We’ve added nearly 70 new courses for the spring session.

Highlights include:

- Introduction to the Business of Voice-Overs
- U.S. Citizenship Preparation
- ESL: Reading and Understanding Newspaper Articles
- Bird Flu, Emerging Diseases, and Pandemics
- Learn How to Insulate and Weatherize for Energy Efficiency
- CT Bar Association: Your Government and You
- Understanding Your Credit Score
- Hapkido
- Russian Kettlebell and Fitness Training
- Organic Land and Soil Care
- The Blues: Music for the Spirit
- Introduction to Opera
- “Around the World with Mallorie” Slide-show courses
- Volunteer Management
- Strategic Planning for Small Businesses
- Creative Writing: Discovering Fiction
- Minding the Muse: The Practice of Poetry
Emergency Medical Technician (EMT) Training

This course prepares students for the State-Certified EMT-Initial examination and provides them with entry-level skills needed to work as an EMT. The course is also useful for police and fire departments, ski patrol members, 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. Waivers must be presented to the instructor at the first class. Students must attend all three weeks of class in order to sit for the State exam. Students will schedule an additional 10 hours to ride with an ambulance crew. Please bring your lunch to the Saturday sessions.

All classes meet at the South Windsor Ambulance Company, 151 Sand Hill Road, South Windsor (rear of the South Windsor Police Complex). Textbooks and workbooks will be distributed on the first night of class by your instructor and are to be purchased during the first three weeks of class. The instructor requests that only cash payments be made for textbooks. The cost is approximately $90 for the required text, AAOS Emergency Care and Transportation of the Sick and Injured.

Please note: The EMT-Initial course can be challenging and requires a high degree of commitment in order to successfully complete.

CRN #11557 49 sessions: 44 Mondays & Wednesdays, 1/14-6/22 (does not meet 1/19 & 5/25), 7-10 p.m. & 5 Saturdays, 7 a.m.-4 p.m. (dates to be determined) Fee: $375

Instructor: Larry Gorman, E.M.S.I., has been in the EMS field for nearly 40 years, including 33 years as an instructor and 6 years as an intermediate instructor.

Pharmacy Technician Certification Training

This comprehensive, 60-hour course will prepare students for an entry-level position in a community, hospital, or long-term care setting. The course is also an excellent review for the Pharmacy Technician Certification Board (PTCB) national certification exam. Topics will include medical terminology specific to the pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. Students will learn dosage calculation, I.V. flow rate, drug compounding, and dose conversion. Dispensing of prescriptions, inventory control, billing, and insurance reimbursement will also be discussed. Please bring a calculator to class. The course fee includes the textbook, but does not include the PTCB exam fee ($129), nor will the exam be given at MCC; please check the PTCB web site for more exam information (www.ptcb.org). Please note: Proof of high school diploma or GED is required to sit for the PTCB exam, but this proof is not necessary to take the course. In addition, anyone convicted of a felony is not permitted to sit for the exam. Prerequisite: A fluency in mathematics and algebra is required to complete necessary pharmaceutical calculations.

CRN #11493 20 sessions, Mondays & Wednesdays, 2/23-4/29, 6-9 p.m. MCC Bldg, LRC B144 Fee: $639

Instructors: Members of the Connecticut Pharmacists Association
Certification for Medical Reimbursement Specialists
The Certification for Medical Reimbursement Specialists (CMRS) is a nationally certified medical billing certificate offered in conjunction with the American Medical Billing Association (AMBA). AMBA is endorsed by the American Academy of Professional Coders (AAPC). This billing certification enhances the Certified Professional Coder (CPC) Certificate that is presently offered at MCC, enabling the student to seek greater employment opportunities. Topics will include the claims-paying process in its entirety; medical coding and terminology; insurance claims and billing procedures; appeals and denials; fraud and abuse; compliance information; web technology for medical records; reimbursement procedures; and establishing fees. The 16-module exam, which can be completed on a computer, will be administered in class toward the end of the course. The exam fee of $255 (discounted price) includes an AMBA membership and a study guide (students must be members in order to take the exam). This fee is in addition to the course fee. The instructor will provide instructions for payment and membership. Students should bring a lunch to class. Required textbooks (the same texts used in the CPC course; please bring if you have them): 2008 CPT Book, Professional Edition, American Medical Association; ICD-9-CM, Ingenix; and 2008 HCPCS, Level II, Ingenix, available from MCC Bookstore for approximately $250, as well as Insurance Handbook for the Medical Office, 10th Edition, Saunders, available from instructor for approximately $20. Prerequisite: Some coding or insurance experience preferred.
CRN #11558 6 Saturdays, 3/7-4/25 (does not meet 4/4 & 4/11), 8:30 a.m.-3:30 p.m. MCC Bldg. LRC B222 Fee: $450
Instructor: Linda Dixon

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. The required text is available from the instructor: $16.95 for Cat First Aid or Dog First Aid or $32.90 for both; please bring payment to class.
CRN #12002 1 Saturday, 4/18, 9 a.m.-noon MCC Bldg. LRC B144 Fee: $45
Instructor: Candace Madison has been a Red Cross instructor since 2007. She has also taught for the American School for the Deaf and the American Red Cross Middlesex Chapter. She works for the Connecticut Department of Education.

Improve Your Balance: Fall Prevention
Older adults 60 years and older will benefit most from this workshop on fall prevention, which is designed to be both educational and experiential. You will learn the most common risk factors of why older adults fall and how you can help to prevent yourself from falling, now or in the future. We will start with a brief introduction on fall prevention and discuss the research led by Yale University Medical School and the Connecticut Collaboration for Fall Prevention (CCFP). Handouts will be provided that explain why, as we age, we become more susceptible to falls. You will learn and perform simple exercises that are specifically designed to improve your balance, coordination, agility, and posture. The workshop is tailored to be safe, effective, and most of all, fun! Please wear athletic shoes and comfortable clothing.
CRN #11786 3 Saturdays, 5/2-5/16, 10-11:30 a.m. MCC Bldg. AST C211 Fee: $60
Instructor: Susan M. Gouin has a B.S. in Movement Science and a certificate in gerontology from Westfield State College and completed an internship in cardiac rehabilitation at Noble Hospital in Westfield. She is also certified by the American Council on Exercise as a clinical exercise specialist. Susan works at the Enfield Senior Center as a health and fitness coordinator.

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.
CRN #11787 1 Thursday, 3/19, 1-3 p.m. MCC Bldg. Lowe L142
CRN #11788 1 Thursday, 4/30, 7-9 p.m. MCC Bldg. Lowe L142 Fee: $15
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.
Mandalas: An Expressive and Meditative Art

Mandala art has existed as a means of self-expression, meditation, and spiritual insight since prehistoric times. Mandalas are archetypal symbols of wholeness that have corollaries in science and nature. They also have deep spiritual roots in cultures throughout the world. In this workshop, participants will learn about mandalas as a means of self-exploration and expression through slides, lectures, handouts, and a creative, experiential component. Please bring the following materials to class: 12-color (or more) set of Prismacolor colored pencils; 11” x 14” spiral-bound drawing pad (good quality, such as Strathmore); 6” protractor; 12” ruler; 6” 90-degree triangle; pencil sharpener; white plastic eraser; and compass.

CRN #11450 2 Wednesdays, 2/4-2/11, 6-8:30 p.m. MCC Bldg. AST D110 Fee: $40
Instructor: Linda T. Bradley

Creating Mandalas Using Collage

This workshop will further explore the expressive possibilities of the mandala as an art form. Our focus will be on collage as a creative medium. Collage is a very accessible medium for both the novice and the experienced artist, and typically incorporates a variety of two-dimensional materials, such as printed text, fabrics, and magazine images, which are cut, assembled and fastened to a flat surface to create a unified design. A materials list will be sent prior to class.

CRN #11813 3 Wednesdays, 2/18-3/4, 6-8:30 p.m. MCC Bldg. AST D110 Fee: $65
Instructor: Linda T. Bradley

Creating Mandalas Using Gouache

Continuing in our exploration of the expressive possibilities of the mandala as an art form, we will focus on gouache as a creative medium. Gouache are opaque watercolors that can also be used to create transparent or semitransparent washes. This paint medium works well on small-scale works and is easy to use, which makes it well suited for creating mandalas. A materials list will be sent prior to class.

CRN #11814 3 Wednesdays, 3/11-3/25, 6-8:30 p.m. MCC Bldg. AST D110 Fee: $65
Instructor: Linda T. Bradley

*Participants will learn about mandalas through visual examples, lectures, and handouts and create their own mandalas through a process of guided meditation, coupled with practical art instruction using simple tools and materials. By the end of the course, participants will have the knowledge and skills to continue their own mandala art practice at home. No prior art or meditation skills are necessary; all levels are welcome.

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 #12026 1 Thursday, 4/23, 7-9 p.m. MCC Bldg. Lowe L240 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.

Art & Crafts
Art & Crafts

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. Students will work on a variety of subjects—still life, abstraction, landscape, figure, or others. Students of departure. RCR #11780 8 Mondays, 3/30-5/18, 7-9:30 p.m. MCC Bldg. AST D105 RCR #11778 8 Fridays, 3/20-5/22 (does not meet 4/3 & 4/10), noon-2:30 p.m. MCC Bldg. AST D105 Fee: $165 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. Her artwork can be viewed at: www.Lascheverfineart.net.

Drawing Fundamentals and Beyond
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. This course also provides a sound foundation for the instructor’s painting course. Handouts on color theory will be provided and applied to the use of pastels and drawing still-life subjects. Materials fee: $30, payable to instructor at first class, for a drawing pad, various pencils, erasers, and other materials. RCR #11782 8 Fridays, 3/20-5/22 (does not meet 4/3 & 4/10), 9-11:30 a.m. MCC Bldg. V1 V101 Fee: $150 Instructor: Estelle Laschever

Build and Stretch Your Own Canvas
Dismayed with growing art supply costs? Join this master artist in learning how to customize your own high-quality and economical canvas. Students will get plenty of practice during this one-day workshop, working as a group to construct one 36" x 36" (or smaller) canvas per student. A materials list will be sent prior to class; tools will be provided. RCR #11774 1 Saturday, 5/9, 9 a.m.-1 p.m. MCC Bldg. AST D132 Fee: $30 Instructor: Balam Soto creates paintings, murals, and installations in a unique and dynamic style of modern art. A Mayan artist originally from Guatemala, he incorporates familial traditions of shamanism into his artwork and his teaching. He exhibits widely in fine art galleries and is the owner of the Balam Soto Studio in Hartford. Samples of his work can be viewed at: www.balam.us.

An Introduction to the French Impressionist Style: Painting Garden Landscapes
Do you like the color and light of French Impressionism, as best represented in Monet, Manet, Renoir? In this introductory course to oil and acrylic painting, you will learn the basic painting techniques of the masters of French Impressionism, while developing your own style. Emphasis will be on floral garden colors. Materials list will be mailed prior to the start of class. RCR #11793 1 Saturday, 3/21, 8:30 a.m.-2:30 p.m. MCC Bldg. AST D105 Fee: $70 Instructor: Yuemei Zhang is a graduate of the Central Academy of Fine Arts in Beijing. Her art has won many awards in both painting and printmaking, and she is an experienced teacher in her native China and the United States.

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 imaginative, drawing and design skills, and expand your knowledge of Asian art. Learn from demonstration and practice under the gentle, patient and talented eye of the instructor. Materials fee: $20, payable to instructor at beginning of class, for rice paper, bamboo brush, and ink. Please bring your lunch. RCR #11792 1 Saturday, 3/28, 8:30 a.m.-2:30 p.m. MCC Bldg. AST D109 Fee: $70 Instructor: Yuemei Zhang

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, please bring them to the first class. RCR #11789 6 Wednesdays, 4/1-5/6, 6-8:30 p.m. MCC Bldg. AST D110 Fee: $115 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: 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. RCR #11790 6 Wednesdays, 5/13-6/17, 6-8:30 p.m. MCC Bldg. AST D110 Fee: $115 Instructor: Christine LaFond
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 #11783 7 Mondays, 4/27-6/22 (does not meet 5/25 & 6/1), 6-8:30 p.m. MCC Bldg. AST D110 Fee: $135
Instructor: Christine LaFond

Creating Mosaics

Wondering what to do with old, chipped or broken ceramics, pottery, porcelain, china, dishes, or tiles? Learn the basics of "direct method" mosaics and turn them into striking trivets. In the first class, you will make your tessareae (the small pieces used in mosaic work) by breaking up your plates, pottery or ceramic items and laying out the pieces like a puzzle to create your own design, or you may choose from pre-designed patterns available from the instructor. Then you will affix the pieces onto a framed Masonite tile form with mortar. In the following class, with your mortar thoroughly dried and your tesserae well set, you will grout your mosaic(s). This will include mixing and applying the grout and cleaning off the excess. Finally, you will apply a felt bottom to your trivet. Bring plenty of "stuff" for making your tessereae. You may want to share or barter with other students. If you have a specific color scheme in mind, be sure to bring appropriate colors. Materials fee: $15, payable to instructor at the beginning of the first class, for a framed Masonite form, mortar, grout, felt, and other items. A supply list will be sent prior to class for supplemental materials that students should bring.
CRN #11776 3 Saturdays, 3/14-3/28, 9 a.m.-noon
MCC Bldg. AST D132 Fee: $75
Instructor: Christine LaFond

Fashion Rendering

In this educational and hands-on course, students will learn about the history of 20th-century fashion through such notable examples as Pierre Cardin, Chanel, Christian Lacroix, Christian Dior, Yves Saint Laurent, and other designers. Using colored pencil and marker, students will learn to draw a croquis—a fashion sketch—as well as fashion models. Students will also work on face, hands, handbags, and shoes, and learn how to render fabric textures, such as plaid, lace, fur, leather and velvet, while working on fashion illustration projects of the students’ choice. A supply list will be sent prior to class, and other supplies will be addressed at the first class.
CRN #11919 6 Thursdays, 3/5-4/9, 7-9 p.m.
MCC Bldg. LRC A226 Fee: $165
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.

Figure Drawing

Using live models, this course will examine the fundamentals of figure drawing: proportion, form, gesture, contour, and composition. The emphasis will be on exploration and response in a variety of media. Required materials: pencil, china marker or conté crayon, pen, vine charcoal, pressed charcoal, and large newsprint. Recommended text: The Natural Way to Draw, Nicolaides, available at your local bookstore. Model fees will be divided by the number of participants.
CRN #11784 5 Saturdays, 4/18-5/16, 10 a.m.-1 p.m.
MCC Bldg. AST D109 Fee: $125
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.

Learning from the Masters: Women Artists

Copying the old masters is a classic learning experience. Learn by doing in this hands-on art appreciation workshop designed for both beginner and intermediate students. We will focus on four great women artists: Angelica Kauffmann, Kate Kollwitz, Alice Neel, and Frida Kahlo, using various media that match the preference each artist worked in, such as oils, charcoal, and collage. 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 supply list will be discussed.
CRN #11918 4 Saturdays, 2/21-3/14, 9 a.m.-noon MCC Bldg. V1 V101 Fee: $99
Instructor: Jacqueline Peterson is a University of Hartford graduate who exhibits her work widely and teaches in the Hartford area.

Springtime Pastels

Capture the beauty of spring with the versatility of pastels. Using this colorful medium we will focus on the early spring landscape and explore composition, color, values and shapes to create finished paintings. We will also be using mixed media to add texture and drama to the pastel medium. Beginning and intermediate students are welcome. Please bring a sketchbook and pencils to the first class; a supply list will be discussed at that time.
CRN #11917 4 Saturdays, 4/18-5/16 (does not meet 5/2), 9 a.m.-noon MCC Bldg. V1 V101 Fee: $99
Instructor: Jacqueline Peterson

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 #11779 1 Saturday, 3/21, 10 a.m.-3:30 p.m. MCC Bldg. V1 V101 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 #11781 1 Saturday, 3/28, 10 a.m.-3:30 p.m. MCC Bldg. V1 V101
Fee: $35
Instructor: Cecile Avila

Custom-Made Greeting Cards
Just in time for the holidays! 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 #11791 4 Wednesdays, 3/4-3/25, 6:30-8:30 p.m. MCC Bldg. LRC A201 Fee: $45
Instructor: Lisa Korstanje-Lee, a graduate of MCC, is a programmer, analyst and consultant by day, and a demonstrator for Stamping Up® by night.

Silver with a Twist I:
Chaining and Bracelet Fun for Beginners
Learn a new skill and create your own silver bracelet in one evening! No special jewelry skills are necessary for this class. The instructor will demonstrate how to assemble ready-made, sterling “jump” rings into a variety of chain patterns from simple to intermediate. After constructing a few samples as a permanent reference, you will proceed to a design of your own choosing. Students will have the option of creating more than one piece, expanding a single piece into a necklace, or adding a pair of matching earrings.
CRN #11800 1 Thursday, 4/2, 6-10 p.m. MCC Bldg. LRC A201
Fee: $40
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 II:
Chaining and Bracelet Duet in an Evening
Enhance your jewelry techniques for chaining by learning 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. Prerequisite: Silver with a Twist I is recommended, but students may self-select.
CRN #11801 1 Tuesday, 5/5, 6-10 p.m. MCC Bldg. LRC A201
Fee: $40
Instructor: Judith E. Goldstein

Silver with a Twist III:
Chaining and Bracelet Trio in an Evening
Continue to challenge your ability to create magnificent chains using only pliers and quality sterling silver jump rings. Learn the Mexican Taxco, the Cross Chain, and the Open Round Chain Maille patterns. Create your bracelet utilizing the pattern of your choice. Work at your own pace with a supportive, patient instructor, and go home with a significant piece of jewelry worth much more than your lab fee. Prerequisite: Silver with a Twist I is required; Silver with a Twist II would be helpful.
CRN #11802 1 Tuesday, 5/19, 6-10 p.m. MCC Bldg. LRC A201 Fee: $40
Instructor: Judith E. Goldstein

* Materials fee for each course: $60 for silver supplies, payable to instructor at the beginning of class. Please note: the materials fee is dependent on the metals market and is subject to change. A basic materials list will be mailed prior to class start. Additional supplies will be available for purchase.
* You may email the instructor at jegpewter@aol.com and she will send you scans of sample chaining designs.

Precious Metal Clay for Beginners: Creating Pure 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 PMC+; stone setting to create a piece with gems; mold making and texturing shortcuts; and finishing and antiquing your jewelry choices, such as pendants, earrings, charms, bracelet elements, and simple beads. You may email the instructor at jegpewter@aol.com and she will send you scans of sample PMC+ designs. Materials fee: $70, payable to instructor at the first class, for one package of PMC+; use of the kiln and tools; molding, finishing, and polishing supplies; two small gemstones; and appropriate findings. Please note: materials fee is subject to change according to market prices. Additional PMC+ and stones will be available for purchase if desired. A materials list will be mailed prior to class.
CRN #11799 2 Saturdays, 3/7-3/14, 8:30 a.m.-4:30 p.m. (first class) & 9:30 a.m.-1:30 p.m. (second class) MCC Bldg. AST D110 Fee: $115
Instructor: Judith E. Goldstein
**Glorious Beads Galore with Precious Metal Clay**

Adorn yourself with all manner of beads that you personally create to enhance your own style. Discover new techniques, explore new ideas, and work at your own pace in a supportive atmosphere. First, you will use food items—bread and cereal—to create environmentally safe supports for hollow core Precious Metal Clay beads. You can choose from donut, tube, round, square, and open-weave styles. Second, you will break the rules and create core-less disc, triangular, and free form beads. You are free to pursue your own choices; participants may expect to complete at least two significant beads. Design planning, textural refinements, and troubleshooting will be addressed in class. Finishing processes and antiquing will also be reviewed. Materials fee: $70, payable to instructor at the beginning of class, for one package of PMC+; use of the kiln; forming, texturing, molding, and stamping tools; finishing and polishing materials; and appropriate findings. Please note: materials fee is subject to change according to market prices. Additional PMC+ and gemstones will also be available for purchase. Materials list will be sent prior to class start. Prerequisite: Precious Metal Clay for Beginners or permission of the instructor.

CRN #11821 4 Mondays, 3/30-4/20, 6:30-9:30 p.m.
MCC Bldg. AST D110 Fee: $115
Instructor: Judith E. Goldstein

**Wire Jewelry Techniques**

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

CRN #11829 5 Tuesdays, 3/3-3/31, 6:30-8:30 p.m.
MCC Bldg. LRC B144 Fee: $75
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.

**Wire Sculpted Beads and Cabochons**

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

CRN #11803 3 Tuesdays, 4/7-4/21, 6:30-8:30 p.m.
MCC Bldg. LRC B144 Fee: $45
Instructor: Kris Plimpton

**Bead Bezelled Cabochons**

Learn the basic techniques of surrounding a semi-precious stone or button with seed beads to create a fabulous pendant or pin. Finishing and embellishing techniques will also be taught. A supply list will be mailed to students before the first class. Samples of this jewelry can be viewed at the instructor’s web site: www.bellefirebeads.com.

CRN #11777 3 Tuesdays, 4/28-5/12, 6:30-8:30 p.m.
MCC Bldg. LRC B144 Fee: $45
Instructor: Kris Plimpton

**Jewelry Design and Metalsmithing**

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: Approximately $15 or more, depending on the metal selected, in addition to a tool list, which will be sent prior to class. Materials fee and supply list will be discussed at the first class. Participants must be at least 14 years of age.

CRN #11798 4 Saturdays, 4/18-5/16 (does not meet 5/9), 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.

**Creative Crochet**

This course, appropriate for both beginners and those with some experience, will teach you the basic techniques in the art of crocheting. You will learn the proper holding of the crochet hook and yarn, slip knots, foundation and pattern stitches, the types of yarn, the joining of new yarn, how to finish loose ends, how to read yarn-skein labels, and crochet terminology. You will begin and create your own project and learn the techniques for securing and finishing the project. Handouts will be provided. A materials list will be sent prior to class.

CRN #11796 6 Wednesdays, 3/11-4/15, 2-4 p.m.
MCC Bldg. Lowe L142 Fee: $85
Instructor: Diane Snarski was a recreation therapist at Vernon Manor Health Care Center.

**Ribbon Crochet**

In this class for those already familiar with the basic techniques of crochet, we will be working with a different material, utilizing basic crochet stitches, while designing and creating a special ribbon crochet project that will be determined on the first day of class. Come join the fun and see what you can create using the effects of ribbon in crochet. Materials required for class are: a size G, H, or I crochet hook and several skiens of crocheted ribbon, which can be purchased in local craft stores. Please bring to the first class.

CRN #11797 5 Wednesdays, 4/22-5/20, 2-4 p.m.
MCC Bldg. Lowe L142 Fee: $70
Instructor: Diane Snarski

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**Art & Crafts**

**Flower Designing**
Learn to arrange fresh flowers for personal satisfaction and enjoyment, and to bring joy to others. Create flower styles and designs for home, work, or as gifts. Learn six to seven different designs, as well as “tricks of the trade.” Individual attention will be given to each person in a relaxed atmosphere. No previous flower arranging experience necessary. Materials fee: $20 per session, or students may bring their own flowers. If you are bringing your own supplies, please call Continuing Education at (860) 512-2800 for a materials list. The course will meet off-campus at Paul Buettner Florist, 1122 Burnside Ave. (Rt. 44), East Hartford. Directions will be sent prior to class. 
**CRN #11985** 7 Mondays, 3/16-4/27, 7-9 p.m. Fee: $95 
**Instructor:** Robert Buettner has been a florist since 1966, and owns and operates Paul Buettner Florist in East Hartford. He taught flower arranging at MCC during the 1990s, and returned in 2006. One of Bob’s recent students remarked, “He not only knows his craft; he is an effective instructor, encouraging students to use their creativity.”

**Tool Sharpening for Woodworkers**
Learn to keep an edge on edged tools. This class is for those active or interested in woodworking, woodcarving, or any related craft that uses cutting tools. Good craftsmanship is based on your tool-using proficiency, so the ability to sharpen your own tools effectively is a vital skill. Students are encouraged to bring any old woodworking tools to this workshop, and the instructor will select several to use for sharpening demonstrations. Students can expect to learn the proper methods for sharpening chisels, gouges, planes, and knives. This is not a lecture but a hands-on workshop—each student will try their own hand at tool sharpening. Attention tool collectors: feel free to bring in old or “mystery” tools. It is suggested that students taking the woodcarving or wood sculpture courses offered by the instructor take this course first. Please note: students should bring eye protection and ear plugs or ear muffs, as well as, if you wish to sharpen your own tools, a 6 or 8 inch India combination stone and a 2 x 4 inch soft Arkansas slip stone. Students should also bring a lunch.
**CRN #11794** 1 Saturday, 4/4, 9 a.m.-2 p.m. MCC Bldg. D124 Fee: $50 
**Instructor:** Randall Nelson received his masters in visual art from Vermont College after earning a B.F.A. in sculpture from Pratt Institute. He also served a five-year apprenticeship with the renowned sculptor and woodworker, Toshio Odate. He makes his living doing sculptural restoration on monuments, statuary, and building facades, for which he has won several awards. In spring of 2009, he will have an exhibition of his work at the Homer Babbidge Library at the University of Connecticut.

**Wood Carving for Beginners**
This course is for anyone who wants to learn how to shape wood easily, with applications from simple woodworking to cabinetry to sculpting in wood. Woodworkers with some experience are also welcomed. The instruction will emphasize several basic elements of “bench carving,” including carving from a model, roughing out a form, and letter carving. Students will be expected to work on their individual projects at home, while receiving advice and supervision during class time. There will be a woodworking demonstration by the instructor each week. He will also bring in different tools and carving-related materials to discuss with the class. The first class will be devoted to project design. The tool sharpening class offered by this instructor is recommended, but not a prerequisite. Students should bring any carving tools and sharpening stones that they already own to the first class, as well as a 8” x 12” x 1” clear white pine or basswood board and 6” C clamp. A tool list will be sent prior to class. Those who need to buy all of the course materials can expect to pay approximately $150.
**CRN #11795** 6 Thursdays, 4/9-5/14, 6-9 p.m. MCC Bldg. L142 Fee: $115 
**Instructor:** Randall Nelson

**Interior Design Basics**
Whether you’re a first-time homeowner or a longtime owner ready to downsize or remodel according to changing needs, you want your finished space to be attractive, comfortable and functional, while reflecting your lifestyle and personal taste. This course will cover project analysis, floor-plan development, elements of design, planning, and budgeting. We will explore color, scale, balance, rhythm and texture. You will learn how to take field measurements and make a scaled drawing. Guidelines for being a smart consumer will also be reviewed. You will develop a project notebook for your own at-home interior design project that you can follow from start to finish. This is an active-participation course that will appeal to both men and women, do-it-yourselfers, and those devoted to home improvement and decorating programs.
**CRN #11554** 6 Tuesdays, 3/3-4/7, 6:30-9 p.m. MCC Bldg. Lowe L142 Fee: $115 
**Instructor:** Rebecca Jones owns and operates Rebecca Jones Interior Designs in Coventry. Established in 2005, her business provides professional interior design to both residential and business customers. She earned a bachelor’s degree in human ecology and interior design, and has a master’s degree in architecture, with a concentration in historic preservation, from Kansas State University.

