

## Credit-Free Courses

Classes Beginning September - December

# FALL 2014



## TABLE OF CONTENTS

Allied Health.....	3-6
Art & Crafts.....	7-9
Body, Mind & Spirit.....	10-12
Computer Technology.....	13-23
Office 2010 Overviews.....	14
Hardware, Operating Systems & Security.....	14
Spreadsheets.....	15
Database.....	16
Office Suites & Outlook.....	18
Internet.....	19
Digital Imaging & Design .....	21
Multimedia .....	21
Manufacturing .....	22
Programing.....	23
Cuisine.....	24-25
Culture & History.....	26
Dance .....	27
Drama & Film.....	28-29
English as a Second Language.....	30
Family, Finance & Consumer Issues .....	31
Fitness & Recreation.....	32-33
Gardening.....	34
Languages.....	35-36
MCC on Main.....	37
Music.....	38-39
Noon Institute.....	40-41
Nutrition.....	41
Online Academy .....	42-48
Organization of Active Adults.....	49
Photography.....	50-51
Professional Development.....	52-58
Writing, Literature & Publishing.....	59-61
Refund Information.....	65
Web Registration Information .....	65
Registration Information & Form.....	66-67

## CONTINUING EDUCATION

<b>Credit-Free Programs.....</b>	<b>860-512-2800</b>
Offering courses for professional development and personal enrichment.	
General information and catalog requests.	
Director, Ann Bonney.....	abonney@manchestercc.edu
Program Associate, Stephen Campiglio.....	scampiglio@manchestercc.edu
Administrative Assistant, Jessie Bradley.....	jbradley@manchestercc.edu
Educational Assistant, Valerie Nightingale.....	vnightingale@manchestercc.edu
<b>Credit-Free Phone-In Registration.....</b>	<b>860-512-3232</b>
8:30 AM – 4:30 PM, Monday–Friday Mastercard, Visa or Discover Card	
<b>Business &amp; Industry Services.....</b>	<b>860-512-2812</b>
Providing employers and employees with workplace programs and training.	
Director, Janet Alampi.....	jalampi@manchestercc.edu
Sales Associate, Mick Pigott.....	mpigott@manchestercc.edu
<b>Computer Technology.....</b>	<b>860-512-2808</b>
Providing state-of-the-art computer training.	
Coordinator, Bruce Manning.....	bmanning@manchestercc.edu
<b>Allied Health Programs.....</b>	<b>860-512-2826</b>
Preparing students for National and State certification exams.	
Coordinator, Diane Mitchell.....	dmitchell@manchestercc.edu
<b>Excursions in Learning.....</b>	<b>860-512-2804</b>
Offering courses for high-achieving, academically motivated children.	
Coordinator, Carleigh Schultz.....	cschultz@manchestercc.edu
<b>Credit Extension Courses.....</b>	<b>860-512-2803</b>
Winter and Summer credit extension courses.	
Dean, Melanie Haber.....	mhaber@manchestercc.edu
Administrative Assistant, Gloria Moeller.....	gmoeller@manchestercc.edu



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

### MCC BUILDINGS

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

### OFF-CAMPUS LOCATION

MCC on Main | 903 Main Street | Manchester  
[www.manchestercc.edu/mcc-on-main/contact.php](http://www.manchestercc.edu/mcc-on-main/contact.php)

## Certified Nurse Aide (CNA) Training Program

This 120-hour course will prepare students with the entry-level skills needed to work as a CNA in long-term care facilities, hospitals, clinics and home health agencies. The CNA provides basic patient care under the direction of nursing staff.

Tasks include:

- Turn and reposition bedridden patients, alone or with assistance, to prevent bedsores;
- Answer patients' call signals;
- Feed patients who are unable to feed themselves;
- Observe patients' conditions, measure and record food and liquid intake and output and vital signs, and report changes to professional staff;
- Supply and empty bed pans, apply dressings and supervise exercise routines;
- Provide patients with help walking, exercising, and moving in and out of bed;
- Bathe, groom, shave, dress, and/or drape patients to prepare them for surgery, treatment, or examination.

State regulations require that students successfully complete 16 hours of instruction in specific areas prior to the start of the clinical sessions. Students who fail to meet this requirement are not allowed to begin clinical and are not eligible to complete the program. The college is not responsible if a student is unable to successfully complete the first 16 hours of class. Finally, students must attend a minimum of 100 hours and achieve a passing grade of 70 or above to sit for the State Exam. The course includes classroom and practical skill instruction at MCC, and **clinical experience at Woodlake at Tolland, Nursing and Rehabilitation Center, 26 Shenipsit Lake Rd., Tolland**. Students are required to wear a white uniform or scrubs, white shoes or sneakers and a watch with a second hand to the clinical site. Upon completion of the course, approximately \$110 will be due when you apply to take the Connecticut State Certification Exam (not included in course fee). The instructor will inform students of test dates and procedures. Students with a felony conviction may have difficulty obtaining employment as a CNA. Required textbook and supplies: Basic Skills for Nursing Assistants in Long-Term Care, 6th edition, Gorek and Sorrentino; Elsevier (ISBN 9780323077569); text/workbook package approximately \$102, and a gait belt approximately \$12, available at MCC Bookstore.

CRN 31627 | Fee: \$999

28 sessions | Tuesdays, Thursdays & Saturdays (see schedule below)

**Classroom:** 20 sessions | 10 Tuesdays & 10 Thursdays 9/9-11/18 (does not meet 11/11) 6-9 PM | LRC B125

**Clinical:** 8 Saturdays | 9/27-11/22 (does not meet 10/11) 7 AM-3 PM (half-hour lunch) | Woodlake at Tolland

Instructors: Andrea Dillon, RN, M.Ed., is the Assistant Director of Health Services for the Capitol Region Education Council and has worked as a nurse in emergency and psychiatric settings for many years. Assistant Clinical Instructor: Olive Watson-Coleman, RN, MPH, has more than 15 years' experience treating individuals with chronic health issues and teaching about Alzheimer's disease.

## CNA REGISTRATION GUIDELINES

Have you successfully completed a college-level English course?

IF YES: Bring a photo ID and a copy of your transcript and proceed directly to the Registrar's Office to sign up.

IF NO: You must take a reading comprehension test at no cost. The test is given every Monday and Wednesday from 1-3 PM (except holidays), until the class fills. No appointment is necessary. To take a comprehension test, go to the Continuing Education Division office in the Learning Resource Center (LRC), Room B105, and ask for the Coordinator of Credit-Free Allied Health Programs. Please bring a photo ID and your high school diploma or GED with you.

## CNA MEDICAL DOCUMENTATION

CNA students must provide the college with documentation of the following prior to the start of the clinical sessions: A physical exam and negative PPD (Mantoux skin test for tuberculosis) both within the last 12 months; proof of Rubella (German measles) immunization; Rubeola (Regular Measles-2 doses separated by at least 30 days); Varicella Zoster (chicken pox) or a blood titer; Hepatitis B immunization or a declination statement; a tetanus within 10 years; and flu shot (required during flu season). The health form will be mailed to students following course registration.

## MCC Allied Health Courses May Qualify for Veterans' Benefits

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

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

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

## Workforce Investment Act (WIA) Funding may be available for unemployed, recently downsized, or underemployed persons.

*For more information visit the CT Department of Labor website at [www1.CTdol.state.ct.us/etpl/](http://www1.CTdol.state.ct.us/etpl/)*

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

## Emergency Medical Technician (EMT) Training

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

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

This course prepares students to sit for the initial State of CT Certified EMT examination and national board certification, a primary qualification for EMT personnel. Students must attend at least 150 hours, achieve a course grade of 75% or above and be recommended by the instructor to sit for the state exam. The exam fee of \$125 is paid at the time a student applies to take the test. The course instructor will inform students about the test dates and application process. In addition to the classroom sessions, students must also complete 40-hours clinical observation. Students should bring a lunch to the Saturday sessions. In addition to the classroom sessions, students will also complete an additional 40 hours' observation time riding along in an ambulance and observing at St. Francis Hospital Emergency Department. Students must provide their own transportation to the observation assignments. **All classes meet at CPR Training Professionals, LLC, 479 Buckland Road, South Windsor.**

Required textbook and supplies: AAOS Emergency Care and Transportation of the Sick and Injured, 10th edition, Jones and Bartlett (ISBN 9781284045192); approximately \$231, and stethoscope and blood pressure cuff approximately \$50, available at MCC Bookstore.

CRN 31628 | Fee: \$750

33 sessions | 13 Mondays & 14 Wednesdays

9/10-12/17 (does not meet 10/13 & 11/26) | 6-10 PM

6 Saturdays | 10/4, 10/18, 11/1, 11/15, 12/6 & 12/20 8 AM-4 PM

Instructor: Andrew Hildebrand, EMSI and Paramedic, owner/founder of CPR Training Professionals in South Windsor, has been a Paramedic since 1993 and holds certifications as an instructor in Advanced Cardiac Life Support, Pediatric Advanced Life Support, and American Heart Association BLS. He has been an EMS Instructor for more than 10 years.



## **NEW** Emergency Medical Services Instructor (EMSI) Training

This course will prepare EMS providers with at least two years of experience to become EMS Instructors. Students will learn instructional methodology to develop, manage, teach and evaluate EMS programs. Students will create lesson plans and learn about current CT DPH regulations, forms, deadlines and requirements for EMS program approval.

Students in this course must have a current EMT certification, have worked or volunteered as an EMT for 24 of the past 36 months, and achieved a grade of 85% or higher on an EMT refresher exam within the past 12 months. This program is CT OEMS approved and complies with the 2002 National Curriculum Guidelines for Educating EMS Instructors.

The following requirements must be met to gain certification from the State of CT DPH as an EMS Instructor:

- Complete an OEMS Instructor Application;
- Hold a current State EMT certification;
- Hold an EMT Intermediate or Paramedic license;
- Successfully complete an approved OEMS EMS Instructor program;
- Apply to the CT DPH within two years of approved instructor course completion.

**All classes meet at CPR Training Professionals, LLC, 479 Buckland Road, South Windsor, CT.** Required textbook: Teaching Health Careers Education, Tools for Classroom Success, Ruple, Dalton and Lee; Mosby (ISBN 9780323042567); approximately \$85, available at MCC Bookstore.

CRN 31807 | Fee: \$899  
9 Saturdays | 9/20-11/22 (does not meet 10/11)  
8 AM-4 PM (half-hour lunch)

Instructors: Tamara Burgess, M.A., EMSI has been an Advanced Emergency Medical Technician for 13 years and has taught EMS for 11 years. She has functioned as a both a volunteer and paid EMS professional, working for both private and hospital-based systems, and has worked in a hospital-based 911 service for the past 12 years. She has an M.A. in Education and is currently enrolled in a Sixth Year (culminating in a doctoral) program at Sacred Heart University; Andrew Hildebrand, EMSI, Paramedic and owner/founder of CPR Training Professionals in South Windsor, has been a Paramedic since 1993 and holds certifications as an Instructor in Advanced Cardiac Life Support, Pediatric Advanced Life Support, and American Heart Association BLS. He has been an EMS Instructor for over 10 years.

## Pharmacy Technician Certification Training

This comprehensive 60-hour course prepares students, for an entry-level position in a community hospital, long-term care setting or pharmacy, and is an excellent review for the Pharmacy Technician Certification Board (PTCB) National Certification exam. The pharmacy technician prepares medications under the direction of a pharmacist and may measure, mix, count, label, and record amounts and dosages of medications. Students will learn medical terminology specific to the pharmacy, to read and interpret prescriptions and define drugs by generic and brand names, calculate dosage and I.V. flow rates and learn about drug compounding and dose conversion. A pharmacy technician may also review refill requests to verify that information is complete and accurate; maintain proper storage and security for drugs; answer telephones and respond to customer questions and requests; fill bottles with prescribed medications; type and affix labels; price and file filled prescriptions; clean and maintain equipment and work areas; and sterilize glassware according to prescribed methods. Procedures regarding prescriptions, inventory control, billing, and insurance reimbursement will also be discussed. **The course fee includes the textbook, but does not include the \$129 PTCB exam fee. Please check the PTCB website ([www.ptcb.org](http://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 note: Anyone convicted of a felony may not be permitted to sit for the PTCB exam.

CRN 31619 | Fee: \$825  
20 sessions | 10 Mondays & 10 Wednesdays  
9/15-11/24 (does not meet 10/13)  
6-9 PM | LRC B144

Instructors: Members of the Connecticut Pharmacists Association



## Phlebotomy Technician Certification: The Art of Drawing Blood

The Phlebotomist collects blood samples for a variety of reasons, including medical testing, blood transfusion and blood donation. Blood is collected primarily through venipuncture, though other methods may be used including finger stick, heel stick or butterfly needles. Students must have a steady hand with good manual dexterity and 20/20 vision (can be corrected with lenses) and accurate depth perception. This course includes classroom lecture and **a clinical rotation at Eastern CT Health Network (ECHN) facilities in the Manchester area to be assigned by the instructor.** These topics will be studied in depth: basic medical terminology; anatomy and physiology of the cardiovascular system; arterial puncture procedures; blood collection equipment and laboratory procedures; quality assurance; universal precautions and infection control; specimen handling; collection procedures; and complications with an emphasis on pediatrics and the elderly. Students will begin the hands-on training in class and will progress onto the clinical rotation. Successful course completion requires a minimum grade of 70, a minimum 100 clinical hours and 100 successful, unaided blood draws. Upon successful completion of the program, students will be eligible to sit for the American Society for Clinical Pathology (ASCP) certification exam (\$125 exam fee is additional). Students must successfully complete 16 hours of instruction in specific areas prior to beginning clinical. Students who fail to meet this requirement will not be allowed to begin clinical and may not be eligible to complete the program. Required textbook: The Phlebotomy Textbook, 3rd Edition, Strasinger & DiLorenzo, F.A. Davis Co., (ISBN 9780803620575); approximately \$63, available at MCC Bookstore.

CRN 31623 | Fee \$1,460  
26 sessions | 13 Tuesdays & 13 Thursdays  
6-9:30 PM  
Locations:  
Tuesdays | 9/9-12/9 | LRC B144  
Thursdays | 9/11-10/30 | ATE202  
Thursdays | 11/6-12/11 | LRC B144

Additionally a mandatory 100-hour clinical rotation to be assigned, weekdays 7 AM-3 PM, at ECHN facilities in the area.

Instructors: Donna Daniels, MBA, MHA, FACHE, Director of Laboratory and Pathology Services at ECHN; Kim E.S. Jenack, CPT, NPA/ASCP; and Pamela Chace, P.T., certified phlebotomy technicians with more than 20 years' experience.

## PHLEBOTOMY TECHNICIAN CERTIFICATION REGISTRATION GUIDELINES

Have you earned college credit?

**IF YES:** Bring a photo ID and a copy of your transcript and proceed directly to the Registrar's Office to sign up.

**IF NO:** You must take a reading comprehension test at no cost. The test is given every Monday and Wednesday from 1-3 PM (except holidays), until the class fills. No appointment is necessary. To take a comprehension test, go to the Continuing Education Division office in the Learning Resource Center (LRC), Room B105, and ask for the Coordinator of Credit-Free Allied Health Programs. Please bring a photo ID and your high school diploma or GED with you.

## PHLEBOTOMY TECHNICIAN CERTIFICATION MEDICAL DOCUMENTATION

Students must provide the college with documentation of the following prior to the start of the clinical sessions:

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

## Introduction to Basic Electrocardiogram (EKG)

This course will provide students with a basic introduction to performing a routine 12-lead EKG. It is appropriate for certified nurse aides, patient care technicians (PCT), EMTs, phlebotomists, medical assistants, and other health care professionals who want to expand their skill set. Students will learn about the basic anatomy and physiology of the heart. Emphasis will be on the collection of patient information, patient preparation, proper lead placement, safety, artifacts and the recognition of a normal heart rhythm. Students should bring a lunch. Required textbook: *Flip and See ECG*, 4th edition, Mosby (ISBN 9870323084529); approximately \$40, available at MCC Bookstore.

CRN 31622 | Fee: \$199

1 Friday | 11/7

9 AM-2:30 PM | LRC B125

Instructor: Irene A. Fleming, LPN, has more than 30 years of clinical experience in the Medical-Surgical Unit, ICU, and Cardiology Arrhythmia Center and the Cardiac Stress Lab at Hartford Hospital.

## Veterinary Assistant Certificate Part I

Veterinary Assistants care for animals in clinics, animal hospitals, zoos and animal shelters. Students will learn basic medical terminology, veterinary anatomy and physiology, to obtain animal health histories, how to care for small animals and recognize signs of illness and disease. Students will also learn the proper handling and restraint of pets, exam room procedures, pharmacy protocols, legal issues, veterinary computer programs, facility maintenance, and front office procedures.

This 83-hour course is the first part of a two-semester 160-hour program that prepares students for an entry level position in veterinary health care. Students must complete both Veterinary Assistant I and Veterinary Assistant II, earn a grade of 70 or above and attend at least 150 hours of instruction to complete the program and earn a certificate.

**This course is offered in partnership with Bolton Veterinary Hospital (BVH), 222 Boston Turnpike, Bolton.** Required textbook: *Elsevier's Veterinary Assisting Textbook*, Mosby (ISBN 9780323091404); approximately \$80, available at MCC Bookstore.

CRN 31625 | Fee \$899

21 sessions | 11 Tuesdays & 10 Saturdays

9/9-11/25 (see schedule below)

11 Tuesdays | 9/9-11/25 (does not meet 11/11)

6-9 PM | SSC L142

10 Saturdays | 9/13-11/22 (does not meet 10/11)

9 AM-2:30 PM

Saturday Locations:

GPA GP155 | 9/13, 9/20, 9/27, 11/8 & 11/15

LRC B222 | 10/4

BVH, 222 Boston Turnpike, Bolton

10/18, 10/25 & 11/1

GPA GP216 | 11/22

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



## Pet First Aid and CPR

This course has been developed by the American Red Cross to instruct pet owners and anyone involved in the animal industry about how to stabilize a pet during an emergency and perform CPR. The instructor will explain which supplies should be included in a pet first aid kit. Students will learn how to provide basic first aid for the four-legged members of the family. Upon completion of this course, students will understand how to administer medicine, manage breathing and cardiac emergencies, treat wounds, treat electrical shock, and the proper care for eye, foot and ear injuries. A rescue pet manikin will be used for demonstration and hands-on practice. Required textbook(s): *Dog First Aid* (ISBN 9781584804017) and/or *Cat First Aid* (ISBN 9781584804024), available at MCC Bookstore for \$16.95 each or \$32.90 for both. Please contact the Bookstore at least two weeks in advance at 860-645-3140 or online at [www.mctc.bkstr.com](http://www.mctc.bkstr.com) to order the textbook(s). Students are asked to bring a check to class in the amount of \$19, payable to American Red Cross, for certificate.

CRN 31702 | Fee: \$75

1 Friday | 10/17 | 6-9:30 PM | LRC B125

Instructor: Denise Champagne, Certified Veterinary Technician at Bolton Veterinary Hospital

## Spanish for Health Care Professionals and Counselors: Level I

If you are a health care professional who wants to learn to communicate better with Spanish-speaking clients, this course is for you! We will start with basic Spanish pronunciation and work on specific words and phrases relevant to health care. Cultural differences will be discussed as we practice speaking Spanish by using situations in medical contexts, such as obtaining information for an intake and medical history, symptoms, treatment, giving patient care instructions and more. The instructor is open to incorporating situations directly related to student's day-to-day experiences so that the course is applicable to their specific needs. Required textbook: *Spanish for Health Care Professionals*, 3rd Edition, Barron's (ISBN 978 0764139284); approximately \$15, available at MCC Bookstore.

CRN 31701 | Fee: \$185

3 Mondays & 5 Wednesdays | 10/1-10/29

(does not meet 10/13)

6:30-8:30 PM | GPA GP214

Instructor: Christina Cowell has a master's in Spanish and has experience developing curriculum and teaching Spanish for medical professionals at the University of Connecticut. She currently works as an emergency room psychiatric clinician at Windham Hospital and runs a private psychotherapy practice.

## FREE ALLIED HEALTH INFORMATION SESSIONS

### Certified Nurse Aide (CNA) Training

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

CRN 31626 | Fee: FREE; registration is required

SSC L142 | 1 Thursday | 12/11 | 6-7:30 PM

Instructor: Andrea Dillon, RN, M.Ed.

### Emergency Medical Technician (EMT)

Would you like to work in health care, law enforcement, the fire department, or on the ski patrol? Do you enjoy working with people? Work well under pressure and have excellent manual dexterity? Perhaps you should consider a career as an EMT. Join us for this FREE informational session as we discuss this exciting field.

CRN 31832 | Fee: FREE; registration is required

SSC L142 | 1 Thursday | 12/18 | 6-7:30 PM

Instructor: Andrew Hildebrand

### Emergency Medical Services Instructor (EMSI) Training

Are you an EMS provider with at least two years of experience who would like to become an EMS Instructor? Join us for this free information session and learn how you can become certified to teach EMS classes.

CRN 31833 | Fee: FREE; registration is required

SSC L142 | 1 Monday | 12/15 | 6-7:30 PM

Instructor: Tamara Burgess, EMSI

### Phlebotomy: The Art of Drawing Blood

Do you enjoy working with people? Work well under pressure and with attention to detail? Have excellent manual dexterity? Consider a career in phlebotomy! A certified phlebotomist collects and prepares blood specimens for analysis. If you would like to learn more about this growing career in the health care industry, please join us for this free information session.

CRN 31624 | Fee: FREE; registration is required

1 Thursday | 12/18 | 6-7:30 PM | LRC B144

Instructor: Donna Daniels, MBA, MHA, FACHE and Kim E.S. Jenack, CPT, MPA/ASCP

### Pharmacy Technician Certification Training

The pharmacy technician is a health care worker who performs pharmacy related functions, generally working under the supervision of a licensed pharmacist. They work in pharmacies, hospitals and long-term care facilities. Join us for this free information session as we discuss this exciting field.

CRN 31620 | Fee: FREE; registration is required

1 Wednesday | 12/10 | 6-7:30 PM | SSC L142

Instructor: Member of the Connecticut Pharmacists Association





## Friday Morning Watercolor Workshop

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

CRN 31774 | Fee: \$260

8 Fridays | 9/12-10/31

10 AM-noon | VIL 1 V101

Instructor: Iris Van Rynbach earned degrees in Illustration from Parsons School of Design and the New School, and has studied Fine Arts in Paris. A published author-illustrator whose work has appeared in the New Yorker, she has written five books and illustrated eight more.

## France and Italy: Art & Culture

This unique course will devote three classes to France and three to Italy. Each segment will provide an overview of that country's art history and culture, and will include an art project. For France, learn about the Loire Valley, Normandy, and South of France regions, the French Revolution/Empire-style art and design, and Impressionism, while creating your own Impressionist watercolor. For Italy, learn about ancient and modern Rome, Florence, and the Tuscany region, discuss Italian regional differences and cuisine, and create a Renaissance-style drawing or watercolor painting. Students should bring watercolor paints, brushes, colored pencils, drawing paper, erasers, pencils, and a ruler.

CRN 31767 | Fee: \$195

6 Fridays | 9/19-10/24

1-3 PM | VIL 1 V101

Instructor: Iris Van Rynbach

## Pointillist Plein Air

Learn the techniques of the Pointillist masters, including Georges Seurat and Paul Signac. For students of all levels, we will create landscapes in the post-Impressionist Pointillist style. Topics will include the use of color, creating atmosphere, perspective, and brush control. Weather permitting, we will work outdoors. You should bring the following materials to class (total start-up cost of approximately \$40 if a student owns no painting supplies): a basic set of acrylic paints, four brushes (size 3 to 6), and a primed 16" x 20" canvas.

CRN 31771 | Fee: \$95

4 Saturdays | 9/13-10/4

10 AM-noon | GPA GP202

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

## Introduction to Oil Pastels

Learn how to use oil pastel and master the flexibility of this wonderful medium in all of its various possibilities. The instructor will demonstrate techniques, and work individually with each student toward achieving artistic goals. Students will also learn how to blend and layer colors, and achieve harmony in art. Students should bring to class a Bristol pad (approximately 14" x 12") and an oil pastel set, plus an extra white and black pastel..

CRN 31773 | Fee: \$140

6 Wednesdays | 10/29-12/10

(does not meet 11/26)

6:30-8:30 PM | GPA GP202

Instructor: Zbigniew Grzyb



## 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. Students may bring in previous work as a point of departure.

CRN 31772 | Fee: \$245

8 Fridays | 9/26-11/14

noon-2:30 PM | AST D105

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



## Watercolor Wonders I

Watercolor—enchanting in its beauty and translucency—is a multifaceted medium of infinite discoveries. This course is an introduction to the artistic theories and techniques of watercolor painting. Learn the color wheel, dimensions, and harmony. Explore traditional and nontraditional techniques while painting in a variety of styles and subjects. For beginner to intermediate levels. Some drawing experience is recommended. A materials list will be sent to students prior to class.

CRN 31691 | Fee: \$150

6 Tuesdays | 9/16-10/21

6:30-9 PM | GPA GP202

Instructor: Carmen Canal earned a B.F.A. in Illustration at the Hartford Art School at the University of Hartford and an M.F.A. in Illustration at Western Connecticut State University. She has exhibited her watercolors and drawings in numerous solo and group shows, appeared in national publications, and received several art honors and awards.

## **NEW** Watercolor Wonders II

Balance the elusive facets of water, color, and paper in this continuous journey. Through diverse artistic styles, projects, and challenges you will enhance your aesthetic knowledge and expand upon your skills. For students at the intermediate level. Prerequisite: *Watercolor Wonders I* or equivalent experience. A materials list will be sent to students prior to class.

CRN 31692 | Fee: \$150

6 Tuesdays | 10/28-12/9 (does not meet 11/25)

6:30-9 PM | GPA GP202

Instructor: Carmen Canal

## Discover Drawing I

Decipher the magic of drawing—the transferring of a three-dimensional object onto a two-dimensional plane. Through the elements of drawing, rendering of values, principles of design, aspects of light, and the effects of technique, you will explore the subtleties and drama of the art of drawing. Enhance your artistic knowledge, sense of aesthetics, and develop your personal style. For beginner to intermediate levels. Students need to purchase and bring to class the following materials: drawing pad and sketchbook (Strathmore 400 Series 9" x 12"; sketchbook, optional); HB, 2B, 4B, 6B pencils (individual or set); kneaded and white plastic erasers; pencil sharpener; black ball point pen and thin black felt tip marker; ruler (12" or less); soft cotton cloth; scrap paper (1 9" x 12" sheet and smaller pieces; and folder for handouts. Equivalent supplies are acceptable.

CRN 31695 | Fee: \$150

6 Thursdays | 9/18-10/23

6:30-9 PM | GPA GP202

Instructor: Carmen Canal

## **NEW** Discover Drawing II

Elevate your drawing skills in this continuing exploration of the world of drawing. This course focuses on enhancing the drawing elements through advanced theory and technique. Topics include still life, landscape, interiors, portraiture, and the human form. For the intermediate level. Student should bring to class the same materials as listed above in Discover Drawing I, plus a small mirror. Prerequisite: *Discover Drawing I* or equivalent experience.

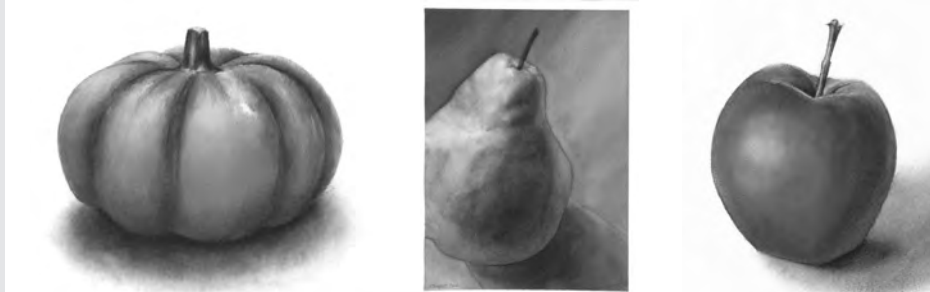
CRN 31696 | Fee: \$150

6 Thursdays | 10/30-12/11 (does not meet 11/27)

6:30-9 PM | GPA GP202

Instructor: Carmen Canal

### CARMEN CANAL ARTWORK FEATURED ON CATALOG COVER



## Interior Design Basics

Whether you are interested in interior design as a career or a hobby, this course will help you refine your creative abilities. We will focus on designing one room from floor to ceiling, select furniture, textiles, and other finishes, and create a floor plan layout and ceiling/lighting design. This instructional and studio-based course will culminate with each student presenting a design concept to class. Supply list: (not required for the first class): triangle (minimum 8"; approx. \$7); architectural scale (approx. \$10); white or yellow trace paper (12" roll; approx. \$12); pencils and erasers.

