



MANCHESTER
COMMUNITY
COLLEGE

FALL 2013

CREDIT-FREE COURSES

**Beginning September
to December**

**Continuing Education for
Personal Enrichment and
Professional Development**

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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-Reilly mjordan-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 National and 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

LIBRARY HOURS

LRC Building

For hours, please call 860-512-2880 or visit
www.manchestercc.edu/students/library/lookHours.php

REGISTRAR'S HOURS

SSC Building, Main Lobby

For hours 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.

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



Emergency Medical Technician (EMT) Training

The EMT is the first responder on the scene in the event of accident or illness. He or she must assess injuries, administer emergency medical care, extricate trapped individuals, and transport injured or sick persons to medical facilities. Below are examples of services provided by an EMT:

- Administer first-aid treatment and life-support care to sick or injured persons in pre-hospital setting
- Assess nature and extent of illness or injury to establish and prioritize medical procedures
- Maintain vehicles, and medical and communication equipment, and replenish first-aid equipment and supplies
- Observe, record and report to physician the patient's condition or injury, the treatment provided, and reactions to drugs and treatment
- Perform emergency diagnostic and treatment procedures such as airway management during ambulance ride
- Operate equipment such as EKGs, external defibrillators and bag-valve mask resuscitators in advanced life-support environments

This course prepares students to sit for the initial State of CT Certified EMT examination and national board certification, a primary qualification for EMT personnel. Students must attend at least 160 hours and achieve a course grade of 70 or above and be recommended by the instructor to sit for the state exam. The examination fee of \$150 is paid at the time a student applies to take the test. Students are also required to pay a \$6 CPR card fee. The course instructor will inform students about the test dates and application process.

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

Required textbook and supplies: *AAOS Emergency Care and Transportation of the Sick and Injured* 10th edition (ISBN 9781449685881) and a stethoscope, available at MCC Bookstore. Approximate cost \$115.

CRN 31723 | Fee: \$750

37 sessions | Mondays, Wednesdays & Saturdays | 9/9-12/16 (see schedule below)

Classroom

25 sessions | Mondays & Wednesdays | 9/9-12/16 (does not meet 9/23, 10/9, 10/14 & 11/27) | 6-9:30 PM

Clinical

12 sessions | Saturdays | 9/21-12/14 (does not meet 11/30) | 8 AM-4 PM (half-hour lunch)

All classes meet at the Ambulance Service of Manchester, 275 New State Road, Manchester, CT.

Primary Instructor: Melissa Osborne, EMSI and Paramedic along with other staff members of the Ambulance Service of Manchester, LLC.

REGISTRATION GUIDELINES FOR CNA, EMT, PHARMACY TECH, AND PHLEBOTOMY PROGRAMS

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.

** Pharmacy Technician students take a math comprehension test (not a reading test)*

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 AND PHLEBOTOMY ONLY

CNA and Phlebotomy students must provide the college with documentation of the following prior to the start of clinical:

- A physical exam and negative PPD (Mantoux skin test for tuberculosis) both within the last 12 months; and proof of
- Rubella (German measles) immunization
- Rubeola (Regular Measles - 2 doses separated by at least 30 days)
- Varicella Zoster (chicken pox), or a blood titer
- Hepatitis B immunization or a declination statement
- A tetanus within 10 years
- Flu shot required during flu season

The health form will be mailed to students following course registration

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.

For more information about Credit-Free Allied Health Programs call Diane Mitchell at 860-512-2826, or email at DMitchell@manchestercc.edu.



Certified Nurse Aide (CNA) Training Program

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 and is expected to perform the following tasks:

- 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
- 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. The course includes classroom and practical skill instruction at MCC, and clinical experience at Woodlake at Tolland, 26 Shenipsit Lake Rd., Tolland. You are required to wear a white uniform or scrubs to the clinical site. Students must wear a watch with a second hand to clinical. Upon completion of the course, approximately \$110 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. Students with a felony conviction may have difficulty obtaining employment as a CNA. Required textbook and supplies: Basic Skills for Nursing Assistants in Long-Term Care, 6th edition by Gorek and Sorrentino text/workbook package (ISBN 9780323077569) and gait belt available in the MCC Bookstore approximate cost \$102.

CRN 31539 | Fee: \$999

29 sessions | Tuesdays, Thursdays & Saturdays | 9/17-12/7 (see schedule below)

Classroom

21 sessions | Tuesdays & Thursdays | 9/17-12/3 (does not meet 11/5 & 11/28; weather makeup 12/5)
6-9 PM | LRC B125

Clinical

8 sessions | Saturdays | 10/5-12/7 (does not meet 10/12 & 11/30; weather makeup 12/14)
7 AM-3 PM (half-hour lunch) | Woodlake at Tolland, 26 Shenipsit Lake Rd., Tolland, CT

Instructor: Andrea Dillon, RN, M.Ed., has been a nurse since 1974 and an MCC instructor since 2009.
Clinical Instructor: Olive Watson-Coleman, RN, MPH, has more than 15 years experience treating individuals with chronic health issues and teaching about Alzheimer's disease.

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, physiology, nutrition and infection control. In addition, students work with patients at an area long-term care facility to gain hands-on experience.

CRN 31546 | Fee: FREE

1 Thursday | 9/12 | 6-7:30 PM | LRC B125

Instructor: JoAnn Thulin, APRN

MCC Allied Health Courses May Qualify for Veterans' Benefits

You may be able to receive monthly benefits when you enroll in the following programs:

- Certified Nurse Aide (CNA)
- Emergency Medical Technician (EMT)
- Pharmacy Technician Certification
- Phlebotomy Certification

Call MCC's Veteran's Services at 860- 512-3375, or the MCC O.A.S.I.S. at 860-512-3362, for more information on Veteran's benefits.

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.

REGISTRATION GUIDELINES FOR CNA, EMT, PHARMACY TECH, AND PHLEBOTOMY PROGRAMS

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- A physical exam and negative PPD (Mantoux skin test for tuberculosis) both within the last 12 months; and proof of
- Rubella (German measles) immunization
- Rubeola (Regular Measles - 2 doses separated by at least 30 days)
- Varicella Zoster (chicken pox), or a blood titer
- Hepatitis B immunization or a declination statement
- A tetanus within 10 years
- Flu shot required during flu season

The health form will be mailed to students following course registration



Pharmacy Technician Certification

This comprehensive 60-hour course prepares students for an entry-level position in a community hospital, long-term care setting, or pharmacy and is an excellent review for the Pharmacy Technician Certification Board (PTCB) national certification exam.

The pharmacy technician prepares medications under the direction of a pharmacist and may measure, mix, count, label, and record amounts and dosages of medications. Students will learn medical terminology specific to the pharmacy and interpret prescriptions, define drugs by generic and brand names, calculate dosage and I.V. flow rates, drug compounding and dose conversion. A pharmacy technician may also review refill requests to verify that information is complete and accurate; maintain proper storage and security for drugs; answer telephones and respond to customer questions and requests; fill bottles with prescribed medications; type and affix labels; assist customers; price and file prescriptions that have been filled; clean and help to maintain equipment and work areas; and sterilize glassware according to prescribed methods. Procedures regarding inventory control, billing, and insurance reimbursement will also be discussed.

The course fee includes the textbook, but does not include the PTCB exam fee. Please check the PTCB website for more exam information (www.ptcb.org). Students should bring a calculator to class. Please wear dark pants and shirt with a collar. No jeans, open toe shoes or heels, please. Textbook will be provided.

CRN 31542 | Fee: \$825

20 sessions | Monday & Wednesday

9/16-11/25 (does not meet 10/14; weather make-up date 12/2)

6-9 PM | LRC B144

Instructors: Members of the Connecticut Pharmacists Association

For more information about
Credit-Free Allied Health Programs
call Diane Mitchell at 860-512-2826,
or email at DMitchell@manchestercc.edu.



Phlebotomy Technician Certification

The Phlebotomist collects blood samples for a variety of reasons, including medical testing, blood transfusion and blood donation. Blood is collected primarily through venipuncture, though other methods may be used including finger stick, heel stick or butterfly needles. Students must have a steady hand with good manual dexterity and 20/20 vision (can be corrected with lenses) and accurate depth perception.

This course includes classroom lecture and a clinical rotation at Eastern CT Health Network (ECHN) facilities in the Manchester area to be assigned by the instructor. These topics will be studied in depth: basic medical terminology; anatomy and physiology of the cardiovascular system; arterial puncture procedures; blood collection equipment and laboratory procedures; quality assurance; universal precautions and infection control; specimen handling, collection procedures and complications with an emphasis on pediatrics and the elderly. To pass the course, students must attend 100 classroom hours and maintain a minimum grade of 70, complete a minimum 100 clinical hours and achieve 100 successful, unaided blood draws. Upon successful completion of the program, students will be eligible to sit for the American Society for Clinical Pathology (ASCP) certification exam (\$125 exam fee is additional). Students must successfully complete 16 hours of instruction in specific areas prior to beginning clinical. Students who fail to meet this requirement will not be allowed to begin clinical and may not be eligible to complete the program. Textbook: The Phlebotomy Textbook, Third Edition (ISBN 9780803620575), Strasinger & DiLorenzo, available at the MCC Bookstore for approximately \$63.

CRN 31541 | Fee \$1,460

26 sessions | Tuesdays & Thursdays | 9/17-12/19 (does not meet 11/5 & 11/28) | 5:45-9:45 PM

Locations

Tuesdays | LRC B144

Thursdays | 9/19-10/31 | GPA GP139

Thursdays | 11/7-12/19 | LRC B144

100-hour clinical rotation to be assigned weekdays, 7-3 PM at ECHN facilities in the area

Instructors: Donna Daniels, MBA, MHA, FACHE, Director of Laboratory and Pathology Services at ECHN; Kim E.S. Jenack, ASCP; and Pamela Chace, ASCP certified phlebotomy technicians with more than 20 years' experience.

Veterinary Assistant Certification I

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

This 83-hour course is the first part of a two-semester 160-hour program that will prepare students for an entry level position in veterinary health care and follows the National Association of Veterinary Technicians of America (NAVTA) guidelines for Veterinary Assistant Programs. Students must complete both Veterinary Assistant I and Veterinary Assistant II, earn a grade of 70 or above in each and attend at least 150 hours of instruction to complete the program. This course is offered in partnership with Bolton Veterinary Hospital (BVH), 222 Boston Turnpike, Bolton, CT 06043. Prerequisite: *Must be at least 18 years of age with a high school diploma or GED.* Required text: Tasks for the Veterinary Assistant, Second Edition (ISBN: 9780813813028), Paula Pattengale, Wiley-Blackwell, available at the MCC bookstore, approximate cost \$58.

CRN 31545 | Fee \$899

21 sessions | Tuesdays & Saturdays | 9/17-12/7 (see detailed schedule below)

Schedule

11 Tuesdays | 9/17-12/3 | (does not meet 11/5, weather makeup 12/10)

6-9 PM | SSC L142 | 10 Saturdays | 9/21-12/7 (does not meet 10/12 & 11/30, weather makeup 12/14) | 9 AM-2 PM

Saturday Locations

SSC L142 on 9/21, 9/28, 10/5, 11/16 & 11/23

LRC B222 on 10/19 | BVH, 222 Boston Tpke.

Bolton on 10/26,

11/2 & 11/9 | BVH Wellcare Clinic, 663 Boston Tpke., | Bolton on 12/7

Instructors: Lynne Zelinsky, DVM, graduate of Cornell School of Veterinary Medicine and veterinarian at BVH; Erin Jackson, Certified Veterinary Technician; Denise Champagne, Certified Veterinary Technician; and other BVH staff members.

Veterinary Assistant Part II is planned for the Spring 2014 semester.

For more information about Credit-Free Allied Health Programs call Diane Mitchell at 860-512-2826, or email at DMitchell@manchestercc.edu.

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; chart pal 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 31729 | Fee: \$140
6 Mondays | 10/21-11/25
6-8 PM | GPA GP202

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.

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

Work with traditional oil paints, acrylics, or the newer water-mixable oil paints. Receive individual instruction in your medium of choice. Beginning students will learn some fundamentals of painting, including basic composition and color theory, and will work mostly from still life, while more advanced students will be encouraged to develop personal imagery. Choose your own subjects—still life, semi-abstract, landscape, or others. Students should bring an 18"x24" white drawing pad, soft vine charcoal, a sharpened ebony pencil, and a kneaded eraser. Painting materials will be discussed at the first class. You may bring in previous work as a point of departure.

CRN 31736 | Fee: \$245
8 Fridays | 9/27-11/15
noon-2:30 PM | AST D105

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, typically objects or found items which you may already have. Materials fee: \$20, payable to the instructor at the first class, for art supplies.

CRN 31789 | Fee: \$150
3 Saturdays | 11/2-11/16
10 AM-2 PM | AST D132

Instructor: Estelle Laschever

Get in Line: Drawing for All Levels

Students start with charcoal drawings of simple shapes and then build upon the faculty of observation, working toward more complex statements, usually of an organic nature. Focus will be on composition, as well as the use of varied values in defining three-dimensional form. This course also provides a sound foundation for the instructor's painting course. Handouts on color theory will be provided and applied to the use of pastels and drawing still-life subjects. Materials fee: \$25, payable to the instructor at the first class, for a drawing pad, various pencils, erasers, and other materials.

CRN 31740 | Fee: \$199
8 Thursdays | 10/3-11/21
11 AM-1 PM | MCC on Main
Instructor: Estelle Laschever

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 to 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 November 9 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 31797 | Fee: \$140
6 Saturdays | 9/28-11/9 (does not meet 10/12)
10 AM-noon | GPA GP202

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.

Watercolor Techniques of the Old Masters

Follow in the footsteps of some of the "Old Masters," such as Rubens, Constable, and Michelangelo, and learn the techniques they used to create masterpieces. Open to beginning, as well as more experienced artists, we will focus on all steps of the watercolor process, from the original sketch to the application of color. Practice control with the brush, mixing paint and water, and creating a foundation tone to build upon with a full spectrum of colors. You should bring the following materials to class (total start-up cost of approximately \$40 if a student owns no painting supplies): a basic set of watercolor paints and brushes; and watercolor paper.

CRN 31798 | Fee: \$140
6 Tuesdays | 10/8-11/12
6:30-8:30 PM | GPA GP202

Instructor: Zbigniew Grzyb



NEW Watercolor Workshop

We will learn and practice how to sketch a composition; paint a basic still life with flowers; work from photographs of a Tuscan or Provencal landscape; paint from architectural subjects, such as barns, a New England house, or a storefront; and how to complete a piece of art. A supply list will be sent to students for basic watercolor items prior to the start of class.

CRN 31697 | Fee: \$199
6 Fridays | 10/4-11/8
10 AM-noon | VIL 1 V101

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.

Introduction to the French Impressionist Style: Painting Flowers and Gardens

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

CRN 31870 | Fee: \$85
1 Saturday | 11/16
8:30 AM-2:30 PM | GPA GP202

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

NEW Chinese Brush Painting: Yellow Mountain and Waterfall Landscape

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. We will concentrate on China's famous Yellow Mountain and Waterfall landscape for a subject reference. 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 and paper cups for water. Materials fee: \$20, payable to the instructor at the beginning of class, for rice paper, bamboo brush, and ink.

CRN 31871 | Fee: \$85
1 Saturday | 11/23
8:30 AM-2:30 PM | GPA GP202

Instructor: Yuemei Zhang

Cartoons and Comic Books

In this informative and instructional overview, we will discuss the Japanese cartoon and graphic style of anime and manga; Art Spiegelman's books; popular comic strips, including *Doonesbury*; *New Yorker Magazine* cartoons; action figures; cartoon cover design; and graphic novels. Instruction will include work on sequential art, pagination, and comic book drawing techniques, as well as how to design a cartoon panel. Students should bring the following supplies: a fine point black marker, assorted colored markers, colored and standard drawing pencils, sketch paper, eraser, ruler, and if possible, some favorite anime samples and cartoon character books.

CRN 31696 | Fee: \$199
6 Wednesdays | 9/11-10/16
6-8 PM | GPA GP202

Instructor: Iris Van Rynbach

NEW Interior Design Basics: Level II

This class is specifically tailored to students who have taken *Interior Design Basics*. In this sequel course, we will explore in greater depth the selecting of furniture and finishes. The first three sessions will involve individual teacher-assisted studio time and peer review. The final session will allow for a presentation of your design solution to the class (format to be determined by each student). Students will create a furniture plan; select furniture, paint and fabrics; develop a lighting plan; and design built-ins. The materials purchased from the introductory course will be used again. Further materials, if necessary, will be discussed during the first class.

CRN 31760 | Fee: \$105
4 Thursdays | 9/19-10/10
6-8 PM | GPA GP202

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.

Retrain Your Brain and Become an Artist

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

CRN 31977 | Fee: \$170
6 Tuesdays | 9/24-10/29
6:30-9 PM | LRC A226

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

Learn to Draw Portraits

For students with at least intermediate skills, this class will help students overcome the challenges of drawing a portrait. Through a system of step-by-step exercises and demonstrations, learn the proper proportions of an adult's and a child's head and placement of features with the head straight-on and in other positions. The main emphasis will be placed on rendering each feature, and the head as a whole, as a pattern of light and shadows. Students will work from existing portraits provided by the instructor, from their own photographs, and by drawing each other, as well as a live model, if desired, for an additional fee. Please bring the following materials: 11" x 14" (or 14" x 17") drawing pad; tracing paper; pencils of different softness, from 2B to 4B or softer; kneaded eraser; a pencil sharpener; and a ruler.

CRN 31978 | Fee: \$170

6 Mondays | 11/4-12/9

6:30-9 PM | LRC A226

Instructor: Natalia Piendel

Jewelry Making for Beginners

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

CRN 31667 | Fee: \$120

4 Saturdays | 9/14-10/5

10 AM-1 PM | AST D132

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

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 Low-Tech Metal Fabrication for Jewelers

In this fun and interesting workshop, you will learn the basics of jewelry making by first learning how to use a jeweler's saw to cut jewelry forms from a piece of sheet metal. Refine your design by adding texture using hammers, stamps, and metal etching. Then put it all together, using a variety of cold-connecting techniques, such as wire rivets, tube rivets, staples, and hinges. We'll finish the workshop with a demonstration and discussion of patinas. A supply list will be mailed to students before the first class.

CRN 31735 | Fee: \$125

6 Wednesdays | 9/11-10/16 | 6:30-9 PM | AST D110

Instructor: Kris Quinn is a mixed media artist with a passion for beads and wearable art. She teaches many jewelry-making workshops throughout Connecticut, including at her studio in Cheshire. Samples of the jewelry made in her classes can be viewed at her website: www.bellefirebeads.com.

Wire Jewelry Techniques

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

CRN 31734 | Fee: \$65

3 Wednesdays | 10/23-11/6 | 6:30-9 PM | AST D110

Instructor: Kris Quinn

Viking Knit Bezels and Chain

Using ultra-fine wire, learn this ancient looping technique to weave an attractive bezel around a cabochon (flat-backed stone). This easy-to-master technique can be used to embellish a wide variety of stones. Finish your pendant by weaving a delicate chain using a variation of this looping technique. Samples of this jewelry can be viewed at the instructor's web site: www.bellefirebeads.com. A supply list will be mailed to students before the first class.

CRN 31733 | Fee: \$45

2 Wednesdays | 11/13-11/20 | 6:30-9 PM | AST D110

Instructor: Kris Quinn



Gold Sunflower
by Judith E. Goldstein

A Beginner's Introduction to Creating Silver Jewelry with PMC

Design and create your own silver jewelry. Learn the basics of working with Precious Metal Clay (PMC). No prior metal or jewelry experience is necessary and all ages (including teens) are welcome. In the first session we will focus on tools, skills, and forming your own silver pendant. Session 2 will focus on finishing your pieces, including polishing and antiquing. You can leave the course wearing your own jewelry! These new skills will qualify you to enroll in more advanced levels offered by the instructor. *Please note: You must register by September 16 to allow the instructor time to buy supplies.* Materials fee: \$45*, payable to the instructor at the first class, for supplies.

CRN 31824 | Fee: \$75

2 Mondays | 9/23-9/30 | 6:30-10 PM (first session) & 7-10 PM (second session) | GPA GP202

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.

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

Beginners will master the rewarding skill of assembling ready-made "jump rings" into a variety of attractive chain patterns: flower, double flower, rope, and double rope. Learn how to use jewelry pliers to attach the bronze rings in different ways without soldering. After constructing samples of each pattern, students will proceed to design their bracelet in lustrous, gold-toned bronze. By the end of the course, students will be able to create chain maille bracelets, necklaces, and earrings. *Please note: You must register by October 1 to allow the instructor time to buy supplies.* Materials fee: \$27*, payable to instructor at the beginning of class, for class supplies.

CRN 31839 | Fee: \$45

1 Wednesday | 10/9 | 6-10 PM | GPA GP120

Instructor: Judith E. Goldstein

Create a Pure Silver Origami Crane Ornament: The Symbol of Hope

As a special gift for the holidays, learn to create an origami crane ornament in Precious Metal Clay (PMC) Paper. Teens are welcome; no origami or PMC experience is required, only a willingness to have some dexterous fun! In the first session, you will learn step-by-step how to create cranes in origami paper with confidence and then transfer this skill to silver paper. After finishing the crane, it will be fired in a kiln, emerging in its pure silver form. In the second session, you will learn and practice silver finishing techniques for your crane. You should bring to class a small lidded box with cotton inside to transport your crane. *Please note: You must register by October 15; instructor must purchase supplies for a specific number of students.* Materials fee: \$20*, payable to instructor at the beginning of class, for sterling jump rings, clasp, and charm.

CRN 31838 | Fee: \$65

2 Tuesdays | 10/22-10/29 | 7-10 PM (first session) & 7-9:30 PM (second session) | GPA GP136

Instructor: Judith E. Goldstein

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

Knit Your Holiday Gifts!

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

CRN 31707 | Fee: \$99

5 Wednesdays | 9/11-10/9

6:30-8:30 PM | GPA GP156

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

NEW Creative Crochet Design

Continue your basic crochet skills and take your knowledge to the next level. You'll be introduced to working with a crochet pattern chart and practice using a swatch sample. You'll work on a theme project, using a single crochet background, and incorporate a colorful and unique pattern design on this background. This color design will be worked on as a group in class. Prerequisite: *Creative Crochet for Beginners, or previous crocheting experience.*

CRN 31976 | Fee: \$99

6 Thursdays | 10/17-11/21

3:30-5:30 PM | SSC L142

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

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.

Creative and Versatile Floral Designs

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

The course is held at Paul Buettner Florist, 1122 Burnside Ave. (Rt. 44), East Hartford.

CRN 31998 | Fee: \$115

7 Mondays | 9/23-11/18

(does not meet 10/14 & 10/21) | 7-9 PM

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

Chair Caning: Seat Weaving Workshop

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

CRN 31999 | Fee: \$145

3 sessions: 1 Friday, 11/1, 6:30-10 PM

& 2 Saturdays, 11/2-11/9

9 AM-4 PM | VIL 1 V101

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

YOU MAY ALSO LIKE

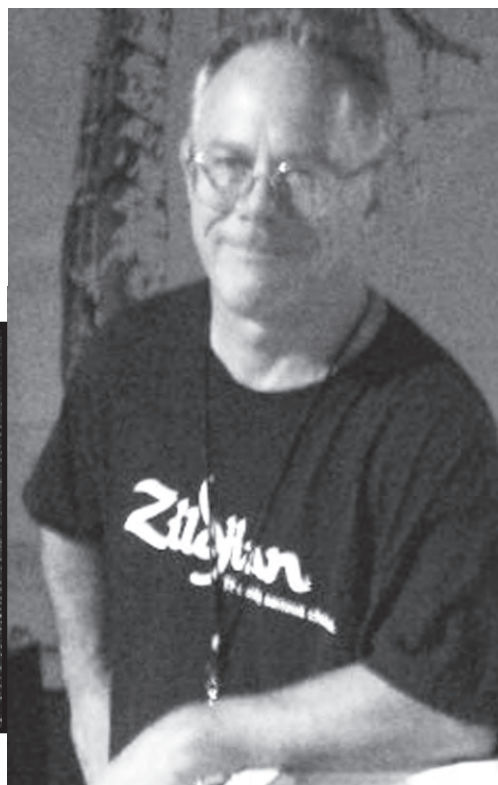
Educating the Picker on page 36

INSTRUCTOR SPOTLIGHT

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



Slate carving by Randall Nelson



NEW Learn the Beautiful Art of Slate Carving!

Slate carving is similar to wood carving, but requires fewer and simpler tools. The finished results can be elegant, while carved slate objects can be applied to a wider variety of projects for both indoor and outdoor applications. Students will also learn the basics of layout and carving for each lettering and sculptural detail. Students should bring to class the following supplies: two regular wood carpenter's chisels, 1/4" and 1/2"; a 6" combination sharpening stone (also called an India stone); and a small hammer or mallet (any type, even a ball peen type hammer); a 6"-8" deep clamp; and a piece of scrap wood (approx. 1"x2"x4") to use as a stop. Materials fee: \$20 for a piece of slate, or students may bring their own.

CRN 31794 | Fee: \$170

5 Saturdays | 10/19-11/16 | 10 AM-1 PM | AST D124

Instructor: Randall Nelson

Tool Sharpening for Woodworkers

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

CRN 32002 | Fee: \$60

1 Saturday | 9/21 | 9 AM-2 PM | AST D124

Instructor: Randall Nelson

Body, Mind & Spirit

Massage: Hands-On Healing

Learn step-by-step techniques in this hands-on workshop for the beginner. Practice head, neck, shoulder, back and arm massage. Participants will practice on each other. Wear loose, comfortable clothing and bring an exercise mat, sleeping bag or thick blanket to lie on, and a pillow, towel and favorite body lotion. Also, please bring a snack and drink for mid-session nourishment.

CRN 31680 | Fee: \$50

1 Saturday | 9/21

10 AM-2 PM | AST D213

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

Acupuncture and Oriental Medicine

In this introductory overview, we will discuss the treatment's effectiveness, learn about Qi (chi) and how it is used in the treatment, and examine how the selection of acupuncture points is based on proper diagnosis and treatment principles. This informational session will answer your questions, whether you've had acupuncture before or not, as well as discuss various elements of Chinese medicine, such as herbs and acupressure. A demonstration of acupuncture will be provided.

