105

Instructor: *Georgiana Newson*

ESL: Conversation, Customs and Culture I

Come practice your English in a fun, relaxed and informal setting, while learning about American customs and culture. We will discuss the meaning of idioms and what to do and say in a variety of everyday practical and social situations, such as working, traveling, and celebrating holidays. Practice your communication skills, as you share aspects of your culture with your classmates and explore your common interests. This course is ideal for au pairs who need to fulfill their educational requirements. Students should be at a high beginner to intermediate level of spoken English. Required text: Talk Your Head Off (...and Write, Too!) (ISBN 9780134762011), Pearson Longman, available at MCC Bookstore for approximately \$30.

CRN #31449 6 Saturdays, 10/16-11/20, 9-11 a.m.

MCC Bldg. GPA GP138 Fee: \$105

Instructor: *Amy Hanover* earned her M.S. in TESOL at Temple University and has taught ESL classes at the Nationalities Service Center in Philadelphia.

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 need to submit 6 blank CDs to the MCC Library to obtain the material necessary for class.**

CRN #31764 12 Thursdays, 9/23-12/16 (does not meet 11/25), 7-9 p.m.

MCC Bldg. GPA GP139 Fee: \$210

Instructor: *Ricardo Canal* earned his B.A. in English, with a concentration in writing, at the University of Hartford and a master's degree in TESOL (Teaching English to Speakers of Other Languages), with a concentration in linguistics, at Central Connecticut State University. During the academic year, he teaches ESL credit courses at MCC.

TOEFL Practice: Preparation for the Test of English as a Foreign Language

Do you need to pass the TOEFL Exam for entrance to a college or university? We will review specific reading, writing, listening, and speaking strategies that will help you to test successfully. Exam locations (not offered at MCC) and how to register will also be discussed. Handouts will be provided.

CRN #31452 2 Wednesdays, 11/3-11/10, 6-9 p.m.

MCC Bldg. Lowe L240 Fee: \$55

Instructor: *Amy Hanover*



GED CLASSES AT MCC

Mandatory orientation in August and registration for classes beginning in early September
Provided at **NO CHARGE**
by Vernon Regional Adult Basic Education

For more information and to register
call 860-870-6000, ext. 139

Family, Finance & Consumer Issues

Financial Literacy for Young Adults (Parents Come Free!)

Young adults and parents are invited to participate in this interactive workshop, focusing on money management, effective communication, career choices, and achieving personal goals. This course is particularly geared toward high school juniors and seniors and young adults in college or entering the workforce. Topics will include how to develop spending plans and track expenses, banking options, types of credit, new credit card laws, credit reports and credit scores, how education links to careers, and the top 30 career choices. Parents may accompany their child for free! (one free parent per registering student). **Please note: both parent and child need to register at the same time.**

CRN #31946 1 Saturday, 10/2, 9 a.m.-noon **MCC Bldg. GPA GP136** Fee: \$30

Instructor: *Susan Kelly* has created and presented financial literacy workshops for more than 25 years at high schools throughout Connecticut, Massachusetts, and Rhode Island, as well as at colleges such as the University of New Haven, community agencies, and for lenders and corporations. She is a certified counselor through the National Federation of Credit Counseling.

Family, Finance & Consumer Issues

NEW Advocate For Your Child With a Disability

Special Education laws and regulations are in place to protect children with disabilities and ensure that they receive proper education. Unfortunately, too many parents are not aware of these laws and how they benefit and protect their children. This course is designed to empower parents and providers with useful information and available services that will help you to advocate for your child. We will discuss the Planning and Placement Team (PPT), Individual Education Plan (IEP), and Transition process and how the IDEA/504 laws benefit you. If you are a parent or provider of a child with a disability and you are not familiar with these terms, services, and mandates of the law, then you will find this course very helpful. Included in the course fee is the booklet, A Parent's Guide to Special Education in Connecticut.

CRN #31926 4 Thursdays, 10/21-11/11, 6-8 p.m. **MCC Bldg. LRC B144**
Fee: \$75

Instructor: *Marcia Whittingham* earned a master's in education from Cambridge College. She has more than 30 years of experience presenting and lecturing in CT and holds certification in Parent Training from AFCAMP, a nonprofit parent advocacy organization.

Help for the Chronically Disorganized

Are you or someone you love finding it difficult or next to impossible to find your belongings, keep scheduled appointments, or meet work deadlines? Do your children resist having friends over because they're ashamed of the condition of your home? Chronic Disorganization (CD) is no laughing matter. It impacts the quality of life on a physical, emotional and spiritual level. The good news is that there's hope. Join us for a frank discussion of the underlying causes and challenges of the individual suffering with CD and learn some strategies to use in working through this problem.

CRN #31837 1 Tuesday, 10/5, 7-8:30 p.m. **MCC Bldg. GPA GP143**
Fee: \$15

Instructor: *Faith Manierre* is the president of Busy Bees Professional Organizing, LLC and the founding president of the CT Chapter of the National Association of Professional Organizers. She earned a Certified Professional Organizer in Chronic Disorganization (CPO-CD®) designation from the National Study Group on Chronic Disorganization (NSGCD).

NEW Understanding Money and Investing

Unravel the mysteries of financial markets. Six key areas of how financial markets operate will be covered: money, stocks, bonds, mutual funds, futures, and options. This seminar is designed for individuals seeking a basic understanding of how the economy and financial markets work, but who are perhaps intimidated by difficult-to-understand and complex financial concepts and investment vehicles. Participants will feel more confident about investing; know how to read financial sections in newspapers; and gain a better understanding of Internet trading and financial planning. Recommended text: Guide to Understanding Money and Investing, Morris, available at your favorite bookstore.

CRN #31925 4 Mondays, 9/13-10/4,
7-9:30 p.m. **MCC Bldg. GPA GP136**
Fee: \$80

Instructor: *Robert Misiolek* is an investment advisor and analyst with Caliber Investment Group, a registered investment advisory firm in Farmington. He has nearly 15 years of professional experience and specializes in investment management.

File or Fling: Organizing Your Financial Records

The price of disorganization can be more than a messy desk. Studies have found that people who systematically plan and budget are, on average, 39 percent wealthier than their peers. This class will present strategies to organize your financial documents. For those tortured at tax time, we will cover an organizational system, which can help you cut down on preparation time and find overlooked deductions. We will also discuss which financial records you should keep and for how long. Join us and find out how to streamline your financial life.

CRN #31923 1 Wednesday, 9/29, 7-9 p.m. **MCC Bldg. GPA GP136**
Fee: \$15

Instructor: *Jan Johnson, M.S.* from the University of Connecticut, is a Certified Financial Planner™ professional who provides financial planning and investment advisory services for an independent firm. She is president of the Connecticut Valley Financial Planning Association and practices in Manchester.

Coping with Market Uncertainty

The Dow has experienced wild fluctuations this year. How long will these fluctuations last? What do you do: buy, sell or hold? Will inflation make a comeback? Whether you are in your 40s, 50s, 60s, or 70s, find out how you can emotionally and financially survive this market and meet your goals.

CRN #31945 1 Wednesday, 9/22, 7-9 p.m. **MCC Bldg. GPA GP136**
Fee: \$15

Instructor: *Jan Johnson*

Planning Your Retirement Income

How do you turn your hard-earned savings into income that will last a lifetime? People are living longer, companies are cutting pensions, and the economy is in turmoil. How long will your "nest egg" last? If you are 5-10 years on either side of retirement, come learn little-known professional techniques to help stretch your retirement dollars!

CRN #31924 1 Tuesday, 10/12, 7-9 p.m. **MCC Bldg. GPA GP138**
Fee: \$15

Instructor: *Jan Johnson*

Understanding Social Security Benefits and Healthcare Options

As you approach retirement age, you may need to make some important decisions regarding government benefits for which you may be eligible. We will review the basic elements of Social Security and Medicare and the history, eligibility and benefits of each program. We'll also briefly review provisions of the Deficit Reduction Act of 2005 that affects the rules regarding Medicaid eligibility, as well as the Long Term Partnership programs in some states. You'll also learn about some interesting flexibilities with Social Security.

CRN #31769 1 Tuesday, 10/5, 3:30-5 p.m. **MCC Bldg. Lowe L142**
Fee: \$10

Instructor: *Frank Germano, CFP®*, has worked in the financial services area for more than 15 years. He is a registered representative with Investors Capital Corporation and a member of FINRA/SIPC. He operates an office in East Hartford.



Family, Finance & Consumer Issues

Roth IRAs: A New Look

Much has changed since the Roth IRA first emerged in 1998. Beginning in January 2010, millions of Americans will become newly eligible to convert traditional IRA assets and other retirement savings to a Roth IRA. We will explore the evolution of the Roth IRA and its most powerful feature: the tax-free treatment of earnings. We'll explain the ins and outs of this program; that is, putting money in and taking money (hopefully, tax-free) out. We will discuss at length Roth conversions and see if you are making the most of your IRAs.

CRN #31767 1 Tuesday, 10/12, 3:30-5 p.m. **MCC Bldg. Lowe L142**

Fee: \$10

Instructor: **Frank Germano, CFP®**

My Neighbor Has a Living Trust—Should I?

What is a Living Trust and is it right for you? Do you need a Living Trust to avoid Probate Court? Is Probate lengthy and expensive? You'll get answers to these questions and many more from an experienced attorney and teacher. Topics will include the concept of "funding" a Living Trust and whether it is needed to reduce estate taxes; the difference between a Living Trust and a Last Will and Testament; and why the way you title your assets is so important. Let's take the confusion out of the process! Informational booklet is included with the course fee.

CRN #31768 1 Thursday, 9/23, 6:30-8 p.m. **MCC Bldg. GPA GP126**

Fee: \$15

Instructor: **Paul Czepiga** is a practicing attorney with Czepiga & Daly LLC of Newington.

Strategies that Prevent You from Going Broke at the Nursing Home

Should you give your home to your children? How can you get the State to pay for nursing home care? Come learn about Medicaid and the new laws that Congress passed in 2006. You'll get examples on how single individuals and married couples can qualify for Medicaid benefits, while keeping their assets, even with the recent changes in the law. Provided that you know the rules and plan ahead, a married couple or individual can still protect assets. You will also learn about long-term care insurance and in what situations such insurance is necessary. Let's take the confusion out of the process; get your questions answered by an experienced attorney and teacher. Informational booklet is included with the course fee.

CRN #31770 1 Thursday, 9/30, 6:30-8 p.m. **MCC Bldg. GPA GP126**

Fee: \$15

Instructor: **Paul Czepiga**

Connecticut Bar Association: The Bill of Rights in Action

Knowledge is power! Learn how the Constitution affects our daily lives. Volunteer attorneys from the Connecticut Bar Association (CBA) will focus on real-life situations and the legal protections afforded to you under the Constitution. Topics will include freedom of speech, search and seizure, capital punishment, and due process of law. A CBA workbook is included with the course fee.

CRN #31948 4 Thursday, 9/30-10/21, 6-8 p.m. **MCC Bldg. GPA GP120**

Fee: \$35

Instructors: **Licensed attorneys with the Connecticut Bar Association**

Fitness & Recreation



Zumba® Fitness

The Zumba® fitness program fuses hypnotic musical rhythms and tantalizing moves to create a dynamic workout system designed to be fun and easy. The program features interval training techniques whereby fast and slow rhythms and resistance training are combined to tone and sculpt your body while burning fat. Add some Latin flavor and international zest to this cardiovascular workout and you'll experience an absolute blast in each exhilarating hour that will engage and captivate you for life! **Please note: all students**

must complete and bring to the first class a Physical Activity Readiness Questionnaire (PAR-Q) form, available on MCC's Form Depot under Continuing Education: www.mcc.commnet.edu/students/depot/PAR-Q.pdf. You will not be allowed to participate in this course until the instructor has your form. Should medical clearance by your physician be necessary, you will need to consult and obtain permission from your physician prior to attending the first class. Please bring a combination lock in order to store your personal belongings during class. Appropriate workout clothes and footwear must be worn in compliance with the Fitness Center's Rules and Regulations, which can be accessed at: www.mcc.commnet.edu/athletics/fitnessRules.php. To learn more about Zumba®, please visit: www.zumba.com/us/about/.

CRN #31270 3 Fridays, 9/10-10/1 (does not meet 9/17), 6-7 p.m. **MCC Bldg. Lowe L155 (Aerobics Studio)**

CRN #31273 3 Fridays, 10/8-10/22, 6-7 p.m. **MCC Bldg. Lowe L155 (Aerobics Studio)**

CRN #31274 3 Fridays, 10/29-11/12, 6-7 p.m. **MCC Bldg. Lowe L155 (Aerobics Studio)**

CRN #31276 3 Fridays, 11/19-12/10 (does not meet 11/26), 6-7 p.m. **MCC Bldg. Lowe L155 (Aerobics Studio)**

CRN #31271 3 Saturdays, 9/11-9/25, 8:30-9:30 a.m. **MCC Bldg. GPA Gym**

CRN #31272 3 Saturdays, 10/2-10/23 (does not meet 10/9), 8:30-9:30 a.m. **MCC Bldg. GPA Gym**

CRN #31275 3 Saturdays, 10/30-11/13, 8:30-9:30 a.m. **MCC Bldg. GPA Gym**

CRN #31277 3 Saturdays, 11/20-12/11 (does not meet 11/27), 8:30-9:30 a.m. **MCC Bldg. GPA Gym**

Fee: \$25 (per section)

Instructors: CRNs #31270, 31273, 31274 & 31276: **Birgitte Patel**, a native of Denmark, is a certified Zumba® instructor and was a member of the U.S. National Badminton Team from 1994-1995. She works as a service operations agent at Johnson Controls in Windsor; CRNs #31271, 31272, 31275 & 31277: **Joanne Britton** is assistant director of Fitness at MCC. She received a B.S. in physical education and health from Plymouth State University, and is an AFAA-certified personal and group fitness trainer and Zumba® instructor.

Fitness & Recreation

NEW

Pilates and Movement Theory

Looking for an interesting yet effective way to get or stay in shape? Pilates, one of the most popular forms of exercise today, 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. Come learn more about Pilates and how this method can work for you. Some basics of movement theory will also be discussed. This informational session precedes the instructor's *Introduction to Pilates* and *Intermediate Pilates* beginning on Saturday, September 11, should students want to continue with the practicum. Handouts will be provided. **CRN #31881** 1 Thursday, 9/9, 6-9 p.m. **MCC Bldg. Lowe L142** Fee: \$30
Instructor: Karen Zook, M.A., is a STOTT-Pilates-trained instructor, who also teaches Pilates in other area fitness programs. When she isn't teaching or studying toward her Ph.D. in Comparative Literary and Cultural Studies at the University of Connecticut, she is bicycling or training for her next triathlon.

Pilates for Beginners

Students will learn the basics of the Pilates method and apply these skills to the development of strength, flexibility, and body awareness. The course will focus on mat-based exercises, designed to firm and tone muscles in the core and limbs, while improving posture and balance. Only appropriate work-out clothes and non-marking shoes must be worn during class (no street shoes, bare feet, heels, boots, sandals, or cleats). Students are expected to bring their own mats; please also bring a combination lock in order to secure your personal belongings during class. Optional materials fee: (if students want to purchase their own flex band and foam balls): \$5.

CRN #31268 10 Saturdays, 9/11-11/20 (does not meet 10/9), 9:45-10:45 a.m. **MCC Bldg. Lowe L155 (Aerobics Studio)** Fee: \$95
Instructor: Karen Zook

Intermediate Pilates

Students will continue with their practice of the Pilates method, using intermediate versions of mat-based exercises. Students must have prior Pilates experience. Only appropriate work-out clothes and non-marking shoes must be worn during class (no street shoes, bare feet, heels, boots, sandals, or cleats). Students are expected to bring their own mats; please also bring a combination lock in order to secure your personal belongings during class. Optional materials fee: (if students want to purchase their own flex band and foam balls): \$5.

CRN #31269 10 Saturdays, 9/11-11/20 (does not meet 10/9), 8:30-9:30 a.m. **MCC Bldg. Lowe L155 (Aerobics Studio)** Fee: \$95
Instructor: Karen Zook

Of Similar Interest

- Body, Mind & Spirit courses on pages 10-12
- Dance courses on page 32-34



Instructor Spotlight on...

Malee Khaw,

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 a multiple gold winner in international competition and was Team Manager for the U.S. Wushu Team at the 2008 Summer Olympics in Beijing.



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. You will learn simple chi kung (breathing exercises) and a basic tai chi form by the end of the course. *Please note: you may attend any of the sessions from the three scheduled sections listed below, and in any weekly sequence, in order to fulfill your 16 sessions by the end date. It will be your responsibility to make sure that you are able to adjust your schedule in order to attend 16 sessions.* The instructor will monitor each student's weekly attendance.

Classes meet at Malee's School of Tai Chi & Kung Fu, 991 Main St., Manchester.

CRN #31309 16 sessions - Choose from any combination of the following schedules:

- Mondays & Wednesdays, 9/13-11/8 (does not meet 10/11), 7:30-8:30 p.m.
- Tuesdays & Thursdays, 9/14-11/4, 5:30-6:30 p.m.
- Saturdays, 9/18-11/6 (does not meet 10/9), 9-10 a.m.

Fee: \$160

Instructor: Malee Khaw

Martial Arts for Fitness, Empowerment & Self-Defense

Burn calories, build muscle, develop coordination and confidence, relieve stress, and promote health, all while having fun and learning to defend yourself and loved ones. This co-ed course is for adults ages 18-60 and requires no prior experience. *These are continuous classes and so beginning students practice and follow along with more experienced students, all under the watchful eye of the Master Instructor.* Our comprehensive style is practical, easy to learn, and effective, and combines the best of several martial art styles, allowing the student to learn techniques for any kind of defensive situation. For more general information about the martial arts go to: www.MartialArtsForAmerica.com. The course fee includes the cost of your own personal, authentic martial arts uniform. **Classes meet at the Academy of Martial Arts & Personal Development, 440 Oakland Street, Manchester.**

CRN #31838 8 sessions, Mondays & Wednesdays, 9/13-10/6, 6-7:15 p.m.

CRN #31839 8 sessions, Tuesdays & Thursdays, 10/5-10/28, 7-8:15 p.m.

CRN #31840 8 sessions, Tuesdays & Thursdays, 11/2-11/30 (does not meet 11/25), 7-8:15 p.m.

