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Some scholarships are available for people with documented disabilities. Please contact Joseph Navarra at 512-3332 for more information.

Continuing Education

General Information & Catalog Requests.... (860) 512-2800
Credit-Free Programs ................................................. (860) 512-2800
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Weekend College, Winter/Summer credit extension courses

What’s Your Subject?
We’ve added more than 80 new courses for the fall session.
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www.mcc.commnet.edu
Emergency Medical Technician (EMT) Training

This course prepares students for the Connecticut State-certified EMT examination and provides them with entry-level skills needed to work as an EMT. The course is also useful for members of police and fire departments and other emergency personnel. 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 Coventry Volunteer Fire Association, 1755 Main Street, Coventry. Students will schedule 10 additional hours to ride with an ambulance crew. Required textbooks: Brady Emergency Care, 10th Edition (textbook and workbook) and BLS for Healthcare Providers Student Manual, available at MCC Bookstore (for approximately $135).

• Registration begins on Monday, August 20, 2007. Those with prior college experience may proceed directly to the Registrar. 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 the class fills) from 10 a.m.-noon, MCC Bldg. LRC B149, starting on August 20, 2007. No appointment is necessary; ask for Ann Machin. Please bring high school diploma or GED to testing site.
• Tuition of $350 is due at time of registration. Financial aid may be available for qualified students (see advertisement below).
• Upon completion of the course, $105 will be due when you apply to take the Connecticut State Certification Exams. The instructor will keep you informed of testing dates.

CRN #31473 31 sessions, Mondays & Thursdays, 9/10-12/17 (does not meet 11/22), 6-10 p.m. & 3 Saturdays, 7 a.m.-4 p.m., 10/20, 11/10 & 12/8. Classes meet at Coventry Volunteer Fire Station, Coventry
Fee: $350
Lead Instructor: Joseph Carmody, E.M.S.I., firefighter for 18 years and EMS Instructor for two years; Coordinator & Second Instructor: Joseph Carelli, E.M.S.I., Coventry Volunteer Fire Association Chief

Certified Nurse-Aide (CNA) Training

The Certified Nurse-Aide Training program is a 100+ hour course designed to prepare students with entry-level skills needed to work as a CNA. The program provides classroom and practical skill instruction at MCC and clinical experience at a nursing facility, Woodlake at Tolland, 26 Shenipsit Road, Tolland. A recent physical exam and TB test are required. Required textbook: Basic Skills for Nursing Assistants in Long-Term Care, Sorrentino, available at MCC Bookstore for approximately $70.

• Registration begins on Monday, August 20, 2007. Those with prior college experience may proceed directly to the Registrar. 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 the class fills) from 10 a.m.-noon, MCC Bldg. LRC B149, starting on August 20, 2007. No appointment is necessary; ask for Ann Machin. Please bring high school diploma or GED to testing site.
• Tuition of $600 is due at time of registration. Financial aid may be available for qualified students (see advertisement below).
• Upon completion of the course, $105 will be due when you apply to take the Connecticut State Certification Exam. The instructor will keep you informed of testing dates.

CRN #31031 12 Tuesdays, 9/11-12/18 (does not meet 11/6 or 12/4; includes one snow date), 6-10 p.m. MCC Bldg. LRC B125; 6 Saturdays, 10/13-12/1 (includes one snow date), 7 a.m.-3 p.m. at Woodlake at Tolland; and 2 Tuesdays, 11/20-11/27, 7-8 p.m.
MCC Bldg. LRC B142
Fee: $600
Instructor: Beverly A. Jones, R.N.

Please note: Your certificate will be printed with your name as it appears on your registration form.

For more information about those courses, the reading tests, waivers, or to request copies of fliers or registration forms, please call Ann Machin, the CNA/EMT Coordinator, at (860) 512-2805, or email her at amachin@mcc.commnet.edu or call (860) 512-2800, the Continuing Education Info Desk.

For Students Enrolling in the EMT and CNA Courses:
Scholarships are available through funding from the U.S. Department of Labor: Grant# CB-15923-07-60-A-9.
For more information please call Continuing Education at (860) 512-2800.

Get on our mailing list
Would you like to receive the Quarterly Credit-Free catalog?
Call (860) 512-2800 or email: ceinfo@mcc.commnet.edu

Want to take a class online? See the online classes listed on pages 56-62 or visit the web site at www.ed2go.com/manchcc
American Red Cross Standard First Aid with AED and CPR
The purpose of this course is to give students the knowledge and skills necessary to recognize and care for breathing and cardiac emergencies, and to provide basic care for injuries and sudden illness for adults. The course includes training on the use of an automated external defibrillator (AED) for victims of sudden cardiac arrest until advanced medical personnel arrive and take over. Upon successful completion of course requirements, students will receive 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 #31394 3 sessions, Tuesdays & Thursday, 9/18-9/25, 7-10 p.m. (last class meets 7-9 p.m.) MCC Bldg. LRC B129
CRN #31395 3 sessions, Tuesdays & Thursday, 11/13-11/20, 7-10 p.m. (last class meets 7-9 p.m.) MCC Bldg. LRC B129 Fee: $70
Instructor: Ezequiel (Memo) Alejandro has been a certified American Red Cross instructor for more than 25 years.

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

CRN #31396 1 Thursday, 9/27, 7-9 p.m. MCC Bldg. LRC A226 Fee: $15
Instructor: Dr. Marie Mammone

Central Sterile Processing Technician
Central sterile processing technicians are responsible for the sanitation and packaging of surgical instruments in hospitals, surgical centers, and clinics. Whether you are looking to begin your career in health care or prepare for the Central Sterile Processing Technician national certification exam, this course is for you. The intensive program covers anatomy and physiology; microbiology and infection control; decontamination and sterilization processing; and how to handle, care for, and identify surgical instruments. Course fee does not include the national certification exam. Required text: Training Manual for Health Care Central Service for $115, available at Tunxis Community College Bookstore. This course is being offered in cooperation with and held at Tunxis Community College, 271 Scott Swamp Road, Farmington, CT. The classroom is Room 311. For directions, please visit: www.tunxis.commnet.edu, or call (860) 677-7701.

CRN #31472 13 Wednesdays, 9/12-12/19 (does not meet 10/31 & 11/21), 6-9 p.m. Fee: $559
Instructor: Linda Hall is a certified surgical technician and the Central Sterile Service Manager at Bristol Hospital.

Eating for Energy
Would you like to rival the energizer bunny that keeps going, going, going? This course will help you do just that. Bring maximum energy into your life through the right choices of primary and secondary foods. Learn what nutritional and lifestyle choices can keep your mind and body functioning at their peak. You will also learn how to battle the “sugar blues”—what sugar really is, what various effects it can have, and how to permanently change your relationship with sugar.

CRN #31474 2 Tuesdays, 10/23-10/30, 7-9 p.m.
MCC Bldg. AST D229 Fee: $25
Instructor: Sandra Cloutier earned her Ph.D. in educational administration at the University of Connecticut and trained as a holistic health counselor at the Institute for Integrative Nutrition. In 2006 she founded Pathway to Wellness, where she serves as a health counselor and wellness coach for healthy lifestyles.

Homeopathy: What Is It All About?
Homeopathy is a system of healing that uses extremely small doses of plant, animal, and mineral elements to stimulate the body’s immune system. This medicinal procedure benefits the young and old without any side effects. Would you like to know how to use the little white pellets in small blue tubes that you can usually find in any health food store? Come and learn about some common remedies, such as arnica, calendula, and hypericum, and how to use them for minor ailments like bruises and colds.

CRN #31397 1 Thursday, 9/20, 7-9 p.m.
MCC Bldg. LRC A226 Fee: $15
Instructor: Dr. Marie Mammone is a naturopathic physician who practices in Wethersfield. She has been involved with family nutrition for more than 20 years.

Of Similar Interest
- Body, Mind & Spirit courses on pages 10-14
- The Emotional Freedom Technique (EFT)
  Level 1 Certificate Training on page 11

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.
**Introduction to Shamanic Art:**
**Creating from the Heart**
Join this Mayan shamanic painter for an exciting exploration into your creative abilities. Learn to combine methods of the ancient art of shamanic meditation, including reflective journeys and dreams, with the creation of various artistic projects, including masks, mixed media paintings, and drawings. You will also learn about the history and cultural significance of shamanism and its continued use in modern-day society. Materials fee: $50 for canvases, papier maché, paint, beads, collage materials, and brushes, payable to instructor at first class.

**CRN #31425** 6 Thursdays, 9/20-10/25, 7-9 p.m.
**MCC Bldg. AST D105** Fee: $75
Instructor: Balam Soto, a recognized Mayan artist from Guatemala, incorporates familial traditions of shamanism into his artwork and his teaching. As a self-taught painter, he has developed a unique style of contemporary shamanic art. He exhibits widely in area galleries, and is the owner of Nahual Balam Studio in Hartford.

**The Artist and Technology: Create Your Own Online Portfolio**
Create a web site and online gallery under the direction of a webmaster and master artist. This class will focus specifically on the needs of visual artists, although the class is open to anyone wishing to create an online gallery of pictures. We will begin with the basics of purchasing a domain name and hosting account, and then create the site using free, open source software. By the second class students will need to have a personal domain name and hosting account, as well as digital images for the gallery. Students will learn how to develop and manage their web site each week, and will have a fully functional online portfolio by the end of the course. Students can expect to spend between $70-$100 per year for their domain name and hosting costs. Prerequisite: Students should have some Internet browsing experience.

**CRN #31426** 8 Tuesdays, 10/23-11/27, 6-8:30 p.m.
**MCC Bldg. LRC B222** Fee: $99
Instructor: Balam Soto

**Introduction to Drawing**
Do you love to doodle and sketch, but find that the end results are not always what you had hoped for? This relaxed and supportive workshop will teach participants how to handle basic drawing materials, while being taught line, shading, composition, and simple one- and two-point perspectives, as well as how to “really look” at a subject. Whether your interest is still life, portraiture, figure drawing, or landscape, you will need basic drawing skills, and this course will help you get them! You will also learn a few “tricks of the trade” to help you along in your drawing projects. Together we will nurture your creative spirit. Materials fee: $26, payable to instructor at first class, for a drawing pad, pencils and erasers.

**CRN #31427** 8 Wednesdays, 9/12-10/31, 6-8:30 p.m. **EHCCC Room 6** Fee: $140
Instructor: Christine LaFond, B.F.A. from the University of Connecticut and graduate of the Paier School of Art, has worked in a wide variety of media, including oil painting, watercolor, assemblage, and calligraphy.

**Watercolor for Beginners**
This intensive 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. Participants will explore mixing colors; learn to load and handle brushes; practice wet-on-wet and wet-on-dry techniques and washes; and possibly use 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. Startup costs: approximately $60. If you already own materials, bring them to the first class.

**CRN #31428** 6 Tuesdays, 9/11-10/16, 6-8:30 p.m. **EHCCC Room 5** Fee: $105
Instructor: Christine LaFond

**Watercolor: The Next Step**
This watercolor class is designed for individuals who have some basic watercolor experience and want to improve their techniques in a comfortable and encouraging environment. The first three sessions will give participants an opportunity to polish their present skills and learn new techniques through a selection of creative projects. During the second half of the course, participants will have an opportunity to pursue a personal project. Participants should bring their watercolor supplies, including watercolor pencils, to the first class. A basic list of watercolor supplies is available upon request by calling MCC’s Credit-Free Programs at (860) 512-2800.

**CRN #31429** 6 Tuesdays, 10/23-11/27, 6-8:30 p.m. **EHCCC Room 5** Fee: $105
Instructor: Christine LaFond

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**Annual MCC Alumni Association Craft Fair**
Saturday, October 20, 2007
Manchester Community College • Lowe Building
10 a.m. - 4 p.m.

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

Kits, imports or flea market items are not permitted.
Art & Crafts

Plein Air Watercolor Workshop
Practice your watercolor technique during a studio workshop for the first class, and then for the second class, apply your skills to the “plein-air” art of outdoor watercolor painting in a beautiful fall setting known for its perennial gardens. A supply list will be sent prior to class. The second class will meet off-campus at Elizabeth Park on the Hartford/West Hartford line; enter at either 915 Prospect Street, Hartford, or 1555 Asylum Avenue, West Hartford. Students should meet at the Greenhouse across from the Rose Garden. If inclement weather, class will still meet at the park, but indoors at either the Greenhouse or the pavilion-covered garden. Directions will be mailed prior to class.
CRN #31430 2 sessions, 1 Thursday, 9/13, 6-8 p.m.
MCC Bldg. AST D132 & 1 Saturday, 9/15, 9 a.m.-noon, meets at
Elizabeth Park, Hartford Fee: $50
Instructor: Iris Van Rynbach earned degrees in Illustration from Parsons School of Design and the New School, and has studied Fine Arts in Paris. A published author-illustrator whose work has appeared in the New Yorker, she has written five books and illustrated eight more. Her books have received numerous awards, including The Children’s Book Council and The Social Studies Council Notable Book Award.

Creative Pen & Ink Technique
In this course students will learn the versatile medium of pen and ink technique, including how to create graded tones and textures, and how to use line weight to create depth. Students should bring the following materials: 14” x 17” plate finish drawing paper; rapidograph or Koh-i-noor pens (technical pens; a 3x0 point is fine); dip crow or drawing pens with waterproof India ink; 2B drawing pencils; white plastic eraser; and a ruler.
CRN #31431 4 Saturdays, 10/13-11/3, 9:30 a.m.-12:30 p.m.
MCC Bldg. AST D109 Fee: $90
Instructor: Aleta Gudelski earned her post-baccalaureate degree in painting from the Lyme Academy’s College of Fine Arts and her Master of Arts and Liberal Studies with a concentration in painting from Wesleyan University. She is an adjunct fine arts instructor at Middlesex Community College, and exhibits her work throughout the state.

Learn to Draw Portraits
Learn to draw realistic portraits through a series of basic exercises emphasizing proportion of the human face and its specific features. Students will approach drawing by learning methods of sighting and proportion through measurement. Students will use examples of features and portraits from The Charles Bargue Drawing Course (by Gerald M. Ackerman) to better understand proportions of both adult and children’s heads. Students will learn how to create the illusion of depth and form through understanding light and shade, and specifically the magic of halftones. Basic drawing techniques, such as cross-hatching, hatching, blending, lifting out, and contrasting soft and hard edges, will be practiced. Students should bring the following materials: 2B mechanical pencil (or other graphite pencils); blending stumps; a quality sketch pad, either 14” x 17” or 11” x 14”; a kneaded eraser; white plastic and/or pink pearl erasers; and a 12” ruler.
CRN #31432 6 Saturdays, 10/13-11/17, 1-3:30 p.m.
MCC Bldg. AST D109 Fee: $115
Instructor: Aleta Gudelski

Landscape with Pastels
Capture the beauty of autumn with the versatility of pastels. Using this colorful medium we will focus on the landscape and explore drawing shapes and creating depth. Students of all levels are welcome. Bring a sketchbook and pencils to the first class; a supply list will be discussed at that time.
CRN #31433 4 Saturdays, 10/13-11/3, 9 a.m.-noon EHCCC Room 5
Fee: $90
Instructor: Jacqueline Peterson is a University of Hartford graduate who exhibits her work widely and teaches in the Hartford area.

Learning from the Masters: Part III
Copying the old masters is a classic learning experience. Learn by doing in this hands-on art appreciation workshop designed for intermediate students. As a continuation of the Learning from the Masters series, participants will study and copy the work of five more great artists: Michelangelo, Jacques David, Rosa Bonheur, Paula Moderson Becker, and Henri Matisse, using various media. Participants will also learn about the artists’ lives and experience how they used color, lighting, form and composition to become masters. Students should bring their sketch pad and pencils to the first class, at which time a more detailed list will be discussed.
CRN #31434 5 Thursdays, 9/13-10/11, 7-9 p.m. EHCCC Room 5
Fee: $75
Instructor: Jacqueline Peterson

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 medium 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, or others. 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 #31424 8 Thursdays, 10/4-11/29 (does not meet 11/22), 7-9:30 p.m.
EHCCC Room 5 (first two classes meet in EHCCC Room 6)
CRN #31435 8 Fridays, 9/28-11/16, noon-2:30 p.m. EHCCC Room 5
Fee: $150
Instructor: Estelle Laschever is an accomplished artist and teacher who has works in collections throughout the United States. She has been the recipient of more than 30 awards for her works and has had 16 one-woman exhibitions.

www.mcc.commnet.edu 6 Credit-Free Phone-In Registration (860) 512-3232
Drawing: Pure and Simple
Students will learn to view things the way the old masters did—with an emphasis on a given light source and how it enables the artist to develop three-dimensional form. Students will also learn from instructor demonstrations and class critiques. Students will start with charcoal drawings of simple shapes, and then build upon one’s faculty of observation, working toward more complex statements, usually of an organic nature. The primary concern throughout the course will be on composition, as well as the use of varied values in defining three-dimensional form. Handouts on color theory will also be provided and applied to the use of pastels and drawing still-life subjects. Materials fee: $30, payable to instructor at first class, for a drawing pad, various pencils, erasers, and other materials.
CRN #31436 8 Fridays, 9/28-11/16, 9-11:30 a.m. EHCCC Room 5
Fee: $150
Instructor: Estelle Laschever

Figure Drawing
This course will examine the fundamentals of figure drawing: proportion, form, gesture, contour, composition, and portraiture. The emphasis will be on exploration and response in a variety of media, including one or two sessions with a model. Required materials are: pencil, china marker or conte crayon, pen, vine charcoal, pressed charcoal, and large newsprint.
Recommended text: The Natural Way to Draw, Nicolaides, available at your local bookstore.
Materials fee: this will depend on how many models are hired; fee will be discussed in class.
CRN #31437 6 Saturdays, 9/22-10/27, 10 a.m.-12:30 p.m.
MCC Bldg. AST D105 Fee: $115
Instructor: Amy Burris earned B.A. degrees in art and French before gaining her teacher certification in art. She has taught abroad, and in area schools since 1993.

The Art of Chinese Calligraphy
In this one-day workshop for beginners, you will learn the beautiful and ancient art of Chinese calligraphy. A general background on Chinese art will also be provided, as you practice your brush strokes and develop your calligraphic skills. Materials fee: $20 for rice paper, bamboo brush, and ink, payable to instructor at the beginning of class.
CRN #31438 1 Saturday, 9/22, 8:30 a.m.-2:30 p.m. EHCCC Room 5
Fee: $60
Instructor: Yuemei Zhang is a winner of many awards for both her painting and printmaking, and is an experienced teacher in both her native China and the U.S.

Chinese Brush Painting
You will be introduced to the fundamentals of this ancient art form, using ink on rice paper to express and depict traditional flowers and butterflies. Develop your imagination, drawing and design skills, and expand your knowledge of Asian art. Learn from demonstration and practice under the gentle, patient and talented eye of your instructor, a graduate of the Central Academy of Fine Arts in Beijing. Materials fee: $20, payable to instructor at beginning of class for rice paper, bamboo brush and ink. Please bring your lunch.
CRN #31440 1 Saturday, 9/29, 8:30 a.m.-2:30 p.m. EHCCC Room 5
Fee: $60
Instructor: Yuemei Zhang

Chinese Brush Painting II
You’ve learned the fundamentals of this ancient art form and want to take your Chinese brush painting skills to the next level. Continuing the work begun in Chinese Brush Painting, the focus of this course will be floral subjects, and will introduce traditional Chinese water colors (rose red, yellow moon, and indigo), brush strokes, and wash. Students should bring supplies from the previous course (ink, brush, and unused rice paper), and the instructor will provide the Chinese water colors and a package of 9" x 13 1/2” white, brush painting paper. Materials fee: $20, payable to instructor at beginning of class. Please bring your lunch.
CRN #31439 1 Saturday, 10/20, 8:30 a.m.-2:30 p.m. EHCCC Room 6
Fee: $60
Instructor: Yuemei Zhang

Wax Painting (With Melted Crayons):
A Unique Technique
Come learn to paint without a brush. You will be introduced to a unique painting tool—a thin, rectangular piece of sheet metal used as both your palette and brush. You will learn the process of melting wax onto the metal palette and four different strokes to mix and melt various colors of wax as you create your own colorful and intricate floral designs in a framed art. In addition to painting flowers and leaves, you will learn other subjects, such as fish and butterflies. You will also learn how to apply this technique to enhance greeting cards, scrapbooks, photo albums, invitations, and stationery. Students should bring a lunch.
Materials fee: $3 for painting tool and supplies.
CRN #31441 1 Saturday, 11/10, 10 a.m.-3:30 p.m. EHCCC Room 5
Fee: $35
Instructor: Cecile Avila has taught wax painting at the Manchester Senior Center and for the West Hartford Board of Education, and is a member of the Manchester Art Association. For many years, she was an elementary school teacher in the Philippines, where she also facilitated various art workshops for the Board of Education.

More Techniques with Wax Painting
You’ve been introduced to the art of wax painting and now you’re ready to learn more advanced techniques. Using a combination of several colors simultaneously, you’ll learn the skill of applying them artistically on the paper. This technique will help you to create more intricate subjects, including enhanced detail to your floral designs. For example, you’ll be able to paint a full-bloom rose instead of just a rose bud. Although flowers tend to be the popular subject, you can choose your own designs. Please bring your materials from Wax Painting, or bring a materials fee of $3. Students should bring a lunch.
CRN #31442 1 Saturday, 11/17, 10 a.m.-3:30 p.m. EHCCC Room 5
Fee: $35
Instructor: Cecile Avila

Custom-Made Greeting Cards and Gift Items
Custom-made greeting cards and invitations are the new trend, and you do not need to be a professional artist to join in the fun. Impress your friends and family after learning just a few key steps. We will also cover creating customized gift tags, bags, and boxes, as well as “thank you,” “get well” and birthday cards. Materials fee: $10, payable to instructor at first class.
CRN #31443 4 Thursdays, 11/8-12/6 (does not meet 11/22), 6:30-8:30 p.m. MCC Bldg. Lowe L142 Fee: $40
Instructor: Lisa Korstanje-Lee, a graduate of MCC, is a programmer, analyst and consultant by day, and a demonstrator for Stamping Up® by night.
Art & Crafts

The Art of Jewelry Making
Come join this fun, hands-on course designed to teach the fundamentals of jewelry making. Learn to saw, file, texture, hammer, and solder silver and copper into wearable jewelry your friends will envy so much that you can give as gifts too. Projects will vary, and students will learn the appropriate techniques for making either a ring, a bracelet, earrings, or a pendant. Students will also be encouraged to explore their newfound skills and create pieces of their own design. No previous experience is necessary. Materials fee: Students can expect to spend from $15 and up on the metal they select, in addition to a tool list which will be sent prior to class. Materials fee and supply list will be discussed at the first class. Participants must be at least 14 years of age.
CRN #31444 4 Saturdays, 11/17-12/15 (does not meet 11/24), 10 a.m.-1 p.m. MCC Bldg. AST D132 Fee: $99
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.

Precious Metal Clay for Beginners: Creating Silver Jewelry
Craft fine silver jewelry as though you’re playing with clay. No prior artistic or metals experience necessary. Create at your own pace with this exciting new material that combines the pliability of clay with the elegance and permanence of precious metal. The course will teach you the following skills: how to form a jewelry object by rolling, cutting, molding and stamping precious metal clay (PMC+); stone setting to create a piece with gems; kiln-firing PMC+; mold making and texturing shortcuts; and finishing and antiquing your jewelry choices, such as pendants, earrings, charms, bracelet elements, and simple beads. Materials fee, payable to instructor at class: $67.50 for one package of PMC+; use of the kiln and tools; molding, finishing, and polishing supplies; two small gemstones; and appropriate findings. Additional PMC+ and stones will be available for purchase if desired. Price adjustments may be necessary based on the market price of silver and PMC. A materials list will be mailed prior to class.
CRN #31445 4 Mondays, 10/15-11/5, 6:30-9:30 p.m. EHCCC Room 5 Fee: $99
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.

Silver with a Twist: Chaining Patterns for Beginners
Perfect for yourself or holiday gift-giving—learn a new skill and take home a silver bracelet of your creation, all 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 time, students may have the option of creating more than one piece, expanding into a necklace or adding a pair of matching earrings. Materials fee: $48 for sample and silver supplies, payable to instructor at class. Please note: the materials fee is dependent on the metals market at the time the class starts; therefore, this fee is subject to change. Materials list to be mailed prior to class start.
CRN #31446 1 Thursday, 11/8, 6-10 p.m. EHCCC Room 6 Fee: $35
Instructor: Judith E. Goldstein

Silver with a Twist II: Chaining and Bracelet Duet in an Evening
Enhance your jewelry techniques for chaining by leaning two new pattern designs: the double rope and the flat chain mail. Use pliers to connect, without solder, 16 g. sterling jump rings. Students will learn both patterns and then choose one with which to create their own bracelet in an evening. Work at your own pace in a supportive environment and learn by demonstration and doing. In just a few hours, you will have created a significant piece of jewelry worth much more than your lab fee. Materials fee: $48 for silver supplies, payable to instructor at the beginning class. Please note: the materials fee is dependent on the metals market at the time the class starts; therefore, this fee is subject to change. Materials list to be mailed prior to class start. Prerequisite: Silver with a Twist is recommended, but students may self-select.
CRN #31447 1 Thursday, 11/15, 6-10 p.m. EHCCC Room 6 Fee: $35
Instructor: Judith E. Goldstein

PMC+ Play Day: Make What You Want
Looking for a special holiday gift idea? Or perhaps a gift for yourself? Students will review good work habits and tactics for success with crafting precious metal clays. Students will produce at their own pace with constant teacher supervision and troubleshooting. Each student will be allowed to contribute an even number of pieces in round-robin fashion into the kiln until it is full. Only pieces created in class will be fired. Students will also be given time to review finishing options, and to finish their pieces. Please bring a lunch. Materials fee, payable to instructor at class: $67.50 for one package of PMC+, use of the kiln and tools; molding, finishing, and polishing supplies; two small gemstones; and appropriate findings. Additional PMC+ and stones will be available for purchase if desired. Price adjustments may be necessary based on the market price of silver and PMC. A materials list will be mailed prior to class. Prerequisite: Precious Metal Clay for Beginners.
CRN #31448 1 Saturday, 12/1, 9:30 a.m.-6 p.m. EHCCC Room 5 Fee: $70
Instructor: Judith E. Goldstein

Freeform Peyote 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 for the basic flat Peyote stitch. This skill will be used to incorporate a variety of bead shapes and sizes in order to create a sculptural work of art. Samples of this work can be viewed at the instructor’s web site: www.bellefirebeads.com. Materials fee: $20, payable to instructor at first class.
CRN #31449 3 Thursdays, 9/13-9/27, 6:30-8:30 p.m. EHCCC Room 6 Fee: $40
Instructor: Kris Plimpton is a mixed media artist with a passion for beads and wearable art. She teaches many jewelry-making workshops throughout Connecticut, as well as in her studio in Mansfield, CT.

Bead Embroidered Cuff Bracelet
Learn to create an exquisite, embroidered cuff-style bracelet using a variety of simple-bead embroidery techniques and embellishments. Finish it off by attaching it to a brass base. Samples of this jewelry can be viewed at the instructor’s web site: www. bellefirebeads.com. A supply list will be mailed to students before the first class. Materials fee: $5, payable to instructor at first class.
CRN #31450 4 Mondays, 10/22-11/12, 6:30-8:30 p.m. EHCCC Room 6 Fee: $50
Instructor: Kris Plimpton

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CRN #31450 4 Mondays, 10/22-11/12, 6:30-8:30 p.m. EHCCC Room 6 Fee: $50
Instructor: Kris Plimpton

www.mcc.commnet.edu

Credit-Free Phone-In Registration (860) 512-3232
Introduction to Printmaking: Etching and Aquatint

Throughout this three-evening workshop, participants will learn the history of intaglio printing, the process by which images are etched into copper plates using an etching solution—a 15th-century Italian technique first used to mass-produce imagery for book publication. Students will ink their own plates and print them on hand-made printmaking paper. Additionally, students will learn what comprises an edition of prints and how to sign their own prints in preparation for matting and framing. Students will be guided through the exciting stages of developing a hand-pulled print, and by the final class, will have a number of signed prints ready for matting and framing. No previous printmaking experience is required. Materials fee: $25 for printing plates, inks, additives, and printmaking paper, payable to instructor at the beginning of the first class.

CRN #31451 3 Wednesdays, 9/12-9/26, 6-9 p.m. MCC Bldg. AST D110
Fee: $70

Instructor: Trudy M. Mitchell maintains a printmaking studio in Bolton, Mezza Luna Studio. She is an experienced teacher in both printmaking and secondary English.

Etching and Aquatint for Experienced Printmakers

In this follow-up course to Introduction to Printmaking, experienced printmakers will have the opportunity to develop plates from previous workshops or create new plates using mark-making techniques in a variety of printing processes. In order to increase tonal variations in the plates, students may choose to explore the aquatint process of spit-bite, whereby tonal variations are achieved by direct application of ferric chloride onto the plate or by using scrapers, burnishers and rockers to control the tonality of their images. Students will further develop their images through the use of a multiple-plate registration process. The experience of layering colors and textures produces an exciting complexity not achievable in a single-plate printing process. Students will use 5” x 6” copper plates and should bring an image or series of images that are compatible with those dimensions. Prerequisite: Introduction to Printmaking, or some printmaking experience. Materials fee: $30 for printing supplies payable to instructor at the beginning of the first class.

CRN #31452 5 Wednesdays, 10/3-10/31, 6-9 p.m. MCC Bldg. AST D110
Fee: $115

Instructor: Trudy M. Mitchell

Celebration of Printmaking!