CRN 31763 | Fee: \$20

1 Thursday | 10/10

7-9 PM | GPA GP214

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

QiGong: Meditative Movements for Health and Wellness

QiGong has been practiced in China by millions of people for more than 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 31768 | Fee: \$25

2 Thursdays | 10/17-10/24

7-8:15 PM | GPA GP214

Instructor: John Mammone



NEW Yoga Fundamentals: History and Techniques

Learn the essentials of yoga and experience a variety of yogic styles, relaxation, and meditation. The first part of each class will involve a lecture, followed by an experiential session. The subjects and styles will include Kundalini Yoga, Hatha Yoga, Yin Yoga, and Yoga of the Heart®. We will also cover the history of yoga, yogic philosophy and lifestyle, and Patanjali's Eight Limbs. Students should bring a mat, water, cushion, blanket, and a notebook. 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 31769 | Fee: \$90

5 Tuesdays | 9/17-10/15 | 6-7:30 PM | SSC L154 (Aerobics Studio)

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.

NEW Yoga for All Levels

Yoga and meditation can transform your life in a positive way. The ancient practice of Kundalini Yoga has been described as one of the most comprehensive yogic styles and can promote a happy and healthy lifestyle. Each session includes gentle, energizing, rhythmic yoga practice, followed by meditation and deep relaxation. Increase your flexibility, clear your mind, relieve pain, and trim your waistline with dedication and practice. No previous experience or fitness level is required. 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 31757 | Fee: \$115

8 Tuesdays | 10/22-12/10 | 6-7:15 PM | SSC L154 (Aerobics Studio)

Instructor: Kay Lani LeBoulluec

NEW Working Toward a Stress-Free Life

We live in a fast-paced environment and experience increasing demands on our time and resources. Explore how stressors silently affect our health and state of mind and inhibit our productivity, and learn to identify them in our daily lives. We will learn to manage stress in a positive way using coping strategies and more effective time management, designing a personalized action plan to live a more balanced lifestyle. Instructor provides handouts. No prerequisite.

CRN 31590 | Fee: \$85

1 Tuesday | 12/3

9 AM-4 PM | LRC B144 (limited seating)

Instructor: Instructor: Allison L. Phaneuf, M.S., C.A.G.S., facilitates workshops, team development trainings, and career development seminars for the corporate sector, as well as many colleges and academic settings in the New England area.

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 31771 | Fee: \$30

1 Saturday | 9/21

2:30-4:30 PM | MCC on Main

CRN 31772 | Fee: \$30

1 Saturday | 11/16

2:30-4:30 PM | GPA GP139

Instructor: Kay Lani LeBoulluec

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 31770 | Fee: \$60

4 Wednesdays | 10/2-10/23

7-8:15 PM | GPA GP136

Instructor: Kay Lani LeBoulluec

IMPROVE YOUR WELLNESS WITH A FRIEND.

Register together.

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 31676 | Fee: \$150

1 Saturday | 9/14

9 AM-4:30 PM | AST D213

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

Second Degree Reiki Training

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

CRN 31677 | Fee: \$175

1 Saturday | 10/5

9 AM-4:30 PM | AST D213

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 31678 | Fee: \$200

1 Saturday | 11/2

9 AM-4:30 PM | AST D213

Instructor: Dory Dzinski



NEW Reiki Review

Need some brushing up on your Reiki? Somewhat insecure with your hand placements? Uncertain about how to activate the Reiki energy? Would you like to connect with other Reiki practitioners and share your experiences and hear about theirs? This class is designed as a review for Usui Reiki I, II, and III practitioners. The various knowledge of different levels will be taken into consideration during this class. There will be at least 1.5 hours of hands-on practice time.

CRN 31793 | Fee: \$50

1 Saturday | 11/23

9 AM-1 PM | AST D213

Instructor: Dory Dzinski

NEW Awakening the Chakras through Mindful Yoga

This workshop will provide an introduction to the seven primary chakras or spiritual energy centers within the human body. The goal is to achieve balance within these centers, so that your life reflects the same. Learn about the individual chakras and how they correspond to daily life. Then, through a series of mindful yoga postures specifically designed for each chakra, participants will learn how to enhance their health and well-being. Students should bring a lunch.

CRN 31791 | Fee: \$70

1 Saturday | 10/19

9 AM-3:30 PM | AST D213

Instructor: Dory Dzinski

NEW Creating a Reiki Crystal Grid

This class is open to practitioners of Reiki II and above. Learn how to create a simple Reiki energy grid with quartz crystals, which have been used in electronics and all kinds of technology for decades, due to their ability to hold and conduct energy. These crystal grids send energy to whatever you place there. They also help you to receive energy, which can be directed to family and friends or your personal goals. Instructor will provide all materials. If you would like to add enhancements, please bring these items with you.

CRN 31792 | Fee: \$25

1 Thursday | 10/24

7-9 PM | LRC B209

Instructor: Dory Dzinski



The Alexander Technique: Learn to Improve Your Posture and Balance

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 32001 | Fee: \$30

1 Saturday | 9/21

1:30-4:30 PM | GPA GP136

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 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.

CRN 31764 | Fee: \$20

1 Tuesday | 9/10

6-7:30 PM | GPA GP214

Instructor: Cris Jacobs is a life change coach in West Hartford at Hartford Family Institute's Center for Healing. He has an M.B.A., an advanced certificate in EFT, and a core energetics practitioner certificate.

NEW Emotional Freedom Technique (EFT) for Building Relationships

Learn how to use EFT in order to identify and move past the blocks that impede love, giving, and sharing, and thereby improve your relationships. These impediments are often issues such as frustrations and old hurts. We'll also talk about the spiritual significance of relationships, and how anger is really your friend. Come on your own or bring a partner.

CRN 31765 | Fee: \$20

1 Thursday | 9/12

6-7:30 PM | GPA GP214

Instructor: Cris Jacobs

NEW Introduction to Body-Oriented Psychology and Energy Medicine

Emotions, beliefs and energy are the scaffolding of the physical body and the life we create. Drawing on BioEnergetic Character Structures, Louise Hays' work on emotion, and Chakra/Meridian Systems, we'll "connect the dots" and see how illness and life problems are created by the actual decisions we make. Importantly, we discuss how, through self-empowerment, problems/issues in life point to core issues and the transformational healing needed for greater health and happiness.

CRN 31766 | Fee: \$30

1 Thursday | 9/19

6-8 PM | GPA GP214

Instructor: Cris Jacobs

NEW Advanced Life Coaching

This advanced course is for the student with some previous life coaching and Emotional Freedom Technique (EFT) training. Topics will include the stages of coaching; dream steps (know yourself, free yourself, be yourself); deep healing and transformation (Release-Rethink-Redo); personality types and healing; incorporating EFT into life coaching; and the importance of healing yourself first. Other topics will include spirituality, accountability, awareness, meditation, conflict, and anger. Students will role-play specific coaching situations.

CRN 31761 | Fee: \$99

2 Thursdays | 10/10-10/17

6-8:30 PM | SSC L142

Instructor: Cris Jacobs

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. Learn the basic principles of EFT and the "Basic Recipe" or tapping procedure, as well as the transformational process of identifying and healing core issues that underlie discomforts and problems in life. An informative handout is included. 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 31767 | Fee: \$99

2 Tuesdays | 10/15-10/22

6-8:30 PM | GPA GP214

Instructor: Cris Jacobs

NEW Advanced Applications of Emotional Freedom Technique (EFT)

When EFT is applied to deeper, personal issues, it can be transforming and life-changing. Participants will use EFT's process of "Release-Rethink-Redo" to resolve "core issues." Please note: This workshop is highly experiential, so bring a personal goal or have a change in mind that you'd like to manifest in your life. Students receive informative handouts and a Certificate of Completion. Prerequisite: *Any EFT course or training session, or comparable knowledge with instructor's consent.* Please leave a message with Continuing Education at 860-512-2800 in order to contact the instructor.

CRN 31790 | Fee: \$99

2 Tuesdays | 11/12-11/19

6-8:30 PM | GPA GP214

Instructor: Cris Jacobs

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

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

CRN 31679 | Fee: \$25

1 Saturday | 10/5 | 9 AM-noon | GPA GP136

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

NEW Creativity Coaching

Living creatively requires no great artistic talent or superior intellect—all it takes is a willingness to approach life with playful curiosity and uninhibited imagination—attitudes we naturally had as children and which can be renewed in our lives, in both work and at home, to find innovative solutions to everyday problems. Express yourself more effectively! Instructor will provide handouts.

CRN 31737 | Fee: \$120

5 Saturdays | 9/21-10/26 (does not meet 10/12)
2-4 PM | MCC on Main

Instructor: Stacey Zackin is a certified professional life, career and health coach, with degrees in film and photography, industrial social work, depth psychology, and nonprofit management, and has spent the last two decades helping entertainment professionals and nonprofit organizations.

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 31681 | Fee: \$25

1 Thursday | 11/14 | 7-9 PM | LRC B209

Instructor: Dory Dzinski

Living Well, Dying Well

Most Americans are reluctant to address the issues surrounding death and dying. We will explore our attitudes toward death, share experiences of grief and loss (if desired), and learn about the choices available for end-of-life care. We will discuss hospice and palliative care; the psychology of death and dying; family and patient communication dynamics; and spirituality. This course is recommended for people who have lost family members, as well as for healthcare workers.

CRN 31997 | Fee: \$65

4 Wednesdays | 10/2-10/23

7-9 PM | GPA GP126

Instructor: Patricia Wilson earned her M.S. in social sciences from the University of Buffalo. She has worked in hospice home care for nearly 20 years and currently as a Volunteer Services/Bereavement Services manager at Vitas in Glastonbury.

"The Secret" Workshop

As seen on Oprah and the Ellen DeGeneres Show, "The Secret" is making headlines around the world. 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. Learn how to effectively use the universal "Law of Attraction," while avoiding pitfalls that prevent you from attaining your dreams, 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 32011 | Fee: \$45

2 Saturdays | 9/21-9/28

10 AM-noon | GPA GP139

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.

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

Messages from Beyond

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

CRN 31685 | Fee: \$75

1 Saturday | 9/28

9:30 AM-12:30 PM | LRC B208

CRN 31686 | Fee: \$75

1 Saturday | 11/2

9:30 AM-12:30 PM | LRC B208

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

NEW Spirit Guides and Angel Friends: Next Level

This course is designed as a sequel to the introductory Spirit Guides course. Now that you have the basic skills, let Joyce take you to the next level for connecting with the spirit plane and receiving help or direction from your spirit guides, guardian angels, and departed loved ones and friends. Please dress comfortably.

CRN 31684 | Fee: \$75

1 Saturday | 10/26

9:30 AM-12:30 PM | LRC B208

Instructor: Joyce Orcutt

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 31700 | Fee: \$65

4 Mondays | 9/30-10/28 (does not meet 10/14)

7-9 PM | LRC B209 (first three sessions);

Enchantments (final session)

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.

MCC ON MAIN 903 MAIN STREET | MANCHESTER

MORNING PRIMERS

Microsoft Office is the best-selling premier business software suite in the world. MCC now offers a two hour cost-effective overview of features and basic operation of each Microsoft Office application. Training will be held at MCC on Main at a convenient time for business owners. The entire Microsoft Office Suite "primer" training is offered once per month, September through November 2013. Additional in-depth training for these software applications is available at the MCC campus.

NEW Microsoft Word

Learn the fundamentals of word processing: how to create, edit, format and save a document.

CRN 31753 | Fee: \$25
1 Monday | 9/9 | 8-10 AM

Instructor: Dotty Weiner

CRN 31754 | Fee: \$25
1 Monday | 10/7 | 8-10 AM

Instructor: Dotty Weiner

CRN 31755 | Fee: \$25
1 Monday | 11/18 | 8-10 AM

Instructor: Steven Bloom

NEW Microsoft Outlook

Learn to configure Outlook for optimum use, create, edit and forward emails, open and save attachments, as well as attach and send documents via email.

CRN 31747 | Fee: \$25
1 Tuesday | 9/10 | 8-10 AM

Instructor: Dotty Weiner

CRN 31748 | Fee: \$25
1 Tuesday | 10/8 | 8-10 AM

Instructor: Dotty Weiner

CRN 31749 | Fee: \$25
1 Tuesday | 11/19 | 8-10 AM

Instructor: Dotty Weiner

NEW Microsoft Excel

Learn to recognize data types, enter spreadsheet data, edit data and use basic formulas.

CRN 31744 | Fee: \$25
1 Wednesday | 9/11 | 8-10 AM

Instructor: Dotty Weiner

CRN 31745 | Fee: \$25
1 Wednesday | 10/9 | 8-10 AM

Instructor: Dotty Weiner

CRN 31746 | Fee: \$25
1 Wednesday | 11/20 | 8-10 AM

Instructor: Dotty Weiner

NEW Microsoft PowerPoint

Learn to create a presentation from a template, edit your presentation and run the presentation.

CRN 31750 | Fee: \$25
1 Thursday | 9/12 | 8-10 AM

Instructor: Dotty Weiner

CRN 31751 | Fee: \$25
1 Thursday | 10/10 | 8-10 AM

Instructor: Dotty Weiner

CRN 31752 | Fee: \$25
1 Thursday | 11/21 | 8-10 AM

Instructor: Dotty Weiner

NEW Microsoft Access

Learn database terminology and the various database views and objects that Access includes. Students will enter and edit information in a database table and form.

CRN 31741 | Fee: \$25
1 Friday | 9/13 | 8-10 AM

Instructor: Dotty Weiner

CRN 31742 | Fee: \$25
1 Friday | 10/11 | 8-10 AM

Instructor: Dotty Weiner

CRN 31743 | Fee: \$25
1 Friday | 11/22 | 8-10 AM

Instructor: Dotty Weiner

FREE WIFI ACCESS AT MCC ON MAIN

For more information about Computer Technology Programs call Bruce Manning at 860-512-2808, or email BManning@manchestercc.edu.

EVENING TECHNOLOGY SERIES

iPad Tips & Tricks for Newbies

Gather with other iPad enthusiasts to learn more about 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 31896 | Fee: \$25
1 Thursday | 10/3 | 6-8 PM

Instructor: Sandra Rimetz

Advanced iPad Tips & Tricks

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

CRN 31897 | Fee: \$25
1 Thursday | 10/10 | 6-8 PM

Instructor: Sandra Rimetz

Social Media for Everyone

Learn about today's top five social media websites and how they can inspire your creativity on the web.

CRN 31898 | Fee: \$25
1 Thursday | 10/17 | 6-8 PM

Instructor: Sandra Rimetz

Photoshop Quick and Easy

Get an overview of the powerful industry-standard tool used for photo editing, retouching, compositing, and graphic illustration in this seminar-style presentation. Learn how to create a new work from scratch or edit an existing image. Students are encouraged to bring their own laptops with Photoshop and follow along with the instructor.

CRN 31899 | Fee: \$25
1 Wednesday | 10/23 | 6-8 PM

Instructor: Laurie Grace

Restoring Old Photos

Learn techniques to restore, color-correct and enhance your digital or scanned photos in this seminar-style presentation. Use Photoshop as a retouching tool to transform that torn, worn photo into a picture-perfect image. Students are encouraged to bring their own laptops with Photoshop and follow along with the instructor.

CRN 31900 | Fee: \$25
1 Wednesday | 10/30 | 7-9 PM

Instructor: Laurie Grace

■ INTRODUCTORY



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 31946 | Fee: \$99
2 Mondays | 9/9-9/16
6-9 PM | LRC B141

Instructor: Dorothy Weiner

Computer Boot Camp

Don't get left behind as technology moves forward. It is never too late to learn. Get acquainted with the computer terminology and devices that can help manage your information today. You will gain insight into computer hardware and the Microsoft Windows operating system. In addition, you will learn how to use the basic word processing functions of the popular Microsoft Word program. You will also learn how to use the Outlook email program and the best search techniques on the Internet. Registered students are eligible for free Windows software. Instructor provides handouts. Prerequisite: *Keyboarding skills recommended*.

CRN 31858 | Fee: \$199
4 Tuesdays | 10/1-10/22
6-9 PM | LRC B211

Instructor: Steven Bloom

All Microsoft Office training is provided using the Microsoft Office 2010 software suite, however Office 2007 is very similar and any questions regarding Office 2007 will be addressed as time allows.

■ 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. Your instructor will provide useful handouts. Prerequisite: *Basic Windows, keyboarding and mouse skills*.

CRN 31825 | Fee: \$99
2 Tuesdays | 11/5-11/12
6-9 PM | LRC B141

Instructor: Kristin Violette

Word In-Depth

Skills taught in this in-depth course include: format paragraphs; insert and modify text boxes; create and modify headers and footers; learn to use tables and lists to organize content; modify tables; merge documents and data sources; manage tracked changes; create endnotes and footnotes, insert a table of contents; and other useful skills. Your instructor will provide useful handouts. Prerequisite: *Word 2007 or 2010 Introduction course, or permission of computer coordinator*. See MOS Exam Schedule and Information on page 20.

CRN 31551 | Fee: \$199
2 Tuesdays | 9/17-9/24
9 AM-4 PM | LRC B141 (limited seating)

Instructor: Dorothy Weiner

Word Advanced: Working with Complex Documents

This class is for people interested in learning more about managing large documents such as manuals, catalogs, or books. It is geared for the user with experience working in Microsoft Word. Some of the skills covered are modifying, creating and organizing Styles; creating and organizing Quick Parts; advanced find features; working with Footnotes and Endnotes; working with Bookmarks and Cross References; automating with simple macros; creating Tables of Contents using automatic and manual methods; creating an Index; working with Master Documents; and using Citations and Table of Authorities. Your instructor will provide useful handouts. Prerequisite: *Word 2007 or 2010 Intermediate level skills, equivalent experience or permission of the computer coordinator*.

CRN 31570 | Fee: \$99
1 Thursday | 11/14
9 AM-4 PM | LRC B142 (limited seating)

Instructor: Dorothy Weiner

■ SPREADSHEETS

Accounting: A Practical Focus to Financial Accounting

In this hands-on course, you will be introduced to the theory and practice of accounting applicable to the accumulation, external reporting, and users of financial accounting information. Topics presented include the steps in the accounting cycle; transaction analysis; journal entries; and statement creation. Students will build a company's accounting system in QuickBooks, download their data into an Excel spreadsheet, and build linked statements. Please bring a flash drive to class. Required texts: *Schaum's Outline of Financial Accounting*, 2nd Edition, (ISBN 9780071762502) available at MCC Bookstore for approximately \$21; and *QuickBooks 2013 The Guide*, (ISBN 9780071809344), available at MCC Bookstore for approximately \$33. Prerequisite: *Basic Windows, keyboarding and mouse skills; familiarity with Excel*.

CRN 31527 | Fee: \$450
5 Fridays | 9/20-10/18
9 AM-4 PM | LRC B141 (limited seating)

Instructor: Charles Schwartz

Accounting II: Managerial and Cost Accounting

This continuation of Accounting I will include a study of the accounting cycle of a service company, emphasizing the recording of business transactions relating to inventory and the preparation of financial statements. Emphasis is also placed on analysis of cost behavior, budgeting concepts, standard cost systems and variance analysis, and the operations of businesses. Coursework will utilize QuickBooks and Excel in our computer lab. Please bring a flash drive to class. Required texts: *Schaum's Outline of Financial Accounting*, 2nd Edition, (ISBN 9780071762502) available at MCC Bookstore for approximately \$21; *QuickBooks 2013 The Guide*, (ISBN 9780071809344), available at MCC Bookstore for approximately \$33; and *Schaum's Outline of Managerial Accounting*, 2nd Edition, (ISBN 9780071762526) available at MCC Bookstore for \$20. Prerequisite: *Accounting I*.

CRN 31529 | Fee: \$450
5 Fridays | 11/1-12/6 (does not meet 11/29)
9 AM-4 PM | LRC B141 (limited seating)

Instructor: Charles Schwartz

For more information about Computer Technology Programs call Bruce Manning at 860-512-2808, or email BManning@manchestercc.edu.

Computer Technology

Excel Introduction

Excel 2010 Introduction is designed for people new to spreadsheets and for self-taught users who wish to expand their knowledge. Learn to recognize the main areas of the Excel worksheet and workbook; enter, edit and delete data; create basic formulae and functions, including SUM, AVERAGE, MAX and MIN; enhance the presentation of workbook data; create, display and manipulate simple charts; work with multiple worksheets; freeze titles and add comments. Instructor provides handouts. Prerequisite: *Basic Windows, keyboarding and mouse skills*.

CRN 31556 | Fee: \$99

1 Tuesday | 9/17 | 9 AM-4 PM | LRC B142 (limited seating)

Instructor: Charles Schwartz

CRN 31826 | Fee: \$99

2 Tuesdays | 11/19-11/26 | 6-9 PM | LRC B141

Instructor: Kristin Violette

Excel Intermediate

This accelerated course builds upon the fundamentals presented in Excel Introduction. Concepts include how to navigate through a worksheet; print, personalize an environment; construct cell data; apply auto fill; apply and manipulate hyperlinks and cell formats; merge or split cells; create row and column titles; hide and unhide rows and columns; and manipulate page setup options for worksheets; Solver, Goal Seek, Scenarios; create and apply cell styles; manipulate window and workbook views; create and revise formulas; enforce precedence; apply cell references, named ranges, cell ranges and condition logic in formulas; create charts based on worksheet data; apply and manipulate illustrations; create and modify images by using the Image Editor; apply Sparklines; share spreadsheets by using Backstage; manage comments; filter data, sort data, SumIf and SumIfs family of functions; and apply conditional formatting. Additional topics will be addressed as time allows. Instructor provides handouts. Prerequisite: *Excel 2007 or 2010 Introduction, or permission of instructor or computer coordinator*.

CRN 31560 | Fee: \$299

3 Tuesdays | 10/1-10/15 | 9 AM-4 PM | LRC B142 (limited seating)

Instructor: Charles Schwartz

Excel Data and Functions

This comprehensive course on data handling will ensure that you are tapping the full power of Excel. Features examined include data sorting and filtering, everyday shortcuts, setting iterative calculation options, intentional circular references, recursion, solving simultaneous equations, enabling or disabling automatic workbook calculation, 3D formulas, SERIES formula, animating a chart using iteration, what-if analysis, using Logical, Lookup, Custom, Statistical, Date and Time, Financial, Text, Cube, and Megaformula functions, import/export of tables, and analyzing statistics. Managing information in tables and using pivot table reports, conditional formatting, data validation, formula auditing and simple macro creation will also be addressed to make this a course that no frequent user should go without. Please note that due to student demand, we have expanded the Excel Data and Functions course from 6 hours to 12 hours. Instructor provides handouts. Prerequisite: *Excel 2007 or 2010 Introduction course, or permission of the computer coordinator*.

CRN 31562 | Fee: \$199

2 Tuesdays | 10/22-10/29 | 9 AM-4 PM | LRC B142 (limited seating)

Instructor: Charles Schwartz

Excel Advanced

This hands-on, one-day intensive course integrates the features of Excel in real-world settings and provides a detailed overview of a wide range of Excel topics. Areas of interest will include more complex formulas; (including single and multi-cell arrays); alternative data sets; merging workbooks and setting track-changes options; templates; pivot tables in depth (with additional info about Slicers); pivot charts; trace macros; running a macro when a workbook is opened; running a macro when a button is clicked; recording an action macro; assigning a macro to a command button; creating a custom macro button on the Quick Access Toolbar; applying modifications to a macro; insert and manipulate form controls; and VBA custom functions. Additional topics will be covered if time allows. Instructor provides handouts. Prerequisite: *Excel 2007 or 2010 Intermediate, or permission of the instructor or computer coordinator*.

CRN 31558 | Fee: \$99

1 Tuesday | 11/12 | 9 AM-4 PM | LRC B142 (limited seating)

Instructor: Charles Schwartz

QuickBooks Introduction: 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. Prerequisites: *Accounting 1 or Basic Familiarity with QuickBooks*. Required text: QuickBooks 2013: The Missing Manual: The Official Intuit Guide to QuickBooks 2013

(ISBN 9781449316112) available at MCC Bookstore for approximately \$35.

CRN 31554 | Fee: \$199

2 Tuesdays | 11/19-11/26

9 AM-4 PM | LRC B141 (limited seating)

Instructor: Charles Schwartz

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

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ceinfo@manchestercc.edu

For more information about Computer Technology Programs call Bruce Manning at 860-512-2808, or email BManning@manchestercc.edu.

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 and 2010 are very similar. Questions regarding 2007 will be addressed as time allow. Students are eligible to receive free Access 2010 software. Prerequisite: *Basic Windows, keyboarding and mouse skills.*

CRN 31564 | Fee: \$99

1 Thursday | 9/19

9 AM-4 PM | LRC B141 (limited seating)

Instructor: George Pillar

CRN 31828 | Fee: \$99

2 Tuesdays | 12/3-12/10

6-9 PM | LRC B142

Instructor: Kristin Violette

Access Intermediate

Learn 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. Although this course uses Access 2010 software, 2007 & 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Instructor provides handouts. Prerequisite: *Access 2007 or 2010 Introduction, or permission of instructor or computer coordinator.*

CRN 31572 | Fee: \$299

3 Thursdays | 9/26-10/10

9 AM-4 PM | LRC B141 (limited seating)

Instructor: George Pillar

Access Advanced

Explore Access and SQL queries in-depth and create cross tabs, four types of action queries, and multi-criteria parameter queries. Create macros and attach them to events of objects, such as data validation and data entry macros, AutoKey and AutoExec macros, and import and export macros. Import and export data, including SharePoint services, XML and CSV file formats. Export XML documents with an XSL file and save an object to an XPS file. Learn object dependencies, using the Linked Table manager, linking to Excel; procedures to ensure proper database management, such as analyzing, splitting, converting, protecting and backing up databases; and how to use Access with Outlook 2010. Questions regarding 2007 will be addressed as time allows. Prerequisite: *Access 2007 or 2010 Intermediate or Access Certification course, or permission of the instructor or computer coordinator.*

CRN 31574 | Fee: \$99

1 Thursday | 10/24

9 AM-4 PM | LRC B142 (limited seating)

Instructor: George Pillar



Oracle Database Management Introduction

Learn to manage and administer Oracle XE databases. The following skills will be covered: starting up and shutting down; connecting to the database; managing network connections; managing database memory and storage; managing users and security; monitoring the database; viewing database version and globalization information, exporting and importing metadata and data; backing up; and recovering. The course uses Oracle Database 11g Express edition. Prerequisite: *Basic knowledge and working experience with Oracle SQL syntax.*

CRN 31584 | Fee: \$250

2 Fridays | 12/6-12/13

8:30 AM-4:30 PM | LRC B142 (limited seating)

Instructor: Willy Isaac

Microsoft SQL Server In-Depth

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

CRN 31600 | Fee: \$199

2 Wednesdays | 10/23-10/30

9 AM-4 PM | LRC B142 (limited seating)

Instructor: Marc Cohen



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.



OFFICE SUITES AND OUTLOOK

Microsoft Office MCC Certificate

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

See MOS Exam Schedule and Information on right.

