

# FALL 2012

## Credit-Free Courses

## Continuing Education

### Classes Beginning September to December



MANCHESTER  
COMMUNITY  
COLLEGE



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## Continuing Education

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

**Credit-Free Programs** ..... 860-512-2800

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

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

**Ed. Asst., Mike Jordan-Reilly** ..... mjordan-reilly@mcc.commnet.edu

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

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

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

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

Providing employers and employees with workplace programs and training

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

**Coordinator, Bruce Manning** ..... bmanning@mcc.commnet.edu

Providing state-of-the-art computer training

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

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

Preparing students for the State certification exams

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

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

Offering courses for high-achieving, academically motivated children

**Credit Extension Courses** ..... 860-512-2803

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

Winter/Summer credit extension courses

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

COVER ART: WHITE LINE WOODBLOCK PRINT OF MCC  
by Stephen Sottile  
(see course listing on page 6)

## **NEW** Satellite Location MCC ON MAIN

903 Main Street, Manchester • [www.mcc.commnet.edu/mcc-on-main](http://www.mcc.commnet.edu/mcc-on-main)



### Directions to “MCC on Main” From Hartford:

1. Route I-84, Exit #59/Providence
2. Onto I-384 East for 4.2 miles
3. Exit #3/Downtown Manchester/  
Glastonbury onto South Main St  
toward Downtown Manchester
4. MCC on Main (903 Main Street)  
is on the right (*across the street  
from the St. James Church*)

Directions to MCC available at: [www.mcc.commnet.edu/about/directions.php](http://www.mcc.commnet.edu/about/directions.php)



## Certified Nurse Aide (CNA) Training Program

The Certified Nurse Aide program is designed to prepare students with the entry-level skills needed to work as a CNA. The course provides classroom and practical skill instruction at MCC, and clinical experience at **Manchester Manor Health Care Center, 345 West Center St., Manchester**. The CNA provides basic patient care under the direction of nursing staff and is expected to perform the following tasks: turn and reposition bedridden patients to prevent bedsores; answer patients' call signals; feed patients who are unable to feed themselves; observe patients' conditions; measure and record food and liquid intake and output and vital signs and report changes to professional staff; provide patient care by supplying and emptying bed pans; apply dressings; help patients walk, exercise, and move in and out of bed; bathe, groom, shave, dress, and/or drape patients to prepare them for surgery, treatment or examination. Students must attend at least 100 hours and achieve a passing grade of 70 or above to sit for the state exam. Upon completion of the course, approximately \$125 will be due when you apply to take the Connecticut State Certification Exam (not included in course fee). The instructor will inform students of test dates and procedures. Required textbook: Basic Skills for Nursing Assistants in Long-term Care (ISBN 9780323022040) textbook/workbook package (\$58) available at MCC Bookstore.

**CRN #31151** 28 sessions: 10 Tuesdays & 10 Thursdays, 9/11-11/15, 6-9 p.m. **MCC Bldg. LRC B125** & 8 Saturdays, 9/29-11/17, 7 a.m.-3 p.m. **Manchester Manor Health Care Center** Students must wear a white uniform or scrubs to clinical. (Make-up dates 11/20 & 12/8) Fee: \$899

Instructor: **Andrea Dillon, RN, M.Ed.**, has been a nurse since 1974 and an instructor for many years; Assistant Clinical: **JoAnn Thulin, RN, APN**, has many years of experience as an Advanced Practice Nurse.



## Pharmacy Technician Certification Training

The pharmacy technician prepares medications under the direction of a pharmacist and may measure, mix, count, label, and record amounts and dosages of medications. Students will learn medical terminology specific to

the pharmacy, how to read and interpret prescriptions, define drugs by generic and brand names, calculate dosage and I.V. flow rates, drug compounding and dose conversion. Procedures regarding prescriptions, inventory control, billing, and insurance reimbursement will also be discussed. A pharmacy technician receives written prescription or refill requests and verifies that information is complete and accurate; maintains proper storage and security for drugs; answers telephones and responds to customer questions and requests; fills bottles with prescribed medications; types and affixes labels; assists customers; prices and files prescriptions that have been filled; cleans and helps to maintain equipment and work areas; and sterilizes glassware according to prescribed methods. This comprehensive 60-hour course prepares students for an entry-level position in a community hospital, long-term care setting, or pharmacy and is an excellent review for the Pharmacy Technician Certification Board (PTCB) national certification exam. The course fee includes the textbook, but does not include the PTCB exam fee, nor will the exam be given at MCC; please check the PTCB website for more exam information ([www.ptcb.org](http://www.ptcb.org)). Students should bring a calculator to class.

**CRN #31149** 20 sessions: 10 Mondays & 10 Wednesdays, 9/10-11/26 (does not meet 10/8, 10/31 & 11/21), 6-9 p.m. (Make-up date 11/28) **MCC Bldg. LRC B144** Fee: \$775

Instructors: *Members of the Connecticut Pharmacists Association*

## IMPORTANT INFORMATION

### Registration Information for the Following Programs:

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

- Students who have successfully completed a prior college-level course may proceed directly to the Registrar's Office. Please bring your college transcript with you.
- Students who have not successfully completed a prior college-level course must first take a reading comprehension test\* at no cost. It will last approximately one hour. **The test will be given every Monday and Wednesday from 1-3 p.m.** (except holidays), until the class fills. No appointment is necessary. Please go to the Continuing Education Division office in the Learning Resource Center (LRC), Room B105, and ask for the Coordinator of the Credit-Free Allied Health Programs. Please bring a photo ID and your high school or GED diploma when you come to take the test.

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

### Medical Information for the Following Programs:

- Certified Nurse Aide
- Phlebotomy Technician

- At least **one week prior to the start of the clinical experience**, students must provide the College with documentation of the following: a physical exam and negative PPD (Mantoux skin test for tuberculosis), both within the last 12 months; and immunizations for Rubella (German Measles); Rubeola (Regular Measles—2 doses separated by at least 30 days); Varicella Zoster (chicken pox) or a clear history; and Hepatitis B or a declination statement. A tetanus booster is recommended but not required.
- **Students who do not submit the required medical documentation prior to the start of the clinical experience will not be able to continue in the program.**

**Note:** Anyone convicted of a felony is not permitted to sit for the State exams.

**For further information, please contact the Coordinator of Credit-Free Allied Health Programs, Diane Mitchell, at 860-512-2826, or by email at [dmitchell@mcc.commnet.edu](mailto:dmitchell@mcc.commnet.edu).**

# Allied Health

## Emergency Medical Technician (EMT) Training

This course is helpful for police, fire department, ski patrol and other emergency personnel. The EMT is a first responder in the event of accident or illness and is expected to perform the following tasks: administer first-aid treatment and life-support care to sick or injured persons in a pre-hospital setting; assess nature and extent of illness or injury to establish and prioritize medical procedures; maintain vehicles and medical and communication equipment, and replenish first-aid equipment and supplies; observe, record and report to the physician the patient's condition or injury, the treatment provided, and reactions to drugs and treatment; perform emergency diagnostic and treatment procedures, such as airway management during ambulance ride; operate equipment such as EKGs, external defibrillators and bag-valve mask resuscitators in advanced life-support environments; and perform procedures under a physician's direction.

**Please note:** All students MUST complete the National Incident Management System (NIMS) online training ONE week prior to the end of classes and present the certificate to the instructor. Three modules are required, IS 100, IS 200, IS 700. Each module takes a minimum of 4-6 hours with a test at the end. Students need access to a computer with email and Internet for handouts, quizzes and to complete the NIMS training.

This course will prepare students to sit for the initial State of CT Certified EMT examination and national board certification, a primary qualification for EMT personnel. Students must attend at least 160 hours and achieve a passing grade of 70 or above to sit for the state exam. Approximately \$150 will be due when you apply to take the Connecticut State Certification Exam (not included in course fee). The instructor will inform students of test dates and procedures. All classes will be held at the **Coventry Volunteer Fire Station, 1755 Main Street, Coventry**. Required textbook: Emergency Care 12th Edition (ISBN 9780132795807), Brady for Pearson, text, workbook & online access package \$148.75.

**CRN #31148** 32 sessions: 11 Tuesdays & 10 Thursdays, 9/11-11/15 (does not meet 11/22), 6-10 p.m. & 11 Saturdays, 9/22-12/8 (does not meet 11/24), 8 a.m.-4 p.m. Fee: \$650

Primary Instructor: **Tara Johnson**, EMSI, CMA, NAP and Treasurer of Coventry Volunteer Fire Association, Inc.

## Veterinary Assistant Certificate Part II

This is the second half of a two-semester program; enrollment is limited to students who have completed Veterinary Assistant I. Required text: Tasks for the Veterinary Assistant, Second Edition (ISBN 9780813813028), Paula Pattengale, Wiley-Blackwell, available at MCC Bookstore, approximate cost \$50. Please note: Anyone convicted of a felony is not permitted to sit for the exam. Prerequisite: *Veterinary Assistant Certificate Part I*.

**CRN #31484** 12 Tuesdays 10/2-12/18, 6-9 p.m. **MCC Bldg. Lowe L142;** & 10 Saturdays 10/13-12/22, 8 a.m.-1 p.m. (does not meet 11/24) Saturday locations: **Bolton Veterinary Hospital** 10/13 and 11/3; **MCC Bldg. GPA GP216** 10/20, 10/27, 11/10 & 12/8;

**MCC Bldg. Lowe L142** 11/17, 12/1, 12/15 & 12/22 Fee: \$899

Instructors: **Sonja Gottler**, DVM, graduate of Purdue University School of Veterinary Medicine and partner at Bolton Veterinary Hospital. **Erin Jackson**, Certified Veterinary Technician has worked at Bolton Veterinary Hospital for more than 10 years and is experienced in caring for small and large animals and exotic pets; and other hospital staff members.

## Watch for Veterinary Assistant in Spring 2013

Do you love animals? Would you like to work in the animal-care industry? This new course will prepare you for an entry-level position in veterinary health care. This course will be open to new students.

## Phlebotomy Technician Certification: The Art of Drawing Blood

The phlebotomist collects blood samples for medical testing, blood transfusion and blood donation through venipuncture, finger stick, heel stick and butterfly needles. The following topics will be studied in depth: basic medical terminology; anatomy and physiology of the cardiovascular system; arterial puncture procedures; blood collection equipment and laboratory procedures; quality assurance; universal precautions and infection control; specimen handling, collection procedures and complications with an emphasis on pediatrics and the elderly. This course combines lecture with hands-on practice. Students will progress from artificial arms to live volunteers. In addition, students must complete 100 hours of clinical training at ECHN lab facilities (weekdays 7 a.m.-3 p.m.) in Manchester area. Students must complete 100 successful unaided blood draws and achieve a minimum grade of 70 on quizzes and tests to pass the course. Students must wear white shoes and clothing to the clinical sites. This course prepares students to sit for the American Society for Clinical Pathology Certified Phlebotomy Technician exam (fee of \$125 not included in course fee). No refunds issued after the first class. Note: Students must have a steady hand with good manual dexterity and 20/20 vision with depth perception. Students must provide their own transportation to the clinical assignments. Required textbook: The Phlebotomy Textbook Third Edition (ISBN 9780803620575), Strasinger & DiLorenzo, available at MCC Bookstore for approximately \$55.

**CRN #31150** 27 sessions: 14 Tuesdays, 9/11-12/11 & 13 Thursdays, 9/13-12/13, 5:45 - 9:45 p.m. (make-up date 12/18).

**MCC Bldg. GPA GP139.** Mandatory 100-hour clinical rotation weekdays, 7 a.m.-3 p.m. at ECHN labs in the Manchester area. Clinical assignments must be completed by 12/21. Fee: \$1,460

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

## English as a Second Language (ESL) for Health Care Workers

This course, offered by Vernon Regional Adult-Based Education (VRABE), is designed to increase English speaking and communication skills for health care workers or those interested in entering the health care field. Students will become more efficient and confident when working with patients, families, and other health professionals, while building English listening and speaking skills and health care vocabulary.

**Tuesdays & Thursdays (Tentative dates, October-November), 4-7 p.m.**  
**Rockville Learning Center, 33 West Main Street, Vernon, CT 06066**

Course Fee: \$150 (Payable to VRABE), includes course materials  
Requirement: Intermediate or advanced level of spoken English

Visit [www.vrabe.org](http://www.vrabe.org)  
click on Special Program Opportunities  
then ESL for Health Care Workers  
or call Richard Welk at 860-870-6060 ext. 24

## 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



### **NEW** Basic Life Support for Healthcare Professionals: Includes CPR and AED

This comprehensive course is designed for healthcare professionals and meets the requirements of The American Heart Association Basic Life Support (BLS) for Healthcare Providers and The American Red Cross CPR/AED for the Professional Rescuer. Healthcare professionals will learn to recognize life-threatening emergencies and provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. This course is appropriate for CNAs, EMTs, nursing students, paramedics, police officers and fire fighters as well as school, fitness center, hotel and restaurant employees. Students will complete an instructor-led training session, skills practice and certification exam. The American Heart Association Certification card is \$6 extra and payable to the instructor with either a bank check or cash. No personal checks, please. Students should bring a lunch. Required text: Basic Life Support for Healthcare Professionals (ISBN 978161669037), \$20, and one pocket mask #NS 82000633 \$9, available in the MCC Bookstore. *Students are asked to read the book and be prepared to discuss it in class.*

**CRN #31497** 1 Saturday, 9/22, 9 a.m.-3 p.m. **MCC Bldg. GPA GP136** Fee: \$90

*Instructor: Kathy Call is an Emergency Medical Services instructor, Chief Examiner for Practical Skills testing for the State of Connecticut, an American Heart Association and Basic Life Support Training Center faculty member, and National Safety Council Instructor.*

### **NEW** Navigating Healthcare for Elderly Parents

More than 42 million Americans provide care for an aging family member; an additional 61.6 million will provide at least some care during the year (according to AARP). This session will explore current issues which impact the care of older adults. Discussion will include the role of the Primary Physician, caregiver support and healthcare systems across the spectrum from simple home modifications to home health care, assisted living and skilled nursing. Normal age-related changes versus 'red flag' behaviors that indicate help is needed will be discussed. The session will conclude with a Q&A session.

**CRN #31695** 1 Tuesday, 10/23, 6-9 p.m. **MCC Bldg. LRC B144** Fee: \$25

*Instructor: Mary Gallagher, RN, MA, resident care director at Emeritus Senior Living Community in South Windsor, pursuing a master's degree in Nursing at the University of Hartford and has worked in healthcare as a nurse and administrator for 20 years.*

### Babysitting Safety: CPR and First Aid for Young Caregivers

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

**CRN #31496** 1 Saturday, 10/27, 9 a.m.-3:30 p.m.

**MCC Bldg. GPA GP136** Fee: \$70

*Instructor: Kathy Call*

### 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. Upon successful completion of course requirements, students will receive one certification card that includes Adult CPR & AED and Standard First Aid. The American Heart Association card is \$6 extra payable to the instructor (cash or bank checks only. No personal checks, please) for the two-year certification card. Students should bring a lunch. Required text: American Heart Association Heart Saver First Aid with CPR & AED Workbook (ISBN 9781616690175), available at MCC Bookstore for approximately \$15.

**CRN #31495** 1 Saturday, 11/10, 9 a.m.-3:30 p.m.

**MCC Bldg. LRC B144** Fee: \$90

*Instructor: Kathy Call*

### Health Career Opportunities for Today and Beyond

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

**CRN #31804** 1 Thursday, 11/8, 6-8 p.m. **MCC Bldg. Lowe L142** Fee: \$15

*Instructor: Nancy LaRoche-Shovak, Associate Professor and Respiratory Care instructor.*



# Art & Crafts

## White Line Woodblock Printmaking

You do not need to own a press to do printmaking! Learn the process of white line printmaking by creating multicolored prints from a single wood block using watercolors. No previous printmaking experience is required and all levels are welcome, including experienced printmakers. This easy-to-learn process will open up a world of creative expression for future projects. There will be time to work on compositions in class. Samples of wood blocks and other forms of printmaking (etching, aquatint, collagraph) will be displayed, and the mat-cutting procedure, demonstrated. By the end of the course, students will complete and mat their finished prints. Handouts will be provided. A supply list will be sent prior to class (approximately \$30, if all items need to be purchased).

**CRN #31500** 4 Mondays, 10/15-11/5, 6-9 p.m. **MCC Bldg. AST D110**  
Fee: \$120

**Instructor: Stephen Sottile**, B.F.A. in printmaking from the University of Connecticut, is a professional artist with more than 30 years' experience in printmaking. His work has been exhibited in juried and non-juried art shows and galleries, and is sold in shops in Connecticut and Massachusetts.



## **NEW** Creating Collage with Oil Painting

We'll explore the technique of collage as it pertains to oil painting. Learn how to collect imagery, prepare canvases, use matte and acrylic mediums, and layer imagery, as well as oil glaze techniques, and then how to incorporate collaged imagery into your oil paintings. Please bring the following supplies to class: two small canvases or canvas pad, gesso, oil paints, brushes, acrylics, scissors or blade, and assorted magazines or other collage materials from home.

**CRN #31754** 3 Mondays, 10/15-10/29, 6-8 p.m. **MCC Bldg. AST D105**  
Fee: \$60

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

**Instructor  
Artwork  
Featured on  
Catalog Cover**

## **NEW** Get in Line: Drawing for All Levels

For art students of all levels, students will draw from still life, learn from demonstration, receive individual feedback, and work on line, proportion, and how to organize space and achieve the harmony of a single piece of art. Students should bring the following materials to the first class: a large drawing pad, a set of soft pencils (#3, #4, #5 or #6), and eraser. Approximate start-up cost of \$25, if students own no drawing supplies. **Please note: This course meets at the new MCC on Main, 903 Main Street, Manchester.**

**CRN #31980** 8 Thursdays, 9/27-11/15, 2-4 p.m. **MCC on Main, 903 Main Street, Manchester** Fee: \$185

**Instructor: Zbigniew Grzyb** earned his master's degree at the Academy of Fine Art in Cracow, Poland. In 2001 he was the recipient of a grant from the Pollack-Krasner Foundation. He recently had one-person exhibitions at Real Art Ways, Brick Walk Fine Art, and MCC, and his work is included in the New Britain Museum of American Art. He also teaches at the West Hartford Art League and the Farmington Valley Arts Center.

## Introduction to Abstract Expressionism

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

**CRN #31523** 8 Mondays, 9/17-11/12 (does not meet 10/8), 6:30-8:30 p.m. **MCC Bldg. GPA GP202** Fee: \$185

**Instructor: Zbigniew Grzyb**

## Painting Landscapes Using Watercolor Techniques

Students will learn how to use the beautiful but challenging medium of watercolor to create different effects in landscape painting. Instructor demonstration, as well as one-on-one feedback, will be provided to students. Learn how to create the illusion of distance, the element of light, the atmosphere of different times of day, and different seasons of the year. All levels are welcome. Students should bring the following materials to class (total start-up cost of approximately \$60 if a student owns no painting supplies): a set of watercolor paints, a wax palette, brush sizes #4, #6 & #10, and Arches watercolor paper.

**CRN #31570** 8 Wednesdays, 9/19-11/7, 6:30-8:30 p.m.  
**MCC Bldg. GPA GP202** Fee: \$185

**Instructor: Zbigniew Grzyb**

## Introduction to Oil Pastels

Learn how to use oil pastel and master the flexibility of the wonderful medium in its various possibilities. The instructor will demonstrate technique, and will work individually with each student to help you achieve your artistic goals. In addition to learning how to work with the medium, we will learn how blend and layer colors, and achieve harmony in art. Students should bring to class a Bristol pad (approximately 14"x12") and an oil pastel set, plus an extra white and black pastel.

**Please note: the last class on November 17 will meet at the New Britain Museum of American Art, 56 Lexington Street, New Britain, CT, where students will tour the collection, focusing on techniques learned in class. Admission is free.** Directions will be given in class.

**CRN #31499** 8 Saturdays, 9/22-11/17 (does not meet 10/6), 10 a.m.-noon **MCC Bldg. GPA GP202** Fee: \$185

**Instructor: Zbigniew Grzyb**

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

Work with traditional oil paints, acrylics, or the newer water-mixable oil paints. Receive individual instruction in your medium of choice. Beginning students will learn some fundamentals of painting, including basic composition and color theory, and will work mostly from still life, while more advanced students will be encouraged to develop personal imagery. Choose your own subjects—still life, semi-abstract, landscape, or others. Students should bring an 18"x24" 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 #31756** 8 Fridays, 9/28-11/30 (does not meet 10/5 & 11/23), noon-2:30 p.m. **MCC Bldg. AST D105**

**CRN #31658** 8 Wednesdays, 10/17-12/12 (does not meet 11/21), 6:30-9 p.m. **MCC Bldg. AST D105**  
**Fee: \$230**

**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](http://www.Lascheverfineart.net).



## 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 #31501** 8 Thursdays, 9/13-11/1, 6-8:30 p.m.

**MCC Bldg. GPA GP202 Fee: \$180**

**Instructor: Christine LaFond**

## Creating Mosaics

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

**CRN #31498** 3 Saturdays, 9/15-9/29, 9 a.m.-noon

**MCC Bldg. AST D110 Fee: \$80**

**Instructor: Christine LaFond**

## You May Also Like

- The Italian Renaissance on page 32
- The Art of Writing about the Arts on page 59

## Watercolor Painting for Beginners

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

**CRN #31503** 8 Tuesdays, 9/11-10/30, 6-8:30 p.m.

**MCC Bldg. GPA GP202 Fee: \$180**

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

## Introduction to the French Impressionist Style: Painting Flowers and Gardens

Do you like the color and light of French Impressionism, as best represented in Monet, Manet, and Renoir? In this introductory course to oil and acrylic painting, you will learn the basic painting techniques of the masters of French Impressionism, while developing your own style. Emphasis will be on floral garden colors. Please bring your lunch. Materials list will be mailed prior to the start of class.

**CRN #31661** 1 Saturday, 11/17, 8:30 a.m.-2:30 p.m.

**MCC Bldg. GPA GP202 Fee: \$85**

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

## 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, as well as paper plates for mixing ink, paper cups for water. Materials fee: \$20, payable to the instructor at the beginning of class, for rice paper, bamboo brush, and ink.

**CRN #31662** 1 Saturday, 12/8, 8:30 a.m.-2:30 p.m.

**MCC Bldg. GPA GP202 Fee: \$85**

**Instructor: Yuemei Zhang**



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# Art & Crafts

## Figure Drawing

Using live models, this course will examine the fundamentals of figure drawing: proportion, form, gesture, contour, and composition. The emphasis will be on exploration and response in a variety of media. Required materials: pencil, china marker or conté crayon, pen, vine charcoal, pressed charcoal, and large newsprint. The course is based on the principles as expounded in *The Natural Way to Draw* by Nicolaides. Model fee: approximately \$40-45 for the entire course (fee is divided by, and therefore dependent upon, the number of participants).

**CRN #31502** 7 Fridays, 9/21-11/9 (does not meet 10/5), 6:30-9:30 p.m. **MCC Bldg. AST D109** Fee: \$240

*Instructor: Amy McConnell Burris earned bachelor degrees in art and French before gaining her teaching certification. She has taught abroad, and in area schools, since 1990, and has taught a variety of art courses for MCC's Credit-Free Programs since 2007. She was recently awarded 1st place for watercolor in a Rockville Downtown Association (RDA) Gallery exhibition.*

## Mandalas: An Expressive and Meditative Art

Mandala art has existed as a means of self-expression, meditation, and spiritual insight since prehistoric times. Learn about this ancient—and still popular—art form through visual examples, lecture, and handouts, and create your own mandalas through a process of guided meditation, coupled with practical art instruction. Please bring the following materials to class: 12-color (or more) set of Prismacolor colored pencils; 11"x14" spiral-bound drawing pad (good quality, such as Strathmore); 6" protractor; 12" ruler; 6" 90-degree triangle; pencil sharpener; white plastic eraser; and compass.

**CRN #31573** 2 Fridays, 10/19-10/26, 2:30-5 p.m. **MCC on Main, 903 Main St., Manchester** Fee: \$50

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

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## You May Also Like

- Body, Mind & Spirit courses on pages 11-14
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## Retrain Your Brain and Become an Artist

The secret to making beautiful, realistic drawings is in teaching your brain to process visual information differently. This class, based on the method as described in *Drawing on the Right Side of the Brain* by Betty Edwards, offers a structured system of training, including mental exercises (both serious and fun) that help to "open your eyes" and switch to the right side of your brain—the artistic side. Be prepared for some surprises and often amazing results. People with little or no art experience will benefit most from this course. Students should bring the following materials: a 9"x 12" drawing pad; pencils of different softness, from 2B to 4B or softer; kneaded eraser; pencil sharpener; 12" ruler; and several paper napkins. Materials fee: \$4, payable to the instructor at the first class, for additional materials. Students should be at least 18 years old.

**CRN #31656** 6 Tuesdays, 9/25-10/30, 6:30-9 p.m. **MCC Bldg. LRC A226** Fee: \$170

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

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

## Learn to Draw Portraits

For students with at least intermediate skills, this class will help students overcome the challenges of drawing a portrait. Through a system of step-by-step exercises and demonstrations, learn the proper proportions of an adult's and a child's head and placement of features with the head straight-on and in other positions; practice drawing each feature separately; use special techniques to create depth and weight; and learn how to communicate various facial expressions. Students will work from existing portraits provided by the instructor, from their own photographs, and by drawing each other, as well as a live model, if desired, for an additional fee. Please bring the following materials: 11"x14" (or 14"x17") drawing pad; tracing paper; pencils of different softness, from 2B to 4B or softer; kneaded eraser; a pencil sharpener; and a ruler.

**CRN #31659** 6 Tuesdays, 11/6-12/11, 6:30-9 p.m.

**MCC Bldg. LRC A226** Fee: \$170

*Instructor: Natalia Piendel*

## Fashion Rendering

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

**CRN #31569** 8 Tuesdays, 9/11-10/30, 6-8 p.m. **MCC Bldg. GPA GP136** Fee: \$210

*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.*

## Interior Design Basics

Whether you are interested in interior design as a career option or a hobby, this course will help you refine your creative abilities to produce cohesive designs. We will cover the essential steps of the design process and produce drawings that clearly express your design vision. The following skills will be covered: concept development, form, function, hierarchy, scale, balance, and rhythm, as well as design elements such as furniture, materials, textile, lighting, and sustainability. This instructional and studio-based course will culminate with each student presenting a design concept for a small space, including drawings and materials board. A supply list will be sent before the start of class. Materials fee: approximately \$20.

**CRN #31755** 7 Tuesdays, 10/2-11/13, 6-8 p.m. (except last class, 6-9 p.m.) **MCC Bldg. V1 V101** Fee: \$195

*Instructor: Becky Nichols is a licensed interior designer with a bachelor of arts from the Paier College of Art. She has experience working with both residential and commercial design and is currently employed as an interior designer with Amenta/Emma Architects in Hartford.*



## Floral Designs for Work and Home

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

**CRN #31504** 7 Mondays, 9/10-11/5 (does not meet 10/8 & 10/22), 7-9 p.m. Fee: \$115

*Instructor: Robert Buettner has been a florist since 1966, and owns and operates Paul Buettner Florist in East Hartford. He taught flower arranging at MCC during the 1990s, and returned in 2006. One of Bob’s recent students remarked, “He not only knows his craft; he is an effective instructor; encouraging students to use their creativity.”*

## Jewelry Making for Beginners

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

**CRN #31522** 4 Saturdays, 9/8-9/29, 10 a.m.-1 p.m.

**MCC Bldg. AST D132** Fee: \$120

*Instructor: Carla Polek has an M.F.A. in jewelry design and metalsmithing from Southern Illinois University and a B.A. in applied design from San Diego State University. She teaches metalsmithing at Holyoke Community College and is widely exhibited.*

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

Beginning students will learn a new, creative way to craft silver jewelry, while experience students will challenge and upgrade their skills. Discover how amazing the putty-like PMC can be easily shaped, dried and fired in a kiln, resulting in a unique piece of jewelry. All aspects of the craft will be addressed, from design, shaping and texturing, finishing, and antiquing; even learn how to set a stone! Expect to complete two or three jewelry items, such as pendants, earrings, charms, or bracelet elements. Materials fee: \$76 (subject to change according to market prices), payable to instructor at the first class, for one package of PMC; use of the kiln and tools; finishing materials; and a gemstone. A simple materials list will be mailed prior to class. **Please register no later than September 27; the instructor needs to order the proper amount of supplies.**

**CRN #31581** 3 Wednesdays, 10/3-10/17, 6-9:30 p.m.

**MCC Bldg. GPA GP136** Fee: \$120

*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.*

## Jewelry Making with Beautiful Bronze PMC

Bronzclay® has a lovely luster, is very affordable, and allows you to create jewelry as though you were playing with clay—similar to but not the same as silver PMC. Learn to special bronze skills, and how to mold, stamp, roll out, and texture your own designs. Even learn to set a stone. All aspects of the craft will be patiently demonstrated. This course is for both beginning and experienced silver PMC students. Based on individual pace, students can expect to complete two jewelry items: pendants, charms, earring, or bracelet elements. **Please note: You must register by October 18 to allow the instructor time to buy supplies.** Materials fee: \$30, payable to the instructor at the first class, for supplies. Please note: The materials fee is dependent on the metals market and subject to change.

**CRN #31580** 3 Wednesdays, 10/31-11/14, 6-9:30 p.m. (first two sessions) & 6:30-9 p.m. (final session) **MCC Bldg. GPA GP136** Fee: \$110

*Instructor: Judith E. Goldstein*

## Create Multiple Designs with Gold-Toned Bronze Jump Rings: Chaining I

Beginners will master the rewarding skill of assembling ready-made “jump rings” into a variety of attractive chain patterns from simple to intermediate levels. Learn how to use jewelry pliers to attach the bronze rings in different ways without soldering. After constructing samples of each pattern, students will proceed to design their bracelet in lustrous, gold-toned bronze. By the end of the course, students will be able to create chain maille bracelets, necklaces, and earrings. **Please note: You must register by October 18 to allow the instructor time to buy supplies.** Materials fee: \$25\*, payable to instructor at the beginning of class, for class supplies.

**CRN #31578** 1 Wednesday, 10/24, 6-10 p.m.

**MCC Bldg. GPA GP136** Fee: \$45

*Instructor: Judith E. Goldstein*

\*Please note: The materials fee is dependent on the metals market and subject to change. Also, a simple materials list of mostly household items will be mailed prior to the start of class. You may email the instructor at [jegpewter@aol.com](mailto:jegpewter@aol.com) to see a sample of what you will learn and create.

## More Beautiful Bronze Bracelets: Chaining II

Enhance your jewelry chaining techniques by learning three new pattern designs: the Double Rope, Three Row Flat, and Five Row Flat chain maille. Learn how to use jewelry pliers to attach the gold-toned bronze “jump rings” in different ways without soldering. Create a sample of each pattern and then choose one for your “bracelet in an evening.” **Please note: You must register by November 19 to allow the instructor time to buy supplies.** Materials fee: \$25\*, payable to instructor at the beginning of class, for silver supplies. Prerequisite: *Chaining I* is recommended, but students may self-select.

**CRN #31579** 1 Wednesday, 11/28, 6-10 p.m.

**MCC Bldg. GPA GP120** Fee: \$45

*Instructor: Judith E. Goldstein*

# Art & Crafts



## **NEW** Knit Your Holiday Gifts!

Get ready for the gift-giving season while enjoying the company of a closely knit group. Beginners and near-beginners will learn and practice the craft of knitting, starting with wrist warmers and proceed to scarves—all perfect for the holidays! A new stitch or technique will be introduced with each pattern. Students will learn the following skills: casting on, knit, purl, yarn over, short rows, binding off, reading patterns, and “unknitting.” Classroom instruction will be tailored to each person’s skill level and include more advanced techniques as needed. A materials list will be sent prior to class, and additional supplies will be considered as the course proceeds.

**CRN #31687** 5 Wednesdays, 10/17-11/14, 7-9 p.m.

**MCC Bldg. GPA GP143 Fee: \$99**

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

## Creative Crochet for Beginners

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

**CRN #31657** 6 Thursdays, 9/27-11/1, 3:30-5:30 p.m.

**MCC Bldg. Lowe L142 Fee: \$99**

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

## Creative Crochet Group

Continue with the basics of crocheting by joining a circle of crocheters, while taking your existing skills to the next level of this wonderful needle art. We will learn a number of fancy stitch techniques, various stitch patterns, and learn to understand and read crochet patterns. We will also create a theme crochet project of the instructor’s choice.

Students already working on a crochet pattern of their own are encouraged to bring it to class. A materials list will be sent prior to class. Prerequisite: *Creative Crochet*, or previous crocheting experience.

**CRN #31660** 6 Thursdays, 11/8-12/20 (does not meet 11/22),

3:30-5:30 p.m. **MCC Bldg. Lowe L142 Fee: \$99**

**Instructor: Diane Snarski**

www.mcc.commnet.edu

## **NEW** Handmade Holiday Cards

Add your personal touch to holiday greeting cards through the use of rubber stamping and punches to preselected cards. Each student will receive a package of 15 holiday greeting cards, with partially precut materials, which will assemble into three different designs of five cards each. Materials fee: \$7.50, payable to instructor at first class.

**CRN #31830** 1 Saturday, 11/10, noon-4 p.m. **MCC Bldg. GPA GP142**

**Fee: \$35**

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

## Chair Caning: Seat Weaving Workshop

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

**CRN #31858** 3 sessions: 1 Friday, 10/19, 6:30-10 p.m. & 2 Saturdays, 10/20-10/27, 9 a.m.-4 p.m. **MCC Bldg. V1 V101 Fee: \$145**

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



## Antique Radio Theory and Repair

Whether you are an avid collector of antique, tube-type radios or have a family heirloom radio, this course will help you to understand just how that old-fashioned radio works and how to repair it. The course will include discussion on radio theory and history, as well as hands-on lessons for repairing either your own antique radio or one that is provided. No previous experience is

necessary, but participants must be over the age of 17. **The final four sessions are held at the Vintage Radio & Communications Museum of Connecticut, 115 Pierson Lane, Windsor. Museum admission is included with the course fee.** Materials fee: \$10, payable to the instructor at the first class, for creating a crystal radio during the course. Other tubes and items needed for repairs can be purchased as needed.