In this six-hour workshop, printmakers will have the opportunity to enjoy an extended session for working with their plates in order to fully develop editions begun in earlier printmaking classes. This course is open to printmakers at all levels, and for students to learn from and be inspired by other students. The instructor will work individually with students throughout the day and will assist in processes as needed. Don’t miss this opportunity to more fully realize your artistic vision in a highly focused environment. Printmaking paper and 5” x 6” printmaking plates will be available for purchase at the beginning of class. Students should bring a lunch. Materials fee: $12 for other printing supplies payable to instructor at the beginning of class.

CRN #31453 1 Sunday, 11/4, 9:30 a.m.-4 p.m. MCC Bldg. AST D110
Fee: $45

Instructor: Trudy M. Mitchell

Basket Weaving for Beginners

Basket weaving is an ancient art form. Throughout the ages, baskets have been made for a variety of practical and decorative uses. Learn this ancient art of basketry, and discover an inexpensive way to accent your home, while becoming more creative with your gift-giving too! Participants will make and bring home three completed baskets: a fruit basket, a pie basket with a decorated handle, and a market basket with curly cue accents. Materials fee: $30, payable to instructor at first class, for weaving supplies. An additional list of required items will be sent prior to class start. These additional items should be purchased and brought to the first class.

CRN #31454 7 Mondays, 10/15-11/26, 6-8:15 p.m. MCC Bldg. LRC B125
Fee: $99

Instructor: Becky Brown has been weaving baskets for 17 years and has her own business, where she designs, makes, and sells baskets. She has been teaching private basket weaving classes to adults and children for more than 10 years.

Enrich Your Life through Flower Arranging

Learn to arrange fresh flowers for personal satisfaction and enjoyment, and to bring joy to others. Create flower styles and designs for home, work, or as gifts. Learn six to seven different designs, as well as “tricks of the trade.” Individual attention will be given to each person in a relaxed atmosphere. No previous flower arranging experience necessary. Materials fee: $15 per session, or students may bring their own flowers. If you are bringing your own supplies, please call Continuing Education at (860) 512-2800 for a materials list.

CRN #31455 7 Mondays, 10/15-11/26, 7-9 p.m. MCC Bldg. AST C101
Fee: $90

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

Henna Body Art Basics

Henna is a safe, natural dye made from the red plant which bears its name. Henna dyes have adorned the skin of men and women since before the time of Cleopatra. Today’s Indian brides and some of today’s hottest celebrities (e.g., Madonna, Demi Moore, Naomi Campbell) are creating with henna. In this course, learn about henna and how to use it to create intricate, temporary tattoos (henna stains last just two to three weeks). Making henna body art is a fun activity to do with friends and a great project for moms and dads to do with their kids (especially at parties). Participants in this course must be at least 14 years old. Materials fee: $4, payable to instructor at first class.

CRN #31456 3 Saturdays, 10/13-10/27, 11:30 a.m.-1:30 p.m. MCC Bldg. AST C209
Fee: $40

Instructor: Shalini Sharma was born and raised in India. She earned her bachelor’s and master’s degrees from Meerut University, India, as well as a diploma in Indian classical dance. She has taught Henna art at MCC for several years.

Of Similar Interest

- The Italian Renaissance on page 28
- Puppetry for Teachers and Helping Professionals on page 50
Yoga for Every Body

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

CRN #31496 6 Mondays, 10/15-11/19, 7:30-8:45 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $60

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.

Yoga for Every Body

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

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www.mcc.commnet.edu
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 the modern office, hospital, and daily life. Participants will learn about the chakra system, Reiki principles, hand positions for healing, and attunement to awaken one’s ability to heal. Participants will also discuss the benefits of Reiki for both the client and practitioner. This class includes two Reiki sessions: one as a recipient and one as a Reiki practitioner. Please bring a blanket, pillow, and your lunch to class.

CRN #31463 1 Saturday, 9/22, 9 a.m.-4:30 p.m. MCC Bldg. AST D213
Fee: $150
Instructor: Dory Dzinski is a licensed professional counselor, body-centered psychotherapist, and energy therapist/trainer in private practice. She is President Emeritus of the Connecticut Holistic Health Association and editor/publisher of the magazine, The Door Opener.

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

CRN #31464 1 Saturday, 10/20, 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 this hands-on session. Please bring a blanket, pillow, and your lunch to class.

CRN #31465 1 Saturday, 11/17, 9 a.m.-4:30 p.m. MCC Bldg. AST D213
Fee: $150
Instructor: Dory Dzinski

The Emotional Freedom Technique (EFT)
Level 1 Certificate Training
The Emotional Freedom Technique (EFT) is a procedure used by thousands of practitioners around the world, which has helped people find relief from phobias, panic/anxiety attacks, traumatic memories, addictions, guilt, grief, and physical ailments. EFT is an elegantly simple approach that often achieves substantial relief in just minutes, based on the theory that “the cause of all negative emotions is a disruption in the body’s energy system.” The EFT practitioner uses a method of tapping the client with fingertips in order to stimulate certain meridian energy points, while the client “tunes in” to the problem or disturbing thought/emotion. Students will learn the basic principles of EFT, the “Basic Recipe” that addresses most situations, and what to do when it’s not working and other refinements. Upon completing the course, students will receive a Level 1 Certificate of Completion approved by Gary Craig, EFT founder, with which you may pursue further training in EFT. This course will be of particular interest to healers, yoga instructors, Reiki masters, energy medicine practitioners, counselors, and therapists.

CRN #31475 2 Wednesdays, 10/3-10/10, 6-9 p.m. MCC Bldg. LRC A108
Fee: $150
Instructor: Cris Jacobs, M.B.A., has an Advanced Certificate in EFT and a Certificate as a Core Energetics Practitioner. He is a Life Change Coach at Core Coaching, Inc., in West Hartford, and has been helping clients transform their lives, relationships, and careers since 1999.

Massage: Hands-On Healing
The origins of therapeutic massage are rooted in the common instinctual response to hold and rub a hurt or pain. It is found in all cultures as an integral part of health care and maintenance. Hippocrates, the father of western medicine, considered massage of prime importance in any health regime. With the reemergence of holistic-health theories and therapies, therapeutic massage is experiencing a renaissance. Learn step-by-step techniques in this hands-on workshop for the beginner. Practice head, neck, shoulder, back and arm massage. Not only does it feel good, massage speeds the return of un-oxygenated and toxic blood from the extremities and shortens 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 a snack and drink for mid-session nourishment.

CRN #31490 1 Saturday, 11/3, 10 a.m.-2 p.m. MCC Bldg. AST D213
Fee: $40
Instructor: Diane Marion is a nationally certified, Connecticut-licensed massage therapist, herbalist, Usui Reiki master/teacher and Doula, who has been practicing for more than two decades. She is the owner of a massage therapy practice, Changes at Hand, in Willimantic, which offers services that nurture the mind/body/spirit connection and holistic healing.

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. Tried too many fad 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 #31486 4 Wednesdays, 10/10-10/31, 7-9 p.m. MCC Bldg. LRC B213 Fee: $60
Instructor: Patricia Galvin, J.D. and M.S in education, is a certified hypnotherapist who teaches self-hypnosis for weight loss and control smoking.

Stop Smoking with Hypnosis
Join the Great American Smoke-out in November! 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 habitual patterns. This workshop includes an explanation of hypnosis, hypnosis sessions and follow-up self-hypnosis instructions. Seating is limited; register today! Materials fee: $5, payable to instructor at first class, for a reinforcement audiotape.

CRN #31487 2 Wednesdays, 11/7-11/14, 7-9 p.m. MCC Bldg. LRC B213 Fee: $30
Instructor: Patricia Galvin
Foot Massage: The Complete Pick-Me-Up
Foot massage does more than just make your feet feel better. Asian physicians have known for centuries that the soles of your feet contain thousands of nerve endings, each connecting to a gland, organ, or muscle somewhere else in your body. Massaging your feet increases your circulation, relaxes your muscles, drains your sinuses, stimulates your organs and glands, and gives you an instant, full-body “pick-me-up.” In this course, you’ll learn the “mapping” of your body through your feet and practice specific techniques on yourself and others. Feel transformed and revitalized! Students should dress comfortably and bring a mat, pillow, pencil, and paper.

CRN #31483 1 Monday, 10/1, 6-9 p.m. MCC Bldg. LRC B144 Fee: $30
Instructor: Karen Emerick

Palmistry: Approaches to Hand Analysis
Is there really a mysterious meaning in the lines of your hands? In this class, you will be presented with the basic understanding of how your hands are a true reflection of who you are. The texture, lines, shapes, flexibility, and coloration of your hands indicate your personal history, motivation and temperament, which is uniquely yours. You will learn an approach based on positive, rational, and practical methodology, as well as the understanding of how electromagnetic forces shape your hands. By analyzing your own hands and practicing with other students, you will begin to fine tune your new skills. With your new awareness, you will have a unique basis for a deeper understanding of and compassion for yourself and others, and perhaps more insight into the choices and lessons yet to come. Bring a pencil and paper.

CRN #31489 3 Thursdays, 10/4-10/18, 6-8 p.m. MCC Bldg. LRC B213 Fee: $60
Instructor: Karen Emerick

Face Massage: Ultimate Bliss
Feel like Heaven! It’s the only way to describe this. You will learn a gentle method of face massage practiced by the ancient Mongolians to “cleanse themselves” of all stress. This technique is so powerful that the softening of the muscles continues for 24 hours after the massage is over, leaving you more relaxed the next day. Students will partner with someone in class or learn the technique on themselves. Dress warmly and comfortably. Please bring a mat; two large pillows, one for under your knees and another for under your head; whatever you use to wash your face and remove make-up, including wash cloth and towels; and an oil or cream that you would like on your face.

CRN #31495 1 Wednesday, 11/14, 6-9 p.m. MCC Bldg. LRC B144 Fee: $30
Instructor: Karen Emerick

Learn to See Auras
Seeing is believing! It is said that the aura (energy field) that emanates from each of us reflects the vibrations of our soul. The colors seen in our aura tell of our physical and emotional health. Did you ever wonder why you choose the color clothing you wear each day? Why some days, red or green just won’t do? In class we will learn how to sensitize our eyes to see these subtle energy fields which surround our body and explore the meaning of the different colors that are seen.

CRN #31485 1 Thursday, 10/25, 6-9 p.m. MCC Bldg. LRC B213 Fee: $30
Instructor: Karen Emerick

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

CRN #31478 4 Thursdays, 9/6-9/27, 7-9 p.m. MCC Bldg. LRC B213 Fee: $70
Instructor: Dory Dzinski

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 and healer, you will learn how to become 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. Participants will also have fun with in-class, creative exercises and with the various handouts, which can be used for personal self-exploration.

CRN #31492 4 Thursdays, 10/4-10/25, 7-9 p.m. MCC Bldg. Lowe L142 Fee: $70
Instructor: Dory Dzinski

Meditation as a Life Skill
In order to be successful with your goals for the coming year, it is important to find a quiet place within yourself to experience calm, focus and clarity. Learn how meditation can help relieve your anxiety, distraction, and internal clutter, and give you the ability to listen to your innate wisdom. We will discuss and experience silent, guided, breath-focused, body-focused and prayerful meditation. You will learn a variety of techniques to enhance your meditation. We will also discuss how to evaluate if you’re doing it “right.” Join us in this journey to physical, emotional and spiritual well-being. Feel free to bring a pillow, mat or blanket if you wish to sit on the carpet. Journalers, please bring your notebooks along.

CRN #31491 2 Thursdays, 11/1-11/8, 7-9 p.m. MCC Bldg. B213 Fee: $35
Instructor: Dory Dzinski

Of Similar Interest
• Eating for Energy on page 4
• Tai Chi for Health and Relaxation on page 36
• Introductory & Intermediate Pilates on page 37
Chakras and the Tarot

In this course we will consider how Tarot cards can help us to understand and work with each of our seven chakras. We will do reading for each chakra, and one of our goals will be to do a partner chakra reading with the Tarot. Then we can see if our chakras align with another individual’s. We’ll also explore ways to align chakras that are out-of-alignment between two individuals. This class is for anyone with an interest in the Tarot or chakras, no advanced experience is necessary. For those who do have experience in this field, you are welcome to join us and share your insights.

CRN #31488 3 Tuesdays, 10/2-10/16, 7-9 p.m.  
MCC Bldg. AST T404  
Fee: $40  
Instructor: John Mammone

Metaphysics, the Paranormal, and the Emerging Consciousness

It is time to start being aware of who we really are. Why does it seem that there are so many more “psychics” today? In this course we will consider, discuss, and explore (with exercises that promote awareness) all the different aspects of what is beyond our five senses. Is there something happening that is waking us up to a larger reality? Some of the topics will include types of ESP, auras, Tarot vs. Oracle cards, angel/spirit guides, energy systems (healing), shamanistic storytelling, and the emerging consciousness of 2012, among others. All levels and interests are welcome, no matter where you are along the continuum.

CRN #31479 4 Fridays, 11/2-11/30  
(does not meet 11/23), 7-9 p.m.  
MCC Bldg. LRC B144  
Fee: $50  
Instructor: John Mammone

 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, all of which in some form combine movement and meditation to help promote well-being and heal the body on many different levels. As a result of its effectiveness, it has attracted more than 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 better integrate the body/mind/spirit connection. Participants will learn QiGong exercises that can be practiced at home. The history and theory of QiGong will also be discussed.

CRN #31477 3 Wednesdays, 9/19-10/3, 7-8:15 p.m.  
MCC Bldg. LRC B213  
Fee: $25  
Instructor: John Mammone has a Master’s in Acupuncture and Oriental Medicine from The Oregon College of Oriental Medicine. He is nationally certified in acupuncture and licensed in CT, and has his own practice, Naturopathic Health Center, in Wethersfield. He has also been studying in the field of metaphysics for approximately 35 years and is currently working on the connection between the Tarot, Chakras, and other systems.

Breathing Pranayama

A Hatha Yoga proverb states that “when the breath wanders, the mind is unsteady, but when the breath is still, so is the mind.” Students will learn how to breathe properly; the functions of proper breathing; the types of breathing; and the parts of each breath. Pranayama is the link between the mental and physical disciplines of yoga, and while the action of breathing is physical, the desired effect is to make the mind calm, lucid, and steady. Proper breathing will also improve the respiratory system, clear nasal passages, strengthen the heart muscle, and improve concentration.

CRN #31497 4 Saturdays, 9/8-9/29, 9:30-10:30 a.m.  
MCC Bldg. AST C209  
Fee: $40  
Instructor: Davender Khokhar, Ph.D., is an Ayurvedic practitioner who has worked in Mother Theresa’s home for orphans in New Delhi and at the American Embassy School in India. She teaches in various fitness and wellness programs, including those at MCC.

The Art of Ayurveda

The word Ayurveda is formed by linking the Sanskrit words “ayur” (life) and “veda” (knowledge). Translated, Ayurveda means the art and science of living. Ayurveda is the oldest system of medicine in the world, tracing its roots to ancient India (1500 B.C.). Ayurveda uses a full repertoire of natural elements—foods, spices, herbal medicines, colors, metals, gems, and sound—to treat and overcome illness and to continually strengthen the body and mind. Learn the basics of this ancient practice and how diet, cooking, yoga, breath work, meditation, exercise, and a vast pharmacopoeia can be employed to help an individual achieve balance. Please bring a yoga mat or blanket for floor exercises, dress in comfortable clothing or exercise attire, and come with an empty stomach. Materials fee: $10, payable to instructor at first class, for dried herbs and roots used for everyday household remedies for flu, indigestion and minor ailments.

CRN #31480 5 Saturdays, 10/13-11/10, 9-11 a.m.  
MCC Bldg. AST C209  
Fee: $65  
Instructor: Shalini Sharma was born and raised in India. She earned her bachelor’s and master’s degrees from Meerut University, India, as well as a diploma in Indian classical dance. She is certified in Ayurvedic healing practices, and teaches others to use this ancient healing system to create wholeness in mind, body and spirit.
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 #31494 1 Friday, 9/14, 6:30-9 p.m. MCC Bldg. LRC B144
Fee: $45
Instructor: Beth C. Burgess is a certified Angelspeake™ facilitator. She was trained by Barbara Mark and Trudy Griswold, authors of the bestselling book, Angelspeake: How to Talk with Your Angels.

Peace of Mind and Inner Calmness
In order to be happy in life and achieve the things you desire, it is important to develop the skills necessary to achieve Peace of Mind and Inner Calmness. Learn how these two qualities can dramatically improve your life, while learning specific techniques for achieving them.

CRN #31484 1 Thursday, 9/20, 7-9 p.m. MCC Bldg. Lowe L142
Fee: $25
Instructor: Roger Abramsky is a much sought-after motivational public speaker in areas such as confidence-building, wellness, and self-esteem. He holds a B.A. from Eastern Connecticut State University.

“The Secret” Workshop
As seen on Oprah and the Ellen DeGeneres Show, “The Secret” is making headlines around the world—and the buzz just keeps building. Some say that it’s the secret to creating the life you truly want, whether your goal is losing weight, making money, finding love, or other such goals to better your life. To date, this best-selling book by Rhonda Byrne has more than 6 million copies in print, and the DVD likewise has been purchased and viewed by millions worldwide. In this workshop, you’ll learn how to effectively use the universal “Law of Attraction,” while avoiding pitfalls that prevent you from attaining your dreams. You will also learn how to identify and understand your thoughts, perceptions, values and beliefs, and how to change and direct these aspects of your life toward empowerment and attainment. The workshop will include discussion, meditation, visualization, and writing exercises.

CRN #31499 3 Tuesdays, 10/2-10/16, 7-9 p.m. MCC Bldg. Lowe L142
Fee: $55
Instructor: Joel S. Waldron is a martial arts master, philosopher, motivational speaker, and life coach. He has spent nearly 25 years guiding others on how to free themselves from limitations, in order to achieve their maximum potential and heart’s desire. He is the owner of The Academy of Martial Arts & Personal Development in Manchester.

Message Circle
This course is for students who have taken any class given by the instructor, and who would like to experience a Message Circle. Come, receive a message, and maybe give one yourself. Please wear comfortable clothing, and bring paper and pencil. You may also want to bring a tape recorder (for your own messages only).

CRN #31481 1 Thursday, 11/1, 6:30-9:30 p.m. MCC Bldg. LRC A108
Fee: $60
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.

Messages from Beyond
Do you have a desire to speak with or receive a message from a loved one who has gone to the other side? Are you doubtful or perhaps more than a little 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 for your own messages only. Join Joyce to “dial up” the other side.

CRN #31493 1 Saturday, 9/22, 9:30 a.m.-12:30 p.m. MCC Bldg. LRC B208
CRN #31457 1 Saturday, 10/6, 9:30 a.m.-12:30 p.m. MCC Bldg. LRC B208
Fee: $60
Instructor: Joyce Orcutt

Life on the Earth Plane and What It Means
Are you really here for a reason? What is it? Why do the same things happen to you over and over again? Who are you ... really? What is your path? Are you where you really need to be in your life? Is there more to life than what you think? Why are there certain people in your life? Are you more than you think you are? Do you feel as though you are not where you need to be? Have you lived this life before? We will explore the responses to these questions. Please wear comfortable clothing, and bring paper and pencil. You may also want to bring a tape recorder for your own messages only.

CRN #31492 1 Thursday, 11/15, 6:30-9:30 p.m. MCC Bldg. LRC B213
Fee: $60
Instructor: Joyce Orcutt

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 and 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 include the history of witchcraft, the Wheel of the Year (the Wiccan calendar of festivals and rituals), esbats and sabbats (new moon and full moon celebrations), and the elemental world. The final class will be a magical potions workshop whereby students make and bring home their own potion. Put a little “magic” in your life! Materials fee: $10, payable to instructor at first class.

CRN #31476 4 Mondays, 9/24-10/22 (does not meet 10/8), 7-9 p.m. MCC Bldg. LRC B213
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. Faith is also the owner of Enchantments, a Wiccan Metaphysical Center for the Magical Arts, located in Manchester.

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

**Carla Adams** has over 10 years of experience in the field of business/computer education and corporate training. Her experience has included teaching and training in such diverse settings as high school, college, government agencies, and corporations. She has a B.S. in Business/Marketing and a M.S. in Adult and Organizational Learning.

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

**Carmine Filloramo, B.A.,** has more than 30 years in the photography business. He has worked as a newspaper photographer and a photographic consultant for the last 18 years for Aetna Inc., Hartford, CT. His work has brought him around the world and his skills have led him to photograph four U.S. Presidents.

**Margaret Gordon** has more than 25 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.

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

**Willy Isaac** holds 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 Department of Information Technology and holds certification in Oracle Database Administration and Oracle Master, specializing in data warehouse administration.

**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.

**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.

**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.

**Peter Poulos,** with graduate degrees in engineering, electrical engineering, and computer information systems, as well as a J.D. in law, is a licensed professional engineer in Connecticut and a member of the Connecticut Bar. He is professor of engineering and technology at MCC.

**Russell Sabadosa** is a full-time faculty member at MCC, teaching in the computer networking, security and hardware areas. Prior to MCC, he was a project engineer and IT director and 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 at MCC with more than 20 years’ experience in the fields of programming, management information systems and application development.

**Valerie Scott** is the graphic designer for the Continuing Education Division of MCC. She has been in the field for eight years. She works with InDesign, providing the layout and design for the Continuing Education catalog and other marketing pieces.

**Catherine Seaver, M.S. in CIS and educational technology, is chair of the Engineering and Technology Department at MCC. Her 20 years’ experience in business and manufacturing include the areas of engineering, system design, and development. She co-authored Visual Basic .NET Programming Essentials, published by Microsoft Press.**

**Elizabeth Thomas** has 20 years’ experience in end-user technology support and education and has been an instructor in MCC, Continuing Education Division 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 17 years’ experience as an IT instructor and developer.

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

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

**Thomas White-Hassler** has more than 40 years of computer and telecommunication experience in industry, government, and education. He has designed and implemented innovative software systems and telecommunication networks throughout the United States.
A+ Certification Essentials Exam Preparation
CompTIA A+ certification validates the latest skills needed by today’s computer support professionals. It is an international, vendor-neutral certification recognized by major hardware and software vendors, distributors and resellers. In order to receive CompTIA A+ certification a candidate must pass two exams. The first required A+ exam is CompTIA A+ Essentials. The Essentials exam measures necessary competencies for an entry-level IT professional with the equivalent knowledge of at least 500 hours of hands-on experience in the lab or field. Hands-on experience or equivalent knowledge includes installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, and performing preventive maintenance of basic personal computer hardware and operating systems. This 36 hour course reviews many of the A+ Essentials learning objectives with students to prepare them for the exam. Required text: A+ Guide to Managing and Maintaining Your PC, 6th Edition Comprehensive, Thomson, available at MCC Bookstore. Prerequisite: Basic knowledge of hardware and operating systems is recommended.
CRN #31268 12 Mondays, 9/10-12/10 (does not meet 10/8 or 11/12), 6-9 p.m. MCC Bldg. LRC B141 Fee: $590
Instructor: Stuart Lipman

Access Certification Preparation
This course will prepare the student to effectively use Microsoft Office Access 2003 in a business. Training will meet requirements for Microsoft certification as an MOS (Microsoft Office Specialist – Access). Whether you work in a state agency or a business, databases are an essential tool in any working environment. If you are in a position where Access is one of the major tools used, take advantage of this training to advance your database skills and get certified in a critical application that will continue to expand and offer new opportunities. Certification testing is done through authorized Office testing centers, such as Certiport, www.certiport.com. Some of the learning objectives that the course will cover are: create Access databases, create and modify tables, create and modify one-to-many relationships, create and modify queries, create forms, create reports, import and export data in Access, sort and filter records, back up a database, compact and repair databases. Required text: Microsoft® Office Academic Course: Microsoft Office Access 2003, Wiley, available at MCC Bookstore. Prerequisite: Access 2000, 2002 or 2003 Introduction, keyboard, mouse and Windows skills. Permission of PC coordinator required for those who have not taken an Access Introduction course.
CRN #31270 4 Thursdays, 11/1-11/29 (does not meet 11/22), 9 a.m.-4 p.m.
MCC Bldg. LRC B142 (limited seating) Fee: $390
Instructor: Margaret Gordon

Microsoft Office—MCC Certificate
Increase your employability with this intensive 12-week course and receive an Office 2003 MCC Certificate on completion. 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 and printing 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; and e-mail management, creating folders, adding signatures/attachments, scheduling appointments with others, organizing contact lists, and creating/updating tasks in Outlook. Prerequisite: Basic Windows, keyboard and mouse skills with some exposure to Microsoft Office. Required text: Marquee Microsoft Office 2003, EMC Paradigm Publishing, available at MCC Bookstore.
CRN #31271 12 Wednesdays, 9/5-11/28 (does not meet 9/12), 6-9 p.m. MCC Bldg. LRC B142 Fee: $499
Instructor: Dorothy Weiner
### Meet the PC

If you are completely new to personal computers, this course is for you. You’ll be introduced to the fundamentals of personal computers and the Internet. Students are eligible to receive free software for the course from Microsoft. Students only pay a minimal charge for shipping of the CD from Microsoft. Instructor provides handouts. Curriculum workbook provided. Prerequisite: Basic keyboard and mouse skills.

**CRN #31272** 2 Fridays, 9/7-9/14, 6-9 p.m.  
**MCC Bldg. LRC B141**  
**Fee:** $95  
**Instructor:** Stuart Lipman

### Personal Computers: Introduction for Older Adults

Designed for those with little or no experience with computers, this seminar introduces IBM-compatible machines to older learners eager to take advantage of new technology. Find out 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. Instructor provides handouts.

**CRN #31273** 2 Mondays, 9/10-9/17, 1-4 p.m.  
**MCC Bldg. LRC B142**  
**Fee:** $95  
**Instructor:** Margaret Gordon

### Meet the Mac

Macintosh allows the user to quickly realize the clarity and strength of its new Mac OS X operating system. You’ll explore all of the powerful new features that OS X has to offer, including how to use the finder and the dock functions. Learn how to print, adjust system preferences, and connect to the Internet. Instructor will provide handouts. Prerequisite: Basic keyboard and mouse skills.

**CRN #31274** 2 Fridays, 9/7-9/14, 6-9 p.m.  
**MCC Bldg. AST D211**  
**Fee:** $95  
**Instructor:** Richard Hoyer

### Getting Started on the Internet for Older Adults

Designed for older adults who want to learn about the Internet and its benefits, this class covers what you need to know to get started on the Internet, how to visit and bookmark web sites, and how to search the web for specific content. Workbook included in course fee. Prerequisite: Basic Windows, typing and mouse skills are required. Instructor provides handouts.

**CRN #31277** 1 Monday, 10/29, 9 a.m.-4 p.m.  
**MCC Bldg. LRC B142**  
**Fee:** $95  
**Instructor:** Margaret Gordon

### Expression 2007: Introduction to Web Page Creation

Microsoft’s latest web design product is aptly named Expression and students will learn how to easily express their individual or business information on the web with the new program. Students will layout text on pages using HTML, build, create and maintain hyperlinks, create tables, and learn some techniques on how to publish websites to a web server. Prerequisite: Basic Windows, typing and mouse skills are required. Instructor provides handouts.

**CRN #31277** 1 Monday, 10/29, 9 a.m.-4 p.m.  
**MCC Bldg. LRC B142**  
**Fee:** $95  
**Instructor:** Margaret Gordon

### Blogging

Have you been curious what all the fuss is about blogging, or wondered if you should incorporate it into your life, or simply how to get started in it? This course will cover this and much more. After reviewing the origins of blogs and how they fit in with other interactive web tools, such as wikis, RSS, aggregators, and podcasting, you will learn, hands-on, how to get started with basic blogging tools. You will learn some of the ethical, legal, and intellectual property rights dimensions of blogs. And you will explore how blogs might fit into various business models. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills, and an intense curiosity about blogging.

**CRN #31275** 2 Tuesdays, 10/2-10/16, 6-9 p.m.  
**MCC Bldg. LRC B141**  
**Fee:** $95  
**Instructor:** Thomas White-Hassler
Computer Technology

Web Design
This course combines hands-on training with small group discussions in analyzing web sites and software. We will review existing sites as examples for discussion and analysis. Instructor will provide handouts.
Prerequisite: Basic Windows, keyboard, mouse and Internet skills.
CRN #31279 2 Wednesdays, 9/26-10/3, 6-9 p.m. MCC Bldg. LRC B141
Fee: $95
Instructor: Robert Thornton

Dreamweaver Introduction
This course teaches students the fundamentals of using Dreamweaver to create web pages and web sites. It introduces students to basic web and HTML concepts and how to use Dreamweaver tools to design a web page. Students will learn how to create, save and import text into web pages and sites. They will also learn how to format text and paragraphs; create tables; and add text and images to tables. Course activities will also cover working with image files; modifying image properties; and creating various types of links. Finally, students will examine and create a frames page, upload a site, and test the uploaded site. Required Text: Course ILT: Dreamweaver MX 2004: Basic (with CD), Thomson, available at MCC Bookstore. Prerequisite: Basic Windows, keyboard, mouse and Internet skills.
CRN #31280 2 Wednesdays, 10/10-10/17, 6-9 p.m.
MCC Bldg. LRC B141 Fee: $95
Instructor: Robert Thornton

Build Your Website Using Dreamweaver
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 live on the Internet! Instructor provides handouts.
Prerequisite: Dreamweaver Introduction course or permission of instructor or computer coordinator.
CRN #31281 4 Wednesdays, 10/24-11/14, 6-9 p.m.
MCC Bldg. LRC B141 Fee: $195
Instructor: Robert Thornton

Flash Introduction (for the PC)
This hands-on course (for the PC user) will introduce you to the basics of creating objects and animating in Macromedia’s Flash MX. You will explore tools and features of Flash and learn to create different types of animations. You will also publish material for the web. This course is intended for students with little or no experience creating Flash animations. Required Text: Course ILT: Flash MX 2004: Basic, Thomson, available at MCC Bookstore. Prerequisite: Basic Windows, keyboard and mouse skills with some web or graphics experience required.
CRN #31282 2 Wednesdays, 11/21-11/28, 6-9 p.m.
MCC Bldg. LRC B141 Fee: $95
Instructor: Robert Thornton

What You Should Know About Web Hosting and Web Servers
Whether you have the need to post your business services or products online or if you simply want to post personal or family photos or events online, you have two major choices. Do you want to handle the web server responsibilities or do you want someone else to do that for you? If you want a web hosting business to host your website on their server and take care of all server related issues, there are a number of factors that this course will point out that you would want to look at when comparing web hosting businesses. If you want to have full control of the website including installing and maintaining the web server, this course will teach you about the basic requirements of setting up your own web server and configuring the software. The course covers Microsoft Internet Information Server and describes other options like Apache on Linux. Instructor will provide handouts. Instructor will provide handouts.
Prerequisite: Experience with Windows and the Internet is required.
CRN #31283 2 Wednesdays, 12/5-12/12, 6-9 p.m. MCC Bldg. LRC B141
Fee: $95
Instructor: Robert Thornton

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, and folders, and have a basic knowledge of the Internet and word processing. Workbook included in course fee. Prerequisite: Basic Windows, keyboard, mouse and Internet skills.
CRN #31285 1 Monday, 10/15, 9 a.m.-4 p.m. MCC Bldg. LRC B142
(limited seating) Fee: $95
Instructor: 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 computer coordinator.
CRN #31287 1 Monday, 10/22, 9 a.m.-4 p.m. MCC Bldg. LRC B142
(limited seating) Fee: $95
Instructor: Margaret Gordon

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CRN #31290 2 Thursdays, 9/20-9/27, 1-4 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: Margaret Gordon

**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? Participants will be given a brief review of Microsoft Access, Excel, and Word and will also explore the “overlapping” features of these applications (e.g. filtering and sorting data). There will be specific “best” usage examples of Access objects (tables, queries, etc.), Excel spreadsheets, and Word tables. Participants will also learn how to move information between the three programs and why they might want to do that; and how to link data between these applications. Instructor will provide handouts. Prerequisite: Basic knowledge and experience in using Access and Excel and Word.

