

Summer 2013

Credit-Free Courses

Continuing Education

Classes Beginning June-August



COVER ART BY
ALISON TARGETT EAGLIN
INSTRUCTOR, DRAWING FOR BEGINNERS
SEE PAGE 6

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LIBRARY SUMMER HOURS

LRC Building

Monday – Thursday	8:30 AM-5 PM
Friday	8:30 AM-noon
Saturday.....	10 AM-2 PM
Sunday.....	CLOSED

For more information, please call 860-512-2880

CONTINUING EDUCATION

Credit-Free Programs 860-512-2800

Offering courses for professional development and personal enrichment.
General information and catalog requests.

Director, Ann Bonney abonney@manchestercc.edu

Program Associate, Stephen Campiglio.....scampiglio@manchestercc.edu

Secretary II, Jessie Bradley.....jbradley@manchestercc.edu

Educational Assistant, Mike Jordan-Reillymjordan-reilly@manchestercc.edu

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

8:30 AM – 4:30 PM, Monday–Friday Mastercard, Visa or Discover Card

Business & Industry Services 860-512-2812

Providing employers and employees with workplace programs and training.

Director, Janet Alampi.....jalampi@manchestercc.edu

Computer Technology 860-512-2808

Providing state-of-the-art computer training.

Coordinator, Bruce Manning bmannings@manchestercc.edu

Allied Health Programs 860-512-2826

Preparing students for the State certification exams.

Coordinator, Diane Mitchell dmitchell@manchestercc.edu

Excursions in Learning 860-512-2804

Offering courses for high-achieving, academically motivated children.

Coordinator, Carleigh Schultz.....cschultz@manchestercc.edu

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

Winter and Summer credit extension courses.

Dean, Melanie Haber mhaber@manchestercc.edu

Administrative Assistant, Gloria Moeller gmoeller@manchestercc.edu

CHECK YOUR CLASS SCHEDULE FOR LOCATION.
SOME CLASSES MEET AT OFF-CAMPUS LOCATIONS.

AST = Arts, Sciences & Technology Center
GPA = Great Path Academy *
LRC = Learning Resource Center
SSC = Student Services Center
(formerly the Lowe Building)
VIL = Village

Downtown Location:
MCC on Main | 903 Main Street | Manchester
www.manchestercc.edu/mcc-on-main/contact.php

**Convenient parking in East Lot
(formerly Lot B) for GPA courses*

REGISTRAR'S HOURS

SSC Building, Main Lobby

Monday.....	8:30 AM-4:30 PM
Tuesday.....	8:30 AM-7 PM
Wednesday	10:30 AM-4:30 PM
Thursday	8:30 AM-4:30 PM
Friday.....	8:30 AM-4:30 PM

For more information, please call 860-512-3220.

BURSAR (CASHIER) HOURS

SSC Building, Main Lobby

Monday.....	8:30 AM-4 PM
Tuesday.....	8:30 AM-7 PM
Wednesday	8:30 AM-4 PM
Thursday	8:30 AM-4 PM
Friday.....	8:30 AM-noon

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

FREE INFORMATION SESSION

Certified Nurse Aide (CNA) Training Program

A Certified Nurse Aide (CNA) job puts you on the front lines of patient care. The CNA works under the supervision of a nurse to help patients with daily living tasks. The CNA program includes classroom instruction at MCC where students learn about basic nursing skills, anatomy and physiology, nutrition and infection control. In addition, students work with patients at an area long-term care facility to gain hands-on experience.

The session is FREE, but registration is required.
CRN 20829 | Tuesday | 6/11 | 6-7:30 PM
LRC B125 | Fee: FREE
Instructor: JoAnn Thulin, APRN,



Certified Nurse Aide (CNA) Training Program **NEW DAYTIME SCHEDULE**

Do you want to gain valuable hands-on experience and work in health care while pursuing your degree? Complete this course and sit for the CNA certification exam before you return to school in the fall. This 120-hour course will prepare students with the entry-level skills needed to work as a CNA in long-term care facilities, hospitals, clinics and home health agencies. The CNA provides basic patient care under the direction of nursing staff.

Tasks include:

- Turn and reposition bedridden patients, alone or with assistance, to prevent bedsores
 - Answer patients' call signals
 - Feed patients who are unable to feed themselves
 - Observe patients' conditions, measure and record food and liquid intake and output and vital signs, and report changes to professional staff
 - Supply and empty bed pans, apply dressings and supervise exercise routines
 - Provide patients with help walking, exercising, and moving in and out of bed
 - Bathe, groom, shave, dress, and/or drape patients to prepare them for surgery, treatment, or examination
- State regulations require that students successfully complete 16 hours of instruction in specific areas prior to beginning clinical work. Students who fail to meet this requirement are not allowed to begin clinical and are not eligible to complete the program. Finally, you must attend a minimum of 100 hours and achieve a passing grade of 70 or above to sit for the State exam. Students with a felony conviction may have difficulty obtaining employment as a CNA.

The course includes classroom and practical skill instruction at MCC, and clinical experience at *Glastonbury Health Care Center, 1175 Hebron Ave., Glastonbury*. You are required to wear a white uniform or scrubs to the clinical site. Upon completion of the course, approximately \$125 will be due when you apply to take the Connecticut State Certification Exam (not included in course fee). The instructor will inform students of test dates and procedures. Prerequisite: *High school diploma or GED and refer to Registration Guidelines in left column*. Required textbooks: *Basic Skills for Nursing Assistants in Long-Term Care, 6th edition* by Gorek and Sorrentino text/workbook package (ISBN 9780323077569), approximate cost \$82 available at MCC Bookstore.

Primary instructor: JoAnn Thulin, APRN has worked as a nurse in a variety of capacities, including long-term care, critical care, and the corporation sector. She has been an instructor in the CNA program for five years.

CRN 20091 | Monday through Thursday | 6/24 – 7/30 (see schedule below)
20 sessions | Fee: \$999

Classroom

6 Mondays | 6/24-7/29
1 Tuesday | 6/25
4 Wednesdays | 6/26-7/24 (does not meet 7/3)
1 Thursday | 6/27
LRC B125
9 AM-2:30 PM (half-hour lunch)

Clinical

5 Tuesdays | 7/2-7/30
3 Thursdays | 7/11-7/25 (does not meet 7/4)
Glastonbury Healthcare Center
7 AM-3 PM (half-hour lunch)

If necessary, 7/31 will be a classroom make-up date and 8/1 will be a clinical make-up date.

Registration Guidelines for Certified Nurse Aide and Medical Office Assistant programs

READING COMPREHENSION TEST FOR MEDICAL OFFICE ASSISTANT AND CNA

Have you earned college credit?

IF YES: bring a photo ID and a copy of your transcript and proceed directly to the registrar's office to sign up.

IF NO: you must take a reading comprehension test at no cost.

The test is given every Monday and Wednesday from 1-3 PM (except holidays), until the class fills. No appointment is necessary.

To take a comprehension test:

Go to the Continuing Education Division office in the Learning Resource Center (LRC), Room B105, and ask for the Coordinator of Credit-Free Allied Health Programs. Please bring a photo ID and your high school diploma or GED with you.

FOR CNA ONLY: VERIFICATION OF

You must submit the following medical documentation prior to the start of the clinical experience or you will be unable to continue in the program.

- Measles, mumps, rubella vaccinations or rubella and rubeola titers
- Chickenpox – vaccination or varicella titer
- Tuberculosis testing – chest X-ray if positive results
- Hepatitis B series (optional) or waiver signature
- Tetanus shot – within past 10 years
- Flu shot within the current flu season
- Physical exam within the past year

FREE INFORMATION SESSION

Medical Office Assistant

Are you interested in starting a career in health care? Are you detail- and customer-service oriented? Consider becoming a medical office assistant! These non-clinical professionals are key components of the dynamic and growing healthcare field. Our program will enhance your computer and office communication skills, as well as introduce you to medical terminology and software commonly used in today's offices and clinics.

Please join us to learn more about this career and how our program can help make you successful. The session is FREE, but registration is required.

CRN 20846 | Tuesday | 5/7 | 5:30-6:30 PM
AST E202 Fee: FREE

Instructors: Carla Adams; Ralph Braithwaite;
Coleen Kim

Medical Math (Online)

Mathematics is used in the field of medicine to calculate dosages, determine a healthy body weight, calculate IV flow rates and more. Whether you're new to the field of medicine or want to enhance your skills, this course can help you tackle calculations with confidence.

CRN 20597
24 hours across six weeks
Session start dates

- June 19
- July 17
- August 21

Fee: \$130

For full course description:
www.ed2go.com/manchcc.

NEW Medical Office Assistant: MCC Certificate Program

Start your career in Allied Health by becoming a Medical Office Assistant. A Medical Office Assistant is an administrative professional who provides support functions within a variety of health care settings. This introductory program will prepare you for an entry-level administrative position in a medical office, hospital or long-term care facility. You will not only learn basic medical office skills, but also be exposed to MediSoft, the electronic medical records software used by many of the area's medical practices. Divided into three sections, this 135-hour program will cover relevant topics related to keyboarding and word processing, business communications (written, oral and electronic), medical terminology and records management. Students who successfully complete this program will have the opportunity to receive up to 6 college credits which can be applied toward an MCC associates degree or certificate in the medical office field. Prerequisite: *High school diploma or GED*. Required texts: *Essentials of Business Communication*, (ISBN 9781111821227), approximately \$205; *Keyboarding & Word Processing Essentials, MS Word 2010, Lessons 1-55*, (ISBN 9781111878931), approximately \$225; *Medical Terminology: A Short Course, 6/e*, (ISBN 9781437734409), approximately \$60; and *Medical Office Procedures*, (ISBN 9780073401980) approximately \$135, all available at MCC Bookstore.

CRN 20686 | 30 sessions | Monday through Friday
6/3-6/21 | 9 AM-3:30 PM | SSC L105 & LRC B222
6/24-7/16 | (does not meet on 7/4 & 7/5) | 9 AM-noon | SSC L240
Fee: \$1,550

Instructors: Carla Adams is an assistant professor of Business Office Technology at MCC. She has many years of experience in the field of business/computer education and corporate training; Ralph Braithwaite has an MBA in organizational behavior and more than 30 years's experience in training human resources, and teaching; Coleen Kim is an audio-visual tutorial lab supervisor.

Refer to Reading Comprehension Test information in Registration Guidelines on page 3.

American Heart Association Standard First Aid and CPR

Required for most sports coaches and lifeguards, 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 \$20.

CRN 20677 | 2 Tuesdays | 6/18-6/25 | 6-10 PM
LRC B144 | Fee: \$90

Instructor: Kathy Call, 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.

Babysitting Safety: CPR and First Aid for Young Caregivers

Are you a young adult who would like to work as a babysitter? This course is designed for young caregivers, ages 12 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 20403 | Saturday | 6/22 | 9 AM-3:30 PM
GPA GP136 | Fee: \$70

Instructor: Kathy Call

PLEASE CHECK THE FALL '13 CREDIT-FREE CATALOG
FOR THE NEXT COURSE OFFERING OF THESE TWO CLASSES.

FREE INFORMATION SESSIONS

Veterinary Assistant

Do you love working with animals? If so, join us for this free information session. Veterinary assistants help with animal care in clinics, animal hospitals, zoos and animal shelters. They obtain animal health histories, understand veterinary medical terminology, recognize signs and symptoms of illness and disease, and more. Please join us to learn how you can prepare for a career as a veterinary assistant. The session is FREE, but registration is required.

CRN 20678 | Tuesday | 8/20 | 6-8 PM
GPA GP216 | Fee: FREE

Instructor: Lynne M. Zelinsky, DVM, Bolton Veterinary Hospital and Erin Jackson, certified veterinary technician at Bolton Veterinary Hospital.

Phlebotomy: The Art of Drawing Blood

Do you work well under pressure, have excellent manual dexterity and enjoy working with people? 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 20404 | Thursday | 8/22 | 6:30-8:30 PM
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.

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 20730 | Thursday | 7/11 | 7-9 PM
GPA GP156 | Fee: \$20

Instructor: Dr. Marie Mammone is a naturopathic physician at Naturopathic & Acupuncture Health Center in Wethersfield, where she has practiced for nearly 15 years. More information on the Center is available at www.NAHcenter.com. She has also been involved with family nutrition for more than 20 years.

Natural Health with Traditional Chinese Medicine

Learn how to prevent common ailments and achieve homeostatic balance, while gaining an understanding of the human body and the basics of traditional Chinese medicine. Topics include the ancient Chinese concepts of yin and yang and how they apply to foods and the body; the connection between the five elements (wood, fire, earth, metal and water) and bodily organs; the five flavors and their bodily responses; and the functions of vitamins, minerals, and amino acids. Come learn about this timeless and interesting alternative health care method! Handouts are provided.

CRN 20850 | 2 Thursdays | 8/8-8/15 | 6-9 PM
GPA GP139 | Fee: \$70

Instructor: Deborah Williams earned an M.A.Sc. in nutrition from the Edison Institute of Nutrition. She has taught medical terminology at Salter College and nutrition at Holyoke Community College and is presently an adjunct instructor at Quinsigamond Community College, Becker College, and Assumption College.

MCC Allied Health Courses May Qualify for Veterans' Benefits

You may be able to receive monthly benefits by enrolling in the following programs:

- Certified Nurse Aide (CNA)
- Pharmacy Technician Certification (coming in Fall '13)
- Phlebotomy Certification (coming in Fall '13)

Call MCC's Financial Aid Office for more information on Veterans' Benefits at 860-512-3362 or 512-3388

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

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.



CARAVAGGIO
The Cardsharps

NEW Caravaggio: Lecture and Tour of the Wadsworth Atheneum Exhibition

Join us for this exciting, two-part presentation of Michelangelo Merisi da Caravaggio, one of the most successful and tormented artists of Counter-Reformation Italy. The first part will be classroom lecture, focusing on how Caravaggio's art emerged within the artistic milieu of 17th-century Italy and Spain and the presence of the Protestant Reformation, and the influence of Caravaggio's unique style, as seen through some of his "students" who became known as the Caravaggisti. *The second session will meet at the Wadsworth Atheneum, 600 Main Street, Hartford, from 11 AM-2 PM, for a guided tour of the exhibition, "Burst of Light: Caravaggio and His Legacy."* Please note: The \$5 admission to the museum is an extra fee.

CRN 20783 | Thursday & Saturday | 6/13-6/15
6-9 PM (Thursday) & 11 AM-2 PM (Saturday)
GPA GP142 & Wadsworth Atheneum | Fee: \$70

Instructor: Olivia Chiang earned her master of arts from Yale University, with a focus on Medieval and Renaissance European art, and is an adjunct lecturer in the art department at MCC. She won the European Studies Council FLAS Award at Yale, and has language skills in French, German and Latin.



ALISON TARGETT EAGLIN
ARTWORK FEATURED
ON CATALOG COVER

Drawing for Beginners

Have you ever wanted to learn how to draw the human figure, a still life, or a landscape, but were afraid you lacked the skill? Say goodbye to those worries as we progressively move through projects that explore the very basics of line and form, using materials such as pencil and charcoal. You will gain confidence by learning proper techniques, from simple to more complex exercises in value, texture, perspective, and space. Students should bring to class the following supplies (approximate cost of \$30-35 if buying complete): willow charcoals; charcoal pencils: 1 set of F, H, HB, 2H, 2B, 4B, 6B & 8B; 1 gray gum eraser; 1 pink or white eraser; 1 ruler with inches; 1 3-ring binder OR folder; and 1 black dry/erase expo marker.

CRN 20831 | 8 Tuesdays
6/11-8/6 (does not meet 7/2) | 6-8 PM
GPA GP202 | Fee: \$185

Instructor: Alison Targett Eaglin earned her M.F.A. in painting from Western Connecticut State University and B.F.A. in studio art from Manhattanville College. She also holds an art education certificate for the states of New York and Connecticut. She has won several awards, including the Hancock Scholarship and the Grebstein Art Award.

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 materials list will be handed out and discussed during the first class. Startup cost: approximately \$20.

CRN 20842 | 5 Thursdays
7/18-8/22 (does not meet 8/15) | 6-8 PM
GPA GP202 | Fee: \$130

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.

Introduction to Oil Pastels

Learn how to use oil pastel and master the flexibility of the wonderful medium in its various possibilities. The instructor will demonstrate technique, and will work individually with each student to help you achieve your artistic goals. In addition to learning how to work with the medium, we will learn how blend and layer colors, and achieve harmony in art. Students should bring to class a Bristol pad (approximately 14" x 12") and an oil pastel set, plus an extra white and black pastel. Please note: *the last class on July 20 will meet at the New Britain Museum of American Art, 56 Lexington Street, New Britain, where students will tour the collection, focusing on techniques learned in class. Admission is free. Directions will be given in class.*

CRN 20796 | 6 Saturdays
6/8-7/20 (does not meet 7/6) | 10 AM-noon
GPA GP202 | Fee: \$140

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

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 20797 | 6 Mondays

6/10-7/22 (does not meet 7/1) | 6-8 PM

GPA GP202 | Fee: \$140

Instructor: Zbigniew Grzyb

NEW Discover Acrylics

Acrylics offer versatility for painting possibilities, from traditional to non-traditional approaches. They have the advantage of drying fast and thereby allowing for over-painting, which can facilitate a student's progress. This class is for both beginning and experienced students. Still life will be the suggested subject matter. We will consider composition, color theory, paint surfaces, and application. Students should bring to class a white drawing paper pad (no smaller than 9" x 12"), vine charcoals, acrylics paints, and brushes. Other supplies will be discussed in the first class.

CRN 20761 | 2 Tuesdays, 2 Thursdays & 2 Fridays

6/11-6/21 | 10 AM-12:30 PM

AST D105 | Fee: \$185

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

Explorations in Collage and Mixed Media

Venture beyond the traditional approach to creating imagery, and discover new working methods. Collage is defined as "pasting" objects to a flat surface. Using this form as a springboard, students will create representational and/or abstract studies, while being guided in technical aspects of collage. We will work with varied found materials and give them new life. Paints and other art materials may be used as mixed media when appropriate. We will consider both traditional and non-traditional approaches to creating imagery. Please bring a lunch. A supply list will be sent prior to class. Materials fee: \$18, payable to the instructor at the first class, for art supplies.

CRN 20760 | 1 Monday & 2 Wednesdays

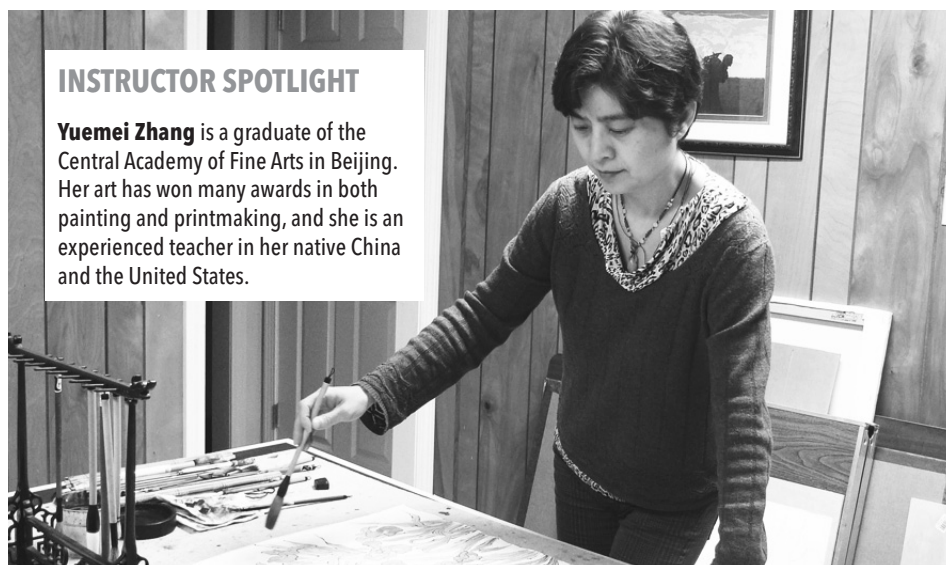
6/10, 6/12 & 6/19 | 10 AM-2 PM

AST D132 | Fee: \$150

Instructor: Estelle Laschever

INSTRUCTOR SPOTLIGHT

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



Chinese Brush Painting

You will be introduced to the fundamentals of this ancient art form, using ink on rice paper to express and depict traditional bamboo and pandas. Develop your imaginative, drawing and design skills, and expand your knowledge of Asian art. Learn from demonstration and practice under the gentle, patient and talented eye of the instructor. Please bring your lunch, as well as paper plates for mixing ink, paper cups for water.

Materials fee: \$20, payable to the instructor at the beginning of class, for rice paper, bamboo brush, and ink.

CRN 20841 | Saturday | 8/10 | 8:30 AM-2:30 PM

GPA GP202 | Fee: \$85

Instructor: Yuemei Zhang

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 20718 | 4 Wednesdays | 7/10-7/31 | 6-8 PM

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 & 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 20770 | 4 Fridays | 8/2-8/23 | 6-8 PM

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®.