**CRN #31753** 5 Saturdays, 9/22-10/27 (does not meet 10/6),

9-11 a.m. **MCC Bldg. GPA GP143 (first session) & Vintage Radio & Communications Museum, Windsor (last four sessions) Fee: \$115**

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

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

# Body, Mind & Spirit

## **NEW** Traditional Chinese Medicine

Traditional Chinese Medicine (TCM) originated in ancient China and refers to a broad range of medical practices that have evolved over thousands of years. The TCM approach is fundamentally different from that of Western medicine and its understanding of the human body is based on the holistic view of the universe as described in Taoism, with the treatment of illness based primarily on the diagnosis and differentiation of syndromes. TCM practitioners use acupuncture, herbs, massage (Tuina), exercise (QiGong), moxibustion, cupping, and dietary therapy. Come learn about this holistic medicine whose main goal is to put your body, mind, emotions, and spirit in balance.

**CRN #31779** 1 Thursday, 9/20 7-9 p.m. **MCC Bldg. GPA GP137**  
Fee: \$20

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

## **QiGong: Meditative Movements for Health and Wellness**

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

**CRN #31775** 2 Thursdays, 10/4-10/11, 7-8:15 p.m.  
**MCC Bldg. GPA GP137** Fee: \$25

**Instructor:** *John Mammone*

## **You May Also Like**

- Mandalas: An Expressive and Meditative Art on page 8
- Tai Chi for Health and Relaxation on page 39

## **Yoga for Every Body**

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

**CRN #31517** 8 Thursdays, 9/20-11/8, 7:30-8:45 p.m.  
**MCC Bldg. Lowe L154 (Fitness Studio)** Fee: \$80

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



## **Massage: Hands-On Healing**

The origins of therapeutic massage are rooted in the common instinctual response to hold and rub a hurt or pain. It is found in all cultures as an integral part of health care and maintenance. Learn step-by-step techniques in this hands-on workshop for the beginner. Practice head, neck, shoulder, back and arm massage. Come alone or sign up with a friend. Participants will practice on each other. Wear loose, comfortable clothing and bring an exercise mat, sleeping bag or thick blanket to lie on, and a pillow, towel and favorite body lotion. Also, please bring a snack and drink for mid-session nourishment.

**CRN #31518** 1 Saturday, 11/10, 10 a.m.-2 p.m. **MCC Bldg. AST D213**  
Fee: \$50

**Instructor:** *Diane Marion* is a nationally certified, CT-licensed massage therapist, herbalist, Usui Reiki master/teacher and doula, who has been practicing for more than two decades. She is the owner of a massage therapy practice, *Changes at Hand*, in Willimantic.

## **NEW** Relaxing Sound Therapy and Prosperity Meditation

Sound relaxation has been scientifically reported to benefit health and a host of conditions, such as lowering blood pressure, reducing stress, relieving pain, increasing circulation, and promoting healing and mental focus/clarity. Come experience deep relaxation, accompanied by the relaxing sounds of the sacred gong and singing bowls. Class also includes light yoga and special meditation for prosperity.

**CRN #31898** 1 Saturday, 10/27, 10 a.m.-noon **MCC Bldg. GPA GP215**  
Fee: \$25

**Instructor:** *Karen Lani LeBoulluec, Ph.D.* from the University of Vermont and M.S. from Quinnipiac University, is a certified Kundalini yoga instructor, Reiki master, and QiGong trainer, as well as certified in Vibrational Healing Training with Singing Bowls. She has given many workshops on Gong Sound Healing and sound relaxation classes with meditation.

## **NEW** Fertile Abundance

Traditional Chinese Medicine (TCM), including acupuncture and herbal medicine, has a long, fruitful history of efficacy in reproductive health. By understanding, identifying, and treating the patterns of imbalance occurring in the body that may inhibit conception, whether it be natural or assisted, you can move toward greater health and integration of all aspects of health and your fertility. We will consider the human reproductive cycle through the eyes of both western medicine—including menses and ovulation—and eastern medicine and yin/yang theory to learn how imbalances may be preventing pregnancy or keep you from maintaining a pregnancy. Through acupuncture, herbal medicine, dietary choices, and stress reduction exercises, such as QiGong, to enhance fertility, participants will be able to enrich their reproductive cycles.

**CRN #31978** 1 Wednesday, 11/14, 7-9:30 p.m. **MCC Bldg. GPA GP232**  
Fee: \$35

**Instructor:** *Debra Diers* is a doctor of oriental medicine, licensed acupuncturist, and registered nurse. She's been in practice for the past 20 years, with a focus on women's issue and fertility. She maintains a professional relationship with the reproductive clinic at the UConn Health Center, as well as Hartford Hospital and Yale University. She has a western medical background in OB/GYN, and has worked a labor and delivery nurse.



# Body, Mind & Spirit

## First Degree Reiki Training

Awaken your dormant healing abilities in this day-long workshop. Learn a thorough history of Reiki from its ancient origins to its adaptation to the modern office, hospital, and daily life. Participants will learn about the chakra system, Reiki principles, hand positions for healing, and attunement to awaken one's ability to heal. Participants will also discuss the benefits of Reiki for both the client and practitioner. This class includes two Reiki sessions: one as a recipient and one as a Reiki practitioner. Please bring a blanket, pillow, and your lunch to class.

**CRN #31505** 1 Saturday, 9/15, 9 a.m.-4:30 p.m. **MCC Bldg. AST D213**  
Fee: \$150

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

## Second Degree Reiki Training

Building on *First Degree Reiki Training* (or if you've taken Reiki with a different instructor), this workshop introduces the first three ancient, sacred Reiki symbols that are used to discover the root of one's problems, as well as to heal through distance and assist in the gentle release of emotions. Participants will also learn to create a sacred space, use meditation to connect to one's guides, and learn how to construct and utilize a crystal grid. At the end of the workshop, students will incorporate the Reiki symbols to give and receive a full Reiki session and to send a distance healing as a second degree Reiki practitioner. Please bring a blanket, pillow, and your lunch to class.

**CRN #31506** 1 Saturday, 10/20, 9 a.m.-4:30 p.m.  
**MCC Bldg. AST D213** Fee: \$150

**Instructor:** *Dory Dzinski*

## Reiki III: Master

Building on *First* and *Second Degree Reiki* (or if you have taken these levels with another instructor) this workshop teaches Reiki practitioners about three additional sacred Reiki symbols to access healing on a spiritual level. Participants will utilize and receive advanced psychic healing during this hands-on session. Please bring a blanket, pillow, and your lunch to class.

**CRN #31507** 1 Saturday, 11/17, 9 a.m.-4:30 p.m.  
**MCC Bldg. AST D213** Fee: \$150

**Instructor:** *Dory Dzinski*

## Meditation as a Life Skill

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

**CRN #31509** 2 Thursdays, 10/18-10/25, 7-9 p.m.  
**MCC Bldg. GPA GP137** Fee: \$50

**Instructor:** *Dory Dzinski*

### Consider Yourself Confirmed

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



## **NEW** Meditation as a Life Skill: Intermediate Level

Share sacred space and recharge, renew and create! Focus will be on guided meditations, silent meditations, and some moving meditations. Most of the class will involve practicing various styles, with minimal lecture time. Prerequisite: *Meditation as a Life Skill*, or some successful meditation experience.

**CRN #31510** 2 Thursdays, 11/8-11/15, 7-9 p.m.  
**MCC Bldg. GPA GP137** Fee: \$50

**Instructor:** *Dory Dzinski*

## Chakra Fun and Creativity

Staying healthy can be fun! And this class will provide 7 different kinds of fun. As we explore the energy system of our body, which contains 7 major chakras, we will learn and participate in activities that strengthen each of the corresponding "life areas." These activities will include mini-vision boards, group movement "sculptures," sharing dreams, creatively identifying personal strengths, and much more. Absolutely no prior creative skills or chakra knowledge are necessary for this class. When your energy system is open and flowing freely, so are those corresponding areas of your life. All materials are provided. Journalers may bring your journal to class.

**CRN #31508** 1 Saturday, 12/1, 9 a.m.-noon **MCC Bldg. GPA GP143**  
Fee: \$35

**Instructor:** *Dory Dzinski*

## Introduction to Archetypes

This is a beginner level course geared for those looking inward and interested in personal transformation. Come join this exciting opportunity to learn about archetypes, based on the Caroline Myss model. We will discuss four survival archetypes that everyone shares, identify eight personal ones, and explore how these work in your physical, emotional, and spiritual life. Archetypes represent symbolic, energetic patterns that impact us unconsciously everyday. The goal of this course is to activate this template and expand awareness. Personal and group work will be utilized, and we'll learn how to do a simple archetypal reading. Classes meet every other week to allow for at-home exercises and assignments.

**CRN #31979** 3 Saturdays, 9/29-10/27 (meets every other week),  
12:30-4:30 p.m. **MCC Bldg. GPA GP155** Fee: \$140

**Instructor:** *Michele Varanay holds an master's in experiential health and healing from the Graduate Institute, as well as several other certifications in the field of holistic healing. She is a certified archetypal consultant from the Caroline Myss Institute in Chicago. In addition, she has been a social worker for 15 years, working with children and families.*

## **NEW** Stress Management Workshop

Did you know that oftentimes, the reason for a doctor's visit is stress related? We take it for granted that stress is part of our everyday lives, without realizing the toll it takes on our quality of life.

Managing stress is an important part of a healthy lifestyle. This class, based on mindfulness stress reduction, will explore and provide practice for stress management tools you can use immediately, including breathing exercises, guided imagination, meditation, gentle yoga, and relaxation techniques. Students should bring a meditation or exercise mat. Materials fee: \$5, payable to instructor at the beginning of class, for an instructional workbook.

**Please note: this course meets at MCC on Main, 903 Main Street, Manchester.**

**CRN #31511 8 Wednesdays, 9/12-10/31, 4-5 p.m.**

**MCC on Main,**

**903 Main St., Manchester Fee: \$80**

*Instructor: Nanette Tummers, Ed.D., is professor of health education at Eastern Connecticut State University, a certified Holistic Stress Management instructor, and a certified Yoga Alliance teacher. She is the author of Teaching Stress Management to Children and Young Adults and Wellness and Stress.*

## Introduction to Emotional Freedom Technique (EFT)

EFT is based on the theory that "the cause of all negative emotions is a disruption in the body's energy system." It is a powerful procedure used by thousands of practitioners around the world to help people find more success, fulfillment, and peace in their lives through understanding and resolving deep "root causes" of issues that keep them from achieving their greatest dreams, issues such as physical or emotional discomfort, panic/anxiety attacks, traumatic memories, addictions, and phobias. EFT is a form of emotional acupuncture, except that instead of needles, the taps of fingertips are used to stimulate certain meridian energy points while the client is "tuned in" to the problem. This interactive introduction will allow students to experience the power of EFT themselves.

**CRN #31829 1 Thursday, 9/13, 6-8 p.m. MCC Bldg. Lowe L142**  
**Fee: \$20**

*Instructor: Cris Jacobs is a life change coach in West Hartford at Hartford Family Institute's Center for Healing. In addition to an M.B.A., he has an advanced certificate in EFT and a certificate as a core energetics practitioner. A past participant commented, "I feel as if a great weight has lifted off me. I am and feel like a different person."*

## 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, life coaches, and those desiring personal/emotional growth.

**CRN #31776 2 Thursdays, 11/29-12/6, 6-8:30 p.m.**

**MCC Bldg. Lowe L142 Fee: \$99**

**Instructor: Cris Jacobs**



## Transform Your Life

Learn, and begin to apply, the keys to successfully changing your life. Based on a powerful, three-step process developed through the practice of Life Coaching—Release-Rethink-Redo—you'll learn how to create a life based on your passion. This process addresses the unseen root causes of what really blocks you from achieving what you desire in life. Other topics include a new way of thinking about who you are and ways to immediately improve your relationships and productivity. You'll also learn how to use the Emotional Freedom Technique (EFT) as a personal performance tool. *Please note:* This workshop is experiential, so bring a personal goal or desired change in mind.

**CRN #31844 2 Thursdays, 9/20-9/27, 6-8:30 p.m.**

**MCC Bldg. Lowe L142 Fee: \$99**

**Instructor: Cris Jacobs**

## 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 #31574 1 Saturday, 9/15, 9 a.m.-noon MCC Bldg. GPA GP136**  
**Fee: \$25**

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

## 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 #31777 1 Saturday, 9/15, 9 a.m.-1 p.m. MCC Bldg. GPA GP142**  
**Fee: \$50**

*Instructor: Catherine Ewing-Rinker, M.Div., LCSW, is a transformational life coach, psychotherapist, minister of spiritual peacemaking, Reiki master, and energy healer. Co-author of Incredible Life, she is a workshop leader, speaker, and founder of Reawaken Your Dreamer. More information is available at [www.reawakenyourdreamer.com](http://www.reawakenyourdreamer.com).*

# Body, Mind & Spirit

## 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 traumatic 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 #31778** 1 Saturday, 10/6, 9 a.m.-1 p.m. **MCC Bldg. GPA GP142**  
Fee: \$50

Instructor: **Catherine Ewing-Rinker**



## Messages from Beyond

Do you have a desire to speak with or receive a message from a loved one who has gone to the other side? Let Joyce bring you a “message from beyond” in this fun and potentially insightful event. In her own words, “A medium can be thought of as a telephone connector allowing communication to flow between two planes of existence.” Bring an open mind, pen, and paper, and a tape recorder is welcome for your own messages only. Join Joyce as we “dial up” to the other side.

**CRN #31757** 1 Saturday, 9/22, 9:30 a.m.-12:30 p.m.

**MCC Bldg. LRC B209**

**CRN #31758** 1 Saturday, 11/17, 9:30 a.m.-12:30 p.m.

**MCC Bldg. LRC B208**

Fee: \$75

Instructor: **Joyce Orcutt** is a psychic, certified medium, and commissioned healer who shares her lifelong gifts, knowledge and experience as a counselor, teacher and lecturer.

## Your Spirit Guides Workshop

Have you ever asked what you can do for your guides, as well as what they can do for you? They have messages for you. Why did they choose you? Are any of them loved ones? How do you work with them? How do they work with you? Bring your unanswered questions to class, and pencils and tape recorders for your messages too. Please dress comfortably, and don't forget to bring your guides and smiles.

**CRN #31759** 1 Saturday, 11/3, 9:30 a.m.-12:30 p.m.

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

Instructor: **Joyce Orcutt**

## An Introduction to Pagans, Witches and Wicca

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

**CRN #31877** 4 Wednesdays, 11/7-12/5 (does not meet 11/21), 7-9 p.m.

**MCC Bldg. GPA GP142** Fee: \$65

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

## You May Also Like

- The History of Halloween on page 32

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

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

- Kripalu® dance yoga
- Genealogy
- Outdoor and indoor sports instruction
- Instrument instruction: sax, cello, bass
- Green Technology and Sustainability topics
- Rocks and gems of Connecticut
- Special topics in world cultures, such as Japanese Tea Ceremony
- Special topics in art history, such as Surrealism
- Beekeeping
- Creative nonfiction and prose poetry writing workshops
- Stargazing & basic astronomy
- Film & theater topics (see Drama section on page 34)
- Flower gardening, including roses & orchids
- Local history

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

COME JOIN A DYNAMIC TEAM! FOR A PROSPECTIVE INSTRUCTOR PACKET,  
PLEASE CALL CONTINUING EDUCATION AT 860-512-2825.



# Computer Technology

## COMPUTER CERTIFICATION TEST PREPARATION Professional Certification...

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

Course	Page #	Certification	Exam
<b>A+ Certification testing centers can be found at <a href="http://www.prometric.com">www.prometric.com</a> and <a href="http://www.pearsonvue.com">www.pearsonvue.com</a></b>			
A+ Essentials Certification Preparation	23	CompTIA A+ Certificate	Exam 220-701
<b>AutoCAD certification testing centers can be found at <a href="http://www.microdesk.com">www.microdesk.com</a></b>			
AutoCAD 2013 Certification Preparation	25	AutoCAD 2013 Certified Associate	AutoCAD 2013 Certified Associate
<b>Microsoft Office Specialist (MOS) certification training and testing held at Manchester Community College</b>			
Microsoft Access Training	22	MOS Access 2010 — Exam 77-885	MOS Access 2007 — Exam 77-605
Microsoft Excel 2010 Training	21	MOS Excel 2010 — Exam 77-882	MOS Excel 2007 — Exam 77-602
Microsoft Outlook 2010 Training	20	MOS Outlook 2010 — Exam 77-884	MOS Outlook 2007 — Exam 77-604
Microsoft PowerPoint 2010 Training	20	MOS PowerPoint 2010 — Exam 77-883	MOS PowerPoint 2007 — Exam 77-603
Microsoft Word 2010 Training	20, 21	MOS Word 2010 — Exam 77-881	MOS Word 2007 — Exam 77-601
<b>Manchester Community College: MCC Certificate</b>			
Microsoft Office MCC Certificate	19	MCC Certificate	
Web Communication & Design	18	MCC Certificate	
<b>MOS certification testing center located at Manchester Community College. Information, fee and schedule below:</b>			

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

Date	9/28	10/19	11/2	11/16	11/30	12/7
Time	4:15 PM	4:15 PM	4:15 PM	4:15 PM	4:15 PM	4:15 PM
CRN	31871	31872	31811	31812	31813	31814

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

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

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

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

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

## MSDNAA Software Information

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

Available software for Fall 2012 includes: Windows 7, Access 2010, Expression, Project 2010, SharePoint 2010, SQL Server 2008, Visual Studio 2010 and Game Studio. Please check with your instructor to see if your course qualifies for MSDNAA software.

# Computer Technology

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

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**Peggy Bloomer** is a freelance designer with 20 years' experience in the field. Her work includes logos, branding, collateral, websites and Flash projects for a wide range of non-profit and corporate clients.

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**John Bolduc**, M.B.A., is currently working as a senior systems engineer with an area technology business. He has an extensive networking background. John is a Microsoft Certified Systems Engineer (MCSE) and a Project Management Professional (PMP).

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**Nathaniel Bowen Jr.** is a network admin, system engineer, software engineer and educator. He currently holds a BS from the University of Hartford and a (MIS) Masters in Information Systems from the University of Phoenix. Nathaniel specializes in network design and has held positions at Lincoln Financial, Cigna, Aetna, and currently at Sikorsky. Nathaniel brings a mixture of 7 years of Corporate IT and real world experience to the classroom.

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**Keith Butzgy** has been a Mastercam instructor since 2005. He owns a CNC Commercial Sign Shop utilizing Mastercam and has provided technical support to Mastercam and SolidWorks users and advised users in various manufacturing and design techniques. He is a Certified Mastercam Programmer, Certified SolidWorks Professional, Instructor, and Support Technician.

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**Marc Cohen** holds a Masters in Computer Science and Security and has more than 12 years experience in software development and systems analysis. He is working as the lead application architect/developer for the Siemon Company. Marc has been an instructor at MCC since 2007.

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

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**Margaret Gordon** has more than 25 years of experience troubleshooting hardware and software systems and applications. She has also taught all levels of Microsoft operating systems and Office applications, and she is a Microsoft Office Specialist (MOS) certified in Access and Excel.

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**Laurie Grace** is an artist, illustrator, designer and educator. She holds a BFA from University of Connecticut and an MFA in Visual Arts from the Art Institute of Boston, at Lesley University. Her art work has been showcased in galleries around the New England area. Her clients include AT&T, Scientific American, Time, Newsweek, Forbes, and Discover.

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**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.

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**Edward Knoeckel** is a pianist, composer and music director. He has performed with and composed for the New York Philharmonic and Hartford Symphony. He has performed with jazz greats like Wycliffe Gordon and Jon Faddis. He was section leader for Walt Disney World's Magic Kingdom Band. He is a Sgt. in the Army 102nd Band and has piano and composition degrees from UCONN, Univ. of South Florida and the Univ. of Hartford.

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**Chris Legiadre**, AIA, NCARB, LEED AP BD+C, serves as a project architect in the Mixed-Use and Educational studios at Amenta/Emma Architects, P.C. in Hartford. He is proficient in both AutoCAD and Revit Architecture and is a licensed architect in the states of Connecticut, Massachusetts and New Jersey.

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**John Lombardo** is certified in project management through the American Management Association. He has been a project management leader for more than 20 years and has led teams of up to 150 members. His projects have included infrastructure replacement and implementation of new technology. John has led a number of teams both as a project manager and a functional manager throughout a long 33-year career in private industry.

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**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 QVCC, UCONN, CREC, public, private and technical schools, businesses, municipalities, and State agencies.

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

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**Sandra Rimetz** is a professor of Information Management & Office Technology at MCC where she focuses on current technologies, social media and the web. She has worked for industry leaders such as IBM and MicroControl Systems and has presented workshops in the areas of social media, e-communications and iPad productivity. Sandra invites you to follow her on Twitter @SophUser to learn more about building your user skills through our workshops and classes.

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

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**Valerie Scott** has been the graphic designer for MCC's Continuing Education Division for over 10 years. She uses a variety of Adobe products to design and lay out the course catalogs and other marketing projects.

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

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**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.

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**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.

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**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.

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

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# Computer Technology



## TECHNOLOGY FORUM • MCC ON MAIN • 903 MAIN STREET NOON SERIES

*Feel free to bring your own lunch or try one of downtown Manchester's fine restaurants nearby.*

### Seamless Photo Montages

In this demonstration, you will learn how professionals composite several photographs into one seamless photo montage. Starting with several high-resolution photographs, the presenter will showcase how she uses a variety of tools in Photoshop to make a collage that is magazine ready.

**CRN #31920** 1 Wednesday, 9/12, noon-1 p.m. **MCC on Main,**  
**903 Main Street, Room 1** Fee: \$5

### Restoring Old Photos

Learn techniques to restore, color-correct and enhance your digital or scanned photos. You will learn how to use Photoshop as a retouching tool to turn that torn, worn photo into a picture perfect image.

**CRN #31921** 1 Wednesday, 9/19, noon-1 p.m. **MCC on Main,**  
**903 Main Street, Room 1** Fee: \$5

### Wow Illustrator to Animation Presentation Part 1: Animated Buttons

See how easy it is to add interactive elements to your website. Starting with Illustrator, Photoshop, or even a series of sketches, Laurie Grace will walk you through a simple series of steps that will show you how to build animated buttons. In this presentation, Grace will demonstrate techniques with new work featured in the Adobe Illustrator Wow Book.

**CRN #31922** 1 Wednesday, 10/3, noon-1 p.m. **MCC on Main,**  
**903 Main Street, Room 1** Fee: \$5

### Wow Illustrator Animation Presentation Part 2: Creating Simple Walk Cycles

In this presentation, Laurie Grace will demonstrate additional animation work from the Adobe Illustrator Wow Book. Building on the same technique presented in the previous presentation, she will walk you through how to create a simple animated walk cycle.

**CRN #31923** 1 Wednesday, 10/10, noon-1 p.m. **MCC on Main,**  
**903 Main Street, Room 1** Fee: \$5

### Gesture Drawing

Get started on your next project with gesture drawing. In this short presentation, you will review gesture drawings that have been turned into animations. Simplicity can be powerful.

**CRN #31924** 1 Wednesday, 10/31, noon-1 p.m. **MCC on Main,**  
**903 Main Street, Room 1** Fee: \$5

### Rotoscoping

Rotoscoping is a technique used by animators to trace over recorded film footage frame by frame for use in animations. In this one-hour demonstration, you will learn the first steps to get started creating your own creative animations with this technique.

**CRN #31925** 1 Wednesday, 11/7, noon-1 p.m. **MCC on Main,**  
**903 Main Street, Room 1** Fee: \$5

### Turning Sequential Photos into GIF Animations

Turn your original photographs into animations using Photoshop. You will learn how to alter photos slightly and create a GIF animation for use online.

**CRN #31926** 1 Wednesday, 11/14, noon-1 p.m. **MCC on Main,**  
**903 Main Street, Room 1** Fee: \$5

### Social Media and Marketing for Artists

Come join in the conversation about the variety of ways to promote your work, crafts, writing or art. We will review marketing methods including online portfolios or self-published books. Get yourself out there!

**CRN #31927** 1 Wednesday, 11/28, noon-1 p.m. **MCC on Main,**  
**903 Main Street, Room 1** Fee: \$5

### ENROLL IN ALL 8 MAIN STREET NOON SESSIONS AND SAVE \$5

**CRN #31919** 8 Wednesdays, 9/12, 9/19, 10/3, 10/10, 10/31, 11/7, 11/14  
& 11/28, noon-1 p.m. **MCC on Main, 903 Main Street, Room 1**  
Fee: \$35

*Instructor: Laurie Grace*



## TECHNOLOGY FORUM • MCC ON MAIN • 903 MAIN STREET EVENING SERIES

### Develop Your Online Presence

Learn more about the social analytical tools available to measure your business' presence on the web. Learn how to monitor your web presence more effectively and increase your visibility.

**CRN #31929** 1 Thursday, 9/20, 6-7 p.m. **MCC on Main,**  
**903 Main Street, Room 1** Fee: \$5

### Social Media for Everyone

Come and learn about the top five social media websites today and how they can inspire your creativity on the web.

**CRN #31930** 1 Thursday, 9/27, 6-7 p.m. **MCC on Main,**  
**903 Main Street, Room 1** Fee: \$5

### Why Consider a LinkedIn Profile?

Learn how LinkedIn and brand-building can make you and your business more marketable and network worthy.

**CRN #31931** 1 Thursday, 10/4, 6-7 p.m. **MCC on Main,**  
**903 Main Street, Room 1** Fee: \$5

### Balancing Your Tech Life

Join us to discuss effective ways to manage your time and balance your e-life! There are thousands of apps and websites out there; here we will take a look at the most promising ones to help make you more productive.

**CRN #31932** 1 Thursday, 10/11, 6-7 p.m. **MCC on Main,**  
**903 Main Street, Room 1** Fee: \$5

### Building Your Facebook Page to Promote Business

Facebook is not just about searching for friends anymore; learn how it can promote your business.

**CRN #31933** 1 Thursday, 10/18, 6-7 p.m. **MCC on Main,**  
**903 Main Street, Room 1** Fee: \$5

### ENROLL IN ALL 5 MAIN STREET EVENING SESSIONS AND SAVE \$5

**CRN #31928** 5 Thursdays, 9/20, 9/27, 10/4, 10/11 & 10/18, 6-7 p.m.  
**MCC on Main, 903 Main Street, Room 1** Fee: \$20

*Instructor: Sandra Rimetz*



# Computer Technology

## INTRODUCTION

### Keyboarding Introduction

Feeling a little overwhelmed by your need to develop touch keyboarding skills? This basic typing course will help you develop your skills at your own pace. Learn proper techniques for alphabetic and numeric key reaches. There is no prerequisite.

**CRN #31792** 2 Tuesdays, 9/4-9/11, 6-9 p.m. **MCC Bldg. LRC B141**

Fee: \$99

Instructor: **Dorothy Weiner**

### Computer Boot Camp

Do you feel you are being left behind in the technology revolution? It is never too late to learn, and we have a course that will acquaint you with the computer terminology and devices that help manage your information today. You will gain insight into computer hardware and the Microsoft Windows operating system. In addition, you will 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 #31791** 4 Fridays, 9/7-9/28, 6-9 p.m. **MCC Bldg. LRC B142**

**CRN #31587** 2 Fridays, 9/21-9/28, 9 a.m.-4 p.m.

**MCC Bldg. LRC B141** (limited seating)

Fee: \$199

Instructors: **CRN #31791: Steven Bloom;**

**CRN #31587: Bruce Manning**

## INTERNET

### HTML5 and CSS3 Introduction

Get introduced to the new tags in HTML5. Learn how these tags handle structure, forms, drawing and media content more efficiently. Using new border features, you will learn how easy it is to add corners, shadows, gradients, transparencies—even background images and more—to your website without using a bitmap editing program like Photoshop. In addition, you will learn how to use 3D and 3D transitions and transforms in CSS3 and create simple mouse transformations. We will use Dreamweaver to create these projects and to practice weekly skills in this course. This course is both theory and hands-on, in-class practice. Instructor provides handouts. Prerequisite: *Basic understanding of HTML and CSS.*

**CRN #31888** 5 Mondays, 10/1-10/29, 6-9 p.m. **MCC Bldg. LRC B142**

Fee: \$255

Instructor: **Peggy Bloomer**

### Web Communication & Design MCC Certificate

Increase your employability with this intensive six-week course. Learn from a certified Internet webmaster in this hands-on workshop, which includes creating complete websites 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. Instructor provides handouts and a USB drive with the complete course installed on it. Prerequisite: *Dreamweaver Introduction course or permission of computer coordinator.*

**CRN #31875** 6 Mondays, 10/1-11/5, 6-9 p.m. **MCC Bldg. LRC B141**

Fee: \$299

Instructor: **Robert Thornton**

### Adobe Dreamweaver Introduction

This hands-on course using Adobe Dreamweaver 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 #31789** 2 Mondays, 9/17-9/24, 6-9 p.m. **MCC Bldg. LRC B141**

Fee: \$99

Instructor: **Robert Thornton**

### Adobe Dreamweaver In-Depth

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

**CRN #31628** 2 Thursdays, 11/1-11/8, 9 a.m.-4 p.m.

**MCC Bldg. LRC B141** (limited seating) Fee: \$199

Instructor: **Margaret Gordon**

### Expression In-Depth

This two-day, hands-on course starts with basic web page construction with emphasis on internal and external text and image links. Understand HTML codes/tags and how they affect the web page. We will also cover how to upload pages to a server, site design plans, layers-based layouts with tracing images, cascading style sheets, creating a form, embedding multimedia content, creating your own template and much more! This course is perfect for someone with no HTML experience as well as people who have used FrontPage or Dreamweaver. Registered students are eligible for free Microsoft Expression Web software. Instructor provides handouts. Prerequisite: *Basic PC skills or permission of computer coordinator.*

**CRN #31614** 2 Thursdays, 10/18-10/25, 9 a.m.-4 p.m.

**MCC Bldg. LRC B142** (limited seating) Fee: \$199

Instructor: **Margaret Gordon**

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

PHP & MySQL are popular, open-source technologies that are ideal for quickly developing database-driven web applications. Get introduced to the basics of PHP; how to set up and work with a MySQL database; and interactions between PHP and the database. Learn programming and database development techniques, build MySQL database driven web applications with PHP, and apply your learning to sample projects. Required text: PHP and MySQL Web Development (4th Edition), Addison-Wesley Professional (ISBN 9780672329166), available at MCC Bookstore for approximately \$55. Prerequisite: *Basic Windows, keyboard and mouse skills; knowledge of basic database concepts is recommended. Programming and HTML experience highly recommended.*

**CRN #31885** 4 Wednesdays, 10/17-11/14 (does not meet 10/31), 6-9 p.m. **MCC Bldg. LRC B142** Fee: \$199

Instructor: **George Pillar**

## ASP.NET Introduction

Build dynamic web applications with ASP.NET 4 and Visual Basic 2010. Geared toward students who have some programming experience, the course begins with the .NET programming model and an introduction to Visual Basic 2010. The ASP.NET component covers web controls, state management, and error handling. By the end of the course, the student will be able to build and deploy an ASP.NET application that interfaces with an SQL Server database. Fundamental database concepts will be covered, along with an introduction to ADO.NET. Required text: *Beginning ASP.NET 4 in VB 2010*, APress (ISBN 9781430226116), available at MCC Bookstore for approximately \$60. Registered students are eligible for free Visual Studio 2010 software. Prerequisite: *Basic Windows, keyboard and mouse skills; some programming experience recommended.*

**CRN #31886** 4 Wednesdays, 9/12-10/10 (does not meet 9/26), 6-9 p.m. **MCC Bldg. LRC B142** Fee: \$199

Instructor: **George Pillar**

## **NEW** Responsive Mobile Web Design

This course emphasizes how to make a website that looks good across browsers and devices. This course is intended for students with an understanding of HTML and CSS who want to design websites that work on computers and other devices from one website. The course will examine best design practice and review of working examples. Learn how to leverage divs with floats and clear using HTML and CSS. Resize your images for mobile devices, target device sizes using CSS media queries, and complete a sample site that will go live on the web, uploading via FTP to a common server space. We will use Dreamweaver to make a website and practice weekly skills in this course. This course is both theory and hands-on in-class practice. Instructor provides handouts. Prerequisite: *Basic understanding of HTML and CSS, some knowledge of mobile devices and screen sizes.*

**CRN #31892** 5 Mondays, 11/5-12/3, 6-9 p.m. **MCC Bldg. LRC B142** Fee: \$255

Instructor: **Peggy Bloomer**

## OFFICE SUITES/MICROSOFT APPLICATIONS

### **NEW** Microsoft Office® MCC Certificate

Increase your employability. MS Office certification helps you stand out! Upon completion of this 12-week course, take your choice of Office 2007 or 2010 MCC Certificate. This hands-on workshop will include practice time on Word, Excel, Access, PowerPoint, and Outlook—all skills employers are looking for today. Students will have the option to take each internationally recognized Microsoft Office Specialist Exam at our Microsoft-approved MCC testing center for an additional fee. Required text: *The Microsoft Office Specialist Study Guide*, Microsoft Press (ISBN 9780735648753), available at MCC Bookstore for approximately \$45. Prerequisite: *Basic Windows, keyboard and mouse skills with some exposure to Microsoft Office helpful.*

**CRN #31819** 12 Thursdays, 9/6-11/29 (does not meet 11/22), 6-9 p.m. **MCC Bldg. LRC B142** Fee: \$599

Instructor: **Dorothy Weiner**

See MOS Exam Schedule and Information on page 15.

