

Fall 2011

Credit-Free Courses

Continuing Education

Classes Beginning September to December



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

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

8:30 a.m. – 4:30 p.m., Monday – Friday. Mastercard, Visa or Discover Card
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..... 860-512-2808

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

Providing state-of-the-art computer training

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

Coordinator, Diane Mitchell..... dmitchell@mcc.commnet.edu

Preparing students for the State certification exams

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

Coordinator, Carleigh Cappetta..... ccappetta@mcc.commnet.edu

Offering courses for high-achieving, academically motivated children

Credit Extension Courses 860-512-2803

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

College by Design, Winter/Summer credit extension courses

Admin. Asst., Gloria Moeller gmoeller@mcc.commnet.edu

COVER ART: VICTORIAN OVAL NECK PIECE (TOP LEFT),
WOOD NYMPH (TOP RIGHT), GOLD SUNFLOWER (BOTTOM)
by Judith E. Goldstein
(see course listing on page 10)



What's Your Subject?

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

Highlights include:

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Allied Health & Nutrition

Certified Nurse Aide (CNA) Training



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 Woodlake at Tolland, 26 Shenipsit Lake Rd., Tolland.** Students must wear a white uniform or scrubs to all clinical sessions. The CNA provides basic patient care under the direction of nursing staff and is expected to perform the following tasks: turn and reposition bedridden patients, alone or with assistance, to prevent bedsores; answer patients' call signals; feed patients who are unable to feed themselves; observe patients' conditions; measure and record food and liquid intake and output and vital signs, and report changes to professional staff; provide patient care by supplying and emptying bed pans, applying dressings and supervising exercise routines; provide patients with help walking, exercising, and moving in and out of bed; and bathe, groom, shave, dress, and/or drape patients to prepare them for surgery, treatment or examination.

Students must attend at least 100 hours and achieve a passing grade of 70 or above to sit for the state exam. Upon completion of the course, approximately \$125 will be due when you apply to take the Connecticut State Certification Exam (not included in course fee). The instructor will inform students of test dates and procedures. Required textbook: Basic Skills for Nursing Assistants in Long-Term Care (ISBN 9780323022040) textbook/workbook package (\$58) available at MCC Bookstore.

CRN #31459 28 sessions: 10 Tuesdays & 10 Thursdays, 9/13-11/17, 6-9 p.m. **MCC Bldg. LRC B125** & 8 Saturdays, 10/1-11/19, **Woodlake at Tolland**, 7 a.m.-3 p.m. Fee: \$850

Primary instructor: **Andrea Dillon, RN, M.Ed.**; and Assistant Clinical Instructor: **Frankie Joiner, RN**

IMPORTANT INFORMATION

Important Registration Information for the Following Programs:

- Certified Nurse Aide
- EMT
- Pharmacy Technician*
- Phlebotomy Technician



- 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 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 will be given every Monday and Wednesday from 1-3 p.m.** (except holidays), until the class fills. No appointment is necessary. Please go to the Continuing Education Division office in the Learning Resource Center (LRC), Room B105, 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.

** For the Pharmacy Technician program, students must have completed a college-level algebra course or must take a math comprehension test.*

Important Medical Information for the Following Programs:

- Certified Nurse Aide
- Phlebotomy Technician

- 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; and immunizations for Rubella (German Measles); Rubeola (Regular Measles—2 doses separated by at least 30 days); Varicella Zoster (chicken pox) or a clear history; and Hepatitis B or a declination statement. A tetanus booster is recommended but not required.
- **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.**

* 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

Allied Health & Nutrition

Emergency Medical Technician (EMT) Training



This course prepares students to sit for the initial State of CT Certified EMT examination and national board certification, a primary qualification for EMT personnel. **All classes are held at the Ambulance Service of Manchester, 275 New State Road, Manchester, CT.** This course is helpful for police, fire department, ski patrol and other emergency personnel. The EMT is a first responder in the event of accident or illness and is expected to perform the following tasks: administer first-aid treatment and life-support care to sick or injured persons in a pre-hospital setting; assess nature and extent of illness or injury to establish and prioritize medical procedures; maintain vehicles and medical and communication equipment, and replenish first-aid equipment and supplies; observe, record and report to the physician the patient's condition or injury, the treatment provided, and reactions to drugs and treatment; perform emergency diagnostic and treatment procedures, such as airway management during ambulance ride; operate equipment such as EKGs, external defibrillators and bag-valve mask resuscitators in advanced life-support environments; and perform procedures under a physician's direction. **Students must attend at least 160 hours and achieve a passing grade of 70 or above to sit for the state exam. Upon completion of the course, approximately \$150 will be due when you apply to take the Connecticut State Certification Exam (not included in course fee). The instructor will inform students of test dates and procedures. Please note: 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, IS 100, IS 200, IS 700. Each module takes a minimum of 4-6 hours with a test at the end of each module. Students need access to a computer with email and Internet for handouts, quizzes and to complete the NIMS training. Required textbook: AAOS Emergency Care and Transportation of the Sick and Injured (ISBN 9781449617240), 10th edition (textbook and student workbook) available at the MCC bookstore for approximately \$140.

CRN #31471 30 sessions: 10 Mondays & 11 Wednesdays, 9/12-11/30 (does not meet 10/10, 10/31 & 11/23), 6-10 p.m. & 9 Saturdays, 10/1-12/3 (does not meet 11/26), 8 a.m.-4 p.m. **Ambulance Service of Manchester Fee: \$650**

Primary Instructor: Melissa Osborne, EMSI and paramedic, is a member of the Ambulance Service of Manchester, LLC.

Pharmacy Technician Certification Training

The pharmacy technician prepares medications under the direction of a pharmacist and may measure, mix, count, label, and record amounts and dosages of medications. Students will learn medical terminology specific to the pharmacy, how to read and interpret prescriptions, define drugs by generic and brand names, calculate dosage and I.V. flow rates, drug compounding and dose conversion. Procedures regarding prescriptions, inventory control, billing, and insurance reimbursement will also be discussed. A pharmacy technician receives written prescription or refill requests and verifies that information is complete and accurate; maintains proper storage and security for drugs; answers telephones and responds to customer questions and requests; fills bottles with prescribed medications; types and affixes labels; assists customers; prices and files prescriptions that have been filled; cleans and helps to maintain equipment and work areas; and sterilizes glassware according to prescribed methods. This comprehensive 60-hour course prepares students for an entry-level position in a community hospital, long-term care setting, or pharmacy and is an excellent review for the Pharmacy Technician Certification Board (PTCB) national certification exam. Please note: Anyone convicted of a felony is not permitted to sit for the exam. **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).** Students should bring a calculator to class.

CRN #31457 20 sessions: 10 Mondays & 10 Wednesdays, 9/12-11/21 (does not meet 10/10), 6-9 p.m. **MCC Bldg. LRC B144 Fee: \$775**

Instructors: Members of the Connecticut Pharmacists Association



Phlebotomy: The Art of Drawing Blood - A Free Information Session

Do you enjoy working with people? Work well under pressure and with attention to detail? Have excellent manual dexterity? Perhaps you should consider a career in phlebotomy! The phlebotomist collects blood samples for medical testing, blood transfusion, and blood donation, primarily through venipuncture, though other methods can be used, including finger stick, heel stick, or butterfly needles. Please join us for this FREE information session to learn more about this growing career in the healthcare industry.

Pre-registration is required.

CRN #31546 1 Thursday, 9/1,
6:30-8:30 p.m.

MCC Bldg. LRC B144 Fee: Free

Instructors: **Kim E.S. Jenack**,
ASCP, a certified phlebotomy
technician with more than 20
years' experience; and **Donna
Daniels**, MBA, MHA, FACHE,
administrative director of
Laboratory and Pathology
Services at ECHN.



Phlebotomy Technician Certification: The Art of Drawing Blood

The phlebotomist collects blood samples for medical testing, blood transfusion and blood donation through venipuncture, finger stick, heel stick and butterfly needles. The field requires a steady hand and good manual dexterity. Students will learn about professionalism, confidentiality, communication skills, customer relations, patient diversity, special needs, ethics and the law. The following topics

will be studied in depth: basic medical terminology; anatomy and physiology of the cardiovascular system; arterial puncture procedures; blood collection equipment and laboratory procedures; quality assurance; universal precautions and infection control; and specimen handling, collection procedures and complications, with an emphasis on pediatrics and the elderly. This 192-hour course combines lecture with hands-on practice. Students will progress from artificial arms to live volunteers. **In addition to the classroom instruction, students must complete 100 hours of clinical training at an ECHN facility (weekdays 7 a.m.-3 p.m.), assignments to be determined by the instructor. Students must complete 100 successful unaided venipunctures and achieve a minimum grade of 70 on quizzes and tests to pass the course.** Students must wear white shoes and clothing to the clinical sites.

This course prepares students to sit for the American Society for Clinical Pathology Certified Phlebotomy Technician exam (fee of \$125 not included in course fee). No refunds issued after the first class. Required textbook: The Phlebotomy Textbook (ISBN 9780803620575), 3rd Edition, Strasinger & Schaub-DiLorenzo, available at MCC Bookstore for approximately \$55.

CRN #31458 23 sessions: 14 Tuesdays, 9/6-12/6 & 9 Thursdays,
9/8-11/3, 6-10 p.m. **MCC Bldg. Lowe L142**; & 100-hour clinical
rotation at ECHN facilities, weekdays, 7 a.m.-3 p.m., to be completed
by 12/16/11 Fee: \$1,460

Instructor: **Kim E.S. Jenack**; and **Donna Daniels**



Want to take a class online?
See the Online Academy
courses listed on pages 60-68
or visit the web site at
www.ed2go.com/manchcc

Allied Health & Nutrition

American Heart Association 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 a certification card that includes Adult CPR & AED and Standard First Aid. A \$5 fee (checks only) will be collected by the instructor for the certification card that carries a two-year certification. Required text: American Heart Association Heartsaver First Aid with CPR & AED Workbook (ISBN 0874934788), available at MCC Bookstore, for approximately \$15.

CRN #31470 2 Tuesdays, 10/18-10/25, 6-10 p.m.

MCC Bldg. LRC B144 Fee: \$95

Instructor: *Kathy Call* is a faculty member of the American Heart Association Basic Life Support Training Center and State of CT's Emergency Medical Services and a member of the Emergency Cardiovascular Committee. She is also an EMT and ambulance instructor with the Vernon Fire Department.

Babysitting Safety: CPR and First Aid for Young Caregivers

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

CRN #31469 1 Saturday, 9/24, 9 a.m.-3:30 p.m. **MCC Bldg. LRC B129**
Fee: \$70

Instructor: *Kathy Call*

Health Career Opportunities for Today and Beyond

Healthcare occupations rank among the top 50 fastest growing, most desirable jobs in today's market. Explore the many valued healthcare professions, many of 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 healthcare field. If you have thought about becoming a healthcare professional, come and explore your options—a new career can be yours sooner than you think!

CRN #31504 1 Thursday, 11/10, 6-8 p.m. **MCC Bldg. LRC B144**
Fee: \$15

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



Certification for Medical Reimbursement Specialist

The Certification for Medical Reimbursement Specialists (CMRS) is a national medical billing certificate offered in conjunction with the American Medical Billing Association (AMBA) and 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 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 computerized exam 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 AMBA members to take the exam). This fee is in addition to the course fee.** The instructor will provide information for exam payment and membership. Students should bring a lunch to class. Required textbooks (the same texts used in the CPC course; please bring if you have them): 2011 CPT Book, Professional Edition (ISBN 9781603592178), American Medical Association; ICD-9-CM (ISBN 978160151386), Ingenix; and 2011 HCPCS, Level II (ISBN 9781601514158) Ingenix, available from MCC Bookstore for approximately \$335. Prerequisite: *Some coding or insurance experience preferred.*

CRN #31472 6 Saturdays, 10/1 (orientation only, 8:30-10:30 a.m.) & 10/15-11/12, 8:30 a.m.-4 p.m. **MCC Bldg. LRC B220 Fee:** \$625
Instructor: *Linda Dixon*, Certified Professional Coder (CPC), Certified Compliance Professional (CCP), Certified Medical Reimbursement Specialist (CMRS) and Advanced Coding Specialists in Evaluation Management and Auditing (ACS-EM). Ms. Dixon is a licensed CPC instructor and authorized vendor for the American Academy of Professional Coders and proctor for CPC exams.

Mastering Beyond the CPC Certificate

For individuals who have recently completed the CPC (Certified Professional Coder) certificate or earned a CPC-A. Take your knowledge and skills to the next level. Learn more about regulations and laws; how the medical practice functions; how to price CPT codes; the difference between state and federal laws; the role of OIG (Office of Inspector General); what determines compliance; how to determine medical necessity; and how to know which DX code will pay for which procedure. Students should bring a 3-ring binder to class.

CRN #31473 5 Tuesdays, 11/1-11/29, 6-9 p.m. **MCC Bldg. GPA GP136**
Fee: \$250

Instructor: *Linda Dixon*

Medical Terminology

This course provides an introduction to and mastery of basic medical terminology through the presentation of word roots, prefixes and suffixes. Appropriate for a variety of staff in the medical field, including CNA, EMT, Pharmacy Technicians and nurses. The course is also helpful for learners of English as a Second Language. Students should bring a lunch. Required textbook: The Language of Medicine (ISBN 139781416034926), 8th edition, Chabner, available at MCC Bookstore for approximately \$70.

CRN #31475 3 Saturdays, 12/3-12/17, 8 a.m.-3:30 p.m.

MCC Bldg. GPA GP137 Fee: \$345

Instructor: *Linda Dixon*

Consider Yourself Confirmed

MCC notifies you only if a course cancels or has schedule changes.
If you do not hear from us, assume you are registered.

Allied Health & Nutrition

NEW Your Integrative Health for Joy and Balance

Has your doctor or nutritionist ever recommended a lifestyle change that you found to be unsustainable? This course is designed to guide each student toward creating a personalized health plan that will put you on the path to a lifetime of joy and balance. We'll explore a variety of approaches, including the Circle of Life exercise, understanding the food pyramid, Tai Chi and yoga basics, vision boards, diet and healthy food basics, and metabolic types, while considering each student's unique health and nutritional needs. You'll learn how to integrate all areas of your life for optimal health and leave the course with an individualized health plan that meets your specific needs.

CRN #31755 2 Saturdays, 10/15-10/22, 9:30 a.m.-12:30 p.m.

MCC Bldg. GPA GP215 Fee: \$60

Instructor: Maura O'Connor is a certified holistic health coach through the Institute of Integrative Nutrition and the SUNY Purchase Wellness Workshop: Tools for Lasting Change in Simsbury, CT. She also has a master's in Visual Fine Arts and Intermedia from Vermont College.

Of Similar Interest

- Making "Scents" of Aromatherapy: Essential Oil Basics for Home and Healthcare on page 14

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. 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 #31742 1 Thursday, 10/6, 7-9 p.m. **MCC Bldg. GPA GP139**

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 which 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 #31738 1 Thursday, 10/13, 7-9 p.m. **MCC Bldg. GPA GP139**

Fee: \$20

Instructor: Dr. Marie Mammone

Can a Gluten-Free Diet Help Me?

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 #31739 1 Thursday, 10/20, 7-9 p.m. **MCC Bldg. GPA GP139**

Fee: \$20

Instructor: Dr. Marie Mammone

NEW An Enemy of the Heart? Cholesterol and Your Health

Heart disease is the leading cause of death and disability in the United States. Is cholesterol the big enemy? Learn cholesterol facts, what cardiovascular disease is all about, what role cholesterol plays in your health, and what steps you can take in your daily life for a healthier heart.

CRN #31740 1 Thursday, 10/27, 7-9 p.m. **MCC Bldg. GPA GP139**

Fee: \$20

Instructor: Dr. Marie Mammone

Pet First Aid and CPR

Do you know what you need in a Pet First Aid kit? Do you have an emergency action plan for your pet? Learn how to keep your cat or dog safe during an emergency or until you can take your pet to a veterinarian. This course reviews symptoms and care for common ailments and emergencies and explains how to maintain your pet's health and well-being. Required textbook(s): Dog First Aid (ISBN 9781584804017) and/or Cat First Aid (ISBN 9781584804024), available at MCC Bookstore for \$16.95 each or \$32.90 for both. Please contact the Bookstore at least two weeks in advance at 860-645-3140 or online at www.mctc.bkstr.com to order the textbook(s). Materials fee: \$12, payable to "American Red Cross" for certificate.

CRN #31474 1 Saturday 9/24, 9 a.m.-noon **MCC Bldg. GPA GP143**

Fee: \$25

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

Vernon Regional Adult Based Education

is offering the following course: **ESL for Healthcare Workers**

This highly interactive 7-week course will increase English speaking and communication skills for healthcare workers or those interested in entering the healthcare profession. This course will help students interact more effectively and confidently with patients and co-workers, expand medical vocabulary, and strengthen team-work skills. Topics will include handling emergencies, explaining medical procedures to patients, and dealing with difficult situations.

Two schedule options:

Mondays & Wednesdays, 9/12—11/7, 6-9 p.m.

(class does not meet 9/28, 10/10 & 10/31; make-up day, if necessary, 11/9)

Tuesdays & Thursdays, 9/13—11/1, 9:30 a.m. to 12:30 p.m.

(class does not meet 9/29; make-up day, if necessary, 11/3)

Location for both courses: Rockville High School
70 Loveland Hill Rd.
Vernon, CT 06066

Tuition: \$250 (includes course materials).

Make check payable to **VRABE**.

Prerequisite: *Intermediate or advanced level of spoken English*

To register: Fill in the registration form in the *ESL for Health Care Workers* brochure at: www.mcc.commnet.edu/continuing/pdf/eslhcwbrochure.pdf.

Mail form with \$250 check (payable to VRABE) to:

Shari Beaupre, 30 Park Street, Vernon CT 06066.

For information: Contact Shari Beaupre at (860) 870-6000, x.139

or sbeaupre@vernon-ct.gov. Or visit www.vrabe.org and click Special Programs.

Class is limited to 15 participants. Early registration is required to be sure space is available.

VRABE reserves the right to cancel the course if enrollment is too low.

Art & Crafts

NEW Introduction to Abstract Expressionism

Students will learn about the history of abstract painting by studying masterpieces of abstract art, and then apply what they learn to their own creations. This course is appropriate for all levels. The instructor will provide one-on-one feedback to each student about their art and help students to turn their own ideas into an abstract painting without relying on representative elements. We will focus on the painting basics of composition, color and harmony. Students should bring the following materials to class (total start-up cost of approximately \$70 if a student owns no painting supplies): Golden Artist set of paints, three Brushes #4, #6 & #10 and a canvas.

CRN #31858 8 Mondays, 10/17-12/5, 6:30-8:30 p.m.

MCC Bldg. GPA GP202 Fee: \$185

Instructor: **Zbigniew Grzyb** earned his master's degree from the Academy of Fine Art in Cracow, Poland. He has recently held one-person exhibitions in CT at Real Art Ways, Brick Walk Fine Art, and Paesaggio Gallery, and has a collection at the New Britain Museum of American Art, entitled "New/Now." He teaches for the Art League of New Britain, the Farmington Valley Arts Center, and the West Hartford Art League.

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 #31510 8 Tuesdays, 9/13-11/1, 6-8:30 p.m.

MCC Bldg. GPA GP202 Fee: \$180

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 Painting

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.

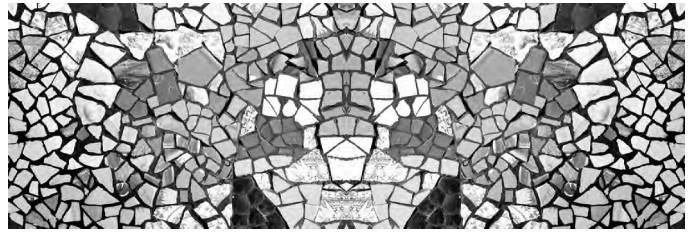
CRN #31511 8 Thursdays, 9/15-11/3, 6-8:30 p.m.

MCC Bldg. GPA GP202 Fee: \$180

Instructor: **Christine LaFond**

Of Similar Interest

- Ekphrasis: A Poet's Art on page 58
 - The Italian Renaissance: Art, Architecture and Florence on page 30
-



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 #31508 3 Saturdays, 9/10-9/24, 9 a.m.-noon

MCC Bldg. AST D110 Fee: \$80

Instructor: **Christine LaFond**

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, semi-abstract, 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 #31706 8 Fridays, 9/23-11/18 (does not meet 10/7), noon-2:30 p.m. **MCC Bldg. AST D105 Fee: \$195**

Instructor: **Estelle Laschever** is an accomplished artist and teacher who has works in collections throughout the United States. She has been the recipient of more than 30 awards for her work and has had 16 one-woman exhibitions. Her artwork can be viewed at www.Lascheverfineart.net.

Chinese Brush Painting

You will be introduced to the fundamentals of this ancient art form, using ink on rice paper to express and depict traditional bamboo and pandas. Develop your imaginative, drawing and design skills, and expand your knowledge of Asian art. Learn from demonstration and practice under the gentle, patient and talented eye of the instructor. Please bring your lunch. Materials fee: \$20, payable to the instructor at the beginning of class, for rice paper, bamboo brush, and ink.

CRN #31522 1 Saturday, 10/29, 8:30 a.m.-2:30 p.m.

MCC Bldg. GPA GP202 Fee: \$85

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.



Introduction to Oriental Block Printing

Students will be introduced to water-based block printing and how to develop personal imagery with the Oriental brush painting and printing method. Brush work, wood cutting, and multi-color printing techniques will be demonstrated. Please bring your lunch. A supply list will be sent prior to class. If students already have drawing and watercolor supplies, they can expect to pay approximately \$20 for materials; otherwise, the cost will be somewhat more for the complete list.

CRN #31523 1 Saturday, 11/5, 8:30 a.m.-2:30 p.m.

MCC Bldg. GPA GP202 Fee: \$85
Instructor: **Yuemei Zhang**

Learn to Draw Portraits

Both beginning and experienced artists find people's faces the most fascinating and challenging subjects to study and draw. This class will help students to overcome the anxiety of drawing a portrait. Through a system of step-by-step exercises and demonstrations, students will learn the proper proportions of an adult's and a child's head and placement of features with the head straight-on and in other positions; practice drawing each feature separately; use special techniques to create depth and weight; and learn how to communicate various facial expressions. Students will work from existing portraits provided by the instructor, from their own photographs, and by drawing each other, as well as a live model, if desired, for an additional fee. Students should bring the following materials: 11" x 14" (or 14" x 17") drawing pad; 2B, 4B and 6B pencils (at least two of each); kneaded eraser; a pencil sharpener; and a ruler.

CRN #31785 6 Tuesdays, 11/1-12/6, 6:30-9 p.m.
MCC Bldg. V1 V101 Fee: \$170

Instructor: **Natalia Piendel** is an award-winning artist and member of the Manchester Art Association. Though versatile in her subject matter, she has become recognized for her expressive portraits. In an article about her, the *Journal Inquirer* wrote that her portraits seem to convey the life stories of her subjects.

NEW Retrain Your Brain to Become an Artist

Did you know that anybody can make beautiful, realistic drawings? The secret is in teaching your brain to process visual information differently. This class offers a structured system of training, including mental exercises (both serious and fun) that help to "open your eyes" and switch to the right side of your brain—the artistic side. Be prepared for some surprises and often amazing results. People with little or no art experience will benefit most from this course. Students should bring the following materials: a 9" x 12" drawing pad; several 2B and 4B pencils; kneaded eraser; pencil sharpener; 12" ruler; and several paper napkins. Materials fee: \$4, payable to the instructor at the first class, for additional materials.

CRN #31843 6 Wednesdays, 9/21-10/26, 6:30-9 p.m.
MCC Bldg. LRC A108 Fee: \$170
Instructor: **Natalia Piendel**



Instructor Spotlight on...



Iris Van Rynbach

earned degrees in illustration from Parsons School of Design and The New School, and also studied in Paris. An award-winning published author-illustrator whose work has appeared in the *New Yorker*, she has written five books and illustrated eight more.

NEW Special Topics in Watercolors: Flowers and Architecture

Fine tune your watercolor and drawing skills by painting still life and close-ups of flowers and bouquets. We will learn wash technique, dry brush, glazing, masking out areas, and layering. We will also work on painting a city scene or architectural form. A supply list will be sent prior to class.

CRN #31509 8 Fridays, 9/16-11/4, 10 a.m.-noon **MCC Bldg. V1 V101** Fee: \$210

Instructor: **Iris Van Rynbach** earned degrees in illustration from Parsons School of Design and The New School, and also studied in Paris. An award-winning published author-illustrator whose work has appeared in the *New Yorker*, she has written five books and illustrated eight more.

NEW Cartoons and Comic Books

In this informative and instructional overview, we will discuss the Japanese cartoon and graphic style of anime and manga; Art Spiegelman's books; popular comic strips, including *Doonesbury*; *New Yorker* Magazine cartoons; action figures; cartoon cover design; and graphic novels. Instruction will include work on sequential art, pagination, and comic book drawing techniques, as well as how to design a cartoon panel. Students should bring the following supplies: a fine point black marker, assorted colored markers, colored and standard drawing pencils, sketch paper, eraser, ruler, and if possible, some favorite anime samples and cartoon character books.

CRN #31513 6 Wednesdays, 9/21-10/26, 6:30-8:30 p.m.
MCC Bldg. GPA GP202 Fee: \$199
Instructor: **Iris Van Rynbach**

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 #31512 6 Thursdays, 9/22-10/27, 6:30-8:30 p.m.
MCC Bldg. V1 V101 Fee: \$199
Instructor: **Iris Van Rynbach**

Art & Crafts

Mandalas: An Expressive and Meditative Art

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

CRN #31750 2 Saturdays, 9/24-10/1, 1-4 p.m. **MCC Bldg. GPA GP202**
Fee: \$60

Instructor: Maura O'Connor has been a professor of graphic design and multimedia at MCC for nearly 20 years. She holds a B.F.A. from the Hartford Art School at the University of Hartford and a master's in visual fine arts and intermedia from Vermont College. Becoming certified as a holistic health coach in the past year has been a catalyst in exploring her creativity and spirituality.

Of Similar Interest

- Body, Mind & Spirit courses on pages 13-15

NEW Altars to the Self: Creating Symbolic Spaces

Through a special arrangement of objects in the home, the ordinary can become sacred and create a spiritual space. A flower, stone or photograph can take on new meaning when an inspired arrangement promotes reverence. We will look at historical shrines and contemporary artists who create altars. Each student will have the opportunity to create their own altar from collected objects of their choosing. Demonstration of hand-building techniques, use of found objects, and some raw materials will be provided. Students should bring in a few small, inexpensive paint brushes, a paint medium of choice: acrylic, oil or gauche, and sketch pad with pencil. Students are also encouraged to bring in objects that hold personal meaning for them. The instructor will supply an acrylic medium, gesso, wood, and some paints.

CRN #31749 2 Saturdays, 11/5-11/12, 1-4 p.m. **MCC Bldg. AST D132**
Fee: \$60

Instructor: Maura O'Connor

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: \$6 for painting tool and supplies.

CRN #31855 1 Saturday, 10/22, 10 a.m.-3:30 p.m.
MCC Bldg. GPA GP202 Fee: \$40

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

Silver Chaining I: Create an Exquisite Bracelet

Learn a new skill and create your own silver bracelet in one evening! No special jewelry skills are necessary for this class.

The instructor will demonstrate how to assemble ready-made, sterling "jump" rings into a variety of chain patterns from simple to intermediate. After constructing a few samples as a permanent reference, you will proceed to a design of your own choosing. Students will have the option of creating more than one piece, expanding a single piece into a necklace, or adding a pair of matching earrings. Materials fee: \$75*, payable to instructor at the beginning of class, for silver supplies.
CRN #31556 1 Tuesday, 10/25, 6-10 p.m. **MCC Bldg. GPA GP120**
Fee: \$45

Instructor: Judith E. Goldstein is a PMC Guild certified teacher and has been a professional metalsmith for more than 30 years. Her contemporary pewter designs in hollowware, jewelry, and ritual art have sold in galleries and museum gift shops across the country. Her art has appeared in Food & Wine and Gourmet magazines.

