



SPRING 2012

Credit-Free Courses

Continuing Education

Classes Beginning

January to May



**MANCHESTER
COMMUNITY
COLLEGE**

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**DID YOU KNOW THAT YOU CAN RECEIVE A
CERTIFICATE FOR ANY CLASS YOU COMPLETE?**

Please email Jessie Bradley at
jbradley@mcc.commnet.edu with your request.

Continuing Education

General Information & Catalog Requests (860) 512-2800

Credit-Free Programs 860-512-2800

Director, Ann Bonney abonney@mcc.commnet.edu

Prog. Assoc., Stephen Campiglio scampiglio@mcc.commnet.edu

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

College by Design, Winter/Summer credit extension courses

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

What's Your Subject?

We added nearly 100 new courses for the Spring session

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Allied Health & Nutrition

Emergency Medical Technician (EMT) Training

The EMT is a first responder in the event of accident or illness and must assess injuries, administer emergency medical care, extricate trapped individuals and transport sick or injured people to medical facilities. This course is useful for police, fire department, ski patrol and other emergency personnel. The EMT is expected to administer first-aid treatment and life-support care to sick or injured persons in pre-hospital settings; assess the nature and extent of illness or injury to establish and prioritize medical procedures; maintain vehicles, medical and communication equipment; replenish first-aid equipment and supplies; observe, record, and report to 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 and heart monitoring during ambulance ride; and operate equipment such as external defibrillators and bag-valve mask resuscitators in advanced life-support environments.

- This course prepares students to sit for the State of Connecticut EMT basic examination and national board certification, a primary qualification for EMT certification. 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 and IS 700. Each module takes approximately 3-6 hours, and concludes with a test at the end of each module. **Students need access to a computer with e-mail and Internet for handouts, quizzes, and to complete the NIMS process mentioned above.**
- Students must achieve a course grade of 70 or above and be recommended by the instructor to sit for the state exam. The examination fee of approximately \$125 is to be paid at the time a student applies to take the test. Students are also required to pay a \$10 fee for their CPR card. The course instructor will inform students about test dates and application process, as well as the required CPR card. Applicants under 18 years of age must present a waiver signed by a parent/guardian prior to acceptance into the program. Applicants should have current CPR certification.

All classes are held at South Windsor Fire/EMS Complex, 232 West Road, South Windsor. Class meets twice a week on Monday and Wednesday evenings. Nine Saturdays are also required.

NOTE: The EMT course is very rigorous and requires a high level of commitment to successfully complete. 100% attendance is required. Students are requested to wear dark pants and shirt with a collar to class and clinical. No open toe shoes or heels, please. Individuals with a felony conviction may find it difficult to get certified and find employment as an EMT.

Required textbook: AAOS Emergency Care and Transportation of the Sick and Injured (ISBN 9781449650292), 10th edition (textbook and student workbook), available at MCC Bookstore for approximately \$155. Students must also purchase a stethoscope, blood pressure cuff and CPR pocket masks, available through the instructor.

CRN #11787 54 sessions: 21 Mondays & 24 Wednesdays, 1/18-6/27 (does not meet 2/20 & 5/28), 6:30-9:30 p.m. & 9 Saturdays, 2/25, 3/17, 3/24, 4/14, 5/5, 5/19, 6/2, 6/16 & 6/23, 8 a.m.-2 p.m. Fee: \$650
Instructor: **Larry Gorman, Jr.**, EMSI, EMS-I, PHTLS, President/Chief of Service, South Windsor Ambulance Corps, Inc., has worked more than 40 years as an EMS and has taught for 38 years.

Phlebotomy: The Art of Drawing Blood:

A Free Informational Session

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

CRN #12138 1 Tuesday, 1/31, 6:30-8:30 p.m. **MCC Bldg. GPA GP139**
Fee: Free

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

Phlebotomy Certification Training:

The Art of Drawing Blood

The phlebotomist collects and prepares blood specimens for analysis. This course requires a steady hand and good manual dexterity. Students will learn about blood collection equipment and laboratory procedures, quality assurance, universal precautions and infection control, specimen handling, special collection procedures and complications, arterial puncture procedures and anatomy and physiology of the cardiovascular system with an emphasis on pediatric and elderly collections. Class will emphasize professionalism, confidentiality, communication skills, customer relations, patient diversity, special needs, ethics and the law. Course combines lecture with hands-on practice, including a clinical rotation at Eastern CT Health Network (ECHN) facilities in the area. This course requires 100 hours of classroom instruction and 100 hours of clinical training at an offsite lab facility. While at clinical, students must complete 100 successful unaided venipunctures. Students will progress from artificial arms to live volunteers. In addition, students must achieve a minimum grade of 70 on quizzes and tests to pass the course. This course prepares students to sit for the American Society for Clinical Pathology (ASCP) Certified Phlebotomy Technician exam (\$125 fee not included in course fee). Students must wear white shoes and clothing to the clinical site. Required textbook: The Phlebotomy Textbook, 3rd Edition (ISBN 9780803620575), Strasinger & DiLorenzo, available at MCC Bookstore for approximately \$55.

CRN #11789 25 sessions: 14 Tuesdays, 2/7-5/8 & 11 Thursdays, 2/9-4/19, 6-10 p.m. (snow dates 4/26 & 5/3) **MCC Bldg. GPA GP139**; and 100 clinical hours (weekday mornings) to be assigned by instructor on individual basis TBD (clinical hours must be completed by 5/31).
Fee: \$1,460

Instructors: **Kim E.S. Jenack**, ASCP and **Donna Daniels**, MBA, MHA, FACHE.

You May Also Like

- Online Academy Human Anatomy and Physiology on page 68
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For further information, please call the Coordinator of Credit-Free Allied Health Programs, Diane Mitchell, at 860-512-2826, or email her at dmitchell@mcc.commnet.edu. You may also call the Continuing Education Division's Information Line at 860-512-2800 for further information or to request copies of flyers, brochures, or a Credit-Free catalog.

Allied Health & Nutrition

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

Certified Nurse Aide (CNA) Training Program

The Certified Nurse Aide program is a 120-hour course designed to give students entry-level skills needed to work in long-term care facilities, hospitals, clinics and home health agencies. 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, 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; supply and empty bed pans, apply dressings and supervise exercise routines; help patients walk and move in and out of bed; bathe, groom, shave, dress, and/or drape patients to prepare them for surgery, treatment or examination. **The course includes classroom and practical skill instruction at MCC, and clinical experience at Woodlake at Tolland, 26 Shenipsit Road, Tolland.** Students must wear a white uniform or scrubs to all clinical sessions. To successfully complete the program, students must attend at least 100 hours and achieve a passing grade of 70 or above. Upon completion of this clinically-based training, students will be eligible to take the state licensing exam. 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, available at MCC Bookstore for approximately \$68.75.

CRN #12213 28 sessions: 10 Tuesdays, 2/21-5/1 (does not meet 4/3; snow date 5/8) & 10 Thursdays, 2/23-5/3 (does not meet 4/5), 6-9 p.m. **MCC Bldg. LRC B125** & 8 Saturdays, 3/10-5/5 (does not meet 4/7; snow date 5/12) **Woodlake at Tolland**, 7 a.m.-3 p.m. Fee: \$850
Primary Instructor: **Andrea Dillon, RN, M.Ed.**, has been a nurse since 1974 and an instructor for many years, Assistant Clinical Instructor: **Mohamed Hussain, RN, MBA**



NEW Veterinary Assistant Certificate Part I

Do you love working with animals? Would you like to work in the animal-care industry? Veterinary assistants provide surgical and nursing care to animals in clinics, animal hospitals, zoos and animal shelters. In this course, students will learn how to care for small animals and to recognize signs of illness and disease, handling and restraint of pets, exam room procedures, pharmacy and laboratory skills, radiology and diagnostic imaging, surgical tasks, legal issues, veterinary computer programs, facility maintenance and front office procedures. Students will learn about client interaction and may assist during examinations.

• This 80-hour course is part-one of a two-semester 160-hour program that will prepare students for an entry level position in veterinary health care. **This course is offered in partnership with Bolton Veterinary Hospital at their Well Care Clinic, 663 Boston Turnpike, Bolton, CT 06043.** MCC and Bolton Veterinary Hospital are applying to be educational providers for NAVTA so that upon successful completion of Veterinary Assistant I (spring 2012) and Veterinary Assistant II (fall 2012), students will be eligible to sit for the NAVTA Veterinary Assistant Certification exam. Prerequisite: *Students must be 18 years of age and have earned a high school diploma or GED.*

Required text: Tasks for the Veterinary Assistant, Second Edition (ISBN 9780813813028), Paula Pattengale, Wiley-Blackwell, available at MCC bookstore, approximate cost \$50. This text will be used in both courses. Students must also purchase a blue scrub top for clinical.

CRN #12149 10 Tuesdays 2/28-5/8 (does not meet 4/3), 6-9 p.m. **MCC Bldg. LRC B144** (30 hours); and 10 Saturdays, 8 a.m.-1 p.m., 3/3-5/12 (does not meet 4/7). Class will meet in **MCC Bldg. LRC B222** on 3/3, 3/17 & 3/31. Class will meet at **Bolton Veterinary Hospital Well Care Clinic, 663 Boston Tpke., Bolton** on 3/10, 3/24, 4/14, 4/21, 4/28, 5/5 & 5/12. Fee: \$899

Instructors: **Sonja Gottler, DVM**, is a 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.



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

Get on our mailing list!

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

You May Also Like

• Online Academy Start a Pet Sitting Business on page 64

Allied Health & Nutrition

Pharmacy Technician Certification Training

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 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, to read and interpret prescriptions and define drugs by generic and brand names, calculate dosage and I.V. flow rates and learn about drug compounding and dose conversion. A pharmacy technician may also review refill requests to verify that information is complete and accurate; maintain proper storage and security for drugs; answer telephones and respond to customer questions and requests; fill bottles with prescribed medications; type and affix labels; price and file prescriptions that have been filled; clean and maintain equipment and work areas; and sterilize glassware according to prescribed methods. Procedures regarding prescriptions, inventory control, billing, and insurance reimbursement will also be discussed. The course fee includes the textbook, but does not include the PTCB exam fee. Please check the PTCB website (www.ptcb.org) for more exam information. Students should bring a calculator to class and are requested to wear dark pants and shirt with a collar. No jeans, open toe shoes or heels, please. Anyone convicted of a felony may not be permitted to sit for the PTCB exam. Textbook will be provided.

CRN #11790 20 sessions, 10 Mondays & 10 Wednesdays, 3/5-5/9, 6-9 p.m. **MCC Bldg. LRC B144** Fee: \$775

Instructors: *Members of the Connecticut Pharmacists Association*

IMPORTANT REGISTRATION INFORMATION

Certified Nurse Aide, EMT, Pharmacy Technician and Phlebotomy Technician Students

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, 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.

Certified Nurse Aide and Phlebotomy Technician Students

- 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.



American Red Cross Standard First Aid with AED and CPR

Required for most sports coaches, this course gives students the knowledge and skills necessary to recognize and care for breathing and cardiac emergencies, and to provide basic care for injuries and sudden illness for adults. The

course includes training on the use of an automated external defibrillator (AED) for victims of sudden cardiac arrest until advanced medical personnel arrive and take over. Upon successful completion of course requirements, students will receive certification in both Adult CPR/AED and Standard First Aid. A \$10 fee (checks only) will be collected by the instructor for the Adult CPR card (one-year certification) and Standard First Aid card (three-year certification). Required texts: American Red Cross Adult CPR/AED Skills Card, American Red Cross First Aid Skills Card and First Aid/CPR/AED Program Participants Booklet, available at MCC Bookstore.

CRN #12045 2 Thursdays 3/1-3/8, 6-10 p.m. **MCC Bldg. LRC B144** Fee: \$95

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

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 opportunities that are considered to be valued healthcare professions, and which are taught at MCC. We will work with you to develop a personal profile and assist you in matching your strengths and interests with an appropriate health care field. If you have ever thought about becoming a healthcare professional, come and explore your options—a new career can be yours sooner than you think!

CRN #12058 1 Thursday, 3/8, 6-8 p.m. **MCC Bldg. LRC B149** Fee: \$15
Instructors: *Joan Jakiela*, coordinator and professor of the Therapeutic Recreation and Gerontology Programs at MCC.

Babysitting Safety: CPR and First Aid for Young Caregivers

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

CRN #12046 1 Saturday, 3/31, 9 a.m.-3:30 p.m. **MCC Bldg. GPA GP136** Fee: \$70

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

Allied Health & Nutrition

ENGLISH AS A SECOND LANGUAGE (ESL) FOR HEALTH CARE WORKERS

This seven-week interactive course is designed to increase English speaking and communication skills for health care workers or those interested in entering the health care field. In this course, offered jointly by Vernon Regional Adult-Based Education (VRABE) and Manchester Community College, you will:

- Become more efficient and confident when working with patients, families, and other health professionals
- Participate in role playing (e.g., explain medical procedures to patients, describe pain and symptoms, handle emergencies, deal with difficult situations, and communicate with co-workers)
- Work with classmates in pairs/teams to strengthen cross-cultural communication and teamwork skills
- Build your English listening and speaking skills, and your health care vocabulary
- Be introduced to a variety of Internet resources so you can continue to learn on your own

Tuesdays & Thursdays, 2/28-4/26 (does not meet 4/10 & 4/12), 2:30-5:30 p.m.; Make-up days (if needed), 5/1 & 5/3.

Rockville High School, 70 Loveland Hill Road, Vernon, CT 06066.

Course Fee: \$150 (payable to VRABE), includes course materials

Requirement: Intermediate or advanced level of spoken English

For Information or Registration:

Visit www.vrabe.org and click on Special Program Opportunities, then ESL for Health Care Workers. Or call Shari Beaupre at 860-870-6000 ext. 139, or toll free at 866-564-2368 ext. 139

Your Integrative Health for Joy and Balance

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

CRN #12338 1 Saturday, 3/3, 1-4 p.m. **MCC Bldg. GPA GP136** Fee: \$30

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

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 #12465 1 Thursday, 3/29, 7-9 p.m. **MCC Bldg. GPA GP156**

Fee: \$20

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



Culinary Herbs for Good Health

Herbs are seed-bearing plants without woody stems, which die down to the ground after flowering. Herbs have a variety of uses, including culinary, medicinal, and even spiritual usage. While focusing on culinary herbs—specifically basil, cilantro/coriander, oregano, rosemary, and mints—that can be used to provide flavor to food dishes and help digestion, we will also briefly cover the history of herbs, its nutrients, and medicinal values, as well as some great recipes.

CRN #12466 1 Thursday, 4/19, 7-9 p.m. **MCC Bldg. GPA GP156**

Fee: \$20

Instructor: Dr. Marie Mammone

An Enemy of the Heart? Cholesterol and Your Health

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

CRN #12467 1 Thursday, 4/26, 7-9 p.m. **MCC Bldg. GPA GP156**

Fee: \$20

Instructor: Dr. Marie Mammone

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 Introduction to Ceramics

This course will introduce the novice ceramist to beginning level skills, including a basic proficiency in hand-building, using pinch, coil and slab methods and glazing. Students will also have the opportunity to experiment with the pottery wheel. Upon completion of the course, students will be able to produce a variety of pottery pieces, apply glazes to create beautiful, finished products, and take home at least one piece. Materials fee: \$25, payable to the instructor at the first class, for lab supplies.

CRN #12393 6 Thursdays, 5/3-6/14 (does not meet 5/31), 6:30-8:30 p.m. **MCC Bldg. GPA GP213** Fee: \$140

Instructor: Anne Hebebrand is an art teacher at Great Path Academy and a drawing instructor for MCC. She earned a B.A. in fine arts from the Boston Museum School and an M.A. in art history from the University of Alabama. Her artwork has been exhibited at the New Britain Museum of Art, the Mattatuck Museum in Waterbury, the Slater Museum in Norwich, and elsewhere. She is also a visiting artist with the "Partners in Art and Education Revitalizing Schools" at the Bushnell.



NEW 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" X 12") and an oil pastel

set, plus an extra white and black pastel. **Please note: the last class on May 5 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 #12156 8 Saturdays, 3/10-5/5 (does not meet 4/7), 10 a.m.-noon **MCC Bldg. GPA GP202** 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 #12155 8 Mondays, 3/5-4/23, 6:30-8:30 p.m. **MCC Bldg. GPA GP202** Fee: \$185

Instructor: Zbigniew Grzyb

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 Exploring Various Media in Art

Working from a single still life, we will explore the use of five different media: pencil, watercolor, acrylic or oil paint, oil pastels, and collage, while studying the change in perspective, light, and artistic intent as they pertain to each medium. Some experience with one or more of the media is preferred. A minimal supply list will be sent prior to class, and there will be some extra supplies for all to share. Materials fee: \$10, payable to the instructor at the first class, for extra supplies and the working surfaces.

CRN #12269 8 Fridays, 3/16-5/11, 6-8:30 p.m. **MCC Bldg. GPA GP202** Fee: \$230

Instructor: Amy McConnell Burris earned bachelor degrees in art and French before gaining her teacher certification. She has taught abroad, and in area schools, since 1990, 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.

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

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

CRN #12151 8 Fridays, 3/2-4/27 (does not meet 4/6), noon-2 p.m. **MCC Bldg. AST D105** Fee: \$195

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

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 #12159 8 Wednesdays, 2/22-4/11, 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.

Art & Crafts

Watercolor: The Next Step

This watercolor class is designed for individuals who have some basic watercolor experience and want to improve their techniques in a comfortable and encouraging environment. The first three sessions will give participants an opportunity to polish their present skills and learn new techniques through a selection of creative projects. During the second half of the course, participants will have an opportunity to pursue a personal project. Please bring your watercolor supplies, including watercolor pencils, to the first class.

CRN #12160 6 Wednesdays, 4/18-5/23, 6-8:30 p.m.

MCC Bldg. GPA GP202 Fee: \$135

Instructor: *Christine LaFond*

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 #12157 8 Tuesdays, 2/21-4/10, 6-8:30 p.m.

MCC Bldg. GPA GP202

Fee: \$180

Instructor: *Christine LaFond*



NEW Continue the Line: Drawing II

As a sequel to *Introduction to Drawing*, you will continue to practice line, shading, composition, simple one- and two-point perspectives, and how to study a subject, and will begin or be able to finish a personal project. Students should bring a drawing pad, pencils and erasers to class.

CRN #12158 6 Tuesdays, 4/17-5/22, 6-8:30 p.m.

MCC Bldg. GPA GP202 Fee: \$135

Instructor: *Christine LaFond*

Chinese Brush Painting

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

CRN #12413 1 Saturday, 5/5, 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.

Art and Healing: Creating Sacred Space

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

CRN #12339 2 Saturdays, 4/14-4/21, 1-4 p.m. **MCC Bldg. VI V101**

Fee: \$50

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 the past year has been a catalyst in exploring her creativity and spirituality.

Retrain Your Brain and Become an Artist

Did you know that anybody can make beautiful, realistic drawings? The secret is in teaching your brain to process visual information differently. This class, 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.

CRN #12329 6 Tuesdays, 2/28-4/3, 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.

Learn to Draw Portraits

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

CRN #12330 6 Tuesdays, 4/10-5/15, 6:30-9 p.m. **MCC Bldg. LRC A226**

Fee: \$170

Instructor: *Natalia Piendel*



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 #12150 3 Saturdays, 5/5-5/19, 9 a.m.-noon MCC Bldg. AST D110** Fee: \$80

Instructor: **Christine LaFond**

NEW 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. After demonstrating the white line process and discussing compositions and images, the instructor will review students’ materials and 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 #12410 4 Mondays, 4/16-5/7, 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 Create a Beautiful Bronze Bracelet: 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 March 19 to allow the instructor time to buy supplies.** Materials fee: \$20*, payable to instructor at the beginning of class, for class supplies.

CRN #12238 1 Monday, 3/26, 6-10 p.m. MCC Bldg. GPA GP120 Fee: \$45

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

NEW Even More Beautiful Bronze Bracelets: Chaining III

Continue the challenge of creating uniquely designed chains in gold-toned bronze with three new patterns: Mexican Taxco, Cross, and Open Round chain maille. Learn how to use jewelry pliers to attach the “jump rings” in different ways without soldering, and learn by the instructor’s patient demonstrations. Create your own sample and leave class, wearing a bracelet in the pattern of your own choice. **Please note: You must register by April 16 to allow the instructor time to buy supplies.** Materials fee: \$20*, payable to instructor at the beginning of class, for silver supplies. Prerequisite: *Chaining I*.

CRN #12240 1 Monday, 4/23, 6-10 p.m. MCC Bldg. GPA GP120 Fee: \$45
Instructor: **Judith E. Goldstein**

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

NEW 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 April 9 to allow the instructor time to buy supplies.** Materials fee: \$20*, payable to instructor at the beginning of class, for silver supplies. Prerequisite: *Chaining I* is recommended, but students may self-select.

CRN #12239 1 Monday, 4/16, 6-10 p.m. MCC Bldg. GPA GP120 Fee: \$45

Instructor: **Judith E. Goldstein**

Art & Crafts

NEW Jewelry Making with Beautiful Bronze PMC
Bronzclay® has the luster and tone of gold (unlike the brassy look of commercial bronze). It is very affordable and allows you to craft jewelry as though you were playing with clay—similar to silver PMC. Learn to mold, stamp, roll out, and texture your own designs. Also learn to set a stone and make your own mold. All aspects of working techniques will be patiently demonstrated. This course is for both beginning and experienced PMC students. Based on individual pace, students can expect to complete two to three jewelry items: pendants, charms, earring, or bracelet elements. Please note: **You must register by March 26 to allow the instructor time to buy supplies.** Materials fee: \$28, 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 #12233 4 Tuesdays, 4/3-4/24, 6:30-9:30 p.m. (first three sessions) & 7-9 p.m. (final session) **MCC Bldg. GPA GP136** Fee: \$125
Instructor: **Judith E. Goldstein**

Wire Sculpted Beads and Cabochons

Learn three simple techniques for wrapping stone or glass beads and cabochons with wire to create unique pendants. Free-form techniques will also be taught. No prior jewelry experience required! Samples of this jewelry can be viewed at the instructor's website: www.bellefirebeads.com. A supply list will be sent prior to class (approximate cost, \$40).

CRN #12233 3 Wednesdays, 3/14-3/28, 6:30-8:30 p.m.
MCC Bldg. AST D110 Fee: \$50

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

Sheet Metal for Jewelers

Learn how to hand cut a variety of jewelry forms, using a jeweler's saw and sheet metal. Hand-finishing techniques will also be taught, as well as the use of tools for adding texture and form. By the end of the course, you will have completed several pieces of hand-forged jewelry. Samples can be viewed at the instructor's website: www.bellefirebeads.com. A supply list will be sent prior to class (approximate cost, \$35).

CRN #12231 3 Wednesdays, 4/4-4/18, 6-9 p.m. **MCC Bldg. AST D110** Fee: \$75

Instructor: **Kris Plimpton**

Wire Jewelry Techniques

This jewelry workshop for beginners incorporates intermediate skills toward the end of the course. You will learn how to create a variety of wire art bead wraps, as well as solderless chain making, before progressing to more intricate wire skills, such as ear wires, head pins, rings, and ultra-fine wire weaving. This course will provide you with a solid foundation for making your own fabulous, one-of-a-kind jewelry. Samples of this jewelry can be viewed at the instructor's website: www.bellefirebeads.com. A supply list will be mailed to students prior to class (approximate cost, \$40).

CRN #12232 3 Wednesdays, 5/2-5/16, 6-9 p.m. **MCC Bldg. AST D110** Fee: \$75

Instructor: **Kris Plimpton**

Ring Making

Come join this fun, hands-on course designed to teach the fundamentals of ring making used in jewelry creation. We will work mostly with copper and silver wire and learn sizing of rings, texturing, stamping, and soldering. Students can expect to finish at least one piece of jewelry. Please note: Materials fee: approximately \$30, payable to the instructor at the first class, for supplies. In addition, a simple tool list will be sent prior to class. Participants must be at least 14 years of age.

CRN #12230 4 Saturdays, 4/14-5/5, 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 her work is widely exhibited.

Fashion Rendering

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

CRN #12161 5 Thursdays, 3/1-3/29, 6:30-8:30 p.m.

MCC Bldg. GPA GP202 Fee: \$165

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.



NEW Knit Scarves and Afghans

Beginners, near-beginners, and intermediate knitters will learn specific stitches to apply to scarf and/or afghan patterns. "Mile-a-minute" stitches and the more intricate, lacy stitches will be covered. Beginners will learn how to cast on, knit, purl, yarn over, bind off, unknit, and read knitting pattern abbreviations. The instructor will show examples of scarves and afghans made using different patterns and yarn weights. A materials list will be sent prior to class, and additional supplies will be considered as the course proceeds.

CRN #12280 5 Wednesdays, 2/29-3/28, 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.

NEW Knit Baby Sweaters and Booties

Near-beginners and intermediate knitters will start with basic sweater construction for an infant cardigan and continue with increasingly complex cardigan sweaters and booties for babies or toddlers. Shaping with increases and decreases, plus techniques for joining and blocking, will be covered, as well as pattern sources and interchangeable yarn and needle charts. Examples of completed sweater and bootie patterns, including a fast knit-from-the-top-down infant cardigan, will be shown in class. A materials list will be sent prior to class, and additional supplies will be considered as the course proceeds. Prerequisite: Participants should be able to cast on stitches and do a knit stitch (skills covered in the *Knit Scarves and Afghans* course).

