



SPRING 2013

Credit-Free Courses

Continuing Education

Classes Beginning January to May



MANCHESTER
COMMUNITY
COLLEGE

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Continuing Education

General Information & Catalog Requests (860) 512-2800

Credit-Free Programs 860-512-2800

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

8:30 a.m. – 4:30 p.m., Monday – Friday. Mastercard, Visa or Discover Card

Offering courses for professional development and personal enrichment

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

Director, Janet Alampi jalampi@manchestercc.edu

Providing employers and employees with workplace programs and training

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

Coordinator, Bruce Manning bmanning@manchestercc.edu

Providing state-of-the-art computer training

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

Coordinator, Diane Mitchell dmitchell@manchestercc.edu

Preparing students for the State certification exams

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

Coordinator, Carleigh Schultz cschultz@manchestercc.edu

Offering courses for high-achieving, academically motivated children

Credit Extension Courses 860-512-2803

Dean, Melanie Haber mhaber@manchestercc.edu

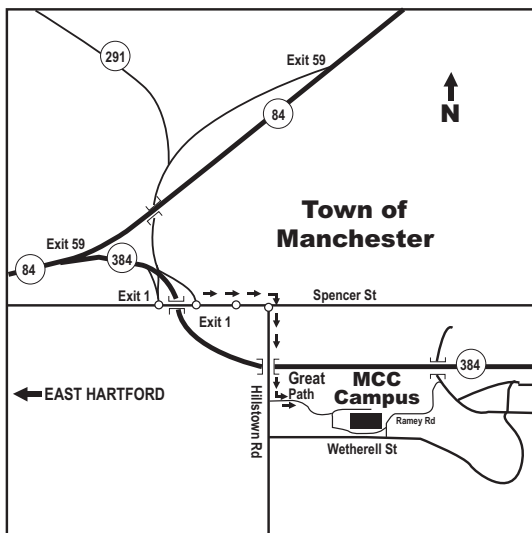
Winter/Summer credit extension courses

Admin. Asst., Gloria Moeller gmoeller@manchestercc.edu

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

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

DIRECTIONS TO MANCHESTER COMMUNITY COLLEGE



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

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

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

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

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

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



Certified Nurse Aide (CNA) Training Program

The Certified Nurse Aide Program is designed to prepare students for employment as a CNA in long-term care facilities, hospitals, clinics and home health agencies. The course includes classroom and practical skill instruction at MCC, **and clinical experience at Woodlake at Tolland, 26 Shenipsit Lake Road, Tolland.** A CNA provides basic patient care under the direction of nursing staff and is expected to perform tasks that include turning and repositioning bedridden patients to prevent bedsores; answering patients' call signals; assisting with daily hygiene activities and observing patients' conditions and reporting to professional staff. CNAs may also need to prep patients for surgery, treatment or examination. Students must attend at least 100 hours and achieve a passing grade of 70 or above to sit for the state exam. Approximately \$125 will be due when applying to take the Connecticut State Certification Exam (not included in course fee). The instructor will inform students of test dates and procedures. Students must wear a white uniform or scrubs to clinical. Required textbook: Basic Skills for Nursing Assistants in Long-Term Care (ISBN 9780323022040) textbook/workbook package available at MCC Bookstore for approximately \$71.

CRN #11570 20 sessions: Tuesdays & Thursdays, 1/29-4/4, 6-9 p.m. (makeup date 4/9) **MCC Bldg. LRC B125** & 8 Saturdays, 2/9-4/6 (does not meet 3/30; makeup date 4/13), 7 a.m.-3 p.m. **Woodlake at Tolland** Fee: \$899

Instructors: **Andrea Dillon, RN, M.Ed.**, has been a nurse since 1974 and an MCC adjunct instructor for many years. **Clinical Instructor: Olive Watson-Coleman, RN, MPH**, has more than 15 years' experience treating individuals with acute and chronic health issues and teaching about Alzheimer's disease. She is a senior clinical site manager at Bristol-Myers Squibb.



Phlebotomy Certification Training: The Art of Drawing Blood

A phlebotomist collects and prepares blood specimens for analysis. The field requires a steady hand, good vision, and manual dexterity. Students will learn about blood-collection equipment and laboratory procedures, quality assurance, universal precautions, infection control, and specimen handling, with an emphasis on pediatrics and the elderly. Students will progress from artificial arms to live volunteers. The course combines lecture with hands-on practice, **including a 100-hour clinical rotation at Eastern CT Health Network (ECHN) facilities.** This course requires classroom instruction and clinical training, and prepares students to sit for the American Society for Clinical Pathology Certified Phlebotomy Technician exam (\$125 fee not included in course fee). Students must complete 100 successful unaided blood draws and achieve a minimum grade of 70 on quizzes and tests. Students must wear white shoes and white clothing to the clinical site. Required textbook: The Phlebotomy Textbook Third Edition (ISBN 9780803620575), Strasinger & DiLorenzo, available at MCC Bookstore for approximately \$58.

CRN #11568 26 sessions: Tuesdays & Thursdays, 2/12-5/9, 5:45-9:45 p.m. (makeup date 5/14) **MCC Bldg. GPA GP139** Mandatory 100-hour clinical rotation weekdays, 7 a.m.-3 p.m. at **ECHN labs** in the area. Clinical assignments must be completed by 5/31. Fee: \$1,460 **Instructors:** **Donna Daniels, MBA, MHA, FACHE**, administrative director of laboratory and pathology services at ECHN; **Kim E.S. Jenack, ASCP**, certified phlebotomy technician with more than 20 years' experience.

REGISTRATION INFORMATION FOR CERTIFIED NURSE AIDE AND PHLEBOTOMY TECHNICIAN 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. The test is given every Monday and Wednesday from 1-3 p.m. (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.

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

Verification of:

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

Allied Health



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. Students will learn medical terminology specific to the pharmacy, how to read and interpret prescriptions and define drugs by generic and brand names, calculate dosage and I.V. flow rates and learn about drug compounding and dose conversion. The course fee includes the textbook, but does not include the PTCB exam fee. Please check the PTCB website (www.ptcb.org) for more exam information. Students should bring a calculator to class and are requested to wear dark pants and shirt with a collar. No jeans, open-toe shoes or heels, please.

CRN #11556 20 sessions: Mondays & Wednesdays, 3/4-5/8, 6-9 p.m.

MCC Bldg. LRC B144 Fee: \$775

Instructors: **Members of the Connecticut Pharmacists Association**

Please Note: Pharmacy Technician students who have not completed a college-level math course must take a math comprehension test.

NEW Alzheimer's and Dementia Training for Health Care Providers and Caregivers

Today, 5.4 million Americans live with dementia and Alzheimer's disease and more than half of the residents in long-term care suffer from dementia. This course is designed for healthcare workers including nurses, CNAs, home health aides and family members of people with dementia or Alzheimer's. Discussion topics will include the possible causes, onset, symptoms and stages of dementia as well as current therapies and treatments. We will also examine risk factors and methods for dealing with difficult behaviors. Understanding the disease, its diagnosis, progression, treatments, current research and resources will provide the knowledge base for compassionate care.

CRN #12027 6 Tuesdays, 4/16-5/21, 6:30-8:30 p.m.

MCC Bldg. LRC B125 Fee: \$140

Instructor: **Olive Watson-Coleman, RN, MPH**



Veterinary Assistant I

Do you love working with animals? Veterinary assistants help with animal care in clinics, animal hospitals, zoos and animal shelters. This course will prepare students for an entry level position in veterinary and health care and this is the first part of a two-part course. Students must successfully complete part one before taking part two. Successful students will learn to obtain animal health histories, understand veterinary medical terminology, recognize signs and symptoms of illness and disease, handle and restrain small animals, exam room procedures, pharmacy and laboratory skills, facility maintenance, and front office procedures. The course is offered in partnership with Bolton Veterinary Hospital (BVH), Bolton. Prerequisite: *Students must be 18 years old and have earned a high school diploma or GED.* Required text: Tasks for the Veterinary Assistant, Second Edition (ISBN 9780813813028), Paula Pattengale, Wiley-Blackwell, available at MCC Bookstore, approximate cost, \$58. This text will be used in *Veterinary Assistant I and II*.

CRN #11753 9 Tuesdays, 1/22-3/19, 6-9 p.m. (makeup dates Thursday, 3/14 & 3/21) & 7 Saturdays, 2/2-3/23, 8 a.m.-3 p.m. (does not meet on 2/16) **MCC Bldg. GPA GP216** (except 3/9 & 3/23 will meet at Bolton Veterinary Hospital) Fee: \$899

Instructors: **Sonja Gotler, DVM**, is a graduate of Purdue University School of Veterinary Medicine and partner at Bolton Veterinary Hospital; **Erin Jackson**, certified veterinary technician, has worked at BVH for more than 10 years and is experienced in caring for small and large animals and exotic pets; **Denise Champagne**, certified veterinary technician and current president of the Veterinary Health Care Team of CT, has worked at BVH for 24 years; and other staff members.

Veterinary Assistant II

This is the second part of a two-part course to prepare students for an entry-level position in veterinary health care. The course is offered in partnership with Bolton Veterinary Hospital. Prerequisite: *Veterinary Assistant I*. Required text: Same as above.

CRN #11754 8 Tuesdays, 4/2-5/21, 6-9:30 p.m. (make-up dates Thursday, 5/9 & 5/16) & 7 Saturdays, 4/6-5/18, 8 a.m.-3:30 p.m. **MCC Bldg. GPA GP216** (except 4/6 will meet at Bolton Veterinary Hospital) Fee: \$899

Instructors: **Sonja Gotler, DVM**; **Erin Jackson**; and **Denise Champagne**

For further information about Allied Health Programs, please call Diane Mitchell, Coordinator of Credit-Free Allied Health Programs, at 860-512-2826, or email her at dmitchell@manchestercc.edu.

American Red Cross Standard First Aid with AED and CPR

Required for most sports coaches, this course gives students the knowledge and skills to recognize and care for breathing and cardiac emergencies, and to provide basic care for injuries and sudden illness for adults. The course includes training on the use of an automated external defibrillator (AED) for victims of sudden cardiac arrest until advanced medical personnel arrive and take over. Upon successful completion of course, students will receive certification in both Adult CPR/AED and Standard First Aid. A \$27 fee (checks only) will be collected by the instructor for the Adult CPR card (two-year certification) and Standard First Aid card (three-year certification). Required text: First Aid/CPR/AED Participant's Manual, (ISBN 9781584804796), available at MCC Bookstore for approximately \$10.50.

CRN #11819 2 Thursdays, 3/14-3/21, 6-10 p.m.

MCC Bldg. LRC B144 Fee: \$95

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

Babysitting Safety: CPR and First Aid for Young Caregivers

This course is designed for young caregivers, ages 10 and up. Guidelines and standards of the American Heart Association are followed during CPR and Choking and Basic First Aid demonstrations and skill practice. Mannequins are used for hands-on practice. These basic CPR skills are the same that are used for adults, children and infants. Basic information on caregiver responsibilities and how to care, handle, feed and change infants and children are all discussed, demonstrated and practiced. Police and fire safety topics, including an overview of the 911 system and when to access it in an emergency, are also discussed. Students should bring a lunch. Successful students will receive an MCC certificate of completion.

CRN #11564 1 Saturday, 4/6, 9 a.m.-3:30 p.m. **MCC Bldg. GPA GP136 Fee: \$70**

Instructor: Kathy Call, emergency medical services instructor and chief examiner for practical skills testing for the State of Connecticut, the American Heart Association and regional faculty, Basic Life Support Training Center faculty and National Safety Council Instructor.



Basic Life Support for Healthcare Professionals: Includes CPR and AED

This course is appropriate for CNAs, EMTs, nursing students, paramedics, police officers and fire fighters as well as school, fitness center, hotel and restaurant employees. It meets the requirements of The American Heart Association Basic Life Support (BLS) for Healthcare Providers and The American Red Cross CPR/AED for the Professional Rescuer. Healthcare professionals will learn to recognize life-threatening emergencies and provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. Students will complete an instructor-led training session, skills practice and certification exam. The American Heart Association Certification card is \$6 extra and payable to the instructor with either a bank check or cash. No personal checks, please. Students should bring a lunch. Required text: Basic Life Support for Healthcare Providers (ISBN 9781616690397) for \$20, and one pocket for mask \$9, available at MCC Bookstore. Students are asked to read the book prior to the start of the course and be prepared to discuss it during class.

CRN #12029 1 Saturday, 4/20, 8 a.m.-3 p.m. **MCC Bldg. LRC B144 Fee: \$95**

Instructor: Kathy Call

COMING THIS SUMMER NEW DAYTIME SCHEDULE FOR Certified Nurse Aide (CNA) Training Program

For more information, please check the summer Credit-Free catalog.

MCC Allied Health Courses May Qualify for Veterans' Benefits

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

- Certified Nurse Aide (CNA)
- Pharmacy Technician Certification
- Phlebotomy Certification

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

These Online Academy courses may be of interest to those who want to learn more about Allied Health careers.

- Explore a Career in Medical Coding
- Explore a Career in Administrative Medical Assistant
- Medical Terminology: A Word Association Approach

See page 68 for more information.

Online Career Training Programs

- Advanced Hospital Coding and CCS Prep
- Advanced Coding for the Physician's Office
- Administrative Medical Specialist with Medical Billing and Coding
- Administrative Medical Specialist with Medical Billing and Coding and Medical Terminology

See page 64 for more information.

Please be advised that if you have been convicted of a felony, you may not be eligible for clinical experiences, internships, or certifications associated with certain allied health courses or programs. Those with previous convictions may also find it difficult to secure employment within the health care field.

Art & Crafts



NEW Educating the Picker: Best Practices for Antique and Collectible Shopping

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

CRN #12023 5 Mondays, 4/15-5/13, 7-9 p.m. **MCC Bldg. GPA GP137**
Fee: \$115

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

Interior Design Basics

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

CRN #11889 5 Tuesdays, 4/23-5/21, 6-8 p.m. **MCC Bldg. GPA GP202**
Fee: \$130

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

NEW The Art of Architectural Drawing

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

CRN #12189 6 Mondays, 3/4-4/8, 6-8 p.m. **MCC Bldg. GPA GP202**
Fee: \$140

Instructor: **Natalie Miniutti** has been a partner in The Miniutti Group, LLC, an architectural design/landscape architecture firm, for the past 13 years. She is also an adjunct instructor at the University of Connecticut, where she teaches graphic design courses for the Department of Plant and Landscape Architecture.

Introduction to Ceramics

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

CRN #11820 6 Thursdays, 4/4-5/9, 6-8 p.m. **MCC Bldg. GPA GP202**
Fee: \$140

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

Mandalas: An Expressive and Meditative Art

Mandala art has existed as a means of self-expression, meditation, and spiritual insight since prehistoric times. Learn about this ancient—and still popular—art form through visual examples, lecture, and handouts, and create your own mandalas through a process of guided meditation, coupled with practical art instruction. Please bring the following materials to class: 12-color (or more) set of Prismacolor colored pencils; 11" x 14" spiral-bound drawing pad (good quality, such as Strathmore); 6" protractor; 12" ruler; 6" 90-degree triangle; pencil sharpener; white plastic eraser; and compass. **Please note: This course meets at MCC on Main, 903 Main Street, Manchester.**

CRN #12038 2 Fridays, 3/15-3/22, 2:30-5 p.m. **MCC on Main, 903 Main Street, Manchester** Fee: \$50

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

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.

Creating Collage with Oil Painting

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

CRN #11881 3 Tuesdays, 2/19-3/5, 6-9 p.m. **MCC Bldg. GPA GP202** Fee: \$75

Instructor: *Maura O'Connor* is professor of graphic design and multimedia at MCC. She holds a B.F.A. from the Hartford Art School at the University of Hartford and a master's in visual fine arts and multimedia from Vermont College.



Explorations in Collage and Mixed Media

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

fee: \$18, payable to the instructor at the first class, for art supplies.

CRN #12024 2 Saturdays, 3/2-3/9, 10 a.m.-4:30 p.m.

MCC Bldg. AST D132 Fee: \$140

Instructor: *Estelle Laschever*

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

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

CRN #11581 8 Fridays, 3/15-5/10 (does not meet 3/29), 12:15-2:45 p.m. **MCC Bldg. AST D105** Fee: \$230

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

Drawing Fundamentals and Beyond

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: \$30, payable to the instructor at the first class, for a drawing pad, various pencils, erasers, and other materials.

CRN #11582 8 Fridays, 3/15-5/10 (does not meet 3/29), 9-11:30 a.m.

MCC Bldg. AST D109 Fee: \$230

Instructor: *Estelle Laschever*

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 #11916 6 Wednesdays, 2/20-3/27, 6-8 p.m.

MCC Bldg. GPA GP202 Fee: \$140

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

Introduction to Oil Pastels

Learn how to use oil pastel and master the flexibility of the wonderful medium in its various possibilities. The instructor will demonstrate technique, and will work individually with each student to help you achieve your artistic goals. In addition to learning how to work with the medium, we will learn how blend and layer colors, and achieve harmony in art. Students should bring to class a Bristol pad (approximately 14" x 12") and an oil pastel set, plus an extra white and black pastel. **Please note: the last class on May 4 will meet at the New Britain Museum of American Art, 56 Lexington Street, New Britain, CT,** where students will tour the collection, focusing on techniques learned in class. Admission is free. Directions will be given in class.

CRN #11917 8 Saturdays, 3/9-5/4 (does not meet 3/30), 10 a.m.-noon

MCC Bldg. GPA GP202 Fee: \$185

Instructor: *Zbigniew Grzyb*

For maps & directions, visit:
www.manchestercc.edu/about/directions.php

Art & Crafts

Get in Line: Drawing for All Levels

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

CRN #11918 8 Thursdays, 4/11-5/30, 1-3 p.m. **MCC on Main, 903 Main Street, Manchester** Fee: \$185

Instructor: Zbigniew Grzyb

NEW Introduction to Abstract Art

This class will offer an overview of the major types of 20th-century abstract art, including Cubism, Abstract Expressionism, and Color Fields. Students will receive instruction toward creating paintings in these styles, while being encouraged to engage in open discussion and bring questions to class. Students can work in the medium of their choice and should bring the basic materials to the first class. For those working with acrylics, please bring primary colors, plus white and black paint, at least three brushes in different sizes, a palette, and a canvas. All levels welcome.

CRN #11919 6 Mondays, 4/15-5/20, 6-8 p.m. **MCC Bldg. GPA GP202** Fee: \$140

Instructor: Zbigniew Grzyb

Introduction to Drawing

In this relaxed and supportive workshop, students will learn how to handle basic drawing materials, while being taught line, shading, composition, simple one- and two-point perspectives, and how to study a subject. Whether your interest is still life, portraiture, figure drawing, or landscape, you will need basic drawing skills, and this course will help you get them! You will also learn a few “tricks of the trade” to help you along in your drawing projects. Together we will nurture your creative spirit. Materials fee: \$28, payable to instructor at first class, for a drawing pad, pencils and erasers.

CRN #11822 8 Wednesdays, 4/3-5/22, 7-9:30 p.m. **MCC Bldg. GPA GP202** Fee: \$230

Instructor: Amy McConnell Burris earned bachelor degrees in art and French before gaining her teacher certification. She has taught abroad, and in area schools since 1990, including MCC's Excursions in Learning Children's Program. She was recently awarded 1st place for watercolor in a Rockville Downtown Association (RDA) Gallery exhibition.

Figure Drawing

Using live models, this course will examine the fundamentals of figure drawing: proportion, form, gesture, contour, and composition. The emphasis will be on exploration and response in a variety of media. Required materials: pencil; china marker or conté crayon; pen; vine charcoal; pressed charcoal; and large newsprint. The course is based on the principles as expounded in The Natural Way to Draw by Nicolaides. Model fee: approximately \$45-60 for the entire course (fee is divided by the number of students, and therefore dependent upon the size of the class).

CRN #11821 7 Fridays, 4/5-5/17, 6:30-9:30 p.m.

MCC Bldg. AST D109 Fee: \$240

Instructor: Amy McConnell Burris

The Art of Chinese Calligraphy

In this one-day workshop for beginners, you will learn the beautiful and ancient art of Chinese calligraphy. A general background on Chinese art will also be provided, as you practice your brush strokes and develop your calligraphic skills. Please bring your lunch. Materials fee: \$20, payable to the instructor at the beginning of class, for rice paper, bamboo brush, and ink.

CRN #11931 1 Saturday, 3/2, 8:30 a.m.-2:30 p.m.

MCC Bldg. GPA GP202 Fee: \$85

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

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 #11932 1 Saturday, 5/4, 8:30 a.m.-2:30 p.m.

MCC Bldg. GPA GP202 Fee: \$85

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

Retrain Your Brain and Become an Artist

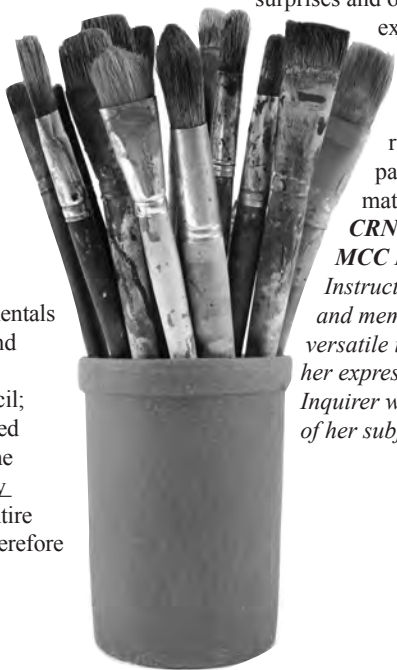
The secret to making beautiful, realistic drawings is in teaching your brain to process visual information differently. This class, based on the method as described in Drawing on the Right Side of the Brain by Betty Edwards, offers a structured system of training, including mental exercises (both serious 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 #11883 6 Tuesdays, 2/26-4/2, 6:30-9 p.m.

MCC Bldg. LRC A226 Fee: \$170

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



Learn to Draw Portraits

For students with at least intermediate skills, this class will help students overcome the challenges of drawing a portrait. Through a system of step-by-step exercises and demonstrations, learn the proper proportions of an adult's and a child's head and placement of features with the head straight-on and in other positions; practice drawing each feature separately; use special techniques to create depth and weight; and learn how to communicate various facial expressions. Students will work from existing portraits provided by the instructor, from their own photographs, and by drawing each other, as well as a live model, if desired, for an additional fee. Please bring the following materials: 11" 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 #11884 6 Tuesdays, 4/9-5/14, 6:30-9 p.m. **MCC Bldg. LRC A226**
Fee: \$170

Instructor: Natalia Piendel



Block Island
 Woodblock Print by
 Stephen Sottile

Create Your Own Woodblock Prints

Create your own multicolored prints from a single block of wood. Learn the Provincetown (white line) woodcut process and print one-of-a-kind greeting cards, birthday cards, and "congratulations" and "thank you" cards. Make your own wedding, graduation, and birth announcements, and invitations for engagement and retirement parties and bridal and baby showers. No previous printmaking experience is required and all levels are welcome, including experienced printmakers. There will be time to work

on compositions in class. Samples of woodblocks and other forms of printmaking (etching, aquatint, collagraph) will be displayed, and the mat-cutting procedure demonstrated. By the end of the course, students will complete and mat their finished prints. Informational handouts will be provided. A supply list will be sent prior to class (approximately \$30, if all items need to be purchased).

CRN #11882 4 Mondays, 3/18-4/8, 6-9 p.m. **MCC Bldg. AST D110**
Fee: \$120

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

Ring-Making

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

CRN #11910 4 Saturdays, 4/6-4/27, 10 a.m.-1 p.m.
MCC Bldg. AST D132 **Fee: \$120**

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

Create Silver Jewelry with Precious Metal Clay (PMC)

Beginning students will learn a new, creative way to craft silver jewelry, while experience students will challenge and upgrade their skills.

Discover how amazing the putty-like PMC can be easily shaped, dried and fired in a kiln, resulting in a unique piece of jewelry. All aspects of the craft will be addressed, from design, shaping and texturing, finishing, and antiquing; even learn how to set a stone! Expect to complete two or three jewelry items, such as pendants, earrings, charms, or bracelet elements. Materials fee: \$85 (subject to change according to market prices), payable to instructor at the first class, for one package of PMC; use of the kiln and tools; finishing materials; and a gemstone. A simple materials list will be mailed prior to class. **Please register no later than March 26**; the instructor needs to order the proper amount of supplies.

CRN #11885 3 Tuesdays, 4/2-4/16, 6-9:30 p.m. **MCC Bldg. GPA GP202**
Fee: \$120

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

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

Beginners will master the rewarding skill of assembling ready-made "jump rings" into a variety of attractive chain patterns from simple to intermediate levels. Learn how to use jewelry pliers to attach the bronze rings in different ways without soldering. After constructing samples of each pattern, students will proceed to design their bracelet in lustrous, gold-toned bronze. By the end of the course, students will be able to create chain maille bracelets, necklaces, and earrings.

Please note: You must register by March 12 to allow the instructor time to buy supplies. Materials fee: \$28*, payable to instructor at the beginning of class, for class supplies.

CRN #11912 1 Tuesday, 3/19, 6-10 p.m. **MCC Bldg. GPA GP120**
Fee: \$45

Instructor: Judith E. Goldstein

More Beautiful Bronze Bracelets: Chaining II

Enhance your jewelry chaining techniques by learning three new pattern designs: the Double Rope, Three Row Flat, and Five Row Flat chain maille. Learn how to use jewelry pliers to attach the gold-toned bronze "jump rings" in different ways without soldering. Create a sample of each pattern and then choose one for your "bracelet in an evening." Please note: **Please note: You must register by April 30 to allow the instructor time to buy supplies.** Materials fee: \$28*, payable to instructor at the beginning of class, for silver supplies.

Prerequisite: *Chaining I* is recommended, but students may self-select.

CRN #11886 1 Tuesday, 5/7, 6-10 p.m. **MCC Bldg. GPA GP120**
Fee: \$45

Instructor: Judith E. Goldstein

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

Art & Crafts

Sheet Metal for Jewelers

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

CRN #11911 3 Wednesdays, 3/13-3/27, 6:30-9 p.m.

MCC Bldg. AST D110 Fee: \$65

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

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 #11930 3 Wednesdays, 4/3-4/17, 6:30-9 p.m.

MCC Bldg. AST D110 Fee: \$65

Instructor: *Kris Plimpton*

Wire Sculpted Beads and Cabochons

Learn three simple techniques of wrapping stone or glass beads and cabochons with wire to create unique pendants. Free-form techniques will also be taught. No prior jewelry experience required! Samples of this jewelry can be viewed at the instructor's website: www.bellefirebeads.com. A supply list will be mailed to students before the first class.

CRN #11913 3 Wednesdays, 5/1-5/15, 6:30-9 p.m.