**Chair Caning: Seat Weaving Workshop**
Reweave the seat of your favorite chair using cane, fiber rush or reed split. This course is designed for individuals interested in professional and traditional seat-weaving techniques (including secrets of the trade). It is a demonstration and hands-on course with personal attention. Most chairs can be completed during the class duration. However, difficult or unusual chairs may need a repeat course. All materials, except your special chair, can be purchased from the instructor for $10 to $40. Bring your lunch on Saturday.
**CRN #11804** 3 sessions: 1 Friday, 5/1, 6:30-10 p.m.; 1 Saturday, 5/2, 9 a.m.-5 p.m.; & 1 Sunday, 5/3, 12:30-5 p.m. MCC Bldg. V1 V101 Fee: $110 
**Instructor:** Janice Bennett, a third-generation chair caner, has conducted public demonstrations and classes for more than 20 years.

www.mcc.commnet.edu 10  Credit-Free Phone-In Registration (860) 512-3232
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 #11820 8 Mondays, 2/23-4/20 (does not meet 3/9), 7:30-8:45 p.m. MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $80
Instructor: Mary Ann McCandless, M.Ed., is a certified instructor in Kundalini yoga and Khalsa Way, a prenatal/postnatal yoga practice. She has taught yoga in the Greater Hartford Area for more than 10 years.

Of Similar Interest
• Fitness courses on pages 38-39

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 #11806 1 Saturday, 3/21, 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 #11807 1 Saturday, 4/18, 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 #11808 1 Saturday, 5/16, 9 a.m.-4:30 p.m. MCC Bldg. AST D213 Fee: $150
Instructor: Dory Dzinski

Massage: Hands-On Healing
The origins of therapeutic massage are rooted in the common instinctual response to hold and rub a hurt or pain. It is found in all cultures as an integral part of health care and maintenance. Learn step-by-step techniques in this hands-on workshop for the beginner. Practice head, neck, shoulder, back and arm massage. 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 #11982 1 Saturday, 5/2, 10 a.m.-2 p.m. MCC Bldg. AST D213 Fee: $45
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.
Body, Mind & Spirit

Help for Stiff Neck, Tight Shoulders, Aching Back with the Feldenkrais Method
Stiff neck? Tight shoulders? Aching back? There is a simple solution! The Feldenkrais Method uses slow, deceptively simple, and ingeniously designed movements that are done on the floor, allowing the body to quickly come into balance. This gentle exercise will soon have your stiff and aching joints feeling freer and more mobile. Participants must be physically able to negotiate themselves to and from the floor position. Please bring a mat (the length of your body), a bath towel, two small, hard pillows (couch pillows are good), and a lunch. Dress warmly in layers, and wear loosely fitting clothes.

CRN #11944 1 Saturday, 3/7, 9:30 a.m.-4 p.m. MCC Bldg. LRC A108 Fee: $85
Instructor: Karen Emerick has facilitated holistic health and personal growth workshops for more than 25 years. She helps students empower themselves toward increased movement, freedom from pain, and enhanced well-being.

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 #11968 1 Saturday, 3/28, 9 a.m.-noon MCC Bldg. LRC B144 Fee: $40
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 #11974 1 Saturday, 3/28, 12:30-3:30 p.m. MCC Bldg. LRC B144 Fee: $40
Instructor: Karen Emerick

The Alexander Technique: Learn to Move Mindfully
Do you experience tension or fatigue at work or during certain everyday activities? Do you wish that you had better posture and balance? Then learn how the Alexander Technique can help you! This course will be especially helpful for performing artists, office workers, and anyone else who would like to eliminate physical discomfort and improve their posture. This world-renowned technique teaches you how to move mindfully while at work or home, so that you can reduce tension, prevent aches and pains, and restore natural coordination. In this experiential class, you will investigate how to tap into your mind-body connection, while learning the basic principles of the Alexander Technique and its application to everyday movements. Students should bring a floor mat.

CRN #11811 3 Mondays, 4/13-4/27, 7-9 p.m. MCC Bldg. LRC B208 Fee: $50
Instructor: Eric Miller is certified by the American Society for the Alexander Technique and is an alumni and teaching member of the Alexander Technique Center of New England. Eric also teaches the Alexander Technique at the Hartt School Community Division, and formerly taught the course at the Farmington and West Hartford Continuing Education programs, as well as master classes at Central Connecticut State University and the Hartt School of Music.

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.

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CRN #11974 1 Saturday, 3/28, 12:30-3:30 p.m. MCC Bldg. LRC B144 Fee: $40
Instructor: Karen Emerick
Body, Mind & Spirit

Of Similar Interest
- Mandalas: An Expressive and Meditative Art
  on page 5

Introduction to Mindful Living and Stress Reduction
Participants will be introduced to the technique of mindfulness meditation and how living with greater awareness of the moment can offset the negative impacts of stress on health and well-being. We will discuss what mindfulness is and what it is not. No previous meditation experience is required. The course meets off-campus at The Mindful Path, 435 Buckland Rd., South Windsor. Directions will be sent prior to class.

CRN #11816 2 Thursdays, 4/23-4/30, 9-11 a.m. Fee: $40
Instructor: Cheryl L. Jones, M.A. in exercise science, has had extensive training in Mindfulness-Based Stress Reduction (MBSR) through the University of Massachusetts Medical School. She holds a certificate in spirituality from Saint Joseph College and is the author of Mindful Exercise.

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 #11815 2 Tuesdays, 3/10-3/17, 7-9 p.m. MCC Bldg. LRC A108 Fee: $40
Instructor: Dory Dzinski

Create a Vision Board
Here’s an effective way to stay connected with your dreams and goals—keep them in front of your eyes! There are many ways to “see” your dreams on a daily basis, such as photos on the refrigerator, altars in various rooms, collages, journals entries, sketches, and poetry. The Vision Board is a combination of these options. You will consider the possibilities for your own board in the first class and then work on or finish your board in the second class. Those who love bringing tactile and sensory experiences into life, including scrap-bookers and artists, will love this class!

CRN #11817 3 Tuesdays, 3/31-4/14, 7-9 p.m. MCC Bldg. Lowe L240 Fee: $60
Instructor: Dory Dzinski

Who Am I Really?
Have you been wearing so many different hats in your life that you’ve forgotten who you are? You may associate yourself more with the roles you play in life rather than with your unique individual self. This class promises to be fun, with lots of laughs, and filled with experiential exercises to help you reacquaint yourself with you! You may be pleasantly surprised to find out who you really are!

CRN #11819 1 Tuesday, 5/5, 6-9 p.m. MCC Bldg. LRC A108 Fee: $30
Instructor: Dory Dzinski

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 #11969 1 Saturday, 3/14, 9 a.m.-noon MCC Bldg. LRC B144 Fee: $40
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 #11970 1 Saturday, 3/14, 12-15-5 p.m. MCC Bldg. LRC B144 Fee: $60
Instructor: Karen Emerick

Metaphysics and the Emerging Consciousness: Sacred Geometry
The patterns, designs and structures that we find in nature, the cosmos, and the tiniest of particles show us a mathematical and geometrical expression of the universe. In our definition of “Sacred Geometry,” we will explore geometry, mathematical ratios, harmonics, and proportion that are used in architecture, arts, music, and cosmology. We will discuss Pythagoras and his famous theorem and how it relates to music and what he called the “harmony of the spheres.” We will discuss Platonic solids and Archimedean solids, and create some of our own sacred geometry as well. We will also discuss crop circles and how they may affect us. Finally, we will consider how sacred geometry fits in with the emerging consciousness theory of 2012. All levels and interests are welcome, no matter where you are along the continuum.

CRN #11810 4 Mondays, 3/16-4/6, 7-9 p.m. MCC Bldg. Lowe L243 Fee: $55
Instructor: John Mammone
Body, Mind & Spirit

Practicing Presence: An Exploration of Eckhart Tolle’s A New Earth: Awakening to Your Life’s Purpose
This workshop will examine author Eckhart Tolle’s best-selling book, A New Earth: Awakening to Your Life’s Purpose and the techniques that the author espouses for “living in the moment” and being fully present. Chapter discussions and mindful yogic exercises, as well as viewing segments of Oprah’s world-wide, online class discussions with Tolle, will be presented. Prior experience with meditation techniques and/or yogic breathing is helpful but not necessary. Students should wear comfortable clothing to class. Tolle’s book, and his previous best-selling work, The Power of Now, will be available at the MCC Bookstore prior to the start of class.
CRN #11805 3 Thursdays, 4/2-4/16, 6-7:30 p.m.
MCC Bldg. Lowe L240 Fee: $50
Instructor: Maura O’Connor is associate professor of graphic design at MCC. She also directed, edited and produced programming for public access radio and television for several years.

“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. 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 #11812 2 Saturdays, 4/18-4/25, 10 a.m.-noon
MCC Bldg. Lowe L142 Fee: $40
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.

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 #11818 1 Friday, 4/17, 6:30-9 p.m. MCC Bldg. LRC B144 Fee: $50
Instructor: Beth C. Burgess is a certified Angelspeake™ facilitator. She was trained by Barbara Mark and Trudy Griswold, authors of the best-selling book, Angelspeake: How to Talk with Your Angels.

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 #11971 1 Saturday, 3/28, 9:30 a.m.-12:30 p.m.
MCC Bldg. LRC B208
CRN #11972 1 Saturday, 4/18, 9:30 a.m.-12:30 p.m.
MCC Bldg. LRC B208
CRN #11973 1 Saturday, 5/9, 9:30 a.m.-12:30 p.m.
MCC Bldg. LRC B208 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.

Understanding Your Spirit Guides
Are you at a point of “sensing” or “experiencing” your spirit guides? You recognize their presence, but do you question who they are? Can they be loved ones? Why do they come to you? What do they want? Should you be afraid? You might also question, “What should I do and how do I do it?” Come for insight—ask your questions and receive the answers you hunger to learn. We will also help you to understand your spirit connection and how to work with them. All are welcome. Please, no tape recorders. You may bring pen and paper, and be sure to dress comfortably.
CRN #11981 1 Thursday, 5/14, 6-9 p.m. MCC Bldg. LRC A108 Fee: $60
Instructor: Joyce Orcutt

An Introduction to Pagans, Witches and Wicca
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. Come put a little “magic” in your life! The final class will be a magical potions workshop held at Enchantments, 349 East Center Street, Manchester, during which time students will make and bring home their own potion. Materials fee: $10, payable to instructor at first class.
CRN #11977 4 Mondays, 4/13-5/4, 7-9 p.m. MCC Bldg. V6 V162 Fee: $55
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.
Computer Technology

Stephen 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 at MCC.

John Bolduc, M.B.A., is currently working as a Senior Systems Engineer with an area technology business. He has an extensive networking background. John is a Microsoft Certified System Engineer and a Project Management Professional.

Ray Burrington, M.B.A., has 35 years of experience in information systems at Aetna & Travelers insurance corporations, as well as other experience that includes application development, technical and operational support, and managing data center operations.

Margaret Gordon has more than 25 years of experience troubleshooting hardware and software systems and applications. She has taught for nearly 20 years, including all levels of Microsoft operating systems and Office applications.

Ann Gruden has more than 20 years’ experience managing and integrating business processes in both large and small business settings.

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.

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.

John Kelly, M.B.A. and C.P.A., is associate professor of accounting at MCC.

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.

Steven Moore has master’s degrees in computer science and engineering and electrical engineering. He has taught Network Infrastructure and Microsoft Server 2003 Network at MCC. He is a skilled programmer in Active Server Pages, C/C++, Java, C#, Visual Basic .NET and HTML.

Michael Rawlins, B.A., is a certified usability analyst and currently president of the Connecticut Chapter of the Usability Professionals Association. He has more than 20 years’ experience as an interaction designer, human factors engineer and web creative director. He has been a usability instructor for several years, delivering seminars and workshops throughout the United States as well as internationally in Canada, India and Mexico.

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

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

Valerie Scott is the graphic designer for MCC’s Continuing Education Division, and has been in the field for over ten years. She works with InDesign providing the layout and design for the catalogs and other marketing pieces.

Catherine Seaver has an M.S. in CIS and in Educational Technology, a B.S. in Manufacturing Engineering, and is department chair of MCC’s Engineering and Technology Department. She has 20 years’ experience in business and manufacturing performing engineering and information-related tasks, including system design and development. She co-authored Visual Basic .NET Programming Essentials published by Microsoft Press.

Jeff Shaffer has been a professional photographer for more than 15 years and operates a studio in Hartford. Jeff is an Adobe Certified Expert.

Elizabeth Thomas has 20 years of experience in end-user technology support and education. She has been an instructor in Continuing Education programs since 1998 and specializes in Microsoft Office applications. She is a published poet who designs and teaches writing programs for schools and organizations throughout the U.S.

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 10 years’ experience teaching Microsoft products and various other applications and operating systems.
## Computer Technology

### COMPUTER CERTIFICATION TEST PREPARATION

**Professional Certification…**
- Build a solid career
- Enhance your resume (Certification is highly valued by potential employers)
- Provide a strong knowledge base not limited to one product or company
- Validate your knowledge of and abilities in your field
- Get an edge when applying for a job or promotion

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Testing centers that administer certification exams can be found on the web at www.vue.com, www.prometric.com, or www.certiport.com. For more information contact Bruce Manning, Computer Coordinator at (860) 512-2808 or bmanning@mcc.commnet.edu

### INTRODUCTORY

#### Keyboarding Introduction
This is a self-paced, basic typing course designed for the beginner. Develop touch keyboarding skills on a personal computer and learn proper techniques for alphabetic and numeric key reaches. There is no prerequisite.

**CRN #11625** 2 Mondays, 2/16-2/23, 6-9 p.m.  
**MCC Bldg. LRC B141**  
**Fee:** $95  
**Instructor:** Ray Burrington

#### 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. Instructor provides handouts. Prerequisite: Basic keyboard and mouse skills.

**CRN #11626** 2 Tuesdays, 2/24-3/3, 6-9 p.m.  
**MCC Bldg. LRC B141**  
**Fee:** $95  
**Instructor:** Stuart Lipman

#### 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 provides handouts. Prerequisite: Basic keyboard and mouse skills.

**CRN #11627** 2 Fridays, 2/27-3/6, 6-9 p.m.  
**MCC Bldg. AST D211**  
**Fee:** $95  
**Instructor:** Richard Hoyer

#### Computer Boot Camp
Do you feel you are being left behind the technology revolution? Students will gain insight into computer hardware and how to use the Microsoft Windows operating system. Students also will learn how to use basic functions of Microsoft Word, Outlook e-mail, and best search techniques on the Internet. Instructor will provide handouts. Prerequisite: Typing skills are recommended.

**CRN #11628** 4 Thursdays, 4/30-5/21, 6-9 p.m.  
**MCC Bldg. LRC B141**  
**Fee:** $195  
**Instructor:** Steven Bloom

### INTERNET

#### Personal Computers Introduction for Active 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. This seminar is a great first step to making a purchase or learning a specific software program. Instructor provides handouts. Prerequisite: Designed for those with little or no experience with computers.

**CRN #11629** 2 Mondays, 3/2-3/9, 1-4 p.m.  
**MCC Bldg. LRC B141**  
**Fee:** $95  
**Instructor:** Ray Burrington

#### Getting Started on the Internet for Active 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. Instructor provides handouts. Prerequisite: Basic Windows keyboard and mouse skills recommended but not required.

**CRN #11630** 2 Mondays, 5/4-5/11, 1-4 p.m.  
**MCC Bldg. LRC B141**  
**Fee:** $95  
**Instructor:** Ray Burrington

[www.mcc.commnet.edu](http://www.mcc.commnet.edu)
Computer Technology

E-mail Made Easy for Active Adults
Learn how e-mail will keep you in touch with friends and family around the world. If you do not have an e-mail account, we will create a free e-mail account for you on Yahoo. If you do not have a computer, you can use any public library to check your e-mail. Instructor provides handouts. Prerequisite: Basic mouse and keyboard skills.
CRN #11631 2 Thursdays, 5/14-5/21, 1-4 p.m. MCC Bldg. LRC B141
Fee: $95
Instructor: Ray Burtinung

FrontPage 2003 Introduction
Create your own web pages without writing HTML code. This course demonstrates the built-in templates in FrontPage 2003, which you can use or modify to create your own linked pages. 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. Instructor provides handouts. Prerequisite: Basic Windows, keyboard, mouse and Internet skills.
CRN #11632 2 Mondays, 3/2-3/9, 6-9 p.m. MCC Bldg. LRC B142
CRN #11634 1 Wednesday, 3/18, 9 a.m.-4 p.m. MCC Bldg. LRC B141
(limited seating)
Fee: $95
Instructors: CRN #11632: Dorothy Weiner
CRN #11634: Margaret Gordon

Dreamweaver Introduction
This hands-on course is designed for people with little or no website design experience, as well as those who have used FrontPage, Expression Web, or earlier versions of Dreamweaver. Instructor provides handouts. Prerequisite: Basic Windows, keyboard, mouse, and Internet skills.
CRN #11636 1 Wednesday, 4/1, 9 a.m.-4 p.m. MCC Bldg. LRC B141
(limited seating)
CRN #11637 2 Wednesdays, 4/1-4/8, 6-9 p.m. MCC Bldg. LRC B141
Fee: $95
Instructors: CRN #11636: Margaret Gordon
CRN #11637: Robert Thornton

Dreamweaver Intermediate
Students improve their skills in creating websites by learning how to format with time-saving Cascading Style Sheets, create feedback forms with different types of fields, build templates for faster page creation, and more. Instructor provides handouts. Prerequisite: Dreamweaver Introduction, or permission of the instructor or computer coordinator.
CRN #11639 1 Thursday, 4/9, 9 a.m.-4 p.m. MCC Bldg. LRC B141
(limited seating)
Fee: $95
Instructor: Margaret Gordon

Web Communication & Design
This multi-week training will utilize Adobe’s Digital Design Curriculum to teach students how to become proficient in today’s leading web design technologies. This certification course thoroughly covers Dreamweaver CS3 techniques and provides a comprehensive understanding of planned web site design. Instructor provides handouts. Prerequisite: Introduction to Dreamweaver course.
CRN #11641 6 Wednesdays, 4/15-5/20, 6-9 p.m. MCC Bldg. LRC B141
Fee: $295
Instructor: Robert Thornton

Expression: Introduction to Web Page Creation
Microsoft’s latest web design product is aptly named Expression. Students will learn how to easily express their individual or business information on the web with the new program. Instructor provides handouts. Prerequisite: Experience with Windows and the Internet.
CRN #11642 2 Mondays, 3/23-3/30, 6-9 p.m. MCC Bldg. LRC B142
CRN #11644 1 Wednesday, 3/25, 9 a.m.-4 p.m. MCC Bldg. LRC B141
(limited seating)
Fee: $95
Instructors: CRN #11642: Dorothy Weiner
CRN #11644: Margaret Gordon

SharePoint 2007 Designer: Introduction
SharePoint Designer 2007 allows you to automate your business requirements and customize your internal document processes, collaboration, and tracking with an easy-to-use interactive platform, without writing any code! Prerequisite: Word processing and web page creation experience.
CRN #11647 1 Wednesday, 4/15, 9 a.m.-4 p.m. MCC Bldg. LRC B141
(limited seating) Fee: $95
Instructor: Margaret Gordon

Flash Introduction
This hands-on course will introduce PC users to the basics of creating objects and animating in Flash. You will explore tools and features of Flash and learn to create different types of animations. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills with some web or graphics experience required.
CRN #11649 2 Wednesdays, 5/27-6/3, 6-9 p.m. MCC Bldg. LRC B141
CRN #11648 1 Wednesday, 4/8, 9 a.m.-4 p.m. MCC Bldg. LRC B141
(limited seating)
Fee: $95
Instructors: CRN #11648: Margaret Gordon
CRN #11649: Robert Thornton

eBay: The Basics of Selling
Learn how to sell on eBay from an education specialist trained directly by eBay. You will learn how to open a seller account; create and monitor listings; improve existing listings, including photos and copy; research and set prices for profit; open and use a PayPal account; complete transactions; and operate safely on the world’s largest online auction site. This course is designed both for those interested in starting to sell on eBay and occasional sellers who want to improve their listings. Although recommended, it is not required to set up an official eBay and PayPal account as part of the curriculum. If you wish, please bring current bank account number with routing number and credit card to set up an eBay account in class. Instructor provides handouts. Prerequisite: No prior business experience is necessary. Windows, keyboarding and mouse skills are required. Internet experience is helpful.
CRN #11650 2 Mondays, 4/6-4/13, 6-9 p.m. MCC Bldg. LRC B141
Fee: $95
Instructor: Ann Gruden

NEW

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
Computer Technology

eBay: Starting & Managing a Business
Ready to start selling on eBay by starting your own business or opening an eBay store? This course will help you choose the right listing format; improve your listings; research eBay listing tools; and show you ways to market and effectively manage your business. Instructor provides handouts. Prerequisite: The Basics of Selling on eBay course.
CRN #11651 2 Mondays, 4/20-4/27, 6-9 p.m. MCC Bldg. LRC B141
Fee: $95
Instructor: Ann Gruden

PHP & MySQL Introduction: How to Create Web Forms and Capture Information
PHP and MySQL are popular, open-source technologies that are ideal for quickly developing database-driven Web applications. 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. Learn programming and database development techniques, build MySQL database-driven web applications with PHP, and apply your learning to sample projects. Required text: PHP and MySQL Web Development (3rd Edition), Prentice Hall, is available at the MCC Bookstore for approximately $60. Prerequisite: Basic Windows, keyboard and mouse skills required. Knowledge of basic database concepts is recommended.
CRN #11654 3 Thursdays, 4/26-5/3, 9 a.m.-4 p.m.
MCC Bldg. LRC B142 (limited seating) Fee: $295
Instructor: Chuck Schwartz

PHP and MySQL Intermediate
This continuation course builds on the concepts presented in PHP and MySQL Introduction and focuses on the planning, design, creation, and implementation of a web market basket database application. Of primary interest is the MySQL aspect of the project. Additional PHP concepts are introduced as necessary for the successful implementation of the database. Required text: MySQL The Complete Reference, McGraw Hill Osborne, is available at the MCC Bookstore for approximately $35. Prerequisite: PHP and MySQL Introduction course or permission of the instructor or computer coordinator.
CRN #11653 3 Thursdays, 4/26-5/3, 9 a.m.-4 p.m.
MCC Bldg. LRC B142 (limited seating) Fee: $295
Instructor: Chuck Schwartz

ASP.NET Introduction
This course introduces building dynamic web applications with ASP.NET. It is geared toward students who have some programming experience. The course begins with the fundamentals of ASP.NET 2.0 and the ASP.NET programming model. Variables and operators, and control structures, such as If-End If, Do-Loop, and For-Next constructs, will be covered. In addition, ASP.NET data controls will be applied to manipulate a SQL server database. Some basic concepts in Visual Basic 2005 will also be covered. By the end of the course students will be able to build and deploy a simple ASP.NET web service. Required text: Beginning ASP.NET 2.0 in VB 2005: From Novice to Professional, APress, is available at the MCC Bookstore for approximately $60. Prerequisite: Basic Windows, keyboard and mouse skills; some programming experience recommended.
CRN #11759 4 Fridays, 3/20-4/17, (does not meet 4/10), 9 a.m.-4 p.m.
MCC Bldg. LRC B141 (limited seating) Fee: $375
Instructor: Steven Moore

Web Usability and Design Introduction
This course provides an overview of the user-centered web design process and methods. We will explore critical path techniques for successful web design and provide students with practical, logical, value-added design approaches. Course materials will be provided by the instructor. Prerequisite: Basic Windows, keyboard, mouse, and Internet skills.
CRN #11657 2 Tuesdays, 3/24-3/31, 9 a.m.-4 p.m.
MCC Bldg. LRC B141 (limited seating) Fee: $195
Instructor: Michael Rawlins

XML Introduction
This course provides a hands-on introduction to XML. Topics include: fundamentals of XML; comparisons of XML to HTML and XHTML; creating document type definitions; schemas; using parsers and Unicodes; applications of cascading and extensible style sheets; document linking; database integration; and web services. Required text: Web Design & Development New Perspectives on XML, Second Edition, Comprehensive, Course Publishing, is available at the MCC Bookstore for approximately $110. Prerequisite: Familiarity with HTML and basic web page design concepts.
CRN #11659 4 Fridays, 5/1-5/29 (does not meet 5/22), 9 a.m.-4 p.m.
MCC Bldg. LRC B142 (limited seating) Fee: $395
Instructor: Chuck Schwartz

Microsoft Office 2003 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. Required text: Marquee Microsoft Office 2003, EMC Paradigm Publishing, available at MCC Bookstore for approximately $95. Prerequisite: Basic Windows, keyboard and mouse skills with some exposure to Microsoft Office helpful.
CRN #11314 12 Wednesdays, 2/4-4/29 (does not meet 4/8), 6-9 p.m.
MCC Bldg. LRC B142 Fee: $499
Instructor: Dorothy Weiner

Microsoft Office 2007 MCC Certificate
This intensive 12-week course covers the basics of all Office programs and leads to an Office 2007 MCC Certificate. Students in this workshop will receive hands-on practice in Word, Excel, Access, PowerPoint and Outlook. Required text: Marquee Microsoft Office 2007, EMC Paradigm Publishing, available at MCC Bookstore for approximately $95. Prerequisite: Basic Windows, keyboard and mouse skills with some exposure to Microsoft Office helpful.
CRN #11315 12 Fridays, 2/6-5/1 (does not meet 4/10), 6-9 p.m.
MCC Bldg. LRC B142 Fee: $499
Instructor: Dorothy Weiner

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

**Access, Excel, & Word: Choosing the Right Tool for the Job**
Microsoft’s palette of software programs, chiefly Access, Excel and Word, have become universal tools for computer users in the workplace and at home. But which program is most suited to the specific job you’re doing? In this hands-on workshop, participants will explore the overlapping features of Access, Excel and Word and discover how to choose the correct product for the job at hand. Instructor provides handouts. Prerequisite: Basic knowledge of Access, Excel and Word, or permission of instructor or computer coordinator.

CRN #11662: 1 Monday, 3/16, 9 a.m.-4 p.m. MCC Bldg. LRC B141 (limited seating) Fee: $95
Instructor: **Dorothy Weiner**

**Outlook 2007 Introduction**
Explore one of the most popular e-mail programs available. Learn how to compose, send, read, reply, forward and copy others. Students will learn the many features that this e-mail program can offer. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.

CRN #11665: 2 Thursdays, 4/30-5/7, 6-9 p.m. MCC Bldg. LRC B142 Fee: $95
Instructor: **Kristin Violette**

**Project Management with MS Project 2007: Introduction**
Students will be introduced to the basic features and functions of Microsoft Project 2007. Required text: *Microsoft Official Academic Course-Microsoft Office Project 2007*, Wiley Publishing, is available at the MCC Bookstore for approximately $80. Prerequisite: Windows, typing and mouse skills are required.

CRN #11667: 3 Fridays, 3/20-4/3, 8:30 a.m.-4:30 p.m.
MCC Bldg. LRC B142 (limited seating) Fee: $295
Instructor: **Chuck Schwartz**

**PowerPoint 2003 Introduction**
With unprecedented ease, this presentation software package allows users to create graphics and slides. You will work with slide masters; change backgrounds; manipulate clip art; use drawing tools; create a chart; and run a slide show. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.

CRN #11668: 2 Thursdays, 4/2-4/9, 6-9 p.m. MCC Bldg. LRC B142 Fee: $95
Instructor: **Kristin Violette**

**PowerPoint 2007 Introduction**
The latest version of PowerPoint 2007 is notable for its new user-friendly ribbon interface and powerful new features. Students will learn how to enter and format text, add bullets, numbers, audio, clip art and video to their presentations. Students will explore how to use slide transitions, slide animation and the extensive printing features of the program when they create their slideshows. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.

CRN #11670: 1 Tuesday, 4/7, 9 a.m.-4 p.m. MCC Bldg. LRC B141 (limited seating) Fee: $95
Instructor: **Diana Lemcoff**

Word Processing

**Word 2003 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. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.

CRN #11671: 2 Thursdays, 2/19-2/26, 6-9 p.m. MCC Bldg. LRC B141 Fee: $95
Instructor: **Kristin Violette**

**Word 2007 Introduction**
Enter the new world of Word 2007. Learn how to create new documents; edit text; format text and paragraphs; create tables, headers, footers, and breaks; print, find and replace text; and work with graphics. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.