CRN #12281 5 Wednesdays, 4/11-5/9, 7-9 p.m. **MCC Bldg. GPA GP143**
Fee: \$99

Instructor: *Catherine D. Gobeille*

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 #12336 6 Thursdays, 2/23-3/29, 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 #12337 6 Thursdays, 4/12-5/17, 3:30-5:30 p.m.

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

Instructor: *Diane Snarski*

Flower Designing

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

CRN #12322 7 Mondays, 2/27-4/9, 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."

Tool Sharpening for Woodworkers

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

CRN #12331 1 Saturday, 3/3, 9 a.m.-2 p.m. **MCC Bldg. AST D124**

Fee: \$60

Instructor: *Randall Nelson* received his master's in visual art from Vermont College. By trade, he sculpturally restores monuments, statuary, and building facades, for which he has won several awards. In Spring 2009, he held a major exhibition of his work at UConn's Homer Babbidge Library.



NEW Toy Making: New and Antique Designs

Interested in making a special toy for a child that can even become a family heirloom? Learn how to make toys using "found objects" as a starting point, and also how to recreate antique toy designs using contemporary materials and methods. In the first class, the instructor will demonstrate methods of construction and different materials that can be used for a variety of safe toy designs, and students will select a project. The instructor will individually assist each student in planning which tools and materials are needed to proceed. The remaining classes will be devoted to finishing the projects, with the instructor's guidance. **Students are expected to provide their own tools and materials for the project.** Therefore, the materials fee will vary according to the scope of the toy project.

CRN #12332 4 Fridays, 3/9-3/30, 6-9 p.m. **MCC Bldg. AST D124**

Fee: \$140

Instructor: *Randall Nelson*

Chair Caning: Seat Weaving Workshop

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

CRN #12234 3 sessions: 1 Friday, 4/27, 6:30-10 p.m., 1 Saturday, 4/28, 9 a.m.-5 p.m. & 1 Sunday, 4/29, 11 a.m.-4 p.m. **MCC Bldg. V1 V101**

Fee: \$135

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

Art & Crafts



Antique Radio Theory and Repair

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

CRN #12277 5 Saturdays, 3/3-3/31, 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

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 #11878 8 Wednesdays, 1/25-3/14, 7:30-8:45 p.m.

MCC Bldg. Lowe L155 (Aerobics Studio)

CRN #11879 8 Wednesdays, 3/28-5/16, 7:30-8:45 p.m.

MCC Bldg. Lowe L155 (Aerobics Studio)

Fee: \$80

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

Karuna™ Reiki: Practitioner I and II Levels

There are two levels in the Karuna™ system, which was founded by William Rand of the International Center for Reiki Training. In this advanced course, students are attuned to eight more Reiki symbols, four in each level. This Reiki system functions at a very deep level and addresses specific healing issues, such as addictions, abuse, relationships, lower self, and negative behaviors and patterns, as well as the development of higher intuition, manifestation, prioritization, and focus. Students should bring a lunch to class. Materials fee: \$20, for a comprehensive manual, payable to instructor at first class. Please note: Pricing for this course is 30% below current market value. Prerequisite: *Student must be a Usui Master to begin these studies.*

CRN #11803 2 Saturdays, 2/4-2/11, 11 a.m.-4 p.m.

MCC Bldg. AST D213 Fee: \$250

Instructor: *Dory Dzinski, M.A.* in Pastoral Counseling, 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*.

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 #12220 1 Saturday, 3/17, 9 a.m.-4:30 p.m. **MCC Bldg. AST D213** Fee: \$150

Instructor: *Dory Dzinski*

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 #12221 1 Saturday, 4/14, 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 #12222 1 Saturday, 5/12, 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 #12235 2 Tuesdays, 3/20-3/27, 7-9 p.m. **MCC Bldg. GPA GP136**

Fee: \$50

Instructor: **Dory Dzinski**

Chakra Studies

There are seven power centers in your body called chakras. The state of each chakra reflects the health of a particular area of your body. It also reflects your psychological, emotional and spiritual well-being. When chakra energy is blocked or misdirected, emotional and physical illness can arise. This course will introduce you to, and allow an exploration of, your chakras. Beginning with the first, the root chakra, we will build our knowledge and balance upward through the other six energy centers: sacral, solar plexus, heart, throat, the third eye, and the crown chakra. Classes will include discussion, guided imagery, and experiential learning activities.

CRN #12223 4 Wednesdays, 4/4-4/25, 7-9 p.m. **MCC Bldg. GPA GP136**

Fee: \$95

Instructor: **Dory Dzinski**

Massage: Hands-On Healing

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

CRN #12321 1 Saturday, 4/28, 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.

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 #12320 4 Thursdays, 3/8-3/29, 7-8:15 p.m.

MCC Bldg. GPA GP215 Fee: \$50

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

The Alexander Technique:

Learn to Improve Your Posture and Balance

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

CRN #12356 1 Wednesday, 5/2, 9-11 a.m. **MCC Bldg. LRC B144**

Fee: \$20

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

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

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

CRN #12178 1 Saturday, 5/12, 1-4 p.m. **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.

Transform Your Life: Making Positive Change

Learn and begin applying 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 passion. This process addresses the unseen root causes of what really blocks you from achieving what you desire in life. You'll also learn how to use the Emotional Freedom Techniques (EFT) as a personal performance tool. Please note: This workshop is experiential, so bring a personal goal or desired change in mind.

CRN #12387 1 Thursday, 3/15, 6-9 p.m. **MCC Bldg. Lowe L142**

Fee: \$30

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

You May Also Like

- Art and Healing: Creating Sacred Space on page 8
 - Tai Chi for Health and Relaxation on page 41
-

Body, Mind & Spirit

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 #12317 2 Thursdays, 4/12-4/19, 6:30-9 p.m.

MCC Bldg. Lowe L142 Fee: \$99

Instructor: Cris Jacobs

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 #12381 1 Saturday, 3/10, 9 a.m.-1 p.m. **MCC Bldg. GPA GP155**

Fee: \$45

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.

Find Your Ideal Partner

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

CRN #12383 1 Saturday, 5/5, 9 a.m.-1 p.m. **MCC Bldg. GPA GP155**

Fee: \$45

Instructor: Catherine Ewing



Five Love Languages: Revitalize Your Communicative Skills

Do you ever feel that some of your relationships are lopsided, as if you are the one doing all the giving and getting very little back? It may simply be that you and your significant other speak different love languages! Based on the work of Gary Chapman, you will learn five different love languages and your own primary and secondary languages, and also examine the languages of others in your life. For spouses (it could be fun to come together!), parent-child, siblings, and friends, the course will help you understand your relationships through a different perspective, with the goal of ridding or reducing frustration, disappointment and sadness and creating positive change.

CRN #12236 1 Wednesday, 5/2, 6-9 p.m. **MCC Bldg. LRC A108**

Fee: \$35

Instructor: Dory Dzinski

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 #12279 1 Saturday, 3/31, 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.

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 #12306 4 Mondays, 3/5-3/26, 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.

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

Computer Technology

COMPUTER CERTIFICATION TEST PREPARATION

Professional Certification...

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

Course	Page Number	Certification	Exam
A+, Network+ and IBA Certification testing centers can be found at www.prometric.com and www.pearsonvue.com			
A+ Essentials Certification Preparation		CompTIA A+ Certificate	Exam 220-701
Network + Certification Preparation		CompTIA Network+ Certificate	Exams N10-004 and JK0-016
Internet Business Associate Certification		Internet Business Associate	Exam 1D0-51A
AutoCAD Certification testing centers can be found at www.microdesk.com			
AutoCAD 2012 Certification Preparation		AutoCAD 2012 Certified Associate	AutoCAD 2012 Certified Associate
Microsoft Office Specialist (MOS) Certification training and testing held at Manchester Community College			
Microsoft Access 2010 Introduction Microsoft Access 2010 Intermediate		MOS Access 2010	Exam 77-885
Microsoft Excel 2010 Introduction Microsoft Excel 2010 Intermediate		MOS Excel 2010	Exam 77-882
Microsoft Outlook 2010 Introduction Microsoft Outlook 2010 Intermediate		MOS Outlook 2010	Exam 77-884
Microsoft PowerPoint 2010 Introduction Microsoft PowerPoint 2010 Intermediate		MOS PowerPoint 2010	Exam 77-883
Microsoft Word 2010 Introduction Microsoft Word 2010 Intermediate		MOS Word 2010	Exam 77-881
Microsoft Access 2007 Introduction Microsoft Access 2007 Intermediate		MOS Access 2007	Exam 77-605
Microsoft Excel 2007 Introduction Microsoft Excel 2007 Intermediate		MOS Excel 2007	Exam 77-602
Microsoft PowerPoint 2007 Introduction Microsoft PowerPoint 2007 Intermediate		MOS PowerPoint 2007	Exam 77-603
Microsoft Word 2007 Introduction Microsoft Word 2007 Intermediate		MOS Word 2007	Exam 77-601
Manchester Community College: MCC Certificate			
Microsoft Office MCC Certificate		MCC Certificate	
Web Communication & Design		MCC Certificate	
Information, fee and schedule below for Microsoft Office Specialist (MOS) certification exams.			

Exam Schedule: All MOS certification exams will take place at MCC in LRC B142 on dates listed below from 4:15-5:15 p.m.

Date	2/24	3/23	4/13	4/27	5/4	5/18
Time	4:15 PM	4:15 PM	4:15 PM	4:15 PM	4:15 PM	4:15 PM
CRN	12284	12285	12389	12286	12390	12287

Exam Fee: \$100 (includes one free retest if student does not pass first exam).

MCC offers training in Microsoft Office Specialist (MOS) certification preparation for Word, Excel, Access, Outlook and PowerPoint. After you have completed the 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. 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 market!

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

Computer Technology

Computer Instructors

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

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

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

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

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

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

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

Richard Hoyer is a fine art, portrait and location photographer with more than 20 years of experience in the photography business. His work is exhibited regularly.

Willy Isaac holds a Ph.D. in computer information systems and is a certified Project Management Professional (PMP). He is also certified in IT service management (ITIL) and Microsoft Project. He has more than 15 years of experience in database management systems and project management.

John Kelly, M.B.A./CPA, is associate professor of accounting in the College Learning Center at MCC.

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.

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. John has lead a number of teams both as a project manager and a functional manager throughout a long 33-year career in private industry.

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.

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

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 many classes, including 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.

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

Valerie Scott 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.

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.

Computer Technology

Computer Instructors (continued)

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

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

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

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

Valerie D. Wilson, M.Ed., a career counselor and coach, has over 20 years of career development experience in the Greater Hartford Area counseling and conducting professional career workshops to undergraduates, graduates and adult learners. She currently works in career development at Saint Joseph's College.

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 #12152 2 Wednesdays, 3/7-3/14, 6-9 p.m. **MCC Bldg. LRC B141**

Fee: \$95

Instructor: **Dorothy Weiner**



Meet the Mac

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

CRN #11843 2 Fridays, 5/18-5/25, 6-9 p.m. **MCC Bldg. AST D211**

Fee: \$95

Instructor: **Richard Hoyer**

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 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 #12153 4 Wednesdays, 4/4-4/25, 6-9 p.m. **MCC Bldg. LRC B142**

Fee: \$195

Instructor: **Steven Bloom**

INTERNET

Web Pages: HTML Made Easy

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

CRN #11838 2 Fridays, 3/16-3/23, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**

Fee: \$195

Instructor: **Margaret Gordon**



NEW Internet Business Associate Certification

The Internet Business Associate Certification prepares students to work effectively in today's business environment. Learn about the tasks involved in various Information Technology (IT) roles, and explore career opportunities in the IT industry. You will also learn about Internet connection methods, Internet protocols, the Domain Name System (DNS) and cloud computing. You will study the basic functions of web browsers, the components of web addresses, the use and control of cookies, and browser use in the business world. You will learn how browser plug-ins and add-ons can improve your web-browsing experience, and you will use browsers to download and manage files. You will learn about databases as they relate to web search engines, and you will use search engines to conduct basic and advanced web searches. This course also teaches you to configure email clients and use email, and it provides guidelines for communicating effectively over the Internet using modern web technologies and social networking tools. You will also learn about Internet research and collaboration tools, software development tools, and the patent and licensing practices that accompany software applications, as well as risks associated with connecting to the Internet, and how to keep your computer system and your personal information secure. Finally, you will study the fundamental elements of project and program management, and the importance of acquiring these skills for all IT job roles. Required text: Internet Business Associate v1.0: Academic Student Guide, Certification Partners, LLC (ISBN 074232768X), available at MCC Bookstore for approximately \$70. Prerequisite: *Basic Windows, keyboard and mouse skills*.

CRN #12348 6 Fridays, 3/2-4/13 (does not meet 4/6), 9 a.m.-4 p.m.

MCC Bldg. LRC B141 Fee: \$295

Instructor: **Robert Thornton**

Computer Technology

NEW Build Your Professional Brand and Network through LinkedIn

Do you want to keep your career moving ahead? Are you looking for work? LinkedIn is a requirement for today's job seeker. This workshop will teach career-oriented students how to create and use their own LinkedIn page. We will discuss its features and benefits, and give tips on managing your career through LinkedIn. Individuals who already have a LinkedIn account and an established network in place will also learn how to effectively maximize LinkedIn's properties and enhance their personal brand. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #12396 1 Wednesday, 3/21, 6-7:30 p.m. **MCC Bldg. LRC B141**

Fee: \$30

Instructor: **Valerie Wilson**

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 #11845 2 Mondays, 3/5-3/12, 6-9 p.m. **MCC Bldg. LRC B141**

Fee: \$95

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 #12025 2 Thursdays, 4/26-5/3, 9 a.m.-4 p.m.

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

Instructor: **Margaret Gordon**

Expression: Introduction to Web Page Creation

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

CRN #12044 1 Monday, 4/2, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**

(limited seating) Fee: \$95

Instructor: **Margaret Gordon**



NEW Expression Intermediate

If you've used FrontPage or Expression Web and would like to further your skills, this hands-on course is for you! Learn to use absolute and relative layers-based layouts, execute CSS box model styles, use tracing images for better DIV layouts, use Snapshot effectively, take advantage of the Search Engine Optimization tool, create a feedback form, embed multimedia content, create your own template, use Code Snippets, and much more! Registered students are eligible for free Microsoft Expression Web software. Instructor provides handouts. Prerequisite: *Expression Introduction course or permission of computer coordinator.*

CRN #12349 1 Monday, 4/9, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**

Fee: \$95

Instructor: **Margaret Gordon**

Promote Your Business on YouTube Using Windows Movie Maker

A small movie on YouTube is worth a thousand words. Learn how to use Windows Movie Maker to drive business growth. Topics include how to create your story and a clear message; how to work with video transitions; special effects; and audio and voice recording. The course will also cover copyright rules, where to find royalty-free music and how to promote your YouTube movies on the Internet. Prerequisite: *Basic Windows, keyboard, mouse and Internet skills.*

CRN #12355 2 Tuesdays, 5/22-5/29, 6-9 p.m. **MCC Bldg. LRC B141**

Fee: \$95

Instructor: **Richard Hoyer**

Using Cascading Style Sheets Effectively in Web Design

Cascading Style Sheets (CSS) enable the designer to create a consistent look and feel that is not only attractive but easy to maintain. Even if you are already using a tool like Dreamweaver, CSS will help you produce even better looking web pages. Easily learn how to make headers, bullets and text look the way you want throughout the entire website. Make global color and font changes to links and text in seconds! Position page elements exactly where you want. Easily create menus, buttons and mouse-over effect. We will also analyze existing websites, examine code levels, and break down site construction. Required text: *Cascading Style Sheets (CSS) By Example* (ISBN 9780789726179), Que, available at MCC Bookstore for approximately \$40. Prerequisite: *Basic Windows, keyboard and mouse skills are required. Knowledge of HTML recommended.*

CRN #12313 2 Thursdays, 5/17-5/24, 9 a.m.-4 p.m.

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

Instructor: **Theodore Crommett**

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. They will have the knowledge to immediately start designing and implementing fully functional and well-designed websites. Instructor provides handouts and a USB drive with the complete course installed on it. Prerequisite: *Dreamweaver Introduction course or permission of computer coordinator.*

CRN #11868 6 Mondays, 3/19-4/23, 6-9 p.m. **MCC Bldg. LRC B141**

Fee: \$295

Instructor: **Robert Thornton**

Adobe Flash In-Depth

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

CRN #11846 4 Mondays, 4/30-5/21, 6-9 p.m. **MCC Bldg. LRC B142**

Fee: \$195

Instructor: **Robert Thornton**

Enhance Your Web Pages with Free JavaScripts

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

CRN #11847 1 Wednesday, 5/30, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**

Fee: \$95

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. This intensive, hands-on course introduces participants to the basics of PHP, explains how to set up and work with a MySQL database, and demonstrates interactions between PHP and the database. Learn programming and database development techniques, build MySQL database driven web applications with PHP, and apply your learning to sample projects.

Required text: *PHP and MySQL Web Development* (4th Edition), Addison-Wesley Professional (ISBN 9780672329166), available at MCC Bookstore for approximately \$55. Prerequisite: *Basic Windows, keyboard and mouse skills; knowledge of basic database concepts is recommended. Programming and HTML experience highly recommended.*

CRN #12021 3 Fridays, 3/16-3/30, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**

Fee: \$295

Instructor: **Steven Moore**

Microsoft Windows Live Cloud Computing Introduction

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

CRN #11867 1 Tuesday, 5/1, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**

Fee: \$95

Instructor: **Margaret Gordon**

OFFICE SUITES & OUTLOOK

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 #11829 12 Thursdays, 3/1-5/17, 6-9 p.m. **MCC Bldg. LRC B142**

Fee: \$595

Instructor: **Dorothy Weiner**

MSDNAA Software Information

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

Available Microsoft software for Spring 2012 includes: Visio 2010, Windows 7, Access 2007, Access 2010, Expression Web, 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

NEW Using Microsoft OneNote to Make Your Job Easier

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 #12346 1 Wednesday, 3/7, 9 a.m.-4 p.m. MCC Bldg. LRC B142** Fee: \$95

Instructor: **Margaret Gordon**

NEW Project Introduction

Microsoft Office Project 2010 is one of the most frequently used tools in project management. This course explains how to use Project 2010 to build project plans. You will be introduced to basic project features and functions of Microsoft Project 2010, such as creating a task list, setting up resources, assigning resources to tasks, formatting and printing your plan, tracking progress on tasks, etc. We will go step-by-step through all the tasks most likely to be used in Project 2010. Required text: *Microsoft Office Project 2010 Step by Step*, Microsoft Press (ISBN 9780735626959), available at MCC Bookstore for approximately \$30. Registered students are eligible for free Project 2010 software. Prerequisite: *Basic Windows, keyboard and mouse skills.* **CRN #12347 1 Friday, 3/30, 9 a.m.-4 p.m. MCC Bldg. LRC B141** Fee: \$95

Instructor: **John Lombardo**

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 #11831 2 Tuesdays, 2/28-3/6, 6-9 p.m. MCC Bldg. LRC B141

CRN #12344 1 Wednesday, 5/2, 9 a.m.-4 p.m. MCC Bldg. LRC B142

Fee: \$95

Instructors: **CRN #11831: Kristin Violette;**

CRN #12344: Margaret Gordon



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

Outlook Intermediate

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

CRN #12226 2 Wednesdays, 5/9-5/16, 9 a.m.-4 p.m.

MCC Bldg. LRC B142 Fee: \$195

Instructor: **Margaret Gordon**

See Microsoft Office Specialist Exam Schedule and Information on page 15.

NEW 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; creating rules for folder management; creating and using quick steps; 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 #12311 1 Wednesday, 5/23, 9 a.m.-4 p.m. MCC Bldg. LRC B142 (limited seating) Fee: \$95

Instructor: **Margaret Gordon**

PowerPoint Introduction

PowerPoint is the perfect tool for building impressive presentations. You 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 #12001 1 Thursday, 3/22, 9 a.m.-4 p.m. MCC Bldg. LRC B142 (limited seating) Fee: \$95

Instructor: **Dorothy Weiner**

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.

Computer Technology

PowerPoint Intermediate

Skills taught in this accelerated course are: create and modify SmartArt diagrams, customize slide masters, add elements to slide masters, add and link existing content to presentations, apply, customize, modify, and remove animations, insert illustrations and shapes, insert and modify charts, insert and modify tables, secure, share and protect presentations; prepare printed materials and rehearse presentation delivery. This intensive intermediate level Office 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 #12034 2 Thursdays, 3/29-4/5, 9 a.m.-4 p.m.

MCC Bldg. LRC B142 Fee: \$195

Instructor: **Dorothy Weiner**

See Microsoft Office Specialist 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 #11984 1 Tuesday, 4/3, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**

Fee: \$95

Instructor: **Dorothy Weiner**

Word Intermediate

Skills taught in this accelerated course are: how to use tables and lists to organize content, modify tables, format paragraphs, control pagination, insert and modify text boxes, insert and format references and captions, merge documents and data sources, compare and merge document versions, manage tracked changes, and other useful skills. This intensive intermediate level Office 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 #12028 2 Tuesdays, 4/10-4/17, 9 a.m.-4 p.m.

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

Instructor: **Dorothy Weiner**

See Microsoft Office Specialist Exam Schedule and Information on page 15.



NEW Word Forms Introduction

Students will learn how to analyze proper form layout and design; create fill-in forms with prompts for user input; and completely automate forms with default text and entry guidelines. Learn multiple processing shortcuts by using templates and customizing special toolbars within them. Create your own Word routines through macros to eliminate repetitive processing of commands. Instructor provides handouts. Prerequisite: *Word Introduction or permission of instructor or computer coordinator.*

CRN #12326 2 Tuesdays, 5/8-5/15, 6-9 p.m. **MCC Bldg. LRC B141**

Fee: \$95

Instructor: **Dorothy Weiner**

NEW Word Advanced: 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 course, equivalent experience or permission of the computer coordinator.*

CRN #11987 1 Tuesday, 4/24, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**

(limited seating) Fee: \$95

Instructor: **Dorothy Weiner**

SPREADSHEETS

Excel Introduction

Excel spreadsheets can help you organize all kinds of valuable data. Learn how to enter and edit data, use formulas, work with graphics, save workbooks, copy data and formulas, use functions, format worksheets, print, and create charts. 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 #11827 2 Tuesdays, 3/13-3/20, 6-9 p.m. **MCC Bldg. LRC B141**

CRN #11991 1 Friday, 4/13, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**

(limited seating)

Fee: \$95

Instructors: **CRN #11827: Kristin Violette;**

CRN #11991: Chuck Schwartz

Computer Technology



Want to take a class online?
See the Online Academy
courses listed on pages 63-70
or visit the website at
www.ed2go.com/manchcc

Excel Intermediate

Skills taught in this accelerated course are: create and modify formulas; summarize data by using a formula; ensure data integrity; summarize data by using subtotals; look up data by using a formula; use conditional logic in a formula; apply conditional formatting; sort and filter data; protect and share workbooks; prepare workbooks for distribution; and set print options for printing data, worksheets, and workbooks. This intensive intermediate level Office training maps directly to the skills needed for Microsoft Office Specialist (MOS) Excel 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 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 #12030 3 Fridays, 4/20-5/4, 9 a.m.-4 p.m. **MCC Bldg. LRC B142** (limited seating) Fee: \$295
Instructor: **Chuck Schwartz**

See Microsoft Office Specialist Exam Schedule and Information on page 15.

