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Continuing Education

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

Credit-Free Programs .................................................. 860-512-2800
  Director, Ann Bonney .............................................. abonney@mcc.commnet.edu
  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

Business & Industry Services .................................... 860-512-2812
  Director, Janet Alampi ............................................. jalampi@mcc.commnet.edu
  Credit-Free Programs
    Providing employers and employees with workplace programs and training

Computer Technology .............................................. 860-512-2808
  Coordinator, Bruce Manning .................................... bmanning@mcc.commnet.edu
  Credit-Free Programs
    Providing state-of-the-art computer training

Allied Health Programs ............................................. 860-512-2826
  Coordinator, Diane Mitchell .................................... dmitchell@mcc.commnet.edu
  Credit-Free Programs
    Preparing students for the State certification exams

Excursions in Learning ............................................... 860-512-2804
  Coordinator, Carleigh Cappetta                      ccappetta@mcc.commnet.edu
  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 40 new courses for the Summer session
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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.
Babysitting Safety: CPR and First Aid for Young Caregivers

Do you know, or are you, a young adult who is 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 will be discussed, demonstrated and practiced. Police and fire safety topics, including an overview of the 911 system and when to access it in an emergency, are also discussed. Students should bring a lunch.

CRN #20763 1 Saturday, 6/2, 9 a.m.-3:30 p.m.  MCC Bldg. GPA GP136
Fee: $70
Instructor: Kathy Call is an Emergency Medical Services instructor and Chief Examiner for Practical Skills testing for the State of Connecticut, the American Heart Association and regional faculty, Basic Life Support Training Center faculty and National Safety Council instructor.

American Heart Association Standard First Aid and CPR

Required for most sports coaches, this course gives students the knowledge and skills necessary to recognize and care for breathing and cardiac emergencies, and to provide basic care for injuries and sudden illness for adults. The course includes training on the use of an automated external defibrillator (AED) for victims of sudden cardiac arrest until advanced medical personnel arrive and take over. Upon successful completion of course requirements, students will receive one certification card that includes Adult CPR & AED and Standard First Aid. A $6 fee (checks only) will be collected by the instructor for the certification card that carries a two-year certification. Required text: American Heart Association Heart Saver First Aid with CPR & AED Workbook (ISBN 9781616690175), available at MCC Bookstore, for approximately $15.

CRN #20764 2 Tuesdays, 6/5-6/12, 6-10 p.m.  MCC Bldg. LRC B144
Fee: $90
Instructor: Kathy Call

**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 #20808 1 Thursday, 8/23, 6:30-8:30 p.m.  MCC Bldg. GPA GP139
Fee: Free
Instructor: Kim E.S. Jenack, ASCP, certified phlebotomy technician through the American Society for Clinical Pathology with more than 20 years’ experience.
THINKING ABOUT A CAREER IN HEALTH CARE?
These short-term (four months or less) certificate courses allow you to gain experience and explore employment opportunities.

■ Certified Nurse Aide (CNA) Training Program
The Certified Nurse Aide program is a 120-hour course designed to prepare students with the entry-level skills needed to work as a CNA. The course provides classroom and practical skill instruction, and clinical experience.

■ Pharmacy Technician Certification Training
The pharmacy technician prepares medications under the direction of a pharmacist and may measure, mix, count, label, and record amounts and dosages of medications.

■ Phlebotomy Technician Certification:
The Art of Drawing Blood
The phlebotomist collects blood samples for medical testing, blood transfusion, and blood donation through venipuncture, finger stick, heel stick, and butterfly needles. This position requires a steady hand and good manual dexterity.

■ Veterinary Assistant Certificate Part II
This is the second part of a two-semester course that will prepare students for an entry-level position in veterinary health care. Prerequisite: Veterinary Assistant Certificate Part I.

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 #20832 1 Saturday, 6/23, 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.

What is Naturopathic Medicine?
A naturopathic physician is a licensed primary care general practitioner who is trained to be an expert in natural medicine, while concentrating on the wellness of the whole individual. Learn how a naturopath is trained, and the difference and similarities between a naturopath, conventional doctor, and homeopath. Frequently asked questions will be answered during the class. Come discover how you and your family, friends and community can improve your health through naturopathic medicine.

CRN #20725 1 Thursday, 6/7, 7-9 p.m. MCC Bldg. GPA GP143
Fee: $20
Instructor: Dr. Marie Mammone is a naturopathic physician who has practiced for 12 years in Wethersfield. She has also been involved with family nutrition for more than 20 years.

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 #20722 1 Thursday, 6/21, 7-9 p.m. MCC Bldg. GPA GP143
Fee: $20
Instructor: Dr. Marie Mammone
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 #20812 6 Wednesdays, 6/6-7/18 (does not meet 7/4), 6:30-9:30 p.m.
MCC Bldg. GPA GP202 Fee: $205
Instructor: Amy McConnect Burris earned bachelor degrees in art and French before gaining her teaching certification. She has taught abroad, and in area schools, since 1990, and has taught a variety of art courses for MCC’s Credit-Free Programs since 2007. She was recently awarded 1st place for watercolor in a Rockville Downtown Association (RDA) Gallery exhibition.

Introduction to Drawing

Bring your doodling and sketching to the next level. In this hands-on, supportive workshop learn how to use basic drawing materials, how to create line, shading, composition, and 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! Please bring the following materials to class: 9” x 12” or 11” x 14” spiral-bound sketchbook; assorted graphite drawing pencils (2H, HB, 2B, 4B); large kneaded eraser; plastic eraser (such as a “Pink Pearl”); and a metal hand-held pencil sharpener.

CRN #20672 8 Fridays, 6/8-8/3 (does not meet 6/29), 6-8 p.m.
MCC Bldg. GPA GP202 Fee: $160
Instructor: Linda T. Bradley, M.F.A., is an adjunct drawing instructor for MCC’s Visual Fine Arts Department and is also a registered art therapist, teaching art therapy courses at Springfield College. In addition, she serves as an expressive therapist for a hospice program in CT.

You May Also Like

- Introduction to Architectural Drawing on page 34
- Interior Design Basics on page 35
- Writing and Illustrating Children’s Books on page 38

Painting Ocean Landscape Using the Impressionist Style

Learn to use Impressionist color and light to paint ocean landscapes, such as the seaside, waves, rocks and sailboats. Students may use the oil or acrylic medium, and may bring to class their favorite ocean drawing or photograph to use for a reference. The instructor will provide a demonstration in oil. Several Impressionist masters, such as Monet and Pissarro, will also be introduced. Please bring your lunch. Materials list will be mailed prior to the start of class.

CRN #20681 1 Saturday, 6/2, 8:30 a.m.-2:30 p.m.
MCC Bldg. GPA GP202 Fee: $85
Instructor: Yuemei Zhang is a graduate of the Central Academy of Fine Arts in Beijing. Her art has won many awards in both painting and printmaking, and she is an experienced teacher in her native China and the United States.

Chinese Brush Painting

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

CRN #20684 1 Saturday, 6/9, 8:30 a.m.-2:30 p.m.
MCC Bldg. GPA GP202 Fee: $85
Instructor: Yuemei Zhang

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 #20669 6 Mondays, 6/11-7/16, 6:30-8:30 p.m.
MCC Bldg. GPA GP202 Fee: $140
Instructor: Zbigniew Gryniewicz 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.

Pointillist Plein Air

Learn the techniques of the Pointillist masters, including Georges Seurat and Paul Signac. For students of all levels, we will create landscapes in the post-Impressionist Pointillist style. Topics will include the use of color, creating atmosphere, perspective, and brush control.

Weather permitting, we will work outdoors. You should bring the following materials to class (total start-up cost of approximately $40 if a student owns no painting supplies): a basic set of acrylic paints, four brushes (size 3 to 6), and a primed 16” x 20” canvas.

CRN #20671 6 Saturdays, 6/16-7/21, 9:30 a.m.-12:30 p.m.
MCC Bldg. GPA GP202 Fee: $205
Instructor: Zbigniew Gryniewicz
Watercolor Techniques of the Old Masters
Follow in the footsteps of some of the “Old Masters,” such as Rubens, Constable, and Michelangelo, and learn the techniques they used to create masterpieces. Open to beginning, as well as more experienced artists, we will focus on all steps of the watercolor process, from the original sketch to the application of color. Practice control with the brush, mixing paint and water, and creating a foundation tone to build upon with a full spectrum of colors. You should bring the following materials to class (total start-up cost of approximately $40 if a student owns no painting supplies): a basic set of watercolor paints and brushes; and watercolor paper.
CRN #20670 - Tuesdays, 6/12-7/17, 6:30-8:30 p.m.
MCC Bldg. GPA GP202 Fee: $140
Instructor: Zbigniew Gryzb

Fashion Rendering
In this hands-on course, students will learn about the history of 20th-century fashion through such notable examples as Pierre Cardin, Chanel, Christian Lacroix, Christian Dior, Yves Saint Laurent, and other designers. Using colored pencil and marker, students will learn to draw a croquis (a fashion sketch), as well as fashion models. We will also work on face, hands, handbags, and shoes, and learn how to render fabric textures, such as plaid, lace, fur, leather and velvet, while working on fashion illustration projects of the students’ choice. A supply list will be sent prior to class, and other supplies will be addressed at the first class.
CRN #20673 - Thursdays, 7/5-7/26, 6-8 p.m. MCC Bldg. GPA GP202 Fee: $130
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.

Rubberstamping, Scrapbooking, and Custom-Made Greeting Cards
For the do-it-yourself crafter! Learn to use rubber stamping, textured embossing, and paper crafting to create your own designs for your scrapbooking, greeting card, and gift projects. Participants will learn the techniques of basic and advanced stamping, as well as how to customize gift tags, bags, boxes, and thank you, get well, and birthday cards. The instructor will demonstrate and use the Big Shot™ die cutting machine, which will be used for embossing and paper crafting. Materials fee: $10, includes a photo album, picture frame or key chain, 10 greeting cards or equivalent scrapbook pages, and the use of supplies and equipment, payable to instructor at first class.
CRN #20704 - Fridays, 6/22-7/13, 6-8 p.m. MCC Bldg. AST D110 Fee: $55
Instructor: Lisa Korstanje-Lee, a graduate of MCC, has taught craft courses at MCC since 2005 and is also a demonstrator for Stamping Up®.

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 #20682 - Mondays, 6/11-7/2, 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.
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 #20751 6 Wednesdays, 6/6-7/18 (does not meet 7/4), 7:30-8:45 p.m. MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $60
Instructor: Mary Ann McCandless, M.Ed., is a certified instructor in Kundalini yoga and Khalsa Way, a prenatal/postnatal yoga practice. She has taught yoga in the Greater Hartford Area for more than 10 years.

QiGong: Meditative Movements for Health and Wellness
QiGong 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 #20730 2 Thursdays, 6/21-6/28, 7-8:15 p.m.
MCC Bldg. GPA GP142 Fee: $25
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.

Karuna™ Reiki: Practitioner I and II Levels
There are two levels in the Karuna™ system, which was founded by William Rand of the International Center for Reiki Training. In this advanced course, students are attuned to eight more Reiki symbols, four in each level. This Reiki system functions at a very deep level and addresses specific healing issues, such as addictions, abuse, relationships, lower self, and negative behaviors and patterns, as well as the development of higher intuition, manifestation, prioritization, and focus. Materials fee: $20, for a comprehensive manual, payable to instructor at first class. Please note: Pricing for this course is 30% below current market value. Prerequisite: Student must be a Usui Master to begin these studies.
CRN #20724 2 Saturdays, 7/14-7/21, 11 a.m.-4 p.m.
MCC Bldg. AST D213 Fee: $250
Instructor: Dory Dzinski is a licensed professional counselor, body-centered psychotherapist, and energy therapist/trainer in private practice. She is president emeritus of the Connecticut Holistic Health Association and editor/publisher of the magazine, The Door Opener.

Reiki Review Class
Do you need to brush up on your Reiki? Are you unsure of your hand placements? Still learning how to activate the Reiki energy or want to improve this skill? Would you like to network with other Reiki practitioners and share your experiences? This instructive review for Usui Reiki I, II and III practitioners will help solve any aspect of your practice that still feels incomplete and will allow you the chance to meet other practitioners. The various skills of different levels will be considered during this class, which includes at least 1.5 hours of hands-on practice time.
CRN #20723 1 Saturday, 6/30, 9 a.m.-1 p.m.
MCC Bldg. AST D213 Fee: $45
Instructor: Dory Dzinski

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 #20727 2 Tuesdays, 8/14-8/21, 6-8:30 p.m.
MCC Bldg. Lowe L142 Fee: $99
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.”

Introduction to Emotional Freedom Technique (EFT)
EFT is based on the theory that “the cause of all negative emotions is a disruption in the body’s energy system.” It is a powerful procedure used by thousands of practitioners around the world to help people find more success, fulfillment, and peace in their lives through understanding and resolving deep “root causes” of issues that keep them from achieving their greatest dreams, issues such as physical or emotional discomfort, panic/anxiety attacks, traumatic memories, addictions, and phobias. EFT is a form of emotional acupuncture, except that instead of needles, the taps of fingertips are used to stimulate certain meridian energy points while the client is “tuned in” to the problem. This interactive introduction will allow students to experience the power of EFT themselves.
CRN #20726 1 Tuesday, 6/19, 6-8 p.m. MCC Bldg. Lowe L142 Fee: $20
Instructor: Cris Jacobs
Body, Mind & Spirit

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 #20728 1 Thursday, 7/19, 6-8:30 p.m. MCC Bldg. Lowe L142
Fee: $30
Instructor: Dory Dzinski

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 #20731 1 Wednesday, 7/11, 9 a.m.-noon MCC Bldg. LRC B144
Fee: $30
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 Hart School of Music.

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

CRN #20705 1 Monday, 8/6, 6-9 p.m. MCC Bldg. Lowe L142
Fee: $35
Instructor: Dory Dzinski

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 #20706 1 Thursday, 7/12, 6-9 p.m. MCC Bldg. Lowe L142
Fee: $35
Instructor: Dory Dzinski

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 #20729 1 Saturday, 7/14, 9 a.m.-noon MCC Bldg. GPA GP136
Fee: $25
Instructor: Hallie Sawyers is nationally certified in holistic aromatherapy. She teaches essential oil curriculum at Finger Lakes School of Massage, New York Chiropractic College, and is an approved continuing education credit provider for the National Certification Board for Therapeutic Massage and Bodywork.

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 #20833 1 Saturday, 6/23, 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 #20689 4 Wednesdays, 6/6-6/27, 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 CERTIFICATION TEST PREPARATION
Professional Certification...

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

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AutoCAD certification testing centers can be found at www.microdesk.com

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Microsoft Office Specialist (MOS) certification testing held at Manchester Community College

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Manchester Community College: MCC Certificate

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

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

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Exam Fee: $100 (includes one free retest if you do 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

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.

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

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

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

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.

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. He is Microsoft Office Specialist (MOS) certified.

Michael Rawlins, B.A., is a Certified Usability Analyst and past President of the Connecticut Chapter of the Usability Professionals Association. Michael has more than 20 years’ experience as an Interaction Designer, Human Factors Engineer and Web Creative Director. He has been a usability instructor for several years, delivering seminars and workshops throughout the United States as well as internationally in Canada, India and Mexico.

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

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

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

Robert Thornton 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.

Kirstin Violette is a certified teacher with 10 years’ experience in English and technology. Currently she is a full-time computer teacher at Newtown High School, as well as an adjunct instructor at MCC and NVCC. She is Microsoft Office Specialist (MOS) certified.

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

Dorothy Weiner has more than 20 years’ experience teaching Microsoft products and various other applications and operating systems. She is Microsoft Office Specialist (MOS) certified.
### Computer Technology

**INTRODUCTION**

**Keyboarding Introduction**

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

**CRN #20788** 2 Fridays, 6/1-6/8, 6-9 p.m.  
**MCC Bldg. LRC B142**  
**Fee:** $99  
**Instructor:** Dorothy Weiner

**Computer Boot Camp**

Don’t get left behind in the technology revolution! It is never too late to learn, and this course will acquaint you with the computer terminology and devices that help manage your information today. Gain insight into computer hardware and the Microsoft Windows operating system. Learn how to use the basic word-processing functions of the popular Microsoft Word program. You will also learn how to use the Outlook email program and the best search techniques on the Internet. Registered students are eligible for free Windows software. Instructor provides handouts. Prerequisite: Typing skills recommended.

**CRN #20773** 4 Tuesdays, 6/5-6/26, 6-9 p.m.  
**MCC Bldg. LRC B142**  
**Fee:** $199  
**Instructor:** Steven Bloom

**INTERNET**

**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), cloud computing, the basic functions of web browsers, the components of web addresses, use and control of cookies, and browser use in the business world. Learn how to install plug-ins and add-ons to improve your web-browsing experience. You will also learn about databases as they relate to web search engines and how to use search engines to conduct basic and advanced web searches. Configure email clients and use email, and also learn to communicate over the Internet using modern web technologies and social networking tools. In addition, Internet research and collaboration tools, software development tools, and the patent and licensing practices that accompany software applications will be covered. Finally, you will study security issues and the fundamental elements of project and program management. These are all important skills for today’s IT jobs. 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 #20654** 6 Thursdays, 7/26-8/30, 6-9 p.m.  
**MCC Bldg. LRC B141**  
**Fee:** $299  
**Instructor:** Robert Thornton

**NEW**  
**HTML5/CSS3 Web Design**

Don’t be left behind in the ever changing world of website design! This two-day hands-on course will teach you how to utilize the new HTML5 tags along with CSS3’s modules and selectors, to make your site stand out from the pack. Have fun learning new components of page layout and text formatting; research which browser supports which tags; use elements that have been redefined; and see which tags are now deprecated. Experiment with rounded box corners, shadowed text, transparency and videos quickly and easily, while still providing fall back code for older browsers. And you don’t need expensive web design software! Using Notepad, learn how to create a home page and several other content pages linked with navigations. You won’t be required to type everything into Notepad. Many of the examples will be given to you for your use and reference. Instructor provides handouts. Prerequisites: Basic Windows, keyboard and mouse skills with some exposure to web page creation.

