Summer 2007
Credit-Free Courses
Continuing Education
Classes Beginning May-August
NEW

What's Your Subject?
We've added nearly 40 new courses for the summer session.
Highlights include:

American Red Cross CT Child Care Program ........................................3
Rendering Landscapes and Architecture with Colored Pencil ..........4
The Artist and Technology: Create Your Own Online Portfolio ....4
The Art of Chinese Calligraphy .........................................................4
Plein Air Watercolor Workshop ..........................................................5
Full Body Tune-Up ..............................................................................8
Stress Management ..........................................................................8
Organizing Your Digital Photo, Audio and Video Data .................14
Scrumptious Desserts .......................................................................15
New England’s Native Americans ....................................................16
Eastern CT During the Revolutionary Period .................................16
Intermediate Voice-Overs: Character Voice Workshop .................18
The Art of Commercial Voice-Overs ..................................................18
Role-Playing: How to Play Dungeons & Dragons .........................23
Gardening with Children ..................................................................24
Introduction to Mandarin Chinese ....................................................25
Jazz Ensemble ..................................................................................26
Classical Music for Understanding and Enjoyment .......................26
Advanced Techniques in Digital Photography: Experiment with Filters ..................................................27
S.M.A.R.T. Train the Trainer: Servers & Managers of Alcohol Responsibility Training ........................................30
Business Writing ................................................................................30
Mermaids in the Basement: An Introduction to Contemporary Women's Poetry ..................................................31
Speak Up: Poetry Out Loud ..............................................................31
Spotlight on Essential Poets Series ...................................................32
The Beats in Performance Series .........................................................32

Cover Art: by Aleta Gudelski
(see course listing on page 4)
American Red Cross Standard First Aid with AED and CPR
The purpose of this course is to give students the knowledge and skills necessary to recognize and care for breathing and cardiac emergencies, and to provide basic care for injuries and sudden illness for adults. The course includes training on the use of an automated external defibrillator (AED) for victims of sudden cardiac arrest until advanced medical personnel arrive and take over. Upon successful completion of course requirements, students will receive certification in both Adult CPR/AED and Standard First Aid. A $6 fee (checks only) will be collected by the instructor for the Adult CPR card (one-year certification) and Standard First Aid card (three-year certification). Required texts: American Red Cross Adult CPR/AED Skills Card, American Red Cross First Aid Skills Card and First Aid/ CPR/AED Program Participants Booklet, available at MCC Bookstore.

CRN #20553 2 sessions, Tuesday & Thursday, 7/17-7/19, 6-10 p.m.
MCC Bldg. LRC B129
CRN #20554 2 sessions, Tuesday & Thursday, 8/21-8/23, 6-10 p.m.
MCC Bldg. LRC B129
Fee: $70
Instructor: Ezequiel (Memo) Alejandro has been a certified American Red Cross instructor for more than 25 years.

American Red Cross Connecticut Child Care Program
The American Red Cross has developed the Child Care program to improve the quality of child care nationwide by training caregivers in health, safety, and child development. The Connecticut Child Care course is designed to meet the specific training requirements mandated by the State of Connecticut’s daycare licensing agency. This course is delivered by Red Cross Chapters to train all caregivers, whether they are based in centers or in homes. The course will prepare child caregivers in the following areas: the prevention of injuries; administering emergency care, including infant and child CPR; recognizing childhood communicable diseases; and identifying safe action at the onset of illness. Required text: American Red Cross Connecticut Child Care Participant Handbook, available at MCC Bookstore.

CRN #20555 2 sessions, Tuesday & Thursday, 8/14-8/16, 6-10 p.m.
MCC Bldg. LRC B129 Fee: $70
Instructor: Ezequiel (Memo) Alejandro

INTERESTED IN A HEALTH CAREER?
COMING THIS FALL:

Certified Nurse-Aide (CNA) AND Emergency Medical Technician (EMT) Training Programs
• Both courses provide entry-level skills and prepare students for the appropriate Connecticut State examinations leading to certification required for job placement in CNA and EMT careers (exams not included);
• Courses taught by field professionals;
• A high school diploma or GED is required. Also, a brief reading comprehension test is required for students with no college experience. Students with college experience must include credentials with registration;
• Registration and testing starts in mid-August at MCC;

For more information, contact Ann Machin at (860) 512-2805 or amachin@mcc.commnet.edu

FOR SCHEDULES AND FEES, CHECK OUT OUR FALL CREDIT-FREE CATALOG

Directions to Manchester Community College

From Hartford: From I-84 Eastbound, take exit 59 to I-384. Immediately take exit 1. Turn left onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.

From Boston: Take I-84 Westbound. Take exit 59 onto I-384. Immediately take exit 1. Turn left onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.

From Bolton: Take I-384 Westbound. Take exit 1. Turn right at the light onto Spencer St. Eastbound. Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.

From Springfield: Take I-91 South. Take exit 35A to I-291 Eastbound, to I-384. Immediately take exit 1. Turn left onto Spencer St. (Eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.
Art & Crafts

Rendering Landscapes and Architecture with Colored Pencil

Colored pencil is a wonderful, user-friendly medium perfect for sketching or rendering dynamic and serene landscapes and architectural forms. Learn to master basic colored pencil techniques. Compose a landscape and learn to render architectural forms. Also learn to combine watercolor washes with colored pencil. Open to all students with some drawing experience. Students should bring the following materials: 9” x 12” Stonehenge Pad (or individual, plain white sheets); a Prismacolor Pencil set (48 or 72 set); 2B pencils (mechanical pencils are fine); a white plastic eraser; a kneaded eraser; and a ruler. Students should also bring landscape and architectural photographs for reference. Materials will be further reviewed in the first class.

CRN #20514 4 Saturdays, 6/9-6/30, 9:30 a.m.-12:30 p.m.
MCC Bldg. AST D109 Fee: $90
Instructor: Aleta Gudelski earned her post-baccalaureate degree in painting from the Lyme Academy's College of Fine Arts and her Master of Arts and Liberal Studies with a concentration in painting from Wesleyan University. She is an adjunct fine arts instructor at Middlesex Community College, and exhibits her work throughout the state.

The Artist and Technology: Create Your Own Online Portfolio

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

CRN #20507 8 Mondays, 6/11-7/30, 7-9 p.m. MCC Bldg. LRC B142 Fee: $99
Instructor: Balam Soto, a recognized Mayan artist from Guatemala, incorporates familial traditions of shamanism into his artwork and his teaching. As a self-taught painter, he has developed a unique style of contemporary shamanic art. He exhibits widely in area galleries, and is the owner of Nahual Balam Studio in Hartford.

Shamanic Art: Painting Beyond the Canvas

Explore non-traditional art concepts through mixed media painting with a master artist. Discover new roads of creative expression by incorporating non-Western color concepts, composition, and techniques. Find new sources of artistic inspiration through the use of the ancient art of shamanic meditation. Materials that will be used include brightly colored acrylic paints, canvas, and a variety of three-dimensional objects. The course is a follow-up to Introduction to Shamanic Art, but beginners may start with this course. A supply list will be sent prior to class. Materials fee: $10 payable to instructor at the beginning of the first class for acrylic medium.

CRN #20508 8 Wednesdays, 6/13-8/8 (does not meet 7/4), 7-9 p.m.
MCC Bldg. AST D105 Fee: $99
Instructor: Balam Soto

Interested in an art or craft class?
Please register early—teachers need to purchase materials for an approximate number of students.

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.

CRN #20521 2 Saturdays, 6/23-6/30, 8:30 a.m.-12:30 p.m.
EHCCC Room 5 Fee: $80
Instructor: Yuewei Zhang is a winner of many awards for both her painting and printmaking, and is an experienced teacher in both her native China and the U.S.

Chinese Brush Painting

You will be introduced to the fundamentals of this ancient art form, using ink on rice paper to express and depict traditional flowers and butterflies. Develop your imagination, drawing and design skills, and expand your knowledge of Asian art. Learn from demonstration and practice under the gentle, patient and talented eye of your instructor, a graduate of the Central Academy of Fine Arts in Beijing. Materials fee: $20, payable to instructor at beginning of class for rice paper, bamboo brush and ink. Please bring your lunch.

CRN #20520 1 Saturday, 6/16, 8:30 a.m.-2:30 p.m. EHCCC Room 5 Fee: $60
Instructor: Yuewei Zhang

Drawing with Pastels

Have you ever aspired to draw people, buildings or landscapes with accuracy and style? Using the diversified medium of pastels, we will master the technique of combining lines and blended areas to produce a work of art. Students will study anatomy, perspective, basic drawing skills, color theory and composition. Weather permitting, some classes will be outdoors. This is a class for both the beginning and more advanced art student. Expenses: approximately $20-$30 for supplies. Bring sketchbook and pencil to first class; additional supplies will be discussed at that time.

CRN #20515 5 Thursdays, 6/28-7/26, 6-8 p.m. EHCCC Room 5 Fee: $75
Instructor: Jacqueline Peterson is a University of Hartford graduate who exhibits her work and teaches in the Hartford area.

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The Art of Flowers
Let your inner artist bloom! In this course, participants will apply a variety of media to the subject of flowers, including pen and ink, watercolor, colored pencil and pastels. Explore the versatility of each medium through color, form and composition. Bring a sketchbook and pencil to first class; supplies will be discussed at that time. Beginners to intermediates are welcome.
CRN #20519 4 Tuesdays, 7/10-7/31, 6:30-8:30 p.m. EHCCC Room 5
Fee: $75
Instructor: Jacqueline Peterson

Painting: Using Oils, Water-Based Oils, or Acrylics
Do you have a keen visual sense but need to learn the skills that will allow you to capture your visions in a painting? Or perhaps you’re a skilled artist who needs a little more information to give your work that special polish. Participants will work with traditional oil paints, acrylics, or the newer water-mixable oil paints. Each student will receive individual instruction in his or her medium of choice. Beginning students will learn some fundamentals of painting, including basic composition and color theory, while more advanced students will be encouraged to develop personal imagery. Students will choose their subjects—still life, abstraction, landscape, figure, or others. Students with materials should bring them to first class, along with an 18” x 24” white drawing pad, soft vine charcoal, a sharpened ebony pencil and a kneaded eraser. Students may bring in previous work as a point of departure.
CRN #20509 6 sessions, Mondays & Fridays, 6/4-6/22, 12:30-3:30 p.m.
EHCCC Room 5 Fee: $135
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.

Drawing: Pure and Simple
Students will learn to view things the way the old masters did—with an emphasis on a given light source and how it enables the artist to develop three-dimensional form. Students will also learn from instructor demonstrations and class critiques. Students will start with charcoal drawings of simple shapes, and then build upon one’s faculty of observation, working toward more complex statements, usually of an organic nature. The primary concern throughout the course will be on composition, as well as the use of varied values in defining threedimensional form. Handouts on color theory will also be provided and applied to the use of pastels and drawing still-life subjects. Materials fee: $30, payable to instructor at first class, for a drawing pad, various pencils, erasers, and other materials.
CRN #20513 6 sessions, Tuesdays & Thursdays, 6/5-6/21, 6:30-9:30 p.m.
EHCCC Room 5 Fee: $135
Instructor: Estelle Laschever

A Weekend in Watercolor
This workshop, designed for students with some background in watercolor (transparent or opaque styles), will help you “color your world” through enhancing your technical skills, improving your use of color, and developing your compositions. Interested students will be able to choose from suggested assignments, including summer themes. Participants may also bring previous drawings and paintings to discuss and use to develop new works. There will be still-life arrangements in class as well. The class will also work outdoors if there is student interest, and weather permitting. Please bring your own supplies, or call Continuing Education at (860) 512-2800 for a supply list. Please also bring a lunch.
CRN #20512 2 sessions, Saturday & Sunday, 6/9-6/10, 9:30 a.m.-4 p.m.
EHCCC Room 5 Fee: $90
Instructor: Estelle Laschever

Watercolor Basics
Want to learn watercolor basics from an expert? Working from a photo or still life, you will start with a sketch and, ultimately, create a watercolor painting. In the process, you will learn about composition, how to apply paint, and how to work in glazing and opaque techniques. Get a taste of this wonderful medium. A supply list will be sent prior to class.
CRN #20549 1 Saturday, 6/16, 9 a.m.-noon MCC Bldg. V1 V101
Fee: $30
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.

Plein Air Watercolor Workshop
Practice your watercolor technique during a studio workshop for the first class, and then for the second class, apply your skills to the “plein-air” art of outdoor watercolor painting in a beautiful summer setting known for its roses and other flowers. A supply list will be sent prior to class. The second class will meet off-campus at Elizabeth Park on the Hartford/West Hartford line; enter at either 915 Prospect Street, Hartford, or 1555 Asylum Avenue, West Hartford. Students should meet at the Greenhouse across from the Rose Garden. If inclement weather, class will still meet at the park, but indoors at either the Greenhouse or the pavilion-covered garden. Directions will be mailed prior to class.
CRN #20547 2 sessions, 1 Wednesday, 6/27, 6-8 p.m.
MCC Bldg. V1 V101 & 1 Saturday, 6/30, 9 a.m.-noon, meets at Elizabeth Park, Hartford
Fee: $50
Instructor: Iris Van Rynbach
Creating Fine Silver Jewelry with Precious Metal Clay

Craft fine silver jewelry as though you are playing with clay. No prior artistic or metals experience necessary. Beginners may create at your own pace with this exciting new material that combines the pliability of clay with the elegance and permanence of precious metal. This course will teach you the following skills: how to form a jewelry object by rolling, cutting, and stamping; stone setting to create a piece with gems; kiln firing precious metal clay (PMC+); and finishing and antiquing your jewelry choices, such as pendants, earrings, charms, bracelet elements, and simple beads. Materials fee, payable to instructor at class: $67.25 for one package of PMC+; use of the kiln and tools; finishing and polishing supplies; two small gemstones; and appropriate findings. Additional PMC+ and stones will be available for purchase if desired. Price adjustments may be necessary based on the market price of silver and PMC. A materials list will be mailed prior to class. Please bring a lunch.

CRN #20535 1 Saturday, 7/7, 9:30 a.m.-6 p.m. EHCCC Room 5 Fee: $70
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

Fun for Beginners

Learn a new skill and create your own silver bracelet in one evening! No special jewelry skills are necessary for this class. The instructor will demonstrate how to assemble ready-made, sterling “jump” rings into a variety of chain patterns from simple to intermediate. After constructing a few samples as a permanent reference, you will proceed to a design of your own choosing. Based on complexity and timing, students may have the option of creating more than one piece, expanding into a necklace or adding a pair of matching earrings. Materials fee: $48 for sample and silver supplies, payable to instructor at class. Please note: the materials fee is dependent on the metals market at the time the class starts; therefore, this fee is subject to change. Materials list to be mailed prior to class start.

CRN #20528 1 Wednesday, 7/11, 6-10 p.m. EHCCC Room 5 Fee: $35
Instructor: Judith E. Goldstein

Silver with a Twist is preferable, but students may self-select.