CRN #11673: 1 Tuesday, 4/14, 9 a.m.-4 p.m. MCC Bldg. LRC B142 (limited seating)
CRN #11674: 2 Thursdays, 4/16-4/23, 6-9 p.m. MCC Bldg. LRC B142 Fee: $95
Instructors: CRN #11673: **Bruce Manning**
CRN #11674: **Kristin Violette**

**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. Instructor provides handouts. Prerequisite: Word Introduction, or permission of the instructor or computer coordinator.

CRN #11676: 1 Tuesday, 4/21, 9 a.m.-4 p.m. MCC Bldg. LRC B142 (limited seating) Fee: $95
Instructor: **Bruce Manning**

**Word for Active Adults**
In this introduction to Microsoft Word, students will become familiar with Word’s features and functions, and discover how to edit, copy, paste, format and print various documents. Instructor provides handouts. Prerequisite: Basic mouse and keyboard skills recommended.

CRN #11677: 2 Mondays, 4/20-4/27, 1-4 p.m. MCC Bldg. LRC B141 Fee: $95
Instructor: **Ray Burrington**

**Word: Form Design and Creation**
You will learn how to plan the layout of a Word document to create forms. Instructor provides handouts. Prerequisite: Word Introduction, or permission of instructor or computer coordinator.

CRN #11679: 1 Tuesday, 5/5, 9 a.m.-4 p.m. MCC Bldg. LRC B141 (limited seating) Fee: $95
Instructor: **Diana Lemcoff**
Computer Technology

Word: Mail Merge
Students will learn how to merge letters and envelopes by creating lists, accessing databases, text files and other data sources. Students will learn to prepare documents to be used in merges, create records in Word, and send customized letters and notifications. Learn how to print your merges on labels and envelopes. Instructor provides handouts. Prerequisite: Word Introduction or permission of the instructor or computer coordinator.
CRN #11681 1 Tuesday, 4/28, 1-4 p.m. MCC Bldg. LRC B141 (limited seating) Fee: $65
Instructor: Diana Lemcoff

SPREADSHEETS

Bookkeeping Introduction
This course provides insight into the accounting cycle and the basic concepts of a transaction and the financial picture of a business. You will be given basic explanations and definitions of many bookkeeping concepts. Required text: Schaum’s Outline of Bookkeeping and Accounting, McGraw Hill, is available at the MCC Bookstore for approximately $25. Prerequisite: Basic Windows, keyboard, and mouse skills.
CRN #11682 2 Mondays, 3/23-3/30, 6-9 p.m. MCC Bldg. LRC B141 Fee: $95
Instructor: Chuck Schwartz

Accounting II
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. Required text: Financial Accounting, 4th Edition (Tools for Business Decision Making), Wiley, available at MCC Bookstore, for $155.75. Prerequisite: Accounting I.
CRN #11684 5 Fridays, 5/22-6/19, 9 a.m.-4 p.m.
MCC Bldg. LRC B141 (limited seating) Fee: $225
Instructor: John Kelly

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.
CRN #11685 2 Tuesdays, 4/7-4/14, 6-9 p.m. MCC Bldg. LRC B141 Fee: $95
Instructor: Chuck Schwartz

QuickBooks Intermediate
For individuals who have a working knowledge of QuickBooks and the desire to delve into the more advanced functions of this popular software, this hands-on class will focus on questions and problems that more advanced students may encounter. Instructor provides handouts. Prerequisite: Basic knowledge of QuickBooks.
CRN #11686 2 Tuesdays, 4/21-4/28, 6-9 p.m. MCC Bldg. LRC B141 Fee: $95
Instructor: Chuck Schwartz

QuickBooks Advanced with Payroll
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. Additionally, students will learn how to set up payroll for the first time (including state taxes and other deductions), and how to use it on an ongoing basis to generate paychecks. Instructor provides handouts. Prerequisite: QuickBooks Intermediate, or permission of instructor or computer coordinator.
CRN #11687 3 Tuesdays, 5/5-5/19, 6-9 p.m. MCC Bldg. LRC B141 Fee: $150
Instructor: Chuck Schwartz

Excel 2003 Introduction
Use the Microsoft Excel spreadsheet to combine number-crunching capabilities and database operations into an outstanding report and gain an understanding of formulas and functions. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #11688 2 Thursdays, 3/5-3/12, 6-9 p.m. MCC Bldg. LRC B142
CRN #11691 1 Tuesday, 3/17, 9 a.m.-4 p.m. MCC Bldg. LRC B142 (limited seating)
Fee: $95
Instructors: CRN #11688: Kristin Violette
CRN #11691: Elizabeth Thomas

Excel for Active 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.
CRN #11693 2 Tuesdays, 3/24-3/31, 1-4 p.m. MCC Bldg. LRC A142 Fee: $95
Instructor: Ray Burrington

Excel 2007 Intermediate
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. Instructor provides handouts. Prerequisite: Excel Introduction, or permission of the instructor or computer coordinator.
CRN #11697 1 Tuesday, 4/7, 9 a.m.-4 p.m. MCC Bldg. LRC B142 (limited seating) Fee: $95
Instructor: Chuck Schwartz
Excel 2007 Advanced Topics
Are you ready to dig deeper into Excel? This fun- and fact-filled course will teach you how to use the advanced functions that you’ve only dreamed of using. Easy to understand methods and practical examples will give you the confidence to take your Excel skills to a higher level. Topics covered include: ranges, linking workbooks, 3D workbook formulas, IF functions, Goal Seek tool, Scenario Manager, formula auditing, advanced filters, grouping, outlines, VLOOKUP, HLOOKUP, pivot tables, and pivot charts. Instructor provides handouts. Prerequisite: Excel Intermediate, equivalent experience or permission of instructor or computer coordinator.
CRN #11699 1 Tuesday, 5/5, 9 a.m.-4 p.m. MCC Bldg. LRC B142 (limited seating) Fee: $95
Instructor: Margaret Gordon

Excel 2007 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. Instructor provides handouts. Prerequisite: Excel Introduction.
CRN #11701 1 Tuesday, 4/28, 9 a.m.-4 p.m. MCC Bldg. LRC B142 (limited seating) Fee: $95
Instructor: Chuck Schwartz

Oracle Database 10g: Introduction to SQL
This course introduces you 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. Required text is included in course fee. Prerequisite: Familiarity with data processing concepts and techniques; ability to use a graphical user interface (GUI) recommended.
CRN #11705 3 Mondays, 3/16-4/13, 8:30 a.m.-4:30 p.m. MCC Bldg. LRC B142 (limited seating) Fee: $1,200
Instructor: Chuck Schwartz

Oracle Database 10g: Administration Workshop
This course is designed to give you a firm foundation in basic database administration. You will learn how to install and maintain an Oracle database and gain a conceptual understanding of the Oracle database architecture and how its components work and interact with one another. The lesson topics are reinforced with structured hands-on practices. This course is designed to prepare you for the corresponding Oracle Certified Associate exam. Prerequisite: Oracle Database 10g: Introduction to SQL, or consent of instructor.
CRN #20291 5 Fridays, 6/1-6/29, 8:30 a.m.-4:30 p.m. MCC Bldg. LRC B142 (limited seating) Fee: $1,200
Instructor: Chuck Schwartz

Access 2003 Introduction
Obtain the skills you need to update records in a database and to use Access to create a simple database. You will learn to design tables and queries and to create forms and reports using built-in tools. Note: This course provides training for students using either 2003 or 2002 (XP) Microsoft Office versions. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #11709 2 Thursdays, 3/19-3/26, 6-9 p.m. MCC Bldg. LRC B142 Fee: $95
Instructor: Kristin Violette

Access 2007 Introduction
Access 2007 is here! Learn basic database concepts, create tables, set data entry rules, and create queries, forms and reports. Instructor provides handouts. Prerequisite: Access Introduction, or permission of the instructor or computer coordinator.
CRN #11711 1 Thursday, 4/2, 9 a.m.-4 p.m. MCC Bldg. LRC B141 (limited seating) Fee: $95
Instructor: Margaret Gordon

Access 2003 Intermediate
Build on the skills you acquired in Access Introduction, and learn how to create a relational database. Instructor provides handouts. Prerequisite: Access Introduction, or permission of the instructor or computer coordinator.
CRN #11713 1 Thursday, 3/26, 9 a.m.-4 p.m. MCC Bldg. LRC B141 (limited seating) Fee: $95
Instructor: Margaret Gordon

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. Instructor provides handouts. Prerequisite: Access Introduction, or permission of instructor or computer coordinator.
CRN #11715 1 Thursday, 4/16, 9 a.m.-4 p.m. MCC Bldg. LRC B141 (limited seating) Fee: $95
Instructor: Margaret Gordon

Access 2007: Database Skills for Non-Programmers
This course teaches novice users how to create a full-featured Access relational database. Students will learn basic database concepts and progress to advanced database functions. Instructor provides handouts. Prerequisite: Windows, typing and mouse skills.
CRN #11717 3 Thursdays, 4/23-5/7, 9 a.m.-4 p.m. MCC Bldg. LRC B141 (limited seating) Fee: $295
Instructor: Margaret Gordon
Computer Technology

NETWORKS & OPERATING SYSTEMS

Networking Introduction
Are you looking to learn more about computer networking? This course will help you become familiar with network terminology, network hardware devices, network layers and protocols. Instructor provides handouts. Prerequisite: Basic keyboard, mouse and Windows skills are required. Prior networking experience is not required.
CRN #11719 2 Mondays, 5/4-5/11, 6-9 p.m. MCC Bldg. LRC B141
Fee: $95
Instructor: John Bolduc

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. Instructor provides handouts. Prerequisite: Keyboarding and mouse skills recommended but not required.
CRN #11721 1 Friday, 4/24, 9 a.m.-4 p.m. MCC Bldg. LRC B141
(limited seating) Fee: $95
Instructor: Stuart Lipman

TROUBLESHOOTING & SECURITY

Be Your Own PC Tech 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. This class is for the beginner or intermediate PC user. Instructor provides handouts. Prerequisite: Basic Windows and PC hardware knowledge. This class is for the beginner or intermediate PC user.
CRN #11723 1 Friday, 5/1, 9 a.m.-4 p.m. MCC Bldg. LRC B141
(limited seating) Fee: $95
Instructor: Stuart Lipman

Be Your Own PC Tech II
This class is designed 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 website. Instructor provides handouts. Prerequisite: Be Your Own PC Tech I, or permission of the instructor or computer coordinator.
CRN #11725 1 Friday, 5/8, 9 a.m.-4 p.m. MCC Bldg. LRC B141
(limited seating) Fee: $95
Instructor: Stuart Lipman

DIGITAL IMAGING & DESIGN

Adobe Photoshop CS3 Introduction (Macintosh)
This course is an introduction to the most powerful image editing software available, Adobe Photoshop. Upon completion, you’ll be able to improve your photographs immensely through the use of Photoshop’s tone, color, and retouching capabilities. Through demonstration and hands-on exercises taught by an Adobe Certified Expert and professional photographer, you’ll soon be able to create exciting and amazing images using some of this program’s limitless capabilities. Instructor provides handouts. Prerequisite: Basic keyboard, mouse and Macintosh operating system skills
CRN #11986 2 Saturdays, 9 a.m.-noon MCC Bldg. AST D211
Fee: $95
Instructor: Jeff Shaffer

Adobe Photoshop CS3 Intermediate (Macintosh)
Upon completion of this course, students will acquire skills in advanced image editing, design, web and print skills using layering, compositing, color management, type controls, drawing and web prep techniques. Through demonstration and hands-on exercises taught by an Adobe Certified Expert and professional photographer, you’ll soon be able to create even more sophisticated, amazing images using some of this program’s limitless capabilities. Instructor provides handouts. Prerequisite: Adobe Photoshop CS3 Introduction or approval by instructor.
CRN #11987 2 Saturdays, 5/2-5/9, 9 a.m.-noon MCC Bldg. AST D211 Fee: $95
Instructor: Jeff Shaffer

Adobe Acrobat Basics
Learn the basic operations of Adobe Acrobat, which allows users to reliably create, combine, and control Adobe PDF documents for easy, secure distribution, collaboration, and data collection. Students will learn the tools in the Acrobat work area and apply them to create Adobe PDF files from a variety of sources, such as Microsoft Office, e-mail or web pages, while maintaining all the original formatting and fonts in newly created PDF files. Acrobat PDF editing techniques also will be discussed. Required text: Adobe Acrobat 8 Classroom in a Book is available at the MCC Bookstore, for approximately $65. Prerequisite: Basic Windows, keyboard and mouse skills; word processing experience recommended.
CRN #11727 1 Tuesday, 3/17, 9 a.m.-4 p.m. MCC Bldg. LRC B141
(limited seating) Fee: $95
Instructor: Diana Lemcoff

Adobe InDesign: Introduction (Mac)
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. Class will be held in Macintosh computer lab using Adobe InDesign CS3. Instructor provides handouts. Prerequisite: Windows, mouse and typing skills required. Some page layout experience is helpful.
CRN #11728 1 Saturday, 3/28, 9 a.m.-4 p.m. MCC Bldg. AST D211
Fee: $95
Instructor: Valerie Scott

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.
Computer Technology

Adobe InDesign: Intermediate (Mac)
This course examines the remarkable tools of the world’s most popular page layout program, Adobe InDesign. It is designed to build upon the foundation established in the Adobe InDesign Introduction course. Class will be held in the Macintosh computer lab using Adobe InDesign CS3. Instructor provides handouts. Prerequisite: Adobe InDesign Introduction or approval of computer coordinator.
CRN #11731 1 Saturday, 4/4, 9 a.m.-4 p.m. MCC Bldg. AST D211
Fee: $95
Instructor: Valerie Scott

Adobe InDesign: Introduction (PC)
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. Instructor provides handouts. Prerequisite: Windows, mouse and typing skills required. Some page layout experience is helpful.
CRN #11730 1 Wednesday, 4/22, 9 a.m.-4 p.m. MCC Bldg. LRC B141
(limited seating) Fee: $95
Instructor: Valerie Scott

Adobe Illustrator Introduction (PC)
Adobe Illustrator is the industry standard for illustration programs in creating graphics that are suitable for print, multimedia and online. This course will introduce students to the Illustrator workspace and tools. As the program features are demonstrated, participants will have time to experiment and create/edit graphics in this hands-on computer class. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills; some graphic experience recommended.
CRN #11735 1 Wednesday, 5/6, 9 a.m.-4 p.m. MCC Bldg. LRC B141
(limited seating) Fee: $95
Instructor: Valerie Scott

AutoCAD Introduction
This course will teach you how to design and develop architectural drawings using AutoCAD. Extensive hands-on curriculum is designed to address the needs of engineering design professionals, project managers, and the avid beginner. Instructor will provide handouts. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #11736 6 Fridays, 2/27-4/3, 6-9 p.m. MCC Bldg. AST C128
Fee: $295
Instructor: Joseph Kardos

Publisher 2007 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. Instructor provides handouts. Prerequisite: Basic Windows, typing and mouse skills are required.
CRN #11738 1 Tuesday, 5/19, 9 a.m.-4 p.m. MCC Bldg. LRC B142
(limited seating) Fee: $95
Instructor: Diana Lemcoff

Publisher 2007 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. Instructor provides handouts. Prerequisite: Publisher Introduction, equivalent experience, or permission of computer coordinator.
CRN #11740 1 Tuesday, 5/26, 9 a.m.-4 p.m. MCC Bldg. LRC B142
(limited seating) Fee: $95
Instructor: Diana Lemcoff

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 #11741 2 Tuesdays, 4/21-4/28, 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 #11742 2 Tuesdays, 4/21-4/28, 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 you need to increase your productivity, then this class is for you. Learn insider tips and tricks that help promote creativity and reduce technical delays. The class is also an open workshop for students who want program and technical advice on their own home projects. Instructor provides handouts. Prerequisite: Basic Windows, keyboard, mouse skills, and some Photoshop experience.
CRN #11743 2 Tuesdays, 5/5-5/12, 6-9 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: Richard Hoyer

Of Similar Interest
• Photography courses on pages 46-48
Visio 2007 Essentials
This course teaches the basic functions and features of Visio Professional 2007. You will learn how to use stencils, scale and resize objects, draw basic shapes, manipulate compound lines, and distribute and group objects. You will also learn how to create diagrams, work with text, format shapes and lines, and apply a background page. Required text: Visio Professional 2007: Basic + CertBlaster, Student Manual with Data, Axzo Press, is available at the MCC Bookstore for approximately $25. Prerequisite: Basic Windows, keyboard and mouse skills; working knowledge of Word, Excel, Access, PowerPoint, and Outlook.
CRN #11745 3 Mondays, 4/20-5/4, 9 a.m.-noon MCC Bldg. LRC B141 (limited seating) Fee: $195
Instructor: Russell Sabadosa

Visio 2007: Next Step
This course builds on the concepts and skills taught in Visio Essentials. You will learn how to create and assign layers, work with themes and styles, customize stencil shapes, compare organization charts, and create PERT and Gantt charts. You will also learn how to integrate Visio with other Office programs, generate a website map, and draw a system diagram. Required text: Visio Professional 2007: Advanced + CertBlaster, Student Manual with Data, Axzo Press, can be purchased at the MCC Bookstore for approximately $25. Prerequisite: Visio Essentials, equivalent experience, or permission of the instructor or computer coordinator.
CRN #11747 3 Wednesdays, 5/13-5/27, 9 a.m.-noon MCC Bldg. LRC B141 (limited seating) Fee: $195
Instructor: Russell Sabadosa

Programming Basics: Foundation for C#, VB.NET, JAVA and XML
A structured approach to program logic and design using fundamental programming concepts. A thorough understanding of logic theory, programming structures, and algorithm design techniques for efficient programming. C#, C++, VB, and Java are used to demonstrate these common programming concepts. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #11751 2 Wednesdays, 3/18-3/25, 9 a.m.-4 p.m. MCC Bldg. LRC B142 (limited seating) Fee: $195
Instructor: Chuck Schwartz

JAVA Programming Introduction
Learn the similarities and differences among applications, applets, and servlets, how to build a basic user interface that handles simple end-user input. Handouts and electronic text provided by the instructor. Prerequisite: Programming Basics course or prior programming experience.
CRN #11749 3 Thursdays, 5/7-5/28 (does not meet 5/21), 9 a.m.-4 p.m. MCC Bldg. LRC B141 (limited seating) Fee: $295
Instructor: Chuck Schwartz

VB.NET Programming Introduction
Visual Basic.NET (or VB.NET) is the latest generation of Visual Basic. It is designed to be the easiest and most productive tool for creating .NET applications, including Windows applications, web services and web applications. This course covers basic programming techniques and the basic information participants need to get started using VB.NET. There will be discussions of Windows’ user interfaces and how to create those interfaces with VB forms and controls. These concepts 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, McGraw-Hill, is available at the MCC Bookstore for approximately $110. Note: This textbook is used in VB.NET Introduction and Intermediate. Prerequisite: Windows, keyboard and mouse skills; basic knowledge of programming concepts.
CRN #11753 3 Wednesdays, 4/22-5/6, 9 a.m.-4 p.m., MCC Bldg. LRC B141 (limited seating) Fee: $295
Instructor: Chuck Schwartz

VB.NET Programming Intermediate
This class is a continuation of VB.NET Programming Introduction. Topics include enhanced decisions, menus, common dialog boxes, methods, sub-procedures and functions, multiform projects, lists, loops, and arrays. These concepts will be demonstrated on VB.NET software in a hands-on environment. Required Text: Student must bring textbook from VB.NET Programming Introduction or purchase the required text: Programming VB.NET 2005 + CD + 180-day trial software, 6th Edition, McGraw Hill is available at MCC Bookstore for approximately $110. Prerequisite: VB.NET Introduction.
CRN #11755 3 Wednesdays, 4/22-5/6, 9 a.m.-4 p.m. MCC Bldg. LRC B142 (limited seating) Fee: $295
Instructor: Chuck Schwartz

VB.NET Programming: Principles of Object Oriented Programming
This hands-on course will cover the principles of Object Oriented Programming (OOP) in Visual Basic.NET. Topics will include the design and creation of classes, including constructors/destructors, properties, methods, and access modifiers, and their use with classes, abstract data types, abstract classes and interfaces, and exception classes. Instructor provides handouts. Prerequisite: VB.NET Programming Introduction and Intermediate, or permission of the instructor or computer coordinator.
CRN #11757 2 Mondays, 4/20-4/27, 9 a.m.-4 p.m. MCC Bldg. LRC B142 (limited seating) Fee: $185
Instructor: Catherine Seaver
Computer Technology

VBA (Visual Basic for Applications) Introduction
Everyday tasks in Office applications such as Word, Excel, Access and PowerPoint can be performed easily using macros with Visual Basic for Applications (VBA). Learn how to use VBA to automate activities such as deleting duplicate data, printing multiple documents or reports, simplifying the user input process, and transferring data from one application to another. This class will be taught in a hands-on format. Instructor provides handouts. Required text: Office VBA Macros You Can Use Today: Over 100 Amazing Ways to Automate Word, Excel, PowerPoint, Outlook, and Access, Independent Publishing Group, is available at the MCC Bookstore for approximately $45. Prerequisite: Windows, keyboard and mouse skills; basic knowledge of Microsoft Office applications.
CRN #11761 3 Mondays, 3/30-4/13, 9 a.m.-4 p.m. MCC Bldg. LRC B141 (limited seating) Fee: $295
Instructor: Catherine Seaver

PRO TOOLS: AUDIO RECORDING ADVANCED TOPICS
Pro Tools: Audio Recording Basics
This course covers audio recording using Pro Tools software on PC computers and covers the basic functions of the software on the newest DigiDesign equipment. The course is aimed at musicians looking to record their own music in a home studio. Students will learn about recording, editing, and mixing audio. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #11762 3 Mondays, 4/6-4/20, 6-9 p.m. MCC Bldg. LRC B142 Fee: $149
Instructor: Clayton Walnum

Adobe Premiere Elements Introduction
Use Premiere Elements to quickly and easily create your own video productions with professional touches. Required text: Adobe Premiere Elements 2.0, Illustrated, Adobe Press, is available at MCC Bookstore for approximately $30. Prerequisite: Windows, keyboard and mouse skills required.
CRN #11764 2 Tuesdays, 5/19-5/26, 6-9 p.m. MCC Bldg. LRC B142 Fee: $95
Instructor: Richard Hoyer

Cuisine

Participants in Cuisine classes should bring aprons, potholders, a knife, and containers for leftovers.

NEW Careers in Hospitality and Culinary Arts
Thinking about a culinary or hospitality career? Don’t miss this informative (and tasty) overview! You will learn practical aspects of the following careers and professional positions: restaurant management; chefs; bakers; caterers; franchising; institutional food service; food service in businesses and industry; college and university food service; food service in convention centers and casinos; hotel management; meeting planners; and tourism; among others. The instructor will also touch upon contemporary issues as they apply to the hospitality industry today, including nutrition and food-related laws. During the lecture, a dinner prepared by culinary students in MCC’s Hospitality Management program will be served. The menu will be provided upon enrollment. Please note: special dietary needs can be accommodated with advance notice. The course fee includes the price of the meal. Please register no later than February 17.
CRN #11868 1 Tuesday, 2/24, 7-8:30 p.m. MCC Bldg. Lowe L294A (Culinary Arts Center) Fee: $15
Instructor: Jayne Pearson earned her B.A. and M.A. from the University of Connecticut and is professor and department chair of Hospitality Management at MCC.

Introduction to Hospitality Industry
Credit-free students will join this Credit survey course, which encompasses three major areas of the hospitality industry: the foodservice industry, including restaurants, institutions, clubs, and schools; the hotel-motel industry, including travel and tourism; and hospitality management theories, styles, and laws. Career opportunities are emphasized in each area. There are no prerequisites for this course. Students will be required to take the final exam in order to successfully complete the course. Limited seating available; please register early.
CRN #12004 15 Wednesdays, 1/28-5/13 (includes final exam; does not meet 3/25), 5:30-8:20 p.m. MCC Bldg. Lowe L294B Fee: $330
Instructor: Katherine Kern earned her culinary arts certificate from Johnson and Wales University. She is employed as a master cook at the Norwich Inn & Spa, where she has prepared appetizers, salads, entrees, and desserts for a variety of banquet settings.

Interested in a cuisine class? Please register early— instructors need to shop for an approximate number of students.
Cuisine

Basic Baking and Pastry Arts
Credit-free students will join this Credit introductory course to baking and pastry, with an intensive, hands-on laboratory training component. The course concentrates on the production and quality control of baked goods. Laboratory classes emphasize basic ingredients and production techniques for breads, rolls, batters, cookies, pies, basic cakes, and decorations. Each week includes 1 hour of classroom lecture and 3.5 hours of laboratory training. Students will be required to take the final exam in order to successfully complete the course. Students must also purchase a culinary uniform, available in the MCC Bookstore. Limited seating available; please register early.
CRN #12005 14 Fridays, 1/23-5/15 (includes final exam; does not meet 3/27 & 4/10), 9 a.m.-1:30 p.m. MCC Bldg. Lowe L293 (South Kitchen) and Lowe L294B (Culinary Arts Center) Fee: $330
Instructor: Sandra Jenkins is professor of Hospitality Management at MCC.

Artisan Bread
Credit-free students will join this Credit intermediate course on the formulation, preparation, packaging and pricing of commercially produced artisan breads. As a “bakery team,” the class will learn how to work with pre-ferments, leavens, commercial starters, enriched dough, and naturally leavened breads, while maintaining a professional work environment. There will be an emphasis on the science of bread production, as well as the “art of baking.” Classroom lecture will be 1 hour per week and the remainder of the schedule will be kitchen laboratory training. Students will be required to take the final exam in order to successfully complete the course. Students must also purchase a culinary uniform, available in the MCC Bookstore. Limited seating available; please register early. Prerequisite: Basic Baking and Pastry Arts, or permission of the instructor.
CRN #12006 14 sessions, Fridays & Saturdays, 3/6-5/16 (includes final exam; does not meet 3/27, 3/28, 4/3, 4/4, 4/10 & 4/11), 5:30-8:30 p.m. (Fridays) & 9 a.m.-3 p.m. (Saturdays). MCC Bldg. Lowe L293 (South Kitchen) and Lowe 294C (Culinary Arts Center) Fee: $330
Instructor: John Gibson completed a professional bread making course at the King Arthur Education Center, and is an adjunct instructor of culinary arts in the Hospitality Management Program at MCC. He also bakes extensively at his home bakery.

Curry Flavor from Around the World
The worldwide appeal of curry-flavored dishes has resulted in many wonderful adaptations. This ubiquitous flavor, long known in India, has spread to neighboring countries throughout the Middle East and beyond—to ports of call in Thailand, Malaysia, Indonesia, many nations in Africa, and the Caribbean islands. Local ingredients and techniques form new and delicious variations. Our menu will feature Apple Currant Chutney, Vimla Raja’s Gujarati Dal, Butternut Squash Afghan-Style, Thai Vegetable Curry, Coconut Curry Cigars, and more. Materials fee: $10, payable to instructor at the beginning of class.
CRN #11921 1 Friday, 2/27, 6:30-8:30 p.m. MCC Bldg. Lowe L292 (North Kitchen), meet at Culinary Arts Center Fee: $45
Instructor: Ken Bergeron is a certified executive chef through the American Culinary Federation, with 35 years of professional cooking experience. He 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.