Silver Chaining II: More Exquisite Bracelets

Enhance your jewelry techniques for chaining by learning two new pattern designs: the double rope and the flat chain mail. Use pliers to connect, without solder, 16 g. sterling jump rings. Students will learn both patterns and then choose one with which to create their own bracelet in an evening. Work at your own pace in a supportive environment and learn by demonstration and doing. In just a few hours, you will have created a significant piece of jewelry worth much more than your lab fee. Materials fee: \$75*, payable to instructor at the beginning class, for silver supplies. Prerequisite: *Silver with a Twist I is recommended, but students may self-select.*
CRN #31559 1 Tuesday, 11/15, 6-10 p.m. **MCC Bldg. GPA GP120**
Fee: \$45

Instructor: Judith E. Goldstein

Silver with a Twist III: Even More Exquisite Bracelets

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: \$75*, payable to instructor at the beginning of class, for silver supplies. Prerequisite: *Silver with a Twist I is recommended, or permission of instructor.*

CRN #31562 1 Tuesday, 12/6, 6-10 p.m. **MCC Bldg. GPA GP120**
Fee: \$45

Instructor: Judith E. Goldstein

* Please note: The materials fee is dependent on the metals market and subject to change. Also, a simple materials list, of mostly household items, will be mailed prior to the start of class.

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



Create Silver Jewelry with Precious Metal Clay (PMC)

This course is for both the beginning and experienced student—learn a new creative and practical skill or challenge and upgrade your existing skills. Craft fine silver jewelry as though you're playing with clay. Once shaped, dried, and fired in a kiln, the putty-like PMC becomes an object of fine silver. All aspects will be addressed, from design, shaping of the material, stone setting, texturing, and molding to finishing and antiquing. Based on design size and individual pace, expect to complete two or three jewelry items, such as pendants, earrings, charms, or bracelet elements. Materials fee: \$72 (subject to change according to market prices), payable to instructor at the first class, for one package of PMC; use of the kiln and tools; finishing materials; gemstones; and appropriate findings. Additional PMC and stones will be available for purchase if desired. A simple materials list will be mailed prior to class. **Please register no later than September 28; the instructor needs to order the proper amount of supplies.**

CRN #31557 3 Wednesdays, 10/5-10/19, 6:30-10 p.m.

MCC Bldg. GPA GP136 Fee: \$120

Instructor: Judith E. Goldstein

Glorious Beads with Precious Metal Clay II

Enhance your own jewelry style and skills by creating two significant beads: the tube and disc beads. Work at your own pace in a supportive atmosphere, while you follow your own design ideas. Planning strategy, technique, textural refinements, and troubleshooting will be addressed. Materials fee: \$72 (subject to change according to market prices), 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. Additional PMC+ and gemstones will also be available for purchase. A simple materials list will be sent prior to class start. **Please register no later than October 24; the instructor needs to order the proper amount of supplies.** Prerequisite: *previous experience with Precious Metal Clay or permission of the instructor.*

CRN #31558 3 Wednesdays, 11/2-11/16, 6:30-10 p.m.

MCC Bldg. GPA GP136 Fee: \$120

Instructor: Judith E. Goldstein

Wire Sculpted Beads and Cabochons

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

CRN #31563 2 Wednesdays, 9/7-9/14, 6-9 p.m. **MCC Bldg. AST D110** Fee: \$50

Instructor: Kris Plimpton is a mixed media artist with a passion for beads and wearable art. She teaches many jewelry-making workshops throughout Connecticut.

Sheet Metal for Jewelers

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

CRN #31560 3 Wednesdays, 9/21-10/5, 6-9 p.m. **MCC Bldg. AST D110** Fee: \$75

Instructor: Kris Plimpton



Wire Jewelry Techniques

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

CRN #31561 3 Wednesdays, 10/12-10/26, 6-9 p.m.

MCC Bldg. AST D110 Fee: \$75

Instructor: Kris Plimpton

Jewelry Making for Beginners

In this fun, hands-on course for both beginning and return students, learn the basics of working with silver and copper, and how to saw, file, texture, and solder metals into jewelry. As part of a series of courses, with each focusing on a particular technique and project, this course will teach silver soldering through the technique of bezel setting. This technique is ideal for any level of student who wants to master soldering. We will make a simple pendant and set a beach pebble, glass, or pottery shard. Materials fee: approximately \$15 or more, depending on the metal selected, in addition to a tool list, which will be sent prior to class. Materials fee and supply list will be discussed at the first class. Participants must be at least 14 years of age.

CRN #31837 4 Saturdays, 9/10-10/1, 10 a.m.-1 p.m.

MCC Bldg. AST D132 Fee: \$120

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.

Rubberstamping, Scrapbooking, and Custom-Made Greeting Cards

For the do-it-yourself crafter! Learn to use rubber stamping, textured embossing, and paper crafting to create your own designs for your scrapbooking, greeting card, and gift projects. Participants will learn the techniques of basic and advanced stamping, as well as how to customize gift tags, bags, boxes, and thank you, get well, and birthday cards. The instructor will demonstrate and use the Big Shot™ die cutting machine, which will be used for embossing and paper crafting. Materials fee: \$15, includes a photo album, picture frame or key chain, 10 greeting cards or equivalent scrapbook pages, and the use of supplies and equipment, payable to instructor at first class.

CRN #31810 4 Wednesdays, 10/26-11/16, 7-9 p.m.

MCC Bldg. GPA GP139 Fee: \$55

Instructor: Lisa Korstanje-Lee, a graduate of MCC, has taught craft courses at MCC since 2005 and is also a demonstrator for Stamping Up®.

Art & Crafts

Flower Designing

Learn to arrange fresh flowers for personal satisfaction and enjoyment, and to bring joy to others. Create flower styles and designs for home, work, or as gifts. Learn six to seven different designs, as well as “tricks of the trade.” Individual attention will be given to each person in a relaxed atmosphere. No previous flower arranging experience necessary; classes are subject to weekly changes, depending on student’s experience and interests. Materials fee: \$20 per session, or students may bring their own flowers. If you are bringing your own supplies, please call Continuing Education at 860-512-2800 for a materials list. **The course is held at Paul Buettner Florist, 1122 Burnside Ave. (Rt. 44), East Hartford.** Directions will be sent prior to class.

CRN #31555 7 Wednesdays, 9/7-10/26 (does not meet 10/19), 7-9 p.m. Fee: \$115

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.”



NEW Knit Scarves of Different Designs

Beginners and near-beginners will knit at least two different scarves, perfect for gift-giving—or for your own use. Intermediate knitters may be able to complete three scarves. Left-handers are also welcome. A new stitch or technique will be introduced with each scarf pattern. We will cover casting on, knit, purl, yarn over, short rows, binding off, reading patterns, and “unknitting.” The instructor will show examples of the scarves, made using different materials, so students can see the range of different ways each can be made. A materials list will be sent before the first class, and additional supplies will

be considered as the course proceeds.

CRN #31821 5 Wednesdays, 9/21-10/19, 7-9 p.m. **MCC Bldg. V5 V151** Fee: \$99

Instructor: Catherine D. Gobeille is a retired art teacher from the South Windsor Public Schools. She received her M.A. from the University of Connecticut and her certification in art education from Central Connecticut State University. She has also taught crochet and needlework classes in New York and New Jersey.

Creative Crochet for Beginners

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 #31758 6 Thursdays, 9/22-10/27, 3:30-5:30 p.m.

MCC Bldg. Lowe L142 Fee: \$99

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

NEW

Creative Crochet Group

Continue with the basics of crocheting by joining a circle of crocheters, while taking your existing skills to the next level of this wonderful needle art. We will learn a number of fancy stitch techniques, various stitch patterns, and learn to understand and read crochet patterns. We will also create a theme crochet project of the instructor’s choice. Students already working on a crochet pattern of their own are encouraged to bring it to class. A materials list will be sent prior to class. Prerequisite: *Creative Crochet, or previous crocheting experience.*

CRN #31759 6 Thursdays, 11/3-12/15 (does not meet 11/24), 3:30-5:30 p.m. **MCC Bldg. Lowe L142** Fee: \$99

Instructor: Diane Snarski

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 #31789 3 sessions: 1 Friday, 10/21, 6:30-10 p.m., 1 Saturday, 10/22, 9 a.m.-5 p.m. & 1 Sunday, 10/23, 11 a.m.-4 p.m.

MCC Bldg. V1 V101 Fee: \$135

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

Antique Radio Theory and Repair

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

CRN #31753 5 Saturdays, 10/1-11/5 (does not meet 10/8), 9-11 a.m.

MCC Bldg. GPA GP142 (first session) & **Vintage Radio & Communications Museum, Windsor** (last four sessions)

Fee: \$115

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. He has also taught various courses on radio history, theory and repair.

Consider Yourself Confirmed

MCC notifies you only if a course cancels or has schedule changes. If you do not hear from us, assume you are registered.

Body, Mind & Spirit

QiGong: Meditative Movements for Health and Wellness

QiGong has been practiced in China by millions of people for more than 5000 years for strengthening the flow of the life force and improving health. Magnetic energy fields are formed and created in a slow, graceful manner. The Qi (life force) literally pulsates in your hands. These exercises move Qi and blood through blockages that normally cannot be crossed. Dr. Oz, Oprah's favorite M.D., says that QiGong helps to reverse the aging process. You will learn exercises that can be practiced at home and incorporated into your life. The history and theory of QiGong will also be discussed.

CRN #31583 4 Thursdays, 10/6-10/27, 7-8:15 p.m.

MCC Bldg. GPA GP215 Fee: \$50

Instructor: John Mammone has a master's in acupuncture and oriental medicine from the Oregon School of Oriental Medicine and is nationally certified in acupuncture. He is a certified Supreme Science QiGong instructor and co-owns Naturopathic & Acupuncture Health Center in Wethersfield.

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 #31564 8 Wednesdays, 9/14-11/2, 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.



NEW Kundalini Yoga and Meditation

Rejuvenate and relax. Learn to handle stress and create healthy relationships. Allow your mind to work for you. Create a stillness within. Let go of old habits. Become the "you" that you were born to be. Just as a daily shower cleanses your body, a daily meditation cleanses your mind, so that you can focus your energy, avoid mistakes of all kinds, and stay healthy. The meditation will be practiced in the Kundalini Yoga style as taught by Yogi Bhaijan. Each class will consist of a gentle warm-up, a breath meditation, the yogic meditation, and a long deep relaxation. Students should bring a mat. **This course is held off-campus at the former Youth Service Bureau Building, 109 Center Street, Manchester (near Town Hall); parking available in the rear.**

CRN #31568 3 Wednesdays, 10/5-10/19, 11:30 a.m.-12:30 p.m.

CRN #31569 3 Wednesdays, 11/2-11/16, 11:30 a.m.-12:30 p.m.

Fee: \$30

Instructor: Mary Ann McCandless

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

GPA = Great Path Academy *

AST = Arts, Sciences & Technology Center

NEW 109 Center St., Manchester, former Youth Service Bureau Building

*Convenient parking in Lot B for GPA courses

Breathwalk Total Fitness for Mind and Body

Breathwalk is for anyone who wants a simple method to improve their life. We all walk and breathe. Breathwalk adds focused attention and patterns of rhythmical breath and sound. This process evokes the relaxation response and immediately opens the gate to the potential within our mind and body. It is an exercise, mood enhancer, and stress buster all in one. Come learn and participate in this powerful practice. The session will include Breathwalk instruction, a warm-up, a Breathwalk (weather permitting), and a cool-down. Dress comfortably for an outdoor walk and with sturdy walking shoes. **This course will be held off-campus at the former Youth Service Bureau Building, 109 Center Street, Manchester (near Town Hall); parking available in the rear.**

CRN #31566 1 Wednesday, 9/14, 11:30 a.m.-12:30 p.m.

CRN #31567 1 Wednesday, 9/28, 11:30 a.m.-12:30 p.m.

Fee (per session): \$10

Instructor: Mary Ann McCandless



Instructor Spotlight on...



Diane Marion

is a nationally certified, state-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.

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 #31528 1 Saturday, 10/1, 10 a.m.-2 p.m. **MCC Bldg. AST D213**

Fee: \$50

Instructor: Diane Marion

Body, Mind & Spirit

First Degree Reiki Training

Awaken your dormant healing abilities in this day-long 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 #31501 1 Saturday, 9/17, 9 a.m.-4:30 p.m. **MCC Bldg. AST D213**
Fee: \$150

Instructor: *Dory Dzinski is a licensed professional counselor, body-centered psychotherapist, and energy therapist/trainer in private practice. She is president emerita 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 #31502 1 Saturday, 10/15, 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 #31503 1 Saturday, 11/19, 9 a.m.-4:30 p.m.
MCC Bldg. AST D213 Fee: \$150

Instructor: *Dory Dzinski*

Create Your Own Vision Board

Vision Boards have become popular, but do you know the psychology and energetics involved with creating one? Come learn how to have a deeper experience and connection with your life goals. You'll also learn different ways to build your own Vision Board—with or without categories, color or black-and-white, collage-style or hand-drawn, and using photographs, words, images and/or symbols. Explore the possibilities for your own board in the first class and then work on or finish your board in the second class. Those who love bringing tactile and sensory experiences into life, including scrapbookers, artists, and students of the Laws of Attraction, will love this class!

CRN #31506 2 Tuesdays, 10/4-10/11, 7-9 p.m. **MCC Bldg. GPA GP139**
Fee: \$50

Instructor: *Dory Dzinski*

Of Similar Interest

- Mandalas: An Expressive and Meditative Art on page 10
- Altars to the Self: Creating Symbolic Spaces on page 10

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 #31505 2 Tuesdays, 11/1-11/8, 7-9 p.m. **MCC Bldg. LRC A108**
Fee: \$50

Instructor: *Dory Dzinski*

NEW Transforming Your Life with Positive Change

Learn and begin to apply the steps to successfully change your life. Based on a powerful, three-step process developed through the practice of Life Coaching—Release-Rethink-Redo—you'll learn how to create a life based on passion. This process addresses the unseen root causes of what really blocks you from achieving what you desire in life. You'll also learn how to use the Emotional Freedom Techniques (EFT) as a personal performance tool. Please note: This workshop is experiential, so bring a personal goal or desired change in mind.

CRN #31823 1 Monday, 10/24, 6-9 p.m. **MCC Bldg. GPA GP142**
Fee: \$30

Instructor: *Cris Jacobs is a life change coach in West Hartford at Hartford Family Institute's Center for Healing. In addition to an M.B.A., 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."*

Making "Scents" of Aromatherapy: Essential Oil Basics for Home and Healthcare

Have you ever felt confused by essential oil claims? These powerful substances serve vital functions for the medicinal plants from which they are derived: wound healing, disease prevention, and immune system support, to name a few. When used properly, essential oils can benefit us in much the same ways that they benefit plants. In this workshop, you'll learn the basics of aromatherapy: terminology, shelf life, storage, quality, purity, general safety, and therapeutic properties. Then you'll learn how to make your own essential oil product. Healthcare professionals and lay people are welcome. Materials fee: \$5, for aromatherapy supplies.

CRN #31547 1 Saturday, 11/5, 9 a.m.-noon **MCC Bldg. GPA GP136**
Fee: \$25

Instructor: *Hallie Sawyers is nationally certified in holistic aromatherapy. She teaches essential oil curriculum at Finger Lakes School of Massage, New York Chiropractic College, and is an approved continuing education credit provider for the National Certification Board for Therapeutic Massage and Bodywork.*



**Never Get to Spend Time with Your Friends?
Register Together—
A Course is a Great Experience to Share!**

NEW Find Your Perfect Partner

Many people, women and men alike, are searching for their perfect partner. Having experienced disappointment, heart break, and loneliness, they are longing to find someone who will accept them for who they are and love them unconditionally. Truth be told, there is often a gap between how much we want love and how open we are to receiving it. We may be unconsciously sabotaging ourselves from attracting the love we say we want. Come and learn the steps to truly becoming magnetic to love.

CRN #31790 1 Saturday, 10/15, 9 a.m.-noon **MCC Bldg. GPA GP142**
Fee: \$35

Instructor: Catherine Ewing, co-owner of Spirit Matters, utilizes her training and experience as a clinical social worker, minister of spiritual peacemaking, and Reiki master teacher, to help move her clients to new levels of self-awareness, healing, personal transformation and inner peace.



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 is welcome for your own messages only. Join Joyce as we “dial up” to the other side.

CRN #31849 1 Saturday, 10/29, 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 Spirit Guides Workshop

Come experience connections ... learn how to sense and feel your guides, how to speak with your guides, how to develop awareness of your guides, what to do if you are not comfortable with your experiences, and how to open and shut your “doors” ... and more. Students should dress comfortably; please, no tape recorders.

CRN #31850 1 Saturday, 11/5, 9:30 a.m.-12:30 p.m.

MCC Bldg. LRC B208 Fee: \$75

Instructor: Joyce Orcutt



NEW Psychometry and Vibration

Come experience psychometry and vibration, spirit energy, awareness, and mediumship. Learn what makes each of them unique. We have some fun too in this workshop of sharing what psychically “picks you up.” You may also bring something that belonged to a loved one, if you so desire. Most importantly, please bring or wear some piece of jewelry that you wear most often.... Students should dress comfortably; please, no tape recorders.

CRN #31848 1 Saturday, 11/12, 9:30 a.m.-12:30 p.m.

MCC Bldg. LRC B208 Fee: \$75

Instructor: Joyce Orcutt

An Introduction to Pagans, Witches and Wicca

Wicca has its roots in Paleolithic times, some 25,000 years ago, and pagan celebrations are often the basis for Christian holidays. This course will provide open-minded individuals with an introduction to Wicca, paganism and New Age concepts related to living with and loving magic. Topics include the history of witchcraft, the Wheel of the Year (the Wiccan calendar of festivals and rituals), esbats and sabbats (new moon and full moon celebrations), and the elemental world. **The final class will be a magical potions workshop held at Enchantments, 349 East Center Street, Manchester,** during which time students will make and bring home their own potion. Materials fee: \$10, payable to instructor at first class.

CRN #31598 4 Mondays, 11/7-11/28, 7-9 p.m. **MCC Bldg. GPA GP142**
Fee: \$65

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

Of Similar Interest

- The History of Halloween on page 31

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

Course	Page Number	Certification	Exam
A+ Essentials Certification Preparation	23	CompTIA A+ Certificate	Exam 220-701
Network + Certification Preparation	23	CompTIA Network+ Certificate	Exams N10-004 and JK0-016
CompTIA certification testing centers can be found at www.prometric.com			
AutoCAD 2011 Certification Preparation	25	AutoCAD 2011 Certified Associate	AutoCAD 2010 Certified Associate Exam
AutoCAD certification testing centers can be found at www.microdesk.com			
Microsoft Office 2007 & 2010	19	MCC Certificate	MCC Certificate
Web Communication & Design	18	MCC Certificate	MCC Certificate
MCC Certificates provided by Manchester Community College			
Microsoft Access 2010 Intermediate	22	Microsoft Access 2010	Exam 77-885
Microsoft Excel 2010 Intermediate	21	Microsoft Excel 2010	Exam 77-882
Microsoft Outlook 2010 Intermediate	20	Microsoft Outlook 2010	Exam 77-884
Microsoft PowerPoint 2010 Intermediate	20	Microsoft PowerPoint 2010	Exam 77-883
Microsoft Word 2010 Intermediate	21	Microsoft Word 2010	Exam 77-881
Microsoft Access 2007 Intermediate	22	Microsoft Access 2007	Exam 77-605
Microsoft Excel 2007 Intermediate	21	Microsoft Excel 2007	Exam 77-602
Microsoft PowerPoint 2007 Intermediate	20	Microsoft PowerPoint 2007	Exam 77-603
Microsoft Word 2007 Intermediate	21	Microsoft Word 2007	Exam 77-601

Microsoft Office certification testing center located at Manchester Community College. Information, fee and schedule below:

Exam Schedule: All Office certification testing will take place at MCC in LRC B142, on Fridays listed below from 4:15-5:15 p.m.

Date	9/23	10/28	11/18	12/2	12/16
Time	4:15 PM	4:15 PM	4:15 PM	4:15 PM	4:15 PM
CRN	31693	31695	31698	31699	31700

Exam Fee: \$100 (includes one free retest if you do not pass first exam)

MCC offers Office 2007 & 2010 training in Microsoft Office Specialist (MOS) certification preparation for Word, Excel, Access, Outlook and PowerPoint (formerly MCAS and MOUS certifications). After you have completed this training, MCC can help you register for the MOS certification exam. For your convenience, MCC has established a Microsoft Office 2007/2010 certification testing center on campus.

Although our MCC certification preparation courses are recommended, experienced Office users can also register for stand-alone Office certification testing. Students can register for any Office certification exam on any test date listed above. Your instructor will provide information on the exam schedule and how to register. Students should reference the course number (CRN) for each exam date. Please note: AutoCAD Certified Associate is not an associate's degree, but a certification set by the software maker.

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

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

Computer Technology

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

John Bolduc, M.B.A., is currently working as a senior systems engineer with an area technology business. He has an extensive networking background. John is a Microsoft certified system engineer and a project management professional.

Keith Butzgy has been a Mastercam instructor for seven years teaching a wide variety of students. He owns a CNC Commercial Sign Shop utilizing Mastercam and has provided technical support to Mastercam and SolidWorks users and advised users in various manufacturing and design techniques. He is a certified Mastercam programmer, certified SolidWorks professional, instructor, and support technician.

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

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 also taught all levels of Microsoft operating systems and Office applications, and she is Microsoft Office (MOS) certified.

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 more than 15 years of experience in database management systems and project management.

Bruce Manning, computer coordinator for MCC's Continuing Education Division, designed, installed and maintained the networking, business and instructional applications for two public school districts in CT. He has provided training for Quinebaug Valley Community College; UConn; CREC; public, private and technical schools; businesses; municipalities; and state agencies. He is Microsoft Office (MOS) certified.

Vanda Marques, Ph.D. in business and leadership and M.B.A. in project management, worked in the aerospace industry in many capacities, ranging from program management of various engine programs to leading and coaching executives and managers on continuous improvement and lean techniques. She teaches project management at various universities.

Steven Moore holds master's degrees in computer science and engineering, and electrical engineering. He has taught network infrastructure and Microsoft Server 2003 network, at MCC. He is a skilled programmer in Active Server Pages, C/C++, Java, C#, Visual Basic .NET and HTML.

Annabel Pedemonti has run a QuickBooks consulting business for over 16 years, offering setup, training and troubleshooting for a wide variety of 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.

George Pillar holds a master's degree from RPI-Hartford, a bachelor's from Eastern CT State University, and an associate's degree from Thames Valley State Technical College. He is an adjunct faculty member at MCC and the University of New Haven. An IT professional for 39 years, he has worked in electronics, hardware repair, programming and management, and teaches Microsoft Office products, MIS, Java and C programming.

Michael Rawlins, B.A., is a certified usability analyst and currently president of the Connecticut chapter of the Usability Professionals Association. He has more than 20 years' experience as an interaction designer, human factors engineer and web creative director. He has been a usability instructor for several years, delivering seminars and workshops throughout the United States as well as internationally in Canada, India and Mexico.

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

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.

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. She is Microsoft Office (MOS) certified.

Clayton Walnum has been programming computers for more than 20 years and has written nearly 60 books, most of which have been about computer software programming.

Dorothy Weiner is Microsoft Office (MOS) certified with more than 20 years' experience teaching applications and operating systems.

Computer Technology

INTRODUCTION

Computer Boot Camp

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

CRN #31610 4 Wednesdays, 9/7-9/28, 6-9 p.m. **MCC Bldg. LRC B141**
Fee: \$195

Instructor: **Steven Bloom**

INTERNET

Web Pages: HTML Made Easy

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

CRN #31637 2 Tuesdays, 9/27-10/4, 9 a.m.-4 p.m.

MCC Bldg. LRC B142 Fee: \$195

Instructor: **Margaret Gordon**

Adobe Dreamweaver Introduction

This hands-on course using Adobe Dreamweaver CS5 is designed for people with little or no web site 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 #31655 2 Mondays, 9/12-9/19, 6-9 p.m. **MCC Bldg. LRC B141**
Fee: \$95

Instructor: **Robert Thornton**

Adobe Dreamweaver In-Depth

For students new to Dreamweaver CS5 who want to learn how to create and support a web site, this course will cover how to use the Dreamweaver CS5 interface, the meaning of HTML codes/tags, creating a web site, creating and modifying web pages, linking web pages using text and graphic links, table layouts, uploading files, Cascading Style Sheets and its coding rules, XHTML standards, how to create and modify a template to speed site maintenance, the use of layers for layouts, and much more! The fundamental skills learned in this class enable you to use other web site applications such as Microsoft Expression Web 4 and other web designer applications. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard, mouse and Internet skills.*

CRN #31657 2 Tuesdays, 10/18-10/25, 9 a.m.-4 p.m.

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

Instructor: **Margaret Gordon**



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

Web Communication & Design MCC Certificate

Increase your employability with this intensive six-week course. Learn from a certified Internet webmaster in this hands-on workshop, which includes creating complete web sites from scratch using Dreamweaver 5 and uploading them live to the web. Web design techniques and concepts will be taught including basic through advanced page layout, proper navigation techniques, Cascading Style Sheets (CSS), form design, and much more. Students who successfully complete this program will be awarded the Web Communication & Design MCC Certificate. You will be provided with the information to start designing and implementing fully functional and well-designed web sites. Instructor provides handouts and a USB drive with the complete course installed on it. Prerequisite:

Dreamweaver Introduction course or permission of computer coordinator.

CRN #31685 6 Mondays, 9/26-11/7 (does not meet 10/10), 6-9 p.m.

MCC Bldg. LRC B141 Fee: \$295

Instructor: **Robert Thornton**

Expression: Introduction to Web Page Creation

Create an HTML/XHTML based web site quickly and easily with Microsoft's Expression Web 4. This hands-on class teaches you the skills needed to create web pages. Students will learn to create and modify hyperlinks using both text and graphics. Additional topics include the use of graphics in web pages, modifying HTML code and using tools on Expression's panels for quick editing and the publishing of web pages. A basic understanding of the Internet is all you need to take this course, and anyone who is interested in creating their own web site will learn the basics involved in supporting it. In addition, the fundamentals learned in this class will help you with other web site editors. Registered students are eligible for free Microsoft Expression Web 4 software. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard, mouse and Internet skills.*

CRN #31687 1 Tuesday, 10/11, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**
(limited seating) Fee: \$95

Instructor: **Margaret Gordon**

Adobe Flash In-Depth

Students will learn how to create and add Flash-based video and components to web sites and stand alone presentations. In addition to key elements of the Flash interface, including panels, timelines, layers and frames, the course includes an introduction to some beginning ActionScript. Students will learn how to work with graphics, create and edit symbols, modify text, add interactivity with ActionScript 3.0, and incorporate animation and sound into their projects. We will also cover the latest features of CS5 that make the most difficult and complicated tasks in Flash easy to accomplish. Prerequisite: *Basic Windows, keyboard and mouse skills, with some web or graphics experience.*

CRN #31658 4 Mondays, 11/14-12/5, 6-9 p.m. **MCC Bldg. LRC B141**
Fee: \$195

Instructor: **Robert Thornton**

Computer Technology

Enhance Your Web Pages with Free JavaScripts

Tired of boring web pages? Learn how to kick it up a notch by adding free JavaScripts. You don't need to know how to program in order to add JavaScripts to your web site! This hands-on course will teach you how to download the script you want to use, where to add it to your HTML code and edit the code to suit your needs. Have fun exploring free script sites, as well as sites that custom build the code for you. All for zero investment! Instructor provides handouts. Prerequisite: *Working knowledge of HTML editing. Familiarity with Expression Web or FrontPage helpful.*

CRN #31660 1 Monday, 10/24, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**
Fee: \$95

Instructor: **Margaret Gordon**

ASP.NET Introduction

This course introduces building dynamic web applications with ASP.NET 4 and Visual Basic 2010. Geared toward students who have some programming experience, the course begins with the .NET programming model and an introduction to Visual Basic 2010. 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 an SQL Server database. Fundamental database concepts will be covered, along with an introduction to ADO.NET. Required text: Beginning ASP.NET 4 in VB 2010, APress (ISBN 9781430226116), available at MCC Bookstore for approximately \$60. Registered students are eligible for free Visual Studio 2010 software. Prerequisite: *Basic Windows, keyboard and mouse skills; some programming experience recommended.*

CRN #31654 3 Fridays, 12/2-12/16, 9 a.m.-4 p.m.
MCC Bldg. LRC B141 (limited seating) Fee: \$295

Instructor: **Steven Moore**

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

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

CRN #31651 3 Fridays, 9/23-10/7, 9 a.m.-4 p.m.
MCC Bldg. LRC B142 (limited seating) Fee: \$295

Instructor: **Steven Moore**

Web Site Usability: Proven Research Techniques to Improve Web site Productivity

Usability is probably one of the most important factors in web design. Users leave web sites as a result of poor usability. Usability concepts are easy to understand and applying these techniques is practical, cost-effective and eye-opening. "Web Usability" is a fast-paced, two-day immersion seminar that shows participants how to boost sales and conversion rates, increase usage and improve customer satisfaction. This seminar is aimed at web developers and designers, business analysts, project and marketing managers, and home business owners who want hands-on practice with use, experience tools and techniques. There is no prerequisite.