CRN #20529 1 Thursday, 7/12, 6-10 p.m. EHCCC Room 6 Fee: $35
Instructor: Judith E. Goldstein

www.mcc.commnet.edu
Introduction to Wire Jewelry
In this class you will learn some basic wire working techniques, as well as solder-less chain-making. Mix and match these techniques to create one-of-a-kind silver jewelry, or to enhance your own beadwork. Jewelry styles will include jump rings, flower chains, wrapped loops, S links, embellishments, spirals, and heart links. The techniques of forging and oxidizing 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 #20517 3 Mondays, 7/9-7/23, 6:30-8:30 p.m. EHHCC Room 1 Fee: $40
Instructor: Kris Plimpton is a mixed media artist with a passion for beads and wearable art. She teaches many jewelry-making workshops throughout Connecticut, as well as in her studio in Mansfield, CT.

Bead 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 #20506 3 Thursdays, 7/12-7/26, 6:30-8:30 p.m. EHHCC Room 1 Fee: $40
Instructor: Kris Plimpton

Basket Weaving for Beginners
Basket weaving is an ancient art form. Throughout the ages, baskets have been made for a variety of practical and decorative uses. Learn this ancient art of basketry, and discover an inexpensive way to accent your home, while becoming more creative with your gift-giving too! Participants will make and bring home three completed baskets: a fruit basket, a pie basket with a decorated handle, and a market basket with curly cue accents. Materials fee: $30, payable to instructor at first class, for weaving supplies. An additional list of required items will be sent prior to class start. These additional items should be purchased and brought to the first class.
CRN #20526 7 Thursdays, 6/14-7/26, 6-8:15 p.m. MCC Bldg. LRC B125 Fee: $99
Instructor: Becky Brown has been weaving baskets for 17 years and has her own business, where she designs, makes, and sells baskets. She has been teaching private basket weaving classes to adults and children for more than 10 years.

Colorwash Quilts
Coined by the British quilt maker Deirdre Amsden, the term “colorwash” refers to a style of quilt made with many pieces of printed fabric, renown for subtle shifts in hue and value, and producing an ethereal quality and look akin to an impressionistic painting. These quilts are usually created by sewing together two-inch squares in such a way as to make a design, a picture, or a traditional quilt block. The instructor will demonstrate techniques (sewing squares together, layering, binding and quilting) in class, and students will participate in hands-on sessions using simple patterns. Many different fabrics will be used. Students may cut fabric from material they already own, trade fabric squares with other students, or purchase cut fabric squares. This class will also cover hanging and signing your quilt. Samples of simple quilts will be shown. A supply list will be mailed prior to class start.
CRN #20608 3 Wednesdays, 7/11-7/25, 6-8 p.m. MCC Bldg. Lowe L142 Fee: $40
Instructor: Carolyn Johnson is the author of the quilting book, Taking Off with Flying Geese. She has been quilting for more than 35 years and has taught nationally for more than 20 years.

Enrich Your Life through Flower Arranging
Learn to arrange fresh flowers for personal satisfaction and enjoyment, and to bring joy to others. Create flower styles and designs for home, work, or as gifts. Learn six to seven different designs, as well as “tricks of the trade.” Individual attention will be given to each person in a relaxed atmosphere. No previous flower arranging experience necessary. Materials fee: $15 per session, or students may bring their own flowers. If you are bringing your own supplies, please call Continuing Education at (860) 512-2800 for a materials list.
CRN #20607 7 Mondays, 6/11-7/23, 6-8 p.m. MCC Bldg. AST C101 Fee: $90
Instructor: Robert Buettner has been a florist since 1966, and owns and operates Paul Buettner Florist in East Hartford. He taught flower arranging at MCC during the 1990s. One of Bob’s recent students remarked, “He not only knows his craft; he is an effective instructor, encouraging students to use their creativity.”

Henna Body Art Basics
Henna is a safe, natural dye made from the red plant which bears its name. Henna dyes have adorned the skin of men and women since before the time of Cleopatra. Today’s Indian brides and some of today’s hottest celebrities (e.g., Madonna, Demi Moore, Naomi Campbell) are creating with henna. In this course, learn about henna and how to use it to create intricate, temporary tattoos (henna stains last just two to three weeks). Making henna body art is a fun activity to do with friends and a great project for moms and dads to do with their kids (especially at parties). Participants in this course must be at least 14 years old. Materials fee: $4, payable to instructor at first class.
CRN #20571 3 Saturdays, 7/7-7/21, 11:30 a.m.-1:30 p.m. MCC Bldg. AST C209 Fee: $40
Instructor: Shalini Sharma was born and raised in India. She earned her bachelor’s and master’s degrees from Meerut University, India, as well as a diploma in Indian classical dance. She has taught Henna art at MCC for several years.

Attention Students
If your class meets on Saturdays or Sundays at MCC, please be aware that Parking Lot B is closed on the weekends and you should use Lot C. Refer to Campus Map on page 53.
WHAT IS THE FELDENKRAIS METHOD®?
A powerful way to eliminate stress and pain from your body. Through slow, easy, deceptively simple and ingeniously designed movements that are done on the floor, the body quickly comes into balance. Through stress, injury, disability, habit, or imitating the movements of others (e.g., a child copying a parent’s walk), many of us develop chronically sore, tight muscles and stiff joints. Habitual movements become unconsciously ingrained in our minds. This “stiffness” is registered in the brain and plays itself over and over again like a tape loop. Dr. Feldenkrais spent a lifetime discovering how to stop this tape loop and restore the body to health. There are more than 2000 Feldenkrais® lessons, which have a direct effect on every part of the body. The result is fluid, pain-free movement, and increased coordination and flexibility. Anthropologist Margaret Mead, Ph.D. stated, “[The Feldenkrais Method®] is the most sophisticated and effective method I have seen for the prevention and reversal of deterioration of function.”

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.

Full Body Tune-Up
We don’t think twice about changing the oil in our car every 3000 miles or giving it a well needed tune-up. More and more people are turning to the ground-breaking Feldenkrais Method® to give their bodies this same, much-needed attention to “grease their joints” and reverse the aches and pains of middle age. Many national athletic teams employ Feldenkrais Practitioners® as their “secret weapon” in the dugout or locker room to help players perform their personal best by bringing muscle groups into synchronization. And this method is effective at any age, from the very young to the very old. The lessons taught in this class are fun to do and will focus on bringing the pelvis, neck, shoulders, back, eyes, and jaw into synchronization.

CRN #20606 3 Wednesdays, 6/6-6/20, 6-8:30 p.m. EHCCC Room 1
Fee: $75

Relieve Eye Strain and Regain Better Eyesight
Many of us now spend a good part of our time staring at a computer screen. No matter how ergonomically friendly we arrange our computer, eye strain invariably occurs. Because the eyes organize all body movements and directly affect the state of all of our muscles, especially the neck and shoulders, these areas often relax and become more mobile by relieving eye strain. Not only will the lessons in this course address all of these areas, students will also learn some quick 5-to-10 minute “mini-lessons” to use at work in order to reduce eye strain and relieve neck and shoulder tension.

CRN #20605 2 Thursdays, 6/7-6/14, 6-8:30 p.m. EHCCC Room 1
Fee: $50

Stress Management
Stress is a normal response to everyday pressure and responsibilities. However, high levels of stress can literally make you sick. Under stress, your body sends out warning signals, and if ignored, will cause your body to break down. Your heart speeds up, blood pressure rises, and muscles tighten. The relaxation response is the opposite of the body’s response to stress. It lowers your blood pressure, improves circulation, and relaxes your muscles. In this class you will learn how to recognize and manage stress as it occurs by learning to create your own relaxation response. This new-found ability will allow you to bring your stress level down to a livable, productive level, leading to a happier and more relaxed lifestyle. Please bring a mat the length of your body, a bath towel, and two small, hard pillows (couch pillows are good). Dress warmly in layers and wear loosely fitting clothes.

CRN #20603 2 Thursdays, 6/21-6/28, 6-8:30 p.m. EHCCC Room 1
Fee: $50

Dance, Sing, Do Your Thing!
This fun and spirited workshop begins with Kripalu DansKinetics®—a lively fusion of yoga and dance. We will then join together in a meditative Kirtan—an ancient, participatory musical experience of chanting and drumming—to relax the body and mind. The workshop concludes with an “open mic” session and the chance to express your creativity through music or poetry. Participants are encouraged, but not required, to perform a song or share a poem with the group. Feel free to bring instruments. A guest facilitator will also assist. No previous experience is required. Don’t miss this unique and fulfilling workshop—your inner artist deserves it!

CRN #20611 1 Saturday, 7/14, 1-4 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $25
Instructor: Ludwika “Vicky” D’Agostino is a certified Kripalu Yoga® and Kripalu Danskinetics™ instructor who teaches at a studio in South Windsor. She is also a puppeteer, singer, songwriter, and music/theater enthusiast.
Massage: Hands-On Healing
The origins of therapeutic massage are rooted in the common instinctual response to hold and rub a hurt or pain. It is found in all cultures as an integral part of health care and maintenance. Hippocrates, the father of western medicine, considered massage of prime importance in any health regime. With the reemergence of holistic-health theories and therapies, therapeutic massage is experiencing a renaissance. Learn step-by-step techniques in this hands-on workshop for the beginner. Practice head, neck, shoulder, back and arm massage. Not only does it feel good, massage speeds the return of un-oxygenated and toxic blood from the extremities and shortens recovery time from muscular strain by flushing the tissues of lactic acid, uric acid and other metabolic wastes. Come alone or sign up with a friend. Participants will practice on each other. Wear loose, comfortable clothing and bring an exercise mat, sleeping bag or thick blanket to lie on, and a pillow, towel and favorite body lotion. Also, please bring a snack and drink for mid-session nourishment.

CRN #20572 1 Saturday, 6/16, 10 a.m.-2 p.m. MCC Bldg. AST D213
CRN #20573 1 Saturday, 8/18, 10 a.m.-2 p.m. MCC Bldg. AST D213
Fees: $40
Instructor: Diane Marion is a nationally certified, Connecticut-licensed massage therapist, 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.

Karuna™ Reiki: Practitioner I and II Levels
This two-part course is your next step after Usui Reiki training. You must be a Usui Master to begin these studies. There are two levels in the Karuna™ system, which was founded by William Rand of the International Center for Reiki Training. This is an advanced studies course during which the student is attuned to eight more Reiki symbols, four in each level. Comprehensive manuals are provided and a two-week break is created between the levels within which to incorporate the new vibrations. This Reiki system functions at a very deep level and addresses specific healing issues, such as addictions, abuse, relationships, lower self, and negative behaviors and patterns, as well as the development of higher intuition, manifestation, prioritization, and focus. Materials fee: $15, payable to instructor at first class. (Note: pricing for this course is 30% below current market value.)
CRN #20569 2 Saturdays, 7/14 & 7/28 (2 week interval), noon-5 p.m. MCC Bldg. AST D215 Fee: $250
Instructor: Dory Dzinski is a licensed professional counselor, body-centered psychotherapist, and energy therapist/trainer in private practice. She is President Emeritus of the Connecticut Holistic Health Association and editor/publisher of the magazine, The Door Opener.

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 #20574 2 Thursdays, 7/19-7/26, 7-9 p.m. MCC Bldg. LRC B209 Fee: $35
Instructor: Dory Dzinski

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 #20609 4 Mondays, 6/4-6/25, 7:30-8:45 p.m. MCC Bldg. Lowe L155 (Acrobics Studio) Fee: $40
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.

Breathing Pranayama
A Hatha Yoga proverb states that “when the breath wanders, the mind is unsteady, but when the breath is still, so is the mind.” Students will learn how to breathe properly; the functions of proper breathing; the types of breathing; and the parts of each breath. Pranayama is the link between the mental and physical disciplines of yoga, and while the action of breathing is physical, the desired effect is to make the mind calm, lucid, and steady. Proper breathing will also improve the respiratory system, clear nasal passages, strengthen the heart muscle, and improve concentration.
CRN #20631 4 Wednesdays, 6/6-6/27, 6-7 p.m. MCC Bldg. LRC B144 Fee: $40
Instructor: Davender Khokhar, Ph.D., is an Ayurvedic practitioner who has worked in Mother Theresa’s home for orphans in New Delhi and at the American Embassy School in India. She teaches in various fitness and wellness programs, including those at MCC.

Therapeutic Yoga
This class will provide participants with a guide to get their bodies and lives back after illness, surgery or injury. The class is also appropriate for older adults. The sessions are individually guided using breathing and relaxation techniques to promote harmony, as well as stretching, movement and posture positions to improve circulation and increase flexibility. The techniques taught in this class are appropriate for both beginners and advanced yoga students.
CRN #20632 4 Mondays, 7/9-7/30, 6-7 p.m. MCC Bldg. AST C212 Fee: $40
Instructor: Davender Khokhar, Ph.D.

Of Similar Interest
• Tai Chi for Health and Relaxation on page 21
• Introduction to Pilates on page 21
• Step It Up on page 21
Body, Mind & Spirit

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

CRN #20570 5 Saturdays, 7/7-8/4, 9-11 a.m. MCC Bldg. AST C209
Fee: $65
Instructor: Shalini Sharma was born and raised in India. She earned her bachelor’s and master’s degrees from Meerut University, India, as well as a diploma in Indian classical dance. She is also certified in Ayurvedic healing practices and teaches others to use this ancient healing system to create wholeness in mind, body and spirit.

How to Talk to Your Angels
Join us in this hands-on workshop to discover how easy it is to meet your angels and receive personal messages in writing. Literally thousands of people around the world have learned to talk with their angels using seven simple steps. Discover how to access your angels to enlist their help with a particular problem, or to receive inspiration, love, and support on a daily basis. Learn the name of your personal angel who just may help you find the answers you have been searching for. The techniques learned in this workshop can be used to tap into your personal source of angelic power for guidance, love, and spiritual growth throughout your life.

CRN #20577 1 Friday, 7/13, 6:30-9 p.m. MCC Bldg. LRC B144
Fee: $45
Instructor: Beth C. Burgess is a certified Angelspeake™ facilitator. She was trained by Barbara Mark and Trudy Griswold, authors of the best-selling book, Angelspeake: How to Talk with Your Angels.

Philosophy of Earth School Existence
Many people go through their entire lives without giving thought to some very fundamental questions—questions that can help to eliminate confusion and give focus to life. Have you considered why you are here? What is your purpose in life? What am I here for? Have you ever experienced a change in yourself repeating unhealthy patterns? Would you like to try to gain insight into why this is happening? Who are you, why are you here, and what is this life journey really about? Come and find out how conscious living can make a huge difference in the quality of your life. Whether you already believe in the philosophy that earth is a place for us to learn our most vital lessons, or you’re new to this theory and are searching for answers, join us on this journey of self-discovery. Please dress comfortably, and bring pen and paper. No tape recorders, please.