Fee: \$55 (per 8 sessions)

Instructors: Joel S. Waldron, owner and master instructor of The Academy of Martial Arts and Personal Development, has studied and taught martial arts for more than 25 years; and other Academy instructors

Fitness & Recreation



Cardio Kick-Boxing Workout

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 before the cardiovascular segment, when you'll do basic punching and kicking moves to increase your heart rate. Then, spend time working with wave masters (a type of punching bag), and conclude your workout with some abdominal work and cool-down exercises. Because 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. **Classes meet at the Academy of Martial Arts & Personal Development, 440 Oakland Street, Manchester.**

CRN #31915 8 sessions, Tuesdays & Thursdays, 9/7-9/30, 9:30-10:30 a.m.

CRN #31916 8 sessions, Mondays & Wednesdays, 9/13-10/6, 7-8 p.m.

CRN #31917 8 sessions, Tuesdays & Thursdays, 10/5-10/28, 9:30-10:30 a.m.

CRN #31918 8 sessions, Mondays & Wednesdays, 10/13-11/8 (begins on Wednesday), 7-8 p.m.

CRN #31919 8 sessions, Tuesdays & Thursdays, 11/2-11/30 (does not meet 11/25), 9:30-10:30 a.m.

CRN #31920 8 sessions, Mondays & Wednesdays, 11/15-12/13 (does not meet 11/24) 7-8 p.m.

Fee: \$45 (per 8 sessions)

Instructors: **Joel S. Waldron**; and other Academy instructors

Introduction to Brazilian Jiu-Jitsu and Submission Grappling

Do you want to get into the best shape of your life and learn to protect yourself at the same time? Brazilian Jiu-Jitsu (BJJ) is one of the fastest growing and most effective martial arts in the world. BJJ is primarily a ground fighting martial art. It can be safely practiced by men, women and children of all ages. No prior experience is necessary. Students will learn a variety of clinches, chokes, joint locks, take-downs, escapes, reversals, and practical self-defense skills. Students will practice these techniques with a partner and will learn to apply the moves in a realistic training environment through live "grappling" matches during each class. More information can be found at: www.manchesterbjj.com.

Classes meet at Bushido Jiu-Jitsu Academy, 642 Hilliard Street, Suite 1106 (Hilliard Mills), Manchester (new address).

CRN #31886 8 sessions, Tuesday & Thursday, 10/5-10/26, 8-9 p.m. Fee: \$85

Instructor: **Rob Magao** is owner and head instructor of Bushido Jiu-Jitsu Academy and has studied and instructed martial arts for more than 20 years and in a variety of styles. Rob has been employed as a police officer and SWAT team member for more than 10 years and developed the ground fighting curriculum for the CT Police Academy in Meriden.

Personal Trainer National Certification

The World Instructor Training School's (WITS) certification course is taught at colleges across the country. This challenging course is comprised of 15 hours of lecture and 15 hours of practical training. The national exam is held on the sixth week. Lecture topics include anatomy, exercise physiology, nutrition, and health screening. A subsequent 30-hour internship (not included with this course) and proof of CPR training will prepare you to work successfully in the fitness field. To order the required textbook, for approximately \$75, please call (888) 330-9487, or visit www.witseducation.com. The textbook should be purchased in advance and reviewed prior to the first class. For the Fitness Center sessions, students must wear appropriate work-out clothes and non-marking athletic shoes. Please bring a combination lock to store your personal belongings during the work-out sessions. **Please note: this course requires a high degree of commitment to successfully complete.*

CRN #31265 12 sessions, Tuesdays & Thursdays, 9/28-11/4, 6:15-9:15 p.m. **MCC Bldg. Lowe L142 (Tuesdays, classroom) & Lowe L154 (Thursdays, Fitness Center)** Fee: \$540

Instructor: **World Instructor Training School staff**

Advanced Weight Training Techniques for Personal Fitness Trainers

Expand your weight training skills and program design for improved results with your clients. Learn how to explain the importance and benefits of alternating exercises for each major muscle group, while adding new exercises to your repertoire. Learn how to keep your clients interested and balanced with three-, four-, five- and six-day workout programs. You must wear appropriate workout clothes and non-marking athletic shoes. Please bring a combination lock in order to store your personal belongings.

CRN #31266 1 Saturday, 11/20, 9 a.m.-noon **MCC Bldg. Lowe L154 (Fitness Center)** Fee: \$60

Instructor: **World Instructor Training School staff**

NEW Nutritional Strategies for Performance

There are three primary factors that influence how our body performs: genetics, training and nutrition. While we cannot alter our genetics, we can affect changes through training and nutritional habits. This one-day instructional course is designed for health and fitness professionals who want to learn more about how nutrition influences physical performance. To order the required textbook, Endurance Sports Nutrition, for approximately \$30, please call WITS toll-free at (888) 330-9487 or online at: www.witseducation.com. It is recommended that students begin reading the text before the course starts. Please bring a lunch. Note: this course is an all-classroom session; there is no workout component.

CRN #31267 1 Saturday, 12/4, 9 a.m.-4 p.m. **MCC Bldg. Lowe L142** Fee: \$99

Instructor: **World Instructor Training School (WITS) staff**

Be in the right PLACE at the right TIME



Check your class schedule for location.

Some classes meet at off-campus locations.

Lowe = Lowe Building

V1-V6 = Village

LRC = Learning Resource Center

AST = Arts, Sciences & Technology Center

GPA = Great Path Academy *

*Convenient parking in Lot B for GPA courses

Fitness & Recreation

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 #31238 4 sessions, Mondays & Wednesdays, 9/13-9/22, 7-9:30 p.m. **MCC Bldg. Lowe L240**

CRN #31239 4 sessions, Mondays & Wednesdays (begins on Wednesday), 10/13-10/25, 7-9:30 p.m. **MCC Bldg. Lowe L240**

Fee: \$20

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 #31242 1 Saturday, 9/11, 8:30 a.m.-4:30 p.m.

MCC Bldg. AST E202

CRN #31243 1 Saturday, 10/2, 8:30 a.m.-4:30 p.m.

MCC Bldg. AST E202

Fee: \$95

Instructors: **Professional Marine Education staff**



Introduction to Orienteering

Originating in Sweden, orienteering is the skill of navigating through an unfamiliar area in the woods using a highly detailed topographic map and a compass to find the best way from checkpoint to checkpoint. This course will emphasize the recreational rather than the competitive aspects of the sport. If you don't have your own protractor compass, you may borrow one from the instructor. **The second class will be held at Gay City State Park, and will include map and compass exercises and an orienteering hike.** Directions will be provided at the first class. Suitable for people of all ages, from eight to eighty. No experience is necessary. Children must be accompanied by a registered adult. Materials fee: \$3, payable to instructor at first class.

CRN #31885 2 sessions, Wednesday, 9/15, 7-9 p.m.

MCC Bldg. GPA GPI36 & Gay City State Park, 9/18, 9:30-11:30 a.m.
Fee: \$35

Instructor: **Paul R. Pearson** has been a member of the New England Orienteering Club for more than 20 years. He is certified as a Level I coach by the U.S. Orienteering Federation and has been teaching orienteering for more than a decade.

Fundamentals of Pocket Billiards

The game of billiards has shown a recent resurgence in popularity. Come find out why! This course is for both beginners and intermediate players. Learn or improve basic techniques, proper stance, and shot making, as well as the rules of the game. 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 World Championship Billiards at the first class. **Classes meet at World Championship Billiards, 171 Spencer St., Manchester.**

CRN #31428 3 Tuesdays, 9/14-9/28, 7-9 p.m.

CRN #31429 3 Tuesdays, 11/9-11/23, 7-9 p.m.

Fee: \$50

Instructor: For the past 10 years, **Bob Hayward** 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.

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. 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.

CRN #31430 4 Fridays, 9/10-10/1, 6-8:30 p.m. **MCC Bldg. Lowe L142**
Fee: \$80

Instructor: **Cecile Avila** has been playing and teaching Mah Jongg for most of her life. Her classes have expanded to include several neighboring towns.

NEW Mah Jongg for Intermediate Beginners

As a continuation of *Mah Jongg for Beginners*, or if you have some Mah Jongg experience, this course will present more lessons in strategies and scoring. Now that you've learned the basics of this fun and infinitely varied game, keep going! This class will also provide an opportunity to practice with fellow classmates.

CRN #31431 4 Fridays, 10/15-11/5, 6-8:30 p.m. **MCC Bldg. Lowe L142**
Fee: \$80

Instructor: **Cecile Avila**

Bridge in the 21st Century

For advanced beginners or intermediate players—take your game to the next level. Bridge is much more than a simple card game; it is a social event and a competitive professional event. This course will further your skills toward 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! Materials fee: \$20, payable to instructor at first class, for textbook.

CRN #31888 8 Mondays, 9/13-11/8 (does not meet 10/11), 9:30-11:30 a.m. **MCC Bldg. Lowe L240** Fee: \$115

Instructor: **Stan Kerry** became a lifetime bridge master in less than five years and has taught more than 1,000 students locally, including at senior centers in Avon, West Hartford, and Vernon. He also appeared recently as a bridge expert on the local cable network show, "Make it Happen."

NEW Become a Professional Gardener

There is a need for new gardeners today. If you love gardening and have been thinking about it as a career, this class is a great place to start. We will discuss the varieties of styles for a gardening business: personal and general gardening, detail landscaping, and specialty gardening. You'll learn from a master gardener how to evaluate your needs and adjust to a changing marketplace. Other considerations will include an introduction to record keeping, basic organizational skills, seasonal considerations, and working with clients. We will also consider what a typical week of work might be in spring, summer, fall and winter. Resources for further training will also be available.

CRN #31859 2 sessions, Tuesday & Thursday, 10/26 & 10/28, 6:30-8:30 p.m. **MCC Bldg. GPA GP120** Fee: \$45

Instructor: Bettylou Sandy is the owner of Bettylou's Gardening in Manchester and has offered gardening and landscaping seminars throughout Connecticut and Rhode Island since 1987. She is also an accredited land care professional through Northeast Organic Farmers Association (NOFA) and on the board of directors for the CT Community Gardening Association.

Organic Lawn Care

Are you looking for alternatives to harmful chemical fertilizers and pesticides for your lawn? In this course we will discuss healthier ways to treat your lawn and landscape. Soil testing and seasonal maintenance will also be covered.

CRN #31863 1 Monday, 9/13, 6-9 p.m. **MCC Bldg. Lowe L142** Fee: \$30
Instructor: Bettylou Sandy

Prepare 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 #31861 1 Wednesday, 9/15, 6:30-8:30 p.m.
MCC Bldg. GPA GP120 Fee: \$20

Instructor: Bettylou Sandy

Fall Bulbs: Spring Surprises

When is the best time to plant those spring surprises? In the fall, of course. We're talking about bulbs. If you're thinking that you'd like to plant some bulbs but are not sure exactly what variety you want to plant, or how and where to plant them, then this workshop is 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 proper care of bulbs. There will be hands-on practice, as well as discussion. All levels of gardening ability and interest are welcome.

CRN #31860 1 Monday, 9/20, 6:30-8:30 p.m.
MCC Bldg. Lowe L142 Fee: \$20

Instructor: Bettylou Sandy

Dividing Perennials

Fall is the best time to divide or transplant your perennials, shrubs and trees. Maybe you have Hostas, Lilies or other perennials that have taken over too much space in your garden. Take control and learn how to divide your valuable plants for an even more beautiful garden next year. Bring in your "clumps" or use ours in order to learn these skills, hands-on. **The course will be held rain or shine at MCC's Community Garden (see campus map on page 68; shelter is available if necessary).** Materials fee: \$15, payable to instructor at the beginning of class.

CRN #31857 1 Saturday, 9/25, 9-11:30 a.m. **MCC Community Garden**
Fee: \$25

Instructor: Bettylou Sandy

Drainage Solutions and Water Retention in the Garden

Learn to save and use rain water through effective drainage. Whether your garden is on a hillside or on even ground, it is important to capture and use available rain water, rather than allowing it to run off and erode the soil. We will discuss the use of burns, swales, French drains, Victorian edging, and other forms of water collection to direct and retain rain water. Using gutters as a water source can also be an efficient way to redirect water for garden use. Achieve low maintenance gardening by learning to implement water solutions for your plants and drainage. This course is best suited for the intermediate or advanced gardener level.

CRN #31856 1 Monday, 9/27, 6:30-8:30 p.m. **MCC Bldg. Lowe L142**
Fee: \$20

Instructor: Bettylou Sandy

Plan Your Vegetable Garden for Next Year

The growing season may be over, but the planning season for next year has arrived. What do you wish that you had planted this year? Are you thinking of expanding your vegetable garden, or are you just now thinking of starting a garden? Now is the time to start planning for next year. Bring all of your questions and receive professional advice from a master gardener. You will also learn where best to put your garden and whether containers, raised framed beds, or flat rows are best for your landscape. Planning and preparation now means that you can relax until February when the hands-on process begins. All levels of gardening experience are welcome.

CRN #31862 3 Tuesdays, 9/28-10/12, 6:30-8:30 p.m.
MCC Bldg. GPA GP120 Fee: \$65

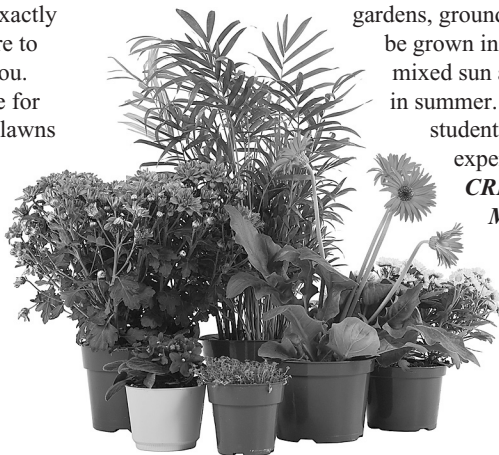
Instructor: Bettylou Sandy

Shade Gardening

There are thousands of shade-loving plants, shrubs and edibles for the shady spots of your yard. We will explore what kinds of alternative gardens, ground covers, shrubs, vines, vegetables, and herbs can be grown in various kinds of shade, including light shade, mixed sun and shade, deep shade, and sun in winter / shade in summer. Plant lists and resources will be provided to students. This course is for gardeners of intermediate experience or better.

CRN #31858 1 Tuesday, 10/19, 6:30-8:30 p.m.
MCC Bldg. LRC B144 Fee: \$20

Instructor: Bettylou Sandy



Green Technology & Sustainability

NEW Save Money and Energy by Weatherizing Your Home

This class provides a “how-to” guide for property owners seeking to weatherize their homes. How does the house work as a single system? Where are the biggest money wasters found? What can I do myself? When do I call in a professional, and how can I be sure that I’m having the proper work done at a fair price? All of these questions and more will be answered, while the home weatherization process is explained and discussed.

CRN #31959 4 Mondays, 11/22-12/13, 7-9 p.m.

MCC Bldg. GPA GP138 Fee: \$75

Instructor: *David Koski* is a certified BPI Building Analyst and has taught courses in various aspects of construction and developed curriculum and program standards for the weatherization and home performance industries. He has also taught as a special instructor for State of CT programs.

NEW Introduction to Thermography and Infrared (IR) Cameras

This course will be especially useful for commercial property managers, facilities managers, real estate professionals, HVAC technicians, electricians, and residential building inspectors. Learn the basics of infrared (IR) imaging and thermography; how a thermal imaging camera works and detects air leakages in buildings; the basic principles of building science and heat transfer; and how to interpret the images from this special type of camera.

CRN #31958 4 Thursdays, 11/11-12/9 (does not meet 11/25), 6-9 p.m.

MCC Bldg. GPA GP156 Fee: \$115

Instructor: *David Koski*

NEW Designing Solar Photovoltaic (PV) and Solar Hot Water

Students will learn the fundamental principles of how solar energy works, its cost-effectiveness, and its return on investment. Its practical application to the electricity grid will be examined. Home owners and business owners that use hot water will benefit from this class to save in both electric and hot water energy costs.

CRN #31957 3 Fridays, 10/15-10/29, 6:30-9:30 p.m.

MCC Bldg. GPA GP137 Fee: \$99

Instructor: *Peter Governale* is a certified geothermal installer, designer and state inspector for the CT Clean Energy Fund. He is president of Tuscany Design Build, Inc., and BPI-certified as a building analyst.

NEW Designing Geothermal Heating and Cooling Systems

Students will learn the fundamental principles of how geothermal energy works, its practical application for homes, businesses and schools, and its cost-effectiveness. Return on investment and life cycle will also be examined. Learn why nations such as Germany and Sweden have 97% of all new buildings space conditioned by geothermal. As early as 1993, the EPA noted that geothermal pumps are the most cost-effective means to heat/cool buildings.

CRN #31956 3 Wednesdays, 11/10-12/1 (does not meet 11/24),

6:30-9:30 p.m. **MCC Bldg. GPA GP156** Fee: \$99

Instructor: *Peter Governale*

Languages

Introduction to Mandarin Chinese

This introductory course is for anyone with an interest in the Chinese language—whether for academic studies or for those traveling to China on business or pleasure. We will cover the basics of phonetics, characters, numbers, culture, and travel. You will also receive an introduction to drawing Chinese characters. Learning will combine reading, speaking, listening and writing skills. Instructor will provide handouts.

CRN #31820 6 Tuesdays, 10/12-11/16, 7-9 p.m.

MCC Bldg. GPA GP143 Fee: \$115

Instructor: *Jin Hu* received his master’s degree from Shanghai University in China and his Ph.D. from the University of Toronto. He is an engineer with Pratt & Whitney, as well as the past president of the Chinese Culture Center of Greater Hartford, Inc.

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 greetings, pronunciation of the syllabic system, and how to write in Japanese, including the writing of Kanji. 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. Handouts will be provided. You will also watch some Japanese videos.

CRN #31776 6 Tuesdays, 9/14-10/19, 6-8 p.m. **MCC Bldg. GPA GP136** Fee: \$115

Instructor: *Atsuko Balon*, a native speaker of Japanese, has been teaching Japan’s language and culture at MCC since 1997.

Greek for Beginners

Greek is one of the earliest Indo-European languages. Interest in Greek remains high today, especially among students of history, religion, literature, and philosophy, as well as tourists and business people. You will learn the Greek alphabet, basic grammar, and useful vocabulary. Audio-visual clips will supplement the learning experience. You will practice simple conversations by the end of the course. Handouts will be provided for each lesson. Recommended text: a Greek/English dictionary.

CRN #31795 6 Mondays, 10/4-11/15 (does not meet 10/11), 7-9 p.m.