The World of Pasta-ilities
In this course, you’ll learn some history, plus modern techniques, while having lots of fun making pasta dishes. The focus will be on tips and shortcuts to making fresh pasta. Recipes will include Fresh Squash Pasta and Tomato Herb Pasta for noodles and ravioli filled with Mushroom Duxelles, Hazelnut and Squash. Sauces will showcase Cherry Tomatoes with Garlic, Spinach Raisins, and Herbs; Spinach Pecan Pesto; and a “Spicy Booster Sauce.” Materials fee: $10, payable to instructor at the beginning of class.
CRN #11922 1 Friday, 3/13, 6:30-8:30 p.m. MCC Bldg. Lowe L292 (North Kitchen), meet at Culinary Arts Center Fee: $45
Instructor: Ken Bergeron

Introduction to Soy Foods
Different types of tofu, tempeh, and miso will be explained and prepared by the class. Soy milk, textured soy protein, and prepared soy foods will also be discussed. The class will learn how to add flavor and texture to tofu and tempeh before using them in our feature recipes: Seasoned Baked Tofu and Tempeh, Savory Tempeh and Tofu Salads, Tempeh Ruben Sandwich, Miso Soup, Miso Baked Tofu or Tempeh, Smoked Dulse and Red Miso Dressing, Tofu Pecan Cutlets, Béarnaise Sauce, Chocolate Almond Tart, and Strawberry Dessert Sauce. Materials fee: $10 (may be less depending on number of students), payable to instructor at the beginning of class.
CRN #11923 1 Friday, 4/24, 6:30-8:30 p.m. MCC Bldg. Lowe L292 (North Kitchen), meet at Culinary Arts Center Fee: $45
Instructor: Ken Bergeron

Celebrate Spring Salads and Vegetables
In celebration of spring, our recipes will feature Roasted Asparagus Salad with Strawberry Dressing, Pina Colada Slaw, Spring Greens with Sautéed Mushrooms and Pomegranate Molasses Vinaigrette, Broccoli Rabe with Garlic and Red Pepper Crostini, Yellow Grits with Sautéed Scallions, Broccoli Quinoa Pecan Salad with Orange Mustard Dressing, Spring Salad Greens with Smoked Dulse and Sea Czar Dressing, and Spiced Strawberries. Materials fee: $10 (may be less depending on number of students), payable to instructor at the beginning of class.
CRN #11942 1 Friday, 5/15, 6:30-8:30 p.m. MCC Bldg. Lowe L292 (North Kitchen), meet at Culinary Arts Center Fee: $45
Instructor: Ken Bergeron

Capture Spring in a Jar
This course will cover the water bath method for canning high acid foods, such as jams and jellies. We will prepare spiced strawberry jam with cinnamon and cloves, blueberry marmalade with oranges, and ginger rhubarb jam. You will take home one of each of these three culinary creations. Please bring a light lunch. Materials fee: $30, for 3 jars and fruit, payable to instructor at the beginning of class.
CRN #12029 1 Saturday, 4/25, 9 a.m.-2 p.m. MCC Bldg. Lowe L292 (North Kitchen), meet at Culinary Arts Center Fee: $60
Instructor: Shirley Markham is a graduate of the Connecticut Culinary Institute and owns and operates Whittalemore Thyme Catering and Personal Chef Services. She has been an culinary instructor for Middlesex Community College and has taught workshops for ShopRite Supermarkets. She is also a registered ServSafe sanitation instructor.

Participants in Cuisine classes should bring aprons, potholders, a knife, and containers for leftovers.
Culinary Finds from Northern and Central Italy
The North and Central regions of Italy, including Umbria, Tuscany, and Emilia-Romagna, offer a wealth of flavorful opportunities for the home cook. Join Chef Dave as he explores creative recipes that use authentic regional Italian ingredients. The menu will feature Cipollata (Emilia-style onion soup served over Tuscan bread); Fresh Zucchini Lasagna (no tomatoes here in this Northern-style lasagna using a white sauce base); Arista alla Pochetta (a butterflied pork loin stuffed with fennel, onions and herbs and then roasted—a home version of an Umbrian classic); Balsamic Roasted Onions (a simple but tasty use of the famous vinegar of Modena); and Sautéed Chard with Pancetta (using just a bit of Pancetta, an uncured bacon, adds great flavor to the Chard). Materials fee: $20, payable to instructor at the beginning of class.
CRN #11830 1 Saturday, 3/14, 10 a.m.-1:30 p.m. MCC Bldg. Lowe L292 (North Kitchen), meet at Culinary Arts Center Fee: $50 Instructor: David deMercado is the owner and chef of “Dinner As You Please Personal Chef Service,” which provides custom-designed menus in the home to time-challenged professionals and for parties of any occasion. Chef David is also chef/instructor at Sur La Table, and has taught at Glastonbury High School through their Adult Continuing Education Program.

Seafood Quick and Easy
Good quality fish and shellfish are readily available and cook up in a flash. In this hands-on class, we will discuss what to look for in the seafood case, how to talk to the fish monger to ensure the freshest product; and how best to handle seafood. We will then explore the techniques of pan searing, poaching, sautéing, braising, and baking, using shrimp, cod and salmon. This menu will feature Shrimp with Fresh Garlic Crumbs (a pan sauté and fresh-bread crumbs are the key); Shrimp Salad with Roasted Red Peppers and Basil (using an herb-seasoned poaching liquid helps brings out the best flavor); Soy Glazed Salmon (pan seared and then glazed for an Asian flare); Braised Salmon Steaks with Cilantro (a nifty technique for turning a steak into a boneless medallion will be taught); and Cod with Olive Tapenade (baked with an olive paste gives this dish great depth). Materials fee: $25, payable to instructor at the beginning of class.
CRN #11831 1 Saturday, 3/28, 10 a.m.-1:30 p.m. MCC Bldg. Lowe L292 (North Kitchen), meet at Culinary Arts Center Fee: $50 Instructor: David deMercado

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 Meze table, the Mediterranean provides us with a rich and varied tradition of small-bite eating—what we generally think of as appetizers. In this course, you will learn about these varied traditions, and 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: $20, payable to instructor at the beginning of the first class.
CRN #11833 1 Saturday, 5/16, 10 a.m.-1:30 p.m. MCC Bldg. Lowe L292 (North Kitchen), meet at Culinary Arts Center Fee: $50 Instructor: David deMercado

Something Sweet for Your Valentine:
Cakes and Cheesecakes
Bake from scratch. Present your Valentine with your own homemade, perfectly baked cake or cheesecake. You needn’t feel guilty about desserts. When you bake your own, there is less sugar and saturated fats than bought or boxed versions. You may even be able to sneak in some whole grains. Our recipes will be the basis for a collection that you can use for Valentine’s Day each year, or for any year-round occasion that calls for homemade cakes. We will learn to make Peanut Butter Cake with Jelly Filling and Chocolate Icing (serves 8); Yellow Butter Cake that can be made into a filled and frosted cake, topped with toasted coconut, made into cupcakes, or into a Pineapple Upside-down Cake (serves 10); and an old-fashioned Marble Cake with Tangy Lemon Icing. From a distinctly cheesecake perspective, we will make New York Cheesecake served with blueberries or strawberries (serves 6); Ricotta Cheesecake flavored with anisette (served 8); and a Pumpkin Cheesecake in a pastry crust (serves 10) Materials fee: $12, payable to instructor at beginning of class. Participants should bring containers for leftovers.
CRN #11467 1 Saturday, 2/7, 12:30-4 p.m. MCC Bldg. Lowe L293 (South Kitchen), meet at Culinary Arts Center Fee: $45 Instructor: Dorothy Alderman has been teaching cooking and baking for more than 25 years. She has presented food programs to numerous groups, schools, and businesses, in addition to MCC. Articles featuring her classes have appeared in several area newspapers. Her education includes a B.A. in Home Economics and studies at the Culinary Institute of America, the Institute of Gastronomy and Culinary Arts, and the King Arthur Professional Baking School.

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 and containers to class. Materials fee: $15, payable to instructor at beginning of class.
CRN #11827 1 Sunday, 3/8, 12:30-4 p.m. MCC Bldg. Lowe L293 (South Kitchen), meet at Culinary Arts Center Fee: $50 Instructor: Dorothy Alderman
Participants in Cuisine classes should bring aprons, potholders, a knife, and containers for leftovers.

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**Bagels and Bialys**

Come learn the secrets of making two delicious, chewy deli rolls: bagels and bialys. The new—but not imitation—rolls are leaner and healthier, so they can be enjoyed more often. Learn to make the original Water Bagels, Egg Bagels, Rye or Whole Wheat Bagels, and the Everything Bagel. Real bagels are boiled and then baked. Bialys are specialty rolls that get their unique texture from high gluten flour. They are topped with onions and poppy seeds. Materials fee: $7, payable to instructor at start of class.

CRN #11825 1 Saturday, 4/18, 12:30-4 p.m. MCC Bldg, Lowe L292 (North Kitchen), meet at Culinary Arts Center

Instructor: Dorothy (Dory) Alderman

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**Spring Fling Pies**

Celebrate spring with fruit pies. Master the art of making tender, flaky pastry and turning strawberries, blueberries, raspberries, peaches and rhubarb into mouth-watering desserts. Participants will also learn how to bake cobbler, crisps, and crumbles, and turn fresh and frozen fruits into desserts that will have friends and families begging for more. Bake and sample: strawberry tart, peach pie with peach-ginger sorbet, strawberry rhubarb pie, blueberry cobbler and rhubarb crisp.

Participants should bring a pastry blender, sharp knife, and containers. Materials fee: $12, payable to instructor at beginning of class.

CRN #11826 1 Saturday, 5/9, 12:30-4 p.m. MCC Bldg, Lowe L292 (North Kitchen), meet at Culinary Arts Center

Instructor: Dorothy (Dory) Alderman

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**NEW**

**Life is a Cabernet**

This session features the “King” of wines, the Cabernet Sauvignon. The parents of this great wine include Cabernet Franc and Sauvignon Blanc. We will have you taste one of each of the parent wines and then have you taste and evaluate ten Cabernet Sauvignons from many different wine-producing locations. This will certainly be a special evening of great red wines. Please bring pepperoni, cheese, crackers and other munchies, and we’ll supply the glasses. Door prizes will be raffled at the end of the session. 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. Materials fee: $20, payable to instructor at the beginning of class.

CRN #11822 1 Friday, 2/27, 6:30-9:30 p.m. MCC Bldg, Lowe L294 (Culinary Arts Center)

Instructor: Gene Spaziani

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**NEW**

**“Sideways” Revisited**

The movie, “Sideways,” featured and touted the wonderful, elegant Pinot Noir wine variety and chastised the Merlot variety. As a result of the movie, Pinot Noir sales have skyrocketed, but so have the Merlot sales. We are going to match six Pinot Noir wines from different regions with six Merlots from different regions and ask you to identify which is which (the bottles will be masked). Your tasting skills will be challenged! This will be a fun and educational session. Please bring munchies, and we’ll supply the glasses. Door prizes will be raffled at the end of the session.

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. Materials fee: $20, payable to instructor at the beginning of class.

CRN #11823 1 Friday, 2/27, 6:30-9:30 p.m. MCC Bldg, Lowe L294 (Culinary Arts Center)

Instructor: Gene Spaziani

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**NEW**

**Que Sera, Syrah, Sirah, Shiraz**

Whatever it is called, Syrah, Petite Sirah, or Shiraz, this variety, originally from southern France, is rapidly becoming a favorite of wine enthusiasts everywhere. Its soft, fruity, nicely balanced character and complexity is enjoying a rapid rise in popularity. We will offer a dozen different versions of this wine for your evaluation and enjoyment. Several former students have requested this course, and we think that all attendees will savor and appreciate these wonderful wines. Please bring hearty foods to munch on, and we’ll supply the glasses. Door prizes will be raffled at the end of the session. 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. Materials fee: $20, payable to instructor at the beginning of class.

CRN #11824 1 Friday, 4/24, 6:30-9:30 p.m. MCC Bldg, Lowe L294 (Culinary Arts Center)

Instructor: Gene Spaziani
Wadsworth Atheneum Museum of Art: Learning to Appreciate Modern Art
The period from the late 19th century to World War II brought a proliferation of new trends and rapid, stylistic innovations in western European art. Expand your appreciation of art by exploring the collections of the Wadsworth Atheneum Museum of Art through lively discussions on the origins of Modernism and the different styles and artistic movements of early Modern art, including post-Impressionism and Surrealism. The final class session will meet at the Wadsworth Atheneum Museum of Art, 600 Main St., Hartford, to experience the art firsthand. No prior knowledge of art is necessary. Museum admission is included in the course fee.
CRN #11834 4 Fridays, 4/17-5/8, 1:30-3 p.m. MCC Bldg. AST C211 Fee: $60
Instructor: Charlene Shang Miller is Associate Museum Educator for Docent Program and University Audiences at Wadsworth Atheneum Museum of Art. She holds degrees from the University of Michigan and the University of Southern California, and brings a wealth of experience in innovative art museum teaching and programming.

New England Lighthouses
Lighthouses have appeal for a variety of reasons—the nostalgia that they evoke; their engineering, architectural and design features; their splendid locations; their symbolism as beacons of safety and security; and their roles in history. Whether you’ve visited many lighthouses, only a few of them, or even none, you will find this course fun and informative. We will focus on the lighthouses of southern New England, past and present, and their history, structure, and current condition. The course will also include information about lighthouses elsewhere in New England, throughout the U.S. and Canada, and around the world. There will be an opportunity to share your experiences with others, and to learn more about the lighthouses you have already visited or have yet to visit.
CRN #11945 3 Tuesdays, 5/19-6/2, 6-8 p.m. MCC Bldg. LRC B208 Fee: $50
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.

Connecticut Town Meeting: “Yes, We Can!”
Ah! The spring of change in Washington, with promises of fiscal recovery, the hint of peace, and a government of “Yes, we can!” led by the young lawyer from Illinois ... a new chapter of historic proportion. Obama! Obama! The man who followed ... what’s his name, the guy who took us for a nose dive, who torpedoes his country, and then, gratefully, slithered back to Texas. All of this promises for a lively town meeting of conjecture, analysis, hope, and Joe Lieberman ... and Obama, our next president. Come join us to rage and rejoice, to rail and romp, and maybe even “regurge” a bit, all under the watchful eye of this former newspaper reporter, columnist, editor, and master of left-of-center points of view.
CRN #11988 6 Fridays, 4/17-5/22, 11 a.m.-12:30 p.m. MCC Bldg. V3 V131 Fee: $29
Instructor: Charles F.J. Morse has spent a lifetime lamenting, laughing and languishing in Connecticut’s governments and politics. He retired from the Hartford Courant (before Chicago) after a 38-year career observing, reporting, interpreting, and columnizing moments of glory and occasional pratfalls in this wonderful state of New England blue.

Of Similar Interest
- Art & Crafts courses on pages 5-10
- Beginning Latin on page 44
- “Around the World with Mallorie” on page 48

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 trying 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 #12009 2 sessions, Monday & Wednesday, 5/18, 6:30-8:30 p.m. MCC Bldg. LRC B208 & 5/20, 6:30-7:30 p.m., 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.

A Primer on Crime Scene Investigation (CSI)
Have you ever wondered what investigators really do at a crime scene? All you CSI fans out there—come satisfy your curiosity! This course will include both instruction in crime scene methodology and practical demonstration, including shoe print and finger print collection using plaster casts and an electrostatic dust print lifter, among other methods. Discussion will focus on the goals and steps of a criminal investigation, the types of evidence sought and found, and the common techniques for gathering such evidence.
CRN #11989 1 Saturday, 3/14, 10 a.m.-1 p.m. MCC Bldg. LRC B214 Fee: $15
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.
Culture & History

An Overview of Polish-Lithuanian and Russian History

This course will provide an informative overview of Polish-Lithuanian and Russian history from ancient times to the present. The lectures and discussions will bring to life the Middle Ages when the Polish-Lithuanian Commonwealth conquered the Teutonic Knights and became the largest country-unity from the Baltic to the Black Sea. Lithuania was also the last country in Europe to accept Christianity. We will learn about Ivan the Terrible—his enemies and his role in Russian history. In addition to the history of these countries, the course will spend several weeks on studying Polish, Lithuanian and Russian classic writers and literature, and view segments of classic movies from these respective cultures.

CRN #11990 8 Fridays, 2/27-4/24 (does not meet 4/10), 7-9 p.m.
MCC Bldg, LRC B209 Fee: $110
Instructor: Rima Martin is a native of Lithuania and speaks Lithuanian, Russian and Polish. She studied in drama and worked in television in Lithuania. She has also been teaching Eastern European languages at MCC since 2002.

Ancient Rome for the Modern Traveler

Are you planning a trip to the Eternal City? Have you ever wondered what it would be like to walk in the footsteps of Julius Caesar? This course will take students on a virtual tour of the evidence of the Roman world. Topics will include the geography of Rome and her environs, elements of Roman rule and religion, lives of the “rich and famous,” and aspects of daily Roman life, such as food, water and entertainment. The instructor will explain the ruins and what they can teach us, and will offer tips and advice for traveling to Italy.

CRN #11775 4 Wednesdays, 5/6-5/27, 6-8 p.m.
MCC Bldg, AST D229 Fee: $55
Instructor: Amy White earned two master’s degrees, one in classical studies from Tulane University and another in education from Westfield State College, and has been teaching Latin at Ellington High School for 10 years. She also studied in Rome for three summers, led student travel groups in Italy, and has been a member of the Classical Association of Connecticut since 1998.

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. Please do not wear heels and bring a combination lock in order to store your personal belongings during class.

CRN #11840 6 Thursdays, 2/26-4/9 (does not meet 4/2), 6-7:30 p.m.
MCC Bldg, Lowe L155 (Aerobics Studio) 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—fox trot, waltz and swing—will be reviewed, and new steps will be taught, depending on the interest and ability of the class. Some Latin dances will also be included, such as the rumba, Merengue, and salsa. Participants should have taken Ballroom Dancing I or have permission of the instructor. It is recommended that you register with a partner. Please do not wear heels and bring a combination lock in order to store your personal belongings during class.

CRN #11844 6 Thursdays, 4/16-6/4 (does not meet 4/23 & 5/28), 6-7:30 p.m.
MCC Bldg, Lowe L155 (Aerobics Studio) Fee: $89 (per person)
Instructor: Beverly Burton

Line Dance

Learn anew or better your skills. Have fun while you exercise too! Some country dance will be included, but other styles will also be taught. Each dance that is introduced will be reviewed the following week as a new one is taught. A partner is not necessary. Please do not wear heels and bring a combination lock in order to store your personal belongings during class.

CRN #11843 6 Thursdays, 2/26-4/9 (does not meet 4/2), 7:45-9:15 p.m.
MCC Bldg, Lowe L155 (Aerobics Studio) 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 that their parents did when they were young. Learn the intimacy and romance of ballroom dancing with the high-energy excitement of early rock ‘n’ roll dancing. The music is great, too! Depending on the interests of the class, learn and practice basic steps of the jitterbug, Lindy and more. Enrollment is limited to 15 pairs of dancers. It is recommended that you register with a partner. Please do not wear heels and bring a combination lock in order to store your personal belongings during class.

CRN #11841 6 Thursdays, 4/16-6/4 (does not meet 4/23 & 5/28), 7:45-9:15 p.m.
MCC Bldg, Lowe L155 (Aerobics Studio) Fee: $89 (per person)
Instructor: Beverly Burton
Musical Theater Dance
Shy newcomers, budding stars, and rusty hoofers are all welcome to kick up their heels in this Broadway-style dance technique class. Have fun while you learn to move gracefully, project a character, and handle props within the choreography of the traditional musical theater dance genre. This course will have you toning, stretching and sweating in an environment where all ages and levels of experience are welcome. Jazz shoes are recommended, but not required. Please wear comfortable, loose-fitting clothes and bring a combination lock in order to store your personal belongings during class.
CRN #11835 4 Mondays, 5/11-6/8 (does not meet 5/25), 6-7:15 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $55
Instructor: Ann Quinn, a graduate of MCC, also holds a degree in dance from Connecticut College and a master’s degree from Rensselaer. A professional dance educator for more than 20 years, she has taught many styles of dance, including jazz, tap, and musical theater, and currently teaches in the performing arts college of the University of Hartford and at Kingswood-Oxford School.

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 dance wear, 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 #11842 8 Tuesdays, 3/24-5/12, 6:30-8:30 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $110
Instructor: Tony Leshinskis (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.

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 #11837 6 Wednesdays, 3/11-4/15, 6-7:15 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio)
CRN #11838 6 Wednesdays, 3/11-4/15, 7:30-8:45 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio)
CRN #11839 6 Wednesdays, 4/22-5/27, 6-7:15 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $99
Instructor: Oswaldo Tirano, a native of Bogota, 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. In 1998 he came to this country to study in the Puppet Arts Program at the University of Connecticut. Now in his 10th year of teaching Latin dance for all ages, he is also the founder and director of the Grasshopper Puppet Theater and conducts performances and workshops in area schools, universities, and art centers.

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 #11836 6 Wednesdays, 4/22-5/27, 7:30-8:30 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $80
Instructor: Oswaldo Tirano

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
“One-Day College”: All the World’s a Stage  
Saturday, April 18

Back by popular demand, the One-Day College explores the wonderful world of theater, that masterful combination of all the arts. Consider theater as a means of lifelong learning for all ages in this fun-filled day of listening and interacting. The course fee includes continental breakfast and lunch.

CRN #11962 1 Saturday, 4/18, 8 a.m.–3:30 p.m.  MCC Bldg. LRC A114 (Fireside Commons), meet at Lowe L294 (Culinary Arts Center)  Fee: $25  Facilitator: Kathleen Bottaro, Professor of English, MCC

SCHEDULE

8:00 – 9:00 — Continental Breakfast and Registration  
Lowe L294, Culinary Arts Center (2nd floor, Lowe Building)

9:00 – 9:15 — Welcome  
Dr. Gena Glickman, President of Manchester Community College  
LRC A114, Fireside Commons (to the rear of the library)

9:15 – 10:00 — “Drama’s Role in Lifelong Learning”  
Paul Zotos, Ed.D., Chair of English Department, Ledyard High School  
Dr. Zotos (“Z”) began exploring the various types of learning fostered by drama class activities after realizing that some of his drama students were interested in being trained for careers in the theater; indeed, a few would even take a theater course in college. What then, beyond the skills of theater, did they hope to gain from taking a drama class? And what, in fact, did they gain through those experiences? Join Z as he explains how drama activities can teach all of us much more than how to carry a spear on stage.

10:15 – 11:15 — Breakout Session I: A-E (Choose one)  
(Assigned Rooms)

11:15 – 12:15 — Breakout Session II: F-I (Choose one)  
(Assigned Rooms)

Please designate your two choices on the registration form.

12:30 – 1:15 — Lunch and Entertainment, Culinary Arts Center

1:30 – 3:00 — “Build a Play” with Hartbeat Ensemble,  
Fireside Commons

Hartbeat Ensemble is a professional community theater, established in 2001 by co-founders Gregory Tate, Julia Rosenblatt, and Steve Ginsburg. Its mission is to create original professional theater about issues relevant to the people of Hartford and beyond. By bringing audiences together past the barriers of gender, class and race, the group inspires individuals toward meaningful, social change. Based on the work of Arturo Boal, four actors will use audience response to create scenes and even give individuals the chance to be spect-actors, as well as spect-ators.

3:00 – 3:15 — Wrap-up and Raffle

BREAKOUT SESSION I

A. Musical Theater Dance  
Put yourself in the role of chorus dancer in the hit, “Hairspray,” and have fun while you burn some calories.  
Instructor: Ann Quinn, Dance Instructor, MCC Credit-Free Programs

B. Stage Design with AutoCAD  
Use 2-dimensional AutoCAD, a popular software package, to layout the stage for a scene from one of your favorite books, stories or movies.  
Instructor: Catherine Seaver, Associate Professor, Engineering Technology, MCC

C. Want to Read a Play Aloud?  
Immerse yourself in both the spontaneity and “fun of the challenge” in a variety of 10-minute plays.  
Instructors: Clark Bowlen, Professor Emeritus, MCC; and Kimberly Hamilton-Bobrow, Professor of English, MCC

D. Silence Can Be Golden—The Art of Mime  
Observe and interact with a dance/mime artist and see how evocative and emotional statements are created with silent movements of the human body.  
Instructor: TBA

E. Puppetry  
Enjoy one of the oldest art forms in the world and learn how inanimate puppets are brought to life by the skill of the performer.  
Instructor: TBA

BREAKOUT SESSION II

F. Let’s Get Physical  
Engage your kinesthetic learning abilities with fun drama activities that encourage movement in collaboration with others.  
Instructors: Paul Zotos, English Teacher, Ledyard High School; and Rae Strickland, Professor of English at MCC

G. Speakeasy—Poetry Out Loud  
Work with a published poet and performer in this interactive writing workshop, while learning presentation and performing techniques.  
Instructor: Elizabeth Thomas, Poet and Founder of UpWords Poetry

H. Improvisation  
Come “play” with members of the new MCC Drama Club and explore the wild, wacky world of improv, while participating in hilarious games and learning to act spontaneously.  
Instructors: Albert Kim, Instructor of Communications, MCC; and Kauarina Finegan, Instructor of English, MCC

I. Musical Tribute  
Participants will perform sections of the read-through play, “The Wizard of Oz—A Tribute,” in which Frank Baum’s timeless story will come to life through spoken dialogue and song.  
Instructor/Facilitator: Deborah Simmons, Ed.D., Professor of Music, MCC

The Liberal Arts Division of Manchester Community College is grateful to the College’s Cultural Programming Committee and the Adolf and Virginia Dehn Foundation for their generous contributions that made possible the One-Day College.
Scene Study
The growth of an actor is a continuous process. This course will present the actor with challenging scene-study situations designed to improve acting and script analysis skills. Students will learn to see themselves as instruments, recreating human behavior with ease and comfort through a system that gives the actor verbal, physical and emotional freedom when on stage. You’ll learn the process that goes into developing a character and what goes into making a performance believable. Choose your own play or the instructor will provide a script for you. Students will be encouraged to work outside of class with their scene partners. Some prior experience in the theater is preferable.

CRN #11846 8 Tuesdays, 3/3-4/21, 7-9 p.m. MCC Bldg. AST E113 (Auditorium Backstage) Fee: $140
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.

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 #11845 8 Wednesdays, 3/4-4/22, 7-9 p.m. MCC Bldg. AST E113 (Auditorium Stage) Fee: $140
Instructor: Deb Popillo

Introduction to the Art of Voice-Overs
The voices that you hear behind TV commercials, movie trailers, and audio books belong to real people who make good money doing it. Commercials, films, narrations, animation, and pod casting are only a few of the possibilities waiting for good voice-over artists. In this hands-on course, students will learn what vocal skills are needed to get into the voice-over industry and be successful. Using real scripts, students will participate in solo and group mock auditions and learn how to take direction. Students will also learn to interpret and understand copy, as well as how to read scripts in a natural and believable tone. The course includes the following informative handouts: “5 Things You Must Have and Do to Be Successful in Voice-Overs,” “6 Things You Can Do Right Away to Get Started in Voice-Overs,” “What You Must Have in Your Vocal Tool Box,” “Character Voices: Discover the Others Inside You,” and “Voice Exercises You Can Practice at Home.”

CRN #11996 6 Saturdays, 3/14-4/25 (does not meet 4/11), 10 a.m.-noon MCC Bldg. V5 V151 Fee: $99
Instructor: Stew (Beef Stew) Crossen hosted a popular radio program for 13 years at 106.9 WCCC in Hartford. He is a business and broadcast professional with more than 30 years of total experience, including work as a news anchor, rock DJ, program director, music director, and commercial voice-over producer for a variety of clients and radio stations. Stew is a three-time award-winning TV producer and a 2008 recipient of a KBA award for commercial radio. He is also the owner of the Voice Over Workshop, LLC.