CRN #31828 2 Saturdays, 10/15-10/22, 9 a.m.-4 p.m.
MCC Bldg. LRC B211 Fee: \$195

Instructor: **Michael Rawlins**

Microsoft Windows Live Cloud Computing Introduction

Learn to do more with less! Windows 7 on your PC means you don't need to have Word, Excel, PowerPoint, Outlook or Notebook in order to create professional business documents, photo albums and movies! This course guides you through setting up Windows Live Essentials and connecting to Windows Live, where you can share your files for free. Collaborate from anywhere at any time. Learn how to restrict who sees what, who can edit your files and how you can easily distribute your documents. In the cloud you make the rules! Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #31682 1 Thursday, 9/29, 9 a.m.-4 p.m.
MCC Bldg. LRC B142 Fee: \$95

Instructor: **Margaret Gordon**

OFFICE SUITES & OUTLOOK

Microsoft Office 2007 & 2010 MCC Certificate

Increase your employability. MS Office certification helps you stand out! Upon completion of this 12-week course, take your choice of Office 2007 or 2010 MCC Certificate. This hands-on workshop will include practice time on Word, Excel, Access, PowerPoint, and Outlook—all skills employers are looking for today. Students will have the option to take each internationally recognized Microsoft Office Specialist Exam at our Microsoft-approved MCC testing center for an additional fee. Required text: The Microsoft® Office Specialist Study Guide, Microsoft Press (ISBN 9780735649712), available at MCC Bookstore for approximately \$45. Prerequisite: *Basic Windows, keyboard and mouse skills with some exposure to Microsoft Office helpful.*

CRN #31692 12 Thursdays, 9/1-12/1, 6-9 p.m. (does not meet 9/29 & 11/24) **MCC Bldg. LRC B142** Fee: \$595

Instructor: **Dorothy Weiner**

Technical Requirements for Project 2010 Introduction

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

Please register no later than September 19. If you have questions regarding these online courses, please email the computer coordinator at: bmanning@mcc.commnet.edu. Technical requirements for online courses: students need a computer, access to a high-speed Internet connection, a compatible web browser, and a word processor. Students must have an active email account and be familiar with sending and receiving email.

Computer Technology

Outlook 2010 Introduction

Outlook 2010 is so much more than just email; it is your communication center. Learn how email, calendar, contacts, tasks, notes, and the To Do bar interact, enabling you to work more efficiently. Discover timesaving tips for Outlook, and explore the many new features that Outlook 2010 offers. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #31636 1 Wednesday, 9/21, 9 a.m.-4 p.m. **MCC Bldg. LRC B142** (limited seating) Fee: \$95

Instructor: **Margaret Gordon**

Outlook 2010 Intermediate (Certification Path)

Skills taught in this accelerated course are: managing messaging (emails, signatures, automation, attachments, importance, security and delivery), managing scheduling (appointments, meetings, events, requests, responses, custom calendar settings, sharing calendars), managing tasks (create, modify, mark, assign, update, respond), managing contacts (personal, electronic business cards, distribution lists, address books), and organizing information (categories, data files, organize folders, search, rules and customizing). This intensive intermediate level Office training maps directly to the skills needed for Microsoft Office Specialist (MOS) Outlook 2010 Certification. Students have the option to take the internationally recognized MOS Exams at our Microsoft-approved MCC testing center for an additional fee. Instructor provides handouts. Prerequisite: *Outlook 2007 or 2010 Introduction course, or permission of the computer coordinator.*

CRN #31676 2 Wednesdays, 9/28-10/5, 9 a.m.-4 p.m.

MCC Bldg. LRC B141 Fee: \$195

Instructor: **Margaret Gordon**

See Microsoft Office Specialist Exam Schedule and Information on page 16.

SharePoint Designer 2007 Introduction

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

CRN #31649 1 Wednesday, 12/7, 9 a.m.-4 p.m. **MCC Bldg. LRC B141** (limited seating) Fee: \$95

Instructor: **Margaret Gordon**

PowerPoint 2007 Introduction

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

CRN #31809 2 Mondays, 11/28-12/5, 6-9 p.m. **MCC Bldg. LRC B142** Fee: \$95

Instructor: **Kristin Violette**

PowerPoint 2007 & 2010 Introduction

PowerPoint is notable for its user-friendly ribbon interface and powerful features. Students will learn how to create new presentations, create new slides, enter and format text, create and change presentation elements, arrange slides, insert graphics, and run slideshows. Students will also learn about the extensive printing features of the program when they create their slideshows. This course provides training on the features of both PowerPoint 2007 and 2010. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #31629 1 Monday, 10/17, 9 a.m.-4 p.m. **MCC Bldg. LRC B141** (limited seating) Fee: \$95

Instructor: **Dorothy Weiner**

PowerPoint 2007 & 2010 Intermediate (Certification Path)

Skills taught in this accelerated course are: create and modify SmartArt diagrams, customize slide masters, add elements to slide masters, add and link existing content to presentations, apply, customize, modify, and remove animations, insert illustrations and shapes, insert and modify charts, insert and modify tables, secure, share and protect presentations; prepare printed materials and rehearse presentation delivery. Our intensive intermediate level Office training maps directly to the skills needed for Microsoft Office Specialist (MOS) 2007 and 2010 Certification. Students have the option to take the internationally recognized MOS Exams at our Microsoft-approved MCC testing center for an additional fee. Instructor provides handouts. Prerequisite: *PowerPoint 2007 or 2010 Introduction course, or permission of the computer coordinator.*

CRN #31675 2 Mondays, 10/24-10/31, 9 a.m.-4 p.m.

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

Instructor: **Dorothy Weiner**

See Microsoft Office Specialist Exam Schedule and Information on page 16.



Project 2010 Introduction (Online)

Learn the basics of project management and the application of the Microsoft Project 2010 software. Enhance productivity in your day-to-day personal and work-related activities. Use Project to gather information about the various tasks, resources and overall cost of a project plan. Create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan. Track and manage a project's progress once it has entered the implementation phase. Instruction will occur through weekly online discussions and assignments. Required text: Microsoft Office Project 2010 Step by Step, Microsoft Press (ISBN 9780735626959), available at MCC Bookstore for approximately \$30. Registered students are eligible for free Project 2010 software. Please register no later than 9/19. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #31684 10/3-11/13 **Online Course** Fee: \$195

Instructor: **Vanda Marques**

See Technical Requirements on page 19.

WORD PROCESSING

Word 2007 Introduction

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

CRN #31806 2 Mondays, 10/31-11/7, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$95

Instructor: **Kristin Violette**

Word 2007 & 2010 Introduction

Learn to create documents, letters, and memos in Microsoft Word; edit text; format text and paragraphs; create tables, headers, footers, and breaks; print, find and replace text; spell check; and work with graphics. This course provides training on the features of both Word 2007 and 2010. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills*.

CRN #31616 1 Monday, 9/19, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**
(limited seating) Fee: \$95

Instructor: **Dorothy Weiner**

Word 2007 & 2010 Intermediate (Certification Path)

Skills taught in this accelerated course are: how to use tables and lists to organize content, modify tables, format paragraphs, control pagination, insert and modify text boxes, insert and format references and captions, merge documents and data sources, compare and merge document versions, manage tracked changes, and other useful skills. Our intensive intermediate level Office training maps directly to the skills needed for Microsoft Office Specialist (MOS) 2007 and 2010 Certification. Students have the option to take the internationally recognized MOS exams at our Microsoft-approved MCC testing center for an additional fee. Instructor provides handouts. Prerequisite: *Word 2007 or 2010 Introduction course, or permission of computer coordinator*.

CRN #31669 2 Mondays, 9/26-10/3, 9 a.m.-4 p.m.
MCC Bldg. LRC B141 (limited seating) Fee: \$195

Instructor: **Dorothy Weiner**

See Microsoft Office Specialist Exam Schedule and Information on page 16.

SPREADSHEETS

Excel 2007 Introduction

Learn the features of Excel 2007 including 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 #31807 2 Wednesdays, 11/2-11/9, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$95

Instructor: **Kristen Violette**

Excel 2007 & 2010 Introduction

Learn the features of Excel 2007 and 2010 including 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. This course provides training on the features of both Excel 2007 and 2010. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills*.

CRN #31619 1 Wednesday, 10/12, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**
(limited seating) Fee: \$95

Instructor: **Chuck Schwartz**

Excel 2007 & 2010 Data and Functions

Be sure that you are tapping the full power of Excel with the features examined in this workshop. This comprehensive unit on data handling utilities includes data filtering, data forms, sorting, business formulas and functions, subtotals, auditing, and simple macro creation to make this a course that no frequent user should go without. Special topics include functions using IF and Vertical Lookup in formulas, understanding financial functions and connecting 3D formulas from multiple worksheets. This course provides training on the features of both Excel 2007 and 2010. Instructor provides handouts. Prerequisite: *Excel 2007 or 2010 Introduction course, or permission of computer coordinator*.

CRN #31625 1 Wednesday, 11/9, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**
(limited seating) Fee: \$95

Instructor: **Chuck Schwartz**

Excel 2007 & 2010 Intermediate (Certification Path)

Skills taught in this accelerated course are: create and modify formulas; summarize data by using a formula; ensure data integrity; summarize data by using subtotals; look up data by using a formula; use conditional logic in a formula; apply conditional formatting; sort and filter data; protect and share workbooks; prepare workbooks for distribution; and set print options for printing data, worksheets, and workbooks. Our intensive intermediate level Office training maps directly to the skills needed for Microsoft Office Specialist (MOS) 2007 and 2010 Certification. Students have the option to take the internationally recognized MOS exams at our Microsoft-approved MCC testing center for an additional fee. Instructor provides handouts. Prerequisite: *Excel 2007 or 2010 Introduction course, or permission of computer coordinator*.

CRN #31671 3 Fridays, 10/14-10/28, 9 a.m.-4 p.m.
MCC Bldg. LRC B142 (limited seating) Fee: \$295

Instructor: **Chuck Schwartz**

See Microsoft Office Specialist Exam Schedule and Information on page 16.

Excel 2007 & 2010 Advanced Topics

This hands-on, intensive course integrates the new features of Excel 2007 & 2010 in real-world settings and accurate simulations to help you apply your new knowledge directly to daily tasks. Topics covered include sparklines, templates, subtotaling and outlining data, using XML to share data, creating shared workbooks, importing an HTML table, PivotTables (with additional info about Slicers), PivotTable reports, trendlines, scenarios, and macros. Instructor provides handouts. Prerequisite: *Excel 2007 or 2010 Intermediate course, or permission of computer coordinator*.

CRN #31621 1 Monday, 10/31, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**
(limited seating) Fee: \$95

Instructor: **Chuck Schwartz**

Computer Technology

QuickBooks In-Depth

In any accounting-related job, QuickBooks is the industry standard. Learn to set up a company; enter account opening balances; create and customize company lists; set up inventory; and sell products. Explore additional accounting functions of this popular software, with a hands-on emphasis focusing on questions and problems that they may encounter in the real world. Learn from the best. Our instructor is a QuickBooks Advanced Pro Advisor. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #31617 4 Thursdays, 9/15-10/13 (does not meet 10/6), 6-9 p.m. MCC Bldg. LRC B141 Fee: \$195

Instructor: Annabel Pedemonti

QuickBooks Advanced with Payroll

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

CRN #31817 3 Thursdays, 10/20-11/3, 6-9 p.m. MCC Bldg. LRC B141 Fee: \$150

Instructor: Annabel Pedemonti

NEW QuickBooks: Tips, Tricks and Workarounds

Have you been stumped by how to do something in QuickBooks? Credit a customer for incorrectly charged Sales Tax? Enter a NSF check? Find the next invoice number to use? This course will cover common problems encountered by QuickBooks users with at least two years of experience. There will also be the opportunity to address participants' individual QuickBooks challenges where they are of interest to others in the class. Instructor provides handouts. Prerequisite: *QuickBooks In-Depth course, equivalent experience using QuickBooks, or permission of computer coordinator.*

CRN #31805 2 Thursdays, 11/10-11/17, 6-9 p.m.

MCC Bldg. LRC B141 Fee: \$95

Instructor: Annabel Pedemonti

DATABASE

NEW Careers in Database Management Seminar

If you are thinking about a dependable and exciting career in the computer field, you might consider database management. See what the CT Department of Labor states about job opportunities and hear firsthand what an experienced and multi-talented database expert has to say about his experience working at the CT Department of Information Technology. There is no prerequisite.

CRN #31829 1 Wednesday, 9/14, 6-8 p.m. MCC Bldg. LRC B142 Fee: \$15

Instructor: Willy Isaac

Access 2007 Introduction

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

CRN #31808 2 Mondays, 11/14-11/21, 6-9 p.m. MCC Bldg. LRC B142 Fee: \$95

Instructor: Kristin Violette

Access 2007 & 2010 Introduction

Learn basic database concepts, create tables, set data entry rules, and create queries, forms and reports. This course provides training on the features of both Access 2007 and 2010. Registered students are eligible for free Access software. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #31623 1 Wednesday, 10/19, 9 a.m.-4 p.m. MCC Bldg. LRC B142 (limited seating) Fee: \$95

Instructors: Margaret Gordon

Access 2007 & 2010 Intermediate (Certification Path)

Skills taught in this accelerated course are: techniques involved with tables, queries, forms and reports, how to split databases, find and replace data, attach and detach documents, import data, and more. Our intensive intermediate level Office training maps directly to the skills needed for Microsoft Office Specialist (MOS) 2007 and 2010 certification. Students have the option to take the internationally recognized MOS exams at our Microsoft-approved MCC testing center for an additional fee. Registered students are eligible for free Access software. Instructor provides handouts. Prerequisite: *Access 2007 or 2010 Introduction course, or permission of computer coordinator.*

CRN #31673 3 Wednesdays, 10/26-11/9, 9 a.m.-4 p.m.

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

Instructor: Margaret Gordon

See Microsoft Office Specialist Exam Schedule and Information on page 16.

Access 2007 & 2010 Advanced Topics

Explore Access and SQL queries in-depth and create cross tabs, four types of action queries, and multi-criteria parameter queries. Create macros and attach them to events of objects, such as data validation and data entry macros, AutoKey and AutoExec macros, and import and export macros. Import and export data, including SharePoint services, XML and CSV file formats. Export XML documents with an XSL file and save an object to an XPS file. You will learn object dependencies, using the Linked Table manager, linking to Excel; procedures to ensure proper database management, such as analyzing, splitting, converting, protecting and backing up databases; and use Access with Outlook 2010. This course provides training on the features of both Access 2007 and 2010. Registered students are eligible for free Access software. Instructor provides handouts. Prerequisite: *Access 2007 or 2010 Intermediate course, or permission of computer coordinator.*

CRN #31627 1 Wednesday, 11/16, 9 a.m.-4 p.m. MCC Bldg. LRC B142 (limited seating) Fee: \$95

Instructor: Margaret Gordon



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



Want to take a class online?
See the Online Academy
courses listed on pages 60-68
or visit the web site at
www.ed2go.com/manchcc

NEW Oracle 11g Introduction

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

CRN #31639 2 Tuesdays, 10/18-10/25, 9 a.m.-4 p.m.

MCC Bldg. LRC B142 Fee: \$195

Instructor: **Marc Cohen**

Oracle Advanced SQL for Analysis and Reporting

Oracle Advanced SQL for Analysis and Reporting is aimed at IS/IT managers, developers and database administrators who use Oracle databases for answering business questions using analysis and reporting features of the database. You will learn Oracle database features such as analytic queries, aggregate queries, advanced grouping syntax—features and regular expressions designed to help create efficient queries for reporting and business intelligence applications. You will learn Oracle functions such as cube, rollup, grouping, grouping sets, rankings and percentiles, moving window calculations, lag/lead analysis, first/last analysis, regular expressions and more. We will use Oracle 11g R2 software in the class. Please register no later than October 21. Required text: *Oracle SQL Recipes: A Problem-Solution Approach*, Apress (ISBN 1430225092), available at MCC Bookstore for approximately \$35. Prerequisite: *Basic knowledge and working experience of Oracle SQL syntax and basic constructs including the five core SQL statements: SELECT, INSERT, UPDATE, DELETE, and MERGE.*

CRN #31641 1 Friday, 11/4, 8:30 a.m.-4:30 p.m.

MCC Bldg. LRC B142 (limited seating) Fee: \$150

Instructor: **Willy Isaac**

NETWORKS & OPERATING SYSTEMS

Windows 7 Introduction

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

CRN #31631 1 Tuesday, 9/20, 9 a.m.-4 p.m. **MCC Bldg. LRC B141** (limited seating) Fee: \$95

Instructor: **Bruce Manning**

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 Essentials*, 2009 Edition, Axzo Press (ISBN 1426017804), available at MCC Bookstore for approximately \$65. Prerequisite: *Basic knowledge of hardware and operating systems recommended.*

CRN #31646 6 Saturdays, 10/29-12/10 (does not meet 11/26), 9 a.m.-4 p.m. **MCC Bldg. LRC B141** Fee: \$595

Instructor: **John Bolduc**

See Exam Information on page 16.

Network+ Certification Exam Preparation

The Network+ certification is the standardized internationally recognized credential for people who are striving to become network professionals. This course provides professionals with a structured setting in which to review the CompTIA's Network+ certification examination. Required text: *CompTIA Press: Network+ 2009 Student Edition*, Axzo Press (ISBN 9781426006081), available at MCC Bookstore for approximately \$70. Certification testing is done through an authorized CompTIA Network+ testing center, such as Prometric (www.prometric.com.) Prerequisite: *Working knowledge of hardware and Windows XP. One to two years' minimum experience in networking required.*

CRN #31642 6 Saturdays, 9/17-10/22, 9 a.m.-4 p.m.

MCC Bldg. LRC B141 Fee: \$595

Instructor: **John Bolduc**

See Exam Information on page 16.

TROUBLESHOOTING & SECURITY

PC Maintenance

Why pay for expensive upgrades when you can learn how to do them yourself? 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. You will learn how to reformat a hard drive, partition it and load Windows. Discover how to add new peripherals including printers and scanners. Learn how to download and install driver updates from the manufacturer's web site. Additional topics include troubleshooting basics, researching errors online, hardware trends, buying a new PC (pre-built vs. custom), standards for monitors, hard drive sizes, ports, and optical drives. Plus, viruses, spyware, surge protectors and backups will be discussed. For the beginner through intermediate PC user. Registered students are eligible for free Windows software. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #31614 2 Tuesdays, 9/27-10/4, 9 a.m.-4 p.m.

MCC Bldg. LRC B141 (limited seating)

CRN #31717 4 Tuesdays, 11/22-12/13, 6-9 p.m. **MCC Bldg. LRC B141** Fee: \$195

Instructors: **CRN #31614: Bruce Manning; CRN #31717: John Bolduc**

Computer Technology

DIGITAL IMAGING & DESIGN

Adobe Photoshop CS5 In-Depth (PC)

Learn how to use the most powerful image editing software available, Adobe Photoshop. Improve your photographs through the use of Photoshop's tone, color, and retouching capabilities. Topics will include layers; using color and transparency; adjusting images to improve quality/suitability for intended publication; advanced image editing; and design, web and print skills with 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, learn to create exciting and amazing images using some of this program's limitless capabilities. Required text: Adobe Photoshop CS5 Classroom in a Book, Adobe Press (ISBN 9780321701763), available at MCC Bookstore for approximately \$55. Prerequisite: *Basic Windows, keyboard and mouse skills*.

CRN #31663 2 Thursdays, 10/20-10/27, 9 a.m.-4 p.m.

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

Instructor: **Jeff Shaffer**

Adobe Photoshop Elements Introduction (PC)

Adobe Photoshop Elements Version 9 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 #31664 2 Tuesdays, 10/18-10/25, 6-9 p.m. **MCC Bldg. LRC B142** Fee: \$95

Instructor: **Richard Hoyer**

Adobe Photoshop Elements: The Next Step (PC)

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

CRN #31665 2 Tuesdays, 11/1-11/8, 6-9 p.m. **MCC Bldg. LRC B142** Fee: \$95

Instructor: **Richard Hoyer**

Organizing your Digital Photo, Audio and Video

So you now have hundreds of new beautiful digital photos. What are you going to do with them, and where are you going to put them? We'll look at many methods of storing and sharing your digital photos, audio and video data, including burning CDs, organizing software, photo-blogging, web galleries, image-sharing sites and more. The class will include demonstrations as well as technical and practical advice on the topic of photo storage. Prerequisite: *Basic Windows, keyboard and mouse skills*.

CRN #31634 2 Tuesdays, 11/15-11/22, 6-9 p.m. **MCC Bldg. LRC B142** Fee: \$95

Instructor: **Richard Hoyer**

Adobe Acrobat In-Depth

Explore the Acrobat interface and learn the many ways to customize it to suit your needs. Create Adobe PDF files from Word, Excel, emails or web pages while maintaining formatting and fonts. Use a variety of tools to edit, combine pages, place graphics, import and export content and assign security. Create electronic forms for easy, secure distribution, collaboration, and data collection. Create interactive text fields, check boxes, drop-down menus and more! Track your forms and view the completed replies. Complete the process by exporting the collected form information to a spreadsheet. Instructor provides handouts.

Prerequisite: *Basic Windows, keyboard and mouse skills; word processing experience recommended*.

CRN #31681 2 Thursdays, 10/6-10/13, 9 a.m.-4 p.m.

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

Instructor: **Margaret Gordon**

Publisher 2010 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 #31633 1 Friday, 9/16, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**

(limited seating) Fee: \$95

Instructor: **Dorothy Weiner**

MANUFACTURING

Mastercam Introduction

Learn how to use the most widely used Computer-Aided Manufacturing (CAM) software in the world. You will navigate through Mastercam and create 3-axis toolpaths to control CNC machines. Using a fun, dynamic, and interactive approach, you will learn various drawing, chaining, and programming techniques. You will also receive tutorials and a copy of the Mastercam HLE (Home Learning Edition) software, which allows you to practice at home. Recommended text: Mastercam X5 Mill Level 1 Training Tutorial, In-House Solutions Inc. Publishing (ISBN 9781926566788), available at MCC Bookstore for approximately \$60. Prerequisites: *Blueprint Reading and Dimensioning Introduction course and some previous CAD experience recommended, or permission of computer coordinator*.

CRN #31666 2 Saturdays, 10/22-10/29, 9 a.m.-4 p.m.

MCC Bldg. AST C135 Fee: \$195

Instructor: **Keith Butzgy**

Mastercam Intermediate

Learn intermediate techniques with the most widely used Computer-Aided Manufacturing (CAM) software in the world. In this Mastercam class, you will be introduced to 3D surface creation and toolpath programming in preparation for the advanced class. Students will investigate additional programming options within Mastercam. Recommended text: Mastercam X5 Mill Level 3 Training Tutorial, In-House Solutions Inc. Publishing (ISBN 9781926566795), available at MCC Bookstore for approximately \$60. Prerequisite: *Mastercam Introduction course*.

CRN #31667 2 Saturdays, 11/5-11/19, 9 a.m.-4 p.m. (does not meet 11/12) **MCC Bldg. AST C135** Fee: \$195

Instructor: **Keith Butzgy**

SolidWorks Introduction

Learn computer-based design using SolidWorks parametric 3D Computer-Aided Manufacturing software. The course focuses on parametric modeling topics, including design intent and process, sketching techniques, model development techniques, process-specific modeling, design changes, editing models, patterning and assembly techniques. Students will participate in mostly individual and some group design projects as appropriate. Instructor provides handouts. Prerequisite: *Blueprint Reading and Dimensioning Introduction course and some previous CAD experience recommended.*

CRN #31688 2 Saturdays, 10/1-10/8, 9 a.m.-4 p.m.

MCC Bldg. AST C131 Fee: \$195

Instructor: **Keith Butzgy**

AutoCAD 2011 Certification Preparation

This course covers the performance tasks that have been identified by Autodesk as being included on the AutoCAD 2011 certified associate examination. The course shows a student how to design and develop architectural drawings using AutoCAD. Our 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 2011 Tutorial - First Level: 2D Fundamentals, SDC Publishing (ISBN 9781585035526), available at MCC Bookstore for approximately \$50 (includes AutoCAD Certified Associate Examination Reference Guide). Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #31652 6 Saturdays, 10/1-11/5, 9 a.m.-4 p.m.

MCC Bldg. AST C128 Fee: \$595

Instructor: **Steven Bloom**

See Exam Information on page 16.

NEW AutoCAD 3D Introduction

This course is for users with little or no experience with AutoCAD 3D or 2D. Through guided hands-on activities and independent tasks, the student gains an appreciation of AutoCAD 3D. Instruction includes 3D modeling and techniques. We review basic commands, wireframe and the user-coordinate system. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #31815 2 Saturdays, 11/12-11/19, 9 a.m.-noon

MCC Bldg. AST C128 Fee: \$95

Instructor: **Steven Bloom**



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.

PROGRAMMING

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

A structured approach to program logic and design using fundamental programming concepts. A thorough understanding of logic theory, programming structures, and algorithm design techniques is necessary for efficient programming. C#, C++, VB, and Java are used to demonstrate these common programming concepts. Registered students are eligible for free Visual Studio 2010 software. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #31643 2 Thursdays, 9/15-9/22, 9 a.m.-4 p.m.

MCC Bldg. LRC B141 Fee: \$195

Instructor: **Chuck Schwartz**

NEW Apple Mobile App Development Introduction

Using Apple's powerful Xcode development tools and the Objective-C programming language, you'll learn to create your own iPhone/iPad applications. From developing a user interface to responding to various types of input (including events generated by the touch screen), hands-on lessons teach you not just iPhone/iPad programming techniques, but also the basic programming skills that every programmer must know. Instructor provides handouts.

Prerequisites: *Basic Windows, keyboard and mouse skills. Programming experience helpful but not required. A small USB drive is also required.*

CRN #31812 4 Thursdays, 10/20-11/10, 6-9 p.m.

MCC Bldg. GPA GP201 Fee: \$195

Instructor: **Clayton Walnum**

NEW Android Programming with Google App Inventor

Create applications for your Google Phone or Android Tablet using Google's new free programming tool, App Inventor. This introductory course will allow students to become familiar with building applications using drag and drop methods within a browser window. Using the App Inventor emulator, students will be able to see their application come together and then see the results from running it. With App Inventor you will be able to continue working on your application from your home PC. Instructor provides handouts. Prerequisite: *Basic computer skills, Google account, some programming experience helpful.*

CRN #31816 2 Wednesdays, 10/5-10/12, 6-9 p.m.

MCC Bldg. LRC B142 Fee: \$95

Instructor: **George Pillar**

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: *Basic Windows, keyboard and mouse skills; basic knowledge of Microsoft Office applications.*

CRN #31645 3 Tuesdays, 11/15-11/29, 9 a.m.-4 p.m.

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

Instructor: **Dorothy Weiner**

Computer Technology

MULTIMEDIA

Game Programming Introduction

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

CRN #31677 2 Saturdays, 9/10-9/17, 9 a.m.-noon

MCC Bldg. LRC B142 Fee: \$95

Instructor: Clay Walnum

Game Programming Intermediate

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

CRN #31678 4 Saturdays, 9/24-10/15, 9 a.m.-noon

MCC Bldg. LRC B142 Fee: \$195

Instructor: Clay Walnum

Game Programming Advanced

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

CRN #31679 4 Saturdays, 10/22-11/19 (does not meet 11/12), 9 a.m.-noon **MCC Bldg. LRC B142** Fee: \$195

Instructor: Clay Walnum

Video Production (VP1): Intro to Video Camera & Techniques

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

CRN #31659 2 Saturdays, 10/1-10/8, 9 a.m.-4 p.m.

MCC Bldg. LRC B115 Fee: \$225

Instructor: Andrew Gernhard

Video Production (VP2): Intro to Final Cut Pro Editing

Students will be introduced to video editing using Final Cut Pro software. 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 individuals, businesses and governmental agencies looking to edit professional quality video using Final Cut Pro and for those who prefer interactive instruction.