MCC Bldg. GPA GP143 Fee: \$115

Instructor: *Lindita Lole* earned a master’s degree from New School University in New York City. She lived and worked in Greece for seven years, and in addition to her Greek proficiency is fluent in Albanian and Italian. She teaches Greek at Second Language LLC in Newington.

Introduction to Spanish

Learn to speak, write, and read everyday Spanish. Listening skills will also be developed and encouraged in the classroom. Basic grammar, vocabulary, and sentence structures will be covered. Useful topics will include simple conversations, travel situations, and aspects of Spanish culture, art and literature. Required textbook: *Barron’s Learn Spanish the Fast and Fun Way* (ISBN 9780764125508), Hammitt, available at MCC Bookstore for approximately \$20.

CRN #31796 6 Saturdays, 9/11-10/23 (does not meet 10/9), 9-11 a.m.

MCC Bldg. GPA GP155 Fee: \$115

Instructor: *Barbara Agazzi-Poncica*, fluent in both Spanish and Italian, received her graduate degree in teaching and education from the Universities of Bergamo and Brescia in Italy. She was a private tutor of Spanish for more than ten years.

Introduction to Spanish II

As a continuation of *Introduction to Spanish*, or if you have a basic knowledge of Spanish, this course will help you to consolidate and expand your skills. We will cover irregular verbs, prepositions, interrogatives, adjectives, and ordinal numbers, as well as further our grammatical skills and expand our conversational vocabulary. Required textbook (same as Level I course): Barron's Learn Spanish the Fast and Fun Way (ISBN 9780764125508), Hammitt, available at MCC Bookstore for approximately \$20.

CRN #31797 6 Saturdays, 10/30-12/11 (does not meet 11/27), 9-11 a.m. **MCC Bldg. GPA GP155** Fee: \$115

Instructor: **Barbara Agazzi-Poncia**

Spanish for the Traveler

Traveling to a Spanish-speaking country this year? This quick and instructive course is for you! You will learn basic greetings, food and restaurant vocabulary, how to ask and understand directions, and conversational vocabulary and phrases useful for travel. This course is appropriate for students with little or no prior Spanish skills. There will be minimal grammar taught in the course; the goal is to have conversations in Spanish.

CRN #31777 4 Tuesdays, 9/14-10/5, 7-9 p.m. **MCC Bldg. GPA GP138** Fee: \$99

Instructor: **Carolyn Robins** has a B.A. in Spanish from University of Connecticut and a graduate degree in management from Albertus Magnus College. She has taught Spanish at Berlin High School and East Catholic High School, and is also trained in American Sign Language.

NEW Introduction to Latin through Its Literature

Latin is an ancient Indo-European language that was used throughout the Roman Republic and Empire. The conquests of Rome spread the language across the Mediterranean and a large part of Europe. Interest in Latin remains high today, as it is the basis for all the Romance languages, as well as approximately 60% of English coming from Latin. The basics of the language will be studied through excerpted readings of Latin literature, from 2nd century B.C. comic plays to the modern Latin version of Winnie the Pooh. Ancient Roman culture, history, and daily life will also be explored through the words of the Romans themselves. Handouts will be provided. Recommended text: Latin/English dictionary.

CRN #31773 4 Wednesdays, 9/22-10/13, 7-9 p.m.

MCC Bldg. GPA GP214 Fee: \$65

Instructor: **Amy S. White** has master's degrees in classical languages from Tulane University and education from Westfield State College. and has been a member of the Classical Association of CT since 1998.

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 supportive environment. 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 (ISBN 0812028246), Danesi, available at MCC Bookstore for approximately \$20.

CRN #31953 8 Fridays, 9/24-11/19 (does not meet 10/8), 7-9 p.m.

MCC Bldg. LRC B208 Fee: \$225

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 frequently lectures about art and architecture, including courses at MCC since 1993.

French for Beginners

Learn the basic elements of the French language quickly and effectively, and begin speaking it in the very first class. While learning pronunciation and basic grammar, you will soon be able to introduce yourself and your family, talk about hobbies and interests, learn numbers, tell time, talk about the weather, and many other fun and useful topics. Required text: French is Fun, Book 1 (ISBN 9781567653427), Stein & Wald, available at MCC Bookstore for approximately \$17.

CRN #31422 6 Thursdays, 9/9-10/14, 6-8 p.m. **MCC Bldg. GPA GP138** Fee: \$135

Instructor: **Marianne Laberge** has an M.B.A. from Binghamton University and an M.S. from Rensselaer Polytechnic Institute. She has been a French teacher at the Alliance Française in Hartford since 2005.

French for Beginners II

In this continuation of *French for Beginners*, or for any one with prior French language experience, students will further their learning of grammar, listening and speaking skills. We will also learn types of clothing, body parts, days of the week, months of the year, dates, weather, sports, and music. The course will continue with the same required textbook used in the introductory course: French is Fun, Book 1 (ISBN 9781567653427), Stein & Wald, available at MCC Bookstore for approximately \$17.

CRN #31423 6 Thursdays, 10/21-12/2 (does not meet 11/25), 6-8 p.m.

MCC Bldg. GPA GP138 Fee: \$135

Instructor: **Marianne Laberge**

French for Beginners III

In this continuation of *French for Beginners II*, students will further their learning of grammar, listening and speaking skills. Students will be able to describe music, animals, locations, stores, and the house and household items. They will also learn how to make questions and commands; form contractions with *de* and *à*; use the verb *aller*, and use *-re* verbs, as well as learning prepositions and demonstrative adjectives. The course will continue with the same required textbook used in *French for Beginners I and II*: French is Fun, Book 1 (ISBN 9781567653427), Stein & Wald, available at MCC Bookstore for approximately \$17.

CRN #31424 6 Fridays, 9/10-10/15, 6-8 p.m.

MCC Bldg. GPA GP138 Fee: \$135

Instructor: **Marianne Laberge**

NEW French for Beginners IV

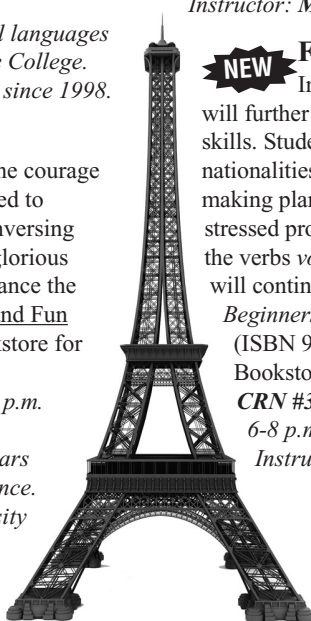
In this continuation of *French for Beginners III*, students will further their learning of grammar, listening and speaking skills. Students will be able to describe foods and eating, countries, nationalities, languages, means of transportation, social activities, and making plans. They will also learn how to use the partitive *tout* and stressed pronouns, how to express actions in the past, and how to use the verbs *vouloir*, *pouvoir*, *prendre*, *voir*, and *recevoir*. The course will continue with the same required textbook used in *French for Beginners I, II and III*: French is Fun, Book 1

(ISBN 9781567653427), Stein & Wald, available at MCC Bookstore for approximately \$17.

CRN #31425 6 Fridays, 10/22-12/3 (does not meet 11/26),

6-8 p.m. **MCC Bldg. GPA GP138** Fee: \$135

Instructor: **Marianne Laberge**



Languages

Beginning German

Do you have German ancestry? Or maybe you're traveling there? Would you like the tools to understand Schubert's *Lieder* or Brahms' *Requiem*? This introductory course will focus on speaking, listening, reading and writing German, with an emphasis on basic grammar, conversation, and vocabulary that would be useful to a traveler in Germany. Required text: Learn German the Fun and Easy Way (ISBN 9780764102165), Barron's, available at MCC Bookstore for approximately \$18.

CRN #31798 6 Tuesdays, 9/14-10/26 (does not meet 10/5), 7-9 p.m.

MCC Bldg. GPA GP139 Fee: \$135

Instructor: *Elizabeth Baumbach* earned an M.A. in teaching degree from Wesleyan University and a master of arts in German from Middlebury College. She has 13 years' experience teaching foreign languages in public schools and 30 years of private teaching experience.

Beginning German II

As a sequel to *Beginning German*, or if you have some prior German language experience, we will continue to improve on the basics of the language. Required text (same as introductory course): Learn German the Fun and Easy Way (ISBN 9780764102165), Barron's, available at MCC Bookstore for approximately \$18.

CRN #31799 6 Tuesdays, 11/2-12/7, 7-9 p.m. **MCC Bldg. GPA GP139 Fee: \$135**

Instructor: *Elizabeth Baumbach*

Beginning German III

As a sequel to *Beginning German I* and *II*, or if you have prior German language experience, we will expand and improve on the basics of the language. Required text (same as the first two level courses): Learn German the Fun and Easy Way (ISBN 9780764102165), Barron's, available at MCC Bookstore for approximately \$18.

CRN #31800 6 Wednesdays, 9/15-10/27 (does not meet 10/6), 7-9 p.m.

MCC Bldg. GPA GP139 Fee: \$135

Instructor: *Elizabeth Baumbach*

NEW Beginning German IV

As a sequel to *Beginning German I*, *II* and *III*, or if you have extensive German language experience, we will continue to expand and improve on the basics of the language. Required text (same as the first three level courses): Learn German the Fun and Easy Way (ISBN 9780764102165), Barron's, available at MCC Bookstore for approximately \$18.

CRN #31801 6 Wednesdays, 11/3-12/15 (does not meet 11/24), 7-9 p.m.

MCC Bldg. GPA GP139 Fee: \$135

Instructor: *Elizabeth Baumbach*

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 #31802 8 Wednesdays, 9/15-11/3, 7-9 p.m.

MCC Bldg. GPA GP156 Fee: \$125

Instructor: *Rima Martin*

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.

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 #31772 8 Mondays, 9/13-11/8 (does not meet 10/11), 7-9 p.m.

MCC Bldg. GPA GP139 Fee: \$125

Instructor: *Rima Martin* is a native of Lithuania and speaks Lithuanian, Russian and Polish. She studied in drama and worked in television in Lithuania. She has been teaching Eastern European languages at MCC since 2002.

Conversational Polish for Beginners

If you have always wanted to speak Polish but never had the courage to try, then this is the course for you! You will learn the fundamentals of the language, with an emphasis on basic conversation and role-playing in a very friendly and supportive environment. Discussions on different aspects of Poland, including its culture, literature, and history, will enhance the learning experience. Handouts will be provided. Recommended text: an English-Polish dictionary.

CRN #31774 8 Tuesdays, 9/14-11/2, 7-9 p.m. **MCC Bldg. GPA GP152 Fee: \$125**

Instructor: *Rima Martin*

Conversational Polish for Beginners II

A continuation of *Conversational Polish for Beginners*, this course will allow students to further their grammatical and conversational skills. More discussions on different aspects of Poland, including its culture, literature, and history, will enhance the learning experience. Handouts will be provided. Recommended text: an English-Polish dictionary. Prerequisite: *Conversational Polish for Beginners*, or some Polish knowledge.

CRN #31775 8 Thursdays, 9/16-11/4, 7-9 p.m. **MCC Bldg. GPA GP156 Fee: \$125**

Instructor: *Rima Martin*

Introduction to Sign Language

American Sign Language (ASL) is the sign language that most profoundly deaf and born-deaf people use when communicating with each other. Some people with verbal difficulties also use it to communicate. It is not the same as signed English. It has its own syntax and grammar, making it a bona fide language. You will learn grammatical features, vocabulary, and expressive and receptive conversational ASL skills. You will also learn some of the culture of the deaf community, a brief history of ASL, and the relationship of ASL to other forms of signing. It is a (quiet) beautiful language! Come join us for some fun, while learning this amazing language. Required text: Signing Naturally (Student Workbook, Level 1) (ISBN 9781581211276), Smith, Lenz & Mikos, available at MCC Bookstore.

CRN #31763 8 Tuesdays, 10/19-12/14 (does not meet 11/23), 7-9 p.m.

MCC Bldg. GPA GP138 Fee: \$199

Instructor: *Carolyn Robins*

Music Appreciation through Hartford Symphony Orchestra's 2010-11 Concert Series

What better way to appreciate classical music than by studying great works that will be performed in Hartford this year! Each of the four sessions will focus on one of the major classical forms: overture, symphony, concerto, and symphonic poem, using examples from the Hartford Symphony Orchestra's 2010-2011 season at the Bushnell, including Beethoven's *Leonore Overture* #3, Tchaikovsky's *Romeo and Juliet*, Haydn's *Symphony* #94, Mendelssohn's *Violin Concerto*, and Rimsky-Korsakov's *Scheherazade*. Even if you're not going to the Bushnell, you'll be enriched by this timeless music!

CRN #31792 4 Fridays, 9/10-10/1, 2:30-4:30 p.m.

MCC Bldg. V5 V151 Fee: \$75

Instructor: **Jack Brin** has his bachelor's degree from the University of Massachusetts, and in addition to teaching his primary subject of mathematics, he has taught music appreciation at Western New England College for nearly 20 years. He is also a docent at the Wadsworth Atheneum.

Introduction to Opera

In this fun and informative overview, students will be introduced to famous operas composed by Mozart, Rossini, Bellini, Puccini, and Verdi, including *Don Giovanni*, *The Marriage of Figaro*, *Magic Flute*, *The Barber of Seville*, *La Boheme*, *Tosca*, *La Traviata*, and *Rigoletto*. You will enjoy listening to samples of these operas, while learning about the composers and the libretti. By the end of the course, you will be able to recognize different musical styles and operas, and understand and appreciate characteristics of the opera.

CRN #31788 4 Thursdays, 10/21-11/11, 7-9 p.m.

MCC Bldg. GPA GP143 Fee: \$75

Instructor: **Lindita Lole** earned a master's degree in performance from Mannes College of Music in New York City. She is an internationally known opera singer who has performed across Europe, in Canada, and the United States, including a performance at Carnegie Hall as a soloist in Beethoven's *Ninth Symphony*.

The Social History of Rock and Roll

If you are a fan of rock 'n' roll, with an interest in history, then you'll find this course rewarding. We will listen to and analyze the major artists and genres of rock 'n' roll, beginning with its musical roots in blues, folk and country music, into the '50s era with Chuck Berry and Elvis Presley, on to the '60s with The Beatles, The Rolling Stones, Bob Dylan and the "San Francisco Sound," into the '70s with progressive rock, disco and punk, on to the '80s with Bruce Springsteen, Madonna, Michael Jackson, Prince, heavy metal, and the popularity of MTV, and up to the present with hip-hop and the music after 9/11. Throughout our appreciation of the music, we'll explore what the music tells us about American society in the era that it was created. Recommended text: *Rockin' in Time: A Social History of Rock and Roll*, Szatmary, available at local and online bookstore for approximately \$50.

CRN #31794 6 Mondays, 10/18-11/22, 7-9 p.m.

MCC Bldg. GPA GP136 Fee: \$115

Instructor: **Stephen Armstrong**, A.B.D. in history, is social studies department supervisor for West Hartford Public Schools and adjunct professor at Central CT State University. He has presented workshops at the Rock and Roll Hall of Fame in Cleveland, OH, and has widely published articles on music and social history.

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. Enrollment is limited to 14 students, so please register early. Required text: *Alfred's Basic Adult Piano Course, Level One* (ISBN 0882846167), available at MCC Bookstore.

CRN #31447 6 Saturdays, 9/18-10/30 (does not meet 10/9),

10 a.m.-noon **MCC Bldg. V2 V117** Fee: \$190

Instructor: **Ruth O'Neil** is a singer/songwriter and music educator who has been performing and teaching music in the Greater Hartford area for more than 20 years. She owns the Song-a-Day Music Center in Coventry.

Intermediate Piano

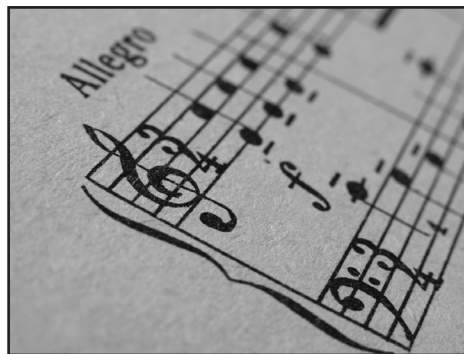
A continuation of *Beginning Piano*, or for any student who has some prior piano experience, in this course, students will learn transposing, harmonization, and some composition, as well as more advanced sight-reading skills. These skills, plus much more, will be developed in this diverse and creative class. Students must already have the ability to locate pitches on the staff, and sight-read notation at the piano (for instance, one should be able to recognize and play correct sharps and flats). Required text: *Alfred's Basic Adult All-in-One Piano Course, Book 2* (ISBN 9780882849959), Palmer, Manus & Lethco, for approximately \$10, available at MCC Bookstore.

Prerequisite: *Beginning Piano*.

CRN #31448 6 Saturdays, 11/6-12/18 (does not meet 11/27),

10 a.m.-noon **MCC Bldg. V2 V117** Fee: \$140

Instructor: **David Cutright** is a composer and pianist whose music has been performed by various ensembles, such as the Yale Brass Trio. He serves as co-director of the Hartt Composer's Ensemble at the University of Hartford's Hartt School, where he earned a master's of music in composition and also instructs undergraduate music history.



NEW Introduction to Music Composition

Through a combination of lecture and individual instruction (all occurring during class time), students will learn to compose music in various styles, while developing a working knowledge of music notation and rudimentary music theory, as well as methods for transcribing recordings onto paper. With their new-found ability to combine harmonies, set text (lyrics) to music, and structure the overall form of a piece, students will finish the course with a new original composition.

CRN #31790 4 Thursdays, 9/16-10/7, 6:30-9 p.m. **MCC Bldg. V2 V127** Fee: \$115

Instructor: **David Cutright**



Instructor Spotlight on...



Don Donegan

has taught guitar and voice for 30 years, and also teaches songwriting. He performs regularly, and owns Rainbow Music, a teaching and recording studio in Glastonbury. News about his upcoming shows and ongoing programs can be viewed on his web site: www.dondonegan.com.

Vocal Instruction

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 these new skills, you'll be able 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. A vocal evaluation, with suggestions for improvement, will be included for each student who asks for it. Participants must be at least 13 years of age.

CRN #31263 6 Fridays, 9/24-11/5 (does not meet 10/8), 7:30-9 p.m.

