Summer 2011
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**What’s Your Subject?**

We’ve added nearly 40 new courses for the summer session. Highlights include:

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**Cover Art: Gillette Castle Patio**  
(by Katherine Berlin)  
(see course listing on page 5)
INTERESTED IN A HEALTH CAREER?
MCC will offer several Short Term Training Certificates this fall that will prepare you for a new job in six months or less.

• Certified Nurse Aide (CNA)
The CNA provides basic patient care under the direction of nursing staff. Students will learn about the role of the CNA, infection control, patient care, and more.

• Emergency Medical Technician (EMT)
The EMT provides care to ill and injured patients in critical times. They assess injuries, administer emergency medical care, extricate trapped individuals, and transport injured or sick persons to medical facilities.

• Pharmacy Technician
The Pharmacy Technician prepares medications under the direction of a pharmacist. They may measure, mix, count, label, and record amounts and dosages of medications. The U.S. Department of Labor projects a 31 percent job increase of Pharmacy Techs by 2018.

• Phlebotomy Technician
Technological advances will require more employment of technicians like phlebotomists in hospitals, clinical laboratories, physician offices, and medical centers. A phlebotomist collects blood samples for medical testing, blood transfusion, and blood donation.

• Sterile Processing Technician
Sterile Processing Technicians sterilize, organize, inspect and assemble surgical instruments, respirators, and equipment, and these positions are in demand. If you want to work with health care professionals or a surgical team, this program may be for you.

Please note: Students who have not successfully completed any college-level course work are required to take a reading comprehension test (for the CNA, EMT, Phlebotomy, and Sterile Processing programs) or a mathematics competency test (for the Pharmacy Technician program) at no cost. Testing will be offered each Monday and Wednesday from 1-3 p.m., beginning in August and until classes fill. Students who have 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, 1-3 p.m., (except holidays) until the class fills. No appointment is necessary. Please go to the Continuing Education office in the Learning Resource Center, Room B105, and ask for the Coordinator of Credit-Free Allied Health Programs. Please bring photo ID and your high school or GED diploma when you come to take the test. Those under 18 years of age must also present a signed waiver at this time.

Please note: The EMT course is challenging and requires a high degree of commitment in order to successfully complete.

MCC Allied Health Courses May Qualify for Veterans’ Benefits
You may be able to receive monthly benefits by enrolling in the following programs:
• Certified Nurse Aide (CNA) • Emergency Medical Technician (EMT)
• Pharmacy Technician Certification • Phlebotomy Certification
Call MCC’s Financial Aid Office for more information on Veterans’ Benefits at 860-512-3362 or 512-3388

Emergency Medical Technician (EMT) Training
The EMT is a first responder in the event of accident or illness. They must assess injuries, administer emergency medical care, extricate trapped individuals, and transport injured or sick persons to medical facilities.

This course prepares students to sit for the State-Certified EMT initial examination for State of Connecticut and national board certification. This is a primary qualification for EMT personnel. The course is also useful for police, fire department, ski patrol and other emergency personnel. Applicants must be at least 18 years of age, or present a waiver signed by a parent/guardian, prior to acceptance into the program. Students must achieve a course grade of 70 or above and be recommended by the instructor to sit for the state exam. The examination fee of approximately $125 is paid at the time a student applies to take the test. Students are also required to pay a $5 fee for their CPR card. The course instructor will inform students about the test dates and application process, as well as the required CPR card. The course meets three times a week at the Ambulance Service of Manchester, LLC, 275 New State Road, Manchester, on Mondays, Wednesdays and Fridays.

Required textbook: AAOS Emergency Care and Transportation of the Sick and Injured, 10th edition (textbook and student workbook), available at the MCC bookstore for approximately $140.

• The fee of $650 is due at time of registration.

• 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, 1-3 p.m., (except holidays) until the class fills. No appointment is necessary. Please go to the Continuing Education office in the Learning Resource Center, Room B105, and ask for the Coordinator of Credit-Free Allied Health Programs. Please bring a photo ID and your high school or GED diploma when you come to take the test. Those under 18 years of age must also present a signed waiver at this time.

• 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.

• All students MUST complete the National Incident Management System (NIMS) online training one week prior to the end of classes and present the certificate to the instructor. Three modules are required, ICS 100, ICS 200, ICS 700. Each module takes a minimum of 4-6 hours with a test at the end of each module, depending on reading skills and comprehension.

• Students need access to a computer with email and Internet for handouts, quizzes, and to complete the NIMS training mentioned above.

• Your program certificate will be printed with your name as it appears on your registration form.

CRN #20783 20 sessions: 5 Mondays, 7 Wednesdays & 7 Fridays, 6/13-7/29 (does not meet 7/4), 8 a.m.-5 p.m. Fee: $650 Primary Instructor: Melissa Fletcher, EMSI and Paramedic and member of the Ambulance Service of Manchester, LLC.

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

For further information, please contact Diane Mitchell, Coordinator of Credit-Free Allied Health Programs, at 860-512-2826, or by email at: dmitchell@mcc.commnet.edu.
American Heart Association
Standard First Aid 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 one 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 #20763 2 Tuesdays, 6/21-6/28, 6-10 p.m. MCC Bldg. LRC B144 Fee: $90
Instructor: Kathy Call is the American Heart Association Training Center coordinator for the Hospital of Central Connecticut. She also previously served in a similar capacity at Bradley Memorial Hospital.

Babysitting Safety:

CPR and First Aid for Young Caregivers

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

CRN #20762 1 Saturday, 7/9, 9 a.m.-3:30 p.m. MCC Bldg. LRC B129 Fee: $70
Instructor: Kathy Call

Prep and Review for the Certified Professional Coder (CPC) Exam

In conjunction with the American Academy of Professional Coders (AAPC), this exam preparation course is designed for medical or insurance office professionals seeking to obtain a Certified Professional Coder (CPC) Certificate. The course is also appropriate for students who have taken coding classes and wish to explore the career opportunities that are available to CPCs. For those students who wish to continue with the CPC Exam, the exam will be held at MCC (same room and instructor) on July 16 from 8:30 a.m. (check-in) to approximately 4:30 p.m. The exam fee of $330 (separate from the course fee), payable directly to AAPC and submitted by the instructor, includes a year’s membership in AAPC ($70 value). After class begins, student applications will be completed with the instructor and all other exam details will be explained. Students should bring a lunch to class. Required textbooks: 2011 CPT Book (ISBN 9781579479404), Professional Edition, American Medical Association; 2011 ICD-9-CM (ISBN 9781601510181), Ingenix; and 2011 HCPCS (ISBN 9781601510181), Level II, Ingenix, available from MCC Bookstore for approximately $180.

CRN #20684 5 Saturdays, 6/4-7/9 (does not meet 7/2), 8:30 a.m.-4 p.m. (optional exam date on Saturday, 7/16, 8:30 a.m.-4:30 p.m.)
MCC Bldg. GPA GP126 Fee: $455
Instructor: Linda Dixon is a Certified Professional Coder (CPC), Certified Compliance Professional (CCP), Certified Medical Reimbursement Specialist (CMRS), and Advanced Coding Specialists in Evaluation Management and Auditing (ACS-EM). She is a licensed CPC instructor and authorized vendor for the American Academy of Professional Coders, and proctors for CPC exams.

Certification for Medical Reimbursement Specialists

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

CRN #20521 5 Saturdays, 7/23-8/20, 8:30 a.m.-3:30 p.m.
MCC Bldg. LRC B220 Fee: $455
Instructor: Linda Dixon

Of Similar Interest

• Making “Scents” of Aromatherapy on page 9
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. Required textbook: *The Language of Medicine*, 9th edition (ISBN 9781437705706), Chabner, available at MCC Bookstore for approximately $70.

**CRN #20685** 7 Tuesdays, 7/12-8/23, 6-9 p.m. **MCC Bldg. GPA GP137**
Fee: $345
Instructor: Linda Dixon

Fact vs. 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 #20520** 1 Wednesday, 6/29, 7-9 p.m. **MCC Bldg. GPA GP143**
Fee: $20
Instructor: Dr. Marie Mammone is a naturopathic physician who practices in Wethersfield. She has been involved with family nutrition for more than 20 years.

Watercolor Techniques for Landscape Painting
Learn how to put paper, paint, and water to work for you. Each class will begin with a demonstration by the instructor, including how to do a wash and paint a sky, clouds, trees, reflections in water, and figures and buildings in a landscape. Students will then paint, following the demonstrations. The final class will focus on combining all of these elements into a composition—a watercolor landscape that is unique to each student. *Weather permitting, some of the instruction will incorporate plein air painting techniques.* All levels are welcome, but some experience is helpful. A list of supplies, costing approximately $60, will be sent prior to class. Please note that the instructor has requested two specific brand names on the supply list: Cotman watercolors and Arches 140 CP paper. Materials fee: $20, for three different size brushes, payable to instructor at the first class.

**CRN #20467** 4 Saturdays, 7/16-8/6, 9:30 a.m.-12:30 p.m. **MCC Bldg. GPA GP202**
Fee: $99
Instructor: Katherine Berlin is artist-in-residence at Time Machine Hobby in Manchester, and was formerly artist-in-residence at Thatchers Art Alcove in Marlborough. She is a member of the CT Watercolor Society and a member of the art associations in East Hampton, Glastonbury, Lyme, Manchester and Marlborough.

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 #20468** 8 Tuesdays, 6/7-7/26, 6-8:30 p.m. **MCC Bldg. GPA GP202**
Fee: $185
Instructor: Amy McConnell Burris earned bachelor degrees in art and French before gaining her teacher certification. She has taught abroad, and in area schools since 1990, including MCC’s Excursions in Learning Children’s Program. She was recently awarded 1st place for watercolor in a Rockville Downtown Association (RDA) Gallery exhibition.

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Get on our mailing list!
Call 860-512-2800 or email: ceinfo@mcc.commnet.edu
Art & Crafts

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

CRN #20466 7 sessions, Tuesdays & Thursday, 6/9-6/30 (begins on a Thursday), 9 a.m.-noon MCC Bldg. AST D105 Fee: $205
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.

France Meets Italy: Art & Culture
This unique course will devote three classes to France and three to Italy. Each segment will provide an overview of that country’s art history and culture, and will include an art project. For France, learn about the Loire Valley, Normandy, and South of France regions, the French Revolution/Empire-style art and design, and Impressionism, while creating your own Impressionist watercolor. For Italy, learn about ancient and modern Rome, Florence, and the Tuscany region, discuss Italian regional differences and cuisine, and create a Renaissance-style drawing or watercolor painting. Students should bring watercolor paints, brushes, colored pencils, drawing paper, erasers, pencils, and a ruler.

CRN #20463 6 Fridays, 6/10-7/22 (does not meet 7/1), 10 a.m.-noon MCC Bldg. AST D109 Fee: $195
Instructor: Iris Van Rynbach earned degrees in illustration from Parsons School of Design and the New School, and has studied fine arts in Paris. A published author-illustrator whose work has appeared in the New Yorker, she has written five books and illustrated eight more.

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 #20469 1 Saturday, 6/25, 8:30 a.m.-2:30 p.m.
MCC Bldg. GPA GP202 Fee: $85
Instructor: Yueimei 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.

www.mcc.commnet.edu
Silver with a Twist I: Chaining and Bracelet Fun for Beginners
Learn a new skill and create your own silver bracelet in one evening! No special jewelry skills are necessary for this class. The instructor will demonstrate how to assemble ready-made, sterling “jump” rings into a variety of chain patterns from simple to intermediate. After constructing a few samples as a permanent reference, you will proceed to a design of your own choosing. Students will have the option of creating more than one piece, expanding a single piece into a necklace, or adding a pair of matching earrings. Please note: Students must register by June 6 so that the instructor can order the proper amount of supplies. Materials fee: $75* for sample and silver supplies, payable to instructor at the beginning of class.

CRN #20692 1 Tuesday, 6/14, 6-10 p.m. MCC Bldg. GPA GP120
Fee: $50
Instructor: Judith E. Goldstein is a PMC Guild certified teacher and has been a professional metalsmith for more than 30 years. Her contemporary pewter designs in hollowware, jewelry, and ritual art have sold in galleries and museum gift shops across the country. Her art has appeared in Food & Wine and Gourmet magazines.

Silver with a Twist II: Chaining and Bracelet Duet in an Evening
Enhance your jewelry techniques for chaining by learning two new pattern designs: the double rope and the flat chain mail. Use pliers to connect, without solder, 16 g. sterling jump rings. Students will learn both patterns and then choose one with which to create their own bracelet in an evening. Work at your own pace in a supportive environment and learn by demonstration and doing. In just a few hours, you will have created a significant piece of jewelry worth much more than your lab fee. Please note: Students must register by June 6 so that the instructor can order the proper amount of supplies. Materials fee: $75* for silver supplies, payable to instructor at the beginning class. Prerequisite: Silver with a Twist I is recommended, but students may self-select.

CRN #20693 1 Wednesday, 6/15, 6-10 p.m. MCC Bldg. GPA GP120
Fee: $50
Instructor: Judith E. Goldstein

Silver with a Twist III: Advanced Bracelets in an Evening
Continue to challenge your ability to create magnificent chains using only pliers and high-quality sterling silver jump rings. Learn the Mexican Taxco, the Cross Chain, and the Open Round Chain Maille patterns. Create your bracelet utilizing the pattern of your choice. You’ll go home with a significant piece of jewelry worth much more than your lab fee. A basic supply list will be mailed prior to class (the same materials as the introductory course). Please note: Students must register by June 6 so that the instructor can order the proper amount of supplies. 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 #20696 1 Thursday, 6/16, 6-10 p.m. MCC Bldg. GPA GP120 Fee: $50
Instructor: Judith E. Goldstein

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

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

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.
Body, Mind & Spirit

Karuna™ Reiki: Practitioner I and II Levels
There are two levels in the Karuna™ system, which was founded by William Rand of the International Center for Reiki Training. In this advanced course, students are attuned to eight more Reiki symbols, four in each level. This Reiki system functions at a very deep level and addresses specific healing issues, such as addictions, abuse, relationships, lower self, and negative behaviors and patterns, as well as the development of higher intuition, manifestation, prioritization, and focus. Materials fee: $20, for a comprehensive manual, payable to instructor at first class. (Note: Pricing for this course is 30% below current market value.) Prerequisite: Student must be a Usui Master to begin these studies.
CRN #20522 2 Saturdays, 6/25-7/9 (two-week interval), 11 a.m.-4 p.m.
MCC Bldg. AST D213 Fee: $250
Instructor: Dory Dzinski is a licensed professional counselor, body-centered psychotherapist, and energy therapist/trainer in private practice. She is President Emeritus of the Connecticut Holistic Health Association and editor/publisher of the magazine, The Door Opener.

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 #20527 2 Tuesdays, 7/19-7/26, 7-9 p.m. MCC Bldg. LRC A108
Fee: $50
Instructor: Dory Dzinski

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 strength, 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 #20697 4 Wednesdays, 6/8-6/29, 7:30-8:45 p.m.
MCC Bldg. Low L155 (Aerobics Studio) Fee: $40
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.

QiGong: Meditative Movements for Health and Wellness
QiGong (or “chi kung”) exercise systems have been practiced in China by millions of people since ancient times. While the main focus of QiGong is on cultivating healing energy, it also can be used as a means to deepen one’s spiritual awareness. Regular practice of this system may help prevent and treat disease, reduce stress, and better integrate the body/mind/spirit connection. Participants will learn exercises that can be practiced at home. The history and theory of QiGong will also be discussed.
CRN #20524 3 Wednesdays, 6/15-6/29, 7-8:30 p.m.
MCC Bldg. GPA GP215 Fee: $45
Instructor: John Mammone has a master’s in acupuncture and oriental medicine from The Oregon College of Oriental Medicine. He is nationally certified in acupuncture and licensed in CT, and has his own practice, Naturopathic Health Center, in Wethersfield.

The Emotional Freedom Technique (EFT)
Level 1 Certificate Training
EFT is used as a method to help people find relief from phobias, panic/anxiety attacks, traumatic memories, addictions, guilt, grief, and physical ailments. The EFT practitioner uses a method of tapping the client with fingertips in order to stimulate certain meridian energy points, while the client “tunes in” to the problem or disturbing thought/emotion. Learn the basic principles of EFT, the “Basic Recipe” that addresses most situations, and what to do when it’s not working and other refinements. Students who finish the course will receive a Certificate of Completion. This workshop will be of particular interest to healing arts practitioners.
CRN #20777 2 Thursdays, 6/23-6/30, 6:30-9 p.m.
MCC Bldg. GPA GP316 Fee: $150
Instructor: Cris Jacobs, M.B.A., has an Advanced Certificate in EFT and a Certificate as a Core Energetics Practitioner. He is a Life Change Coach at Core Coaching, Inc., in West Hartford, and has been helping clients transform their lives, relationships, and careers since 1999.

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 rhythmic 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 #20700 1 Wednesday, 6/8, 11:30 a.m.-12:30 p.m.
CRN #20701 1 Wednesday, 6/15, 11:30 a.m.-12:30 p.m.
Fee (per session): $10
Instructor: Mary Ann McCandless

Of Similar Interest
• Tai Chi for Health and Relaxation on page 23
The Alexander Technique: Learn to Improve Your Posture and Balance
Do you experience tension or fatigue at work or during certain everyday activities? Do you wish that you had better posture and balance? Then learn how the Alexander Technique can help you! This world-renowned technique teaches you how to move your body more efficiently and prevent harmful habits that cause pain and stress, while exploring your mind-body connection. This course will be especially helpful for actors, dancers, athletes, office workers, and busy professionals, as well as anyone who would like to eliminate physical discomfort at work or home. Students should bring a floor mat for lying down.
CRN #20526 1 Wednesday, 7/27, 10 a.m.-noon MCC Bldg. Lowe L142
Fee: $20
Instructor: Eric Miller is certified by the American Society for the Alexander Technique and is an alumni and teaching member of the Alexander Technique Center of New England. He also teaches this course at Central Connecticut State University and the Hartt School of Music.