**CRN #20641** 2 Thursdays, 7/19-7/26, 9 a.m.—4 p.m.  
**MCC Bldg. LRC B141**  
**Fee:** $199  
**Instructor:** Margaret Gordon

**Adobe Dreamweaver Introduction**

This hands-on course using Adobe Dreamweaver CS5 is designed for people with little or no website design experience, as well as those who have used FrontPage, Expression Web, or earlier versions of Dreamweaver. Instructor provides handouts. Prerequisite: Basic Windows, keyboard, mouse and Internet skills.

**CRN #20644** 2 Fridays, 6/1-6/8, 6-9 p.m.  
**MCC Bldg. LRC B141**  
**Fee:** $99  
**Instructor:** Robert Thornton

**Adobe Dreamweaver In-Depth**

Do you want to learn how to create and support a website? This course will cover how to use the Dreamweaver interface, the meaning of HTML codes and 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 #20637** 2 Thursdays, 8/2-8/9, 9 a.m.—4 p.m.  
**MCC Bldg. LRC B141**  
**Fee:** $199  
**Instructor:** Margaret Gordon

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

Web Communication & Design MCC Certificate
Increase your employability with this intensive 6-week course. Learn from a Certified Internet Webmaster. You will create complete websites from scratch and upload them live to the web. Upon completion of this course, you will be proficient in the use of Dreamweaver CS5. Comprehensive web design techniques and concepts will be taught, from the basics through advanced page layout, proper navigation techniques, use of Cascading Style Sheets (CSS), form design, and much more. Students who successfully complete this program will be awarded the Web Communication & Design MCC Certificate and will have mastered more than the mere use of a software tool. They will have the knowledge to immediately start designing and implementing fully functional and well-designed websites. Instructor provides handouts and a USB drive with the complete course installed on it. Prerequisite: Introduction to Dreamweaver or permission of instructor or computer coordinator.
CRN #20642 6 Mondays, 6/25-8/6 (does not meet 7/2), 6-9 p.m. MCC Bldg. LRC B141 Fee: $299
Instructor: Robert Thornton

Expression In-Depth
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 his or her own website will learn the basics involved in supporting it. In addition, the fundamentals learned in this class will help you work with other website editor programs. Registered students are eligible for free Microsoft Expression Web software. Instructor provides handouts. Prerequisite: Basic Windows, keyboard, mouse and Internet skills.
CRN #20655 2 Thursdays, 8/16-8/23, 9 a.m.-4 p.m. MCC Bldg. LRC B142 Fee: $199
Instructor: Margaret Gordon

Adobe Fireworks Introduction
If you use Dreamweaver, speed up your site design process with Fireworks, its creative suite partner! Fireworks CS5.5 is a web application design and prototype program for desktops, laptops or mobile devices. In this hands-on class you will learn how to quickly create functional mockups of a website, using both bit map and vector graphics, and then export your output to HTML, PDF, Dreamweaver library, or other formats. Have fun incorporating your Illustrator or Photoshop files while learning the many text features, which along with graphics provide a powerful prototyping environment for any type of screen. Investigate using symbols, slices and other common Adobe tools. Prerequisite: Some experience with Adobe’s panel environment either in Photoshop or Dreamweaver, Illustrator or InDesign.
CRN #20792 1 Thursday, 8/30, 9 a.m.-4 p.m. MCC Bldg. LRC B141 Fee: $99
Instructor: Margaret Gordon

Running a Business in a Social Media World
Find out what you need to understand and leverage social media for your business. Social media can help your business become more successful by creating more compelling customer experience models and harnessing the power of these tools to engage your visitors. Through hands-on experience, students will develop a deeper understanding of how to weave social media into their business, build exposure, and drive prospective customers or clients to their websites or organizations. Students will setup accounts at various websites. Instructor provides handouts. Prerequisite: Basic Windows, Internet, keyboard and mouse skills.
CRN #20811 4 Tuesdays, 6/5-6/26, 6-9 p.m. MCC Bldg. LRC B221 Fee: $199
Instructor: Sandra Rimetz

Usability Testing of Websites and Mobile Applications
With the help of design and usability tools, a mobile application developer, web designer or marketer can make critical design changes that will improve sales and conversion rates, boost website traffic, and increase customer satisfaction. Remote unmoderated usability testing has been growing over the past three years, enabling more complex testing and greater access to test participants. The aim of this training seminar is to show you how these tools can be used in a practice by both novices and people with usability expertise. Capture user feedback and event tracking. Learn how to select participants using social media tools like Facebook and Twitter. Create reports that you can hand to stakeholders. Instructor provides handouts. Prerequisite: Basic Windows, keyboard, mouse and Internet skills.
CRN #20804 6 Wednesdays, 7/25-8/29, 6-9 p.m. MCC Bldg. LRC B142 Fee: $299
Instructor: Michael Rawlins

OFFICE SUITES & OUTLOOK

Microsoft® Office MCC Certificate
Increase your employability. MS Office certification helps you stand out! This hands-on workshop will include practice time on Word, Excel, Access, PowerPoint, and Outlook—all skills employers are looking for today. Students will receive a certificate of completion from MCC and 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 #20638 12 Thursdays, 6/7-8/30 (does not meet 7/5), 6-9 p.m. MCC Bldg. LRC B142 Fee: $599
Instructor: Dorothy Weiner
Outlook In-Depth
Think you already know Outlook? Think again! Outlook 2010 is so much more than just email. This two day hands on course first covers the basics and then the more advanced features: customize email Quick Steps and create Rules, include voting buttons in your emails, create a Contact from a task or email, learn time management techniques in Calendar, use multiple calendars, attach files to tasks, run tasks status reports, and categorize all your work for quick searches. Learn the tips and tricks to save time by fully utilizing all of Outlook’s tools. Become an expert in signatures, meeting requests, recurring items and much, much more! Instructor provides handouts. Prerequisite: Windows 7 Introduction and Office 2010 or permission of instructor.
CRN #20791 2 Mondays, 8/20-8/27, 9 a.m.-4 p.m. MCC Bldg. LRC B142 Fee: $199
Instructor: Margaret Gordon

PowerPoint Introduction
PowerPoint 2007 and 2010 are notable for their user-friendly ribbon interface and powerful features. Students will learn how to create new presentations, create new slides, enter and format text, create and change presentation elements, arrange slides, insert graphics, and run slideshows. Students will also learn about the extensive printing features of the program when they create their slideshows. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #20639 2 Mondays, 6/18-6/25, 6-9 p.m. MCC Bldg. LRC B142 Fee: $99
Instructor: Kristin Violette

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 #20633 MCC Bldg. LRC B141 Fee: $99
Instructor: Kristin Violette

SPREADSHEETS

QuickBooks In-Depth
Students will learn how to set up a QuickBooks company; enter account opening balances; create and customize company lists; set up inventory; and sell products. Students will explore additional accounting functions of this popular software, with a hands-on emphasis focusing on questions and problems they may encounter in the real world. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #20635 4 Wednesdays, 7/11-8/1, 6-9 p.m. MCC Bldg. LRC B141 Fee: $199
Instructor: Chuck Schwartz

QuickBooks Advanced with Payroll
Learn how to enter bills into accounts payable; pay bills; create and customize reports and graphs; set up inventory and build finished goods; track and pay sales tax; create estimates and do progress invoicing; track time and mileage; and customize sales forms. Students will also learn how to set up payroll for the first time (including state taxes and other deductions), and how to use it on an ongoing basis to generate paychecks. Instructor provides handouts. Prerequisite: QuickBooks In-Depth course or permission of computer coordinator.
CRN #20634 3 Wednesdays, 8/8-8/22, 6-9 p.m. MCC Bldg. LRC B141 Fee: $155
Instructor: Chuck Schwartz

Excel Introduction
Learn the features of Excel 2010 including how to enter and edit data, use formulas, work with graphics, save workbooks, copy data and formulas, use functions, format worksheets, print, and create charts. 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 #20640 2 Thursdays, 6/7-6/14, 6-9 p.m. MCC Bldg. LRC B141 Fee: $99
Instructor: CRN #20640: Kristin Violette
CRN #20636: Chuck Schwartz

Excel Intermediate
Skills taught in this accelerated course build upon the fundamentals taught in Excel Introduction. Topics include learning to create and modify formulas; summarize data by using a formula and by using subtotals; ensure its integrity; look up data by using a formula; use conditional logic in a formula; apply conditional formatting; sort and filter; protect and share workbooks; prepare workbooks for distribution; and set print options. 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 #20648 3 Fridays, 7/27-8/10, 9 a.m.-4 p.m. MCC Bldg. LRC B142 Fee: $299
Instructor: Chuck Schwartz

See Microsoft Office Specialist Exam Schedule and Information on page 9.

You May Also Like
• Online Academy Computer courses on pages 41-43
Computer Technology

DATABASE

Access Introduction
Learn basic database concepts, create tables, set data entry rules, and create queries, forms and reports. Although this course uses Access 2010 software, 2007 & 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Registered students are eligible for free Access software. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #20789 2 Thursdays, 6/21-6/28, 6-9 p.m. MCC Bldg. LRC B141
CRN #20796 1 Tuesday, 7/17, 9 a.m.-4 p.m. MCC Bldg. LRC B142
Fee: $99
Instructors: CRN #20789: Kristin Violette
CRN #20796: Margaret Gordon

Access Intermediate
Prepare for the Microsoft Office Specialist exam for Access MOS certification. Learn basic concepts, techniques involved with tables, queries, forms and reports, how to split databases, find and replace data, attach and detach documents, import data, and more. 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 or permission of instructor or computer coordinator.
CRN #20649 3 Tuesdays, 7/24-8/7, 9 a.m.-4 p.m. MCC Bldg. LRC B142
Fee: $299
Instructor: Margaret Gordon

Adobe Photoshop Elements Introduction
Adobe Photoshop Elements Version 9 is a new photo-enhancement and manipulation program designed specifically for amateur photographers, hobbyists and business users looking for an affordable, easy-to-use but powerful digital-imaging tool. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #20666 2 Tuesdays, 8/7-8/14, 6-9 p.m. MCC Bldg. LRC B142
Fee: $99
Instructor: Richard Hoyer

Adobe Photoshop Elements: The Next Step
You’ve mastered the basics of Photoshop Elements and you’re wondering, Now what? We’ve got just the thing. Explore the creative aspects of this software package; learn how to add borders and frames; increase canvas space; create contact sheets; utilize picture packages to minimize paper waste; merge color and black and white images; duo-tone your images; create personal greeting cards; add text; create panoramas; use filters and special effects; and make layers work for you. Let your imagination fly! Instructor provides handouts. Prerequisite: Familiarity with Photoshop Elements or Photoshop Elements Introduction course.
CRN #20678 2 Tuesdays, 8/21-8/28, 6-9 p.m. MCC Bldg. LRC B142
Fee: $99
Instructor: Richard Hoyer

Adobe Photoshop In-Depth (PC)
Learn how to use the most powerful image editing software available, Adobe Photoshop. Improve your photographs through the use of Photoshop’s tone, color, and retouching capabilities. Topics will include layers; using color and transparency; adjusting images to improve quality/suitability for intended publication; advanced image editing; and design, web and print skills with compositing, color management, type controls, drawing and web prep techniques. Through demonstration and hands-on exercises taught by an Adobe Certified Expert and professional photographer, learn to create exciting and amazing images using some of this program’s limitless capabilities. Instructor provides handouts. Required text: Adobe Photoshop CS5 Classroom in a Book, Adobe Press (ISBN 9780321701763), available at MCC Bookstore for approximately $55. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #20643 2 Wednesdays, 7/18-7/25, 9 a.m.-4 p.m. MCC Bldg. LRC B142
Fee: $199
Instructor: Jeff Shaffer

Adobe Acrobat In-Depth
Explore the Acrobat interface and learn the many ways to customize it to suit your needs. Create Adobe PDF files from Word, Excel, emails or web pages while maintaining formatting and fonts. Use a variety of tools to edit, combine pages, place graphics, import and export content and assign security. Create electronic forms for easy, secure distribution, collaboration, and data collection. Create interactive text fields, check boxes, drop-down menus and more! Track your forms and view the completed replies. Complete the process by exporting the collected form information to a spreadsheet. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills; word processing experience recommended.
CRN #20652 2 Tuesdays, 8/14-8/21, 9 a.m.-4 p.m. MCC Bldg. LRC B141
Fee: $199
Instructor: Margaret Gordon

DIGITAL IMAGING & DESIGN

Adobe Photoshop Elements Introduction
Adobe Photoshop Elements Version 9 is a new photo-enhancement and manipulation program designed specifically for amateur photographers, hobbyists and business users looking for an affordable, easy-to-use but powerful digital-imaging tool. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #20666 2 Tuesdays, 8/7-8/14, 6-9 p.m. MCC Bldg. LRC B142
Fee: $99
Instructor: Richard Hoyer

Adobe Photoshop Elements: The Next Step
You’ve mastered the basics of Photoshop Elements and you’re wondering, Now what? We’ve got just the thing. Explore the creative aspects of this software package; learn how to add borders and frames; increase canvas space; create contact sheets; utilize picture packages to minimize paper waste; merge color and black and white images; duo-tone your images; create personal greeting cards; add text; create panoramas; use filters and special effects; and make layers work for you. Let your imagination fly! Instructor provides handouts. Prerequisite: Familiarity with Photoshop Elements or Photoshop Elements Introduction course.
CRN #20678 2 Tuesdays, 8/21-8/28, 6-9 p.m. MCC Bldg. LRC B142
Fee: $99
Instructor: Richard Hoyer

Adobe Photoshop In-Depth (PC)
Learn how to use the most powerful image editing software available, Adobe Photoshop. Improve your photographs through the use of Photoshop’s tone, color, and retouching capabilities. Topics will include layers; using color and transparency; adjusting images to improve quality/suitability for intended publication; advanced image editing; and design, web and print skills with compositing, color management, type controls, drawing and web prep techniques. Through demonstration and hands-on exercises taught by an Adobe Certified Expert and professional photographer, learn to create exciting and amazing images using some of this program’s limitless capabilities. Instructor provides handouts. Required text: Adobe Photoshop CS5 Classroom in a Book, Adobe Press (ISBN 9780321701763), available at MCC Bookstore for approximately $55. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #20643 2 Wednesdays, 7/18-7/25, 9 a.m.-4 p.m. MCC Bldg. LRC B142
Fee: $199
Instructor: Jeff Shaffer

Adobe Acrobat In-Depth
Explore the Acrobat interface and learn the many ways to customize it to suit your needs. Create Adobe PDF files from Word, Excel, emails or web pages while maintaining formatting and fonts. Use a variety of tools to edit, combine pages, place graphics, import and export content and assign security. Create electronic forms for easy, secure distribution, collaboration, and data collection. Create interactive text fields, check boxes, drop-down menus and more! Track your forms and view the completed replies. Complete the process by exporting the collected form information to a spreadsheet. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills; word processing experience recommended.
CRN #20652 2 Tuesdays, 8/14-8/21, 9 a.m.-4 p.m. MCC Bldg. LRC B141
Fee: $199
Instructor: Margaret Gordon

See Microsoft Office Specialist Exam Schedule and Information on page 9.

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 #20623 2 Wednesdays, 7/18-7/25, 9 a.m.-4 p.m. MCC Bldg. LRC B141
Fee: $199
Instructor: Bruce Manning

Adobe Photoshop Elements Introduction
Adobe Photoshop Elements Version 9 is a new photo-enhancement and manipulation program designed specifically for amateur photographers, hobbyists and business users looking for an affordable, easy-to-use but powerful digital-imaging tool. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #20666 2 Tuesdays, 8/7-8/14, 6-9 p.m. MCC Bldg. LRC B142
Fee: $99
Instructor: Richard Hoyer

Adobe Photoshop Elements: The Next Step
You’ve mastered the basics of Photoshop Elements and you’re wondering, Now what? We’ve got just the thing. Explore the creative aspects of this software package; learn how to add borders and frames; increase canvas space; create contact sheets; utilize picture packages to minimize paper waste; merge color and black and white images; duo-tone your images; create personal greeting cards; add text; create panoramas; use filters and special effects; and make layers work for you. Let your imagination fly! Instructor provides handouts. Prerequisite: Familiarity with Photoshop Elements or Photoshop Elements Introduction course.
CRN #20678 2 Tuesdays, 8/21-8/28, 6-9 p.m. MCC Bldg. LRC B142
Fee: $99
Instructor: Richard Hoyer

Adobe Photoshop In-Depth (PC)
Learn how to use the most powerful image editing software available, Adobe Photoshop. Improve your photographs through the use of Photoshop’s tone, color, and retouching capabilities. Topics will include layers; using color and transparency; adjusting images to improve quality/suitability for intended publication; advanced image editing; and design, web and print skills with compositing, color management, type controls, drawing and web prep techniques. Through demonstration and hands-on exercises taught by an Adobe Certified Expert and professional photographer, learn to create exciting and amazing images using some of this program’s limitless capabilities. Instructor provides handouts. Required text: Adobe Photoshop CS5 Classroom in a Book, Adobe Press (ISBN 9780321701763), available at MCC Bookstore for approximately $55. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #20643 2 Wednesdays, 7/18-7/25, 9 a.m.-4 p.m. MCC Bldg. LRC B142
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Adobe Acrobat In-Depth
Explore the Acrobat interface and learn the many ways to customize it to suit your needs. Create Adobe PDF files from Word, Excel, emails or web pages while maintaining formatting and fonts. Use a variety of tools to edit, combine pages, place graphics, import and export content and assign security. Create electronic forms for easy, secure distribution, collaboration, and data collection. Create interactive text fields, check boxes, drop-down menus and more! Track your forms and view the completed replies. Complete the process by exporting the collected form information to a spreadsheet. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills; word processing experience recommended.
CRN #20652 2 Tuesdays, 8/14-8/21, 9 a.m.-4 p.m. MCC Bldg. LRC B141
Fee: $199
Instructor: Margaret Gordon

See Microsoft Office Specialist Exam Schedule and Information on page 9.
MANUFACTURING

**Blueprint Reading**
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** #20656 2 Saturdays, 6/9-6/16, 9 a.m.-noon MCC Bldg. AST C128
Fee: $99
Instructor: Chris Legiadre

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

**CRN** #20712 1 Saturday, 7/28, 9 a.m.-4 p.m. MCC Bldg. AST C135
Fee: $99
Instructor: Keith Butzgy

**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. Strongly recommended text: Mastercam X5 Mill Level 1 Training Tutorial, In-House Solutions Inc. Publishing (ISBN 9781926566788), available through your instructor for approximately $60. Prerequisite: Blueprint Reading and Dimensioning Introduction course and some previous CAD experience recommended, or permission of computer coordinator.