MCC Bldg. V2 V117 Fee: \$130

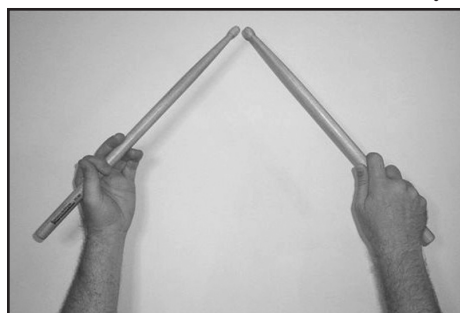
Instructor: Don Donegan

Drum Set: Introduction to Different Styles

All skill levels are welcome. Begin or improve your drumming skills, refine your technique, and expand your repertoire, as we study different styles of drumming, including rock, funk, New Orleans 2nd Line, reggae, jazz, and Latin. French grip, German grip, Moeller, and the Bobby Thompson grip will be covered through easy-to-understand lessons. The instructor will demonstrate each style at the beginning of the class dedicated to that style. Please bring your drum sticks, a drum pad, and a blank manuscript book for musical notation. Instructor will provide handouts.

CRN #31791 5 Fridays, 10/15-11/12, 7-8:30 p.m. **MCC Bldg. V3 V131 Fee: \$70**

Instructor: Jay Wood has 20 years of professional performance experience and is proficient in all styles of drumming, including rock, funk, R&B, jazz, New Orleans, and reggae. Since 2003, he has been employed as a drum instructor for Dynamic Percussion in Manchester.



Beginning Guitar

By learning five easy chords and two strumming techniques, you can play dozens of familiar tunes in folk, rock, country, R&B, and pop styles. Instructional handouts and music sheets with words and chords are provided. Learn tuning, how to transpose keys, basic music theory, including the Nashville Number Theory, and how to use a capo. If you are left-handed, it is recommended that you learn to play right-handed. Please bring your acoustic or electric guitar to all classes.

CRN #31262 8 Wednesdays, 9/15-11/3, 7:30-9 p.m.

MCC Bldg. GPA GP138 Fee: \$170

Instructor: Don Donegan

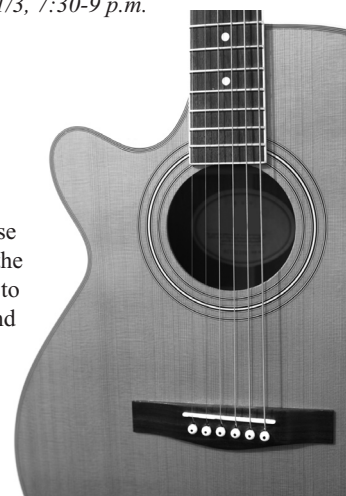
Continue with Beginning Guitar

As a sequel to *Beginning Guitar*, continue with your learning of five basic chords, tuning, how to transpose keys, basic music theory, including the Nashville Number Theory, and how to use a capo. Instructional handouts and music sheets with words and chords are provided. If you are left-handed, it is recommended that you learn to play right-handed. Please bring your acoustic or electric guitar to all classes. Prerequisite: *Beginning Guitar*, or some guitar experience.

CRN #31264 6 Wednesdays, 11/10-12/22 (does not meet 11/24),

7:30-9 p.m. **MCC Bldg. GPA GP138 Fee: \$130**

Instructor: Don Donegan



NEW African Drumming and Your Music

Do you love to jam on djembe, conga or ashiko drums with your friends? Based on the oral tradition methods as taught by the late Dr. Babatunde Olatunji, this experiential workshop will send you home with the basic skills to create joyous African beats that are the foundations of your favorite folk, world, rock 'n' roll, swing, and boogie tunes. No musical experience is necessary. You're encouraged to bring an audio recorder. Optional workbook is available from the instructor for \$3.

Please bring your African drum to class; if you don't have one, call 860-512-2800 before registering and the first six participants will have one loaned by the instructor.

CRN #31789 1 Friday, 9/24, 7-9:30 p.m.

MCC Bldg. V3 V131 Fee: \$35

Instructor: Bob Bloom served as a performance member of Dr. Babatunde Olatunji's renowned drumming and dance company, *Drums of Passion*. He presents drum workshops at many organizations, including the National Music Educators Association, and is chair of the Interactive Drumming Committee of The Percussive Arts Society.

Noon Institute

NEW

Race and the Harlem Renaissance

The Harlem Renaissance was one of the greatest cultural movements in modern American history. This class will look at who was involved in the movement, take a close look into the work of Wallace Thurman and Nella Larsen, and discuss the role skin color played in their work.

CRN #31435 1 Friday, 9/10, 11:30 a.m.-1 p.m. **MCC Bldg. AST E202**
Fee: \$5

Instructor: Wanda Haynes is an associate professor of English and reading at MCC.

NEW

The Atom Bombs and World War II

The planning, the people, the planes, the practice, the timing, and the secrecy. What did it take to make the bombings of Hiroshima and Nagasaki happen? How did it all come together? How was the U.S. military able to deliver the first use of atomic weapons, which ended World War II in August of 1945?

CRN #31436 1 Friday, 9/24, 11:30 a.m.-1 p.m. **MCC Bldg. AST E202**
Fee: \$5

Instructor: Barbara King, M.A. in history, has taught high school and college history and psychology, and has been a trainer in business and state government. She teaches a variety of courses for MCC's Credit-Free Programs.

NEW

Mark Twain and the Supernatural

Among Mark Twain's myriad interests was the supernatural. This class will explore the great author's beliefs about the supernatural and the experiences that his family had with death and mourning. There will also be a look at the investigations into strange occurrences at Twain's Hartford home.

CRN #31438 1 Friday, 10/8, 11:30 a.m.-1 p.m. **MCC Bldg. AST E202**
Fee: \$5

Instructor: Jason Scappaticci, student development specialist at MCC, recently completed his master's thesis at Trinity College.

NEW

Poets of Connecticut

Many distinguished poets have called Connecticut home. This class will present a survey of some of the state's famous and no-so-famous versifiers, from the Connecticut Wits, up to and including MCC's own Steve Straight.

CRN #31439 1 Friday, 11/19, 11:30 a.m.-1 p.m. **MCC Bldg. AST E202**
Fee: \$5

Instructor: Michael DiRaimo has taught courses in writing, literature and film at MCC for more than 25 years.

ENROLL IN ALL FOUR FRIDAY COURSES AND TAKE ONE FOR FREE!

CRN #31434 4 Fridays, 9/10, 9/24, 10/8 & 11/19, 11:30 a.m.-1 p.m. **MCC Bldg. AST E202** Fee: \$15



Special Noon Institute Course (Note different day of week and price)

NEW

The Wonders of Provence

In this special Tuesday class, participants will journey to Provence, as the instructor talks about her week-long bike trip through the French countryside, a region popularized by author Peter Mayle. Participants will also be served a Provencal meal prepared by the instructor in class. Don't miss this sensual treat!

CRN #31437 1 Tuesday, 10/5, noon-1:30 p.m. **MCC Bldg. Lowe L294 (Culinary Arts Center)** Fee: \$12

Instructor: Sandra Jenkins has been a professor of hospitality management and culinary arts at MCC for more than 25 years.



Want to take a class online?
See the Online Academy
courses listed on pages 59-66
or visit the web site at
www.ed2go.com/manchcc

Be in the right PLACE at the right TIME



Check your class schedule for location.

Some classes meet at off-campus locations.

Lowe = Lowe Building

V1-V6 = Village

LRC = Learning Resource Center

AST = Arts, Sciences & Technology Center

GPA = Great Path Academy *

*Convenient parking in Lot B for GPA courses

Photography

Digital Camera Introduction

Learn the fundamentals of digital photography using a consumer-model digital camera. 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 #31874 2 Tuesdays, 9/21-9/28, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$95

Instructor: Richard Hoyer is a fine art, portrait and location photographer, with more than 20 years of fun and profit in the business. He also teaches photography in the adult education program at Worcester Art Museum. His work is exhibited regularly at galleries around the state.

Digital Camera Next Step

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. 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 via software; and successful printing and web usage techniques. Bring your digital camera and your digital questions to this informative class. Prerequisite: *Digital Camera Introduction, equivalent experience, or approval by instructor or computer coordinator.*

CRN #31877 2 Tuesdays, 10/5-10/12, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$95

Instructor: Richard Hoyer

Digital Camera for Active 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 of image quality, usage, and price will be done on some popular digital cameras. A portion of the course will also cover working in a photo editing program. We will learn how to import and save photographs, methods of color correction and enhancement, and all about print sizing and preparing images for print and the web. You do not have to own a digital camera to take this course, but if you have one, please bring it to class with your instruction manual. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #31851 2 Tuesdays, 9/7-9/14, 1-4 p.m. **MCC Bldg. LRC B142**
Fee: \$95

Instructor: Richard Hoyer

Digital Picture Editing for Active 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 #31850 2 Tuesdays, 10/19-10/26, 1-4 p.m. **MCC Bldg. LRC B142**
Fee: \$95

Instructor: Richard Hoyer



Urban and Natural Landscape Photography

Attention photographers! Have you ever wanted to take a better outdoor shot? Do you long to capture bluer skies and greener grass? Learn the techniques of creating great photographs from urban and natural settings in this hands-on course that will guide you through the technical jungle of cameras, lenses, f-stops, shutter speeds, depth-of-field, and film. **Students will schedule two on-campus field trips to shoot their own photos.** Class discussions will include composition, lighting, and information about photographers famous for shooting natural or urban landscapes. Some previous photography experience is required. There will be optional weekly assignments and critiques. Students may shoot with film or digitally; both formats will be taught. Recommended text: *National Geographic Photography Field Guide*, Burian & Caputo, available at local and online bookstores.

CRN #31852 8 sessions: 6 Mondays, 9/13, 9/27, 10/18, 11/1, 11/15 & 11/29 (mostly every other week), 7-9 p.m. **MCC Bldg. GPA GP156** & 2 Saturday field trips, 10/23 & 11/6, 9-11 a.m. (locations to be discussed in class) Fee: \$180

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 web site: www.mallorieostrowitz.com.

NEW Advanced Seminar in Photography: The Photo Essay

This course is designed for photographers with intermediate to advanced skills. You will learn the history of the photo essay, research photo essays of famous photographers, and become familiar with the process of producing a photo essay. After choosing your own topic, you will create your own essay. The course will culminate with print presentations by each student. Your work from class to class will be critiqued in each session. Recommended text: *The History of Photography*, Newhall, Museum of Modern Art, available at the MCC Bookstore.

CRN #31871 6 Tuesdays, 9/14, 9/28, 10/19, 11/2, 11/16, 11/30 (mostly every other week), 7-9 p.m. **MCC Bldg. GPA GP156** Fee: \$135
Instructor: Mallorie Ostrowitz

Digital Camera RAW: Manipulation through Layers

This course will examine the pros and cons of Camera RAW and how it relates to the overall photo editing process. Students will use photo editing software in their exploration of the Camera RAW format; work with different kinds of layers, learning how to create adjustment layers and masks to get the maximum creative control over selection of layers; and become familiar with painting in and painting out selected changes using the brush tool. The course will explore many of the creative tools used in photo editing software, including the different modes and when it is best to use them. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #31951 2 Fridays, 12/3-12/10, 6-9 p.m. **MCC Bldg. LRC B141**
Fee: \$95

Instructor: Carmine Filloramo has more than 30 years of experience in the photography business. He has worked as a newspaper photographer and a photographic consultant for Aetna, Inc. in Hartford.

Using Your Digital SLR

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 #31875 2 Fridays, 9/24-10/1, 6-9 p.m. **MCC Bldg. AST D211**

Fee: \$95

Instructor: **Richard Hoyer**

Digital Photography Portfolio Development

This class is for students with some experience with digital photography and Photoshop who are interested in refining their skills and applying them toward the development of a photographic portfolio. While reviewing the process of digital photography, composition, lighting, and how to manage digital workflow, students will focus on creating images that are relevant to them, with the goal of developing a portfolio. Please bring your camera to all sessions.

CRN #31870 3 Fridays, 11/5-11/19, 6-9 p.m. **MCC Bldg. AST D211**

Fee: \$140

Instructor: **Richard Hoyer**

As a sequel and supplement to *Digital Camera Introduction* and *Next Step*, this new series of course modules for the digital photographer focuses on specific technical skills and aesthetic considerations. Ongoing modules will be developed and offered in future Credit-Free terms.

Instructor: **Richard Hoyer**

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 #31868 1 Friday, 10/15, 6-9 p.m. **MCC Bldg. AST D211** Fee: \$50

Experiment with Filters

This class will explore experimental uses of Photoshop and an array of filters and techniques to take digital photographs and manipulate them to mimic the styles of the great visual artists. Using Photoshop you will learn how to create an "original" van Gogh, Vermeer, Edward Weston, or Andy Warhol, among others. In addition, you will learn how to simulate classic camera and darkroom techniques and special effects, such as selective focus, motion blur, special lens and filter effects, toning and coloring, solarization, and posterization. You do not have to be a Photoshop expert to learn how to create these effects!

CRN #31867 1 Friday, 10/22, 6-9 p.m. **MCC Bldg. AST D211** Fee: \$50

Digital Exposure Techniques

One of the advantages of a digital camera is being able to check your shot once you have taken it. This class will show you what to look for when you are taking the photo and how to look at, understand, and evaluate what you are looking at. We will also view sample images and explore the fine art of histograms, both in the camera and on the computer. In addition, we will consider ways to better control the camera and master exposure techniques, and when all else fails, how we can use computer and image-editing software to correct the exposure. Get the practical advice you need for the exposure you want!

CRN #31869 1 Friday, 10/29, 6-9 p.m. **MCC Bldg. AST D211**

Fee: \$50

Digital Photography Workflow

Digital photography workflow is a systematic series of steps to capture, develop, sort, organize, export, backup and archive your digital photos. Learn how to become proficient in these steps, as well as how to coordinate the camera with the computer. We will use Adobe Bridge and Photoshop to process our photographs and establish effective ways of working. Camera Raw, publishing and printing will also be covered.

CRN #31866 1 Friday, 12/3, 6-9 p.m. **MCC Bldg. AST D211**

Fee: \$50

Photography Lighting Workshop

Let a professional photographer show you the way to better lighting. Both beginning and intermediate photography students will find this course valuable. You'll learn how to use many different, but 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 also discuss the possibility of having one class meet off-campus at a local park. By the time you finish this course, you'll see light in a whole new way! Please bring your digital camera and lenses, as well as a hand-held meter if possible. Film and digital SLRs are also acceptable. Additional expenses: \$25-\$40 for modeling fees and materials used in class. Prerequisite: *A basic knowledge of photography is required.*

CRN #31876 8 Saturdays, 10/2-12/11 (does not meet 10/9, 10/23 & 11/27), 9-11 a.m. **MCC Bldg. AST D212** Fee: \$175

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 14 years. He is a graduate of Rochester Institute of Technology's Pro Photo Program.

Of Similar Interest

- Digital Imaging & Design courses on pages 23-24
- "Around the World with Mallorie" photographic travel courses on page 32
- Online Academy photography courses on pages 65

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

JOB SEARCH & CAREER WORKSHOPS

Looking for information and guidance on how to become more competitive in your job search? You are invited to attend the following workshops. **All sessions are FREE and open to students, alumni, and the public. Pre-registration, however, is required, using the registration form on page 71.**

Instructor: Julie Greene, senior associate director of Career Services at MCC; and other Career Services staff.

Effective Resume Writing

Build résumé-writing confidence. Whether you're writing your first résumé or updating an existing one, this workshop provides the skills necessary to develop this competitive marketing tool.

Tuesday Afternoon Sessions

CRN #31897 1 Tuesday, 9/21, noon-1:15 p.m.

CRN #31898 1 Tuesday, 10/12, noon-1:15 p.m.

CRN #31899 1 Tuesday, 11/9, noon-1:15 p.m.

Thursday Night Sessions

CRN #31900 1 Thursday, 9/23, 6-7:15 p.m.

CRN #31901 1 Thursday, 10/14, 6-7:15 p.m.

CRN #31902 1 Thursday, 11/4, 6-7:15 p.m.

MCC Bldg. Lowe L107 (Career Services Suite)

Fee: Free

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.

Tuesday Afternoon Sessions

CRN #31912 1 Tuesday, 9/28, noon-1:15 p.m.

CRN #31913 1 Tuesday, 10/19, noon-1:15 p.m.

CRN #31914 1 Tuesday, 11/16, noon-1:15 p.m.

Thursday Night Sessions

CRN #31909 1 Thursday, 9/30, 6-7:15 p.m.

CRN #31910 1 Thursday, 10/21, 6-7:15 p.m.

CRN #31911 1 Thursday, 11/11, 6-7:15 p.m.

MCC Bldg. Lowe L107 (Career Services Suite)

Fee: Free

Job Search and 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.

Tuesday Afternoon Sessions

CRN #31903 1 Tuesday, 10/5, noon-1:15 p.m.

CRN #31904 1 Tuesday, 10/26, noon-1:15 p.m.

CRN #31905 1 Tuesday, 11/23, noon-1:15 p.m.

Thursday Night Sessions

CRN #31906 1 Thursday, 10/7, 6-7:15 p.m.

CRN #31907 1 Thursday, 10/28, 6-7:15 p.m.

CRN #31908 1 Thursday, 11/18, 6-7:15 p.m.

MCC Bldg. Lowe L107 (Career Services Suite)

Fee: Free

Career Exploration with Focus 2

"Focus 2" is an online career guidance assessment tool, which uses questionnaires and matches students' interests and personality types with career fields and position titles, as well as typical educational paths that one can take to become qualified in these fields and positions.

CRN #31894 1 Wednesday, 10/20, noon-1 p.m.

CRN #31895 1 Wednesday, 11/3, noon-1 p.m.

CRN #31896 1 Wednesday, 11/17, noon-1 p.m.

MCC Bldg. Lowe L107 (Career Services Suite)

Fee: Free

CAREER OPPORTUNITIES

FastTrac® NewVenture™

Written by entrepreneurs for aspiring entrepreneurs, FastTrac® NewVenture™ offers essential business information to help participants develop their entrepreneurial skills and build their businesses on a strong foundation. This program offers non-traditional, experiential learning, with hands-on coaching sessions and opportunities to network and learn from peers, as well as seasoned entrepreneurs and professionals who work with start-up businesses. This course will cover all 10 FastTrac® NewVenture™ modules, from Concept Analysis to Business Planning. *Students should have the first chapter of the required text read before the first class.* Required text: FastTrac® NewVenture™ Entrepreneur Manual (ISBN 1891616358), Kauffman Foundation, available from MCC Bookstore for approximately \$75.