Create a Beautiful Gold-Toned, Bronze Bracelet: Chaining I

Beginners will master the rewarding skill of assembling ready-made "jump rings" into a variety of attractive chain patterns from simple to intermediate levels. Learn how to use jewelry pliers to attach the bronze rings in different ways without soldering. After constructing samples of each pattern, students will proceed to design their bracelet in lustrous, gold-toned bronze. By the end of the course, students will be able to create chain maille bracelets, necklaces, and earrings. *Please note: You must register by June 10 to allow the instructor time to buy supplies.* Materials fee: \$28*, payable to instructor at the beginning of class, for class supplies.

CRN 20836 | Tuesday | 6/18 | 6-10 PM
GPA GP136 | Fee: \$45

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

NEW Create a Pure Silver Geranium Leaf Pendant

No prior experience with Precious Metal Clay (PMC) required! Create a replica of a real organic geranium leaf, made with PMC paste. The instructor will guide you in the techniques necessary for successfully working with paste and organics. You may also choose to antique your piece. *Please note: You must register by June 17 to allow the instructor time to buy supplies.* Materials fee: \$35*, payable to instructor at the first class, for PMC+ paste, one cubic zirconium, kiln firing, forming tools, polishing and antiquing supplies, and appropriate findings. Additional supplies will be available for purchase if desired. A simple materials list will be mailed prior to class (instructor supplies almost everything).

CRN 20835 | 2 Mondays | 6/24-7/1 | 6-10 PM (first class) | 6:30-8:30 PM (second class)
GPA GP136 | Fee: \$70

Instructor: Judith E. Goldstein

Create Silver Jewelry with Precious Metal Clay (PMC)

Beginning students will learn a new, creative way to craft silver jewelry, while experience students will challenge and upgrade their skills. Discover how amazing the putty-like PMC can be easily shaped, dried and fired in a kiln, resulting in a unique piece of jewelry. All aspects of the craft will be addressed, from design, shaping and texturing, finishing, and antiquing; even learn how to set a stone! Expect to complete two or three jewelry items, such as pendants, earrings, charms, or bracelet elements. Materials fee: \$85, payable to instructor at the first class, for one package of PMC; use of the kiln and tools; finishing materials; and a gemstone. A simple materials list will be mailed prior to class. *Please register no later than June 17; the instructor needs to order the proper amount of supplies.*

CRN 20807 | Tuesday, Wednesday & Thursday | 6/25-6/27 | 6-9:45 PM
GPA GP136 | Fee: \$130

Instructor: Judith E. Goldstein

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

Educating the Picker: Best Practices for Antique and Collectible Shopping

Whether for fun or profit, for gifts or for yourself, this course will educate you—the shopper—in how to spot and pick antiques and collectibles at flea markets, estate sales, tag and yard sales, and estate and storage auctions. Learn how to evaluate and appraise items; discover bargains among antiques and collectibles; haggle with vendors; understand marketplace trends; and identify commonly found tag sale treasures: sterling silver vs. plated silver, paintings vs. prints, collectible glassware vs. ordinary, originals vs. reproductions, vintage toys vs. modern toys. In the last session, students may bring in items for an evaluation or appraisal. For an extra bonus session (not included with the course), students will be encouraged to attend a Thursday evening Golden Gavel Auction on location in East Windsor.

CRN 20765 | 5 Mondays | 6/10-7/8 | 7-9 PM
GPA GP138 | Fee: \$115

Instructor: Ralph Labozzo, M.B.A. from the University of Connecticut, has been an auctioneer at Golden Gavel Auctions in East Windsor since 2001. In this capacity, he calls bids, procures estate properties for auction, develops a client base of consignors and customers, and assists with marketing. He previously served as an intern for Sotheby's in New York City.

NEW Pick eBay to Profit from Tag Sale Discoveries

As a follow-up to *Educating the Picker*, this class will teach students how to post tag sale items—and any other discoveries—on eBay for profit. The instructor will bring an item to class and go through all of the real-time steps needed to post this item on eBay. The hands-on instruction will include photographing the item, selecting its proper category, and creating an eBay title, description, start price, condition, duration of auction, and shipping tips.

CRN 20766 | Monday | 7/15 | 6:30-9:30 PM
GPA GP138 | Fee: \$35

Instructor: Ralph Labozzo

CONSIDER YOURSELF CONFIRMED

MCC notifies you only if a course cancels or has schedule changes.

If you do not hear from us, assume you are registered.

NEW Kundalini Yoga

Increase energy, de-stress and maintain good health! In this introductory class series, you will experience and learn how Kundalini yoga and meditation can positively transform your life. Partake in energizing, gentle rhythmic yoga sets (series of asanas), followed by meditation and deep relaxation. The ancient practice of Kundalini has been described as one of the most comprehensive yogas, which can promote a happy and healthy lifestyle. Increase your flexibility, clear your mind, relieve pain, and trim the waistline with dedication and practice. Healing and spiritual transforming vibrations of a gong will also be experienced during a class session. All are welcome. *Students should bring a mat, water, cushion, and blanket.* Please also bring a combination lock to secure your personal belongings during class, and wear comfortable workout clothes. Non-marking athletic shoes must be worn.

CRN 20820 | 6 Mondays | 6/10-7/15 | 6:30-8 PM
SSC L154 (Aerobics Studio) | Fee: \$105

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

Relaxing Sound Therapy to Calm Nerves and Clear the Mind

Sound therapy, using the ancient, sacred gong and singing bowls, has profound healing abilities. Immediate effects are commonly reported by participants, and with increased blood circulation distributing fresh nutrients, healing can continue for days after the class is over. Reported benefits may include lowering blood pressure, reducing stress, relieving pain, increasing circulation, and improving mental focus and clarity. Light yoga and a variety of powerful meditations are also part of the class. Participants may sit in chairs or bring a mat, and should also bring water and a blanket.

CRN 20821 | 4 Tuesdays | 6/11-7/2 | 6-7:15 PM
GPA GP142

CRN 20822 | 4 Wednesdays | 8/7-8/28
6-7:15 PM | MCC on Main

Fee: \$65

Instructor: Kay Lani LeBoulluec



NEW Full Moon Gong Relaxation with Kundalini Yoga and Meditation

Sound vibrations of a gong are used during Kundalini yoga classes to promote deep relaxation and potential healing. Healing experiences, which are heightened during the energy of the full moon, have been documented by participants, including stress relief, clearing of the mind, and some pain relief. Kundalini yoga comes from India and is more than 5,000 years old. Experience this comprehensive, gentle yoga that anyone can do and which includes meditation. Participants may sit in chairs. It is suggested that you bring a mat, water and blanket.

CRN 20819 | Saturday | 6/22 | 2:30-4:30 PM
MCC on Main | Fee: \$30

Instructor: Kay Lani LeBoulluec

QiGong: Meditative Movements for Health and Wellness

QiGong has been practiced in China by millions of people for more than 5,000 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 20724 | 2 Thursdays | 7/25-8/1 | 7-8:15 PM
GPA GP215 | 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.

CHECK YOUR CLASS SCHEDULE FOR LOCATION.
SOME CLASSES MEET AT OFF-CAMPUS LOCATIONS.

AST = Arts, Sciences & Technology Center
GPA = Great Path Academy *
LRC = Learning Resource Center
SSC = Student Services Center
(formerly the Lowe Building)
VIL = Village

Downtown Location:
MCC on Main | 903 Main Street | Manchester
www.manchestercc.edu/mcc-on-main/contact.php

*Convenient parking in East Lot
(formerly Lot B) for GPA courses

Body, Mind & Spirit



Karuna™ Reiki: Practitioner I and II Levels

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

CRN 20705 | 2 Saturdays | 7/13-7/27 (two-week interval) | 11 AM-4 PM
AST D213 | Fee: \$300

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*.

First Degree Reiki Training

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

CRN 20706 | Saturday | 6/29 | 9 AM-4:30 PM
AST D213 | Fee: \$150

Instructor: Dory Dzinski

Second Degree Reiki Training

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

Please bring a blanket, pillow, and your lunch to class.

CRN 20707 | Saturday | 7/20 | 9 AM-4:30 PM
AST D213 | Fee: \$175

Instructor: Dory Dzinski

Reiki III: Master

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

CRN 20708 | Saturday | 8/10 | 9 AM-4:30 PM
AST D213 | Fee: \$200

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 office workers, busy professionals, athletes, and anyone who would like to eliminate physical discomfort at work or home. Students should bring a floor mat for lying down.

CRN 20715 | 3 Mondays | 7/1-7/15
9:30-11:30 AM
LRC B144 | Fee: \$60

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

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 20731 | Tuesday | 6/18 | 6-7:30 PM
VIL 3 V131 | Fee: \$20

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

The Emotional Freedom Technique (EFT) Level 1 Certificate Training

EFT is used as a method to help people find relief from phobias, panic/anxiety attacks, traumatic memories, addictions, guilt, grief, and physical ailments. The EFT practitioner uses a method of tapping the client with fingertips in order to stimulate certain meridian energy points, while the client "tunes in" to the problem or disturbing thought/emotion. Learn the basic principles of EFT, the "Basic Recipe" that addresses most situations, and what to do when it's not working and other refinements. Students who finish the course will receive a Certificate of Completion. This workshop will be of particular interest to healing arts practitioners, life coaches, and those desiring personal/emotional growth.

CRN 20732 | 2 Tuesdays | 7/16-7/23 | 6-8:30 PM
VIL 3 V131 | Fee: \$99

Instructor: Cris Jacobs

Transform Your Life with EFT

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

CRN 20733 | Tuesday | 8/13 | 6-8:30 PM
VIL 3 V131 | Fee: \$30

Instructor: Cris Jacobs

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

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

**THESE CLASSES ARE ENRICHMENT PROGRAMS
AND DO NOT NECESSARILY REFLECT THE VIEWS OF MCC.**

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 20734 | Saturday | 7/13 | 9 AM-noon
GPA GP136 | Fee: \$25

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

"The Secret" Workshop

As seen on Oprah and the Ellen DeGeneres Show, *The Secret* is making headlines around the world—and the buzz just keeps building. To date, this best-selling book by Rhonda Byrne has more than 6 million copies in print, and the DVD likewise has been purchased and viewed by millions worldwide. In this workshop, you'll learn how to effectively use the universal "Law of Attraction," while avoiding pitfalls that prevent you from attaining your dreams. You will also learn how to identify and understand your thoughts, perceptions, values and beliefs, and how to change and direct these aspects of your life toward empowerment and attainment. The workshop will include discussion, meditation, visualization, and writing exercises.

CRN 20830 | 2 Saturdays | 6/22-6/29
10 AM-noon | GPA GP138 | Fee: \$45

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.



NEW Grief's Journey

When someone you love dies, the feelings that come upon you can be confusing and complicated. You feel as if your life will never return to "normal" and that you will continue to feel the pain forever. No one grieves in the same way, and this may cause us to question if what we are feeling is normal. Come learn about what we have in common with our grief experiences in the areas of emotions, physical "symptoms," social feelings, and time frames. This class is for anyone undergoing their own personal grief, as well as for those supporting others in the process.

CRN 20747 | Monday | 8/5 | 7-9 PM
GPA GP143 | Fee: \$25

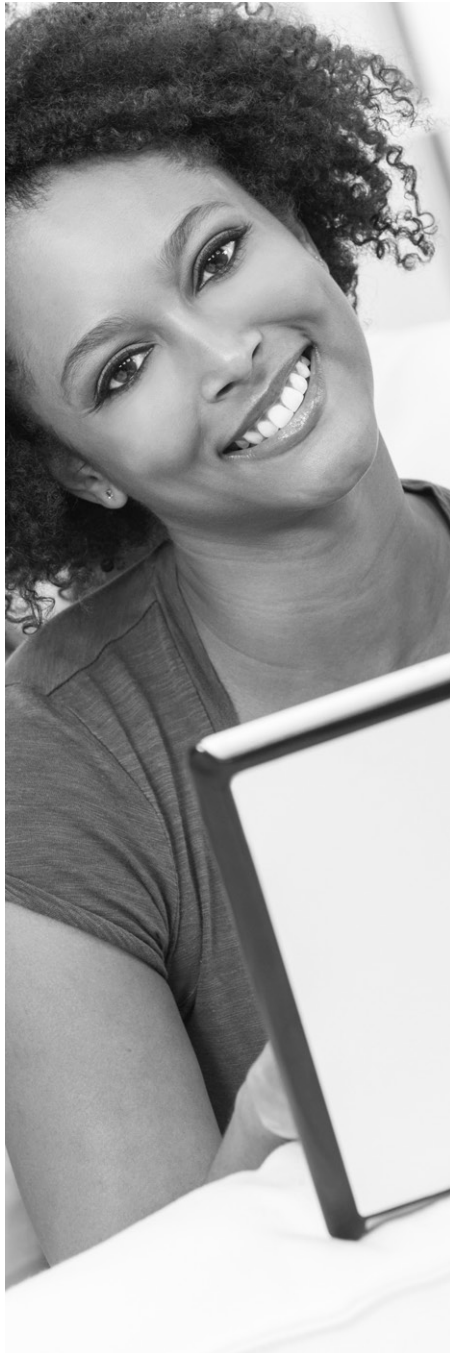
Instructor: Dory Dzinski

NEW Practical Magick

Have you ever wondered about witches or pagans and their belief systems? Maybe you have marveled at the full moon and wished that you could do something to honor it, or celebrate in some special way the solstices, equinoxes, and the four seasons. This course will guide you on your way! Learn the history of the witch, the Wheel of the Year, Moon Magick, Candle Magick, and many other magickal topics. *The final class will be a magickal 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 20729 | 4 Mondays | 6/3-6/24 | 7-9 PM
GPA GP143 (first three sessions)
Enchantments (final session) | 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.



TECHNOLOGY FORUM

MCC ON MAIN

903 MAIN STREET
MANCHESTER

■ AFTERNOON SERIES

Wednesdays | 1-3 PM

Room: SMNR1

Instructor: Laurie Grace

Photoshop Quick and Easy

Get an overview of the powerful industry-standard tool used for photo editing, retouching, compositing, and graphic illustration. Learn how to create a new work from scratch or edit an existing image.

CRN 20687 | 6/5 | 1 session | Fee: \$25

Restoring Old Photos

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

CRN 20689 | 6/12 | 1 session | Fee: \$25

Seamless Photo Montages

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

CRN 20690 | 6/19 | 1 session | Fee: \$25

InDesign Quick and Easy

InDesign is used in a range of design work, from print to web and interactive designs. Learn the basics of this powerful professional page layout and design tool. We will also put together a simple one-page promotional piece and preview more complex designs.

CRN 20688 | 6/26 | 1 session | Fee: \$25

■ EVENING SERIES

Thursdays | 6-8 PM

Room: SMNR2

Instructor: Sandra Rimetz

iPad Tips & Tricks for Newbies

Gather with other iPad enthusiasts to learn more about productively using your iPad to enhance your daily routine. We will step through how to manage your iPad, customize settings, edit images, and navigate your device.

CRN 20691 | 6/6 | 1 session | Fee: \$25

NEW iPad Apps for Productivity

Gather with experienced iPad users to learn more about the power of your device. Areas covered include search tools, time management, document management and communication apps on your iPad.

CRN 20692 | 6/13 | 1 session | Fee: \$25

Would you like to receive the
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Call 860-512-2800 or email:
ceinfo@manchestercc.edu

CHECK YOUR CLASS SCHEDULE FOR LOCATION.
SOME CLASSES MEET AT OFF-CAMPUS LOCATIONS.

AST = Arts, Sciences & Technology Center
GPA = Great Path Academy *
LRC = Learning Resource Center
SSC = Student Services Center
(formerly the Lowe Building)
VIL = Village

Downtown Location:
MCC on Main | 903 Main Street | Manchester
www.manchestercc.edu/mcc-on-main/contact.php

*Convenient parking in East Lot
(formerly Lot B) for GPA courses



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 20637 | 2 Mondays | 6/3-6/10 | 6-9 PM
LRC B141 | 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 20638 | 4 Mondays | 7/8-7/29 | 6-9 PM
LRC B211 | Fee: \$199

Instructor: Steven Bloom

INTERNET

Adobe Dreamweaver Introduction

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

CRN 20654 | 2 Thursdays | 7/11-7/18 | 6-9 PM
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 20655 | 2 Thursdays | 6/6-6/13 | 9 AM-4 PM
LRC B141 | Fee: \$199

Instructor: Rob Thornton

Expression: Introduction to Web Page Creation

Create an HTML/XHTML-based website quickly and easily with Microsoft's Expression Web. This hands-on class teaches you the skills needed to create web pages. Learn to create and modify hyperlinks using both text and graphics. Additional topics include the use of graphics in web pages, modifying HTML code and using tools on Expression's panels for quick editing and the publishing of web pages. A basic understanding of the Internet is all you need to take this course, and anyone who is interested in creating 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 20669 | Tuesday | 6/18 | 9 AM-4 PM
LRC B142 | Fee: \$99

Instructor: Dorothy Weiner

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. Comprehensive web design techniques and concepts will be taught, from the basics through advanced page layout, 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 20667 | 6 Thursdays | 7/25-8/29 | 6-9 PM
LRC B141 | Fee: \$299

Instructor: Rob Thornton

Running a Business in a Social Media World

Learn how to 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 know how to weave social media into their business and drive prospective clients to their websites or organizations. Students will setup accounts at various websites. Prerequisite: *Basic Windows, Internet, keyboard and mouse skills*.

CRN 20685 | 4 Tuesdays | 6/4-6/25 | 6-9 PM
LRC B141 | 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. Innovative Usability testing methods enable more complex testing. Learn how these tools can be used in a practice. Capture user feedback and event tracking. Learn how to select participants using social media. Create reports for stakeholders. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard, mouse and Internet skills*.

CRN 20668 | 6 Tuesdays | 7/16-8/20 | 6-9 PM
LRC B141 | Fee: \$299

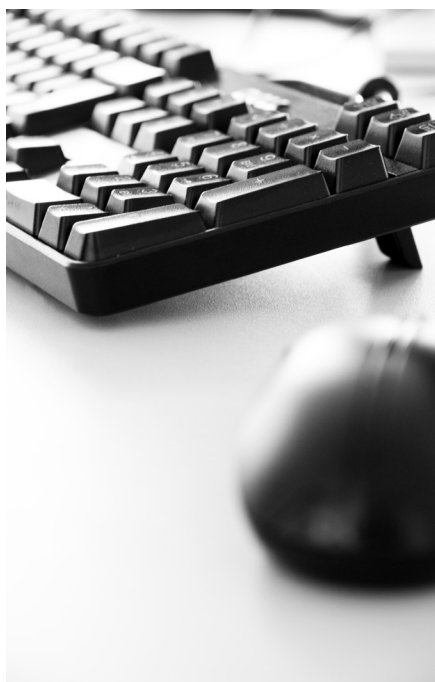
Instructor: Michael Rawlins

Microsoft Office Specialist (MOS) certification preparation

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 before 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.



CERTIFICATE PROGRAM EXAM INFORMATION

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

Certification testing centers can be found at www.prometric.com and www.pearsonvue.com		
Microsoft Office Specialist (MOS) certification training and testing held at Manchester Community College		
Microsoft Access 2010 Introduction Microsoft Access 2010 Intermediate	MOS Access 2010	Exam 77-885
Microsoft Excel 2010 Introduction Microsoft Excel 2010 Intermediate	MOS Excel 2010	Exam 77-882
Microsoft Outlook 2010 Introduction Microsoft Outlook 2010 Intermediate	MOS Outlook 2010	Exam 77-884
Microsoft PowerPoint 2010 Introduction Microsoft PowerPoint 2010 Intermediate	MOS PowerPoint 2010	Exam 77-883
Microsoft Word 2010 Introduction Microsoft Word 2010 Intermediate	MOS Word 2010	Exam 77-881
Microsoft Access 2007 Introduction Microsoft Access 2007 Intermediate	MOS Access 2007	Exam 77-605
Microsoft Excel 2007 Introduction Microsoft Excel 2007 Intermediate	MOS Excel 2007	Exam 77-602
Microsoft PowerPoint 2007 Introduction Microsoft PowerPoint 2007 Intermediate	MOS PowerPoint 2007	Exam 77-603
Microsoft Word 2007 Introduction Microsoft Word 2007 Intermediate	MOS Word 2007	Exam 77-601
Manchester Community College: MCC Certificate		
Microsoft Office MCC Certificate	MCC Certificate	N/A
Basic Electronics Introduction	MCC Certificate	N/A
Web Communication & and Design	MCC Certificate	N/A

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

Date	Friday 6/28	Friday 7/26	Friday 8/30
Time	4:15 PM	4:15 PM	4:15 PM
CRN	20674	20675	20676

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

CERTIFICATE PROGRAM

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 20650 | 12 Thursdays
6/6-8/29 (does not meet 7/4) | 6-9 PM
LRC B142 | Fee: \$599

Instructor: Dorothy Weiner



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 20648 | 2 Wednesdays | 6/19-6/26 | 6-9 PM
LRC B142 | Fee: \$199

Instructor: Kristin Violette

CERTIFICATE PROGRAM

PowerPoint In-Depth

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

CRN 20649 | 2 Fridays | 8/9-8/16 | 9 AM-4 PM
LRC B142 | Fee: \$199

Instructor: Dorothy Weiner

Outlook Introduction

Outlook 2010 is the preferred communication tool in most jobs today. Learn how email, calendar, contacts, tasks, notes, and the to-do bar interact, enabling you to work more efficiently. Discover timesaving tips for Outlook, and explore the many new features that Outlook 2010 offers. Instructor provides handouts. Prerequisite: *Basic Windows, keyboarding and mouse skills*.

