

# **Spring 2010**

**Credit-Free Courses**

**Continuing Education**

**Classes Beginning January-May**



**MANCHESTER  
COMMUNITY  
COLLEGE**



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## Continuing Education

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

### Credit-Free Programs.....(860) 512-2800

Director, Ann Bonney ..... abonney@mcc.commnet.edu

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Sec. II, Jessie Bradley ..... jbradley@mcc.commnet.edu

Ed. Asst., Steve Starger..... sstarger@mcc.commnet.edu

### 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 and employees with workplace programs and training

### Computer Technology .....

Coordinator, Bruce Manning .... bmannings@mcc.commnet.edu

Providing state-of-the-art computer training

### EMT & Certified Nurse Aide Programs.....(860) 512-2826

Coordinator, Eleanor Weseloh.... eweseloh@mcc.commnet.edu

Preparing students for the State exams

### Excursions in Learning .....

Coordinator, Susan Meisler ..... smeisler@mcc.commnet.edu

Offering courses for high-achieving, academically motivated children

### Credit Extension Courses .....

Dean, Melanie Haber ..... mhaber@mcc.commnet.edu

*College by Design*, Winter/Summer credit extension courses

Sec. II, Gloria Moeller ..... gmoeller@mcc.commnet.edu

COVER ART: (MOSAIC) TREE OF LIFE  
by Christine LaFond  
(see course listing on page 6)

**NEW**

## What's Your Subject?

We've added nearly 80 new courses for the spring session.

Highlights include:

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# Allied Health & Nutrition

## Certified Nurse Aide (CNA) Program

The Certified Nurse-Aide Program is a 120-hour course designed to prepare students with the entry-level skills needed to work as a CNA. The course provides classroom and practical skill instruction at MCC, and clinical experience at a nursing facility (CRN #11755: Woodlake at Tolland; CRN #12000: Glastonbury Healthcare Center). **At least one week prior to the start of the clinical experience, students must provide the college with documentation of the following:** a physical exam and negative PPD (Mantoux skin test for tuberculosis), both within the last 12 months; also, 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. **Students who do not submit the required medical documentation prior to the start of the clinical experience will not be able to continue in the program.** Students must wear all white shoes and clothing at the clinical site. Students must attend at least 100 hours and achieve a passing grade of 70 or above to sit for the state exam. Required textbook and materials: Basic Skills for Nursing Assistants in Long-Term Care (textbook/workbook package) for approximately \$60 and Skills DVD for approximately \$33, both available at MCC Bookstore.

- **For CRN #11755: Registration begins on Monday, February 1.**
- **For CRN #12000: Registration begins on Monday, April 12.**
- 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 reading comprehension test at no cost.** It will last approximately one hour. The test will be given every Tuesday and Friday, 1-3 p.m., until the course fills or starts, **beginning Tuesday, January 19 (CRN #11755) or Tuesday, March 30 (CRN #12000).** No appointment is necessary. Please go to the Continuing Education Division 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, \$105 will be due when you apply to take the Connecticut State Certification Exam. The instructor will inform students of testing dates and procedures.
- Please note: CNA program certificates will be printed with the name as it appears on the student's class registration form.

**Two sections are available; you need only register for one:**

**CRN 11755** 28 sessions: 11 Tuesdays & 9 Thursdays, 3/2-5/25, 6-9 p.m. **MCC Bldg. LRC B125** (does not meet 4/1, 5/13, 5/18 & 5/20; snow date 5/11) & 8 Saturdays, 3/20-5/15 (snow date 5/22; no clinical 4/3), 7 a.m.-3 p.m.; graduation 5/27

Primary Instructor: **Andrea Dillon**, R.N.C., M.Ed. & Assistant Clinical Instructor: **Brenda Boucher**, R.N.

**CRN #12000** 23 sessions: 7 Mondays & 8 Wednesdays, 5/17-8/9, 6-10 p.m. **MCC Bldg. LRC B125** (does not meet 5/31, 7/5, 7/14, 7/19, 7/21, 7/26, 7/28, 8/2 & 8/4; makeup date 7/12); & 8 Saturdays, 5/5-7/31 (does not meet 7/3; makeup date 8/7), 7 a.m.-3 p.m.; graduation 8/11  
Fee: \$850

Primary Instructor: **Carol Webster**, B.S.N.; Assistant Clinical Instructor: **Frankie Joiner**, R.N.

Workforce Investment Act (WIA) funding for CNA, EMT & Pharmacy Technician programs may be available for unemployed, recently downsized, or underemployed persons. For more information please contact CT Works One-Stop at: [www.ctdol.ct.us](http://www.ctdol.ct.us).

## Emergency Medical Technician (EMT) Program

This course prepares students for the Connecticut State-Certified EMT initial examination and national board certification, which is a primary qualification for EMT personnel. This 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. **All classes meet at the South Windsor Ambulance Company, 151 Sand Hill Road, South Windsor (rear of the South Windsor Police Complex) on Monday and Wednesday evenings. Six Saturdays are also required.** Required textbook: AAOS Emergency Care and Transportation of the Sick and Injured, 9th edition (textbook and student workbook), available at the MCC Bookstore for approximately \$155. In addition, students must purchase a stethoscope, blood pressure cuff, and pocket masks, also available at the MCC Bookstore, for approximately \$70.

- 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 a minimum of 4-6 hours, depending on reading skills and comprehensions, with a test at the end of each module.
- Students who have successfully completed a prior college-level course may proceed directly to the Registrar's Office. **The tuition of \$550 is due at time of registration.** Please bring your college transcript with you.
- Students who have not successfully completed a prior college-level course must first take a reading comprehension test at no cost. It will last approximately one hour. The test is given every Tuesday and Thursday, 1-3 p.m., until the class fills or starts. 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 and your high school or GED diploma when you come to take the test. Those under 18 years of age must also present a signed waiver at this time.
- The examination fees of approximately \$100-200 is paid at the time a student applies to take the test (not included with this course). The course instructor will inform students about the test dates and application process.
- Your certificate will be printed with your name as it appears on your class registration form.
- **Please note:** the EMT course can be challenging and requires a high degree of commitment in order to successfully complete.

**CRN #11680** 49 sessions: 43 Mondays & Wednesdays, 1/20-6/23 (does not meet 2/15 & 5/31), 7-10 p.m. & 6 Saturdays, (tentatively: 2/20, 3/27, 4/17, 5/8, 5/29 & 6/19), 8 a.m.-2 p.m. Fee: \$550  
Instructor: **Larry Gorman**, E.M.S.I., has been in the EMS field for nearly 40 years, including 33 years as an instructor.

### 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

## 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](http://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. Prerequisite: *A fluency in mathematics and algebra is required to complete necessary pharmaceutical calculations.*

**CRN #11662** 20 sessions, Mondays & Wednesdays, 3/1-5/10 (does not meet 3/31), 6-9 p.m. **MCC Bldg. LRC B144** Fee: \$775

Instructors: **Members of the Connecticut Pharmacists Association**

For more information about CNA, EMT or Pharmacy Technician courses, the reading tests, waivers, or to request copies of flyers or registration forms, please call Eleanor Weseloh, Allied Health Coordinator, at (860) 512-2826, or email her at [eweseloh@mcc.commnet.edu](mailto:eweseloh@mcc.commnet.edu).

## 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 \$6 fee (checks only) will be collected by the instructor for the Adult CPR card (one-year certification) and Standard First Aid card (three-year certification). Required texts: American Red Cross Adult CPR/AED Skills Card, American Red Cross First Aid Skills Card and First Aid/CPR/AED Program Participants Booklet, available at MCC Bookstore. **CRN #12143** 2 sessions: Tuesday & Thursday, 3/9-3/11, 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.

## Health Career Opportunities for 2010 and Beyond

Healthcare occupations rank among the top 50 fastest growing, most desirable jobs in today's market. Explore the many opportunities that are considered to be valued healthcare professions, and which are taught at MCC. We will work with you to develop a personal profile and assist you in matching your strengths and interests with an appropriate health care field. If you have ever thought about becoming a healthcare professional, come and explore your options—a new career can be yours sooner than you think!

**CRN #12135** 1 Thursday, 4/8, 6-8 p.m. **MCC Bldg. GPA GP214** Fee: \$15

Instructors: **Joan Jakiela**, coordinator and professor of the Therapeutic Recreation and Gerontology Programs at MCC; and **Nancy LaRoche-Shovak**, coordinator and professor of the Respiratory Care Program at MCC.

[www.mcc.commnet.edu](http://www.mcc.commnet.edu)

## Dental Coding for Reimbursement Specialists

Learn the essentials of dental coding: Current Dental Terminology (CDT), Current Procedural Terminology (CPT), Diagnosis Coding (ICD-9-CM), and Health Care Procedural Coding System (HCPCS), all used when submitting billing claims for dental office reimbursement. Learn how to use the coding books, cross-code dental to medical bills, and bill properly and more cost-effectively. Required textbook: Current Dental Terminology (CDT), American Dental Association, available from MCC Bookstore, for approximately \$75.

**CRN #11658** 1 Saturday, 2/6, 8 a.m.-4:30 p.m. **MCC Bldg. AST C203** Fee: \$125

Instructor: **Linda Dixon** has earned the following certificates: Certified Professional Coder (CPC), Certified Compliance Professional (CCP), Certified Medical Reimbursement Specialist (CMRS), and Advanced Coding Specialist 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.

## 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): 2009 CPT Book, Professional Edition, American Medical Association; ICD-9-CM, Ingenix; and 2009 HCPCS, Level II, Ingenix, available from MCC Bookstore for approximately \$250, as well as Insurance Handbook for the Medical Office, 10th Edition, Saunders, available from instructor for approximately \$20. Prerequisite: *Some coding or insurance experience preferred.*

**CRN #11657** 5 Saturdays, 2/27-3/27, 8:30 a.m.-3:30 p.m.

**MCC Bldg. LRC B220** Fee: \$470

Instructor: **Linda Dixon**

## Continuing Education for Certified Professional Coders (CPCs) and Medical Office Staff

This special one-day workshop for certified professional coders and medical office staff will cover coding, billing, documentation and compliance procedures; new ICD-9 diagnosis codes; 2010 CPT codes; "what's new with billing"; and the "red flag" law. **Continuing Education Units will be awarded through the American Academy of Professional Coders (AAPC).**

**CRN #11659** 1 Saturday, 2/20, 8:30 a.m.-4 p.m. **MCC Bldg. AST C203** Fee: \$75

Instructor: **Linda Dixon**

# Allied Health & Nutrition



**Want to take a class online?  
See the Online Academy  
courses listed on pages 57-64  
or visit the web site at  
[www.ed2go.com/manchcc](http://www.ed2go.com/manchcc)**

## 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: Cat or Dog First Aid; \$16.95 for each or \$32.90 for both, available at MCC Bookstore. **Please contact the Bookstore at least two weeks in advance at (860) 645-3140 or online at [www.mctc.bkstr.com](http://www.mctc.bkstr.com) to order the textbook(s).** Materials fee: \$7, payable to "American Red Cross," for certificate.

**CRN #12136** 1 Saturday, 5/1, 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.

## **NEW** Nutritional Symptomatology

Students will learn about body symptoms and how they relate to disease, ailments or imbalances. Each student will use him- or herself as a "test case" for nutritional symptomatology. In the first class, students will also complete a questionnaire, from which the instructor will process a professional symptomatology chart, specific to each student, at the second class. Students will then learn how to understand the chart and use the data to improve their diet and well being. Materials fee: \$15, payable to the instructor at the first class, for symptomatology chart.

**CRN #12138** 2 Tuesdays, 3/2-3/9, 6-9 p.m. **MCC Bldg. GPA GP136**  
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, where she teaches psychology courses.

## Homeopathy: What Is It All About?

Homeopathy is a system of healing that uses extremely small doses of plant, animal, and mineral elements to stimulate the body's immune system. This medicinal procedure benefits the young and old without any side effects. Would you like to know how to use the little white pellets in small blue tubes that you can usually find in any health food store? Come and learn about some common remedies, such as arnica, calendula, and hypericum, and how to use them for minor ailments like bruises and colds.

**CRN #11962** 1 Wednesday, 3/17, 7-9 p.m. **MCC Bldg. GPA GP143**  
Fee: \$20

**Instructor:** *Dr. Marie Mammone* is a naturopathic physician who practices in Wethersfield. She has been involved with family nutrition for more than 20 years.

## Fact versus Fiction: What Foods Are Right for You?

If you're totally confused by the mountains of information, pro and con, about the many diets in the news today, maybe it's time you got some straight information. This informative class, taught by a naturopathic physician, will allow you to do just that. Learn what a non-inflammatory diet is and whether the foods popular in today's culture fit the bill. Learn what carbohydrates are really all about and whether any can be termed "good carbs." Find out which protein is helpful to your health; how much fiber your diet should include; and what fats are needed for a healthy body. Once you separate fact from fiction, you'll be well on your way to a healthier you.

**CRN #11961** 1 Wednesday, 3/3, 7-9 p.m. **MCC Bldg. GPA GP143**  
Fee: \$20

**Instructor:** *Dr. Marie Mammone*

## Gluten-Free Diet

Wondering what a gluten-free diet is and if it's right for you? Gluten is a protein found in wheat, rye, barley, and other related grains. You will learn how gluten affects the body and what this diet means for you. You will leave this session with everything you need to know to eat a healthy and tasty gluten-free diet.

**CRN #12137** 1 Wednesday, 2/24, 7-9 p.m. **MCC Bldg. GPA GP143**  
Fee: \$20

**Instructor:** *Dr. Marie Mammone*

## Eating for Energy

Would you like to rival the energizer bunny that keeps going, going, going? This course will help you do just that. Bring maximum energy into your life through the right choices of primary and secondary foods. Learn what nutritional and lifestyle choices can keep your mind and body functioning at their peak.

**CRN #11991** 1 Tuesday, 3/16, 7-9 p.m. **MCC Bldg. GPA GP142**  
Fee: \$20

**Instructor:** *Sandra Cloutier* earned her Ph.D. in educational administration at the University of Connecticut and trained as a holistic health counselor at the Institute for Integrative Nutrition. In 2006 she founded Pathway to Wellness, where she serves as a health counselor and wellness coach for healthy lifestyles.





# Art & Crafts

## **NEW** Portrait Painting

For either the beginner or more experienced painter, this course will teach the fundamentals of painting portraits. Using live models for some of the classes, we will focus on representing the head and shoulders through the use of oil paints, while learning about color, value, proportion and composition. By the end of the class, students will have learned how to create a representational likeness, as well as expressive painting involving the figure. A materials list will be sent prior to the start of class. Materials fee: the cost of the models will be divided by the number of students.

**CRN #11790** 7 Mondays, 4/12-5/24, 6:30-8:30 p.m. **MCC Bldg. GPA GP202** Fee: \$155

**Instructor:** *Blake Shirley, M.F.A. from the University of Connecticut, teaches painting and drawing at the Storrs and Stamford campuses of the University of Connecticut. He has exhibited his artwork nationally and internationally, in both group and solo exhibitions.*

## Watercolor for Beginners

This intensive course will cover the basics of watercolor technique for beginning students or serve as a review for more advanced students. Students will experiment with mixing colors, learn to load and handle brushes, practice wet-on-wet and wet-on-dry techniques and washes, and with time and interest permitting, learn to use watercolor pencils. By the end of the workshop, students will work on simple paintings in color. Learn to take a relaxed attitude toward a medium that has the reputation of being difficult to control. A materials list will be handed out and discussed during the first class. Startup costs: approximately \$60. If you already own materials, please bring them to the first class.

**CRN #11733** 6 Tuesdays, 3/2-4/6, 6-8:30 p.m. **MCC Bldg. GPA GP202** Fee: \$130

**Instructor:** *Christine LaFond, B.F.A. from the University of Connecticut and graduate of the Paier School of Art, has worked in a wide variety of media, including oil painting, watercolor, assemblage, and calligraphy.*

## Watercolor: The Next Step

This watercolor class is designed for individuals who have some basic watercolor experience and want to improve their techniques in a comfortable and encouraging environment. The first three sessions will give participants an opportunity to polish their present skills and learn new techniques through a selection of creative projects. During the second half of the course, participants will have an opportunity to pursue a personal project. Please bring your watercolor supplies, including watercolor pencils, to the first class. A basic list of watercolor supplies is available upon request by calling MCC's Credit-Free Programs at (860) 512-2800.

**CRN #11734** 6 Tuesdays, 4/13-5/18, 6-8:30 p.m.

**MCC Bldg. GPA GP202** Fee: \$130

**Instructor:** *Christine LaFond*



*Artwork  
Featured on  
Catalog Cover*

## 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 #11732** 8 Thursdays, 2/18-4/15 (does not meet 4/1), 6-8:30 p.m. **MCC Bldg. GPA GP202** Fee: \$175

**Instructor:** *Christine LaFond*

## Creating Mosaics

Wondering what to do with old, chipped or broken ceramics, pottery, porcelain, china, dishes, or tiles? Learn the basics of "direct method" mosaics and turn them into striking trivets. First, you will make your tesserae (the small pieces used in mosaic work) by breaking up your plates, pottery or ceramic items and laying out the pieces like a puzzle to create your own design, or you may choose from pre-designed patterns available from the instructor. Then, you will affix the pieces onto a framed Masonite tile form with mortar. In the final class, with your mortar thoroughly dried and your tesserae firmly set, you will grout your mosaic(s) and apply a felt bottom to your trivet. Materials fee: \$15, payable to instructor at the beginning of the first class, for a framed Masonite form, mortar, grout, felt, and other items. A supply list will be sent prior to class for supplemental materials that students should bring.

**CRN #11729** 3 Saturdays, 4/10-4/24, 9 a.m.-noon **MCC Bldg. GPA GP202** Fee: \$80

**Instructor:** *Christine LaFond*

## Introduction to Calligraphy

You don't have to be an artist to enjoy the art of "beautiful writing." You will be introduced to three calligraphic type styles—Chancery Italic, Gothic, and Uncial. Add a flourish by lettering your scrapbooks, family trees, invitations, place cards, and greeting cards. Create an art piece of your favorite sayings or verses. This course also complements the instructor's watercolor courses. Materials fee: \$5 payable to instructor for pen and paper. Other optional supplies will be discussed in class.

**CRN #11730** 6 Thursdays, 4/22-5/27, 6-8:30 p.m. **MCC Bldg. GPA GP202** Fee: \$130

**Instructor:** *Christine LaFond*

*See Mosaic  
sample on  
cover*

## 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.



## Instructor Spotlight on...



### Estelle Laschever

is an accomplished artist and teacher who has works in public, corporate and museum collections throughout the United States. She has been the recipient of more than 30 awards for her work and has

had 22 one-woman exhibitions. Her artwork can be viewed at: [www.Lascheverfineart.net](http://www.Lascheverfineart.net).

### 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 #11797** 8 Mondays, 4/5-5/24, 7-9:30 p.m. **MCC Bldg. AST D105**

**CRN #11798** 8 Fridays, 3/26-5/21 (does not meet 4/2), noon-2:30 p.m.

**MCC Bldg. AST D105**

*Fee: \$190*

*Instructor: Estelle Laschever*

### 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 #11799** 8 Fridays, 3/26-5/21 (does not meet 4/2), 9-11:30 a.m.

**MCC Bldg. AST D109** *Fee: \$190*

*Instructor: Estelle Laschever*

### Of Similar Interest

- Wadsworth Atheneum Museum of Art:  
Learning to Appreciate Modern Art on page 30
- Writing and Illustrating Children's Books on page 56

### Mandalas: An Expressive and Meditative Art

Mandala art has existed as a means of self-expression, meditation, and spiritual insight since prehistoric times. Mandalas are archetypal symbols of wholeness that have corollaries in science and nature. They also have deep spiritual roots in cultures throughout the world. Students will create their own mandalas through a process of guided meditation, coupled with practical art instruction, using simple and materials. No prior art or meditation skills are necessary; all levels are welcome. 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 #11772** 3 Wednesdays, 4/14-4/28, 6-8:30 p.m.

**MCC Bldg. GPA GP202** *Fee: \$70*

*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.*

### The Labyrinth: A Meditative Path

The labyrinth is an ancient circular form that relates to a symbolic quest for wholeness and unity. As a meditative tool, it incorporates a spiral within a circle to create a meandering but directed path from the center and back out again, representing a metaphor for life's journey, while promoting one's imagination, intuition, insight and relaxation. Learn how to create your own portable labyrinth, using simple tools and materials, as well as how to use it for meditative practice through guided meditation exercises. **The final class will meet on Saturday, May 22, 10 a.m., at St. Bartholomew's Church in Manchester,** where you'll have the opportunity to walk a full-sized outdoor labyrinth. No previous art or meditation skills are necessary. A materials list will be sent prior to class.

**CRN #11771** 4 sessions: 3 Tuesdays, 5/4-5/18, 6-8 p.m.  
**MCC Bldg. GPA GP136 & 1 Saturday, 5/22 (field trip), 10-11:30 a.m.**

*Fee: \$70*

*Instructor: Linda T. Bradley*

### Introduction to Abstract Expressionism

Explore the essence of abstract expressionist painting by understanding the meaning and language of abstraction and the techniques which 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 #11737** 6 Saturdays, 2/20-3/27, 10 a.m.-noon

**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.*

# Art & Crafts



Mask  
by Balam Soto

**NEW**

## Connecticut Artists

Learn about dozens of visual artists, in varying genres, who practice their craft right here in Connecticut, including Leif Nilsson (landscape planar painter); Guido Garaycochea (abstract figure painter); Balam Soto (Guatemalan technology artist); Nancy Eisenfeld (graphite artist); Gary Jacobs (realist and abstract spiritual painter); Ronnie Rysz (urban still-life painter); Rashmi Talpade (figurative painter and sculptor); Caitlin Corbin (cartoon drawing and painting); and Jessica Bajoros (realist painter), among other Connecticut artists. We will also discuss the various galleries and museums where some of the best artwork in the state is being exhibited. Please note: this course does not have a hands-on studio component; it is solely an enrichment class.

**CRN #11738** 2 Saturdays, 3/13-3/20, 1-3 p.m. **MCC Bldg. GPA GP214**  
Fee: \$45

Instructor: **Ted Mikulski**

## Build and Stretch Your Own Canvas

Dismayed with growing art supply costs? Join this master artist in learning how to customize your own high-quality and economical canvas. Students will get plenty of practice during this one-day workshop, working as a group to construct one 36" x 36" (or smaller) canvas per student. A materials list will be sent prior to class; tools will be provided.

**CRN #11787** 1 Saturday, 5/15, 9 a.m.-1 p.m. **MCC Bldg. GPA GP202**  
Fee: \$35

Instructor: **Balam Soto** creates paintings, murals, and installations in a unique and dynamic style of modern art. A Mayan artist originally from Guatemala, he incorporates familial traditions of shamanism into his artwork and his teaching. He exhibits widely in fine art galleries and is the owner of the Balam Soto Studio in Hartford. Samples of his work can be viewed at: [www.balam.us](http://www.balam.us).

**NEW**

## 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 #11736** 1 Saturday, 5/1, 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.

**NEW**

## 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 #11731** 1 Saturday, 5/8, 8:30 a.m.-2:30 p.m.

**MCC Bldg. GPA GP202** Fee: \$80

Instructor: **Yuemei Zhang**

## Building Your Art Business

Learn how to market your artwork and promote yourself as a professional artist through such outlets as galleries, web sites, online links, and individual shows. These tips from a successful, independent artist who has had numerous shows here and abroad will help you to establish connections in the art world and thereby begin a process toward profitability from your home. Students should bring their portfolios, including artist biographies, samples, and price sheets. The instructor will provide suggestions about the presentation of each student's portfolio.

**CRN #11773** 1 Saturday, 5/22, 8:30 a.m.-noon **MCC Bldg. GPA GP137**  
Fee: \$45

Instructor: **Yuemei Zhang**

## Wax Painting (with Melted Crayons):

### A Unique Technique

Come learn to paint without a brush. You will be introduced to a unique painting tool—a thin, rectangular piece of sheet metal used as both your palette and brush. You will learn the process of melting wax onto the metal palette and four different strokes to mix and melt various colors of wax as you create your own colorful and intricate floral designs in a framed art. In addition to painting flowers and leaves, you will learn other subjects, such as fish and butterflies. You will also learn how to apply this technique to enhance greeting cards, scrapbooks, photo albums, invitations, and stationery. Please bring a lunch. Materials fee: \$3 for painting tool and supplies.

**CRN #11791** 1 Saturday, 5/22, 10 a.m.-3:30 p.m.

**MCC Bldg. GPA GP202** Fee: \$40

Instructor: **Cecile Avila** has taught wax painting at the Manchester Senior Center and for the West Hartford Board of Education. For many years, she was an elementary school teacher in the Philippines, where she also facilitated various art workshops for the Board of Education.

## 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 #11735** 6 Mondays, 3/1-4/5, 6-8 p.m. **MCC Bldg. GPA GP202**  
Fee: \$190

Instructor: **Iris Van Rynbach** earned degrees in illustration from Parsons School of Design and the New School. An author of five books and illustrator of eight more, her work has received numerous awards, including The Children's Book Council and The Social Studies Council Notable Book Award.



## 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 #11793** 4 Tuesdays, 3/23-4/13, 7-9 p.m. **MCC Bldg. GPA GP142**  
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. 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 #11765** 7 Mondays, 2/22-4/12 (does not meet 3/29), 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."*

## 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 #11865** 6 Thursdays, 4/15-5/20, 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.*

## NEW Ring-Making

Come join this fun, hands-on course designed to teach the fundamentals of ring-making used in jewelry creation. We will work mostly with copper and silver wire and learn sizing of rings, texturing, stamping, and soldering. Please note: you must register by April 9, so that the instructor can order the appropriate quantity of materials. Materials fee: approximately \$25, depending on the metal selected, in addition to a tool list, which will be sent prior to class. Participants must be at least 14 years of age.

**CRN #11783** 2 Saturdays, 4/17-4/24, 10 a.m.-1 p.m.  
**MCC Bldg. AST D132** Fee: \$60

*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.*

## Create Fine Silver Jewelry with Precious Metal Clay (PMC+)

Craft fine silver jewelry with this exciting material that combines the pliability of clay with the elegance and permanence of precious metal. No prior artistic or metals experience necessary. Learn how to form your own jewelry by rolling, cutting, molding and stamping PMC+. Also learn how to enhance your jewelry design through texturing and setting gemstones. You can expect to create at least two unique pieces, such as pendants, earrings or charms. Materials fee: \$70, payable to instructor at the first class, for one package of PMC+; use of the kiln and tools; molding, finishing, and polishing supplies; two small 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 #11866** 1 Saturday, 3/20, 8:30 a.m.-4:30 p.m.  
**MCC Bldg. GPA GP136** Fee: \$90

*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.*

## Glorious Beads Galore with Precious Metal Clay

Adorn yourself with all manner of beads, personally created by yourself. Discover new techniques, explore new ideas, and work at your own pace in a supportive atmosphere. Learn the disc, triangular, and free-form bead. Then pursue your own choices; students may expect to complete at least two significant beads. Design planning, textural refinements, and troubleshooting will be addressed. Finishing processes and antiquing will be reviewed. Materials fee: \$75, payable to instructor at the beginning of class, for one package of PMC+; use of the kiln; forming, texturing, molding, and stamping tools; finishing and polishing materials; and appropriate findings. Please note: materials fee is subject to change according to market prices. Additional PMC+ and gemstones will also be available for purchase. Materials list will be sent prior to class start. Prerequisite: *previous experience with Precious Metal Clay or permission of the instructor.*

**CRN #11867** 4 Wednesdays, 3/31-4/21, 7-9:30 p.m.  
**MCC Bldg. GPA GP136** Fee: \$110

*Instructor: Judith E. Goldstein*

## Create a Pure Silver Origami Crane: The Symbol of Hope

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. 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 April 5; the instructor needs to purchase supplies for a specific number of students. Materials fee: \$16, 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.