CRN #20575 1 Tuesday, 6/5, 6-9 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.

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

www.mcc.commnet.edu 10 Credit-Free Phone-In Registration (860) 512-3232
Steven Bloom, M.Ed., is an MCC adjunct and Continuing Education computer instructor, where he teaches computer software and business courses. His consulting background includes working with Fortune 500 companies, private businesses, and local, state and federal government agencies.

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

Richard Hoyer is a fine art, portrait and location photographer who has more than 20 years of fun and profit in the photography world. 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.

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.

Edwin Luna, M.A, has a diverse technical background, including photography and multimedia project development. His directing experience and knowledge of digital production equipment is extensive and includes both video and television.

Bruce Manning, computer coordinator for MCC’s Continuing Education Division, designed, installed and maintained the networking, business and instructional applications for two public school districts in CT. He has provided training for Quinebaug Valley Community College; UConn; CREC; public, private and technical schools; businesses; municipalities; and State agencies.

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

Valerie Scott is the graphic designer for the Continuing Education Division of MCC. She has been actively involved in a graphic production environment for eight years. Valerie works with InDesign, providing the layout and design for MCC catalogs and other marketing pieces.

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

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

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

Eric Zematis is a Certified Internet Webmaster (CIW). He also is Microsoft expert certified in Word and Excel.

**COMPUTER CERTIFICATION TEST PREPARATION**

Professional Certification…

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

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<th>Course</th>
<th>Page Number</th>
<th>Certification</th>
<th>Exam</th>
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<tr>
<td>Microsoft Office 2003 Certification: Attaining the Certification Goal</td>
<td>12</td>
<td>Microsoft Office Specialist</td>
<td>MOS</td>
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</tbody>
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For more information contact Bruce Manning, Computer Coordinator at (860) 512-2808 or bmanning@mcc.commnet.edu

**Free Software from Microsoft Developers Network Academic Alliance Student Software**

Manchester Community College’s Continuing Education Department subscribes to the MSDNAA, an annual membership program that teaches students how to utilize technology in Computer Science, Engineering, and Information Systems. The membership provides a complete, inexpensive solution to keep academic labs, faculty and students on the leading edge of technology.

With this membership, students and faculty may have access to the latest development tools, operating systems, server software, documentation, and technical references. In addition, students will have complete access to these tools on their personal computers and in your departments' labs.

What software can students request when registering for Summer 2007 classes?

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<tr>
<th>Product and Course Name</th>
<th>Instructor</th>
<th>Date</th>
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<td>Windows XP</td>
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Computer Technology

CERTIFICATION PREPARATION

Microsoft® Office Certification: Attaining the Certification Goal
Increase your employability and prepare for the Microsoft Office 2003 Core Certification exam in this intensive, 12-week course. This hands-on workshop will include practice time on Word, Excel, Access, PowerPoint and Outlook. Students will learn the basics of all Office programs, including merges, tables, graphics and sharing documents in Word; formulas, data management, formatting, printing, pivots and subtotals in Excel; database creation, criteria in queries, report and form design, grouping data, and establishing relationships in Access; creating slide shows, importing from Word, adding tables/graphics, animation, and advanced formatting in PowerPoint; and email management, creating folders, adding signatures/attachments, scheduling appointments with others, organizing contact lists, and creating/updating tasks in Outlook. Prerequisite: Basic Windows, keyboard and mouse skills with some exposure to Microsoft Office. Required text: Microsoft® Official Academic Course: Microsoft Office System 2003 Edition, available at MCC Bookstore.

CRN #20467 12 Wednesdays, 6/6-8/29 (does not meet 7/4), 6-9 p.m.  
EHCCC Room 4 Fee: $499  
Instructor: Dorothy Weiner

INTRODUCTORY

Beginning Keyboarding
This is a self-paced, basic, typing course designed for the beginner. Develop touch keyboarding skills on a personal computer. Proper techniques for alphabetic and numeric key reaches will be covered. There is no prerequisite.

CRN #20455 2 sessions, Monday & Tuesday, 6/4-6/5, 6-9 p.m.  
MCC Bldg. LRC B142 Fee: $95  
Instructor: Steven Bloom

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

CRN #20456 2 Wednesdays, 6/6-6/13, 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 will provide handouts. Prerequisite: Basic keyboard and mouse skills.

CRN #20457 2 Fridays, 6/15-6/22, 6-9 p.m.  
MCC Bldg. AST D211 Fee: $95  
Instructor: Richard Hoyer

Introduction to Personal Computers for Older Adults
Designed for those with little or no experience with computers, this seminar introduces IBM-compatible machines to older learners eager to take advantage of new technology. Find out what a computer can do for you. Learn important terminology; how to use a mouse; the difference between hardware and software; all about disks; and how to open and close documents and windows. Explore simple word processing techniques and how to use a spreadsheet. You’ll also get to take a brief trip on the “information superhighway.” This seminar is a great first step to making a purchase or learning a specific software program. Instructor provides handouts.

CRN #20458 2 Fridays, 6/1-6/8, 1-4 p.m.  
MCC Bldg. LRC B142 Fee: $95  
Instructor: Margaret Gordon

INTERNET

Internet Search Techniques
Are you doing research on the Internet? Looking for information for school, college or business? Do you ever feel that there is so much on the Internet that it is impossible to find what you really need? Take this class and learn how to perform simple and complex searches, the strengths and weaknesses of different search engines, and how to use multiple search engines to find what you need. Save time and energy. Don’t get frustrated—search effectively. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.

CRN #20470 1 Tuesday, 6/19, 6-9 p.m.  
MCC Bldg. LRC B142 Fee: $65  
Instructor: Steven Bloom

Getting Started on the Internet for Older Adults
Designed for older adults who want to learn about the Internet and its benefits, this class covers what you need to know to get started on the Internet and how to visit web sites. Learn how to send email and chat with friends online. Workbook included in course fee. Prerequisite: Basic Windows keyboard and mouse skills recommended but not required.

CRN #20471 2 Tuesdays, 6/19-6/26, 1-4 p.m.  
MCC Bldg. LRC B142 Fee: $95  
Instructor: Margaret Gordon

HTML Introduction
Learn HTML programming to create your own exciting web pages. This course will cover the syntax and all basic and pertinent commands. Required text: Course ILT HTML 4.0: Basic, revised 2nd edition, available at MCC Bookstore. Prerequisite: Basic Windows, keyboard and mouse skills.

CRN #20472 2 Wednesdays, 7/11-7/18, 6-9 p.m.  
MCC Bldg. LRC B141 Fee: $95  
Instructor: Eric Zematis

Of Similar Interest
- Finding Investment Information on the Internet on page 20
Computer Technology

**Dreamweaver Introduction**
This course teaches students the fundamentals of using Dreamweaver to create web pages and web sites. It introduces students to basic web and HTML concepts and how to use Dreamweaver tools to design a web page. Students will learn how to create, save and import text into web pages and sites. They will also learn how to format text and paragraphs; create tables; and add text and images to tables. Course activities will also cover working with image files; modifying image properties; and creating various types of links. Finally, students will examine and create a frames page, upload a site, and test the uploaded site. Prerequisite: Basic Windows, keyboard, mouse and Internet skills. Required Text: Dreamweaver MX 2004: Basic with CD, Thomson, available at MCC Bookstore.

**CRN #20475** 2 Tuesdays, 7/24-7/31, 6-9 p.m.  MCC Bldg. LRC B141  Fee: $95  
**Instructor: Robert Thornton**

**Flash MX Introduction (for the PC)**
This hands-on course (for the PC user) will introduce you to the basics of creating objects and animating in Macromedia’s Flash MX. You will explore tools and features of Flash and learn to create different types of animations. You will also publish material for the web. This course is intended for students with little or no experience creating Flash animations. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills with some web or graphics experience required.

**CRN #20476** 2 Wednesdays, 8/8-8/15, 6-9 p.m.  MCC Bldg. LRC B141  Fee: $95  
**Instructor: Robert Thornton**

**Web Design**
This course combines hands-on training with small group discussions in analyzing web sites and software. We will review existing sites as examples for discussion and analysis. Prerequisite: Basic Windows, keyboard, mouse and Internet skills.

**CRN #20481** 2 Tuesdays, 7/10-7/17, 6-9 p.m.  MCC Bldg. LRC B142  Fee: $95  
**Instructor: Robert Thornton**

**OFFICE SUITES & OUTLOOK**

**Outlook: Start Organizing Your Business and Personal Life**
To help manage your most precious commodity—time—you’ll need a variety of tools to help you track and organize information. In this class you will learn to use Outlook tools to help you better manage your time, including how to use the calendar, journal, to-do list, contact manager, and action and follow-up tools. Workbook included in course fee. Prerequisite: Basic Windows, keyboard and mouse skills.

**CRN #20469** 2 Mondays, 6/18-6/25, 6-9 p.m.  MCC Bldg. LRC B141  Fee: $95  
**Instructor: Steven Bloom**

**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. Prerequisite: Basic Windows, keyboard and mouse skills. Instructor will provide handouts.

**CRN #20462** 2 Fridays, 8/3-8/10, 6-9 p.m.  MCC Bldg. LRC B141  Fee: $95  
**Instructor: Chuck Schwartz**

**QuickBooks Intermediate**
For individuals who have a working knowledge of QuickBooks and the desire to delve into the more advanced functions of this popular software, this hands-on class will focus on questions and problems that more advanced students may encounter. Learn how to create customized reports, invoices and other financial forms; process customer payments; work with bank accounts; enter and pay bills; and utilize the graphic report features of QuickBooks to chart financial actions. Make the most of your personal finances and learn how to use QuickBooks more efficiently. Prerequisite: Basic knowledge of QuickBooks. Instructor will provide handouts.

**CRN #20463** 2 Fridays, 8/17-8/24, 6-9 p.m.  MCC Bldg. LRC B141  Fee: $95  
**Instructor: Chuck Schwartz**

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

**CRN #20464** 2 Thursdays, 6/21-6/28, 6-9 p.m.  MCC Bldg. LRC B141  Fee: $95  
**Instructor: Bruce Manning**
Computer Technology

Excel Intermediate
In this intermediate course, students will learn to use more advanced functions, create more complex formulas, and apply more advanced formatting to charts. Topics will include using worksheets; using lists; freezing; hiding rows or columns; logical functions; styles; working with objects; 3-D references; using Excel with the web; and using templates. Workbook included in course fee. Prerequisite: Excel Introduction or permission of instructor or computer coordinator.
CRN #20465 2 Thursdays, 7/12-7/19, 6-9 p.m. MCC Bldg. LRC B141
Fee: $95
Instructor: Diana Lemcoff

DATABASE

Access Introduction
This course will introduce databases to the following key database functions: creating databases; modifying database objects in design view; applying appropriate data types to fields; setting primary keys; entering data using tables and forms; sorting, deleting, and filtering data; establishing one-to-many relationships and enforcing referential integrity; creating and running select queries; and previewing and printing reports. Workbook included in course fee. Prerequisite: Basic Windows, typing and mouse skills.
CRN #20466 2 Tuesdays, 7/10-7/17, 6-9 p.m. MCC Bldg. LRC B141
Fee: $95
Instructor: Diana Lemcoff

DIGITAL IMAGING & DESIGN

AutoCAD Introduction
This course will teach you how to design and develop architectural drawings using AutoCAD 2006. Extensive hands-on curriculum is designed to address the needs of engineering design professionals, project managers, and the avid beginner. Recommended text: Introduction to AutoCAD 2006 2-D and 3-D Design, Yarwood, available at your local bookstore. Instructor will provide handouts. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #20473 6 Fridays, 7/13-8/7, 6-9 p.m. MCC Bldg. AST C128
Fee: $295
Instructor: Joseph Kardos

Adobe InDesign Introduction
Adobe InDesign is Adobe’s advanced publishing software program. It is used for page layout and design. InDesign is tightly integrated with Adobe Photoshop and Illustrator. This course will provide an overview of the InDesign workspace, import and edit graphics and text and apply precise typographic control. Prerequisite: Windows, mouse and typing skills required. Some page layout experience is helpful.
CRN #20478 2 Tuesdays, 8/14-8/21, 6-9 p.m. MCC Bldg. LRC B141
Fee: $95
Instructor: Valerie Scott

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 #20479 2 Thursdays, 8/2-8/9, 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 #20480 2 Thursdays, 8/16-8/23, 6-9 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: Richard Hoyer

MULTIMEDIA

Organizing your Digital Photo, Audio and Video Data
So you now have millions of new beautiful digital photos. What are you going to do with them and where are you going to put them. The class will look at many methods of storing and sharing your digital photos. Topics will include: burning CDs, organizing software, photo-blogging, web photo galleries, image-sharing sites and more. The class will include demonstrations as well as technical and practical advice on the topic of photo storage.
CRN #20468 2 Tuesdays, 8/14-8/21, 6-9 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: Richard Hoyer

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, Cozzola, available at MCC Bookstore.
Prerequisite: Windows, keyboard and mouse skills required.
CRN #20477 2 Mondays, 8/13-8/20, 6-9 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: Edwin Luna

Pro Tools Digital Recording
This course covers audio recording using Pro Tools software on PC computers and covers all basic functions of the software, as well as some advanced techniques. The course is aimed at musicians looking to record their own music in a home studio. Students will learn not only about recording, but also about editing and mixing audio. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #20474 3 Thursdays, 7/12-7/26, 6-9 p.m. MCC Bldg. LRC B142
Fee: $149
Instructor: Clayton Walnum

Of Similar Interest
• The Artist and Technology: Create Your Own Online Portfolio on page 4
• Photography courses on page 27
Scrumptious Desserts

This “dessert-intensive” class, partial to the scrumptious variety, will build upon various recipes and techniques that will give you the ability to produce restaurant-quality cakes, cookies, and sauces for your family and friends. You will delight in learning how to make (and sample) a luscious chocolate molten cake from chocolate truffles; créme anglaise turned into rich French vanilla ice cream; Bananas Foster (lightly cooked bananas with brown sugar, spices, and liquor); almond- lace cookies; and phyllo crisps; as well as desserts featuring seasonally available fruits from local farmer’s markets. Materials fee: $25, payable to instructor at the beginning of class.

CRN #20648 1 Saturday, 8/18, 9 a.m.-noon MCC Bldg. Lowe L292 (North Kitchen), meet at Culinary Arts Center (formerly Cheney Dining Room) Fee: $40

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.

Ayurvedic Cuisine (formerly Vegetarian Indian Cuisine)

This course on vegetarian Indian cuisine will introduce students to sattvic foods, which means “pure.” This manner of Indian cooking is based on fresh vegetables, whole grains, lentils, fruits, and spices. Students will learn how to prepare roties (breads); chapatties (different grains); soups; lentil and vegetable dishes; and various desserts and drinks. These meals are simple, quick and tasty, and direct from India! Materials fee: $30, payable to the instructor at the first class.