CRN 31697 | Fee: \$130

5 Wednesdays | 9/24-10/22

6-8 PM | GPA GP202

Instructor: Becky Nichols is a licensed interior designer with a bachelor of arts from the Paier College of Art. She has experience working with both residential and commercial design and is currently employed as an interior designer with Ni Design in Farmington.

## Introduction to Jewelry Making

For all beginning students who are curious about what tools, experience, and techniques are needed to make jewelry. Topics will include types of metal and their gauges; quantity of metal required for various projects; tools of the trade; the techniques of sawing, texturing, and soldering; and two types of torch soldering—acetylene and butane. **Please note: This class is a lecture and demonstration session only. A tool list will be provided to students, should they want to continue with one of the workshops that follow this session.** Participants must be at least 14 years old.

CRN 31776 | Fee: \$30

1 Saturday | 9/6

10 AM-1 PM | AST D132

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



## Learn to Saw and Solder

This course provides an excellent foundation for learning the fundamentals of sawing and soldering, including the use of a more hobby-oriented Butane torch. Materials fee: approximately \$30 for metal, depending on the metals market. Students are responsible for purchasing their own tools. The materials list is provided in the Introductory course or will be provided upon request (call Continuing Education at 860-512-2800 for list). Participants must be at least 14 years old. Prerequisite: *Introduction to Jewelry Making*, or permission of the instructor.

CRN 31777 | Fee: \$80  
2 Saturdays | 9/13-9/20  
10 AM-2 PM | AST D132  
Instructor: Carla Polek

## Ring Making

Learn how to size and make a ring of your design. Perfect for gifts and holidays, and a lifelong skill you use again and again. Repeat students are welcome! Materials fee: approximately \$30 for metal, depending on the metals market. Students are responsible for purchasing their own tools. The materials list is provided in the Introductory course or will be provided upon request (call Continuing Education at 860-512-2800 for list). Participants must be at least 14 years old. Prerequisite: *Introduction to Jewelry Making*, or permission of the instructor.

CRN 31778 | Fee: \$80  
2 Saturdays | 9/27-10/4  
10 AM-2 PM | AST D132  
Instructor: Carla Polek

## Create Your Own Silver Geranium Leaf Pendant

You do not need any previous experience with Precious Metal Clay (PMC) to create a beautiful, silver geranium leaf made with PMC paste. In the first session, we will focus on the leaf design; in the second, on the antiquing finish. Go home with a special pendant—a perfect gift or something for yourself. Materials fee: \$35, payable to instructor at the first class, for PMC+ paste, one cubic zirconium, kiln firing, forming tools, polishing and antiquing supplies, and appropriate findings. Please note: Materials fee is subject to change according to market prices. A materials list of simple, inexpensive tools will also be sent prior to class (instructor supplies almost everything).

CRN 32001 | Fee: \$65  
2 Mondays | 9/22-9/29 | 6:30-9:30 PM (first class);  
6:30-9 PM (second class) | AST D110

Instructor: Judith E. Goldstein is a PMC Guild certified teacher and has been a professional metalsmith for more than 30 years. You may email the instructor at [jegpewter@aol.com](mailto:jegpewter@aol.com) to see a sample of what you will learn and create.

## Create Silver Jewelry with Precious Metal Clay (PMC)

This course is for both the beginning and experienced student. Learn to craft fine silver jewelry as though you're playing with clay. Once shaped, dried, and fired in a kiln, the putty-like PMC becomes an object of fine silver. Design, shaping of the material, stone setting, texturing, and molding to finishing and antiquing, will all be addressed. Based on design size and individual pace, expect to complete two or three jewelry items, such as pendants, earrings, charms, or bracelet elements. **Please note: You must register by October 6 to allow the instructor time to buy supplies.** Materials fee: \$75, payable to instructor at the first class, for one package of PMC; use of the kiln and tools; finishing materials; gemstones; and appropriate findings. Please note: Materials fee is subject to change according to market prices. A materials list of simple, inexpensive tools will also be sent prior to class (instructor supplies almost everything).

CRN 31827 | Fee: \$120  
3 Wednesdays | 10/15-10/29  
6:15-9:45 PM | AST D110  
Instructor: Judith E. Goldstein

## Flower Designing

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

CRN 31838 | Fee: \$115  
7 Mondays | 9/15-11/10  
(does not meet 9/22 & 10/20)  
7-9 PM

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

## YOU MAY ALSO LIKE

A Dime's Worth of Dreams: The Story of American Comic Books on page 61.

## Creative Crochet Design

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

CRN 31917 | Fee: \$99  
6 Thursdays | 10/16-11/20  
4-6 PM | GPA GP143  
Instructor: Diane Snarski was a recreation therapist at Vernon Manor Health Care Center, and continues to practice her crochet craft at home and teach in the community.

## Rubberstamping, Scrapbooking & Custom-Made Greeting Cards

For the do-it-yourself crafter! Learn to use rubber stamping, textured embossing, and paper crafting to create your own designs for your scrapbooking, greeting card, and gift projects. Participants will learn the techniques of basic and advanced stamping, as well as how to customize gift tags, bags, boxes, and thank you, get well, and birthday cards. The instructor will demonstrate and use the Big Shot™ die cutting machine, which will be used for embossing and paper crafting. Materials fee: \$10, includes a photo album, picture frame or key chain, 10 greeting cards or equivalent scrapbook pages, and the use of supplies and equipment, payable to instructor at first class.

CRN 31918 | Fee: \$65  
4 Fridays | 10/3-10/24  
6-8 PM | AST D110

Instructor: Lisa Korstanje-Lee, a graduate of MCC, has taught craft courses at MCC since 2005 and is also a demonstrator for Stamping Up®.

## 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, with demonstration and hands-on practice. Most chairs can be completed during the class duration. However, difficult or unusual chairs may need a repeat course. All materials, except your special chair, can be purchased from the instructor for \$10 to \$40. Please bring your lunch on the Saturday sessions.

CRN 31919 | Fee: \$145  
3 sessions: 1 Friday, 10/17 | 6:30-10 PM  
& 2 Saturdays, 10/18-10/25 | 9 AM-4 PM  
VIL 1 V101

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

# Body, Mind & Spirit

## QiGong: Meditative Movements for Health and Wellness

QiGong has been practiced in China by millions of people for more than 5,000 years for strengthening the flow of the life force and improving health. Magnetic energy fields are formed and created in a slow, graceful manner. The Qi (life force) literally pulsates in your hands. These exercises move Qi and blood through blockages that normally cannot be crossed. QiGong also helps to reverse the aging process. You will learn exercises that can be practiced at home and incorporated into your life. In addition, the history and theory of QiGong will be discussed.

CRN 31805 | Fee: \$25  
2 Thursdays | 10/2-10/9  
7-8:15 PM | GPA GP214

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

## Immune Building with QiGong

Traditional Chinese medicine (TCM) originated in ancient China and refers to a broad range of medicinal practices which have evolved over thousands of years, including QiGong. Specific immune building Qigong exercises help to stimulate the function of the lungs and activate the energy in Yang Qi (the part of Qi that moves and is put to use). This in turn helps to circulate the Wei Qi, which is the defensive and protective Qi that coats the skin of the whole body. Learn these exercises now and get a protective "Qigong Flu shot" before the cold season is upon us. These exercises can be done by anyone and can be adapted to sitting positions. Students should dress comfortably.

CRN 31806 | Fee: \$20  
1 Thursday | 10/23  
7-9 PM | GPA GP214

Instructor: John Mammone



## Yoga for All Levels

Yoga and meditation can transform your life in a positive way. The ancient practice of Kundalini Yoga has been described as one of the most comprehensive yogic styles and can promote a happy and healthy lifestyle. Each session includes gentle, energizing, rhythmic yoga practice, followed by meditation and deep relaxation. Increase your flexibility, clear your mind, relieve pain, and trim your waistline with dedication and practice. No previous experience or fitness level is required. Students should bring a mat, water, cushion, and blanket. Please also bring a combination lock to secure your personal belongings during class, and wear comfortable workout clothes. Non-marking athletic shoes must be worn.

CRN 31821 | Fee: \$115  
8 Thursdays | 9/18-11/6  
6-7:15 PM | SSC L154 (Fitness Studio)

Instructor: Kay Lani LeBoulluec, Ph.D. from the University of Vermont and M.S. from Quinnipiac University, is a certified Kundalini yoga instructor, Reiki master, and QiGong trainer, as well as certified in Vibrational Healing Training with Singing Bowls.

## Sound Therapy to Relax the Body and Clear the Mind

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

CRN 31822 | Fee: \$70  
4 Thursdays | 11/13-12/11  
(does not meet 11/27)

6-7:30 PM | GPA GP126

Instructor: Kay Lani LeBoulluec

## 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 31797 | Fee: \$150  
1 Saturday | 9/13  
9 AM-4:30 PM | AST D213

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

## Second Degree Reiki Training

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

CRN 31798 | Fee: \$175  
1 Saturday | 10/18  
9 AM-4:30 PM | AST D213

Instructor: Dory Dzinski

## Reiki III: Master

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

CRN 31799 | Fee: \$200  
1 Saturday | 11/15  
9 AM-4:30 PM | AST D213

Instructor: Dory Dzinski

## Massage: Hands-On Healing

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

CRN 31823 | Fee: \$50

1 Saturday | 10/25

10 AM-2 PM | AST D213

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

## Introduction to Emotional Freedom Technique (EFT)

EFT is a powerful procedure used by thousands of practitioners around the world to help people find more success, fulfillment, and peace in their lives through understanding and resolving deep "root causes" of issues that keep them from achieving their greatest dreams, issues such as physical or emotional discomfort, panic/anxiety attacks, traumatic memories, addictions, and phobias. EFT is a form of emotional acupuncture, except that instead of needles, the taps of fingertips are used to stimulate certain meridian energy points while the client is "tuned in" to the problem.

CRN 31800 | Fee: \$20

1 Tuesday | 9/16

6-7:30 PM | GPA GP214

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

## Emotional Freedom Technique (EFT): "Borrowing Benefits" Tapping Group

"Borrowing Benefits" is the term for EFT tapping in a group, because everyone benefits at some level, and many, in a substantial way. We'll use EFT, as a group, to address issues, blocks, and discomforts in your life. Wherever you are in your process, come and take your next step. This group is for both beginners and experienced "tappers." EFT can help with fears, phobias, anxiety, feeling "stuck", self-esteem issues, guilt, grief, emotionally-based pain, and more. Feel free to come and work on your issues, learn more about EFT, or just tap along with others for an increased sense of well-being... or all of the above!

CRN 31801 | Fee: \$20

1 Tuesday | 9/23

6-7:30 PM | GPA GP214

Instructor: Cris Jacobs

## The Emotional Freedom Technique (EFT) Level 1 Certificate Training

EFT is used as a method to help people find relief from phobias, panic/anxiety attacks, traumatic memories, addictions, guilt, grief, and physical ailments. Learn the basic principles of EFT and the "Basic Recipe" or tapping procedure, as well as the transformational process of identifying and healing core issues that underlie discomforts and problems in life. An informative handout is included. Students who finish the course will receive a Certificate of Completion. This workshop will be of particular interest to healing arts practitioners, life coaches, and those desiring personal/emotional growth.

CRN 31803 | Fee: \$99

2 Tuesdays | 10/14-10/21

6-8:30 PM | GPA GP214

Instructor: Cris Jacobs

## Transform Your Life with EFT

Learn and begin to apply the steps to successfully change your life. Based on a powerful, three-step process, developed through 15 years of practicing Life Coaching: Know Yourself, Free Yourself and Be Yourself, you'll learn how to live a life based on your passion. This process addresses the unseen emotional and spiritual root causes of what really blocks you from achieving what you desire in life. You'll also learn how to use the Emotional Freedom Techniques (EFT) as a personal performance tool. Please note: This workshop is experiential, so bring a personal goal or have a desired change in mind.

CRN 31802 | Fee: \$30

1 Tuesday | 11/11

6-8 PM | GPA GP214

Instructor: Cris Jacobs

## The Alexander Technique: Learn to Improve Your Posture and Balance

This world-renowned technique teaches you how to move your body more efficiently and prevent harmful habits that cause pain and stress, while exploring your mind-body connection. This course will be especially helpful for office workers, busy professionals, athletes, and anyone who would like to eliminate physical discomfort at work or home. Students should bring a floor mat for lying down.

CRN 31925 | Fee: \$30

1 Saturday | 10/4

1:30-4:30 PM | GPA GP136

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

## Meditation as a Life Skill

Learn how meditation can help relieve your anxiety, distraction, and internal clutter, and give you the ability to listen to your innate wisdom. We will discuss and experience silent, guided, breath-focused, body-focused, and prayerful meditation. We will also discuss how to evaluate if you're doing it "right." Join us in this journey to physical, emotional and spiritual well-being. Feel free to bring a pillow, mat or blanket if you wish to sit on the carpet. Journalers, please bring your notebooks along.

CRN 31824 | Fee: \$50

2 Tuesdays | 9/23-9/30

7-9 PM | GPA GP126

Instructor: Dory Dzinski

## Chakra Studies

There are seven power centers in your body called chakras. The state of each chakra reflects the health of a particular area of your body. It also reflects your psychological, emotional and spiritual well-being. When chakra energy is blocked or misdirected, emotional and physical illness can arise. This course will introduce you to, and allow for, 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 31820 | Fee: \$95

4 Thursdays | 10/30-11/20

7-9 PM | GPA GP214

Instructor: Dory Dzinski

## **NEW** Reduce Stress and Live a Healthier Life

Everyone lives with some form of stress, yet most people don't realize how profoundly stress affects their health. Extreme or long-term stress can leave us depleted and vulnerable to illness. Fortunately, we all have within our reach a wealth of natural ways to approach and balance stress in our lives. We will better understand the effects of stress and learn steps to remove its causes for a healthier lifestyle.

CRN 31936 | Fee: \$20

1 Thursday | 11/6

7-9 PM | GPA GP137

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



# Body, Mind & Spirit

## Working Toward a Stress-Free Life: Exploring Exciting Ways of Balancing Life and Work

We live in a fast-paced environment and experience increasing demands on our time and resources. Explore how stressors silently affect our health and state of mind and inhibit our productivity, and learn to identify them in our daily lives. We will learn to manage stress in a positive way using coping strategies and more effective time management, designing a personalized action plan to live a more balanced lifestyle. Instructor provides handouts.

CRN 31538 | Fee: \$90

1 Tuesday | 11/18

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

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

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

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

CRN 31804 | Fee: \$25

1 Saturday | 10/25

9 AM-noon | GPA GP136

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

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

## Practical Magick

Have you ever wondered about witches or pagans and their belief systems? Maybe you have marveled at the full moon and wished that you could do something to honor it, or celebrate in some special way the solstices, equinoxes, and the four seasons. This course will guide you on your way! Learn the history of the witch, the Wheel of the Year, Moon Magick, Candle Magick, and many other magickal topics. **The final class will be a magickal potions workshop held at Enchantments, 349 East Center Street, Manchester**, during which time students will make and bring home their own potion. Materials fee: \$10, payable to instructor at first class.

CRN 31784 | Fee: \$65

4 Mondays | 9/15-10/6

7-9 PM | GPA GP126 (first three sessions); Enchantments (final session)

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

## 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. You may also bring an audio recorder for your own messages only. Join us as we "dial up" to the other side.

CRN 31929 | 1 Saturday | 9/27

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

CRN 31930 | 1 Saturday | 11/8

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

Fee: \$75 (for each session)

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

## NEW Spirit Guides Workshop: Next Steps

This open door forum on spirit guides, mediumship, and your own spiritual self, will help you to achieve a further level of knowing and understanding spirituality, while having the opportunity to ask questions and process answers. Students should have some previous experience working with their spirit guides. Please, no recorders. You may bring pen and paper, and be sure to dress comfortably.

CRN 31926 | Fee: \$75

1 Saturday | 10/4

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

Instructor: Joyce Orcutt

## NEW Your Spirit Guides and Angel Friends

As a sequel to *Understanding and Working with Your Spirit Guides and Angel Friends*, now that you have a better grasp of who your spirit guides and angel friends are and how to work with them, continue the journey with Joyce. Please, no tape or audio recorders. You may bring pen and paper, and be sure to dress comfortably.

CRN 31927 | Fee: \$75

1 Saturday | 10/18

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

Instructor: Joyce Orcutt

## Dynamic Discovery through Doodling

Often seen as an insignificant distraction or nervous habit, research has shown that doodling is a valid tool for accessing unconscious wisdom and improving cognitive retention. You will experience how free-form doodling can help you unlock your creativity, animate your self-expression, and redesign your life perspective. As a group, we will explore the meaning of the doodles you create in and in-between the two class sessions. You need not have any drawing experience or talent, as everyone can doodle! Students should bring \$5 for materials to be provided by the instructor. **Please note: This course meets at MCC on Main, 903 Main Street, Manchester.**

CRN 31955 | Fee: \$35

2 Saturdays | 11/8-11/15

2-3:30 PM | MCC on Main

Instructor: Stacey Zackin, MSW, CPCC, is a certified professional life, career and health coach who helps individuals and groups to proactively pursue lives of passion, play and purpose.



Course	Page #	Certification	Exam
<i>CompTIA testing centers can be found at <a href="http://www.prometric.com">www.prometric.com</a> and <a href="http://www.pearsonvue.com">www.pearsonvue.com</a></i>			
A+ Certification Preparation Part One	14	CompTIA A+ Certificate	Exam 220-801
A+ Certification Preparation Part Two	15	CompTIA A+ Certificate	Exam 220-802
<i>AutoCAD certification testing centers can be found at <a href="http://www.microdesk.com">www.microdesk.com</a></i>			
AutoCAD 2013 Certification Preparation	22	AutoCAD 2013 Certified Associate	AutoCAD 2013 Certified Associate
<i>Certified Information Systems Security Professional testing centers can be found at <a href="http://www.pearsonvue.com">www.pearsonvue.com</a></i>			
Certified Information Systems Security Professional Exam Preparation	15	CISSP	CISSP
<i>Oracle SQL Certification testing centers can be found at <a href="http://www.pearsonvue.com">www.pearsonvue.com</a></i>			
Oracle SQL Introduction	18	Oracle SQL Certification	Exam 1Z0-051
<i>Manchester Community College: MCC Certificate</i>			
Microsoft Office MCC Certificate	19	MCC Certificate	N/A
Web Communication and Design Certificate	20	MCC Certificate	N/A
<i>Microsoft Office Specialist (MOS) training held at Manchester Community College</i>			
Microsoft Access 2010 Introduction Microsoft Access 2010 Intermediate	16	MOS Access 2010	Exam 77-885
Microsoft Access 2013 Introduction Microsoft Access 2013 Intermediate	17	MOS Access 2013	Exam 77-424
Microsoft Excel 2010 Introduction Microsoft Excel 2010 Intermediate	15 16	MOS Excel 2010	Exam 77-882
Microsoft Excel 2013 Introduction Microsoft Excel 2013 Intermediate	16	MOS Excel 2013	Exam 77-420
Microsoft Outlook 2010 Introduction Microsoft Outlook 2010 In-Depth	18	MOS Outlook 2010	Exam 77-884
Microsoft PowerPoint 2010 Introduction Microsoft PowerPoint 2010 In-Depth	18	MOS PowerPoint 2010	Exam 77-883
Microsoft Word 2010 Introduction Microsoft Word 2010 In-Depth	18	MOS Word 2010	Exam 77-881

- 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 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. Testing dates scheduled individually.

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

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

## ■ INTRODUCTORY

### Keyboarding Introduction

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

CRN 31730 | Fee: \$99

1 Monday & 1 Tuesday | 9/8-9/9

6-9 PM | LRC B141

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

### Computer Boot Camp

Do you feel you are being left behind in the technology revolution? It is never too late to learn. This will acquaint you with the computer terminology and devices that help manage 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 31731 | Fee: \$199

4 Tuesdays | 10/7-10/28

6-9 PM | LRC B141

Instructor: Dorothy Weiner

## ■ OFFICE 2010 OVERVIEWS

Microsoft Office is the best-selling premier business software suite in the world. MCC now offers a two-hour cost-effective overview of features and basic operation of each Microsoft Office application. Additional in-depth training is available for these software applications at MCC.

### NEW Microsoft Word 2010 Overview

Students will learn the fundamentals of word processing: how to create, edit, format and save a document. Instructor provides handouts.

CRN 31748 | Fee: \$30

1 Saturday | 9/27

noon-2 PM | LRC B211

Instructor: Margaret Gordon has been working in IT for more than 30 years. She specializes in teaching new users the easiest ways to fully utilize Microsoft Office. Additionally, she has extensive experience troubleshooting hardware and software systems and applications. She is currently providing one-on-one support at a large law firm.

### NEW Microsoft Excel 2010 Overview

Students will learn to recognize data types, enter spreadsheet data, edit data and use basic formulas. Instructor provides handouts.

CRN 31749 | Fee: \$30

1 Saturday | 9/20

noon-2 PM | LRC B211

Instructor: Margaret Gordon

### NEW Microsoft PowerPoint 2010 Overview

Students will learn to create a presentation from a template, edit a presentation and run the presentation. Instructor provides handouts.

CRN 31751 | Fee: \$30

1 Saturday | 10/25

noon-2 PM | LRC B211

Instructor: Margaret Gordon

### NEW Microsoft Access 2010 Overview

Students will learn database terminology and the various database views, tables and reports that Access includes. Students will enter and edit information in a database table and form. Instructor provides handouts.

CRN 31750 | Fee: \$30

1 Saturday | 9/27

2:30-4:30 PM | LRC B211

Instructor: Margaret Gordon



## ■ HARDWARE, OPERATING SYSTEMS & SECURITY

### PC Maintenance

Why pay for expensive upgrades when you can learn how to do them yourself? Practice RAM, expansion card and peripheral device installations in a hands-on workshop with real parts. Learn how to configure drivers and troubleshoot your Windows operating system. You will learn how to reformat a hard drive, partition it and load Windows.

Discover how to add new peripherals including printers and scanners. Learn how to download and install driver updates from the manufacturer's website. Additional topics will be discussed. Course is designed 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 31578 | Fee: \$199

2 Wednesdays | 10/15-10/22

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

Instructor: 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 Quinebaug Valley Community College; UConn; CREC; public, private and technical schools; businesses; municipalities; and State agencies.

CRN 31732 | Fee: \$199

4 Mondays | 11/17-12/8

6-9 PM | LRC B141

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

### A+ Certification 220-801 Exam Preparation

CompTIA A+ Certification validates the latest skills needed by today's computer support professionals. It is an international, vendor-neutral certification recognized by major hardware and software vendors, distributors and resellers. The first required A+ exam, CompTIA A+ 220-801, measures necessary competencies for an entry-level IT professional. This course will prepare you for the CompTIA A+ 220-801 certification exam. Get the skills and knowledge necessary to install, build, maintain, and configure personal computers, laptop computers, and printers. You will also learn the principles of physical and TCP/IP networks and operational and professional procedures. Required text: CompTIA A+ Certification, Exam 220-801, Student Manual, Axzo Press (ISBN 9781426035449), available at MCC Bookstore for approximately \$77. Prerequisite: *Basic knowledge of hardware and operating systems recommended.*

CRN 31743 | Fee: \$399

4 Saturdays | 9/27-10/18

9 AM-4 PM | LRC B141

Instructor: John Bolduc



## A+ Certification 220-802 Exam Preparation

Prepare for the CompTIA A+ 220-802 certification exam, the second of the required exams that measure necessary competencies for an entry-level IT professional. Learn to support personal computers, mobile devices, and small networks in a business setting, including hardware and software troubleshooting, Windows installation and configuration, networking, and security. Required text: CompTIA A+ Certification, Exam 220-802, Student Manual, Axzo Press (ISBN 9781426035463) available at MCC Bookstore for approximately \$87. Prerequisite: *Basic knowledge of hardware and operating systems recommended*. The target student for this course is responsible for maintaining PCs in their workplace, and has already completed the CompTIA A+ Certification, Exam 220-801 (or has equivalent experience).

CRN 31744 | Fee: \$499

5 Saturdays | 10/25-11/22

9 AM-4 PM | LRC B141

Instructor: John Bolduc

## Windows 8 Introduction

Windows 8 is Microsoft's new operating system for desktop computers, laptops, tablets and phones and it is taking the market by storm. This class will introduce you to Windows Sky drive, MS store, and tile features, as well as the basic features of an operating system. Whether for home or office use, students will leave with a new confidence and familiarity of Windows 8. Registered students are eligible for free Microsoft Windows 8 software. Instructor provides handouts. A class 10 USB 16 GB flash drive will be provided for each student and is included in the cost of the course. Prerequisite: *Basic keyboard and mouse skills recommended*.

CRN 31584 | Fee: \$140

1 Tuesday | 11/25

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

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

## NEW VMWare vSphere 5.5 with ESXi and vCenter

This powerful 5-day class is an intense introduction to virtualization using VMware's vSphere™ 5.5 including VMware ESX™ 5.5 and vCenter™. Assuming no prior virtualization experience, this class starts with the basics and rapidly progresses to more advanced topics. More than 40% of class time is devoted to labs so concepts, skills and best practices are developed and reinforced. Initial labs focus on installation and configuration of stand-alone ESXi servers. As the class progresses, shared storage, networking and centralized management are introduced. The class continues on to more advanced topics including resource balancing, high availability, back-up and recovery, troubleshooting and more. Disaster recovery, rapid deployment, hot migration and workload consolidation are also covered. This class is unique in its approach; which is to identify common IT pain points and then clearly explain and demonstrate how virtualization delivers clear, tangible benefits (e.g.: reduced costs, greater consistency, responsiveness, reduced administration, server consolidation, etc.). Each topic is presented from the perspective of delivering key business value; not just the technical or mechanical aspects of the software. By the end of the class, attendees will have learned the benefits, skills, and best practices of virtualization. Attendees will be able to design, implement, deploy, configure, monitor, manage and troubleshoot VMware vSphere 5.5. Prerequisites: *Attendees should have user, operator or administrator experience on common operating systems such as Microsoft Windows®, Linux™, UNIX™, etc. Experience installing, configuring and managing operating systems, storage systems and or networks is useful but not required. We assume that all attendees have a basic familiarity with PC server hardware, disk partitioning, IP addressing, O/S installation, networking, etc. Textbook is included in the cost of the course.*

CRN 31608 | Fee: \$999

5 sessions | Monday-Friday | 12/1-12/5

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

Instructor: Jayson Ferron

## NEW Administering Windows Server 2012

This exciting new course covers all the major skills needed to administer Windows Server 2012. Student training for this course will concentrate on the following areas: Configuring and Troubleshooting Domain Name System, Maintaining Active Directory Domain Services, Managing User and Service Accounts, Implementing a Group Policy Infrastructure, Managing User Desktops with Group Policy, Implementing Remote Access, Installing, Configuring, and Troubleshooting the Network Policy Server Role, Implementing Network Access Protection, Optimizing File Services, Configuring Encryption and Advanced Auditing, Deploying and Maintaining Server Images, Implementing Update Management, Monitoring Windows Server 2012. Prerequisite: *Basic knowledge of windows operations. A+, Network + and an understanding of TCP/IP is recommended*. Curriculum and virtualization labs are included in the cost of the course and will provide a secure environment in which the students can learn.