**CRN** #20714 2 Saturdays, 8/4-8/11, 9 a.m.-4 p.m. MCC Bldg. AST C135
Fee: $99
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** #20715 2 Saturdays, 6/16-6/23, 9 a.m.-4 p.m. MCC Bldg. AST C131 Fee: $199
Instructor: Keith Butzgy

**AutoCAD 2D Certification**
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 $50. Prerequisite: Basic Windows, keyboard and mouse skills.

**CRN** #20643 6 Saturdays, 6/23-8/4 (does not meet 7/7), 9 a.m.-4 p.m. MCC Bldg. AST C128 Fee: $599
Instructor: Christopher Legiadre

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. 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** #20650 2 Saturdays, 6/23-6/30, 9 a.m.-noon MCC Bldg. LRC B141 Fee: $99
Instructor: Clayton Walnum

See also B&I Precision Machining on page 36.
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 or permission of instructor. A small USB drive is also required.
CRN #20651 4 Saturdays, 7/14-8/4, 9 a.m.-noon MCC Bldg. LRC B141
Fee: $199
Instructor: Clayton Walnum

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 #20653 3 Wednesdays, 6/13-6/27, 6-9 p.m. MCC Bldg. LRC B141
Fee: $155
Instructor: Clayton Walnum

MSDNAA Software Information
MCC’s Division of Continuing Education subscribes to Microsoft Developers Network Academic Alliance (MSDNAA), which allows MCC students who enroll in designated computer classes to receive free Microsoft software that is related to the course.
Available software for Summer 2012 includes:
• Microsoft Access 2010
• Microsoft Expression Web
• Microsoft SQL Server 2008
• Visio 2010
• Visual Studio 2010
• Windows 7

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

**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 (sauteéd veal, prosciutto, and sage), followed by the primo piatto (first dish): Amatriceiana (homemade tomato sauce with pancetta and bucatini pasta) and secondo piatto (second dish): chicken parmesan (sauteéd boneless chicken breasts with parmesan cheese and prosciutto). Next up, insalata rustica, (arugula, pear and walnut salad). And for dessert... cannoli with homemade cannoli cream. **Note:** the class will meet at the Farmer’s Market for 5:30 p.m. (located on the MCC grounds near the Band Shell across from the GPA building) to experience shopping for the meal. **Instructor:** Rebecca Brown

**Spinach Ravioli and Fruit Crostata**

Join us for this Italian four-course meal, beginning with authentic Bruschetta (toasted bread slices, garlic, tomatoes, and basil, drizzled with extra virgin olive oil), followed by Caesar Salad (crispy Romaine lettuce, freshly grated Parmesiano Reggiano cheese, and homemade creamy Caesar dressing, topped with homemade Italian croutons). For the main course, learn to make (and then we’ll enjoy) handmade, hand-cut pillows of Spinach Ravioli, draped with a delicate sauce of sage, butter and pecans. Dolce (dessert) will feature a Fruit Crostata—a flaky crust layered with sweet mascarpone and topped with brightly colored and textured fresh fruit. This fruit arrangement is one typically placed on wedding cakes in Italy. **Note:** the class will meet at the Farmer’s Market for 5:30 p.m. (located on the MCC grounds near the Band Shell across from the GPA building) to experience shopping for the meal. **Instructor:** Rebecca Brown

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**How to Make Sourdough Bread**

Man has been making bread long before yeast was available as a common ingredient. Learn the secrets of how to bake bread with wild yeast. Sourdough breads have a special, delicious flavor that is hard to mistake. Students will learn how to bake with a sourdough starter. This hands-on class will teach various methods for mixing dough, how to create and care for a sourdough starter, and how to shape and bake hand-formed artisan loaves of bread. **Please note:** The Friday night session is mostly lecture; the baking will be done in the Saturday session. **Materials fee:** $10, payable to the instructor at the beginning of class. **CRN #20755** 2 sessions, Friday & Saturday, 6/29-6/30, 6-8 p.m. (Friday) & 9 a.m.-1 p.m. (Saturday) **MCC Bldg. Lowe L293 (South Kitchen), meet at Culinary Arts Center** Fee: $75 **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.

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**Baking for English Tea**

Invite your friends and family over for an afternoon tea, while featuring your own baked goods! Learn to craft and bake classic English tea favorites, such as Flaky Scones, Shortbread, English Trifle, and Cream Puffs. Students will also learn to make classic English tea condiments, including Devonshire Cream and Lemon Curd. This hands-on class will show students how to correctly prepare and make all of the products, using proper hand technique and electric mixers. Students should bring an apron. **Materials fee:** $15, payable to the instructor at the beginning of class. **CRN #20757** 1 Saturday, 7/21, 10 a.m.-3 p.m. **MCC Bldg. Lowe L293 (South Kitchen), meet at Culinary Arts Center** Fee: $70 **Instructor:** Chris French

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**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 affect one another and the dough itself. You will create and bake pizzas and focaccia and experiment with fennel, cinnamon and cheeses. **Materials fee:** $10, payable to the instructor at the beginning of class. **CRN #20758** 1 Saturday, 8/11, 10 a.m.-2 p.m. **MCC Bldg. GPA GP213** Fee: $60 **Instructor:** Chris French

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**Summer Soups: Hot and Chilled**

Enjoy soups year-round with both hot and chilled offerings. You will learn to prepare the following soups: Persian Pumpkin Presto; Mediterranean Tomato and Lima Beans, with Garlic, Rosemary and Olives; Strawberry Watermelon with Cashew Creme; Green Pea and Watercress with Mint; and Roasted Red Pepper with Cashew Creme. Tips on stocks and building flavor will be included. **Materials fee:** $11, payable to instructor at the beginning of class. **CRN #20697** 1 Thursday, 6/14, 6:30-8:30 p.m. **MCC Bldg. GPA GP213** Fee: $60 **Instructor:** Rebecca Brown

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

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, as well as how to use garlic in combination with 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 #20695 1 Thursday, 6/28, 6:30-8:30 p.m. MCC Bldg. Lowe L293 (South Kitchen), meet at Culinary Arts Center Fee: $55
Instructor: Ken Bergeron

Curry Flavor from Around the World

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

CRN #20698 1 Thursday, 7/12, 6:30-8:30 p.m. MCC Bldg. Lowe L293 (South Kitchen), meet at Culinary Arts Center Fee: $55
Instructor: Ken Bergeron

Raw Foods Preparation

By heating foods over 118 degrees, some vitamins and enzymes are lost. For this reason many people like to add uncooked foods, such as salads, to their menus. Some have developed a style of cooking with all raw ingredients, or “living foods.” In this demonstration of raw foods, you will learn to prepare Strawberry Watermelon Soup, Vegetable Walnut Pecan and Raisin Pate, Shredded Zucchini Noodles with Raw Meso Sauce, and Chocolate Banana Pudding. Materials fee: $11, payable to instructor at the beginning of class.

CRN #20696 1 Thursday, 7/26, 6:30-8:30 p.m. MCC Bldg. Lowe L293 (South Kitchen), meet at Culinary Arts Center Fee: $55
Instructor: Ken Bergeron

Wizardry in the Kitchen

This fun- and fantasy-filled culinary class will incorporate themes found in J.K. Rowling’s “Harry Potter” series. Join us as we create mysteriously themed yet delicious treats that Harry and his friends Ron and Hermione might have enjoyed. Who says that us Muggles can’t create some of our own magical treats? Our culinary adventure will include recipes such as Cauldron Cakes, Cockroach Clusters, and Quidditch Players Pie. Parents may register with their teenagers, but each student requires a separate registration. Materials fee: $35, payable to instructor at the first class.

CRN #20786 3 Mondays, 7/9-7/23, 6-9 p.m. MCC Bldg. Lowe L293 (South Kitchen), meet at Culinary Arts Center Fee: $125
Instructor: Diane Richards is a Family and Consumer Science Teacher at Terryville High School, where she teaches culinary, life skills, and child development classes. She has a master’s degree from St. Joseph’s College in instruction and curriculum and is a certified instructor with the Association of Family and Consumer Science. She is also an adjunct professor with the UConn Early College Experience program.

Thinking Beyond the Bottle: Box Wines for Your Outdoor Parties

With summer time here, we all start to think about parties, outings, bridal and baby showers, and of course, the 4th of July, with the advantages of long-lasting quality and easy clean-up. Boxed wines are the perfect solution for providing very good wines at an affordable price. Many tasters are curious about these boxed wines but are reluctant to buy “outside the bottle” and actually sample some. Here’s your chance to taste these quality red and white bargains. Students should bring finger foods, fruit, or cheese to munch on; wine glasses are provided.

Please note: You must be at least 21 years of age to enroll in the class; IDs will be checked in class. Please register early, as enrollment is limited. Materials fee: $15, payable to the instructor at the beginning of class.

CRN #20782 1 Friday, 6/29, 6:30-9:30 p.m. MCC Bldg. Lowe L294 (Culinary Arts Center) Fee: $35
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.

Never Get to Spend Time with Your Friends? Register Together
A Course is a Great Experience to Share!
Make the Most of Your Trip to Italy
We will cover a lot of Italy in three short hours! Learn to travel between Rome, Florence, and Venice, and then learn what fabulous food, geography, galleries, museums, sites, and activities are available to you in each of these three glorious cities. Some basic communication tips and valuable websites will also be included. If you’re planning a trip to Italy, this course will help enhance your experience. Even if you’re not, you’ll feel as if you’ve lived a little of la dolce vita!
CRN #20800 1 Thursday, 8/30, 6:30-8:30 p.m. MCC Bldg. GPA GP155
Fee: $20
Instructor: Barbara Agazzi-Poncia, fluent in both Spanish and Italian, received her graduate degree in teaching and education from the Universities of Bergamo and Brescia in Italy. She was a private tutor of Spanish for more than ten years.

You May Also Like
• Accelerated Italian for the Traveler on page 27

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 #20819 1 Friday, 6/15, 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 Black Plague in the Middle Ages
The devastating pandemic of the Middle Ages, known as the Black Death, is estimated to have killed 50 percent or more of Europe’s population. Just as important as the horrendous loss of life was the impact of the plague on European history. The turmoil created by the plague in the religious, economic, and social life of Europe lasted from the outbreak in the 14th century well into the 19th century. We will examine this 500-year historical impact that all began with a single type of bacterium.
CRN #20780 2 Mondays, 6/11-6/18, 6-9 p.m. MCC Bldg. GPA GP136
Fee: $60
Instructor: Barbara King has an M.A. in history, has taught high school and college history and psychology, and has been a trainer in business and state government. She teaches a variety of courses for MCC’s Credit-Free Programs.

The Manhattan Project: World War II Secrets, Spies, and the Bomb
Not just for history buffs, but also for those who are interested in spy stories, national intelligence, and security, this course is an opportunity to get a first-hand view of the Manhattan Project—what it took to build the first atomic bombs; who were the civilian and military managers and stakeholders; and how they kept it all a secret in the middle of a world war. You will also examine copies of original documents, pictures and films from the period.
CRN #20781 2 Mondays, 6/25-7/2, 6-9 p.m. MCC Bldg. GPA GP136
Fee: $60
Instructor: Barbara King

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 #20775 4 Mondays, 7/9-7/30, 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.

World War II Remembered: The Home Front
Where were you during World War II? Not born yet, too young to serve at the time, or did you have relatives who did not serve? They were likely involved with supporting our troops “over there.” Do you remember, or would you like to learn about how the war was fought on the home front: the rationing of gas, food, and other critical items; our civil defense; air raid wardens; Red Cross Motor Corps; U.S.O. canteens; and scrap metal, rubber, and newspaper drives. We will cover all aspects of how those who remained at home supported the war effort.
CRN #20783 4 Wednesdays, 6/6-6/27, 6:30-8:30 p.m. MCC Bldg. GPA GP214
Fee: $65
Instructor: James Shelmerdine is a retired U.S. Army Lieutenant Colonel of the Infantry who served in Korea as an enlisted man and as an officer during the Vietnam and Desert Storm wars. A graduate of the U.S. Army Command and General Staff College and the U.S. Army War College, he is a longtime, serious student of military history.
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.

Latin Merengue Mambo & Cha-Cha for Beginners

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

CRN #20674 6 Mondays, 6/6-7/18 (does not meet 7/4), 6-7:15 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $80
Instructor: Beverly Burton

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. Please note: this course meets at MCC’s new satellite location, “MCC on Main,” located on 903 Main Street, Manchester (see directions on page 33).

CRN #20687 6 Wednesdays, 6/25-7/29, 6-7:15 p.m. MCC on Main
903 Main St., Manchester 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 #20688 6 Tuesdays, 7/24-8/28, 6-7:15 p.m. MCC on Main,
903 Main St., Manchester Fee: $90 (per person)
Instructor: Beverly Burton

Jump, Jive an’ Wail: Swing Dance

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

CRN #20677 6 Wednesdays, 7/25-8/29, 6-7:15 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $90 (per person)
Instructor: Beverly Burton

New Satellite Location Coming Soon
903 Main Street, Manchester
Directions on page 33

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.
The Art of Voice-Overs

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

CRN #20710 5 Tuesdays, 6/5-7/3, 7-9 p.m. MCC Bldg. V5 V151
Fee: $99
Instructor: Stew Crossen is the owner of Voice Over Workshop, LLC, where he produces voice-over projects for a wide range of clients. He has more than 30 years of broadcast experience, including work as a news anchor, rock DJ, program director, music director, and radio show host. He is a KBA award recipient, and for 13 years hosted a popular radio show on WCCC.

The Business of Voice-Overs

In this lecture-style course, question-and-answer course, students will learn the basics of the voice-over industry and how to set up and run a voice-over business. Topics will include: types of business entities; organizational skills; why you need a demo; the truth about agents and unions; why you need a website; how promote yourself; and how to assemble a home studio. The course includes informative handouts.

CRN #20711 4 Tuesdays, 7/10-7/31, 7-9 p.m. MCC Bldg. V5 V151
Fee: $80
Instructor: Stew Crossen

Movie Making and Film Production

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

CRN #20735 1 Saturday, 7/28, 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.”

Attention Theater and Film Professionals

MCC’s Credit-Free Programs seeks qualified* new instructors and course proposals for the following topics:
- Directing & Filmmaking
- Screenplay Writing
- Playwriting
- Theatre Lighting
- Storyboard Creation
- Film & Literature
- 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.
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 #20809 6 Thursdays, 6/14-7/19, 6-8 p.m. MCC Bldg. GPA GP156 Fee: $110
Instructor: Georgiana Newson received her M.S. in TESOL from Central Connecticut State University, where she is also an ESL instructor in the Intensive English Language Program.

Grammar Basics II
As a continuation of Grammar Basics I, students will practice more advanced verb tenses and grammar skills. Students who did not take Part One are welcome to attend if they have strong basic grammar skills. Required text (same as Grammar Basics I): More Grammar Practice 2 (ISBN 9780838419021), Thomson-Heinle, available at MCC Bookstore for approximately $20.
CRN #20831 6 Thursdays, 7/26-8/30, 6-8 p.m. MCC Bldg. GPA GP156 Fee: $110
Instructor: Georgiana Newson

ESL: Conversation, Customs and Culture
Come practice your English in a fun, relaxed and informal setting, while learning about American customs and culture. We will discuss the meaning of idioms and what to do and say in a variety of everyday practical and social situations, such as working, traveling, and celebrating holidays. Practice your communication skills, as you share aspects of your culture with your classmates and explore your common interests. This course is ideal for au pairs who need to fulfill their educational requirements. Students should be at a high beginner to intermediate level of spoken English. The instructor provides handouts.
CRN #20716 5 Mondays, 7/9-8/6, 6:30-8:30 p.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.
Please note: 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 #20719 12 sessions, Mondays & Wednesdays, 6/11-7/23 (does not meet 7/4), 6:30-8:30 p.m. MCC Bldg. GPA GP139 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.