## SharePoint In-Depth

Whether you never used SharePoint Designer before or you're familiar with a previous version, this hands-on, two-day course is for you! Utilize its new interface, create a team site and explore master pages. Create lists and document libraries and sort and filter them. Share a team calendar and contact list. Learn how to set up a work flow, insert and modify web parts, use views and various ways to customize the pages as well as permissions. All this without having to write code! Students are eligible to receive free SharePoint 2010 software. Instructor provides handouts. Prerequisite: *Basic Windows and Internet skills; basic knowledge of Outlook, Word, and Excel. Some knowledge of web page design is helpful.*

**CRN #31640** 2 Tuesdays, 11/27-12/4, 9 a.m.-4 p.m.

**MCC Bldg. LRC B141** (limited seating) Fee: \$199

Instructor: **Margaret Gordon**

## **NEW** Essentials of Project Management & MS Project, Process and Tool: How They Work Together

Project management is an industry-wide, recognized discipline and has become a key ingredient to ensuring successful, on-time, and on-budget projects. Learn how to determine the scope, characteristics and success of a well-defined project; how to gather and document requirements; leadership essentials; what a work breakdown session is all about; and how to schedule, estimate and handle project closure; the phases of a project; how to create and document a Scope; how to gather and define the Work Breakdown Structure (Tasks); review of the Tool (MS Project); documenting the Tasks and Plan into the Tool; use of the Tool to control the project; controlling Resources; creating Reports from the Tool. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

**CRN #31650** 2 Thursdays, 9/20-9/27, 9 a.m.-4 p.m.

**MCC Bldg. LRC B144** (limited seating) Fee: \$199

Instructor: **John Lombardo**

## OneNote Introduction

This program enables you to organize all of your files related to any project. OneNote is an electronic notebook that offers a free-form canvas where you can type, write, or draw notes in the form of text, graphics, and images, wherever and however you want them. Discover shortcuts to integrating OneNote into Word, Excel and a browser. OneNote saves you time and makes you work more efficiently by allowing you to save different types of information and find it instantly. Perfect for someone not well versed in Office applications! When you find out how easy OneNote is to use, you will wonder what took you so long! Instructor provides handouts. Prerequisite: *Basic understanding of Outlook, Word and Excel.*

**CRN #31606** 1 Thursday, 10/11, 9 a.m.-4 p.m. **MCC Bldg. LRC B142** (limited seating) Fee: \$99

Instructor: **Margaret Gordon**

# Computer Technology

## Building a Virtual Machine

Increasing your employability in today's job market includes being well informed about how many companies are moving to virtual machine technology as a cost-effective alternative to physical infrastructure. This class will teach you how to install and implement virtual machines through the use of the Microsoft Virtual PC program. Additional topics include a comparison of Virtual PC with VMware, an overview of VDI, and the basics of cloud computing. This class is an introduction for students who want to expand their knowledge of virtual environments. Registered students are eligible for free Windows 7 and Virtual PC software. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills*.

**CRN #31896** 2 Tuesdays, 10/16-10/23, 6-9 p.m. **MCC Bldg. LRC B141**  
Fee: \$99

Instructor: **Nathaniel Bowen, Jr.**

## Outlook Introduction

Outlook 2010 is the preferred communication tool in most jobs today. 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 #31883** 2 Thursdays, 11/15-11/29 (does not meet 11/22), 6-9 p.m. **MCC Bldg. LRC B141** Fee: \$99

Instructor: **Kristin Violette**

## Outlook In-Depth

From basic email features to advanced calendaring options, the skills taught in this all-encompassing, two-day course are: how to manage messaging (emails, signatures, automation, attachments, importance, security and delivery), scheduling (appointments, meetings, recurring events, requests, responses, custom calendar settings, sharing calendars), tasks (create, modify, mark, assign, update, respond), and contacts (personal, electronic business cards, distribution lists, address books), and how to organize information (categories, data files, folders, search, rules and customizing). This training maps directly to the skills needed for Microsoft Office Specialist (MOS) Outlook 2010 Certification. Students have the option to take the internationally recognized MOS Exams at our Microsoft-approved MCC testing center for an additional fee. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills*.

**CRN #31585** 2 Thursdays, 9/20-9/27, 9 a.m.-4 p.m.

**MCC Bldg. LRC B142** (limited seating) Fee: \$199

Instructor: **Margaret Gordon**

See MOS Exam Schedule and Information on page 15.

## Outlook: Tips, Tricks and Timesavers

This course is designed for experienced Outlook 2010 users who need to customize their environment, learn how to share calendars and email accounts, assign tasks and track completion, and set up meeting events quickly and efficiently. Learn how to clear a stuck Outbox, customize desktop alerts, set the Jump List and more! Other topics include techniques for conversation management; methods to utilize instant search features; rules for folder management; using the People Pane to connect to your social network; and interfacing with all Office 2010 applications using Outlook 2010. The vital information learned in this course will help you become more proficient and will save you time and energy when working in Outlook. Instructor provides handouts. Prerequisite: *Outlook 2010 Introduction course or equivalent experience*.

**CRN #31602** 1 Thursday, 10/4, 9 a.m.-4 p.m. **MCC Bldg. LRC B142** (limited seating) Fee: \$99

Instructor: **Margaret Gordon**

## PowerPoint 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. Although this course uses PowerPoint 2010 software, 2007 & 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills*.

**CRN #31881** 2 Tuesdays, 11/13-11/20, 6-9 p.m. **MCC Bldg. LRC B141**  
Fee: \$99

Instructor: **Kristin Violette**

## PowerPoint In-Depth

Skills taught in this accelerated course are: create and modify SmartArt diagrams, convert text to SmartArt, 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. This intensive PowerPoint training maps directly to the skills needed for Microsoft Office Specialist (MOS) PowerPoint Certification. Students have the option to take the internationally recognized MOS Exams at our Microsoft-approved MCC testing center for an additional fee. Although this course uses PowerPoint 2010 software, 2007 & 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Instructor provides handouts. Prerequisite: *PowerPoint 2007 or 2010 Introduction course, or permission of computer coordinator*.

**CRN #31622** 2 Mondays, 10/29-11/5, 9 a.m.-4 p.m.

**MCC Bldg. LRC B142** (limited seating) Fee: \$199

Instructor: **Dorothy Weiner**

See MOS Exam Schedule and Information on page 15.

## WORD PROCESSING

### Word 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. Although this course uses Word 2010 software, 2007 & 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills*.

**CRN #31825** 2 Tuesdays, 11/27-12/4, 6-9 p.m. **MCC Bldg. LRC B142**  
Fee: \$99

Instructor: **Kristin Violette**



## Word In-Depth

Skills taught in this in-depth course are: format paragraphs, insert and modify text boxes, create and modify headers and footers, how to use tables and lists to organize content, modify tables, merge documents and data sources, manage tracked changes, create Endnotes and Footnotes, insert Table of Contents, and other useful skills. This intensive Word training maps directly to the skills needed for Microsoft Office Specialist (MOS) Word Certification. Students have the option to take the internationally recognized MOS exams at our Microsoft-approved MCC testing center for an additional fee. Although this course uses Word 2010 software, 2007 & 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Instructor provides handouts. Prerequisite: *Word 2007 or 2010 Introduction course, or permission of computer coordinator.*

**CRN #31591** 2 Mondays, 9/24-10/1, 9 a.m.-4 p.m.

**MCC Bldg. LRC B142** (limited seating) Fee: \$199

Instructor: **Dorothy Weiner**

See MOS Exam Schedule and Information on page 15.

## Word Publication Features

This class is for people interested in learning more about managing large documents such as manuals, catalogs, or books. Some of the skills covered are modifying, creating and organizing Styles; creating and organizing Quick Parts; working with Footnotes and Endnotes; working with Bookmarks and Cross References; creating Tables of Contents using automatic and manual methods and using Citations and Table of Authorities. This class is geared for the user who has had experience working in Microsoft Word. Although this course uses Word 2010 software, Word 2007 & 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Instructor provides handouts. Prerequisite: *Word 2007 or 2010 Intermediate or equivalent experience or permission of computer coordinator.*

**CRN #31610** 1 Monday, 10/15, 9 a.m.-4 p.m. **MCC Bldg. LRC B142** (limited seating) Fee: \$99

Instructor: **Dorothy Weiner**

## SPREADSHEETS

### Excel Introduction

This course is designed for people new to spreadsheets and for self-taught users who wish to enhance their knowledge. Concepts include: recognize the main areas of the Excel window & workbook; enter, edit and delete data. Create formulae and functions - including SUM, AVERAGE, MAX & MIN. Enhance the presentation of workbook data; create, display and enhance charts, work with multiple worksheets, freeze titles and add comments. Although this course uses Excel 2010 software, 2007 & 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

**CRN #31589** 1 Friday, 9/21, 9 a.m.-4 p.m. **MCC Bldg. LRC B142** (limited seating)

**CRN #31822** 2 Tuesdays, 10/30-11/6, 6-9 p.m. **MCC Bldg. LRC B141** Fee: \$99

Instructors: **CRN #31589: Chuck Schwartz;**

**CRN #31822: Kristin Violette**

## Excel Intermediate

The skills taught in this accelerated course build upon the fundamentals presented in Excel Introduction. Concepts include an expanded examination of formulas & functions, conditional logic and formatting, data validation, sorts, filters, subtotals, lookups, and a brief introduction to pivot tables. Additional topics: customizing the ribbon & quick access toolbar, protect, share and distribute workbooks, work with multiple workbooks, and set enhanced print options. This training maps directly to the required skill set needed for the Microsoft Office Specialist (MOS) Excel Certification. Students will have the option of taking the internationally recognized MOS exams at our Microsoft-approved MCC testing center for an additional fee. Although this course uses Excel 2010 software, 2007 & 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Instructor provides handouts. Prerequisite: *Excel 2007 or 2010 Introduction course, or permission of computer coordinator.*

**CRN #31593** 3 Fridays, 9/28-10/12, 9 a.m.-4 p.m.

**MCC Bldg. LRC B142** (limited seating) Fee: \$299

Instructor: **Chuck Schwartz**

See MOS Exam Schedule and Information on page 15.

## Excel Data and Functions

This comprehensive unit on data handling will ensure that you are tapping the full power of Excel. Features examined in this workshop include: data sorting & filtering, everyday shortcuts, functions, data & time calculations, 3D formulas, what-if analysis, financial functions, and analyzing statistics. Managing information in tables and using pivot table reports will also be addressed as will auditing and simple macro creation to make this a course that no frequent user should go without. Although this course uses Excel 2010 software, 2007 & 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Instructor provides handouts. Prerequisite: *Excel 2007 or 2010 Introduction course, or permission of computer coordinator.*

**CRN #31620** 1 Friday, 10/26, 9 a.m.-4 p.m. **MCC Bldg. LRC B142** (limited seating) Fee: \$99

Instructor: **Chuck Schwartz**

## Excel Advanced

This hands-on, one-day intensive seminar integrates the new features of Excel in real-world settings and provides a detailed overview of a wide range of Excel topics. Areas of interest will include: more complex formulas (including 1 & 2 dimensional arrays), alternative data sets, solver, goal seek, scenarios, templates, pivot tables (with additional information about Slicers), PivotTable reports, pivot charts, macros, and creating custom functions. Additional topics if time allows. Although this course uses Excel 2010 software, 2007 & 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Instructor provides handouts. Prerequisite: *Excel 2007 or 2010 Intermediate course, or permission of computer coordinator.*

**CRN #31616** 1 Friday, 10/19, 9 a.m.-4 p.m. **MCC Bldg. LRC B142** (limited seating) Fee: \$99

Instructor: **Chuck Schwartz**

# Computer Technology

## Accounting I

In this hands-on course, you will learn basic concepts and practices of an accountant's role in providing managers with information to assist in their planning, control and decision-making activities. You will also go through the steps in the accounting cycle, including building reports in QuickBooks, Excel, and PowerPoint. You will be able to use a "real world" general ledger, spreadsheet, and presentation software. In addition, you will learn how to do charts (graphs) and vertical and horizontal analysis in Excel. Instructor recommends each student bring a USB flash drive to class. Required text: Included in course fee. Prerequisite: *Basic Windows, keyboard and mouse skills; familiarity with Excel.*

**CRN #31604** 5 Fridays, 11/2-12/7 (does not meet 11/23), 9 a.m.-4 p.m.  
**MCC Bldg. LRC B141** (limited seating) Fee: \$399

Instructor: **Charles Schwartz**

## QuickBooks In-Depth

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

**CRN #31823** 4 Wednesdays, 10/3-10/24, 6-9 p.m.

**MCC Bldg. LRC B141** Fee: \$199

Instructor: **Chuck Schwartz**

## QuickBooks Advanced with Payroll

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

**CRN #31824** 3 Wednesdays, 11/7-11/28 (does not meet 11/21), 6-9 p.m.

**MCC Bldg. LRC B141** Fee: \$155

Instructor: **Chuck Schwartz**

## DATABASE

### Access Introduction

Learn basic database concepts, create tables, set data entry rules, and create queries, forms and reports. Although this course uses Access 2010 software, 2007 & 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Students are eligible to receive free Access 2010 software. Prerequisite: *Basic Windows, keyboard and mouse skills.*

**CRN #31780** 2 Fridays, 11/2-11/9, 6-9 p.m. **MCC Bldg. LRC B142**

**CRN #31618** 1 Tuesday, 10/23, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**  
(limited seating)

Fee: \$99

Instructors: CRN #31780: **Kristin Violette**;

CRN #31618: **Margaret Gordon**

### Access Intermediate

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. Our intensive intermediate level Office training maps directly to the skills needed for Microsoft Office Specialist (MOS) certification. Students have the option to take each internationally recognized MOS exam at our Microsoft-approved MCC testing center for an additional fee. Although this course uses Access 2010 software, 2007 & 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Students are eligible to receive free Access 2010 software. Prerequisite: *Access 2007 or 2010 Introduction, or permission of instructor or computer coordinator.*

**CRN #31624** 3 Tuesdays, 10/30-11/13, 9 a.m.-4 p.m.

**MCC Bldg. LRC B142** (limited seating) Fee: \$299

Instructor: **Margaret Gordon**

See MOS Exam Schedule and Information on page 15.

### Access Advanced

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

**CRN #31638** 1 Tuesday, 11/20, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**  
(limited seating) Fee: \$99

Instructor: **Margaret Gordon**

### Database Introduction Using SQL Server 2008

This course will take a novice student through the fundamental principles of relational database systems using the very popular Microsoft SQL Server 2008 as the database product used for example. Students will examine the basic premises of database systems including proper entity selection, entity relationship diagramming, proper primary key selection, foreign keys, normalization, and building entity relationships using SQL Server. Fundamentals as basic SQL query writing will be covered. Students will examine SQL topics including proper statement structure, use of built in functions, multi-table joins, and aggregate queries to enable the student to effectively leverage the database to provides actionable business information. Instructor provides curriculum. Students are eligible to receive free Microsoft SQL Server 2008 software. Prerequisite: *Basic Windows, keyboard and mouse skills.*

**CRN #31634** 2 Fridays, 11/9-11/16, 9 a.m.-4 p.m.

**MCC Bldg. LRC B142** (limited seating) Fee: \$199

Instructor: **Marc Cohen**



Want to take a class online?  
See the Online Academy  
courses listed on pages 62-70  
or visit the web site at  
**[www.ed2go.com/manchcc](http://www.ed2go.com/manchcc)**

## **NEW** Microsoft SQL Server 2008 Advanced

This class requires the student to have a strong foundational knowledge of databases, SQL, and proper data structure design principles. This class assumes the students have had years of exposure to databases and have been writing custom SQL statements and have built custom data models. This class will examine advanced topics in SQL such as nested subqueries, advanced reporting functions, and SQL tuning. In addition, this class will briefly cover system administration and system setup topics such as file system planning, backup, recovery. Finally, students will learn various techniques using database objects like views and sequences to improve their database design from a security and data integrity perspective. Students are eligible to receive free Microsoft SQL Server 2008 software. Instructor provides curriculum. Prerequisite: *SQL Server In-Depth course, equivalent experience or consent of instructor or computer coordinator. Student should know how to write SQL queries and have a good understanding of building or modifying data models in a relational database.*

**CRN #31642** 2 Fridays, 11/30-12/7, 9 a.m.-4 p.m.

**MCC Bldg. LRC B142** (limited seating) Fee: \$199

Instructor: **Marc Cohen**

## **NETWORKS & OPERATING SYSTEMS**

### **Windows 7 Introduction**

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

**CRN #31817** 2 Tuesdays, 10/2-10/9, 6-9 p.m. **MCC Bldg. LRC B141**  
Fee: \$99

Instructor: **Nathaniel Bowen, Jr.**

### **A+ Certification Essentials Exam Preparation**

CompTIA A+ certification validates the latest skills needed by today's computer support professionals. It is an international, vendor-neutral certification recognized by major hardware and software vendors, distributors and resellers. The first required A+ exam, CompTIA A+ Essentials, measures necessary competencies for an entry-level IT professional. Topics include installing, building, upgrading, repairing, configuring, troubleshooting, and optimizing basic personal computer hardware and operating systems. This 36-hour course reviews the A+ Essentials learning objectives that prepare you for the exam. Required text: *CompTIA A+ Certification Essentials*, 2009 Edition, Axzo Press (ISBN 9781426021749), available at MCC Bookstore for approximately \$90. Prerequisite: *Basic knowledge of hardware and operating systems recommended.*

**CRN #31818** 6 Saturdays, 9/29-11/3, 9 a.m.-4 p.m.

**MCC Bldg. LRC B141** Fee: \$599

Instructor: **John Bolduc**

See exam information on page 15.

## **TROUBLESHOOTING AND SECURITY**

### **PC Maintenance**

Why pay for expensive upgrades when you can learn how to do them yourself? Practice RAM, expansion cards and peripheral device installations in a hands-on workshop with real parts. Learn how to configure drivers and troubleshoot your Windows operating system. You will learn how to reformat a hard drive, partition it and load Windows. Discover how to add new peripherals including printers and scanners. Learn how to download and install driver updates from the manufacturer's website. Additional topics include troubleshooting basics, researching errors online, hardware trends, buying a new PC (pre-built vs. custom), standards for monitors, hard drive sizes, ports, and optical drives. 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 #31636** 2 Tuesdays, 11/13-11/20, 9 a.m.-4 p.m.

**MCC Bldg. LRC B141** (limited seating) Fee: \$199

Instructor: **Bruce Manning**

## **DIGITAL IMAGING AND DESIGN**

### **Adobe Photoshop In-Depth (PC)**

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

**CRN #31626** 2 Wednesdays, 10/31-11/7, 9 a.m.-4 p.m.

**MCC Bldg. LRC B141** (limited seating) Fee: \$199

Instructor: **Jeff Shaffer**

### **Adobe Photoshop Elements Introduction (PC)**

Learn to use the tool preferred by amateur photographers, hobbyists and business users who need an affordable, easy-to-use but powerful digital-imaging software—Adobe Photoshop Elements. It's the latest photo-enhancement and manipulation program designed for that purpose. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

**CRN #31781** 2 Tuesdays, 10/30-11/6, 6-9 p.m. **MCC Bldg. LRC B142**  
Fee: \$99

Instructor: **Richard Hoyer**



# Computer Technology

## 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: *Photoshop Elements Introduction course or familiarity with Photoshop Elements.*

**CRN #31783** 2 Tuesdays, 11/13-11/20, 6-9 p.m. **MCC Bldg. LRC B142**  
Fee: \$99

Instructor: **Richard Hoyer**

## Adobe Acrobat In-Depth

Explore the Acrobat X 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 #31596** 2 Tuesdays, 10/2-10/9, 9 a.m.-4 p.m.  
**MCC Bldg. LRC B141** (limited seating) Fee: \$199

Instructor: **Margaret Gordon**

## Publisher Introduction

You can easily create distinctive, professional newsletters, brochures, cards, fliers and more. Even if you don't have any design or graphics experience, you will learn desktop publishing basics. This class will cover the essential elements of using Microsoft Publisher 2010, including page-layout commands, working with frames, using graphics, templates and wizards. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

**CRN #31869** 2 Mondays, 11/12-11/19, 6-9 p.m. **MCC Bldg. LRC B141**  
Fee: \$99

Instructor: **Dorothy Weiner**

## Adobe Desktop Publishing Overview

Get a basic introduction to the software used by most professional designers. We will focus on the features of Adobe InDesign, Illustrator and Photoshop, with an emphasis on how the integration of these applications allows the user to maximize their design ideas. Adobe InDesign lets you design engaging page layouts for print or digital distribution with built-in creative tools and precise control over typography. Adobe Illustrator helps you create distinctive vector artwork with the precision and power of sophisticated drawing tools, expressive natural brushes, and a host of time-savers. You will see how the industry-standard Adobe Photoshop delivers state-of-the-art graphic editing, compositing, and graphic design capabilities. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills; some knowledge of Adobe Creative Suites recommended.*

**CRN #31598** 2 Wednesdays, 10/3-10/10, 9 a.m.-4 p.m.  
**MCC Bldg. LRC B141** (limited seating) Fee: \$199

Instructor: **Valerie Scott**

## **NEW** Adobe InDesign: Create Dynamic Interactive Presentations for Web and PDF

Create dynamic interactive presentations for web and PDF using Adobe InDesign. Bring an existing presentation or outline. Leave with a presentation that will engage your audience and communicate information in the most effective manner. In this two-day workshop, you will learn how to add animated elements, page transitions, work with master pages, add hyperlinks bookmarks, and build a navigation system. We will work with interactive elements such as buttons, audio, slideshows and videos in service of a more exciting and informative presentation.

**CRN #31612** 2 Wednesdays, 10/17-10/24, 9 a.m.-4 p.m.

**MCC Bldg. LRC B141** (limited seating) Fee: \$199

Instructor: **Laurie Grace**

## MANUFACTURING

### Blueprint Reading Introduction

Blueprints are the essential tool of communication for a home owner or an architect planning or designing an addition or renovation. Anyone with an interest in remodeling, construction, or architecture can attend this course, designed to give students the ability to understand and interpret basic blueprint terminology and features. Blueprint reading is also a prerequisite for the more advanced CAD and CAM courses that MCC offers. Instructor provides handouts. There is no prerequisite.

**CRN #31788** 2 Saturdays, 9/8-9/15, 9 a.m.-noon

**MCC Bldg. LRC B141** Fee: \$99

Instructor: **Christopher Legiadre**

See also *Business & Industry* on page 58.

### Autodesk Revit Introduction: Building Design

Students will learn how to create, develop and modify architectural models and drawings using Autodesk Revit 2012. Topics will include model creation and editing, basic dimensioning and noting, plotting, detail views and other essential skills for using Revit as a design tool. Required text: *Autodesk Revit Architecture 2012 Essentials*, Wiley Publishing (ISBN 9781118016831), available at MCC Bookstore for approximately \$55. Prerequisite: *Basic Windows, keyboard and mouse skills.*

**CRN #31786** 3 Saturdays, 9/22-10/6, 9 a.m.-4 p.m.

**MCC Bldg. LRC B142** Fee: \$299

Instructor: **Christopher Legiadre**

### CNC Essentials

We will introduce you to the CNC programming field with this course, which is designed to teach the basic skills for you to progress to our Mastercam courses. Learn how the manufacturing industry has evolved from manual milling and lathe machines to complex CNC machines such as multitasking, 5 axis, and Swiss-style machines. In this class you will learn the basic concepts such as blueprint reading, math skills required, a generic 3-axis machine layout, speeds and feeds, g-code, cutter types, and the benefits of working off a CAD file, and you will understand how this complex industry is such an important part of the American economy. Instructor provides handouts. Prerequisite: *Basic knowledge of manual machine operation.*

**CRN #31878** 2 Saturdays, 9/8-9/15, 1-4 p.m. **MCC Bldg. AST C135**  
Fee: \$99

Instructor: **Keith Butzgy**

# Computer Technology

## SolidWorks Introduction

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

**CRN #31797** 2 Saturdays, 9/22-9/29, 9 a.m.-4 p.m.

**MCC Bldg. AST C131** Fee: \$199

Instructor: **Keith Butzgy**

## **NEW** Mastercam Introduction

Learn how to use the most widely used Computer-Aided Manufacturing (CAM) software in the world. You will navigate through Mastercam and create 3-axis toolpaths to control CNC machines. Using a fun, dynamic, and interactive approach, you will learn various drawing, chaining, and programming techniques. You will also receive tutorials and a copy of the Mastercam HLE (Home Learning Edition) software, which allows you to practice at home. Recommended text: Mastercam X6 Mill Level 1 Training Tutorial, In-House Solutions Inc. Publishing (ISBN 9781926955483), available at MCC Bookstore for approximately \$60. Prerequisites: *Blueprint Reading and Dimensioning Introduction course and some previous CAD experience recommended, or permission of computer coordinator.*

**CRN #31795** 2 Saturdays, 10/27-11/3, 9 a.m.-4 p.m.

**MCC Bldg. AST C135** Fee: \$199

Instructor: **Keith Butzgy**

## **NEW** Mastercam Intermediate

Learn intermediate techniques with the most widely used Computer-Aided Manufacturing (CAM) software in the world. In this Mastercam class, you will be introduced to 3D surface creation and toolpath programming in preparation for the advanced class. Students will investigate additional programming options within Mastercam. Recommended text: Mastercam X6 Mill Level 3 Training Tutorial, In-House Solutions Inc. Publishing (ISBN 9781926955490), available at MCC Bookstore for approximately \$60. Prerequisite: *Mastercam Introduction course.*

**CRN #31796** 2 Saturdays, 11/10-11/17, 9 a.m.-4 p.m.

**MCC Bldg. AST C135** Fee: \$199

Instructor: **Keith Butzgy**

## **NEW** AutoCAD 2013 Certification Preparation

This extensive hands-on course for engineering design professionals, project managers, and the avid beginner covers the performance tasks that have been identified by Autodesk as being included on the AutoCAD 2013 Certified Associate examination. The course shows a student how to design and develop drawings using AutoCAD for architecture or manufacturing. The following topics are covered: basic object and geometric construction and editing tools, object properties and organization, orthographic views in multi-view drawings, basic dimensioning and notes, templates and plotting, parametric drawing tools, section views, assembly drawings and blocks. Required text: AutoCAD 2013 Tutorial - First Level: 2D Fundamentals, SDC Publishing (ISBN 9781585037162), available at MCC Bookstore for approximately \$60 (includes AutoCAD Certified Associate Examination Reference Guide). Prerequisite: *Basic Windows, keyboard and mouse skills.*

**CRN #31794** 6 Saturdays, 10/13-11/17, 9 a.m.-4 p.m.

**MCC Bldg. AST C128** Fee: \$599

Instructor: **Christopher Legiadre**

## **NEW** AutoCAD 2013 3D Introduction

This course is for users with little or no experience with AutoCAD 2013 3D or 2D. Through guided hands-on activities and independent tasks, the student gains an appreciation of AutoCAD 3D. Instruction includes 3D modeling and techniques. We review basic commands, wireframe and the user-coordinate system. Required text: AutoCAD 2013 Tutorial - Second Level: 3D Modeling, SDC Publishing (ISBN 9781585037179), available at MCC Bookstore for approximately \$45. Prerequisite: *Basic Windows, keyboard and mouse skills.*

**CRN #31870** 2 Saturdays, 12/1-12/8, 9 a.m.-4 p.m.

**MCC Bldg. AST C128** Fee: \$199

Instructor: **Christopher Legiadre**

## PROGRAMMING

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

This course is a structured approach to program logic and design using fundamental programming concepts. A thorough understanding of logic theory, programming structures, and algorithm design techniques is necessary for efficient programming. C#, C++, VB, and Java are used to demonstrate these common programming concepts. Registered students are eligible for free Visual Studio 2010 software. Required text: Microsoft Visual Studio 2010: A Beginner's Guide, McGraw Hill (ISBN 9780071668958), available at MCC Bookstore for approximately \$45. Note: This textbook is also used for our VB.NET course. Prerequisite: *Basic Windows, keyboard and mouse skills.*

**CRN #31798** 4 Thursdays, 9/6-9/27, 6-9 p.m. **MCC Bldg. LRC B141** Fee: \$199

Instructor: **George Pillar**

### Apple Mobile App Development Introduction

Using Apple's powerful Xcode development tools and the Objective-C programming language, you'll learn to create your own iPhone/iPad applications. From developing a user interface to responding to various types of input, the lessons teach you not just iPhone/iPad programming techniques, but also the basic programming skills that every programmer must know. Instructor provides handouts. Prerequisites: *Basic Mac, keyboard and mouse skills. Programming experience helpful but not required. Students should bring a laptop with Xcode 4 installed.*

**CRN #31873** 4 Fridays, 9/21-10/12, 6-9 p.m. **MCC Bldg. GPA GP201** Fee: \$199

Instructor: **Clayton Walnum**

### Apple Mobile App Development Intermediate

This second course in iPhone/iPad application development presents a complete iOS application, starting with designing the user interface through to writing the Objective-C code that ties everything together. Topics include the Objective-C language, the model-view-controller paradigm, file input and output, saving an application's state, archiving data, touch events, and more. Instructor provides handouts. Prerequisites: *Apple Mobile App Development Introduction or permission of instructor. Students should bring a laptop with Xcode 4 installed.*

**CRN #31874** 5 Fridays, 10/19-11/16, 6-9 p.m. **MCC Bldg. GPA GP201** Fee: \$255

Instructor: **Clayton Walnum**

# Computer Technology

## Android Programming with App Inventor

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

**CRN #31820** 2 Thursdays, 10/4-10/11, 6-9 p.m. **MCC Bldg. LRC B141**  
Fee: \$99

Instructor: **George Pillar**

## Android Programming Intermediate

Learn the features and capabilities of the Android programming environment. Get hands-on training in designing and programming using the Android development environment. We will include topics such as Android fundamentals, the Eclipse IDE and ADT plug-in and emulator (AVD), as well as the Android SDK, NDK and Tools. Applications will be developed that include graphics, animations and data entry and manipulation. We will also cover Icon Design and publishing Android applications. Prerequisite: *Programming experience, Java programming or Object Oriented programming desirable.*

**CRN #31821** 4 Thursdays, 10/18-11/8, 6-9 p.m. **MCC Bldg. LRC B141**  
Fee: \$199

Instructor: **George Pillar**

## MULTIMEDIA

### **NEW** Logic: Music Sequencing Software Introduction

Have you wanted to record an original song or an arrangement of a song? Have you wanted to record a demo for friends or for a record label? This course is a "get your feet wet" introduction to Logic Pro software, an industry standard sequencing software program. You will create and record music from day one! You will learn about inputting MIDI, quantizing, applying effects and parameters, mixing to stereo and/or 5.1 surround, creating an audio file for playback and having a final performance of the work at the end of the course. Additional topics include how to edit preexisting sounds and record voice and live instruments into the program and create audio loops. Learning will be hands-on with Mac Digital Audio Workstations and keyboard controllers. Lessons will cover key aspects of the software with a culminating project at the end of the course. Some article reading will be included that covers insight from influential composers and engineers. Required text: Apple Pro Training Series: Logic Pro 9 and Logic Express 9, Nahmani (ISBN 9780321636805), available at MCC Bookstore for approximately \$55. Prerequisite: *Basic understanding of music fundamentals, familiarity with using a computer.*

**CRN #31894** 9 Tuesdays, 10/2-11/27, 6-8 p.m. **MCC Bldg. V2 V122**  
Fee: \$299

Instructor: **Edward Knoeckel**



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.

### **NEW** Introduction to Music Notation Software

Have you ever come up with a song and wanted it to look professional when you hand it to someone? Ever want to write an arrangement for your church group and not want to waste time over unclear hand written copies? Or are you interested in recording original music and want your music to look professional? This course covers the basics of computer music notation software, how to implement a keyboard for quick note entry, how to easily harmonize melodies for a vocal or instrumental ensemble, how to extract parts from an ensemble score to avoid writing it out by hand, composing at the computer, and importantly how to get your musical ideas recorded quickly and legibly. You will learn these skills through hands-on lessons, critically reviewing professionally published music scores and final performances of music that you've arranged and composed in class. Instructor provides handouts. Prerequisite: *Basic understanding of music fundamentals, ability to read and write music at a beginner level, and familiarity with using a computer.*

**CRN #31893** 9 Mondays, 9/10-11/5, 6-8 p.m. **MCC Bldg. V2 V122**  
Fee: \$299

Instructor: **Edward Knoeckel**

## Game Programming Introduction

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

**CRN #31816** 2 Saturdays, 10/13-10/20, 9 a.m.- noon  
**MCC Bldg. LRC B142** Fee: \$99

Instructor: **Clayton Walnum**

## Game Programming Intermediate

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

**CRN #31815** 4 Saturdays, 10/27-11/17, 9 a.m.-noon  
**MCC Bldg. LRC B142** Fee: \$199

Instructor: **Clayton Walnum**





## **NEW** Tagliolini Primavera

Join us for this authentic Italian four-course meal, beginning with *Bruschetta* (toasted bread slices, garlic, tomatoes, and basil, drizzled with extra virgin olive oil), followed by a Tossed Salad made with special “Old World” techniques. For the main course, learn to make (and then we’ll enjoy) homemade *Tagliolini Pasta Primavera*, using fresh, seasonal vegetables from the market. *Dolce* (dessert) will feature a *Fruit Crostata*—a flaky crust layered with sweet mascarpone and topped with brightly colored and textured fresh fruit from the market. This fruit arrangement is one typically placed on wedding cakes in Italy. Materials fee: \$12, payable to instructor at the beginning of class.

**CRN #31764** 1 Wednesday, 9/12, 5:30-9 p.m.

**MCC Bldg. GPA GP213, meet at Farmer’s Market Fee: \$55**

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

## **NEW** Ricotta-Stuffed Zucchini Rolls

Join us for this authentic Italian four-course meal, beginning with fresh asparagus spears, sautéed and wrapped in thin slices of Prosciutto, followed by a homemade Tomato and Basil Tart with ingredients from the market. For the main course, learn to make (and then we’ll enjoy) Creamy Ricotta-Stuffed Zucchini Rolls baked in tomato sauce and topped with parmesan reggiano. Dessert will feature homemade crespelle (thin crepes), layered with sweet mascarpone and filled with seasonal fruit from the market. Materials fee: \$12, payable to instructor at the beginning of class.