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

CRN #31661 3 Saturdays, 10/15-10/29, 9 a.m.-4 p.m.

MCC Bldg. LRC B207 Fee: \$295

Instructor: Andrew Gernhard



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.

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 Microsoft software for Fall 2011 includes: Windows 7, Access 2007, Access 2010, Expression Web 4, SharePoint Designer 2007 and Visual Studio 2010.

Please check with your instructor to see if your course qualifies for MSDNAA software.

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

Cuisine



NEW Take a Narrowboat on the Llangollen Canal

Be educated and well fed at the same time! In the travel portion of this course, we will discuss the instructor's narrowboat trip along the Llangollen Canal through Wales and England. The trip started in Wrenbury and stopped at small villages (Marbury, Whitchurch, Grindley Brook, Ellesmere, Chirk) to enjoy the good food of the local inns and pubs. The trip

also included a crossing of the Pontcysyllte Aqueduct, 120 feet above the River Dee and the 87-yard Ellesmere Tunnel. While participants learn about this beautiful countryside, they will be served an authentic English/Welsh luncheon, prepared by MCC's culinary students. *Seating is limited; please register early!*

CRN #31813 1 Tuesday, 9/27, noon-1:30 p.m. **MCC Bldg. Lowe L294 (Culinary Arts Center)** Fee: \$12

Instructor: Sandra Jenkins has been a professor of hospitality management and culinary arts at MCC for more than 25 years.

NEW Savory Sourdough Bread

People have been baking bread for 5,000 years. We have had commercial yeast available for only the last 150 years. All of that other great bread was made with natural leaveners—sourdough. The only piece of equipment you must have is some kind of oven. Everything else can be done by hand with ordinary kitchen utensils. In the Friday night session, we will make two "levains," or sourdough preferments. On Saturday, we will bake two sourdough breads and learn how to build and maintain a "sour." As a bonus, while our sourdoughs are fermenting and proofing, we will bake a batch of Thanksgiving Pumpkin-Cranberry Quickbread! Materials fee: \$15, payable to instructor at the beginning of class.

CRN #31605 2 sessions, Friday, 11/11, 6-8 p.m. & Saturday, 11/12, 10 a.m.-2 p.m. **MCC Bldg. Lowe L293 (South Kitchen), meet at Culinary Arts Center** Fee: \$120

Instructor: John Gibson graduated from the King Arthur Advanced Bread Baking School and teaches Artisan Bread in the culinary arts program at MCC. He also bakes extensively at his home bakery.

Holiday Baking

Two basic yeast doughs—the Brown Sugar and Orange sweet doughs—are the starting point for many wonderful breads and rolls. The dough is easy to make, so you can master both varieties just in the time for the holidays. You can bake extras too, as the finished breads freeze perfectly. During this class we will bake cinnamon rolls, sticky buns, cinnamon-sugar Christmas trees, walnut crisps, stollen, Czechoslovakian kolache, hot cross buns, and daisy jam cakes. In addition to items listed in the Cuisine note above, participants should bring two cotton dishtowels and a medium-sized bowl to class. Materials fee: \$12, payable to instructor at beginning of class.

CRN #31603 1 Saturday, 10/15, 12:30-4 p.m. **MCC Bldg. GPA GP213** Fee: \$55

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

Fabulous Finger Foods

Whether you are expecting a few special people or a crowd, learn to prepare a mix-and-match menu of choices for parties both big and small. Hot, cold, and in-between can all be prepared with a minimum of last-minute fuss. Set a selection of these scrumptious finger foods on your best platters, sit back, and enjoy your party. You will learn to prepare phyllo triangles (cheese, mushroom, and curried meat); miniature rolled sushi; chicken nuggets with exotic dipping sauce; salmon and trepanade pinwheels (made with frozen puff pastry); molded salmon mousse; oriental chicken wings; and toasted artichoke roll-ups. Participants should bring a sharp knife. Materials fee: \$15, payable to instructor at beginning of class.

CRN #31604 1 Saturday, 11/12, 12:30-4 p.m. **MCC Bldg. GPA GP213** Fee: \$55

Instructor: Dorothy Alderman

NEW Buon Appetito: Chicken Piccata

We will prepare and enjoy prosciutto and ricotta crostini; chicken piccata; broccoli rabé sautéed in garlic; and homemade tiramisu for dessert. Students should bring a chef's knife and apron. Students may also bring a bottle of wine to share and complement the dinner.

Please note: you must be at least 21 years of age to bring and drink wine. Materials fee: \$12, payable to instructor at the beginning of class.

CRN #31498 1 Wednesday, 10/19, 6-9 p.m. **MCC Bldg. GPA GP213** Fee: \$50

Instructor: Rebecca Brown earned a culinary degree in food service management and hospitality from MCC. She apprenticed at the Zeppelin Ristorante in Orvieto, Italy, and is owner and culinary instructor in Italian cooking for Buona Cucina (www.buona-cucina.com).

Tuscan Cucina

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

CRN #31499 1 Wednesday, 11/9, 6-9 p.m. **MCC Bldg. GPA GP213** Fee: \$50

Instructor: Rebecca Brown

NEW Holiday Cupcakes

Learn basic cupcake recipes, as well as cake decorating, while preparing a variety of cupcakes, perfect for the holidays. Included will be hot cocoa cups, chocolate ganache, cornucopia, and a Thanksgiving wreath. This course is ideal for both beginners and students with some baking experience. Materials fee: \$20, payable to the instructor at the beginning of class.

CRN #31729 1 Saturday, 11/5, 10 a.m.-1 p.m. **MCC Bldg. GPA GP213** Fee: \$55

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

NEW Gingerbread Houses

Learn how to work with Royal Icing, as well as basic cake decorating, while assembling a pre-cooked gingerbread house. Several decorating options are available. Every student will go home with a completed project, perfect for a table centerpiece. Royal Icing dries rock-hard, so your project will last for years, or can be eaten this holiday. This course is ideal for both beginners and students with some baking experience. Materials fee: \$20, payable to the instructor at the beginning of class.

CRN #31730 1 Saturday, 12/3, 10 a.m.-1 p.m. **MCC Bldg. GPA GP213**
Fee: \$55

Instructor: **Karen Sladyk**

Curry Flavor from Around the World

The worldwide appeal of curry-flavored dishes has resulted in many wonderful adaptations. This ubiquitous flavor, long known in India, has spread to neighboring countries throughout the Middle East and beyond—to ports of call in Thailand, Malaysia, Indonesia, many nations in Africa, and the Caribbean islands. Local ingredients and techniques form new and delicious variations. Our menu will feature Apple Currant Chutney, Vimla Raja's Gujarati Dal, Butternut Squash Afghani-Style, Thai Vegetable Curry, Coconut Curry Biscuits, and more. Materials fee: \$11, payable to instructor at the beginning of class.

CRN #31857 1 Friday, 9/16, 6:30-8:30 p.m. **MCC Bldg. Lowe L292**
(North Kitchen), meet at Culinary Arts Center Fee: \$55

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*.

Tasty Tofu Techniques and Recipes

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

CRN #31833 1 Friday, 10/14, 6:30-8:30 p.m. **MCC Bldg. Lowe L292**
(North Kitchen), meet at Culinary Arts Center Fee: \$55

Instructor: **Ken Bergeron**

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 #31834 1 Friday, 10/28, 6:30-8:30 p.m. **MCC Bldg. Lowe L292**
(North Kitchen), meet at Culinary Arts Center Fee: \$55

Instructor: **Ken Bergeron**

Consider Yourself Confirmed

MCC notifies you only if a course cancels or has schedule changes.
If you do not hear from us, assume you are registered.

Hot Soups for Cold Days!

Perfume the air and kindle appetites with the promise of tastes to come and warmth to combat the cold outside. The class will prepare Spinach and Mushroom Soup with Garlic, Sweet Potato Peanut Bisque, Hearty Black Bean Soup Pronto, Mushroom Cashew Crème Soup, and White Bean and Kale Potage. Materials fee: \$11, payable to instructor at the beginning of class.

CRN #31835 1 Friday, 11/11, 6:30-8:30 p.m. **MCC Bldg. Lowe L292**
(North Kitchen), meet at Culinary Arts Center Fee: \$55

Instructor: **Ken Bergeron**

NEW Fabulous Reds

Since Roman times, the world has looked to red wine to ease our thirst and enhance our lives. We will study and taste three wonderful reds. First, we'll sample some fruity Malbecs from South America, then shift to spicy Zinfandels from California, and finish with big Cabernet Sauvignons from around the world. As a special bonus, we will also try an exciting sparkling wine to begin the evening and conclude things with a dessert wine from the instructor's own collection. Please bring snacks or foods that match well with luscious reds. **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 the instructor at the beginning of class.

CRN #31608 1 Friday, 9/30, 6:30-9:30 p.m. **MCC Bldg. Lowe L294**
(Culinary Arts Center) Fee: \$50

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

NEW Holiday Wines

Bring on the cheer! ... be it white, pink, red, sparkling, or dessert. We will take an exciting trip around the world and taste some of these wonderful new wines to serve with our holiday meals and parties. Our emphasis will be on discovering great values, so that you'll have funds left for gift buying! Come have some fun, while learning about terrific wine bargains that are available to you. Please bring some interesting foods to accompany a variety of wines. **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 the instructor at the beginning of class.

CRN #31609 1 Friday, 11/18, 6:30-9:30 p.m. **MCC Bldg. Lowe L294**
(Culinary Arts Center) Fee: \$50

Instructor: **Rayona S. Hobbs**



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

Cuisine



Instructor Spotlight on ...



Gene Spaziani

earned a master's degree from Southern Connecticut State University and is now 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 Wines of South Africa vs. South America

These two wonderful wine producing regions have been satisfying America's wine thirst for several generations now, and they have also been improving their winemaking skills to develop some delicious new wines. We will savor six wines from each region, paired up blind for your discriminating taste. So come enjoy the tasting of a dozen outstanding, premium wines. Please bring a variety of tasty finger foods; we'll supply the wine glasses and some door prizes. **You must be at least 21 years of age to enroll in the class; IDs will be checked in class.** Please register early, as enrollment is limited. Materials fee: \$20, payable to instructor at the beginning of class.

CRN #31606 1 Friday, 10/14, 6:30-9:30 p.m. **MCC Bldg. Lowe L294 (Culinary Arts Center)** Fee: \$50

Instructor: **Gene Spaziani**

NEW Northern Hemisphere Wines: U.S.A. vs. Europe

Come participate in the ultimate world wine competition: USA vs. Europe! We will select six American wines, three white and three red, and pair them against three of Europe's best whites and best reds. You will be the judge ... the results, known only after the competition is over. The American wines will come from a number of different states; the European wines from a variety of wine producing countries. Please bring some creative foods to munch on, and we'll supply the wine glasses and some door prizes. **You must be at least 21 years of age to enroll in the class; IDs will be checked in class.** Please register early, as enrollment is limited. Materials fee: \$20, payable to instructor at the beginning of class.

CRN #31607 1 Friday, 11/4, 6:30-9:30 p.m. **MCC Bldg. Lowe L294 (Culinary Arts Center)** Fee: \$50

Instructor: **Gene Spaziani**



Empty Bowls Project

October 29, 2011

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

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

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

All participants are invited to attend, "A Survey of Global Hunger," a free workshop presented by Lucy Anne Hurston, professor of sociology at MCC, in Lowe L142 from 9–11 a.m.

Culture & History

NEW Connecticut Fall Town Meeting

It used to be called a presidential election campaign—chaotic, back-roomed, boss-structured, convention-run, and disciplined, proud, loyal, promising, even exciting, free-wheeling, and too expensive, and it only ran from Labor Day to that first Tuesday after the first Monday in November ... and somehow pretty good candidates emerged. That's all changed. Now it's boring, buyable, insulting, intolerable, embarrassing. Why should it start in Iowa? Why not Connecticut? Why not Oz? How come the Brits can do this in six weeks or less? How come we follow the path of dumbness, aided by the tom-toms of Fox, polling, and Limbaugh? We ask these questions to a variety of guessers and people in the street, lobbyists, pollsters, and those who make up the answers. Come join our discussions, always filled with fun and frolics in the best tradition of political give-and-take.

CRN #31852 6 Fridays, 9/30-11/11 (does not meet 10/7), 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.

NEW Robert Moses' New York State of Mind

Anyone who travels in, around, or through New York City can't escape the influence of Robert Moses' aesthetics—whether they know it or not! A native of New Haven and a Yale graduate, Moses began his career in the 1910s as a well-educated, reform-minded Manhattan bureaucrat who rose to power and chaired several building and park commissions. Methodically creating a park system and highway network during the mid-20th century, he also amassed the power to implement his programs with impudence, the true costs of which were realized only after "the man who got things done" became the subject of closer scrutiny by a once-loyal media. Come learn about this fascinating figure, the power organization and infrastructure he built, and the ramifications of his deeds. Recommended text: *The Power Broker* by Robert Caro, available at your favorite bookstore.

CRN #31757 3 Thursdays, 10/13-10/27, 7-9 p.m. **MCC Bldg. GPA GP126** Fee: \$50

Instructor: **Paul Hensler** received his M.A. in history from Trinity College and is a frequent visitor to New York City, where he loves to research the city's 20th-century history.

Culture & History



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

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

CRN #31744 6 Mondays, 10/17-11/21, 7-9 p.m.
MCC Bldg. GPA GP126 Fee: \$120

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

The Italian Renaissance: Art, Architecture and Florence

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

CRN #31544 1 Thursday, 10/20, 6:30-9:30 p.m.
MCC Bldg. GPA GP138 Fee: \$45

Instructor: *Dr. Akram Erik-Soussi lived in Italy for ten years and earned a doctoral degree from the University of Florence. He has taught Italian at Central Connecticut State University and the University of Hartford, and frequently lectures about art and architecture, including courses at MCC since 1993.*

The Celtic World

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

CRN #31703 5 Wednesdays, 10/5-11/2, 7-9 p.m. **MCC Bldg. LRC B208**
Fee: \$99

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 Battle of Hastings as Depicted on the Bayeux Tapestry

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

CRN #31743 1 Wednesday, 10/19, 7-9 p.m. **MCC Bldg. GPA GP156**
Fee: \$20

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



NEW The Black Plague in the Middle Ages

The devastating pandemic of the Middle Ages, known as the Black Death, is estimated to have killed 50 percent or more of Europe's population. Just as important as the horrendous loss of life was the impact of the plague on European history. The turmoil created by the plague in the religious, economic, and social life of Europe lasted from the outbreak in the 14th century well into the 19th century. We will examine this 500-year historical impact that all began with a single type of bacterium.

CRN #31791 3 Mondays, 9/19-10/3, 6:30-8:30 p.m.
MCC Bldg. GPA GP126 Fee: \$60

Instructor: *Barbara King has an M.A. in history, has taught high school and college history and psychology, and has been a trainer in business and state government. She teaches a variety of courses for MCC's Credit-Free Programs.*

NEW Special Topics in the Civil War: Lincoln's Military and Civilian Management Team

When he took office as President in March 1861, Lincoln had no executive or management experience in government. Facing a Civil War, he had to assemble a team to lead the Union army and navy, and a team to run the federal government during the war. The individuals he selected, and how he chose and then managed them, provides us with interesting insights into his plan on how to win the war and maintain the Union. In examining this interesting group of powerful leaders, we'll see how their skills, personalities, successes—and failures—helped Lincoln achieve his goal of saving the Union. Other special topics in this new series on the Civil War will be offered in future Credit-Free catalogs.

CRN #31792 3 Tuesdays, 11/1-11/15, 6:30-8:30 p.m.
MCC Bldg. GPA GP139 Fee: \$60

Instructor: *Barbara King*

Culture & History

NEW World War I Revisited

The first World War—"The War to End All Wars," which, of course, it didn't—not only changed international borders but changed the world and its attitudes toward war in general. Come learn about the many causes that led up to the war, the countries involved, and how and why they got involved. Find out what the Marne, Somme, Gallipoli Campaign, Doughboy, Trenchfoot, and "Black Jack" meant. How did the United States get involved and what role did we play? Our informative sessions will educate you on this climatic world event.

CRN #31784 4 Wednesdays, 10/26-11/16, 6:30-8:30 p.m.

MCC Bldg. GPA GP156 Fee: \$65

Instructor: **James Shelmerdine** is a retired U.S. Army Lieutenant Colonel of the Infantry who 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.

The History of Halloween

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

CRN #31467 1 Friday, 10/21, 6-8 p.m. **MCC Bldg. GPA GP232**

Fee: \$20

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

Dance

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). 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 Dance Your Way to Fun and Fitness

How would you like to spend your lunch break exercising for health, while barely breaking a sweat? Come join us for some simple line dances to ease the stress of the morning and get ready for the rest of the day. This is a fun, easy course, with just enough movement for fitness and well being. So get in line and learn the steps! All dance levels are welcomed. Please wear appropriate exercise clothes and sneakers to every class. **This course is held off-campus at the former Youth Service Bureau Building, 109 Center Street, Manchester (near Town Hall); parking available in the rear.**

CRN #31570 4 Tuesdays, 9/20-10/11, 11:30 a.m.-12:30 p.m. Fee: \$40

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

Greek Dancing for Beginners

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

CRN #31549 6 Tuesdays, 11/8-12/13, 7-8:30 p.m.

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

Instructor: **Leandra Manos**

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, which is also perfect for engaged couples and their parents—learn to dance for your wedding! Enrollment is limited to 15 pairs of dancers. It is recommended that you register with a partner.

CRN #31532 6 Thursdays, 9/15-10/20, 6-7:30 p.m.

MCC Bldg. Lowe L155 (Aerobics Studio) Fee: \$105 (per person)

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

Ballroom Dancing II

Don't stop now! You've learned the basic steps, and you actually started having fun in those last of couple classes of *Ballroom Dancing I*, didn't you? Well, what better time to improve your skills and learn new dances than now? The basic dances—fox trot, waltz and swing—will be reviewed, and new steps will be taught, depending on the interest and ability of the class. Some Latin dances will also be included, such as the rumba, merengue, and salsa. Participants should have taken *Ballroom Dancing I* or have some ballroom dancing experience. It is recommended that you register with a partner.

CRN #31535 6 Thursdays, 10/27-12/8 (does not meet 11/24),

6-7:30 p.m. **MCC Bldg. Lowe L155 (Aerobics Studio)** Fee: \$105 (per person)

Instructor: **Beverly Burton**

Dance

Line Dance

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

CRN #31534 6 Thursdays,
9/15-10/20, 7:45-8:45 p.m.

MCC Bldg. Lowe L155

(Aerobics Studio)

Fee: \$70

Instructor: **Beverly Burton**

Jump, Jive an' Wail: Swing Dance

Join the swing dance revival that's sweeping the country. Find out why everyone's having so much fun discovering and mastering the dances that their parents did when they were young. Learn the intimacy and romance of ballroom dancing with the high-energy excitement of early rock 'n' roll dancing. The music is great, too! Depending on the interests of the class, learn and practice the basic steps of the jitterbug, Lindy and more. Enrollment is limited to 15 pairs of dancers. It is recommended that you register with a partner. Please bring a combination lock in order to store your personal belongings during class.

CRN #31533 6 Thursdays, 10/27-12/8 (does not meet 11/24),
7:45-8:45 p.m. **MCC Bldg. Lowe L155 (Aerobics Studio)**

Fee: \$70 (per person)

Instructor: **Beverly Burton**

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 old. Appropriate exercise or dance clothing (sweats, leotards, or gym shorts and tee-shirts) and footwear (jazz shoes or thin-soled slippers) must be worn. Repeat students are welcome.

CRN #31524 8 Tuesdays, 9/13-11/1, 6:30-8:30 p.m.

MCC Bldg. Lowe L155 (Aerobics Studio) Fee: \$130

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.



Latin Salsa Dance and Other Tropical Rhythms

If you got excited about the TV contest, "Dancing with the Stars," and wished that you were a part of it, or if your desire is to become a potential dance competitor in "So, You Think You Can Dance?" then this is the class for you. You will learn how to master sensual and hot Latin rhythms, such as salsa and bachata. Students will also be introduced to other Caribbean rhythms, such as cha-cha, meringue, and cumbia.

CRN #31542 6 Wednesdays,
11/9-12/21 (does not meet 11/23),
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.

Latin Salsa Dance: Level II

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

CRN #31543 6 Wednesdays, 11/9-12/21 (does not meet 11/23),
7:30-8:30 p.m. **MCC Bldg. Lowe L155 (Aerobics Studio)** Fee: \$80
Instructor: **Oswaldo Tirano**

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

GPA = Great Path Academy *

AST = Arts, Sciences & Technology Center

NEW 109 Center St., Manchester, former
Youth Service Bureau Building

*Convenient parking in Lot B for GPA courses



Would you like to receive the
MCC Credit-Free catalog every quarter?

Get on our mailing list!

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

Introduction to Acting I

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

CRN #31701 4 Thursdays, 9/22-10/13, 7-9 p.m.
MCC Bldg. AST Auditorium Fee: \$105

Instructor: Deb Popillo is an actress and director for a professional acting troupe and of many community theater productions. She has been teaching acting for nearly 20 years at MCC, and also currently works as a casting director for videos, industrials, and commercials.

Introduction to Acting II

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

CRN #31702 4 Thursdays, 10/20-11/10, 7-9 p.m.
MCC Bldg. AST Auditorium Fee: \$105

Instructor: Deb Popillo

Attention Theater and Film Professionals

MCC's Credit-Free Programs seeks qualified* new instructors and course proposals for 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) 512-2825 and request a Prospective Instructor Packet.



Education

Preparing to Take the Accuplacer Test?

The Accuplacer Exam is used by MCC and other colleges to screen a student's English and Math aptitudes for appropriate placement in college-level English and Math courses. The goal of these two courses is to help the student score accurately on the Accuplacer Placement Exam and thereby earn a higher placement toward college readiness and be able to take college-level English and Math courses. Whether you take these Credit-Free courses or not, take the Accuplacer Exam seriously! Read the Accuplacer materials on the MCC web site. Do the practice exercises. Get plenty of rest and eat breakfast before the test, and show up early for your assessment date.

Accuplacer Exam Preparation: English

We will focus on reading and writing strategies, geared toward exam preparation. Required textbook: Accuplacer Exam Secrets Study Guide (ISBN 9781609710026), Mometrix Media, available at MCC Bookstore for approximately \$40.

CRN #31851 3 Thursdays, 9/15-9/29, 6-8 p.m.

MCC Bldg. Lowe L240 Fee: \$80

Instructor: Charles Wilcox earned his M.A. in curriculum development and his Standard Teaching Certificate in English (grades 7-12) from the University of Connecticut's School of Education. Since 2008, he has served as an adjunct English professor at MCC.

Accuplacer Exam Preparation: Math

We will cover a variety of topics from arithmetic to basic algebra, including riddles, graphs, and real-life applications, geared toward exam preparation. Required textbook: Bob Miller's Math for the Accuplacer (ISBN 9780738606736), available at MCC Bookstore for approximately \$18.

CRN #31847 3 Thursdays, 11/3-11/17, 6-8 p.m.

MCC Bldg. GPA GP138 Fee: \$80

Instructor: Deborah S. Denfeld's second career as a math teacher began after 15 years of civil engineering and environmental work. She earned a master's in secondary education from the University of Hartford and taught at the middle and high school levels, while continuing to work in the engineering field. She is presently an adjunct math faculty member at MCC.

Education



Substitute Teacher Express Preparation (STEP)

Are you a recent college graduate, seeking a job for the coming school year? Maybe you're considering a change in careers? Or are you a retiree searching for a way to "give something back." Substitute teaching is a rewarding and flexible career, whether temporary or permanent, while providing a valuable service to Connecticut's students and schools. Learn about classroom management; teaching strategies and skills for presenting the permanent teacher's lesson plans; learn attributes that make an effective substitute teacher; and acquire a basic understanding of terms and acronyms used in special education situations. You will receive a resource binder containing essential materials related to achieving classroom success. Internship placement information will be made available to interested students.

CRN #31719 3 Tuesdays, 9/13-9/27, 6-9 p.m. **MCC Bldg. LRC B144**
Fee: \$150

Instructor: Monica Herrington received her B.A. in secondary education from Western Connecticut State University and has nearly 35 years of classroom experience in the Connecticut Technical High School system. She specializes in classroom management strategies, differentiated instruction techniques, and lesson planning.

Special Education Topics (SET)

This course is ideal for new teachers, substitute teachers, paraprofessionals, and college students considering a career in education or special education, and anyone interested in the field of special education. Learn about children with special needs, strategies and techniques of special education, and the Universal Design for Learning and Instruction that may be implemented in the classroom to foster greater learning. Acquire knowledge about the identification process of special needs, and special education procedures and guidelines. Become familiar with the process of developing a student's IEP (Individual Educational Plan) and your legal role in it. All of these topics will be taught through lecture, class discussion, and group activities. Internship placement information will be made available to interested students.

CRN #31844 3 Tuesdays, 11/1-11/15, 6-9 p.m. **MCC Bldg. LRC B144**
Fee: \$150

Instructor: Susan Marinelli has nearly 30 years of special education experience as an instructor and special education department head in Connecticut's Vocational Technical High School system. She earned a bachelor's and master's in special education, with a concentration in learning disabilities, from Southern Connecticut State University.

NEW Understanding Special Education

This course provides an overview of special education law and process. Topics will include the legal rights of parent and child under the federal Individuals with Disability Education Act (IDEA) and The Rehabilitation Act and the responsibility of the educational system; Child Find, the referral process, evaluation and placement; and the Complaint Process, mediation and due process. The material is ideal of teachers, paraprofessionals, parents, college students considering a career in education, and anyone who impacts the life of a child or young adult with disability.

CRN #31854 1 Saturday, 10/15, 9 a.m.-1 p.m. **MCC Bldg. GPA GP136**
Fee: \$40

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

Of Similar Interest

- Introduction to Sign Language on page 44



GED CLASSES AT MCC

Mandatory orientation in August
for classes beginning in September.

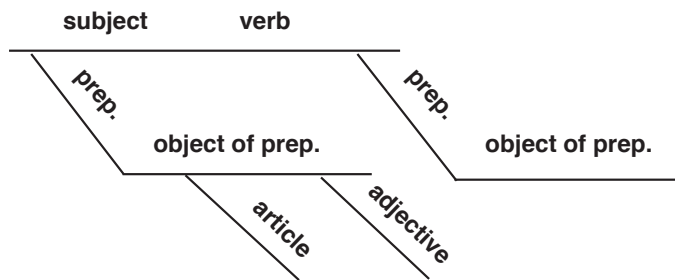
Provided at NO CHARGE
by Vernon Regional Adult Basic Education.

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

Five Ways For Your Company To Send You To A Class

- 1. Ask**
*A simple request may be all that it takes.
A written memo is better.*
- 2. Show them the catalog**
Attach it to your memo.
- 3. Stress the benefits**
*Explain how the additional skill training
will improve your productivity.*
- 4. Emphasize the convenience**
*You don't need to go far when
quality training is as close as MCC.*
- 5. Compare pricing**
*Our cost-effective pricing will give you the most
bang for your buck.*

English as a Second Language (ESL)



Grammar Basics I

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

CRN #31723 6 Mondays, 9/19-10/31 (does not meet 10/10), 6-8 p.m.
MCC Bldg. GPA GP156 Fee: \$110

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

Grammar Basics II

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

CRN #31724 6 Mondays, 11/7-12/12, 6-8 p.m. **MCC Bldg. GPA GP156 Fee: \$110**

Instructor: Georgiana Newson

ESL: Conversation, Customs and Culture

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. The instructor provides handouts.

CRN #31745 6 Saturdays, 9/10-10/22 (does not meet 10/8), 9-11 a.m.
MCC Bldg. GPA GP156 Fee: \$110

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

Consider Yourself Confirmed

MCC notifies you only if a course cancels or has schedule changes. If you do not hear from us, assume you are registered.

NEW Business English for ESL

This course uses entertaining dialogues to demonstrate new terms in a fun, lively way, while focusing on how people speak in the business world. We will study common contractions and reductions that are prevalent in meetings, negotiations, marketing, and advertising. The instructor provides handouts.

CRN #31746 4 Saturdays, 10/29-11/19, 9-11 a.m.