Introduction to the Business of Voice-Overs
Learn about the voice-over industry and how you can become a part of it. In this lecture-style course, students will learn how to set up and run a voice-over business. Topics will include: types of business entities; organizational skills; why you need a demo; the truth about agents and unions; how to handle and survive an audition; voice-over etiquette; why you need a voice-over web site; why you need a home studio; what equipment you need; and much more. The course includes the following informative handouts: “Legal and Tax Considerations,” “How to Prepare for Your Demo Reel,” “Audition and Recording Booth Etiquette,” “Three Reasons Why You Need a Web Site,” “Home Studios and Equipment,” and “5 Steps to Voice-Over Success.”

CRN #11995 4 Saturdays, 5/2-5/30 (does not meet 5/23), 10 a.m.-noon MCC Bldg. V5 V151 Fee: $65
Instructor: Stew (Beef Stew) Crossen

Broadway Musicals
For theater fans and students, this course is an opportunity to explore what makes Broadway musicals unique and special in the world of theater. What shows have been hits and why? Which ones are the famous flops? The successful revivals? The shows that have gone from Broadway to Hollywood, and the reverse? Who are the top composers, lyricists, and producers? The answers to these answers and more will be elucidated for you. The course will also cover how the Broadway musical evolved from its roots in European theater, vaudeville, burlesque, minstrel shows, “follies,” and revues, and how it has reflected the changes in American society and taste right into the 21st century. Class sessions will include viewing videos of various production numbers, listening to selections from original Broadway cast albums, and opportunities for students to present their favorites.

CRN #11976 3 Mondays, 4/6-4/20, 6-8:30 p.m. MCC Bldg. Lowe L240 Fee: $60
Instructor: Barbara King is a lifelong theater devotee and has worked in professional summer stock. She has an M.A. in history, has taught high school and college history and psychology, and has been a trainer in business and state government.

Of Similar Interest
• Musical Theater Dance on page 31
• Introduction to Opera on page 45
English as a Second Language (ESL)

English and U.S. Civics
This class is designed to serve as a simple ESL/United States civics course, including material appropriate for students who are applying for citizenship. It will cover basic government and history topics that simultaneously teach beginner level vocabulary and grammar. There will be opportunities for each student to share with the class information about the government and history of their native country. Au pairs are welcomed to join the class. Required text: Voices of Freedom, Pearson Longman, available at MCC Bookstore.
CRN #11847 8 Wednesdays, 2/4-3/25, 6-7:30 p.m. MCC Bldg. AST T404 Fee: $135
Instructor: Marge Dill has been an adjunct instructor of English and English as a Second Language at MCC since 1993. She is an avid traveler, has lived abroad, and enjoys working with and learning from students of different cultures.

U.S. Citizenship Preparation
This is a simple, comprehensive course for those undertaking the process of becoming a U.S. citizen. Topics will include early U.S. history, U.S. government, and state and local government. Oral practice will include questions about U.S. history and government and the most commonly asked exam questions. There will also be a sentence dictation practice for the writing portion of the naturalization exam. Required text: Handbook for Citizenship, Pearson Longman, available at MCC Bookstore.
CRN #11848 6 Wednesdays, 2/4-3/18 (does not meet 2/11), 7:45-9:15 p.m. MCC Bldg. AST T404 Fee: $99
Instructor: Marge Dill

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 #11852 6 Saturdays, 3/7-4/18 (does not meet 4/11), 10 a.m.-noon MCC Bldg. LRC B209 Fee: $85
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 for approximately $20.
CRN #11853 6 Saturdays, 4/25-6/6 (does not meet 5/23), 10 a.m.-noon MCC Bldg. LRC B209 Fee: $85
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. Required text: Talk Your Head Off (...and Write, Too!), Pearson Longman, available at MCC Bookstore for approximately $30.
CRN #11849 6 Wednesdays, 2/25-4/1, 6:30-8:30 p.m. MCC Bldg. LRC B149 Fee: $85
Instructor: Amy Hanover earned her M.S. in TESOL at Temple University and has taught ESL classes at the Nationalities Service Center in Philadelphia.

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. Required text (a continuation of the same text from Part I): Talk Your Head Off (...and Write, Too!), Pearson Longman, available at MCC Bookstore for approximately $30.
CRN #11850 6 Wednesdays, 4/8-5/20 (does not meet 4/15), 6:30-8:30 p.m. MCC Bldg. LRC B149 Fee: $85
Instructor: Amy Hanover

American Slang and Idioms
Come join us as we study dozens of popular slang words and idioms used by virtually every native-born American. Many common situations will be covered, including vacations, restaurants, and your health. We will focus on which idioms are appropriate in which situations and how to speak them correctly. By learning common contractions and reductions, you will learn to speak like a native. Required textbook: The Slangman Guide to Street Speak, Burke, for approximately $25.
CRN #11851 6 sessions, Tuesdays & Thursdays, 5/19-6/9 (does not meet 5/28), 6:30-8:30 p.m. MCC Bldg. LRC A108 Fee: $85
Instructor: Amy Hanover

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www.mcc.commnet.edu
English as a Second Language (ESL)

**Reading and Understanding Newspaper Articles**

This course is designed for intermediate to high level ESL students. We will read and talk about different topics written in newspaper articles while increasing vocabulary and learning about special media language, such as headlines, idioms, and sentence structures. The ability to define intermediate vocabulary within the reading context and express an understanding of newspaper article texts will provide students with a greater degree of confidence in grasping American public affairs. Handouts will be provided.

**CRN #12001** 3 Tuesdays, 4/14-4/28, 6-8 p.m. **MCC Bldg LRC A226**

Fee: $45

Instructor: **Agi Bubloski** is currently finishing her master’s degree in the Teaching English as a Second Language Program at Central Connecticut State University. She is a native speaker of Hungarian and received two bachelor degrees in Hungarian and Croatian language and literature. Prior to her arrival in the United States, she was teaching in Hungary.

**Pronunciation Practice: Accent Reduction**

Learning English as a second language represents a giant step forward for émigrés seeking a new life in the United States. The next step in the process may involve speaking English with a less pronounced accent. This course is designed for intermediate to advanced ESL students and workplace employees who already have a good command of the English language. The focus will be on improving quality, comprehension and consistency of spoken English. Special emphasis will be placed on reducing native accents and improving articulation, rhythm, intonation and connected speech. Students will find themselves overcoming communication barriers with new confidence, productivity will increase and improved integration will be evident in the workplace or academic environment. Students will need to submit three, 90-minute audio cassettes to the MCC Library to obtain the material necessary for class.

**CRN #11854** 12 Wednesdays, 2/11-5/6 (does not meet 3/25), 7-9 p.m. **MCC Bldg LRC B208** Fee: $165

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.
Bird Flu, Emerging Diseases, and Pandemics: What Do We Need to Know, and Do We Need to Worry?

Join us as we investigate the hot topic of bird flu and pandemics. Discussion will include the cause of the disease, its relation to the Flu Pandemic of 1918, and what we can do to protect ourselves. We will also look into other emerging diseases, such as Hanta virus, Eastern Equine Encephalitis, and others. Last but not least, we will consider what systems are in place for early detection of these new and potentially deadly diseases.

CRN #11855 1 Saturday, 4/18, 9 a.m.-noon MCC Bldg. AST C212
Fee: $30
Instructor: Pauline Licotte, Ph.D., has taught college biology for nearly 20 years, and since 2007, at MCC. She earned a B.S. in biology education from Central Connecticut State University and her M.S. and Ph.D. in botany from the University of Iowa.

Learn How to Insulate and Weatherize for Energy Efficiency

Fix now or get a jump on next winter! As much as 70% of the energy used in your house is spent on heating and cooling, so it’s no secret that the insulation you choose (or already have) has enormous financial implications. But before you add more fiberglass to the attic or upgrade your windows, you need to understand where your house is actually leaking energy, why it’s happening, and how to fix it. When detailed properly, insulation and air sealing are the least expensive, lowest maintenance, and longest lasting solutions to lower heating and cooling bills and increasing comfort. The goal of this class is to teach residential homeowners the basics of a healthy and comfortable house: keeping heat out during the summer, heat in during the winter, and reducing air leakage all year-round. Join this informative (and potentially moneysaving) session!

CRN #12011 1 Wednesday, 2/25, 7-9 p.m. MCC Bldg. V5 V151
Fee: $30
Instructor: Justin Fink is an associate editor at Fine Homebuilding magazine. He has written dozens of articles on a wide range of residential homebuilding topics and has appeared on several online videos at www.finehomebuilding.com. He also runs Charter Oaks Renovations, a full-service custom carpentry, woodworking, and remodeling business.

Connecticut Bar Association: Your Government and You

Knowledge is power! Learn about how the state and federal governments affect our daily lives. Volunteer attorneys from the Connecticut Bar Association (CBA) will facilitate these informative workshops in which participants will engage in discussions of real-life legal scenarios and small group activities. Issues such as wiretapping, the death penalty, the right to die, and eminent domain will be presented. A CBA workbook is included with the course fee.

CRN #11991 4 Tuesdays, 3/31-4/21, 6-8 p.m. MCC Bldg. LRC A108
Fee: $35
Instructors: Licensed attorneys with the Connecticut Bar Association.

File or Fling: Organizing Your Financial Records

The price of disorganization can be more than a messy desk. Studies have found that people who systematically plan and budget are, on average, 39 percent wealthier than their peers. This class will present strategies to organize your financial documents. For those tortured at tax time, we will cover an organizational system, which can help you cut down on preparation time and find overlooked deductions. We will also discuss which financial records you should keep and for how long. Join us and find out how to streamline your financial life.

CRN #12013 1 Wednesday, 2/25, 7-9 p.m. MCC Bldg. V5 V151
Fee: $15
Instructor: Jan Johnson, M.S. from the University of Connecticut, is a Certified Financial Planner™ professional who provides financial planning and investment advisory services for an independent firm. She is president of the Connecticut Valley Financial Planning Association and practices in Manchester.

Six Keys to Financial Success

Americans are spending more and saving less. Over the last 20 years the savings rate decreased from over 10% to below 3%. Media messages on investing and financial planning can make your head spin. This course will focus on six key areas of financial planning, designed to answer the questions: How do I protect my family and finances? What is a good strategy to deal with cash management and credit cards? How do I allocate my 401K/IRA so that I can sleep at night? Am I paying too much in taxes? What is a smart way to save for retirement as an individual or small business? How do I leave my hard-earned savings to my family? These and many more questions will be answered in a workshop format. Handouts will be provided.

CRN #12014 2 Wednesdays, 3/25-4/1, 7-9 p.m. MCC Bldg. V5 V151
Fee: $30
Instructor: Jan Johnson

Life Transitions and Retirement

Are you getting ready to take the big step into the next phase of your life? Maybe you’ve always wanted to start your own business, or it’s finally time for you to plan for that retirement that you’ve always dreamed about. Transitions are like fingerprints; they are different for everyone. Whether you have already begun retirement or are planning for it, there’s no better time than now to go for what you really want. In this workshop you’ll explore who you really are and begin to create your plan for the future of your dreams.

CRN #11858 4 Thursday, 4/16, 7-9 p.m. MCC Bldg. LRC A226
Fee: $15
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.

Of Similar Interest

- Certified Financial Planner Program on page 50
My Neighbor Has a Living Trust—Should I?
What is a Living Trust and is it right for you? Do you need a Living Trust to avoid Probate Court? Is Probate lengthy and expensive? You’ll get answers to these questions and many more from an experienced attorney and teacher. Topics will include the concept of “funding” a Living Trust and whether it is needed to reduce estate taxes; the difference between a Living Trust and a Last Will and Testament; and why the way you title your assets is so important. Let’s take the confusion out of the process! Informational booklet is included with the course fee.
CRN #11993 1 Tuesday, 3/3, 6:30-8 p.m. MCC Bldg. LRC A108
Fee: $15
Instructor: Paul Czepiga is a practicing attorney with Czepiga & Daly LLC of Newington.

Strategies that Prevent You from Going Broke at the Nursing Home
Should you give your home to your children? How can you get the State to pay for your nursing home care? Come learn about Medicaid and the new laws that Congress passed in 2006. You’ll get examples on how single individuals and married couples can qualify for Medicaid benefits, while keeping their assets, even with the recent changes in the law. Provided that you know the rules and plan ahead, a married couple or individual can still protect assets. You will also learn about long-term care insurance and in what situations such insurance is necessary. Let’s take the confusion out of the process; get your questions answered by an experienced attorney and teacher. Informational booklet is included with the course fee.
CRN #11994 2 Tuesdays, 3/10-3/17, 6:30-8 p.m. MCC Bldg. LRC A201
Fee: $20
Instructor: Paul Czepiga

Estate Planning for Children and Adults with Special Needs
Children and adults with special needs may receive public benefits under various state and federal programs, such as Medicare, Medicaid, SSDI, or SSI programs. The receipt of an inheritance or personal injury settlement may jeopardize eligibility for those individuals. In addition, parents who take care of their children with special needs may want to ensure that their children receive appropriate health care, education, and support when the parent is no longer able to provide such care and support. This course will explore a variety of public benefit programs for individuals with special needs. We will also explore estate planning techniques to maintain eligibility for these programs while providing supplemental needs. We will also discuss the kinds of trusts that you can create for an individual with special needs. Informational booklet is included with the course fee.
CRN #11992 1 Tuesday, 3/24, 6:30-8 p.m. MCC Bldg. LRC A108
Fee: $15
Instructor: Paul Czepiga

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 #11856 1 Monday, 3/9, 7-9 p.m. MCC Bldg. Lowe L240
Fee: $15
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.

Reverse Mortgage Education for Seniors
Intended for children of elderly parents, or for seniors, age 62 and over, who own a home or are considering purchasing a home, this class will provide key information about reverse mortgages. A reverse mortgage allows seniors the ability to tap into their home’s equity and to receive either a monthly income, a lump sum of cash, or a line of credit. There are no income or credit qualifications and there is no repayment until the homeowner permanently leaves the home. Reverse mortgages are gaining popularity for the nation’s seniors. This class is designed to answer many of the questions regarding how a reverse mortgage works and the reasons for considering this type of loan program.
CRN #11857 1 Thursday, 3/19, 7-9 p.m. MCC Bldg. Lowe L142
Fee: $15
Instructor: Eric Kincheloe

Understanding Your Credit Score and How to Increase It
In this informative session, the following questions will be answered: what makes up a credit score?; what are the drawbacks of blemished credit?; what role will credit scores play in the future?; how do I increase my credit score?; and how do I evaluate my credit report regularly? If you have other questions, please bring them.
CRN #11856 1 Monday, 3/9, 7-9 p.m. MCC Bldg. Lowe L240
Fee: $15
Instructor: Eric Kincheloe

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.
Personal Trainer National Certification
The World Instructor Training School’s (WITS) certification course is taught at colleges across the country. This challenging course comprises 15 hours of lecture and 15 hours of practical training. The National Exam is held on the sixth week. Lecture topics include anatomy, exercise physiology, nutrition, and health screening. A subsequent 20-hour internship (not included with this course) and proof of CPR training 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.witeseducation.com. The textbook should be purchased in advance and reviewed prior to first class. For the Fitness Center sessions, appropriate workout-out clothes and non-marking athletic shoes are required; also, please bring a combination lock in order to store your personal belongings during these sessions.

**CRN #11861** 12 sessions, Tuesdays & Thursdays, 4/14-5/21, MCC Bldg. Lowe L142 (classroom) & Lowe L154 (Fitness Center), 6:15-9:15 p.m. Fee: $540
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 are required. Please bring a combination lock in order to store your personal belongings during these sessions.

**CRN #11862** 1 Tuesday, 5/26, 6:30-9:30 p.m. MCC Bldg. Lowe L154 (Fitness Center) Fee: $60
Instructor: World Instructor Training School staff

Martial Arts for Fitness, Empowerment & Self-Defense
Burn calories, build muscle, develop coordination and confidence, relieve stress, and promote health, all while having fun and learning to defend yourself and loved ones. This co-ed course is for adults ages 18-60 and requires no prior experience. 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 Street, Manchester.**

**CRN #11905** 8 sessions, Mondays & Wednesdays, 3/9-4/1, 7-8 p.m.
**CRN #11906** 8 sessions, Mondays & Wednesdays, 4/6-4/29, 7-8 p.m.
**CRN #11907** 8 sessions, Mondays & Wednesdays, 5/4-6/1 (does not meet 5/25), 7-8 p.m.
**CRN #11908** 8 sessions, Tuesdays & Thursdays, 3/10-4/2, 9:30-10:30 a.m.
**CRN #11909** 8 sessions, Tuesdays & Thursdays, 4/7-4/30, 9:30-10:30 a.m.
**CRN #11910** 8 sessions, Tuesdays & Thursdays, 5/5-5/28, 9:30-10:30 a.m.
**CRN #11911** 8 sessions, Tuesdays & Thursdays, 3/10-4/2, 6-7 p.m.
**CRN #11912** 8 sessions, Tuesdays & Thursdays, 4/7-4/30, 6-7 p.m.
**CRN #11913** 8 sessions, Tuesdays & Thursdays, 5/5-5/28, 6-7 p.m.
Fee: $45 (per 8 sessions)
Instructors: Joel S. Waldron; and other Academy instructors

Hapkido
Hapkido, “the way of harmonic energy,” is a highly sophisticated martial art, based on mirroring and redirecting an opponent’s “Ki,” or energy. Joint manipulation, pressure points, and circular motion are the characteristic tools of Hapkido. Have you ever seen a Steven Segal movie? Well, that’s what Hapkido looks like in action. **Classes meet at the Academy of Martial Arts & Personal Development, 440 Oakland Street, Manchester.**

**CRN #11871** 8 sessions, Mondays & Wednesdays, 3/9-4/1, 7-8:15 p.m.
**CRN #11872** 8 sessions, Mondays & Wednesdays, 4/6-4/29, 7-8:15 p.m.
**CRN #11873** 8 sessions, Mondays & Wednesdays, 5/4-6/1 (does not meet 5/25), 7-8:15 p.m.
Fee: $35 (per 8 sessions)
Instructors: Joel S. Waldron; and other Academy instructors

Cardio Kick-Boxing Workout
Take the excitement, music and energy of an aerobics program and learn self-defense techniques in an action-packed workout. No prior experience needed; participants of any level can attend any class. The usual routine begins with warm-ups and stretching; 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. **Classes meet at the Academy of Martial Arts & Personal Development, 440 Oakland Street, Manchester.**

Of Similar Interest
- Body, Mind & Spirit courses on pages 11-14
Brazilian Jiu-Jitsu and Submission Grappling

Do you want to get into the best shape of your life and learn to protect yourself at the same time? Brazilian Jiu-Jitsu (BJJ) is one of the fastest growing and most effective martial arts in the world. BJJ is primarily a ground fighting martial art. It can be safely practiced by men, women and children of all ages. No prior experience is necessary. Students will learn a variety of clinches, chokes, joint locks, take-downs, escapes, reversals, and practical self-defense skills. Students will practice these techniques with a partner and will learn to apply the moves in a realistic training environment through live “grappling” matches during each class. Materials fee for a Brazilian Jiu-Jitsu uniform (gi): $60, available from the instructor at the first class. If you already own a gi, please bring to the sessions. Classes meet at Bushido Jiu-Jitsu Academy, 801 Hartford Rd., Manchester.

CRN #11914 8 sessions, Tuesday & Thursday, 2/24-3/19, 7:30-9 p.m. Fee: $99
Instructor: Rob Magao is owner and head instructor of Bushido Jiu-Jitsu Academy and has studied and instructed martial arts for more than 20 years and in a variety of styles. Rob has been employed as a police officer and SWAT team member for more than 10 years and developed the ground fighting curriculum for the CT Police Academy in Meriden.

CRN #11915 8 sessions, Tuesday & Thursday, 4/21-5/14, 7:30-9 p.m.

NEW Russian Kettlebell and Fitness Training

The Russian Kettlebell is an entire gym at your fingertips. The kettlebell, or giry (Russian term), is a traditional cast iron weight that looks like a cannonball with a handle. It comes in a variety of sizes, from 9 lbs. to 106 lbs., and is the ultimate, all-around fitness tool for men and women of all ages. Students will be matched with an appropriate-sized kettlebell, depending on strength and ability, and will learn the basic movements and exercises. Kettlebells are highly effective for building strength, endurance, and improving body composition. Students will also learn how to integrate kettlebell training into their existing workouts. Classes will include a warm-up with light calisthenics and a cool-down stretching session. Classes meet at Bushido Jiu-Jitsu Academy, 801 Hartford Rd., Manchester.

CRN #11916 8 sessions, Tuesday & Thursday, 3/24-4/16, 7-8 p.m. Fee: $99
Instructor: Rob Magao

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 two scheduled sections listed below, and in any weekly sequence, in order to fulfill your 16 sessions by the end date. It will be your responsibility to make sure that you are able to adjust your schedule in order to attend 16 sessions. The instructor will monitor each student’s weekly attendance. Classes meet at Malee’s School of Tai Chi & Kung Fu, 991 Main St., Manchester.

CRN #11874 16 sessions - Choose from any combination of the following schedules:
• Mondays & Wednesdays, 3/9-4/29, 7:30-8:30 p.m.
• Tuesdays & Thursdays, 3/10-4/30, 6:30-7:30 p.m.
Fee: $160
Instructor: Malee Khow, president of the U.S.A. National Tai Chi Chuan Federation, has studied and practiced the martial arts for more than 30 years. She is an international Wushu judge and multiple gold winner in international competition.

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. 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 #11865 8 Mondays, 3/9-5/4 (does not meet 3/23), 6:15-7:15 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $110
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 Hartford School Community Division. She is also the artistic director of “danceEnlight,” a modern dance company based in Hartford. She performs widely in both 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 #11864 8 Saturdays, 3/7-5/9 (does not meet 3/28 & 4/11), 9-10 a.m. MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $110
Instructor: Lorelei Chang

Getting Fit for Life: Exercise for Older Adults

As we age, exercise is so important in order to maintain our fitness and perform daily functional activities. Many older adults are concerned and confused about starting an exercise program. This instructional workshop will help you get past the barriers to begin a healthy exercise program that is safe and effective. Topics will include the different components of fitness, the importance of routine exercise, and how much exercise is enough. The information is based on the Exercise Guide from the National Institute on Aging. This is mostly an educational class with a brief demonstration of easy functional exercises that you can perform at home.

CRN #11860 1 Saturday, 4/25, 10-11:30 a.m. MCC Bldg. AST C211
Fee: $20
Instructor: Susan M. Gouin has a B.S. in Movement Science and a certificate in gerontology from Westfield State College and completed an internship in cardiac rehabilitation at Noble Hospital in Westfield. She is also certified by the American Council on Exercise as a clinical exercise specialist. Susan works at the Enfield Senior Center as a health and fitness coordinator.
CONNECTIONT 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 #11342 4 sessions, Mondays & Wednesdays, 2/23-3/4, 7-9:30 p.m. MCC Bldg. Lowe L240
CRN #11343 4 sessions, Mondays & Wednesdays, 3/23-4/1, 7-9:30 p.m. MCC Bldg. Lowe L240
CRN #11344 4 sessions, Mondays & Wednesdays, 5/4-5/13, 7-9:30 p.m. MCC Bldg. Lowe L240
Fee: $20
Instructors: Department of Environmental Protection, Office of Boating staff

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

CRN #11345 1 Saturday, 1/31, 8:30 a.m.-4:30 p.m. MCC Bldg. AST E202
CRN #11346 1 Saturday, 2/28, 8:30 a.m.-4:30 p.m. MCC Bldg. AST E202
CRN #11347 1 Saturday, 3/21, 8:30 a.m.-4:30 p.m. MCC Bldg. Lowe L142
CRN #11348 1 Saturday, 4/18, 8:30 a.m.-4:30 p.m. MCC Bldg. AST E202
CRN #11349 1 Saturday, 5/9, 8:30 a.m.-4:30 p.m. MCC Bldg. AST E202
CRN #11350 1 Saturday, 5/30, 8:30 a.m.-4:30 p.m. MCC Bldg. AST E202
Fee: $95
Instructors: Professional Marine Education Staff

Coastal Navigation
Sharpen your boating skills and have the confidence to venture to new places off shore! This course is taught in one, eight-hour session by professional, senior state-certified instructors and is designed for ages 12 and up. Classes are small to ensure that students develop hands-on charting and plotting skills using nautical charts, tools and publications. Topics include longitude and latitude; taking a position fix; dead reckoning; GPS and radar basics; compass deviation and variation; using plotting tools; time, speed and distance calculations; fuel calculations; using a compass; marine time conversions; aids to navigation; cruise planning and more! Students will receive a Department of Environmental Protection (DEP) Coastal Boater endorsement sticker for their operating license upon successful completion of this class. Prerequisite: Completion of a basic safe-boating course or permission of instructor. Please bring a calculator, pen and pencil, notebook, a form of identification, and your lunch to class.

CRN #11773 1 Saturday, 5/16, 8:30 a.m.-4:30 p.m. MCC Bldg. Lowe L240 Fee: $95
Instructors: Professional Marine Education Staff

Fly Tying
This course is not only for beginners but also for experienced “fly-tier” who want to enhance their fly-tying technique. Designed to present the basics, this course includes a brief history, a discussion of terminology, and a presentation of dry flies, wet flies, nymphs, streamers, and salt water 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 (the fee does not include a vice, which will be needed for the course). 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 #11869 6 Fridays, 2/6-3/20 (does not meet 2/20), 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.

Fly Casting
This course is designed for beginning and experienced fly-fishermen who want to enhance their fly-casting technique. The course will include a brief history of fly-fishing, a discussion of terminology, including rod dynamics and casting styles, and hands-on presentations. The instructor will demonstrate, and students will practice the roll cast, the back cast, straight overhead cast, switch casting, and distance casting. Streamside techniques will also be discussed. Students are encouraged to bring their own equipment. A limited amount of equipment will be available from the instructor. Participants must be at least 16 years of age. For more information, please call Mike Hiza, coordinator of the fly-fishing series, at (860) 512-2764.

CRN #11870 6 Wednesdays, 5/13-6/17, 6:30-8:30 p.m. MCC Bldg. LRC A108 Fee: $95
Instructor: Bill Keister has fly-fished from Labrador to Chile to Kamchatka, Russia, and has participated in casting competitions and instructed casting clinics through the Connecticut Fly Fishing Association. He is a Federation of Fly Fishers Certified Casting Instructor.

www.mcc.commnet.edu 40 Credit-Free Phone-In Registration (860) 512-3232
Introduction to Orienteering
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. Directions will be provided at the first class. 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 #11875 2 sessions, Wednesday, 3/18, 7-9 p.m.
MCC Bldg. Lowe L240 & Saturday, 3/21, 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.

Fundamentals of Pocket Billiards
The game of billiards has shown a recent resurgence in popularity. Come find out why! This course is for both beginners and intermediate players. Learn or improve basic techniques, proper stance, and shot making, as well as the rules of the game. Whatever level of play you now experience, you will develop a better understanding of technique and game strategy, learn exciting, new shot-making skills, and become a complete player. Materials fee: $5 for table time for each session, payable to World Championship Billiards at the first class. Classes meet at World Championship Billiards, 171 Spencer St., Manchester.
CRN #11875 3 Tuesdays, 3/10-3/24, 7-9 p.m.
CRN #11876 3 Tuesdays, 5/5-5/19, 7-9 p.m.
Fee: $45
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.