MCC Bldg. AST D110 Fee: \$65

Instructor: *Kris Plimpton*

Floral Designs for Work and Home

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

CRN #11739 7 Mondays, 2/25-4/15 (does not meet 3/18), 7-9 p.m.
Fee: \$115

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

Creative Crochet for Beginners

Appropriate for both beginners and those with some experience. Learn the basic techniques in the art of crocheting: the proper holding of the crochet hook and yarn, slip knots, foundation and pattern stitches, the types of yarn, the joining of new yarn, how to finish loose ends, how to read yarn-skein labels, and crochet terminology. Begin and create your own project, such as afghans, women's and men's fashion, home decor, children and baby apparel, and ornaments/jewelry and learn the techniques for securing and finishing the project. Handouts will be provided. A materials list will be sent prior to class.

CRN #11982 6 Thursdays, 3/7-4/18 (does not meet 3/28), 3-5 p.m.

MCC Bldg. SSC L142 Fee: \$99

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

Creative Crochet Group

Continue with the basics of crocheting by joining a circle of crocheters, while taking your existing skills to the next level of this wonderful needle art. We will learn a number of fancy stitch techniques, various stitch patterns, and learn to understand and read crochet patterns. We will also create a theme crochet project of the instructor's choice. Students already working on a crochet pattern of their own are encouraged to bring it to class. A materials list will be sent prior to class. Prerequisite: *Creative Crochet*, or previous crocheting experience.

CRN #11983 6 Thursdays, 4/25-6/6 (does not meet 5/16), 3-5 p.m.

MCC Bldg. SSC L142 Fee: \$99

Instructor: *Diane Snarski*

Chair Caning: Seat Weaving Workshop

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

CRN #11914 3 sessions: 1 Friday, 4/26, 6:30-10 p.m. & 2 Saturdays, 4/27-5/4, 9 a.m.-4 p.m. **MCC Bldg. VIL 1 V101** Fee: \$145

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

Antique Radio Theory and Repair

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

CRN #11880 5 Saturdays, 3/9-4/13 (does not meet 3/30), 9-11 a.m.

MCC Bldg. GPA GP139 (first session) & **Vintage Radio &**

Communications Museum, Windsor (last four sessions) Fee: \$115

Instructor: *John Ellsworth*, founder and director of the Vintage Radio and Communication Museum of Connecticut in Windsor, has taught basic electricity and electronics in public schools for nearly 30 years. He has also taught various courses on radio history, theory and repair.

Massage: Hands-On Healing

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

CRN #11694 1 Saturday, 2/9, 10 a.m.-2 p.m. **MCC Bldg. AST D213**

CRN #11695 1 Saturday, 4/27, 10 a.m.-2 p.m. **MCC Bldg. AST D213**

Fee: \$50

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

Yoga for Every Body

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

CRN #11693 8 Thursdays, 3/14-5/9 (does not meet 3/28), 7:30-8:45 p.m.

MCC Bldg. SSC L154 (Fitness Studio) Fee: \$80

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

QiGong: Meditative Movements for Health and Wellness

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

CRN #11902 2 Thursdays, 4/11-4/18, 7-8:15 p.m.

MCC Bldg. GPA GP215 Fee: \$25

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



Karuna™ Reiki:

Practitioner I and II Levels

There are two levels in the Karuna system, which was founded by William Rand of the International Center for Reiki Training. In this advanced course, students are attuned to eight more Reiki symbols, four in each level. This Reiki system functions at a very deep level and addresses specific healing issues, such as addictions, abuse, relationships, lower self, and negative behaviors and patterns, as well as the development of higher intuition, manifestation, prioritization, and focus.

Materials fee: \$20, for a comprehensive manual, payable to instructor at first class. Please note: Pricing for this course is 30% below current market value. Prerequisite: *Student must be a Usui Master to begin these studies.*

CRN #11569 2 Saturdays, 1/26-2/2, 11 a.m.-4 p.m.

MCC Bldg. AST D213 Fee: \$250

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

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 #11810 1 Saturday, 3/16, 9 a.m.-4:30 p.m. **MCC Bldg. AST D213**

Fee: \$150

Instructor: Dory Dzinski

Second Degree Reiki Training

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

CRN #11811 1 Saturday, 4/20, 9 a.m.-4:30 p.m. **MCC Bldg. AST D213**

Fee: \$150

Instructor: Dory Dzinski

Reiki III: Master

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

CRN #11812 1 Saturday, 5/18, 9 a.m.-4:30 p.m. **MCC Bldg. AST D213**

Fee: \$150

Instructor: Dory Dzinski

Body, Mind & Spirit

Chakra Studies

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

CRN #11813 4 Thursdays, 3/14-4/11 (does not meet 3/28), 7-9 p.m.

MCC Bldg. GPA GP143 Fee: \$95

Instructor: Dory Dzinski

You May Also Like

- Mandalas: An Expressive and Meditative Art on page 6
 - Tai Chi for Health and Relaxation on page 39
-

Guided Meditation for Self-Discovery

Guided meditation opens up your imagination and creative abilities, and allows you to access your deepest insights and truest self. Much valuable information can be gained through this method—and it's also a lot of fun! The class will engage five different guided meditations, focusing on physical health, forgiveness, releasing blocks, connecting with a long-lost piece of yourself, and connecting with an angel, spiritual being, or power animal. Please bring a journal or notebook to class.

CRN #11817 1 Thursday, 4/18, 7-9 p.m. **MCC Bldg. GPA GP143**

Fee: \$25

Instructor: Dory Dzinski

Meditation as a Life Skill: Intermediate Level

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

CRN #11814 2 Thursdays, 5/2-5/9, 7-9 p.m. **MCC Bldg. GPA GP143**

Fee: \$50

Instructor: Dory Dzinski

Introduction to Emotional Freedom Technique (EFT)

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

CRN #11898 1 Wednesday, 2/27, 6-7:30 p.m. **MCC Bldg. VIL 3 V131**

Fee: \$20

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



Transform Your Life

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

CRN #11899 2 Wednesdays, 3/6-3/13, 6-8:30 p.m.

MCC Bldg. VIL 3 V131

CRN #11900 2 Tuesdays, 5/7-5/14, 6-8:30 p.m. **MCC Bldg. SSC L142**

Fee: \$99

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. The EFT practitioner uses a method of tapping the client with fingertips in order to stimulate certain meridian energy points, while the client "tunes in" to the problem or disturbing thought/emotion. Learn the basic principles of EFT, the "Basic Recipe" that addresses most situations, and what to do when it's not working and other refinements. Students who finish the course will receive a Certificate of Completion. This workshop will be of particular interest to healing arts practitioners, life coaches, and those desiring personal/emotional growth.

CRN #11901 2 Wednesdays, 4/17-4/24, 6-8:30 p.m.

MCC Bldg. VIL 3 V131 Fee: \$99

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; incorporating EFT into life coaching; the importance of the Healing Self; and other topics, such as spirituality, accountability, awareness/meditation, and conflict. Students will also role-play specific situations to learn practice and supervision.

CRN #11942 3 Wednesdays, 5/8-5/22, 6-8:30 p.m.

MCC Bldg. VIL 3 V131 Fee: \$150

Instructor: Cris Jacobs

Body, Mind & Spirit

Stress Management Workshop

Did you know that oftentimes, the reason for a doctor's visit is stress related? We take it for granted that stress is part of our everyday lives, without realizing the toll it takes on our quality of life. Managing stress is an important part of a healthy lifestyle. This class, based on mindfulness stress reduction, will explore and provide practice for stress management tools you can use immediately, including breathing exercises, guided imagination, meditation, gentle yoga, and relaxation techniques. Students should bring a meditation or exercise mat. Materials fee: \$5, payable to instructor at the beginning of class, for an instructional workbook.

CRN #12006 6 Thursdays, 4/18-5/23, 6-7 p.m.

MCC Bldg. GPA GP152 Fee: \$60

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



The Passion Test

We all want to lead purposeful lives, and passion is the key to attaining this goal, yet many Americans report being unhappy, unfulfilled or dissatisfied. Join us for The Passion Test and get on track for joining the ranks of the happy and fulfilled. This program is a simple, powerful tool to help you discover your passions, gain clarity on what you want to create in your life, and learn how to stay on track with your goals and purpose in life. It is especially helpful for people in mid-life or transition, as well as for anyone seeking more meaning in their lives.

CRN #11908 1 Saturday, 3/9, 9 a.m.-1 p.m. **MCC Bldg. GPA GP143**

Fee: \$50

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

The Perfect Union: The Emotional Freedom Technique Meets the Law of Attraction

The Law of Attraction (LOA) has garnered quite a bit of attention in recent years, with its universal principles of empowerment and attainment. The Emotional Freedom Technique (EFT) is a simple yet profound way to eliminate a variety of obstacles, including limiting beliefs, painful traumatic memories, phobias, and physical pain. By using EFT to free the body and mind of its limitations, LOA can begin to work efficiently and effectively. Students will learn how to combine these two dynamic processes in order to more fully identify and attain goals and dreams.

CRN #11909 1 Saturday, 4/6, 9 a.m.-1 p.m. **MCC Bldg. GPA GP143**

Fee: \$50

Instructor: Catherine Ewing

Fertile Abundance

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

CRN #12031 1 Wednesday, 5/8, 7-9:30 p.m. **MCC Bldg. GPA GP155**

Fee: \$35

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

NEW Numerology for Self-Discovery

You are a diamond, only needing to be polished. Numerology reveals your strengths and weaknesses as determined by your birth date. In this workshop, you will learn about the aspects of the Ten Bodies (Soul Body; Three Mental Bodies; Positive and Neutral Minds; Physical Body; Arcline; and the Auric, Pranic, Subtle, Radiant Bodies) and receive your Numerological reading. The workshop also will utilize gentle rhythmic Kundalini yoga and meditation to help maximize your gifts and transform challenges into strengths. Students should bring their own yoga mat and water.

CRN #11904 1 Saturday, 3/9, 9:30 a.m.-noon **MCC Bldg. GPA GP214**

Fee: \$30

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

Relaxing Sound Therapy and Memory Enhancing Meditation

Sound relaxation and meditation has been scientifically reported to benefit health and a host of conditions, such as lowering blood pressure, reducing stress, relieving pain, increasing circulation, and promoting healing and mental focus/clarity. Come experience deep relaxation with the healing energy from an ancient, sacred gong and singing bowls. The class also includes light yoga and a powerful meditation, recognized by the Alzheimer's Association as a method to enhance memory and maximize brain health. The yoga may be done in chairs; however, it is recommended that students bring a mat for deeper relaxation. Students should also bring water and a blanket.

CRN #11907 1 Saturday, 5/18, 9:30 a.m.-noon **MCC Bldg. GPA GP214**

Fee: \$30

Instructor: Karen Lani LeBoulluec

Body, Mind & Spirit



Making “Scents” of Aromatherapy: Essential Oil Basics for Home and Health care

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 #11920 1 Saturday, 5/18, 9 a.m.-noon **MCC Bldg. GPA GP136**
Fee: \$25

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

NEW Living Well, Dying Well

Most Americans are reluctant to address the issues surrounding death and dying. We avoid facing them, and in doing so, prevent ourselves from gaining an interdisciplinary understanding that allows us to enrich our day-to-day living. In this course, 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 #12030 4 Wednesdays, 4/3-4/24, 7-9 p.m. **MCC Bldg. GPA GP214**
Fee: \$65

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

Messages from Beyond

Do you have a desire to speak with or receive a message from a loved one who has gone to the other side? Let Joyce bring you a “message from beyond” in this fun and potentially insightful event. In her own words, “A medium can be thought of as a telephone connector allowing communication to flow between two planes of existence.” Bring an open mind, pen, and paper, and a tape recorder is welcome for your own messages only. Join Joyce as we “dial up” to the other side. Please note: the snow date for the February course is March 2.

CRN #11782 1 Saturday, 2/23, 9:30 a.m.-12-30 p.m.
MCC Bldg. LRC B208

CRN #11783 1 Saturday, 4/20, 9:30 a.m.-12-30 p.m.
MCC Bldg. LRC B208

Fee: \$75

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

For maps & directions, visit:
www.manchestercc.edu/about/directions.php

Unfoldment Meditation

To unfold is to open up ... open to a world of deep peace, understanding, help, and guidance ... open to who you really are ... open to the world of spirit. Come learn how to unfold and allow yourself to enter the silence, open and close your connective doors, and experience a memorable communication. Please dress comfortably, bring paper and pencil, and come with expectations.

CRN #11905 1 Saturday, 4/6, 9:30 a.m.-12:30 p.m.

MCC Bldg. LRC B208 Fee: \$75

Instructor: *Joyce Orcutt*

Spirit Guides and Spirit Friends

The change from life to death is a change from the earth plane to a spirit plane existence. This supportive class will help you to connect with the spirit plane and receive help or direction from your spirit guides, guardian angels, and departed loved ones and friends. Have you ever felt the invisible presence of someone in your room? Do spirits have messages for you? Why did they choose you? Are any of these spirits loved ones? How do you work with them? How do they work with you? Bring your unanswered questions to class, and pencils and tape recorders for your messages too. Please dress comfortably, and don't forget to bring your guides and smiles.

CRN #11906 1 Saturday, 5/18, 9:30 a.m.-12:30 p.m.

MCC Bldg. LRC B208 Fee: \$75

Instructor: *Joyce Orcutt*

An Introduction to Pagans, Witches and Wicca

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

CRN #11921 4 Mondays, 4/8-4/29, 7-9 p.m. **MCC Bldg. GPA GP155**
Fee: \$65

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

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

Computer Technology

COMPUTER CERTIFICATION TEST PREPARATION Professional Certification...

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

Course	Page Number	Certification	Exam
A+, Network+ and IBA Certification testing centers can be found at www.prometric.com and www.pearsonvue.com			
A+ Certification Essentials Exam Preparation	25	CompTIA A+ Certificate	Exam 220-801
Network+ Certification Exam Preparation	25	CompTIA Network+ Certificate	Exam N10-005
AutoCAD Certification testing centers can be found at www.microdesk.com			
AutoCAD 2013 Certification Preparation	27	AutoCAD 2013 Certified Associate	AutoCAD 2013 Certified Associate
Microsoft Office Specialist (MOS) Certification training and testing held at Manchester Community College			
Microsoft Access 2010 Introduction Microsoft Access 2010 Intermediate	24	MOS Access 2010	Exam 77-885
Microsoft Excel 2010 Introduction Microsoft Excel 2010 Intermediate	22	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	22	MOS Word 2010	Exam 77-881
Microsoft Access 2007 Introduction Microsoft Access 2007 Intermediate	24	MOS Access 2007	Exam 77-605
Microsoft Excel 2007 Introduction Microsoft Excel 2007 Intermediate	22	MOS Excel 2007	Exam 77-602
Microsoft PowerPoint 2007 Introduction Microsoft PowerPoint 2007 Intermediate	21	MOS PowerPoint 2007	Exam 77-603
Microsoft Word 2007 Introduction Microsoft Word 2007 Intermediate	22	MOS Word 2007	Exam 77-601
Manchester Community College: MCC Certificate			
Microsoft Office: MCC Certificate	20	MCC Certificate	N/A
Web Communication and Design: MCC Certificate	19	MCC Certificate	N/A

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

Date	2/15	3/1	3/22	4/12	5/3	5/17
Time	4:15 PM	4:15 PM	4:15 PM	4:15 PM	4:15 PM	4:15 PM
CRN	12147	12148	12149	12150	12151	12152

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

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

For your convenience, MCC has established a Microsoft Office 2007/2010 certification testing center on campus.

Although our MCC certification preparation courses are recommended, experienced Office users can also register for stand-alone Office certification testing.

Students can register for any Office certification exam on any test date listed above. Students should reference the course number (CRN) for each exam date.

Please note: AutoCAD Certified Associate is not an Associate's degree, but a certification set by the software maker.

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

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

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 her business for a wide range of non-profit and corporate clients.

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

Nathaniel Bowen Jr. is a Network Admin, Systems 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.

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

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

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

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

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

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.

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

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

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

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

Computer Technology

TECHNOLOGY FORUM • MCC ON MAIN • 903 MAIN STREET AFTERNOON SERIES



Photoshop Quick and Easy

Get an overview of the powerful industry-standard tool used for photo editing, retouching, compositing, and graphic illustration.

Learn how to create a new work from scratch or edit an existing image.

CRN #12146 1 Wednesday, 2/27, 1-3 p.m. **MCC on Main,**

903 Main Street Fee: \$10

Instructor: Laurie Grace

Seamless Photo Montages

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

CRN #12144 1 Wednesday, 3/6, 1-3 p.m. **MCC on Main,**

903 Main Street Fee: \$20

Instructor: Laurie Grace

Restoring Old Photos

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

CRN #12143 1 Wednesday, 3/13, 1-3 p.m. **MCC on Main,**

903 Main Street Fee: \$20

Instructor: Laurie Grace

Turning Sequential Photos into Gif Animations

Turn your original photographs into animations using Photoshop. You will learn how to alter photos slightly and create a gif animation for use online. Use this simple trick to bring interactive elements into your website or share them with friends.

CRN #12145 1 Wednesday, 3/20, 1-2:30 p.m. **MCC on Main,**

903 Main Street Fee: \$15

Instructor: Laurie Grace

InDesign Quick and Easy

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

CRN #12141 1 Wednesday, 3/27, 1-3 p.m. **MCC on Main,**

903 Main Street Fee: \$20

Instructor: Laurie Grace

Illustrator Quick and Easy

Don't miss this introduction to the basics of the industry-standard tool used to create graphic arts and illustration. Learn to create simple line drawings, logos, or more complex imagery. Design graphics that can be used in art, websites, cards, or other digital design applications.

CRN #12142 1 Wednesday, 4/3, 1-2:30 p.m. **MCC on Main,**

903 Main Street Fee: \$15

Instructor: Laurie Grace

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



iPad Tips and Tricks for Newbies

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

CRN #12138 1 Thursday, 2/21, 6-7 p.m. **MCC on Main,**

903 Main Street Fee: \$10

Instructor: Sandra Rimetz

Advanced iPad Tips and Tricks

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

CRN #12139 1 Thursday, 2/28, 6-7 p.m. **MCC on Main,**

903 Main Street Fee: \$10

Instructor: Sandra Rimetz

Social Media for Everyone

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

CRN #12140 1 Thursday, 3/7, 6-8 p.m. **MCC on Main,**

903 Main Street Fee: \$20

Instructor: Sandra Rimetz



Computer Technology

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 Spring 2013 includes:

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

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

INTRODUCTION



Keyboarding Introduction

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

CRN #12039 2 Wednesdays, 3/20-3/27, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$99

Instructor: **Dorothy Weiner**

Computer Boot Camp

Do you feel you are being left behind in the technology revolution? It is never too late to learn, and we have a course that will acquaint you with the computer terminology and devices that help manage your information today. You will gain insight into computer hardware and the Microsoft Windows operating system. In addition, you will learn how to use the basic word processing functions of the popular Microsoft Word program. You will also learn how to use the Outlook email program and the best search techniques on the Internet. Registered students are eligible for free Windows software. Instructor provides handouts. Prerequisite: *Keyboarding skills recommended.*

CRN #12040 4 Wednesdays, 4/3-4/24, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$199

Instructor: **Steven Bloom**

INTERNET

NEW Branding Yourself and Building Your Business Network

Join us as we take a close look at the advantages of a LinkedIn® profile and how brand-building can make you and your business more marketable and network worthy.

CRN #12136 1 Thursday, 4/4, 6-8 p.m. **MCC Bldg. LRC B141**
Fee: \$20

Instructor: **Sandra Rimetz**

NEW Branding Your Business on the Web with Facebook

Facebook is not just about searching for friends; learn how it can promote your business. In this hands-on session you will learn more about the administrative panel of Facebook and build a professional page for your business.

CRN #12137 1 Thursday, 4/11, 6-9 p.m. **MCC Bldg. LRC B141**
Fee: \$30

Instructor: **Sandra Rimetz**

NEW HTML 5 Introduction

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. Many new HTML tags have been added to HTML that reflect this unique web structure, including tags for page, section, header, have, article and figure. This six-hour course focuses on creating page layouts using the new tag structure, with on hands examples of how to use the CSS classes to format them. This course is both theory and hands-on, in class practice. Instructor provides handouts. Prerequisite: *Basic understanding of HTML 4 and CSS2.*

CRN #12079 1 Monday, 3/18, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**
Fee: \$99

Instructor: **Peggy Bloomer**

NEW HTML 5 Intermediate

HTML 5 includes the creation of 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 of 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 is both theory and hands-on, in-class practice. Instructor provides handouts. Prerequisites: *Basic understanding of HTML 4 and CSS2.*

CRN #12080 1 Monday, 3/25, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**
Fee: \$99

Instructor: **Peggy Bloomer**

NEW HTML 5 and CSS3 Introduction

Get introduced to the new tags in HTML 5. Learn how these tags handle structure, forms, drawing and media content more efficiently. Using new border features, you will learn how easy it is to add corners, shadows, gradients, transparencies—even background images and more—to your website without a bitmap editing program like Photoshop. In addition, you will learn how to use 3D and 3D transition and transforms in CSS3 and create simple mouse transformations. We will use Dreamweaver to create these projects and to practice weekly skills in this course. This course is both theory and hand-on, in-class practice. Instructor provides handouts. Prerequisite: *Basic understanding of HTML.*

CRN #12082 2 Mondays, 4/1-4/8, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**
(limited seating) Fee: \$199

Instructor: **Peggy Bloomer**

HTML 5 Responsive Web Design

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

CRN #12084 2 Mondays, 4/15-4/22, 9 a.m.-4 p.m.

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

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, keyboard, mouse and Internet skills.*

CRN #12101 2 Mondays, 2/25-3/4, 6-9 p.m. **MCC Bldg. LRC B141**

Fee: \$99

Instructor: **Robert Thornton**

Adobe Dreamweaver In-Depth

Do you want to learn how to create and support a website? This course will cover how to use the Dreamweaver interface, the meaning of HTML codes/tags, creating a website, creating and modifying web pages, linking web pages using text and graphic links, table layouts, uploading files, cascading style sheets and 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 and other web-designer applications. Instructor provides handouts. Prerequisite: *Basic Windows, keyboarding, mouse and Internet skills.*

CRN #12103 2 Mondays, 4/29-5/6, 9 a.m.-4 p.m. **MCC Bldg. LRC B141** (limited seating) Fee: \$199

Instructor: **Robert Thornton**

Expression In-Depth

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

CRN #12164 2 Mondays, 5/13-5/20, 9 a.m.-4 p.m.

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

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, which includes creating complete websites from scratch and uploading them live to the web. Upon completion of this course, students will be proficient in the use of Dreamweaver CS5. Web-design techniques and concepts will be taught, including basics through advanced page layout, proper navigation techniques, use of cascading style sheets (CSS), form design, and much more. Students who successfully complete this program will be awarded the Web Communication and Design MCC Certificate and will have mastered more than the mere use of a software tool. Instructor provides handouts and a USB drive with the complete course installed on it. Prerequisite: *Dreamweaver Introduction course or permission of computer coordinator.*

CRN #12158 6 Mondays, 3/11-4/15, 6-9 p.m. **MCC Bldg. LRC B141**

Fee: \$299

Instructor: **Robert Thornton**

Promote Your Business on YouTube Using Windows Movie Maker

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

CRN #12125 2 Tuesdays, 3/5-3/12, 6-9 p.m. **MCC Bldg. LRC B141**

Fee: \$99

Instructor: **Richard Hoyer**

ASP.NET Introduction

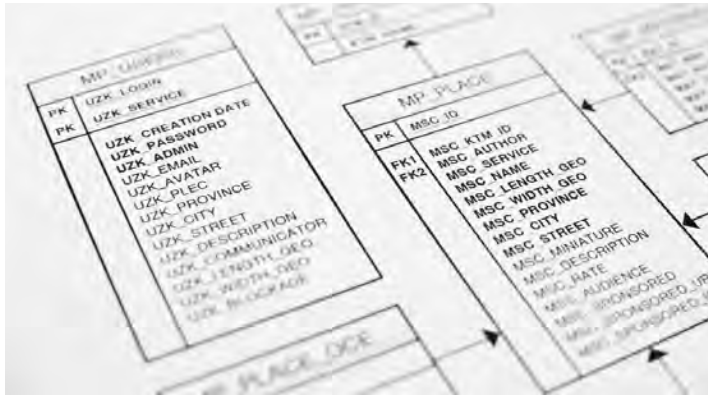
Build dynamic web applications with ASP.NET 4 and Visual Basic 2010. Geared toward students who have some programming experience, the course begins with the .NET programming model and an introduction to Visual Basic 2010. The ASP.NET component covers web controls, state management, and error handling.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

CRN #12100 4 Mondays, 4/1-4/22, 6-9 p.m. **MCC Bldg. LRC B142**

Fee: \$199

Instructor: **George Pillar**

Computer Technology



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

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

CRN #12094 2 Fridays, 4/5-4/12, 9 a.m.-4 p.m. **MCC Bldg. LRC B142** (limited seating) Fee: \$199

Instructor: **George Pillar**

NEW Making the Most of Google Applications

Don't be tied to your desk. Learn how to boost your productivity and make the most of your connectivity from anywhere, using Google apps. Learn how easy and fun it is to manage your digital photos, email, documents, geo location, and calendar. This three-hour, hands-on class will cover how to keep your email organized; save and collaborate on documents; keep track of your busy schedule; and so much more—all with applications you can easily download! Prerequisite: *Basic Windows, keyboarding, mouse and Internet skills.*

CRN #12123 1 Saturday, 4/6, 9 a.m.-noon **MCC Bldg. LRC B142**

Fee: \$50

Instructor: **Margie Gordon**

NEW Microsoft Applications: Office 365 Overview

Are you looking for a cost-effective email account? Maybe you are a small business owner looking to reduce costs? Office 365 is the only web-based service fully compatible with Microsoft Office, and it offers eight different pricing plans to best suit your needs. Using the latest cloud technology, Office 365 provides secure access to email and calendars, Office Web Apps, instant messaging, conferencing, file sharing, and more! Learn to leverage Office Web Apps to connect and communicate and grow your business. Increase productivity, collaboration, communication. Download a free trial and see what this worry-free IT tool can do for you! Prerequisite: *Basic Windows, keyboarding, mouse and Internet skills.*

CRN #12124 1 Saturday, 4/13, 9 a.m.-noon **MCC Bldg. LRC B142**

Fee: \$50

Instructor: **Margie Gordon**



Want to take a class online?
See the Online Academy
courses listed on pages 64-70
or visit the website at
www.ed2go.com/manchcc

OFFICE SUITES & OUTLOOK

Microsoft Office MCC Certificate

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

CRN #11537 12 Thursdays, 2/7-4/25, 6-9 p.m.

