Fall 2005
Credit-Free Courses
Continuing Education
Classes Beginning September-December
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# DIRECTORY

**Credit-Free Programs**
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General information & catalog requests: ceinfo@mcc.commnet.edu

**Continuing Education** (Weekend College, Winter/Summer Credit Courses)
---
Dean, Melanie Haber: mhaber@mcc.commnet.edu

**Credit-Free Programs** (Offering courses for professional development and personal enrichment)
---
Director, Ann Bonney: abonney@mcc.commnet.edu

**Computer Technology** (Providing state-of-the-art computer training)
---
Coordinator, Bruce Manning: bmanning@mcc.commnet.edu

**Certified Nurse-Aide & EMT** (Preparing students for the State exam)
---
Coordinator, Ann Machin: amachin@mcc.commnet.edu

**Business & Industry Services** (Providing employers and employees with workplace programming)
---
Director, Eileen Stern: estern@mcc.commnet.edu

**Editorial Staff:**
---
Stephen Campiglio • Jessie Bradley • Gloria Moeller

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*Manchester Community College is committed to access and equal opportunity. Should you require special accommodations in order to participate in any of the programs offered, please contact Services for Students with Disabilities at 860-512-3320. Alternative formats of this material may be provided upon request. MCC does not discriminate against any individual on the grounds of race; color; national origin; ancestry; sex; sexual orientation; age; religion; political beliefs; mental, learning or physical disability; marital or veteran status; or prior conviction of a crime. The College reserves the right to make any necessary changes in the information listed in this publication. 07/05, 63M, Resource: CE/VSP

Cover Design & Catalog Layout: Valerie Scott
Certified Nurse-Aide

The Nurse-Aide Training Program is a 104-hour program designed to prepare individuals with the entry-level skills needed to become Certified Nurse-Aides. This program provides instruction in the classroom setting and hands-on practice and clinical experiences scheduled at a nursing facility in the community. A recent physical exam and TB test are required. Required text: Basic Skills for Nursing Assistants in Long Term Care, Sorrentino, available at MCC Bookstore for approximately $70.

- Those with prior college experience can proceed to the registrar’s office beginning Monday, August 22, to register. Please bring college credentials with you.
- Those with no college history will need to take a brief reading comprehension test (at no charge). Tests are given every Monday (until class fills), 10 a.m.-noon, MCC Bldg. LRC B149, beginning August 22. No appointment is necessary; ask for Ann Machin. Please bring high school diploma or GED to testing site.
- Tuition ($575) is due at time of registration. Financial aid is not available.

CRN #30968 12 Wednesdays, 9/21-12/7, 6-10 p.m.
MCC Bldg. LRC B125; and 7 Saturdays, 7 a.m.-3 p.m., Woodlake at Tolland, dates to be announced.
Fee: $575
Instructor: Kathleen Shanahan, R.N.

Introduction to Practical Dental Assisting

Trained clinical dental assistants are in demand by dental offices throughout Connecticut. Dental assistants support direct and indirect patient care performed by dentists and hygienists. This intensive course helps students develop the knowledge and skills necessary to enter the field. Participants will learn about terminology, common techniques and procedures, record keeping, infection control and the basics of assisting. One class period will be held at the instructor’s professional office in South Windsor. Certificate of completion awarded at conclusion of course. Prerequisite: Good communication and organizational skills.

CRN #31233 8 Wednesdays, 9/21-11/16 (1 week break, TBA), 7-9 p.m.
MCC Bldg. LRC B129 Fee: $140
Instructor: Kevin Norige, D.M.D., has degrees from the University of Connecticut and Bates College and has been in private practice for more than a decade.

Pharmacy Technician Certification Training

This comprehensive 60-hour course will prepare students for entry-level positions in community, hospital and long-term care settings, and for the Pharmacy Technician Certification Board (PTCB) exam to receive national certification (exam not included). Topics will include medical terminology specific to the pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. Students will learn dosage calculation, I.V. flow rate, drug compounding and dose conversion. Dispensing of prescriptions, inventory control, billing and insurance reimbursement will also be discussed. Approximately three to six hours of clinical experience is mandatory and will be coordinated with the student. Prerequisite: Proof of high school diploma or GED is required; please submit with registration. A strong mathematics background is also recommended. Please bring calculator to class. Course fee includes textbook, Connecticut Pharmacists Association fee and clinical site expenses. Fees collected for this course do not include the PTCB exam, nor will the exam be given at our facility; please check the PTCB web site for more information (www.ptcb.org). Note: Anyone convicted of a felony is not permitted to sit for the PTCB exam.

CRN #31229 20 sessions, Mondays & Wednesdays, 9/7-11/16 (does not meet 10/10), 6-9 p.m.
MCC Bldg. LRC B144 Fee: $639
Instructors: Connecticut Pharmacists Association

EMT Emergency Medical Training

This course prepares students to pass the Connecticut state-certified EMT examination and provides individuals with the entry-level skills needed to work as an EMT. Applicants must be at least 18 years of age or have a waiver signed by a parent/guardian prior to acceptance in the program. All classes meet at the Bolton Fire House, 222 Bolton Center Rd., Bolton. Required texts: Emergency Care and Transportation of the Sick and Injured (Ninth Edition), Pollak; and CPR & AED, Thygerson, available at MCC Bookstore.

- Those with prior college experience can proceed to the registrar’s office beginning Monday, August 22, to register. Please bring college credentials with you.
- Those with no college history will need to take a brief reading comprehension test (at no charge). Tests are given every Monday (until class fills), 10 a.m.-noon, MCC Bldg. LRC B149, beginning August 22. No appointment is necessary; ask for Ann Machin. Please bring high school diploma or GED to testing site.
- Tuition ($315) is due at time of registration. Financial aid is not available.

CRN #30967 43 sessions, Tuesdays & Thursdays, 9/13/05-2/9/06 (does not meet 11/24), 6:30-10 p.m. Fee: $315
Instructor: Ellen Layman, E.M.S.I. and Robert Layman, E.M.S.I.

Standard First Aid with AED

The purpose of this course is to give individuals the knowledge and skills necessary to recognize and care for breathing and cardiac emergencies and to provide basic care for injuries and sudden illness for adults. The course includes training on the use of an automated external defibrillator (AED) for victims of sudden cardiac arrest until advanced medical personnel arrive and take over. Upon successful completion of course requirements, students will receive certification in both Adult CPR/AED and Standard First Aid. A $6 fee (checks only) will be collected by the instructor for the Adult CPR card (one-year certification) and Standard First Aid card (three-year certification). Required texts: American Red Cross Adult CPR/AED Skills Card, American Red Cross First Aid Skills Card and First Aid/CPR/AED Program Participants Booklet, available at MCC Bookstore.

CRN #31304 2 Tuesdays, 9/20-9/27, 6-9 p.m. MCC Bldg. LRC B144
CRN #31305 2 Tuesdays, 10/25-11/1, 6-9 p.m. MCC Bldg. LRC B144
Fee: $55
Instructor: Ezequiel (Memo) Alexandre has been a certified American Red Cross instructor for more than 25 years.
Intermediate Drawing

Ready for the next step? Searching for your own “art voice”? Willing to experiment? Each class will include discussion, demonstration, exercises and hands-on drawing. You will be introduced to and experiment with charcoal, conté crayon, felt marker, ink and mixing of mediums on various papers and illustration board. Students will draw from setups or may opt to focus on a special interest. During each class there will be supportive discussion and critique. Come and enjoy the camaraderie of sharing with fellow artists. If time permits, students will draw from a live model (an additional fee of approximately $5 will then be collected from each student). Expenses: $35-$50, depending on supplies on hand and willingness to share costs with other students. Materials list will be mailed prior to class start. Bring charcoal pencils, kneaded eraser, newsprint and drawing board to first class.

CRN #31184 8 Tuesdays, 9/27-11/22 (does not meet 11/8), 9-11:30 a.m. EHCCC Room 5 Fee: $150
Instructor: Estelle Laschever

See the World Differently

(formerly offered as “Drawing on the Right Side of the Brain”) Did you know that practically anyone can make beautiful, realistic drawings? It may surprise you, but drawing is a learnable, teachable skill similar to driving a car or threading a needle. The secret is in teaching your brain to process visual information differently. If you always wanted to draw but were not sure you had enough talent, this class is for you. Learn to make a magic, eye-opening shift to the right side of your brain–your creative side–and start seeing the way artists do. Expect serious and fun exercises, experiments, and discoveries. Watch your skills grow in a relaxed, friendly atmosphere. Students should bring a drawing pad (9” x 12” or larger), 2H pencil, 4B pencil, kneaded eraser, and 12” ruler to class. Materials fee: $4, payable to instructor at first class for additional materials.

CRN #31171 8 Mondays, 9/12-11/7 (does not meet 10/10), 7-9 p.m. MCC Bldg. AST D110 Fee: $105
Instructor: Natalia Piendel is a talented artist and a member of the Manchester Art Association (MAA). She has exhibited and sold her art locally and has become known for her expressive portraits. Since joining MAA in November 2000, she has won more than 20 awards. She has also taught art to adults and children, and teaches ESL classes at MCC.

Watercolor for Beginners

This crash course will take beginning students through the basics of watercolor technique and serve as a review for more advanced students. We will begin with a materials review and follow with demonstrations. Also, participants will explore mixing colors; loading and handling brushes; wet-on-wet and wet-on-dry techniques and washes; and possibly watercolor pencils. By the end of the workshop, participants will be doing simple paintings in color. Learn to take a relaxed attitude toward a medium that has the reputation of being difficult to control. A materials list will be handed out and discussed during the first class. Start-up costs: approximately $60. If you already own materials, bring them to the first class.

CRN #31179 6 Mondays, 9/12-10/24 (does not meet 10/10), 6:30-8:30 p.m. EHCCC Room 5 Fee: $75
Instructor: Christine LaFond
Art, Crafts & Photography

Autumn in New England: A Weekend in Watercolor
What better way to lift your spirits than to experience autumn in New England! This workshop, designed for students with some background in watercolor (transparent or opaque styles), will help you “color your world” through enhancing your technical skills, your use of color and your compositions. Interested students will be able to choose from suggested assignments. Participants may also bring previous drawings and paintings to discuss and use to develop new works. There will be still-life arrangements in class as well. Please bring your own supplies.
CRN #31166 2 sessions, Saturday & Sunday, 10/1-10/2, 9:30 a.m.-4:30 p.m. EHCCC Room 5 Fee: $90
Instructor: Estelle Laschever

Consider Yourself Confirmed!
MCC notifies you only if a course cancels or has schedule changes. If you don’t hear from us, assume you are registered.

Painting—Using Oils, Water-Based Oils or Acrylics
Do you have a keen visual sense but need to learn the skills that will allow you to capture your visions in a painting? Or perhaps you’re a skilled artist who needs a little more information to give your work that special polish. Participants will work with traditional oil paints, acrylics or the newer water-mixable oil paints. Each student will receive individual instruction in his or her media of choice. Beginning students will learn some fundamentals of painting, including basic composition and color theory, while more advanced students will be encouraged to develop personal imagery. Students will choose their subjects—still life, abstraction, landscape, figure, etc. Students with materials should bring them to first class, along with an 18” x 24” white drawing pad, soft vine charcoal, a sharpened ebony pencil and a kneaded eraser. Students may bring in previous work as a point of departure.
CRN #31165 8 Fridays, 9/30-11/18, noon-2:30 p.m.
EHCCC Room 5 Fee: $150
Instructor: Estelle Laschever

Advanced Stamping I—Create Your Own Greeting Cards
In this advanced class (although beginners are welcomed), we will explore techniques such as masking and embossing in order to expand your creative rubber stamping. Learn how to give your greeting cards a three-dimensional effect. Enhance your projects with the use of Pearl Ex powders and a wide variety of embellishments. Increase your knowledge on how to create different backgrounds to your cards. All projects will be demonstrated in class and you will be able to make at least two projects per class. Materials fee: $15, payable to instructor at first class.
CRN #31167 4 Thursdays, 9/12-10/9, 7-9 p.m.
MCC Bldg. Lowe L142 Fee: $40
Instructor: Lisa Korstanje-Lee is a programmer, analyst and consultant by day and a demonstrator for Stamping Up® by night.

Decorative Painting for Beginners
Decorative painting is a skill anyone can learn; you don’t have to be born with talent or even know how to draw. You’ll learn about brushes, paints, different painting techniques and the variety of surfaces you can paint on. Class will focus on basic brush strokes done with acrylic paints (water-based, soap and water cleanup) to create two or three painted pieces you’ll go home with. Instructor will supply paints and paper for practice work. If it doesn’t move, you can probably paint it! Materials fee: $35, payable to instructor at first class, for a good quality set of five basic brushes. Items to be painted will be provided by instructor for an additional fee of $10 or less per project. Participants should bring an 8-ounce plastic tub (for rinsing brushes) and a roll of paper towels to class. Registrations must be completed at least 48 hours in advance of class in order to guarantee that supplies will be available.
CRN #31185 6 Wednesdays, 9/21-10/26, 6:30-8:30 p.m.
EHCCC Room 5 Fee: $90
Instructor: Beth Emanuelson has been decorative painting for 17 years, specializing in folk art, faux finishes and stenciling.

Consider Yourself Confirmed!
MCC notifies you only if a course cancels or has schedule changes. If you don’t hear from us, assume you are registered.

Chair Caning—Seat Weaving Workshop
Reweave the seat of your favorite chair using cane, fiber rush or reed split. This course is designed for individuals interested in professional and traditional seat-weaving techniques (including secrets of the trade). It is a demonstration and hands-on course with personal attention. Most chairs can be completed during the class duration. However, difficult or unusual chairs may need a repeat course. All materials, except your special chair, can be purchased from the instructor for $10 to $40. Bring your lunch on Saturday.
CRN #31286 5 sessions: 1 Friday, 10/21, 6:30-10 p.m.; 1 Saturday, 10/22, 9 a.m.-5 p.m.; & 1 Sunday, 10/23, 12:30-5 p.m.
MCC Bldg. VI V101 Fee: $99
Instructor: Janice Bennett, a third-generation chair caner, has conducted public demonstrations and classes for more than 20 years.

Want to take a class online? See the online classes listed on pages 40-45 or visit the web site at www.ed2go.com/manchcc

Fall 2005 Credit-Free Catalog
Knitting for the Absolute Beginner

It’s not just Grandma who loves knitting nowadays. This practical and friendly workshop offers beginners a step-by-step approach to learning how to knit, cast-on, knit, purl, read a pattern, and start a project. Participants will work at their own pace from patterns brought from home or borrowed from the instructor. Bring needles (size 8 or 9) and a skein of 4-ply yarn to first class.
CRN #31277 4 Saturdays, 9/17-10/15 (does not meet 9/24), 10 a.m.-noon MCC Bldg. LRC A201 Fee: $70
Instructor: Phyllis Girard has been knitting for more than 50 years. She enjoys sharing her love of knitting by teaching this craft in a variety of settings for students of all levels.

Silver With a Twist—Bracelet Fun for Beginners

Learn a new skill and create your own silver bracelet in one evening! No special jewelry skills are necessary for this class. The instructor will demonstrate how to assemble ready-made sterling “jump” rings into a variety of chain patterns from simple to intermediate. After constructing a few samples as a permanent reference, you will proceed to a design of your own choosing. Based on complexity and timing, students may have the option of creating more than one piece, expanding into a necklace or adding a pair of matching earrings. Students may also learn how to give their piece that “antique” look if desired. Materials fee: average minimum is approximately $38 for sample and silver supplies, payable to instructor at class. Note: cost is dependent on the metals market at the time of class and the amount of silver necessitated by individual designs.
Materials list to be mailed prior to class start.
CRN #31177 3 Tuesdays, 10/11-10/25, 6:30-9:30 p.m. EHC CCC Room 5 Fee: $75
Instructor: Judith E. Goldstein is a PMC Guild certified teacher and has been a professional metalsmith for more than 30 years. Her contemporary pewter designs in hollowware, jewelry and ritual art have sold in galleries and museum gift shops across the country. Her art has appeared in Food & Wine and Gourmet magazines.

Precious Metal Clay I—Creating Silver Jewelry
Craft fine silver jewelry as though you are playing with clay. Create at your own pace with this exciting new material that combines the pliability of clay with the elegance and permanence of precious metal. No prior artistic experience is required. Experiment with forming jewelry objects by rolling, cutting, molding and stamping precious metal clay (PMC). Simple stone setting in PMC will be taught. Based on design size and individual pace, participants may expect to complete two or three pieces—pendants, earrings, simple beads, charms, etc. Materials fee: $58.50, payable to instructor at beginning of class, for one package of PMC+; use of the kiln, tools, texturing and impression materials; finishing and polishing materials; two small gemstones and appropriate findings.
Materials list to be mailed prior to class start.
CRN #31173 3 Tuesdays, 10/11-10/25, 6:30-9:30 p.m. EHC CCC Room 5 Fee: $75
Instructor: Judith E. Goldstein is a PMC Guild certified teacher and has been a professional metalsmith for more than 30 years. Her contemporary pewter designs in hollowware, jewelry and ritual art have sold in galleries and museum gift shops across the country. Her art has appeared in Food & Wine and Gourmet magazines.

Jewelry Design and Metalsmithing
Sawing, filing, piercing, riveting, soldering, and fusing. Sound like fun? Now apply these tasks to jewelry making and metalsmithing. Still sound like fun? If your answer is yes, this course is for you. Carla Polek, an experienced jewelry maker, metalsmith and teacher, will guide students through hands-on lessons in the essentials of jewelry making and working with metals. Participants will learn to saw, file, pierce, rivet, fuse and solder silver and copper into earrings, rings, pins, pendants or other small sculptural objects. No previous experience is required. Materials fee: $10-$20 (depending on class size), payable to instructor at first class for sandpaper, solder, drill bits and metal class. A list of necessary tools (approximate cost: $50-$75) will be mailed prior to class start. Please bring a sketch pad, pencil and an extra fine Sharpie marker to class. Tap your inner creativity with a master artist, find a calling or just have some fun. Participants must be at least 14 years of age.
CRN #31174 4 Thursdays, 9/8-9/29, 6:30-9:30 p.m.
MCC Bldg. AST D132 Fee: $135
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.

Knitting for All Seasons
Knitting doesn’t take an extended furlough when the snow melts! Summer is a perfect time to knit, maybe while you’re soaking up some rays at the beach. Enhance your summer wardrobe with a knitted shawl, sleeveless top, purse or dress. Knitted futhering suits anyone? Knitting is perennial, whatever the season. Regardless of your skill level, join us to work on your own special project, from patterns brought from home or borrowed from the instructor. Beginners will learn to cast on, knit, purl, read a pattern and start a project. More experienced knitters will learn some advanced techniques, such as bobbles, cables, fisherman and duplicate stitch.
Bring needles (size 8 or 9) and a skein of 4-ply yarn to first class.
CRN #31279 4 Tuesdays, 9/20-10/11, 6:30-8:30 p.m.
MCC Bldg. LRC A201 Fee: $70
Instructor: Phyllis Girard

Silver with a Twist and a Toggle—Bracelet Fun for Beginners
Learn two new skills and have the pleasure of creating your own heavy weight sterling link chain with your own toggle design. No special jewelry skills are necessary for this class. We will start by creating a toggle. You will learn the basics of how to work with Precious Metal Clay, an exciting new material which allows you to craft fine silver as though you are playing with clay. After kiln firing your piece, you will have a pure silver clasp. Next, you will learn how to assemble ready-made sterling “jump rings” into a variety of chain patterns from simple to sublime. After constructing a few sample patterns for permanent reference, you will proceed to a design of your own choosing incorporating your samples. Finally, you will incorporate your chain and clasp to end the day with a most unique and valuable silver bracelet.
Materials fee: $62 payable to instructor at beginning of class. Materials list will be sent prior to class. Note: Cost is dependent on the metals market which varies. Please bring your lunch to class.
CRN #31175 1 Saturday, 11/5, 9:30 a.m.-6 p.m. EHC CCC Room 5 Fee: $70
Instructor: Judith E. Goldstein
Beaded Spiral Weave Lariat with Branch Fringe
This is an exciting class for both beginner and experienced beaders. Learn to create a beautiful, flowing beaded lariat using a spiral weave technique, then embellish it with lots of fringe using pearls, crystals and glass leaves. Materials fee: $25, payable to instructor at first class.
CRN #31172 4 Mondays, 11/7-11/28, 6:30-8:30 p.m. EHCCC Room 2 Fee: $80
Instructor: Kris Plimpton is the owner of a jewelry design studio and teaches beadweaving and jewelry-making techniques throughout Connecticut.

Peyote Stitch Cuff Bracelet
Are you interested in sharpening your beading skills as well as designing with no pattern or sample? This class will push you out of the symmetrical zone! You will learn how to choose and prepare the correct thread, the basic flat Peyote stitch, and how to incorporate a variety of bead shapes and sizes to create a sculptural work of art. Materials fee: $15, payable to instructor at first class.
CRN #31176 3 Wednesdays, 9/28-10/12, 6:30-8:30 p.m. 
EHCCC Room 2 Fee: $40
Instructor: Kris Plimpton

Teddy Bears 101
A fun class for both the novice bear maker and the more experienced bear smith. Step-by-step instructions, diagrams and hands-on help make this the ideal course for achieving a solid foundation in making teddy bears. Participants will learn pattern preparation; layout and cutting; pinning and sewing techniques; hand stitches; jointing techniques; and claw stitching. Lectures on materials, stuffing and joints round out the course material. Each participant will complete a fully jointed, 15-inch bear, reminiscent of teddy bears in the early 20th century. Materials fee: $45 or less (depending upon material chosen), payable to instructor at first class. Students must be at least 14 years of age. Please bring small, sharp scissors to class.
CRN #31521 6 Mondays, 9/12-10/24 (does not meet 10/10), 7-9 p.m. MCC Bldg. LRC A226 Fee: $80
Instructor: Joanne Semanie is the owner of Little Barn Bears in Enfield, a company that features teddy bears made from recycled fur coats. Joanne has taught quilting, embroidery, needlepoint and knitting for the Adult Education Program in the Mohawk Trail Regional High School District. She is especially skilled in sewing and crafting heirloom-quality teddy bears.

The 17th Annual MCC Alumni Association Craft Fair
Date..............Saturday, October 15, 2005
Time..............10 a.m. - 4 p.m.
Location.....Lowe Building, MCC
Price..............Free admission

Food and fun!!
Any crafter who wishes to reserve a booth at this fair is encouraged to call Audrey Letizia at (860) 512-2906 or email her at aletizia@mcc.commnet.edu for registration information.

Kits, imports or flea market items are not permitted.

The Witch of Blackbird Pond
Explore Connecticut’s Past while Making Your Own Reproduction Six-Board Chest
Learn about Connecticut’s woodworking and furniture history while using period tools and authentic techniques to build your very own reproduction of an early-18th-century Connecticut River Valley six-board chest. Designed for the interested but inexperienced woodworker, the two Friday classes will feature hands-on woodworking sessions using traditional joinery methods and decorating techniques. For the Saturday class, students will enter the world of late-17th, early-18th century Connecticut with two field trips: one to the historic Buttolph Williams House in Wethersfield (setting for the award-winning children’s book, The Witch of Blackbird Pond), which features one of the finest collections of “Pilgrim Century” furniture; and a second trip to the Wadsworth Atheneum in Hartford to analyze the decorative patterns contained in the Wallace Nutting furniture collection.
Learn how American taste and furniture forms evolved along with society, from the rigors of early settlements to the genteel quality of life at the time of the American Revolution. Armed with this new understanding and practical skill, you will build, decorate, and go home with your very own period six-board chest. Materials fee: $95, payable to instructor at first class, to cover the cost of wood and both museum admissions. Wear comfortable clothes and shoes for the Saturday trips.
CRN #31468 3 sessions, 2 Fridays, 9/30-10/7, 6-9 p.m. MCC Bldg. AST D124; & 1 Saturday, 10/1, noon-5 p.m. Fee: $110
Instructor: John Baron has been a restoration cabinetmaker and carpenter for over 30 years. He has worked at Old Starbridge Village, the Noah Webster Foundation, and the Webb-Deane Stevens Museum.
Photography I
This course is an introduction to the art and science of black-and-white photography. Through demonstration, weekly assignments and critiques, lab, group activities, and looking at a range of photographers’ work, students will explore both the technical and the creative/expressive side of photography. Students will learn about the camera’s creative controls and how to properly expose and develop black-and-white film and make enlargements. Print finishing techniques, like spotting, matting and dry mounting will also be explored. An opportunity to work in the lab outside of scheduled class time is available. Students should own their own 35mm camera with manual exposure controls, and provide their own film and paper, as well as some other supplies. Expenses will vary depending upon interest. This course is part of the regular credit program. A limited number of seats have been set aside for credit-free students. Course price includes studio fee. Requirements and fees for credit section are different. For more information, please contact the instructor at: dlong@mcc.commnet.edu. Required text: available at MCC Bookstore.
CRN #31257 28 sessions, Mondays & Wednesdays, 8/29-12/12 (does not meet 9/5, 10/10 or 11/23), 9-11:55 a.m. MCC Bldg. AST D211
CRN #31494 28 sessions, Mondays & Wednesdays, 8/29-12/12 (does not meet 9/5, 10/10 or 11/23), noon-2:55 p.m. MCC Bldg. AST D211
Fee: $340
Instructor: Dan Long, MCC instructor of photography, studied at Bennington College, Purdue University and the Rhode Island School of Design.

Photography II
Designed for students who have completed an introductory photography course and already have experience exposing, developing and printing black and white film. Through demonstrations, assignments, critiques, group activities, supervised and independent lab work, and looking at a broad range of photographic imagery, students will refine basic skills and develop new technical skills and further explore the creative/expressive side of photography. As the semester progresses students will refine their camera-handling and printing techniques; use a medium format camera and hand-held light meter; experiment with flash and studio lighting; and try their hand at Polaroid transfer/prints and making cyanotypes. Other assignments investigate the cultural, historical and aesthetic relevance of photography and prepare the student for assembling a cohesive, thematic, exhibition-quality portfolio, as well as articulating in writing their influences and aims. Students should own their own 35mm camera with manual exposure controls, and provide their own film and paper, in addition to some other supplies. Expenses will vary depending upon interest. This course is part of the regular credit program. A limited number of seats have been set aside for credit-free students. Course price includes studio fee. Requirements and fees for credit section are different. For more information, please contact the instructor: dlong@mcc.commnet.edu. Required text: available at MCC Bookstore.
CRN #31261 28 sessions, Tuesdays & Thursdays, 8/30-12/8 (does not meet 11/8 or 11/24), noon-2:55 p.m. MCC Bldg. AST D211 Fee: $340
Instructors: Dan Long; Richard Hoyer

Basic 35mm Photography
Tired of struggling with your 35mm camera? Are your photos disappointing? This course will deal comprehensively with 35mm techniques and camera operation. Emphasis will be placed on developing camera fluency by shooting weekly photographic assignments. All elements of photography, such as f/stops, shutter speeds, automatic modes, film selection and composition, will be covered. Bring your camera to class. Each student will receive individual attention and critique. Approximate expenses: $75 for film and processing.
CRN #31260 7 Wednesdays, 9/14-11/12 (does not meet 10/19), 6-8:20 p.m. MCC Bldg. LRC B149 Fee: $125
Instructor: Hunter Neal, an award-winning professional photographer, is a graduate of Rochester Institute of Technology’s Pro Photo Program, and has had his own freelance business for 12 years. He was also the senior staff photographer at the Hartford Courant for 8 years.

Beyond Basic 35mm Photography
This course is for you if you know your f/stops from your shutter speeds, your ASA from your flash, and your wide angles from your telephotos. It is for those who are fluent with their 35mm SLR cameras and general photographic techniques and terms. If honing your individual style is your goal, join us for individual and group critique. Emphasis is placed on individual development of style and technique through weekly photo assignments. Approximate expenses: $75 for film and processing.
CRN #31262 6 Fridays, 11/4-12/16 (does not meet 11/25), 7-9:30 p.m. MCC Bldg. V1 V101 Fee: $150
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 a 35mm 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. Expenses: approximately $50 for film and developing. Please bring your camera to all sessions.
CRN #31350 5 Thursdays, 11/3-12/8 (does not meet 11/24), 7-9 p.m. MCC Bldg. LRC B144 Fee: $99
Instructor: Richard Hoyer

Richard Hoyer, an award-winning professional photographer, studied at Rochester Institute of Technology’s Pro Photo Program, and has had his own freelance business for 12 years. He was also the senior staff photographer at the Hartford Courant for 8 years.
Urban and Natural Landscape Photography

Attention photographers: Have you ever wanted to take a better outdoor shot? Do you long to capture bluer skies and greener grass? Learn the techniques of creating great photographs from urban and natural settings in this hands-on course that will guide you through the technical jungle of cameras, lenses, f-stops, shutter speeds, depth-of-field and film. Students will schedule two on-campus field trips to shoot their own photos. Class discussions will include composition, lighting and information about photographers famous for shooting natural or urban landscapes. Some previous photography experience is required. There will be optional weekly assignments and critiques. Recommended text: National Geographic Photography Field Guide, Burian and Caputo, available at your local bookstore.