CRN 31616 | Fee: \$999

5 sessions | Monday-Friday | 10/27-10/31

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

Instructor: Jayson Ferron

## Certified Information Systems Security Professional (CISSP) Exam Preparation

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

CRN 31606 | Fee: \$699

5 sessions | Monday-Friday | 9/29-10/3

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

Instructor: Jayson Ferron

## SPREADSHEETS

### Excel 2010 Introduction

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

CRN 31549 | Fee: \$99

1 Tuesday | 9/16

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

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

CRN 31552 | Fee: \$99

1 Tuesday | 9/23

9AM-4PM | LRC B142

Instructor: Charles Schwartz

CRN 31734 | Fee: \$99

2 Mondays | 10/6-10/13

6-9PM | LRC B211

Instructor: 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.

# Computer Technology

## Excel 2010 Intermediate

This accelerated course builds upon the fundamentals presented in Excel Introduction. Students will learn higher level skills in Excel. The course is designed to enhance student skills needed for the workplace. Although this course uses Excel 2010 software, 2007 and 2010 are very similar. Instructor provides handouts. Prerequisite: *Excel 2007 or 2010 Introduction, or permission of instructor or computer coordinator.*

CRN 31556 | Fee: \$299  
3 Tuesdays | 9/30-10/14  
9 AM-4 PM | LRC B142 (limited seating)  
Instructor: Charles Schwartz

## Excel 2010 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. Instructor provides handouts. Prerequisite: *Excel 2007 or 2010 Intermediate, or permission of the instructor or computer coordinator.*

CRN 31560 | Fee: \$99  
1 Tuesday | 12/9  
9 AM-4 PM | LRC B142 (limited seating)  
Instructor: Charles Schwartz

## Excel 2010 Data and Functions

This comprehensive course on data handling will ensure that you are tapping the full power of Excel. This is a course that no frequent user should go without. Instructor provides handouts. Prerequisite: *Excel 2007 or 2010 Introduction course, or permission of the computer coordinator.*

CRN 31562 | Fee: \$199  
2 Tuesdays | 11/25-12/2  
9 AM-4 PM | LRC B142 (limited seating)  
Instructor: Charles Schwartz

## Excel 2013 Introduction

Update your Excel skills with the latest version, Excel 2013. Although this course uses Excel 2013 software, versions 2007 and 2010 are similar. Questions regarding versions 2007 & 2010 will be addressed as time allows. Instructor provides handouts. Prerequisite: *Basic Windows, keyboarding and mouse skills.*

CRN 31554 | Fee: \$99  
1 Tuesday | 10/21  
9 AM-4 PM | LRC B141 (limited seating)  
Instructor: Charles Schwartz

## Excel 2013 Intermediate

This accelerated course builds upon the fundamentals presented in Excel 2013 Introduction. Required text: *Microsoft Excel 2013 Step by Step* (ISBN 9780735681019), available at MCC Bookstore for approximately \$40. Prerequisite: *Excel 2007, 2010 or 2013 Introduction, or permission of instructor or computer coordinator.*

CRN 31558 | Fee: \$299  
3 Tuesdays | 10/28-11/18 (does not meet 11/11)  
9 AM-4 PM | LRC B141 (limited seating)  
Instructor: Charles Schwartz

## Accounting I: A Practical Focus to Financial Accounting

In this hands-on course, you will be introduced to the theory and practice of accounting applicable to the accumulation, external reporting, and users of financial accounting information. Topics presented include the steps in the accounting cycle; transaction analysis; journal entries; and statement creation. Students will build a company's accounting system in QuickBooks, download their data into an Excel spreadsheet, and build linked statements. Please bring a flash drive to class. Required texts: *Schaum's Outline of Financial Accounting*, 2nd Edition, (ISBN 9780071762502) available at MCC Bookstore for approximately \$21; and *QuickBooks 2014: The Missing Manual*, (ISBN 9781449341756), available at MCC Bookstore for approximately \$33. Prerequisite: *Basic Windows, keyboarding and mouse skills; familiarity with Excel.*

CRN 31544 | Fee: \$499  
5 Fridays | 9/19-10/17  
9 AM-4 PM | LRC B141 (limited seating)  
Instructor: Charles Schwartz

## Accounting II: Managerial and Cost Accounting

This continuation of Accounting I will include a study of the accounting cycle of a service company, emphasizing the recording of business transactions relating to inventory and the preparation of financial statements. Emphasis is also placed on analysis of cost behavior, budgeting concepts, standard cost systems and variance analysis, and the operations of businesses. Coursework will utilize QuickBooks and Excel in our computer lab. Please bring a 4 GB flash drive to class. Required texts: *Schaum's Outline of Financial Accounting*, 2nd Edition, (ISBN 9780071762502) available at MCC Bookstore for approximately \$21; *QuickBooks 2014: The Missing Manual*, (ISBN 9781449341756), available at MCC Bookstore for approximately \$33; and *Schaum's Outline of Managerial Accounting*, 2nd Edition, (ISBN 9780071762526) available at MCC Bookstore for \$21. Prerequisite: *Accounting I.*

CRN 31546 | Fee: \$499  
5 Fridays | 10/24-11/21  
9 AM-4 PM | LRC B141 (limited seating)  
Instructor: Charles Schwartz



## ■ DATABASE

### Access 2010 Introduction

Whether you are new to Access or use a previous version, learn how Access 2010 allows you to build databases faster and easier than before. Students learn the basics of tables, field definitions, data entry forms, queries and reports. Learn how to customize the Access interface to best suit your needs. Students learn the new features of version 2010. Registered students are eligible for free Access 2010 software. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN 31564 | Fee: \$99  
1 Monday | 9/15  
9 AM-4 PM | LRC B142 (limited seating)  
Instructor: Margaret Gordon

CRN 31566 | Fee: \$99  
1 Wednesdays | 9/24  
9 AM-4 PM | LRC B142 (limited seating)  
Instructor: Margaret Gordon

CRN 31735 | Fee: \$99  
2 Mondays | 10/20-10/27  
6-9 PM | LRC B142  
Instructor: Kristin Violette

### Access 2010 Intermediate

Students create a multi table database containing a relationship and learn the significance of relationships in databases. Create select, queries, data entry forms, navigation forms and see how form layout is similar to report layout. Utilize built in tools to split databases, find and replace data, attach and detach documents, import data, and more. Understand the differences between the templates and Web templates. Although this course uses Access 2010 software, 2007 & 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Instructor provides handouts. Prerequisite: *Access 2007 or 2010 Introduction, or permission of instructor or computer coordinator.*

CRN 31570 | Fee: \$299  
3 Wednesdays | 10/1-10/15  
9 AM-4 PM | LRC B142 (limited seating)  
Instructor: Margaret Gordon

### Access 2010 Advanced

Explore multi-criteria Parameter queries as well as the many types of Action queries. Build AutoKey and AutoExec macros. Import and export data, and explore XML and CSV file formats 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. Instructor provides handouts. Prerequisite: *Access 2007 or 2010 Intermediate, or permission of instructor or computer coordinator.*

CRN 31574 | Fee: \$99  
1 Wednesday | 10/22  
9 AM-4 PM | LRC B142 (limited seating)  
Instructor: Margaret Gordon

## Access 2013 Introduction

Learn the new features in Access 2013 and enjoy how much faster you can build databases in 2013. Start with learning how to create tables, the laws of field definitions, create a simple data entry form, filter records with queries and print the data to a report. Learn how to customize the Access interface to best suit your needs. Registered students are eligible for free Access 2013 software. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN 31568 | Fee: \$99

1 Wednesday | 10/29

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

Instructor: Margaret Gordon

## Access 2013 Intermediate

Using Application Parts as well as fields, create a multi table database containing a relationship and learn the significance of relationships in databases. Create select, queries, data entry forms, navigation forms and see how form layout is similar to report layout. Utilize built in tools to split databases, find and replace data, attach and detach documents, import data, and more. Understand the differences between the templates and Web templates. Instructor provides handouts. Prerequisite: *Access 2007, 2010 or 2013 Introduction course, or permission of instructor or computer coordinator.*

CRN 31572 | Fee: \$299

3 Wednesdays | 11/5-11/19

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

Instructor: Margaret Gordon

## Access 2013 Advanced

Explore multi-criteria Parameter queries as well as the many types of Action queries. Build AutoKey and AutoExec macros. Import and export data, and explore XML and CSV file formats 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. Instructor provides handouts. Prerequisite: *Access 2007, 2010 or 2013 Intermediate course, or permission of the instructor or computer coordinator.*

CRN 31576 | Fee: \$99

1 Wednesday | 12/3

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

Instructor: Margaret Gordon

## Microsoft SQL Server 2012 In-Depth

This in-depth training will provide you with the knowledge and skills you need to understand the concepts behind relational database systems, data structure design, the SQL query language, and basic SQL Server Database Management. You will gain a firm understanding of how relational database systems work, proper database design, database optimization, the SQL query language, and basic SQL Server Database Administration. The SQL Server Administration skills include installation and configuration of a working SQL Server database, creating table spaces and files, managing security and user access, updating the database structure and data, and writing SQL queries. Registered students are eligible for free Microsoft SQL Server 2012 software. Instructor provides handouts. Prerequisite: *Database Introduction course or familiarity with databases.*

CRN 31614 | Fee: \$199

2 Tuesdays | 12/2-12/9

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

Instructor: 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, graphics, Java, and C programming. George holds a master's degree from RPI - Hartford, A bachelor's from Eastern CT State University, and an associate's degree from Thames Valley State Technical College.

## NEW Database Concepts

This course combines a discussion of relational concepts with a presentation of the features and capabilities of the Oracle relational database management system. A brief introduction to SQL is provided to illustrate major points. The course provides the student with a foundation in the fundamental concepts of the relational database model as implemented in the Oracle RDBMS product. Discussion will also include advanced features of Oracle to support a very large database (VLDB) or to exploit object-oriented capabilities of the DBMS. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN 31588 | Fee: \$99

1 Friday | 9/26

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

Instructor: Timothy Hartley worked at the University of Hartford as an assistant professor where he developed and taught undergraduate computer science courses. He was also associate professor at Rensselaer at Hartford, developing and teaching computer science and information technology courses to graduate students. Since 1989, Tim has owned and operated Tim Hartley & Associates, LLC, a company that delivers professional training courses and provides database consulting services to businesses and organizations across the United States and Canada.

## NEW Database Modeling

This course describes the process of designing a database for a relational system. The first part of the course presents an approach to develop a semantic data model which identifies attributes and relationships relevant to the organization's operation. The next part of the course describes the process of transforming the semantic model to a relational design, i.e., a set of database tables. Throughout the course, emphasis is placed on developing an accurate model of the organization. The material presented in class is reinforced through a series of case studies and student exercises. This course is not product-specific but applies to any relational database. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills. Students should have an understanding of relational databases, and/or complete the database concepts course, or request permission of computer coordinator.*

CRN 31592 | Fee: \$199

2 Fridays | 10/3-10/10

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

Instructor: Timothy Hartley





## Oracle SQL Introduction

From an examination of single table operations, to the complexities of accessing multiple tables using joins or subqueries; this course provides a thorough introduction to interactive SQL. Students will be introduced to the SQL Developer and SQL\*Plus tools. Students will cover topics such as data retrieval, multi-table, and data-manipulation operations, security (GRANT/REVOKE), and several other miscellaneous SQL structures. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills. Database Concepts course, or permission of computer coordinator.*

CRN 31590 | Fee: \$299

3 Fridays | 10/17-10/31

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

Instructor: Timothy Hartley

## **NEW** Medisoft Patient Account and Medical Billing Software Introduction

Medisoft is a medical billing and patient account software designed to improve effectiveness, cost and productivity. With its core, office hours, and EDI programming, Medisoft has become one of the best and most cost-effective products on the market to help organize and run a medical or health related office. After completing this course you will learn the basic essentials of how to use Medisoft, using the various templates and terminology. Instructor provides curriculum. Prerequisite: *Basic Windows, keyboard and mouse skills. Knowledge of Microsoft Office.*

CRN 31855 | Fee: \$299

6 Thursdays | 10/2-11/6

9 AM-noon | LRC B141

Instructor: Yvette Onye

## OFFICE SUITES & OUTLOOK

### Word 2010 Introduction

Learn to create documents, letters, and memos in Microsoft Word; edit text; format text and paragraphs; create tables, headers, footers, and breaks; print, find and replace text; spell check; and work with graphics. Instructor will provide useful handouts. Prerequisite: *Basic Windows, keyboarding and mouse skills.*

CRN 31733 | Fee: \$99

2 Mondays | 11/3-11/10

6-9 PM | LRC B211

Instructor: Kristin Violette

### Word 2010 In-Depth

Skills taught in this in-depth course include: format paragraphs; insert and modify text boxes; create and modify headers and footers; learn to use tables and lists to organize content; modify tables; merge documents and data sources; manage tracked changes; create endnotes and footnotes, insert a table of contents; and other useful skills. Although this course uses Word 2010 software, 2007 & 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Instructor will provide useful handouts. Prerequisite: *Word 2007 or 2010 Introduction course, or permission of computer coordinator.*

CRN 31618 | Fee: \$199

2 Mondays | 9/15-9/22

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

Instructor: Dorothy Weiner

### PowerPoint 2010 Introduction

PowerPoint 2007 and 2010 are notable for their user-friendly ribbon interface and powerful features. Students will learn how to create new presentations, create new slides, enter and format text, create and change presentation elements, arrange slides, insert graphics, and run slideshows. You will also learn about the extensive printing features of the program when they create their slideshows. Instructor will provide useful handouts. Prerequisite: *Basic Windows, keyboarding and mouse skills.*

CRN 31736 | Fee: \$99

2 Mondays | 11/17-11/24

6-9 PM | LRC B211

Instructor: Kristin Violette

### PowerPoint 2010 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. Although this course uses PowerPoint 2010 software, 2007 and 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Instructor will provide useful handouts. Prerequisite: *PowerPoint 2007 or 2010 Introduction course, or permission of computer coordinator.*

CRN 31582 | Fee: \$199

2 Thursdays | 10/23-10/30

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

Instructor: Dorothy Weiner

### Outlook 2010 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 31740 | Fee: \$99

2 Mondays | 12/1-12/8

6-9 PM | LRC B211

Instructor: Kristin Violette

### Outlook 2010 In-Depth

This course goes beyond the introduction, from basic email features to advanced calendaring options. Learn to manage messaging, scheduling, tasks, and contacts, as well as how to organize information. Although this course uses Outlook 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 31586 | Fee: \$199

2 Mondays | 9/29-10/6

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

Instructor: Dorothy Weiner

### Outlook: Tips, Tricks and Timesavers

This course is designed for experienced Outlook 2010 users who need to customize their environment, learn how to share calendars and email accounts, assign tasks and track completion, and set up meeting events quickly and efficiently. Learn how to clear a stuck Outbox, customize desktop alerts, set the jump list, and more. 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 31741 | Fee: \$50

1 Thursday | 10/16

9 AM-noon | LRC B142

Instructor: Dorothy Weiner

## Microsoft Project In-Depth

Learn the major features of Microsoft Project, 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. Students are eligible to receive free Microsoft Project 2013 software. Prerequisite: *Basic Windows, keyboard and mouse skills with some exposure to Microsoft Office helpful*. Required text: *Microsoft Project 2013 Step by Step* (ISBN 9780735669116), available at MCC Bookstore for approximately \$30.

CRN 31612 | Fee: \$199

2 Mondays | 10/6-10/20 (does not meet 10/13)

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

Instructor: Gayle Pignone has taught a range of computer applications since 1997 in corporate, non-profit, and higher education settings, including IBM, Nortel, and United Technologies. She has also designed websites and created databases for businesses and government agencies.

## Essentials of Project Management & 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 31517 | Fee: \$199

2 Mondays | 9/22-9/29

9 AM-4 PM | LRC B144 (9/22) & LRC B141 (9/29) (limited seating)

Instructor: John Lombardo

## SharePoint Information Worker

This course teaches students how to use Microsoft SharePoint 2010 from the ground up. Topics start from navigating the new Ribbon interface, using lists and libraries, managing workflows, and build up to site creation from multiple templates, site administration, and web security. Learn to use collaborative sites to share documents and ideas, and link to the Microsoft Office Suite. Advanced topics, including business networking and content management, are also covered. Students are eligible to receive free SharePoint 2010 software. Prerequisite: *Basic Windows and Internet skills; basic knowledge of Outlook, Word, and Excel. Some knowledge of web page design & HTML is helpful*. Required text: *Microsoft® SharePoint Designer 2010 Step by Step* (ISBN 9780735627338), available at MCC Bookstore for approximately \$40.

CRN 31598 | Fee: \$499

4 sessions | Tuesday-Friday | 10/14-10/17

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

Instructor: Jayson Ferron

## Microsoft Office 2013 MCC Certificate

Increase your employability. MS Office certification helps you stand out! This hands-on workshop will include practice time on Word, Excel, Access, PowerPoint, and Outlook—all skills employers are looking for today. Students will 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: *Marquee Series: Microsoft Office 2013*, EMC Publishing, (ISBN 978-0-76385-265-8), available at MCC Bookstore for approximately \$122. Prerequisite: *Basic Windows, keyboarding and mouse skills with some exposure to Microsoft Office helpful*.

CRN 31737 | Fee: \$599

12 Wednesdays | 9/10-12/3

(does not meet 11/26)

6-9 PM | LRC B142

Instructor: Dorothy Weiner



## INTERNET

### HTML 5: Web Design Made Easy

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

CRN 31742 | Fee: \$199

4 Mondays | 9/8-9/29

6-9 PM | LRC B142

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

### Using Cascading Style Sheets Effectively in Web Design

Cascading Style Sheets (CSS) enable the designer to create a consistent look and feel that is not only attractive but easy to maintain. Even if you are already using a tool like Dreamweaver, CSS will help you produce even better looking web pages. Learn how to easily make headers, bullets, and text look the way you want throughout the entire web site. We will also analyze existing web sites, examine code levels, and break down how the site was built. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills are required. Knowledge of HTML recommended*.

CRN 31754 | Fee: \$199

2 Thursdays | 12/4-12/11

9 AM-4 PM | LRC B142

Instructor: Margaret Gordon

### Adobe Dreamweaver Introduction

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

CRN 31755 | Fee: \$99

2 Mondays | 10/6-10/13

6-9 PM | LRC B142

Instructor: Robert Thornton

# Computer Technology

## Adobe Dreamweaver In-Depth

Do you want to learn how to create and support a website? This course will cover how to use the Dreamweaver interface, the meaning of HTML codes/tags, creating a website, creating and modifying web pages, linking web pages using text and graphic links, table layouts, uploading files, Cascading Style Sheets and its coding rules, how to create and modify a template to speed site maintenance, 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 will provide handouts. Students are requested to bring a 4 GB flash drive, or one can be purchased at the MCC bookstore for approximately \$10. Prerequisite: *Basic Windows, keyboard, mouse and Internet skills.*

CRN 31602 | Fee: \$199

2 Thursdays | 9/18-9/25

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

Instructor: Margaret Gordon

## **NEW** WordPress Web Design Introduction

WordPress is a free and open source blogging tool and a content management system (CMS). Features include a plug-in architecture and a template system. WordPress is the most popular blogging system in use on the Web, at more than 60 million websites. This 6-hour course is dedicated to helping you learn and understand how to use WordPress to build and manage your website. Topics will include everything from setup to writing posts, tagging, categories, using images, embedding videos, integrating social media and much more. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills required.*

CRN 31880 | Fee: \$99

2 Thursdays | 10/2-10/9

6-9 PM | LRC B142

Instructor: Robert Thornton

## Build Your Professional Brand and Network through LinkedIn

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

CRN 31905 | Fee: \$30

1 Wednesday | 10/1

6-8 PM | LRC B141

Instructor: Valerie D. Wilson, M.Ed., a career counselor and coach, has over 20 years of career development experience in the Greater Hartford area, counseling and conducting various professional career workshops to undergraduates, graduates, and adult learners. She currently works in Career Development at the University of Saint Joseph in West Hartford, CT.

## Branding Your Business on the Web with Facebook and Twitter

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

CRN 31900 | Fee: \$30

1 Thursday | 10/9

6-8 PM | LRC A108

Instructor: Sandra Rimetz is a professor of Information Management and 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.

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

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

CRN 31600 | Fee: \$199

2 Thursdays | 11/6-11/13

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

Instructor: George Pillar

## PHP & MySQL Intermediate

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

CRN 31752 | Fee: \$199

2 Tuesdays | 11/18-11/25

9 AM-4 PM | LRC B142 (11/18) & LRC B141 (11/25)

Instructor: George Pillar

## Web Communication and Design MCC Certificate

Learn from a certified Internet webmaster in this hands-on workshop that covers creating complete websites from scratch and uploading them live to the web. Upon completion of this course, students will be proficient in the use of Dreamweaver CS6. Web-design techniques and concepts will be taught from the basics through advanced page layout, proper navigation techniques, use of Cascading Style Sheets (CSS), form design, and much more. Students who successfully complete this program will be awarded the Web Communication and Design MCC Certificate. Instructor will provide useful handouts and a USB drive with the complete course installed on it. Prerequisite: *Dreamweaver Introduction course or permission of computer coordinator.*

CRN 31761 | Fee: \$299

6 Mondays | 10/20-11/24

6-9 PM | LRC B141 (10/20-11/10) & LRC B142

(11/17-11/24)

Instructor: Robert Thornton





## DIGITAL IMAGING & DESIGN

### 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! Students are requested to bring a 4 GB flash drive, or one can be purchased at the MCC bookstore for approximately \$10. Required text: Adobe Acrobat X Classroom in a Book, Adobe Press (ISBN 9780321751256), available at MCC Bookstore for approximately \$55. Prerequisite: *Basic Windows, keyboarding and mouse skills; word processing experience recommended.*

CRN 31610 | Fee: \$199

2 Fridays | 11/7-11/14

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

Instructor: Kathleen Smits has 16 years' experience as an arts teacher, and five years as Media Arts adjunct faculty at MCC teaching computer graphics. and at Connecticut Public Broadcasting Network's Learning Lab Veterans' Program teaching digital media. She is also an instructor at Farmington Valley Art Center and West Hartford Art League.

### Adobe Photoshop In-Depth (PC)

Learn how to use the most powerful image editing software available, Adobe Photoshop. Improve your photographs using Photoshop's tone, color, and retouching capabilities. Topics include layers; using color and transparency; adjusting images to improve quality/suitability for intended publication; advanced image editing; and design, web and print skills with compositing, color management, type controls, drawing and web prep techniques. Through demonstration and hands-on exercises taught by an Adobe-certified expert and professional photographer, you will create exciting and amazing images using some of this program's limitless capabilities. Prerequisite: *Basic Windows, keyboarding and mouse skills. Students should bring a 4 GB flash drive for the course.* Required text: Adobe Photoshop CS6 Classroom in a Book, Adobe Press (ISBN 9780321827333), available at MCC Bookstore for approximately \$55

CRN 31604 | Fee: \$199

2 Fridays | 9/26-10/3

9 AM-4 PM | LRC B220 (limited seating)

Instructor: Kathleen Smits

### Adobe Photoshop Elements Introduction

Adobe Photoshop Elements is a new photo-enhancement and manipulation program designed specifically for amateur photographers, hobbyists and business users looking for an affordable, easy-to-use but powerful digital-imaging tool. Instructor provides handouts. Prerequisite: *Basic Windows, keyboarding and mouse skills.*

CRN 31756 | Fee: \$99

2 Tuesdays | 10/7-10/14

6-9 PM | LRC B142

Instructor: Richard Hoyer is a fine art, portrait and location photographer, with more than 20 years of fun in the business. He is an adjunct faculty member at Manchester Community College and also teaches photography at the Worcester Art Museum for youth and adults. His work is exhibited regularly at galleries around the state.

### 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 31757 | Fee: \$99

2 Tuesdays | 10/21-10/28

6-9 PM | LRC B142

Instructor: Richard Hoyer

## MULTIMEDIA

### NEW iPad Series I: Exploring Your iPad

Join other beginners to learn how to customize your iPad settings, access built-in productivity apps such as Notes, Calendar, Reminders, and how to sync your content with the iCloud. Also learn more about your iPad's entertainment features. If you have only been using your iPad to check mail and surf the web, this is the perfect class to begin customizing your favorite tool. Students: Bring your fully charged iPad (updated with the most recent version of iOS ver 7.1.x), Apple ID and iTunes password to class with you.

CRN 31759 | Fee: \$25

1 Thursday | 9/18

6-8 PM | MCC on Main, 903 Main Street, Manchester

Instructor: Sandra Rimetz

### NEW iPad Series II: Exploring Photos & Videos

Learn how to capture, import, organize, enhance, and share your photos. Picture taking and sharing will never be the same! Students: Bring your fully charged iPad (updated with the most recent version of iOS ver 7.1.x), Apple ID and iTunes password to class with you.

CRN 31899 | Fee: \$25

1 Thursday | 9/25

6-8 PM | MCC on Main

Instructor: Sandra Rimetz

### NEW iPad Series III: Exploring Productivity Apps

The App store has over 1 million apps to choose from, how do you know which one to choose? In this class we will visit the top selling (or free) apps and learn how they can enhance your actions on the web as well as your everyday activities. From surfing to downloading, you will learn how to acquire and manage apps on your device. Students: Bring your fully charged iPad (updated with the most recent version of iOS ver 7.1.x), Apple ID and iTunes password to class with you.

CRN 31760 | Fee: \$25

1 Thursday | 10/2

6-8 PM | MCC on Main

Instructor: Sandra Rimetz

### Game Design and Development

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

CRN 31764 | Fee: \$299

6 Saturdays | 9/20-10/25

9 AM-noon | LRC B142

Instructor: 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. He is the author of The Complete Idiot's Guide to Visual Basic.NET. He is currently employed as a technical writer at a Tolland-based software company.

## MANUFACTURING

### AutoCAD 2013 2D Introduction

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

CRN 31738 | Fee: \$99

2 Saturdays | 9/6-9/13

9 AM-noon | ASTC128

Instructor: Christopher 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.

### 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 31753 | Fee: \$599

12 Saturdays | 9/20-12/13 (does not meet on 11/29)

9 AM-noon | ASTC128

Instructor: Christopher Legiadre

### Blueprint (Geometric Dimension and Tolerance) Introduction

Blueprints are the essential tool of communication for building owners or architects/designers planning or designing an addition or renovation. Anyone with an interest in remodeling, construction, or architecture can attend this course, designed to give students the ability to understand and interpret basic blueprint terminology and features. Blueprint reading is also a prerequisite for the more advanced CAD and CAM courses.

CRN 31888 | Fee: \$99

1 Tuesday & 1 Thursday | 9/2 & 9/4

6-9 PM | LRC B142

Instructor: Christopher Legiadre

### SolidWorks Introduction

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

CRN 31916 | Fee: \$199

2 Saturdays | 10/11-10/25 (does not meet 10/18)

9 AM-4 PM | ASTC131

Instructor: Keith Butzgy has been a Mastercam instructor since 2005. 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.