CRN #20566 3 Fridays, 6/15-6/29, 6:30-8:30 p.m. MCC Bldg. Lowe L292 (North Kitchen), meet at Culinary Arts Center (formerly Cheney Dining Room) Fee: $95

Instructor: Davender Khokhar has taught Indian cooking to groups and private students. She also cooked for ambassadors to India, as well as teaching them about basic nutrition. In addition to cuisine, Davender teaches yoga and Hindi language classes at MCC.

Before the Crush for Home Winemakers

This session is designed for amateur home winemakers. The instructor has been an award-winning home winemaker for 45 years and is the author of The Home Winemaker’s Companion. He will discuss various winemaking techniques; where to get the best grapes and juices; what types of yeast to use; how to make three wines from one grape; blending suggestions; sanitation procedures; and basic equipment needs. Several award-winning amateur wines will be tasted. Bring along your winemaking questions and some food to munch on; glasses will be supplied. This is an excellent opportunity for home winemakers to get valuable information on upgrading their winemaking skills. Materials fee: $10, payable to instructor at beginning of class.

CRN #20567 1 Friday, 8/24, 6:30-9:30 p.m. MCC Bldg. Lowe L294C (Culinary Arts Center) Fee: $30

Instructor: Gene Spaziani is a retired MCC professor who started the first wine classes in Connecticut at MCC in the early 1970s. He is a noted wine journalist and author who writes the weekly wine column for the Journal Inquirer.
The Italian Renaissance: Art, Architecture and Florence
Come and enjoy this art-appreciation course about one of the most important periods of art history. We will focus on the Italian city of Florence, the capital of the Renaissance, and the superb art of the great masters of that period. We will analyze the art that reflected the Renaissance ideal: the rebirth of inspiration inspired by classical antiquities and humanism. This is a “must” course for art lovers and those who are planning a visit to the amazing city of Florence.

CRN #20536 1 Friday, 6/29, 6-9 p.m. MCC Bldg. LRC B208 Fee: $30
Instructor: Dr. Akram Erik-Soussi lived in Italy for ten years and earned a doctoral degree from the University of Florence. He taught Italian at CCSU and the University of Hartford and was the personal interpreter for the President of Sicily during his official visit to Connecticut. He has taught art history and languages for MCC since 1993.

Eastern European Culture
For the person with family ties to Eastern Europe, or for anyone who enjoys learning about different world cultures, students will learn about Eastern European cultures by viewing films and having discussions about the writers and the culture. Classical fairy tales such as A.S. Pushkin’s “The Gold Fish,” “Princess Frog,” and others will be educational as well as fun. The classic Russian film, “Amphibian Man” by A. Belyaev is great science fiction. The Polish historical epics, “Quovadis” and “The Crusaders” by Henryk Sienkiewicz, the Lithuanian folk comedy, “The Devil’s Bridge,” and the film adaptation of the Russian czar, “Ivan the Terrible,” will help students understand and appreciate Eastern European cultures. Students will also learn about old Eastern Europe and their monarchies. The films and cartoons in this course will focus on arts, costumes, architecture, traditions, music and history. Some of the films are in English; others use English subtitles.

CRN #20624 6 Wednesdays, 6/13-7/25 (does not meet 7/4), 7-9 p.m. MCC Bldg. V5 V151 Fee: $75
Instructor: Rima Martin is a native of Lithuania and speaks Lithuanian, Russian and Polish. She has been teaching the culture and languages of Eastern Europe at MCC since 2002.

Of Similar Interest
• Writing & Literature courses on pages 31-32
• Language courses on page 25

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

CRN #20511 3 Mondays, 6/11-6/25, 6-8:30 p.m. MCC Bldg. LRC B144 Fee: $60
Instructor: Barbara King has an M.A. in history, and has taught high school and college history courses. She is also teaches other courses in the Credit-Free program at MCC.

The Manhattan Project: World War II Secrets, Spies, and the Bomb
Not just for history buffs, but also for those who are interested in spy stories, national intelligence, and security, this course is an opportunity to get a first-hand view of the Manhattan Project—what it took to build the first atomic bombs; who were the civilian and military managers and stakeholders; and how they kept it all a secret in the middle of a world war. You will examine copies of original documents, pictures and films from the period, and talk with a veteran of the project.

CRN #20546 3 Mondays, 7/9-7/23, 6-8:30 p.m. MCC Bldg. Lowe L142 Fee: $60
Instructor: Barbara King

Eastern Connecticut during the Revolutionary Period
Interested in Eastern Connecticut’s contribution to the American Revolution? Who really were Nathan Hale, Silas Deane, Benedict Arnold, and Roger Sherman? This course will provide you with historical background, while focusing on the angle of local history, and promises to be interesting, informative and interactive. You’ll be fascinated by the real truths about some of our Founding Fathers.

CRN #20643 3 Tuesdays, 7/10-7/24, 6-8 p.m. MCC Bldg. Lowe L243 Fee: $40
Instructor: Mark O’Neill received his B.A. in History from the University of Massachusetts at Amherst and took graduate courses at Central Connecticut State University. He has taught Social Studies at Bolton High School since 1986.

Global Warming: Science and Solutions
Scientists agree—climate change is underway, humans are largely to blame, and we don’t have much time to do something about it. According to the recent United Nations Climate Change Conference, climate change may be the most serious threat ever to face humankind. In this two-part course, we will first look at the science behind the headlines: the causes, the effects, and the evidence for climate change. In the second session, we will discuss solutions: what individuals can do, the role of industry and government, and the promise of future technology in addressing climate change.

CRN #20585 1 Thursday, 8/16, 6-9 p.m. MCC Bldg. LRC B208 Fee: $20
Instructor: Christine Witurowski teaches earth science at MCC. She earned her M.S. in geology at the University of Connecticut, and completed additional post-graduate work in earth science at Boston University. One of her previous students states that Christine is an “enthusiastic, knowledgeable instructor... her visual aides are the best of any classes I have attended. Just great!”

www.mcc.commnet.edu
Ballroom Dancing I

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

CRN #20525 6 Wednesdays, 6/7-7/19, 6-7:30 p.m.
Fee: $89 (per person)

Instructor: Beverly Burton

CRN #20534 7 Tuesdays, 6/12-7/24, 6:15-7:30 p.m.
Fee: $89 (per person)

Instructor: Beverly Burton

Ballroom Dancing II

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

CRN #20535 7 Tuesdays, 6/12-7/24, 7:45-9 p.m. Fee: $89 (per person)
Instructor: Beverly Burton

Line Dance

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

CRN #20533 7 Thursdays, 6/7-7/19, 6:15-7:30 p.m.
Fee: $89 (per person)
Instructor: Beverly Burton

Jump, Jive an’ Wail: Swing Dance

Join the swing dance revival that’s sweeping the country. Find out why everyone’s having so much fun discovering and mastering the dances their parents did when they were young. Learn the intimacy and romance of ballroom dancing with the high-energy excitement of early rock ‘n’ roll dancing. The music is great, too! Depending on the interests of the class, learn and practice basic steps of the jitterbug, Lindy and more. Enrollment is limited to 15 pairs of dancers. It is recommended that you register with a partner. Class is held at Burton Dance Studio, 63 Linden St., Manchester.

CRN #20525 7 Thursdays, 6/7-7/19, 7:45-9 p.m. Fee: $89 (per person)
Instructor: Beverly Burton

Dance

Latin Salsa Dance and Other Tropical Rhythms (formerly Latin Dance I)

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 #20523 7 Wednesdays, 6/20-8/1 (does not meet 7/4), 7:40-8:40 p.m. MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $120
Instructor: Oswaldo Tirano, a native of Colombia, learned Latin dance as part of his cultural heritage. He has studied theater, puppetry, dance and voice at the National University and National School of Dramatic Arts in Colombia. Currently, he is the director of the Grasshopper Puppeth Theater and conducts performances and workshops in area schools.

Latin Salsa Dance: Level II

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

CRN #20522 6 Wednesdays, 6/20-8/1 (does not meet 7/4), 7:40-8:40 p.m. MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $80
Instructor: Oswaldo Tirano

Unleashing the Diva Within through Kripalu Danskinetics™

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

CRN #20610 8 Thursdays, 6/21-8/16 (does not meet 7/5), 6-7:15 p.m. MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $65
Instructor: Ludwika “Vicky” D’Agostino is a certified Kripalu Yoga™ and Kripalu Danskinetics™ instructor who teaches at a studio in South Windsor. She is also a puppeteer; singer; songwriter; and music/theater enthusiast.

Of Similar Interest

• Feldenkrais® courses on page 8
• Dance, Sing, Do Your Thing! on page 8
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 #20628 8 Tuesdays, 6/12-8/7 (does not meet 7/3), 7-9 p.m.
MCC Bldg. AST E113 (Auditorium Backstage) Fee: $130
Instructor: Deb Popillo is an actress and director for a professional acting troupe and of many community theater productions. She has been teaching acting for more than 19 years at MCC, and also currently works as a casting director for videos, industrials, and commercials.

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

CRN #20629 6 Mondays, 6/4-7/9, 6:30-9 p.m. MCC Bldg. LRC A108 Fee: $115
Instructor: Michelle Pawlina-Martins is a professional actress, motivational speaker, and former trainer for the “Making It Count” programs, as well as a certified teacher. She has appeared in more than 20 professional productions in theaters from New York to Florida, and in more than 40 commercials, films, and industrials. She can currently be seen on TV and heard on the radio as the spokesperson for the Lia Auto Group on CT, MA, and NY.

Introduction to Voice-Overs: Put Your Mouth Where the Money Is
The voices that you hear behind TV commercials and movie trailers belong to real people who make good money doing what they do. Learn about the many opportunities that exist in the world of voice-overs and how you can become part of that world. Commercials, industrial films, narrations, characters and animation are just a few of the possibilities waiting for good voice-over artists. Students in this course will learn what producers are looking for, where the auditions are, the pros and cons of having an agent, and much more. Turn your natural speaking voice into a fun and lucrative career. The final class will meet at WCCC Radio Station (106.9 FM), 1039 Asylum Ave., Hartford. Directions will be provided by the instructor.

CRN #20625 5 Wednesdays, 6/13-7/18 (does not meet 7/4), 7-9 p.m.
MCC Bldg. V3 V131 (Class of 7/18 meets at WCCC Radio Station) Fee: $65
Instructor: Eric Michael Summerer is a professional voice-over artist and producer with years of experience in commercials, industrial recordings, animation, audio books, and video games. Commercial and narration clients include New Balance, MedCo Health, Nestle, and SkillSoft. Eric most recently starred in King of Fighters 2006 for the PlayStation 2 console.

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

CRN #20626 4 Wednesdays, 7/25-8/15, 7-9 p.m. MCC Bldg. V3 V131 Fee: $50
Instructor: Eric Michael Summerer

The Art of Commercial Voice-Overs
The voices you hear in radio and TV commercials belong to real people who make good money doing it. You can too! Learn about the commercial voice-over business and the opportunities that are available. Discover what it takes to get into the business and be successful. Informative topics include how to take direction, finding your motivation, getting into character and interpreting different styles of commercial copy, and how to get auditions. Scripts will be supplied for single and multiple voices for commercial reads and in-class, mock auditions. The final class will meet at WCCC Radio Station (106.9 FM), 1039 Asylum Ave., Hartford. Directions will be provided by instructor.

Prerequisite: Introduction to Voice-Overs, or permission of instructor.

CRN #20630 5 Mondays, 7/23-8/20, 7-9 p.m. MCC Bldg. V3 V131 (Class of 8/20 meets at WCCC Radio Station) Fee: $65
Instructor: Stew Crossen, commonly known as “Beef Stew,” the host of Sunday Night Blues on 106.9 WCCC, is a business and broadcast professional with more than 30 years’ experience, including work as a news anchor, rock DJ, program director, music director, and commercial and voice-over producer for a variety of radio stations. Stew is the owner of the Voice Over Workshop, LLC.
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 #20590 1 Thursday, 8/9, 7-9 p.m. EHCCC Room 6 Fee: $25
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.

My Neighbor Has a Living Trust—Should I?
What is a “living trust,” will it work for you, and will it really accomplish what you think it will? Why do so many people have them? How do living trusts compare to the Probate Court process and is probate really lengthy and expensive? Do you need a living trust to reduce estate taxes? Is what your friend did the right thing for you? What is the difference between a living trust and a will? If you have a will, what should it say? Is it a good idea to own assets jointly with your spouse or children? What is a “power of attorney,” and should you give one to your spouse or children? What can they do with a power of attorney? Is this the same as the executor of the will? Should you have a living will regarding termination of medical treatment? When and how will it apply? Let us take the confusion out of the process. We have been teaching about these issues for years; we will give you the right explanations and answers, and provide actual cases showing you how it all works. Materials fee: $10, payable to instructor at beginning of class for informational booklet.

CRN #20646 1 Tuesday, 6/12, 6:30-8:30 p.m. EHCCC Room 6 Fee: $25
Instructor: Paul T. Czepiga is a practicing attorney with the Czepiga Law Group LLC of Newington.
Cardio Kick-Boxing Workout
Get the most out of your exercise time and have fun doing it! Burn up to 800 calories per session! Take the excitement, music and energy of an aerobics program and learn self-defense techniques in an action-packed work out. No prior experience needed; participants of any level can attend any class. The usual routine begins with warm-ups and stretching; then, on to the cardiovascular segment, where you’ll do basic punching and kicking moves to increase your heart rate; next, spend some time working with wave masters (a type of punching bag); and conclude your workout with some abdominal work and cool-down exercises. As these are continuous classes, beginning students follow along with the routine and learn from watching the instructor and other more experienced students. There is no person-to-person contact. No uniform is required. Please wear appropriate workout clothes. Students must be at least 16 years old. Equipment fee: $5, payable to instructor at beginning of class for informational booklet.
CRN #20647 2 Tuesdays, 6/19-6/26, 6-7 p.m. EHCCC Room 6 Fee: $25
Instructor: Paul T. Czepiga

Finding Investment Information on the Internet
Would you like to become more informed in your investment decisions? In this hands-on course, you will learn how to use the Internet to find investment information about companies and stocks, and where to locate sites that can immediately help you with your research needs. You will learn how to screen for specific criteria, such as dividend yield, dividend date, and stock split date, as well as learning about moving averages, stock charts, and annualized returns.
CRN #20633 2 Saturdays, 7/28-8/4, 9-11:30 a.m. MCC Bldg. LRC B141 Fee: $25
Instructor: Steven Bloom, M.Ed., is an entrepreneur, as well as an MCC adjunct and Continuing Education faculty member, where he teaches computer software and business courses. His consulting background includes local, state and federal government, Fortune 500, and private companies.