Excel Data and Functions

Be sure that you are tapping the full power of Excel with the features examined in this workshop. This comprehensive unit on data handling utilities includes data filtering, data forms, sorting, business formulas and functions, subtotals, auditing, and simple macro creation to make this a course that no frequent user should go without. Special topics include functions using IF and Vertical Lookup in formulas, understanding financial functions and connecting 3D formulas from multiple worksheets. 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 #11997 1 Friday, 5/11, 9 a.m.-4 p.m. **MCC Bldg. LRC B142** (limited seating) Fee: \$95
Instructor: **Chuck Schwartz**

Excel Advanced

This hands-on, intensive course integrates the new features of Excel in real-world settings and accurate simulations to help you apply your new knowledge directly to daily tasks. Topics covered include sparklines, templates, subtotaling and outlining data, using XML to share data, creating shared workbooks, importing an HTML table, PivotTables (with additional info about Slicers), PivotTable reports, trendlines, scenarios, and macros. 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 #11993 1 Friday, 5/18, 9 a.m.-4 p.m. **MCC Bldg. LRC B142** (limited seating) Fee: \$95
Instructor: **Chuck 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 #12328 4 Mondays, 4/16-5/7, 6-9 p.m. **MCC Bldg. LRC B141** Fee: \$195

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 #11824 3 Mondays, 5/14-6/4 (does not meet 5/28), 6-9 p.m. **MCC Bldg. LRC B141** Fee: \$150

Instructor: **Chuck Schwartz**

Accounting I

In this hands-on course, students will learn basic concepts and practices of an accountant's role in providing managers with information to assist in their planning, control, and decision-making activities. Participants also will go through the steps in the accounting cycle, including building reports in QuickBooks, Excel, and PowerPoint. Students will be able to use a "real world" general ledger, spreadsheet, and presentation software. In addition, students will learn how to do charts (graphs) and vertical and horizontal analysis in Excel. Students will be provided Excel files through email to work on during class as needed. Instructor provides curriculum materials. Prerequisite: *Basic Windows, keyboard and mouse skills and knowledge of Excel.*

CRN #12195 5 Fridays, 5/25-6/22, 9 a.m.-4 p.m. **MCC Bldg. LRC B141** (limited seating) Fee: \$349
Instructor: **John W. Kelly**

DATABASE

Database Introduction

In this technology-driven environment, database knowledge is essential. This course will introduce you to the fundamental concepts of database systems and acquaint you with the use of current relational database systems. You'll learn about data models, data independence, data abstraction, the advantage of database systems, data storage and query processing, and database system architecture and design. Registered students are eligible for free Access 2010 software. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #12224 3 Fridays, 4/27-5/11, 7-9 p.m. **MCC Bldg. LRC B142** Fee: \$95

Instructor: **Marc Cohen**

NEW InfoPath Introduction

Decrease redundant data entry. Improve the quality of the data collected via email. InfoPath Designer is a simple but effective application designed to allow non-developers to create forms for use in a shared workspace. Create, deploy, and manage rich, interactive form templates, fully integrated with Office 2010. This hands-on course shows you how InfoPath designer and Filler together provide an efficient form fill-in experience. Topics include: sending Access database forms through email using InfoPath and compiling the responses, exporting the compiled responses to an Excel spreadsheet or a summary InfoPath form, conditional formatting, rules, creating PDF versions of the form and much more! Instructor provides handouts. Prerequisite: *Familiarity with Outlook, Word, Excel and databases.*

CRN #12316 1 Wednesday, 3/14, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**

Fee: \$95

Instructor: **Margaret Gordon**

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. Registered students are eligible for free Access software. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #11995 1 Wednesday, 3/21, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**

(limited seating) Fee: \$95

Instructors: **Margaret Gordon**

Access Intermediate

Skills taught in this accelerated course are: techniques involved with tables, queries, forms and reports, how to split databases, find and replace data, attach and detach documents, import data, and more. This intensive intermediate level Office training maps directly to the skills needed for Microsoft Office Specialist (MOS) Access 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 Access 2010 software, 2007 & 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Registered students are eligible for free Access software. Instructor provides handouts. Prerequisite: *Access 2007 or 2010 Introduction course, or permission of computer coordinator.*

CRN #12032 3 Wednesdays, 3/28-4/11, 9 a.m.-4 p.m.

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

Instructor: **Margaret Gordon**

See Microsoft Office Specialist Exam Schedule and Information on page 15.

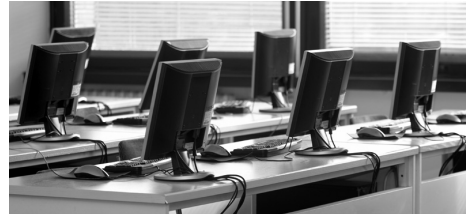
NEW Access Tips and Tricks

Learn the easiest way to use mail merge data with Word; how to email a form and collate the replies; master unknown keyboard shortcuts; quickly identify and solve expression builder problems; reformat check boxes and much more. If you are an experienced Access user, learn many timesaving tricks you can apply in your database. We will touch on every database object and manipulate properties to turbocharge your database without using VBA. Although this course uses Access 2010 software, 2007 & 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Instructor provides handouts. Prerequisite: *Access Introduction course.*

CRN #12343 1 Monday, 5/21, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**

Fee: \$95

Instructor: **Margaret Gordon**



NEW Access Queries

This one-day course will teach you how to build advanced queries and reports including basic and advanced calculation methods. Topics include: querying the database, the Select query, adding criteria and calculated fields to a query, performing calculations on a record, grouping and producing reports, creating an AutoReport, creating a report by using the wizard, examining a report in design view, adding calculated field to a report, modifying the format properties of a control, AutoFormatting a report, and adjusting the width of a report. Although this course uses Access 2010 software, 2007 & 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Instructor provides handouts. Prerequisite: *Access 2007 or 2010 Intermediate course, or permission of computer coordinator.*

CRN #12342 1 Monday, 5/14, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**

Fee: \$95

Instructor: **Margaret Gordon**

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. Although this course uses Access 2010 software, 2007 & 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Registered students are eligible for free Access software. Instructor provides handouts. Prerequisite: *Access 2007 or 2010 Intermediate course, or permission of computer coordinator.*

CRN #11999 1 Wednesday, 4/25, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**

(limited seating) Fee: \$95

Instructor: **Margaret Gordon**

NEW Oracle Essentials

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

CRN #12354 6 Wednesdays, 5/2-6/6, 6-9 p.m. **MCC Bldg. LRC B142**

Fee: \$295

Instructor: **Marc Cohen**

Computer Technology

Oracle Advanced SQL for Analysis and Reporting

Oracle Advanced SQL for Analysis and Reporting is aimed at IS/IT managers, developers and database administrators who use Oracle databases for answering business questions using analysis and reporting features of the database. You will learn Oracle database features such as analytic queries, aggregate queries, advanced grouping syntax—features and regular expressions designed to help create efficient queries for reporting and business intelligence applications. You will learn Oracle functions such as cube, rollup, grouping, grouping sets, rankings and percentiles, moving window calculations, lag/lead analysis, first/last analysis, regular expressions and more. We will use Oracle 11g R2 software in the class. Please register no later than 5/11. Required text: *Oracle SQL Recipes: A Problem-Solution Approach*, APress (ISBN 1430225092), available at MCC Bookstore for approximately \$50. Prerequisite: *Basic knowledge and working experience of Oracle SQL syntax and basic constructs including the five core SQL statements: SELECT, INSERT, UPDATE, DELETE, and MERGE.*

CRN #12008 1 Friday, 5/25, 8:30 a.m.-4:30 p.m. **MCC Bldg. LRC B142**
Fee: \$150

Instructor: **Willy Isaac**

Microsoft SQL Server In-Depth

This in-depth training will provide you with the knowledge and skills you need to understand the concepts behind relational database systems, data structure design, the SQL query language, and basic SQL Server Database Management. You will gain a firm understanding of how relational database systems work, proper database design, database optimization, the SQL query language, and basic SQL Server Database Administration. The SQL Server Administration skills include installation and configuration of a working SQL Server database, creating tablespaces and files, managing security and user access, updating the database structure and data, and writing SQL queries. Registered students are eligible for free Microsoft SQL Server 2008 software. Instructor provides handouts. Prerequisite: *Database Introduction course or familiarity with databases.*

CRN #12023 2 Fridays, 5/11-5/18, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**
(limited seating) Fee: \$195

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 #12003 1 Thursday, 3/22, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**
(limited seating) Fee: \$95

Instructor: **Bruce Manning**



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 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 #12019 1 Friday, 5/4, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**

Fee: \$95

Instructor: **Nathaniel Bowen, Jr.**

Network+ Certification Exam Preparation

The Network+ certification is the standardized internationally recognized credential for people who are striving to become network professionals. This course provides professionals with a structured setting in which to review the CompTIA's Network+ certification examination. Required text: *CompTIA Press: Network+ 2009 Edition + CertBlaster Student Manual*, Axzo Press (ISBN 9781426006081), available at MCC Bookstore for approximately \$90. Certification testing is done through an authorized CompTIA Network+ testing center, such as Prometric (www.prometric.com). Prerequisite: *Working knowledge of hardware and Windows. One to two years' minimum experience in networking required.*

CRN #11839 6 Saturdays, 3/3-4/14 (does not meet 4/7), 9 a.m.-4 p.m.
MCC Bldg. LRC B141 Fee: \$595

Instructor: **John Bolduc**

See Exam Information on page 15.

TROUBLESHOOTING & SECURITY

PC Maintenance

Why pay for expensive upgrades when you can learn how to do them yourself? Practice RAM, expansion cards and peripheral device installations in a hands-on workshop with real parts. Learn how to configure drivers and troubleshoot your Windows operating system. You will learn how to reformat a hard drive, partition it and load Windows. Discover how to add new peripherals including printers and scanners. Learn how to download and install driver updates from the manufacturer's 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 #11971 2 Thursdays, 3/29-4/5, 9 a.m.-4 p.m.

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

Instructor: **Bruce Manning**

NEW Security+ Introduction

This course will provide a foundation for students who may want to progress to a Security+ certification. It is also for people with a strong interest in security-related issues. We will review the various types of security threats to computers, the technologies that are existent to currently protect networks, and the strategies enlisted in securing networks, such as threat modeling, risk assessment, product testing and security process. Required text: The Basics of Information Security: Understanding the Fundamentals of InfoSec in Theory and Practice, Syngress (ISBN 9781597496537), is available at MCC Bookstore for approximately \$45. Prerequisite: *Windows 7, keyboarding, and some network experience recommended.*

CRN #12350 3 Tuesdays, 4/17-5/1, 6-9 p.m. **MCC Bldg. LRC B142**
 Fee: \$150

Instructor: **John Bolduc**

DIGITAL IMAGING & DESIGN

See Photography section on pages 51-53 for these courses and full descriptions:

- Digital Camera Introduction
- Digital Camera Next Step
- Using Your Digital SLR
- Digital SLR Advanced
- Digital Macro Photography
- Experiment with Filters
- Painting on the Computer
- Digital Camera RAW

Adobe Photoshop In-Depth (Mac or 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.*

(Mac) **CRN #12026** 2 Saturdays, 4/14-4/21, 9 a.m.-4 p.m.
MCC Bldg. AST D211

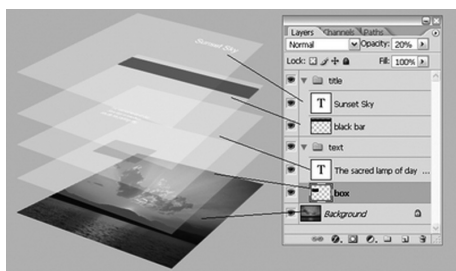
Fee: \$195

Instructor: **Jeff Shaffer**

(PC) **CRN #12069** 2 Wednesdays, 4/18-4/25, 9 a.m.-4 p.m.
MCC Bldg. LRC B141

Fee: \$195

Instructor: **Jeff Shaffer**



Want to take a class online?
 See the Online Academy
 courses listed on pages 63-70
 or visit the website at
www.ed2go.com/manchcc

NEW Adobe Photoshop Advanced (PC)

We will move beyond the basics and take a closer look at how digital images work, including understanding image size and resolution, web-safe colors, web and video resolution, video-safe colors, and how pixel aspect ratios can affect your image. We will also explore layers, slices, actions, vector graphics, video and animation. In addition, you will be introduced to 3D images with lessons to get you started, create a 3D shape from a layer, adjust lighting and surface texture, merge two-dimensional layers onto 3D layers, and more. Instructor provides handouts. Prerequisite: *Adobe Photoshop In-Depth course or permission of computer coordinator.*

CRN #12038 2 Wednesdays, 5/2-5/9, 9 a.m.-4 p.m.

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

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 #11849 2 Tuesdays, 3/6-3/13, 6-9 p.m. **MCC Bldg. LRC B142**

Fee: \$95

Instructor: **Richard Hoyer**

Adobe Photoshop Elements: The Next Step (PC)

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

CRN #11850 2 Tuesdays, 3/20-3/27, 6-9 p.m. **MCC Bldg. LRC B142**

Fee: \$95

Instructor: **Richard Hoyer**

Organizing your Digital Photo, Audio and Video

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

CRN #11830 2 Tuesdays, 2/21-2/28, 6-9 p.m. **MCC Bldg. LRC B142**

Fee: \$95

Instructor: **Richard Hoyer**

Computer Technology

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 #12040 2 Fridays, 4/13-4/20, 9 a.m.-4 p.m. **MCC Bldg. LRC B141** (limited seating) Fee: \$195

Instructor: **Margaret Gordon**

NEW Adobe Acrobat Advanced

Learn how to increase your efficiency in Acrobat through full text indexing with a Catalog, use measuring tools to improve layouts, use layers professionally, use batch processing, set actions, add a PDF from a web page, and expertly use the Print Production Tools panel. Other skills taught will include extracting PDF tables to Excel spreadsheets and saving Metadata for later use. Legal tools such as redaction, Bates Numbering and digital signatures will also be covered. Instructor provides handouts. Prerequisite: *Adobe Acrobat In-Depth or permission of computer coordinator.*

CRN #12042 1 Friday, 4/27, 9 a.m.-4 p.m. **MCC Bldg. LRC B141** (limited seating) Fee: \$95

Instructor: **Margaret Gordon**

NEW 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 #12005 1 Tuesday, 5/1, 9 a.m.-4 p.m. **MCC Bldg. LRC B142** (limited seating) Fee: \$95

Instructor: **Dorothy Weiner**

NEW 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 is recommended.*

CRN #12315 2 Wednesdays, 4/4-4/11, 9 a.m.-4 p.m. **MCC Bldg. LRC B141** (limited seating) Fee: \$195

Instructor: **Valerie Scott**

NEW Visio Introduction

This course teaches the basic functions and features of Visio Professional 2010. You will learn how to use stencils, scale and resize objects, draw basic shapes, manipulate compound lines, and distribute and group objects. You will also learn how to create diagrams, work with text, format shapes and lines, and apply a background page. Required text: *Visio 2010: Basic, Student Manual with Data*, Axzo Press (ISBN 9781426020568), is available at MCC Bookstore for approximately \$30. Registered students are eligible for free Visio software. Prerequisite: *Basic Windows, keyboard and mouse skills; working knowledge of Word, Excel, Access, PowerPoint and Outlook.*

CRN #12036 1 Tuesday, 4/10, 9 a.m.-4 p.m. **MCC Bldg. LRC B141** (limited seating) Fee: \$95

Instructor: **Bruce Manning**

NEW Blueprint Reading for Home Owners and the Building Industry

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 #12309 2 Saturdays, 2/18-2/25, 9 a.m.-noon

MCC Bldg. LRC B142 Fee: \$95

Instructor: **Chris Legiadre**

See also Business & Industry on page 60

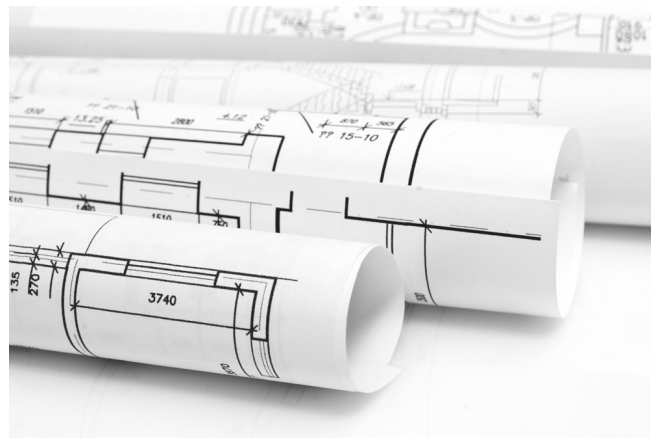
NEW Autodesk Revit Introduction: Building Design

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 #12271 6 Saturdays, 4/21-6/2 (does not meet 5/26), 9 a.m.-noon

MCC Bldg. LRC B142 Fee: \$295

Instructor: **Chris Legiadre**



MANUFACTURING

See also Business & Industry on page 60

Mastercam Introduction

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

CRN #11851 2 Saturdays, 4/28-5/5, 9 a.m.-4 p.m. **MCC Bldg. AST C135**
Fee: \$195

Instructor: **Keith Butzgy**

Mastercam Intermediate

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

CRN #11852 2 Saturdays, 5/12-5/19, 9 a.m.-4 p.m.

MCC Bldg. AST C135 Fee: \$195

Instructor: **Keith Butzgy**

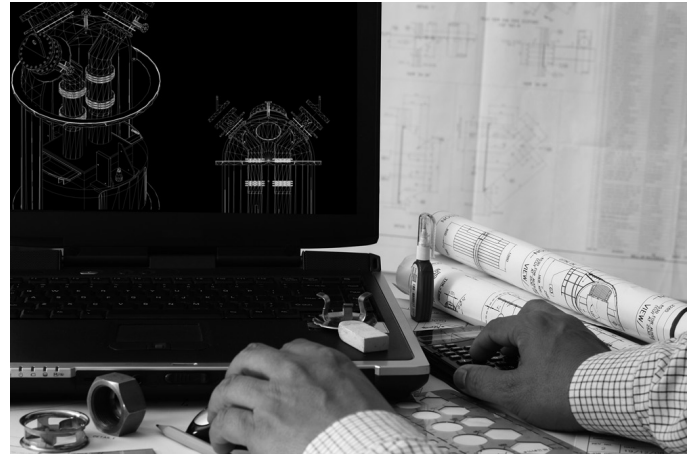
SolidWorks Introduction

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

CRN #11870 2 Saturdays, 2/18-2/25, 9 a.m.-4 p.m.

MCC Bldg. AST C131 Fee: \$195

Instructor: **Keith Butzgy**



NEW AutoCAD 2012 Certification Preparation

This course covers the performance tasks that have been identified by Autodesk as being included on the AutoCAD 2012 Certified Associate examination. The course shows a student how to design and develop drawings using AutoCAD for architecture or manufacturing. Our extensive hands-on curriculum is designed to address the needs of engineering design professionals, project managers, and the avid beginner. The following topics are covered: basic object and geometric construction and editing tools, object properties and organization, orthographic views in multi-view drawings, basic dimensioning and notes, templates and plotting, parametric drawing tools, section views, assembly drawings and blocks. Required text: AutoCAD 2012 Tutorial - First Level: 2D Fundamentals, SDC Publishing (ISBN 9781585036370), available at MCC Bookstore for approximately \$55 (includes AutoCAD Certified Associate Examination Reference Guide). Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #11844 6 Saturdays, 3/3-4/14 (does not meet 4/7), 9 a.m.-4 p.m.

MCC Bldg. AST C128 Fee: \$595

Instructor: **Steven Bloom**

AutoCAD 2012 3D Introduction

This course is for users with little or no experience with AutoCAD 2012 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. AutoCAD 2012 Tutorial - Second Level: 3D Modeling, SDC Publishing (ISBN 9781585036400), available at MCC Bookstore for approximately \$45. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #11837 2 Saturdays, 4/21-4/28, 9 a.m.-noon **MCC Bldg. AST C128**
Fee: \$95

Instructor: **Steven Bloom**

Computer Technology

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 #12345 4 Mondays, 3/5-3/26, 6-9 p.m. **MCC Bldg. LRC B142**

Fee: \$195

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. If possible, bring a laptop with Xcode 4 installed.*

CRN #11859 4 Wednesdays, 4/4-4/25, 6-9 p.m. **MCC Bldg. GPA GP201**

Fee: \$195

Instructor: **Clayton Walnum**

NEW 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. If possible, bring a laptop with Xcode 4 installed.*

CRN #12227 5 Wednesdays, 5/2-5/30, 6-9 p.m. **MCC Bldg. GPA GP201**

Fee: \$250

Instructor: **Clayton Walnum**

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 #11858 2 Wednesdays, 5/2-5/9, 6-9 p.m. **MCC Bldg. LRC B141**

Fee: \$95

Instructor: **George Pillar**



NEW 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 #12225 4 Wednesdays, 5/16-6/6, 6-9 p.m. **MCC Bldg. LRC B141**

Fee: \$195

Instructor: **George Pillar**

VBA (Visual Basic for Applications) Introduction

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

CRN #12010 3 Tuesdays, 5/8-5/22, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**

Fee: \$295

Instructor: **Dorothy Weiner**

VB.NET Programming Introduction

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

CRN #12386 4 Fridays, 4/13-5/4, 6-9 p.m. **MCC Bldg. LRC B142**

Fee: \$195

Instructor: **George Pillar**

MULTIMEDIA



Game Programming Introduction

Learn the basics of game design, including choosing a game genre, planning a game, and balancing a game and its goals. You'll work on a Game Maker project as you learn about sprites, animation, events, actions, collisions, sound, timing, variables, and more, with no programming required. By class end, you'll have a complete game to play at home and to share with friends. Instructor provides handouts. Prerequisites: *Basic Windows, keyboard and mouse skills with some exposure to Microsoft Office. A small USB drive is also required.*
CRN #11863 2 Saturdays, 3/3-3/10, 9 a.m.-noon **MCC Bldg. LRC B142**
 Fee: \$95
 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 small USB drive is also required.*
CRN #11864 4 Saturdays, 3/17-4/14 (does not meet 4/7), 9 a.m.-noon **MCC Bldg. LRC B142** Fee: \$195
 Instructor: Clayton Walnum

Game Programming Advanced

Using Visual Studio C# Express and the XNA game-programming framework (both free from Microsoft), you'll extend your game programming knowledge as you work with one of the XNA Starter Kits to produce your own game. Along the way, you'll learn to create graphics – including sprite sheets – and sound effects for your games. Instructor provides handouts. Prerequisites: *Game Programming Intermediate course or permission of computer coordinator. A small USB drive is also required.*
CRN #11865 4 Saturdays, 4/21-5/12, 9 a.m.-noon **MCC Bldg. LRC B142** Fee: \$195
 Instructor: Clayton Walnum

NEW Adobe Audition Introduction

This course teaches audio recording using Adobe Audition software on PCs. We will cover all basic functions of the software, as well as some advanced techniques. The course is aimed at musicians and other audio enthusiasts looking to record their own music or audio in a home studio. Hands-on exercises demonstrate concepts on the software itself, with each student practicing at individual workstations. Students will learn not only about recording, but also editing and mixing audio. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*
CRN #12228 3 Wednesdays, 3/14-3/28, 6-9 p.m. **MCC Bldg. LRC B142**
 Fee: \$150
 Instructor: Clayton Walnum

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

This comprehensive course in basic video cameras, technology, standards and controls for video production is for individuals, businesses and government agencies who want to become technically proficient and creatively adept with digital video cameras. Through lectures, demonstrations, field exercises, and critiques, this class covers the introduction to digital cinematography, video technology and the creative use of the video camera. This class sets up interviews, covers scenes, works with continuity, and shoots B-roll footage. Image quality, composition, camera moves and basic visual storytelling techniques are explored. There is no prerequisite.
CRN #12351 2 Fridays, 4/20-4/27, 9 a.m.-4 p.m. **MCC Bldg. LRC B115**
 Fee: \$225
 Instructor: Andrew Gernhard

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

Students will be introduced to video editing using Final Cut Pro software. This hands-on course introduces students to the basic interface of Final Cut Pro. Students learn to perform basic editing functions while being familiarized with the user interface. Topics include basic setup, adjusting and customizing preferences and settings, capturing video and audio, editing and trimming techniques, audio editing, titles, finishing, and final output. This class is designed for individuals, businesses and governmental agencies looking to edit professional quality video using Final Cut Pro and for those who prefer interactive instruction. Prerequisite: *Basic Mac, keyboard and mouse skills.*
CRN #12352 3 Saturdays, 5/5-5/19, 9 a.m.-4 p.m. **MCC Bldg. LRC B207** Fee: \$295
 Instructor: Andrew Gernhard



NEW How to Make 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 effect 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 the instructor at the beginning of class.

CRN #12419 1 Saturday, 4/14, 10 a.m.-2 p.m. **MCC Bldg. Lowe L293 (South Kitchen), meet at Culinary Arts Center** Fee: \$60

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.

Croissants: Traditional, Chocolate, and Almond-Filled

Absence may make the heart grow fonder, as the old cliché goes, but a tasty croissant may be the most effective way to capture the hearts of your loved ones on Valentine’s Day. For a simple but elegant breakfast or brunch, serve croissants hot from the oven with your favorite jam, fruit and *cafe au lait*. Croissants begin with simple yeast dough, and then butter is added through a process of rolling and folding to create hundreds of melt-in-your-mouth layers. A chocolate filling can be added to create Pain au Chocolate, or perhaps you’d prefer a delicious almond filling. For your convenience, croissants can be started, formed and frozen, and then baked just before serving. Please bring a rolling pin, medium-sized bowl, two cotton dish towels, a sharp knife, and containers for leftovers to class. Materials fee: \$9, payable to instructor at beginning of class.

CRN #11802 1 Saturday, 2/11, 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.



NEW Deli Breads and Rolls

Why drive to the deli to buy the bread and rolls you crave when you can make them at home? We will bake and enjoy Onion-Filled Rolls (the kind like Ratner’s in NYC), Hard Rolls (perfect for sandwiches), Pumpernickel Bread, and Rye Breads and Rolls (hardy flavor and fun to make. Students should bring a medium-sized bowl, two cotton dish towels, and sponges to class. Materials fee: \$8, payable to instructor at beginning of class.

CRN #12170 1 Saturday, 3/24, 12:30-4 p.m. **MCC Bldg. GPA GP213** Fee: \$55

Instructor: *Dorothy (Dory) Alderman*

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.

Cool Desserts

Keep yourself and your kitchen cool by creating desserts that wait in your refrigerator or freezer. Many of the desserts require no baking at all, and others can be baked in advance, assembled, and frozen until ready to serve. All are refreshing and delectable to eat. We will make and share: lime soufflé (a company favorite), lemon freeze (satisfying but low in calories), lemon-filled brownie sundae (a winning combination), white chocolate mousse, and watermelon-raspberry slush (served in a tall glass). Students should bring sponges, dishtowels and pot holders to class. Materials fee: \$12, payable to instructor at beginning of class.