**CRN #31763** 1 Wednesday, 9/26, 5:30-9 p.m. **MCC Bldg. GPA GP213, meet at Farmer’s Market Fee: \$55**

**Instructor: Rebecca Brown**

**Please note:** These three courses will meet at 5:30 p.m. at the Farmer’s Market, located on the MCC grounds near the Band Shell across from the GPA building, to experience shopping for the meal. Instruction will begin at 6 p.m. in GPA GP213 (the kitchen lab).

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.

## Tuscan Cucina

In this hands-on class, we will prepare and enjoy an authentic five-course Italian dinner, faithful to the spices and ingredients of a Tuscan kitchen. For the appetizer, we’ll serve *Saltimbocca* (sautéed veal, *prosciutto*, and sage), followed by the *primo piatto* (first dish), *Amatriciana* (homemade tomato sauce with pancetta and bucatini pasta) and *secondo piatto* (second dish), Chicken Parmesan (sautéed boneless chicken breasts with parmesan cheese and *prosciutto*). Next up, *Insalata Rustica*, (arugula, pear and walnut salad). And for dessert ... *Cannoli* 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 #31664** 1 Thursday, 11/8, 6-9 p.m. **MCC Bldg. GPA GP213**

**Fee: \$50**

**Instructor: Rebecca Brown**

## Holiday Baking

Two basic yeast doughs—the Brown Sugar and Orange sweet doughs—are the starting point for many wonderful breads and rolls. The dough is easy to make, so you can master both varieties just in time for the holidays. You can bake extras too, as the finished breads freeze perfectly. During this class we will bake Cinnamon Rolls, Sticky Buns, Cinnamon-sugar Christmas Trees, Walnut Crisps, Stollen, Czechoslovakian *kolache*, Hot Cross Buns, and Daisy Jam Cakes. In addition to items listed in the Cuisine note above, participants should bring two cotton dishtowels and a medium-sized bowl to class. Materials fee: \$12, payable to instructor at beginning of class.

**CRN #31575** 1 Saturday, 10/13, 12:30-4 p.m. **MCC Bldg. GPA GP213**  
**Fee: \$55**

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

## Phyllo, Filo, Phillo

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

Materials fee: \$15, payable to instructor at beginning of class.

**CRN #31576** 1 Saturday, 11/10, 12:30-4 p.m. **MCC Bldg. GPA GP213**

Fee: \$55

Instructor: **Dorothy (Dory) Alderman**



## **NEW** Nothing Corny about Corn Bread

Corn bread is one of the few truly American foods (corn was not indigenous to Europe). Corn bread nourished the troops on both sides of the Civil War, but there were differences: Southern Corn Bread is made with white corn meal and grits, with a savory flavoring, such as diced bacon or ham, whereas Yankee Corn Bread is made with yellow corn meal, rarely with grits, and with a sweet flavoring, such as honey or maple sugar. We will prepare and bake both varieties, and in loaves as well as corn sticks made on hot cast iron molds (extreme care will be required with this method!). Enjoy a delicious and nutritious journey into American history. Whole grain corn is naturally gluten-free too!

Materials fee: \$10, payable to instructor at the beginning of class.

**CRN #31784** 1 Saturday, 11/3, 10 a.m.-2 p.m. **MCC Bldg. Lowe L293 (South Kitchen), meet at Culinary Arts Center** Fee: \$90

Instructor: **Dr. John Gibson** graduated from the King Arthur Advanced Bread Baking School and teaches Artisan Bread in the culinary arts program at MCC. He also bakes extensively at his home bakery, which is a licensed CT Food Establishment.

## **NEW** All About Pound Cake

When your colonial grandmother made Pound Cake, she used a pound each of flour, eggs, butter and sugar, and nothing else. While not particularly “heart-healthy,” it had a great, rich taste and was easy to make. Our modern Pound Cakes have less butter and sugar, but have added some outstanding flavors, such as Key Lime Pound Cake (with Ke-ke Beach Key Lime liqueur), English Toffee Pound Cake (with DeKuyper Butterscotch Schnapps liqueur), and Chocolate-Liquorice Pound Cake (with Sambuca liqueur). Most of the alcohol burns off in the oven, but the superb flavors remain. Easy to make and bake, these cakes will have your friends thinking you’re a trained baker! Materials fee: \$15, payable to instructor at the beginning of class.

**CRN #31787** 1 Saturday, 12/1, 10 a.m.-2 p.m. **MCC Bldg. Lowe L293 (South Kitchen), meet at Culinary Arts Center** Fee: \$90

Instructor: **Dr. John Gibson**

## Baking for English Tea

Invite your friends and family over for an afternoon tea, while featuring your own baked goods! Learn to craft and bake classic English tea favorites, such as Flaky Scones, Shortbread, English Trifle, and Cream Puffs. Students will also learn to make classic English tea condiments, including Devonshire Cream and Lemon Curd. This hands-on class will show students how to correctly prepare and make all of the products, using proper hand technique and electric mixers. Students should bring an apron. Materials fee: \$15, payable to the instructor at the beginning of class.

**CRN #31782** 1 Saturday, 9/15, 10 a.m.-3 p.m. **MCC Bldg. Lowe L293 (South Kitchen), meet at Culinary Arts Center** Fee: \$70

Instructor: **Chris French** is a graduate of the King Arthur Flour Advanced Baking School. He is a veteran member of the Bread Bakers’ Guild of America and currently works part time at the Collinsville Baking Company. He also assists with the Artisan Bread Baking classes at MCC.

## **NEW** Classic Pies for the Holidays

Ever think back to your childhood and remember those pies that your mother or grandmother made? Her memorable pie crust was also homemade. Perhaps you’ve tried to duplicate these great pies and were disappointed. Well, this course will renew your faith and skill in making classic pies, including that awesome crust. Students will learn through step-by-step demonstration the different crusts that can be made by using either lard, vegetable shortening, or butter. Once this “secret” is unlocked, we will then bake Pumpkin, Blueberry, and Apple pies. Students will also receive recipes and tips for other pies (but not bake in this class), such as Cherry, Pecan, and various Quiches. Materials fee: \$15, payable to instructor at the beginning of class.

**CRN #31977** 1 Saturday, 10/20, 10 a.m.-2 p.m. **MCC Bldg. Lowe L292 (North Kitchen), meet at Culinary Arts Center** Fee: \$60

Instructor: **Chris French**

## Sourdough Bread

Man has been making bread long before yeast was available as a common ingredient. Learn the secrets of how to bake bread with wild yeast. Sourdough breads have a special, delicious flavor that is hard to mistake. Students will learn how to bake with a sourdough starter. This hands-on class will teach various methods for mixing dough, how to create and care for a sourdough starter, and how to shape and bake hand-formed artisan loaves of bread. Please note: The Friday night session is mostly lecture; the baking will be done in the Saturday session. Materials fee: \$10, payable to instructor at the beginning of class.

**CRN #31785** 2 sessions, Friday & Saturday, 11/16-11/17, 6-8 p.m. (Friday) & 9 a.m.-2 p.m. (Saturday) **MCC Bldg. Lowe L293 (South Kitchen), meet at Culinary Arts Center** Fee: \$80

Instructor: **Chris French**

## Pizza and Focaccia

Imagine caramelized onions on fresh baked flat bread. Making pizza dough that is easy to work with has often eluded most home bakers. We will learn how to mix and master the art of pizza dough. We will explore the variety of ingredients and “secret” ingredients, and learn how they affect one another and the dough itself. You will create and bake pizzas and focaccia and experiment with fennel, cinnamon and cheeses. Materials fee: \$10, payable to instructor at the beginning of class.

**CRN #31762** 1 Saturday, 12/8, 10 a.m.-2 p.m. **MCC Bldg. Lowe L1293 (South Kitchen), meet at Culinary Arts Center** Fee: \$60

Instructor: **Chris French**

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

# Cuisine

## Tasty Tofu Techniques and Recipes

Don't underestimate this versatile and nutritious food. Our award-winning chef will talk about the different types of tofu, and how it can be used and served. You will learn basic handling techniques of tofu, and then observe how it's prepared in three different ways: roasted; in a savory salad as an almond cutlet; and in a dessert as silken tofu. Enjoy the results while learning! Materials fee: \$12, payable to instructor at the beginning of class.

**CRN #31956** 1 Friday, 9/21, 6:30-8:30 p.m. **MCC Bldg. Lowe L293 (South Kitchen), meet at Culinary Arts Center** Fee: \$55

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

## Curry Flavor from Around the World

The worldwide appeal of curry-flavored dishes has resulted in many wonderful adaptations. This ubiquitous flavor, long known in India, has spread to neighboring countries throughout the Middle East and beyond—to ports of call in Thailand, Malaysia, Indonesia, many nations in Africa, and the Caribbean islands. Local ingredients and techniques form new and delicious variations. Our menu will feature Apple Currant Chutney, Vimla Raja's Gujarati Dal, Butternut Squash Afghan-Style, Thai Vegetable Curry, Coconut Curry Biscuits, and more. Materials fee: \$12, payable to instructor at the beginning of class.

**CRN #31962** 1 Friday, 10/12, 6:30-8:30 p.m. **MCC Bldg. Lowe L293 (South Kitchen), meet at Culinary Arts Center** Fee: \$55

**Instructor: Ken Bergeron**

## Vegan Desserts

Vegan foods need not be just main meals—why not desserts too! These vegan desserts are appropriate for special occasions or just a tasty excuse to warm your kitchen. The class will prepare Maple Walnut Pecan Tart, Chocolate Almond Tart, Vanilla Vegan Cheesecake, Cranberry-Raspberry Dessert Sauce, and Praline Crème. Materials fee: \$12, payable to instructor at the beginning of class.

**CRN #31960** 1 Friday, 10/26, 6:30-8:30 p.m. **MCC Bldg. Lowe L293 (South Kitchen), meet at Culinary Arts Center** Fee: \$55

**Instructor: Ken Bergeron**

## The World of Pasta-bilities

Learn some pasta history, plus modern techniques, while we focus on tips and shortcuts to making fresh pasta, as well as dried pasta. Recipes will include Fresh Squash, Tomato Herb, and Orange Curry Pastas, with Mushroom Duxelle, 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: \$12, payable to instructor at the beginning of class.

**CRN #31961** 1 Friday, 11/9, 6:30-8:30 p.m. **MCC Bldg. Lowe L293 (South Kitchen), meet at Culinary Arts Center** Fee: \$55

**Instructor: Ken Bergeron**

## Hot Soups for Cold Days!

Perfume the air and kindle appetites with the promise of tastes to come and warmth to combat the cold outside. The class will prepare Spinach and Mushroom Soup with Garlic, Sweet Potato Peanut Bisque, Hearty Black Bean Soup Pronto, Mushroom Cashew Crème Soup, and White Bean and Kale Potage. Materials fee: \$12, payable to instructor at the beginning of class.

**CRN #31957** 1 Friday, 12/7, 6:30-8:30 p.m. **MCC Bldg. Lowe L293 (South Kitchen), meet at Culinary Arts Center** Fee: \$55

**Instructor: Ken Bergeron**

## **NEW** Decorating Gingerbread Houses

An excellent “family-friendly” activity for older children and adults to share for upcoming holiday fun or any time of year. You will learn royal icing techniques and apply this new skill to decorating your own gingerbread house. Materials fee: \$12, payable to instructor at the beginning of class, includes all supplies for gingerbread houses, trees, and trains, including a large selection of candy decorations.

**CRN #31958** 1 Saturday, 9/22, 10 a.m.-1 p.m. **MCC Bldg. GPA GP213** Fee: \$55

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

## **NEW** Cake Decorating in a Jiffy

Learn frostings and various decorating techniques and presentations for birthdays, showers, and holidays. Practice with the “tools of the trade” before buying your own supplies. Students should bring two 8- or 9-inch baked cakes and three tubs of “regular” (not whipped) white frosting to class. All other supplies are included with the materials fee. The class will also include a demonstration and practice of icing cupcakes, cookies and pies. By the end of the class, students will know how to bake and frost a professional looking cake. Materials fee: \$20, payable to instructor at the beginning of class.

**CRN #31959** 1 Saturday, 9/29, 10 a.m.-2 p.m. **MCC Bldg. GPA GP213** Fee: \$70

**Instructor: Karen Sladyk**

## **NEW** Sauvignon Blanc and Moscato: The Hottest Wines in the World

Sauvignon Blanc and Moscato white wines are becoming so popular that they are challenging Chardonnay as the leading white wine favorite among imbibers everywhere. We will taste and evaluate six Sauvignon Blancs and six Moscatos from around the world, and you judge for yourself! Join us for this fun session with wines that are easy to savor and drink. Please bring sharp and spicy finger foods to munch on during the tasting sessions. Both new and experienced wine drinkers are welcomed.

**You must be at least 21 years of age to enroll in the class; IDs will be checked in class. Please register early, as enrollment is limited.**

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

**CRN #31840** 1 Friday, 10/5, 6:30-9:30 p.m. **MCC Bldg. Lowe L294 (Culinary Arts Center)** Fee: \$40

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

## Gourmet Dinner Wines

For many years, MCC's Culinary Arts classes would present an annual graduation gourmet dinner with all the flourish of a European king's traditional dinner, complete with wines served at every course. The wines for this festive event were usually selected and presented by the instructor of this course, and he will present the same wine-tasting in this session, except students need to supply the foods. The step-by-step presentation will take participants from aperitifs through desserts, and will also demonstrate the art of wine and food matching. Please bring exotic foods. **You must be at least 21 years of age to enroll in the class; IDs will be checked in class. Please register early, as enrollment is limited.** Materials fee: \$20, payable to instructor at the beginning of class.

**CRN #31843** 1 Friday, 11/2, 6:30-9:30 p.m. **MCC Bldg. Lowe L294 (Culinary Arts Center)** Fee: \$40

**Instructor: Gene Spaziani**



# Cuisine

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

This series of courses is designed to introduce students to wine basics and the wonderful and diverse world of wines. Each course will begin with a sparkling or Champagne-style wine and finish with a dessert wine, such as port, sherry or Madeira. Please bring finger foods, fruit, or cheese to munch on. *Note: you must be at least 21 years of age to enroll in the class; IDs will be checked in class. Please register early, as enrollment is limited.*

Please note: Each course is designed to “stand alone,” so students may self-select.

## **NEW** Introduction to Wines

Begin your journey into the world of wines by tasting Riesling, Chardonnay, Cabernet Sauvignon, Merlot, and others. Materials fee: \$20, payable to instructor at the beginning of class.  
**CRN #31831 1 Friday, 9/28, 6:30-9:30 p.m. MCC Bldg. Lowe L294 (Culinary Arts Center) Fee: \$40**  
*Instructor: Rayona S. Hobbs is a member of the American Wine Society, through which she is working toward becoming a certified wine judge. In addition, she is a member of Amanti del Vino and judges and coordinates several national wine competitions per year.*

## **NEW** More Wines

We'll continue our journey into the world of wines by sampling Pinot Grigio, Gewurztraminer, Sauvignon Blanc, Syrah, Shiraz, Malbec, and others. Materials fee: \$20, payable to instructor at the beginning of class.  
**CRN #31841 1 Friday, 10/12, 6:30-9:30 p.m. MCC Bldg. Lowe L294 (Culinary Arts Center) Fee: \$40**  
*Instructor: Rayona S. Hobbs*

## **NEW** Even More Wines

Further exploration into the world of wines will include Gruner Veltliner, Moscato, Pinot Noir, Sangiovese, and others. Materials fee: \$20, payable to instructor at the beginning of class.  
**CRN #31842 1 Friday, 10/26, 6:30-9:30 p.m. MCC Bldg. Lowe L294 (Culinary Arts Center) Fee: \$40**  
*Instructor: Rayona S. Hobbs*



## Empty Bowls Project

Saturday, October 27, 2012

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

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

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

**Manchester Art Association Craft Fair  
in GPA Gym 10 a.m.-3 p.m.**

# Culture & History

## **NEW** Controversial Issues in the 2012 Presidential Election: Where Do the Candidates Stand?

Our nation faces an historic presidential election this coming November. After the most serious recession since the Great Depression, three years of sluggish economic growth, record deficits, and ten years of war, many voters are eager to understand what policies might work best to restore America's future. We will examine the candidates' positions on several important issues, so that voters may make an informed choice come November 6.

**CRN #31666 4 Mondays, 10/15-11/5, 2:15-3:15 p.m.  
MCC Bldg. AST C203 Fee: \$35**

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

## **NEW** Connecticut Fall Town Meeting: Election Doomsday or Not?

The National Election: our cup runneth over with folly ... from fraud to Trump, PACs to pratfalls, windfalls, shortfalls, ... and bridges to nowhere, tea parties on the right, admission only by birth certificate, lies ... it's all in the bag, so help Rush, Church and State. Get ready to rumble, to focus, to profile in courage, to go full circle and hear the sounds of Philadelphia weeping. We'll talk about the worst election in years, the most expensive of the worst of nominating systems, approved by our U.S. Supreme Court. Come join our discussions, always filled with fun and frolics in the best tradition of political give-and-take.

**CRN #31677 6 Fridays, 9/21-11/2 (does not meet 10/5),  
11 a.m.-12:30 p.m. MCC Bldg. AST C209 Fee: \$50**

*Instructor: Charles F. J. Morse has spent a lifetime lamenting, laughing and languishing in Connecticut's governments and politics. He retired from The Hartford Courant (before Chicago) after a 38-year career observing, reporting, interpreting, and columnizing moments of glory and occasional pratfalls in this wonderful state of New England blue.*

## Fundamentals of Criminal Justice

The criminal justice system of deterring crime, punishing criminals, and upholding order can seem intimidating and complex. This course will help to demystify the process. An examination of past and present cases will provide the backdrop for the fundamentals studied. We will focus on the nature and elements of criminal law, its history, and the procedure in a trial. No prior legal or criminal justice background is necessary, as this course is designed to be an introduction to the topic.

**CRN #31765** 4 Wednesdays, 10/3-10/24, 6-8 p.m.

**MCC Bldg. GPA GP156 Fee:** \$95

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

## Robert Moses' New York State of Mind

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

**CRN #31902** 4 Tuesdays, 11/13-12/4, 7-9 p.m. **MCC Bldg. GPA GP138 Fee:** \$65

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



## **NEW** The Story of Amelia Earhart

In the 1930s, she was a leader of courage and boldness and a modern woman of vision who wanted to do things that men had done and not done. Her disappearance during her attempt to circumnavigate the globe 75 years ago has never been solved, despite numerous theories and research projects, including one that began in July of this year. Who was this remarkable woman who took on tremendous risks and challenges and was a major public figure of

her time? What happened to her and the navigator on her round-the-world adventure? Have any of the issues about her disappearance and the search that followed been resolved after 75 years? Or are there still just lots of questions? And how is her story relevant in today's world, to today's women—and men?

**CRN #31671** 3 Mondays, 9/17-10/1, 6:30-8:30 p.m.

**MCC Bldg. GPA GP136 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.

## America's First Ladies

Who were America's First Ladies and what were they like? What did they do when they were the First Lady that made each of them unique? What did they add to the history of the Presidency and of the White House? What influence did they have on their husband's term as President? In this course, each First Lady will be studied and discussed so that we arrive at the answers to these questions. Fun facts will also be explored, such as who had the first bathtub installed in the White House, who was the first First Lady with a college degree, which First Lady was a teacher who married her student, the President? Come and learn about this interesting and often overlooked aspect of American history.

**CRN #31675** 3 Mondays, 10/22-11/5, 6:30-8:30 p.m.

**MCC Bldg. GPA GP136 Fee:** \$60

**Instructor:** *Barbara King*

## **NEW** The Civil War Navies

The land battles of the Civil War seem to garner most of the attention, but the Union and Confederate Navies played critical roles in the strategy and outcome of the War. The ships, sailors, and battles are all part of the history of both sides—Farragut, Merrimack, Monitor, Hunley, New Orleans, Ericsson, Mobile Bay, Hampton Roads, Vicksburg, and of course Connecticut's own Gideon Welles. The Civil War was a pivotal moment in naval warfare, as it signaled the end of wooden sailing ships, confirmed steam power as a means of propulsion, and gave rise to armored, ironclad warships and submarines. We have all kinds of action, heroes and stories to tell!

**CRN #31669** 2 Mondays, 11/12-11/19, 6-9 p.m.

**MCC Bldg. GPA GP136 Fee:** \$60

**Instructor:** *Barbara King*

## **NEW** Connecticut Artifacts and the American Revolution

This course is intended for those who have an interest in the American Revolution and want to learn about some of the lesser-known facts. Classroom discussion will focus on thought-provoking issues that precipitated or were the result of the Revolution, and how these issues parallel our Connecticut society today. Artifacts will be introduced into the sessions for a unique, hands-on, learning experience. Students must bring their own “white gloves” in order to handle the artifacts.

**CRN #31676** 4 Tuesdays, 10/9-10/30, 6:30-8:30 p.m.

**MCC Bldg. GPA GP138 Fee:** \$80

**Instructor:** *Sal Tarantino* has been in the field of education since 1970. He has done more than 1,000 presentations on the American Revolution, and has taught history through college lectures and adult education. He is the author of the book *Soldiering On* (Saddle Bag Press), and has done consulting for movies and U.S. historic sites.

## Korea: The Forgotten War?

Is Korea really the forgotten war? On this, the 60th anniversary, let's remember it together! The invasion by North Korea at 2 a.m. ... the South's withdrawal to the Pusan perimeter ... our invasion at Inchon... the North retreating to the Chinese border ... then the Chinese intervention ... followed by the see-saw fighting up until the cease fire of July 27, 1953. Guest speakers will share their firsthand accounts of serving in this war; the first one that the U.S. did not win.

**CRN #31963** 4 Mondays, 11/12-12/3, 6-8 p.m. **MCC Bldg. GPA GP214 Fee:** \$65

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

# Culture & History

## The Battle of Hastings as Depicted on the Bayeux Tapestry

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

**CRN #31964** 1 Wednesday, 9/18, 7-9 p.m. **MCC Bldg. GPA GP156** Fee: \$20

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

## The Italian Renaissance: Art, Architecture and Florence

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

**CRN #31512** 1 Friday, 11/16, 6:30-9:30 p.m. **MCC Bldg. LRC B209** Fee: \$45

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



## The History of Halloween

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

**CRN #31876** 1 Friday, 10/26, 6-8 p.m. **MCC Bldg. GPA GP232** Fee: \$20

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

# Dance

## For all classes in the Fitness Studio:

Only non-marking footwear must be worn during class time (no street shoes, bare feet, boots, sandals, or cleats). Please bring a combination lock to store your personal belongings during class. The instructor will review the Fitness Center's Rules & Regulations at the first class.

## Latin Merengue Mambo & Cha-Cha for Beginners

Of all the dances available to us, merengue is by far the easiest to learn! Since the 1930s, merengue has been readily recognized as the national dance of the Dominican Republic. Learn about this music and the foot work, and discover the enchanting flavor of this dance, along with the popular cha-cha—two tropical rhythms that will spice your life. The contagious beat causes the adrenaline to rise, and you can imagine yourself dancing barefoot to the pulse of a Caribbean sunset. You do not need a partner to participate in this class.

**CRN #31513** 8 Saturdays, 9/15-11/10 (does not meet 10/6), 1:30-2:30 p.m. **MCC Bldg. Lowe L154 (Fitness Studio)** Fee: \$105  
**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 Bachata & Salsa Dance for Beginners

Did you get excited about the TV contest, “Dancing with the Stars,” and wish that you were a part of it? Or perhaps your desire is to become a social dancer and surprise your friends, family, and outsiders with your new stylish

and hot Latin steps. Then this class is for you! Learn how to master sensual and spicy footwork from Latin rhythms, such as bachata and salsa. Bachata music especially has become a hit in the past five years in the U.S. Come to class and discover why. You do not need a partner to participate in this class.

**CRN #31514** 8 Saturdays, 9/15-11/10 (does not meet 10/6), 2:45-3:45 p.m. **MCC Bldg. Lowe L154 (Fitness Studio)** Fee: \$105  
**Instructor: Oswaldo Tirano**



## 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. Please dress in appropriate dance wear.

**CRN #31515** 6 Thursdays, 9/13-10/18, 6-7:15 p.m.

**MCC Bldg. Lowe L154 (Fitness 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. You will do best if you've taken *Ballroom Dancing I* or have some ballroom dancing experience. It is recommended that you register with a partner.

**CRN #31526** 6 Thursdays, 10/25-12/6 (does not meet 11/22), 6-7:15 p.m.

**MCC Bldg. Lowe L154 (Fitness Studio)** **Fee:** \$90 (per person)

**Instructor:** **Beverly Burton**

## Line Dance

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

**CRN #31524** 6 Tuesdays, 9/11-10/16, 7:30-8:30 p.m.

**MCC Bldg. Lowe L154 (Fitness Studio)** **Fee:** \$70

**Instructor:** **Beverly Burton**

## Jump, Jive an' Wail: Swing Dance

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

**CRN #31516** 6 Tuesdays, 10/23-11/27, 7:30-8:30 p.m.

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

**Fee:** \$70 (per person)

**Instructor:** **Beverly Burton**

## Middle Eastern Belly Dance for Beginners

Middle Eastern dance derives from the folk dances commonly performed at weddings and traditional celebrations of Arabia, Turkey, and North Africa. Whether wearing ethnic costume or modern dance wear, Middle Eastern dancers come in all shapes and sizes. By breaking down the unique, undulating movements into simple components, almost anyone can learn essential Middle Eastern dance steps, regardless of previous dance experience. Belly dancing is a fun-filled exercise that is especially helpful in toning thigh, hip, and

abdominal muscles. Participants must be at least 16 years old. Appropriate exercise or dance clothing (sweats, leotards, or gym shorts and tee-shirts) and footwear (jazz shoes or thin-soled slippers) must be worn. Repeat students are welcome.

**CRN #31525** 8 Wednesdays, 9/12-10/31, 6:30-8:30 p.m.

**MCC Bldg. Lowe L154 (Fitness Studio)** **Fee:** \$130

**Instructor:** **Tony Leshinskie (Hijara)** has performed Middle Eastern dance since 1989 and is a founding member of Desert Moon Dancers, one of Connecticut's premiere Middle Eastern dance troupes. He has taught Middle Eastern dance classes through several adult education programs since 1998.

## 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 #31766** 4 Wednesdays, 11/7-12/5 (does not meet 11/21),

6:30-8:30 p.m. **MCC Bldg. Lowe L154 (Fitness Studio)** **Fee:** \$65

**Instructor:** **Tony Leshinskie (Hijara)**

## 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

\*Convenient parking in Lot B for GPA courses

**New Location: MCC on Main**

**903 Main Street • Manchester**

See directions on page 2.

# Drama

## Introduction to Acting

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

Participants must be at least 18 years old.

**CRN #31951** 6 Thursdays, 10/4-11/8, 7-9 p.m.

**MCC Bldg. AST Auditorium** 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 you hear behind radio and TV commercials, narrations, movie trailers, and audio books belong to real people who make good money doing it. You could too! In this 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, learning how to interpret and analyze copy, as well as how to read scripts in a natural and believable tone. Students will learn auditioning skills and how to take direction. Informative handouts are included.

**CRN #31826** 6 Wednesdays, 9/19-10/24, 7-9 p.m. **MCC Bldg. V5 V151** Fee: \$140

**Instructor:** *Stew Crossen*, owner of Voice Over Workshop, LLC, produces voice-over projects for a wide range of clients. He has more than 30 years of business and broadcast experience, including work as a news anchor, rock DJ, program director, and radio show host. He is a KBA award recipient, and for 13 years hosted two popular radio shows on 106.9 WCCC and WCCC 1290-AM.



## The Business of Voice-Overs

Students will learn the basics of how to set up and run a voice-over business. Topics include business entities, honing organizational skills, why a demo is so important, the truth about agents and unions, why you need a website, how to market and promote yourself, putting together a home studio, and much more. Informative handouts are included.

**CRN #31827** 4 Wednesdays, 11/7-12/5 (does not meet 11/21), 7-9 p.m.

**MCC Bldg. V5 V151** Fee: \$95

**Instructor:** *Stew Crossen*

## Movie Making and Film Production

Anyone can learn to use their own camera to make a quality movie. You will receive the tools you need to make your project available on DVD, YouTube, Facebook, Amazon and/or streaming on your own website. Learn how to promote your project at film festivals and local public access television. Included with the course fee is an instructive supplemental book.

**CRN #31529** 1 Saturday, 10/27, 9 a.m.-1 p.m. **MCC Bldg. GPA GP138** Fee: \$35

**Instructor:** *David K. Ewen*, M.Ed., is an author, speaker, talk show host, and film producer. He is executive director of the Springfield Community Festival, and he produces the documentary film series, "Your World Discovered."

# Education

## Storytelling for Educators and Librarians

In this course designed for educators and librarians, you will learn how to enhance the method and process of teaching and presenting through the use of storytelling, including traditional oral tellings, readers' theater, and the use of props and puppets. Storytelling is a wonderful way to engage students and improve speaking and listening skills, vocabulary, background knowledge, cross-cultural understanding, and so much more. Class participation is designed to be both educational and fun. Materials fee: \$5 for a mini-feltboard set of storytelling props.

**CRN #31839** 2 Wednesdays, 10/3-10/10, 6-8 p.m.

**MCC Bldg. GPA GP214** Fee: \$40

**Instructor:** *Deborah Roe* received her master of library science from Southern Connecticut State University and is a CT-certified teacher and children's librarian with 15 years' experience in the education field, including as children's librarian for East Hartford Public Library and concurrently as head of children's services at Windsor Public Library.



## Best New Picture Books and How to Use Them in Your Classroom or Library

Pre-kindergarten through grade 2 teachers and children's librarians will learn about the newest and best picture books of 2010-2012. Participants will be presented with literacy-, numeracy-, and science-related activities that expand upon these books, such as felt-board sets, games, songs and finger-plays, reader's theater, and other activities for use in a classroom or library setting. This is a fun, hands-on workshop that will get the "creative juices" flowing and provide professionals with wonderful educational ideas and activities that can be implemented at any time.

**CRN #31845** 1 Saturday, 11/3, 9 a.m.-1 p.m. **MCC Bldg. GPA GP214** Fee: \$40

**Instructor:** *Deborah Roe*

## 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 #31939** 3 Wednesdays, 9/12-9/26, 6-9 p.m.

**MCC Bldg. GPA GP136** Fee: \$150

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

## Special Education Topics (SET)

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

**CRN #31955** 4 Thursdays, 10/25-11/15, 7-9 p.m.

**MCC Bldg. GPA GP126** Fee: \$130

*Instructor: Susan Marinelli has nearly 30 years of special education experience as an instructor and special education department head in CT'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.*

# English As A Second Language (ESL)

## Grammar Basics I

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

**CRN #31846** 6 Saturdays, 9/15-10/20, 10 a.m.-noon

**MCC Bldg. GPA GP232** 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 #31847** 6 Saturdays, 10/27-12/8 (does not meet 11/24),

10 a.m.-noon **MCC Bldg. GPA GP232** 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 #31530** 5 Saturdays, 10/13-11/10, 9-11 a.m.

**MCC Bldg. GPA GP120** Fee: \$90

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



## GED CLASSES AT MCC

Mandatory orientation in August for classes beginning in September provided at NO CHARGE by Vernon Regional Adult Basic Education.

To register for orientation, please visit: [www.vrabe.org](http://www.vrabe.org).

**For more information, please call 860-870-6000, ext. 139.**

## You May Also Like

- ESL for Health Care Workers on page 4



# Family, Finance & Consumer Issues

## Connecticut Bar Association: The Bill of Rights in Action

Knowledge is power! Learn how the Constitution affects our daily lives. Volunteer attorneys from the Connecticut Bar Association (CBA) will focus on the 1st, 4th, and 8th Amendments and real-life situations and the legal protections afforded to you under the Constitution. Topics will include freedom of speech and private property; freedom of religion and student religious groups; search and seizure and student rights and responsibilities; capital punishment and the death penalty “Cruel and Unusual for Juveniles”, and due process of law. *Note: a special segment on Election law will also be addressed in the last session.* A CBA workbook is included with the course fee.

**CRN #31531** 4 Thursdays, 10/11-11/1, 6:30-8:30 p.m.

**MCC Bldg. Lowe LI42** Fee: \$40

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

## **NEW** An Overview of Connecticut's Sales & Use Taxes

This seminar on “sales and use taxes” is for the general public and businesses, including retailers, wholesalers, nonprofits, contractors, sub-contractors, service providers, and manufacturers. Topics include: the rules that apply to new businesses, current sales tax laws, taxable services, common exemptions, helpful guides and publications, and how to file business taxes on the Department of Revenue website. Join us for this informative session, and bring your questions too.

**CRN #31966** 1 Thursday, 10/4, 6-8:30 p.m. **MCC Bldg. GPA GP142**

**CRN #31987** 1 Tuesday, 12/4, 6-8:30 p.m. **MCC Bldg. GPA GP142**

Fee: \$45

**Instructor:** ***Sanjeev Khurana** earned his bachelor of commerce degree from the University of Delhi and is senior auditor for the State of Connecticut's Department of Revenue Services, where he conducts highly complex field examinations of large-size corporations in and out of the state as a Sales & Use Taxes specialist.*

## Mortgages and the Home Buying Process

The process for getting a mortgage has changed and qualifying for credit is more of a challenge than ever. Whether you are considering buying for the first time or you are looking to get into the market a second or even third time, you'll need the most up-to-date information to be successful. You'll gain knowledge on the following topics: understanding how to be a loan candidate; completing a home buying strategy; the impact of a credit score; pre-approval vs. pre-qualified; choosing a realtor; 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 #31856** 1 Monday, 10/22, 7-9 p.m. **MCC Bldg. GPA GP156**

Fee: \$20

**Instructor:** ***Eric Kincheloe** has 14 years of mortgage lending experience. He also has experience in managing, leading and training other mortgage professionals, and is currently a branch manager for the Glastonbury and Bloomfield, CT locations for Residential Mortgage Services, Inc.*

### Consider Yourself Confirmed

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



## **NEW** 20 Ways to Earn Residual Income

Concerned about the economy? Got increasing expenses? Residual income—income that you continue to earn for a long time after the activity that first generated the income—could help you in these trying times. We'll identify more than 20 different ways to earn consistent, dependable and ongoing income from stocks, bonds, mutual funds, insurance, taxes and retirement income. Other topics include: profitable ways to manage your utility bills, refinance strategies, e-publishing, Internet, beach money, and home-based businesses. This is not a financial planning course and no investments or financial products are sold—this course is solely for educating you on how to improve your finances through residual income.