CRN 20652 | 2 Wednesdays | 6/5-6/12 | 6-9 PM
LRC B142 | Fee: \$99

Instructor: Kristin Violette

CERTIFICATE PROGRAM

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 20653 | 2 Tuesdays | 8/13-8/20 | 9 AM-4 PM
LRC B142 | Fee: \$199

Instructor: Dorothy Weiner

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 20640 | 2 Mondays | 7/1-7/8 | 6-9 PM
LRC B142 | Fee: \$99

Instructor: Kristin Violette

■ SPREADSHEETS

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 20644 | 2 Mondays | 6/3-6/10 | 6-9 PM
LRC B142 | Fee: \$99

Instructor: Kristin Violette

CRN 20645 | Wednesday | 7/17 | 9 AM-4 PM
LRC B142 | Fee: \$99

Instructor: Charles Schwartz

CERTIFICATE PROGRAM

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 20661 | 3 Wednesdays | 7/24-8/7
9 AM-4 PM | LRC B142 | Fee: \$299

Instructor: Charles Schwartz

QuickBooks: Basics and Beyond

Discover the most effective methods for accomplishing essential business tasks and customizing QuickBooks. We'll explore best practices for tracking finances; managing payroll; processing invoices; controlling inventory; managing sales and expenses; and maximizing the software's other features. Topics include getting started—how to properly set up your accounts, customers, jobs, and invoice items quickly; following the money—how to track everything from billable time and expenses to income and profit; keeping your company financially fit—methods to examine budgets and actual spending, income, inventory, assets, and liabilities; spending less time on bookkeeping—how to use QuickBooks to create and reuse bills, invoices, sales receipts, and timesheets; finding key info fast—how to use QuickBooks' search and find functions, as well as the vendor, customer, inventory, and employee centers; exchanging data with other programs—move data between QuickBooks, Microsoft Office, and other programs. Instructor provides handouts. Prerequisites: *Accounting I or Basic Familiarity with QuickBooks*.

CRN 20643 | 2 Fridays | 8/2-8/9 | 9 AM-4 PM
LRC B141 | Fee: \$199

Instructor: Charles 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 20641 | 3 Saturdays | 7/13-7/27
9 AM-noon | LRC B141 | Fee: \$155

Instructor: Charles Schwartz

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 20642 | 4 Saturdays | 6/1-6/22 | 9 AM-noon
LRC B141 | Fee: \$199

Instructor: Charles Schwartz

■ DATABASE

Access Introduction

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

CRN 20646 | 2 Mondays | 6/17-6/24 | 6-9 PM
LRC B142 | Fee: \$99

Instructor: Kristin Violette

CRN 20647 | Friday | 7/12 | 9 AM-4 PM
LRC B142 | Fee: \$99

Instructor: George Pillar

CERTIFICATE PROGRAM

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 20662 | 3 Fridays | 7/19-8/2 | 9 AM-4 PM
LRC B142 | Fee: \$299

Instructor: George Pillar

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 2013 includes:

- Microsoft Access 2010
- Microsoft Expression Web
- Microsoft Project 2010
- Microsoft SQL Server 2008 R2
- Microsoft Visio 2010
- Microsoft Visual Studio 2010
- Microsoft Windows 7
- Microsoft XNA Game Studio.

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

■ TROUBLESHOOTING AND SECURITY

PC Maintenance

Why pay for expensive upgrades when you can learn how to do them yourself? Practice RAM, expansion card 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 20639 | 2 Fridays | 6/14-6/21 | 9 AM-4 PM
LRC B141 | Fee: \$199

Instructor: Bruce Manning

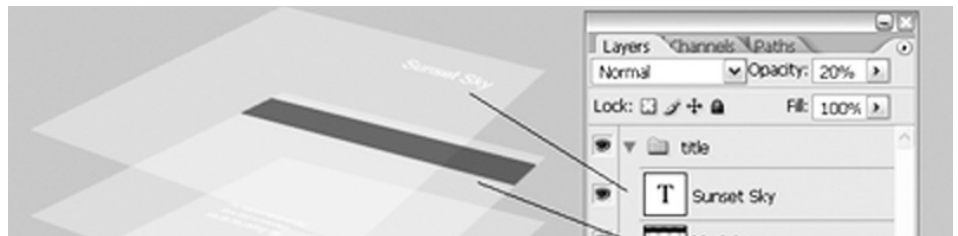


Students are encouraged to use USB-style flash or thumb drives in our MCC computer labs as a method of saving or backing up work associated with MCC courses. Flash or thumb drives can be purchased at the MCC Bookstore or your local or online computer store.

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.



■ DIGITAL IMAGING AND DESIGN

Adobe Photoshop In-Depth (PC)

Learn how to use the most powerful image editing software available, Adobe Photoshop. Improve your photographs through the use of Photoshop's tone, color, and retouching capabilities. Topics will include layers; using color and transparency; adjusting images to improve quality/suitability for intended publication; advanced image editing; and design, web and print skills with compositing, color management, type controls, drawing and web prep techniques. Through demonstration and hands-on exercises taught by an Adobe Certified Expert and professional photographer, learn to create exciting and amazing images using some of this program's limitless capabilities. 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 20656 | 2 Tuesdays | 6/4-6/11 | 9 AM-4 PM
LRC B141 | 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 20665 | 2 Thursdays | 6/20-6/27 | 9 AM-4 PM
LRC B141 | Fee: \$199

Instructor: Rob Thornton

Adobe Photoshop Elements Introduction

Adobe Photoshop Elements Version 10 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 20657 | 2 Tuesdays | 8/6-8/13 | 6-9 PM
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 20658 | 2 Tuesdays | 8/20-8/27 | 6-9 PM
LRC B142 | Fee: \$99

Instructor: Richard Hoyer

■ MULTIMEDIA

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 20666 | 3 Saturdays | 7/13-7/27 | 9 AM-noon
LRC B142 | Fee: \$155

Instructor: Clayton Walnum

■ 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 20671 | 2 Wednesdays | 7/31-8/7 | 6-9 PM
LRC B141 | Fee: \$99

Instructor: Chris Legiadre

AutoCAD 2013 2D Introduction

This course is an introduction to the techniques of generating representational two-dimensional graphics using Autodesk's AutoCAD software. Topics will include basic two-dimensional geometric construction, creation and management of layers, template creation, line weights, dimensioning, block creation, external references and other essential skills for using AutoCAD as a two-dimensional design tool. Instructor provides handouts. Prerequisite: *Basic Windows, keyboarding and mouse skills*.

CRN 20651 | 2 Wednesdays | 8/14-8/21 | 6-9 PM
LRC B142 | Fee: \$99

Instructor: Christopher Legiadre

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 20672 | 2 Saturdays | 6/15-6/22 | 9 AM-4 PM
AST C131 | Fee: \$199

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. Recommended text: Mastercam X6 Mill Level 1 Training Tutorial, In-House Solutions Inc. Publishing (ISBN 9781926955261), 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 20659 | 2 Saturdays 7/20-8/3 (does not meet 7/27) | 9 AM-4 PM
AST C135 | Fee: \$199

Instructor: Keith Butzgy

Mastercam Intermediate

Learn intermediate techniques with the most widely used Computer-Aided Manufacturing (CAM) software in the world. In this Mastercam class, you will be introduced to 3D surface creation and tool path programming in preparation for the advanced class. Students will investigate additional programming options within Mastercam. Recommended text: Mastercam X6 Mill Level 3 Training Tutorial, In-House Solutions Inc. Publishing (ISBN 9781926955322) available through your instructor for approximately \$60. Prerequisite: *Mastercam Introduction course*.

CRN 20660 | 2 Saturdays | 8/10-8/17 | 9 AM-4 PM
AST C135 | Fee: \$199

Instructor: Keith Butzgy

■ PROGRAMMING

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 20663 | 2 Saturdays | 6/1-6/8 | 1-4 PM
LRC B211 | Fee: \$99

Instructor: Clayton Walnum

Game Programming Intermediate

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

CRN 20664 | 4 Saturdays
6/15-7/13 (does not meet 7/6) | 1-4 PM
LRC B211 | Fee: \$199

Instructor: Clayton Walnum

Game Programming Advanced

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

CRN 20788 | 4 Saturdays | 7/20-8/10 | 1-4 PM
LRC B211 | Fee: \$199

Instructor: Clayton Walnum

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

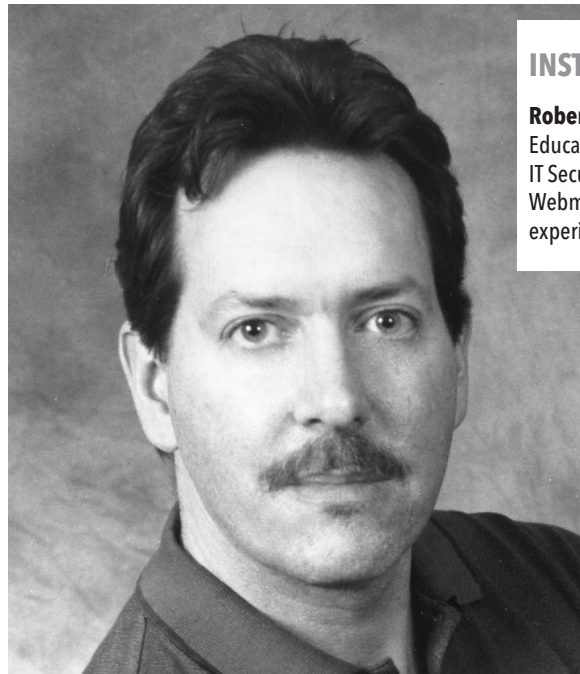
Laurie Grace is an artist, illustrator, designer and educator. She holds a BFA from University of Connecticut and an MFA in Visual Arts from the Art Institute of Boston, at Lesley University. Her art work has been showcased in galleries around the New England area. Her clients include AT&T, Scientific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

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.

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



INSTRUCTOR SPOTLIGHT

Robert Thornton, B.A., is an Adobe Certified Educator, Certified IT Instructor (CIT), Certified IT Security Engineer and a Certified Internet Webmaster (CIW). He has more than 20 years' experience as an IT instructor and developer.

Michael Rawlins is a Certified Usability Analyst and currently 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.

Charles 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 also an Adobe Certified Instructor in Photoshop and Lightroom.

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

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

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

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



The World of Pasta-bilities

Learn some pasta history, plus modern techniques, while we focus on tips and shortcuts to making fresh pasta, as well as dried pasta. Recipes will include Fresh Squash, Tomato Herb, and Orange Curry Pastas, with Mushroom Duxelle, Hazelnut and Squash fillings. Sauces will showcase Cherry Tomatoes with Garlic, Spinach Raisins and Herbs, Spinach Pecan Pesto, and a recipe for Orange Sesame Noodles. Materials fee: \$12, payable to instructor at the beginning of class.

CRN 20757 | Thursday | 6/27 | 6:30-8:30 PM
SSC L293 (South Kitchen; Culinary Arts Center)
Fee: \$55

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

NEW Summer Soups: Hot and Cool

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 Crème; Green Pea and Watercress with Mint; and Roasted Red Pepper with Cashew Crème. Tips on stocks and building flavor will be included. Materials fee: \$12, payable to instructor at the beginning of class.

CRN 20759 | Thursday | 7/18 | 6:30-8:30 PM
SSC L293 (South Kitchen; Culinary Arts Center)
Fee: \$55

Instructor: Ken Bergeron

Vegan Desserts

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

CRN 20763 | Thursday | 7/25 | 6:30-8:30 PM
SSC L293 (South Kitchen; Culinary Arts Center)
Fee: \$55

Instructor: Ken Bergeron

NEW Like Legumes in a Pod

Learn all about the nutritious, versatile and tasty legume! We will prepare and enjoy White Bean Chili with Caramelized Onions; Braised Lentils with Sesame Roasted Carrots; Bean Cakes; Adzuki Beans with Squash; Green Pea and Watercress Soup with Mint; and Black-eyed Pea Salad. Materials fee: \$12, payable to instructor at the beginning of class.

CRN 20764 | Thursday | 8/1 | 6:30-8:30 PM
SSC L293 (South Kitchen; 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: \$12, payable to instructor at the beginning of class.

CRN 20762 | Thursday | 8/8 | 6:30-8:30 PM
SSC L293 (South Kitchen; Culinary Arts Center)
Fee: \$55

Instructor: Ken Bergeron

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

CRN 20709 | Saturday | 8/17 | 9 AM-2 PM
SSC L293 (South Kitchen; Culinary Arts Center)
Fee: \$70

Instructor: Chris French is an adjunct instructor of baking and pastry at MCC, where he completed his professional baking certification. He is a graduate of the King Arthur Flour Advanced Baking School and works part time at the Collinsville Baking Company.

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

GLUTEN-FREE AND DAIRY-FREE INTERNATIONAL CUISINE

Have you recently found out that you are gluten or dairy intolerant and fear that you'll never eat anything delicious again? This international series will allay that fear.

Instructor: Rebecca Brown earned a culinary degree in food service management and hospitality from MCC. She apprenticed at the Zeppelin Ristorante in Orvieto, Italy, and is owner and culinary instructor in Italian cooking for Buona Cucina (www.buona-cucina.com). A year ago, she discovered that she was gluten and dairy intolerant and had to re-learn the art of delicious cooking.

NEW Mouthwatering Mexico

Come join us for some delicious Mexican-style dishes, beginning with gluten-free Nachos and dairy-free cashew "cheese" sauce too mouthwatering to describe, topped with guacamole and "sour cream." We will then make Vegan Black Bean Chili, which will be eaten as a soup and used as the base in our gluten-free organic Tacos. For dessert ... the simplest and most delicious Key Lime Pie ever, all without dairy or refined sugar. Materials fee: \$18, payable to instructor at the beginning of class.

CRN 20777 | Wednesday | 7/10 | 6-9 PM

GPA GP213 | Fee: \$50

NEW Indispensable Italy

Rest assured that you can still enjoy Italian food, despite having a gluten and/or dairy intolerance! We'll begin with Bruschetta by making a delectable, dehydrated cracker from flax meal, sundried tomatoes, garlic, and basil, and topped with fresh tomatoes, basil, and a touch of salt. For the main course, we'll create the layers of a lasagna dish, using gluten-free pasta, zucchini, homemade, dairy-free ricotta, cashew cream, pesto, and fresh tomato sauce. For dessert, discover our secret ingredient as we concoct a quick and easy dairy-free and delicious gelato. Materials fee: \$18, payable to instructor at the beginning of class.

CRN 20778 | Wednesday | 7/17 | 6-9 PM

GPA GP213 | Fee: \$50

NEW The Marvelous Mediterranean

We'll begin with a Walnut Falafel, accompanied by a garlic tahini dressing. For the main course, we'll learn the best way to cook quinoa—a natural, ancient gluten-free grain/seed, which will be used to make a delicious Quinoa Mediterranean Salad with black beans, artichokes, olives, cucumbers, and peppers. For dessert, we'll indulge in gluten- and dairy-free, melt-in-your-mouth peanut butter/chocolate chip cookies made with oatmeal and garbanzo beans (yet another "secret" ingredient). \$18, payable to instructor at the beginning of class.

CRN 20779 | Wednesday | 7/24 | 6-9 PM

GPA GP213 | Fee: \$50



CHECK OUT OUR YOUTH CULINARY PROGRAMS!

WWW.MANCHESTERCC.EDU/EXCURSIONS

SEE PAGES
54-56

Cool Summer Treats Class *(for children in grades 5-8)*

Students will make sophisticated and decadent desserts such as orange Bavarian cream, assorted ice creams, granité, sorbets, and a shortcake bar complete with different toppings and flavored whipped cream. We will also make some traditional dishes such as ambrosia salad, JELL-O molds and summer berry trifles. Families are invited back at 2 PM to help us feast on all our delicious creations! The registration form for this and other youth programs is available on the website listed above.

CRN 20673 | Saturday | 7/20 | 9 AM-3 PM | GPA GP213 | Fee: \$80

Instructor: Chef Rachael LaPorte is a graduate of Johnson and Wales University culinary arts program.

FOR MORE INFORMATION, CONTACT CARLEIGH SCHULTZ, COORDINATOR OF YOUTH PROGRAMS
AT CSCHULTZ@MANCHESTERCC.EDU OR 860-512-2804

GREAT BATTLES OF WORLD WAR II: SUMMER 1944

**OPERATION COBRA: Abandoned German equipment litters a road to Avranches
July 31, 1944**



NEW Great Battles of World War II: Summer 1944

During the summer of 1944, a key phase of World War II, there were several important battles in North Africa and western Europe, including the secret preparations of D-Day, "Operation Cobra" and "Operation Dragoon," the liberating of Paris, and the Allies' march toward the Ardennes. Come learn more about this pivotal phase of the Great War.

CRN 20840 | 2 Wednesdays | 6/19-6/26 | 6-8 PM
GPA GP214 | Fee: \$35

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.

Connecticut Artifacts and the American Revolution

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

CRN 20782 | 4 Tuesdays | 6/18-7/9 | 6-8 PM
GPA GP138 | Fee: \$80

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

The Golden Age of Broadway Musicals

Evolving from its European roots in operettas, to minstrel shows, burlesque, vaudeville, follies, and revues, Broadway moved into its "Golden Age" in the mid-20th century. Its composers—Rodgers and Hammerstein, Lerner and Loewe, Kander and Ebb, Sondheim—producers, and performers—and its critics and audiences—have all contributed to the unique American performing art form—the musical. As it has evolved through the late 20th century into the 21st century, it has reflected the changing American tastes, issues and lifestyles. We'll discuss the hits—and misses—by their subject matter and theme, by their music, and their long term value and impact (if any) in theater culture and history.

CRN 20781 | 2 Mondays | 6/3-6/10 | 6-9 PM
GPA GP137 | Fee: \$65

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, including a highly successful Broadway Musical course for the Noon Institute.

The Celtic World

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

CRN 20861 | 5 Tuesdays | 7/16-8/13 | 7-9 PM
GPA GP138 | Fee: \$99

Instructor: Mary Carchie earned her M.A. in Early Irish History from University College in Dublin and her secondary teaching certificate at the University of Massachusetts, and has also studied Gaelic and Gaelic song in the Hebrides Island, Cape Breton, and Nova Scotia.

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

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

CRN 20862 | 6 Fridays
6/14-7/26 (does not meet 7/5) | 6:30-8:30 PM
VIL V151 | Fee: \$120

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

Voices from the Grave

Do you have an appreciation for graveyards? You'll be introduced to numerous New England burial grounds during the years 1620-1799; the basics of headstones and footstones; the art of stone carving, including types of stone and chisels and some of the more prominent carvers; the symbolism of gravestones and how it evolved over the years; and a study of various epitaphs and life-lessons that these "residents" are trying to communicate. You'll even get a chance to try carving in stone yourself. *The second session will be a field trip to Green Cemetery in Glastonbury*, where you will view "The Lady of Glastonbury" carving, as well as many other beautiful carvings by well-known CT carvers. Directions will be provided during the first class.

CRN 20806 | Monday & Wednesday
6/17-6/19 | 6-8 PM
GPA GP214 (first session)

Green Cemetery (second session) | Fee: \$35

Instructor: Bruce Sandy has a B.A. and teacher's certification from the University of Massachusetts and a master's of divinity. He has been the pastor of Community Baptist Church in Manchester since 1996. His passion for teaching, public speaking, photography, and history come together in this course.

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.

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 20798 | 5 Wednesdays
6/12-7/17 (does not meet 7/3) | 6-7:15 PM
SSC L154 (Aerobics Studio) | Fee: \$75

Instructor: Beverly Burton is the owner and director of Burton Dance Studio in Manchester. She has also been an educator for many of the major dance organizations over the past 40 years.