CRN #12173 1 Saturday, 4/21, 12:30-4 p.m. **MCC Bldg. GPA GP213** Fee: \$55

Instructor: *Dorothy (Dory) Alderman*

NEW Cupcakes for Valentine’s Day

Learn basic cupcake recipes, as well as cake decorating, while preparing a variety of cupcakes, with a focus on chocolate—chocolate ganache, chocolate mug, chocolate sunflower, and chocolate mousse—perfect for Valentine’s Day. This course is ideal for both beginners and students with some baking experience. Materials fee: \$20, payable to instructor at the beginning of class.

CRN #12051 1 Saturday, 2/4, 10 a.m.-1 p.m. **MCC Bldg. Lowe L293 (South Kitchen), meet in the Culinary Arts Center** 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.

Incredible Edible Bouquets

You can pay up to \$100 for fancy edible arrangements, but you can make your own for less than \$25. Learn to make five different styles, using fruits and vegetables, and take home a complete, large centerpiece, including chocolate-dipped pineapples—perfect and just in time for Easter/Passover! A list of suggested fruits to bring to class will be sent prior to the start date. Materials fee: \$10, for use of supplies and chocolate, payable to the instructor at the beginning of class.

CRN #12416 1 Saturday, 3/31, 10 a.m.-1 p.m. **MCC Bldg. GPA GP213** Fee: \$55

Instructor: *Karen Sladyk*

NEW Candy and Cupcake Wreath

Perfect for Mother’s Day or Graduation! We will decorate a large cupcake wreath with spring flowers. The cupcakes will be frosted in class with white or dark chocolate ganache, then topped with molded, painted candy, which we will also make in class. Students will bake their own cupcakes at home (the afternoon session allows for students to bake the morning of the class, if they wish), but will complete the wreath in class. **The instructor will contact each student before the start of class to decide on a sugar or sugar-free wreath.** Materials fee: \$15 (or \$20, if baking sugar-free), payable to the instructor at the beginning of class.

CRN #12417 1 Saturday, 5/12, 1-4 p.m. **MCC Bldg. GPA GP213** Fee: \$55

Instructor: *Karen Sladyk*

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

Cuisine

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 ... cannolis with homemade cannoli cream. Students may bring a bottle of wine to share and complement the dinner. Please note: you must be at least 21 years of age to bring and drink wine. Materials fee: \$12, payable to instructor at the beginning of class.

CRN #12420 1 Wednesday, 4/25, 6-9 p.m. **MCC Bldg. GPA GP213** Fee: \$50

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

Buon Appetito: Prepare Your Own Italian Dinner Party

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

NEW Eggplant Parmesan

We'll begin with an appetizer of assorted Italian cheeses and *salumi* (Italian salami), then Focaccia with Carmelized Onions for a first course, followed by Eggplant Parmesan, a mouthwatering blend of crispy coating, smooth texture, creamy parmesan, and tangy sauce. For dessert, we'll make Tiramisu Cake, a decadent dessert with espresso-soaked cake, layered with creamy, sweetened mascarpone cheese and topped with chocolate curls. Materials fee: \$12, payable to instructor at the beginning of class.

CRN #12174 1 Wednesday, 5/2, 6-9 p.m. **MCC Bldg. GPA GP213**

Fee: \$50

Instructor: *Rebecca Brown*

NEW Pappardelle with Bolognese Sauce

For the appetizer: Two Crostini Pate, a toasted Italian bread, topped with two favorite Italian pates, black olive and cannellini (white bean). Our first course will be Tomato Basil Tart, a delightful tart filled with the perfect combination of tomato and basil, followed by delicate, handmade *pappardelle* (broad cut noodles) pasta, served with a rich, meaty Bolognese sauce. For dessert, we'll make Lemon Ricotta Cake—the sweet and tangy taste of lemon, blended with the creamy texture of ricotta and wrapped in a parcel of cake. Materials fee: \$12, payable to instructor at the beginning of class.

CRN #12176 1 Wednesday, 5/16, 6-9 p.m. **MCC Bldg. GPA GP213**

Fee: \$50

Instructor: *Rebecca Brown*

NEW Gnocchi with Quattro Formaggio

For the appetizer: Crostini, a toasted Italian bread, topped with fresh, creamy ricotta cheese and sweet honey. Our first course will be Caprese Salad (mozzarella, tomatoes and basil), and for the second course, Gnocchi with *Quattro Formaggio* (four cheeses), delicate, handmade potato gnocchi with a delicious blend of four Italian cheeses. For dessert, we'll make *Crespelle* (Italian crepes) with Strawberries and Mascarpone, drizzled with sweet and tangy Balsamic reduction. Materials fee: \$12, payable to instructor at the beginning of class.

CRN #12175 1 Wednesday, 5/9, 6-9 p.m. **MCC Bldg. GPA GP213**

Fee: \$50

Instructor: *Rebecca Brown*

NEW Butternut Squash Ravioli

For the appetizer: an Antipasto Platter, including such delectable items as olives, sun-dried tomatoes, artichokes, prosciutto, grapes, apricots, and cheese. The first course will feature *Pasta e Fagioli*, a flavorful combination of two of the most popular ingredients in Italy: pasta and beans. For the second course, we'll make delicate, handmade ravioli, stuffed with spiced butternut squash and served with a smooth and savory butter and sage sauce. For dessert: Zabaglione, a sweet and creamy custard with the subtle flavor of sweet Marsala wine, poured over fresh fruit. Materials fee: \$12, payable to instructor at the beginning of class.

CRN #12177 1 Wednesday, 5/23, 6-9 p.m. **MCC Bldg. GPA GP213**

Fee: \$50

Instructor: *Rebecca Brown*

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 #12270 1 Friday, 2/24, 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 Afghani-Style, Thai Vegetable Curry, Coconut Curry Biscuits, and more. Materials fee: \$12, payable to instructor at the beginning of class.

CRN #12272 1 Friday, 3/9, 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 Duxelles, Hazelnut and Squash fillings. Sauces will showcase Cherry Tomatoes with Garlic, Spinach Raisins and Herbs, Spinach Pecan Pesto, and a recipe for Orange Sesame Noodles. Materials fee: \$12, payable to instructor at the beginning of class.

CRN #12273 1 Friday, 3/30, 6:30-8:30 p.m. **MCC Bldg. Lowe L293**

(South Kitchen), meet at Culinary Arts Center Fee: \$55

Instructor: Ken Bergeron



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 #12274 1 Friday, 4/13, 6:30-8:30 p.m. **MCC Bldg. Lowe L293**

(South Kitchen), meet at Culinary Arts Center Fee: \$55

Instructor: Ken Bergeron

Learn to Prepare Mushrooms with a Fun Guy

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

CRN #12275 1 Friday, 4/27, 6:30-8:30 p.m. **MCC Bldg. Lowe L293**

(South Kitchen), meet at Culinary Arts Center Fee: \$55

Instructor: Ken Bergeron

Chilled Grain Salads

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

CRN #12276 1 Friday, 5/11, 6:30-8:30 p.m. **MCC Bldg. Lowe L293**

(South Kitchen), meet at Culinary Arts Center Fee: \$55

Instructor: Ken Bergeron

**Never Get to Spend Time with Your Friends
or Make New Friends?
A Course is a Great Experience to Share!**

Tangy Sourdough Bread

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

CRN #12401 2 sessions, Friday, 5/18, 6-8 p.m. & Saturday, 5/19,

10 a.m.-2 p.m. **MCC Bldg. Lowe L293 (South Kitchen), meet at**

Culinary Arts Center Fee: \$120

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



NEW Is a Halogen Convection Cooker Right for You?

One would think from the TV "Infomercials" that cooking with Halogen light is a brand new technology. Not so. These devices have been used overseas for two decades. They are a cost-effective way to prepare healthy (reduced-fat) meals for people who live alone, "empty nesters," or for busy households. These convection cookers are easy to use, easy to clean, and do an effective job of cooking small meals, especially meat and fish. Come and see a demonstration of what these cookers can do—and cannot do—and then decide if halogen convection is right for you. We will cook chicken, pork fillets, vegetables, bake a loaf of bread, and heat up frozen French fries. Materials fee: \$10, payable to instructor at the beginning of class.

CRN #12059 1 Saturday, 2/25, 10 a.m.-2 p.m. **MCC Bldg. Lowe L293**

(South Kitchen), meet at Culinary Arts Center Fee: \$65

Instructor: John Gibson

Learn to Bake Like a Pro: Understand the Process of Making Great Breads and Pastries

So you've been baking great breads, pies and cakes for years—mostly good, some spectacular, and a few duds. But have you ever wondered about what goes on inside your mixer, proofer, or oven? Why are there four kinds of yeast? Two kinds of baking powder? Which do you use and when? Why do millers formulate two dozen different flours? Which one is best for what? Do you know why your spectacular products came out so good? Or why the duds didn't? There is hard science behind the process of baking. By educating yourself to the science of baking, you can become an even better baker! *Please note: this is a lecture class only, not a cooking demonstration.* Recommended text: Understanding Baking: The Art and Science of Baking, Amendola & Rees.

CRN #12400 1 Saturday, 4/21, 10 a.m.-1 p.m. **MCC Bldg. AST C209**

Fee: \$50

Instructor: John Gibson

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

Cuisine



NEW Cabernet Sauvignons and Chardonnay: The King and Queen of World Wines

The world's two most popular wines, Cabernet Sauvignon reds and Chardonnay whites, from worldwide premium producers, will be featured in this special session. Six Cabernets and six Chardonnays will challenge your palates and reward your taste buds with outstanding flavors and complexities, and will be judged blind by the class, with the labels revealed afterward. Whether a beginning wine enthusiast or experienced imbibor, you will enjoy this educational and satisfying session. Please bring tasty finger foods to munch on, and we'll supply the wine glasses and some door prizes. **You must be at least 21 years of age to enroll in the class; IDs will be checked in class. Please register early, as enrollment is limited.** Materials fee: \$20, payable to instructor at the beginning of class.

CRN #12333 1 Friday, 3/30, 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.

Recession Wines: Cheap, Cheap, Cheap

We will taste 12 wines that retail for \$6 or less, several of which have also won medals or score 80+ in international competition. You'll be amazed with the selection and varieties of these "super-valued" wines. Please bring finger foods, fruit, or cheese to munch on; wine glasses are provided. **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: \$10, payable to the instructor at the beginning of class.

CRN #12418 1 Friday, 4/20, 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.

Recession Wines: Not Quite So Cheap

In our next stage of price shopping quality wines, we will sample terrific wines that retail between \$8-\$12 per bottle. Come join us for a trip around the world and taste some delicious wines that you'll be able to share with family and friends, while keeping well on budget. **You must be at least 21 years of age to enroll in the class; IDs will be checked in class.**

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

CRN #12399 1 Friday, 5/4, 6:30-9:30 p.m. **MCC Bldg. Lowe L294 (Culinary Arts Center)** Fee: \$40

Instructor: Rayona S. Hobbs

Culture & History



NEW Connecticut Spring Town Meeting: A Dooming National Election Campaign

Could be the sourest and sorriest of Novembers ever! Let us, at least, occupy the home stretch with heads held high. Our country awaits. We'll beseech a variety of guessers and people in the street, lobbyists, and pollsters. Come join our discussions, always filled with fun and frolics in the best tradition of political give-and-take.

CRN #12444 6 Fridays, 4/13-5/18, 11 a.m.-12:30 p.m. **MCC Bldg. AST C209** Fee: \$50

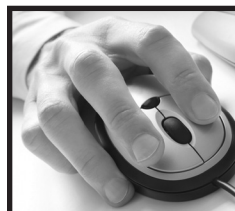
Instructor: Charles F. J. Morse has spent a lifetime lamenting, laughing and languishing in Connecticut's governments and politics. He retired from The Hartford Courant (before Chicago) after a 38-year career observing, reporting, interpreting, and columnizing moments of glory and occasional pratfalls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

NEW 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 #12437 4 Wednesdays, 3/7-3/28, 6-8 p.m. **MCC Bldg. GPA GP139** 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.



Want to take a class online?
See the Online Academy
courses listed on pages 63-70
or visit the website at
www.ed2go.com/manchcc

Culture & History



Instructor Spotlight on...



Barbara King

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

NEW Art Looting during World War II

During World War II, art theft and looting occurred on a massive scale. We will focus on the policies of the Axis countries, primarily Nazi Germany and Japan, who systematically looted occupied territories. In Nazi Germany in particular, the program and policy of art confiscation was as important as military strategy. Near the war's end, the Soviet Union in turn began looting reclaimed and occupied territories. Today the impact of this massive looting is the subject of both ongoing investigations and legal battles, as items appear in the international art market and the questions of ownership have to be researched and answered. Whether your interest is World War II history or art or both, you'll find this course intriguing.

CRN #12455 3 Mondays, 5/7-5/21, 6-8 p.m. **MCC Bldg. GPA GP143**
Fee: \$60

Instructor: **Barbara King**

NEW Bicentennial of the War of 1812

Although it was relatively short, the War of 1812 was a complex war between a very new nation, the United States, and its largest neighbor, the British colony of Canada, and major powers of Napoleonic Europe, who were fighting among themselves. Add to the mix the British impressment of American soldiers on the high seas, regional economic interests in the U.S., naval action on the Great Lakes and the Atlantic coast, Dolly Madison saving valuables from the Executive Mansion, the British burning Washington, the Star Spangled Banner, and the "after-the-fact-but-still-famous" Battle of New Orleans, and you'll realize there was quite a bit going on! We'll sort it all out for you, interpret and analyze what happened and why, and what's important to remember about America's first—and often called "forgotten"—international war, in observation of its bicentennial.

CRN #12454 3 Mondays, 4/9-4/23, 6-8 p.m. **MCC Bldg. GPA GP143**
Fee: \$60

Instructor: **Barbara King**

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 The Connecticut Cavalry in the American Revolution

Want to know more about the lesser known facts of the American Revolution? We will explore how the Connecticut Cavalry, under General George Washington, contributed to our struggle for independence. The class will involve dialogue and a look at the thought-provoking issues of Colonial times that still have relevance for the state today. Artifacts will be brought into the class sessions for hands-on learning.

CRN #12452 4 Thursdays, 4/12-5/3, 7-9 p.m. **MCC Bldg. GPA GP215**
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*, from Saddle Bag Press, and has done consulting for movies and U.S. historic sites.

NEW World War II Remembered: The Generals and the Admirals

We're familiar with the legendary stories of Patton vs. Rommel, but what about the competition within the Allies, such as Patton vs. Eisenhower, or Bradley vs. Montgomery? Then there is MacArthur vs. Halsey, and the German generals vs. Hitler. Come learn about the lives of those who made history and how they changed the outcome of World War II.

CRN #12459 4 Tuesdays, 5/1-5/22, 6:30-8:30 p.m.
MCC Bldg. GPA GP214 Fee: \$65

Instructor: **James Sheldermine** 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.

NEW The Irish Famine

The Irish Famine has been called "Ireland's Holocaust." During the 1840s, a potato blight destroyed the nation's primary food crop and resulted in what has been estimated at between 1 and 1.5 million Irish deaths and another 1 million Irish emigrations, primarily to the United States and Canada. In the process, Ireland's population dropped from 8 million before the famine to 5 million in the years after. This story includes issues of cholera, coffin ships, and the church. It resulted in changes in the country's culture and society. We'll consider the causes of the famine in the setting of an Ireland under British rule, the responses in both Ireland and Great Britain, and the aftermath, both politically and socially, of the Irish diaspora.

CRN #12453 3 Mondays, 3/12-3/26, 6-8 p.m. **MCC Bldg. GPA GP143**
Fee: \$60

Instructor: **Barbara King**

The Celtic World

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

CRN #12397 5 Wednesdays, 2/29-3/28, 7-9 p.m. **MCC Bldg. LRC B208**
Fee: \$99

Instructor: Mary Carchrie earned her M.A. in Early Irish History from University College in Dublin, and has also studied Gaelic and Gaelic song in the Hebrides Island, Cape Breton, and Nova Scotia.

NEW Irish History from 800 A.D. to the Present

People of Irish descent, as well as those who are Irish only on St. Patrick's Day, will enjoy this history of Ireland. We will examine the outside influences that changed the Irish, from insular tribes of cattle raiders to Celtic Tigers, including the arrival of the Vikings, the invasion of the Normans, the domination of the Elizabethans, the importation of Protestant Scots, and all the Fenian uprisings that eventually led to independence and Ireland's entry into the modern world. The course will include discussion, visual aids, and handouts. A suggested reading list will also be provided.

CRN #12398 5 Wednesdays, 4/11-5/9, 7-9 p.m. **MCC Bldg. LRC B208**
Fee: \$99

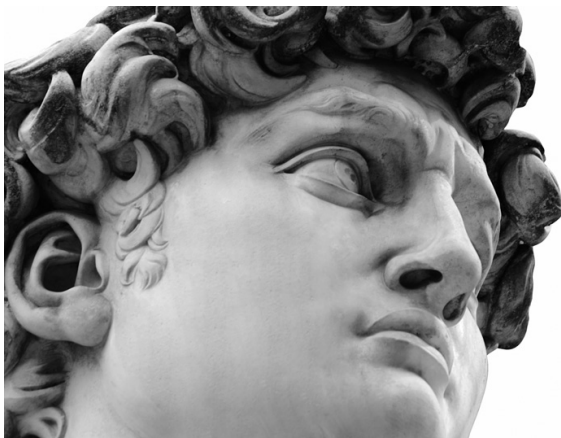
Instructor: Mary Carchrie

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 #12335 1 Friday, 5/18, 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 Battle of Hastings as Depicted on the Bayeux Tapestry

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

CRN #12154 1 Wednesday, 4/25, 7-9 p.m. **MCC Bldg. GPA GP156**
Fee: \$20

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



NEW Understanding the '60s through Pop Culture: Rock 'n' Roll, TV, and Popular Film

Revisit the time of hippies, protesters, and Richard Nixon. We'll study the music, movies, and television shows of the 1960s in order to examine the values of that turbulent decade, while focusing on the messages of rock 'n' roll, folk music, and the music of the civil rights era. We'll view segments of key films from the decade, such as *The Graduate*, *Bonnie and Clyde*, and *Easy Rider*, and consider the presence of hippies and antiwar protesters and how these groups were portrayed in movies and on television. The meaning of the Woodstock music festival, and other festivals, will also be considered.

CRN #12448 6 Mondays, 4/16-5/21, 7-9 p.m. **MCC Bldg. GPA GP126**
Fee: \$120

Instructor: Stephen Armstrong pursued post-graduate studies in history at the University of Connecticut and is Social Studies Department Supervisor for West Hartford Public Schools, as well as an adjunct professor at Central CT State University. He has presented workshops at the Rock 'n' Roll Hall of Fame in Cleveland, OH, and has widely published articles on music and social history.

Dance

For all classes in the Aerobics Studio:

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

NEW 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 footwork, 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 #11956 6 Saturdays, 2/25-3/31, 1:30-2:30 p.m.

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

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

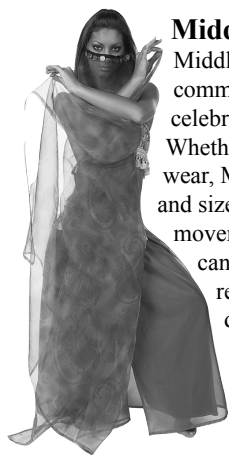
Latin Bachata & Salsa Dance for Beginners

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 #11954 6 Saturdays, 2/25-3/31, 2:45-3:45 p.m.

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

Instructor: **Oswaldo Tirano**



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 #12162 8 Tuesdays, 3/13-5/1, 6:30-8:30 p.m.

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

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

Greek Dancing for Beginners

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

CRN #12268 6 Wednesdays, 4/18-5/23, 6:30-8 p.m.

MCC Bldg. V3 V131 Fee: \$90

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

Ballroom Dancing I

No experience required! Anyone can learn the fox trot, the waltz, and some swing and jitterbug steps in this fun and relaxed course, which is also perfect for engaged couples and their parents—learn to dance for your wedding! Enrollment is limited to 15 pairs of dancers. It is recommended that you register with a partner.

CRN #11813 6 Wednesdays, 1/18-2/22, 6-7:15 p.m.

MCC Bldg. Lowe L155 (Aerobics Studio)

CRN #11814 6 Wednesdays, 4/18-5/23, 6-7:15 p.m.

MCC Bldg. Lowe L155 (Aerobics Studio)

Fee: \$90 (per person)

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

Ballroom Dancing II

Don't stop now! You've learned the basic steps, and you actually started having fun in those last of couple classes of Ballroom Dancing I, didn't you? Well, what better time to improve your skills and learn new dances than now? The basic dances—fox trot, waltz and swing—will be reviewed, and new steps will be taught, depending on the interest and ability of the class. Some Latin dances will also be included, such as the rumba, merengue, and salsa. 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 #11815 6 Wednesdays, 3/7-4/11, 6-7:15 p.m. **MCC Bldg. Lowe L155 (Aerobics 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 #12181 5 Tuesdays, 5/8-6/5, 6-7:15 p.m. **MCC Bldg. Lowe L155 (Aerobics Studio)** Fee: \$75

Instructor: **Beverly Burton**

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 #12464 6 Tuesdays, 2/21-3/27, 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.

NEW 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 #12475 1 Saturday, 3/24, 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."

You May Also Like

- The Alexander Technique on page 13
- Video Production courses on page 29

Attention Theater and Film Professionals

MCC's Credit-Free Programs seeks qualified* new instructors and course proposals for the following topics:

- Directing & Filmmaking
- Playwrighting
- Film & Literature
- Screenplay Writing
- Storyboard Creation
- Voiceovers
- Enrichment Seminars on Renowned Writers, Directors and Actors

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

For more information, please contact Continuing Education at 860-512-2825 and request a Prospective Instructor Packet.

Education

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 #12468 3 Thursdays, 3/15-3/29, 6-9 p.m. **MCC Bldg. LRC B144** Fee: \$150

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

Special Education Topics (SET)

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

CRN #12469 3 Tuesdays, 4/10-4/24, 6-9 p.m. **MCC Bldg. GPA GP214** Fee: \$150

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

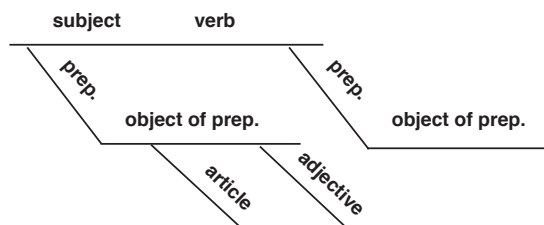


GED CLASSES AT MCC

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

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

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 #12208 6 Mondays, 3/5-4/9, 6-8 p.m. **MCC Bldg. GPA GP214**
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 #12209 6 Mondays, 4/16-5/21, 6-8 p.m. **MCC Bldg. GPA GP214**
Fee: \$110

Instructor: Georgiana Newson

ESL: Conversation, Customs and Culture

Come practice your English in a fun, relaxed and informal setting, while learning about American customs and culture. We will discuss the meaning of idioms and what to do and say in a variety of everyday practical and social situations, such as working, traveling, and celebrating holidays. Practice your communication skills, as you share aspects of your culture with your classmates and explore your common interests. This course is ideal for au pairs who need to fulfill their educational requirements. Students should be at a high beginner to intermediate level of spoken English. The instructor provides handouts. **CRN #12217** 5 Saturdays, 2/25-3/31 (does not meet 3/17), 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.

Pronunciation Practice: Accent Reduction

Do you find it difficult to communicate in English? This course is designed for intermediate to advanced ESL students. The class will concentrate on improving quality, comprehension, and consistency of spoken English. All the sounds in standard American English will be covered. Emphasis will be on the development of intonation, articulation, rhythm, and connected speech. The goal is to overcome communication difficulties and improve one's speech pattern in society. **Students will need to submit six blank CDs to the MCC Library for additional practice material after the instructor hands out the appropriate form at the first class.**

CRN #12169 12 Thursdays, 2/16-5/17 (does not meet 3/22 & 4/5), 7-9 p.m. **MCC Bldg. LRC B209** Fee: \$215

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

Family, Finance & Consumer Issues

Advocate for Your Child with Disability

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

CRN #12460 1 Saturday, 3/31, 9:30 a.m.-12:30 p.m.
MCC Bldg. GPA GP155 Fee: \$75

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

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. A CBA workbook is included with the course fee.

CRN #12408 4 Thursdays, 4/26-5/17, 6-8 p.m. **MCC Bldg. Lowe L142**
Fee: \$40

Instructors: Licensed attorneys with the Connecticut Bar Association

You May Also Like

- Fundamentals of Criminal Justice on page 33

Family, Finance & Consumer Issues



Get to Know Your Car

April is National Car Care Month! 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 #12409 1 Saturday, 4/28, 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.

Mortgages and the Home Buying Process

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

CRN #12412 1 Monday, 4/23, 7-9 p.m. **MCC Bldg. GPA GP136**

Fee: \$20

Instructor: Eric Kincheloe has nearly 13 years of mortgage lending experience. He also has experience in training other mortgage professionals, and is currently a branch partner for a national lender and a Certified Mortgage Planning Specialist.