MCC Bldg. GPA GP156 Fee: \$75

Instructor: Amy Hanover

Pronunciation Practice: Accent Reduction

Do you find it difficult to communicate in English? This course is designed for intermediate to advanced ESL students. The class will concentrate on improving quality, comprehension, and consistency of spoken English. All the sounds in standard American English will be covered. Emphasis will be on the development of intonation, articulation, rhythm, and connected speech. The goal is to overcome communication difficulties and improve one's speech pattern in society.

Students will need to submit six blank CDs to the MCC Library for additional practice material after the instructor hands out the appropriate form at the first class.

CRN #31495 12 Thursdays, 9/15-12/15 (does not meet 11/3 & 11/24), 7-9 p.m. **MCC Bldg. LRC B213 Fee: \$215**

Instructor: Ricardo Canal earned his B.A. in English at the University of Hartford, with a concentration in writing, and his M.S. 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.

Transition to College and Careers for English as a Second Language (ESL) Students

Are you interested in using and practicing your English to help you identify potential careers? Would you like to develop key skills needed to transition into post-secondary education? Then come join us in a fun and informal setting to discover the steps to successful career and education planning! This highly interactive class will identify your unique skills, talents, and experiences and how they translate into potential careers. Each student will create a specific career pathway that identifies the education and training required to best meet your career needs and goals. While the focus of this **FREE** 12-week class is career pathways exploration, students will also be provided with opportunities to practice their English and math skills to be successful on the community college assessment exam. Listening, speaking, reading, and writing activities will be incorporated into the course.

REQUIREMENTS: Students must have completed high school, be interested in pursuing course work at the community college level, and be at an intermediate through advanced level of spoken English. This course is not recommended for students who already have a college degree.

Dates: Every Saturday from 9/10-12/3 (does not meet 11/26)

Time: 9:00 a.m.-3:00 p.m.

Location: Vernon Regional Adult-Based Education's downtown Rockville Center.

Registration: Please call Christine Howard at (860) 899-3612.

CLASS IS LIMITED TO 15 PARTICIPANTS.

Family, Finance & Consumer Issues

NEW Profitable Couponing

Everyone knows about coupons and how to use them, but not everyone knows how to use them effectively toward considerable savings. Participants will learn how to maximize their savings by using coupons to shop for FREE! Learn how to cut grocery bills by at least half; couponing vocabulary; how to read a blog list of grocery and drug store deals; how to create effective shopping lists; understand stockpiling; and organize coupons. Students who register for the course are encouraged to begin saving their Sunday coupon inserts and bring them to class. It is also helpful that students have a basic knowledge of computers and the Internet.

CRN #31842 1 Monday, 9/12, 6:30-8:30 p.m. **MCC Bldg. GPA GP126**
Fee: \$35

Instructor: *Gina Juliano has two master's degrees in school administration and school counseling from Southern Connecticut State University. She is presently principal of Rushford Academy in Durham, CT. More information on her passion for couponing can be found on her web site: <http://ginaskokopelli.com>.*

Of Similar Interest

- Health, Wealth and the Many Benefits of Going Green on page 42
-

NEW Get to Know Your Car

The average person spends more than 17 years of his/her life behind the wheel of a car, yet doesn't know the first thing about how it works. This fun and informative class is designed to teach the beginner the basics. Discover the 11 automotive systems through an overhead slide show, hands-on demonstrations, and sound effects. Learn more about your car and you could save lots of money at the garage by avoiding unwanted or unneeded repairs. Don't be intimidated by the mechanic; knowledge is power. If you drive a car, don't miss this opportunity! Students should bring a lunch.

CRN #31838 1 Saturday, 10/1, 9 a.m.-4:30 p.m.

MCC Bldg. GPA GP126 Fee: \$70

Instructor: *Neal Kwort, with 24 years' experience as an auto mechanic, is an A.S.E. certified master auto technician, master auto body and paint technician, master truck technician, and advanced level performance specialist. He is Connecticut's 1995, 1996, 1997, 1998 and 1999 NAPA A.S.E. Auto Technician of the Year and the radio host of the "Neal's Wheels Car Care Show."*

Mortgages and the Home Buying Process

The process for getting a mortgage has changed and qualifying for credit is more of a challenge than ever. Whether you are considering buying for the first time or you are looking to get into the market a second or even third time, you'll need the most up-to-date information to be successful. You'll gain knowledge on understanding home affordability and gaining access to a home budget resource; 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; overview of the mortgage process; governmental changes impacting the mortgage industry and how they impact you; and rent vs. own. Handouts will be provided.

CRN #31756 1 Monday, 9/12, 7-9 p.m. **MCC Bldg. GPA GP142**

Fee: \$15

Instructor: *Eric Kincheloe has nearly 12 years of mortgage lending experience. He also has experience in training other mortgage professionals, and is currently a branch partner for a national lender and a Certified Mortgage Planning Specialist.*

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 #31819 1 Thursday, 11/3, 7-9 p.m. **MCC Bldg. GPA GP126**

Fee: \$20

Instructor: *Jan Johnson*

Planning Your Retirement Income

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

CRN #31820 1 Thursday, 10/6, 7-9 p.m. **MCC Bldg. GPA GP126**

Fee: \$20

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.*



Help for Hoarders

Do your children resist having friends over because they're ashamed of the condition of your home? Does clutter make it difficult to find your belongings, keep scheduled appointments, or meet work deadlines? Hoarding affects one's quality of life on a physical, emotional and spiritual level. The good news is that there's hope. Join us for a frank discussion of the challenges of the individual suffering with the problem of hoarding and learn what steps are necessary to encourage and support positive change. We'll discuss TV shows devoted to the topic of hoarding, the difference between collecting and hoarding, underlying causes of Chronic Disorganization, and some strategies for working through this problem. Two case studies will also be included.

CRN #31599 1 Tuesday, 9/27, 7-8:30 p.m. **MCC Bldg. GPA GP139**

Fee: \$15

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

Family, Finance & Consumer Issues

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 #31725 1 Wednesday, 10/5, 6:30-8 p.m.

MCC Bldg. GPA GP156 Fee: \$15

Instructor: *Amy E. Orlando* is an attorney with Czepiga Daly Dillman LLC of Newington, where she practices in the areas of elder law, estate planning, estate administration, and taxation. She received her J.D. from Suffolk University Law School in Boston, MA.

Strategies that Prevent You from Going Broke at the Nursing Home

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

CRN #31726 1 Wednesday, 10/12, 6:30-8 p.m. **MCC Bldg. GPA GP156** Fee: \$15

Instructor: *Amy E. Orlando*

Understanding Money and Investing

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

CRN #31727 4 Wednesdays, 9/28-10/19, 7-9:30 p.m.

MCC Bldg. GPA GP139 Fee: \$85

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



Crisis Investing for the Next Decade: Protecting and Growing Your Wealth in Uncertain Economic Times

What effect will our skyrocketing national debt have on your savings and investments? This alarming trend is not unique to the U.S. but is indeed a global phenomenon that threatens severe economic decline. We will review and discuss past economic declines and boom-and-bust economic cycles to gain a better perspective on what we might expect in the future, including topics such as hyperinflation, currency devaluation, and peak oil theory. Participants will also learn about leading economic indicators that can provide better insight on where financial market trends are heading.

CRN #31728 1 Wednesday, 11/30,

7-9:30 p.m. **MCC Bldg. GPA GP139** Fee: \$20

Instructor: *Robert Misiolek*

Estate Planning for Retirees

"How can I protect my money and property in my retirement years?"

There are plenty of myths about estate planning, and this class will dispel those myths. We will cover wills, living wills, power of attorney, health care powers, and different types of trusts. If you're concerned about taxes (and who isn't?), this class will present avoidance strategies for probate, as well as the new State and Federal gift and death taxes. You will also learn strategies to protect your assets against health care costs, and we'll even touch upon document storage options. Primarily geared toward retirees, this class will allow for question-and-answers to address your specific needs.

CRN #31747 1 Tuesday, 10/4, 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 20 years. He is a registered representative with Investors Capital Corporation and a member of FINRA/SIPC. He operates an office in East Hartford.

Investment Strategies for Gainful Retirement

Learn about the big risks and misconceptions of investing and how to put together a portfolio that suits your needs. Gain a better understanding of investment choices. Learn the "ins and outs" of mutual funds, IRAs, Roth IRAs, 401(k)s, TSAs, and pension funds. Acquire the knowledge to deal with taxation issues. We'll look at a Nobel Prize-winning model on asset allocation and, most importantly, discuss how to protect against losses during a downturn in the market. You will also be provided with a suggested reading list. This seminar is for beginning and more experienced investors.

CRN #31748 1 Tuesday, 10/18, 3-5 p.m. **MCC Bldg. Lowe L142** Fee: \$15

Instructor: *Frank Germano, CFP®*

Fitness & Recreation



NEW Master Zumba® Fitness

You asked for it—now here it is—a master class for dedicated Zumba practitioners! Don't miss this 75-minute, muscle-pumping, body-energizing, awe-inspiring, feel-it-to-the core exercise experience, team-taught by two highly accomplished Zumba instructors. When an exercise group shares an experience like this, the enthusiasm is infectious and individuals often find a deep rhythm and vigorous groove. **Participants must sign a liability waiver upon arrival.** Doors open at 12:30. Pre-registration is required! You may sign up for one or both sessions.

CRN #31839 1 Saturday, 10/1, 1-2:15 p.m. **MCC Bldg. GPA Gym**

CRN #31840 1 Saturday, 11/5, 1-2:15 p.m. **MCC Bldg. GPA Gym**

Fee: \$15 (per section)

Instructors: **Birgitte Patel** is a licensed Zumba® Fitness, Zumba® Toning, and Zumba® Aqua instructor, and was a member of the U.S. National Badminton Team from 1994-1995. She holds a certification in group exercise from the Aerobics and Fitness Association of American (AFAA); **Joanne Britton** is assistant director of Recreation and Fitness at MCC. She received a B.S. in physical education from Plymouth State University, is a licensed Zumba® Fitness, Zumba® Toning, and Zumbatomic® instructor, and holds certifications in personal training and group exercise from the Aerobics and Fitness Association of American (AFAA).

Zumba® Gold

Zumba® Gold brings the hottest fitness craze to you: the beginner, the deconditioned exerciser, the active older adult, and anyone with physical limitations, proving that Zumba is for everyone. This contagious blend of Latin rhythms, world music, and easy-to-follow dance moves provides an exciting, fun and effective workout, with low-impact movements and gentle transitions. Come join the craze!

CRN #31552 4 Mondays, 9/12-10/3, 6:15-7:15 p.m.

MCC Bldg. Lowe L155 (Aerobics Studio)

CRN #31553 4 Mondays, 10/17-11/7, 6:15-7:15 p.m.

MCC Bldg. Lowe L155 (Aerobics Studio)

CRN #31554 4 Mondays, 11/14-12/5, 6:15-7:15 p.m.

MCC Bldg. Lowe L155 (Aerobics Studio)

Fee: \$40

Instructor: **Karen R. Chorney** is a licensed Zumba® Fitness, Zumba® Gold, Zumba® toning and Zumbatomic® instructor. She is nationally certified by the Aerobic and Fitness Association of America (AFAA) and the Red Cross (CPR/AED).

Of Similar Interest

- QiGong: Meditative Movements for Health & Wellness on page 13
- Yoga for Everybody on page 13
- Breathwalk Total Fitness for Mind and Body on page 13

NEW The Pilates Experience

Learn the unique and beneficial way of "Pilates Fusion": center your energy, remove stress, and revitalize your mind, as you experience a workout that combines the basic elements of a Pilates mat class with various yoga moves and postures. Students will also learn how to use resist-a-balls, slides, and light weights. Ideal for those wanting more total body strength, better posture, and increased energy. All levels are welcomed. Mats are provided. Participants must be at least 16 years of age.

CRN #31548 8 Wednesdays, 9/14-11/2, 6-7 p.m.

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

Instructor: **Holly Pellegrino** has worked in the fitness business for more than 12 years and specializes in corrective strength training. She is a W.I.T.S. Certified Personal Trainer and AFAA Certified Group Fitness Instructor. She presently works as a fitness and strength trainer for LA Fitness, Eliza's Energy Source, HealthTrax, YMCA, and Body Fit Company, among others.

Personal Trainer National Certification

The World Instructor Training School's (WITS) certification course is taught at colleges across the country. This challenging course comprises 16 hours of lecture and 16 hours of practical training. The national exam is held on the ninth 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, Fitness Professional's Handbook, 5th Edition for approximately \$82, please call (888) 330-9487, or visit www.witseducation.com. The textbook should be purchased in advance and reviewed prior to the first class. For the Fitness Center sessions, students must wear appropriate work-out clothes and non-marking athletic shoes. Please bring a combination lock to store your personal belongings during the work-out sessions. *Please note: This course requires a high degree of commitment to successfully complete.*

CRN #31476 18 sessions, Mondays & Wednesdays, 9/19-11/21

(does not meet 10/10), 6:15-8:15 p.m. (exam session in Fitness Center on 11/16 from 6-10 p.m.) **MCC Bldg. Lowe L142 (Mondays, classroom) & Lowe L154 (Wednesdays, Fitness Center)** Fee: \$640

Instructor: **World Instructor Training School staff**

NEW Advertising and Marketing Success for Personal Trainers

Maximize your advertising dollars and ensure your business success by learning the essentials of "scientific advertising." Learn the foundational concepts of advertising and how to apply them to your fitness business. Topics include how to write effective advertising copy, salesmanship, mail order and print advertising, creating headlines, how to develop an effective marketing strategy, and tips for making your business stand out from the rest. The session includes hands-on exercises. To order the required textbook, Scientific Advertising for the Fitness Professional Hopkins & Avilez, for approximately \$25, please call W.I.T.S. toll-free at (888) 330-9487 or order online at: www.witseducation.com. It is recommended that students begin reading the text before the course starts. Students should bring a lunch. Please note: This course is all lecture; there is no workout component. *The course qualifies for 6 Continuing Education Credits for W.I.T.S. professionals; please ask instructor for more details.*

CRN #31477 1 Saturday, 12/3, 9 a.m.-4 p.m. **MCC Bldg. Lowe L142** Fee: \$99

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

Nutritional Strategies for Performance

There are three primary factors that influence how our body performs: genetics, training and nutrition. While we cannot alter our genetics, we can affect changes through training and nutritional habits. This one-day instructional course is designed for health and fitness professionals who want to learn more about how nutrition influences physical performance. To order the required textbook, Endurance Sports Nutrition, for approximately \$30, please call WITS toll-free at (888) 330-9487 or order online at: www.witseducation.com. It is recommended that students begin reading the text before the course starts. Students should bring a lunch. Please note: This course is all lecture; there is no workout component. *The course qualifies for 6 Continuing Education Credits for W.I.T.S. professionals; please ask instructor for more details.*

CRN #31478 1 Saturday, 12/10, 9 a.m.-4 p.m. **MCC Bldg. Lowe L142**
 Fee: \$99

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

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. Participants must be at least 16 years of age. Equipment fee: \$5, payable to instructor at first class. **Classes meet at the Academy of Martial Arts & Personal Development, 440 Oakland Street, Manchester.**

CRN #31571 8 sessions, Tuesdays & Thursdays, 9/6-9/29, 9:30-10:30 a.m.

CRN #31572 8 sessions, Tuesdays & Thursdays, 9/6-9/29, 6-7 p.m.

CRN #31573 8 sessions, Mondays & Wednesdays, 9/12-10/5, 7-8 p.m.

CRN #31574 8 sessions, Tuesdays & Thursdays, 10/4-10/27, 9:30-10:30 a.m.

CRN #31575 8 sessions, Tuesdays & Thursdays, 10/4-10/27, 6-7 p.m.

CRN #31576 8 sessions, Mondays & Wednesdays, 10/17-11/9, 7-8 p.m.

CRN #31577 8 sessions, Tuesdays & Thursdays, 11/1-11/29,
 (does not meet 11/24), 9:30-10:30 a.m.

CRN #31578 8 sessions, Tuesdays & Thursdays, 11/1-11/29,
 (does not meet 11/24), 6-7 p.m.

CRN #31579 8 sessions, Mondays & Wednesdays, 11/14-12/12,
 (does not meet 11/23), 7-8 p.m.

Fee: \$45 (per 8 sessions)

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

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 #31565** 16 sessions - Choose from any combination of the following schedules:

• Mondays & Wednesdays, 9/12-11/7 (does not meet 10/10), 7:30-8:30 p.m.

• Tuesdays & Thursdays, 9/13-11/3, 5:30-6:30 p.m.

• Saturdays, 9/17-11/5 (does not meet 10/8), 9-10 a.m.

Fee: \$160

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



NEW Basketball Coaching: Tactics and Techniques

This course will be split between classroom instruction and demonstration in the gym. Methods of coaching offense, defense, styles of play, strategy, training, and interpretation of rules will be taught, as well as a study of basketball coaching theory and techniques. Topics include how to develop a coaching philosophy, the fundamentals of basketball, implementing full- and half-court pressure, the fast break, half-court team defense, rebounding, organizing practice plans, and game management and strategy. Recommended (optional) textbook: Coaching Basketball Successfully, Wooten, 2nd Edition, available at your favorite bookstore for approximately \$20.

CRN #31832 6 Saturdays, 9/10-10/22 (does not meet 10/8),

10 a.m.-12:30 p.m. **MCC Bldg. GPA Gym & GPA GP143** (students should meet at the classroom for the first session) Fee: \$170

Instructor: **Juan Cains** earned an M.A. in Administration of Sports and Recreation Facilities. He has nearly 25 years of experience as a head basketball coach in Puerto Rico for boys and girls (ages 10-19) and women's semi-pro. He works as a game analyst for NBA's New York Knicks and is an adjunct professor in MCC's Sports and Exercise Studies Department.



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Fitness & Recreation

CONNECTICUT BASIC BOATING

OPTION 1

This four-session, 10-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 #31461 4 sessions, Mondays & Wednesdays, 9/12-9/21,

7-9:30 p.m. **MCC Bldg. Lowe L240**

CRN #31462 4 sessions, Mondays & Wednesdays, 10/3-10/17 (does not meet 10/10), 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 #31463 1 Saturday, 9/10, 8:30 a.m.-4:30 p.m.

MCC Bldg. AST E202

CRN #31464 1 Saturday, 10/1, 8:30 a.m.-4:30 p.m.

MCC Bldg. AST E202

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 #31465 1 Saturday, 9/24, 8:30 a.m.-4:30 p.m.

MCC Bldg. Lowe L142 Fee: \$95

Instructors: **Professional Marine Education Staff**

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 #31760 3 Tuesdays, 9/13-9/27, 7-9 p.m. Fee: \$55

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.



Winning at Bridge

Are you a novice at this internationally popular pastime? Or maybe you haven't played the game of late and want to get started again? Bridge is much more than a simple card game. It is a social event, a competitive professional event, and the subject of myriad books and newspaper columns. This course will set you well on your way to becoming a formidable force among your circle of bridge sharpies. There will be hands-on play starting with the first night of class. With the potential for six million variations, you will never play the same hand twice! This course is for beginners only. Materials fee: \$25, payable to instructor at first class, for textbook.

CRN #31846 8 Tuesdays, 9/13-11/1, 9:30-11:30 a.m.

MCC Bldg. Lowe L142 Fee: \$120

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

Of Similar Interest

- Get to Know Your Car on page 36
-

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 #31735 1 Thursday, 9/8, 6-9 p.m. MCC Bldg. GPA GP138

Fee: \$35

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).

Perennial Gardening the Organic Way

"Perennials sleep the first year, creep the second year, and leap the third year." Discover how to grow perennials that will provide years of joy and pleasure. Designed for the beginning and intermediate gardener, this course will explore various aspects of perennial gardening, including garden design, installation, maintenance, and problem solving. Learn about soil types and improvements; dividing and transplanting; seasonal considerations; mulches; bugs; and diseases and their natural solutions.

CRN #31734 5 Tuesdays, 9/13-10/11, 6:30-8:30 p.m.

MCC Bldg. GPA GP120 Fee: \$105

Instructor: Bettylou Sandy

NEW How and Where to Grow Food in Winter

Growing food is not just for May through September! Learn how to grow healthy food where you live, both indoors and outdoors, all through the winter months, including the planting of root crops outdoors to harvest the following spring and salad greens inside the house. We will also cover garlic, broccoli, and many other vegetables. All levels of gardening experience are welcome.

CRN #31733 1 Thursday, 9/15, 6:30-8:30 p.m. MCC Bldg. GPA GP138

Fee: \$25

Instructor: Bettylou Sandy

NEW Cold Frames and Row Covers

Two ways to extend the growing season outside for both spring and fall are to build cold frames and use row covers. In this hands-on class, we will explore the variety of ways to build protection for your crops at home and in the community garden. Some gardening experience is required. **The course will be held rain or shine at MCC's Community Garden; shelter is available if necessary.**

CRN #31737 1 Saturday, 9/17, 9-11:30 a.m. MCC Community Garden

Fee: \$30

Instructor: Bettylou Sandy



Fall Bulbs, Spring Surprises

When is the best time to plant those spring surprises? In the fall, of course. We're talking about bulbs. If you're thinking that you'd like to plant some bulbs but are not sure exactly what variety you want to plant, or how and where to plant them, then this workshop is designed for you. Topics will include proper depth and bloom time for each variety of bulb; container gardening; beds, lawns and borders; forcing bulbs for winter perks; and proper care of bulbs. There will be hands-on practice, as well as discussion. All levels of gardening ability and interest are welcome. **The course will be held rain or shine at MCC's Community Garden; shelter is available if necessary.**

CRN #31733 1 Saturday, 9/24, 9-11 a.m. MCC Community Garden

Fee: \$25

Instructor: Bettylou Sandy

Edible Schoolyards

"Edible Schoolyards" are becoming a vital part of American schools by providing students, faculty and parents an opportunity to grow food in their community, while incorporating skills and facts learned in the classroom. When students get their hands into soil, plant crops, and watch their food grow, they take pride in their work, focus on their learning, and begin to make healthier choices in their diet. We will cover the general concepts for starting a community garden program in public, private and home schools; details of the curriculum and its application; and resources for further assistance. Educators, administrators, parents, and gardeners are all welcome.

CRN #31731 1 Thursday, 10/6, 6:30-8:30 p.m. MCC Bldg. GPA GP156

Fee: \$25

Instructor: Bettylou Sandy

Plan Your Vegetable Garden for Next Year

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

CRN #31732 3 Wednesdays, 10/12-10/26, 6:30-8:30 p.m.

MCC Bldg. GPA GP120 Fee: \$65

Instructor: Bettylou Sandy



Green Technology & Sustainability

NEW Health, Wealth and the Many Benefits of Green

Many of us want to be more environmentally conscious in our lifestyles, but we often lack the tools and knowledge about how to get there. We'll examine the inter-relationships of "going green"—the many connections between the planet's well-being and our own. This practical, hands-on approach will get you greener. Be prepared for lively discussion!

CRN #31824 2 Wednesdays, 9/21-9/28, 7-9 p.m.

MCC Bldg. GPA GP136 Fee: \$40

Instructor: **Michael J. Gilbert** has an M.A. in economics and is assistant director in the Division of Fiscal Analysis at the Department of Social Services. He is also an adjunct economics faculty member at MCC.

Solar Photovoltaic (PV) and Solar Hot Water Systems

Students will learn the fundamental principles of how solar energy works, its cost-effectiveness, and its return on investment. Its practical application to the electricity grid will also be examined. Home owners and business owners that use hot water will benefit from this class and learn to save in both electric and hot water energy costs. On the Saturday session, students will design the beginning stages of a solar array, using solar tools, and shading and solar resources for financial payback will be examined. Weather permitting, the session will include some solar field work.

CRN #31721 3 sessions: 2 Wednesdays, 9/7-9/14, 6:30-9:30 p.m. & 1 Saturday, 9/17, 9 a.m.-noon **MCC Bldg. GPA GP136** Fee: \$120

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

Of Similar Interest

- Organic Lawn Care on page 41
- Edible Schoolyards on page 41



Geothermal Heating and Cooling Systems

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

CRN #31720 3 Fridays, 9/16-9/30, 6-9 p.m. **MCC Bldg. GPA GP136** Fee: \$120

Instructor: **Peter Governale**

NEW Design Commercial & Residential Solar PV, Wind & Geothermal Systems & Understand Financial Paybacks

If you are a remodeler, engineer, home inspector, real estate salesperson, roofer, gas generator, insurer, contractor, building inspector, home owner, or business owner, this course is for you. Add skills to your professional tool belt! Develop skills with I PV Watts, NREL and System Advisory Model (SAM) free software to design solar PV, wind and geothermal systems. Learn to predict financial pay backs to yourself or customers with the Strategic Energy Analysis Center software. We'll introduce you to the emerging green energy market and discuss selling techniques that educate owners to the value of your services.

CRN #31722 3 Wednesdays, 9/14-9/28, 1:30-5 p.m.

MCC Bldg. LRC B141 Fee: \$120

Instructor: **Peter Governale**

Languages

NEW Introduction to Mandarin Chinese II

As a follow-up to *Introduction to Mandarin Chinese*, we will continue to improve our basics of phonetics, characters, and numbers, as well as insights into culture and travel. You will also continue drawing Chinese characters. Learning will combine reading, speaking, listening and writing skills. Instructor will provide handouts. Prerequisite: *Introduction to Mandarin Chinese* or some Chinese language background.

CRN #31836 6 Mondays, 10/31-12/5, 7-9 p.m. **MCC Bldg. GPA GP138** Fee: \$120

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

Japanese for Beginners

This introductory course in Japanese is designed for individuals interested in the Japanese language who yearn 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 includes such basic topics as numbers, 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 #31853 6 Tuesdays, 11/8-12/13, 6-8 p.m. **MCC Bldg. LRC B149** Fee: \$120

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

Introduction to Spanish

Learn basic conversational Spanish grammar and vocabulary, including: greetings; formal vs. informal language and when to use each; the alphabet and pronunciation; numbers; telling time; weather expressions; days of the week and months of the year; seasons; travel; and home, food, and family vocabulary. Simple sentence structures will be taught and practiced. The goal of this course is focused more on conversational skills than memorization of grammatical rules. Some aspects of the Spanish culture will also be discussed. An English/Spanish dictionary is recommended. Required text: Curso Primero (ISBN 1567654762), Wasserman, available at MCC Bookstore, for approximately \$13.
CRN #31594 6 Wednesdays, 9/14-10/19, 7-9 p.m. **MCC Bldg. GPA GP142** Fee: \$160
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.



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 #31545 4 Thursdays, 9/22-10/13, 7-9 p.m.
MCC Bldg. GPA GP138 Fee: \$120
Instructor: Dr. Akram Erik-Soussi lived in Italy for 10 years and earned his 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.

Conversational Italian for Beginners

If you have always wanted to speak Italian but never had the courage to try, then this is the course for you! You will be introduced to the fundamentals of the language, with an emphasis on conversing and role-playing in a supportive environment. Aspects of glorious Italy, including its culture and art, will be discussed to enhance the learning experience. Required text: Learn Italian the Fast and Fun Way (ISBN 97807641253300), Danesi, available at MCC Bookstore for approximately \$20.
CRN #31550 8 Saturdays, 9/17-11/19 (does not meet 10/8), 9-11 a.m.
MCC Bldg. GPA GP155 Fee: \$160
Instructor: Barbara Agazzi-Poncica is fluent in both Spanish and Italian and received graduate degrees in teaching and education from the Universities of Bergamo and Brescia in Italy. She was a private language tutor for more than ten years.

French for Beginners

Learn the basic elements of the French language quickly and effectively, and begin speaking it in the very first class. While learning pronunciation and basic grammar, you will soon be able to introduce yourself and your family, talk about hobbies and interests, learn numbers, tell time, talk about the weather, and many other fun and useful topics. Required text: French is Fun, Book 1 (ISBN 9781567653427), Stein & Wald, available at MCC Bookstore for approximately \$17.
CRN #31591 7 Thursdays, 9/8-10/20, 6-8 p.m.
MCC Bldg. GPA GP142 Fee: \$160
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 (ISBN 9781567653427), Stein & Wald, available at MCC Bookstore for approximately \$17.

CRN #31593 7 Thursdays, 10/27-12/15 (does not meet 11/24), 6-8 p.m.
MCC Bldg. GPA GP142 Fee: \$160
Instructor: Marianne Labergerie

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 Fast and Fun Way (ISBN 9780764102165), Barron's, available at MCC Bookstore for approximately \$18.