### Mastercam Introduction

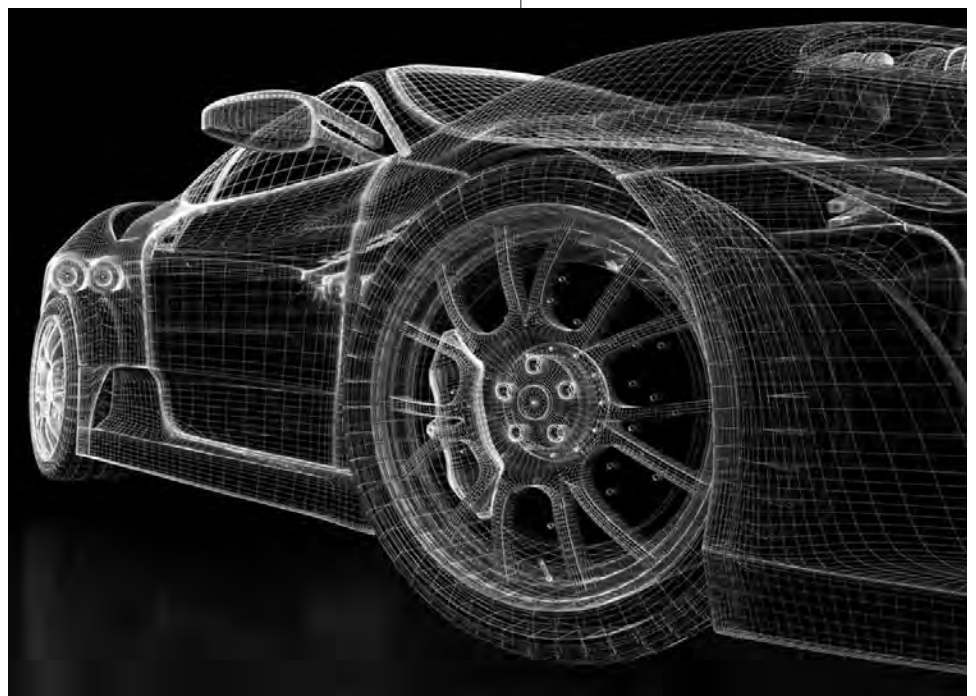
Learn how to use the most widely used Computer-Aided Manufacturing (CAM) software in the world. You will navigate through Mastercam and create 3-axis tool paths to control CNC machines. Using a fun, dynamic, and interactive approach, you will learn various drawing, chaining, and programming techniques. 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 X7 Mill Level 1 Training Tutorial*, In-House Solutions Inc. (ISBN 9781926955766) available through your instructor for approximately \$90. Prerequisites: *Blueprint Reading and Dimensioning Introduction course and some previous CAD experience recommended, or permission of computer coordinator.*

CRN 31915 | Fee: \$199

2 Saturdays | 11/15-11/22

9 AM-4 PM | ASTC131

Instructor: Keith Butzgy



## 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. Prerequisite: *Basic Windows, keyboarding and mouse skills*. Required text: *Microsoft Visual Studio 2010: A Beginner's Guide 5/E*, McGraw Hill (ISBN 9780071668958), available at MCC Bookstore for approximately \$45. Note: This textbook is also used for our VB.NET course.

CRN 31594 | Fee: \$199

2 Tuesdays | 10/7-10/14

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

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: *Basic Windows, keyboarding and mouse skills; Programming Basics course or knowledge of programming concepts*.

CRN 31596 | Fee: \$199

2 Tuesdays | 10/21-10/28

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

Instructor: George Pillar

### Apple Mobile Application Development

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

CRN 31763 | Fee: \$299

6 Saturdays | 11/1-12/13 (does not meet 11/29)

9 AM-noon | GPA GP201

Instructor: Clayton Walnum

### Android Mobile Application Development

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

CRN 31758 | Fee: \$299

6 Thursdays | 9/18-10/23

6-9 PM | LRC B141

Instructor: George Pillar

### MSDNAA Software Information

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

Available software for Fall 2014 includes:

Microsoft Access 2010 & 2013, Microsoft Project 2013, Microsoft SQL Server 2012, Windows Server 2012, Microsoft SharePoint 2013, Microsoft Visual Studio 2013 and Microsoft Windows 8

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





# Cuisine

## **NEW** A Taste of France: Join Us for an Authentic French Meal and Culinary Talk

Join us for this special partnership with MCC's Culinary Arts Department and enjoy an authentic French meal—a lunch menu different than Spring 2014's dinner menu—complete with soup, entree, assorted cheeses, and dessert, prepared by MCC's own student chefs, while Marianne Lebergerie, a native of Languedoc and Credit-Free instructor of French language courses at MCC, speaks about France's regional culinary specialties. Seating is limited; please register early. Students who wish to bring a bottle of wine must be at least 21 years of age.

CRN 31796 | Fee: \$15

1 Tuesday | 12/2

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

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

## **NEW** Creole vs. Cajun Cuisine

Learn the culinary distinctions between Creole Style Gumbo and Cajun Style Jambalaya or Creole Dirty Rice and Cajun Cassoulet. And let's not forget Etouffee to put on top of a grilled pork chop and serve with Jalapeno and Poblano Corn Bread. By the end of this course your taste buds will be screaming for more and you will be on your way to becoming a Creole and Cajun connoisseur. Materials fee: \$15, payable to instructor at the beginning of class.

CRN 31857 | Fee: \$50

1 Thursday | 9/25

6-9 PM | GPA GP213

Instructor: Joshua Ogrodowski is a CT-certified Culinary Arts Teacher and Serv Safe Instructor, who teaches high school culinary arts at Newington High School. He earned an A.S. in culinary arts, B.S. in culinary nutrition, and M.A.T. in foodservice education from Johnson & Wales University. He also teaches cuisine classes for MCC's Excursions in Learning program.

## **NEW** Fresh Pasta Delicacies

Whether you've never made fresh pasta, or just need to brush up on your technique, this class is for you! Learn how to mix, crank and design fresh pasta shapes and flavors from scratch. We'll captivate your taste buds with Fried Ravioli with Spicy Marinara, Acorn Squash Cappellacci with Maple Cream Sauce, Capellini with Tomatoes, and Pancetta and Chiles. We've also got the classic Fettuccine Alfredo with Fire-Roasted Red Peppers and the extra special Crab Ravioli with Balsamic Brown Butter or Papardelle with Sausage and Peas. We'll pair our fresh pasta dishes with something flavorful! Materials fee: \$15, payable to instructor at the beginning of class.

CRN 31859 | Fee: \$50

1 Thursday | 10/23

6-9 PM | GPA GP213

Instructor: Joshua Ogrodowski

## **NEW** Holiday Hors d'Oeuvres

Trying to think of something creative for the holiday season that will impress your guests? Look no further—here's your new line-up of hors d'oeuvres! Learn how to make Shrimp Fritters, Scallop Tempura, Asparagus Barquettes, Goat Cheese Stuffed Mushrooms, Smoked Salmon Twisters, Fig and Gorgonzola Crepes, and Bacon, Muenster and Turkey (BMT) bites that are seriously delicious! For dessert, enjoy a Blueberry Crunch Coffee Cake. Materials fee: \$15, payable to instructor at the beginning of class.

CRN 31860 | Fee: \$50

1 Thursday | 11/13

6-9 PM | GPA GP213

Instructor: Joshua Ogrodowski

## **NEW** Fish for a Variety of Occasions

Fast and easy, there is a fish for every taste and budget. Our recipes will not only be healthy but low in calories too. Before you go to the supermarket or fishmonger, learn how to select the freshest and best fish for your dinner, while learning what to avoid. We will then prepare and share Shrimp Scampi (with olive oil, butter and white wine); Oven Fried Fish (better than deep-fried) and Smoky Chips with Homemade Tartar Sauce; Broiled Tilapia Parmesan (ready in no time); Fish Tacos (in crispy tortilla cups); Brazilian Stew (spicy, with coconut milk); Salmon with a Pecan Crust (for family and company too), plus Salmon Burgers; and Linguine with Clam Sauce (you'll be amazed at how good canned salmon and clams can be!). Students should bring a sharp knife to class. Materials fee: \$20, payable to instructor at beginning of class.

CRN 31716 | Fee: \$60

1 Saturday | 9/27

12:15-4 PM | GPA GP213

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

## Baking for the Holiday Season

A basic yeast dough, known as brown sugar sweet dough, is the starting point for many wonderful breads and rolls. The dough is easy to make and can be doubled, and the finished breads freeze perfectly. You will want to bake extra for much appreciated holiday gifts. During this class we will bake Cinnamon Rolls, Sticky Buns, Cinnamon-Sugar Christmas Trees, Walnut Crisps, Stollen, Czechoslovakian Kolache, Hot Cross Buns, and Daisy Jam cakes. In addition to items listed in the Cuisine note, students should bring two cotton dish towels and a medium-sized bowl to class. Materials fee: \$12, payable to instructor at beginning of class.

CRN 31879 | Fee: \$60

1 Saturday | 10/11

12:15-4 PM | GPA GP213

Instructor: Dorothy (Dory) Alderman

## Gluten-Free Super Cookies: Healthy and Delicious

Learn to bake with some of the healthiest foods in the world, such as raw cacao nibs, quinoa and amaranth flour, and Brazil and cashew nuts. Using these ingredients, learn how to turn out "super cookies" that are also gluten- and dairy free and low sodium. These delicious treats can help wean your family away from "empty calorie" snacks to more beneficial ones and are also great "trail foods" providing both instant and sustained sources of energy for hikers and bikers. We'll cover the basics of gluten- and dairy-free baking and the use of limited sodium. Our ingredients are more costly than wheat or rye, but not difficult to use once you know the "secrets," including where on the web to get healthy ingredients you won't find at your local supermarket. Materials fee: \$20, payable to instructor at the beginning of class.

CRN 31795 | Fee: \$60

1 Saturday | 11/1

10 AM-2 PM | SSC L293 (South Kitchen; Culinary Arts Center)

Instructor: Dr. John Gibson graduated from the King Arthur Advanced Bread Baking School and teaches Artisan Bread in the culinary arts program at MCC. He also bakes extensively at his home bakery, which is a licensed CT Food Establishment.

## Mouthwatering Eclairs and Cream Puffs

This course is for the baking enthusiast who wants to recreate classic French pastries at home. We will make bite-sized desserts using a type of pastry called pate a choux, which is the basis for making mouthwatering morsels like profiteroles (cream puffs) and chocolate eclairs. We will learn how to make classic fillings, such as Creme Patissiere (pastry cream), Creme Chantilly, and Chocolate Ganache, and then fill and glaze these desserts. Materials fee: \$15, payable to instructor at the beginning of class.

CRN 31884 | Fee: \$60

1 Saturday | 10/4

9 AM-1 PM | SSC L293 (South Kitchen; Culinary Arts Center)

Instructor: Sofia Bilgrami earned a professional baker's certificate from MCC, and has also worked at a French bakery, La Petite France, in West Hartford. She holds an M.B.A. in health care from the University of Connecticut.

## Delectable French Macarons

French macarons have taken America by the taste bud, and these airy, delectable bites come in an array of colors and flavors. Impossible as it may seem to recreate this delightful confection at home, we will learn to do just that! We will make macarons in a variety of flavors, along with fillings for the different flavors that we create. Students will go home with a box of their own macarons in a rainbow of colors. Materials fee: \$15, payable to instructor at the beginning of class.

CRN 31885 | Fee: \$60

1 Saturday | 11/8

9 AM-1 PM | SSC L293 (South Kitchen; Culinary Arts Center)

Instructor: Sofia Bilgrami

## GLUTEN- AND DAIRY-FREE CUISINE, LOADED WITH TASTE AND VARIETY FOR EVERYONE!

### NEW Luscious Vegetable Pad Thai

Most Pad Thai dishes are overloaded with noodles, but not this version. In addition to the rice noodles, this gluten- and dairy-free dish is loaded with grilled pineapple, colorful veggies, and a homemade Pad Thai sauce. We will then use some of the pineapple to make an amazing Pineapple Upside-down Cake. Materials fee: \$18, payable to instructor at the beginning of class.

CRN 31940 | Fee: \$50

1 Wednesday | 9/10

6-9 PM | GPA GP213

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

### NEW Savory Italian Delight

Experience a gluten- and dairy-free Italian extravaganza. We will begin with Sweet Potato Bruschetta, then move onto the main course with Handmade Pasta dressed with a Lemon and Spinach Sauce, and for dessert, finish with Italian Nut Ball Cookies. Materials fee: \$18, payable to instructor at the beginning of class.

CRN 31941 | Fee: \$50

1 Wednesday | 10/8

6-9 PM | GPA GP213

Instructor: Rebecca Brown

### NEW Thanksgiving Holiday Pies

Learn the trick to making gluten-free crusts, and then prepare and enjoy Pecan Pie, Apple Crumb Pie, and amazing Pumpkin Cheesecake. Mouthwatering recipes for you to create and share on your Thanksgiving table. Materials fee: \$18, payable to instructor at the beginning of class.

CRN 31942 | Fee: \$50

1 Wednesday | 11/5

6-9 PM | GPA GP213

Instructor: Rebecca Brown

### NEW Holiday Cookies

Time to break out the cookie sheets and tins. It's the holiday season and that means cookies! We will prepare and taste a variety of these holiday favorites. Materials fee: \$18, payable to instructor at the beginning of class.

CRN 31943 | Fee: \$50

1 Wednesday | 12/3

6-9 PM | GPA GP213

Instructor: Rebecca Brown



### NEW Buche de Noel (Yule Log)

Bake a Buche de Noel for your Christmas table! This classic Yule Log is a chocolate sponge cake filled with cream, rolled up, decorated to look like a log, and sprinkled with meringue mushrooms and fondant sprigs of holly. This cake is not only a treat for the eyes and taste buds, but a festive addition to Christmas or holiday dinner that is sure to become a tradition in your family. Materials fee: \$15, payable to instructor at the beginning of class.

CRN 31886 | Fee: \$60

1 Saturday | 12/13

9 AM-1 PM | SSC L293 (South Kitchen; Culinary Arts Center)

Instructor: Sofia Bilgrami

### NEW Southern Hemisphere Hearty Wines

In recent years wine producers of the Southern Hemisphere, including Chile, Argentina, South Africa, Australia, and New Zealand, have been producing premiere, robust wines, and the popularity of these wines has gained for them, respectively, a great deal of brand loyalty from American wine consumers. Names like Malbec, Carmenere, Torrentes, Tannat, and Pinotage evoke these regions. In this session, we will taste and evaluate a dozen of these beauties. Please bring a variety of finger foods to munch on, and we'll supply the glasses. We'll also raffle door prizes! **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 31895 | Fee: \$40

1 Friday | 10/17

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

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



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

# Culture & History

## **NEW** Connecticut Fall Town Meeting

This should get your gander up; your juices flowing; your language, more colorful; your commitment to Uncle Sam, razor sharp; your hopes reinvigorated; and based on facts, not Fox News. The truth of today is not the tedium of Benghazi. We'll cover immigration, gun control, oversight, the Middle East, the middle class, terrorism, the needs of veterans, and a mid-term election, with input from our experts, including state political and governmental leaders, educators, risk-takers, veteran journalists, and fun-seekers. **Please note: This course will be held at MCC on Main, 903 Main St., Manchester (free parking available in lot across the street, adjacent to St. James Church).**

CRN 31989 | Fee: \$55

6 Fridays | 9/12-10/24 (does not meet 10/10)

11:30 AM-1 PM | MCC on Main

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

## **NEW** The U.S. Congress in American Politics

We will examine the structure and functioning of the U.S. Congress and attempt to arrive at an objective understanding and assessment of its successes and failures. We will also examine the constitutional foundations of the U.S. Congress, its historical evolution, the behaviors of members of Congress, and the impact of congressional rules on the legislative process. Learn about important bills on major issues that have been passed by Congress and develop a broader understanding of how the U.S. Congress works and why it does what it does.

CRN 31946 | Fee: \$40

5 Mondays | 10/13-11/17 (does not meet 11/3)

2:15-3:15 PM | AST C203

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

## **NEW** Dunkirk, Dieppe, and D-Day

What did Dunkirk and Dieppe have to do with D-Day? Would D-Day have been any different without these two other battles? When did we go in? ... how did we go in? ... should we have gone in? Learn how the first two battles impacted the decisions for D-Day on the 70th anniversary year of that fateful day that changed the course of World War II, and learn how we saved thousands of lives in one battle, lost thousands in the other two, and how the three were connected.

CRN 31967 | Fee: \$50

3 Tuesdays | 9/30-10/14

6-8 PM | GPA GP136

Instructor: James Shelmerdine is a retired U.S. Army Lieutenant Colonel of the Infantry who served in Korea as an enlisted man and as an officer during the Vietnam and Desert Storm wars. A graduate of the U.S. Army Command and General Staff College and the U.S. Army War College, he is a longtime, serious student of military history.

## **NEW** Mysteries of Ancient Ireland

Learn about the gods, heroes, and heroines of ancient Ireland. Topics will include prehistoric monuments, ancient folklore, myths, and legends, and some of the esoteric aspects of the Irish language. For the last class, we will learn about and celebrate the real Halloween—Samhain—that began in ancient Ireland.

CRN 31972 | Fee: \$80

4 Wednesdays | 10/8-10/29

7-9 PM | GPA GP136

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

## **The Irish Famine**

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

CRN 31785 | Fee: \$65

3 Tuesdays | 10/7-10/21

6-8 PM | GPA GP126

Instructor: Barbara King

## **The History of Halloween**

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

CRN 31768 | Fee: \$20

1 Friday | 10/24

6-8 PM | GPA GP138

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

## **YOU MAY ALSO LIKE**

Film Study: Europe in Love on page 29.

## **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 31922 | Fee: \$45

1 Friday | 11/14

6:30-9:30 PM | LRC B209

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





## NEW Modern Dance

This exciting new course on modern dance will cover the basic elements of placement/breath/dance; Isadora Duncan's philosophy of movement; an introduction to the Alvin Ailey/Lester Horton Technique; the fundamentals and practice of improvisation and experimental movement; and learning how to present a group dance composition/choreography. Women should dress in leotards, t-shirts, footless tights, or dance pants (no short-shorts), with hair pulled back from the face, and minimal jewelry. Men should wear shorts, t-shirts, and comfortable fitting sweats; all dress should not be too revealing of chest or abs.

CRN 31974 | Fee: \$140

8 Saturdays | 9/20-11/15 (does not meet 10/11)

9:30-11 AM | SSC L154 (Fitness Studio)

Instructor: Priscilla Machado-Daniels earned an M.Ed. from Springfield College, and her dance credentials include the Audubon Neighborhood Art School, Isadora Duncan Dance Company, Broadway Dance Center, and dance programs at Naugatuck Valley Community College and Central Connecticut State University.

## 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 31866 | Fee: \$90 (per person)

6 Mondays | 9/15-10/20

7-8:15 PM | SSC L154 (Fitness Studio)

CRN 31867 | Fee: \$90 (per person)

6 Mondays | 10/27-12/1

7-8:15 PM | SSC L154 (Fitness Studio)

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

## 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 31869 | Fee: \$70

6 Mondays | 9/15-10/20

8:30-9:30 PM | SSC L154 (Fitness Studio)

Instructor: Beverly Burton

## Jump, Jive an' Wail: Swing Dance

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

CRN 31868 | Fee: \$70 (per person)

6 Mondays | 10/27-12/1

8:30-9:30 PM | SSC L154 (Fitness Studio)

Instructor: Beverly Burton

## Argentine Tango for Beginners

Looking for real excitement? Learn the FUN-damentals of this South American rhythm, which can be as romantic, sweet or relaxing as you want or as exciting, animated, and sharp as you desire! Learn the principles of dance partnership—el abrazo (the hug)—as well as caminatas (walks), ochos adelante y atras (forwards and backwards), left and right turns, and the crossed or parallel systems. You may enroll with partner, but it is not necessary in order to participate in the class.

CRN 31856 | Fee: \$105

8 Saturdays | 9/20-11/15 (does not meet 10/11)

12:15-1:15 PM | SSC L154 (Fitness Studio)

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

## Latin Bachata & Salsa Dance for Beginners

Learn how to master sensual and spicy footwork to Latin rhythms, such as bachata and salsa. Bachata music, in particular, has become a hit in the U.S. in the last several years. Come and discover why! You do not need a partner to participate in this class.

CRN 31858 | Fee: \$105

8 Saturdays | 9/20-11/15 (does not meet 10/11)

1:30-2:30 PM | SSC L154 (Fitness Studio)

Instructor: Oswaldo Tirano

## 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 31864 | Fee: \$105

8 Saturdays | 9/20-11/15 (does not meet 10/11)

2:45-3:45 PM | SSC L154 (Fitness Studio)

Instructor: Oswaldo Tirano



### For all classes in the Fitness Studio

Only non-marking footwear must be worn during class time (no street shoes, bare feet, boots, sandals, or cleats). Proper athletic clothing must also be worn including shirt and footwear at all times. Please bring a combination lock to secure your personal belongings during class.

# Drama & Film

## Creating Community Theater (with Free Show at Little Theatre of Manchester!)

Learn about community theater and theater arts from the experts, from auditioning and designing the sets to adding the finishing touches for a show. The guest speaker will be Michael Forgetta, longstanding actor, director and member of the Little Theatre of Manchester and as an actor and director for other community theaters in the Hartford Area. The second session will be held at Cheney Hall, where the talented and experienced volunteers of Little Theatre will share their secrets on how they create magic on the Cheney Hall stage. **All enrolled students will be invited to attend one of the performances of "South Pacific" at Little Theatre—free of charge! You may select from one of three weekends, starting on November 7. Availability will be first-come, first-served.** The instructor will provide students with more information.

CRN 31945 | Fee: \$35

2 sessions: 1 Saturday | 9/27 | 10 AM-noon

GPA GP139 (first class)

Little Theatre, Cheney Hall, Manchester (second class) | 10 AM-noon

Instructor: Joyce Hodgson has master of education in organization and management from Antioch New England Graduate School and is executive director of Little Theatre of Manchester at Cheney Hall, where she is responsible for the administration, fundraising, promotion, marketing, and volunteer services of the 54-year-old theater company.

## 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 of age.

CRN 31693 | Fee: \$160

6 Tuesdays | 10/14-11/18

7-9 PM | AST Auditorium

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

## Introduction to Acting II

As a continuation to Introduction to Acting, this class will cultivate skills already learned and will enhance character development through improvisation. Learn to prepare for a variety of acting situations, including how to train for auditions that can put you at ease and allow for freedom of expression. Each class will allow for ample stage time to develop self-confidence and the ability to relate to other performers, while working as an ensemble. Participants must be at least 18 years of age. Students must have taken *Introduction to Acting* or have some previous acting experience.

CRN 31694 | Fee: \$160

6 Thursdays | 10/16-11/20

7-9 PM | AST Auditorium

Instructor: Deb Popillo

## The Art of Voice Over

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

CRN 31698 | Fee: \$140

6 Tuesdays | 9/16-10/21

7-9 PM | VIL 6 V162

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

## The Business of Voice Over

Students will learn the basics of how to set up and run a freelance 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 31699 | Fee: \$95

4 Tuesdays | 10/28-11/18

7-9 PM | VIL 6 V162

Instructor: Stew Crossen

## How to Put Together a Voice Over Studio at Home

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

CRN 31700 | Fee: \$70

3 Tuesdays | 12/2-12/16

7-9 PM | VIL 6 V162

Instructor: Stew Crossen

## NEW Learn Video Production

Record and produce your own video to promote your business or presentation. You will learn how to post and share your videos on YouTube, Vimeo, and/or your own website; create, borrow (creative commons), and edit video content for creative presentations, business promotion, instructional videos, and personal movies; and use editing software and basic functions in order to turn your video into a polished product. Video filming tips, shots, and guidelines will also be covered. Through lecture, PowerPoint presentations, and video guides, all students will be able to learn this course material. There will also be time for classroom discussion and questions. Students are encouraged to bring a smart phone, tablet and/or a video camera. Prerequisite: Basic computer skills, and an understanding of recording video.

CRN 31971 | Fee: \$85

4 Fridays | 10/3-10/24

6-8:30 PM | LRC B218

Instructor: Mauricio Calpa earned a master of arts in communication at University of Hartford. As education assistant in MCC's Library, he assists and trains faculty on computer software and applications through the Educational Technology and Distance Learning (ETDL) program at MCC and also maintains the Library's blog page.



## 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.

CRN 31873 | Fee: \$25

1 Tuesday | 12/9

6-9 PM | GPA GP214

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



## Film Study: Europe in Love

Each session includes a viewing of the entire film, and instructor-led discussion.

### **NEW** *Amelie* (France)

Amelie is a young woman who had a decidedly unusual childhood; misdiagnosed with an unusual heart condition, Amelie didn't attend school with other children, but spent most of her time in her room and with her parents and being restricted by a neurotic mother. Despite all of this, Amelie grows up to be a healthy and beautiful young woman who works in a cafe and has a whimsical, romantic nature. Amelie brings her viewer with her as a secret companion in her quest to step into the lives of others in helpful but mysterious ways.

CRN 31920 | Fee: \$10

1 Friday | 10/10

1-4 PM | VIL 6 V162

Instructor: Robert Kagan recently retired as chair of MCC's Communication and Humanities Department. He continues to teach film and video at both MCC and Central Connecticut State University. Passionate about films, he is the co-director of MCC's International Film Series and led film discussions at the Wadsworth Atheneum and Real Art Ways.

### **NEW** *Mostly Martha* (Germany)

Martha is a meticulous chef who fusses over each dish before it leaves the kitchen. The demands of her job and her natural shyness keep her from meeting new people. When her sister dies suddenly, Martha adopts Lina, her eight-year-old niece, completely changing both of their lives. Martha gets unexpected help from Mario, Martha's hunky new sous chef, who is not only a whiz on the chopping block, but knows sundry magic tricks and jokes to keep Lina's spirit afloat.

CRN 31933 | Fee: \$10

1 Friday | 10/17

1-4 PM | VIL 6 V162

Instructor: Robert Kagan

### **NEW** *Malena* (Italy)

Set in a small Sicilian town during WWII, the story centers on Renato, a 13-year-old boy with a coming of age fantasy life who falls hard for the town's ultra-beautiful twenty-something, Malena.

CRN 31932 | Fee: \$10

1 Friday | 10/24

1-4 PM | VIL 6 V162

Instructor: Robert Kagan

Please note: These international films are presented in the original language, with English subtitles.





# English as a Second Language

## Grammar Basics I

In this class, we will review the basic English verb tenses and build on grammar skills, such as 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, Thomson-Heinle, available at MCC Bookstore for approximately \$32.

CRN 31990 | Fee: \$99

6 Wednesdays | 9/17-10/22

10 AM-noon | SSC L142

Instructor: Burton L. Schweitzer, Ed.D., was a professor of English at MCC for nearly 30 years, and now professor emeritus. He has continued as an adjunct professor at the College.

## 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 31865 | Fee: \$90

5 Saturdays | 9/27-11/1 (does not meet 10/11)

9-11 AM | GPA GP120

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

## **NEW** Improve Your Communication and Career Search Skills with Ease

For intermediate ESL speakers, this course teaches functional communication in personal relationships, the work environment, and social situations. Students will have the opportunity to practice mock interviews, write resumes, and complete job applications with the guidance of the instructor, while enhancing their pronunciation and verb agreement skills. Instructor provides handouts.

CRN 31991 | Fee: \$199

7 Thursdays | 10/23-12/11 (does not meet 11/27)

6-8:30 PM | GPA GP156

Instructor: Rosemary Feehan-Huff earned a B.A. in English/TESOL and M.S. in Bilingual, Cultural and Urban Education from Central Connecticut State University. She has taught ESL for more than 25 years, helping students to communicate effectively in both their personal and professional lives.

## Pronunciation Practice: Accent Reduction

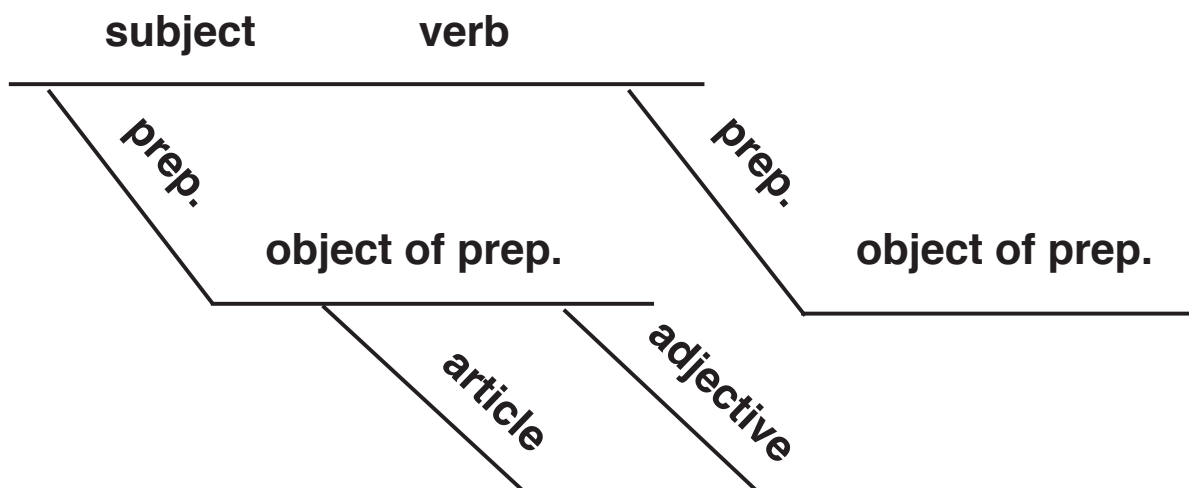
Do you find it difficult to communicate in English? This course is designed for intermediate to advanced ESL students. The class will concentrate on improving quality, comprehension, and consistency of spoken English. All the sounds in standard American English will be covered. Emphasis will be on the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

CRN 31713 | Fee: \$180

9 Thursdays | 9/11-11/6

6:30-8:30 PM | GPA GP138

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



## GED CLASSES AT MCC

Mandatory orientation in August for classes beginning in September, provided at NO CHARGE by Vernon Regional Adult Basic Education.