File or Fling: 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 #12414 1 Wednesday, 3/7, 7-9 p.m. **MCC Bldg. GPA GP126**

Fee: \$20

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

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 #12415 1 Wednesday, 4/18, 7-9 p.m. **MCC Bldg. GPA GP126**

Fee: \$20

Instructor: Jan Johnson

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 #12218 1 Tuesday, 5/8, 3:30-5 p.m. **MCC Bldg. Lowe L142**

Fee: \$10

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

Investment Strategies for Gainful Retirement

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

CRN #12219 1 Tuesday, 5/22, 3-5 p.m. **MCC Bldg. Lowe L142** Fee: \$15

Instructor: Frank Germano

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 #12282 1 Wednesday, 5/2, 6:30-8 p.m. **MCC Bldg. GPA GP156**

Fee: \$15

Instructor: Amy E. Orlando is an attorney with Czepiga Daly Dillman LLC of Newton, 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 #12283 1 Wednesday, 5/9, 6:30-8 p.m. **MCC Bldg. GPA GP156**
Fee: \$15

Instructor: Amy E. Orlando

Understanding Money and Investing

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

CRN #12340 4 Wednesdays, 4/11-5/2, 7-9:30 p.m.

MCC Bldg. GPA GP139 Fee: \$85

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

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

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

CRN #12341 1 Wednesday, 5/9, 7-9:30 p.m. **MCC Bldg. GPA GP139** Fee: \$20

Instructor: Robert Misiolek

Fitness & Recreation

Aerobics Fitness

Come and enjoy a fun "cardio" class with high and low impact moves, strength training, and motivating music. This interval course (alternating cardio and strength exercises) will burn fat, restore energy, and leave you feeling de-stressed. The sessions are challenging but geared toward all levels, and low impact is always an option. You must be at least 16 years old.

CRN #12192 8 Saturdays, 3/24-5/19 (does not meet 4/7), 10-11 a.m.
MCC Bldg. Lowe L155 (Aerobics 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.

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 resistance 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 #12193 8 Saturdays, 3/24-5/19 (does not meet 4/7),
11:15 a.m.-12:15 p.m. **MCC Bldg. Lowe L155 (Aerobics Studio)**
Fee: \$75

Instructor: Holly Pellegrino



NEW Zumba Gold Toning

Zumba® Gold Toning brings the newest format of the hottest fitness craze to beginners, de-conditioned exercisers, active older adults, anyone with physical limitations, and everyone else, proving that Zumba is indeed for everyone! This contagious blend of Latin rhythms, international music, easy-to-follow dance moves, and use of light hand weights provides an exciting, fun and very effective workout. Want to rev up your metabolism, tone your muscles, improve your balance, and end your workout smiling? Want to experience a great workout with low-impact movements and gentle transitions? Don't wait—come join the party! Participants should bring a water bottle, hand towel, and 1-lb. hand weights to class.

CRN #12391 6 Mondays, 3/5-4/9, 6:15-7:15 p.m. **MCC Bldg. Lowe L155 (Aerobics Studio)**

CRN #12392 6 Mondays, 4/16-5/21, 6:15-7:15 p.m. **MCC Bldg. Lowe L155 (Aerobics Studio)**

Fee: \$50

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).

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*, 5th edition, for approximately \$82, please call (888) 330-9487, or visit www.witseducation.com. The textbook should be purchased in advance and reviewed prior to the first class. For the Fitness Center sessions, students must wear appropriate work-out clothes and non-marking athletic shoes. Students should plan for a one-hour lunch break during the Saturday sessions. 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 #11804 9 Saturdays, 1/21-3/24 (does not meet 2/18), 10 a.m.-3 p.m. **MCC Bldg. GPA GP142** (10 a.m.-noon, classroom) & **Lowe L154** (1-3 p.m., Fitness Center; exam session in Fitness Center on 3/24 from 12:30-4:30 p.m.)

CRN #11805 18 sessions, Mondays & Wednesdays, 3/26-5/23, 6:15-8:15 p.m. **MCC Bldg. Lowe L142** (Mondays, classroom) & **Lowe L154** (Wednesdays, Fitness Center; exam session on 5/23 from 6-10 p.m.)

Fee: \$640

Instructor: **World Instructor Training School Staff**

Advertising and Marketing Success for Personal Trainers

Maximize your advertising dollars and ensure your business success by learning the essentials of "scientific advertising." Learn the foundational concepts of advertising and how to apply them to your fitness business. Topics include how to write effective advertising copy, salesmanship, mail order and print advertising, creating headlines, how to develop an effective marketing strategy, and tips for making your business stand out from the rest. The session includes hands-on exercises. To order the required textbook, *Scientific Advertising for the Fitness Professional*, Hopkins & Avilez, for approximately \$25, please call W.I.T.S. toll-free at (888) 330-9487 or order online at: www.witseducation.com. It is recommended that students begin reading the text before the course starts. Please 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 #11884 1 Saturday, 4/14, 9 a.m.-4 p.m. **MCC Bldg. Lowe L142**
Fee: \$99

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

**Never Get to Spend Time with Your Friends
or Make New Friends?
A Course is a Great Experience to Share!**

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.

CRN #11806 1 Wednesday, 5/30, 6:30-9:30 p.m. **MCC Bldg. Lowe L154** (Fitness Center) Fee: \$60

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 three scheduled sections listed below, and in any weekly sequence, in order to fulfill your 16 sessions by the end date. It will be your responsibility to make sure that you are able to adjust your schedule in order to attend 16 sessions. The instructor will monitor each student's weekly attendance.

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

CRN #11881 16 sessions - Choose from any combination of the following schedules:

- Mondays & Wednesdays, 3/26-5/16, 7:30-8:30 p.m.
- Tuesdays & Thursdays, 3/27-5/17 5:30-6:30 p.m.
- Fridays, 3/30-5/25 (does not meet 4/6), 6:30-7:30 p.m.
- Saturdays, 3/31-5/26 (does not meet 4/7), 9-10 a.m.

Fee: \$160

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

NEW 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 16 sessions by the end date. It will be your responsibility to make sure that you are able to adjust your schedule in order to attend 16 sessions. The instructor will monitor each student's weekly attendance. **Classes meet at Malee's School of Tai Chi & Kung Fu, 249 Broad Street, Manchester.**

CRN #12471 16 sessions - Choose from any combination of the following schedules (Note: students must choose from at least two of the following schedules in order to reach 16 sessions):

- Mondays, 3/26-5/21, 5:30-6:30 p.m.
- Tuesdays, 3/27-5/22, 6:30-7:30 p.m.
- Wednesdays, 3/28-5/23, 5:30-6:30 p.m.
- Fridays, 3/30-5/25 (does not meet 4/6), 5:30-6:30 p.m.
- Saturdays, 3/31-5/26 (does not meet 4/7), 11 a.m.-noon

Fee: \$160

Instructor: **Malee Khaw**

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 #12362 8 sessions, Mondays & Wednesdays, 3/12-4/4, 7-8 p.m.

CRN #12363 8 sessions, Tuesdays & Thursdays, 3/13-4/5, 9:30-10:30 a.m.

CRN #12364 8 sessions, Tuesdays & Thursdays, 3/13-4/5, 6-7 p.m.

CRN #12365 8 sessions, Mondays & Wednesdays, 4/9-5/2, 7-8 p.m.

CRN #12367 8 sessions, Tuesdays & Thursdays, 4/10-5/3, 6-7 p.m.

CRN #12368 8 sessions, Mondays & Wednesdays, 5/7-6/4, 7-8 p.m. (does not meet 5/28)

CRN #12369 8 sessions, Tuesdays & Thursdays, 5/8-5/31, 9:30-10:30 a.m.

CRN #12370 8 sessions, Tuesdays & Thursdays, 5/8-5/31, 6-7 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.

Winning at Bridge

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

CRN #12439 6 Thursdays, 4/12-5/17, 9:30-11:30 a.m.

MCC Bldg. Lowe L142 Fee: \$70

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

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 #11791 4 sessions, Mondays & Wednesdays, 3/19-3/28, 7-9:30 p.m. **MCC Bldg. Lowe L240**

CRN #11792 4 sessions, Mondays & Wednesdays, 4/16-4/25, 7-9:30 p.m. **MCC Bldg. Lowe L240**

CRN #11793 4 sessions, Mondays & Wednesdays, 5/14-5/23, 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. Students should bring a lunch and a snack to this Saturday class.

CRN #11794 1 Saturday, 2/25, 8:30 a.m.-4:30 p.m. **MCC Bldg. AST E202**

CRN #11795 1 Saturday, 3/17, 8:30 a.m.-4:30 p.m. **MCC Bldg. AST E202**

CRN #11796 1 Saturday, 4/14, 8:30 a.m.-4:30 p.m. **MCC Bldg. AST E202**

CRN #11797 1 Saturday, 5/5, 8:30 a.m.-4:30 p.m. **MCC Bldg. AST E202**

CRN #11798 1 Saturday, 5/19, 8:30 a.m.-4:30 p.m. **MCC Bldg. AST E202**

Fee: \$85

Instructors: Professional Marine Education staff

Coastal Navigation

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

CRN #11799 1 Saturday, 5/12, 8:30 a.m.-4:30 p.m.

MCC Bldg. Lowe L142 Fee: \$85

Instructors: Professional Marine Education Staff

Fitness & Recreation

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 #12435 5 Tuesdays, 3/6-4/3, 7-9 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.*

Fly Casting

This course is designed for beginning to experienced anglers who want to enhance their fly-casting technique. The focus will be on strengthening basic skills related to accuracy and distance casting in actual fishing situations. An innovative technique will be used for rapid development of these skills and as a means of correcting existing casting faults. In addition to basic skills, the course will cover reach mends, slack line casts, tuck casts, curve casts, roll casts, and double hauling, as well as how to handle sinking lines and deal with wind. Students are encouraged to bring their own equipment. A limited amount of equipment will be available from the instructor. Participants must be at least 16 years of age. For more information, please leave a message for Mike Hiza, coordinator of the fly-fishing series for Continuing Education, at 860-512-2800 or Bill Keister at 860-295-0264.

CRN #12325 5 Thursdays, 5/3-6/7 (does not meet 5/31), 7-9 p.m.
MCC Bldg. GPA GP156 Fee: \$115

Instructor: *Bill Keister, a Federation of Fly Fishers Certified Master Casting instructor, has fished worldwide, from the Kumchatka Peninsula, Alaska, and Chile to Russia, Newfoundland, and Labrador. He is an active member of the Salmon River Anglers Association and the Connecticut Flyer Fishers Association.*

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 #12324 3 Tuesdays, 4/10-4/24, 7-9 p.m. Fee: \$55

Instructor: *For the past 10 years, Bob Hayward has captained an American Pool Players Association Eight-ball team, which has won numerous titles, including the team state championship. He has played with such legends as Willie Mosconi, Steve Mizerak and Irving Crane.*

Baseball and American Society

This course is for both the casual baseball fan and the person who can name the starting lineup for the 1939 Brooklyn Dodgers. We'll study the critical importance that the game has had in American society and how its role has changed in the 20th—and now 21st—century. We'll analyze the connections between baseball and various periods and trends in American history, including immigration, World War II, and what the steroid era tells us about American society. Ever wonder why and how people become baseball fans and what it means to be a Red Sox or Yankees fan? The answers will be found in our discussions. The course will also include many brief film segments from Ken Burns' "Baseball" documentary, as well as segments from a number of feature films made about baseball.

CRN #12443 6 Mondays, 3/5-4/9, 7-9 p.m. **MCC Bldg. GPA GP126**
Fee: \$120

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

Gardening

Become a Professional Gardener

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

CRN #12424 2 sessions, Tuesday & Thursday, 2/21-2/23, 6:30-8:30 p.m.
MCC Bldg. Lowe L142 Fee: \$45

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

**See Campus Map on page 51 for
location of Community Gardens**

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 #12421 1 Tuesday, 2/28, 6:30-9 p.m. **MCC Bldg. GPA GP120**
Fee: \$30

Instructor: *Bettylou Sandy*

Gardening

Prepare Your Lawn, Shrubs, and Flower Garden for Spring

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

CRN #12056 1 Tuesday, 2/7, 6-8:30 p.m. **MCC Bldg. GPA GP120**

Fee: \$30

Instructor: **Bettylou Sandy**

Organic Lawn Care

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

CRN #12075 1 Wednesday, 2/15, 6-9 p.m. **MCC Bldg. GPA GP120**

Fee: \$35

Instructor: **Bettylou Sandy**

Organic Vegetable Gardening

We've all heard that we should buy local, organic produce for our health and economy. How much more local can you get than growing your own food in your own back yard, or even on your own deck! In this course, we will discuss various forms of vegetable gardens, selecting crops for a site, soil and light needs for various fruits and vegetables, and the best time of year to plant each of these. Crop rotation and season extenders will also be included to provide food for you and your family throughout the growing season from April to October. All methods that we discuss will be from an organic perspective. Some gardening experience is preferred. Please note: one of the sessions will be held at MCC's Community Garden, date to be determined in class.

CRN #12425 5 Wednesdays, 2/29-3/28, 6:30-8:30 p.m.

MCC Bldg. V3 V131 Fee: \$105

Instructor: **Bettylou Sandy**

Community Gardening: Getting Started

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

CRN #12427 1 Thursday, 3/1, 6:30-8:30 p.m. **MCC Bldg. GPA GP120**

Fee: \$25

Instructor: **Bettylou Sandy**

Cold Weather Crops and Season Extenders

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

CRN #12432 1 Thursday, 3/8, 6:30-8:30 p.m. **MCC Bldg. GPA GP120**

Fee: \$25

Instructor: **Bettylou Sandy**

Dividing Perennials

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

CRN #12430 1 Saturday, 3/24, 9:30 a.m.-noon

MCC Community Garden Fee: \$30

Instructor: **Bettylou Sandy**

Organic Vegetables in Containers and Small Spaces

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

CRN #12431 1 Tuesday, 4/10, 6:30-8:30 p.m. **MCC Bldg. GPA GP156**

Fee: \$25

Instructor: **Bettylou Sandy**

Attracting Birds and Butterflies

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

CRN #12429 1 Wednesday, 5/9, 6:30-8:30 p.m. **MCC Bldg. GPA GP214**

Fee: \$25

Instructor: **Bettylou Sandy**

Growing Tomatoes

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

CRN #12433 1 Thursday, 5/17, 6:30-8:30 p.m. **MCC Bldg. GPA GP136**

Fee: \$25

Instructor: **Bettylou Sandy**

Pruning Flowering Shrubs and Small Trees

Just as a good haircut takes skill and patience, so does proper pruning! The time of the pruning on shrubs and trees, as well as where to prune, make a noticeable difference in the quality of blossoms and general growth of the plants. We will also discuss tools and techniques to save time and energy and include hands-on demonstrations. All gardener levels are welcome. **This course will be held at MCC's Community Garden, rain or shine; shelter is available, if necessary.**

CRN #12434 1 Saturday, 5/19, 9:30 a.m.-noon

MCC Community Garden Fee: \$30

Instructor: **Bettylou Sandy**



NEW Czech for Travelers

Ahoj! Are you planning to travel to the former Czechoslovakia? Do you have Czech or Slovak origins and want to brush up or learn useful phrases? Do you want to surprise your relatives by learning some Czech? Or do you just have an interest in Slavic languages? This class is for you! Come and discover the beauty of the Czech Republic and its rich language and culture. An English-Czech dictionary is recommended.

CRN #12456 6 Wednesdays, 4/11-5/16, 7-9 p.m. **MCC Bldg. AST C203**
Fee: \$99

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 for elementary schools from the University of J.E. Purkyne in Usti nad Labem in the Czech Republic.

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 #12182 6 Thursdays, 2/23-3/29, 7-9 p.m. **MCC Bldg. V5 V151**
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.

Japanese for Beginners

This introductory course in Japanese is designed for individuals interested in the Japanese language who yearn to travel to Japan for pleasure, educational, or business purposes. You will learn greetings, pronunciation of the syllabic system, and how to write in Japanese, including the writing of Kanji. The course includes such basic topics as numbers, the four seasons, asking simple directions, and the proper use of the telephone. Handouts will be provided. You will also watch some Japanese videos.

CRN #12379 6 Tuesdays, 4/10-5/15, 6-8 p.m. **MCC Bldg. GPA GP143**
Fee: \$120

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

Introduction to Spanish

Learn basic conversational Spanish grammar and vocabulary, including: greetings; formal vs. informal language and when to use each; the alphabet and pronunciation; numbers; telling time; weather expressions; days of the week and months of the year; seasons; travel; and home, food, and family vocabulary. Simple sentence structures will be taught and practiced. The goal of this course is focused more on conversational skills than memorization of grammatical rules. Some aspects of the Spanish culture will also be discussed. An English/Spanish dictionary is recommended. Recommended text: *Curso Primero* (ISBN 1567654762), Wasserman, for approximately \$13.

CRN #12049 6 Wednesdays, 3/7-4/11, 7-9 p.m. **MCC Bldg. GPA GP142**
Fee: \$165

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

French for Beginners

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

CRN #12183 7 Thursdays, 3/1-4/19 (does not meet 4/5), 6-8 p.m.
MCC Bldg. GPA GP214 **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 #12184 7 Thursdays, 4/26-6/14 (does not meet 5/31), 6-8 p.m.
MCC Bldg. GPA GP214 **Fee:** \$160

Instructor: *Marianne Labergerie*



Languages

You May Also Like

- The Italian Renaissance on page 35

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 #12334 8 Fridays, 3/16-5/11 (does not meet 4/6), 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.

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 #12185 7 Tuesdays, 2/28-4/10, 7-9 p.m. **MCC Bldg. GPA GP142**
Fee: \$160

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 #12186 7 Tuesdays, 4/17-6/5 (does not meet 5/1), 7-9 p.m.
MCC Bldg. GPA GP142 Fee: \$160

Instructor: Elizabeth Baumbach

Intermediate German

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

CRN #12237 6 Saturdays, 2/25-3/31, 9-11 a.m. **MCC Bldg. GPA GP139**
Fee: \$140

Instructor: Elizabeth Baumbach

Conversational Polish for Beginners

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

CRN #12211 8 Tuesdays, 3/20-5/8, 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.

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 #12212 8 Thursdays, 3/22-5/17 (does not meet 4/12), 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 #12210 8 Wednesdays, 3/21-5/16 (does not meet 4/11), 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 #11966 6 Wednesdays, 4/25-5/30, 7-9 p.m.
MCC Bldg. GPA GP142 Fee: \$165

Instructor: Carolyn Robins

NEW 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 #12440 12 Thursdays, 3/1-5/24 (does not meet 4/5), 7:30-9 p.m.
MCC Bldg. GPA GP138 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 of Westport, MusicMakers Academy in Manchester, and at the University of Connecticut's Community School of the Arts Division. He taught master classes as a visiting artist for The Volterra Project in Italy in the summer of 2010.

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 #12166 6 Mondays, 4/16-5/21, 7:15-8:15 p.m.
MCC Bldg. GPA GP138 Fee: \$90

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

Harmonica for Beginners

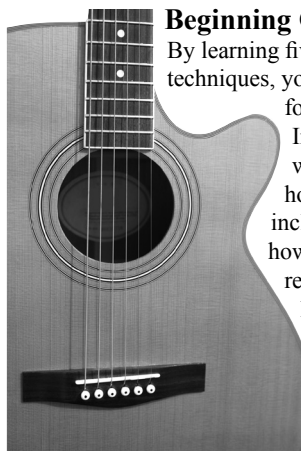
The harmonica is one of the easiest and most rewarding instruments one can play. It comes in different keys, and all blow (and suck) the same way. Students will learn the scale, tongue and lip techniques, some basic music theory, as well as several songs from the instructor's Song Request List, which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

CRN #12165 4 Mondays, 4/30-5/21, 8:30-9:30 p.m.
MCC Bldg. GPA GP138 Fee: \$60

Instructor: Don Donegan

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.



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 #12164 8 Wednesdays, 2/29-4/18,
 7:30-9 p.m.

MCC Bldg. GPA GP138 Fee: \$175
Instructor: Don Donegan

Continue with Beginning Guitar

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

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

CRN #12167 6 Wednesdays, 4/25-5/30, 7:30-9 p.m.
MCC Bldg. GPA GP138 Fee: \$135

Instructor: Don Donegan

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 #12215 6 Mondays, 3/5-4/9, 7-9 p.m. **MCC Bldg. GPA GP139 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 #12216 4 Mondays, 4/16-5/7, 7-9 p.m. **MCC Bldg. GPA GP139 Fee:** \$65

Instructor: James Hammitt

Music

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 #12378 6 Mondays, 3/26-4/30, 7-8:30 p.m.

MCC Bldg. GPA GP142 Fee: \$130

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

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 #12207 6 Saturdays, 2/25-3/31, 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 #12308** 6 Saturdays, 4/14-5/19, 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.*

Introduction to Music Composition

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

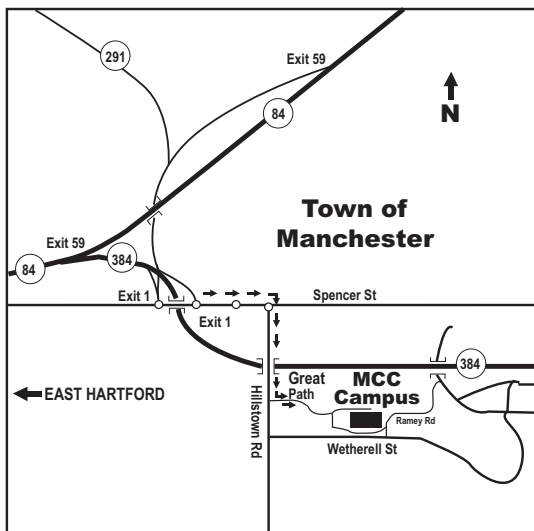
CRN #12372 4 Saturdays, 4/14-5/5, 12:30-3 p.m. **MCC Bldg. V2 V127**
Fee: \$120

Instructor: *David Cutright*

You May Also Like

- Understanding the '60s through Pop Culture: Rock 'n' Roll, TV, and Popular Film on page 35
- The Mishi-Maya-Gat Spoken Word & Music Series on page 62

DIRECTIONS TO MANCHESTER COMMUNITY COLLEGE



From Hartford: From I-84 Eastbound, take exit 59 to I-384. Immediately take exit 1. Turn left onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. *See below **

From Boston: Take I-84 Westbound. Take exit 59 onto I-384. Immediately take exit 1. Turn left onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take first left onto Great Path and proceed to stop sign. *See below **

From Bolton: (I-384 Westbound): Take I-384 Westbound. Take exit 1. Turn right at the light onto Spencer St. Eastbound. Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take first left onto Great Path and proceed to stop sign. *See below **

From Springfield: Take I-91 South. Take exit 35A to I-291 Eastbound, to I-384. Immediately take exit 1. Turn left onto Spencer St. (Eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take first left onto Great Path and proceed to stop sign. *See below **

** Take a left onto Founders Drive North to Lot B or right onto Founders Drive South to Lot C.*



Instructor Spotlight on...



Bob Bloom

For more than 12 years, Bob Bloom performed with Dr. Babatunde Olatunji's renowned drumming and dance company, "Drums of Passion." He teaches hand drumming workshops for professional organizations, including The National Association for Music Education, The Percussive Arts Society, The New England League of

Middle Schools, and The American Music Therapy Association. For more information, please visit the instructor's website: www.drumming-about-you.com.

Drumming Your Music

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

CRN #12380 1 Friday, 4/13, 7-9:30 p.m. **MCC Bldg. V3 V131** Fee: \$35

Instructor: Bob Bloom

NEW Drum Set: Master Class

Expand your drumming repertoire by learning different styles of drumming, new techniques, and skills each week. For week one, Rock and Funk will be covered, with the German grip technique demonstrated; week two: a continuation of Funk, along with Second Line New Orleans drumming, with the French grip technique; week three: introduction to Blues and Reggae, and the Bobby Thompson grip; week four: Latin drumming, with the Moeller technique; and on the final week: Jazz, and how to combine all previously learned techniques. All classes will include different independent exercises, bass drum techniques, and a "drum lick of the week!" Requirements: students must bring a drum pad, sticks, and a manuscript book or note book. Please note: This course is for intermediate to professional levels of skill.

CRN #12373 5 Fridays, 4/20-5/18, 7-8:30 p.m. **MCC Bldg. V3 V131** Fee: \$75

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

Record, Publish and Market Your Music

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

CRN #12377 1 Saturday, 4/14, 9 a.m.-1 p.m. **MCC Bldg. GPA GP139** Fee: \$35

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

Noon Institute

Please Note: You must pre-register for Noon Institute courses.
Refer to registration form on page 74.

NEW Through My Eyes: An Interview with an 18th Century Soldier

Based upon four decades of research from original letters, diaries, and notes written by the people of that time, you will experience a unique view of the thoughts and feelings of 18th century colonists. When Mr. Tarantino puts on the uniform, he assumes the viewpoint of those past eyewitnesses. Sit, listen, and question a voice speaking out of the past, with all of its prejudices and emotions.