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 #20769 1 Saturday, 7/9, 9 a.m.-noon MCC Bldg. GPA GP137
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.

The Passion Test
We all want to lead purposeful lives, and passion is the key to attaining this goal, yet many Americans report being unhappy, unfulfilled or dissatisfied. Join us for The Passion Test® and get on track for joining the ranks of the happy and fulfilled. This program is a simple, powerful tool to help you discover your passions, gain clarity on what you want to create in your life, and learn how to stay on track with your goals and purpose in life. It is especially helpful for people in mid-life or transition, as well as for anyone seeking more meaning in their lives.
CRN #20528 1 Saturday, 6/25, 9 a.m.-1 p.m. MCC Bldg. GPA GP139
Fee: $50
Instructor: Catherine Ewing-Rinker, M.Div., M.S.W., is the founder and co-owner of Spirit Matters, a holistic healing center in Ellington. She is also the owner of Spirit Matters, a holistic healing center in Ellington. She is certified Dream Coach, certified Passion Test facilitator, psychotherapist, ordained minister of spiritual peacemaking, and Reiki master teacher.

The Perfect Union: The Emotional Freedom Technique Meets the Law of Attraction
The Law of Attraction (LOA) has garnered quite a bit of attention in recent years, with its universal principles of empowerment and attainment. The Emotional Freedom Technique (EFT) is a simple yet profound way to eliminate a variety of obstacles, including limiting beliefs, painful trauma memories, phobias, and physical pain. By using EFT to free the body and mind of its limitations, LOA can begin to work efficiently and effectively. Students will learn how to combine these two dynamic processes in order to more fully identify and attain goals and dreams.
CRN #20529 1 Saturday, 7/16, 9 a.m.-noon MCC Bldg. GPA GP139
Fee: $35
Instructor: Catherine Ewing-Rinker

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 #20479 4 Mondays, 6/6-6/27, 7-9 p.m. MCC Bldg. GPA GP214
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.

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

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<td>Oracle Certified Associate (OCA)</td>
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<td>Web Communication &amp; Design</td>
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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.

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Exam Fee: $75 (includes one free retest if student does not pass first exam) Note: This is a very competitive price.

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: Oracle Certification Associate is not an Associate’s degree, but a certification set by Oracle.

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

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

Technical Requirements for Online Courses

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

Please register no later than May 18. 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 Instructors

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

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

**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 Specialist (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 in continuous improvement and lean techniques. She teaches project management for various universities.

**Annabel Pedemonti** has run a QuickBooks consulting business for more than 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.

**Robert Thornton**, B.A., is a Certified IT Security Engineer, Certified IT Instructor (CIT), and a Certified Internet Webmaster (CIW). He has more than 17 years’ experience as an IT instructor and developer.

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

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

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

**INTRODUCTION**

**Computer Boot Camp**

Don’t get left behind in the technology revolution! It is never too late to learn, and this course will acquaint you with the computer terminology and devices that help manage your information today. Gain insight into computer hardware and the Microsoft Windows operating system. Learn how to use the basic word-processing functions of the popular Microsoft Word program. You 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 #20716** 4 Tuesdays, 6/7-6/28, 6-9 p.m.  
**MCC Bldg. LRC B141**  
Fee: $195  
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.

**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 #20735** 2 Wednesdays, 6/8-6/15, 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 website design experience, as well as those who have used FrontPage, Expression Web, or earlier versions of Dreamweaver. Instructor provides handouts. Prerequisite: Basic Windows, keyboard, mouse and Internet skills.

**CRN #20737** 2 Mondays, 6/20-6/27, 6-9 p.m.  
**MCC Bldg. LRC B141** Fee: $95  
Instructor: **Robert Thornton**
Web Communication & Design MCC Certificate
Increase your employability with this intensive 6-week course. Learn from a Certified Internet Webmaster in this hands-on workshop, which includes creating complete web sites from scratch and uploading them live to the web. Upon completion of this course, students will be proficient in the use of Dreamweaver CS5. Web design techniques and concepts will be taught including basics through advanced page layout, proper navigation techniques, use of Cascading Style Sheets (CSS), form design, and much more. Students who successfully complete this program will be awarded the Web Communication & Design MCC Certificate and will have mastered more than the mere use of a software tool. They will have the knowledge to immediately start designing and implementing fully functional and well-designed websites. Instructor provides handouts and a USB drive with the complete course installed on it. Prerequisite: Introduction to Dreamweaver or permission of instructor or computer coordinator.
CRN #20736 6 Mondays, 7/11-8/15, 6-9 p.m. MCC Bldg. LRC B141
Fee: $295
Instructor: Robert Thornton

Adobe Flash In-Depth
Students will learn how to create and add Flash-based video and components to websites and standalone 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 create. Prerequisite: Basic Windows, keyboard and mouse skills, with some web or graphics experience.
CRN #20738 4 Wednesdays, 7/13-8/3, 6-9 p.m. MCC Bldg. LRC B141
Fee: $195
Instructor: Robert Thornton

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 website! 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 #20485 1 Wednesday, 8/10, 9 a.m.-4 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: Margaret Gordon

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 #20787 12 Wednesdays, 6/1-8/17, 6-9 p.m. MCC Bldg. LRC B142
Fee: $595
Instructor: Dorothy Weiner

Microsoft Windows Live Cloud Computing
Learn to do way 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 #20484 1 Thursday, 6/2, 9 a.m.-4 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: Margaret Gordon

Microsoft Office 2007 & 2010 MCC Certificate
Increase your employability with this intensive 12-week course and receive your choice of an Office 2007 or 2010 MCC Certificate upon completion. 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 the internationally recognized Microsoft Office Specialist Exam at our Microsoft-approved MCC testing center. Required text: To be determined. Prerequisite: Basic Windows, keyboard and mouse skills with some exposure to Microsoft Office helpful.
CRN #20788 12 Wednesdays, 6/1-8/17, 6-9 p.m. MCC Bldg. LRC B142
Fee: $595
Instructor: Dorothy Weiner

Outlook 2010 Certification
Prepare for the Microsoft Office Specialist exam 77-884 for Outlook 2010 MOS certification. Some of the skills taught in this certification 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). Instructor provides handouts. Prerequisite: Introduction to Outlook 2007 or 2010, or permission of instructor.
CRN #20734 2 Wednesdays, 7/20-7/27, 9 a.m.-4 p.m. MCC Bldg. LRC B142 Fee: $195
Instructor: Margaret Gordon

New Technology Courses Listed on pages 36-44
Visit the web site at www.ed2go.com/manchcc

Want to take a class online? See the Online Academy

See Exam Schedule and Information on page 10.
PowerPoint 2007 & 2010 Introduction
PowerPoint 2007 and 2010 are notable for their 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 #20730 1 Tuesday, 6/7, 9 a.m.-4 p.m. MCC Bldg. LRC B141
Fee: $95
Instructor: Dorothy Weiner

PowerPoint 2007 & 2010 Certification
Prepare for the Microsoft Office Specialist Exam for PowerPoint MOS certification. Some of the skills taught in this certification course are: create and modify SmartArt diagrams, customize slide masters, add elements to slide masters, add and link existing content to presentations, apply, customize, modify, and remove animations, insert illustrations and shapes, insert and modify charts, insert and modify tables, secure, share and protect presentations; prepare printed materials and rehearse presentation delivery. Instructor provides handouts. Prerequisite: Introduction to PowerPoint 2007 & 2010, or permission of instructor or computer coordinator.
CRN #20744 2 Tuesdays, 6/14-6/21, 9 a.m.-4 p.m.
MCC Bldg. LRC B141 Fee: $195
Instructor: Dorothy Weiner

See Exam Schedule and Information on page 10.

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. Learn how to 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 May 18. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #20748 6/1-7/12, Online Course Fee: $195
Instructor: Vanda Marques

See Technical Requirements on page 10.

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. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #20717 1 Friday, 6/3, 9 a.m.-4 p.m. MCC Bldg. LRC B142
CRN #20718 2 Mondays, 8/1-8/8, 6-9 p.m. MCC Bldg. LRC B142
Fee: $95
Instructors: CRN #20717: Dorothy Weiner;
CRN #20718: Kristin Violette

Word 2007 & 2010 Certification
Prepare for the Microsoft Office Specialist exam for Word MOS certification. Learn basic concepts, 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. Instructor provides handouts. Prerequisite: Introduction to Word 2007 or 2010, or permission of instructor or computer coordinator.
CRN #20741 2 Mondays, 6/13-6/20, 9 a.m.-4 p.m.
MCC Bldg. LRC B142 Fee: $195
Instructor: Dorothy Weiner

See Exam Schedule and Information on page 10.

QuickBooks In-Depth
Please note: Due to student demand for more comprehensive training on QuickBooks, we have combined our QuickBooks Introduction and QuickBooks Intermediate courses into this four-session course. Students will learn how to set up a QuickBooks company; enter account opening balances; create and customize company lists; set up inventory; and sell products. Students will 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 #20784 4 Thursdays, 7/14-8/4, 6-9 p.m. MCC Bldg. LRC B141
Fee: $195
Instructor: Annabel Pedemonti

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 workbooks, print, and create charts. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #20723 1 Thursday, 6/9, 9 a.m.-4 p.m. MCC Bldg. LRC B141
CRN #20724 2 Tuesdays, 8/2-8/9, 6-9 p.m. MCC Bldg. LRC B141
Fee: $95
Instructors: CRN #20723: Margaret Gordon;
CRN #20724: Kristen Violette

Excel 2007 & 2010 Certification
Prepare for the Microsoft Office Specialist exam for Excel MOS certification. We will review basic concepts; create and modify formulas; summarize data by using a formula; ensure data integrity; summarize data by using subtotals; look up data by using a formula; use conditional logic in a formula; apply conditional formatting; sort and filter data; protect and share workbooks; prepare workbooks for distribution; and set print options for printing data, worksheets, and workbooks. Instructor provides handouts. Prerequisite: Introduction to Excel 2007 or 2010 or permission of instructor or computer coordinator.
CRN #20742 3 Thursdays, 6/16-6/30, 9 a.m.-4 p.m.
MCC Bldg. LRC B141 Fee: $295
Instructor: Margaret Gordon

See Exam Schedule and Information on page 10.
Oracle 11g Certified Associate (OCA) Exam Preparation
This Oracle 11g Certified Associate (OCA) exam preparation course is a 126-hour program designed to prepare students with the skills needed to work as an entry-level Oracle database administrator. The course also provides some exposure to Microsoft SQL Server Administration. This extensive program provides the knowledge and background needed to take the two Oracle Certification exams and acquire the Oracle 11g Associate Certificate. Please note that the Oracle Certified Associate is not an Associate’s degree, but a certification set by Oracle. A pre-test to determine aptitude of students will be held on Wednesday, June 1, from 9-11 a.m. in LRC B142 and will determine if students will be accepted into the program. Please note that the $200 cost of books and the $250 cost of exams are included in the cost of the course. Prerequisite: Basic Windows, keyboard and mouse skills. Familiarity with spreadsheet and/or database operation helpful.
CRN #20275 21 sessions, 10 Thursdays and 11 Saturdays, 6/4-8/20 (does not meet on 6/30 & 7/2), 9 a.m.-4 p.m. MCC Bldg. LRC B142
Fee: $2,000
Instructor: Marc Cohen
See Exam Schedule and Information on page 10.

Access 2007 & 2010 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 #20726 1 Tuesday, 6/28, 9 a.m.-4 p.m. MCC Bldg. LRC B142 (limited seating)
CRN #20727 2 Fridays, 8/5-8/12, 6-9 p.m. MCC Bldg. LRC B142
Fee: $95
Instructors: CRN #20726: Margaret Gordon; CRN #20727: Kristen Violette

Access 2007 & 2010 Certification
Prepare for the Microsoft Office Specialist exam for Access MOS certification. Learn basic concepts, techniques involved with tables, queries, forms and reports, how to split databases, find and replace data, attach and detach documents, import data, and more. Registered students are eligible for free Access 2007 software. Instructor provides handouts. Prerequisite: Introduction to Access 2007 & 2010, or permission of instructor or computer coordinator.
CRN #20743 3 Tuesdays, 7/12-7/26, 9 a.m.-4 p.m. MCC Bldg. LRC B142 Fee: $295
Instructor: Margaret Gordon
See Exam Schedule and Information on page 10.

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 #20728 1 Thursday, 6/2, 9 a.m.-4 p.m. MCC Bldg. LRC B141
Fee: $95
Instructor: Bruce Manning

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 #20795 2 Wednesdays, 7/20-7/27, 9 a.m.-4 p.m.
MCC Bldg. LRC B141 (limited seating) Fee: $195
Instructor: Bruce Manning

DIGITAL IMAGING & DESIGN

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 #20739 2 Tuesdays, 8/2-8/9, 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 #20740 2 Tuesdays, 8/16-8/23, 6-9 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: Richard Hoyer

Organizing Your Digital Photo, Audio and Video Data
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 #20732 2 Thursdays, 8/11-8/18, 6-9 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: Richard Hoyer

TROUBLESHOOTING & SECURITY

NETWORKS & OPERATING SYSTEMS

WANT MORE INFORMATION ABOUT THIS COURSE OR ANOTHER COURSE OFFERED BY MCC, VISIT THE MCC WEBSITE AT WWW.MCC.COMMNET.EDU OR CALL THE CREDIT-FREE PHONE-IN REGISTRATION LINE AT (860) 512-3232.
Incredible Edible Bouquets

You can pay up to $100 for fancy edible arrangements, but you can make your own for less than $25. You will learn to make five different styles, using fruits and vegetables, and take home a complete, large centerpiece, including chocolate-dipped pineapples—perfect and just in time for Father’s Day! A list of suggested fruits to bring to class will be sent prior to the start date. Materials fee: $7, for use of supplies and chocolate, payable to the instructor at the beginning of class.

CRN #20505 1 Saturday, 6/18, 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.

Chilled Grain Salads

A perfect addition to your summer menus! We will prepare and enjoy the following chilled grain salads: Broccoli with Cous Cous and Almonds; Three Rice Medley with Black “Forbidden” Rice, Red Bhutanese Rice, and Indonesian “Volcano” Rice; and Summer Vegetables with Peruvian Quinoa (a tiny, highly nutritious grain); as well as a Savory Tofu Salad that he can served with any of the above. Materials fee: $11, payable to instructor at the beginning of class.

CRN #20506 1 Thursday, 6/16, 6:30-8:30 p.m. MCC Bldg, Lowe L293 (South Kitchen), meet at Culinary Arts Center Fee: $55
Instructor: Ken Bergeron

Adobe Photoshop CS5 In-Depth (PC)

In this course, you’ll learn the basics of game design, including choosing a game genre, planning a game, and balancing a game and its goals. You’ll work on a Game Maker project as you learn about sprites, animation, events, actions, collisions, sound, timing, variables, and more, with no programming required. By class end, you’ll have a complete game to play at home and to share with friends. Instructor provides handouts. Prerequisites: Game Programming Introduction or permission of instructor. A small USB drive is also required.

CRN #20746 2 Saturdays, 7/9-7/16, 9 a.m.-noon MCC Bldg, LRC B141 Fee: $95
Instructor: Clay Walnum

Game Programming Intermediate

Using Visual Studio C# Expression 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 and permission of instructor. A small USB drive is also required.

CRN #20747 4 Saturdays, 7/23-8/13, 9 a.m.-noon MCC Bldg, LRC B141 Fee: $195
Instructor: Clay Walnum

Adobe Acrobat In-Depth (PC)

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 #20788 2 Mondays, 8/15-8/22, 9 a.m.-4 p.m.
MCC Bldg, LRC B141 (limited seating) Fee: $195
Instructor: Margaret Gordon

Each participant in Cuisine classes should bring an apron, potholder, knife, eating utensils, plate, and container for leftovers.
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 #20508 1 Thursday, 6/30, 6:30-8:30 p.m. MCC Bldg. Lowe L293
(South Kitchen), meet at Culinary Arts Center Fee: $55
Instructor: Ken Bergeron

Living Foods for Summer
By heating foods over 118 degrees, some vitamins and enzymes are lost. For this reason many people like to add uncooked foods, such as salads, to their menus. Some have developed a style of cooking with all raw ingredients, or “living foods.” In this demonstration of raw foods, you will learn to prepare Strawberry Watermelon Soup, Vegetable Walnut Pecan and Raisin Pate, Shredded Zucchini Noodles with Raw Meso Sauce, and Chocolate Banana Pudding. Materials fee: $11, payable to instructor at the beginning of class.
CRN #20507 1 Thursday, 7/21, 6:30-8:30 p.m. MCC Bldg. Lowe L293
(South Kitchen), meet at Culinary Arts Center Fee: $55
Instructor: Ken Bergeron

Prepare Your Own Italian Dinner Party: Buon Appetito
A series of authentic, Italian four-course meals sure to satisfy family and friends for years to come. Students should bring a chef’s knife, an apron … and an appetite! Students may also bring a bottle of wine to share and complement the dinner. Please note: you must be at least 21 years of age to bring and drink wine.
Instructor: Rebecca Brown earned a culinary certificate and 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).