CRN #31258 8 sessions: 6 Tuesdays, 9/27, 10/11, 10/25, 11/1, 11/22 & 12/6, 7-9 p.m. MCC Bldg. AST T404 (classroom lectures); & 2 Saturday field trips; 10/15 (Gay City) and 10/29 (Hartford) Fee: $120
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 United States and can be viewed on her website: www.mallorieostrowitz.com.

An Introduction to the Digital Camera

Learn the fundamentals of digital photography using a consumer-model digital camera. All aspects of the digital camera will be discussed, including the lens, viewfinder, focus, aperture, shutter, digital file formats and image storage. Comparisons will be done on some popular digital cameras, including image quality, current usage and price. A portion of the course will also cover working with Photoshop Elements 3.0 a popular photo editing program. We will explore importing and saving photographs, demonstrate methods of color correction and enhancement, print sizing, preparing images for print and the web. To take this class, it is not necessary to own a digital camera, but if you do, please bring it along with your instruction manual.

CRN #31214 2 Mondays, 9/27-10/10, 6-9 p.m. MCC Bldg. LRC B142
CRN #31351 2 Thursdays, 12/1-12/8, 6-9 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: John Prendergast has been a photographer and photo retail specialist for more than 30 years. Currently, his interest centers on digital capture and working in the darkroom.

Digital Camera—Part II

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. Well, we’ve got it! In this advanced course, learn how to control digital photography from camera to computer. Topics will include advance techniques for taking better digital photos, digital picture management, advanced camera controls, enhancing your pictures with Adobe Photoshop, and successful printing and web usage techniques. Bring your digital camera and your digital questions to this informative class.

CRN #31265 2 Mondays, 12/12-12/19, 6-9 p.m. MCC Bldg. LRC B141
Fee: $95
Instructor: Richard Hoyer

Digital Black & White Photography

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

CRN #31292 3 Thursdays, 10/6-10/20, 6-9 p.m. MCC Bldg. AST D211
Fee: $145
Instructor: Richard Hoyer
WHAT IS THE FELDENKRAIS METHOD®?
The Feldenkrais Method® is a mind/body integration technique that uses movement to enhance the communication between the brain and the body. Through stress, injury, habit or mimicking others’ movements (a child copying a parent’s walk), many of us develop chronically sore, tight muscles and stiff joints. Habitual movements become unconsciously ingrained in our minds. Dr. Feldenkrais spent a lifetime solving this dilemma by creating a method comprised of “lessons for the nervous system.” This method involves a series of light movements performed slowly and easily, without strain or pain. Not everyone is suited to it temperamentally, however, since it requires patience and an ability to pay attention to small sensations.

First Degree Reiki Training
Awaken your dormant healing abilities in this daylong workshop. Learn a thorough history of Reiki from its ancient origins to its adaptation to 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 #31230 1 Saturday, 9/17, 9 a.m.-4:30 p.m.  
MCC Bldg. AST D213  
Fee: $50  
Instructor: Dory Dzinski

Second Degree Reiki Training
Building on First Degree Reiki Training, 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 by 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 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.

Prerequisite: First Degree Reiki Training. If you have trained under a different Reiki master, please call (860) 512-2800 to speak with the instructor prior to registering. Please bring a blanket, pillow and your lunch to class.

CRN #31231 1 Saturday, 10/22, 9 a.m.-4:30 p.m.  
MCC Bldg. AST D213  
Fee: $150  
Instructor: Dory Dzinski

Reiki III—Master
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 the hands-on session. Prerequisite: First Degree and Second Degree Reiki Training. If you have trained under a different Reiki master, please call (860) 512-2800 to speak with the instructor prior to registering. Please bring a blanket, pillow and your lunch to class.

CRN #31232 1 Saturday, 11/19, 9 a.m.-4:30 p.m.  
MCC Bldg. AST D213  
Fee: $150  
Instructor: Dory Dzinski

Increase Your Body’s Flexibility
Attention golfers, yogis, tai chi practitioners, athletes…can you touch your forehead to your knees; put your foot on your head? Can you stand on one leg without faltering? Golfers, do you have a perfect swing? Athletes, would you like to improve your mobility? Imagine increasing your range of motion significantly in one hour! Quickly advance your exercise or practice routines to unimaginable levels. What keeps your body from increasing its flexibility? Habitual patterns of movements that register in your brain play themselves over and over again. Learn how to free yourself from these patterns. Participants will learn a deceptively simple, ingeniously designed set of gentle movements that are done on the floor. You will soon feel freer in your movement and more mobile in your joints, while increasing your range of motion. Please bring a cushioned mat (the length of your body—a yoga mat is not appropriate), a bath towel, and two small, hard pillows (couch pillows are good). Dress comfortably in loose-fitting clothes.

CRN #31295 2 Wednesdays, 10/12-10/19, 6-8:30:30 p.m.  
MCC Bldg. LRC A201  
Fee: $50  
Instructor: Karen Emerick

Help for Stiff Neck, Tight Shoulders, Aching Back—The Feldenkrais Way
Stiff neck? Tight shoulders? Aching back? There is a simple solution! Deceptively simple, ingeniously designed movements are done on the floor. Participants must be physically able to negotiate themselves to and from the floor position. Please bring a mat (the length of your body), a bath towel, and two small, hard pillows (couch pillows are good). Dress comfortably in loose-fitting clothes.

CRN #31276 2 Thursdays, 9/29-10/6, 6-8:30 p.m.  
MCC Bldg. LRC A201  
Fee: $50  
Instructor: Karen Emerick

The Feldenkrais Method® is a mind/body integration technique that uses movement to enhance the communication between the brain and the body. Through stress, injury, habit or mimicking others’ movements (a child copying a parent’s walk), many of us develop chronically sore, tight muscles and stiff joints. Habitual movements become unconsciously ingrained in our minds. Dr. Feldenkrais spent a lifetime solving this dilemma by creating a method comprised of “lessons for the nervous system.” This method involves a series of light movements performed slowly and easily, without strain or pain. Not everyone is suited to it temperamentally, however, since it requires patience and an ability to pay attention to small sensations.

First Degree Reiki Training
Awaken your dormant healing abilities in this daylong workshop. Learn a thorough history of Reiki from its ancient origins to its adaptation to 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 #31230 1 Saturday, 9/17, 9 a.m.-4:30 p.m.  
MCC Bldg. AST D213  
Fee: $50  
Instructor: Dory Dzinski is a body-centered psychotherapist, pastoral counselor and energy therapist in private practice. She is President Emeritus of the Connecticut Holistic Health Association and co-editor/publisher of The Door Opener magazine.

Second Degree Reiki Training
Building on First Degree Reiki Training, 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 by 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 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.

Prerequisite: First Degree Reiki Training. If you have trained under a different Reiki master, please call (860) 512-2800 to speak with the instructor prior to registering. Please bring a blanket, pillow and your lunch to class.

CRN #31231 1 Saturday, 10/22, 9 a.m.-4:30 p.m.  
MCC Bldg. AST D213  
Fee: $150  
Instructor: Dory Dzinski

Reiki III—Master
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 the hands-on session. Prerequisite: First Degree and Second Degree Reiki Training. If you have trained under a different Reiki master, please call (860) 512-2800 to speak with the instructor prior to registering. Please bring a blanket, pillow and your lunch to class.

CRN #31232 1 Saturday, 11/19, 9 a.m.-4:30 p.m.  
MCC Bldg. AST D213  
Fee: $150  
Instructor: Dory Dzinski

Increase Your Body’s Flexibility
Attention golfers, yogis, tai chi practitioners, athletes…can you touch your forehead to your knees; put your foot on your head? Can you stand on one leg without faltering? Golfers, do you have a perfect swing? Athletes, would you like to improve your mobility? Imagine increasing your range of motion significantly in one hour! Quickly advance your exercise or practice routines to unimaginable levels. What keeps your body from increasing its flexibility? Habitual patterns of movements that register in your brain play themselves over and over again. Learn how to free yourself from these patterns. Participants will learn a deceptively simple, ingeniously designed set of gentle movements that are done on the floor. You will soon feel freer in your movement and more mobile in your joints, while increasing your range of motion. Please bring a cushioned mat (the length of your body—a yoga mat is not appropriate), a bath towel, and two small, hard pillows (couch pillows are good). Dress comfortably in loose-fitting clothes.

CRN #31295 2 Wednesdays, 10/12-10/19, 6-8:30:30 p.m.  
MCC Bldg. LRC A201  
Fee: $50  
Instructor: Karen Emerick

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Stiff neck? Tight shoulders? Aching back? There is a simple solution! Deceptively simple, ingeniously designed movements are done on the floor. Participants must be physically able to negotiate themselves to and from the floor position. Please bring a mat (the length of your body), a bath towel, and two small, hard pillows (couch pillows are good). Dress comfortably in loose-fitting clothes.

CRN #31276 2 Thursdays, 9/29-10/6, 6-8:30 p.m.  
MCC Bldg. LRC A201  
Fee: $50  
Instructor: Karen Emerick
QiGong—Meditative Movements for Health and Wellness
QiGong (sometimes called chi kung) exercise systems have been practiced in China by millions of people since ancient times. There are various types and schools of QiGong. Soaring Crane QiGong is a form that uses slow movements accompanied by meditation to help promote well-being and heal the body on many different levels. As a result of its effectiveness, it has attracted over 20 million practitioners worldwide. While the main focus of QiGong is on cultivating healing energy, it also can be used as a means to deepen one’s spiritual awareness. Regular practice of QiGong may help prevent and treat disease, reduce stress and shorten recovery time from muscular strain by flushing the tissues of lactic acid, uric acid and other metabolic wastes. Come alone or sign up with a friend. Participants will practice on each other. Wear loose, comfortable clothing and bring an exercise mat, sleeping bag or thick blanket to lie on, and a pillow, towel and favorite body lotion. Also, please bring your lunch (or a snack and drink) for mid-session nourishment.

Creating Your Heart’s Desire
This step-by-step course will bring you through the process of deciding what you really want in life, and then give you the tools for getting it! Based on the teachings of Sonya Choquette, international speaker, healer and intuitive, you will learn how to get very clear on what your real goals are, what is holding you back, how to get past your fears and how to bring about wonderful changes in your life. This is not only a great course on its own, but it is also an effective follow-up to students who have attended Who Am I Really? Participants will have fun with in-class creative exercises and the various handouts, which can be used for personal self-exploration.

Forgiveness—The Key to Freedom
“Forgive? You’ve got to be kidding! Never!” Such is the sentiment of many people. However, pain, hurt and negative emotions take up a lot of space in the heart, space that could be used for much more powerful and positive emotions. In this class, we’ll discuss the basic concepts of forgiveness and the common misconceptions that often prevent us from allowing the gift of forgiveness in our lives. We’ll also discuss some specific tools and techniques that will help in the healing process. Class will end with a beautiful, guided meditation. Come, set yourself free!

Discovering Your Creative Genius
Be more creative at work. Tap into your creative genius by learning a variety of innovative brainstorming and problem-solving techniques. Discover ways to better “see” solutions. Learn fresh ways to view situations, understand core issues, and present ideas. Learn how creative thinking actually enhances your ability to solve real-life problems.

Body, Mind & Spirit
Self-Hypnosis for Weight Loss—Mind Over Matter
Reach your ideal weight by programming your brain for weight loss. Learn self-hypnosis and tap into the power of both your conscious and subconscious mind to facilitate weight loss and maintain your ideal weight without those nagging feelings of deprivation. Hypnosis is a powerful and effective tool, which has been approved by the American Medical Association since 1958. I tried too many diet diets? This course might be the start of a new, healthier lifestyle. Topics include explaining hypnotism and how it works, factors affecting weight control, the myth of willpower, eating journals, self-hypnosis, ideomotor questioning and the Chevreul pendulum. Materials fee: $5, payable to the instructor at first class, for a reinforcement audiotape.
CRN #31239 4 Thursdays, 10/13-11/3, 7-9 p.m. MCC Bldg. LRC B213
Fee: $60
Instructor: Patricia Galvin, J.D. and M.S in education, is a certified hypnotist who teaches self-hypnosis for weight control and smoking cessation.

Stop Smoking with Hypnosis
Become free of this expensive and unhealthy habit, successfully and permanently! Hypnosis is a powerful tool which has been approved by the American Medical Association since 1958, and since that time has effectively helped smokers (including your instructor, 25 years smoke-free!) to break the smoking habit. Avoid weight gain and learn how to relax away the tension, irritability and withdrawal problems that often accompany smoking cessation. Learn to identify and establish strategies to deal with triggers and habit patterns. This workshop includes an explanation of hypnosis, hypnosis sessions and follow-up self-hypnosis instructions. Materials fee: $5, payable to instructor at first class, for a reinforcement audiotape. Seating is limited; register today!
CRN #31240 2 Thursdays, 11/10-11/17, 7-9 p.m.
MCC Bldg. LRC B213 Fee: $30
Instructor: Patricia Galvin

Living a Stress-Free Life—A Personal Development Workshop
Imagine living a life with no stress or worries over money, family or relationships. In two hours of guided self-discovery, learn the four life-altering steps of the Peace-Power Method, inspired by A Course in Miracles, and discover for yourself the source and nature of your stresses and fears and how to release them. Bring a stress, tear or worry, and experience the freedom of lightening life’s burdens. The workshop provides a safe and supportive space for the self-examination required to achieve inner peace.
CRN #31250 1 Wednesday, 10/19, 6:30-9 p.m. EHCCC Room 2
Fee: $35
Instructor: Ralph Hubbard, M.B.A., is a business and life coach, and a management consultant with a 20-year successful track record. His coaching practice is in eastern Connecticut and Rhode Island, and he is co-founder of A World Without Fear Foundation (www.aworldwithoutfear.com).

Want to take a class online? See the online classes listed on pages 40-45 or visit the web site at www.ed2go.com/manchcc

Exploring Spirituality
This course is designed for mature adults who have wrestled with the issues of spirituality in their lives. A variety of definitions will be considered, and students will be encouraged to craft their own. Central to this exploration will be the advice of the poet, Rainer Maria Rilke, about how essential it is “to live the question,” such as investigating the relationship between religion and spirituality. How nature, poetry, community, upbringing, ethnicity, gender, rituals, and numerous other factors shape our spirituality will be examined. In particular, students will examine the literary work of Mary Oliver, Rilke, Oriah Mountain Dreamer, and Jane Kenyon. Students will write, share and interact with each other about their longing for a heightened spirituality.
CRN #31293 4 Mondays, 10/24-11/14, 7:30-9:30 p.m.
MCC Bldg. Lowe L245 Fee: $50
Instructor: Henry Millan, Jr., D.Min., is a retired minister and professional therapist who founded the West Hartford Pastoral Counseling Center in 1975. He has been teaching adult education classes for more than 20 years.

Take a Virtual Vacation to ... Hawaii
Are you stressed? Overworked? Bored? You need a vacation! Did you know that our bodies don’t discriminate between sensory images in the mind and what we call reality? Far from it! When we imagine experiences through a shift in our focus of awareness, this creates the same reactions as actual events. A “virtual vacation” uses the well established techniques of guided imagery to create a unique and highly pleasing experience. Using a combination of sensory perceptions, you’ll be guided on a virtual vacation—an amazing trip to the magnificent state of Hawaii—where you can enjoy its tropical sights, sounds, and smells without ever leaving Connecticut! So come on—book the trip. You deserve it!
CRN #31294 1 Thursday, 10/27, 7-9 p.m.
MCC Bldg. AST C201 Fee: $25
Instructor: Roberta Rossi is a counseling therapist and owner of the Doorway to Wellness Spa and Wellness Center. Through more than 20 years of professional experience in academic and corporate settings, she became acutely aware of the effects of stress on our minds and bodies. Consequently, she developed the virtual vacation as a means of escape that anyone can enjoy.

Re-imagining Holiday Traditions
The holiday season is a time of celebration and renewal of family relations. However, it frequently causes stress, unfulfilled dreams, and unmet expectations. No wonder so many of us end up at the mall the next day! What and how do you celebrate? What and how would you celebrate? Participants will examine the origins of some worldwide and personal cultural traditions in order to make the holiday season more meaningful. An introductory awareness of Judaism’s Light—Solstice; Hanukkah; Advent; and Christmas will help us illuminate and recreate our personal and family rituals. By comparing and contrasting ancient rituals with our contemporary practices, we’ll gain renewed appreciation for the holiday season.
CRN #31503 3 Tuesdays, 10/11-10/25, 7-8:30 p.m.
EHCCC Room 6 Fee: $30
Instructor: Nancy M. Gutreich has an M.A. in Religion and Women’s Spirituality from Hartford Seminary. A pastoral counselor, Nancy is the founder of Creating Dialogue, LLC, in Manchester, which is dedicated to healing and growth for individuals and groups.
Introduction to the Tarot
There was a time when tarot cards, the colorful and mysterious deck used for fortune telling, would have conjured up images of gypsies. Now, tarot cards are used by people all over the world to gain personal insight and guidance. In this introductory class, participants will learn basic facts about the cards, from technical to intuitive perspectives. Tarot card readings will be done to “check” your interpretative skills. Don’t miss this opportunity to learn what the tarot has to say to you. If you have a tarot deck, please bring it to class.
CRN #31242 3 Wednesdays, 9/28-10/12, 7-9 p.m.
MCC Bldg. Lowe L142 Fee: $40
Instructor: John Mammone is a longtime student of metaphysics. He has taught classes and workshops in the tarot and has given tarot readings at fairs, group gatherings and for individuals. He has been a student of the tarot for 25 years.

An Introduction to Pagans, Witches and Wicca
What most of us know about witches and witchcraft comes from pop culture (“Charmed,” “Harry Potter”) or from our dim memories of historical events and classic literature (Salem witch trials, “Macbeth”). There’s a lot more to Wicca, paganism or “the old religion” than the clichéd image of black-clad hags riding the skies on broomsticks. Wicca has its roots in Paleolithic times, some 25,000 years ago, and pagan celebrations are often the basis for Christian holidays. This course will provide open-minded individuals with an introduction to Wicca, paganism and New Age concepts related to living with and loving magic. Topics to be covered include the history of witchcraft, the Wheel of the Year (the Wiccan calendar of festivals and rituals), esbats and sabbats (new moon and full moon celebrations), and the elemental world. Put a little “magic” in your life this fall!
CRN #31192 4 Mondays, 9/12-10/3, 7-9 p.m. MCC Bldg. Lowe L245 Fee: $50
Instructor: Faith McCann is an MCC graduate, martial arts instructor and a third degree Wiccan priestess. She has practiced the Wiccan religion and has studied the history of religions, Wicca, witchcraft and magic for more than 20 years.

Messages from Beyond
Do you have a desire to speak with or receive a message from a loved one who has gone on to the other side? Are you doubtful or perhaps more little a curious as to whether it’s even possible? You don’t need tickets to John Edward’s popular television show, “Crossing Over,” to see a medium at work, in person and up close. Let Joyce bring you a “message” from beyond in this fun and potentially insightful event. In Joyce’s own words, “A medium can be thought of as a telephone connector allowing communication to flow between two planes of existence.” Bring an open mind, pen and paper, and a tape recorder (if desired). Join Joyce to “dial up” the other side.
CRN #31252 1 Saturday, 9/17, 9:30 a.m.-12:30 p.m.
MCC Bldg. LRC B208
CRN #31516 1 Saturday, 11/12, 9:30 a.m.-12:30 p.m.
MCC Bldg. LRC B208
Fee: $59
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.

Unfoldment Meditation
This seminar is for any of Joyce’s previous students who now feel ready to sit in on an expanded “unfoldment.” To unfold is to open to a higher level or a higher sense of being. This class is designed to give experienced students a deeper sense of spiritual development, help them to better understand the role of angels as guides and assist them in learning to experience quiet communication with higher beings. Join us for insight and inspiration. Prerequisite: some basic meditation experience.
CRN #31515 1 Tuesday, 10/4, 6:45-9:45 p.m. MCC Bldg. LRC B213 Fee: $59
Instructor: Joyce Orcutt

Beyond the Beyond VII
Continue on your path with more instruction and insights about your psychic powers. Prerequisite: Beyond 6th Sense Discovery I through VI. Wear comfortable clothing and bring pen and paper to class.
CRN #31513 1 Thursday, 10/27, 6:30-9:30 p.m. MCC Bldg. Lowe L124 Fee: $59
Instructor: Joyce Orcutt

How to Talk to Your Angels
Join us in this hands-on workshop to discover how easy it is to meet your angels and receive personal messages in writing. Literally thousands of people around the world have learned to talk with their angels using seven simple steps. Discover how to access your angels to enlist their help with a particular problem or to receive inspiration, love and support on a daily basis. Learn the name of your personal angel, who just may help you find the answers you have been searching for. The techniques learned in this workshop can be used to tap into your personal source of angelic power for guidance, love and spiritual growth throughout your life.
CRN #31253 1 Friday, 10/21, 6:30-9 p.m. MCC Bldg. LRC B209 Fee: $45
Instructor: Beth C. Burgess is a certified Angelspeak™ facilitator. She was trained by Barbara Mark and Trudy Griswold, authors of the bestselling book, Angelspeak: How to Talk With Your Angels

Beyond Sun Signs
The sign for the time of year you were born (your “sun sign”) is just the tip of the astrological iceberg. We’ll look at all the signs and then go beyond sun signs to your moon sign (determined by day and year of birth) and your “rising sign” (determined by the minute of your birth). These three signs are your “astrological initials” and describe you much more personally—there are 1,728 different combinations. Discover ways to maximize your potential and avoid pitfalls. No special background is required. Materials fee: $5, payable to instructor at start of class, for handouts and a personal astrological chart.
CRN #31241 1 Saturday, 10/8, 9 a.m.-12 p.m. MCC Bldg. LRC B144 Fee: $25
Instructor: Janet Booth, a practicing astrologer since 1979 and a certified professional astrologer since 1984, has a B.A. in behavioral studies from Drew University.

All My Planets
You know your sun sign, maybe even your moon sign, but there’s a whole solar system out there with clues to your life! Find out about all your planets and signs in this brief introduction to astrological charts. What can your planets tell you about love and money, or about your health or talents? We’ll discuss students’ charts in class. Students will receive a personal birth chart and explanatory handouts. Materials fee: $5, payable to instructor at class.
CRN #31479 1 Tuesday, 11/15, 6-9 p.m. MCC Bldg. LRC B144 Fee: $25
Instructor: Janet Booth
Fred D’Angelo is an Assistant Professor of Computer Science & Technology at MCC where he teaches programming and networking courses. He has more than 12 years of industry experience in Information Technology, including four years supporting a large corporate network. He has a graduate certificate in data communications from Rensselaer Polytechnic Institute.

Steven Bloom has more than 12 years’ experience in computer technology. He currently is an adjunct instructor with MCC teaching Introduction to Computers, HTML, email, and Microsoft Windows. He has conducted Microsoft Access, Excel, PowerPoint and Word training for a major pharmaceutical and company, State, and town governments. Mr. Bloom has provided technology planning, analysis, design and implementation for a variety of companies. He received his B.S. in Human Resources Development from Rochester Institute of Technology and his M.Ed. in Technology in Education from Lesley University.

Randolph Fournier, Ph.D., has more than 18 years’ combined experience in business and academia. He has taught courses in marketing, sales, advertising and business at the University of Maryland. In addition, he has taught a wide range of technology-related courses including web-page design, computer information systems and PC maintenance. Currently, he is the Director of Library Services at MCC.

Rachael Ghani earned her B.F.A. degree in Communications Design from the University of Hartford and M.A. in Marketing Communications from Vermont College of Norwich University. She is also an alumna of MCC. Ms. Ghani specializes in visual communication methodologies.

John Gialluca is a practicing security professional at a Fortune 500 company. He is also a Microsoft Certified Systems Engineer and served as a Subject Matter Expert for CompTIA’s Server+ Certification.

Margaret Gordon has more than 23 years of experience troubleshooting hardware and software systems and applications. She has provided instruction for the last 18 years including all levels of Microsoft operating systems and Office applications.

James Healy has an M.B.A. and more than 30 years of data processing experience. He specializes in the development of spreadsheet and database applications.

Ed Hogan is a professional graphic artist and multimedia producer, who is also a full-time faculty member at MCC. He serves as the program coordinator for both the Graphic Design Program and the Multimedia Studies Program, and has taught animation, 3-D modeling, computer graphics and interactivity design and production.

Willy Isaac holds an M.S. in Computer Information Systems and has more than 10 years of database experience with SQL Server and Oracle Database. He is working as a Database Administrator for the Connecticut Dept. of Information Technology and holds certification in Oracle database administration and Oracle Master specializing in data warehouse administration.

Ed Jennings is a Microsoft Certified Trainer, a Microsoft Certified Systems Engineer and a CompTIA Certified Technical Trainer. He also holds certification in CompTIA A+ and CompTIA Network+. He has been teaching IT professionals for more than nine years.

Joseph Kardos has 30 years of experience in such computer-related fields as CAD, database, programming, and project management. He has provided training at many of the CT colleges over the years.

James Leatherbee, II, has more than 25 years’ experience in genealogical research. He is past president of the Connecticut Society of Genealogists and is a member of numerous genealogical associations.

Diana Lemcoff is a computer professional with more than 20 years’ experience in the design, installation and management of information systems. She has taught at the University of Pittsburgh, ORT schools and private companies.

Stuart Lipman is the owner of a local computer store and brings more than 26 years of technical and practical experience to the classroom.

Tom Lyle is a networking and operating systems specialist with MCSE and CNE certification. He has more than 15 years of OS and LAN experience.

Bruce Manning, B.A., 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.

Lisa Murphy, B.A., is a professional software trainer with 20 years’ experience in database, spreadsheet and desktop publishing instruction. She has authored dozens of courses for business users and specializes in database and web site development.

Maura O’Connor, B.F.A., Hartford Art School at the University of Hartford, Masters of Fine Art in Visual Art from Vermont College at Montpelier, VT, is an MCC faculty member teaching Graphic Design, Computer Graphics and Digital Video. She has produced digital video projects for community-based organizations.

John Prendergast has been a photographer and photo retail specialist for more than 30 years. Currently, his interests center on digital capture and working in the digital darkroom.

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Will Plein has 18 years in design, engineering and architectural documentation development. His experience with product development with-in corporations, consulting, and CAD training is extensive.

Dale Reynolds owns and operates her own home-based computer help desk company and is a corporate technical advisor/trainer for Windows applications for a large business.

Russell Sabadosa is a full-time faculty member at MCC teaching in the computer networking, security and hardware areas. Prior to MCC, Russell was a project engineer and IT director where he became proficient in a number of software packages and platforms in the area of networking, desktop applications, project management and report writing.

Chuck Schwartz is a professor of computer science with more than 18 years’ experience in the fields of programming, management information systems and application development.

D. Scott Stewart has seven years’ experience working within the field of information technology, including help desk, desktop support and web design. He has been a project manager for a major financial services provider for the last two years.

Elizabeth Thomas has 20 years’ experience in end-user technology support and education and has been an instructor in continuing education for a number of years focusing on the Internet, Outlook, Publisher, Windows, & Microsoft Office applications.

Robert Thornton, B.A., is a Certified IT Security Engineer, Certified IT Instructor (CIT) and a Certified Internet Webmaster (CIW). He has more than 15 years’ experience as an IT instructor and developer.

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.

Dorothy Weiner is an MCP- and MOUS-certified instructor with more than six years’ experience teaching Microsoft products and various other applications and operating systems.

Eric Zematis is a Certified Internet Webmaster (CIW), Microsoft expert in Word and Excel, and works full-time as a webmaster.

### COMPUTER CERTIFICATION TEST PREPARATION

**Professional Certification...**

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

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Testing centers that administer certification exams can be found on the web at [www.vue.com](http://www.vue.com) or [www.prometric.com](http://www.prometric.com).