**CRN #11766** 2 Tuesdays, 4/13, 6-9:30 p.m. & 4/20, 7-9 p.m.  
**MCC Bldg. GPA GP136** Fee: \$60

*Instructor: Judith E. Goldstein*

## **"Affordable" Silver with a Twist I:**

### **Introduction to Chaining**

Learn to create more affordable jewelry by using only 100 silver rings (instead of the more traditional 150), which reduces the cost by 1/3. Learn how to use pliers to attach jump rings, without solder, to form a large variety of patterns from simple to intermediate. After mastering several styles—basic, crossing rings, flower, single rope, and chain maille—you will choose your own design and complete your very own bracelet in a single evening! No prior jewelry skills are necessary. Work at your own pace in a supportive atmosphere. A basic supply list will be mailed prior to class. Materials fee: \$45\*, payable to instructor at the beginning of class, for silver supplies.

**CRN #11868** 1 Thursday, 3/18, 6-10 p.m. **MCC Bldg. GPA GP120**  
Fee: \$45

*Instructor: Judith E. Goldstein*

## **Silver with a Twist II:**

### **More Bracelet Patterns in an Evening**

Enhance your jewelry techniques for chaining by learning three new pattern designs: the double rope, the Byzantine, and the Queen's pattern. Use pliers to connect, without solder, high-quality 16 g. sterling jump rings. Learn the new patterns and then choose one with which to create your very own bracelet in a single evening! Work at your own pace in a supportive atmosphere. In just a few hours, you will have created a significant piece of jewelry worth much more than your lab fee. A basic supply list will be mailed prior to class (the same materials as the introductory course). Materials fee: \$65\*, payable to instructor at the beginning of class, for silver supplies. Prerequisite: *Silver with a Twist I is recommended, or permission of instructor.*

**CRN #11869** 1 Thursday, 4/8, 6-10 p.m. **MCC Bldg. GPA GP120**  
Fee: \$45

*Instructor: Judith E. Goldstein*

## **Silver with a Twist III:**

### **Advanced Bracelets in an Evening**

Continue to challenge your ability to create magnificent chains using only pliers and high-quality sterling silver jump rings. Learn the Mexican Taxco, the Cross Chain, and the Open Round Chain Maille patterns. Create your bracelet utilizing the pattern of your choice. You'll go home with a significant piece of jewelry worth much more than your lab fee. A basic supply list will be mailed prior to class (the same materials as the introductory course). Materials fee: \$65\*, payable to instructor at the beginning of class, for silver supplies. Prerequisite: *Silver with a Twist I is recommended, or permission of instructor.*

**CRN #11870** 1 Thursday, 4/29, 6-10 p.m. **MCC Bldg. GPA GP120**  
Fee: \$45

*Instructor: Judith E. Goldstein*

\* Price adjustment may be necessary, based on the silver market at the time of purchase.

You may email the instructor at [jegpewter@aol.com](mailto:jegpewter@aol.com) to see a sample of what you will learn and create.

## **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 solder-less 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](http://www.bellefirebeads.com). A supply list will be mailed to students before the first class.

**CRN #11767** 4 Wednesdays, 2/24-3/17, 6:30-8:30 p.m.

**MCC Bldg. GPA GP202** Fee: \$65

*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 Sculpted Beads and Cabochons**

Learn three simple techniques of wrapping stone or glass beads and cabochons with wire to create unique pendants. Freeform 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](http://www.bellefirebeads.com). A supply list will be mailed to students before the first class.

**CRN #11769** 3 Wednesdays, 3/24-4/7, 6:30-8:30 p.m.

**MCC Bldg. GPA GP202** Fee: \$50

*Instructor: Kris Plimpton*

## **NEW 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](http://www.bellefirebeads.com). A supply list will be mailed to students before the first class.

**CRN #11768** 4 Wednesdays, 4/14-5/5, 6:30-8:30 p.m.

**MCC Bldg. AST D124** Fee: \$65

*Instructor: Kris Plimpton*



## **Tool Sharpening for Woodworkers**

Learn to keep an edge on edged tools. This class is for those active or interested in woodworking, woodcarving, or any related craft that uses cutting tools. Students can expect to learn the proper methods for sharpening chisels, gouges, planes, and knives. This is not a lecture but a hands-on workshop—each student will try their own hand at tool sharpening. Attention tool collectors: feel free to bring in old or "mystery" tools. Please note: students should bring eye protection and ear plugs or ear muffs, and if you wish to sharpen your own tools, a 6- or 8-inch India combination stone and a 2 x 4-inch soft Arkansas slip stone. Students should also bring a lunch.

**CRN #11756** 1 Saturday, 4/17, 9 a.m.-2 p.m. **MCC Bldg. AST D124**  
Fee: \$55

*Instructor: Randall Nelson received his master's in visual art from Vermont College. He makes his living doing sculptural restoration on monuments, statuary, and building facades, for which he has won several awards. In spring 2009, he held a major exhibition of his work at the Homer Babbidge Library, University of Connecticut.*



## Wood Carving for Beginners

Learn how to shape wood easily, with applications from simple woodworking to cabinetry to sculpting in wood. Woodworkers with some experience are also welcomed. The instruction will emphasize several basic elements of "bench carving," including carving from a model, roughing out a form, and letter carving. Students will be expected to work on their individual projects at home, while receiving advice and supervision during class time. There will be a woodworking demonstration with different tools by the instructor each week. The tool sharpening class offered by this instructor is recommended, but not a prerequisite. Students should bring any carving tools and sharpening stones that they already own to the first class, as well as a 8" x 12" x 1" clear white pine or basswood board and 6" C clamp. A tool list will be sent prior to class. Those who need to buy all of the course materials can expect to pay approximately \$150.

**CRN #11764** 3 Saturdays, 4/24-5/8, 9 a.m.-1 p.m.

**MCC Bldg. AST D124** Fee: \$135

Instructor: **Randall Nelson**

## Chair Caning: Seat Weaving Workshop

Reweave 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 #11770** 3 sessions: 1 Friday, 4/30, 6:30-10 p.m.; 1 Saturday, 5/1, 9 a.m.-5 p.m.; & 1 Sunday, 5/2, 12:30-5 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.



**NEW**

## 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. For more information, call Continuing Education at (860) 512-2800 and leave a message for Mike Hiza, antique radio program coordinator.

**CRN #11860** 6 Saturdays, 2/20-3/27, 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.

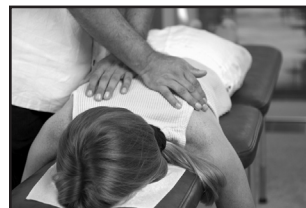
# Body, Mind & Spirit

## 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 #11781** 8 Mondays, 2/22-4/19 (does not meet 4/12), 7:30-8:45 p.m. **MCC Bldg. Lowe L155 (Aerobics Studio)** Fee: \$80

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



## 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 #11898** 1 Saturday, 5/15, 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.

# Body, Mind & Spirit

## 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 #11840** 1 Saturday, 3/20, 9 a.m.-3:30 p.m. **MCC Bldg. LRC B144**  
Fee: \$90

### 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 #11837** 1 Saturday, 3/27, 9 a.m.-3:30 p.m. **MCC Bldg. LRC B144**  
Fee: \$90

► 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 #11836** 1 Saturday, 2/27, 9 a.m.-noon **MCC Bldg. LRC B144**  
Fee: \$40

*Instructor: **Karen Emerick***



### 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 #11841** 1 Saturday, 2/27, 12:30-3:30 p.m. **MCC Bldg. LRC B144**  
Fee: \$40

*Instructor: **Karen Emerick***

### The Alexander Technique: Learn to Improve Your Posture and Balance

Do you experience tension or fatigue at work or during certain everyday activities? Do you wish that you had better posture and balance? Then learn how the Alexander Technique can help you! This world-renowned technique teaches you how to move your body more efficiently and prevent harmful habits that cause pain and stress, while exploring your mind-body connection. This course will be especially helpful for actors, dancers, athletes, office workers, and busy professionals, as well as anyone who would like to eliminate physical discomfort at work or home. Students should bring a floor mat for lying down.

**CRN #11835** 1 Saturday, 3/27, 1-4:30 p.m. **MCC Bldg. GPA GP215**  
Fee: \$35

*Instructor: **Eric Miller** is certified by the American Society for the Alexander Technique and is an alumni and teaching member of the Alexander Technique Center of New England. Eric also teaches this course at Central Connecticut State University and the Hartt School of Music.*

### 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 #11844** 1 Saturday, 3/13, 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.*



# Body, Mind & Spirit

## 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 #11830** 1 Saturday, 3/6, 9 a.m.-4:30 p.m. **MCC Bldg. Lowe L142**  
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 #11831** 1 Saturday, 4/10, 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 #11832** 1 Saturday, 5/1, 9 a.m.-4:30 p.m. **MCC Bldg. AST D213**  
Fee: \$150

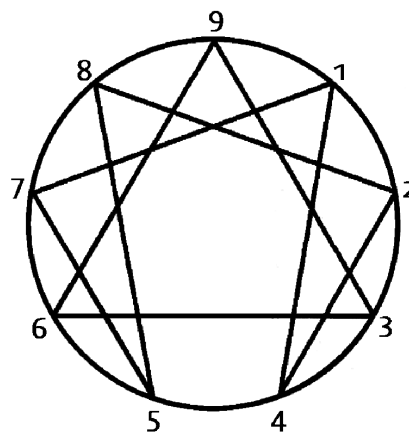
**Instructor:** *Dory Dzinski*

## Creating Positive Life Changes with Emotional Freedom Technique (EFT)

EFT is an easy-to-learn technique whereby you tap with fingertips on specific meridian energy points, while tuned into a problem or source of agitation. Learn the essential three-step process of "Release-Rethink-Redo," recognize thoughts, beliefs and emotions that are in your way, and use EFT to literally rewrite the script of your life for positive change. Please note: this workshop is experiential, so bring a personal goal or desired change in mind.

**CRN #11882** 1 Thursday, 3/25, 6-9 p.m. **MCC Bldg. LRC B144**  
Fee: \$30

**Instructor:** *Criss Jacobs* has worked as a Life Change Coach in West Hartford since 1999. He has an Advanced Certificate in EFT and a certificate as a Core Energetics Practitioner. A past participant commented, "I feel as if a great weight has lifted off me. I am and feel like a different person."



## **NEW** Learn Your Leadership Style through the Enneagram

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. You will learn ET's nine personality types and how they function and interact with one another. By identifying your type, you will see yourself more objectively, understand others better, avoid misperceptions, and appreciate type differences.

**Please note: students must bring to class a completed Enneagram profile, which can be processed online at:**

**[www.leadingwithknowledge.com](http://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 #11964** 1 Saturday, 4/24, 9 a.m.-1 p.m. **MCC Bldg. GPA GP139**  
Fee: \$45

**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.

## **NEW** Healthy Anger: Understanding It and Expressing It Effectively

How do you deal with anger? Discover the purpose of anger and the importance of allowing yourself to feel and express it properly. You will acquire anger management skills and have an opportunity to practice them through individual and group exercises.

**CRN #11963** 1 Saturday, 4/10, 10 a.m.-2:30 p.m. **MCC Bldg. AST C204**  
Fee: \$40

**Instructor:** *Mary Ellen Halloran* earned a master's degree in counseling psychology from the California Institute of Integral Studies. Formerly a marriage and family therapist in California, she is now an owner and life coach for Transitions Life Coaching in Tolland. She is the author of *Anger: Let the Tiger Out, but Keep It on a Leash*.

# Body, Mind & Spirit



## Instructor Spotlight on...



### John Mammone

has a master's degree in Acupuncture and Oriental Medicine from the Oregon School of Oriental Medicine and is nationally certified in Acupuncture. He is the co-owner of the Naturopathic & Acupuncture Health Center in Wethersfield, CT. He has been teaching Qigong for more than 10 years, in addition to practicing Qigong and Tai Chi for more than 15 years. He also has a keen interest in all things metaphysical.

### 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 #11856** 4 Wednesdays, 3/3-3/24, 7-8:30 p.m.

**MCC Bldg. GPA GPI36** Fee: \$50

**Instructor: John Mammone**

### **NEW** Metaphysics and Intuitive Development

Discuss and explore different aspects of that which are beyond our five senses, with exercises that promote awareness. We are all intuitive to some degree, but usually don't know how to develop or use this faculty. We will create a spiritual development circle and learn how to properly open and shut our psychic center for both success and protection. We will also do aura drawings, psychometry, and meditation, and give readings to each other. All levels and interests are welcome, no matter where you are along the continuum.

**CRN #11857** 4 Wednesdays, 4/28-5/19, 7-9 p.m.

**MCC Bldg. GPA GPI36** Fee: \$65

**Instructor: John Mammone**

### 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 #11842** 2 Mondays, 3/22-3/29, 7-9 p.m. **MCC Bldg. GPA GPI39**

Fee: \$45

**Instructor: Dory Dzinski**

### 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 #11834** 4 Mondays, 4/12-5/3, 7-9 p.m. **MCC Bldg. GPA GP139**

Fee: \$90

**Instructor: Dory Dzinski**

### Of Similar Interest

- Mandalas: An Expressive and Meditative Art on page 7
- *The Artist's Way*® in a Day on page 56

### **NEW** 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 #11843** 1 Thursday, 4/8, 6-9 p.m. **MCC Bldg. GPA GP156**

Fee: \$35

**Instructor: Dory Dzinski**

### **NEW** Are You Listening to Your Body?

Is your body trying to get your attention through aches, pains, discomfort, stiffness or illness? Are you listening? Each area of your body relates to a different psycho-spiritual possibility of balance and imbalance in your life. By identifying the physical source of the discomfort or pain, and by discerning what function that part of your body performs for your body as an integrated system, you can learn what may resolve the discomfort and bring ease and balance back into your life.

**CRN #11845** 1 Thursday, 5/6, 6-9 p.m. **MCC Bldg. GPA GP156**

Fee: \$35

**Instructor: Dory Dzinski**

### Learn to See Auras

Seeing is believing! It is said that the aura (energy field) that emanates from each of us reflects the vibrations of our soul. The colors seen in our aura tell of our physical and emotional health. Did you ever wonder why you choose the color clothing you wear each day? Why some days, red or green just won't do? In class we will learn how to sensitize our eyes to see these subtle energy fields which surround our body and explore the meaning of the different colors that are seen.

**CRN #11838** 1 Saturday, 3/6, 9 a.m.-noon **MCC Bldg. LRC B144**

Fee: \$40

**Instructor: Karen Emerick**



# Body, Mind & Spirit

## 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 #11839** 1 Saturday, 3/13, 9 a.m.-2 p.m. **MCC Bldg. LRC B144**

Fee: \$70

Instructor: **Karen Emerick**

## 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 #11847** 1 Saturday, 4/17, 9 a.m.-noon **MCC Bldg. GPA GP142**

Fee: \$35

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.

## 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 #11846** 1 Friday, 3/19, 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 #11858** 1 Saturday, 3/20, 9:30 a.m.-12:30 p.m.

**MCC Bldg. LRC B208**

**CRN #11859** 1 Saturday, 5/8, 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.



## **NEW** Unfoldment "Home Circle"

In response to your wishes, here is the "unfoldment" class that you've asked for—your opportunity to experience, learn from, and witness such a class. To unfold is to open up to spirit guides, to open to your higher self. A "home circle" is what old-time mediums from hundreds of years ago referred to as their gathering, in order to share, experience and grow. Please dress comfortably, and no tape recorders, please.

**CRN #11833** 1 Saturday, 4/24, 9:30 a.m.-12:30 p.m.

**MCC Bldg. LRC B208** Fee: \$75

Instructor: **Joyce Orcutt**

## **NEW** Understanding Your Spirit Guides: Next Step

As a continuation of *Understanding Your Spirit Guides*, you'll increase your ability to "sense" or "experience" your spirit guides, understand their presence, and work with them toward insight. You need not have taken the first part; all levels are welcome. Please, no tape recorders. You may bring pen and paper, and be sure to dress comfortably.

**CRN #11848** 1 Wednesday, 5/12, 6-9 p.m. **MCC Bldg. GPA GP142**

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 #11805** 4 Mondays, 4/5-4/26, 7-9 p.m. **MCC Bldg. GPA GP137**

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
Oracle Database 10g: Introduction to SQL	22	Oracle Certified Associate	IZO-007
A+ Essentials Certification Preparation	23	CompTIA A+ Certificate	220-701
Network+ Certification Preparation	23	CompTIA Network+ Certificate	N10-004 and JK0-016
AutoCAD 2010 Certification Preparation	24	AutoCAD 2010 Certified Associate	AutoCAD 2010 Certified Associate exam
Microsoft Office 2007: MCC Certificate	20	MCC Certificate	

Certification testing centers can be found at [www.prometric.com](http://www.prometric.com), [www.certipoint.com](http://www.certipoint.com), or [www.microdesk.com](http://www.microdesk.com)

**For more information, contact Bruce Manning, Computer Coordinator at (860) 512-2808 or [bmanning@mcc.commnet.edu](mailto:bmanning@mcc.commnet.edu)**

**Stephen Bloom**, M.Ed., 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 at 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. John 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 & Travelers insurance corporations, as well as other experience that includes application development, technical and operational support, and managing data center operations.

**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 more than 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.

**Carmin 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 and Office 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.

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

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

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

# Computer Technology

**Steven Moore**, M.S. in computer science and engineering from the University of Connecticut, is an assistant professor of engineering and technology at MCC.

**Annabel Pedemonti** has run her 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.

**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.

**Charles Russell** has a B.S. in electrical engineering and has been teaching courses in computers and electronics for more than 25 years. Charles is an electronics and computer teacher at MCC and manages the computer labs for the Center for Business and Technology.

**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, is 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.

**Elizabeth Thomas** has 20 years of experience in end-user technology support and education. She has been an instructor in Continuing Education programs since 1998 and specializes in Microsoft Office applications. She is also a published poet who designs and teaches writing programs for schools and organizations throughout the U.S.

**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. He is the author of *The Complete Idiot's Guide to Visual Basic.NET*.

**Dorothy Weiner** is an MCP- and MOUS-certified instructor with more than 10 years' experience teaching Microsoft products and various other applications and operating systems.

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## INTRODUCTION

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### 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 #12014** 2 Mondays, 3/8-3/15, 6-9 p.m. **MCC Bldg. LRC B142**  
Fee: \$95

Instructor: **Ray Burrington**

### Computer Boot Camp

Do you feel you are being left behind the technology revolution? It is never too late to learn, and we have a course that will get you acquainted with the computer terminology and devices that help manage our information today. Students will gain an insight into computer hardware and how to use the Microsoft Windows operating system. In addition, students will begin learning how to use the basic word processing functions of the popular Microsoft Word program. Students will also learn how to use the Outlook e-mail program and the best search techniques on the Internet. Instructor will provide handouts.

*Prerequisite: Typing skills are recommended.*

**CRN #12015** 4 Tuesdays, 4/6-4/27, 6-9 p.m.

**MCC Bldg. LRC B141** Fee: \$195

Instructor: **Steven Bloom**



# Computer Technology

## 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 #12016** 2 Fridays, 2/19-2/26, 6-9 p.m. **MCC Bldg. LRC B207**

Fee: \$95

Instructor: **Richard Hoyer**

## Personal Computers Introduction for Active Adults

Designed for those with little or no experience with computers, this seminar introduces IBM-compatible machines to older learners eager to take advantage of new technology. Find out what a computer can do for you.

This seminar is a great first step to making a purchase or learning a specific software program. Instructor provides handouts. There is no prerequisite.

**CRN #12017** 2 Tuesdays, 3/9-3/16, 1-4 p.m. **MCC Bldg. LRC B141**

Fee: \$95

Instructor: **Ray Burrington**

## INTERNET

### 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 what you need to know to get started on the Internet, how to visit and bookmark web sites, and how to search the web for specific content. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills recommended but not required*.

**CRN #12018** 2 Tuesdays, 3/23-3/30, 1-4 p.m. **MCC Bldg. LRC B141**

Fee: \$95

Instructor: **Ray Burrington**

### E-mail Made Easy for Active Adults

Learn how e-mail will keep you in touch with friends and family around the world. If you do not have an e-mail 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 e-mail. Instructor provides handouts. Prerequisite: *Basic keyboard and mouse skills*.

**CRN #12019** 2 Tuesdays, 4/6-4/13, 1-4 p.m. **MCC Bldg. LRC B141**

Fee: \$95

Instructor: **Ray Burrington**

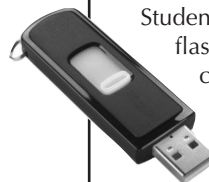
### Adobe Dreamweaver Introduction

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 #12020** 2 Wednesdays, 3/3-3/10, 6-9 p.m. **MCC Bldg. LRC B141**  
**CRN #12022** 1 Wednesday, 5/12, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**

(limited seating)  
Fee: \$95

Instructors: **CRN #12022: Margaret Gordon;**  
**CRN #12020: Robert Thornton**



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.

### Adobe Dreamweaver Intermediate

If you know the basics of Dreamweaver, further your skills in this fun and informative hands-on CS4 class. Learn how Cascading Style Sheets (CSS) are easier than ever to create and use! Make your site work for you by building feedback forms. Create a custom template for faster page creation, insert data sets, build Spry navigation bars, and learn the many uses of PhotoShop smart objects. Note: Questions from users of previous versions of Dreamweaver are welcome and will be addressed as time allows. Instructor provides handouts. Prerequisite: *Dreamweaver Introduction or permission of the instructor or computer coordinator*.

**CRN #12024** 1 Wednesday, 5/19, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**  
(limited seating) Fee: \$95

Instructor: **Margaret Gordon**

### Web Usability and Design Introduction

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

**CRN #12026** 2 Wednesdays, 3/31-4/7, 9 a.m.-4 p.m.

**MCC Bldg. LRC B142** (limited seating) Fee: \$195

Instructor: **Michael Rawlins**

### **NEW** Web Usability and Design Intermediate

Want to increase your web design skills? This course is for you. The class provides an overview of user-centered web design processes 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. Instructor provides handouts. Prerequisite: *Web Usability and Design Introduction*.

**CRN #12028** 2 Wednesdays, 4/28-5/5, 9 a.m.-4 p.m.  
**MCC Bldg. LRC B142** (limited seating) Fee: \$195

Instructor: **Michael Rawlins**

# Computer Technology

## 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 #12033** 2 Fridays, 5/7-5/14, 6-9 p.m. **MCC Bldg. LRC B142**  
Fee: \$95

Instructor: **Michael Rawlins**

## 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 #12034** 6 Wednesdays, 3/17-4/21, 6-9 p.m. **MCC Bldg. LRC B141**  
Fee: \$295

Instructor: **Robert Thornton**

## How to Bring More Visitors to Your Website

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 #12035** 2 Saturdays, 5/1-5/8, 9:45 a.m.-12:45 p.m.  
**MCC Bldg. LRC B142** Fee: \$95

Instructor: **Gale Kotlikova**

## 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 required.*

**CRN #12038** 2 Wednesdays, 4/28-5/5, 6-9 p.m. **MCC Bldg. LRC B141**  
Fee: \$95

**CRN #12037** 1 Wednesday, 5/26, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**  
(limited seating)

Instructors: **CRN #12037: Margaret Gordon;**

**CRN #12038: Robert Thornton**

## 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. 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. If you wish, please bring current bank account number with routing number and credit card to set up an eBay account in class. Instructor provides handouts. Prerequisite: *No prior business experience is necessary. Basic Windows, keyboard and mouse skills. Internet experience is helpful.*

**CRN #12039** 2 Mondays, 4/5-4/12, 6-9 p.m. **MCC Bldg. LRC B141**  
Fee: \$95

Instructor: **Ann Gruden**

## 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), Prentice Hall, is available at the MCC Bookstore for approximately \$70. Prerequisite: *Basic Windows, keyboard and mouse skills; knowledge of basic database concepts is recommended. Programming and HTML experience highly recommended.*

**CRN #12041** 3 Fridays, 5/7-5/28 (does not meet 5/21), 9 a.m.-4 p.m.  
**MCC Bldg. LRC B141** (limited seating) Fee: \$295

Instructor: **Steven Moore**

## ASP.NET Introduction

This course introduces building dynamic web applications with ASP.NET 3.5 and Visual Basic 2008. Geared toward students who have some programming experience, the course begins with the .NET programming model and an introduction to Visual Basic 2008. The ASP.NET component covers web controls, state management, and error handling. By the end of the course, the student will be able to build and deploy an ASP.NET application that interfaces with a SQL Server database. Fundamental database concepts will be covered, along with an introduction to ADO.NET. Registered students are eligible for free Visual Studio 2008 software. Required text: Beginning ASP.NET 2.0 in VB 2008: From Novice to Professional, APress, is available at the MCC Bookstore for approximately \$60. Prerequisite: *Basic Windows, keyboard and mouse skills; some programming experience recommended.*

**CRN #12043** 4 Fridays, 4/9-4/30, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**  
(limited seating) Fee: \$395

Instructor: **Steven Moore**

# Computer Technology

**NEW**

## 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. Learn how to easily make headers, bullets, and text look the way you want throughout the entire web site. Make global color and font changes to links and text in seconds! Position page elements exactly where you want them. Easily create menus, buttons and mouse-over effect. We will also analyze existing web sites, examine code levels, and break-down how the site was built. Required text: Stylin' with CSS: A Designer's Guide, 2nd Edition is available at the MCC Bookstore for about \$35. Prerequisite: *Basic Windows, keyboard and mouse skills are required. Knowledge of HTML recommended.*

**CRN #12045** 2 Wednesdays, 3/17-3/24, 9 a.m.-4 p.m.

**MCC Bldg. LRC B142** (limited seating) Fee: \$195

Instructor: **Ted Crommett**

## OFFICE SUITES & OUTLOOK

### Microsoft Office 2007 MCC Certificate

This intensive, 12-week course covers the basics of all Office programs and leads to an Office 2007 MCC Certificate. Students in this workshop will receive hands-on practice in all aspects of Word, Excel, Access, PowerPoint and Outlook. Required text: Marquee Microsoft Office 2007, EMC Paradigm Publishing, available at MCC Bookstore for approximately \$95. Prerequisite: *Basic Windows, keyboard and mouse skills with some exposure to Microsoft Office helpful.*

**CRN #11535** 12 Fridays, 2/5-4/30 (does not meet 4/2), 6-9 p.m.

**MCC Bldg. LRC B142** Fee: \$499

Instructor: **Dorothy Weiner**

### Microsoft Office Project 2007 Essentials

Microsoft Office Project 2007 is one of the most frequently used tools in project management. This course explains how to use Project 2007 to build project plans. Students will be introduced to basic project features and functions of Microsoft Project 2007, such as Creating a Task List, Setting up Resources, Assigning Resources to Tasks, Formatting and Printing Your Plan, Tracking Progress on Tasks, etc. The course text will lead you step-by-step through all the tasks most likely to perform in Project 2007. Registered students are eligible for free Project 2007 software. Required Text: Microsoft Office Project 2007 Step by Step is available at the MCC Bookstore for approximately \$30. Prerequisite: *Basic Windows, keyboard and mouse skills.*

**CRN #12047** 1 Friday, 3/26, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**

(limited seating) Fee: \$95

Instructor: **Willy Isaac**

**Want to take a class online?  
See the Online Academy  
courses listed on pages 57-64  
or visit the web site at  
[www.ed2go.com/manchcc](http://www.ed2go.com/manchcc)**



### PowerPoint 2003 Introduction

With unprecedented ease, this presentation software package allows users to create graphics and slides. You will work with slide masters; change backgrounds; manipulate clip art; use drawing tools; create a chart; and run a slide show. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

**CRN #12048** 1 Monday, 4/26, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**

Fee: \$95

Instructor: **Elizabeth Thomas**

### PowerPoint 2007 Introduction

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 about the extensive printing features of the program when they create their slideshows. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills; word processing experience recommended.*

**CRN #12050** 1 Monday, 5/3, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**

(limited seating)

**CRN #12051** 2 Wednesdays, 5/19-5/26, 6-9 p.m. **MCC Bldg. LRC B142**

Fee: \$95

Instructors: **CRN #12050: Margaret Gordon;**

**CRN #12051: Kristin Violette**

### Outlook 2007 Introduction

Outlook 2007 is so much more than just e-mail; it is your communication center. Learn how e-mail, 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 #12032** 2 Mondays, 3/22-3/29, 6-9 p.m. **MCC Bldg. LRC B141**

Fee: \$95

Instructor: **Kristin Violette**

## WORD PROCESSING

### 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 #12052** 2 Tuesdays, 4/20-4/27, 1-4 p.m. **MCC Bldg. LRC B141**

Fee: \$95

Instructor: **Ray Burrington**

### Word 2003 Introduction

Learn the basic skills required to create documents using Microsoft Word 2003. Learn how to create, edit, format, review, and print documents such as letters and memos, and how to apply basic page, paragraph, header, footer, and character formatting functions. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

**CRN #12053** 1 Monday, 5/10, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**

Fee: \$95

Instructor: **Elizabeth Thomas**



# Computer Technology

## Word 2007 Introduction

Learn how to create documents, letters, 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 #12054** 2 Wednesdays, 5/5-5/12, 6-9 p.m. **MCC Bldg. LRC B142**  
Fee: \$95

Instructor: **Kristin Violette**

## **NEW** 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 view. Learn tips on compatibility issues. Instructor provides handouts. Prerequisite: *Basic Mac, keyboard and mouse skills*.