CRN #31928 10 Tuesdays, 10/26/10-11/11 (does not meet 12/21 & 12/28), 6:15-9:15 p.m. **MCC Bldg. LRC B144** Fee: \$420

Instructor: John G. Antonich is president of Sales Leverage Group in Glastonbury. He has an M.S. in accounting and is a certified facilitator of the Kauffman Foundation FastTrac® New/Growth/Venture™ programs.

So, You Want to Be a Professional Organizer!

Maybe you've seen "Mission: Organization" on the Home & 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 learn about the different types of organizing that other professional organizers do. Find out how to turn your organizing talents into profits!

CRN #31889 1 Tuesday, 9/14, 7-8:30 p.m. **MCC Bldg. GPA GP143** Fee: \$15

Instructor: Faith Manierre is the president of Busy Bees Professional Organizing, LLC and the founding president of the CT Chapter of the National Association of Professional Organizers. She earned a Certified Professional Organizer in Chronic Disorganization (CPO-CD®) designation from the National Study Group on Chronic Disorganization (NSGCD).

Professional Development



An Overview of Public Health Today

In recent years, public health has become one of the most visible professions in the healthcare industry. From swine flu and anthrax breakouts to TB cases and food poisoning, the importance of public

health professionals is now being seen from a new perspective. This course will be helpful to those presently working in the health field who are seeking a change in careers, as well as those who are trying to identify new career options. We will evaluate what opportunities are available to those with and without a background in healthcare.

CRN #31864 1 Saturday, 10/30, 9 a.m.-1 p.m. **MCC Bldg. GPA GP137** Fee: \$40

Instructor: Barbara King, M.A., has been a trainer in business and state government. She teaches a variety of courses for MCC's Credit-Free Programs.

Professional Bartending with S.M.A.R.T. National Certification

Learn to prepare today's most popular drink recipes, such as 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, and health regulations. 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, and is recognized by liquor administrators throughout the country, including restaurants, clubs, hotels, and catering companies. 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. For more information, please visit: www.getsmartct.com. Please bring your lunch. Materials fee: \$35, which includes S.M.A.R.T. booklet and other supplies, payable to instructor at first class.

CRN #31880 2 Saturdays, 10/16-10/23, 8:30 a.m.-4:30 p.m. **MCC Bldg. GPA GP136** Fee: \$195

Instructor: Paul Rich has been a S.M.A.R.T. instructor for MCC and other CT community colleges for the past several years, and has worked in the bartending industry for more than 12 years.

Certified Financial Planner (CFP) Review Course

This review course is strictly for students who plan to sit for the Certified Financial Planner (CFP®) exam in November 2010. The exam, which is not included with this course (to register, with a separate fee of \$595, please visit: www.cfp.net), is administered by the CFP Board of Standards and allows students to obtain the right to use the CFP™ marks. Students will review the highlights of the 89 required topics covered in the 6 courses of the CFP Program at MCC, including Fundamentals of Financial Planning, Risk Management, Tax Planning, Retirement Planning, Investment Management, and Estate Planning. **Important: you must register for the November exam by October 5.** Exam review book is available through the following website: www.schweser.com/cfp/epr. Students should bring a lunch to the Saturday sessions. Required textbook: Essential Study Solutions Package, Kaplan Schweser, available through website listed above, for approximately \$449.

CRN #31771 6 sessions: 3 Fridays, 10/22-11/5, noon-5 p.m. & 3 Saturdays, 10/23-11/6, 9 a.m.-4 p.m. **MCC Bldg. AST C210** Fee: \$775

Instructor: Hal Guy, CFP®, is a Wealth Planning Advisor with Sagemark Consulting and has more than 20 years of experience in the financial services industry. He is a member of the Estate and Business Planning Council of Hartford, the Great Hartford Probate Forum, the Society of Financial Planners, and the Middlesex County Chamber of Commerce.

SMALL BUSINESS / NONPROFIT

Grant Writing for Beginners

Do you know what grant makers want? This course will cover tips for writing effective grant proposals. You will learn how to get started and into the flow of process. The parts of a generic proposal will be reviewed, including: executive summary, statement of need, project description, budget and narrative, organizational information, conclusion, and appendix. In addition, the art of effective cover letter writing and basic research methods will be explored. Contact cultivation and meeting the funder will be discussed, as well as dealing with rejection and what to do next. Grant reporting will be looked at briefly, and sample grants will be shared. Please bring your lunch.

CRN #31765 1 Saturday, 9/25, 9:30 a.m.-4 p.m.

MCC Bldg. GPA GP137 Fee: \$85

Instructor: Beverly Salzman, M.B.A., has 20 years of executive nonprofit experience in the greater Bridgeport area, managing small human service organizations and grant writing to various State departments, the Federal government, and local foundations. She also teaches similar courses at Housatonic Community College.

Special Event Fund Raising

Do you raise money for your favorite charity? Or do you organize fundraisers for your nonprofit organization? Come learn how to plan and execute fun and profitable special event fundraisers. Students will learn about the different types of special events, sponsorships, signature events, goal setting, choosing a team, volunteer recruitment and appreciation, marketing and ticket sales, budgeting, day-of-the-event planning, and event wrap-up. Please bring your lunch.

CRN #31766 1 Saturday, 10/2, 9:30 a.m.-4 p.m.

MCC Bldg. GPA GP137 Fee: \$85

Instructor: Beverly Salzman



MANCHESTER
COMMUNITY
COLLEGE

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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. Students must attend at least 60 hours and pass the course with a score of 70 or higher in order to sit for the State exam. Please note that your certificate will be printed with your name as it appears on your registration form. If you choose the Saturday section of the course, please bring your lunch. Required texts: Modern Real Estate Practice (ISBN 9781427787903), and CT Real Estate Practice and Law (ISBN 9781427765116), as well as two strongly recommended texts, Real Estate Exam Prep for CT (ISBN 9781419508615) and Questions & Answers ... Real Estate Exam (ISBN 9781427776778), available at MCC Bookstore for approximately \$105 (for all four books).

CRN # 31254 16 sessions, Tuesdays & Thursdays, 9/21-11/16 (does not meet 11/11), 5:30-9:30 p.m. **MCC Bldg. Lowe L240**

CRN # 31253 11 Saturdays, 9/11-12/11 (does not meet 9/18, 10/9 & 11/27), 8:30 a.m.-2:30 p.m. **MCC Bldg. Lowe L240**
Fee: \$485

*Instructors: CRN #31254: **Andrew G. Pappas** is a CT licensed broker with 20 years of teaching experience in the real estate field, and he represents MCC within the Real Estate Consortium of Connecticut Community Colleges; CRN #31253: **Archangelo D'Amato**, a licensed CT broker, brings more than 30 years of real estate brokerage, sales, leasing, development, and property management to the classroom.*

Workforce Investment Act (WIA) funding may be available for unemployed, recently downsized, or underemployed people. For more information, please call your CT Works One Stop Job Center in Manchester at 860-643-2222 or visit the web site at: www.ctdol.state.ct.us.

Basic Appraisal Principles

This course is required for those seeking an appraiser's license. Appraiser Qualifications Board (AQB) approval has been granted to Hondros Learning. The course is recognized by the Real Estate Commission for those seeking a broker's license. Students will discuss real property concepts and characteristics; legal consideration; leases; environmental, geographic and physical factors; economic principles; and market analysis. Students must attend at least 30 hours and receive a passing grade of 70 or higher to receive a course certificate. Required text: Basic Appraisal Principles (ISBN 1598440256), Hondros Learning, available from MCC Bookstore, for approximately \$45.

CRN #31256 9 Wednesdays, 11/10/10-1/19/11 (does not meet 11/24 & 12/29), 6-10 p.m. **MCC Bldg. Lowe L142** Fee: \$275

*Instructor: **Archangelo D'Amato***

Real Estate and Appraisal Commissions Licensure Information

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

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:

Real Estate Salesperson (total of 60 hours)

- Principles and Practices of Real Estate (60 hours)

Real Estate Broker (total of 120 hours)

- Principles and Practices of Real Estate (60 hours)
- Appraisal (30 hours)
- Elective (30 hours)

Appraiser

The Appraiser Qualifications Board (AQB) of the Appraisal Foundation has adopted changes to the Real Property Appraiser Qualification Criteria that became effective on January 1, 2008. These changes include increased required education. For a detailed description of these new requirements, please refer to the following web site: www.ct.gov/dcp - then click "real estate" or go to www.appraisalfoundation.org

MCC Real Estate and Appraisal Courses May Qualify for Veterans' Benefits

You may be able to receive monthly benefits by enrolling in

- Principles and Practices of Real Estate
- Basic Appraisal classes
- Real Estate Law

Call MCC's Financial Aid Office for more information on Veterans' Benefits at 860-512-3362 or 512-3388.
Located in Lowe L131.

Basic Appraisal Procedures

This course is required for those seeking an appraiser's license. Appraiser Qualifications Board (AQB) approval has been granted to Hondros Learning. The course is also recognized by the Real Estate Commission for those seeking a broker's license. It may also be of interest to real estate salespeople. We will focus on approaches to value and cover such important topics as defining the problem; collecting and selecting data; analyzing, reconciling final value opinions; communicating the appraisal; property descriptions; geographic and neighborhood characteristics; land and site considerations for highest and best use; improvements; architectural styles; and types of construction. Students must attend at least 30 hours and achieve a passing grade of 70 in order to receive a course certificate. Required text: Basic Appraisal Procedures, 2nd Edition (ISBN 1598440268), Hondros Learning, available from MCC Bookstore, for approximately \$45.

CRN #31258 9 Wednesdays, 9/8-11/3, 6-10 p.m. **MCC Bldg. Lowe L142**
Fee: \$275

*Instructor: **Archangelo D'Amato***

Professional Development

Real Estate Law

Approved for broker license candidates, this course covers the legal terminology one needs to know in order to pass the broker's exam. This fast-paced course will focus on the laws and regulations that a CT real estate broker needs to know and cover the following topics: ownership and interests in land, title, and conveyancing; agency and contracts; landlord/tenant, planning, and zoning law; subdivision and condominium law; and real estate financing. Recommended textbook: Essentials of Practical Real Estate Law (ISBN 9781418048068), Thompson, available at MCC Bookstore for approximately \$75.

CRN #31260 9 Mondays, 10/25-12/20, 6-10 p.m.

MCC Bldg. Lowe L142 Fee: \$299

Instructor: Elton B. Harvey III, J.D., Western New England College, is an attorney whose practice emphasizes commercial and residential real estate. A former title abstract company owner, he is a member of the CT Bar Association Real Property Section Executive Committee and practices law in West Hartford.

Of Similar Interest

- Allied Health courses on pages 3-5
 - Computer certification courses on page 14
 - Introduction to Voice-Overs on page 34
 - Personal Trainer National Certification on page 39
 - Become a Professional Gardener on page 41
 - Digital Photography Portfolio Development on page 49
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Basic Title Searching

This course will cover the following topics: reviewing the basics of title searches; securing current owner's information; assessor's records; title research; information available from other governmental offices; tips for grantoring and granteing chains of title; and how to handle special problems, such as foreclosure searching, bankruptcy, probate files, and lien priority.

CRN #31255 1 Thursday, 11/4, 6-9 p.m. **MCC Bldg. Lowe L142**

Fee: \$40

Instructor: Elton B. Harvey III

Buying Foreclosed Property

There are deals aplenty out there right now. Learn how to tell the good deals from the bad ones and how to deal with banks and realtors marketing foreclosed property. Learn tips from an experienced CT real estate attorney on where to find foreclosed property, how a foreclosure auction works, what to do if the foreclosed property contains tenants, and how the closing process works when dealing with foreclosed property.

CRN #31259 1 Thursday, 11/18, 6-9 p.m. **MCC Bldg. Lowe L142**

Fee: \$40

Instructor: Elton B. Harvey III

SKILLS FOR THE WORKPLACE

NEW Ropes Course Leadership Adventure

This course is for those who seek to enhance their leadership skills through an unforgettable and challenging ropes course experience. You will have the opportunity to transcend self-perceived personal limits through the use of team building, including low and high ropes course elements. The program focuses on communications, problem solving and team work skills, allowing you to reach new heights that will have a lasting impact on your personal, professional and leadership development. Participants should bring a lunch. Please note: you must be at least 18 years old and you will have to fill out a liability release form before the start of class. **The course meets at Manchester Veterans' Park, Manchester (off Hillstown Rd., from Spencer St., just past and opposite the entrance to MCC). Meet in the parking lot to the rear of the Park.**

CRN #31927 1 Saturday, 9/25, 9 a.m.-3:30 p.m. Fee: \$115

Instructors: Scott Goldsmith is a licensed ropes course facilitator and leadership and teambuilding consultant. He is a school psychologist at Manchester Regional Academy; **Michael Kakalow** teaches physical education and health in the Manchester school system. He has been a ropes course facilitator for several years.

Build and Maintain 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 #31890 1 Saturday, 10/16, 9 a.m.-1 p.m. **MCC Bldg. GPA GP137** Fee: \$35

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 Ewen Prime, Inc., a publishing consultant.

Understand Your Leadership Style through the Enneagram

Ideal for business executives, small business owners, advisory boards, teachers, principals, parent groups, nonprofit staff, and other professionals. Enneagram Technology (ET) improves personal and professional effectiveness and efficiency by helping us to understand who we are and why we act the way that we do. Learn ET's nine personality types, what your type is, and how these types function and interact with one another. **Please note: students must bring to class a completed Enneagram profile, which can be processed online at: www.leadingwithknowledge.com (for a \$12 fee, not included with course). Print out the entire score results and bring to class. This process takes approximately one-half hour.**

CRN #31879 2 Thursdays, 10/7-10/14, 7-9 p.m.

MCC Bldg. GPA GP143 Fee: \$75

Instructor: Christina B. Edelwich earned a master's degree in education from the University of Connecticut and completed a two-year Connecticut Executive Management Program. She is a facilitator, trainer/educator, and team builder and a certified LifeWorx™ Enneagram Trainer and Consultant.

Professional Development

Just for Educators

Business and Industry Services at MCC offers several courses for substitute teachers, paraprofessionals, and teachers. CEUs are available for most. Here are some examples of upcoming courses:



STEP – Substitute Teacher Express Preparation

Quality substitute teachers are in high demand; in fact, 86% of school districts report having a hard time finding enough of them.

If you've never been a substitute teacher or you'd like to be a more skilled one, then you will want to enroll in **STEP**, a program developed by MCC. *The program is also suitable as a first step for those considering a career change to teaching.*

The class lasts 9 hours and is taught by highly experienced educators, who can also arrange for students to gain experience in school systems that are partnering with MCC. After this in-classroom experience, the MCC instructor uses feedback from the school to coach the STEP student.

Prerequisite: Because CT school districts typically require substitute teachers to have at least a bachelor's degree, only individuals with a college degree or who are in their last semester before graduation will be accepted.

CRN # 31240 3 Tuesdays, 9/14-9/28, 6:00-9:00 p.m.
MCC Bldg. LRC B144

Course Fee: \$165 (includes resource binder)

Optional school experience with coaching: \$100
(fingerprinting is required)



SET – Special Education Topics

There is an ever increasing demand for special educators who have the knowledge and skill set needed for their important role in the lives of students with special needs.

SET offers practical preparation for general education teachers, paraprofessionals, and substitute teachers. Some of the topics covered include: Learning Styles, Thinking Styles and Multiple Intelligences • Different Types of Special Needs • Accommodation and Modification • Teaching Strategies • Special Education Process and Procedures • Special Education Plans: 504 Plans, Medical Plans, Student Assistant Team Plans **and much more!**

The class lasts 9 hours and is taught by highly experienced special educators, who can also arrange for students to gain experience in school systems that are partnering with MCC. After this in-classroom experience, the MCC instructor uses feedback from the school to coach the SET student.

CRN # 31961 2 Fridays, 9/17 (9:00 a.m. – 12:00 p.m.)
and 9/24 (9:00 a.m. – 4:00 p.m.) **MCC Bldg. LRC B144**

Course Fee: \$165 (includes resource binder)

Optional school experience with coaching: \$100

Professional Development

Determined to Succeed?



At MCC, we provide customized training to some of the most successful businesses in the region. We can help *your* business too, by developing and delivering training programs that center on the critical skills needed in today's workplace. **We may even be able to help your company find grant funding to reduce training costs.**

We're here to help you succeed. So give us a call today to find out more. Please contact Mick Pigott in MCC's Business & Industry Services at 860-512-2815 or mpigott@mcc.commnet.edu

**Approved
for WIA*
&
Veterans'
Benefits**

Precision Machining Training



- Comprehensive, hands-on training program for entry-level machinists or those who want to advance their skills
- Students learn on basic machine tools, including lathes, drill presses, grinders, and milling machines
- Students also produce parts from engineering drawings, make measurements using inspection tools, and are introduced to Computer Numerical Control (CNC)
- The program combines classroom training, lab experience, and internships with local manufacturing companies

* Workforce Investment Act (WIA) funding may be available for unemployed, recently downsized, or underemployed persons. For more information please contact CT Works One-Stop at: www.ctdol.ct.us

**For more information, call
MCC's Business & Industry Services
at 860-512-2813.**

Writing, Publishing & Literature

More Great Books

Come join a community of avid readers in this popular series of book discussions led by distinguished MCC faculty and staff members. Offering a provocative mix of new and classic literature each semester, the course meets at two-week intervals to allow time for reading. Books are available at local and online bookstores and at most libraries.

CRN #31778 6 Wednesdays, 9/22-12/1 (meets every other week), 3:30-5 p.m. **MCC Bldg. AST C201** Fee: \$20

Instructors: *Jana Sime*, Math faculty; *Kimberly Hamilton-Bobrow*, *Kathleen Bottaro*, *Lois Coleman*, and *Michael DiRaimo*, English faculty; *Peter Poulos*, Computer Science/Technology faculty; *Negussie Tirfessa*, Science faculty; and *Stephen Starger*, freelance writer and formerly Continuing Education assistant.

9/22 - Unlikely Allies: How a Merchant, a Playwright, and a Spy Saved the American Revolution by Joel Richard Paul.

The publisher states, “Unlikely Allies, a bold reinterpretation of the struggle for independence, is the gripping true story of how three men used espionage, betrayal, and sexual deception to help win the American Revolution.” The “merchant” is Connecticut’s own patriot, Silas Deane. (Optional tour: plan to join us on September 25 at 10 a.m. to tour the Silas Deane Home in Wethersfield.)