For more information contact Bruce Manning, Computer Coordinator at (860) 512-2808 or bmanning@mcc.commnet.edu

15 Fall 2005 Credit-Free Catalog
Desktop Applications on a Microsoft Windows XP Operating System—MCDST Certification Preparation Exam 70-271

This course is designed for anyone who wants to learn how to install, configure, troubleshoot and support the Microsoft Windows XP operating system and for those seeking Microsoft certification. Students, from entry level to computer professionals, will learn the skills and knowledge needed to prepare for the Microsoft Certified Desktop Support Technician certification (MCDST), specifically for Exam 70-271—Supporting Users and Troubleshooting a Microsoft Windows XP Operating System. Required text: Supporting Users and Troubleshooting a Microsoft Windows XP Operating System, available at MCC Bookstore. Recommended: A+ or Network+ training or equivalent knowledge required; based upon instructor decision. Experience using Windows is suggested.

CRN #31358 3 Saturdays, 10/8-10/22, 9 a.m.-4 p.m.
MCC Bldg. LRC B141 Fee: $295
Instructor: Ed Jennings

Supporting Users and Troubleshooting Desktop Applications on a Microsoft Windows XP Operating System—MCDST Certification Preparation Exam 70-272

This course is designed for anyone who wants to learn how to install, configure, troubleshoot and support the Microsoft Windows XP operating system and desktop applications. Students, from entry level to computer professionals, will learn the skills and knowledge needed to prepare for the Microsoft Certified Desktop Support Technician certification (MCDST), specifically for Exam 70-272—Supporting Users and Troubleshooting Desktop Applications on a Microsoft Windows XP Operating System. Required text: Supporting Users and Troubleshooting Desktop Applications on a Microsoft Windows XP Operating System, available at MCC Bookstore. Recommended: A+ or Network+ training or equivalent knowledge required; based upon instructor decision. Experience using Windows is suggested.

CRN #31359 2 Saturdays, 10/29-11/5, 9 a.m.-4 p.m.
MCC Bldg. LRC B141 Fee: $195
Instructor: Ed Jennings

Network + Certification Training Preparation

The Network+ certification is an entry level credential for people who aspire to become network professionals. It deals with the basic principles and concepts of networking upon which the equipment of all vendors rely. This course provides people with a structured setting in which to review for CompTIA’s Network+ certification examination. The course is designed for professionals who would benefit from a review before taking the Network+ exam, with the convenience of Saturday classes. Those who lack the prerequisite should consider MCC’s CST*131, Network Theory and Applications, first.

CRN #31360 4 Saturdays, 9/10-10/1, 9 a.m.-4 p.m.
MCC Bldg. LRC B142 Fee: $390
Instructor: Fred D’Angelo

Complete Microsoft Office XP Certification (Core Level)

Increase your employability and prepare for the Microsoft Office XP Core Certification exam in this intensive 12-week course. This hands-on workshop will include practice time on Word, Excel, Access, PowerPoint and Outlook. Students will learn the basics of all Office programs including: merges, tables, graphics and sharing documents in Word; formulas, data management, formatting, printing, pivots and subtotals in Excel; database creation, criteria in queries, report and form design, grouping data and establishing relationships in Access; creating slide shows, importing from Word, adding tables/graphics, animation, and advanced formatting in PowerPoint; email management, creating folders, adding signatures/attachments, scheduling appointments with others, organizing contact lists, and creating/updating tasks in Outlook. Prerequisite: Meet the PC or equivalent experience with computers.

Required text: Microsoft Office XP Microsoft Office Specialist, available at MCC Bookstore.

CRN #31361 12 Tuesdays, 9/6-11/29 (does not meet 11/8), 6-9 p.m.
MCC Bldg. LRC B141 Fee: $499
Instructor: Lisa Murphy

Security+ Certification Preparation

The Security+ Certification is an internationally recognized validation of the technical knowledge required of foundation-level security practitioners. A Security+ certified individual has successfully demonstrated a foundation-level of skill and knowledge in General Security Concepts, Communication Security, Infrastructure Security, Basics of Cryptography and Operational / Organizational Security. Candidates are recommended to have two years’ experience in a networking role with pre-existing knowledge of TCP/IP, experience in a security-related role, Network+ or equivalent certification, and adequate training and self-study materials. The course will include analysis and review of Security+ objectives.

CRN #31362 4 Saturdays, 10/1-10/29 (does not meet 10/8), 9 a.m.-4 p.m. MCC Bldg. LRC B142 Fee $390
Instructor: John Gialluca

Of Similar Interest:

• See Professional Development on pages 46-50
Computer Technology

TECHNOLOGY FOR HOME AND CAREER

MCC’s “Technology Tuesday” Series at the East Hartford Community Cultural Center

Take advantage of convenient morning sessions for training in Windows, computer hardware, résumé writing, home budgeting with spreadsheets, Internet tools/techniques and creating powerful computer presentations.

Come train at our updated facility in Room 4 of the East Hartford Community Cultural Center. The latest in computer and interactive projection equipment is available for your computer training needs.

Instructor: Bruce Manning

Introduction to the PC (Part I)—Hardware
Are any of these terms confusing to you: RAM, ROM, CPU, motherboard, resolution, hard-drive, floppy drive, CD-ROM, modem, gigabytes, megabytes, kilobytes, sound card, video card, USB and firewire? Learn basic computer terms and lingo in this hands-on workshop specifically designed for the computer user!
CRN #31364 1 Tuesday, 9/20, 9:30 a.m.-12:30 p.m. EHCCC Room 4 Fee: $65

Introduction to the PC (Part II)—Operating Systems and Software
After you’ve learned the components of a computer, learn how to use your computer more effectively. Learn how to open and save properly, and build titles and folders. Learn file formats, system maintenance and basic tips to maintain your PC’s health!
CRN #31365 1 Tuesday, 9/27, 9:30 a.m.-12:30 p.m. EHCCC Room 4 Fee: $65

Introduction to the Internet
What is a browser? How does the Internet work? Learn how to use the Internet to find basic information from job openings to a movie schedule. Discover effective searching and navigation tips. Download and save images and files from the World Wide Web to the PC. Explore online resources in your area!
CRN #31366 1 Tuesday, 10/4, 9:30 a.m.-12:30 p.m. EHCCC Room 4 Fee: $65

Résumé and Professional Writing using Microsoft Word
Want to get the upper hand in searching for a job? Learn effective résumé and professional writing strategies using Microsoft Word. Discover all the formatting techniques and layout functions that separate your résumé from the herd! Create a style sheet for documents, letterhead and hyperlinking.
CRN #31367 1 Tuesday, 10/11, 9:30 a.m.-12:30 p.m. EHCCC Room 4 Fee: $65

Household Budgeting and Financial Planning with Microsoft Excel
What better way to manage your household finances and plan for the future than to build an Excel spreadsheet? Learn how to format a spreadsheet to meet your personal needs. Create formulas to help plan your financial future or finance a car, a home or college.
CRN #31368 1 Tuesday, 10/18, 9:30 a.m.-12:30 p.m. EHCCC Room 4 Fee: $65

 Communicate Your Ideas with Microsoft PowerPoint
Leaders in organizations have to effectively communicate their ideas. Microsoft’s PowerPoint is an industry standard in electronic presentation design. Create interesting, compelling and persuasive presentations with graphics, text and hyperlinks.
CRN #31369 1 Tuesday, 10/25, 9:30 a.m.-12:30 p.m. EHCCC Room 4 Fee: $65

CRN #31363 6 Tuesdays, 9/20-10/25, 9:30 a.m.-12:30 p.m. EHCCC Room 4 Fee: $270
Take all six courses and SAVE $120!

Be in the right place at the right time
Check your class schedule for location. Some classes meet at off-campus locations.
MCC = Manchester Community College
LOWE = Lowe Building
V1-V6 = Village
LRC = Learning Resource Center
AST = Arts, Sciences & Technology Center
EHCCC = East Hartford Community Cultural Center

Want to take a class online? See the online classes listed on pages 40-45 or visit the web site at www.ed2go.com/manchcc
Meet the PC
If you have never turned on a computer or had to learn things on your own, then this class is for you. Learn to work effectively in a Windows environment. Learn how to understand an advertisement and computer jargon. Learn to work with disks, files and folders. Fundamentals of Microsoft Office will also be covered, including creating, editing and saving documents with Word; creating spreadsheets with Excel; learning about a database with Access; and surfing the Internet with Internet Explorer. This class is not just for beginners. It provides participants with the strong foundation needed to learn other software programs. Recommended text: Computers Simplified, available at your local bookstore.
CRN #31379 4 Mondays, 9/12-10/17 (does not meet 10/3 or 10/10), 6-9 p.m. MCC Bldg. LRC B141
CRN #31380 4 Mondays, 11/7-11/28, 6-9 p.m. MCC Bldg. LRC B141
Fee: $195
Instructor: Stuart Lipman

Introduction to Personal Computers for Older Adults
Designed for those with little or no experience with computers, this seminar introduces IBM-compatible machines. Learn what a computer can do for you. Learn important terminology, how to use a mouse, the difference between hardware and software, all about disks, and how to open and close documents and windows. Explore simple word processing techniques and how to use a spreadsheet. You’ll also get to take a brief trip on the “information superhighway.” This seminar is a great first step to making a purchase or learning a specific software program. Class size is limited. Recommended text: Computers Simplified, available at your local bookstore.
CRN #31381 2 Tuesdays, 9/6-9/13, 1-4 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: Dale Reynolds

Genealogy for Older Adults—Using Computers to Track Your Ancestry
Discovering where we came from is a great way to learn about who we are and why we follow certain paths. The Internet has made genealogical research much easier, but it’s still a vast ocean of information to navigate without proper maps and tools. This course will direct online “roots” researchers to useful genealogy sites and repositories of genealogical information. Participants will learn about the laws pertaining to genealogy, types of documentation and levels of reliability, how to verify research, and other helpful tools including a software program to speed you on your search for your ancestral beginnings.
CRN #31382 4 Tuesdays, 9/20-10/11, 1-4 p.m. MCC Bldg. LRC B141
Fee: $195
Instructor: James Leatherbee, II

Red Hat Linux
Thanks to the success of companies like Red Hat, the Linux operating system is no longer just for hobbyists. The Linux system can be downloaded for free and shared by a community of software developers, from professionals to amateurs. This course is for anyone who uses PCs and would like to install and run Red Hat Linux. Students will learn what Linux is; how to set it up and run it; how to edit files, run scripts, compile programs, and run applications; and how to use RPMs (software system management packages) and tarballs (a number of files and directories compressed into one file). Students will learn by practicing various functions on PCs with the Linux systems they install, run, and test under the instructor’s guidance. Required text: Red Hat Enterprise LINUX & FEDORA, O’Reilley, available at MCC Bookstore.
CRN #31383 6 Fridays, 9/30-11/11, (does not meet 10/21), 6-9 p.m. MCC Bldg. Lowe L102 Fee: $295
Instructor: John Ferreira

MULTIMEDIA

Introduction to Adobe Premiere Video Production
This course is for beginning video students who want to learn how to edit video using Adobe Premiere software. This is a versatile editing program used both at home and the office for desktop video productions. Students will learn to digitize analog video, capture footage, format clips as quicktimes, store source clips, import and edit using Premiere, and output to tape, CD and/or DVD via firewire. Students should have footage to work with, such as VHS, miniDV tapes or quicktimes on CDs. Students will also need blank CD-Rs or DVD-Rs to burn their movies.
CRN #31440 4 Wednesdays, 9/21-10/12, 6-9 p.m. MCC Bldg. LRC B207 Fee: $195
Instructor: Staff

3-D Modeling with Lightwave
Let us introduce you to the world of computer-based, three-dimensional objects, scenes and animations. Participants will learn the fundamentals of 3-D modeling, including wireframe construction, extruding, lathing, skinning, lighting, image and texture mapping, and concepts of 3-D animation development. We will use NewTek’s Lightwave software, a professional level 3-D package with features and capabilities that permit you to create anything from simple objects and scenes to the most sophisticated, broadcast-quality animations and special effects. Prerequisite: Basic computer skills.
CRN #31446 4 Saturdays, 9/10-10/1, 9 a.m.-noon MCC Bldg. LRC B207 Fee: $195
Instructor: Ed Hogan
Start Selling on eBay!
Have you ever imagined starting your own online business? Maybe you’ve thought about selling your crafts, music, antiques, books or artwork, but you’re wondering who your customers might be. With more than a million people buying and selling each day on eBay, customers are just a mouse click away! eBay provides excellent customer support and teaches you the importance of customer satisfaction. All you have to do is choose a product or service that suits your interests and tastes, and the rest will be covered in this 12-hour course. By the end of the course you will be ready to Start Selling on eBay! No prior business experience is necessary. Internet experience is helpful.
CRN #31384 2 Saturdays, 12/3-12/10, 9 a.m.-4 p.m.
MCC Bldg. LRC B141 Fee: $95
Instructor: Randolph Fournier

Web Hosting
Are you thinking of building a web site or have started one and you want to get it online? Finding web hosting can be like walking through a minefield. Thousands of people each day are building web sites for various reasons and have not gone the extra step to put their web site online because they do not know what to do next. Some start businesses, while others build sites that contain personal or helpful information. In this three-hour course, you will learn how to get your web site online. You will learn how to find a web hosting company that fits your needs by evaluating three criteria: price, reliability uptime, and customer support.
CRN #31386 1 Friday, 9/16, 6-9 p.m. MCC Bldg. LRC B142 Fee: $65
Instructor: Randolph Fournier

Getting Started on the Internet for Older Adults
Designed for older adults who want to learn about the Internet and the benefits of using it, this class covers what you need to know to get started on the Internet and how to visit web sites. Learn how to send email and chat with friends online. Workbook included in course fee. Prerequisite: Basic mouse and keyboard skills.
CRN #31387 2 Thursdays, 9/8-9/15, 1-4 p.m. MCC Bldg. LRC B142 Fee: $95
Instructor: Dale Reynolds

FrontPage Introduction
Attention all Windows Internet surfers: create your own web pages without writing any HTML tags. This hands-on course explores built-in templates (simple page, corporate presence web site, customer support web site, discussion web site and personal web site). Use or modify templates to create your own linked pages. Familiar Microsoft tool bars easily create all the latest special effects for web pages. Built-in email and reply forms allow web surfers rapid access to your products. FrontPage is totally integrated into all of Microsoft’s products and is considered the emerging standard in web page development and maintenance. This is not a class for beginners. You should understand files, file types, folders, and have a basic knowledge of the Internet and word processing. Workbook included in course fee. Prerequisite: Basic computer skills.
CRN #31391 2 Thursdays, 9/8-9/15, 6-9 p.m. MCC Bldg. LRC B141
CRN #31390 1 Tuesday, 9/27, 9 a.m.-4 p.m. MCC Bldg. LRC B142
(limited seating) Fee: $95
Instructors: CRN #31391: Eric Zematis; CRN #31390: Margaret Gordon

FrontPage Intermediate
A continuation of FrontPage Introduction, this class takes you beyond the basics. Learn HTML tags, including critical META tags. Discover how to import a web, how to use shared borders and the fundamentals of administering a web. Learn how to create frames, forms, dynamic pages and web-based databases. FrontPage is an important and useful product for anyone considering establishing a web presence. Workbook included in course fee. Prerequisite: FrontPage Introduction, or permission of instructor or PC coordinator.
CRN #31393 1 Tuesday, 10/11, 9 a.m.-4 p.m. MCC Bldg. LRC B142 (limited seating) Fee: $95
Instructor: Margaret Gordon

Develop a Complete Web Site Using Dreamweaver MX 2004
Develop a comprehensive, visitor-friendly web site using today’s most popular web page editor. In this hands-on class, you will create a complete web site from start to finish, including the final stage of putting the web site on the Internet-live! Prerequisite: An introductory class in Dreamweaver or equivalent experience.
CRN #31385 4 Fridays, 10/7-10/28, 6-9 p.m. MCC Bldg. LRC B141 Fee: $195
Instructor: Robert Thornton

Microsoft Project Introduction
Are you just starting with project, management or as part of a project team tasked with maintaining a project schedule? This course will familiarize you with the basics of MS Project 2002 XP, using a simulated short-term project. We will examine why planning needs to occur, set up a project, task and resource schedule, and record project progress. Required text: Course ILT: Microsoft Project 2002: Basic, McKinnon, available at MCC Bookstore. Prerequisite: Students must have a working knowledge of Windows XP.
CRN #31394 2 Tuesdays, 9/16-9/23, 6-9 p.m. MCC Bldg. LRC B142 Fee: $95
Instructor: D. Scott Stewart

Access, Excel, & Word—Choosing the Right Tool for the Job
Microsoft’s palette of software programs, chief among them Access, Excel and Word—have become universal tools for computer users in the workplace and at home. But which program is most suited to the specific job you’re doing? In this hands-on workshop, participants will explore the “overlapping” features of Access, Excel and Word and discover how to choose the correct product for the job at hand. Participants will learn clear definitions of the purpose of each program; specific “best” usage examples of Word tables, Access and Excel; how to move information between Excel and Access and why you might do that; and how to link data between Microsoft applications. Prerequisite: Basic knowledge and experience in using Excel and Access. Manual included.
CRN #31396 1 Thursday, 10/20, 9 a.m.-noon MCC Bldg. LRC B142 (limited seating) Fee: $65
Instructor: Lisa Murphy
WORD PROCESSING

Word Introduction
Learn about the features of Microsoft Word. Practice the essential commands you need to know to perform all of your day-to-day word processing. You will practice creating, editing, formatting and printing documents. Workbook included in course fee. Prerequisite: Basic computer skills.
CRN #31397 2 Wednesdays, 9/9-9/14, 6-9 p.m. EHCCC Room 4
Fee: $95
Instructor: Dorothy Weiner

Word Intermediate
Move beyond your basic word processing skills in this class. Here you will learn how to set up complex documents that include headers and footers, tables, graphics and more. Learn to merge letters, so you can send custom form letters. Workbook included in course fee. Prerequisite: Word Introduction, or permission of instructor or PC coordinator.
CRN #31398 2 Wednesdays, 10/5-10/12, 6-9 p.m.
MCC Bldg. LRC B141 Fee: $95
Instructor: Diana Lemcoff

Word—Forms, Templates, and Macros
You will learn how to analyze proper form layout and design, create fill-in forms with prompts for user input, and completely automate forms with default text and entry guidelines. Learn processing shortcuts by using templates and customizing special toolbars within them. Create your own Word routines through macros to eliminate repetitive processing of commands. Prerequisite: Basic Word skills.
CRN #31400 1 Wednesday, 11/12, 9 a.m.-4 p.m. MCC Bldg. LRC B142 (limited seating) Fee: $95
Instructor: Lisa Murphy

Tips and Tricks for Word
In this course, designed for individuals who know the basics of Word and want to become more proficient, you will discover the tricks the pros use to change drudgery into pleasure. Participants will learn about using templates, shortcut keys, customizing their menus and more. Learn to work smarter, easier and faster. Prerequisite: Basic skills using Microsoft Word.
CRN #31420 1 Thursday, 11/17, 1-4 p.m. MCC Bldg. LRC B141 (limited seating) Fee: $65
Instructor: Lisa Murphy

Excel Introduction
Use the Microsoft Excel spreadsheet to combine number-crunching capabilities and database operations into an outstanding report output. Gain an understanding of formulas and functions. You will move and copy formulas, text and numbers. Change the format of your spreadsheet to improve its appearance. Learn how to create a chart. Workbook included in course fee. Prerequisite: Basic computer skills.
CRN #31403 1 Thursday, 9/15, 9 a.m.-4 p.m. MCC Bldg. LRC B141 (limited seating)
CRN #31404 2 Wednesdays, 9/21-9/28, 6-9 p.m. EHCCC Room 4
CRN #31406 1 Tuesday, 10/18, 9 a.m.-4 p.m. MCC Bldg. LRC B142 (limited seating)
Fee: $95
Instructors: CRN #31403: Elizabeth Thomas; CRN #31404: Tom Lyle; CRN #31406: Margaret Gordon

Excel Intermediate
The Intermediate Excel course targets users who are already familiar with the basics of Excel. Students will learn about working with cells and cell data, using and creating functions, customizing workbooks, using lists, working with graphics and objects, using templates, managing workbooks, formatting and printing worksheets, modifying workbooks, and workgroup collaboration. Prerequisite: Excel Introduction, or permission of instructor.
CRN #31408 1 Thursday, 9/29, 9 a.m.-4 p.m. MCC Bldg. LRC B141 (limited seating)
CRN #31409 2 Wednesdays, 10/19-10/26, 6-9 p.m.
MCC Bldg. LRC B141
CRN #31411 1 Tuesday, 10/25, 9 a.m.-4 p.m. MCC Bldg. LRC B142 (limited seating)
Fee: $95
Instructors: CRN #s 31408, 31411: Margaret Gordon
CRN #31409: Steven Bloom

Excel—Tips and Tricks
Discover the tricks that the pros use and learn how to work smarter, easier and faster. This course is designed for participants who know the basics of Excel and want to become more proficient. Topics include shortcut commands, quick input tricks, strategies for wide worksheets, and formulas designed to help you on your job. Prerequisite: Some Excel experience.
CRN #31413 1 Thursday, 11/17, 9 a.m.-noon MCC Bldg. LRC B141 (limited seating) Fee: $65
Instructor: Lisa Murphy

Excel Data and Functions
Make sure you’re tapping the full power of Excel with the features examined in this workshop. A comprehensive unit on data utilities (including data filter, data form and subtotals) makes this a course no frequent user should go without. Special intermediate functions include using IF and Vertical Lookup in formulas, understanding financial functions and connecting formulas from many worksheets. Prerequisite: Basic Excel skills.
CRN #31415 1 Wednesday, 11/16, 9 a.m.-4 p.m. MCC Bldg. LRC B142 (limited seating) Fee: $95
Instructor: Lisa Murphy

Be in the right place
at the right time
Check your class schedule for location. Some classes meet at off-campus locations.
MCC = Manchester Community College
LOWE = Lowe Building
V1-V6 = Village
LRC = Learning Resource Center
AST = Arts, Sciences & Technology Center
EHCCC = East Hartford Community Cultural Center

www.mcc.commnet.edu
Excel Smart Charts
Excel offers myriad ways to work with charts. In this class, you’ll learn how to use Excel’s vast capabilities to create great-looking “smart charts” beginning with the basics. Participants will explore how to create various charts and print them. You’ll also investigate how to change basic chart defaults and work with high-level commands to control scaling, legends, titles of charts, axis lines on grids and data series. Prerequisite: Introduction to Excel or equivalent.
CRN #31417 1 Wednesday, 9/28, 1-4 p.m. MCC Bldg. LRC B142
(limited seating) Fee: $65
Instructor: Lisa Murphy

QuickBooks Introduction
Students will learn how to set up a QuickBooks company; enter account opening balances; create and customize company lists; set up inventory; sell products; invoice for services; process customer payments; work with bank accounts; enter and pay bills; and utilize the graphic report features of QuickBooks to chart financial actions. Prerequisite: Basic computer skills. Required text: Course ILT: QuickBooks 2002, McKinnon, available at MCC Bookstore.
CRN #31418 2 Fridays, 11/18-11/25, 6-9 p.m. MCC Bldg. LRC B141
Fee: $95
Instructor: Chuck Schwartz

QuickBooks Intermediate
For individuals who have a working knowledge of QuickBooks and the desire to delve into the more advanced functions of this popular software, this hands-on class will focus on questions and problems that more advanced students may encounter. Learn how to create customized reports, invoices and other financial forms. Make the most of your personal finances and learn how to use QuickBooks more efficiently. Prerequisite: Basic knowledge of QuickBooks. Required Text: Course ILT: QuickBooks 2002, McKinnon, is available at MCC Bookstore.
CRN #31419 2 Fridays, 12/2-12/9, 6-9 p.m. MCC Bldg. LRC B141
Fee: $95
Instructor: Chuck Schwartz

Access Intermediate
This course is designed to follow up on the following key database functions: Creating databases, modifying database objects in design view, applying appropriate data types to fields, setting primary keys, entering data using tables and forms, sorting, deleting, and filtering data, establishing one-to-many relationships and enforcing referential integrity, creating and running select queries, and previewing and printing reports. Prerequisite: Access Introduction or with permission of instructor.
CRN #31429 1 Tuesday, 11/15, 9 a.m.-4 p.m. MCC Bldg. LRC B142
(limited seating) Fee: $95
Instructor: James Healy

Access Business Skills for Non-Programmers
Become masterful in a full spectrum of Access capabilities by designing a complete database and fine-tuning complex queries, reports, and forms. Students begin with discussing concepts of strong database design and complete workshops in table design and input, setting data validation rules, defining defaults, creating lookups and verifying relationships between tables. Forms management workshops include setting up forms and sub forms, manipulating controls, formatting, and learning shortcuts to find and edit records. Access query lessons include creating select queries, writing accurate criteria, using the expression builder, performing math in queries, and an exploration of all action queries used in database maintenance. Learn how to pull together reports from various sources, create subtotals and totals, and sort and group reports by category.
CRN #31431 3 Wednesdays, 10/12-10/26, 9 a.m.-4 p.m. MCC Bldg. LRC B142 (limited seating) Fee: $295
Instructor: Lisa Murphy

Access Queries
Do you already have your data in Access, but find it frustrating to extract the information you need? Do you suspect there’s a quicker way to find what you need? This three-hour workshop presents multiple shortcuts for using action queries to manipulate your data based on criteria you specify. Query tips include programming “fill in the blank” prompts to queries, understanding cross tab queries, writing clear criteria statements and creating queries that produce totals. Manual included. Prerequisite: Knowledge of designing/maintaining tables and creating a basic select query required.
CRN #31433 1 Wednesday, 9/28, 9 a.m.-noon MCC Bldg. LRC B142
(limited seating) Fee: $65
Instructor: Lisa Murphy

Access Database Design—The Finishing Touches
Polish your Access database skills by exploring advanced functions such as fine-tuning reports with subtotals and grand totals; grouping and parameter fill-ins to print only the records needed; creating a main menu switchboard; programming macros to automate events; and designing easy user-prompts for better input. Prerequisite: Access Introduction and experience in designing basic Access tables and forms.
CRN #31435 1 Wednesday, 11/9, 9 a.m.-noon MCC Bldg. LRC B142
(limited seating) Fee: $65
Instructor: Lisa Murphy
Microsoft SQL Server 2000 Design -AND- SQL Server 2000 System Administration

Take both classes for a reduced price

CRN #31370 12 Thursdays, 9/1-11/17, 6-9:30 p.m.
MCC Bldg. LRC B142 Fee: $890
Instructor: Willy Isaac

Microsoft SQL Server 2000 Design
This course provides students with the technical skills required to program a database solution by using Microsoft SQL Server 2000. It also prepares students to take the MCDBA Exam 70-229. At course completion, students will be able to describe the elements of SQL Server 2000; design a SQL Server enterprise application architecture; describe the conceptual basis of programming in Transact-SQL; create and manage databases and their related components; implement data integrity by using the IDENTITY column property, constraints, defaults, rules and unique identifiers; plan for the use of indexes; create and maintain indexes; create, use and maintain data views; implement user-defined functions; design, create and use stored procedures; create and implement triggers; program across multiple servers by using distributed queries, distributed transactions and partitioned views; optimize query performance; analyze queries; and manage transactions and locks to ensure data concurrency and recoverability. Prerequisites: Experience with the Microsoft Windows 2000/XP operating system, understanding basic relational concepts and knowledge of basic SQL syntax. Required text: to be discussed in class.

CRN #31371 6 Thursdays, 9/1-10/6, 6-9:30 p.m.
MCC Bldg. LRC B142 Fee: $465
Instructor: Willy Isaac

Microsoft SQL Server 2000 System Administration
The brave new world of client-server database administration is ever evolving, but the basic architecture of traditional client-server database systems share a common feature—the ability to allow multiple users to access a single database on a shared server computer. This course also prepares students to take the MCDBA Exam 70-228. It will provide students the knowledge and skills required to install, configure, administer and troubleshoot the Microsoft SQL (Structured Query Language) Server 2000 client-server database management system. Students will learn many aspects of SQL Server 2000, which will allow them to describe the SQL Server architecture; plan and install SQL Server; manage files and databases; plan and implement database permissions; perform and automate administrative tasks and create custom administrative tools; back up databases and implement a backup strategy; restore databases, monitor and optimize SQL Server performance; transfer and migrate data into databases; maintain the high availability of SQL Server; and describe how to replicate data from one SQL Server to another. Prerequisites: Experience using the Microsoft Windows 2000/XP operating system, understanding basic, relational-database concepts, and knowledge of basic SQL syntax. Required text: to be discussed in class.

CRN #31372 6 Thursdays, 10/13-11/17, 6-9:30 p.m.
MCC Bldg. LRC B142 Fee: $465
Instructor: Willy Isaac

One of MCC’s State of the Art Computer Labs
Oracle Database 10g

Oracle Database 10g is the world’s most advanced and most popular database for transaction processing, data warehousing and content management. Oracle Database 10g offers the performance and scalability you want with the availability and security you need.