MCC Bldg. LRC B142 Fee: \$599

Instructor: **Dorothy Weiner**

Essentials of Project Management and MS Project, Process and Tool: How They Work Together

Project management is an industry-wide, recognized discipline and has become a key ingredient to ensuring successful, on-time, and on-budget projects. Learn how to determine the scope, characteristics and success of a well-defined project; how to gather and document requirements; leadership essentials; what a work breakdown session is all about; and how to schedule, estimate and handle project closure; the phases of a project; how to create and document a scope; how to gather and define the work breakdown structure (tasks); review of the tool (MS Project); documenting the tasks and plan into the pool; use of the pool to control the project; controlling resources; creating reports from the tool. Registered students are eligible for free Microsoft Project 2010 software. Instructor provides handouts. Prerequisite: *Basic Windows, keyboarding and mouse skills.*

CRN #11830 2 Wednesdays, 3/20-3/27, 9 a.m.-4 p.m.

MCC Bldg. LRC B144 & LRC B142 (limited seating) Fee: \$199

Instructor: **John Lombardo**

NEW 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. Required text: Microsoft Project 2010 Step by Step, Microsoft Press (ISBN 9780735626959), available at MCC Bookstore for approximately \$30. Prerequisite: *Basic Windows, keyboard and mouse skills with some exposure to Microsoft Office helpful*. **CRN #12162** 2 Wednesdays, 4/3-4/10, 9 a.m.-4 p.m. **MCC Bldg. LRC B141** (limited seating) Fee: \$199
Instructor: **John Lombardo**

PowerPoint Introduction

PowerPoint 2007 and 2010 are notable for their user-friendly ribbon interface and powerful features. Students will learn how to create new presentations, create new slides, enter and format text, create and change presentation elements, arrange slides, insert graphics, and run slideshows. Students will also learn about the extensive printing features of the program when they create their slideshows. Although this course uses PowerPoint 2010 software, 2007 and 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Instructor provides handouts. Prerequisite: *Basic Windows, keyboarding and mouse skills*.

CRN #12067 2 Fridays, 4/12-4/19, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$99

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

CRN #12069 2 Tuesdays, 5/7-5/14, 9 a.m.-4 p.m. **MCC Bldg. LRC B142** (limited seating) Fee: \$199

Instructor: **Dorothy Weiner**



Outlook Introduction

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

CRN #12074 2 Thursdays, 5/2-5/9, 6-9 p.m.

MCC Bldg. LRC B142

Fee: \$99

Instructor: **Kristin Violette**

Outlook In-Depth

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

CRN #12078 2 Wednesdays, 3/20-3/27, 9 a.m.-4 p.m.

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

Instructor: **Dorothy Weiner**

See MOS Exam Schedule and Information on page 15.

Outlook: Tips, Tricks and Timesavers

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

Prerequisite: *Outlook 2010 Introduction course or equivalent experience*.

CRN #12076 1 Wednesday, 4/3, 9 a.m.-4 p.m. **MCC Bldg. LRC B142** (limited seating) Fee: \$99

Instructor: **Dorothy Weiner**

Computer Technology

WORD PROCESSING

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

CRN #12119 2 Tuesdays, 3/19-3/26, 9 a.m.-4 p.m.

MCC Bldg. LRC B142 (limited seating)

CRN #12044 4 Fridays, 3/1-3/22, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$199

Instructors: CRN#12119: **Dorothy Weiner;**

CRN #12044: **Kristin Violette**

See MOS Exam Schedule and Information on page 15.

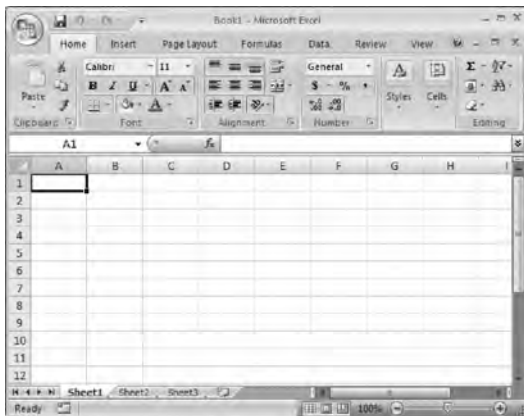
NEW Word Advanced: Working with Complex Documents

This class is for people interested in learning more about managing large documents such as manuals, catalogs, or books. 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. This class is geared for the user who has had experience working in Microsoft Word. Although this course uses Word 2010 software, Word 2007 & 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Instructor provides handouts. Prerequisite: *Word 2007 or 2010 Intermediate level skills, equivalent experience or permission of the computer coordinator.*

CRN #12046 1 Monday, 4/1, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**
(limited seating) Fee: \$99

Instructor: **Dorothy Weiner**

SPREADSHEETS



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

CRN #12251 2 Tuesdays, 3/5-3/12, 6-9 p.m. **MCC Bldg. LRC B142**
CRN #12053 1 Wednesday, 4/10, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**
(limited seating)

Fee: \$99

Instructors: CRN #12251: **Kristin Violette;**

CRN #12053: **Chuck Schwartz;**

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. This course includes the required skill set needed for the Microsoft Office Specialist (MOS) Excel Certification 77-882. Students will have the option of taking the internationally recognized MOS exams at our Microsoft-approved MCC testing center for an additional fee. See Exam Schedule and Information on page 2. Although this course uses Excel 2010 software, 2007 and 2010 are very similar. 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 #12122 3 Wednesdays, 4/17-5/1, 9 a.m.-4 p.m.
MCC Bldg. LRC B142 (limited seating) Fee: \$299
Instructor: **Chuck Schwartz**

See MOS Exam Schedule and Information on page 15.

Excel Data and Functions

This comprehensive 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. Although this course uses Excel 2010 software, 2007 and 2010 are very similar. Questions regarding 2007 will be addressed as time allows. 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 #12059 2 Wednesday, 5/8-5/15, 9 a.m.-4 p.m.

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

Instructor: **Chuck 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 multicell 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 if time allows. Although this course uses Excel 2010 software, 2007 and 2010 are very similar. Instructor provides handouts. Prerequisite: *Excel 2007 or 2010 Intermediate, or permission of the instructor or computer coordinator.*

CRN #12055 1 Wednesday, 5/22, 9 a.m.-4 p.m. **MCC Bldg. LRC B142** (limited seating) Fee: \$99

Instructor: **Chuck Schwartz**

Accounting I

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. You will build a company's accounting system in QuickBooks, download data into an Excel spreadsheet, and build linked statements. Please bring a flash drive to class. Required text: Schaum's Outline of Principles of Accounting, 5th Edition, (ISBN 9780071635387) is available at MCC Bookstore for approximately \$20. Prerequisite: *Basic Windows, keyboard and mouse skills; familiarity with Excel.*

CRN #11839 5 Wednesdays, 5/29-6/26, 9 a.m.-4 p.m.

MCC Bldg. LRC B142 (limited seating)

CRN #12000 5 Saturdays, 4/20-5/18, 9 a.m.-4 p.m.

MCC Bldg. LRC B142

Fee: \$399

Instructor: **Chuck Schwartz**



NEW QuickBooks: Basics and Beyond

Discover the most effective methods for accomplishing essential business tasks and customizing QuickBooks. We'll explore best practices for tracking finances; managing payroll; processing invoices; controlling inventory; managing sales and expenses; and maximizing the software's other features. Topics include getting started—how to properly set up your accounts, customers, jobs, and invoice items quickly; following the money—how to track everything from billable time and expenses to income and profit; keeping your company financially fit—methods to examine budgets and actual spending, income, inventory, assets, and liabilities; spending less time on bookkeeping—how to use QuickBooks to create and reuse bills, invoices, sales receipts, and timesheets; finding key info fast—how to use QuickBooks' search and find functions, as well as the vendor, customer, inventory, and employee centers; exchanging data with other programs—move data between QuickBooks, Microsoft Office, and other programs. Prerequisites: *Accounting 1 or Basic Familiarity with QuickBooks.* Required Text: Included in course fee.

CRN #12050 2 Mondays, 3/18-3/25, 9 a.m.-4 p.m.

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

Instructor: **Chuck Schwartz**

QuickBooks In-Depth

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

CRN #11534 4 Fridays, 2/1-2/22, 6-9 p.m. **MCC Bldg. LRC B141**

CRN #12048 4 Wednesdays, 3/6-3/27, 6-9 p.m. **MCC Bldg. LRC B141** Fee: \$199

Instructor: **Chuck Schwartz**

QuickBooks Advanced with Payroll

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

CRN #12047 3 Wednesdays, 4/3-4/17, 6-9 p.m.

MCC Bldg. LRC B141 Fee: \$155

Instructor: **Chuck Schwartz**

Computer Technology

DATABASE

Database Introduction Using SQL Server 2008

This course will take a novice student through the fundamental principles of relational database systems using the very popular Microsoft SQL Server 2008 as the database product used for example. Students will examine the basic premises of database systems including proper entity selection, entity relationship diagramming, proper primary key selection, foreign keys, normalization, and building entity relationships using SQL Server. Fundamentals as basic SQL query writing will be covered. Students will examine SQL topics including proper statement structure, use of built in functions, multi-table joins, and aggregate queries to enable the student to effectively leverage the database to provide actionable business information. Instructor provides curriculum. Students are eligible to receive free Microsoft SQL Server 2008 software. Prerequisite: *Basic Windows, keyboard and mouse skills.*
CRN #12096 2 Fridays, 3/15-3/22, 9 a.m.-4 p.m.
MCC Bldg. LRC B142 (limited seating) Fee: \$199
Instructor: Marc Cohen

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 allows. Students are eligible to receive free Access 2010 software. Prerequisite: *Basic Windows, keyboarding and mouse skills.*
CRN #12058 1 Tuesday, 4/2, 9 a.m.-4 p.m.
MCC Bldg. LRC B142 (limited seating)
CRN #12056 2 Tuesdays, 5/7-5/14, 6-9 p.m. MCC Bldg. LRC B141
Fee: \$99
Instructors: CRN #12058: George Pillar; CRN #12056: Kristin Violette

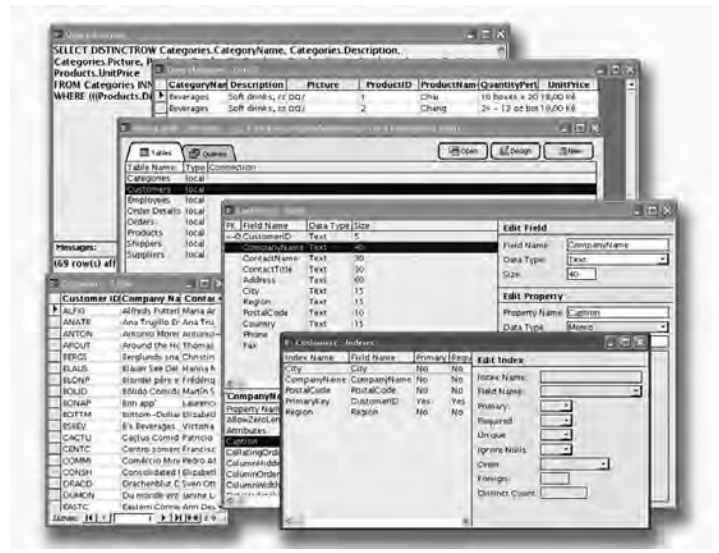
Access Intermediate

Learn basic concepts, techniques involved with tables, queries, forms and reports, how to split databases, find and replace data, attach and detach documents, import data, and more. Our intensive intermediate level Office training maps directly to the skills needed for Microsoft Office Specialist (MOS) certification. Students have the option to take each internationally recognized MOS exam at our Microsoft-approved MCC testing center for an additional fee. Although this course uses Access 2010 software, 2007 and 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Students are eligible to receive free Access 2010 software. Prerequisite: *Access 2007 or 2010 Introduction, or permission of instructor or computer coordinator.*
CRN #12129 3 Tuesdays, 4/9-4/23, 9 a.m.-4 p.m. MCC Bldg. LRC B142 (limited seating) Fee: \$299
Instructor: George Pillar

See MOS Exam Schedule and Information on page 15.

You May Also Like Online Computer Certifications

- Microsoft Certified IT Professional: Enterprise Desktop Support Technician 7 (MCITP)
 - Microsoft Certified IT Professional: Server Administrator (MCITP)
 - Microsoft Office Specialist 2007
 - Cisco™ CCNA® Certification Training
 - Comp TIA™ Security+ Certification Training
- See page 64 for more information.



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, auto key and autoexec macros, and import and export macros. Import and export data, including SharePoint services, XML and CSV file formats. Export XML documents with an XSL file and save an object to an XPS file. You will learn object dependencies, using the linked-table manager, linking to Excel; procedures to ensure proper database management, such as analyzing, splitting, converting, protecting and backing up databases; and use Access with Outlook 2010. Questions regarding 2007 will be addressed as time allows. Registered students are eligible for free Access software. Instructor provides handouts. Prerequisite: *Access 2007 or 2010 Intermediate course, or permission of computer coordinator.*

CRN #12066 1 Tuesday, 4/30, 9 a.m.-4 p.m. MCC Bldg. LRC B142 (limited seating) Fee: \$99
Instructor: George Pillar

NEW Oracle SQL Introduction Certification Prep

This class is designed to provide a solid base in relational database systems using the Oracle 11g database. Topics include keys, relationships, data modeling, basic and advanced SQL. The course is designed to prepare the students to pass the 1Z0-051 Oracle Database 11g SQL Fundamentals exam, which can be used as part of the requirements to achieve the Oracle Database 11g Administrator Certified Associate certification. Instructor provides handouts. Prerequisite: *Familiarity with data processing concepts and techniques; ability to use a graphical user interface (GUI) recommended.*

CRN #12131 3 Fridays, 5/17-6/7 (does not meet 5/31), 9 a.m.-4 p.m.
MCC Bldg. LRC B142 (limited seating) Fee: \$299
Instructor: Marc Cohen

Computer Technology

NETWORKS & OPERATING SYSTEMS

A+ Certification Essentials Exam Preparation

CompTIA A+ certification validates the latest skills needed by today's computer support professionals. It is an international, vendor-neutral certification recognized by major hardware and software vendors, distributors and resellers. The first required A+ exam, CompTIA A+ Essentials, measures necessary competencies for an entry-level IT professional. Topics include installing, building, upgrading, repairing, configuring, troubleshooting, and optimizing basic personal computer hardware and operating systems. Required text: CompTIA A+ Certification Essentials, 2009 Edition, Revised, Student Manual, Axzo Press (ISBN 9781426021749), available at MCC Bookstore for approximately \$64. Prerequisite: *Basic knowledge of hardware and operating systems recommended.*

CRN #12090 6 Saturdays, 2/23-4/6 (class does not meet on 3/30), 9 a.m.-4 p.m. **MCC Bldg. LRC B141** Fee: \$599
Instructor: **John Bolduc**

See exam information on page 15.

Network+ Certification Exam Preparation

The Network+ certification is the standardized internationally recognized credential for people who are striving to become network professionals. This course provides professionals with a structured setting in which to review CompTIA's Network+ certification examination. Required text: CompTIA Network+ Certification, Exam N10-005 + CertBlaster Student Manual, Axzo Press (ISBN 9781426006081), available at MCC Bookstore for approximately \$64. Certification testing is done through an authorized CompTIA Network+ testing center, such as Prometric (www.prometric.com). Prerequisite: *Knowledge of hardware and Windows; students should have 9-12 months of experience in the IT support industry.*

CRN #12085 6 Saturdays, 4/13-5/18, 9 a.m.-4 p.m.
MCC Bldg. LRC B141 Fee: \$599
Instructor: **John Bolduc**

See exam information on page 15.

Building a Virtual Machine

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

CRN #12154 2 Wednesdays, 3/6-3/13, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$99

Instructor: **Nathaniel Bowen, Jr.**

PC Maintenance

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

CRN #11532 4 Wednesdays, 2/6-2/27, 6-9 p.m. **MCC Bldg. LRC B141**
CRN #12043 2 Thursdays, 5/9-5/16, 9 a.m.-4 p.m. **MCC Bldg. LRC B141** (limited seating)

Fee: \$199

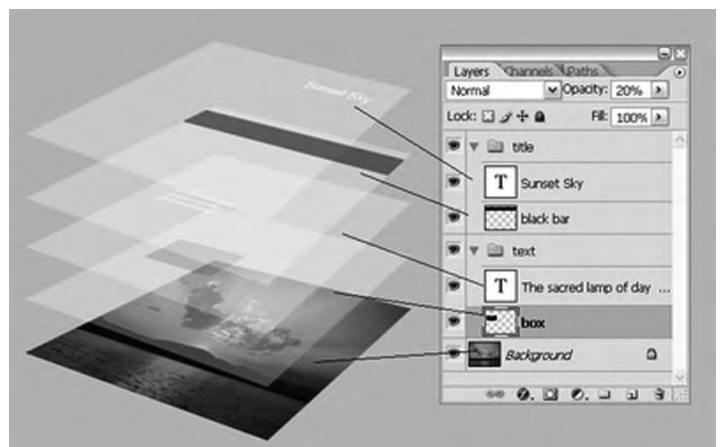
Instructor: **Bruce Manning**

DIGITAL IMAGING AND DESIGN

Adobe Photoshop In-Depth (PC)

Learn how to use the most powerful image editing software available, Adobe Photoshop. Improve your photographs 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, learn to create exciting and amazing images using some of this program's limitless capabilities. Required text: Adobe Photoshop CS5 Classroom in a Book, Adobe Press (ISBN 9780321701763), available at MCC Bookstore for approximately \$55. Prerequisite: *Basic Windows, keyboarding and mouse skills.*

CRN #12109 2 Thursdays, 4/4-4/11, 9 a.m.-4 p.m.
MCC Bldg. LRC B141 (limited seating) Fee: \$199
Instructor: **Jeff Shaffer**



Computer Technology

Adobe Photoshop Advanced (PC)

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

CRN #12110 4 Thursdays, 4/18-5/9, 6-9 p.m. **MCC Bldg. LRC B141**
Fee: \$199

Instructor: **Jeff Shaffer**

Adobe Desktop Publishing Overview

This hands-on approach is designed to give an overview of the collective powerful industry standard creative tools used in the professional design process. You will leave with a finished product created from start to finish and in the process gain a basic understanding of the Adobe tools, including Illustrator, Photoshop, InDesign, as well as exporting techniques in Acrobat, for both print publications and on-line web delivery. Supportive handouts as well as a finished product will give you a foundational skillset in order to allow continued learning. Please bring a Flash Drive so you can take your digital creations with you. Prerequisite: *Basic Windows, keyboarding and mouse skills; some knowledge of Adobe Creative Suite is recommended.*

CRN #12098 1 Friday, 4/5, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**
(limited seating) Fee: \$99

Instructor: **Laurie Grace**

Adobe InDesign In-Depth

Be inspired and learn InDesign. In this two-day foundation workshop, you will learn the basics of the design process with a focus on the industry standard design tool. Come and be introduced to the creative 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. Leave with a collection of work that expresses a creative knowledge and basic technical skills. Please bring a flash drive so you can take your digital creations with you. Instructor provides handouts. Prerequisite: *Basic Windows, keyboarding and mouse skills; some knowledge of Adobe Creative Suite is recommended.*

CRN #12105 2 Fridays, 4/12-4/19, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**
(limited seating) Fee: \$199

Instructor: **Laurie Grace**

Adobe InDesign: Create Dynamic Interactive Presentations for Web and PDF

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

CRN #12107 2 Fridays, 4/26-5/3, 9 a.m.-4 p.m.
MCC Bldg. LRC B141 (limited seating) Fee: \$199

Instructor: **Laurie Grace**

Adobe Acrobat In-Depth

Explore the Acrobat X interface and learn the many ways to customize it to suit your needs. Create Adobe PDF files from Word, Excel, emails or web pages while maintaining formatting and fonts. Use a variety of tools to edit, combine pages, place graphics, import and export content and assign security. Create electronic forms for easy, secure distribution, collaboration, and data collection. Create interactive text fields, check boxes, drop-down menus and more! Track your forms and view the completed replies. Complete the process by exporting the collected form information to a spreadsheet. Instructor provides handouts. Prerequisite: *Basic Windows, keyboarding and mouse skills; word processing experience recommended.*

CRN #12160 2 Fridays, 5/10-5/17, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**
(limited seating) Fee: \$199

Instructor: **Robert Thornton**

Adobe Photoshop Elements Introduction (PC)

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

CRN #11540 2 Tuesdays, 2/5-2/12, 6-9 p.m. **MCC Bldg. LRC B142**

CRN #12111 2 Tuesdays, 4/30-5/7, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$99

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 #12112 2 Tuesdays, 2/19-2/26, 6-9 p.m. **MCC Bldg. LRC B142**

CRN #12113 2 Tuesdays, 5/14-5/21, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$99

Instructor: **Richard Hoyer**

Publisher Introduction

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

CRN #12071 2 Tuesdays, 4/16-4/23, 6-9 p.m. **MCC Bldg. LRC B141**
Fee: \$99

Instructor: **Dorothy Weiner**

Consider Yourself Confirmed

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

MANUFACTURING



AutoCAD 2013 Introduction

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

CRN #12072 2 Saturdays, 3/2-3/9, 9 a.m.-noon **MCC Bldg. AST C128**
Fee: \$99

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 #12099 12 Saturdays, 3/16-6/15, 9 a.m.-noon (does not meet 3/30 & 5/25) **MCC Bldg. AST C128** Fee: \$599

Instructor: **Christopher Legiadre**

AutoCAD 2013 3D Introduction

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

CRN #12073 4 Saturdays, 4/27-5/18, 1-4 p.m. **MCC Bldg. AST C128**
Fee: \$199

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 #12157 6 Saturdays, 3/2-4/13, 1-4 p.m. (does not meet 3/30)
MCC Bldg. LRC B142 Fee: \$299

Instructor: **Christopher Legiadre**

CNC Essentials

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

CRN #12115 2 Saturdays, 2/23-3/2, 9 a.m.-noon, **MCC Bldg. AST C135**
Fee: \$99

Instructor: **Keith Butzgy**

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 #12165 2 Saturdays, 3/16-3/23, 9 a.m.-4 p.m.

MCC Bldg. AST C131 Fee: \$199

Instructor: **Keith Butzgy**

Mastercam Introduction

Learn how to use the most widely used Computer-Aided Manufacturing (CAM) software in the world. You will navigate through Mastercam and create 3-axis 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. Publishing (ISBN 9781926955483). Prerequisites: *Blueprint Reading and Dimensioning Introduction course and some previous CAD experience recommended, or permission of computer coordinator*.

CRN #12116 2 Saturdays, 4/13-4/20, 9 a.m.-4 p.m.

MCC Bldg. AST C135 Fee: \$199

Instructor: **Keith Butzgy**

Mastercam Intermediate

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

CRN #12117 2 Saturdays, 5/4-5/11, 9 a.m.-4 p.m. **MCC Bldg. AST C135**
Fee: \$199

Instructor: **Keith Butzgy**

Computer Technology

PROGRAMMING

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

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

CRN #12087 2 Fridays, 4/19-4/26, 9 a.m.-4 p.m. **MCC Bldg. LRC B142** (limited seating) Fee: \$199

Instructor: **George Pillar**

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 \$45. Note: This textbook is also used for our Programming Basics course. Prerequisite: *Programming Basics course or knowledge of programming concepts.*

CRN #12089 2 Fridays, 5/3-5/10, 9 a.m.-4 p.m. **MCC Bldg. LRC B142** (limited seating) Fee: \$199

Instructor: **George Pillar**

Apple Mobile App Development Introduction

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

CRN #12134 2 Saturdays, 5/4-5/11, 9 a.m.-4 p.m.

MCC Bldg. GPA GP201 Fee: \$199

Instructor: **Clayton Walnum**

Apple Mobile App Development Intermediate

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

CRN #12135 5 Saturdays, 5/18-6/22 (does not meet 5/25), 9 a.m.-noon

MCC Bldg. GPA GP201 Fee: \$255

Instructor: **Clayton Walnum**

Android Programming with App Inventor

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

CRN #12132 2 Tuesdays, 2/19-2/26, 6-9 p.m. **MCC Bldg. LRC B141** Fee: \$99

Instructor: **George Pillar**

Android Programming Intermediate

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

CRN #12133 4 Mondays, 3/4-3/25, 6-9 p.m. **MCC Bldg. LRC B142** Fee: \$199

Instructor: **George Pillar**

Game Programming Introduction

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

CRN #11541 2 Saturdays, 2/2-2/9, 9 a.m.-noon

MCC Bldg. LRC B142 Fee: \$99

Instructor: **Clayton Walnum**

Game Programming Intermediate

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

CRN #12153 4 Saturdays, 4/6-4/27, 9 a.m.-noon **MCC Bldg. LRC B211** Fee: \$199

Instructor: **Clayton Walnum**

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

Cuisine

NEW Don't be a Gluten!

Many of us are on special diets to keep our stomachs healthy, but the choices make it difficult to find baked goods to enjoy. Most of these choices in stores are plain tasting and others are expensive. If your diet requires gluten-free foods, then gluten-free, all-purpose mixes are available and can be turned into breads and desserts that will please the palate and the wallet. The FODMAP diet permits the use of spelt (triticum spelta), the predecessor of wheat (triticum sativum), with a flavor similar to wheat, and some dieters find this gluten easier to digest. Bags of spelt in white and whole grain are more common than you may imagine. We will bake a variety of treats, including quick bread; sponge yeast bread (gluten-free, dairy-free, and egg-free), which is lighter than air muffins; rich chocolate-zucchini cake; Farinata (chick pea flour skillet bread); and polenta pizza. Some will satisfy the gluten-free requirement and others the FODMAP diet. Students should bring a medium-sized bowl, two cotton dish towels, and a sponge. Materials fee: \$15, payable to instructor at beginning of class.



CRN #11894 1 Saturday, 4/20, 12:30-4 p.m. **MCC Bldg. GPA GP213**
Fee: \$55

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

Spring Fling Pies

Celebrate spring with fruit pies. Master the art of making tender, flaky pastry and turning strawberries, blueberries, raspberries, peaches and rhubarb into mouth-watering desserts. Participants will also learn how to bake cobblers, crisps and crumbles, and turn fresh and frozen fruits into desserts that will have friends and families begging for more. Bake and sample: strawberry tart, peach pie with peach-ginger sorbet, strawberry rhubarb pie, blueberry cobbler and rhubarb crisp. Participants should bring a pastry blender, sharp knife, and containers. Materials fee: \$15, payable to instructor at beginning of class.