Tagliatelle with Pesto
We will prepare and enjoy Bruschetta (toasted French bread with garlic, tomato, basil and oil); Tagliatelle (handcut pasta) with Pesto Sauce; Herb-crustad Pork Tenderloin with Balsamic reduction; and Homemade Gelato. Materials fee: $12, payable to instructor at the beginning of class.
CRN #20510 1 Wednesday, 6/8, 6-9 p.m. MCC Bldg. GPA GP213
Fee: $50

Lasagna with Bechamel
We will prepare and enjoy Caprese Skewers (mozzarella, tomatoes, and basil) with Balsamic Reduction; Farro (a type of Italian grain), Sausage and Vegetable Soup; Béchamel Lasagna (béchamel is a white sauce, heavy on the Parmesan cheese, that Italians use for lasagna instead of ricotta cheese); and Cappuccino Panna Cotta with chocolate whipped cream. Materials fee: $12, payable to instructor at the beginning of class.
CRN #20511 1 Wednesday, 6/15, 6-9 p.m. MCC Bldg. GPA GP213
Fee: $50

Spinach Ravioli
We will prepare and enjoy Prosciutto-wrapped Asparagus; Hand-cut Spinach Ravioli with Sage and Butter Sauce; Herb-stuffed Rabbit or Chicken; and Homemade Hazelnut Biscotti. Materials fee: $12, payable to instructor at the beginning of class.
CRN #20512 1 Wednesday, 7/20, 6-9 p.m. MCC Bldg. GPA GP213
Fee: $50

Asparagus Risotto
We will prepare and enjoy Crostini with caramelized Onions; Asparagus Risotto; Fig and Herb-stuffed Pork Chops with Apple Reduction; and Tiramisu Cheesecake Squares. Materials fee: $12, payable to instructor at the beginning of class.
CRN #20525 1 Wednesday, 7/27, 6-9 p.m. MCC Bldg. GPA GP213
Fee: $50

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 (sauteed veal, Prosciutto, and sage), followed by the primo piatto (first dish): Amatriciana (homemade tomato sauce with Pancetta and Buttuicato pasta) and secondo piatto (second dish): Chicken Parmesan (sauteed boneless chicken breasts with parmesan cheese and Prosciutto). Next up, Insalata Rustica, (arugula, pear and walnut salad). And for Dolci ... Cannolis with Homemade Cannoli Cream. Students may bring a bottle of wine to share and complement the dinner. Please note: you must be at least 21 years of age to bring and drink wine. Materials fee: $12, payable to instructor at the beginning of class.
CRN #20509 1 Wednesday, 8/3, 11 a.m.-2 p.m. MCC Bldg. GPA GP213
Fee: $50
Instructor: Rebecca Brown

Breakfast Banquet
It is commonly said that breakfast is the most important meal of the day. After taking this class, you will never again want to skip that first meal. In this hands-on class, we will take basic ingredients and turn them into a bountiful banquet of breakfast foods, including a Bacon-lattice-topped Frittata; Homemade Blueberry Buckle Coffee Cake; fruit, yogurt and granola Parfaits; and Quiche Lorraine with a homemade crust. Materials fee: $12, payable to instructor at the beginning of class.
CRN #20504 1 Wednesday, 8/10, 11 a.m.-2 p.m. MCC Bldg. GPA GP213 Fee: $50
Instructor: Rebecca Brown

www.mcc.commnet.edu
Make the Most of Your Trip to Italy
We will cover a lot of Italy in three short hours! Learn to travel between Rome, Florence, and Venice, and then learn what fabulous food, geography, galleries, museums, sites, and activities are available to you in each of these three glorious cities. Some basic communication tips and valuable web sites will also be included. If you’re planning a trip to Italy, this course will help enhance your experience. Even if you’re not, you’ll feel as if you’ve lived a little of la dolce vita!
CRN #20498 1 Thursday, 7/7, 6-9 p.m. MCC Bldg. GPA GP156
Fee: $30
Instructor: Barbara Agazzi-Poncia, fluent in both Spanish and Italian, received her graduate degree in teaching and education from the Universities of Bergamo and Brescia in Italy. She was a private tutor of Spanish for more than ten years.

Culture & History

Rock ‘n’ Roll Movies
In this course designed for both enjoyment and education, students will view and discuss six American rock ‘n’ roll films and the performers, managers and fans related to these films: Walk Hard, Almost Famous, The Runaways, This Is Spinal Tap, The Doors, and It Might Get Loud. One film will be shown per class, with discussion focusing on what rock ‘n’ roll tells us about various periods and how the music of each film relates to the values and trends of those eras.
CRN #20760 6 Mondays, 7/11-8/15, 6:30-9 p.m. MCC Bldg. V5 V151
Fee: $150
Instructor: Stephen Armstrong holds a graduate degree in history from the University of Connecticut and is Social Studies Department Supervisor for West Hartford Public Schools and adjunct professor of history at Central CT State University. He has presented workshops at the Rock ‘n’ Roll Hall of Fame in Cleveland, OH, and has widely published articles on music and social history.

Please watch for our Fall 2011 Credit-Free catalog, with a more extensive listing of Culture & History courses.

Summer 2011 Credit-Free Catalog

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). Proper athletic clothing must also be worn when working out, including shirt and footwear at all times. Please bring a combination lock to store your personal belongings during class. The instructor will review the Fitness Center’s Rules & Regulations at the first class.

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 #20473 5 Thursdays, 6/9-7/7, 6-7:30 p.m. MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $90 (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 #20478 5 Thursdays, 7/28-8/25 6-7:30 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $90 (per person)
Instructor: Beverly Burton

Latin Salsa Dance and Other Tropical Rhythms
If you got excited about the TV contest, “Dancing with the Stars,” and wished that you were a part of it, or if your desire is to become a potential dance competitor in “So, You Think You Can Dance?” then this is the class for you. You will learn how to master sensual and hot Latin rhythms, such as salsa and bachata. Students will also be introduced to other Caribbean rhythms, such as cha-cha, merengue, and cumbia.
CRN #20471 6 Wednesdays, 7/6-8/10, 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 #20472 6 Wednesdays, 7/6-8/10, 7:30-8:30 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $80
Instructor: Oswaldo Tirano

Summer 2011 Credit-Free Catalog
**Dance**

**Tune Your Belly Dance Moves**

You’ve had fun as a beginner in our Belly Dance classes. But now what? If you’re looking for further Belly Dance instruction, then look no further. Using concepts and skills taught in the beginner’s course, this course will fine tune several basic dance moves into dance phrases—an essential tool for choreography and music interpretation. One session will devoted to the use of props. Open to anyone who has previously completed *Middle Eastern Belly Dance for Beginners* or has equivalent dance experience. Participants must be at least 16 years of age. Appropriate exercise or dance clothing (sweats, leotards, t-shirts and gym shorts, etc.) and footwear (jazz shoes, ballet slippers or socks) must be worn. Please bring a combination lock to store your personal belongings during class.

*CRN #20758 4 Tuesdays, 6/7-6/28, 6:30-8:30 p.m. MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $65*

Instructor: **Tony Leshinskis** (Hijara) has performed Middle Eastern dance since 1989 and is a founding member of Desert Moon Dancers, Connecticut’s outstanding Middle Eastern dance troupe. He has taught Middle Eastern dance classes through several adult education programs since 1998, and has taught at MCC since 2001.

**Drama**

**Introduction to Acting**

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 #20757 6 Wednesdays, 6/8-7/13, 7-9 p.m. MCC Bldg. AST E113 (Auditorium Backstage) Fee: $160*

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.

**The Art of Voice-Overs**

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

*CRN #20483 6 Thursdays, 6/9-7/14, 7-9 p.m. MCC Bldg. Lowe L142 Fee: $120*

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

Please watch for our Fall 2011 Credit-Free catalog, with a more extensive listing of Drama courses.
Preparing to Take the Accuplacer Exam?
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: 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 #20781 2 Tuesdays & 1 Thursday, 6/21, 6/23 & 6/28, 6-8 p.m.
MCC Bldg. GPA GP214 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.

Accuplacer Exam Preparation: English

CRN #20790 2 Tuesdays & 1 Thursday, 7/12, 7/14 & 7/19, 6-8 p.m.
MCC Bldg. GPA GP214 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.

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 #20775 3 Mondays, 6/6-6/20, 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, college students considering a career in education or special education, and anyone interested in the field of special education. Learn about special needs children, 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 #20776 3 sessions, Monday, Wednesday & Friday, 8/1-8/5, 6-9 p.m. MCC Bldg. AST C210 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.

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.

Want to take a class online?
See the Online Academy courses listed on pages 36-44 or visit the web site at www.ed2go.com/manchcc

Summer 2011 Credit-Free Catalog
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 #20753 6 Wednesdays, 6/8-7/13, 6-8 p.m. MCC Bldg. GPA GP120
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 #20486 6 Wednesdays, 7/20-8/24, 6-8 p.m.
MCC Bldg. GPA GP214 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 #20674 6 Tuesdays, 6/21-7/26, 6:30-8:30 p.m.
MCC Bldg. GPA GP156 Fee: $75
Instructor: Amy Hanover

Build Expressions and Idioms
Come “have a blast” as we study dozens of popular expressions and idioms, used by practically every native-born American. Many common situations will be covered, including vacations, restaurants, movies, and parties. We will focus on which idioms are appropriate in which situations and how to speak them like a native. Handouts are provided by the instructor.
CRN #20675 4 Tuesdays, 8/2-8/23, 6:30-8:30 p.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 #20487 12 sessions, Mondays & Wednesdays, 6/13-7/25 (does not meet 7/4), 6:30-8:30 p.m.
MCC Bldg. GPA GP139 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.

Reading about the World
Improve your reading level and vocabulary. This course is designed for intermediate to advanced ESL students. Various texts from around the globe on different legends, cultures, customs, and historic events will be discussed, while students improve their reading and vocabulary skills. Exercises in advanced grammar and some sentence writing will enhance the overall learning. Take your ESL skills to a higher level and learn about the world at the same time! Required textbook: What a World 3: Amazing Stories from Around the Globe (ISBN 0130484652), Broukal, available at MCC Bookstore for approximately $30.
CRN #20488 7 Thursdays, 6/16-7/28, 6:30-8:30 p.m.
MCC Bldg. GPA GP139 Fee: $125
Instructor: Ricardo Canal

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.
Family, Finance & Consumer Issues

Mortgages and the Home Buying Process
This class is intended for those who are considering purchasing their first home, as well as those who are repeat buyers interested in the most up-to-date information regarding the mortgage industry. Participants will gain knowledge on the following topics: 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 #20691 1 Monday, 6/20, 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.

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 #20492 1 Monday, 6/27, 7-9:30 p.m. MCC Bldg. GPA GP142
Fee: $20
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.

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 #20768 1 Thursday, 7/7, 6-8 p.m. MCC Bldg. GPA GP138 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.

Coping with Market Uncertainty
The Dow has been experiencing wild fluctuations, due to national and international instability and global crises. How long will these fluctuations last? What do you do: buy, sell or hold? Will inflation make a comeback? Whether you are in your 40s, 50s, 60s, or 70s, find out how you can emotionally and financially survive this market and meet your goals.

CRN #20765 1 Thursday, 7/14, 6-8 p.m. MCC Bldg. GPA GP138
Fee: $20
Instructor: Jan Johnson

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

CRN #20490 1 Tuesday, 7/19, 6:30-8 p.m. MCC Bldg. GPA GP139
Fee: $15
Instructor: Paul Czepiga is a practicing attorney with Czepiga & Daly LLC of Newington, and other staff attorneys.

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 #20491 1 Tuesday, 7/26, 6:30-8 p.m. MCC Bldg. GPA GP139
Fee: $15
Instructor: Paul Czepiga; and other staff attorneys
**Zumba® Fitness**
The Zumba® fitness program fuses hypnotic musical rhythms and tantalizing moves to create a dynamic workout system designed to be fun and easy. The program features interval training techniques whereby fast and slow rhythms and resistance training are combined to tone and sculpt your body while burning fat. Add some Latin flavor and international zest to this cardiovascular workout and you’ll experience an absolute blast in each exhilarating hour that will engage and captivate you for life! Please note: all students must complete and bring to the first class a Physical Activity Readiness Questionnaire (PAR-Q) form, available on MCC’s Form Depot under Continuing Education: www.mcc.commnet.edu/students/depot/PAR-Q.pdf. You will not be allowed to participate in this course until the instructor has your form. Should medical clearance by your physician be necessary, you will need to consult and obtain permission from your physician prior to attending the first class.

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

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

**Running Well**
Learn to use the physiology of running to assess and achieve optimal running form. Topics include appropriate running shoes and apparel, running program design, and running technique analysis and injury prevention. Please note: A portion of the course includes a running practicum. This course is approved for continuing education credits (through the World Instructor Training School) for certified Personal Trainers. You must wear appropriate workout clothes and non-marking athletic shoes. Please bring a combination lock in order to store your personal belongings.

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**Instructor:** 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).
Cardio Kick-Boxing Workout
Take the excitement, music and energy of an aerobics program and learn self-defense techniques in an action-packed workout. No prior experience needed; participants of any level can attend any class. The usual routine begins with warm-ups and stretching before the cardiovascular segment, when you’ll do basic punching and kicking moves to increase your heart rate. Then, spend time working with wave masters (a type of punching bag), and conclude your workout with some abdominal work and cool-down exercises. Because these are continuous classes, beginning students follow along with the routine and learn from watching the instructor and other more experienced students. There is no person-to-person contact. No uniform is required. Please wear appropriate workout clothes. Students must be at least 16 years old. Equipment fee: $5, payable to instructor at first class. Classes meet at the Academy of Martial Arts & Personal Development, 440 Oakland Street, Manchester.
Instructors: Malee Khow; and other Academy instructors
CRN #20708 8 sessions, Mondays & Wednesdays, 6/6-6/29, 7-8 p.m.
CRN #20709 8 sessions, Tuesdays & Thursday, 6/7-6/30, 9:30-10:30 a.m.
CRN #20710 8 sessions, Tuesdays & Thursdays, 6/7-6/30, 6-7 p.m.
CRN #20711 8 sessions, Tuesdays & Thursdays, 7/5-7/28, 9:30-10:30 a.m.
CRN #20712 8 sessions, Tuesdays & Thursdays, 7/5-7/28, 6-7 p.m.
CRN #20713 8 sessions, Mondays & Wednesdays, 7/6-8/1
begins on a Wednesday), 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 #20699 16 sessions - Choose from any combination of the following schedules:
• Mondays & Wednesdays, 6/6-7/27 (begins on a Wednesday; does not meet 7/4), 7:30-8:30 p.m.
• Tuesdays & Thursdays, 6/2-7/26 (begins on a Thursday), 5:30-6:30 p.m.
• Saturdays, 6/4-7/23 (does not meet 7/2), 9-10 a.m.
CRN #20700 16 sessions, Mondays & Wednesdays, 7/5-8/26, 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, a multiple gold winner in international competitions, and was Team Manager for the U.S. Wushu Team at the 2008 Summer Olympics in Beijing.

Self-Defense despite Size or Strength: The Power of Hapkido
If you’ve ever seen a Steven Seagal movie, then you’ve seen Hapkido in action. The hallmark of Hapkido is being able to defend yourself against larger and stronger adversaries. This style aspect makes for an excellent choice for women, in particular. Burn calories, build muscles, develop coordination and confidence, relieve stress, and promote your general health, while having fun and learning to defend yourself and your loved ones. This coed course for adults 18-50 years of age requires no prior experience. Students join continuously running classes, so beginners follow along with more experienced students. Course fee includes a martial arts uniform. Classes meet at the Academy of Martial Arts & Personal Development, 440 Oakland Street, Manchester.
CRN #20698 8 sessions, Mondays & Wednesdays, 6/6-6/29, 7-8:30 p.m.
Fee: $55
Instructors: Joel S. Waldron; and other Academy instructors

Connecticut Basic Boating
This four-session, ten-hour course, taught by volunteers or employees of the Connecticut DEP Boating Division, provides a diploma as partial fulfillment of the requirements for the Connecticut Certificate of Personal Watercraft, which includes the Safe Boating Certificate. Upon successful completion of the course, the student can mail or deliver the diploma to any State DEP office, and combined with an application for certificate and appropriate fee, qualifies the student to obtain the Certificate of Personal Watercraft/Safe Boating. Students must attend all classes to qualify. The Certificate is a one-time, lifetime certification.
CRN #20754 4 sessions, Mondays & Wednesdays, 6/6-6/15, 7-9:30 p.m. MCC Bldg. Lowe L240
CRN #20755 4 sessions, Mondays & Wednesdays, 7/11-7/20, 7-9:30 p.m. MCC Bldg. Lowe L240
CRN #20756 4 sessions, Mondays & Wednesdays, 8/15-8/24, 7-9:30 p.m. MCC Bldg. Lowe L240
Fee: $20
Instructors: Department of Environmental Protection, Office of Boating staff

OPTION 1
This four-session, ten-hour course, taught by volunteers or employees of the Connecticut DEP Boating Division, provides a diploma as partial fulfillment of the requirements for the Connecticut Certificate of Personal Watercraft, which includes the Safe Boating Certificate. Upon successful completion of the course, the student can mail or deliver the diploma to any State DEP office, and combined with an application for certificate and appropriate fee, qualifies the student to obtain the Certificate of Personal Watercraft/Safe Boating. Students must attend all classes to qualify. The Certificate is a one-time, lifetime certification.
CRN #20754 4 sessions, Mondays & Wednesdays, 6/6-6/15, 7-9:30 p.m. MCC Bldg. Lowe L240
CRN #20755 4 sessions, Mondays & Wednesdays, 7/11-7/20, 7-9:30 p.m. MCC Bldg. Lowe L240
CRN #20756 4 sessions, Mondays & Wednesdays, 8/15-8/24, 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 #20460 1 Saturday, 6/18, 8:30 a.m.-4:30 p.m. MCC Bldg. Lowe L240
CRN #20461 1 Saturday, 7/9, 8:30 a.m.-4:30 p.m. MCC Bldg. Lowe L240
CRN #20462 1 Saturday, 8/6, 8:30 a.m.-4:30 p.m. MCC Bldg. AST E202
Fee: $95
Instructors: Professional Marine Education staff
Gardening

Composting
By choosing to compost, reuse and recycle, we save money and reduce our contributions to landfills. Indoor and outdoor composting, and all of the different methods of composting, will be discussed. Through discussion and hands-on demonstration, you will learn why composting is important to gardening, what ingredients can be composted, and how this process can also help houseplants. All levels of gardening ability and interest are welcome. The course will be held rain or shine at MCC’s Community Garden; shelter is available if necessary.
CRN #20514 1 Thursday, 6/2, 6-8 p.m. MCC Community Garden
Fee: $25
Instructor: Bettrylou Sandy is the owner of Bettylou’s Gardening in Manchester and has offered gardening and landscaping seminars throughout Connecticut and Rhode Island since 1987. She is also an accredited land care professional through Northeast Organic Farmers Association (NOFA) and on the board of directors for the CT Community Gardening Association and NOFA.