CRN #12288 1 Friday, 2/17, 11:30 a.m.-1 p.m. **MCC Bldg. AST E202** Fee: \$5

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*, from Saddle Bag Press, and has done consulting for movies and U.S. historic sites.

NEW Kitchen Gardening, Back to Basics

The end of World War II saw a drop in interest in growing our own food. With the increased transportation and availability of refrigeration, people were happy to let others grow their food and use farm land for housing. Today people are getting back to basics and growing their own food in their own kitchen gardens. Freshly harvested fruits and vegetables not only taste better, they have more nutrients. Learn the basics of growing food in the ground or in containers right at your door!

CRN #12289 1 Friday, 3/2, 11:30 a.m.-1 p.m. **MCC Bldg. AST E202** Fee: \$5

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

Noon Institute

NEW CSI: Manchester

Have you ever wondered what investigators really do at a crime scene? All you CSI fans out there—come satisfy your curiosity! This course will include both instruction in crime scene methodology and practical demonstration, including shoe print and finger print collection using plaster casts and an electrostatic dust print lifter, among other methods. Discussion will focus on the goals and steps of a criminal investigation, the types of evidence sought and found, and the common techniques for gathering such evidence.

CRN #12290 1 Friday, 3/9, 11:30 a.m.-1 p.m. **MCC Bldg. AST E202**
Fee: \$5

Instructor: *Joseph Fairchild, J.D., has been a licensed attorney in private practice since 1989 and a Connecticut Judge of Probate since 1999. He is an instructor of criminal justice at MCC.*

You May Also Like

- Fundamentals of Criminal Justice on page 33

NEW Lessons from the Tuskegee Syphilis Study

It has been described as the most infamous biomedical research study in U.S. history. For 40 years, the U.S. Public Health Service conducted a study of nearly 400 poor black men with syphilis from Macon County, Alabama, who were never told what they had, nor were they ever treated for it, and therefore died of syphilis and its side effects. The study was supposedly conducted to determine from autopsies what the disease does to the human body. The outcry when the study was made public in 1972 included charges of racism, shoddy medical practices, and the gross absence of medical ethics.

CRN #12291 1 Friday, 3/16, 11:30 a.m.-1 p.m. **MCC Bldg. AST E202**
Fee: \$5

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

NEW The Underground Railroad

The Underground Railroad was an informal network of secret routes and safe houses used by 19th-century black slaves from Southern states to escape to Northern states and Canada with the aid of abolitionists and allies who were sympathetic and aided the fugitives. Created in the early 19th century, the Underground Railroad was at its height between 1850 and 1860 and one estimate suggests that by 1850, 100,000 slaves had escaped via the "Railroad" many to British North America, where slavery was prohibited. We'll look at the informal organization of the Railroad, the routes, the destinations, and the "conductors" of the Railroad who made it run. In addition to the human side of the story, we'll examine the impact of the Railroad on the anti-slavery movement and the role the railroad played in the politics which lead to the outbreak of the Civil War.

CRN #12292 1 Friday, 4/20, 11:30 a.m.-1 p.m. **MCC Bldg. AST E202**
Fee: \$5

Instructor: *Barbara King*

NEW Mary Colter, Architect

Mary Colter was an interior designer and architect who worked with the National Park Service and the Santa Fe Railroad to attract the American public to western parks, starting in the 1800s. One of the only females in her profession, and working before architects were even required to be licensed, Colter was known for her frankness and tenacity, as well as her use of indigenous forms to entice Americans on travel adventures. Come explore some of the parks she helped to put on the map. We'll view and discuss the buildings and designs that she created and implemented in her nearly 50-year career.

CRN #12293 1 Friday, 4/27, 11:30 a.m.-1 p.m. **MCC Bldg. AST E202**
Fee: \$5

Instructor: *Ann Bonney is the director of Credit-Free Programs at MCC. She holds a master's degree in family studies from Iowa State University and a bachelor's from Cornell University in human development.*

NEW 16 Minutes to Live: The Sinking of the Lusitania

The British ocean liner RMS Lusitania was renowned for its luxurious accommodations and speed. On May 1, 1915, the ship left port in New York for Liverpool to make her 202nd trip across the Atlantic. On May 7, 1915, Captain William Thomas Turner slowed the Lusitania down because of fog and traveled in a predictable line, increasing the ship's visibility and vulnerability to German U-boats. Come hear the fate of the great ship and how this tragedy brought the U.S. into World War I.

CRN #12294 1 Friday, 5/4, 11:30 a.m.-1 p.m. **MCC Bldg. AST E202**
Fee: \$5

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

NEW Spotlight on Connecticut Lighthouses

Lighthouses have appeal for New Englanders for a variety of reasons—the nostalgia that they evoke; their engineering, architectural and design features; their splendid locations; their symbolism as beacons of safety and security; and their roles in history. Whether you've visited many lighthouses, only a few of them, or even none, you will find this Noon Institute fun and informative. We will focus on the lighthouses of Connecticut, past and present, and their history, structure, and current condition. If you have already visited any of these Connecticut lighthouses, here's a chance learn more about them. If you want to include some lighthouse visits in your summer travels, you'll have lots of information to help you plan.

CRN #12295 1 Friday, 5/18, 11:30 a.m.-1 p.m. **MCC Bldg. AST E202**
Fee: \$5

Instructor: *Barbara King*

Enroll in all 8 Noon Institute courses and take one for FREE!

CRN #12426 8 Fridays, 2/17, 3/2, 3/9, 3/16, 4/20, 4/27, 5/4 & 5/18,
11:30 a.m.-1 p.m. **MCC Bldg. AST E202** Fee: \$35

Digital Camera Introduction

Learn the fundamentals of digital photography using a consumer-model digital camera. All aspects of the digital camera will be discussed, including the lens, viewfinder, focus, aperture, shutter, digital file formats, and image storage. Comparisons of image quality, usage, and price will be done on some popular digital cameras. A portion of the course will also cover working in a photo editing program. We will learn how to import and save photographs, methods of color correction and enhancement, and print sizing and preparing images for print and the web. It is not necessary to own a digital camera, but if you do, please bring it along with your instruction manual. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN #12422 2 Tuesdays, 2/24-3/2, 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.*

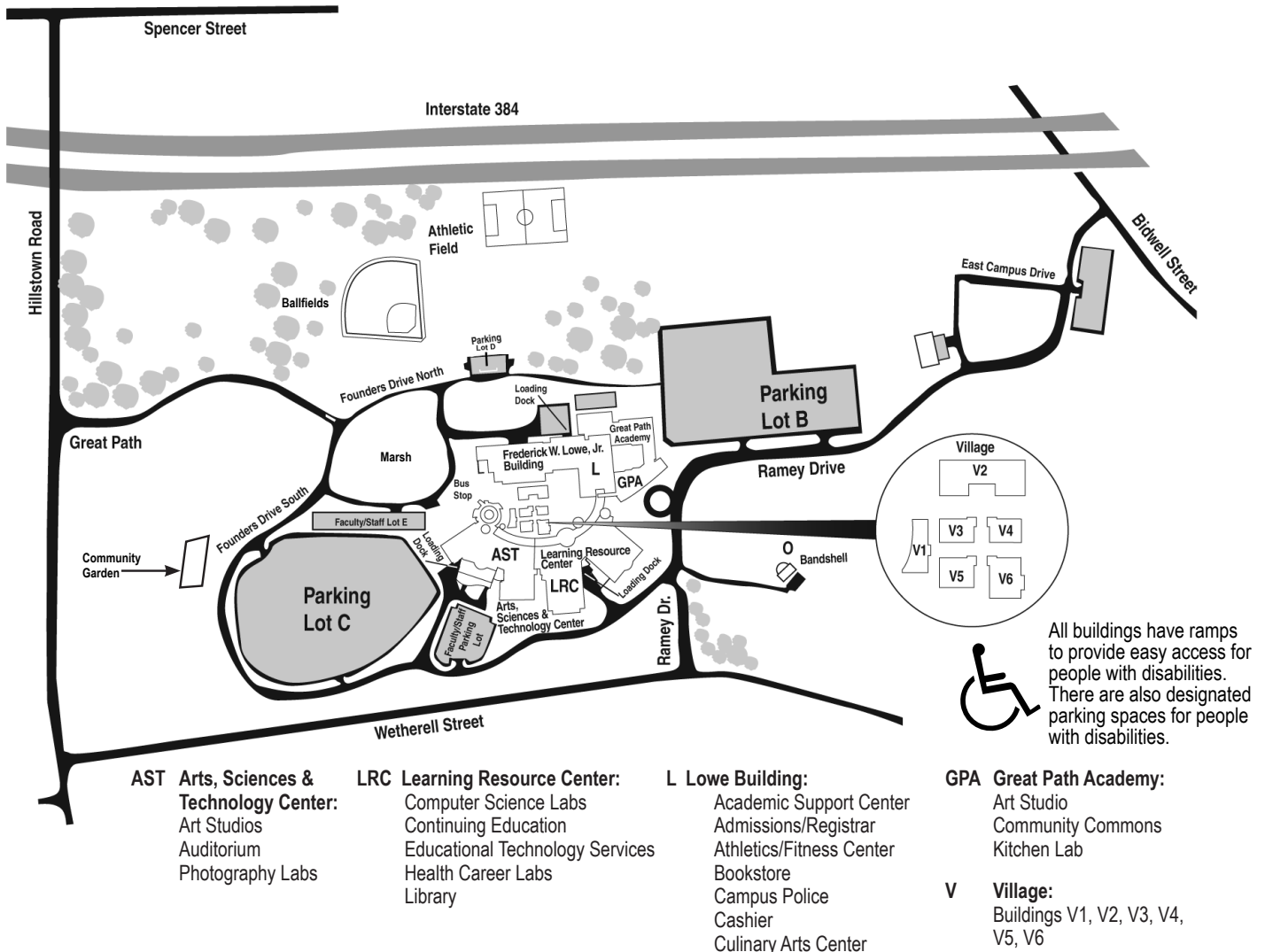
CRN #12428 2 Fridays, 3/9-3/16, 6-9 p.m. **MCC Bldg. LRC B142**

Fee: \$99

Instructor: Richard Hoyer

MCC CAMPUS MAP

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



Photography

ADVANCED TECHNIQUES FOR DIGITAL PHOTOGRAPHY SERIES

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

Instructor: Richard Hoyer

Digital Macro Photography

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

CRN #12360 1 Friday, 4/13, 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 #12447 1 Friday, 4/20, 6-9 p.m. **MCC Bldg. AST D211** Fee: \$50

NEW 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 #12358 1 Friday, 5/11, 6-9 p.m. **MCC Bldg. AST D211** Fee: \$50



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 #12361 2 Fridays, 3/23-3/30, 6-9 p.m. **MCC Bldg. AST D211** Fee: \$99

Instructor: Richard Hoyer

Digital Exposure Techniques

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

CRN #12359 1 Friday, 4/27, 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 #12357 1 Friday, 5/4, 6-9 p.m. **MCC Bldg. AST D211** Fee: \$50

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 #12436 2 Thursdays, 4/5-4/12, 6-9 p.m. **MCC Bldg. LRC B141** Fee: \$95

Instructor: Carmine Filloramo has more than 30 years of experience in the photography business. He has worked as a newspaper photographer and a photographic consultant for Aetna, Inc. in Hartford.

You May Also Like

- Digital Imaging & Design courses on pages 25
 - Online Academy photography courses on pages 63-70
-



Create Your Own Coffee Table Book Using "My Publisher"

"My Publisher" is a free software package that allows you to create a professional coffee table book of any images or documents that can be converted into a JPEG format. Each student should bring 15 to 20 high resolution digital photographs to class (on a CD/DVD or thumb drive) on the subject of their choice and they will learn how to create a hardcover book. The student will also learn how to create a book jacket to fit the created book to give it a very polished professional look. Basic picture processing will be included in this course as it pertains to creating the book. **Students must bring a 512 MB or bigger thumb drive, and 15 to 20 images created from a digital camera or images scanned in at 300 dpi or above.** Prerequisite: *Basic computer knowledge.*

CRN #12450 2 Tuesdays, 4/17-4/24, 6-9 p.m. **MCC Bldg. LRC B141**
Fee: \$99

Instructor: *Carmine Filloramo*

NEW The Art of Photography

Students with a basic understanding of photography will hone their skills, while becoming more proficient with their digital cameras. Students will learn how to better understand light, contrast and the zone system, and the elements of composition, such as how to frame an image and use line, color, texture and pattern to make better photographs. There will be weekly shooting assignments and class critiques of student work. **Students will also be expected to attend two Saturday off-campus field trips on 5/12 and 5/19, locations to be determined in class.**

CRN #12188 8 sessions: 6 Mondays, 4/16-6/4 (does not meet 4/23 & 5/28), 7-9 p.m. **MCC Bldg. GPA GP156** & 2 Saturdays (off-campus field trips), 5/12-5/19, 9-11 a.m. Fee: \$180

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

NEW Advanced Seminar in Contemporary European Photography

We will consider the major movements and photographers working in landscape photography in Europe since the 1970s, including Thomas Ruff, Wolfgang Tillmans, Andreas Gursky, Thomas Struth, Jean Marc Bustamante, Luc Delahaye, Ara Guler, and Josef Koudleka. Each student will be responsible for one presentation on a photographer of their choice and there will be weekly shooting assignments.

CRN #12190 6 Tuesdays, 4/17-6/5 (does not meet 4/24 & 5/22), 7-9 p.m. **MCC Bldg. GPA GP156** Fee: \$135

Instructor: *Mallorie Ostrowitz*

Stock Photography for Fun and Profit

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

CRN #12179 3 Thursdays, 2/23-3/8, 7-9 p.m. **MCC Bldg. GPA GP143**
Fee: \$50

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

The Oddball Portrait

There are countless ways to create or spice up a one-of-a-kind portrait. This course will show you some easy techniques that will help you to design truly off-beat poses. No special equipment is needed, just a rich imagination and a willingness to experiment. Gone will be the days of photographing your subject standing in front of a tree or looking into the camera, smiling and saying, "cheese." Students are encouraged to bring in their digital cameras. The instructor will provide studio strobes and other equipment used in portrait photography, and a model will be hired for the class. **Please note: Students can expect to pay approximately \$10 each for modeling fees, depending on the number of students.**

CRN #12191 3 Thursdays, 3/15-3/29, 7-9 p.m. **MCC Bldg. GPA GP143**
Fee: \$50

Instructor: *Peter Glass*

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 #12180 3 Thursdays, 4/12-4/26, 7-9 p.m. **MCC Bldg. GPA GP143**
Fee: \$50

Instructor: *Peter Glass*

NEW 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 #12187 3 Thursdays, 5/3-5/17, 7-9 p.m. **MCC Bldg. GPA GP143**
Fee: \$50

Instructor: *Peter Glass*

Professional Development



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: Your certificate will be printed with your name as it appears on your registration form. If you choose the Saturday schedule, please bring a lunch. Required texts: Modern Real Estate Practice (ISBN 9781427787903) and CT Real Estate Practice and Law (ISBN 9781427727824), as well as a strongly recommended text, Questions & Answers ... Real Estate Exam (ISBN 9781427767778), available at MCC Bookstore for approximately \$90 (for all three books).

CRN #11807 11 Saturdays, 1/28-4/21 (does not meet 2/18 & 4/7), 8:30 a.m.-2:30 p.m. **MCC Bldg. Lowe L240**

CRN #11808 16 sessions, Tuesdays & Thursdays, 3/6-5/8 (does not meet 3/20, 3/22 & 4/5), 5:30-9:30 p.m. **MCC Bldg. Lowe L240**
Fee: \$485

Instructors: CRN #11807: **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 #11808: **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 9781598441109), Hondros Learning, available at MCC Bookstore, for approximately \$45.

CRN #11809 9 Wednesdays, 2/1-3/28, 6-10 p.m. **MCC Bldg. Lowe L142**
Fee: \$299

Instructor: **Archangelo D'Amato**

Basic Appraisal Principles

This course is required for those seeking an appraiser's license. Appraiser Qualifications Board (AQB) approval has been granted to Hondros Learning. The course is recognized by the Real Estate Commission for those seeking a broker's license. Students will discuss real property concepts and characteristics; legal consideration; leases; environmental, geographic and physical factors; economic principles; and market analysis. Students must attend at least 30 hours and receive a passing grade of 70 or higher to receive a course certificate. Required text: Basic Appraisal Principles (ISBN 9781598440256), Hondros Learning, available at MCC Bookstore, for approximately \$45
CRN #11810 9 Wednesdays, 4/11-6/6, 6-10 p.m. **MCC Bldg. Lowe L142**
Fee: \$299

Instructor: **Archangelo D'Amato**

Real Estate and Appraisal Commissions Licensure Information

All of the real estate courses offered at MCC for licensure and continuing education are recognized by the Real Estate Consortium of CT Community Colleges and have been approved and filed with the State of Connecticut Real Estate Commission and/or the Connecticut Appraisal Commission. All courses meet the minimum requirements as outlined by the State of Connecticut.

Real estate salespersons, brokers and appraisers must fulfill educational requirements to qualify for State of Connecticut mandated exams. The educational requirements for Connecticut are as follows:

Real Estate Salesperson (total of 60 hours)

- Principles and Practices of Real Estate (60 hours)

Real Estate Broker (total of 120 hours)

- Principles and Practices of Real Estate (60 hours)
- Appraisal (30 hours)
- Elective (30 hours)

Appraiser

The Appraiser Qualifications Board (AQB) of the Appraisal Foundation has adopted changes to the Real Property Appraiser Qualification Criteria that became effective on January 1, 2008. These changes include increased required education. For a detailed description of these new requirements, please refer to the following website: www.ct.gov/dcp ... then click "real estate."

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

Professional Development

CONTINUING EDUCATION COURSES APPROVED BY THE CT REAL ESTATE COMMISSION FOR THE 2010-2012 CYCLE

CT Real Estate Agent Fiduciary Duties Review & Law Update

Understand the difference between a client and a customer and identify common law and state licensing law fiduciary duties that are owed to clients. We will discuss actual cases, current topics, and recent state legislation related to the practice of real estate in Connecticut. **This course is approved for three Continuing Education hours by the CT Real Estate Commission, and is a mandatory course for re-licensing.** **CRN #12403** 1 Thursday, 2/23, 9 a.m.-noon MCC Bldg. Lowe L240 Fee: \$60

Instructor: **Andrew G. Pappas**

Basic Title Searching

This course will cover the following topics: reviewing the basics of title searches; securing current owner's information; assessor's records; title research; information available from other governmental offices; tips for grantoring and granteing chains of title; and how to handle special problems, such as foreclosure searching, bankruptcy, probate files, and lien priority. **This course is approved for three Continuing Education hours by the CT Real Estate Commission.**

CRN #12404 1 Thursday, 2/23, 12:30-3:30 p.m.

MCC Bldg. Lowe L240 Fee: \$60

Instructor: **Andrew G. Pappas**

NEW Real Estate Investments

This course will include a discussion of what constitutes a real estate investment and investment value; an overview of possible residential and commercial finances; and an investment analysis.

This course is approved for three Continuing Education hours by the CT Real Estate Commission.

CRN #12405 1 Friday, 2/24, 9 a.m.-noon MCC Bldg. Lowe L240

Fee: \$60

Instructor: **Andrew G. Pappas**

NEW Real Estate Management: Landlord/Tenant Relations

This course will cover rights and responsibilities of landlord and tenants as indicated in the Connecticut State Statutes; a comprehensive review of housing court documentation; and the procedures for evictions. **This course is approved for three Continuing Education hours by the CT Real Estate Commission.**

CRN #12406 1 Friday, 2/24, 12:30-3:30 p.m. MCC Bldg. Lowe L240

Fee: \$60

Instructor: **Andrew G. Pappas**

TAKE ALL FOUR COURSES AND SAVE \$40

CRN #12407 4 sessions, Thursday & Friday, 2/23-2/24, 9 a.m.-noon & 12:30-3:30 p.m. each day MCC Bldg. Lowe L240

Fee: \$200

Instructor: **Andrew G. Pappas**

CAREER OPPORTUNITIES

NEW Solar Photovoltaic (PV) Entry Level Exam Preparation Course

Students will learn the fundamentals of photovoltaic (PV) system design and installation, while preparing for the North American Board of Certified Energy Practitioners (NABCEP) "PV Entry Level Exam." The course curriculum aligns with the learning objective established by NABCEP. Topics include: PV markets and applications; electricity and basic safety; solar energy fundamentals; a hands-on solar workshop; system components; PV system sizing; PV system mechanical and electrical design; performance analysis/troubleshooting; a course review; and test preparation. The exam, for approximately \$95, is not included with the course. The instructor will inform students about exam details. Required text: Photovoltaic Systems (ISBN 9780826913081), 2nd edition, Dunlop, available at MCC Bookstore for approximately \$95. Prerequisites: College freshman-level math, geometry, computer, and reading skills.

CRN #12445 10 Fridays, 2/24-5/4 (does not meet 4/6), 1-6 p.m.

MCC Bldg. LRC B208 Fee: \$650

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.

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 #12375 1 Saturday, 3/17, 9 a.m.-1 p.m. MCC Bldg. GPA GP138

Fee: \$35

Instructor: **David K. Ewen**, M.Ed., has been a business consultant for Boston Voyager, a graphics design company; E.P. TelCo, a telecommunications contractor; Today's Music Review, a promotional designer; and Ewen Prime, Inc., a publishing consultant.



Professional Development



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

Learn to prepare today's most popular drink recipes, such as the Kamikaze and the Cosmopolitan, as well as some of yesterday's classic cocktails. Instruction includes opening and closing duties, product knowledge, garnish cutting, making change, optimizing tips, and health regulations. The S.M.A.R.T. (Server and Manager Alcohol Responsibility Training) certification teaches responsible service of alcohol, with extra emphasis on checking IDs and underage drinking problems, and is recognized by liquor administrators throughout the country, including restaurants, clubs, hotels, and catering companies. Students receive a certificate for bartending and a wallet-sized S.M.A.R.T. certification card upon successful completion of this course. Students must be at least 18 years of age. No real alcohol is used in class instruction. For more information, please visit: www.getsmartct.com. Please bring your lunch. Materials fee: \$35, which includes S.M.A.R.T. booklet and other supplies, payable to instructor at first class.

CRN #12064 2 Saturdays, 4/21-4/28, 8:30 a.m.-4:30 p.m.

MCC Bldg. GPA GP136 Fee: \$195

Instructor: Paul Rich has been a S.M.A.R.T. instructor for MCC and other CT community colleges for the past several years, and has worked in the bartending industry for nearly 15 years.

So, You Want to Be a Professional Organizer!

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

CRN #12423 1 Monday, 4/9, 7-8:30 p.m. **MCC Bldg. GPA GP136 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).

Careers in Biology

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

CRN #12470 1 Tuesday, 3/6, 6-8 p.m. **MCC Bldg. GPA GP214 Fee: \$15**
Instructor: Pauline Lizotte, Ph.D., has taught college biology for nearly 20 years, and since 2007, at MCC. She earned a B.S. in biology education from Central Connecticut State University and her M.S. and Ph.D. in botany from the University of Iowa.

Careers in Public Health

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

CRN #12446 1 Saturday, 4/28, 9 a.m.-1 p.m. **MCC Bldg. GPA GP139 Fee: \$40**

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

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 #12438 2 Wednesdays, 5/16-5/23, 6-8:30 p.m.

MCC Bldg. GPA GP139 Fee: \$60

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

Dress to Impress in Your Interview

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

CRN #11876 1 Saturday, 5/12, 9:30 a.m.-2 p.m. **MCC Bldg. GPA GP137 Fee: \$60**

Instructor: Beverly Salzman, M.B.A., has 20 years of business and executive nonprofit experience in the greater Bridgeport area, managing small human service organizations and grant writing to various State departments, the Federal government, and local foundations. She also teaches similar courses at Housatonic Community College.

Professional Development

JOB SEARCH & CAREER WORKSHOPS

Looking for information and guidance on how to become more competitive in your job search? You are invited to attend the following workshops. **All sessions meet in the Career Services Suite (Lowe L107) and are FREE and open to students, alumni, and the public. Pre-registration, however, is required, using the registration form on page 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 #12241 1 Tuesday, 1/31, 12:30-1:45 p.m.

CRN #12244 1 Tuesday, 2/28, 12:30-1:45 p.m.

Wednesday Afternoon Sessions

CRN #12242 1 Wednesday, 2/1, 12:30-1:45 p.m.

CRN #12245 1 Wednesday, 2/29, 12:30-1:45 p.m.

Thursday Night Sessions

CRN #12243 1 Thursday, 2/2, 6-7:15 p.m.

CRN #12246 1 Thursday, 3/1, 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 #12247 1 Tuesday, 2/7, 12:30-1:45 p.m.

CRN #12250 1 Tuesday, 3/6, 12:30-1:45 p.m.

Wednesday Afternoon Sessions

CRN #12248 1 Wednesday, 2/8, 12:30-1:45 p.m.

CRN #12251 1 Wednesday, 3/7, 12:30-1:45 p.m.

Thursday Night Sessions

CRN #12249 1 Thursday, 2/9, 6-7:15 p.m.

CRN #12252 1 Thursday, 3/8, 6-7:15 p.m.