Winning at Blackjack
Want to maximize your chances of winning at blackjack? Learn what to do in four basic areas: when to hit or stay, when to double down, when to split, and a soft-hand strategy. The instructor will discuss the rules of the game, terminology, money management, and conservative vs. aggressive betting strategies. There will be interactive lecture, class discussion, simulated play and voluntary homework assignments. Please bring a fresh deck of cards to class. Register with a friend and double your fun! Materials fee: $15, payable to instructor at first class, for workbook and laminated basic-strategy card.
CRN #11879 3 Thursdays, 3/26-4/9, 7-8:20 p.m.
MCC Bldg. Lowe L142 Fee: $25
Instructor: Nino Nistri has an M.B.A. in finance from the University of Hartford. He has played blackjack and craps for more than 50 years and has been sharing his knowledge of these games with students at MCC since the summer of 2000.

Oh Craps!
The most fashionable men of 18th- and 19th-century England rolled dice in a game called Hazard in luxurious private gambling houses. Hazard would eventually evolve into a game called Craps. When the chips are flying, people are yelling and the dice are rolling, Craps is one of the most exciting games around. Craps is not as difficult as it looks; with a little help, anyone can learn. This course is designed primarily for beginners, but intermediate and advanced players are welcomed. Topics include rules, terms, layout, odds, bets, betting strategies, probability, and money management. Interactive lecture, class discussion, simulated play on a regulation layout, and voluntary homework assignments will make this course as much fun as it is informative. Register with a friend and double your fun! Materials fee: $29, payable to instructor at first class, for workbook, regulation casino dice and laminated reference card.
CRN #11880 4 sessions, Wednesdays & Fridays, 5/13-5/22, 7-9 p.m.
MCC Bldg. Lowe L142 Fee: $50
Instructor: Nino Nistri

Winning at Bridge
Are you a novice at this internationally popular pastime? Or maybe you haven’t played the game of late and want to get started again? Bridge is much more than a simple card game. It is a social event, a competitive professional event, and the subject of a myriad of books and newspaper columns. This course will set you well on your way to becoming a formidable force among your circle of bridge sharps. There will be hands-on play starting with the first night of class. With the potential for six million variations, you will never play the same hand twice! This course is for beginners only. Materials fee: $15, payable to instructor at first class, for textbook.
CRN #11975 8 Tuesdays, 3/10-4/28, 9:30-11:30 a.m.
MCC Bldg. Lowe L142 Fee: $99
Instructor: Stan Kerry became a lifetime bridge master in less than five years and has taught more than 1,000 students locally, including at senior centers in Avon, West Hartford, and Vernon. He also appeared recently as a bridge expert on the local cable network show, “Make it Happen.”

Intrigued by Codebreaking?—Learn it for Yourself!
This course is designed to give you a view into the world of cryptology, which includes both the making and breaking of codes. We will begin with some simple substitution codes, whereby each letter is replaced with another letter, and we’ll work our way up to codes that use several alphabets at once. There will be discussion about how to encode and decode your message, assuming that you know what the code is. Particular emphasis will be placed on breaking codes for which you have no available information. We will utilize tools, such as a frequency analysis and digraph charts, in order to break these codes. We will also discuss the RSA algorithm, which is the current unbreakable code used to secure the Internet. The level of mathematics that we use in class will depend upon the abilities of the class as a whole.
CRN #11978 3 Tuesdays, 3/3-3/17, 6-8 p.m. MCC Bldg. LRC A226 Fee: $35
Instructor: Kate Lombardi is a full-time mathematics faculty member at MCC. She has a B.S. in mathematics from Adelphi University and an M.S. in mathematics from the University of Connecticut. Kate has spent time working in several areas of mathematics, including logic, set theory, and cryptology.
Prepare Your Lawn and Garden for Spring
Spring is the busiest time of the year for the gardener, and it helps to get a head start on the season. Learn how to do corrective pruning of shrubs and woody plants from winter damage; serve a good breakfast to perennials, shrubs and trees; care for bulbs as they appear and fade away; de-thatch lawns and identify and cure winter patches; re-seed and add lime and gypsum as needed; and prepare vegetable gardens, compost piles and useful mulches. The preparation you do now will save you time, money and aggravation later.
CRN #11543 1 Tuesday, 2/10, 6:30-9 p.m. MCC Bldg. LRC B144
Fee: $20
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) and a member of Connecticut Community Gardens.

Care for Your Lawn, Organically
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 #11544 1 Tuesday, 2/17, 6-9 p.m. MCC Bldg. LRC B144
Fee: $20
Instructor: Bettylou Sandy

Organic Vegetable Gardening
We’ve all heard that we should buy local, organic produce for our health and economy. How much more local can you get than growing your own food in your own back yard, or even on your own deck! In this course, we will discuss various forms of vegetable gardens, selecting crops for a site, soil and light needs for various fruits and vegetables, and the best time of year to plant each of these. Crop rotation and season extenders will also be included to provide food for you and your family throughout the growing season from April to October. All methods that we discuss will be from an organic perspective. This course is for gardeners with at least moderate gardening experience.
CRN #11885 6 Tuesdays, 3/3-4/7, 6:30-8:30 p.m.
MCC Bldg. AST T404 Fee: $85
Instructor: Bettylou Sandy

Organic Land and Soil Care
Lawns, flowers, shrubs and trees will thrive when the health of the soil becomes the focus. By eliminating the dependence upon chemicals, increasing landscape diversity, and finding organic solutions to landscaping problems, your landscapes and the people who use them will enjoy better health and well-being. In this course, we will cover soil health, soil improvements, options for fertilizing, pest control, and growing plants in the right place and right habitat, while exploring how you can work with natural systems to encourage and enhance biological cycles. This course is designed for gardeners with an intermediate or advanced level of experience.
CRN #12010 1 Wednesday, 3/4, 6-9 p.m. MCC Bldg. AST D229
Fee: $20
Instructor: Bettylou Sandy

Companion Planting
Plants are as diverse as people in look, attitude and needs. Some get along better than others. This course will discuss the inter-planting of flowers and vegetables to repel bugs, swap nutrients, or simply to attain a healthier garden requiring less work. We will also touch on flower combinations for sun and shade gardens. Some previous gardening experience is recommended to truly benefit from this class.
CRN #12008 1 Wednesday, 4/15, 6:30-8:30 p.m.
MCC Bldg. AST T404 Fee: $15
Instructor: Bettylou Sandy

Shade Gardening
There are thousands of shade-loving plants, shrubs and edibles for the shady spots of your yard. We will explore what kinds of alternative gardens, ground covers, shrubs, vines, vegetables, and herbs can be grown in various kinds of shade, including light shade, mixed sun and shade, deep shade, and sun in winter/shade in summer. Plant lists and resources will be provided to students. This course is for gardeners of intermediate experience or better.
CRN #11884 1 Thursday, 4/23, 6:30-8:30 p.m.
MCC Bldg. Lowe L142 Fee: $15
Instructor: Bettylou Sandy

Growing Tomatoes
Tomatoes are the most popular “vegetable” to grow, because there is quite simply nothing like the flavor of homegrown freshness! Of course, maintaining your own tomato garden takes time and energy, so why not maximize your efforts by learning proper techniques by a master gardener? In this seminar, you will learn all about the planting, care and feeding of these wonderful plants in order to reap the best harvest possible. We will discuss plant food, water, support, and pruning, as well as season extenders. All levels of gardening experience are welcome.
CRN #11883 1 Thursday, 5/14, 6:30-8:30 p.m.
MCC Bldg. Lowe L142 Fee: $15
Instructor: Bettylou Sandy

Drainage Solutions and Water Retention in the Garden
Learn to save and use rain water. Whether your garden is on a hill side or on even ground, it is important to capture and use available rain water, rather than allowing it to run off and erode the soil. We will discuss the use of burns, swails, French drains, Victorian edging, and other forms of water collection to direct and retain rain water. Using gutters as a water source can also be an efficient way to redirect water for garden use. Achieve low maintenance gardening by learning to implement water solutions for your plants and drainage. This course is best suited for the intermediate or advanced gardener level.
CRN #11882 1 Thursday, 4/16, 6:30-8:30 p.m.
MCC Bldg. Lowe L142 Fee: $15
Instructor: Bettylou Sandy
Attracting Birds and Butterflies
Nature’s colorful creatures will flock to your yard! Learn how to design and maintain a natural, low-maintenance habitat for birds and butterflies in your own backyard. Discover how to use beautiful flowers and natural plantings to attract birds and butterflies for year-round enjoyment. You’ll love the change!
CRN #11881 1 Thursday, 5/7, 6:30-8:30 p.m.
MCC Bldg. Lowe L142 Fee: $15
Instructor: Bettylou Sandy

Adding Brick and Stone to Your Garden
Are you still piling up those stones you’ve picked from your garden over the seasons? Do you have a pile of bricks from another project that are just taking up room in your yard? Use these eyesores to transform your garden into an aesthetically functional environment. Discover how to turn a muddy path into a fieldstone or brick walkway, or add stepping-stones through your garden for firm footing and protection of your plants. Participants in this class will also learn about drainage, foundations, using the effects of gravity, preventing frost heaves, and some basic designs for walkways and patios using field stones and bricks.
CRN #12007 2 sessions, Tuesday & Thursday, 5/19-5/21, 6:30-8:30 p.m. MCC Bldg. AST T404 Fee: $30
Instructor: Bettylou Sandy

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 #11894 6 Tuesdays, 4/14-5/19, 6-8 p.m. MCC Bldg. LRC B149 Fee: $99
Instructor: Atsuko Balon, a native speaker of Japanese, has been teaching about Japan’s language and culture at MCC since 1997.

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 #11896 8 Fridays, 3/13-5/15 (does not meet 4/3 & 4/10), 7-9 p.m. MCC Bldg. LRC B208 Fee: $199
Instructor: Dr. Akram Erik-Soussi

Spanish for the Traveler
Traveling to a Spanish-speaking country this year? This quick and instructive course is for you! You will learn basic greetings, food and restaurant vocabulary, how to ask and understand directions, and conversational vocabulary and phrases useful for travel. This course is appropriate for students with little or no prior Spanish skills. There will be minimal grammar taught in the course; the goal is to have conversations in Spanish.
CRN #11895 4 Wednesdays, 4/8-4/29, 7-9 p.m. MCC Bldg. Lowe L240 Fee: $90
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.

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 #11889 3 Thursdays, 2/19-4/9, 6-8 p.m. MCC Bldg. AST D229 Fee: $155
Instructor: Marianne Labergerie has an M.B.A. from Binghamton University and an M.S. from Rensselaer Polytechnic Institute. She has been a French teacher at the Alliance Française in Hartford since 2005.
Languages

Intermediate French
As a sequel to French for Beginners, students will continue developing their grammatical and conversational skills for greater speaking, listening, and reading competency. Required textbook (same as French for Beginners): French Made Simple. Jackson & Rubio, available at MCC Bookstore.
CRN #12003 6 Thursdays, 4/16-5/21, 6-8 p.m. MCC Bldg. AST D229 Fee: $99
Instructor: Laurence (Lauro) Kopec studied at the Sorbonne in Paris, France, and earned a bachelor of science degree at Central Connecticut State University. She teaches French to high school level home-school students, as well as at the Alliance Française in Hartford.

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, and basic grammar and vocabulary. You will be able to exchange greetings, ask for directions, communicate emergency needs, and much more. Handouts will be provided.
CRN #11886 6 Mondays, 2/23-3/30, 6:30-8:30 p.m.
MCC Bldg. LRC A201 Fee: $65
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.

Greek for Beginners
Greek is one of the earliest Indo-European languages. Interest in Greek remains high today, especially among students of history, religion, literature, and philosophy, as well as tourists and business people. You will learn the Greek alphabet, basic grammar, and useful vocabulary. Audio-visual clips will supplement the learning experience. You will practice simple conversations by the end of the course. Handouts will be provided for each lesson. Recommended text: a Greek/English dictionary.
CRN #11890 6 Mondays, 4/13-5/18, 7-9 p.m. MCC Bldg. Lowe L243 Fee: $99
Instructor: Lindita Lole earned a master’s degree from New School University in New York City. She lived and worked in Greece for seven years, and in addition to her Greek proficiency is fluent in Albanian and Italian. She teaches Greek at Second Language LLC in Newington.

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 #11887 8 Tuesdays, 2/17-4/7, 7-9 p.m. MCC Bldg. LRC B149 Fee: $110
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.

Introduction to Russian
Whether you are planning a trip to Russia or just curious about this elegant language rich in literature, fairy tales, and classic writers, this special introductory class is for you. Participants will learn the Russian alphabet, basic vocabulary, grammar, and Russian phonics. Soon, you will be able to exchange greetings and farewells, ask for directions, order food in a restaurant, communicate emergency needs for medical situations, and more. Russian culture will be discussed throughout the course. Handouts will be provided. Recommended text: an English-Russian dictionary.
CRN #11897 8 Wednesdays, 2/18-4/8, 7-9 p.m. MCC Bldg. LRC A226 Fee: $110
Instructor: Rima Martin

Conversational Polish for Beginners
If you have always wanted to speak Polish but never had the courage to try, then this is the course for you! You will learn the fundamentals of the language, with an emphasis on basic conversation and role-playing in a very friendly and supportive environment. Discussions on different aspects of Poland, including its culture, literature, and history, will enhance the learning experience. Handouts will be provided. Recommended text: an English-Polish dictionary.
CRN #11891 8 Mondays, 2/23-4/13, 7-9 p.m. MCC Bldg. LRC B149 Fee: $110
Instructor: Rima Martin

Beginning Latin
Studying Latin helps to develop a better understanding of English grammar, increases vocabulary, boosts verbal skills, and may improve grades and scores on standardized tests. Students will learn the basic structure of the Latin language, as well as some simple vocabulary. Then students will read passages in Latin from various Roman authors across different time periods. Students will be surprised by how much Latin they’ve already been using in their daily lives. The history and culture of the Roman Empire will also be discussed, as we read ancient poetry, excerpts from the Latin Mass, and much more. Handouts will be provided. You’ll never think of Latin in the same way again! Recommended text: Latin/English dictionary.
CRN #11888 6 Wednesdays, 3/18-4/29 (does not meet 4/22), 6-8 p.m.
MCC Bldg. AST D229 Fee: $85
Instructor: Amy White has master’s degrees in classical studies from Tulane University and education from Westfield State College. She teaches Latin at Ellington High School. She studied in Rome for three summers, led student travel groups in Italy, and has been a member of the Classical Association of Connecticut since 1998.

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
The Blues: Music for the Spirit
This music appreciation course is designed for both the newcomer to the blues and for those aficionados already “deep” into it. The course will take students all the way from the early origins of the blues to its evolving place in today’s entertainment world, on both the national and local scenes. Lecture and discussion will be augmented by CDs, DVDs, and books on the blues. The course will begin with the founding spirits of W.C. Handy, Robert Johnson, and the acoustic players, move into the evolution of regional blues (Texas, West Coast, Chicago), discuss classic blues artists such as Muddy Waters, Howlin’ Wolf, Junior Wells, and Sonny Boy Williamson, followed by more contemporary artists such as B.B. King, Buddy Guy, Robert Cray, and Bonnie Raitt, and culminate with some of today’s blues leaders, such as Shemekia Copeland, John Lee Hooker, Jr., and the Neale Family. The course will also cover the blues business of festivals, concerts and clubs, as well as the blues in literature and the movies. This distinctive American form of music will give you the groundwork for your own exploration into the blues.
CRN #11983 6 Wednesdays, 4/8-5/20 (does not meet 5/6), 7-9 p.m. MCC Bldg. V5 V151 Fee: $135
Instructor: Domenic Forcella is on the board of directors for the Blues Foundation in Memphis, Tennessee, representing the journalism constituency, and is former president of the Connecticut Blues Society. He writes a weekly column on the blues, which appears in four daily newspapers, and DJs a weekly blues radio show on WFCS (107.7 FM). In addition, he is the recipient of a Keeping the Blues Alive award from the Blues Foundation.

Introduction to Opera
Opera is a dramatic art form which combines a musical score with a textual story line, or libretto. The opera includes diverse elements, such as spoken dialogue, singing, acting, scenario, costumes, and dance. In this fun and informative overview, students will be introduced to famous operas composed by Mozart, Rossini, Bellini, Puccini, and Verdi, including Don Giovanni, the Marriage of Figaro, Magic Flute, The Barber of Seville, La Boheme, Tosca, La Traviata, and Rigoletto. You will enjoy listening to samples of these operas, while learning about the composers and the libretti. By the end of the course, you will be able to recognize different musical styles and operas, and understand and appreciate the characteristics of the opera.
CRN #11904 4 Wednesdays, 5/13-6/3, 7-9 p.m. MCC Bldg. LRC B208 Fee: $65
Instructor: Lindita Lole has a master’s degree in performance from Mannes College of Music in New York City. She is an internationally known opera singer who has performed across Europe, in Canada, and the United States, including a performance at Carnegie Hall as a soloist in Beethoven’s Ninth Symphony.

Intermediate Piano
A continuation of Beginning Piano, students will learn transposing, harmonization, composition, and sight-reading. These skills, plus much more, will be developed in this diverse and creative class. Students must have knowledge of sharps and flats, and the ability to play two-hand music. Required text: Alfred’s Basic Adult Piano Course, Level 1, available at MCC Bookstore. Prerequisite: Beginning Piano.
CRN #11901 6 Saturdays, 3/14-4/25 (does not meet 4/11), 10 a.m.-noon MCC Bldg. V2 V117 Fee: $165
Instructor: Ruth O’Neil is a singer/songwriter and music educator who has been performing and teaching music in the Greater Hartford area for more than 20 years. She owns the Song-a-Day Music Center in Coventry.

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, country, 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. Portions of the class will be recorded on cassette tape, which will be available from the instructor for $3.
CRN #11898 6 Wednesdays, 3/4-4/8, 7:30-9 p.m. MCC Bldg. V2 V118 Fee: $110
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

Continue with Beginning Guitar
As a sequel to Beginning Guitar, you will continue with your learning of five basic chords; tuning; how to transpose keys; basic music theory, including the Nashville Number Theory; and how to use a capo. Instructional handouts, guitar picks, and music sheets with words and chords will be provided. If you are left-handed, it is recommended that you learn to play right-handed. Please bring your acoustic or electric guitar to all classes. Prerequisite: Beginning Guitar, or some guitar experience. Portions of the class will be recorded on cassette tape, which will be available from the instructor for $3.
CRN #11902 6 Wednesdays, 4/15-5/20, 7:30-9 p.m. MCC Bldg. V2 V118 Fee: $110
Instructor: Don Donegan

Of Similar Interest
• Musical Theater Dance on page 31
• Broadway Musicals on page 33
Music

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 cover how the many finger-picking techniques apply to steel, nylon stringed instruments, and electric guitars. Prerequisite: Beginning or Continuing Guitar, or some guitar playing experience. Required text: Basic Guitar Writing Book, Santorella, available at MCC Bookstore.
CRN #11903 8 Mondays, 3/9-4/27, 7-8:30 p.m. MCC Bldg. V2 V117
Fee: $145
Instructor: David Giardina performs professionally in many musical styles and has taught guitar privately for more than 20 years.

Interactive Drumming: A Partnership with Professional Providers
School teachers, disabilities providers, healthcare professionals, recreation directors, and social workers will take home ideas and methods that will enable them to be leaders of interactive drumming sessions in their respective work settings. The workshop will showcase ways to format and lead interactive drumming activities that are engaging for all age groups and populations of all abilities; partner drumming activities with storytelling, sports, theater arts, dance, and movement curricula; and design, produce, lead and assess drumming programs that meet the Connecticut Common Core of Learning Standards. No prior musical experience is necessary. Instruments are provided. You are encouraged to bring your own favorite percussion instruments, and may also bring an audio recorder.
CRN #11899 1 Saturday, 3/21, 1-4 p.m. MCC Bldg. V3 V131
Fee: $35
Instructor: Bob Bloom presents his professional development workshops and seminars at organizations such as American Music Therapy Association, Community Autism Resources, Inc., National Recreation and Parks Association, New England League of Middle Schools, and National Music Educators Association. Bob is chair of the Interactive Drumming Committee of the Percussive Arts Society.

Drum Team: Introduction to the West African Djembe Drum Ensemble
Using beautiful, traditional, hand-carved drums provided by the instructor, participants will enhance their understanding of rhythm through practice patterns and traditional phrases. In this structured, hands-on drum course, participants will learn correct hand and stick techniques, how to start and stop the ensemble, and traditional accompaniments to West African rhythms. This music is fascinating and fun to play, and all levels are welcome.
CRN #11900 3 Wednesdays, 4/29-5/13, 6:30-8:30 p.m.
MCC Bldg. AST E106 (Auditorium stage)
Fee: $45
Instructor: Rick Liegl has studied and performed traditional stick and hand drumming from West Africa for more than ten years. In 1999, he created Hand’s On Rhythm Circles, through which he has introduced thousands of Connecticut residents to West African drumming. He is a founding member and a lead soloist for Soli Soma Djembe Orchestra, a traditional West African percussion group that performs throughout New England.

Photography

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 #11546 2 Tuesdays, 2/3-2/10, 6-9 p.m. MCC Bldg. LRC B141
CRN #11765 2 Tuesdays, 3/3-3/10, 6-9 p.m. MCC Bldg. LRC B142
Fee: $95
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.

Digital Camera Next Step
Making the leap from film to digital photography was scary, but you did it! And now that you’ve had some time to enhance your digital photo skills, and maybe even learned how to load your photos into the computer and digitally enhance them, you’re ready for more. In this advanced course, learn how to control digital photography from camera to computer. Topics will include advanced techniques for taking better digital photos; digital picture management; advanced camera controls; enhancing your pictures 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 or computer coordinator.
CRN #11766 2 Tuesdays, 3/17-3/24, 6-9 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: Richard Hoyer

Digital Camera for Active 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 #11496 2 Tuesdays, 2/3-2/10, 1-4 p.m. MCC Bldg. LRC B141
CRN #11767 2 Tuesdays, 3/3-3/10, 1-4 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: Richard Hoyer
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 #11937 2 Thursdays, 3/5-3/12, 6-9 p.m.
MCC Bldg. AST D211 Fee: $95
Instructor: Richard Hoyer

Digital Camera RAW
This course covers a range of skill levels, from the serious hobbyist to the advanced photographer. 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. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #11768 2 Thursdays, 4/2-4/9, 6-9 p.m.
MCC Bldg. LRC B141 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.

Advanced Techniques in Digital Photography
As a sequel and supplement to Digital Camera I & II, this series of course modules for the digital photographer focuses on specific technical skills and aesthetic considerations. Ongoing modules will be developed and offered in future Credit-Free terms.

Instructor: Richard Hoyer

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 #11497 1 Thursday, 2/5, 6-9 p.m. MCC Bldg. AST D211 Fee: $40

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 #11930 1 Thursday, 3/19, 6-9 p.m. MCC Bldg. AST D211 Fee: $45

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

CRN #11494 1 Thursday, 2/19, 6-9 p.m. MCC Bldg. AST D211 Fee: $40

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

CRN #11931 1 Thursday, 3/26, 6-9 p.m. MCC Bldg. AST D211 Fee: $45
Photography

Advanced Seminar in Photography: Historical Perspectives
This class is designed for the advanced photographer who wants to expand creatively, while learning more about the history of photography. We will consider our roots as photographers. Students will be given shooting and reading assignments, as well as a research project. Our principal goal will be to explore the origins of photography, with our shooting assignments related to those landmark photographers studied in class. Classes will be composed of discussion relating to the shooting assignments, as well as critiques of student work. Required textbook, The History of Photography, Newhall, Museum of Modern Art, available at the MCC Bookstore.
CRN #11936 8 Mondays, 4/6-6/1 (does not meet 5/25), 7-9 p.m. MCC Bldg. AST D229 Fee: $160
Instructor: Mallorie Ostrowitz holds an M.F.A. from Lehman College and a B.A. in fine arts from Queens College. Her photography has been widely exhibited throughout the U.S. and can be viewed on her web site: www.mallorieostrowitz.com.

“Around the World with Mallorie”
Join us for this special series of slide shows and lectures from an award-winning photographer, as she documents her world travel and brings it to the classroom.
Instructor: Mallorie Ostrowitz

Southwest Alaska
Share the photographer’s Fall 2008 adventures on land and sea and in the air, while experiencing the majestic landscape, flora, fauna, and dramatic fall colors of Southwest Alaska, from Turnagain Arm in the Chugach Range to Kenai Peninsula National Park and Resurrection Bay to Katmai and Lake Clark National Parks—two of the most remote parks in our national park system. Follow grizzlies in their natural habitat, witness the scars of a 1912 volcano, watch calving glaciers, and enjoy the Alaska Range from the air.
CRN #11933 1 Monday, 3/2, 7-9 p.m. MCC Bldg. AST D229 Fee: $20

The Arctic—Iceland and Greenland
Through the photographer’s 2004 and 2006 travels in the Arctic, you will feel the rush of the waterfalls and the chill of the glacial regions; see lush greens and vibrant hues of the geothermal regions in Iceland; experience the dramatic isolation of Greenland’s tundra region; watch icebergs at sea; sample what life is like in the towns of Greenland and Labrador; and witness how global warming has changed life for the inhabitants of these regions. Included in this session will be shots of the polar ice cap from the air, as well as polar bears, seals, and Arctic birds.
CRN #11934 1 Monday, 3/9, 7-9 p.m. MCC Bldg. AST D229 Fee: $20

Argentina North and South
Share the photographer’s 2007 and 2008 travels from the snow-covered mountains of the Lakes region in northern Patagonia, which includes Bariloche, to Buenos Aires and Iguazu Falls (the largest waterfalls in South America) and onto the Corrientes region, where you will experience a working cattle ranch. From there, we travel to Rincon de Soccoro, which is now a wildlife refuge owned by Doug and Chris Tompkins, major American conservationists. In addition to landscapes of both city and country, this show includes glimpses into the lives of the gauchos, the wildlife and birds of the region, and a photo essay on Recoleta, a famous necropolis in Buenos Aires where Evita Peron is buried.
CRN #11935 1 Monday, 3/16, 7-9 p.m. MCC Bldg. AST D229 Fee: $20

Photoshop for Artists
Learn how to create artwork with Photoshop. Yes, you can use Photoshop to add some interesting effects to your work. We will look at ways of combining traditional art media, paintings, drawings, and photographs with Photoshop by way of scanning. We will learn to unleash the creative controls in Photoshop and output new works of art. Topics include painting with Photoshop, creating Pop Art, scanning, retro-art effects, ink jet printing, and photographic effects.
CRN #11984 3 Thursdays, 4/9-4/23, 6-9 p.m. MCC Bldg. AST D221 Fee: $125
Instructor: Richard Hoyer

Portrait and People Photography
If you like to photograph people for the snapshot album or as fine art, join us for this workshop exploring portrait photography. Using either film or digital camera, learn how to photograph in formal and informal settings, and how to make the most of flash, natural light, close-ups, set poses, and spontaneous candid shots. Discover new ways to set up a portrait, establish a comfortable rapport with your subject, and capture revealing moments and true character. Class discussions will also include basic camera operation, lighting, composition, setting and body language. Participants should have basic camera skills and be prepared to shoot assignments weekly. Please bring your camera to all sessions.
CRN #11932 3 Thursdays, 5/7-5/21, 6-9 p.m. MCC Bldg. AST D221 Fee: $125
Instructor: Richard Hoyer

Photography 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. Both beginning and intermediate photography students will find this course valuable. 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 also discuss the possibility of having one class meet off-campus at a local park. By the time you finish this course, you’ll see light in a whole new way! Please bring your digital camera and lenses, as well as a hand-held meter if possible. Film and digital SLRs are also acceptable. Additional expenses: $25-$40 for modeling fees and materials used in class. Prerequisite: A basic knowledge of photography is required.
CRN #11939 6 Saturdays, 4/4-5/16 (does not meet 4/11), 9-11 a.m. MCC Bldg. AST D212 Fee: $115
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 14 years. He is a graduate of Rochester Institute of Technology’s Pro Photo Program.