**CRN #31976** 1 Saturday, 10/13, 8:30-11:30 a.m.

**MCC Bldg. GPA GP215** Fee: \$25

**Instructor:** ***James Farnham** has an M.B.A. from Pace University and an M.S. in social administration from Columbia University. He is a professional speaker and author and has more than 20 years' experience in insurance and financial services.*

## 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 #31767** 1 Wednesday, 9/12, 7-9:30 p.m. **MCC Bldg. GPA GP143**

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.*

## Understanding Money and Investing

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

**CRN #31768** 4 Wednesdays, 9/19-10/10, 7-9:30 p.m.

**MCC Bldg. GPA GP143** Fee: \$85

**Instructor:** ***Robert Misiolek***

# Family, Finance & Consumer Issues

## **NEW** Stock Market Filters: Basic Technical Analysis

This hands-on course offers the student the opportunity to learn how to check and manage the fluctuating value of stocks on the stock market by creating custom filters, and using moving averages, oscillators, and other technical indicators. We will utilize StockFetcher, a free software available on the Internet, to identify patterns and study the movement of stocks in “plain English.” By the end of the course, students will be able to apply a variety of filters on StockFetcher and learn how to better monitor their investments.

**CRN #31965** 3 Thursdays, 10/4-10/18, 6:30-8:30 p.m.  
**MCC Bldg. LRC B222 Fee: \$99**

*Instructor: Steven Bloom, M.Ed., has developed and presented educational material for several Fortune 500 companies. He also teaches AutoCAD at MCC for both Credit and Continuing Education Divisions, and has extensive experience teaching Microsoft Office products as well.*

## 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 #31678** 1 Wednesday, 9/26, 6:30-8:30 p.m.  
**MCC Bldg. GPA GP142 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.*

## File or Fling: Get Organized for Taxes

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

**CRN #31679** 1 Wednesday, 10/10, 6:30-8:30 p.m.  
**MCC Bldg. GPA GP142 Fee: \$20**

*Instructor: Jan Johnson, CFP®*

## **NEW** Financial Well-Being for Individuals in Transition

Your well-being is a dynamic state, impacted by your experiences, choices, and personal finances, and individuals in transition—whether through divorce, loss of a spouse, career change, or retirement—have their well-being challenged. In this workshop, you will be introduced to six aspects of personal and financial well-being: cash flow, net worth, family, vision, wellness, and security. You will learn how to better understand your strengths and weaknesses and turn these challenges into successes.

**CRN #31680** 1 Wednesday, 10/17, 6:30-8:30 p.m.  
**MCC Bldg. GPA GP142 Fee: \$20**

*Instructor: Jan Johnson, CFP®*



## The Retirement Income Age

Why do successful accumulators outlive their money? The economics of investments in retirement are very different than during accumulation years. Seniors can face high inflation, stock market volatility, and longevity. Success or failure in retirement can be attributed to a few key factors. Come learn what successful retirees do differently with the structure of their investments so that they can keep up with rising costs, reduce the risks of the market, and be sure that they don't run out of money.

**CRN #31681** 1 Tuesday, 10/2, 3:30-5 p.m.  
**MCC Bldg. Lowe L142 Fee: \$10**

*Instructor: Frank Germano, CFP®, has worked in the financial services area for more than 20 years. He is a registered representative with Investors Capital Corporation and a member of FINRA/SIPC. He operates an office in East Hartford.*

## Estate Planning for Retirees

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

**CRN #31682** 1 Tuesday, 10/16, 3:30-5 p.m. **MCC Bldg. Lowe L142 Fee: \$10**

*Instructor: Frank Germano, CFP®*

## Using Municipal Bonds for Retirement Income

In general, bonds are an investment designed to produce income and are considered less risky than stocks. These characteristics can make them a nice fit for retirees. Municipal bonds generally pay interest that is tax-free, which might also be attractive. Come learn how some market leaders manage bonds and how you can add them to your retirement portfolio in a prudent way. It might turn out that those boring old municipal bonds are not that dull after all!

**CRN #31683** 1 Tuesday, 10/23, 3:30-5 p.m. **MCC Bldg. Lowe L142 Fee: \$10**

*Instructor: Frank Germano, CFP®*

## My Neighbor Has a Living Trust—Should I?

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

**CRN #31532** 1 Tuesday, 10/23, 6:30-8 p.m. **MCC Bldg. GPA GP156 Fee: \$15**

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

# Family, Finance & Consumer Issues

## 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 #31535** 1 Tuesday, 10/30, 6:30-8 p.m. **MCC Bldg. GPA GP156**  
Fee: \$15

Instructor: **Amy E. Orlando**

## Get to Know Your Car

This fun and informative class is designed to build confidence in the student by imparting basic knowledge about automobiles and repairs. Maintenance and repairs can be not only untimely and expensive but stressful. You will learn how automotive centers operate and the right questions to ask when purchasing a car. Then learn how your car functions, beginning at the radiator and finishing with the tail pipe. You will also receive a disc, showing all the slides and associated terms for future reference. Students should bring a lunch.

**CRN #31857** 1 Saturday, 9/29, 9 a.m.-4:30 p.m.

**MCC Bldg. GPA GP126** Fee: \$60

Instructor: **Neal Kwort**, with 30 years' experience as an auto mechanic, is an A.S.E. certified master auto technician and radio host of "Neal's Wheels Car Care Show," which aired on several area stations over the years, including WDRC in Connecticut. He has won the NAPA/A.S.E. Auto Technician of the Year nine consecutive years in CT. For more information, his website is: [www.NealsWheels.com](http://www.NealsWheels.com).

# Fitness & Recreation



## **NEW** Zumba Gold: 30/30

Half Zumba® Gold Fitness, half Zumba® Gold Toning, this course is a hot Latin dance party designed to provide increased aerobic capacity and muscle toning to active adults, deconditioned participants, and those with mobility issues. The first 30 minutes will get you in the groove with rhythms such as salsa, cha-cha, merengue, tango, rumba and pop. Then, light hand weights will be added to the mix for the last 30 minutes to boost muscle tone. Zumba® Gold and Zumba® Gold Toning utilize low-impact movements with easy transitions to help you burn calories, tone muscles, develop better balance and increase your cardio-capacity, while having a blast! This will be the most exhilarating hour of your whole week, and anyone can do it. Don't wait because space is limited. Sign up today! Participants should bring a water bottle, hand towel, and 1-lb. hand weights to class.

**CRN #31540** 9 Mondays, 10/1-12/10 (does not meet 10/8 & 11/12), 6:30-7:30 p.m. **MCC Bldg. Lowe L154 (Fitness Studio)** Fee: \$80

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

## Experience Pilates

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

**CRN #31539** 8 Tuesdays, 9/11-10/30, 6:15-7:15 p.m.

**MCC Bldg. Lowe L154 (Fitness Studio)** Fee: \$75

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





## Personal Trainer National Certification

The World Instructor Training School's (WITS) certification course is taught at colleges across the country. This challenging course is composed of 16 hours of lecture and 16 hours of practical training. The National Exam is held on the final week. Students are allowed to miss one class only and still be able to sit for the exam. 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, Fitness Professional's Handbook, 6th edition, for approximately \$94, please call (888) 330-9487, or visit [www.witseducation.com](http://www.witseducation.com). The textbook should be purchased in advance and reviewed prior to the first class. For the Fitness Center sessions, students must wear appropriate work-out clothes and non-marking athletic shoes. Please bring a combination lock in order to store your personal belongings during these work-out sessions. *\*Please note: This course requires a high degree of commitment to successfully complete.*

**CRN #31528** 12 sessions, Tuesdays & Thursdays, 10/2-11/8, 6:30-9:30 p.m. **MCC Bldg. GPA GP142** (Tuesdays, classroom) & **Lowe L153** (Thursdays, Weight Room); except for exam week sessions, 11/6 & 11/8: 6-10 p.m. Fee: \$665

Instructor: **World Instructor Training School staff**

## Nutritional Strategies for Performance

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

**CRN #31536** 1 Saturday, 11/17, 9 a.m.-4 p.m. **MCC Bldg. GPA GP143** Fee: \$130

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

## 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. The course qualifies for 3 Continuing Education Credits for W.I.T.S. professionals; please ask instructor for more details.

**CRN #31541** 1 Saturday, 12/1, 9 a.m.-noon **MCC Bldg. Lowe L153** (Weight Room) Fee: \$70

Instructor: **World Instructor Training School Staff**



## 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 four scheduled sections listed below, and in any weekly sequence, in order to fulfill your 12 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 12 sessions. The instructor will monitor each student's weekly attendance.

**Classes meet at Malee's School of Tai Chi & Kung Fu, 249 Broad Street, Manchester.**

**CRN #31533** 12 sessions - Choose from any combination of the following schedules:

- Mondays & Wednesdays, 10/10-11/19 (begins on a Wednesday), 7:30-8:30 p.m.
- Tuesdays & Thursdays, 10/9-11/15, 5:30-6:30 p.m.
- Fridays, 10/12-11/16, 6:30-7:30 p.m.
- Saturdays, 10/13-11/17, 9-10 a.m.

Fee: \$160

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

## Kung Fu for Fitness & Self-Defense

Become strong, flexible, and fit, and learn how to defend yourself, with Chinese Kung Fu. Each class consists of a thorough warm-up and stretching, followed by training in the fundamentals of Kung Fu: stances, strikes, kicks, forms, and self-defense. Please note: You may attend any of the sessions from the four sections listed below, and in any weekly sequence, in order to fulfill your 12 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 12 sessions. The instructor will monitor each student's weekly attendance. **Classes meet at Malee's School of Tai Chi & Kung Fu, 249 Broad Street, Manchester.**

**CRN #31534** 12 sessions - Choose from any combination of the following schedules:

- Mondays & Wednesdays, 10/10-11/19 (begins on a Wednesday), 7:30-8:30 p.m.
- Tuesdays, 10/9-11/13, 5:30-6:30 p.m.
- Fridays, 10/12-11/16, 6:30-7:30 p.m.
- Saturdays, 10/13-11/17, 9-10 a.m.

Fee: \$160

Instructor: **Malee Khow**

# Fitness & Recreation

## Cardio Kick-Boxing Workout

Take the excitement, music and energy of an aerobics program and learn self-defense techniques in an action-packed workout. No prior experience needed; participants of any level can attend any class. The usual routine begins with warm-ups and stretching before the cardiovascular segment, when you'll do basic punching and kicking moves to increase your heart rate. Then, spend time working with wave masters (a type of punching bag), and conclude your workout with some abdominal work and cool-down exercises. Because these are continuous classes, beginning students follow along with the routine and learn from watching the instructor and other more experienced students. There is no person-to-person contact. No uniform is required. Please wear appropriate workout clothes. You must be at least 16 years old. Equipment fee: \$5, payable to instructor at first class. **Classes meet at the Academy of Martial Arts & Personal Development, 440 Oakland Street, Manchester.**

**CRN #31860** 8 sessions, Tuesdays & Thursdays, 9/4-9/27, 9:30-10:30 a.m.

**CRN #31861** 8 sessions, Tuesdays & Thursdays, 9/4-9/27, 6-7 p.m.

**CRN #31862** 8 sessions, Mondays & Wednesdays, 9/10-10/3, 7-8 p.m.

**CRN #31863** 8 sessions, Tuesdays & Thursdays, 10/2-10/25, 9:30-10:30 a.m.

**CRN #31864** 8 sessions, Tuesdays & Thursdays, 10/2-10/25, 6-7 p.m.

**CRN #31865** 8 sessions, Mondays & Wednesdays, 10/8-10/31, 7-8 p.m.

**CRN #31866** 8 sessions, Tuesdays & Thursdays, 10/30-11/27 (does not meet 11/22), 9:30-10:30 a.m.

**CRN #31867** 8 sessions, Tuesdays & Thursdays, 10/30-11/27 (does not meet 11/22), 6-7 p.m.

**CRN #31868** 8 sessions, Mondays & Wednesdays, 11/5-12/3 (does not meet 11/21), 7-8 p.m.

Fee: \$45 (per 8 sessions)

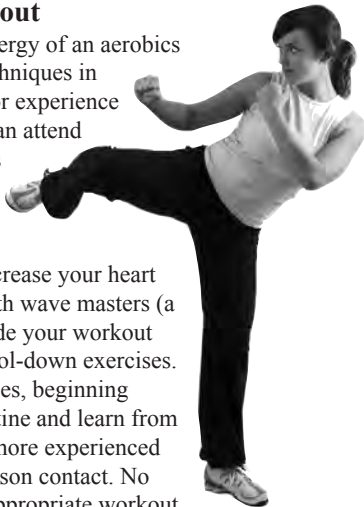
**Instructors:** **Elaine Flaherty** is a 2nd-degree Black Belt at the Academy of Martial Arts & Personal Development. She has been a kick-boxing and fitness instructor for the past 15 years; **Joel S. Waldron**, owner, 6th-degree Black Belt, and master instructor at the Academy of Martial Arts and Personal Development, has studied and taught martial arts for more than 35 years; and other Academy instructors.

## Fly Tying

You will learn basic fly tying techniques and how to tie freshwater flies, including the Olive Woolly Bugger, Bead Head Woolly Bugger, Hare's Ear Nymph, Tellico Nymph, AP Emerger, Yellow Stimulator, Carey Special, Clouser Minnow, Elk Hair Caddis, and the Dubbing Flying Ant. Tying salt water flies will also be covered if you express interest. Come learn this fine art from a skilled instructor! Materials fee: \$25, payable to the instructor at the first class, for supplies.

**CRN #31769** 5 Fridays, 9/21-10/26 (does not meet 10/5), 6:30-8:30 p.m. **MCC Bldg. GPA GP156** Fee: \$85

**Instructor:** **John Baracchi** is former president of the CT Fly Fisherman's Association (CFFA). He has been tying flies since 1994, and some of his flies have been featured in fly-fishing and tying journals.



## CONNECTICUT BASIC BOATING

### OPTION 1

This four-session, 10-hour course, taught by volunteers or employees of the Connecticut DEP Boating Division, provides a diploma as partial fulfillment of the requirements for the Connecticut Certificate of Personal Watercraft, which includes the Safe Boating Certificate. Upon successful completion of the course, you can mail or deliver the diploma to any State DEP office. With an application for certificate and appropriate fee, you may obtain the Certificate of Personal Watercraft/Safe Boating. Students must attend all classes to qualify. The Certificate is a one-time, lifetime certification.

**CRN #31537** 4 sessions, Mondays & Wednesdays, 9/10-9/19, 7-9:30 p.m. **MCC Bldg. Lowe L240**

**CRN #31538** 4 sessions, Mondays & Wednesdays, 10/1-10/15 (does not meet 10/8), 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 #31833** 1 Saturday, 9/8, 8:30 a.m.-4:30 p.m.  
**MCC Bldg. AST E202**

**CRN #31834** 1 Saturday, 10/6, 8:30 a.m.-4:30 p.m.  
**MCC Bldg. AST E202**

Fee: \$85

**Instructors:** **Professional Marine Education staff**



## Instructor Spotlight on...

### Bob Hayward

For the past 15 years, Bob has captained an American Pool Players Association Eight-ball team, which has won numerous titles, including the team state championship. He has played with such legends as Willie Mosconi, Steve Mizerak and Irving Crane.



## Fundamentals of Pocket Billiards

The game of billiards has shown a recent resurgence in popularity. Come find out why! This course is for both beginners and intermediate players. Learn or improve basic techniques, proper stance, and shot making, as well as the rules of the game. Whatever level of play you now experience, you will develop a better understanding of technique and game strategy, learn exciting, new shot-making skills, and become a complete player. Materials fee: \$5 for table time for each session, payable to World Championship Billiards at the first class. **Classes meet at World Championship Billiards, 171 Spencer St., Manchester.**

**CRN #31938** 3 Tuesdays, 9/10-9/24, 7-9 p.m. Fee: \$55

**Instructor:** **Bob Hayward**

## Prepare Your Garden for Winter

Your garden's been good to you all summer. Now it's time to pay back that bounty and put your garden to bed for the winter to protect your plants, vegetables, shrubs and lawns from the coming harsh weather. Doing it right will save you much work in the spring and assure another bountiful summer. This class will look at techniques of cutting back; proper clean-up to keep your gardens disease-free; the use of anti-desiccants; what can be transplanted; what to mulch; the value of composting; and will also consider the special needs of various plants, shrubs and lawns. Demonstrations of essential tools will be provided.

**CRN #31852** 1 Tuesday, 9/11, 6:30-8:30 p.m. **MCC Bldg. GPA GP120**  
Fee: \$20

**Instructor: Bettylou Sandy** is 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.

## Organic Lawn Care

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

**CRN #31854** 1 Thursday, 9/13, 6-9 p.m. **MCC Bldg. GPA GP120**  
Fee: \$35

**Instructor: Bettylou Sandy**

## Fall Bulbs, Spring Surprises

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

**CRN #31851** 1 Saturday, 9/15, 9-11:30 a.m. **MCC Community Garden**  
Fee: \$30

**Instructor: Bettylou Sandy**

## How and Where to Grow Food in Winter

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

**CRN #31850** 1 Thursday, 9/20, 6-8:30 p.m. **MCC Bldg. GPA GP120**  
Fee: \$30

**Instructor: Bettylou Sandy**



Want to take a class online?  
See the Online Academy  
courses listed on pages 62-70  
or visit the web site at  
**[www.ed2go.com/manchcc](http://www.ed2go.com/manchcc)**



## Plan Your Vegetable Garden for Next Year

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

**CRN #31849** 3 Wednesdays, 10/3-10/17, 6:30-8:30 p.m.  
**MCC Bldg. GPA GP152** Fee: \$65

**Instructor: Bettylou Sandy**

## **NEW** Stocking Up and Storing Food for the Winter

Learn to store your bounty from the garden or the Farmer's Market and enjoy the fresh flavors of summer all winter. We'll discuss root cellars, freezing, drying, and shopping in advance to stock up for the winter. We'll also discuss various methods of storage in a house, apartment, or condo. Be prepared for winter and let it snow!

**CRN #31853** 1 Wednesday, 10/24, 6:30-8:30 p.m.  
**MCC Bldg. GPA GP142** Fee: \$20

**Instructor: Bettylou Sandy**

## Edible Schoolyards

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

**CRN #31848** 1 Tuesday, 11/13, 6-9 p.m. **MCC Bldg. GPA GP136**  
Fee: \$35

**Instructor: Bettylou Sandy**



# Green Technology

## **NEW** Solar Thermal and Solar Photovoltaic (PV) Energy Systems: Are They Right for Your Building?

Homeowners and business owners will learn the basic solar energy principles and technical skills as put forth by the North American Board of Certified Energy Practitioners and how to install solar-assisted hot water and PV. A focus on solar history and operating dynamics, including cost effectiveness and return on investment, will be explored. Property owners will examine their own electric bills and see if solar is a viable change for their building. Sales and marketing of solar products will also be introduced, along with permitting, net metering, rebates, proper installation, system adaptations, troubleshooting techniques, and workplace safety.

**CRN #31986** 2 Fridays, 10/5-10/12, 6-9 p.m. **MCC Bldg. GPA GP137**  
Fee: \$80

**Instructor:** *Peter Governale*, president of Tuscany Design Build, Inc., is a certified geothermal installer, designer, trainer, and state inspector for the CT Clean Energy Finance and Investment Authority (CEFIA), a CEFIA-approved solar installer, and a Building Science Instructor (BPI), with 30 years' experience in energy efficiency and passive solar design construction.

## **NEW** Introduction to Designing and Installing a Geothermal System for Property Owners

In 1993, the Environmental Protection Agency (EPA) proclaimed "geothermal heating and cooling [as] the most cost effective space conditioning system there is." Students will learn the fundamental principles of how geothermal energy works and its practical application for homes, businesses, and schools. Installation procedures, return on investment, cost effectiveness, life cycle, federal and state tax credits, grants, and the technical and design principles of geothermal energy will be examined and explained to homeowners and business owners.

**CRN #31985** 2 Fridays, 10/19-10/26, 6-9 p.m. **MCC Bldg. GPA GP137**  
Fee: \$80

**Instructor:** *Peter Governale*

### You May Also Like

- Real Estate courses on pages 53



**Please note:** The following courses are held at  
**Middlesex Community College (MxCC), Middletown Campus**  
**100 Training Hill Rd., Middletown, CT 06457.**

MCC students may cross-register, using the CRNs below. For more information, please contact MxCC at 860-343-5865.

### Understanding Green Basics

This course will provide any building, real estate, or related industry professional with an understanding of LEED, NAHB, and Energy Star building certifications, the measurements used to determine each certification, how to evaluate green benefits, tax incentives, and green insurance. You will learn the difference between "being green" and sustainability and the difference between conventional and green-building methods. **This course is eligible for 3 Continuing Education hours as approved by the CT Real Estate Commission for the 2012-2014 Cycle.**

**CRN #31981** 1 Saturday, 9/29, 10 a.m.-1 p.m.

**CRN #31982** 1 Tuesday, 11/13, 6-9 p.m.

Fee: \$75

**Instructor:** *William Janhonen* is a LEED-Accredited professional, NAHB-Certified Green professional, Certified Property Manager and Licensed Broker in NY, CT, and NC. As principal of WSJ Enterprises, he consults on construction, finance, and property management, and is a member of the USGBC and CTGBC.

### **NEW** Green Finance

Whether commercial or residential, funding for green measures is a main concern for owners. This course will cover government incentives, both state and federal, tax relief, and favorable renovation loans including 401k and 401h programs, plus many more. These programs can be complicated and difficult to find. We will examine the types of funding available, funding levels, and how, when and where to apply. Each student will be provided the tools to perform funding research and applications on their own.

**CRN #31984** 1 Monday, 10/29, 6-9 p.m. Fee: \$75

**Instructor:** *William Janhonen*

### LEED Green Associate Core Concepts/Exam Prep

This course provides an overview of sustainable building, including environmental imperatives driving the industry, the paradigm of integrated design, the role of USGBC, and the LEED Rating System. It explains the intent of each LEED Credit Category, identifying best practices, related key terms and concepts, regulation, and incentives and concepts in practice. This course will prepare and qualify you for taking the LEED Green Associate Examination and becoming nationally-accredited as a LEED Green Associate, the first step in becoming a LEED Accredited Professional. **This course is eligible for 6 Continuing Education hours as approved by the CT Real Estate Commission for the 2012-2014 Cycle.** Architects may self-submit for AIA credits. Please contact your instructor for information on the **required textbook** by email: [wjanhonen@wsjenterprises.com](mailto:wjanhonen@wsjenterprises.com) or through his blog: [wsjenterprises.wordpress.com](http://wsjenterprises.wordpress.com)

**CRN #31983** 5 sessions, Monday-Friday, 11/26-11/30, 5-9 p.m.

Fee: \$395

**Instructor:** *William Janhonen*



## 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 #31547** 6 Mondays, 9/10-10/22 (does not meet 10/8), 6-8 p.m.

**MCC Bldg. GPA GP139 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 in the aerospace industry, as well as the past president of the Chinese Culture Center of Greater Hartford, Inc. He has been teaching Chinese at MCC since 2010.

## Introduction to Mandarin Chinese II

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

**CRN #31567** 6 Mondays, 10/29-12/3, 6-8 p.m. **MCC Bldg. GPA GP139**

**Fee: \$120**

**Instructor: Jin Hu**

## Beginning German

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

**CRN #31556** 6 Tuesdays, 9/11-10/16, 7-9 p.m. **MCC Bldg. GPA GP126 Fee: \$140**

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

## Beginning German II

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

**CRN #31568** 6 Tuesdays, 11/6-12/11, 7-9 p.m. **MCC Bldg. GPA GP126 Fee: \$140**

**Instructor: Elizabeth Baumbach**

## 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. Recommended text: *Curso Primero*, 2nd Edition (ISBN 1567654762), Wasserman, for approximately \$13.

**CRN #31552** 8 Mondays, 9/10-11/5 (does not meet 10/8), 7-9 p.m.

**MCC Bldg. GPA GP143 Fee: \$225**

**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 \$25.

**CRN #31545** 7 Thursdays, 9/6-10/18, 6-8 p.m. **MCC Bldg. GPA GP138 Fee: \$160**

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

## French for Beginners II

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

**CRN #31566** 7 Thursdays, 10/25-12/13 (does not meet 11/22), 6-8 p.m.

**MCC Bldg. GPA GP138 Fee: \$160**

**Instructor: Marianne Labergerie**

## Conversational Italian for Beginners

If you have always wanted to speak Italian but never had the courage to try, then this is the course for you! You will be introduced to the fundamentals of the language, with an emphasis on conversing and role-playing in a supportive environment. Aspects of glorious Italy, including its culture and art, will be discussed to enhance the learning experience. Required text: *Learn Italian the Fast and Fun Way* (ISBN 9780764125300), Danesi, available at MCC Bookstore for approximately \$20.

**CRN #31561** 8 Fridays, 9/14-11/9 (does not meet 10/5), 7-9 p.m.

**MCC Bldg. LRC B209 Fee: \$235**

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

# Languages

## 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 #31563** 8 Tuesdays, 9/25-11/13, 7-9 p.m. **MCC Bldg. GPA GP120** Fee: \$130

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

## 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 #31564** 8 Wednesdays, 9/26-11/14, 7-9 p.m.

**MCC Bldg. GPA GP120** Fee: \$130

**Instructor:** *Rima Martin*

## Learning Lithuanian

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

**CRN #31565** 8 Thursdays, 9/27-11/15, 7-9 p.m.

**MCC Bldg. GPA GP120** Fee: \$130

**Instructor:** *Rima Martin*

## Introduction to Sign Language

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

(ISBN 9781581211276), Smith, Lenz & Mikos, available at MCC Bookstore, for approximately \$55.

**CRN #31559** 6 Thursdays, 9/13-10/18, 7-9 p.m.

**MCC Bldg. GPA GP126** Fee: \$165

**Instructor:** *Carolyn Robins*

# Music

## Introduction to Classical Guitar

Learn the basics of fingerstyle classical guitar technique and note reading. This class is for both beginners to music and guitar, as well as people who want to learn classical technique and develop their reading skills. You will learn to play simple and familiar melodies, basic accompaniment patterns and a simple classical guitar piece. Some break-out sessions, with an opportunity to work individually and in small groups with the instructor, will be included as part of the course. Required text:

A Modern Approach to Classical Guitar, Vol. 1, 2nd Edition (ISBN 9780793570652), available at MCC Bookstore for approximately \$7.

**CRN #31771** 12 Thursdays, 9/13-12/6 (does not meet 11/22), 7:30-9 p.m. **MCC Bldg. GPA GP152** Fee: \$205

**Instructor:** *Nick Cutroneo* earned a master of music in classical guitar performance and Suzuki Pedagogy from the Hartt School of Music. He teaches at the Suzuki Music School, MusicMakers Academy, and at the University of Connecticut's Community School of the Arts. He also taught master classes as a visiting artist for The Volterra Project in Italy in the summer of 2010.



## Beginning Piano

Learn the basics of playing the piano in this lively introductory class. Participants will play pieces and begin learning how to read and write music. Music theory and ear training will be integrated through an adult-focused, hands-on approach. The class will be held in a piano lab with headphones for each participant, allowing personal instruction. Attention is given to use of electronic keyboards for those who have them.

Enrollment is limited, so please register early. Required text: Alfred's Basic Adult Piano Course, Level One (ISBN 9780882846163), available at MCC Bookstore for approximately \$10.

**CRN #31689** 6 Saturdays, 9/15-10/27 (does not meet 10/6), 10 a.m.-noon **MCC Bldg. V2 V117** Fee: \$195

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



## Intermediate Piano

A continuation of *Beginning Piano*, or for any student who has some prior piano experience, in this course, students will learn transposing, harmonization, and some composition, as well as more advanced sight-reading skills. These skills, plus much more, will be developed in this diverse and creative class. Students must already have the ability to locate pitches on the staff, and sight-read notation at the piano (for instance, one should be able to recognize and play correct sharps and flats). Required text: *Alfred's Basic Adult All-in-One Piano Course, Book 2* (ISBN 9780882849942), Palmer, Manus & Lethco, available at MCC Bookstore for approximately \$15. Prerequisite: *Beginning Piano*. **CRN #31692** 6 Saturdays, 11/3-12/15 (does not meet 11/24), 10 a.m.-noon **MCC Bldg. V2 V117** Fee: \$145

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

## Music Composition

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

**CRN #31693** 6 Saturdays, 11/3-12/15 (does not meet 11/24), 12:30-3 p.m. **MCC Bldg. V2 V127** Fee: \$180

**Instructor:** *David Cutright*



## **NEW** Small Ensemble: Jazz Music of the Swing/Bebop Era

This course is for beginner to intermediate jazz musicians interested in deepening their appreciation of the jazz tradition, while learning to play in the swing and bebop styles. We will cover techniques of ensemble playing, nonverbal (i.e., musical) communication, soloing techniques, and stylistic elements, and the work of key composers/performers, including Duke Ellington, Billy Strayhorn, Count Basie, Lester Young, and Nat King Cole. Basic understanding of chords and how to read and write music is required. There

will also be some transcription assignments in order to develop aural skills. Instructor provides musical handouts.

**CRN #31952** 12 Fridays, 9/21-12/14 (does not meet 11/23), 6:30-8 p.m. **MCC Bldg. V2 V127** Fee: \$175

**Instructor:** *Edward Knoeckel* is a pianist, composer, arranger, and music director, with a master's degree in music from the University of South Florida and an artist diploma in music composition from the University of Hartford. He has performed at the Bushnell Park Jazz Series, the Clearwater Jazz Festival, and the Dali Festival, and is pianist and sergeant with the U.S. Army 102nd Army Band.

## **NEW** Beginning Violin/Viola

Dust off that violin in your closet or rent one for a few months and learn what you always wanted to do—play the violin ... or the viola! This course is for high school students and adults who have not played the instrument before. Learn the basic technique for playing violin or viola, a few traditional tunes, a beginning fiddle tune, and how to care for your instrument. This beginner's course promises to be fun and supportive. If you need to rent an instrument, please contact the instructor by leaving a message with Continuing Education at 860-512-2800. Required textbook: *Essential Elements 2000*, Violin Book 1 or Viola Book 1 (ISBN 9780634038174, violin; ISBN 9780634038181, viola), available at MCC Bookstore for approximately \$10. **Please contact the MCC Bookstore at least two weeks before the start of class at 860-645-3140 or online at [www.mctc.bkstr.com](http://www.mctc.bkstr.com) to specify either the violin or viola book.**

**CRN #31916** 8 Wednesdays, 10/24-12/19 (does not meet 11/21), 6-7 p.m. **MCC Bldg. GPA GP214** Fee: \$80

**Instructor:** *Martha Hayes* has a master's degree in music history and performance from the University of Connecticut. She taught strings for Windham Public Schools for 25 years, and is currently the principle violist for the Manchester Symphony Orchestra, and also plays viola in the Manchester String Quartet.

## **NEW** String Ensemble

Learn to perform as an ensemble on works that present a variety of styles from classical to pop to fiddle. There will also be a concert toward the end of the course—details to be discussed in class—which will be a great opportunity to invite your family and friends. If you need to rent an instrument, please contact the instructor by leaving a message with Continuing Education at 860-512-2800. Required textbook: *Especially for Strings*: violin 1 (advanced players), violin 2 (intermediate players), viola, cello, or bass, available at MCC Bookstore for approximately \$5. **Please contact the MCC Bookstore at least two weeks before the start of class at 860-645-3140 or online at [www.mctc.bkstr.com](http://www.mctc.bkstr.com) and be sure to specify the appropriate book.**

Prerequisite: *For intermediate and advanced high school students and adult players, including MCC music majors, for the following string instruments: violin, viola, cello and bass.*

**CRN #31953** 12 Saturdays, 9/15-12/15 (does not meet 10/6 & 11/24), 10-11:30 a.m. **MCC Bldg. V2 V127** Fee: \$175

**Instructor:** *Martha Hayes*

## Beginning Guitar

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

**CRN #31688** 6 Wednesdays, 9/19-10/24, 7:30-9 p.m. **MCC Bldg. GPA GP138** Fee: \$135

**Instructor:** *Don Donegan* has taught guitar and voice for 30 years, and also teaches songwriting. He performs regularly, and owns Rainbow Music, a teaching and recording studio in Glastonbury. News about his upcoming shows and ongoing programs can be viewed on his website: [www.dondonegan.com](http://www.dondonegan.com).

# Music

## Continue with Beginning Guitar

As a sequel to *Beginning Guitar*, continue with your learning of five basic chords, tuning, how to transpose keys, basic music theory, including the Nashville Number Theory, and how to use a capo. Instructional handouts and music sheets with words and chords are provided. If you are left-handed, it is recommended that you learn to play right-handed. Please bring your acoustic or electric guitar to all classes. Prerequisite: *Beginning Guitar*, or some guitar experience.

**CRN #31690** 6 Wednesdays, 10/31-12/12 (does not meet 11/21),

7:30-9 p.m. **MCC Bldg. GPA GP138** Fee: \$135

Instructor: **Don Donegan**

## 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 old.

**CRN #31694** 6 Mondays, 9/24-11/5 (does not meet 10/8), 7-8 p.m.

**MCC Bldg. GPA GP138** Fee: \$90

Instructor: **Don Donegan**

## 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](http://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 a recommended brand, with either their Golden Melody, Pro Harp, or Special 20 types. Please 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 #31691** 4 Mondays, 10/15-11/5, 8:15-9:15 p.m.