CRN #11646 1 Saturday, 4/6, 12:30-4 p.m. **MCC Bldg. GPA GP213**
Fee: \$55

Instructor: Dorothy (Dory) Alderman

Baking Sweets for English Tea

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

CRN #11749 1 Saturday, 2/23, 10 a.m.-3 p.m. **MCC Bldg. SSC L293 (South Kitchen), meet at Culinary Arts Center** Fee: \$70

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

NEW International Wines and Focaccia

Wine and bread have been served together since the dawn of civilization. Come join this special combination course of wine tasting (with Credit-Free wine instructor Rayonna Hobbs) and focaccia baking for an exploration of a vine and finger-licking taste. Learn how to pair wines with various meals, as well as how to judge the wines through tasting. And learn the art of focaccia baking—a flatbread of Roman origin—and its various forms. We will mix and make the dough and then learn how to bake focaccia, along with its various toppings, such as cheese and herbs. **Please note: You must be at least 21 years of age to enroll in the class; IDs will be checked in class.** Materials fee: \$20, payable to instructor at beginning of class.

CRN #11895 1 Saturday, 3/23, 11 a.m.-3 p.m. **MCC Bldg. SSC L293 (South Kitchen), meet at Culinary Arts Center** Fee: \$60

Instructor: Chris French

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 #11897 1 Saturday, 4/20, 9 a.m.-1 p.m. **MCC Bldg. SSC L293 (South Kitchen), meet at Culinary Arts Center** Fee: \$60

Instructor: Chris French

NEW English Tea Sandwiches and Savouries

What is more elegant than English tea in the afternoon? 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, and Chicken Salad "windows," as well as, of course, a proper cup of tea. We will also make Fruit Tartelettes, English Lemon Tea Cake, and Chocolate Truffles. Basic preparation, mixing, and baking techniques will be covered. Materials fee: \$15, payable to instructor at beginning of class.

CRN #11896 1 Saturday, 5/18, 9 a.m.-2 p.m. **MCC Bldg. SSC L293 (South Kitchen), meet at Culinary Arts Center** Fee: \$70

Instructor: Chris French



Consider Yourself Confirmed

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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 #12188 1 Friday, 2/22, 6:30-8:30 p.m. **MCC Bldg. SSC L293 (South Kitchen)**, meet at Culinary Arts Center Fee: \$55

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

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 #12187 1 Friday, 3/22, 6:30-8:30 p.m. **MCC Bldg. SSC L293 (South Kitchen)**, meet at Culinary Arts Center Fee: \$55

Instructor: Ken Bergeron



Tasty Tofu Techniques and Recipes

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

Materials fee: \$12, payable to instructor at beginning of class.

CRN #12185 1 Friday, 4/19, 6:30-8:30 p.m. **MCC Bldg. SSC L293 (South Kitchen)**, meet at Culinary Arts Center Fee: \$55

Instructor: Ken Bergeron

Seasonal 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 Soup Pesto, Asparagus and Potato Soup, Tomato Sunflower Crème, Broccoli Tahini, and Carrot Ginger Almond Bisque. Materials fee: \$11, payable to instructor at beginning of class.

CRN #12186 1 Friday, 5/3, 6:30-8:30 p.m. **MCC Bldg. SSC L293 (South Kitchen)**, meet at Culinary Arts Center Fee: \$55

Instructor: Ken Bergeron

Celebrate Spring Salads and Vegetables

In celebration of spring, our recipes will feature Roasted Asparagus Salad with Strawberry Dressing, Pina Colada Slaw, Spring Greens with Sautéed Mushrooms and Pomegranate Molasses Vinaigrette, Broccoli Rabe with Garlic and Red Pepper Crostini, Yellow Grits with Sautéed Scallions, Broccoli Quinoa Pecan Salad with Orange Mustard Dressing, Spring Salad Greens with Smoked Dulse and Sea Czar Dressing, and Spiced Strawberries. Materials fee: \$11 (may be less depending on number of students), payable to instructor at beginning of class.

CRN #12184 1 Friday, 5/17, 6:30-8:30 p.m. **MCC Bldg. SSC L293 (South Kitchen)**, meet at Culinary Arts Center Fee: \$55

Instructor: Ken Bergeron



NEW Easy on the Palate, Not the Wallet

Find out whether spending twice as much on a bottle of wine is really worth it. We will take two whites and four reds at \$10/bottle and compare them head-to-head with their \$20/bottle counterparts. You'll be the judge in this blind tasting. We will also start with a sparkling wine and finish with a dessert wine. Please bring lots of munchies to enjoy with these various whites and reds. No previous wine tasting experience is necessary. Come join the fun! **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 beginning of class.

CRN #11945 1 Friday, 2/1, 6:30-9:30 p.m. **MCC Bldg. SSC L294 (Culinary Arts Center)** Fee: \$40

Instructor: Rayona S. Hobbs is a member of the American Wine Society, through which she is working toward becoming a certified wine judge. In addition, she is a member of Amanti del Vino and judges and coordinates several national wine competitions per year.

NEW A Bargain of a Bounty

In this class, the instructor will present the results from the past year or so of dozens of wine tastings that focused on bargain-priced wines. There are hundreds of very good wines available in the \$10-\$12 range—delicious for everyday enjoyment and lovely enough to proudly give as gifts and serve at special occasions. We will explore fruity Rieslings, luscious Zinfandels, and flavor-bursting Cabernets. We will also begin with a sparkling wine and finish with a dessert wine. Please bring lots of munchies to enjoy with these various wines. No previous wine tasting experience is necessary. **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. Materials fee: \$20, payable to instructor at the beginning of class.

CRN #11946 1 Friday, 5/10, 6:30-9:30 p.m. **MCC Bldg. SSC L294 (Culinary Arts Center)** Fee: \$40

Instructor: Rayona S. Hobbs

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

Cuisine

NEW France versus the United States: A Repeat of the Famous 1976 World Competition

In 1976 the United States became an official world-class wine producing region by beating the French wines in a head-to-head competition, judged by French wine judges. This famous competition shocked the world, and particularly the French! We will repeat this competition by tasting French and American wines, head-to-head, and you will judge blindly which is best: Chardonnay vs. Chardonnay, Pinot Noir vs. Pinot Noir, Cabernet vs. Cabernet, and more. Come join this educational and entertaining session. Please bring finger foods to munch on, 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 beginning of class.

CRN #11944 1 Friday, 3/8, 6:30-9:30 p.m. **MCC Bldg. SSC L294** (Culinary Arts Center) Fee: \$40

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

NEW Robust Red Wines of the World

In the past few decades, wine-producing regions of the world have greatly improved their winemaking techniques, and some regions have introduced old red wine varieties in a modern format ... hardy and robust. Names like Malbec, Carmenere, Tempranillo, and others are now being showcased. We will taste and enjoy a dozen of these modern red beauties. 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 #11967 1 Friday, 4/12, 6:30-9:30 p.m. **MCC Bldg. SSC L294** (Culinary Arts Center) Fee: \$40

Instructor: Gene Spaziani

Culture & History



NEW Connecticut Spring Town Meeting

Still remembering the sorrows and tough times of 2012, we will monitor President Obama's fifth year in command, Congress's success (or failure) to do anything with courage, clarity and the ability to hear and meet the needs of those who sent its members to Washington—us! We'll try to banish such terms and phrases as “do-nothings,” “over the cliff,” “and wait until next election”; banish the insults of the Tea Party; and confront reality head-on, with candor and truth, not deceptive billions that buy self-interest, promote division, and wound the general welfare.

CRN #12243 6 Fridays, 4/12-5/17, 11 a.m.-12:30 p.m. **MCC Bldg. AST C203** Fee: \$50

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

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 with The Beatles, The Rolling Stones, Bob Dylan and the “San Francisco Sound,” into the '70s with progressive rock, disco and punk, on to the '80s with Bruce Springsteen, Madonna, Michael Jackson, Prince, heavy metal, and the popularity of MTV, and up to the present with hip-hop and the music after 9/11. Throughout our appreciation of the music, we'll explore what the music tells us about American society in the era that it was created. Recommended text: Rockin' in Time: A Social History of Rock and Roll, Szatmary, available at local and online bookstore for approximately \$50.

CRN #12179 6 Fridays, 4/5-5/10, 6:30-8:30 p.m.

MCC Bldg. GPA GP137 Fee: \$120

Instructor: Stephen Armstrong has a graduate degree in history from the University of Connecticut 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.

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 #11722 1 Friday, 5/17, 6:30-9:30 p.m. **MCC Bldg. LRC B209** Fee: \$45

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

Culture & History

Art Looting during World War II

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

CRN #12204 3 Mondays, 2/25-3/11, 6:30-8:30 p.m.

MCC Bldg. GPA GP156 Fee: \$60

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

NEW A History of Irish Americans

More than 36 million Americans—an estimated 12% of the total population—report that they have Irish ancestry, according to the 2008 American Community Survey conducted by the U.S. Census Bureau. Roughly another 3.5 million identified themselves with Scotch-Irish ancestry. The Irish settlements in America began during the colonial period and have continued throughout U.S. history—through periods of harsh British rule, numerous U.S. wars, the Great Irish Famine, and racial and ethnic prejudice and discrimination in both here and in Ireland. We'll examine the reasons for their immigration to America, what the Irish had to endure when they arrived, their problems and successes, and where they are today as individuals and as a group in 21st century America.

CRN #12205 3 Mondays, 3/18-4/1, 6:30-8:30 p.m.

MCC Bldg. GPA GP156 Fee: \$60

Instructor: *Barbara King*



NEW The Battle of Antietam and the Emancipation Proclamation

The Battle of Antietam was a turning point in the Civil War. Not only the bloodiest day of battle in U.S. history, it provided President Lincoln with the military victory he needed to deliver the Emancipation Proclamation. We'll examine the battle itself and its impact on the military efforts of both the Union and Confederate armies. Then we'll examine the Emancipation Proclamation—how Lincoln structured it and how it was received in both the Northern and Southern states, as well as its impact on the remainder of the war ... and beyond.

CRN #12206 3 Mondays, 4/29-5/13, 6:30-8:30 p.m.

MCC Bldg. GPA GP120 Fee: \$60

Instructor: *Barbara King*

The Celtic World

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

CRN #12209 5 Wednesdays, 2/20-3/20, 7-9 p.m.

MCC Bldg. VIL 6 V162 Fee: \$99

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.*

Irish History from 800 A.D. to the Present

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

CRN #12210 5 Wednesdays, 3/27-4/24, 7-9 p.m.

MCC Bldg. VIL 6 V162 Fee: \$99

Instructor: *Mary Carchrie*

NEW Irish Heroes and Heroines

Learn the real stories behind Irish champions of fact and fiction. We'll begin with the Celtic heroes of myth and legends, such as Cuchulain, and continue right up into real life heroes, including Michael Collins. Our sources will include the ancient Ulster and mythological stories and the first-hand stories of latter champions of Irish freedom. Lecture and audiovisual segments will supplement our discussion.

CRN #12211 4 Wednesdays, 5/8-5/29, 7-9 p.m. **MCC Bldg. VIL 6 V162** Fee: \$80

Instructor: *Mary Carchrie*

The Battle of Hastings as Depicted on the Bayeux Tapestry

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

CRN #12244 1 Tuesday, 4/30, 7-9 p.m. **MCC Bldg. GPA GP126** Fee: \$20

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

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 #11686 6 Thursdays, 4/18-5/23, 6-7:15 p.m.

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

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. Past students have commented, “We enjoyed the course so much!” and “Ms. Burton is a patient instructor and we look forward to taking more courses from her.”

Ballroom Dancing II

Don’t stop now! You’ve learned the basic steps, and you actually started having fun in those classes of *Ballroom Dancing I*, didn’t you? Well, what better time to improve your skills and learn new dances than now? The basic dances—fox trot, waltz and swing—will be reviewed, and new steps will be taught, depending on the interest and ability of the class. Some Latin dances will also be included, such as the rumba, merengue, and salsa. You will do best if you’ve taken *Ballroom Dancing I* or have some ballroom dancing experience. It is recommended that you register with a partner.

CRN #11688 6 Thursdays, 2/21-4/11 (does not meet 3/7 & 3/28),

6-7:15 p.m. **MCC Bldg. SSC L154 (Fitness Studio)** Fee: \$90

(per person)

Instructor: Beverly Burton

Line Dance

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

CRN #12218 6 Tuesdays, 4/16-5/21, 6:15-7:15 p.m.

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

Instructor: Beverly Burton

Latin Merengue Mambo & Cha-Cha for Beginners

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

CRN #11767 8 Saturdays, 1/26-3/23 (does not meet 2/16),

1:30-2:30 p.m. **MCC Bldg. SSC L154 (Fitness Studio)**

CRN #11768 8 Saturdays, 4/6-6/1 (does not meet 5/25),

1:30-2:30 p.m. **MCC Bldg. SSC L154 (Fitness Studio)**

Fee: \$105

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

For all classes in the Aerobics Studio

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

Latin Bachata & Salsa Dance for Beginners

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

CRN #11769 8 Saturdays, 1/26-3/23 (does not meet 2/16),

2:45-3:45 p.m. **MCC Bldg. SSC L154 (Fitness Studio)**

CRN #11770 8 Saturdays, 4/6-6/1 (does not meet 5/25), 2:45-3:45 p.m.

MCC Bldg. SSC L154 (Fitness Studio)

Fee: \$105

Instructor: Oswaldo Tirano

NEW 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 #12174 8 Saturdays, 4/6-6/1 (does not meet 5/25), 12:15-1:15 p.m.

MCC Bldg. SSC L154 (Fitness Studio) Fee: \$105

Instructor: Oswaldo Tirano

Middle Eastern Belly Dance for Beginners

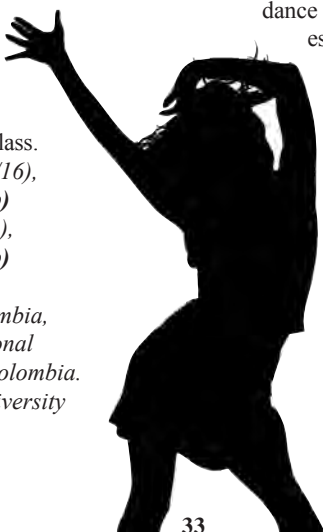
Middle Eastern dance derives from the folk dances commonly performed at weddings and traditional celebrations of Arabia, Turkey, and North Africa. Whether wearing ethnic costume or modern dance wear, Middle Eastern dancers come in all shapes and sizes. By breaking down the unique, undulating movements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

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

CRN #11966 8 Wednesdays, 3/13-5/1, 6:30-8:30 p.m.

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

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



Drama

Introduction to Acting

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

CRN #12236 6 Tuesdays, 3/5-4/9, 7-9 p.m. **MCC Bldg. AST Auditorium**
Fee: \$160

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

The Art of Voice-Overs

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

CRN #11757 6 Saturdays, 2/2-3/16 (does not meet 2/16), 10 a.m.-noon
MCC Bldg. VIL 5 V151 Fee: \$140

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

NEW The Art of Voice-Overs: The Next Level

In this continuation of *The Art of Voice-Overs*, students will learn about the dozens of niches in the voice-over industry and how many voice actors concentrate on only one or two types. The course will explain three main categories: commercials (local radio, television and Internet, sales pitches, characterizations, credibility, and calls to action); narrations (videos, web-based tutorials, science, medicine, legal, voice-over picture, health, education, travel, and industry); and telephony (IVR, MOH, help desk, information, retail, banking, entertainment, utilities, travel, and weather). Take your voice-over art to the next level!

CRN #11759 4 Wednesdays, 3/20-4/10, 7-9 p.m. **MCC Bldg. VIL 5 V151**
Fee: \$95

Instructor: *Stew Crossen*

The Business of Voice-Overs

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

CRN #11755 4 Saturdays, 4/6-4/27, 10 a.m.-noon

MCC Bldg. VIL 5 V151 Fee: \$95

Instructor: *Stew Crossen*



NEW Selling Your Voice-Over

In this continuation of *The Business of Voice-Overs*, students will learn how an entrepreneurial spirit can be used effectively to create limitless possibilities in voice-over. Students will be shown more than 30 tried-and-true methods of selling and marketing voice-over business services locally and around the world.

Prerequisite: *The Business of Voice-Overs or permission of the instructor.*

CRN #11756 3 Saturdays, 5/4-5/18, 10 a.m.-noon

MCC Bldg. VIL 5 V151 Fee: \$70

Instructor: *Stew Crossen*

NEW Assembling Your Own Voice-Over Studio

A home-based, professional-quality studio is what separates real working voice actors from the rest of the crowd. Finding space in your home or apartment and buying the right microphone, computer, equipment, and recording software can be a daunting, confusing and expensive undertaking. This course will explain and simplify the entire process of setting up and outfitting an affordable home-based voice-over recording studio that will allow you to create and market your voice-over productions.

CRN #11758 3 Wednesdays, 4/24-5/8, 7-9 p.m. **MCC Bldg. VIL 5 V151**
Fee: \$70

Instructor: *Stew Crossen*

NEW Auditioning for Voice-Overs

Auditioning for voice-overs is a necessary and vital part of securing 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.

CRN #11760 2 Wednesdays, 5/15-5/22, 7-9 p.m. **MCC Bldg. VIL 5 V151**
Fee: \$50

Instructor: *Stew Crossen*

NEW 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 #12193 1 Saturday, 3/16, 9 a.m.-2:30 p.m.

MCC Bldg. GPA GP139 Fee: \$45

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."*

You May Also Like

- Public Speaking on page 58
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Substitute Teacher Express Preparation (STEP)

Are you a recent college graduate, seeking a job for the coming school year? Maybe you're considering a change in careers? Or are you a retiree searching for a way to "give something back." Substitute teaching is a rewarding and flexible career, whether temporary or permanent, while providing a valuable service to Connecticut's students and schools. Learn about classroom management; teaching strategies and skills for presenting the permanent teacher's lesson plans; learn attributes that make an effective substitute teacher; and acquire a basic understanding of terms and acronyms used in special education situations. You will receive a resource binder containing essential materials related to achieving classroom success. Internship placement information will be made available to interested students.

CRN #12237 3 Wednesdays, 2/13-2/27, 6-9 p.m. **MCC Bldg. LRC B144** Fee: \$150

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



GED CLASSES AT MCC

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

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

English As A Second Language (ESL)

Grammar Basics I

Can you understand and speak English, but are unsure about using grammar correctly at work or in social situations? In this class we will review the basic verb tenses and build on grammar skills, such as modals, time clauses, gerunds, and infinitives. The focus will be on the review and reinforcement of grammar skills through workbook exercises. Listening, speaking, reading and writing activities will also be incorporated into the course. Required text: More Grammar Practice 2 (ISBN 9781111220426), Thomson-Heinle, available at MCC Bookstore for approximately \$29.

CRN #11923 6 Mondays, 3/4-4/8, 6-8 p.m. **MCC Bldg. GPA GP126** Fee: \$110

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

Grammar Basics II

As a continuation of *Grammar Basics I*, students will practice more advanced verb tenses and grammar skills. Students who did not take Part One are welcome to attend if they have strong basic grammar skills. Required text (same as *Grammar Basics I*): More Grammar Practice 2 (ISBN 9781111220426), Thomson-Heinle, available at MCC Bookstore for approximately \$29.

CRN #11924 6 Mondays, 4/15-5/20, 6-8 p.m. **MCC Bldg. GPA GP126** Fee: \$110

Instructor: Georgiana Newson

ESL: Conversation, Customs and Culture

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

CRN #11922 5 Saturdays, 3/2-4/6 (does not meet 3/30), 9-11 p.m. **MCC Bldg. GPA GP156** Fee: \$90

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

Advanced Grammar in Context

This course is designed for the advanced ESL student. Topics and exercises will include adjective clauses, active and passive voice, articles, and other grammatical elements. The instructor will provide handouts. Recommended (optional) textbook: Grammar in Context 2 (ISBN 9781424079012), 5th Edition, Elbaum, available at your local or online bookstore for approximately \$40.

CRN #11752 7 Thursdays, 1/31-3/14, 6:30-8:30 p.m. **MCC Bldg. GPA GP235** Fee: \$125

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.

Reading about the World

This course is designed for the intermediate to advanced ESL student. Various readings from around the globe will be discussed. Vocabulary work will be a focus. Exercises in advanced grammar and some sentence writing will enhance the learning objectives. Above all, students will learn about different legends, cultures, customs, and historic events, while improving reading and vocabulary skills. Recommended (optional) textbook: What a World 3: Amazing Stories from Around the Globe (ISBN 0130484652), Broukal, available at your local or online bookstore for approximately \$30.

CRN #11751 5 Thursdays, 4/4-5/2, 6:30-8:30 p.m. **MCC Bldg. GPA GP235** Fee: \$90

Instructor: Ricardo Canal

Family, Finance & Consumer Issues

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 #12219 1 Monday, 4/8, 7-9 p.m. **MCC Bldg. GPA GP137** Fee: \$20
Instructor: Eric Kincheloe has 14 years of mortgage lending experience. He also has experience in managing, leading and training other mortgage professionals, and is currently a branch manager for the Glastonbury and Bloomfield, CT locations for Residential Mortgage Services, Inc.

20 Ways to Earn Residual Income

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

CRN #12220 1 Saturday, 4/6, 8:30-11:30 a.m. **MCC Bldg. GPA GP215** Fee: \$25

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

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 #11891 1 Thursday, 3/7, 7-9 p.m. **MCC Bldg. GPA GP143** Fee: \$20

Instructor: Jan Johnson, M.S. from the University of Connecticut, 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.



Wealth and Well-Being for Individuals in Transition

Well-being is challenged when individuals are in financial transition, such as divorce, loss of a spouse, career change, or retirement. When life changes, income changes, and when income changes, life changes. In this workshop, you will be introduced to six aspects of personal and financial well-being: cash flow, net worth, family, vision, wellness, and security. Your will learn how to better understand your strengths and weaknesses

and turn these challenges into successes.

CRN #11892 1 Monday, 5/13, 7-9 p.m. **MCC Bldg. GPA GP155**

Fee: \$20

Instructor: Jan Johnson, CFP®

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 #11893 1 Monday, 5/20, 7-9 p.m. **MCC Bldg. GPA GP155**

Fee: \$20

Instructor: Jan Johnson, CFP®

NEW Strategies for Couples to Maximize Social Security Benefits

If you're approaching retirement, and not currently collecting Social Security, one 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 to be discussed 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; why the Senior Citizens Freedom to Work Act allows recipients to begin receiving benefits while their own benefits continue to grow!

CRN #11938 1 Tuesday, 3/26, 3:30-5 p.m. **MCC Bldg. SSC L142**

CRN #11939 1 Thursday, 5/16, 3:30-5 p.m. **MCC Bldg. SSC L142**

Fee: \$10

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

The Retirement Income Age

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

CRN #11937 1 Tuesday, 5/7, 3:30-5 p.m. **MCC Bldg. SSC L142**

Fee: \$10

Instructor: Frank Germano, CFP®

Family, Finance & Consumer Issues

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 #11940 1 Tuesday, 5/21, 3:30-5 p.m. **MCC Bldg. SSC L142**

Fee: \$10

Instructor: **Frank Germano, CFP®**

You May Also Like

- How to Build a Fun and Profitable Home-Based Business on page 55

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 #12002 1 Tuesday, 4/30, 6:30-8 p.m. **MCC Bldg. GPA GP156**

Fee: \$15

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

Strategies that Prevent You from Going Broke at the Nursing Home

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

CRN #12003 1 Tuesday, 5/7, 6-8 p.m. **MCC Bldg. GPA GP156** Fee: \$20

Instructor: **Amy E. Orlando**



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

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

CRN #12004 1 Wednesday, 2/27, 7-9:30 p.m. **MCC Bldg. GPA GP155**

Fee: \$20

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

Understanding Money and Investing

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

CRN #12005 4 Wednesdays, 3/6-3/27, 7-9:30 p.m.

MCC Bldg. GPA GP155 Fee: \$85

Instructor: **Robert Misiolek**


Stock Market Filters: Basic Technical Analysis

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

CRN #12242 3 Mondays, 5/6-5/20, 7-9 p.m. **MCC Bldg. LRC B219**

Fee: \$99

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



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Fitness & Recreation



Zumba® Gold: 30/30

Half Zumba Gold Fitness, half Zumba Gold Toning, this course is a hot Latin dance party designed to provide increased aerobic capacity and muscle toning to active adults, deconditioned participants, and those with mobility issues. The first 30 minutes will get you in the groove with rhythms such as salsa, cha-cha, merengue, tango, rumba and pop. Then, light hand weights will be added to the mix for the last 30 minutes to boost muscle tone. Zumba Gold and Zumba Gold Toning utilize low-impact movements with easy transitions to help you burn calories, tone muscles, develop better balance and increase your cardio-capacity, while having a blast! This will be the most exhilarating hour of your whole week, and anyone can do it. Sign up today! Participants should bring a water bottle, hand towel, and 1-lb. hand weights to class.

CRN #11981 8 Mondays, 4/1-5/20, 6:30-7:30 p.m.

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

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).

You May Also Like

- Dance classes on page 33
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Functional Strength

This class for all fitness levels will focus on developing one's strength, flexibility, endurance and agility that will carry over into daily activities and sports performance. Students should bring hand weights and a yoga mat. You must be at least 16 years old. **Please note: The course meets at MCC on Main, 903 Main Street, Manchester.**

CRN #11978 8 Wednesdays, 3/20-5/8, 3-4 p.m. **MCC on Main, 903 Main Street, Manchester Fee: \$95**

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



Personal Trainer National Certification

The World Instructor Training School's (WITS) certification course is taught at colleges across the country. This challenging course is composed of 16 hours of lecture and 16 hours of practical training. The National Exam is held on the final week. Students are allowed to miss one class only and still be able to sit for the exam. Lecture topics include anatomy, exercise physiology, nutrition, and health screening. A subsequent 30-hour internship (not included with this course) and proof of CPR/AED training will prepare you to work successfully in the fitness field. To order the required textbook, Fitness Professional's Handbook, 6th edition, for approximately \$94, please call (888) 330-9487, or visit www.witseducation.com. The textbook should be purchased in advance and reviewed prior to the first class. For the Fitness Center sessions, students must wear appropriate work-out clothes and non-marking athletic shoes. Students should plan for a one-hour lunch break during the Saturday sessions. Please bring a combination lock in order to store your personal belongings during these work-out sessions. Please note: This course requires a high degree of commitment to successfully complete.

CRN #11575 6 Saturdays, 2/9-3/23 (does not meet 2/16),

9 a.m.-4 p.m. **MCC Bldg. GPA GP142** (9 a.m.-noon, classroom) & **SSC L153** (1-4 p.m., Weight Room); except for exam session, 3/23 (8 a.m.-noon, classroom & 1-5 p.m., Weight Room)

CRN #11576 18 sessions, Tuesdays & Thursdays, 4/2-5/30,

6:30-8:30 p.m. **MCC Bldg. GPA GP142** (Tuesdays, classroom) & **SSC L153** (Thursdays, Weight Room); except for exam week sessions, 5/28 & 5/30: 6-10 p.m.