Of Similar Interest
• Digital Imaging & Design courses on pages 22-24
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.

Instructor: Carl Ochnio, M.S., is director of Career Services at MCC.

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

CRN #11946 1 Thursday, 2/5, 6-7:15 p.m.
CRN #11947 1 Thursday, 3/5, 6-7:15 p.m.
CRN #11948 1 Thursday, 4/2, 6-7:15 p.m.
MCC Bldg. Lowe L177 (Career Services Office)
Fee: Free

**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 #11952 1 Thursday, 2/19, 6-7:15 p.m.
CRN #11953 1 Thursday, 3/12, 6-7:15 p.m.
CRN #11954 1 Thursday, 4/9, 6-7:15 p.m.
MCC Bldg. Lowe L177 (Career Services Office)
Fee: Free

**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 #11949 1 Thursday, 2/26, 6-7:15 p.m.
CRN #11950 1 Thursday, 3/19, 6-7:15 p.m.
CRN #11951 1 Thursday, 4/16, 6-7:15 p.m.
MCC Bldg. Lowe L177 (Career Services Office)
Fee: Free

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**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 #11548 2 Saturdays, 1/24-1/31, 8:30 a.m.-4:30 p.m. MCC Bldg. LRC B125
CRN #11549 2 Saturdays, 3/21-3/28, 8:30 a.m.-4:30 p.m. MCC Bldg. LRC B125
Fee: $195

Instructor: Paul Rich has been a S.M.A.R.T. instructor for MCC and other CT community colleges for the past several years, and has worked in the bartending industry for more than 12 years.
Professional Development

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?

Call Marisa Rubera at (860) 512-2817 for more information.

Transformational Leadership

The key to success in any organization is effective leadership. Learn ways of improving the lines of communication between staff members, departments, and bosses. Acquire new skills for communicating the message you want clearly, concisely and positively. You’ll also learn effective ways of resolving conflicts, and how to build bridges between people. Discover how you can be a transformational leader who inspires positive change through vision, trust, goal setting, and making others feel valuable and capable.
CRN #12000 1 Wednesday, 1/21, 9 a.m.-4 p.m. MCC Bldg. LRC B144 Fee: $100
Instructor: Noreen Reilly brings over 15 years of business experience to the training arena. She conducts professional development seminars for corporations, colleges, and non-profit organizations.

Certified Financial Planner

Prepare to Become a Certified Financial Planner (CFP®)

Manchester Community College has offered the Personal Financial Planning Certificate for nearly 20 years. The program is approved by the Certified Financial Planner Board of Standards, Inc. Previously, participants enrolled as credit students; participants now enroll in the program as non-credit students. Successful completion of the six-course series prepares students to sit for the CFP® exam.

For more information about the program, please contact: Sandra Baranowski, CFP®, Financial Planner Program Coordinator at SBaranowski@mcc.commnet.edu or (860) 512-3003, ext. 7018.

Risk Management

This course will prepare the participant for the insurance planning and risk management topics covered on the CFP® exam, including principles of risk and insurance; analysis and evaluation of risk exposures; property casualty and liability insurance; health insurance and health care cost management for individuals; disability income insurance; long-term care insurance; life insurance; income taxation of life insurance; business uses of insurance; insurance needs analysis; insurance policy and company selection; and annuities. A financial calculator is required; an HP12C is recommended. Required textbook: Fundamentals of Risk and Insurance, Vaughan, Wiley Publishers, available at MCC Bookstore for approximately $180.
CRN #11535 14 Thursdays, 1/22-5/7 (plus final exam on 5/14; class does not meet 2/12 & 3/26), 7-9:50 p.m. MCC Bldg. Lowe L124 Fee: $675
Instructor: Hal Guy, CFP®, is an Innovative Wealth Planning Advisor at Sagemark Consulting and has more than 20 years of experience in the financial services industry.

Investment Management

This course will prepare the participant for the investment planning topics covered on the CFP® exam, including characteristics, uses and taxation of investment vehicles; types of investment risk; quantitative investment concepts; measures of investment returns; bond and stock valuation concepts; investment theory; portfolio development and analysis; investment strategies; asset allocation and portfolio diversification; and asset pricing models. A financial calculator is required; an HP12C is recommended. Required textbook: Investments, Mayo, available at MCC Bookstore for approximately $180.
CRN #11536 14 Tuesdays, 1/27-5/5 (plus final exam on 5/12; class does not meet 3/24), 7-9:50 p.m. MCC Bldg. Lowe L213 Fee: $675
Instructor: Anthony Pace began his career with CIGNA Individual Financial Services in Boston, Massachusetts. He holds Chartered Life Underwriter and Chartered Financial Consultant designations from the American College. He is immediate past president and a member of the Financial Planning Association of Connecticut Valley, among other financial organizations.

Check the Summer '09 Credit-Free catalog for details about the CFP® Exam Review Course for the exam in July.
Principles and Practices of Real Estate
This required course for real estate licensing provides clear explanations of modern real estate practices and a working knowledge of real estate in Connecticut. Property owners, buyers, sellers, and anyone interested in pursuing real estate careers or operations will find this course beneficial and rewarding. Students must attend at least 60 hours and pass the course with a score of 70 or higher in order to sit for the State exam. Please note that your certificate will be printed with your name as it appears on your registration form. If you choose the Saturday section of the course, please bring your lunch. Required texts: Modern Real Estate Practice and CT Real Estate Practice and Law, as well as two strongly recommended texts, Real Estate Exam Prep for CT and Questions & Answers ... Real Estate Exam, available at MCC Bookstore for approximately $105 (for all four books).

CRN #11351 16 sessions, Tuesdays & Thursdays, 1/20-3/24 (does not meet 2/12, 2/17 & 2/19), 5:30-9:30 p.m. MCC Bldg, Lowe L240
CRN #11352 11 Saturdays, 1/24-4/18 (does not meet 2/14 & 4/11), 8:30 a.m.-2:30 p.m. MCC Bldg, Lowe L240
CRN #11353 16 sessions, Tuesdays & Thursdays, 4/28-6/23 (does not meet 5/28), 5:30-9:30 p.m. MCC Bldg, Lowe L240
Fee: $399
Instructors: CRN #11352: 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; CRNs #11351 & #11353: 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 Colleges.

Basic Appraisal Principles
This course is required for those seeking an appraiser’s license. Appraiser Qualifications Board (AQB) approval has been granted to Hondros Learning. The course is recognized by the Real Estate Commission for those seeking a broker’s license. Students will discuss real property concepts and characteristics; legal consideration; leases; environmental, geographic and physical factors; economic principles; and market analysis. Students must attend at least 30 hours and receive a passing grade of 70 or higher to receive a course certificate. Required text: Basic Appraisal Principles, Hondros Learning, available from MCC Bookstore, for approximately $45.

CRN #11354 9 Wednesdays, 3/11-5/6, 6-10 p.m.
MCC Bldg, Lowe L142 Fee: $250
Instructor: Archangelo D’Amato

Real Estate and Appraisal Commissions

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

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

Real Estate Salesperson (total of 60 hours)
- Principles and Practices of Real Estate (60 hours)

Real Estate Broker (total of 120 hours)
- Principles and Practices of Real Estate (60 hours)
- Appraisal (30 hours)
- Elective (30 hours)

Appraiser
For Real Property Appraiser Qualification Criteria, please refer to the following website: www.ct.gov/dcp - then click “real estate.”

Real Estate Law
Approved for broker license candidates, as well as an elective course for real estate salespersons interested in a broker’s license, this course covers the legal terminology one needs to know in order to pass the broker’s exam. This fast-paced course will focus on the laws and regulations that a CT real estate broker needs to know and cover the following topics: ownership and interests in land, title, and conveyancing; agency and contracts; landlord/tenant, planning, and zoning law; subdivision and condominium law; and real estate financing. Required textbook: Essentials of Practical Real Estate Law, Thompson, available at MCC Bookstore for approximately $75.

CRN #11361 9 Mondays, 2/23-4/20, 6-10 p.m. MCC Bldg, Lowe L142 Fee: $250
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.

MCC Real Estate and Appraisal
Courses May Qualify for Veteran’s Benefits
You may be able to receive monthly benefits for taking
- Principles and Practices of Real Estate
- Basic Appraisal classes

Call MCC’s Financial Aid Office for more information on Veteran’s Benefits at (860) 512-3362 or 512-3388
Continuing Education for Real Estate Professionals

The following courses meet the requirements for 12 hours of continuing education for the 2008-2010 C.E. Cycle for licensed real estate salespeople and brokers.

First-Time Home Buyers
Learn the tips from an experienced CT real estate attorney to make your first-time home buying experience a positive one. Learn what to ask and look for in a contract, what inspections you will need, how to get the best mortgage, what happens at the closing, and more. The class will review a standard real estate contract. You will also learn how to hire the right attorney, find the realtor and lender, and avoid common problems when buying your first home.

CRN #11955 1 Monday, 5/4, 6-9 p.m. MCC Bldg, Lowe L142 Fee: $35
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 is a former state counsel to two national title companies, is a member of the CT Bar Association Real Property Section Executive Committee, and practices law in West Hartford.

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

CRN #11956 1 Monday, 5/11, 6-9 p.m. MCC Bldg, Lowe L142 Fee: $35
Instructor: Elton B. Harvey III

Short Sales and Foreclosures
Many properties in CT are threatened with foreclosure because the homes have not held their value and the mortgages have outstripped the owners’ ability to pay. Learn about the foreclosure process, what programs are available to assist the distressed homeowner, what the difference is between strict foreclosure and foreclosure by sale, and how to go about structuring a short sale if foreclosure is inevitable. This course, taught by an experienced CT real estate attorney, will review the basics of short sales and the foreclosure procedure in CT.

CRN #11957 1 Monday, 5/18, 6-9 p.m. MCC Bldg, Lowe L142 Fee: $35
Instructor: Elton B. Harvey III

Connecticut Buyer Agency: Mandatory Continuing Education Course for 2008-2010 C.E. Cycle
CRN #11979 1 Thursday, 3/26, 9 a.m.-noon

Connecticut Disclosure, RESPA, & Law Update: Mandatory Continuing Education Course for 2008-2010 C.E. Cycle
CRN #11980 1 Thursday, 3/26, 12:30-3:30 p.m.

Environmental Issues
CRN #11357 1 Friday, 3/27, 9 a.m.-noon.

Radon
CRN #11978 1 Friday, 3/27 12:30-3:30 p.m.

Instructor: 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 Colleges.

All courses are held in MCC Bldg. Lowe L142
Fee per course: $65

TAKE ALL FOUR COURSES AND SAVE $40
CRN #11356 1 Thursday, 3/26 & 1 Friday, 3/27, 9 a.m.-noon & 12:30-3:30 p.m. both days Fee: $220

Students taking all four courses are encouraged to bring a lunch on both days.

Are You a Teacher Seeking CEUs?
A teacher may present a course catalog listing, and subsequent evidence of course completion, to his or her superintendent of schools for an approval of CEUs. The Continuing Education office can provide you with a certificate of completion for any Credit-Free course that you successfully complete. Please contact Jessie Bradley at (860) 512-2823 or jbradley@mcc.commnet.edu to request a certificate of completion.

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
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, email, 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 #11958 2 Saturdays, 4/18-4/25, 9:30 a.m.-4 p.m.
MCC Bldg. AST C203 Fee: $150
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.

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 the 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 #11940 1 Saturday, 3/28, 9:30 a.m.-4 p.m. MCC Bldg. AST C203
CRN #11941 1 Saturday, 5/9, 9:30 a.m.-4 p.m. MCC Bldg. AST C203
Fee: $80
Instructor: Beverly Salzman

Volunteer Management
Many volunteer managers come to the position with little or no training or experience. If you have fallen into this job title, do not fret! It is one of the most rewarding positions in human services. Some structure is all that is needed to make both you and the volunteers happy. You will learn how to recruit, retain and reward volunteers of all ages and types; how to design and deliver volunteer orientation, training, and supervision; and how to evaluate and plan programs. Plenty of time will be spent discussing specific problems you have encountered in your work. Preparing volunteer descriptions, developing interview skills, risk management, and supervising difficult volunteers are all included in this six-week course.
CRN #12012 6 Thursdays, 3/12-4/16, 7-9 p.m. MCC Bldg. LRC B208
Fee: $99
Instructor: Mary Carchrie recently retired as the director of the Cape Cod & Island Senior Service Corps after 15 years in this position, during which time she inaugurated the only all-seniors AmeriCorps program in the United States. She has presented workshops throughout the country for the Points of Light Foundation, the Corporation for National and Community Service, the Environmental Protection Agency, and the Massachusetts Service Alliance.

Strategic Planning for Small Businesses
Strategic planning may be defined as the set of decisions used to develop and implement plans that provide a competitively superior fit between an organization and its environment so as to achieve its goals. This workshop will focus on the basics of strategic planning, including addressing the pertinent questions: Where are we now? Where do we want to be? How do we get there? How do we know when we have arrived? Participants will receive a workbook and a set of planning worksheets to help with the process.
CRN #11997 1 Tuesday, 1/13, 9 a.m.-4 p.m. MCC Bldg. LRC B144
Fee: $100
Instructor: Ralph Braithwaite has an M.B.A. in organizational behavior and more than 20 years’ experience in training, human resources and teaching.
More Great Books

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

CRN #11960 6 Wednesdays, 2/18-4/29 (meets every other week), 3:30-5 p.m. MCC Bldg. AST C209 Fee: $20
Instructors: Dr. Gena Glickman, President of MCC; Jana Sime, Math faculty; Kimberly Hamilton-Bobrow, Ken Klucznik, and Michael DiRaimo, English faculty; Peter Poulos, Computer Science/Technology faculty; and Stephen Starger, Continuing Education staff.

2/18 - The Last Lecture by Randy Pausch. What wisdom would we impart to the world if we knew that it was our last chance to offer such thoughts? When Randy Pausch, a computer science professor at Carnegie Mellon, was asked to give such a lecture, he didn’t imagine it would be his last, being diagnosed afterward with terminal pancreatic cancer. His lecture was living and achieving dreams, and this book is an extension of his famous lecture.
Instructors: Kimberly Hamilton-Bobrow and Jana Sime

3/4 - As You Like It by William Shakespeare. “With spring just around the corner, isn’t it time to turn our thoughts to love?”
Instructor: Ken Klucznik

3/18 - Triangle by Katherine Weber. The famous 1911 Triangle Shirtwaist Fire in New York City is the subject of this novel, which features one of the oldest surviving members of the sweatshop tragedy holding on to a lifelong secret about the fire and its victims.
Instructor: Michael DiRaimo

4/1 - Winesburg, Ohio by Sherwood Anderson. Anderson’s novel-in-stories is a classic evocation of small-town life. At the center of the collection of related tales is young George Willard, through whose eyes we experience the inner lives of the “grotesques,” the inhabitants of Willard’s home town. Published in 1919, Winesburg, Ohio influenced such disparate writers as Hemingway, Thomas Wolfe, Ray Bradbury, Raymond Carver, John Cheever, and Richard Ford.
Instructor: Stephen Starger

4/15 - The Guernsey Literary and Potato Peel Society by Mary Ann Shaffer and Annie Barrows. The novel is written as a series of letters that tells the history of a small group of Channel Islanders who formed a book club during five years of Nazi occupation. Its humor and optimism affirms the power of books to sustain people during hard times.
Instructor: Dr. Gena Glickman

4/29 - What is the What by Dave Eggers. A novel based on the life of Valentino Achak Deng who, along with other “Lost Boys,” was forced to leave his village in Sudan and found his way to a land of promise—the United States of America.
Instructor: Peter Poulos

Toni Morrison’s A Mercy: A Book Discussion in Celebration of African American History Month

The library journal has called Nobel Laureate Toni Morrison’s new novel, A Mercy, “magical, mystical and memorable ...” Morrison’s poignant parable of mercies hidden and revealed belongs in every library.” In 1690, Anglo-Dutch trader Jacob Vaark reluctantly decides to accept a young slave girl, Florens, as partial compensation for a debt owed to him. Her mother thinks that giving up her daughter to a kinder slave owner is an act of mercy. Florens finds herself in the midst of a community of women striving to understand their burdens of sorrow and grief and to discover the mercies of love. Morrison hauntingly weaves the stories of these women into a colorful tale of loss, despair, hope and love. The book is available at your local and online bookstores and at most libraries.
CRN #12015 1 Tuesday, 2/10, 6-8 p.m. MCC Bldg. Lowe L142 Fee: $10
Instructors: Jana Sime is professor of math at MCC; Kimberly Hamilton-Bobrow and Lois Coleman are professors of English at MCC.

Creative Writing: Discovering Fiction

This fiction workshop will invite lively discussion toward the practice and discovery of both the stories and the language necessary to write effective and illuminating fiction. By examining the work of a variety of successful writers and through open discussion of students’ work, the course will address the methods of structuring plot, developing character, descriptive writing, and assembling stories, both long and short. Exercises and prompts will be used to initiate creative writing in class. Each writer’s voice is distinct and unique, and the course should help the beginner or more experience writer of fiction discover or refine their own. Please note: the instructor will read and comment on up to ten pages of student work per week, for those interested. Please register early; enrollment is limited.
CRN #11963 6 Mondays, 2/23-4/6 (does not meet 3/16), 7-9 p.m. MCC Bldg. LRC A108 Fee: $99
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 City College of San Francisco. His historical novel, Perfect Silence, was published by Breakaway Books and was a Book Sense 76 Selection in 2000.

www.mcc.commnet.edu 54 Credit-Free Phone-In Registration (860) 512-3232
Mermaids in the Basement: An Introduction to Contemporary Women’s Poetry
This course will offer an introduction to four contemporary women poets: Anne Sexton, Lucille Clifton, Sandra Cisneros, and Sharon Olds. We will read and discuss their poetry and explore how their work can illuminate and deepen our understanding of everyday life. The course is open to poetry readers of all levels. Hand-outs of the poems will be provided.
CRN #11961 1 Thursday, 3/5, 6-9 p.m. MCC Bldg. Lowe L142 Fee: $15
Instructor: Mariana DiRaimo, who has two master’s degrees from Montana State University and Wesleyan University, is professor of English at MCC, where she teaches writing, literature and creative writing.

Minding the Muse: The Practice of Poetry
This is designed for poets who have taken few, if any, poetry writing workshops. Focus will be on the inspiration and commitment necessary to call oneself a poet. Writers write, and for each class, we will begin with a poetry writing exercise, designed to model a different technique. Each week participants will bring with them their revised work from the week before. The last part of each session will be set aside for out-loud presentation, along with critique and support.
CRN #11967 6 Mondays, 3/16-4/20, 6:30-8:30 p.m.
MCC Bldg. LRC A226 Fee: $99
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.

Speak Up: Poetry Out Loud
Are you a writer who wants to share your work out loud with an audience? Do your fingers itch to grip a microphone? Or maybe you wish you had the itch. Poetry is as much an oral art as it is a written one. Like a good story or joke, it is meant to be heard out loud. Whether your audience is one person or a 100, your words should be heard. And your stage is everywhere! In this “out loud,” interactive workshop, you will practice with accomplished poet, performer, and poetry slam advocate Elizabeth Thomas, who will coach you on delivering an effective reading or performing style. You should bring a poem to each of the two sessions. As a special offer, you will also be encouraged to attend a local open mic venue with your classmates for a third session on everyone’s own time.
CRN #11966 2 Mondays, 5/4-5/11, 7-9 p.m. MCC Bldg. V6 V162 Fee: $35
Instructor: Elizabeth Thomas

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. Prerequisite: Writing and Illustrating Children’s Books or some writing/art experience.
CRN #11965 6 Thursdays, 4/21-5/26, 7-9 p.m. MCC Bldg. AST D229 Fee: $165
Instructor: Iris Van Rynbach

Writing and Illustrating Children’s Books: A Continuation
As a follow-up to Writing and Illustrating Children’s Books, this more advanced course will allow students to finish works in progress, while focusing on how to get your work published by targeting the correct markets for your art, as well as how to write cover letters and queries. One of the classes will meet in the children’s section of an area bookstore. Prerequisite: Writing and Illustrating Children’s Books or some writing/art experience.
CRN #11965 6 Thursdays, 4/21-5/26, 7-9 p.m. MCC Bldg. AST D229 Fee: $165
Instructor: Iris Van Rynbach

Explorations in Film & Literature:
Mystic River
Dennis Lehane’s Mystic River is a novel set in Irish South Boston that blends hard-nosed crime drama with the larger themes of innocence and lost friendship. Clint Eastwood’s film adaptation of Lehane’s novel captures perfectly the ethnic ambience of “Southie” and the doom that infects the characters’ lives. This film offers stunning visual images and top-notch acting performances that are sure to stick in the memory. Students should allow enough time to read the book before the first class starts. The book is available at local and online bookstores, and libraries. The film will be shown during the second class, followed by discussion.
CRN #11959 2 Wednesdays, 3/11-3/18, 7-8:30 p.m. (first class) & 7-9:30 p.m. (second class) MCC Bldg. V5 V151 Fee: $15
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.

MERMAIDS IN THE BASEMENT: AN INTRODUCTION TO CONTEMPORARY WOMEN’S POETRY
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CRN #11965 6 Thursdays, 4/21-5/26, 7-9 p.m. MCC Bldg. AST D229 Fee: $165
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.

WRITING AND ILLUSTRATING CHILDREN’S BOOKS: A CONTINUATION
As a follow-up to Writing and Illustrating Children’s Books, this more advanced course will allow students to finish works in progress, while focusing on how to get your work published by targeting the correct markets for your art, as well as how to write cover letters and queries. One of the classes will meet in the children’s section of an area bookstore. Prerequisite: Writing and Illustrating Children’s Books or some writing/art experience.
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Welcome to Online Learning!

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

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

Requirements:

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

- January 21
- February 18
- March 18
- April 15
- May 20

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Accounting Fundamentals
Gain a marketable skill by learning the basics of double-entry bookkeeping, financial reporting, and more. $110
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Accounting Fundamentals II
Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor. $110
CRN #11055

ART

Drawing for the Absolute Beginner
Gain a solid foundation in drawing and become the artist you’ve always dreamed you could be! $110
CRN #11078

Enjoying European Art Online
An introduction to the most important works of European art, with a wealth of commentary and interesting historical information. $110
CRN #11079

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. $110
CRN #11070

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. $110
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Building Teams That Work
Learn the secrets of dynamic team building. $110
CRN #11098

Understanding the Human Resources Function
Learn to handle basic human resource functions to ensure the best possible results. $110
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Managing Customer Service
Become indispensable to any organization by understanding how to identify and meet customer needs. $110
CRN #11067

Introduction to Business Analysis
Learn powerful techniques to improve your decision-making skills at work. $110
CRN #11291

Mastery of Business Fundamentals
Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program. $110
CRN #11071

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Learn what all MBAs know—without going to the trouble of getting an MBA! $110
CRN #11074

Successful Construction Business Management
Gain a powerful and permanent advantage over the competition by learning how to practice expert business management. $110
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Distribution and Logistics Management
Learn how to improve your company’s distribution and logistics management activities, increase customer satisfaction, and improve operational throughput. $110
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Learn the basic skills required to work in the manufacturing field. $110
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Gain the skills you’ll need to succeed in the fast-growing field of project management. $110
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Improve your company’s bottom line by mastering the fundamentals of purchasing. $110
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Purchasing Applications
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CRN #11056

Supply Chain Management Fundamentals
Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations. $110
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Supply Chain Management Applications
Become more valuable to your organization by learning to improve company processes. $110
CRN #11075

Total Quality Fundamentals
Learn the basics of total quality management. $110
CRN #11077

Six Sigma: Total Quality Applications
Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality. $110
CRN #11062

BASIC COMPUTER LITERACY

Basic Computer Literacy
($110 per class)

Creating a Successful Business Plan
Turn your business ideas into a solid plan for financing and long-term success. $110
CRN #11289

Start and Operate Your Own Home-Based Business
Stop dreaming and learn how to start your own successful small business. $110
CRN #11298

Start Your Own Small Business
Auction pros teach you how to work from home or earn extra income by buying and selling goods online. $110
CRN #11299

Start Your Own Arts and Crafts Business
Learn how to start your own arts and crafts business from a professional artist. $110
CRN #11619

Learn to Buy and Sell on eBay
Auction pros teach you how to work from home or earn extra income by buying and selling goods online. $110
CRN #11143

Start Your Own eBay Drop-Off Store
Turn people’s unwanted items into a lucrative source of income by starting an eBay drop off store. $110
CRN #11144

Growing Plants for Fun and Profit
An industry professional teaches you everything you need to prosper in the backyard nursery business. $110
CRN #11263

Get Paid to Travel
Learn everything you need to start your new and exciting career as a professional tour director. $110
CRN #11302

Start Your Own Consulting Practice
Find out how you can earn income by sharing your training or knowledge with others. $110
CRN #11300

Secrets of the Caterer
Learn cooking and business secrets from a professional caterer. $110
CRN #11262

Wow, What a Great Event!
Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner. $110
CRN #11053

Résumé Writing Workshop
Discover the secret to transforming your tired, boring résumé into a powerful tool that will get you interviews. $110
CRN #11285

 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. $110
CRN #11286

Get Assertive!
Find out how you can stop others from intimidating you or treating you poorly. $110
CRN #11272

Leadership
Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life. $110
CRN #11284

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. $110
CRN #11276

Individual Excellence: Secrets of Career Success
Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity. $110
CRN #11069

Achieving Success With Difficult People
Learn how to have more successful relationships with difficult bosses, coworkers, students, neighbors, or relatives. $110
CRN #11094

Merrill Ream Speed Reading
Acclaimed speed reading expert teaches you how you can save yourself time by reading faster with better comprehension. $110
CRN #11235

COMPUTERS

Basic Computer Literacy
($110 per class)

Keyboarding
CRN #1111
Introduction to the Internet
CRN #11141
Introduction to Windows Vista
CRN #11135
Introduction to Windows XP
CRN #11136
Introduction to Linux
CRN #11152
Computer Skills for the Workplace
CRN #1112

Computer Applications
($110 per class)

Introduction to Microsoft Word 2007
CRN #11118
Introduction to Microsoft Word 2003
CRN #11117
Intermediate Microsoft Word 2003
CRN #11119

Full course descriptions at www.ed2go.com/manchcc

Online Academy

Intermediate Microsoft Word 2007
CRN #11118
Introduction to Microsoft Word 2003
CRN #11117
Intermediate Microsoft Word 2003
CRN #11119

Full course descriptions at www.ed2go.com/manchcc

Online Academy
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<td>Introduction to Microsoft PowerPoint 2007</td>
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<td>New Introduction to Peachtree Accounting 2009</td>
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<td>QuickBooks 2006 for Contractors</td>
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<td>Performing Payroll in QuickBooks 2007</td>
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<td>Performing Payroll in QuickBooks 2006</td>
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<td>Introduction to Microsoft Outlook 2007</td>
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<tr>
<td>Introduction to Microsoft Outlook 2003</td>
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### Web Page Design, Graphics & Multimedia

($110 per class)

- Creating Web Pages
  - CRN #11146
- Creating Web Pages II
  - CRN #11168
- Introduction to CSS and XHTML
  - CRN #11188
- Intermediate to CSS and XHTML
  - CRN #11189
- Designing Effective Websites
  - CRN #11197
- New Introduction to Dreamweaver CS3
  - CRN #11201
- Introduction to Dreamweaver 8
  - CRN #11169
- Introduction to Dreamweaver MX 2004
  - CRN #11170
- New Intermediate Dreamweaver CS3
  - CRN #11199
- Introduction to Microsoft FrontPage 2003
  - CRN #11145
- Achieving Top Search Engine Positions
  - CRN #11142
- Introduction to CorelDRAW X3
  - CRN #11190
- Introduction to Flash 8
  - CRN #11171
- Introduction to Flash MX 2004
  - CRN #11172