**CRN #12058** 2 Fridays, 5/21-5/28, 6-9 p.m. **MCC Bldg. LRC B218**  
Fee: \$95

Instructor: **Dorothy Weiner**

## **NEW** Word 2007 In-Depth

Learn how to create documents, letters, and memos in Microsoft Word 2007. Students will edit and format text and paragraphs; create tables, headers, footers, and breaks; find, replace, spell check and print text; work with graphics. Students will create styles, use outlines, define columns, print labels and envelopes, develop their own templates, diagrams, and use drawing tools. Learn the advantage of tracking revisions in documents and create Word documents for the web. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills*.

**CRN #12057** 2 Tuesdays, 4/6-4/13, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**  
(limited seating) Fee: \$125

Instructor: **Bruce Manning**

## 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 the instructor or computer coordinator*.

**CRN #12060** 1 Tuesday, 4/20, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**  
(limited seating) Fee: \$95

Instructor: **Dorothy Weiner**

## SPREADSHEETS

### Accounting II

Learn basic concepts and practices of an accountant's role in providing managers with information to assist in their planning, control and decision-making activities. Topics include cash flow, cost accounting, analyses for managerial decisions and the budget process. Course work and practice will utilize QuickBooks and Excel in our computer lab.

Required text: Included in course fee. Prerequisite: *Accounting I*.

**CRN #11966** 5 Fridays, 5/21-6/18, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**  
(limited seating) Fee: \$295

Instructor: **John W. Kelly**

### 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 #12061** 2 Fridays, 2/19-2/26, 6-9 p.m. **MCC Bldg. LRC B141**  
Fee: \$95

Instructor: **Annabel Pedemonti**

### QuickBooks Advanced with Payroll

QuickBooks Advanced concepts will include how to enter bills into QuickBooks accounts payable; pay bills; create and customize QuickBooks reports and graphs; set up inventory and build finished goods; track and pay sales tax; understand QuickBooks payroll features; create estimates and do progress invoicing; track time and mileage; and customize QuickBooks sales forms. Additionally, students will 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 #12062** 3 Fridays, 3/5-3/19, 6-9 p.m. **MCC Bldg. LRC B141**  
Fee: \$150

Instructor: **Annabel Pedemonti**

### 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 #12068** 2 Thursdays, 5/13-5/20, 1-4 p.m. **MCC Bldg. LRC B141**  
Fee: \$95

Instructor: **Ray Burrington**

# Computer Technology

## Excel 2003 Introduction

Use the Microsoft Excel spreadsheet to combine number-crunching capabilities and database operations into an outstanding report and gain an understanding of formulas and functions. Prerequisite: *Basic Windows, keyboard and mouse skills.*

**CRN #12063** 1 Monday, 5/3, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**

Fee: \$95

Instructor: **Elizabeth Thomas**

## 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, print, and create charts. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

**CRN #12065** 1 Thursday, 3/18, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**

(limited seating)

**CRN #12066** 2 Mondays, 5/17-5/24, 6-9 p.m. **MCC Bldg. LRC B141**

Fee: \$95

Instructors: **CRN #12065: Dorothy Weiner;**

**CRN #12066: Kristin Violette**

## **NEW** 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 #12067** 2 Fridays, 5/7-5/14, 6-9 p.m. **MCC Bldg. LRC B218**

Fee: \$95

Instructor: **Dorothy Weiner**

## Excel 2007 Intermediate

Continue exploring Excel 2007. Learn how to use, link and manage multiple worksheets and workbooks, create cell and name ranges, advanced formatting techniques, outline and subtotals, sorting and filtering, and advanced charting. Instructor provides handouts. Prerequisite: *Excel Introduction or permission of the instructor or computer coordinator.*

**CRN #12070** 1 Thursday, 3/25, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**

(limited seating) Fee: \$95

Instructor: **Dorothy Weiner**

## **NEW** Excel 2007: Advanced Topics

Are you ready to dig deeper into Excel? This fun- and fact-filled course will teach you how to use the advanced functions that you've only dreamed of using. Easy-to-understand methods and practical examples will give you the confidence to take your Excel skills to a higher level. Topics include: ranges, linking workbooks, Goal Seek tool, Scenario Manager, formula auditing, advanced filters, grouping, outlines, HLOOKUP, pivot tables, and pivot charts. Instructor provides handouts. Prerequisite: *Excel Intermediate, equivalent experience or permission of the instructor or computer coordinator.*

**CRN #12071** 1 Thursday, 4/29, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**

(limited seating) Fee: \$95

Instructor: **Margaret Gordon**

## 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 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 #12073** 1 Thursday, 4/8, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**

(limited seating) Fee: \$95

Instructor: **Chuck Schwartz**

## 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. Instructor will provide handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

**CRN #12075** 1 Friday, 3/19, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**

(limited seating) Fee: \$95

Instructor: **Marc Cohen**

### Oracle Database 10g: Introduction to SQL

This course introduces you to Oracle Database 10g technology, relational database concepts, and the powerful SQL programming language. The course provides essential SQL skills of querying the database, the meta data, and creating database objects. The course also delves into advanced querying and reporting techniques, data warehousing concepts and manipulating large data sets in different time zones. Required text: *Oracle Database 10g: Introduction to SQL* (value \$200) is included in course fee. Note: Students need to register for the course at least two weeks prior to the course start date so we can order books for the course in a timely manner. Prerequisite: *Familiarity with data processing concepts and techniques; ability to use a graphical user interface (GUI) recommended.*

**CRN #12077** 5 Fridays, 4/23-5/21, 8:30 a.m.-4:30 p.m.

**MCC Bldg. LRC B142** (limited seating) Fee: \$1,200

Instructor: **Marc Cohen**

### 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. Students are eligible to receive free Microsoft SQL Server 2008 software. Instructor provides handouts. Prerequisite: *Database Introduction course or familiarity with databases.*

**CRN #12079** 1 Friday, 4/16, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**

(limited seating) Fee: \$95

Instructor: **Marc Cohen**

# Computer Technology

## Access 2003 Introduction

Obtain the skills you need to update records in a database and to use Access to create a simple database. You will learn to design tables and queries and to create forms and reports using built-in tools. Learn how to enter and work with table data; create databases and tables; create relationships; use forms; filter data; run queries; and work with reports.

Note: This course provides training for students using either 2003 or 2002 (XP) Microsoft Office versions. Instructor provides handouts.

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

**CRN #12084** 2 Mondays, 5/3-5/10, 6-9 p.m. **MCC Bldg. LRC B142**

Fee: \$95

Instructor: **Kristin Violette**

## Access 2007 Introduction

Access 2007 is here! Learn basic database concepts, create tables, set data entry rules, and create queries, forms and reports. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

**CRN #12082** 1 Friday, 3/26, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**

(limited seating)

**CRN #12083** 2 Mondays, 4/5-4/12, 6-9 p.m. **MCC Bldg. LRC B142**

Fee: \$95

Instructors: **CRN #12082: Margaret Gordon;**

**CRN #12083: Kristin Violette**

## Access 2007 Intermediate

Continue your exploration of Access 2007. Learn how to relate tables, use lookup fields, create sub-datasheets, complex queries, advanced form design, charts and pivot tables. Instructor provides handouts.

Prerequisite: *Access Introduction or permission of the instructor or computer coordinator.*

**CRN #12086** 1 Friday, 4/9, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**

(limited seating) Fee: \$95

Instructor: **Margaret Gordon**

## Access 2007: Database Skills for Non-Programmers

This course teaches novice users how to create a full-featured Access relational database. Students will learn basic database concepts and progress to advanced database functions. The class will include discussion of database design concepts; tables; views; sorts; filters; relationships; queries; writing accurate criteria; report design; creating subtotals and totals; and creating lookups. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

**CRN #12088** 3 Thursdays, 4/8-4/22, 9 a.m.-4 p.m.

**MCC Bldg. LRC B141** (limited seating) Fee: \$295

Instructor: **Margaret Gordon**

## NETWORKS & OPERATING SYSTEMS

### **NEW** 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 a structured setting in which to review the CompTIA's Network+ certification examination.

Required text: CompTIA Press: Network+ 2009 Student Edition, Axzo Press, 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](http://www.prometric.com). Prerequisite: *Working knowledge of hardware and Windows XP. One to two years minimum experience in networking is required.*

**CRN #12091** 12 Thursdays, 2/25-5/20 (does not meet 4/1), 6-9 p.m.

**MCC Bldg. LRC B142** Fee: \$590

Instructor: **John Bolduc**

## 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.

### **NEW** Windows Vista Introduction

You've heard about Windows Vista. Now it's time to enter the exciting new world of this latest operating system. Learn how to use the Windows Vista Start menu, move and resize windows, manage files and folders, perform content searches, create shortcuts, change system settings, and browse the Web. Required text: Course ILT, Windows Vista: Basic + CertBlaster, Thomson Publishing, available at MCC Bookstore. Prerequisite: *Keyboarding and mouse skills recommended.*

**CRN #12089** 1 Monday, 4/5, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**

Fee: \$95

Instructor: **Margaret Gordon**

### **NEW** 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 system. Prerequisite: *Keyboarding and mouse skills recommended.*

**CRN #12090** 1 Monday, 4/26, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**

Fee: \$95

Instructor: **Margaret Gordon**

## TROUBLESHOOTING & SECURITY

### 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, is available at MCC Bookstore for approximately \$65. Prerequisite: *Basic knowledge of hardware and operating systems is recommended.*

**CRN #12117** 12 Thursdays, 2/25-5/20 (does not meet 4/1), 6-9 p.m.

**MCC Bldg. LRC B141** Fee: \$590

Instructor: **Chuck Russell**

### Be Your Own PC Tech I

Why pay for expensive upgrades when you can learn how to do them yourself? This class covers hardware issues from the motherboard to the operating system. Practice RAM, expansion cards and peripheral device installations in a hands-on workshop with real parts. Learn how to configure drivers and troubleshoot your Windows operating system. This class is for the beginner or intermediate PC user. Instructor provides handouts. Prerequisite: *Basic Windows and PC hardware knowledge.*

**CRN #12097** 1 Monday, 4/12, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**

(limited seating) Fee: \$95

Instructor: **Jacqueline Spector**



# Computer Technology

## Be Your Own PC Tech II

This class is for the more advanced PC user and will focus on the operating system. Learn how to reformat a hard drive, partition a hard drive and load Windows. Participants will discover how to add new cards such as video, sound or modem, and add new peripherals, including printers and scanners. Learn how to download and install driver updates from the manufacturer's website. Instructor provides handouts. Prerequisite: *Be Your Own PC Tech I or permission of the instructor or computer coordinator.*

**CRN #12098** 1 Monday, 4/19, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**  
Fee: \$95

Instructor: **Jacqueline Spector**

## DIGITAL IMAGING & DESIGN

### **NEW** AutoCAD 2010 Certification Preparation

This course covers the performance tasks that have been identified by Autodesk as being included on the AutoCAD 2010 Certified Associate Examination. The course shows a student 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. The following topics are covered: 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 2010 Tutorial - First Level: 2D Fundamentals available at the MCC Bookstore for approximately \$50 (includes 13 month license for AutoCAD 2010 and AutoCAD Certified Associate Examination Reference Guide). Prerequisite: *Basic Windows, keyboard and mouse skills.*

**CRN #12113** 12 Fridays, 2/19-5/14 (does not meet 4/2), 6-9 p.m.  
**MCC Bldg. AST C128** Fee: \$595

Instructor: **Steven Bloom**

## Adobe Photoshop Elements (PC) Introduction

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 #12099** 2 Tuesdays, 4/13-4/20, 6-9 p.m. **MCC Bldg. LRC B142**  
Fee: \$95

Instructor: **Richard Hoyer**

## Adobe Photoshop Elements (PC): The Next Step

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 will provide handouts. Prerequisite: *Familiarity with Photoshop Elements or Photoshop Elements Introduction course.*

**CRN #12100** 2 Tuesdays, 4/27-5/4, 6-9 p.m. **MCC Bldg. LRC B142**  
Fee: \$95

Instructor: **Richard Hoyer**

## Adobe Photoshop CS4 Introduction (Mac)

Adobe Photoshop CS4 is the standard image editing application used by the majority of design professionals throughout the world. Students will learn the basics of image manipulation and creation with this powerful tool. Learning how to create accurate selections, which can be modified with Photoshop's tools, will form a key part of the training, as will understanding layers, using color and transparency, and adjusting images to improve their quality/suitability for their intended publication. Instructor provides handouts. Prerequisite: *Basic Mac, keyboard and mouse skills.*

**CRN #12101** 2 Saturdays, 5/1-5/8, 9 a.m.-noon **MCC Bldg. AST D211**  
Fee: \$95

Instructor: **Jeff Shaffer**

## Adobe Photoshop CS4 Intermediate (Mac)

Upon completion of this course, students will acquire skills in 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, you'll soon be able to create even more sophisticated, amazing images using some of this program's limitless capabilities. Instructor provides handouts. Prerequisite: *Adobe Photoshop Introduction (Mac) or permission or instructor or computer coordinator.*

**CRN #12102** 2 Saturdays, 5/15-5/22, 9 a.m.-noon  
**MCC Bldg. AST D211** Fee: \$95

Instructor: **Jeff Shaffer**

## 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, e-mail 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 #12104** 1 Tuesday, 5/4, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**  
(limited seating) Fee: \$95

Instructor: **Margaret Gordon**

## 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 #12106** 1 Tuesday, 5/18, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**  
(limited seating) Fee: \$95

Instructor: **Margaret Gordon**

# Computer Technology

**NEW**

## Adobe Acrobat Intermediate

This course expands on what you learned in the Basics and Forms courses with crucial business skills for keeping your 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 #20203** 1 Tuesday, 6/1, 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 #12109** 1 Tuesday, 5/25, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**  
(limited seating) Fee: \$95

Instructor: **Valerie Scott**

## Adobe InDesign Introduction (Mac)

InDesign is Adobe's advanced publishing software program. It is used for page layout and design. InDesign is tightly integrated with Adobe Photoshop and Illustrator. This course will provide an overview of the InDesign workspace, import and edit graphics and text and apply precise typographic control. Class will be held in Mac computer lab using Adobe InDesign CS4. Instructor provides handouts. Prerequisite: *Basic Mac, keyboard and mouse skills required. Some page layout experience is helpful.*

**CRN #12110** 2 Saturdays, 4/17-4/24, 9 a.m.-noon

**MCC Bldg. AST D211** Fee: \$95

Instructor: **Valerie Scott**

## Publisher 2007 Introduction

You can easily create distinctive, professional newsletters, brochures, cards, fliers and more. Even if you don't have any design or graphics experience, you will learn desktop publishing basics. This class will cover the essential elements of using Microsoft Publisher, including page-layout commands, working with frames, using graphics, templates and wizards. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

**CRN #12112** 1 Tuesday, 4/27, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**

(limited seating) Fee: \$95

Instructor: **Dorothy Weiner**

## PROGRAMMING

### Programming Essential Concepts

This course provides an introduction to programming fundamentals, including program statements, computer logic, data types, mathematical operations, functions, classes, user interface design, and efficient programming techniques. The class demonstrates all concepts using VB.NET and C#. Note: Registered students are eligible for free Visual Studio 2008 software. Prerequisite: *Basic Windows, keyboard and mouse skills.*

**CRN #12114** 2 Fridays, 4/9-4/16, 6-9 p.m. **MCC Bldg. LRC B141**

Fee: \$95

Instructor: **Clayton Walnum**

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

This course provides a structured approach to program logic and design using fundamental programming concepts and 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. Note: Registered students are eligible for free Visual Studio 2008 software. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

**CRN #12116** 2 Thursdays, 4/22-4/29, 9 a.m.-4 p.m.

**MCC Bldg. LRC B142** (limited seating) Fee: \$195

Instructor: **Chuck Schwartz**

## VBA (Visual Basic for Applications) 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. Instructor provides handouts. Prerequisite: *Windows, keyboard and mouse skills; basic knowledge of Microsoft Office applications.*

**CRN #12119** 3 Tuesdays, 5/4-5/18, 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. Prerequisites: *Basic Windows, keyboard and mouse skills with some exposure to Microsoft Office.* A small USB drive is also required.

**CRN #12093** 2 Saturdays, 4/3-4/10, 9 a.m.-noon **MCC Bldg. LRC B142**  
Fee: \$65

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. Prerequisites: *Game Programming Introduction or instructor's approval.* A small USB drive is also required.

**CRN #12095** 4 Saturdays, 4/17-5/8, 9 a.m.-noon **MCC Bldg. LRC B141**  
Fee: \$130

Instructor: **Clay Walnum**



# Computer Technology



Andrew Gernhard,  
Credit-Free instructor



Members of the crew of Synthetic Cinema International

## **NEW** Video Production (VP1): Intro to Video Camera & Techniques

This comprehensive course in basic video cameras, technology, standards and controls for video production is for emerging video professionals 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 are no prerequisites.

**CRN #12121** 2 sessions, Monday & Tuesday, 3/15-3/16, 9 a.m.-4 p.m.  
**MCC Bldg. LRC B115** Fee: \$225

Instructor: **Andrew Gernhard**

## **NEW** 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. 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 required.*

**CRN #12123** 3 sessions, Wednesday, Thursday, Friday, 3/17-3/19,  
9 a.m.-4 p.m. **MCC Bldg. LRC B207** Fee: \$295

Instructor: **Andrew Gernhard**

## **NEW** Video Production (VP3): Video Production Project

Students will continue their education and exercises from VP1 & VP2 and use the camera and Final Cut Pro Editing techniques to complete a short subject video project. Students develop ideas to research, scout, and prepare a short story subject which they will shoot and edit during the workshop for presentation and critique by the class conclusion. Instructor provides handouts. Prerequisite: *Video Production VP1 and Video Production VP2 courses.*

**CRN #12125** 3 Saturdays, 3/20-4/10 (does not meet 4/3), 9 a.m.-4 p.m.  
**MCC Bldg. LRC B207** Fee: \$295

Instructor: **Andrew Gernhard**

## **NEW** 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. Students should bring a pocket-sized notepad for the course. Prerequisite: *Basic Mac, keyboard and mouse skills.*

**CRN #12130** 6 Saturdays, 4/17-5/22, 9 a.m.-noon  
**MCC Bldg. LRC B207** Fee: \$250

Instructor: **Colin Theys**

## **NEW** 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. Students should bring a pocket-sized notepad for the course. Note: Students should register no later than 3/23/10 in order to attend the course. Prerequisite: *Basic Windows, keyboard and mouse skills.*

**CRN #12132** 6 Fridays, 4/23-5/28, 6-9 p.m. **MCC Bldg. LRC B141**  
Fee: \$250

Instructor: **John Doolan**

## MSDNAA Software Information

MCC's Division of Continuing Education subscribes to Microsoft Developers Network Academic Alliance (MSDNAA), which allows MCC students who enroll in designated computer classes to receive free Microsoft software that is related to the course.

Available software for Spring 2010 includes:

**Windows XP, Windows Vista, Windows 7, Access 2003 & 2007, Microsoft SQL Server 2008, Visio 2007, Visual Studio 2008 and Game Studio.** Please check with your instructor to see if your course qualifies for MSDNAA software.





## Instructor Spotlight on...



### Dorothy (Dory) Alderman

has been teaching culinary arts 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. She also studied Japanese cooking in California and in Philadelphia at Le Champion Restaurant.

## Japanese and Korean Cooking

When preparing Japanese food, great chefs know that presentation is as important as taste. Authentic Japanese cuisine is light and nourishing and can be prepared in your own kitchen. Make and enjoy makizushi, inarizushi, and chirashizushi (various forms of sushi); miso soup; teriyaki chicken; oyako and nishiki domburi (layered dishes served in individual bowls); green tea tiramisu; and fragrant Japanese tea. Please note: we will discuss but not use sashimi (raw fish). In addition to the Japanese dishes, we'll try two Korean dishes: bulgogi (barbecue beef with condiments) and minari juhn (watercress and beef pancakes with dipping sauce). Participants should bring dishtowels, potholders and knives to class. Materials fee: \$15, payable to instructor at beginning of class.

**CRN #11829** 1 Saturday, 3/20, 12:30-4 p.m. **MCC Bldg. GPA GP213**  
Fee: \$60

Instructor: **Dorothy (Dory) Alderman**

## All about Herbs

Herbs are easy-to-grow plants that can enhance your cooking and baking. Many are perennials that return every year without any effort. Learn how to plant and harvest your own herb garden and how to preserve your bounty. This class will include cooking with herbs and tasting the delicious results of your efforts: herb vinegars and oils, chicken with mint, herb biscuits, lemon herb cookies, salsa, bruschetta, sage and walnut corn cakes, pesto, and rosemary-potato focaccia. Participants should bring a dish towel, pot holders, and a sharp knife to class. Materials fee: \$15, payable to instructor at beginning of class.

**CRN #11827** 1 Saturday, 4/17, 12:30-4 p.m. **MCC Bldg. GPA GP213**  
Fee: \$60

Instructor: **Dorothy (Dory) Alderman**



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MCC Credit-Free catalog every quarter?

Call (860) 512-2800 or email: [ceinfo@mcc.commnet.edu](mailto:ceinfo@mcc.commnet.edu)



Interested in a cuisine class?

Please register early—instructors need to shop for an approximate number of students.

## 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.** Limited seating available; please register early. Prerequisite: *Basic Baking and Pastry Arts*, or permission of the instructor.

**CRN #11923** 16 sessions, Thursdays & Fridays, 2/25-5/7 (does not meet 3/18, 3/19, 4/1, 4/2, 4/8 & 4/9), 5:30-8:30 p.m. (Thursdays) & 2:30-8:30 p.m. (Fridays) **MCC Bldg. Lowe L292 (North Kitchen), MCC Bldg. L293 (South Kitchen), and Lowe 294 (Culinary Arts Center)** Fee: \$390

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 Prepare a Romantic Valentine Dinner with a French Flare

Impress your "special someone" with a Valentine's dinner to remember! We will prepare the following French-inspired meal: Gruyere Cheese and Chive Gougeres (French pastry puffs), Chopped Arugula Corn Salad in Parmesan Bowl with Raspberry Dressing; Haricot Verts (green beans) with Pecan Crumbs; Sautéed Tilapia (delicate white fish) with Lemon Caper White Wine Reduction; and individual Chocolate Molten Lava Cakes for dessert. Materials fee: \$16, payable to the instructor at the beginning of class.

**CRN #11852** 1 Friday, 2/12, 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, with a concentration in nutrition and food science. She is 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.

## NEW Italian Classics Makeover

Not your corner pizzeria! We'll learn delicious and different ways to prepare these classic Italian dishes: Chicken Napolitan Parmesan; Roast Garlic Vegetables; Italian Chopped Salad; and Winter Berry Tiramisu. You 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). Please also bring a paring and chef knife. Materials fee: \$16, payable to the instructor at the beginning of class. **CRN #11853** 1 Friday, 3/19, 6-9 p.m. **MCC Bldg. GPA GP213** Fee: \$50  
Instructor: **Lisa Montag Weikert**

## **NEW** Mexican Spring Dinner

Celebrate Cinco de Mayo and the coming of spring with a refreshing menu of Mexican favorites that are both elegant and festive: Chicken Lime Tortilla Soup; Grilled Shrimp Nachos with Guacamole and Orange Salsa Fresca; Mexican Rum-Baked Black Beans; and Bread Pudding with Rum Sauce and Mexican Chocolate. You 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). Please also bring a paring and chef knife. Materials fee: \$16, payable to the instructor at the beginning of class.

**CRN #11851** 1 Friday, 5/7, 6-9 p.m. **MCC Bldg. GPA GP213** Fee: \$50  
Instructor: **Lisa Montag Weikert**

## **NEW** Make Your Own Wedding Cake!

Even with no cake decorating experience, you can make a delicious and show-stopping wedding cake for yourself or any bride, while saving hundreds of dollars! In the first class, we will address baking techniques and varieties of wedding cakes, including tasting different cakes and frostings. For the second class, we will focus on how to begin from your own paper design. As a finale, you will bring in a small cake that you bake at home, and there will be hands-on practice with frosting and decorating designs. Even low budget cakes can have spectacular size, design or unusual features. The instructor will provide handouts. Materials fee: \$10, payable to the instructor at the beginning of the first class.

**CRN #11918** 3 Wednesdays, 4/7-4/21, 6:30-9 p.m.  
**MCC Bldg. GPA GP213** Fee: \$130

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.



## Seafood Quick and Easy

We will discuss what to look for in the seafood case, how to talk to the fishmonger to ensure the freshest product, and how best to handle seafood. Then we'll explore the techniques of pan searing, poaching, sautéing, braising, and baking, using shrimp, cod and salmon. This menu will feature Shrimp with Fresh Garlic Crumbs (a pan sauté and fresh-bread crumbs are the key); Shrimp Salad with Roasted Red Peppers and Basil (using an herbed poaching liquid helps brings out the best flavor); Soy Glazed Salmon (pan seared and then glazed for an Asian flare); Braised Salmon Steaks with Cilantro (a nifty technique for turning a steak into a boneless medallion will be taught); and Cod with Olive Tapenade (baked with an olive paste gives this dish great depth). Materials fee: \$25, payable to instructor at the beginning of class.

**CRN #11854** 1 Saturday, 3/6, 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** Master Recipe Series: India

In this series of "master recipes," which are a set of techniques that are at the center of a particular style of cooking, we will focus on India, and take the mystery out of curry. While many associate curry as blazingly hot, in this session, you will be in charge of the spices. Using both whole spices and those ground fresh in class, you will unlock the exquisite fragrance and clarity of flavor that is the hallmark of a first-rate curry. Once this spice is understood, then we'll prepare several curry dishes, as well as a Basmati rice pilaf that will complement any of the curries. Materials fee: \$20, payable to instructor at the beginning of class.