Fee: \$665

Instructor: World Instructor Training School staff

Functional Flexibility for Fitness Professionals

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

CRN #11724 1 Saturday, 4/13, 9 a.m.-noon **MCC Bldg. GPA GP156**

Fee: \$70

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 #11579 1 Saturday, 5/4, 9 a.m.-noon **MCC Bldg. SSC L153 (Weight Room) Fee: \$70**

Instructor: World Instructor Training School Staff

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 the instructor at first class. **Classes meet at the Academy of Martial Arts & Personal Development, 440 Oakland Street, Manchester.**

CRN #11590 8 sessions, Mondays & Wednesdays, 2/11-3/11 (does not meet 2/18), 7-8 p.m.

CRN #11591 8 sessions, Tuesdays & Thursdays, 2/5-2/28, 9:30-10:30 a.m.

CRN #11592 8 sessions, Tuesdays & Thursdays, 2/5-2/28, 6-7 p.m.

CRN #12011 8 sessions, Tuesdays & Thursdays, 3/5-3/28, 9:30-10:30 a.m.

CRN #12012 8 sessions, Tuesdays & Thursdays, 3/5-3/28, 6-7 p.m.

CRN #12013 8 sessions, Mondays & Wednesdays, 3/18-4/10, 7-8 p.m.

CRN #12014 8 sessions, Tuesdays & Thursdays, 4/2-4/25, 9:30-10:30 a.m.

CRN #12015 8 sessions, Tuesdays & Thursdays, 4/2-4/25, 6-7 p.m.

CRN #12016 8 sessions, Mondays & Wednesdays, 4/15-5/8, 7-8 p.m.

CRN #12017 8 sessions, Tuesdays & Thursdays, 4/30-5/23, 9:30-10:30 a.m.

CRN #12018 8 sessions, Tuesdays & Thursdays, 4/30-5/23, 6-7 p.m.
Fee: \$45 (per 8 sessions)

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



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 #11583 12 sessions - Choose from any combination of the following schedules:

- Mondays & Wednesdays, 1/14-2/27 (does not meet 1/21 & 2/18), 7:30-8:30 p.m.
- Tuesdays & Thursdays, 1/15-2/21, 5:30-6:30 p.m.
- Fridays, 1/18-2/22, 6:30-7:30 p.m.
- Saturdays, 1/19-2/23, 9-10 a.m.

CRN #11584 12 sessions - Choose from any combination of the following schedules:

- Mondays & Wednesdays, 4/1-5/8, 7:30-8:30 p.m.
- Tuesdays & Thursdays, 4/2-5/9, 5:30-6:30 p.m.
- Fridays, 4/5-5/10, 6:30-7:30 p.m.
- Saturdays, 4/6-5/11, 9-10 a.m.

Fee: \$160

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

Kung Fu for Fitness & Self-Defense

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

CRN #11585 12 sessions - Choose from any combination of the following schedules:

- Tuesdays, 1/15-2/19, 6:30-7:30 p.m.
- Wednesdays, 1/16-2/20, 6:30-7:30 p.m.
- Fridays, 1/18-2/22, 5:30-6:30 p.m.
- Saturdays, 1/19-2/23, 11 a.m.-noon

CRN #11586 12 sessions - Choose from any combination of the following schedules:

- Tuesdays, 4/2-5/7, 6:30-7:30 p.m.
- Wednesdays, 4/3-5/8, 6:30-7:30 p.m.
- Fridays, 4/5-5/10, 5:30-6:30 p.m.
- Saturdays, 4/6-5/11, 11 a.m.-noon

Fee: \$160

Instructor: **Malee Khow**

Fitness & Recreation

CONNECTICUT BASIC BOATING

OPTION 1

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

CRN #11545 4 sessions, Mondays & Wednesdays, 3/18-3/27, 7-9:30 p.m. **MCC Bldg. SSC L240**

CRN #11546 4 sessions, Mondays & Wednesdays, 4/15-4/24, 7-9:30 p.m. **MCC Bldg. SSC L240**

CRN #11547 4 sessions, Mondays & Wednesdays, 5/13-5/22, 7-9:30 p.m. **MCC Bldg. SSC L240**

Fee: \$20

Instructors: **Department of Environmental Protection, Office of Boating staff**

OPTION 2

Students may receive the same Connecticut Certificate of Personal Watercraft/Safe Boating through single-day classes offered by Professional Marine Education. Please note that this scheduling option carries a higher course fee.

CRN #11548 1 Saturday, 3/16, 8:30 a.m.-4:30 p.m. **MCC Bldg. AST E202**

CRN #11549 1 Saturday, 4/20, 8:30 a.m.-4:30 p.m. **MCC Bldg. AST E202**

CRN #11550 1 Saturday, 5/18, 8:30 a.m.-4:30 p.m. **MCC Bldg. AST E202**

Fee: \$85

Instructors: **Professional Marine Education staff**

Coastal Navigation

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

CRN #11551 1 Saturday, 5/11, 8:30 a.m.-4:30 p.m.

MCC Bldg. SSC L142 Fee: \$85

Instructors: **Professional Marine Education Staff**

Fly Tying

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

CRN #11774 5 Fridays, 2/22-3/22, 6:30-8:30 p.m.

MCC Bldg. GPA GP156 Fee: \$85

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

Fundamentals of Pocket Billiards

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

CRN #11943 3 Tuesdays, 4/16-4/30, 7-9 p.m. Fee: \$55

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

NEW Disc Golf

Get fit, have fun, and find a use for those old Frisbee-tossing skills you picked up at the beach or the family picnic. Disc golf has been called "the fastest growing sport you've never heard of." It combines the simple act of tossing a Frisbee with the challenges of increasing power while maintaining accuracy. The sport has grown tremendously since it began in the early 1960s. There are now more than 3,000 disc golf courses worldwide, and right here in Connecticut there are 17. Disc golf players can pursue the game casually or as part of a league or tournament play. The sport is also adaptable for people with various needs, and it has recently been incorporated in the Special Olympics. **Please note: the last session will meet at Wickham Park in East Hartford.** Instructor will provide directions. Materials fee \$30, for a Disc-craft starter set and admission to Wickham Park, payable to instructor at beginning of the first class.

CRN #12225 3 Saturdays, 4/13-4/27, 8:30 a.m.-12:30 p.m.

MCC Bldg. GPA GP139 (4/13 & 4/20) and 4/27, Wickham Park, East Hartford Fee: \$75

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



Prepare Your Lawn, Shrubs, and Flower Garden for Spring

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

CRN #11737 1 Thursday, 2/7, 6-8:30 p.m. **MCC Bldg. SSC L142**

Fee: \$30

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.

Organic Lawn Care

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

CRN #11728 1 Tuesday, 2/12, 6-9 p.m. **MCC Bldg. SSC L142** Fee: \$35

Instructor: Bettylou Sandy

Become a Professional Gardener

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

CRN #12221 2 sessions, Tuesday & Thursday, 2/19-2/21, 6:30-8:30 p.m.

MCC Bldg. SSC L142 Fee: \$45

Instructor: Bettylou Sandy

Edible Schoolyards

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

CRN #12222 1 Saturday, 2/23, 9 a.m.-noon **MCC Bldg. GPA GP137**

Fee: \$35

Instructor: Bettylou Sandy



Organic Vegetable Gardening

We've all heard that we should buy local, organic produce for our health and economy. How much more local can you get than growing your own food in your own back yard, or even on your own deck! In this course, we will discuss various forms of vegetable gardens, selecting crops for a site, soil and light needs for various fruits and vegetables, and the best time of year to plant each of these. Crop rotation and season extenders will also be included to provide food for you and your family throughout the

growing season from April to October. All methods that we discuss will be from an organic perspective. Some gardening experience is preferred. **Please note: one of the sessions will be held at MCC's Community Garden, date to be determined in class.**

CRN #12226 5 Wednesdays, 2/27-3/27, 6:30-8:30 p.m.

MCC Bldg. GPA GP156 Fee: \$105

Instructor: Bettylou Sandy

Cold Weather Crops and Season Extenders

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

CRN #12227 1 Tuesday, 3/5, 6:30-8:30 p.m. **MCC Bldg. SSC L142**

Fee: \$25

Instructor: Bettylou Sandy

Drainage Solutions and Water Retention in the Garden

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

CRN #12228 1 Tuesday, 4/9, 6:30-9 p.m. **MCC Bldg. SSC L142**

Fee: \$30

Instructor: Bettylou Sandy

Adding Brick and Stone to Your Garden

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

CRN #12229 2 sessions, Thursday & Saturday, 4/11-4/13,

6:30-8:30 p.m. (Thursday) **MCC Bldg. SSC L142** & 9:30 a.m.-noon

(Saturday) **MCC Community Garden** Fee: \$50

Instructor: Bettylou Sandy

Gardening



Framed raised bed in MCC Community Garden.

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

Building Framed Raised Beds

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

CRN #12231 1 Saturday, 4/20, 9:30 a.m.-noon

MCC Community Garden Fee: \$30

Instructor: Bettylou Sandy

Attracting Birds and Butterflies

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

CRN #12232 1 Wednesday, 5/8, 6:30-8:30 p.m. **MCC Bldg. GPA GP156**

Fee: \$25

Instructor: Bettylou Sandy

Container Gardening

Whether you have a small yard, tiny porch, patio, or just a windowsill, you can still grow flowers, herbs or vegetables. Residents of apartments, condominiums, retirement homes, or houses on small lots can beautify their surroundings and enjoy gardening by using containers. Containers are mobile, allowing a gardener to keep and relocate plants or move them for an instant splash of color. Learn how to grow a moveable garden that is easy to maintain and, with a little creativity, can be planted in items found around the house. The instructor will also discuss the plants best suited for container gardening. Students may bring in their own container plants and questions if they wish. **The course will be held rain or shine at MCC's Community Garden; shelter is available if necessary.**

CRN #12233 1 Tuesday, 5/14, 6-8 p.m. **MCC Community Garden**

Fee: \$25

Instructor: Bettylou Sandy

Organic Tomatoes

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

The course will be held rain or shine at MCC's Community Garden; shelter is available if necessary.

CRN #12234 1 Thursday, 5/16, 6-8 p.m. **MCC Community Garden**

Fee: \$25

Instructor: Bettylou Sandy

Pruning Flowering Shrubs and Small Trees

Just as a good haircut takes skill and patience, so does proper pruning!

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

CRN #12235 1 Saturday, 5/18, 9:30 a.m.-noon

MCC Community Garden Fee: \$30

Instructor: Bettylou Sandy

Green Technology & Sustainability

NEW LEED Green Associate Exam Preparation

The LEED Green Associate credential is for professionals who want to demonstrate green building expertise in non-technical fields of practice and denotes basic knowledge of green design, construction, and operations. This credential is the best introduction available to green building concept—high level and comprehensive in nature and providing insights into 100+ areas of green building. The course will help students with the LEED application process and prepare them for the LEED Green Associate Exam, which costs approximately \$200 for USGBC members or \$250 for non-members. Handouts will include copies of working construction drawings prepared by the instructor. Recommended textbooks:

Green Building and LEED Core Concepts Guide, 2nd edition (ISBN 9780132915090), available at online or local bookstores, and USBG LEED Green Associate Study, available through www.usgbc.org.

CRN #12240 4 Wednesdays, 3/6-3/27, 7-9:15 p.m. **MCC Bldg. GPA GP214**

Fee: \$150

Instructor: Christopher Legiadre is a licensed architect in the states of Connecticut, Massachusetts, and New Jersey, with more than 10 years' experience in the architectural field reading and creating blueprints, and also teaches AutoCad courses and Autodesk Revit Introduction: Build Design for MCC's Credit-Free Programs.

You May Also Like

- Building Analyst BPI Test Prep and Review on page 55
- Real Estate courses on page 57

Japanese for Beginners

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

CRN #11927 6 Tuesdays, 4/2-5/7, 6-8 p.m.

MCC Bldg. GPA GP214

Fee: \$120

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



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 #11941 6 Mondays, 2/25-4/1, 7-9 p.m. **MCC Bldg. GPA GP155**

Fee: \$120

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

Spanish for the Workplace I & II

The object of this course is to introduce participants to basic phrases used to communicate with Spanish-speaking employees, clients and co-workers. Personalized questions, basic Spanish grammar exercises, role-playing, and reality-based activities will provide you with opportunities to practice basic Spanish. Topics will include introduction to Spanish sounds and the alphabet; greetings and farewells; asking for information and other polite requests; numbers, dates, days of the week and months of the year; time; useful verbs and key phrases in the present tense; *ir + a + an infinitive* to express the idea of future action; *acabar + de + an infinitive* to express completed action; how to use a computer translator and some of the pitfalls of using one; and cross-cultural communication including dos and taboos. Handouts are provided. **Please enroll early, limited seating available.**

CRN #11836 4 Wednesdays, 4/24-5/15, 1-4 p.m. **MCC Bldg. LRC B144** (limited seating) Fee: \$170

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

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 #11732 8 Wednesdays, 2/13-4/3, 7-9 p.m. **MCC Bldg. GPA GP143**

Fee: \$225

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

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 #11723 8 Fridays, 3/15-5/10 (does not meet 3/29), 7-9 p.m.

MCC Bldg. LRC B209 Fee: \$235

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

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 #11815 7 Thursdays, 2/28-4/18 (does not meet 3/28), 6-8 p.m.

MCC Bldg. GPA GP156 Fee: \$160

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

Languages

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 #11816 7 Thursdays, 4/25-6/6, 6-8 p.m. **MCC Bldg. GPA GP156**
Fee: \$160

Instructor: **Marianne Labergerie**

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 #11725 8 Tuesdays, 1/22-3/12, 7-9 p.m.

MCC Bldg. GPA GP138 Fee: \$185

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.

Beginning German II

As a sequel to *Beginning German*, or if you have some prior German language experience, we will continue to improve on the basics of the language. Required text (same as introductory course): *Learn German the Fast and Fun Way* (ISBN 9780764125409), Barron's, available at MCC Bookstore for approximately \$19.

CRN #11726 8 Tuesdays, 4/2-5/21, 7-9 p.m.

MCC Bldg. GPA GP138 Fee: \$185

Instructor: **Elizabeth Baumbach**

Introduction to Russian

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

CRN #11925 8 Wednesdays, 4/10-5/29, 7-9 p.m.

MCC Bldg. GPA GP120 Fee: \$130

Instructor: **Rima Martin** is a native of Lithuania and is fluent in Lithuanian, Russian and Polish. She studied drama and worked in television in Lithuania. She has been teaching Eastern European languages at MCC since 2002.

Conversational Polish for Beginners

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

CRN #11926 8 Thursdays, 4/11-5/30, 7-9 p.m.

MCC Bldg. GPA GP120 Fee: \$130

Instructor: **Rima Martin**

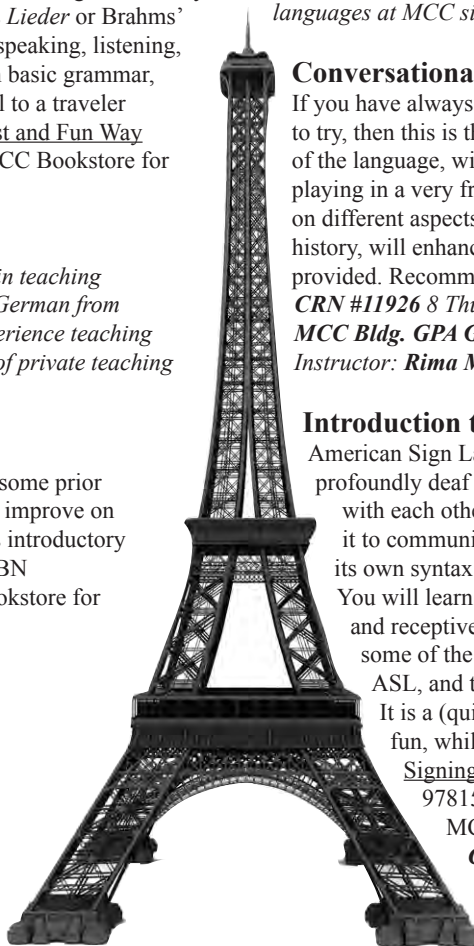
Introduction to Sign Language

American Sign Language (ASL) is the sign language that most profoundly deaf and born-deaf people use when communicating with each other. Some people with verbal difficulties also use it to communicate. It is not the same as signed English. It has its own syntax and grammar, making it a bona fide language. You will learn grammatical features, vocabulary, and expressive and receptive conversational ASL skills. You will also learn some of the culture of the deaf community, a brief history of ASL, and the relationship of ASL to other forms of signing. It is a (quiet) beautiful language! Come join us for some fun, while learning this amazing language. Required text: *Signing Naturally* (Student Workbook, Level 1) (ISBN 9781581211276), Smith, Lenz & Mikos, available at MCC Bookstore, for approximately \$55.

CRN #11733 8 Wednesdays, 4/17-6/5, 7-9 p.m.

MCC Bldg. GPA GP143 Fee: \$225

Instructor: **Carolyn Robins**



Be in the right PLACE at the right TIME

Check your class schedule for location.

Some classes meet at off-campus locations.

SSC = Student Services Center (formerly the Lowe Building)

VIL = Village

LRC = Learning Resource Center

GPA = Great Path Academy *

AST = Arts, Sciences & Technology Center

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

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HARTFORD
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NEW Hartford Symphony Orchestra Pre-Show Presentation: Connecting Jazz and Classical Music

This pre-show presentation is designed to accompany the Hartford Symphony Orchestra's (HSO) May 9 through 12 performances of George Gershwin's *Rhapsody in Blue* and the "I Got Rhythm" Variations, and Vaughan Williams's *Symphony No. 6*, at The Bushnell Performing Arts Center in Hartford.

This fun and educational course will provide a deeper understanding of the life and works of George and Ira Gershwin and Vaughan Williams; an in-depth study of the pieces that will be performed; and a working model and appreciation for connecting jazz and classical music. Each student will have the opportunity to purchase a ticket for one of these HSO performances at the discounted price of \$10 (normal price ranges from \$35-\$68 per ticket). Instructor will provide details.

CRN #12175 1 Wednesday, 5/1, 7-9 p.m. **MCC Bldg. VIL 3 V131**
Fee: \$25

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

NEW 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 #12178 5 Thursdays, 4/4-5/2, 7-9 p.m.
MCC Bldg. VIL 5 V151 Fee: \$99

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

Film Music: Sounds of the American Cinema

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

CRN #12199 6 Mondays, 4/15-5/20, 7-9:30 p.m.
MCC Bldg. VIL 6 V162 Fee: \$150

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

Small Ensemble: Jazz Music of the Swing/BeBop Era

This course is for beginner to intermediate jazz musicians interested in deepening their appreciation of the jazz tradition, while learning to play in the swing and bebop styles. We will cover techniques of ensemble playing, nonverbal (i.e., musical) communication, soloing techniques, and stylistic elements, and the work of key composers/performers, including Duke Ellington, Billy Strayhorn, Count Basie, Lester Young, and Nat King Cole. Basic understanding of chords and how to read and write music is required. There will also be some transcription assignments in order to develop aural skills. Instructor provides musical handouts.

CRN #12198 8 Fridays, 3/15-5/10 (does not meet 3/29), 6:30-8 p.m.
MCC Bldg. VIL 2 V127 Fee: \$120

Instructor: *Edward Knoeckel*

String Ensemble

Learn to perform as an ensemble on works that present a variety of styles from classical to pop to fiddle. There will also be a concert toward the end of the course—details to be discussed in class—which will be a great opportunity to invite your family and friends. If you need to rent an instrument, please contact the instructor by leaving a message with Continuing Education at 860-512-2800. Required textbook: *Especially for Strings: Violin 1* (advanced players), Violin 2 (intermediate players), Viola, Cello, or Bass, available at MCC Bookstore for approximately \$5. Please contact the MCC Bookstore at least two weeks before the start of class at 860-645-3140 or online at www.mctc.bkstr.com and be sure to specify the appropriate book. Prerequisite: *For intermediate and advanced high school students and adult players, including MCC music majors, for the following string instruments: violin, viola, cello and bass.*

CRN #12180 12 Thursdays, 2/28-5/23 (does not meet 3/28), 7-8:30 p.m.
MCC Bldg. VIL 3 V131 Fee: \$175

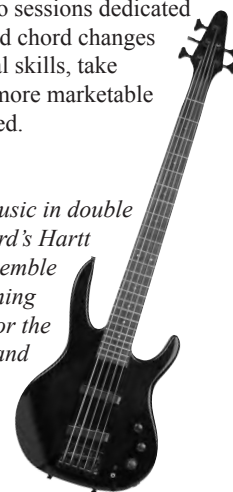
Instructor: *Martha Hayes* has a master's degree in music history and performance from the University of Connecticut. She taught strings for Windham Public Schools for 25 years, and is currently the principle violist for the Manchester Symphony Orchestra, and also plays viola in the Manchester String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

NEW 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. Handouts will be provided.

CRN #12176 8 Tuesdays, 4/2-5/21, 7:30-9 p.m.
MCC Bldg. VIL 2 V118 Fee: \$99

Instructor: *David Uhl* earned his bachelor of music in double bass performance from the University of Hartford's Hartt School of Music. He is music instructor and ensemble director for the Regional Center for the Performing Arts High School in Trumbull, and 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.



Music

Beginning Violin/Viola I

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

CRN #12181 10 Wednesdays, 3/6-5/8, 7:15-8:15 p.m.

MCC Bldg. GPA GP152 Fee: \$99

Instructor: **Martha Hayes**

NEW Beginning Violin/Viola II

A continuation of the *Beginning Violin/Viola I*, students will improve upon basic techniques for playing violin or viola, learn to use all four strings, learn more tunes, and be introduced to bowing techniques. Required textbook (same as the introductory course): Essential Elements 2000, Violin Book 1 or Viola Book 1 (ISBN 9780634038174, violin; ISBN 9780634038181, viola), available at MCC Bookstore for approximately \$10. Please contact the MCC Bookstore at least two weeks before the start of class at 860-645-3140 or online at www.mctc.bkstr.com to specify either the violin or viola book. Students should also bring a music stand. Prerequisite: *Students should know the basics of string playing, how to hold the violin and bow, and know a few beginner tunes.*

CRN #12177 12 Wednesdays, 2/20-5/8, 6-7 p.m.

MCC Bldg. GPA GP152 Fee: \$120

Instructor: **Martha Hayes**

Introduction to Classical Guitar

Learn the basics of fingerstyle classical guitar technique and note reading. This class is for both beginners to music and guitar, as well as people who want to learn classical technique and develop their reading skills. You will learn to play simple and familiar melodies, basic accompaniment patterns and a simple classical guitar piece. Some break-out sessions, with an opportunity to work individually and in small groups with the instructor, will be included as part of the course. Required text: A Modern Approach to Classical Guitar, Vol. 1, 2nd Edition (ISBN 9780793570652), available at MCC Bookstore for approximately \$7.

CRN #11888 12 Thursdays, 2/21-5/30 (does not meet 3/28, 4/25 & 5/2), 7:30-9 p.m. **MCC Bldg. GPA GP152** Fee: \$205

Instructor: **Nick Cutroneo** earned a master of music in classical guitar performance and Suzuki Pedagogy from the Hartt School of Music.

He teaches at the Suzuki Music School, MusicMakers Academy, and at the University of Connecticut's Community School of the Arts. He also taught master classes as a visiting artist for The Volterra Project in Italy in the summer of 2010.

You May Also Like

- The Social History of Rock and Roll on page 31
-

Beginning Piano

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

CRN #11934 6 Saturdays, 2/23-4/6 (does not meet 3/30), 10 a.m.-noon **MCC Bldg. VIL 2 V117** Fee: \$195

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

Intermediate Piano

A continuation of *Beginning Piano*, or for any student who has some prior piano experience, in this course, students will learn transposing, harmonization, and some composition, as well as more advanced sight-reading skills. These skills, plus much more, will be developed in this diverse and creative class. Students must already have the ability to locate pitches on the staff, and sight-read notation at the piano (for instance, one should be able to recognize and play correct sharps and flats). Required text: Alfred's Basic Adult All-in-One Piano Course, Book 2 (ISBN 9780882849942), Palmer, Manus & Lethco, available at MCC Bookstore for approximately \$20. Prerequisite: *Beginning Piano*.

CRN #11935 6 Saturdays, 4/13-5/18, 10 a.m.-noon **MCC Bldg. VIL 2 V117** Fee: \$145

Instructor: **David Cutright** is a composer and pianist whose music has been performed by the Yale Brass Trio and other ensembles. He serves as co-director of the Composer's Ensemble at the University of Hartford's Hartt School, where he earned a master's of music in composition and also instructs undergraduate music history.



Music Composition

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

CRN #11933 6 Saturdays, 4/13-5/18, 12:30-3 p.m.

MCC Bldg. VIL 2 V127 Fee: \$180

Instructor: **David Cutright**

Beginning Guitar

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

CRN #11719 8 Wednesdays, 2/20-4/10, 7:30-9 p.m.

MCC Bldg. GPA GP138 Fee: \$175

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

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 #11720 6 Wednesdays, 4/17-5/22, 7:30-9 p.m.

MCC Bldg. GPA GP138 Fee: \$135

Instructor: *Don Donegan*

Vocal Instruction

Participants will learn breathing techniques, vocal warm-up exercises, vocal strengthening exercises, and how to identify and expand vocal range. This course includes ear, diction, rhythm, harmony training, and basic music theory. Aspiring vocalists will discover proper body posture, and performance and voice-maintenance tips. With these new skills, you'll be able to sing a dozen or so songs, with guitar accompaniment, from the instructor's "Song Request List" of more than 250 pop, oldie, rock or country titles. A vocal evaluation, with suggestions for improvement, will be included for each student who asks for it. Participants must be at least 13 years old.

CRN #11721 6 Mondays, 2/25-4/1, 7-8 p.m. **MCC Bldg. GPA GP139**

Fee: \$90

Instructor: *Don Donegan*

Harmonica for Beginners

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

CRN #11744 4 Mondays, 3/4-3/25, 8:15-9:15 p.m.

MCC Bldg. GPA GP139 Fee: \$60

Instructor: *Don Donegan*

Improve Your Guitar Skills with Fingerstyle

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

CRN #11936 8 Mondays, 3/4-4/22, 7-8:30 p.m. **MCC Bldg. GPA GP152** Fee: \$175

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



Playing the Five-String Banjo

Have you ever dreamed of picking out a bluegrass tune on the banjo? This introductory course is for those who want to learn how to play this fascinating instrument—the 5-string banjo. The emphasis will be on Scruggs-style playing and bluegrass music, but will also provide a basis for old-time music and melodic-style playing as well. The music will be taught using tablature, which conveys the right-hand movement and left-hand placement more effectively for banjo playing. Participants are expected to bring their own instruments to class. Required text: *Mel Bay's Complete Bluegrass Banjo Method* (ISBN 9780871668790), available at MCC Bookstore, for approximately \$25.