### Web Programming

($110 per class)

- Introduction to ASP.NET
  - CRN #11166
- Introduction to Java Programming
  - CRN #11174
- New Intermediate Java Programming
  - CRN #11200

### Graphic Design

($110 per class)

- Photoshop Elements 6.0 for the Digital Photographer
  - CRN #11204
- Photoshop Elements 5.0 for the Digital Photographer
  - CRN #11183
- New Photoshop Elements 6.0 for the Digital Photographer II
  - CRN #11205
- Photoshop Elements 5.0 for the Digital Photographer II
  - CRN #11182
- Introduction to Photoshop CS3
  - CRN #11177
- Introduction to Photoshop CS2
  - CRN #11176

### Computer Troubleshooting & Networking

($110 per class)

- Introduction to PC Troubleshooting
  - CRN #11115
- Introduction to PC Security
  - CRN #11198
- Advanced PC Security
  - CRN #11114
- Wireless Networking
  - CRN #11148
- Introduction to Networking
  - CRN #11149
- Intermediate Networking
  - CRN #11147

### Computer Programming & Database Management

($110 per class)

- Introduction to Database Development
  - CRN #11151
- Introduction to Alice 2.0 Programming
  - CRN #11162
- Introduction to PHP and MySQL
  - CRN #11164
- Intermediate PHP and MySQL
  - CRN #11165
- Introduction to C++ Programming
  - CRN #11159
- Introduction to C# Programming
  - CRN #11160
- Intermediate C# Programming
  - CRN #11161
- Introduction to Perl Programming
  - CRN #11163
- Introduction to Python 2.5 Programming
  - CRN #11158
- Introduction to Visual Basic 2005
  - CRN #11153
- Intermediate to Visual Basic 2005
  - CRN #11154
- Creating User Requirements Documents
  - CRN #11066
- High-Speed Project Management
  - CRN #11194
Solving Classroom Discipline Problems II
In this professional development course, you’ll get the teacher training you need to deal effectively with serious discipline problems and help even the most challenging students you’re teaching make more responsible choices. $110
CRN #11221

Working Successfully With Learning Disabled Students
Learn how to successfully meet the diverse needs of the learning disabled students in your classroom. $110
CRN #11236

Teaching Students With Autism: Strategies for Success
Help your students with high-functioning autism and Asperger’s Syndrome unlock their potential in the classroom. $110
CRN #11233

Survival Kit for New Teachers
Veteran instructor shares the secrets for success in your first years of teaching. $110
CRN #11218

Ready, Set, Read!
A learning specialist shows you how to raise a successful reader and writer. $110
CRN #11230

The Creative Classroom
Enrich your teaching talents and encourage your students’ creative thinking as you learn to turn your classroom into a creative classroom. $110
CRN #11220

Differentiated Instruction in the Classroom
Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms. $110
CRN #11222

Creating the Inclusive Classroom: Strategies for Success
In this professional development course for teachers, you’ll get the training you need to reach the diverse mix of students you face every day—learning proven strategies that turn diversity into opportunity. $110
CRN #11364

Teaching Writing: Grades 4-6
In this teacher-training course, you’ll learn from an experienced educator how to motivate and assist developing writers. $110
CRN #11618

Guided Reading and Writing: Strategies for Maximum Student Achievement
Get the professional development training you need to improve student literacy as an accomplished teacher shares the secrets of turning guided reading strategies into opportunities for teaching writing. $110
CRN #11231

Response to Intervention: Reading Strategies That Work
Learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need. $110
CRN #11615

Guided Reading: Strategies for the Differentiated Classroom
Learn creative ways to bring differentiated instruction and guided reading to life in your classroom. $110
CRN #11232

Integrating Technology in the Classroom
Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans. $110
CRN #11223

The Classroom Computer
Learn how to use the classroom computer to increase learning and motivate students. $110
CRN #11227

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. $110
CRN #11228

Microsoft Excel 2007 in the Classroom
Learn the basics of Microsoft Excel 2007 in this professional development course for teachers, and get the training every teacher needs for using and teaching this powerful program effectively in the classroom. $110
CRN #11225

Microsoft Excel 2003 in the Classroom
Discover the many ways Microsoft’s powerful mathematical and analytic tool can help you and your students. $110
CRN #11224

Microsoft PowerPoint 2007 in the Classroom
In this course for teachers, you’ll learn how to motivate students and enrich lessons by bringing Microsoft PowerPoint 2007 into your classroom. $110
CRN #11621
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<tr>
<th>Course Title</th>
<th>Description</th>
<th>CRN</th>
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</thead>
<tbody>
<tr>
<td>Microsoft PowerPoint 2003 in the Classroom</td>
<td>Motivate your students and enrich your lessons by bringing PowerPoint into your classroom.</td>
<td>#11229</td>
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<tr>
<td>Microsoft Word 2007 in the Classroom</td>
<td>Harness the power of the most popular word processing program on the market and become a more productive and creative teacher.</td>
<td>#11116</td>
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<tr>
<td>Microsoft Word 2003 in the Classroom</td>
<td>Harness the power of the most popular word processing program on the market and become a more productive and creative teacher.</td>
<td>#11226</td>
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<tr>
<td>Big Ideas in Little Books</td>
<td>Increase student performance and earn extra income by converting your ideas for instructional aids into reality.</td>
<td>#11234</td>
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<tr>
<td>Enhancing Language Development in Childhood</td>
<td>Enrich the lives of your children by learning fun and natural ways to help them become proficient speakers and thinkers.</td>
<td>#11260</td>
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<td>Understanding Adolescents</td>
<td>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.</td>
<td>#11258</td>
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<tr>
<td>Guiding Kids on the Internet</td>
<td>Gain confidence and experience so you can help your children discover all the Internet has to offer.</td>
<td>#11256</td>
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<td>GRANT WRITING \ NONPROFIT MANAGEMENT</td>
<td>Write Effective Grant Proposals: Learn to prepare grant proposals that get solid results for your favorite organization or charity.</td>
<td>#11243</td>
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<td>Becoming a Grant Writing Consultant: Increase your income while working from home by starting a grant writing consulting business.</td>
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<td>Creating Your Own Nonprofit: Industry veteran shows you how to take a nonprofit business from vision to reality.</td>
<td>#11290</td>
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<td>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.</td>
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<td>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.</td>
<td>#11294</td>
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<td>HEALTH CARE, NUTRITION &amp; FITNESS</td>
<td>Assisting Aging Parents: Handle the challenges you will face in the coming years.</td>
<td>#11259</td>
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<td>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.</td>
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<td>HIPAA Compliance: Learn how to comply with the duties, rights, and responsibilities of HIPAA.</td>
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<td>Become an Optical Assistant: Learn what it takes to become an optical assistant and discover why it’s one of today’s most popular and fascinating career opportunities.</td>
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<td>Become a Physical Therapy Aide: Prepare for a rewarding career as a valued member of the physical therapy team.</td>
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<td>Become a Veterinary Assistant: Practicing veterinarian prepares you to work in a veterinary office or hospital.</td>
<td>#11268</td>
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<td>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.</td>
<td>#11269</td>
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<td>Become a Veterinary Assistant III: Practical Skills: Learn the practical skills you’ll need to be a valuable veterinary assistant or educated pet owner.</td>
<td>#11270</td>
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<td>Introduction to Natural Health and Healing: Learn how to promote wellness, balance, and health in all aspects of your daily life.</td>
<td>#11271</td>
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<td>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!</td>
<td>#11261</td>
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<td>Handling Medical Emergencies: Every second counts during a medical emergency. Learn how to respond if someone needs your help.</td>
<td>#11266</td>
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<td>Outdoor Survival Techniques: Learn the essential skills you will need to survive in a remote or stranded condition.</td>
<td>#11288</td>
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<td>LANGUAGES</td>
<td>Beginning Braille Transcription: Prepare for a rewarding career as a Braille transcriber by learning to write and read the tactual language of the blind.</td>
<td>#11096</td>
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<td>Speed Spanish: Learn six easy recipes to glue Spanish words together into sentences, and you’ll be engaging in conversational Spanish in no time.</td>
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<td>Speed Spanish II: Clever follow-up to our popular Speed Spanish course. Several new recipes help you quickly build fluency.</td>
<td>#11253</td>
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<tr>
<td></td>
<td>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.</td>
<td>#11254</td>
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</tbody>
</table>
### Online Academy

**Full course descriptions at www.ed2go.com/manchcc**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Description</th>
<th>Fee</th>
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<tbody>
<tr>
<td><strong>Business &amp; Finance</strong></td>
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<tr>
<td>Introduction to Stock Options</td>
<td>Learn how stock options can protect your portfolio and help you profit in any type of market.</td>
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<td><strong>Photography</strong></td>
<td></td>
<td>$110</td>
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<tr>
<td>Discover Digital Photography</td>
<td>An informative introduction to the fascinating world of digital photography equipment.</td>
<td>$110</td>
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<tr>
<td><strong>Sales &amp; Marketing</strong></td>
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<td>$110</td>
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<tr>
<td>Principles of Sales Management</td>
<td>Master the art of managing sales teams from a sales management professional.</td>
<td>$110</td>
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<td><strong>Personal Finance</strong></td>
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<td>Debt Elimination Techniques That Work</td>
<td>Learn specific, powerful, and proven strategies to get completely out of debt and live a stress-free lifestyle.</td>
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<tr>
<td><strong>Math &amp; Science</strong></td>
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<td>Introduction to Algebra</td>
<td>Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.</td>
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<td><strong>PERSONAL ENRICHMENT</strong></td>
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<tr>
<td>Goodbye to Shy</td>
<td>Become more confident in social, professional, and romantic situations.</td>
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<td><strong>MATH &amp; SCIENCE</strong></td>
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<td>Everyday Math</td>
<td>Gain confidence in your basic math skills and start using math to your advantage.</td>
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<td><strong>Writing for ESL</strong></td>
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<td>$110</td>
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<tr>
<td>Writing for ESL</td>
<td>Learn how to write in English more effectively to succeed in college and at work.</td>
<td>$110</td>
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<td><strong>Grammar for ESL</strong></td>
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<td>$110</td>
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<tr>
<td>Grammar for ESL</td>
<td>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.</td>
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<tr>
<td><strong>Human Anatomy and Physiology</strong></td>
<td>Gain a greater appreciation and understanding of the marvelous complexity of the human body.</td>
<td>$110</td>
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<tr>
<td><strong>Personal Finance</strong></td>
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<tr>
<td>Personal Finance</td>
<td>Protect your assets and discover how best to achieve all your financial goals.</td>
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<tr>
<td><strong>Real Estate Investing</strong></td>
<td>Build and protect your wealth by investing in real estate.</td>
<td>$110</td>
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<tr>
<td><strong>Photography</strong></td>
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<tr>
<td><strong>Internet marketing plan for your business</strong></td>
<td>E-commerce expert helps you develop an Internet marketing plan for your business.</td>
<td>$110</td>
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<td><strong>Real Estate Investing II: Financing Your Property</strong></td>
<td>Discover the tools professional investors use to crunch numbers and analyze potential deals, and learn how to make better decisions with sophisticated, yet easy-to-use worksheets for doing your own financial analysis.</td>
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<td><strong>Secrets of Better Photography</strong></td>
<td>Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations.</td>
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<tr>
<td><strong>Photographing People With Your Digital Camera</strong></td>
<td>Learn to take beautiful pictures of adults, children, and babies.</td>
<td>$110</td>
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<tr>
<td><strong>SALES &amp; MARKETING</strong></td>
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<tr>
<td><strong>Effective Selling</strong></td>
<td>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.</td>
<td>$110</td>
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<tr>
<td><strong>Test Prep</strong></td>
<td></td>
<td>$110</td>
</tr>
<tr>
<td>GED Test Preparation</td>
<td>Want to pass the GED? This course will help you develop the skills you’ll need to succeed.</td>
<td>$110</td>
</tr>
</tbody>
</table>

**Spring 2009 Credit-Free Catalog**
## Online Academy

**Prepare for the GED Language Arts, Writing Test**
Obtain the skills and knowledge to successfully prepare for the GED Language Arts. Writing test. $110  
**CRN #11207**

**Prepare for the GED Math Test**
Master the skills you’ll need to successfully pass Test 5 in the GED test series. $110  
**CRN #11208**

**GMAT Preparation**
Discover powerful test-taking techniques and methods for improving your score on the GMAT. $110  
**CRN #11211**

**GRE Preparation: Part 1**
Discover powerful strategies for success in the verbal and analytical sections of the GRE. $110  
**CRN #11209**

**GRE Preparation: Part 2**
Learn a variety of useful techniques for tackling the math section of the GRE. $110  
**CRN #11210**

**LSAT Preparation: Part 1**
Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills. $110  
**CRN #11212**

**LSAT Preparation: Part 2**
Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers. $110  
**CRN #11213**

**SAT/ACT Preparation: Part 1**
Master the reading, writing, English, and science questions on the ACT and new SAT. $110  
**CRN #11214**

**SAT/ACT Preparation: Part 2**
Master the math questions on the ACT and new SAT. $110  
**CRN #11215**

### 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. $110  
**CRN #11108**

**Romance Writing Secrets**
Learn how to write and sell romance novels from a veteran romance author. $110  
**CRN #11084**

**Fundamentals of Technical Writing**
Learn the skills you need to succeed in the well-paying field of technical writing. $110  
**CRN #11088**

**Writing Great Technical Documents**
Learn how to write great technical documents from an award-winning technical writer. $110  
**CRN #11089**

**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. $110  
**CRN #11072**

**Grammar Refresher**
Gain confidence in your ability to produce clean, grammatically correct documents and speeches. $110  
**CRN #11081**

**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. $110  
**CRN #11100**

**Writeriffic: Creativity Training for Writers**
Banish writer’s block forever with these tricks from the published writer’s toolbox. $110  
**CRN #11103**

**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. $110  
**CRN #11086**

**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. $110  
**CRN #11109**

**Writing for Children**
A published children’s author shows you how to touch the hearts of children by creating books for them. $110  
**CRN #11097**

**Mystery Writing**
Using vivid examples from best-selling mystery novels, this course will teach you the techniques you need to become a successful author. $110  
**CRN #11083**

**Research Methods for Writers**
Learn the most efficient and effective methods to conduct research for any writing project. $110  
**CRN #11091**

**Forensic Science for Writers**
Learn the secrets behind forensic science and add new characters, depth, and marketability to your fiction. $110  
**CRN #11090**

**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. $110  
**CRN #11101**

**Write Fiction Like a Pro**
A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story. $110  
**CRN #11102**

**Advanced Fiction Writing**
Explore advanced fiction writing techniques with a published novelist. $110  
**CRN #11107**

**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. $110  
**CRN #11082**

**Travel Writing**
Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books. $110  
**CRN #11087**

**A Writer’s Guide to Descriptive Settings**
Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters. $110  
**CRN #11085**

**Write Your Life Story**
Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others. $110  
**CRN #11104**

**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. $110  
**CRN #11106**

**Business Marketing Writing**
Write great marketing copy to improve your company’s image and your chances of getting hired or promoted. $110  
**CRN #11099**

**Introduction to Internet Writing Markets**
A professional writer helps you discover a wide variety of new markets for your written work. $110  
**CRN #11105**

**Publish It Yourself: How to Start and Operate Your Own Publishing Business**
Convert manuscripts into income by producing and selling books like the pros. $110  
**CRN #11296**
Using Mathematics to Solve Crimes
Mathematics helps us to organize finances, predict population growth, and even win at cards. But did you know math can also be used to solve crimes? That’s right! From finding a criminal’s home to breaking secret codes, come and discover some of the ways mathematics can be used to solve crimes.
CRN #11920 1 Friday, 3/6, 11:30 a.m.-1 p.m. MCC Bldg. AST E202 Fee: $5
Instructor: Kate Lombardi is professor of mathematics at MCC.

Big Bands of the Swing Era
The years 1935-1950 encompassed a golden age for jazz big bands. Known as the Swing Era, the period made stars of such masters as Benny Goodman, Artie Shaw, Harry James, Count Basie, Chick Webb, the Dorsey Brothers, and many others. Relive—or be introduced to—this glorious era of big-band swing. There will be lots of music to listen to and time for questions.
CRN #11924 1 Friday, 3/20, 11:30 a.m.-1 p.m. MCC Bldg. AST E202 Fee: $5
Instructor: Steve Starger, an educational assistant in MCC’s Credit-Free Program, is an author and professional musician.

Getting the Most Out of Your Digital Camera
If you own or want to own a full-featured digital camera, you should know how to make the most of it. Our pictures are our memories; let’s make them good. This class will offer an overview of the creative potential of your camera’s exposure mode options, including the difference between and advantages of automatic, aperture priority, shutter priority, manual exposure, and other features.
CRN #11928 1 Friday, 4/3, 11:30 a.m.-1 p.m. MCC Bldg. AST D211 Fee: $5
Instructor: Dan Long is professor of photography at MCC. He studied photography at Bennington College, R.I.S.D., and Purdue University.

A History of the Mayans
A fascinating survey of Mayan history, culture and astronomy, specifically from the Mayan in the Yucatan, Mexico, including the sites of Chichen Itza, Mayapan, Dzibilchaltun, and Uxmal. Explore the many intellectual achievements of a civilization, the majority of whose accomplishments have been lost to us. Discussion will involve the creation of the Mayan calendar, interpretation of its glyphs, and its controversial ending date of 2012.
CRN #11925 1 Friday, 4/17, 11:30 a.m.-1 p.m. MCC Bldg. AST E202 Fee: $5
Instructor: Jean Wynn, chair of the MCC Psychology and Anthropology Department, has taught at the college for more than 20 years. She has traveled five continents and has lived in North America, Asia, and Africa.

Getting a Life Back
This class will use systems theory to describe a new way of thinking (“Energy Points”) about recovery from a variety of issues, most notably addiction to drugs or alcohol and issues related to it. The class will be interactive and address issues that the class raises.
CRN #11927 1 Friday, 5/8, 11:30 a.m.-1 p.m. MCC Bldg. AST E202 Fee: $5
Instructor: John Madsen-Bibeau is a licensed marriage and family therapist in Massachusetts. He also teaches Introduction to Psychology at MCC.

Student Films: The Cream of the Crop
Many of you watched the Academy Awards last February. What you didn’t see are the awards given for outstanding student films. Those awards are presented later in the spring, so they are not televised. Join our instructor as he screens some of the recent winners. Most of the films are fairly short, so there will be ample time for discussion.
CRN #11926 1 Friday, 5/22, 11:30 a.m.-1 p.m. MCC Bldg. AST E202 Fee: $5
Instructor: Robert Kagan is chair of the Department of Communication and Humanities at MCC. He has been teaching Film Study and Video Production for more than 30 years. Before coming to MCC, he worked in commercial television.

ENROLL IN ALL SIX COURSES AND TAKE ONE FOR FREE!
CRN # 12028 6 Fridays, 3/6; 3/20; 4/3; 4/17; 5/8 & 5/22, 11:30 a.m.-1 p.m. MCC Bldg. AST E202 Fee: $25

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

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.
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 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.

Fill out the membership form, detach the card, sign it and keep for your records.

Then send the completed form to the OAA address below along with your check.

MCC Organization of Active Adults Membership Form
(Minimum Age: 50) • PLEASE PRINT

Dues: $12 per person per year (September 1-August 31) • Make check payable to MCCOAA

(Mr. & Mrs. Mr. Mrs. Ms. Miss) Last Name ____________________________________________

Last Name (if different) ____________________________________________________________

First Name ___________________________________________ circle one ______ M ______ F Date of Birth ______

First Name ___________________________________________ circle one ______ M ______ F Date of Birth ______

Address ________________________________________________________________

Town __________________________________ State __________ Zip ___________

Phone (__________) ___________________________ Renewal ______ New Member ______

Please return your completed form with your check.

Amount enclosed: __________________

Check #: ______ Date: ______

Date Received: ______

(completed by office)

Send to: Organization of Active Adults
Manchester Community College
P.O. Box 1046, MS #16
Great Path
Manchester, CT 06045-1046

MCCOA Tuition Rebate Program

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 1, 2008 through August 31, 2009). Bring your Tuition Rebate Form (below) to class and have it signed by the instructor. Rebates are given to OAA members, new or renewed, only. You may register for a Credit-Free course before you join OAA, but you must be a member before the course start date. Date of membership is determined by the postmark on your sign-up envelope.

Please use one form per member, per course. Mail the completed tuition rebate form by September 30, 2009 to:

Gary Chipman • MCCOA • Box 1046, MS #16 • Great Path • Manchester, CT 06045-1046

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

MCCOA Tuition Rebate Form

Membership in OAA Required before Course Start Date • Minimum Age Requirement - 50 years

OAA member’s name: ______________________________________________________________

Member’s address: ________________________________________________________________

Course title: ________________________________________________________________

Course Start Date ______________________________________________________________

Course fee: __________________

Semester: (circle one) Fall 2008 Winter 2008/2009 Spring 2009 Summer 2009

Instructor’s signature: ___________________________________________________________

(Verifying that student attended at least one class session)
Excursions in Learning
Children's Program
Manchester Community College

Spring 2009

Enrichment classes for inquisitive students in grades K-8
- Saturday morning classes from 9 a.m.-noon
- Classes are held at Manchester Community College
- $35 per one-session class, $70 per two-session class

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<thead>
<tr>
<th>Grades K-2</th>
<th>Grades 3-5</th>
<th>Grades 6-8</th>
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<tr>
<td>Dates</td>
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<td>Bones R’ Us (grades 2-4)</td>
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<td>Lenses and Light (grades 1-2)</td>
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<td>Spiders, Scorpions and Centipedes (grades K-2)</td>
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<td>The Nature of Numbers: Winter Patterns (grades K-2)</td>
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<td>Animal Tales (grades 1-3)</td>
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<td>Take Flight (grades 2-4)</td>
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<td>The Wolves Are Back (grades K-2)</td>
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<td>From Trilobites to T.Rex (grades 1-2)</td>
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<td>Incredible Edibles (grades 2-4)</td>
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<td>Jellyfish Aglow Glow (grades 1-3)</td>
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<td>2/21</td>
<td>The Mystery of the Winter Box (grades K-2)</td>
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<td>Animal Actions (grades K-2)</td>
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<td>2/28</td>
<td>Mouse Adventures (grades 1-3)</td>
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<td>The Planet Protectors (grades 1-3)</td>
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<td>The Violent World of Plants (grades 2-4)</td>
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★ Indicates a NEW class

For more information visit our website at www.mcc.commnet.edu/continuing/excursions.php
Contact Susan Meisler, Program Coordinator at (860) 512-2804 or smeisler@mcc.commnet.edu
to request a brochure with course descriptions and a registration form.
WEB REGISTRATION

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

Login:
- Go to http://my.commnet.edu
- Enter your NetID and PIN (See “New NetID Users” information below)
- Click on the “Student” tab
- Click on the “Student Self Service” channel

Registering:
- If prompted, select Manchester Community College from the list of colleges
- Click on “Registration and Payment”
- Click on “Register (add/drop) classes”
- Go to Select a Term, select the correct semester/year, then submit
- Follow instructions in step 1 and 2**
- Click on “View Schedule” at the bottom of the page to confirm registration
- Follow the prompts to initiate payment

PLEASE NOTE: Online registration for the Motorcycle Program is not permitted.

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

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

Please call (860) 512-3220 for more information about Web registration or to request your Banner ID.

New NetID Users

- Your NetID is your Banner ID with the “@” symbol in a different position (i.e. a student with a Banner ID of @87654321, will have the following NetID: 87654321@student.commnet.edu)
- Your initial password is made up of the following personal information:
  1. The first three characters of your birth month (with first letter capitalized)
  2. The “&” symbol
  3. The last four digits of your Social Security Number Example: For a user whose birthday is in October and whose social security number ends in 6789, the initial password would be Oct&6789
- You will then be prompted to change your password

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, unless otherwise indicated in the course descriptions. Please see maps on page 35 and 53 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 35. Please note: Due to construction near Lot B, you may want to park in Lot C.

Postponements & Make-Ups

Classes postponed by instructor’s request or extreme weather conditions will be made up whenever possible. Please call the College’s main line, (860) 512-3016, or visit the College web page: www.mcc.commnet.edu for cancellations due to weather conditions. You may not make up absences by attending classes other than your own.

Cancellations

MCC reserves the right to cancel, 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.

Refund Policy for Credit-Free Courses

There is a minimum enrollment for all Credit-Free courses. Classes with insufficient enrollment will be cancelled. If a course is full or cancelled, you will be notified by phone, mail or email before the 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 06045-1046

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 (3) business days prior to the first scheduled class meeting, or you will be billed for the course(s).
5 easy ways to register for Credit-Free courses
Please complete and submit this entire page.

1. By Mail
Complete a registration form (one person per registration form, please). Pay by check, money order, MasterCard, VISA or Discover.
Mail entire page with full payment to:
Continuing Education Registration, MS #13
Manchester Community College
Great Path
P.O. Box 1046
Manchester, CT 06045-1046

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

3. By Fax (860) 512-3221 (24 hours)
Complete a registration form with MasterCard, VISA or Discover.
Please call (860) 512-3232 to confirm that your fax was received.

4. By Phone (860) 512-3232
Call (860) 512-3232 between 8:30 a.m. and 4:30 p.m., Monday-Friday, using MasterCard, VISA or Discover.

5. Register Online
Returning students, go to: http://my.commnet.edu (using MasterCard, VISA or Discover). 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.

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

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<tr>
<th>Banner I.D. #</th>
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Name (Last) (First) (M) (F)

Previous Name (if any) Email address

Home Address (Number and Street)
City State Zip Code

Tel. (Home) (Work) (Cell)

Birth Date Gender (F) (M)

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)
06 □ PERMANENT RESIDENT (Registration Number)

ETHNICITY/RACE □ HISPANIC/LATINO □ NON-HISPANIC/NON-LATINO □ CHOOSE NOT TO RESPOND (NONE)

IF YOU CHECKED NON-HISPANIC/NON-LATINO ABOVE, WHAT IS YOUR RACE? (CHECK ALL THAT APPLY):
□ WHITE (10)
□ BLACK OR AFRICAN AMERICAN (20)
□ ASIAN (45)
□ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (80)
□ OTHER (90)
□ AMERICAN INDIAN/ALASKAN NATIVE (50)
□ CHOOSE NOT TO RESPOND (60)

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)

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**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.
Motorcycle Rider Program
Directed by the CT Department of Transportation
Focus on street strategies and survival skills
Classes run from March through October
Call (860) 512-3004, Option #2, ext. 8705
For Registration Packet and Schedule

www.mcc.commnet.edu/motorcycle.htm

Boating Safety
Obtain a CT Personal Watercraft/Safe Boating Certificate.
One-Day Saturday and Weeknight Classes Available.
See Recreation section on page 40

Real Estate
Preparation for CT Licensing Exams
• Principles and Practices of Real Estate
• Basic Appraisal Principles
• Real Estate Law
• Continuing Education for Real Estate Professionals
See page 3-5

Want to Become a Certified Financial Planner®?
Learn How!
See page 50

Health Careers
• Emergency Medical Technician Training
• Certification for Medical Reimbursement Specialists
• American Red Cross with AED and CPR
• Pet First Aid and CPR
See pages 3-5

SPRING EXCURSIONS
Grades K-8
February 7, 14, 21, 28 • 9 a.m. - noon
See page 65
For more information, contact Susan Meisler,
Program Coordinator at (860) 512-2804

Continuing Education Credit-Free Programs
For Information: (860) 512-2800 / To Register: (860) 512-3232
www.mcc.commnet.edu/ce

We’ve added nearly 70 NEW courses! See inside front cover.