CRN #31292 2 Mondays, 9/17-9/24, 1-4 p.m. MCC Bldg. LRC B141
(limited seating) Fee: $95
Instructor: Carla Adams

**NEW**

**WORD PROCESSING**

**Word 2007 New Features**
Students will learn the exciting new features of Word 2007, including: managing the new easy-to-use ribbon interface, sharing documents, exporting to blogs, applying quick styles, document themes and creating new tables. Students will appreciate the live preview feature when making formatting changes, or the content building blocks approach to documentation. Graphics have been improved in Word 2007 and now include smart art and new charting tools. New equation and reference building, and compare-and-review tools will also be discussed. Exporting has become even easier and includes XML, PDF or XPS formats. Come join us in this short, but very important look at Word 2007’s new features. Instructor will provide handouts. Prerequisite: Basic Windows, keyboard and mouse skills with some exposure to Microsoft Office.

CRN #31293 1 Thursday, 9/20, 6-9 p.m. MCC Bldg. LRC B142
Fee: $65
Instructor: Dorothy Weiner

**NEW**

**Word 2007 Introduction**
Enter the new world Word 2007. Learn how to create new documents, edit text, format text and paragraphs, create tables, headers and footers, breaks, print, find and replace text, and work with graphics. Required text is included in the course fee. Prerequisite: Basic Windows, typing and mouse skills are required.

CRN #31295 1 Tuesday, 10/2, 9 a.m.-4 p.m. MCC Bldg. LRC B142
(limited seating) Fee: $115
Instructor: Bruce Manning

**NEW**

**Word 2007 Intermediate**
Students will continue their exploration of Word 2007 and create styles, use outlines, define columns, print labels and envelopes, develop their own templates, diagram, use drawing tools, track revisions to documents, and create documents for the web. Required text is included in the course fee. Prerequisite: Word Introduction, or permission of instructor or computer coordinator.

CRN #31297 1 Tuesday, 10/9, 9 a.m.-4 p.m. MCC Bldg. LRC B142
(limited seating) Fee: $115
Instructor: Bruce Manning

**Word Introduction**
Learn the basic skills required to create documents using Microsoft Word 2003. Learn how to create, edit, format, review, and print documents such as letters and memos, and how to apply basic page, paragraph, header, footer, and character formatting functions. Workbook included in course fee. Prerequisite: Basic Windows, keyboard and mouse skills.

CRN #31298 2 Mondays, 9/10-9/17, 6-9 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: Kristin Violette

**Word: Forms, Templates and Macros**
Students 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 multiple processing shortcuts by using templates and customizing special toolbars within them. Create your own Word routines through macros to eliminate repetitive processing of commands. Instructor provides handouts. Prerequisite: Word Introduction or permission of instructor or PC coordinator.

CRN #31300 1 Tuesday, 10/16, 9 a.m.-4 p.m. MCC Bldg. LRC B142
(limited seating) Fee: $95
Instructor: Diana Lemcoff

**Word: Tips and Tricks**
Designed for individuals who know the basics of Word and want to become more proficient, this course will cover such topics as templates, shortcut keys, customizing their menus, styles, and more. Learn to work smarter, easier and faster. Instructor provides handouts. Prerequisite: Basic skills using Microsoft Word.

CRN #31302 1 Tuesday, 10/30, 1-4 p.m. MCC Bldg. LRC B142 (limited seating) Fee: $65
Instructor: Carla Adams
### SPREADSHEETS

#### Excel 2007 New Features

Come down and get a preview of the new features of Excel 2007. Students will be shown such features as the new ribbon interface, new cell and table styles, new auto-complete function for formulas, advanced auto-fill features, improved conditional analysis, new import and export functions, new multifunction totals row, quick wizard-less charting. See how easy creating spreadsheets can be with Excel 2007. Instructor will provide handouts. Prerequisite: Basic Windows, keyboard and mouse skills with some exposure to Microsoft Office.

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<td>MCC Bldg. LRC B141</td>
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#### Excel 2007 Intermediate

Learn the exciting new features of Excel 2007: how to enter and edit data, use formulas, work with graphics, save workbooks, copy data and formulas, use functions, format worksheets, print, and create charts. Required text is included in the course fee. Prerequisite: Basic Windows, typing and mouse skills.

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<td>MCC Bldg. LRC B142</td>
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<td>Steven Bloom</td>
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#### Excel 2007 Introduction

Continue exploring Excel 2007. Learn how to use, link and manage multiple worksheets and workbooks, create cell and name ranges, advanced formatting techniques, outline and subtotals, sorting and filtering, and advanced charting. Required text is included in the course fee. Prerequisite: Excel Introduction, or permission of instructor or computer coordinator.

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<td>MCC Bldg. LRC B142</td>
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#### Excel for Older Adults

Learn how to use a spreadsheet to perform calculations on your computer. Spreadsheets can be used to track budgets, stocks and more. You will become familiar with Excel’s features and functions that will help you develop spreadsheets to control personal and business finances. Join us in a relaxed atmosphere where questions are encouraged and welcome. Instructor provides handouts. Prerequisite: Basic mouse and keyboard skills.

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<td>MCC Bldg. LRC B142</td>
<td>$95</td>
<td>Margaret Gordon</td>
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#### Excel Introduction

Use the Microsoft Excel spreadsheet to combine number-crunching capabilities and database operations into an outstanding report. Gain an understanding of formulas and functions. Students will learn how to make and copy formulas, text and numbers. Change the format of your spreadsheet to improve its appearance. Learn how to create a chart. Workbook is included in course fee. Prerequisite: Basic Windows, keyboard and mouse skills.

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<td>MCC Bldg. LRC B142</td>
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<td>Kristin Violette, Elizabeth Thomas</td>
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#### Excel Intermediate

In this intermediate course, students will learn to use more advanced functions and create more complex formulas, and apply more advanced formatting to charts. Topics will include using worksheets; using lists; freezing; hiding rows or columns; logical functions; styles; working with objects; 3D references; using Excel with the web; and using templates. Workbook is included in course fee. Prerequisite: Excel Introduction or permission of instructor or computer coordinator.

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<td>MCC Bldg. LRC B142</td>
<td>$95</td>
<td>Elizabeth Thomas</td>
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#### Excel: Data and Functions

Make sure you are 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 make 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. Workbook is included in course fee. Prerequisite: Excel Introduction.

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<td>MCC Bldg. LRC B222</td>
<td>$95</td>
<td>Chuck Schwartz</td>
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#### Excel: Smart Charts

A picture is worth a thousand numbers. Delve into Excel’s charting facilities beginning with the basics and learn many different ways to handle a variety of charts. Users will investigate how to create charts and print them either with or without the data; change basic chart defaults; and work with high level commands to control scaling, legend, axis, and data series. Instructor provides handouts. Prerequisite: Basic Excel skills.

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<td>MCC Bldg. LRC B142</td>
<td>$65</td>
<td>Carla Adams</td>
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#### QuickBooks Introduction

Students will learn how to set up a QuickBooks company; enter account opening balances; create and customize company lists; set up inventory; and sell products. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.

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<td>Chuck Schwartz</td>
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## 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; process customer payments; work with bank accounts; enter and pay bills; and utilize the graphic report features of QuickBooks to chart financial actions. Make the most of your personal finances and learn how to use QuickBooks more efficiently. Instructor provides handouts. Prerequisite: Basic knowledge of QuickBooks.

**CRN #31326** 2 Fridays, 10/19-10/26, 6-9 p.m. MCC Bldg. LRC B141
Fee: $95
Instructor: Chuck Schwartz

## QuickBooks Advanced

QuickBooks Advanced concepts will include how to enter bills into QuickBooks accounts payable, pay bills, create and customize QuickBooks reports and graphs, set up inventory and build finished goods, track and pay sales tax, understand QuickBooks payroll features, create estimates and do progress invoicing, track time and mileage, and customize QuickBooks sales forms. Training materials developed by QuickBooks will be provided by the instructor. Prerequisite: QuickBooks Intermediate course or permission of instructor or computer coordinator.

**CRN #31327** 2 Fridays, 11/2-11/9, 6-9 p.m. MCC Bldg. LRC B141
Fee: $95
Instructor: Chuck Schwartz

## Performing Payroll Using Quickbooks

Standard Payroll Processing using QuickBooks includes a complete payroll module, from paychecks to W-2’s. This course includes an overview of basic payroll tax reporting requirements, how to set up payroll for the first time (including state taxes and other deductions), and how to use it on an ongoing basis to generate pay-checks, pay liabilities, and complete quarterly federal and CT state tax forms and/or reports. E-File & electronic payment options will also be explored. Instructor provides handouts. Prerequisite: A minimum of an intermediate level of Quickbooks.

**CRN #31328** 2 Fridays, 11/16-11/30 (does not meet 11/23), 6-9 p.m. MCC Bldg. LRC B141
Fee: $95
Instructor: Chuck Schwartz

## Access 2007 Introduction

Access 2007 is here! Learn basic database concepts, create tables, set data entry rules, and create queries, forms and reports. Required text is included in the course fee. Prerequisite: Basic Windows, typing and mouse skills are required.

**CRN #31331** 1 Thursday, 10/18, 9 a.m.-4 p.m. MCC Bldg. LRC B142
(limited seating) Fee: $115
Instructor: James Healy

## Access 2007 Intermediate

Continue your exploration of Access 2007. Learn how to relate tables, use lookup fields, create sub-datasheets, complex queries, advanced form design, charts and pivot tables. Required text is included in the course fee. Prerequisite: Access Introduction, or permission of instructor or computer coordinator.

**CRN #31333** 1 Thursday, 10/25, 9 a.m.-4 p.m. MCC Bldg. LRC B142
(limited seating) Fee: $115
Instructor: James Healy

## Access Intermediate

Build on the skills you acquired in Access Introduction, and learn how to develop a relational database. Topics will include relationships, modifying table structure; creating lookup lists and input masks; importing and exporting data; creating basic data access pages; and managing database files. Instructor will provide handouts. Prerequisite: Access Introduction, equivalent experience, or permission of PC coordinator.

**CRN #31337** 1 Thursday, 10/11, 9 a.m.-4 p.m. MCC Bldg. LRC B141
(limited seating)
**CRN #31340** 2 Mondays, 10/15-10/22, 6-9 p.m. MCC Bldg. LRC B142
**CRN #31344** 1 Thursday, 9/27, 9 a.m.-4 p.m. MCC Bldg. LRC B142
(limited seating)
Fee: $95
Instructor: CRN #31337 & 31344: James Healy; and CRN #31340: Kristin Violette

## Database

The following courses are focused on the Access 2007 database. Each course will provide hands-on practice to students who have completed the previous course.

### Access 2007 New Features

Of all the Office 2007 applications, Access has seen the most improvement. Students will learn how to use the new intuitive ribbon interface, choose from new “starter” databases, import easily from Outlook, and copy directly from Excel and paste into Access. Students will discover the new multi-value field lookup table, explore the new simplified interactive filtering, and build forms based on HTML. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills with some exposure to Microsoft Office.

**CRN #31329** 1 Thursday, 9/27, 6-9 p.m. MCC Bldg. LRC B142
Fee: $65
Instructor: Dorothy Weiner

### Access 2007 Introduction

Access 2007 is here! Learn basic database concepts, create tables, set data entry rules, and create queries, forms and reports. Required text is included in the course fee. Prerequisite: Basic Windows, typing and mouse skills are required.

**CRN #31331** 1 Thursday, 10/18, 9 a.m.-4 p.m. MCC Bldg. LRC B142
(limited seating) Fee: $115
Instructor: James Healy

### Access 2007 Intermediate

Continue your exploration of Access 2007. Learn how to relate tables, use lookup fields, create sub-datasheets, complex queries, advanced form design, charts and pivot tables. Required text is included in the course fee. Prerequisite: Access Introduction, or permission of instructor or computer coordinator.

**CRN #31333** 1 Thursday, 10/25, 9 a.m.-4 p.m. MCC Bldg. LRC B142
(limited seating) Fee: $115
Instructor: James Healy

### Access 2007 Intermediate

This course will introduce students to 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. Workbook included in course fee. Prerequisite: Basic Windows, typing and mouse skills.

**CRN #31335** 1 Thursday, 10/4, 9 a.m.-4 p.m. MCC Bldg. LRC B142
(limited seating)
**CRN #31342** 1 Thursday, 9/20, 9 a.m.-4 p.m. MCC Bldg. LRC B142
(limited seating)
Fee: $95
Instructor: James Healy

### Access Intermediate

Build on the skills you acquired in Access Introduction, and learn how to develop a relational database. Topics will include relationships, modifying table structure; creating lookup lists and input masks; importing and exporting data; creating basic data access pages; and managing database files. Instructor will provide handouts. Prerequisite: Access Introduction, equivalent experience, or permission of PC coordinator.

**CRN #31337** 1 Thursday, 10/11, 9 a.m.-4 p.m. MCC Bldg. LRC B141
(limited seating)
**CRN #31340** 2 Mondays, 10/15-10/22, 6-9 p.m. MCC Bldg. LRC B142
**CRN #31344** 1 Thursday, 9/27, 9 a.m.-4 p.m. MCC Bldg. LRC B142
(limited seating)
Fee: $95
Instructor: CRN #31337 & 31344: James Healy; and CRN #31340: Kristin Violette

## Online Classes

Want to take a class online? See the online classes listed on pages 56-62 or visit the web site at [www.ed2go.com/manchcc](http://www.ed2go.com/manchcc)
Access Database Skills for Non-Programmers
Master a full spectrum of Access capabilities by designing a complete database and fine-tuning complex query forms, 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 exploring 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. Instructor provides handouts. Prerequisite: Windows, typing and mouse skills. CRN #31339 3 Mondays, 11/5-11/26 (does not meet 11/12), 9 a.m.-4 p.m. MCC Bldg. LRC B142 (limited seating) Fee: $295
Instructor: Margaret Gordon

Access: How to Create an AutoFill Form
Why waste time typing in data that Access can fill automatically? Using a pre-built database, learn how relationships are the key to making a query that will allow a form to automatically fill the correct data in fields. Once you know the trick, you will want to set up all your forms this way! Instructor provides handouts. Prerequisite: Access Introduction, equivalent experience, or permission of PC coordinator. CRN #31346 1 Tuesday, 10/16, 1-4 p.m. MCC Bldg. LRC B141 (limited seating) Fee: $65
Instructor: Margaret Gordon

Access: Creating an Effective Switchboard
Tired of hunting for the correct data entry form or the required report within the database window? Need an easy point-and-click method of data entry? If so, this class is for you! Learn how to easily make Switchboards using a pre-built database. Switchboards are a menu system that you can design to point to all the objects in your database. If you already have a database that is in need of a menu screen, bring it in and learn how to create a custom Switchboard that can even include sub switchboards. We will discuss the parts of the switchboard form, create several with different options, and also learn to remove switchboards. Technical tips on how to fix a switchboard form and table will also be discussed. Instructor provides handouts. Prerequisite: Access Introduction, equivalent experience, or permission of computer coordinator. CRN #31348 1 Tuesday, 10/16, 9 a.m.-noon MCC Bldg. LRC B141 (limited seating) Fee: $65
Instructor: Margaret Gordon

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. Required text: Oracle Database 10g: Introduction to SQL English Student Kit, (value $200.00) is included. Prerequisite: Familiarity with data processing concepts and techniques required. Ability to use a graphical user interface (GUI) recommended. CRN #31350 5 Fridays, 10/12-11/9, 8:30 a.m.-4:30 p.m. MCC Bldg. LRC B142 (limited seating) Fee: $1,200
Instructor: Willy Isaac

Windows Vista New Features
What is all the fuss about the new Windows Vista operating system? Well, you can let your voice command the computer or check the new ease of Access Center. How about flipping through your open applications in 3D? These are just a few of the exciting new features that will be reviewed in this quick but pertinent overview of Windows Vista and why it’s commanding so much attention. Prerequisite: Keyboarding and mouse skills are recommended. CRN #31351 1 Wednesday, 9/19, 6-9 p.m. MCC Bldg. LRC B141 Fee: $65
Instructor: Stuart Lipman

Windows Vista Introduction
You’ve heard about Windows Vista. Now it’s time to enter the exciting new world of Microsoft’s latest operating system. Learn how to use the Windows Vista Start menu, move and resize windows, manage files and folders, perform content searches, create shortcuts, change system settings, and browse the Web. Required text: Course ILT, Windows Vista: Basic + CertBlaster, Thomson Publishing, available at MCC Bookstore. Prerequisite: Keyboarding and mouse skills are recommended. CRN #31353 1 Friday, 9/14, 9 a.m.-4 p.m. MCC Bldg. LRC B142 (limited seating) Fee: $95
Instructor: Stuart Lipman

Be Your Own PC Tech: Part I
Why pay for expensive upgrades if 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. Instructor provides handouts. Prerequisite: Basic Windows, typing and mouse skills. PC hardware knowledge is helpful. CRN #31355 1 Monday, 11/19, 9 a.m.-4 p.m. MCC Bldg. LRC B141 (limited seating) Fee: $95
Instructor: 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 #31357 1 Monday, 11/26, 9 a.m.-4 p.m. MCC Bldg. LRC B141 (limited seating) Fee: $95
Instructor: Stuart Lipman

www.mcc.commnet.edu
Adobe InDesign Introduction
This course will teach you how to design and develop architectural drawings using AutoCAD 2006. Extensive hands-on curriculum is designed to address the needs of engineering design professionals, project managers, and the avid beginner. Recommended text: Introduction to AutoCAD 2006 2-D and 3-D Design, Yarwood, available at your local Bookstore. Instructor will provide handouts. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #31358 6 Fridays, 9/28-11/2, 6-9 p.m. MCC Bldg. AST C128
Fee: $95
Instructor: Joseph Kardos

Adobe InDesign Intermediate
Adobe InDesign is Adobe’s advanced publishing software program. It is used for page layout and design. InDesign is tightly integrated with Adobe Photoshop and Illustrator. This course will provide an overview of the InDesign workspace, import and edit graphics and text and apply precise typographic control. Prerequisite: Windows, mouse and typing skills required. Some page layout experience is helpful.
CRN #31360 1 Tuesday, 11/6, 9 a.m.-4 p.m. MCC Bldg. LRC B141
(limited seating) Fee: $95
Instructor: Valerie Scott

Adobe InDesign: PrePress
Are you preparing a file to go to a professional printer? If not, what do you need to do to be sure your electronic files go to press correctly? This course will cover basic file management in regards to color, (CMYK vs RGB), trapping, bleeds and crop marks, file size, bringing an art file into a layout program, links, fonts, and exporting a file into a PDF. Instructor provides handouts. Prerequisite: Adobe InDesign Introduction or approval of computer coordinator.
CRN #31370 1 Wednesday, 11/21, 1-4 p.m. MCC Bldg. LRC B141
(limited seating) Fee: $65
Instructor: Valerie Scott

Publisher Introduction
You can easily create distinctive, professional newsletters, brochures, cards, fliers and more. Even if you don’t have any design or graphics experience, you will learn desktop publishing basics. This class will cover the essential elements of using Microsoft Publisher, including page-layout commands, working with frames, using graphics, templates and wizards. Workbook included in course fee. Prerequisite: Basic Windows, typing and mouse skills are required.
CRN #31372 1 Wednesday, 11/21, 9 a.m.-4 p.m. MCC Bldg. LRC B142
(limited seating) Fee: $95
Instructor: Diana Lemcoff

Publisher Intermediate
Designed for those familiar with Publisher fundamentals, topics include using Wizards; manipulating clip art, WordArt and drawn objects; perfecting newsletters; creating four-fold publications; designing calendars and certificates; creating websites; mail merge; working with columns and tables; and extended formatting skills. Workbook included in course fee. Prerequisite: Publisher Introduction, equivalent experience, or permission of computer coordinator.
CRN #31374 1 Wednesday, 11/28, 9 a.m.-4 p.m. MCC Bldg. LRC B142
(limited seating) Fee: $95
Instructor: Diana Lemcoff

Visio Essentials
They say a picture is worth a thousand words. If so, Microsoft’s Visio software would make a great screenplay. Visio 2003 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 is included in course fee. Prerequisite: Familiarity with Windows operating system and several of the following desktop applications: Access, Excel, Outlook, PowerPoint and Word.
CRN #31376 3 Wednesdays, 10/31-11/14, 9 a.m.-noon
MCC Bldg. LRC B142 (limited seating) Fee: $210
Instructor: Russell Sabadosa

Adobe InDesign: Desktop Publishing Projects
Students will learn how to create newsletters, flyers and brochures using Adobe InDesign. Instructor provides handouts. Prerequisite: Adobe InDesign Introduction or approval of computer coordinator.
CRN #31366 1 Tuesday, 11/20, 9 a.m.-noon MCC Bldg. LRC B141
(limited seating) Fee: $65
Instructor: Valerie Scott

Adobe InDesign: PrePress
Use Adobe InDesign to stylize text, illustrate and alter clip art. Adobe InDesign interfaces with Adobe Illustrator and Adobe Photoshop in the Creative Suits package. This exceptionally powerful layout program now allows you the freedom to create and alter art without switching programs. Instructor provides handouts. Prerequisite: Adobe InDesign Introduction or approval of computer coordinator.
CRN #31368 1 Tuesday, 11/20, 1-4 p.m. MCC Bldg. LRC B141 (limited seating) Fee: $65
Instructor: Valerie Scott

NEW Adobe InDesign: Creating Art
MCC notifies you only if a course cancels or has schedule changes. If you don’t hear from us, assume you are registered.
Computer Technology

Visio Next Step
This course builds on the fundamentals taught in Visio Essentials. Students will learn, how to create, assign, and customize drawing layers; create complex shapes; create and edit formulas and functions; add predefined actions and custom shape behaviors; and create custom stencils. The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success. Also available with a companion CBT program. Required text is included in course fee. Prerequisite: Visio Essentials, equivalent experience, or permission of PC coordinator.
CRN #31379 3 Wednesdays, 11/21-12/5, 9 a.m.-noon
MCC Bldg. LRC B141 (limited seating) Fee: $210
Instructor: Russell Sabadosa

Photoshop Elements Introduction
Photoshop Elements is a new photo-enhancement and manipulation program designed specifically for amateur photographers, hobbyists and business users looking for an affordable, easy-to-use but powerful digital-imaging tool. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #31380 2 Tuesdays, 10/16-10/23, 6-9 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: Richard Hoyer

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; and make layers work for you. Let your imagination fly! Instructor will provide handouts. Prerequisite: Familiarity with Photoshop Elements or successful completion of MCC’s Photoshop Elements Introduction class.
CRN #31381 2 Tuesdays, 10/30-11/6, 6-9 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: Richard Hoyer

Photoshop Elements: Tips, Tricks and Answers
If you have been using Photoshop Elements for your creative projects and feel that you need to increase your productivity, then this class is for you. Insider tips and tricks are taught which help promote creativity and reduce technical delays. Topics to be discussed will include artistic filtering; colorizing black and white photos; blending mismatched areas for color and texture; optimizing graphics for print and web; scanning, straightening a crooked picture; stitching wide multi-section photos into a panorama; and layers. The class is also an open workshop for students who want program and technical advice on their own home projects. Bring us your ideas and we will help you structure, improve and apply new techniques to accomplish your artistic goals in the popular Photoshop Elements program. Instructor provides handouts. Prerequisite: Basic Windows, keyboard, mouse skills, and some Photoshop experience.
CRN #31382 2 Tuesdays, 11/13-11/20, 6-9 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: Richard Hoyer

Of Similar Interest
• Photography courses on pages 45-46

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Credit-Free Phone-In Registration (860) 512-3232
VB.NET Programming Introduction
Visual Basic .NET (or VB.NET) is the latest generation of Visual Basic. It is designed to be the easiest and most productive tool for creating .NET applications, including Windows applications, web services and web applications. This course covers the basic information participants 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. Learn basic programming techniques in the VB.NET language. Learn advanced topics such as modules and classes. Each concept will be demonstrated on VB.NET software in a hands-on environment. Required text: Programming VB.Net 2005 (CD + 180-day trial software), 6th Edition, Bradley & Millspaugh, available at MCC Bookstore. Prerequisite: Some experience with programming.
CRN #31386 3 Fridays, 9/14-9/28, 9 a.m.-4 p.m. MCC Bldg. AST B222 (limited seating) Fee: $295
Instructor: Chuck Schwartz

VB.NET Programming Intermediate
This class is a continuation of the Visual Basic.Net Introduction course and will build on what students have learned about Visual Basic.NET. More advanced Visual Basic.NET topics such as building your own classes, designing database applications using ADO.NET, enhancing Web applications with ASP.NET, creating database reports with Crystal Reports will be covered. The course will be taught in a hands-on format giving students the opportunity to practice what they are learning as the course progresses. Required text: Advanced Programming Using Visual Basic .NET 2005 (CD + 180-day trial software), Bradley & Millspaugh, available at MCC Bookstore. Prerequisite: Completion of the Visual Basic .NET Introduction course or equivalent experience with Visual Basic.
CRN #31388 3 Fridays, 10/5-10/19, 9 a.m.-4 p.m. MCC Bldg. AST B222 (limited seating) Fee: $295
Instructor: Catherine Seaver

PHP and MySQL Introduction: How to Create Web Forms and Capture Information
This intensive, hands-on course introduces the participants to the basics of PHP, explains how to set up and work with a MySQL database, and demonstrates interactions between PHP and the database. Required text: PHP Programming with MySQL, Gosselin, Thompson/Course Technology, available at MCC Bookstore. Prerequisite: Basic Windows, keyboard and mouse skills required. Knowledge of basic database concepts is recommended. *Note: No late registration can be accepted for this course.
CRN #31390 3 Fridays, 11/2-11/16, 9 a.m.-4 p.m. MCC Bldg. AST B222 (limited seating) Fee: $295
Instructor: Catherine Seaver

C# Programming: Ride the Next Wave
This course provides an introduction to the C# language and the .NET platform. Mastery of the syntax lets you spend your time building applications instead of fighting the compiler. Platform skills show you the performance implications of language features, let you take advantage of the services such as garbage collection and object finalization, and allow you to perform practical tasks such as deployment. C# provides all the features expected of a modern object-oriented programming language: class, interface, inheritance, polymorphism, encapsulation, etc. In addition, the language offers some new and powerful innovations such as properties, indexers, delegates, events and attributes. Department of Labor statistics show an increasing demand for C# programmers. Ride the next wave! Required text: Beginning Visual C# 2005, Watson & Nagel, available at the MCC Bookstore.
CRN #31392 3 Fridays, 11/6-11/23, 6-9 p.m. MCC Bldg. LRC B141 (limited seating) Fee: $295
Instructor: Chuck Schwartz

C++ Introduction to Game Programming
This course teaches the basics of game programming using C++ as the development language and DirectX as the graphics library. Instructor provides handouts. Prerequisite: Understanding of general programming techniques or permission of the instructor or computer coordinator.
CRN #31363 5 Thursdays, 9/20-10/18, 6-9 p.m. MCC Bldg. LRC B141 Fee: $195
Instructor: Clayton Walnum
Cuisine

Tofu: Now That I Bought It, What Do I Do With It?
Don’t miss this cooking demonstration by noted chef, Ken Bergeron, who will talk about the different types of tofu, and how it can be used and served. You will learn basic handling techniques of tofu, and then observe how it’s prepared in three different ways: roasted; in a savory salad as an almond cutlet; and in a dessert as silken tofu. You will get to enjoy the results while learning! Following the demonstration, the instructor will sign copies of his cookbook, which will be available at a discounted price. Materials fee: $10 (may be less depending on number of students), payable to instructor at the beginning of class.