CRN #12172 6 Mondays, 3/4-4/8, 7-9 p.m. **MCC Bldg. GPA GP215** Fee: \$99

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

Playing the Ukulele

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

CRN #12173 4 Mondays, 4/22-5/13, 7-9 p.m. **MCC Bldg. GPA GP215** Fee: \$65

Instructor: *James Hammitt*

Music

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 #12190 1 Monday, 3/4, 7-9:30 p.m. **MCC Bldg. GPA GP137**
Fee: \$35

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. He served from 2007 to 2010 as 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

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 #12001 4 Thursdays, 5/2-5/23, 7:30-9 p.m.

MCC Bldg. VIL 2 VII8 Fee: \$90

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

NEW 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. Students should bring a lunch for a half-hour break.

CRN #12197 1 Saturday, 5/4, 9 a.m.-2:30 p.m. **MCC Bldg. GPA GP138** Fee: \$45

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.

Serious about your instrument? Private lessons are now being offered in piano and violin/viola for intermediate and advanced high school and college students and adult players, including MCC music majors (Note: financial aid may be available to MCC music students; please check with your advisor). Private instruction for other instruments is expected to be offered in future Credit-Free catalogs.



Intermediate or Advanced Violin/Viola

CRN #12182 10 Wednesdays,
3/6-5/8, 3:30-4:20 p.m.
MCC Bldg. VIL 2 Practice Room
CRN #12183 10 Wednesdays,
3/6-5/8, 4:30-5:20 p.m.
MCC Bldg. VIL 2 Practice Room
Fee: \$490
Instructor: **Martha Hayes**

Intermediate or Advanced Piano

CRN #12200 10 Mondays, 3/18-5/20, 3-3:50 p.m.
MCC Bldg. VIL 2 Practice Room
CRN #12201 10 Mondays, 3/18-5/20, 4-4:50 p.m.
MCC Bldg. VIL 2 Practice Room
CRN #12202 10 Tuesdays, 3/19-5/21 3-3:50- p.m.
MCC Bldg. VIL 2 Practice Room
CRN #12203 10 Tuesdays, 3/19-5/21, 4-4:50 p.m.
MCC Bldg. VIL 2 Practice Room
Fee: \$490
Instructor: **Edward Knoeckel**

Intermediate or Advanced Piano

CRN #11947 6 Saturdays, 4/13-5/18, 9-9:50 a.m.
MCC Bldg. VIL 2 V127
CRN #11948 6 Saturdays, 4/13-5/18, 3:10-4 p.m.
MCC Bldg. VIL 2 V127
CRN #11949 6 Saturdays, 4/13-5/18, 4:10-5 p.m.
MCC Bldg. VIL 2 V127
Fee: \$294
Instructor: **David Cutright**

Hartford's Changing East Side: From Flood Plain to Constitution Plaza

Experience the impact that the multiphase Constitution Plaza redevelopment had on the residents and neighborhood of Hartford's East Side in the 1950s and '60s. Oral histories, lecture, and photographs will paint a picture of how life was and what it became. We will also explore why the redevelopment happened, the changes made during the process, and the repercussions that still affect Hartford today.

CRN #11736 1 Friday, 2/1, noon-1:30 p.m. **MCC Bldg. AST E202**
Fee: \$5

Instructor: *Jason Scappaticci*, student development specialist at MCC, recently completed his master's thesis at Trinity College, Hartford.



NEW "All Safe!" The History of the Elevator and the World's Rising Skyscrapers

Elisha Graves Otis did not invent the elevator—lifts have been in use since ancient times—but when he demonstrated his "safety hoist" at New York City's Crystal Palace in 1853, he made vertical transportation to taller and taller structures safe for everyone, and he founded an industry. From the early Flatiron Building in New York to the 828-meter Burj Dubai—today's tallest skyscraper, we'll look at the elevator's impact on the world's skylines, and also at how this ubiquitous "box on a rope" has become a fixture in popular culture.

CRN #11734 1 Friday, 2/8, noon-1:30 p.m. **MCC Bldg. AST E202**
Fee: \$5

Instructor: *Mike Jordan-Reilly* holds a master's degree in English from the University of Connecticut. He worked for 15 years for Otis Elevator Co. and as a consultant on that company's 150th Anniversary celebration in NYC.

NEW Who Wants to be a Codebreaker?

Cryptology is the study of making and breaking codes. The most basic way to encode a message is with a substitution cipher, where each letter is replaced with another letter throughout the message. It is possible to break this type of code even without knowing the key that was used for encryption. We will consider methods and tools for breaking various substitution ciphers during this class. Bring a pencil!

CRN #11952 1 Friday, 3/1, noon-1:30 p.m. **MCC Bldg. AST E202**
Fee: \$5

Instructor: *Kate Bella* is chair of mathematics at MCC. She has a knack for bringing the subject of math to vibrant life.

NEW Einstein's Relativity and Your GPS

Have you ever wondered how your GPS works? We will discuss how a GPS works and look at the effect Einstein's theory of special relativity and the amount of time correction it predicts to clocks of the satellites that communicate with our GPS units.

CRN #11953 1 Friday, 3/15, noon-1:30 p.m. **MCC Bldg. AST E202**
Fee: \$5

Instructors: *Peter Poulos* is professor of engineering and computer science at MCC. He has a law degree from Quinnipiac University and masters' degrees in computer information systems and electrical engineering; and *Negussie Tirfessa*, professor of physics at MCC, has a Ph.D. in theoretical nuclear/particle physics from Ohio State University. One of his student's comments on RateMyProfessor.com stated, "This man was born to teach...."

NEW The History and Practice of Ekphrasis

We'll begin with a brief survey of ekphrasis—poetry and prose based on specific works of visual art—as it developed in western literature through Greek and Roman writers, up to Keats, Shelley, Aloysius Bertrand, and Baudelaire, over to 20th-century poets, such as Ezra Pound, William Carlos Williams, Mina Loy, Marianne Moore, and Wallace Stevens, and up to contemporary practitioners, such as Robert Hayden, Charles Simic, and Kathleen Fraser. Then we'll examine some of these specific ekphrastic

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 #11960 1 Friday, 3/22, noon-1:30 p.m. **MCC Bldg. AST E202**
Fee: \$5

Instructor: *Stephen Campiglio* published his first book of poetry, *Cross-Fluence*, through Soft Spur Press in Missoula, MT. His recent journal publications include *Common Ground Review*, *The Prose-Poem Project*, *Ping-Pong*, *Theodate*, *The Worcester Review*, and *New Hungers for Old*: 100 Years of Italian American Poetry. He was nominated for a Pushcart Prize in fall 2012, and founded and coordinates the Mishi-maya-gat Spoken Word & Music Series at MCC.



NEW America's Modern First Ladies

Although there have been First ladies in the White House since Martha Washington, in the 20th and 21st centuries these women have been very different from their predecessors. They have chosen in most cases to live their lives more open to public view, participate in activities of their own interest, and in some cases, play a more active role in their husband's Presidency. From Eleanor Roosevelt to Michelle Obama, we'll review and compare these modern First Ladies who have revised and reshaped their role for today and the future.

CRN #11954 1 Friday, 4/5, noon-1:30 p.m. **MCC Bldg. AST E202**
Fee: \$5

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

NEW The Particle Zoo and What We are Made Of

If you look at a sky on a clear night, you will see hundreds of stars and some planets. Do we have anything in common with these objects? Scientists have discovered a large number of subatomic particles in the last century and continue to do so this century, including the recent potential discovery of the Higgs Boson at the largest particle accelerator in the world—the Large Hadron Collider (LHC) near Geneva, Switzerland. We will discuss how the discovery these zoo of particles has changed our understanding of the universe.

CRN #11955 1 Friday, 4/12, noon-1:30 p.m. **MCC Bldg. AST E202**
Fee: \$5

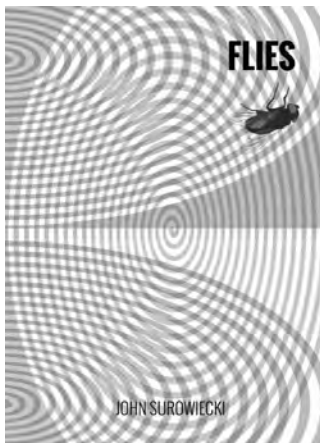
Instructors: **Peter Poulos** and **Negussie Tirfessa**

NEW Synagogues, Farmsteads and Resorts: Connecticut's Jewish History

Jews began moving to Connecticut in the 17th century but really began to build communities in the 1850s with the immigration of German Jews to the state. We will take a virtual tour through Connecticut's beautiful historic synagogues, look at the everyday lives of Jewish farmers, and the summer fun of the heyday of Jewish resorts in the "Connecticut Catskills." Synagogues in the cities, the country and at summer colonies embody the struggles of Jewish immigrants to make a new life in Connecticut.

CRN #11956 Friday, 4/19, noon-1:30 p.m. **MCC Building. AST E202**
Fee: \$5

Instructor: **Mary M. Donohue** is the executive director of the Manchester Historical Society. She is an award-winning author, architectural historian and historic preservationist, with over 30 years of experience. She is a frequent contributor to *Connecticut Explored* magazine and is a member of the magazine's editorial board.



NEW Thinking Aloud: The Soliloquy in Shakespeare

What's all this thinking out loud in Shakespeare's plays? Are the characters just talking to themselves to fill time, or do the soliloquies perform an important dramatic role? We'll take a look at the most famous of the bard's soliloquies and how they reveal the secrets of the characters uttering them and keep us, the audience, in the know. Also, how the soliloquy begot the "dramatic monologue" and even the "inner monologues" of James Joyce, William Faulkner and

other modern writers. Don't wait until tomorrow, and tomorrow, and tomorrow. Join us today for this thought-provoking discussion.

CRN #11957 1 Friday, 4/26, noon-1:30 p.m. **MCC Bldg. AST E202**
Fee: \$5

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

NEW The Shaker Sect: Their Beliefs and Practices

The United Society of Believers in Christ's Second Appearing, better known as the Shakers, was a religious sect founded upon the teachings of Ann Lee, an English woman who immigrated to the colonies in the 18th century. Today the Shakers are known and admired for their cultural contributions, especially their styles of architecture and furniture, the effectiveness of their businesses, and the efficiencies of the lifestyle in their communities. All of this was based on their religious beliefs and practices, including equality of the sexes and celibacy, which they institutionalized in their society in the 1780s. What did they believe and how did they practice and live their beliefs to become a highly successful group of religious communities? What caused their communities to decline and ultimately today to become museums with living members gone?

CRN #11958 1 Friday, 5/3, noon-1:30 p.m. **MCC Bldg. AST E202**
Fee: \$5

Instructor: **Barbara King**

NEW China's New Leadership: Insights and Prospects

China's Communist Party's 18th National Congress culminated last November in a new leadership with a new mission: to turn China into a consumer society, rather than an export-driven one, and to transform the nation from a mere manufacturer and producer to a more global power that is open to the world. The instructor will share his read on the new leadership prospects for future development. Some basic China government structure will be laid out to help understand administration and political system in China.

CRN #11959 1 Friday, 5/10, noon-1:30 p.m. **MCC Bldg. AST E202**
Fee: \$5

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



Harlem Renaissance Writer Zora Neale Hurston

The writer Zora Neale Hurston was one of the great literary figures of the Harlem Renaissance. Her notable works include the novel, *Their Eyes Were Watching God*, and the play, *Mule Bone*. Learn about Hurston from the inside, as the writer's niece gives her special insights into her aunt's life and work.

CRN #11961 1 Friday, 5/17, noon-1:30 p.m. **MCC Bldg. AST E202**
Fee: \$5

Instructor: **Lucy Hurston**, assistant professor of sociology at MCC, is the author of *Speak So You Can Speak Again: The Life of Zora Neale Hurston*.

NOON INSTITUTE MONDAY EDITION at Vernon Senior Center

The S.S. United States: Built for Peace, Prepared for War

Though forgotten today, the S.S. United States was a technological wonder of the 1950s and the pride of America. She was America's response to great English liners like the Queen Mary and Queen Elizabeth. Throughout the 1950s, she was one of the most glamorous and popular liners on the Atlantic. Through pictures and stories we will explain the creation of this great ship, her career and her ultimate demise.

CRN #11963 1 Monday, 2/11, noon-1:30 p.m. Fee: \$5

Instructor: **Jason Scappaticci**

NEW Inspiration in Stone and Metal: Connecticut's Civil War Monuments

As we commemorate the 150th anniversary of the Civil War, Connecticut's over 130 Civil War monuments graphically evoke the struggle, hardship and loss experienced by families in every town in the state. Connecticut's quarries, foundries and entrepreneurs created an industry producing monuments that were dedicated on town greens, parks and national battlegrounds. The artistry and beauty of these stunning pieces of public art will be explored as well as the challenges in restoring them to their original appearance.

CRN #11965 Monday, 4/8, noon-1:30 p.m. Fee: \$5

Instructor: **Mary M. Donohue**

NEW Connecticut's Native Americans

Who are the Native Americans of Connecticut? This course will identify those tribes that may—or may not be—familiar to area residents. Each tribal group's origin, lifestyle, culture, language, and beliefs will be examined in both their pre- and post- "white settlement" period, right up to their current tribal status at the state and federal level. We'll also compare and contrast these groups with other New England and North American tribes.

CRN #11964 1 Monday, 3/11, noon-1:30 p.m. Fee: \$5

Instructor: **Barbara King**

Nutrition

Integrative Health for Joy and Balance

Come explore a variety of approaches to creating a balanced and healthy life. We'll consider the basics of good nutrition, stress reduction, and energy-enhancing exercises, as well as the fundamentals of setting goals and achieving lasting change. This course is designed to guide you toward creating a personalized health plan that will put you on the path to a lifetime of joy and balance. Learn how to integrate all areas of your life for optimal health and leave the course with an individualized health plan that meets your specific needs. Students may also make arrangements with the instructor to attend an optional grocery shopping field trip to Whole Foods in Glastonbury (not included as part of the course).

CRN #11903 1 Saturday, 3/16, 1-4 p.m. **MCC Bldg. GPA GP136**

Fee: \$30

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

Fact versus Fiction: What Foods Are Right for You?

If you're totally confused by the mountains of information, pro and con, about the many diets in the news today, maybe it's time you got some straight information. This informative class, taught by a naturopathic physician, will allow you to do just that. Learn what a non-inflammatory diet is and whether the foods popular in today's culture fit the bill. Learn what carbohydrates are really all about and whether any can be termed "good carbs." Find out which protein is helpful to your health; how much fiber your diet should include; and which fats are needed for a healthy body. Once you separate fact from fiction, you'll be well on your way to a healthier you.

CRN #12245 1 Thursday, 4/11, 7-9 p.m. **MCC Bldg. GPA GP155**

Fee: \$20

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

Culinary Herbs for Good Health

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

CRN #12246 1 Thursday, 4/18, 7-9 p.m. **MCC Bldg. GPA GP155**

Fee: \$20

Instructor: **Dr. Marie Mammone**

What is Naturopathic Medicine?

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

CRN #12247 1 Thursday, 4/25, 7-9 p.m. **MCC Bldg. GPA GP155**

Fee: \$20

Instructor: **Dr. Marie Mammone**



Photography

Nature and Outdoor Photography

In the first session, there will be discussion of recommended equipment and gear for nature and outdoor photography. The instructor will also show samples of his work and discuss the methods that he uses to capture nature's beauty. **The second and fourth sessions will be field trips to local parks**, with locations to be determined in class, while the third and fifth sessions will include critiques of the 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 #12028 5 Saturdays, 4/20-5/18, 9-11 a.m. **MCC Bldg. AST C210** (first, third, and last class) & off-campus sites (second & fourth class)
Fee: \$115

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.

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 #12167 2 Tuesdays, 4/2-4/9, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$99

Instructor: Richard Hoyer is a fine art, portrait and location photographer, with more than 20 years of fun and profit in the business. He also teaches photography in the adult education program at Worcester Art Museum. His work is exhibited regularly at galleries around the state.

Digital Camera Next Step

Making the leap from film to digital photography was scary, but you did it! And now that you've had some time to enhance your digital photo skills, and maybe even learned how to load your photos into the computer and digitally enhance them, you're ready for more. In this advanced course, learn how to control digital photography from camera to computer. Topics will include advanced techniques for taking better digital photos, digital picture management, advanced camera controls, enhancing your pictures via software, and successful printing and web usage techniques. Bring your digital camera and your digital questions to this informative class. Prerequisite: *Digital Camera Introduction, equivalent experience, or approval by instructor or computer coordinator.*

CRN #12169 2 Tuesdays, 4/16-4/23, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$99

Instructor: Richard Hoyer



Using Your Digital SLR

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

tools for processing digital photographs. Please bring your own digital SLR to class.

CRN #11730 2 Fridays, 4/5-4/12, 6-9 p.m. **MCC Bldg. AST D211**
Fee: \$99

Instructor: Richard Hoyer

Digital Camera: RAW, Layers, and Photoshop

This course will provide an introduction to Camera RAW and how it relates to the overall photo editing process. Students will use photo editing software in their exploration of the Camera RAW format; work with different kinds of layers, learning how to create adjustment layers and masks to get the maximum creative control over selection of layers; and become familiar with painting in and painting out selected changes using the brush tool. The course will explore many of the creative tools used in photo editing software, including the different modes and when it is best to use them. Prerequisite: *Intermediate computer skills.*

CRN #12166 2 Wednesdays, 5/22-5/29, 6-9 p.m. **MCC Bldg. LRC B141**
Fee: \$99

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

NEW 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 #12036 3 Fridays, 3/8-3/22, 6-9 p.m. **MCC Bldg. AST D211**
Fee: \$150

Instructor: Richard Hoyer

You May Also Like

- Digital Imaging and Design courses on pages 25-26
 - Sun and Wind on Words: Nature Writing—
A Practical Approach on page 62
-

ADVANCED TECHNIQUES FOR DIGITAL PHOTOGRAPHY SERIES

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

Instructor: Richard Hoyer

Painting on the Computer

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

CRN #12252 1 Friday, 4/26, 6-9 p.m. **MCC Bldg. AST D211** Fee: \$50

Digital Exposure Techniques

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

CRN #12035 1 Friday, 5/3, 6-9 p.m. **MCC Bldg. AST D211** Fee: \$50

Advanced Digital SLR

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

CRN #11731 1 Friday, 2/8, 6-9 p.m. **MCC Bldg. AST D211**

CRN #12037 1 Friday, 5/17, 6-9 p.m. **MCC Bldg. AST D211** Fee: \$50

Stock Photography for Fun and Profit

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

CRN #12034 3 Wednesdays, 3/27-4/10, 6-9 p.m.

MCC Bldg. GPA GP126 Fee: \$75

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

NEW 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 encouraged to bring in their digital cameras (with instruction booklet), along with some props and alternative clothing. The instructor will provide studio strobes and other equipment used in portrait photography, and a model will be hired for the class. Please note: Students can expect to pay approximately \$10-15 each for modeling fees, depending on the number of students.

CRN #12032 3 Wednesdays, 5/15-5/29, 6:30-8:30 p.m.

MCC Bldg. GPA GP126 Fee: \$50

Instructor: Peter Glass

The Photo Essay

It is both exciting and challenging to tell a story using only photographs. Learn what elements are necessary to creating an effective photo essay, including how to select a subject, determine what to shoot, get the images you want, and sequence into a visual narrative. Students will use the skills learned in class to shoot their own essays outside of class. Some class time will be spent viewing, discussing, and evaluating student projects. Prerequisite: *Some photography experience*.

CRN #12033 3 Thursdays, 5/16-5/30, 7-9 p.m. **MCC Bldg. GPA GP126** Fee: \$50

Instructor: Peter Glass

NEW Advanced Seminar in Photography: Major Movements of the Early 20th Century

Explore the major movements and master photographers of the 20th century in both the U.S. and Europe, including the work and influence of Alfred Stieglitz and the photographers of his "291" circle, Eugène Atget and his famous Parisian photography documenting the city's architecture, streets, and storefronts, and other major photographers. There will be shooting assignments that will relate to what is studied in class and critiques given on the assignments. Emphasis will be on black and white photography, with instruction in technique and composition. Students should have good working knowledge of their cameras, and may work in either film or digital formats.

CRN #12168 6 Mondays, 4/8-6/17 (does not meet 4/22, 4/29, 5/13, 5/27 & 6/10 for shooting assignments), 7-9 p.m. **MCC Bldg. GPA GP156** Fee: \$145

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.

Professional Development

JOB SEARCH AND 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.

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 #11988 1 Tuesday, 2/5, noon-1:30 p.m.

CRN #11990 1 Tuesday, 3/5, noon-1:30 p.m.

Thursday Night Sessions

CRN #11989 1 Thursday, 2/7, 6-7:30 p.m.

CRN #11991 1 Thursday, 3/7, 6-7:30 p.m.

MCC Bldg. 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 #11996 1 Tuesday, 2/12, noon-1:30 p.m.

CRN #11998 1 Tuesday, 3/12, noon-1:30 p.m.

Thursday Night Sessions

CRN #11997 1 Thursday, 2/14, 6-7:30 p.m.

CRN #11999 1 Thursday, 3/14, 6-7:30 p.m.

MCC Bldg. 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 #11992 1 Tuesday, 2/19, noon-1:30 p.m.

CRN #11994 1 Tuesday, 4/2, noon-1:30 p.m.

Thursday Night Sessions

CRN #11993 1 Thursday, 2/21, 6-7:30 p.m.

CRN #11995 1 Thursday, 4/4, 6-7:30 p.m.

MCC Bldg. 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 #11984 1 Tuesday, 2/26, noon-1:30 p.m.

CRN #11986 1 Tuesday, 4/9, noon-1:30 p.m.

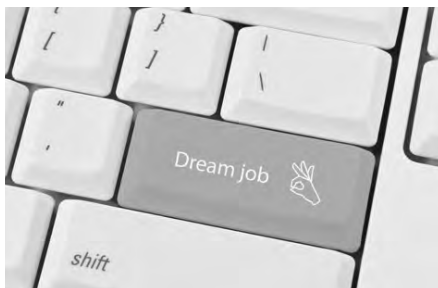
Thursday Night Sessions

CRN #11985 1 Thursday, 2/28, 6-7:30 p.m.

CRN #11987 1 Thursday, 4/11, 6-7:30 p.m.

MCC Bldg. SSC L107 (Career Services Suite)

Spring 2013 Career Fairs



Summer Job Fair

Tuesday, February 26, 2013

10 a.m.-1 p.m.

SBM Charitable Foundation Building (or AST)

Free and open to the public

Regional Job Fair

Friday, March 22, 2013

9 a.m.-1 p.m., GPA Gymnasium

Free and open to the public

Professional Development

CAREER OPPORTUNITIES

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 #11573 2 Saturdays, 1/26-2/2, 8:30 a.m.-4:30 p.m.

MCC Bldg. GPA GP136

CRN #11574 2 Saturdays, 4/20-4/27, 8:30 a.m.-4:30 p.m.

MCC Bldg. GPA GP136

Fee: \$195

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

How to Build a Fun and Profitable Home-Based Business

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

CRN #12238 1 Saturday, 4/6, 12:30-2:30 p.m. **MCC Bldg. GPA GP215**

Fee: \$20

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

Careers in Library Science

The field of library science, and its career options, have changed dramatically within the last decade. We will explore how new technological advances continue to heavily influence the roles of libraries and the jobs that librarians do. We'll consider such questions as: Which skills are essential for today's librarians? What exactly do librarians do? and, Are librarians even needed in this digital age? Come find out why the answer to this last question is an emphatic, "Yes!" and learn more about this fascinating field and its career potentials.

CRN #12241 1 Tuesday, 5/14, 6-8 p.m. **MCC Bldg. GPA GP214**

Fee: \$20

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

Building Analyst BPI Test Preparation and Review

This course serves as test preparation for the Building Analyst Building Performance Institute (BPI) Exam, as well as a review for all of the content areas. Topics will include: the house as an interactive system (foundation, framing, roofing, siding, insulation); basics of heat transfer concepts (convection, conduction, radiation); building performance testing (using blower door, IR camera, Manometer, and combustion analysis); air distribution leakage through HVAC systems; builder's mathematics (area, volume, triangles, cylinders); basic energy concepts; testing combustion appliance zones; and other topics. The instructor will inform students of testing centers and procedures. Students may also visit www.bpi.org for more information about the exam and career opportunities. Please note: The written and field exams are not included with this course; students can expect approximately \$250 (written exam) and \$375 (field exam). Required textbook: Residential Energy, (ISBN 9781880120095) 5th edition, Krigger, available at MCC Bookstore for approximately \$45. Prerequisite: *Some construction background and familiarity with general carpentry tools; also basic reading, writing and superior math skills.*

CRN #12223 18 sessions, Wednesdays, Thursdays & Fridays, 4/24-6/5 (does not meet 5/24), 7-9:30 p.m. **MCC Bldg. GPA GP215**

Fee: \$735

*Instructor: **David Koski** is a certified BPI Building Analyst and has taught courses in various aspects of construction and developed curriculum and program standards for the weatherization and home performance industries. He has also taught as a special instructor for State of CT programs.*

SKILLS FOR THE WORKPLACE

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. Please note: For the January class, if necessary, a snow date of 2/2 has been scheduled.

CRN #11565 1 Saturday, 1/26, 9:30 a.m.-4 p.m. **MCC Bldg. GPA GP137**

CRN #11566 1 Saturday, 3/23, 9:30 a.m.-4 p.m. **MCC Bldg. GPA GP137**

CRN #11567 1 Saturday, 5/18, 9:30 a.m.-4 p.m. **MCC Bldg. GPA GP137**

Fee: \$90

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

Professional Development

NEW How to Conduct a Webinar

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

CRN #12239 1 Saturday, 4/6, 3-4:30 p.m. **MCC Bldg. GPA GP215**

Fee: \$15

Instructor: **James Farnham**

An Overview of Connecticut's Sales & Use Taxes

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

CRN #11747 1 Thursday, 3/7, 6-8:30 p.m. **MCC Bldg. SSC L142**

CRN #11748 1 Thursday, 5/9, 6-8:30 p.m. **MCC Bldg. SSC L142**

Fee: \$45

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

NEW Sales & Use Taxes: Convenience Stores, Grocery Stores, and Supermarkets

This seminar on Sales & Use Tax is specifically geared toward the types of businesses listed in the course title. Topics will include differences between a convenience store, grocery store, and supermarket; learning to recognize items that are taxable and non-taxable at these types of businesses, as well as gas stations; special exemptions that apply to supermarkets; sales tax laws that apply to convenience stores, grocery stores, gas stations, and supermarkets; publications that apply to all of these types of businesses; and purchases of inventory items on resale, using a resale certificate and how to prepare "Sales & Use Tax" returns accurately.