Of Similar Interest
• Quickbooks Introduction and Intermediate on page 13
• All About Land Trusts on page 22

Personal Trainer National Certification
The World Instructor Training School’s (WITS) certification course is taught at colleges across the country. Come join this fun field and be a part of what ABC News.com states as the fourth hottest job in the U.S., with a national average of $25/hour. Whether as a career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer. This challenging course is taught over a five-week period for better retention and skill competency. The National Exam is held on the sixth week. Fifteen hours of hands-on, practical training prepare you to actually work with clients. Another fifteen hours of lectures include (but are not limited to) anatomy, exercise physiology, nutrition, and health screening. Subsequent proof of CPR and a 20-hour internship will prepare you to work successfully in the fitness field. This is a great opportunity to network with employers, while gaining valuable experience. For more information, please visit: www.witseducation.com. Call (888) 330-9487 to order the required textbook for the course, which costs $62. Textbooks should be purchased in advance and reviewed prior to first class. Non-marking athletic shoes must be worn. Please bring a combination lock in order to store your personal belongings during the fitness class sessions. Please also bring a lunch.
CRN #20588 6 Saturdays, 6/23-7/28, 9 a.m.-noon (classroom) & 1-4 p.m. (Fitness Center), MCC Bldg. Lowe L124 (classroom) and Lowe L154 (Fitness Center) Fee: $540
Instructor: World Instructor Training School staff
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. Students will learn simple chi kung (breathing exercises) and a basic tai chi form by the end of the course. Students may attend any of the three scheduled sections listed below, and in any weekly sequence, in order to fulfill 16 sessions by the end date. For example, students may attend four classes a week for four weeks; two classes a week for eight weeks; or any combination in order to complete 16 sessions. Please note: the course does not meet on one Wednesday (listed below). It will be the student’s responsibility to make sure that they are able to adjust their schedule in order to attend 16 sessions. The instructor will monitor each student’s weekly attendance.

Class meets at Malee’s School of Tai Chi & Kung Fu, 991 Main St., Manchester.

CRN #20618 16 sessions - choose from any combination of the following schedules:
• Mondays & Wednesdays, 6/4-7/25 (does not meet 7/4), 12:30-1:30 p.m.
• Mondays & Wednesdays, 6/4-7/25 (does not meet 7/4), 7:30-8:30 p.m.
• Tuesdays & Thursdays, 6/5-7/26, 5:30-6:30 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. Originally developed by Joseph H. Pilates in Germany in the early 20th century to help strengthen and condition muscles, Pilates is the ultimate mind/body exercise for anyone who wants to tone, streamline and realign his or her body without the bulked-up results of more conventional workout methods. This mat-based exercise combines elements of yoga and bodywork to strengthen the core muscles of the abdomen, while increasing flexibility in the legs, arms and smaller muscle groups. Learn how to firm and tone your muscles to improve posture and facilitate proper and graceful movement throughout your daily life. This course is for both beginners and those wishing to continue their Pilates training. Participants should wear comfortable clothes and bring a mat. Non-marking athletic shoes must be worn. Please bring a combination lock in order to secure your personal belongings during class.

CRN #20591 8 Saturdays, 6/9-7/28, 8:30-9:30 a.m.
MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $80
Instructor: Davender Khokhar

Step It Up

Step into Step Aerobics and you’ll be glad you did! In each session, you will spend 50 minutes learning step patterns and core training, and then 10 minutes at the end for cool-down. Designed for all fitness levels, you will learn fun combinations, while working out to the beat of good music. By the end of the course, you will have built up from basic routines to intermediate ones. You should wear comfortable, exercise clothes, and non-marking shoes are required. Please bring a combination lock to secure your personal belongings during class.

CRN #20595 6 Fridays, 7/13-8/17, 6-7 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $60
Instructor: Davender Khokhar

Of Similar Interest

• Unleashing the Diva Within through Kripalu Danskinetics™ on page 17
Connecticut Basic Boating

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

CRN #20498 4 sessions, Mondays & Wednesdays, 6/4-6/13, 7-9:30 p.m. MCC Bldg. Lowe L240
CRN #20499 4 sessions, Mondays & Wednesdays, 7/9-7/18, 7-9:30 p.m. MCC Bldg. Lowe L240
CRN #20500 4 sessions, Mondays & Wednesdays, 8/20-8/29, 7-9:30 p.m. MCC Bldg. Lowe L240

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

Connecticut Basic Boating

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 #11668 1 Saturday, 5/19, 8:30 a.m.-4:30 p.m.
MCC Bldg. AST E202
CRN #20501 1 Saturday, 6/23, 8:30 a.m.-4:30 p.m.
MCC Bldg. AST E202
CRN #20502 1 Saturday, 7/21, 8:30 a.m.-4:30 p.m.
MCC Bldg. AST E202
CRN #20503 1 Saturday, 8/18, 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; plotting and charting and plotting skills using nautical charts, tools and publications. Topics include longitude and latitude; taking a position; plotting and charting; 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 the Department of Environmental Protection Coastal Boater endorsement sticker upon successful completion of this course. 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 #20504 1 Saturday, 7/21, 8:30 a.m.-4:30 p.m.
MCC Bldg. AST C203 Fee: $95
Instructors: Professional Marine Education Staff

All About Land Trusts

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

CRN #20635 1 Monday, 7/16, 7-9 p.m. MCC Bldg. LRC B144 Fee: $15
Instructor: Malcolm F. Barlow is an attorney and president of the Manchester Land Trust. He frequently lectures on open space issues.

Introduction to Orienteering

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

CRN #20620 2 Mondays, 7/9, 6-8 p.m. MCC Bldg. LRC B144; and 7/16, 6-8 p.m. 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 1 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! Learn basic techniques, rules of the game, proper stance, and shot making. Whatever level of play you now experience, you will develop a better understanding of technique and game strategy; learn exciting, new shot-making skills; and become a complete player. Materials fee: $5 for table time for each session, payable to World Championship Billiards at the first class.

CRN #20619 3 Mondays, 6/4-6/18, 7-9 p.m. Fee: $60
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: $14, payable to instructor at first class, for workbook and laminated basic-strategies card.

CRN #20623 3 sessions, Tuesdays & Thursday, 6/5-6/12, 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: $28, payable to instructor at first class, for workbook, regulation casino dice and laminated reference card.

CRN #20623 4 sessions, Tuesdays & Thursdays, 6/19-6/28, 7-9 p.m.
MCC Bldg. Lowe L142 Fee: $50
Instructor: Nino Nistri

Checkmate! Chess for Beginners

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

CRN #20641 6 Saturdays, 6/16-7/21, 10 a.m.-noon
MCC Bldg. LRC B209 Fee: $60
Instructor: Steven Bloom, M.Ed., is an MCC adjunct faculty, teaches computer software courses, and has been playing chess for more than 20 years.

Mah Jongg for Beginners

Mah Jongg is a game of skill and chance with ancient Chinese origins. When the game was introduced to the West in the late 19th century, a real craze developed, and this enthusiasm has continued to grow. Mah Jongg keeps you mentally alert in a very engaging and relaxing way, provides a therapeutic effect on your mental and physical well-being, and is appropriate for all ages. The game involves drawing, discarding, and shuffling small tiles, and then combining them in strategic ways to win rounds. This course will provide a brief history of the game, an overview of the names and suits of the 144 tiles, explanations of the rules, recommended tactics, and an opportunity to practice with fellow classmates. Mah Jongg is a perfect family activity or an enjoyable way to entertain friends and relatives. Come find out why this game is so popular!

CRN #20622 6 Mondays, 7/9-8/13, 6:30-8 p.m. EHCCC Room 6 Fee: $60
Instructor: Cecile Avila is a volunteer instructor at the Manchester Senior Center and has been playing and teaching Mah Jongg for most of her life.

Role-playing Games: How to Play Dungeons & Dragons

This course brings to life the pencil-and-paper game of Dungeons & Dragons and the art of role-playing games. You will discover the background and history that brought D&D to its current incarnation. What are the strange, little dice used for? How do you fight and cast spells? What does it mean to play a character? And most importantly, how do you win? You will learn the basic game mechanics of the D&D game, starting with how to generate a character and continue with playing that character through several classic elements of the D&D game. The instructor will cover the concept of cooperative gaming, as well as character advancement vs. development. Finally, some options will be suggested for setting up a game of your own.

CRN #20640 5 Thursdays, 7/12-8/9, 6:30-9 p.m. MCC Bldg. Lowe L243 Fee: $80
Instructor: Jim Shade was introduced to the world of role-playing games in 1979 with the first edition of Advanced Dungeons & Dragons. Since then, he has played and run games for family, friends, and small conventions. He has also crafted dozens of game adventures for various genres, including fantasy, modern horror, future/science fiction, and modern comic book super-hero.
**Plant Propagation**

Does your garden have too many bare spots? You don’t have to buy more plants-just propagate the ones you have. This hands-on class is designed for individuals who want to fill in their garden’s empty places with more plants, and without breaking the bank. Participants will learn how to divide various root structures and bring home divisions to plant in their own gardens. Materials fee: $30, payable to instructor at beginning of class. Class is limited to six participants, so please register early! **Class is held at Gazebo Gardens, 54 Hennequin Road, Columbia.** Directions will be mailed prior to class start.

CRN #20649 1 Sunday, 6/3, 2:30-4:30 p.m.
CRN #20650 1 Thursday, 6/7, 5:30-7:30 p.m.
Fee: $20

Instructor: Astrid Belanger owns Gazebo Gardens in Columbia, where she maintains 30 gardens on three acres of land. She is a master gardener who has been gardening for more than 30 years, and has appeared on television and in many popular gardening magazines.

**Container Gardening**

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

CRN #20636 1 Tuesday, 6/19, 6:30-9 p.m.
MCC Bldg. LRC B144 Fee: $25

Instructor: Bettylou Sandy is the owner of Bettylou’s Gardening in Manchester. She is a professional gardener who has been doing detail landscaping/design and offering seminars throughout Connecticut and Rhode Island since 1987. She is also an accredited land care professional through Northeast Organic Farmers Association (NOFA).

**Garden Tour and Lecture**

Enjoy a leisurely stroll through 30 unusual gardens with more than 1,000 different perennials. A master gardener will share shortcuts, time-saving hints and “do’s and don’ts” of gardening. Participants will have an opportunity to observe unusual plants and learn about the care of perennials. **Class is held at Gazebo Gardens, 54 Hennequin Road, Columbia.** Directions will be sent prior to class start.

CRN #20653 1 Sunday, 6/17, 2:30-4:30 p.m.
CRN #20654 1 Thursday, 7/26, 6-8 p.m.
Fee: $25

Instructor: Astrid Belanger

**Making a Living Sedum Wreath**

Become the envy of your friends when you learn the secrets of creating a living sedum wreath. Sedums are classified as succulents, hardy plants with thick leaves that can survive a drought. Sedums and succulents make wonderful ground cover and are traditional rockery plants that look great nestled over and in between rocks. Learn how to mix the different textures of these forgiving plants to create a unique and festive wreath that lives forever. Materials fee: $30, payable to instructor at beginning of class. Class is limited to eight participants, so please register early! **Class is held at Gazebo Gardens, 54 Hennequin Road, Columbia.** Directions will be mailed prior to class start.

CRN #20651 1 Tuesday, 6/26, 6-8:30 p.m.
CRN #20652 1 Monday, 7/16, 6-8:30 p.m.
Fee: $20

Instructor: Astrid Belanger

**Gardening with Children**

With just a little guidance from an adult, children can learn that gardening is fun and rewarding. By learning to care for plants, children learn patience and responsibility, while getting to experience firsthand the fruits of their labor: blossoming flowers and tasty things to eat! In this course aimed at helping adults to motivate children to take an interest in gardening, discussion and demonstrations will provide tools, projects, and resources for working with children ages 3 through 12.

CRN #20634 1 Tuesday, 6/26, 6:30-9 p.m. MCC Bldg. LRC B144

Fee: $25

Instructor: Bettylou Sandy

**Garden Problem Solving**

In the middle of the growing season there are always problems that arise. Too much rain, too little rain, mold, mildew, bugs, animal damage, floppy plants, and flowers that are not blooming can bother the best of gardeners. Be it flowers, vegetables, shrubs or lawns, bring your questions to this informative discussion for addressing your specific needs. All levels of gardeners are welcome.

CRN #20635 1 Tuesday, 7/10, 6:30-8:30 p.m. MCC Bldg. Lowe L142

Fee: $25

Instructor: Bettylou Sandy
Languages

Accelerated Italian for the Traveler
If you’re planning a trip to Italy for pleasure or business, this short and intensive course is for you. Through lecture and role play, you will learn the essentials of the Italian language, including very useful vocabulary; phrases and cultural aspects to assist you in ordering meals; meeting people; shopping; using the phone; and more. Double your travel pleasure and avoid embarrassing miscommunication.
CRN #20564 4 Fridays, 6/1-6/22, 7-9 p.m.
MCC Bldg. LRC B208
Fee: $80
Instructor: Dr. Akram Erik-Soussi lived in Italy for ten years and earned a doctoral degree from the University of Florence. He taught Italian at CCSU and the University of Hartford and was the personal interpreter for the President of Sicily during his official visit to Connecticut. He has also taught art history and languages for MCC since 1993.

Introduction to Practical Spanish II
As a sequel to Introduction to Practical Spanish, this course will continue to focus on listening, speaking, reading, and writing skills. Topics will include traveling, shopping, dining, free time, and the weather. Further your enjoyment of learning the Spanish language! Required text: Teach Yourself Beginner’s Spanish (book and 2-CD package), 3rd edition, Stacey and Hovia, available at MCC Bookstore. Prerequisite: Introduction to Practical Spanish, or permission of instructor.
CRN #20563 6 Thursdays, 6/7-7/12, 6:30-8:30 p.m.
MCC Bldg. LRC B208 Fee: $75
Instructor: Ricardo Canal received his master’s degree in TESOL (Teaching English to Speakers of Other Languages), with a concentration in linguistics, from Central Connecticut State University. He has done extensive tutoring in English and Spanish, and teaches ESL credit and credit-free courses at MCC. He also writes for the Spanish newspaper, La Voz Hispana.

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 #20561 6 Tuesdays, 6/12-7/24 (does not meet 7/3), 7-9:30 p.m.
MCC Bldg. LRC A226 Fee: $150
Instructor: Yvonne Foley was born and educated in France and has been tutoring students privately in the language for more than 20 years, as well as teaching French at MCC for many years.

Pronunciation for Polish Beginners
In a relaxed and informal atmosphere, this course will focus on improving the quality, comprehension and consistency of spoken Polish. We will learn the Polish alphabet, greetings, and simple introductions. Students will learn to read a play in Polish, while improving their pronunciation skills and learning the different stresses of consonants and vowels. An overview of Polish culture, including classic cartoons, will also be shared with the class. Handouts will be provided. Recommended text: English-Polish dictionary.
CRN #20627 8 Mondays, 6/11-8/6 (does not meet 7/2), 7-9 p.m.
MCC Bldg. LRC B149 Fee: $99
Instructor: Rima Martin is a native of Lithuania and speaks Lithuanian, Russian and Polish. She has been teaching all three languages at MCC since 2002.