**To register for orientation** please visit: [www.vrabe.org](http://www.vrabe.org).

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

## **NEW** Rescue Me: Animal Adoption and Advocacy

According to 2012 figures provided by the American Humane Society, pet ownership in the United States has more than tripled in the last four decades, amounting to 62% of American households with at least one pet. Learn the basic information necessary to make the right pet choice for your household, whether through fostering or adoption, and whether a cat or a dog best suits your lifestyle. You will also learn the basics of TNR (trap, neuter, release) so as to reduce the feral cat population in your neighborhood. The guest lecturer for this course is John C. Thomas, executive director of Protectors of Animals, a nonprofit and volunteer-run organization located in East Hartford.

CRN 31973 | Fee: \$20

1 Saturday | 10/25

9-11 AM | LRC A142

Instructor: Evelyn Angry-Smith is a reference and instructional librarian at MCC and earned her master of library science degree at Southern Connecticut State University. Prior to working at MCC, she was senior librarian at Hartford Hospital's Robinson Library, a nursing and allied health library.

## **Educating the Picker: Best Practices for Antique and Collectible Shopping**

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

CRN 31852 | Fee: \$115

5 Mondays | 9/15-10/13

7-9 PM | VIL 6 V162

Instructor: Ralph Labozzo, M.B.A. from 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.

## **Educating the Picker: Advanced Level**

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

CRN 31853 | Fee: \$115

5 Mondays | 10/20-11/17

7-9 PM | VIL 6 V162

Instructor: Ralph Labozzo

## **Pick eBay to Profit from Tag Sale Discoveries**

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

CRN 31854 | Fee: \$30

1 Monday | 12/1

7-9:30 PM | VIL 6 V162

Instructor: Ralph Labozzo

## **Strategies for Couples to Maximize Social Security Benefits**

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

CRN 31901 | 1 Thursday | 10/16

6-7:30 PM | SSC L142

CRN 31902 | 1 Tuesday | 10/21

3:30-5 PM | SSC L142

Fee: \$15 (for each section)

Instructor: Frank Germano, CFP®, has worked in the financial services industry for more than 25 years. He is a registered representative with Investors Capital Corporation, a member of FINRA/SIPC, and an investment advisor with Investment Capital Advisory.

## **Estate Planning: Know the Facts and Avoid Mistakes!**

You may think that drafting an estate plan is straightforward, but in reality, if you make mistakes, you could jeopardize everything you've worked for. Just because you have a Will or Trust does not necessarily mean that you have "all bases covered." Learn about the difference between a Will and a Trust. Why isn't a Will sufficient in itself? Do you need a power of attorney? We will share real-life stories showing you the dangers of common estate-planning mistakes. Failing to fund or revoke a Living Trust, using ambiguous provisions, titling assets improperly, and not updating beneficiary designations are just some of the mistakes to avoid. Informational booklet is included with the course fee.

CRN 31896 | Fee: \$15

1 Tuesday | 10/7

6-7:30 PM | GPA GP142

Instructors: Attorneys from Czepiga Daly Pope, an elder law firm with offices in Berlin, Hartford and Vernon.

## **Paying for Long-Term Care: Ways to Not Go Broke**

Connecticut has the second highest cost of long-term care in the nation! So, unless you plan on leaving the state, you need to protect yourself and your retirement assets from long-term care costs. Should you give your home to your children? How can you get the state to pay for nursing home and home care costs? How do single individuals and married couples qualify for Medicaid benefits, while keeping their assets and protecting their children's inheritance? Is long-term healthcare insurance a good idea? Get the answers to these questions and a lot more. If you know the rules and plan ahead, you can still protect your hard-earned assets. Informational booklet is included with the course fee.

CRN 31897 | Fee: \$15

1 Tuesday | 10/28

6-7:30 PM | GPA GP142

Instructors: Attorneys from Czepiga Daly Pope

## **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 31998 | Fee: \$20

1 Wednesday | 10/22

7-9 PM | GPA GP126

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

# Fitness & Recreation

## Zumba Gold: Back to Basics!

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

CRN 31999 | Fee: \$50

5 Tuesdays | 9/9-10/7

6:30-7:30 PM | SSC L154 (Fitness Studio)

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

## Zumba Gold

Zumba Gold brings the hottest fitness craze to you: the beginner, the deconditioned exerciser, the active older adult, and anyone with physical limitations, proving that Zumba is for everyone. This contagious blend of Latin rhythms, world music, and easy-to-follow dance moves provides an exciting, fun and effective workout, with low-impact movements and gentle transitions. Come join the craze!

CRN 32000 | Fee: \$50

5 Tuesdays | 10/14-11/18 (does not meet 11/11)

6:30-7:30 PM | SSC L154 (Fitness Studio)

Instructor: Karen R. Chorney

## **NEW** Free Information Session: Personal Trainer National Certification

Come meet your instructor to get a clear picture of what to expect in the *Personal Trainer National Certification* course, including curriculum, certification requirements, and what great career rewards await you after completion of the certification. **This informational session is free; registration, however, is required.** Students may also register for a free, September 4 webinar that covers the same material. Please visit the link: <http://bit.ly/1cu7uou>.

CRN 31988 | Fee: FREE

1 Saturday | 9/13

10-11 AM | GPA GP143

Instructor: World Instructor Training School staff

## 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](http://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 workout clothes and non-marking athletic shoes. Students should plan for a one-hour lunch break. Please bring a combination lock in order to store your personal belongings during these workout sessions. Students should also bring a lunch. Students who would like to use the Fitness Center outside of course hours must pay an extra daily rate of \$8 and be dressed in workout clothes. Please note: This course requires a high degree of commitment to successfully complete.

CRN 31714 | Fee: \$665

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

9 AM-4 PM | GPA GP143 (9 AM-noon, classroom)

& SSC L153 (1-4 PM, Weight Room);

except for exam session on 11/1:

classroom, 9-11 AM & Fitness Center, 11 AM-4 PM

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

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

CRN 31913 | Fee: \$45 (per 12 sessions)

Mondays & Wednesdays | 9/8-10/15 | 7-8 PM

Tuesdays & Thursdays | 9/9-10/16 | 9:30-10:30 AM or 6:10-7:10 PM

Saturdays & Sundays | 9/13-10/19 | 9-10 AM

CRN 31914 | Fee: \$45 (per 12 sessions)

Mondays & Wednesdays | 10/20-12/1 (does not meet 11/26) | 7-8 PM

Tuesdays & Thursdays | 10/21-12/2 (does not meet 11/27) 9:30-10:30 AM or 6:10-7:10 PM

Saturdays & Sundays | 10/25-12/7 (does not meet 11/29 & 11/30) | 9-10 AM

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.

## Workforce Investment Act (WIA)

Funding may be available for unemployed, recently downsized, or underemployed persons.

For more information contact  
CT Department of Labor at  
[www1.ctdol.state.ct.us/etpl/](http://www1.ctdol.state.ct.us/etpl/)

- Personal Trainer National Certification



## 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 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 31910 | Fee: \$160

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

Mondays & Wednesdays | 9/8-10/15 | 7:30-8:30 PM

Tuesdays & Thursdays | 9/9-10/16 | 5:30-6:30 PM

Fridays | 9/12-10/17 | 6:30-7:30 PM

Saturdays | 9/13-10/18 | 9-10 AM

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

## Kung Fu for Fitness & Self-Defense

Become strong, flexible, and fit, and learn how to defend yourself, with Chinese Kung Fu. Each class consists of a thorough warm-up and stretching, followed by training in the fundamentals of Kung Fu: stances, strikes, kicks, forms, and self-defense. Please note: You may attend any of the sessions 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 31912 | Fee: \$160

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

Tuesdays | 9/9-10/14 | 6:30-7:30 PM

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

Fridays | 9/12-10/17 | 5:30-6:30 PM

Saturdays | 9/13-10/18 | noon-1 PM

Instructor: Malee Khaw

## Connecticut Basic Boating

### Option 1

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

CRN 31689 | 2 Mondays & 2 Wednesdays

9/15-9/24 | 7-9:30 PM | SSC L240

CRN 31690 | 2 Mondays & 2 Wednesdays

10/6-10/15 | 7-9:30 PM | SSC L240

Fee: \$25 (per course)

Instructors: Department of Energy and Environmental Protection, Office of Boating staff

### Option 2

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

CRN 31726 | 1 Saturday | 9/6

8:30 AM-4:30 PM | AST E202

CRN 31727 | 1 Saturday | 10/4

8:30 AM-4:30 PM | AST E202

Fee: \$85 (per course)



## Coastal Navigation

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

CRN 31728 | Fee: \$85

1 Saturday | 9/20

8:30 AM-4:30 PM | GPA GP215

Instructors: Professional Marine Education Staff

## Fundamentals of Pocket Billiards

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

CRN 31939 | Fee: \$55

3 Mondays | 9/15-9/29 | 7-9 PM

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

## Personal Trainer National Certification May Qualify for Veterans' Benefits

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

# Gardening

## Introduction to Beekeeping

As pollinators, bees are responsible for the growth of plants that furnish more than 30% of humans' food. Of course, they also produce food themselves—their great-tasting honey. Learn about the satisfying experience of keeping backyard hives and working with bees. It is a fascinating hobby, a profitable sideline, and an activity the whole family can enjoy. This course teaches the basics on how to start a hive, and we will also cover the issues related to their extinction and what effects that would have on our food chain and quality of life. Catch the bug! **The final session meets at Lockwood Farm in Hamden, CT, from 10 AM to 1 PM (free admission)** for a demonstration of real hives and how to maintain them. Instructor will provide directions.

CRN 31909 | Fee: \$160

3 Wednesdays | 10/8-10/22

6-9 PM | GPA GP142

1 Saturday | 10/25

10 AM-1 PM | Lockwood Farm

Instructor: Mark Creighton is Connecticut's State Apiary Inspector. He is a member of the Connecticut Beekeepers Association, the Eastern Beekeepers Association, Backyard Beekeepers Association and other organizations. He studied beekeeping at Cornell University and North Carolina State University.

## Organic Lawn Care

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

CRN 31889 | Fee: \$35

1 Tuesday | 9/16

6-9 PM | GPA GP142

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

## Using Brick and Stone in 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 31890 | Fee: \$55

1 Thursday | 9/18 | 6:30-8:30 PM | GPA GP214

1 Saturday | 9/20 | 9 AM-noon | MCC Community Garden

Instructor: Bettylou Sandy

## Dividing Perennials

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

CRN 31891 | Fee: \$25

1 Saturday | 9/27

10 AM-noon | MCC Community Garden

Instructor: Bettylou Sandy

## Shade Gardening

There are thousands of shade-loving plants, shrubs and edibles for the shady spots of your yard. We will explore what kinds of alternative gardens, ground covers, shrubs, vines, vegetables, and herbs can be grown in various kinds of shade, including light shade, mixed sun and shade, deep shade, and sun in winter / shade in summer. Plant lists and resources will be provided to students. This course is for gardeners of intermediate experience or better.

CRN 31892 | Fee: \$25

1 Tuesday | 10/7

6:30-8:30 PM | GPA GP214

Instructor: Bettylou Sandy

## Stocking Up and Storing Food for the Winter

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

CRN 31893 | Fee: \$25

1 Thursday | 10/16

6:30-8:30 PM | GPA GP214

Instructor: Bettylou Sandy

## NEW Garlic!

Most of the garlic in our grocery stores comes from China, but did you know that garlic is an easy food to grow throughout the winter? Garlic is a bulb, planted by its cloves in October, and harvested in July. In this hands-on course, we will discuss various kinds of garlic and different places in your garden to plant the bulbs. You will then receive a practical demonstration and plant some garlic in the beds at MCC's Community Garden. All levels of experience are welcomed. Hand-outs will be provided. **The course is held at MCC Community Garden, rain or shine; shelter is available, if necessary.**

CRN 31894 | Fee: \$25

1 Saturday | 10/18

10 AM-noon | MCC Community Garden

Instructor: Bettylou Sandy



MCC Community Garden is located on campus, close to Founder's Drive South, across from West Lot (formerly Lot C).



## Japanese for Beginners

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

CRN 31794 | Fee: \$120

6 Tuesdays | 9/16-10/21

6-8 PM | GPA GP143

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

## Introduction to Mandarin Chinese II

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

CRN 31791 | Fee: \$120

6 Tuesdays | 11/11-12/16

6-8 PM | GPA GP143

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

## Introduction to Spanish

Learn basic conversational Spanish grammar and vocabulary, including greetings; formal vs. informal language and when to use each; the alphabet and pronunciation; numbers; telling time; weather expressions; days of the week and months of the year; seasons; travel; and home, food, and family vocabulary. Simple sentence structures will be taught and practiced. The goal of this course is focused more on conversational skills than memorization of grammatical rules. Some aspects of the Spanish culture will also be discussed. An English/Spanish dictionary is recommended. Recommended text: *Curso Primero*, 2nd Edition (ISBN 1567654762), Wasserman, approximately \$19.

CRN 31819 | Fee: \$195

7 Wednesdays | 9/10-10/22

7-9 PM | GPA GP143

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

## Intermediate Spanish

For students who have taken Introduction to Spanish or have some experience with the language, this course builds upon an introductory knowledge of Spanish. It covers not only the language, but also Hispanic cultures, with a continued emphasis on developing the four essential skills of listening, speaking, reading and writing. The instructor provides instructional material, which may be uploaded on a USB drive.

CRN 31829 | Fee: \$140

6 Wednesdays | 10/29-12/10 (does not meet 11/26)

7-9 PM | GPA GP126

Instructor: Raul Moeremans is a veteran Spanish teacher who was born and raised in Argentina. As a native speaker of the language, he brings a unique perspective to the classroom. He has taught at Housatonic Community College and at high schools around the state and holds a master's degree in Spanish from North Dallas University.

## Spanish for the Workplace I & II

Learn basic phrases for communicating with Spanish-speaking employees, clients and colleagues. Role-playing, engaging activities and grammar exercises will provide opportunities to practice. Instructor provides handouts. No prerequisite.

CRN 31531 | Fee: \$180

4 Wednesdays | 10/8-10/29

1-4 PM | LRC B144 (limited seating)

Instructor: Linda Burk, Ph.D., is professor of romance languages at MCC

## 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 31924 | Fee: \$235

8 Fridays | 9/19-11/7

7-9 PM | LRC B209

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

## French for Beginners

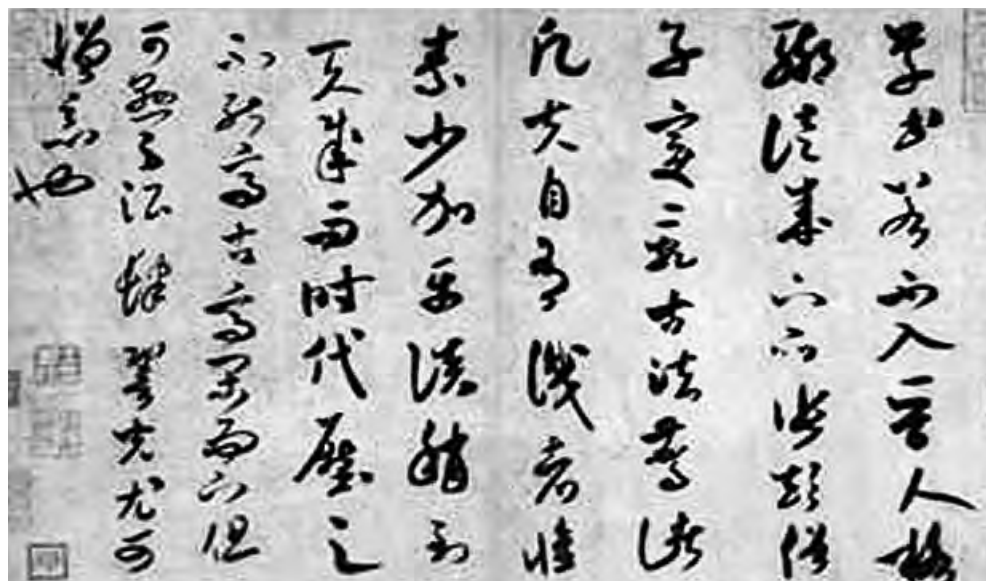
Learn the basic elements of the French language quickly and effectively, and begin speaking in the very first class. While learning pronunciation and basic grammar, you will soon be able to introduce yourself and your family, talk about hobbies and interests, learn numbers, tell time, talk about the 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 31792 | Fee: \$195

8 Thursdays | 9/11-10/30

6-8 PM | GPA GP142

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





# 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 31793 | Fee: \$125

5 Thursdays | 11/6-12/11 (does not meet 11/27)

6-8 PM | GPA GP142

Instructor: Marianne Laberge

## Beginning German

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

CRN 31951 | Fee: \$185

8 Thursdays | 9/25-11/13

7-9 PM | GPA GP139

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

## Intermediate German

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

CRN 31952 | Fee: \$185

8 Mondays | 10/6-11/24

7-9 PM | GPA GP126

Instructor: Elizabeth Baumbach

## Introduction to Russian

Participants will learn the Russian alphabet, basic vocabulary, grammar, and Russian phonics. Soon, you will be able to exchange greetings and farewells, ask for directions, order food in a restaurant, communicate emergency needs for medical situations, and more. Russian culture will be discussed throughout the course. Handouts will be provided. Recommended text: an English-Russian dictionary.

CRN 31907 | Fee: \$130

8 Wednesdays | 9/17-11/5

7-9 PM | GPA GP120

Instructor: Rima Martin

## Conversational Polish for Beginners

Learn the fundamentals of the Polish 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 31906 | Fee: \$130

8 Tuesdays | 9/16-11/4

7-9 PM | GPA GP120

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

## NEW Learning Polish II

Students will continue to learn verbs, nouns, pronouns, adjectives, and adverbs. We will learn intermediate Polish grammatical structures and how to write a letter, as well as declensions and verb tenses: present, past and future. Students will also learn how to write a short story using the skills learned from the course. Handouts will be provided. Recommended text: an English-Polish dictionary.

CRN 31908 | Fee: \$130

8 Thursdays | 9/18-11/6

7-9 PM | GPA GP120

Instructor: Rima Martin

## Introduction to Sign Language

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

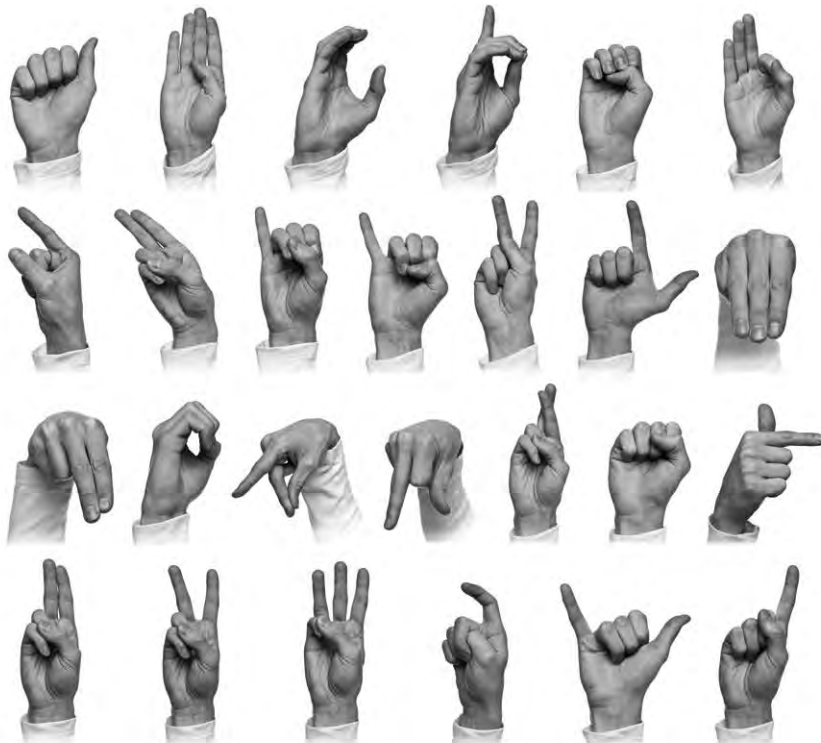
CRN 31828 | Fee: \$170

6 Wednesdays | 11/5-12/17

(does not meet 11/26)

7-9 PM | GPA GP143

Instructor: Carolyn Robins



## YOU MAY ALSO LIKE

The Italian Renaissance on page 26.

A Taste of France: Join Us for an Authentic French Meal and Culinary Talk on page 24.



MANCHESTER COMMUNITY COLLEGE  
ARTS AND EDUCATION CENTER

**903 MAIN STREET | MANCHESTER**

### iPad Series I: Exploring your iPad

CRN 31759 | Fee: \$25

1 Thursday | 9/18

6-8 PM | MCC on Main

Instructor: Sandra Rimetz

### iPad Series II: Exploring Photos & Videos

CRN 31899 | Fee: \$25

1 Thursday | 9/25

6-8 PM | MCC on Main

Instructor: Sandra Rimetz

### iPad Series III: Exploring Productivity Apps

CRN 31760 | Fee: \$25

1 Thursday | 10/2

6-8 PM | MCC on Main

Instructor: Sandra Rimetz

For full course descriptions, please see page 21.

### MCC Reads Downtown

CRN 31830 | Fee: \$20

5 Thursdays | 9/18; 10/2; 10/16; 11/13 & 12/11

6-7 PM | MCC on Main

Instructors: Paula Cook, Evelyn Angry-Smith,  
Deborah Herman, and Katherine Noonan

For full course descriptions, please see page 60.

### Memoir and Monologue

CRN 31948 | Fee: \$115

5 Saturdays | 10/18-11/22 (does not meet 11/1)

11:30 AM-1:30 PM | MCC on Main

Instructor: Stacey Zackin

For full course descriptions, please see page 61.

### Dynamic Discovery through Doodling

CRN 31955 | Fee: \$35

2 Saturdays | 11/8-11/15

2-3:30 PM | MCC on Main

Instructor: Stacey Zackin

For full course descriptions, please see page 12.

### Connecticut Fall Town Meeting

CRN 31989 | Fee: \$55

6 Fridays | 9/12-10/24 (does not meet 10/10)

11:30 AM-1 PM | MCC on Main

Instructor: Charles F. J. Morse

For full course descriptions, please see page 26.

### Grant Writing Workshop

CRN 31950 | 1 Friday | 11/7

11:30 AM-6 PM | MCC on Main

Fee: \$95

Instructor: Beverly Salzman

For full course descriptions, please see page 54.



#### MEMBERSHIP BENEFITS:

- Weekly e-news-letter
- Discounts on Live entertainment, workshops, seminars and event Rental fees
- Participation in juried art shows
- 10% off classes offered through MCC on Main, and on MCC Continuing Education classes held on-site
- Member-only special preview of Dehn Gallery exhibitions
- Annual member recognition event

#### MCC ON MAIN HOURS OF OPERATION:

Wednesday, Thursday  
11 a.m.-8 p.m.

Friday, Saturday  
11 a.m.-10 p.m.

Closed Sunday-Tuesday

Information: 860-647-6030

or visit:

[www.manchestercc.edu/mcc-on-main](http://www.manchestercc.edu/mcc-on-main)  
or [www.facebook.com/mcconmain](https://www.facebook.com/mcconmain)

#### MCC ON MAIN

##### MEMBERSHIP APPLICATION:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

##### Membership type:

- ☐ Student with ID/Senior 50+ ..... \$ 25
- ☐ Individual ..... \$ 35
- ☐ Household ..... \$ 50
- Corporate ..... \$ 75

##### Payment Type:

- ☐ Check (Make checks payable to MCC Foundation)
- ☐ Amex ☐ Discover ☐ MasterCard ☐ Visa

I authorize payment of \$ \_\_\_\_\_

Card Number: \_\_\_\_\_

CV Code: \_\_\_\_\_ Exp. \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Mail to: MCC on Main  
903 Main Street  
Manchester, CT 06040

A welcome packet along with your membership card will be mailed once the application is processed. Memberships are valid for one year and may be renewed.

# Music

## 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 31887 | Fee: \$190

11 Thursdays | 9/25-12/11 (does not meet 11/27)

7-8:30 PM | GPA GP152

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.

## 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 31780 | Fee: \$155

7 Tuesdays | 9/16-10/28

7:30-9 PM | GPA GP139

Instructor: Don Donegan has taught guitar and voice for nearly 30 years, and also teaches songwriting and harmonica. 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](http://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 31788 | Fee: \$135

6 Tuesdays | 11/4-12/9

7:30-9 PM | GPA GP139

Instructor: Don Donegan

## Fingerstyle Guitar Techniques

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 31934 | Fee: \$130

6 Mondays | 9/29-11/3

7:15-8:45 PM | VIL 2 V118

Instructor: David Giardina performs professionally in many musical styles and in various venues and has taught guitar privately for more than 20 years. He is also president of the Connecticut Guitar Society.

## Playing the Ukulele

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

CRN 31770 | Fee: \$65

4 Mondays | 9/15-10/6

7-9 PM | GPA GP142

Instructor: James Hammitt teaches banjo, guitar, mandolin, and violin, and performs as a solo act and with the duo "RJ" in venues throughout Connecticut and New Hampshire. He also offers workshops in guitar repair for Song-a-Day Music Center in Coventry.

## 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 31769 | Fee: \$99

6 Mondays | 10/20-11/24

7-9 PM | GPA GP142

Instructor: James Hammitt

## String Ensemble

This class is designed for intermediate and advanced high school students and adult players. 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.mcc.bkstr.com](http://www.mcc.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 31718 | Fee: \$99

10 Wednesdays | 9/17-11/19

6-7 PM | GPA GP139

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.





## Beginning Strings: Violin, Viola or Cello

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

CRN 31787 | Fee: \$99  
10 Saturdays | 9/20-11/22  
12:15-1:15 PM | GPA GP137

Instructor: Martha Hayes

## Beginning Strings II: Violin, Viola, or Cello

This course is a continuation of *Beginning Strings*, or for those who have the basics of string playing. We will learn more tunes, use all four strings, and be introduced to new bowing techniques, such as slurring. Required textbook: *Essential Elements 2000, Violin, Viola, or Cello Book 1* (ISBN 9780634038174, violin; ISBN 9780634038181, viola; 9780634038198, cello), available at MCC Bookstore for approximately \$10. Please contact the MCC Bookstore at least two weeks before the start of class at 860-645-3140 or online at [www.mctc.bkstr.com](http://www.mctc.bkstr.com) to specify either the violin, viola, or cello book. Students should also bring a music stand. Prerequisite: *Students should know the basics of string playing, how to hold the instrument and bow, and know a few beginner tunes.*

CRN 31719 | Fee: \$99  
10 Saturdays | 9/20-11/22  
9:45-10:45 AM | GPA GP137

Instructor: Martha Hayes

## Beginning Strings III: Violin, Viola or Cello

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

CRN 31717 | Fee: \$99  
10 Saturdays | 9/20-11/22  
11 AM-noon | GPA GP137

Instructor: Martha Hayes

## Intermediate Strings: Violin, Viola or Cello

For students who have completed all beginning levels. If you need to rent an instrument or have a question about your skill level, please contact the instructor by leaving a message with Continuing Education at 860-512-2800. Required textbook: *Essential Elements, Volume 2, Violin, Viola, or Cello Book 1* (ISBN 0634052659, violin; ISBN 0634052667, viola; 073999680591, cello), available at MCC Bookstore for approximately \$10. Please contact the MCC Bookstore at least two weeks before the start of class at 860-645-3140 or online at [www.mctc.bkstr.com](http://www.mctc.bkstr.com) to specify the violin, viola, or cello book. Students should also bring a music stand.