CRN 31947 | Fee: \$599

12 Wednesdays | 9/11-12/4

(does not meet 11/27)

6-9 PM | LRC B142

Instructor: Dorothy Weiner

MSDNAA SOFTWARE INFORMATION

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

Available software for Fall 2013 includes:

- Microsoft Access 2010
- Microsoft Project 2010
- Microsoft SQL Server 2008 R2
- 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.

CERTIFICATE PROGRAM EXAM INFORMATION

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

Course	Page No.	Certification	Exam
A+ testing centers can be found at www.prometric.com and www.pearsonvue.com			
A+ Certification Preparation Part One	25	CompTIA A+ Certificate	Exam 220-801
A+ Certification Preparation Part Two	25	CompTIA A+ Certificate	Exam 220-802
AutoCAD certification testing centers can be found at www.microdesk.com			
AutoCAD 2013 Certification Preparation	26	AutoCAD 2013 Certified Associate	AutoCAD 2013 Certified Associate
Certified Information Systems Security Professional testing centers can be found at www.pearsonvue.com			
Certified Information Systems Security Professional Exam Preparation	25	CISSP	CISSP
Manchester Community College: MCC Certificate			
Microsoft Office MCC Certificate	20	MCC Certificate	N/A
Web Communication and Design	22	MCC Certificate	N/A
Microsoft Office Specialist (MOS) certification training and testing held at Manchester Community College			
Microsoft Access 2010 Introduction Microsoft Access 2010 Intermediate	19	MOS Access 2010	Exam 77-885
Microsoft Excel 2010 Introduction Microsoft Excel 2010 Intermediate	18	MOS Excel 2010	Exam 77-882
Microsoft Outlook 2010 Introduction Microsoft Outlook 2010 Intermediate	21	MOS Outlook 2010	Exam 77-884
Microsoft PowerPoint 2010 Introduction Microsoft PowerPoint 2010 Intermediate	21	MOS PowerPoint 2010	Exam 77-883
Microsoft Word 2010 Introduction Microsoft Word 2010 Intermediate	17	MOS Word 2010	Exam 77-881

MICROSOFT OFFICE SPECIALIST (MOS) EXAM

MCC offers introductory, intermediate and advanced training in many of the Microsoft Office applications. Our comprehensive training maps directly to the skills needed for MOS (Microsoft Office Specialist) certification. Students can proceed through each level of training as standalone courses and if interested can opt to certify on each Office application. MCC provides training for (MOS) certification in Word, Excel, Access, Outlook and PowerPoint. For your convenience, MCC has established a Microsoft Office Certification testing center located on MCC's campus. All testing will be held at MCC, in the Learning Resource Center (LRC) Building, Room B142. A separate registration for certification is required and an exam schedule follows. Each Office exam costs \$100 and the price includes a retest if the student does not pass on the first attempt. Questions regarding MOS certification, or scheduling and payment options should be directed to MCC Computer Program Coordinator, Bruce Manning, bmanning@manchestercc.edu, 860-512-2808. These internationally recognized certifications can help you succeed in today's competitive market. Microsoft Office Certification Preparation course recommended.

CRN 31921 | Fee: \$100

1 Friday | 11/22 | 4:15-5:15 PM | LRC B142

Test Administrator: Bruce Manning

SharePoint In-Depth

Whether you never used SharePoint Designer before or you're familiar with a previous version, this hands-on, two-day course is for you! Utilize its new interface, create a team site and explore master pages. Create lists and document libraries and sort and filter them. Share a team calendar and contact list. Learn how to set up a work flow, insert and modify web parts, use views and various ways to customize the pages as well as permissions. All this without having to write code! Students are eligible to receive free SharePoint 2010 software. Prerequisite: *Basic Windows and Internet skills; basic knowledge of Outlook, Word, and Excel. Some knowledge of web page design is helpful.* Required text: *Microsoft® SharePoint Designer 2010 Step by Step* (ISBN 9780735627338), available at MCC Bookstore for approximately \$40.

CRN 31594 | Fee: \$199

2 Wednesdays | 11/6-11/13

9 AM-4 PM | LRC B141 (limited seating)

Instructor: Nathaniel Bowen, Jr.

Microsoft Project In-Depth

Learn the major features of Microsoft Project 2010, the world's most popular project management tool. Students learn how to develop project plans and define tasks and resources. Students will detail, track and report the progress of projects. Skills learned in the course include creating task lists, durations, phases; linking tasks, documenting tasks and project plan; setting up resources, capacity, cost pay rates, documenting; assigning resources to tasks, scheduling, applying cost resources to tasks; sharing your plan, Gantt Charts, timeline views, reporting; tracking progress on tasks, project baselines, task completion percentage; troubleshooting time, schedule, cost, resource, scope of work problems. Registered students are eligible for free Microsoft Project 2010 software. Prerequisite: *Basic Windows, keyboard and mouse skills with some exposure to Microsoft Office helpful.* Required text: *Microsoft Project 2010 Step by Step* (ISBN 9780735626959), available at MCC Bookstore for approximately \$30.

CRN 31612 | Fee: \$199

2 Wednesdays | 10/2-10/9

9 AM-4 PM | LRC B142 (limited seating)

Instructor: Nathaniel Bowen, Jr.

For more information about Computer Technology Programs call Bruce Manning at 860-512-2808, or email BManning@manchestercc.edu.

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 31830 | Fee: \$99

2 Tuesdays | 9/10-9/17 | 6-9 PM | LRC B142

Instructor: Kristin Violette

Outlook In-Depth

From basic email features to advanced calendaring options, the skills taught in this all-encompassing, two-day course are: how to manage messaging (emails, signatures, automation, attachments, importance, security and delivery), scheduling (appointments, meetings, recurring events, requests, responses, custom calendar settings, sharing calendars), tasks (create, modify, mark, assign, update, respond), and contacts (personal, electronic business cards, distribution lists, address books), and how to organize information (categories, data files, folders, search, rules and customizing). Instructor provides handouts. Prerequisite: *Basic Windows, keyboarding and mouse skills.* See MOS Exam Schedule and Information on page 20.

CRN 31580 | Fee: \$199

2 Tuesdays | 10/15-10/22 | 9 AM-4 PM | LRC B141 (limited seating)

Instructor: Dorothy Weiner

Outlook: Tips, Tricks and Timesavers

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

CRN 31578 | Fee: \$99

1 Tuesday | 10/29 | 9 AM-4 PM | LRC B141 (limited seating)

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. You will also learn about the extensive printing features of the program when they create their slideshows. Your instructor will provide useful handouts. Prerequisite: *Basic Windows, keyboarding and mouse skills.*

CRN 31829 | Fee: \$99

2 Tuesdays | 9/24-10/1

6-9 PM | LRC B142

Instructor: Kristin Violette

PowerPoint In-Depth

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. Your instructor will provide useful handouts. Prerequisite: *PowerPoint 2007 or 2010 Introduction course, or permission of computer coordinator.*

CRN 31576 | Fee: \$199

2 Mondays | 11/18-11/25

9 AM-4 PM | LRC B142 (limited seating)

Instructor: Dorothy Weiner

■ INTERNET AND NETWORKING

Branding Your Business on the Web with Facebook

Facebook is not just about searching for friends. Learn how it can be a powerful tool to promote your business. In this hands-on session you will learn more about the administrative panel of Facebook and, by the end of the course, build a professional page for your business.

CRN 31835 | Fee: \$50

1 Thursday | 11/14

6-9 PM | LRC B141

Instructor: Sandra Rimetz

Build Your Professional Brand and Network through LinkedIn

Keep your career moving ahead! LinkedIn is a valuable tool for today's job seeker. This workshop will teach career-oriented students how to create and use their own LinkedIn page. Individuals who already have a LinkedIn account and an established network in place will also learn how to effectively maximize LinkedIn's properties and enhance their personal brand. Prerequisite: *Basic Windows, keyboarding and mouse skills.*

CRN 31837 | Fee: \$30

1 Thursday | 11/7

6-8 PM | LRC B141

Instructor: Valerie Wilson

NEW Social Media: Expert Strategies for Marketing Successfully

Whether you are creating a marketing campaign for a business or for yourself, this seminar will provide insights into proven social media marketing strategies. Social media is a MUST DO if you want your small business to grow. It can also be a critical part of your daily personal life and personal brand. This seminar will focus on "how and why" social media works. We will explore how marketing strategy will result in leads, referrals, visibility, clients and jobs. Your instructor will provide useful handouts. Prerequisite: *Basic Windows, keyboarding, mouse and Internet skills.*

CRN 31943 | Fee: \$99

2 Tuesdays | 11/12-11/19

6-9 PM | LRC B142

Instructor: Michael Rawlins

For more information about Computer Technology Programs call Bruce Manning at 860-512-2808, or email BManning@manchestercc.edu.

HTML 5: Web Design Made Easy

HTML 5 is an easy-to-use new markup language that is based on the recognition that web pages have structure just like books and other XML documents. Learn the differences between absolute and relative links, types of graphics, different levels of bullets and numbers, how to apply headings, background and text colors and many other formats. Then, using HTML tags and basic CSS, students will learn how to create a page that works across many devices. This course includes hands-on, in-class practice. Instructor provides handouts.

CRN 31831 | Fee: \$99

2 Mondays | 9/9-9/16

6-9 PM | LRC B142

Instructor: Peggy Bloomer

HTML 5 Intermediate

Create exciting new elements like canvas, video, and audio tags that make it easy to incorporate media into websites. This class will contain hands-on examples illustrating the benefits of using these new elements, and cover browser support and options for them. Learn about drawing shape gradients and multicolor rectangles on the fly. We will also cover video conversion with open source software and various file format and code branching. This course includes theory and hands-on, in-class practice. Your instructor will provide useful handouts. Prerequisites: *Basic understanding of HTML 4 and CSS2.*

CRN 31832 | Fee: \$99

2 Fridays | 9/20-9/27

6-9 PM | LRC B142

Instructor: Peggy Bloomer

HTML 5: Responsive Web Design

This course emphasizes how to make a website that looks good across browsers and devices. Examine best design practices and review working examples. Learn how to leverage divs with floats and clear using HTML and CSS. Resize your images for mobile devices, target device sizes using CSS media queries, and complete a sample site that will go live on the web, uploading via FTP to a common server space. We will use Dreamweaver to make a website and practice weekly skills in this course. This course includes hands-on in-class practice. Your instructor will provide useful handouts. Prerequisite: *Basic understanding of HTML and CSS, some knowledge of mobile devices and screen sizes.*

CRN 31834 | Fee: \$199

4 Fridays | 10/4-10/25

6-9 PM | LRC B142

Instructor: Peggy Bloomer

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, keyboarding, mouse and Internet skills.*

CRN 31833 | Fee: \$99

2 Mondays | 9/30-10/7

6-9 PM | LRC B141

Instructor: Robert Thornton

Adobe Dreamweaver In-Depth

Learn how to create and support a website. This course will cover how to use the Dreamweaver interface, the meaning of HTML codes/tags, creating and modifying web pages, linking web pages using text and graphic links, table layouts, uploading files, cascading style sheets and coding rules. We will also cover 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. Your instructor will provide useful handouts. Prerequisite: *Basic Windows, keyboarding, mouse and Internet skills.*

CRN 31604 | Fee: \$199

2 Wednesdays | 9/18-9/25

9 AM-4 PM | LRC B141 (limited seating)

Instructor: Robert Thornton

Web Communication and Design MCC Certificate

Increase your employability with this intensive six-week course. Learn from a certified Internet webmaster in this hands-on workshop, that covers creating complete websites from scratch and uploading them live to the web. Upon completion of this course, students will be proficient in the use of Dreamweaver CS6. Web-design techniques and concepts will be taught, from the basics through advanced page layout, proper navigation techniques, use of cascading style sheets (CSS), form design, and much more. Students who successfully complete this program will be awarded the Web Communication and Design MCC Certificate and will have mastered more than the mere use of a software tool. Your instructor will provide useful handouts and a USB drive with the complete course installed on it. Prerequisite: *Dreamweaver Introduction course or permission of computer coordinator.*

CRN 31836 | Fee: \$299

6 Mondays | 10/21-12/9

(does not meet 11/11 & 12/2)

6-9 PM | LRC B141

Instructor: Robert Thornton

Web Design Advanced Techniques

In this condensed version of the longer Web Communication and Design certificate course you will learn from a certified Internet webmaster to create websites from scratch and upload them live to the web. Web design techniques and concepts will be introduced including basics through advanced page layout, proper navigation techniques, use of Cascading Style Sheets (CSS), form design, mobile application design and much more. Instructor provides handouts and a USB drive with the complete course installed on it. Prerequisite: *Dreamweaver Introduction course or permission of computer coordinator.*

CRN 31614 | Fee: \$199

2 Tuesdays | 10/1-10/8

9 AM-4 PM | LRC B141 (limited seating)

Instructor: Robert Thornton

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

PHP & MySQL are popular, open-source technologies that are ideal for quickly developing database-driven web applications. This intensive, hands-on course introduces participants to the basics of PHP, explains how to set up and work with a MySQL database, and demonstrates interactions between PHP and the database. Learn programming and database development techniques, build MySQL database-driven web applications with PHP, and apply your learning to sample projects. Prerequisite: *Basic Windows, keyboarding and mouse skills; knowledge of basic database concepts is recommended. Programming and HTML experience highly recommended.* Required text: *PHP and MySQL Web Development*, (5th Edition), Addison-Wesley Professional (ISBN 9780321833891), available at MCC Bookstore for approximately \$55. Same book is used for PHP & MySQL Introduction and Intermediate levels.

CRN 31596 | Fee: \$199

2 Fridays | 10/4-10/11

9 AM-4 PM | LRC B142

Instructor: George Pillar

PHP & MySQL Intermediate

Building on the Intro course PHP & MySQL Introduction: How to Create Web Forms and Capture Information, PHP/MySQL Intermediate will cover Advanced MySQL administration, Additional PHP programming topics, E-Commerce sites, Security Issues, Authentication, Handling Images, Debugging, Web Based email and building example sites employing a shopping cart. Prerequisite: *PHP & MySQL Introduction: How to Create Web Forms and Capture Information, equivalent experience or consent of instructor.* Required text: *PHP and MySQL Web Development*, (5th Edition), Addison-Wesley Professional (ISBN 9780321833891), available at MCC Bookstore for approximately \$55. Same text used for PHP & MySQL Introduction and PHP & MySQL Intermediate.

CRN 31598 | Fee: \$199

2 Fridays | 10/18-10/25

9 AM-4 PM | LRC B142 (limited seating)

Instructor: George Pillar

ASP.NET Introduction

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

CRN 31805 | Fee: \$199

4 Fridays | 11/1-11/22

6-9 PM | LRC B142

Instructor: George Pillar

DIGITAL IMAGING AND DESIGN

Adobe Acrobat In-Depth

Explore the Acrobat X interface and 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, keyboarding and mouse skills; word processing experience recommended.* Required text: *Adobe Acrobat X Classroom in a Book*, Adobe Press (ISBN 9780321751256), available at MCC Bookstore for approximately \$55.

CRN 31610 | Fee: \$199

2 Tuesdays | 11/12-11/19

9 AM-4 PM | LRC B211 (limited seating)

Instructor: Robert Thornton

Adobe Desktop Publishing Overview

Create a complete product from start to finish, and gain a basic understanding of the Adobe tools, including Illustrator, Photoshop, and InDesign, as well as exporting techniques in Acrobat, for both print publications and on-line web delivery. Supportive handouts along with your finished product will give you a foundational that enables continued learning. Please bring a flash drive. Prerequisite: *Basic Windows, keyboarding and mouse skills; some knowledge of Adobe Creative Suite is recommended.*

CRN 31602 | Fee: \$99

1 Wednesday | 11/6

9 AM-4 PM | LRC B142 (limited seating)

Instructor: Laurie Grace

Adobe InDesign In-Depth

This two-day foundation workshop, you will learn the basics of the design process with a focus on the industry standard design tool used for the creation of single or multi-page works, posters, promotional pieces, and more, for print publications as well as on-line web delivery. Please bring a flash drive so you can take your designs with you. Instructor provides handouts. Prerequisite: *Basic Windows, keyboarding and mouse skills; some knowledge of Adobe Creative Suite is recommended.*

CRN 31618 | Fee: \$199

2 Wednesdays | 11/13-11/20

9 AM-4 PM | LRC B142 (limited seating)

Instructor: Laurie Grace

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)

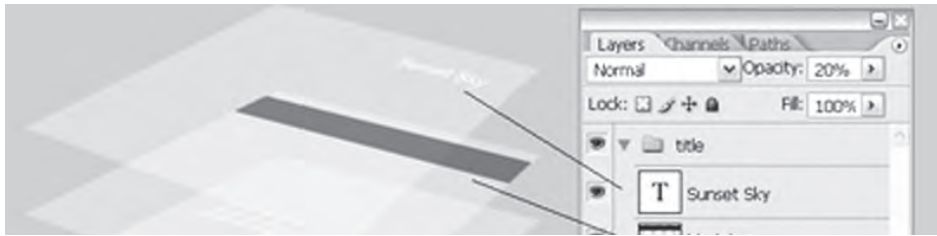
VIL = Village

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

Computer Technology



Adobe Photoshop In-Depth (PC)

Learn how to use the most powerful image editing software available, Adobe Photoshop. Improve your photographs using Photoshop's tone, color, and retouching capabilities. Topics 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, you will create exciting and amazing images using some of this program's limitless capabilities. Prerequisite: *Basic Windows, keyboarding and mouse skills*. Required text: *Adobe Photoshop CS6 Classroom in a Book*, Adobe Press (ISBN 9780321827333), available at MCC Bookstore for approximately \$55.

CRN 31606 | Fee: \$199

2 Thursdays | 11/14-11/21 | 9 AM-4 PM | LRC B141 (limited seating)

Instructor: Robert 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 31866 | Fee: \$99

2 Tuesdays | 10/15-10/22 | 6-9 PM | LRC B142

Instructor: Richard Hoyer

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

CRN 31867 | Fee: \$99

2 Tuesdays | 10/29-11/5 | 6-9 PM | LRC B142

Instructor: Richard Hoyer

MULTIMEDIA

NEW Digital Recording Techniques for Musicians

This 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 recording and mixing concepts that you will practice at an individual workstation. The concepts learned in this class can be used with the top audio recording software packages, including Adobe Audition, Pro Tools, Sonar Studio, and many others. Your instructor will provide useful handouts. Prerequisite: *Basic Windows, keyboard and mouse skills*.

CRN 31906 | Fee: \$155

3 Wednesdays | 10/2-10/16 | 9 AM-12 PM | LRC B211

Instructor: Clayton Walnum

NETWORKS AND OPERATING SYSTEMS

NEW Windows 8 Introduction

Windows 8 is Microsoft's new operating system for desktop computers, laptops, tablets and phones and it is taking the market by storm. This class will introduce you to Windows Sky drive, MS store, and tile features, as well as the basic features of an operating system. Each student will receive a copy of Windows 8 and a demo on how to upgrade. Whether for home or office use, students will leave with a new confidence and familiarity of Windows 8. Prerequisite: *Basic keyboard and mouse skills recommended*.

CRN 31904 | Fee: \$50

1 Thursday | 10/3

6-9 PM | LRC B142

Instructor: Nathaniel Bowen, Jr.

NEW Network Concepts

Learn more about computer networking. Become familiar with network terminology, network hardware devices, network layers and protocols. Your instructor will provide useful handouts.

Prerequisite: *Basic Windows, keyboarding and mouse skills. Prior networking experience is not required*.

CRN 31888 | Fee: \$99

2 Mondays | 10/28-11/4

6-9 PM | LRC B211

Instructor: John Bolduc

NEW Network Administration

If you are currently a network administrator or are looking to become one, this course covers various technical and non-technical best practices that will ensure your network runs smoothly and securely. Some of the topics covered include product/technology selection and best practice procedures. Your instructor will provide useful handouts. Prerequisite: *Basic Windows, keyboarding and mouse skills. Prior network administration experience is not required*.

CRN 31889 | Fee: \$99

2 Mondays | 11/18-11/25

6-9 PM | LRC B211

Instructor: John Bolduc

For more information about Computer Technology Programs call Bruce Manning at 860-512-2808, or email BManning@manchestercc.edu.

■ TROUBLESHOOTING & SECURITY

NEW Certified Information Systems Security Professional (CISSP) Exam Preparation

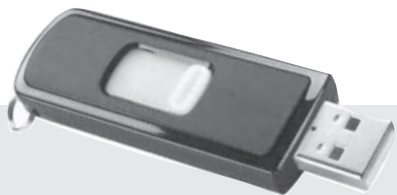
This course is intended for experienced IT security-related practitioners, auditors, consultants, investigators, or instructors, including network or security analysts and engineers, network administrators, information security specialists, and risk management professionals. Analyze the ten domains required to pass the CISSP exam: information systems access control; security architecture and design; network security systems and telecommunications; information security management goals; information security classification and program development; risk management criteria and ethical codes of conduct; software development security; cryptography characteristics and elements; physical security; and operations security. Apply Business Continuity and Disaster Recovery Plans and identify legal issues, regulations, compliance standards, and investigation practices relating to information systems security. Prerequisite: *Network+ or Security+, or equivalent professional experience. It will be beneficial if students have one or more of the following security-related or technology-related certifications or equivalent industry experience: MCSE, MCTS, MCITP, SCNP, CCNP, RHCE, LCE, CNE, SSCP®, GIAC, CISA™, or CISM®.* Your instructor will provide useful handouts.

CRN 31624 | Fee: \$699

5 sessions | Monday-Friday | 10/21-10/25

9 AM-5 PM | LRC B211

Instructor: Jayson Ferron



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

NEW A+ Certification 220-801 Exam Preparation

CompTIA A+ Certification validates the latest skills needed by today's computer support professionals. It is an international, vendor-neutral certification recognized by major hardware and software vendors, distributors and resellers. The first required A+ exam, CompTIA A+ 220-801, measures necessary competencies for an entry-level IT professional. This course will prepare you for the CompTIA A+ 220-801 certification exam. Get the skills and knowledge necessary to install, build, maintain, and configure personal computers, laptop computers, and printers. You will also learn the principles of physical and TCP/IP networks and operational and professional procedures. Required text: *CompTIA A+ Certification, Exam 220-801, Student Manual*, Axzo Press (ISBN 9781426035449), available at MCC Bookstore for approximately \$60. Prerequisite: *Basic knowledge of hardware and operating systems recommended.* See exam information on page 20.

CRN 31864 | Fee: \$399

4 Saturdays | 10/5-10/26 | 9 AM-4 PM | LRC B141

Instructor: John Bolduc

NEW A+ Certification 220-802 Exam Preparation

CompTIA A+ certification validates the latest skills needed by today's computer support professionals. It is an international, vendor-neutral certification recognized by major hardware and software vendors, distributors and resellers. This course will prepare you for the CompTIA A+ 220-802 certification exam, the second of the required exams that measure necessary competencies for an entry-level IT professional. Learn to support personal computers, mobile devices, and small networks in a business setting, including hardware and software troubleshooting, Windows installation and configuration, networking, and security. Required text: *CompTIA A+ Certification, Exam 220-802, Student Manual*, Axzo Press (ISBN 9781426035463) available at MCC Bookstore for approximately \$64. Prerequisite: *Basic knowledge of hardware and operating systems recommended.* The target student for this course is responsible for maintaining PCs in their workplace, and has already completed the CompTIA A+ Certification, Exam 220-801 (or has equivalent experience). See exam information on page 20.

CRN 31920 | Fee: \$499

5 Saturdays | 11/2-12/7 | (class does not meet 11/30) | 9 AM-4 PM | LRC B141

Instructor: John Bolduc

PC Maintenance

Why pay for expensive upgrades when you can learn to do them yourself? Practice RAM, expansion cards and peripheral device installations in a hands-on workshop with real parts. Learn how to configure drivers and troubleshoot your Windows operating system. You will learn how to reformat a hard drive, partition it and load Windows. Discover how to add new peripherals including printers and scanners. Learn how to download and install driver updates from the manufacturer's website. Additional topics include troubleshooting basics, researching errors online, hardware trends, buying a new PC (pre-built vs. custom), standards for monitors, hard drive sizes, ports, and optical drives. Plus, viruses, spyware, surge protectors and backups will be discussed for the beginner through intermediate PC user. Registered students are eligible for free Windows software. Instructor provides handouts. Prerequisite: *Basic Windows, keyboarding and mouse skills.*

CRN 31568 | Fee: \$199

2 Thursdays | 10/17-10/24

9 AM-4 PM | LRC B141 (limited seating)

Instructor: Bruce Manning

NEW Understanding and Managing the Technical Decisions of Your Business

Does your company need computer, network or technical help? Not sure if you should hire a new employee or enlist the help of a computer consultant? This class will help you determine when outside help is needed, cover the options available and provide tips on managing the people in charge of your company's computer network. This course is geared toward the non-technical person, office managers and small business owners.

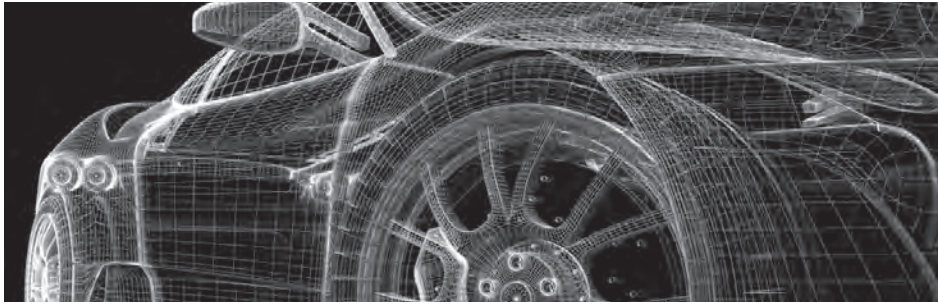
CRN 31895 | Fee: \$99

2 Wednesdays | 10/23-10/30

6-9 PM | LRC B211

Instructor: John Bolduc

For more information about Computer Technology Programs call Bruce Manning at 860-512-2808, or email BManning@manchestercc.edu.