Instructors: *Kimberly Hamilton-Bobrow* and *Jana Sime*

10/6 - The Origin of the Brunists by Robert Coover

A coal mine explosion in a small, mid-American town claims 97 lives. The only survivor, a peculiar man subject to religious visions, is adopted as a prophet and quickly gains a following. With the help of media exposure, the cult spreads across America, and as its members gather on the Mount of Redemption to await the apocalypse. Coover explores the madness of religious frenzy and the sometimes greater madness of “normal” citizens.

Instructor: *Stephen Starger*

10/20 - Breakfast with Buddha by Roland Merullo

This is a comic road novel from New England author, Merullo, in which a sophisticated New Yorker travels west with a New Age guru. Besides discovering the joys and curiosities of small western towns, the main character, Otto, discovers his own values and place in the world.

Instructor: *Michael DiRaimo*

11/3 - Sweet Revenge: The Wicked Delights of Getting Even by Regina Barreca

Barreca melds humor and scholarship to explore a universal “secret and shared impulse.” Her novel is insightful, intriguing, and full of amusing anecdotes that are also interestingly reassuring. It may even prompt some sharing of our own stories and fantasies about “sweet revenge.”

Instructor: *Lois Coleman*

11/17 - Einstein’s Dreams by Alan Lightman

Set in 1905 Switzerland, this work of fiction presents in story form the dreams of the young scientist as he begins his exploration of the nature of time; a fascinating and thought-provoking treat for readers.

Instructor: *Kathleen Bottaro*

12/1 - The Alchemy of Air by Thomas Hager

This is a story about a solution to global starvation at the turn of the 20th century. Fritz Haber and Carl Bosch make “bread” out of air, saving millions of lives, while their solution leads to making gunpowder that kills millions during two world wars.

Instructors: *Peter Poulos* and *Negussie Tirfessa*

Creative Writing: Discovering Fiction

This fiction workshop will invite lively discussion toward the practice and discovery of both the stories and the language necessary to write effective and illuminating fiction. By examining the work of a variety of successful writers and through open discussion of students’ work, the course will address the methods of structuring plot, developing character, descriptive writing, and assembling stories, both long and short.

Exercises and prompts will be used to initiate creative writing in class for the beginner or more experienced writer. Please note: the instructor will read and comment on up to ten pages of student work per week, for those interested. Please register early; enrollment is limited.

CRN #31893 6 Mondays, 11/1-12/6, 7-9 p.m. **MCC Bldg. GPA GP152** Fee: \$115

Instructor: *Jeff Hutton* received his B.A. in English and Creative Writing from the State University of New York and pursued graduate study in literary criticism at the University of Denver. His historical novel, *Perfect Silence*, was published by Breakaway Books.

NEW Rae Armantrout: Winner of the 2010 Pulitzer Prize for Poetry

This course will offer an introduction to the work of the 2010 winner of the Pulitzer Prize for Poetry, Rae Armantrout, who was not widely known before winning the award. She writes poems that tease, challenge, infuriate, and sometimes make us say, “Aha!” We will read and discuss selections from her latest volume, entitled *Versed*, and then broaden our discussion to consider the unique role of poetry and language in 21st century America. A sample of Armantrout’s poetry can be found at: www.poets.org.

CRN #31892 1 Thursday, 9/30, 6-9 p.m. **MCC Bldg. GPA GP214** Fee: \$15

Instructor: *Mariana DiRaimo*, who has two master’s degrees from Montana State University and Wesleyan University, is professor of English at MCC, where she teaches writing, literature and creative writing.

Writing, Publishing & Literature

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 to 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. Students will be expected to complete a chapbook of poems by the end of the course. Materials fee: \$5, payable to instructor, for publication of a chapbook featuring students' work.

CRN #31762 6 Mondays, 9/13-10/25 (does not meet 10/11), 6:30-8:30 p.m. **MCC Bldg. GPA GP152** Fee: \$95

Instructor: John Surowiecki is the author of three collections of poetry, *Barney and Gienka* (CW Books, 2010), *The Hat City after Men Stopped Wearing Hats* (Word Works, 2007), and *Watching Cartoons before Attending a Funeral* (White Pine Press, 2003), as well as five chapbooks and his verse drama, *My Nose and Me*, which won a Poetry Foundation Pegasus Award.

Words on Fire: Exploring Contemporary Poetry

This workshop provides a quick study into the lives and work of several contemporary poets and spoken word artists from around the globe... writers whose work is alive and exciting, writers who motivate and help us realize that poetry can be breathtaking! Brief introductions to each poet's work, including Patricia Smith, Billy Collins, Naomi Ayala, young slam poets, and a few surprises, will come alive through spoken word CDs, videotapes, books and discussion. This workshop is designed for all ages and levels, including middle school, high school, and college students and teachers.

CRN #31782 1 Tuesday, 11/9, 6-8 p.m. **MCC Bldg. Lowe L142** Fee: \$20

Instructor: Elizabeth Thomas is the author of *From the Front of the Classroom*, a book of poems published by Antrim House Books. She 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.

The Artist's Way® in a Day

Using Julia Cameron's best-selling book, *The Artist's Way*, this workshop is presented for those individuals who believe that they have a creative spirit, but don't know how to access it. Although to fully teach Cameron's philosophy would take multiple weeks, this abbreviated, one-day format is designed with your busy schedule in mind. We will focus on ways to enable the writer, painter, poet, or musician in each of us to begin the journey to creative self-awareness and expression. Please note: students are expected to have read the book before class. The book is available at local and online bookstores for approximately \$20. Students should bring a lunch.

CRN #31827 1 Saturday, 9/25, 9 a.m.-1:30 p.m.

MCC Bldg. GPA GP143 Fee: \$40

Instructor: Elizabeth Thomas

Capturing Hers and His Stories

We all have stories to pass onto others. This hands-on and informative course will teach you how to write and document your own history. During the first class, learn how to begin the process of writing a personal oral and/or written history. Written exercises will be included. With an understanding of the process, choose a personal project and begin a draft. In the second class, scheduled two weeks later to allow for project development, we will review our progress and share our discoveries, and learn how to amend our plan, edit, and incorporate photographs, audio or video tapes, and letters. Acquire the skills to master the creation of your own personal history!

CRN #31935 2 Saturdays, 10/16-10/30 (two-week interval), 9-11:30 a.m. **MCC Bldg. GPA GP142** Fee: \$65

Instructor: Joan Walden is a published writer who recently edited a book, *Remembering the Old Neighborhood: Stories of Hartford's North End*, published by the Jewish Historical Society of Greater Hartford. She is also an adjunct professor in the Communications Department at MCC.

Mark Twain at Home ... in Hartford

Come celebrate the 175th anniversary of the birth of Samuel Langhorne Clemens (Mark Twain), born on November 30, 1835—as well as the 125th anniversary of his pinnacle work, *Adventures of Huckleberry Finn*. Did you know that for more than 20 years—from 1871 to 1892—he lived with his family in Nook Farm, Hartford? It was a special time for the Twain family, as well as for the city. He ran a publishing company, tried his hand at inventions, raised a family, and—of course—wrote. He was one of the city's most famous and most popular citizens. We will take a close look at those special times, the home that he built, the life of this unique and talented resident, and what he had to say and write about those times and his life in Hartford.

CRN #31853 3 Mondays, 11/15-11/29, 7-9 p.m.

MCC Bldg. GPA GP139 Fee: \$60

Instructor: Barbara King, M.A. in history, has taught high school and college history and psychology, and has been a trainer in business and state government. She teaches a variety of courses for MCC's Credit-Free Programs.

Explorations in Film & Literature: Jean-Dominique Bauby's *The Diving Bell and the Butterfly*

French journalist Jean-Dominique Bauby's memoir was "written" in 1997, following a severe stroke which left him entirely speechless and paralyzed, except for his left eye. With this one functional body part, Bauby "blinked" his way slowly through the alphabet to compose his reflections on his condition and his life. This memoir, dramatically brought to the screen in 2008 by painter and director, Julian Schnabel, is an inspiring portrayal of Bauby's courage and imagination, as well as the source of considerable controversy. Students should allow enough time to read the book before the first class starts. The book is available at libraries, and at local and online bookstores for approximately \$13. The film will be shown during the second class, followed by discussion.

CRN #31785 2 Fridays, 10/15-10/22, 7-8:30 p.m. (first class) & 7-9:30 p.m. (second class) **MCC Bldg. V5 V151** Fee: \$15

Instructor: Michael DiRaimo received his M.A. from Brown University, and is professor of English at MCC, where he teaches a variety of writing and literature courses, including *Film Study and Appreciation*.

Writing, Publishing & Literature

NEW Create Your Own Coffee Table Book Using "My Publisher"

"My Publisher" is a free software package that allows you to create a professional coffee table book of any images or documents that can be converted into a JPEG format. Each student should bring 15 to 20 high resolution digital photographs to class (on a CD/DVD or thumb drive) on the subject of their choice and they will learn how to create hard cover book. The student will also learn how to create a book jacket to fit the created book to give it a very polished professional look. Basic picture processing will be included in this course as it pertains to creating the book. Requirements for the class: basic computer knowledge, a 512 or bigger thumb drive, and 15 to 20 images created from a digital camera or images scanned in at 300 dpi or above.

CRN #31780 2 Thursdays, 12/2-12/9, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$95

Instructor: Carmine Filloramo has more than 30 years of experience in the photography business. He has worked as a newspaper photographer and a photographic consultant for Aetna, Inc. in Hartford.

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.

CRN #31931 1 Saturday, 10/23, 9 a.m.-1 p.m. **MCC Bldg. GPA GP137**
Fee: \$35

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.

**Now in its
5th Season**

MISHI-MAYA-GAT & SPOKEN WORD & MUSIC SERIES

**All events are
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the public.**

Fall 2010 — Manchester Community College

Hosted by Stephen Campiglio/3rd Thursday of each month (except December), 7-9 p.m. in GPA Community Commons
For directions and more information on the performers, please visit: www.mcc.commnet.edu/faculty/spoken.php

September 16

- Reading & book signing by **Mary Lou Sullivan**, author of *Raising Cain: The Wild and Raucous Story of Johnny Winter*
- **Chris D'Amato**, blues guitar; www.chrisdamato.net

October 21

- **016 Ensemble**, a Hartford-based new music chamber ensemble; <http://016ensemble.com>
- Spotlight on Antrim House Books
* **Rennie McQuilkin** * **Lisa Sornberger** * **David Leff**
www.antrimhousebooks.com

November 18

- "Tangos for Violin and Guitar"
Nick Cutroneo, classical guitar & **Sarah Larsen**, violin
www.nickcutroneo.com; www.myspace.com/sarahlarsenviolin
- Featured poets TBA

The series continues January through May 2011.

To get on the Series mailing list, please email: scampiglio@mcc.commnet.edu

This project funded in part by MCC Foundation Annual Fund Campaign



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
- Web browser (Explorer, Netscape, Firefox or Safari)
- 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 71.
Be sure to indicate the start date and CRN of your course on the registration form.
2. Complete online enrollment by visiting the Online Instruction Center at www.ed2go.com/manchcc. Click the "Courses" link for a list of courses and to receive a course syllabus, course procedures, text and/or software requirements, and to meet your online instructor(s). During the enrollment process, you will provide your email address and create a password which you will use to access your course.
3. When your course starts, return to the Online Instruction Center and click the "Classroom" link. To begin your studies, simply log in with the email address and password you provided during online enrollment.

Start Dates:

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

September 15

October 20

November 10

December 8

ACCOUNTING

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more. \$120

CRN #31476

Accounting Fundamentals II

Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor. \$120

CRN #31477

ART

Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be! \$120

CRN #31495

Enjoying European Art Online

An introduction to the most important works of European art, with a wealth of commentary and interesting historical information. \$120

CRN #31496

BUSINESS ADMINISTRATION & MANAGEMENT

Administrative Assistant Fundamentals

Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries. \$120

CRN #31474

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. \$120

CRN #31473

Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts. \$120

CRN #31489

Fundamentals of Supervision and Management II

Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills. \$120

CRN #31487

Going Green at the Workplace

Learn cost-effective ways to position your business as a responsible environmental leader in a world of green consumers and carbon-conscious regulators. \$120

CRN #31679

Building Teams that Work

Learn the secrets of dynamic team building. \$120

CRN #31514

Understanding the Human Resources Function

Learn to handle basic human resource functions to ensure the best possible results. \$120

CRN #31747

Managing Customer Service

Become indispensable to any organization by understanding how to identify and meet customer needs. \$120

CRN #31486

Introduction to Business Analysis

Learn powerful techniques to improve your decision-making skills at work. \$120

CRN #31740

Mastery of Business Fundamentals

Acquire practical experience in strategic planning, management, and finance without enrolling in an M.B.A. program. \$120

CRN #31490

Successful Construction Business Management

Gain a powerful and permanent advantage over the competition by learning how to practice expert business management. \$120

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Distribution and Logistics Management

Learn how to improve your company's distribution and logistics management activities, increase customer satisfaction, and improve operational throughput. \$120

CRN #31492

Manufacturing Fundamentals

Learn the basic skills required to work in the manufacturing field. \$120

CRN #31726

Manufacturing Applications

Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing. \$120

CRN #31727

Online Academy

Full course descriptions at www.ed2go.com/manchcc

Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management. \$120

CRN #31480

Project Management Applications

Experienced project manager teaches you tricks of the project management trade. \$120

CRN #31479

Purchasing Fundamentals

Improve your company's bottom line by mastering the fundamentals of purchasing. \$120

CRN #31478

Supply Chain Management Fundamentals

Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations. \$120

CRN #31493

Total Quality Fundamentals

Learn the basics of total quality management. \$120

CRN #31494

Six Sigma: Total Quality Applications

Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality. \$120

CRN #31481

BUSINESS PLANNING & ENTREPRENEURIAL COURSES

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success. \$120

CRN #31739

Start and Operate Your Own Home-Based Business

Stop dreaming and learn how to start your own successful small business. \$120

CRN #31748

Start Your Own Small Business

Auction pros teach you how to work from home or earn extra income by buying and selling goods online. \$120

CRN #31750

Start Your Own Arts and Crafts Business

Learn how to start your own arts and crafts business from a professional artist. \$120

CRN #31749

Learn to Buy and Sell on eBay

Auction pros teach you how to work from home or earn extra income by buying and selling goods online. \$120

CRN #31566

Start Your Own eBay Drop-Off Store

Turn people's unwanted items into a lucrative source of income by starting an eBay drop-off store. \$120

CRN #31567

Growing Plants for Fun and Profit

An industry professional teaches you everything you need to prosper in the backyard nursery business. \$120

CRN #31706

Get Paid to Travel

Learn everything you need to start your new and exciting career as a professional tour director. \$120

CRN #31753

Start Your Own Consulting Practice

Find out how you can earn income by sharing your training or knowledge with others. \$120

CRN #31751

Secrets of the Caterer

Learn cooking and business secrets from a professional caterer. \$120

CRN #31705

Wow, What a Great Event!

Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner. \$120

CRN #31475

CAREER DEVELOPMENT

Résumé Writing Workshop

Discover the secret to transforming your tired, boring résumé into a powerful tool that will get you interviews. \$120

CRN #31734

Twelve Steps to a Successful Job Search

World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy. \$120

CRN #31736

Get Assertive!

Find out how you can stop others from intimidating you or treating you poorly. \$120

CRN #31719

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life. \$120

CRN #31733

Making Age an Asset in Your Job Search

This course is a guide for older workers looking to make a career change, find employment opportunities, or learn strategies that give them the best chance of getting hired. \$120

CRN #31735

Listen to Your Heart and Success Will Follow

Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents. \$120

CRN #31723

Individual Excellence:

Secrets of Career Success

Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity. \$120

CRN #31488

Achieving Success with Difficult People

Learn how to have more successful relationships with difficult bosses, coworkers, students, neighbors, or relatives. \$120

CRN #31510

Merrill Ream Speed Reading

Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension. \$120

CRN #31672

COMPUTERS

Basic Computer Literacy

(\$120 per class)

Keyboarding

CRN #31530

Navigating the Internet

CRN #31564

Introduction to Windows Vista

CRN #31557

Introduction to Windows XP

CRN #31558

Introduction to Linux

CRN #31575

Computer Skills for the Workplace

CRN #31531

Computer Applications

(\$120 per class)

What's New in Microsoft Office 2007?