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 #20562 4 Thursdays, 8/9-8/30, 6-8 p.m. MCC Bldg. LRC A226 Fee: $60
Instructor: Atsuko Balon, a native speaker of Japanese, has been teaching about Japan’s language and culture at MCC since 1997.

Introduction to Mandarin Chinese
This introductory course on standard Mandarin Chinese, the official language of the People’s Republic of China, is designed for complete beginners with no prior knowledge of Chinese. The course will focus on basic Chinese vocabulary, sentence structure, and grammar using everyday topics. Chinese phonetics (PinYin), exercises, and drills in a friendly environment will ensure that the student learns correct pronunciation and intonation. Topics will include: Chinese character strokes; numbers; greeting customs; weather characters and phrases; basic Chinese writing; time and date idioms; simple nouns and verbs; conversational subjects such as likes and dislikes, family and friends, and occupations; food items, cooking, and restaurants; directions and traveling; and shopping. By the end of the course, students should be able to engage in basic, daily conversation.
CRN #20661 8 Thursdays, 6/7-8/2 (does not meet 7/5), 6-8 p.m.
MCC Bldg. LRC A226 Fee: $99
Instructor: Darui Jiang, a native Mandarin speaker and a longtime language teacher for community groups, currently works in the insurance industry. Darui holds an M.B.A. from the University of Hartford, and frequently travels to China for business and personal purposes.

Of Similar Interest
- Chinese Brush Painting on page 4
- The Art of Chinese Calligraphy on page 4
Jazz Ensemble
Do you have some playing experience with your instrument? Do you like jazz and are looking for people to play with? This performance class is designed for musicians who want to learn more about jazz and playing in an ensemble setting. Students will learn about the world of jazz performance through the study of classic and modern jazz musicians and their work. This is a hands-on class where every student will perform. The culmination of the course will be a class concert. The instructor will contact you before the class starts to find out what instrument you play and how much experience you have playing it.
CRN #20527 8 sessions, Tuesdays & Thursdays, 6/5-6/28, 7-9 p.m.
MCC Bldg. V2 V127 Fee: $99
Instructor: Eric Hutchinson earned his bachelor’s degree in professional music from Berklee College of Music, where he studied education, performance and songwriting, with the drum set as his principal instrument. He is presently director of jazz and percussion at Norwich Free Academy. He is also director of music for CitiArts Theatre for Young Audiences in Stafford, CT, and artistic director for the East Granby Summer Theatre. In addition, he has taught music, percussion, and directed marching bands at several Connecticut high schools.

Intermediate Violin
As a continuation of Basic Violin Instruction, this intermediate course will focus on playing technique and knowledge of rhythm, musical style, phrasing, and ensemble playing. The course will provide a well-balanced and enriching musical experience for violin students with some violin proficiency. Aspects of improvisation and performance will be included. The course will conclude with a student concert. Students will need to have a violin prior to the first class. Those who do not own a violin may email the instructor to arrange for a rental: violinone@mail.com. Recommended text: TBA. Materials fee: $3.50, payable to instructor for shoulder pad. Prerequisite: Basic Violin Instruction or some violin proficiency.
CRN #20565 6 Tuesdays, 7/10-8/14, 6:30-8:30 p.m.
MCC Bldg. V2 V118 Fee: $75
Instructor: Bronwyn Burns earned a bachelor’s degree in music from the University of Connecticut and an artist’s diploma from the Hartt School of Music. She has performed and recorded in a variety of settings from jazz ensembles to classical symphonies, and has been teaching violin for more than 18 years. She is the music director of the violin instruction program at the East Hartford-Glastonbury Magnet School.

Classical Music for Understanding and Enjoyment
For listeners of all ages and levels who appreciate, or who would like to appreciate more fully classical music, this course will give you a foundation upon which to continue your own explorations of classical music. Combining lecture, audio presentation, and discussion, the work of composers such as Berlioz, Tchaikovsky, Prokofiev, and Dvorak, and works such as Romeo and Juliet interpretations and the “New World” symphony, will be brought to life. The work of violin virtuosos, and musical forms and variations, will also be shared in this friendly and fun environment. Come and enrich your life through timeless music!
CRN #20642 6 Thursdays, 6/14-7/26 (does not meet 7/5), 3-5 p.m.
MCC Bldg. V2 V127 Fee: $90
Instructor: Jack Brin has his bachelor’s degree from the University of Massachusetts, and in addition to teaching his primary subject of mathematics, taught music appreciation at Western New England College for nearly 20 years.

Vocal Instruction
Are you considering singing as a career? Have you always wanted to sing, but need some instruction and encouragement? Do you sing in a church choir, participate in community theater or love karaoke? Participants will learn breathing techniques, vocal warm-up exercises, vocal strengthening exercises, and how to identify and expand vocal range. This course includes ear, diction, rhythm, harmony training and basic music theory. Aspiring vocalists will discover proper body posture, and performance and voice-maintenance tips. With new vocal skills under your belt, you will then have an opportunity to sing a dozen or so songs with guitar accompaniment from the instructor’s “Song Request List” of more than 250 pop, oldie, rock or country titles. Participants must be at least 13 years of age.
CRN #20532 6 Mondays, 7/9-8/13, 7:15-8:45 p.m. MCC Bldg. V2 V117 Fee: $90
Instructor: Don Donegan has taught guitar and voice for 30 years, and also teaches songwriting. He performs regularly, and owns Rainbow Music, a teaching and recording studio in Glastonbury. News about his upcoming shows and ongoing programs can be viewed on his web site: www.dondonegan.com.

Beginning Guitar
You received a guitar as a gift—or maybe it’s been handed down—and you look at it every day and keep telling yourself that you’re going to learn how to play. Well, here’s your chance! Learn the basics. With five easy chords and two strumming techniques, you can play dozens of familiar tunes in folk, rock, 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.
CRN #20530 8 Thursdays, 7/5-8/9, 7:15-8:45 p.m. MCC Bldg. V2 V118 Fee: $90
Instructor: Don Donegan

Improve Your Guitar Skills with Fingerstyle
Fingerstyle, or finger-picking guitar playing, is a wonderfully flexible technique that can be applied equally to rock, folk, new age, classical, flamenco, Latin and jazz styles. Learning this creative approach of fingerstyle playing will allow you to perform at a higher level. Whether your focus is on Bach or Hendrix, if you have basic knowledge of the guitar and chords, you can learn how to finger pick. This course will cover how the many finger-picking techniques apply to steel, nylon stringed instruments, and electric guitars. Prerequisite: Beginning Guitar, or some guitar playing experience. Required text: Basic Guitar Writing Book, Santorella, available at MCC Bookstore.
CRN #20539 8 Mondays, 6/4-7/23, 6:30-8 p.m. MCC Bldg. V2 V118 Fee: $135
Instructor: David Giardina performs professionally in many musical styles and has taught guitar privately for more than 20 years.
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 #20581 2 Tuesdays, 7/31-8/7, 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. His work is exhibited regularly at galleries around the state.

Digital Camera for Older Adults
Learn the fundamentals of digital photography using a consumer-model digital camera at a comfortable learning pace geared for older adults. All aspects of the digital camera will be discussed, including the lens, viewfinder, focus, aperture, shutter, digital file formats and image storage. Comparisons will be done on some popular digital cameras, including image quality, current usage and price. A portion of the course will also cover working with Photoshop Elements, a popular photo editing program. We will explore importing and saving photographs, demonstrate methods of color correction and enhancement, print sizing, preparing images for print and the web. To take this class, it is not necessary to own a digital camera, but if you do, please bring it along with your instruction manual. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #20583 2 Mondays, 8/13-8/20, 1-4 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: Richard Hoyer

Digital Picture Editing for Older Adults
Learn to preserve, organize and enjoy your photographs. This class will use Picasa—free software available from Google—that helps you to organize, edit and share the photos you have on your PC. Picasa makes advanced photo editing simple by putting one-click fixes and powerful effects at your fingertips. Picasa also makes it easy to email, print or burn CDs from your photos, and best of all, it’s free. Other topics will include how to download Picasa, post photos on the web, and make simple slide shows. In addition to Picasa, we will look at other free or low-cost, simple software you can use to fix your photos and enjoy. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills are recommended.
CRN #20584 2 Tuesdays, 8/14-8/21, 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 #20582 2 Wednesdays, 8/1-8/8, 6-9 p.m. MCC Bldg. AST D211
Fee: $95
Instructor: Richard Hoyer

Advanced Techniques in Digital Photography Series
As a sequel and supplement to Digital Camera I & II, this series of course modules for the digital photographer will focus on specific technical skills and aesthetic considerations. Ongoing modules will be developed and offered in future credit-free terms. Instructor: Richard Hoyer is a fine art, portrait and location photographer with more than 20 years of fun and profit in the photo world. His work is exhibited regularly at galleries around the state.

Experiment with Filters
This class will explore experimental uses of Photoshop and an array of filters and techniques to take digital photographs and manipulate them to mimic the styles of the great visual artists. Using Photoshop you will learn how to create an “original” van Gogh, Vermeer, Edward Weston, or Andy Warhol, among others. In addition, you will learn how to simulate classic camera and darkroom techniques and special effects, such as selective focus, motion blur, special lens and filter effects, toning and coloring, solarization, and posterization. You do not have to be a Photoshop expert to learn how to create these effects!
CRN #20578 1 Friday, 7/13, 6-9 p.m. MCC Bldg. LRC B142 Fee: $30

Digital Macro Photography
Interested in taking great close-up macro photographs with your digital camera? Using a macro setting is only the beginning. In this workshop, we will look at the various options that digital photographers have for exploring the world of macro photography. Which cameras come with the best macro lens? How do you use a macro lens? What is a macro lens? Through demonstration and hands-on, in-class practice, you will learn the fundamentals of macro photography.
CRN #20579 1 Friday, 7/20, 6-9 p.m. MCC Bldg. LRC B144 Fee: $30

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 #20580 3 Tuesdays, 7/10-7/24, 6-9 p.m. MCC Bldg. LRC B144
Fee: $90
Instructor: Richard Hoyer

Advanced Photo Lighting Workshop
An in-studio, hands-on lighting workshop for serious photo hobbyists. Participants will work with professional lighting equipment under supervision of the instructor, a professional photographer. Classes will cover portrait and still-life lighting techniques. Assignments will be given and critiqued in class. Prerequisite: A thorough understanding of basic lighting techniques, exposure and camera operation is required. Additional expenses: approximately $50-$75 for film and processing. Please bring your 35mm camera and lenses, and a hand-held incident meter if available. This course is not for beginning students.
CRN #20637 6 Saturdays, 6/2-7/7, 10 a.m.-noon MCC Bldg. AST D212
Fee: $105
Instructor: Jeff Shaffer has been a professional photographer for more than 15 years and operates a studio with his wife, Dawn, in Hartford. They specialize in food and still life for advertising magazines. He is also program director for the American Society of Media Photographers.
Principles and Practices of Real Estate
This required course for real estate licensing provides clear explanations of modern real estate practices and a working knowledge of real estate in Connecticut. Property owners, buyers, sellers, and anyone interested in pursuing real estate careers or operations will find this course beneficial and rewarding. Required texts: available from instructor for approximately $85. Bring your lunch to Saturday classes.

CRN #11282 16 sessions, Tuesdays & Thursdays, 5/8-6/28, 5:30-9:30 p.m.
MCC Bldg. Lowe L240
CRN #20589 16 sessions, Mondays & Thursdays, 6/4-7/26, 5:45-9:45 p.m.
MCC Bldg. Lowe L141
Fee: $399
Instructors: CRN #11282: Andrew Pappas is a licensed broker representing MCC within the Connecticut Community College Consortium; CRN #20589: Archangelo D'Amato brings more than 25 years of real estate brokerage, sales, leasing, development and property management to the classroom.

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

CRN #11912 12 sessions, Wednesdays & Saturdays, 5/9-6/20 (does not meet 5/26), 6:30-9:30 p.m. (Wednesday); 8:30-11:30 a.m. (Saturday)
MCC Bldg. Lowe L142 Fee: $250
Instructor: Archangelo D’Amato

Real Estate Law
Approved for broker license candidates, this course is for real estate salespersons who wish to obtain a broker license. The course will use practical case studies to address all legal considerations for real estate transactions in Connecticut. Among the topics covered in this course will be ownership and interests in real estate; transfers and conveyances; Connecticut’s real estate licensing law; agency law and liability; duty to disclose; real estate finance; development and sub-division of real estate; condominiums; landlord/tenant law; and federal real estate law. Textbooks are available from the instructor for approximately $90.

CRN #20656 9 sessions, Mondays & Wednesdays, 6/4-7/2, 6-10 p.m.
MCC Bldg. Lowe L243 Fee: $315
Instructor: Elton B. Harvey III, M.A. from the University of New Haven and J.D. from Western New England College, is an attorney whose practice emphasizes commercial and residential real estate. A former title abstract company owner, he has served as a member of the New England Land Title Association, and presently is a member of the CT Bar Association Real Property Section Executive Committee and runs a practice in West Hartford.

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* (total of 75 or 120 hours)
State Provisional License (75 hours, including at least 30 hours of Real Estate Appraisal and 15 hours of Uniform Standards of Professional Appraisal Practice USPAP)
State Certified Residential (120 hours, including 15 hours USPAP)

* According to recent information from the Appraisal Commission, these requirements will increase in 2008.

MCC REAL ESTATE AND APPRAISAL COURSES QUALIFY FOR VETERAN’S BENEFITS

Qualify for Veteran’s Benefits?
You may be able to receive monthly benefits for taking
Principles and Practices of Real Estate • Appraisal I • Appraisal II
Call MCC’s Financial Aid Office for more information on Veteran’s Benefits at (860) 512-3362 or 512-3388
NEED TRAINING?
We’ll Surprise You!

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

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

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

The MCC Alumni Association Third Annual

June 17, 2007
(Father’s Day)
Time: 10:00 - 2:30
Rain Date: June 24

Show Car Registration: 8:00 to 11:00
Manchester Community College

For further info: MCC Alumni Office 860-512-2906
nonistri@usl.com OR
glemaire@mcc.commnet.edu

MANCHESTER COMMUNITY COLLEGE
ALUMNI ASSOCIATION

A portion of the proceeds benefit the Jack Parker Memorial Scholarship Fund to benefit students of Manchester Community College

Open to all classic, custom and import cars
Trophies for “Peoples Choice” winners selected by car entrants
Dash Plaques for the first 150 entrants
Free Raffle for show vehicle owners
No entrance fee for show cars, donations accepted
Spectators: FREE

Presented by WDRC-FM 102.3

29 Summer 2007 Credit-Free Catalog
S.M.A.R.T. Train the Trainer Workshop: Servers & Managers of Alcohol Responsibility Training

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

CRN #20638 2 Wednesdays, 6/13-6/20, 6-9 p.m. MCC Bldg. LRC B208
CRN #20639 1 Wednesday, 8/8, 10 a.m.-5 p.m. MCC Bldg. Lowe L243
Fee: $299
Instructor: Elizabeth Trendowski, president of Hospitality Training Concepts, is the developer of the S.M.A.R.T. program. She has been teaching hospitality courses for more than 15 years.