**MCC Bldg. GPA GP138** Fee: \$60

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, for approximately \$6. Prerequisite: *Beginning or Continuing Guitar*, or some guitar playing experience.

**CRN #31770** 8 Mondays, 10/15-12/3, 7-8:30 p.m. **MCC Bldg. V2 V118** Fee: \$175

Instructor: **David Giardina** performs professionally in many musical styles and in various venues and has taught guitar privately for more than 20 years. He currently serves as artistic director of the CT Guitar Society.

## 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 9780871668790), available at MCC Bookstore, for approximately \$16.

**CRN #31542** 6 Mondays, 9/17-10/29 (does not meet 10/8), 7-9 p.m. **MCC Bldg. GPA GP215** 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 9781562224547), available at MCC Bookstore, for approximately \$10.

**CRN #31543** 4 Mondays, 11/5-11/26, 7-9 p.m.

**MCC Bldg. GPA GP215** Fee: \$65

Instructor: **James Hammitt**

## Introduction to African Drumming

After this class, you'll take home basic skills and ideas to create engaging African rhythm patterns. Using Dr. Babatunde Olatunji's method of teaching from the oral tradition of hand drumming, you'll learn how to play comfortably on djembe, conga, and ashiko drums; accompany singing, dance, exercise and movement; be the leader of interactive drumming gatherings; and drum with musical groups. Optional workbook is available from the instructor for \$3. Please must bring to class one of the drums mentioned above.

**CRN #31835** 1 Friday, 9/21, 7-9:30 p.m. **MCC Bldg. V3 V131** Fee: \$35

Instructor: For more than a decade, **Bob Bloom** performed a member of with Dr. Babatunde Olatunji's renowned drumming and dance company, "Drums of Passion," and as a faculty assistant to Dr. Olatunji for his "Language of Drums" courses at The Omega Institute. He also served for three years as chair of the Interactive Drumming Committee of The Percussive Arts Society, the largest percussion organization in the world.



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## **NEW** Film Music: Sounds of the American Cinema

This fun and educational course provides a retrospective of influential American films and composers and considers the development of film and film scores from the early silent-era days right up to the 21st century. Each class discusses a specific era in film history through biographical and production perspectives, views excerpts of films, including Charlie Chaplin's *Love Me Tonight* and Alfred Hitchcock's *Psycho*, and considers the work and contributions of film composers, such as Max Steiner, Bernard Hermann, Erick Korngold, Dimitri Tiomkin, Thomas Newman, and John Williams. This course is for both film and music lovers at all levels.

**CRN #31954** 6 Wednesdays, 10/31-12/12 (does not meet 11/21), 7-9:30 p.m. **MCC Bldg. LRC B208** Fee: \$150

Instructor: **Edward Knoeckel**

## NEW TO MCC'S CREDIT-FREE MUSIC SECTION

Serious about your instrument? Private lessons are now being offered in piano and violin/viola for intermediate and advanced high school and college students and adult players, including MCC music majors (Note: financial aid may be available to MCC music students; please check with your advisor). Private instruction for other instruments is expected to be offered in future Credit-Free catalogs.

### **NEW** Intermediate or Advanced Piano

**CRN #31967** 11 Mondays, 9/17-12/10 (does not meet 10/8 & 11/12),

3:30-4:20 p.m. **MCC Bldg. V2 Practice Room**

**CRN #31968** 11 Mondays, 9/17-12/10 (does not meet 10/8 & 11/12),

4:30-5:20 p.m. **MCC Bldg. V2 Practice Room**

**CRN #31970** 11 Tuesdays, 9/18-12/4 (does not meet 11/6),

3:30-4:20 p.m. **MCC Bldg. V2 Practice Room**

**CRN #31971** 11 Tuesdays, 9/18-12/4 (does not meet 11/6),

4:30-5:20 p.m. **MCC Bldg. V2 Practice Room**

Fee: \$539

Instructor: **Edward Knoeckel**

### **NEW** Intermediate or Advanced Violin/Viola

**CRN #31972** 11 Saturdays, 9/22-12/15 (does not meet 10/6 & 11/24),

12:30-1:20 p.m. **MCC Bldg. V2 Practice Room**

**CRN #31973** 11 Wednesdays, 9/26-12/12 (does not meet 11/21),

3:30-4:20 p.m. **MCC Bldg. V2 Practice Room**

**CRN #31974** 11 Wednesdays, 9/26-12/12 (does not meet 11/21),

4:30-5:20 p.m. **MCC Bldg. V2 Practice Room**

**CRN #31975** 11 Wednesdays, 9/26-12/12 (does not meet 11/21),

7:10-8 p.m. **MCC Bldg. V2 Practice Room**

Fee: \$539

Instructor: **Martha Hayes**

# Noon Institute

**Please Note: You must pre-register for Noon Institute courses.**  
— Refer to registration methods on page 74 —

## **NEW** Introduction to China's Economy

Over the last two decades, China's GDP annual growth rate averaged 9.3%. By 2011, China had become the world's second largest economy, and its manufacturing share had exceeded 30% of GDP. How does China make such rapid changes? What are the driving forces, and will its economy continue to grow? We will examine China's manufacturing development and capability, and the future of made-in-USA products in the U.S. consumer market.

**CRN #31943** 1 Friday, 9/14, noon-1:30 p.m., meets at **MCC on Main, 903 Main Street, Seminar Room 1** Fee: \$5

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 in the aerospace industry, as well as the past president of the Chinese Culture Center of Greater Hartford, Inc. He has been teaching Chinese at MCC since 2010.



## **NEW** Behind the Scenes with Rodgers and Hammerstein

Although they didn't begin their careers as partners, their work together produced some of the most successful and memorable of Broadway musical history: *Oklahoma*, *Carousel*, *South Pacific*, *The King and I*, *State Fair*, *Flower Drum Song*, and *The Sound of Music*. Rodgers and Hammerstein had an unusual working relationship, but their output was substantial and became the core of Broadway's Golden Age. We'll look at and listen to some of the highlights of these shows, and their themes and messages, which reflected and spoke to the issues in American life at the time—and to some degree, still today.

**CRN #31944** 1 Friday, 9/21, noon-1:30 p.m. **MCC Bldg. AST E202** Fee: \$5

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

Yul Brynner and Gertrude Lawrence in "The King and I"  
by Rodgers & Hammerstein



# Noon Institute

## How and Where to Grow Food in Winter

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

**CRN #31945** 1 Friday, 10/19, noon-1:30 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 CT and RI since 1987. She is also an accredited land care professional through Northeast Organic Farmers Association (NOFA) and on the board of directors of the CT Community Gardening Association and current president of NOFA.

## **NEW** The Poetry of Cross-Fluence: Sources and Samples

MCC's own, poet Stephen Campiglio, will discuss some of the sources of his new book, *Cross-Fluence*, including the significance of place, the importance of dreams and the unconscious, the varied influences of other artists (ekphrasis) and other writers, experiencing loss, and the inspiration of his Italian-American background. He will read from the book and allow for question-and-answer afterward. The lecture and reading will be followed by a book signing.

**CRN #31946** 1 Friday, 10/26, noon-1:30 p.m. **MCC Bldg. AST E202**  
Fee: \$5

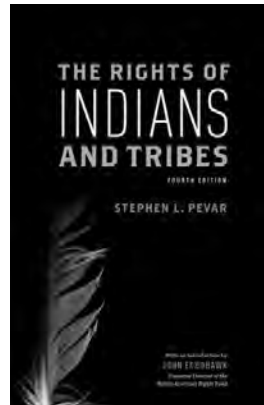
**Instructor:** *Stephen Campiglio* recently published his first book of poetry, *Cross-Fluence*, through Soft Spur Press in Missoula, MT. His work has also been published in a variety of journals, including *Common Ground Review*, *Italian Americana*, *Marco Polo Arts Magazine*, *Natural Bridge*, *Off the Coast*, *Ping•Pong*, *The Worcester Review*, and the anthology, *New Hungers for Old: One-Hundred Years of Italian American Poetry*. He founded and coordinates the Mishi-maya-gat Spoken Word & Music Series at MCC.

## **NEW** The Poetics of Dark and Black Comedy

In *Flies*, the MCC Poetry for Poets instructor's fourth and most recent book, flies do all the talking. Eight generations of them are the narrators of these funny and highly unusual poems. But underneath the jokes and puns and goofing around, there is a serious theme—the loneliness of old age—for the flies are waiting for one Sam Jeden to die. Mr. Surowiecki will read from his book and discuss why his *Flies* is not a black comedy of despair and nihilism, but a comedy of a distinctly lighter shade that ultimately embraces the world and all the good and bad in it. Q and A and book signing will follow.

**CRN #31947** 1 Friday, 11/2-, noon-1:30 p.m. **MCC Bldg. AST E202**  
Fee: \$5

**Instructor:** *John Surowiecki* is the author of three previous collections of poetry: *Barney and Gienka* (CW Books, 2010), *The Hat City after Men Stopped Wearing Hats* (Word Works, 2007), and *Watching Cartoons before Attending a Funeral* (White Pine Press, 2003), as well as five chapbooks and his verse drama, *My Nose and Me*, which won a Poetry Foundation Pegasus Award.



## **NEW** Eight Fascinating Supreme Court Decisions Affecting Indians and Tribes

The U.S. Supreme Court has decided many fascinating cases involving Indians and tribes. Eight of them will be discussed in this session, including such subjects as whether Congress can break an Indian treaty by simply passing a law after the treaty was signed; can a state regulate gambling on Indian reservations?; can Indian tribes tax non-Indians who live on or travel to the reservation?; and whether federal officials may arrest and prosecute Indians for crimes committed on an Indian

reservation. The cases span 180 years, and each of the selected cases had profound implications both for Indians and non-Indians.

**CRN #31948** 1 Friday, 11/9, noon-1:30 p.m. **MCC Bldg. AST E202**  
Fee: \$5

**Instructor:** *Stephen Pevar* holds a law degree from the University of Virginia School of Law, is a senior staff counsel for the American Civil Liberties Union, has litigated a number of Indian rights and constitutional law cases, and previously taught Federal Indian Law at the University of Denver School of Law. His book, *The Rights of Indians and Tribes*, is highly regarded as an authoritative guide on the topic.

## The Civil War Confederacy

Beginning in 1861, the states that seceded from the Union formed the Confederate States of America, and a civil war resulted. We know about the Confederacy's military and navy efforts in battle with the Union, but what about its geography and demographics, the structure of the government, its leadership and politics, its foreign diplomacy with other countries, and its economy? What was the Confederacy actually fighting for? Could it have been a successful independent country if it had achieved military success? Or was it doomed from the start?

**CRN #31949** 1 Friday, 11/16, noon-1:30 p.m. **MCC Bldg. AST E202**  
Fee: \$5

**Instructor:** *Barbara King*

## **NEW** What's New (and Tried-and-True) at Your Public Library?

There's something for everyone at today's public library. While some may miss the so-quiet-you-can-hear-a-pin-drop days, your local library offers everything from online databases and genealogical resources to computer classes to music concerts, and yes, quiet study areas too. Learn about how technology continues to shape public libraries and the types of creative programs and services that are being offered in libraries around the State. Discover how you can get more from your local library.

**CRN #31950** 1 Friday, 12/14, noon-1:30 p.m. **MCC Bldg. AST E202**  
Fee: \$5

**Instructor:** *Deborah Roe* received her master of library science from Southern Connecticut State University and is a CT-certified teacher and children's librarian with 15 years' experience in the education field, including as children's librarian for East Hartford Public Library and concurrently as head of children's services at Windsor Public Library.

**ENROLL IN ALL 8 FRIDAY NOON INSTITUTE SESSIONS AND TAKE ONE FOR FREE!**

**CRN #31942** 8 Fridays, 9/14, 9/21, 10/19, 10/26, 11/2, 11/9, 11/16, & 12/14, noon-1:30 p.m.

**MCC Bldg. AST E202 and MCC on Main, 903 Main Street**

Fee: \$35



## Noon Institute at Vernon Senior Center 26 Park Place, Vernon, CT

## Noon Institute

### The Majestic Theaters of Broadway

Many are gone, but many remain, renovated and still housing Broadway's hits—and flops! We'll take a look at some of the old and the new of Broadway's home—its theaters, big and small, grand and simple. How many have you been in to see a musical, comedy or drama on Broadway? Join us for this interesting and informative session.

**CRN #31912** 1 Monday, 9/10, noon-1:30 p.m. **Meets at Vernon Senior Center, 26 Park Place, Vernon, CT** Fee: \$5

**Instructor:** *Barbara King*

### 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 #31913** 1 Monday, 10/15, noon-1:30 p.m. **Meets at Vernon Senior Center, 26 Park Place, Vernon, CT** Fee: \$5

**Instructor:** *Barbara King*

### Titanic: 100 Years Since the Great Ship Went Down

The Titanic was known for its attention to luxury and opulence. The great ship boasted a telephone system, a lending library and a large barber shop on board. Her first-class section had a swimming pool, a gymnasium, squash court, Turkish bath, electric bath and a Verandah Cafe. First-class common rooms were decorated with ornate wood paneling, expensive furniture and other details. But the ship's fatal flaw was, perhaps, a lack of lifeboats and a false sense of invulnerability in iceberg-infested waters. We will look at how one of the most famous disasters of the 20th century unfolded, how it may have been avoided, and the lessons learned. More than 1,100 people lost their lives on the night when the great ship went down.

**CRN #31914** 1 Monday, 11/19, noon-1:30 p.m. **Meets at Vernon Senior Center, 26 Park Place, Vernon, CT** Fee: \$5

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

### Czech Trekker: Discover the Beautiful Czech Republic

Ahoj! Have you ever wanted to travel to Prague, the City of a Hundred Spires, or other cities in the Czech Republic? Now you have a chance to get a little taste of what this country in the heart of Europe has to offer. Learn about Prague and other wonderful cities located in Bohemia,

Moravia and Silesia, while gaining some basic vocabulary and phrases.

**CRN #31915** 1 Monday, 12/17, noon-1:30 p.m. **Meets at Vernon Senior Center, 26 Park Place, Vernon, CT** Fee: \$5

**Instructor:** *Anna Simpson was born in Prague in the former Czechoslovakia, speaks English, German, and Czech fluently, and has lived in the U.S. for nearly 10 years. She earned a master's in teaching from the University of J.E. Purkyne in Usti nad Labem, Czech Republic.*

### ENROLL IN ALL 4 MONDAY NOON INSTITUTE SESSIONS AND TAKE ONE FOR FREE!

**CRN #31911** 4 Mondays, 9/10, 10/15, 11/19 & 12/17, noon-1:30 p.m.  
**Meets at Vernon Senior Center**  
Fee: \$15

## Nutrition

### Integrative Health for Joy and Balance

Come explore a variety of approaches to creating a balanced and healthy life. We'll consider the basics of good nutrition, stress reduction, and energy-enhancing exercises, as well as the fundamentals of setting goals and achieving lasting change. This course is designed to guide you toward creating a personalized health plan that will put you on the path to a lifetime of joy and balance. **The course will include a grocery shopping field trip to Whole Foods in Glastonbury (details discussed in class)** and a demonstration of food preparation. Learn how to integrate all areas of your life for optimal health and leave the course with an individualized health plan that meets your specific needs.

**CRN #31772** 3 Saturdays, 9/15-9/29, noon-2 p.m.

**MCC Bldg. GPA GP215** Fee: \$60

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

### Cholesterol: Friend or Enemy?

The most common drugs currently prescribed for "high cholesterol" are called statins, and they represent a \$29 billion business worldwide. The medical claim that lowering LDL is beneficial in fighting cardiovascular disease (CVD) is contradictory to the research and results that we have seen for the past 10 years. It may not be in your best interest to lower your cholesterol levels! Many studies show that people with high cholesterol live longer and have fewer heart conditions than those with low cholesterol and that high cholesterol does not predict all causes of mortality. More to the point, to prevent potential cardiovascular disease, it is essential to lower your exposure to oxidation and inflammation. Learn the facts about cholesterol, heart health and how to stay healthy.

**CRN #31918** 1 Thursday, 11/29, 7-9 p.m. **MCC Bldg. GPA GP156** Fee: \$20

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

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

If you're totally confused by the mountains of information, pro and con, about the many diets in the news today, maybe it's time you got some straight information. This informative class, taught by a naturopathic physician, will allow you to do just that. Learn what a non-inflammatory diet is and whether the foods popular in today's culture fit the bill.

Learn what carbohydrates are really all about and whether any can be termed "good carbs." Find out which protein is helpful to your health; how much fiber your diet should include; and which fats are needed for a healthy body. Once you separate fact from fiction, you'll be well on your way to a healthier you.

**CRN #31917** 1 Thursday, 9/20, 7-9 p.m. **MCC Bldg. GPA GP156**  
Fee: \$20

**Instructor:** *Dr. Marie Mammone is a naturopathic physician who has practiced for 12 years in Wethersfield. She has also been involved with family nutrition for more than 20 years.*

# Photography

## Nature and Outdoor Photography

In the first session, there will be discussion of recommended equipment and gear for nature and outdoor photography. The instructor will also show samples of his work and discuss the methods that he uses to capture nature's beauty. **The second and fourth sessions will be field trips to local parks, with locations to be determined in class,** while the third session will include a critique of the first field trip. Rain dates will be the Sundays of these same weekends. Students should bring their 35mm SLR (digital or film), lenses, tripod, and gadget bag to the field trip sites.

**CRN #31802** 4 Saturdays, 9/8-9/29, 9-11 a.m. **MCC Bldg. AST C210** (first and third class) & off-campus sites (second & fourth class)  
Fee: \$95

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

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## You May Also Like

- Sun and Wind on Words: Nature Writing—A Practical Approach on page 59

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## 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, as well as how to work in a photo editing program. We will learn how to import and save photographs, methods of color correction and enhancement, and how to size and prepare images for print and the web, and also compare popular digital camera models. 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 #31899** 2 Tuesdays, 10/2-10/9, 6-9 p.m. **MCC Bldg. LRC B142**  
Fee: \$99

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

## Digital Camera Next Step

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

**CRN #31900** 2 Tuesdays, 10/16-10/23, 6-9 p.m. **MCC Bldg. LRC B142**  
Fee: \$99

*Instructor: Richard Hoyer*

## Digital Camera: RAW, Layers, and Photoshop

This course will provide an introduction to 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: *Intermediate computer skills.*

**CRN #31934** 2 Tuesdays, 11/27-12/4, 6-9 p.m. **MCC Bldg. LRC B141**  
Fee: \$99

*Instructor: Carmine Filloramo*

## 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 #31803** 2 Fridays, 9/21-9/28, 6-9 p.m. **MCC Bldg. AST D211**  
Fee: \$99

*Instructor: Richard Hoyer*

## 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, and textbook companies 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 #31544** 3 Thursdays, 9/13-9/27, 6-9 p.m. **MCC Bldg. GPA GP142**  
Fee: \$75

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

## Take Stock Photography to the Next Level

This course will expand upon the topics covered in *Stock Photography for Fun and Profit*, and introduce some new topics as well. We will discuss the qualities that make a photograph saleable; enlisting specific stock agencies to represent your images; creating a website for hosting and presenting your stock portfolio; and producing a keyword list and applying these words to your photos. You will have the opportunity in class to take pictures and have them evaluated as possible stock images, and learn to assemble a workflow procedure that details all the necessary steps for setting up your own stock photo business. Prerequisite: *Stock Photography for Fun and Profit or permission of the instructor.*

**CRN #31668** 2 Thursdays, 10/11-10/18, 6-9 p.m.  
**MCC Bldg. GPA GP142** Fee: \$50

*Instructor: Peter Glass*



## 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. New modules will be offered in future Credit-Free catalogs.

*Instructor: Richard Hoyer*

### Painting on the Computer

Take your photography skills to a new level by learning how to transform your photographs into digital paintings, using Adobe Photoshop CS5. You will learn how to use Photoshop's Brushes, History Brush, Art History Brush, and filters for contemporary effects. Be it a watercolor or oil, the styles that you can replicate with the painting tools are amazing!

**CRN #31828** 1 Friday, 10/19, 6-9 p.m.

**MCC Bldg. AST D211**

*Fee: \$50*

### Flash Photography

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

**CRN #31801** 1 Friday, 10/26, 6-9 p.m. **MCC Bldg. AST D211**

*Fee: \$50*



### Digital Exposure Techniques

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

**CRN #31800** 1 Friday, 11/2, 6-9 p.m.

**MCC Bldg. AST D211**

*Fee: \$50*

### Composition Techniques

There is one element that can really improve your photographs, one feature that can lift your photo from snapshot to art: a sense of composition. Digital cameras and image processing software provide impressive control over exposure and color balance, but your photos will never succeed if the contents don't come together. This class is designed to help you refine your vision and improve your compositions. We will look at framing, patterns, movements, focal point, and creating depth. We will also look at examples of photographs that highlight compositional rules and techniques which will make a difference in your photos.

**CRN #31799** 1 Friday, 11/9, 6-9 p.m. **MCC Bldg. AST D211**

*Fee: \$50*

### No Flash, No Problem

Ambient light is all around us... in many different forms (skylight, sunlight, daylight, tungsten light, fluorescent light, candle light) and colors (that cameras can see but our brains cannot). By manipulating these various types of illumination, some stunning images of people and objects can be produced, and without using any photographic lights. All it takes are some sheets of black, white, and colored cardboard, a role of aluminum foil, an old shower curtain, a little imagination, and an even smaller amount of common sense. Supplies will be made available by the instructor. You are encouraged to bring your cameras, tripods, and objects to be photographed to class, where plenty of shooting time will be available.

**CRN #31548** 3 Thursdays, 10/25-11/8, 7-9 p.m.

**MCC Bldg. GPA GP142** *Fee: \$50*

*Instructor: Peter Glass*

### The Photo Essay

It is both exciting and challenging to tell a story using only photographs. Learn what elements are necessary to creating an effective photo essay, including how to select a subject, determine what to shoot, get the images you want, and sequence into a visual narrative. Students will use the skills learned in class to shoot their own essays outside of class. Some class time will be spent viewing, discussing, and evaluating student projects. Prerequisite: *Some photography experience.*

**CRN #31549** 3 Thursdays, 11/29-12/13, 7-9 p.m.

**MCC Bldg. GPA GP142** *Fee: \$50*

*Instructor: Peter Glass*

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

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

**CRN #31546** 6 Mondays, 10/1-12/10 (every other week), 7-9 p.m.

**MCC Bldg. GPA GP156** *Fee: \$135*

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

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### You May Also Like

- Digital Imaging & Design courses on pages 23-24
  - Online Academy Photography on page 69
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# Professional Development

## JOB SEARCH & CAREER WORKSHOPS

Looking for information and guidance on how to become more competitive in your job search? You are invited to attend the following workshops. **All sessions meet in the Career Services Suite (Lowe L107) and are FREE and open to students, alumni, and the public. Pre-registration, however, is required, using the registration form on 74.**

*Instructors: Julie Hepburn-Greene, senior associate director of Career Services at MCC; and other Career Services staff*



### Effective Résumé Writing

Build résumé-writing confidence. Whether you're writing your first résumé or updating an existing one, this workshop provides the skills necessary to develop this competitive marketing tool.

#### Tuesday Afternoon Sessions

**CRN #31696** 1 Tuesday, 9/25, 12:30-1:45 p.m.

**CRN #31697** 1 Tuesday, 10/23, 12:30-1:45 p.m.

#### Wednesday Afternoon Sessions

**CRN #31698** 1 Wednesday, 9/26, 12:30-1:45 p.m.

**CRN #31699** 1 Wednesday, 10/24, 12:30-1:45 p.m.

#### Thursday Night Sessions

**CRN #31730** 1 Thursday, 9/27, 6-7:15 p.m.

**CRN #31731** 1 Thursday, 10/25, 6-7:15 p.m.

**MCC Bldg. Lowe L107 (Career Services Suite)**

### Interviewing Skills

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

#### Tuesday Afternoon Sessions

**CRN #31733** 1 Tuesday, 10/2, 12:30-1:45 p.m.

**CRN #31734** 1 Tuesday, 10/30, 12:30-1:45 p.m.

#### Wednesday Afternoon Sessions

**CRN #31735** 1 Wednesday, 10/3, 12:30-1:45 p.m.

**CRN #31736** 1 Wednesday, 10/31, 12:30-1:45 p.m.

#### Thursday Night Sessions

**CRN #31737** 1 Thursday, 10/4, 6-7:15 p.m.

**CRN #31738** 1 Thursday, 11/1, 6-7:15 p.m.

**MCC Bldg. Lowe L107 (Career Services Suite)**

### Job Search Strategies and Cover Letters

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

#### Tuesday Afternoon Sessions

**CRN #31740** 1 Tuesday, 10/9, 12:30-1:45 p.m.

**CRN #31741** 1 Tuesday, 11/6, 12:30-1:45 p.m.

#### Wednesday Afternoon Sessions

**CRN #31742** 1 Wednesday, 10/10, 12:30-1:45 p.m.

**CRN #31743** 1 Wednesday, 11/7, 12:30-1:45 p.m.

#### Thursday Night Sessions

**CRN #31744** 1 Thursday, 10/11, 6-7:15 p.m.

**CRN #31745** 1 Thursday, 11/8, 6-7:15 p.m.

**MCC Bldg. Lowe L107 (Career Services Suite)**

### Making Effective Career Choices

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

#### Tuesday Afternoon Sessions

**CRN #31747** 1 Tuesday, 10/16, 12:30-1:45 p.m.

**CRN #31748** 1 Tuesday, 11/13, 12:30-1:45 p.m.

#### Wednesday Afternoon Sessions

**CRN #31749** 1 Wednesday, 10/17, 12:30-1:45 p.m.

**CRN #31750** 1 Wednesday, 11/14, 12:30-1:45 p.m.

#### Thursday Night Sessions

**CRN #31751** 1 Thursday, 10/18, 6-7:15 p.m.

**CRN #31752** 1 Thursday, 11/15, 6-7:15 p.m.

**MCC Bldg. Lowe L107 (Career Services Suite)**

### MCC on Main Friday Morning Sessions

*Please note: These three workshops meet at*

**MCC on Main, 903 Main Street, Manchester • See page 2 for directions.**

#### Effective Résumé Writing

**CRN #31732** 1 Friday, 10/5,  
11 a.m.-12:30 p.m.

**MCC on Main**

#### Interviewing Skills

**CRN #31739** 1 Friday, 10/19,  
11 a.m.-12:30 p.m.

**MCC on Main**

#### Job Search Strategies and Cover Letters

**CRN #31746** 1 Friday, 11/2,  
11 a.m.-12:30 p.m.

**MCC on Main**

# Professional Development

## REAL ESTATE



### Principles and Practices of Real Estate

This required course for real estate licensing provides clear explanations of modern real estate practices and a working knowledge of real estate in Connecticut. Property owners, buyers, sellers, and anyone interested in pursuing real estate careers or operations will find this course beneficial and rewarding. Students must attend at least 60 hours and pass the course with a score of 70 or higher in order to sit for the State exam (the Salesperson Exam fee of approximately \$80 is not included with this course). Please note that your certificate will be printed with your name as it appears on your registration form. If you choose the Saturday section of the course, please bring your lunch. Required texts: Modern Real Estate Practice (ISBN 9781427787903) and CT Real Estate Practice and Law (ISBN 9781427727824), as well as a strongly recommended text, Questions & Answers ... Real Estate Exam (ISBN 9781427767778), Dearborn, available at MCC Bookstore for approximately \$90 (for all three books).

**CRN #31553** 11 Saturdays, 9/15-12/8 (does not meet 10/6 & 11/24), 8:30 a.m.-2:30 p.m. **MCC Bldg. Lowe L240**

**CRN #31554** 16 sessions, Tuesdays & Thursdays, 9/25-11/15, 5:30-9:30 p.m. **MCC Bldg. Lowe L240**

Fee: \$485

**Instructors:** CRN #31553: **Archangelo D'Amato**, a licensed CT broker, brings more than 30 years of real estate brokerage, sales, leasing, development, and property management to the classroom; CRN #31554: **Andrew G. Pappas** is a CT licensed broker with 20 years of teaching experience in the real estate field and represents MCC within the Real Estate Consortium of Connecticut Community Colleges.

### Basic Appraisal 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 9780840049186), Cengage Publishing, available at MCC Bookstore, for approximately \$45.

**CRN #31557** 9 Wednesdays, 9/19-11/14, 6-10 p.m.

**MCC Bldg. Lowe L142** Fee: \$390

**Instructor:** **Archangelo D'Amato**

### Real Estate Law

Approved for broker license candidates and an essential course for realtors, title searchers, and anyone who wants to increase their knowledge of real estate law, this course covers the terminology and concepts one needs to know in order to pass the broker's exam. This fast-paced course will explore the following topics: ownership and interests in land, easements, title insurance, and conveyancing; agency and contracts; landlord/tenant, planning, and zoning law; condominium law and financing; and a comprehensive overview of the basic principles you need to know to buy, sell, rent or lease real estate in the State. We will also review the laws and regulations that CT real estate broker needs to know in order to pass the broker's exam. Required text: Essentials of Practical Real Estate Law (ISBN 9781111136932), Cengage Learning, available at MCC Bookstore for approximately \$99. **CRN #31550** 12 Mondays, 9/10-12/3 (does not meet 10/8), 6-9 p.m.

**MCC Bldg. Lowe L142** Fee: \$299

**Instructor:** Selected as a New England Super Lawyer in 2010, **Elton B. Harvey III** earned his J.D. from Western New England College and is an attorney in West Hartford whose practice emphasizes commercial and residential real estate. A former title abstract company owner, he is an officer of the executive committee of the CT Bar Association Real Property Section.

### 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 website: [www.ct.gov/dcp](http://www.ct.gov/dcp) ... then click "real estate."



# Professional Development



## Short Sales and Foreclosures

Many properties in CT are threatened with foreclosure because the homes have not held their value and the mortgages have outstripped the owners' ability to pay. Learn about the foreclosure process, what programs are available to assist the distressed homeowner, what the difference is between strict foreclosure and foreclosure by sale, and how to go about structuring a short sale if foreclosure is inevitable. This course will review the basics of short sales and the foreclosure procedure in CT. **This course is approved for three Continuing Education hours by the CT Real Estate Commission.**

**CRN #31670 1 Monday, 12/10, 6-9 p.m. MCC Bldg. Lowe L142**

**Fee: \$40**

**Instructor: Elton B. Harvey III**

## Basic Title Searching

This course will cover the following topics: a review of the basics of title searches; securing current owner's information; assessor's records; title research; information available from other governmental offices; tips for grantoring and granteing chains of title; and how to handle special problems, such as foreclosure searching, bankruptcy, probate files, and lien priority. **This course is approved for three Continuing Education hours by the CT Real Estate Commission.**

**CRN #31672 1 Wednesday, 12/12, 6-9 p.m. MCC Bldg. Lowe L142**

**Fee: \$40**

**Instructor: Elton B. Harvey III**

## Construction Contracts and Claims Prevention

Knowledge is power! This course will teach homeowners and contractors the rights and responsibilities of the owner, architect and builder. You will learn how to read and better understand the language in a contract, insurance accord, product warranty, and submittal and schedule of values, which will help you to avoid misunderstandings and costly disputes. You will learn basic blueprint reading and interpretation; change order language that should be avoided; and how to ensure that the contractors you use are qualified and licensed to do what you have contracted them to do. This course is a must for everyone who intends to build or remodel a home or office.

**CRN #31940 3 Wednesdays, 10/10-10/24, 7-9 p.m.**

**MCC Bldg. LRC B208 Fee: \$50**

**Instructor: Eileen M. Miller** is the President of E. M. Miller Consulting, a construction consulting and contract administration firm. She has taught seminars for independent contractors, as well as for the San Diego Bar Association. Eileen is a member of the National Association of Women in Construction, Construction Management Association, American Arbitration Association, Forensic Consultant Association, and Associated Contractors.

## CAREER OPPORTUNITIES

### 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 #31805 4 Mondays, 10/15-11/5, 6-9 p.m. MCC Bldg. GPA GP214**  
**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.

### Introduction to Architectural Drawing

Using the example of a small, residential design project, learn both freehand and hard-line drawing techniques, beginning with basic drawing conventions, such as plan, section, elevation, and 3-D modeling (and including how an architect plans and designs such a project) and finishing with a demonstration of how to assemble a drawing presentation. On the last session, the instructor will give a final critique of students' drawings. Emphasis will be placed on acquiring familiarity with architectural drawing scales, line drawing techniques, and the presentation of projects. A supply list will be sent prior to class; if students need to buy all items, approximate cost is \$50. Handouts will be provided.

**CRN #31551 12 Thursdays, 9/13-12/6 (does not meet 11/22), 6-8 p.m.**  
**MCC Bldg. VI V101 Fee: \$275**

**Instructor: Natalie Miniutti** has been a partner in The Miniutti Group, LLC, an architectural design/landscape architecture firm, for the past 13 years. She is also an adjunct instructor at the University of Connecticut, where she teaches graphic design courses for the Department of Plant and Landscape Architecture.

# Professional Development

## Build and Maintain a Successful Business

Do you have an idea for your own business or consulting practice, but don't know how to get started? In this brief, intensive workshop, you'll get all the tips, tricks, techniques, and business knowledge you need to succeed and make your idea profitable. You will also learn how to reach clients with a sellable identity; close contract deals; and develop an effective marketing plan. After this class, you'll have an understanding of all the planning and communication tools that are needed for a successful and profitable business or consulting practice.

**CRN #31560** 1 Saturday, 10/13, 9 a.m.-1 p.m. **MCC Bldg. GPA GP138**  
Fee: \$35

**Instructor:** **David K. Ewen, M.Ed.**, has been a business consultant for Boston Voyager, a graphics design company; E.P. TelCo, a telecommunications contractor; Today's Music Review, a promotional designer; and Ewen Prime, Inc., a publishing consultant.