CRN #31505 1 Thursday, 9/27, 6:30-8 p.m. MCC Bldg. Lowe L294 (Culinary Arts Center) Fee: $35
Instructor: Ken Bergeron is a certified executive chef through the American Culinary Federation, with 35 years of professional cooking experience. He was a gold medal winner in the “Culinary Olympics” in Frankfurt, Germany, in 1992, and has also been recognized as Chef of the Year through the Connecticut Chefs Association. He has appeared on TV and public radio on numerous occasions, and is the author of Professional Vegetarian Cooking.

Chai, Curries, and Chutneys
The hallmark of Indian cuisine is in its variety of flavors and aromas. Asian Indians use exotic spices and numerous types of blends in preparing a variety of dishes. The usual Indian meal consists of at least one curried dish and a condiment such as chutney (a relish made of fruits, spices, and herbs). North Indians are also fond of chai, a tea blend mixed with herbs and spices to enhance the flavor, as well as to add healing properties. This class will focus on these three components of a typical Indian meal. Students will learn to make a variety of curried dishes; chutneys and other condiments; and chai tea and other drinks. Materials fee: $15, payable to instructor at first class.

CRN #31501 3 Saturdays, 9/15-9/29, 10 a.m.-1 p.m. MCC Bldg. Lowe L293 (South Kitchen), meet at Culinary Arts Center Fee: $99
Instructor: Shalini Sharma was born and raised in India, and enjoys experimenting with different styles of cooking. She earned her bachelor’s and master’s degrees from Meerut University, India, as well as a diploma in Indian classical dance.

Putting the “Quick” in Quick Breads
All forms of bread, including rolls and muffins, require leavens to make the dough rise. Of course you can produce excellent breads with yeast—but this process can be time-consuming. Diversify your bread-making skills with quick breads, which only require baking powder and/or baking soda. You can prepare excellent offerings in two hours or less, start to finish. There are also a wide variety of ingredients you use for quick breads that can’t be used with yeast-leavened breads. We’ll discuss the basics of cooking with chemical leavens. Then we’ll produce for your consumption and enjoyment loaves of cranberry, orange, and walnut bread, as well as several variations of rugelach, a wonderfully adaptable treat that you can fill with almost anything and come off looking like a TV chef! Materials fee: $12, payable to instructor at the beginning of class.

CRN #31500 1 Saturday, 10/27, 9 a.m.-1 p.m. MCC Bldg. Lowe L293 (South Kitchen), meet at Culinary Arts Center. Fee: $60
 Instructor: John Gibson, whose diverse background includes service in the U.S. Navy and a Ph.D. in educational administration from the University of Connecticut, completed a professional bread making course at the King Arthur Education Center, and is enrolled in baking courses at MCC, while assisting in the instruction of some of these courses. He also bakes extensively at his home bakery.

Attention Students
If your class meets on Saturdays or Sundays at MCC, please be aware that Parking Lot B is closed on the weekends and you should use Lot C. Refer to Campus Map on page 63

Little Foods: Exploring the Small Food Traditions of the Mediterranean
From Spanish tapas bars to the cafes of Italy and France, from Moroccan open air markets to the Turkish mezze table, the Mediterranean provides us with a rich and varied tradition of small-bite eating—what we generally think of as appetizers. In this two-session course, you will learn about these varied traditions, and you will cook and taste your way to a deeper understanding of this style of eating, one small bite at a time. Participants should bring a sharp knife, dish towels, and pot holders to class. Materials fee: $30, payable to instructor at the beginning of the first class.

CRN #31506 2 Thursdays, 11/1-11/8, 6:30-9 p.m. MCC Bldg. Lowe L293 (South Kitchen), meet at Culinary Arts Center Fee: $70
Instructor: David deMercado is the owner and chef of “Dinner As You Please Chef Service,” which provides custom-designed menus in the home to time-challenged professionals and for parties of any occasion. Chef David also teaches several multi-course classes at Glastonbury High School through their Adult Continuing Education Program, and frequently gives large and small group cooking demonstrations throughout the area.

Jewish Cooking
You don’t have to be Jewish to enjoy Jewish food. The Jewish people have adapted recipes from many countries into a delicious medley of tastes. You will learn classic recipes handed down from generations and which originated in Poland, Germany, Russia, Austria, and Syria that are homey enough for everyday meals and special enough for festive occasions. Cook and feast on latkes (potato pancakes), knishes (savory filled pastry), cheese blintzes (crepes), sweet and sour unstuffed cabbage, chicken soup with knaidlach (matzo balls), and ma’amoul (nut-filled cookies). Participants should bring a sharp knife to class. Materials fee: $15, payable to instructor at beginning of class.

CRN #31507 1 Saturday, 10/13, 12:30-4 p.m. MCC Bldg. Lowe L293 (South Kitchen), meet at Culinary Arts Center 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.

Interested in a cuisine class? Please register early— instructors need to shop for an approximate number of students.
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. In addition to items listed in the Cuisine note, participants should bring a sharp knife, a medium-sized bowl, and a pastry blender to class. Materials fee: $10, payable to instructor at beginning of class.

CRN #31508 1 Saturday, 11/10, 12:30-4 p.m. MCC Bldg. Lowe L293 (South Kitchen), meet at Culinary Arts Center 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. In addition to items listed in Cuisine note, participants should bring two cotton dish towels and a medium-sized bowl to class. Materials fee: $10, payable to instructor at beginning of class.

CRN #31509 1 Saturday, 12/8, 12:30-4 p.m. MCC Bldg. Lowe L293 (South Kitchen), meet at Culinary Arts Center Fee: $45
Instructor: Dorothy Alderman

ABCs of Red Wine: Anything But Cabernet

Cabernet Sauvignon is the “king” of all red wines throughout the world, but there are many red wines coming into prominence and favor. We will taste 12 of them and evaluate them against the “king.” There will be many surprises for attendees who love red wines, as the quality of these non-Cabernets will perhaps create new favorites and inspire some to start buying and “cellaring” these other varieties. This will be an interesting and educational session, particularly for those who enjoy red wines. Bring your unbiased palate, some hearty munchies, and we will supply the glasses, the wines, and the lecture. Please note: you must be at least 21 years of age to enroll in the class; IDs will be checked in class. Register early, as enrollment is limited to 20 participants. Materials fee: $20, payable to instructor at the beginning of class.

CRN #31502 1 Friday, 9/28, 6:30-9:30 p.m. MCC Bldg. Lowe L294 (Culinary Arts Center) Fee: $30
Instructor: Gene Spaziani is a retired MCC professor who started the first wine classes in Connecticut at MCC in the early 1970s. He is a noted wine journalist and author who writes the weekly wine column for the Journal Inquirer.

The Noble Grape Varieties: Vinifera vs. the New Hybrids

The grape world has changed in the last 200 years, and in the last 50 years tremendous technological changes have been made to improve grape and winemaking quality. For those unbiased minds and palates, we are planning on a very interesting session, as we pit vinifera, or noble varieties, against modern hybrid varieties, and participants will try to identify which is which—a challenge that many wine buffs would not like to take. The wines will be tasted and savored with the bottles wrapped to hide their identity. Six white hybrids vs. six white viniferas, and six red hybrids vs. six noble red—you’ll be the judge. Please bring foods to munch on, and we’ll supply the glasses, the wines, and the lecture. Please note: you must be at least 21 years of age to enroll in the class; IDs will be checked in class. Register early, as enrollment is limited to 20 participants. Materials fee: $20, payable to instructor at the beginning of class.

CRN #31503 1 Friday, 10/26, 6:30-9:30 p.m. MCC Bldg. Lowe L294 (Culinary Arts Center) Fee: $30
Instructor: Gene Spaziani

Holiday “Stickies”: Sweet Wines

“Stickies” is the term that the Australians use for sweet wines. During the holiday season, sweet wines are traditionally favored throughout the world. With the holiday season upon us, we will offer a “Stickies” session featuring a dozen sweet wines, many of which are indeed traditional favorites. Please bring any of the following items to properly complement our “Stickies”: cookies, cakes, pies, pastries, chocolates, fresh fruits, and candies, or any other sweet dessert item, and we’ll supply the glasses, the wines, and the lecture. Please note: you must be at least 21 years of age to enroll in the class; IDs will be checked in class. Register early, as enrollment is limited to 20 participants. Materials fee: $20, payable to instructor at the beginning of class.

CRN #31504 1 Friday, 11/16, 6:30-9:30 p.m. MCC Bldg. Lowe L294 (Culinary Arts Center) Fee: $30
Instructor: Gene Spaziani

Participants in Cuisine classes should bring aprons, potholders, a knife, and containers for leftovers.
Connecticut Cultural Heritage Arts Bus Tour: Hmong New Year Celebration
This tour will participate in the celebration of Hmong New Year in Enfield, where the majority of Connecticut’s Hmong live. The Hmong, a tribal group from Laos, sided with the U.S. during the Vietnam War, and resettled here as refugees. Their New Year’s celebration, always held late in the year, includes traditional games, food, and music, as well as a cultural presentation. Many Hmong wear elaborate, traditional costumes, and women from the community show and sell their unique, exquisite embroideries. Tour participants will be able to sample Hmong foods (at no extra cost) during the late afternoon community feast.
CRN #31510 1 Saturday, 11/17, 1-8 p.m. Bus tour leaves from and returns to MCC, Parking Lot C (there is no classroom). Fee: $55
Instructor/Tour guide: Lynne Williamson received a graduate degree from the University of Edinburgh, Scotland, has been a museum professional for nearly 30 years, and is an adjunct instructor at the University of Hartford. She is director of the Connecticut Cultural Heritage Arts Program at the Institute for Community Research, a Hartford-based, statewide, folk arts initiative. Lynne led each of the three cultural bus tours last year.

The Italian Renaissance: Art, Architecture and Florence
Come and enjoy this art-appreciation course one of the most important periods of art history. We will focus on the Italian city of Florence, the capital of the Renaissance, and the superb art of the great masters of that period. We will analyze the art that reflected the Renaissance ideal: the rebirth of imagination inspired by classical antiquities and humanism. This is a “must” course for art lovers and those who are planning a visit to the amazing city of Florence.
CRN #31512 2 Fridays, 11/2-11/9, 6:30-8:30 p.m. MCC Bldg. LRC B208 Fee: $40
Instructor: Dr. Akram Erik-Soussi lived in Italy for ten years and earned a doctoral degree from the University of Florence. He has taught Italian at Central Connecticut State University and the University of Hartford, and frequently lectures about art and architecture, including courses at MCC since 1993.

American Foreign Policy in a Turbulent World
We will discuss and seek to understand some of the significant changes that have occurred in the world since the year 2000, and America’s response to these changes. From the wars in Afghanistan and Iraq, to international terrorism, to global climate change, and international economic instability, we, as a people and a nation, face significant challenges. This course should help to advance our understanding of these controversial issues and to explore ways in which ordinary citizens may help to deal with these problems.
CRN #31514 5 Mondays, 9/24-10/29 (does not meet 10/8), 3-4 p.m. MCC Bldg. AST C203 Fee: $25
Instructor: Angelo Messore is a professor of political science and economics at MCC.

An Overview of the United States Constitution
Although we are affected every day by the rights and provisions written into the Constitution, many of us are unaware of how the Constitution actually works. From Capitol Hill to Roe vs. Wade to the inner circle of the Oval Office, we will explore the people and events that have guided our country through the past 200+ years.
CRN #31561 2 Mondays, 10/22-10/29, 6-8 p.m. MCC Bldg. Lowe L240 Fee: $25
Instructor: Mark O’Neill received his B.A. in History from the University of Massachusetts at Amherst and took graduate courses at Central Connecticut State University. He has taught Social Studies at Bolton High School since 1986.

Eastern European Culture through Film
In this course students will learn about Eastern European culture by viewing and discussing films. Students will learn about these countries’ history, literature, customs, art, monarchies, music, and architecture. The Russian film, “The Meeting Place Cannot Be Changed,” takes place in 1945 Moscow with a series of robberies and murders that terrorize the city, while police struggle to capture the mysterious and elusive gang, “The Black Cat.” The film, “The Quack,” is based on a novel by the Polish writer, T. Dolega Mostowicz, in which the 1930s are portrayed through Poland’s easternmost territories. You will also view classic fairy tales, enjoyed by all Europeans, such as “ Twelve Months,” “ The Snow Girl,” “ Ivan and his Magic Pony,” and “A Tale of the Crimson Flower.” These tales are artistically beautiful and spiritually inspiring. Some of the films are in English, and others use English subtitles.
CRN #31513 6 Fridays, 10/12-11/16, 7-9 p.m. MCC Bldg. V5 V151 Fee: $75
Instructor: Rima Martin is a native of Lithuania and speaks Lithuanian, Russian and Polish. She has been teaching all three languages at MCC since 2002.

Town Meeting: Blue Connecticut in Fall ‘07
A fall season of trust, confidence, direction? Somebody has turned off our beautiful country. Our pulse is measured in plummeting polls, greed, subpoenas, gamesmanship, and journalism run amok. The whole of Washington today is a lame duck, tainted by forces of the governmentally halt and politically blind. Talking helps, if only to reinforce our depression, disgust and doubt. So let’s hear it: for the eleven months between now and relief; for our state government which best demonstrates bipartisanship by volunteering sympathy for an aging senator who called on the mob for some family muscle and justice; and for Hartford—ah, Hartford—a bright spot in our nation. Our pulse is measured by every American who deals with these problems.
CRN #31515 6 Fridays, 10/5-11/9, 11 a.m.-12:30 p.m. MCC Bldg. AST C203 Fee: $39
Instructor: Charles E.J. Morse has spent a lifetime lamenting, laughing and languishing in Connecticut’s governments and politics. He retired from the Hartford Courant (before Chicago) after a 38-year career observing, reporting, interpreting, and columnizing moments of glory and occasional pratfalls in this wonderful state of New England blueness.
Make Local Government Work for You

Are you uncertain about how your local government operates for your benefit? Did you ever wonder how the average citizen can make a difference in the local government decision-making process? You will acquire the tools you need to enhance your participation in the decisions that affect you, your family, and your neighborhood, while understanding the roles of elected officials, advisory boards, and commissions. In addition, you will review news articles about how citizens have been catalysts for change in their communities and how they have impacted agendas of city and town meetings. We will end with a simulated town meeting, whereby students will assume the roles of town administrators, elected officials, and citizens.

CRN #31516 4 Wednesdays, 10/17-11/7, 6-8 p.m. MCC Bldg. LRC A226
Fee: $70
Instructor: Hanna Marcus earned two master’s degrees in social work and counseling from the University of Connecticut. She served as the Director of Human Services for the Town of Manchester for more than two decades, and has also served as a consultant to the town. She continues to participate in town meetings and advocacy efforts.

Voices from the Grave

Do you have an appreciation for graveyards? Are you curious about how they evolved? This course will satisfy your curiosity! During the first class, the instructor will provide an introduction to numerous New England burial grounds during the years 1620-1799. Topics will include: the basics of headstones and footstones; the art of stone carving, including types of stone and chisels and some of the more prominent carvers; the simple and ornate symbolism of gravestones, and how the symbolism has changed over the years; and a study of various epitaphs and the life-lessons that these “residents” are trying to communicate. You’ll even get a chance to try carving in stone yourself. The second class will meet at Palisado Cemetery in Windsor, which contains the oldest legible gravestone in Connecticut. Directions will be provided during the first class. Come and learn about this fascinating way to explore history—you’ll never look at graveyards the same again!

CRN #31511 2 Wednesdays, 9/17-9/24, 6:30-8 p.m. LRC B144 (second class meets at Palisado Cemetery, Windsor) Fee: $20
Instructor: Bruce Sandy has a B.A. and teacher’s certification from the University of Massachusetts. He has been the pastor of Community Baptist Church in Manchester since 1996. His passion for teaching, public speaking, photography, and history come together in this course, “Voices from the Grave.”

New England’s Native Americans

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

CRN #31518 3 Mondays, 9/17-10/1, 6-8:30 p.m. MCC Bldg. Lowe L142
Fee: $60
Instructor: Barbara King has an M.A. in history, and has taught high school and college history courses. She is also teaches other courses in the Credit-Free program at MCC.

America’s First Ladies

Who were America’s First Ladies and what were they like? What did they do when they were the First Lady that made each of them unique? What did they add to the history of the Presidency and of the White House? What influence did they have on their husband’s term as President? In this course, each First Lady will be studied and discussed so that we arrive at the answers to these questions. Simpler, fun questions will also be explored, such as who had the first bathtub installed in the White House, who was the first First Lady with a college degree, which First Lady married her student, the President? Come and learn about this interesting and often overlooked aspect of American history.

CRN #31517 3 Mondays, 10/22-11/5, 6-8:30 p.m.
MCC Bldg. Lowe L142 Fee: $60
Instructor: Barbara King

Of Similar Interest

- Explorations in Film & Literature: Slaughterhouse-Five on page 53
- Historical Fiction: Research and Creative Writing on page 53

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
Dance

Ballroom Dancing I
No experience required! Anyone can learn the fox trot, the waltz, and some swing and jitterbug steps in this fun and relaxed course. 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 #31522 7 Tuesdays, 9/18-10/30, 6:15-7:30 p.m.
CRN #31521 7 Wednesdays, 9/19-10/31, 7:45-9 p.m.
Fee: $89 (per person)
Instructor: Beverly Burton is the owner and director of Burton Dance Studio in Manchester, which she established in 1958. She has also been an educator for many of the major dance organizations over the past 40 years. Past students have commented, “We enjoyed the course so much!” and ”Ms. Burton is a patient instructor and we look forward to taking more courses from her.”

Ballroom Dancing II
Don’t stop now! You’ve learned the basic steps, and you actually started having fun in those last couple classes of Ballroom Dancing I, didn’t you? Well, what better time to improve your skills and learn new dances than now? The basic dances—foxtrot, waltz and swing—will be reviewed, and new steps will be taught, depending on the interest and ability of the class. Some Latin dances will also be included, such as the rumba, Merengue, and salsa. Participants should have taken Ballroom Dancing I or have permission of the instructor. It is recommended that you register with a partner. Class is held at the Burton Dance Studio, 63 Linden St., Manchester.

CRN #31523 7 Tuesdays, 9/18-10/30, 6:15-7:30 p.m.
CRN #31524 7 Wednesdays, 9/19-10/31, 6:15-7:30 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 the 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 #31525 7 Thursdays, 9/20-11/1, 6:15-7:30 p.m.
Fee: $89 (per person)
Instructor: Beverly Burton

Latin Salsa Dance and Other Tropical Rhythms
If you got excited about the TV contest, “Dancing with the Stars,” and wished that you were a part of it, or if your desire is to become a potential dance competitor in “So, You Think You Can Dance?,” then this is the class for you. You will learn how to master sensual and hot Latin rhythms, such as salsa, Cumbia, and Merengue. Students will also be introduced to other Caribbean rhythms, such as cha-cha, mambo, and Bachata. Non-marking, athletic shoes must be worn. Please bring a combination lock to store your personal belongings during class.

CRN #31527 6 Thursdays, 9/13-10/18, 6-7:30 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio)
CRN #31528 6 Thursdays, 9/13-10/18, 7:40-8:40 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio)
CRN #31529 6 Thursdays, 9/20-11/1, 7-8 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio)
CRN #31530 6 Thursdays, 10/25-12/6 (does not meet 11/22),
MCC Bldg. Lowe L155 (Aerobics Studio)
Fee: $120
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 the Grasshopper Puppet Theater and conducts performances and workshops in area schools.

Latin Salsa Dance: Level II
As a follow-up to Latin Salsa Dance and Other Tropical Rhythms, this class is for those who have strong Latin foot work and know basic turns with their partners. Students will learn how to become strong leaders and attentive followers, while learning a wide variety of turns based on “cross-body lead” and “salsa step.” There will be warm-ups using other rhythms, such as Merengue, Bachata, and cha-cha. Non-marking, athletic shoes must be worn. Please bring a combination lock to store your personal belongings during class.

CRN #31528 6 Thursdays, 9/13-10/18, 7-8 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio)
CRN #31529 6 Thursdays, 9/20-11/1, 7-8 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio)
CRN #31530 6 Thursdays, 10/25-12/6 (does not meet 11/22),
MCC Bldg. Lowe L155 (Aerobics Studio)
Fee: $80
Instructor: Oswaldo Tirano

Tap Dance for Everyone
Did you ever wish that you had studied tap dancing as a child? Or maybe you started once but never stayed with it? Whether your interest in tap is longstanding or recent, this class is for you. You will find that tap is fun and relaxing, with good exercise included. You will learn basic rhythms and steps, and progress to combinations and routines fit for the dance floor or stage. A partner is not necessary. Class is held at the Burton Dance Studio, 63 Linden Street, Manchester.

CRN #31526 7 Thursdays, 9/20-11/1, 7:45-9 p.m. Fee: $89 (per person)
Instructor: Beverly Burton

Line Dance
Have fun while you exercise too! Some country dance will be included, but other styles will also be taught. Each dance that is introduced will be reviewed each week as a new one is taught. A partner is not necessary. Class is held at the Burton Dance Studio, 63 Linden Street, Manchester.

CRN #31525 7 Thursdays, 9/20-11/1, 6:15-7:30 p.m. Fee: $89 (per person)
Instructor: Beverly Burton

Of Similar Interest
- Feldenkrais courses on page 10
- Fitness courses on pages 36-37
Middle Eastern Belly Dance for Beginners

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. Please bring a combination lock to store your personal belongings during class.

CRN #31529 10 Wednesdays, 9/12-11/14, 7:15-8:45 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $95
Instructor: Tony Leshinskik (Hijara) has performed Middle Eastern dance since 1989 and is a founding member of Desert Moon Dancers, one of Connecticut’s premiere Middle Eastern dance troupes. He has taught Middle Eastern dance classes through several adult education programs since 1998.

Dances of the Gods: Indian Classical Dance

Indian classical dance originated in temples, where it was used to illustrate the Hindu mythologies. However, you don’t have to be from South Asia to enjoy and benefit from the Dances of the Gods. In this fun and informative workshop for the novice, participants will learn a combination of various dance forms from India that combine body movement and yogic mudras (hand positions that form part of a Hindu prayer and that are believed to possess healing qualities). The combined techniques are designed to enhance strength and flexibility. Students will start with warm-up and stretching exercises and move into basic dance steps, learning to dance to music, learning to dance to slow and faster rhythms, moving with ease, working with yogic mudras, learning step coordination, working on dance routines and group dances, and learning to dance to the complex and soul-stirring drum beats of Indian classical music. Wear comfortable dance/exercise attire and non-marking footwear (jazz shoes, ballet slippers or socks). Optional hand cymbals and anklelets are available from the instructor for an additional $6 fee. Please bring a combination lock to store your personal belongings during class.

CRN #31530 8 Fridays, 9/14-11/9 (does not meet 10/5), 6:30-8:30 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $99
Instructor: Shalini Sharma holds a diploma in classical dance from India. She has performed on stage in India and has participated in several cultural events and festivals in the United States.

Introduction to 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 #31531 8 Tuesdays, 9/25-11/13, 7-9 p.m. MCC Bldg. AST E113 (Auditorium Backstage) Fee: $130
Instructor: Deb Popillo is an actress and director for a professional acting troupe and of many community theater productions. She has been teaching acting for more than 19 years at MCC, and also currently works as a casting director for videos, industrials, and commercials.

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 preferred.

CRN #31532 8 Thursdays, 9/27-11/15, 7-9 p.m. MCC Bldg. AST E113 (Auditorium Backstage) Fee: $130
Instructor: Deb Popillo
Introduction to Commercial Acting

Ever watch a TV commercial and think, “I can do that!” Don’t know where to start? This class is your opportunity to get acting basics, while enhancing your communication skills and building confidence in a relaxed, stress-free environment. This class will explore varied acting and improvisational skills targeted specifically to the needs of a potential commercial audition. Each week will involve feedback and critique of class work. Students should bring a blank VHS video tape to record class work for home viewing. Students should also be at least 18 years old.

**CRN #31533** 6 Mondays, 10/15-11/19, 6:30-9 p.m.
**MCC Bldg. LRC A108** Fee: $115
Instructor: Michelle Pawlina-Martins is a professional actress, motivational speaker, and former trainer for the “Making It Count” programs, as well as a certified teacher. She has appeared in more than 20 professional productions in theaters from New York to Florida, and in more than 40 commercials, films, and industrials. She can currently be seen on TV and heard on the radio as the spokesperson for the Lia Auto Group on CT, MA, and NY.

**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. The final class will meet at WCCC Radio Station (106.9 FM), 1039 Asylum Ave., Hartford.

Directions will be provided by the instructor.

**CRN #31535** 5 Fridays, 9/28-11/2 (does not meet 10/5), 7-9 p.m.
**MCC Bldg. V6 V162** (Class of 11/2 meets at WCCC Radio Station)
Fee: $65
Instructor: Eric Michael Summerer is a professional voice-over artist and producer with years of experience in commercials, industrial recordings, animation, audio books, and video games. Commercial and narration clients include New Balance, MedCo Health, Nestle, and SkillSoft. Eric most recently starred in King of Fighters 2006 for the PlayStation 2 console.

Intermediate Voice-Overs: Character Voice Workshop

Creating characters for animation, commercials, audio books, and video games is more than just talking in a silly voice. Actors who can provide many varied and believable characters will get hired again and again. Building upon the skills learned in Introduction to Voice-Overs, students will develop their own archetypal characters that can be called upon and adapted to the needs of each project. Through group exercises and in-class readings, students will create several unique characters that will help them throughout their careers. Prerequisite: Introduction to Voice-Overs, or permission of instructor.

**CRN #31536** 4 Fridays, 11/9-12/7 (does not meet 11/23), 7-9 p.m.
**MCC Bldg. V6 V162** Fee: $50
Instructor: Eric Michael Summerer

Success in Soap Operas, TV Commercials and Film

For aspiring actors, Ron Millkie offers a step-by-step, no-holds-barred seminar on breaking into soap operas and TV commercials. His course is open to people of any age from teen-agers on up, and including beginners! The program features acting for “soaps” and provides pertinent information on blocking, scene interpretation, character analysis, and how to get into the American Federation of Television and Radio Artists. Participants will be videotaped in a mock screen test patterned on an actual network soap opera, and finished tapes will be viewed and critiqued by the instructor. One student will be selected to spend a day in New York with the instructor to meet a series of casting directors and agents. Don’t miss this extraordinary opportunity to make a major contact, as well as learning the ropes of soap operas and commercials from a true professional. Each participant must bring a blank videotape. Film scripts and directions will be mailed prior to class start. The class will arrange for take-out lunch, or you may bring a lunch.

**CRN #31534** 2 sessions, Wednesday & Thursday, 12/26-12/27, 10:30 a.m.-4:30 p.m.
**MCC Bldg. V2 V127** Fee: $149
Instructor: Ron Millkie is a professional actor who has appeared in several movies, a Broadway national tour, off-Broadway plays, commercials and daytime television.

The Art of Commercial Voice-Overs

The voices you hear in radio and TV commercials belong to real people who make good money doing it. You can too! Learn about the commercial voice-over business and the opportunities that are available. Discover what it takes to get into the business and be successful. Informative topics include how to take direction, finding your motivation, getting into character and interpreting different styles of commercial copy, and how to get auditions. Scripts will be supplied for single and multiple voices for commercial reads and in-class, mock auditions.

The final class will meet at WCCC Radio Station (106.9 FM), 1039 Asylum Ave., Hartford. Directions will be provided by instructor. Prerequisite: Introduction to Voice-Overs, or permission of instructor.

**CRN #31537** 5 Tuesdays, 9/25-10/23, 7-9 p.m.
**MCC Bldg. AST D229**
(Class of 10/23 meets at WCCC Radio Station)
Fee: $65
Instructor: Stew Crossen, commonly known as “Beef Stew,” the host of Sunday Night Blues on 106.9 WCCC, is a business and broadcast professional with more than 30 years’ experience, including work as a news anchor, rock DJ, program director, music director, and commercial and voice-over producer for a variety of radio stations. Stew is the owner of the Voice Over Workshop, LLC.

Introduction to Radio Broadcasting

Whether you listen to Rush Limbaugh, Howard Stern, or non-commercial radio, have you ever wondered if you have what it takes to sit behind the microphone and deliver a show? In this fun and fact-filled course you’ll receive a wealth of information about the radio broadcasting business and learn how to successfully begin a career in radio. Get a revealing look at the real world of radio broadcasting and the opportunities awaiting you.

The final class will meet at WCCC Radio Station (106.9 FM), 1039 Asylum Ave., Hartford. Directions will be provided by instructor. Prerequisite: Introduction to Voice-Overs, or permission of instructor.

**CRN #31538** 5 Thursdays, 9/27-10/25, 7-9 p.m.
**MCC Bldg. LRC A108**
(Class of 10/25 meets at WCCC Radio Station)
Fee: $65
Instructor: Stew Crossen
Grammar Basics I
Can you understand and speak English, but are unsure about using grammar correctly at work or in social situations? In this class we will review the basic verb tenses and build on grammar skills, such as modals, time clauses, gerunds, and infinitives. The focus will be on the review and reinforcement of grammar skills through workbook exercises. Listening, speaking, reading and writing activities will also be incorporated into the course. Required text: More Grammar Practice 2, Thomson-Heinle, available at MCC Bookstore.
CRN #31539 6 Mondays, 9/10-10/22 (does not meet 10/8), 6-8 p.m. MCC Bldg. LRC B149 Fee: $120
Instructor: Georgiana Newson received her M.S. in TESOL from Central Connecticut State University, where she is also an ESL instructor in the Intensive English Language Program.