■ MANUFACTURING

AutoCAD 2013 2D Introduction

Get 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 31860 | Fee: \$99

2 Mondays | 9/23-9/30 | 6-9 PM | LRC B142

Instructor: Christopher Legiadre

AutoCAD 2013 3D Introduction

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

CRN 31861 | Fee: \$199

4 Mondays | 10/7-10/28 | 6-9 PM | LRC B142

Instructor: Christopher Legiadre

AutoCAD 2013 Certification Preparation

This extensive hands-on course for engineering design professionals, project managers, and the avid beginner covers the performance tasks that have been identified by Autodesk as being included on the AutoCAD 2013 Certified Associate examination. The course shows a student how to design and develop drawings using AutoCAD for architecture or manufacturing. The following topics are covered: basic object and geometric construction and editing tools, object properties and organization, orthographic views in multi-view drawings, basic dimensioning and notes, templates and plotting, parametric drawing tools, section views, assembly drawings and blocks. Required text: *AutoCAD 2013 Tutorial - First Level: 2D Fundamentals*, SDC Publishing (ISBN 9781585037162), available at MCC Bookstore for approximately \$68 (includes AutoCAD Certified Associate Examination Reference Guide). Prerequisite: *Basic Windows, keyboarding and mouse skills*.

CRN 31865 | Fee: \$599

12 Saturdays | 9/21-12/14 (does not meet 11/30)

9 AM-12 PM | AST C128

Instructor: Christopher Legiadre

Autodesk Revit Introduction: Building Design

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

CRN 31869 | Fee: \$299

6 Saturdays | 9/21-10/26 | 1-4 PM | LRC B142

Instructor: Christopher Legiadre

SolidWorks Introduction

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

CRN 31809 | Fee: \$199

2 Saturdays | 9/28-10/5

9 AM-4 PM | AST C131

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 tool paths 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. (ISBN 9781926955483) available through your instructor for approximately \$60. Prerequisites: *Blueprint Reading and Dimensioning Introduction course and some previous CAD experience recommended, or permission of computer coordinator*.

CRN 31806 | Fee: \$199

2 Saturdays | 11/2-11/9

9 AM-4 PM | AST C135

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. (ISBN 9781926955322) available through your instructor for approximately \$60. Prerequisite: *Mastercam Introduction course*.

CRN 31807 | Fee: \$199

2 Saturdays | 11/16-11/23

9 AM-4 PM | AST C135

Instructor: Keith Butzgy

PROGRAMMING

Game Design and Development

Using GameMaker, Visual Studio C Express, and the XNA game-programming framework, you'll learn core programming skills as you develop games for the PC, Xbox console, or Windows Phone. In class exercises, you'll explore basic concepts in GameMaker and then use Visual Studio to write C code that implements sprites, animation, events, actions, collisions, sound, timing, game state, and more, all skills required by professional game programmers. Your instructor will provide useful handouts. Prerequisites: *Basic Windows, keyboarding, and mouse skills. A small USB drive is also required.*

CRN 31868 | Fee: \$299

6 Saturdays | 9/21-10/26

1-4 PM | LRC B211

Instructor: Clayton Walnum

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

This course is a structured approach to program logic and design using fundamental programming concepts. A thorough understanding of logic theory, programming structures, and algorithm design techniques is necessary for efficient programming. C, C++, VB, and Java are used to demonstrate these common programming concepts. Registered students are eligible for free Visual Studio 2010 software. Prerequisite: *Basic Windows, keyboarding and mouse skills.* Required text: *Microsoft Visual Studio 2010: A Beginner's Guide 5/E*, McGraw Hill (ISBN 9780071668958), available at MCC Bookstore for approximately \$40. Note: This textbook is also used for our VB.NET course.

CRN 31586 | Fee: \$199

2 Tuesdays | 9/24-10/1

9 AM-4 PM | LRC B211 (limited seating)

Instructor: George Pillar

NEW Python Introduction

Python is a general-purpose, high-level programming language whose design combines remarkable power with very clear syntax. Its standard library is large and comprehensive. Python is easy, fun, educational and powerful. Learn to write complex applications including data processing, scientific computing, file management and image processing. Prerequisite: *Basic Windows, keyboarding and mouse skills.* Required text: *Exploring Python*, McGraw Hill (ISBN 9780073523378), available at the MCC Bookstore for approximately \$80.

CRN 31592 | Fee: \$299

3 Fridays | 10/4-10/18

9 AM-4 PM | LRC B211 (limited seating)

Instructor: Peter Poulos

VB.NET Programming Introduction

Visual Basic.NET (or VB.NET) is the latest generation of Visual Basic. It is designed to be the easiest and most productive tool for creating .NET applications, including Windows applications, web services and web applications. This course covers basic programming techniques and the basic information participants need to get started using VB.NET. Registered students are eligible for free Visual Studio software. Required text:

Microsoft Visual Studio 2010: A Beginner's Guide, McGraw Hill (ISBN 9780071668958), available at MCC Bookstore for approximately \$40. Note: This textbook is also used for our Programming Basics course. Prerequisite: *Programming Basics course or knowledge of programming concepts.*

CRN 31847 | Fee: \$199

4 Wednesdays | 10/30-11/20

6-9 PM | LRC B141

Instructor: George Pillar

Using Visual Basic for Applications (VBA) to enhance Microsoft Office

Get more done in less time by automating Office tasks. Begin to take control of Office 2010 with Microsoft's Visual Basic for Applications (VBA) and this hands-on course. You'll quickly grasp the basics of recording macros with Office 2010's built-in Macro Recorder, before delving into all the essentials: the Visual Basic Editor, VBA syntax, how to use loops and functions, the keys to building effective code, customizing the Office 2010 Ribbon, and much more. Even if you're not a programmer, you can learn to record and write macros, automate tasks, and create your own custom programs for Word, Excel, PowerPoint, and Access. Coverage includes an introduction to the essentials of VBA syntax. Students learn recording, writing, and running macros in Office 2010; creating code from scratch with the Visual Basic® Editor. Instructor provides handouts. Prerequisite: *Basic Windows, keyboarding and mouse skills; basic knowledge of Microsoft Office applications.*

CRN 31918 | Fee: \$299

6 Thursdays | 9/19-10/24

6-9 PM | LRC B141

Instructor: Charles Schwartz

For more information about Computer Technology Programs call Bruce Manning at 860-512-2808, or email BManning@manchestercc.edu.



Apple Mobile Application Development

Using Apple's powerful Xcode development tools and the Objective-C programming language, you'll learn to create your own iPhone/iPad applications. The hands-on lessons teach you not just iPhone/iPad programming techniques, but also the basic programming skills that every programmer must know. Along the way, you'll develop a complete iOS application, as well as several smaller projects. Instructor provides handouts. Prerequisites: *Basic Mac, keyboard and mouse skills.* Students should bring a Mac laptop with Xcode 4 installed.

CRN 31905 | Fee: \$299

6 Saturdays | 11/2-12/14 (does not meet 11/30)

1-4 PM | GPA GP201

Instructor: Clayton Walnum

Android Mobile Application Development

You can create applications for your Google Phone or Android Tablet. This course introduces you to building Android applications by using MIT's free programming tool, App Inventor. You will be able to continue working on your application from your home PC. Later in the course, you move to designing and programming using the Android programming development environment. This will include topics such as Android fundamentals, the Eclipse IDE and ADT plug-in and emulator (AVD), as well as the Android SDK, NDK and Tools. Applications will be developed that include graphics, animations and data entry and manipulation. We will also cover Icon Design and publishing Android applications. Your instructor will provide useful handouts. Prerequisite: *Basic computer skills and some programming experience helpful. Java programming or Object Oriented programming desirable.*

CRN 31808 | Fee: \$299

6 Wednesdays | 9/18-10/23

6-9 PM | LRC B141

Instructor: George Pillar

Computer Technology

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

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

John Bolduc, M.B.A., is currently working as a network administrator/project leader with a local town government. He has an extensive networking background. John is a Microsoft Certified IT Professional (MCITP) and a Project Management Professional (PMP).

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

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

Marc Cohen holds a Masters in computer science and Security and has more than 12 years' experience in software development and systems analysis. He is working as the lead application architect/developer for the Siemon Company. Marc has been working with Oracle Database Development and Administration for over 8 years, and an Oracle and SQL instructor at Manchester Community College since 2007.

Jayson Ferron is principal for Interactive Security Training, LLC where his responsibilities include meeting customers' requirements including security designs, network infrastructures, enterprise security solutions and mobility issues. His customers include Microsoft, the Department of Defense, numerous banks, government agencies, health agencies and service providers. He is also a member of Microsoft Step.



INSTRUCTOR SPOTLIGHT

DOROTHY WEINER is a Microsoft Office (MOS) and MCP certified professional with more than 20 years' experience teaching applications and operating systems and has been teaching at MCC for 13 years. Previously, she worked in the IT and Marketing department of a mid-size law office.

Peter Poulos is a full time faculty member at MCC and has approximately 30 years' experience teaching Engineering and Computer Science courses at various colleges and universities including the United State Coast Guard Academy, Boston University and the University of Bridgeport.

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

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

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

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

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

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

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

Laurie Grace is an artist, illustrator, designer and educator. She holds a BFA from UConn 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.

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

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.



NEW Cakes and Cheesecakes

Bake from scratch. Surprise your company with a homemade, perfectly baked cake or cheesecake. Our recipes will be the basis for a collection that you can use for any occasion that calls for homemade cake. We will learn how to make Peanut Butter Cake with Jelly Filling and Chocolate Icing; Yellow Butter Cake that can be made into a filled and frosted cake, topped with toasted coconut, made into cupcakes, or into a Pineapple Upside-Down Cake; and an old-fashioned Marble Cake with Tangy Lemon Icing. We will make in class a traditional New York Cheesecake, served with blueberries or strawberries; Ricotta Cheesecake, flavored with anisette; and a Pumpkin Cheesecake in a pastry crust. Please bring containers for leftovers. Materials fee: \$15, payable to instructor at beginning of class.

CRN 31821 | Fee: \$55

1 Saturday | 10/5 | 12:30-4 PM | GPA GP213

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

Pie Workshop

Pies, pies, pies! Pear, squash, apple, pumpkin, and grape. Single crust, double crust, lattice, and free form. Master tender, flaky pastry just in time for Thanksgiving. It is easier than you think. Materials fee: \$15, payable to instructor at beginning of class.

CRN 31822 | Fee: \$55

1 Saturday | 11/9 | 12:30-4 PM | GPA GP213

Instructor: Dorothy (Dory) Alderman

NEW Middle Eastern Cuisine and the History & Culture of the Levant

Be educated and well fed at the same time! In the lecture portion of this course, Dr. Akram Erik-Soussi, a native of Syria and professor at Mitchell College and MCC Credit-Free instructor in Arabic and Italian languages, will give a broad overview of the history and culture of the Levant—the region of eastern Mediterranean countries that includes Syria, Lebanon, and Jordan—while drawing connections between this history and its cuisine. While participants learn about the Levant, they will be served an authentic Middle Eastern meal prepared by MCC's culinary students. Seating is limited; please register early!

CRN 31950 | Fee: \$12

1 Tuesday | 10/29

noon-1:30 PM | SSC L294 (Culinary Arts Center)

Instructor: Sandra Jenkins has been a professor of hospitality management and culinary arts at MCC for more than 25 years.

English Tea Sandwiches and Savouries

Learn how to construct the many flavors and shapes of tea sandwiches for afternoon tea. We'll make classic Cucumber, Rolled Asparagus, Watercress, Egg Mayonnaise, Onion Brioche, Chicken Salad "windows," Fruit Tartelettes, English Lemon Tea Cake, and Chocolate Truffles as well as a proper cup of tea. Basic preparation, mixing, and baking techniques will be covered. Materials fee: \$15, payable to instructor at beginning of class.

CRN 31816 | Fee: \$70

1 Saturday | 11/2

9 AM-2 PM | SSC L293

(South Kitchen; Culinary Arts Center)

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.

Pizza and Calzones

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

CRN 31817 | Fee: \$70

1 Saturday | 12/14

9 AM-2 PM | SSC L293

(South Kitchen; Culinary Arts Center)

Instructor: Chris French

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 31818 | Fee: \$50

1 Wednesday | 11/6

6-9 PM | GPA GP213

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.

Indispensable Italy

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 31819 | Fee: \$50

1 Wednesday | 11/13

6-9 PM | GPA GP213

Instructor: Rebecca Brown

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

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). Materials fee: \$18, payable to instructor at the beginning of class.

CRN 31820 | Fee: \$50

1 Wednesday | 11/20

6-9 PM | GPA GP213

Instructor: Rebecca Brown

Decorating Gingerbread Houses

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

CRN 31537 | Fee: \$55

1 Saturday | 11/16

1-4 PM | GPA GP213

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

NEW Chocolate Boxes

Perfect for the holidays, this class will teach you how to make a 6” chocolate box out of summer chocolate (a special, hardy chocolate that will hold its shape), which will be filled with homemade chocolates, including caramel, peanut butter, and mixed chocolates, and of both filled and solid varieties. Materials fee: \$12, payable to instructor at the beginning of class, includes all supplies.

CRN 31538 | Fee: \$55

1 Saturday | 12/7

10 AM-1 PM | GPA GP213

Instructor: Karen Sladyk

Mushrooms Mushrooms Mushrooms

Learn how to select, handle, cook, and enhance the flavor of these fungi, as well as how to use garlic in combination with these fungi. We will prepare Stuffed Mushrooms with Soysage and Veggie Creme Cheese; Wild Mushrooms and Pomegranate Molasses Vinaigrette; Mushroom Cashew Creme Soup; Smokey Braised Portobello Mushrooms; and Oyster Fried Mushrooms. Materials fee: \$12, payable to instructor at the beginning of class.

CRN 31952 | Fee: \$55

1 Friday | 9/20

6:30-8:30 PM | SSC L293

(South Kitchen; Culinary Arts Center)

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.

Tasty Tofu Techniques and Recipes

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

CRN 31954 | Fee: \$55

1 Friday | 9/27

6:30-8:30 PM | SSC L293

(South Kitchen; Culinary Arts Center)

Instructor: Ken Bergeron

NEW Harvest Soups

Soups can be long-simmering affairs that perfume the air and kindle appetites with the promise of tastes to come. They can also be achieved almost instantly by blending fresh, chilled ingredients. As a seasoned broth, a silken vegetable crème, or a hardy bean concoction, soups come in many styles. We will prepare Persian Pumpkin Presto Soup, Spinach and Potato Soup, Butternut Squash and Hazelnut Soup, Broccoli Tahini, and Carrot Ginger Almond Bisque. Materials fee: \$12, payable to instructor at beginning of class.

CRN 31955 | Fee: \$55

1 Friday | 10/18

6:30-8:30 PM | SSC L293

(South Kitchen; Culinary Arts Center)

Instructor: Ken Bergeron



The World of Pasta-bilities

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

CRN 31957 | Fee: \$55

1 Friday | 11/1

6:30-8:30 PM | SSC L293

(South Kitchen; Culinary Arts Center)

Instructor: Ken Bergeron

Curry Flavor from Around the World

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

CRN 31963 | Fee: \$55

1 Friday | 11/8

6:30-8:30 PM | SSC L293

(South Kitchen; Culinary Arts Center)

Instructor: Ken Bergeron

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

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 31956 | Fee: \$55

1 Friday | 11/15

6:30-8:30 PM | SSC L293

(South Kitchen; Culinary Arts Center)

Instructor: Ken Bergeron

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 31962 | Fee: \$55

1 Friday | 11/22

6:30-8:30 PM | SSC L293

(South Kitchen; Culinary Arts Center)

Instructor: Ken Bergeron

NEW Distinctive Red Wines of the World

This session is for wine lovers of hearty, robust red wines, great for matching with tasty meat and pasta dishes, or with tapas or cheeses ... wines with names like Malbec, Pinot Noir, Petite Sirah, Tempranillo, Pinotage, Carmenere, Cabernet Sauvignon, and Chianti. Please bring hearty finger foods to complement these robust wines, and we'll supply the glasses. *Please note: You must be at least 21 years of age to enroll in the class; IDs will be checked in class.* Please register early, as enrollment is limited. Materials fee: \$20, payable to instructor at the beginning of class.

CRN 31953 | Fee: \$40

1 Friday | 11/1

6:30-9:30 PM | SSC L294 (Culinary Arts Center)

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



Great Bargain Wines

Learn which tasty and delicious wines are available in the bargain \$8-\$12 range! You'll be amazed and delighted with these wines, once you know what to look for. Students may bring assorted munchies to complement the wine-tasting. *Please note: You must be at least 21 years of age to enroll in the class; IDs will be checked in class.* Please register early, as enrollment is limited. Materials fee: \$15, payable to instructor at beginning of class.

CRN 31891 | Fee: \$40

1 Friday | 10/18

6:30-9:30 PM | SSC L294 (Culinary Arts Center)

Instructor: Rayona S. Hobbs is a member of the American Wine Society, is a member of Amanti del Vino, and judges and coordinates several national wine competitions per year.

NEW The Obama Presidency: Success or Failure?

The election of Barack Obama to the presidency of the United States will no doubt stand as a landmark event in American history. He has attracted passionate supporters and equally vociferous critics. But how, exactly, has he performed as president? We will examine the Obama presidency and attempt to arrive at an objective understanding and assessment of its successes and failures, its goals and accomplishments.

CRN 31880 | Fee: \$40

5 Mondays | 10/21-11/18

2:15-3:15 PM | AST C203

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

NEW Connecticut Fall Town Meeting

Seeking peep holes of light at the end of Washington's ability to shed some? Now there's a challenge for you! Seeking hints of courage instead of being blind-sided by insulting political pratfalls, day and day after day? You've got to be kidding! Ask yourself: Are we getting our money's worth? We've found answers with the help of experts, Connecticut leaders, neighbors, risk-takers, educators, veteran journalists ... and fun seekers.

CRN 32008 | Fee: \$50

6 Fridays | 9/20-11/1 (does not meet 10/11)

11 AM-12:30 PM | AST C209

Instructor: Charles F. J. Morse has spent a lifetime lamenting, laughing and languishing in Connecticut's governments and politics. He retired from The Hartford Courant after a 38-year career.

NEW Gettysburg: The Battle and the Address—1863

Few names from the Civil War list of battles are as evocative as Gettysburg. An estimated 46,000-51,000 soldiers from both armies were casualties of the entire battle, and it is often described as the turning point in the war. President Lincoln used the dedication ceremony for the Gettysburg National Cemetery to honor the fallen Union soldiers and redefine the purpose of the war in his historic Gettysburg Address. We'll examine the factors that made the battle so decisive in the eventual outcome of the war.

CRN 31985 | Fee: \$65

3 Thursdays | 11/7-11/21

6-8 PM | SSC L240

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

Culture & History

Culture & History

The Manhattan Project: World War II Secrets, Spies, and the Bomb

Not just for history buffs, but also for those who are interested in spy stories, national intelligence, and security, this course is an opportunity to get a first-hand view of the Manhattan Project—what it took to build the first atomic bombs; who were the civilian and military managers and stakeholders; and how they kept it all a secret in the middle of a world war. You will also examine copies of original documents, pictures and films from the period.

CRN 31983 | Fee: \$65
2 Wednesdays | 10/2-10/9
6-9 PM | SSC L240

Instructor: Barbara King

NEW The Air War in World War II

What role did the airplane play in the World War II? The bombers vs. the fighters, the P-51 vs. the ME-109, the F-4U vs. the Zero. Did the Battle of Midway turn the tide of the war in the South Pacific? Was the atomic bomb really needed to end the war? Come learn about the answers to these questions in our in-depth coverage of the air war in the great war.

CRN 32009 | Fee: \$50
3 Mondays | 10/21-11/4
7-9 PM | LRC B208

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.

The Connecticut Cavalry in the American Revolution

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

CRN 31975 | Fee: \$80
4 Tuesdays | 9/24-10/15
7-9 PM | GPA GP136

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.

The Irish Famine

The Irish Famine has been called "Ireland's Holocaust." During the 1840s, a potato blight destroyed the nation's primary food crop and resulted in millions of Irish deaths and emigrations, primarily to the U.S. and Canada. This story includes issues of cholera, coffin ships, and the church. We'll consider the causes of the famine in the setting of an Ireland under British rule, the responses in both Ireland and Great Britain, and the aftermath, both politically and socially, of the Irish diaspora.

CRN 31984 | Fee: \$65
2 Mondays | 9/16-9/23
6-9 PM | SSC L240

Instructor: Barbara King

Ancient Rome for the Modern Traveler

This course will take students on a virtual tour of the evidence of the Roman world. Topics will include the geography of Rome and her environs, elements of Roman rule and religion, lives of the "rich and famous," and aspects of daily Roman life, such as food and entertainment. The instructor will explain the ruins and what they can teach us, and will offer tips and advice for traveling to Italy.

CRN 32012 | Fee: \$50
3 Thursdays | 11/7-11/21
7-9 PM | GPA GP138

Instructor: Amy S. White has master's degrees in classical languages from Tulane University and education from Westfield State College. She teaches Latin at Ellington High School and studied in Rome for three summers

The Italian Renaissance: Art, Architecture and Florence

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

CRN 31717 | Fee: \$45
1 Friday | 11/8
6:30-9:30 PM | LRC B209

Instructor: Dr. Akram Erik-Soussi lived in Italy for ten years and earned a doctoral degree from the University of Florence. In addition to Italian, he is also fluent in Arabic. He teaches at Mitchell College, and frequently lectures about art and architecture, including courses at MCC since 1993.

The Viking Experience

Learn how Viking explorers, adventurers, and entrepreneurs founded the Irish cities of Dublin, cork, and Limerick, gave Mother Russia her name, and became kings of England. Discover what tools and craft they used to help them sail around the known world, and how their legacy remains with us today. We will also discuss Viking art and religion. Learn about this fascinating chapter of human history!

CRN 32006 | Fee: \$60
3 Thursdays | 10/10-10/24
7-9 PM | LRC B208

Instructor: Mary Carchrie 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.

The History of Halloween

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

CRN 31701 | Fee: \$20
1 Friday | 10/25
6-8 PM | GPA GP138

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.

The Social History of Rock and Roll

We will listen to and analyze the major artists and genres of rock 'n' roll, beginning with its musical roots in blues, folk and country music, into the '50s era with Chuck Berry and Elvis Presley, on to the '60s, '70s, '80s and into the present. Throughout our appreciation of the music, we'll explore what the music tells us about American society. Recommended text: *Rockin' in Time: A Social History of Rock and Roll*, Szatmary, available at local and online bookstore for approximately \$50.

CRN 32010 | Fee: \$120
6 Fridays | 10/4-11/8
6:30-8:30 PM | GPA GP214

Instructor: Stephen Armstrong has a graduate degree in history from the UConn and is social studies department supervisor for West Hartford Public Schools and adjunct professor at Central CT State University. He has presented workshops at the Rock and Roll Hall of Fame in Cleveland.

For all classes in the Fitness Studio

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

Ballroom Dancing I

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

CRN 31937 | Fee: \$90 (per person)
6 Thursdays | 9/19-10/24
6-7:15 PM | SSC L154 (Fitness Studio)

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 II

You've learned the basic steps and actually started having fun in those classes of *Ballroom Dancing I*, didn't you? The basic dances—fox trot, waltz and swing—will be reviewed, and new steps will be taught, depending on the interest and ability of the class. Some Latin dances will also be included, such as the rumba, merengue, and salsa. It is recommended that you register with a partner and have taken *Ballroom Dancing I* or have some ballroom dancing experience.

CRN 31940 | Fee: \$90 (per person)
6 Thursdays | 10/31-12/12
(does not meet 11/28)
6-7:15 PM | SSC L154 (Fitness Studio)
Instructor: Beverly Burton

Jump, Jive an' Wail: Swing Dance

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

CRN 31938 | Fee: \$70 (per person)
6 Thursdays | 9/19-10/24
7:30-8:30 PM | SSC L154 (Fitness Studio)

Instructor: Beverly Burton

Line Dance

Learn anew or better your Line skills. Have fun while you exercise too! Some country dance will be included, but other styles will also be taught. Each dance that is introduced will be reviewed the following week as a new one is taught. You do not need a partner.

CRN 31939 | Fee: \$90
6 Thursdays | 10/31-12/12
(does not meet 11/28)
7:30-8:45 PM | SSC L154 (Fitness Studio)

Instructor: Beverly Burton

Latin Bachata & Salsa Dance for Beginners

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 31973 | Fee: \$105
8 Saturdays | 9/21-11/16 (does not meet 10/12)
1:30-2:30 PM | SSC L154 (Fitness Studio)

Instructor: Oswaldo Tirano, a native of Bogota, Colombia, dance at the National University and National School of Dramatic Arts in Colombia. He has taught Salsa and Latin dance classes at MCC for more than 10 years.

Advanced Latin Salsa Dance

For those who feel strong with their Latin foot work and know a variety of salsa routines using the "cross-body lead," this course will take you to the next level. We will work on a full set of street Salsa routines, utilizing spinning skills and musicality by combining two styles of salsa: the "circular" and the "linear." You will also learn how to become a smooth leader and attentive follower.

CRN 31974 | Fee: \$105
8 Saturdays | 9/21-11/16 (does not meet 10/12)
2:45-3:45 PM | SSC L154 (Fitness Studio)

Instructor: Oswaldo Tirano

Introduction to Acting

Everyone can act; everyone can improvise. Using specifically designed exercises and structured improvisations, you will perform in a comfortable environment where you will shine as you take your first steps on stage. This type of training provides a foundation of ease and freedom, not only for further dramatic training, but also for the social and professional interactions in your everyday life. If you want to build confidence, think creatively on your feet, and inspire your imagination, then this is the course for you. No previous experience is necessary. Participants must be at least 18 years old.

CRN 32021 | Fee: \$160
6 Tuesdays | 10/15-11/19
7-9 PM | AST Auditorium

Instructor: Deb Popillo is an actress and director for a professional acting troupe and of many community theater productions. She has been teaching acting for nearly 20 years at MCC, and also currently works as a casting director for videos, industrials, and commercials.



INSTRUCTOR SPOTLIGHT

STEW CROSSEN is the owner of Voice Over Workshop, where he produces voice-over projects for a wide range of projects. He has more than 30 years of business and broadcast experience, including work as a voice-over, news anchor, rock DJ, program director, music director, and radio show host. A KBA award recipient, for 16 years he has hosted two popular radio shows on 106.9 WCCC and WCCC 1290-AM.



The Art of Voice Over

The voices you hear in commercials, narrations, movie trailers, and audio books belong to real people who make good money doing it. You could too! This course introduces students to the fundamentals of voice-over performance and right through solo and group mock auditions. Learn the essential skills of reading, thinking, and speaking that is required of voice-over artists, regardless of their area of specialization. The course presents methods of voice-over performance, including sight-reading, pacing, diction, enunciation, and breathing, as well as script analysis and interpretation. Informative handouts are included.

CRN 31670 | Fee: \$140
6 Wednesdays | 9/11-10/16
7-9 PM | VIL 6 V162

Instructor: Stew Crossen

The Art of Voice Over: Next Level

In this continuation of The Art of Voice-Overs, students are shown more challenging aspects of voice-over acting, including: the basics of finding emotion, excitement, drama, comedy, characterization, personality, and tone within a voice-over performance, which are required for any professional voice-over, regardless of the area of specialization. The course presents methods for achieving a high level of voice-over performance, script analysis, interpretation, the use of thought groups, developing characters, and the basics of auditioning for voice-over work. Informative handouts are included.