MCC Bldg. Lowe L107 (Career Services Suite)

Job Search and Cover Letters

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

Tuesday Afternoon Sessions

CRN #12261 1 Tuesday, 2/14, 12:30-1:45 p.m.

CRN #12265 1 Tuesday, 3/13, 12:30-1:45 p.m.

Wednesday Afternoon Sessions

CRN #12262 1 Wednesday, 2/15, 12:30-1:45 p.m.

CRN #12266 1 Wednesday, 3/14, 12:30-1:45 p.m.

Thursday Night Sessions

CRN #12264 1 Thursday, 2/16, 6-7:15 p.m.

CRN #12267 1 Thursday, 3/15, 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 #12253 1 Tuesday, 2/21, 12:30-1:45 p.m.

CRN #12256 1 Tuesday, 3/27, 12:30-1:45 p.m.

Wednesday Afternoon Sessions

CRN #12254 1 Wednesday, 2/22, 12:30-1:45 p.m.

CRN #12257 1 Wednesday, 3/28, 12:30-1:45 p.m.

Thursday Night Sessions

CRN #12255 1 Thursday, 2/23, 6-7:15 p.m.

CRN #12258 1 Thursday, 3/29, 6-7:15 p.m.

MCC Bldg. Lowe L107 (Career Services Suite)

Professional Development

NONPROFIT ORGANIZATIONS

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

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 #11871 1 Saturday, 1/28, 9:30 a.m.-4 p.m. **MCC Bldg. GPA GP137**

CRN #11872 1 Saturday, 4/21, 9:30 a.m.-4 p.m. **MCC Bldg. GPA GP137**

Fee: \$90

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.

NEW Develop a Fundraising Plan for Your Organization

How will you pay your nonprofit bills? What are your funding sources? What mix of revenue streams will you use to provide services? You will learn the components of a fundraising plan, including special events, gifts, corporate contributions, grants, mail solicitations, and bequests. You will also design a mock plan in groups and present to the class, with student critiques. Come learn about the different nonprofit funding sources and how to create an effective plan to bring in those necessary dollars! Please bring your lunch.

CRN #12384 1 Saturday, 4/28, 9:30 a.m.-4 p.m. **MCC Bldg. GPA GP137**

Fee: \$90

Instructor: Beverly Salzman, M.B.A.

You May Also Like

- The Emotional Freedom Technique (EFT) Level 1 Certificate Training on page 14
- Computer Certification courses on page 15
- Personal Trainer National Certification on page 41
- Online Academy Business, Career, and Computer courses on pages 63-70
- STEP and SET courses on page 37

NEW Creating Your Board of Directors

Nonprofit executives will learn how to create a board of directors that will be an asset in moving their agency forward. Learn how to recruit, train and supervise an effective board, and understand the roles and responsibilities of board members. Skills that will be covered include how to define, protect and advance an agency's mission; knowing who the clients are; how to safeguard assets through budget planning and monitoring; procedures for hiring, reviewing, supporting, and removing, if necessary, the executive director; and the criteria of governance. Please bring your lunch.

CRN #12385 1 Saturday, 5/5, 9:30 a.m.-4 p.m. **MCC Bldg. GPA GP137**

Fee: \$90

Instructor: Beverly Salzman, M.B.A.



Volunteer Management

Many volunteer managers come to the position with little or no training or experience. If you have fallen into this job title, do not fret! It is one of the most rewarding positions in human services. Learn how to recruit, retain and reward volunteers of all ages and types; design and deliver volunteer orientation, training, and supervision; develop interview skills; and evaluate and plan programs. We will also discuss specific problems that you have encountered in your work. Preparing volunteer descriptions, developing interview skills, risk management, and supervising difficult volunteers are all included in this one-day course.

CRN #12402 1 Friday, 5/18, 9:30 a.m.-4 p.m. **MCC Bldg. AST C211**

Fee: \$60

Instructor: Mary Carchrie recently retired as the director of the Cape Cod & Island Senior Service Corps after 15 years, during which time she inaugurated the only all-seniors AmeriCorps program in the United States. She has presented workshops for such organizations as the Points of Light Foundation and the Corporation for National and Community Service.

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.

Professional Development

BUSINESS & INDUSTRY

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

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

CRN #12199 1 Tuesday, 4/3, 9 a.m.-4 p.m. **MCC Bldg. LRC B144**

(limited seating) Fee: \$100

Instructor: John Lombardo is certified in project management through the American Management Association. His projects have included infrastructure replacement, Y2K compliance and implementation of new technology.



Forensic Accounting: What You Don't Know Most Certainly CAN Hurt You!

Enron. Worldcom. Bernie Madoff. In the wake of such scandals, organizations have turned to forensic accounting to help them avoid similar fates. This author, educator and forensic accounting expert will introduce students to this critical subject and share some of the methods used to prevent or uncover financial abuses. The instructor will also draw upon his 23 years of experience and share accounts of actual cases, so that

students can connect theory to practice. This course is an eye-opener and can be a life-saver for anyone who handles finances.

CRN #12197 1 Thursday, 4/12, 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.

Spanish for the Workplace I & II

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

CRN #12205 4 Wednesdays, 4/18-5/9, 1-4 p.m. **MCC Bldg. LRC B144**

(limited seating) Fee: \$169

Instructor: Linda Burk, Ph.D., is professor of romance languages at MCC, with a master's in Spanish language and literature and a doctorate in Latin American literature.

Speaking Survival Kit

Learn how to be more confident, prepared and relaxed in all your communications and communicate more effectively in meetings and presentations.

CRN #12203 2 Fridays, 5/4-5/11, 9 a.m.-4 p.m. **MCC Bldg. LRC B144**

(limited seating) Fee: \$169

Instructor: Noreen Reilly brings more than 15 years of business experience to the training arena and has a bachelor's degree in business from Bryant University. She has completed extensive graduate work in psychology and done her own independent studies in cognitive development. She is a member of the National Speaker's Association.

The Successful Manager

Lead with courage in a business world where issues are increasingly complex. Sharpen your managerial talents for creating trust and engaging staff members. Learn to make decisions based on sound judgment. Manage conflict, build relationships and foster collaboration. From coaching people to solving problems—and doing more with less—this class will help both newly promoted and seasoned managers influence others more effectively, build their talent pools, listen, speak with impact, establish plans, drive execution, demonstrate adaptability, and manage change. Instructor provides handouts.

CRN #12201 2 Tuesdays, 3/20-3/27, 9 a.m.-4 p.m.

MCC Bldg. LRC B144 (limited seating) Fee: \$169

Instructor: John Lombardo

Introduction to CNC Programming

This program is designed to develop students' understanding of and capacity to work with Computerized Numerical Control (CNC) equipment. With a prerequisite background in math and in the manufacturing field, students derive data from blueprints and other manufacturing documents to be used in calculation of coordinate data in constructing models for fabrication. Subjects include triangulation, coordinate systems, codes and syntax for CNC programming, data formats and computer/controller protocols, operations, and tooling considerations. Exercises in both mill and lathe programming are included.

Computer Applications	15 Hours.....	\$150
Workplace Communication.....	15 Hours.....	\$150
Safety in the Work Environment.....	15 Hours.....	\$150
Manufacturing Math for Machinists I.....	45 Hours.....	\$450
Manufacturing Math for Machinists II.....	45 Hours.....	\$450
Measurement for Manufacturing I.....	30 Hours.....	\$300
Blueprint Reading I.....	45 Hours.....	\$450
Manufacturing Machining I.....	90 Hours.....	\$750
Introduction to CNC.....	45 Hours.....	\$500

For more information, please contact Ed Dombroski at
edombroski@mcc.commnet.edu or 860-512-2814



Professional Development

BUSINESS & INDUSTRY



Quality Control Inspector Certificate Program



There's **no** room for error in today's high-tech and highly competitive manufacturing environment. That's why, in the world of precision manufacturing, a quality control inspector plays a key role. To prepare students for this in-demand position, Manchester Community College has created a comprehensive program that can be adapted to a student's specific needs. For students with **no** manufacturing experience, this program provides fundamental courses as well as more advanced ones. For students who **do** have a manufacturing background, individual courses within the program may be helpful in addressing knowledge and skill gaps. For employers who choose to have their staff trained in quality control, MCC will conduct a training needs analysis and help identify which courses can best help employees address the company's needs and reach its goals.

Computer Applications	15 Hours.....	\$150
Workplace Communication.....	15 Hours.....	\$150
Safety in the Work Environment	15 Hours.....	\$150
Manufacturing Math for Machinists I	45 Hours.....	\$450
Manufacturing Math for Machinists II	45 Hours.....	\$450
Advanced Manufacturing Math	30 Hours.....	\$300
Measurement for Manufacturing I	30 Hours.....	\$300
Measurement for Manufacturing II	30 Hours.....	\$300
Blueprint Reading I	45 Hours.....	\$450
Blueprint Reading II	30 Hours.....	\$300
GD&T I	15 Hours.....	\$150
GD&T II with QC Application	15 Hours.....	\$150
Introduction to Lean Manufacturing	45 Hours.....	\$466
Introduction to Manufacturing Quality Control	15 Hours.....	\$150
Coordinate Measuring Machine (CMM) Concepts.....	15 Hours.....	\$150
Introduction to Six Sigma.....	15 Hours.....	\$150
Visual Inspection Procedures in Manufacturing	15 Hours.....	\$150
CMM Lab	15 Hours.....	\$150
	450 Hours	\$4,516

For more information, please contact Mick Pigott, MCC Business and Industry Services Representative at 860.512.2815 or 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 #12461 6 Wednesdays, 2/15-4/25 (meets every other week), 3:30-5 p.m. **MCC Bldg. AST C203** Fee: \$20

Instructors: Jana Sime, Math faculty; Kimberly Hamilton-Bobrow, Lois Coleman, Michael DiRaimo, Mariana DiRaimo, and Tanya Millner-Harlee, English faculty; Peter Poulos, Computer Science/Technology faculty; and Negussie Tirfessa, Science faculty.

2/15 - In the Garden of Beasts: Love, Terror, and an American Family in Hitler's Berlin by Erik Larson

Erik Larson brings to life Berlin, Germany during the first years of Hitler's reign through the stories of two people: William E. Dodd, who in 1933 became America's first ambassador to Hitler's Germany, and Dodd's scandalously carefree daughter, Martha. The novel is a "dazzling, addictively readable work that speaks volumes about why the world did not recognize the grave threat posed by Hitler until Europe was awash in blood and terror."

Instructors: Jana Sime and Kimberly Hamilton-Bobrow

2/29 - Middle Passage by Charles Johnson

Charles Johnson is one of America's most important contemporary writers. His novel depicts an extraordinary journey at the same time that it helps illuminate our own "passage." The story is a sea yarn and a meditation, including insights into slavery, travel, tragedy, history, and human motivation.

Instructor: Lois Coleman

3/14 - This Is a Soul: The Mission of Rick Hodes by Marilyn Berger

A great story of an American doctor who went from suburban America to Mother Theresa's clinic in Ethiopia more than two decades ago. He still lives there, helping, saving and providing families for orphaned children.

Instructors: Peter Poulos and Negussie Tirfessa

3/28 - Turn of Mind by Alice LaPlante

This work is a poignant and terrifying novel about Dr. Jennifer White, a 64-year-old retired surgeon, who is afflicted with Alzheimer's disease. When her neighbor and friend is found murdered and Dr. White becomes a suspect, the suspense increases. LaPlante has managed to bring the reader into the mind of someone with a deteriorating mental disorder in a way that will resonate long after the book is finished.

Instructor: Mariana DiRaimo

4/11 - A High Wind in Jamaica by Richard Hughes

Written in 1929, this tale of pirates and adventure has been voted as one of the best novels of the 20th century. Young children are captured on the high seas during a hurricane and put into service on a pirate vessel. The deeds they commit and the memory of their actions provide the novel's major tension. This is a beautifully written and honest portrayal of what humans are capable of doing—both good and bad—while under duress.

Instructor: Michael DiRaimo

4/25 - Things Fall Apart by Chinua Achebe

This novel tells "two intertwining stories, both centering on Okonkwo, a 'strong man' of an Ibo village in Nigeria. These perfectly harmonized twin dramas are informed by an awareness capable of encompassing at once the life of nature, human history, and the mysterious compulsions of the soul."

Instructor: Tanya Millner-Harlee

NEW Writing Fiction

Those interested in fiction writing will learn how to generate ideas, select a tone, open a story, create dramatic tension, and provide a satisfying conclusion. Students will examine several selections of classic fiction, including works by Edgar Allan Poe, Ernest Hemingway, and Kate Chopin, but will primarily work on producing their own pieces. Students will also critique each other's work in class.

CRN #12278 5 Thursdays, 2/16-3/15, 6-8 p.m. **MCC Bldg. GPA GP156** Fee: \$85

Instructor: Steven Torres, Ph.D. from the CUNY Graduate School and University Center, has published seven novels, including The Concrete Maze, as well as two dozen short stories. He is on the English faculty at MCC.

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.

Seeing and Writing: A Poet's Art

Is a picture worth a thousand words? The poet can paint the picture in less! Poets writing about art, a.k.a. *ekphrasis*, create a story beyond what the eye can see. Anyone interested in the arts, especially the visual arts and creative writing, will find this course invaluable. The sessions will be conducted as a writing workshop, focusing on the craft of poetry and on the use of metaphor and simile to reinterpret artwork. The course meets every other week to allow students time to visit a museum or gallery or pursue some other art research in order to generate new ekphrastic poems. Your poems will be published in an anthology of student work. Materials fee: \$5, payable to the instructor, for publication costs.

CRN #12307 4 Saturdays, 3/31-5/12 (meets every other Saturday), 9:30 a.m.-noon **MCC Bldg. GPA GP138** Fee: \$115

Instructor: Patricia Mottola earned both an M.S. in art education and an M.F.A. in creative writing from Southern Connecticut State University. Her work has been published in War, Literature & the Arts, Connecticut Review, Caduceus, and San Pedro River Review, among others, and she edits the Connecticut River Review. In 2011, she received the Leslie Leeds Poetry Prize for her ekphrastic poem, "Room in New York, 1932."

Writing, Publishing & Literature

Minding the Muse: The Practice of Poetry

This is designed for poets who have taken few, if any, poetry writing workshops. Focus will be on the inspiration and commitment necessary to call oneself a poet. Writers write, and for each class, we will begin with a poetry writing exercise, designed to spark your creativity. Each week participants will bring with them their revised work from the week before. The last part of each session will be set aside for out-loud presentation, along with critique and support.

CRN #12411 4 Tuesdays, 5/1-5/22, 6:30-8 p.m. **MCC Bldg. GPA GP136**
Fee: \$60

Instructor: *Elizabeth Thomas* is the author of *From the Front of the Classroom*, a collection of poems on learning and teaching, 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.

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 #12374 1 Saturday, 3/10, 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.

Writing and Illustrating Children's Books

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

CRN #12168 6 Tuesdays, 2/28-4/3, 6-8 p.m. **MCC Bldg. GPA GP143**
Fee: \$195

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

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6th Season!

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3rd Thursday of each month during the school year.

Hosted by Stephen Campiglio

FREE AND OPEN TO THE PUBLIC

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January 19

7 PM – Black Cadillac, an acoustic roots trio made up of three professors at Manchester Community College: **Andrew Paterna**, guitar and vocals; **Grace Talaga**, vocals and percussion; and **Patrick Sullivan**, guitar and vocals.

8 PM – A Celebration of Adastra Press, a literary letterpress in Easthampton, MA, with **Gary Metras**, editor and publisher of Adastra Press and author *Two Bloods*, which won the Split Oak Press Poetry Award in 2010; and **Jim Beschta**, poetry instructor at Worcester Art Museum's adult education program and author of Adastra Press' 2010 title *North from Yaounde*.

February 16 - TBA

March 15

7 PM – Lisa C. Taylor and **Geraldine Mills**, a special joint-reading by co-authors of a U.S./Ireland poetry exchange and collaboration, *The Other Side of Longing*

8 PM – Jazz with the **Norman Johnson Trio**, featuring **Johnson**, guitar; **Don Wallace**, bass; and very special guest, **Dianne Mower**, vocals

April 19

National Poetry Month event – details forthcoming!

May 17

7 PM – Ellen Doré Watson, author of *Dogged Hearts* and director of the Poetry Center at Smith College, and **D.M. Gordon**, author of *Nightly*, at the *Institute of the Possible* and *Fourth World*

8 PM – Music - TBA

This project is funded by MCC Foundation Annual Fund



Welcome to Online Learning!

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive.

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

Requirements:

All courses require:

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

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

www.ed2go.com/manchcc

How to Get Started:

Successful enrollment is achieved by following these three simple steps:

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

January 18
February 15
March 21
April 18
May 16

ACCOUNTING

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more. \$120

CRN #11478

Accounting Fundamentals II

Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor. \$120

CRN #11479

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Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be! \$120

CRN #11498

BUSINESS ADMINISTRATION & MANAGEMENT

Administrative Assistant Fundamentals

Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries. \$120

CRN #11476

Administrative Assistant Applications

Gain the skills and knowledge you'll need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant. \$120

CRN #11475

NEW Mastering Public Speaking

Learn the secrets of effective public speaking and small group communication. \$120

CRN #12298

Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts. \$120

CRN #11492

Fundamentals of Supervision and Management II

Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills. \$120

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Going Green at the Workplace

Learn cost-effective ways to position your business as a responsible environmental leader in a world of green consumers and carbon-conscious regulators. \$120

CRN #11690

Building Teams that Work

Learn the secrets of dynamic team building. \$120

CRN #11517

Understanding the Human Resources Function

Learn to handle basic human resource functions to ensure the best possible results. \$120

CRN #11766

Managing Customer Service

Become indispensable to any organization by understanding how to identify and meet customer needs. \$120

CRN #11489

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Learn powerful customer helpdesk skills that will enable you to resolve issues quickly and effectively. \$120

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Introduction to Business Analysis

Learn powerful techniques to improve your decision-making skills at work. \$120

CRN #11760

Mastery of Business Fundamentals

Acquire practical experience in strategic planning, management, and finance without enrolling in an M.B.A. program. \$120

CRN #11493

Distribution and Logistics Management

Learn how to improve your company's distribution and logistics management activities, increase customer satisfaction, and improve operational throughput. \$120

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Manufacturing Fundamentals

Learn the basic skills required to work in the manufacturing field. \$120

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Online Academy

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Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing. \$120

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Gain the skills you'll need to succeed in the fast-growing field of project management. \$120

CRN #11484

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Experienced project manager teaches you tricks of the project management trade. \$120

CRN #11482

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Improve your company's bottom line by mastering the fundamentals of purchasing. \$120

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Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations. \$120

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Learn the basics of total quality management. \$120

CRN #11497

Six Sigma: Total Quality Applications

Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality. \$120

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Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success. \$120

CRN #11759

Start and Operate Your Own Home-Based Business

An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss. \$120

CRN #11768

Start Your Own Small Business

Stop dreaming and learn how to start your own successful small business. \$120

CRN #11771

Start Your Own Arts and Crafts Business

Learn how to start your own arts and crafts business from a professional artist. \$120

CRN #11769

Start Your Own Gift Basket Business

Express your creativity in a fun and profitable way, by starting a home-based business as a gift basket designer. \$120

CRN #11770

Start a Pet Sitting Business

Discover how to translate your love of animals into a fun and profitable career. \$120

CRN #11767

Learn to Buy and Sell on eBay

Auction pros teach you how to work from home or earn extra income by buying and selling goods online. \$120

CRN #11572

Growing Plants for Fun and Profit

An industry professional teaches you everything you need to prosper in the backyard nursery business. \$120

CRN #11721

Get Paid to Travel

Learn everything you need to start your new and exciting career as a professional tour director. \$120

CRN #11775

Start Your Own Consulting Practice

Find out how you can earn income by sharing your training or knowledge with others. \$120

CRN #11772

Secrets of the Caterer

Learn cooking and business secrets from a professional caterer. \$120

CRN #11720

Wow, What a Great Event!

Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner. \$120

CRN #11477

CAREER DEVELOPMENT

Résumé Writing Workshop

Discover the secret to transforming your tired, boring résumé into a powerful tool that will get you interviews. \$120

CRN #11754

Twelve Steps to a Successful Job Search

World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy. \$120

CRN #11755

Get Assertive!

Find out how you can stop others from intimidating you or treating you poorly. \$120

CRN #11740

Leadership

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

CRN #11753

Listen to Your Heart and Success Will Follow

Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents. \$120

CRN #11743

Individual Excellence: Secrets of Career Success

Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity. \$120

CRN #11491

Achieving Success with Difficult People

Learn how to have more successful relationships with difficult bosses, coworkers, students, neighbors, or relatives. \$120

CRN #11514

Merrill Ream Speed Reading

Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension. \$120

CRN #11682

COMPUTERS

Basic Computer Literacy

(\$120 per class)

Keyboarding

CRN #11531

Navigating the Internet

CRN #11570

NEW Introduction to Windows 7
CRN #11563

Introduction to Windows Vista

CRN #11564

Introduction to Windows XP

CRN #11565

Intermediate Windows Vista

CRN #11566

Introduction to Linux

CRN #11582

Computer Skills for the Workplace

CRN #11532

Computer Applications

(\$120 per class)

What's New in Microsoft Office 2007?

CRN #11567

Introduction to Microsoft Word 2010

CRN #11538

Introduction to Microsoft Word 2007

CRN #11537

Introduction to Microsoft Word 2003
CRN #11536

Intermediate Microsoft Word 2010
CRN #11541

Intermediate Microsoft Word 2007
CRN #11540

Intermediate Microsoft Word 2003
CRN #11539

Advanced Microsoft Word 2003
CRN #11542

Introduction to Microsoft Excel 2010
CRN #11552

Introduction to Microsoft Excel 2007
CRN #11551

Introduction to Microsoft Excel 2003
CRN #11550

NEW Intermediate Microsoft Excel 2010
CRN #12300

Intermediate Microsoft Excel 2007
CRN #11558

Intermediate Microsoft Excel 2003
CRN #11557

Advanced Microsoft Excel 2007
CRN #11554

Advanced Microsoft Excel 2003
CRN #11553

Introduction to Microsoft Access 2007
CRN #11556

Introduction to Microsoft Access 2003
CRN #11555

Intermediate Microsoft Access 2007
CRN #11560

Intermediate Microsoft Access 2003
CRN #11559

NEW Introduction to Microsoft PowerPoint 2010
CRN #12304

Introduction to Microsoft PowerPoint 2007
CRN #11562

Introduction to Microsoft PowerPoint 2003
CRN #11561

NEW Introduction to Microsoft Outlook 2010
CRN #12302

Introduction to Microsoft Outlook 2007
CRN #11569

Introduction to Microsoft Publisher 2007
CRN #11568

NEW Introduction to Microsoft Project 2010
CRN #11636

Introduction to Microsoft Project 2007
CRN #11635

Introduction to Adobe Acrobat 9
CRN #11633

NEW Introduction to Crystal Reports
CRN #11776

Introduction to Crystal Reports 10
CRN #11632

NEW Introduction to Peachtree Accounting 2012
CRN #12303

Introduction to Peachtree Accounting 2009
CRN #11549

NEW Introduction to QuickBooks 2011
CRN #11783

Introduction to QuickBooks 2010
CRN #11544

Introduction to QuickBooks 2009
CRN #11543

NEW QuickBooks 2011 for Contractors
CRN #12299

QuickBooks 2010 for Contractors
CRN #11546

QuickBooks 2009 for Contractors
CRN #11545

NEW Performing Payroll in QuickBooks 2011
CRN #11784

Performing Payroll in QuickBooks 2010
CRN #11548

Performing Payroll in QuickBooks 2009
CRN #11547

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Creating Web Pages
CRN #11573

NEW Advanced Web Pages
CRN #12301

Introduction to Creating WordPress Websites
CRN #11598

Introduction to Microsoft Expression Web
CRN #11638

Introduction to CSS and XHTML
CRN #11628

Intermediate CSS and XHTML
CRN #11629

Designing Effective Websites
CRN #11637

Introduction to Dreamweaver CS5
CRN #11601

Introduction to Dreamweaver CS4
CRN #11600

Introduction to Dreamweaver CS3
CRN #11599

NEW Intermediate Dreamweaver CS5
CRN #12305

Intermediate Dreamweaver CS4
CRN #11603

Intermediate Dreamweaver CS3
CRN #11602

Achieving Top Search Engine Positions
CRN #11571

NEW Introduction to CorelDRAW X5
CRN #12296

Introduction to CorelDRAW X3
CRN #11630

Introduction to Flash CS5
CRN #11605

Introduction to Flash CS4
CRN #11604

NEW Intermediate Flash CS5
CRN #11777

NEW Intermediate Flash CS4
CRN #11778

Web Programming

(\$120 per class)

Introduction to Ajax Programming
CRN #11581

Introduction to ASP.NET
CRN #11597

Introduction to Java Programming
CRN #11608

Intermediate Java Programming
CRN #11609

Graphic Design

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NEW Introduction to Illustrator CS5
CRN #11779