Grammar Basics II
As a continuation of Grammar Basics I, students will practice more advanced verb tenses and grammar skills. Students who did not take Part One are welcome to attend if they have strong basic grammar skills. Required text: More Grammar Practice 2, Thomson-Heinle, available at MCC Bookstore.
CRN #31540 6 Mondays, 10/29-12/3, 6-8 p.m. MCC Bldg. LRC B149 Fee: $120
Instructor: Georgiana Newson

ESL: Conversation, Customs and Culture I
Do you want to practice your English while learning about American customs and culture? If you’ve been shy or worried about speaking English or making mistakes in social situations, you’re not alone. Join with other ESL students in a relaxed, informal atmosphere as we talk, laugh and learn about a wide variety of everyday, practical and social situations. Topics to be discussed will be largely determined by the interests of the class, but may include learning the meaning of idioms, listening to model dialogues, and discussing what to do in problem situations. Practice your communication skills as you share aspects of your culture with your classmates and explore your common interests. If possible, please bring some items from your cultural background, such as photographs, maps, music, or art, to the first class. This course is ideal for au pairs who need to fulfill their educational requirements. Students should be at a high beginner to intermediate level of spoken English. Recommended text: The Heinle Picture Dictionary (in English), Heinle/Thomson, available at local bookstores; Required text: LifePrints, Level 1 (textbook and workbook), New Readers Press, available at MCC Bookstore.
CRN #31541 6 Wednesdays, 9/12-10/17, 6-8 p.m. MCC Bldg. AST T404 Fee: $120
Instructor: Amy Hanover earned her M.S. in TESOL from Temple University and has taught ESL classes at the Nationalities Service Center in Philadelphia and at Goodwin College.

ESL: Conversation, Customs and Culture II
In this continuation of ESL: Conversation, Customs and Culture I, topics that reflect the interests of the class will form the basis for discussion. New students, as well as continuing students, are welcome. If possible, please bring to the first class an artifact from your culture, such as a photograph, travel brochure, piece of art, or book. Recommended text: The Heinle Picture Dictionary (in English), Heinle/Thomson, available at local bookstores; Required text: LifePrints, Level 1 (textbook and workbook), New Readers Press, available at MCC Bookstore.
CRN #31542 6 Wednesdays, 10/24-12/5 (does not meet 11/21), 6-8 p.m. MCC Bldg. AST T404 Fee: $120
Instructor: Amy Hanover

Pronunciation Practice: Accent Reduction I
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 to obtain the material necessary for class.
CRN #31543 6 Thursdays, 9/13-10/18, 7-9 p.m. MCC Bldg. V6 V162 Fee: $120
Instructor: Ricardo Canal earned his B.A. in English, with a concentration in writing, at the University of Hartford and an M.S. in TESOL (Teaching English to Speakers of Other Languages), with a concentration in linguistics, at Central Connecticut State University. He has done extensive tutoring in English, Spanish, and other languages at MCC’s Learning Center and Language Lab. During the academic year, he also teaches ESL credit courses at MCC.

Pronunciation Practice: Accent Reduction II
In this course, intermediate to advanced ESL students will continue to focus on consonant and vowel sounds. The class will also concentrate on connected speech, syllable stress, and reductions. Listening and speaking activities will improve communication skills. The students will use the same cassette tapes from Level I. Prerequisite: Pronunciation Practice: Accent Reduction I
CRN #31544 6 Thursdays, 10/25-12/6 (does not meet 11/22), 7-9 p.m. MCC Bldg. V6 V162 Fee: $120
Instructor: Ricardo Canal

NEW

GED CLASSES AT MCC
Ongoing Registration NO CHARGE
Provided by Vernon Regional Adult Basic Education
(860) 870-6000 ext. 139 for more information and to register.
The College Challenge: A Parent’s Guide
This seminar is designed for the parents of high school sophomores, juniors and seniors who are in the process of guiding their college-bound children into making one of life’s most important and costly decisions. You will learn strategies to help your child enjoy and achieve success in planning for college and to select colleges and universities that best match his or her talents, interests and abilities. Topics will include how the admissions process works; how to compare colleges; and how to help your child develop a compelling case for admission.
CRN #31546 1 Wednesday, 9/26, 7-8:30 p.m. MCC Bldg. LRC A108
Fee: $15
Instructor: Dr. Heather Ricker-Gilbert is an educator and independent consultant who counsels students and families on college admissions and the financial aid process. She has worked as an administrator and faculty member at MCC, the University of Connecticut, Eastern Connecticut State University, and Penn State University.

Understanding the Secrets of College Admissions and Student Financial Aid
Choosing the right college is certainly a challenge—and so is paying for it! In this workshop designed for parents of college-bound children, you will learn how the financial aid process works, and strategies for finding and winning scholarships. Timelines, merit aid, and financial aid packages will be discussed, as well as tips for reducing college costs.
CRN #31547 1 Monday, 11/12, 7-8:30 p.m. MCC Bldg. AST C207
Fee: $15
Instructor: Dr. Heather Ricker-Gilbert

Mortgages and the Home Buying Process
This class is intended for those who are considering purchasing their first home, as well as those who are repeat buyers interested in the most up-to-date information regarding the mortgage industry. Participants will gain knowledge on the following topics: completing a home buying strategy; the impact of a credit score; pre-approval vs. pre-qualified; choosing a realtor; effectively negotiating the purchase of a home; choosing a suitable loan program; rent vs. own; and, if applicable, the most prevalent mistakes that sellers make when selling their home. There will be handouts regarding each of the topics to aid in the learning of the material.
CRN #31545 1 Monday, 9/10, 7-9 p.m. MCC Bldg. LRC B208 Fee: $20
Instructor: Eric Kincheloe has nearly ten years of mortgage lending experience. He also has experience in training other mortgage professionals and is currently a branch manager for a national lender.

Home Remodeling Workshop for Owners: Taking Control from A to Z
Do you want to remodel your home but you don’t know where to begin? Are you afraid that you might not like the final result? Are you nervous that the cost may run higher than you like? How will the remodeling effect the value of your house? In this informative workshop led by a licensed home architect, you’ll get the answers you need for developing a strategy and a sketch plan for remodeling your home.
CRN #31548 3 Mondays, 9/17-10/1, 7-9:30 p.m. MCC Bldg. LRC B208 Fee: $95
Instructor: Gary Sweet, a licensed architect, is a partner with Architectural Design Magic in Manchester, with more than 35 years of experience helping homeowners achieve their dreams. He is currently restoring and remodeling a Cheney Home into the Morning Star Inn Bed & Breakfast.

Understanding the Connecticut Probate Courts
Instructor: Joseph Fairchild, J.D., has been a licensed attorney in private practice since 1989 and a Connecticut Judge of Probate since 1999. He is an instructor of criminal justice at MCC.

Property Transfer upon Death
Did you ever wonder what will happen to your assets when you die? Do you know who will be responsible for administering your estate? Do you know what would happen to your property if you don’t have a Last Will and Testament? Did you ever wonder how having a Last Will and Testament affects the transfer of property upon your death? This informative session will address these questions, and provide you with information about how property is transferred upon death. Other topics will include how Wills are admitted into Probate Court; the costs of probate court and inheritance taxes; and the process of probate itself from the initial application through the closing of the estate.
CRN #31549 1 Saturday, 9/29, 10 a.m.-1 p.m. MCC Bldg. AST C212
Fee: $15

Children’s Issues
The Connecticut Probate Courts are responsible for a variety of children’s issues. In Connecticut, all persons under the age of 18 are considered minors. A guardian is a person who has a legal right to make decisions for the minor and/or his or her property and assets. Guardianship may be created by virtue of one’s role as parent or by order of a court. The State has a variety of types of guardianships, including guardians of the estate, guardians of the person, temporary guardians, testamentary guardians, and standby guardians. This course will examine these types of guardianships and under what circumstances they would exist, as well as the circumstances for when a parent or guardian may have their guardianship removed or terminated.
CRN #31550 1 Saturday, 10/20, 10 a.m.-1 p.m. MCC Bldg. AST C212
Fee: $15

Conservatorship and Incapacity
Probate Courts become involved in the lives of people when people become incapable of caring for themselves and/or their property and assets. The courts are entrusted with the responsibility of protecting the interests of these people. To accomplish this, the courts appoint a conservator who becomes, in many respects, an agent of the court. This course will examine the circumstances which may cause the court to appoint a conservator; the differences between a conservator of the person and a conservator of the estate; the duties and responsibilities of conservators; and the Probate Court’s process and procedures for creating and administering a conservatorship.
CRN #31551 1 Saturday, 11/17, 10 a.m.-1 p.m. MCC Bldg. AST C212 Fee: $15

Please note: The instructor is unable to provide personal legal advice.
**Estate Planning for Retirees**

“How can I protect my money and property in my retirement years?”

There are plenty of myths about estate planning, and this seminar will focus on dispelling those myths. Through presentation and discussion, we will cover topics such as wills, living wills, power of attorney, health care powers, and different types of trusts. If you’re concerned about taxes (and who isn’t?), this seminar will present avoidance strategies for probate, as well as state and federal gift and death taxes. You will also be shown ways to protect their assets against health care costs, and the course will even touch upon document storage options. Primarily geared toward retirees, this seminar will address specific questions and needs. So, if you’ve been putting off this first step, now’s your chance to get off the sidelines. Come join us for this low-key and informative, two-part seminar.

**CRN #31552** 2 Wednesdays, 9/19-9/26, 2-3 p.m.
**EHCCC Room 6**  Fee: $20
**Instructor:** Frank Germano, CFP®, has worked in the financial services area for more than 15 years. He is a registered representative with Tower Square Securities, Inc. and a member of NASD/SIPC, and has his office in East Hartford.

**Investment Strategies for Retirees**

Are you retired? Concerned about stock market declines? If so, this course is designed for you. Most people want to take charge of their money, but often feel that they don’t have the knowledge. Here’s your chance to learn about putting together a portfolio that suits your needs. Gain a better understanding of investment choices. Learn the “ins and outs” of mutual funds, IRAs, Roth IRAs, 401(k)s, TSAs, and pension funds. Acquire the knowledge to deal with taxation issues. We’ll look at a Nobel Prize-winning model on asset allocation and, most importantly, discuss how to protect against losses during a downturn in the market. You will also be provided with a suggested reading list. This seminar is for beginning as well as more experienced investors and provides a great opportunity to ask questions in a relaxed and informal setting.

**CRN #31553** 2 Wednesdays, 9/19-9/26, 3:15-4:15 p.m.  **EHCCC Room 6**  Fee: $20
**Instructor:** Frank Germano

**My Neighbor Has a Living Trust—Should I?**

What is a Living Trust and is it right for you? Do you need a Living Trust to avoid Probate Court? How lengthy and expensive is Probate? You’ll get answers to these questions and many more from an experienced attorney discussing estate planning and Living Trusts. Topics will include: the concept of “funding” a Living Trust and whether it is needed to reduce estate taxes; the difference between a Living Trust and a Last Will and Testament; an explanation of Powers of Attorney; the importance of how your assets are titled; and Living Wills and health care representatives, including how the 2006 Connecticut legislative changes affect these documents. Materials fee: $10, payable to instructor at beginning of class for informational booklet.

**CRN #31554** 1 Tuesday, 11/13, 6:30-8:30 p.m.  **EHCCC Room 6**  Fee: $15
**Instructor:** Amy B. LaChance is a practicing attorney with the Czepiga Law Group LLC of Newington.

**Should I Give my Home to my Children? Gifting Strategies that Prevent you from Going Broke at the Nursing Home**

Should I give my home to my children? Will gifting protect my assets for my children if I go into a nursing home? How can I get the State to pay for my nursing home care? You will learn proven asset-protection planning techniques for long-term care, including the difference between Medicare and Medicaid and the effect of new laws passed in 2006. You’ll get examples on how single individuals and married couples can qualify for Medicaid benefits, while keeping their assets, even with the recent changes in the law. Did you know that the house is a protected asset if one spouse is in a nursing home? Medicaid buzz words, such as “penalty period,” “look back period,” and “community spouse protected amount” will be explained. We will also examine what a good, long-term care insurance policy is needed to reduce estate taxes; the difference between a Living Trust and a Last Will and Testament; an explanation of Powers of Attorney; the importance of how your assets are titled; and Living Wills and\n
**CRN #31555** 2 Tuesdays, 11/20-11/27, 6:30-8 p.m.  **EHCCC Room 6**  Fee: $20
**Instructor:** Amy B. LaChance

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**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

These classes are enrichment programs and do not necessarily reflect the views of MCC.
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 work out. 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. Classes meet at the Academy of Martial Arts & Personal Development, 440 Oakland St., Manchester.
CRN #31562 8 sessions, Mondays & Wednesdays, 9/10-10/3, 7-8 p.m.
CRN #31563 8 sessions, Mondays & Wednesdays, 10/15-11/7, 7-8 p.m.
CRN #31564 8 sessions, Mondays & Wednesdays, 11/12-12/5, 7-8 p.m.
CRN #31565 8 sessions, Tuesdays & Thursdays, 9/11-10/4, 9:30-10:30 a.m.
CRN #31567 8 sessions, Tuesdays & Thursdays, 10/9-11/1, 9:30-10:30 a.m.
CRN #31569 8 sessions, Tuesdays & Thursdays, 11/6-12/4 (does not meet 11/22), 9:30-10:30 a.m.
CRN #31566 8 sessions, Tuesdays & Thursdays, 9/11-10/4, 6-7 p.m.
CRN #31568 8 sessions, Tuesdays & Thursdays, 10/9-11/1, 6-7 p.m.
CRN #31570 8 sessions, Tuesdays & Thursdays, 11/6-12/4 (does not meet 11/22), 6-7 p.m.
Fee: $45 (per 8 sessions)
Instructor: 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; and other Academy instructors.

Tai Chi for Health and Relaxation
Beginners of all ages are invited to come and let your chi energy flow! Learn to let your body release everyday stress, while strengthening your mind and body with this ancient Chinese art. You will learn simple chi kung (breathing exercises) and a basic tai chi form by the end of the course. Please note: you may attend any of the three scheduled sections listed below, and in any weekly sequence, in order to fulfill your 24 sessions by the end date. For example, you may attend four classes a week for six weeks; three classes a week for eight weeks; or two classes a week for twelve weeks; or any combination in order to complete 24 sessions. Please be aware that the course does not meet on one Monday and one Thursday (listed below). It will be your responsibility to make sure that you’re able to adjust your schedule in order to attend 24 sessions. The instructor will monitor each student’s weekly attendance. This 24-session format coincides with regularly scheduled classes at Malee’s School. Class meets at Malee’s School of Tai Chi & Kung Fu, 991 Main St., Manchester.
CRN #31571 24 sessions - Choose from any combination of the following schedules:
• Mondays & Wednesdays, 9/10-11/28 (does not meet 10/8), 12:30-1:30 p.m.
• Mondays & Wednesdays, 9/10-11/28 (does not meet 10/8), 7:30-8:30 p.m.
• Tuesdays & Thursdays, 9/11-11/29 (does not meet 11/22), 5:30-6:30 p.m.
Fee: $240
Instructor: Malee Khow, president of the U.S.A. National Tai Chi Chuan Federation, has studied and practiced the martial arts for more than 30 years. She is an international Wushu judge and multiple gold winner in international competition.

Core Approach to Strong Abs and Glutes
Do you want that long, lean, sculpted look? Then this Pilates class is for you. Pilates is a discipline that encourages strength training and core stability. Keeping the core portion of your body (shoulder to hip squared) still enables you to use your own body as weight. This gentle form of weight training promotes long, lean muscle mass that emphasizes abdominal and gluteus muscles. This program is performed in repetitions of 4 to 10 of the same movements and sequentially progresses to the exercise. Moves are in an exact manner to ensure that the body flexes and extends as safely as possible. All of our exercises are performed on a mat in a slow, concise rhythm. For optimal results, students will also be encouraged to practice on their own for one or two times per week. Non-marking athletic shoes must be worn. Please bring a combination lock in order to store your personal belongings during class.
CRN #31572 6 Mondays, 9/10-10/22 (does not meet 10/8), 6-7 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $45
Instructor: Angela DeMichele is certified in Stott Pilates and is also a certified instructor through the American Fitness Association of America (AFAA).
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 20th century 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. Non-marking athletic shoes must be worn. Please bring a combination lock in order to store your personal belongings during class.
CRN #31573 12 Saturdays, 9/8-12/8 (does not meet 10/6 & 11/24), 10:45-11:45 a.m. MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $120
Instructor: Lorelei Chang, a native of Beijing, China, is a certified Pilates and yoga instructor, and a theater and dance faculty member at Trinity College, Connecticut Concert Ballet, University of Hartford, and the Hartt School Community Division. She began her dance training in classical ballet and Chinese folk dance at an early age, and her career has included performer, teacher, and choreographer, both in China and the United States.

Intermediate Pilates
This class is for students who have already taken Introduction to Pilates, or who have 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. Non-marking athletic shoes must be worn. Please bring a combination lock in order to store your personal belongings during class.
CRN #31574 12 Saturdays, 9/8-12/8 (does not meet 10/6 & 11/24), 9:30-10:30 a.m. MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $120
Instructor: Lorelei Chang

Pilates on the Ball
This class builds upon the benefits of the mat-work Pilates class by adapting the exercises to the stability ball. Use of the resist-a-ball is effective in improving functional and static balance and developing high levels of strength, flexibility and beauty by practicing mental and physical control. The method represents a simple way of combining static stretching and aerobic breathing in a series of controlled, non-impact movements with the ball. Non-marking athletic shoes must be worn. Please bring a combination lock in order to secure your personal belongings during class.
CRN #31575 4 Saturdays, 9/8-9/29, 12:15-1:15 p.m. MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $40
Instructor: Davender Khokhar, Ph.D., is an experienced yoga instructor and Ayurvedic practitioner who has worked in Mother Teresa’s home for orphans in New Delhi and at the American Embassy School in India. She teaches in various fitness programs, including those at MCC.

Personal Trainer National Certification
The World Instructor Training School’s (WITS) 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 fourth hottest job in the U.S., with a national average of $25/hour. Whether as 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, and comprises 15 hours of lecture and 15 hours of practical training. Topics include biomechanics, exercise physiology, fitness testing, equipment usage, and health assessment. A subsequent 20-hour internship (not included with this course) will prepare you to work successfully in the fitness field. To order the required textbook, which costs approximately $75, please call (888) 330-9487, or visit www.witseducation.com. The textbook should be purchased in advance and reviewed prior to first class. For the Fitness Center sessions, appropriate work-out clothes and non-marking athletic shoes must be worn, and please bring a combination lock in order to store your personal belongings during class.
CRN #31576 12 sessions, Tuesdays/Fridays (Fitness Center) & Thursdays (classroom), 10/2-11/8, 6:30-9:30 p.m. MCC Bldg. Lowe L124 (classroom) and Lowe L154 (Fitness Center) Fee: $540
Instructor: World Instructor Training School staff

Safe Return Personal Trainer Program
This course is a post-injury exercise model for Certified Personal Trainers. Knee, back and shoulders are the most common and key areas that personal trainers need to address once physical therapy and orthopedic services have ended for acute patients following injury or surgery. Often times these clients turn to personal trainers for more assistance. This advanced, four-week course will provide personal trainers with comprehensive strategies to assess and develop programs. Testing will take place on the fifth week. To order the required textbook, please call (888) 330-9487, or visit www.witseducation.com. The textbook should be purchased in advance and reviewed prior to first class. For the Fitness Center and Aerobics Room sessions, appropriate work-out clothes and non-marking athletic shoes must be worn, and please bring a combination lock in order to store your personal belongings during class.
CRN #31577 5 Saturdays, 10/13-11/10, 9 a.m.-noon MCC Bldg. LRC B144 (classroom) & 1-4 p.m. Lowe L154 & Lowe L155 (Fitness Center & Aerobics Room) Fee: $440
Instructor: World Instructor Training School staff

Advanced Weight Training Techniques for Personal Fitness Trainers
Expand your weight training skills and program design for improved results with your clients. Learn how to explain the importance and benefits of alternating exercises for each major muscle group, while adding new exercises to your repertoire. Learn how to keep your clients interested and balanced with three-, four-, five- and six-day workout programs. Appropriate workout clothes and non-marking athletic shoes must be worn, and please bring a combination lock in order to store your personal belongings.
CRN #31578 1 Thursday, 11/8, 6:15-9:15 p.m. MCC Bldg. Lowe L154 (Fitness Center) Fee: $60
Instructor: World Instructor Training School staff

Of Similar Interest
• Body, Mind & Spirit courses on pages 10-14
• Dance courses on pages 30-31
Fitnes & Recreation

CONNECTICUT BASIC BOATING

OPTION 1:
This four-session, ten-hour course, taught by volunteers or employees of the Connecticut DEP Boating Division, provides a diploma as partial fulfillment of the requirements for the Connecticut Certificate of Personal Watercraft, which includes the Safe Boating Certificate. Upon successful completion of the course, the student can mail or deliver the diploma to any State DEP office, and combined with an application for certificate and appropriate fee, qualifies the student to obtain the Certificate of Personal Watercraft/Safe Boating. Students must attend all classes to qualify. The Certificate is a one-time, lifetime certification.

CRN #31556 4 sessions, Mondays & Wednesdays, 9/10-9/19, 7-9:30 p.m. MCC Bldg. Lowe L240
CRN #31557 4 sessions, Mondays & Wednesdays, 10/1-10/15 (does not meet 10/8), 7-9:30 p.m. MCC Bldg. Lowe L240

Fee: $15
Instructors: Department of Environmental Protection, Office of Boating Staff

OPTION 2:
Students may receive the same Connecticut Certificate of Personal Watercraft/Safe Boating through single-day classes offered by Professional Marine Education. Please note that this scheduling option carries a higher course fee.

CRN #31558 1 Saturday, 9/8, 8:30 a.m.-4:30 p.m. MCC Bldg. AST E202
CRN #31559 1 Saturday, 10/13, 8:30 a.m.-4:30 p.m. MCC Bldg. AST E202
CRN #31560 1 Saturday, 11/3, 8:30 a.m.-4:30 p.m. MCC Bldg. AST E202

Fee: $95
Instructors: Professional Marine Education staff

Introduction to Orienteering
The sport of orienteering involves both the mind and body. Originating in Sweden, orienteering is the skill of navigating through an unfamiliar area in the woods using a highly detailed topographic map and a compass to find the best way from checkpoint to checkpoint. Most participants hike at a leisurely pace, while others compete by running through the woods in a test of stamina and decision making. This course will emphasize the recreational rather than the competitive aspects of the sport. If you don’t have your own protractor compass, you may borrow one from the instructor. First class meeting is held indoors. The second class will be held at Gay City State Park, and will include map and compass exercises and an orienteering hike. Suitable for people of all ages, from eight to eighty. No experience is necessary. Children must be accompanied by a registered adult. Materials fee: $3, payable to instructor at first class.

CRN #31580 2 sessions, Wednesday, 9/26, 6-8 p.m. MCC Bldg. L240; and Saturday, 9/29, 10 a.m.-noon
Gay City State Park Fee: $30
Instructor: Paul R. Pearson has been a member of the New England Orienteering Club for more than 20 years. He is certified as a Level I coach by the U.S. Orienteering Federation and has been teaching orienteering for more than a decade.

All About Land Trusts
Learn how land trusts preserve open spaces in our towns and neighborhoods. We will study the history, standards and practices of land trusts in this country, and specifically, the operations of the Manchester Land Trust, a member of the National Land Trust Alliance. We will focus on the work of volunteers at the local level, and how you can become the steward of a land trust parcel. You will also receive information about guided hikes that are available for viewing land trust sites in the Manchester region. Anyone interested in the preservation of open spaces, passive recreation, and a healthy environment will find this course beneficial. In addition, an invitation will be extended to the class for a follow-up, informative hike at one of the local trails.

CRN #31581 1 Monday, 9/24, 7-9 p.m. MCC Bldg. LRC B144 Fee: $15
Instructor: Malcolm F. Barlow is an attorney and president of the Manchester Land Trust. He frequently lectures on open space issues.

Fly-Tying
This course is not only for beginners but also for experienced “fly-tyers” who want to enhance their fly-tying technique. Designed to present the basics of fly-tying, this course includes a brief history, a discussion of terminology, and a presentation of dry flies, wet flies, nymphs, streamers, and saltwater flies. The instructor will explain equipment usage and provide instruction of fly-tying techniques. This is a hands-on course with individualized attention and student participation as the course evolves. Materials fee: $25, payable to instructor at the first class, for course supplies (fee does not include a vice, which is highly recommended). If you have a vice, scissors, and thread bobbin, please bring to class. For more information, please call Mike Hiza, coordinator of the fly-fishing series, at (860) 512-2764.

CRN #31579 6 Fridays, 9/21-11/2 (does not meet 10/5), 7-9 p.m. MCC Bldg. LRC A108 Fee: $95
Instructor: Paul Bengston has been an avid fly fisherman for nearly 50 years. He has tied flies commercially for local sport shops, and did fly casting demonstrations for the Leonard Rod Company. He is vice president of the Connecticut Charter and Party Boat Association, and has been a licensed charter boat captain for more than ten years. In addition, he is a life member of the Connecticut River Salmon Association.

MANCHESTER COMMUNITY COLLEGE

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Fundamentals of Pocket Billiards
The game of billiards has shown a recent resurgence in popularity. Come find out why! Learn basic techniques, rules of the game, proper stance, and shot making. Whatever level of play you now experience, you will develop a better understanding of technique and game strategy; learn exciting, new shot-making skills; and become a complete player. Materials fee: $5 for table time for each session, payable to World Championship Billiards at the first class. Classes meet at World Championship Billiards, 171 Spencer St., Manchester.
CRN #31582 3 Tuesdays, 9/4-9/18, 7-9 p.m.
CRN #31583 3 Tuesdays, 10/9-10/23, 7-9 p.m.
Fee: $40
Instructor: Bob Hayward has studied and taught the game of billiards for more than 35 years. For the past 10 years, he has captained an American Pool Players Association Eight-ball team, which has won numerous titles, including the team state championship. He has played with such legends as Willie Mosconi, Steve Mizerak and Irving Crane. He also teaches privately and for educational organizations in the area.

Mah Jongg for Beginners
Mah Jongg is a game of skill and chance with ancient Chinese origins. When the game was introduced to the West in the late 19th century, a real craze developed, and this enthusiasm has continued to grow. Mah Jongg keeps you mentally alert in a very engaging and relaxing way, provides a therapeutic effect on your mental and physical well-being, and is appropriate for all ages. The game involves drawing, discarding, and shuffling small tiles, and then combining them in strategic ways to win rounds. This course will provide a brief history of the game, an overview of the names and suits of the 144 tiles, explanations of the rules, recommended tactics, and an opportunity to practice with fellow classmates. Mah Jongg is a perfect family activity or an enjoyable way to entertain friends and relatives. Come find out why this game is so popular!
CRN #31584 6 Tuesdays, 10/2-11/6, 6-7:30 p.m. EHCCC Room 6
Fee: $60
Instructor: Cecile Avila is a volunteer instructor at the Manchester Senior Center and has been playing and teaching Mah Jongg for most of her life.

Role-Playing Games: How to Play Dungeons & Dragons
This course brings to life the pencil-and-paper game of Dungeons & Dragons and the art of role-playing games. You will discover the background and history that brought D&D to its current incarnation. What are the strange, little dice used for? How do you fight and cast spells? What does it mean to play a character? And most importantly, how do you win? You will learn the basic game mechanics of the D&D game, starting with how to generate a character and continue with playing that character through several classic elements of the D&D game. The instructor will cover the concept of cooperative gaming, as well as character advancement vs. development. Finally, some options will be suggested for setting up a game of your own.
CRN #31585 5 Tuesdays, 10/2-10/30, 6:30-9 p.m. MCC Bldg. LRC B213
Fee: $80
Instructor: Jim Shade was introduced to the world of role-playing games in 1979 with the first edition of Advanced Dungeons & Dragons. Since then, he has played and run games for family, friends, and small conventions. He has also crafted dozens of game adventures for various genres, including fantasy, modern horror, future/science fiction, and modern comic book super-hero.
Garden Tour and Lecture
Enjoy a leisurely stroll through 30 unusual gardens with more than 1,000 different perennials. A master gardener will share shortcuts, time-saving hints and “do’s and don’ts” of gardening. Participants will have an opportunity to observe unusual plants and learn about the care of perennials. **Class is held at Gazebo Gardens, 54 Hennequin Road, Columbia.** Directions will be sent prior to class start.
**CRN #31586** 1 Sunday, 9/9, 2:30-4:30 p.m. Fee: $25
*Instructor: Astrid Belanger* owns Gazebo Gardens in Columbia, where she maintains 30 gardens on three acres of land. She is a master gardener who has been gardening for more than 30 years, and has appeared on television and in many popular gardening magazines.

Organic Gardening
Gardening with perennials, shrubs, trees and lawn—but without harmful synthetic chemicals and pesticides—is easier and less expensive than you might think, and healthier for everyone. We will discuss ways to design, install and maintain beautiful surroundings in your yard. An introduction to soils, composting, and natural solutions for everyday garden problems, will also be included. This course will benefit gardeners of all levels.
**CRN #31587** 6 Tuesdays, 9/4-10/9, 6:30-8:30 p.m. **MCC Bldg. LRC B144** Fee: $85
*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. She is also an accredited land care professional through Northeast Organic Farmers Association (NOFA).