Ballroom Dancing I

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

CRN 20799 | 4 Wednesdays | 7/24-8/14
6-7:15 PM | SSC L154 (Fitness Studio)
Fee: \$70 (per person)

Instructor: Beverly Burton

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 20808 | 6 Thursdays
6/13-7/25 (does not meet 7/4) | 6:30-7:30 PM
SSC L154 (Aerobics Studio) | Fee: \$80

Instructor: Oswaldo Tirano, a native of Bogota, Colombia, studied theater, puppetry, dance and voice at the National University and National School of Dramatic Arts in Colombia.

Latin Bachata & Salsa Dance for Beginners

Do you get excited about the TV contest, "Dancing with the Stars," and wish that you were a part of it? Or perhaps your desire is to become a social dancer and surprise your friends, family, and outsiders with your new stylish and hot Latin steps. Then this class is for you! Learn how to master sensual and spicy footwork from Latin rhythms, such as Bachata and Salsa. Bachata music especially has become a hit in the past five years in the U.S. Come to class and discover why. You do not need a partner to participate in this class.

CRN 20809 | 6 Thursdays
6/13-7/25 (does not meet 7/4) | 7:45-8:45 PM
SSC L154 (Aerobics Studio) | Fee: \$80

Instructor: Oswaldo Tirano

YOU MAY ALSO LIKE

QiGong: Meditative Movements for Health and Wellness on page 9
The Alexander Technique on page 10

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. Learn what vocal skills are needed to get into the voice-over industry and be successful. Using real scripts, students will participate in solo and group mock auditions, learning how to interpret and analyze copy, as well as how to read scripts in a natural and believable tone. Students will learn auditioning skills and how to take direction. Informative handouts are included.

CRN 20701 | 6 Tuesdays | 6/11-7/16 | 7-9 PM
VIL 5 V151 | Fee: \$140

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

The Business of Voice-Overs

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

CRN 20702 | 4 Tuesdays | 7/23-8/13 | 7-9 PM
VIL 5 V151 | Fee: \$95

Instructor: Stew Crossen

Film Production, Marketing and Distribution

Get your movie idea onto the screen. Take advantage of free tools to market and publicize your film for TV, theater, and online. Learn the technology behind video, sound, and lighting. Learn how to manage your project with free resources. Supplement or expand your project with fundraising, budgeting, casting, and studio selection. Other topics will include: brief history of films and television; technology trends in video; media distribution outlets; and film festivals and awards. An informative handout is provided. Students should bring a lunch for a 1/2 hour break.

CRN 20723 | Wednesday | 7/24 | 6-9 PM
GPA GP139 | Fee: \$25

Instructor: David K. Ewen, M.Ed., is the director of the Springfield Community Festival. He has directed, produced, and hosted programs for theater and television, including "Author of the Week" and "Laugh Medicine."

English as a Second Language (ESL)



INSTRUCTOR SPOTLIGHT

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 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 9781111220426), Thomson-Heinle, available at MCC Bookstore for approximately \$31.

CRN 20814 | 6 Mondays | 6/10-7/15 | 6-8 PM
GPA GP232 | Fee: \$110

Instructor: Georgiana Newson

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 9781111220426), Thomson-Heinle, available at MCC Bookstore for approximately \$31.

CRN 20815 | 6 Mondays | 7/22-8/26 | 6-8 PM
GPA GP232 | Fee: \$110

Instructor: Georgiana Newson

ESL: Conversation, Customs and Culture

Come practice your English in a fun, relaxed and informal setting, while learning about American customs and culture. We will discuss the meaning of idioms and what to do and say in a variety of everyday practical and social situations, such as working, traveling, and celebrating holidays. Practice your communication skills, as you share aspects of your culture with your classmates and explore your common interests. This course is ideal for au pairs who need to fulfill their educational requirements. Students should be at a high beginner to intermediate level of spoken English. The instructor provides handouts.

CRN 20843 | 5 Tuesdays | 6/4-7/2 | 6:30-8:30 PM
GPA GP156 | 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.

Business English for ESL

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

CRN 20844 | 4 Tuesdays | 7/9-7/30
6:30-8:30 PM | GPA GP156 | Fee: \$75

Instructor: Amy Hanover

Pronunciation Practice: Accent Reduction

Do you find it difficult to communicate in English? This course is designed for intermediate to advanced ESL students. The class will concentrate on improving quality, comprehension, and consistency of spoken English. All the sounds in standard American English will be covered. Emphasis will be on the development of intonation, articulation, rhythm, and connected speech. The goal is to overcome communication difficulties and improve one's speech pattern in society. *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 20710 | 7 Mondays & 5 Wednesdays
6/10-7/22 (does not meet 7/3) | 6:30-8:30 PM
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 elements. The instructor will provide handouts. Recommended (optional) textbook: Grammar in Context 2 (ISBN 9781424079012), 5th Edition, Elbaum, available at your local or online bookstore for approximately \$40.

CRN 20711 | 7 Tuesdays | 6/11-7/23
6:30-8:30 PM | 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 bookstore for approximately \$30.

CRN 20712 | 5 Thursdays
6/13-7/25 (does not meet 7/4) | 6:30-8:30 PM
GPA GP139 | Fee: \$90

Instructor: Ricardo Canal

GED CLASSES AT MCC

Mandatory orientation in August for classes beginning in September provided at NO CHARGE by Vernon Regional Adult Basic Education. To register for orientation, please visit: www.vrabe.org. For more information and to register call 860-870-6000, ext. 139.

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 20837 | Monday | 6/24 | 7-9 PM
GPA GP214 | Fee: \$20

Instructor: Eric Kincheloe has nearly 15 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.

20 Ways to Earn Residual Income

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

CRN 20802 | Saturday | 7/13 | 8:30-11:30 AM
GPA GP215 | Fee: \$25

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

NEW Social Security Disability: What You Need to Know

Knowledge is power. Anyone thinking about applying for Social Security Disability benefits or who has already applied should understand some basic concepts. Such understanding can improve the likelihood of success and could prevent some unfortunate mistakes. You will learn what Social Security deems a favorable case. You will become conversant with the steps of the disability claims process, common pitfalls to avoid, and have the *legalese* demystified.

CRN 20863 | 2 Mondays | 7/15-7/22 | 6:30-8:30 PM
VIL 5 V151 | Fee: \$30

Instructor: Diane Sauer earned her Juris Doctor (J.D.) from the University of Iowa, and since 2006, has owned and served as sole practitioner for her own law office in Manchester. Prior to this, she was an associate for the law offices of Sheldon A. Mossberg and a staff attorney for Connecticut Legal Services, Inc.

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 20800 | Wednesday | 7/17 | 6-8 PM
GPA GP156 | Fee: \$20

Instructor: Amy E. Orlando is an attorney with Czepiga Daly of Berlin, 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 20801 | Monday | 7/22 | 6-8 PM
GPA GP156 | Fee: \$20

Instructor: Amy E. Orlando

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

We will review and discuss past economic declines and boom-and-bust economic cycles to gain a better perspective on what we might expect in the future, including topics such as hyperinflation, currency devaluation, and peak oil theory. Participants will also learn about leading economic indicators that can provide better insight on where financial market trends are heading.

CRN 20816 | Wednesday | 7/17 | 7-9:30 PM
GPA GP143 | Fee: \$20

Instructor: Robert Misiolek is an investment advisor and analyst with Caliber Investment Group, a registered investment advisory firm in Farmington.

Strategies for Couples to Maximize Social Security Benefits

If you're approaching retirement, and not currently collecting Social Security, one of the most important elements of your retirement planning is understanding how Social Security works. Identifying which option will provide the best combination of current and future income for you and your spouse can be an arduous task. Topics will include how to quickly and easily sort through 700 possible filing combinations; methods to increase your benefits and provide thousands more in retirement income; how coordination of benefits will help you and your spouse obtain the highest level of retirement income; and why the Senior Citizens Freedom to Work Act allows recipients to begin receiving benefits while their own benefits continue to grow!

CRN 20743 | Tuesday | 6/25 | 6-7:30 PM
SSC L142 | Fee: \$10

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



Personal Trainer National Certification

The World Instructor Training School's (WITS) certification course is taught at colleges across the country. This challenging course is composed of 16 hours of lecture and 16 hours of practical training. The National Exam is held on the final week. Students are allowed to miss one class only and still be able to sit for the exam. Lecture topics include anatomy, exercise physiology, nutrition, and health screening. A subsequent 30-hour internship (not included with this course) and proof of CPR/AED training will prepare you to work successfully in the fitness field. To order the required textbook, *Fitness Professional's Handbook*, 6th edition, for approximately \$94, please call (888) 330-9487, or visit www.witseducation.com. 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 20735 | 7 Tuesdays & 5 Thursdays
6/11-7/23 (does not meet 7/4) | 6:30-9:30 PM
6-10 PM (final two sessions of exam week)
GPA GP143 (classroom) SSC L153 (Weight Room)
Fee: \$665

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

CRN 20736 | Tuesday | 7/30 | 6:30-9:30 PM
SSC L153 (Weight Room) | Fee: \$70

Instructor: World Instructor Training School Staff

Functional Strength

Join this special weekday afternoon course for all fitness levels. Students will focus on developing one's strength, flexibility, endurance and agility that will carry over into daily activities and sports performance. Students should bring hand weights and a yoga mat, and must be at least 16 years old.

CRN 20795 | 4 Wednesdays | 7/31-8/21 | 3-4 PM
VIL 3 V131 Fee: \$45

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

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 20750 | 4 Mondays & 4 Wednesdays | 6/3-6/26 | 7-8 PM

CRN 20751 | 4 Tuesdays & 4 Thursdays | 6/4-6/27 | 9:30-10:30 AM

CRN 20752 | 4 Tuesdays & 4 Thursdays | 6/4-6/27 | 6-7 PM

CRN 20753 | 4 Mondays & 4 Wednesdays | 7/1-7/24 | 7-8 PM

CRN 20754 | 5 Tuesdays & 3 Thursdays | 7/2-7/30 (does not meet 7/4) | 9:30-10:30 AM

CRN 20755 | 5 Tuesdays & 3 Thursdays | 7/2-7/30 (does not meet 7/4) | 6-7 PM

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.

Self-Defense despite Size or Strength: The Power of Hapkido

If you've ever seen a Steven Seagal movie, then you've seen Hapkido in action. The hallmark of Hapkido is being able to defend yourself against larger and stronger adversaries. This style aspect makes for an excellent choice for women, in particular. Burn calories, build muscles, develop coordination and confidence, relieve stress, and promote your general health, while having fun and learning to defend yourself and your loved ones. This coed course for adults 18-50 years of age requires no prior experience. Students join continuously running classes, so beginners follow along with more experienced students. Course fee includes a martial arts uniform. *Classes meet at the Academy of Martial Arts & Personal Development, 440 Oakland Street, Manchester.*

CRN 20826 | 4 Mondays & 4 Wednesdays | 8/5-8/28 | 7-8 PM | Fee: \$45

Instructors: Joel S. Waldron; and other Academy instructors

Tai Chi for Health and Relaxation

Beginners of all ages are invited to come and let your chi energy flow! Learn to let your body release everyday stress, while strengthening your mind and body with this ancient Chinese art. You will learn simple chi kung (breathing exercises) and a basic tai chi form by the end of the course. Please note: You may attend any of the sessions from the 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 20749 | 12 sessions - Choose from any combination of the following schedules:

Mondays & Wednesdays | 6/3-7/10
7:30-8:30 PM

Tuesdays & Thursdays
6/4-7/16 (does not meet 7/4) | 5:30-6:30 PM

Fridays | 6/7-7/12 | 6:30-7:30 PM

Saturdays | 6/8-7/13 | 9-10 AM

Fee: \$160

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

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 20748 | 12 sessions - Choose from any combination of the following schedules:

Tuesdays | 6/4-7/16 (does not meet 7/4)
6:30-7:30 PM

Wednesdays | 6/5-7/10 | 6:30-7:30 PM

Fridays | 6/7-7/12 | 5:30-6:30 PM

Saturdays | 6/8-7/13 | 11 AM-noon

Fee: \$160

Instructor: Malee Khaw

CONNECTICUT BASIC BOATING

OPTION 1

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

CRN 20789 | 2 Mondays & 2 Wednesdays | 6/3-6/12 | 7-9:30 PM | SSC L240

CRN 20790 | 2 Mondays & 2 Wednesdays | 7/8-7/17 | 7-9:30 PM | SSC L240

CRN 20791 | 2 Mondays & 2 Wednesdays | 8/5-8/14 | 7-9:30 PM | SSC 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 20725 | Saturday | 6/8 | 8:30 AM-4:30 PM | AST E202

CRN 20726 | Saturday | 7/13 | 8:30 AM-4:30 PM | AST E202

CRN 20727 | Saturday | 8/10 | 8:30 AM-4:30 PM | AST E202

Fee: \$85

Instructors: Professional Marine Education staff

Fly Tying

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

CRN 20864 | 4 Fridays | 6/7-6/28 | 6:30-8:30 PM
GPA GP138 | Fee: \$65

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

Fundamentals of Pocket Billiards

This course is for both beginners and intermediate players. Learn or improve basic techniques, proper stance, and shot making, as well as the rules of the game and better understanding of technique and game strategy. Materials fee: \$5 for table time for each session, payable to World Championship Billiards at the first class. *Classes meet at World Championship Billiards, 171 Spencer St., Manchester.*

CRN 20719 | 3 Wednesdays | 6/12-6/26 | 7-9 PM
World Championship Billiards | Fee: \$55

Instructor: Bob Hayward has captained an American Pool Players Association eight-ball team, winning numerous titles. He has played with such legends as Willie Mosconi and Steve Mizerak.

Disc Golf

Disc golf is one of the fastest growing sports today. It combines the simple act of tossing a Frisbee with the challenges of increasing power while maintaining accuracy. There are now more than 3,000 disc golf courses worldwide and 17 right here in Connecticut. Come join the fun! *Please note: the last session will meet at Wickham Park in East Hartford from 9:30 AM-12:30 PM.* Instructor will provide directions. Materials fee \$30, for a Disc-craft starter set and admission to Wickham Park, payable to instructor at beginning of the first class.

CRN 20849 | 2 Thursdays & 1 Saturday
7/25-8/1 & 8/3 | 6-8 PM (Thursdays)
9:30 AM-12:30 PM (Saturday)
GPA GP143 (first two sessions)
Wickham Park (final session) | Fee: \$60

Instructor: Jonathan Dunlap is a high school English teacher and a communications professor at MCC. He has been competing in disc golf tournaments throughout New England for several years.

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.

Gardening



BETTYLOU SANDY in the MCC Community Garden

Located off Founder's Drive South
across from West Lot (formerly C Lot)

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 20785 | Saturday | 6/8 | 9:30-11:30 AM
MCC Community Garden | Fee: \$25

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

Garden Design Basics

Do you have an idea for what you would like to see in your yard, but you don't know where to start the process? This brief course will cover the fundamentals of creating the right garden for the right space. Each student will learn to include perennials, shrubs, rocks, and trees, as well as consider the contour of the land, light, shade and function, to name a few options for your project. Don't just imagine the possibilities--begin to actualize them! All levels of gardening skill are welcome. Each student should come with a project in mind.

CRN 20817 | Thursday | 6/13 | 6-9 PM
GPA GP136 | Fee: \$35

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 20818 | Wednesday | 6/19 | 6-8 PM
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 20833 | Thursday | 6/27 | 6-8 PM
MCC Community Garden | Fee: \$25

Instructor: Bettylou Sandy

NEW Weed Less and Without Till Gardening

Reduce your work in the garden, save water, and have healthier crops by not turning the soil every year, mulch with straw or leaves, and many other techniques that will be demonstrated in a garden setting. These skills can be put into practice right away and save you time and money for years to come. Some prior gardening experience is helpful. *The course will be held rain or shine at MCC's Community Garden; shelter is available if necessary.*

CRN 20787 | Wednesday | 7/24 | 6-8 PM
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 20786 | Wednesday | 8/14 | 6-8 PM
MCC Community Garden | Fee: \$25

Instructor: Bettylou Sandy

NEW Winter Crops and Preserving the Harvest

Winter crops will grow through the winter in New England. Unlike "cold weather crops," they do not wilt after three hard frosts, but grow stronger and sweeter! Learn to grow food through the winter and continue your progress all year long. We will also cover the storage of root crops and hearty winter vegetables. This course is for gardeners with some experience in vegetable gardening. *The course will be held rain or shine at MCC's Community Garden; shelter is available if necessary.*

CRN 20834 | Tuesday | 8/20 | 6-8 PM
MCC Community Garden | Fee: \$25

Instructor: Bettylou Sandy

Introduction to Mandarin Chinese II

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

CRN 20716 | 6 Mondays | 6/3-7/8 | 6-8 PM
GPA GP142 | Fee: \$120

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

Introduction to 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 \$19.

CRN 20713 | 8 Wednesdays
6/19-8/14 (does not meet 7/3) | 7-9 PM
GPA GP142 | Fee: \$225

Instructor: Carolyn Robins has a B.A. in Spanish from the 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.

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

Get on our mailing list!
Call 860-512-2800 or email:
ceinfo@manchestercc.edu



Introduction to Russian

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

CRN 20828 | 8 Mondays | 6/10-7/29 | 7-9 PM
VIL 3 V131 | Fee: \$130

Instructor: Rima Martin is a native of Lithuania and is fluent in 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 20827 | 8 Wednesdays
6/12-8/7 (does not meet 7/3) | 7-9 PM
GPA GP120 | Fee: \$130

Instructor: Rima Martin

Introduction to Sign Language

American Sign Language (ASL) is the sign language that most profoundly deaf and born-deaf people use when communicating with each other. Some people with verbal difficulties also use it to communicate. It is not the same as signed English. It has its own syntax and grammar, making it a bona fide language. You will learn grammatical features, vocabulary, and expressive and receptive conversational ASL skills. You will also learn some of the culture of the deaf community, a brief history of ASL, and the relationship of ASL to other forms of signing. It is a (quiet) beautiful language! Come join us for some fun, while learning this amazing language. Required text: *Signing Naturally* (Student Workbook, Level 1) (ISBN 9781581211276), Smith, Lenz & Mikos, available at MCC Bookstore, for approximately \$65.

CRN 20714 | 6 Tuesdays | 7/16-8/20 | 7-9 PM
GPA GP142 | Fee: \$170

Instructor: Carolyn Robins



MOZART

NEW Hartford Symphony Orchestra Pre-Show Presentation: Mozart in the Moonlight

This pre-show presentation is designed to accompany the Hartford Symphony Orchestra's (HSO) June 28 performance of a mostly Mozart program, with one Haydn piece, at the Talcott Mountain Music Festival in Simsbury. Enrich your understanding and knowledge of Mozart and the music that you will hear. *The \$20 concert ticket is not included with the course fee.* Students should bring chairs or blankets, and food and drink to the concert. The instructor will provide directions to the festival site at the classroom session.

CRN 20832 | Wednesday | 6/26 | 7-9 PM
VIL 3 V131 | Fee: \$25

Instructor: Jeffrey Martin is director of community engagement and education at the Hartford Symphony Orchestra. A professional choral singer, he earned his master's of education in educational leadership at the University of Cincinnati and was formerly the dean of students at Chapel Hill-Chauncy Hall School in Waltham, MA.

NEW Music Analysis for Songwriters and Composer

Do you enjoy listening to pop and rock music? Are you a composer who knows what you like but not how to describe it or use it? Would you benefit from writing music more like your idols? Here, you will learn how to analyze your favorite music and use your analysis to help you in your writing. The instructor himself will deeply analyze pieces and with the input of the group, each student will learn how to "squeeze" the music you love so that you may drink the nectar of success in your own song writing.

CRN 20810 | 5 Tuesdays
6/11-7/16 (does not meet 7/2) | 6:30-8:30 PM
VIL 2 V118 | Fee: \$99

Instructor: Andrew Pergiovanni earned a master's in music composition from The Hartt School of Music, where he was awarded the Richard Kountz Scholarship for excellence in composition. He is the founder and director of the Hartt Composer's Ensemble Chorus and was recently commissioned for "Love's Liberation," featuring baritone voice, cello, and piano.

NEW Brave New World: Composer and Art Music (1900-1950)

The public may recognize composers such as Bach, Mozart, Beethoven, and perhaps a few others from the world of art music. But they don't make up even close to the whole story. Explore the music of Charles Ives, Edgar Varese, Arnold Schoenberg, Henry Cowell, and many others who forged the trail. Through listening, discussion, comparison and critical thinking, students will develop a deeper appreciation for music of this era, and with these new skills, will be able to continue their exploration.

CRN 20811 | 5 Thursdays
6/13-7/18 (does not meet 7/4) | 6:30-8:30 PM
VIL 5 V151 | Fee: \$99

Instructor: Andrew Pergiovanni

NEW Beyond the Cage: Composer and Musical Trends (1950-2000)

The public may recognize composers such as Bach, Mozart, Beethoven, and perhaps a few others from the world of art music. But they don't make up even close to the whole story. When it comes to art music, explore the music of John Cage, Pierre Boulez, Elliott Carter, George Crumb, Steven Reich, and many others who continued the tradition. Through listening, discussion, comparison and critical thinking, we will develop a deeper appreciation for the music of this area, right up through the latter half of the 20th century.