ORACLE WORKFORCE DEVELOPMENT PROGRAM

MCC is one of the college-sponsors of the Oracle Workforce Development Program in CT. The Oracle Workforce Development Program allows educational institutions to deliver Oracle training as part of a certificate and non-degree continuing education program using curricula developed exclusively by Oracle University, Oracle’s corporate training division.

Student benefits include free software and support for up to a year, a 40 percent discount on Oracle certification exams, 50 percent discount on self-test software and a free subscription to the Oracle Magazine. Visit www.workforce.oracle.com for more information about the program.

ORACLE DATABASE 10g ADMINISTRATOR CERTIFIED ASSOCIATE

The Oracle Database 10g OCA is the stepping-stone for a candidate to build a successful career as an Oracle Professional. The OCA credential enables database professionals to prove competency in basic skills required to manage the industry’s most advanced database technology, using cutting-edge tools.

To earn an Oracle Certified Associate credential candidates must pass a computer-based examination on content related to the skillset and job role of an entry-level database administrator operating Oracle Database 10g.

To become an Oracle Certified Associate, you must pass the following exams, which are administered by Oracle University: Exam #1Z0-042 Oracle Database 10g: Administration I

Visit www.oracle.com/education/certification for more information about the Oracle certification.

Oracle Database 10g: Introduction to SQL

This course introduces students to Oracle Database 10g technology, relational database concepts, and the powerful SQL programming language. The course provides essential SQL skills of querying the database, the meta data and creating database objects. In addition, the course delves into the advanced querying and reporting techniques, data warehousing concepts and manipulating large data sets in different time zones. Prerequisite: Familiarity with data processing concepts and techniques required. Ability to use a graphical user interface (GUI) recommended. Required text: Oracle Database 10g: Introduction to SQL English Student Kit, is included in the course fee.

CRN #31376 5 Fridays, 9/16-10/21 (does not meet 9/23), 8:30 a.m.-4:30 p.m. MCC Bldg. LRC B142 (limited seating)
Fee: $1,175
Instructor: Willy Isaac

Oracle Database 10g: Administration Workshop I

This course is your first step towards success as an Oracle professional, designed to give you a firm foundation in basic database administration. In this class, you’ll learn how to install and maintain an Oracle database. Students will gain a conceptual understanding of the Oracle database architecture and how its components work and interact with one another. Students will also learn how to create an operational database and properly manage the various structures in an effective and efficient manner including performance monitoring, database security, user management, and backup/recovery techniques. The lesson topics are reinforced with structured hands-on practices. This course is designed to prepare you for the corresponding Oracle Certified Associate exam.

CRN #31378 5 Fridays, 10/28-12/9 (does not meet 11/11 and 11/25), 8:30 a.m.-4:30 p.m. MCC Bldg. LRC B142 (limited seating)
Fee: $1,175
Instructor: Willy Isaac

Oracle Database 10g: Introduction to SQL & Oracle Database 10g: Administration Workshop I

COMBINED SERIES

Register for both Oracle Database 10g: Introduction to SQL and Oracle Database 10g: Administration Workshop I and SAVE.

CRN #31374 10 Fridays, 9/16-12/9, 8:30 a.m.-4:30 p.m. (does not meet 9/23, 11/11 & 11/25)
MCC Bldg. LRC B142 (limited seating) Fee: $2,175
Instructor: Willy Isaac
Adobe Photoshop CS Introduction for Graphic Designers

Interested in editing graphics as a hobby or profession? Would you like to be more knowledgeable about the digital editing of photos and learn some important aspects of the creative design process when you explore the program as well? Come and learn the basics of Adobe Photoshop CS for the Graphic Designer. Adobe is the leader in graphics editing software. In this course, you will learn about the various file formats, tools, layers, page and web considerations for using Photoshop as a graphic designer.

**CRN #31436** 2 Wednesdays, 9/7-9/14, 6-9 p.m.
**MCC Bldg. LRC B141** Fee: $95
**Instructor:** Rachael Ghani

Photoshop Elements

Professional photographers rave about Adobe Photoshop. Now, there’s Photoshop Elements 3.0, 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. Photoshop Elements is built on the same editing engine as its professional cousin, Adobe Photoshop, but it’s easier to learn and use. With Elements it’s easy to accomplish a variety of tricks and techniques that will enhance your photographs. Alter the color, contrast or brightness; change the size of a picture; remove unwanted elements; fix the dreaded redeye; or combine the best parts of two photos, quicker and easier than ever. Elements contains features designed to download digital pictures from your camera or scanner directly into the program, organize your photo files, and has functions that allow you to output your finished images easily to the web or to print. Learn Photoshop Elements 3.0 and rub shoulders with the pros.

**CRN #31437** 2 Mondays, 9/26-10/3, 6-9 p.m. **MCC Bldg. LRC B142**
**CRN #31438** 2 Wednesdays, 10/19-10/26, 6-9 p.m. **MCC Bldg. LRC B142**
**Fee:** $95
**Instructor:** John Prendergast

Photoshop Elements—The Next Step

You’ve mastered the basics of Photoshop Elements and you’re wondering, now what? We’ve got just the thing. Explore the creative aspects of this software package: learn how to add borders and frames; increase canvas space; create contact sheets; utilize picture packages to minimize paper waste; merge color and black and white images; duotone your images; create personal greeting cards; add text; create panoramas; use filters and special effects; make layers work for you and more! Let your imagination fly! Prerequisite: **Familiarity with Photoshop Elements or successful completion of MCC’s Photoshop Elements class.**

**CRN #31439** 3 Wednesdays, 11/2-11/16, 7-9 p.m.
**MCC Bldg. LRC B142** Fee: $95
**Instructor:** John Prendergast

Publisher Introduction

Learn to create distinctive, professional newsletters, brochures, greeting cards, fliers and more. Even if you don’t have any design or graphics experience, you will learn desktop publishing basics. This class will cover the essential elements of using Microsoft Publisher, including page-layout commands, working with frames, using graphics, templates and wizards. Workbook included in course fee. Prerequisite: Basic computer skills.

**CRN #31442** 1 Wednesday, 9/21, 9 a.m.-4 p.m.
**MCC Bldg. LRC B142** (limited seating) Fee: $95
**Instructor:** Lisa Murphy

Publisher Intermediate

Designed for those familiar with Publisher fundamentals, topics include using wizards; manipulating clipart, WordArt and drawn objects; perfecting newsletters; creating four-fold publications; designing calendars and certificates; creating web sites; mail merge; working with columns and tables; and extended formatting skills. Prerequisite: Publisher Introduction or permission of instructor.

**CRN #31444** 1 Wednesday, 10/22, 9 a.m.-4 p.m. **MCC Bldg. LRC B142** (limited seating) Fee: $95
**Instructor:** Lisa Murphy

Creating Greeting Cards with Microsoft Publisher for Older Adults

You can create colorful and imaginative greeting cards quickly and easily with Microsoft Publisher. You will learn how to use Publisher’s features to insert, size, and position pictures; change the lettering style; and print your card. Prerequisite: **Introduction to the PC, or permission of instructor.**

**CRN #31445** 1 Monday, 12/5, 1-4 p.m. **MCC Bldg. LRC B142**
**Fee:** $65
**Instructor:** Lisa Murphy

Visio 2002 XP Essentials

They say a picture is worth a thousand words. If so, Microsoft’s Visio 2002 software would make a great screenplay. Visio 2002 is diagramming software that is used to create flowcharts, organization charts, network diagrams, database diagrams, and other business diagrams. Learn how to use this powerful software package to create your own, easy-to-read diagrams, flowcharts and network layouts. Students will learn how to plan diagrams, navigate the program, connect shapes, introduce text, utilize drawing tools, format drawings and learn other essential features; in a hands-on setting using existing sample files and then creating their own project files. Required text: **Visio 2002 Professional: Basic**, included. Prerequisite: **Familiarity with Windows operating system and several of the following desktop applications—Word, Excel, PowerPoint, Outlook, and Access.**

**CRN #31448** 3 Tuesdays, 10/11-10/25, 9 a.m.-noon
**MCC Bldg. LRC B141** (limited seating) Fee: $195
**Instructor:** Russell Sabadosa

Of Similar Interest:

- See Photography on pages 8-9
Pro Engineering Wildfire CAD Introduction
Pro Engineer is a world-class, three-dimensional design solution that provides engineers and designers with the software to create digital models. Students will learn how to create an engineering part in a three-dimensional environment. The user will learn how to manipulate the part by adding features, viewing and editing the structure with the intention to create a desired part. This course will teach students how to maneuver within the interface and workspace with commands and menus. Focused hands-on learning will provide the skills needed to excel in computer-aided design. Recommended text: Getting Started with Pro/Engineer Wildfire, Rizza, is available at your local bookstore.
CRN #31449 5 Fridays, 9/9-10/7, 5:20-9 p.m. MCC Bldg. AST C135
Fee: $295
Instructor: William Plein

Pro Engineering Wildfire CAD Intermediate
If you have taken an introductory course or have some knowledge of Pro E, it is time to delve deeper into the program. You will build on your previous experience and with hands-on instruction needed to become more efficient with a solid modeling program. This intermediate course will look at more complex design features such as: sweeps, blends, ribs and more. Instruction will include: creating parts while in assembly mode; material properties, and part information. Learn how to work with the configuration file, model analysis tools and user-defined features.
CRN #31450 5 Fridays, 10/21-11/18, 5:20-9 p.m.
MCC Bldg. AST C135 Fee: $295
Instructor: William Plein

AutoCAD Introduction
This course will teach you how to design and develop architectural drawings using AutoCAD 2000. Learn essential commands, drawing, blocks and attributes, dimensions, plotting techniques and more. Extensive hands-on curriculum is designed to address the needs of engineering design professionals, project managers, and the avid beginner. Increase your earning potential with this industry-leading AutoCAD training! Recommended text: AutoCAD 2000 One Step at a Time Basics, Sykes, is available at your local bookstore. Prerequisite: Basic computer skills.
CRN #31451 6 Fridays, 9/9-10/14, 6-9 p.m. MCC Bldg. AST C128
Fee: $295
Instructor: Joseph Kardos

AutoCAD Intermediate
The course is designed for students familiar with basic AutoCAD drafting who want to improve their efficiency and effectiveness. The focus is on improved drafting techniques, shortcuts and overall program efficiency. Apply class instruction to a project of your choice. Topics covered include: hatch patterns and annotations; blocks and attributes; importing third-party software; external references and display methods; customized AutoCAD menus; and changing and comparing dimension styles. Prerequisite: Basic AutoCAD.
CRN #31452 6 Fridays, 10/21-12/2 (does not meet 11/25), 6-9 p.m.
MCC Bldg. AST C128 Fee: $295
Instructor: Joseph Kardos

TROUBLESHOOTING & SECURITY
Be Your Own PC Tech—Part I
Why pay for expensive upgrades when you can learn how to do them yourself? This class covers hardware issues from the motherboard to the operating system. Practice RAM, expansion cards and peripheral device installations in a hands-on workshop with real parts. Learn how to configure drivers and troubleshoot your Windows operating system. This class is for the beginner or intermediate PC user.
CRN #31455 2 Thursdays, 9/22-9/29, 6-9 p.m. MCC Bldg. LRC B141
CRN #31454 1 Friday, 9/30, 9 a.m.-4 p.m. MCC Bldg. LRC B141
(limited seating)
Fee: $95
Instructors: CRN #31454: Randolph Fournier;
CRN #31455: Stuart Lipman

Be Your Own PC Tech—Part II
This class is for the more advanced PC user and will focus on the operating system. Learn how to reformat a hard drive, partition a hard drive and load Windows. Participants will discover how to add new cards such as video, sound or modem, and add new peripherals, including printers and scanners. Learn how to download and install driver updates from the manufacturer’s web site. Handouts included. Prerequisite: Be Your Own PC Tech Part I, or some knowledge of PC hardware.
CRN #31457 1 Thursday, 10/20, 9 a.m.-4 p.m. MCC Bldg. LRC B141
(limited seating) Fee: $95
Instructor: Stuart Lipman

How to Control Internet Pop-Ups, Spyware and Viruses on Your Computer
This course offers students a hands-on learning environment on web browser security, in which they will learn to install and use tools that can be used for protecting themselves from malicious Internet activity like viruses, spyware and pop-ups.
CRN #31458 2 Wednesdays, 9/7-9/14, 6-9 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: John Gialluca

Security—Securing Your Identity in the Information Age
The Federal Trade Commission released a report in September of 2003 naming identity theft as the fastest growing crime in America today. Based on their statistics, 9.9 million Americans were victimized by identity theft last year alone. The FTC warned that these thefts cost businesses $48 billion and $5 billion in out-of-pocket expenses to individuals in 2002. Nearly one in eight U.S. adults have been victimized by identity theft in the last five years. This course will demonstrate to students how to determine whether or not their identity has been stolen, what to do if their identity was stolen, as well as methodologies to safeguard one of the most important assets they have; their good name.
CRN #31460 1 Thursday, 12/1, 2-5 p.m. MCC Bldg. LRC B141
(limited seating) Fee: $65
Instructor: John Gialluca

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Computer Technology

PROGRAMMING

VB.NET Programming Introduction
Visual Basic.Net (or VB.NET) is the next generation of the programming language, 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 the basic information students need to get started using VB.NET. There will be discussions of Windows’ user interfaces and how to create those interfaces with VB forms and controls. Students will also learn basic programming techniques in the VB.NET language. Finally, students will learn advanced topics such as modules and classes. Each concept will be demonstrated on VB.NET software in a hands-on environment. Prerequisite: Some experience with programming. CRN #31461 4 Tuesdays, 10/4-10/25, 6-9 p.m. MCC Bldg. LRC B142 Fee: $195
Instructor: Clayton Walnum

Cuisine

Be A Chef
Is cooking a passion that you’d like to pursue? Perhaps you’ve been thinking of returning to college, but you’re unsure and a little intimidated by the process. We’ve come up with the perfect solution: spend an afternoon walking in the shoes of an MCC culinary arts student. We’ll take a little time to explain the expectations for the Culinary Arts Program at MCC, teach you some new skills and let you work in the kitchens. We’ll explore safety, sanitation, knife usage and a variety of cooking methods used in the food service industry. Then, we’ll turn our focus into preparing actual recipes made in our basic courses such as Quiche Lorraine, Carrots Vichy and Duchess Potatoes. Our mother sauces will include Veloute and Espagnole. We’ll also cook up a variety of meat and seafood recipes including Crab Cakes with Remoulade sauce, Beef Stroganoff and Chicken Pot Pie. Join us in this hands-on exploration and take that first step toward pursuing your dream. Please bring an apron to class. Materials fee: $10, payable to instructor at beginning of class. For more information, please contact instructor at (860) 512-2775.
CRN #31218 1 Saturday, 9/24, 12:30-4:40 p.m. MCC Bldg. Lowe L293 (South Kitchen), meet at Cheney Dining Room Fee: $60
Instructor: Julie Porter is a certified teacher and an instructor in the Culinary Arts Division of MCC. She worked in the food industry for 16 years and co-owned a catering company.

Authentic Chinese Dumplings
If you like Italian ravioli or Polish porogi, you’ll love Chinese dumplings. A staple of northeast China, where the instructor comes from, these gastronomical delicacies are eaten every day for 7 days during Chinese New Year. Students will learn how to make the dumpling dough and shape it using the ancient hand-rolled method that has been passed down through the centuries. Students will also learn how to fix the basic meat filling for both dumplings and wontons, as well as how to make wonton soup with vegetables in chicken stock. Both the boiled and fried cooking method of dumplings will be demonstrated. Materials fee: $10, payable to instructor at the first class.
CRN #31477 4 Thursdays, 10/6-10/27, 6-8 p.m. MCC Bldg. Lowe L293 (South Kitchen), meet at Cheney Dining Room Fee: $80
Instructor: Grace Chao Rydingsward, originally from China, grew up in a home of 10 children where her mother had the extraordinary ability of making something wonderful from very simple ingredients, including dumplings. She has taught Chinese cooking classes in New York and Pennsylvania.

Delicious, Healthy, Vegetarian Cooking
Worried about what to feed your vegetarian guest for the holidays? Vegetarian cooking doesn’t take longer to plan and prepare than meat cooking, so abandon any notions of cutting, chopping and dicing for hours on end just to make a dinner. This course will show you how to easily add fabulous vegetarian fare to your everyday meals. Each night of class is completely different. Learn the secrets to turning tofu and other soy foods into friend-and-family pleasers (tasting is proof!). Discover beans and greens in simple, mouth-watering recipes, and get acquainted with cheese dishes, free of cholesterol-laden dairy. You will also learn to cook two special vegetarian holiday entrees. Vegetarian cooking is more than easy—it’s scrumptious. Bring your appetite to class! Materials fee: $25, payable to instructor at the first class.
CRN #31496 3 Thursdays, 11/3-11/17, 6:30-8:30 p.m. MCC Bldg. Lowe L293 (South Kitchen), meet at Cheney Dining Room Fee: $65
Instructor: Maribeth Abrams is a chef, public speaker, writer and cooking video host. She has presented at the annual conference of the North American Vegetarian Society on numerous occasions, and is a writer and contributing editor for Vegetarian Voice Magazine.

A Taste of Old Italy
Come join a gourmet trip through Italy back to Nonna’s kitchen. Experience the gastronomical delights of authentic Italian cooking with two women who clearly look like they love to cook! Expect to participate and prepare a meal to dazzle your friends and satisfy your senses. Prepare easy but fabulous traditional recipes, including tapanade with crostini and goat cheese; four-cheese lasagna; and string bean salad; and for dessert, cannoli! Materials fee: $24, payable to instructors at beginning of first session. Buon Appetito!
CRN #31221 1 Saturday, 9/17, 2-6 p.m. MCC Bldg. Lowe L293 (South Kitchen), meet at Cheney Dining Room Fee: $65
Instructors: Patricia Cicchetti is a senior human resources consultant with a major insurance firm in Hartford, and a former cuisine instructor in the Hartford Area. Thanks to her strong Sicilian family background, she has been an Italian cooking enthusiast for more than 20 years; and Karen Marchetti is a vice president at an insurance firm in Hartford and holds a B.S. from the University of Connecticut. She learned to cook while growing up with her Italian grandmother.

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Continuing Education (860) 512-2800
Fabulous Finger Foods

Expecting company? Don’t stick to the same old cheese and cracker routine. Whether you are expecting a few special people or a crowd, learn to prepare a mix-and-match menu of choices for parties big and small. Hot, cold, and in-between can all be prepared with a minimum of last-minute fuss. Set a selection of these scrumptious finger foods on your best platters, sit back, and enjoy your own party. Make cheese crackers, pita crisps, phyllo triangles (cheese, mushroom, and curried meat), miniature rolled sushi, Evelyn’s famous spinach balls, chicken nuggets with exotic dipping sauce, healthy chick pea dip, salmon and trepanade pin wheels (made with frozen puff pastry), molded salmon mousse, oriental chicken wings, and snow peas and endive with cheese fillings. Participants should bring a sharp knife. Materials fee: $12, payable to instructor at beginning of class.

CRN #31219 1 Saturday, 10/1, 12:30-4 p.m. MCC Bldg. Lowe L293 (South Kitchen), meet at Cheney Dining Room Fee: $45
Instructor: Dorothy Alderman attended the Culinary Institute of America and the Institute of Gastronomy and Culinary Arts. She has been teaching cooking and baking for more than 20 years.

Pie Workshop

Pies, pies, pies! Pear, squash, apple, pumpkin, and grape. Single crust, double crust, lattice, and free form. Master tender, flaky pastry just in time for Thanksgiving. It is easier than you think. Participants should bring dishtowels, a sharp knife, a medium-sized bowl, and a pastry blender to class. Materials fee: $8, payable to instructor at beginning of class.

CRN #31222 1 Saturday, 11/5, 12:30-4 p.m. MCC Bldg. Lowe L293 (South Kitchen), meet at Cheney Dining Room Fee: $45
Instructor: Dorothy Alderman

Holiday Baking

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. Participants should bring two cotton dishtowels and a medium-sized bowl to class. Materials fee: $8, payable to instructor at beginning of class.

CRN #31220 1 Saturday, 12/5, 12:30-4 p.m. MCC Bldg. Lowe L293 (South Kitchen), meet at Cheney Dining Room Fee: $45
Instructor: Dorothy Alderman

Explore the Wines of Spain & Portugal

Some of the world’s finest sparkling, table and fortified wines are produced in this region, as well as some of the best values. This class will be tasting wines from the regions of Rioja, Catalonia, Castille-Leon and Andalucia Spain, as well as the wines of the Douro River Valley, Vinho Verde country, Madera and Oporto, Portugal. Grape varieties, wine making techniques and aging processes will be discussed. Participants are encouraged to bring foods such as cheese, fruits, pates and cookies which will enhance the flavors of the wines and in some cases mask those flavors. Participants must be 21 years of age. Materials fee: $30, payable to instructor at first class to cover the costs of the wines.

CRN #31316 2 Thursdays, 10/20-10/27, 6:30-9 p.m.
MCC Bldg. LRC A108 Fee: $45
Instructor: Glenn LeMaire is the coordinator of the MCC Hospitality Management and Culinary Arts Program, and co-chair and sommelier of the MCC Foundation’s An Evening of Fine Wines.

Attention Chefs and Culinary Instructors

Share your expertise with us!
We’re always looking for fresh, interesting courses to serve up in our Cuisine section.

Classes are taught in MCC’s professional kitchen lab, with adjoining dining room.

Hungry for students?
Please call Continuing Education at (860) 512-2800
Culture & History

**The Transformational Presidency of George W. Bush**

Love him or hate him, the fact remains that George W. Bush has had (and continues to have) an extraordinary impact on American politics and policy. From the controversial election of 2000, to the war in Iraq, to the nomination of conservative federal judges, to the privatization of Social Security, to the expanded role of religion in public life, to his advocacy of an “ownership society.” President Bush has launched policy initiatives that would significantly change how Americans live their lives. Join us in understanding and evaluating some of the important public policy initiatives that the Bush administration has proposed and that could well transform our country.

**CRN #31504** Every Monday, 9/19-10/24 (does not meet 10/10), 3-4 p.m.
**MCC Bldg. Lowe L240 Fee: $25**
**Instructor: Angelo Messore** is a professor of political science and economics at MCC.

**Town Meeting in a State of Blue**

Stop the whining, the smirking, the snorts of disgust! President Bush can still be besmirched by Iraq, the U.N., oil, Christians, Social Security, his vice president, his administration, his judicial nominations, his polls of unfavorableness, even Fox news. Will Tom DeLay still be “traveling”? Karl Rove still manipulating the GOP? Is Jeb Bush still on-deck? Hillary still fund raising? The Swift Boat Veterans still running aground? More Americans wearing threads made in China? In Connecticut, it appears to be up with Rell, down with Democrats, not to mention imprisoned John Rowland and his ethical all-stars. It’s time for rage, humor, candor, truth, and maybe even a profile in courage or two, based on informed opinion, not Rush Limbaugh’s or the CIA’s. It’s time for another meeting, hosted by a veteran Connecticut newspaperman, in this friendly forum for timely questions, slippery spins, entertaining and gutsy videos, and speculations by insightful guest speakers.

**CRN #31193** Every Friday, 10/7-11/11, 11 a.m.-12:30 p.m.
**MCC Bldg. AST C209 Fee: $39**
**Instructor: Charles F.J. Morse** has spent a lifetime lamenting, laughing and languishing in Connecticut’s wonderful world of politics and government. He retired from the Hartford Courant after a 38-year career observing, reporting, editing and interpreting Connecticut’s moments of glory and contrasting moments of pratfalls in a state of true blueness.

**Consider Yourself Confirmed!**

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

**The Black Codes of Connecticut (1650-1840)**

At the end of the Civil War, southern states created Black Codes as a way to control and inhibit ex-slaves’ freedom. The codes prohibited African-Americans from enjoying the freedoms that they were entitled to after the nation’s bloodiest conflict. Connecticut, of course, never formally adopted slavery, but as early as the mid-1600s, blacks who were brought to Connecticut were subjected to prejudices similar to those enforced under the southern Slave Codes. This eye-opening class will explore the Slave Codes and Black Codes through which Connecticut discriminated and then disenfranchised African-Americans in virtually every aspect of their lives from the 17th century to the 19th century, pioneering racial prejudices prevalent in postbellum southern America.

**CRN #31208** Every Friday, 10/14, 7-9 p.m.
**MCC Bldg. C209 Fee: $15**
**Instructor: Guocun Yang** is a history professor at MCC.

**Eastern European Culture through Film and Literature**

One of the more interesting (and fun!) ways to learn about another culture is to study its films and literature, which is precisely the approach this course will take. You’ll study the cultures of Russia, Poland, Lithuania and other Eastern European societies through such classic fairy tales as A. S. Pushkin’s *The Gold Fish and Princess Frog*; the classic Russian film *Amphibian Man*; the Polish historical epic *Quo Vadis* by Henryk Sienkiewicz; the Lithuanian folk comedy *The Devil’s Bride*; and the Russian film, *Ivan the Terrible*. The course will also focus on Eastern European arts, costumes, architecture, cultural traditions, music and history. If you love to learn about different cultures from around the world, this course is for you.

**CRN #31505** Every Friday, 11/11-11/18, 7-9 p.m.
**MCC Bldg. V3 V131 Fee: $35**
**Instructor: Dr. Akram Erik-Soussi** earned his doctoral degree from the University of Florence in Italy, and frequently lectures about art and architecture.

**Roman Art and Architecture**

Rome, as a Republic and as an Empire, lasted from 500 B.C. until 1500 A.D. Through that time and lasting to present day, it has left a glorious legacy of works of art and architecture that influenced all Western civilization. In this course, we will visually discover how Roman art and architecture were influential at the Greek form and how over time it blossomed into its own style.

**CRN #31508** Every Friday, 11/11-11/18, 7-9 p.m.
**MCC Bldg. V2 V131 Fee: $35**
**Instructor: Dr. Akram Erik-Soussi** earned his doctoral degree from the University of Florence in Italy, and frequently lectures about art and architecture.

**GED classes at MCC**

**Ongoing Registration & Classes**

Beginning September 12, 2005

Mon.-Wed.-Fri. • 8:45-10:45 a.m.

**NO CHARGE**

Provided by Vernon Regional Adult Basic Education

Call (860) 870-6048 for more information and to register.

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**Culture & History**

**MORE GREAT BOOKS**

Everyone who reads regularly likes to discuss books with others. The MCC Great Books Series offers a mix of new and classic literature each semester. Class meets six times at two-week intervals to allow time for reading. Books are available at your local bookstore and at most libraries.

**CRN #31180** 6 Wednesdays, 9/21-11/30 (meets every other week), 3:30-5 p.m. MCC Bldg. V3 V131 Fee: $25

Instructors: Dr. Jonathan Daube, President of MCC; Dr. Mark Kosinski, Liberal Arts Division Director; Jana Sime, Math faculty; Kimberly Hamilton-Bobrow, Jeanine DeRusha, Michael DiRaimo and Patrick Sullivan, English faculty; and Peter Poulos, Computer Science/Technology faculty.

9/21 - **The Good Earth** by Pearl S. Buck. Awarded the Pulitzer Prize in Fiction in 1932, Buck’s novel introduces the reader to an unfamiliar culture through the story of a peasant Chinese farmer in the early 1900s. The story is deceptive in its simplicity while depicting timeless and universal problems of life.

Instructors: Kim Hamilton-Bobrow and Jana Sime

10/5 - **Harry Potter and the Half-Blood Prince** by J.K. Rowling. This book is the sixth installment in Rowling’s wildly popular Harry Potter series—novels about a young wizard (Harry Potter) and his adventures at Hogwarts School of Wizardry. Come and find out what everyone’s been talking about!

Instructor: Patrick Sullivan

10/19 - **Mountains Beyond Mountains** by Tracy Kidder. Pulitzer Prize winning writer Kidder tells the story of Dr. Paul Farmer, a doctor and Harvard professor, who travels to Haiti, Peru, Cuba, and Russia, providing healthcare in his quest to “cure the world.”

Instructor: Jeannine DeRusha and Peter Poulos

11/2 - **A Hazard of New Fortunes** by William Dean Howells. Written in 1890, this novel centers on a conflict between a self-made millionaire and an idealistic reformer in turn-of-the-century New York. The novel renders the complexity of the American experience at a time of great social and economic upheaval and transformation. In its depiction of wealth, poverty, and New York City life, it remains a strikingly contemporary work by one of America’s foremost realists.

Instructor: Dr. Mark Kosinski

11/16 - **The Adventures of Augie March** by Saul Bellow. This book, long considered a candidate for the title of “The Great American Novel,” takes us on the road and through this country with a smart, dreamy, ambitious, and insightful Chicago-born Jew, as he makes his way along the twists and turns of American life in search of self-knowledge, success, and a place in the world.