Advanced Grammar in Context
This course is designed for the advanced ESL student. Topics and exercises will include adjective clauses, active and passive voice, articles, and other grammatical aspects. The instructor will provide handouts. Recommended (optional) textbook: Grammar in Context 2, 5th Edition, Elbaum, available at your local or online bookstore for approximately $40.
CRN #20717 7 Tuesdays, 6/12-7/24, 6:30-8:30 p.m. MCC Bldg. GPA GP139 Fee: $125
Instructor: Ricardo Canal

Reading about the World
This course is designed for the intermediate to advanced ESL student. Various readings from around the globe will be discussed. Vocabulary work will be a focus. Exercises in advanced grammar and some sentence writing will enhance the learning objectives. Above all, students will learn about different legends, cultures, customs, and historic events, while improving reading and vocabulary skills. Recommended (optional) textbook: What a World 3: Amazing Stories from Around the Globe (ISBN 0130484652), Broukal, available at your local or online bookseller for approximately $30.
CRN #20718 7 Thursdays, 6/14-7/26, 6:30-8:30 p.m. MCC Bldg. GPA GP139 Fee: $125
Instructor: Ricardo Canal

You May Also Like
• Storytelling for Educators and Librarians on page 35
How to Deal with Bullying: A Guide for Parents
The scenario is all-too-familiar: your young child comes home with tearful eyes, having been mistreated at school. What’s a parent to do? What’s the next step if, after talking to the teacher or principal, nothing changes? This skilled instructor has been counseling parents for years on what to do when their children are bullied. Learn steps that you can take to keep your children safe at school. Topics will include how to address physical and emotional bullying, cyber bullying, and peer group bullying.

CRN #20785 1 Saturday, 8/11, 10 a.m.-noon MCC Bldg. Lowe L142
Fee: $15
Instructor: Joel S. Waldron is a martial arts master, philosopher, motivational speaker, and life coach. He has spent nearly 25 years guiding others on how to free themselves from limitations, in order to achieve their maximum potential and heart’s desire. He is the owner of The Academy of Martial Arts & Personal Development in Manchester.

Mortgages and the Home Buying Process
The process for getting a mortgage has changed and qualifying for credit is more of a challenge than ever. Whether you are considering buying for the first time or you are looking to get into the market a second or even third time, you’ll need the most up-to-date information to be successful.
You’ll gain knowledge on the following topics: understanding how to be a loan candidate; completing a home buying strategy; the impact of a credit score; pre-approval vs. pre-qualified; choosing a realtor; overview of the mortgage process; governmental changes impacting the mortgage industry and how they impact you; and rent vs. own. Handouts will be provided.

CRN #20787 1 Monday, 8/13, 7-9 p.m. MCC Bldg. GPA GP142
Fee: $20
Instructor: Eric Kincheloe has 14 years of mortgage lending experience. He also has experience in managing, leading and training other mortgage professionals, and is currently a branch manager for the Glastonbury and Bloomfield, CT locations for Residential Mortgage Services, Inc.

Will You Outlive Your Retirement Income?
Will your savings and retirement income last as long as you do? Will you have the money to enjoy your retirement? For many Americans, the answer is “no.” That’s because a lifetime of investing and savings can be eroded by taxes, inflation, and poor investment choices. Fortunately, there are creative solutions to address income needs. Learn how an annuity can help you accumulate retirement funds, manage taxes, fight the effect of inflation, and generate an income that you cannot outlive! Come learn how an annuity can help you retire better. Included with the course is an informative workbook.

CRN #20801 1 Monday, 8/6, 6:30-8:30 p.m. MCC Bldg. GPA GP214
Fee: $20
Instructor: John G. Kava, CPA, is an advisory representative for HD Vest Financial Services through his office in Manchester, CT, where he manages client assets, supervises and monitors online account activity, and researches, evaluates and selects investments. He is also a Certified Senior Advisor (CSA) and Certified Fund Specialist (CFS).

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 #20806 1 Tuesday, 8/7, 6:30-8 p.m. MCC Bldg. GPA GP156
Fee: $15
Instructor: Amy E. Orlando is an attorney with Czepiga Daly Dillman LLC of Newington, where she practices in the areas of elder law, estate planning, estate administration, and taxation. She received her J.D. from Suffolk University Law School in Boston, MA.

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

CRN #20807 1 Tuesday, 8/14, 6:30-8 p.m. MCC Bldg. GPA GP156
Fee: $15
Instructor: Amy E. Orlando

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

CRN #20810 1 Saturday, 6/23, 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 WDRB 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.
**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 #20744**
- 8 Saturdays, 6/9-7/28, 10-11 a.m.
- **MCC Bldg. Lowe L155 (Aerobics Studio)** Fee: $875
- **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 AFAP 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 #20745**
- 8 Saturdays, 6/9-7/28, 11:15 a.m.-12:15 p.m.
- **MCC Bldg. Lowe L155 (Aerobics Studio)** Fee: $875
- **Instructor:** Holly Pellegrino

**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 #20740**
- 6 Saturdays, 6/9-7/14, 9 a.m.-4 p.m.
- **MCC Bldg. Lowe L142 (9 a.m.-noon, classroom) & Lowe L154 (1-4 p.m., Fitness Center); except for exam session on 7/14: classroom, 9-11 a.m. & Fitness Center, 11 a.m.-4 p.m.** Fee: $640
- **Instructor:** World Instructor Training School Staff

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**Functional Flexibility for Fitness Professionals**

Learn to explain the objectives of stretching for your general clients and athletes. Design stretching regimens for upper and lower body regions and learn both static and PMF (proprioceptive muscular facilitation) stretches for each major muscle group. To order the required textbook: *Facilitated Stretching*, 3rd edition, for approximately $35, please call toll-free, 888-330-9487 or go online to www.witseducation.com and begin reading before the start of class. **Please note: This course combines lecture with practical skills in the Fitness Center and Aerobics Studio. Therefore, you must wear appropriate workout clothes and non-marking athletic shoes. Please bring a combination lock in order to store your personal belongings. The course qualifies for 3 Continuing Education Credits for W.I.T.S. professionals; please ask instructor for more details.**

**CRN #20741**
- 1 Saturday, 6/2, 9 a.m.-noon MCC Bldg. GPA GP156
- **Fee:** $60
- **Instructor:** World Instructor Training School Staff

**Advanced Weight Training Techniques for Personal Fitness Trainers**

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

**CRN #20741**
- 1 Saturday, 7/21, 9 a.m.-noon MCC Bldg. Lowe L154 (Fitness Center)
- **Fee:** $60
- **Instructor:** World Instructor Training School Staff

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**T’ai Chi for Health and Relaxation**

Beginners of all ages are invited to come and let your chi energy flow! Learn to let your body release everyday stress, while strengthening your mind and body with this ancient Chinese art. You will learn simple chi kung (breathing exercises) and a basic tai chi form by the end of the course. Please note: You may attend any of the sessions from the four scheduled sections listed below, and in any weekly sequence, in order to fulfill your 12 sessions by the end date. It will be your responsibility to make sure that you are able to adjust your schedule in order to attend 12 sessions. The instructor will monitor each student’s weekly attendance. **Classes meet at Malee’s School of Tai Chi & Kung Fu, 249 Broad Street, Manchester.**

**CRN #20752**
- 12 sessions - Choose from any combination of the following schedules:
  - Mondays & Wednesdays, 6/4-7/16 (does not meet 7/4), 7:30-8:30 p.m.
  - Tuesdays & Thursdays, 6/5-7/12 5:30-6:30 p.m.
  - Fridays, 6/8-7/13, 6:30-7:30 p.m.
  - Saturdays, 6/9-7/14, 9-10 a.m.
- **Fee:** $160
- **Instructor:** Malee Khow, president of the U.S.A. National Tai Chi Chuan Federation, has studied and practiced the martial arts for more than 30 years. She is an international Wushu judge and multiple gold winner in international competition.

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**Facilitated Stretching**

Learn to explain the objectives of stretching for your general clients and athletes. Design stretching regimens for upper and lower body regions and learn both static and PMF (proprioceptive muscular facilitation) stretches for each major muscle group. To order the required textbook: *Facilitated Stretching*, 3rd edition, for approximately $35, please call toll-free, 888-330-9487 or go online to www.witseducation.com and begin reading before the start of class. **Please note: This course combines lecture with practical skills in the Fitness Center and Aerobics Studio. Therefore, you must wear appropriate workout clothes and non-marking athletic shoes. Please bring a combination lock in order to store your personal belongings. The course qualifies for 3 Continuing Education Credits for W.I.T.S. professionals; please ask instructor for more details.**

**CRN #20741**
- 1 Saturday, 6/2, 9 a.m.-noon MCC Bldg. GPA GP156
- **Fee:** $60
- **Instructor:** World Instructor Training School Staff
Kung Fu for Fitness & Self-Defense
Become strong, flexible, and fit, and learn how to defend yourself, with Chinese Kung Fu. Each class consists of a thorough warm-up and stretching, followed by training in the fundamentals of Kung Fu: stances, strikes, kicks, forms, and self-defense. Please note: You may attend any of the sessions from the four sections listed below, and in any weekly sequence, in order to fulfill your 12 sessions by the end date. It will be your responsibility to make sure that you are able to adjust your schedule in order to attend 12 sessions. The instructor will monitor each student’s weekly attendance. Classes meet at Malee’s School of Tai Chi & Kung Fu, 249 Broad Street, Manchester.
CRN #20703 12 sessions - Choose from any combination of the following schedules:
• Mondays & Wednesdays, 6/4-7/16 (does not meet 7/4), 5:30-6:30 p.m.
• Tuesdays, 6/5-7/10, 6:30-7:30 p.m.
• Fridays, 6/8-7/13, 5:30-6:30 p.m.
• Saturdays, 6/9-7/14, 11 a.m.-noon
Fee: $160
Instructor: Malee Khow

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 #20699 8 sessions, Mondays & Wednesdays, 6/4-6/27, 7-8 p.m.
CRN #20700 8 sessions, Tuesdays & Thursdays, 6/5-6/28, 9:30-10:30 a.m.
CRN #20701 8 sessions, Tuesdays & Thursdays, 6/5-6/28, 6-7 p.m.
CRN #20702 8 sessions, Mondays & Wednesdays, 7/2-7/30, (does not meet 7/4), 7-8 p.m.
CRN #20746 8 sessions, Tuesdays & Thursdays, 7/3-7/26, 9:30-10:30 a.m.
CRN #20747 8 sessions, Tuesdays & Thursdays, 7/3-7/26, 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.

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 #20657 4 sessions, Mondays & Wednesdays, 6/4-6/13, 7-9:30 p.m.
MCC Bldg. Lowe L240
CRN #20658 4 sessions, Mondays & Wednesdays, 7/9-7/18, 7-9:30 p.m.
MCC Bldg. Lowe L240
CRN #20659 4 sessions, Mondays & Wednesdays, 8/13-8/22, 7-9:30 p.m.
MCC Bldg. Lowe L240
Fee: $20
Instructors: Department of Environmental Protection, Office of Boating staff

OPTION 2
Students may receive the same Connecticut Certificate of Personal Watercraft/Safe Boating through single-day classes offered by Professional Marine Education. Please note that this scheduling option carries a higher course fee.
CRN #20660 1 Saturday, 6/16, 8:30 a.m.-4:30 p.m.
MCC Bldg. Lowe L240
CRN #20661 1 Saturday, 7/14, 8:30 a.m.-4:30 p.m.
MCC Bldg. Lowe L240
CRN #20662 1 Saturday, 8/11, 8:30 a.m.-4:30 p.m.
MCC Bldg. AST E202
Fee: $85
Instructors: Professional Marine Education staff

CONNECTICUT BASIC BOATING

Malee Khow
FITNESS & RECREATION
**Gardening**

**Composting**
By choosing to compost, reuse and recycle, we save money and reduce our contributions to landfills. Indoor and outdoor composting, and all of the different methods of composting, will be discussed. Through discussion and hands-on demonstration, you will learn why composting is important to gardening, what ingredients can be composted, and how this process can also help houseplants. All levels of gardening ability and interest are welcome. **The course will be held rain or shine at MCC's Community Garden; shelter is available if necessary.**

**CRN #20765**  1 Thursday, 6/7, 6-8 p.m.  **MCC Community Garden**  Fee: $25  
Instructor: Bettylou Sandy

**CRN #20766**  1 Tuesday, 6/12, 6-8 p.m.  **MCC Bldg. Lowe L142**  Fee: $25  
Instructor: Bettylou Sandy

**Drainage Solutions and Water Retention in the Garden**
Learn to save and use rain water through effective drainage. Whether your garden is on a hillside or on even ground, it is important to capture and use available rain water, rather than allowing it to run off and erode the soil. We will discuss the use of berms, swales, French drains, Victorian edging, and other forms of water collection to direct and retain rain water. Using gutters as a water source can also be an efficient way to redirect water for garden use. Achieve low maintenance gardening by learning to implement water solutions for your plants and drainage. Best suited for the intermediate or advanced gardener level.

**CRN #20766**  1 Thursday, 6/21, 6-8:30 p.m.  **MCC Community Garden**  Fee: $30  
Instructor: Bettylou Sandy

**Adding Brick and Stone to Your Garden**
Are you still piling up those stones you’ve picked from your garden over the seasons? Do you have a pile of bricks from another project that are just taking up room in your yard? Use those eyesores to transform your garden into an aesthetically functional environment. Discover how to turn a muddy path into a fieldstone or brick walkway, or add stepping-stones through your garden for firm footing and protection of your plants. Participants in this class will also learn about drainage foundations, using the effects of gravity, preventing frost heaves, and some basic designs for walkways and patios using field stones and bricks. **The course will be held rain or shine at MCC’s Community Garden; shelter is available if necessary.**

**CRN #20767**  1 Thursday, 6/7, 6-8 p.m.  **MCC Community Garden**  Fee: $25  
Instructor: Bettylou Sandy

**Building Framed Raised Beds**
There is nothing like fresh fruits and vegetables from your own garden for better flavor and nutrition. Framed raised beds provide more space for roots to grow and allow closer planting of crops for a better yield and easier care. We will learn how to construct and maintain these beds. All levels of experience are welcome. Please bring work gloves. **The course will be held rain or shine at MCC’s Community Garden; shelter is available if necessary.**

**CRN #20768**  1 Thursday, 6/21, 6-8:30 p.m.  **MCC Community Garden**  Fee: $25  
Instructor: Bettylou Sandy

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

**CRN #20769**  1 Thursday, 6/28, 6-8 p.m.  **MCC Community Garden**  Fee: $25  
Instructor: Bettylou Sandy

**CRN #20770**  1 Thursday, 8/16, 6-8 p.m.  **MCC Community Garden**  Fee: $25  
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. **The course will be held rain or shine at MCC’s Community Garden; shelter is available if necessary.**

**CRN #20771**  1 Thursday, 7/10, 6-8 p.m.  **MCC Community Garden**  Fee: $25  
Instructor: Bettylou Sandy

**Pruning Vegetables and Flowers for Better Yields**
Improve your production of vegetables and flower blossoms by removing excess vines and plant stems, and knowing the best time and where on the plant to prune. Classroom discussion and hands-on demonstration of techniques will focus on a variety of plants. You will see the difference that pruning makes by the increased beauty and production of your garden. All gardener levels are welcome. **The course will be held rain or shine at MCC’s Community Garden; shelter is available if necessary.**

**CRN #20772**  1 Thursday, 8/16, 6-8 p.m.  **MCC Community Garden**  Fee: $25  
Instructor: Bettylou Sandy

**Cold Weather Crops and Season Extenders for Fall and Winter**
August is the time to start planting for fall and winter harvests! Learn how to plan your crops, without extra work or equipment, so that you can harvest food in October, November, December, and then February, March and April! Learn to extend the season and keep growing cold weather crops, such as peas, broccoli, kale, carrots, Brussels sprouts, garlic, and more. There will be hands-on demonstrations and handouts provided. This class is best for students with some prior gardening experience. **The course will be held rain or shine at MCC’s Community Garden; shelter is available if necessary.**

**CRN #20773**  1 Thursday, 9/20, 6-8 p.m.  **MCC Community Garden**  Fee: $25  
Instructor: Bettylou Sandy
Languages

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 #20805 8 Tuesdays, 6/19-8/7, 7-9 p.m. MCC Bldg. GPA GP214 Fee: $185
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.

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 more, ask for directions, order food in a restaurant, communicate emergency needs for medical situations, and more. Russian culture will be discussed through the course. Handouts will be provided. Recommended text: an English-Russian dictionary.
CRN #20803 8 Tuesdays, 6/12-7/31, 7-9 p.m. MCC Bldg. GPA GP120 Fee: $130
Instructor: Rima Martin is a native of Lithuania and speaks Lithuanian, Russian and Polish. She studied drama and worked in television in Lithuania. She has been teaching Eastern European languages at MCC since 2002.

Conversational Polish for Beginners
If you have always wanted to speak Polish but never had the courage to try, then this is the course for you! You will learn the fundamentals of the language, with an emphasis on basic conversation and role-playing in a very friendly and supportive environment. Discussions on different aspects of Poland, including its culture, literature, and history, will enhance the learning experience. Handouts will be provided. Recommended text: an English-Polish dictionary.
CRN #20774 8 Wednesdays, 6/13-8/8 (does not meet 7/4), 7-9 p.m. MCC Bldg. GPA GP120 Fee: $130
Instructor: Rima Martin

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, time, talk about the weather, and many other fun and useful topics. Required text: French is Fun, Book 1 (ISBN 9781567653427), Stein & Wald, available at MCC Bookstore for approximately $25.
CRN #20784 7 Thursdays, 6/21-8/2, 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.