CRN 20813 | 5 Thursdays | 7/25-8/22
6:30-8:30 PM
VIL 5 V151 | Fee: \$99

Instructor: Andrew Pergiovanni

NEW Unlocking Your Natural Voice: The Foundation of All Singing

Learn how to find and unlock your "natural" voice—while you make it look easy belting out gorgeous, rich tones. If you have ever wondered how operatic and Broadway singers do it, this course is for you. Besides their training, professional singers have learned to use their voices in a natural, comfortable way. In this course, you will learn how to "feel" proper singing technique and avoid common pitfalls. Class includes a public singing lesson with constructive and supportive feedback from your peers. Participation in the lesson is strictly voluntary. Join us and see how relaxing and fun it can be to unlock your natural voice.

CRN 20812 | 5 Tuesdays | 7/23-8/20
6:30-8:30 PM
VIL 2 V118 | Fee: \$99

Instructor: Andrew Pergiovanni

Beginning Piano

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

CRN 20794 | 6 Saturdays
6/15-7/27 (does not meet 7/6) | 10 AM-noon
V2 V117 | Fee: \$145

Instructor: David Cutright is a composer and pianist whose music has been performed in the U. S. and abroad by various ensembles, including the Yale Brass Trio, the Bergmal Festival Players (Scandinavia), and the Hartford Independent Chamber Orchestra. He was formerly the co-director of the Composer's Ensemble at The Hartt School, where he earned a master's of music in composition and also instructs undergraduate music history.

Beginning Strings: Violin, Viola or Cello

Dust off that violin in your closet or rent one for a few months and learn what you always wanted to do—play the violin ... or viola ... or cello! This course is for high school students and adults who have not played the instrument before. Learn the basic technique for playing violin or viola, a few traditional tunes, a beginning fiddle tune, and how to care for your instrument. This beginner's course promises to be fun and supportive. If you need to rent an instrument, please contact the instructor by leaving a message with Continuing Education at 860-512-2800. Required textbook: Essential Elements 2000, Violin, Viola, or Cello Book 1 (ISBN 9780634038174, violin; ISBN 9780634038181, viola; 9780634038198, cello), available at MCC Bookstore for approximately \$10. Please contact the MCC Bookstore at least two weeks before the start of class at 860-645-3140 or online at www.mctc.bkstr.com to specify the violin, viola, or cello book. Students should also bring a music stand.

CRN 20792 | 8 Wednesdays | 7/3-8/21
7:15-8:15 PM
GPA GP138 | Fee: \$80

Instructor: Martha Hayes has a master's degree in music history and performance from the University of Connecticut. She taught strings for Windham Public Schools for 25 years, and is currently the principle violist for the Manchester Symphony Orchestra, and also plays viola in the Manchester String Quartet.

NEW Beginning Strings III: Violin, Viola or Cello

This course is a continuation of Beginning Strings I and II. If you need to rent an instrument, please contact the instructor by leaving a message with Continuing Education at 860-512-2800. Required textbook: Essential Elements 2000, Violin, Viola, or Cello Book 1 (ISBN 9780634038174, violin; ISBN 9780634038181, viola; 9780634038198, cello), available at MCC Bookstore for approximately \$10. Please contact the MCC Bookstore at least two weeks before the start of class at 860-645-3140 or online at www.mctc.bkstr.com to specify the violin, viola, or cello book. Students should also bring a music stand.

CRN 20793 | 8 Wednesdays | 7/3-8/21 | 6-7 PM
GPA GP138 | Fee: \$80

Instructor: Martha Hayes

Beginning Guitar

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

CRN 20740 | 8 Wednesdays
6/19-8/14 (does not meet 7/3) | 7:30-9 PM
VIL 2 V118 | 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 20742 | 6 Mondays | 7/1-8/5 | 1-2:30 PM
VIL 2 V118 | Fee: \$135

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 a G harmonica (not the chromatic type) and plan to spend about \$30 per harmonica. Hohner is a recommended brand, with either their Golden Melody, Pro Harp, or Special 20 types. Please make sure that the harmonicas have plastic insides and not wood, because wood warps. Students with questions about which harmonicas to buy may call the instructor at 860-659-8992. Participants must be at least 13 years of age.

CRN 20741 | 4 Mondays | 7/8-7/29
2:45-3:45 PM

VIL 2 V118 | Fee: \$60

Instructor: Don Donegan

Improve Your Guitar Skills with Fingerstyle

Fingerstyle, or finger-picking guitar playing, is a wonderfully flexible technique that can be applied equally to rock, folk, new age, classical, flamenco, Latin and jazz styles. Learning this creative approach of fingerstyle playing will allow you to perform at a higher level. Whether your focus is on Bach or Hendrix, you will learn how finger-picking techniques apply to steel, nylon stringed instruments, and electric guitars. Required text: Basic Guitar Writing Book (ISBN 1890281131), Santorella, available at MCC Bookstore, for approximately \$6. Prerequisite: *Beginning or Continuing Guitar, or some guitar playing experience*.

CRN 20738 | 8 Mondays | 6/17-8/5 | 7-8:30 PM
VIL 2 V118 | Fee: \$175

Instructor: David Giardina performs professionally in many musical styles and in various venues and has taught guitar privately for more than 20 years. He currently serves as artistic director of the CT Guitar Society.

Playing the Ukulele

The ukulele is the hippest thing going! This small, four-stringed instrument is a great complement to any musical activity, especially at pre-schools, senior centers, hospitals, and nursing homes, as well as parties and playing with friends. This introductory course will focus on easy chords and simple tunes, and provide a foundation for future playing and entertaining. Music will be taught using chord charts. Students are expected to bring their own instrument. Required text: Mel Bay's You Can Teach Yourself Ukulele (ISBN 9781562224547), available at MCC Bookstore, for approximately \$11.

CRN 20737 | 4 Mondays | 7/8-7/29 | 7-9 PM
GPA GP143 | Fee: \$65

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

Music Recording, Publishing, Marketing, and Publicity

Get your music on a record label—or even your own record label. Discover free tools to create your CD and have your music available online through Amazon, iTunes, Google, Facebook, MySpace, Spotify, eMusic, iHeartRadio, and other places. Also learn how to create the album cover and sound with high quality and reach your audience with best marketing and publicity tactics. An informative handout is provided.

CRN 20720 | Monday | 8/5 | 6-9 PM
GPA GP214 | Fee: \$25

Instructor: David K. Ewen, M.Ed., is the director of the Springfield Community Festival. He has directed, produced, and hosted programs for theater and television, including "Author of the Week" and "Laugh Medicine," and the documentary film series, "Your World Discovered." His events have been publicized on ABC, CBS, NBC, Fox, and many newspapers, and he's been heard on radio shows from Los Angeles to Boston.

YOU MAY ALSO LIKE

Understanding The '60s through Pop Culture: Rock 'n' Roll, TV, and Popular Film on page 22
The Golden Age of Broadway Musicals on page 22

■ NOON INSTITUTE MONDAY EDITION

Vernon Senior Center | 26 Park Place | Vernon
Noon-1:30 PM | Fee: \$5 for each course
PRE-REGISTRATION REQUIRED

How to Set Up a Container Garden

Whether you have a small yard, a tiny porch, patio or just a windowsill, you can still grow flowers, herbs, or vegetables. Residents of apartments, condominiums, retirement homes, or houses on small lots can beautify their surroundings and enjoy gardening using containers. Containers are mobile, allowing a gardener to take the plants along or move them for an instant splash of color. Learn to grow a moveable garden that is easy to maintain and, with a little creativity, can be planted in items found around the house. The instructor will also discuss the plants best suited for container gardening. Recommended text: Container Gardening, Toogood, available at your local bookstore.

CRN 20769 | 6/10

Instructor: Bettylou Sandy is the owner of Bettylou's Gardening in Manchester. She is a professional gardener who has been doing detail landscaping and design, and offering seminars throughout Connecticut and Rhode Island since 1987.

Compositional Styles of 20th Century Composers

Take a tour of the various major composers of the 20th century and a survey of what makes their work such a major contribution to the continuing tapestry of art music. The works of Arnold Schoenberg, John Cage, Elliott Carter, Charles Wuorinen, Steve Reich, and several others will be explained and presented. These works will open your mind to the infinite possibilities that exist in the universe of music!

CRN 20855 | 7/8

Instructor: Andrew Pergiovanni earned a master's in music composition from The Hartt School of Music, where he was awarded the Richard Kountz Scholarship for excellence in composition. He is the founder and director of the Hartt Composer's Ensemble Chorus and was recently commissioned for "Love's Liberation," featuring baritone voice, cello, and piano.

The Cheney Company Auction of 1937: A Roof Over Our Heads



How was the Manchester real estate market flooded with over 245 homes that sold in only three days during the depths of the Great Depression? The Cheney Brothers Silk Company was required by the federal government to sell their employee housing in order to receive federal bankruptcy protection. Remarkable documentation of the public auction survives, including the catalog, photos, newspaper articles and oral histories of this fascinating community milestone. Almost every one of the homes has survived over the last 75 years. The presentation will be illustrated and will explore this interesting story of Manchester's historic neighborhoods.

CRN 20859 | 8/12

Instructor: Mary M. Donohue is the assistant publisher of Connecticut Explored magazine. She is an award-winning author, architectural historian, and historic preservationist with more than 30 years' experience.

■ FRIDAY NOON INSTITUTE

AST E202
Noon-1:30 PM
Fee: \$5 for each course
PRE-REGISTRATION REQUIRED

The Underground Railroad

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

CRN 20852 | 6/7

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.

Titanic: When the Great Ship Went Down

Titanic was known for her attention to luxury and opulence. The great ship boasted a telephone system, a lending library and a large barber shop on board. Her first-class section had a swimming pool, a gymnasium, squash court, Turkish bath, electric bath and a Verandah Cafe. First-class common rooms were decorated with ornate wood paneling, expensive furniture and other details. But the ship's fatal flaw was, perhaps, a lack of lifeboats and a false sense of invulnerability in iceberg-infested waters. We will look at how one of the most famous disasters of the 20th century unfolded, how it may have been avoided, and the lessons learned. More than 1100 people lost their lives on the night when the great ship went down.

CRN 20848 | 6/14

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

FRIDAY NOON INSTITUTE (CONTINUED)

AST E202

Noon-1:30 PM

Fee: \$5 for each course

PRE-REGISTRATION REQUIRED

Film Music: Sounds of the American Cinema

Experience a retrospective of influential American films and composers and the development of film and film scores from the early silent-era days right up to the 21st century. We will discuss a specific era in film history through biographical and production perspectives, view excerpts of films, including Charlie Chaplin's *Love Me Tonight* and Alfred Hitchcock's *Psycho*, and consider the work and contributions of film composers, such as Max Steiner, Bernard Hermann, Erick Korngold, Dimitri Tiomkin, Thomas Newman, and John Williams. This course is for both film and music lovers at all levels.

Part 1 CRN 20853 | 6/21

Part 2 CRN 20854 | 6/28

Instructor: Edward Knoeckel is a pianist, composer, arranger, and music director, with a master's degree in music from the University of South Florida and an artist diploma in music composition from the University of Hartford. He has performed at the Bushnell Park Jazz Series, the Clearwater Jazz Festival, and the Dali Festival, and is pianist and sergeant with the U.S. Army 102nd Army Band.

Note that Parts 1 and 2 can stand alone. Students can register for both, or one or the other individually.

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.



SAL TARANTINO teaches
Through My Eyes: An Interview with an 18th Century Soldier

Part 1 Through My Eyes: An Interview with an 18th Century Soldier

Based upon four decades of research from original letters, diaries, you will experience a unique view of the thoughts and feelings of 18th century colonists. When Mr. Tarantino puts on the uniform, he assumes the viewpoint of those past eyewitnesses. We will cover the background and emotions leading up to the revolution, and look at original letters, diaries and notes written by people of the time. Note that Parts 1 and 2 can stand alone. Students can register for both, or one or the other individually.

CRN 20856 | 7/12

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.

Part 2 Through My Eyes: An Interview with an 18th Century Soldier

Based upon four decades of research from original letters, diaries, and notes written by the people of that time, you will experience a unique view of the thoughts and feelings of 18th century colonists. We will look at the conditions soldiers faced on the battlefield and why the equipment they used was designed the way it was. Note that Parts 1 and 2 can stand alone. Students can register for both, or one or the other individually.

CRN 20857 | 7/19

Instructor: Sal Tarantino

How We Read Poetry

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

CRN 20847 | 7/26

Instructor: Michael DiRaimo received his M.A. from Brown University, and is professor of English at MCC, where he teaches a variety of writing and literature courses.

Showing Off: The Virtuoso Works from Antiquity to Today

Musicians love to display their talent by performing works that test the limits of their skill. However, in most cases, there was once a composer who wrote that demanding piece! The virtuosic works of composers from antiquity to the modern day will be presented for all to hear—prepare to be dazzled!

CRN 20858 | 8/9

Instructor: Andrew Pergiovanni

WELCOME TO ONLINE LEARNING!

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

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

REQUIREMENTS:

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

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

www.ed2go.com/manchcc

START DATES:

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

JUNE 19

JULY 17

AUGUST 21

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 58 of 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. Click "Enroll Now" and follow the instructions.
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.

ACCOUNTING

(\$130 per class)

Accounting Fundamentals

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

CRN 20287

Accounting Fundamentals II

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

CRN 20288

Some courses may have additional requirements.

Please visit our Online Instruction Center for more information:

www.ed2go.com/manchcc

ART & ENTERTAINMENT

(\$130 per class)

Drawing for the Absolute Beginner

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

CRN 20306

Breaking Into Sitcom Writing

Learn from a veteran TV comedy writer how to write professional sitcom scripts and how to break into show business.

CRN 20340

Introduction to Screenwriting

Learn everything you need to know to write a great script, from structure, character creation, and dialogue to marketing and selling your screenplay.

CRN 20341

Music Made Easy

Learn the fundamentals of music theory. Be able to read, write, and play simple music.

CRN 20307

Introduction to Guitar

Master basic guitar skills and become the musician you've always wanted to be.

CRN 20308

BUSINESS ADMINISTRATION & MANAGEMENT

(\$130 per class)

Administrative Assistant Fundamentals

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

CRN 20285

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.

CRN 20284

Mastering Public Speaking

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

CRN 20338

Fundamentals of Supervision and Management

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

CRN 20300

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.

CRN 20298

Building Teams that Work

Learn the secrets of dynamic team building.

CRN 20325

Understanding the Human Resources Function

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

CRN 20626

Managing Customer Service

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

CRN 20297

Help for the Helpdesk

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

CRN 20470

ONLINE CAREER TRAINING PROGRAMS

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced Online Career Training Program. You can begin these programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a certificate of completion.

Program	Total Hours	Course Fee*
Microsoft Certified IT Professional: Enterprise Desktop Support Technician 7 (MCITP).....	200	\$1,995
Cisco™ CCNA® Certification Training	100	\$1,995
Comp TIA™ Security+ Certification Training	80	\$1,495
Microsoft Office Specialist 2007	400	\$1,995
Microsoft Certified IT Professional: Server Administrator (MCITP).....	240	\$1,995
Advanced Hospital Coding and CCS Prep	80	\$1,895
Advanced Coding for the Physician's Office	80	\$1,595
Administrative Medical Specialist with Medical Billing and Coding	300	\$1,995
Administrative Medical Specialist with Medical Billing and Coding and Medical Terminology	360	\$2,495
Certified Bookkeeper.....	140	\$1,995

Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career counselors will help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self-paced
- No additional charges - all materials, workbooks, and software are included in the course fee.

*PLEASE NOTE: Once registered, no refunds are available for these Online Career Training Programs.

To learn more, visit www.manchestercc.edu/continuing/credit-free/online-academy/

Introduction to Business Analysis

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

CRN 20620

Mastery of Business Fundamentals

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

CRN 20301

Distribution and Logistics Management

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

CRN 20303

Manufacturing Fundamentals

Learn the basic skills required to work in the manufacturing field.

CRN 20604

Manufacturing Applications

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

CRN 20605

Project Management Fundamentals

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

CRN 20293

Project Management Applications

Experienced project manager teaches you tricks of the project management trade.

CRN 20291

High-Speed Project Management

Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.

CRN 20477

Purchasing Fundamentals

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

CRN 20289

Supply Chain Management Fundamentals

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

CRN 20304

Total Quality Fundamentals

Learn the basics of total quality management.

CRN 20305

Six Sigma: Total Quality Applications

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

CRN 20294

BUSINESS PLANNING & ENTREPRENEURIAL COURSES

(*\$130 per class*)

Creating a Successful Business Plan

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

CRN 20619

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.

CRN 20628

Start Your Own Small Business

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

CRN 20631

Start Your Own Arts and Crafts Business

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

CRN 20629

Start Your Own Gift Basket Business

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

CRN 20630

Online Academy

Start a Pet Sitting Business

Discover how to translate your love of animals into a fun and profitable career.
CRN 20627

Learn to Buy and Sell on eBay

Auction pros teach you how to work from home or earn extra income by buying and selling goods online.
CRN 20388

Growing Plants for Fun and Profit

An industry professional teaches you everything you need to prosper in the backyard nursery business.
CRN 20578

Get Paid to Travel

Learn everything you need to start your new and exciting career as a professional tour director.
CRN 20635

Start Your Own Consulting Practice

Find out how you can earn income by sharing your training or knowledge with others.
CRN 20632

Secrets of the Caterer

Learn cooking and business secrets from a professional caterer.
CRN 20576

Wow, What a Great Event!

Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.
CRN 20286

CAREER DEVELOPMENT

(\$130 per class)

Résumé Writing Workshop

Discover the secret to transforming your tired, boring résumé into a powerful tool that will get you interviews.
CRN 20614

Twelve Steps to a Successful Job Search

A world-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy.
CRN 20615

Get Assertive!

Find out how you can stop others from intimidating you or treating you poorly.
CRN 20598

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.
CRN 20613

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.
CRN 20601

Individual Excellence: Secrets of Career Success

Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.
CRN 20299

Achieving Success with Difficult People

Learn how to have more successful relationships with difficult bosses, coworkers, students, neighbors, or relatives.
CRN 20323

Merrill Ream Speed Reading

Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.
CRN 20533

COMPUTERS

(\$130 per class)

BASIC COMPUTER LITERACY

Keyboarding

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Navigating the Internet

CRN 20572

Introduction to Windows 7

CRN 20379

Introduction to Windows XP

CRN 20380

Introduction to Linux

CRN 20399

Computer Skills for the Workplace

CRN 20343

COMPUTER APPLICATIONS

What's New in Microsoft Office 2010?

CRN 20382

What's New in Microsoft Office 2007?