Drainage Solutions and Water Retention in the Garden
Learn to save and use rain water through effective drainage. Whether your garden is on a hillside or on even ground, it is important to capture and use available rain water, rather than allowing it to run off and erode the soil. We will discuss the use of berms, swales, French drains, Victorian edging, and other forms of water collection to direct and retain rain water. Using gutters as a water source can also be an efficient way to redirect water for garden use. Achieve low maintenance gardening by learning to implement water solutions for your plants and drainage. Best suited for the intermediate or advanced gardener level. The course will be held rain or shine at MCC’s Community Garden; shelter is available if necessary.
CRN #20513 1 Thursday, 6/9, 6-8 p.m. MCC Community Garden
Fee: $25
Instructor: Bettrylou Sandy

Building Framed Raised Beds
There is nothing like fresh fruits and vegetables from your own garden for better flavor and nutrition. Framed raised beds provide more space for roots to grow and allow closer planting of crops for a better yield and easier care. We will learn how to construct and maintain these beds right in MCC’s own community garden. All levels of experience are welcome. Please bring work gloves. The course will be held rain or shine at MCC’s Community Garden; shelter is available if necessary.
CRN #20515 1 Thursday, 6/16, 6-8:30 p.m. MCC Community Garden
Fee: $30
Instructor: Bettrylou Sandy

Garden Problem Solving, Organically
In the middle of the growing season, problems always arise. Too much rain, too little rain, mold, mildew, bugs, animal damage, floppy plants, and flowers that are not blooming can bother the best of gardeners. Be it flowers, vegetables, shrubs or lawns, you’ll receive answers to all your questions and organic tips for solutions in this informative discussion and hands-on demonstration for addressing your specific needs. All gardener levels are welcome. The course will be held rain or shine at MCC’s Community Garden; shelter is available if necessary.
CRN #20519 1 Thursday, 6/30, 6-8 p.m. MCC Community Garden
Fee: $25
Instructor: Bettrylou Sandy

Pruning Vegetables and Flowers for Better Yields
Improve your production of vegetables and flower blossoms by removing excess vines and plant stems, and knowing the best time and where on the plant to prune. Classroom discussion and hands-on demonstration of techniques will focus on a variety of plants. You will see the difference that pruning makes by the increased beauty and production of your garden. All gardener levels are welcome. The course will be held rain or shine at MCC’s Community Garden; shelter is available if necessary.
CRN #20518 1 Thursday, 7/7, 6-8 p.m. MCC Community Garden
Fee: $25
Instructor: Bettrylou Sandy

Organic Vegetables in Containers and Small Spaces
Would you like to grow your own vegetables but aren’t sure if you have enough room in your yard? Do you only have a deck or balcony? Good news! You can grow many wonderful vegetables, such as tomatoes, cucumbers, squash, string beans, and peas, in small spaces. This course will cover the variety of containers and styles for growing your own food within limited space. Handouts will help you to continue your progress through the growing season. The course will be held rain or shine at MCC’s Community Garden; shelter is available if necessary.
CRN #20516 1 Thursday, 7/21, 6-8 p.m. MCC Community Garden
Fee: $25
Instructor: Bettrylou Sandy

Cold Weather Crops and Season Extenders
Vegetables can be grown beyond September and before May! Learn some tricks to extend your season at both ends of the growing year. Harvest vegetables into November, and then use the same principles in the spring to start sooner. Topics will include row covers, cold frames, sheeting, and mini-hot-houses (using plastic bottles). For students with some vegetable gardening experience. The course will be held rain or shine at MCC’s Community Garden; shelter is available if necessary.
CRN #20517 1 Thursday, 8/4, 6-8 p.m. MCC Community Garden
Fee: $25
Instructor: Bettrylou Sandy

Bettrylou Sandy in the MCC Community Garden

Please see Campus Map on Page 35 for the location of the MCC Community Garden.
Introduction to Geothermal Heating and Cooling
What is geothermal heating and cooling? Learn the basic fundamental principles in geothermal design as it pertains to a new or existing building. The class will also explore the history of geothermal heating and cooling from its early history to 1993, when the Environmental Protection Agency rated geothermal as “the most energy-efficient, environmentally clean, and cost-effective space-conditioning system,” to its applications today.

CRN #20772 3 Fridays, 6/10-6/24, 6-9 p.m. MCC Bldg. GPA GP137
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.

Solar Thermal and Solar Photovoltaic (PV)
Applications: Are They For Me?
We’ll explore how solar radiation and sunlight work to create energy for your home or business, and the technology involved in this research, development, and practical application. We’ll consider why solar thermal energy is mandated by law in several countries and states, what the financial incentives are, your return on investment and tax credits, and what it means for the quality of your life.

CRN #20773 3 Fridays, 7/8-7/22, 6-9 p.m. MCC Bldg. GPA GP137
Fee: $120
Instructor: Peter Governale

Languages

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

CRN #20494 6 Wednesdays, 6/22-7/27, 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.

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 9781567654762), Wasserman, available at MCC Bookstore, for approximately $13.

CRN #20497 6 Tuesdays, 7/12-8/16, 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.

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 #20495 6 Thursdays, 6/9-7/14, 6-8 p.m. MCC Bldg. GPA GP143
Fee: $140
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.

Accelerated Italian for the Traveler
Enhance your next trip to Bella Italia! This accelerated course will teach you practical Italian that you can use immediately for travel to Italy, including how to make reservations, order meals, and ask directions. These lessons will also build a foundation for basic conversational Italian. Students will learn how to speak the words and phrases, while referring to handouts that are provided by the instructor, and which you can bring with you on your next trip.

CRN #20499 4 Thursdays, 6/9-6/30, 6:30-8:30 p.m.
MCC Bldg. GPA GP136 Fee: $80
Instructor: Barbara Agazzi-Poncia, fluent in both Spanish and Italian, received her graduate degree in teaching and education from the Universities of Bergamo and Brescia in Italy. She was a private tutor of Spanish for more than ten years.

Please watch for our Fall 2011 Credit-Free catalog, with a more extensive listing of Green Technology & Sustainability courses.
Languages

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 #20496 6 Thursdays, 7/21-8/25, 6-8 p.m. MCC Bldg. GPA GP143
Fee: $140
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: German the Fast and Fun Way (ISBN 9780764102165), Barron’s, available at MCC Bookstore for approximately $18.
CRN #20500 6 Tuesdays, 6/7-7/12, 7-9 p.m. MCC Bldg. GPA GP143
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): German the Fast and Fun Way (ISBN 9780764102165), Barron’s, available at MCC Bookstore for approximately $18.
CRN #20501 6 Tuesdays, 7/19-8/23, 7-9 p.m. MCC Bldg. GPA GP143
Fee: $140
Instructor: Elizabeth Baumbach

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 #20493 8 Tuesdays, 6/7-7/26, 7-9 p.m. MCC Bldg. GPA GP136
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 #20502 8 Wednesdays, 6/8-7/27, 7-9 p.m. MCC Bldg. GPA GP156
Fee: $130
Instructor: Rima Martin

Instructor Spotlight on...

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.

Languages

Instructor Spotlight on...

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.
**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 #20476** 6 Wednesdays, 6/8-7/13, 7:15-8:15 p.m.  
**MCC Bldg. V2 V118** 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 #20477** 6 Wednesdays, 6/8-7/13, 8:30-9:30 p.m.  
**MCC Bldg. V2 V118** Fee: $90  
**Instructor:** Don Donegan

**Beginning Guitar**  
By learning five easy chords and two strumming techniques, you can play dozens of familiar tunes in folk, rock, county, 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 #20474** 6 Mondays, 6/6-7/18 (does not meet 7/4), 7:30-9 p.m.  
**MCC Bldg. GPA GP138** 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 #20480** 6 Mondays, 6/13-7/25 (does not meet 7/4), 7-8:30 p.m.  
**MCC Bldg. GPA GP143** Fee: $130  
**Instructor:** David Giardina performs professionally in many musical styles and has taught guitar privately for more than 20 years.

**Playing the Five-String Banjo**  
Have you ever dreamed of picking out a bluegrass tune on the banjo? This introductory course is for those who want to learn how to play this fascinating instrument—the 5-string banjo. The emphasis will be on Scruggs-style playing and bluegrass music, but will also provide a basis for old-time music and melodic-style playing as well. The music will be taught using tablature, which conveys the right-hand movement and left-hand placement more effectively for banjo playing. Participants are expected to bring their own instruments to class. Required text: Mel Bay’s Complete Bluegrass Banjo Method (ISBN 978071668790), available at MCC Bookstore.  
**CRN #20464** 6 Mondays, 6/6-7/18 (does not meet 7/4), 7-9 p.m.  
**MCC Bldg. V2 V118** Fee: $99  
**Instructor:** James Hammitt presents workshops in banjo and guitar playing and guitar repair for Song-a-Day Music Center. He also gives private lessons in banjo, guitar, mandolin, and violin. In addition, he 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 9781609743888), available at MCC Bookstore.  
**CRN #20465** 4 Mondays, 7/25-8/15, 7-9 p.m.  
**MCC Bldg. V2 V118** Fee: $65  
**Instructor:** James Hammitt
Music

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 0882846167), available at MCC Bookstore for approximately $10.
CRN #20475 6 Tuesdays, 7/5-8/9, 7-9 p.m. 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.

African Drumming and 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, African, swing, folk, and funk songs. You’ll take home practical methods and ideas for playing the djembe, asiko, 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 #20764 1 Friday, 6/3, 7-9:30 p.m. MCC Bldg. V3 V131
Fee: $35
Instructor: For more than twelve 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.

The Golden Age of Broadway Musicals
The post-World War II musicals of the late 1940s through the mid-1960s are considered to be Broadway musicals at their best. These classics still resonate with audiences today in revivals that continue to attract and delight fans, both young and old. The combined creativity of the top composers, lyricists, directors, producers, and of course, the top stage performers, came together in a memorable parade of musicals. Which ones have you seen or missed? We’ll look and listen to the “golden” shows and identify what made them artistic and financial successes, as well as thriving survivors into the 21st century.
CRN #20759 3 Tuesdays, 6/14-6/28, 6:30-8:30 p.m. MCC Bldg. GPA GP137
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.

Noon Institute

The Life and Times of Mary Todd Lincoln
Of all the First Ladies in American History, Mary Todd Lincoln is one of the most criticized and probably least admired. Does she deserve to be? What was she really like? How did she support and undermine her husband in his role as president during the Civil War? We’ll look at her strengths and weaknesses, her successes and failures, and the tragedies that she faced throughout her lifetime.
CRN #20750 1 Friday, 6/10, 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.

Edible Landscapes
Concerned about the availability of healthy food? Want to grow your own? Don’t have a lot of available gardening space? No problem! Learn how to cultivate an edible landscape around your home. It will be both beautiful and delicious. We will discuss various ways to transform your current perennials, shrubs and trees into an edible landscape of perennial vegetables, fruit-bearing shrubs, and fruit trees.
CRN #20751 1 Friday, 6/17, 11:30 a.m.-1 p.m. MCC Bldg. AST E202
Fee: $5
Instructor: Bettylou Sandy is the owner of Bettylou’s Gardening in Manchester and has offered gardening and landscaping seminars throughout Connecticut and Rhode Island since 1987. She is also an accredited land care professional through Northeast Organic Farmers Association (NOFA) and on the board of directors for the CT Community Gardening Association and NOFA.

Of Similar Interest
• Rock ‘n’ Roll Movies on page 17
Connecticut’s Native Americans
Who are the Native Americans of Connecticut? This course will identify those tribes that may—or may not be—familiar to area residents. Each tribal group’s origin, lifestyle, culture, language, and beliefs will be examined in both their pre- and post- “white settlement” period, right up to their current tribal status at the state and federal level. We’ll also compare and contrast these groups with other New England and North American tribes.

CRN #20800 1 Friday, 6/24, 11:30-1 p.m. MCC Bldg. AST E202 Fee: $5
Instructor: Barbara King

Please watch for our Fall 2011 Credit-Free catalog, with a more extensive listing of Noon Institute courses.

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 #20771 3 Thursdays, 7/7-7/21, 7-9 p.m. MCC Bldg. GPA GP137 Fee: $50
Instructor: Peter Glass is a professional, corporate, editorial, portrait, industrial, and commercial photographer, and a specialist in stock photography. Samples of his work can be viewed at: www.stockpeterglass.com.

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 #20682 2 Tuesdays, 6/7-6/14, 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. 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 #20683 2 Tuesdays, 6/21-6/28, 6-9 p.m. MCC Bldg. LRC B142 Fee: $95
Instructor: Richard Hoyer

Digital Camera RAW: Manipulation through Layers
This course will examine the pros and cons of Camera RAW and how it relates to the overall photo editing process. Students will use photo editing software in their exploration of the Camera RAW format; work with different kinds of layers, 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 #20681 2 Thursdays, 6/2-6/9, 6-9 p.m. MCC Bldg. LRC B141 Fee: $95
Instructor: Carmine Filloramo has more than 30 years of experience in the photography business. He has worked as a newspaper photographer and a photographic consultant for Aetna, Inc. in Hartford.

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

CRN #20678 2 Fridays, 6/17-6/24, 6-9 p.m. MCC Bldg. AST D211 Fee: $99
Instructor: Richard Hoyer
Photography

Advanced Techniques for Digital Photography Series
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. Ongoing modules will be developed and offered in future Credit-Free terms.

Instructor: Richard Hoyer

Advanced Digital SLR
This class is designed for students who wish to build upon their existing knowledge and experience with Photoshop and their digital SLR camera. We will concentrate on advanced topics relating to photography with digital SLRs and improving images with Adobe Photoshop CS3. Our camera work will focus on exposure and image quality-control in a variety of challenging lighting situations, including creative use of both on- and off-camera flash units. In the digital lab we will be using Adobe Photoshop CS3 to explore the many subtleties and nuances of the digital imaging workflow, while delving into topics such as tricky color correction of problem images, advanced masking techniques, combining multiple images for contrast control or creative effect, nondestructive editing, and elements of Adobe Camera RAW. You must bring your digital SLR camera to class. Prerequisite: Using Your Digital SLR is highly recommended.

CRN #20679 1 Friday, 7/8, 6-9 p.m. MCC Bldg. AST D211 Fee: $50

Experiment with Filters
This class will explore experimental uses of Photoshop and an array of filters and techniques to take digital photographs and manipulate them to mimic the styles of the great visual artists. Using Photoshop you will learn how to create an “original” van Gogh, Vermeer, Edward Weston, or Andy Warhol, among others. In addition, you will learn how to simulate classic camera and darkroom techniques and special effects, such as selective focus, motion blur, special lens and filter effects, toning and coloring, solarization, and posterization. You do not have to be a Photoshop expert to learn how to create these effects!

CRN #20677 1 Friday, 7/15, 6-9 p.m. MCC Bldg. AST D211 Fee: $50

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

CRN #20680 8 Saturdays, 6/11-8/6 (does not meet 7/2), 9-11 a.m. MCC Bldg. AST D212 Fee: $185

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

Of Similar Interest
• Digital Imaging & Design courses on pages 14-15
Professional Development

REAL ESTATE

Principles and Practices of Real Estate
This required course for real estate licensing provides clear explanations of modern real estate practices and a working knowledge of real estate in Connecticut. Property owners, buyers, sellers, and anyone interested in pursuing real estate careers or operations will find this course beneficial and rewarding. Students must attend at least 60 hours and pass the course with a score of 70 or higher in order to sit for the State exam. Please note that your certificate will be printed with your name as it appears on your registration form. If you choose the Saturday section of the course, please bring your lunch. Required texts: Modern Real Estate Practice (ISBN 9781427787903) and CT Real Estate Practice and Law (ISBN 9781427727824), as well as a strongly recommended text, Questions & Answers Real Estate Exam (ISBN 9781427776778), available at MCC Bookstore for approximately $90 (for all three books).