**CRN #11855** 1 Saturday, 5/8, 10 a.m.-1:30 p.m.

**MCC Bldg. GPA GP213** Fee: \$60

Instructor: **David deMercado**

## **NEW** Food & Wine Pairing: Little Plates and Wines of Spain

Prepare three classic tapas recipes and sample six Spanish wines, chosen to complement, and at times, contrast the dishes. We will prepare Tiny Spiced Meatballs with Tomatoes; Pork Tenderloin Stuffed with Onion Marmalade; and Stuffed Eggplant with Oregano and Mint; and wine-taste with each dish. **Please note: you must be at least 21 years of age to enroll in the class; IDs will be checked in class.** Materials fee: \$20, payable to instructor at the beginning of class.

**CRN #11849** 1 Friday, 3/26, 6-9 p.m. **MCC Bldg. GPA GP213** Fee: \$50

Instructor: **David deMercado**

## **NEW** Food & Wine Pairing: Going South ... Way South, to Australia

Prepare three upscale Australian recipes and sample six Australian wines, chosen to complement, and at times, contrast the dishes. We will prepare Sweet and Spicy Chicken; Salmon with Tomato-Braised Chickpeas and Herbed Yogurt; and Goat Cheese, Lentil, and Potato Salad; and wine-taste with each dish. **Please note: you must be at least 21 years of age to enroll in the class; IDs will be checked in class.** Materials fee: \$20, payable to instructor at the beginning of class.

**CRN #11850** 1 Friday, 4/16, 6-9 p.m. **MCC Bldg. GPA GP213** Fee: \$50

Instructor: **David deMercado**

## 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 #11828** 1 Thursday, 3/11, 6:30-8:30 p.m. **MCC Bldg. GPA GP213** 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*.

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

# Cuisine

## Introduction to Soy Foods

Different types of tofu, tempeh, and miso will be explained and prepared by the class. Soy milk, textured soy protein, and prepared soy foods will also be discussed. The class will learn how to add flavor and texture to tofu and tempeh before using them in our feature recipes: Seasoned Baked Tofu and Tempeh, Savory Tempeh and Tofu Salads, Tempeh Ruben Sandwich, Miso Soup, Miso Baked Tofu or Tempeh, Smoked Dulce and Red Miso Dressing, Tofu Pecan Cutlets, Béarnaise Sauce, Chocolate Almond Tart, and Strawberry Dessert Sauce. Materials fee: \$11, payable to instructor at the beginning of class.

**CRN #11826** 1 Thursday, 4/8, 6:30-8:30 p.m. **MCC Bldg. GPA GP213**  
Fee: \$50

Instructor: **Ken Bergeron**

## Celebrate Spring Salads and Vegetables

In celebration of spring, our recipes will feature Roasted Asparagus Salad with Strawberry Dressing, Pina Colada Slaw, Spring Greens with Sautéed Mushrooms and Pomegranate Molasses Vinaigrette, Broccoli Rabe with Garlic and Red Pepper Crostini, Yellow Grits with Sautéed Scallions, Broccoli Quinoa Pecan Salad with Orange Mustard Dressing, Spring Salad Greens with Smoked Dulce and Sea Czar Dressing, and Spiced Strawberries. Materials fee: \$11 (may be less depending on number of students), payable to instructor at the beginning of class.

**CRN #11825** 1 Thursday, 5/13, 6:30-8:30 p.m. **MCC Bldg. GPA GP213**  
Fee: \$50

Instructor: **Ken Bergeron**

## 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

**NEW**

## V. Sattui: America's Greatest Winery

California's V. Sattui Winery, heralded by many wine experts as America's greatest winery, will be featured at this session. Sattui's wines are only sold at retail and at their facility in California, and have won many medals in national and international competitions, including Best of Show entry on three occasions with Amenti del Vino's (a Connecticut wine society) international competition. This special course will be the first time that their wines have ever been offered for a wine class outside of California—a rare opportunity for lovers of great wines—and at a great price. We will sample 12 of Sattui's wines, with an average price of \$38-\$42/bottle, and a couple of them in the \$75/bottle category. Bring finger foods to munch on. **Please note: you must be at least 21 years of age to enroll in the class; IDs will be checked in class.** Register early, as enrollment is limited and *this special session will fill quickly*. Materials fee: \$25, payable to instructor at the beginning of class.

**CRN #11924** 1 Friday, 3/26, 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**

## The Great Western Challenge: California vs. Colorado

California wines are considered by many to be America's best wines, but in recent years other states have become very proficient in making world-class wines. One of these emerging great regions is Colorado. This state has featured outstanding fruit production for many years, but only recently has turned to grape varieties and wine production. We will match California wines against Colorado wines and you be the judge! The wines will not be identified until the tasting and scoring is complete. Bring some foods to munch on. **Please note: you must be at least 21 years of age to enroll in the class; IDs will be checked in class.** Register early, as enrollment is limited. Materials fee: \$25, payable to instructor at the beginning of class.

**CRN #11824** 1 Friday, 4/23, 6:30-9:30 p.m. **MCC Bldg. Lowe L294 (Culinary Arts Center)** Fee: \$50

Instructor: **Gene Spaziani**

# Culture & History

**NEW**

## The 1960s and Its Impact on American Society

The 1960s is the most controversial decade of the second half of the 20th century. We will analyze the major conflicts of this time, including civil rights, black power, the Vietnam War, and the counterculture. We will examine segments from literature, music, films and television shows of the decade and how the '60s continue to impact our popular culture and political landscape today. Recommended text: *The Sixties*, Anderson, available at local and online bookstore for approximately \$20.

**CRN #11807** 6 Mondays, 4/19-5/24, 7-9 p.m. **MCC Bldg. V6 V162**  
Fee: \$115

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

**NEW**

## Connecticut Town Meeting: Nutmegs Come Spring

Come for another celebration of governmental and political trails and errors, leading mainly south of Willimantic. We take all forks in the road, from logical to roundabouts, guiding ourselves through the blueness of our beloved Connecticut. This course will be filled with everything from health care, Joe Lieberman, who's running for governor, and the Hartford Courant to Pakistan and special topics. We slant, spin, blog, cough into our sleeves ... whatever, to further our enlightenment. It's really good stuff ... so come spring with us.

**CRN #12151** 6 Fridays, 4/16-5/21, 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.



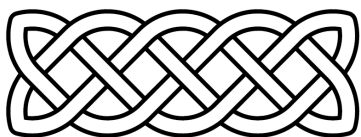
# Culture & History

## Wadsworth Atheneum Museum of Art: Learning to Appreciate Modern Art

Expand your appreciation of art by exploring the collection of the Wadsworth Atheneum Museum of Art through lively discussions about American art, from the Colonial Era to the 19th and 20th centuries. We will focus on different styles and artistic movements, including the Hudson River School of landscape painting. **The final class session will meet at the Wadsworth Atheneum Museum of Art, 600 Main St., Hartford,** to experience the art firsthand. No prior knowledge of art is necessary. Museum admission is included in the course fee.

**CRN #11881** 4 Fridays, 4/9-4/30, 1:30-3 p.m. **MCC Bldg. V3 V131**  
(last class at Museum) Fee: \$65

**Instructor:** *Charlene Shang Miller* is Associate Museum Educator for Docent Program and University Audiences at the Wadsworth Atheneum Museum of Art. She earned degrees from the University of Michigan and the University of Southern California, and brings a wealth of experience in innovative art museum teaching and programming.



## **NEW** 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 #11955** 4 Tuesdays, 5/4-5/25, 7-9 p.m. **MCC Bldg. LRC B213**  
Fee: \$75

**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.

## 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 imagination inspired by classical antiquities and humanism. This is a “must” course for art lovers and those who are planning a visit to the amazing city of Florence.

**CRN #11749** 2 Fridays, 5/7-5/14, 7-9 p.m. **MCC Bldg. GPA GP138**  
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.

## Of Similar Interest

- Art courses on pages 6-11
- Language courses on pages 43-44

## The Shaker Style

Artists, collectors, decorators and history buffs will find this course of particular interest. The Shaker communities produced one of America’s most popular and enduring furniture styles which, along with their other artifacts, have become widely appreciated examples of Shaker culture. Beautiful yet practical, the Shakers produced unintentional works of art. From their combination of form and function, they created items for their own use, as well as for sale to “The World.” We’ll also consider their villages, especially those in New England, and their faith, which inspired the design principles, craftsmanship, and signature details that define Shaker style.

**CRN #11792** 3 Mondays, 3/22-4/5, 6-8 p.m. **MCC Bldg. GPA GP138**  
Fee: \$60

**Instructor:** *Barbara King* has an M.A. in history, and has taught high school and college history courses. She is also teaches other courses in Credit-Free Programs at MCC.

## The Manhattan Project: World War II Secrets, Spies, and the Bomb

Not just for history buffs, but also for those who are interested in spy stories, national intelligence, and security, this course is an opportunity to get a first-hand view of the Manhattan Project—what it took to build the first atomic bombs; who were the civilian and military managers and stakeholders; and how they kept it all a secret in the middle of a world war. You will also examine copies of original documents, pictures and films from the period.

**CRN #11789** 3 Mondays, 5/3-5/17, 6-8:30 p.m. **MCC Bldg. GPA GP142**  
Fee: \$70

**Instructor:** *Barbara King*

## World War Two Remembered

For both history buffs and those with a beginner’s interest, this course will provide an in-depth overview of the major battles of World War Two in both the Atlantic and Pacific theaters. Revisit well-known facts, while uncovering little-known facts about our “Greatest Generation” and how they stepped up to defend the liberty that we enjoy today. Did the enemy ever invade the United States? Was it necessary to use the Atom Bomb to end the war? If you were on the “home front,” what did you do to help the war effort? We’ll confront questions like these and address plenty more. Guest speakers will share their firsthand experiences of active duty.

**CRN #12149** 6 Mondays, 5/3-6/14 (does not meet 5/31), 7-9 p.m.  
**MCC Bldg. V3 V131** Fee: \$95

**Instructor:** *James Shelmerdine* is a retired U.S. Army Lieutenant Colonel of the Infantry. He served in Korea as an enlisted man and as an officer during the Vietnam and Desert Storm wars. A graduate of the U.S. Army Command and General Staff College and the U.S. Army War College, he is a longtime, serious student of military history.



## For all classes in the Aerobics Studio:

Only non-marking footwear must 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** 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 #11990** 6 Wednesdays, 3/10-4/14, 6-7:30 p.m.

**MCC Bldg. Lowe L155 (Aerobics Studio)** Fee: \$90

**Instructor:** *Ann Schwenzer* is co-owner and artistic director of *A Dancer's Palette* in Avon, CT. She earned a B.S. from Rutgers University, with a double major in dance and landscape architecture, and also holds AFAA certification in group exercise and Pilates. She has performed in many different settings, including with an African hop-hop company, "Mzawa Danz," and at the New Haven Arts and Ideas Festival.

### **NEW** 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 bar; 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 #11992** 6 Wednesdays, 3/10-4/14, 7:45-8:45 p.m.

**MCC Bldg. Lowe L155 (Aerobics Studio)** Fee: \$65

**Instructor:** *Ann Schwenzer*

### **NEW** Contemporary Dance

Learn the basics and common elements of contemporary dance, while enjoying the freedom that this style embraces. Beginners will learn through focused sets of movements that are targeted toward building basic skills. Drawing on modern and post-modern dance styles, contemporary dance offers the benefits of exercise, combined with expressive movement.

**CRN #11742** 6 Mondays, 3/15-4/19, 6-7 p.m. **MCC Bldg. Lowe L155**

**(Aerobics Studio)** Fee: \$55

**Instructor:** *Teresa Arnold*, formerly a professional ballroom and Latin dancer, competitor, and studio director, is a nationally certified dance instructor with nearly ten years of experience.

### Argentine Tango

By learning the basic principles of the Argentine Tango, you'll be on your way to enjoying this unique and romantic dance. Adult beginners need not be intimidated. With a focus on the basics, you'll have fun while you learn. Each week, movements and patterns will be introduced, reviewed, and reinforced.

**CRN #11739** 5 Mondays, 4/26-5/24, 6-7 p.m. **MCC Bldg. Lowe L155**

**(Aerobics Studio)** Fee: \$45

**Instructor:** *Teresa Arnold*

### 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 #11740** 6 Thursdays, 3/4-4/15

(does not meet 4/1), 6-7:30 p.m.

**MCC Bldg. Lowe L155 (Aerobics Studio)**

**CRN #11741** 6 Thursdays, 4/22-5/27, 7:45-9:15 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 couple classes of *Ballroom Dancing I*, didn't you? Well, what better time to improve your skills and learn new dances than now? The basic dances—foxtrot, waltz and swing—will be reviewed, and new steps will be taught, depending on the interest and ability of the class. Some Latin dances will also be included, such as the rumba, merengue, and salsa. Participants should have taken *Ballroom Dancing I* or have permission of the instructor. It is recommended that you register with a partner.

**CRN #11747** 6 Thursdays, 3/4-4/15 (does not meet 4/1), 7:45-9:15 p.m.

**MCC Bldg. Lowe L155 (Aerobics Studio)**

**CRN #11748** 6 Thursdays, 4/22-5/27, 6-7:30 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, Cumbia, and Merengue. Students will also be introduced to other Caribbean rhythms, such as Cha-cha, Mambo, and Bachata.

**CRN #11794** 6 Wednesdays, 4/21-5/26, 6:15-7:15 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.

# Dance

## Latin Salsa Dance: Level II

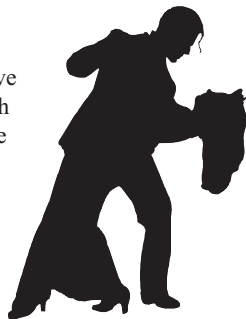
As a follow-up to *Latin Salsa Dance and Other Tropical Rhythms*, this class is for those who have strong Latin foot work and know basic turns with their partners. Students will learn how to become strong leaders and attentive followers, while learning a wide variety of turns based on "cross-body lead" and "salsa step." There will be warm-ups using other rhythms, such as Merengue, Bachata, and Cha-cha.

**CRN #11795** 6 Wednesdays, 4/21-5/26,

7:30-8:30 p.m.

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

Instructor: **Oswaldo Tirano**



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## 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

## 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, ballet slippers, or socks) must be worn. Repeat students are welcome.

**CRN #11743** 8 Tuesdays, 3/23-5/11, 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.

## MCC's Credit-Free Programs seeks qualified instructors\* in a variety of subjects for personal enrichment and professional development, including:

- Certified Nurse Aide Training
- Safe Serve Food Training
- Aerobics
- Kripalu® dance yoga
- Zumba® fitness
- Coaching skills for various sports
- Outdoor and indoor sports instruction
- Instrument instruction: saxophone, clarinet, cello, violin, bass & harmonica
- Green Technology and Sustainability topics
- Rocks and gems of Connecticut
- Interior design
- Special topics in world cultures, such as Japanese Tea Ceremony
- Special topics in art history, such as Surrealism
- Beekeeping
- Introduction to Stargazing
- Languages not presently offered (see recent catalogs)
- Cuisine classes not presently offered (see recent catalogs)

**\* Master's degree and some teaching experience, or equivalent qualifications, required**

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PLEASE CALL CONTINUING EDUCATION AT (860) 512-2800

OR STOP BY THE CONTINUING EDUCATION OFFICE, LEARNING RESOURCE CENTER, ROOM B147.





Cheney Hall  
Manchester, CT

## Creating Community Theater (Includes Free Show at Cheney Hall!)

Learn about community theater and theater arts from the experts, from auditioning and designing the sets to adding the finishing touches on a show. For the second session, to be held at Cheney Hall, the wonderful and experienced volunteers of Little Theater of Manchester will share their secrets on how they create magic on the Cheney Hall stage. These guest speakers will present on a variety of theater disciplines. **For the “finale,” all enrolled students will be invited to attend the May production of “The Man Who Came to Dinner” at Cheney Hall—free of charge!** You may select from one of the May shows being offered during the month. The instructor will provide students with more information.

**CRN #12148** 2 Saturdays, 4/17-4/24, 1-3 p.m. **MCC Bldg. LRC B208 (first class) and Cheney Hall, Manchester (second class)** Fee: \$35  
Instructor: **Joyce Hodgson** has master of education in organization and management from Antioch College and is executive director of Little Theater of Manchester at Cheney Hall, where she is responsible for the administration, fundraising, promotion, marketing, and volunteer services of the 50-year-old theater.

## Introduction to Acting

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 #11995** 4 Tuesdays, 3/16-4/6, 7-9 p.m. **MCC Bldg. GPA GP136** Fee: \$99

Instructor: **Deb Popillo** is an actress and director for a professional acting troupe and of many community theater productions. She has been teaching acting for more than 19 years at MCC, and also currently works as a casting director for videos, industrials, and commercials.

## Of Similar Interest

- Explorations in Film & Literature:  
Steve Martin’s *Shop Girl* on page 56
- Video Production (SWI):  
Screen Writing Introduction on page 26

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

The voices that you hear in commercials, movie trailers, and audio books belong to real people who make good money doing it. Learn about the many opportunities that are available to you in the exciting world of voice-overs and how you can become a part of it. Using real scripts, students will participate in solo and group mock auditions, learn how to take direction, and how to read scripts in a natural and believable tone. The course includes informative handouts. The final class will meet at Radio Station 106.9 WCCC, 1039 Asylum Avenue, Hartford, which will include a tour of the station’s broadcast facilities. Materials fee: \$10, payable to the instructor at the first class, for an instructional handbook. **CRN #12146** 6 Saturdays, 2/20-3/27, 10 a.m.-noon **MCC Bldg. V5 V151 (final class meets at WCCC, Hartford)** 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.

## The Business of Voice-Overs

To be successful in the voice-over business, you need more than just a great voice. In this course, students will learn the “nuts and bolts” of setting up and running their own voice-over business. Topics include: types of business entities; organizational skills; voice-over demos; the truth about agents and unions; ways to promote yourself; how to handle an audition and voice-over etiquette; why you need a voice-over web site; and home studios and equipment. The course includes informative handouts. Prerequisite: *Introduction to Voice-Overs: Put Your Mouth Where the Money Is!* is recommended but not required.

**CRN #12147** 4 Saturdays, 5/1-5/22, 10 a.m.-noon **MCC Bldg. V5 V151** Fee: \$75

Instructor: **Stew Crossen**

## Attention Theater and

## Film Professionals

MCC’s Credit-Free Programs seeks  
qualified\* new instructors  
and course proposals on  
the following topics:

- Directing & Filmmaking
- Screenplay writing
- Playwrighting
- Storyboard creation
- Film & Literature courses
- Enrichment seminars on renowned writers, directors and actors

\* Master’s degree and some teaching experience, or equivalent qualifications, required.

For more information, please contact Continuing Education at (860) 512-2800 and request a Prospective Instructor Packet.



# English As A Second Language (ESL)

## Attention ESL Students:

Not sure if the skill level of one of our courses is appropriate for you? If so, please contact Continuing Education at (860) 512-2800 and we will put you in contact with the respective instructor.

## Connecticut Bar Association: American Civics for ESL

Knowledge is power! This course provides an overview of the three branches of the American government and its varied roles in the lives of everyday citizens. A licensed attorney will present real-life scenarios and small group activities, especially designed for those who have recently become American citizens. A CBA workbook is included with the course fee.

**CRN #12141** 4 Wednesdays, 5/5-5/26, 6-8 p.m. **MCC Bldg. GPA GP156**  
Fee: \$35

Instructors: *Licensed attorneys with the Connecticut Bar Association*

## 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, Thomson-Heinle, available at MCC Bookstore for approximately \$20.

**CRN #11811** 6 Mondays, 2/22-3/29, 6-8 p.m. **MCC Bldg. GPA GP143**  
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, Thomson-Heinle, available at MCC Bookstore for approximately \$20.

**CRN #11812** 6 Mondays, 4/5-5/10, 6-8 p.m. **MCC Bldg. GPA GP143**  
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!), Pearson Longman, available at MCC Bookstore for approximately \$30.

**CRN #11809** 4 Wednesdays, 2/24-3/17, 6-9 p.m.  
**MCC Bldg. GPA GP214** 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.

## ESL: Conversation, Customs and Culture II

In this continuation of *ESL: Conversation, Customs and Culture I*, topics such as home, money, the environment, and social issues will form the basis of our discussions. Both new and continuing students are welcome.

Required text (a continuation of the same text from Part I): Talk Your Head Off (...and Write, Too!), Pearson Longman, available at MCC Bookstore for approximately \$30.

**CRN #11810** 4 Wednesdays, 3/24-4/14, 6-9 p.m.

**MCC Bldg. GPA GP214** Fee: \$105

Instructor: *Amy Hanover*

## 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 three, 90-minute audio cassettes to the MCC Library to obtain the material necessary for class.

**CRN #11957** 12 Thursdays, 2/25-5/27 (does not meet 3/18 & 4/1), 7-9 p.m. **MCC Bldg. Lowe L213** 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.

## The Job Search Process for ESL Students

For students who do not speak English as their first language, trying to find a job can be a challenging process. Designed especially for ESL students, this course will teach how to search and apply for a job, resume and cover letter writing, prepare for an interview, and tips on how to fill out various immigration documents, as well as professional ways to express ourselves in public situations, such as personal introductions and phone calls. Empower yourself in the job search process!

**CRN #11897** 2 Saturdays, 3/20-3/27, 6-9 p.m. **MCC Bldg. GPA GP139**  
Fee: \$50

Instructor: *Agí Bubloski* is currently finishing her master's degree in the Teaching English as a Second Language Program at Central Connecticut State University. She is a native speaker of Hungarian and received two bachelor's degrees in Hungarian and Croatian language and literature.



## GED CLASSES AT MCC

Mandatory orientation and registration  
for classes beginning in February  
provided at **NO CHARGE**  
by Vernon Regional Adult Basic Education

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call (860) 870-6000, ext. 139**

# Family, Finance & Consumer Issues

## **NEW** Start Your College Search Today (Two-for-one Registration for Parent and High School Student!)

Learn how to begin to navigate the college admissions process. This workshop is designed for high school sophomores or juniors and their parents. Each registering parent may bring their high-school-age child for free! (one free registration per paying registrant). Discussion will cover how to start your research, determining what kind of school would be the best choice, deciding on a major, how to find scholarships, understanding college rankings, how to plan college visits, selecting college-preparatory high school courses, and how to narrow down college choices. Choosing a college is a critical decision for your family and this workshop will help you to jumpstart your journey toward higher education.

**CRN #12144** 1 Tuesday, 2/23, 6:30-8:30 p.m. **MCC Bldg. GPA GP143**  
Fee: \$25

**Instructor:** *Dr. Heather Ricker-Gilbert is an independent college admissions consultant who works with families on the entire college search and application process. She has worked as an administrator and faculty member at MCC, University of Connecticut, Eastern Connecticut State University, and Penn State University.*

## **NEW** Facebook for Parents

Are your children more skilled at navigating social networking sites than you? Does all this technology seem overwhelming to you and too time-consuming to learn? Do you know whether your kids are posting on Facebook safely? Ramp-up your own skills by learning how to set up a Facebook account in one session. Understand Facebook's wall, news feed, privacy settings, and how the instant chat tool works. Discover how to "friend" someone and how to block others from your site. In order to understand how today's youth uses these sites, and to ensure your children's safety online, first you need to educate yourself! This is your opportunity to discuss both the benefits and challenges of social networking.

**CRN #11718** 1 Saturday, 2/6, 9 a.m.-noon **MCC Bldg. LRC B207**  
Fee: \$40

**Instructor:** *Barbara Casey has been providing marketing counsel to corporations for the past 25 years and is a Web expert. She has also been the driving force behind the development of [www.iparentnetwork.org](http://www.iparentnetwork.org), a social networking web site for parents residing in Mansfield, Ashford and Willington.*

## Mortgages and the Home Buying Process

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

**CRN #11945** 1 Monday, 3/1, 7-9 p.m. **MCC Bldg. GPA GP138** Fee: \$15  
**Instructor:** *Eric Kincheloe has nearly ten years of mortgage lending experience. He also has experience in training other mortgage professionals, and is currently a branch manager for a national lender.*

## Understanding Your Credit Score and How to Increase It

In this informative session, the following questions will be answered: what makes up a credit score?; what are the drawbacks of blemished credit?; what role will credit scores play in the future?; how do I increase my credit score?; and how do I evaluate my credit report regularly? If you have other questions, please bring them.

**CRN #11919** 1 Monday, 3/8, 7-9 p.m. **MCC Bldg. GPA GP138** Fee: \$15  
**Instructor:** *Eric Kincheloe*

## Reverse Mortgage Education for Seniors

Intended for children of elderly parents, or for seniors, age 62 and over, who own a home or are considering purchasing a home, this class will provide key information about reverse mortgages, which allow seniors the ability to tap into their home's equity and to receive either a monthly income, a lump sum of cash, or a line of credit. There are no income or credit qualifications and there is no repayment until the homeowner permanently leaves the home. This class is designed to answer many of the questions regarding how a reverse mortgage works and the reasons for considering this type of loan program. The class will include a presentation by guest speaker, Robert Wilson, manager of reverse loan officers at NorthPoint Mortgage, Inc.

**CRN #11921** 1 Monday, 3/15, 7-9 p.m. **MCC Bldg. GPA GP138**  
Fee: \$15

**Instructor:** *Eric Kincheloe*

## **NEW** 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 #12140** 1 Tuesday, 4/27, 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 Tower Square Securities, Inc. and a member of NASD/SIPC. He operates an office in East Hartford.*

## **NEW** 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 #12139** 1 Tuesday, 5/4, 3:30-5 p.m. **MCC Bldg. Lowe L142**  
Fee: \$10

**Instructor:** *Frank Germano, CFP®*



# Family, Finance & Consumer Issues

## 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 #11920** 1 Tuesday, 3/2, 7-9 p.m. **MCC Bldg. GPA GP142** 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.



## 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 #11922** 1 Thursday, 5/6, 7-9 p.m. **MCC Bldg. GPA GP139**

Fee: \$15

**Instructor: Jan Johnson**

## 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 #11906** 1 Monday, 3/8, 6:30-8 p.m. **MCC Bldg. GPA GP139**

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 my 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 #11907** 1 Monday, 4/5, 6:30-8 p.m. **MCC Bldg. GPA GP139**

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 #12150** 4 Wednesdays, 4/7-4/28, 6-8 p.m. **MCC Bldg. GPA GP156**

Fee: \$35

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

## Small Business Executive Certification

*Designed to provide leaders the essential skills to run a small business (up to \$15,000,000)*

*Some of the topics you'll learn about:*

Strategic Planning for the Entrepreneur  
Business Ethics  
Situational Leadership  
Financial Management  
Marketing and Branding  
Effective Sales Process  
Staffing and Employment Law  
Team Building  
Managing a Diverse Workforce  
Operations Management  
Process Improvement  
Creative Problem Solving and Decision Making  
*And much more!*

**For more information,  
contact Mick Pigott, Business and Industry Services,  
at (860) 512-2815 or by  
email at [mpigott@mcc.commnet.edu](mailto:mpigott@mcc.commnet.edu)**



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

## 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.

**NEW**

## For the Love of the Net: Volleyball Skill Development

Do you love to play volleyball or just want to feel better in a backyard game? Have some fun and a great workout too, while learning or revisiting the fundamentals of volleyball. The focus will be on improving your skills with drills and strategy, as well as open play during the second half of each class! Please bring your own water bottle and knee pads.

**CRN #11989** 6 Saturdays, 4/24-6/5 (does not meet 5/29), 10 a.m.-noon  
**MCC Bldg. GPA Gym** Fee: \$110

**Instructor:** **Cayden Hughes** received her B.A. from California State University at Sacramento. A native Californian, she grew up playing beach volleyball and earned the opportunity to play volleyball in the Junior Olympics at age 16. She continues to play in a local adult recreation league.