Accelerated Italian for the Traveler
Enhance your next trip to Bella Italia! This accelerated course will teach you practical Italian that you can use immediately for travel to Italy, including how to make reservations, order meals, and ask directions. These lessons will also build a foundation for basic conversational Italian. Students will learn how to speak the words and phrases, while referring to handouts that are provided by the instructor, and which you can bring with you on your next trip.
CRN #20799 4 Thursdays, 8/2-8/23, 6:30-8:30 p.m. MCC Bldg. GPA GP155 Fee: $80
Instructor: Barbara Agazzi-Poncia, fluent in both Spanish and Italian, received her graduate degree in teaching and education from the Universities of Bergamo and Brescia in Italy. She was a private tutor of Spanish for more than ten years.

You May Also Like
• The Italian Renaissance on page 19

Introduction to Spanish
Learn basic conversational Spanish grammar and vocabulary, including: greetings; formal vs. informal language and when to use each; the alphabet and pronunciation; numbers; telling time; weather expressions; days of the week and months of the year; seasons; travel; and home, food, and family vocabulary. Simple sentence structures will be taught and practiced. The goal of this course is focused more on conversational skills than memorization of grammatical rules. Some aspects of the Spanish culture will also be discussed. An English/Spanish dictionary is recommended. Recommended text: Curso Primero, 2nd Edition (ISBN 1567654762), Wasserman, for approximately $13.
CRN #20721 8 Thursdays, 6/28-8/16, 7-9 p.m. MCC Bldg. GPA GP143 Fee: $225
Instructor: Carolyn Robins has a B.A. in Spanish from University of Connecticut and a graduate degree in management from Albertus Magnus College. She has taught Spanish at Berlin High School and East Catholic High School, and is also trained in American Sign Language.

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 #20707 6 Tuesdays, 7/10-8/14, 7-9 p.m. MCC Bldg. GPA GP143 Fee: $165
Instructor: Carolyn Robins

You May Also Like
• Online Academy Language courses on page 46
Music

Introduction to Bagpipes
Although it is impossible to fully teach someone to play the Great Highland Bagpipes over the course of 8 weeks, you will a practical and informative overview of this interesting instrument. Topics will include how to hold a practice chanter, the proper finger positioning, the bagpipe scales, and simple embellishments, as well as a few easy tunes. At-home practice is a must! All of the lessons will be done on the chanter. If you own one, please bring it to each class. If you do not own one, you may purchase a chanter from the instructor for $60. Materials fee: $40 for textbook and CD, payable to the instructor at the first class. 
CRN #20691 8 Wednesdays, 6/13-8/8 (does not meet 7/4), 7:30-8:30 p.m. MCC Bldg, GPA GP156 Fee: $130
Instructor: Richard Beaulieu, with more than 15 years’ experience playing the bagpipes, performs with several area bands and competes throughout the northeastern United States. He is currently a Pipe Sergeant for the Manchester Regional Police and Fire Pipe Band, and serves as their primary instructor for new students.

Beginning Guitar
By learning five easy chords and two strumming techniques, you can play dozens of familiar tunes in folk, rock, county, R&B, and pop styles. Instructional handouts and music sheets with words and chords are provided. Learn tuning, how to transpose keys, basic music theory, including the Nashville Number Theory, and how to use a capo. If you are left-handed, it is recommended that you learn to play right-handed. Please bring your acoustic or electric guitar to all classes.
CRN #20679 8 Wednesdays, 6/13-8/8 (does not meet 7/4), 7:30-9 p.m. MCC Bldg, GPA GP138 Fee: $175
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.

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 #20668 6 Mondays, 6/18-7/23, 7:15-8:15 p.m. MCC Bldg, GPA GP138 Fee: $90
Instructor: Don Donegan

Harmonica for Beginners
The harmonica is one of the easiest and most rewarding instruments one can play. It comes in different keys, and all blow (and suck) the same way. Students will learn the scale, tongue and lip techniques, some basic music theory, as well as several songs from the instructor’s Song Request List, which can be viewed at www.dondonegan.com. 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 not wood, because wood warps. Guitar players should also buy and 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 #20685 4 Mondays, 7/2-7/23, 8:30-9:30 p.m. MCC Bldg, GPA GP138 Fee: $60
Instructor: Don Donegan

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 #20678 12 Thursdays, 6/7-8/23, 7:30-9 p.m. MCC Bldg, GPA GP126 Fee: $205
Instructor: Nick Cutroneo earned a master of music in classical guitar performance and Suzuki Pedagogy from the Hartt School of Music. He teaches at the Suzuki Music School, MusicMakers Academy, and at the University of Connecticut’s Community School of the Arts. He also taught master classes as a visiting artist for The Volterra Project in Italy in the summer of 2010.

You May Also Like
• Mishi-Mayo-Gat Spoken Word & Music Series. See advertisement on page 38
**Chinese Culture and the World Today**
In recent decades, China’s economic rise has influenced life all over the world. How could China have undergone such rapid change while retaining its tradition? What is the imbalance of traditional culture and modern culture as China opens its door to the Western? We will discuss briefly Chinese traditions, such as Confucius and Taoism as they are important to understanding modern culture, and we will highlight some characters of Chinese culture in today’s world through Chinese modern life change.

**CRN #20694** 1 Friday, 6/1, 11:30 a.m.-1 p.m. **MCC Bldg. AST E202**
Fee: $5

Instructor: **Jin Hu** received his master’s degree from Shanghai University in China and his Ph.D. from the University of Toronto. He is an engineer in the aerospace industry, as well as the past president of the Chinese Culture Center of Greater Hartford, Inc. He has been teaching Chinese at MCC since 2010.

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**Working the Soil is Good for You!**
Research shows that as people engage in outdoor activity and eat fresh foods, their attitude and general wellbeing improve. Sunshine and fresh air have benefits, too. We will look at ways to include more healthy activity in our life through growing foods in small spaces and enjoying the natural world around us.

**CRN #20663** 1 Friday, 6/8, 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 CT and RI since 1987. She is also an accredited land care professional through Northeast Organic Farmers Association (NOFA) and on the board of directors for the CT Community Gardening Association and NOFA.
The New England Shakers and Their Communities

Although there were 6,000 believers at the peak of the Shaker movement in the 19th century, by 1920, there were only 12 communities left. First founded in New York, there are today three communities remaining in New England, and only one is active—Sabbathday Lake, Maine—which as of January 2011 had only three members. This community and the other two—Hancock in Pittsfield, MA, and Canterbury in New Hampshire—exist today as historic sites and museums. We'll “visit” all three visually to see how they were similar to and different from each other and how their physical structure survives and inspires the 21st century visitor.

CRN #20664 1 Friday, 6/15, 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

Mark Twain and the Supernatural

Among Mark Twain’s myriad interests was the supernatural. This class will explore the great author’s beliefs about the supernatural and the experiences that his family had with death and mourning. There will also be a look at the investigations into strange occurrences at Twain’s Hartford home.

CRN #20665 1 Friday, 6/22 11:30 a.m.-1 p.m. MCC Bldg. AST E202 Fee: $5
Instructor: Jason Scappaticci, M.A. from Trinity College, is interim coordinator of Transitional Programs at MCC.

The History of Federal Indian Policy and Tribal Rights

Approximately 500 nations were prospering in North America when Europeans first arrived on this continent. Most of these nations openly welcomed the newcomers, but in the generations that followed, political and cultural power shifts fundamentally changed the relationship between native peoples and what became the U.S. federal government. We will review five centuries of history, discussing the fundamental changes—and the treaties and policies that went along with them—that marked various eras in this relationship. We will discuss how these historical events impact Indian tribes today, their sovereignty, their rights, and their way of life.

CRN #20666 1 Friday, 6/29, 11:30 a.m.-1 p.m. MCC Bldg. AST E202 Fee: $5
Instructor: Stephen Pevar holds a law degree from the University of Virginia School of Law. He is a senior staff counsel for the American Civil Liberties Union and has litigated a number of Indian rights and constitutional law cases, taught Federal Indian Law at the University of Denver School of Law from 1983-1999, and lectured extensively throughout the country. His best-selling book, The Rights of Indians and Tribes, is highly regarded as an authoritative guide on the topic.

Responding to MCC’s Community Needs

Learn directly from MCC’s president, Dr. Gena Glickman, how the college’s strategy for the 21st century is driving its outreach into the Manchester community and surrounding towns. As the emphasis on college-level education and training grows among policy makers and educators alike, the role of the community college takes on new meaning. Dr. Glickman will share her insights on this changing role, and explain the significance of MCC’s new facility on Main Street. Don’t miss this informative and rare opportunity.

CRN #20692 1 Friday, 7/13, 11:30 a.m.-1 p.m. MCC on Main, 903 Main Street, Manchester Fee: $5
Instructor: Dr. Gena Glickman is the fifth President of Manchester Community College. Previously, she was Vice President for Instruction and Student Services at Elgin Community College, Illinois.

Presidents As Wordsmiths

As the presidential election season heats up, the rhetoric of campaigning approaches a fever pitch. But the ways that candidates for president and presidents actually in office communicate about their visions and plans for the country are very different. From Washington and Jefferson to Lincoln, Teddy and Franklin Roosevelt, JFK and Ronald Reagan, to the men who more recently held the highest office in the land, we’ll look at how presidents choose their words to address the country in times of crisis and celebration.

CRN #20693 1 Friday, 7/20, 11:30 a.m.-1 p.m. MCC Bldg. AST E202 Fee: $5
Instructor: Michael DiRaimo has taught courses in writing, literature and film at MCC for 25 years.

The History of Gardening

We will look at a history of gardening from the view of the average gardener, rather than the historic gardens of the wealthy in Connecticut. We will begin with Native American agriculture to discover what plants, shrubs, trees and herbs were available on this native ground and how they were tended and harvested. We will also discuss the seeds and plants that came over from Europe to enhance the diet of the early settlers and their practices. From the kitchen gardens of colonial times to the Victory Gardens, the growth of the green industry and the resurgence of being “home grown,” we will travel through time to see how gardening has changed. All levels of experience welcome.

CRN #20667 1 Friday, 7/27, 11:30 a.m.-1 p.m. MCC Bldg. AST E202 Fee: $5
Instructor: Bettylou Sandy

Say Good-bye to Moody Mondays!

Noon Institute – Monday Edition, Comes to Vernon Senior Center This Fall.

Beginning this fall, along with our popular Friday sessions at MCC, we will bring you Noon Institute – Monday Edition, hosted by the Vernon Senior Center.

Watch for topics coming soon. For more info, call MCC at 860-512-2800 or Sela Saunders at the Vernon Senior Center, 26 Park Place, Vernon, at 860-870-3680; email, ssaunders@vernon-ct.gov.
Photography

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

CRN #20797 2 Tuesdays, 7/10-7/17, 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 #20756 2 Tuesdays, 7/24-7/31, 6-9 p.m. MCC Bldg. LRC B142
Fee: $99
Instructor: Richard Hoyer

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

CRN #20759 2 Fridays, 6/22-6/29, 6-9 p.m. MCC Bldg. AST D211
Fee: $99
Instructor: Richard Hoyer

Stock Photography for Fun and Profit
Your photo talent can start making you money through stock photography. Stock photographers shoot a variety of images and place them with stock agencies who market them to magazines, advertising firms, 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 #20734 3 Thursdays, 6/14-6/28, 6:30-9 p.m. MCC Bldg. GPA GP138
Fee: $65
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 #20732 2 Thursdays, 7/12-7/19, 6-9 p.m. MCC Bldg. GPA GP138
Fee: $50
Instructor: Peter Glass

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 #20733 2 Mondays, 8/20-8/27, 6-9 p.m. MCC Bldg. LRC B141
Fee: $99
Instructor: Carmine Filloramo has more than 30 years of experience in the photography business. He has worked as a newspaper photographer and a photographic consultant for Aetna, Inc. in Hartford.

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 #20736 3 Thursdays, 7/26-8/9, 6:30-8:30 p.m. MCC Bldg. GPA GP232
Fee: $50
Instructor: Peter Glass
ADVANCED TECHNIQUES FOR DIGITAL PHOTOGRAPHY SERIES

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

Instructor: Richard Hoyer

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

CRN #20760 1 Friday, 7/13, 6-9 p.m. MCC Bldg. AST D211 Fee: $50

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

CRN #20762 1 Friday, 7/20, 6-9 p.m. MCC Bldg. AST D211 Fee: $50

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

CRN #20761 1 Friday, 7/27, 6-9 p.m. MCC Bldg. AST D211 Fee: $50

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

CRN #20737 6 Saturdays, 6/2-7/7, 9-11 a.m. MCC Bldg. AST D212 Fee: $140

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

You May Also Like
- Digital Imaging & Design courses on page 14
- Online Academy Photography courses on page 47
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 summer sessions meet in the new downtown “MCC on Main” site at 903 Main Street, Manchester (see directions below) and are FREE and open to students, alumni, and the public. Pre-registration, however, is required, using the registration form on page 54. Instructors: Carl Ochnio, director of the Counseling and Career Services Center at MCC; Julie Hepburn-Greene, senior associate director of Career Services; and Camille McGadney, staff member of Career Services.

Effective Résumé Writing
Build résumé-writing confidence. Whether you’re writing your first résumé or updating an existing one, this workshop provides the skills necessary to develop this competitive marketing tool.
CRN #20827 1 Tuesday, 8/7, 10-11:30 a.m. MCC on Main, 903 Main Street, Manchester Fee: Free

Interviewing Skills
Preparation is the key to a successful interview. This workshop identifies the types of interviews candidates are experiencing today, covers the stages of the interview process, and previews the most frequently asked interview questions.
CRN #20828 1 Tuesday, 8/14, 10-11:30 a.m. MCC on Main, 903 Main Street, Manchester Fee: Free

Job Search Techniques and Strategies
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.
CRN #20829 1 Tuesday, 8/21, 10-11:30 a.m. MCC on Main, 903 Main Street, Manchester Fee: Free

Writing Effective Cover Letters
An effective cover letter is an important component to job inquiries and applications. The crafting and crucial role of cover letters will be discussed, including sample letters.
CRN #20830 1 Tuesday, 8/28, 10-11:30 a.m. MCC on Main, 903 Main Street, Manchester Fee: Free

New Satellite Location Coming Soon

MCC on Main
903 Main Street, Manchester
www.mcc.commnet.edu/mcc-on-main

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

## REAL ESTATE

### Principles and Practices of Real Estate

This required course for real estate licensing provides clear explanations of modern real estate practices and a working knowledge of real estate in Connecticut. Property owners, buyers, sellers, and anyone interested in pursuing real estate careers or operations will find this course beneficial and rewarding. Students must attend at least 60 hours and pass the course with a score of 70 or higher in order to sit for the State exam (the Salesperson Exam fee of approximately $80 is not included with this course). Please note that your certificate will be printed with your name as it appears on your registration form. If you choose the Saturday section of the course, please bring your lunch. Required texts: *Modern Real Estate Practice* (ISBN 97814277787903) and *CT Real Estate Practice and Law* (ISBN 97814277727824), as well as a strongly recommended text, *Questions & Answers, Real Estate Exam* (ISBN 97814277776778), Dearborn, available at MCC Bookstore for approximately $90 (for all three books).

**CRN #20743** 16 sessions, Tuesdays & Thursdays, 6/5-7/26

(exam date 7/31), 5:45-9:45 p.m. MCC Bldg. Lowe L240 Fee: $485

Instructor: Archangelo D’Amato is a licensed CT broker, brings more than 30 years of real estate brokerage, sales, leasing, development, and property management to the classroom.

### Basic Title Searching

This course will cover the following topics: a review of the basics of title searches; securing current owner’s information; assessor’s records; title research; information available from other governmental offices; tips for granting and granteeing chains of title; and how to handle special problems, such as foreclosure searching, bankruptcy, probate files, and lien priority.

**CRN #20824** 1 Monday, 6/18, 6-9 p.m. MCC Bldg. Lowe L142 Fee: $40

Instructor: Selected as a New England Super Lawyer in 2010, Elton B. Harvey III earned his J.D. from Western New England College and is an attorney in West Hartford whose practice emphasizes commercial and residential real estate. A former title abstract company owner, he is an officer of the executive committee of the CT Bar Association Real Property Section.

### Buying Foreclosed Property

There are deals aplenty out there right now. Learn how to tell the good deals from the bad ones and how to deal with banks and realtors marketing foreclosed property. Learn tips from an experienced CT real estate attorney on where to find foreclosed property, how a foreclosure auction works, what to do if the foreclosed property contains tenants, and how the closing process works when dealing with foreclosed property.

**CRN #20825** 1 Monday, 6/25, 6-9 p.m. MCC Bldg. Lowe L142 Fee: $40

Instructor: Elton B. Harvey III

### Real Estate and Appraisal Commissions Licensure Information

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

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

**Real Estate Salesperson** (total of 60 hours)
- Principles and Practices of Real Estate (60 hours)

**Real Estate Broker** (total of 120 hours)
- Principles and Practices of Real Estate (60 hours)
- Appraisal (30 hours)
- Elective (30 hours)

**Appraiser**

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

### CAREER OPPORTUNITIES / SKILLS FOR THE WORKPLACE

**Introduction to Architectural Drawing**

Using the example of a small, residential design project, learn both freehand and hard-line drawing techniques, beginning with basic drawing conventions, such as plan, section, elevation, and 3-D modeling (and including how an architect plans and designs such a project) and finishing with a demonstration of how to assemble a drawing presentation. On the last session, the instructor will give a final critique of students’ drawings. Emphasis will be placed on acquiring familiarity with architectural drawing scales, line drawing techniques, and the presentation of projects. A supply list will be sent prior to class; if students need to buy all items, approximate cost is $50. Handouts will be provided.