CRN #20689 16 sessions, Tuesdays & Thursdays, 6/7-7/28, 5:45-9:45 p.m. MCC Bldg. Lowe L240 Fee: $485
Instructor: 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.

Basic Appraisal Procedures
This course is required for those seeking an appraiser’s license. Appraiser Qualifications Board (AQB) approval has been granted to Hondros Learning. The course is also recognized by the Real Estate Commission for those seeking a broker’s license. It may also be of interest to real estate salespeople. We will focus on approaches to value and cover such important topics as defining the problem; collecting and selecting data; analyzing, reconciling final value opinions; communicating the appraisal; property descriptions; geographic and neighborhood characteristics; land and site considerations for highest and best use; improvements; architectural styles; and types of construction. Students must attend at least 30 hours and achieve a passing grade of 70 in order to receive a course certificate. Required text: Basic Appraisal Procedures, 2nd Edition (ISBN 9781598441109), Hondros Learning, available from MCC Bookstore, for approximately $45.

CRN #20690 9 sessions, Mondays & Wednesdays, 6/13-7/13 (does not meet 7/4), 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.”

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 #20778 1 Monday, 7/18, 6-9 p.m. MCC Bldg. Lowe L142 Fee: $40
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.

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
Series 6 Exam Preparation
Ideal for people in the banking, insurance or brokerage fields who are studying to take the employer-sponsored Series 6 exam administered by the Financial Industry Regulatory Authority (FINRA). Upon passing the Series 6 exam (not included with this course), individuals have qualifications to sell mutual funds and variable annuities. Through a series of lectures, case-study discussions and simulated testing, we will cover opening and servicing accounts; primary and secondary securities markets; tax laws and regulations relating to securities and retirement accounts; and other topics you need to know in preparation for the Series 6 exam. Please note: This course prepares students to take the Series 6 exam, but the test is offered independently and off-site. To sit for the exam, you must be sponsored by your employer.
CRN #20767 4 Wednesdays, 7/20-8/10, 6-9 p.m.
MCC Bldg. GPA GP137 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.

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 #20489 1 Saturday, 6/18, 9:30 a.m.-4 p.m. MCC Bldg. GPA GP137 Fee: $90
Instructor: Beverly Salzman, M.B.A., has 20 years of executive nonprofit experience in the greater Bridgeport area, managing small human service organizations and grant writing to various State departments, the Federal government, and local foundations. She also teaches similar courses at Housatonic Community College.

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 #20686 2 Saturdays, 8/6-8/13, 8:30 a.m.-4:30 p.m.
MCC Bldg. GPA GP215 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.

Want to take a class online?
See the Online Academy courses listed on pages 36-44 or visit the web site at www.ed2go.com/manchcc

Of Similar Interest
- EMT Training Certification on page 3
- Medical Coding classes on page 4
- Karuna Reiki: Practitioner Levels I and II on page 8
- The Emotional Freedom Technique (EFT) Level I Certificate Training on page 8
- Computer Certification courses on page 10
- STEP and SET substitute teacher prep courses on page 19
- Personal Trainer National Certification on page 22
MCC’s Business & Industry Services provides customized training to some of the most successful businesses in the region. We can help your business too, by developing and delivering training programs that center on the critical skills needed in today’s workplace. We may even be able to help your company find grant funding to reduce training costs.

We 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.

Professional Development

Determined to Succeed?

Precision Machining Training

• Comprehensive, hands-on training program for entry-level machinists or those who want to advance their skills
• Students learn on basic machine tools, including lathes, drill presses, grinders, and milling machines
• Students also produce parts from engineering drawings, make measurements using inspection tools, and are introduced to Computer Numerical Control (CNC)
• The program combines classroom training, lab experience, and internships with local manufacturing companies

* Workforce Investment Act (WIA) funding may be available for unemployed, recently downsized, or underemployed persons.

For more information please contact CT Works One-Stop at: www.ctdol.ct.us

We’re here to help you succeed. So give us a call today to find out more.
Please contact Mick Pigott in MCC’s Business & Industry Services at 860-512-2815 or mpigott@mcc.commnet.edu.
More Great Books
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, this special summer installment will meet at three-week intervals to allow time for reading and vacations. Books are available at local and online bookstores and at most libraries.

CRN #20779 3 Wednesdays, 6/15, 7/6 & 7/27, 3:30-5 p.m. MCC Bldg. AST C209 Fee: $15
Instructors: Jana Sime, Math faculty; Kimberly Hamilton-Bobrow, Michael DiRaimo, and Tanya Millner-Harlee, English faculty.

6/15 - Unbroken by Laura Hillenbrand
This novel by Hillenbrand (author of Seabiscuit) chronicles the sufferings and triumphs of Louie Zamperini, a World War II airman and POW. It is the story of a man whose unbridled spirit and dogged determination helped him to survive the brutality of the Japanese POW camps and life afterwards.
Instructors: Kim Hamilton-Bobrow and Jana Sime

7/6 - Mr. Blandings Builds His Dream House by Eric Hodgins
This lighthearted classic from 1946 wittily exposes the trials and tribulations of moving from the city to live the suburban dream. The writing has the right comic touch, the characters are well drawn, and the insights offered are still relevant in today’s age of sprawl. Mr. Blandings was made into an uproarious film in 1948 with Myrna Loy and Cary Grant. Clips of the film will be shown in class.
Instructor: Michael DiRaimo

7/27 - The Woman Warrior: Memoirs of a Girlhood Among Ghosts by Maxine Hong Kingston
In her writing, Kingston distills the dire lessons of her mother’s mesmerizing “talk-story” tales of a China where girls are worthless, tradition is exalted, and only a strong, wily woman can scratch her way upward.
Instructor: Tanya Millner-Harlee

How We Read Poems
Why do we read poems and how have we been taught to read it? Let’s look at some poems and some of the ways that scholars and academics have suggested that we explore the art form. The poets who we will sample are Edgar Allan Poe, Walt Whitman, Theodore Roethke, Robert Hayden, and Nikki Giovanni—and a few local poets to boot. Handouts will be supplied by the instructor.

CRN #20780 1 Wednesday, 7/13, 6:30-8:30 p.m.
MCC Bldg. GPA GP136 Fee: $10
Instructor: Michael DiRaimo received his M.A. from Brown University, and is professor of English at MCC, where he teaches a variety of writing and literature courses.

Minding the Muse: The Practice of Poetry—
A One-Day Workshop
This workshop is designed for poets who have taken few, if any, poetry writing workshops. Writers write, and so we will begin with a variety of poetry writing exercises, designed to model different techniques. Time will be set aside for in-class critique and support. Each student can expect to go home with the beginning of at least different poems. Students should bring a lunch and something to drink.

CRN #20482 1 Saturday, 7/23, 9 a.m.-2 p.m. MCC Bldg. GPA GP136 Fee: $50
Instructor: Elizabeth Thomas is the author of From the Front of the Classroom, a collection of poems published by Antrim House Books. She designs and teaches writing programs for schools and organizations throughout the U.S. An advocate of youth in arts, she is the founder of UpWords Poetry, a company dedicated to promoting programs for young writers.

Writing and Illustrating Children’s Books
This course provides an overview for how to write, illustrate and publish a children’s book. Topics include aesthetic and literary strategies; book design and dummy layout; illustration styles; the age appropriateness of stories; and the business of publishing. Students may bring in stories or projects that they are working on, or begin an ABC book, counting book, or the retelling of a fairy or folk tale.

CRN #20481 6 Mondays, 6/13-7/25 (does not meet 7/4), 6-8 p.m.
MCC Bldg. GPA GP136 Fee: $195
Instructor: Iris Van Rynbach earned degrees in Illustration from Parsons School of Design and the New School, and has studied Fine Arts in Paris. A published author-illustrator whose work has appeared in the New Yorker, she has written five books and illustrated eight more. Her books have received numerous awards, including The Children’s Book Council and The Social Studies Council Notable Book Award.

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SPOKEN WORD & MUSIC SERIES
Featuring acclaimed poets and musicians from New England and beyond.
Manchester Community College
GPA Community Commons, 7-9 PM
3rd Thursday of each month during the school year, September through May (except December)
Hosted by Stephen Campiglio

FREE AND OPEN TO THE PUBLIC
Web site for updated information on 2011-2012 programming:
www.mcc.commnet.edu/faculty/spoken.php

This project is funded by MCC Foundation Annual Fund

www.mcc.commnet.edu 34 Credit-Free Phone-In Registration (860) 512-3232
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

All buildings have ramps to provide easy access for people with disabilities. There are also designated parking spaces for people with disabilities.

AST  Arts, Sciences & Technology Center:
   Art Studios
   Auditorium
   Photography Labs

LRC  Learning Resource Center:
   Computer Science Labs
   Continuing Education
   Educational Technology Services
   Health Career Labs
   Library

L  Lowe Building:
   Academic Support Center
   Admissions/Registrar
   Athletics/Fitness Center
   Bookstore
   Campus Police
   Cashier
   Culinary Arts Center

GPA  Great Path Academy:
   Art Studio
   Community Commons
   Kitchen Lab

V  Village:
   Buildings V1, V2, V3, V4, V5, V6
Welcome to Online Learning!

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

Requirements:

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

Some courses may have additional requirements. Please visit our Online Instruction Center for more information:

www.ed2go.com/manchcc

How to Get Started:

Successful enrollment is achieved by following these three simple steps:

1. Register and pay for the course(s) using the registration form on page 55. 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 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.

Start Dates:

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

- June 15
- July 20
- August 17

ACCOUNTING

Accounting Fundamentals
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more. $120
CRN #20266

Accounting Fundamentals II
Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor. $120
CRN #20267

ART

Drawing for the Absolute Beginner
Gain a solid foundation in drawing and become the artist you’ve always dreamed you could be! $120
CRN #20293

BUSINESS ADMINISTRATION & MANAGEMENT

Administrative Assistant Fundamentals
Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries. $120
CRN #20264

Administrative Assistant Applications
Gain the skills and knowledge you’ll need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant. $120
CRN #20263

Fundamentals of Supervision and Management
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts. $120
CRN #20287

Fundamentals of Supervision and Management II
Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills. $120
CRN #20285

Going Green at the Workplace
Learn cost-effective ways to position your business as a responsible environmental leader in a world of green consumers and carbon-conscious regulators. $120
CRN #20589

Building Teams that Work
Learn the secrets of dynamic team building. $120
CRN #20331

Understanding the Human Resources Function
Learn to handle basic human resource functions to ensure the best possible results. $120
CRN #20664

Managing Customer Service
Become indispensable to any organization by understanding how to identify and meet customer needs. $120
CRN #20284

Help for the Helpdesk
Learn powerful customer helpdesk skills that will enable you to resolve issues quickly and effectively. $120
CRN #20451

Introduction to Business Analysis
Learn powerful techniques to improve your decision-making skills at work. $120
CRN #20657

Mastery of Business Fundamentals
Acquire practical experience in strategic planning, management, and finance without enrolling in an M.B.A. program. $120
CRN #20288

Distribution and Logistics Management
Learn how to improve your company’s distribution and logistics management activities, increase customer satisfaction, and improve operational throughput. $120
CRN #20290

Manufacturing Fundamentals
Learn the basic skills required to work in the manufacturing field. $120
CRN #20642

Manufacturing Applications
Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing. $120
CRN #20643

Project Management Fundamentals
Gain the skills you’ll need to succeed in the fast-growing field of project management. $120
CRN #20278

Project Management Applications
Experienced project manager teaches you tricks of the project management trade. $120
CRN #20276

Full course descriptions at www.ed2go.com/manchcc
Purchasing Fundamentals
Improve your company’s bottom line by mastering the fundamentals of purchasing. $120
CRN #20268

Supply Chain Management Fundamentals
Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations. $120
CRN #20291

Total Quality Fundamentals
Learn the basics of total quality management. $120
CRN #20292

Six Sigma: Total Quality Applications
Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality. $120
CRN #20279

BUSINESS PLANNING & ENTREPRENEURIAL COURSES

Creating a Successful Business Plan
Turn your business ideas into a solid plan for financing and long-term success. $120
CRN #20656

Start and Operate Your Own Home-Based Business
An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss. $120
CRN #20666

Start Your Own Small Business
Stop dreaming and learn how to start your own successful small business. $120
CRN #20669

Start Your Own Arts and Crafts Business
Learn how to start your own arts and crafts business from a professional artist. $120
CRN #20667

Start Your Own Gift Basket Business
Express your creativity in a fun and profitable way, by starting a home-based business as a gift basket designer. $120
CRN #20668

Start a Pet Sitting Business
Discover how to translate your love of animals into a fun and profitable career. $120
CRN #20665

Learn to Buy and Sell on eBay
Auction pros teach you how to work from home or earn extra income by buying and selling goods online. $120
CRN #20386

Growing Plants for Fun and Profit
An industry professional teaches you everything you need to prosper in the backyard nursery business. $120
CRN #20616

Get Paid to Travel
Learn everything you need to start your new and exciting career as a professional tour director. $120
CRN #20672

Start Your Own Consulting Practice
Find out how you can earn income by sharing your training or knowledge with others. $120
CRN #20670

Secrets of the Caterer
Learn cooking and business secrets from a professional caterer. $120
CRN #20615

Wow, What a Great Event!
Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner. $120
CRN #20265

CAREER DEVELOPMENT

Résumé Writing Workshop
Discover the secret to transforming your tired, boring résumé into a powerful tool that will get you interviews. $120
CRN #20650

Twelve Steps to a Successful Job Search
World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy. $120
CRN #20652

Get Assertive!
Find out how you can stop others from intimidating you or treating you poorly. $120
CRN #20635

Leadership
Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life. $120
CRN #20649

Making Age an Asset in Your Job Search
This course is a guide for older workers looking to make a career change, find employment opportunities, or learn strategies that give them the best chance of getting hired. $120
CRN #20651

Listen to Your Heart and Success Will Follow
Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents. $120
CRN #20639

Individual Excellence: Secrets of Career Success
Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity. $120
CRN #20286

Achieving Success with Difficult People
Learn how to have more successful relationships with difficult bosses, coworkers, students, neighbors, or relatives. $120
CRN #20328

Computers

Basic Computer Literacy
($120 per class)

Keyboarding
CRN #20345

Navigating the Internet
CRN #20384

Introduction to Windows Vista
CRN #20376

Introduction to Windows XP
CRN #20377

Intermediate Windows Vista
CRN #20378

Introduction to Linux
CRN #20397

Computer Skills for the Workplace
CRN #20346

NEW Advanced Microsoft Word 2003
CRN #20355

NEW Intermediate Microsoft Word 2003
CRN #20354

NEW Introduction to Microsoft Word 2003
CRN #20350

NEW Introduction to Microsoft Word 2007
CRN #20351

NEW What’s New in Microsoft Office 2007?
CRN #20379

NEW Introduction to Microsoft Word 2010
CRN #20352

NEW Intermediate Microsoft Word 2007
CRN #20354

NEW Intermediate Microsoft Word 2003
CRN #20353
**Online Academy**

Full course descriptions at www.ed2go.com/manchcc

| Introduction to Microsoft Excel 2010 | CRN #20363 |
| Introduction to Microsoft Excel 2007 | CRN #20365 |
| Introduction to Microsoft Excel 2003 | CRN #20364 |
| Intermediate Microsoft Excel 2007 | CRN #20371 |
| Intermediate Microsoft Excel 2003 | CRN #20370 |
| Advanced Microsoft Excel 2007 | CRN #20367 |
| Advanced Microsoft Excel 2003 | CRN #20366 |
| Introduction to Microsoft Access 2007 | CRN #20369 |
| Introduction to Microsoft Access 2003 | CRN #20368 |
| Intermediate Microsoft Access 2007 | CRN #20373 |
| Intermediate Microsoft Access 2003 | CRN #20372 |
| Introduction to Microsoft PowerPoint 2007 | CRN #20375 |
| Introduction to Microsoft PowerPoint 2003 | CRN #20374 |
| Introduction to Microsoft Project 2007 | CRN #20531 |
| Introduction to Microsoft Project 2003 | CRN #20530 |
| Introduction to Microsoft Publisher 2007 | CRN #20381 |
| Introduction to Microsoft Publisher 2003 | CRN #20380 |
| Introduction to Adobe Acrobat 9 | CRN #20455 |
| Introduction to Crystal Reports 10 | CRN #20452 |
| Introduction to Peachtree Accounting 2009 | CRN #20362 |
| Introduction to QuickBooks 2010 | CRN #20357 |
| Introduction to QuickBooks 2009 | CRN #20356 |
| QuickBooks 2010 for Contractors | CRN #20359 |
| QuickBooks 2009 for Contractors | CRN #20358 |
| Performing Payroll in QuickBooks 2010 | CRN #20361 |
| Performing Payroll in QuickBooks 2009 | CRN #20360 |
| Introduction to Microsoft Outlook 2007 | CRN #20383 |
| Introduction to Microsoft Outlook 2003 | CRN #20382 |