CRN #31559

Introduction to Microsoft Word 2007

CRN #31536

Introduction to Microsoft Word 2003

CRN #31535

Intermediate Microsoft Word 2007

CRN #31538

Intermediate Microsoft Word 2003

CRN #31537

Advanced Microsoft Word 2003

CRN #31539

Introduction to Microsoft Excel 2007

CRN #31545

Introduction to Microsoft Excel 2003

CRN #31544

Intermediate Microsoft Excel 2007
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Intermediate Microsoft Excel 2003
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Advanced Microsoft Excel 2007
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Advanced Microsoft Excel 2003
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Intermediate Microsoft Access 2003
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Introduction to Microsoft PowerPoint 2007
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Introduction to Microsoft PowerPoint 2003
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CRN #31624

Introduction to Crystal Reports 10
CRN #31621

Introduction to Peachtree Accounting 2009
CRN #31543

NEW Introduction to QuickBooks 2010
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Introduction to QuickBooks 2009
CRN #31540

QuickBooks 2009 for Contractors
CRN #31541

Performing Payroll in QuickBooks 2009
CRN #31542

Introduction to Microsoft Outlook 2007
CRN #31563

Introduction to Microsoft Outlook 2003
CRN #31562

Web Page Design, Graphics & Multimedia

(\$120 per class)

Creating Web Pages
CRN #31569

NEW Introduction to Microsoft
Expression Web
CRN #31942

Introduction to CSS and XHTML
CRN #31618

Intermediate CSS and XHTML
CRN #31619

Designing Effective Web sites
CRN #31628

Introduction to Dreamweaver CS4
CRN #31597

Introduction to Dreamweaver CS3
CRN #31596

Intermediate Dreamweaver CS3
CRN #31598

Introduction to Microsoft FrontPage 2003
CRN #31568

Achieving Top Search Engine Positions
CRN #31565

Introduction to CorelDRAW X3
CRN #31620

Introduction to Flash CS4
CRN #31599

Web Programming

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NEW Introduction to Ajax Programming
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Introduction to ASP.NET
CRN #31594

Introduction to Java Programming
CRN #31602

Intermediate Java Programming
CRN #31603

Graphic Design

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Introduction to Adobe Illustrator CS3
CRN #31605

Introduction to Adobe InDesign CS3
CRN #31604

Introduction to Photoshop CS4
CRN #31607

Introduction to Photoshop CS3
CRN #31606

Intermediate Photoshop CS4
CRN #31611

Intermediate Photoshop CS3
CRN #31610

Photoshop CS4 for the Digital Photographer
CRN #31609

Photoshop Elements 8 for the
Digital Photographer
CRN #31614

Photoshop Elements 7 for the
Digital Photographer
CRN #31613

Photoshop Elements 6.0 for the
Digital Photographer
CRN #31612

Photoshop Elements 8 for the
Digital Photographer II
CRN #31617

Photoshop Elements 7 for the
Digital Photographer II
CRN #31616

Photoshop Elements 6.0 for the
Digital Photographer II
CRN #31615

Photoshop CS3 for the Digital Photographer
CRN #31608

Creating Web Graphics with Photoshop CS3
CRN #31595

Computer Troubleshooting & Networking

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Introduction to PC Troubleshooting
CRN #31534

Introduction to PC Security
CRN #31629

Advanced PC Security
CRN #31533

Wireless Networking
CRN #31571

Introduction to Networking
CRN #31572

Intermediate Networking
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Computer Programming & Database Management

(\$120 per class)

Introduction to Database Development
CRN #31574

Introduction to Alice 2.0 Programming
CRN #31588

Introduction to PHP and MySQL
CRN #31591

Intermediate PHP and MySQL
CRN #31593

Introduction to C++ Programming
CRN #31584

Introduction to C# Programming
CRN #31586

Intermediate C# Programming
CRN #31587

Introduction to Perl Programming
CRN #31589

Introduction to Python 2.5 Programming
CRN #31583

Introduction to Ruby Programming
CRN #31585

Introduction to Visual Basic 2008
CRN #31577

Introduction to Visual Basic 2005
CRN #31576

Intermediate Visual Basic 2008
CRN #31579

Intermediate Visual Basic 2005
CRN #31578

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Full course descriptions at www.ed2go.com/manchcc

Creating User Requirements Documents
CRN #31485

High-Speed Project Management
CRN #31625

Certification Prep (*\$170 per class*)

CompTIA Security+ Certification Prep
CRN #31532

CompTIA Network+ Certification Prep
CRN #31573

Basic CompTIA A+ Certification Prep
CRN #31580

Intermediate CompTIA A+ Certification Prep
CRN #31581

Advanced CompTIA A+ Certification Prep
CRN #31582

COURSES FOR TEACHERS

NEW Teaching Preschool: A Year of Inspiring Lessons

In this course on teaching preschoolers, you'll learn how to come up with creative and balanced preschool lesson plans for every month of the school year. \$120
CRN #31937

An Introduction to Teaching ESL/EFL

Learn how to be an effective English language teacher from an expert in the field. \$120
CRN #31646

Practical Ideas for the Adult ESL/EFL Classroom

Learn ESL teaching strategies for fostering a more successful learning environment for your adult ESL/EFL students, as well as how to create activities that build a bridge from the classroom to the real world. \$120
CRN #31647

Teaching ESL/EFL Reading

Discover practical techniques and methods for teaching reading in any ESL or EFL environment that will help you become a more confident and effective reading teacher. \$120
CRN #31649

Teaching ESL/EFL Vocabulary

Discover what makes a well-balanced vocabulary course when you're teaching ESL and how to plan one that truly meets your students' needs. \$120
CRN #31650

Teaching ESL/EFL Grammar

Learn new methods for teaching English grammar that will both engage and challenge ESL/EFL students. \$120
CRN #31648

Spanish in the Classroom

Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking students and parents. \$120
CRN #31678

Singapore Math: Number Sense and Computational Strategies

In this teacher training course, you'll learn Singapore's innovative and practical strategies for solving addition, subtraction, multiplication, and division problems. \$120
CRN #31674

Singapore Math Strategies: Model Drawing for Grades 1-6

In this professional development course for teachers, you'll get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context. \$120
CRN #31673

Teaching Math: Grades 4-6

Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom. \$120
CRN #31675

Teaching Science: Grades 4-6

Increase your effectiveness as a science teacher for children in fourth through sixth grades. \$120
CRN #31643

Solving Classroom Discipline Problems

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline. \$120
CRN #31651

Solving Classroom Discipline Problems II

In this professional development course, you'll get the teacher training you need to deal effectively with serious discipline problems and help even the most challenging students you're teaching make more responsible choices. \$120
CRN #31652

Teaching Students with Learning Disabilities
Learn how to successfully meet the diverse needs of the learning disabled students in your classroom. \$120
CRN #31677

Teaching Students with Autism: Strategies for Success

Help your students with high-functioning autism and Asperger's Syndrome unlock their potential in the classroom. \$120
CRN #31676

Survival Kit for New Teachers

Veteran instructor shares the secrets for success in your first years of teaching. \$120
CRN #31645

Ready, Set, Read!

A learning specialist shows you how to raise a successful reader and writer. \$120
CRN #31669

The Creative Classroom

Enrich your teaching talents and encourage your students' creative thinking as you learn to turn your classroom into a creative classroom. \$120
CRN #31666

Differentiated Instruction in the Classroom

Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms. \$120
CRN #31642

Creating the Inclusive Classroom: Strategies for Success

In this professional development course for teachers, you'll get the training you need to reach the diverse mix of students you face every day—learning proven strategies that turn diversity into opportunity. \$120
CRN #31665

Teaching Writing: Grades 4-6

In this teacher-training course, you'll learn from an experienced educator how to motivate and assist developing writers. \$120
CRN #31644

Guided Reading and Writing: Strategies for Maximum Student Achievement

Get the professional development training you need to improve student literacy as an accomplished teacher shares the secrets of turning guided reading strategies into opportunities for teaching writing. \$120
CRN #31667

Guided Reading: Strategies for the Differentiated Classroom

Learn creative ways to bring differentiated instruction and guided reading to life in your classroom. \$120
CRN #31668

Response to Intervention: Reading Strategies That Work

Learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need. \$120
CRN #31670

Integrating Technology in the Classroom

Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans. \$120
CRN #31654

The Classroom Computer

Learn how to use the classroom computer to increase learning and motivate students. \$120
CRN #31659

Using the Internet in the Classroom

Discover how you can use the Internet to make teaching easier for you and more relevant to your students. \$120
CRN #31661

Creating a Classroom Web Site

Learn how to create a classroom Web site and how having one can make you a more effective and dynamic teacher. \$120
CRN #31662

Microsoft Excel 2007 in the Classroom

Learn the basics of Microsoft Excel 2007 in this professional development course for teachers, and get the training every teacher needs for using and teaching this powerful program effectively in the classroom. \$120
CRN #31656

Microsoft Excel 2003 in the Classroom

Discover the many ways Microsoft's powerful mathematic and analytic tool can help you and your students. \$120
CRN #31655

Microsoft PowerPoint 2007 in the Classroom

In this course for teachers, you'll learn how to motivate students and enrich lessons by bringing Microsoft PowerPoint 2007 into your classroom. \$120
CRN #31664

Microsoft PowerPoint 2003 in the Classroom

Motivate your students and enrich your lessons by bringing PowerPoint into your classroom. \$120
CRN #31663

Microsoft Word 2007 in the Classroom

Harness the power of the most popular word processing program on the market and become a more productive and creative teacher. \$120
CRN #31658

Microsoft Word 2003 in the Classroom

Harness the power of the most popular word processing program on the market and become a more productive and creative teacher. \$120
CRN #31657

Easy Classroom Podcasting

In this professional training course for teachers, you'll learn how to make a podcast that creates a memorable learning experience for your students. \$120
CRN #31653

Web 2.0: Blogs, Wikis, and Podcasts

In this course, you'll join the Web 2.0 world as you learn how to create and maintain your own blog, wiki, and podcast. \$120
CRN #31660

Creating K-12 Learning Materials

Increase student performance and earn extra income by converting your ideas for instructional aids into reality. \$120
CRN #31671

Enhancing Language Development in Childhood

Enrich the lives of your children by learning fun and natural ways to help them become proficient speakers and thinkers. \$120
CRN #31703

Understanding Adolescents

Uncover the secrets of the adolescent mind. Gain valuable information on how they feel, how their identities develop, and how you can best meet their needs. \$120
CRN #31701

Guiding Kids on the Internet

Gain confidence and experience so you can help your children discover all the Internet has to offer. \$120
CRN #31699

ENTERTAINMENT

Breaking Into Sitcom Writing

Learn from a veteran TV comedy writer how to write professional sitcom scripts and how to break into show business. \$120
CRN #31527

Music Made Easy

Learn the fundamentals of music theory. Be able to read, write, and play simple music. \$120
CRN #31497

Making Movies with Windows Vista

Learn how to create fun, professional-quality movies using Windows Vista. \$120
CRN #31600

Making Movies with Windows XP

Turn your home videos into entertaining movies that you can share with others by email, the Web, CD, and DVD. \$120
CRN #31601

GRANT WRITING & NONPROFIT MANAGEMENT

A to Z Grant Writing

Learn how to research and develop relationships with potential funding sources, organize grant-writing campaigns, and prepare proposals. \$120
CRN #31684

Get Grants!

Learn how to develop successful, fundable grants from experts in the field. \$120
CRN #31685

Advanced Grant Proposal Writing

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. \$120
CRN #31687

Writing Effective Grant Proposals

Learn to prepare grant proposals that get solid results for your favorite organization or charity. \$120
CRN #31686

Becoming a Grant Writing Consultant

Increase your income while working from home by starting a grant writing consulting business. \$120
CRN #31742

Starting a Nonprofit

Industry veteran shows you how to take a nonprofit business from vision to reality. \$120
CRN #31743

Marketing Your Nonprofit

Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers. \$120
CRN #31744

Introduction to Nonprofit Management

Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors. \$120
CRN #31745

HEALTH CARE, FAMILY & NUTRITION

Assisting Aging Parents

Handle the challenges you will face in the coming years. \$120
CRN #31702

Homeschool with Success

Discover how to homeschool your children in a way that ensures they get what they need both academically and socially. \$120
CRN #31641

Explore a Career as an Administrative Medical Assistant

Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA) in a doctor's office—from appointment scheduling and chart creation to medical billing and coding. \$120
CRN #31938

NEW Explore a Career in Medical Coding

Learn how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure. \$120

CRN #31940

Explore a Career in Medical Transcription

Learn how to transcribe the medical reports most often used in healthcare today, and discover how to get started and advance as a medical transcriptionist. \$120

CRN #31712

Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion. \$120

CRN #31713

HIPAA Compliance

Learn how to comply with the duties, rights, and responsibilities of HIPAA. \$120

CRN #31708

Become an Optical Assistant

Learn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities. \$120

CRN #31711

Become a Physical Therapy Aide

Prepare for a rewarding career as a valued member of the physical therapy team. \$120

CRN #31714

Become a Veterinary Assistant

Practicing veterinarian prepares you to work in a veterinary office or hospital. \$120

CRN #31715

Become a Veterinary Assistant II: Canine Reproduction

Practicing veterinarian teaches you to manage the entire canine breeding cycle, from assessing the health of parents to puppy care. \$120

CRN #31716

Become a Veterinary Assistant III: Practical Skills

Learn the practical skills you'll need to be a valuable veterinary assistant or educated pet owner. \$120

CRN #31717

Introduction to Natural Health and Healing

Learn how to promote wellness, balance, and health in all aspects of your daily life. \$120

CRN #31718

Lose Weight and Keep It Off!

Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime. \$120

CRN #31709

Luscious, Low-Fat, Lightning-Quick Meals

Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious! \$120

CRN #31704

Handling Medical Emergencies

Every second counts during a medical emergency. Learn how to respond if someone needs your help. \$120

CRN #31710

LANGUAGES

Beginning Braille Transcription

Prepare for a rewarding career as a Braille transcriber by learning to write and read the tactual language of the blind. \$120

CRN #31512

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time. \$120

CRN #31695

Speed Spanish II

Clever follow-up to our popular Speed Spanish course. Several new recipes help you quickly build fluency. \$120

CRN #31696

Speed Spanish III

Master your ability to speak, understand, and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series. \$120

CRN #31697

Beginning Conversational French

Discover how easy it can be to learn common words and phrases for both leisure and business. \$120

CRN #31693

Instant Italian

Learn Italian from the comfort of your home in this fun and enjoyable online course. \$120

CRN #31698

Conversational Japanese

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language. \$120

CRN #31694

Grammar for ESL

If English is your second language and you're headed to college, this course will teach you the principles of grammar and structure you'll need to succeed. \$120

CRN #31680

Writing for ESL

Learn how to write in English more effectively to succeed in college and at work. \$120

CRN #31681

MATH & SCIENCE

Math Refresher

Gain confidence in your basic math skills and start using math to your advantage. \$120

CRN #31724

Introduction to Algebra

Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems. \$120

CRN #31725

Human Anatomy and Physiology

Gain a greater appreciation and understanding of the marvelous complexity of the human body. \$120

CRN #31707

NEW Human Anatomy and Physiology II

Learn the basic characteristics of the four main types of tissues, the general and special senses, cellular metabolism, body chemistry, and significant events in the life span, from fertilization through old age. \$120

CRN #31939

PERSONAL ENRICHMENT

Goodbye to Shy

Become more confident in social, professional, and romantic situations. \$120

CRN #31511

Get Funny!

Learn how to use humor to speak more effectively, write better, and increase your popularity. \$120

CRN #31722

Skills for Making Great Decisions

Learn how to make excellent everyday decisions from an experienced counselor and life coach. \$120

CRN #31720

Interpersonal Communication

Become aware of the conscious and unconscious codes of meaning we send when communicating with others. \$120

CRN #31509

Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation. \$120

CRN #31508

Healing Through Hypnosis

Learn to use hypnotic suggestion on yourself and others with amazing results. \$120

CRN #31721

Genealogy Basics

Learn where to look, who to contact, and how to use research tools to begin an exciting and fascinating exploration of your roots. \$120

CRN #31700

PERSONAL FINANCE

Debt Elimination Techniques that Work

Learn specific, powerful, and proven strategies to get completely out of debt and live a stress-free lifestyle. \$120

CRN #31682

Where Does All My Money Go?

Learn how to get control of your money once and for all. \$120

CRN #31683

Personal Finance

Protect your assets and discover how best to achieve all your financial goals. \$120

CRN #31692

Keys to Successful Money Management

Certified financial planner shows you how most wealthy people build their fortunes. \$120

CRN #31688

Real Estate Investing

Build and protect your wealth by investing in real estate. \$120

CRN #31737

Real Estate Investing II: Financing Your Property

Discover the tools professional investors use to crunch numbers and analyze potential deals, and learn how to make better decisions with sophisticated, yet easy-to-use worksheets for doing your own financial analysis. \$120

CRN #31738

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. \$120

CRN #31689

The Analysis and Valuation of Stocks

Discover valuable techniques that show you step by step how to research and value stocks. \$120

CRN #31690

Introduction to Stock Options

Learn how stock options can protect your portfolio and help you profit in any type of market. \$120

CRN #31691

PHOTOGRAPHY

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment. \$120

CRN #31731

Travel Photography for the Digital Photographer

Learn the tricks and techniques digital photographers need to capture scenes from around the world and bring them home. \$120

CRN #31732

Secrets of Better Photography

Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations. \$120

CRN #31728

Photographing Nature With Your Digital Camera

Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots. \$120

CRN #31729

Photographing People With Your Digital Camera

Learn to take beautiful pictures of adults, children, and babies. \$120

CRN #31730

SALES & MARKETING

Principles of Sales Management

Master the art of managing sales teams from a sales management professional. \$120

CRN #31482

Professional Sales Skills

Discover how to begin a successful and rewarding career in sales. \$120

CRN #31484

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. \$120

CRN #31483

Marketing Your Business on the Internet

E-commerce expert helps you develop an Internet marketing plan for your business. \$120

CRN #31752

TEST PREP

Praxis I Preparation

Develop the knowledge and skills you need to pass the Praxis I Exam as you review and prepare for everything the test includes. \$120

CRN #31640

GED Test Preparation

Want to pass the GED? This course will help you develop the skills you'll need to succeed. \$120

CRN #31630

Prepare for the GED Language Arts, Writing Test

Obtain the skills and knowledge to successfully prepare for the GED Language Arts, Writing test. \$120

CRN #31631

Prepare for the GED Math Test

Master the skills you'll need to successfully pass Test 5 in the GED test series. \$120

CRN #31632

GMAT Preparation

Discover powerful test-taking techniques and methods for improving your score on the GMAT. \$120

CRN #31635

GRE Preparation: Part 1

Discover powerful strategies for success in the verbal and analytical sections of the GRE. \$120

CRN #31633

GRE Preparation: Part 2

Learn a variety of useful techniques for tackling the math section of the GRE. \$120

CRN #31634

LSAT Preparation: Part 1

Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills. \$120

CRN #31636

LSAT Preparation: Part 2

Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers. \$120

CRN #31637

SAT/ACT Preparation: Part 1

Master the reading, writing, English, and science questions on the ACT and new SAT. \$120

CRN #31638

SAT/ACT Preparation: Part 2

Master the math questions on the ACT and new SAT. \$120

CRN #31639

Online Academy

Full course descriptions at www.ed2go.com/manchcc

WRITING COURSES

Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively. \$120

CRN #31525

Romance Writing Secrets

Learn how to write and sell romance novels from a veteran romance author. \$120

CRN #31501

Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing. \$120

CRN #31505

The Keys to Effective Editing

If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction. \$120

CRN #31491

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches. \$120

CRN #31498

Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end. \$120

CRN #31516

Writeriffic: Creativity Training for Writers

Banish writer's block forever with these tricks from the published writer's toolbox. \$120

CRN #31520

Writeriffic 2: Advanced Creativity Training for Writers

This advanced writing course will increase your creativity—whether you're writing for personal satisfaction or to launch a career. \$120

CRN #31503

The Craft of Magazine Writing

If you're a determined new writer, this class will provide you with the skills you need to get published. \$120

CRN #31526

Writing for Children

A published children's author shows you how to touch the hearts of children by creating books for them. \$120

CRN #31513

Mystery Writing

Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author. \$120

CRN #31500

Research Methods for Writers

Learn the most efficient and effective methods to conduct research for any writing project. \$120

CRN #31507

Forensic Science for Writers

Learn the secrets behind forensic science and add new characters, depth, and marketability to your fiction. \$120

CRN #31506

Beginner's Guide to Getting Published

A published writer shows you how to give yourself the credibility you need to get your books and articles published. \$120

CRN #31517

Write Fiction Like a Pro

A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story. \$120

CRN #31519

Advanced Fiction Writing

Explore advanced fiction writing techniques with a published novelist. \$120

CRN #31524

Pleasures of Poetry

This course will help you create your best possible work, whether you're looking to be published or simply wish to craft beautiful poems for friends. \$120

CRN #31499

Travel Writing

Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books. \$120

CRN #31504

A Writer's Guide to Descriptive Settings

Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters. \$120

CRN #31502

Write Your Life Story

Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others. \$120

CRN #31521

Introduction to Journaling

Discover how journaling can help you learn more about yourself, explore your dreams, values, and beliefs, improve your health, survive unwanted change, succeed in your career, and express your creativity. \$120

CRN #31523

Business Marketing Writing

Write great marketing copy to improve your company's image and your chances of getting hired or promoted. \$120

CRN #31515

Introduction to Internet Writing Markets

A professional writer helps you discover a wide variety of new markets for your written work. \$120

CRN #31522

Write and Publish Your Nonfiction Book

Become a professional author or advance your career by learning to write, edit, and publish nonfiction books of all types. \$120

CRN #31518

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

Convert manuscripts into income by producing and selling books like the pros. \$120

CRN #31746

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.