**CRN #20798** 8 Thursdays, 6/7-7/26, 6-9 p.m. MCC Bldg. V1 V101 Fee: $275

Instructor: Natalie Miniutti has been a partner in The Miniutti Group, LLC, an architectural design/landscape architecture firm, for the past 13 years. She is also an adjunct instructor at the University of Connecticut, where she teaches graphic design courses for the Department of Plant and Landscape Architecture.
### Interior Design Basics
Whether you are interested in interior design as a career option or a hobby, this course will help you refine your creative abilities to produce cohesive designs. We will cover the essential steps of the design process and produce drawings that clearly express your design vision. The following skills will be covered: concept development, form, function, hierarchy, scale, balance, and rhythm, as well as design elements such as furniture, materials, textile, lighting, and sustainability. This instructional and studio-based course will culminate with each student presenting a design concept for a small space, including drawings and materials board. A supply list will be sent before the start of class.

Materials fee: approximately $20.

**CRN #20840** 7 Tuesdays, 6/19-8/7 (does not meet 7/3), 6-8 p.m. (except last class, 6-9 p.m.)  
**MCC Bldg. AST D109**  
**Fee: $195**

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

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

**CRN #20802** 2 Tuesdays, 7/10-7/17, 6-8 p.m.  
**MCC Bldg. LRC B144**  
**Fee: $40**

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

### 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 #20753** 1 Saturday, 8/25, 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 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 #20739** 2 Saturdays, 8/4-8/11, 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.

### 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 #20720** 1 Friday, 6/29, 9:30 a.m.-4 p.m.  
**MCC Bldg. AST C203**  
**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.

### 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 #20738** 1 Friday, 8/3, 9:30 a.m.-2 p.m.  
**MCC Bldg. AST C203**  
**Fee: $60**

**Instructor:** [Beverly Salzman](#)

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**You May Also Like**

- Karuna™ Reiki: Practitioner I and II Levels on page 7
- The Emotional Freedom Technique (EFT) Level I Certificate Training on page 7
- Computer Certification courses on page 9
- Online Academy Business, Career, and Computer courses on pages 40-43
MCC’s Business & Industry Services provides customized training to some of the most successful businesses in the region. We can help your business too, by developing and delivering training programs that center on the critical skills needed in today’s workplace. We may even be able to help your company find grant funding to reduce training costs.

Want on-site computer training for your employees? MCC offers businesses the added convenience of our portable computer lab. Our laptops and impressive array of business software make it possible for even the most time-conscious companies to provide employees with thorough training on today’s technology tools.

**Custom Programs**

- Shop Math
- Blueprint Reading
- GD&T
- SPC
- Lean
- AutoCAD
- MasterCAM
- Measuring Tools
- ESL
- Team Building
- Leadership Development
- MS Office
- Strategic Thinking
- Auditor Training
  
  and many more!

We’re here to help you succeed. So give us a call today to find out more. Please contact Mick Pigott in MCC’s Business & Industry Services at 860-512-2815 or mpigott@mcc.commnet.edu.
Manufacturing works for Connecticut: It’s the key to good jobs and a bright future in the global, technology-driven economy. However, with an aging workforce, Connecticut’s manufacturers are at a critical juncture. They need well trained workers to be part of their growth and success.

If you are looking for a promising, challenging profession, manufacturing may be a good fit for you. Federal funding makes it possible for eligible students to attend our non-credit Pre-manufacturing Program at no charge. After completing this introductory program, students can then choose to specialize in:

- CNC Operation
- CNC Programming, and/or
- Quality Control Inspection.

Workers with these skills are in high demand with local manufacturers.

Call today to set up an appointment with a member of our manufacturing team to learn more about the programs and their requirements: 860-512-2814.
MORE GREAT BOOKS

Join a community of avid readers in this popular series of book discussions led by distinguished MCC faculty and staff members. Offering a provocative mix of new and classic literature each semester, the class meets at two-week intervals to allow time for reading. Books are available at local and online bookstores and at most libraries.

CRN #20683 3 Wednesdays, 6/13-7/11 (meets every other week), 3:30-5 p.m. MCC Bldg. AST C203 Fee: $15
Instructors: Jana Sime, Math faculty; and Kimberly Hamilton-Bobrow, Michael DiRaimo, and Mariana DiRaimo, English faculty.

6/13 - Far from the Madding Crowd by Thomas Hardy
First published in 1874, this book is Hardy’s fourth novel and his first major literary success. It established him as one of Britain’s foremost writers. Far from the Madding Crowd provides a detailed account of rural life in England, while telling the story of a beautiful, independent Bathsheba Everdene and her three suitors: Gabriele Oak, a loyal friend and knowledgeable farmer; William Boldwood, a mature, prosperous farmer; and Frank Troy, an arrogant, dashing soldier.
Instructors: Kim Hamilton-Bobrow and Jana Sime

6/27 - The Abandoned by Paul Gallico
First published in 1950, The Abandoned is the story of a young boy named Peter who is seriously injured in an automobile accident. His subsequent adventure with a cat named Jennie is told with liberal doses of humor and wisdom. Gallico was a prolific writer of such varied novels as The Poseidon Adventure and The Snow Goose. This lesser-known book, however, is one of his best and has been referred to as “an astonishing example of imaginative writing.”
Instructor: Marianna DiRaimo

7/11 - The Bridge of San Luis Rey by Thornton Wilder
This brief book is a much respected American classic that won the Pulitzer Prize in 1927. The plot is simple: a bridge collapses and a curious cleric tries to fathom if the event was merely an accident or the will of God in action. The question may never get answered, but the investigation is moving and enlightening.
Instructor: Michael DiRaimo

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 #20708 4 Mondays, 7/2-7/23, 6-8 p.m. MCC Bldg. GPA GP142
Fee: $130
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.

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 #20709 1 Saturday, 7/14, 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, Even Prime Company, has transformed into a consulting firm. He is also the former executive director of the New England Publisher’s Association.

You May Also Like
• Storytelling for Educators and Librarians on page 35

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MISHI-MAYA-GAT

SPOKEN WORD & MUSIC SERIES

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

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FREE AND OPEN TO THE PUBLIC
Website for updated information on 2012-2013 programming:
www.mcc.commnet.edu/faculty/spoken.php

This project is funded by MCC Foundation Annual Fund

Manchaster Community College
Maps & Directions

DIRECTIONS TO MANCHESTER COMMUNITY COLLEGE

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

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

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

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

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

MCC CAMPUS MAP

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

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

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

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

GPA  Great Path Academy:
Art Studio
Community Commons
Kitchen Lab

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

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

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

Requirements:

All courses require:

- Internet access
- Email
- Web browser
- 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 54 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:

- June 20
- July 18
- August 15

ACCOUNTING

Accounting Fundamentals
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more. $120
CRN #20294

Accounting Fundamentals II
Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor. $120
CRN #20295

ART

Drawing for the Absolute Beginner
Gain a solid foundation in drawing and become the artist you’ve always dreamed you could be! $120
CRN #20313

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 #20292

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 #20291

Mastering Public Speaking
Learn the secrets of effective public speaking and small group communication. $120
CRN #20343

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 #20307

Fundamentals of Supervision and Management II
Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills. $120
CRN #20308

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 #20520

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

Understanding the Human Resources Function
Learn to handle basic human resource functions to ensure the best possible results. $120
CRN #20598

Managing Customer Service
Become indispensable to any organization by understanding how to identify and meet customer needs. $120
CRN #20304

Help for the Helpdesk
Learn powerful customer helpdesk skills that will enable you to resolve issues quickly and effectively. $120
CRN #20458

Introduction to Business Analysis
Learn powerful techniques to improve your decision-making skills at work. $120
CRN #20592

Mastery of Business Fundamentals
Acquire practical experience in strategic planning, management, and finance without enrolling in an M.B.A. program. $120
CRN #20308

Distribution and Logistics Management
Learn how to improve your company’s distribution and logistics management activities, increase customer satisfaction, and improve operational throughput. $120
CRN #20310

Manufacturing Fundamentals
Learn the basic skills required to work in the manufacturing field. $120
CRN #20578

Manufacturing Applications
Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing. $120
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CRN #20308
CRN #20304
CRN #20458
CRN #20592
CRN #20308
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CRN #20578
CRN #20579
**Project Management Fundamentals**  
Gain the skills you’ll need to succeed in the fast-growing field of project management. $120  
**CRN #20300**

**Project Management Applications**  
Experienced project manager teaches you tricks of the project management trade. $120  
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Learn the basics of total quality management. $120  
**CRN #20312**

**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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**BUSINESS PLANNING & ENTREPRENEURIAL COURSES**

**Creating a Successful Business Plan**  
Turn your business ideas into a solid plan for financing and long-term success. $120  
**CRN #20591**

**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 #20600**

**Start Your Own Small Business**  
Stop dreaming and learn how to start your own successful small business. $120  
**CRN #20603**

**Start Your Own Arts and Crafts Business**  
Learn how to start your own arts and crafts business from a professional artist. $120  
**CRN #20601**

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**Leadership**  
Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life. $120  
**CRN #20585**

**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 #20575**

**Individual Excellence: Secrets of Career Success**  
Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity. $120  
**CRN #20306**

**Achieving Success with Difficult People**  
Learn how to have more successful relationships with difficult bosses, coworkers, students, neighbors, or relatives. $120  
**CRN #20329**

**Merrill Ream Speed Reading**  
Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension. $120  
**CRN #20512**

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**COMPUTERS**

**Basic Computer Literacy**  
$120 per class  
**CRN #20346**

**Navigating the Internet**  
**CRN #20392**

**Introduction to Windows 7**  
**CRN #20384**

**Introduction to Windows Vista**  
**CRN #20385**

**Intermediate Windows XP**  
**CRN #20386**

**Intermediate Windows Vista**  
**CRN #20387**

**Introduction to Linux**  
**CRN #20404**

**Computer Skills for the Workplace**  
**CRN #20347**

**Computer Applications**  
$120 per class  
**CRN #20608**

**What’s New in Microsoft Office 2010?**  
**CRN #20608**

**What’s New in Microsoft Office 2007?**  
**CRN #20388**
Online Academy

Introduction to Microsoft Word 2010
CRN #20353
Introduction to Microsoft Word 2007
CRN #20352
Introduction to Microsoft Word 2003
CRN #20351
Intermediate Microsoft Word 2010
CRN #20356
Intermediate Microsoft Word 2007
CRN #20355
Intermediate Microsoft Word 2003
CRN #20354
Advanced Microsoft Word 2003
CRN #20357
Introduction to Microsoft Excel 2010
CRN #20370
Introduction to Microsoft Excel 2007
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Introduction to Microsoft Excel 2003
CRN #20368
Intermediate Microsoft Excel 2010
CRN #20378
Intermediate Microsoft Excel 2007
CRN #20377
Intermediate Microsoft Excel 2003
CRN #20376
Advanced Microsoft Excel 2007
CRN #20373
Advanced Microsoft Excel 2003
CRN #20372
Introduction to Microsoft Access 2010
CRN #20611
Introduction to Microsoft Access 2007
CRN #20375
Introduction to Microsoft Access 2003
CRN #20374
Intermediate Microsoft Access 2007
CRN #20379
Intermediate Microsoft Access 2003
CRN #20380
Introduction to Microsoft PowerPoint 2010
CRN #20383
Introduction to Microsoft PowerPoint 2007
CRN #20382
Introduction to Microsoft PowerPoint 2003
CRN #20381
Introduction to Microsoft Outlook 2010
CRN #20391
Introduction to Microsoft Outlook 2007
CRN #20390
Introduction to Microsoft Publisher 2007
CRN #20389
Introduction to Microsoft Project 2010
CRN #20464
Introduction to Microsoft Project 2007
CRN #20463
Introduction to Adobe Acrobat 9
CRN #20461
Introduction to Crystal Reports
CRN #20459
Introduction to Crystal Reports 10
CRN #20460
Introduction to Peachtree Accounting 2012
CRN #20358
Introduction to Peachtree Accounting 2009
CRN #20357
Introduction to QuickBooks 2012
CRN #20625
Introduction to QuickBooks 2011
CRN #20356
Introduction to QuickBooks 2010
CRN #20355
Introduction to QuickBooks 2009
CRN #20354
Introduction to QuickBooks 2008
CRN #20353
QuickBooks 2011 for Contractors
CRN #20363
QuickBooks 2010 for Contractors
CRN #20362
QuickBooks 2009 for Contractors
CRN #20361
Performing Payroll in QuickBooks 2012
CRN #20610
Performing Payroll in QuickBooks 2011
CRN #20366
Performing Payroll in QuickBooks 2010
CRN #20365
Performing Payroll in QuickBooks 2009
CRN #20364
Creating Web Pages
CRN #20395
Advanced Web Pages
CRN #20466
Introduction to Creating WordPress Websites
CRN #20420
Introduction to Microsoft Expression Web
CRN #20467
Introduction to CSS and XHTML
CRN #20454
Intermediate CSS and XHTML
CRN #20455
Designing Effective Websites
CRN #20456
Introduction to Dreamweaver CS5
CRN #20423
Introduction to Dreamweaver CS4
CRN #20422
Introduction to Dreamweaver CS3
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Intermediate Dreamweaver CS5
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Introduction to Flash CS5
CRN #20428
Introduction to Flash CS4
CRN #20427
Intermediate Flash CS5
CRN #20430
Intermediate Flash CS4
CRN #20429

Web Programming
($120 per class)
Introduction to Ajax Programming
CRN #20403
Introduction to ASP.NET
CRN #20419
Introduction to Java Programming
CRN #20431
Intermediate Java Programming
CRN #20432

Graphic Design
($120 per class)
Introduction to Illustrator CS5
CRN #20439
Introduction to Illustrator CS4
CRN #20438
Introduction to Illustrator CS3
CRN #20437
Introduction to InDesign CS5
CRN #20435
Introduction to InDesign CS4
CRN #20434
Introduction to InDesign CS3
CRN #20433
Intermediate InDesign CS5
CRN #20436
Intermediate InDesign CS4
CRN #20430
Intermediate InDesign CS3
CRN #20432

Web Page Design, Graphics & Multimedia
($120 per class)
Creating Web Pages
CRN #20395
Advanced Web Pages
CRN #20466
Introduction to Creating WordPress Websites
CRN #20420
Introduction to Microsoft Expression Web
CRN #20467
Introduction to CSS and XHTML
CRN #20454
Intermediate CSS and XHTML
CRN #20455
Designing Effective Websites
CRN #20456
Introduction to Dreamweaver CS5
CRN #20423
Introduction to Dreamweaver CS4
CRN #20422
Introduction to Dreamweaver CS3
CRN #20421
Intermediate Dreamweaver CS5
CRN #20425
Intermediate Dreamweaver CS4
CRN #20424

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Photoshop CS4 for the Digital Photographer  
**CRN #20443**

Photoshop Elements 10 for the Digital Photographer  
**NEW**  
**CRN #20614**

Photoshop Elements 9 for the Digital Photographer  
**CRN #20449**

Photoshop Elements 8 for the Digital Photographer  
**CRN #20448**

Photoshop Elements 7 for the Digital Photographer  
**CRN #20447**

Photoshop CS5 for the Digital Photographer II  
**NEW**  
**CRN #20450**

Photoshop Elements 10 for the Digital Photographer II  
**NEW**  
**CRN #20609**

Photoshop Elements 9 for the Digital Photographer II  
**CRN #20453**

Photoshop Elements 8 for the Digital Photographer II  
**CRN #20452**

Photoshop Elements 7 for the Digital Photographer II  
**CRN #20451**

**Computer Troubleshooting & Networking**  
($120 per class)

Introduction to PC Troubleshooting  
**CRN #20350**

Introduction to PC Security  
**CRN #20468**

Advanced PC Security  
**CRN #20349**

Wireless Networking  
**CRN #20397**

Introduction to Networking  
**CRN #20398**

Intermediate Networking  
**CRN #20396**

**Computer Programming & Database Management**  
($120 per class)

Introduction to Database Development  
**CRN #20400**

Introduction to Programming  
**CRN #20405**

Introduction to SQL  
**CRN #20401**

Intermediate SQL  
**CRN #20402**

Introduction to PHP and MySQL  
**CRN #20417**

Intermediate PHP and MySQL  
**CRN #20418**

Introduction to C++ Programming  
**CRN #20412**

Introduction to C# Programming  
**CRN #20414**

Intermediate C# Programming  
**CRN #20415**

Introduction to Perl Programming  
**CRN #20416**

Introduction to Python 3 Programming  
**CRN #20615**

Introduction to Python 2.5 Programming  
**CRN #20411**

Introduction to Ruby Programming  
**CRN #20413**

Introduction to Visual Basic 2008  
**CRN #20406**

Intermediate Visual Basic 2008  
**CRN #20407**

High-Speed Project Management  
**CRN #20462**

**Certification Prep**  
($170 per class)

Basic CompTIA A+ Certification Prep  
**CRN #20408**

Intermediate CompTIA A+ Certification Prep  
**CRN #20409**

Advanced CompTIA A+ Certification Prep  
**CRN #20410**

CompTIA Security+ Certification Prep  
**CRN #20348**

CompTIA Network+ Certification Prep  
**CRN #20399**

PMP Certification Prep 1  
**CRN #20297**

PMP Certification Prep 2  
**CRN #20299**

**Courses for Teachers**

**Teaching Preschool: A Year of Inspiring Lessons**
In this course on teaching preschoolers, you’ll learn how to come up with creative and balanced preschool lesson plans for every month of the school year. $120  
**CRN #20481**