**Web Page Design, Graphics & Multimedia**

($120 per class)

| Web Pages | CRN #20388 |
| Introduction to Microsoft Expression Web | CRN #20533 |
| Introduction to CSS and XHTML | CRN #20448 |
| Intermediate CSS and XHTML | CRN #20449 |
| Designing Effective Web sites | CRN #20532 |
| Introduction to Dreamweaver CS5 | CRN #20419 |
| Introduction to Dreamweaver CS4 | CRN #20418 |
| Introduction to Dreamweaver CS3 | CRN #20417 |
| Intermediate Dreamweaver CS4 | CRN #20421 |
| Intermediate Dreamweaver CS3 | CRN #20420 |
| Introduction to Microsoft FrontPage 2003 | CRN #20387 |
| Achieving Top Search Engine Positions | CRN #20385 |
| Introduction to CorelDRAW X3 | CRN #20450 |
| Introduction to Dreamweaver CS5 | CRN #20423 |
| Introduction to Flash CS4 | CRN #20422 |

**Web Programming**

($120 per class)

| Ajax Programming | CRN #20396 |
| Introduction to ASP.NET | CRN #20415 |
| Introduction to Java Programming | CRN #20426 |
| Intermediate Java Programming | CRN #20427 |

**Graphic Design**

($120 per class)

| Illustrator CS4 | CRN #20432 |
| Illustrator CS3 | CRN #20431 |
| Introduction to InDesign CS5 | CRN #20430 |
| Introduction to InDesign CS4 | CRN #20429 |
| Introduction to InDesign CS3 | CRN #20428 |
| Photoshop CS5 for the Digital Photographer | CRN #20438 |
| Photoshop CS4 for the Digital Photographer | CRN #20437 |
| Photoshop CS3 for the Digital Photographer | CRN #20436 |
| Photoshop Elements 8 for the Digital Photographer | CRN #20443 |
| Photoshop Elements 7 for the Digital Photographer | CRN #20442 |
| Photoshop Elements 6.0 for the Digital Photographer | CRN #20441 |
| Photoshop CS5 for the Digital Photographer II | CRN #20444 |
| Photoshop Elements 8 for the Digital Photographer II | CRN #20447 |
| Photoshop Elements 7 for the Digital Photographer II | CRN #20446 |
| Photoshop Elements 6.0 for the Digital Photographer II | CRN #20445 |
| Creating Web Graphics with Photoshop CS3 | CRN #20416 |

**Computer Troubleshooting & Networking**

($120 per class)

| Introduction to PC Troubleshooting | CRN #20349 |
| Introduction to PC Security | CRN #20534 |
| Advanced PC Security | CRN #20348 |
| Wireless Networking | CRN #20390 |
| Introduction to Networking | CRN #20391 |
| Intermediate Networking | CRN #20389 |
Online Academy

**COURSES FOR TEACHERS**

**Teaching Preschool: A Year of Inspiring Lessons**
In this course on teaching preschoolers, you’ll learn how to come up with creative and balanced preschool lesson plans for every month of the school year. $120
**CRN #20547**

**Teaching Adult Learners**
Learn powerful techniques for reaching and motivating adult learners in today’s student-centered classroom. $120
**CRN #20548**

**An Introduction to Teaching ESL/EFL**
Learn how to be an effective English language teacher from an expert in the field. $120
**CRN #20554**

**Practical Ideas for the Adult ESL/EFL Classroom**
Learn ESL teaching strategies for fostering a more successful learning environment for your adult ESL/EFL students, as well as how to create activities that build a bridge from the classroom to the real world. $120
**CRN #20555**

**Teaching ESL/EFL Reading**
Discover practical techniques and methods for teaching reading in any ESL or EFL environment that will help you become a more confident and effective reading teacher. $120
**CRN #20557**

**Teaching ESL/EFL Vocabulary**
Discover what makes a well-balanced vocabulary course when you’re teaching ESL and how to plan one that truly meets your students’ needs. $120
**CRN #20558**

**Teaching ESL/EFL Grammar**
Learn new methods for teaching English grammar that will both engage and challenge ESL/EFL students. $120
**CRN #20556**

**Spanish in the Classroom**
Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking students and parents. $120
**CRN #20558**

**Singapore Math: Number Sense and Computational Strategies**
In this teacher training course, you’ll learn Singapore’s innovative and practical strategies for solving addition, subtraction, multiplication, and division problems. $120
**CRN #20583**

**Singapore Math Strategies: Model Drawing for Grades 1-6**
In this professional development course for teachers, you’ll get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context. $120
**CRN #20582**

**Teaching Math: Grades 4-6**
Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom. $120
**CRN #20584**

**Teaching Science: Grades 4-6**
Increase your effectiveness as a science teacher for children in fourth through sixth grades. $120
**CRN #20551**

**Solving Classroom Discipline Problems**
Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline. $120
**CRN #20559**

**Solving Classroom Discipline Problems II**
In this professional development course, you’ll get the training you need to deal effectively with serious discipline problems and help even the most challenging students you’re teaching make more responsible choices. $120
**CRN #20560**

**Empowering Students with Disabilities**
Explore common disabilities you’ll encounter in the classroom and master techniques for promoting academic, behavioral, and social skills in students with special needs. $120
**CRN #20585**

**Teaching Students with Learning Disabilities**
Learn how to successfully meet the diverse needs of the learning disabled students in your classroom. $120
**CRN #20587**

**Teaching Students with Autism: Strategies for Success**
Help your students with high-functioning autism and Asperger’s Syndrome unlock their potential in the classroom. $120
**CRN #20586**

**Survival Kit for New Teachers**
Veteran instructor shares the secrets for success in your first years of teaching. $120
**CRN #20553**

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**Certification Prep**

**($170 per class)**

- Basic CompTIA A+ Certification Prep
  **CRN #20403**

- Intermediate CompTIA A+ Certification Prep
  **CRN #20404**

- Advanced CompTIA A+ Certification Prep
  **CRN #20405**

- CompTIA Security+ Certification Prep
  **CRN #20347**

- CompTIA Network+ Certification Prep
  **CRN #20392**

- PMP Certification Prep 1
  **CRN #20269**

- PMP Certification Prep 2
  **CRN #20277**

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**Computer Programming & Database Management**

**($120 per class)**

- Introduction to Database Development
  **CRN #20393**

- Introduction to Programming
  **CRN #20398**

- Introduction to Alice 2.0 Programming
  **CRN #20411**

- Introduction to SQL
  **CRN #20394**

- Intermediate SQL
  **CRN #20395**

- Introduction to PHP and MySQL
  **CRN #20413**

- Intermediate PHP and MySQL
  **CRN #20414**

- Introduction to C++ Programming
  **CRN #20407**

- Introduction to C# Programming
  **CRN #20409**

- Intermediate C# Programming
  **CRN #20410**

- Introduction to Perl Programming
  **CRN #20412**

- Introduction to Python 2.5 Programming
  **CRN #20406**

- Introduction to Ruby Programming
  **CRN #20408**

- Introduction to Visual Basic 2008
  **CRN #20400**

- Introduction to Visual Basic 2005
  **CRN #20399**

- Intermediate Visual Basic 2008
  **CRN #20402**

- Intermediate Visual Basic 2005
  **CRN #20401**

- Creating User Requirements Documents
  **CRN #20283**

- High-Speed Project Management
  **CRN #20503**

**Full course descriptions at www.ed2go.com/manchcc**
Ready, Set, Read! A learning specialist shows you how to raise a successful reader and writer. $120

CRN #20578

The Creative Classroom Enrich your teaching talents and encourage your students’ creative thinking as you learn to turn your classroom into a creative classroom. $120

CRN #20575

Differentiated Instruction in the Classroom Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms. $120

CRN #20549

The Differentiated Instruction and Response to Intervention Connection Learn how to combine two powerful educational approaches so you can enable every student in your classroom to succeed. $120

CRN #20550

Creating the Inclusive Classroom: Strategies for Success In this professional development course for teachers, you’ll get the training you need to reach the diverse mix of students you face every day—learning proven strategies that turn diversity into opportunity. $120

CRN #20574

Teaching Writing: Grades 4-6 In this teacher-training course, you’ll learn from an experienced educator how to motivate and assist developing writers. $120

CRN #20552

Guided Reading and Writing: Strategies for Maximum Student Achievement Get the professional development training you need to improve student literacy as an accomplished teacher shares the secrets of turning guided reading strategies into opportunities for teaching writing. $120

CRN #20576

Guided Reading: Strategies for the Differentiated Classroom Learn creative ways to bring differentiated instruction and guided reading to life in your classroom. $120

CRN #20577

Response to Intervention: Reading Strategies That Work Learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need. $120

CRN #20579

Integrating Technology in the Classroom Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans. $120

CRN #20562

Teaching Smarter with SMART Boards Master the use of SMART Board and SMART Notebook technology so you can create powerful interactive lessons that capture your students’ attention. $120

CRN #20569

The Classroom Computer Learn how to use the classroom computer to increase learning and motivate students. $120

CRN #20567

Using the Internet in the Classroom Discover how you can use the Internet to make teaching easier for you and more relevant to your students. $120

CRN #20570

Creating a Classroom Web Site Learn how to create a classroom web site and how having one can make you a more effective and dynamic teacher. $120

CRN #20571

Microsoft Excel 2007 in the Classroom Learn the basics of Microsoft Excel 2007 in this professional development course for teachers, and get the training every teacher needs for using and teaching this powerful program effectively in the classroom. $120

CRN #20564

Microsoft Excel 2003 in the Classroom Discover the many ways Microsoft’s powerful mathematic and analytic tool can help you and your students. $120

CRN #20563

Microsoft PowerPoint 2007 in the Classroom In this course for teachers, you’ll learn how to motivate students and enrich lessons by bringing Microsoft PowerPoint 2007 into your classroom. $120

CRN #20573

Microsoft PowerPoint 2003 in the Classroom Motivate your students and enrich your lessons by bringing PowerPoint into your classroom. $120

CRN #20572

Microsoft Word 2007 in the Classroom Harness the power of the most popular word processing program on the market and become a more productive and creative teacher. $120

CRN #20566

Microsoft Word 2003 in the Classroom Harness the power of the most popular word processing program on the market and become a more productive and creative teacher. $120

CRN #20565

Easy Classroom Podcasting In this professional training course for teachers, you’ll learn how to make a podcast that creates a memorable learning experience for your students. $120

CRN #20561

Web 2.0: Blogs, Wikis, and Podcasts In this course, you’ll join the Web 2.0 world as you learn how to create and maintain your own blog, wiki, and podcast. $120

CRN #20568

Creating K-12 Learning Materials Increase student performance and earn extra income by converting your ideas for instructional aids into reality. $120

CRN #20580

Enhancing Language Development in Childhood Enrich the lives of children by learning fun and natural ways to help them become proficient speakers and thinkers. $120

CRN #20613

Understanding Adolescents Uncover the secrets of the adolescent mind. Gain valuable information on how they feel, how their identities develop, and how you can best meet their needs. $120

CRN #20611

Guiding Kids on the Internet Gain confidence and experience so you can help your children discover all the Internet has to offer. $120

CRN #20609

Microsoft Excel 2003 in the Classroom Discover the many ways Microsoft’s powerful mathematic and analytic tool can help you and your students. $120

CRN #20563

Microsoft PowerPoint 2007 in the Classroom In this course for teachers, you’ll learn how to motivate students and enrich lessons by bringing Microsoft PowerPoint 2007 into your classroom. $120

CRN #20573

Microsoft PowerPoint 2003 in the Classroom Motivate your students and enrich your lessons by bringing PowerPoint into your classroom. $120

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CRN #20611

Guiding Kids on the Internet Gain confidence and experience so you can help your children discover all the Internet has to offer. $120

CRN #20609

ENTERTAINMENT

Breaking Into Sitcom Writing Learn from a veteran TV comedy writer how to write professional sitcom scripts and how to break into show business. $120

CRN #20344

Music Made Easy Learn the fundamentals of music theory. Be able to read, write, and play simple music. $120

CRN #20294

Making Movies with Windows Vista Learn how to create fun, professional-quality movies using Windows Vista. $120

CRN #20424
Making Movies with Windows XP
Turn your home videos into entertaining movies that you can share with others by email, the web, CD, and DVD. $120
CRN #20425

GRANT WRITING & NONPROFIT MANAGEMENT

A to Z Grant Writing
Learn how to research and develop relationships with potential funding sources, organize grant-writing campaigns, and prepare proposals. $120
CRN #20594

Get Grants!
Learn how to develop successful, fundable grants from experts in the field. $120
CRN #20595

Advanced Grant Proposal Writing
Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. $120
CRN #20597

Writing Effective Grant Proposals
Learn to prepare grant proposals that get solid results for your favorite organization or charity. $120
CRN #20596

Becoming a Grant Writing Consultant
Increase your income while working from home by starting a grant writing consulting business. $120
CRN #20659

Starting a Nonprofit
Industry veteran shows you how to take a nonprofit business from vision to reality. $120
CRN #20658

Nonprofit Fundraising Essentials
Learn the basics of fundraising for nonprofit organizations, from annual and special fund drives to more advanced projects involving corporate and foundation relations, major gifts, and planned giving. $120
CRN #20662

Marketing Your Nonprofit
Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers. $120
CRN #20660

Introduction to Nonprofit Management
Develop the skills and strategies you need to become an integral part of one of America’s fastest growing service sectors. $120
CRN #20661

HEALTH CARE, FAMILY & NUTRITION

Assisting Aging Parents
Handle the challenges you will face in the coming years. $120
CRN #20612

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 #20546

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 #20633

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 #20634

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 #20624

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 #20626

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 #20622

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 #20623

HIPAA Compliance
Learn how to comply with the duties, rights, and responsibilities of HIPAA. $120
CRN #20618

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 #20621

Become a Physical Therapy Aide
Prepare for a rewarding career as a valued member of the physical therapy team. $120
CRN #20627

Become a Veterinary Assistant
Practicing veterinarian prepares you to work in a veterinary office or hospital. $120
CRN #20628

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 #20629

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 #20630

Introduction to Natural Health and Healing
Learn how to promote wellness, balance, and health in all aspects of your daily life. $120
CRN #20631

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 #20619

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 #20614

Handling Medical Emergencies
Every second counts during a medical emergency. Learn how to respond if someone needs your help. $120
CRN #20620
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 #20714

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 #20715

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 #20591

Writing for ESL
Learn how to write in English more effectively to succeed in college and at work. $120
CRN #20592

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 #20605

Speed Spanish II
Clever follow-up to our popular Speed Spanish course. Several new recipes help you quickly build fluency. $120
CRN #20606

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 #20607

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 #20653

Spanish for Medical Professionals
Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases. $120
CRN #20632

Beginning Conversational French
Discover how easy it can be to learn common words and phrases for both leisure and business. $120
CRN #20603

Instant Italian
Learn Italian from the comfort of your home in this fun and enjoyable online course. $120
CRN #20608

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 #20604

Easy English
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 #20714

Math Refresher
Gain confidence in your basic math skills and start using math to your advantage. $120
CRN #20640

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 #20641

Human Anatomy and Physiology
Gain a greater appreciation and understanding of the marvelous complexity of the human body. $120
CRN #20617

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 #20625

Going Green at Home
Step into a green lifestyle as you discover simple, cost-effective ways to make your home environmentally friendly. $120
CRN #20590

Goodbye to Shy
Become more confident in social, professional, and romantic situations. $120
CRN #20329

Get Funny!
Learn how to use humor to speak more effectively, write better, and increase your popularity. $120
CRN #20638

Skills for Making Great Decisions
Learn how to make excellent everyday decisions from an experienced counselor and life coach. $120
CRN #20636

Interpersonal Communication
Become aware of the conscious and unconscious codes of meaning we send when communicating with others. $120
CRN #20327

Keys to Effective Communication
Lost for words? Don’t be! Learn to build rapport, trust, warmth, and respect through conversation. $120
CRN #20326

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 #20610

Where Does All My Money Go?
Learn how to get control of your money once and for all. $120
CRN #20593

Personal Finance
Protect your assets and discover how best to achieve all your financial goals. $120
CRN #20602

Keys to Successful Money Management
Certified financial planner shows you how most wealthy people build their fortunes. $120
CRN #20598

Real Estate Investing
Build and protect your wealth by investing in real estate. $120
CRN #20654

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 #20655

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 #20599
The Analysis and Valuation of Stocks
Discover valuable techniques that show you step by step how to research and value stocks. $120
CRN #20600

Introduction to Stock Options
Learn how stock options can protect your portfolio and help you profit in any type of market. $120
CRN #20601

Photography

Photographic 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 #20645

Photographic People With Your Digital Camera
Learn to take beautiful pictures of adults, children, and babies. $120
CRN #20646

SALES & MARKETING

Principles of Sales Management
Master the art of managing sales teams from a sales management professional. $120
CRN #20280

Professional Sales Skills
Discover how to begin a successful and rewarding career in sales. $120
CRN #20282

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 #20281

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 #20673

Marketing Your Business on the Internet
E-commerce expert helps you develop an Internet marketing plan for your business. $120
CRN #20671

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 #20545

GED Test Preparation
Want to pass the GED? This course will help you develop the skills you'll need to succeed. $120
CRN #20535

Prepare for the GED Language Arts, Writing Test
Obtain the skills and knowledge to successfully pass for the GED Language Arts, Writing test. $120
CRN #20536

Prepare for the GED Math Test
Master the skills you’ll need to successfully pass Test 5 in the GED test series. $120
CRN #20537

GMAT Preparation
Discover powerful test-taking techniques and methods for improving your score on the GMAT. $120
CRN #20540

GRE Preparation: Part 1
Discover powerful strategies for success in the verbal and analytical sections of the GRE. $120
CRN #20538