## Zumba® — Ditch the Workout & Join the Party!

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](http://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 work-out 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](http://www.mcc.commnet.edu/athletics/fitnessRules.php). To learn more about Zumba®, please visit: [www.zumba.com/us/about/](http://www.zumba.com/us/about/).

**CRN #11863** 6 Saturdays, 2/20-3/27, 8:30-9:30 a.m.  
**MCC Bldg. GPA Gym**

**CRN #11864** 6 Saturdays, 4/17-5/22, 8:30-9:30 a.m.  
**MCC Bldg. GPA Gym**  
Fee: \$55

**Instructor:** **Joanne Britton** is assistant director of Fitness and Athletics 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.

## 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.

**CRN #11861** 8 Saturdays, 3/6-5/1 (does not meet 4/3), 9:45-10:45 a.m.  
**MCC Bldg. Lowe L155 (Aerobics Studio)** Fee: \$75

**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.

## 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.

**CRN #11862** 8 Saturdays, 3/6-5/1 (does not meet 4/3), 8:30-9:30 a.m.  
**MCC Bldg. Lowe L155 (Aerobics Studio)** Fee: \$75

**Instructor:** **Karen Zook**

## Of Similar Interest

- Yoga for Every Body on page 11
- The Alexander Technique on page 12

## 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 #11879** 16 sessions - Choose from any combination of the following schedules:

- Mondays & Wednesdays, 3/1-4/21, 7:30-8:30 p.m.
- Tuesdays & Thursdays, 3/2-4/22 (does not meet 4/1), 5:30-6:30 p.m.
- Saturdays, 3/6-4/17 (does not meet 4/3), 9-10 a.m.

Fee: \$160

**Instructor:** **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 an international Wushu judge and multiple gold winner in international competition.

# 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 #11886** 8 sessions, Mondays & Wednesdays, 3/8-3/31, 7-8 p.m.

**CRN #11887** 8 sessions, Tuesdays & Thursdays, 3/9-4/6

(does not meet 4/1), 9:30-10:30 a.m.

**CRN #11888** 8 sessions, Tuesdays & Thursdays, 3/9-4/6

(does not meet 4/1), 6-7 p.m.

**CRN #11889** 8 sessions, Mondays & Wednesdays, 4/5-4/28, 7-8 p.m.

**CRN #11890** 8 sessions, Tuesdays & Thursdays, 4/13-5/6, 9:30-10:30 a.m.

**CRN #11891** 8 sessions, Tuesdays & Thursdays, 4/13-5/6, 6-7 p.m.

**CRN #11892** 8 sessions, Mondays & Wednesdays, 5/3-5/26, 7-8 p.m.

**CRN #11893** 8 sessions, Tuesdays & Thursdays, 5/11-6/3, 9:30-10:30 a.m.

**CRN #11894** 8 sessions, Tuesdays & Thursdays, 5/11-6/3, 6-7 p.m.

Fee: \$45 (per 8 sessions)

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



## Introduction to Brazilian Jiu-Jitsu and Submission Grappling

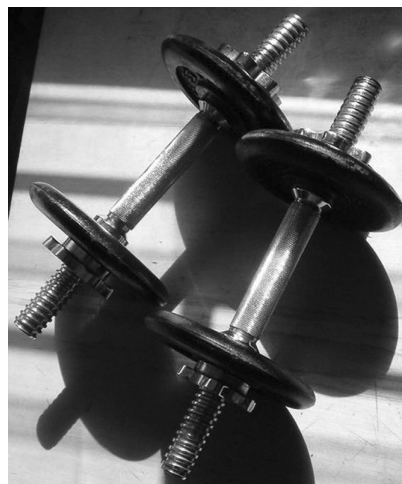
Do you want to get into the best shape of your life and learn to protect yourself at the same time? Brazilian Jiu-Jitsu (BJJ) is one of the fastest growing and most effective martial arts in the world. BJJ is primarily a

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. Materials fee for a Brazilian Jiu-Jitsu uniform (gi): \$60, available from the instructor at the first class. If you already own a gi, please bring to the sessions. **Classes meet at Bushido Jiu-Jitsu Academy, 801 Hartford Rd., Manchester.**

**CRN #11905** 8 sessions, Tuesday & Thursday, 4/6-4/29, 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](http://www.witseducation.com). The textbook should be purchased in advance and reviewed prior to first class. For the Fitness Center sessions, students must wear appropriate work-out clothes and non-marking athletic shoes. Please bring a combination lock in order to store your personal belongings during these work-out sessions. \*Please note: this course requires a high degree of commitment to successfully complete.

**CRN #11762** 12 sessions, Tuesdays & Thursdays 4/6-5/13,

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 #11207** 1 Saturday, 3/13, 9:30 a.m.-12:30 p.m.

**MCC Bldg. Lowe L154 (Fitness Center)**

**CRN #11763** 1 Thursday, 5/20, 6:30-9:30 p.m.

**MCC Bldg. Lowe L154 (Fitness Center)**

Fee: \$60

Instructor: **World Instructor Training School staff**



# 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 #11141** 4 sessions, Mondays & Wednesdays, 3/22-3/31, 7-9:30 p.m.

**MCC Bldg. Lowe L240**

**CRN #11142** 4 sessions, Mondays & Wednesdays, 4/19-4/28, 7-9:30 p.m.

**MCC Bldg. Lowe L240**

**CRN #11143** 4 sessions, Mondays & Wednesdays, 5/17-5/26, 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 #11144** 1 Saturday, 2/27, 8:30 a.m.-4:30 p.m.

**MCC Bldg. AST E202**

**CRN #11145** 1 Saturday, 3/27, 8:30 a.m.-4:30 p.m.

**MCC Bldg. AST E202**

**CRN #11146** 1 Saturday, 4/24, 8:30 a.m.-4:30 p.m.

**MCC Bldg. AST E202**

**CRN #11147** 1 Saturday, 5/22, 8:30 a.m.-4:30 p.m.

**MCC Bldg. Lowe L240**

Fee: \$95

Instructors: *Professional Marine Education staff*



### Coastal Navigation

Designed for ages 12 and up, this class is kept small to ensure that students develop hands-on charting and plotting skills using nautical charts, tools and publications. Topics include longitude and latitude; taking a position fix; dead reckoning; GPS and radar basics; compass deviation and variation; using plotting tools; time, speed and distance calculations; fuel calculations; using a compass; marine time conversions; aids to navigation; cruise planning and more! Students will receive a Department of Environmental Protection (DEP) Coastal Boater endorsement sticker for their operating license upon successful completion of this class.

Prerequisite: *completion of a basic safe-boating course or permission of instructor.* Please bring a calculator, pen and pencil, notebook, a form of identification, and your lunch to class.

**CRN #11880** 1 Saturday, 5/1, 8:30 a.m.-4:30 p.m. **MCC Bldg. Lowe L142** Fee: \$95

Instructors: *Professional Marine Education Staff*

### Fly Tying

All levels are welcome! For those who have never tied flies before, you may want to try a new approach to fishing this spring and try tying your own flies. For those who have tied before, you might want to start thinking about which flies you need for those spring streams. This course will present the basics, including a brief history, a discussion of terminology, and a presentation of dry flies, wet flies, nymphs, streamers, and salt water flies. The instructor will explain equipment usage and provide instruction of fly-tying techniques. This is a hands-on course with individualized attention and student participation as the course evolves. Materials fee: \$25, payable to instructor at the first class, for course supplies (the fee does not include a vice, which will be needed for the course). If you have a vice, scissors, and thread bobbin, please bring to class. For more information, please call Continuing Education at (860) 512-2800 and leave a message for Mike Hiza, coordinator of the fly-fishing series.

**CRN #11884** 6 Fridays, 2/19-3/26, 7-9 p.m. **MCC Bldg. GPA GP136** Fee: \$135

Instructor: *Paul Bengston has tied flies commercially for local sport shops, and did fly casting demonstrations for the Leonard Rod Company. He is vice president of the Connecticut Charter and Party Boat Association, and is a life member of the Connecticut River Salmon Association*

### Fly Casting

This course is designed for beginning and experienced fly-fishermen who want to enhance their fly-casting technique. The course will include a brief history of fly-fishing, a discussion of terminology, including rod dynamics and casting styles, and hands-on presentations. The instructor will demonstrate, and students will practice the roll cast, the back cast, straight overhead cast, switch casting, and distance casting. Streamside techniques will also be discussed. Students are encouraged to bring their own equipment. A limited amount of equipment will be available from the instructor. Participants must be at least 16 years of age. For more information, please leave a message for Mike Hiza, coordinator of the fly-fishing series for Continuing Education, at (860) 512-2800.

**CRN #11883** 6 Wednesdays, 5/12-6/16, 6:30-8:30 p.m.

**MCC Bldg. GPA GP155** Fee: \$135

Instructor: *Bill Keister has fly-fished from Labrador to Chile to Kamchatka, Russia, and has participated in casting competitions and instructed casting clinics through the Connecticut Fly Fishing Association. He is a Federation of Fly Fishers Certified Casting Instructor.*

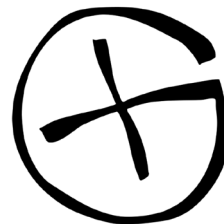
# Fitness & Recreation

## 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 #11885** 2 sessions: Thursday, 3/18, 7-9 p.m. & Saturday, 3/20, 9:30-11:30 a.m. **MCC Bldg. LRC B144 (first class) & Gay City State Park (second class)** 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.



**NEW**

## Adventures in Geocaching

Discover the outdoors in a whole new way through Geocaching and the use of a Global Positioning System (GPS). A sport, hobby, and all-around-fun activity, Geocaching has become one of the fastest growing outdoor sports, combining hiking, navigation, technology, and treasure hunting. This beginner's course will examine the history, technology, and practical use of the GPS, and how to use it while exploring the outdoors in a safe and challenging way. If you enjoy hiking or walking and want to add a new element of adventure, then experience Geocaching! **The last session will be held, rain or shine, in MCC's fields and woods on the campus perimeter.** If you own a GPS, please bring it to class.

**CRN #12133** 3 Saturdays, 5/1-5/15, 9-11 a.m. **MCC Bldg. GPA GP156 (last session outdoors)** Fee: \$65

**Instructor: Neal Spencer, M.S.** in Education, is a special education instructor at CREC Farmington Valley Diagnostic Center in Avon and an outdoor adventure specialist. He is Wilderness First Aid certified and completed Low and High Ropes Safety and Standards Training from Northeast Adventures.

## Of Similar Interest

- Antique Radio Theory and Repair on page 11.

## 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 #11877** 3 Tuesdays, 3/9-3/23, 7-9 p.m.

**CRN #11878** 3 Tuesdays, 4/13-4/27, 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.

# Gardening

## The Art and Craft of Landscaping

Focusing on the basic principles of landscape design and installation, the course explores the creative process in establishing beautiful landscapes and focuses on both greenscape and hardscape and the integration of these elements. Lively and practical discussion is geared toward the homeowner, as well as those considering a profession in landscaping. Taught by an experienced teacher, award-winning designer, and published author, the course will cover the principles and practices of effectively altering your outdoor environment—everything from perennials to patios.

**CRN #11693** 5 Wednesdays, 1/20-2/17, 6:30-8:30 p.m.

**MCC Bldg. Lowe L240** Fee: \$95

**Instructor: Jeff Hutton** studied horticulture and landscape design at the University of San Francisco. He teaches landscape design at Vernon Regional Adult Education and is the author of *Inside Out: The Art and Craft of Home Landscaping* (Breakaway Books, 2007).

## Prepare Your Lawn, Shrubs, and Flower Garden for Spring

Spring is the busiest time of the year for the gardener, and it helps to get a head start on the season. Learn how to do corrective pruning of shrubs and woody plants from winter damage; provide nutrition to perennials, shrubs and trees; care for bulbs as they appear in the soil; de-thatch lawns and identify and cure winter patches; re-seed and add lime and gypsum as needed; and prepare flower gardens, compost piles and useful mulches. The preparation you do now will save you time, money and aggravation later.

**CRN #11545** 1 Thursday, 2/11, 6:30-9 p.m. **MCC Bldg. Lowe L142** Fee: \$25

**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).

## Planning Your Vegetable Garden

With the growing season ahead, the planning time is now. What do you wish that you had planted last year? Are you thinking of expanding your vegetable garden, or are you just now thinking of starting a garden? And what kind of garden — containers, raised framed beds, and/or flat rows? You'll also learn about companion planting, problem prevention in the garden, and cold and warm weather crops. Bring all of your questions and receive professional advice from a master gardener. One session will be held at MCC's new Community Garden. All levels of gardening experience are welcome.

**CRN #11647** 5 Tuesdays, 2/16-3/16, 6:30-8:30 p.m.

**MCC Bldg. Lowe L142** Fee: \$105

**Instructor: Bettylou Sandy**

## 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 #11644** 1 Thursday, 3/11, 6-9 p.m. **MCC Bldg. Lowe L142**

Fee: \$30

**Instructor: Bettylou Sandy**

## Organic Vegetables in Containers and Small Spaces

Would you like to grow your own vegetables but aren't sure if you have enough room in your yard? Do you only have a deck or balcony? Good news! You can grow many wonderful vegetables, such as tomatoes, cucumbers, squash, string beans, and peas, in small spaces. This course will cover the variety of containers and styles for growing your own food within limited space. Handouts will help you to continue your progress through the growing season.

**CRN #11645** 1 Thursday, 3/18, 6:30-8:30 p.m. **MCC Bldg. Lowe L142**

Fee: \$20

**Instructor: Bettylou Sandy**



Bettylou Sandy in the Community Garden

## **NEW** Community Gardening: Getting Started

The term "community" is the key to community gardening. What better way to eat healthy food and get fresh air, sunshine and exercise than gardening with other people who want the same things! We will discuss ways to begin a community garden and how to sustain it. This class will be beneficial for all types and sizes of community and school-based gardens. All gardener levels are welcome.

**CRN #11952** 1 Saturday, 3/20, 9:30 a.m.-noon **MCC Bldg. GPA GP138**

Fee: \$25

**Instructor: Bettylou Sandy**

## Cold Weather Crops and Season Extenders

Vegetables can be grown beyond September and before May! Learn some tricks to extend your season at both ends of the growing year. Harvest vegetables into November, and then use the same principles in the spring to start sooner. Topics will include row covers, cold frames, sheeting, and mini-hot-houses (using plastic bottles). This class is for the gardener with some prior experience in vegetable gardening.

**CRN #11947** 1 Thursday, 3/25, 6:30-8:30 p.m. **MCC Bldg. GPA GP156**

Fee: \$20

**Instructor: Bettylou Sandy**

## Composting

By choosing to compost, reuse and recycle, we save money and reduce our contributions to landfills. Indoor and outdoor composting, and all of the different methods of composting, will be discussed. You will learn why composting is important to gardening, what ingredients can be composted, and how this process can also help houseplants. All levels of gardening ability and interest are welcome. Course will be held rain or shine.

**CRN #11925** 1 Saturday, 3/27, 9:30 a.m.-noon

**MCC Bldg. Community Garden** Fee: \$25

**Instructor: Bettylou Sandy**

## Adding Brick and Stone to Your Garden

Are you still piling up those stones you've picked from your garden over the seasons? Do you have a pile of bricks from another project that are just taking up room in your yard? Use those eyesores to transform your garden into an aesthetically functional environment. Discover how to turn a muddy path into a fieldstone or brick walkway, or add stepping-stones through your garden for firm footing and protection of your plants. Participants in this class will also learn about drainage, foundations, using the effects of gravity, preventing frost heaves, and some basic designs for walkways and patios using field stones and bricks. **The second session will take place, rain or shine, at MCC's new Community Garden** (see campus map on page 68).

**CRN #11948** 2 sessions, Tuesday, 4/13, 6:30-8:30 p.m.

**MCC Bldg. Lowe L240 & Thursday, 4/15, 6-8 p.m.**

**MCC Community Garden** Fee: \$40

**Instructor: Bettylou Sandy**

## Companion Planting

Plants are as diverse as people in look, attitude and needs. Some get along better than others. This course will discuss the inter-planting of flowers and vegetables to repel bugs, swap nutrients, or simply to attain a healthier garden requiring less work. We will also touch on flower combinations for sun and shade gardens. Some previous gardening experience is recommended to truly benefit from this class.

**CRN #11949** 1 Tuesday, 4/20, 6:30-8:30 p.m. **MCC Bldg. GPA GP142**

Fee: \$20

**Instructor: Bettylou Sandy**

## Attracting Birds and Butterflies

Nature's colorful creatures will flock to your yard! Learn how to design and maintain a natural, low-maintenance habitat for birds and butterflies in your own backyard. Discover how to use beautiful flowers and natural plantings to attract birds and butterflies for year-round enjoyment. You'll love the change!

**CRN #11950** 1 Thursday, 5/6, 6:30-8:30 p.m. **MCC Bldg. GPA GP214**

Fee: \$20

**Instructor: Bettylou Sandy**

## Growing Tomatoes

Tomatoes are the most popular "vegetable" to grow, because there is quite simply nothing like the flavor of homegrown freshness! Of course, maintaining your own tomato garden takes time and energy, so why not maximize your efforts by learning proper techniques by a master gardener? In this seminar, you will learn all about the planting, care, feeding, and trouble-shooting of these wonderful plants in order to reap the best harvest possible. We will discuss plant food, water, support, and pruning, as well as season extenders. All gardener levels are welcome.

**CRN #11951** 1 Thursday, 5/20, 6:30-8:30 p.m. **MCC Bldg. GPA GP136**

Fee: \$20

**Instructor: Bettylou Sandy**



# Green Technology & Sustainability

## **NEW** Green Building for Building Professionals

Learn how green homes provide buyers with lower maintenance, lower energy costs, better indoor air quality, and higher long-term value. Designed for building professionals, the course will present strategies for incorporating green-building principles into homes without driving up the cost of construction. We will also discuss how to competitively differentiate home products with increased indoor environmental quality and energy and resource efficiency.

**CRN #12153** 2 sessions: Thursday & Friday, 3/25 & 3/26, 9 a.m.-5 p.m. **MCC Bldg. Lowe L240** Fee: \$270

**Instructor:** Home Builders Association



## **NEW** Understanding Green Building Certifications

This course is designed for those who want to understand Green Building Certifications and the many organizations that promote these Green initiatives. Energy Star, NAHB (National Association of Home Builders) programs, and the GBCI (Green Building Certification Institute), who monitor LEED programs, will all be discussed in depth. Also, how homeowners can benefit from “green building” by lowering operating costs, increasing home comfort, and improving environmental quality, will be covered. **Attention real estate professionals: this course qualifies for 3 Continuing Education hours, as approved by the CT Real Estate Commission for the 2008-2010 Cycle.**

**CRN #12008** 1 Wednesday, 3/10, 6-9 p.m. **MCC Bldg. GPA GP143** Fee: \$30

**Instructor:** David Koski is project manager for Delta Building Corporation in Cromwell, CT, and is also a construction consultant.

## Green Building and Remodeling Technologies

This class provides a basic overview of green building features, ranging from site considerations to Building Envelopes, energy efficiency, building materials, and indoor air quality. Participants will learn what one hopes to achieve with a “green” building project. Once you understand your goals, getting the right materials to help you succeed means understanding how not all “greens” are alike.

**CRN #11946** 2 Wednesdays, 4/21-4/28, 6:30-8:30 p.m. **MCC Bldg. GPA GP214** Fee: \$40

**Instructor:** David Koski

## Introduction to Renewable Energy Systems

Ever wonder why it isn't practical to power our cars with sunlight, how energy can be extracted from the ground to heat your home, or why we don't eliminate our dependence on foreign oil with fuel from corn? This course will answer these questions and present a broad overview of renewable energy technologies, including photovoltaic, wind, biofuels, and geothermal. The class is designed to provide fundamental concepts behind several renewable energy technologies and note some of the hurdles to their wide-scale implementation. This course is appropriate for anyone who is interested in renewable energy technologies.

**CRN #12142** 1 Friday, 3/26, 6-9 p.m. **MCC Bldg. Lowe L142** Fee: \$25

**Instructor:** Steven Moore, M.S. in computer science and engineering from the University of Connecticut, is an assistant professor of engineering and technology at MCC.

## Introduction to Geothermal Heating and Cooling

What is geothermal heating and cooling? Learn the basic fundamental principles in geothermal design as it pertains to a new or existing building. The class will also explore the history of geothermal heating and cooling from its early history to 1993, when the Environmental Protection Agency

rated geothermal as “the most energy-efficient, environmentally clean, and cost-effective space-conditioning system,” to its applications today. **CRN #12005** 3 Mondays, 2/22-3/8, 7-9:30 p.m. **MCC Bldg. GPA GP137** Fee: \$85

**Instructor:** Peter Governale is a certified geothermal installer and a certified member of the Green Mechanical Council in HVAC. He is president of Tuscany Design Build, LLC.

## Solar Thermal and Solar Photovoltaic (PV)

### Applications: Are They For Me?

We'll explore how solar radiation and sunlight work to create energy for your home or business, and the technology involved in this research, development, and practical application. We'll consider why solar thermal energy is mandated by law in several countries and states, what the financial incentives are, your return on investment and tax credits, and what it means for the quality of your life.

**CRN #12007** 3 Mondays, 3/15-3/29, 7-9:30 p.m. **MCC Bldg. GPA GP137** Fee: \$85

**Instructor:** Peter Governale

## Save Money: Perform Your Own Energy Audit

Learn how to lower your energy use and save money by performing your own energy-use audit. Home, property, and business owners will learn how to perform a simple energy audit and use that information to lower their energy use. Review the most common types of renewable energy systems and energy-efficient technologies available in Connecticut, and learn about government programs that help consumers invest in those technologies. There will be time for questions and discussion.

**CRN #12152** 1 Saturday, 3/6, 9 a.m.-noon **MCC Bldg. GPA GP137** Fee: \$35

**Instructor:** Jeremiah Sawma, M.S. in environmental science from the University of Maryland, teaches sustainable energy and environmental science courses at MCC.

## Coming in March

### EPA Certified Renovator

Beat the April 22, 2010, deadline when federal law requires contractors who perform certain renovation, repairs, and painting jobs to have this certification. Offered in collaboration with the Home Builders Association of Hartford County.

### One-day course

**Wednesday, March 17**

**8 a.m.-5 p.m. or 10:30 a.m.-7:30 p.m.**

**Fee: \$225**

For more information, contact Mick Pigott, MCC Business & Industry Services, at (860) 512-2815 or mpigott@mcc.commnet.edu.

## Of Similar Interest

- Online Academy courses: Going Green at the Workplace & Purchasing Fundamentals on pages 57 & 58

# Languages

## 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 #11818** 6 Tuesdays, 4/6-5/11, 6-8 p.m. **MCC Bldg. GPA GP214**  
Fee: \$115

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

## 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, Hammitt, available at MCC Bookstore for approximately \$20.

**CRN #11819** 8 Saturdays, 3/6-5/1 (does not meet 4/3), 9-11 a.m.  
**MCC Bldg. GPA GP155** Fee: \$150

**Instructor:** *Barbara Agazzi-Poncia*, 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.

## 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 #11820** 4 Tuesdays, 5/4-5/25, 7-9 p.m. **MCC Bldg. GPA GP142**  
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.

## 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 and tell time, talk about the weather, and many other fun and useful topics. Required text: French is Fun, Book 1, Stein & Wald, available at MCC Bookstore.

**CRN #11815** 6 Thursdays, 2/18-3/25, 6-8 p.m. **MCC Bldg. GPA GP143**  
Fee: \$135

**Instructor:** *Marianne Labergerie* 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, Stein & Wald, available at MCC Bookstore.

**CRN #11816** 6 Thursdays, 4/8-5/13, 6-8 p.m. **MCC Bldg. GPA GP143**  
Fee: \$135

**Instructor:** *Marianne Labergerie*

## NEW 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 buildings, stores, houses, novelties, and food. They will also learn how form contractions with *de* and *à*, and how to use the verb *aller*, prepositions, demonstrative adjectives, and how to express the partitive. The course will continue with the same required textbook used in *French for Beginners I and II*: French is Fun, Book 1, Stein & Wald, available at MCC Bookstore.

**CRN #12165** 4 Saturdays, 5/15-6/12 (does not meet 5/29), 10 a.m.-1 p.m.  
**MCC Bldg. GPA GP143** Fee: \$135

**Instructor:** *Marianne Labergerie*

## French for Travelers

Traveling to a French-speaking country for business or pleasure? This basic French survival course will prepare you for many situations, including at the airport, hotels, and restaurants. Learn important phrases to communicate your needs and make your stay more enjoyable. Required textbook: 15-minute French (book with 2 CDs), DK Publishing, available at MCC Bookstore for approximately \$20.

**CRN #12164** 4 Saturdays, 5/1-5/22, 1:30-4:30 p.m.

**MCC Bldg. GPA GP143** Fee: \$135

**Instructor:** *Marianne Labergerie*

## NEW Discover the French Music of Francis Cabrel

Attention French students and international music lovers, come learn about Francis Cabrel, guitarist, singer and songwriter, who is a long-standing favorite of French music. His folk style, influenced by Bob Dylan, mixes in pop and blues. We will learn about this great musician's life, while listening to his songs. Participants should have some knowledge of French in order to understand his lyrics.

**CRN #11817** 1 Thursday, 5/20, 6-8 p.m. **MCC Bldg. GPA GP143** Fee: \$25  
**Instructor:** *Marianne Labergerie*



Francis Cabrel

## 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, Barron's, available at MCC Bookstore for approximately \$18.

**CRN #11821** 8 Tuesdays, 3/23-5/11, 7-9 p.m. **MCC Bldg. GPA GP143**  
Fee: \$175

**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.

# Languages

## Continue with Beginning German

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, Barron's, available at MCC Bookstore for approximately \$18.

**CRN #11822** 8 Wednesdays, 3/24-5/12, 7-9 p.m.

**MCC Bldg. GPA GP143** Fee: \$175

**Instructor: Elizabeth Baumbach**

## Accelerated Italian for the Traveler

If you're planning a trip to Italy for pleasure or business, this short and intensive course is for you. Through lecture and role play, you will learn how to be functional with the Italian language, including useful vocabulary, phrases, cultural aspects, ordering meals, meeting people, shopping, using the telephone, and much more. Double your travel pleasure and avoid embarrassing miscommunication.

**CRN #11754** 4 Fridays, 4/9-4/30, 7-9 p.m. **MCC Bldg. GPA GP138**

Fee: \$115

**Instructor: Dr. Akram Erik-Soussi** is a native Arabic speaker, who 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, the University of Hartford, and Mitchell College, as well as art history and languages for MCC since 1993.

## Of Similar Interest

- The Italian Renaissance: Art, Architecture and Florence on page 30

## Introduction to Arabic

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

**CRN #11753** 5 Fridays, 2/19-3/26 (does not meet 3/19), 7-9 p.m.

**MCC Bldg. GPA GP138** Fee: \$140

**Instructor: Dr. Akram Erik-Soussi**



## 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 #11813** 6 Thursdays, 4/8-5/13, 7-9 p.m. **MCC Bldg. GPA GP138** 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.

## Polish for the Beginner

Whether you wish to communicate with Polish Americans or take a trip to Poland, this course will help you know how to speak the language. This course offers an introduction to Polish, including the Polish alphabet, basic grammar and vocabulary, salutations, everyday expressions, and simple introductions. Polish culture, classic movies, and cartoons will also be included. Handouts will be provided. Recommended text: an English-Polish dictionary.

**CRN #11814** 8 Tuesdays, 3/9-4/27, 7-9 p.m. **MCC Bldg. GPA GP120** 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 also been teaching Eastern European languages at MCC since 2002.