CRN 31674 | Fee: \$95
4 Wednesdays | 10/23-11/13
7-9 PM | VIL 6 V162

Instructor: Stew Crossen

Selling Your Voice Over

In this course students will learn how an entrepreneurial spirit can be used effectively to create limitless possibilities for getting freelance voice-over work. Students will be shown more than 30 tried-and-true methods of selling and marketing voice-over business services locally and around the world. Informative handouts are included.

CRN 31672 | Fee: \$50
2 Saturdays | 11/2-11/9
10 AM-noon | VIL 5 V151

Instructor: Stew Crossen

Auditioning for Voice Over

Auditioning for voice-over is a necessary and vital part of securing freelance voice work. In this class, students will participate in solo and group mock auditions, learn how to prepare for auditions, and learn audition etiquette, behavior, and many of the do's and don'ts of the audition process. Students will also learn how to deliver a great and memorable audition. Informative handouts are included.

CRN 31675 | Fee: \$50
2 Saturdays | 11/16-11/23
10 AM-noon | VIL 5 V151

Instructor: Stew Crossen

The Business of Voice Over

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 31671 | Fee: \$95
4 Tuesdays | 11/19-12/10
7-9 PM | VIL 6 V162

Instructor: Stew Crossen

How to Put Together a Voice Over Studio at Home

Having a home-based, professional-quality studio is what separates professional voice actors from the rest of the crowd. Finding space in your home or apartment and buying the right microphone, computer, and recording software can be a confusing and expensive undertaking. This course explains and simplifies the process of planning and outfitting an affordable home-based voice-over recording studio that will allow you to audition for voice-over work from home and create your own voice-over productions. Informative handouts are included.

CRN 31673 | Fee: \$50
2 Saturdays | 12/7-12/14
10 AM-noon | VIL 5 V151

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 31916 | Fee: \$25
1 Tuesday | 10/1
6-9 PM | GPA GP214

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)

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 31910 | Fee: \$110
6 Wednesdays | 9/18-10/23
6-8 PM | GPA GP214

Instructor: Georgiana Newson received her M.S. in TESOL from Central Connecticut State University, where she is also an ESL instructor in the Intensive English Language Program.

Grammar Basics II

As a continuation of *Grammar Basics I*, students will practice more advanced verb tenses and grammar skills. Students who did not take Part One are welcome to attend if they have strong basic grammar skills. Required text (same as Grammar Basics I): *More Grammar Practice 2* (ISBN 9781111220426), Thomson-Heinle, available at MCC Bookstore for approximately \$31.

CRN 31911 | Fee: \$110
6 Wednesdays | 10/30-11/21
(does not meet 11/27)
6-8 PM | GPA GP214

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 31892 | Fee: \$90
5 Saturdays | 9/21-10/26 (does not meet 10/12)
9-11 AM | GPA GP120

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

Advanced Grammar in Context

This course is designed for the advanced ESL student. Topics will include adjective clauses, active and passive voice, articles, and other grammatical elements. Students will improve their grammar through intense writing, speaking, reading, and listening practice. The instructor will provide handouts.

CRN 31715 | Fee: \$125
7 Thursdays | 9/12-10/24
6:30-8:30 PM | GPA GP142

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.

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: vrabe.org.

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

Family, Finance & Consumer Issues

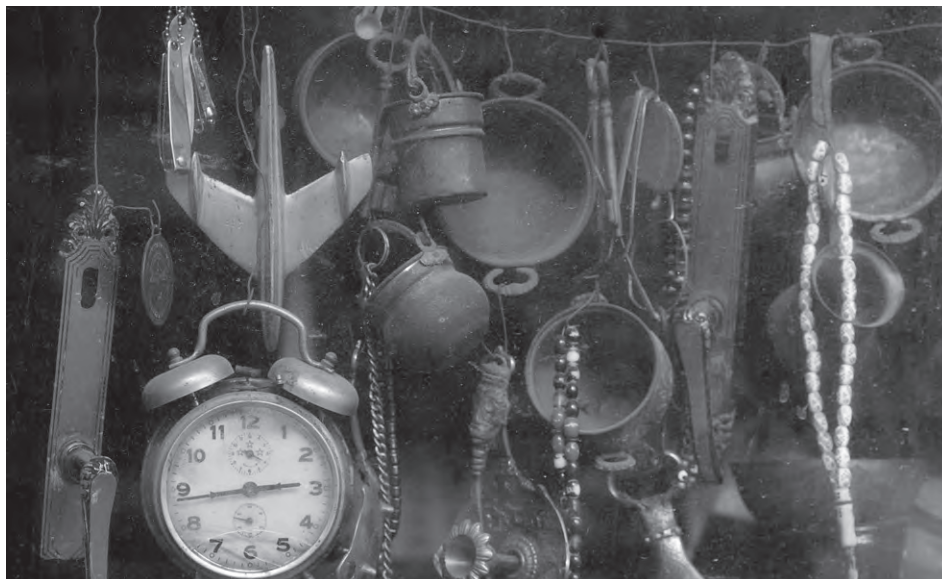
NEW Suicide Prevention: Question, Persuade, and Refer (QPR)

There are three simple steps—QPR—that anyone can learn to help someone considering suicide. Just as people trained in CPR and Heimlich Maneuver save thousands of lives each year, people trained in QPR learn how to recognize the warning signs of a suicide crisis and how to question, persuade and refer someone to help. Perhaps you could be the difference in the life of a friend, colleague, sibling, or neighbor.

CRN 32007 | Fee: \$10
1 Thursday | 10/10
7-8:30 PM | GPA GP126

Instructor: Joseph Navarra has been a counselor and disability services provider at MCC for nearly 15 years. He has a B.A. in psychology from Williams College and M.S. in rehabilitation counseling from SUNY Buffalo. He is also a certified rehabilitation counselor (CRC), and is a past president of the CT Community Colleges Counselors Association and long-time chair of the Disability Services Council. He is currently the vice president of the Manchester affiliate of the National Alliance for Mental Illness.





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. As 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 31795 | Fee: \$115

5 Mondays | 9/9-10/7

7-9 PM | GPA GP126

Instructor: Ralph Labozzo, M.B.A. from the UConn, 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 Educating the Picker: Advanced Course of Study

A continuation of *Educating the Picker*, this course will cover in more detail strategies for buying and selling finds and a more in-depth look at collectible categories, including fine art, antique furniture, and depression-era glassware. Slide presentations, website references, and actual show-and-tell using objects of value will be used in class.

CRN 31796 | Fee: \$115

5 Mondays | 10/28-11/25

7-9 PM | GPA GP126

Instructor: Ralph Labozzo

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 31804 | Fee: \$30

1 Monday | 10/21 | 7-9:30 PM | GPA GP126

Instructor: Ralph Labozzo

File or Fling: Organize Your Finances

The price of disorganization can be more than a messy desk. Studies have found that people who systematically plan and budget are, on average, nearly 40 percent wealthier than their peers. This class will present strategies for organizing your financial documents, while learning which financial records you should keep and for how long. Join us and find out how to streamline your financial life.

CRN 31982 | Fee: \$20

1 Wednesday | 12/4

7-9 PM | GPA GP143

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

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 31894 | Fee: \$20

1 Monday | 9/16

7-9 PM | GPA GP214

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.

COMPARE NOTES!

Take a class with a friend and double your learning experience.

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 32018 | Fee: \$30
2 Tuesdays | 10/1-10/8
7-9 PM | GPA GP232

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.

Planning Your Retirement Income

How do you turn your hard-earned savings into income that will last a lifetime? People are living longer, companies are cutting pensions, and the economy is in turmoil. How long will your "nest egg" last? If you are 5-10 years on either side of retirement, come learn little-known professional techniques to help stretch your retirement dollars!

CRN 32019 | Fee: \$20
1 Wednesday | 11/6
7-9 PM | GPA GP143

Instructor: Jan Johnson

Estate Planning for Retirees

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

CRN 31883 | Fee: \$10
1 Tuesday | 10/15
3:30-5 PM | SSC L142

Instructor: Frank Germano, CFP®

My Neighbor Has a Living Trust—Should I?

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

CRN 31873 | Fee: \$15
1 Tuesday | 10/15 | 6:30-8 PM | GPA GP156

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 31874 | Fee: \$20
1 Tuesday | 11/5 | 6-8 PM | GPA GP156

Instructor: Amy E. Orlando

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 31881 | Fee: \$10
1 Thursday | 10/10 | 3:30-5 PM | SSC L142

CRN 31882 | Fee: \$10
1 Tuesday | 10/22 | 6-7:30 PM | GPA GP142

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

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 31948 | Fee: \$20
1 Wednesday | 9/18 | 7-9:30 PM | GPA GP143

Instructor: Robert Misiolek is an investment advisor and analyst with Caliber Investment Group, a registered investment advisory firm in Farmington, with 15 years in investment management.

Understanding Money and Investing

Six key areas of how financial markets operate will be covered: money, stocks, bonds, mutual funds, futures, and options. Participants will feel more confident about investing; know how to read financial sections in newspapers; and gain a better understanding of Internet trading and financial planning. Recommended text: Guide to Understanding Money and Investing, Morris, available at your local or online bookstore.

CRN 31949 | Fee: \$85
4 Wednesdays | 10/9-10/30
7-9:30 PM | GPA GP143

Instructor: Robert Misiolek

Fitness & Recreation

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. 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 31665 | Fee: \$665

6 Saturdays, 9/28-11/2

9 AM-4 PM | GPA GP143 (9 AM-noon, classroom) & SSC L153 (1-4 PM, Weight Room);
except for exam session, 11/2 (8 AM-noon, classroom & 1-5 PM, Weight Room)

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 31666 | Fee: \$70

1 Saturday | 11/16 | 9 AM-noon | SSC L153 (Weight Room)

Instructor: World Instructor Training School Staff

NEW Zumba Gold®: Back to Basics!

If you want to improve your freedom of movement, love Latin rhythms, and enjoy international music, this program is for you! The Zumba Gold format allows you to learn the basic Zumba Fitness moves, using low impact moves, minimal turns, and gentle transitions. Zumba Gold is an aerobic exercise program designed for "newbies", deconditioned exercisers, active older adults, and those requiring exercise modifications. If you think you can't dance, have two left feet, or are too uncoordinated to enjoy a Zumba class, this format will prove that Zumba is for everybody. You must wear indoor sneakers, and please bring a water bottle. A sweat towel is suggested.

CRN 31682 | Fee: \$50

6 Mondays | 9/16-10/28 (does not meet 10/14)
6:30-7:30 PM | SSC L154 (Fitness Studio)

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

Zumba Gold® Toning

If you want to "rev up" your metabolism, tone your muscles, and improve your balance, Zumba Gold Toning is for you! This low-impact class combines Latin rhythms, international music, easy dance moves, and the use of light hand weights to deliver an exciting, fun and effective workout. The Zumba Gold Toning format utilizes Zumba Gold moves with the addition of hand weights to build muscle, coordination, concentration, and balance. The class is designed for deconditioned exercisers, active older adults, and those requiring exercise modifications. You will be surprised at how much additional impact a one-pound weight in each hand can make! You must wear indoor sneakers, and please bring a water bottle. A sweat towel is suggested.

CRN 31683 | Fee: \$50

6 Mondays | 11/4-12/16 (does not meet 11/11)
6:30-7:30 PM | SSC L154 (Fitness Studio)

Instructor: Karen R. Chorney

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 31945 | Fee: \$160

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

Mondays & Wednesdays | 9/9-10/16
7:30-8:30 PM

Tuesdays & Thursdays | 9/10-10/17
5:30-6:30 PM

Fridays | 9/13-10/18 | 6:30-7:30 PM

Saturdays | 9/14-10/19 | 9-10 AM

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 31944 | Fee: \$160

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

Tuesdays | 9/10-10/15 | 6:30-7:30 PM

Wednesdays | 9/11-10/16 | 6:30-7:30 PM

Fridays | 9/13-10/18 | 5:30-6:30 PM

Saturdays | 9/14-10/19 | 11 AM-noon

Instructor: Malee Khaw

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 31964 | 4 Tuesdays & 4 Thursdays
9/3-9/26 | 9:30-10:30 AM

CRN 31965 | 4 Tuesdays & 4 Thursdays
9/3-9/26 6-7 PM

CRN 31966 | 4 Mondays & 4 Wednesdays
9/9-10/2 | 7-8 PM

CRN 31967 | 4 Tuesdays & 4 Thursdays
10/1-10/24 | 9:30-10:30 AM

CRN 31968 | 4 Tuesdays & 4 Thursdays
10/1-10/24 | 6-7 PM

CRN 31969 | 4 Mondays & 4 Wednesdays
10/7-11/4 (does not meet 10/14) | 7-8 PM

CRN 31970 | 4 Tuesdays & 4 Thursdays
10/29-11/21 | 9:30-10:30 AM

CRN 31971 | 4 Tuesdays & 4 Thursdays
10/29-11/21 | 6-7 PM

CRN 31972 | 5 Mondays & 3 Wednesdays
11/11-12/9 (does not meet 11/27) | 7-8 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.

YOU MAY ALSO LIKE

QiGong: Meditative Movements for Health and Wellness on page 12
Yoga for all Levels on page 12

Connecticut Basic Boating

OPTION 1

This four-session, 10-hour course, taught by the Connecticut DEEP Boating Division, provides a course diploma that is necessary for obtaining the Connecticut Certificate of Personal Watercraft Operation, which includes the Safe Boating Certificate. Upon successful completion of the course, you can purchase and print your certificate online from home, or mail or deliver the diploma to any State DEEP office. The DEEP license fee is \$50. Students must attend all classes to qualify. The Certificate is a one-time, lifetime certification. *Students should obtain a State Conservation ID number online before the start of class.* This process is free, and if you have a hunting or fishing license, then you already have a number. The web site for obtaining a number is: www.ct.wildlifelicenses.com/internetsales.

CRN 31758 | Fee: \$20

2 Mondays & 2 Wednesdays | 9/9-9/18 | 7-9:30 PM | SSC L142

CRN 31759 | Fee: \$20

2 Mondays & 2 Wednesdays | 10/7-10/21 (does not meet 10/14) 7-9:30 PM SSC L142

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 31668 | Fee: \$85

Saturday | 9/7 | 8:30 AM-4:30 PM | AST E202

CRN 31669 | Fee: \$85

Saturday | 10/5 | 8:30 AM-4:30 PM | AST E202

Instructors: Professional Marine Education staff

Coastal Navigation

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

CRN 31687 | Fee: \$85

1 Saturday | 9/21 | 8:30 AM-4:30 PM | AST E202

Instructors: Professional Marine Education Staff

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

The hallmark of Hapkido is being able to defend yourself against larger and stronger adversaries. 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 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 31961 | Fee: \$45

4 Mondays & 4 Wednesdays

10/28-11/20 | 7-8 PM

Instructors: Joel S. Waldron; and other Academy instructors

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 31893 | Fee: \$55

3 Tuesdays | 10/1-10/15 | 7-9 PM

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.

Gardening

Organic Lawn Care

The end of summer is still an important time for your lawn. Are you looking for alternatives to harmful chemical fertilizers and pesticides? We will discuss healthier ways to treat your lawn and landscape. Soil testing and seasonal maintenance will also be covered.

CRN 31994 | Fee: \$35

1 Thursday | 9/5

6-9 PM | SSC L142

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.

Dividing Perennials

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

CRN 31989 | Fee: \$30

1 Saturday | 9/7

9:30 AM-noon | MCC Community Garden

Instructor: Bettylou Sandy

Prepare Your Garden for Winter

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

CRN 31991 | Fee: \$25

1 Thursday | 9/12

6:30-8:30 PM | SSC L142

Instructor: Bettylou Sandy



How and Where to Grow Food in Winter

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

CRN 31990 | Fee: \$30

1 Thursday | 9/19

6-8:30 PM | SSC L142

Instructor: Bettylou Sandy

Planning Your Vegetable Garden for Next Year

The growing season may be mostly over, but the planning season for next year has arrived! What do you wish that you had planted last year? Are you thinking of expanding your vegetable garden, or are you just now thinking of starting a garden? And what kind of garden—containers, raised framed beds, and/or flat rows? You'll also learn about companion planting, problem prevention in the garden, and cold and warm weather crops. Bring all of your questions and receive professional advice from a master gardener. One session will be held at MCC's new Community Garden. All levels of gardening experience are welcome.

CRN 31993 | Fee: \$85

4 Thursdays | 10/10-10/31

6:30-8:30 PM | GPA GP120

Instructor: Bettylou Sandy

Stocking Up and Storing Food for the Winter

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

CRN 31992 | Fee: \$25

1 Wednesday | 10/23

6:30-8:30 PM | SSC L142

Instructor: Bettylou Sandy

Start and Maintain an Edible Schoolyard

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

CRN 31988 | Fee: \$30

1 Thursday | 11/7

6-8:30 PM | SSC L142

Instructor: Bettylou Sandy

Introduction to Geothermal Heating and Cooling

What is geothermal heating and cooling? Learn the basic fundamental principles in geothermal design as it pertains to a new or existing building. The class will also explore the history of geothermal heating and cooling from its early history to 1993, when the Environmental Protection Agency rated geothermal as "the most energy-efficient, environmentally clean, and cost-effective space-conditioning system," to its applications today.

CRN 32014 | Fee: \$120

3 Fridays | 10/18-11/1

6-9 pm | GPA GP137

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

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

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

CRN 32015 | Fee: \$80

2 Fridays, 11/8-11/15

6-9 PM | GPA GP137

Instructor: Peter Governale

Introduction to Designing and Installing a Geothermal System for Property Owners

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

CRN 32016 | Fee: \$80

2 Fridays | 12/6-12/13

6-9 PM | GPA GP137

Instructor: Peter Governale

Languages



Beginning Latin

Studying Latin helps to develop a better understanding of English grammar, increases vocabulary, boosts verbal skills, and may improve grades and scores on standardized tests. Students will learn the basic structure of the Latin language and some simple vocabulary, while reading passages in Latin from various Roman authors across different time periods. The history and culture of the Roman Empire will also be discussed. Handouts will be provided. You'll never think of Latin in the same way again! Recommended text: Latin/English dictionary.

CRN 31987 | Fee: \$99

6 Thursdays | 9/26-10/31

7-9 PM | GPA GP138

Instructor: Amy White has master's degrees in classical studies from Tulane University and education from Westfield State College. She teaches Latin at Ellington High School. She studied in Rome for three summers, led student travel groups in Italy, and has been a member of the Classical Association of Connecticut since 1998.

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 31698 | Fee: \$225

8 Wednesdays | 9/11-10/30

7-9 PM | LRC B208

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

Introduction to Mandarin Chinese

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

CRN 31799 | Fee: \$120

6 Mondays | 9/23-11/4 (does not meet 10/14)

6-8 PM | GPA GP214

Instructor: Jin Hu received his master's degree from Shanghai University in China and his Ph.D. from the University of Toronto. He is the past president of the Chinese Culture Center of Greater Hartford, Inc.

Japanese for Beginners

For those traveling to Japan for pleasure, educational, or business purposes, learn greetings, pronunciation of the syllabic system, and how to write in Japanese, including the writing of Kanji, as well as such basic topics as numbers, the four seasons, and asking simple directions. Handouts will be provided. You will also watch some Japanese videos.

CRN 31800 | Fee: \$120

6 Tuesdays | 9/10-10/15

6-8 PM | GPA GP142

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

Languages

Conversational Italian for Beginners

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

CRN 31716 | Fee: \$235

8 Fridays | 9/13-11/1

7-9 PM | LRC B209

Instructor: Dr. Akram Erik-Soussi lived in Italy for ten years and earned a doctoral degree from the University of Florence. In addition to Italian, he is also fluent in Arabic. He teaches at Mitchell College, and frequently lectures about art and architecture, including courses at MCC since 1993.

Accelerated Introduction to Arabic

Are you planning a trip to the Arab world for business or pleasure? This short, intensive course is designed for you. Through lecture and role-play, you will learn the essentials of the Arabic language, including very useful vocabulary, phrases and cultural aspects to assist you in your business meetings, meeting people, shopping, ordering meals, using the telephone, and more! No prior knowledge of the Arabic language is required. Instructor provides handouts.

CRN 31718 | Fee: \$120

4 Fridays | 11/15-12/13 (does not meet 11/29)

7-9 PM | LRC B209

Instructor: Dr. Akram Erik-Soussi

French for Beginners

Learn the basic elements of the French language quickly and effectively, and begin speaking it in the very first class. While learning pronunciation and basic grammar, you will soon be able to introduce yourself and your family, talk about hobbies and interests, learn numbers, tell time, talk about the weather, and many other fun and useful topics. Required text: French is Fun, Book 1 (ISBN 9781567653427), Stein & Wald, available at MCC Bookstore for approximately \$25.

CRN 31730 | Fee: \$170

7 Thursdays | 9/12-10/24

6-8 PM | GPA GP156

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

French for Beginners II

In this continuation of *French for Beginners*, or for anyone with prior French language experience, students will further their learning of grammar, listening and speaking skills. We will also learn types of clothing, body parts, days of the week, months of the year, dates, weather, sports, and music. The course will continue with the same required textbook used in the introductory course: *French is Fun, Book 1* (ISBN 9781567653427), Stein & Wald, available at MCC Bookstore for approximately \$25.

CRN 31731 | Fee: \$170

7 Thursdays | 10/31-12/19

(does not meet 11/28)

6-8 PM | GPA GP156

Instructor: Marianne Laberge

Beginning German

Do you have German ancestry? Or maybe you're traveling to Germany? Would you like the tools to understand Schubert's Lieder or Brahms' Requiem? This introductory course will focus on speaking, listening, reading and writing German, with an emphasis on basic grammar, conversation, and vocabulary that would be useful to a traveler in Germany. Required text: Learn German the Fast and Fun Way (ISBN 9780764125409), Barron's, available at MCC Bookstore for approximately \$19.

CRN 31702 | Fee: \$185

8 Tuesdays | 9/24-11/12

7-9 PM | GPA GP139

Instructor: Elizabeth Baumbach earned an M.A. in teaching from Wesleyan University and a master of arts in German from Middlebury College. She has nearly 15 years' experience teaching foreign languages in public schools and 30 years of private teaching experience.

Advanced German

This course is *not* a continuation of *Beginning German*, but rather a course for students who already possess a working knowledge of German and want to expand their skills. The class work will include an eclectic selection of activities, such as current events, literature, children's stories, music, and movies, as well as advanced topics in grammar. Recommended text: German Demystified, 2nd edition, McGraw Hill, available at your favorite bookstore for approximately \$25.

CRN 31704 | Fee: \$185

8 Mondays | 9/23-11/11

7-9 PM | GPA GP139

Instructor: Elizabeth Baumbach

Conversational Polish for Beginners

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 31914 | Fee: \$130

8 Mondays | 9/16-11/11

(does not meet 10/14)

7-9 PM | GPA GP120

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.

Introduction to Russian

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 31915 | Fee: \$130

8 Tuesdays | 9/17-11/5

7-9 PM | GPA GP120

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 31699 | Fee: \$170

6 Wednesdays | 11/6-12/18

(does not meet 11/27)

7-9 PM | LRC B208

Instructor: Carolyn Robins

NEW Hartford Symphony Orchestra Pre-Show Presentation: Beethoven, Bernstein, and Buonos Aires!

This pre-show presentation is designed to accompany the Hartford Symphony Orchestra's (HSO) November 7 through November 10 performance of Beethoven's Symphony No. 7, music from Leonard Bernstein's ballet, "Fancy Free," and the "Four Seasons of Buonos Aires" by Argentine composer, Astor Piazzolla, at The Bushnell Performing Arts Center in Hartford. We will examine in-depth each of these musical pieces, so that your appreciation of the live performance will be greatly enhanced. Students will be given a discount voucher enabling them to purchase a single ticket for \$10 (more than \$20 off the regular price), good at one of these November performances.

CRN 31901 | Fee: \$25

Monday | 11/4

7-9 PM | VIL 6 V162

Instructor: Jeffrey Martin is director of community engagement and education at the Hartford Symphony Orchestra. A professional choral singer, he earned his master 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.

Acoustic and Electric Bass Master Class

For acoustic and electric bassists of all levels, this course will cover instruction in a variety of styles, including jazz, rock, Latin, folk, Caribbean, and Big Band. There will also be two sessions dedicated to reading music in these styles. Learning to read chord changes and written notes will help develop your musical skills, take your playing to the next level, and make you a more marketable professional musician. Student should bring their instrument to class. Handouts will be provided.

CRN 31979 | Fee: \$99

8 Tuesdays | 9/24-11/12

7:30-9 PM | GPA GP126

Instructor: David Uhl earned his bachelor of music in double bass performance from the Hartt School of Music. A music instructor and ensemble director for the Regional Center for the Performing Arts High School in Trumbull, he has played for the symphony orchestras of Cape Cod, Waterbury, and New Britain, as well as for the Milestones Big Band, the Jolly Beggars, and Steel Accent.

CREDIT-FREE PRIVATE LESSONS

Credit-Free private lessons are available for intermediate or advance high school and college students and adult players, including MCC music majors in: violin, viola, cello, and piano. Please contact continuing education at 860-512-2800 and leave a message for appropriate instructor.

Note: Financial aid may be available to MCC music major; please check with your advisor.

Strings Instructor: Martha Hayes

Piano Instructor: Edward Knoeckel

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 31981 | Fee: \$80

8 Wednesdays | 10/2-11/20

7:15-8:15 PM | GPA GP142

Instructor: Martha Hayes has a master's degree in music history and performance from the UConn. 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 Intermediate Strings: Violin, Viola or Cello

For students who have completed all beginning levels. If you need to rent an instrument or have a question about your skill level, please contact the instructor by leaving a message with Continuing Education at 860-512-2800. Required textbook: Essential Elements, Volume 2, Violin, Viola, or Cello Book 1 (ISBN 0634052659, violin; ISBN 0634052667, viola; 073999680591, 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 31980 | Fee: \$80

8 Wednesdays | 10/2-11/20

6-7 PM | GPA GP152

Instructor: Martha Hayes

Introduction to the Mandolin

Mandolin has a rich history on its own, but it also borrows from the violin and other instruments for a full repertoire of music. Types of mandolin, tuning, and hand techniques will be included. The course will help you build a foundation for future playing. The emphasis will be on playing easy chords and simple tunes. You need to bring your instrument to class. Required text: Mel Bay's Complete Mandolin Method (ISBN 9780871667632), available at MCC Bookstore for approximately \$12.