## **NEW** The Secrets behind Entrepreneurial Creativity

Would you like to turn a hobby into a business or be more creative in your current business? When it comes to creativity, most people think about arts, crafts or music. However, creativity applies to everything that's ever been accomplished—innovation and creativity are two of the most powerful abilities that we have. In this course, students will learn two types of imagination, creative and synthetic, how to apply creative imagination, expand their thinking to produce new products or ideas, and discover ways to unlock creativity. Upon completion, students will receive a copy of the e-book, The Secrets Behind Creativity, as a bonus.

**CRN #31810** 4 Tuesdays, 9/25-10/16, 7-9 p.m. **MCC Bldg. GPA GP156**  
Fee: \$80

**Instructor:** **Stew Crossen** is a voice over actor, musician, and long-time business owner, including a lawn mowing company, cleaning company, and florist business. He is CFO of a wedding entertainment and lighting company that services more than 125 events each year. He also owns the Voice Over Workshop, LLC, where he produces audio and spoken word for a variety of clients.

## Careers in Criminal Justice

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

**CRN #31774** 1 Wednesday, 11/14, 6-9 p.m.  
**MCC Bldg. GPA GP156** Fee: \$35

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



## So, You Want to Be a Professional Organizer!

Maybe you've seen "Mission: Organization" on the Home & Garden Channel or "Clean Sweep" on The Learning Channel. Are your own skills at organizing honed enough to turn professional? This course will explain the tools you need to go into business as a professional organizer. Learn how to set up your own organizing business, what expenses are involved in setting up a business, how to handle record keeping and get started with clients, and how to network and market your business and yourself on a shoestring budget. You'll also learn about the different types of organizing that other professional organizers do.

**CRN #31806** 1 Monday, 10/15, 7-8:30 p.m. **MCC Bldg. GPA GP232**  
Fee: \$15

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

## **NEW** Careers in Library Science

The field of library science, and its career options, have changed dramatically within the last decade. We will explore how new technological advances continue to heavily influence the roles of libraries and the jobs that librarians do. We'll consider such questions as: Which skills are essential for today's librarians? What exactly do librarians do? and, Are librarians even needed in this digital age? Come find out why the answer to this last question is an emphatic, "Yes!" and learn more about this fascinating field and its career potentials.

**CRN #31855** 1 Wednesday, 10/17, 6-8 p.m. **MCC Bldg. GPA GP214**  
Fee: \$20

**Instructor:** **Deborah Roe** received her master of library science from Southern Connecticut State University and is a CT-certified teacher and children's librarian with 15 years' experience in the education field, including as children's librarian for East Hartford Public Library and concurrently as head of children's services at Windsor Public Library.

## Dress to Impress in Your Interview

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

**CRN #31808** 1 Saturday, 11/17,  
9:30 a.m.-2 p.m.

**MCC Bldg. GPA GP137** Fee: \$60

**Instructor:** **Beverly Salzman, M.B.A. and M.S. in psychology**, has 20 years of business and executive nonprofit experience in the greater Bridgeport area, managing small human service organizations and grant writing to various State departments, the Federal government, and local foundations. She also teaches similar courses at Housatonic Community College.

# Professional Development

## NONPROFIT ORGANIZATIONS



### Instructor Spotlight on...



**Beverly Salzman**, M.B.A. and M.S. in psychology, has 20 years of business and executive nonprofit experience in the greater Bridgeport area, managing small human service organizations and grant writing to various State departments, the Federal government, and local foundations. She also teaches similar courses at Housatonic Community College.

### Grant Writing for Beginners

Do you know what grant makers want? This course will cover tips for writing effective grant proposals. You will learn how to get started and into the flow of process. The parts of a generic proposal will be reviewed, including: executive summary, statement of need, project description, budget and narrative, organizational information, conclusion, and appendix. In addition, the art of effective cover letter writing and basic research methods will be explored. Contact cultivation and meeting the funder will be discussed, as well as dealing with rejection and what to do next. Grant reporting will be looked at briefly, and sample grants will be shared. Please bring your lunch.

**CRN #31555** 1 Saturday, 9/15, 9:30 a.m.-4 p.m.

**MCC Bldg. GPA GP137 Fee:** \$90

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

### Managing a Successful Nonprofit Organization

Build an effective nonprofit team that utilizes both employees and volunteers. Learn general management practices of multitasking, time management, and scheduling. Learn best practices for how to market your nonprofit and design and implement a budget. Public service announcements, press releases, the Internet, email, public speaking, fairs, and newsletters will also be reviewed. Please bring your lunch.

**CRN #31558** 2 Saturdays, 9/22-9/29, 9:30 a.m.-4 p.m.

**MCC Bldg. GPA GP137 Fee:** \$175

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



### **NEW** Superior Customer Service Skills

Fine tune your customer service skills. Learn how to avoid or rectify the seven deadly sins of customer service. Practice winning words and phrases, including customer appreciation strategies. Please bring your lunch.

**CRN #31562** 1 Saturday, 10/13, 9:30 a.m.-4 p.m.

**MCC Bldg. GPA GP137 Fee:** \$90

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

### **NEW** Annual Giving and Donor Relations

Learn about donor acquisition, repeat gifting, and upgrading to major gifts. Review the formats of direct mail solicitations, phone-a-thons, e-solicitations, major gifts, and estate planning. Learn how to build and thank a successful base of donors. Please bring your lunch.

**CRN #31665** 1 Saturday, 10/20, 9:30 a.m.-4 p.m.

**MCC Bldg. GPA GP137 Fee:** \$90

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

### Working with Your Board of Directors

Appropriate for board members, prospective board members, and nonprofit executives. Learn how to create and work with a board of directors that will be an asset in moving your agency forward; how to define, protect and advance an agency's mission; how to safeguard assets through budget planning and monitoring; and understand the criteria of governance. Please bring your lunch.

**CRN #31673** 1 Saturday, 10/27, 9:30 a.m.-4 p.m.

**MCC Bldg. GPA GP137 Fee:** \$90

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

### Create a Fundraising Plan for Your Organization

Learn the components of a fundraising plan, including special events, gifts, corporate contributions, grants, mail solicitations, and bequests. Also design a mock plan in groups and present to the class, with student critiques. Please bring your lunch.

**CRN #31674** 1 Saturday, 11/3, 9:30 a.m.-4 p.m.

**MCC Bldg. GPA GP137 Fee:** \$90

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

### Special Event Fundraising

Learn how to organize and execute fun and profitable special event fundraisers. Topics include different types of special events, sponsorships, signature events, goal setting, choosing a team, volunteer recruitment and appreciation, marketing and ticket sales, budgeting, day-of-the-event planning, and event wrap-up. Please bring your lunch.

**CRN #31807** 1 Saturday, 11/10, 9:30 a.m.-4 p.m.

**MCC Bldg. GPA GP143 Fee:** \$90

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



# Professional Development

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

## Essentials of Project Management

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

Instructor provides handouts. No prerequisite.

**CRN #31652** 1 Thursday, 9/20, 9 a.m.-4 p.m. **MCC Bldg. LRC B144** (limited seating) Fee: \$100

**Instructor:** **John Lombardo** is certified in project management through the American Management Association. He has been a project management leader for more than 20 years and has led teams of up to 150 members. His projects have included infrastructure replacement, Y2K compliance and implementation of new technology.

## The Successful Manager

Lead with courage in a business world where issues are increasingly complex. Sharpen your managerial talents for creating trust and engaging staff members. Learn to make decisions based on sound judgment. Manage conflict, build relationships and foster collaboration. From coaching people to solving problems—and doing more with less—this class will help both newly promoted and seasoned managers influence others more effectively, build their talent pools, listen, speak with impact, establish plans, drive execution, demonstrate adaptability, and manage change. Instructor provides handouts.

**CRN #31608** 2 Thursdays, 10/11-10/18, 9 a.m.-4 p.m. **MCC Bldg. LRC B144** (limited seating) Fee: \$170

**Instructor:** **John Lombardo**

## **NEW** Workplace Violence Prevention Strategies

Violence at work has become a growing national concern. Learn Federal OSHA-recommended prevention and management strategies, including the ABC's of preventing workplace violence; developing critical evaluative skills for effective interventions and techniques; prevention and control strategies related to workplace stalking; negligent hiring and retention; bullying; workplace hazard assessment and application of hazard control measures; employee responses and incident reporting; and communication and behavior strategies to avert and defuse confrontation. Instructor provides handouts.

**CRN #31646** 2 Tuesdays, 10/16-10/23, 9 a.m.-4 p.m. **MCC Bldg. LRC B144** (limited seating) Fee: \$170

**Instructor:** **Jay Bowers** is an OSHA-certified trainer for the 10-hour and 30-hour certification programs for both the Construction and General Industry certifications. He is empowered to train in CT and throughout the U.S. by Federal OSHA through the University of New Hampshire at Keene.



Want to take a class online?  
See the Online Academy  
courses listed on pages 62-70  
or visit the web site at  
**[www.ed2go.com/manchcc](http://www.ed2go.com/manchcc)**

## Forensic Accounting: What You Don't Know Most Certainly CAN Hurt You!

Enron. Worldcom. Bernie Madoff. In the wake of such scandals, organizations have turned to forensic accounting to help them avoid similar fates. This author, educator and forensic accounting expert will introduce students to this critical subject and share some of the methods used to prevent or uncover financial abuses. The instructor will also draw upon his 23 years of experience and share accounts of actual cases, so that students can connect theory to practice. This course is an eye-opener and can be a life-saver for anyone who handles finances.

Instructor provides handouts.

**CRN #31630** 1 Thursday, 11/1, 9 a.m.-4 p.m. **MCC Bldg. LRC B144** (limited seating) Fee: \$85

**Instructor:** **Stephen Pedneault** is a Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), and is Certified in Financial Forensics (CFF). He is principal with Forensic Accounting Services, LLC, in Glastonbury and is the author of four books.

## **NEW** Case Studies for the Successful Manager

We will examine six case studies and work together to develop the best approach for building a team; utilizing interpersonal skills; integrating teams after downsizing; supervising more experienced workers; downsizing or not; and improving productivity. We will also have an open discussion to consider real situations in the work environment. Instructor provides handouts.

**CRN #31648** 1 Thursday, 11/8, 9 a.m.-4 p.m. **MCC Bldg. LRC B144** (limited seating) Fee: \$85

**Instructor:** **John Lombardo**

## Public Speaking: Basket Case or Schmoozing Ace?

Learn how to become more successful in all your communications by using your voice effectively, adjusting your body language, and choosing the best words to make the most impact on your message. Tap into your hidden abilities and develop your own personal style. Participants will be given feedback so that they can incorporate these new skills and fine-tune their speaking ability. This interactive session will be presented in a fun, relaxed, and supportive environment.

Instructor provides handouts.

**CRN #31632** 1 Friday, 11/2, 9 a.m.-4 p.m. **MCC Bldg. LRC B144** (limited seating) Fee: \$85

**Instructor:** **Noreen Reilly**, bachelor's degree from Bryant University, has completed graduate work in psychology, and has done her own independent studies in cognitive development. She is a former board member of the New England Chapter of the National Speakers Association.

## Spanish for the Workplace I & II

Learn basic phrases for communicating with Spanish speaking employees, clients and co-workers. Personalized questions, basic Spanish grammar exercises, role-playing, and reality-based activities will provide you with opportunities to practice basic Spanish. Topics to be covered include an introduction to Spanish sounds and the alphabet; greetings and farewells; asking for information and other polite requests; numbers, dates, days of the week and months of the year; time; and useful verbs & key phrases.

**CRN #31600** 4 Wednesdays, 10/3-10/24, 1-4 p.m.

**MCC Bldg. LRC B144** (limited seating) Fee: \$170

**Instructor:** **Linda Burk, Ph.D.**, is professor of romance languages at MCC, with a master's in Spanish language and literature and a doctorate in Latin American literature.

# Professional Development

## BUSINESS & INDUSTRY

### CUSTOM SOLUTIONS FOR CHALLENGING TIMES

**Nothing adds more value to a company than a well-prepared workforce.**

***And never is such a need more pronounced than during challenging economic times.***

Whether your company is thriving or struggling, your soundest investment is to provide your employees with opportunities to gain and sharpen the skills key to your business success. At MCC, our Business & Industry Services department understands the needs of business, both large and small. And we can provide the sort of cost-effective, customized training that helps your employees perform at a consistently high level. We will work with you to develop an appropriate program or course that best meets your business and organizational needs. We'll do our best to accommodate your scheduling requirements. In most cases, the training can be delivered at your location. And when specialized software or equipment makes it necessary to hold the training here at the college, your employees will enjoy the top-notch facilities and technology that MCC has to offer.

Below are a few of the sectors/professions with whom we've worked and some examples of our most popular training topics (many apply to multiple sectors/professions but are listed only in one category):



#### **Manufacturers**

Blueprint Reading  
Shop Math  
CNC Concepts  
Geometric Dimensioning  
and Tolerancing  
Quality Control  
MasterCAM

#### **Municipalities**

Planning  
Sustainability Concepts  
OSHA Training  
Avoiding Sexual Harassment  
Diversity in the Workplace



#### **Office Managers and Staff**

Project Management  
Strategic Planning  
Negotiation Skills  
Supervisory Skills  
Communication Skills  
QuickBooks  
Customer Service

#### **Educators**

Spanish in the Workplace  
Substitute Teacher Training  
PowerPoint for the Classroom



#### **Law Enforcement and Other First Responders**

Post-Certification Training  
Serving Citizens on the  
Autism Spectrum

#### **Healthcare**

Medical Terminology  
Drug & Alcohol  
Counseling Coursework  
Issues of Aging  
Customer Service  
Intergenerational Communication

#### **Finance**

Forensic Accounting  
Ethics

**For more information, or to schedule a class for your organization, call  
Mick Pigott at 860-512-2815 or email [mpigott@mcc.commnet.edu](mailto:mpigott@mcc.commnet.edu)**

# Writing, Publishing & Literature

## More Great Books

Come join a community of avid readers in this popular series of book discussions led by distinguished MCC faculty and staff members. Offering a provocative mix of new and classic literature each semester, the course meets at two-week intervals to allow time for reading. Books are available at local and online bookstores and at most libraries.

**CRN #31571** 6 Wednesdays, 9/19-11/28 (meets every other week), 3:30-5 p.m. **MCC Bldg. LRC B209** Fee: \$20

**Instructors:** *Dr. Gena Glickman*, MCC President; *Jana Sime*, Math faculty; *Kimberly Hamilton-Bobrow*, *Michael DiRaimo*, *Mariana DiRaimo*, and *Tanya Millner-Harlee*, English faculty; and *Peter Poulos*, Computer Science/Technology faculty.

### **9/19 - The Big Burn: Teddy Roosevelt and the Fire that Saved America by Tim Egan**

In 1910 a blaze known as the “Big Burn” consumed 3 million acres in Idaho, Montana, and Washington. Tim Egan writes a detailed account of the battle to contain the fire and the beginnings of American conservation and the United States Forest Service. The principal players are President Teddy Roosevelt and chief forester Gifford Pinchot. Egan writes an engaging story that captures the politics and the spirit of the people of the times.

**Instructors:** *Jana Sime* and *Kimberly Hamilton-Bobrow*

### **10/3 - Super Sad True Love Story by Gary Shteyngart**

This book was ranked by many reviewers in 2012 as one of the ten best books of the year. It’s a dystopian novel set in a futuristic United States that is being crushed by a financial crisis and where China is foreclosing on its loans. At the heart of the novel, however, is a simple love story between Lenny Abramov and Eunice Park, an unlikely pair who live and work in New York City. This book will scare you, make you laugh, and maybe make you cry. However, one thing is for sure: you’ll never forget it.

**Instructor:** *Mariana DiRaimo*

### **10/17 - The Importance of Being Earnest by Oscar Wilde**

This 1895 play explodes our cherished notions about romantic love and social dignity—and it is chock full of witty quips and clever turns of phrase that have come to define the talent of that rascal, Oscar Wilde.

**Instructor:** *Michael DiRaimo*

### **10/31 - The Sense of an Ending by Julian Barnes**

This charming short novel about a man’s reflection on his life experiences speaks of memory, aging, time, and remorse. Winner of the 2011 Man Booker Prize, the “novel [is] so compelling that it begs to be read in a single setting. . . This intense novel follows Tony Webster, a middle-aged man, as he contends with a past he never thought much about—until his closest childhood friends return with a vengeance: one of them from the grave, another maddeningly present. Tony thought he left this all behind as he built a life for himself . . . but when he is presented with a mysterious legacy, he is forced to revise his estimation of his own nature and place in the world.”

**Instructor:** *Dr. Gena Glickman*

### **11/14 - Daughters of Copper Woman by Ann Cameron**

The book begins with a mythical picture of a woman who knows what and who she is, both her Self and the body she inhabits. It moves from there into layer upon layer of history. The complexities build as the stories continue, mixing myth and history, forging a partnership of unseen and seen forces . . . and courageously telling the “other side” of the story. It is a warm, tender and tough account.

**Instructor:** *Tanya Millner-Harlee*

### **11/28 - Destiny of the Republic: A Tale of Madness, Medicine and the Murder of a President by Candice Millard**

This book tells the story of James A. Garfield, a man that rose from abject poverty to become the President of the United States.

**Instructor:** *Peter Poulos*

## **NEW The Art of Writing about the Arts**

This course will be of interest to students of journalism, communications, and the arts. Sharpen your skills when writing about a cultural event or the arts—be it paintings, photographs, theater, film, dance, or other art forms. Fans of such journals as Rolling Stone, Art Forum, American Theater, and Rotten Tomatoes will get their “hands dirty” by reading—and writing—reviews of multiple art forms. Learn about critics’ roles in the changing world of social media. Determine whether video, photography, or social media outlets serve your story or review best. Learn to pitch a compelling arts piece to an editor. You will complete the course with a working knowledge of how to review the arts. It is recommended that participants attend at least one cultural event (movie, concert, art opening, etc.) before the start of class.

**CRN #31836** 4 Wednesdays, 10/3-10/24, 7-9 p.m.

**MCC Bldg. GPA GP232** Fee: \$65

**Instructor:** *Jessica Zurell* is assistant editor for Today’s CNY Woman magazine and a contributing writer for Syracuse New Times. She earned an M.A. in journalism and an M.F.A. in art and design from Syracuse University. Her interviews with Godsmack, DJ Testa, and Anthony Green have been published all over the eastern seaboard.

## **NEW Sun and Wind on Words: Nature Writing—A Practical Approach**

This course is for anyone who has ever wanted to write about their experiences outdoors, whether through nonfiction, poetry or fiction writing. Lecture and discussion will focus on the role of nature writing, what makes for compelling work, and the essential art of “seeing.” In addition, we will read from and discuss some of the great nature and environmental writers, such as Thoreau, Rachel Carson, Aldo Leopold, Gary Snyder, and Annie Dillard. There will also be a writing assignment with peer critique and discussion, as well as suggestions for publishing your work. **Please note: the third session will be a field trip, at a site to be discussed in class, on Saturday, October 20,** for a first-hand experience of nature writing, and the last session skips a week to give students more time to complete their writing assignments. Handouts will be provided.

**CRN #31809** 4 sessions, 3 Tuesdays, 10/2-10/9 & 10/30, 6:30-8:30 p.m. **MCC Bldg. GPA GP152 & 1 Saturday, 10/20, 10 a.m.-noon, site TBD** Fee: \$105

**Instructor:** *David K. Leff*, J.D. from UConn’s School of Law, is the author of several books, including the nonfiction title, *Hidden in Plain Sight: A Deep Traveler Explores Connecticut* (Wesleyan University Press, 2012) and two poetry titles from Antrim House Books, *Depth of Field* (2010) and *The Price of Water* (2008). He previously served as deputy commissioner for Environmental Conservation at CT’s Department of Environmental Protection.



# Writing, Publishing & Literature

## **NEW** MCC Reads: Connecticut Authors

The popularity of book discussion groups at MCC has led to this new group that will meet at MCC's new downtown site, and is designed to complement the *More Great Books* discussion series on campus. Sessions will be led by distinguished MCC library and staff members, and each semester will feature a theme. The theme for Fall 2012 is Connecticut Authors. The course meets at two-week intervals to allow time for reading. Books are available at local and online bookstores and at most libraries.

**CRN #31901** 5 Wednesdays, 9/26-11/28 (meets every other week; except last session meets after three weeks), 6-7:30 p.m. **MCC on Main, 903 Main St., Manchester** Fee: \$15

Instructors: **Paula Cook**, associate director of MCC Library; **Patricia Ronalter**, MCC reference librarian; and **Katherine Noonan**, MCC Bookstore sales associate.

### **9/26 - The Little Women by Katharine Weber**

Sisters Meg, Jo, and Amy have the perfect family—loving, caring parents, a comfortable life on the Manhattan's Upper West Side, a future full of possibility—perfect, that is, until the daughters discover that their mother has had an affair, and even worse, that their father has forgiven her. Shattered by their parents' failure to live up to the moral standards and values of the family, the two younger sisters leave New York and move to Meg's apartment in New Haven, where she is a student at Yale and where the girls will form their own family, divorced from their parents. The Little Women is a chronicle of that year, wittily narrated by the middle sister, Jo, and commented upon throughout by her sisters.

Instructor: **Paula Cook**

### **10/10 - The Odds: A Love Story by Stewart O'Nan**

Stewart O'Nan's thirteenth novel is another wildly original, bittersweet gem like his celebrated Last Night at the Lobster. For Valentine's weekend, Art and Marion Fowler flee their Cleveland suburb for Niagara Falls. Jobless, with their home approaching foreclosure and their marriage on the brink of collapse, they liquidate their savings and book a bridal suite at the Falls' ritziest casino for a second honeymoon. While they sightsee like tourists during the day, they risk it all at the roulette wheel in the hope of fixing their finances—and save their marriage. A tender yet honest exploration of faith, forgiveness, and last chances, The Odds is a reminder that love, like life, is always a gamble.

Instructor: **Patricia Ronalter**

### **10/24 - Hunger Games by Suzanne Collins**

In a futuristic North America, where the rulers of Panem maintain control through an annual televised survival competition pitting young people from each of the 12 districts against one another, 16-year-old Katniss's skills are put to the test when she voluntarily takes her younger sister's place.

Instructor: **Katherine Noonan**

### **11/7 - Bright Lights, Big City by Jay McInerney**

With the publication of Bright Lights, Big City in 1984, Jay McInerney became a literary sensation, heralded as the voice of a generation. The novel follows a young man—living in Manhattan as it he owned the place—through nightclubs, fashion shows, editorial offices, and loft parties, as he attempts to outstrip mortality and the recurring approach of dawn. With nothing but goodwill, controlled substances, and wit to sustain him in this anti-quest, he runs until he reaches his reckoning point when he is forced to acknowledge loss and, possibly, rediscover his better instincts. This remarkable novel of youth and New York remains one of the most beloved, imitated and iconic novels in America.

Instructor: **Paula Cook**



### **11/28 - Wishin' and Hopin': A Christmas Story by Wally Lamb**

In Wishin' and Hopin', Wally Lamb takes a turn toward the lighthearted and laugh-provoking. In a vein similar to Jean Shepherd's A Christmas Story and David Sedaris's The Santaland Diaries, Lamb's holiday tale focuses on a feisty parochial school fifth grader named Felix Funicello—a distant cousin of the iconic Annette! Both poignant and hilarious, this novel transports us back to October, November, and December of 1964, when LBJ and Lady Bird were in the White House,

“Meet the Beatles” was on everyone's turntables, and Christmas meant mistletoe, manglers, and midnight mass. Then the story propels us from the past to the present so that we might measure what we've gained and what we've lost.

Instructor: **Patricia Ronalter**

## Poetry for Poets

This course is for serious writers of poetry who are interested in refining their craft and getting their work published. Your work will undergo rigorous (but always friendly) review. The course will emphasize the processes of rewriting and editing to help you reach the next level of your writing. You will also gain the skills and confidence necessary to submit your work to literary journals. You will be expected to bring in samples of your poetry to each class and participate in critiquing your fellow poets' work. Students will be expected to complete a chapbook of poems by the end of the course. Materials fee: \$5, payable to instructor, for publication of a chapbook featuring students' work.

**CRN #31582** 6 Mondays, 9/17-10/29 (does not meet 10/8), 6:30-8:30 p.m. **MCC Bldg. GPA GP120** Fee: \$99

Instructor: **John Surowiecki** is the author of three collections of poetry, Barney and Gienka (CW Books, 2010), The Hat City after Men Stopped Wearing Hats (Word Works, 2007), and Watching Cartoons before Attending a Funeral (White Pine Press, 2003), as well as five chapbooks and his verse drama, My Nose and Me, which won a Poetry Foundation Pegasus Award.

# Writing, Publishing & Literature

## **NEW** Word Surge for Teachers of Creative Writing

Do you love words and the joy of helping others express themselves? Join us for an intensive workshop designed for English and creative writing teachers, coordinators, administrators, and just about anyone interested in writing and arts development. This interactive, hands-on, pencils-on-paper session will introduce participants to out-loud writing ideas drawn from the senses and everyday experiences that can be immediately incorporated into the classroom—ideas to help students (and teachers) articulate their own unique voices. Handouts will be provided.

**CRN #31663** 1 Saturday, 9/22, 9 a.m.-noon **MCC Bldg. GPA GP138**  
Fee: \$30

**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.

## **Creative Writing: Discovering Fiction**

This fiction workshop will invite lively discussion toward the practice and discovery of both the stories and the language necessary to write effective and illuminating fiction. By examining the work of a variety of successful writers and through open discussion of students' work, the course will address the methods of structuring plot, developing character, descriptive writing, and assembling stories, both long and short. Exercises and prompts will be used to initiate creative writing in class for the beginner or more experienced writer. Please note: the instructor will read and comment on up to ten pages of student work per week, for those interested. Please register early; enrollment is limited.

**CRN #31773** 6 Mondays, 11/5-12/10, 7-9 p.m. **MCC Bldg. GPA GP120**  
Fee: \$120

**Instructor:** **Jeff Hutton** received his B.A. in English and creative writing from the State University of New York and pursued graduate study in literary criticism at the University of Denver. His historical novel, *Perfect Silence*, was published by Breakaway Books.

## **NEW** Advanced Writing Fiction

This course is intended for the writer who is already engaged in a fiction writing project, especially one of some length—a novella, novel, or short story collection. Classroom instruction will emphasize composition issues, such as character growth and development, and the creation of subplots and foils. The bulk of the course will focus on reading and responding to student work. Students will also examine a few short selections of classic fiction by classic authors, such as Ernest Hemingway and Shirley Jackson. Prerequisite: *Writing Fiction, Creative Writing: Discovering Fiction*, or permission of the instructor.

**CRN #31667** 6 Thursdays, 10/11-11/15, 6:30-8:30 p.m.  
**MCC Bldg. GPA GP156** Fee: \$99

**Instructor:** **Steven Torres**, Ph.D. from the CUNY Graduate School and University Center, has published seven novels, including the mysteries *Precinct Puerto Rico* and *The Concrete Maze*, as well as two dozen short stories. He is an English professor at MCC.

## **Publish Your Book**

Are you a writer? Do you have a manuscript that you would love to publish? Did you know that many great writers got started by self-publishing? Don't miss this opportunity to learn how to self-publish and market your book. Topics that will be covered include an overview of the history of publishing; the business and technology of publishing; book design aspects such as cover, spine, binding, and paper stock; production timelines; and marketing issues such as how to set up signing and reading tours, arrange for book reviews, and create a successful retail distribution.

**CRN #31577** 1 Saturday, 10/20, 9 a.m.-1 p.m. **MCC Bldg. GPA GP138**  
Fee: \$35

**Instructor:** **David K. Ewen**, M.Ed., has been in the book publishing field since 1994. The publishing house that he founded, Ewen Prime Company, has transformed into a consulting firm. He is also the former executive director of the New England Publisher's Association.

## **You May Also Like**

- The Poetry of *Cross-Fluence*: Sources and Samples on page 48
- The Poetics of Dark and Black Comedy on page 48

## **MISHI-MAYA-GAT** & SPOKEN WORD & MUSIC SERIES

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## **Thursday, September 20**

**8 PM** — Featured poets **MARILYN NELSON** and **MICHAEL PALMA**

**Marilyn Nelson**, CT's former State Poet Laureate, Professor Emerita of English at UConn, and 2012 winner of the Frost Medal from the Poetry Society of America, has a new poetry collection, *Faster than Light: New and Selected Poems*, due out from LSU Press in 2013. She is also founder and director of Soul Mountain Retreat, a small writers' colony in East Haddam.

**Michael Palma's** new poetry collections are *Begin in Gladness* (Star Cloud Press, 2011) and an online chapbook, *The Ghost of Congress Street: Selected Poems* (2008). He is also an award-winning translator of Italian poetry, including the work of Dante and Guido Gozzano, and co-edited, with Dana Gioia, the anthology, *New Italian Poets*, named one of ten Outstanding Translations of the Year in 1991.

**7 PM** — Music by **KALEIDOS**, with **YOVIANNA GARCIA**, classical guitar,  
and **SAYUN CHANG**, percussion

**Yovianna Garcia** earned a bachelor of music at the Music Conservatory of Puerto Rico and a master of music in classical guitar performance at the Hartt School of Music. She teaches in Hartt's Community Division, the Music and Arts Center in West Hartford, the Community School of the Arts at UConn, and at her own private guitar studio. For more information on the artist: [www.yoviannagarcia.com](http://www.yoviannagarcia.com).

**Sayun Chang** has collaborated with Taiwanese indigenous dance groups and performed in international folk festivals throughout Turkey, Greece, Canada and Hungary. She is a doctoral student at The Hartt School, where she studies orchestral percussion and multiple-hand drumming. She received her master's degree from The Hartt School and bachelor's from Taipei National University of the Arts.

## 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
- A computer (of any type)

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

[www.ed2go.com/manchcc](http://www.ed2go.com/manchcc)

## How to Get Started:

Successful enrollment is achieved by following these three simple steps:

1. Register and pay for the course(s) using the registration form on page 74 of this catalog.  
**Be sure to indicate the start date and CRN of your course on the registration form in this catalog.**
2. Complete online enrollment by visiting the Online Instruction Center at [www.ed2go.com/manchcc](http://www.ed2go.com/manchcc). Use the "Browse Catalog" or "Search" feature to locate your class and to receive a course syllabus, course procedures, text and/or software requirements, and to meet your online instructor(s). During the enrollment process, you will provide your email address and create a password that 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 created during online enrollment.