CRN #31600 6 Tuesdays, 9/13-10/18, 7-9 p.m. **MCC Bldg. GPA GP142** Fee: \$140

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

Beginning German II

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

CRN #31601 6 Tuesdays, 11/1-12/6, 7-9 p.m. **MCC Bldg. GPA GP142** Fee: \$140
Instructor: Elizabeth Baumbach

Of Similar Interest

- Spanish for the Workplace I & II on page 56

Languages

Conversational Polish for Beginners

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

CRN #31786 8 Tuesdays, 9/13-11/1, 7-9 p.m.

MCC Bldg. LRC B149 Fee: \$130

Instructor: Rima Martin is a native of Lithuania and speaks Lithuanian, Russian and Polish. She studied drama and worked in television in Lithuania. She has 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 #31856 8 Wednesdays, 9/14-11/2, 7-9 p.m.

MCC Bldg. AST D229 Fee: \$130

Instructor: Rima Martin

Introduction to Russian

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

CRN #31787 8 Thursdays, 9/15-11/3, 7-9 p.m. **MCC Bldg. GPA GP120 Fee: \$130**

Instructor: Rima Martin



Accelerated Dutch for Travelers

Traveling to Holland for business or pleasure? Did you know that Dutch is also spoken in the Caribbean islands of Aruba, Bonaire, Curacao, Saba, St. Martin, and St. Eustatius? Make your travel to these places so much more enjoyable by learning conversational phrases and useful vocabulary for restaurants, hotels, transportation, museums, and meeting people. You will be able to read menus and order food, communicate hotel needs, ask for directions, book bus and train connections, exchange greetings, communicate emergency needs, and much more. Handouts will be provided.

CRN #31811 4 Thursdays, 10/6-10/27, 7-9 p.m.

MCC Bldg. LRC A108 Fee: \$55

Instructor: Lisa Korstanje-Lee is a native of Holland and speaks fluent Dutch. She is a graduate of MCC's Computer Science program, and now works as a programmer, analyst and consultant.

Introduction to Sign Language

American Sign Language (ASL) is the sign language that most profoundly deaf and born-deaf people use when communicating with each other. Some people with verbal difficulties

also use it to communicate. It is not the same as signed English. It has its own syntax and grammar, making it a bona fide language. You will learn grammatical features, vocabulary, and expressive and receptive conversational ASL skills. You will also learn some of the culture of the deaf community, a brief history of ASL, and the relationship of ASL to other forms of signing. It is a (quiet) beautiful language! Come join us for some fun, while learning this amazing language. Required text: Signing Naturally (Student Workbook, Level 1) (ISBN 9781581211276), Smith, Lenz & Mikos, available at MCC Bookstore, for approximately \$55.

CRN #31595 6 Wednesdays, 11/2-12/14 (does not meet 11/23), 7-9 p.m.

MCC Bldg. GPA GP142 Fee: \$160

Instructor: Carolyn Robins



Want to take a class online?
See the Online Academy
courses listed on pages 60-68
or visit the web site at
www.ed2go.com/manchcc

Are You a Teacher Seeking CEUs?

A teacher may present a course catalog listing, and subsequent evidence of course completion, to his or her superintendent of schools for an approval of CEUs. The Continuing Education office can provide you with a certificate of completion for any Credit-Free course that you successfully complete. Please contact Jessie Bradley at 860-512-2823 or jbradley@mcc.commnet.edu to request a certificate of completion.

Vocal Instruction

Participants will learn breathing techniques, vocal warm-up exercises, vocal strengthening exercises, and how to identify and expand vocal range. This course includes ear, diction, rhythm, harmony training, and basic music theory. Aspiring vocalists will discover proper body posture, and performance and voice-maintenance tips. With these new skills, you'll be able to sing a dozen or so songs, with guitar accompaniment, from the instructor's "Song Request List" of more than 250 pop, oldie, rock or country titles. A vocal evaluation, with suggestions for improvement, will be included for each student who asks for it. Participants must be at least 13 years of age.

CRN #31711 6 Mondays, 9/12-10/24 (does not meet 10/10), 7:15-8:15 p.m. **MCC Bldg. GPA GPI38** Fee: \$90

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 web site: www.dondonegan.com.



Harmonica for Beginners

The harmonica is one of the easiest and most rewarding instruments one can play. It comes in different keys, and all blow (and suck) the same way. Students will learn the scale, tongue and lip techniques, some basic music theory, as well as several songs from the instructor's Song Request List, which can be viewed at www.dondonegan.com. It is recommended that students buy both a G and a C harmonica (not the chromatic type) and plan to spend about \$25 per harmonica. Hohner is the best brand, with either their Golden Melody, Pro Harp, or Special 20 types. Make sure that the harmonicas have plastic insides and not wood, because wood warps. Guitar players should also buy and bring to class a harmonica holder (cost of approximately \$18). Students with questions about which harmonicas to buy may call the instructor at 860-659-8992. Participants must be at least 13 years of age.

CRN #31712 6 Mondays, 9/12-10/24 (does not meet 10/10), 8:30-9:30 p.m. **MCC Bldg. GPA GPI38** Fee: \$90

Instructor: *Don Donegan*

Beginning Piano

Learn the basics of playing the piano in this lively introductory class. Participants will play pieces and begin learning how to read and write music. Music theory and ear training will be integrated through an adult-focused, hands-on approach. The class will be held in a piano lab with headphones for each participant, allowing personal instruction. Attention is given to use of electronic keyboards for those who have them. Enrollment is limited, so please register early. Required text: *Alfred's Basic Adult Piano Course, Level One* (ISBN 9780882846163), available at MCC Bookstore for approximately \$10.

CRN #31597 6 Saturdays, 9/10-10/22 (does not meet 10/8), 10 a.m.-noon **MCC Bldg. V2 V117** Fee: \$195

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

Intermediate Piano

A continuation of *Beginning Piano*, or for any student who has some prior piano experience, in this course, students will learn transposing, harmonization, and some composition, as well as more advanced sight-reading skills. These skills, plus much more, will be developed in this diverse and creative class. Students must already have the ability to locate pitches on the staff, and sight-read notation at the piano (for instance, one should be able to recognize and play correct sharps and flats). Required text: *Alfred's Basic Adult All-in-One Piano Course, Book 2* (ISBN 9780882849942), Palmer, Manus & Lethco, available at MCC Bookstore for approximately \$15. Prerequisite: *Beginning Piano*.

CRN #31710 6 Saturdays, 10/29-12/10 (does not meet 11/26), 10 a.m.-noon **MCC Bldg. V2 V117** Fee: \$145

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

Beginning Guitar

By learning five easy chords and two strumming techniques, you can play dozens of familiar tunes in folk, rock, country, R&B, and pop styles. Instructional handouts and music sheets with words and chords are provided. Learn tuning, how to transpose keys, basic music theory, including the Nashville Number Theory, and how to use a capo. If you are left-handed, it is recommended that you learn to play right-handed. Please bring your acoustic or electric guitar to all classes.

CRN #31708 8 Wednesdays, 9/14-11/2, 7:30-9 p.m.

MCC Bldg. GPA GPI38 Fee: \$175

Instructor: *Don Donegan*

Continue with Beginning Guitar

As a sequel to *Beginning Guitar*, continue with your learning of five basic chords, tuning, how to transpose keys, basic music theory, including the Nashville Number Theory, and how to use a capo.

Instructional handouts and music sheets with words and chords are provided. If you are left-handed, it is recommended that you learn to play right-handed. Please bring your acoustic or electric guitar to all classes. Prerequisite: *Beginning Guitar*, or some guitar experience.

CRN #31713 6 Wednesdays, 11/9-12/21 (does not meet 11/23), 7:30-9 p.m. **MCC Bldg. GPA GPI38** Fee: \$135

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, you will learn how finger-picking techniques apply to steel, nylon stringed instruments, and electric guitars. Required text: *Basic Guitar Writing Book* (ISBN 1890281131), Santorella, available at MCC Bookstore. Prerequisite: *Beginning* or *Continuing Guitar*, or some guitar playing experience.

CRN #31602 6 Mondays, 9/12-10/24 (does not meet 10/10), 7-8:30 p.m. **MCC Bldg. GPA GPI36** Fee: \$130

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

Music

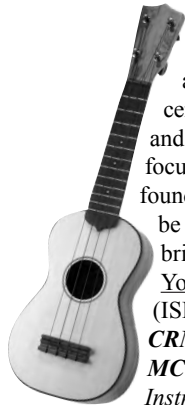
Introduction to the Mandolin

This introductory course on the mandolin is for those who want to take the first steps in learning how to play this wonderful instrument. Mandolin has a rich history on its own, but it also borrows from the violin and other instruments for a full repertoire of music. Types of mandolin, tuning, and hand techniques will be included. The course will help you build a foundation for future playing. The emphasis will be on playing easy chords and simple tunes. You need to bring your instrument to class. Required text: Mel Bay's Complete Mandolin Method (ISBN 9780871667632), available at MCC Bookstore.

CRN #31704 6 Mondays, 9/12-10/24 (does not meet 10/10), 7-9 p.m. **MCC Bldg. GPA GP139** Fee: \$99

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

Playing the Ukulele



The ukulele is the hippest thing going! 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 (ISBN 9781562224547), available at MCC Bookstore.

CRN #31705 4 Mondays, 11/7-11/28, 7-9 p.m.
MCC Bldg. GPA GP139 Fee: \$65
Instructor: **James Hammitt**

Drum Set: Introduction to Different Styles

All skill levels are welcome. Begin or improve your drumming skills, refine your technique, and expand your repertoire. Each week will focus on different techniques and styles of drumming, including rock, funk, German Grip, New Orleans 2nd Line, French Grip, blues, reggae, shuffles, Bobby Thompson Grip, Big Band/Bebop, Moeller, jazz, and Latin. All material is covered through easy-to-understand lessons, along with tips, licks and tricks. Please bring your drum sticks, a drum pad, and a blank manuscript book or notebook for musical notation. Instructor will provide handouts.

CRN #31525 5 Fridays, 10/14-11/11, 7-8:30 p.m. **MCC Bldg. V3 V131** Fee: \$75

Instructor: A graduate of the Jazz Studies/Percussion program at the University of North Texas, **Jay Wood** has 20 years of professional performance experience and is proficient in all styles of drumming, including rock, funk, R&B, jazz, New Orleans, and reggae. Since 2003, he has been employed as a drum instructor for Dynamic Percussion in Manchester.

Consider Yourself Confirmed

MCC notifies you only if a course cancels or has schedule changes. If you do not hear from us, assume you are registered.



Drumming Your Music

Engaging to first-time and to seasoned drummers, this hands-on workshop teaches skills for creating joyous, rhythmic patterns to play to the beats of your favorite rock 'n' roll, soul, swing, folk, and funk songs. You'll take home practical methods and ideas for playing the djembe, ashiko, and conga, as well as how to partner your drumming with dancers, singers, instrumental groups, exercise and yoga instructors, therapists, and storytellers. You're encouraged to bring an audio recorder. Optional workbook is available from the instructor for \$3. Please bring to class one of the drums mentioned above. **The instructor will loan a drum to the first four students who indicate a need when registering.**

CRN #31709 1 Friday, 9/23, 7-9:30 p.m. **MCC Bldg. V3 V131** Fee: \$35
Instructor: For more than 12 years, **Bob Bloom** performed with Dr. Babatunde Olatunji's renowned drumming and dance company, "Drums of Passion." He teaches hand drumming workshops for professional organizations, including The National Association for Music Education and The American Music Therapy Association. For more information, please visit the instructor's web site: www.drumming-about-you.com.

Introduction to Music Composition

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

CRN #31707 4 Saturdays, 10/29-11/19, 12:30-3 p.m.
MCC Bldg. V2 V127 Fee: \$120

Instructor: **David Cutright**

Record, Publish and Market Your Music

Are you a musician looking for your first break on a record label? Have you aspired for a recording contract? Succeed in doing it yourself. First, learn how to record your music and publish a CD, then learn how to market your product through radio, Amazon.com, iTunes, social media sites, retail stores, and entertainment venues. Your audience is waiting for you!

CRN #31716 1 Saturday, 11/5, 9 a.m.-1 p.m. **MCC Bldg. GPA GP138** Fee: \$35

Instructor: **David K. Ewen, M.Ed.**, was formerly the talk show host for Today's Music Review on KCLA in Los Angeles and currently hosts programs on the EPN network. His record label, Ewen Prime Company, has produced CDs on publishing instruction, entertainment and music.

Of Similar Interest

- Understanding the '50s through Pop Culture: Rock 'n' Roll, TV, and Popular Film on page 30

Please Note: You must pre-register for Noon Institute courses.
—Refer to registration methods on page 75—

NEW Puzzle This!

Do you like puzzles and brainteasers? Did you know that many puzzles can be solved with mathematics? In this talk we will discuss several puzzles, and see the mathematics involved that makes them work. Who ever said mathematicians don't know how to have fun? (Don't forget a pencil so that you can join in!)

CRN #31794 1 Friday, 9/16, 11:30 a.m.-1 p.m. **MCC Bldg. AST E202**

Fee: \$5

*Instructor: **Kate Bella** is chair of mathematics at MCC. She has a knack for bringing the subject of math to vibrant life.*

NEW Matthew Brady and the Civil War: America's First Photojournalist

Mathew Brady is credited with being the father of photojournalism. He is one of the most celebrated 19th century American photographers, best known for his portraits of celebrities and his documentation of the American Civil War. Unfortunately, his skill at his craft was not matched by his business expertise. We'll examine his work and its impact on the Civil War and the American public, and his professional successes and failures during and after the Civil War.

CRN #31795 1 Friday, 9/23, 11:30 a.m.-1 p.m. **MCC Bldg. AST E202**

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.*

Of Similar Interest

- Special Topics in the Civil War: Lincoln's Military and Civilian Management Team on page 30

Discoveries in Physics that Change(d) Society

We will explore some of the major discoveries in physics that are changing the way we understand ourselves and the universe. Learn why the largest particle accelerator in the world (near Geneva, Switzerland) is in the news, or why your GPS won't work without accounting for relativity. We'll discuss in everyday language how new, intriguing ideas and insights continue to shape and alter our perspectives on how nature works.

CRN #31797 1 Friday, 10/14, 11:30 a.m.-1 p.m. **MCC Bldg. AST E202**

Fee: \$5

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

NEW The Story of Typhoid Mary

Typhoid Mary was the first healthy typhoid carrier to be identified by medical science, and there was no medical or public health policy in the United States providing guidelines for handling her situation. But her story is more than that. It is also about prejudice in America toward the Irish, which was strong at the turn of the 19th century. We'll examine the details and facts of the Typhoid Mary story and the message and impact it has on both today's attitudes and behaviors in medicine and society.

CRN #31798 1 Friday, 10/21, 11:30 a.m.-1 p.m. **MCC Bldg. AST E202**

Fee: \$5

*Instructor: **Barbara King***

NEW Retired, Out of Work or Underemployed? How to Plan Your "Next Career"

You're ready for a new start, but where do you begin? We'll show you how to start utilizing an interest-based assessment tool that can enhance self-awareness and help you set priorities. Whether you are looking to volunteer or start a new venture during your retirement, or you are looking for a new position, if have questions about how to match your interests, skills, personality, values and preferences with an activity or job that plays to your strengths, don't miss this session. You'll walk away with a valuable tool for creating educational/occupational plans and prepare yourself to make informed decisions about what would be a good fit for the next phase of your life.

CRN #31799 1 Friday, 10/28, 11:30 a.m.-1 p.m. **MCC Bldg. AST E202**

Fee: \$5

*Instructor: **Carl Ochnio**, M.S., is director of Career Services at MCC.*

NEW New York's 1964/65 World's Fair

In the middle of the 1960s New York City hosted one of the largest American world's fairs ever. Though fondly remembered today by many in the greater New York City area, it was not without controversy. For example, officially it was not a world's fair! Join us for an exploration of the rocky life of the 1964/65 New York World's Fair. Besides discussing the fair's controversy, we will also look at some of the more notable pavilions of the fair through period pictures.

CRN #31800 1 Friday, 11/4, 11:30 a.m.-1 p.m. **MCC Bldg. AST E202**

Fee: \$5

*Instructor: **Jason Scappaticci** is interim coordinator of Transitional Programs at MCC.*

NEW What's On Your Plate? An Eater's Guide to Health

Did you know that in the U.S. over 50 percent of the food you place in your grocery cart comes from genetically modified organisms, or GMOs? Would the USDA allow these products to be sold if they were really bad for us? How do GMO foods differ from irradiated foods? Does irradiation of food cause it to become radioactive?

CRN #31801 1 Friday, 11/11, 11:30 a.m.-1 p.m. **MCC Bldg. AST E202**

Fee: \$5

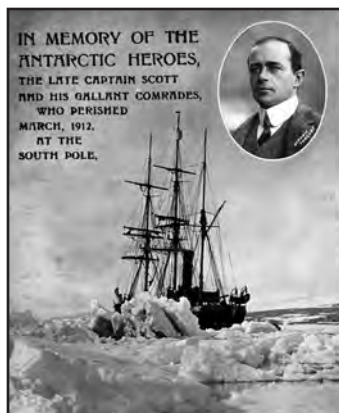
*Instructor: **Pauline Lizotte**, Ph.D., is a biology professor at MCC.*

Of Similar Interest

- Nutrition courses on page 7

**Never Get to Spend Time with Your Friends?
Register Together—
A Course is a Great Experience to Share!**

Noon Institute



NEW The Race to the South Pole

In June 1910, Norwegian explorer Roald Amundsen set sail from Oslo for Antarctica with the goal of reaching the South Pole. He had already led the first expedition to successfully traverse Canada's Northwest Passage between the Atlantic and Pacific Oceans, so the outlook for a successful expedition was good. On June 15, 1910, after Englishman Robert Scott finished his rushed plans for his expedition to the South Pole, he departed from

England with the same goal as Amundsen. Who got there first to claim the victory, and how did they do it?

CRN #31802 1 Friday, 11/18, 11:30 a.m.-1 p.m. **MCC Bldg. AST E202**

Fee: \$5

Instructor: **Barbara King**

NEW 19th-Century Writers and the Civil War

How did America's great literary masters of the 1860s respond to the Civil War and its impact? Were they pro-War patriots? Were they anti-War zealots? Were they ambivalent about this great national upheaval? To answer these questions, we will examine passages from Walt Whitman, Ralph Waldo Emerson, Emily Dickinson, Herman Melville, and Hartford's own Harriet Beecher Stowe.

CRN #31803 1 Friday, 12/2, 11:30 a.m.-1 p.m. **MCC Bldg. AST E202**
Fee: \$5

Instructor: **Michael DiRaimo** has taught courses in writing, literature and film at MCC for 25 years.

ENROLL IN ALL 9 NOON INSTITUTE SESSIONS AND TAKE ONE FOR FREE!

CRN #31804 9 Fridays, 9/16, 9/23, 10/14, 10/21, 10/28, 11/4, 11/11, 11/18 & 12/2, 11:30 a.m.-1 p.m. **MCC Bldg. AST E202** Fee: \$40

Photography



Digital Camera Introduction

Learn the fundamentals of digital photography using a consumer-model digital camera. All aspects of the digital camera will be discussed, including the lens, viewfinder, focus, aperture, shutter, digital file formats, and image storage. Comparisons 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 print sizing and preparing images for print and the web. It is not necessary to own a digital camera, but if you do, please bring it along with your instruction manual. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #31825 2 Tuesdays, 9/20-9/27, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$95

Instructor: **Richard Hoyer** is a fine art, portrait and location photographer, with more than 20 years of fun and profit in the business. He also teaches photography in the adult education program at Worcester Art Museum. His work is exhibited regularly at galleries around the state.

Digital Camera Next Step

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

CRN #31827 2 Tuesdays, 10/4-10/11, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$95

Instructor: **Richard 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 #31589 2 Fridays, 9/23-9/30, 6-9 p.m. **MCC Bldg. AST D211**
Fee: \$99

Instructor: **Richard Hoyer**

ADVANCED TECHNIQUES FOR DIGITAL PHOTOGRAPHERS

As a sequel and supplement to *Digital Camera Introduction* and *Next Step*, this series of course modules for the digital photographer focuses on specific technical skills and aesthetic considerations. New modules will be offered in future Credit-Free catalogs.

Instructor: Richard Hoyer

Digital Macro Photography

Interested in taking great close-up macro photographs with your digital camera? Using a macro setting is only the beginning. In this workshop, we will look at the various options that digital photographers have for exploring the world of macro photography. What is a macro lens? Which cameras come with the best macro lens? How do you use a macro lens? Through demonstration and hands-on, in-class practice, you will receive answers to these questions and learn the fundamentals of macro photography.

CRN #31586 1 Friday, 10/14, 6-9 p.m. **MCC Bldg. AST D211** Fee: \$50

Flash Photography

This workshop will help you to understand your flash and learn how to use it creatively. Today's TTL flash equipment, especially when combined with the benefits of a digital camera, can produce consistently good results. We will look at how flash works, when and why it fails, and how to handle challenging exposure situations. You will learn how to use fill-flash and how to minimize the harshness of direct on-camera flash. Other topics include bounce lighting and the use of flash to express the idea of motion.

CRN #31590 1 Friday, 10/21, 6-9 p.m. **MCC Bldg. AST D211** Fee: \$50

Black and White Digital

The digital darkroom has opened up many new avenues of exploration for photographers. The black-and-white photographer can use a digital camera or scan black-and-white film negatives into digital form to produce prints that are equivalent to those created in a darkroom. This class will cover all the basics of digital black-and-white, including shooting for black-and-white; scanning black-and-white 35mm negatives; making contrast and tonal adjustments; burning and dodging; and choosing inks and paper for best results. We will work primarily with Photoshop to prepare black-and-white negatives, as well as to convert color files and negatives.

CRN #31588 1 Friday, 11/4, 6-9 p.m. **MCC Bldg. AST D211** Fee: \$50



Digital Exposure Techniques

One of the advantages of a digital camera is being able to check your shot once you have taken it. This class will show you what to look for when you are taking the photo and how to look at, understand, and evaluate what you are looking at. We will also view sample images and explore the fine art of histograms, both in the camera and on the computer. In addition, we will consider ways to better control the camera and master exposure techniques, and when all else fails, how we can use computer and image-editing software to correct the exposure. Get the practical advice you need for the exposure you want!

CRN #31585 1 Friday, 11/18, 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 #31584 1 Friday, 12/2, 6-9 p.m. **MCC Bldg. AST D211** Fee: \$50



Photography Lighting Workshop

Let a professional photographer show you the way to better lighting. Both beginning and intermediate photography students will find this course valuable. You'll learn how to use many different, but affordable, types of light, from the sun to incandescent and electronic flash. There will be demonstrations of techniques and assignments that will incorporate what you've learned. Students will also discuss the possibility of having one class meet off-campus at a local park. By the time you finish this course, you'll see light in a whole new way! Please bring your digital camera and lenses, as well as a hand-held meter if possible. Film and digital SLRs are also acceptable. **The final session will be a field trip, location to be discussed in class.** Additional expenses: \$25-\$40 for modeling fees and materials used in class. Prerequisite: *A basic knowledge of photography is required.*

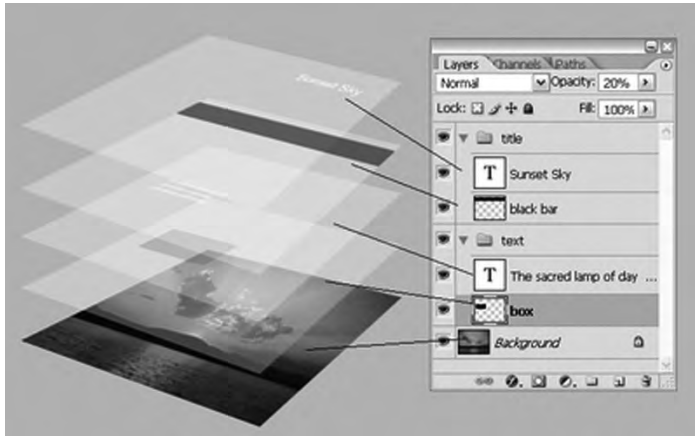
CRN #31822 7 Saturdays, 9/10-10/29 (does not meet 10/8), 9-11 a.m. **MCC Bldg. AST D212 (final session off-campus)** Fee: \$160

Instructor: Hunter Neal is a commercial professional photographer in the greater Hartford area with more than 20 years of experience, and has had his own business for the past 14 years. He is a graduate of Rochester Institute of Technology's Pro Photo Program.

Of Similar Interest

- Digital Imaging & Design courses on page 24
 - Online Academy Photography courses on page 67
 - Create Your Own Coffee Table Book Using "My Publisher" on page 59
-

Photography



Digital Camera RAW: Manipulation through Layers

This course will examine the pros and cons of Camera RAW and how it relates to the overall photo editing process. Students will use photo editing software in their exploration of the Camera RAW format; work with different kinds of layers, learning how to create adjustment layers and masks to get the maximum creative control over selection of layers; and become familiar with painting in and painting out selected changes using the brush tool. The course will explore many of the creative tools used in photo editing software, including the different modes and when it is best to use them. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #31826 2 Thursdays, 12/1-12/8, 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.

NEW The Oddball Portrait

There are countless ways to create or spice up a one-of-a-kind portrait. This course will show you some easy techniques that will help you to design truly off-beat poses. No special equipment is needed, just a rich imagination and a willingness to experiment. Gone will be the days of photographing your subject standing in front of a tree or looking into the camera, smiling and saying, "cheese." Students are encouraged to bring in their digital cameras. The instructor will provide studio strobes and other equipment used in portrait photography.

CRN #31751 3 Thursdays, 9/15-9/29, 7-9 p.m. **MCC Bldg. GPA GP139**
Fee: \$50

Instructor: Peter Glass has operated Peter Glass Photography for more than 25 years, with specialties in portrait, editorial, corporate, and stock photography. His photos appear regularly in magazines, textbooks, advertising brochures, and on book covers. He holds an M.A. from University of Texas, and has taught media courses at all educational levels. His current work can be viewed at www.stockpeterglass.com.

Consider Yourself Confirmed

MCC notifies you only if a course cancels or has schedule changes.
If you do not hear from us, assume you are registered.

Stock Photography for Fun and Profit

Your photo talent can start making you money through stock photography. Stock photographers shoot a variety of images and place them with stock agencies who market them to magazines, advertising firms, textbook companies, and more—all around the world. Learn how you can tap this potentially lucrative market, where your images get sold time and again to earn you passive, extra income. We will cover camera theory, shooting techniques, types of stock agencies, and how to set up your stock business.

CRN #31752 3 Thursdays, 11/3-11/17, 7-9 p.m.

MCC Bldg. GPA GP139 Fee: \$50

Instructor: Peter Glass

NEW Advanced Seminar in Photography: Interpreting Contemporary Landscape Photography

This course provides an in-depth study of major, contemporary landscape photographers, such as Elliott Porter, Richard Misrach, Robert Glenn Ketchum, Sebastian Salgado, Brett Weston, Robert Adams, Josef Sudek, and Paul Capinegro. Assignments will be based on the interpretation of these photographers' work. Classes will be a combination of lecture, discussion of special topics, and critiques of student assignments. Each student will be responsible for one report on a landscape photographer.

CRN #31587 6 Tuesdays (every other week), 9/20, 10/4, 10/18, 11/1, 11/15 & 11/29, 7-9 p.m. **MCC Bldg. GPA GP156** Fee: \$135

Instructor: Mallorie Ostrowitz holds an M.F.A. from Lehman College and a B.A. in fine arts from Queens College. Her photography has been widely exhibited throughout the U.S. and can be viewed on her web site: www.mallorieostrowitz.com.



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

GPA = Great Path Academy *

AST = Arts, Sciences & Technology Center

NEW 109 Center St., Manchester, former
Youth Service Bureau Building

*Convenient parking in Lot B for GPA courses

Professional Development

JOB SEARCH & CAREER WORKSHOPS

Looking for information and guidance on how to become more competitive in your job search? You are invited to attend the following workshops. **All sessions meet in the Career Services Suite (Lowe L107) and are FREE and open to students, alumni, and the public. Pre-registration, however, is required**, using the registration form on page 75.

Instructor: Julie Hepburn-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.

Tuesday Morning Sessions

CRN #31766 1 Tuesday, 9/13, 10-11:15 a.m.

CRN #31767 1 Tuesday, 10/11, 10-11:15 a.m.

Wednesday Afternoon Sessions

CRN #31768 1 Wednesday, 9/28, 12:30-1:45 p.m.

CRN #31769 1 Wednesday, 10/26, 12:30-1:45 p.m.