CRN 31907 | Fee: \$99

6 Mondays | 9/16-10/28 (does not meet 10/14)

7-9 PM | GPA GP138

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

Beginning Guitar

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

CRN 31872 | Fee: \$175

8 Tuesdays | 9/17-11/5 | 7:30-9 PM | GPA GP138

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.

Continue with Beginning Guitar

As a sequel to Beginning Guitar, continue with your learning of five basic chords, tuning, how to transpose keys, basic music theory, including the Nashville Number Theory, and how to use a capo. Instructional handouts and music sheets with words and chords are provided. If you are left-handed, it is recommended that you learn to play right-handed. Please bring your acoustic or electric guitar to all classes. Prerequisite: *Beginning Guitar*, or some guitar experience.

CRN 31877 | Fee: \$135

6 Tuesdays | 11/12-12/17 | 7:30-9 PM | GPA GP138

Instructor: Don Donegan

Expand 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 31890 | Fee: \$130

6 Mondays | 9/16-10/28 | (does not meet 10/14)

7-8:30 PM | VIL 2 V118

Instructor: David Giardina performs professionally in many musical styles and in various venues and has taught guitar privately for more than 20 years. He is also president of the Connecticut 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 978156224547), available at MCC Bookstore, for approximately \$11.

CRN 31908 | Fee: \$65

4 Mondays | 11/4-11/25

7-9 PM | GPA GP138

Instructor: James Hammitt

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. Students with questions about which harmonicas to buy may call the instructor at 860-659-8992. Participants must be at least 12 years of age.

CRN 31879 | Fee: \$60

4 Mondays | 11/11-12/2

8:30-9:30 PM | VIL 2 V118

Instructor: Don Donegan



Beginning Piano

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. Attention is given to use of electronic keyboards for those who have them. Enrollment is limited, so please register early. If you need to rent an instrument or have a question about your skill level, please contact the instructor by leaving a message with Continuing Education at 860-512-2800. Required text: *Alfred's Basic Adult Piano Course, Level One* (ISBN 9780882846163), available at MCC Bookstore for approximately \$10.

CRN 31909 | Fee: \$195

6 Saturdays | 9/21-11/2 (does not meet 10/12),
10 AM-noon | VIL 2 V117

Instructor: Ruth O'Neil is a singer/songwriter and music educator who has been performing and teaching music in the Greater Hartford area for more than 20 years. She owns the Song-a-Day Music Center in Coventry

Intermediate Piano

A continuation of *Beginning Piano*, or for any student who has some prior piano experience, in this course, students will learn transposing, harmonization, composition, and sight-reading. These skills, plus much more, will be developed in this diverse and creative class. Students must have knowledge of sharps and flats, and the ability to play two-hand music. If you need to rent an instrument or have a question about your skill level, please contact the instructor by leaving a message with Continuing Education at 860-512-2800. Required text: *Alfred's Basic Adult Piano Course, Level One*, available at MCC Bookstore. Prerequisite: *Beginning Piano*.

CRN 31917 | Fee: \$195

6 Saturdays | 11/9-12/21 (does not meet 11/30)
10 AM-noon | V2 V117

Instructor: Ruth O'Neil

Art and Experimental 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 31884 | Fee: \$99
5 Thursdays | 9/19-10/17
7-9 PM | VIL 6 V162

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.

Art and Experimental Music: 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, we will 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 31885 | Fee: \$99
5 Thursdays | 10/24-11/21
7-9 PM | VIL 6 V162

Instructor: Andrew Pergiovanni

Bach in Time

In this fun and educational music appreciation course, you will broaden your understanding of the history and evolution of music in the Western Hemisphere. No musical background is required; only a love of music and a willingness to enrich your life! Each session will be devoted to several seminal pieces by a different composer: J.S. Bach, Mozart, Beethoven, Debussy, and Stravinsky. Through listening, discussion, comparison, and critical thinking, you will develop a deeper appreciation for classical music, and with these new skills, will be able to continue your exploration.

CRN 31886 | Fee: \$99
5 Tuesdays | 10/15-11/12
7-9 PM | VIL 6 V162

Instructor: Andrew Pergiovanni



Unlocking Your Natural Voice: The Foundation of All Singing

Learn how to find and unlock your "natural" voice, while you making it look easy as you belt 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 31887 | Fee: \$99
5 Tuesdays | 9/10-10/8 | 7-9 PM | VIL 2 V118
Instructor: Andrew Pergiovanni

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. Participants must be at least 12 years old.

CRN 31878 | Fee: \$110
6 Mondays | 11/4-12/9 | 7-8:15 PM | VIL V118
Instructor: Don Donegan

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 31902 | Fee: \$25
1 Tuesday | 11/5
6-9 PM | GPA GP214

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

Introduction to African Drumming

You'll take home basic skills to create engaging African rhythm patterns with Olatunji's "Gun-Go-Do-Pa-Ta" hand drumming method. The class demonstrates ways to play musically and comfortably on djembe, conga, and ashiko drums; drum with instrumental and vocal groups; accompany dance, exercise, and movement; and lead interactive drumming at gatherings. An optional workbook is available from the instructor for \$3. A djembe, conga, or ashiko is required for the class. You are encouraged to bring an audio recorder.

CRN 32005 | Fee: \$35
1 Friday | 9/20
7-9:30 PM | VIL 3 V131

For more than a decade, Bob Bloom performed as a member of Dr. Babatunde Olatunji's renowned drumming and dance company, "Drums of Passion," and as a faculty assistant to Olatunji for his "Language of Drums" courses at The Omega Institute, and was formerly chair of the Interactive Drumming Committee of The Percussive Arts Society, the largest percussion organization in the world. For more information, please visit: www.drumming-about-you.com.

Music

NEW Djembe to Jazz:

African Rhythms Have Changed the Musical World!

Syncopation, upbeats, improvisation, and polyrhythms are all derived from African rhythms. Come learn how West African drum ensembles survived centuries of oppression to create one of the popular musical styles that has impacted salsa, ballroom dance, samba, reggae, Afro-Cuban music, and America's musical gift, jazz. While learning about the culture and history of West Africa, you will also learn the ancient fundamentals of African drumming in this hands-on course. Participants may bring their own djembe or use one of the instructor's. Please contact Continuing Education at 860-512-2800 if you need a drum. No prior musical experience is necessary.

CRN 32004 | Fee: \$70

4 Tuesdays | 10/22-11/12

7-9 PM | VIL 2 V118

Instructor: Rick Liegl is a founding member of The Soli Soma Djembe Orchestra, co-founder of the Connecticut Drumming Network, and director of the You've Got Rhythm School of Percussion, based in Windsor. More information on the instructor can be found at: www.DrumEventsUnlimited.com.

Drum Set: Master Class

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

CRN 32003 | Fee: \$90

4 Tuesdays | 11/19-12/10

7:30-9 PM | VIL 2 V118

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

YOU MAY ALSO LIKE

The Social History of Rock 'n' Roll on page 32

Noon Institute

NOON INSTITUTE MONDAY EDITION

Vernon Senior Center | 26 Park Place | Vernon

Noon-1:30 PM | Fee: \$5 for each course

PRE-REGISTRATION REQUIRED

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 31924 | Fee: \$5

1 Monday | Noon-1:30 PM | 9/9 | Vernon Senior Center (see address above)

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.

Matthew Brady and the Civil War: America's First Photojournalist

Mathew Brady is credited with being the father of photojournalism. He is one of the most celebrated 19th century American photographers, best known for his portraits of celebrities and his documentation of the American Civil War. Unfortunately, his skill at his craft was not matched by his business expertise. We'll examine his work and its impact on the Civil War and the American public, and his professional successes and failures during and after the Civil War.

CRN 31925 | Fee: \$5

1 Monday | Noon-1:30 PM | 10/21 | Vernon Senior Center (see address above)

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

NEW The Curse: Big-Time Gambling's Seduction of a Small New England Town

In the 1990s, an explosion of casino gambling hit Connecticut when two tribes built the world's two biggest casinos in the state's southeastern corner. Today, as the popularity and potential of revenue to state coffers has increased, those two mega-casinos face the prospect of heavy new competition from across the region. We will discuss the impact of this booming interest, as well as the political pressure to legalize Internet gambling, and the "unintended consequences" on both the tribes' and the state's economy. (NOTE: This is the same topic offered on the MCC campus on 9/20; it is being repeated in Vernon for the convenience of students. His book on this topic will be available for sale and signing after the lecture.)

CRN 31926 | Fee: \$5

1 Monday | Noon-1:30 PM | 11/18 | Vernon Senior Center (see address above)

Instructor: Instructor: Mike Jordan-Reilly is coordinator of the Noon Institute series. Guest speaker: Bob Steele is vice chairman of an international marketing agency and has been a director of numerous companies, including CME Group and the American Stock Exchange. A graduate of Amherst College and Columbia University, he served in the CIA and Congress (2nd District, CT) and was a candidate for governor of Connecticut. His book on this topic will be available for sale and signing after the lecture.

What's New (and Tried-and-True) at Your Public Library?

There's something for everyone at today's public library. While some may miss the so-quiet-you-can-hear-a-pin-drop days, your local library offers everything from online databases and genealogical resources to computer classes to music concerts, and yes, quiet study areas too. Learn about how technology continues to shape public libraries and the types of creative programs and services that are being offered in libraries around the State. Discover how you can get more from your local library.

CRN 31927 | Fee: \$5

1 Monday | Noon-1:30 PM | 12/9 | Vernon Senior Center (see address above)

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

FRIDAY NOON INSTITUTE

AST E202

Noon-1:30 PM

Fee: \$5 for each course

PRE-REGISTRATION REQUIRED

NEW Ancient Practices Effective in Promoting Happiness, Well-Being and Success in Life

Are you interested in living a Healthy Life? Then why not practice preventive care. Unlike Western culture, Eastern culture practices preventive care to live the healthiest way possible. Learn the therapeutic benefits of some ancient practices that are offered in hospitals around the country, and experience some gentle stress relieving practices.

CRN 31928 | Fee: \$5

1 Friday | Noon-1:30 PM | 9/6 | AST E202

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.

Explosion at the Shirtwaist Factory

On March 25, 1911, one of the largest industrial disasters in the history of New York caused the death of 146 garment workers, most of them women. The fire led to legislation requiring improved factory safety standards and helped spur the growth of the International Ladies' Garment Workers' Union, which fought for better and safer working conditions for sweatshop workers in that industry.

CRN 31929 | Fee: \$5

1 Friday | Noon-1:30 PM | 9/13 | AST E202

Instructor: Barbara King

ORGANIZATION OF ACTIVE ADULTS

**For Individuals 50 and Older –
Your Opportunity for Lifelong Learning**

- Free monthly meetings with speakers or entertainment
- Reduced fees for sponsored luncheons and trips
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- Tuition rebate program to reimburse a percentage of the fee paid for any MCC Credit-Free course costing more than \$10.

See page 49 or visit

www.manchestercc.edu/continuing/oaa.php



Robert Stelle, Guest Speaker

NEW The Curse: Big-Time Gambling's Seduction of a Small New England Town

In the 1990s, an explosion of casino gambling hit Connecticut when two tribes built the world's two biggest casinos in the state's southeastern corner. Today, as the popularity and potential of revenue to state coffers has increased, those two mega-casinos face the prospect of heavy new competition from across the region. We will discuss the impact of this booming interest, as well as the political pressure to legalize Internet gambling, and the "unintended consequences" on both the tribes' and the state's economy. *NOTE: This is the same topic offered in Vernon on 11/18; it is being repeated in Vernon for the convenience of students.*

CRN 31930 | Fee: \$5

1 Friday | Noon-1:30 PM | 9/20 | AST E202

Instructor: Mike Jordan-Reilly is coordinator of the Noon Institute series. Guest speaker: Bob Steele is vice chairman of an international marketing agency and has been a director of numerous companies, including CME Group and the American Stock Exchange. A graduate of Amherst College and Columbia University, he served in the CIA and Congress (2nd District, CT) and was a candidate for governor of Connecticut. His book on this topic will be available for sale and signing after the lecture.

NEW Langston Hughes and the American Dream

Langston Hughes' poetry resonates with themes and phrases that have become part of the fabric of contemporary American society. We will begin by examining his life and social environment, including his key role in the Harlem Renaissance, during 1920s and 1930s. We will then read and discuss several of Hughes' poems, both for their literary content as well as their influence on other major figures, particularly Dr. Martin Luther King. The instructor will provide handouts.

CRN 31931 | Fee: \$5

1 Friday | Noon-1:30 PM | 9/27 | AST E202

Instructor: David Garnes earned his master of library science and master of arts from Columbia University. He worked as a librarian at UConn for twenty years and is presently a freelance writer, lecturer, and book discussion leader for Connecticut Humanities.

History and Practice of Ekphrasis

Ekphrasis—creative writing based on or inspired by specific works of visual art—developed in western literature through Greek and Roman writers and has had a profound effect on European and American poetry. We will focus on this western development of ekphrasis right up to its contemporary milieu. After a brief, centuries-spanning survey of ekphrasis, we'll examine some of these specific examples by experiencing the poem to the corresponding piece of art. The instructor will also share a few of his own ekphrastic poems, based on the work of René Magritte and Max Ernst. A presentation for both poetry and art lovers!

CRN 31933 | Fee: \$5

1 Friday | Noon-1:30 PM | 10/25 | AST E202

Instructor: Stephen Campiglio published his first book of poetry, *Cross-Fluence*, in 2012, and has a second book, *Verbal Clouds through Various Magritte Skies*, forthcoming from Cy Gist Press. His recent journal publications include Common Ground Review, The Prose-Poem Project, Ping•Pong, TAB: The Journal of Poetry & Poetics, and Theodate.



EMPTY BOWLS PROJECT

OCTOBER 26, 2013

Sponsored by MCC's Culinary Arts Department and Foodshare
Buy a handmade ceramic bowl for \$15 and enjoy unlimited soups and bread
Proceeds help fight hunger in the greater Hartford and Tolland counties
Location: Manchester Community College
Student Services Center (SSC) | Culinary Arts Center

SAME DAY: Global Issues Conference

visit www.manchestercc.edu/global for more information

Civil War: The Naval Battle of Hampton Roads

For most students of history, the most important battles of the Civil War were those on land – Bull Run, Antietam, Gettysburg and so on. However, several of the naval engagements were equally important and critical to the progress of the war. The two-day Battle of Hampton Roads marked the important entry of ironclad ships into naval history. We'll examine the background of the two ships – the *Monitor* and the *Virginia* (formerly the *Merrimack*) – the historic events they engaged in at Hampton Roads, and then assess the impact of the battle's outcome.

CRN 31934 | Fee: \$5

1 Friday | Noon-1:30 PM | 11/1 | AST E202

Instructor: Barbara King

NEW Failed Assassination Plots on U.S. Presidents

"I have just shot the President": Most Americans know the assassinations of Lincoln and Kennedy but few know the stories of America's other assassinated presidents, McKinley and Garfield. Assassination attempts on other Presidents are also lost to history. Come hear the story of America's lesser known and failed presidential assassins.

CRN 31936 | Fee: \$5

1 Friday | Noon-1:30 PM | 11/15 | MCC Campus

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

NEW The History of the Advertising Jingle

"Have you tried Wheaties? They're whole wheat with all of the bran. Won't you try Wheaties? For wheat is the best food of man...." By some accounts, this radio spot, sung by on Christmas Eve in 1926 to listeners across the Minneapolis/St. Paul market was the first advertising "jingle." Radio was the mass market booster of the jingle, but does the tradition go back farther than that? Our guest speakers, writers and producers of the jingle for AA baseball team the New Britain Rock Cats among thousands of others, will help us explore the role of the jingle not just in advertising and marketing, but also in popular culture. Buy yourself and the world a Coke, sit back and enjoy, because this is "the real thing." Featured guest speakers are: Paul Lombardo and Tom Russo president and vice president (respectively) and founders of L and R Productions, which has specialized in writing and producing jingles – for major advertising clients since 1984.

CRN 31935 | Fee: \$5

1 Friday | Noon-1:30 PM | 11/8 | AST E202

Instructor: Mike Jordan-Reilly.



NEW Climate Change and Recycling: A Local Mitigation Strategy

This presentation will explore the basics of climate change, expected impacts to Connecticut, and potential solutions, like recycling, which can curb greenhouse gas emissions. Recycling is an important local mitigation strategy that everyone can have a part in making successful.

CRN 31932 | Fee: \$5

1 Friday | Noon-1:30 PM | 11/22 | AST E202

Instructor: Jessica LeClair is a member of the newly created CT Bureau of Energy and Technology Policy Climate Change Team. She holds a master of science degree from Bard Center for Environmental Policy from Connecticut College.

Nutrition

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 31995 | Fee: \$20

1 Thursday | 10/10

7-9 PM | GPA GP137

Instructor: Dr. Marie Mammone is a naturopathic physician at Naturopathic & Acupuncture Health Center in Wethersfield. She has also been involved with family nutrition for more than 20 years.

Cholesterol: Friend or Enemy?

The most common drugs currently prescribed for "high cholesterol" are called statins, and they represent a \$29 billion business worldwide. The medical claim that lowering LDL is beneficial in fighting cardiovascular disease (CVD) is contradictory to the research and results that we have seen for the past 10 years. It may not be in your best interest to lower your cholesterol levels! Many studies show that people with high cholesterol live longer and have fewer heart conditions than those with low cholesterol and that high cholesterol does not predict all causes of mortality. More to the point, to prevent potential cardiovascular disease, it is essential to lower your exposure to oxidation and inflammation. Learn the facts about cholesterol, heart health and how to stay healthy.

CRN 31996 | Fee: \$20

1 Thursday | 10/24

7-9 PM | GPA GP137

Instructor: Dr. Marie Mammone

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 32000 | Fee: \$70

2 Tuesdays | 10/22-10/29

6-9 PM | GPA GP156

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.

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/oaa.php.

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

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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.

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

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

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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: \$

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START DATES:

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

September 18

October 16

November 13

December 11

HOW TO GET STARTED:

Successful enrollment is achieved by following these three simple steps:

1. Register and pay for the course(s) using the registration form on page 74 of this catalog.
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.

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

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

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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

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

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Six Sigma: Total Quality Applications

Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality.
CRN 31185

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 31498

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 31507

Start Your Own Small Business

Stop dreaming and learn how to start your own successful small business.
CRN 31510

Start Your Own Arts and Crafts Business

Learn how to start your own arts and crafts business from a professional artist.
CRN 31508

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 31509

Online Academy

Start a Pet Sitting Business

Discover how to translate your love of animals into a fun and profitable career.
CRN 31506

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 31285

Growing Plants for Fun and Profit

An industry professional teaches you everything you need to prosper in the backyard nursery business.
CRN 31457

Get Paid to Travel

Learn everything you need to start your new and exciting career as a professional tour director.
CRN 31514

Start Your Own Consulting Practice

Find out how you can earn income by sharing your training or knowledge with others.
CRN 31511

Secrets of the Caterer

Learn cooking and business secrets from a professional caterer.
CRN 31455

Wow, What a Great Event!

Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.
CRN 31177

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 31493

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 31494

Get Assertive!

Find out how you can stop others from intimidating you or treating you poorly.
CRN 31477

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.
CRN 31492

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 31480

Individual Excellence: Secrets of Career Success

Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.
CRN 31190

Achieving Success with Difficult People

Learn how to have more successful relationships with difficult bosses, coworkers, students, neighbors, or relatives.
CRN 31214

Merrill Ream Speed Reading

Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.
CRN 31414

COMPUTERS

(\$130 per class)

BASIC COMPUTER LITERACY

Keyboarding

CRN 31233

NEW Introduction to Windows 8

CRN 31711

Introduction to Windows 7

CRN 31275

Introduction to Linux

CRN 31296

Computer Skills for the Workplace

CRN 31234

COMPUTER APPLICATIONS

What's New in Microsoft Office 2010?

CRN 31278

What's New in Microsoft Office 2007?

CRN 31277

Introduction to Microsoft Word 2011 for Mac

CRN 31241

Introduction to Microsoft Word 2010

CRN 31240

Introduction to Microsoft Word 2007

CRN 31239

Intermediate Microsoft Word 2010

CRN 31243

Intermediate Microsoft Word 2007

CRN 31242

Introduction to Microsoft Excel 2010

CRN 31262

Introduction to Microsoft Excel 2007

CRN 31261

Intermediate Microsoft Excel 2010

CRN 31270

Intermediate Microsoft Excel 2007

CRN 31269

Advanced Microsoft Excel 2010

CRN 31265

Advanced Microsoft Excel 2007

CRN 31264

Introduction to Microsoft Access 2010

CRN 31267

Introduction to Microsoft Access 2007

CRN 31266

Intermediate Microsoft Access 2010

CRN 31272

Intermediate Microsoft Access 2007

CRN 31271

Introduction to Microsoft PowerPoint 2010

CRN 31274

Introduction to Microsoft PowerPoint 2007

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Introduction to Microsoft Outlook 2010

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Introduction to Microsoft Outlook 2007

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Introduction to Microsoft Publisher 2010
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Introduction to Microsoft Publisher 2007
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Introduction to Microsoft Project 2010
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Introduction to Microsoft Project 2007
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Introduction to Adobe Acrobat X
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Introduction to Adobe Acrobat 9
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Introduction to Crystal Reports
CRN 31354

Introduction to Crystal Reports 10
CRN 31355

Introduction to Peachtree Accounting 2012
CRN 31259

Introduction to QuickBooks 2013
CRN 31247

Introduction to QuickBooks 2012
CRN 31246

Introduction to QuickBooks 2011
CRN 31245

Intermediate QuickBooks 2013
CRN 31254

Intermediate QuickBooks 2012
CRN 31252

QuickBooks 2013 for Contractors
CRN 31251

QuickBooks 2012 for Contractors
CRN 31250

QuickBooks 2011 for Contractors
CRN 31249

Performing Payroll in QuickBooks 2013
CRN 31258

Performing Payroll in QuickBooks 2012
CRN 31257

Performing Payroll in QuickBooks 2011
CRN 31256

WEB PAGE DESIGN, GRAPHICS & MULTIMEDIA

Creating Web Pages
CRN 31286

Advanced Web Pages
CRN 31362

Creating WordPress Websites
CRN 31313

Creating WordPress Websites II
CRN 31287

Introduction to CSS3 and XHTML5
CRN 31345

Intermediate CSS3 and XHTML5
CRN 31346

Designing Effective Websites
CRN 31361

Creating jQuery Mobile Websites with Dreamweaver
CRN 31351

Introduction to Dreamweaver CS6
CRN 31316

Introduction to Dreamweaver CS5
CRN 31315

Intermediate Dreamweaver CS5
CRN 31318

Achieving Top Search Engine Positions
CRN 31284

Introduction to CorelDRAW X5
CRN 31348

Introduction to Adobe Edge Animate
CRN 31353

Introduction to Flash CS6
CRN 31320

Introduction to Flash CS5
CRN 31319

Intermediate Flash CS5
CRN 31321

DIGITAL IMAGING & DESIGN

NEW **Introduction to Illustrator CS6**
CRN 31709

Introduction to Illustrator CS5
CRN 31328

Introduction to Illustrator CS4
CRN 31327

Introduction to InDesign CS5
CRN 31325

Introduction to InDesign CS4
CRN 31324

Intermediate InDesign CS5
CRN 31326

NEW **Introduction to Lightroom 4**
CRN 31710

Introduction to Photoshop CS6
CRN 31331

Introduction to Photoshop CS5
CRN 31330

Introduction to Photoshop CS4
CRN 31329

Intermediate Photoshop CS6
CRN 31336

Intermediate Photoshop CS5
CRN 31335

Intermediate Photoshop CS4
CRN 31334

Photoshop CS6 for the Digital Photographer
CRN 31333

Photoshop CS5 for the Digital Photographer
CRN 31332

Photoshop Elements 11 for the Digital Photographer
CRN 31338

Photoshop Elements 10 for the Digital Photographer
CRN 31337

Photoshop Elements 9 for the Digital Photographer
CRN 31339

Photoshop CS6 for the Digital Photographer II
CRN 31341

Photoshop CS5 for the Digital Photographer II
CRN 31340

Photoshop Elements 11 for the Digital Photographer II
CRN 31343

Photoshop Elements 10 for the Digital Photographer II
CRN 31342

Photoshop Elements 9 for the Digital Photographer II
CRN 31344

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Online Academy

COMPUTER TROUBLESHOOTING & NETWORKING

Introduction to PC Troubleshooting
CRN 31238

Introduction to PC Security
CRN 31364

Advanced PC Security
CRN 31237

Wireless Networking
CRN 31289

Introduction to Networking
CRN 31290

Intermediate Networking
CRN 31288

PROGRAMMING & DATABASE MANAGEMENT

Introduction to Programming
CRN 31297

Macintosh, iPhone, and iPad Programming
CRN 31350

Creating Mobile Apps with HTML5
CRN 31352

NEW How to Get Started In
Game Development
CRN 31708

Introduction to Ajax Programming
CRN 31295

Introduction to ASP.NET
CRN 31312

Introduction to Java Programming
CRN 31322

Intermediate Java Programming
CRN 31323

Introduction to C++ Programming
CRN 31305

Introduction to C# Programming
CRN 31307

Intermediate C# Programming
CRN 31308

Introduction to Perl Programming
CRN 31309

Introduction to Python 3 Programming
CRN 31304

Introduction to Python 2.5 Programming
CRN 31303

Introduction to Ruby Programming
CRN 31306

Introduction to Database Development
CRN 31292

Introduction to Visual Basic
CRN 31298

Intermediate Visual Basic
CRN 31299

Introduction to SQL
CRN 31293

Intermediate SQL
CRN 31294

Introduction to PHP and MySQL
CRN 31310

Intermediate PHP and MySQL
CRN 31311

CERTIFICATION PREP (\$170 per class)

Basic CompTIA A+ Certification Prep
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Intermediate CompTIA A+ Certification Prep
CRN 31301

Advanced CompTIA A+ Certification Prep
CRN 31302

CompTIA Security+ Certification Prep 1
CRN 31235

CompTIA Security+ Certification Prep 2
CRN 31236

CompTIA Network+ Certification Prep
CRN 31291

PMP Certification Prep 1
CRN 31181

PMP Certification Prep 2
CRN 31183

COURSES FOR TEACHERS (\$130 per class)

Teaching Preschool: A Year of Inspiring
Lessons
CRN 31378

Teaching Adult Learners
CRN 31379

An Introduction to Teaching ESL/EFL
CRN 31388

Practical Ideas for the Adult ESL/EFL
Classroom
CRN 31389

Teaching ESL/EFL Reading
CRN 31391

Teaching ESL/EFL Vocabulary
CRN 31392

Teaching ESL/EFL Grammar
CRN 31390

Spanish in the Classroom
CRN 31423

Singapore Math: Number Sense and
Computational Strategies
CRN 31417

Singapore Math Strategies: Model Drawing
for Grades 1-6
CRN 31415

Singapore Math Strategies: Advanced Model
Drawing for Grades 6-9
CRN 31416

Teaching Math: Grades 4-6
CRN 31418

Teaching Science: Grades 4-6
CRN 31384

Solving Classroom Discipline Problems
CRN 31393

Solving Classroom Discipline Problems II
CRN 31394

Empowering Students with Disabilities
CRN 31419

Teaching Students with Learning Disabilities
CRN 31422

Teaching Students with ADHD
CRN 31420

Teaching Students with Autism: Strategies
for Success
CRN 31421

Survival Kit for New Teachers
CRN 31387

Ready, Set, Read!
CRN 31411

The Creative Classroom
CRN 31408

Creating Classroom Centers

CRN 31380

Differentiated Instruction in the Classroom

CRN 31381

The Differentiated Instruction and Response to Intervention Connection

CRN 31383

Differentiating K-12 Assessments

CRN 31382

Creating the Inclusive Classroom: Strategies for Success

CRN 31407

Teaching Writing: Grades K-3

CRN 31386

Teaching Writing: Grades 4-6

CRN 31385

Guided Reading and Writing: Strategies for Maximum Student Achievement

CRN 31409

Guided Reading: Strategies for the Differentiated Classroom

CRN 31410

Response to Intervention: Reading Strategies That Work

CRN 31412

Integrating Technology in the Classroom

CRN 31396

Teaching Smarter with SMART Boards

CRN 31402

The Classroom Computer

CRN 31397

Using the Internet in the Classroom

CRN 31403

Creating a Classroom Website

CRN 31404

Using Microsoft Excel 2010 in the Classroom

CRN 31399

Using Microsoft Excel 2007 in the Classroom

CRN 31398

Using Microsoft PowerPoint 2010 in the Classroom

CRN 31406

Using Microsoft PowerPoint 2007 in the Classroom

CRN 31405

Using Microsoft Word 2010 in the Classroom

CRN 31401

Using Microsoft Word 2007 in the Classroom

CRN 31400

Blogging and Podcasting for Beginners

CRN 31395

Creating K-12 Learning Materials

CRN 31413

Enhancing Language Development in Childhood

CRN 31453

Understanding Adolescents

CRN 31449

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.