**Teaching Adult Learners**
Learn powerful techniques for reaching and motivating adult learners in today’s student-centered classroom. $120  
**CRN #20482**

An Introduction to Teaching ESL/EFL
Learn how to be an effective English language teacher from an expert in the field. $120  
**CRN #20488**

Practical Ideas for the Adult ESL/EFL Classroom
Learn ESL teaching strategies for fostering a more successful learning environment for your adult ESL/EFL students, as well as how to create activities that build a bridge from the classroom to the real world. $120  
**CRN #20489**

Teaching ESL/EFL Reading
Discover practical techniques and methods for teaching reading in any ESL or EFL environment that will help you become a more confident and effective reading teacher. $120  
**CRN #20491**

Teaching ESL/EFL Vocabulary
Discover what makes a well-balanced vocabulary course when you’re teaching ESL and how to plan one that truly meets your students’ needs. $120  
**CRN #20492**

Teaching ESL/EFL Grammar
Learn new methods for teaching English grammar that will both engage and challenge ESL/EFL students. $120  
**CRN #20490**

Spanish in the Classroom
Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking students and parents. $120  
**CRN #20519**

Singapore Math: Number Sense and Computational Strategies
In this teacher training course, you’ll learn Singapore’s innovative and practical strategies for solving addition, subtraction, multiplication, and division problems. $120  
**CRN #20514**

Singapore Math Strategies: Model Drawing for Grades 1-6
In this professional development course for teachers, you’ll get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context. $120  
**CRN #20513**

Teaching Math: Grades 4-6
Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom. $120  
**CRN #20515**

Teaching Science: Grades 4-6
Increase your effectiveness as a science teacher for children in fourth through sixth grades. $120  
**CRN #20485**

Full course descriptions at www.ed2go.com/manchcc
### Online Academy

Full course descriptions at [www.ed2go.com/manchcc](http://www.ed2go.com/manchcc)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Description</th>
<th>Cost</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Solving Classroom Discipline Problems</strong></td>
<td>Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline. $120</td>
<td></td>
<td>#20493</td>
</tr>
<tr>
<td><strong>Solving Classroom Discipline Problems II</strong></td>
<td>In this professional development course, you’ll get the teacher training you need to deal effectively with serious discipline problems and help even the most challenging students you’re teaching make more responsible choices. $120</td>
<td></td>
<td>#20494</td>
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<tr>
<td><strong>Empowering Students with Disabilities</strong></td>
<td>Explore common disabilities you’ll encounter in the classroom and master techniques for promoting academic, behavioral, and social skills in students with special needs. $120</td>
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<tr>
<td><strong>Teaching Students with Learning Disabilities</strong></td>
<td>Learn how to successfully meet the diverse needs of the learning disabled students in your classroom. $120</td>
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<td>#20518</td>
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<tr>
<td><strong>Teaching Students with Autism: Strategies for Success</strong></td>
<td>Help your students with high-functioning autism and Asperger’s Syndrome unlock their potential in the classroom. $120</td>
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<td>#20623</td>
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<tr>
<td><strong>Survival Kit for New Teachers</strong></td>
<td>Veteran instructor shares the secrets for success in your first years of teaching. $120</td>
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<tr>
<td><strong>Ready, Set, Read!</strong></td>
<td>A learning specialist shows you how to raise a successful reader and writer. $120</td>
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<td>#20509</td>
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<tr>
<td><strong>The Creative Classroom</strong></td>
<td>Enrich your teaching talents and encourage your students’ creative thinking as you learn to turn your classroom into a creative classroom. $120</td>
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<td>#20506</td>
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<tr>
<td><strong>Differentiated Instruction in the Classroom</strong></td>
<td>Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms. $120</td>
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<tr>
<td><strong>The Differentiated Instruction and Response to Intervention Connection</strong></td>
<td>Learn how to combine two powerful educational approaches so you can enable every student in your classroom to succeed. $120</td>
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<tr>
<td><strong>NEW Differentiating K-12 Assessments</strong></td>
<td>Learn effective strategies for differentiating your assessments and empowering every student in your class to succeed. $120</td>
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<tr>
<td><strong>Creating the Inclusive Classroom: Strategies for Success</strong></td>
<td>In this professional development course for teachers, you’ll get the training you need to reach the diverse mix of students you face every day—learning proven strategies that turn diversity into opportunity. $120</td>
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<td>#20505</td>
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<tr>
<td><strong>Teaching Writing: Grades 4-6</strong></td>
<td>In this teacher-training course, you’ll learn from an experienced educator how to motivate and assist developing writers. $120</td>
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<td>#20486</td>
</tr>
<tr>
<td><strong>Guided Reading and Writing: Strategies for Maximum Student Achievement</strong></td>
<td>Get the professional development training you need to improve student literacy as an accomplished teacher shares the secrets of turning guided reading strategies into opportunities for teaching writing. $120</td>
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<tr>
<td><strong>Guided Reading: Strategies for the Differentiated Classroom</strong></td>
<td>Learn creative ways to bring differentiated instruction and guided reading to life in your classroom. $120</td>
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<tr>
<td><strong>Response to Intervention: Reading Strategies That Work</strong></td>
<td>Learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need. $120</td>
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<tr>
<td><strong>Integrating Technology in the Classroom</strong></td>
<td>Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans. $120</td>
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<tr>
<td><strong>Teaching Smarter with SMART Boards</strong></td>
<td>Master the use of SMART Board and SMART Notebook technology so you can create powerful interactive lessons that capture your students’ attention. $120</td>
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<td>#20501</td>
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<tr>
<td><strong>The Classroom Computer</strong></td>
<td>Learn how to use the classroom computer to increase learning and motivate students. $120</td>
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<tr>
<td><strong>Using the Internet in the Classroom</strong></td>
<td>Discover how you can use the Internet to make teaching easier for you and more relevant to your students. $120</td>
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<td>#20502</td>
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<tr>
<td><strong>Creating a Classroom Website</strong></td>
<td>Learn how to create a classroom website and how having one can make you a more effective and dynamic teacher. $120</td>
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<td>#20503</td>
</tr>
<tr>
<td><strong>Using Microsoft Excel 2010 in the Classroom</strong></td>
<td>Specially designed for teachers, this course will help you master Microsoft Excel 2010 and teach Excel skills to your students. $120</td>
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<td>#20497</td>
</tr>
<tr>
<td><strong>Using Microsoft Excel 2007 in the Classroom</strong></td>
<td>Learn the basics of Microsoft Excel 2007 in this professional development course for teachers, and get the training every teacher needs for using and teaching this powerful program effectively in the classroom. $120</td>
<td></td>
<td>#20496</td>
</tr>
<tr>
<td><strong>Using Microsoft PowerPoint 2010 in the Classroom</strong></td>
<td>Learn how to motivate students and enrich your lessons by bringing Microsoft PowerPoint 2010 into your classroom. $120</td>
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<td>#20626</td>
</tr>
<tr>
<td><strong>Using Microsoft PowerPoint 2007 in the Classroom</strong></td>
<td>In this course for teachers, you’ll learn how to motivate students and enrich lessons by bringing Microsoft PowerPoint 2007 into your classroom. $120</td>
<td></td>
<td>#20504</td>
</tr>
<tr>
<td><strong>Using Microsoft Word 2010 in the Classroom</strong></td>
<td>Master Microsoft Word 2010 and get the training you need to use and teach this powerful program effectively in the classroom. $120</td>
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<td>#20627</td>
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</tbody>
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Credit-Free Phone-In Registration 860-512-3232
Using Microsoft Word 2007 in the Classroom
Harness the power of the most popular word processing program on the market and become a more productive and creative teacher. $120
CRN #20498

Web 2.0: Blogs, Wikis, and Podcasts
In this course, you’ll join the Web 2.0 world as you learn how to create and maintain your own blog, wiki, and podcast. $120
CRN #20500

Creating K-12 Learning Materials
Increase student performance and earn extra income by converting your ideas for instructional aids into reality. $120
CRN #20511

Enhancing Language Development in Childhood
Enrich the lives of children by learning fun and natural ways to help them become proficient speakers and thinkers. $120
CRN #20549

Understanding Adolescents
Uncover the secrets of the adolescent mind. Gain valuable information on how they feel, how their identities develop, and how you can best meet their needs. $120
CRN #20547

Guiding Kids on the Internet
Gain confidence and experience so you can help your children discover all the Internet has to offer. $120
CRN #20545

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 #20345

Music Made Easy
Learn the fundamentals of music theory. Be able to read, write, and play simple music. $120
CRN #20314

Introduction to Guitar
Master basic guitar skills and become the musician you’ve always wanted to be. $120
CRN #20315

HEALTH CARE, FAMILY & NUTRITION

Assisting Aging Parents
Handle the challenges you will face in the coming years. $120
CRN #20548

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 #20480

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 #20532

Get Grants!
Learn how to develop successful, fundable grants from experts in the field. $120
CRN #20530

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 #20533

Writing Effective Grant Proposals
Learn to prepare grant proposals that get solid results for your favorite organization or charity. $120
CRN #20531

Becoming a Grant Writing Consultant
Increase your income while working from home by starting a grant writing consulting business. $120
CRN #20593

Starting a Nonprofit
Industry veteran shows you how to take a nonprofit business from vision to reality. $120
CRN #20594

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 #20597

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 #20595

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 #20569

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 #20570

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 #20560

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 #20562

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 #20558

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 #20559

HIPAA Compliance
Learn how to comply with the duties, rights, and responsibilities of HIPAA. $120
CRN #20554

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 #20557

Become a Physical Therapy Aide
Prepare for a rewarding career as a valued member of the physical therapy team. $120
CRN #20563

Become a Veterinary Assistant
A practicing veterinarian prepares you to work in a veterinary office or hospital. $120
CRN #20564

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Full course descriptions at [www.ed2go.com/manchcc](http://www.ed2go.com/manchcc)

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<thead>
<tr>
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<tbody>
<tr>
<td><strong>BECOME A VETERINARY ASSISTANT II: CANINE REPRODUCTION</strong></td>
<td>A practicing veterinarian teaches you to manage the entire canine breeding cycle, from assessing the health of parents to puppy care. $120</td>
<td>CRN #20565</td>
</tr>
<tr>
<td><strong>BECOME A VETERINARY ASSISTANT III: PRACTICAL SKILLS</strong></td>
<td>Learn the practical skills you’ll need to be a valuable veterinary assistant or educated pet owner. $120</td>
<td>CRN #20566</td>
</tr>
<tr>
<td><strong>INTRODUCTION TO NATURAL HEALTH AND HEALING</strong></td>
<td>Learn how to promote wellness, balance, and health in all aspects of your daily life. $120</td>
<td>CRN #20567</td>
</tr>
<tr>
<td><strong>LOSE WEIGHT AND KEEP IT OFF!</strong></td>
<td>Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime. $120</td>
<td>CRN #20555</td>
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<tr>
<td><strong>LUSCIOUS, LOW-FAT, LIGHTNING-QUICK MEALS</strong></td>
<td>Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious! $120</td>
<td>CRN #20550</td>
</tr>
<tr>
<td><strong>HANDLING MEDICAL EMERGENCIES</strong></td>
<td>Every second counts during a medical emergency. Learn how to respond if someone needs your help. $120</td>
<td>CRN #20556</td>
</tr>
<tr>
<td><strong>SPANISH FOR LAW ENFORCEMENT</strong></td>
<td>Master the fundamentals of the Spanish language by practicing basic conversational skills and learning essential Spanish terminology for law enforcement situations. $120</td>
<td>CRN #20588</td>
</tr>
<tr>
<td><strong>SPANISH FOR MEDICAL PROFESSIONALS</strong></td>
<td>Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases. $120</td>
<td>CRN #20568</td>
</tr>
<tr>
<td><strong>BEGINNING CONVERSATIONAL FRENCH</strong></td>
<td>Discover how easy it can be to learn common words and phrases for both leisure and business. $120</td>
<td>CRN #20539</td>
</tr>
<tr>
<td><strong>INSTANT ITALIAN</strong></td>
<td>Learn Italian from the comfort of your home in this fun and enjoyable online course. $120</td>
<td>CRN #20544</td>
</tr>
<tr>
<td><strong>CONVERSATIONAL JAPANESE</strong></td>
<td>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</td>
<td>CRN #20540</td>
</tr>
<tr>
<td><strong>EASY ENGLISH 1</strong></td>
<td>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</td>
<td>CRN #20523</td>
</tr>
<tr>
<td><strong>EASY ENGLISH 2</strong></td>
<td>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</td>
<td>CRN #20524</td>
</tr>
<tr>
<td><strong>EASY ENGLISH 3</strong></td>
<td>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</td>
<td>CRN #20525</td>
</tr>
<tr>
<td><strong>GRAMMAR FOR ESL</strong></td>
<td>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</td>
<td>CRN #20522</td>
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<tr>
<td><strong>WRITING FOR ESL</strong></td>
<td>Learn how to write in English more effectively to succeed in college and at work. $120</td>
<td>CRN #20526</td>
</tr>
<tr>
<td><strong>MATH &amp; SCIENCE</strong></td>
<td><strong>Math Refresher</strong> Gain confidence in your basic math skills and start using math to your advantage. $120</td>
<td>CRN #20576</td>
</tr>
<tr>
<td><strong>INTRODUCTION TO ALGEBRA</strong></td>
<td>Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems. $120</td>
<td>CRN #20577</td>
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<tr>
<td><strong>MEDICAL MATH</strong></td>
<td>Master the math skills you need to succeed in the medical field. $120</td>
<td>CRN #20553</td>
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<tr>
<td><strong>HUMAN ANATOMY AND PHYSIOLOGY</strong></td>
<td>Gain a greater appreciation and understanding of the marvelous complexity of the human body. $120</td>
<td>CRN #20551</td>
</tr>
<tr>
<td><strong>HUMAN ANATOMY AND PHYSIOLOGY II</strong></td>
<td>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</td>
<td>CRN #20561</td>
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<tr>
<td><strong>PERSONAL ENRICHMENT</strong></td>
<td><strong>Introduction to Interior Design</strong> Explore a career in interior design as you learn how to transform any room into a beautiful and functional space. $120</td>
<td>CRN #20316</td>
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<tr>
<td><strong>GOING GREEN AT HOME</strong></td>
<td>Step into a green lifestyle as you discover simple, cost-effective ways to make your home environmentally friendly. $120</td>
<td>CRN #20521</td>
</tr>
<tr>
<td><strong>START YOUR OWN EDIBLE GARDEN</strong></td>
<td>Learn how to grow delicious, nutritious fruit and vegetables in your own backyard. $120</td>
<td>CRN #20516</td>
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<tr>
<td><strong>GET FUNNY!</strong></td>
<td>Learn how to use humor to speak more effectively, write better, and increase your popularity. $120</td>
<td>CRN #20574</td>
</tr>
<tr>
<td><strong>SKILLS FOR MAKING GREAT DECISIONS</strong></td>
<td>Learn how to make excellent everyday decisions from an experienced counselor and life coach. $120</td>
<td>CRN #20573</td>
</tr>
<tr>
<td><strong>INTERPERSONAL COMMUNICATION</strong></td>
<td>Become aware of the conscious and unconscious codes of meaning we send when communicating with others. $120</td>
<td>CRN #20328</td>
</tr>
</tbody>
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Full course descriptions at [www.ed2go.com/manchcc](http://www.ed2go.com/manchcc)
Keys to Effective Communication
Learn to build rapport, trust, warmth, and respect through conversation. $120
CRN #20532

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 #20546

PERSONAL FINANCE & INVESTMENTS

Where Does All My Money Go?
Learn how to get control of your money once and for all. $120
CRN #20528

Personal Finance
Protect your assets and discover how best to achieve all your financial goals. $120
CRN #20538

Business Finance for Non-Financial Personnel
This course will help you understand business environments, financial statements, and strategy so you can make more profitable business and personal financial decisions. $120
CRN #20628

Keys to Successful Money Management
Certified financial planner shows you how most wealthy people build their fortunes. $120
CRN #20534

Protect Your Money, Credit and Identity
Learn how to guard against scam artists, identity thieves, predatory lenders, and abusive debt collectors. $120
CRN #20527

Real Estate Investing
Build and protect your wealth by investing in real estate. $120
CRN #20589

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 #20590

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 #20535

The Analysis and Valuation of Stocks
Discover valuable techniques that show you step by step how to research and value stocks. $120
CRN #20536

Introduction to Stock Options
Learn how stock options can protect your portfolio and help you profit in any type of market. $120
CRN #20537

Photography

Discover Digital Photography
An informative introduction to the fascinating world of digital photography equipment. $120
CRN #20583

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 #20584

Secrets of Better Photography
Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations. $120
CRN #20580

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 #20581

Photographing People With Your Digital Camera
Learn to take beautiful pictures of adults, children, and babies. $120
CRN #20582

SALES & MARKETING

Professional Sales Skills
Discover how to begin a successful and rewarding career in sales. $120
CRN #20303

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 #20302

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 #20606

Marketing Your Business on the Internet
E-commerce expert helps you develop an Internet marketing plan for your business. $120
CRN #20605

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 #20479

Prepare for the GED Test
Want to pass the GED? This course will help you develop the skills you’ll need to succeed. $120
CRN #20469

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 #20470

Prepare for the GED Math Test
Master the skills you’ll need to successfully pass Test 5 in the GED test series. $120
CRN #20471

GMAT Preparation
Discover powerful test-taking techniques and methods for improving your score on the GMAT. $120
CRN #20474

GRE Preparation: Part 1
Discover powerful strategies for success in the verbal and analytical sections of the GRE. $120
CRN #20472