## Start Dates:

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

**September 19**

**October 17**

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**December 12**

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Express your creativity in a fun and profitable way, by starting a home-based business as a gift basket designer. \$120  
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Introduction to Linux  
**CRN #31267**

Computer Skills for the Workplace  
**CRN #31210**

### Computer Applications

*(\$120 per class)*

What's New in Microsoft Office 2010?  
**CRN #31250**

What's New in Microsoft Office 2007?  
**CRN #31249**

Introduction to Microsoft Word 2010  
**CRN #31216**

Introduction to Microsoft Word 2007  
**CRN #31215**

Introduction to Microsoft Word 2003  
**CRN #31214**

Intermediate Microsoft Word 2010  
**CRN #31219**

Intermediate Microsoft Word 2007  
**CRN #31218**

Intermediate Microsoft Word 2003  
**CRN #31217**

# Online Academy

Full course descriptions at [www.ed2go.com/manchcc](http://www.ed2go.com/manchcc)

Advanced Microsoft Word 2003  
**CRN #31220**

Introduction to Microsoft Excel 2010  
**CRN #31233**

Introduction to Microsoft Excel 2007  
**CRN #31232**

Introduction to Microsoft Excel 2003  
**CRN #31231**

Intermediate Microsoft Excel 2010  
**CRN #31240**

Intermediate Microsoft Excel 2007  
**CRN #31239**

Intermediate Microsoft Excel 2003  
**CRN #31238**

Advanced Microsoft Excel 2007  
**CRN #31235**

Advanced Microsoft Excel 2003  
**CRN #31234**

Introduction to Microsoft Access 2010  
**CRN #31347**

Introduction to Microsoft Access 2007  
**CRN #31237**

Introduction to Microsoft Access 2003  
**CRN #31236**

**NEW** Intermediate Microsoft Access 2010  
**CRN #31243**

Intermediate Microsoft Access 2007  
**CRN #31242**

Intermediate Microsoft Access 2003  
**CRN #31241**

Introduction to Microsoft PowerPoint 2010  
**CRN #31246**

Introduction to Microsoft PowerPoint 2007  
**CRN #31245**

Introduction to Microsoft PowerPoint 2003  
**CRN #31244**

Introduction to Microsoft Outlook 2010  
**CRN #31254**

Introduction to Microsoft Outlook 2007  
**CRN #31253**

**NEW** Introduction to Microsoft Publisher 2010  
**CRN #31252**

Introduction to Microsoft Publisher 2007  
**CRN #31251**

Introduction to Microsoft Project 2010  
**CRN #31330**

Introduction to Microsoft Project 2007  
**CRN #31329**

**NEW** Introduction to Adobe Acrobat X  
**CRN #31327**

Introduction to Adobe Acrobat 9  
**CRN #31326**

Introduction to Crystal Reports  
**CRN #31324**

Introduction to Crystal Reports 10  
**CRN #31325**

Introduction to Peachtree Accounting 2012  
**CRN #31230**

Introduction to QuickBooks 2012  
**CRN #31223**

Introduction to QuickBooks 2011  
**CRN #31222**

Introduction to QuickBooks 2010  
**CRN #31221**

**NEW** QuickBooks 2012 for Contractors  
**CRN #31226**

QuickBooks 2011 for Contractors  
**CRN #31225**

QuickBooks 2010 for Contractors  
**CRN #31224**

Performing Payroll in QuickBooks 2012  
**CRN #31229**

Performing Payroll in QuickBooks 2011  
**CRN #31228**

Performing Payroll in QuickBooks 2010  
**CRN #31227**

## Web Page Design, Graphics & Multimedia

(\$120 per class)

Creating Web Pages  
**CRN #31258**

Advanced Web Pages  
**CRN #31332**

Creating WordPress Websites  
**CRN #31284**

**NEW** Creating WordPress Websites II  
**CRN #31935**

Introduction to Microsoft Expression Web  
**CRN #31333**

Introduction to CSS and XHTML  
**CRN #31319**

Intermediate CSS and XHTML  
**CRN #31320**

Designing Effective Websites  
**CRN #31331**

Introduction to Dreamweaver CS5  
**CRN #31287**

Introduction to Dreamweaver CS4  
**CRN #31286**

Introduction to Dreamweaver CS3  
**CRN #31285**

Intermediate Dreamweaver CS5  
**CRN #31290**

Intermediate Dreamweaver CS4  
**CRN #31289**

Intermediate Dreamweaver CS3  
**CRN #31288**

Achieving Top Search Engine Positions  
**CRN #31256**

Introduction to CorelDRAW X5  
**CRN #31322**

Introduction to Flash CS5  
**CRN #31292**

Introduction to Flash CS4  
**CRN #31291**

Intermediate Flash CS5  
**CRN #31294**

Intermediate Flash CS4  
**CRN #31293**

## Web Programming

(\$120 per class)

Introduction to Ajax Programming  
**CRN #31266**

Introduction to ASP.NET  
**CRN #31283**

Introduction to Java Programming  
**CRN #31295**

Intermediate Java Programming  
**CRN #31296**

## Graphic Design

(\$120 per class)

Introduction to Illustrator CS5  
**CRN #31303**

Introduction to Illustrator CS4  
**CRN #31302**

Introduction to Illustrator CS3  
**CRN #31301**

Introduction to InDesign CS5  
**CRN #31299**

Introduction to InDesign CS4  
**CRN #31298**

Introduction to InDesign CS3  
**CRN #31297**

Intermediate InDesign CS5  
**CRN #31300**

Introduction to Photoshop CS5  
**CRN #31306**

Introduction to Photoshop CS4  
**CRN #31305**

Introduction to Photoshop CS3  
**CRN #31304**

Intermediate Photoshop CS5  
**CRN #31311**

Intermediate Photoshop CS4  
**CRN #31310**

Intermediate Photoshop CS3  
**CRN #31309**

Photoshop CS5 for the Digital Photographer  
**CRN #31308**

Photoshop CS4 for the Digital Photographer  
**CRN #31307**

Photoshop Elements 10 for the Digital Photographer  
**CRN #31312**

Photoshop Elements 9 for the Digital Photographer  
**CRN #31314**

Photoshop Elements 8 for the Digital Photographer  
**CRN #31313**

Photoshop CS5 for the Digital Photographer II  
**CRN #31315**

Photoshop Elements 10 for the Digital Photographer II  
**CRN #31316**

Photoshop Elements 9 for the Digital Photographer II  
**CRN #31318**

Photoshop Elements 8 for the Digital Photographer II  
**CRN #31317**

## Computer Troubleshooting & Networking

*(\$120 per class)*

Introduction to PC Troubleshooting  
**CRN #31213**

Introduction to PC Security  
**CRN #31334**

Advanced PC Security  
**CRN #31212**

Wireless Networking  
**CRN #31260**

Introduction to Networking  
**CRN #31261**

Intermediate Networking  
**CRN #31259**

## Computer Programming & Database Management

*(\$120 per class)*

Introduction to Database Development  
**CRN #31263**

Introduction to Programming  
**CRN #31268**

Introduction to SQL  
**CRN #31264**

Intermediate SQL  
**CRN #31265**

Introduction to PHP and MySQL  
**CRN #31281**

Intermediate PHP and MySQL  
**CRN #31282**

Introduction to C++ Programming  
**CRN #31276**

Introduction to C# Programming  
**CRN #31278**

Intermediate C# Programming  
**CRN #31279**

Introduction to Perl Programming  
**CRN #31280**

Introduction to Python 3 Programming  
**CRN #31275**

Introduction to Python 2.5 Programming  
**CRN #31274**

Introduction to Ruby Programming  
**CRN #31277**

Introduction to Visual Basic 2008  
**CRN #31269**

Intermediate Visual Basic 2008  
**CRN #31270**

High-Speed Project Management  
**CRN #31328**

## Certification Prep

*(\$170 per class)*

Basic CompTIA A+ Certification Prep  
**CRN #31271**

Intermediate CompTIA A+ Certification Prep  
**CRN #31272**

Advanced CompTIA A+ Certification Prep  
**CRN #31273**

CompTIA Security+ Certification Prep 1  
**CRN #31211**

**NEW** CompTIA Security+ Certification Prep 2  
**CRN #31937**

CompTIA Network+ Certification Prep  
**CRN #31262**

PMP Certification Prep 1  
**CRN #31159**

PMP Certification Prep 2  
**CRN #31161**

## 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 #31348**

### Teaching Adult Learners

Learn powerful techniques for reaching and motivating adult learners in today's student-centered classroom. \$120

**CRN #31349**

### An Introduction to Teaching ESL/EFL

Learn how to be an effective English language teacher from an expert in the field. \$120

**CRN #31356**

### 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 #31357**

### 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 #31359**

### 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 #31360**

### Teaching ESL/EFL Grammar

Learn new methods for teaching English grammar that will both engage and challenge ESL/EFL students. \$120

**CRN #31358**

### Spanish in the Classroom

Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking students and parents. \$120

**CRN #31390**

### 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 #31384**

### 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 #31382**

### **NEW** Singapore Math Strategies: Advanced Model Drawing for Grades 6-9

Master model drawing, a revolutionary technique for teaching middle school math students how to triumph over word problems and learn to love math. \$120

**CRN #31383**

### 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 #31385**

### Teaching Science: Grades 4-6

Increase your effectiveness as a science teacher for children in fourth through sixth grades. \$120

**CRN #31353**

### Solving Classroom Discipline Problems

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline. \$120

**CRN #31361**

### Solving Classroom Discipline Problems II

In this professional development course, you'll get the teacher training you need to deal effectively with serious discipline problems and help even the most challenging students you're teaching make more responsible choices. \$120

**CRN #31362**



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## 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 #31386**

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## Teaching Students with Learning Disabilities

Learn how successfully meet the diverse needs of the learning-disabled students in your classroom. \$120

**CRN #31389**

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## Teaching Students with ADHD

Learn practical strategies for helping children with attention deficit hyperactivity disorder (ADHD) succeed in school. \$120

**CRN #31387**

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## 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 #31388**

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## Survival Kit for New Teachers

Veteran instructor shares the secrets for success in your first years of teaching. \$120

**CRN #31355**

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## Ready, Set, Read!

A learning specialist shows you how to raise a successful reader and writer. \$120

**CRN #31378**

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## 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 #31375**

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## 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 #31350**

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## 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 #31352**

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## Differentiating K-12 Assessments

Learn effective strategies for differentiating your assessments and empowering every student in your class to succeed. \$120

**CRN #31351**

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## 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 #31374**

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## 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 #31354**

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## 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 #31376**

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## Guided Reading: Strategies for the Differentiated Classroom

Learn creative ways to bring differentiated instruction and guided reading to life in your classroom. \$120

**CRN #31377**

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## 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 #31379**

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## 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 #31363**

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## 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 #31370**

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## The Classroom Computer

Learn how to use the classroom computer to increase learning and motivate students. \$120

**CRN #31364**

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## 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 #31371**

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## Creating a Classroom Website

Learn how to create a classroom website and how having one can make you a more effective and dynamic teacher. \$120

**CRN #31372**

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## Using Microsoft Excel 2010 in the Classroom

Specially designed for teachers, this course will help you master Microsoft Excel 2010 and teach Excel skills to your students. \$120

**CRN #31366**

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## Using 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 #31365**

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## Using Microsoft PowerPoint 2010 in the Classroom

Learn how to motivate students and enrich your lessons by bringing Microsoft PowerPoint 2010 into your classroom. \$120

**CRN #31321**

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## Using 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 #31373**

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## Using Microsoft Word 2010 in the Classroom

Master Microsoft Word 2010 and get the training you need to use and teach this powerful program effectively in the classroom. \$120

**CRN #31368**

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## Using 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 #31367**

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## 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 #31369**

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## Creating K-12 Learning Materials

Increase student performance and earn extra income by converting your ideas for instructional aids into reality. \$120

**CRN #31380**

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## 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 #31420**

## 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 #31418**

## Guiding Kids on the Internet

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

**CRN #31416**

## 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 #31208**

### Music Made Easy

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

**CRN #31176**

### Introduction to Guitar

Master basic guitar skills and become the musician you've always wanted to be. \$120

**CRN #31177**

## 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 #31400**

### Get Grants!

Learn how to develop successful, fundable grants from experts in the field. \$120

**CRN #31401**

### 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 #31403**

### Writing Effective Grant Proposals

Learn to prepare grant proposals that get solid results for your favorite organization or charity. \$120

**CRN #31402**

## Becoming a Grant Writing Consultant

Increase your income while working from home by starting a grant writing consulting business. \$120

**CRN #31465**

## Starting a Nonprofit

Industry veteran shows you how to take a nonprofit business from vision to reality. \$120

**CRN #31466**

## 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 #31469**

## 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 #31467**

## 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 #31468**

## HEALTH CARE, FAMILY & NUTRITION

### Assisting Aging Parents

Handle the challenges you will face in the coming years. \$120

**CRN #31419**

### 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 #31346**

## 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 #31441**

## 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 #31442**

## 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 #31432**

## 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 #31434**

## 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 #31430**

## 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 #31431**

## HIPAA Compliance

Learn how to comply with the duties, rights, and responsibilities of HIPAA. \$120

**CRN #31426**

## 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 #31429**

## Become a Physical Therapy Aide

Prepare for a rewarding career as a valued member of the physical therapy team. \$120

**CRN #31435**

## Become a Veterinary Assistant

A practicing veterinarian prepares you to work in a veterinary office or hospital. \$120

**CRN #31436**

## Become a Veterinary Assistant II: Canine Reproduction

A practicing veterinarian teaches you to manage the entire canine breeding cycle, from assessing the health of parents to puppy care. \$120

**CRN #31481**

## 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 #31438**

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## Introduction to Natural Health and Healing

Learn how to promote wellness, balance, and health in all aspects of your daily life. \$120  
**CRN #31439**

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## Lose Weight and Keep It Off!

Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime. \$120  
**CRN #31427**

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## Luscious, Low-Fat, Lightning-Quick Meals

Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious! \$120  
**CRN #31421**

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## Handling Medical Emergencies

Every second counts during a medical emergency. Learn how to respond if someone needs your help. \$120  
**CRN #31428**

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## LANGUAGES

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### Speed Spanish I

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time. \$120  
**CRN #31412**

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### Speed Spanish II

Clever follow-up to our popular Speed Spanish course. Several new recipes help you quickly build fluency. \$120  
**CRN #31413**

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### Speed Spanish III

Master your ability to speak, understand, and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series. \$120  
**CRN #31414**

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### 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 #31460**

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### Spanish for Medical Professionals

Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases. \$120  
**CRN #31440**

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### Beginning Conversational French

Discover how easy it can be to learn common words and phrases for both leisure and business. \$120  
**CRN #31410**

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## Instant Italian

Learn Italian from the comfort of your home in this fun and enjoyable online course. \$120  
**CRN #31415**

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## Conversational Japanese

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language. \$120  
**CRN #31482**

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## 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 #31394**

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## 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 #31395**

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## Easy English 3

Build on the language skills you mastered in Easy English 2, as you learn to talk about real-life situations including looking for a job, making a budget, buying a home, and taking care of your health. \$120  
**CRN #31396**

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## Grammar for ESL

If English is your second language and you're headed to college, this course will teach you the principles of grammar and structure you'll need to succeed. \$120  
**CRN #31393**

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## Writing for ESL

Learn how to write in English more effectively to succeed in college and at work. \$120  
**CRN #31397**

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## MATH & SCIENCE

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### Math Refresher

Gain confidence in your basic math skills and start using math to your advantage. \$120  
**CRN #31448**

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### Introduction to Algebra

Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems. \$120  
**CRN #31449**

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### Medical Math

Master the math skills you need to succeed in the medical field. \$120  
**CRN #31443**

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## Human Anatomy and Physiology I

Gain a greater appreciation and understanding of the marvelous complexity of the human body. \$120  
**CRN #31425**

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## 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 #31433**

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## Introduction to Chemistry

Gain a solid foundation in the basics of chemistry and see how everything that goes on in your body depends on a chemical reaction. \$120  
**CRN #31936**

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## PERSONAL ENRICHMENT

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### Introduction to Interior Design

Explore a career in interior design as you learn how to transform any room into a beautiful and functional space. \$120  
**CRN #31178**

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### Going Green at Home

Step into a green lifestyle as you discover simple, cost-effective ways to make your home environmentally friendly. \$120  
**CRN #31392**

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### Start Your Own Edible Garden

Learn how to grow delicious, nutritious fruit and vegetables in your own backyard. \$120  
**CRN #31423**

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### Get Funny!

Learn how to use humor to speak more effectively, write better, and increase your popularity. \$120  
**CRN #31446**

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### Skills for Making Great Decisions

Learn how to make excellent everyday decisions from an experienced counselor and life coach. \$120  
**CRN #31445**

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### Interpersonal Communication

Become aware of the conscious and unconscious codes of meaning we send when communicating with others. \$120  
**CRN #31191**

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### Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation. \$120  
**CRN #31190**



## Genealogy Basics

Learn where to look, who to contact, and how to use research tools to begin an exciting and fascinating exploration of your roots. \$120

CRN #31417

## PERSONAL FINANCE & INVESTMENTS

### Where Does All My Money Go?

Learn how to get control of your money once and for all. \$120

CRN #31399

### Personal Finance

Protect your assets and discover how best to achieve all your financial goals. \$120

CRN #31409

### Business Finance for Non-Financial Personnel

This course will help you understand business environments, financial statements, and strategy so you can make more profitable business and personal financial decisions. \$120

CRN #31408

### Keys to Successful Money Management

Certified financial planner shows you how most wealthy people build their fortunes. \$120

CRN #31404

### Protect Your Money, Credit and Identity

Learn how to guard against scam artists, identity thieves, predatory lenders, and abusive debt collectors. \$120

CRN #31398

### Real Estate Investing

Build and protect your wealth by investing in real estate. \$120

CRN #31461

### 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 #31462

### 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 #31405

### The Analysis and Valuation of Stocks

Discover valuable techniques that show you step by step how to research and value stocks. \$120

CRN #31406

## Introduction to Stock Options

Learn how stock options can protect your portfolio and help you profit in any type of market. \$120

CRN #31407

## PHOTOGRAPHY

### Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment. \$120

CRN #31455

### Introduction to Digital Scrapbooking

Learn how to make the most of your scrapbooking talents and artistic ideas when you combine digital and traditional scrapbooking techniques. \$120

CRN #31483

### Travel Photography for the Digital Photographer

Learn the tricks and techniques digital photographers need to capture scenes from around the world and bring them home. \$120

CRN #31456

### Secrets of Better Photography

Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations. \$120

CRN #31452

### Photographing Nature with Your Digital Camera

Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots. \$120

CRN #31453

### Photographing People with Your Digital Camera

Learn to take beautiful pictures of adults, children, and babies. \$120

CRN #31454

## SALES & MARKETING

### Professional Sales Skills

Discover how to begin a successful and rewarding career in sales. \$120

CRN #31165

### 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 #31164

## 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 #31478

## Marketing Your Business on the Internet

E-commerce expert helps you develop an Internet marketing plan for your business. \$120

CRN #31477

## 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 #31345

### Prepare for the GED Test

Want to pass the GED? This course will help you develop the skills you'll need to succeed. \$120

CRN #31337

### Prepare for the GED Language Arts, Writing Test

Obtain the skills and knowledge to successfully prepare for the GED Language Arts, Writing test. \$120

CRN #31335

### Prepare for the GED Math Test

Master the skills you'll need to successfully pass Test 5 in the GED test series. \$120

CRN #31336

### GMAT Preparation

Discover powerful test-taking techniques and methods for improving your score on the GMAT. \$120

CRN #31340

### GRE Preparation: Part 1

Discover powerful strategies for success in the verbal and analytical sections of the GRE. \$120

CRN #31338

### GRE Preparation: Part 2

Learn a variety of useful techniques for tackling the math section of the GRE. \$120

CRN #31339

### LSAT Preparation: Part 1

Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills. \$120

CRN #31341

### LSAT Preparation: Part 2

Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers. \$120

CRN #31342

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## SAT/ACT Preparation: Part 1

Master the reading, writing, English, and science questions on the ACT and new SAT. \$120

**CRN #31343**

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## SAT/ACT Preparation: Part 2

Master the math questions on the ACT and new SAT. \$120

**CRN #31344**

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## WRITING COURSES

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### 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 #31205**

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### Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches. \$120

**CRN #31179**

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### 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 #31188**

---

### 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 #31196**

---

### Business Marketing Writing

Write great marketing copy to improve your company's image and your chances of getting hired or promoted. \$120

**CRN #31195**

---

### Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing. \$120

**CRN #31186**

---

### The Keys to Effective Editing

If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction. \$120

**CRN #31171**

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## Writeriffic: Creativity Training for Writers

Banish writer's block forever with these tricks from the published writer's toolbox. \$120

**CRN #31200**

---

## 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 #31183**

---

## Write Fiction Like a Pro

A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story. \$120

**CRN #31199**

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## Advanced Fiction Writing

Explore advanced fiction writing techniques with a published novelist. \$120

**CRN #31204**

---

## Writing Young Adult Fiction

Develop your own young adult novel and learn how to break into one of today's hottest publishing markets. \$120

**CRN #31184**

---

## A Writer's Guide to Descriptive Settings

Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters. \$120

**CRN #31182**

---

## Mystery Writing

Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author. \$120

**CRN #31181**

---

## The Craft of Magazine Writing

If you're a determined new writer, this class will provide you with the skills you need to get published. \$120

**CRN #31207**

---

## Writing for Children

A published children's author shows you how to touch the hearts of children by creating books for them. \$120

**CRN #31193**

---

## Research Methods for Writers

Learn the most efficient and effective methods to conduct research for any writing project. \$120

**CRN #31189**

---

## Beginner's Guide to Getting Published

A published writer shows you how to give yourself the credibility you need to get your books and articles published. \$120

**CRN #31197**

---

## Write and Publish Your Nonfiction Book

Become a professional author or advance your career by learning to write, edit, and publish nonfiction books of all types. \$120

**CRN #31198**

---

## Writing and Selling Self-Help Books

Learn how to position your self-help book for success, write a persuasive proposal for agents and publishers, and use storytelling techniques to make your message compelling. \$120

**CRN #31187**

---

## Introduction to Internet Writing Markets

A professional writer helps you discover a wide variety of new markets for your written work. \$120

**CRN #31202**

---

## Pleasures of Poetry

This course will help you create your best possible work, whether you're looking to be published or simply wish to craft beautiful poems for friends. \$120

**CRN #31180**

---

## Travel Writing

Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books. \$120

**CRN #31185**

---

## Write Your Life Story

Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others. \$120

**CRN #31201**

---

## Introduction to Journaling

Discover how journaling can help you learn more about yourself, explore your dreams, values, and beliefs, improve your health, survive unwanted change, succeed in your career, and express your creativity. \$120

**CRN #31203**

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## NEED HELP?

### The knowledgeable staff at Ed2go can assist you!

Go to [www.ed2go.com/manchcc](http://www.ed2go.com/manchcc) and click "Help" on the Online Instruction Center menu. You will find answers to many common questions, or you may 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](mailto: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](http://www.mcc.commnet.edu) → Continuing Education → Organization of Active Adults.

Fill out the membership form, detach the card, sign it and keep for your records.

Then send the completed form to the OAA address below along with your check

### MCC Organization of Active Adults Membership Form

(Minimum Age: 50) • PLEASE PRINT

Dues: \$15 per person per year (September 1-August 31)

(Mr. & Mrs. Mr. Mrs. Ms. Miss) Last Name \_\_\_\_\_

Last Name (If different) \_\_\_\_\_

First Name \_\_\_\_\_ circle one M F Date of Birth \_\_\_\_\_

First Name \_\_\_\_\_ circle one M F Date of Birth \_\_\_\_\_ full date required

Address \_\_\_\_\_ full date required

Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ - \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Renewal \_\_\_\_\_ New Member \_\_\_\_\_

Email address \_\_\_\_\_

Please return your completed form with your check payable to MCCOAA to:

Amount enclosed: \_\_\_\_\_

Check #: \_\_\_\_\_ Date: \_\_\_\_\_

Date Received: \_\_\_\_\_

(completed by office)

MCCOAA  
Great Path, MS #16  
PO Box 1046  
Manchester, CT 06045-1046



DETACH HERE

Keep for your records

MCCOAA MEMBERSHIP

Member Name

Membership expires  
August 31 of above year

ORGANIZATION OF ACTIVE ADULTS  
in partnership with Manchester Community College

### MCCOAA Tuition Rebate Program

This program offers a 20 percent tuition rebate for any MCC Credit-Free course costing more than \$10, up to a maximum of \$50 per academic year (September 1 - August 31). You may register for a Credit-Free course before you join OAA, but you must be a member *before* the course start date. (Membership is effective on the date your dues payment is postmarked or presented in person.) Bring your completed Tuition Rebate Form (below) to class and have the instructor sign it; then mail it to the address below. Please use one form per member, per course.

MCCOAA • Great Path MS #16 • P.O. Box 1046 • Manchester, CT 06045-1046

You will receive reimbursement within four weeks directly from the Organization of Active Adults.

### MCCOAA Tuition Rebate Form

*Membership in OAA Required before Course Start Date • Minimum Age for OAA Membership is 50*

OAA Member's Name: \_\_\_\_\_

Member's Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Start Date: \_\_\_\_\_ Course Fee: \$ \_\_\_\_\_

Current-Year Catalog Semester (circle one):      Fall      Winter      Spring      Summer

Instructor's signature: \_\_\_\_\_ Print Last Name: \_\_\_\_\_

(Verifying that student attended at least one class session)

For Office Use Only

Rec'd Date

App. No.

Memb. Date

Balance: \$



# CREDIT-FREE REGISTRATION INFORMATION

## Refund Policy for Credit-Free Courses

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

In order to drop a Credit-Free course and receive a refund\*, you must submit a written request to the Registrar's Office **no later than one (1) business day prior to the first scheduled class meeting**. It is your responsibility to call the Registrar's Office to verify that your request for a refund was received. If you fail to call, and we have no record of your request, you are ineligible for a refund. Refund checks are issued by the State Comptrollers' Office and take approximately four to six weeks to process. Requests for refunds may be made:

In person: Registrar's Office, Lowe Lobby

By fax: 860-512-3221

Or mail: Registrar's Office, MS #13, MCC,  
P. O. Box 1046, Manchester, CT 06045-1046

**No refunds will be issued after the allowable drop period. \*\***

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

\*\* Refund Appeals are only considered for extraordinary circumstances. You may view and print a Refund Policy Appeal form at [www.mcc.commnet.edu](http://www.mcc.commnet.edu) → 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](http://www.mcc.commnet.edu) → Form Depot → Admissions & Registration, or obtain a form at the Registrar's Office.

### Submit completed form to:

**Refund Appeals Committee**

**Registrar's Office**

**L-157, Lowe Building**

**Manchester Community College**

**Great Path, MS #13, P.O. Box 1046**

**Manchester, CT 06045-1046**

*The Refund Appeals Committee meets twice per month.*

*You will receive a written response notifying you of the outcome.*

*\*Drop date is one (1) business day prior to the first scheduled class meeting.*

### Registrar's Hours Lowe Building, Main Lobby

Monday ..... 8:30 a.m.-4:30 p.m.  
Tuesday ..... 8:30 a.m.-7 p.m.  
Wednesday ..... 10:30 a.m.-4:30 p.m.  
Thursday ..... 8:30 a.m.-4:30 p.m.  
Friday ..... 8:30 a.m.-4:30 p.m.

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

### Bursar (Cashier) Hours Lowe Building, Main Lobby

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

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

### MCC Library Hours

**August 29–December 11, 2012**

Monday – Thursday ..... 8 a.m.-8 p.m.  
Friday ..... 8 a.m.-3 p.m.  
Saturday ..... 10 a.m.-3 p.m.  
Sunday ..... Closed

#### Exceptions:

9/1–9/3 (Labor Day Weekend) ..... Closed  
11/6 (Election Day) ..... 8:30 a.m.-4:30 p.m.  
11/22–11/24 (Thanksgiving Break) ..... Closed

**Subject to change**

**For more information, call 860-512-2880.**

### MCC Bookstore

**Please call for hours: 860-645-3140  
[www.efollett.com](http://www.efollett.com)**

# CREDIT-FREE REGISTRATION INFORMATION

## WEB REGISTRATION

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

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

### Login:

- Go to <http://my.commnet.edu>
- Enter your **NetID** and **PIN** (See "New NetID Users" information below)
- Click on the "Student" tab
- Click on the "Student Self Service" channel

### Registering:

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

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

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

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

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

## New NetID Users

- Your NetID is your Banner ID with the "@" symbol in a different position (i.e. a student with a Banner ID of @87654321, will have the following NetID: **87654321@student.commnet.edu**)
- Your initial password is made up of the following personal information:
  1. The first three characters of your birth month (with first letter capitalized)
  2. The "&" symbol
  3. The last four digits of your Social Security NumberExample: For a user whose birthday is in October and whose social security number ends in 6789, the initial password would be **Oct&6789**
- You will then be prompted to change your password

## 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.

## 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.

**For directions:** [www.mcc.commnet.edu/about/directions.php](http://www.mcc.commnet.edu/about/directions.php).

## 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 directions: [www.mcc.commnet.edu/about/directions.php](http://www.mcc.commnet.edu/about/directions.php). **For convenient access to Great Path Academy (GPA), please use Lot B.**

## Postponements & Make-Ups

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

## Cancellations

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

## Class Supply List

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

## Be in the right PLACE at the right TIME

Check your class schedule for location.

Some classes meet at off-campus locations.



Lowe = Lowe Building

V1-V6 = Village

LRC = Learning Resource Center

GPA = Great Path Academy \*

AST = Arts, Sciences & Technology Center

\*Convenient parking in Lot B for GPA courses

**New Satellite Location: MCC on Main  
903 Main Street • Manchester**

*See directions on page 2.*

*Manchester Community College does not discriminate on the basis of race, color; religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Affirmative Action and Staff Development Coordinator (Title IX and Section 504/ADA Coordinator), Manchester Community College; Great Path – MS #2; Manchester, CT 06045; Lowe Student Services Center L-134c; 860-512-3107. 7/12, 62M, CE/VS*

# 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.commmnet.edu> (using MasterCard, Visa or Discover Card). For details see page 73.

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

## MCC Credit-Free Course Registration

Print clearly in ink. Register one person per form. Photocopy form if needed.

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

Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M) \_\_\_\_\_

Previous Name (if any) \_\_\_\_\_ Email address \_\_\_\_\_

Home Address (Number and Street) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Tel. (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

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

Birth Date \_\_\_\_\_ Gender ☐ Female ☐ Male Today's Date \_\_\_\_\_

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

ARE YOU: (Check applicable) 01 ☐ AMERICAN 02 ☐ NATURALIZED 03 ☐ APPLIED FOR CITIZENSHIP 04 ☐ STUDENT VISA

05 ☐ NOT ON A STUDENT Visa - Other (Specify) \_\_\_\_\_ COUNTRY OF ORIGIN \_\_\_\_\_

06 ☐ PERMANENT RESIDENT (Registration Number) \_\_\_\_\_

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

IF YOU CHECKED NON-HISPANIC/NON-LATINO ABOVE, WHAT IS YOUR RACE? (CHECK ALL THAT APPLY):

☐ WHITE (10) ☐ BLACK OR AFRICAN AMERICAN (20) ☐ ASIAN (45) ☐ AMERICAN INDIAN/ALASKAN NATIVE (50)

☐ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (80) ☐ OTHER (90) ☐ CHOOSE NOT TO RESPOND (60)

CRN# \_\_\_\_\_ Course Title \_\_\_\_\_ Start Date \_\_\_\_\_ Time \_\_\_\_\_ Room \_\_\_\_\_ Fee \_\_\_\_\_

CRN#	Course Title	Start Date	Time	Room	Fee

Make check or money order payable to "MCC".

Fees (total enclosed) \_\_\_\_\_

Credit Card # \_\_\_\_\_

Cardholder name (print) \_\_\_\_\_

Cardholder signature \_\_\_\_\_

Relationship to student \_\_\_\_\_

Cardholder Address \_\_\_\_\_

Cardholder phone \_\_\_\_\_ Exp. Date (mo/yr) \_\_\_\_\_

### REFUNDS

Refunds are issued only for Credit-Free courses that MCC cancels, or if a written request is received no later than one (1) business day prior to the first scheduled class meeting. See details on page 72.

Office Use Only	Regis.	Special	Receipt #	Date





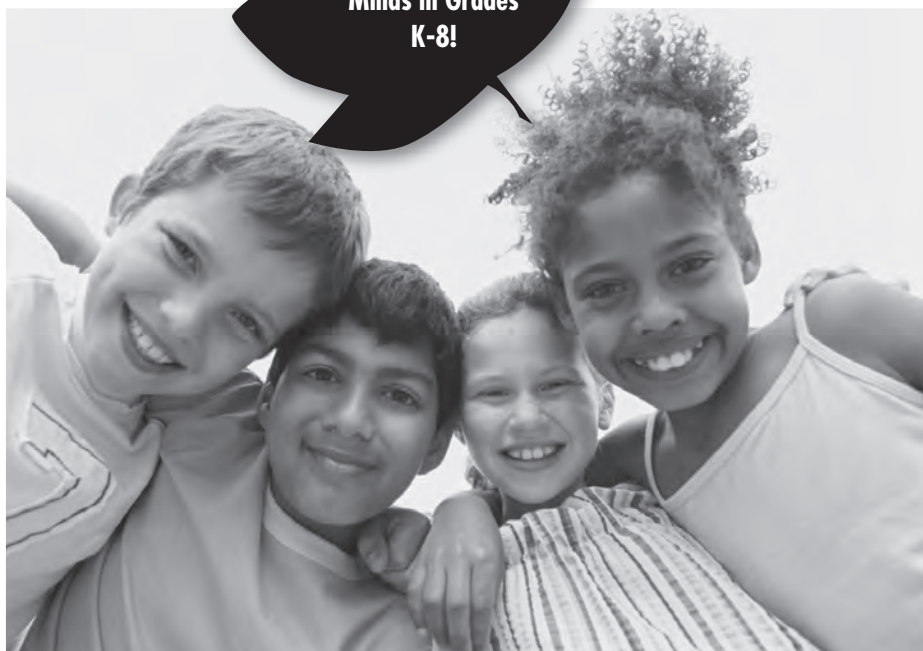
# FALL 2012

Saturday Mornings

October–December



Enrichment Classes  
for Inquisitive  
Minds in Grades  
K-8!



October				
Grades	October 6	October 13	October 20	October 27
K-2	No Classes Columbus Day Weekend	Art with Dr. Seuss	Art with Beatrix Potter	Math in Motion! #1 Art with Where the Wild Things Are!
3-5	No Classes Columbus Day Weekend	Struggling to Survive (Grades 2-4) Delicious Math: Fractions & Percentages	Tech Tool Time: Web Design, Computer Animation & more	Spiders, Scorpions & Centipedes! (Grades 2-4) Art in the Round: Sculpture Workshop
5-8	No Classes Columbus Day Weekend	Happy Hunger Games! Video Production & Screen Writing: Part 1	Learn to Make Pasta! Video Production & Screen Writing: Part 2	Halloween Cuisine! Video Production & Screen Writing: Part 3
November				
Grades	November 3	November 10	November 17	November 24
K-2	Math in Motion! #2: Exploring Algebra Little Scientists!	Stories in Motion	Spectacular Seussical Math	No Classes Thanksgiving Weekend
3-5	Explore the World of Dinosaurs and Fossils	All Charged Up: Electrifying Science	Creative Writing Workshop: From Stones to Stories	No Classes Thanksgiving Weekend
6-8	Digital Photography & Editing Carnival Food! (Grades 5-8)	Computer Animation	Bread, Butter and Jams! (Grades 5-8)	No Classes Thanksgiving Weekend
December				
Grades	December 1	December 8	December 15	December 22
K-2				
3-5			Holiday Cookie Extravaganza (Section A)	
6-8	Computer Game Design: Part 1 Gluten-Free is For Me!*	Computer Game Design: Part 2 Create Asian Cuisine!* (Gluten-Free)		Holiday Cookie Extravaganza (Section B)

For more information, please contact Carleigh Cappetta, Coordinator,  
at [ccappetta@mcc.commnet.edu](mailto:ccappetta@mcc.commnet.edu) or 860-512-2804 • [www.mcc.commnet.edu/continuing/excursions.php](http://www.mcc.commnet.edu/continuing/excursions.php)

**More than 100  
New Courses Added!**  
Look for the  
**NEW** inside

### Boating Safety



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

*See page 40*

### Online Academy



Check out our course selection  
*See pages 62-70*

Non-Profit Org.  
U.S. Postage  
PAID  
Hartford, CT  
Permit #5100

### Preparation for CT Real Estate & Appraisal Licensing Exams

- *Principles and Practices of Real Estate*
- *Basic Appraisal Procedures*
- *Real Estate Law*

*CE approved courses by  
CT Real Estate Commission  
See pages 53-54*

### Prepare for Allied Health Careers

- Certified Nurse Aide (CNA) Training Program
- Emergency Medical Technician (EMT) Training
- Pharmacy Technician Certification Training
- Phlebotomy Technician Certification
- Veterinary Assistant Certificate Part II

and more  
*See pages 3-5*



### Fall Enrichment Programs Grades K-8

**Saturday Morning Enrichment Classes  
October-December  
Culinary Arts, Technology, Math, Science,  
Art, Theatre, Language Arts & more!**

For more information:  
[www.mcc.commnet.edu/continuing/excursions](http://www.mcc.commnet.edu/continuing/excursions)  
or contact Carleigh Cappetta,  
Youth Programs Coordinator  
[ccappetta@mcc.commnet.edu](mailto:ccappetta@mcc.commnet.edu)  
*See page 75*