Professional Bartending with S.M.A.R.T.

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 #20586 2 Saturdays, 6/23-6/30, 9 a.m.-5 p.m. EHCCC Room 6
CRN #20587 2 Saturdays, 8/18-8/25, 9 a.m.-5 p.m. EHCCC Room 6
Fee: $195
Instructor: Paul Rich has been a S.M.A.R.T. instructor for MCC and other CT community colleges for the past two years, and has worked in the bartending industry for more than 12 years.

Grant Writing for Beginners

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

CRN #20559 1 Friday, 7/20, 9:30 a.m.-4 p.m. MCC Bldg. AST C209
Fee: $70
Instructor: Beverly Salzman earned her M.B.A. from Sacred Heart University, and has taught grant writing at Housatonic Community College at different times over the past ten years. As a non-profit executive for many years, she wrote grants to various State departments, the Federal government, and local foundations. She has also conducted needs assessments, designed human service programs, monitored compliance, and grant wrote for a variety of not-for-profits in the Greater Bridgeport area.

Special Event Fund Raising

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

CRN #20560 1 Friday, 7/27, 9:30 a.m.-4 p.m. MCC Bldg. AST C209
Fee: $70
Instructor: Beverly Salzman

Business Writing

Does your professional position carry business writing responsibilities? Or would you like to improve your writing skills and mechanics? Join this experienced writing instructor for an intensive, hands-on workshop that will cover the following four areas: organization (making your main point stand out so that your reader grasps it); style (eliminating wordiness); tone (how to sound positive and user-friendly); and mechanics (avoiding common errors of usage and punctuation). Through classroom discussion and real-life exercises derived from the business world, students will learn to develop and sharpen their business writing skills. The course fee includes a student manual. In addition, as a special offer to students, the instructor will be available for free, follow-up, email question-and-answer correspondence.

CRN #20545 1 Friday, 6/22, 9 a.m.-4 p.m. MCC Bldg. AST C201
Fee: $95
Instructor: Richard Reynolds, Ph.D. in English from the University of Notre Dame and for nearly 30 years a professor of English at the University of Connecticut, has taught this widely successful Business Writing course at colleges and companies throughout southern and central New England, including Boston University, University of Connecticut, the U.S. Post Office, General Electric, Fidelity, and IBM.
Writing, Publishing & Literature

More Great Books
Attention all avid readers—come join fellow book-aficionados in this popular series of book discussions led by distinguished MCC faculty members. The More Great Books series offers a provocative mix of new and classic literature each semester, and for this new summer session, will meet at three-week intervals to allow time for reading and vacations. Books are available at your local bookstore and at most libraries.
CRN #20538 3 Wednesdays, 6/20-8/1 (meets every third week), 3:30-5 p.m. MCC Bldg. AST C209 Fee: $15
Instructors: Jana Sime, Math faculty; Kimberly Hamilton-Bobrow, Michael DiRaimo, and Ken Klucznik, English faculty.

6/20 - Ethan Frome by Edith Wharton. Often seen as the story of a tragic love affair, we will look at what the novel tells us about why we tell stories. In what ways, the novel asks, do narrative and fiction help us to understand truths about the world?
Instructor: Ken Klucznik

7/11 - The Dante Club by Matthew Pearl. Follow the work of three Boston intellectuals—Oliver Wendell Holmes, Henry Wadsworth Longfellow, and James Russell Lowell—as they investigate a series of grisly murders in mid-19th century Boston. This unique novel blends the best of who-done-it detective fiction with New England intellectual history.
Instructor: Michael DiRaimo

8/1 - The Pirate Coast by Richard Zacks. This national bestseller tells the engrossing story of a military mission in 1805, authorized by President Thomas Jefferson, to overthrow the government of Tripoli in order to rescue 300 Americans being held hostage. This historical drama, filled with intrigue, contains lessons pertinent to today’s terrorist climate.
Instructors: Kimberly Hamilton-Bobrow and Jana Sime

Elements of Fiction Writing
This course is designed for those who want to write but feel they need more instruction in the craft of creative writing. The course includes six lessons with imaginative assignments in: finding and recognizing your material and your voice; structuring the plot, feeling the arc of the action; giving your characters depth and roundness; evoking the scene through description and detail; experimenting with points of view; and rewriting beginnings and endings. Aspiring writers are most welcome, as are those who seek inspiring assignments and who need deadlines in order to get started. We will use the Iowa Writing Workshop approach to facilitate critiques and commentary constructive to the writer’s work and goals.
CRN #20543 6 Wednesdays, 7/11-8/15, 7-9 p.m. MCC Bldg. AST D229 Fee: $145
Instructor: Jordan Pecile retired as the head of the English Department at the Coast Guard Academy. A graduate of Cornell University and the Writing Seminars of the University of Iowa, he has written for National Public Radio, television and theater. He has also published prize-winning short stories and essays in anthologies, The New York Times, Atlantic Monthly, Epoch, and other magazines.

Writing the Examined Life
This workshop in creative writing will focus on writing from personal experience and turning the raw material of daily life into fiction or memoir. Various exercises in creative writing and in shaping scenes for stories will be offered as needed. Participants with works-in-progress are welcome to submit scenes for class discussion. We will use the Iowa Writing Workshop approach to facilitate critiques and commentary constructive to the writer’s work and goals. Prerequisite: Elements of Fiction Writing, or for those with previous writing experience.
CRN #20544 6 Thursdays, 7/12-8/16, 7-9 p.m. MCC Bldg. AST D229 Fee: $145
Instructor: Jordan Pecile

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 #20550 1 Wednesday, 6/13, 6-9 p.m. MCC Bldg. LRC B213 Fee: $20
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.

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 #20552 2 sessions, Monday & Wednesday, 7/23-7/25, 6:30-8:30 p.m. MCC Bldg. AST C203 Fee: $30
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.
Spotlight on Essential Poets

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

Robert Lowell and Sylvia Plath

A look at confessional poetry—what it means and how confessional is it, really—through its most well-known adherents.

CRN #20540 1 Monday, 6/25, 6-9 p.m. MCC Bldg. LRC A226 Fee: $20

Wislawa Szymborska and Zbigniew Herbert

Two of the greatest Polish poets of our time: one who won the Nobel Prize and one whom many believe ought to have won it.

CRN #20541 1 Monday, 7/9, 6-9 p.m.
MCC Bldg. LRC A226 Fee: $20

William Carlos Williams and Allen Ginsberg

The connection between the great Modernist poet and the Beat revolutionary goes beyond their shared upbringing in Paterson, New Jersey.

CRN #20542 1 Monday, 7/23, 6-9 p.m.
MCC Bldg. LRC A226 Fee: $20

The Beats in Performance Series

The generation of American writers known as the Beats—Jack Kerouac, William Burroughs, Allen Ginsberg, and Gregory Corso chief among them—were also excellent readers of their own work. The Beats would often record their works backed by jazz or rock musicians. This series will explore, through audio and written examples, how the Beats performed their work for immediate impact. Hand-outs of the poems and prose selections will be provided. Don’t miss this fascinating aural tour of Beat writing! Instructor: Steve Starger

Jack Kerouac

The essential voice of the Beat Generation, and a superb reader of his own work, you’ll be captivated by Kerouac reading selections from The Subterraneans and On the Road as recorded on the Steve Allen show and released on Rhino Records. CRN #20644 1 Wednesday, 8/1, 6-9 p.m. MCC Bldg. Lowe L243 Fee: $25

William S. Burroughs

Arguably the most conversational of the Beats, we’ll listen to and follow along with Burroughs reading from a selection of his works to the accompaniment of rap/funk music, including “The Last Words of Dutch Schultz” and other pieces.

CRN #20645 1 Wednesday, 8/15, 6-9 p.m.
MCC Bldg. Lowe L243 Fee: $25

Of Similar Interest

• Business Writing on page 30
• Grant Writing for Beginners on page 30

Writing and Illustrating Children’s Books

This course provides an overview for how to write, illustrate and publish a children’s book. Topics include aesthetic and literary strategies; book design and dummy layout; illustration styles; the age appropriateness of stories; and the business of publishing. One of the classes will meet in the children’s section of an area bookstore.

CRN #20551 6 Tuesdays, 6/12-7/24 (does not meet 7/3), 7-9 p.m.
MCC Bldg. AST D229 Fee: $120

Instructor: Iris Van Rynbach earned degrees in Illustration from Parsons School of Design and the New School, and has studied Fine Arts in Paris. A published author-illustrator whose work has appeared in the New Yorker, she has written five books and illustrated eight more. Her books have received numerous awards, including The Children’s Book Council and The Social Studies Council Notable Book Award.

Coming this Fall to MCC in its 2nd Season

Mishi-maya-gat

Spoken Word & Music Series

September - May
2nd Thursday of each month

Featuring:
• Open Mic
• Live Music
• Featured Poets/Writers

Free and Open to the Public

Hosted by Stephen Campiglio
Sponsored by the MCC Foundation

For schedule and information please visit: www.mcc.commnet.edu/faculty/spoken.php or email: scampiglio@mcc.commnet.edu

www.mcc.commnet.edu 32  Credit-Free Phone-In Registration (860) 512-3232
WELCOME TO ONLINE LEARNING!

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

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

REQUIREMENTS:

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

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

www.ed2go.com/manchcc

HOW TO GET STARTED:

Successful enrollment is achieved by following these three simple steps:

1. Register and pay for the course(s) using the registration form on page 55. Be sure to indicate the start date and CRN of your course on the registration form.

2. Visit our online instruction center at www.ed2go.com/manchcc and click on the “orientation” link to receive a course syllabus, course procedures, text requirements, and to meet your online instructor(s). During orientation, you will provide your name and create a password, which you will use to access your course. This step is critical! You cannot access your course until you complete orientation.

3. When your course starts, return to our online instruction center and click the “classroom” link. To begin your studies, simply log in with the name and password you provided during orientation.

START DATES:

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

June 20
July 18
August 15

ACCOUNTING

Accounting Fundamentals
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more. $104
CRN #20212

Accounting Fundamentals II
Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor. $104
CRN #20213

ART

Drawing for the Absolute Beginner
Gain a solid foundation in drawing and become the artist you’ve always dreamed you could be! $104
CRN #20236

Enjoying European Art Online
An introduction to the most important works of European art, with a wealth of commentary and interesting historical information. $104
CRN #20237

Film Literacy for Everyone
Gain an appreciation of the filmmaker’s art. Be able to read between the frames to find deeper meaning in any filmed story. $104
CRN #20238

BUSINESS ADMINISTRATION & MANAGEMENT

Administrative Assistant Fundamentals
Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries. $104
CRN #20211

Administrative Assistant Applications
Gain the skills and knowledge you’ll need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant. $104
CRN #20210

Fundamentals of Supervision and Management
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts. $104
CRN #20217

Fundamentals of Supervision and Management II
Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills. $104
CRN #20218

Understanding the Human Resources Function
Learn to handle basic human resource functions to ensure the best possible results. $104
CRN #20436

Managing Customer Service
Become indispensable to any organization by understanding how to identify and meet customer needs. $104
CRN #20220

Introduction to Business Analysis
Learn powerful techniques to improve your decision-making skills at work. $104
CRN #20430

Mastery of Business Fundamentals
Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program. $104
CRN #20429

Mastery of Business Applications
Learn what all MBAs know—without going to the trouble of getting an MBA! $104
CRN #20221

Successful Construction Business Management
Gain a powerful and permanent advantage over the competition by learning how to practice expert business management. $104
CRN #20431
<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>DESCRIPTION</th>
<th>CRN #</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Distribution and Logistics Management</strong></td>
<td>Learn how to improve your company’s distribution and logistics management activities, increase customer satisfaction, and improve operational throughput. $104</td>
<td>#20215</td>
</tr>
<tr>
<td><strong>Manufacturing Fundamentals</strong></td>
<td>Learn the basic skills required to work in the manufacturing field. $104</td>
<td>#20416</td>
</tr>
<tr>
<td><strong>Manufacturing Applications</strong></td>
<td>Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing. $104</td>
<td>#20417</td>
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<tr>
<td><strong>Project Management Fundamentals</strong></td>
<td>Gain the skills you’ll need to succeed in the fast-growing field of project management. $104</td>
<td>#20227</td>
</tr>
<tr>
<td><strong>Project Management Applications</strong></td>
<td>Experienced project manager teaches you tricks of the project management trade. $104</td>
<td>#20226</td>
</tr>
<tr>
<td><strong>Purchasing Fundamentals</strong></td>
<td>Improve your company’s bottom line by mastering the fundamentals of purchasing. $104</td>
<td>#20229</td>
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<tr>
<td><strong>Purchasing Applications</strong></td>
<td>Become a more effective member of your company by learning to apply advanced purchasing concepts. $104</td>
<td>#20228</td>
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<tr>
<td><strong>Supply Chain Management Fundamentals</strong></td>
<td>Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations. $104</td>
<td>#20232</td>
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<tr>
<td><strong>Supply Chain Management Applications</strong></td>
<td>Become more valuable to your organization by learning to improve company processes. $104</td>
<td>#20231</td>
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<tr>
<td><strong>Total Quality Fundamentals</strong></td>
<td>Learn the basics of total quality management. $104</td>
<td>#20234</td>
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<tr>
<td><strong>Six Sigma: Total Quality Applications</strong></td>
<td>Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality. $104</td>
<td>#20230</td>
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<tr>
<td><strong>BUSINESS PLANNING &amp; ENTREPRENEURIAL COURSES</strong></td>
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<tr>
<td><strong>Creating a Successful Business Plan</strong></td>
<td>Turn your business ideas into a solid plan for financing and long-term success. $104</td>
<td>#20427</td>
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<tr>
<td><strong>Start and Operate Your Own Home-Based Business</strong></td>
<td>An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss. $104</td>
<td>#20437</td>
</tr>
<tr>
<td><strong>Growing Plants for Fun and Profit</strong></td>
<td>An industry professional teaches you everything you need to prosper in the backyard nursery business. $104</td>
<td>#20402</td>
</tr>
<tr>
<td><strong>Get Paid to Travel</strong></td>
<td>Learn everything you need to start your new and exciting career as a professional tour director. $104</td>
<td>#20441</td>
</tr>
<tr>
<td><strong>Start Your Own Consulting Practice</strong></td>
<td>Find out how you can earn income by sharing your training or knowledge with others. $104</td>
<td>#20438</td>
</tr>
<tr>
<td><strong>Caring for Children</strong></td>
<td>Prepare for a rewarding career as a child care professional by learning how to keep children safe, healthy, happy, and communicative. $104</td>
<td>#20396</td>
</tr>
<tr>
<td><strong>Secrets of the Caterer</strong></td>
<td>Learn cooking and business secrets from a professional caterer. $104</td>
<td>#20401</td>
</tr>
<tr>
<td><strong>Wow, What a Great Event!</strong></td>
<td>Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner. $104</td>
<td>#20235</td>
</tr>
<tr>
<td><strong>Résumé Writing Workshop</strong></td>
<td>Discover the secret to transforming your tired, boring résumé into a powerful tool that will get you interviews. $104</td>
<td>#20423</td>
</tr>
<tr>
<td><strong>Twelve Steps to a Successful Job Search</strong></td>
<td>World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy. $104</td>
<td>#20424</td>
</tr>
<tr>
<td><strong>Get Assertive!</strong></td>
<td>Find out how you can stop others from intimidating you or treating you poorly. $104</td>
<td>#20440</td>
</tr>
<tr>
<td><strong>Leadership</strong></td>
<td>Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life. $104</td>
<td>#20422</td>
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<tr>
<td><strong>Communicating Like a Leader</strong></td>
<td>Learn to become a great communicator and improve your chances for professional success. $104</td>
<td>#20245</td>
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<tr>
<td><strong>High Powered Communication</strong></td>
<td>Master the five critical factors of highly effective communication used by all skilled communicators. $104</td>
<td>#20253</td>
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<tr>
<td><strong>Listen to Your Heart and Success Will Follow</strong></td>
<td>Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents. $104</td>
<td>#20413</td>
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<tr>
<td><strong>Individual Excellence: Secrets of Career Success</strong></td>
<td>Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity. $104</td>
<td>#20219</td>
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<table>
<thead>
<tr>
<th>Course Title</th>
<th>CRN</th>
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<tbody>
<tr>
<td>Achieving Success With Difficult People</td>
<td>20240</td>
</tr>
<tr>
<td>Learn how to have more successful relationships with difficult bosses, coworkers, students, neighbors, or relatives.</td>
<td>$104</td>
</tr>
<tr>
<td>Merril Ream Speed Reading</td>
<td>20373</td>
</tr>
<tr>
<td>Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.</td>
<td>$104</td>
</tr>
<tr>
<td>Get Funny!</td>
<td>20412</td>
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<tr>
<td>Learn how to use humor to speak more effectively, write better, and increase your popularity.</td>
<td>$104</td>
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</tbody>
</table>