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Get Grants!

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

CRN 31432

Advanced Grant Proposal Writing

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

CRN 31434

Writing Effective Grant Proposals

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

CRN 31433

Becoming a Grant Writing Consultant

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

CRN 31500

Starting a Nonprofit

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

CRN 31501

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 31504

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 31502

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 31503

HEALTH CARE, FAMILY & NUTRITION

(\$130 per class)

Assisting Aging Parents

Handle the challenges you will face in the coming years.

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NEW Marriage and Relationships: Keys to Success

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

CRN 31739

Navigating Divorce

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

CRN 31451

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 31450

Homeschool with Success

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

CRN 31377

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 31474

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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 31475

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 31465

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 31467

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 31463

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 31464

HIPAA Compliance

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

CRN 31459

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 31462

Become a Physical Therapy Aide

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

CRN 31468

Become a Veterinary Assistant

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

CRN 31469

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 31470

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 31471

Introduction to Natural Health and Healing

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

CRN 31472

Lose Weight and Keep It Off!

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

CRN 31460

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 31454

Handling Medical Emergencies

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

CRN 31461

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 31443

Speed Spanish II

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

CRN 31444

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 31445

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 31495

Spanish for Medical Professionals

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

CRN 31473

Beginning Conversational French

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

CRN 31441

Instant Italian

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

CRN 31446

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 31442

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 31425

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 31426

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 31427

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 31424

Writing for ESL

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

CRN 31428

MATH & SCIENCE

(\$130 per class)

Math Refresher

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

CRN 31481

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 31482

NEW Introduction to Statistics

Improve your understanding of data and learn how to develop graphs and charts so you can use this information to make better decisions.

CRN 31738

Medical Math

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

CRN 31476

Human Anatomy and Physiology I

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

CRN 31458

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 31466

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 31490

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 31491

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 31200

Start Your Own Edible Garden

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

CRN 31456

Get Funny!

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

CRN 31479

Skills for Making Great Decisions

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

CRN 31478

Interpersonal Communication

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

CRN 31213

Keys to Effective Communication

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

CRN 31212

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 31448

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 31430

Personal Finance

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

CRN 31440

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 31439

Keys to Successful Money Management

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

CRN 31435

Protect Your Money, Credit and Identity

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

CRN 31429

Real Estate Investing

Build and protect your wealth by investing in real estate.

CRN 31496

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 31497

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 31436

Online Academy

The Analysis and Valuation of Stocks

Discover valuable techniques that show you step by step how to research and value stocks.
CRN 31437

Introduction to Stock Options

Learn how stock options can protect your portfolio and help you profit in any type of market.
CRN 31438

PHOTOGRAPHY

(\$130 per class)

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.
CRN 31488

NEW Mastering Your Digital SLR

Take your photography to the next level with your digital SLR camera by learning how to master lenses, apertures, shutter speed, exposure settings, and more.
CRN 31712

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 31347

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 31489

Secrets of Better Photography

Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations.
CRN 31485

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 31486

Photographing People with Your Digital Camera

Learn to take beautiful pictures of adults, children, and babies.
CRN 31487

SALES & MARKETING

(\$130 per class)

Professional Sales Skills

Discover how to begin a successful and rewarding career in sales.
CRN 31187

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 31186

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 31513

Marketing Your Business on the Internet

E-commerce expert helps you develop an Internet marketing plan for your business.
CRN 31512

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 31376

Prepare for the GED Test

Want to pass the GED? This course will help you develop the skills you'll need to succeed.
CRN 31367

Prepare for the GED Language Arts, Writing Test

Obtain the skills and knowledge to successfully prepare for the GED Language Arts, Writing test.
CRN 31365

Prepare for the GED Math Test

Master the skills you'll need to successfully pass Test 5 in the GED test series.
CRN 31366

GMAT Preparation

Discover powerful test-taking techniques and methods for improving your score on the GMAT.
CRN 31370

GRE Preparation: Part 1

Discover powerful strategies for success in the verbal and analytical sections of the GRE.
CRN 31368

GRE Preparation: Part 2

Learn a variety of useful techniques for tackling the math section of the GRE.
CRN 31369

LSAT Preparation: Part 1

Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills.
CRN 31371

LSAT Preparation: Part 2

Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers.
CRN 31372

SAT/ACT Preparation: Part 1

Master the reading, writing, English, and science questions on the ACT and new SAT.
CRN 31374

SAT/ACT Preparation: Part 2

Master the math questions on the ACT and new SAT.
CRN 31375

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 31228

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.
CRN 31201

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 31210

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 31218

Business Marketing Writing

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

CRN 31217

Fundamentals of Technical Writing

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

CRN 31208

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 31193

Writeriffic: Creativity Training for Writers

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

CRN 31223

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 31205

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 31222

Advanced Fiction Writing

Explore advanced fiction writing techniques with a published novelist.

CRN 31227

Writing Young Adult Fiction

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

CRN 31206

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 31204

Mystery Writing

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

CRN 31203

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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 31230

Writing for Children

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

CRN 31215

Research Methods for Writers

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

CRN 31211

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 31219

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 31221

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 31209

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 31220

Introduction to Internet Writing Markets

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

CRN 31225

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 31202

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 31207

Write Your Life Story

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

CRN 31224

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 31226

For full course descriptions and requirements. Please visit our Online Instruction Center for more information:

www.ed2go.com/manchcc

Photography

Nature and Outdoor Photography

In the first session, there will be discussion of recommended equipment and gear for nature and outdoor photography. The instructor will also show samples of his work and discuss the methods that he uses to capture nature's beauty. *The second and fourth sessions will be field trips to local parks*, with locations to be determined in class. The classroom sessions will include critiques of the two field trips. *Rain dates will be the Sundays of these same weekends.* Students should bring their 35mm SLR (digital or film), lenses, tripod, and gadget bag to the field trip sites.

CRN 31845 | Fee: \$115

5 Saturdays | 9/7-10/5

9-11 AM | AST C201

(9/14 & 9/28 meet off-campus)

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

NEW Creative Travel Photography

In this class, we will address specific lighting, technique, and compositional issues a photographer is faced with when traveling, both in interior and exterior locations. In addition, novel and creative approaches to making your location photos interesting will be introduced, and assignments will be given related to these topics. Critiques of the assignments will be part of each class session. Students should have a good working knowledge of their digital SLR cameras, and can choose to work in color and/or black and white.

CRN 31875 | Fee: \$145

6 Mondays | 9/16-10/28

(does not meet 10/14)

7-9 PM | GPA GP156

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

YOU MAY ALSO LIKE

Digital Imaging & Design courses on pages 23-24

Online Academy photography courses on page 58

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 31862 | Fee: \$99

2 Tuesdays | 9/17-9/24

6-9 PM | LRC B141

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 31863 | Fee: \$99

2 Tuesdays | 10/1-10/8

6-9 PM | LRC B141

Instructor: Richard Hoyer

Using Your Digital SLR

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

CRN 31840 | Fee: \$99

2 Fridays | 9/20-9/27

6-9 PM | AST D211 | Fee: \$99

Instructor: Richard Hoyer

The Digital Print: Technique and Critique

In this advanced class from shutter to print, discover what it takes to create stunning digital photographs. All steps, from setting up and controlling your camera through creating a workflow on the computer for printing, will be covered. The first class will concentrate on photographic and printing technique. Our second class will be a working photo and computer session, with the results printed for a critique in our third session. The printing of images will need to be done outside the computer lab. Students should bring their digital camera to class. Prerequisite: *Previous digital camera experience required.*

CRN 31844 | Fee: \$150

3 Fridays | 11/8-11/22

6-9 PM | AST D211

Instructor: Richard Hoyer

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 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 32017 | Fee: \$95

4 Mondays | 10/21-11/11

7-9 PM | GPA GP137

Instructor: John Garaventa holds a degree a degree from the Art Institute of Atlanta and was a freelance photographer with the Hartford Courant before starting his own business, Garaventa Photography. He has also shot for National Geographic, and participated in an exhibit at the Bushnell Memorial Gallery.



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

Designed for students who wish to build upon their existing knowledge and experience with Photoshop and their digital SLR camera, this class will concentrate on advanced topics relating to photography with digital SLRs and improving images with Adobe Photoshop CS3. We 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'll use 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 31841 | Fee: \$50

1 Friday | 10/4

6-9 PM | AST D211

Flash Photography

This workshop will help you to understand your flash and learn how to use it creatively. Today's TTL flash equipment, especially when combined with the benefits of a digital camera, can produce consistently good results. We will look at how flash works, when and why it fails, and how to handle challenging exposure situations. You will learn how use fill-flash and how to minimize the harshness of direct on-camera flash. Other topics include bounce lighting and the use of flash to express the idea of motion.

CRN 31842 | Fee: \$50

1 Friday | 10/25

6-9 PM | AST D211

Painting on the Computer

Take your photography skills to a new level by learning how to transform your photographs into digital paintings, using Adobe Photoshop CS5. You will learn how to use Photoshop's Brushes, History Brush, Art History Brush, and filters for contemporary effects. Be it a watercolor or oil, the styles that you can replicate with the painting tools are amazing!

CRN 31843 | Fee: \$50

1 Friday | 11/1

6-9 PM | AST D211

Digital Exposure Techniques

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

CRN 31846 | Fee: \$50

1 Friday | 12/6

6-9 PM | AST D211

Creating Dynamic Portraits

We all enjoy photographing our friends, loved ones, and pets. Yet how often do these pictures turn out merely adequate? Come learn techniques for making more interesting portraits. We'll cover camera settings, lens selection, tripod use, how to get your subject to pose in a variety of locations for a variety of looks, and ways to light your subject using inexpensive professional strobes, cheap portable flash units, or natural light. Students are required to bring in their digital cameras (with instruction booklet), along with some props and alternative clothing. A model will be hired for the class. Please note: Students can expect to pay approximately \$15-20 each for modeling fees, depending on the number of students.

CRN 31801 | Fee: \$75

3 Mondays | 9/16-9/30

7-9:30 PM | GPA GP137

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. His current work can be viewed at www.stockpeterglass.com.

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 31803 | Fee: \$60

3 Thursdays | 11/7-11/21

7-9 PM | GPA GP137

Instructor: Peter Glass

Stock Photography for Fun and Profit

Start making 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 to tap this lucrative source of 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 31802 | Fee: \$90

3 Tuesdays | 11/12-11/26

6-9 PM | GPA GP142

Instructor: Peter Glass

Professional Development



JOB SEARCH & CAREER WORKSHOPS

Looking for information and guidance on how to become more competitive in your job search? You are invited to attend the following workshops.

All sessions meet in the Career Services Suite (SSC L107) and are FREE and open to students, alumni, and the public. Pre-registration, however, is required, using the registration form on page 74.

Instructors: Julie Hepburn-Greene, senior associate director of Career Services at MCC, and other Career Services staff

Effective Résumé Writing

Build résumé-writing confidence. Whether you're writing your first résumé or updating an existing one, this workshop provides the skills necessary to develop this competitive marketing tool.

Tuesday Afternoon Sessions

CRN 31777 | 1 Tuesday | 9/24 | noon-1:30 PM

CRN 31778 | 1 Tuesday | 10/22 | noon-1:30 PM

Thursday Night Sessions

CRN 31779 | 1 Thursday | 9/26 | 6-7:30 PM

CRN 31780 | 1 Thursday | 10/24 | 6-7:30 PM

SSC L107 (Career Services Suite)

Job Search Strategies and Cover Letters

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

Tuesday Afternoon Sessions

CRN 31781 | 1 Tuesday | 10/8 | noon-1:30 PM

CRN 31782 | 1 Tuesday | 11/12 | noon-1:30 PM

Thursday Night Sessions

CRN 31783 | 1 Thursday | 10/10 | 6-7:30 PM

CRN 31784 | 1 Thursday | 11/14 | 6-7:30 PM

SSC L107 (Career Services Suite)

Interviewing Skills

Preparation is the key to a successful interview. This workshop identifies the types of interviews candidates are experiencing today, covers the stages of the interview process, and previews the most frequently asked interview questions.

Tuesday Afternoon Sessions

CRN 31785 | 1 Tuesday, 10/1 | noon-1:30 PM

CRN 31786 | 1 Tuesday, 11/5 | noon-1:30 PM

Thursday Night Sessions

CRN 31787 | 1 Thursday | 10/3 | 6-7:30 PM

CRN 31788 | 1 Thursday | 11/7 | 6-7:30 PM

SSC L107 (Career Services Suite)

Making Effective Career Choices

Learn how to make effective career choices through the use of traditional and online career guidance assessment tools. Match your interests and personality types with career fields and position titles, identify typical educational paths that one can take to become qualified for specific positions, and learn about available online resources that can assist you in your research process.

Tuesday Afternoon Sessions

CRN 31773 | 1 Tuesday | 10/15 | noon-1:30 PM

CRN 31774 | 1 Tuesday | 11/19 | noon-1:30 PM

Thursday Night Sessions

CRN 31775 | 1 Thursday, 10/17 | 6-7:30 PM

CRN 31776 | 1 Thursday, 11/21 | 6-7:30 PM

SSC L107 (Career Services Suite)

CAREER SERVICES FALL 2013 EVENTS

Part-Time Job Fair

Wednesday, September 25

10:00 AM-1:00 PM

SBM Charitable Foundation Building, 1st Floor

Community Service Fair

Tuesday, October 15

9:00 AM-1:00 PM

SBM Charitable Foundation Building, 1st Floor

CAREER OPPORTUNITIES

NEW Start and Grow Your Own Business: A Step-by-Step Approach

For people thinking about starting their own business, or for those who have already started one, we will cover all the elements of planning, running, and growing a business, including business plans and financial templates. This program offers non-traditional, experiential learning, with hands-on coaching sessions and opportunities to network and learn from peers, as well as seasoned entrepreneurs and professionals who work with start-up businesses. Guest speakers will facilitate some of the sessions. The textbook, Anatomy of a Business Plan, by Linda Pinson, a \$25 value, is included with the course fee.

CRN 31922 | Fee: \$495

10 Thursdays | 9/19-12/12

(does not meet 10/10, 11/21 & 11/28)

9 AM-noon | MCC on Main

Instructor: John G. Antonich is president of Sales Leverage Group in Glastonbury. He has a B.S. in business management, is an Advisory Board Member for the University of Hartford Center for Professional Development, and is a certified facilitator of the Kauffman Foundation FastTrac® New/Growth/Venture™ programs.

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.



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 finishes 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. Students will also have the option of beginning the fingerprinting process in the classroom. 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 31958 | Fee: \$110

1 Wednesday | 9/25

8:30 AM-5 PM | SSC L240

CRN 31959 | Fee: \$110

1 Wednesday | 10/23

8:30 AM-5 PM | SSC L240

CRN 31960 | Fee: \$110

1 Wednesday | 11/20

8:30 AM-5 PM | SSC L240

Instructor: Robert Virgulto has more than 10 years of private instructional experience. A graduate of the Connecticut P.O.S.T academy and has a master's degree in criminal justice, he has been an officer for nearly 20 years and is certified to teach a wide variety of topics related to security and law enforcement.

So, You Want to Be a Professional Organizer!

Maybe you've seen "Mission: Organization" on the Home & Garden Channel or "Clean Sweep" on The Learning Channel. Are your own skills at organizing honed enough to turn professional? This course will explain the tools you need to go into business as a professional organizer. Learn how to set up your own organizing business, what expenses are involved in setting up a business, how to handle record keeping and get started with clients, and how to network and market your business and yourself on a shoestring budget. You'll also learn about the different types of organizing that other professional organizers do.

CRN 31876 | Fee: \$15

1 Monday | 10/7

6:30-8:30 PM | LRC A108

Instructor: Faith Manierre is the president of Busy Bees Professional Organizing, LLC, and the founding president of the CT Chapter of the National Association of Professional Organizers. She earned a Certified Professional Organizer in Chronic Disorganization (CPO-CD®) designation from the National Study Group on Chronic Disorganization.

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 31693 | Fee: \$195

2 Saturdays | 10/26-11/2

8:30 AM-4:30 PM | GPA GP136

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.



SKILLS FOR THE WORKPLACE

NEW Technical Communications

Learn, or strengthen your skills in, how to interpret, evaluate, record, and report technical information, as well as basic components and structures used in technical communications for both informal and formal writing, including audience analysis, language and purpose, page design, and technical definition and description. Critical thinking skills, assignments, and class discussions will be used to convey technical communication methodologies, as you learn how to implement these concepts in technical documents. This course is ideal for professionals in engineering, architecture, web/software design, advertising/marketing, and insurance fields, although all are welcome.

Instructor provides handouts.

CRN 32020 | Fee: \$160

8 Wednesdays | 9/25-11/13

7-9 PM | GPA GP215

Instructor: Leanne Foster earned her bachelor of arts in English from the University of Toronto and master's in English from Central Connecticut State University, where she was also an instructor and mentor for the Bridges Program. She is an adjunct professor of technical communications at the University of Hartford.

PUT YOUR BEST FEET FORWARD.

Develop your job skills as a team.
Register with a friend.

Professional Development

NEW Business and Entrepreneurship: Book Discussion Group

Join this new book discussion group, focused on business and entrepreneurship concepts and practices. Sharpen your business acumen and stay current on issues, while networking with other professionals. The books are all available online or at your favorite bookstores.

10/4 - Business Brilliant: Surprising Lessons from the Greatest Self-Made Business Icons by Lewis Schiff
Our discussion will focus on the seven distinct principles practiced by individuals who may or may not be any smarter than the rest of the population, but seem to understand instinctively how money is made. This guide also reveals how these business icons excel in areas of team building, risk management, and leadership development to accumulate their wealth.

10/18 - Who Owns The Ice House?: Eight Life Lessons From an Unlikely Entrepreneur by Clifton Taulbert and Gary Schoeniger

Based on his own life experience, Pulitzer nominee Clifton Taulbert has teamed up with entrepreneur thought leader Gary Schoeniger to create a powerful and compelling story that captures the essence of an entrepreneurial mindset and the unlimited opportunities it can provide.

11/1 - Built to Sell: Creating a Business That Can Thrive Without You by John Warrillow

Entrepreneurs can take specific steps—no matter what stage a business is in—to create a valuable, sellable company. We'll read about what it takes to create a solid business that can thrive long into the future.

11/15 - Likeable Business: Why Today's Consumers Demand More and How Leaders Can Deliver by Dave Kerpen

Figuring out what effect social media will have on your business and how to effectively make use of it is vital to owners of small and mid-size businesses. We'll discover 11 principles of business likeability for organizations of all sizes to spur growth, profits, and overall success.

CRN 31923 | Fee: \$65

4 Fridays | 10/4-11/15 (meets every other week)

11:30 AM-1 PM | MCC on Main

Instructor: John G. Antonich

NEW Job Search and Workforce Readiness Skills

Are you looking for work? Do you know what employers expect? What skills do you need to get and keep that job? Are you ready for the first day of your new position? This course will take you from how to conduct a job search to writing effective résumés and cover letters and choosing proper references to workforce ethics, attire, and professional behavior once you land that job. Empower yourself and be prepared! Please bring your lunch.

CRN 31713 | Fee: \$95

1 Saturday | 11/16

11 AM-5:30 PM | MCC on Main

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.

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 31912 | Fee: \$45

1 Tuesday | 9/17

6-8:30 PM | GPA GP139

CRN 31913 | Fee: \$45

1 Tuesday | 12/3

6-8:30 PM | GPA GP139

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.

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 31688 | Fee: \$95

1 Saturday | 9/21

9:30 AM-4 PM | AST C209

CRN 31689 | Fee: \$95

1 Saturday | 10/19

11 AM-5:30 PM | MCC on Main

Instructor: Beverly Salzman

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 31690 | Fee: \$95

1 Saturday | 9/28

9:30 AM-4 PM | AST C209

CRN 31691 | Fee: \$95

1 Saturday | 10/26

11 AM-5:30 PM | MCC on Main

Instructor: Beverly Salzman

Superior Customer Service Skills

Fine tune your customer service skills. Learn how to avoid or rectify the seven deadly sins of customer service. Practice winning words and phrases, including customer appreciation strategies. Please bring your lunch.

CRN 31692 | Fee: \$95

1 Saturday | 11/2

11 AM-5:30 PM | MCC on Main

Instructor: Beverly Salzman, M.B.A.

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 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 \$97 (for all three books).

CRN 31629 | Fee: \$485

8 Tuesdays & 8 Thursdays | 9/10-10/31

(exam date, 11/5) | 5:30-9:30 PM | SSC L240

CRN 31630 | Fee: \$485

9 Mondays & 7 Wednesdays

10/14-12/9 (does not meet 11/20;

exam date 12/11) 6-10 PM | SSC L240

Instructors: CRN 31629: Andrew G. Pappas is a CT licensed broker with 20 years of teaching experience in the real estate field and represents MCC within the Real Estate Consortium of Connecticut Community Colleges. CRN 31630: Archangelo D'Amato, a licensed CT broker, brings more than 30 years of real estate brokerage, sales, leasing, development, and property management to the classroom

Basic Appraisal Principles

This course is required for those seeking an appraiser's license. The course is recognized by the Real Estate Commission for those seeking a broker's license. Students will discuss real property concepts and characteristics; legal consideration; leases; environmental, geographic and physical factors; economic principles; and market analysis. Students must attend at least 30 hours and receive a passing grade of 70 or higher to receive a course certificate. Required text: Basic Appraisal Principles (ISBN 084004917X), Cengage, available at MCC Bookstore, for approximately \$75.

CRN 31631 | Fee: \$390

9 Saturdays | 9/21-11/16

8:30 AM-12:30 PM | SSC L240

Instructor: Archangelo D'Amato

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 31664 | Fee: \$40

1 Monday | 10/28

6-9 PM | SSC L142

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.

Basic Title Searching

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

CRN 31662 | Fee: \$40

1 Monday | 11/4

6-9 PM | SSC L142

Instructor: Elton B. Harvey III

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 31663 | Fee: \$40

1 Monday | 11/18

6-9 PM | SSC L142

Instructor: Elton B. Harvey III



Real Estate and Appraisal Commissions Licensure Information

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

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

Real Estate Salesperson

(total of 60 hours)

- Principles and Practices of Real Estate (60 hours)

Real Estate Broker (total of 120 hours)

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

Appraiser

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

Professional Development

The following courses are offered through the State of Connecticut's Department of Administrative Services, in conjunction with MCC. Enrollment for Credit-Free students is limited; please register early.

Essentials of Project Management

Project management, a highly-recognized discipline, has become a key ingredient to successful timely and on-budget projects. This course is recommended for project leaders, as well as team members. Learn how to plan and execute a well-defined project. Topics include determining the scope; characteristics and success of a project; leadership essentials; what a work breakdown session is; and scheduling project closure.

Instructor provides handouts. No prerequisite.

CRN 31523 | Fee: \$100

1 Monday | 9/16

9 AM-4 PM | LRC B144 (limited seating)

Instructor: John Lombardo is certified in project management through the American Management Association. He has been a project management leader for more than 20 years and has led teams of up to 150 members.

The Successful Manager

Sharpen your managerial talents for creating trust and influencing others more effectively. This class will help both new and seasoned managers make sound decisions, demonstrate adaptability, manage conflict, build relationships, listen and speak with impact, establish plans, and engage staff members. Instructor provides handouts. No prerequisite.

CRN 31521 | Fee: \$170

2 Wednesdays | 9/18-9/25

9 AM-4 PM | LRC B144 (limited seating)

Instructor: John Lombardo

NEW Freedom of Information Act: What You Need to Know for Compliance and Protection

Citizens can request access to state documents via "The Freedom of Information Act (FOI)," which guarantees the right to see public records and documents. Learn how much access the public has to documents, including email; the process for filing a request and your obligations under FOI; how to manage requests for public records; and the rules governing executive sessions. Instructor provides handouts. No prerequisite.

CRN 31548 | Fee: \$50

1 Monday | 9/30

9 AM-noon | LRC B144 (limited seating)

Instructor: Thomas Hennick is the public education officer at the Freedom of Information Commission and conducts FOI seminars and workshops statewide, educating members of the public, as well as public officials, about their rights and duties under the Act.

NEW Management Secrets: Managing with Intention toward a High Performing Team

This course uses interactive and reflective activities and discussions to help managers who wish to create a dynamic team environment and inspire their staff's performance. Work on creating a vision and setting future goals, and determine the steps to get there.

Instructor provides handouts. No prerequisite.