ORGANIZATION OF ACTIVE ADULTS

For Individuals 50 and Older — Your Opportunity for Lifelong Learning

More than 1,100 OAA members enjoy free monthly meetings with speakers or entertainment, September through May; reduced fees for sponsored luncheons and trips; a monthly newsletter providing information on activities, events and courses; and a tuition rebate program to reimburse a percentage of the fee paid for any MCC Credit-Free course costing more than \$10.

Visit us on the web: www.mcc.commnet.edu → Continuing Education → Organization of Active Adults.

Fill out the membership form, detach the card, sign it and keep for your records.

Then send the completed form to the OAA address below along with your check

MCC Organization of Active Adults Membership Form

(Minimum Age: 50) • PLEASE PRINT

Dues: \$15 per person per year (September 1-August 31)

(Mr. & Mrs. Mr. Mrs. Ms. Miss) Last Name _____

Last Name (If different) _____

First Name _____ circle one M F Date of Birth _____

First Name _____ circle one M F Date of Birth _____ full date required

Address _____ full date required

Town _____ State _____ Zip _____ - _____

Phone (_____) _____ Renewal _____ New Member _____

Email address _____

Please return your completed form with your check payable to MCCOAA to:

Amount enclosed: _____

Check #: _____ Date: _____

Date Received: _____
(completed by office)

MCCOAA
Great Path, MS #16
PO Box 1046
Manchester, CT 06045-1046

✂ DETACH HERE
Keep for your records

MCCOAA MEMBERSHIP

Member Name

Membership expires
August 31 of above year

ORGANIZATION OF ACTIVE ADULTS
in partnership with Manchester Community College

MCCOAA Tuition Rebate Program

This program offers a 20 percent tuition rebate for any MCC Credit-Free course costing *more than \$10*, up to a maximum of \$50 per academic year (September 1 - August 31). You may register for a Credit-Free course before you join OAA, but you must be a member *before* the course start date. (Membership is effective on the date your dues payment is postmarked or presented in person.) Bring your completed Tuition Rebate Form (below) to class and have the instructor sign it; then mail it to the address below. *Please use one form per member, per course.*

MCCOAA • Great Path MS #16 • P.O. Box 1046 • Manchester, CT 06045-1046

You will receive reimbursement within four weeks directly from the Organization of Active Adults.

MCCOAA Tuition Rebate Form

Membership in OAA Required before Course Start Date • Minimum Age for OAA Membership is 50 years

OAA Member's Name: _____

Member's Address: _____

City/Town: _____ State: _____ Zip: _____

Course Title: _____

Course Start Date: _____ Course Fee: \$ _____

Current-Year Catalog Semester (circle one): Fall Winter Spring Summer

Instructor's signature: _____ Print Last Name: _____

(Verifying that student attended at least one class session)

For Office Use Only

Rec'd Date

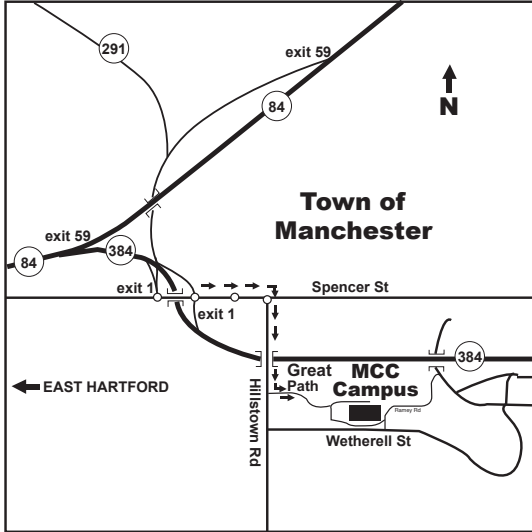
App. No.

Memb. Date

Balance: \$

Maps and Directions to MCC

DIRECTIONS TO MANCHESTER COMMUNITY COLLEGE



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. *See below **

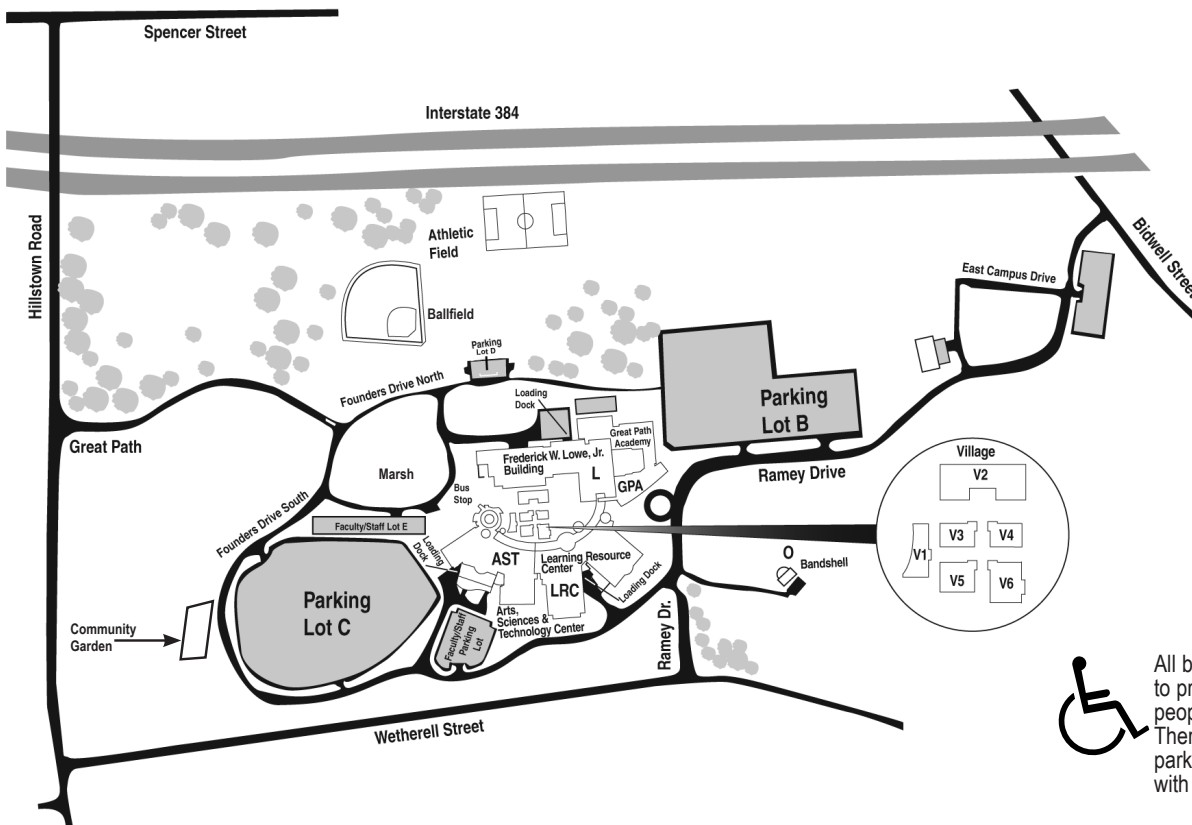
From Boston: Take I-84 Westbound. Take exit 59 onto I-384. Immediately take exit 1. Turn left onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take first left onto Great Path and proceed to stop sign. *See below **

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 first left onto Great Path and proceed to stop sign. *See below **

From Springfield: Take I-91 South. Take exit 35A to I-291 Eastbound, 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 first left onto Great Path and proceed to stop sign. *See below **

** Take a left onto Founders Drive North to Lot B or right onto Founders Drive South to Lot C.*

MCC CAMPUS MAP



All buildings have ramps to provide easy access for people with disabilities. There are also designated parking spaces for people with disabilities.

AST Arts, Sciences & Technology Center:
Art Studios
Auditorium
Photography Labs

LRC Learning Resource Center:
Computer Science Labs
Continuing Education
Educational Technology Services
Health Career Labs
Library

L Lowe Building:
Academic Support Center
Admissions/Registrar
Athletics/Fitness Center
Bookstore
Campus Police
Cashier
Culinary Arts Center

GPA Great Path Academy:
Art Studio
Community Commons
Kitchen Lab
V Village:
Buildings V1, V2, V3, V4, V5, V6

CREDIT-FREE REGISTRATION INFORMATION

WEB REGISTRATION

*Returning students may register online
using a MasterCard, Visa or Discover Card.*

**If you are a returning student and know your NetID and/or
Banner ID*, here's how to register online:**

Login:

- Go to **http://my.commnet.edu**
- Enter your **NetID** and **PIN** (See "New NetID Users" information below)
- Click on the "**Student**" tab
- Click on the "**Student Self Service**" channel

Registering:

- If prompted, select **Manchester Community College** from the list of colleges
- Click on "**Registration and Payment**"
- Click on "**Register (add/drop) classes**"
- Go to **Select a Term**, select the correct semester/year, then submit
- Follow instructions in step 1 and 2**
- Click on "**View Schedule**" at the bottom of the page to confirm registration
- Follow the prompts to initiate payment

PLEASE NOTE: Online registration for the Motorcycle Program is not permitted.

** Banner ID numbers will be mailed (upon request) to 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 860-512-3220 for more information about
Web registration or to request your Banner ID.**

New NetID Users

- Your NetID is your Banner ID with the "@" symbol in a different position (i.e. a student with a Banner ID of @87654321, will have the following NetID: **87654321@student.commnet.edu**)
- Your initial password is made up of the following personal information:
 1. The first three characters of your birth month (with first letter capitalized)
 2. The "&" symbol
 3. The last four digits of your Social Security NumberExample: For a user whose birthday is in October and whose social security number ends in 6789, the initial password would be **Oct&6789**
- You will then be prompted to change your password

Register Early

Enrollment in classes is limited and will be accepted on a first-come, first-serve 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, unless otherwise indicated in the course descriptions. Please see maps on page 68 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 68. *For convenient access to the new Great Path Academy (GPA), please use Lot B.*

Postponements & Make-Ups

Classes postponed by instructor's request, emergencies, or extreme weather conditions will be made up whenever possible. Please call the College's main line, 860-512-3016, or visit the College web page: www.mcc.commnet.edu for cancellations due to weather conditions. You may not make up absences by attending classes other than your own.

Cancellations

MCC reserves the right to cancel or postpone classes, or 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 Continuing Education at 860-512-2800, or stop by the office in the Learning Resource Center (LRC), Room B147.

Be in the right PLACE at the right TIME



Check your class schedule for location.

Some classes meet at off-campus locations.

Lowe = Lowe Building

V1-V6 = Village

LRC = Learning Resource Center

AST = Arts, Sciences & Technology Center

GPA = Great Path Academy *

**Convenient parking in Lot B for GPA courses*

Manchester Community College is committed to access and equal opportunity. Should you require accommodations because of a disability in order to participate in any of the programs offered, please contact a counselor at Services for Students with Disabilities, 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. 7/10, 70M, Resource: CE/VS

CREDIT-FREE REGISTRATION INFORMATION

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 start 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 Registrar's Office **no later than one (1) business day prior to the first scheduled class meeting**. It is your responsibility to call the Registrar's Office 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: Registrar's Office, Lowe Lobby

By fax: 860-512-3221

Or mail: Registrar's Office, MS #13, MCC,
P. O. Box 1046, Manchester, CT 06045-1046

No refunds will be issued after the allowable drop period. **

* 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 this account refunded, you must provide us with your account number and expiration date. Otherwise, a refund check will automatically be mailed.

** Refund Appeals are only considered for extraordinary circumstances. You may view and print a Refund Policy Appeal form at www.mcc.commnet.edu → Forms Depot → Admissions & Registration, or obtain a form at the Registrar's Office.

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 one (1) business day prior to the first scheduled class meeting, or you will be billed for the course.

Refund Policy Appeal Procedures

Appeals will only be considered for the following extraordinary circumstances: severe illness documented by a physician's certificate, administrative error by the College, or military transfer documented by a copy of transfer orders.

The following circumstances will not be considered: change in employment situation, misunderstanding of start date or dates of class, inability to transfer course, normal illness, transportation issues, poor decision or change of mind by student regarding course selection, or dissatisfaction with course content or instructor.

All appeals must be submitted in writing and include student ID, contact information and appropriate documentation.

Appeals must be received within 10 days of the official drop date* of the course to be considered.

You may view and print a Refund Policy Appeal form at www.mcc.commnet.edu → Forms Depot → Admissions & Registration, or obtain a form at the Registrar's Office.

Submit completed form to:

Refund Appeals Committee

Registrar's Office

L-157, Lowe Building

Manchester Community College

Great Path, MS #13, P.O. Box 1046

Manchester, CT 06045-1046

The Refund Appeals Committee meets twice per month.

You will receive a written response notifying you of the outcome.

**Drop date is one (1) business day prior to the first scheduled class meeting.*

Registrar's Hours

Lowe Building, Main Lobby

Monday 8:30 a.m.-7 p.m.

Tuesday 8:30 a.m.-7 p.m.

Wednesday 10:30 a.m.-4:30 p.m.

Thursday..... 8:30 a.m.-4:30 p.m.

Friday 8:30 a.m.-4:30 p.m.

Please call for Saturday and holiday hours or closings.

For more information regarding registration,
please call the Registrar's Office at 860-512-3220.

MCC Library Fall Hours

Monday – Thursday.....8 a.m.-9 p.m.

Friday.....8 a.m.-4:30 p.m.

Saturday.....10 a.m.-4 p.m.

Sundaynoon-4 p.m.

Subject to change

For more information, call 860-512-2880.

MCC Bookstore

Please call for hours: 860-645-3140

www.efollett.com

Bursar (Cashier) Hours

Lowe Building, Main Lobby

Monday.....8:30 a.m.-7 p.m.

Tuesday.....8:30 a.m.-7 p.m.

Wednesday8:30 a.m.-4 p.m.

Thursday8:30 a.m.-4 p.m.

Friday.....8:30 a.m.-noon

For more information, please call 860-512-3638.

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, Visa or Discover Card.

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 in the Lowe Building. Pay at the Cashier's Office by cash, check, money order, MasterCard, Visa or Discover Card. Please use the night drop box after hours.

3. By Fax 860-512-3221 (24 hours)

Complete a registration form with MasterCard, Visa or Discover Card. Please call 860-512-3232 to confirm that your fax was received.

4. By Phone 860-512-3232

Call 860-512-3232 between 8:30 a.m. and 4:30 p.m., Monday-Friday, using MasterCard, Visa or Discover Card.

• Please leave a detailed voice message if staff is unavailable.

5. Register Online

Returning students, go to: <http://my.commnnet.edu> (using MasterCard, Visa or Discover Card). For details see page 70 or call 860-512-2800.

No written confirmations are mailed. Registrants will be contacted by MCC only if a course is full, 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 if needed.

Banner I.D. # (if known) _____ Soc. Sec. No. _____

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 _____ Gender ☐ 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 A STUDENT Visa - Other (Specify) _____ COUNTRY OF ORIGIN _____

06 ☐ PERMANENT RESIDENT (Registration Number) _____

ETHNICITY/RACE ☐ HISPANIC/LATINO ☐ NON-HISPANIC/NON-LATINO ☐ CHOOSE NOT TO RESPOND (NONE)

IF YOU CHECKED NON-HISPANIC/NON-LATINO ABOVE, WHAT IS YOUR RACE? (CHECK ALL THAT APPLY):

☐ WHITE (10) ☐ BLACK OR AFRICAN AMERICAN (20) ☐ ASIAN (45) ☐ AMERICAN INDIAN/ALASKAN NATIVE (50)
☐ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (80) ☐ OTHER (90) ☐ CHOOSE NOT TO RESPOND (60)

CRN# _____ Course Title _____ Start Date _____ Time _____ Room _____ Fee _____

Make check or money order payable to "MCC".

Fees (total enclosed) _____

Credit Card # _____

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 no later than one (1) business day prior to the first scheduled class meeting. See details on page 70.

Office Use Only _____ Regis. _____ Special _____ Receipt # _____ Date _____

Continuing Education Credit-Free Programs

For Information: (860) 512-2800

To Register: (860) 512-3232

www.mcc.commnet.edu/ce

Nearly 90 NEW
courses added!
See inside
front cover.

Prepare for Allied Health Careers



- Certified Nurse Aide (CNA) Training
- Emergency Medical Technician (EMT) Training
- Pharmacy Technician Certification Training
- American Red Cross First Aid with AED and CPR
- Medical Coding courses

See pages 3-5



Online Academy

Check out our course selections
on pages 59-66



BOATING SAFETY

- To obtain a CT Certificate of Personal Watercraft/Safe Boating
- Saturday and Weekday Evening Classes Available

See page 40

Non-Profit Org.
U.S. Postage
PAID
Manchester, CT
Permit #186

MANCHESTER
COMMUNITY
COLLEGE



Continuing Education Division
Great Path, MS #16
P.O. Box 1046
Manchester, CT 06045-1046

Preparation for CT Real Estate Licensing Exams



- Principles and Practices of Real Estate
- Basic Appraisal Principles
- Basic Appraisal Procedures
- Real Estate Law
- Basic Title Searching
- Buying Foreclosed Property

See pages 52-53

Connecticut Rider Education Program (CONREP) For Motorcycles



in conjunction with CT DOT
Focus on Building Basic Motorcycle
Operation and Street Riding Skills

Weekly classes run through October.
Call (860) 512-3004, Option #2, ext. 8705
for Registration Packet and Schedule
or Visit: www.mcc.commnet.edu/motorcycle