Instructor: Michael DiRaimo

11/30 - **To Sir, With Love** by E.R. (Ted) Braithwaite. Elegantly and movingly written in the late ’50s, Braithwaite tells of his inability to get a job in the U.K. because of race, despite his master’s degree in physics from Cambridge and his wartime service in the Royal Air Force, and how he finally accepts a teaching position in a poor area of London. The book was made into a film starring Sidney Poitier. The author, now a retired professor at Howard University, will be visiting MCC on September 23.

Instructor: Dr. Jonathan Daube

**Dance, Drama & Music**

**Unleashing the Diva Within through Dance/Yoga (Kripalu Danskinetics®)**

Love to dance? Hate to exercise? Get fit the fun way with Kripalu Danskinetics®. A fusion of Kripalu yoga and dance, Danskinetics is a well-rounded workout for the body and soul. Learn to release tension and stress. Move with confidence and ease as you connect with others in a supportive, non-judgmental environment. Each session begins with gentle yoga warm-up postures, followed by a period of fun, lively dance, and a rhythmic cool-down. Classes end with deep relaxation exercises. No previous experience is required to join in the fun while energizing the spirit! Please bring mat and drinking water.

**CRN #31519** 8 Thursdays, 10/6-12/1 (does not meet 11/24), 7-8:15 p.m. EHCCC Room 1 Fee: $50

Instructor: Ludwika “Vicky” D’Agostino is a certified Kripalu Danskinetics® instructor who teaches at a studio in South Windsor. She is also a puppeteer, singer, songwriter, and music/theater enthusiast.

**Ballroom I**

No experience required! Anyone can learn the fox trot, the waltz, and some swing and jitterbug steps in this fun and relaxed course. Enrollment is limited to 15 pairs of dancers. It is recommended that you register with a partner. **Class is held at Burton Dance Studio, 63 Linden St., Manchester.**

**CRN #31188** 7 Tuesdays, 9/20-11/1, 6:15-7:30 p.m. Fee: $89 (per person)

Instructor: Beverly Burton has been a dance teacher for more than 40 years.

**Ballroom Dancing II**

Don’t stop now! You’ve learned the basic steps, and you actually started having fun in those last couple classes of Ballroom I, didn’t you? Well, what better time to improve and expand your skills and learn new dances than now? The basic dances-foxtrot, waltz and swing-will be reviewed and new steps will be taught depending on the interest and ability of the class. Participants should have taken Ballroom Dancing I or have permission of the instructor. **Class is held at the Burton Dance Studio, 63 Linden Street, Manchester.**

**CRN #31191** 7 Tuesdays, 9/20-11/1, 7:45-9 p.m. Fee: $89 (per person)

Instructor: Beverly Burton
Jump, Jive an’ Wail—Swing Dance
Join the swing dance revival that’s sweeping the country. Find out why everyone’s having so much fun discovering and mastering the dances 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 interests of the class, learn and practice 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. Class is held at Burton Dance Studio, 63 Linden St., Manchester. CRN #31189 7 Thursdays, 9/22-11/3, 7:45-9 p.m. Fee: $89 (per person) Instructor: Beverly Burton

Latin Dance for Beginners
If your knowledge of Latin dance stops at the mambo sequence from “West Side Story,” this course will open your eyes (and ears) and get your body moving to the authentic, sensual rhythms of such popular Latin dances as salsa and merengue. Each class will begin with warm-ups designed to help increase body awareness. Then, participants will learn the basic steps for salsa, merengue and other traditional Latin rhythms. Dancing with a partner will also be introduced. Non-marking, athletic shoes must be worn. CRN #31187 8 Wednesdays 9/21-11/9, 7-8 p.m. MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $75 Instructor: Oswaldo Tirano, a native of Colombia, learned Latin dance as part of his cultural heritage. He has studied theater, puppetry, dance and voice at the National University and National School of Dramatic Arts in Colombia. Currently, he is the director of Grasshopper Puppet Theater and conducts performances and workshops in area schools.

Beginning Middle Eastern (Belly) Dance
Contrary to popular belief, most belly dancers do not look or dress like Barbara Eden in “I Dream of Jeannie.” Middle Eastern dance derives from the folk dances commonly performed at weddings and the traditional celebrations of Arabia, Turkey and North Africa. Whether wearing ethnic costume or modern dancewear, Middle Eastern dancers come in all shapes and sizes. Today, this dance form can be seen at family gatherings from Morocco to Istanbul, in restaurants throughout Europe and America, and on the Broadway stage. By breaking down their unique, undulating movements into simple components, almost anyone can learn essential Middle Eastern dance steps, regardless of previous dance experience. Belly dancing is a fun-filled exercise that is especially helpful in toning thigh, hip and abdominal muscles. Participants must be at least 16 years of age. Appropriate exercise or dance clothing (sweats, leotards, t-shirts and gym shorts, etc.) and footwear (jazz shoes, ballet slippers or socks) are recommended. Repeat students are welcome. CRN #31476 8 Tuesdays, 9/13-11/1, 6:30-8:30 p.m. EHC/CC Room 1 Fee: $99 Instructor: Tony Leshinskie (Hijara) has performed Middle Eastern dance since 1989 and is a founding member of Desert Moon Dancers (Connecticut’s premiere Middle Eastern dance troupe). He has taught Middle Eastern dance classes through several adult education programs since 1998.

Tango Dancing
Enjoy learning the dance that has become so popular throughout the world. You will learn the basic tango, in addition to such variations as corte, fan, dip fandango, and others. It is recommended that you register with a partner. Enrollment is limited to 15 pairs of dancers. Class is held at Burton Dance Studio, 63 Linden St., Manchester. CRN #31474 1 Thursdays, 9/22-11/3, 6:15-7:30 p.m. Fee: $89 (per person) Instructor: Beverly Burton

Latin Dance for Beginners II
If your knowledge of Latin dance stops at the mambo sequence from “West Side Story,” this course will open your eyes (and ears) and get your body moving to the authentic, sensual rhythms of such popular Latin dances as salsa and merengue. Each class will begin with warm-ups designed to help increase body awareness. Then, participants will learn the basic steps for salsa, merengue and other traditional Latin rhythms. Dancing with a partner will also be introduced. Non-marking, athletic shoes must be worn. CRN #31475 8 Wednesdays 9/21-11/9, 8:15-9:15 p.m. MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $75 Instructor: Oswaldo Tirano

Advanced Acting
The growth of an actor is a continuous process. This course will present the actor with challenging scene-study situations designed to improve acting and script-analysis skills. Students will learn to see themselves as instruments, recreating human behavior with ease and comfort through a system that gives the actor verbal, physical and emotional freedom when on stage. You’ll learn the process that goes into developing a character and what goes into making a performance believable. Choose your own play or the instructor will provide a script for you. Students will be encouraged to work outside of class with their scene partners. Some prior experience in the theater is preferable. CRN #31183 9 Tuesdays, 9/20-11/22 (does not meet 11/8), 7-9 p.m. MCC Bldg. AST E113 (Auditorium backstage) Fee: $160 Instructor: Deb Popillo is an actress and director for a professional acting troupe. She has been teaching acting for more than 19 years at MCC.
Auditioning
This course is designed for the actor or actress who’s just starting out. Do you want to be prepared for any type of audition? Do you lack the confidence and ability to give a good audition? Learn the ins and outs of community theater; how to give a cold reading; prepare a scene; and research and perform monologues. Students will participate in various solo, partner and group exercises. We will also discuss head shots and resumes. As part of the class, you may have the opportunity to watch and partake in an audition for a community theater production.
CRN #31181 4 Wednesdays, 9/21-10/19 (does not meet 9/28), 7-9 p.m.
MCC Bldg. AST E113 (Auditorium backstage) Fee: $70
Instructor: Deb Popillo

Improvisational Acting
Do you want to have fun, laugh a lot, and let the actor in you out? Everyone can act; everyone can improvise. Using specifically designed exercises and structured improvisations, you will perform in a comfortable environment where you will shine as you take your first steps on stage. This type of training provides a foundation of ease and freedom, not only for further dramatic training, but also for the social and professional interactions in your everyday life. If you want to build confidence, think creatively on your feet, and inspire your imagination, then this is the course for you. No previous experience is necessary. Participants must be at least 18 years old.
CRN #31182 9 Thursdays, 9/22-11/17, 7-9 p.m.
MCC Bldg. AST E113 (Auditorium backstage) Fee: $140
Instructor: Deb Popillo

Introduction to Voice-Overs—Put Your Mouth Where the Money Is
The voices that you hear behind TV commercials and movie trailers belong to real people who make good money doing what they do. Learn about the many opportunities that exist in the world of voice overs and how you can become part of that world. Commercials, industrial films, narrations, characters and animation are just a few of the possibilities waiting for good voice-over artists. Students in this course will learn what producers are looking for, where the auditions are, the pros and cons of having an agent, and much more. Turn your natural speaking voice into a fun and lucrative career. An invitation to tour a Hartford area recording studio will be extended to those who are interested.
CRN #31202 4 Fridays, 9/16-10/7, 7-9 p.m. MCC Bldg. LRC B213
Fee: $50
Instructor: Eric Michael Summerer is a professional voice-over artist with years of experience in the radio and recording industries. Commercial and narration clients include New Balance, MedCo Health, Nestle, and Grafton, Vermont. Eric will also be starring in an upcoming game for the PlayStation 2.

Music Appreciation
Have you ever wished you knew your Mozart from your Moussorgsky? Ever wonder why the English horn is neither English nor a horn? Come educate your ear at this spirited and enlightening exploration of the great literature of classical music. We will learn about the science and the souls of the great composers through listening and doing fun exercises. Sharpen your ability to hear all those juicy details that make great music so great. As Shakespeare put it, “If music be the food of love, play on!”
Required text: Listening to Music, Wright, available at MCC Bookstore
CRN #31301 8 Fridays, 9/23-11/11, 5:30-7:30 p.m.
MCC Bldg. V2 V127 Fee: $199
Instructor: Daniel Corr

Beginning Music Theory
This is a get-your-feet-wet class for anyone who wishes to write, play, or just listen to music in a deeper way. We will study the basic principles of notation, pitch, rhythm, scales, keys and chords, and harmony. The class will engage in lectures and class dialogues with the instructor, and do written assignments. We will also work on hearing the concepts we study through ear-training exercises and listening to representative pieces of music. Required text: Foundations of Music & Musicianship, Damschroder, available at MCC Bookstore.
CRN #31302 8 Fridays, 9/23-11/11, 3:15-5:15 p.m.
MCC Bldg. V2 V127 Fee: $199
Instructor: Daniel Corr teaches credit courses in music theory, history and guitar at Gateway Community College. As a concert classical guitarist, he is a national concerto soloist, chamber musician, recitalist, and graduate of the Yale School of Music.

Electronic Music Composition
The study of contemporary electronic music composition, technique, performance, and recording using synthesis, computer, sequencing, and recording equipment. This course is part of the regular credit program. A limited number of seats have been set aside for credit-free students. Requirements and fees for credit section are different. Please contact Music Department at (860) 512-2674 or dsimmons@mcc.commnet.edu for more information.
CRN #31509 14 Thursdays, 9/1-12/8 (does not meet 11/24), 7-9:50 p.m.
MCC Bldg. V2 V127 Fee: $279
Instructor: Michael Tierney is a specialist in computer and electronic musical instrument technologies and education, who also teaches credit music courses at MCC.

Community Chorus
There’s something supremely satisfying about lifting one’s voice in song, and when it’s done in the company of others, it can be truly amazing. Join us if you have had previous choir or chorus experience and are able to sing on pitch. This group is inclusive of all people regardless of race, ethnicity, gender, age, etc., and it is this diversity that allows us to experience the richness that few groups can master. Come and add your voice to the community chorus! Vocal sections will be determined at first class. This course is part of the regular credit program. A limited number of seats have been set aside for credit-free students. Requirements and fees for credit section are different. Please contact instructor at (860) 512-2674 or dsimmons@mcc.commnet.edu for more information.
CRN #31510 8 Fridays, 9/23-11/11, 5:30-7:30 p.m.
MCC Bldg. V2 V127 Fee: $279
Instructor: Dr. Deborah Simmons, Ed.D., director of MCC’s music program, is a gifted guitarist, pianist and vocalist.
Vocal Instruction
Are you considering singing as a career? Have you always wanted to sing, but need some instruction and encouragement? Do you sing in a church choir, participate in community theater or love karaoke? Participants will learn breathing techniques, vocal warm-up exercises, vocal strengthening exercises, and how to identify and expand vocal range. This course includes ear, diction, rhythm, harmony training and basic music theory. Aspiring vocalists will discover proper posture, and performance and voice-maintenance tips. With new vocal skills under your belt, you will then have an opportunity to sing a dozen songs with guitar accompaniment from the instructor’s “Song Request List” of more than 250 pop, oldie, rock or country titles. Participants must be at least 13 years of age.
CRN #31303 6 Mondays, 10/17-11/21, 7:15-8:45 p.m.
MCC Bldg. V2 V117 Fee: $80
Instructor: Don Donegan is director emeritus and founder of the Connecticut Songwriters Association (CSA). He is a full-time singer/songwriter and musician and owns Rainbow Music, a teaching and recording studio in Glastonbury.

Songwriting and the Music Business
So you want to be a songwriter, even though you haven’t yet written a melody or a lyric? Or maybe you’ve written a stack of future standards but you’re not sure of the next step in getting your work published and recorded, and—most important of all—getting paid for your efforts. This hands-on course will take students through the entire songwriting experience, from the creative process to the realities of publishing. You’ll learn about the anatomy of a song, musical components, self expression vs. communications, hooks, song structure, lyrics, melody, rhyme, collaboration, producing demos of your songs, production, copyrighting, publishing, performance societies that pay royalties to songwriters, contests, pitching songs, accounting and more. Students should bring a completed song or a work in progress for critique and analysis. The final session will feature a performance by an accomplished singer/songwriter.
CRN #31300 3 Tuesdays, 10/18-11/1, 7:15-9:15 p.m.
EHCCC Room 2 Fee: $70
Instructor: Don Donegan

Fingerstyle Guitar
Fingerstyle, or finger-picking guitar, is a wonderfully flexible technique that can be applied equally to rock, folk, new age, classical, flamenco, Latin and jazz styles. This course will teach you the skills you need to perform this creative approach to guitar playing. Whether your focus is on Bach or Hendrix, if you have basic knowledge of the guitar and chords, you can learn how to finger pick. This course will cover how the many finger-picking techniques apply to steel, nylon stringed instruments and electric guitars. Required text: Basic Guitar Writing Book, Santorella, available at MCC Bookstore.
CRN #31511 10 Mondays, 10/3-12/12 (does not meet 10/10), 7-8:30 p.m. MCC Bldg. V2 V118 Fee: $165
Instructor: David Giardina performs professionally in many musical styles and has taught guitar privately for more than 20 years.

Bottleneck Blues Guitar
Does the sound of a great guitar solo or a driving blues shuffle get your blood pumping? Would you like to be able to captivate an audience with the heartfelt sounds of a scorching blues guitar? Learn the fundamentals of blues guitar from a highly respected working musician. Through demonstration and individual instruction, students will learn how to play shuffle, basic chords, common licks and turnarounds. Course includes an exploration of the blues from the Delta, Piedmont and Chicago, and how they reflect on today’s music. Class will be taught on an acoustic guitar. Basic fretboard knowledge is helpful. Materials fee: $5, payable to instructor at first class. Participants must be at least 16 years of age.
CRN #31507 8 Mondays, 10/17-12/5, 6:30-8 p.m.
MCC Bldg. LRC A201 Fee: $90
Instructor: Chris D’Amato, aka Smokin’ Opey, is a professional musician who played slide guitar in the Debbie Davies Band. He currently hosts jams at Black Eyed Sally’s and fronts his own band. He has shared the stage with the late Albert Collins and studied finger-style guitar with Jorma Kaukonen and Roy Bookbinder.

Country Blues Guitar
Blues music is a distinctly American art form that originated in Southern African-American culture and spread throughout the country in a wide variety of styles. This intermediate-level, hands-on course will explore thumb bass technique and various picking styles played in blues and ragtime music. Students will study the Delta and Piedmont styles and learn how masters of those styles have influenced contemporary guitarists in all musical genres. Students will learn alternate guitar tunings and how to use a capo, a device that straps on to the guitar frets to change the pitch of the instrument. Prerequisite: basic knowledge of the guitar fretboard. Materials fee: $5, payable to instructor at first class. Participants must be at least 16 years of age. Please bring your acoustic guitar and a capo to class.
CRN #31162 8 Mondays, 10/17-12/5, 8:15-9:45 p.m.
MCC Bldg. LRC A201 Fee: $90
Instructor: Chris D’Amato

Be in the right place at the right time
Check your class schedule for location.
Some classes meet at off-campus locations.
MCC = Manchester Community College
LOWE = Lowe Building
V1-V6 = Village
LRC = Learning Resource Center
AST = Arts, Sciences & Technology Center
EHCCC = East Hartford Community Cultural Center
Family & Consumer Issues

Speak to Me, Baby! Using Sign Language to Communicate With Infants

Communicating with an infant using sign language can be fun, but sign language can also be an important developmental tool for babies. Ongoing studies suggest that babies who are exposed to signing regularly and consistently at six to seven months of age can start expressive communication by their eighth or ninth month. Researchers have also discovered that babies who use symbolic gestures such as sign language understand more words, develop larger vocabularies and engage in more sophisticated play than babies not exposed to signing. In this class, parents, grandparents, parents-to-be, and child-care providers will learn about the benefits of signing for both the child and the care provider. Participants will learn how to get information on baby-signing scientific research and learn signs based on such topics as mealtime, animals, manners and safety. Many of the signs are taken from American Sign Language (ASL) or are modifications of ASL. Prior experience with ASL is not required. This is an adults-only class. Materials fee: $28, payable to instructor at first class, for demonstration books.

CRN #31215 1 Saturday, 9/24, 9 a.m.-1 p.m. MCC Bldg. LRC B144 Fee: $25
Instructor: Carolyn Patenaude is a consultant for the Baby Signs Company. She conducts workshops for community groups and also practices personalized home instruction in baby signing.

Navigating the College Admissions Process with Your College-Bound Child

Your child’s college admissions journey requires careful planning, objective guidance, personalized strategies and knowledge of the competitive admissions environment. This course is designed for the parent who wants to help his or her child be a savvy college applicant. Strategies to meet the challenges of helping your son or daughter select the right college and university to meet his or her talents, interests and abilities will be discussed. You will learn why planning and college visits are key; how to compare colleges; how the admissions process works; what to do about financial aid; and how to develop a compelling case for admissions.

CRN #31205 1 Thursday, 9/22, 7-9 p.m. MCC Bldg. LRC B209 Fee: $20
Instructor: Dr. Heather Ricker-Gilbert has spent her professional career teaching and advising young people. She has been a faculty member and administrator at numerous institutions of higher learning, including MCC.

Estate Planning

“How can I protect my money and property in my retirement years?” There are plenty of myths about estate planning, and this seminar will focus on dispelling those myths. Through presentation and discussion, we will cover wills, living wills, powers of attorney, health care powers, and different types of trusts. For those concerned about taxes (and who isn’t?), this seminar will offer avoidance strategies for probate, as well as state and federal gift and death taxes. Participants will be shown ways to protect their assets against health care costs. We’ll even touch upon document storage options. Primarily geared toward the retiree, this seminar will address your specific questions and needs.

CRN #31512 2 Tuesdays, 9/20-9/27, 2-3 p.m. EHCCC Room 2 Fee: $25
Instructor: Frank Germano is Board Certified in Estate Planning. He has worked as a certified financial planner for 15 years, and has his office in East Hartford.
Gardening

How to Raise Monarch Butterflies
This workshop is for anyone who loves nature and the glory that is the monarch butterfly. Learn all about the care and rearing of monarch caterpillars. Watch videos of the egg hatching through a microscope and a monarch butterfly emerging from its chrysalis. Go on a field trip to learn how to identify milkweed so you’ll be able to find your own caterpillars in the wild. Materials fee: $25, payable to instructor at beginning of class. Materials include a monarch caterpillar, milkweed, a rearing cage, and a book with 225 pictures that show you exactly what to look for so you can be there when your caterpillar changes.
CRN #31478 1 Saturday, 9/10, 9 a.m.-1:30 p.m. MCC Bldg. LRC A108 Fee: $25
Instructor: Connie Muther, the author of My Monarch Journal, has raised monarchs all her life. She is a national presenter who helps local teachers raise monarchs in the classroom.

Preparing Your Garden for Winter
Your garden’s been good to you all summer. Now it’s time to pay back that bounty and put your garden to bed for the winter to protect your plants, vegetables, shrubs and lawns from the coming harsh weather. Doing it right will save you much work in the spring and assure another bountiful summer. This class will look at techniques of cutting back; proper clean-up to keep your gardens disease-free; the use of anti-desiccants; what can be transplanted; what to mulch; the value of composting; and will also consider the special needs of various plants, shrubs and lawns. Demonstrations of essential tools will be provided.
CRN #31226 1 Tuesday, 9/13, 6:30-8:30 p.m. EHCCC Room 6 Fee: $25
Instructor: Bettylou Sandy is the owner of Bettylou’s gardening in Manchester. She is a professional gardener who has been doing detail landscaping/design and offering seminars throughout Connecticut and Rhode Island since 1987.

Bulbs: Springtime Surprises
When is the best time to plant those spring surprises? In the fall, of course. We’re talking about bulbs. If you’re thinking you’d like to plant some bulbs, but you’re not sure exactly what variety you want to plant or how and where to plant them, then this workshop is designed for you. Topics will include proper depth and bloom time for each variety of bulb; container gardening; beds, lawns and borders; forcing bulbs for winter perks; and perpetual care of bulbs. There will be hands-on practice, as well as discussion. All levels of gardening ability and interest are welcome.
CRN #31225 1 Tuesday, 9/27, 6:30-8:30 p.m. EHCCC Room 6 Fee: $25
Instructor: Bettylou Sandy

Adding Brick and Stone to Your Garden
Are you still piling up all of 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 fieldstones and bricks.
CRN #31223 1 Tuesday, 9/20, 6:30-8:30 p.m. EHCCC Room 6 Fee: $25
Instructor: Bettylou Sandy

Perennial Gardening
“Perennials sleep the first year, they creep the second year and they leap the third year.” Discover how to grow perennials that will provide years of joy and pleasure. Designed for the beginning and intermediate gardener, this course will explore various aspects of perennial gardening including garden design, installation, maintenance and problem solving. Learn about soil types and improvements, dividing and transplanting, seasonal considerations, mulches, bugs, diseases and their natural solutions.
CRN #31228 5 Wednesdays, 10/5-11/2, 6:30-8:30 p.m. EHCCC Room 6 Fee: $65
Instructor: Bettylou Sandy

The Joy of Indoor Plants
Whether you have a small yard, tiny porch, patio or just a windowsill, you can still grow flowers, herbs or vegetables. Residents of apartments, condominiums, retirement homes, or houses on small lots can beautify their surroundings and enjoy gardening by using containers. Containers are mobile, allowing a gardener to take the plants along or move them for an instant splash of color. Learn to grow a moveable garden that is easy to maintain and, with a little creativity, can be planted in items found around the house. The instructor will also discuss the plants best suited for container gardening.
CRN #31224 1 Tuesday, 11/15, 6:30-8:30 p.m. EHCCC Room 6 Fee: $25
Instructor: Bettylou Sandy

A History of Gardening in Connecticut
Did you know that many of the plants we call native in Connecticut actually were transplanted from Europe, Asia and England? How did they arrive? What did the colonists bring with them almost 400 years ago? In this class, you’ll find the answers to these questions and discover what plants the colonists learned about from Native Americans for use as medicine and food; what plants have taken hold in the last 100 years and have become nuisances; and what truly native plants are compared to transplanted ones. A chart of the plants will be provided. Here’s an opportunity to fill in a little-known but important gap in Connecticut’s history.
CRN #31227 1 Tuesday, 11/29, 6:30-8:30 p.m. EHCCC Room 6 Fee: $25
Instructor: Bettylou Sandy
Winning Real Estate Investment Secrets Revealed
Think you know all there is to know about buying a house for investment purposes? Think again, and make sure you know what you’re getting into before you leap into the deep waters of real estate investment. Whether you’re a first-time home buyer or a seasoned investor, this course will provide valuable information. An attorney, a mortgage broker and a realtor will discuss the pros and cons of investing in real estate. Students will learn how to locate profitable deals, calculate an offer price based on investment return, estimate fix-up costs and develop creative financing strategies. There will also be an overview of Connecticut foreclosure law and how to identify hidden costs and problems before you buy.
CRN #31274 1 Tuesday, 9/22, 6:30-8:30 p.m. MCC Bldg. Lowe L213 Fee: $25
Instructor: Diane Mitchell is employed by Prudential Connecticut Realty and has been Director of the Family Business Program at UConn.

Socially Responsible Investing
We all make conscious choices that reflect our values and concerns. This workshop is designed for those interested in learning more about how ethical values can be integrated into a diversified portfolio of stocks, bonds and alternative investments. The performance of social responsible stock indexes has been competitive with the general stock market averages. Discuss ethical standard-setting, portfolio risk management, and the pros and cons of investing according to our values, so that you can customize a portfolio that reflects those unique values. Required text: Socially Responsible Investing: Making a Difference and Making Money, Domini, available at MCC Bookstore.
CRN #31212 2 sessions, Wednesday & Monday, 11/16-11/21, 6:30-9:30 p.m. MCC Bldg. Lowe L240 Fee: $55
Instructor: Eric Bright holds the Chartered Financial Analyst designation, and is editor of The Derailleur, an environmentally and socially responsible investment newsletter. He is also President of Pennyfarthing Investment Management and a former compliance examiner with the U.S. Securities and Exchange Commission. His articles have appeared in numerous business magazines and newsletters.

Successful Retirement Planning
Procrastination is one of the worst mistakes you can make when it comes to planning your financial future. You will learn how to organize your financial accounts, create a financial plan, and save for retirement, as well as the importance of cash reserves and the keys to mutual fund investing, risk management, and balancing your investment portfolio. Achieving financial success can be a long and difficult process, unless you know which path to follow. Find out how to plan for retirement in one comprehensive, easy-to-follow course! Materials fee: $25 for course workbook payable to instructor at the first session.
CRN #31211 3 Tuesdays, 9/13-9/27, 6:30-8:30 p.m. EHCCC Room 2 Fee: $40
Instructor: Steven Jacques is a registered investment advisor with an independent firm. He has been providing financial advice for more than four years.

File or Filing—Organizing Your Financial Records
The price of disorganization can be more than a messy desk. Studies have found that people who systematically plan and budget are, on average, 39 percent wealthier than their peers. This class will present strategies to organize your financial documents. For those tortured at tax time, we will cover an organizational system, which can help you cut down on preparation time and find overlooked deductions. We will also discuss which financial records you should keep and for how long. Join us and find out how to streamline your financial life.
CRN #31306 1 Wednesday, 10/18, 1-9 p.m. MCC Bldg. LRC B213 Fee: $25
Instructor: Jan Johnson is a Certified Financial Planner and a Certified Senior Advisor. She is a graduate of the Institute of Certified Financial Planner Residency Program of the American College.

IRA Planning Strategies—Common Mistakes and How to Avoid Them
Individual Retirement Accounts (IRAs) have become popular and useful tools for retirement savings, but do you know enough about IRAs to avoid common errors when investing in them? Learn the pitfalls of leaving your retirement money with your old employer. Learn how to leave a legacy and determine if you are adequately diversified. This class will also cover five common mistakes that can chip away at your nest egg. Investors with large and small qualified plans will benefit from learning how to protect their assets in retirement and how to invest for safety and return.
CRN #31206 2 Tuesdays, 11/15-11/22, 7-9 p.m. MCC Bldg. Lowe L142 Fee: $25
Instructor: Jan Johnson

Seven Keys to Financial Success
Americans are spending more and saving less. Over the last 20 years the savings rate decreased from over 10% to below 3%. Media messages on investing and financial planning can make your head spin. This course will focus on key areas of financial planning, designed to answer the questions: How do I protect my family and finances? What is a good strategy to deal with cash management and credit cards? How do I allocate my 401K/IRA so that I can sleep at night? Am I paying too much in taxes? What is a smart way to save for retirement as an individual or small business? How do I leave my hard-earned savings to my family? These and many more questions will be answered in a workshop format. Materials fee for course workbook: $25 payable to instructor at first class.
CRN #31207 5 Wednesdays, 11/2-11/16, 7-9 p.m. MCC Bldg. Lowe L142 Fee: $40
Instructor: Jan Johnson
Grammar in Context
This course is designed for students with a good working knowledge of English grammar, including the basic verb tenses: past, present and future. Participants will build on grammar skills, modes, time clauses, gerunds and infinitives. Listening, speaking, reading and writing exercises will help students with their communication skills. Prerequisite: Previous ESL course work or permission of instructor. Required text: Grammar in Context 2, 3rd edition, Elbaum, available at MCC Bookstore. Please review chapters 1 through 3 prior to the first session.
CRN #31243 8 Wednesdays, 9/14-11/9 (does not meet 11/12), 5:30-7:30 p.m. MCC Bldg. LKC A226 Fee: $160
Instructor: Marge Dill has been an adjunct instructor of English and English-as-a-Second Language at MCC since 1993. She is an avid traveler, has lived abroad, and enjoys working with and learning from students of different cultures.