CRN 31720 | Fee: \$99  
10 Wednesdays | 9/17-11/19  
7:15-8:15 PM | GPA GP139

Instructor: Martha Hayes

## Beginning Piano

Participants will play pieces and begin learning how to read and write music. Music theory and ear training will be integrated through an adult-focused, hands-on approach. Attention is given to use of electronic keyboards for those who have them. Enrollment is limited, so please register early. If you need to rent an instrument or have a question about your skill level, please contact the instructor by leaving a message with Continuing Education at 860-512-2800. Required text: *Alfred's Basic Adult Piano Course, Level One* (ISBN 9780882846163), available at MCC Bookstore for approximately \$10.

CRN 31781 | Fee: \$195  
6 Saturdays | 9/13-10/25 (does not meet 10/11)  
10 AM-noon | VIL 2 V117

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

## 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. The ability to read music is not necessary. Aspiring vocalists will discover proper body posture, and performance and voice-maintenance tips. With these new skills, you'll be able to sing a dozen or so songs, with guitar accompaniment, from the instructor's "Song Request List" of more than 250 pop, oldie, rock or country titles. A vocal evaluation, with suggestions for improvement, will be included for each student. Participants must be at least 12 years old.

CRN 31783 | Fee: \$110  
6 Mondays | 9/29-11/3  
7-8:15 PM | GPA GP139

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 operate 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](http://www.dondonegan.com). It is recommended that students buy a G harmonica (not the chromatic type) and plan to spend about \$30 per harmonica. Hohner is a recommended brand: Golden Melody, Pro Harp, or Special 20 types. Students with questions about which harmonicas to buy may call the instructor at 860-659-8992. Participants must be at least 12 years of age.

CRN 31782 | Fee: \$60  
4 Mondays | 10/13-11/3  
8:30-9:30 PM | GPA GP139

Instructor: Don Donegan

## Music Recording, Publishing, Marketing, and Publicity

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

CRN 31870 | Fee: \$25  
1 Thursday | 9/25  
6-9 PM | GPA GP156

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."

# Noon Institute

## **NEW** Yeats, Neruda, and Szymborska: Three Nobel Poets

Everyone knows about Madame Curie winning the Nobel Prize. But a country woman of the great scientist was also given the award in poetry! Her name is Wislawa Szymborska. And she's one of the three poets discussed in this special Noon Institute class; the other two are William Butler Yeats and Pablo Neruda. All three share a profound understanding and abiding love of humanity.

CRN 31976 | Fee: \$5

1 Friday | 9/5

noon-1:30 PM | AST E202

Instructor: John Surowiecki is the author of four books and six chapbooks of poetry. He is also the instructor of *Poetry for Poets* at MCC.

## **NEW** Organ, Eye and Tissue Donation: The History, Relevance and Impact Today

Organ donation dates back to the 1950s and has become a necessity for thousands of people in the United States today. Instructor Jane Andrews will discuss the historical significance of organ, eye and tissue donation, the facts vs. the myths, and will share her story as a double organ transplant recipient.

CRN 31977 | Fee: \$5

1 Friday | 9/12

noon-1:30 PM | AST E202

Instructor: Jane Andrews is retired from the Department of Corrections and has devoted her retirement to educating and promoting awareness in the community about organ donation and transplant services. She currently volunteers for both Donate Life and LifeChoice Donor Services.

## **NEW** Indoor Vegetable Gardening for the Winter

Did you know growing food doesn't need to stop in the fall for the winter? Growing food isn't just for outdoors! No matter how much space you have, you can grow food for yourself and your family in any window throughout the winter season. In this class we will demonstrate this type of gardening using the examples of growing salad greens and radishes in a gutter, window box and other containers in your home for fresh vegetables all winter long.

CRN 31978 | Fee: \$5

1 Friday | 9/19

noon-1:30 PM | AST E202

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

## **NEW** Kristallnacht and the Rise of Nazi Germany

On November 9 and 10, 1938, a series of coordinated attacks took place against Jews throughout Nazi Germany and parts of Austria. The name Kristallnacht comes from the shards of broken glass that littered the streets after windows of Jewish-owned stores, buildings, and synagogues were smashed. It was part of Nazi Germany's broader racial policy, and the beginning of the Final Solution and The Holocaust. We'll examine this prelude to the outbreak of World War II and its impact on Nazi policy and plans for the final solution.

CRN 31992 | Fee: \$5

1 Friday | 9/26

noon-1:30 PM | AST E202

Instructor: Barbara King has an M.A. in history, has taught high school and college history and psychology, and has been a trainer in business and state government.

## **NEW** Citizen Law: A Judge's Perspective of the Affects of the Judicial System on the Individual

How does the judicial system in Connecticut work? How are you, a member of the public, affected by the system directly and indirectly? Learn from a retired Connecticut judge, how the judicial system deals with the law, and how it applies to all citizens, both young and old. The course will discuss the divisions of the court, including juvenile, family, civil, small claims, and criminal court.

CRN 31979 | Fee: \$5

1 Friday | 10/3

noon-1:30 PM | AST E202

Instructor: Judge Herbert Barall graduated from Harvard University Law School, and earned a B.S. from New York University. He presided in the Hartford Family Court, where he was known for his creativity and transformation of the divorce process and the family bar in Hartford County. He later went to work for Hartford County's Criminal Court.

## **NEW** A Lesser Known Holocaust of World War II

This lecture focuses on one of the largest but not widely talked about military atrocities that happened during the early years of World War II. As we approach the 70th anniversary of the end of the second World War in August 2015, we should appreciate the absence of such large scale global military conflicts since 1945. Historical events can teach and guide us in our efforts to preserve peace and enjoy life.

CRN: 31980 | Fee: \$5

1 Friday | 10/17

noon-1:30 PM | AST E202

Instructor: Guocun Yang is a history professor at MCC.

## **NEW** Nazi Art Looting: The Investigation Continues

During World War II the theft of fine art and the systematic looting of occupied territories occurred on a massive scale. In the political policies of the Axis countries, the program and policy of art confiscation was as important as military strategy near the war's end. Today this massive looting is the subject of ongoing investigations and legal battles, as items have surfaced in the international art market and questions of ownership have to be researched. The recent movie, *The Monuments Men*, is the true story of the small U.S. and British unit which conducted much of the end of war investigation.

CRN 31993 | Fee: \$5

1 Friday | 10/24

noon-1:30 PM | AST E202

Instructor: Barbara King

## **NEW** Witch Trials in Connecticut?

Trick or Treat in academic fashion this Halloween before you greet your little ghosts and goblins! Learn about Hartford's own history in the context of witch hunting in western culture. Though they are less famous than the witch hunting in Salem, MA, the CT witch hunts and trials will prove to be no less interesting.

CRN 31981 | Fee: \$5

1 Friday | 10/31

noon-1:30 PM | AST E202

Instructor: Jason Scappaticci has a B.A. in History from Utica College and an M.A. in American Studies from Trinity College. He is the Coordinator of Transitional Programs at MCC, active in local politics, and has served on the Manchester Board of Education since 2011.

## **NEW** Indoor Composting for the Winter Season

Composting indoors throughout the winter is a wonderful way to turn your kitchen scraps, coffee grounds and tea bags into valuable soil and fertilizer for both your indoor and outdoor plants. This process will not only avoid any odors or bugs, but can be kept in a corner or another out-of-the-way place in the home. Instructor will provide a complete in-class demonstration and handouts.

CRN 31982 | Fee: \$5

1 Friday | 11/7

noon-1:30 PM | AST E202

Instructor: Bettylou Sandy



## Noon Institute

### **NEW** The Manhattan Project: Dropping the Bomb

Not just for history buffs, but also for those interested in spy stories, national intelligence, and security, this course is an opportunity to get a firsthand view of the Manhattan Project; what it took to build the first atomic bombs; who were the civilian and military managers and stakeholders; and how they kept it all a secret in the middle of a world war. **Please note: This course is held at Vernon Senior Center, 26 Park Place, Vernon.**

CRN 31994 | Fee: \$5

1 Monday | 11/10

noon-1:30 PM | Vernon Senior Center

Instructor: Barbara King

### **NEW** Discovering the Haiku

Explore the world of poetry's Japanese art form, the Haiku! Students will learn about the original Haiku poem form as well as Japanese culture. Warm up from the weather with a cup of tea, an open mind and an opportunity to create your own tiny masterpiece!

CRN 31983 | Fee: \$5

1 Friday | 11/14

noon-1:30 PM | AST E202

Instructor: Rosemary Feehan-Huff is a graduate of CCSU, earning a B.A. in English/TESOL and an M.S. in Bilingual, Cultural and Urban Education. She also has a 6th year in Bilingual Multicultural Education from UCONN.

### **NEW** The Elements of Mystery Writing

This course will examine how the elements of fiction, such as characters, setting and plot come together to make a satisfying mystery! The class will make reference to Edgar Allan Poe's *Murders in the Rue Morgue*, but it won't be necessary to read the story in advance.

CRN 31984 | Fee: \$5

1 Friday | 11/21

noon-1:30 PM | AST E 202

Instructor: Steven Torres is the author of the *Precinct Puerto Rico Series* for St. Martin's Press. His short stories will be appearing in *Crime Spree* and *Shots* magazines.

### **NEW** What's Happening Inside Your Computer

Have you ever wondered what's happening inside your computer? How does it accomplish all that it does? These functions are controlled by your Central Processing Unit, the CPU. This class will explore the workings of a modest CPU. We will discuss its basic internal parts, their actions, and a simple language that controls all of this. There will be a minimum of technical terms used or assumed.

CRN 31985 | Fee: \$5

1 Friday | 12/5

noon-1:30 PM | AST E202

Instructor: Neal Alderman is retired from the Computer Science and Engineering department at University of Connecticut. He has also designed a variety of products, including custom integrated circuits. He holds a patent and several invention disclosures in computer related hardware.

### **NEW** Public Memory: How the Public Puts Together Its Past

How does a culture or group remember its collective past? How and why do we remember some events, people, or situations and not others? Events like the Civil War or Pearl Harbor, people like Joseph McCarthy or Rosa Parks, and situations like the recent recession all are memorable, but some are memorialized. What makes something worth remembering, and what are the implications for identity and the future?

CRN 31986 | Fee: \$5

1 Friday | 12/12

noon-1:30 PM | AST E202

Instructor: Rebecca M. Townsend, Ph.D., is Professor of Communication and Co-Chair of the Communication and Humanities Department at MCC. She was named the State of Connecticut Board of Regents' first-ever Scholarly Excellence Award winner in 2014 and received the White House Champion of Change Award in 2012.

### **NEW** Is it HOT in Here? The Art of Glassblowing

Glassblowing is the art of creating glass sculptures by manipulating molten glass. First developed around 300 B.C., glass-blown products have become indispensable to daily life, scientific innovation, and has emerged as a major art form. In this session we will explore the history of glassblowing and then show you the tools and techniques used today in a modern hot glass shop. An optional visit to a working "hot shop" will be offered to participants.

CRN: 31987 | Fee: \$5

1 Friday | 12/19

noon-1:30 PM | AST E202

Instructor: Jayson Ferron's passion for glass blowing has become a dedicated hobby. Professionally, he is also the principal for Interactive Security Training, LLC.

## Nutrition

### Fact versus Fiction: What Foods Are Right for You?

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

CRN 31935 | Fee: \$20

1 Thursday | 10/23

7-9 PM | GPA GP137

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

### Cholesterol: Friend or Enemy?

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

CRN 31954 | Fee: \$20

1 Thursday | 10/30

7-9 PM | GPA GP137

Instructor: Dr. Marie Mammone

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SPOKEN WORD  
MUSIC SERIES**

**9th Season  
beginning  
this Fall**

FEATURING ACCLAIMED POETS, WRITERS AND MUSICIANS FROM NEW ENGLAND AND BEYOND  
MCC on Main | 903 Main Street, Manchester | 7-9 PM | 3rd Thursday  
Hosted by Stephen Campiglio [www.manchestercc.edu/mmg](http://www.manchestercc.edu/mmg)

September 18 – 7:00 PM - *New England Guitar Quartet* with classical guitarists  
**Nick Cutroneo, Daniel Hartington, Jeremy Milligan, and Christopher Ladd**

8:00 PM – Featured poets **Vivian Shipley** and **Christine Beck**

October 16 – 8:00 PM - Special jazz duo appearance by Relative Pitch Records  
and Thirsty Ear recording artists, **Michael Bisio**, acoustic bass, and **Mat Maneri**, viola  
Featured poets: TBA



This project is funded by MCC Foundation Annual Fund



## WELCOME TO ONLINE LEARNING!

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

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

### REQUIREMENTS:

All courses require: Internet access, Email, Web browser (Explorer, Netscape, Firefox or Safari), 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:

**September 17**

**October 15**

**November 12**

**December 10**

### 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 49 of this catalog.
2. Complete online enrollment by visiting the Online Instruction Center at [www.ed2go.com/manchcc](http://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.

## BUSINESS ADMINISTRATION & MANAGEMENT

(\$130 per class)

### Administrative Assistant Fundamentals

CRN 31179

### Administrative Assistant Applications

CRN 31178

### Mastering Public Speaking

CRN 31231

### Fundamentals of Supervision and Management

CRN 31194

### Fundamentals of Supervision and Management II

CRN 31192

### Building Teams that Work

CRN 31218

### Understanding the Human Resources Function

CRN 31370

### Managing Customer Service

CRN 31191

### Introduction to Business Analysis

CRN 20414

### Mastery of Business Fundamentals

CRN 31195

### Distribution and Logistics Management

CRN 31197

### Manufacturing Fundamentals

CRN 31350

### Manufacturing Applications

CRN 31349

### Project Management Fundamentals

CRN 31187

### Project Management Applications

CRN 31185

### High-Speed Project Management

CRN 31497

### Purchasing Fundamentals

CRN 31183

### Supply Chain Management Fundamentals

CRN 31198

### Total Quality Fundamentals

CRN 31199

### Six Sigma: Total Quality Applications

CRN 31188

## ACCOUNTING

(\$130 per class)

### Accounting Fundamentals

CRN 31181

### Accounting Fundamentals II

CRN 31182

## ART & ENTERTAINMENT

(\$130 per class)

### Drawing for the Absolute Beginner

CRN 31200

### Introduction to Screenwriting

CRN 3123

### Music Made Easy

CRN 31201

### Introduction to Guitar

CRN 31202



## **BUSINESS PLANNING & ENTREPRENEURIAL COURSES** (\$130 per class)

- Creating a Successful Business Plan**  
CRN 31363
- Start and Operate Your Own Home-Based Business**  
CCRN 31372
- Start Your Own Small Business**  
CRN 31375
- Start Your Own Arts and Crafts Business**  
CCRN 31373
- Start Your Own Gift Basket Business**  
CRN 31374
- Start a Pet Sitting Business**  
CCRN 31371
- Learn to Buy and Sell on eBay**  
CRN 31425
- Growing Plants for Fun and Profit**  
CRN 31320
- Start Your Own Consulting Practice**  
CRN 31376
- Secrets of the Caterer**  
CRN 31318
- Wow, What a Great Event!**  
CRN 31180

## **CAREER DEVELOPMENT** (\$130 per class)

- Résumé Writing Workshop**  
CRN 31360
- Twelve Steps to a Successful Job Search**  
CRN 31361
- Jump Start Your Career with LinkedIn**  
CRN 31505
- Get Assertive!**  
CRN 31342
- Leadership**  
CRN 31359
- Listen to Your Heart and Success Will Follow**  
CRN 31345
- Individual Excellence: Secrets of Career Success**  
CRN 31193
- Achieving Success with Difficult People**  
CRN 31216
- Merrill Ream Speed Reading**  
CRN 31279

## **COMPUTERS** (\$130 per class)

### **Basic Computer Literacy**

- Keyboarding**  
CRN 31379
- Introduction to Windows 8**  
CRN 31417
- Introduction to Windows 7**  
CRN 31416
- Computer Skills for the Workplace**  
CRN 31380

### **Computer Applications**

- NEW What's New in Microsoft Office 2013?**  
CRN 31816
- What's New in Microsoft Office 2010?**  
CRN 31418
- Introduction to Microsoft Word 2011 for Mac**  
CRN 31387
- Introduction to Microsoft Word 2010**  
CRN 31386
- Introduction to Microsoft Word 2007**  
CRN 31385
- Intermediate Microsoft Word 2010**  
CRN 31389
- Intermediate Microsoft Word 2007**  
CRN 31389
- Introduction to Microsoft Excel 2013**  
CRN 31406
- Introduction to Microsoft Excel 2010**  
CRN 31405
- Introduction to Microsoft Excel 2007**  
CRN 31404
- NEW Intermediate Microsoft Excel 2013**  
CRN 31811
- Intermediate Microsoft Excel 2010**  
CRN 31412
- Intermediate Microsoft Excel 2007**  
CRN 31411
- NEW Advanced Microsoft Excel 2013**  
CRN 31810
- Advanced Microsoft Excel 2010**  
CRN 31408
- Advanced Microsoft Excel 2007**  
CRN 31407
- Introduction to Microsoft Access 2010**  
CRN 31410



## Intermediate Microsoft Access 2007

CRN 31413

## Introduction to Microsoft PowerPoint 2010

CRN 31415

## Introduction to Microsoft Outlook 2013

CRN 31423

## Introduction to Microsoft Outlook 2010

CRN 31422

## Introduction to Microsoft Outlook 2007

CRN 31421

## Introduction to Microsoft Publisher 2013

CRN 31420

## Introduction to Microsoft Publisher 2010

CRN 31419

## Introduction to Microsoft Project 2013

CRN 31501

## Introduction to Microsoft Project 2010

CRN 31498

## Introduction to Adobe Acrobat X

CRN 31496

## Introduction to Crystal Reports

CRN 31493

## Introduction to Peachtree Accounting 2012

CRN 31403

## Introduction to QuickBooks 2014

CRN 31393

## Introduction to QuickBooks 2013

CRN 31392

## Introduction to QuickBooks 2012

CRN 31391

## Introduction to QuickBooks 2011

CRN 31390

## Intermediate QuickBooks 2014

CRN 31399

## Intermediate QuickBooks 2013

CRN 31398

## Intermediate QuickBooks 2012

CRN 31397

## QuickBooks 2013 for Contractors

CRN 31396

## QuickBooks 2012 for Contractors

CRN 31395

## QuickBooks 2011 for Contractors

CRN 31394

## **NEW** Performing Payroll in QuickBooks 2014

CRN 31814

## Performing Payroll in QuickBooks 2013

CRN 31402

## Performing Payroll in QuickBooks 2012

CRN 31401

## Performing Payroll in QuickBooks 2012

CRN 31400

## Web Page Design, Graphics & Multimedia

### Creating Web Pages

CRN 31428

### Advanced Web Pages

CRN 31503

### Creating WordPress Websites

CRN 31429

### Creating WordPress Websites II

CRN 31430

### Introduction to CSS3 and XHTML5

CRN 31484

### Intermediate CSS3 and XHTML5

CRN 31485

### Advanced CSS3 and HTML5

CRN 31427

### Introduction to JavaScript

CRN 31426

### Designing Effective Websites

CRN 31502

### Creating jQuery Mobile Websites with Dreamweaver

CRN 31490

### Introduction to Dreamweaver CS6

CRN 31456

### Introduction to Dreamweaver CS5

CRN 31455

### Intermediate Dreamweaver CS6

CRN 31458

### Intermediate Dreamweaver CS5

CRN 31457

### Achieving Top Search Engine Positions

CRN 31424

### Introduction to Google Analytics

CRN 31488

### Introduction to CorelDRAW X5

CRN 31487

### Introduction to Final Cut Pro X

CRN 31463

### Introduction to Adobe Edge Animate

CRN 31492

### Introduction to Flash CS6

CRN 31459

### Intermediate Flash CS6

CRN 31460

## Digital Imaging & Design

### Introduction to Illustrator CS6

CRN 31468

### Introduction to Illustrator CS5

CRN 31467

### **NEW** Introduction to InDesign CC

CRN 31812

### Introduction to InDesign CS6

CRN 31465

### Introduction to InDesign CS5

CRN 31464

### Intermediate InDesign CS5

CRN 31466

### Introduction to Lightroom 5

CRN 31507

### Introduction to Lightroom 4

CRN 31506

### Introduction to Photoshop CS6

CRN 31470

### Introduction to Photoshop CS5

CRN 31469

### Intermediate Photoshop CS6

CRN 31475

### Intermediate Photoshop CS5

CRN 31474

### Photoshop CC for the Digital Photographer

CRN 20534

### Photoshop CS6 for the Digital Photographer

CRN 31471

### Photoshop CS6 for the Digital Photographer

CRN 31473

### Photoshop CS5 for the Digital Photographer

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### Photoshop Elements 12 for the Digital Photographer

CRN 31478

### Photoshop Elements 11 for the Digital Photographer

CRN 31477

### Photoshop Elements 10 for the Digital Photographer

CRN 31476

### Photoshop CC for the Digital Photographer II

CRN 31479

### Photoshop CS6 for the Digital Photographer II

CRN 31481

### Photoshop CS5 for the Digital Photographer II

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### **NEW** Photoshop Elements 12 for the Digital Photographer II

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### Photoshop Elements 11 for the Digital Photographer II

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### Photoshop Elements 10 for the Digital Photographer II

CRN 20546



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## Computer Troubleshooting & Networking

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**Introduction to PC Troubleshooting**

CRN 31384

**Introduction to PC Security**

CRN 31508

**Advanced PC Security**

CRN 31383

**Wireless Networking**

CRN 31432

**Introduction to Networking**

CRN 31433

**Intermediate Networking**

CRN 31431

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## Programming & Database Management

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**Introduction to Programming**

CRN 31439

**Macintosh, iPhone, and iPad Programming**

CRN 31489

**Creating Mobile Apps with HTML5**

CRN 31491

**How to Get Started in Game Development**

CRN 31495

**Introduction to Ajax Programming**

CRN 31438

**Introduction to ASP.NET**

CRN 31454

**Introduction to Java Programming**

CRN 31461

**Intermediate Java Programming**

CRN 31462

**Introduction to C++ Programming**

CRN 31447

**Introduction to C# Programming**

CRN 31450

**Intermediate C# Programming**

CRN 31451

**Introduction to Perl Programming**

CRN 20510

**Introduction to Python 3 Programming**

CRN 31446

**Introduction to Python 2.5 Programming**

CRN 31445

**Introduction to Ruby Programming**

CRN 31449

**Introduction to Database Development**

CRN 31435

**Introduction to Visual Basic**

CRN 31440

**Intermediate Visual Basic**

CRN 31441

**Introduction to SQL**

CRN 31436

**Intermediate SQL**

CRN 31437

**Introduction to PHP and MySQL**

CRN 31452

**Intermediate PHP and MySQL**

CRN 31453

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## CERTIFICATION PREP

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**Basic CompTIA A+ Certification Prep**

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**Intermediate CompTIA A+ Certification Prep**

CRN 31443

**Advanced CompTIA A+ Certification Prep**

CRN 31444

**CompTIA Security+ Certification Prep 1**

CRN 31381

**CompTIA Security+ Certification Prep 2**

CRN 31382

**CompTIA Network+ Certification Prep**

CRN 31434

**PMP Certification Prep 1**

CRN 31184

**PMP Certification Prep 2**

CRN 31186

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## COURSES FOR TEACHERS

(\$130 per class)

**Teaching Preschool: A Year of Inspiring Lessons**

CRN 31248

**Teaching High School Students**

CRN 31247

**Teaching Adult Learners**

CRN 31249

**An Introduction to Teaching ESL/EFL**

CRN 31258

**Practical Ideas for the Adult ESL/EFL Classroom**

CRN 31259

**Teaching ESL/EFL Reading**

CRN 31261

**Teaching ESL/EFL Vocabulary**

CRN 31262

**Teaching ESL/EFL Grammar**

CRN 31260

**Spanish in the Classroom**

CRN 31288

**Singapore Math: Number Sense and Computational Strategies**

CRN 31282

**Singapore Math Strategies: Model Drawing for Grades 1-6**

CRN 31280

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

CRN 31281

**Teaching Math: Grades 4-6**

CRN 31283

**Teaching Science: Grades 4-6**

CRN 31254

**Solving Classroom Discipline Problems**

CRN 31263

**Solving Classroom Discipline Problems II**

CRN 31264

**Empowering Students with Disabilities**

CRN 31284

**Teaching Students with Learning Disabilities**

CRN 31287

**Teaching Students with ADHD**

CRN 31285

**Teaching Students with Autism: Strategies for Success**

CRN 31286

**Survival Kit for New Teachers**

CRN 31257

**Ready, Set, Read!**

CRN 31277

**The Creative Classroom**

CRN 31274

**Creating Classroom Centers**

CRN 31250

**Differentiated Instruction in the Classroom**

CRN 31251

**The Differentiated Instruction and Response to Intervention Connection**

CRN 31253

**Differentiating K-12 Assessments**

CRN 31252

**Creating the Inclusive Classroom: Strategies for Success**

CRN 31273

**Teaching Writing: Grades K-3**

CRN 31256

**Teaching Writing: Grades 4-6**

CRN 31255

## Common Core Standards for English Language Arts K-5

CRN 31246

## Guided Reading and Writing: Strategies for Maximum Student Achievement

CRN 31275

## Guided Reading: Strategies for the Differentiated Classroom

CRN 31276

## Response to Intervention: Reading Strategies That Work

CRN 31278

## Integrating Technology in the Classroom

CRN 31266

## Teaching Smarter with SMART Boards

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## Using the Internet in the Classroom

CRN 31270

## Creating a Classroom Website

CRN 31271

## Using Microsoft Excel 2010 in the Classroom

CRN 31267

## Using Microsoft Excel 2007 in the Classroom

CRN 20312

## **NEW** Using Microsoft PowerPoint 2013 in the Classroom

CRN 31813

## Using Microsoft PowerPoint 2010 in the Classroom

CRN 31272

## Using Microsoft Word 2010 in the Classroom

CRN 31268

## Blogging and Podcasting for Beginners

CRN 31265

## Enhancing Language Development in Childhood

CRN 20325

## Enhancing Language Development in Childhood

CRN 31316

## Understanding Adolescents

CRN 31312

## GRANT WRITING & NONPROFIT MANAGEMENT

(\$130 per class)

### A to Z Grant Writing

CRN 31295

### Get Grants!

CRN 31296

### Advanced Grant Proposal Writing

CRN 31298

### Writing Effective Grant Proposals

CRN 31297

### Becoming a Grant Writing Consultant

CRN 31365

### Starting a Nonprofit

CRN 31366

### Nonprofit Fundraising Essentials

CRN 31369

### Marketing Your Nonprofit

CRN 31367

### Introduction to Nonprofit Management

CRN 31368

## HEALTH CARE, FAMILY & NUTRITION

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### Assisting Aging Parents

CRN 31315

### Marriage and Relationships: Keys to Success

CRN 31341

### Navigating Divorce

CRN 31314

### Managing Life as a Single Parent

CRN 31313

### Homeschool with Success

CRN 31245

### Explore a Career as an Administrative Medical Assistant

CRN 31338

### Explore a Career in a Dental Office

CRN 31328

### Explore a Career as a Pharmacy Technician

CRN 31331

### Explore a Career in Medical Coding

CRN 31339

### Explore a Career in Medical Transcription

CRN 31326

### Explore a Career in Medical Writing

CRN 31330

### Medical Terminology: A Word Association Approach

CRN 31327

## HIPAA Compliance

CRN 31322

## Become an Optical Assistant

CRN 31325

## Become a Physical Therapy Aide

CRN 31332

## Become a Veterinary Assistant

CRN 31333

## Become a Veterinary Assistant II: Canine Reproduction

CRN 31334

## Become a Veterinary Assistant III: Practical Skills

CRN 31335

## Introduction to Natural Health and Healing

CRN 31336

## Lose Weight and Keep It Off!

CRN 31323

## Luscious, Low-Fat, Lightning-Quick Meals

CRN 31317

## Handling Medical Emergencies

CRN 31324

## LANGUAGES

(\$130 per class)