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NEW Introduction to Microsoft Word 2011 for Mac

CRN 20350

Introduction to Microsoft Word 2010

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Introduction to Microsoft Word 2007

CRN 20348

Intermediate Microsoft Word 2010

CRN 20352

Intermediate Microsoft Word 2007

CRN 20351

Introduction to Microsoft Excel 2010

CRN 20366

Introduction to Microsoft Excel 2007

CRN 20365

Introduction to Microsoft Excel 2003

CRN 20364

Intermediate Microsoft Excel 2010

CRN 20374

Intermediate Microsoft Excel 2007

CRN 20373

Intermediate Microsoft Excel 2003

CRN 20372

Advanced Microsoft Excel 2010

CRN 20369

Advanced Microsoft Excel 2007

CRN 20368

Advanced Microsoft Excel 2003

CRN 20367

Introduction to Microsoft Access 2010

CRN 20371

Introduction to Microsoft Access 2007

CRN 20370

Intermediate Microsoft Access 2010

CRN 20376

Intermediate Microsoft Access 2007

CRN 20375

Introduction to Microsoft PowerPoint 2010

CRN 20378

Introduction to Microsoft PowerPoint 2007

CRN 20377

Introduction to Microsoft Outlook 2010

CRN 20386

Introduction to Microsoft Outlook 2007

CRN 20385

Introduction to Microsoft Publisher 2010

CRN 20384

Introduction to Microsoft Publisher 2007

CRN 20383

Introduction to Microsoft Project 2010

CRN 20479

Introduction to Microsoft Project 2007

CRN 20478

Introduction to Adobe Acrobat X

CRN 20473

Introduction to Adobe Acrobat 9

CRN 20475

Introduction to Crystal Reports

CRN 20473

Introduction to Crystal Reports 10

CRN 20474

Introduction to Peachtree Accounting 2012

CRN 20363

NEW Introduction to QuickBooks 2013

CRN 20695

Introduction to QuickBooks 2012

CRN 20355

Introduction to QuickBooks 2011

CRN 20354

Introduction to QuickBooks 2010

CRN 20353

NEW Intermediate QuickBooks 2013

CRN 20697

Intermediate QuickBooks 2012

CRN 20359

NEW QuickBooks 2013 for Contractors

CRN 20739

QuickBooks 2012 for Contractors

CRN 20358

QuickBooks 2011 for Contractors

CRN 20357

QuickBooks 2010 for Contractors

CRN 20356

NEW Performing Payroll in QuickBooks 2013

CRN 20698

Performing Payroll in QuickBooks 2012

CRN 20362

Performing Payroll in QuickBooks 2011

CRN 20361

Performing Payroll in QuickBooks 2010

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WEB PAGE DESIGN, GRAPHICS & MULTIMEDIA

Creating Web Pages

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Advanced Web Pages

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Creating WordPress Websites

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Creating WordPress Websites II

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Introduction to Microsoft Expression Web

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Introduction to CSS3 and XHTML5

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Intermediate CSS3 and XHTML5

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Designing Effective Websites

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NEW Creating jQuery Mobile Websites with Dreamweaver

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Introduction to Dreamweaver CS6

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Introduction to Dreamweaver CS5

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Introduction to Dreamweaver CS4

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Intermediate Dreamweaver CS5

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Intermediate Dreamweaver CS4

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Achieving Top Search Engine Positions

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Introduction to CorelDRAW X5

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NEW Introduction to Adobe Edge

Animate

CRN 20768

NEW Introduction to Flash CS6

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Introduction to Flash CS5

CRN 20442

Intermediate Flash CS5

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Introduction to Illustrator CS4

CRN 20449

Introduction to InDesign CS5

CRN 20447

Introduction to InDesign CS4

CRN 20446

Intermediate InDesign CS5

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Introduction to Photoshop CS6

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Intermediate Photoshop CS6

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Photoshop CS5 for the Digital Photographer

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NEW Photoshop Elements 11 for the Digital Photographer

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Photoshop Elements 10 for the Digital Photographer

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Photoshop Elements 9 for the Digital Photographer

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Photoshop CS6 for the Digital Photographer II

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NEW **Photoshop Elements 11 for the Digital Photographer II**
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Photoshop Elements 10 for the Digital Photographer II
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Photoshop Elements 9 for the Digital Photographer II
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Advanced PC Security
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Introduction to Networking
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Intermediate Networking
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PROGRAMMING & DATABASE MANAGEMENT

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Macintosh, iPhone, and iPad Programming
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Introduction to ASP.NET
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Intermediate Java Programming
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Introduction to C# Programming
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Introduction to Perl Programming
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Intermediate Visual Basic
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Basic CompTIA A+ Certification Prep
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Advanced CompTIA A+ Certification Prep
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CompTIA Security+ Certification Prep 1
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CompTIA Security+ Certification Prep 2
CRN 20345

CompTIA Network+ Certification Prep
CRN 20394

PMP Certification Prep 1
CRN 20290

PMP Certification Prep 2
CRN 20292

COURSES FOR TEACHERS (\$130 per class)

Teaching Preschool: A Year of Inspiring Lessons
CRN 20496

Teaching Adult Learners
CRN 20497

An Introduction to Teaching ESL/EFL
CRN 20507

Practical Ideas for the Adult ESL/EFL Classroom
CRN 20508

Teaching ESL/EFL Reading
CRN 20510

Teaching ESL/EFL Vocabulary
CRN 20511

Teaching ESL/EFL Grammar
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Spanish in the Classroom
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Singapore Math: Number Sense and Computational Strategies
CRN 20536

Singapore Math Strategies: Model Drawing for Grades 1-6
CRN 20534

Singapore Math Strategies: Advanced Model Drawing for Grades 6-9
CRN 20535

Teaching Math: Grades 4-6
CRN 20537

Teaching Science: Grades 4-6
CRN 20502

Solving Classroom Discipline Problems
CRN 20512

Solving Classroom Discipline Problems II
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Empowering Students with Disabilities
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Teaching Students with Learning Disabilities
CRN 20541

Teaching Students with ADHD
CRN 20539

Teaching Students with Autism: Strategies for Success
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Survival Kit for New Teachers

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Ready, Set, Read!

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The Creative Classroom

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Creating Classroom Centers

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Differentiated Instruction in the Classroom

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The Differentiated Instruction and Response to Intervention Connection

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Differentiating K-12 Assessments

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Creating the Inclusive Classroom: Strategies for Success

CRN 20526

NEW Teaching Writing: Grades K-3

CRN 20504

Teaching Writing: Grades 4-6

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Guided Reading and Writing: Strategies for Maximum Student Achievement

CRN 20528

Guided Reading: Strategies for the Differentiated Classroom

CRN 20529

Response to Intervention: Reading Strategies That Work

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Integrating Technology in the Classroom

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Teaching Smarter with SMART Boards

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The Classroom Computer

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Using the Internet in the Classroom

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Creating a Classroom Website

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Using Microsoft Excel 2010 in the Classroom

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Using Microsoft Excel 2007 in the Classroom

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Using Microsoft PowerPoint 2010 in the Classroom

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Using Microsoft PowerPoint 2007 in the Classroom

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Using Microsoft Word 2010 in the Classroom

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Using Microsoft Word 2007 in the Classroom

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Blogging and Podcasting for Beginners

CRN 20520

Creating K-12 Learning Materials

CRN 20532

Enhancing Language Development in Childhood

CRN 20574

Understanding Adolescents

CRN 20569

Guiding Kids on the Internet

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GRANT WRITING & NONPROFIT MANAGEMENT

(\$130 per class)

A to Z Grant Writing

Learn how to research and develop relationships with potential funding sources, organize grant-writing campaigns, and prepare proposals.

CRN 20550

Get Grants!

Learn how to develop successful, fundable grants from experts in the field.

CRN 20551

Advanced Grant Proposal Writing

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.

CRN 20553

Writing Effective Grant Proposals

Learn to prepare grant proposals that get solid results for your favorite organization or charity.

CRN 20552

Becoming a Grant Writing Consultant

Increase your income while working from home by starting a grant writing consulting business.

CRN 20621

Starting a Nonprofit

Industry veteran shows you how to take a nonprofit business from vision to reality.

CRN 20622

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.

CRN 20625

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.

CRN 20623

Introduction to Nonprofit Management

Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors.

CRN 20624

HEALTH CARE, FAMILY & NUTRITION

(\$130 per class)

Assisting Aging Parents

Handle the challenges you will face in the coming years.

CRN 20573

Navigating Divorce

Learn how to navigate the legal, financial, emotional, and interpersonal waters of the divorce process and emerge grounded and healthy.

CRN 20571

Managing Life as a Single Parent

Get the insights, resources, strategies, and support every single mom and dad needs for doing the toughest job on earth—parenting children on your own.

CRN 20570

Homeschool with Success

Discover how to homeschool your children in a way that ensures they get what they need both academically and socially.

CRN 20495

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.

CRN 20595

FREE! TRY OUT AN ED2GO ONLINE COURSE NOW!

Follow these steps to access one sample lesson from any course you choose:

- Go to www.ed2go.com/manchcc
- Type the course title in the "Search for Courses" box
- Click the course title
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This will give you access to the first lesson instantly. To register for the full 12-week course, click "Enroll Now" and follow the instructions.

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.

CRN 20596

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.

CRN 20586

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).

CRN 20588

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.

CRN 20584

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.

CRN 20585

HIPAA Compliance

Learn how to comply with the duties, rights, and responsibilities of HIPAA.

CRN 20580

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.

CRN 20583

Become a Physical Therapy Aide

Prepare for a rewarding career as a valued member of the physical therapy team.

CRN 20589

Become a Veterinary Assistant

A practicing veterinarian prepares you to work in a veterinary office or hospital.

CRN 20590

Become a Veterinary Assistant II: Canine Reproduction

A practicing veterinarian teaches you to manage the entire canine breeding cycle, from assessing the health of parents to puppy care.

CRN 20591

Become a Veterinary Assistant III: Practical Skills

Learn the practical skills you'll need to be a valuable veterinary assistant or educated pet owner.

CRN 20592

Introduction to Natural Health and Healing

Learn how to promote wellness, balance, and health in all aspects of your daily life.

CRN 20593

Lose Weight and Keep It Off!

Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime.

CRN 20581

Luscious, Low-Fat, Lightning-Quick Meals

Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious!

CRN 20575

Handling Medical Emergencies

Every second counts during a medical emergency. Learn how to respond if someone needs your help.

CRN 20582

LANGUAGES

(\$130 per class)

Speed Spanish I

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

CRN 20562

Speed Spanish II

Clever follow-up to our popular Speed Spanish course. Several new recipes help you quickly build fluency.

CRN 20563

Speed Spanish III

Master your ability to speak, understand, and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series.

CRN 20564

Spanish for Law Enforcement

Master the fundamentals of the Spanish language by practicing basic conversational skills and learning essential Spanish terminology for law enforcement situations.

CRN 20616

Spanish for Medical Professionals

Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

CRN 20594

Beginning Conversational French

Discover how easy it can be to learn common words and phrases for both leisure and business.

CRN 20560

Instant Italian

Learn Italian from the comfort of your home in this fun and enjoyable online course.

CRN 20565

Conversational Japanese

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.

CRN 20561

Easy English 1

In this easy and fun course, you'll learn the basic English skills you need for real-life activities including shopping, job hunting, and handling medical emergencies.

CRN 20544

Easy English 2

In this easy and fun course, you'll review some basic English skills and build more intermediate-level English skills for real-life activities including using the bank, finding a job or a home, dealing with sicknesses, and making good shopping decisions.

CRN 20545

Easy English 3

Build on the language skills you mastered in Easy English 2, as you learn to talk about real-life situations including looking for a job, making a budget, buying a home, and taking care of your health.

CRN 20546

Grammar for ESL

If English is your second language and you're headed to college, this course will teach you the principles of grammar and structure you'll need to succeed.

CRN 20543

Writing for ESL

Learn how to write in English more effectively to succeed in college and at work.

CRN 20547

MATH & SCIENCE

(\$130 per class)

Math Refresher

Gain confidence in your basic math skills and start using math to your advantage.

CRN 20602

Introduction to Algebra

Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.

CRN 20603

Medical Math

Master the math skills you need to succeed in the medical field.

CRN 20597

Human Anatomy and Physiology I

Gain a greater appreciation and understanding of the marvelous complexity of the human body.

CRN 20579

Human Anatomy and Physiology II

Learn the basic characteristics of the four main types of tissues, the general and special senses, cellular metabolism, body chemistry, and significant events in the life span, from fertilization through old age.

CRN 20587

Introduction to Biology

Learn how cells and DNA determine the structure and function of the human body and get a foundation for a career in the healthcare or medical professions.

CRN 20611

Introduction to Chemistry

Gain a solid foundation in the basics of chemistry and see how everything that goes on in your body depends on a chemical reaction.

CRN 20612

PERSONAL ENRICHMENT

(\$130 per class)

Introduction to Interior Design

Explore a career in interior design as you learn how to transform any room into a beautiful and functional space.

CRN 20309

Start Your Own Edible Garden

Learn how to grow delicious, nutritious fruit and vegetables in your own backyard.

CRN 20577

Get Funny!

Learn how to use humor to speak more effectively, write better, and increase your popularity.

CRN 20600

Skills for Making Great Decisions

Learn how to make excellent everyday decisions from an experienced counselor and life coach.

CRN 20599

Interpersonal Communication

Become aware of the conscious and unconscious codes of meaning we send when communicating with others.

CRN 20322

Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

CRN 20321

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.

CRN 20567

PERSONAL FINANCE & INVESTMENTS

(\$130 per class)

Where Does All My Money Go?

Learn how to get control of your money once and for all.

CRN 20549

Personal Finance

Protect your assets and discover how best to achieve all your financial goals.

CRN 20559

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.

CRN 20558

Keys to Successful Money Management

Certified financial planner shows you how most wealthy people build their fortunes.

CRN 20554

Protect Your Money, Credit and Identity

Learn how to guard against scam artists, identity thieves, predatory lenders, and abusive debt collectors.

CRN 20548

Real Estate Investing

Build and protect your wealth by investing in real estate.

CRN 20617

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.

CRN 20618

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.

CRN 20555

The Analysis and Valuation of Stocks

Discover valuable techniques that show you step by step how to research and value stocks.

CRN 20556

Online Academy

Introduction to Stock Options

Learn how stock options can protect your portfolio and help you profit in any type of market.

CRN 20557

PHOTOGRAPHY

(\$130 per class)

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.

CRN 20609

Introduction to Digital Scrapbooking

Learn how to make the most of your scrapbooking talents and artistic ideas when you combine digital and traditional scrapbooking techniques.

CRN 20468

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.

CRN 20610

Secrets of Better Photography

Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations.

CRN 20606

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.

CRN 20607

Photographing People with Your Digital Camera

Learn to take beautiful pictures of adults, children, and babies.

CRN 20608

Some courses may have additional requirements.

Please visit our Online Instruction Center for more information:

www.ed2go.com/manchcc

SALES & MARKETING

(\$130 per class)

Professional Sales Skills

Discover how to begin a successful and rewarding career in sales.

CRN 20296

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.

CRN 20295

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.

CRN 20634

Marketing Your Business on the Internet

E-commerce expert helps you develop an Internet marketing plan for your business.

CRN 20633

TEST PREP

(\$130 per class)

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.

CRN 20494

Prepare for the GED Test

Want to pass the GED? This course will help you develop the skills you'll need to succeed.

CRN 20486

Prepare for the GED Language Arts, Writing Test

Obtain the skills and knowledge to successfully prepare for the GED Language Arts, Writing test.

CRN 20484

Prepare for the GED Math Test

Master the skills you'll need to successfully pass Test 5 in the GED test series.

CRN 20485

GMAT Preparation

Discover powerful test-taking techniques and methods for improving your score on the GMAT.

CRN 20489

GRE Preparation: Part 1

Discover powerful strategies for success in the verbal and analytical sections of the GRE.

CRN 20487

GRE Preparation: Part 2

Learn a variety of useful techniques for tackling the math section of the GRE.

CRN 20488

LSAT Preparation: Part 1

Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills.

CRN 20490

LSAT Preparation: Part 2

Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers.

CRN 20491

SAT/ACT Preparation: Part 1

Master the reading, writing, English, and science questions on the ACT and new SAT.

CRN 20492

SAT/ACT Preparation: Part 2

Master the math questions on the ACT and new SAT.

CRN 20493

WRITING COURSES

(\$130 per class)

Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

CRN 20337

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

CRN 20310

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.

CRN 20319

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.

CRN 20327

Business Marketing Writing

Write great marketing copy to improve your company's image and your chances of getting hired or promoted.

CRN 20326

Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing.

CRN 20317

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.

CRN 20302

Writeriffic: Creativity Training for Writers

Banish writer's block forever with these tricks from the published writer's toolbox.

CRN 20332

How to Make Money from Your Writing

This advanced writing course will increase your creativity—whether you're writing for personal satisfaction or to launch a career.

CRN 20314

Write Fiction Like a Pro

A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story.

CRN 20331

Advanced Fiction Writing

Explore advanced fiction writing techniques with a published novelist.

CRN 20336

Writing Young Adult Fiction

Develop your own young adult novel and learn how to break into one of today's hottest publishing markets.

CRN 20315

A Writer's Guide to Descriptive Settings

Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters.

CRN 20313

Mystery Writing

Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author.

CRN 20312

NEED HELP?

THE KNOWLEDGEABLE STAFF AT ED2GO CAN ASSIST YOU!

Go to www.ed2go.com/manchcc and click "Help" on the Online Instruction Center menu. You will find answers to many common questions, or you may submit an inquiry directly to the Ed2go Help Desk by scrolling to the bottom of the page.

If you have questions about how to register or pay for an online class, you may email MCC's Ed2go contact, Jessie Bradley: jbradley@manchestercc.edu

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.

CRN 20339

Writing for Children

A published children's author shows you how to touch the hearts of children by creating books for them.

CRN 20324

Research Methods for Writers

Learn the most efficient and effective methods to conduct research for any writing project.

CRN 20320

Beginner's Guide to Getting Published

A published writer shows you how to give yourself the credibility you need to get your books and articles published.

CRN 20328

Write and Publish Your Nonfiction Book

Become a professional author or advance your career by learning to write, edit, and publish nonfiction books of all types.

CRN 20330

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.

CRN 20318

Publish and Sell Your E-Books

Learn how to use free tools to publish an e-book, and then list and sell your e-books in the world's largest online bookstores.

CRN 20329

Introduction to Internet Writing Markets

A professional writer helps you discover a wide variety of new markets for your written work.

CRN 20334

Pleasures of Poetry

This course will help you create your best possible work, whether you're looking to be published or simply wish to craft beautiful poems for friends.

CRN 20311

Travel Writing

Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books.

CRN 20316

Write Your Life Story

Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others.

CRN 20333

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.

CRN 20335

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, as well as how to work in a photo editing program. We will learn how to import and save photographs, methods of color correction and enhancement, and how to size and prepare images for print and the web, and also compare popular digital camera models. It is not necessary to own a digital camera, but if you do, please bring it along with your instruction manual. Prerequisite: *Basic Windows, keyboarding and mouse skills.*

CRN 20670 | 2 Tuesdays | 6/4-6/11 | 6-9 PM
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 or equivalent experience, or approval by instructor or computer coordinator.*

CRN 20867 | 2 Tuesdays | 6/18-6/25 | 6-9 PM
LRC B142 | Fee: \$99

Instructor: Richard Hoyer

ADVANCED TECHNIQUES FOR DIGITAL PHOTOGRAPHY SERIES

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

Instructor: Richard Hoyer

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 20772 | Friday | 7/12 | 6-9 PM

AST D211 | Fee: \$50

Composition Techniques

There is one element that can really improve your photographs, one feature that can lift your photo from snapshot to art: a sense of composition. Digital cameras and image processing software provide impressive control over exposure and color balance, but your photos will never succeed if the contents don't come together. This class is designed to help you refine your vision and improve your compositions. We will look at framing, patterns, movements, focal point, and creating depth. We will also look at examples of photographs that highlight compositional rules and techniques which will make a difference in your photos.

CRN 20773 | Friday | 7/26 | 6-9 PM

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 20774 | Friday | 8/9 | 6-9 PM

AST D211 | Fee: \$50

YOU MAY ALSO LIKE

Digital Imaging & Design courses on page 17

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 20771 | 2 Fridays | 6/21-6/28 | 6-9 PM

AST D211 | Fee: \$99

Instructor: Richard Hoyer

NEW Special Topics for the Photographer

This course is designed for the more advanced and seriously committed photographer. With the instructor's assistance, each student will select a topic to pursue for the length of the course, and will receive weekly feedback from the instructor. A few ideas include: documenting a small business that creates an interesting or unusual product; photographing a person posing in a series of uniquely different set-ups; creatively lighting people or objects with a variety of artificial and natural light sources; or producing images of small objects using a close-up lens.

CRN 20824 | 3 Mondays | 7/8-7/22

6:30-8:30 PM | GPA GP136 | Fee: \$60

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.

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

Get on our mailing list!

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ceinfo@manchestercc.edu



Stock Photography for Fun and Profit

Your photo talent can start making you money through stock photography. Stock photographers shoot a variety of images and place them with stock agencies who market them to magazines, advertising firms, and textbook companies all around the world. Learn how you can tap this potentially lucrative market, where your images get sold time and again to earn you passive, extra income. We will cover camera theory and everything you need to know to set up your own stock business. Students are encouraged to bring their cameras to class.

CRN 20823 | 3 Saturdays | 7/13-7/27

10 AM-1 PM | GPA GP143 | Fee: \$90

Instructor: Peter Glass

NEW Create Your Own Photo Portfolio

Learn all of the "in's and out's" of what a photographer's portfolio should or should not include and best practices for creating one. Students will be asked to shoot photos outside of class and bring them in for discussion and critiquing. By the end of the course, students will be well on their way to creating their own high quality portfolio. Please note: This course meets at MCC on Main, 903 Main Street, Manchester. Prerequisite: A basic understanding of how your camera works and comfort with using it.

CRN 20825 | 3 Fridays | 8/2-8/16 | 1-3 PM

MCC on Main | Fee: \$65

Instructor: Peter Glass

NEW How to Make Food Look Good Enough to Eat!

Beef up your menus! Add spice to your culinary-school project presentations! Make your friends and family truly anticipate your dinner parties when you preview your dishes on social media. Learn the secrets of professional food photography, from lighting techniques to make an entrée, side dish, or drink appear appetizing and delicious. From dressing and finishing a plate to the use of light and reflectors to creating a photographic piece of art out of a perishable food product. Whatever you've got cooking, photograph it so it sizzles.

CRN 20856 | 5 Tuesdays | 7/16-8/13

6:30-8:30 PM | AST D211 | Fee: \$115

Instructor: After graduating with a photography degree from The Art Institute of Atlanta, John Garaventa was a freelance photographer with the Hartford Courant in the mid-1980s before forming his own business, Garaventa Photography, in Manchester, and which he continues to operate. He has also shot for National Geographic, and participated in an exhibit at the Bushnell Memorial Gallery.