GRE Preparation: Part 2
Learn a variety of useful techniques for tackling the math section of the GRE. $120
CRN #20539

LSAT Preparation: Part 1
Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills. $120
CRN #20541

LSAT Preparation: Part 2
Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers. $120
CRN #20542

SAT/ACT Preparation: Part 1
Master the reading, writing, English, and science questions on the ACT and new SAT. $120
CRN #20543

SAT/ACT Preparation: Part 2
Master the math questions on the ACT and new SAT. $120
CRN #20544

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 #20342

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches. $120
CRN #20295

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 #20323

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 #20333

Business Marketing Writing
Write great marketing copy to improve your company’s image and your chances of getting hired or promoted. $120
CRN #20332

Fundamentals of Technical Writing
Learn the skills you need to succeed in the well-paying field of technical writing. $120
CRN #20322

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 #20289

Writeriffic: Creativity Training for Writers
Banish writer’s block forever with these tricks from the published writer’s toolbox. $120
CRN #20337

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 #20300
**Online Academy**

Full course descriptions at www.ed2go.com/manchcc

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Write Fiction Like a Pro</strong></td>
<td>A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story. $120</td>
</tr>
<tr>
<td><strong>Advanced Fiction Writing</strong></td>
<td>Explore advanced fiction writing techniques with a published novelist. $120</td>
</tr>
<tr>
<td><strong>A Writer’s Guide to Descriptive Settings</strong></td>
<td>Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters. $120</td>
</tr>
<tr>
<td><strong>Romance Writing Secrets</strong></td>
<td>Learn how to write and sell romance novels from a veteran romance author. $120</td>
</tr>
<tr>
<td><strong>Mystery Writing</strong></td>
<td>Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author. $120</td>
</tr>
<tr>
<td><strong>Forensic Science for Writers</strong></td>
<td>Learn the secrets behind forensic science and add new characters, depth, and marketability to your fiction. $120</td>
</tr>
<tr>
<td><strong>The Craft of Magazine Writing</strong></td>
<td>If you’re a determined new writer, this class will provide you with the skills you need to get published. $120</td>
</tr>
<tr>
<td><strong>Writing for Children</strong></td>
<td>A published children’s author shows you how to touch the hearts of children by creating books for them. $120</td>
</tr>
<tr>
<td><strong>Research Methods for Writers</strong></td>
<td>Learn the most efficient and effective methods to conduct research for any writing project. $120</td>
</tr>
<tr>
<td><strong>Beginner’s Guide to Getting Published</strong></td>
<td>A published writer shows you how to give yourself the credibility you need to get your books and articles published. $120</td>
</tr>
<tr>
<td><strong>Write and Publish Your Nonfiction Book</strong></td>
<td>Become a professional author or advance your career by learning to write, edit, and publish nonfiction books of all types. $120</td>
</tr>
<tr>
<td><strong>Introduction to Internet Writing Markets</strong></td>
<td>A professional writer helps you discover a wide variety of new markets for your written work. $120</td>
</tr>
<tr>
<td><strong>Pleasures of Poetry</strong></td>
<td>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</td>
</tr>
<tr>
<td><strong>Travel Writing</strong></td>
<td>Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books. $120</td>
</tr>
<tr>
<td><strong>Write Your Life Story</strong></td>
<td>Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others. $120</td>
</tr>
<tr>
<td><strong>Introduction to Journaling</strong></td>
<td>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</td>
</tr>
<tr>
<td><strong>Publish It Yourself: How to Start and Operate Your Own Publishing Business</strong></td>
<td>Convert manuscripts into income by producing and selling books like the pros. $120</td>
</tr>
</tbody>
</table>

**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 ___________________________________ First Name ___________________________________
Date of Birth ___________________ Date of Birth ___________________

Address ______________________________________________________________________________________
State __________________________ Zip ________________

Phone (_______________________________ ) __________________________ 
Renewal ________ New Member _________

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 • P.O. Box 1046 • Manchester, CT 06045-1046

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: $ __________
COST:
1. The tuition for each session of Technology Camp is $210. (This camp is subsidized by a grant from the College of Technology, Next Generation Regional Manufacturing Center.)
2. The tuition for Junior Culinary Camp Session I is $272 (4-day session) and includes a materials fee.
   The tuition for Junior Culinary Camp Session II is $340 (5-day session) and includes a materials fee.
3. The tuition for Adventures in Leadership Camp is $275.
4. The tuition for Summer Excursions is $275 for a half day (one course, 30 hours, for two weeks) or $550 for a full day (two courses, 60 hours, for two weeks). The tuition for Crafting Clay or Advanced Ceramics: Hand Building Techniques is $305 (includes materials fee). The tuition for each a la Carte session is $60. The Summer Excursions registration fee includes a program T-shirt.

Save $15 per class by taking advantage of early registration or multiple-sibling discount options on Summer Excursions in Learning (August 1-12, only). Early registration packets must be completed and postmarked by May 2, 2011. Or register two or more siblings to save $15 on each child’s class. (Registrations for both siblings must be received at the same time.) See Tuition Discount Options on the registration page checklist; you may choose only one option.

SCHOLARSHIPS:
Scholarships are available only for the two-week Summer Excursions Program. Scholarships are limited and need-based, (one scholarship per family). To apply, please submit copies of your 2010 IRS 1040 and W-2 Forms. Include a letter that describes your needs and any extenuating circumstances that would help us to evaluate your financial situation. (Students who already receive a subsidized lunch may already be eligible.) All necessary information must be postmarked by May 29, 2011 to be considered. (Scholarship grants range from $100-$200. Parents will be notified of the balance due.) Send information to: Carleigh Cappetta, Program Coordinator • Excursions in Learning, MS #16 • Continuing Education Division Manchester Community College • Great Path, PO Box 1046 • Manchester, CT 06045-1046

Please note: Registration forms may be sent ahead of the scholarship request information. We will hold your child’s place in a class until the scholarship committee makes a decision in the early part of June. If you have any questions, please don’t hesitate to call or email Carleigh Cappetta, Excursions Coordinator at 860-512-2804 or ccappetta@mcc.commnet.edu.

FOR SUMMER EXCURSIONS’ STUDENTS (August 1-12 only):
Registration forms must be accompanied by both a School Component Form (new students for the two-week Summer Excursions only) and a Health and Safety Form. Registrations will NOT be processed, nor will seats be reserved in courses, unless all required forms and information are complete. All forms must be submitted together.

THERE ARE THREE WAYS TO REGISTER:
1) Send your completed Registration, Health & Safety (all students) and School Component forms (if new to the two-week Summer Excursions program or were enrolled prior to 2008) to:
   Excursions Registration, MS #16
   Continuing Education Division
   Manchester Community College
   Great Path, PO Box 1046
   Manchester, CT 06045-1046
2) Fax number: 860-512-2801
3) All walk-in registrations will be processed by Continuing Education in LRC B147A

Please note: Online and phone-in registrations are not available.

Register Early!
Summer Excursions, Technology camps, Junior Culinary Camp and Adventures in Leadership are very popular programs. It is helpful to list a second choice in case your child’s first choice is filled. We will do our best to accommodate your child(ren)’s preferences.

Registrations will be confirmed by mail.
A postcard will be sent confirming your child’s course selection(s). It will be followed by a packet of detailed information that will be mailed approximately three weeks before the start of class.

REFUND POLICY
If your child cannot be accepted into the program, or the class is cancelled due to low enrollment, you will be notified and your payment will be refunded in full.

All refund requests must be written.
1. A $70 fee will be assessed for all refund requests received after July 1, 2011.
2. Refund requests must be received by:
   • June 29, 2011, for Junior Culinary Camps, Adventures in Leadership and/or Technology Camps (Engineer This or Engineer That)
   • July 15, 2011, for Summer Excursions in Learning

No refunds will be allowed after these dates.

Refunds are issued by the State Comptrollers’ Office and take approximately four to six weeks to process. Written requests for refunds should be made to: Coordinator, Excursions in Learning Program. (You must call 860-512-2804 to verify our receipt of your written request.)

In person to:…..Room LRC B147A
Fax: ………………860-512-2801
Mail to:……………Continuing Education, MS #16
Manchester Community College
PO Box 1046
Manchester, CT 06045-1046

For additional brochures, forms for the two-week Excursions Program, or further information, contact the Excursions Coordinator, Carleigh Cappetta at 860-512-2804, or call the Continuing Education Info Line at 860-512-2800.
TECHNOLOGY CAMPS

For students completing Grades 6-8, during the 2010-2011 academic year.
Two identical classes will be held with the order of the two workshops alternated in both “Engineer This” and “Engineer That.”
July 5-8, July 11-15
(See course descriptions below.) • Bring a non-refrigerated lunch. Beverages may be purchased in the cafeteria.

Technology Camp I

Engineer This! GPS Sleuthing
Uncover hidden treasures on MCC’s campus by discovering the secrets of GPS technology. How can GPS (Global Positioning Systems) teach you about navigation, map reading and coordinates? Investigate the science of “geocaching.” Working in small teams, become a GPS sleuth in search of ????. You’ll even have the opportunity to come up with your own treasure and hide it on campus for others to find. No treasure hunt is complete without a final day competition where you’ll use your skills to come out ... first?!!

Engineer This! Lego® Robotics
How does a robot move? Does it sense what is going on around it and react? Does it know what it’s going to do from the beginning? Let’s explore the fascinating field of robotics. We will have a hands-on experience with all aspects of robotics. We will design, build and program a robot out of Legos® to perform certain tasks. Students will learn about different sensors.
CRN #20225 (GPS Sleuthing in a.m. & Lego® Robotics in p.m.)
4 sessions, Tuesday-Friday, 7/5-7/8, 9 a.m.-5 p.m. MCC Bldg. AST C131
CRN #20226 (Lego® Robotics in a.m. & GPS Sleuthing in p.m.)
4 sessions, Tuesday-Friday, 7/5-7/8, 9 a.m.-5 p.m. MCC Bldg. LRC B141
Fee: $210
Instructors: Steven Moore and Jesse Wilkinson

Technology Camp II

Engineer That! Explorations In Aerodynamics
Rockets, gliders, hot air balloons—ever wonder how they get off the ground? During this class you will explore, design, build and fly rockets, paper airplanes, balsa gliders and hot air balloons. Test different airplane designs so you can observe how minor folds and adjustments change flight patterns. Explore how different design modifications impact rocket flight characteristics as you launch both paper rockets and bottle rockets. Witness how changes in envelope volume increase the payload capacity as you fly a hot air balloon. All this and more will keep students looking to the sky.

Engineer That! Super Structures
Every day you use buildings for playing, living, learning and protection. Why do some structures stand while others fall? In this hands-on class you will explore civil engineering and amazing buildings from around the world. You will design and build model structures. Once completed, your structures will be tested against the forces of nature. You will then use Google Sketchup to visualize your creations. Skyscrapers, towers, beams, columns, bridges, and chairs will be explored in great detail.
CRN #20227 (Explorations in Aerodynamics in a.m. & Super Structures in p.m.) 5 sessions, Monday-Friday, 7/11-7/15, 9 a.m.-3:30 p.m. MCC Bldg. LRC B141
CRN #20228 (Super Structures in a.m. & Explorations in Aerodynamics in Extreme Habitats in p.m.) 5 sessions, Monday-Friday, 7/11-7/15, 9 a.m.-3:30 p.m. MCC Bldg. LRC A142
Fee: $210
Instructors: Gregory Kane and Behn Sikora

The tuition fee for both technology camps is subsidized by the College of Technology.
JUNIOR CULINARY CAMP
For students completing Grades 5-8, during the 2010-2011 Academic Year
2 Sessions: July 5-8 or July 11-15
Bring a non-refrigerated lunch. Beverages may be purchased in the cafeteria.

Junior Culinary Camp I
CRN #20223 4 sessions, Tuesday-Friday, 7/5-7/8, 9 a.m.-3:30 p.m. MCC Bldg. Lowe L293 and Lowe L294C Fee: $272

Junior Culinary Camp II
CRN #20224 5 sessions, Monday-Friday, 7/11-7/15, 9 a.m.-3:30 p.m. MCC Bldg. Lowe L293 and Lowe L294C Fee: $340

Instructor: Rachael Brown has traveled across the country working as a chef. Having decided that teaching was her vocation, she returned to Windham Tech, the high school from which she graduated, to teach culinary arts. Rachael has developed a picnic theme to pull together various activities and recipes in Junior Culinary Camp 2011.

LEADERSHIP CAMP • GRADES 5-7
For students completing Grades 5-7, during the 2010-2011 Academic Year
Bring a non-refrigerated lunch. Beverages may be purchased in the cafeteria.

Adventures in Leadership
For students completing Grades 5 to 7 during the 2010-2011 academic year
Today’s world needs great leaders! What does it take to be one? Come find out by spending a week with us on the Manchester Ropes Challenge Course for an unforgettable experience. You will have the opportunity to develop your leadership skills through a series of fun, challenging adventure activities that will change your life forever! With a focus on safety first, participants will join with others to overcome group challenges while pushing their personal limits. The course is run by highly-trained, experienced Ropes Course Facilitators who are also professional educators and coaches that know how to awaken that inner leader!
CRN #20229 5 sessions, Monday-Friday, 7/11-7/15, 9 a.m.-3:30 p.m.
MCC Bldg. GPA GP203, Community Commons Fee: $275
Instructors: Scott Goldsmith and Michael Kakalow

Scott Goldsmith is a school psychologist who enjoys facilitating leadership and adventure programs for children. He looks forward to promoting leadership and problem-solving skills with his colleague Michael Kakalow in the one-week “Adventures in Leadership Camp.”
LIST OF COURSES FOR OUR TWO-WEEK, IN-DEPTH, SUMMER EXCURSIONS PROGRAM
AUGUST 1-12, 2011

To view the Excursions in Learning catalog with complete course descriptions and health and safety forms go to
www.mcc.commnet.edu/students/resources/catalog.php
For additional information please contact the Excursions Coordinator,
Carleigh Cappetta at 860-512-2804 or ccappetta@mcc.commnet.edu

Courses are listed by grade level and by time (morning or afternoon). Grade level refers to the grade completed in 2010-2011. Courses listed more than once indicate that they are appropriate for more than one grade level.

MORNINGS CLASSES
9 A.M.-NOON
Courses for grades K-2
Acting Adventures
Animals, Animals, Animals*
Book Cooks (grades K-1)
Build Your Designs…Test Your Creations
Insect Palooza
Soup To Nuts Theatre (grades 2-4)

Courses for grades 3-5
Advanced Ceramics: Hand Building Techniques (grades 5-8)*
Design Your Own Comic Book (grades 4-6)
Digital Photography: The Next Step (grades 5-8)*
Inspector Detective
MCC Junior Jazz Ensemble (grades 5-8)*
Running Your Own Business From Start To Finish (grades 5-8)
Science Safari* (grades 4-6)
Soup To Nuts Theatre (grades 2-4)
Tooling Around With Art

Courses for grades 6-8
Advanced Ceramics: Hand Building Techniques (grades 5-8)*
Computer Adventure Design
Design Your Own Comic Book (grades 4-6)
Digital Photography: The Next Step (grades 5-8)*
MCC Junior Jazz Ensemble (grades 5-8)*
Medical Boot Camp
Robots Rule
Running Your Own Business From Start To Finish (grades 5-8)
Science Safari* (grades 4-6)

AFTERNOON CLASSES
1-4 P.M.
Courses for grades K-2
Crafting Clay (grades 2-4)*
Exploring Art Through Nature
Mysterious Monsters (grades 2-4)*
Nibbles Of Books
Shape Up With Math

Courses for grades 3-5
Computer Adventures (grades 4-6)
Crafting Clay (grades 2-4)*
Creative Expressions
Explore The World Of Sound And Drama (grades 5-8)
Math Maniacs
Mysterious Monsters (grades 2-4)*
Plants Alive*
Vive La France (grades 5-7)

Courses for grades 6-8
Computer Adventures (grades 4-6)
Computer Animation
Explore The World Of Sound And Drama (grades 5-8)
Lights, Camera, Action!
Vive La France (grades 5-7)
Web Design

• Indicates new class

For all grade levels K-8
A.M. à la Carte • 8-9 a.m. • P.M. à la Carte • 4-5 p.m.
(See below)

SUMMER EXCURSIONS OFFERS BOTH EARLY MORNING AND LATE AFTERNOON SESSIONS
For students completing Grades K-8 during the 2010-2011 academic year

AM à la Carte
Bring in some of your favorite books or your GameBoy™, or play supervised board games and/or activities. Try your hand at arts and crafts activities.
CRN #20230 10 sessions, Monday-Friday, 8/1-8/12, 8-9 a.m.
MCC Bldg. AST C210 Fee: $60
Instructor: Linda Armstrong

PM à la Carte
Bring in some of your favorite books or your GameBoy™ or play supervised board games. Try your hand at arts and crafts activities or just chill out. You may want to bring a snack and a drink to enjoy at the end of the day.
CRN #20231 10 sessions, Monday-Friday, 8/1-8/12, 4-5 p.m.
MCC Bldg. AST C210 Fee: $60
Instructor: TBA
### 2011 Excursions in Learning Registration Form

**Student’s name** (last) (first) (M.I.) Nickname ________________________________

Home address (street) __________________________________________________________

(City/State) __________ (zip) __________

Student’s SS# (for student ID) ___________________________________________________

Banner ID# (if known) ___________________________________________________________

☐ Male ☐ Female  Birth date ________ Grade (10/11 year) ______ Age ______ Are you a new Summer Excursions student? ☐ Yes ☐ No