Introduction to Illustrator CS4
CRN #11614

Introduction to Illustrator CS3
CRN #11613

Introduction to InDesign CS5
CRN #11612

Introduction to InDesign CS4
CRN #11611

Introduction to InDesign CS3
CRN #11610

NEW Intermediate InDesign CS5
CRN #12297

Introduction to Photoshop CS5
CRN #11617

Introduction to Photoshop CS4
CRN #11616

Introduction to Photoshop CS3
CRN #11615

Intermediate Photoshop CS4
CRN #11621

Intermediate Photoshop CS3
CRN #11620

Photoshop CS5 for the Digital Photographer
CRN #11619

Photoshop CS4 for the Digital Photographer
CRN #11618

Photoshop Elements 9 for the Digital Photographer
CRN #11624

Photoshop Elements 8 for the Digital Photographer
CRN #11623

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Photoshop Elements 7 for the
Digital Photographer
CRN #11622

Photoshop CS5 for the Digital Photographer II
CRN #11625

NEW Photoshop Elements 9 for the Digital
Photographer II
CRN #11781

Photoshop Elements 8 for the Digital
Photographer II
CRN #11627

Photoshop Elements 7 for the Digital
Photographer II
CRN #11626

Computer Troubleshooting & Networking

(\$120 per class)

Introduction to PC Troubleshooting
CRN #11535

Introduction to PC Security
CRN #11639

Advanced PC Security
CRN #11534

Wireless Networking
CRN #11575

Introduction to Networking
CRN #11576

Intermediate Networking
CRN #11574

Computer Programming & Database Management

(\$120 per class)

Introduction to Database Development
CRN #11578

Introduction to Programming
CRN #11583

Introduction to SQL
CRN #11579

Intermediate SQL
CRN #11580

Introduction to PHP and MySQL
CRN #11595

Intermediate PHP and MySQL
CRN #11596

Introduction to C++ Programming
CRN #11590

Introduction to C# Programming
CRN #11592

Intermediate C# Programming
CRN #11593

Introduction to Perl Programming
CRN #11594

Introduction to Python 2.5 Programming
CRN #11589

Introduction to Ruby Programming
CRN #11591

Introduction to Visual Basic 2008
CRN #11584

Intermediate Visual Basic 2008
CRN #11585

High-Speed Project Management
CRN #11634

Certification Prep

(\$170 per class)

Basic CompTIA A+ Certification Prep
CRN #11586

Intermediate CompTIA A+ Certification Prep
CRN #11587

Advanced CompTIA A+ Certification Prep
CRN #11588

CompTIA Security+ Certification Prep
CRN #11533

CompTIA Network+ Certification Prep
CRN #11577

PMP Certification Prep 1
CRN #11481

PMP Certification Prep 2
CRN #11483

COURSES FOR TEACHERS

(\$120 per class)

Teaching Preschool: A Year of Inspiring
Lessons
CRN #11652

Teaching Adult Learners
CRN #11653

An Introduction to Teaching ESL/EFL
CRN #11659

Practical Ideas for the Adult
ESL/EFL Classroom
CRN #11660

Teaching ESL/EFL Reading
CRN #11662

Teaching ESL/EFL Vocabulary
CRN #11663

Teaching ESL/EFL Grammar
CRN #11661

Spanish in the Classroom
CRN #11689

Singapore Math: Number Sense
and Computational Strategies
CRN #11684

Singapore Math Strategies:
Model Drawing for Grades 1-6
CRN #11683

Teaching Math: Grades 4-6
CRN #11685

Teaching Science: Grades 4-6
CRN #11656

Solving Classroom Discipline Problems
CRN #11664

Solving Classroom Discipline Problems II
CRN #11665

Empowering Students with Disabilities
CRN #11686

Teaching Students with Learning Disabilities
CRN #11688

Teaching Students with Autism: Strategies for
Success
CRN #11687

Survival Kit for New Teachers
CRN #11658

Ready, Set, Read!
CRN #11679

The Creative Classroom
CRN #11676

Differentiated Instruction in the Classroom
CRN #11654

The Differentiated Instruction and Response to
Intervention Connection
CRN #11655

Creating the Inclusive Classroom: Strategies
for Success
CRN #11675

Teaching Writing: Grades 4-6
CRN #11657

Guided Reading and Writing: Strategies for
Maximum Student Achievement
CRN #11677

Guided Reading: Strategies for the
Differentiated Classroom
CRN #11678

Response to Intervention: Reading Strategies
That Work
CRN #11680

Integrating Technology in the Classroom
CRN #11666

Teaching Smarter with SMART Boards
CRN #11671

The Classroom Computer
CRN #11669

Using the Internet in the Classroom
CRN #11672

Creating a Classroom Website
CRN #11673

NEW Using Microsoft Excel 2010
in the Classroom
CRN #11782

Using Microsoft Excel 2007 in
the Classroom
CRN #11667

Using Microsoft PowerPoint 2007 in
the Classroom
CRN #11674

Using Microsoft Word 2007 in
the Classroom
CRN #11668

Web 2.0: Blogs, Wikis, and Podcasts
CRN #11670

Creating K-12 Learning Materials
CRN #11681

Enhancing Language Development in
Childhood
CRN #11718

Understanding Adolescents

CRN #11716

Guiding Kids on the Internet

CRN #11714

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 #11530

Music Made Easy

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

CRN #11499

Introduction to Guitar

Master basic guitar skills and become the musician you've always wanted to be. \$120

CRN #11780

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 #11699

Get Grants!

Learn how to develop successful, fundable grants from experts in the field. \$120

CRN #11700

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 #11702

Writing Effective Grant Proposals

Learn to prepare grant proposals that get solid results for your favorite organization or charity. \$120

CRN #11701

Becoming a Grant Writing Consultant

Increase your income while working from home by starting a grant writing consulting business. \$120

CRN #11761

Starting a Nonprofit

Industry veteran shows you how to take a nonprofit business from vision to reality. \$120

CRN #11762

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 #11765

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 #11763

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

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Assisting Aging Parents

Handle the challenges you will face in the coming years. \$120

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Homeschool with Success

Discover how to homeschool your children in a way that ensures they get what they need both academically and socially. \$120

CRN #11651

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 #11738

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 #11739

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 #11729

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 #11731

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 #11727

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 #11728

HIPAA Compliance

Learn how to comply with the duties, rights, and responsibilities of HIPAA. \$120

CRN #11723

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 #11726

Become a Physical Therapy Aide

Prepare for a rewarding career as a valued member of the physical therapy team. \$120

CRN #11732

Become a Veterinary Assistant

Practicing veterinarian prepares you to work in a veterinary office or hospital. \$120

CRN #11733

Become a Veterinary Assistant II: Canine Reproduction

Practicing veterinarian teaches you to manage the entire canine breeding cycle, from assessing the health of parents to puppy care. \$120

CRN #11734

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 #11735

Introduction to Natural Health and Healing

Learn how to promote wellness, balance, and health in all aspects of your daily life. \$120

CRN #11736

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 #11724

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 #11719

Online Academy

Full course descriptions at www.ed2go.com/manchcc

Handling Medical Emergencies

Every second counts during a medical emergency. Learn how to respond if someone needs your help. \$120

CRN #11725

LANGUAGES

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time. \$120

CRN #11710

Speed Spanish II

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

CRN #11711

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 #11712

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 #11756

Spanish for Medical Professionals

Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases. \$120

CRN #11737

Beginning Conversational French

Discover how easy it can be to learn common words and phrases for both leisure and business. \$120

CRN #11708

Instant Italian

Learn Italian from the comfort of your home in this fun and enjoyable online course. \$120

CRN #11713

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 #11709

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 #11693

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 #11694

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 #11695

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 #11692

Writing for ESL

Learn how to write in English more effectively to succeed in college and at work. \$120

CRN #11696

MATH & SCIENCE

Math Refresher

Gain confidence in your basic math skills and start using math to your advantage. \$120

CRN #11744

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 #11745

Medical Math

Master the math skills you need to succeed in the medical field. \$120

CRN #11786

Human Anatomy and Physiology

Gain a greater appreciation and understanding of the marvelous complexity of the human body. \$120

CRN #11722

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 #11730

PERSONAL ENRICHMENT

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 #11500

Going Green at Home

Step into a green lifestyle as you discover simple, cost-effective ways to make your home environmentally friendly. \$120

CRN #11691

Get Funny!

Learn how to use humor to speak more effectively, write better, and increase your popularity. \$120

CRN #11742

Skills for Making Great Decisions

Learn how to make excellent everyday decisions from an experienced counselor and life coach. \$120

CRN #11741

Interpersonal Communication

Become aware of the conscious and unconscious codes of meaning we send when communicating with others. \$120

CRN #11513

Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation. \$120

CRN #11512

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 #11715

PERSONAL FINANCE & INVESTMENTS

Where Does All My Money Go?

Learn how to get control of your money once and for all. \$120

CRN #11698

Personal Finance

Protect your assets and discover how best to achieve all your financial goals. \$120

CRN #11707

Keys to Successful Money Management

Certified financial planner shows you how most wealthy people build their fortunes. \$120

CRN #11703

Protect Your Money, Credit and Identity

Learn how to guard against scam artists, identity thieves, predatory lenders, and abusive debt collectors. \$120

CRN #11697

Real Estate Investing

Build and protect your wealth by investing in real estate. \$120

CRN #11757

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 #11758

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 #11704

The Analysis and Valuation of Stocks

Discover valuable techniques that show you step by step how to research and value stocks. \$120

CRN #11705

Introduction to Stock Options

Learn how stock options can protect your portfolio and help you profit in any type of market. \$120

CRN #11706

PHOTOGRAPHY

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment. \$120

CRN #11751

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 #11752

Secrets of Better Photography

Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations. \$120

CRN #11748

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 #11749

Photographing People With Your Digital Camera

Learn to take beautiful pictures of adults, children, and babies. \$120

CRN #11750

SALES & MARKETING

Professional Sales Skills

Discover how to begin a successful and rewarding career in sales. \$120

CRN #11487

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 #11486

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 #11774

Marketing Your Business on the Internet

E-commerce expert helps you develop an Internet marketing plan for your business. \$120

CRN #11773

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 #11650

GED Test Preparation

Want to pass the GED? This course will help you develop the skills you'll need to succeed. \$120

CRN #11640

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 #11641

Prepare for the GED Math Test

Master the skills you'll need to successfully pass Test 5 in the GED test series. \$120

CRN #11642

GMAT Preparation

Discover powerful test-taking techniques and methods for improving your score on the GMAT. \$120

CRN #11645

GRE Preparation: Part 1

Discover powerful strategies for success in the verbal and analytical sections of the GRE. \$120

CRN #11643

GRE Preparation: Part 2

Learn a variety of useful techniques for tackling the math section of the GRE. \$120

CRN #11644

LSAT Preparation: Part 1

Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills. \$120

CRN #11646

LSAT Preparation: Part 2

Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers. \$120

CRN #11647

SAT/ACT Preparation: Part 1

Master the reading, writing, English, and science questions on the ACT and new SAT. \$120

CRN #11648

SAT/ACT Preparation: Part 2

Master the math questions on the ACT and new SAT. \$120

CRN #11649

WRITING COURSES

Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively. \$120

CRN #11528

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches. \$120

CRN #11501

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 #11509

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 #11519

Business Marketing Writing

Write great marketing copy to improve your company's image and your chances of getting hired or promoted. \$120

CRN #11518

Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing. \$120

CRN #11507

Online Academy

Full course descriptions at www.ed2go.com/manchcc

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 #11494

Writeriffic: Creativity Training for Writers

Banish writer's block forever with these tricks from the published writer's toolbox. \$120
CRN #11523

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 #11505

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 #11522

Advanced Fiction Writing

Explore advanced fiction writing techniques with a published novelist. \$120
CRN #11527

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 #11504

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 #11503

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 #11529

Writing for Children

A published children's author shows you how to touch the hearts of children by creating books for them. \$120
CRN #11516

Research Methods for Writers

Learn the most efficient and effective methods to conduct research for any writing project. \$120
CRN #11511

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 #11520

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 #11521

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 #11508

Introduction to Internet Writing Markets

A professional writer helps you discover a wide variety of new markets for your written work. \$120
CRN #11525

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 #11502

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 #11506

Write Your Life Story

Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others. \$120
CRN #11524

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 #11526

NEED
HELP?

The knowledgeable staff
at Ed2go can assist you!

Go to www.ed2go.com/manchcc and click "Help" on the Online Instruction Center menu. You will find answers to many common questions, or you may email an inquiry directly to the Ed2go Help Desk.

If you have questions about how to register or pay for an online class, you may email MCC's Ed2go contact Jessie Bradley: jbradley@mcc.commnet.edu.

ORGANIZATION OF ACTIVE ADULTS

For Individuals 50 and Older — Your Opportunity for Lifelong Learning

More than 1,100 OAA members enjoy free monthly meetings with speakers or entertainment, September through May; reduced fees for sponsored luncheons and trips; a monthly newsletter providing information on activities, events and courses; and a tuition rebate program to reimburse a percentage of the fee paid for any MCC Credit-Free course costing more than \$10.

Visit us on the web: www.mcc.commnet.edu → Continuing Education → Organization of Active Adults.

Fill out the membership form, detach the card, sign it and keep for your records.

Then send the completed form to the OAA address below along with your check

MCC Organization of Active Adults Membership Form

(Minimum Age: 50) • PLEASE PRINT

Dues: \$15 per person per year (September 1-August 31)

(Mr. & Mrs. Mr. Mrs. Ms. Miss) Last Name _____

Last Name (If different) _____

First Name _____ circle one M F Date of Birth _____

First Name _____ circle one M F Date of Birth _____ full date required

Address _____ full date required

Town _____ State _____ Zip _____ - _____

Phone (_____) _____ Renewal _____ New Member _____

Email address _____

Please return your completed form with your check payable to MCCOAA to:

Amount enclosed: _____

Check #: _____ Date: _____

Date Received: _____
(completed by office)

MCCOAA
Great Path, MS #16
PO Box 1046
Manchester, CT 06045-1046



DETACH HERE

Keep for your records

MCCOAA MEMBERSHIP

Member Name

Membership expires
August 31 of above year

ORGANIZATION OF ACTIVE ADULTS
in partnership with Manchester Community College

MCCOAA Tuition Rebate Program

This program offers a 20 percent tuition rebate for any MCC Credit-Free course costing more than \$10, up to a maximum of \$50 per academic year (September 1 - August 31). You may register for a Credit-Free course before you join OAA, but you must be a member *before* the course start date. (Membership is effective on the date your dues payment is postmarked or presented in person.) Bring your completed Tuition Rebate Form (below) to class and have the instructor sign it; then mail it to the address below. Please use one form per member, per course.

MCCOAA • Great Path MS #16 • P.O. Box 1046 • Manchester, CT 06045-1046

You will receive reimbursement within four weeks directly from the Organization of Active Adults.

MCCOAA Tuition Rebate Form

Membership in OAA Required before Course Start Date • Minimum Age for OAA Membership is 50

OAA Member's Name: _____

Member's Address: _____

City/Town: _____ State: _____ Zip: _____

Course Title: _____

Course Start Date: _____ Course Fee: \$ _____

Current-Year Catalog Semester (circle one): Fall Winter Spring Summer

Instructor's signature: _____ Print Last Name: _____

(Verifying that student attended at least one class session)

For Office Use Only

Rec'd Date

App. No.

Memb. Date

Balance: \$

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 (*Students must call 860-512-3232 to confirm that fax was received.*)

Or mail: Registrar's Office, MS #13, MCC,
P. O. Box 1046, Manchester, CT 06045-1046

No refunds will be issued after the allowable drop period. **

* The College does not keep student credit card information on file. If you paid for a class with a credit card and would like to have this account refunded, you must provide us with your account number and expiration date. Otherwise, a refund check will automatically be mailed.

** Refund Appeals are only considered for extraordinary circumstances. You may view and print a Refund Policy Appeal form at www.mcc.commnet.edu → Form Depot → Admissions & Registration, or obtain a form at the Registrar's Office.

Special Note to Students: Full payment is due upon registration. If you register and do not pay, you will be billed for the course(s). If you wish to drop a course, you must do so no later than one (1) business day prior to the first scheduled class meeting, or you will be billed for the course.

Refund Policy Appeal Procedures

Appeals will only be considered for the following extraordinary circumstances: severe illness documented by a physician's certificate, administrative error by the College with supporting documentation, 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, childcare issues, poor decision or change of mind by student regarding course selection, or dissatisfaction with course content or instructor.

All appeals must be submitted in writing and include student ID, contact information and appropriate documentation.

Appeals must be received within 10 days of the official drop date* of the course to be considered.

You may view and print a Refund Policy Appeal form at www.mcc.commnet.edu → Form Depot → Admissions & Registration, or obtain a form at the Registrar's Office.

Submit completed form to:

Refund Appeals Committee
Manchester Community College
Registrar's Office, MS #13
Great Path, P.O. Box 1046
Manchester, CT 06045-1046

*The Refund Appeals Committee meets twice per month.
You will receive a written response notifying you of the outcome.*

**Drop date is one (1) business day prior to the first scheduled class meeting.*

Registrar's Hours Lowe Building, Main Lobby

Monday..... 8:30 a.m.-7 p.m.
Tuesday..... 8:30 a.m.-7 p.m.
Wednesday..... 10:30 a.m.-4:30 p.m.
Thursday..... 8:30 a.m.-4:30 p.m.
Friday..... 8:30 a.m.-4:30 p.m.

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

MCC Library Spring Hours

January 19–May 5

Monday – Thursday..... 8 a.m.-8 p.m.
Friday..... 8 a.m.-3 p.m.
Saturday..... 10 a.m.-3 p.m.
Sunday..... CLOSED

Please call 860-512-2880 for semester break hours
and holiday closings.

Bursar (Cashier) Hours Lowe Building, Main Lobby

Monday..... 8:30 a.m.-7 p.m.
Tuesday..... 8:30 a.m.-7 p.m.
Wednesday..... 8:30 a.m.-4 p.m.
Thursday..... 8:30 a.m.-4 p.m.
Friday..... 8:30 a.m.-noon

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

MCC Bookstore

Please call for hours: 860-645-3140
www.efollett.com

CREDIT-FREE REGISTRATION 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. Please see maps on pages 48 & 51 for directions.

Free Parking

Parking is free at MCC. You may park without a permit in Lots B or C. A permit is required to park in staff or handicapped spaces. For parking lot locations, see Campus Map on page 51. **For convenient access to the new Great Path Academy (GPA), please use Lot B.**

Postponements & Make-Ups

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

Cancellations

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

Class Supply List

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

Be in the right PLACE at the right TIME



Check your class schedule for location.

Some classes meet at off-campus locations.

Lowe = Lowe Building

V1-V6 = Village

LRC = Learning Resource Center

GPA = Great Path Academy *

AST = Arts, Sciences & Technology Center

*Convenient parking in Lot B for GPA courses

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. 12/11, 65M, Resource: 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.comnet.edu> (using MasterCard, Visa or Discover Card). For details see page 73 or call 860-512-2800.

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

MCC Credit-Free Course Registration

Print clearly in ink. Register one person per form. Photocopy form if needed.

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

Name (Last) _____ (First) _____ (M) _____

Previous Name (if any) _____ Email address _____

Home Address (Number and Street) _____

City _____ State _____ Zip Code _____

Tel. (Home) _____ (Work) _____ (Cell) _____

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

Birth Date _____ Gender ☐ Female ☐ Male Today's Date _____

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

ARE YOU: (Check applicable) 01 ☐ AMERICAN 02 ☐ NATURALIZED 03 ☐ APPLIED FOR CITIZENSHIP 04 ☐ STUDENT VISA

05 ☐ NOT ON A STUDENT Visa - Other (Specify) _____ COUNTRY OF ORIGIN _____

06 ☐ PERMANENT RESIDENT (Registration Number) _____

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

IF YOU CHECKED NON-HISPANIC/NON-LATINO ABOVE, WHAT IS YOUR RACE? (CHECK ALL THAT APPLY):

☐ WHITE (10) ☐ BLACK OR AFRICAN AMERICAN (20) ☐ ASIAN (45) ☐ AMERICAN INDIAN/ALASKAN NATIVE (50)

☐ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (80) ☐ OTHER (90) ☐ CHOOSE NOT TO RESPOND (60)

CRN#	Course Title	Start Date	Time	Room	Fee
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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
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SPRING 2012 • GRADES K-8

FEBRUARY 4, 11, 18 & 25

Enrichment classes for inquisitive students in grades K-8

Saturday morning classes from 9 a.m.-noon • \$40 per one-session class, \$80 per two-session class
Classes are held at Manchester Community College

FEBRUARY 4

Primary Grades

The Secret Life of Shells (Grades 1-3)
Wolf Tales and Trails (Grades K-2)

Elementary Grades

NEW Amazing Mazes and Labyrinths (Grades 3-5)
Physics with Sir Isaac! (Grades 3-5)
NEW Stage Makeup 101 (Grades 3-5)

Middle School Grades

NEW Capture the Moment: Digital Photo Workshop (Grades 6-8)
Computer Game Design (Grades 6-8)
NEW Cook Across Europe! (Grades 5-8)
Make a Mini-Movie (Grades 6-8)

FEBRUARY 11

Primary Grades

BH101: Bear Hair Basics (Grades K-2)
Rainbows and Reflections (Grades K-2)

Elementary Grades

NEW Beyond Beads (Grades 3-5)
NEW Shake it up with Shakespeare! (Grades 3-5)
The Violent World of Plants (Grades 2-5)

Middle School Grades

NEW Cupid's Chocolate (Grades 5-8)
Web Design (Grades 6-8)
Make a Mini-Movie (Grades 6-8)
Computer Game Design (Grades 6-8)

FEBRUARY 18

Primary Grades

NEW Farming Frenzy: Exploring the Life of a Farmer! (Grades K-2)
NEW That Song Bugs Me! – Exploring the Music Bugs Make (Grades K-2)

Elementary Grades

Cartoon Creations (Grades 3-5)
NEW Explore the Coral Reef (Grades 4-6)

Middle School Grades

NEW Baking from Scratch (Grades 5-8)
NEW Hollywood Special Effects (Grades 6-8)
NEW The Real Revolution (Grades 6-8)
NEW Shakesperiement: A Shakespeare Workshop for Teens (Grades 6-8)

FEBRUARY 25

Primary Grades

NEW Ooey Goopy Science and Art (Grades K-2)
NEW Stories in Motion (Grades K-2)

Elementary Grades

NEW Explore the Coral Reef (Grades 4-6)
NEW Burrrr....And Fur! (Grades 3-5)

Middle School Grades

NEW I Can Get It! - Audition Workshop (Grades 6-8)
NEW Digitally Altered Photos: Solve the Mystery (Grades 6-8)
NEW The Real Revolution (Grades 6-8)
NEW Hollywood Special Effects (Grades 6-8)

NEW WIZARDRY IN THE KITCHEN 2012

GRADES 5-8 • MARCH 10, 17, 24 & 31

Our *Wizardry in the Kitchen* class will incorporate themes found in J.K. Rowling's *Harry Potter* series. Ignite your imagination! Strengthen your culinary skills, and have fun creating some mystical themed, delicious treats! Ever wonder what your favorite characters may have eaten at mealtime? Or what unique treats they may have snacked on at school? Would you like to create and taste butter beer? Then this class is for you! Join us in this mystical culinary adventure exploring one of this generation's most beloved stories!

For more information visit our website at www.mcc.commnet.edu/continuing/excursions.php or
view our brochure at: www.mcc.commnet.edu/students/resources/pdf/2012-Spring-Excursions-in-Learning.pdf
Questions? Contact Carleigh Cappetta, Program Coordinator at 860-512-2804 or ccappetta@mcc.commnet.edu.

Find us on Facebook "MCC Excursions in Learning"
or follow us on Twitter "@MCCExcursions"

**Nearly 100 NEW
courses added!
See inside
front cover**



Want to take a class online?
See the Online Academy
courses listed on pages 63-70
or visit the web site at
www.ed2go.com/manchcc

Computer Certification Courses on page 5



Preparation for CT Real Estate & Appraisal Licensing Exams

- Principles and Practices of Real Estate
- Basic Appraisal Principles
- Basic Appraisal Procedures
- Continuing Education approved courses by CT Real Estate Commission

See page 54



BOATING SAFETY

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

See page 42

Prepare for Allied Health Careers

- Certified Nurse Aide (CNA) Program
- Emergency Medical Technician (EMT) Program
- Pharmacy Technician Certification Training
- Certified Phlebotomist Training
- American Red Cross & First Aid with CPR & AED
- Veterinary Assistant I

See pages 3-6



Connecticut Rider Education Program (CONREP)

For Motorcycles

**in conjunction with CT DOT
Focus on Building Basic Motorcycle Operation and Street Riding Skills.**

Weekly classes beginning in April and running through October.
Call (860) 512-3004, Option #2, ext. 8705

for Registration Packet and Schedule
or Visit: www.mcc.commnet.edu/motorcycle



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Spring Excursions in Learning 2012

(students completing grades K-8)

Activity-oriented classes for students

Saturday mornings: 9 a.m.-noon • Feb 4, 11, 18 & 25

See page 75

Watch for... July & August programs:

Summer Excursions for gifted and high-achieving students *(students completing grades K-8)*

Junior Culinary Camp *(students completing grades 5-8)*

Technology Camp *(students completing grades 5-8)*

Adventures in Leadership *(students completing grades 5-7)*

For more information contact Carleigh Cappetta, Program Coordinator
at 860-512-2804 or ccappetta@mcc.commnet.edu