### Speed Spanish I

CRN 31307

### Speed Spanish II

CRN 31308

### Speed Spanish III

CRN 31309

### Spanish for Law Enforcement

CRN 31762

### Spanish for Medical Professionals

CRN 31337

### Beginning Conversational French

CRN 31305

### Instant Italian

CRN 31310

### Conversational Japanese

CRN 31306

### Easy English 1

CRN 31290

### Easy English 2

CRN 31291

### Easy English 3

CRN 31292

### Grammar for ESL

CRN 31289

### Writing for ESL

CRN 31293

**MATH & SCIENCE**

(\$130 per class)

**Math Refresher**

CRN 31346

**Introduction to Algebra**

CRN 31348

**Introduction to Statistics**

CRN 31347

**Medical Math**

CRN 31340

**Human Anatomy and Physiology I**

CRN 31321

**Human Anatomy and Physiology II**

CRN 31329

**Introduction to Biology**

CRN 31357

**Introduction to Chemistry**

CRN 31358

**PERSONAL ENRICHMENT**

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**Introduction to Interior Design**

CRN 31203

**Start Your Own Edible Garden**

CRN 31319

**Get Funny!**

CRN 31344

**Skills for Making Great Decisions**

CRN 31343

**Interpersonal Communication**

CRN 31215

**Keys to Effective Communication**

CRN 31214

**Genealogy Basics**

CRN 31311

**PERSONAL FINANCE & INVESTMENTS**

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**Where Does All My Money Go?**

CRN 31294

**Personal Finance**

CRN 31304

**Business Finance for Non-Financial Personnel**

CRN 31303

**Keys to Successful Money Management**

CRN 31299

**Real Estate Investing**

CRN 31362

**Stocks, Bonds, and Investing: Oh, My!**

CRN 31300

**The Analysis and Valuation of Stocks**

CRN 31301

**Introduction to Stock Options**

CRN 31302

**PHOTOGRAPHY**

(\$130 per class)

**Discover Digital Photography**

CRN 31354

**Mastering Your Digital SLR Camera**

CRN 31355

**Introduction to Digital Scrapbooking**

CRN 31486

**Travel Photography for the Digital Photographer**

CRN 31356

**Secrets of Better Photography**

CRN 31351

**Photographing Nature with Your Digital Camera**

CRN 31352

**Photographing People with Your Digital Camera**

CRN 31353

**SALES & MARKETING**

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**Professional Sales Skills**

CRN 31190

**Effective Selling**

CRN 31189

**Small Business Marketing on a Shoestring**

CRN 31378

**Marketing Your Business on the Internet**

CRN 31377

**Using Social Media in Business**

CRN 31494

**TEST PREP**

(\$130 per class)

**Praxis I Preparation**

CRN 31244

**Prepare for the GED Test**

CRN 31236

**Prepare for the GED Math Test**

CRN 31235

**GMAT Preparation**

CRN 31239

**GRE Preparation: Part 1 (Verbal & Analytical)**

CRN 31237

**GRE Preparation: Part 2 (Quantitative)**

CRN 31238

**LSAT Preparation: Part 1**

CRN 31240

**LSAT Preparation: Part 2**

CRN 31241

**SAT/ACT Preparation: Part 1**

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**SAT/ACT Preparation: Part 2**

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### Grammar Refresher

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### Writing Essentials

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### Effective Business Writing

CRN 31220

### Business Marketing Writing

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### Fundamentals of Technical Writing

CRN 31211

### The Keys to Effective Editing

CRN 31196

### Writeriffic: Creativity Training for Writers

CRN 31225

### How to Make Money from Your Writing

CRN 31208

### Write Fiction Like a Pro

CRN 31224

### Advanced Fiction Writing

CRN 31229

### Writing Young Adult Fiction

CRN 31209

### **NEW** Romance Writing

CRN 31207

### Mystery Writing

CRN 31206

### The Craft of Magazine Writing

CRN 31232

### Writing for Children

CRN 31217

### Research Methods for Writers

CRN 20257

### Beginner's Guide to Getting Published

CRN 31221

### Write and Publish Your Nonfiction Book

CRN 31223

### Publish and Sell Your E-Books

CRN 31222

### Introduction to Internet Writing Markets

CRN 31227

### Pleasures of Poetry

CRN 31205

### Travel Writing

CRN 31210

### Write Your Life Story

CRN 31226

### Introduction to Journaling

CRN 31228

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Microsoft Office Specialist 2007 .....	400.....	\$1,995
Microsoft Certified Solutions Associate (MCSA): Server 2008.....	275.....	\$2,195
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
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Only if ☐ M ☐ F \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
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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)

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# Photography

## Digital Camera Introduction

Learn the fundamentals of digital photography using a consumer-model digital camera. All aspects of the digital camera will be discussed, including the lens, viewfinder, focus, aperture, shutter, digital file formats, and image storage, as well as how to work in a photo editing program. We will learn how to import and save photographs, methods of color correction and enhancement, and how to size and prepare images for print and the web, and also compare popular digital camera models. It is not necessary to own a digital camera, but if you do, please bring it along with your instruction manual. Prerequisite: Basic Windows, keyboarding and mouse skills.

CRN 31765 | Fee: \$99

2 Tuesdays | 9/9-9/16

6-9 PM | LRC B142

Instructor: Richard Hoyer is a fine art, portrait and location photographer, with more than 20 years of fun and profit in the business. He also teaches photography in the adult education program at Worcester Art Museum. His work is exhibited regularly at galleries around the state.

## Digital Camera Next Step

Making the leap from film to digital photography was scary, but you did it! And now that you've had some time to enhance your digital photo skills, and maybe even learned how to load your photos into the computer and digitally enhance them, you're ready for more. In this advanced course, learn how to control digital photography from camera to computer. Topics will include advanced techniques for taking better digital photos, digital picture management, advanced camera controls, enhancing your pictures via software, and successful printing and web usage techniques. Bring your digital camera and your digital questions to this informative class. Prerequisite: Digital Camera Introduction or equivalent experience, or approval by instructor or computer coordinator.

CRN 31766 | Fee: \$99

2 Tuesdays | 9/23-9/30

6-9 PM | LRC B142

Instructor: Richard Hoyer

## The Art of Photography

Students with a basic understanding of photography will hone their skills, while becoming more proficient with their digital cameras. Students will learn how to better understand light, contrast and the zone system, and the elements of composition, such as how to frame an image and use line, color, texture and pattern to make better photographs. There will be weekly shooting assignments and class critiques of student work. **Students will also be expected to attend two Saturday off-campus field trips on 10/4 and 10/25, locations to be determined in class.**

CRN 31825 | Fee: \$250

8 sessions: 6 Tuesdays, 9/30-12/9 (meets every other week) | 7-9 PM | GPA GP156 & 2 Saturdays (off-campus field trips)

10/4 & 10/25 | 9-11 AM

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

## WORLD TRAVEL PHOTOGRAPHY

Join us for this special series of slide shows and lectures by an award-winning photographer, as she documents her world travel and brings the adventure to the classroom. Discussion will include techniques, cameras, and lenses used in the shots of the presentation. For travel and photography enthusiasts alike!

### NEW From City to Country in France

Explore Paris, Provence, Languedoc-Roussillon, Pyrennees, Nice and the Mediterranean Coast, Aquitaine, Brittany, with an emphasis on architecture, monuments, historical fortresses, landscapes and marketplaces.

CRN 31881 | Fee: \$30

1 Tuesday | 9/23

7-9 PM | GPA GP156

Instructor: Mallorie Ostrowitz

### NEW Northern Italy and Portugal

Witness the natural and artistic beauty of northern Italy from Venice, Ravenna, Verona, Bologna, Padua, to the Lakes Region, then "travel" west to Portugal to tour the ancient walled city of Obidos, the capitol city of Lisbon, and "cruise" down the Douro River from Oporto, visiting the towns and vineyards of the Douro Valley, and including a visit to the university city of Salamanca, Spain.

CRN 31882 | Fee: \$30

1 Tuesday | 10/7

7-9 PM | GPA GP156

Instructor: Mallorie Ostrowitz

### NEW From City to Country in Argentina and Chile

Explore the city and the country, from Chile's famous destinations of Buenos Aires and Santiago to northern Patagonia in Argentina.

CRN 31883 | Fee: \$30

1 Tuesday | 11/18

7-9 PM | GPA GP156

Instructor: Mallorie Ostrowitz





## 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 31874 | 2 Fridays | 9/19-9/26

6-9 PM | AST D211

CRN 31875 | 2 Fridays | 12/5-12/12

6-9 PM | AST D211

Fee: \$99 (per section)

Instructor: Richard Hoyer

## Advanced Digital SLR

We will concentrate on advanced topics relating to photography with digital SLRs and improving images with Adobe Photoshop CS3; 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; and use Adobe Photoshop CS3 to explore 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 31876 | Fee: \$50

1 Friday | 10/17

6-9 PM | AST D211

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 31878 | Fee: \$50

1 Friday | 10/24

6-9 PM | AST D211

Instructor: Richard Hoyer

## Portrait and People Photography

If you like to photograph people for the snapshot album or as fine art, join us for this workshop exploring portrait photography. Using either film or digital camera, learn how to photograph in formal and informal settings, and how to make the most of flash, natural light, close-ups, set poses, and spontaneous candid shots. Discover new ways to set up a portrait, establish a comfortable rapport with your subject, and capture revealing moments and true character. Class discussions will also include basic camera operation, lighting, composition, setting and body language. Participants should have basic camera skills and be prepared to shoot assignments weekly. Please bring your camera to all sessions.

CRN 31898 | Fee: \$150

3 Fridays | 11/7-11/21

6-9 PM | AST D211

Instructor: Richard Hoyer

## The Photo Essay

It is both exciting and challenging to tell a story using only photographs. Learn what elements are necessary to create 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 31928 | Fee: \$60

3 Saturdays | 9/13-9/27

10 AM-noon | GPA GP142

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

## Stock Photography for Fun and Profit

Start making money through stock photography. Stock photographers shoot a variety of images and place them with stock agencies who then market them to magazines, advertising firms, and textbook companies all around the world. All aspects of the stock photography business will be covered. Topics will include determining what kind of images sell and don't sell; creating a catalog of your pictures; working with metadata; and determining which specific stock agencies are best suited for your photos. Learn how to tap into this potentially lucrative source of extra income!

CRN 31938 | Fee: \$60

2 Tuesdays | 10/21-10/28

6-9 PM | GPA GP136

Instructor: Peter Glass

## Photography Lighting Workshop

Let a professional photographer show you the way to better lighting. Both beginning and intermediate photography students will find this course valuable. You'll learn how to use many different, but affordable, types of light, from the sun to incandescent and electronic flash. There will be demonstrations of techniques and assignments that will incorporate what you've learned. By the time you finish this course, you'll see light in a whole new way! Please bring your digital camera and lenses, as well as a hand-held meter if possible. Film and digital SLRs are also acceptable. Prerequisite: A basic knowledge of photography is required.

CRN 31937 | Fee: \$140

6 Tuesdays | 9/23-10/28

7-9 PM | AST D212

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



## YOU MAY ALSO LIKE

Digital Imaging & Design courses on page 21.

Online Academy Photography courses on page 47.

## JOB SEARCH & CAREER WORKSHOPS

Looking for information and guidance on how to become more competitive in your job search? You are invited to attend the following workshops. All sessions meet in the Career Services Suite (SSC L107) and are FREE and open to students, alumni, and the public. Pre-registration, however, is required, using the registration form on page 66. 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 31839 | 1 Tuesday | 9/30 | noon-1:30 PM

CRN 31840 | 1 Tuesday | 10/28 | noon-1:30 PM

#### *Thursday Night Sessions*

CRN 31841 | 1 Thursday | 10/2 | 6-7:30 PM

CRN 31842 | 1 Thursday | 10/30 | 6-7:30 PM

SSC L107 (Career Services Suite)

### Job Search Strategies and Cover Letters

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

#### *Tuesday Afternoon Sessions*

CRN 31843 | 1 Tuesday | 10/14 | noon-1:30 PM

CRN 31844 | 1 Tuesday | 11/11 | noon-1:30 PM

#### *Thursday Night Sessions*

CRN 31845 | 1 Thursday | 10/16 | 6-7:30 PM

CRN 31846 | 1 Thursday | 11/13 | 6-7:30 PM

SSC L107 (Career Services Suite)

### Interviewing Skills

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

#### *Tuesday Afternoon Sessions*

CRN 31847 | 1 Tuesday | 10/7 | noon-1:30 PM

CRN 31848 | 1 Tuesday | 11/4 | noon-1:30 PM

#### *Thursday Night Sessions*

CRN 31849 | 1 Thursday | 10/9 | 6-7:30 PM

CRN 31850 | 1 Thursday | 11/6 | 6-7:30 PM

SSC L107 (Career Services Suite)

### Making Effective Career Choices

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

#### *Tuesday Afternoon Sessions*

CRN 31834 | 1 Tuesday | 10/21 | noon-1:30 PM

CRN 31835 | 1 Tuesday | 11/18 | noon-1:30 PM

#### *Thursday Night Sessions*

CRN 31836 | 1 Thursday | 10/23 | 6-7:30 PM

CRN 31837 | 1 Thursday | 11/20 | 6-7:30 PM

SSC L107 (Career Services Suite)

## MCC CAREER SERVICES PART-TIME JOB FAIR

Wednesday,  
October 8  
10:00 AM—1:00 PM  
SBM Charitable  
Foundation Building



## Apply Marketing Principles to Sell Yourself in a Competitive Job Market

Learn to better present yourself in an intensely competitive job market. We will apply the same principles of marketing that major companies use to sell their products and services to help you create a portfolio and job strategy that highlights your individual strengths and achievement. This is a course for anyone and everyone looking to make their next career move. We will refer to handouts, participate in group discussions to share ideas, and develop a hands-on project that you can apply to your actual job search.

CRN 31956 | Fee: \$40

2 Thursdays | 10/2-10/9

7-9 PM | GPA GP137

Instructor: Jessica Gadzik has successfully used marketing principles to promote herself, landing a job as director of marketing after graduating college in 2009. She holds an M.B.A. in Marketing from Post University.

## CAREER OPPORTUNITIES

### Security Officer Training: Guard Card Certification

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

CRN 31542 | Fee: \$110

1 Monday | 9/15

8:30 AM-5 PM | LRC B144 (limited seating)

Instructor: Richard Siena has nearly 30 years of police experience, including being a commander and instructor and currently owns a private investigation company.

## So, You Want to Be a Professional Organizer!

Maybe you've seen the organizing shows on TV. Are your own skills at organizing honed enough to turn professional? This course will explain the tools you need to go into business as a professional organizer. Learn how to set up your own organizing business, what expenses are involved in setting up a business, how to handle record keeping and getting started with clients. We will talk about networking and marketing your business and yourself on a shoestring budget. You'll also learn about the different types of organizing that other professional organizers do.

CRN 31965 | Fee: \$15

1 Tuesday | 10/28

6:30-8:30 PM | GPA GP126

Instructor: Faith Manierre is the president of Busy Bees Professional Organizing, LLC, and the founding president of the CT Chapter of the National Association of Professional Organizers. She is a Master Trainer for the Institute for Challenging Disorganization.

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

Learn to prepare today's most popular drink recipes, such as the Kamikaze and the Cosmopolitan, as well as some of yesterday's classic cocktails. Instruction includes opening and closing duties, product knowledge, garnish cutting, making change, optimizing tips, and health regulations. The S.M.A.R.T. (Server and Manager Alcohol Responsibility Training) certification teaches responsible service of alcohol, with extra emphasis on checking IDs and underage drinking problems, and is recognized by liquor administrators throughout the country, including restaurants, clubs, hotels, and catering companies. Students receive a certificate for bartending and a wallet-sized S.M.A.R.T. certification card upon successful completion of this course. Students must be at least 18 years old. No real alcohol is used in class instruction. For more information, please visit: [www.getsmartct.com](http://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 31851 | Fee: \$195

2 Saturdays | 11/8-11/15

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

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

## Build and Maintain a Successful Business

Do you have an idea for your own business or consulting practice, but don't know how to get started? In this brief, intensive workshop, you'll get all the tips, tricks, techniques, and business knowledge you need to succeed and make your idea profitable. You will also learn how to reach clients with a sellable identity; close contract deals; and develop an effective marketing plan. After this class, you'll have an understanding of all the planning and communication tools that are needed for a successful and profitable business or consulting practice.

CRN 31877 | Fee: \$25

1 Saturday | 10/4

9 AM-noon | GPA GP214

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

## SKILLS FOR THE WORKPLACE

### **NEW** Going Digital: Marketing for Professional Service Businesses

More than 80% of professional service buyers use the Internet at some point in the purchasing process. Are you ready for them? We'll discuss why typical approaches to marketing fall flat and present a winning framework for addressing client concerns and communicating your unique value; explore the role of informative content in showcasing your expertise and building trust; and discuss how to create and implement an integrated digital strategy that includes a client-focused website, email, social media, e-newsletters, and other digital communication channels. A workbook will be provided to help you plan your own marketing strategy.

CRN 31958 | Fee: \$35

1 Wednesday | 9/24

6:30-9:30 PM | GPA GP214

Instructor: Michael Selissen is the founder of Case Mountain Communications, a consulting company that helps business and non-profits communicate what they know. His own monthly e-newsletter, MarCom Matters, takes an insightful look at marketing communications tools, tactics and strategies.



# Professional Development

## e-Newsletters for Small Businesses and Nonprofits

Email Newsletters are an effective way to generate new business, stay connected with existing customers and/or associates, advocate for your cause or share your specific expertise. Come learn how to produce an e-newsletter that reflects your organization's brand or your own personality. Find out how to deliver information that will build a subscriber base and make your readers look forward to each issue. We'll cover how to identify your audience, plan and design the newsletter, grow your subscriber list and choose an email service provider for delivering to subscribers' inboxes. We'll also address ways of discovering your own written "voice" and where to find content ideas. A portion of the class time will be set aside for you to start creating your own e-newsletter marketing plan. Students should bring a lunch.

CRN 31964 | Fee: \$60

1 Saturday | 10/18

9 AM-2:30 PM | GPA GP139

Instructor: Michael Selissen

## Technical Communications for Engineers, Architects and Web Designers

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

CRN 31947 | Fee: \$120

6 Wednesdays | 10/1-11/5

6:30-8:30 PM | GPA GP138

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

## Conversation to Presentation: Expanding Everyday Communication Skills into Effective Public Speaking

The ability to communicate effectively can impact your success academically, professionally, and interpersonally. In this beginner level course, students will learn in a supportive and interactive environment how to expand the communication skills they already have into public speaking abilities. Students will engage in minor speech activities, while learning about the communication model, speech components, delivery techniques, how to overcome speech related anxiety, and how to improve listening skills in order to become better communicators. This introductory course is suitable for any novice speaker seeking to develop confidence speaking in front of others.

CRN 31975 | Fee: \$105

4 Wednesdays | 9/24-10/15

7-9 PM | GPA GP215

Instructor: Josephine Sanchez is an adjunct lecturer in public speaking at MCC, a position she has held since 2005. She earned her B.A. and M.A. in communication from the University of Hartford, and has been a panelist speaker at various events.

## Grant Writing Workshop

Do you know what grant makers want? This course will cover tips for writing effective grant proposals. Learn how to get started, or if you have started, how to continue and finish. 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. Cultivation of contacts and meeting funders will also 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: The November 7 section meets at MCC on Main, 903 Main St., Manchester.**

CRN 31949 | 1 Saturday | 9/27

9:30 AM-4 PM | AST C209

CRN 31950 | 1 Friday | 11/7

11:30 AM-6 PM | MCC on Main

Fee: \$95 (per section)

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.



## REAL ESTATE

### Principles and Practices of Real Estate

This required course for real estate licensing provides clear explanations of modern real estate practices and a working knowledge of real estate in Connecticut. Property owners, buyers, sellers, and anyone interested in pursuing real estate careers or operations will find this course beneficial and rewarding. Students must attend at least 60 hours and pass the course with a score of 70 or higher in order to sit for the State exam (the Salesperson Exam fee of approximately \$80 is not included with this course). Please note that your certificate will be printed with your name as it appears on your registration form. Required texts: *Modern Real Estate Practice* (ISBN 9781427787903) and *CT Real Estate Practice and Law* (ISBN 9781427727824), as well as a strongly recommended text, *Questions & Answers ... Real Estate Exam* (ISBN 9781427776778), Dearborn, available at MCC Bookstore for approximately \$97 (for all three books).

CRN 31703 | Fee: \$485

8 Tuesdays & 8 Thursdays | 9/9-10/30  
(exam date, 11/6)

5:30-9:30 PM | SSC L240

CRN 31953 | Fee: \$485

8 Mondays & 8 Wednesdays | 9/22-11/17  
(does not meet 10/13; exam date 11/19)

5:45-9:45 PM | SSC L142

Instructors: CRN 31703: Marc Vallen is assistant state's attorney in CT's Office of States' Attorney. He was formerly principal in Vallen & Sandler, LLC.; CRN 31953: Archangelo D'Amato is a licensed CT broker, brings more than 30 years of real estate brokerage, sales, leasing, development, and property management to the classroom.

### Basic 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 31957 | Fee: \$390

9 Saturdays | 9/20-11/22 (does not meet 10/11; exam date 12/6)

8:30 AM-12:30 PM | SSC L142

Instructor: Archangelo D'Amato

### Current Issues in Condominium Law

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

CRN 31862 | Fee: \$45

1 Monday | 9/29

6-9 PM | SSC L240

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 chair of the CT Bar Association Real Property Section and a fellow in the American College of Mortgage Attorneys.

### Buying Foreclosed Property

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

CRN 31863 | Fee: \$45

1 Monday | 10/20

6-9 PM | SSC L240

Instructor: Elton B. Harvey III

### Basic Title Searching

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

CRN 31861 | Fee: \$45

1 Monday | 10/27

6-9 PM | SSC L240

Instructor: Elton B. Harvey III

### Workforce Investment Act (WIA)

**Funding may be available for unemployed, recently downsized, or underemployed persons.**

*For more information contact  
CT Department of Labor at  
[www1.ctdol.state.ct.us/etpl/](http://www1.ctdol.state.ct.us/etpl/)*

- Principles and Practices of Real Estate

### Principles and Practices of Real Estate

#### May Qualify for Veterans' Benefits

Call MCC's Veteran's Services at

860 - 512-3375, or the MCC O.A.S.I.S.

at 860 - 512-3362, for more information on Veteran's benefits.

### 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](http://www.ct.gov/dcp) – then click "real estate."

## BUSINESS & INDUSTRY

### 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. Please note: *This course is the stand-alone classroom session to the course listed below that adds a second session with MS Project.*

CRN 31515 | Fee: \$105

1 Monday | 9/22

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

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

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

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 tool 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 31517 | Fee: \$199

2 Mondays | 9/22-9/29

9 AM-4 PM | LRC B144 (9/22) & LRC B141 (9/29)  
(limited seating)

Instructor: John Lombardo

### The Innovative and Successful Supervisor

We will discuss work styles and how to best interact with others in our work environment; explore efficiency in communication and employee-motivation; the art of delegation; and the right types of training, coaching, and mentoring. Instructor provides handouts. Prerequisite: Some supervisory experience.

CRN 31527 | Fee: \$90

1 Tuesday | 10/7

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

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

### NEW Feedback and Supervision Skills

When communicated well, feedback, both positive and constructive, maximizes your human resources and helps your employees feel important, appreciated, and motivated. Through this interactive seminar, you will explore, experience and understand the value of holding your employees and co-workers accountable for their best performance. We will focus on the skills of listening, rapport building, and developing and delivering a concise message that open lines of communication rather than raising defensive walls. Instructor provides handouts. No prerequisite.

CRN 31630 | Fee: \$90

1 Thursday | 10/9

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

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 and has spent the last two decades helping entertainment professionals and nonprofit organizations create strategies for success.

### Middle Management Skills Certificate

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

CRN 31525 | Fee: \$399

5 Fridays | 10/10-11/7

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

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

### NEW Introduction to Business and Systems Analysis

Business analysis is a method for formally identifying business needs and formulating solutions. These may consist of process improvement, strategic planning, or policy development. The course focuses on analysis as a discipline, profession and career path; the seven knowledge areas of analysis; and requirements development and requirements management. Participants will glean from the course a familiarity with business and systems analysis. This course consists of lecture and workshop components. Instructor provides handouts. No prerequisite.

CRN 31634 | Fee: \$105

1 Thursday | 10/23

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

Instructor: William Marut has many years of experience as an Informational Technology professional and has worked as a business analyst and a professional instructor in business analysis and related subjects. He holds a B.A. in Mathematics and an M.B.A.

### NEW Introductory Techniques for Business and Systems Analysts

This course material covers in more detail than the prerequisite course. This course covers the different types of requirements; elicitation techniques; analysis and modeling techniques; and presentation techniques. Participants will leave the course with basic skills in analysis techniques necessary for requirements development. This course consists of lecture and workshop components. Instructor provides handouts. Prerequisite: *Introduction to Business and Systems Analysis*.

CRN 31636 | Fee: \$105

1 Tuesday | 10/28

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

Instructor: William Marut



## Balancing Time, Priorities and Productivity

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

CRN 31521 | Fee: \$90

1 Tuesday | 11/4

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

Instructor: Allison L. Phaneuf

## 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. The course will introduce students to this critical subject and methods used to prevent or uncover financial abuses. The instructor will also share accounts of actual cases, so that students can connect theory to practice. Instructor provides handouts. No prerequisite.

CRN 31519 | Fee: \$90

1 Wednesday | 11/12

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

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

## Managing the Generational Mix

Today's workforce has Baby Boomers and Matures working alongside Gen Xers and Millennials. This program will provide individuals, supervisors and managers with both an understanding of what each generation wants and practical advice on how to coach, motivate, and get results from a diverse workforce. Instructor provides handouts. No prerequisite.

CRN 31529 | Fee: \$90

1 Friday | 11/14

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

Instructor: Ralph Braithwaite

## **NEW** SCRUM Agile Project Management Introduction

Scrum (Agile) framework is a way for teams to work together to develop a product. Scrum leverages the innate traits and characteristics in people to allow them to do great things together. Learn about key concepts in Scrum as defined in the SBOK™ Guide, and gain a basic understanding of how Scrum framework works in delivering successful projects. Participants will learn to run and audit Scrum projects. The course will also cover a simulated Scrum project. Instructor provides handouts. No prerequisite.

CRN 31632 | Fee: \$105

1 Monday | 11/24

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

Instructor: Jayson Ferron is principal for Interactive Security Training, LLC. His customers include Microsoft, the Department of Defense, numerous banks, government agencies, health agencies, and service providers. He is also a member of Microsoft Step.

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

This course uses interactive and reflective activities and discussions to help managers who wish to create a dynamic team environment and inspire their staff's performance. Work on creating a vision and setting future goals, and determine the steps to get there. Instructor provides handouts. No prerequisite.

CRN 31523 | Fee: \$90

1 Tuesday | 12/2

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

Instructor: Allison L. Phaneuf

## Effective Speech Communication Made Simple!

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

CRN 31540 | Fee: \$90

1 Wednesday | 12/17

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

Instructor: Ken Adamson, M.A., is adjunct professor of communications at MCC and Charter Oak State College. A communications consultant and copywriter, he brings more than two decades of sales, sales management, and marketing experience to the classroom.



# If it were easy, everyone would be doing it.

**Business success isn't easy.  
Problems, challenges, change  
are at every turn.**

Recognizing your company's greatest resource – its people – and providing quality training can mean a healthier bottom line, quality customer service, higher customer retention, better productivity, and so much more. MCC's Business and Industry Services provides customized training for employees in a variety of fields. Our knowledgeable instructors will use curricula aligned with your business needs and goals. You'll enjoy the flexibility of collaborating with a local college and on a schedule that works for you, either at your site or on the beautiful, well-equipped MCC campus.