Parents’ names ________________________________________________________________

Home phone ___________________________ Email ________________________________

Mother’s work phone ______________________ Father’s work phone ___________________

Cell phone # ____________________________

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### CULINARY CAMPS

<table>
<thead>
<tr>
<th>CRN #</th>
<th>SUMMER EXCURSIONS A.M. CLASSES 8/1-8/12 $275</th>
</tr>
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<tbody>
<tr>
<td>20232</td>
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<td>20233</td>
<td>Animals, Animals, Animals</td>
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<td>20234</td>
<td>Book Cooks (grades K-1)</td>
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<td>20235</td>
<td>Build Your Designs ... Test Your Creations</td>
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<tr>
<td>20236</td>
<td>Insect Palooza (formerly Things That Go Bump in the Night)</td>
</tr>
<tr>
<td>20242</td>
<td>Soup to Nuts Theatre (grades 2-4)</td>
</tr>
<tr>
<td>20259</td>
<td>Advanced Ceramics (grades 5-8) (S305)</td>
</tr>
<tr>
<td>20248</td>
<td>Design Your Own Comic Book (grades 4-6)</td>
</tr>
<tr>
<td>20245</td>
<td>Digital Photography: The Next Step (grades 5-8)</td>
</tr>
<tr>
<td>20239</td>
<td>Inspector Detective</td>
</tr>
<tr>
<td>20240</td>
<td>MCC Junior Jazz Ensemble (grades S-8)</td>
</tr>
<tr>
<td>20241</td>
<td>Running Your Own Business (grades S-8)</td>
</tr>
<tr>
<td>20243</td>
<td>Science Safari (grades 4-6)</td>
</tr>
<tr>
<td>20244</td>
<td>Tooling Around With Art</td>
</tr>
<tr>
<td>20247</td>
<td>Medical Boat Camp</td>
</tr>
<tr>
<td>20261</td>
<td>Robots Rule!</td>
</tr>
</tbody>
</table>

### TECHNOLOGY CAMP I

<table>
<thead>
<tr>
<th>CRN #</th>
<th>SUMMER EXCURSIONS P.M. CLASSES 8/1-8/12 $275</th>
</tr>
</thead>
<tbody>
<tr>
<td>20250</td>
<td>Nibbles of Books</td>
</tr>
<tr>
<td>20252</td>
<td>Shape Up With Math</td>
</tr>
<tr>
<td>20255</td>
<td>Computer Adventures (grades 4-6)</td>
</tr>
<tr>
<td>20256</td>
<td>Creative Expressions</td>
</tr>
<tr>
<td>20260</td>
<td>Explore the World of Sound and Drama (grades 5-8)</td>
</tr>
<tr>
<td>20257</td>
<td>Math Maniacs</td>
</tr>
<tr>
<td>20237</td>
<td>Plants Alive</td>
</tr>
<tr>
<td>20253</td>
<td>Vive La France (grades S-7)</td>
</tr>
<tr>
<td>20251</td>
<td>Computer Animation</td>
</tr>
<tr>
<td>20246</td>
<td>Lights, Camera, Action!</td>
</tr>
<tr>
<td>20262</td>
<td>Web Design</td>
</tr>
<tr>
<td>20263</td>
<td>Robotics - PM</td>
</tr>
<tr>
<td>20229</td>
<td>Adventures in Leadership</td>
</tr>
<tr>
<td>20227</td>
<td>Explorations in Aerodynamics, AM/NA/Explorations in Aerodynamics, PM</td>
</tr>
<tr>
<td>7/11-7/15</td>
<td>7/11-7/15</td>
</tr>
</tbody>
</table>

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### TECHNOLOGY CAMP II

<table>
<thead>
<tr>
<th>CRN #</th>
<th>SUMMER EXCURSIONS P.M. CLASSES 8/1-8/12 $275</th>
</tr>
</thead>
<tbody>
<tr>
<td>20222</td>
<td>Junior Culinary Camp I (S272)</td>
</tr>
<tr>
<td>20224</td>
<td>Junior Culinary Camp II (S340)</td>
</tr>
<tr>
<td>20226</td>
<td>Lego® Robotics - AM/GPS Sleuth - PM</td>
</tr>
<tr>
<td>7/5-7/8</td>
<td>7/11-7/15</td>
</tr>
</tbody>
</table>

---

### OPTIONS

**TUITION DISCOUNT**

**SAVE $15 PER CLASS**

**8/1–8/12 ONLY**

*(See page 46.)*

**CHOOSE 1 OPTION ONLY**

**EARLY REGISTRATION**

*(postmarked by 5/2)*

2ND CHILD __________

Attach the (name) of the 1st child’s registration

---

**Have you included?**

☐ Payment

☐ Health & Safety Form (both sides)

☐ Completed Registration Form

☐ School Component Form (if relevant)

☐ T-Shirt size

---

**Reminder:** All Summer Excursions class fees are $275 except for clay classes which are $305.

**Total Fees Enclosed:** __________

---

☐ Check/money order __________ enclosed. I authorize the use of my ☐ MasterCard ☐ Visa ☐ Discover Card

Cardholder name (print) ________________________________________________

Cardholder signature _____________________________________________________

Credit card # ___________________________ Exp. date (month/year) ____________

Cardholder address _________________________________________________________

Cardholder phone number (W) ___________________________ (H) ________________

Check if you are: ☐ applying for a scholarship *(for Summer Excursions only)* see page 46. ☐ an Excursions instructor ☐ parent volunteer

---

Office Use Only Regis. Conf. Receipt # ___________________________ Date __________

---

Banner ID ___________________________ Date __________

---

Excursions in Learning 2011

www.mcc.commnet.edu/continuing/excursions.php
Excursions in Learning Health and Safety Form

2011 Health and Safety Information

Please print clearly. Complete all information.

Nurse’s Copy

To ensure your child’s safety and supervision at all times, please complete this double-sided form. The student will not be admitted to class unless ALL information is complete! Failure to disclose this information may result in dismissal from the program without the possibility of a refund.

STUDENT INFORMATION

Name: Last __________________________________________________________
First ____________________________________
Middle Initial ______

Address _____________________________________________________________________________________________________________________

Home Phone: __________________________________________________________
Home Email ________________________________

Date of Birth ____________________________ Male ■ Female □

Class(es) AM ____________________________________________________________________________
PM ____________________________________________________________________________

CONSENT FORM

In the unlikely event that reasonable attempts to contact me (the child’s parent/guardian), have been unsuccessful, I hereby give my consent for the physician or dentist listed to arrange for emergency transportation and/or administer care; or in the event that the physician or dentist designated on this form is/are unavailable, I hereby give my consent for the staff nurse to arrange for emergency transportation and/or care, (using the information provided on this form.)

(Parent/Guardian Signature) ____________________________ Date ____________ Print Name ____________________________

EMERGENCY CONTACTS

1st Contact:
Full Name __________________________________________________________
Address _____________________________________________________________________________________________________________________
Phone (home) __________________________________________________________
Work __________________________________________________________
Cell __________________________________________________________
Relationship to student ____________________________

2nd Contact:
Full Name __________________________________________________________
Address _____________________________________________________________________________________________________________________
Phone (home) __________________________________________________________
Work __________________________________________________________
Cell __________________________________________________________
Relationship to student ____________________________

MEDICAL INFORMATION

Hospital Information
If a serious medical emergency occurs, if time allows, my preferred choice of treatment centers would be:

Hospital Name __________________________________________________________
Location __________________________________________________________________________________________________________
Phone __________________________________________________________

Physician Information
Name __________________________________________________________
Practice Name __________________________________________________________
Office Phone ____________________________

Dentist Information
Name __________________________________________________________
Practice Name __________________________________________________________
Office Phone ____________________________

Student Medical History
(Please attach a copy of any facts concerning your child’s medical history if additional space is needed.)

• Date of Last Tetanus Shot __________________________________________________________

• Condition(s) __________________________________________________________

• Allergy(ies) __________________________________________________________

• Medication(s) (If allergy or other medications need to be administered during the Excursions program, please obtain a medical authorization and bring signed authorization and medication to nurse on the first day)

• Concerns (Including any other information/concerns that you want your child’s teacher to know)

________________________________________________________
________________________________________________________
Excursions in Learning Health and Safety Form

Instructor’s Copy

STUDENT INFORMATION

Name: Last ____________________________ First ____________________________ Middle Initial ______

Home Phone: __________________________ Home Email __________________________

Class(es) AM ___________________________ Include AM a la Carte if applicable

PM ___________________________ Include PM a la Carte if applicable

PHOTO RELEASE

Photo Release Policy: As part of our ongoing effort to promote the Excursions Program, we may take pictures of children involved in various learning activities. Do we have your permission to photograph your child during Excursions? □ Yes □ No

(Parent/Guardian Signature) ____________________________ Date ____________ Print Name ____________________________

SIGN-IN/ SIGN-OUT PROCEDURES

Your child’s safety is our primary concern. All students must be signed in at the beginning of the day, and signed out at the end of their half or full day program.

• Permission to walk (for students completing grades 6-8)

________________________ has my permission to walk to the agreed upon place __________________________ at the end of his/her class.

• Permission to escort a younger child (for students completing grades 6-8)

________________________ has my permission to escort my child, __________________________, to the agreed upon place __________________________ at the end of his/her class.

• Authorization to Release

In the event that I am unable to pick up my child from his/her class, I will notify the instructor or coordinator in advance (if possible) and authorize one of the following adults to sign him/her out. Identification will be required at time of pickup.

Full Name ____________________________ Full Name ____________________________

Address ____________________________ Address ____________________________

Phone (home) ____________________________ Phone (home) ____________________________

Work ____________________________ Work ____________________________

Cell ____________________________ Cell ____________________________

Relationship to student ____________________________ Relationship to student ____________________________

(Parent/Guardian Signature) ____________________________ Print Name ____________________________ Date ____________
WEB REGISTRATION

Returning students may register online
using a MasterCard, Visa or Discover Card.

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

Login:
• Go to http://my.commnet.edu
• Enter your NetID and PIN (See “New NetID Users”
information below)
• Click on the “Student” tab
• Click on the “Student Self Service” channel

Registering:
• If prompted, select Manchester Community College from
the list of colleges
• Click on “Registration and Payment”
• Click on “Register (add/drop) classes”
• Go to Select a Term, select the correct semester/year,
then submit
• Follow instructions in step 1 and 2**
• Click on “View Schedule” at the bottom of the page to
confirm registration
• Follow the prompts to initiate payment

PLEASE NOTE: Online registration for the Motorcycle Program
is not permitted.

* Banner ID numbers will be mailed (upon request) to returning
students and cannot be given out over the phone.

** Please choose your course(s) in advance and have the correct
CRN number(s) handy when you register online.

Please call 860-512-3220 for more information about
Web registration or to request your Banner ID.

New NetID Users

➢ Your NetID is your Banner ID with the “@” symbol in
a different position (i.e. a student with a Banner ID of
@87654321, will have the following NetID: 87654321@student.commnet.edu)

➢ Your initial password is made up of the following
personal information:
1. The first three characters of your birth month
   (with first letter capitalized)
2. The “&” symbol
3. The last four digits of your Social Security Number
   Example: For a user whose birthday is in October
   and whose social security number ends in 6789, the
   initial password would be Oct&6789

➢ You will then be prompted to change your password

Register Early
Enrollment in classes is limited and will be accepted on a first-come,
first-serve basis. Classes may fill quickly; early registration ensures you
a seat and also decreases the likelihood that a course will be cancelled.

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

Course Locations
Courses are held in classrooms at MCC, unless otherwise indicated in the
course descriptions. Please see maps on page 35 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 35. For convenient access to the new
Great Path Academy (GPA), please use Lot B.

Postponements & Make-Ups
Classes postponed by instructor’s request, emergencies, or extreme
weather conditions will be made up whenever possible. Please call the
College’s main line, 860-512-3016, or visit the College web page:
www.mcc.commnet.edu. for cancellations due to weather conditions.
You may not make up absences by attending classes other than your own.

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

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

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

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

*Convenient parking in Lot B for GPA courses

Manchester Community College is committed to access and equal opportunity. Should
you require accommodations because of a disability in order to participate in any of the
programs offered, please contact a counselor at Services for Students with Disabilities,
860-512-3332. Alternative formats of this material may be provided upon request. MCC
does not discriminate against any individual on the grounds of race; color; national origin;
ancestry; sex; sexual orientation; age; religion; political beliefs; mental, learning or
physical disability; marital or veteran status; or prior conviction of a crime. The College
reserves the right to make any necessary changes in the information listed in this publication.
4/11, 65M, Resource: CE/VS
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

* 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.

---

**Refund Policy Appeal Procedures**

<table>
<thead>
<tr>
<th>Registrar’s Hours</th>
<th>Low Building, Main Lobby</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8:30 a.m.-7 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8:30 a.m.-7 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>10:30 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>8:30 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:30 a.m.-4:30 p.m.</td>
</tr>
</tbody>
</table>

**Please call for Saturday hours and holiday closings.**
For more information regarding registration, please call the Registrar’s Office at 860-512-3220.

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**Bursar (Cashier) Hours**

<table>
<thead>
<tr>
<th>Low Building, Main Lobby</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
</tr>
<tr>
<td>Tuesday</td>
</tr>
<tr>
<td>Wednesday</td>
</tr>
<tr>
<td>Thursday</td>
</tr>
<tr>
<td>Friday</td>
</tr>
</tbody>
</table>

For more information, please call 860-512-3638.

---

**MCC Library Hours**

<table>
<thead>
<tr>
<th>May 23 – August 14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
</tr>
<tr>
<td>Friday</td>
</tr>
<tr>
<td>Saturday</td>
</tr>
<tr>
<td>Sunday</td>
</tr>
</tbody>
</table>

**Exceptions:**

- Thursday, May 26 (Commencement)....... 8:30 a.m.-4:30 p.m.
- May 28 – 30 (Memorial Day Weekend).... Closed
- July 2 – 4 (4th of July weekend)....... Closed

**August 15 – 28**

- Monday – Thursday.............. 8:30 a.m.-4:30 p.m.
- Friday.......................... 8:30 a.m.-12 p.m.
- Saturday........................ 10:30 a.m.-2:30 p.m.
- Sunday.......................... Closed

Subject to change
For more information, call (860) 512-2880.

---

**MCC Bookstore**

<table>
<thead>
<tr>
<th>Please call for hours: 860-645-3140</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.efollett.com">www.efollett.com</a></td>
</tr>
</tbody>
</table>
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.commnet.edu (using MasterCard, Visa or Discover Card). For details see page 53 or call 860-512-2800.
No written confirmations are mailed. Registrants will be contacted by MCC only if a course is full, cancels, or if classrooms, meeting times or dates change.

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

Banner I.D. # (if known) ____________________________ Soc. Sec. No. ____________________________

Name (Last) ____________________________ (First) ____________________________ (M) ____________

Previous Name (if any) ____________________________ Email address ____________________________

Home Address (Number and Street) __________________________________________________________

City ____________________________ State _________ Zip Code ____________________________

Tel. (Home) ____________________________ (Work) ____________________________ (Cell) ____________

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

Birth Date ____________________________ Gender □ Female □ Male Today’s Date ____________________________

Resident Information ARE YOU: (Check applicable) A CONNECTICUT RESIDENT FOR 1 YEAR? □ Yes □ No

ARE YOU: (Check applicable) 01 □ AMERICAN 02 □ NATURALIZED 03 □ APPLIED FOR CITIZENSHIP 04 □ STUDENT VISA
05 □ NOT ON A STUDENT Visa - Other (Specify) ____________________________ COUNTRY OF ORIGIN ____________________________
06 □ PERMANENT RESIDENT (Registration Number) ____________________________

ETHNICITY/RACE □ HISPANIC/LATINO □ NON-HISPANIC/NON-LATINO □ CHOOSE NOT TO RESPOND (NONE)

IF YOU CHECKED NON-HISPANIC/NON-LATINO ABOVE, WHAT IS YOUR RACE? (CHECK ALL THAT APPLY):
□ WHITE (10) □ BLACK OR AFRICAN AMERICAN (20) □ ASIAN (45) □ AMERICAN INDIAN/ALASKAN NATIVE (50)
□ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (80) □ OTHER (90) □ CHOOSE NOT TO RESPOND (60)

CRN# ____________________________ Course Title ____________________________ Start Date ____________________________

Time ____________________________ Room ____________________________ Fee ____________________________

Make check or money order payable to “MCC”.

Credit Card # ____________________________

Cardholder name (print) ____________________________

Cardholder signature ____________________________

Relationship to student ____________________________

Cardholder Address ____________________________

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

Office Use Only Regis. Special Receipt # Date

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 54.
BOATING SAFETY

- To obtain a CT Certificate of Personal Watercraft/Safe Boating
- Saturday and Weekday Evening Classes Available
  See page 23

ONLINE ACADEMY

Check out our course selection
See pages 36-44

Preparation for CT Real Estate 
& Appraisal Licensing Exams
Principles and Practices 
of Real Estate
See page 31

Emergency Medical Technician 
(EMT) Program starts June 15
See page 3

Connecticut Rider Education 
Program (CONREP)
For Motorcycles
in conjunction with CT DOT
Focus on Building Basic Motorcycle 
Operation and Street Riding Skills.
Weekly classes through October.
Call (860) 512-3004, Option #2, ext. 8705 
for Registration Packet and Schedule 
or Visit: www.mcc.commnet.edu/motorcycle