Organic Lawn Care
Are you looking for alternatives to harmful chemical fertilizers and pesticides for your lawn? In this course we will discuss healthier ways to treat your lawn and landscape. Soil testing and seasonal maintenance will also be covered.
**CRN #31588** 1 Thursday, 9/6, 6:30-9 p.m. **MCC Bldg. Lowe L142** Fee: $25
*Instructor: Bettylou Sandy*

Shade Gardening
There are thousands of shade-loving plants, shrubs and edibles for the shady spots of your yard. We will explore what kinds of colors and textures can be grown in various kinds of shade. Plant lists and resources will be provided to students. This course is for gardeners of intermediate experience or better.
**CRN #31589** 1 Thursday, 9/13, 6:30-8:30 p.m. **MCC Bldg. Lowe L240** Fee: $20
*Instructor: Bettylou Sandy*

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 #31590** 1 Thursday, 9/27, 6:30-8:30 p.m. **MCC Bldg. Lowe L142** Fee: $20
*Instructor: Bettylou Sandy*

Spring Surprises: Bulbs and Their Uses
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 was 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 #31591** 1 Thursday, 10/11, 6:30-8:30 p.m. **MCC Bldg. LRC A226** Fee: $20
*Instructor: Bettylou Sandy*

Create Your Own Historic Connecticut Garden
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 #31592** 1 Tuesday, 11/13, 6:30-8:30 p.m. **MCC Bldg. LRC A108** Fee: $25
*Instructor: Bettylou Sandy*
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 #31593 8 Fridays, 9/7-10/26, 6:30-8:30 p.m. MCC Bldg. LRC B208 Fee: $160
Instructor: Dr. Akram Erik-Soussi lived in Italy for ten years and earned a doctoral degree from the University of Florence. He has taught Italian at Central Connecticut State University and the University of Hartford, and was the personal interpreter for the President of Sicily during his official visit to Connecticut. He has taught art history and languages for MCC since 1993.

French for Beginners
Learn the basic elements of the French language quickly and effectively and begin speaking it in the very first class. You will soon be able to ask for directions and time, order meals; make hotel reservations; find out about bus, train and plane schedules; and much 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 #31594 6 Tuesdays, 9/11-10/16, 7-9:30 p.m. MCC Bldg. LRC A226 Fee: $150
Instructor: Yvonne Foley was born and educated in France and has been tutoring students privately in the language for more than 20 years, as well as teaching French at MCC for many years.

Introduction to Practical Spanish
Have you ever thought about learning Spanish? Here is your opportunity to gain some knowledge of Spanish and Latin culture in a friendly and supportive environment. We will focus on listening, speaking, and basic reading and writing. The vocabulary you learn will be useful for traveling to a Spanish-speaking country, as well as communicating in everyday experiences. Explore a new world by learning Español! Required text: Teach Yourself Beginner’s Spanish (book and 2-CD package), 3rd edition, Stacey and Hevia, available at MCC Bookstore.
CRN #31595 7 Mondays, 9/10-10/29 (does not meet 10/8), 7-9 p.m. MCC Bldg. AST C207 Fee: $105
Instructor: Carolyn Robins has a B.A. in Spanish from University of Connecticut and a graduate degree in management from Albertus Magnus College. She has taught Spanish at Berlin High School and East Catholic High School, and is also trained in American Sign Language.

Spanish for the Workplace I
The object of this course is to present realistic situations and 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 #31411 2 Wednesdays, 9/19-10/26, 1-4 p.m. MCC Bldg. LRC B144 (limited seating) Fee: $85
Instructor: Linda Burk is professor of Romance Languages at MCC. She earned her Ph.D. from the University of Illinois.

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.
CRN #31413 2 Wednesdays, 10/17-10/24, 1-4 p.m. MCC Bldg. LRC B144 (limited seating) Fee: $85
Instructor: Linda Burk

Conversational Dutch for Beginners
If you are searching for your roots, or just planning to visit the tulip gardens and windmills in Holland, now you have the opportunity to learn the basic elements of the Dutch language. Dutch is also spoken in the Caribbean islands of Aruba, Bonaire, Curacao, Saba, St. Martin, and St. Eustatius. This introductory course will teach you the Dutch alphabet, fundamentals of the language, with an emphasis on conversing and role-playing in a very friendly and supportive group. Aspects of Holland and its culture will be discussed to enhance the learning experience. Required text: Teach Yourself Beginner’s Dutch (book and 2-CD package), 3rd edition, Stacey and Hevia, available at MCC Bookstore.
CRN #31596 6 Thursdays, 9/20-10/25, 7-9:30 p.m. MCC Bldg. AST T404 Fee: $75
Instructor: Lisa Korstanje-Lee is a native of Holland and speaks fluent Dutch. She is a graduate of MCC’s Computer Science program, and now works as a programmer, analyst and consultant.
Languages

Conversational Polish for Beginners
If you have always wanted to speak Polish but never had the courage to try, then this is the course for you! You will learn the fundamentals of the language, with an emphasis on basic conversation and role-playing in a very friendly and supportive environment. Discussions on different aspects of Poland, including its culture, literature, history, and castles, will enhance the learning experience. Handouts will be provided. Recommended text: an English-Polish dictionary.
CRN #31597 8 Tuesdays, 9/25-11/13, 7-9 p.m. MCC Bldg. LRC B149
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 2002.

Conversational Russian for Beginners
Russian is one of the most widely used languages in the world. In addition to Russia, Russian is spoken in many other countries, such as Ukraine, Kazakhstan, Turkmenistan, Georgia, the Baltic States, and Mongolia. If you plan on traveling to this part of the world, or have always wanted to speak Russian but never had the courage to try, then this course is for you! You will learn the fundamentals of the language, with an emphasis on conversations and role-playing in a very friendly and supportive environment. Discussions on different aspects of Russia and other Russian-speaking countries, including their culture, literature, history, and government, will enhance the learning experience. Handouts will be provided. Recommended text: an English-Russian dictionary.
CRN #31598 8 Wednesdays, 9/26-11/14, 7-9 p.m. MCC Bldg. LRC B149
Fee: $99
Instructor: Rima Martin

Conversational Lithuanian for Beginners
In 2009 Lithuania will celebrate its millennium. In addition, Vilnius has been nominated “The European Capital of Culture.” If you’d like to visit Lithuania, or perhaps you have Lithuanian roots and have always wanted to learn the language, then this course is for you! You will learn the fundamentals of the language with an emphasis on conversations and role-playing in a very friendly and supportive environment. Discussions on different aspects of Lithuania, including its culture, literature, and history, will enhance the learning experience. Handouts will be provided. Recommended text: an English-Lithuanian dictionary.
CRN #31599 8 Thursdays, 10/18-12/13 (does not meet 11/22), 7-9 p.m. MCC Bldg. LRC A226
Fee: $99
Instructor: Rima Martin

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 pleasure, educational, or business purposes. You will learn Japanese greetings and pronunciation, the Japanese writing system, and writing and pronunciation of the Japanese syllabic system. The course will concentrate on such basic topics as counting from one to ten, the four seasons, asking simple directions, and the proper use of the telephone. Handouts will be provided. You will also watch some Japanese videos.
CRN #31600 6 Wednesdays, 9/12-10/17, 7-9 p.m. MCC Bldg. Lowe L245
Fee: $90
Instructor: Atsuko Balon, a native speaker of Japanese, has been teaching about Japan’s language and culture at MCC since 1997.

Japanese for Advanced Beginners
So you’ve learned some of the fundamentals of the Japanese language, and now want to take your knowledge and practice to the next step? This course will place a greater emphasis on conversational skills, and present a more in-depth view of Japanese culture. Students will also learn the Japanese writing system of Hiragana, Katakana, and Kanji. Handouts will be provided. Prerequisite: Japanese for Busy People, or some advanced knowledge of the Japanese language.
CRN #31601 4 Wednesdays, 10/24-11/14, 7-9 p.m. MCC Bldg. Lowe L245
Fee: $60
Instructor: Atsuko Balon

Introduction to Arabic
Are you planning a trip to the Arabic world for business or pleasure? This short, intensive course is designed for you. Through lecture and role-play, you will learn the essentials of the Arabic language, including very useful vocabulary, phrases and cultural aspects to assist you in your business meetings, meeting people, shopping, ordering meals, using the telephone, and more! No prior knowledge of the Arabic language is required.
CRN #31602 4 Fridays, 11/16-12/14 (does not meet 11/23), 6:30-8:30 p.m. MCC Bldg. LRC B208
Fee: $80
Instructor: Dr. Akram Erik-Soussi
NEW Rock Drumming Lab
Do you have some drumming experience? Are you interested in rock music? In this course you will learn about rock drumming grooves, feels and beats. Bring your “chops” to this new and exciting course. You will learn in a group setting, with each student having the opportunity to sit behind the drum set and play to pre-recorded grooves and songs. Together we will explore the styles of several influential rock drummers. Just bring your sticks and be ready to rock! Prerequisite: Open to anyone with previous drumming experience.
CRN #31603 8 Thursdays, 10/4-11/29 (does not meet 11/22), 7-9 p.m. MCC Bldg. V2 V127 Fee: $99
Instructor: Eric Hutchinson earned his bachelor’s degree in professional music from Berklee College of Music, with the drum set as his principal instrument. He has performed with such noted musicians as Livingston Taylor and Wynton Marsalis. His percussion ensemble and full band arrangements are performed at schools throughout the United States and Canada. He is presently director of jazz and percussion at the Norwich Free Academy, and is the owner and director of Imagine Stage Productions, LLC.

Beginning Piano
Learn the basics of playing the piano in this lively introductory class. Participants will play pieces and begin learning how to read and write music. Music theory and ear training will be integrated through an adult-focused, hands-on approach. The class will be held in a piano lab with headphones for each participant, allowing personal instruction. Attention is given to use of electronic keyboards for those who have them. Required text: Alfred’s Basic Adult Piano Course, Level One, available at MCC Bookstore. Enrollment is limited to 14 students, so register early.
CRN #31604 6 Saturdays, 10/13-11/17, 10 a.m.-noon
MCC Bldg. V2 V117 Fee: $150
Instructor: Ruth O’Neil is a singer/songwriter and music educator who has been performing and teaching music throughout Connecticut for more than 20 years. She owns the Song-a-Day Music Center in Coventry, CT.

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 body posture, and performance and voice-maintenance tips. With new vocal skills under your belt, you will then have an opportunity to sing a dozen or so songs with guitar accompaniment from the instructor’s “Song Request List” of more than 250 pop, oldie, rock or country titles. Participants must be at least 13 years of age.
CRN #31605 6 Mondays, 10/1-11/12 (does not meet 10/8), 7:15-8:45 p.m. MCC Bldg. V2 V117 Fee: $90
Instructor: Don Donegan has taught guitar and voice for 30 years, and also teaches songwriting. He performs regularly, and owns Rainbow Music, a teaching and recording studio in Glastonbury. News about his upcoming shows and ongoing programs can be viewed on his web site: www.dondonegan.com.

Beginning Guitar
You received a guitar as a gift—or maybe it’s been handed down—and you look at it every day and keep telling yourself that you’re going to learn how to play. Well, here’s your chance! Learn the basics. With five easy chords and two strumming techniques, you can play dozens of familiar tunes in folk, rock, county, R&B, and pop styles. Instructional hand-outs, guitar picks, and music sheets with words and chords will be provided. You will learn tuning; how to transpose keys; basic music theory, including the Nashville Number Theory; and how to use a capo. If you are left-handed, it is recommended that you learn to play right-handed. Please bring your acoustic or electric guitar to all classes.
CRN #31606 6 Tuesdays, 10/2-11/6, 7:15-8:45 p.m.
MCC Bldg. V2 V118 Fee: $90
Instructor: Don Donegan

Improve Your Guitar Skills with Fingerstyle
Fingerstyle, or finger-picking guitar playing, is a wonderfully flexible technique that can be applied equally to rock, folk, new age, classical, flamenco, Latin and jazz styles. Learning this creative approach of fingerstyle playing will allow you to perform at a higher level. Whether your focus is on Bach or Hendrix, if you have basic knowledge of the guitar and chords, you can learn how to finger pick. This course will teach you how to use the many finger-picking techniques applied to steel, nylon stringed instruments, and electric guitars. Prerequisite: Beginning Guitar, or some guitar playing experience. Required text: Basic Guitar Writing Book, Santorella, available at MCC Bookstore.
CRN #31607 8 Mondays, 9/24-11/19 (does not meet 10/8), 7-8:30 p.m. MCC Bldg. V2 V118 Fee: $135
Instructor: David Giardina performs professionally in many musical styles and has taught guitar privately for more than 20 years.

Playing the Five-String Banjo
Have you ever dreamed of picking out a bluegrass tune on the banjo? This introductory course is for those who want to learn how to play this fascinating instrument—the 5-string banjo. The emphasis will be on Scruggs-style playing and bluegrass music, but will also provide a basis for old-time music and melodic-style playing as well. The music will be taught using tablature, which conveys the right-hand movement and left-hand placement more effectively for banjo playing. Participants are expected to bring their own instruments to class. Required text: Mel Bay’s Complete Bluegrass Banjo Method, available at MCC Bookstore.
CRN #31608 6 Saturdays, 9/15-10/27 (does not meet 10/6), 10 a.m.-noon MCC Bldg. V2 V118 Fee: $75
Instructor: James Hammitt has presented workshops in banjo and guitar playing and guitar repair for Song-a-Day Music Center, as well as for the Center’s summer music camp. He also gives private lessons in banjo, guitar, mandolin, and violin. In addition, Jim performs as a solo act and with the duo “RJ” in venues throughout Connecticut and New Hampshire.
Music

Continuing the Five-String Banjo
This course will build on the Scruggs-style knowledge and playing experience gained from Playing the Five-String Banjo by using specific songs, breaking them down into easily understood sections, and then polishing them up to be played in class the following session. The course will also identify and review the essential rolls. Required text: Mel Bay’s Complete Bluegrass Banjo Method, available at MCC Bookstore. Prerequisite: Playing the Five-String Banjo, or a firm knowledge of Banjo, as well as a willingness to play your instrument during each class.
CRN #31609 6 Saturdays, 11/3-12/15 (does not meet 11/24), 10 a.m.-noon MCC Bldg. V2 V118 Fee: $75
Instructor: James Hammitt

Introduction to the Mandolin
This introductory course on the mandolin is for those who want to take the first steps in learning how to play this wonderful instrument. Mandolin has a rich history on its own, but it also borrows from the violin and other instruments for a full repertoire of music. Types of mandolin, tuning, and hand techniques will be included. The course will help you build a foundation for future playing. The emphasis will be on playing easy chords and simple tunes. You need to bring your instrument to class. Required text: Mel Bay’s Complete Mandolin Method, available at MCC Bookstore.
CRN #31610 5 Saturdays, 9/15-10/20 (does not meet 10/6), 1-3 p.m. MCC Bldg. V2 V118 Fee: $65
Instructor: James Hammitt

Playing the Ukulele
If you want to learn how to play an instrument and always have it handy too, the highly mobile and unique-sounding ukulele is for you! This small, four-stringed instrument is a great complement to any musical activity, especially at pre-schools, senior centers, hospitals, and nursing homes, as well as parties and playing with friends. This introductory course will focus on easy chords and simple tunes, and provide a foundation for future playing and entertaining. Music will be taught using chord charts. Students are expected to bring their own instrument. Required text: Mel Bay’s You Can Teach Yourself Ukulele, available at MCC Bookstore.
CRN #31611 4 Saturdays, 11/10-12/8 (does not meet 11/24), 1-2:30 p.m. MCC Bldg. V2 V118 Fee: $40
Instructor: James Hammitt

Basic Violin Instruction
If you want to rekindle a long-lost love for violin playing, or have always wanted to learn, then come join us for this introduction to the violin. Students will begin with the basic principals, such as posture, tone production, right and left hand technique, intonation, and note reading. As the instruction progresses, students will develop a knowledge of rhythm, musical style, phrasing, and ensemble playing. This course will provide a well-balanced and enriching musical experience for introductory violin students, as well as more advanced students. Aspects of improvisation and performance will be included. Students will need to have a violin prior to the first class. Those who do not own a violin may email the instructor to arrange for a rental: violinone@mail.com. Recommended text: Suzuki Violin Book I, Suzuki, available at local bookstores or from the instructor. Materials fee: $3, payable to instructor for shoulder pad.
CRN #31612 6 Thursdays, 10/4-11/8, 6-8 p.m. MCC Bldg. V2 V118 Fee: $75
Instructor: Bronwyn Burns earned a bachelor’s degree in music from the University of Connecticut and an artist’s diploma from the Hartt School of Music. She has performed and recorded in a variety of settings from jazz ensembles to classical symphonies, and has been teaching violin for more than 18 years. She is the music director of the violin instruction program at the East Hartford-Glastonbury Magnet School.

Introduction to Playing the Bagpipes
Do you love the sound of bagpipes? Maybe even dreamed of learning how to play the instrument yourself? Here’s your chance to learn! You will begin by practicing the chanter, the first step to playing the bagpipes. The course will cover an overview of the instrument, finger positioning, scales, and basic embellishments. Along the way you will learn some tunes, including Amazing Grace. All of the lessons will be done on the chanter. If you own one, please bring it to each class. If you do not own one, you may purchase a chanter from the instructor for $45. In addition, there is a materials fee: $55 for textbook and CD, payable to the instructor at the first class.
CRN #31613 8 Mondays, 9/17-11/12 (does not meet 10/8), 8-9:30 p.m. MCC Bldg. LRC A201 Fee: $150
Instructor: Richard Beaulieu, with more than 15 years’ experience playing the bagpipes, performs with several area bands and competes throughout the northeastern United States. He is currently a Pipe Sergeant for the Manchester Regional Police and Fire Pipe Band, and serves as their primary instructor for new students.

Of Similar Interest
• Pro Tools Digital Recording on page 44
Digital Camera Introduction
Learn the fundamentals of digital photography using a consumer-model digital camera. It is not necessary to own a digital camera, but if you do, please bring it along with your instruction manual. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #31620 2 Tuesdays, 9/18-9/25, 6-9 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: Richard Hoyer

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, maybe even learned how to load your photos into the computer and digitally enhance them, you’re ready for more. In this advanced course, learn how to control digital photography from camera to computer. Topics will include advanced techniques for taking better digital photos; digital picture management; advanced camera controls; enhancing your pictures with Adobe Photoshop; and successful printing and web usage techniques. Bring your digital camera and your digital questions to this informative class. Prerequisite: Digital Camera Introduction, equivalent experience, or approval by instructor/computer coordinator.
CRN #31621 2 Tuesdays, 10/2-10/9, 6-9 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: Richard Hoyer

Digital Camera for Older Adults
Learn the fundamentals of digital photography using a consumer-model digital camera at a comfortable learning pace geared for older adults. 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, 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. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #31622 2 Wednesdays, 9/5-9/12, 1-4 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: Richard Hoyer

Digital Picture Editing for Older Adults
Learn to fix and enjoy your photos using some simple and low-cost tools. This class will use Picasa—free software available from Google—that helps you to organize, edit and share the photos you have on your PC. Picasa makes advanced photo editing simple by putting one-click fixes and powerful effects at your fingertips. Picasa also makes it easy to email, print or burn CDs from your photos, and best of all, it’s free. Other topics will include how to download Picasa, post photos on the web, and make simple slide shows. In addition to Picasa, we will look at other free or low-cost, simple software you can use to fix your photos and enjoy. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills are recommended.
CRN #31623 2 Thursdays, 10/4-10/11, 1-4 p.m. MCC Bldg. LRC B141
Fee: $95
Instructor: Richard Hoyer

Digital Camera RAW
This course is for serious hobbyists through advanced photographers. Improve the quality of your digital captures by using the RAW format. Set up a workflow to quickly process large numbers of RAW files. Make image corrections that would be impossible with other image formats. Designed for any type of photography. Learn to create professional-quality digital photographs from your RAW files, regardless of your current skills. Use the RAW format to correct white balance and exposure problems. Use the extra information in RAW files to recover shadow and highlight details. Set up and use an efficient workflow for RAW images. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #31624 2 Thursdays, 10/11-10/18, 6-9 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: Carmine Filloramo, B.A., has 30 years of experience in the photography business. He has worked as a newspaper photographer and a photographic consultant for Aetna, Inc. in Hartford. His work has brought him around the world and his skills have led him to photograph four U.S. Presidents.

Using Your Digital SLR
Got a new DSLR? While these new digital, single-lens, reflex cameras have some of the same functions and features as film cameras, there is a whole new digital side. This class will focus on the specifics of using a digital SLR and will answer many of the questions on how to get the most out of your new camera. Topics will include choosing the proper file format and resolution; compression; lenses; white balance; color space; exposure compensation; saturation; and contrast controls. Classroom presentations and hands-on experience will help you to learn about your camera and the use of the RAW file format. The class will also use Adobe Photoshop to demonstrate downloading images and processing RAW file formats, as well as learning essential tools for processing digital photographs. Please bring your own Digital SLR to class.
CRN #31625 2 Fridays, 10/12-10/19, 6-9 p.m. MCC Bldg. AST D211
Fee: $95
Instructor: Richard Hoyer
Photography

Advanced Techniques in Digital Photography Series

As a sequel and supplement to Digital Camera I & II, this course is part of a new series of course modules for the digital photographer, which focuses on specific technical skills and aesthetic considerations. Ongoing modules will be developed and offered in future credit-free terms. Instructor: Richard Hoyer is a fine art, portrait and location photographer, with more than 20 years of fun and profit in the photo world. He also teaches photography in the adult education program at Worcester Art Museum. His work is exhibited regularly at galleries around the state.

NEW Black-and-White Digital

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 digital form to produce prints that are equivalent to those created in a darkroom. This class will cover all the basics of digital black-and-white, including shooting for black-and-white; scanning black-and-white 35mm negatives; making contrast and tonal adjustments; burning and dodging; 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.

CRN #31626 1 Friday, 11/9, 6-9 p.m. MCC Bldg. AST D211 Fee: $30

Composition Techniques

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

CRN #31627 1 Tuesday, 12/11, 6-9 p.m. MCC Bldg. AST D211 Fee: $30

Advanced Seminar in Photography:
Shooting People, Places and Things

This course is designed for photographers with intermediate to advanced skill level. While studying the master photographers in each of our subjects of people, places and things, students will shoot assignments that will include landscape, night photography, people, and still life. Class time will be a combination of photographic technique, discussion of well known photographers, and critique of student work. We will work in both color and black and white. Both digital and film cameras are welcome.

CRN #31628 6 Mondays (on alternate weeks; does not meet 10/8, 10/1; 10/15; 10/29; 11/5; 11/19; 12/3; 7-9 p.m. MCC Bldg. AST D229 & 2 Saturdays, 10/13 & 11/10, will meet off-campus, sites and times to be discussed in class. Fee: $140

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

Photographic Lighting Workshop

Have you ever wished that your photos looked better? Maybe you had a great subject and good composition, but the light just wasn’t right. Let a professional photographer show you the way to better lighting. You’ll learn how to use many different (affordable) types of light, from the sun to incandescent and electronic flash. There will be demonstrations of techniques and assignments that will incorporate what you’ve learned. Students will shoot both black-and-white film and color slides for assignments. By the time you finish this course, you’ll see light in a whole new way! A detailed course outline can be viewed at www.shaffersmith.com/teaching.html. Please bring your 35mm or digital camera and lenses, as well as a hand-held meter if available. Additional expenses: $25-$40 for modeling fees and materials used in class. A basic knowledge of 35mm photography is required.

CRN #31629 6 Saturdays, 10/13-11/17, 9-11 a.m. MCC Bldg. AST D212 Fee: $105

Instructor: Jeff Shaffer has been a professional photographer for more than 20 years and operates a studio in New York with his wife, photographer Dawn Smith. They specialize in food, beverage, still life, and people photography for advertising and editorial markets.

Advanced Photo Lighting Workshop

An in-studio, hands-on lighting workshop for serious photo hobbyists. Participants will work with professional lighting equipment under supervision of the instructor, a professional photographer. Classes will cover portrait and still-life lighting techniques. Assignments will be given and critiqued in class. A detailed course outline can be viewed at www.shaffersmith.com/teaching.html. Please bring your 35mm or digital camera and lenses, as well as a hand-held incident meter if available. Additional expenses: $25-$40 for modeling fees and materials used in class. Prerequisite: a thorough understanding of basic lighting techniques, exposure, and camera operation is required.

CRN #31630 6 Saturdays, 10/13-11/17, 11:30 a.m.-1:30 p.m. MCC Bldg. AST D212 Fee: $105

Instructor: Jeff Shaffer

Recording a Disappearing Wilderness:
Photographing the Maine Woods

In this informative and entertaining session, the instructor will draw on 25 years of photographic work in the north woods of Maine to present a visual perspective of this wilderness area. Included in the presentation will be a retrospective of past industry in these woods, as well as a discussion of recent land-use trends. Those interested in nature photography will find this course especially beneficial, but all photographers and environmentalists are welcome.

CRN #31631 1 Wednesday, 9/26, 7-9 p.m. MCC Bldg. AST D229 Fee: $15

Instructor: Hunter Neal is a commercial professional photographer in the greater Hartford area with more than 20 years of experience, and has had his own business for the past 13 years. He is a graduate of Rochester Institute of Technology’s Pro Photo Program.

Of Similar Interest

• Digital Imaging & Design courses on pages 23-24

www.mcc.commnet.edu
Principles and Practices of Real Estate
This required course for real estate licensing provides clear explanations of modern real estate practices and a working knowledge of real estate in Connecticut. Property owners, buyers, sellers, and anyone interested in pursuing real estate careers or operations will find this course beneficial and rewarding. Students must attend at least 60 hours in order to sit for the State exam. Bring your lunch to Saturday classes. Required texts: Modern Real Estate Practice and CT Real Estate Practice and Law, available at MCC Bookstore.
CRN #31667 12 Saturdays, 9/15-12/15 (does not meet 10/6 & 11/24), 8:30 a.m.-2:30 p.m. MCC Bldg. Lowe L240
CRN #31668 16 sessions, Tuesdays & Thursdays, 9/25-11/15, 5:30-9:30 p.m. MCC Bldg. Lowe L240
Fee: $399
Instructors: CRN #31667: Archangelo D’Amato, a licensed CT broker, brings more than 25 years of real estate brokerage, sales, leasing, development and property management to the classroom; CRN #31668: Andrew G. Pappas is a CT licensed broker with 20 years of teaching experience in the real estate field, and he represents MCC within the Real Estate Consortium of Connecticut Community College.

Basic Appraisal Principles
This basic, introductory appraisal course provides an overview of real property concepts and characteristics, legal consideration, value influences, real estate finance, type of value, economic principles, real estate markets and analysis, and ethics in appraisal practice. Thorough discussion of appraisal principles, accompanied by practical examples, provides a solid foundation in appraisal basics. A Hewlett Packard 12-C financial calculator is required. Appraiser Qualifications Board (AQB) approval has been granted to Hondros Learning. This course has been approved as a substitute for Appraisal I by the Connecticut Real Estate Commission for the Broker requirement. Students must attend at least 30 required classroom hours of instruction in order to receive a course certificate. Required text: Basic Appraisal Principles, Hondros Learning, available from MCC Bookstore.
CRN #31669 9 Wednesdays, 9/12-11/7, 6-10 p.m. MCC Bldg. Lowe L142
Fee: $250
Instructor: Archangelo D’Amato

Basic Appraisal Procedures
This basic appraisal course provides an overview of approaches to real estate valuation procedures, value, property description, residential applications, commercial applications, improvement construction, home inspection, and appraisal math. Through theory, case studies and examples, the course offers practical applications of appraisal procedures. A Hewlett Packard 12-C financial calculator is required. Students must attend at least 30 required classroom hours of instruction in order to receive a course certificate. Appraiser Qualifications Board (AQB) approval has been granted to Hondros Learning. Required text: Basic Appraisal Procedures, Hondros Learning, available from MCC Bookstore. Prerequisite: Basic Appraisal Principles or permission of the instructor.
CRN #31670 9 sessions, Tuesdays & Fridays, 11/13-12/14 (does not meet 11/23), 6-10 p.m. MCC Bldg. Lowe L142 Fee: $250
Instructor: Archangelo D’Amato

Real Estate Law
This course is approved by the Connecticut Real Estate Commission for real estate salespersons who wish to obtain a broker license. The course will use practical case studies to address all legal considerations for real estate transactions in Connecticut. Among the topics covered in this course will be ownership and interests in real estate; transfers and conveyances; Connecticut’s real estate licensing law; agency law and liability; duty to disclose; real estate finance; development and subdivision of real estate; condominiums; landlord/tenant law; and federal real estate law. Students must attend at least 30 classroom required hours of instruction in order to receive a course certificate. Required textbook: Essentials of Practical Real Estate Law, Thompson, available at MCC Bookstore.
CRN #31671 9 Tuesdays, 10/16-12/11, 6-10 p.m. MCC Bldg. LRC B144
Fee: $315
Instructor: Elton B. Harvey III, M.A. from the University of New Haven and J.D. from Western New England College, is an attorney whose practice emphasizes commercial and residential real estate. A former title abstract company owner, he has served as a member of the New England Land Title Association, and presently is a member of the CT Bar Association Real Property Section Executive Committee and runs a practice in West Hartford.
Professional Development

JOB SEARCH WORKSHOPS

Looking for information and guidance on how to become more competitive in your job search? You are invited to attend the following workshops. All workshops are FREE and open to students, alumni, and the public. Pre-registration, however, is required, using the registration form on page 67.

Effective Résumé Writing
Build résumé-writing confidence. Whether you’re writing your first résumé or updating an existing one, this workshop provides a foundation of skills needed to develop this competitive marketing tool.

CRN #31632 1 Thursday, 9/20, 6-7:15 p.m.
CRN #31633 1 Thursday, 10/11, 6-7:15 p.m.
CRN #31634 1 Thursday, 11/1, 6-7:15 p.m.

MCC Bldg. Lowe L177 (Career Services Office)
Fee: Free
Instructor: Carl Ochnio, M.S., is Director of Career Services at MCC.

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

CRN #31638 1 Thursday, 9/27, 6-7:15 p.m.
CRN #31639 1 Thursday, 10/25, 6-7:15 p.m.
CRN #31640 1 Thursday, 11/8, 6-7:15 p.m.

MCC Bldg. Lowe L177 (Career Services Office)
Fee: Free
Instructor: Carl Ochnio

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

CRN # 31635 1 Thursday, 9/27, 6-7:15 p.m.
CRN # 31636 1 Thursday, 10/18, 6-7:15 p.m.
CRN #31637 1 Thursday, 11/8, 6-7:15 p.m.