ESL Communication
Do you need to practice the ESL skills you’ve been learning? This class will offer high-beginner and intermediate students an opportunity to reinforce listening, speaking, reading and writing skills in an informal setting. Each text/tape unit focuses on a contemporary topic. A variety of multi-skill activities will provide review, reinforcement and expansion of language skills. Students should bring a new, 90-minute cassette to class. Required text: In Detail, Heinle, available at MCC Bookstore. Prerequisite: ability to read and comprehend the text.
CRN #31502 8 Wednesdays, 9/14-11/9 (does not meet 11/2), 7:45-9:45 p.m. MCC Bldg. LKC A226 Fee: $160
Instructor: Marge Dill

Pronunciation Practice—Accent Reduction
Learning English as a second language represents a giant step forward for émigrés seeking a new life in the United States. The next step in the process may involve speaking English with a less pronounced accent. This course is designed for intermediate to advanced ESL students and workplace employees who already have a good command of the English language. The focus will be on improving quality, comprehension and consistency of spoken English. Special emphasis will be placed on reducing native accents and improving articulation, rhythm, intonation and connected speech. Students will find themselves overcoming communication barriers with new confidence, productivity will increase and improved integration will be evident in the workplace or academic environment. Students will need to submit three, 90-minute audio cassettes to the MCC Library prior to the start of classes to obtain the materials necessary for class.
CRN #31499 6 Mondays, 10/17-11/21, 7-9 p.m. MCC Bldg. LRC B149 Fee: $120
Instructor: TBA

ESL Business Correspondence
For many immigrants, even those who are already fluent in English, writing a formal letter or preparing a simple document still presents a challenge. Yet, the ability to write correctly and efficiently is essential for anyone who wants to succeed in this country. If you have ever said to yourself, “I could get that job (or get promoted) if only I could write well,” then you should take this course. It is intended for intermediate ESL students who want to improve their writing skills and become successful members of an office team. Learning how to write business correspondence is not as difficult as students might think, because business documents use standard phrases and expressions. Students will learn the language and styles used in business documents, such as faxes, memos, emails, and letters. They will also improve their basic grammar skills through exercises. The topics in Part 1 include responding to a job advertisement, requesting and confirming a service, placing and confirming an order, requesting and providing information, and responding to a job applicant. Although intended primarily for ESL students, this course can be useful to anyone who wants to improve their business writing skills. Prerequisite: previous ESL course work or permission of the instructor. Required text: Business Correspondence by Lougheed, available at MCC Bookstore.
CRN #31209 8 Wednesdays, 9/14-11/2, 5:30-7:30 p.m.
MCC Bldg. LRC A108 Fee: $160
Instructor: Natalia Piendel worked eight years as a translator at Pratt and Whitney. She has extensive experience teaching college level English in Russia. She has also taught credit and non-credit courses at MCC.

Prepare for Real Life
Effective communication in English is of critical importance for recent immigrants to achieve self-sufficiency. This is an intermediate ESL course enabling students to communicate orally and in writing; understand the culture and civics (expected social behavior) of their new environment; and master life skills necessary to survive and thrive in the American society. The course includes pronunciation practice, grammar, vocabulary, listening, and authentic communication exercises. The course also focuses on three major areas of life—the community, the home, and the workplace—and includes such topics as leasing an apartment and legal responsibilities; house emergencies; traffic violations; incidents involving the police; staying at a hotel; service contracts; accidents and insurance; personal relationships; discussing controversial issues; volunteering; elements of the U.S. justice system; health and safety; money management; and careers. Required text: Ready to Go by Joan Saslow, available at MCC Bookstore. Materials fee: $10 for tapes payable to the instructor in the first class.
CRN #31296 8 Wednesdays, 9/14-11/2, 7:45-9:45 p.m.
MCC Bldg. LRC A108 Fee: $160
Instructor: Natalia Piendel

TOEFL Practice—Preparation for the Test of English as a Foreign Language
Do you need to improve your reading and vocabulary skills for the TOEFL, or want to get ready for college-level English courses? Designed for students with a good working knowledge of English, this course will focus on test-taking techniques and learning strategies to sharpen your reading and vocabulary skills. The workbook format will provide extensive practice with problems, exercises, reviews and practice tests to improve your skills and build your test-taking confidence. Required text: Reading & Vocabulary Workbook for the TOEFL Exam, 4th edition, Thomson/Arco, available at MCC Bookstore. Please review Part I of the text for the first class.
CRN #31245 5 Wednesdays, 11/9-12/14 (does not meet 11/23), 7-9:30 p.m. MCC Bldg. Lowe L213 Fee: $125
Instructor: Natalia Piendel
Languages

**Introduction to Irish Language and Culture**

Come and enjoy the lilt of spoken Irish. This is an introductory course in the Irish language, in which you will learn to speak 200-250 words, 20-25 phrases, and practice pronunciation. A cultural background to the language will also be provided.

**CRN #31501** 5 Fridays, 10/14-11/18 (does not meet 10/28), 11:30 a.m.-1 p.m. 
**MCC Bldg. LRC B213 Fee:** $65

**Instructor:** Edward F. Flanagan was born in Ireland and attended primary and secondary schools there. He now participates in workshops with Daltai na Gaeilge, an organization dedicated to promoting and teaching the Irish language.

**French for Beginners I**

Learn quickly the basic elements of the French language by a simple, yet effective method. You will soon ask for directions and time, order meals, make hotel reservations, find out about bus, train and plane schedules and more! If you are planning a trip to Quebec, Paris or any other French-speaking locale, this course is a must. Required text: *French Made Simple*, Jackson & Rubio, available at MCC Bookstore.

**CRN #31213** 6 Tuesdays, 9/13-10/18, 9:30-10:30 a.m. 
**MCC Bldg. LRC A226 Fee:** $135

**Instructor:** Yvonne Foley was born and educated in France and has been tutoring students privately in the language for more than 20 years.

**French for Beginners II**

For those with a basic understanding of French, or who have completed French for Beginners I, this is the perfect follow-up to improve your communication skills and further your understanding of this wonderful language. We will cover useful and functional French to better understand the language and culture for business, travel or leisure. Required text: *French Made Simple*, Jackson & Rubio, available at MCC Bookstore.

**CRN #31491** 6 Tuesdays, 10/25-12/6 (does not meet 11/8), 7-9:30 p.m. 
**MCC Bldg. LRC A226 Fee:** $135

**Instructor:** Yvonne Foley

**Beginning German**

*Sprechen Sie Deutsch?* If you know words like “Gesundheit,” “Kindergarten” and “Fahrvergnügen,” then you’re on your way to learning German. Whether you’re planning a trip or just want to know more about your cultural heritage, this course is for you. Join us and learn key words, phrases, grammar, customs and culture in preparation for your next Oktoberfest or trek through the Black Forest. Learn phrases essential to the traveler, how to order restaurant food and buy souvenirs. Required text and materials available from instructor on first night of class for approximately $25.

**CRN #31297** 8 Tuesdays, 10/11-12/6 (does not meet 11/8), 6:30-8:30 p.m. 
**MCC Bldg. AST D229 Fee:** $120

**Instructor:** Helga M. Wehr, M.A., is a native speaker of German and has taught German at area colleges, in public schools and to corporate clients.

**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 very friendly and supportive group. 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*, Danesi, available at MCC Bookstore.

**CRN #31216** 8 Fridays, 9/16-11/4, 5:30-7:30 p.m. 
**MCC Bldg. AST C203 Fee:** $160

**Instructor:** Dr. Akram Erik-Soussi lived in Italy for ten years and earned a doctoral degree from the University of Florence. He taught Italian at CCSU and the University of Hartford and was the personal interpreter for the president of Sicily during his official visit to Connecticut.

**Intermediate Conversational Italian**

This course is a continuation of Conversational Italian for Beginners or for those who speak some Italian. We will continue learning the essentials, and converse in Italian about a variety of topics relating to everyday living in Italy—travel, art, movies, food and more—to help immerse the student in the Italian culture. Required text: *Learn Italian the Fast and Fun Way*, Danesi, available at MCC Bookstore.

**CRN #31217** 8 Fridays, 9/16-11/4, 7:45-9:45 p.m. 
**MCC Bldg. AST C203 Fee:** $160

**Instructor:** Dr. Akram Erik-Soussi

**Japanese for Busy People**

This is an introductory course in Japanese, designed for individuals interested in the Japanese language and yearning to travel to Japan for leisure, educational or business purposes. You will learn Japanese greetings and pronunciation, the Japanese writing system, and writing and pronunciation of the Japanese syllabic system. We’ll concentrate on such basic topics as counting from one to ten, the four seasons, asking simple directions and the proper use of the telephone. We’ll also watch some Japanese videos.

**CRN #31214** 4 Thursdays, 9/22-10/15, 6-8 p.m. 
**MCC Bldg. Lowe L124 Fee:** $50

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

Of Similar Interest:
- See Culture & History on pages 28-29
Polish for the Beginner
Did you know that Connecticut’s Polish community numbers more than 300,000—nearly 10 percent of the State’s population; or that New Britain has the largest concentration of first and second generation Poles in the State? Whether you wish to communicate with Polish Americans or take a trip to Poland, this course will help you know how to speak the language. This course offers an introduction to Polish, including the Polish alphabet, basic grammar and vocabulary, salutations, everyday expressions and simple introductions. Polish culture, classic movies and cartoons will also be included. Optional text: Students may find it helpful to have an English-Polish dictionary.

CRN #31500 8 Wednesdays, 9/28-11/16, 7-9 p.m. MCC Bldg. LRC B213 Fee: $99
Instructor: Rima Martin is a native of Lithuania and speaks Lithuanian, Russian and Polish. She has been teaching all three languages at MCC since 1997.

Introduction to Russian—Opening the New World
Whether you are planning a trip to Russia or just curious about this elegant language rich in literature, fairy tales and classic writers, this special introductory class is for you. Participants will learn the Russian alphabet, basic vocabulary, grammar and Russian phonics. Soon you will be able to exchange greetings and farewells, ask for directions, order food in a restaurant, communicate emergency needs for medical situations and more. Russian culture will be discussed throughout the course. Recommended text: Russian in 10 Minutes a Day, Kershul, available at your local bookstore.

CRN #31495 8 Thursdays, 9/29-11/17, 7-9 p.m. MCC Bldg. LRC B209 Fee: $99
Instructor: Rima Martin

Spanish for the Workplace I
The objective of this course is to present realistic situations and the specialized vocabulary required by workplace professionals to communicate with Hispanic employees, clients and co-workers. Personalized questions, basic Spanish grammar exercises, role-plays, reality-based activities, and translation and interpretation tasks will provide you with opportunities to practice the basics of Spanish. Topics include introduction to Spanish sounds and the alphabet; greetings and farewells; asking for information and other polite requests; numbers, dates, days of the week and months of the year. The class will also cover time, telephone skills, critical verbs and cross-cultural communication including do’s and taboos.

CRN #31333 2 Wednesdays, 9/21-9/28, 1-4 p.m. MCC Bldg. LRC B144 (limited seating) Fee: $85
Instructor: Linda Burk, Ph.D., professor of romance languages at MCC, has a master’s in Spanish language and literature and a doctorate in Latin American literature.

Spanish for the Workplace II
The object of this course is to offer a continuation of Spanish for the Workplace I. More time will be spent practicing situations using the key phrases and vocabulary that were presented in the initial course. Personalized questions, basic Spanish grammar exercises, role-playing and reality-based activities will provide more opportunities to practice beginning basic Spanish. Topics include refining correct Spanish pronunciation, asking for information and making requests, the grammatical point of “ir + a + an infinitive” to express the idea of future action and “acabar + de + an infinitive” to express recently completed action. This course will also practice critical verbs and cross-cultural communication. Prerequisite: Spanish for the Workplace I, or permission of instructor.

CRN #31335 2 Fridays, 10/28-11/4, 9 a.m.-noon MCC Bldg. LRC B210 (limited seating) Fee: $85
Instructor: Linda Burk
Join the MCC Older Adult Association and discover its many benefits!

The Manchester Community College Older Adult Association (MCC-OAA) is composed of more than 1,100 adults from your community, age 50 and over, who share a common interest in lifelong learning and appreciating the resources, opportunities and atmosphere of a college campus. The MCC-OAA offers a monthly lecture/entertainment series at the College and organizes bus trips to museums and other attractions designed to appeal to OAA members of all ages. Courses of special interest to older adults are also offered through the Division of Continuing Education. A monthly newsletter is mailed to members detailing upcoming OAA and MCC events.

We are pleased to announce that the MCC-OAA will extend its popular tuition rebate program for the 2005-2006 academic year to older adults who join or renew their memberships. This program provides a 20 percent tuition rebate for any course(s) you take in the Credit-Free Program up to a maximum of $50 per membership year. To participate in the tuition rebate program, members must have an official form to present to the instructor at the first class. Please contact Continuing Education for details and a copy of the form.

Annual membership is $12. Memberships are valid through August 31, 2006 regardless of when you sign up. To become a member, complete the form below and mail it to MCC with an enclosed check.

Please call Continuing Education at (860) 512-2800 for more information.

---

MCC-Older Adult Association Membership 2005-2006

PLEASE PRINT

(Mr. & Mrs./Mr./Mrs./Ms.) Last Name ________________________________

First Name: Male ___________________________ Date of Birth ___________________________

First Name: Female ___________________________ Date of Birth ___________________________

Address ________________________________ ________________________________

Town ___________________________ State ______ Zip. ________ ________ - ______

Phone (__________) ___________________________ Renewal ________ New Member ________

Dues: $12 per person, per year

Check payable to: MCC-OAA

Amount enclosed: ____________

Check #: ____________

Send to: Older Adult Association

Manchester Community College

P.O. Box 1046, MS #16

Great Path

Manchester, CT 06045-1046
**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.

**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 59. Be sure to indicate the start date and CRN of your course on the registration form (see available start dates below).
2. Visit our online instruction center at www.ed2go.com/manchcc and click on the “orientation” link to receive a course syllabus, course procedures, text requirements, and to meet your online instructor(s). During orientation, you will provide your name and create a password, which you will use to access your course. This step is critical! You cannot access your course until you complete orientation.
3. When your course starts, return to our online instruction center and click the “classroom” link. To begin your studies, simply log in with the name and password you provided during orientation.

**START DATES:**

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

- **August 17**
- **September 21**
- **October 19**
- **November 9**

**REQUIREMENTS:**

All courses require Internet access, email, Netscape Navigator, or Microsoft Internet Explorer. Some courses may have additional requirements. Please visit our online instruction center for more information:

www.ed2go.com/manchcc

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**COMPUTERS**

**Basic Computer Literacy** ($98 per class)

- Keyboarding CRN #30971
- Introduction to Windows XP CRN #30972
- Working With Your Macintosh CRN #30973
- 101 Tips and Tricks for the iMac and Macintosh CRN #30974
- Computer Skills for the Workplace CRN #30975

**The Internet** ($98 per class)

- Introduction to the Internet CRN #30976
- Introduction to Outlook Express CRN #30977

**Computer Applications** ($98 per class)

- Introduction to Microsoft Word 2003 CRN #30978
- Introduction to Microsoft Word 2000 CRN #30979
- Intermediate Microsoft Word 2003 CRN #30980
- Intermediate Microsoft Word 2000 CRN #30981
- Advanced Microsoft Word 2003 CRN #30982
- Advanced Microsoft Word 2000 CRN #30983
- Introduction to Microsoft Excel 2003 CRN #30984
- Introduction to Microsoft Excel 2000 CRN #30985
- Intermediate Microsoft Excel 2003 CRN #30986
- Intermediate Microsoft Excel 2000 CRN #30987
- Introduction to Microsoft Access 2003 CRN #30988
- Introduction to Microsoft Access 2000 CRN #30989
- Intermediate Microsoft Access 2003 CRN #30990
- Intermediate Microsoft Access 2002 CRN #30991

**Web Page Design** ($98 per class)

- Creating Web Pages CRN #31008
- Designing Effective Web Sites CRN #31009
- Introduction to Dreamweaver MX CRN #31010
- Introduction to Microsoft FrontPage 2003 CRN #31011
- Introduction to Microsoft FrontPage 2002 CRN #31012
- Introduction to Microsoft FrontPage 2000 CRN #31013
- Achieving Top Search Engine Positions CRN #31014

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**Introduction to Microsoft PowerPoint 2003** CRN #30992
- **Introduction to Microsoft PowerPoint 2002** CRN #30993
- **Introduction to Microsoft PowerPoint 2000** CRN #30994
- **Intermediate Microsoft PowerPoint 2002** CRN #30995
- **Introduction to Microsoft Publisher 2003** CRN #30998
- **Introduction to Microsoft Publisher 2002** CRN #30996
- **Introduction to Microsoft Publisher 2000** CRN #30997
- **Introduction to Crystal Reports 10** CRN #30999
- **Introduction to PrintShop Deluxe** CRN #31000
- **Using AppleWorks 6** CRN #31001
- **QuickBooks for Contractors** CRN #31002
- **Performing Payroll in QuickBooks** CRN #31003
- **Introduction to Quicken 2005** CRN #31004
- **Introduction to Quicken 2004** CRN #31005
- **Introduction to Microsoft Outlook 2003** CRN #31006
- **Introduction to Microsoft Outlook 2002** CRN #31007
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<thead>
<tr>
<th>Web Graphics and Multimedia (98 per class)</th>
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<tr>
<td>Creating Web Graphics with Paint Shop Pro 8</td>
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<tr>
<td>Imaging for the Web Using Fireworks MX</td>
</tr>
<tr>
<td>Introduction to Macromedia Director MX 2004</td>
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<td>Introduction to Flash MX</td>
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<th>Web Programming (98 per class)</th>
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<td>JavaScript Programming for the Web</td>
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<td>CGI Programming for the Web</td>
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<tr>
<td>Introduction to JSP Programming</td>
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<tr>
<td>Java for the Absolute Beginner</td>
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<th>Desktop Publishing &amp; Imaging (98 per class)</th>
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<tr>
<td>Design Projects for Adobe Illustrator CS</td>
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<tr>
<td>Design Projects for Adobe Illustrator 10</td>
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<tr>
<td>Photoshop Elements for the Digital Photographer</td>
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<tr>
<td>Photoshop 7 for the Absolute Beginner</td>
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<tr>
<td>Introduction to Photoshop 7</td>
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<tr>
<td>Intermediate Photoshop 7</td>
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<tr>
<td>Introduction to PrintShop Deluxe</td>
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<tr>
<td>Introduction to QuarkXPress 5.0 for Windows</td>
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<tr>
<th>Computer Troubleshooting &amp; Networking (98 per class)</th>
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<tbody>
<tr>
<td>Introduction to PC Troubleshooting</td>
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<tr>
<td>Creating a Home or Small Office Network</td>
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<tr>
<td>Wireless Networking</td>
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<tr>
<td>Introduction to Networking</td>
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<tr>
<td>Intermediate Networking</td>
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<th>Computer Programming &amp; Database Management (98 per class)</th>
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<tr>
<td>Introduction to Database Development</td>
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<tr>
<td>Introduction to Sybase</td>
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<tr>
<td>Introduction to the Game Industry</td>
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<tr>
<td>C++ for the Absolute Beginner</td>
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<tr>
<td>C# Programming for the Absolute Beginner</td>
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<tr>
<td>Computer Graphics Programming with OpenGl</td>
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<tr>
<td>Introduction to Perl Programming</td>
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<td>Introduction to VBA</td>
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<tr>
<td>Introduction to Visual Basic .NET</td>
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<tr>
<td>Intermediate Visual Basic .NET</td>
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<tr>
<td>Introduction to Visual Basic 6.0</td>
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<tr>
<td>Creating User Requirements Documents</td>
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<tr>
<td>Project Management @ e-Speed</td>
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<th>Certification Prep (138 per class)</th>
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<tr>
<td>Basic A+ Certification Prep</td>
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<tr>
<td>Intermediate A+ Certification Prep</td>
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<tr>
<td>Advanced A+ Certification Prep</td>
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<tr>
<td>Network+ Certification Prep</td>
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<tr>
<td>MCSE Certification Prep 1 - Exam 70-210</td>
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<th>Digital Photography &amp; Digital Video (98 per class)</th>
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<tbody>
<tr>
<td>Discover Digital Photography</td>
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<tr>
<td>Secrets of Better Photography</td>
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<tr>
<td>Mastering Digital Photography: Photographing People</td>
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<tr>
<td>Digital Photography OUTPUT!</td>
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<th>Test Prep (98 per class)</th>
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<tr>
<td>GED Test Preparation</td>
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<tr>
<td>Prepare for the GED Language Arts, Writing Test</td>
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<tr>
<td>Prepare for the GED Math Test</td>
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<tr>
<td>GRE Preparation - Part 1</td>
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<td>GRE Preparation - Part 2</td>
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<tr>
<td>GMAT Preparation</td>
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<tr>
<td>LSAT Preparation - Part 1</td>
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<tr>
<td>LSAT Preparation - Part 2</td>
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<tr>
<th>LANGUAGES</th>
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<tbody>
<tr>
<td>Beginning Braille Transcription</td>
</tr>
<tr>
<td>Prepare for a rewarding career as a Braille transcriber by learning to write and read the tactual language of the blind. $98</td>
</tr>
<tr>
<td>Intermediate Braille Transcription</td>
</tr>
<tr>
<td>Learn Literary Braille and prepare for the Library of Congress Braille Transcriber’s Certification exam. $98</td>
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<tr>
<th>Speed Spanish</th>
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<tbody>
<tr>
<td>Learn six easy recipes to glue Spanish words together into sentences, and you’ll be engaging in conversational Spanish in no time. $98</td>
</tr>
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Online

Full course descriptions at www.ed2go.com/manchcc

**Speed Spanish II**
Clever follow-up to our popular Speed Spanish course. Several new recipes help you quickly build fluency. $98  
CRN #31159

**Beginning Conversational French**
Discover how easy it can be to learn common words and phrases for both leisure and business. $98  
CRN #31070

**Grammar for ESL**
If English is your second language and you’re headed to college, this course will teach you the principles of grammar and structure you’ll need to succeed. $98  
CRN #31071

**LAW & LEGAL CAREERS**

**Employment Law Fundamentals**
Learn the basics of employment law so you can legally hire, evaluate, and manage employees. $98  
CRN #31072

**Legal Nurse Consulting**
Begin a new career by helping attorneys understand and resolve medical cases and claims. $98  
CRN #31073

**WRITING COURSES**

**Beginning Writer’s Workshop**
Get a taste of the writer’s life and improve your writing skills in this introduction to writing creatively. $98  
CRN #31314

**Fundamentals of Technical Writing**
Learn the skills you need to succeed in the well-paying field of technical writing. $98  
CRN #31074

**Writing Great Technical Documents**
Learn how to write great technical documents from an award-winning technical writer. $98  
CRN #31075

**The Keys to Effective Editing**
If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction. $98  
CRN #31076

**Grammar Refresher**
Gain confidence in your ability to produce clean, grammatically correct documents and speeches. $98  
CRN #31077

**Correcting Oral and Written Errors**
Learn to speak and write with assurance that your word choices, punctuation, spelling, and pronunciation are correct. $98  
CRN #31078

**Effective Business Writing**
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end. $98  
CRN #31079

**Writeriffic: Creativity Training for Writers**
Banish writer’s block forever with these tricks from the published writer’s toolbox. $98  
CRN #31080

**Writeriffic 2: Advanced Creativity Training for Writers**
This advanced-writing course will increase your creativity—whether you’re writing for personal satisfaction or to launch a career. $98  
CRN #31081

**The Craft of Magazine Writing**
If you’re a determined new writer, this class will provide you with the skills you need to get published. $98  
CRN #31082

**Research Methods for Writers**
Learn the most efficient and effective methods to conduct research for any writing project. $98  
CRN #31083

**Demystifying Forensic Science: A Writer’s Guide**
Learn the secrets behind forensic science and add new characters, depth, and marketability to your fiction. $98  
CRN #31084

**Beginner’s Guide to Getting Published**
A published writer shows you how to give yourself the credibility you need to get your books and articles published. $98  
CRN #31085

**Your Screenwriting Career**
Learn how to write and sell professional-quality screenplays from a Hollywood veteran. $98  
CRN #31086

**Write Like a Pro**
A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story. $98  
CRN #31087

**Pleasures of Poetry**
This course will help you create your best possible work, whether you’re looking to be published or simply wish to craft beautiful poems for friends. $98  
CRN #31088

**Song Writing Success**
A professional songwriter and recording artist teaches you how to generate extra income by selling the songs you write. $98  
CRN #31089

**Travel Writing**
Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books. $98  
CRN #31090

**Creating a Sense of Place**
Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters. $98  
CRN #31091

**Write Your Life Story**
Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others. $98  
CRN #31092

**Business Marketing Writing**
Write great marketing copy to improve your company’s image and your chances of getting hired or promoted. $98  
CRN #31093

**Introduction to Internet Writing Markets**
A professional writer helps you discover a wide variety of new markets for your written work. $98  
CRN #31094
<table>
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<tr>
<th>Course Name</th>
<th>Description</th>
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<tr>
<td>Publish It Yourself: How to Start and Operate Your Own Publishing Business</td>
<td>Convert manuscripts into income by producing and selling books like the pros. $98</td>
<td>31095</td>
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<tr>
<td><strong>Entertainment</strong></td>
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<tr>
<td>Marketing Tools for Actors</td>
<td>A working casting director teaches you powerfully effective strategies to market yourself locally for film and television work. $98</td>
<td>31096</td>
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<tr>
<td>Theme Park Engineering</td>
<td>Get a behind-the-scenes look at your favorite theme parks and meet the person who engineers their top attractions. $98</td>
<td>31097</td>
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<tr>
<td>Music Made Easy</td>
<td>Learn the fundamentals of music theory. Be able to read, write, and play simple music. $98</td>
<td>31098</td>
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<tr>
<td><strong>Grant Writing &amp; Nonprofit Management</strong></td>
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<tr>
<td>A to Z Grant Writing</td>
<td>Learn how to research and develop relationships with potential funding sources, organize grant-writing campaigns, and prepare proposals. $98</td>
<td>31099</td>
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<tr>
<td>Get Grants!</td>
<td>Learn how to develop successful, fundable grants from experts in the field. $98</td>
<td>31100</td>
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<tr>
<td>Advanced Grant Proposal Writing</td>
<td>Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. $98</td>
<td>31101</td>
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<tr>
<td>Writing Effective Grant Proposals</td>
<td>Learn to prepare grant proposals that get solid results for your favorite organization or charity. $98</td>
<td>31102</td>
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<tr>
<td><strong>Business Planning</strong></td>
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<tr>
<td>Creating a Successful Business Plan</td>
<td>Turn your business ideas into a solid plan for financing and long-term success. $98</td>
<td>31106</td>
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<tr>
<td>Business Planning for the Retired</td>
<td>Learn business planning basics and overcome the challenges of starting a business later in life. $98</td>
<td>31107</td>
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<td><strong>Entrepreneurial Courses</strong></td>
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<tr>
<td>Start and Operate your own Home-Based Business</td>
<td>An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss. $98</td>
<td>31108</td>
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<tr>
<td>Growing Plants for Fun and Profit</td>
<td>An industry professional teaches you everything you need to prosper in the backyard nursery business. $98</td>
<td>31109</td>
</tr>
<tr>
<td>Get Paid to Travel</td>
<td>Learn everything you need to start your new and exciting career as a professional tour director. $98</td>
<td>31110</td>
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<tr>
<td><strong>Business Administration</strong></td>
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<tr>
<td>Building an Ethical Business</td>
<td>Discover how ethical behavior can give your business a powerful competitive advantage and greater profits. $98</td>
<td>31115</td>
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<tr>
<td>Fundamentals of Supervision and Management</td>
<td>Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts. $98</td>
<td>31116</td>
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<tr>
<td>Understanding the Human Resources Function</td>
<td>Learn to handle basic human resource functions to ensure the best possible results. $98</td>
<td>31117</td>
</tr>
<tr>
<td>Hire Smart</td>
<td>Learn recruiting techniques that will help you hire the best people possible. $98</td>
<td>31118</td>
</tr>
<tr>
<td>Customer Service Fundamentals</td>
<td>Become indispensable to any organization by understanding how to identify and meet customer needs. $98</td>
<td>31119</td>
</tr>
<tr>
<td>Introduction to Business Analysis</td>
<td>Learn powerful techniques to improve your decision-making skills at work. $98</td>
<td>31120</td>
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Online