Thursday Night Sessions

CRN #31770 1 Thursday, 10/6, 6-7:15 p.m.

CRN #31771 1 Thursday, 10/27, 6-7:15 p.m.

MCC Bldg. Lowe L107 (Career Services Suite)

Interviewing Skills

Preparation is the key to a successful interview. This workshop identifies the types of interviews candidates are experiencing today, covers the stages of the interview process, and previews the most frequently asked interview questions.

Tuesday Morning Sessions

CRN #31778 1 Tuesday, 9/20, 10-11:15 a.m.

CRN #31779 1 Tuesday, 10/18, 10-11:15 a.m.

Wednesday Afternoon Sessions

CRN #31780 1 Wednesday, 10/5, 12:30-1:45 p.m.

CRN #31781 1 Wednesday, 11/2, 12:30-1:45 p.m.

Thursday Night Sessions

CRN #31782 1 Thursday, 10/13, 6-7:15 p.m.

CRN #31783 1 Thursday, 11/3, 6-7:15 p.m.

MCC Bldg. Lowe L107 (Career Services Suite)

Job Search and Cover Letters

Job seekers should understand how to conduct a comprehensive job search based on today's winning strategies. Learn how to research opportunities, contact employers, and network and tap into the hidden job market. The crafting and crucial role of cover letters will also be included.

Tuesday Morning Sessions

CRN #31772 1 Tuesday, 9/27, 10-11:15 a.m.

CRN #31773 1 Tuesday, 10/25, 10-11:15 a.m.

Wednesday Afternoon Sessions

CRN #31774 1 Wednesday, 10/12, 12:30-1:45 p.m.

CRN #31775 1 Wednesday, 11/9, 12:30-1:45 p.m.

Thursday Night Sessions

CRN #31776 1 Thursday, 10/20, 6-7:15 p.m.

CRN #31777 1 Thursday, 11/10, 6-7:15 p.m.

MCC Bldg. Lowe L107 (Career Services Suite)



Making Effective Career Choices

Learn how to make effective career choices through the use of traditional and online career guidance assessment tools. Match your interests and personality types with career fields and position titles, identify typical educational paths that one can take to become qualified for specific positions, and learn about available online resources that can assist you in your research process.

Tuesday Morning Sessions

CRN #31762 1 Tuesday, 10/4, 10-11:15 a.m.

CRN #31763 1 Tuesday, 11/1, 10-11:15 a.m.

Wednesday Afternoon Sessions

CRN #31764 1 Wednesday, 10/19, 12:30-1:45 p.m.

CRN #31765 1 Wednesday, 11/16, 12:30-1:45 p.m.

MCC Bldg. Lowe L107 (Career Services Suite)

Fall 2011 Career Service Fairs

Part-Time Job Fair

Wednesday, September 21, 2011

10 a.m.-1 p.m.

AST/SBM Charitable Foundation Building

FREE and Open to the Public

Community Service Fair

Wednesday, October 12, 2011

10 a.m.-1 p.m.

AST/SBM Charitable Foundation Building

FREE and Open to the Public

Spring 2012 Job Search Skills Workshop Schedule

The spring schedule will be available online by approximately late December 2011.

Please go to: www.mcc.commnet.edu/students/career/eventsWorkshops.php.

Professional Development

CAREER OPPORTUNITIES

NEW Careers in Biology

Ever wonder what you could do with a biology degree? What is the difference between a botanist and a horticulturist? What does a landscape architect do? Does a zookeeper need a degree in zoology? Join us for a look at the many different careers that are available within the diverse area of biology. We'll consider areas where job openings currently exist, what kind of training each career requires, and expected salary projections too.

CRN #31754 1 Tuesday, 9/27, 6-8 p.m. **MCC Bldg. GPA GP136**
Fee: \$15

Instructor: Pauline Lizotte, Ph.D., has taught college biology for nearly 20 years, and since 2007, at MCC. She earned a B.S. in biology education from Central Connecticut State University and her M.S. and Ph.D. in botany from the University of Iowa.

NEW Careers in Public Health

Public health has become one of the most visible professions in the healthcare industry. As a result, public health professionals are now seen in a new light, having to deal with everything from swine, and flu breakouts to TB cases, obesity, children's vaccinations, and food poisoning. This course will evaluate what kinds of programs and positions exist in public health today, while also considering prospects for the future. For those participants currently working in a health field who are seeking a change in careers, as well as for those who are trying to identify new career options, we will explore what opportunities are available, with or without a background in healthcare.

CRN #31741 1 Saturday, 10/1, 9 a.m.-noon **MCC Bldg. GPA GP137**
Fee: \$30

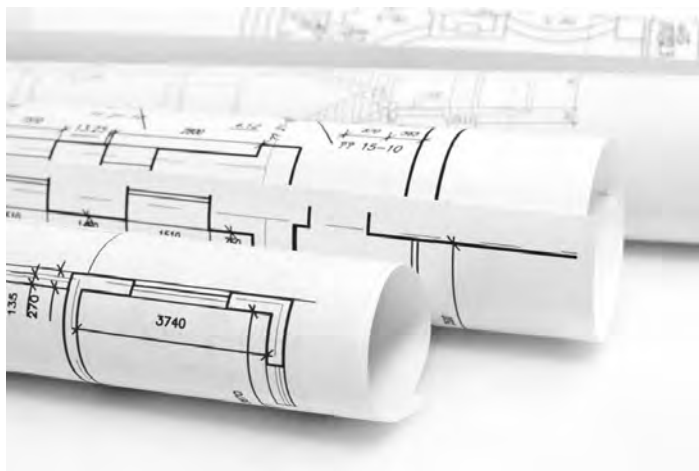
Instructor: Barbara King, M.A., has been a trainer in business and state government. She teaches a variety of courses for MCC's Credit-Free Programs.

NEW Careers in Criminal Justice

We will explore careers in the following criminal justice categories: law enforcement, corrections, forensic science, legal, and private security. Our exploration into these careers will include for each: the nature of the work, training and other qualifications, advancement opportunities, job outlook, and potential earnings.

CRN #31845 2 Wednesdays, 10/12-10/19, 6-8:30 p.m.
MCC Bldg. LRC B149 Fee: \$60

Instructor: Donna Benoit is employed by the Judicial Branch of the State of Connecticut in the Continuing Education Department, assisting judges with their educational programs. She received a B.S. in criminal justice from Westfield State College and a Juris Doctor from Western New England College, and has served as an adjunct faculty member at Bay Path College in Longmeadow, MA.



NEW Careers in Engineering

We will examine emerging careers in the field of engineering, with the understanding that colleges and universities are educating students for careers that are still as yet undefined and emerging, and with emerging technologies to solve problems that we do not recognize yet as problems—such is the cutting-edge nature of Engineering. Come learn more about this fascinating field and its career potentials.

CRN #31551 1 Tuesday, 10/25, 6-8 p.m. **MCC Bldg. GPA GP139**
Fee: \$15

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

So, You Want to Be a Professional Organizer!

Maybe you've seen "Mission: Organization" on the Home & Garden Channel or "Clean Sweep" on The Learning Channel. Are your own skills at organizing honed enough to turn professional? Can you straighten out a messy closet or an office to the point where it's a new, inviting space, or turn chaos and clutter into comfortable and convenient living and work areas? This course will explain the tools you need to go into business as a professional organizer. Learn how to set up your own organizing business, what expenses are involved in setting up a business, how to handle record keeping and get started with clients, and how to network and market your business and yourself on a shoestring budget. You'll also learn about the different types of organizing that other professional organizers do.

CRN #31596 1 Tuesday, 10/18, 7-8:30 p.m. **MCC Bldg. GPA GP139**
Fee: \$15

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

Professional Development

Professional Bartending with S.M.A.R.T. National Certification

Learn to prepare today's most popular drink recipes, such as the Kamikaze and the Cosmopolitan, as well as some of yesterday's classic cocktails. Instruction includes opening and closing duties, product knowledge, garnish cutting, making change, optimizing tips, and health regulations. The S.M.A.R.T. (Server and Manager Alcohol Responsibility Training) certification teaches responsible service of alcohol, with extra emphasis on checking IDs and underage drinking problems, and is recognized by liquor administrators throughout the country, including restaurants, clubs, hotels, and catering companies. Students receive a certificate for bartending and a wallet-sized S.M.A.R.T. certification card upon successful completion of this course.

Students must be at least 18 years of age. No real alcohol is used in class instruction. For more information, please visit: www.getsmartct.com. Please bring your lunch. Materials fee: \$35, which includes S.M.A.R.T. booklet and other supplies, payable to instructor at first class.

CRN #31536 2 Saturdays, 10/22-10/29, 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 nearly 15 years.

NEW Series 7 Exam Preparation

Ideal for people in the banking, insurance or brokerage fields who are studying to take the employer-sponsored Series 7 exam administered by the Financial Industry Regulatory Authority (FINRA). Through a series of lectures, case-study discussions and simulated testing, we will cover rules governing the municipal securities markets; option product knowledge and strategies; margin requirements, regulations, and computations; account opening and maintenance; federal regulations, securities acts, and FINRA rules; review of all corporate and packaged securities; retirement plans and rules governing them; and other topics you need to know in preparation for the Series 7 exam. **Please note: This course prepares students to take the Series 7 exam (not included with the course), which is offered independently and off-site. To sit for the exam, you must be sponsored by your employer.**

CRN #31527 4 Mondays, 9/19-10/17 (does not meet 10/10), 6-9 p.m.

MCC Bldg. GPA GP142 Fee: \$255

Instructor: *Claudia LaRocque, CFP®*, is associate vice president/investment officer at Wells Fargo Advisors, LLC. She was formerly a financial advisor with UBS Financial Services and vice president/branch manager with Fleet/Shawmut Bank in CT.

SKILLS FOR THE WORKPLACE

NEW Dress to Impress in Your Interview

For recent graduates, people returning to the workplace, or for anyone changing careers—understand what your interview and work clothes say about you. Learn how to choose the right job interview clothes, and what constitutes business dress and business casual. Both men's and women's attire will be discussed. Grooming tips will be reviewed, as well as what NOT to bring to an interview. Please bring your lunch.

CRN #31496 1 Saturday, 9/17, 9:30 a.m.-2 p.m.

MCC Bldg. GPA GP137 Fee: \$60

Instructor: *Beverly Salzman, M.B.A.*, has 20 years of business and 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.

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 #31497 1 Saturday, 9/24, 9:30 a.m.-4 p.m.

MCC Bldg. GPA GP137 Fee: \$90

Instructor: *Beverly Salzman, M.B.A.*

Successful Management of a Nonprofit Organization

Build an effective nonprofit team that taps 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 #31507 2 Saturdays, 10/15-10/22, 9:30 a.m.-4 p.m.

MCC Bldg. GPA GP137 Fee: \$175

Instructor: *Beverly Salzman, M.B.A.*

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 #31761 1 Saturday, 10/22, 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

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 (the Salesperson Exam fee of approximately \$80 is not included with this course). Please note that your certificate will be printed with your name as it appears on your registration form. If you choose the Saturday section of the course, please bring your lunch. Required texts: Modern Real Estate Practice (ISBN 9781427787903) and CT Real Estate Practice and Law (ISBN 9781427727824), as well as a strongly recommended text, Questions & Answers ... Real Estate Exam (ISBN 9781427767778), available at MCC Bookstore for approximately \$90 (for all three books).

CRN #31479 11 Saturdays, 9/10-12/3 (does not meet 10/8 & 11/26), 8:30 a.m.-2:30 p.m. **MCC Bldg. Lowe L240**

CRN #31480 16 sessions, Tuesdays & Thursdays, 10/11-12/6 (does not meet 11/24), 5:30-9:30 p.m.

MCC Bldg. Lowe L240

Fee: \$485

Instructors: CRN #31479: **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; CRN #31480: **Andrew G. Pappas** is a CT licensed broker with 20 years of teaching experience in the real estate field and represents MCC within the Real Estate Consortium of Connecticut Community Colleges.

Basic Appraisal Principles

This course is required for those seeking an appraiser's license. Appraiser Qualifications Board (AQB) approval has been granted to Hondros Learning. The course is recognized by the Real Estate Commission for those seeking a broker's license. Students will discuss real property concepts and characteristics; legal consideration; leases; environmental, geographic and physical factors; economic principles; and market analysis. Students must attend at least 30 hours and receive a passing grade of 70 or higher to receive a course certificate. Required text: Basic Appraisal Principles (ISBN 1598440256), Hondros Learning, available from MCC Bookstore, for approximately \$45

CRN #31491 9 Wednesdays, 9/14-11/9, 6-10 p.m.

MCC Bldg. Lowe L142 Fee: \$299

Instructor: **Archangelo D'Amato**

Real Estate and Appraisal Commissions Licensure Information

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

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

Real Estate Salesperson (total of 60 hours)

- Principles and Practices of Real Estate (60 hours)

Real Estate Broker (total of 120 hours)

- Principles and Practices of Real Estate (60 hours)
- Appraisal (30 hours)
- Elective (30 hours)

Appraiser

The Appraiser Qualifications Board (AQB) of the Appraisal Foundation has adopted changes to the Real Property Appraiser Qualification Criteria that became effective on January 1, 2008. These changes include increased required education. For a detailed description of these new requirements, please refer to the following web site: www.ct.gov/dcp - then click "real estate."

Real Estate Law

Approved for broker license candidates and an essential course for realtors, title searchers, and anyone who wants to increase their knowledge of real estate law, this course covers the terminology and concepts one needs to know in order to pass the broker's exam. This fast-paced course will explore the following topics: ownership and interests in land, easements, title insurance, and conveyancing; agency and contracts; landlord/tenant, planning, and zoning law; condominium law and financing; and a comprehensive overview of the basic principles you need to know to buy, sell, rent or lease real estate in the State. We will also review the laws and regulations that CT real estate broker needs to know in order to pass the broker's exam. Required text: Essentials of Practical Real Estate Law (ISBN 9781111136932), Thompson, available at MCC Bookstore for approximately \$75.

CRN #31492 12 sessions, Mondays & Wednesdays, 10/5-11/16 (begins on a Wednesday; does not meet 10/10), 6-9 p.m.

MCC Bldg. GPA GP214 Fee: \$299

Instructor: Selected as a New England Super Lawyer in 2010, **Elton B. Harvey III** earned his J.D. from Western New England College and is an attorney in West Hartford whose practice emphasizes commercial and residential real estate. A former title abstract company owner, he is an officer of the executive committee of the CT Bar Association Real Property Section.

Professional Development

CONTINUING EDUCATION COURSES APPROVED BY THE CT REAL ESTATE COMMISSION FOR THE 2010-2012 CYCLE

NEW CT Real Estate Agent Fiduciary Duties Review & Law Update

Understand the difference between a client and a customer and identify common law and state licensing law fiduciary duties that are owed to clients. We will discuss actual cases, current topics, and recent state legislation related to the practice of real estate in Connecticut. **This course is approved for three Continuing Education hours by the CT Real Estate Commission, and is a mandatory course for re-licensing.** **CRN #31538 1 Monday, 11/21, 6-9 p.m. MCC Bldg. GPA GP214**

Fee: \$50

Instructor: Andrew G. Pappas

Basic Title Searching

This course will cover the following topics: reviewing the basics of title searches; securing current owner's information; assessor's records; title research; information available from other governmental offices; tips for grantoring and granteing chains of title; and how to handle special problems, such as foreclosure searching, bankruptcy, probate files, and lien priority. **This course is approved for three Continuing Education hours by the CT Real Estate Commission.**

CRN #31537 1 Monday, 11/28, 6-9 p.m. MCC Bldg. GPA GP214

Fee: \$50

Instructor: Elton B. Harvey III

Buying Foreclosed Property

There are deals aplenty out there right now. Learn how to tell the good deals from the bad ones and how to deal with banks and realtors marketing foreclosed property. Learn tips from an experienced CT real estate attorney on where to find foreclosed property, how a foreclosure auction works, what to do if the foreclosed property contains tenants, and how the closing process works when dealing with foreclosed property. **This course is approved for three Continuing Education hours by the CT Real Estate Commission.**

CRN #31539 1 Monday, 12/5, 6-9 p.m. MCC Bldg. GPA GP214

Fee: \$50

Instructor: Elton B. Harvey III

Short Sales and Foreclosures

Many properties in CT are threatened with foreclosure because the homes have not held their value and the mortgages have outstripped the owners' ability to pay. Learn about the foreclosure process, what programs are available to assist the distressed homeowner, what the difference is between strict foreclosure and foreclosure by sale, and how to go about structuring a short sale if foreclosure is inevitable. This course will review the basics of short sales and the foreclosure procedure in CT. **This course is approved for three Continuing Education hours by the CT Real Estate Commission.**

CRN #31540 1 Monday, 12/12, 6-9 p.m. MCC Bldg. GPA GP214

Fee: \$50

Instructor: Elton B. Harvey III

TAKE ALL FOUR COURSES AND SAVE \$40

CRN #31541 4 Mondays, 11/21-12/12, 6-9 p.m. MCC Bldg. GPA GP214 Fee: \$160

Instructors: Andrew G. Pappas (11/21) & Elton Harvey (11/28-12/12)

We Deliver!



Want on-site computer training for your employees? MCC offers businesses the added convenience of our portable computer lab. Our laptops and impressive array of business software make it possible for even the most time-conscious companies to provide employees with thorough training on today's technology tools.

**For more information, contact Mick Pigott in
MCC's Business & Industry Services
at 860-512-2815 or by email at mpigott@mcc.commnet.edu.**

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.

Business Writing with Style and Impact

This course provides the non-professional writer with valuable strategies, handouts, tools, and outline templates to generate business documents more efficiently and achieve positive results. Prerequisite: *Students must have a working knowledge of basic English, written grammar, and vocabulary.*

CRN #31482 1 Wednesday, 11/2, 9 a.m.-4 p.m. **MCC Bldg. LRC B144** (limited seating) Fee: \$99

Instructor: **Michael Jordan-Reilly** is on the Continuing Education staff and has also been working as a freelance writer serving major corporate clients for more than 25 years.

Essentials of Project Management

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

CRN #31484 1 Monday, 9/26, 9 a.m.-4 p.m. **MCC Bldg. LRC B144** (limited seating) Fee: \$100

Instructor: **John Lombardo** is certified in project management through the American Management Association. His projects have included infrastructure replacement, Y2K compliance and implementation of new technology.



Stephen Pedneault

Forensic Accounting: What You Don't Know Most Certainly CAN Hurt You!

Enron. Worldcom. Bernie Madoff. In the wake of such scandals, organizations have turned to forensic accounting to help them avoid similar fates. This author, educator and forensic accounting expert will introduce students to this critical subject and share some of the methods used to prevent or uncover financial abuses. The instructor will also draw upon his 23 years of experience and share accounts of actual

cases, so that students can connect theory to practice. This course is an eye-opener and can be a life-saver for anyone who handles finances.

CRN #31518 1 Friday, 10/14, 9 a.m.-4 p.m.

MCC Bldg. LRC B144 (limited seating) Fee: \$85

Instructor: **Stephen Pedneault** is a Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), and is Certified in Financial Forensics (CFF). He is principal with Forensic Accounting Services, LLC, in Glastonbury and is the author of three books.

Accounting I

In this hands-on course, students will learn basic concepts and practices of an accountant's role in providing managers with information to assist in their planning, control, and decision-making activities. Participants also will go through the steps in the accounting cycle, including building reports in QuickBooks, Excel, and PowerPoint. Students will be able to use a "real world" general ledger, spreadsheet, and presentation software. In addition, students will learn how to do charts (graphs) and vertical and horizontal analysis in Excel. Students will be provided Excel files through e-mail to work on during class as needed. Instructor provides curriculum materials. Prerequisite: *Basic Windows, keyboard and mouse skills and knowledge of Excel.*

CRN #31520 5 Fridays, 9/30-10/28, 9 a.m.-4 p.m., **MCC Bldg. LRC B141** (limited seating) Fee: \$295

Instructor: **John W. Kelly**, MBA/CPA, is an associate professor of accounting in the College Learning Center at MCC.

Spanish for the Workplace I & II

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

CRN #31489 4 Wednesdays, 10/5-10/26, 1-4 p.m.

MCC Bldg. LRC B144 (limited seating) Fee: \$169

Instructor: **Linda Burk**, Ph.D., is professor of romance languages at MCC, with a master's in Spanish language and literature and a doctorate in Latin American literature.

Speaking Survival Kit

Learn how to be more confident, prepared and relaxed in all your communications and communicate more effectively in meetings and presentations.

CRN #31486 2 Fridays, 11/4-11/18 (does not meet 11/11), 9 a.m.-4 p.m. **MCC Bldg. LRC B144** (limited seating) Fee: \$169

Instructor: **Noreen Reilly** brings more than 15 years of business experience to the training arena and has a bachelor's degree in business from Bryant University. She has completed extensive graduate work in psychology and done her own independent studies in cognitive development. She is a member of the National Speaker's Association.



The Successful Manager

Lead with courage in a business world where issues are increasingly complex. Sharpen your managerial talents for creating trust and engaging staff members. Learn to make decisions based on sound judgment. Manage conflict, build relationships and foster collaboration. From coaching people to solving problems—and doing more with less—this class will help both newly promoted and seasoned managers influence others more effectively, build their talent pools, listen, speak with impact, establish plans, drive execution, demonstrate adaptability, and manage change.

CRN #31582 2 Tuesdays, 11/8-11/15, 9 a.m.-4 p.m.

MCC Bldg. LRC B144 (limited seating) Fee: \$169

Instructor: **John Lombardo**

Manufacturing Certificate Programs at Manchester Community College

Computer Numerical Control (CNC) Introductory through Advanced Quality Control Inspector



Have mechanical aptitude?

Interested in technology?

Want not only a job but a career?

**Then MCC's manufacturing programs
could be your first step toward
a successful future.**



In MCC's manufacturing programs, you'll learn the skills needed in today's high-tech manufacturing environment. You'll have classroom instruction and hands-on practice in our machine shop. And you'll learn from instructors who have decades of experience in the field and who give students real-world examples. Our classes are small and our programs are thorough. Our graduates have the marketable knowledge and expertise that make them attractive hires for local employers.

***Often there are grants available
to help offset tuition costs.***

*To find out more, call the
Business and Industry Office at*

860.512.2813

*and ask to speak to one of our
program coordinators.*



Writing, Publishing & Literature

More Great Books

Come join a community of avid readers in this popular series of book discussions led by distinguished MCC faculty and staff members. Offering a provocative mix of new and classic literature each semester, the course meets at two-week intervals to allow time for reading. Books are available at local and online bookstores and at most libraries.

CRN #31793 6 Wednesdays, 9/21-11/30 (meets every other week), 3:30-5 p.m. **MCC Bldg. AST C212** Fee: \$20

Instructors: *Dr. Gena Glickman, President of the College; Jana Sime, Math faculty; Kimberly Hamilton-Bobrow, Michael DiRaimo, Mariana DiRaimo, and Tanya Millner-Harlee, English faculty; Peter Poulos, Computer Science/Technology faculty; and Negussie Tirfessa, Science faculty.*

9/21 - Born on a Blue Day: Inside the Extraordinary Mind of an Autistic Savant by Daniel Tammet

This book is a journey into the mind of the author who has savant syndrome (like Dustin Hoffman's character in the film, "Rain Man"), which is a rare condition that gives Tammet phenomenal mental powers. Tammet sees numbers as shapes and colors, and he can perform extraordinary calculations in his head. In 2004, he memorized and recited more than 22,000 digits of pi, setting a record.

Instructors: *Jana Sime and Kimberly Hamilton-Bobrow*

10/5 - The Elegance of the Hedgehog by Muriel Barberry

In a Parisian apartment building, we encounter Renee, a sophisticated concierge who pretends to be uneducated to avoid suspicion from the building's pretentious inhabitants. Another resident in the building is Paloma, the daughter of indifferent parents, who has decided to commit suicide on her 13th birthday, because she can't bear to live among the rich. It is through Renee's observations and Paloma's journal entries that author Barberry reveals the absurd lives of the wealthy.

Instructor: *Dr. Gena Glickman*

10/19 - Go Tell It on the Mountain by James Baldwin

"Moving through time from the rural South to the Northern ghetto, starkly contrasting the attitudes of two generations of an embattled family, Go Tell It on the Mountain is an unsurpassed portrayal of human beings caught up in a dramatic struggle and of a society confronting inevitable change."

Instructor: *Tanya Millner-Harlee*

11/2 - Brooklyn by Colm Toibin

Set in the 1950s in Enniscorthy, Ireland, and Brooklyn, NY, this novel tells the story of Eilis Lacey, a young girl from a small village whose move to a diverse city in a strange country is engineered by the family priest and her older sister, Rose. This is a beautifully told, bittersweet tale of love and loss. The young heroine's story "reflects the lives of so many others who are exiled from home."

Instructor: *Mariana DiRaimo*

11/16 - Fences by August Wilson

Fences has been called one of the greatest plays of the 20th century. It depicts the fortunes and misfortunes of Tory Maxson, a strong but bitter black man who valiantly and tragically tries to keep his family protected from the harsh realities of American life. This play is teeming with rich characterization and some of the most moving lines ever penned by an American playwright.

Instructor: *Michael DiRaimo*

11/30 - The City of Z by David Grann

A journalist follows the trail of Percy Fawcett's 1925 fatal quest for a fabled city of gold, "The Lost City of Z," in the Amazon jungle.

Instructors: *Peter Poulos and Negussie Tirfessa*

Poetry for Poets

This course is for serious writers of poetry who are interested in refining their craft and getting their work published. Your work will undergo rigorous (but always friendly) review. The course will emphasize the processes of rewriting and editing to help you reach the next level of your writing. You will also gain the skills and confidence necessary to submit your work to literary journals. You will be expected to bring in samples of your poetry to each class and participate in critiquing your fellow poets' work. Students will be expected to complete a chapbook of poems by the end of the course. Materials fee: \$5, payable to instructor, for publication of a chapbook featuring students' work.

CRN #31526 6 Tuesdays, 9/13-10/18, 6-8 p.m. **MCC Bldg. LRC A108** Fee: \$120

Instructor: *John L. Stanizzi's first book, Ecstasy Among Ghosts, was published by Antrim House Books and is now in its third printing. His second book, Sleepwalking (also with Antrim House) was released in 2009. His poems have appeared in *The New York Quarterly*, *Tar River Poetry*, *Rattle*, *Freshwater*, *Passages North*, *The Spoon River Quarterly*, *Poet Lore*, *The Connecticut River Review*, and many others. He was previously named *The New England Poet of the Year* by *The New England Association of Teachers of English*.*

Ekphrasis: A Poet's Art

In ekphrastic poetry—writing inspired by specific works of art—the imagination of the writer engages the imagination of the visual artist to express something unique about the original piece of art. Beginning with a brief history of ekphrasis, students will study and analyze ekphrastic poems, techniques, and interpretations, and then write their own ekphrastic poems inspired by paintings, sculptures, photographs or artworks of their choice. The class will be conducted as a writing workshop, focusing on the craft of poetry and on the use of metaphor and simile to reinterpret artwork. Students will be expected to share and revise their works into finished poems. *The course meets every other week to allow students time to visit a museum or gallery or pursue some other art research in order to generate new ekphrastic poems.* Materials fee: \$5, payable to the instructor, for an anthology of student work to be self-published.

CRN #31714 4 Saturdays, 10/1-11/12 (meets every other Saturday), 9:30 a.m.-noon **MCC Bldg. GPA GP139** Fee: \$115

Instructor: *Patricia Mottola earned both an M.S. in art education and an M.F.A. in creative writing from Southern Connecticut State University. Her work has been published in *War, Literature & the Arts*, *Connecticut Review*, *Caduceus*, and *San Pedro River Review*, among others. In 2011, she received the Leslie Leeds Poetry Prize for her ekphrastic poem, "Room in New York, 1932."*

Writing, Publishing & Literature

Creative Writing: Discovering Fiction

This fiction workshop will invite lively discussion toward the practice and discovery of both the stories and the language necessary to write effective and illuminating fiction. By examining the work of a variety of successful writers and through open discussion of students' work, the course will address the methods of structuring plot, developing character, descriptive writing, and assembling stories, both long and short. Exercises and prompts will be used to initiate creative writing in class for the beginner or more experienced writer. Please note: the instructor will read and comment on up to ten pages of student work per week, for those interested. Please register early; enrollment is limited.

CRN #31468 6 Mondays, 10/31-12/5, 7-9 p.m. **MCC Bldg. GPA GP136**
Fee: \$120

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.