MCC Bldg. Lowe L177 (Career Services Office)
Fee: Free
Instructor: Carl Ochnio

CAREER OPPORTUNITIES

Precision Machining: Phase I
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. Please note: the option of taking this course at night may be available; call Business and Industry Services at (860) 512-2817 for more information.

CRN #31134 78 sessions, Monday-Friday, 9/24-1/8 (does not meet 10/8, 11/22, 11/23, 12/24, 12/25 and 1/1), 9 a.m.-3 p.m. MCC Bldg. V4 V141
Fee: $2,500
Instructor: Richard Dwire, with 40 years of experience in manufacturing, brings a wealth of valuable manufacturing knowledge with him to the classroom, including all aspects of machining, shop theory, mathematics, and safety education.

OPEN HOUSE

Precision Machining Training
Interested in training that can lead to a good hourly wage and benefits?

Do you have mechanical aptitude and an interest in technology?
If “yes,” please attend:

Date ..........Tuesday, September 11, 2007
Time: ..........4-6 p.m.
Location: ......Manchester Community College
Village Building #4, Room 141

Call Cookie Melito at (860) 512-2817 for more information or to register.
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 Accounting, 4th edition, Wiley Publications (cost of text is approximately $100), available at MCC Bookstore. Prerequisite: Basic computer skills including the use of Windows and the mouse and a familiarity with Excel.

CRN #31399 5 Fridays, 10/5-11/2, 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.

S.M.A.R.T. Train the Trainer Workshop: Servers & Managers of Alcohol Responsibility Training
Do you have a Connecticut liquor permit? Do you work or teach in the hospitality industry? This course is appropriate for employees of restaurants, bars, cafés, hotels, package stores, grocery stores, caterers, and for hospitality professionals and bartending instructors. Would you like to have lower insurance premiums? S.M.A.R.T. is endorsed by insurance companies. This course provides ID checking guidelines promoted by the State Police of CT; up-to-date information on CT liquor laws, rules and regulations; customer assessment tools; and teaching techniques. Become a S.M.A.R.T.-certified trainer and be qualified to teach any alcohol server or seller. With this course you’ll receive both server and trainer certificates, all trainer materials, a DVD or video, and the current CT liquor rules, regulations and statutes with addendum.

CRN #31641 3 Mondays, 11/12-11/26, 7-9 p.m. MCC Bldg. LRC B208
Fee: $299
Instructor: Elizabeth Trendowski, president of Hospitality Training Concepts, is the developer of the S.M.A.R.T. program. She has been teaching hospitality courses for more than 15 years.

Professional Bartending with S.M.A.R.T. National Certification
Learn to prepare today’s most popular drink recipes (like the Kamikaze and the Cosmopolitan), as well as some of yesterday’s classic cocktails. Instruction includes opening and closing duties, product knowledge, garnish cutting, making change, optimizing tips, health regulations, and how to serve alcohol responsibly. The S.M.A.R.T. (Server and Manager Alcohol Responsibility Training) certification teaches responsible service of alcohol with extra emphasis on checking IDs and underage drinking problems. S.M.A.R.T. certification is recognized by liquor administrators throughout the country, and employees who hold this certification lower the liquor liability of the places they work. Anyone looking for a new skill that can be used immediately in restaurants, clubs, hotels, or catering companies will benefit from this course. Students receive a certificate for bartending and a wallet-sized S.M.A.R.T. certification card upon successful completion of this course. Students must be at least 18 years of age. No real alcohol is used in class instruction. Bring your lunch. Materials fee: $35, which includes S.M.A.R.T. booklet and other supplies, payable to instructor at first class.

CRN #31642 2 Saturdays, 11/10-11/17, 9 a.m.-5 p.m. EHCCC Room 6
Fee: $195
Instructor: Paul Rich has been a S.M.A.R.T. instructor for MCC and other CT community colleges for the past two years, and has worked in the bartending industry for more than 12 years.

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

CRN #31643 1 Saturday, 10/20, 9 a.m.-1 p.m. MCC Bldg. LRC B208
Fee: $25
Instructor: David K. Ewen, M.Ed., has been a business consultant for Boston Voyager; a graphics design company, E.P TelCo, a telecommunications contractor, Today’s Music Review, a promotional designer; and Even Prime, Inc., a publishing consultant. David is the founder and former executive director of the New England Publisher’s Association.

NEED TRAINING?
We’ll Surprise You!

- Manufacturing Training
- Computer Skills
- Supervisory and Managerial Skills
- Professional Development
- Basic Skills
- Communications
- ESL

From computers to manufacturing, from supervisory and management skills to English as a Second Language, MCC provides custom training for its business neighbors. MCC even helps companies find grant funding to help reduce training costs.

Call Business & Industry Services:
Mick Pigott (860) 512-2815
or mpigott@mcc.commnet.edu

MCC has 17 years of experience providing custom training for local businesses.
Professional Development

SKILLS FOR THE WORKPLACE

Puppetry for Teachers and Helping Professionals
This innovative course is designed for elementary and middle school teachers, special education teachers, guidance counselors, occupational therapists, hospice care providers, recreation therapists, and social workers who would like to introduce the fun and fascinating art form of puppetry into their respective helping professions. You will learn the basics of performing with puppets in many different situations and for a variety of populations. Participants may bring their own puppets, but puppets will also be provided. Puppet styles will include marionettes, hand puppets, rod puppets, and giant figures. While augmenting your helping profession with puppetry, you may very well discover our “inner puppeteer” too! Please bring a lunch.
CRN #31644 1 Saturday, 10/20, 10 a.m.-2:30 p.m.
MCC Bldg. AST C203 Fee: $45
Instructor: Rolande Duprey is a professional puppeteer who has performed nationally and internationally. She received her M.F.A. in Puppetry from the University of Connecticut, where she studied with Frank Ballard, and is a Master Teaching Artist with the CT Commission on Culture and Tourism.

Better Work Relationships
The first step in building better work relationships is becoming aware of the differences among people and a willingness to accept these differences as a positive force within an organization. This class will prepare you to create better work relationships by becoming a “conscious communicator.” You’ll return to work better able to build constructive and beneficial work relationships. Topics will include: building better rapport to gain the trust of your colleagues; identifying strengths, weaknesses and opportunities in your work relationships; and understanding emotions and how they translate into emotional intelligence. The course includes a manual provided by the instructor.
CRN #31409 1 Wednesday, 11/14, 9 a.m.-4 p.m. MCC Bldg. LRC B144 (limited seating) Fee: $85
Instructor: John Lombardo is certified in project management through the American Management Association. He has been a project management leader for more than 15 years and has led teams of up to 150 members. His projects have included infrastructure replacement, Y2K compliance and implementation of new technology.

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. The course includes a manual provided by the instructor.
CRN #31415 1 Friday, 12/7, 9 a.m.-4 p.m. MCC Bldg. LRC B144 (limited seating) Fee: $85
Instructor: Noreen Reilly

Business Writing
Does your professional position carry business writing responsibilities? Or would you like to improve your writing skills and mechanics? Join this experienced writing instructor for an intensive, hands-on workshop that will cover the following four areas: organization (making your main point stand out so that your reader grasps it); style (eliminating wordiness); tone (how to sound positive and user-friendly); and mechanics (avoiding common errors of usage and punctuation). Through classroom discussion and real-life exercises derived from the business world, students will learn to develop and sharpen their business writing skills. The course fee includes a student manual. In addition, as a special offer to students, the instructor will be available for free, follow-up, email question-and-answer correspondence.
CRN #31645 1 Saturday, 9/29, 9 a.m.-4 p.m. MCC Bldg. LRC B144 Fee: $95
Instructor: Richard Reynolds, Ph.D. in English from the University of Notre Dame and for nearly 30 years a professor of English at the University of Connecticut, has taught this widely successful Business Writing course at colleges and companies throughout southern and central New England, including Boston University, University of Connecticut, the U.S. Post Office, General Electric, Fidelity, and IBM.

Prepare to Become a Certified Financial Planner (CFP®)
MCC offers a CFP Board-Accredited Program, the Personal Financial Planning Certificate. Successful completion allows you to sit for the CFP® exam.
This Fall, MCC will offer the following credit courses:
BFP® 210 Fundamentals of Personal Financial Planning
BFP® 220 Risk Management
BFP® 260 Estate Planning
To learn more about the CFP® Program, visit www.CFP.net/become and www.mcc.commnet.edu/academic/cert/perFinPlan.php
For more information please contact Asst. Professor Donna Waldron at DWaldron@mcc.commnet.edu

www.mcc.commnet.edu  50  Credit-Free Phone-In Registration (860) 512-3232
SUPERVISORY & MANAGEMENT

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 #31419 1 Tuesday, 9/25, 9 a.m.-4 p.m. MCC Bldg. LRC B144 (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.

Leadership Think Tank
Participants will have an opportunity to collaborate in small groups to solve each other’s real life leadership issues. Your team will act as a think tank and brainstorming group to assist you in developing innovative, practical, and beneficial solutions. Group discussions and role plays will be used to try out and reinforce new skills. Participants will also learn effective leadership strategies to overcome issues of morale, discipline, motivation, and other problems. Learn how to be an envisioning, empowering, and encouraging leader. Leverage your leadership abilities and take your work life to the next level!

CRN #31423 1 Friday, 10/26, 9 a.m.-4 p.m. MCC Bldg. AST C209 (limited seating) Fee: $85
Instructor: Noreen Reilly

Leadership in Project Management
Whether you aspire to being a leader, or have had leadership thrust upon you as a project leader, teacher, or coach, this class will help you to build and flex your leadership muscles. You will see opportunity amid change and crisis; develop your own leadership style; lead with communication, encouragement, and promotion; recognize the ten telltale behaviors of true leaders; earn greater respect, success, and recognition; understand your own leadership potential. You will learn how to be flexible and adaptive without compromising your principles; how to understand leadership as an ongoing process and prepare to assume the role of leader; what vision is, and how to develop it; and how to create winning teams and keep them following your lead. Essentials of Project Management is recommended but not required.

CRN #31403 1 Thursday, 11/8, 9 a.m.-4 p.m. MCC Bldg. LRC B144 (limited seating) Fee: $100
Instructor: John Lombardo

NONPROFIT/SMALL BUSINESS

New! Successful Management of a Nonprofit Organization
This course will address building a nonprofit team with both employees and volunteers. The unique relationship with board members will be explored. General management practices of multi-tasking, time management, scheduling, and delegation of duties will be covered. The second class will focus on marketing your nonprofit and budgeting issues. Students will learn how to make the most of their marketing budget, as well as how to find and use free advertising opportunities. Public service announcements, press releases, the Internet, e-mail, public speaking, fairs, and newsletters will be reviewed. Designing, implementing and monitoring program and agency budgets will be presented. There will also be opportunities for addressing individual questions and concerns. Please bring your lunch.

CRN #31647 2 Saturdays, 10/27-11/3, 9:30 a.m.-4 p.m. MCC Bldg. AST C211 Fee: $135
Instructor: Beverly Salzman earned her M.B.A. in Management from Sacred Heart University, and has 20 years of executive nonprofit experience in the greater Bridgeport area, managing small human service organizations and grant writing to various State departments, the Federal government, and local foundations. She has also taught behavioral science and business courses at a variety of public and private colleges over the past 15 years, including grant writing and fundraising courses at MCC.

Grant Writing for Beginners
Do you know what grant makers want? This course will cover tips for writing effective grant proposals. You will learn how to get started and into the flow of process. The parts of a generic proposal will be reviewed, including: executive summary, statement of need, project description, budget and narrative, organizational information, conclusion, and appendix. In addition, the art of effective cover letter writing and basic research methods will be explored. Contact cultivation and meeting the funder will be discussed, as well as dealing with rejection and what to do next. Grant reporting will be looked at briefly, and sample grants will be shared. Please bring your lunch.

CRN #31646 1 Saturday, 10/13, 9:30 a.m.-4 p.m. MCC Bldg. AST C211 Fee: $70
Instructor: Beverly Salzman

Special Event Fund Raising
Do you raise money for your favorite charity? Or do you organize fundraisers for your nonprofit organization? Come learn how to plan and execute a fun and profitable special event fundraiser. Students will learn about the different types of special events, sponsorships, signature events, goal setting, choosing a team, volunteer recruitment and appreciation, marketing and ticket sales, budgeting, day-of-the-event planning, and event wrap-up. Please bring your lunch.

CRN #31648 1 Saturday, 10/20, 9:30 a.m.-4 p.m. MCC Bldg. AST C211 Fee: $70
Instructor: Beverly Salzman

Of Similar Interest
- Allied Health careers on pages 3-4
- Computer Technology certification courses on page 16
- Introduction to Commercial Acting on page 32
- Introduction & Intermediate Voice-Overs on page 32
- The Art of Commercial Voice-Overs on page 32
- Introduction to Radio Broadcasting on page 32
- Personal Trainer National Certification on page 37
Writing, Publishing & Literature

More Great Books

Come join a community of avid readers in this popular series of book discussions led by distinguished MCC faculty members. The More Great Books series offers a provocative mix of new and classic literature each semester, and meets seven times at two-week intervals to allow time for reading. Books are available at your local bookstore and at most libraries.

CRN #31649 7 Wednesdays, 9/19-12/12 (meets every other week), 3:30-5 p.m. MCC Bldg. AST C211 Fee: $25

Instructors: Dr. Jonathan M. Daube, President of MCC; Jana Sime, Math faculty; Kathleen Bottaro, Michael DiRaimo, Kimberly Hamilton-Bobrow, and Patrick Sullivan, English faculty; Peter Poulos, Computer Science/Technology faculty; and Stephen Starger, Continuing Education assistant.

9/19 - The Children’s Blizzard by David Laskin. This is the story of a prairie snowstorm in 1888 that killed hundreds of newly arrived settlers, including many children on their way home from school. Laskin recounts the experiences of several pioneer families, their efforts to survive the blizzard, and the storm’s impact on the westward movement.

Instructors: Kimberly Hamilton-Bobrow and Jana Sime

10/3 - Snow Flower and the Secret Fan by Lisa See. Set in 19th-century China, this novel is an eye-opening portrayal of the oppressed life of women in a culture that includes foot-binding and arranged marriages. It traces the friendship of two women who strive to conquer isolation by communicating in nushu—a secret language created by women for women.

Instructor: Kathleen Bottaro

10/17 - Patrimony by Philip Roth. One of America’s greatest living writers takes off his fictional mask to chronicle the final years in the life of his father, Herman. As he watches Herman (who was famous for his vigor, charm, and sense of humor) slowly decline, Roth finds that his relationship with his father deepens and changes. This book is a devastating, universal story told with Roth’s trademark candor and humor.

Instructor: Stephen Starger

10/31 - Harry Potter and the Deathly Hallows by J.K. Rowlings. This is the seventh and final installment of Rowling’s beloved series of novels about Harry Potter. Readers around the world awaited the publication of this book, which hit the shelves on July 21. Join us in celebrating this historic event and to discuss Rowling’s conclusion to the Harry Potter saga.

Instructor: Patrick Sullivan

11/14 - The Complete Stories by Flannery O’Connor. O’Connor’s finely crafted short fiction explores characters whose dark souls are often capable of remarkable moments of grace and redemption. The focus of discussion will be on four works from this collected edition: “Good Country People,” “The Life You Save May Be Your Own,” “A Good Man Is Hard To Find,” and “Revelation.”

Instructor: Michael DiRaimo

11/28 - In the Heart of the Sea—The Tragedy of the Whaleship Essex by Nathaniel Philbrick. This is the true story of destruction and survival in a bygone era that inspired Herman Melville’s classic, Moby Dick. The Whaleship Essex departed Nantucket in 1819, and approximately 15 months later, was rammed by a sperm whale.

Instructor: Peter Poulos

12/12 - Participants are asked to read ONE of the following books on London, England: London: The Biography by Peter Ackroyd; Dr. Johnson’s London by Liza Picard; Elizabeth’s London by Liza Picard, Restoration London by Liza Picard, or Victorian London by Liza Picard. The idea is that participants will share highlights of what they have read. London is often viewed as the center of culture, thought, and literature in the English language.

Instructor: Dr. Jonathan M. Daube

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 56-62 or visit the web site at www.ed2go.com/manchcc

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.
**Great Poetry Books**

Come join us for this poetry book discussion group designed to complement the More Great Books course. This new series led by distinguished MCC credit and credit-free faculty will offer a provocative mix of new and classic poetry books each semester. The course meets four times at two-week intervals to allow time for reading, and meets on the off-weeks of More Great Books, should students want to attend both courses. Books are available at your local bookstore and at most libraries.

**CRN #31650 4 Wednesdays, 9/26-11/7 (meets every other week), 3:30-5 p.m. MCC Bldg. AST C211 Fee: $15**

**Instructors:** John Surowiecki and Elizabeth Thomas, Credit-Free Writing & Literature faculty; and Mariana DiRaimo, English faculty.

**9/26 – Crow by Ted Hughes.** Sadly, most people only know of Ted Hughes as the husband of Sylvia Plath, but he is a highly accomplished poet. This full-length book of poems, published in 1971, is a masterwork that’s often hilariously clever in its parody of our history, mythos, and literature, but also contains some fundamental truths about the nature of “human nature.” For instance, “Ought I / To stop eating / And try to become the Light?” Crow thinks. But he can’t, because he can’t stop being what he is, just as we can’t stop being who we are.

**Instructor: John Surowiecki**

**10/10 – Ariel by Sylvia Plath.** This was the book that Sylvia Plath was working on when she took her own life and is as anguished and disturbing as you might expect. But, as Plath once noted, the book begins with the word “love” and ends with the word “spring.” The book contains “Daddy,” “Lady Lazarus,” and other famous Plath poems and remains one of the most widely read poetry collections of our time.

**Instructor: John Surowiecki**

**10/24 – Selected Poetry by Emily Dickinson.** Emily Dickinson, the recluse Belle of Amherst, often wore white dresses and greeted guests from an upstairs balcony over her foyer. She became a successfully published poet only after her death, when her sister discovered hundreds of poems in her bureau drawers. If you’ve been puzzled by Dickinson’s poetry and/or intrigued by her work and stature in the literary community, this session is your opportunity to learn about Dickinson’s personal life and the reasons why her poetry is acclaimed worldwide.

**Instructor: Mariana DiRaimo**

**11/7 – Poetry Like Bread edited by Martin Espada.** Roque Dalton wrote, “Poetry like bread is for everyone,” and in this poetry anthology published by Curbstone Press, this idea could not be expressed more clearly. Using his words as a guide, we will talk about the poetry and lives of Claribel Alegría, Jimmy Santiago Baca, Daisy Zamora, Julia de Burgos, and other poets of political imagination.

**Instructor: Elizabeth Thomas**

**Explorations in Film & Literature: Slaughterhouse-Five**

As a tribute to the legacy of Kurt Vonnegut, who died earlier in the year, the first installment of this new Film & Literature series will be his anti-war novel, Slaughterhouse-Five. This classic ‘60s novel takes us on a wild, zany, time-traveling ride with Billy Pilgrim, an American soldier whose experience in World War II proves to be more than he can handle. The book was turned into a successful film in the early ‘70s by director George Roy Hill. Join us as we explore how the novelist and director George Roy Hill. Join us as we explore how the novelist and director George Roy Hill.

**CRN #31652 2 Mondays, 11/5-11/12, 7-8:30 p.m. (first class) and 7-9:30 p.m. (second class)**

**MCC Bldg. V6 V162 Fee: $20**

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

**NEW Historical Fiction: Research and Creative Writing**

A long and noble tradition, the art of creating historical fiction has taken many forms, from the biographical fictions of Irving Stone depicting Michelangelo (The Agony and the Ecstasy) or Vincent Van Gogh (Lust for Life) to the contemporary depiction of the final battles of the Civil War as recently depicted in E.L. Doctorow’s The March. In this introductory course designed for the serious beginner or intermediate writer, the art and craft of writing in the genre of historical fiction will be examined. With good creative writing as the focus, discussion and exercises will include prompts for exploring fictional treatments of history, methods of research, story construction, self-editing, “vetting,” outline and synopsis preparation, and proper manuscript submission. Students will be invited, but not required, to read from their written work in class and be asked to submit a synopsis for a work of historical fiction.

**CRN #31653 4 Mondays, 10/15-11/5, 7-9 p.m. MCC Bldg. LRC B208 Fee: $60**

**Instructor:** Jeff Hutton received his B.A. in English and Creative Writing from the State University of New York and pursued graduate study in literary criticism at the University of Denver. He also studied horticulture and landscape design at the University of San Francisco. His historical novel, Perfect Silence, was published by Breakaway Books and was a Book Sense 76 Selection in 2000.
Poetry for Poets
This course is for serious writers of poetry who are interested in refining their craft and getting their work published. Your work will undergo rigorous (but always friendly) review. The course will emphasize the processes of rewriting and editing and help you reach the next level of your writing. You will also gain the skills and confidence necessary to submit your work to literary journals. You will be expected to bring in samples of your poetry to each class, and participate in critiquing your fellow poets’ work. Classroom discussions will include poetic forms, attention to language, viewpoint, subject matter, metaphor, mood shifts, and audience response. Students will be expected to complete a chapbook of poems by the end of the course. For those students who want to continue, Poets for Poetry II will be offered in the Spring ‘07 session. Materials fee: $5, payable to instructor, for publication of a chapbook featuring students’ work.
CRN #31654 6 Mondays, 9/10-10/22 (does not meet 10/8), 6:30-8:30 p.m. MCC Bldg. LRC A226 Fee: $75
Instructor: John Surowiecki has published two books of poetry, The Hat City After Men Stopped Wearing Hats, and Watching Cartoons Before Attending a Funeral, as well as several chapbooks. He has also published in many journals, including Poetry, Alaska Quarterly Review, Prairie Schooner, Nimrod, Rhino, and Indiana Review. He has both his B.A. and M.A. in English from the University of Connecticut, and makes his living as a freelance writer.

ESSENTIAL POETS
In this new series of critical seminars, we’ll take the great poets in pairs: what they have in common, what makes them different, and how understanding one can help to understand the other. Handouts of the poems will be provided. The series is designed for poets and poetry readers at all levels. Instructor: John Surowiecki.

ESSENTIAL POETS
Charles Olson and Frank O’Hara
CRN #31655 1 Monday, 10/29, 6-9 p.m. MCC Bldg. LRC A226 Fee: $20

Words on Fire: Exploring Contemporary Poetry
This workshop provides a quick study into the lives and work of several contemporary poets and spoken word artists from around the globe ... writers whose work is alive, who excite and motivate, who help us realize that poetry can be breathtaking! Brief introductions to each poet’s work will come alive through a presentation of CDs, videotapes, books, and classroom discussion. This workshop is designed for all ages and levels, including middle school, high school, and college students and teachers.
CRN #31663 1 Tuesday, 9/25, 6:30-8:30 p.m. MCC Bldg. Lowe L142 Fee: $15
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.

Selling Your Words: Becoming a Freelance Writer
Have you ever read a newspaper or magazine article and said, “I could have written that!”? Or maybe you’ve asked yourself, “How can I write like that?”? Writing stories that editors want to buy and publish isn’t easy, but it’s not impossible, if you have a passion and talent for writing. Through lectures, discussions, and a workshop approach to writing assignments, you will gain the tools you need to navigate the treacherous waters of freelance writing. Who knows?-the next byline you read may be your own. Please bring paper, pen, and a will to write to class.
CRN #31658 5 Wednesdays, 9/12-10/10, 7-9 p.m. MCC Bldg. LRC A226 Fee: $90
Instructor: Steve Starger
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. The 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 #31659 6 Wednesdays, 10/3-11/7, 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 creative 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: Elements of Fiction Writing, or for those with previous writing experience.
CRN #31660 6 Thursdays, 10/4-11/8, 7-9 p.m.  MCC Bldg. AST D229
Fee: $145
Instructor: Jordon Pecile

Selling Your Fiction
In this informative workshop students will learn where to find markets for both long and short fiction, and procedures for how to approach these markets. This will include tips on how to create cover letters and pitch ideas to both editors and agents, as well as some of the pitfalls of this trying process. Students will perform pitches for the class and write hooks for cover letters that keep editors reading.
CRN #31661 1 Wednesday, 11/14, 7-9 p.m.  MCC Bldg. AST D229
Fee: $15
Instructor: Steven Torres, Ph.D., is an English professor at MCC, and is the author of the Precinct Puerto Rico mystery series for St. Martin’s Press. His short stories have appeared in magazines such as Crime Spree and Alfred Hitchcock Mystery Magazine. His fourth book was published in 2006.

Marketing Your Book
You’ve written the book and it’s on bookstore shelves—now how do you get readers to pick up your book and buy it? This workshop will cover what you should be doing once you’ve signed a contract and have a publisher. Writing the book is only half the battle—you have to market yourself as a writer and the book as a sellable product. Students will be taught what works and what doesn’t work when it comes to getting your name known by readers and business professionals.
CRN #31662 1 Thursday, 11/15, 7-9 p.m.  MCC Bldg. AST D229
Fee: $15
Instructor: Steven Torres

Writing and Illustrating Children’s Books
This course provides an overview for how to write, illustrate and publish a children’s book. Topics include aesthetic and literary strategies; book design and dummy layout; illustration styles; the age appropriateness of stories; and the business of publishing. One of the classes will meet in the children’s section of an area bookstore.
CRN #31664 6 Tuesdays, 9/18-10/23 7-9 p.m.  MCC Bldg. LRC A108
Fee: $120
Instructor: Iris Van Rynbach earned degrees in Illustration from Parsons School of Design and the New School, and has studied Fine Arts in Paris. A published author-illustrator whose work has appeared in the New Yorker, she has written five books and illustrated eight more. Her books have received numerous awards, including The Children’s Book Council and The Social Studies Council Notable Book Award.

Coming this Fall to MCC in its 2nd Season

Mishi-maya-gat
Spoken Word & Music Series
September - May
2nd Thursday evening of each month
Featuring:  
• Open Mic  
• Live Music  
• Featured Poets/Writers

Free and Open to the Public
Hosted by Stephen Campiglio  
Sponsored by the MCC Foundation
For schedule and information please visit:
www.mcc.commnet.edu/faculty/spoken.php or email: scampiglio@mcc.commnet.edu
WELCOME TO ONLINE LEARNING!

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

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

REQUIREMENTS:

All courses require:
- Internet access
- Email
- Internet Explorer, Netscape or Firefox web browser
- A computer (of any type)

Some courses may have additional requirements. Please visit our online instruction center for more information:

www.ed2go.com/manchcc

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 67. Be sure to indicate the start date and CRN of your course on the registration form.

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 the online instruction center and click the “classroom” link. To begin your studies, simply log in with the email address and password you provided during orientation.