GRE Preparation: Part 2
Learn a variety of useful techniques for tackling the math section of the GRE. $120
CRN #20473

LSAT Preparation: Part 1
Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills. $120
CRN #20475

LSAT Preparation: Part 2
Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers. $120
CRN #20476

SAT/ACT Preparation: Part 1
Master the reading, writing, English, and science questions on the ACT and new SAT. $120
CRN #20477
Online Academy

Writing Young Adult Fiction
Develop your own young adult novel and learn how to break into one of today’s hottest publishing markets. $120
CRN #20612

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 #20336

Advanced Fiction Writing
Explore advanced fiction writing techniques with a published novelist. $120
CRN #20341

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 #20321

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches. $120
CRN #20317

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 #20325

Effective Business Writing
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end. $120
CRN #20333

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

Fundamentals of Technical Writing
Learn the skills you need to succeed in the well-paying field of technical writing. $120
CRN #20323

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 #20309

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

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 #20344

Writing for Children
A published children’s author shows you how to touch the hearts of children by creating books for them. $120
CRN #20330

Research Methods for Writers
Learn the most efficient and effective methods to conduct research for any writing project. $120
CRN #20326

Pleasures of Poetry
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 #20324

Introduction to Internet Writing Markets
A professional writer helps you discover a wide variety of new markets for your written work. $120
CRN #20339

Beginning Writer’s Workshop
Get a taste of the writer’s life and improve your writing skills in this introduction to writing creatively. $120
CRN #20342

Writing Fiction for Children
A published children’s author shows you how to write to touch the hearts of children by creating books for them. $120
CRN #20319

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 #20340

The Craft of Magazine Writing
A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story. $120
CRN #20336

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 #20324

Write Your Life Story
Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others. $120
CRN #20338

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 #20322

The Keys to Effective Editing
If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction. $120
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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 #20340

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.
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 ____________________________________________

First Name ____________________________________________ Date of Birth ____________

Last Name (If different) ____________________________________________ Date of Birth ____________

Address __________________________________________________________

Town ___________________________________ State ___________ Zip ___________

Phone ( ___________ ) ____________________ Renewal _______ New Member _________

Email address __________________________________________________________

Please return your completed form with your check payable to MCCOAA to:

MCCOAA
Great Path, MS #16
PO Box 1046
Manchester, CT 06045-1046

### MCCOAA Tuition Rebate Program

This program offers a 20 percent tuition rebate for any MCC Credit-Free course costing more than $10, up to a maximum of $50 per academic year (September 1 - August 31). You may register for a Credit-Free course before you join OAA, but you must be a member before the course start date. (Membership is effective on the date your dues payment is postmarked or presented in person.) Bring your completed Tuition Rebate Form (below) to class and have the instructor sign it; then mail it to the address below. Please use one form per member, per course.

MCCOAA • Great Path MS #16 • P.O. Box 1046 • Manchester, CT 06045-1046

You will receive reimbursement within four weeks directly from the Organization of Active Adults.

### MCCOAA Tuition Rebate Form

Membership in OAA Required before Course Start Date • Minimum Age for OAA Membership is 50

OAA Member’s Name: __________________________________________________________

Member’s Address: __________________________________________________________

City/Town: __________________________ State: ________ Zip: __________

Course Title: __________________________________________________________

Course Start Date: __________________________ Course Fee: $_____________

Current-Year Catalog Semester (circle one): Fall Winter Spring Summer

Instructor’s signature: ______________________________________________________

(Verifying that student attended at least one class session)

Print Last Name: ______________

For Office Use Only

Rec’d Date ___________________________ App. No. ________ Memb. Date __________ Balance: $ __________

MCC Organization of Active Adults MEMBERSHIP

DETACH HERE

Keep for your records

ORGANIZATION OF ACTIVE ADULTS

in partnership with Manchester Community College
SUMMER ENRICHMENT PROGRAMS FOR YOUTH

Junior Culinary Institute I
Grades 5-8
2 Identical Sessions: July 9-13 or July 16-20
Full-day, $340 per session

Junior Culinary Institute II
Advanced Study
Grades 5-8
1 Session: July 23-27
Full day, $360 per session

Make Your Own
Ice Cream and Gelato!
3 Identical Sessions: July 6 or 7 • Grades 2-4
July 14 • Grades 5-8
Full-day, $80 per session

Technology Camp I & II
Grades 5-8
2 Different Sessions: July 9-13 or July 16-20
Full-day, $210 per session

Summer Academy for Gifted and Talented Youth
August 6-17, Two Week Program • Half-Day: $275  Full-Day: $550
Over 31 challenging, interactive classes for gifted, talented and high-achieving students completing grades K-8

Morning Classes
9 a.m.–Noon

Primary Grades
Animals, Animals, Animals! (Grades K-2)
Build Your Designs... Test Your Creations (Grades K-2)
Exploring Art through Nature (Grades K-2)

Elementary Grades
The Violent World of Plants (Grades 2-4)
Big Adventures, Crazy Challenges! (Grades 3-5)
Devouring Books! (Grades 3-5)
Exploring Animal Science (Grades 3-5)
+ - x Got Math x - +? (Grades 3-5)
Poetry Café (Grades 3-5)
Computer Creations (Grades 4-6)

Middle School Grades
Advanced Ceramics (Grades 5-8)
Running Your Own Business (Grades 5-8)
MCC Junior Jazz Ensemble (Grades 5-8)
Computer Animation (Grades 6-8)
Diving in with NautilusLive II (Grades 6-8)
Lights, Camera, Action! (Grades 6-8)
Web Design (Grades 6-8)

Afternoon Classes
1–4 p.m.

Primary Grades
Math in the Real World (Grades K-2)
Ooey Gooey Science and Art (Grades K-2)
Things that Go Bump in the Night (Grades K-2)

Elementary Grades
Crafting Clay (Grades 2-4)
Design Your Own Comic Book (Grades 3-5)
Math Mysteries (Grades 3-5)
Diving in with NautilusLive I (Grades 3-5)
Watercolors and Printmaking (Grades 3-5)
Science Safari (Grades 4-6)

Middle School Grades
An “Ologist” a Day! (Grades 6-8)
Computer Game Design (Grades 6-8)
Digital Photography (Grades 6-8)
iP.O.D.S.: Presenting Observations & Discoveries in Science (Grades 6-8)
Stop Animation (Grades 6-8)

One Hour Supervised Lunch for Full-Day Students

For more information, contact Carleigh Cappetta, Coordinator
at ccappetta@mcc.commnet.edu or 860-512-2804
www.mcc.commnet.edu/continuing/excursions
For students completing Grades 5-8 during the 2011-2012 academic year.
July 9-13 and July 16-20

Technology Camp I

July 9-13
Lego® Robotics
How does a robot move? Does it sense what is going on around it and react? Does it know what it’s going to do from the beginning? Let’s explore the fascinating field of robotics. Students will learn about different sensors. We will have a hands-on experience with all aspects of robotics and teams will design, build and program a robot out of Legos® to perform certain tasks. Teams will compete to see which robot can successfully complete the most tasks.
Instructor: Jesse Wilkinson

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

Section A: Lego Robotics in the a.m./Aerodynamics in the p.m.
CRN #20222 5 sessions, Monday-Friday, 7/9-7/13, 9 a.m.-3:30 p.m.
MCC Bldg. LRC B141 Fee: $210

Section B: Aerodynamics in the a.m./Lego Robotics in the p.m.
CRN #20224 5 sessions, Monday-Friday, 7/9-7/13, 9 a.m.-3:30 p.m.
MCC Bldg. LRC A142 Fee: $210

Technology Camp II

July 16-20
Going Green with Technology!
Are you interested in learning how technology can help our environment? Explore engineering and green technology as we learn how they can improve our natural environment. You’ll learn about the future of construction and automobile design. In this hands-on class students will build and test solar racers, create a variety of different wind mills, and explore geothermal and clean energies. Let’s go green!
Instructor: Behn Sikora

NEW Magnetic Levitation and Hovercraft
Ever hear of a vehicle that runs on a track but has no wheels? Ever see a vehicle that can run as well on water as it does on land? Well here is your chance. Students will be exploring Magnetic Levitation “Mag Lev” and Hovercraft vehicles, designing one of their own and building it. While these models are small versions of the real vehicles, the full size hovercraft and mag lev vehicles are being used around the world. These represent some of the means of transportation that are embracing green technologies. Join us to learn more about what the future has in store!
Instructor: Gregory Kane

Section A: Going Green with Technology in the a.m./Magnetic Levitation and Hovercraft in p.m.
CRN #20223 5 sessions, Monday-Friday, 7/16-7/20, 9 a.m.-3:30 p.m.
MCC Bldg. LRC A142 Fee: $210

Section B: Magnetic Levitation and Hovercraft in a.m./Going Green with Technology in the p.m.
CRN #20290 5 sessions, Monday-Friday, 7/16-7/20, 9 a.m.-3:30 p.m.
MCC Bldg. LRC B219 Fee: $210

Bring a non-refrigerated lunch. Beverages may be purchased in the cafeteria.

The tuition fee for Technology Camp is subsidized by the Regional Center for Next Generation Manufacturing, a National Science Foundation grant under Connecticut’s College of Technology.
Junior Culinary Institute

Junior Culinary Institute I
2 Identical Sessions: July 9-13 or July 16-20

Attention junior chefs! Join us in MCC’s professional kitchens to cook up delicious dishes. Prepare picture perfect vegetables—healthy kebabs, sculptures and garnishes. Try puffy popcorn balls, pretzels, salt-dough creatures and grilled pizzas with homemade sauce, loaded with cheese and vegetables. Perfect your skills with imaginative “animal cakes,” fruit smoothies and pot stickers. The prodigies of Junior Culinary Camp 2012 will please parents and guests with a delicious feast for parents and families at our final day. No Prerequisite.

Instructor: Chef Rachael LaPorte
Kitchen Assistant: Chef Darcel Carter

Two Identical Sessions:
Section A: CRN #20218 5 sessions, Monday-Friday, 7/9-7/13, 9 a.m.-3 p.m. MCC Bldg. GPA GP213 Fee: $340
Section B: CRN #20219 5 sessions, Monday-Friday, 7/16-7/20, 9 a.m.-3 p.m. MCC Bldg. GPA GP213 Fee: $340

Junior Culinary Institute II: Advanced Study
1 Session: July 23-27

Take your culinary skills to the next level! In this class we will be working with mother sauces, emulsified dressing, breakfast cookery, desserts and advanced cooking techniques. You will also learn how “tongue mapping” can increase your knowledge of seasonings and flavorings. Every day we will have a theory lesson on the topic of the day, create the food and have lunch! At the end of the session invite your parents to a sit down dinner where you the chef create and serve the meal! Prerequisite: Junior Culinary Camp or Junior Culinary Institute I.

Instructor: Chef Rachael LaPorte
Kitchen Assistant: Chef Darcel Carter

CRN #20220 5 sessions, Monday-Friday, 7/23-7/27, 9 a.m.-3 p.m. MCC Bldg. GPA GP213 Fee: $360

Make Your Own Ice Cream and Gelato!
Grades 2-4: July 6 or 7 • Grades 5-8: July 14
Class 9 a.m.-4 p.m. • Ice Cream Party 4-4:30 p.m.

Join us to create different types of homemade ice cream! We’ll be making French and American style ice cream, sorbet, sherbet and granite, and learning about the difference between them all. Students will also make their own edible bowls, homemade waffle cones and toppings such as caramel sauce, hot fudge, marshmallow and whipped topping. Parents – join us from 4-4:30 p.m. for an ice cream party to sample all of the amazing treats we created all day! Make sure to bring containers and a cooler to bring home samples of everyone’s creations! Students please pack a lunch and drink. No Prerequisite.

Instructor: Chef Rachael LaPorte, Kitchen Assistant: Chef Darcel Carter

For Grades 2-4
Two Identical Sessions:
CRN #20620 1 session, Friday, 7/6, 9 a.m.-4 p.m.
MCC Bldg. GPA GP213 Fee: $80
CRN #20621 1 session, Saturday, 7/7, 9 a.m.-4 p.m.
MCC Bldg. GPA GP213 Fee: $80

For Grades 5-8
CRN #20622 1 session, Saturday, 7/14, 9 a.m.-4 p.m.
MCC Bldg. GPA GP213 Fee: $80

Bring a non-refrigerated lunch. Beverages may be purchased in the cafeteria.

ADVENTURES IN LEADERSHIP

For students completing Grades 5-8 during the 2011-2012 academic year
July 16-20 Section A or July 23-27 Section B

Adventures in Leadership

Today’s world needs great leaders! What does it take to be one? Come find out by spending a week with us on the Manchester Ropes Challenge Course for an unforgettable experience. You will have the opportunity to develop your leadership skills through a series of fun, challenging adventure activities that will change your life forever! With a focus on safety first, participants will join with others to overcome group challenges while pushing their personal limits. The course is run by highly-trained, experienced Ropes Course Facilitators and professional educators and coaches that know how to awaken that inner leader within you!

Instructors: Scott Goldsmith and Michael Kakalow

Two identical sessions:
Section A: CRN #20225 5 sessions, 7/16-7/20, Monday-Friday, 9 a.m.-3:30 p.m. MCC Bldg. GPA GP203 & Veterans’ Memorial Park Fee: $275
Section B: CRN #20226 5 sessions, 7/23-7/27, Monday-Friday, 9 a.m.-3:30 p.m. MCC Bldg. GPA GP203 & Veterans’ Memorial Park Fee: $275

Bring a non-refrigerated lunch and drink.
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 Number

Example: For a user whose birthday is in October and whose social security number ends in 6789, the initial password would be Oct&6789

➤ You will then be prompted to change your password

Register Early

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

Confirmations

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

Course Locations

Courses are held in classrooms at MCC, unless otherwise indicated in the course descriptions. Please see maps on pages 39 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 39. 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.

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.

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, 4/12, 57M, CE/VS
1. By Mail
Complete a registration form (one person per registration form, please). Pay by check, money order, MasterCard, Visa or Discover Card.
Mail entire page with full payment to:
Continuing Education Registration, MS #13
Manchester Community College
Great Path
P.O. Box 1046
Manchester, CT 06045-1046

2. In-Person
At the Registrar in the Lowe Building. Pay at the Cashier's Office by cash, check, money order, MasterCard, Visa or Discover Card. Please use the night drop box after hours.

3. By Fax 860-512-3221 (24 hours)
Complete a registration form with MasterCard, Visa or Discover Card. Please call 860-512-3232 to confirm that your fax was received.

4. By Phone 860-512-3232
Call 860-512-3232 between 8:30 a.m. and 4:30 p.m., Monday-Friday, using MasterCard, Visa or Discover Card.
• Please leave a detailed voice message if staff is unavailable.

5. Register Online
Returning students, go to: http://my.commnet.edu (using MasterCard, Visa or Discover Card). For details see page 53.

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.

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**MCC Credit-Free Course Registration**

Print clearly in ink. Register one person per form. Photocopy form if needed.

<table>
<thead>
<tr>
<th>Banner I.D. # (if known)</th>
<th>Soc. Sec. No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (Last)</td>
<td>(First)</td>
</tr>
<tr>
<td>Previous Name (if any)</td>
<td>Email address</td>
</tr>
<tr>
<td>Home Address (Number and Street)</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Tel. (Home)</td>
<td>(Work)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Birth Date</th>
<th>Gender</th>
<th>Today's Date</th>
</tr>
</thead>
</table>

**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#**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Start Date</th>
<th>Time</th>
<th>Room</th>
<th>Fee</th>
</tr>
</thead>
</table>

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Make check or money order payable to “MCC”.

Credit Card #

Cardholder name (print)

Cardholder signature

Relationship to student

Cardholder Address

Cardholder phone Exp. Date (mo/yr)

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**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 55.
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.

MCC Library Summer Hours
May 21-August 11
Monday – Thursday......8:30 a.m.-5 p.m.
Friday..........................8:30 a.m.-noon
Saturday.....................10 a.m.-2 p.m.
Sunday.......................CLOSED

Please call 860-512-2880 for semester break hours and holiday closings.

Bursar (Cashier) Hours
Low Building, Main Lobby
Monday......................8:30 a.m.-4 p.m.
Tuesday......................8:30 a.m.-7 p.m.
Wednesday...................8:30 a.m.-4 p.m.
Thursday......................8:30 a.m.-4 p.m.
Friday..........................8:30 a.m.-noon

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

Registrar’s Hours
Lowe Building, Main Lobby

Monday.........................8:30 a.m.-4:30 p.m.
Tuesday.........................8:30 a.m.-7 p.m.
Wednesday....................10:30 a.m.-4:30 p.m.
Thursday........................8:30 a.m.-4:30 p.m.
Friday...........................8:30 a.m.-4:30 p.m.

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

MCC Bookstore
Please call for hours: 860-645-3140
www.efollett.com
JULY ENRICHMENT PROGRAMS – GRADES 5-8
Adventures in Leadership – July 16-20 or 23-27
Technology Camp I & II – July 9-13 & July 16-20
Junior Culinary Institute I – July 9-13 or 16-20
Junior Culinary Institute II: Advanced – July 23-27

AUGUST ENRICHMENT PROGRAMS – GRADES K-8
Summer Academy for Gifted and Talented Youth
two-week program August 6-17

For more information:
www.mcc.commnet.edu/continuing/excursions
or contact Carleigh Cappetta,
Youth Programs Coordinator
ccappetta@mcc.commnet.edu
See pages 50-52

Preparation for CT Real Estate Licensing Exams
Principles and Practices of Real Estate
See page 34

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