Publish Your Book

Are you a writer? Do you have a manuscript that you would love to publish? Did you know that many great writers got started by self-publishing? 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 #31715 1 Saturday, 9/24, 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.



Create Your Own Coffee Table Book Using "My Publisher"

"My Publisher" is a free software package that allows you to create a professional coffee table book of any images or documents that can be converted into a JPEG format. Each student should bring 15 to 20 high resolution digital photographs to class (on a CD/DVD or thumb drive) on the subject of their choice and they will learn how to create a hardcover book. The student will also learn how to create a book jacket to fit the created book to give it a very

polished professional look. Basic picture processing will be included in this course as it pertains to creating the book. Students must bring a 512 MB or bigger thumb drive, and 15 to 20 images created from a digital camera or images scanned in at 300 dpi or above. Prerequisite: *Basic computer knowledge*.

CRN #31788 2 Mondays, 9/19-9/26, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$99

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.



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courses listed on pages 60-68
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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. Use the "Browse Catalog" or "Search" feature to locate your class 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 "My Classroom" link. To begin your studies, simply log in with the email address and password you provided during online enrollment.

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

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October 19

November 9

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HEALTH CARE, FAMILY & NUTRITION

Assisting Aging Parents

Handle the challenges you will face in the coming years. \$120

CRN #31393

Homeschool with Success

Discover how to homeschool your children in a way that ensures they get what they need both academically and socially. \$120

CRN #31327

Explore a Career as an Administrative Medical Assistant

Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA) in a doctor's office—from appointment scheduling and chart creation to medical billing and coding. \$120

CRN #31414

Explore a Career in Medical Coding

Learn how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure. \$120

CRN #31415

Explore a Career in a Dental Office

Discover the wide range of dental office careers open to you, master basic dental anatomy and terminology, and learn how dental professionals create healthy smiles. \$120

CRN #31405

Explore a Career as a Pharmacy Technician

Master the skills that will prepare you for an entry-level position as a pharmacy tech or clerk, and discover the steps you can take to become a Certified Pharmacy Technician (CPhT). \$120

CRN #31407

Explore a Career in Medical Transcription

Learn how to transcribe the medical reports most often used in healthcare today, and discover how to get started and advance as a medical transcriptionist. \$120

CRN #31403

Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion. \$120

CRN #31404

HIPAA Compliance

Learn how to comply with the duties, rights, and responsibilities of HIPAA. \$120

CRN #31399

Become an Optical Assistant

Learn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities. \$120

CRN #31402

Become a Physical Therapy Aide

Prepare for a rewarding career as a valued member of the physical therapy team. \$120

CRN #31408

Become a Veterinary Assistant

Practicing veterinarian prepares you to work in a veterinary office or hospital. \$120

CRN #31409

Become a Veterinary Assistant II: Canine Reproduction

Practicing veterinarian teaches you to manage the entire canine breeding cycle, from assessing the health of parents to puppy care. \$120

CRN #31410

Become a Veterinary Assistant III: Practical Skills

Learn the practical skills you'll need to be a valuable veterinary assistant or educated pet owner. \$120

CRN #31411

Introduction to Natural Health and Healing

Learn how to promote wellness, balance, and health in all aspects of your daily life. \$120

CRN #31412

Lose Weight and Keep It Off!

Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime. \$120

CRN #31400

Luscious, Low-Fat, Lightning-Quick Meals

Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious! \$120

CRN #31395

Handling Medical Emergencies

Every second counts during a medical emergency. Learn how to respond if someone needs your help. \$120

CRN #31401

LANGUAGES

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time. \$120

CRN #31385

Speed Spanish II

Clever follow-up to our popular Speed Spanish course. Several new recipes help you quickly build fluency. \$120

CRN #31386

Speed Spanish III

Master your ability to speak, understand, and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series. \$120

CRN #31387

Spanish for Law Enforcement

Master the fundamentals of the Spanish language by practicing basic conversational skills and learning essential Spanish terminology for law enforcement situations. \$120

CRN #31432

Spanish for Medical Professionals

Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases. \$120

CRN #31413

Beginning Conversational French

Discover how easy it can be to learn common words and phrases for both leisure and business. \$120

CRN #31383

Instant Italian

Learn Italian from the comfort of your home in this fun and enjoyable online course. \$120

CRN #31388

Conversational Japanese

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language. \$120

CRN #31384

Easy English 1

In this easy and fun course, you'll learn the basic English skills you need for real-life activities including shopping, job hunting, and handling medical emergencies. \$120

CRN #31369

Easy English 2

In this easy and fun course, you'll review some basic English skills and build more intermediate-level English skills for real-life activities including using the bank, finding a job or a home, dealing with sicknesses, and making good shopping decisions. \$120

CRN #31370

NEW Easy English 3

Build on the language skills you mastered in Easy English 2, as you learn to talk about real-life situations including looking for a job, making a budget, buying a home, and taking care of your health. \$120

CRN #31516

Grammar for ESL

If English is your second language and you're headed to college, this course will teach you the principles of grammar and structure you'll need to succeed. \$120

CRN #31368

Writing for ESL

Learn how to write in English more effectively to succeed in college and at work. \$120

CRN #31371

MATH & SCIENCE

Math Refresher

Gain confidence in your basic math skills and start using math to your advantage. \$120

CRN #31420

Introduction to Algebra

Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems. \$120

CRN #31421

Human Anatomy and Physiology

Gain a greater appreciation and understanding of the marvelous complexity of the human body. \$120

CRN #31398

Human Anatomy and Physiology II

Learn the basic characteristics of the four main types of tissues, the general and special senses, cellular metabolism, body chemistry, and significant events in the life span, from fertilization through old age. \$120

CRN #31406

PERSONAL ENRICHMENT

NEW Introduction to Interior Design

Explore a career in interior design as you learn how to transform any room into a beautiful and functional space. \$120

CRN #31453

Going Green at Home

Step into a green lifestyle as you discover simple, cost-effective ways to make your home environmentally friendly. \$120

CRN #31367

Goodbye to Shy

Become more confident in social, professional, and romantic situations. \$120

CRN #31193

Get Funny!

Learn how to use humor to speak more effectively, write better, and increase your popularity. \$120

CRN #31418

Skills for Making Great Decisions

Learn how to make excellent everyday decisions from an experienced counselor and life coach. \$120

CRN #31417

Interpersonal Communication

Become aware of the conscious and unconscious codes of meaning we send when communicating with others. \$120

CRN #31191

Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation. \$120

CRN #31190

Genealogy Basics

Learn where to look, who to contact, and how to use research tools to begin an exciting and fascinating exploration of your roots. \$120

CRN #31391

PERSONAL FINANCE & INVESTMENTS

Where Does All My Money Go?

Learn how to get control of your money once and for all. \$120

CRN #31372

Personal Finance

Protect your assets and discover how best to achieve all your financial goals. \$120

CRN #31381

Keys to Successful Money Management

Certified financial planner shows you how most wealthy people build their fortunes. \$120

CRN #31377

NEW Protect Your Money, Credit and Identity

Learn how to guard against scam artists, identity thieves, predatory lenders, and abusive debt collectors. \$120

CRN #31382

Real Estate Investing

Build and protect your wealth by investing in real estate. \$120

CRN #31433

Real Estate Investing II: Financing Your Property

Discover the tools professional investors use to crunch numbers and analyze potential deals, and learn how to make better decisions with sophisticated, yet easy-to-use worksheets for doing your own financial analysis. \$120

CRN #31434

Stocks, Bonds, and Investing: Oh, My!

Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement. \$120

CRN #31378

The Analysis and Valuation of Stocks

Discover valuable techniques that show you step by step how to research and value stocks. \$120

CRN #31379

Introduction to Stock Options

Learn how stock options can protect your portfolio and help you profit in any type of market. \$120

CRN #31380

PHOTOGRAPHY

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment. \$120
CRN #31427

Travel Photography for the Digital Photographer

Learn the tricks and techniques digital photographers need to capture scenes from around the world and bring them home. \$120
CRN #31428

Secrets of Better Photography

Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations. \$120
CRN #31424

Photographing Nature With Your Digital Camera

Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots. \$120
CRN #31425

Photographing People With Your Digital Camera

Learn to take beautiful pictures of adults, children, and babies. \$120
CRN #31426

SALES & MARKETING

Professional Sales Skills

Discover how to begin a successful and rewarding career in sales. \$120
CRN #31167

Effective Selling

Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success. \$120
CRN #31166

Small Business Marketing on a Shoestring

Discover small business marketing strategies that can help you attract attention, woo your target audience, grow your customer base, and expand your profits—all for little or no money. \$120
CRN #31451

Marketing Your Business on the Internet

E-commerce expert helps you develop an Internet marketing plan for your business. \$120
CRN #31450

TEST PREP

Praxis I Preparation

Develop the knowledge and skills you need to pass the Praxis I Exam as you review and prepare for everything the test includes. \$120
CRN #31326

GED Test Preparation

Want to pass the GED? This course will help you develop the skills you'll need to succeed. \$120
CRN #31316

Prepare for the GED Language Arts, Writing Test

Obtain the skills and knowledge to successfully prepare for the GED Language Arts, Writing test. \$120
CRN #31317

Prepare for the GED Math Test

Master the skills you'll need to successfully pass Test 5 in the GED test series. \$120
CRN #31318

GMAT Preparation

Discover powerful test-taking techniques and methods for improving your score on the GMAT. \$120
CRN #31321

GRE Preparation: Part 1

Discover powerful strategies for success in the verbal and analytical sections of the GRE. \$120
CRN #31319

GRE Preparation: Part 2

Learn a variety of useful techniques for tackling the math section of the GRE. \$120
CRN #31320

LSAT Preparation: Part 1

Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills. \$120
CRN #31322

LSAT Preparation: Part 2

Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers. \$120
CRN #31323

SAT/ACT Preparation: Part 1

Master the reading, writing, English, and science questions on the ACT and new SAT. \$120
CRN #31324

SAT/ACT Preparation: Part 2

Master the math questions on the ACT and new SAT. \$120
CRN #31325

WRITING COURSES

Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively. \$120
CRN #31206

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches. \$120
CRN #31180

Writing Essentials

Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level. \$120
CRN #31187

Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end. \$120
CRN #31197

Business Marketing Writing

Write great marketing copy to improve your company's image and your chances of getting hired or promoted. \$120
CRN #31196

Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing. \$120
CRN #31186

The Keys to Effective Editing

If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction. \$120
CRN #31174

Writeriffic: Creativity Training for Writers

Banish writer's block forever with these tricks from the published writer's toolbox. \$120
CRN #31201

Writeriffic 2: Advanced Creativity Training for Writers

This advanced writing course will increase your creativity—whether you're writing for personal satisfaction or to launch a career. \$120
CRN #31184

Write Fiction Like a Pro

A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story. \$120
CRN #31200

Online Academy

Full course descriptions at www.ed2go.com/manchcc

Advanced Fiction Writing

Explore advanced fiction writing techniques with a published novelist. \$120

CRN #31205

A Writer's Guide to

Descriptive Settings

Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters. \$120

CRN #31183

Mystery Writing

Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author. \$120

CRN #31182

Forensic Science for Writers

Learn the secrets behind forensic science and add new characters, depth, and marketability to your fiction. \$120

CRN #31188

The Craft of Magazine Writing

If you're a determined new writer, this class will provide you with the skills you need to get published. \$120

CRN #31207

Writing for Children

A published children's author shows you how to touch the hearts of children by creating books for them. \$120

CRN #31194

Research Methods for Writers

Learn the most efficient and effective methods to conduct research for any writing project. \$120

CRN #31189

Beginner's Guide to Getting

Published

A published writer shows you how to give yourself the credibility you need to get your books and articles published. \$120

CRN #31198

Write and Publish Your

Nonfiction Book

Become a professional author or advance your career by learning to write, edit, and publish nonfiction books of all types. \$120

CRN #31199

Writing and Selling Self-Help Books

Learn how to position your self-help book for success, write a persuasive proposal for agents and publishers, and use storytelling techniques to make your message compelling. \$120

CRN #31514

Introduction to Internet

Writing Markets

A professional writer helps you discover a wide variety of new markets for your written work. \$120

CRN #31203

Pleasures of Poetry

This course will help you create your best possible work, whether you're looking to be published or simply wish to craft beautiful poems for friends. \$120

CRN #31181

Travel Writing

Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books. \$120

CRN #31185

Write Your Life Story

Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others. \$120

CRN #31202

Introduction to Journaling

Discover how journaling can help you learn more about yourself, explore your dreams, values, and beliefs, improve your health, survive unwanted change, succeed in your career, and express your creativity. \$120

CRN #31204

Publish It Yourself: How to Start and Operate Your Own Publishing Business

Convert manuscripts into income by producing and selling books like the pros. \$120

CRN #31442

NEED
HELP?

The knowledgeable staff
at Ed2go can assist you!

Go to www.ed2go.com/manchcc and click "Help" on the Online Instruction Center menu. You will find answers to many common questions, or you may email an inquiry directly to the Ed2go Help Desk.

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

ORGANIZATION OF ACTIVE ADULTS

For Individuals 50 and Older — Your Opportunity for Lifelong Learning

More than 1,100 OAA members enjoy free monthly meetings with speakers or entertainment, September through May; reduced fees for sponsored luncheons and trips; a monthly newsletter providing information on activities, events and courses; and a tuition rebate program to reimburse a percentage of the fee paid for any MCC Credit-Free course costing more than \$10.

Visit us on the web: www.mcc.commnet.edu → Continuing Education → Organization of Active Adults.

Fill out the membership form, detach the card, sign it and keep for your records.

Then send the completed form to the OAA address below along with your check

MCC Organization of Active Adults Membership Form

(Minimum Age: 50) • PLEASE PRINT

Dues: \$15 per person per year (September 1-August 31)

(Mr. & Mrs. Mr. Mrs. Ms. Miss) Last Name _____

Last Name (If different) _____

First Name _____ circle one M F Date of Birth _____

First Name _____ circle one M F Date of Birth _____ full date required

Address _____ full date required

Town _____ State _____ Zip _____ - _____

Phone (_____) _____ Renewal _____ New Member _____

Email address _____

Please return your completed form with your check payable to MCCOAA to:

Amount enclosed: _____

Check #: _____ Date: _____

Date Received: _____

(completed by office)

MCCOAA
Great Path, MS #16
PO Box 1046
Manchester, CT 06045-1046



DETACH HERE

Keep for your records

MCCOAA MEMBERSHIP

Member Name

Membership expires
August 31 of above year

ORGANIZATION OF ACTIVE ADULTS
in partnership with Manchester Community College

MCCOAA Tuition Rebate Program

This program offers a 20 percent tuition rebate for any MCC Credit-Free course costing more than \$10, up to a maximum of \$50 per academic year (September 1 - August 31). You may register for a Credit-Free course before you join OAA, but you must be a member *before* the course start date. (Membership is effective on the date your dues payment is postmarked or presented in person.) Bring your completed Tuition Rebate Form (below) to class and have the instructor sign it; then mail it to the address below. Please use one form per member, per course.

MCCOAA • Great Path MS #16 • P.O. Box 1046 • Manchester, CT 06045-1046

You will receive reimbursement within four weeks directly from the Organization of Active Adults.

MCCOAA Tuition Rebate Form

Membership in OAA Required before Course Start Date • Minimum Age for OAA Membership is 50

OAA Member's Name: _____

Member's Address: _____

City/Town: _____ State: _____ Zip: _____

Course Title: _____

Course Start Date: _____ Course Fee: \$ _____

Current-Year Catalog Semester (circle one): Fall Winter Spring Summer

Instructor's signature: _____ Print Last Name: _____

(Verifying that student attended at least one class session)

For Office Use Only

Rec'd Date

App. No.

Memb. Date

Balance: \$

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
- Genealogy
- Outdoor and indoor sports instruction
- Instrument instruction: saxophone, clarinet, cello, violin, bass & harmonica
- Green Technology and Sustainability topics
- Rocks and gems of Connecticut
- Special topics in world cultures, such as Japanese Tea Ceremony
- Special topics in art history, such as Surrealism
- Special topics in world literature
- Beekeeping
- Creative nonfiction and prose poetry writing workshops
- Stargazing & basic astronomy
- Film & theater topics (see Drama section on page 33)
- Flower gardening, including roses & orchids
- Local history

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

COME JOIN A DYNAMIC TEAM! FOR A PROSPECTIVE INSTRUCTOR PACKET,
PLEASE CALL CONTINUING EDUCATION AT 860-512-2825

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

College by Design • FALL 2011

Accelerated Weekday, Weekend and Online Courses

Flexibility to Choose the Schedule that Works for You!

New!

**Credit Certificate Programs
in Accelerated Sessions**

Computer-Aided Design (CAD) • Fitness Specialist • Web Technology



Manchester Community College Presents the
23rd Annual Global Issues Conference
UNDERSTANDING AFGHANISTAN

Saturday, November 5

8:30 a.m.-1 p.m.

**SBM Charitable Foundation Auditorium
Manchester Community College**

Speakers:

Dr. Thomas Barfield, Professor, Boston University; Dr. Jennifer Fluri, Assistant Professor, Dartmouth College; Ms. Saba Ghorri, Senior Advisor for Southeast Asia and Violence Against Women, U.S. Department of State; Dr. David Mansfield, Fellow, Carr Center for Human Rights Policy at the Harvard Kennedy School of Government; and Dr. Senzil Nawid, Research Affiliate, University of Arizona

Conference: Free and open to the public

Lunch: \$20 per person, provided by
Shish Kabob House of Afghanistan

Seats are limited • For more information and to register
for conference and/or lunch online by October 28

visit www.mcc.commnet.edu/global

**GLOBAL
ISSUES**
CONFERENCE

Sponsored by the MCC Cultural Programs Committee, the Manchester
Community College Foundation and the World Affairs Council.



T.G.I.F.!

***There's always something interesting
happening at MCC's Friday Noon Institute.***

The Friday Noon Institute features affordable lunchtime-length lectures. It's an enjoyable, easy way to learn—from experts who really know their subjects. Bring your lunch and fill up on history, community and cultural affairs. It's a great way to spend a Friday lunch hour. Sign up for Noon Institute today! Pre-register for the entire Noon Institute program each semester and get one session for free.

Details on page 47.



Excursions in Learning
Enrichment for Talented & Gifted Students!

COMING SOON!

Spring Saturday classes & Summer 2012 courses!



Become a fan on facebook –
"MCC Excursions in Learning"

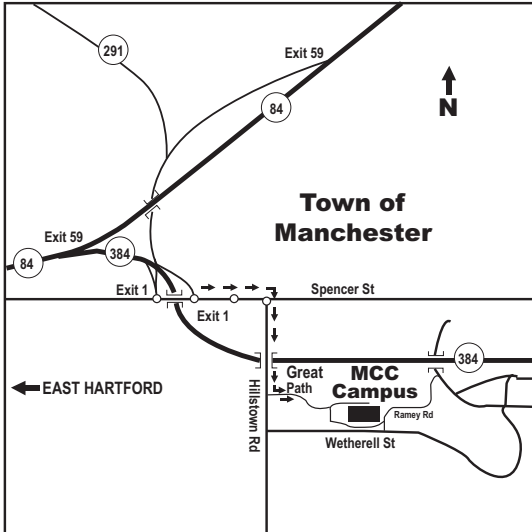
Carleigh Cappetta,
Coordinator of Excursions

860-512-2804

ccappetta@mcc.commnet.edu

Maps & Directions

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* *

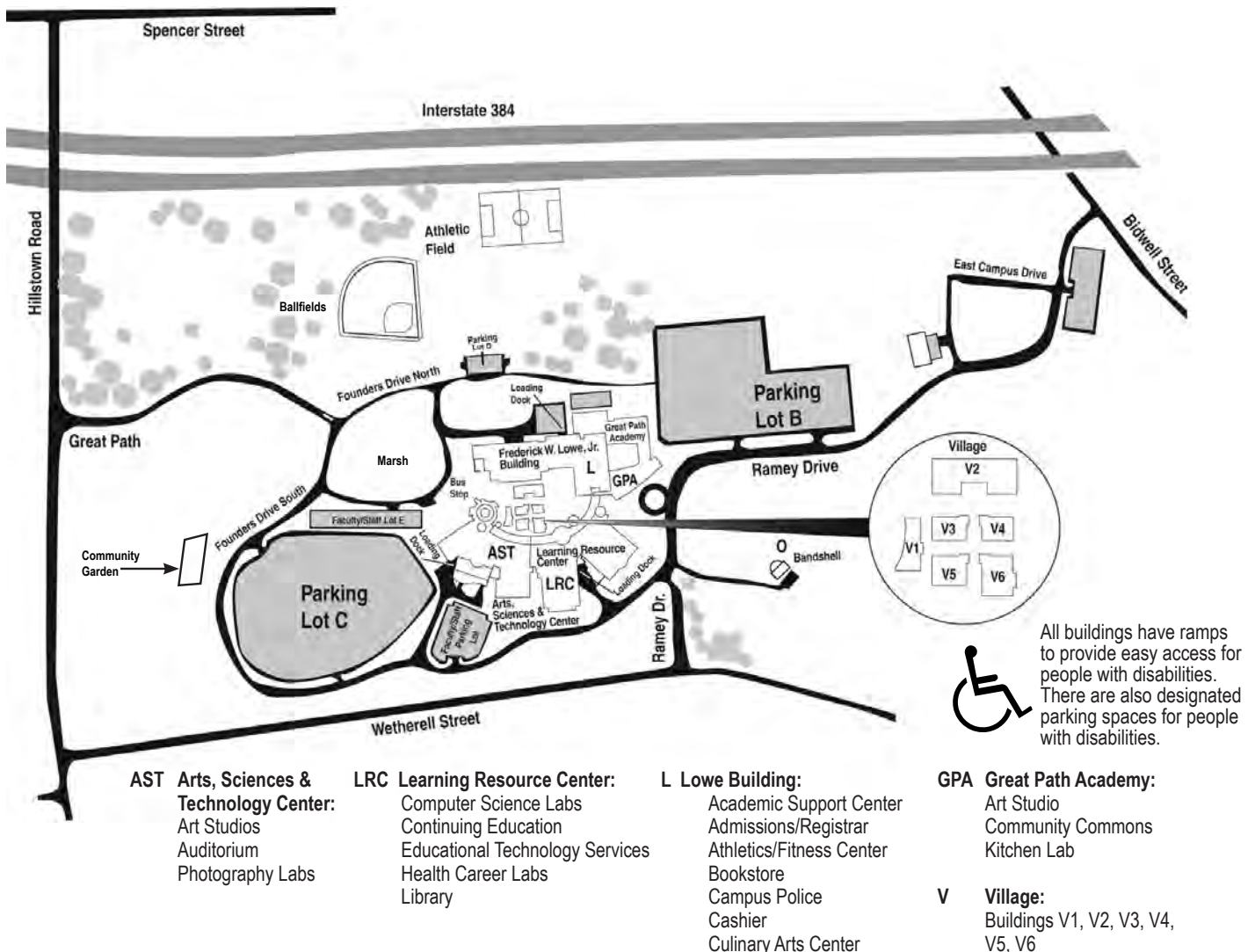
From Boston: Take I-84 Westbound. Take exit 59 onto I-384. Immediately take exit 1. Turn left onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take first left onto Great Path and proceed to stop sign. *See below* *

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



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.commmnet.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.commmnet.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

Manchester Community College is committed to access and equal opportunity. Should you require accommodations because of a disability in order to participate in any of the programs offered, please contact a counselor at Services for Students with Disabilities, 860-512-3332. Alternative formats of this material may be provided upon request. MCC does not discriminate against any individual on the grounds of race; color; national origin; ancestry; sex; sexual orientation; age; religion; political beliefs; mental, learning or physical disability; marital or veteran status; or prior conviction of a crime. The College reserves the right to make any necessary changes in the information listed in this publication. 7/11, 65M, Resource: CE/VS

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 72 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 72. **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.commmnet.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.

NEW LOCATION

MCC has a new off-campus classroom space at the former Youth Service Bureau Building, 109 Center St., Manchester, near the Town Hall and Manchester Fire Station and across from Center Park. Parking is available in the lot behind the building.

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

GPA = Great Path Academy *

AST = Arts, Sciences & Technology Center

NEW 109 Center St., Manchester, former
Youth Service Bureau Building

*Convenient parking in Lot B for GPA courses

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 → Form 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 → Form Depot → Admissions & Registration, or obtain a form at the Registrar's Office.

Submit completed form to:

Refund Appeals Committee

Registrar's Office

L-157, Lowe Building

Manchester Community College

Great Path, MS #13, P.O. Box 1046

Manchester, CT 06045-1046

The Refund Appeals Committee meets twice per month.

You will receive a written response notifying you of the outcome.

**Drop date is one (1) business day prior to the first scheduled class meeting.*

Registrar's Hours

Lowe Building, Main Lobby

Monday 8:30 a.m.-7 p.m.

Tuesday 8:30 a.m.-7 p.m.

Wednesday 10:30 a.m.-4:30 p.m.

Thursday 8:30 a.m.-4:30 p.m.

Friday 8:30 a.m.-4:30 p.m.

Please call for Saturday hours and holiday closings.

**For more information regarding registration,
please call the Registrar's Office at 860-512-3220.**

MCC Library Hours

August 29–December 19, 2011

Monday – Thursday 8:00 a.m.-7 p.m.

Friday 8:00 a.m.-3:00 p.m.

Saturday 10:00 a.m.-2:00 p.m.

Sunday Closed

Exceptions:

9/3–9/5 (Labor Day Weekend) Closed

10/10 (Columbus Day) Closed

11/8 (Election Day) 8:30 a.m.-4:30 p.m.

11/23–11/27 (Thanksgiving Break) Closed

Subject to change

For more information, call (860) 512-2880.

Bursar (Cashier) Hours

Lowe Building, Main Lobby

Monday 8:30 a.m.-7 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.-noon

For more information, please call 860-512-3638.

MCC Bookstore

Please call for hours: 860-645-3140

www.efollett.com

CREDIT-FREE REGISTRATION FORM

5 easy ways to register for Credit-Free courses

Please complete and submit this entire page.

1. By Mail

Complete a registration form (one person per registration form, please). Pay by check, money order, MasterCard, Visa or Discover Card.

Mail entire page with full payment to:

Continuing Education Registration, MS #13
Manchester Community College
Great Path
P.O. Box 1046
Manchester, CT 06045-1046

2. In-Person

At the Registrar in the Lowe Building. Pay at the Cashier's Office by cash, check, money order, MasterCard, Visa or Discover Card. Please use the night drop box after hours.

3. By Fax 860-512-3221 (24 hours)

Complete a registration form with MasterCard, Visa or Discover Card. Please call 860-512-3232 to confirm that your fax was received.

4. By Phone 860-512-3232

Call 860-512-3232 between 8:30 a.m. and 4:30 p.m., Monday-Friday, using MasterCard, Visa or Discover Card.
• Please leave a detailed voice message if staff is unavailable.

5. Register Online

Returning students, go to: <http://my.commnnet.edu> (using MasterCard, Visa or Discover Card). For details see page 73 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**

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 74.

Office Use Only	Regis.	Special	Receipt #	Date
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**Nearly 80
New Courses Added!
See Inside
Front Cover
for Listing.**

Boating Safety



- **To obtain a CT Certificate of Personal Watercraft/Safe Boating**
- **Saturday and Weekday Evening Classes Available**

See page 40

Online Academy



Check out our course selection
See pages 60-68

Computers for Profession and Passion

- **Introductory through Advanced**
- **Usability**
- **Game Programming**
- **Digital Photography**
- **Video Production**
- **Digital Imaging & Design**
(Blueprint Reading/CAD/Mastercam/SolidWorks)
- **Troubleshooting & Security**
- **Databases & Spreadsheets**
- **Web Communication & More!**

See pages 16-26

Preparation for CT Real Estate & Appraisal Licensing Exams

- *Principles and Practices of Real Estate*
- *Basic Appraisal Principles*
- *Real Estate Law*
- *CE approved courses by CT Real Estate Commission*

See pages 54-55



Prepare for Allied Health Careers

- **Certified Nurse Aide (CNA) Program**
- **Emergency Medical Technician (EMT) Program**
- **Pharmacy Technician Certification Training**
- **Certified Phlebotomist Training**
- **American Heart Association Standard First Aid with AED and CPR**
- **Medical Coding courses**

See pages 3-7



Continuing Education Division
Great Path, MS #16
P.O. Box 1046
Manchester, CT 06045-1046