CRN #12212 1 Wednesday, 3/20, 6-8 p.m. **MCC Bldg. GPA GP126**

Fee: \$35

Instructor: **Sanjeev Khurana**



You May Also Like

- The Technology Forum Series on page 17
- Manufacturing courses on page 27
- Careers in Journalism, Broadcasting, and Webcasting on page 62
- MCC on Main courses on pages 63-64

NEW Sales & Use Taxes: Manufacturers, Fabricators, and Processors

This seminar on Sales & Use Tax is specifically geared toward the types of businesses listed in the course title. Topics will include definition of manufacturing, fabricating, and processing; full exemptions that apply to manufacturers and fabricators; full exemptions for machinery; full exemptions for purchases of materials, tools, and fuels for manufacturers and processors; partial exemptions for machinery, equipment, materials, tools, fuel, and repair and replacement parts; service to real property; services that include installation, repair, calibration, engineering, and computer services; research and development; testing; use of exemption certificates; and how to prepare "Sales & Use Tax" returns accurately.

CRN #12213 1 Wednesday, 4/17, 6-8 p.m. **MCC Bldg. GPA GP126**

Fee: \$35

Instructor: **Sanjeev Khurana**

NEW Sales & Use Taxes: Building Contractors and Service Providers

This seminar on Sales & Use Tax is specifically geared toward building contractors, including electricians, painters, plumbers, and HVAC contractors, and maintenance service providers, such as snow plowing, landscaping, and janitorial and house washing services. Topics will include services to real property; taxable services taxable to real property; contractor's labor subject to tax; contractor's labor not subject to tax; materials used in construction contracts; contractor's purchase of subcontractor services; contracts with tax-exempt entities; bond requirements for non-resident contractors; and how to prepare "Sales & Use Tax" returns accurately.

CRN #12214 1 Wednesday, 5/22, 6-8 p.m. **MCC Bldg. LRC B144**

Fee: \$35

Instructor: **Sanjeev Khurana**

NEW Economic Recovery for New Business Owners

Create a new or build your current business according to today's economic climate. Since the Great Depression, businesses have had to adapt to newer growth strategies, find free technologies, improve accounting skills, and engage in modern marketing techniques. Maximize your potential for a successful business. Topics will include understanding today's customers; basic skills in accounting and economics; financial growth and income; loans, grants and investments; and marketing and publicity strategies. An informative handout is provided. Students should bring a lunch for a half-hour break.

CRN #12196 1 Saturday, 4/20, 9 a.m.-2:30 p.m.

MCC Bldg. GPA GP138 Fee: \$45

Instructor: **David K. Ewen, M.Ed.**, is the founder of Ewen Prime Company, which was established in 1994 as a publishing house and has become a consulting firm for book and music publishing and film production. He has lectured in New York and all six New England states on best sales practices. He has directed, produced, and hosted programs for theater and television, including the documentary film series, "Your World Discovered."

Professional Development

REAL ESTATE

Principles and Practices of Real Estate

This required course for real estate licensing provides clear explanations of modern real estate practices and a working knowledge of real estate in Connecticut. Property owners, buyers, sellers, and anyone interested in pursuing real estate careers or operations will find this course beneficial and rewarding. Students must attend at least 60 hours and pass the course with a score of 70 or higher in order to sit for the State exam (the Salesperson Exam fee of approximately \$80 is not included with this course). Please note that your certificate will be printed with your name as it appears on your registration form. If you choose the Saturday section of the course, please bring your lunch. Required texts: Modern Real Estate Practice (ISBN 9781427787903) and 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 #11552 11 Saturdays, 1/26-5/4 (does not meet 2/16, 3/30, 4/13 & 4/20), 8:30 a.m.-2:30 p.m. **MCC Bldg. SSC L240**

CRN #11553 16 sessions, Tuesdays & Thursdays, 3/5-5/7 (does not meet 3/19, 3/21 & 3/28), 5:30-9:30 p.m. **MCC Bldg. SSC L240**
Fee: \$485

Instructors: CRN #11552: Archangelo D'Amato, a licensed CT broker, brings more than 30 years of real estate brokerage, sales, leasing, development, and property management to the classroom; CRN #11553: Andrew G. Pappas is a CT licensed broker with 20 years of teaching experience in the real estate field and represents MCC within the Real Estate Consortium of Connecticut Community Colleges.

Basic Appraisal 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 #11554 9 Wednesdays, 1/23-3/20, 6-10 p.m. **MCC Bldg. SSC L142**
Fee: \$390

Instructor: Archangelo D'Amato

Basic Appraisal Procedures

This course is required for those seeking an appraiser's license. The course is also recognized by the Real Estate Commission for those seeking a broker's license. It may also be of interest to real estate salespeople. We will focus on approaches to value and cover such important topics as defining the problem; collecting and selecting data; analyzing, reconciling final value opinions; communicating the appraisal; property descriptions; geographic and neighborhood characteristics; land and site considerations for highest and best use; improvements; architectural styles; and types of construction. Students must attend at least 30 hours and achieve a passing grade of 70 in order to receive a course certificate. Required text: Basic Appraisal Procedures, 2nd Edition (ISBN 9780840049186), Cengage Publishing, available at MCC Bookstore, for approximately \$75.

CRN #11555 9 Wednesdays, 4/3-6/5 (does not meet 4/17), 6-10 p.m.

MCC Bldg. SSC L142 Fee: \$390

Instructor: Archangelo D'Amato

Real Estate Law

Approved for broker license candidates and an essential course for realtors, title searchers, and anyone who wants to increase their knowledge of real estate law, this course covers the terminology and concepts one needs to know in order to pass the broker's exam. This fast-paced course will explore the following topics: ownership and interests in land, easements, title insurance, and conveyancing; agency and contracts; landlord/tenant, planning, and zoning law; condominium law and financing; and a comprehensive overview of the basic principles you need to know to buy, sell, rent or lease real estate in the State. We will also review the laws and regulations that CT real estate broker needs to know in order to pass the broker's exam. Required text: Essentials of Practical Real Estate Law (ISBN 9781111136932), Cengage Learning, available at MCC Bookstore for approximately \$170.

CRN #11750 11 Mondays, 3/11-5/20, 6-9 p.m. **MCC Bldg. SSC L142**
Fee: \$245

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

Real Estate and Appraisal Commissions Licensure Information

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

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

Real Estate Salesperson (total of 60 hours)

- Principles and Practices of Real Estate (60 hours)

Real Estate Broker (total of 120 hours)

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

Appraiser

The Appraiser Qualifications Board (AOB) 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 by The Connecticut State Colleges and Universities and Board of Regents for Higher Education in partnership with Department of Administrative Services. Enrollment for Credit-Free students is limited; please register early.

The Successful Manager

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

CRN #11832 2 Tuesdays, 3/19-3/26, 9 a.m.-4 p.m. **MCC Bldg. LRC B144** (limited seating) Fee: \$170

Instructor: **John Lombardo** is certified in project management through the American Management Association. He has been a project management leader for more than 20 years and has led teams of up to 150 members. His projects have included infrastructure replacement, Y2K compliance and implementation of new technology.

Essentials of Project Management

Project management is an industry-wide, recognized discipline. It has become a key ingredient to ensuring successful, on-time and on-budget projects. You should attend this course if you have or will lead a project in the future. It is also recommended for anyone who will be actively participating in a project. You will learn how to determine the scope, characteristics and success of a well-defined project; how to gather and document requirements; leadership essentials; what a work breakdown session is all about; and how to schedule, estimate and handle project closure. Learn how to plan and execute a well-defined project. Instructor provides handouts. No prerequisite.

CRN #11828 1 Wednesday, 3/20, 9 a.m.-4 p.m. **MCC Bldg. LRC B144** (limited seating) Fee: \$100

Instructor: **John Lombardo**

NEW Proven Problem-Solving Skills: Maximizing Productivity

Learn strategies for improving productivity in your organization.

CRN #11973 1 Thursday, 3/21, 9 a.m.-4 p.m. **MCC Bldg. LRC B144** (limited seating) Fee: \$85

Instructor: **Noreen Reilly**, bachelor's degree from Bryant University, has completed graduate work in psychology, and has done her own independent studies in cognitive development. She is a former board member of the New England Chapter of the National Speakers Association.

NEW Public Speaking: Basket Case or Schmoozing Ace?

Learn how to become more successful in all your communications by using your voice effectively, adjusting your body language, and choosing the best words to make the most impact on your message. Tap into your hidden abilities and develop your own personal style. Participants will be given feedback so that they can incorporate these new skills and fine-tune their speaking ability. This interactive session will be presented in a fun, relaxed, and supportive environment. Instructor provides handouts.

CRN #11834 1 Tuesday, 4/2, 9 a.m.-4 p.m. **MCC Bldg. LRC B144** (limited seating) Fee: \$85

Instructor: **Noreen Reilly**

Middle Management Skills Certificate

Designed for experienced managers or for those who have an interest in moving up to a higher level managerial position, this course will help you develop skills to become an even better manager. Participants will receive a certificate upon completion of each module: communications, leadership and coaching, motivation and ethics, team building, and managing a diverse workplace. There is no prerequisite.

CRN #11824 5 Fridays, 4/5-5/3, 9 a.m.-4 p.m. **MCC Bldg. LRC B144** (limited seating) Fee: \$375

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



Stephen Pedneault

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

Enron. Worldcom. Bernie Madoff. In the wake of such scandals, organizations have turned to forensic accounting to help them avoid similar fates. This author, educator and forensic accounting expert will introduce students to this critical subject and share some of the methods used to prevent or uncover financial abuses. The instructor

will also draw upon his 23 years of experience and share accounts of actual cases, so that students can connect theory to practice. This course is an eye-opener and can be a life-saver for anyone who handles finances. Instructor provides handouts.

CRN #11826 1 Tuesday, 4/23, 9 a.m.-4 p.m. **MCC Bldg. LRC B144** (limited seating) Fee: \$85

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

NEW Winning Strategies for Email and Internet

Email, Internet, and related electronic media are more than just fascinating technologies—these technologies and media should be considered essential to any robust professional and personal enrichment effort. We'll explore the exciting opportunities, the evolving etiquette, and the sometimes hidden challenges of email communication. Through handouts, discussion, and online resourcing, we'll survey the vibrant and swiftly morphing world of websites, social media, resumes, job search and other Internet-based tools and resources. We'll also explore intriguing new developments that have graced the colorful world of cyberspace communication.

CRN #11951 1 Wednesday, 5/29, 9 a.m.-4 p.m. **MCC Bldg. LRC B141** (limited seating) Fee: \$85

Instructor: **Ken Adamson**, M.A., is adjunct professor of communications at MCC and Charter Oak State College. He is a communications consultant and successful voice actor, composer-arranger, copywriter, and producer, and also brings more than two decades of sales, sales management, and marketing experience to the classroom.

Professional Development

MCC's Business and Industry Services Providing custom training solutions for your business or organization

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

Why Choose Us?

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



Some of the areas in which we provide training are

Allied Health

Alzheimer's & Dementia
Issues of Aging
Medical Terminology

Basic Skills

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

Communication Skills

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

Computer Skills

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

Critical Thinking

Creativity
Decision Making
Problem Solving

Professional Development

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

Advanced Manufacturing

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

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

Writing, Publishing & Literature

MORE GREAT BOOKS

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 #11887 6 Wednesdays, 2/13-4/24 (meets every other week), 3:30-5 p.m. **MCC Bldg. LRC B209** Fee: \$20

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

2/13 - Still Alice by Lisa Genova

This novel is about Alice Howland, a 50-year-old wife, mother, and Harvard professor, who is diagnosed with early-onset Alzheimer's. The diagnosis changes her life and the lives of her husband and three children. This book is both frightening and unforgettable as the reader experiences Alice's struggle with maintaining her lifestyle as she loses her mind.

Instructors: **Jana Sime** and **Kimberly Hamilton-Bobrow**

2/27 - Nemesis by Philip Roth

This book is the 31st of Roth's long and distinguished writing career. The novel takes place in 1944 in Newark, New Jersey, where a polio epidemic is crippling and killing off young boys and girls. Our hero, a young man named Bucky Cantor, tries to remain strong and helpful in the midst of this terrible onslaught. The novel raises Roth's familiar question – How can one be hopeful and generous in a world that is often inhospitable?

Instructor: **Michael DiRaimo**

3/13 - The Bluest Eye by Toni Morrison

In the autumn of 1941, the year the marigolds in the Breedloves' garden do not bloom, Pecola's life does change—in painful, devastating ways. With its vivid evocation of the fear and loneliness at the heart of a child's yearning, and the tragedy of its fulfillment, The Bluest Eye remains one of Toni Morrison's most powerful, unforgettable novels—and a significant work of American fiction.

Instructor: **Tanya Millner-Harlee**

3/27 - Murder in the Marais by Cara Black

Aimée Leduc, a Parisian private investigator, agrees to help an old Jewish man with a top-secret decoding job on behalf of a woman in his synagogue. When Aimée goes to drop off her findings at her client's house in the Marais, Paris's historic Jewish quarter, she finds the old woman strangled with a swastika carved on her forehead. As Aimée tries to solve this crime, she finds herself entrenched in ancient secrets and war crimes.

Instructor: **Dr. Gena Glickman**

4/10 - The Round House by Louise Erdrich

This novel, winner of the 2012 National Book Award, is a coming-of-age tale about a 13-year-old boy who is determined to find his own answers to a brutal, racist attack on his mother. The book has been referred to as the Native American To Kill a Mockingbird. Erdrich has woven a tale about her home territory that is illuminating and impossible to forget.

Instructor: **Mariana DiRaimo**

4/24 - Confederates in the Attic: Dispatches from the Unfinished Civil War by Tony Horowitz

This book is a travelogue; Horowitz visits 10 southern states looking at the history and the role of the American Civil War in current day South.

Instructor: **Peter Poulos**

MISHI-MAYA-GAT & SPOKEN WORD & MUSIC SERIES

Featuring acclaimed poets and musicians
from New England and beyond.

7th Season

MCC on Main
903 Main St., Manchester
3rd Thursday each month, 7-9 PM
(exception: April 25, 4th Thursday)

Hosted by Stephen Campiglio

FREE
AND OPEN TO THE PUBLIC

For directions and more information,
www.manchestercc.edu/faculty/spoken.php

This project is funded by MCC Foundation Annual Fund



January 17

7:00 PM – **NICK CUTRONEO**, classical guitarist, with master's from Hartt School of Music; for more info: www.nickcutroneo.com

8:00 PM – Poets **JAMES FINNEGAN**, Poet Laureate of West Hartford and coordinator of the WordForge poetry series and **BILL O'CONNELL**, author of *On the Map to Your Life* and *Sakonnet Point*

February 21

7:00 PM – Poets **MARK LAMOUREUX**, author of four poetry collections and editor of *Cy Gist Press* (<http://cygistpress.blogspot.com>) and **CHRISTINA STRONG**, author of *Fifth Plateau from Pink Adrenaline Star*; for more info: <http://christinastrong.com>

8:00 PM – Pianist and composer **RYAN JESPERSON**, with special guests, for a set of contemporary classical music; for more info: www.ryanjesperson.com

OTHER SPRING HIGHLIGHTS INCLUDE:

April 25 – **NORMAN JOHNSON JAZZ TRIO**, with **DON WALLACE**, bass, **DIANNE MOWER**, vocals, and **JOHNSON**, guitar; for more info: www.normanjohnsonguitar.com

May 16 – Poet **MARTÍN ESPADA**, professor of English at UMass, Amherst; most recent collection, the award-winning *The Trouble Ball*; for more info: www.martinespada.net
Co-sponsored by MCC's English Department

Writing, Publishing & Literature

MCC READS

The popularity of book discussion groups at MCC has led to this new group that will meet at MCC's new downtown site, and is designed to complement the More Great Books discussion series on campus. Sessions will be led by distinguished MCC library and staff members. 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 #12207 5 Wednesdays, 2/20-4/17 (meets every other week), 6-7:30 p.m. **MCC on Main, 903 Main St., Manchester** Fee: \$15

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

2/20 - **The Dog Stars** by Peter Heller

This debut novel is set in a near future when much of the planet's people have been wiped out by a virulent flu. Join us as we read about Hig, pilot of a 1956 Cessna who lives alone in an airplane hangar with his dog Jasper. He joins his survivalist neighbor, Bangle, as they defend against marauding bands of violent and flu-contagious looters—even as they struggle to believe that there is still hope for surviving humanity (and dog).

Instructor: **Paula Cook**

3/6 - **The Buddha in the Attic** by Julie Otsuka

Picture the "picture brides" of the early 20th century—Japanese women who emigrated to the U.S. to marry Japanese men who had arrived ahead of them seeking work on the west coast. The women strive to assimilate into a strange culture as they fight to make ends meet by taking on arduous, menial tasks. Meanwhile, these mothers watch their children discard Japanese traditions for American ways even as war with their native country looms.

Instructor: **Patricia Ronalter**

3/20 - **Persuasion** by Jane Austen

Anne Elliott moves with her father and sister to Bath, England, as she realizes that she is still in love with Frederick Wentworth, from whom she had broken her engagement eight years ago. Back then, she was persuaded to leave him because he had no social connections or wealth. But today he is a prosperous navy captain. They meet again as Anne's father falls on hard times. Has Anne learned to follow her own heart in time to win back Wentworth's love, and can his fortune help her own family name?

Instructor: **Katherine Noonan**

4/3 - **The White Queen** by Philippa Gregory

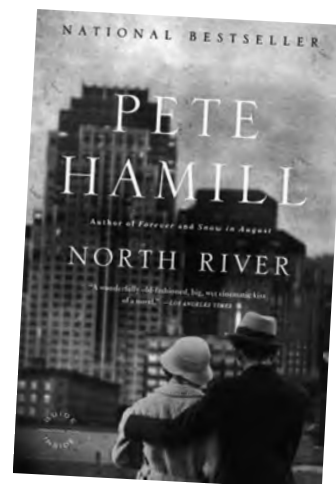
Join us as we discuss the first novel in the author's Cousins' War series. The story focuses on the deadly feuds of the royal Plantagenet family in 15th century England, as Elizabeth Woodville marries young Edward IV, takes the throne as queen, and plots to ensure her family is successful, even as her sons become entangled in an unsolved mystery at the Tower of London.

Instructor: **Jennifer Crutchfield**

4/17 - **North River** by Pete Hamill

Things become dangerous for Dr. James Finbar Delaney—a general practitioner serving the destitute populations of New York City in the midst of the Depression—when he saves the life of gangster Eddie Corso. His only solace is his grandson, Carlito, and his Sicilian housekeeper, Rose, as his complicated and tormented life provides an evocative look into city life during the period.

Instructor: **Katherine Noonan**



The Art of Writing about the Arts

This course will be of interest to students of journalism, communications, and the arts. Sharpen your skills when writing about a cultural event or the arts—be it paintings, photographs, theater, film, dance, or other art forms. Fans of such journals as Rolling Stone, Art Forum, American Theater, and Rotten Tomatoes will get their "hands dirty" by reading—and writing—reviews of multiple art forms. Learn about critics' roles in the changing world of social media. Determine whether video, photography, or social media outlets serve your story or review best. Learn to pitch a compelling arts piece to an editor. You will complete the course with a working knowledge of how to review the arts. It is recommended that participants attend at least one cultural event (movie, concert, art opening, etc.) before the start of class.

CRN #12025 4 Wednesdays, 4/3-4/24, 7-9 p.m. **MCC Bldg. GPA GP155** Fee: \$65

Instructor: **Jessica Zurell** is assistant editor for Today's CNY Woman magazine and a contributing writer for Syracuse New Times. She earned an M.A. in journalism and an M.F.A. in art and design from Syracuse University. Her interviews with Godsmack, DJ Tiesto, and Anthony Green have been published all over the eastern seaboard.

NEW Memoir and Monologue

Have you ever thought that your life would make a good book or movie? Or have you desired clarity around how your diversity of experiences connect to make you the person you are and create the reality you live? It is time to reflect upon the stories of your past and become the author of your future. This interactive workshop consists of discussions and activities that stimulate memory, imagination, metaphor and sensory perception. Through creative writing assignments and collaborative exercises, the significance of story will be explored and individual and collective myths will be revealed.

CRN #12224 6 Thursdays, 4/4-5/9, 7-9 p.m. **MCC Bldg. GPA GP126** Fee: \$140

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.

Writing, Publishing & Literature

Sun and Wind on Words: Nature Writing—

A Practical Approach

This course is for anyone who has ever wanted to write about their experiences outdoors, whether through nonfiction, poetry or fiction writing. Lecture and discussion will focus on the role of nature writing, what makes for compelling work, and the essential art of “seeing.” In addition, we will read from and discuss some of the great nature and environmental writers, such as Thoreau, Rachel Carson, Aldo Leopold, Gary Snyder, and Annie Dillard. There will also be a writing assignment with peer critique and discussion, as well as suggestions for publishing your work. **Please note: the third session will be a field trip, at a site to be discussed in class, on Saturday, April 27,** for a first-hand experience of nature writing, and the last session skips a week to give students more time to complete their writing assignments. Handouts will be provided. **CRN #12026** 4 sessions, 3 Tuesdays, 4/16-5/7 (does not meet 4/30), 6:30-8:30 p.m. **MCC Bldg. GPA GP152 & 1 Saturday, 4/27, 10 a.m.-noon, site TBD** Fee: \$105

Instructor: David K. Leff, J.D. from UConn’s School of Law, is the author of several books, including the nonfiction title, *Hidden in Plain Sight: A Deep Traveler Explores Connecticut* (Wesleyan University Press, 2012) and two poetry titles from Antrim House Books, *Depth of Field* (2010) and *The Price of Water* (2008). He previously served as deputy commissioner for Environmental Conservation at CT’s Department of Environmental Protection.

Poetry for Poets

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

CRN #11818 6 Mondays, 3/18-4/22, 6:30-8:30 p.m.

MCC Bldg. GPA GP120 Fee: \$99

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

Be in the right PLACE at the right TIME

Check your class schedule for location.

Some classes meet at off-campus locations.

SSC = Student Services Center (formerly the Lowe Building)

VIL = Village

LRC = Learning Resource Center

GPA = Great Path Academy *

AST = Arts, Sciences & Technology Center

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

Downtown Location: MCC on Main

903 Main Street • Manchester

Advanced Writing Fiction

This course is intended for the writer who is already engaged in a fiction writing project, especially one of some length—a novella, novel, or short story collection. Classroom instruction will emphasize composition issues, such as character growth and development, and the creation of subplots and foils. The bulk of the course will focus on reading and responding to student work. Students will also examine a few short selections of classic fiction by classic authors, such as Ernest Hemingway and Shirley Jackson. Prerequisite: *Writing Fiction, Creative Writing: Discovering Fiction*, or permission of the instructor.

CRN #12191 6 Thursdays, 2/7-3/14, 6:30-8:30 p.m.

MCC Bldg. LRC A226 Fee: \$99

Instructor: Steven Torres, Ph.D. from the CUNY Graduate School and University Center, has published seven novels, including the mysteries *Precinct Puerto Rico* and *The Concrete Maze*, as well as two dozen short stories. He is an English professor at MCC.

Careers in Journalism, Broadcasting, and Webcasting

Learn details about a career in broadcasting and journalism and the technology necessary to tackle these jobs, as well as how to keep up with changing technology. Become proficient in reporting skills and creating story ideas. Topics will include a history of broadcasting and journalism; future trends in technology; marketing and publicity; fundamentals of journalism; and how to become a talk show host. An informative handout is provided. Students should bring a lunch for a 1/2 hour break.

CRN #12194 1 Saturday, 3/23, 9 a.m.-2:30 p.m. **MCC Bldg. GPA GP138** Fee: \$45

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.”

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. Students should bring a lunch for a 1/2 hour break.

CRN #12195 1 Saturday, 4/6, 9 a.m.-2:30 p.m. **MCC Bldg. GPA GP138** Fee: \$45

Instructor: David K. Ewen

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



TECHNOLOGY FORUM AFTERNOON SERIES

Photoshop Quick and Easy

CRN #12146 1 Wednesday, 2/27, 1-3 p.m. Fee: \$20

Instructor: Laurie Grace

Seamless Photo Montages

CRN #12144 1 Wednesday, 3/6, 1-3 p.m. Fee: \$20

Instructor: Laurie Grace

Restoring Old Photos

CRN #12143 1 Wednesday, 3/13, 1-3 p.m. Fee: \$20

Instructor: Laurie Grace

Turning Sequential Photos into Gif Animations

CRN #12145 1 Wednesday, 3/20, 1-2:30 p.m. Fee: \$15

Instructor: Laurie Grace

InDesign Quick and Easy

CRN #12141 1 Wednesday, 3/27, 1-3 p.m. Fee: \$20

Instructor: Laurie Grace

Illustrator Quick and Easy

CRN #12142 1 Wednesday, 4/3, 1-2:30 p.m. Fee: \$15

Instructor: Laurie Grace

TECHNOLOGY FORUM EVENING SERIES

iPad Tips and Tricks for Newbies

CRN #12138 1 Thursday, 2/21, 6-7 p.m. Fee: \$10

Instructor: Sandra Rimetz

Advanced iPad Tips and Tricks

CRN #12139 1 Thursday, 2/28, 6-7 p.m. Fee: \$10

Instructor: Sandra Rimetz

Social Media for Everyone

CRN #12140 1 Thursday, 3/7, 6-8 p.m. Fee: \$20

Instructor: Sandra Rimetz

See page 17 for full course descriptions.

MCC on Main

MCC Reads

CRN #12207 5 Wednesdays, 2/20-4/17 (meets every other week), 6-7:30 p.m. Fee: \$15

Instructors: **Paula Cook**, associate director of MCC Library; **Patricia Ronalter** and **Jennifer Crutchfield**, MCC reference librarians; and **Katherine Noonan**, MCC Bookstore assistant manager.
See page 61 for full course description.

Functional Strength

CRN #11978 8 Wednesdays, 3/20-5/8, 3-4 p.m. Fee: \$95

Instructor: **Holly Pellegrino**
See page 38 for full course description.

Managing a Successful Nonprofit Organization

Build an effective nonprofit team that utilizes both employees and volunteers. Learn general management practices of multitasking, time management, and scheduling. Learn best practices for how to market your nonprofit and design and implement a budget. Public service announcements, press releases, the Internet, email, public speaking, fairs, and newsletters will also be reviewed. Please bring your lunch.

CRN #12020 2 Fridays, 4/12-4/19, 11 a.m.-5 p.m. Fee: \$175

Instructor: **Beverly Salzman**, M.B.A.

Working with Your Board of Directors

Appropriate for board members, prospective board members, and nonprofit executives. Learn how to create and work with a board of directors that will be an asset in moving your agency forward; how to define, protect and advance an agency's mission; how to safeguard assets through budget planning and monitoring; and understand the criteria of governance. Please bring your lunch.

CRN #12021 1 Friday, 4/26, 11 a.m.-5 p.m. Fee: \$90

Instructor: **Beverly Salzman**, M.B.A.

Mandalas: An Expressive and Meditative Art

CRN #12038 2 Fridays, 3/15-3/22, 2:30-5 p.m. Fee: \$50

Instructor: **Linda T. Bradley**
See page 6 for full course description.