CRN 31544 | Fee: \$85

1 Tuesday | 10/1

9 AM-4 PM | LRC B144 (limited seating)

Instructor: Allison L. Phaneuf, M.S., C.A.G.S., facilitates workshops, team development trainings, and career development seminars for the corporate sector, as well as many colleges and academic settings in the New England area.

Spanish for the Workplace I & II

Learn basic phrases for communicating with Spanish-speaking employees, clients and colleagues. Role-playing, engaging activities and grammar exercises will provide opportunities to practice. Topics include an introduction to Spanish sounds and the alphabet; numbers, time, dates, days of the week and months of the year; greetings and farewells; and useful verbs and key phrases. Instructor provides handouts. No prerequisite.

CRN 31536 | Fee: \$170

4 Wednesdays | 10/2-10/23

1-4 PM | LRC B144 (limited seating)

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

Middle Management Skills Certificate

Enhance your management and advance to higher level positions. Participants will be awarded a certificate for completion of each module: communications; leadership and coaching; motivation and ethics; team-building; and managing a diverse workplace. Instructor provides handouts. No prerequisite.

CRN 31626 | Fee: \$375

5 Fridays | 10/4-11/1

9 AM-4 PM | LRC B144 (limited seating)

Instructor: Ralph Braithwaite has an M.B.A. in organizational behavior and more than 20 years' experience in training, human resources and teaching.

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

Organizations have turned to forensic accounting to avoid similar fates. Learn some of the methods used to uncover and prevent financial abuses from a forensic accounting expert and hear his accounts of actual cases, connecting theory to practice.

This course is an eye-opener for anyone who handles finances. Instructor provides handouts. No prerequisite.

CRN 31531 | Fee: \$85

1 Wednesday | 10/30

9 AM-4 PM | LRC B144 (limited seating)

Instructor: Stephen Pedneault is a Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), and is Certified in Financial Forensics (CFF). He is principal with Forensic Accounting Services, LLC, in Glastonbury and is the author of four books.

NEW Balancing Time, Priorities and Productivity Efficiency and Productivity.

Topics include managing email overload; prioritization of tasks and managing time; setting goals; staying focused and minimizing stress. Design a personalized action plan for increased efficiency and organization. Instructor provides handouts. No prerequisite.

CRN 31588 | Fee: \$85

1 Tuesday | 11/5

9 AM-4 PM | LRC B144 (limited seating)

Instructor: Allison L. Phaneuf

NEW Effective Speech Communication Made Simple!

Build upon the verbal and nonverbal strengths you already have to give a more effective presentation, using the voice fundamentals of volume and inflection and appropriate body language. We will engage in some exercises to gently build upon your natural skills and confidence, and discuss strategies designed to help you connect better with your audience. Instructor provides handouts. No prerequisite.

CRN 31622 | Fee: \$85

1 Friday | 11/15

9 AM-4 PM | LRC B144 (limited seating)

Instructor: Ken Adamson, B.A., M.A., is adjunct professor of communications at MCC and Charter Oak State College. A communications consultant and successful voice actor, composer-arranger, copywriter, and producer, he brings more than two decades of sales, sales management, and marketing experience to this class.



MCC's Business and Industry Services

Providing custom group 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 company's 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
English as a Second Language
Presentation Skills
Spanish for the Workplace
Writing Effective E-Mails

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

MORE GREAT BOOKS

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

CRN 31951 | Fee: \$20

6 Wednesdays | 9/25-12/4 (meets every other week)

3:30-5 PM | AST C203

Instructors: Dr. Gena Glickman, MCC President; Jana Sime, Math faculty; Kimberly Hamilton-Bobrow, Michael DiRaimo, Mariana DiRaimo, and Tanya Millner-Harlee, English faculty; and Peter Poulos and Donna Waldron, Computer Science/Technology faculty.

9/25 - Please Look after Mom by Kyung-Sook Shin

This novel follows a family's search for their mother who disappears one afternoon among the crowds at the Seoul Station subway. The story is told through the perspective of four individuals---daughter, son, husband, and the missing mother.

Instructors: Jana Sime and
Kimberly Hamilton-Bobrow

10/9 - The Beginner's Goodbye by Anne Tyler

In this wise, haunting, and deeply moving new novel, a middle-aged man grieving the death of his wife is gradually restored by her frequent appearances--in their house, on the roadway and in the market.

Instructor: Dr. Gena Glickman

10/23 - The Light Between Oceans by M. L. Stedman

This stunningly beautiful and compelling debut novel, which opens in Western Australia in 1918, is the story of a lighthouse keeper and his wife who live on a remote island nearly half a day's journey from the coast. When a boat with a dead man and a living baby washes up on shore, the couple is faced with a dilemma that involves a devastating choice.

Instructor: Mariana DiRaimo

11/6 - The Tenth of December by George Saunders

In this latest collection of short stories from an American master, we meet a wide range of people -- the lonely, the ill, the immature, the goofy -- all trying to make some sense of the world around them.

Instructor: Michael DiRaimo

11/20 - The First Rule of Swimming by Courtney Angela Brkic

Magdalena does not panic when she learns that her younger sister has disappeared, but when weeks pass with no word, she leaves the isolated Croatian island where their family has always lived and sets off to New York on a search that reveals a dark history of family reaching back three generations to a country torn by war.

Instructor: Tanya Millner-Harlee

12/4 - The Queen of Katwe by Tim Crothers

In 2005, nine-year-old Phiona Mutesi learned to play Chess with bottle caps on scraps of cardboard. By age eleven she was Uganda's junior champion and at fifteen, the national champion. With dreams of becoming a Grand master, she must confront everyday life in one of the world's poorest and most unstable countries.

Instructor: Peter Poulos and Donna Waldron

NEW Emily Dickinson Museum Field Trip and Seminar

Virtually unpublished during her lifetime, Emily Dickinson is now regarded as one of America's greatest poets. Increasingly reclusive, she left a legacy of more than 1,700 poems that have had an enormous influence on American and world literature. The classroom session will comprise an overview of her life and work, including a discussion of selected poems, her critical reception over the years, and her current place in world literature. *The instructor will provide handouts. The second session will feature a field trip to the Emily Dickinson museum in Amherst, MA, with an informative tour provided by the instructor. The \$6 admission fee to the Museum is not included with course fee. Directions to will be provided in class.*

CRN 31986 | Fee: \$60

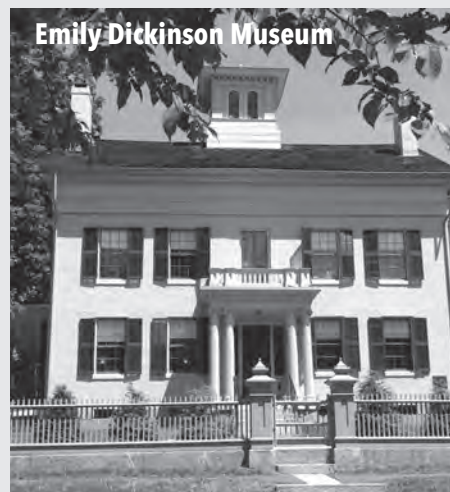
2 sessions, Thursday & Saturday

10/16 & 10/19 | 6:30-9:30 PM

(first session) & 10:30 AM-12:30 PM

(second session) | GPA GP156

Instructor: David Ganes earned his master of library science and master of arts from Columbia University. He worked as a librarian at the UConn for twenty years and is presently a freelance writer, lecturer, and book discussion leader for Connecticut Humanities. He has also served as a guide at the Emily Dickinson Museum since 2001.



MCC READS

The popularity of book discussion groups at MCC has led to this group that will meet at MCC's new downtown site, and is designed to complement the *More Great Books* discussion series on campus. Sessions will be led by distinguished MCC library and staff members. The course meets at two- to four-week intervals to allow time for reading. Books are available at local and online bookstores and at most libraries.

CRN 31756 | Fee: \$20

5 Wednesdays | 9/18-12/11 (meets at irregular intervals)

6-7 PM | MCC on Main

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

9/18 - *Amy and Isabelle* by Elizabeth Strout

Strout's main character, Amy Goodrow, is a shy high school student who falls in love with her math teacher, Mr. Robertson. The discovery of the love affair threatens the close relationship between Amy and her mother, Isabelle, whose feelings are influenced by the shame of her own past. Strout's first novel explores the mother and daughter relationship as well as the loneliness and boredom that is ever present in their lives.

Instructor: Paula Cook

10/16 - *The Aviator's Wife* by Melanie Benjamin

When Anne Morrow, a shy college senior with hidden literary aspirations, travels to Mexico City to spend Christmas with her family, she meets Colonel Charles Lindbergh, fresh off his celebrated 1927 solo flight across the Atlantic. The two marry in a headline-making wedding, and she becomes the first licensed female glider pilot in the United States. But despite this and other major achievements, she is viewed merely as the aviator's wife.

Instructor: Patricia Ronalter

10/30 - *Odds Against Tomorrow* by Rich Nathaniel

New York City, the near future: Mitchell Zukor, a gifted young mathematician, is hired by a mysterious new financial consulting firm, FutureWorld, to calculate worst-case scenarios in the most intricate detail, and his schemes are sold to corporations to indemnify them against any future disasters. As Mitchell immerses himself in the mathematics of catastrophe—ecological collapse, global war, natural disasters—he becomes obsessed by a culture's fears. Yet he also loses touch with his last connection to reality: Elsa Bruner, a friend with her own apocalyptic secret, who has started a commune in Maine.

Instructor: Katherine Noonan

11/13 - *The Newlyweds* by Neil Freudenberger

Twenty-four-year-old Amina Mazid is leaving behind her family home in Bangladesh to move to Rochester, New York. George Stillman is the reason for the move, after romancing her online and asking her hand in marriage. Their union is both modern and archaic—an online love affair that mirrors the arranged marriages in her culture. As the couple struggles to find love and happiness in their new life together, they each wrestle with secrets they're unable to share with their mate.

Instructor: Deborah Herman

12/11 - *Year of Wonders: A Novel of the Plague* by Geraldine Brooks

In this historical novel based on a true event, a piece of cloth from London is the unassuming carrier of the bubonic plague that devastates the town of Eyam, England, in 1665. Anna Frith, an 18-year-old vicar's maid already widowed with two children, tells her story and that of the village in which she lives. As the plague takes over the small town of shepherds and miners, the local preacher proselytizes for the villagers to quarantine themselves, hoping to stop the proliferation of the disease outside the community.

Instructor: Katherine Noonan

& MISHI-MAYA-GAT SPOKEN WORD MUSIC SERIES

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



Writing, Publishing & Literature

NEW Words on Fire:

The Art of the Poetry Slam

Oral presentation has always been a part of history and tradition. The poetry slam takes this reality further—and adds score cards and judges, audience participation and support, and cheers and guffaws. In this interactive, pencils-down, microphone-up workshop, participants will be intimately introduced to spoken word. We will create original poetry and practice out-loud performance skills for the stage and beyond. The second session will include a poetry slam.

CRN 31942 | Fee: \$55

2 Saturdays | 12/7 (2:30-4:30 PM) & 12/14 (2:30-5:30 PM) | MCC on Main

Instructor: Elizabeth Thomas is the author of From the Front of the Classroom, a collection of poems published by Antrim House Books. She designs and teaches writing programs for schools and organizations throughout the U.S. She was a member of three CT National Poetry Slam teams and a member of the U.S. team that traveled to Sweden. In 2009, she presented "Poetry as Theater" to young women in the United Arab Emirates.

NEW Overcoming Writer's Block for Poetry and Prose Writers

At times a writer may find inspiration easy to come by, but at other times, it can be a real struggle. Each week, a different writing prompt will be provided to help generate ideas for your own writing. Prompts may range from scanning newspapers and working from a headline that catches your eye, a selection of visual art work to respond to, taking an existing piece of writing and creating a new poem or story from it, and even cooking recipes that trigger the imagination. These prompts are ideal for creating poems, prose poetry, short stories, or flash fiction. Both experienced and beginning writers are welcome. Student work will be shared and discussed in class. Materials fee: \$5 for a chapbook that will include students' poems.

CRN 32013 | Fee: \$120

6 Thursdays | 9/19-10/24
7-9 PM | GPA GP232

Instructor: Lisa Mangini holds an M.F.A. in creative writing from Southern Connecticut State University and teaches composition at Asnuntuck Community College. Her poetry and short fiction have been published in several journals, including *Louisiana Literature*, *Clockhouse Review*, *Connecticut River Review*, *Fresh Ink*, and *Soundings East*. She won the 2011 Connecticut Poetry Prize and is the editor of *Paper Nautilus*.

NEW Character, Setting, Plot

To what extent should a writer describe a particular setting? What to say or to leave out about a character? In this course, students working in long or short forms will focus on the creation and use of characters and settings, as well as the development of plot lines aimed at capturing the reader's imagination. Students will also be asked to consider brief excerpts from professional writers, such as Raymond Chandler, Shirley Jackson, and Raymond Carver, but the bulk of the class work will be driven by the students. Prerequisite: *Students should already be involved in a creative writing project.*

CRN 31941 | Fee: \$99

6 Thursdays | 10/10-11/14

6:30-8:30 PM | LRC A226

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

Memoir and Monologue

Have you ever thought that your life would make a good book or movie? This class will allow you to reflect upon the stories of your past and become the author of your future. Through creative writing assignments and collaborative exercises that stimulate memory, imagination, metaphor, and sensory perception, the significance of story will be explored and individual and collective myths will be revealed. The final session will include a showcase of presentations, for which students may invite family and friends.

CRN 31714 | Fee: \$150

5 Saturdays | 9/21-10/26 (does not meet 10/12)
11 AM-1:30 PM | MCC on Main

Instructor: Stacey Zackin is a certified professional life, career and health coach who helps individuals and groups to proactively pursue lives of passion, play and purpose. With degrees in film and photography, industrial social work, depth psychology, and nonprofit management, she has spent the last two decades helping entertainment professionals and nonprofit organizations create strategies for success.



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 31903 | Fee: \$25

1 Tuesday | 11/19

6-9 PM | GPA GP139

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."

COMPUTER TECHNOLOGY

Full course descriptions on page 16

MORNING PRIMERS

Microsoft Word

CRN 31753 | Fee: \$25
1 Monday | 9/9 | 8-10 AM
Instructor: Dotty Weiner

CRN 31754 | Fee: \$25
1 Monday | 10/7 | 8-10 AM
Instructor: Dotty Weiner

CRN 31755 | Fee: \$25
1 Monday | 11/18 | 8-10 AM
Instructor: Steven Bloom

Microsoft Outlook

CRN 31747 | Fee: \$25
1 Tuesday | 9/10 | 8-10 AM
Instructor: Dotty Weiner

CRN 31748 | Fee: \$25
1 Tuesday | 10/8 | 8-10 AM
Instructor: Dotty Weiner

CRN 31749 | Fee: \$25
1 Tuesday | 11/19 | 8-10 AM
Instructor: Dotty Weiner

Microsoft Excel

CRN 31744 | Fee: \$25
1 Wednesday | 9/11 | 8-10 AM
Instructor: Dotty Weiner

CRN 31745 | Fee: \$25
1 Wednesday | 10/9 | 8-10 AM
Instructor: Dotty Weiner

CRN 31746 | Fee: \$25
1 Wednesday | 11/20 | 8-10 AM
Instructor: Dotty Weiner

Microsoft PowerPoint

CRN 31750 | Fee: \$25
1 Thursday | 9/12 | 8-10 AM
Instructor: Dotty Weiner

CRN 31751 | Fee: \$25
1 Thursday | 10/10 | 8-10 AM
Instructor: Dotty Weiner

CRN 31752 | Fee: \$25
1 Thursday | 11/21 | 8-10 AM
Instructor: Dotty Weiner

Microsoft Access

CRN 31741 | Fee: \$25
1 Friday | 9/13 | 8-10 AM
Instructor: Dotty Weiner

CRN 31742 | Fee: \$25
1 Friday | 10/11 | 8-10 AM
Instructor: Dotty Weiner

CRN 31743 | Fee: \$25
1 Friday | 11/22 | 8-10 AM
Instructor: Dotty Weiner

EVENING TECHNOLOGY SERIES

iPad Tips & Tricks for Newbies

CRN 31896 | Fee: \$25
1 Thursday | 10/3 | 6-8 PM
Instructor: Sandra Rimetz

Advanced iPad Tips & Tricks

CRN 31897 | Fee: \$25
1 Thursday | 10/10 | 6-8 PM
Instructor: Sandra Rimetz

Social Media for Everyone

CRN 31898 | Fee: \$25
1 Thursday | 10/17 | 6-8 PM
Instructor: Sandra Rimetz

Photoshop Quick and Easy

CRN 31899 | Fee: \$25
1 Wednesday | 10/23 | 6-8 PM
Instructor: Laurie Grace

Restoring Old Photos

CRN 31900 | Fee: \$25
1 Wednesday | 10/30 | 7-9 PM
Instructor: Laurie Grace

CREDIT-FREE COURSES

MCC Reads

CRN 31756 | Fee: \$20
5 Wednesdays | 9/18-12/11 (meets at irregular intervals) | 6-7 PM
Instructors: Paula Cook, Patricia Ronalter, Deborah Herman, and Katherine Noonan
Full course description on page 69

Get in Line: Drawing for All Levels

CRN 31740 | Fee: \$195
8 Thursdays | 10/3-11/21
11 AM-1 PM
Instructor: Estelle Laschever
Full course description on page 7

Memoir and Monologue

CRN 31714 | Fee: \$150
5 Saturdays | 9/21-10/26 (does not meet 10/12) | 11 AM-1:30 PM
Instructor: Stacey Zackin
Full course description on page 70

NEW Creativity Coaching

CRN 31737 | Fee: \$115
5 Saturdays | 9/21-10/26 (does not meet 10/12) | 2-4 PM
Instructor: Stacey Zackin
Full course description on page 15

NEW Words on Fire: The Art of the Poetry Slam

CRN 31942 | Fee: \$55
2 Saturdays | 12/7 (2:30-4:30 PM) & 12/14 (2:30-5:30 PM)
Instructor: Elizabeth Thomas
Full course description on page 70

Full Moon Gong Relaxation with Kundalini Yoga and Meditation

CRN 31771 | Fee: \$30
1 Saturday | 9/21
2:30-4:30 PM
Instructor: Kay Lani LeBoulluec
Full course description on page 13

NEW Start and Grow Your Own Business:

A Step-by-Step Approach
CRN 31922 | Fee: \$495
10 Thursdays | 9/19-12/12
(does not meet 10/10, 11/21 & 11/28) | 9 AM-noon
Instructor: John G. Antonich
Full course description on page 62

NEW Business and Entrepreneurship: Book Discussion Group

CRN 31923 | Fee: \$60
4 Fridays | 10/4-11/15
(meets every other week)
11:30 AM-1 PM
Instructor: John G. Antonich
Full course description on page 64

NEW Job Search and Workforce Readiness Skills

CRN 31713 | Fee: \$95
1 Saturday | 11/16 | 11 AM-5:30 PM
Instructor: Beverly Salzman

Grant Writing for Beginners

CRN 31689 | Fee: \$95
1 Saturday | 10/19 | 11 AM-5:30 PM
Instructor: Beverly Salzman

Grant Writing: Next Steps

CRN 31691 | Fee: \$95
1 Saturday | 10/26 | 11 AM-5:30 PM
Instructor: Beverly Salzman

Superior Customer Service Skills

CRN 31692 | Fee: \$95
1 Saturday | 11/2 | 11 AM-5:30 PM
Instructor: Beverly Salzman

Full course descriptions on page 64

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.

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

The Refund Appeal is intended to extend the refund period for a limited 10-day period of time for students experiencing extraordinary circumstances. After the 10-day extension period, there are no refunds and appeals will not be considered regardless of the circumstances a student may experience. All appeals must be submitted in writing and include student ID, contact information and appropriate documentation. Appeals for credit-free courses must be received within 10 calendar days from the start date of class.

Appeals will only be considered for the following extraordinary circumstances: severe illness documented by a physician's certificate, administrative error by the College with supporting documentation, or military transfer documented by a copy of transfer orders.

The following circumstances will not be considered: change in employment situation, misunderstanding of start date or dates of class, inability to transfer course, normal illness, transportation issues, child care issues, poor decision or change of mind by student regarding course selection, or dissatisfaction with course content or instructor.

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

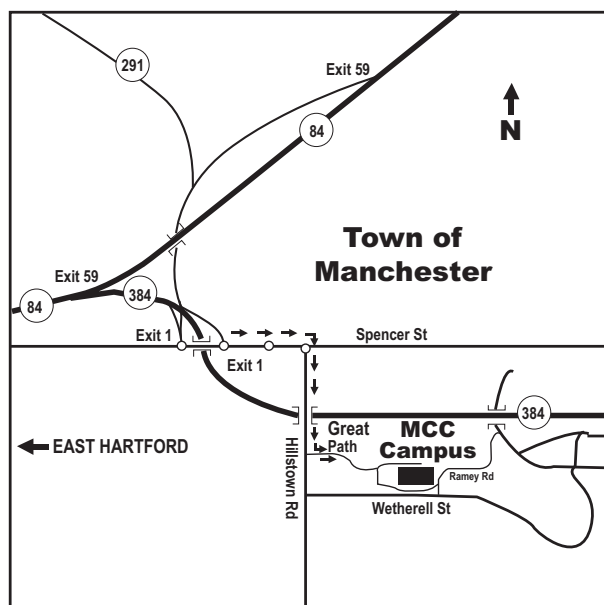
Great Path, MS #13, P.O. Box 1046

Manchester, CT 06045-1046

The Refund Appeals Committee meets twice per month.

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

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).

MCC HAS UNDERGONE SOME RECENT CONSTRUCTION. FOR THE MOST CURRENT CAMPUS MAPS, VISIT: WWW.MANCHESTERCC.EDU/ABOUT/DIRECTIONS.PHP

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.

7/13 62M, CE/VS

CREDIT-FREE REGISTRATION FORM

5 EASY WAYS TO REGISTER FOR CREDIT-FREE COURSES

PLEASE COMPLETE AND SUBMIT THIS ENTIRE PAGE.

1. BY MAIL

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

Mail entire page with full payment to:

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

2. IN-PERSON

At the Registrar in the SSC Building. Pay at the Bursar'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 73.

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

MCC CREDIT-FREE COURSE REGISTRATION

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

Banner I.D. # (if known) _____ Soc. Sec. No. _____ (optional)
Name (Last) _____ (First) _____ (M) _____
Previous Name (if any) _____ Email address _____
Home Address (Number and Street) _____
City _____ State _____ Zip Code _____
Tel. (Home) _____ (Work) _____ (Cell) _____
Birth Date _____ Gender ☐ Female ☐ Male Today's Date _____

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

CRN	Course Title	Start Date	Time	Room	Fee

MAKE CHECK OR MONEY ORDER PAYABLE TO "MCC".

Credit Card # _____
Cardholder name (print) _____
Cardholder signature _____
Relationship to student _____
Cardholder Address _____
Cardholder phone _____ Exp. Date (mo/yr) _____

Fees (total enclosed) _____

REFUNDS

Refunds are issued only for Credit-Free courses that MCC cancels, or if a written request is received no later than one (1) business day prior to the first scheduled class meeting. See details on page 72.

Office Use Only	Regis.	Special	Receipt #	Date
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Fall 2013

Grades K-8

Saturday Enrichment Classes for Inquisitive and Creative Minds



Excursions in Learning Youth Programs • Fall 2013 • Grades K-8 • October-November-December

	PRIMARY GRADES (mostly grades K-2)	ELEMENTARY GRADES (mostly grades 3-5)	MIDDLE SCHOOL GRADES (mostly grades 5-8)
OCT 5	Dream it, Build it with LEGOs (Grades K-2)	Computer Science: Internet Tools (Grades 2-5)	Pizza, Stromboli and Calzones (Grades 5-8) Video Production & Screenwriting: Part 1 (Grades 5-8)
OCT 12	NO CLASSES		
OCT 19	The Science of Light (Grades 1-2)	Drawing Super Heroes (Grades 3-5) Stretch Your Vocabulary: Part 1 (Grades 3-5)	Computer Game Design 1-A: Part 1 (Grades 5-8) Baking from Scratch (Grades 5-8) Video Production & Screenwriting: Part 2 (Grades 5-8)
OCT 26	Whoosh, Bzz, Gurgle, Fizz (Grades K-2)	Sculpture Workshop (Grades 3-5) Stretch Your Vocabulary: Part 2 (Grades 3-5)	Computer Game Design 1-A: Part 2 (Grades 5-8) Asian Cuisine (Grades 5-8) Video Production & Screenwriting: Part 3 (Grades 5-8)
NOV 2	Take Flight! (Grades K-2)	Splash into Marine Science: Part 1 (Grades 3-5) Art Smart: Picasso Project (Grades 3-5)	Computer Game Design 1-B: Part 1 (Grades 5-8) The Cupcake Challenge (Grades 5-8) Stretch Your Vocabulary: Part 1 (Grades 6-8)
NOV 9	Intro to Computer Science: Part 1 (Grades K-2)	Splash into Marine Science: Part 2 (Grades 3-5)	Computer Game Design 1-B: Part 2 (Grades 5-8) Stretch Your Vocabulary: Part 2 (Grades 6-8)
NOV 16	Intro to Computer Science: Part 2 (Grades K-2)	Physics: Science in your Toybox (Grades 3-5)	Computer Game Design 2: Part 1 (Grades 5-8) Bone-A-Pet-Treat! (Grades 5-8)
NOV 23	Intro to Computer Science: Part 3 (Grades K-2)	Painting Larger than Life (Grades 3-5)	Computer Game Design 2: Part 2 (Grades 5-8) Digital Photography & Editing (Grades 5-8)
NOV 30	NO CLASSES		
DEC 7	Physics: Science in your Toybox (Grades 1-2)	Dream it, Build it with LEGOs (Grades 3-5)	Intro to Creating and Editing Digital Music (Grades 5-8) Speech and Presentation Workshop: Part 1 (Grades 5-8)
DEC 14			Holiday Cookies Around the World (Grades 5-8) Speech and Presentation Workshop: Part 2 (Grades 5-8)

Please do **NOT** use the registration form on page 74 for Excursions in Learning.

The Registration Form for this program is available on the website at www.manchestercc.edu/excursions or call Carleigh Schultz at 860-512-2804.



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

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HARTFORD, CT
PERMIT #5100

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



Prepare for Allied Health Careers

Check out our course selection

See pages 3-6

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
- Basic Appraisal Principles

See page 65



Boating Safety

To obtain a CT Certificate of Personal
Watercraft/Safe Boating

Saturday and Weekday Evening
Classes Available

See page 39



Fall Enrichment Programs for Youth

See page 75