## 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 #11958** 8 Wednesdays, 3/10-4/28, 7-9 p.m.

**MCC Bldg. GPA GP120** Fee: \$125

**Instructor: Rima Martin**

## Conversational Russian for Beginners

Russian is one of the most widely used languages in the world. In addition to Russia, Russian is spoken in many other countries, such as Ukraine, Kazakhstan, Turkmenistan, Georgia, the Baltic States, and Mongolia. If you plan on traveling to this part of the world, or have always wanted to speak Russian but never had the courage to try, then this course is for you! You will learn the fundamentals of the language, with an emphasis on conversations and role-playing in a very friendly and supportive environment. Discussions on different aspects of Russia and other Russian-speaking countries, including their culture, literature, and history, will enhance the learning experience. Handouts will be provided. Recommended text: an English-Russian dictionary.

**CRN #11823** 8 Mondays, 3/8-4/26, 7-9 p.m. **MCC Bldg. GPA GP120** 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), Smith, Lenz & Mikos, available at MCC Bookstore.

**CRN #11808** 8 Tuesdays, 3/2-4/20, 7-9 p.m. **MCC Bldg. GPA GP156** Fee: \$199

**Instructor: Carolyn Robins**



## **NEW** The Hartford Symphony Orchestra's Spring 2010 Concert Series

This course on classical music appreciation will spotlight composers and musical works being presented by the Hartford Symphony Orchestra as part of their spring schedule for the 2009-10 Masterworks Series at the Bushnell. The first class will focus on the best of Beethoven and Dvorak's New World Symphony; class two, featuring Prokofiev's Romeo and Juliet and the music of Berlioz, Tchaikovsky, and Bernstein; class three, presenting the best of Rachmaninov, including selections from his Symphony #2, and the Introduction and Rondo Capriccioso of Saint-Saens; with the finale focusing on Stravinsky's Firebird Suite and Diaghilev's Ballets Russes. Even if you're not going to the Bushnell, you'll be enriched by this timeless music!

**CRN #11956** 4 Fridays, 3/19-4/16 (does not meet 4/2), 3:30-5:30 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, taught music appreciation at Western New England College for nearly 20 years. He is also a docent at the Wadsworth Atheneum.

## **NEW** Rock 'n' Roll Movies through the Prism of American Popular Cinema

In this 20-hour course, designed for both enjoyment and education, students will view and discuss eight American rock 'n' roll films and the performers, managers and fans related to these films: Walk Hard, The Doors, I'm Not There, This Is Spinal Tap, Almost Famous, Metallica: Some Kind of Monster, Anvil: The Story of Anvil, and It Might Get Loud. One film will be shown per class, with discussion focusing on what rock 'n' roll tells us about various periods and how the music of each film relates to societal values and trends in those eras.

**CRN #11806** 8 Fridays, 3/5-4/30 (does not meet 4/2), 6:30-9 p.m. **MCC Bldg. V5 V151** Fee: \$190

**Instructor:** **Stephen Armstrong**, A.B.D. in history from the University of Connecticut, is Social Studies Department Supervisor for West Hartford Public Schools and adjunct professor of history 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.

## **The Blues: Music for the Spirit**

For both newcomers to the blues and experienced aficionados, this course will take students all the way from the early origins of the blues to its evolving place in today's entertainment world. Lecture and discussion will be augmented by audio-visual clips and will include such luminaries as W.C. Handy, Robert Johnson, Muddy Waters, Howlin' Wolf, Junior Wells, Sonny Boy Williamson, B.B. King, Buddy Guy, Robert Cray, Bonnie Raitt, Shemekia Copeland, John Lee Hooker, Jr., and the Neale Family. The course will also cover the blues scene of festivals, concerts and clubs, as well as the blues in literature and the movies. This distinctive American form of music will give you the groundwork for your own exploration into the blues.

**CRN #11796** 6 Mondays, 3/22-4/26, 7-9 p.m. **MCC Bldg. V3 V131** Fee: \$150

**Instructor:** **Domenic Forcella** is on the board of directors for the Blues Foundation in Memphis, Tennessee, representing the journalism constituency, and is former president of the Connecticut Blues Society. He is also the recipient of a Keeping the Blues Alive award in journalism from the Blues Foundation.

## **NEW** Music for Weddings and Funerals

Are you trying to figure out the music for your wedding and don't know where to start? Or maybe you're a new religious music director or congregant volunteer responsible for helping your fellow parishioners plan music for a wedding or funeral? Regardless of the ceremony, this class will introduce you to the most commonly performed processional, recessional, and solos that cross religious denominations. By the end of the course, your job of planning music for your upcoming ceremony will be more informed and effective.

**CRN #11800** 6 Mondays, 4/19-5/24, 6:30-8:30 p.m. **MCC Bldg. GPA GP138** Fee: \$135

**Instructor:** **Stephen Z. Cook** earned his doctor of musical arts degree from the University of Iowa in Organ Performance and Pedagogy. He has performed organ concerts across the United States, including at the Washington National Cathedral, as well as the Cathedral of Notre Dame in Paris, France. He is director of music at Westminster Presbyterian Church in West Hartford.



## **NEW** Flute Fundamentals

Have you always wanted to play the flute? Or maybe you played the flute in school? Whether you'd like to learn from the beginning or get your skills back into shape, come learn the basics under the guidance of an experienced teacher in a supportive environment. Participants will play scores and learn proper breathing, hand position, tone production, and fingering. Attention will also be given to reading notes and rhythms. Please bring your flute to every class. Participants must be at least 15 years of age. Required textbook: Flute 101: Mastering the Basics, Louke & George, available at MCC Bookstore for approximately \$17.

**CRN #11954** 6 Saturdays, 4/17-6/5 (does not meet 5/1 & 5/29), 10-11:30 a.m. **MCC Bldg. V2 V127** Fee: \$99

**Instructor:** **Barbara Hopkins** teaches flute at the University of Connecticut, is a member of the Hartford Symphony, and plays early American flutes with the Rosewood Chamber Ensemble. She has several CD releases on the Cardinal Classics label. She earned her doctor of music arts degree in flute performance from Stony Brook University.

## **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, guitar picks, 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 #11744** 6 Wednesdays, 2/17-3/24, 7:30-9 p.m. **MCC Bldg. GPA GP142** Fee: \$130

**Instructor:** **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 website: [www.dondonegan.com](http://www.dondonegan.com).

# Music

## 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, guitar picks, 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 #11750** 6 Wednesdays, 3/31-5/5, 7:30-9 p.m.

**MCC Bldg. GPA GPI42 Fee: \$130**

**Instructor: Don Donegan**

## Vocal Instruction with Guitar

This unique class incorporates vocal instruction with beginning guitar. Each student will be evaluated for vocal range, accuracy of pitch, and rhythm skills. Learn breathing techniques, vocal warm-up and strengthening exercises, and how to identify and expand vocal range. Instruction includes ear and harmony training, diction, rhythm, basic music theory, and transposing keys. Handouts and song sheets are provided. By learning five guitar chords and five strumming techniques, you will be able to sing dozens of familiar folk, pop, country and rock songs. Learn guitar tuning, and how to use a flat pick and capo. Please bring your acoustic or electric guitar and a flat pick. Participants must be at least 11 years of age.

**CRN #11745** 4 Mondays, 2/22-3/15, 7:30-9:30 p.m.

**MCC Bldg. GPA GPI42 Fee: \$115**

**Instructor: Don Donegan**

## **NEW** Vocal Instruction with Guitar: Part II

Continue with your skill development from the introductory course. Please bring your acoustic or electric guitar and a flat pick. Participants must be at least 11 years of age. Prerequisite: *Vocal Instruction with Guitar* or prior vocal and guitar experience.

**CRN #11746** 4 Mondays, 3/22-4/12, 7:30-9:30 p.m.

**MCC Bldg. GPA GPI42 Fee: \$115**

**Instructor: Don Donegan**

## Improve Your Guitar Skills with Fingerstyle

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

**CRN #11751** 8 Mondays, 3/1-4/19, 7-8:30 p.m. **MCC Bldg. V2 V117 Fee: \$165**

**Instructor: David Giardina** performs professionally in many musical styles and has taught guitar privately for more than 20 years.

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## Of Similar Interest

- The 1960s and Its Impact on American Society on page 29
- 

## 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, composition, and sight-reading. These skills, plus much more, will be developed in this diverse and creative class. Students must have knowledge of sharps and flats, and the ability to play two-hand music. Required text: *Alfred's Basic Adult Piano Course*, Level 1, available at MCC Bookstore. Prerequisite: *Beginning Piano*.

**CRN #11803** 6 Saturdays, 2/20-3/27, 10 a.m.-noon **MCC Bldg. V2 V117 Fee: \$190**

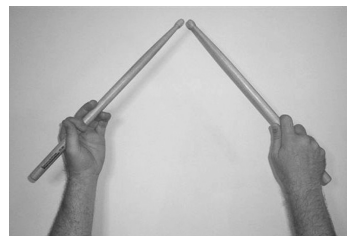
**Instructor: Ruth O'Neil** is a singer/songwriter and music educator who has been performing and teaching music in the Greater Hartford area for more than 20 years. She owns the Song-a-Day Music Center in Coventry.

## Playing the Ukulele

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

**CRN #11788** 4 Mondays, 4/26-5/17, 7-9 p.m. **MCC Bldg. V2 V117 Fee: \$65**

**Instructor: James Hammitt** teaches banjo and guitar, as well as guitar repair, for Song-a-Day Music Center. In addition, he gives private lessons in banjo, guitar, mandolin, and violin, and performs as a solo act and with the duo "RJ" in venues throughout Connecticut and New Hampshire.



## **NEW** 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 #11804** 5 Fridays, 4/16-5/14, 7-9 p.m. **MCC Bldg. V3 V131 Fee: \$95**

**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 private drum instructor for Dynamic Percussion in Manchester.

## Drum Team: Introduction to the West African Djembe Drum Ensemble

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

**CRN #11801** 2 Saturdays, 3/20-3/27, 1-4 p.m. **MCC Bldg. V3 V131**  
Fee: \$50

**Instructor: Rick Liegl** is a founding member of The Soli Soma Djembe Orchestra, co-founder of the Connecticut Drumming Network, and director of the You've Got Rhythm School of Percussion, based in Windsor. More information on the instructor can be found at: [www.DrumEventsUnlimited.com](http://www.DrumEventsUnlimited.com).



## **NEW** Introduction to Conga Drumming

The conga drum is fascinating to listen to and fun to play. There are several styles of play but rudiments common to all. Learn the fundamental techniques, heel-toe patterns, and basic rhythms. Students are encouraged to bring a drum or may borrow from the instructor.

**CRN #11802** 2 Saturdays, 4/17-4/24, 1-4 p.m. **MCC Bldg. V3 V131** Fee: \$50  
**Instructor: Rick Liegl**

## **NEW** Take a Drum Ride

Grab your favorite conga, djembe, bongos, frame drum, djundjun, or ashiko and bring to this *specially-priced, interactive session* of rock 'n' roll, African rhythms, swing, and boogie drum circle. One of Connecticut's funkier bands, Drum Ride, featuring the instructor on a variety of drums, Jan Jundgen on keyboards, guitarists Mike Bloomer and Bill Furey, and Tom Nielsen on bass, will launch tunes and inviting beats for participants to join in and play. No prior drumming experience is required. If you don't have a drum, one can be provided. **Please note: pre-registration is required; no walk-ins allowed.**

**CRN #11994** 1 Friday, 5/21, 7-9 p.m. **MCC Bldg. V3 V131** Fee: \$5  
**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, the largest percussion organization in the world.

## Interactive Drumming:

### A Partnership with Professional Providers

School teachers, disabilities providers, healthcare professionals, recreation directors, and social workers will take home ideas and methods that will enable them to be leaders of interactive drumming sessions in their respective work settings. The workshop will showcase ways to format and lead interactive drumming activities that are engaging for all age groups and populations of all abilities; partner drumming activities with storytelling, sports, theater arts, dance, and movement curricula; and design, produce, lead and assess drumming programs that meet the Connecticut Common Core of Learning Standards. No prior musical experience is necessary. Instruments are provided. You are encouraged to bring your own favorite percussion instruments, and may also bring an audio recorder.

**CRN #11993** 1 Saturday, 5/22, 1-4 p.m. **MCC Bldg. V2 V127** Fee: \$40  
**Instructor: Bob Bloom**

# Photography



## Digital Camera Introduction

Learn the fundamentals of digital photography, using a consumer-model digital camera. It is not necessary that you own a digital camera, but if you do, please bring it along with your instruction manual. Prerequisite: Basic Windows, keyboard and mouse skills.

**CRN #12002** 2 Tuesdays, 3/16-3/23, 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' experience. He also teaches photography at Paier College of Art and the 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 #12004** 2 Tuesdays, 3/30-4/6, 6-9 p.m. **MCC Bldg. LRC B142**  
Fee: \$95

**Instructor: Richard Hoyer**



# Photography

## 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 #12001** 2 Tuesdays, 2/16-2/23, 1-4 p.m. **MCC Bldg. LRC B141**

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 e-mail, 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 #12166** 2 Tuesdays, 3/2-3/9, 1-4 p.m. **MCC Bldg. LRC B142**

Fee: \$95

Instructor: **Richard Hoyer**

## 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; learn 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 #12003** 2 Tuesdays, 5/11-5/18, 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.



Photograph by  
Rich Hoyer

## 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 #11760** 2 Fridays, 3/19-3/26, 6-9 p.m. **MCC Bldg. AST D211**

Fee: \$95

Instructor: **Richard Hoyer**

## **NEW** 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 #11901** 3 Fridays, 4/16-4/30, 6-9 p.m. **MCC Bldg. AST D211**

Fee: \$140

Instructor: **Richard Hoyer**

## Portrait and People Photography

If you like to photograph people for the snapshot album or as fine art, join us for this workshop exploring portrait photography. Using either film or digital camera, learn how to photograph in formal and informal settings, and how to make the most of flash, natural light, close-ups, set poses, and spontaneous candid shots. Discover new ways to set up a portrait, establish a comfortable rapport with your subject, and capture revealing moments and true character. Class discussions will also include basic camera operation, lighting, composition, setting and body language. Participants should have basic camera skills and be prepared to shoot assignments weekly. Please bring your camera to all sessions.

**CRN #11759** 3 Fridays, 5/7-5/21, 6-9 p.m. **MCC Bldg. AST D211**

Fee: \$140

Instructor: **Richard Hoyer**



Want to take a class online?  
See the Online Academy  
courses listed on pages 57-64  
or visit the web site at  
**[www.ed2go.com/manchcc](http://www.ed2go.com/manchcc)**

## Advanced Techniques in Digital Photography Series

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*

### 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 #11194** 1 Friday, 2/26, 6-9 p.m. **MCC Bldg. AST D211** Fee: \$50

### 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 #11757** 1 Friday, 3/5, 6-9 p.m. **MCC Bldg. AST D211** Fee: \$50



### Advanced Seminar in Photography: Shooting People, Places and Things

This course is designed for photographers with intermediate to advanced skill level. While studying the master photographers in each of our subjects of people, places and things, students will shoot assignments that will include landscape, night photography, people, and still life. Class time will be a combination of photographic technique, discussion of well known photographers, and critique of student work. We will work in both color and black and white. Both digital and film cameras are welcome. Students should bring 2-3 samples of their work to the first class.

**CRN #11929** 8 Mondays, 4/5-5/24, 7-9 p.m. **MCC Bldg. GPA GP156** Fee: \$180

*Instructor: Mallorie Ostrowitz holds a B.A. in fine arts from Queens College and an M.F.A. from Lehman College. Her photography has been widely exhibited throughout the U.S. and can be viewed on her website: [www.mallorieostrowitz.com](http://www.mallorieostrowitz.com).*

### 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 #11758** 1 Friday, 3/12, 6-9 p.m. **MCC Bldg. AST D211** Fee: \$50

### **NEW** 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 #11902** 1 Friday, 4/9, 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 (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 #11903** 6 Saturdays, 2/20-3/27, 9-11 a.m. **MCC Bldg. AST D212** Fee: \$135

*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.*

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### Of Similar Interest

- Digital Imaging & Design courses on pages 24-25
  - Online Academy photography courses on page 63
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# Photography

## "Around the World with Mallorie"

Join us for this special series of slide shows and lectures from an award-winning photographer, documenting her world travel.

*Instructor: Mallorie Ostrowitz*

**NEW**

## From City to Country: Argentina, Chile and Easter Island

Presenting shots from three trips made in the last three 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 #11928** 1 Monday, 3/1, 7-9 p.m. **MCC Bldg. GPA GP156**

*Fee: \$25*

## Southwest Alaska

Share the photographer's Fall 2008 adventures on land and sea and in the air, while experiencing the majestic landscape, flora, fauna, and dramatic fall colors of Southwest Alaska, from Turnagain Arm in the Chugach Range to Kenai Peninsula National Park and Resurrection Bay to Katmai and Lake Clark National Parks—two of the most remote parks in our national park system. Follow grizzlies in their natural habitat, witness the scars of a 1912 volcano, watch calving glaciers, and enjoy the Alaska Range from the air.

**CRN #11926** 1 Monday, 3/8, 7-9 p.m. **MCC Bldg. GPA GP156**

*Fee: \$25*

## 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 #11927** 1 Monday, 3/15, 7-9 p.m. **MCC Bldg. GPA GP156**

*Fee: \$25*

## 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*

# Professional Development

## 22nd Annual MCC Regional Job Fair

Saturday, March 27, 2010

9:00 am – 1:00 pm

Great Path Academy Gymnasium

*Approximately 50 companies are anticipated to participate and will be seeking candidates for professional, technical, sales, management and entry-level opportunities.*

**For further information, please visit: [www.mccjobfair.com](http://www.mccjobfair.com)**

The MCC Regional Job Fair is co-sponsored by the CT Department of Labor, Journal Inquirer, WDRC AM/FM and MCC Alumni Association.

## JOB SEARCH 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 workshops 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 Résumé 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.

**CRN #11930** 1 Tuesday, 2/2, noon-1 p.m.

**CRN #11931** 1 Thursday, 2/4, 6-7:15 p.m.

**CRN #11932** 1 Tuesday, 2/23, noon-1 p.m.

**CRN #11933** 1 Thursday, 2/25, 6-7:15 p.m.

**CRN #11934** 1 Tuesday, 3/23, noon-1 p.m.

**MCC Bldg. LRC A108** *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.

**CRN #11940** 1 Tuesday, 2/9, noon-1 p.m.

**CRN #11941** 1 Thursday, 2/11, 6-7:15 p.m.

**CRN #11942** 1 Tuesday, 3/2, noon-1 p.m.

**CRN #11943** 1 Thursday, 3/4, 6-7:15 p.m.

**CRN #11944** 1 Tuesday, 3/30, noon-1 p.m.

**MCC Bldg. LRC A108** *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.

**CRN #11935** 1 Tuesday, 2/16, noon-1 p.m.

**CRN #11936** 1 Thursday, 2/18, 6-7:15 p.m.

**CRN #11937** 1 Tuesday, 3/9, noon-1 p.m.

**CRN #11938** 1 Thursday, 3/11, 6-7:15 p.m.

**CRN #11939** 1 Tuesday, 4/6, noon-1 p.m.

**MCC Bldg. LRC A108** *Fee: Free*



# Professional Development

## CAREER OPPORTUNITIES

### 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. Bring your lunch. Materials fee: \$35, which includes S.M.A.R.T. booklet and other supplies, payable to instructor at first class.

**CRN #11761** 2 Saturdays, 4/17-4/24, 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

### Prepare to Become a Certified Financial Planner (CFP®)



Manchester Community College has offered the Personal Financial Planning Certificate for nearly 20 years. The program is approved by the Certified Financial Planner Board of Standards, Inc. Previously, participants enrolled as credit students; participants now enroll in the program as non-credit students. Successful completion of the six-course series, including the three courses listed below, prepares students to sit for the CFP® exam.

For more information about the program, please contact: Sandra Baranowski, CFP®, Financial Planner Program Coordinator, at [SBaranowski@mcc.commnet.edu](mailto:SBaranowski@mcc.commnet.edu) or (860) 512-3003, ext. 7018.

### Fundamentals of Personal Financial Planning

The following topics are covered: the financial planning process; client and planner attitudes, values, biases, and behavioral characteristics and their impact on financial planning; principles of communication and counseling; CFP® Board's Code of Ethics and Professional Responsibility and Disciplinary Rules and Procedures; CFP® Board's Financial Planning Practice Standards; financial statements and cash-flow management; financing strategies; function, purpose and regulation of financial institutions; education planning; financial planning for special circumstances; economic concepts; time value of money concepts and calculations; financial services regulations and requirements; business law; and consumer protection laws. Students must achieve a score of 70 or better for a passing grade. Financial calculator required; HP 12-C recommended. Required textbook: Personal Financial Planning, Bisys, available at MCC Bookstore for approximately \$130.

**CRN #11646** 14 Wednesdays, 1/27-5/5 (does not meet on 3/17; plus final exam on 5/12), 7-9:50 p.m. **MCC Bldg. GPA GP138** Fee: \$710

**Instructor: Jenny L. Laurita, CFP®**, is a financial advisor for ING Financial Advisers, LLC, and a Defined Contribution Plan Consultant for the State of CT. She is also a former Tax Sheltered Account Representative for Hartford Hospital.

### Retirement Planning and Employee Benefits

This course covers key concepts of retirement and employee benefits planning. Qualified retirement plans, other tax-advantaged plans, and non-qualified plans are studied. Social Security, Medicare, employee benefit plans, stock options, and retirement needs analysis, using time value of money, are included. Regulatory considerations and key factors affecting plan selection for businesses and distribution rules, alternatives and taxation are also discussed. Students must achieve a score of 70 or better for a passing grade. Required textbook: Retirement Planning and Employee Benefits for Financial Planners, Dalton, available at MCC Bookstore for approximately \$105.

**CRN #11661** 14 Thursdays, 1/21-5/6 (does not meet 3/18 & 4/1; plus final exam on 5/13), 7-9:50 p.m. **MCC Bldg. GPA GP137** Fee: \$710  
**Instructor: Hal D. 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.

### Interested in the Certified Financial Planner (CFP®) Program?

Please attend our free Open House.

Date.....Tuesday, May 11

Time.....5:30-7 p.m.

Place .....MCC Bldg. AST D229

### Investment Management

This course will prepare the participant for the investment planning topics covered on the CFP® exam, including characteristics, uses and taxation of investment vehicles; types of investment risk; quantitative investment concepts; measures of investment returns; bond and stock valuation concepts; investment theory; portfolio development and analysis; investment strategies; asset allocation and portfolio diversification; and asset pricing models. Students must achieve a score of 70 or better for a passing grade. Use of a financial calculator is required; an HP12C is recommended. Required textbook: Investments, Mayo, available at MCC Bookstore for approximately \$180.

**CRN #11660** 14 Tuesdays, 1/26-5/4 (does not meet 3/16; plus final exam on 5/11), 7-9:50 p.m. **MCC Bldg. Lowe L213** Fee: \$710

**Instructor: Anthony Pace** began his career with CIGNA Individual Financial Services in Boston, MA. He holds Chartered Life Underwriter and Chartered Financial Consultant designations from the American College. He is immediate past president and a member of the Financial Planning Association of Connecticut Valley, among other financial organizations.

# Professional Development

The following courses are offered through the State of Connecticut's Department of Administrative Services, in conjunction with MCC. Enrollment for Credit-Free students is limited; please register early.

**NEW**

## Business Writing with Style and Impact

This course provides the non-professional writer with valuable handouts, tools, outline templates, and strategies.

**CRN #11968** 1 Tuesday, 3/16, 9 a.m.-4 p.m.

**MCC Bldg. LRC B144** Fee: \$99

**Instructor:** Michael Jordan-Reilly

## Essentials of Project Management

Learn how to plan and execute a well-defined project.

**CRN #11970** 1 Wednesday, 3/17, 9 a.m.-4 p.m.

**MCC Bldg. LRC B144** Fee: \$100

**Instructor:** John Lombardo

## Spontaneous Speaking

Learn how to be more verbally spontaneous and gain more confidence.

**CRN #11974** 1 Friday, 3/19, 9 a.m.-4 p.m.

**MCC Bldg. LRC B144** Fee: \$85

**Instructor:** Noreen Reilly

## Making the Transition to Management

Acquire the basic skills needed to make the transition to a supervisory or management role.

**CRN #11980** 1 Friday, 3/26, 9 a.m.-4 p.m.

**MCC Bldg. LRC B144** Fee: \$85

**Instructor:** Ralph Braithwaite

## Interviewing Skills for Career Advancement

Understand the interview process, along with tips for resumes, cover letters, and negotiating the job offer.

**CRN #11986** 2 Tuesdays, 3/30-4/6, 1-4 p.m.

**MCC Bldg. LRC B144** Fee: \$85

**Instructor:** Ralph Braithwaite

## Spanish for the Workplace I & II

Learn basic phrases to communicate with Spanish-speaking employees, clients and co-workers.

**CRN #11976** 4 Wednesdays, 3/31-4/21,

1-4 p.m. **MCC Bldg. LRC B144** Fee: \$169

**Instructor:** Linda Burk, Ph.D.

## Proven Problem Solving Skills: Maximizing Productivity

Learn strategies for improving productivity in your organization.

**CRN #11988** 1 Friday, 4/9, 9 a.m.-4 p.m.

**MCC Bldg. LRC B144** Fee: \$85

**Instructor:** Noreen Reilly

## Developing the Leader Within

Learn how to successfully develop people and draw on their natural desire to be self-motivated.

**CRN #11978** 1 Friday, 4/16, 9 a.m.-4 p.m.

**MCC Bldg. LRC B144** Fee: \$85

**Instructor:** Noreen Reilly

## Performance Under Pressure: Managing Stress in the Workplace

Acquire essential skills for performing well under pressure.

**CRN #11984** 1 Friday, 4/23, 9 a.m.-4 p.m.

**MCC Bldg. LRC B144** Fee: \$85

**Instructor:** Ralph Braithwaite

## Precision Machining Training

- Comprehensive 28-week, 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](http://www.ctdol.ct.us)

**For more information,  
call Marisa Rubera at (860) 512-2817.**

Approved  
for WIA\*  
&  
Veterans'  
Benefits

## SMALL BUSINESS / NONPROFIT

**NEW**

### How to Use Icebreakers Effectively

Are you uncomfortable introducing yourself, even by simply stating your name, where you're from, and your occupation? Icebreakers are a great way to introduce group members and assist with team building. Designed for teachers and business and administrative leaders, this course will present a variety of icebreakers, from common and simple ones to intermediate and advanced ones. We will explore how to select the appropriate icebreaker for your particular situation and how to effectively assume the role of facilitator. The instructor will also provide students with a handout, which includes a packet of icebreakers for various settings. Please bring a lunch or snack.

**CRN #121631** Saturday, 2/27, 10 a.m.-3 p.m. **MCC Bldg. GPA GP137** Fee: \$45

**Instructor:** Carrie Graham M.A. in health, physical education, and recreation from Western Michigan University, is a CT-licensed athletic trainer who has taught at the University of Connecticut and has used icebreakers to facilitate presentations to students and at professional conferences.

### 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 #11875** 1 Saturday, 3/6, 9 a.m.-1 p.m. **MCC Bldg. GPA GP138** 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.

# Professional Development

## 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 #11752** 1 Saturday, 4/10, 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.

## Successful Management of a Nonprofit Organization

This course will address how to build a nonprofit team with both employees and volunteers. The unique relationship with board members will be explored. General management practices of multitasking, time management, scheduling, and delegation of duties will be covered. The second class will focus on marketing your nonprofit and budgeting issues, as well as how to find and use free advertising opportunities. Public service announcements, press releases, the Internet, email, public speaking, fairs, and newsletters will be reviewed. Designing, implementing and monitoring program and agency budgets will be presented. There will also be opportunities for addressing individual questions and concerns. Please bring your lunch.