Get in Line: Drawing for All Levels

CRN #11918 8 Thursdays, 4/11-5/30, 1-3 p.m. Fee: \$185

Instructor: **Zbigniew Grzyb**
See page 8 for full course description.

Create a Fundraising Plan for Your Organization

Learn the components of a fundraising plan, including special events, gifts, corporate contributions, grants, mail solicitations, and bequests. Also design a mock plan in groups and present to the class, with student critiques. Please bring your lunch.

CRN #12022 1 Friday, 5/3, 11 a.m.-5 p.m. Fee: \$90

Instructor: **Beverly Salzman**, M.B.A.

Annual Giving and Donor Relations

Learn about donor acquisition, repeat gifting, and upgrading to major gifts. Review the formats of direct mail solicitations, phone-a-thons, e-solicitations, major gifts, and estate planning. Learn how to build and thank a successful base of donors. Please bring your lunch.

CRN #12019 1 Friday, 5/17, 11 a.m.-5 p.m. Fee: \$90

Instructor: **Beverly Salzman**, M.B.A.

Online Academy

Online Career Training Programs

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

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

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

Features:

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

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

Welcome to Online Learning!

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

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

Requirements:

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

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

www.ed2go.com/manchcc

Start Dates:

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

January 16

February 20

March 20

April 17

May 15

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.

ACCOUNTING

(\$130 per class)

Accounting Fundamentals

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

CRN #11211

Accounting Fundamentals II

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

CRN #11212

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(\$130 per class)

Administrative Assistant Fundamentals

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

CRN #11209

Administrative Assistant Applications

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

CRN #11208

Fundamentals of Supervision and Management

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

CRN #11224

Fundamentals of Supervision and Management II

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

CRN #11222

Understanding the Human

Resources Function

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

CRN #11520

Introduction to Business Analysis

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

CRN #11514

Mastery of Business Fundamentals

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

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Manufacturing Fundamentals

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

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

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

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

CRN #11214

High-Speed Project Management

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

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Purchasing Fundamentals

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

CRN #11213

Supply Chain Management Fundamentals

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

CRN #11228

Total Quality Fundamentals

Learn the basics of total quality management.

CRN #11229

Six Sigma: Total Quality Applications

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

CRN #11218

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 #11513

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 #11522

Start Your Own Small Business

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

CRN #11525

Start Your Own Arts and Crafts Business

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

CRN #11523

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 #11524

Online Academy

Full course descriptions at www.ed2go.com/manchcc

Start a Pet Sitting Business

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

CRN #11521

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 #11310

Growing Plants for Fun and Profit

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

CRN #11472

Get Paid to Travel

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

CRN #11529

Start Your Own Consulting Practice

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

CRN #11526

Secrets of the Caterer

Learn cooking and business secrets from a professional caterer.

CRN #11470

Wow, What a Great Event!

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

CRN #11210

COMPUTERS

(\$130 per class)

BASIC COMPUTER LITERACY

Keyboarding

CRN #11265

Navigating the Internet

CRN #11308

Introduction to Windows 7

CRN #11300

Introduction to Windows XP

CRN #11301

Introduction to Linux

CRN #11321

Computer Skills for the Workplace

CRN #11266

COMPUTER APPLICATIONS

What's New in Microsoft Office 2010?

CRN #11303

What's New in Microsoft Office 2007?

CRN #11302

Introduction to Microsoft Word 2010

CRN #11272

Introduction to Microsoft Word 2007

CRN #11271

Intermediate Microsoft Word 2010

CRN #11274

Intermediate Microsoft Word 2007

CRN #11273

Introduction to Microsoft Excel 2010

CRN #11288

Introduction to Microsoft Excel 2007

CRN #11287

Intermediate Microsoft Excel 2010

CRN #11295

Intermediate Microsoft Excel 2007

CRN #11294

NEW Advanced Microsoft Excel 2010

CRN #12063

Advanced Microsoft Excel 2007

CRN #11290

Introduction to Microsoft Access 2010

CRN #11292

Introduction to Microsoft Access 2007

CRN #11291

Intermediate Microsoft Access 2010

CRN #11297

Intermediate Microsoft Access 2007

CRN #11296

Introduction to Microsoft PowerPoint 2010

CRN #11299

Introduction to Microsoft PowerPoint 2007

CRN #11298

Introduction to Microsoft Outlook 2010

CRN #11307

Introduction to Microsoft Outlook 2007

CRN #11306

Introduction to Microsoft Publisher 2010

CRN #11305

Introduction to Microsoft Publisher 2007

CRN #11304

Introduction to Microsoft Project 2010

CRN #11378

Introduction to Microsoft Project 2007

CRN #11377

Introduction to Adobe Acrobat X

CRN #11375

Introduction to Adobe Acrobat 9

CRN #11374

Introduction to Crystal Reports

CRN #11372

Introduction to Crystal Reports 10

CRN #11373

Introduction to Peachtree

Accounting 2012

CRN #11285

Introduction to QuickBooks 2012

CRN #11277

Introduction to QuickBooks 2011

CRN #11276

Introduction to QuickBooks 2010

CRN #11275

NEW Intermediate QuickBooks 2012

CRN #11281

QuickBooks 2012 for Contractors

CRN #11280

QuickBooks 2011 for Contractors

CRN #11279

QuickBooks 2010 for Contractors

CRN #11278

Performing Payroll in QuickBooks 2012

CRN #11284

Performing Payroll in QuickBooks 2011

CRN #11283

Performing Payroll in QuickBooks 2010

CRN #11282

WEB PAGE DESIGN, GRAPHICS & MULTIMEDIA

Creating Web Pages

CRN #11311

Advanced Web Pages

CRN #11380

Creating WordPress Websites

CRN #11338

Creating WordPress Websites II

CRN #11312

Introduction to Microsoft

Expression Web

CRN #11381

Introduction to CSS3 and XHTML5

CRN #11365

Intermediate CSS3 and XHTML5

CRN #11366

Designing Effective Websites

CRN #11379

NEW Introduction to
Dreamweaver CS6

CRN #12060

Introduction to Dreamweaver CS5

CRN #11340

Introduction to Dreamweaver CS4

CRN #11339

Intermediate Dreamweaver CS5

CRN #11342

Intermediate Dreamweaver CS4

CRN #11341

Achieving Top Search Engine Positions

CRN #11309

Introduction to CorelDRAW X5

CRN #11368

Introduction to Flash CS5

CRN #11343

Intermediate Flash CS5

CRN #11344

DIGITAL IMAGING & DESIGN

Introduction to Illustrator CS5
CRN #11351

Introduction to Illustrator CS4
CRN #11350

Introduction to InDesign CS5
CRN #11348

Introduction to InDesign CS4
CRN #11347

Intermediate InDesign CS5
CRN #11349

NEW Introduction to Photoshop CS6
CRN #11355

Introduction to Photoshop CS5
CRN #11353

Introduction to Photoshop CS4
CRN #11352

NEW Intermediate Photoshop CS6
CRN #11359

Intermediate Photoshop CS5
CRN #11358

Intermediate Photoshop CS4
CRN #11357

NEW Photoshop CS6 for the
Digital Photographer
CRN #11356

Photoshop CS5 for the
Digital Photographer
CRN #11354

Photoshop Elements 10 for the
Digital Photographer
CRN #11360

Photoshop Elements 9 for the Digital
Photographer
CRN #11361

NEW Photoshop CS6 for the Digital
Photographer II
CRN #12061

Photoshop CS5 for the Digital Photographer II
CRN #11362

Photoshop Elements 10 for the Digital
Photographer II
CRN #11363

Photoshop Elements 9 for the Digital
Photographer II
CRN #11364

COMPUTER TROUBLESHOOTING & NETWORKING

Introduction to PC Troubleshooting
CRN #11270

Introduction to PC Security
CRN #11382

Advanced PC Security
CRN #11269

Wireless Networking
CRN #11313

Introduction to Networking
CRN #11314

Intermediate Networking
CRN #11315

PROGRAMMING & DATABASE MANAGEMENT

Introduction to Programming
CRN #11322

NEW Macintosh, iPhone, and
iPad Programming
CRN #11370

NEW Creating Mobile Apps
with HTML5
CRN #11371

Introduction to Ajax Programming
CRN #11320

Introduction to ASP.NET
CRN #11337

Introduction to Java Programming
CRN #11345

Intermediate Java Programming
CRN #11346

Introduction to C++ Programming
CRN #11330

Introduction to C# Programming
CRN #11332

Intermediate C# Programming
CRN #11333

Introduction to Perl Programming
CRN #11334

Introduction to Python 3 Programming
CRN #11329

Introduction to Python 2.5 Programming
CRN #11328

Introduction to Ruby Programming
CRN #11331

Introduction to Database Development
CRN #11317

Introduction to Visual Basic
CRN #11323

Intermediate Visual Basic
CRN #11324

Introduction to SQL
CRN #11318

Intermediate SQL
CRN #11319

Introduction to PHP and MySQL
CRN #11335

Intermediate PHP and MySQL
CRN #11336

CERTIFICATION PREP (\$170 per class)

Basic CompTIA A+ Certification Prep
CRN #11325

Intermediate CompTIA A+
Certification Prep
CRN #11326

Advanced CompTIA A+
Certification Prep
CRN #11327

CompTIA Security+ Certification
Prep 1
CRN #11267

CompTIA Security+ Certification
Prep 2
CRN #11268

CompTIA Network+ Certification Prep
CRN #11316

PMP Certification Prep 1
CRN #11215

PMP Certification Prep 2
CRN #11217

COURSES FOR TEACHERS (\$130 per class)

Teaching Preschool:
A Year of Inspiring Lessons
CRN #11395

Teaching Adult Learners
CRN #11396

An Introduction to Teaching ESL/EFL
CRN #11404

Practical Ideas for the Adult ESL/EFL
Classroom
CRN #11405

Teaching ESL/EFL Reading
CRN #11407

Teaching ESL/EFL Vocabulary
CRN #11408

Teaching ESL/EFL Grammar
CRN #11406

Spanish in the Classroom
CRN #11439

Singapore Math: Number Sense and
Computational Strategies
CRN #11433

Singapore Math Strategies: Model Drawing for
Grades 1-6
CRN #11431

Singapore Math Strategies: Advanced Model
Drawing for Grades 6-9
CRN #11432

Teaching Math: Grades 4-6
CRN #11434

Teaching Science: Grades 4-6
CRN #11401

Solving Classroom Discipline Problems
CRN #11409

Solving Classroom Discipline Problems II
CRN #11410

Empowering Students with Disabilities
CRN #11435

Teaching Students with Learning Disabilities
CRN #11438

Teaching Students with ADHD
CRN #11436

Teaching Students with Autism: Strategies for Success
CRN #11437

Survival Kit for New Teachers
CRN #11403

Ready, Set, Read!
CRN #11427

The Creative Classroom
CRN #11424

NEW Creating Classroom Centers
CRN #11397

Differentiated Instruction in the Classroom
CRN #11398

The Differentiated Instruction and Response to Intervention Connection
CRN #11400

Differentiating K-12 Assessments
CRN #11399

Creating the Inclusive Classroom: Strategies for Success
CRN #11423

Teaching Writing: Grades 4-6
CRN #11402

Guided Reading and Writing: Strategies for Maximum Student Achievement
CRN #11425

Guided Reading: Strategies for the Differentiated Classroom
CRN #11426

Response to Intervention: Reading Strategies That Work
CRN #11428

Integrating Technology in the Classroom
CRN #11411

Teaching Smarter with SMART Boards
CRN #11418

The Classroom Computer
CRN #11412

Using the Internet in the Classroom
CRN #11419

Creating a Classroom Website
CRN #11420

Creating K-12 Learning Materials
CRN #11429

Enhancing Language Development in Childhood
CRN #11468

Understanding Adolescents
CRN #11465

Guiding Kids on the Internet
CRN #11463

GRANT WRITING & NONPROFIT MANAGEMENT

(\$130 per class)

A to Z Grant Writing

Learn how to research and develop relationships with potential funding sources, organize grant-writing campaigns, and prepare proposals.
CRN #11447

Get Grants!

Learn how to develop successful, fundable grants from experts in the field.
CRN #11448

Advanced Grant Proposal Writing

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.
CRN #11450

Writing Effective Grant Proposals

Learn to prepare grant proposals that get solid results for your favorite organization or charity.
CRN #11449

Becoming a Grant Writing Consultant

Increase your income while working from home by starting a grant writing consulting business.
CRN #11515

Starting a Nonprofit

Industry veteran shows you how to take a nonprofit business from vision to reality.
CRN #11516

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 #11518

HEALTH CARE, FAMILY & NUTRITION

(\$130 per class)

Assisting Aging Parents

Handle the challenges you will face in the coming years.
CRN #11467

NEW

Navigating Divorce

Learn how to navigate the legal, financial, emotional, and interpersonal waters of the divorce process and emerge grounded and healthy.
CRN #12064

NEW

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 #11466

Homeschool with Success

Discover how to homeschool your children in a way that ensures they get what they need both academically and socially.
CRN #11394

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 #11489

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 #11490

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 #11480

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 #11482

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 #11478

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 #11479

HIPAA Compliance

Learn how to comply with the duties, rights, and responsibilities of HIPAA.
CRN #11474

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 #11477

Become a Physical Therapy Aide

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

CRN #11483

Introduction to Natural Health and Healing

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

CRN #11487

Lose Weight and Keep It Off!

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

CRN #11475

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 #11469

Handling Medical Emergencies

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

CRN #11476

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 #11459

Speed Spanish II

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

CRN #11460

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 #11461

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 #11510

Spanish for Medical Professionals

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

CRN #11488

Beginning Conversational French

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

CRN #11457

Instant Italian

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

CRN #11462

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 #11458

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 #11233

Start Your Own Edible Garden

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

CRN #11471

Get Funny!

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

CRN #11494

Keys to Effective Communication

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

CRN #11245

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 #11464

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 #11446

Personal Finance

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

CRN #11456

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 #11455

Keys to Successful Money Management

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

CRN #11451

Protect Your Money, Credit and Identity

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

CRN #11445

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 #11452

The Analysis and Valuation of Stocks

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

CRN #11453

Introduction to Stock Options

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

CRN #11454

PHOTOGRAPHY

(\$130 per class)

Discover Digital Photography

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

CRN #11503

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 #11367

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 #11504

Secrets of Better Photography

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

CRN #11500

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 #11501

Photographing People with Your

Digital Camera

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

CRN #11502

SALES & MARKETING

(\$130 per class)

Professional Sales Skills

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

CRN #11220

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 #11219

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 #11528

Marketing Your Business on the Internet

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

CRN #11527

TEST PREP

(\$130 per class)

Praxis I Preparation

CRN #11393

Prepare for the GED Test

CRN #11385

Prepare for the GED Language Arts, Writing Test

CRN #11383

Prepare for the GED Math Test

CRN #11384

GMAT Preparation

CRN #11388

GRE Preparation: Part 1

CRN #11386

GRE Preparation: Part 2

CRN #11387

LSAT Preparation: Part 1

CRN #11389

LSAT Preparation: Part 2

CRN #11390

SAT/ACT Preparation: Part 1

CRN #11391

SAT/ACT Preparation: Part 2

CRN #11392

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 #11260

Grammar Refresher

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

CRN #11234

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 #11243

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 #11251

Business Marketing Writing

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

CRN #11250

Fundamentals of Technical Writing

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

CRN #11241

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 #11226

Writeriffic: Creativity Training for Writers

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

CRN #11255

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 #11238

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 #11254

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 #11237

Mystery Writing

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

CRN #11236

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 #11262

Writing for Children

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

CRN #11248

Research Methods for Writers

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

CRN #11244

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 #11252

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 #11253

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 #11242

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 #12062

Introduction to Internet Writing Markets

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

CRN #11257

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 #11235

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 #11240

Write Your Life Story

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

CRN #11256

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 #11258

ORGANIZATION OF ACTIVE ADULTS

For Individuals 50 and Older — Your Opportunity for Lifelong Learning

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

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

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

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

MCC Organization of Active Adults Membership Form

(Minimum Age: 50) • PLEASE PRINT

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

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

Last Name (If different) _____

First Name _____ circle one M F Date of Birth _____

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

Address _____ full date required

Town _____ State _____ Zip _____ - _____

Phone (_____) _____ Renewal _____ New Member _____

Email address _____

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

Amount enclosed: _____

Check #: _____ Date: _____

Date Received: _____
(completed by office)

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



DETACH HERE

Keep for your records

MCCOAA MEMBERSHIP

Member Name

Membership expires
August 31 of above year

ORGANIZATION OF ACTIVE ADULTS
in partnership with Manchester Community College

MCCOAA Tuition Rebate Program

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

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

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

MCCOAA Tuition Rebate Form

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

OAA Member's Name: _____

Member's Address: _____

City/Town: _____ State: _____ Zip: _____

Course Title: _____

Course Start Date: _____ Course Fee: \$ _____

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

Instructor's signature: _____ Print Last Name: _____

(Verifying that student attended at least one class session)

For Office Use Only

Rec'd Date

App. No.

Memb. Date

Balance: \$

CREDIT-FREE REGISTRATION INFORMATION

Refund Policy for Credit-Free Courses

There is a minimum enrollment for all Credit-Free courses. Classes with insufficient enrollment will be cancelled. If a course is full or cancelled, you will be notified by phone, mail or email before the start date. If the College cancels a Credit-Free course, students will receive a full refund.*

In order to drop a Credit-Free course and receive a refund*, you must submit a written request to the Registrar's Office no later than one (1) business day prior to the first scheduled class meeting. It is your responsibility to call the Registrar's Office to verify that your request for a refund was received. If you fail to call, and we have no record of your request, you are ineligible for a refund. Refund checks are issued by the State Comptrollers' Office and take approximately four to six weeks to process. Requests for refunds may be made:

In person: Registrar's Office, Lowe Lobby

By fax: 860-512-3221

Or mail: Registrar's Office, MS #13, MCC,

P. O. Box 1046, Manchester, CT 06045-1046

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

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

** Refund Appeals are only considered for extraordinary circumstances. You may view and print a Refund Policy Appeal form at www.manchestercc.edu → Form Depot → Admissions & Registration, or obtain a form at the Registrar's Office.

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

Refund Policy Appeal Procedures

Appeals will only be considered for the following extraordinary circumstances: severe illness documented by a physician's certificate, administrative error by the College, or military transfer documented by a copy of transfer orders.

The following circumstances will not be considered: change in employment situation, misunderstanding of start date or dates of class, inability to transfer course, normal illness, transportation issues, poor decision or change of mind by student regarding course selection, or dissatisfaction with course content or instructor.

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

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

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

Submit completed form to:

Refund Appeals Committee

Registrar's Office

L-157, Lowe Building

Manchester Community College

Great Path, MS #13, P.O. Box 1046

Manchester, CT 06045-1046

The Refund Appeals Committee meets twice per month.

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

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

Registrar's Hours Lowe Building, Main Lobby

Monday 8:30 a.m.-4:30 p.m.

Tuesday 8:30 a.m.-7 p.m.

Wednesday 10:30 a.m.-4:30 p.m.

Thursday 8:30 a.m.-4:30 p.m.

Friday 8:30 a.m.-4:30 p.m.

Please call for Saturday hours and holiday closings.

**For more information regarding registration,
please call the Registrar's Office at 860-512-3220.**

MCC Library Spring Hours

Monday – Thursday 8 a.m.-8 p.m.

Friday 8 a.m.-3 p.m.

Saturday 10 a.m.-3 p.m.

Sunday CLOSED

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

Bursar (Cashier) Hours Lowe Building, Main Lobby

Monday 8:30 a.m.-4 p.m.

Tuesday 8:30 a.m.-7 p.m.

Wednesday 8:30 a.m.-4 p.m.

Thursday 8:30 a.m.-4 p.m.

Friday 8:30 a.m.-noon

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

MCC Bookstore

Please call for hours: 860-645-3140

www.efollett.com

CREDIT-FREE REGISTRATION INFORMATION

WEB REGISTRATION

Returning students may register online using a MasterCard, Visa or Discover Card.

If you are a returning student and know your NetID and/or Banner ID*, here's how to register online:

Login:

- Go to <http://my.commnet.edu>
- Enter your **NetID** and **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 NumberExample: For a user whose birthday is in October and whose social security number ends in 6789, the initial password would be **Oct&6789**
- You will then be prompted to change your Password

Consider Yourself Confirmed

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

Register Early

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

Confirmations

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

Course Locations

Courses are held in classrooms at MCC, unless otherwise indicated in the course descriptions.

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; Lowe 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.
12/12 65M, CE/VS

CREDIT-FREE REGISTRATION FORM

5 easy ways to register for Credit-Free courses

Please complete and submit this entire page.

1. By Mail

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

Mail entire page with full payment to:

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

2. In-Person

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

3. By Fax 860-512-3221 (24 hours)

Complete a registration form with MasterCard, Visa or Discover Card. Please call 860-512-3232 to confirm that your fax was received.

4. By Phone 860-512-3232

Call 860-512-3232 between 8:30 a.m. and 4:30 p.m., Monday-Friday, using MasterCard, Visa or Discover Card.

• Please leave a detailed voice message if staff is unavailable.

5. Register Online

Returning students, go to: <http://my.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) _____

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

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

CRN#	Course Title	Start Date	Time	Room	Fee
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Make check or money order payable to "MCC".

Credit Card # _____

Cardholder name (print) _____

Cardholder signature _____

Relationship to student _____

Cardholder Address _____

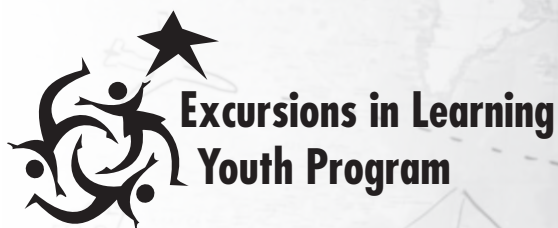
Cardholder phone _____ Exp. Date (mo/yr) _____

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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**Excursions in Learning
Youth Program**

Spring 2013

Grades K-8

February 2, 9, 16 & 23

March 2, 9, 16 & 23

April 6, 13, 20 & 27

Class fees range from \$40-\$100. View our website for the complete catalog: www.manchestercc.edu/continuing/excursions/catalog.php

Register by January 14th and receive \$5 off each course!

Questions? Contact Carleigh C. Schultz, Program Coordinator at 860-512-2804 or cshultz@manchestercc.edu.

FEB	Primary Grades	Elementary Grades	Middle School Grades
2	More Ooey Gooney A (Grades K-2) – morning More Ooey Gooney B (Grades K-2) – afternoon	Lego Math #2 (Grades 3-5)	Web Design (Grades 5-8) Breakfast Cookery (Grades 5-8)
9	Kings, Queens, Knights & Princesses (Grades K-2)	Exciting Microsoft Excel™ (Grades 4-6) Creative Writing: Part 1 (Grades 3-5)	Video Production & Screenwriting: Part 1 (Grades 5-8) Digital Photo (Grades 5-8) Chocolate Creations (Grades 5-8)
16	Lego Math #1 (Grades K-2)	Creative Writing: Part 2 (Grades 3-5) 3D Drawing & Artistic Illusions (Grades 3-5)	Video Production & Screenwriting : Part 2 (Grades 5-8) Computer Animation (Grades 5-8) Baking from Scratch (Grades 5-8)
23	Creative Writing: Poetry & Beyond (Grades 1-2)	Cartoon Creations (Grades 3-5) Presentations with PowerPoint™ (Grades 4-6)	Video Production & Screenwriting: Part 3 (Grades 5-8) Presentations with PowerPoint™ (Grades 4-6)
MAR	Primary Grades	Elementary Grades	Middle School Grades
2	Kitchen Chemistry (Grades K-2)	Marine Biology: Part 1 (Grades 3-5)	Computer Game Design: Part 1 (Grades 5-8) Forensic Entomology: Part 1 (Grades 6-8) Cook Across Latin America & the Caribbean (Grades 5-8)
9	Imagination on the Internet (Grades 2-5)	Marine Biology: Part 2 (Grades 3-5) Imagination on the Internet (Grades 2-5)	Computer Game Design: Part 2 (Grades 5-8) Forensic Entomology: Part 2 (Grades 6-8) Introduction to Cake Decorating (Grades 5-8)
16	Party in the USA (Grades K-2)	Microsoft Publisher™ (Grades 3-5)	Computer Game Design Advanced: Part 1 (Grades 5-8)
23		Meet the Bug Man (Grades 4-5)	Computer Game Design Advanced: Part 2 (Grades 5-8) Italian Cuisine (Grades 5-8)
NO CLASSES MARCH 29-31 (Campus is Closed)			
APR	Primary Grades	Elementary Grades	Middle School Grades
6	Math's Alive (Grades K-2)	Creatures of the Deep: Part 1 (Grades 3-5)	
13	Seussical Math (Grades K-1)	Creatures of the Deep: Part 2 (Grades 3-5)	The Cupcake Challenge (Grades 5-8) Google Apps: Part 1 (Grades 5-8)
20			Google Apps: Part 2 (Grades 5-8)
27		Mystifying Math (Grades 3-5)	Meet an Entomologist (Grades 5-8)



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- Principles and Practices of Real Estate
- Basic Appraisal Principles
- Basic Appraisal Procedures
- Real Estate Law

See page 57

BOATING SAFETY

- **To obtain a CT Certificate
of Personal Watercraft/Safe Boating**
- **Saturday and Weekday Evening
Classes Available**

See page 40

Prepare for Allied Health Careers

- Certified Nurse Aide (CNA) Program
- Pharmacy Technician Certification Training
- Phlebotomy Certification Training
- Veterinary Assistant I & II
- American Red Cross Standard First Aid
with CPR & AED

See pages 3-5



Connecticut Rider Education Program (CONREP) For Motorcycles in conjunction with CT DOT



**Focus on Building Basic Motorcycle
Operation and Street Riding Skills.**

Weekly classes begin in April and run through October.

Call 860-512-3004, Option #2, ext. 8705 for
Registration Packet and Schedule
or Visit: www.manchestercc.edu/motorcycle



**Excursions in Learning
Youth Programs
Manchester Community College**

**Excursions in Learning Youth Programs
Academic Enrichment for Inquisitive Minds in Grades K-8**

SPRING CLASSES FOR GRADES K-8

Saturdays in February, March & April

See page 75

SUMMER PROGRAMS FOR GRADES 5-8

July 8-12 Junior Culinary Institute A & Technology Camp I

July 15-19 Junior Culinary Institute B, Technology Camp II
& Adventures in Leadership A

July 22-26 Advanced Junior Culinary Institute
& Adventures in Leadership B

AUGUST 5-16 For Grades K-8:

The Summer Academy for Gifted and Talented Youth

For more information, contact the Coordinator
Carleigh Cappetta Schultz CSchultz@manchestercc.edu
or 860-512-2804

www.manchestercc.edu/continuing/excursions