Full course descriptions at www.ed2go.com/manchcc

Administrative Assistant Fundamentals
Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries. $98
CRN #31121

Mastery of Business Fundamentals
Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program. $98
CRN #31122

Successful Construction Business Management
Gain a powerful and permanent advantage over the competition by learning how to practice expert business management. $98
CRN #31114

CAREER DEVELOPMENT

Hidden Market Job Search Strategies
Create new career opportunities by learning how to market yourself as the solution to any employer’s staffing problem. $98
CRN #31123

Get Assertive!
Find out how you can stop others from intimidating you or treating you poorly. $98
CRN #31124

Leadership
Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life. $98
CRN #31125

Conquer Your Stress!
Learn a variety of fun exercises to shift your mind and body from stress and anxiety to joy and peace. $98
CRN #31126

Listen to Your Heart and Success Will Follow
Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents. $98
CRN #31127

Achieving Success with Difficult People
Learn how to have more successful relationships with difficult bosses, coworkers, students, neighbors, or relatives. $98
CRN #31128

Merrill Ream Speed Reading
Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension. $98
CRN #31129

Get Funny!
Learn how to use humor to speak more effectively, write better, and increase your popularity. $98
CRN #31130

PERSONAL FINANCE

Debt Elimination Techniques That Work
Learn specific, powerful, and proven strategies to get completely out of debt and live a stress-free lifestyle. $98
CRN #31131

Where Does All My Money Go?
Learn how to get control of your money once and for all. $98
CRN #31132

Personal Finance
Protect your assets and discover how best to achieve all your financial goals. $98
CRN #31133

Building Wealth
Certified financial planner shows you how most wealthy people build their fortunes. $98
CRN #31133

The Analysis and Valuation of Stocks
Discover valuable techniques that show you step-by-step how to research and value stocks. $98
CRN #31136

Build Your Own Mutual Fund for Pennies
Learn to build and manage your own personal mutual fund like the big shots on Wall Street. $98
CRN #31137

Introduction to Stock Options
Learn how stock options can protect your portfolio and help you profit in any type of market. $98
CRN #31138

HEALTH CARE & FITNESS

Assisting Aging Parents
Handle the challenges you will face in the coming years. $98
CRN #31139

Medical Terminology: A Word Association Approach
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion. $98
CRN #31140

Become a Veterinary Assistant
Practicing veterinarian prepares you to work in a veterinary office or hospital. $98
CRN #31141

Introduction to Natural Health and Healing
Learn how to promote wellness, balance, and health in all aspects of your daily life. $98
CRN #31142

Food and Fitness to Fight Cancer
Improve your health and decrease your risk of cancer by adding sound nutrition and wellness principles to your daily life. $98
CRN #31143

Luscious, Low-Fat, Lightning-Quick Meals
Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious! $98
CRN #31144
Handling Medical Emergencies
Every second counts during a medical emergency. Learn how to respond if someone needs your help. $98
CRN #31145

Outdoor Survival Techniques
Learn the essential skills you will need to survive in a remote or stranded condition. $98
CRN #31146

Creating a Healthier Home
Learn what you can do to minimize health risks related to the quality of the air in your home. $98
CRN #31147

FAMILY & PERSONAL ENRICHMENT

Genealogy Basics
Learn where to look, who to contact, and how to use research tools to begin an exciting and fascinating exploration of your roots. $98
CRN #31148

Wine Appreciation for Beginners
Master the secrets of wine appreciation and never be intimidated by a wine steward again. $98
CRN #31149

COURSES FOR TEACHERS

Solving Classroom Discipline Problems
Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline. $98
CRN #31150

Ready, Set, Read!
A learning specialist shows you how to raise a successful reader and writer. $98
CRN #31151

The Classroom Computer
Learn how to use the classroom computer to increase learning and motivate students. $98
CRN #31152

Using the Internet in the Classroom
Discover how you can use the Internet to make teaching easier for you and more relevant to your students. $98
CRN #31153

PowerPoint in the Classroom
Motivate your students and enrich your lessons by bringing PowerPoint into your classroom. $98
CRN #31154

Big Ideas in Little Books
Increase student performance and earn extra income by converting your ideas for instructional aids into reality. $98
CRN #31155

Enhancing Language Development in Childhood
Enrich the lives of your children by learning fun and natural ways to help them become proficient speakers and thinkers. $98
CRN #31156

Understanding Adolescents
Uncover the secrets of the adolescent mind. Gain valuable information on how they feel, how their identities develop, and how you can best meet their needs. $98
CRN #31157

Guiding Kids on the Internet
Gain confidence and experience so you can help your children discover all the Internet has to offer. $98
CRN #31158

Share your expertise with the best students East of the River.

Instructors wanted to teach short courses, days or nights, to children, adults and senior citizens.
All topics considered.

Topics of special interest include (but not limited to):

- PC Software
- Local History
- Writing & Publishing
- Outdoor Recreation
- Home Improvement
- Antiques & Collectibles
- Cuisine
- Job Skills Training
- Hobbies
- Graphic Design
- Foreign Languages
- Gardening
- Job Skills Training
- Bartending
- Wines
- Allied Health
- Cooking
- Digital Camera
- Real Estate
- Retirement Planning
- Health
- Exercise
- Outdoor Recreation
- Business
- Drama
- Line Dancing
- Arts & Crafts
- Photography
- Communication
- Body, Mind & Spirit
- Culture & History
- Local History

Call (860) 512-2800 to be sent a prospective instructor packet.
**Professional Development**

**JOB SEARCH WORKSHOPS**

**How to Get a Job**

Have you been involved in a layoff or downsizing? Are you frustrated by your lack of employment options, or do you just find your job boring and have no idea how to move forward? If these scenarios apply to you, then come and learn the basics, as well as advanced techniques to finding a job; creating and utilizing a resume and cover letter; developing effective interview techniques; and selling yourself to employers.

**CRN #31518** 1 Thursday, 9/22, 7-8:30 p.m. MCC Bldg. LRC B213  
Fee: $25  
**Instructor:** Roger Abramsky is a North Atlantic Region Compliance Analyst for a major corporation and the founder of the American Society for Positive Thinking. He has extensive personal development public speaking experience, and holds a bachelor’s degree in Sociology and Applied Social Relations/Communications from Eastern Connecticut State University.

**Successful Living**

Have you ever wondered why some people achieve success and others don’t? Why do some people live a life of contentment and happiness, while others lead lives of quiet desperation? Learn the secrets of successful living, confidence building, positive thinking, and overcoming fears and anxieties. This workshop is designed to benefit people of all ages.

**CRN #31514** 1 Wednesday, 9/14, 7-8:30 p.m. MCC Bldg. Lowe L213  
Fee: $25  
**Instructor:** Roger Abramsky

**Professional Proofreading**

This course is for the detail-oriented. Students will learn standard marking symbols, levels of responsibility, and efficient proofreading procedures. Students will receive detailed written procedures, source material, and information on freelance and professional organizations. The required textbook contains graduated proofreading exercises; assigned as homework, they will be reviewed as a class. A tour of a full-scale, high-quality commercial printing facility will be included if scheduling permits. Required course text: *Mark My Words: Instruction and Practice in Proofreading*, Smith, 3rd ed., available at the MCC Bookstore.

**CRN #31160** 8 sessions, Mondays & Wednesdays, 9/26-10/24 (does not meet 10/10), 6:30-8:30 p.m. **EHCCC Room 3**  
Fee: $170  
**Instructor:** Lorraine Alexson

**Professional Copy Editing**

Through lectures, exercises of increasing difficulty, and handouts, students will learn to edit any and all types of text. This course deals with the skills, level of responsibility, and procedures used by professional copy editors. The course is designed for language lovers and avid readers as well as for professionals seeking to refresh their skills. Textbook required. Copy-editing exercises will be assigned as homework. Required course text: *Substance and Style: Instruction and Practice in Copyediting*, Stoughton, 2nd ed., available at the MCC Bookstore.

**CRN #31493** 8 sessions, Tuesdays & Thursdays, 10/18-11/15 (does not meet 11/8), 6:30-8:30 p.m. **EHCCC Room 3**  
Fee: $170  
**Instructor:** Lorraine Alexson

Instructor: Lorraine Alexson has a master of arts from the University of Ireland in Irish literature and a bachelor of arts from UConn in literature and language. She has worked in publishing for more than twenty years and is the copy editor of Verbatim magazine, a language quarterly. She has also belonged to the Association for Documentary Editing, the Freelance Editorial Association, the National Association of Science Writers and Editors, and the Dictionary Society of North America.

**FREE WORKSHOPS**

**Effective Résumé Writing**

Build résumé-writing confidence. Whether writing your first résumé or updating an existing one, this workshop provides the skill foundation needed to develop a competitive marketing tool.

**CRN #31267** 1 Thursday, 11/1, 6-7:30 p.m. **EHCCC Room 2**  
Fee: Free

**Interviewing Techniques**

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

**CRN #31268** 1 Thursday, 12/1, 6-7:30 p.m. **EHCCC Room 2**  
Fee: Free  
**Instructor:** Carl Ochnio is Director of Career Services at MCC.

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Continuing Education (860) 512-2800
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. Required texts: available from instructor for approximately $85. Bring your lunch to Saturday classes.

CRN #31271 11 Saturdays, 9/17-12/10 (does not meet 11/12 or 11/26), 8:30 a.m.-2:30 p.m. MCC Bldg. Lowe L240
CRN #31270 16 sessions, Tuesdays & Thursdays, 9/27-11/22 (does not meet 11/8), 5:30-9:30 p.m. MCC Bldg. Lowe L240 Fee: $399
Instructors: CRN #31271: Archangelo D'Amato brings more than 25 years of real estate brokerage, sales, leasing, development and property management to the classroom; CRN #512/0: Andrew Pappas is a licensed broker representing MCC within the Connecticut Community College Consortium.

Real Estate Appraisal I—Principles of Residential Valuations
This required course will assist real estate salespeople, brokers and appraisers obtain a broker’s or appraisal license. You’ll learn how to effectively price competitive listings, practical techniques on appraising property and how to determine loan, sale and insurance values. Required texts: available from instructor for approximately $75.

CRN #31272 9 sessions, Tuesdays & Fridays, 9/20-10/21 (does not meet 9/23), 5:30-9:30 p.m. MCC Bldg. Lowe L142 Fee: $250
Instructor: Archangelo D’Amato

Real Estate Appraisal II—Principles of Commercial Valuation
This advanced course, which concentrates on commercial valuation, covers such important topics as evaluation of income property, discounting and compound interest, income estimation and forecasting, debt financing, capitalization and discount rates, tax considerations and an introduction to mortgage equity analysis and financial residual techniques. A Hewlett Packard 12-C financial calculator is required. Prerequisite: Appraisal I—Principles of Residential Valuations. Required text: available from instructor for approximately $65.

CRN #31273 9 sessions, Mondays & Thursdays, 11/14-12/15 (does not meet 11/24), 5:30-9:30 p.m. MCC Bldg. Lowe L142 Fee: $250
Instructor: Archangelo D’Amato

Of Similar Interest:
* “Winning Real Estate Investment Secrets Revealed” on page 35
CERTIFIED BOOKKEEPER PROGRAM

Demand for full-charge bookkeepers is expected to increase as they are called upon to do much of the work of accountants. The Certified Bookkeeper designation, awarded by the American Institute of Professional Bookkeepers, assures employers that individuals have the skills and knowledge required to carry out all the bookkeeping and accounting functions up through the adjusted trial balance, including payroll functions. For certification, you must have two years of full-time bookkeeping experience or the part-time equivalent (3,000 hours), and pass three tests administered at your local Prometric (formerly Sylvan) testing center. The following courses were designed to help the bookkeeper prepare for and pass the exams. Fees for exams are separate. These courses may be taken for college credit with prior arrangement. Requirements and fees for credit sections are different; call (860) 512-2800 for more information.

Certified Bookkeeper Course I

This course provides the accounting student with an essential background in learning course material and preparing for the first Certified Bookkeeper exam. The examination verifies the attainment of the knowledge and skill required to conduct all key bookkeeping and accounting functions through the adjusted trial balance and basic payroll skills for companies with up to 100 employees. In Course One, the student will learn all aspects of mastering entries, correction of accounting errors, and the qualifications required to obtain the Certified Bookkeeper description. The student will take and correct the mock exams and learn test-taking skills. The student will also learn about the code of ethics to which the Certified Bookkeeper must attest before certification. Note: There is a separate fee associated with the certification exams. Prerequisite: Accounting 101 or permission of instructor.

CRN #31517 12 sessions: 9/9-10/13, Fridays, 6-9:35 p.m. & Saturdays, 9 a.m.-12:35 p.m. MCC Bldg. LRC B220 Fee: $315

Certified Bookkeeper Course II

This course is designed to provide the accounting student with an essential background in learning course material and preparing for the Certified Bookkeeper Exam #2. The student will be introduced to exam content and trained in preparation required for passage of the exam. The course content will include mastering inventory, mastering payroll, and mastering depreciation. The student will complete mock exams designed to test their knowledge and adequately prepare them for successful passage of the certification exam. Note: There is a separate fee associated with the certification exam. Required text(s): available at MCC Bookstore. Prerequisite: Accounting 101 or permission of instructor.

CRN #31522 12 sessions: 10/21-12/3, Fridays, 6-9:35 p.m. & Saturdays, 9 a.m.-12:35 p.m. MCC Bldg. LRC B220 Fee: $315

SKILLS FOR THE WORKPLACE

Accounting I

In this hands-on course, students will learn basic concepts and practices of an accountant’s role in providing managers with information to assist in their planning, control and decision-making activities. Participants also will go through the steps in the accounting cycle, including building reports in QuickBooks, Excel, and PowerPoint. Students will be able to use a “real world” general ledger, spreadsheet, and presentation software. In addition, students will learn how to do charts (graphs) and vertical and horizontal analysis in Excel. Students will be provided a disk and some additional notes during class. Required text: Financial and Managerial Accounting, 8th edition, Warren, available at MCC Bookstore. Prerequisite: Basic computer skills including the use of Windows and Excel.

CRN #31339 5 Fridays, 10/7-11/4, 9 a.m.-4 p.m. MCC Bldg. LRC B141 (limited seating) Fee: $225

Instructor: John W. Kelly, MBA/CPA, is an associate professor of accounting in the College Learning Center at MCC.

Confidence, Confidence, Confidence

Confidence can make the difference between success and failure. Not the only difference, perhaps, but exhibiting self-confidence is unquestionably a major asset in any situation. The good news is that confidence is a learned skill; anyone can develop it. If lack of confidence is holding you back from achieving your goals and desires, this course is for you. Through lectures, storytelling and practical exercises, students will learn to develop confidence, positive thinking, goal setting and the ability to succeed.

CRN #31469 1 Thursday, 9/29, 7-8:30 p.m. MCC Bldg. Lowe L213 Fee: $25

Instructor: Roger Abramsky

Improve Yourself through Positive Thinking

“Believe in yourself! Have faith in your abilities! Without a humble but reasonable confidence in your own powers you cannot be successful or happy.” Those inspiring words come from Dr. Norman Vincent Peale, who distilled his uplifting philosophy in his 1952 bestseller The Power of Positive Thinking. With Dr. Peale’s philosophies and other inspirational sources as guides, this course will help participants develop confident and creative thought processes. Through lectures, discussions and exercises, students will learn how to stay positive and enthusiastic in their daily lives and in pursuing their life goals. For more information, please contact the instructor at positivethinkinggetresults@yahoo.com.

CRN #31237 1 Wednesday, 11/30, 7-8:30 p.m. MCC Bldg. LRC B213 Fee: $25

Instructor: Roger Abramsky

Speak Easy—The Art of Effective Speaking

One of the scariest moments for many people comes when they have to speak in front of an audience. Can you feel the sweat building up on your palms as you read that sentence? It doesn’t have to be that way. Speaking is how we communicate. Effective public speaking is an art that can be learned through specific techniques. This course will help students speak in front of an audience with confidence and effectiveness. Through lectures and exercises, participants will learn the art of speaking without notes, how to present information in an entertaining manner, and how to keep the attention of the audience.

CRN #31195 1 Thursday, 10/6, 7-8:30 p.m. MCC Bldg. Lowe L213 Fee: $25

Instructor: Roger Abramsky
Professional Development

Spontaneous Speaking
Have you ever been tongue-tied or unable to answer a question that was thrown at you unexpectedly? Learn how to handle yourself more effectively in meetings, one-on-one conversations or fielding questions during a presentation. This class will give you the practical experience you need to be more spontaneous, quick on your feet, and more successful at handling unexpected situations. The course will start out at a slow, relaxed pace and then accelerate later in the day. The seminar is designed to put you at ease, stretch your skill level and help you gain more confidence.
CRN #31329 1 Friday, 10/7, 9 a.m.-4 p.m. MCC Bldg. LRC B144 (limited seating) Fee: $85
Instructor: Noreen Reilly has a B.S. in accounting from Bryant College and more than 15 years’ experience in business.

Help for the Chronically Disorganized
Are you or someone you love finding it difficult or next to impossible to find your belongings, keep scheduled appointments or meet work deadlines? Do your children resist having friends over because they’re ashamed of the condition of your home? Chronic Disorganization (CD) is no laughing matter. It impacts the quality of life on a physical, emotional and spiritual level. The good news is that there’s hope. Join us for a frank discussion of the underlying causes and challenges of the individual suffering with CD and learn some strategies to use in working through this problem.
CRN #31254 1 Tuesday, 10/11, 7-8:30 p.m. MCC Bldg. LRC B144 Fee: $25
Instructor: Faith Manierre is the owner of Busy Bees Professional Organizing, LLC, and the president of the Connecticut chapter of the National Association of Professional Organizers.

Keeping Customers
Through our day-to-day work, it is easy to lose sight of the way customers see the employees and the company. Customer service is about meeting the needs of our customers by improving products, services and procedures. This course will help us understand how to build trust and integrity by meeting the customer’s needs. We will focus on providing leadership and a culture that is truly service-oriented, through proper training and enlightening information. In this course, plan to participate and have fun.
CRN #31462 6 Saturdays, 10/15-11/19, 10 a.m.-noon MCC Bldg. AST C209 Fee: $75
Instructor: Anne Eslinger has 25 years of retail management experience and 5 years of direct customer service management experience.

Of Similar Interest:
• “Spanish for the Workplace” on pages 38

SUPERVISORY & MANAGEMENT

Developing a Team
A true leader puts his or her personal needs before others. Leadership means service; not self-promotion. Through teambuilding and the proper vesting of people in the process, effective leadership is born. This fun course will examine the attributes of teambuilding and leadership, while utilizing group activities and case studies.
CRN #31506 5 Saturdays, 9/10-10/8, 10 a.m.-noon MCC Bldg. AST C209 Fee: $65
Instructor: Anne Eslinger

Developing the Leader Within
Understand what it takes to be a truly great leader. In this seminar, we’ll explore ways to lead with vision, integrity, courage and inspiration. Discover why your attitude is so vital to success. Learn how to successfully develop people and draw on their natural desire to be self-motivated. Gain insights for tapping into people to create positive change and action. Learn ways to share your vision by painting vivid pictures so people can capture your spirit and momentum.
CRN #31341 1 Friday, 11/18, 9 a.m.-4 p.m. MCC Bldg. LRC B144 (limited seating) Fee: $85
Instructor: Noreen Reilly

Transformational Leadership—The Keys to Success!
The key to success in any organization is effective leadership. Learn ways of improving the lines of communication between staff members, departments, and bosses. Acquire new skills for communicating the message you want clearly, concisely and positively. You’ll also learn effective ways of resolving conflicts, and building bridges between people. Discover how you can be a transformation leader who inspires positive change through: vision, trust, goal setting and making others feel valuable and capable. Manual included.
CRN #31349 1 Friday, 12/2, 9 a.m.-4 p.m. MCC Bldg. LRC B144 (limited seating) Fee: $85
Instructor: Noreen Reilly

Performance Under Pressure—Managing Stress in the Workplace
Stress is damaging to the well-being of any work environment. This workshop will focus on two essential skills required to perform well under pressure: perceiving a situation in an optimal way, and using the physiological boost associated with stress to one’s advantage. Participants will learn proven strategies for dealing with time, anger, people, fatigue and evaluation pressures, and an effective four-step method for optimal energy management. By recognizing signs and symptoms of stress and practicing and applying learned techniques, participants will be better able to handle stressed-out associates, develop self-assessment management skills and habits, and learn how to work well under pressure.
CRN #31347 1 Thursday, 9/15, 9 a.m.-4 p.m. MCC Bldg. LRC B144 (limited seating) Fee $85
Instructor: Maria Ricciardelli has had a successful 20-year career in training and consulting with for-profit and not-for-profit businesses and colleges throughout the New England area. Her expertise has been recognized by the Department of Labor, the U.S. Navy, and agencies and municipalities throughout Connecticut and Massachusetts.

Of Similar Interest:
• “Spanish for the Workplace” on pages 38

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Professional Development

Introduction to Supervision
This seminar is designed to prepare new or soon-to-be supervisors to be more effective and confident in their positions. This will be a participative seminar utilizing videos, group experiences, and role-playing.
CRN #31321 2 Thursdays, 10/20-11/3 (does not meet 10/27), 9 a.m.-4 p.m. MCC Bldg. LRC B149 (limited seating) Fee: $170
Instructor: Maria Ricciardelli

Supervision II—The Performance Management Cycle
This workshop is a guide to supervision that is neither overly simplistic nor highly academic. Rather, it strikes a middle ground, giving practical proven strategies that can be readily adapted to a difficult situation facing supervisors—performance management. Included in the workshop are six steps to managing performance—developing performance expectations, monitoring performance progress, evaluating individual performance, providing performance feedback, developing improvement plans, and documentation techniques. Using checklists, role-plays, group discussions and activities, attendees will have an action plan in hand. Introduction to Supervision is recommended but not required.
CRN #31323 1 Thursday, 11/17, 9 a.m.-4 p.m. MCC Bldg. LRC B144 (limited seating) Fee: $85
Instructor: Maria Ricciardelli

Training Needs Analysis
This workshop is designed to give trainers the tools they need to provide quality training based on objective information. Participants will learn to analyze training needs; select training strategies; develop training plans to meet the identified needs; gather information and transform it into training strategies and plans; and measure a department’s return on its training investment.
CRN #31331 1 Tuesday, 11/22, 9 a.m.-4 p.m. MCC Bldg. LRC B144 (limited seating) Fee: $85
Instructor: Maria Ricciardelli

Want to take a class online? See the online classes listed on pages 40-45 or visit the web site at www.ed2go.com/manchcc

Making the Transition to Management
Moving into a management position is an exciting step on your career path. However, if you are not properly prepared for the transition, you can run into problems. This seminar will focus on the basic skills needed to make a smooth transition. We will discuss the differences between being a supervisor and a manager, and outline some of the responsibilities of a managerial position, such as assigning and distributing work, monitoring and improving performance, and reviewing and evaluating employees. Overviews of training, leadership, communication, staffing, motivation and administrative tasks will also be included. This is a workshop for the new supervisor or the individual who wants to have a better understanding of the role of a supervisor or manager.
CRN #31343 1 Thursday, 10/27, 9 a.m.-4 p.m. MCC Bldg. LRC B149 (limited seating) Fee: $85
Instructor: Ralph Braithwaite has an M.B.A. in organizational behavior and more than 20 years’ experience in training, human resources and teaching.

Competency-Based Systems and Performance Improvements
This one-day workshop is designed to give participants a greater understanding of the concepts associated with Competency-Based Systems and Performance Improvement, as well as tools to use in an organizational focus on competencies. Some of the questions and definitions that will be explored include: What is Human Resource Development (HRD)? How do we define competency? What do we mean by the terms Knowledge, Skills, Abilities, and Motivation? What criteria motivate job performance? How do work constraints factor into the equation? You will compare job competence, job competency and job performance improvement systems in an organizational context. You will discuss organizational goals and strategic management initiatives for achieving those goals, as well as the extent to which training or education can meet needs for employee competence relative to achieving those goals. You will consider an overview of the Performance Management Process and a five-step Strategic Systems Model (SSM) for creating and maintaining competency-based employee performance improvement systems in an organizational context. Participants will also look at a variety of examples of competencies developed by organizations and complete some assessment instruments to explore various competency levels.
CRN #31345 1 Wednesday, 11/2, 9 a.m.-4 p.m. MCC Bldg. LRC B144 (limited seating) Fee: $85
Instructor: Ralph Braithwaite

BUSINESS & INDUSTRY SERVICES

Precision Machining Phase I—An Introduction
The Precision Machining Program is a comprehensive, hands-on training program for entry-level machinists or individuals with manufacturing experience who want to advance their skills. Students learn on basic machine tools, including lathes, drill presses, grinders and milling machines. Students will also produce parts from engineering drawings, make measurements using inspection tools and be introduced to the basics of Computer Numerical Control (CNC). The program combines classroom training, lab experience with actual equipment used in industry today, and internships with local manufacturing companies.
CRN #31489 71 sessions, Monday through Friday, 9/12/05-12/22/05 (does not meet 10/10, 11/24 or 11/25), 9 a.m.-3 p.m. MCC Bldg. V4 V141
CRN #31490 78 sessions, Monday through Friday, 9/12/05-1/14/06 (does not meet 10/10, 11/24, 11/25, 12/26 or 1/2), 5-10 p.m. MCC Bldg. V4 V141
Fee: $2,500
Instructors: CRN #31489: Richard Dwire has 40 years’ experience in manufacturing. He brings a lifetime of valuable manufacturing knowledge with him to the classroom, including all aspects of machining, shop theory, mathematics and safety education; CRN #31490: TBA

www.mcc.commnet.edu 50 Continuing Education (860) 512-2800
Cardio Kick-Boxing Workout

Get the most out of your exercise time and have fun doing it! Burn up to 800 calories per session! 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; then, on to the cardiovascular segment, where you’ll do basic punching and kicking moves to increase your heart rate; next, spend some time working with wave masters (a type of punching bag); and conclude your workout with some abdominal work and cool-down exercises.

As 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. Students must be at least 16 years old. Equipment fee: $5, payable to instructor at first class. For your convenience, choose from any of the ongoing classes scheduled below. Classes meet at the Academy of Martial Arts & Personal Development, 440 Oakland St., Manchester.

Time Slot 1 - 9:30-10:30 a.m.:
CRN #31480 8 sessions, Tuesdays & Thursdays, 9/13-10/6
CRN #31484 8 sessions, Tuesdays & Thursdays, 10/11-11/3
CRN #31487 8 sessions, Tuesdays & Thursdays, 11/8-12/6

Time Slot 2 - 6-7 p.m.:
CRN #31481 8 sessions, Tuesdays & Thursdays, 9/13-10/6
CRN #31485 8 sessions, Tuesdays & Thursdays, 10/11-11/3
CRN #31488 8 sessions, Tuesdays & Thursdays, 11/8-12/6

Time Slot 3 - 7-8 p.m.:
CRN #31482 8 sessions, Mondays & Wednesdays, 9/12-10/5
CRN #31486 8 sessions, Mondays & Wednesdays, 10/12-11/7
CRN #31483 8 sessions, Mondays & Wednesdays, 11/9-12/5
Fee: $40 (per 8 sessions)
Instructions: Joel S. Waldron, owner and master instructor of The Academy of Martial Arts and Personal Development, has studied and taught martial arts for more than 25 years.

Personal Trainer National Certification

The World Instructor Training School’s (WITTS) certification course is taught at colleges across the country. Come join this fun field and be a part of what ABC News.com states as the 4th hottest job in the U.S., with a national average of $25/hour. Whether a career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer. This challenging course is taught over a 5-week period for better retention and skill competency. The National Exam is held on the 6th week. 15 hours of hands-on, practical training prepare you to actually work with clients. Another 15 hours of lectures include (but are not limited to) anatomy, exercise physiology, nutrition, and health screening. Subsequent proof of CPR and a 20-hour internship will prepare you to work successfully in the fitness field. This is a great opportunity to network with employers, while gaining valuable experience. Taking this course will also help you prepare for the National Boards. For more information, please visit: www.witseducation.com. Call (888) 330-9487 to order the required textbook for the course. Textbooks should be purchased in advance and reviewed prior to first class. Non-marking athletic shoes must be worn. Please bring a combination lock in order to store your personal belongings during the fitness class sessions.