**CRN #11774** 2 Saturdays, 4/17-4/24, 9:30 a.m.-4 p.m.

**MCC Bldg. GPA GP137 Fee: \$170**

**Instructor: Beverly Salzman**

## REAL ESTATE

### 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 Community Colleges of Connecticut and have been approved and filed with the State of Connecticut Real Estate Commission. All courses meet the minimum requirements as outlined by the State 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 website: [www.ct.gov/dcp](http://www.ct.gov/dcp) - then click "real estate."

The following Continuing Education courses are approved by the Real Estate Commission for the 2008-2010 Cycle (3 C.E. hours per Module; take all 4 for 12 C.E. hours).

**Instructor: Andrew G. Pappas**

### CT Buyer Agency: Mandatory Continuing Education Course for 2010

**CRN #11160** 1 Thursday, 3/4, 9 a.m.-noon

**MCC Bldg. Lowe L142 Fee: \$70**

### CT Disclosure, RESPA, & Law Update: Mandatory Continuing Education Course for 2010

**CRN #11161** 1 Thursday, 3/4, 12:30-3:30 p.m.

**MCC Bldg. Lowe L142 Fee: \$70**

### Environmental Issues

**CRN #11158** 1 Friday, 3/5, 9 a.m.-noon.

**MCC Bldg. Lowe L142 Fee: \$70**

### Radon

**CRN #11159** 1 Friday, 3/5, 12:30-3:30 p.m.

**MCC Bldg. Lowe L142 Fee: \$70**

### TAKE ALL FOUR COURSES AND SAVE \$40!

**CRN #11162** 4 sessions, Thursday & Friday, 3/4-3/5, 9 a.m.-noon and 12:30-3:30 p.m. **MCC Bldg. Lowe L142 Fee: \$240**



# 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 and CT Real Estate Practice and Law, as well as two strongly recommended texts, Real Estate Exam Prep for CT and Questions & Answers ... Real Estate Exam, available at MCC Bookstore for approximately \$105 (for all four books).

**CRN #11138** 16 sessions, Tuesdays & Thursdays, 1/19-3/11, 5:30-9:30 p.m. **MCC Bldg. Lowe L240**

**CRN #11139** 11 Saturdays, 1/23-5/1 (does not meet 2/13, 4/3, 4/17 & 4/24), 8:30 a.m.-2:30 p.m. **MCC Bldg. Lowe L240**

**CRN #11140** 16 sessions, Tuesdays & Thursdays, 4/27-6/17, 5:30-9:30 p.m. **MCC Bldg. Lowe L240**

Fee: \$485

Instructors: CRNs #11138 & 11140: **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 #11139: **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 persons. For more information please contact CT Works One-Stop at: [www.ctdol.ct.us](http://www.ctdol.ct.us)

### 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

### 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, Hondros Learning, available from MCC Bookstore, for approximately \$45.

**CRN #11184** 9 Wednesdays, 3/24-5/26 (does not meet 4/21), 6-10 p.m. **MCC Bldg. Lowe L142** Fee: \$275

Instructor: **Archangelo D'Amato**

### Real Estate Law

Approved for broker license candidates, as well as an elective course for real estate salespersons interested in a broker's license, 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. Required textbook: Essentials of Practical Real Estate Law, Thompson, available at MCC Bookstore for approximately \$75.

**CRN #11163** 9 Mondays, 3/1-4/26, 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.

## STEP



### Substitute Teacher Express Preparation

Quality substitute teachers are in high demand; 86% of school districts report having a hard time finding enough of them.

If you would like to be a quality substitute teacher, then you will want to enroll in Substitute Teacher Express Preparation (STEP), a program developed by MCC. The program is also suitable as a first step for those considering a career change to teaching.

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.

Because the need for substitute teachers is ongoing, MCC will run the STEP program several times during the year. Earning a certificate through the STEP program will help prepare you for the important role of a substitute teacher and make you an especially attractive candidate to school districts.

**For more information, please contact Mick Pigott of MCC's Business and Industry Services at (860) 512-2815.**

# Writing & 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 #11876** 7 Wednesdays, 2/10-5/5 (meets every other week), 3:30-5 p.m. **MCC Bldg. AST C209** Fee: \$20

**Instructors:** **Dr. Gena Glickman**, President of the College; **Jana Sime**, Math faculty; **Kimberly Hamilton-Bobrow**, **Ken Klucznik**, and **Michael DiRaimo**, English faculty; **Peter Poulos**, Computer Science/Technology faculty; **Negussie Tirfessa**, Science faculty; and **Stephen Starger**, Continuing Education assistant.

### 2/10-2/24 - **The Namesake** by Jhumpa Lahiri and the 2007 movie, “The Namesake,” based on the book.

In the first session of this specially scheduled installment of *More Great Books*, we will discuss the novel that follows the Ganguli family from their tradition-based life in Calcutta to their lives in America. Lahiri examines the immigrant experience, the clash of cultures, the conflicts of assimilation, and the complicated ties of generations. In the second session, we will discuss the novel in conjunction with the movie directed by Mia Nair, based on the novel. Students need to view the film before the second class; it is available in DVD in most libraries and for purchase.

**Instructors:** **Kimberly Hamilton-Bobrow** and **Jana Sime**

### 3/10 - **Paris Trout** by Peter Dexter.

This novel, winner of the National Book Award in 1988, tells the story of a white store owner, Paris Trout, who kills a black child and expects the judicial system to vindicate his action. Racial tensions and class warfare come to the fore in this taut, clear, realistic depiction of a society unwilling to confront its own demons.

**Instructor:** **Michael DiRaimo**

### 3/24 - **A Confederacy of Dunces** by John Kennedy Toole.

To the list of memorable characters in modern American fiction, such as Jay Gatsby, Holden Caulfield, Dean Moriarty, Randle Patrick McMurphy, add Ignatius J. Reilly, who is the designated “hero” of Toole’s posthumous comic masterpiece about a gang of exotic habitués of New Orleans’ lower depths. Ignatius has been described by critics as “huge, obese, fractious, fastidious, a latter-day Gargantua, a Don Quixote of the French Quarter ... a brainy mammoth misfit ... in violent revolt against the entire modern age.”

**Instructor:** **Stephen Starger**

### 4/7 - “A Scandal in Bohemia,” “The Red-headed League,” and “The Adventure of the Speckled Band” by Arthur Conan Doyle.

(All three stories are found in *The Adventures of Sherlock Holmes, Volume 1*; Dover or Barnes & Noble editions).

In these three short stories, our discussion will focus on the not-so-invincible and maybe not-so-irreproachable Sherlock Holmes.

**Instructor:** **Ken Klucznik**

### 4/21 - **Hotel on the Corner of Bitter and Sweet** by Jamie Ford.

Kirkus Reviews says about this novel: “Sentimental, heartfelt ... the exploration of Henry’s changing relationship with his family and with Keiko will keep most readers turning pages.... A timely debut that not only reminds readers of a shameful episode in American history, but cautions us to examine the present and take heed that we don’t repeat those injustices.”

**Instructor:** **Dr. Gena Glickman**

### 5/5 - **Three Cups of Tea** by Greg Mortenson and David Oliver Relin.

This is a story about an adventurous mountaineer in Pakistan and his chance encounter with poor mountain villagers and his humanitarian campaign to build schools and use education to combat terrorism.

**Instructors:** **Peter Poulos** and **Negussie Tirfessa**

## Writing Historical Fiction: A One-Day Workshop

This intensive, one-day workshop on the writing of historical fiction will include a brief overview of the genre; discussion as to what constitutes historical fiction; basic research and outline techniques; in-class writing prompts, which will challenge students to write summaries and short fiction (and which will be discussed and critiqued at the discretion of the student); and a discussion on “The Art of Storytelling and the Craft of Fiction.” Students should bring a lunch. Optional suggested reading prior to class: *Lust for Life*, Irving Stone and/or *The March*, E. L. Doctorow, available at local or online bookstores.

**CRN #11262** 1 Saturday, 2/6, 9 a.m.-4 p.m. **MCC Bldg. LRC B144** Fee: \$60

**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 in 2000. He has also written a text on landscape design, *Inside Out: The Art and Craft of Home Landscaping*. More information on his books can be found at: [www.landscapesandlife.com](http://www.landscapesandlife.com)

## Writing and Appreciating “Chick Lit” Literature & Film

Are you an avid “Chick Lit” fan? Or maybe curious and want to know more? The first class will focus on a classic from the genre, *Then She Found Me*, by Elinor Lipman. We will discuss the book and then watch the film version. Students are expected to read the book prior to class; the book is available at area libraries and local or online bookstores. Discussion will focus on the similarities and differences between the book and the film adaptation. In the second class, noted Chick Lit author, Kristan Higgins, author of *Too Good to Be True* and many other titles, will read and discuss her career as a writer of this genre, and will include pointers for aspiring Chick Lit writers. More information on Higgins can be found at: [www.kristanhiggins.com](http://www.kristanhiggins.com).

**CRN #11896** 2 Saturdays, 3/13 & 3/27 (two-week interval), 12:30-3:30 p.m. **MCC Bldg. V6 V162** Fee: \$50

**Instructor:** **Evelyn Angry-Smith**, a reference and instructional librarian at MCC, earned her master’s of library science at Southern Connecticut State University, and also earned her certification in clinical hypnotherapy. She has developed an extensive “Chick Lit” collection at MCC’s library.

# Writing & Literature

## **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. Students are expected to have read the book before class. The book is available at local and online bookstores. Students should bring a lunch.

**CRN #11872** 1 Saturday, 4/10, 9 a.m.-1:30 p.m.

**MCC Bldg. GPA GP139** Fee: \$40

**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.

## **Minding the Muse: The Practice of Poetry**

This is designed for poets who have taken few, if any, poetry writing workshops. Focus will be on the inspiration and commitment necessary to call oneself a poet. Writers write, and for each class, we will begin with a poetry writing exercise, designed to model a different technique. Each week participants will bring with them their revised work from the week before. The last part of each session will be set aside for out-loud presentation, along with critique and support.

**CRN #11904** 4 Tuesdays, 4/27-5/18, 6-8 p.m. **MCC Bldg. GPA GP156** Fee: \$75

**Instructor:** *Elizabeth Thomas*

## **NEW 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 #11900** 2 Saturdays, 4/17 & 5/1 (two-week interval), 9-11:30 a.m. **MCC Bldg. GPA GP138** 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.

## **Writing and Illustrating Children's Books**

This course provides an overview for how to write, illustrate and publish a children's book. Topics include aesthetic and literary strategies; book design and dummy layout; illustration styles; the age appropriateness of stories; and the business of publishing. **On May 8, class will meet at a local bookstore** to view and discuss award winning children's literature and illustrations.

**CRN #11895** 5 Mondays, 4/12-5/10, 7-9 p.m. **MCC Bldg. GPA GP136** & 1 Saturday, 5/8, 10 a.m.-noon, **off-campus** Fee: \$190

**Instructor:** *Iris Van Rynbach* earned degrees in Illustration from Parsons School of Design and the New School, and has studied Fine Arts 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.

## **NEW Explorations in Film & Literature: Steve Martin's Shop Girl**

Steve Martin's first extended work of fiction is a lighthearted romance, with some darker undertones. A rich man and a working-class young woman find love and its lessons hard to resist. Martin's writing is subtle, yet lively. The film version features Martin and Claire Danes as the main characters and does not stray far from the book. The film also features some wonderful understatement in both the action and plot. Students should allow enough time to read the book before the first class starts. The book is available at local and online bookstores, and libraries. The film will be shown during the second class, followed by discussion.

**CRN #11873** 2 Mondays, 4/5-4/12, 7-8:30 p.m. (first class) & 7-9:30 p.m. (second class) **MCC Bldg. V6 V162** 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.

## **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 #11874** 1 Saturday, 2/27, 9 a.m.-1 p.m. **MCC Bldg. GPA GP138** 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  
4th Season

## **MISHI-MAYA-GAT SPOKEN WORD & MUSIC SERIES**

Spring 2010 — Manchester Community College

Sponsored by MCC Foundation/Hosted by Stephen Campiglio • 2nd Thursday of the month, 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](http://www.mcc.commnet.edu/faculty/spoken.php)

### **January 14**

- Music by Barbara Hopkins, solo flute
- "A Celebration of Quale Press" with poets and writers Brian Clements, Elizabeth Bryant, & Dennis Barone

### **February 11**

- Music by Daniel Hartington, classical guitar
- Poets Ravi Shankar & Leslie McGrath

### **March 11**

- "A Celebration of Women's History Month," with poets Susan Allison & Kate Rushin and special music guests

### **April 8**

- Music by Norman Johnson, jazz guitar and Don Wallace, bass • Featured poets TBA

### **May 13**

- Spotlight on the UMass MFA Poetry Program with **Pulitzer Prize** winning James Tate & Dara Wier
- Music by the Tantasqua Regional Junior & High School Music Dept.

All events are  
free and open to  
the public.



## 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](http://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](http://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:

**January 20**  
**February 17**  
**March 17**  
**April 21**  
**May 19**

## ACCOUNTING

### Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more. \$110  
**CRN #11333**

### Accounting Fundamentals II

Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor. \$110  
**CRN #11334**

## ART

### Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be! \$110  
**CRN #11407**

### Enjoying European Art Online

An introduction to the most important works of European art, with a wealth of commentary and interesting historical information. \$110  
**CRN #11408**

## BUSINESS ADMINISTRATION & MANAGEMENT

### Administrative Assistant Fundamentals

Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries. \$110  
**CRN #11331**

### 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. \$110  
**CRN #11330**

### Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts. \$110  
**CRN #11391**

### 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. \$110  
**CRN #11349**

### **NEW** 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. \$110  
**CRN #11481**

### Building Teams that Work

Learn the secrets of dynamic team building. \$110  
**CRN #11428**

### Understanding the Human Resources Function

Learn to handle basic human resource functions to ensure the best possible results. \$110  
**CRN #11359**

### Managing Customer Service

Become indispensable to any organization by understanding how to identify and meet customer needs. \$110  
**CRN #11348**

### Introduction to Business Analysis

Learn powerful techniques to improve your decision-making skills at work. \$110  
**CRN #11365**

### Mastery of Business Fundamentals

Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program. \$110  
**CRN #11393**

### Successful Construction Business Management

Gain a powerful and permanent advantage over the competition by learning how to practice expert business management. \$110  
**CRN #11364**

### Distribution and Logistics Management

Learn how to improve your company's distribution and logistics management activities, increase customer satisfaction, and improve operational throughput. \$110  
**CRN #11397**

### Manufacturing Fundamentals

Learn the basic skills required to work in the manufacturing field. \$110  
**CRN #11380**

### Manufacturing Applications

Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing. \$110  
**CRN #11379**

# Online Academy

Full course descriptions at [www.ed2go.com/manchcc](http://www.ed2go.com/manchcc)

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## Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management. \$110  
**CRN #11339**

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## Project Management Applications

Experienced project manager teaches you tricks of the project management trade. \$110  
**CRN #11337**

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## Purchasing Fundamentals

Improve your company's bottom line by mastering the fundamentals of purchasing. \$110  
**CRN #11335**

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## Supply Chain Management Fundamentals

Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations. \$110  
**CRN #11402**

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## Total Quality Fundamentals

Learn the basics of total quality management. \$110  
**CRN #11404**

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## Six Sigma: Total Quality Applications

Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality. \$110  
**CRN #11340**

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## BUSINESS PLANNING & ENTREPRENEURIAL COURSES

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## Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success. \$110  
**CRN #11367**

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## Start and Operate Your Own Home-Based Business

Stop dreaming and learn how to start your own successful small business. \$110  
**CRN #11358**

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## Start Your Own Small Business

Auction pros teach you how to work from home or earn extra income by buying and selling goods online. \$110  
**CRN #11356**

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## Start Your Own Arts and Crafts Business

Learn how to start your own arts and crafts business from a professional artist. \$110  
**CRN #11357**

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## 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. \$110  
**CRN #11583**

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## 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. \$110  
**CRN #11584**

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## Growing Plants for Fun and Profit

An industry professional teaches you everything you need to prosper in the backyard nursery business. \$110  
**CRN #11454**

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## Get Paid to Travel

Learn everything you need to start your new and exciting career as a professional tour director. \$110  
**CRN #11351**

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## Start Your Own Consulting Practice

Find out how you can earn income by sharing your training or knowledge with others. \$110  
**CRN #11355**

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## Secrets of the Caterer

Learn cooking and business secrets from a professional caterer. \$110  
**CRN #11455**

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## Wow, What a Great Event!

Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner. \$110  
**CRN #11332**

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## CAREER DEVELOPMENT

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## Résumé Writing Workshop

Discover the secret to transforming your tired, boring résumé into a powerful tool that will get you interviews. \$110  
**CRN #11372**

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## 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. \$110  
**CRN #11370**

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## Get Assertive!

Find out how you can stop others from intimidating you or treating you poorly. \$110  
**CRN #11387**

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## Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life. \$110  
**CRN #11373**

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## 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. \$40  
**CRN #11371**

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## 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. \$110  
**CRN #11384**

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## Individual Excellence: Secrets of Career Success

Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity. \$110  
**CRN #11390**

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## Achieving Success with Difficult People

Learn how to have more successful relationships with difficult bosses, coworkers, students, neighbors, or relatives. \$110  
**CRN #11424**

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## Merrill Ream Speed Reading

Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension. \$110  
**CRN #11489**

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## COMPUTERS

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## Basic Computer Literacy

*(\$110 per class)*

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Keyboarding

**CRN #11441**

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Navigating the Internet

**CRN #11581**

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Introduction to Windows Vista

**CRN #11573**

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Introduction to Windows XP

**CRN #11574**

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Introduction to Linux

**CRN #11592**

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Computer Skills for the Workplace

**CRN #11442**

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## Computer Applications

*(\$110 per class)*

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What's New in Microsoft Office 2007

**CRN #11576**

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Introduction to Microsoft Word 2007

**CRN #11447**

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Introduction to Microsoft Word 2003

**CRN #11446**

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Intermediate Microsoft Word 2007

**CRN #11449**

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Intermediate Microsoft Word 2003 <b>CRN #11448</b>
Advanced Microsoft Word 2003 <b>CRN #11450</b>
Introduction to Microsoft Excel 2007 <b>CRN #11562</b>
Introduction to Microsoft Excel 2003 <b>CRN #11561</b>
Intermediate Microsoft Excel 2007 <b>CRN #11567</b>
Intermediate Microsoft Excel 2003 <b>CRN #11566</b>
<b>NEW</b> Advanced Microsoft Excel 2007 <b>CRN #11564</b>
Advanced Microsoft Excel 2003 <b>CRN #11563</b>
Introduction to Microsoft Access 2007 <b>CRN #11570</b>
Introduction to Microsoft Access 2003 <b>CRN #11565</b>
Intermediate Microsoft Access 2007 <b>CRN #11569</b>
Intermediate Microsoft Access 2003 <b>CRN #11568</b>
Introduction to Microsoft PowerPoint 2007 <b>CRN #11572</b>
Introduction to Microsoft PowerPoint 2003 <b>CRN #11571</b>
Introduction to Microsoft Visio 2007 <b>CRN #11637</b>
Introduction to Microsoft Visio 2003 <b>CRN #11636</b>
Introduction to Microsoft Project 2007 <b>CRN #11640</b>
Introduction to Microsoft Project 2003 <b>CRN #11639</b>
Introduction to Microsoft Publisher 2007 <b>CRN #11578</b>
Introduction to Microsoft Publisher 2003 <b>CRN #11577</b>
<b>NEW</b> Introduction to Adobe Acrobat 9 <b>CRN #11953</b>
Introduction to Crystal Reports 10 <b>CRN #11635</b>
Introduction to Peachtree Accounting 2009 <b>CRN #11559</b>
Introduction to QuickBooks 2009 <b>CRN #11453</b>
Introduction to QuickBooks 2008 <b>CRN #11452</b>
Introduction to QuickBooks 2007 <b>CRN #11451</b>
QuickBooks 2009 for Contractors <b>CRN #11556</b>
QuickBooks 2007 for Contractors <b>CRN #11555</b>
<b>NEW</b> Performing Payroll in QuickBooks 2009 <b>CRN #11558</b>

Performing Payroll in QuickBooks 2007 <b>CRN #11557</b>
Introduction to Microsoft Outlook 2007 <b>CRN #11580</b>
Introduction to Microsoft Outlook 2003 <b>CRN #11579</b>

## Web Page Design, Graphics & Multimedia

(\$110 per class)

Creating Web Pages <b>CRN #11586</b>
Creating Web Pages II <b>CRN #11611</b>
Introduction to CSS and XHTML <b>CRN #11632</b>
Intermediate CSS and XHTML <b>CRN #11633</b>
Designing Effective Websites <b>CRN #11641</b>
<b>NEW</b> Introduction to Dreamweaver CS4 <b>CRN #11913</b>
Introduction to Dreamweaver CS3 <b>CRN #11613</b>
Introduction to Dreamweaver 8 <b>CRN #11612</b>
Intermediate Dreamweaver CS3 <b>CRN #11614</b>
Introduction to Microsoft FrontPage 2003 <b>CRN #11585</b>
Achieving Top Search Engine Positions <b>CRN #11582</b>
Introduction to CorelDRAW X3 <b>CRN #11634</b>
<b>NEW</b> Introduction to Flash CS4 <b>CRN #11909</b>
Introduction to Flash 8 <b>CRN #11615</b>
Introduction to Flash MX 2004 <b>CRN #11616</b>

## Web Programming

(\$110 per class)

Introduction to ASP.NET <b>CRN #11609</b>
Introduction to Java Programming <b>CRN #11619</b>
Intermediate Java Programming <b>CRN #11620</b>

## Graphic Design

(\$110 per class)

Introduction to Adobe Illustrator CS3 <b>CRN #11623</b>
Design Projects for Adobe Illustrator CS2 <b>CRN #11622</b>
Introduction to Adobe InDesign CS3 <b>CRN #11621</b>

Introduction to Photoshop CS4 <b>CRN #11625</b>
Introduction to Photoshop CS3 <b>CRN #11624</b>
<b>NEW</b> Intermediate Photoshop CS4 <b>CRN #11910</b>
Intermediate Photoshop CS3 <b>CRN #11627</b>
<b>NEW</b> Photoshop CS4 for the Digital Photographer <b>CRN #11908</b>
<b>NEW</b> Photoshop Elements 8 for the Digital Photographer <b>CRN #12156</b>
Photoshop Elements 7 for the Digital Photographer <b>CRN #11629</b>
Photoshop Elements 6.0 for the Digital Photographer <b>CRN #11628</b>
<b>NEW</b> Photoshop Elements 8 for the Digital Photographer II <b>CRN #12157</b>
<b>NEW</b> Photoshop Elements 7 for the Digital Photographer II <b>CRN #11631</b>
Photoshop Elements 6.0 for the Digital Photographer II <b>CRN #11630</b>
Photoshop CS3 for the Digital Photographer <b>CRN #11626</b>
Creating Web Graphics with Photoshop CS3 <b>CRN #11610</b>

## Computer Troubleshooting & Networking

(\$110 per class)

Introduction to PC Troubleshooting <b>CRN #11445</b>
Introduction to PC Security <b>CRN #11642</b>
Advanced PC Security <b>CRN #11444</b>
Wireless Networking <b>CRN #11588</b>
Introduction to Networking <b>CRN #11589</b>
Intermediate Networking <b>CRN #11587</b>

## Computer Programming & Database Management

(\$110 per class)

Introduction to Database Development <b>CRN #11591</b>
Introduction to Alice 2.0 Programming <b>CRN #11605</b>
Introduction to PHP and MySQL <b>CRN #11607</b>



Intermediate PHP and MySQL  
**CRN #11608**

Introduction to C++ Programming  
**CRN #11601**

Introduction to C# Programming  
**CRN #11603**

Intermediate C# Programming  
**CRN #11604**

Introduction to Perl Programming  
**CRN #11606**

Introduction to Python 2.5 Programming  
**CRN #11600**

Introduction to Ruby Programming  
**CRN #11602**

Introduction to Visual Basic 2008  
**CRN #11594**

Introduction to Visual Basic 2005  
**CRN #11593**

Intermediate Visual Basic 2008  
**CRN #11596**

Intermediate Visual Basic 2005  
**CRN #11595**

Creating User Requirements Documents  
**CRN #11347**

High-Speed Project Management  
**CRN #11638**

## Certification Prep

*(\$150 per class)*

CompTIA Security+ Certification Prep  
**CRN #11443**

CompTIA Network+ Certification Prep  
**CRN #11590**

Basic CompTIA A+ Certification Prep  
**CRN #11597**

Intermediate CompTIA A+ Certification Prep  
**CRN #11598**

Advanced CompTIA A+ Certification Prep  
**CRN #11599**

PMP Certification Prep 1  
**CRN #11336**

PMP Certification Prep 2  
**CRN #11338**

## COURSES FOR TEACHERS

### An Introduction to Teaching ESL/EFL

Learn how to be an effective English language teacher from an expert in the field. \$110  
**CRN #11512**

### 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. \$110  
**CRN #11511**

### 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. \$110  
**CRN #11510**

### **NEW** 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. \$110  
**CRN #11912**

### **NEW** Teaching ESL/EFL Grammar

Learn new methods for teaching English grammar that will both engage and challenge ESL/EFL students. \$110  
**CRN #11915**

### **NEW** Spanish in the Classroom

Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking students and parents. \$110  
**CRN #11482**

### **NEW** 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. \$110  
**CRN #11487**

### 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. \$110  
**CRN #11488**

### 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. \$110  
**CRN #11486**

### Teaching Science: Grades 4-6

Increase your effectiveness as a science teacher for children in fourth through sixth grades. \$110  
**CRN #11515**

### Solving Classroom Discipline Problems

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline. \$110  
**CRN #11509**

### 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. \$110  
**CRN #11507**

### Working Successfully with Learning Disabled Students

Learn how to successfully meet the diverse needs of the learning disabled students in your classroom. \$110  
**CRN #11484**

### Teaching Students with Autism: Strategies for Success

Help your students with high-functioning autism and Asperger's Syndrome unlock their potential in the classroom. \$110  
**CRN #11485**

### Survival Kit for New Teachers

Veteran instructor shares the secrets for success in your first years of teaching. \$110  
**CRN #11513**

### Ready, Set, Read!

A learning specialist shows you how to raise a successful reader and writer. \$110  
**CRN #11492**

### The Creative Classroom

Enrich your teaching talents and encourage your students' creative thinking as you learn to turn your classroom into a creative classroom. \$110  
**CRN #11495**

### Differentiated Instruction in the Classroom

Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms. \$110  
**CRN #11516**

### 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. \$110  
**CRN #11496**

### Teaching Writing: Grades 4-6

In this teacher-training course, you'll learn from an experienced educator how to motivate and assist developing writers. \$110  
**CRN #11514**

## 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. \$110  
**CRN #11494**

## 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. \$110  
**CRN #11491**

## Guided Reading: Strategies for the Differentiated Classroom

Learn creative ways to bring differentiated instruction and guided reading to life in your classroom. \$110  
**CRN #11493**

## Integrating Technology in the Classroom

Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans. \$110  
**CRN #11506**

## The Classroom Computer

Learn how to use the classroom computer to increase learning and motivate students. \$110  
**CRN #11501**

## 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. \$110  
**CRN #11500**

## 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. \$110  
**CRN #11499**

## 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. \$110  
**CRN #11504**

## Microsoft Excel 2003 in the Classroom

Discover the many ways Microsoft's powerful mathematic and analytic tool can help you and your students. \$110  
**CRN #11505**

## 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. \$110  
**CRN #11497**

## Microsoft PowerPoint 2003 in the Classroom

Motivate your students and enrich your lessons by bringing PowerPoint into your classroom. \$110  
**CRN #11498**

## 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. \$110  
**CRN #11502**

## 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. \$110  
**CRN #11503**

## 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. \$110  
**CRN #11508**

## 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. \$110  
**CRN #11914**

## Creating K-12 Learning Materials

Increase student performance and earn extra income by converting your ideas for instructional aids into reality. \$110  
**CRN #11490**

## 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. \$110  
**CRN #11457**

## 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. \$110  
**CRN #11459**

## Guiding Kids on the Internet

Gain confidence and experience so you can help your children discover all the Internet has to offer. \$110  
**CRN #11461**

## 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. \$110  
**CRN #11440**

### Music Made Easy

Learn the fundamentals of music theory. Be able to read, write, and play simple music. \$110  
**CRN #11411**

### Making Movies with Windows Vista

Learn how to create fun, professional-quality movies using Windows Vista. \$110  
**CRN #11617**

### 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. \$110  
**CRN #11618**

## 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. \$110  
**CRN #11476**

### Get Grants!

Learn how to develop successful, fundable grants from experts in the field. \$110  
**CRN #11475**

### Advanced Grant Proposal Writing

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. \$110  
**CRN #11473**

### Writing Effective Grant Proposals

Learn to prepare grant proposals that get solid results for your favorite organization or charity. \$110  
**CRN #11474**

### Becoming a Grant Writing Consultant

Increase your income while working from home by starting a grant writing consulting business. \$110  
**CRN #11363**

### Starting a Nonprofit

Industry veteran shows you how to take a nonprofit business from vision to reality. \$110  
**CRN #11366**

# Online Academy

Full course descriptions at [www.ed2go.com/manchcc](http://www.ed2go.com/manchcc)

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## 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. \$110

**CRN #11361**

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## 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. \$110

**CRN #11362**

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## HEALTH CARE, FAMILY & NUTRITION

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### Assisting Aging Parents

Handle the challenges you will face in the coming years. \$110

**CRN #11458**

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### Homeschool with Success

Discover how to homeschool your children in a way that ensures they get what they need both academically and socially. \$110

**CRN #11517**

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### 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. \$110

**CRN #11916**

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### 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. \$110

**CRN #11399**

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### HIPAA Compliance

Learn how to comply with the duties, rights, and responsibilities of HIPAA. \$110

**CRN #11405**

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### 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. \$110

**CRN #11400**

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### Become a Physical Therapy Aide

Prepare for a rewarding career as a valued member of the physical therapy team. \$110

**CRN #11398**

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### Become a Veterinary Assistant

Practicing veterinarian prepares you to work in a veterinary office or hospital. \$110

**CRN #11396**

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### 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. \$110

**CRN #11392**

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### Become a Veterinary Assistant III: Practical Skills

Learn the practical skills you'll need to be a valuable veterinary assistant or educated pet owner. \$110

**CRN #11389**

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### Introduction to Natural Health and Healing

Learn how to promote wellness, balance, and health in all aspects of your daily life. \$110

**CRN #11388**

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### Lose Weight and Keep It Off!

Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime. \$110

**CRN #11403**

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### 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! \$110

**CRN #11456**

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### Handling Medical Emergencies

Every second counts during a medical emergency. Learn how to respond if someone needs your help. \$110

**CRN #11401**

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## LANGUAGES

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### Beginning Braille Transcription

Prepare for a rewarding career as a Braille transcriber by learning to write and read the tactual language of the blind. \$110

**CRN #11426**

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### Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time. \$110

**CRN #11465**

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### Speed Spanish II

Clever follow-up to our popular Speed Spanish course. Several new recipes help you quickly build fluency. \$110

**CRN #11464**

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### 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. \$110

**CRN #11463**

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### Beginning Conversational French

Discover how easy it can be to learn common words and phrases for both leisure and business. \$110

**CRN #11467**

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### Instant Italian

Learn Italian from the comfort of your home in this fun and enjoyable online course. \$110

**CRN #11462**

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### 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. \$110

**CRN #11466**

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### 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. \$110

**CRN #11480**

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### Writing for ESL

Learn how to write in English more effectively to succeed in college and at work. \$110

**CRN #11479**

---

## MATH & SCIENCE

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### Everyday Math

Gain confidence in your basic math skills and start using math to your advantage. \$110

**CRN #11382**

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### 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. \$110

**CRN #11381**

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### Human Anatomy and Physiology

Gain a greater appreciation and understanding of the marvelous complexity of the human body. \$110

**CRN #11406**

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## PERSONAL ENRICHMENT

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### Goodbye to Shy

Become more confident in social, professional, and romantic situations. \$110

**CRN #11425**

---

### Get Funny!

Learn how to use humor to speak more effectively, write better, and increase your popularity. \$110

**CRN #11383**

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### Skills for Making Great Decisions

Learn how to make excellent everyday decisions from an experienced counselor and life coach. \$110

**CRN #11386**



## Interpersonal Communication

Become aware of the conscious and unconscious codes of meaning we send when communicating with others. \$110

CRN #11423

## Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation. \$110

CRN #11422

## Healing Through Hypnosis

Learn to use hypnotic suggestion on yourself and others with amazing results. \$110

CRN #11385

## 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. \$110

CRN #11460

## 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. \$110

CRN #11478

### Where Does All My Money Go?

Learn how to get control of your money once and for all. \$110

CRN #11477

### Personal Finance

Protect your assets and discover how best to achieve all your financial goals. \$110

CRN #11468

### Keys to Successful Money Management

Certified financial planner shows you how most wealthy people build their fortunes. \$110

CRN #11472

### Real Estate Investing

Build and protect your wealth by investing in real estate. \$110

CRN #11369

### 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. \$110

CRN #11368

### 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. \$110

CRN #11471

## The Analysis and Valuation of Stocks

Discover valuable techniques that show you step by step how to research and value stocks. \$110

CRN #11470

## Introduction to Stock Options

Learn how stock options can protect your portfolio and help you profit in any type of market. \$110

CRN #11469

## PHOTOGRAPHY

### Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment. \$110

CRN #11375

### 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. \$110

CRN #11374

### Secrets of Better Photography

Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations. \$110

CRN #11378

### 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. \$110

CRN #11377

### Photographing People With Your Digital Camera

Learn to take beautiful pictures of adults, children, and babies. \$110

CRN #11376

## SALES & MARKETING

### Principles of Sales Management

Master the art of managing sales teams from a sales management professional. \$110

CRN #11344

### Professional Sales Skills

Discover how to begin a successful and rewarding career in sales. \$110

CRN #11346

### 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. \$110

CRN #11345

## Marketing Your Business on the Internet

E-commerce expert helps you develop an Internet marketing plan for your business. \$110

CRN #11354

## 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. \$110

CRN #11483

### GED Test Preparation

Want to pass the GED? This course will help you develop the skills you'll need to succeed. \$110

CRN #11527

### Prepare for the GED Language Arts, Writing Test

Obtain the skills and knowledge to successfully prepare for the GED Language Arts, Writing test. \$110

CRN #11526

### Prepare for the GED Math Test

Master the skills you'll need to successfully pass Test 5 in the GED test series. \$110

CRN #11525

### GMAT Preparation

Discover powerful test-taking techniques and methods for improving your score on the GMAT. \$110

CRN #11522

### GRE Preparation: Part 1

Discover powerful strategies for success in the verbal and analytical sections of the GRE. \$110

CRN #11524

### GRE Preparation: Part 2

Learn a variety of useful techniques for tackling the math section of the GRE. \$110

CRN #11523

### LSAT Preparation: Part 1

Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills. \$110

CRN #11521

### LSAT Preparation: Part 2

Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers. \$110

CRN #11520

### SAT/ACT Preparation: Part 1

Master the reading, writing, English, and science questions on the ACT and new SAT. \$110

CRN #11519

# Online Academy

Full course descriptions at [www.ed2go.com/manchcc](http://www.ed2go.com/manchcc)

## SAT/ACT Preparation: Part 2

Master the math questions on the ACT and new SAT. \$110

CRN #11518

## 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. \$110

CRN #11438

### Romance Writing Secrets

Learn how to write and sell romance novels from a veteran romance author. \$110

CRN #11415

### Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing. \$110

CRN #11419

### 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. \$110

CRN #11394

### Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches. \$110

CRN #11412

### 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. \$110

CRN #11430

### Writeriffic: Creativity Training for Writers

Banish writer's block forever with these tricks from the published writer's toolbox. \$110

CRN #11433

### 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. \$110

CRN #11417

### 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. \$110

CRN #11439

### Writing for Children

A published children's author shows you how to touch the hearts of children by creating books for them. \$110

CRN #11427

### Mystery Writing

Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author. \$110

CRN #11414

### Research Methods for Writers

Learn the most efficient and effective methods to conduct research for any writing project. \$110

CRN #11421

### Forensic Science for Writers

Learn the secrets behind forensic science and add new characters, depth, and marketability to your fiction. \$110

CRN #11420

### 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. \$110

CRN #11431

### Write Fiction Like a Pro

A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story. \$110

CRN #11432

### Advanced Fiction Writing

Explore advanced fiction writing techniques with a published novelist. \$110

CRN #11437

### 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. \$110

CRN #11413

### Travel Writing

Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books. \$110

CRN #11418

### A Writer's Guide to Descriptive Settings

Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters. \$110

CRN #11416

### Write Your Life Story

Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others. \$110

CRN #11434

### 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. \$110

CRN #11436

### Business Marketing Writing

Write great marketing copy to improve your company's image and your chances of getting hired or promoted. \$110

CRN #11429

### Introduction to Internet Writing Markets

A professional writer helps you discover a wide variety of new markets for your written work. \$110

CRN #11435

### **NEW** 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. \$110

CRN #11911

### Publish It Yourself: How to Start and Operate Your Own Publishing Business

Convert manuscripts into income by producing and selling books like the pros. \$110

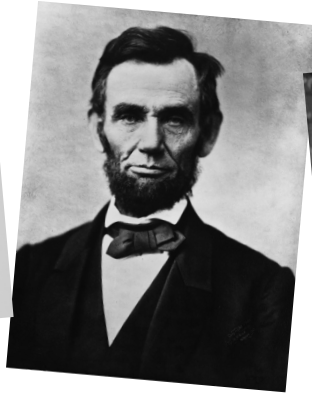
CRN #11360

# NEED HELP?

The knowledgeable staff  
at Ed2go can assist you!

Go to [www.ed2go.com/manchcc](http://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](mailto:jbradley@mcc.commnet.edu).



## **NEW** Lincoln as Commander in Chief

Probably no other American historical figure has fascinated and spurred the imagination like Abraham Lincoln. This class considers the Great Emancipator's role as commander in chief. We'll look at his strengths and weaknesses, successes and failures.

**CRN #11780** 1 Friday, 3/5, 11:30 a.m.-1 p.m. **MCC Bldg. AST C211**  
Fee: \$5

*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** Animation Today!

This class will demonstrate old and new techniques of animation, from the hand-drawn cell animation of classic Disney and Warner Brothers' cartoons to the computer-generated and enhanced animation work by current masters of the art. Examples of 2D and 3D animation will be used to show how a sketch or a doodle can be the starting point for telling a story that amuses, entertains, informs, or surprises its audience.

**CRN #11775** 1 Friday, 3/26, 11:30 a.m.-1 p.m. **MCC Bldg. LRC B207**  
Fee: \$5

*Instructor: Edward Hogan is coordinator for the Multimedia Studies program at MCC.*

## **NEW** Hartford's Changing East Side: From Flood Plain to Constitution Plaza

Experience the impact that the multiphase Constitution Plaza redevelopment had on the residents and neighborhood of Hartford's East Side in the 1950s and '60s. Oral histories, lecture, and photographs will paint a picture of how life was and what it became. We will also explore why the redevelopment happened, the changes made during the process, and the repercussions that still affect Hartford today.

**CRN #11776** 1 Friday, 4/9, 11:30 a.m.-1 p.m. **MCC Bldg. AST C211**  
Fee: \$5

*Instructor: Jason Scappaticci, student development specialist at MCC, recently completed his master's thesis at Trinity College, Hartford.*

## **NEW** When America Didn't Know Better: The Long, Sad Tale of "Amos and Andy"

Follow the journey of the Amos and Andy experience from its early days as a vaudeville act to its popularity as a radio show to its demise as television comedy. Clips from the show will be shown during the class, and good, honest discussion will be encouraged.

**CRN #11777** 1 Friday, 4/16, 11:30 a.m.-1 p.m. **MCC Bldg. AST C211**  
Fee: \$5

*Instructor: Michael DiRaimo is a professor of English at MCC.*

## **NEW** The Life of a Chinese Yankee

Don't miss this intriguing tale of Yung Wing (1828-1912), the first Chinese to graduate from an American college. He married a Hartford woman to raise a family, returned to China to serve the Manchu government and save the country from foreign encroachment, volunteered for the Union Army during the American Civil War, turned against the Manchu Dynasty for its failure, and supported Chinese reformers in exile. Failing health prevented him from leaving Connecticut again to serve the new Chinese republic.

**CRN #11778** 1 Friday, 5/7, 11:30 a.m.-1 p.m. **MCC Bldg. AST C211**  
Fee: \$5

*Instructor: Guocun Yang is a professor of history at MCC and is president of the Association for the Study of History.*

## **NEW** Real Photographers Shoot in the RAW

Actually, they shoot RAW digital files, sometimes called "digital negatives." RAW files give creative types maximum control over image quality. But before a RAW file can be printed (or even viewed in most cases), it has to be processed by special software. This class presents an overview of the pros and cons of shooting RAW and how to process and edit RAW files using ACR (Adobe Camera RAW).

**CRN #11779** 1 Friday, 5/14, 11:30 a.m.-1 p.m. **MCC Bldg. AST D211**  
Fee: \$5

*Instructor: Dan Long is an assistant professor of photography at MCC and former MCC director of Credit-Free Programs.*

### ENROLL IN ALL SIX COURSES AND TAKE ONE FOR FREE!

**CRN #11782** 6 Fridays, 3/5, 3/26, 4/9, 4/16, 5/7, & 5/14, 11:30 a.m.-1 p.m.  
**MCC Bldg. AST C211** (except 3/26, LRC B207 & 5/14, AST D211) Fee: \$25



# 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 Credit-Free course taken at MCC. Visit us on the web: [www.mcc.commnet.edu](http://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: \$12 per person per year (September 1-August 31) • Make check payable to MCCOAA

(Mr. & Mrs. Mr. Mrs. Ms. Miss) Last Name \_\_\_\_\_  
Last Name (If different) \_\_\_\_\_  
First Name \_\_\_\_\_ circle one M F Date of Birth \_\_\_\_\_ full date required  
First Name \_\_\_\_\_ circle one M F Date of Birth \_\_\_\_\_ full date required  
Address \_\_\_\_\_  
Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ - \_\_\_\_\_  
Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Renewal \_\_\_\_\_ New Member \_\_\_\_\_  
Email address \_\_\_\_\_

Please return your completed form with your check.

Amount enclosed: \_\_\_\_\_  
Check #: \_\_\_\_\_ Date: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
(completed by office)

Send to: MCCOAA  
Great Path, MS #16  
P.O. Box 1046  
Manchester, CT 06045-1046

MCCOAA MEMBERSHIP

✂ DETACH HERE  
Keep for your records

Member Name

Membership Year  
(Expires August 31 of above year)

ORGANIZATION OF ACTIVE ADULTS  
in partnership with Manchester Community College

## MCCOAA Tuition Rebate Program

This program provides a 20 percent tuition rebate for any course(s) you take in the Credit-Free Program (except Noon Institute) up to a maximum of \$50 per membership year (September 1, 2009 through August 31, 2010). Bring your Tuition Rebate Form (below) to class and have it signed by the instructor. You may register for a Credit-Free course before you join OAA, but you must be a member before the course start date. Date of membership is determined by the postmark on your sign-up envelope.

Please use one form per member, per course. Mail the completed tuition rebate form by September 30, 2010 to:

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 Requirement - 50 years**

OAA member's name: \_\_\_\_\_

Member's address: \_\_\_\_\_

Course title: \_\_\_\_\_

Course Start Date: \_\_\_\_\_

Course fee: \_\_\_\_\_ Semester: (circle one) Fall 2009 Winter 2009/2010 Spring 2010 Summer 2010

Instructor's signature: \_\_\_\_\_

(Verifying that student attended at least one class session)

For Office Use Only  
Rec'd Date

App. No.

Mem Date

Balance



# Excursions in Learning Children's Program Manchester Community College

# February 6, 13, 20, 27

## Spring 2010

Enrichment classes for inquisitive students in grades K-8

- Saturday morning classes from 9 a.m.-noon
- Classes are held at Manchester Community College
- \$40 per one-session class, \$80 per two-session class

### Grades K-2

Dates	Courses
2/6.....	Bones 'R Us (grades 2-4)
2/6.....	From Trilobites to T.Rex (grades 1 & 2)
2/6.....	KidSign
2/6.....	The Wolves are Back
2/13.....	Cook Up a Story - Runaways (grades K & 1)★
2/13.....	Spiders, Scorpions and Centipedes
2/13.....	Valentine Extravaganza (grades 2-4)★
2/20.....	Incredible Edibles (grades 2-4)
2/20.....	Mouse Adventures (grades 1-3)
2/20.....	Where Are Your "Wild Things?"★
2/27.....	Hola Amigos
2/27.....	The Nature of Numbers: Winter Patterns
2/27.....	The Violent World of Plants (grades 2-4)

### ★Facebook for Parents★

**February 6, 2010**

**9 a.m.-noon**

Parents, learn about the world of social networking that our kids navigate, by mastering the basics of the popular website Facebook.

*See page 35.*

### Grades 3-5

Dates	Courses
2/6.....	Bones 'R Us (grades 2-4)
2/6.....	Escape From Doom Island (grades 5-7)
2/6.....	I Digitize (grades 4-6)★
2/6.....	The Chemistry of Cooking (grades 4-6)★
2/6.....	Unsolved Mystery: Amelia Earhart★
2/13.....	Cartoon Creations
2/13.....	Earn Your Rank as a Detective (grades 4-6)★
2/13.....	Experience the Arts★
2/13.....	HTML and Web Page Design (grades 4-6)
2/13.....	Valentine Extravaganza (grades 2-4)★
2/20.....	A Taste of Chocolate★
2/20.....	GeoShapes and Tessellations★
2/20.....	Incredible Edibles (grades 2-4)
2/20.....	Make It... Take It (grades 4-6)
2/20.....	Mouse Adventures (grades 1-3)
2/20.....	Take Flight
2/27.....	All Charged Up★
2/27.....	Cook Your Way Across the U.S.A.★
2/27.....	It's All About Me★
2/27.....	Model Rocketry (grades 5-7)
2/27.....	The Violent World of Plants (grades 2-4)

### Grades 6-8

Dates	Courses
2/6.....	Escape From Doom Island (grades 5-7)
2/6.....	Get Movin' on Your Computer
2/6.....	I Digitize (grades 4-6)★
2/6.....	The Chemistry of Cooking (grades 4-6)★
2/13.....	Earn Your Rank as a Detective (grades 4-6)★
2/13.....	GarageBand™
2/13.....	HTML and Web Page Design (grades 4-6)
2/13.....	Robot Scramble★
2/20.....	Just Dance★
2/20.....	Make It... Take It (grades 4-6)
2/20.....	Make Your Own Computer Game I
2/20 & 2/27	Video Productions (2 sessions)
2/27.....	Make Your Own Computer Game II
2/27.....	Memory Wire Necklaces and Bracelets★
2/27.....	Model Rocketry (grades 5-7)

★ Indicates a NEW class



**MANCHESTER  
COMMUNITY  
COLLEGE**

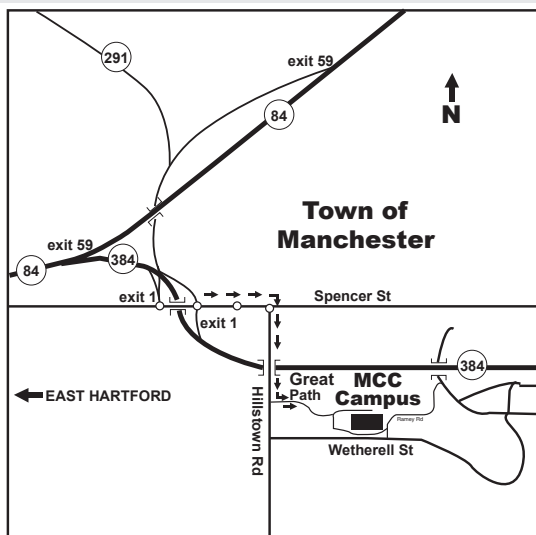
**MS #16 • Great Path  
P.O. Box 1046  
Manchester, CT  
06045-1046**

For more information visit our website at  
[www.mcc.commnet.edu/continuing/excursions.php](http://www.mcc.commnet.edu/continuing/excursions.php)

Contact Susan Meisler, Program Coordinator  
at (860) 512-2804 or [smeisler@mcc.commnet.edu](mailto:smeisler@mcc.commnet.edu)  
to request a brochure with course descriptions and a registration form.

# Map & 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 \**

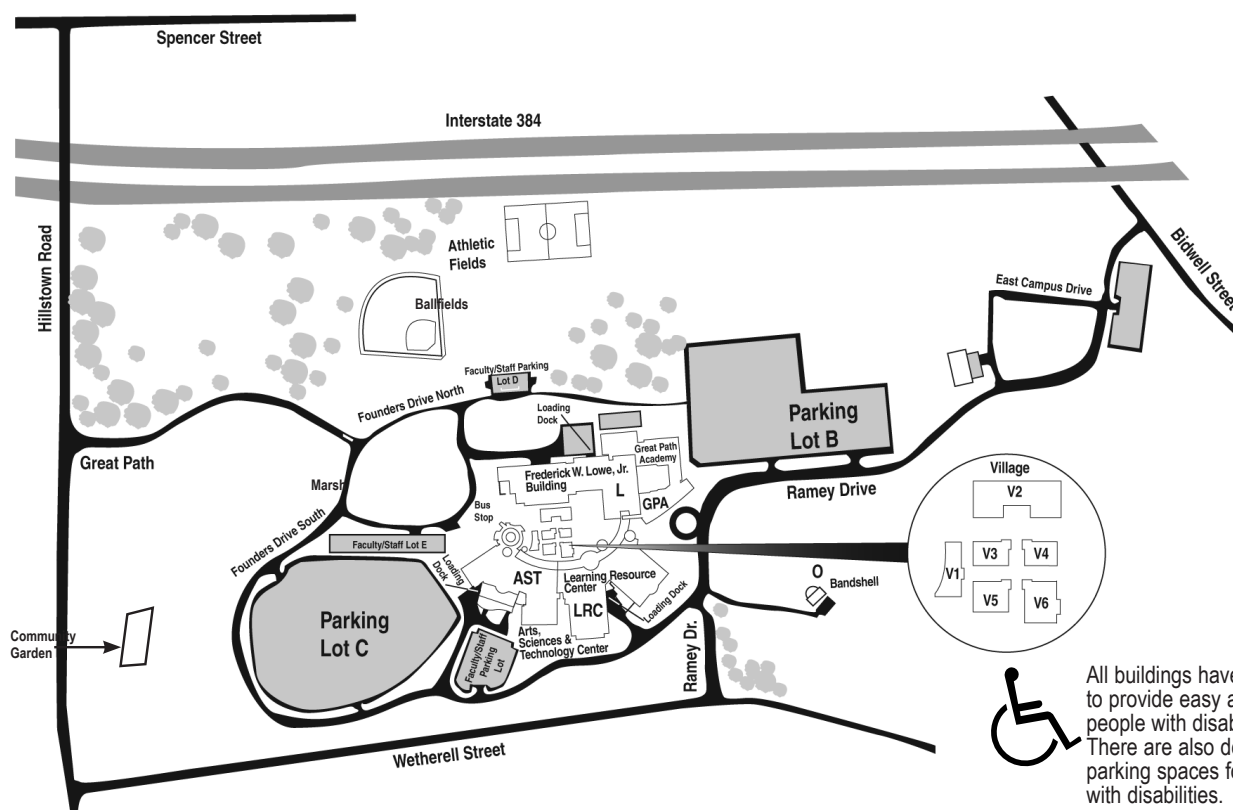
**From Boston:** Take I-84 Westbound. Take exit 59 onto I-384. Immediately take exit 1. Turn left onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take first left onto Great Path and proceed to stop sign. *See below \**

**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



**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](http://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 Services for Students with Disabilities at 860-512-3332. Alternative formats of this material may be provided upon request. MCC does not discriminate against any individual on the grounds of race; color; national origin; ancestry; sex; sexual orientation; age; religion; political beliefs; mental, learning or physical disability; marital or veteran status; or prior conviction of a crime. The College reserves the right to make any necessary changes in the information listed in this publication. 12/09, 66M, 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](http://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](http://www.mcc.commnet.edu), in the "Form Depot" or you may 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 Bldg, Room L157

Monday ..... 8:30 a.m.-4:30 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.**

### Cashier Hours

Lowe Building, Room L165

Monday ..... 8:30 a.m.-4 p.m.

Tuesday ..... 8:30 a.m.-7 p.m.

Wednesday ..... 8:30 a.m.-4 p.m.

Thursday ..... 8:30 a.m.-4 p.m.

Friday ..... 8:30 a.m.-12 noon

**For more information, please call (860) 512-3638.**

### Admissions Office Hours

Lowe Building, Room L156

Monday ..... 8:30 a.m.-4:30 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.

**For more information regarding admission to MCC,  
please call the Admissions Office at (860) 512-3210**

**or Fax: (860) 512-3221.**

### MCC Library Hours

Monday-Thursday ..... 8 a.m.-9 p.m.

Friday ..... 8 a.m.-4:30 p.m.

Saturday ..... 10 a.m.-4 p.m.

Sunday\* ..... noon- 4 p.m.

*\*Subject to change*

**For more information, call (860) 512-2880.**

# 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.

### 5. Register Online

Returning students, go to: <http://my.commnnet.edu> (using MasterCard, Visa or Discover Card). For details see page 69 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





**SPRING  
EXCURSIONS**  
Grades K-8  
February 6, 13, 20, 27  
9 a.m. - noon

**For more information, contact Susan Meisler,  
Program Coordinator, at (860) 512-2804**

See page 67



## Motorcycle Rider Program

Directed by the  
CT Department of Transportation.

Focus on street strategies  
and survival skills.

Weekly classes run from  
April through October.

Call (860) 512-3004, Option #2, ext. 8705  
for Registration Packet and Schedule or visit:

[www.mcc.commnet.edu/motorcycle.htm](http://www.mcc.commnet.edu/motorcycle.htm)

MANCHESTER  
COMMUNITY  
COLLEGE



Continuing Education Division  
Great Path, MS #16  
P.O. Box 1046  
Manchester, CT 06045-1046

**80 NEW  
courses added!  
See inside  
front cover**



### Preparation for CT Real Estate & Appraisal Licensing Exams

- Principles and Practices of Real Estate
- Basic Appraisal Principles
- Real Estate Law
- Continuing Education for Real Estate Professionals

See pages 53-54

### Prepare for Allied Health Careers

- Certified Nurse Aide (CNA) Program
- Emergency Medical Technician (EMT) Program
- Pharmacy Technician Certification Training
- American Red Cross & First Aid with CPR & AED
- Medical Coding and Billing Certifications

See pages 3-5



**Want to Become  
a Certified  
Financial Planner®?**

**Learn How!**  
See page 51



**MCC is going Green!  
See Green Technology  
& Sustainability courses  
on page 42**



### Boating Safety

Obtain a CT Personal Watercraft /  
Safe Boating Certificate  
One-Day Saturday and  
Weeknight Classes Available.

See page 39