Real Estate and Appraisal Commissions Licensure Information

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

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

Real Estate Salesperson

(total of 60 hours)

- Principles and Practices of Real Estate (60 hours)

Real Estate Broker (total of 120 hours)

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

Appraiser

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

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. Required texts: Modern Real Estate Practice (ISBN 9781427787903) and CT Real Estate Practice and Law (ISBN 9781427727824), as well as a strongly recommended text, Questions & Answers ... Real Estate Exam (ISBN 9781427776778), Dearborn, available at MCC Bookstore for approximately \$90 (for all three books).

CRN 20699 | 9 Tuesdays & 7 Thursdays

6/4-7/30 (does not meet 7/4; exam date 8/1) | 5:45-9:45 PM

SSC 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.

NEW Current Issues in Condominium Law

Designed for real estate professionals, investors, speculators, and those who want to learn more about real estate, the course will provide an overview of the key issues one must be aware of when purchasing condominium property, including CT General Statutes, Common Interest Communities, Resale Certificates, and governance and financing topics.

CRN 20776 | Monday | 6/24 | 6-9 PM

SSC 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 20780 | Monday | 7/15 | 6-9 PM

SSC L142 | Fee: \$40

Instructor: Elton B. Harvey III

Basic Title Searching

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

CRN 20775 | Monday | 8/5 | 6-9 PM

SSC L142 | Fee: \$40

Instructor: Elton B. Harvey III

YOU MAY ALSO LIKE

Interior Design Basics on page 6

Reiki certification courses on page 10

Emotional Freedom Technique (EFT) Level I Certification on page 11

Technology Forum Series on page 12

Computer certification courses on page 14

Voice-Over courses on page 23

Personal Trainer National Certification course on page 26

Stock Photography for Fun and Profit on page 45

CAREER OPPORTUNITIES

How to Build a Fun and Profitable Home-Based Business

Learn tangible and measurable activities you can do to build your personal business, grow your customer base, and earn more income. Receive a list of 70 "funded to free to fee ways" to market your products and services. Regardless of the business you choose, you'll learn skills and activities that, step by step, will lay out what it takes to earn more money and have more fun! No hype, no fluff...just straight-up, practical information on how to take your home-based business to the next level!

CRN 20803 | Saturday | 7/13 | 12:30-2:30 PM
GPA GP215 | Fee: \$20

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

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 old. No real alcohol is used in class instruction. For more information, please visit: www.getsmartct.com. Please bring your lunch. Materials fee: \$35 for S.M.A.R.T. booklet and other supplies, payable to the instructor at first class.

CRN 20700 | 2 Saturdays | 8/3-8/10
8:30 AM-4:30 PM
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.

SKILL FOR THE WORKPLACE

NEW Crisis and Emergency Risk Communication

Crisis and Emergency Risk Communication (CERC) gives leaders the tools to navigate the harsh realities of speaking to the public, media, and any stakeholders during an intense public safety emergency, including acts of terrorism. CERC provides an introduction to the basics and is designed to help those with the responsibilities of managing the tasks of planning and implementing crisis and emergency risk communication. This course has been designed by the Center for Disease Control (CDC) to serve those who perform crisis and risk communication and media relations in the event of an emergency.

CRN 20805 | 2 Mondays | 6/17-6/24 | 6-9 PM
GPA GP137 | Fee: \$65

Instructor: Barbara King, M.A. in history, has taught college history and psychology, and has been a trainer in business and state government. She is certified by the Centers for Disease Control (CDC) to teach this course and also teaches a variety of other courses for MCC's Credit-Free Programs.

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. Students should bring a lunch.

CRN 20744 | Wednesday | 6/26
9:30 AM-4 PM | SSC L142

CRN 20745 | Friday | 8/9
9:30 AM-4 PM | AST C209

Fee: \$90

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

NEW Grant Writing: Next Steps

For those of you who are ready to begin writing a grant, this course will focus on creating the sections of a basic grant and critiquing the writing with classmates. You should bring to class all agency, program, and budget information for the non-profit that you wish to write for. You should also bring a lunch. Prerequisite: *Grant Writing for Beginners*, or some previous grant writing experience.

CRN 20746 | Saturday | 8/10 | 9:30 AM-4 PM
AST C209 | Fee: \$90

Instructor: Beverly Salzman

How to Conduct a Webinar

Webinars make it possible for you to communicate with your clients and prospects anywhere in the world! We'll detail the nuts and bolts of how to do it yourself and can carry out a cost-effective, professional webinar. Learn the basics of technology, hardware/software combinations and other equipment. Experience how a live video feed webinar platform works. Contrast the differences between in-person versus electronic formats. Learn how to monetize your content and what to charge for your program. Receive a list of 38 ways to promote your program.

CRN 20804 | Saturday | 7/13 | 3-4:30 PM
GPA GP215 | Fee: \$15

Instructor: James Farnham

An Overview of Connecticut's Sales & Use Taxes

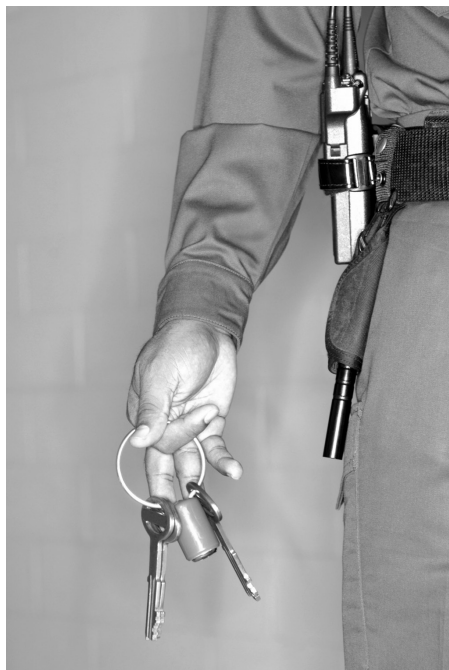
This seminar on "sales and use taxes" is for the general public and businesses, including retailers, wholesalers, nonprofits, contractors, sub-contractors, service providers, and manufacturers. Topics include: the rules that apply to new businesses, current sales tax laws, taxable services, common exemptions,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

CRN 20838 | Thursday | 6/20
6-8:30 PM | GPA GP143

CRN 20839 | Thursday | 8/22
6-8:30 PM | GPA GP143

Fee: \$45

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



NEW Security Officer Training: Guard Card Certification

Have you ever thought about becoming a Security Officer? Connecticut requires security officers to complete this 8-hour certification course, taught by a State-certified instructor. Topics include basic first aid, search and seizure, use of force, basic criminal justice, and public safety issues. *The course ends with a one-hour examination that students must complete with a passing score of 70%.* Successful candidates will be given in-class instructions of how to apply and pay for their Security Officer Identification cards. CT law states that no person shall be approved for a license who has been convicted of a felony, any sexual offense or any crime involving honesty or integrity. To be employed as a Security Officer you must be at least 18 years of age.

CRN 20694 | Wednesday | 6/5 | 8:30 AM-5 PM
AST C212 | Fee: \$110

Instructor: Frank Williams, graduate of the F.B.I. National Academy and the Police Corps Development Training Academy, is the current president of a security and law enforcement training company and has a long and distinguished history of law enforcement training. As a police sergeant with the Alexandria, Virginia Sheriff's Office, he was in charge of training for the entire Sheriff's Office. He has been a training officer at the Connecticut Police Academy and an instructor for training courses offered by the Connecticut Criminal Law Foundation, Inc.

SPECIAL TOPICS FOR SECURITY GUARD OFFICERS

Instructor: Frank Williams

NEW The Role of a Security Officer

This course will provide participants with an overall appreciation of the security profession and an awareness of the role's importance and function. At the conclusion of the course, students will be familiar with the organizational structure, public image, security programming, and keys to deterrence. They will also be able to explain and utilize the perception and observation techniques.

CRN 20406 | Thursday | 6/6 | 9 AM-2:30 PM
AST C212 | Fee: \$125

NEW Patrol Procedures

This course is designed to enhance students' abilities in the area of patrolling. Students will learn about theft prevention and accident prevention, improve their observational techniques, and be able to identify possible system failures and personal liabilities. Students will also be able to explain the difference between external and internal patrols.

CRN 20408 | Wednesday | 6/12 | 9 AM-2:30 PM
LRC B209 | Fee: \$125

NEW For the Common Good

The content of this course is designed to provide information, education, and skill development to assist public service professionals in augmenting their skills. Topics covered will include verbal and non-verbal communications, active listening, working with image and perceptions, cultural awareness, and changing demographics.

CRN 20418 | Tuesday | 6/18 | 9 AM-4 PM
AST C210 | Fee: \$125

NEW Introduction to Field Notes and Reports

In the security industry, the written word is an important tool of the trade. It is the means by which detailed, factual reports of events or incidents are recorded, so that others may learn what has occurred and, if necessary, take action. This course will improve participants' abilities in this area. Students will study how to plan and prepare a security report and how to detect contradictions in statements. They will also learn how to define and utilize the seven properties of a well written report.

CRN 20416 | Wednesday | 6/19 | 9 AM-5 PM
LRC B144 | Fee: \$150

NEW Ethics and Professionalism for Security Guards

This course will provide security guards with the tools needed to offer ethical and fully professional service to their employers and clients. The course covers topics such as loyalty, confidentiality, honesty, developing rapport, self-discipline, identifying prejudice, and functions of a law enforcement liaison, all of which are behaviors employers expect in successful security personnel.

CRN 20410 | Tuesday | 7/16 | 9 AM-4 PM
LRC B144 | Fee: \$125

NEW Introduction to Verbal De-escalation

This course will provide participants with the skills needed to deal with a variety of common scenarios related to stressful workplace situations. Officers will cover the areas of distance management, dealing with aggression, using non-threatening questions, and observing body language. Participants will also cover issues related to documenting incidents. To reinforce content, this course will include a significant amount of role playing.

CRN 20412 | Tuesday | 7/23 | 9 AM-4 PM
LRC B144 | Fee: \$125

NEW Alternatives to Physical Conflict

Security professionals need to be able to make quick, tough decisions. This course will cover a variety of topics related to considerations a security officer should take into account when deciding whether physical conflict is justified and necessary. Topics covered will include justifications for using force, safety issues, force litigation, alternatives to using force, report writing, the reasonable person test, and other considerations related to using force.

CRN 20414 | Wednesday | 7/24 | 9 AM-4 PM
LRC B144 | Fee: \$125

Please note: Limited seating for these classes. Please register early.



MCC's Business and Industry Services

Providing custom training solutions for your business or organization

MCC's Business & Industry Services works with you to design and deliver relevant job training and skill development courses to your workforce.

Why Choose Us?

- Training is customized to suit your organization's unique needs
- Workshops are taught by highly qualified professionals
- Courses can be taught at your location, or on our campus in one of our state-of-the-art classrooms
- Course prices are very competitive and cost effective
- We often partner with local, state and federal funding programs to help you realize significant cost savings for training

Some of the areas in which we provide training are

Allied Health

Alzheimer's & Dementia
Issues of Aging
Medical Terminology

Basic Skills

Business Math
English as a Second Language
Problem Solving
Reading for Comprehension

Communication Skills

Active Listening
Business Writing
Customer Service
Dealing with Difficult People
Writing Effective E-Mails
English as a Second Language
Presentation Skills
Spanish for the Workplace

Computer Skills

A+ Certification
Accounting Software
AutoCAD
Database Management
Desktop Publishing
Digital Imaging & Design
Microsoft Office Suite
Mobile App Development
MS Office Certification Testing
Multimedia Technology
Networks & Operating Systems
Oracle
QuickBooks
Web Design & Development
Windows 7

Critical Thinking

Creativity
Decision Making
Problem Solving

Professional Development

Accounting
Conflict Resolution
Goal Setting
Leadership
Project Management
Safety in the Workplace
Sales and Marketing
Sexual Harassment Prevention
Strategic Planning
Stress Management
Supervision
Team Building

Advanced Manufacturing

Basic Machine Operation
Blueprint Reading
& Interpretation
Computer Aided Design
(Mastercam, AutoCAD)
CNC - Introduction,
Intermediate and Advanced
Geometric Dimensioning
and Tolerancing (GD&T)
Lean Concepts
Operator Certification
Precision Machining
Shop Math
Statistical Process Control
Supply Chain Management

**For more information, call Mick Pigott, Business & Industry Services Representative,
at 860-512-2815 or email him at mpigott@manchestercc.edu**

Writing, Publishing & Literature

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 three-week intervals during the summer to allow time for travel and reading. Books are available at local and online bookstores and at most libraries.

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

CRN 20728 | 3 Wednesdays | 6/19-7/31
(meets on three-week intervals) | 3:30-5 PM
Fee: \$20

Instructors: Jana Sime, Math faculty;
and Kimberly Hamilton-Bobrow,
Michael DiRaimo and Lois Coleman,
English faculty.

6/19 - Lone Wolf by Jodi Picoult

Cara's and Edward's father has suffered a traumatic brain injury. Cara, hoping for a miracle, wants to keep her father on life support. Edward wants to terminate life support and donate his father's organs. Which sibling should decide the father's fate? How does someone make such a life-changing, irrevocable decision?

Instructors: Kim Hamilton-Bobrow
and Jana Sime

7/10 - Arcadia by Paul Gallico

Gallico's *Arcadia* depicts the idealism of a hippie couple and their followers who seek to establish a perfect life in the commune known as Arcadia in western New York. Their dream of the perfect life is slowly undermined by the harsh realities of "living off the land," and once their dream collapses, their beloved son is forced to make his way in the real world of struggle, deceit, and the vagaries of love.

Instructor: Michael DiRaimo

7/31 - A Mercy by Toni Morrison

As with all of Morrison's work, *A Mercy* transports readers to a different historical moment and invites our engagement with characters, their world, and lastingly significant issues and ideas. In addition to the beautifully poetic language we have come to expect from Morrison, there is an intriguing narrative strategy. Participants in this session may want to review Morrison's interview with NPR's Lynn Neary at www.youtube.com/watch?v=7IZvMhQ2LIU.

Instructor: Lois Coleman



MCC READS

The popularity of book discussion groups at MCC has led to this new group that is designed to complement the *More Great Books* discussion series. Sessions will be led by distinguished MCC library and staff members. For the summer, this course meets at irregular intervals. Books are available at local and online bookstores and at most libraries.

CRN 20860 | 3 Wednesdays | 6/12, 7/17 & 7/31 (meets on irregular weeks) | 6-7 PM
MCC on Main | Fee: \$15

Instructors: Paula Cook, associate director of MCC Library; Patricia Ronalter, MCC reference librarian;
and Katherine Noonan, MCC Bookstore assistant manager.

6/12 - Housekeeping by Marilynne Robinson

Two sisters struggle to keep house among a chaotic family group involving an aunt, two great aunts and a grandmother. Together they learn how the strength of family bonds can help get them through good and bad times.

Instructor: Paula Cook

7/17 - The House I Loved by Tatiana de Rosnay

In this emotional historical novel, the best-selling author examines the changes of 1860s Paris and the fierce determination of one woman to protect what is sacred to her. Under the order of Napoleon III, Baron Haussman oversees a major renovation of the city and, one by one, he demolishes and burns down old houses to make way for modern dwellings and businesses. Generations of history are being destroyed and one woman takes a stand. Rose Bazelet sets up camp in her basement, ready to defend. She passes days in loneliness and unsettling anticipation, and then begins writing letters to her late husband.

Instructor: Katherine Noonan

7/31 - Bel Canto by Ann Patchett

Officials in an unnamed South American country want Japanese businessman Mr. Hosokawa to build a factory there. He loves music, so to help persuade him they throw a birthday concert for him at the vice president's residence and invite his favorite opera star, American Roxanne Coss, to perform. But at the conclusion of the concert, terrorists burst into the mansion and occupy it for more than four months, holding Coss hostage along with a group of French, Russian and Italian diplomats. Based on a real incident in 1996 Peru, the book contains many elements of magical realism. But a tragic rescue attempt becomes more likely with each passing day.

Instructor: Patricia Ronalter

Poetry for Poets

This course is for serious writers of poetry who are interested in refining their craft and getting their work published. Your work will undergo rigorous (but always friendly) review. The course will emphasize the processes of rewriting and editing to help you reach the next level of your writing. You will also gain the skills and confidence necessary to submit your work to literary journals. You will be expected to bring in samples of your poetry to each class and participate in critiquing your fellow poets' work. Students will be expected to complete a chapbook of poems by the end of the course. Materials fee: \$5, payable to instructor, for publication of a chapbook featuring students' work.

CRN 20784 | 6 Mondays | 6/17-7/22
6:30-8:30 PM
GPA GP120 | Fee: \$99

Instructor: John Surowiecki is the author of four collections of poetry, *Flies* (Ugly Duckling Presse, 2012), *Barney and Gienka* (CW Books, 2010), *The Hat City after Men Stopped Wearing Hats* (Word Works, 2007), and *Watching Cartoons before Attending a Funeral* (White Pine Press, 2003), as well as five chapbooks and his verse drama, *My Nose and Me*, which won a Poetry Foundation Pegasus Award.

Writing 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 20717 | 4 Mondays | 7/8-7/29 | 6-8 PM
GPA GP214 | 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.

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.

& MISHI-MAYA-GAT SPOKEN WORD MUSIC SERIES

8th Season
beginning this fall!

Featuring acclaimed poets and musicians from New England and beyond.
Manchester Community College
MCC on Main | 903 Main Street | Manchester
7-9 PM | 3rd Thursday of each month during the school year
September through May (except December)
Hosted by Stephen Campiglio

FREE AND OPEN TO THE PUBLIC

Website for updated information on
2013-2014 programming:

www.manchestercc.edu/faculty/spoken.php

This project is funded by MCC Foundation Annual Fund

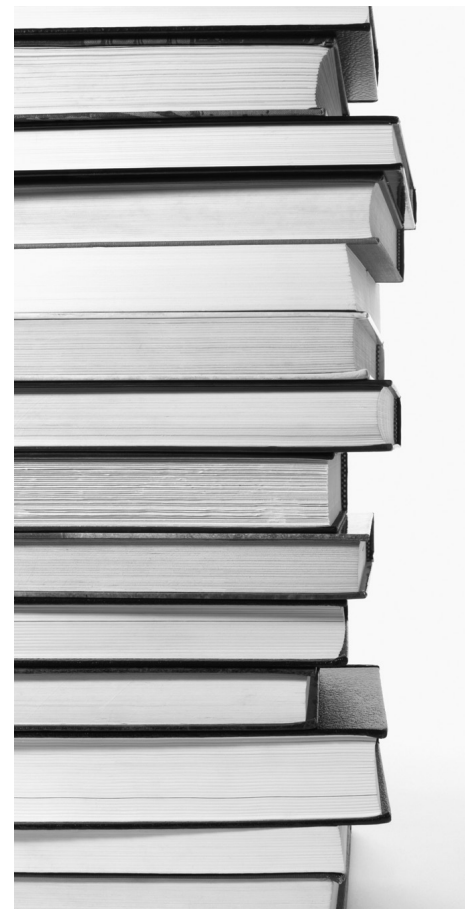


Publish Your Book for Print, Online, Audio and Film

Learn how to publish your material in print, online, and in audio, and the free online tools that are available to make publishing easy. Become a marketing expert and use the media to your advantage. Also learn how to turn your book project into a film deal. Topics will include a brief history of book publishing; the process of copyrighting material; print, electronic and audio formats; the ebook market on Amazon and Barnes & Noble; and marketing through social media, radio, TV, and newspapers. An informative handout is provided.

CRN 20722 | Monday | 7/15 | 6-9 PM
GPA GP142 | Fee: \$25

Instructor: David K. Ewen, M.Ed., is the founder of Ewen Prime Company, established in 1994 as a publishing house and has since become a consulting firm for book and music publishing and film production. He is the director of the Springfield Community Festival and has directed, produced, and hosted programs for theater and television, including "Author of the Week."