CRN #31269 12 sessions, Tuesdays (classroom) & Thursdays (Fitness Center), 10/4-11/15 (does not meet 11/8), 6:15-9:15 p.m.
MCC Bldg. LRC B125 and Lowe L154 (Fitness Center) Fee: $399
Instructor: Ryan Stavella is the college director of the World Instructor Training School.

Advanced Weight Training Techniques

There are many ways to approach weight training, but which methods are truly safe and effective? This workshop is designed for personal trainers who are dedicated to challenging the clients and athletes whom they serve. Through theory and practical information, you will learn to design safe and effective strength exercises. The variety in movement patterns will challenge and enhance your clients’ neuromuscular development patterns in the upper and lower body. Please bring a combination lock in order to store your personal belongings during class.

CRN #31470 1 Thursday, 12/1, 6:15-9:15 p.m.
MCC Bldg. Lowe L154 (Fitness Center) Fee: $65
Instructor: Ryan Stavella

Tai Chi for Health and Relaxation

Beginners of all ages, welcome! Learn to let your body release everyday stress and relax with graceful movements of this ancient Chinese art. Students will be taught tai chi, chi kung, and an easy-to-learn short tai chi form. Feel your body increase in strength and flexibility while you find peace of mind. Come let your chi energy flow! Class meets at Malee’s School of Tai Chi & Kung Fu, 991 Main St., Manchester.

CRN #31283 10 Tuesdays, 9/13-11/15, 7:30-8:45 p.m. Fee: $120
Instructor: Malee Khow, president of the U.S.A. National Tai Chi Chuan Federation, has studied and practiced the martial arts for almost 30 years. She is an international Wushu judge and multiple gold-winner in international competition.

Of Similar Interest:
• Online courses for Health & Fitness on pages 44-45
• Allied Health section on page 3
• “Delicious, Healthy, Vegetarian Cooking” on page 26
• Dance section on pages 29-30
Yoga for Every Body
Practice the ancient, graceful and time-tested system of Kundalini yoga. Yoga is healthy, fun and feels good. It boosts your energy, improves your concentration and lifts your mood. Try it and in a very short time you’ll wonder how you ever got along without it. Each class consists of breathing, stretching and physical exercises; mental concentration and mantra; meditation; and long, deep relaxation. All levels of experience welcome. No previous experience or fitness level required. Bring a mat and wear comfortable workout clothes. Non-marking athletic shoes must be worn. Please bring a combination lock in order to store your personal belongings during class.
CRN #31281 7 Mondays, 9/12-10/31 (does not meet 10/10), 7:30-8:45 p.m. MCC Bldg. Lowe L155 (Aerobics Studio)
CRN #31282 7 Mondays, 11/7-12/19, 7:30-8:45 p.m. MCC Bldg. Lowe L155 (Aerobics Room)
Fee: $75
Instructor: Mary Ann McCandless, M.Ed., is a certified instructor in Kundalini yoga and Khalsa Way, a prenatal/postnatal yoga practice. She has taught yoga in the Greater Hartford Area for more than 10 years.

Introduction to Pilates
The Pilates method may be today’s hottest exercise and the favorite workout of trim Hollywood actresses and international super models, but it has been endorsed by physicians for almost a century. Originally developed by Joseph H. Pilates in Germany in the early 1900s to help strengthen and condition muscles, Pilates is the ultimate mind/body exercise for anyone who wants to tone, streamline and realign his or her body without the bulked-up results of more conventional workout methods. This mat-based exercise combines elements of yoga and bodywork to strengthen the core muscles of the abdomen while increasing flexibility in the legs, arms and smaller muscle groups. Learn how to firm and tone your muscles to improve posture and facilitate proper and graceful movement throughout your daily life. Participants should wear comfortable clothes and bring a mat. Proper (non-marking) athletic shoes must be worn. Please bring a combination lock in order to store your personal belongings during class.
CRN #31308 10 Saturdays, 9/17-11/19, 9:45-10:45 a.m. MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $99
Instructor: Lorelei Chang is a certified Pilates and yoga instructor. Originally trained in China in ballet, modern and Chinese folk dance, she is currently a staff member of Connecticut Concert Ballet and the Department of Theater and Dance at Trinity College. Lorelei has more than 15 years of dance and 12 years of instruction experience.

Intermediate Pilates
This class is for students who have already taken Introduction to Pilates or who have had previous Pilates experience. Students will continue to develop their technique and will learn more advanced movements. Participants should wear comfortable clothes and bring a mat. Proper (non-marking) athletic shoes must be worn. Please bring a combination lock in order to store your personal belongings during class.
CRN #31309 10 Saturdays, 9/17-11/19, 8:30-9:30 a.m. MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $99
Instructor: Lorelei Chang

Muscle Madness
Get a new look with beautiful, long, lean muscles. Fine tune your body through simple weight work. This class will focus on building strength and bone density with proper use of basic weights. Students will learn how to hold weights and how to use breath in conjunction with lifting. We will use light hand weights only. Non-marking athletic shoes must be worn. Please bring a combination lock in order to store your personal belongings during class.
CRN #31275 6 Tuesdays, 9/12-10/24 (does not meet 10/10), 6:15-7:15 p.m. MCC Bldg. Lowe L154 (Fitness Center) Fee: $40
Instructor: Angela DeMichele is a certified group exercise instructor.

Move It AND Lose It
Thirty minutes of cardiovascular exercise three times a week coupled with a healthy, satisfying diet will promote good health, strength and flexibility. Course participants will learn to do just that by performing in-class “cardio” routines set to music. The form of the cardiovascular exercise will change every 15 minutes and will include low impact aerobics, step exercises and kickboxing. Strengthen and tone using Pilates and traditional exercises. Start on the path to fitness today. Non-marking athletic shoes must be worn. Please bring a combination lock in order to store your personal belongings during class.
CRN #31325 6 Tuesdays, 9/13-10/25 (does not meet 10/4), 6:15-7:15 p.m. MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $40
Instructor: Angela DeMichele

If You Can Walk, You Can Ski and Snowboard!
No, really, it’s true! If you can stay upright while walking, you can learn to ski and/or snowboard. If you already know how, this class can help sharpen your skills. Learn about modern materials in clothing and equipment that keep you comfortable in all weather and allow you to learn how to ski and snowboard quicker and more safely. There will be discussions of heat loss and retention, hypothermia, how to stay warm up north in the winter, and how to select the right equipment to improve and progress on the slopes.
CRN #31285 1 Thursday, 12/1, 7-9 p.m. MCC Bldg. LRC B213
Fee: $25
Instructor: Bill Hankinson, a retired middle school science teacher, learned to ski in 1963 in the Adirondacks. Since 2003, he has worked as a ski technician and salesperson at New England Ski and Scuba.
Connecticut Basic Boating
This four-session, ten-hour course, taught by volunteers or employees of the Connecticut DEP Boating Division, is designed to fulfill the requirements for the Connecticut Safe Boating Certificate. This course will also provide a diploma for the Personal Watercraft Operator’s Certificate. Upon successful completion of the course, the student can send or bring the diploma, an application for certificate and the appropriate fee(s) to any State DEP office to obtain the Safe Boating Certificate or the Personal Watercraft Operator’s Certificate. Students must attend all classes to qualify.
CRN #31298 4 sessions, Mondays & Wednesdays, 9/12-9/21, 7-9:30 p.m. MCC Bldg. Lowe L240
CRN #31299 4 sessions, Mondays & Wednesdays, 10/3-10/17 (does not meet 10/10), 7-9:30 p.m. MCC Bldg. Lowe L240
Fee: $15
Instructors: Department of Environmental Protection, Office of Boating Staff

Safe Boating and Personal Water Craft Course–in a Day
A complete, basic, safe-boating course taught in one, eight-hour day. Successful completion will allow you to obtain a Connecticut Certificate of Personal Water Craft Operation, which enables you to operate jet skis and recreational vessels up to 65 feet in length. Besides being accepted by the State of Connecticut, this course is approved by the National Association of State Boating Law Administrators and recognized by the U.S. Coast Guard. This easy-to-understand format was designed for all age groups (12-adult). Our professional, State-certified instructors have many years of teaching and personal boating experience, and are ready to make your learning experience fun and easy. Topics include choosing the right boat, equipment requirements, State boating laws, safety regulations, navigation rules, buoy systems, trailering, safe fueling, weather, accident prevention and special topics of interest. The State certification exam is administered at the end of the course. All students receive an official diploma and state certificate application upon successful completion. Please bring a pen and pencil, a form of identification and your lunch to class.
CRN #31463 1 Saturday, 9/17, 9 a.m.-5 p.m. MCC Bldg. AST E202
CRN #31464 1 Saturday, 10/15, 9 a.m.-5 p.m. MCC Bldg. AST E202
CRN #31465 1 Saturday, 11/5, 9 a.m.-5 p.m. MCC Bldg. AST E202
Fee: $89
Instructors: Connecticut Marine Services Staff

Coastal Navigation
Sharpen your boating skills and have the confidence to venture to new places off shore! This course is taught in one, eight-hour session by professional, senior state-certified instructors and is designed for ages 12 and up. Classes are 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! Prerequisite: Completion of a basic safe-boating course or permission of instructor. Please bring a calculator, pen and pencil, notebook, a form of identification and your lunch to class.
CRN #31466 1 Saturday, 10/1, 9 a.m.-2 p.m. MCC Bldg. LRC B144
Fee: $89
Instructors: Connecticut Marine Services Staff

Intermediate Fly-Tying
This course is for beginning/intermediate “fly-tyers” and for experienced “fly-tyers” who want to enhance their technique. Advanced flies such as terrestrials, bass flies, hair wing and salmon flies will be covered. This is a hands-on course with student participation as the course evolves. Students are responsible for bringing their own vise or may purchase one from instructor. Materials fee: $25, payable to instructor at first class to cover additional supplies. Class is held at The Back Room, 356 1/2 West Middle Turnpike, Manchester (Parkade Plaza near Stop & Shop). Participants must be at least 16 years of age. For more information, please call Mike Hiza, coordinator of the fly-fishing series, at (860) 512-2764.
CRN #31280 6 Fridays, 10/14-11/18, 7-9 p.m. Fee: $105
Instructor: Joe Garman has been a fly-fisherman for more than 60 years, and has been teaching fly-fishing and fly-tying techniques for more than 30. He is also the owner of The Back Room, a complete fly-fishing and angling store.

Billiards for the Beginner
The game of billiards has shown a recent resurgence in popularity. Come find out why! This hands-on class will cover the fundamental rules of the game; proper grip of the cue stick; correct stance; how to rack and break; the subtleties of the straight, angled, and banked shot; and how to develop a competitive game strategy. You will have a chance to practice your newly acquired skills during course matches. Materials fee: $5 for table fee each evening, payable to A&G Billiards. Course is held at A&G Billiards, 869 Sullivan Ave., South Windsor. Directions will be mailed prior to class start.
CRN #31310 3 Tuesdays, 9/13-9/27, 6-8 p.m. Fee: $75
Instructor: Chuck Schwartz has been an active member of the American Poolplayers Association (APA) for more than 10 years, along with his daughter and two sons. He has competed in APA team play in local, state and national tournaments.

Recreation & Fitness

Consider Yourself Confirmed!
MCC notifies you only if a course cancels or has schedule changes. If you don’t hear from us, assume you are registered.

Be in the right place at the right time
Check your class schedule for location. Some classes meet at off-campus locations.
MCC = Manchester Community College
LOWE = Lowe Building
V1-V6 = Village
LRC = Learning Resource Center
AST = Arts, Sciences & Technology Center
EHCCC = East Hartford Community Cultural Center
Recreation & Fitness

Checkmate! Chess for Beginners
From its origins in India and Persia in 531 A.D. to contemporary masters like Bobby Fischer and Boris Spassky, the game of chess has fascinated and frustrated novices and experts alike. If you’ve always wanted to learn chess but didn’t know quite where to start, this hands-on course will help launch you into the world of pawns, knights, bishops, rooks, queens and kings. Get tips and strategies, and learn the differences between check and checkmate. Game boards will be provided. Leave class knowing how to play chess at a basic level. Ready, set, check!

CRN #31289 6 Fridays, 9/30-11/4, 10 a.m.-noon EHCCC Room 3
Fee: $60
Instructor: Steven Bloom, M.Ed., MCC adjunct faculty, teaches computer software courses and has been playing chess for more than 20 years.

Winning at Blackjack
Want to maximize your chances of winning at blackjack? Learn what to do in four basic areas: when to hit or stay, when to double down, when to split, and a soft-hand strategy. The instructor will discuss the rules of the game, terminology, money management and conservative vs. aggressive betting strategies. There will be interactive lecture, class discussion, simulated play and voluntary homework assignments. Please bring a fresh deck of cards to class. Materials fee: $14, payable to instructor at first class, for workbook and laminated basic-strategies card.

CRN #31287 5 sessions, Mondays & Wednesday, 9/12-9/19, 7-8:20 p.m.
MCC Bldg. Lowe L142 Fee: $25
Instructor: Nino Nistri has an M.B.A. in finance from the University of Hartford. He has played blackjack and craps for more than 50 years, and has been sharing his knowledge of these games with students at MCC since the summer of 2000.

Oh Craps!
The most fashionable men of 18th- and 19th-century England rolled dice in a game called Hazard in luxurious private gambling houses. Hazard would eventually evolve into a game called Craps. When the chips are flying, people are yelling and the dice are rolling, Craps is one of the most exciting games around. Craps is not as difficult as it looks; with a little help, anyone can learn. This course is designed primarily for beginners; but, intermediate and advanced players are welcome. Topics include rules, terms, layout, odds, bets, betting strategies, probability, money management and more! Interactive lecture, class discussion, simulated play on a regulation layout and voluntary homework assignments will make this course as much fun as it is informative. Materials fee: $28, payable to instructor at first class, for workbook, regulation casino dice and laminated reference card.

CRN #31290 4 sessions, Mondays & Wednesdays, 10/17-10/26, 7-9 p.m.
MCC Bldg. Lowe L142 Fee: $50
Instructor: Nino Nistri

The Big Deal: Poker for Beginners
With poker becoming America’s game, if you feel like you’re the only person who doesn’t know your ace from your elbow, this class is for you! Learn the poker basics, from the values of different hands to betting and bluffing, all with a focus on the game in its most popular form, Texas Hold ‘Em. At the end of the course, you will be just as comfortable sitting down at a table at Foxwoods or going online to play as you will be just playing with your friends. The class will conclude with a Texas Hold ‘Em tournament to reinforce the concepts learned. Students should bring a new deck of cards.

CRN #31471 4 Fridays, 9/30-10/21, 7-8:30 p.m. (will meet 7-10 p.m. on 10/21) MCC Bldg. Lowe L240 Fee: $40
Instructor: Adam Kievman is a semiprofessional poker player who has won numerous tournaments and played in both the World Poker Tour and in the World Series of Poker Championship event.

All In! Advanced Texas Hold ‘Em
Have you ever dreamed of playing poker with the pros? After this class, you will know what it takes to play like a professional and how you can win your own seat in the million dollar poker tournaments you see on television! Sharpen your skills by learning and applying advanced concepts and strategies, including position play; “reading” your opponents; poker odds and calculations; bankroll management; and satellite tournament strategy. Explore the nuances of live-action and online tournaments and cash games in both Limit and No-Limit Hold ‘Em structures. You will also learn how to successfully run your own home poker tournament. The course will conclude with a tournament to crown the first MCC Poker Champion! Students should bring a new deck of cards.

CRN #31472 4 Fridays, 10/28-11/18, 7-9 p.m. (will meet 7-10 p.m. on 11/18) MCC Bldg. Lowe L240 Fee: $45
Instructor: Adam Kievman

Keep Fit and Stay Healthy at the MCC Fitness Center
A healthy body goes hand in hand with a healthy mind. MCC Fitness Center’s knowledgeable staff is ready to help you stay in shape and make it fun, whether it’s moving in rhythm in an aerobics class, racking up the miles on a bike or treadmill, or working the muscles on weight machines or free-standing weights. The MCC Fitness Center has it all. Develop self-awareness, create new relationships, and find a new community in a bright, safe setting.

For more information call (860) 512-3355.

www.mcc.commnet.edu
Finding Your Muse—Discovering Your Poetic Heart
Do you sit down to write a poem or story but end up penciling your grocery list instead? Has your muse moved in next door? What muse? In this “pens-down” writing workshop, a published writer will help you focus on uncovering the imaginative spirit within. Using several creative ideas, we will produce writing to amaze. The workshop is designed to be stimulating and fun. It is open to all ages and levels of writing.
CRN #31198 2 Wednesdays, 9/14-9/21, 7-8:30 p.m.
MCC Bldg. LRC B213 Fee: $25
Instructor: Elizabeth Thomas is a published poet who designs and teaches writing programs for schools and organizations throughout the U.S. An advocate of youth in arts, she is the founder of UpWords Poetry, a company dedicated to promoting programs for young writers.

Elements of Fiction Writing
This course is designed for those who want to write but feel they need more instruction in the craft of creative writing. Course includes six lessons with imaginative assignments in: finding and recognizing your material and your voice; structuring the plot, feeling the arc of the action; giving your characters depth and roundness; evoking the scene through description and detail; experimenting with points of view; and rewriting beginnings and endings. Aspiring writers are most welcome, as are those who seek inspiring assignments and who need deadlines in order to get started. We will use the Iowa Writing Workshop approach to facilitate critiques and commentary constructive to the writer’s work and goals.
CRN #31194 6 Wednesdays, 10/12-11/16, 7-9 p.m.
MCC Bldg. AST D229 Fee: $145
Instructor: Jordon Pecile retired as the head of the English Department at the Coast Guard Academy. A graduate of Cornell University and the Writing Seminars of the University of Iowa, he has written for National Public Radio, television and theater. He has also published prize-winning short stories and essays in anthologies, The New York Times, Atlantic Monthly, Epoch and other magazines.

Writing the Examined Life
This workshop in creative writing will focus on writing from personal experience and turning the raw material of daily life into fiction or memoir. Various exercises in journal writing and in shaping scenes for stories will be offered as needed. Participants with works-in-progress are welcome to submit scenes for class discussion. We will use the Iowa Writing Workshop approach to facilitate critiques and commentary constructive to the writer’s work and goals. Prerequisite: This course is intended as a follow-up to Elements of Fiction Writing or for those who have had previous writing experience.
CRN #31201 6 Thursdays, 10/13-11/17, 7-9 p.m.
MCC Bldg. Lowe L213 Fee: $145
Instructor: Jordon Pecile

Of Similar Interest:
- “More Great Books” on page 29

Writing & Publishing

The World of Children’s Books
This course provides an overview for how to write, illustrate and publish a children’s book or fine tune a children’s book already in progress. Topics include aesthetic and literary strategies; book design and dummy layout; illustration styles; the age appropriateness of stories; and the world of publishing.
CRN #31196 8 Tuesdays, 9/15-11/1, 7-9 p.m. MCC Bldg. LRC B149 Fee: $199
Instructor: Iris Van Rynbach, author/illustrator of 13 children’s books, has had her illustrations grace the covers of several magazines and newspapers, including The New York Times, the New Yorker and The Hartford Courant.

Memoir Writing
No one knows your life story better than you, but unless you leave a record of your experiences, your descendants will never know you. Writing about your life will leave a legacy your family will cherish for generations. You’ll learn memory-jogging and writing techniques that will enhance your writing skills, so that you can create interesting stories from your life. You will also receive valuable feedback and coaching when you share your stories in class. Beginning and experienced writers will find value in this course that emphasizes personal stories told from the heart. Materials fee (optional): $5, payable to instructor at first class, for required three-ring notebook, paper and dividers.
CRN #31199 6 Mondays, 9/19-10/31 (does not meet 10/10), 10 a.m.-noon EHCCC Room 3 Fee: $75
Instructor: Marlene Clark earned a bachelor’s degree in English from CCSU and has been a professional writer and editor since 1976. She is a former writing instructor for the Upward Bound Program at Wesleyan University, and is currently a columnist with the Hartford Courant.

Playwriting
Have you been trying to write your dream play but just can’t get your ideas onto paper? If you’ve been staring at a blank piece of paper and want some structure and open discussion, this is the course for you. We will discuss our emerging plays, see what works and what doesn’t, and most importantly, hear it read out loud. Recommended text: The Playboy of the Western World and Riders to the Sea, Synge, available at the MCC Bookstore.
CRN #31523 6 sessions, Tuesdays & Thursdays, 9/20-10/6, 7-8:30 p.m. MCC Bldg. AST D229 Fee: $60
Instructor: Debra Siegel is a professional theater artist who works at many theater companies throughout the Northeast. She is an Associate Artist of the White Horse Theatre Company in New York City, as well as a faculty member in the University of Bridgeport Theater Department.

Healing Poetry
Within poetry’s literary expression lies a unique and powerful force for self-discovery and healing. Participants in this experiential course will learn how poetic language can be employed to release pain and grief; explore the inner self; and express the unique experience of being human. Students will read poems with a healing focus and practice poem-making to explore their own process of healing. This class is appropriate for those both new and experienced in writing poetry.
CRN #31200 8 Tuesdays, 9/20-11/15 (does not meet 11/8), 7-9 p.m.
MCC Bldg. LRC A108 Fee: $120
Instructor: Gabrielle Zane holds an M.A. in clinical psychology and an M.F.A. in writing and literature from Bennington College. She is a Master Teaching Artist and has been teaching arts for more than 15 years. She has published a book of poetry entitled “Being Your Eyes” from Curbstone Press.
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. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.

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

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

From Springfield: Take I-91 South. Take exit 35A to I-291 east, 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 a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.

From I-291 South: Get onto I-84 West and follow directions below.

From I-84 East or West: Take exit 56. Take right onto Governor St. Take fourth left onto Robin Terrace. The East Hartford Community Cultural Center is at bottom of street.

From Rt 2 West: Follow signs to East Hartford exit. Take right onto Governor St. Take fourth left onto Robin Terrace. The East Hartford Community Cultural Center is at bottom of street.
Maps & Directions

Manchester Community College Campus

Lowe Building:
- Admissions/Registrar’s Offices
- Athletics/Fitness Center
- Bookstore
- Center for Student Development
- Classrooms/Faculty Offices
- Great Path Academy
- Student Activities/Senate

Village:
- Buildings V1, V2, V3, V4, V5, V6

Learning Resource Center:
- Classrooms/Faculty Offices
- Computer Science Labs
- Continuing Education
- Educational Technology Services
- Health Career Labs
- Library
- TV Studio

Arts, Sciences & Technology Center:
- Auditorium
- Classrooms/Faculty Offices
- Chemistry/Physics
- Engineering
- English
- Fine Arts
- Mathematics
- Photography

Maps & Directions

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

Be in the right place at the right time

Check your class schedule for location. Some classes meet at off-campus locations.

MCC = Manchester Community College
LOWE = Lowe Building
 V1-V6 = Village
LRC = Learning Resource Center
AST = Arts, Sciences & Technology Center
EHCCC = East Hartford Community Cultural Center

Fall 2005 Credit-Free Catalog
**Registration Information**

**Register Early**
To ensure that you receive materials lists (describing what you should bring to class) in a timely manner, register at least ten (10) days before the first scheduled class meeting. MCC can not guarantee that materials (what instructors bring for your use) will be available for late registrants. Enrollment in classes is limited and will be accepted on a first-come, first-served 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 or the East Hartford Community Cultural Center (EHCCC) unless otherwise indicated in the course descriptions. Please see maps on pages 56-57 for directions.

**Free Parking**
Parking is free at MCC. You may park without a permit in Lots B, or C. A permit is required to park in staff or handicapped spaces. For parking lot locations, see campus map on page 57. Parking is also free at EHCCC.

**Weekend Restrictions**
Weekend parking permitted in Lot C only. Enter through the AST building and proceed to your scheduled building/classroom.

**Postponements & Make-Ups**
Classes postponed by instructor’s request or extreme weather conditions will be made up whenever possible. Please call the College’s main line, (860) 512-3000, or listen to WTIC, WDRC, WHCN, WPOP, WRCH or WCCC for cancellations due to weather conditions. You may not make up absences by attending classes other than your own.

**Cancellations**
MCC reserves the right to cancel, postpone and 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 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.

**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 filled or cancelled, you will be notified by phone, mail or email before the starting 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 Continuing Education Office no later than 10 business days prior to the first scheduled class meeting. It is your responsibility to call Continuing Education 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. Refunds are issued by the State Comptrollers’ Office and take approximately four to six weeks to process.

Requests for refunds may be made:
- In person: (LRC B147)
- By fax: (860) 512-2801
- Or mail: Continuing Education, MS #16, MCC, P. O. Box 1046, Manchester, CT 06045-1046

No refunds will be issued after the allowable drop period. There are no exceptions regardless of 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 three business days prior to the first scheduled class meeting, or you will be billed for the course(s).

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**WEB REGISTRATION**
for Credit-Free Courses

**Returning students** may now register online using a MasterCard or Visa.
If you are a returning student and know your Banner ID** here’s how to register online*:

- Go to www.online.commnet.edu
- In the “Secured Information” area click “Login”
- Enter your User ID/Banner ID, which is “@” followed by your eight-digit ID number**
- Enter your PIN or Password—Your PIN is your date of birth entered as “mmddyy” (You will be prompted to change your PIN when you login)
- Select “Manchester CC”
- Follow instructions for registration and payment

**Online registration for the Motorcycle Program is not permitted.**

* Please choose your course(s) in advance and have the correct CRN number(s) handy when you register online.

** Banner ID numbers will be mailed (upon request) to all returning students and cannot be given out over the phone.

**Please call 512-3220 for more information about Web registration or to request your Banner ID.**
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 or VISA. Mail entire page with full payment to:
   
   **Continuing Education Registration**
   
   **Manchester Community College**
   
   **Great Path, MS #13**
   
   **P.O. Box 1046**
   
   **Manchester, CT 06045-1046**

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

3. **By Fax (860) 512-3221 (24 hours)**
   Complete a registration form, using your MasterCard or VISA. Please call (860) 512-3220 to confirm that your fax was received.

4. **By Phone (860) 512-3232**
   Call (860) 512-3232 between 11 a.m. and 2 p.m., Monday-Thursday, using MasterCard or VISA only.

5. **Register Online**
   Returning students, go to: [www.online.commnet.edu](http://www.online.commnet.edu) (using MasterCard or VISA). For details see page 58 or call (860) 512-2800.

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**MCC Credit-Free Course Registration**

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

Banner I.D. # ____________________________ Soc. Sec. No. ____________________________

Name (Last) ____________________________ (First) ____________________________ (M) ____________

Home Address (Number and Street) ____________________________

City ____________________________ State ______ Zip Code ____________

Semester and Year ____________________________ Tel. (Home) ____________________________ (Work) ____________________________

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

Birth Date ____________________________ Sex □ Female □ Male Today's Date ____________________________

Resident Information

ARE YOU: (Check applicable)

☐ YES

☐ NO

A CONNECTICUT RESIDENT FOR 1 YEAR?

ARE YOU: (Check applicable) 01 □ AMERICAN 02 □ NATURALIZED 03 □ APPLIED FOR CITIZENSHIP 04 □ STUDENT VISA

05 □ NOT ON STUDENT VISA - Other (Specify) ____________________________ 06 □ PERMANENT RESIDENT (Registration Number) ____________________________

CRN # ____________________________ Course Title ____________________________ Start Date ____________________________ Time ____________________________ Room ____________________________ Fee ____________________________

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Make check or money order payable to "MCC".

Credit Card # ____________________________

Cardholder name (print) ____________________________

Cardholder signature ____________________________

Relationship to student ____________________________

Cardholder Address ____________________________

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

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**REFUNDS**

Refunds are issued only for Credit-Free courses that MCC cancels, or if a written request is received THREE business days prior to the first scheduled class meeting. Regardless of circumstances, no exceptions will be considered. See details on page 58.
Credit-Free Programs

(860) 512-2800

Register anytime from August to December

The Motorcycle Rider Program
Directed by the CT Department of Transportation.
Focus on street strategies and survival skills
Call (860) 512-3004 extension 8705
www.mcc.commnet.edu/motorcycle.htm

See Inside…
Pharmacy Technician Certification Training
A 60-hour test prep course to prepare for the National Pharmacy Certification Board exam. Co-Sponsored by the Connecticut Pharmacists Association

Principles and Practices of Real Estate and Real Estate Appraisal courses
Preparation for CT License
See Professional Development Section Inside