### **Popular topics that MCC offers include:**

- Successful management technique
- Customer service
- Team building
- Conflict management
- Sexual harassment prevention
- Diversity training
- Business math and accounting
- Communication in the workplace
- Marketing
- Microsoft Office, Adobe applications, Database management, and Web design
- We also offer training that is specific to certain sectors. For example, we provide training for manufacturers in blueprint reading, shop math, safety, GD&T, Mastercam, SolidWorks and more.

**While so much of business is quite  
difficult, working with us is easy,  
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Call today for more information: Mick Pigott  
at (860) 512.2815 or by email:  
[mpigott@manchestercc.edu](mailto:mpigott@manchestercc.edu)

## MCC'S BUSINESS AND INDUSTRY SERVICES



# WE DELIVER

## Computer training at your company

This new service may be more convenient for your company  
and provide the customized solution you're looking for.

Having on-site training can supplement and clarify classroom  
instruction, making it that much easier for employees to transition  
to new software or improve performance on existing systems.

### **Advantages:**

- You can purchase blocks of time (three- or six-hour increments) so that our experts can work with individuals or small groups.
- You can choose a flat rate for larger groups to keep your costs down.
- Our experienced instructors can make suggestions for the design and implementation of various applications for your organization.
- We provide training covering the full range of Microsoft Office, Adobe Suite, Microsoft Servers, Oracle, SharePoint, VMWare, accounting, programming, security and web design courses.



For more information, contact Bruce Manning, [bmanning@manchestercc.edu](mailto:bmanning@manchestercc.edu)  
or Mick Pigott, [mpigott@manchestercc.edu](mailto:mpigott@manchestercc.edu)



# THIS SIDE UP



## WOULD YOU LIKE TO RECEIVE THE MCC CREDIT-FREE CATALOG AT HOME

**Get on our mailing list!**

**Call 860-512-2800 or email: [ceinfo@manchestercc.edu](mailto:ceinfo@manchestercc.edu)**

## MORE GREAT BOOKS

### 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 31831 | Fee: \$20

6 Wednesdays | 9/24-12/3 (meets every other week)

3:30-5 PM | GPA GP126

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

### 9/24 - American Lion: Andrew Jackson in the White House by Jon Meacham

Jon Meacham wrote this biography of Andrew Jackson, the seventh president of the United States, because he believes "Jackson represents the best of us and the worst of us." Jackson, a backwoods orphan, began a new political era in which the people, not founding-father "elites", were the guiding force in American presidential politics. Meacham's American Lion won the 2009 Pulitzer Prize for Biography.

Instructors: Jana Sime and Kimberly Hamilton-Bobrow

### 10/8 - The Signature of All Things by Elizabeth Gilbert

This novel follows the life of Alma Whittaker as she explores the meaning of life through the lens of a botanist. Spanning the nineteenth century, and set in such diverse places as London, Peru, Tahiti, Philadelphia and Amsterdam, the novel leads the reader to a meeting place of science and spirituality.

Instructor: Kathleen Bottaro

### 10/22 - The Beautiful Mystery by Louise Penney

Louise Penney is a contemporary Canadian mystery writer. Her series of mysteries featuring Armand Gamache are engaging, thoughtful and often surprising. Penney is excellent at characterization, setting, as well as creating and sustaining an essential tension. This novel has won the Agatha Award for Best Mystery in the U.S., the Anthony Award for Best Crime Novel, and the Macavity Award for Best Crime Novel of the year in the U.S.

Instructor: Lois Coleman

### 11/5 - The Snow Leopard by Peter Matthiessen

Peter Matthiessen's The Snow Leopard was much acclaimed upon its publication thirty years ago. The Snow Leopard is both a vivid travelogue (finding the snow leopard of the Himalayas) and a moving personal reflection on nature, time, and the purpose of life, as best one can understand it.

Instructor: Michael DiRaimo

### 11/19 - The Immortal Life of Henrietta Lacks by Rebecca Skloot

In 1951, Henrietta Lacks' cells were taken over without her knowledge and used for developing the polio vaccine, gene mapping and cloning. Billions of her cells have been bought and sold and today her family cannot even afford her health insurance. This is a complex story extremely relevant in today's world.

Instructors: Peter Poulos and Georgia Buckles

### 12/3 - The Man in My Basement by Walter Mosely

"Hailed as a masterpiece---the finest work yet by an American novelist of the first rank, The Man in My Basement tells the story of Charles Blakey, a young man who can't find a job, drinks too much, and worst of all, stands to lose the beautiful home that has belonged to his family for generations. But Charles' fortunes take an odd turn when a stranger offers nearly \$50,000 to rent out his basement-- and soon, as the boarder transforms the basement into a prison cell, Charles finds himself drawn into circumstances almost unimaginably bizarre and profoundly unsettling." - Amazon.com

Instructor: Tanya Millner Harlee



## MCC READS DOWNTOWN

### MCC Reads Downtown

The popularity of book discussion groups at MCC has led to this group that will meet at MCC's new downtown site, and is designed to complement the More Great Books discussion series on campus. Sessions will be led by distinguished MCC library and staff members. The course meets in alternate weeks to allow time for reading. Books are available at local and online bookstores and at most libraries. Please note: This course meets at MCC on Main, 903 Main St., Manchester.

CRN 31830 | Fee: \$20

5 Thursdays | 9/18; 10/2; 10/16; 11/13 & 12/11

6-7 PM | MCC on Main

Instructors: Paula Cook, associate director of MCC Library; Evelyn Angry-Smith, MCC reference librarian; Deborah Herman, director of MCC Library; and Katherine Noonan, Follett Bookstore assistant manager at University of New Haven.

### 9/18 - Wonder by August R.J. Palacio

August Pullman was born with a facial difference that, up until now, has prevented him from going to a mainstream school. Starting 5th grade at Beecher Prep, he wants nothing more than to be treated as an ordinary kid—but his new classmates can't get past Auggie's extraordinary face. Wonder, a #1 New York Times bestseller and included in the Texas Bluebonnet Award master list, begins from Auggie's point of view but soon switches to include his classmates, his sister, her boyfriend and others. These perspectives converge in a portrait of one community's struggle with empathy, compassion and acceptance.

Instructor: Paula Cook

### 10/2 - Italian for Beginners by Kristin Harmel

Thirty-four year old Manhattan accountant Cat Connelly has always lived life on the safe side. But after her little sister gets married, Cat wonders if she has condemned herself to a life of boredom by playing by the rules. She decided to take a chance and accepts an invitation to spend a month with an old flame in Italy. But her reunion with the slick and gorgeous Francesco is short-lived and she suddenly finds herself alone in Rome. Now, she must see if she has the courage to live outside of her box for the first time—and face a past she never understood.

Instructor: Evelyn Angry-Smith

### 10/16 - Quiet: The Power of Introverts in a World that Can't Stop Talking by Susan Cain

At least one-third of the people we know are introverts. They are the ones who prefer listening to speaking; who innovate and create but dislike self-promotion; who favor working on their own over working in teams. It is to introverts—Rosa Parks, Chopin, Dr. Seuss, Steve Wozniak—that we owe many of the great contributions to society. In Quiet, Susan Cain argues that we dramatically undervalue introverts and shows how much we lose in doing so. She charts the rise of the Extrovert Ideal throughout the twentieth century and explores how deeply it has come to permeate our culture. She also introduces us to successful introverts from a witty, high-octane public speaker who recharges in solitude after his talks, to a record-breaking salesman who quietly taps into the power of questions.

Instructor: Deborah Herman

### 11/13 - The Kitchen House by Kathleen Grissom

In this gripping New York Times bestseller, Kathleen Grissom brings to life a thriving plantation in Virginia in the decades before the Civil War, where a dark secret threatens to expose the best and worst in everyone tied to the estate. Orphaned during her passage from Ireland, young, white Lavinia arrives on the steps of the kitchen house and is placed as an indentured servant, under the care of Belle, the master's illegitimate slave daughter. In time Lavinia is accepted into the world of the big house, caring for the master's opium-addicted wife and befriend his dangerous yet protective son. She attempts to straddle the two worlds of the kitchen and the big house, but her skin color will forever set her apart from Belle and the other slaves.

Instructor: Katherine Noonan

### 12/11 - The Screwtape Letters by C.S. Lewis

The Screwtape Letters by C.S. Lewis is a classic masterpiece of religious satire that entertains readers with its sly and ironic portrayal of human life and foibles from the vantage point of Screwtape, a highly placed assistant to "Our Father Below." At once wildly comic, deadly serious, and strikingly original, C.S. Lewis' novel is the most engaging account of temptation—and triumph over it—ever written.

Instructor: Katherine Noonan

## **NEW** Jane Austen's Pride and Prejudice

In this special book discussion topic, join us for an in-depth treatment of Jane Austen's classic, Pride and Prejudice. This rich social commentary, set against the backdrop of class-conscious 18th-century England, is often considered to be Austen's finest novel, and certainly one of her most famous ones. Discussion will include love, romance and marriage as portrayed in the novel.

CRN 31921 | Fee: \$20

1 Thursday | 9/25

6-8 PM | GPA GP214

Instructor: Katherine Noonan has a B.A. in history (with a minor in literature and concentration on World War I poetry) from Smith College. She has been employed with Follett Higher Education Group for nearly five years, currently as course materials manager at the University of New Haven. She is beginning graduate work in library science in fall 2014.

## Emily Dickinson Museum Field Trip and Seminar

Virtually unpublished during her lifetime, Emily Dickinson is now regarded as one of America's greatest poets. Increasingly reclusive, she left a legacy of more than 1,700 poems that have had an enormous influence on American and world literature. The classroom session will comprise an overview of her life and work, including a discussion of selected poems, her critical reception over the years, and her current place in world literature. The instructor will provide handouts. **The second session will feature a field trip to the Emily Dickinson Museum in Amherst, MA**, with a docent tour provided by the Museum (along with the instructor). Please note: The special discounted \$6 admission fee to the Museum is not included with course fee. Directions to will be provided in class; students will meet at the Museum in Amherst.

CRN 31911 | Fee: \$20

2 sessions: 1 Wednesday | 10/1 | 6-8:30 PM

GPA GP142

1 Saturday | 10/4 | 10:30 AM-noon | Emily Dickinson Museum

Instructor: David Barnes earned his master of library science and master of arts from Columbia University. He worked as a librarian at University of Connecticut for 20 years and is presently a freelance writer, lecturer, and book discussion leader for Connecticut Humanities. He has also served as a guide at the Emily Dickinson Museum since 2001.

## **NEW** A Dime's Worth of Dreams: The Story of American Comic Books

If you think comic books begin and end with the Marvel Universe and the Man of Steel, think again. Comic books have been around since the late '30s, and from their beginnings as promotional premiums to the art we know today as the graphic novel, comics have had a bumpy but never less than interesting history. We will consider comic books as a valid art form, both in popular culture and academia, while covering the Golden Age and Silver Ages of superheroes, the political controversies over comic books in the '50s, the underground comics of the '60s, and the transformation of comic books into a narrative medium that tackles the great themes usually reserved for novels. **The second session will meet at the Connecticut Historical Society (CHS), One Elizabeth Street, West Hartford,** for a docent tour of their comic book collection. Admission is \$10, payable at CHS (not included with course fee).

CRN 31968 | Fee: \$35

2 sessions: 1 Thursday | 9/18 | 6-8 PM | SSC L142  
1 Saturday | 9/20 | 10 AM-noon | Connecticut Historical Society

Instructor: Steve Starger's writing has appeared in *Cash Box Magazine*, *Art New England*, *Preview Connecticut*, *Preview Massachusetts*, *the Advocate Newspapers*, *Journal Inquirer*, *Hartford Courant*, and the *Alexandria (VA) Gazette*. He is the co-author of *Wally's World*, a biography of the late cartoonist Wally Wood.

## Write to Publish

You have written a novel or nonfiction work (or have a plan to do so), but you know little about the steps to getting published. We will discuss how to know when your manuscript is ready to submit, and the various publication options: traditional, e-publishing, and even self-publishing, which is widely gaining in sophistication and acceptance among booksellers. Learn the next steps to developing an author platform through social media and other means of marketing to grow readership. You will have the opportunity to have your work assessed by a professional editor and author.

CRN 31904 | Fee: \$70

3 Thursdays | 10/16-10/30  
7-9 PM | VIL 6 V162

Instructor: Heather Webb is the author of the historical novel, *Becoming Josephine*, and is also a freelance editor and blogger. She is a contributing editor at RomanceUniversity.org and an active member of the Historical Novel Society, Backspace, and the RMFW writer groups.

## YOU MAY ALSO LIKE

Online Academy writing courses on page 48.

## 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 31789 | Fee: \$99

6 Mondays | 9/22-10/27  
6-8 PM | GPA GP120

Instructor: John Surowiecki is the author of four collections of poetry, *Flies*, *Barney and Gienka*, *The Hat City after Men Stopped Wearing Hats*, and *Watching Cartoons before Attending a Funeral*, as well as a verse drama, *My Nose and Me*, which won a Poetry Foundation Pegasus Award.

## Character, Setting, Plot

To what extent should a writer describe a particular setting? What to say or to leave out about a character? In this course, students working in long or short forms will focus on the creation and use of characters and settings, as well as the development of plot lines aimed at capturing the reader's imagination. Students will also be asked to consider brief excerpts from professional writers, such as Raymond Chandler, Shirley Jackson, and Raymond Carver, but the bulk of the class work will be driven by the students. Prerequisite: Students should already be involved in a creative writing project.

CRN 31923 | Fee: \$99

6 Thursdays | 10/9-11/13  
6:30-8:30 PM | LRC A226

Instructor: Steven Torres, Ph.D. from the CUNY Graduate School and University Center, has published seven novels, including the mysteries *Precinct Puerto Rico* and *The Concrete Maze*, as well as two dozen short stories. He is an English professor at MCC.

## Writing and Illustrating Children's Books

This course provides an overview for how to write, illustrate and publish a children's book. Topics include aesthetic and literary strategies; book design and dummy layout; illustration styles; the age appropriateness of stories; and the business of publishing. Students may bring in stories or projects that they are working on, or begin an ABC book, counting book, or the retelling of a fairy or folk tale. Please note: Students will meet at a local bookstore for the October 6 session; details will be discussed in class.

CRN 31790 | Fee: \$195

6 Mondays | 9/15-10/27 (does not meet 10/13)  
6-8 PM | GPA GP156

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

## Memoir and Monologue

Have you ever thought that your life would make a good book or movie? This class will allow you to reflect upon the stories of your past and become the author of your future. Through creative writing assignments and collaborative exercises that stimulate memory, imagination, metaphor, and sensory perception, the significance of story will be explored and individual and collective myths will be revealed. The final session on November 22 will include a showcase of presentations, for which students may invite family and friends. **Please note: This course meets at MCC on Main, 903 Main Street, Manchester.**

CRN 31948 | Fee: \$115

5 Saturdays | 10/18-11/22 (does not meet 11/1)  
11:30 AM-1:30 PM | MCC on Main

Instructor: Stacey Zackin, MSW, CPCC, 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.

## Blog for Money and Fun

Create your own blog to enhance your career, build marketing talent, raise funds, or as an entry into citizen journalism. Find the free tools to develop beautifully written content. Discover how to give life to your blog with companion videos and online talk radio programs. Become a marketing expert to promote you and your blog.

CRN 31872 | Fee: \$25

1 Wednesday | 9/17  
6-9 PM | GPA GP214

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

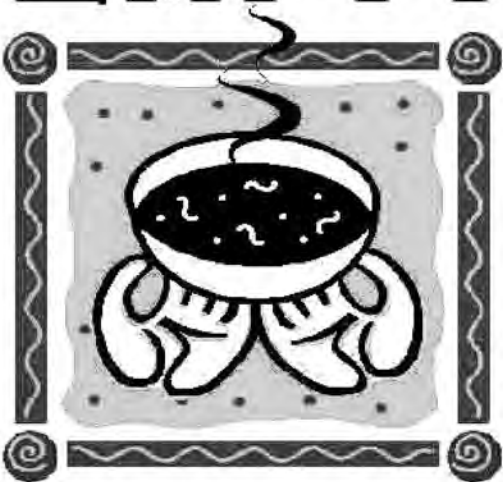
Learn how to publish your material in print, online, and in audio, and the free online tools that are available to make publishing easy. Become a marketing expert and use the media to your advantage. Also learn how to turn your book project into a film deal. Topics will include a brief history of book 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.

CRN 31871 | Fee: \$25

1 Thursday | 10/9  
6-9 PM | GPA GP156

Instructor: David K. Ewen

# EMPTY BOWLS



**MCC Culinary Arts Center**  
**October 25**  
**11 AM - 3 PM**

- Admission to the Empty Bowls Project is \$15 at the door.
- Buy a handmade ceramic bowl and you can enjoy unlimited soups and bread. Drinks and desserts are also being served.
- The ceramic bowl reminds all in attendance that 128,000 people, including 50,000 children, in the greater Hartford community experience "empty bowls" each year.
- All proceeds benefit Foodshare, the regional food bank for Hartford and Tolland counties.

## Get Credit. Get Ahead.



### **Day, evening, weekend and online courses available**

Registration is currently taking place for classes beginning in August, September and October;  
8, 12 and 15-week sessions offered

### **FIRST SESSION BEGINS AUGUST 27**

Apply credits toward a degree or certificate at Manchester Community College  
or transfer credits to another college or university.

For enrollment information, call 860-512-3239 Online courses available.





**Excursions in Learning  
Youth Programs**

## **Enrichment Classes for Inquisitive and Creative Minds in Grades K-8 Fall 2014 Classes**

**Saturday morning classes -  
visual and performing arts, science, technology, mathematics and more!**

**Full-day Saturday culinary classes**

**Week-day, daytime classes for homeschooled students**

**Check out our catalog at: [www.manchestercc.edu/excursions](http://www.manchestercc.edu/excursions)**

**Questions?**

**Contact the Youth Programs Coordinator, Carleigh Schultz at 860-512-2804  
[cschultz@manchestercc.edu](mailto:cschultz@manchestercc.edu)**

## 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).

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

### MCC BUILDINGS

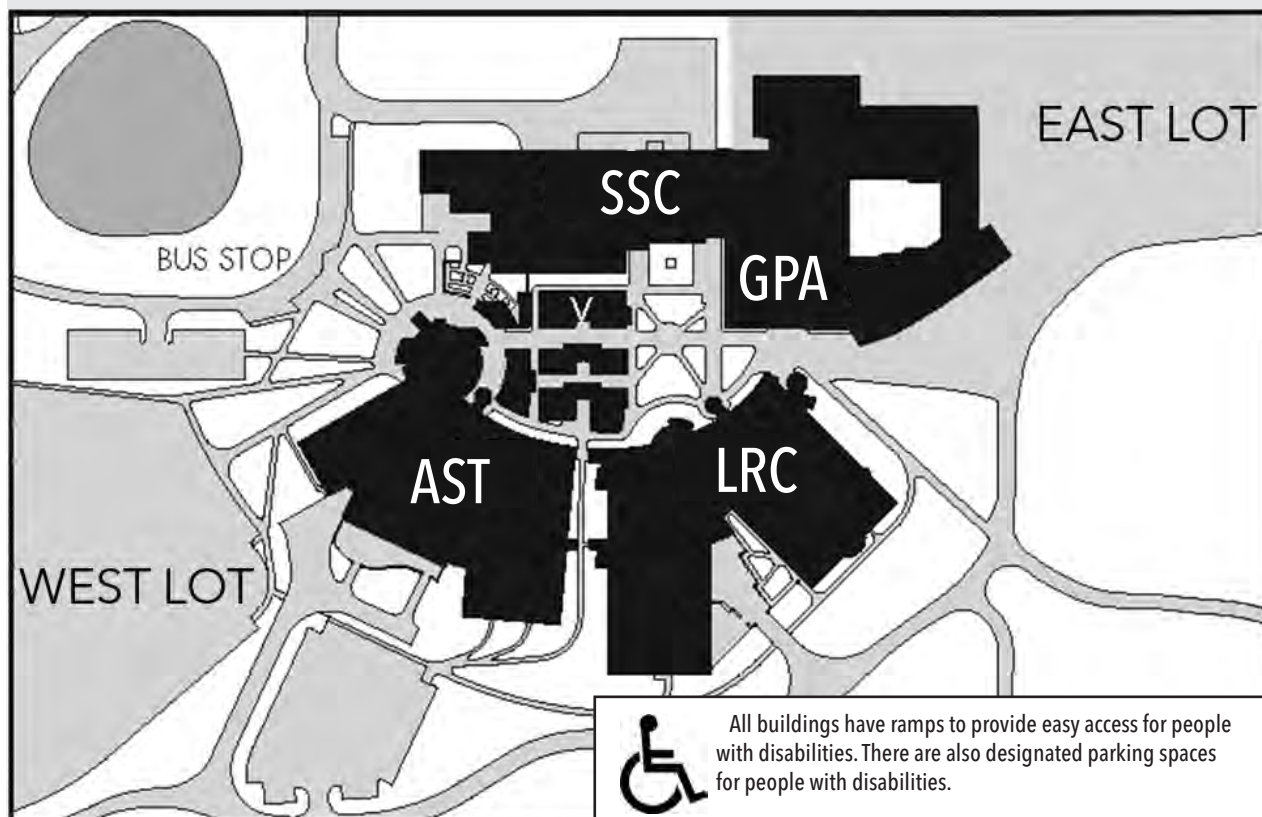
AST = Arts, Sciences & Technology Center  
GPA = Great Path Academy \*  
LRC = Learning Resource Center  
SSC = Student Services Center (formerly the Lowe Building)  
VIL = Village

### OFF-CAMPUS LOCATION

MCC on Main | 903 Main Street | Manchester  
[www.manchestercc.edu/mcc-on-main/contact.php](http://www.manchestercc.edu/mcc-on-main/contact.php)

## MCC CAMPUS MAP

For Directions to MCC: [www.manchestercc.edu/about/directionsmcc.php](http://www.manchestercc.edu/about/directionsmcc.php)



## REFUND POLICY FOR CREDIT-FREE COURSES

There is a minimum enrollment for all Credit-Free courses. Classes with insufficient enrollment will be cancelled. If a course is full or cancelled, you will be notified by phone, mail or email before the start date. If the College cancels a Credit-Free course, students will receive a full refund.\*

In order to drop a Credit-Free course and receive a refund\*, you must submit a written request to the Registrar's Office no later than one (1) business day prior to the first scheduled class meeting. It is your responsibility to call the Registrar's Office to verify that your request for a refund was received. If you fail to call, and we have no record of your request, you are ineligible for a refund. Refund checks are issued by the State Comptrollers' Office and take approximately four to six weeks to process. Requests for refunds may be made:

In person: Registrar's Office, SSC Lobby  
By fax: 860-512-3221  
Or mail: Registrar's Office, MS #13, MCC,  
P. O. Box 1046, Manchester, CT 06045-1046

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

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

\*\* Refund Appeals are only considered for extraordinary circumstances.

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

## REFUND POLICY APPEAL PROCEDURES

The Refund Appeal is intended to extend the refund period for a limited 10-day period of time for students experiencing extraordinary circumstances. After the 10-day extension period, there are no refunds and appeals will not be considered regardless of the circumstances a student may experience. All appeals must be submitted in writing and include student ID, contact information and appropriate documentation. Appeals for credit-free courses must be received within 10 calendar days from the start date of class.

Appeals will only be considered for the following extraordinary circumstances: severe illness documented by a physician's certificate, administrative error by the College with supporting documentation, or military transfer documented by a copy of transfer orders.

The following circumstances will not be considered: change in employment situation, misunderstanding of start date or dates of class, inability to transfer course, normal illness, transportation issues, child care issues, poor decision or change of mind by student regarding course selection, or dissatisfaction with course content or instructor.

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

### SUBMIT COMPLETED FORM TO:

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

The Refund Appeals Committee meets twice per month.  
You will receive a written response notifying you of the outcome.

## 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

\* Banner ID numbers will be mailed (upon request) to returning students and cannot be given out over the phone or by email.

\*\* Please choose your course(s) in advance and have the correct CRN number(s) handy when you register online.

Please call 860-512-3220 for more information about Web registration or to request your Banner ID.

## NEW NETID USERS

- Your NetID is your Banner ID with the "@" symbol in a different position (i.e. a student with a Banner ID of @87654321, will have the following NetID: 87654321@student.commnet.edu)
- Your initial Password is made up of the following personal information:
  1. The first three characters of your birth month (with first letter capitalized)
  2. The "&" symbol
  3. The last four digits of your Social Security Number  
Example: For a user whose birthday is in October and whose social security number ends in 6789, the initial password would be Oct&6789
- You will then be prompted to change your password

### CAMPUS INFORMATION

Admissions .....	860-512-3210
Bursar's .....	860-512-3637
Financial Aid .....	860-512-3380
Library .....	860-512-2880
Registrar .....	860-512-3220
<b>For Office Hours</b> .....	<a href="http://www.manchestercc.edu/offices/hours.php">www.manchestercc.edu/offices/hours.php</a>



# CREDIT-FREE REGISTRATION FORM

## 5 EASY WAYS TO REGISTER FOR CREDIT-FREE COURSES PLEASE COMPLETE AND SUBMIT THIS ENTIRE PAGE.

### 1. BY MAIL

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

Mail entire page with full payment to:  
Continuing Education Registration, MS #13  
Manchester Community College  
Great Path  
P.O. Box 1046  
Manchester, CT 06045-1046

### 2. IN-PERSON

At the Registrar in the SSC Building. Pay at the Bursar's Office by cash, check, money order, MasterCard, Visa or Discover Card.  
Please use the night drop box after hours.

### 3. BY FAX 860-512-3221 (24 HOURS)

Complete a registration form with MasterCard, Visa or Discover Card.  
Please call 860-512-3232 to confirm that your fax was received.

### 4. BY PHONE 860-512-3232

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

### 5. REGISTER ONLINE

Returning students, go to: <http://my.comnet.edu>  
(using MasterCard, Visa or Discover Card). For details see page 65.

**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) \_\_\_\_\_  
Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M) \_\_\_\_\_  
Previous Name (if any) \_\_\_\_\_ Email address \_\_\_\_\_  
Home Address (Number and Street) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Tel. (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_  
Birth Date \_\_\_\_\_ Gender ☐ Female ☐ Male Today's Date \_\_\_\_\_

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

CRN	Course Title	Start Date	Time	Room	Fee

### MAKE CHECK OR MONEY ORDER PAYABLE TO "MCC".

Credit Card # \_\_\_\_\_  
Three Digit Security Code (CV Code) \_\_\_\_\_  
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 65.

Office Use Only	Regis.	Special	Receipt #	Date
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# CREDIT-FREE REGISTRATION INFORMATION

## 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. 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.

## MCC Bookstore

Please call for hours: 860-645-3140  
[www.efollett.com](http://www.efollett.com)

## 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, 860-512-3000, or visit the College web page: [www.manchestercc.edu](http://www.manchestercc.edu). for cancellations due to weather conditions. You may not makeup 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. 12/13, CE/VS



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

CHANGE SERVICE REQUESTED

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

## Continuing Education

### Credit-Free Programs

For Information: 860-512-2800

To Register: 860-512-3232

[www.manchestercc.edu/ce](http://www.manchestercc.edu/ce)



## Prepare for Allied Health Careers

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

See pages 3-6



## Connecticut Rider Education Program (CONREP) For Motorcycles

in conjunction with CT DOT

Focus on Building Basic Motorcycle Operation and Street Riding Skills.

Weekly classes through October.

Call 860-512-3000, Option #2, ext. 8705 for Registration Packet and Schedule or visit [www.manchestercc.edu/motorcycle](http://www.manchestercc.edu/motorcycle)



## Online Academy

Check out our course selection

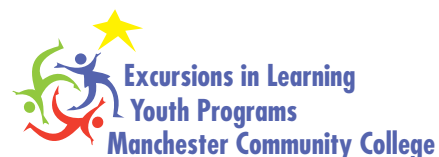
See pages 42-48



## Preparation for CT Real Estate Licensing Exams

- Principles and Practices of Real Estate
- Basic Appraisal Procedures

See page 55



## Fall Enrichment Programs for Youth

See page 63