START DATES:

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

- September 19
- October 17
- November 14
- December 12

ACCOUNTING

Accounting Fundamentals
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more. $104
CRN #31027

Accounting Fundamentals II
Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor. $104
CRN #31032

ART

Drawing for the Absolute Beginner
Gain a solid foundation in drawing and become the artist you’ve always dreamed you could be! $104
CRN #31054

Enjoying European Art Online
An introduction to the most important works of European art, with a wealth of commentary and interesting historical information. $104
CRN #31056

BUSINESS ADMINISTRATION & MANAGEMENT

Fundamentals of Supervision and Management
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts. $104
CRN #31045

Fundamentals of Supervision and Management II
Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills. $104
CRN #31044

Understanding the Human Resources Function
Learn to handle basic human resource functions to ensure the best possible results. $104
CRN #31261

Managing Customer Service
Become indispensable to any organization by understanding how to identify and meet customer needs. $104
CRN #31045

Introduction to Business Analysis
Learn powerful techniques to improve your decision-making skills at work. $104
CRN #31255

Mastery of Business Fundamentals
Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program. $104
CRN #31254

Mastery of Business Applications
Learn what all MBAs know—without going to the trouble of getting an MBA! $104
CRN #31050

Successful Construction Business Management
Gain a powerful and permanent advantage over the competition by learning how to practice expert business management. $104
CRN #31256

Distribution and Logistics Management
Learn how to improve your company’s distribution and logistics management activities, increase customer satisfaction, and improve operational throughput. $104
CRN #31041

Manufacturing Fundamentals
Learn the basic skills required to work in the manufacturing field. $104
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Manufacturing Applications
Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing. $104
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Project Management Fundamentals
Gain the skills you’ll need to succeed in the fast-growing field of project management. $104
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Project Management Applications
Experienced project manager teaches you tricks of the project management trade. $104
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Improve your company’s bottom line by mastering the fundamentals of purchasing. $104
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Become a more effective member of your company by learning to apply advanced purchasing concepts. $104
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Supply Chain Management Fundamentals
Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations. $104
CRN #31052

Supply Chain Management Applications
Become more valuable to your organization by learning to improve company processes. $104
CRN #31051

Total Quality Fundamentals
Learn the basics of total quality management. $104
CRN #31053

Six Sigma: Total Quality Applications
Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality. $104
CRN #31039

BUSINESS PLANNING & ENTREPRENEURIAL COURSES

Creating a Successful Business Plan
Turn your business ideas into a solid plan for financing and long-term success. $104
CRN #31252

Start and Operate Your Own Home-Based Business
An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss. $104
CRN #31262

Growing Plants for Fun and Profit
An industry professional teaches you everything you need to prosper in the backyard nursery business. $104
CRN #31227

Get Paid to Travel
Learn everything you need to start your new and exciting career as a professional tour director. $104
CRN #31266

Start Your Own Consulting Practice
Find out how you can earn income by sharing your training or knowledge with others. $104
CRN #31263

Secrets of the Caterer
Learn cooking and business secrets from a professional caterer. $104
CRN #31226

Wow, What a Great Event!
Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner. $104
CRN #31026

CAREER DEVELOPMENT

Résumé Writing Workshop
Discover the secret to transforming your tired, boring résumé into a powerful tool that will get you interviews. $104
CRN #31248

Twelve Steps to a Successful Job Search
World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy. $104
CRN #31249

Get Assertive!
Find out how you can stop others from intimidating you or treating you poorly. $104
CRN #31255

Leadership
Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life. $104
CRN #31247

Communicating Like a Leader
Learn to become a great communicator and improve your chances for professional success. $104
CRN #31067

High Powered Communication
Master the five critical factors of highly effective communication used by all skilled communicators. $104
CRN #31070

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. $104
CRN #31238

Individual Excellence: Secrets of Career Success
Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity. $104
CRN #31046

Achieving Success With Difficult People
Learn how to have more successful relationships with difficult bosses, coworkers, students, neighbors, or relatives. $104
CRN #31073

Merrill Ream Speed Reading
Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension. $104
CRN #31197

Get Funny!
Learn how to use humor to speak more effectively, write better, and increase your popularity. $104
CRN #31237

COMPUTERS

Basic Computer Literacy
($104 per class)

Keyboarding
CRN #31665

Introduction to Windows Vista
CRN #31470
**Online Courses**

**Introduction to Windows XP**  
**CRN #31107**

**Introduction to Linux**  
**CRN #31123**

**101 Tips and Tricks for the iMac and Macintosh**  
**CRN #31136**

**Computer Skills for the Workplace**  
**CRN #31666**

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**The Internet**  
($104 per class)

**Introduction to the Internet**  
**CRN #31111**

**Learn to Buy and Sell on eBay**  
**CRN #31113**

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**Computer Applications**  
($104 per class)

**Introduction to Microsoft Word 2003**  
**CRN #31094**

**Intermediate Microsoft Word 2003**  
**CRN #31095**

**Advanced Microsoft Word 2003**  
**CRN #31096**

**Introduction to Microsoft Excel 2007**  
**CRN #31267**

**Introduction to Microsoft Excel 2003**  
**CRN #31100**

**Intermediate Microsoft Excel 2003**  
**CRN #31103**

**Advanced Microsoft Excel 2003**  
**CRN #31101**

**Introduction to Microsoft Access 2003**  
**CRN #31102**

**Intermediate Microsoft Access 2003**  
**CRN #31104**

**Introduction to Microsoft PowerPoint 2003**  
**CRN #31105**

**Intermediate Microsoft PowerPoint 2002**  
**CRN #31106**

**Introduction to Microsoft Visio 2003**  
**CRN #31148**

**Introduction to Microsoft Project 2003**  
**CRN #31172**

**Introduction to Microsoft Publisher 2003**  
**CRN #31108**

**Introduction to Crystal Reports 10**  
**CRN #31169**

**Introduction to QuickBooks 2007**  
**CRN #31098**

**QuickBooks 2007 for Contractors**  
**CRN #31471**

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**QuickBooks 2006 for Contractors**  
**CRN #31099**

**Performing Payroll in QuickBooks**  
**CRN #31239**

**Introduction to Microsoft Outlook 2003**  
**CRN #31110**

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**Web Page Design, Graphics & Multimedia**  
($104 per class)

**Creating Web Pages**  
**CRN #31115**

**Creating Web Pages II**  
**CRN #31138**

**Introduction to CSS and XHTML**  
**CRN #31166**

**Designing Effective Websites**  
**CRN #31173**

**Introduction to Dreamweaver 8**  
**CRN #31142**

**Introduction to Dreamweaver MX 2004**  
**CRN #31143**

**Introduction to Microsoft FrontPage 2003**  
**CRN #31144**

**Achieving Top Search Engine Positions**  
**CRN #31112**

**Imaging for the Web Using Fireworks MX**  
**CRN #31139**

**Introduction to CorelDRAW X3**  
**CRN #31167**

**Introduction to Flash 8**  
**CRN #31144**

**Introduction to Flash MX 2004**  
**CRN #31145**

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**Web Programming**  
($104 per class)

**Introduction to ASP.NET**  
**CRN #31137**

**Introduction to JSP Programming**  
**CRN #31147**

**Java for the Absolute Beginner**  
**CRN #31148**

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**Graphic Design**  
($104 per class)

**Design Projects for Adobe Illustrator CS**  
**CRN #31150**

**Design Projects for Adobe Illustrator CS2**  
**CRN #31151**

**Introduction to FreeHand MX**  
**CRN #31140**

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**Photoshop Elements 5.0 for the Digital Photographer**  
**CRN #31162**

**Photoshop Elements 5.0 for the Digital Photographer II**  
**CRN #31158**

**Photoshop Elements 4.0 for the Digital Photographer**  
**CRN #31161**

**Photoshop Elements 4.0 for the Digital Photographer II**  
**CRN #31164**

**Photoshop Elements 3.0 for the Digital Photographer**  
**CRN #31160**

**Introduction to Photoshop CS2**  
**CRN #31154**

**Intermediate Photoshop CS2**  
**CRN #31157**

**Photoshop CS3 for the Digital Photographer**  
**CRN #31651**

**Photoshop CS2 for the Digital Photographer**  
**CRN #31156**

**Introduction to Photoshop CS**  
**CRN #31153**

**Photoshop 7 for the Absolute Beginner**  
**CRN #31155**

**Photoshop Elements Projects**  
**CRN #31163**

**Introduction to Adobe FrameMaker 7.1**  
**CRN #31149**

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**Computer Troubleshooting & Networking**  
($104 per class)

**Introduction to PC Troubleshooting**  
**CRN #31093**

**Introduction to PC Security**  
**CRN #31174**

**Advanced PC Security**  
**CRN #31092**

**Creating a Small Office Network**  
**CRN #31117**

**Creating a Home Network**  
**CRN #31116**

**Wireless Networking**  
**CRN #31119**

**Introduction to Networking**  
**CRN #31120**

**Intermediate Networking**  
**CRN #31118**
COMPUTER PROGRAMMING & DATABASE MANAGEMENT ($104 per class)

- Introduction to Database Development
  CRN #31122
- Introduction to the Game Industry
  CRN #31170
- Introduction to PHP and MySQL
  CRN #31149
- C++ for the Absolute Beginner
  CRN #31131
- Introduction to C# Programming
  CRN #31132
- Intermediate C# Programming
  CRN #31133
- Introduction to Perl Programming
  CRN #31135
- Introduction to Visual Basic.NET
  CRN #31126
- Intermediate Visual Basic.NET
  CRN #31127
- Introduction to Visual Basic 2005
  CRN #31124
- Intermediate Visual Basic 2005
  CRN #31129

CERTIFICATION PREP ($138 per class)

- CompTIA Security+ Certification Prep
  CRN #31091
- CompTIA Network+ Certification Prep
  CRN #31121
- Basic CompTIA A+ Certification Prep
  CRN #31128
- Intermediate CompTIA A+ Certification Prep
  CRN #31129
- Advanced CompTIA A+ Certification Prep
  CRN #31130
- Microsoft Windows Certification Prep: Exam 70-270
  CRN #31168
- PMP Certification Prep 1
  CRN #31035
- PMP Certification Prep 2
  CRN #31037

ONLINE COURSES

INTRODUCTION TO DATABASE DEVELOPMENT

- Introduction to Database Development
  CRN #31122
- Introduction to the Game Industry
  CRN #31170
- Introduction to PHP and MySQL
  CRN #31149
- C++ for the Absolute Beginner
  CRN #31131
- Introduction to C# Programming
  CRN #31132
- Intermediate C# Programming
  CRN #31133
- Introduction to Perl Programming
  CRN #31135
- Introduction to Visual Basic.NET
  CRN #31126
- Intermediate Visual Basic.NET
  CRN #31127
- Introduction to Visual Basic 2005
  CRN #31124
- Intermediate Visual Basic 2005
  CRN #31129

CRN #31149

INTRODUCING TO VISUAL BASIC

- Introduction to Visual Basic.NET
  CRN #31126
- Intermediate Visual Basic.NET
  CRN #31127
- Introduction to Visual Basic 2005
  CRN #31124
- Intermediate Visual Basic 2005
  CRN #31129

CRN #31149

CERTIFICATION PREP ($138 per class)

- CompTIA Security+ Certification Prep
  CRN #31091
- CompTIA Network+ Certification Prep
  CRN #31121
- Basic CompTIA A+ Certification Prep
  CRN #31128
- Intermediate CompTIA A+ Certification Prep
  CRN #31129
- Advanced CompTIA A+ Certification Prep
  CRN #31130
- Microsoft Windows Certification Prep: Exam 70-270
  CRN #31168
- PMP Certification Prep 1
  CRN #31035
- PMP Certification Prep 2
  CRN #31037

Microsoft PowerPoint 2003 in the Classroom

- Teaching Science: Grades 4-6
  Increase your effectiveness as a science teacher for children in fourth through sixth grades. $104
  CRN #31185
- Solving Classroom Discipline Problems
  Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline. $104
  CRN #31186
- Ready, Set, Read!
  A learning specialist shows you how to raise a successful reader and writer. $104
  CRN #31195
- The Creative Classroom
  Enrich your teaching talents and encourage your students’ creative thinking as you learn to turn your classroom into a creative classroom. $104
  CRN #31194
- Differentiated Instruction in the Classroom
  Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms. $104
  CRN #31188
- The Classroom Computer
  Learn how to use the classroom computer to increase learning and motivate students. $104
  CRN #31191
- 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. $104
  CRN #31192
- Microsoft Excel 2003 in the Classroom
  Discover the many ways Microsoft’s powerful mathematic and analytic tool can help you and your students. $104
  CRN #31189
- Microsoft PowerPoint 2003 in the Classroom
  Motivate your students and enrich your lessons by bringing PowerPoint into your classroom. $104
  CRN #31193
- Microsoft Word 2003 in the Classroom
  Harness the power of the most popular word processing program on the market and become a more productive and creative teacher. $104
  CRN #31190
- Big Ideas in Little Books
  Increase student performance and earn extra income by converting your ideas for instructional aids into reality. $104
  CRN #31196
- 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. $104
  CRN #31223
- 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. $104
  CRN #31220
- Guiding Kids on the Internet
  Gain confidence and experience so you can help your children discover all the Internet has to offer. $104
  CRN #31217
- Marketing Tools for Actors
  A working casting director teaches you powerfully effective strategies to market yourself locally for film and television work. $104
  CRN #31264
- Theme Park Engineering
  Get a behind-the-scenes look at your favorite theme parks and meet the person who engineers their top attractions. $104
  CRN #31246
- Music Made Easy
  Learn the fundamentals of music theory. Be able to read, write, and play simple music. $104
  CRN #31057
- Making Movies With Windows XP
  Discover the many ways Microsoft’s powerful mathematic and analytic tool can help you and your students. $104
  CRN #31189

CRN #31185

Fall 2007 Credit-Free Catalog
A to Z Grant Writing
Learn how to research and develop relationships with potential funding sources, organize grant-writing campaigns, and prepare proposals. $104  
CRN #31202

Get Grants!
Learn how to develop successful, fundable grants from experts in the field. $104  
CRN #31203

Advanced Grant Proposal Writing
Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. $104  
CRN #31205

Writing Effective Grant Proposals
Learn to prepare grant proposals that get solid results for your favorite organization or charity. $104  
CRN #31204

Becoming a Grant Writing Consultant
Increase your income while working from home by starting a grant writing consulting business. $104  
CRN #31207

Creating Your Own Nonprofit
Industry veteran shows you how to take a nonprofit business from vision to reality. $104  
CRN #31253

Marketing Your Nonprofit
Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers. $104  
CRN #31259

Introduction to Nonprofit Management
Develop the skills and strategies you need to become an integral part of one of America’s fastest growing service sectors. $104  
CRN #31258

Assisting Aging Parents
Handle the challenges you will face in the coming years. $104  
CRN #31222

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. $104  
CRN #31230

Become a Veterinary Assistant
Practicing veterinarian prepares you to work in a veterinary office or hospital. $104  
CRN #31231

Become a Veterinary Assistant II: Canine Reproduction
Practicing veterinarian teaches you to manage the entire canine breeding cycle, from assessing the health of parents to puppy care. $104  
CRN #31232

Become a Veterinary Assistant III: Practical Skills
Learn the practical skills you’ll need to be a valuable veterinary assistant or educated pet owner. $104  
CRN #31233

Introduction to Natural Health and Healing
Learn how to promote wellness, balance, and health in all aspects of your daily life. $104  
CRN #31234

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! $104  
CRN #31225

Handling Medical Emergencies
Every second counts during a medical emergency. Learn how to respond if someone needs your help. $104  
CRN #31229

Outdoor Survival Techniques
Learn the essential skills you will need to survive in a remote or stranded condition. $104  
CRN #31251

Beginning Braille Transcription
Prepare for a rewarding career as a Braille transcriber by learning to write and read the tactual language of the blind. $104  
CRN #31075

Intermediate Braille Transcription
Learn Literary Braille and prepare for the Library of Congress Braille Transcriber’s Certification exam. $104  
CRN #31076

Speed Spanish
Learn six easy recipes to glue Spanish words together into sentences, and you’ll be engaging in conversational Spanish in no time. $104  
CRN #31213

Speed Spanish II
Clever follow-up to our popular Speed Spanish course. Several new recipes help you quickly build fluency. $104  
CRN #31214

Speed Spanish III
Master your ability to speak, understand, and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series. $104  
CRN #31215

Beginning Conversational French
Discover how easy it can be to learn common words and phrases for both leisure and business. $104  
CRN #31212

Instant Italian
Learn Italian from the comfort of your home in this fun and enjoyable online course. $104  
CRN #31216

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. $104  
CRN #31198

Writing for ESL
Learn how to write in English more effectively to succeed in college and at work. $104  
CRN #31199
MATH & SCIENCE

Everyday Math
Gain confidence in your basic math skills and start using math to your advantage. $104
CRN #31209

Introduction to Algebra
Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems. $104
CRN #31240

Human Anatomy and Physiology
Gain a greater appreciation and understanding of the marvelous complexity of the human body. $104
CRN #31228

PERSONAL ENRICHMENT

Goodbye to Shy
Become more confident in social, professional, and romantic situations. $104
CRN #31074

Interpersonal Communication
Become aware of the conscious and unconscious codes of meaning we send when communicating with others. $104
CRN #31072

Keys to Effective Communication
Lost for words? Don’t be! Learn to build rapport, trust, warmth, and respect through conversation. $104
CRN #31071

The Magic of Hypnosis
Learn to use hypnotic suggestion on yourself and others with amazing results. $104
CRN #31236

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. $104
CRN #31218

Wine Appreciation for Beginners
Master the secrets of wine appreciation and never be intimidated by a wine steward again. $104
CRN #31224

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. $104
CRN #31200

Where Does All My Money Go?
Learn how to get control of your money once and for all. $104
CRN #31201

Personal Finance
Protect your assets and discover how best to achieve all your financial goals. $104
CRN #31211

Building Wealth
Certified financial planner shows you how most wealthy people build their fortunes. $104
CRN #31210

Real Estate Investing
Build and protect your wealth by investing in real estate. $104
CRN #31250

Stocks, Bonds, and Investing: Oh, My!
Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement. $104
CRN #31206

The Analysis and Valuation of Stocks
Discover valuable techniques that show you step by step how to research and value stocks. $104
CRN #31207

Introduction to Stock Options
Learn how stock options can protect your portfolio and help you profit in any type of market. $104
CRN #31208

PHOTOGRAPHY

Discover Digital Photography
An informative introduction to the fascinating world of digital photography equipment. $104
CRN #31245

Secrets of Better Photography
Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations. $104
CRN #31243

SALES & MARKETING

Principles of Sales Management
Master the art of managing sales teams from a sales management professional. $104
CRN #31040

Professional Sales Skills
Discover how to begin a successful and rewarding career in sales. $104
CRN #31042

Effective Selling
Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success. $104
CRN #31041

Marketing Your Business on the Internet
E-commerce expert helps you develop an Internet marketing plan for your business. $104
CRN #31265

TEST PREP

GED Test Preparation
Want to pass the GED? This course will help you develop the skills you’ll need to succeed. $104
CRN #31175

Prepare for the GED Language Arts, Writing Test
Obtain the skills and knowledge to successfully prepare for the GED Language Arts, Writing test. $104
CRN #31176

Prepare for the GED Math Test
Master the skills you’ll need to successfully pass Test 5 in the GED test series. $104
CRN #31177

GMAT Preparation
Discover powerful test-taking techniques and methods for improving your score on the GMAT. $104
CRN #31180

GRE Preparation: Part 1
Discover powerful strategies for success in the verbal and analytical sections of the GRE. $104
CRN #31178
ONLINE COURSES

GRE Preparation: Part 2
Learn a variety of useful techniques for tackling the math section of the GRE. $104
CRN #31179

LSAT Preparation: Part 1
Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills. $104
CRN #31181

LSAT Preparation: Part 2
Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers. $104
CRN #31182

SAT/ACT Preparation: Part 1
Master the reading, writing, English, and science questions on the ACT and new SAT. $104
CRN #31183

SAT/ACT Preparation: Part 2
Master the math questions on the ACT and new SAT. $104
CRN #31184

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. $104
CRN #31086

Romance Writing Secrets
Learn how to write and sell romance novels from a veteran romance author. $104
CRN #31061

Fundamentals of Technical Writing
Learn the skills you need to succeed in the well-paying field of technical writing. $104
CRN #31065

Writing Great Technical Documents
Learn how to write great technical documents from an award-winning technical writer. $104
CRN #31066

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. $104
CRN #31048

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches. $104
CRN #31058

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. $104
CRN #31079

Writeriffic: Creativity Training for Writers
Banish writer’s block forever with these tricks from the published writer’s toolbox. $104
CRN #31082

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. $104
CRN #31063

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. $104
CRN #31087

Writing for Children
A published children’s author shows you how to touch the hearts of children by creating books for them. $104
CRN #31077

Mystery Writing
Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author. $104
CRN #31060

Research Methods for Writers
Learn the most efficient and effective methods to conduct research for any writing project. $104
CRN #31069

Forensic Science for Writers
Learn the secrets behind forensic science and add new characters, depth, and marketability to your fiction. $104
CRN #31068

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. $104
CRN #31080

Your Screenwriting Career
Learn how to write and sell professional-quality screenplays from a Hollywood veteran. $104
CRN #31088

Write Fiction Like a Pro
A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story. $104
CRN #31081

Advanced Fiction Writing
Explore advanced fiction writing techniques with a published novelist. $104
CRN #31466

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. $104
CRN #31059

Travel Writing
Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books. $104
CRN #31064

Creating a Sense of Place
Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters. $104
CRN #31062

Write Your Life Story
Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others. $104
CRN #31083

Introduction to Journaling
Discover how journaling can help you learn more about yourself, explore your dreams, values, and beliefs, improve your health, survive unwanted change, succeed in your career, and express your creativity. $104
CRN #31085

Business Marketing Writing
Write great marketing copy to improve your company’s image and your chances of getting hired or promoted. $104
CRN #31078

Introduction to Internet Writing Markets
A professional writer helps you discover a wide variety of new markets for your written work. $104
CRN #31084

Publish It Yourself: How to Start and Operate Your Own Publishing Business
Convert manuscripts into income by producing and selling books like the pros. $104
CRN #31260

www.mcc.commnet.edu

Credit-Free Phone-In Registration (860) 512-3232
Maps & Directions

Directions to Manchester Community College (MCC)

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 Eastbound, to I-384. Immediately take exit 1. Turn left onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.

Manchester Community College (MCC) 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

Manchester Community College is committed to access and equal opportunity. Should you require accommodations because of a disability in order to participate in any of the programs offered, please contact Services for Students with Disabilities at 860-512-3332. 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. 7/07, 70M, Resource: CE/VS
Poetry of the Harlem Renaissance

This course will provide a snapshot of the cultural/arts movement of the 1920s and 1930s known as the Harlem Renaissance. Immediately following World War I, Harlem was home to a thriving artistic scene of literary publications and jazz clubs. An overview of the period will highlight some of its lesser known writers.

CRN #31614 1 Friday, 9/21, noon-1 p.m. MCC Bldg. AST E202 Fee: $5
Instructor: Wanda Haynes is an associate professor of English and Reading at MCC.

Online Courses

In light of MCC’s substantial online course offerings, this class will describe what’s involved in taking virtual courses and how they differ from the classroom experience.

CRN #31615 1 Friday, 10/5, noon-1 p.m. MCC Bldg. AST E202 Fee: $5
Instructor: Michael Rooke, Ph.D., is the Division Director for MCC’s Center for Business and Technologies.

The Day of the Dead

Ancient civilizations of Mexico believed that life and death were two parts of one spiritual whole. Dr. Burk will discuss customs associated with the month-long preparation for the Day of the Dead by the indigenous people of Oaxaca, Mexico. She will also show slides of this preparation and the candle-lit, nocturnal vigils held in the cemeteries.

CRN #31616 1 Friday, 11/2, noon-1 p.m. MCC Bldg. AST E202 Fee: $5
Instructor: Linda Burk is professor of Romance Languages at MCC.

The Role of the Left and Right Brain in Acting

Although there is much we don’t know about right and left brain theory, there are enough hints about the function of the two hemispheres to build a model that explains how actors act and do things that are spontaneously on cue.

CRN #31617 1 Friday, 11/16, noon-1 p.m. MCC Bldg. AST E202 Fee: $5
Instructor: Clark Bowlen is a professor of communications at MCC.

The Art of Mystery Writing and Writing Fiction in General

The title says it all. A published mystery writer will explain the craft of writing fiction and of mystery writing in particular.

CRN #31618 1 Friday, 12/7, noon-1 p.m. MCC Bldg. AST E202 Fee: $5
Instructor: Steven Torres, Ph.D., is an instructor of English at MCC and the author of a series of mystery novels.

Enroll in all FIVE courses and take one for free!

CRN #31619 (for all five “Noon Institute” courses listed above) Fee: $20

* Participants are encouraged to bring a lunch.
For Individuals 50 and Older — Your Opportunity for Lifelong Learning
Over 1,100 OAA members enjoy free monthly meetings with speakers or entertainment, September through May; reduced fees for sponsored luncheons, dinners and trips; a monthly newsletter providing information on activities, events and courses; and a tuition rebate program to reimburse a percentage of the fee paid for any credit-free course taken at MCC.

Just fill out the membership form below and mail it in. Memberships are paid annually in September, however, you can join at any time.

MCC-Older Adult Association Membership 2007-2008
(Minimum Age: 50)

PLEASE PRINT

(Mr. & Mrs. Mr. Mrs. Ms. Miss) Last Name _____________________________________________________________
First Name: Male ___________________________________________ Date of Birth ____________________________
First Name: Female _________________________________________ Date of Birth ____________________________
Address __________________________________________________________________________________________
Town ___________________________________________State ________Zip ________________ - _______________
Phone (____________) ________________ Renewal New Member

Return your completed form with your check.
Dues: $12 per person, per year Send to: Older Adult Association
Check payable to: MCC-OAA Manchester Community College
Amount enclosed: _____________________________
Check #: _____________________________
Check Date: _____________________________

MCC-OAA Tuition Rebate Program
Membership in OAA Required before Course Start Date • Minimum Age Requirement - 50 years

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 (September 2007 through August 2008). Bring your Tuition Rebate Form (see below) to class and have it signed by the instructor.

Please use one form per member, per course. Mail the completed tuition rebate form to: Carole Walden • 664 Bush Hill Road • Manchester, CT 06040. You will receive reimbursement within four weeks directly from the Older Adult Association.

MCC-OAA Tuition Rebate Form

OAA member’s name: __________________________________________________________
Member’s address: __________________________________________________________

Course title: ________________________________________________________________
Course Start Date: __________________________________________________________
Course fee: ________________________________________________________________
Instructor’s signature: ______________________________________________________

(Verifying that student attended at least one class session)
WEB REGISTRATION
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.

* Banner ID numbers will be mailed (upon request) to all returning students and cannot be given out over the phone.
** Please choose your course(s) in advance and have the correct CRN number(s) handy when you register online.

Please call 512-3220 for more information about Web registration or to request your Banner ID.

Cashiers Office Hours
Lowe Building, Main Lobby
Monday, Wednesday, Thursday 8:30 a.m.-4:30 p.m.
Tuesday 8:30 a.m.-7 p.m.
Friday 8:30 a.m.-noon
Saturday 9 a.m.-noon

For more information, call (860) 512-3638.
Please call for holiday closings.

Refund Policy for Credit-Free Courses
There is a minimum enrollment for all Credit-Free classes. Classes with insufficient enrollment will be cancelled. If a course is full or cancelled, you will be notified by phone, mail or email before the 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 Registrar's Office, no later than three business days prior to the first scheduled class meeting. It is your responsibility to call the Registrar's Office to verify that your request for a refund was received. If you fail to call, and we have no record of your request, you are ineligible for a refund. Refund checks are issued by the State Comptrollers’ Office and take approximately four to six weeks to process.

Requests for refunds may be made:
- In person: Registrar's Office, Lowe Lobby
- By fax: (860) 512-3221
- Or mail: Registrar's Office, MS #13, MCC,
  P. O. Box 1046, Manchester, CT 06045

No refunds will be issued after the allowable drop period.
There are no exceptions regardless of circumstances.

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

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).

Fall Bookstore Hours
Required textbooks can be purchased at the MCC Bookstore, located on the first floor of the Lowe Building.

Monday, Wednesday & Thursday .... 9 a.m.-4 p.m.
Tuesday ................................................. 9 a.m.-7 p.m.
Friday .................................................... 9 a.m.-noon
Saturday & Sunday.............................. Closed

The Bookstore will be closed whenever the school is closed.

For more information, call (860) 645-3140 or visit their website at: www.efollett.com

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

CREDIT-FREE REGISTRATION INFORMATION

Register Early
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 39 and 63 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 63. Parking is also free at EHCCC.

Weekend Restrictions
Lot B is closed on Saturdays and Sundays. Weekend parking is permitted in Lot C only. Enter through the AST building and proceed to your scheduled building/classroom.

Postonements & 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) 512-3016, visit the College web page: www.mcc.commnet.edu, or listen to WTIC, WRCH or WZMX 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 or receive a full refund. If a course is cancelled, registrants will be notified by phone or mail.

Class Supply List
If the class for which you are registering requires supplies (see course description), your supply list will be mailed to you prior to class start. If you have not received your list one week before the scheduled class start, call the Continuing Education office at (860) 512-2800, or stop by the office in the Learning Resource Center (LRC) Room B147 to pick one up.

Registrar's Hours
Lowe Building, Main Lobby
Monday, Wednesday, Thursday 8:30 a.m.- 4:30 p.m.
Tuesday 8:30 a.m.- 7 p.m.
Friday 8:30 a.m.- noon
Saturday 9 a.m.- noon

For more information, call (860) 512-3220.
Please call for holiday closings.

Credit-Free Phone-In Registration (860) 512-3232
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, MS #13
Manchester Community College
Great Path
P.O. Box 1046
Manchester, CT 06045-1046

2. In-Person
At the Registrar in the Lowe Building. Pay at the Cashier’s Office by cash, check, money order, MasterCard 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 8:30 a.m. and 4:30 p.m., Monday-Friday, using MasterCard or VISA only.

5. Register Online
Returning students, go to: www.online.commnet.edu (using MasterCard or Visa). For details see page 66 or call (860) 512-2800.

No written confirmations are mailed. Registrants will be contacted by MCC only if a course is full, cancels, or if classrooms, meeting times or dates change.

MCC Credit-Free Course Registration
Print clearly in ink. Register one person per form. Photocopy form if needed.

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

Name (Last) ________________________________ (First) ________________________________ (M) ________

Previous Name (if any) ________________________________ Email address ________________________________

Home Address (Number and Street) _____________________________________________________________

City ________________________________ State _________ Zip Code ________________________________

Tel. (Home) ________________________________ (Work) ________________________________ (Cell) ________________________________

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

Birth Date ________________________________ Gender □ Female □ Male Today’s Date ________________________________

Resident Information
ARE YOU: (Check applicable)
A CONNECTICUT RESIDENT FOR 1 YEAR? □ Yes □ No
ARE YOU: (Check applicable) 01 □ AMERICAN 02 □ NATURALIZED 03 □ APPLIED FOR CITIZENSHIP 04 □ STUDENT VISA
05 □ NOT ON A STUDENT VISA - Other (Specify) ____________________________________________ COUNTRY OF ORIGIN _________________
06 □ PERMANENT RESIDENT (Registration Number) ____________________________________________

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

Make check or money order payable to “MCC”.
Credit Card # ________________________________
Cardholder name (print) ________________________________________________________________
Cardholder signature ________________________________________________________________
Relationship to student ________________________________________________________________
Cardholder Address ________________________________________________________________
Cardholder phone ________________________________ Exp. Date (mo/yr) ________________________________

REFUNDS
Refunds are issued only for Credit-Free courses that MCC cancels, or if a written request is received three (3) business days prior to the first scheduled class meeting. Regardless of circumstances, no exceptions will be considered. See details on page 66.

Office Use Only Regis. Special Receipt # Date
Real Estate Preparation for CT Licensing Exams

- Principles and Practices of Real Estate
- Real Estate Appraisal I
- Real Estate Appraisal II
- Real Estate Law

See Professional Development section inside

Health Careers

- Certified Nurse-Aide
- Emergency Medical Technician
- American Red Cross Standard First Aid with CPR and AED

See Allied Health section on pages 3-4.

Boating Safety

To obtain a CT Certificate of Personal Watercraft/Safe Boating.
Saturday and Weekday Evening Classes Available.
See Recreation section on page 38

We’ve added more than 80 NEW courses! See inside front cover.

The Motorcycle Rider Program

Directed by the CT Department of Transportation.
Focus on Street Strategies and Survival Skills.
Classes run through October.
Call (860) 512-3004, Option 2, ext. 8705 for message service to have Registration Packet and Schedule mailed to you.

www.mcc.commnet.edu/motorcycle.htm