MCC on Main

All classes in this section meet at MCC on Main, 903 Main Street, Manchester.
For directions please visit: www.manchestercc.edu/mcc-on-main/contact.php



TECHNOLOGY FORUM

AFTERNOON SERIES

Photoshop Quick and Easy

CRN 20687 | Wednesday | 6/5 | 1-3 PM

Fee: \$25

Instructor: Laurie Grace

Restoring Old Photos

CRN 20689 | Wednesday | 6/12 | 1-3 PM

Fee: \$25

Instructor: Laurie Grace

Seamless Photo Montages

CRN 20690 | Wednesday | 6/19 | 1-3 PM

Fee: \$25

Instructor: Laurie Grace

InDesign Quick and Easy

CRN 20688 | Wednesday | 6/26 | 1-3 PM

Fee: \$25

Instructor: Laurie Grace

EVENING SERIES

iPad Tips & Tricks for Newbies

CRN 20691 | Thursday | 6/6 | 6-8 PM

Fee: \$25

Instructor: Sandra Rimetz

NEW iPad Apps for Productivity

CRN 20692 | Thursday | 6/13 | 6-8 PM

Fee: \$25

Instructor: Sandra Rimetz

For full course descriptions, please see page 12

MCC Reads

CRN 20860 | 3 Wednesdays | 6/12, 7/17 & 7/31
(meets on irregular weeks) | 6-7 PM | Fee: \$15

Instructors: Paula Cook, associate director of
MCC Library; Patricia Ronalter, MCC reference
librarian; and Katherine Noonan, MCC Bookstore
assistant manager

For full course description, please see page 50

More Great Books

CRN 20728 | 3 Wednesdays
6/19-7/31 (meets on three-week intervals)
3:30-5 PM | Fee: \$20

Instructors: Jana Sime, Math faculty; and
Kimberly Hamilton-Bobrow, Michael DiRaimo
and Lois Coleman, English faculty

For full course description, please see page 50

NEW Full Moon Gong Relaxation with Kundalini Yoga and Meditation

CRN 20819 | Saturday | 6/22 | 2:30-4:30 PM
Fee: \$30

Instructor: Kay Lani LeBoulluec

For full course description, please see page 9

NEW Relaxing Sound Therapy to Calm Nerves and Clear the Mind

CRN 20822 | 4 Wednesdays | 8/7-8/27
6-7:15 PM | Fee: \$65

Instructor: Kay Lani LeBoulluec

For full course description, please see page 9

NEW Create Your Own Photo Portfolio

CRN 20825 | 3 Fridays | 8/2-8/16 | 1-3 PM
Fee: \$65

Instructor: Peter Glass

For full course description, please see page 45

ORGANIZATION OF ACTIVE ADULTS

For Individuals 50 and Older — Your Opportunity for Lifelong Learning

More than 1,100 OAA members enjoy free monthly meetings with speakers or entertainment, September through May; reduced fees for sponsored luncheons and trips; a monthly newsletter providing information on activities, events and courses; and a tuition rebate program to reimburse a percentage of the fee paid for any MCC Credit-Free course costing more than \$10.

Visit us on the web: www.manchestercc.edu → Continuing Education → Organization of Active Adults.

Fill out the membership form, detach the card, sign it and keep for your records.

Then send the completed form to the OAA address below along with your check

MCC Organization of Active Adults Membership Form

(Minimum Age: 50) • PLEASE PRINT

Dues: \$15 per person per year (September 1-August 31)

(Mr. & Mrs. Mr. Mrs. Ms. Miss) Last Name _____

Last Name (If different) _____

First Name _____ circle one M F Date of Birth _____

First Name _____ circle one M F Date of Birth _____ full date required

Address _____ full date required

Town _____ State _____ Zip _____ - _____

Phone (_____) _____ Renewal _____ New Member _____

Email address _____

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

Amount enclosed: _____

Check #: _____

Date: _____

Date Received: _____

(completed by office)

MCCOAA

Great Path, MS #16

PO Box 1046

Manchester, CT 06045-1046



DETACH HERE

Keep for your records

MCCOAA MEMBERSHIP

Member Name

Membership expires
August 31 of above year

ORGANIZATION OF ACTIVE ADULTS
in partnership with Manchester Community College

MCCOAA Tuition Rebate Program

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

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

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

MCCOAA Tuition Rebate Form

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

OAA Member's Name: _____

Member's Address: _____

City/Town: _____ State: _____ Zip: _____

Course Title: _____

Course Start Date: _____ Course Fee: \$ _____

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

Instructor's signature: _____ Print Last Name: _____

(Verifying that student attended at least one class session)

For Office Use Only

Rec'd Date

App. No.

Memb. Date

Balance: \$

SUMMER ENRICHMENT PROGRAMS FOR YOUTH

FOR MORE INFORMATION, CONTACT CARLEIGH SCHULTZ, COORDINATOR OF YOUTH PROGRAMS
AT CSCHULTZ@MANCHESTERCC.EDU OR 860-512-2804

WHAT IS EXCURSIONS IN LEARNING?

"Excursions" is a self-supporting program providing enrichment classes for inquisitive and creative minds in grades K-8.

OUR MISSION

The mission of Excursions in Learning is to provide unique enrichment opportunities to creative, gifted, high-achieving and/or highly-motivated students in the elementary and middle school grades.

REGISTRATION

Registration is open on a first-come, first-serve basis. Payment must be received at the time of registration. We do not reserve spaces in classes without payment in full. Registration forms can be faxed, scanned and emailed, mailed or dropped off at LRC B147A. Parents will receive a confirmation of class placement and room locations via email.

To register for any of the July programs submit:

1. The Registration Form
2. The Health and Safety Form
3. Payment

To register for The Summer Academy for Gifted and Talented Youth submit:

1. The Registration Form
2. The Health and Safety Form
3. The School Component Form (completed by your child's classroom teacher)
4. Payment

If your child's first and second choice class cannot be accommodated, you will be notified immediately. All items must be submitted to register. We do not reserve spaces in classes for incomplete registrations.

SUMMER ACADEMY FOR GIFTED AND TALENTED YOUTH

AUGUST 5-16 | MONDAYS-FRIDAYS | 10 SESSIONS

HALF DAY: Pick one class (either morning or afternoon)

FULL DAY: Pick two classes (one in the morning & one in the afternoon)

MORNING CLASSES

9 a.m.—noon

LUNCH
12-1

AFTERNOON CLASSES

1–4 p.m.

PRIMARY GRADES

Clay Time (Grades 1-2)
Sampling Science: Dinosaurs to Race Cars (Grades K-2)
Animals, Animals, Animals! (Grades K-2)

ELEMENTARY GRADES

Explore the Ocean with Dr. Ballard: # 1 (Grades 3-5)
Design Your Own Comic Book (Grades 3-5)
Inspector Detective (Grades 3-5)
Devouring Books (Grades 3-5)
From Minerals to Physics: Experiments with Physical Science (Grades 4-6)

MIDDLE SCHOOL GRADES

From Minerals to Physics: Experiments with Physical Science (Grades 4-6)
MCC Junior Jazz Ensemble (Grades 5-8)
Video Production & Screenwriting (Grades 5-8)
Running Your Own Business (Grades 5-8)
Computer Animation (Grades 6-8)
Experiments in Biological Science (Grades 6-8)

FULL-DAY
STUDENTS

A SUPERVISED
ONE HOUR
LUNCH PERIOD
IS INCLUDED.
PLEASE PACK
A NON-
REFRIGERATED
LUNCH.

(LUNCH FOODS
ARE AVAILABLE
FOR PURCHASE
IN THE
COUGAR CAFÉ)

PRIMARY GRADES

MatheMagic! (Grades 1-2)
MORE Ooey Goopy Science & Art (Grades K-2)
Exploring Art Through Nature (Grades K-2)

ELEMENTARY GRADES

Clay Creations (Grades 3-5)
Walk Like an Egyptian: Exploring Ancient History (Grades 3-5)
Watercolor and Printmaking (Grades 3-5)
Meet an... Ologist: Exploring Science Careers (Grades 3-5)
Math Maniacs (Grades 3-5)
Computer Science: Digital Design (Grades 4-6)

MIDDLE SCHOOL GRADES

Computer Science: Digital Design (Grades 4-6)
Computer Game Design (Grades 5-8)
Anthropology: Solving Mysteries of the Past (Grades 6-8)
Explore the Ocean with Dr. Ballard: # 2 (Grades 6-8)
Digital Photography & Editing (Grades 6-8)

TO FIND THE REGISTRATION FORM FOR YOUTH PROGRAMS GO TO WWW.MANCHESTERCC.EDU/EXCURSIONS

GRADE LEVEL is the grade your child has just completed in the 2012-2013 school year.

No exceptions to the grade levels listed.

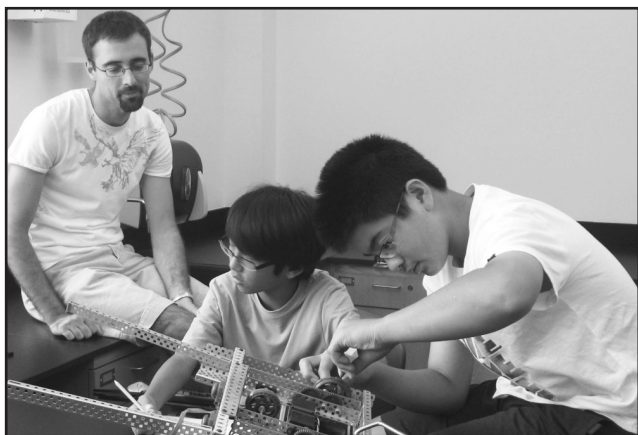
This is a two week program. Students can not register for individual weeks.

SUMMER ENRICHMENT PROGRAMS FOR YOUTH

TECHNOLOGY CAMP I & II

FOR STUDENTS IN GRADES 5-8 IN THE 2012-2013 ACADEMIC YEAR

TO FIND THE REGISTRATION FORM FOR YOUTH PROGRAMS GO TO WWW.MANCHESTERCC.EDU/EXCURSIONS



TECHNOLOGY CAMP I | JULY 8-12

FOR STUDENTS IN GRADES 5-8 IN
THE 2012-2013 ACADEMIC YEAR

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: Rachael Kane

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

Monday-Friday | 7/8-7/12 | 9 a.m.-3:30 p.m. | 5 sessions | Fee: \$210

Section A – CRN #20252

AM: Explorations in Aerodynamics | GPA GP136 (drop off)

PM: Lego Robotics | GPA GP157 (pick up)

Section B – CRN #20253

AM: Lego Robotics | GPA GP157 (drop off)

PM: Explorations in Aerodynamics | GPA GP136 (pick up)



TECHNOLOGY CAMP II | JULY 15-19

FOR STUDENTS IN GRADES 5-8 IN
THE 2012-2013 ACADEMIC YEAR

Magnetic Levitation & 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. Maglev 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 maglev vehicles are being used around the world. These represent some of the means of transportation that are embracing green technology. Join us to learn more about what the future has in store!

Instructor: Rachel Kane

GPS Sleuthing and Geocaching

Uncover hidden treasures on MCC's campus by discovering the secrets of GPS technology. How can GPS (Global Positioning Systems) teach you about navigation, map reading and coordinates? Investigate the science of "geocaching." Working in small teams, students will be given coordinates and will use their new skills to find hidden objects (geocaches) and unknown destinations around campus. Groups will even have the chance to decide on their own treasure and hide it on campus for others to find. No treasure hunt is complete without a final day competition to test your skills! Who will come in first? *This class goes outdoors, but does not leave campus. Students will be with a teaching assistant or the instructor at all times.

Instructor: Steve Moore

Monday-Friday | 7/15-7/19 | 9 a.m.-3:30 p.m. | 5 sessions | Fee: \$210

Section A – CRN #20254

AM: Magnetic Levitation | LRC B219 (drop off)

PM: GPS Sleuthing | LRC A142 (pick up)

Section B – CRN #20255

AM: GPS Sleuthing | LRC A142 (drop off)

PM: Magnetic Levitation | LRC B219 (pick up)



The 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.

SUMMER ENRICHMENT PROGRAMS FOR YOUTH

ADVENTURES IN LEADERSHIP

FOR STUDENTS IN GRADES 5-8 IN THE 2012-2013 ACADEMIC YEAR



Today's world needs great leaders! What does it take to be one?

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

This course meets at the ropes course in Veteran's Memorial Park (180 Hillstown Road, Manchester) which is across the street from the MCC campus. On rainy days, the program will meet in room GPA GP126 on campus at MCC. Please meet at Veteran's Memorial Park on the first day of class. Students, please wear sneakers and comfortable clothing that permits movement. Please do not wear any jewelry. Pack a lunch and drink each day.

Instructors: Scott Goldsmith and Michael Kakalow

Monday-Friday | 9 a.m.-3 p.m.

5 sessions | GPA GP126 | Fee: \$340

Two Identical Sections

Section A - CRN #20401 | 7/15-7/19

Section B - CRN #20402 | 7/22-7/26

TO FIND THE REGISTRATION FORM FOR YOUTH PROGRAMS GO TO WWW.MANCHESTERCC.EDU/EXCURSIONS

JUNIOR CULINARY INSTITUTE

FOR STUDENTS IN GRADES 5-8 IN THE 2012-2013 ACADEMIC YEAR

Junior Culinary Institute Section A or B

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 2013 will please parents and guests with a delicious feast on our final day. Please pack a lunch and wear sneakers. No Prerequisite.

Instructor: Chef Rachael LaPorte

Monday-Friday | 9 a.m.-3 p.m. | GPA GP213

5 sessions | Fee: \$340

Two Identical Sections

Section A - CRN #20249 | 7/8-7/12

Section B - CRN #20250 | 7/15-7/19

Junior Culinary Institute Advanced: Cruise Around the World!

Take your culinary skills to the next level! In this advanced class, we will be visiting several continents and learning about advanced and indigenous cooking methods from around the world. We will start our tour in Europe and move to Asia, then Africa, concluding our culinary cruise in North America. On our final day, we will treat our family to an international feast—dazzling them with the skills we have learned! Students do not need to pack a lunch for this course; they will be preparing their own each day. Prerequisite: *Junior Culinary Camp or Junior Culinary Institute I.*

Instructor: Chef Rachael LaPorte

CRN #20251 | Monday-Friday | 7/22-7/26 | 9 a.m.-3 p.m.

5 sessions | GPA GP213 | Fee: \$360

TO FIND THE REGISTRATION FORM FOR YOUTH PROGRAMS GO TO WWW.MANCHESTERCC.EDU/EXCURSIONS

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 **Password**
(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 Steps 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

MCC BOOKSTORE

Please call for hours: 860-645-3140
www.efollett.com

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.

Free Parking

Parking is free at MCC. You may park without a permit in East and West Lots (formerly B and C). A permit is required to park in staff or handicapped spaces. For convenient access to the new Great Path Academy (GPA), please use East Lot (formerly B Lot).

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.manchestercc.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.

NOTICE OF NONDISCRIMINATION:

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 06040; Student Services Center L-134c; 860-512-3107.



Manchester Community College is committed to access and equal opportunity. Should you have any questions regarding disability related academic adjustments and/or auxiliary aids/services, please contact Disability Services, 860-512-3387 or the Advising and Counseling Center, 860-512-3320 at least ten (10) calendar days prior to the start date of the course or program.

If a timely request is not submitted, the College cannot assure requested adjustments can be provided.

Alternative formats of this material may be provided upon request.

4/13 52M, CE/VS

CREDIT-FREE REGISTRATION FORM

5 EASY WAYS TO REGISTER FOR CREDIT-FREE COURSES

PLEASE COMPLETE AND SUBMIT THIS ENTIRE PAGE.

1. BY MAIL

Complete a registration form (one person per registration form, please).
Pay by check, money order, MasterCard, Visa or Discover Card.

Mail entire page with full payment to:

Continuing Education Registration, MS #13
Manchester Community College
Great Path
P.O. Box 1046
Manchester, CT 06045-1046

2. IN-PERSON

At the Registrar in the SSC 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 AM and 4:30 PM,
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 57.

NO WRITTEN CONFIRMATIONS ARE MAILED. REGISTRANTS WILL BE CONTACTED BY MCC ONLY IF A COURSE IS FULL, CANCELS, OR IF CLASSROOMS, MEETING TIMES OR DATES CHANGE.

MCC CREDIT-FREE COURSE REGISTRATION

PRINT CLEARLY IN INK. REGISTER ONE PERSON PER FORM. PHOTOCOPY FORM IF NEEDED.

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

Name (Last) _____ (First) _____ (M) _____

Previous Name (if any) _____ Email address _____

Home Address (Number and Street) _____

City _____ State _____ Zip Code _____

TEL. (HOME) _____ (WORK) _____ (CELL) _____

**BE SURE TO INCLUDE BOTH A DAY AND EVENING PHONE NUMBER
IN CASE WE NEED TO INFORM YOU OF A SCHEDULING CHANGE OR CANCELLATION.**

Birth Date _____ Gender ☐ Female ☐ Male Today's Date _____

CRN	Course Title	Start Date	Time	Room	Fee
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MAKE CHECK OR MONEY ORDER PAYABLE TO "MCC".

Credit Card # _____

Fees (total enclosed) _____

Cardholder name (print) _____

Cardholder signature _____

Relationship to student _____

Cardholder Address _____

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

REFUNDS

Refunds are issued only for Credit-Free courses that MCC cancels, or if a written request is received no later than one (1) business day prior to the first scheduled class meeting. See details on page 59.

Office Use Only	Regis.	Special	Receipt #	Date
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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, SSC Lobby

By fax: 860-512-3221

Or mail: Registrar's Office, MS #13, MCC,
P. O. Box 1046, Manchester, CT 06045-1046

No refunds will be issued after the allowable drop period. **

* The College does not keep student credit card information on file. If you paid for a class with a credit card and would like to have this account refunded, you must provide us with your account number and expiration date. Otherwise, a refund check will automatically be mailed.

** Refund Appeals are only considered for extraordinary circumstances.

You may view and print a Refund Policy Appeal form at www.manchestercc.edu → Form Depot → Admissions & Registration, or obtain a form at the Registrar's Office.

Special Note to Students: Full payment is due upon registration. If you register and do not pay, you will be billed for the course(s). If you wish to drop a course, you must do so no later than one (1) business day prior to the first scheduled class meeting, or you will be billed for the course.

REFUND POLICY APPEAL PROCEDURES

Appeals will only be considered for the following extraordinary circumstances: severe illness documented by a physician's certificate, administrative error by the College, or military transfer documented by a copy of transfer orders. The following circumstances will not be considered: change in employment situation, misunderstanding of start date or dates of class, inability to transfer course, normal illness, transportation issues, poor decision or change of mind by student regarding course selection, or dissatisfaction with course content or instructor.

All appeals must be submitted in writing and include student ID, contact information and appropriate documentation.

Appeals must be received within 10 days of the official drop date* of the course to be considered.

You may view and print a Refund Policy Appeal form at www.manchestercc.edu → Form Depot → Admissions & Registration, or obtain a form at the Registrar's Office.

SUBMIT COMPLETED FORM TO:

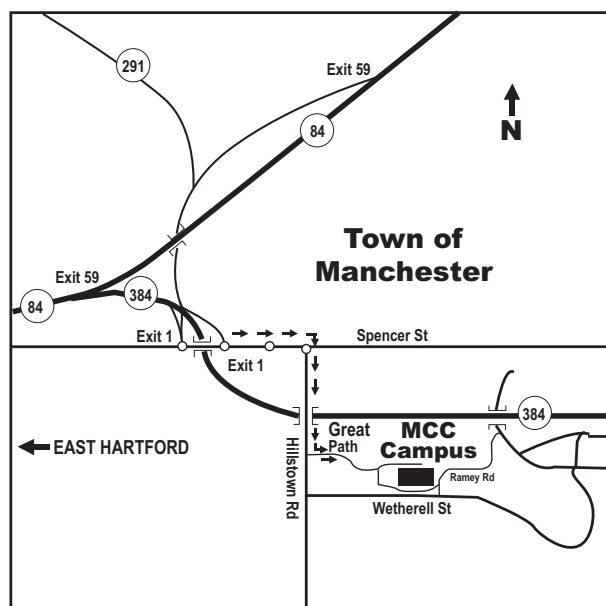
Refund Appeals Committee
Registrar's Office
L-157, SSC Building
Manchester Community College
Great Path, MS #13, P.O. Box 1046
Manchester, CT 06045-1046

The Refund Appeals Committee meets twice per month.

You will receive a written response notifying you of the outcome.

**Drop date is one (1) business day prior to the first scheduled class meeting.*

DIRECTIONS TO MANCHESTER COMMUNITY COLLEGE



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

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

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

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

* Take a left onto Founders Drive North toward East Lot (formerly Lot B) or right onto Founders Drive South toward West Lot (formerly Lot C).

FOR MAPS & DIRECTIONS, VISIT: WWW.MANCHESTERCC.EDU/ABOUT/DIRECTIONS.PHP



**MANCHESTER
COMMUNITY
COLLEGE**

Continuing Education Division
Great Path, MS #16
P.O. Box 1046
Manchester, CT 06045-1046

NON-PROFIT ORG.
U.S. POSTAGE
PAID
HARTFORD, CT
PERMIT #5100

**Continuing Education
Credit-Free Programs**
For Information: 860-512-2800
To Register: 860-512-3232
www.manchestercc.edu/ce



Online Academy

Check out our course selection

See pages 34-43



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.manchestercc.edu/motorcycle



Preparation for CT Real Estate Licensing Exams

Principles and Practices of Real Estate

See page 46



Boating Safety

To obtain a CT Certificate of Personal
Watercraft/Safe Boating

Saturday and Weekday Evening
Classes Available

See page 27



Summer Enrichment Programs for Youth

See pages 54-56