**COMPUTERS**

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<tr>
<th>Course Title</th>
<th>CRN</th>
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<tbody>
<tr>
<td>Basic Computer Literacy ($104 per class)</td>
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<tr>
<td>Keyboarding</td>
<td>20271</td>
</tr>
<tr>
<td>Introduction to Windows XP</td>
<td>20288</td>
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<tr>
<td>Introduction to Linux</td>
<td>20304</td>
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<tr>
<td>101 Tips and Tricks for the iMac and Macintosh</td>
<td>20316</td>
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<tr>
<td>Computer Skills for the Workplace</td>
<td>20272</td>
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<tr>
<td>The Internet ($104 per class)</td>
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<tr>
<td>Introduction to the Internet</td>
<td>20292</td>
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<tr>
<td>Introduction to Outlook Express</td>
<td>20290</td>
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<tr>
<td>Learn to Buy and Sell on eBay</td>
<td>20294</td>
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<tr>
<td>Computer Applications ($104 per class)</td>
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<tr>
<td>Introduction to Microsoft Word 2003</td>
<td>20276</td>
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<tr>
<td>Intermediate Microsoft Word 2003</td>
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<tr>
<td>Advanced Microsoft Word 2003</td>
<td>20278</td>
</tr>
<tr>
<td>Introduction to Microsoft Excel 2003</td>
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</tr>
<tr>
<td>Intermediate Microsoft Excel 2003</td>
<td>20284</td>
</tr>
<tr>
<td>Advanced Microsoft Excel 2003</td>
<td>20282</td>
</tr>
<tr>
<td>Introduction to Microsoft Access 2003</td>
<td>20283</td>
</tr>
<tr>
<td>Intermediate Microsoft Access 2003</td>
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</tr>
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<td>Introduction to Microsoft Powerpoint 2003</td>
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</tr>
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<td>Intermediate Microsoft Powerpoint 2002</td>
<td>20287</td>
</tr>
<tr>
<td>Introduction to Microsoft Project 2003</td>
<td>20284</td>
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<tr>
<td>Introduction to Microsoft Publisher 2003</td>
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</tr>
<tr>
<td>Introduction to Crystal Reports 10</td>
<td>20345</td>
</tr>
<tr>
<td>Introduction to QuickBooks 2007</td>
<td>20399</td>
</tr>
<tr>
<td>Introduction to QuickBooks 2005</td>
<td>20279</td>
</tr>
<tr>
<td>QuickBooks for Contractors</td>
<td>20280</td>
</tr>
<tr>
<td>Performing Payroll in QuickBooks</td>
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<tr>
<td>Introduction to Microsoft Outlook 2003</td>
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<tr>
<td>Web Page Design, Graphics &amp; Multimedia ($104 per class)</td>
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<tr>
<td>Creating Web Pages</td>
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<td>Creating Web Pages II</td>
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<td>Introduction to CSS and XHTML</td>
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<td>Designing Effective Websites</td>
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<td>Introduction to Dreamweaver 8</td>
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<td>Introduction to Dreamweaver MX 2004</td>
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<td>Introduction to Microsoft FrontPage 2003</td>
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<td>Achieving Top Search Engine Positions</td>
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<tr>
<td>Imaging for the Web Using Fireworks MX</td>
<td>20318</td>
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<tr>
<td>Introduction to CorelDRAW X3</td>
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<td>Introduction to Macromedia Director MX 2004</td>
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<td>Introduction to Flash 8</td>
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<td>Introduction to Flash MX 2004</td>
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<td>Web Programming ($104 per class)</td>
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<td>Introduction to ASP.NET</td>
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<td>Introduction to JSP Programming</td>
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<tr>
<td>Java for the Absolute Beginner</td>
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<tr>
<td>Graphic Design ($104 per class)</td>
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<tr>
<td>Design Projects for Adobe Illustrator CS</td>
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<tr>
<td>Design Projects for Adobe Illustrator CS2</td>
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<tr>
<td>Introduction to FreeHand MX</td>
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<tr>
<td>Photoshop Elements 5.0 for the Digital Photographer</td>
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<td>Photoshop Elements 5.0 for the Digital Photographer II</td>
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<td>Photoshop Elements 4.0 for the Digital Photographer</td>
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<tr>
<td>Photoshop Elements 4.0 for the Digital Photographer II</td>
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<td>Photoshop Elements 3.0 for the Digital Photographer</td>
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<tr>
<td>Photoshop Elements 2.0 for the Digital Photographer</td>
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<tr>
<td>Introduction to Photoshop CS2</td>
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<tr>
<td>Intermediate Photoshop CS2</td>
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<tr>
<td>Photoshop CS2 for the Digital Photographer</td>
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<tr>
<td>Introduction to Photoshop CS</td>
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<tr>
<td>Photoshop 7 for the Absolute Beginner</td>
<td>20330</td>
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</table>
### Certification Prep ($138 per class)
- CompTIA Security+ Certification Prep  
  **CRN #20273**
- CompTIA Network+ Certification Prep  
  **CRN #20302**
- Basic CompTIA A+ Certification Prep  
  **CRN #20309**
- Intermediate CompTIA A+ Certification Prep  
  **CRN #20310**
- Advanced CompTIA A+ Certification Prep  
  **CRN #20311**
- Microsoft Windows Certification Prep: Exam 70-270  
  **CRN #20344**
- PMP Certification Prep 1  
  **CRN #20222**
- PMP Certification Prep 2  
  **CRN #20223**

### Integrating Technology in the K-5 Classroom
Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans. $104  
**CRN #20364**

### The Classroom Computer
Learn how to use the classroom computer to increase learning and motivate students. $104  
**CRN #20367**

### Using the Internet in the Classroom
Discover how you can use the Internet to make teaching easier for you and more relevant to your students. $104  
**CRN #20368**

### Microsoft Excel 2003 in the Classroom
Discover the many ways Microsoft’s powerful mathematical and analytic tool can help you and your students. $104  
**CRN #20365**

### Microsoft PowerPoint 2003 in the Classroom
Motivate your students and enrich your lessons by bringing PowerPoint into your classroom. $104  
**CRN #20369**

### Microsoft Word 2003 in the Classroom
Harness the power of the most popular word processing program on the market and become a more productive and creative teacher. $104  
**CRN #20366**

### Big Ideas in Little Books
Increase student performance and earn extra income by converting your ideas for instructional aids into reality. $104  
**CRN #20372**

### Enhancing Language Development in Childhood
Enrich the lives of your children by learning fun and natural ways to help them become proficient speakers and thinkers. $104  
**CRN #20398**

### Understanding Adolescents
Uncover the secrets of the adolescent mind. Gain valuable information on how they feel, how their identities develop, and how you can best meet their needs. $104  
**CRN #20395**

## COURSES FOR TEACHERS

### Computer Programming & Database Management ($104 per class)
- Introduction to Database Development  
  **CRN #20303**
- Introduction to the Game Industry  
  **CRN #20346**
- C++ for the Absolute Beginner  
  **CRN #20312**
- Introduction to C# Programming  
  **CRN #20313**
- Intermediate C# Programming  
  **CRN #20314**
- Introduction to Perl Programming  
  **CRN #20315**
- Introduction to VBA  
  **CRN #20306**
- Introduction to Visual Basic.NET  
  **CRN #20307**
- Intermediate Visual Basic.NET  
  **CRN #20308**
- Introduction to Visual Basic 2005  
  **CRN #20305**
- Creating User Requirements Documents  
  **CRN #20214**
- High Speed Project Management  
  **CRN #20348**

### Teaching Science: Grades 4-6
Increase your effectiveness as a science teacher for children in fourth through sixth grades. $104  
**CRN #20361**

### Solving Classroom Discipline Problems
Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline. $104  
**CRN #20362**

### Ready, Set, Read!
A learning specialist shows you how to raise a successful reader and writer. $104  
**CRN #20371**

### The Creative Classroom
Enrich your teaching talents and encourage your students’ creative thinking as you learn to turn your classroom into a creative classroom. $104  
**CRN #20370**

### Differentiated Instruction in the Classroom
Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms. $104  
**CRN #20363**
Guiding Kids on the Internet
Gain confidence and experience so you can help your children discover all the Internet has to offer. $104
CRN #20392

ENTERTAINMENT

Marketing Tools for Actors
A working casting director teaches you powerfully effective strategies to market yourself locally for film and television work. $104
CRN #20439

Theme Park Engineering
Get a behind-the-scenes look at your favorite theme parks and meet the person who engineers their top attractions. $104
CRN #20421

Music Made Easy
Learn the fundamentals of music theory. Be able to read, write, and play simple music. $104
CRN #20239

Making Movies With Windows XP
Turn your home videos into entertaining movies that you can share with others by e-mail, the Web, CD, and DVD. $104
CRN #20324

GRANT WRITING & NONPROFIT MANAGEMENT

A to Z Grant Writing
Learn how to research and develop relationships with potential funding sources, organize grant-writing campaigns, and prepare proposals. $104
CRN #20378

Get Grants!
Learn how to develop successful, fundable grants from experts in the field. $104
CRN #20379

Advanced Grant Proposal Writing
Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. $104
CRN #20381

Writing Effective Grant Proposals
Learn to prepare grant proposals that get solid results for your favorite organization or charity. $104
CRN #20380

Becoming a Grant Writing Consultant
Increase your income while working from home by starting a grant writing consulting business. $104
CRN #20432

Creating Your Own Nonprofit
Industry veteran shows you how to take a nonprofit business from vision to reality. $104
CRN #20428

Marketing Your Nonprofit
Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers. $104
CRN #20434

Introduction to Nonprofit Management
Develop the skills and strategies you need to become an integral part of one of America’s fastest growing service sectors. $104
CRN #20433

Introduction to Natural Health and Healing
Learn to prepare grant proposals that get solid results for your favorite organization or charity. $104
CRN #20380

HEALTH CARE, NUTRITION & FITNESS

Assisting Aging Parents
Handle the challenges you will face in the coming years. $104
CRN #20397

Medical Terminology: A Word Association Approach
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion. $104
CRN #20405

Become a Veterinary Assistant
Practicing veterinarian prepares you to work in a veterinary office or hospital. $104
CRN #20406

Become a Veterinary Assistant II: Canine Reproduction
Practicing veterinarian teaches you to manage the entire canine breeding cycle, from assessing the health of parents to puppy care. $104
CRN #20407

Become a Veterinary Assistant III: Practical Skills
Learn the practical skills you’ll need to be a valuable veterinary assistant or educated pet owner. $104
CRN #20409

Introduction to Natural Health and Healing
Learn how to promote wellness, balance, and health in all aspects of your daily life. $104
CRN #20408

Luscious, Low-Fat, Lightning-Quick Meals
Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious! $104
CRN #20400

Handling Medical Emergencies
Every second counts during a medical emergency. Learn how to respond if someone needs your help. $104
CRN #20404

Outdoor Survival Techniques
Learn the essential skills you will need to survive in a remote or stranded condition. $104
CRN #20426

LANGUAGES

Beginning Braille Transcription
Prepare for a rewarding career as a Braille transcriber by learning to write and read the tactual language of the blind. $104
CRN #20242

Intermediate Braille Transcription
Learn Literary Braille and prepare for the Library of Congress Braille Transcriber’s Certification exam. $104
CRN #20254

Speed Spanish
Learn six easy recipes to glue Spanish words together into sentences, and you’ll be engaging in conversational Spanish in no time. $104
CRN #20389
### Speed Spanish II
Clever follow-up to our popular Speed Spanish course. Several new recipes help you quickly build fluency. $104  
**CRN #20390**

### Speed Spanish III
Master your ability to speak, understand, and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series. $104  
**CRN #20391**

### Beginning Conversational French
Discover how easy it can be to learn common words and phrases for both leisure and business. $104  
**CRN #20388**

### Grammar for ESL
If English is your second language and you’re headed to college, this course will teach you the principles of grammar and structure you’ll need to succeed. $104  
**CRN #20374**

### Writing for ESL
Learn how to write in English more effectively to succeed in college and at work. $104  
**CRN #20375**

### MATH & SCIENCE

#### Everyday Math
Gain confidence in your basic math skills and start using math to your advantage. $104  
**CRN #20385**

#### Introduction to Algebra
Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems. $104  
**CRN #20415**

#### Human Anatomy and Physiology
Gain a greater appreciation and understanding of the marvelous complexity of the human body. $104  
**CRN #20403**

### PERSONAL FINANCE

#### Debt Elimination Techniques That Work
Learn specific, powerful, and proven strategies to get completely out of debt and live a stress-free lifestyle. $104  
**CRN #20376**

#### Where Does All My Money Go?
Learn how to get control of your money once and for all. $104  
**CRN #20377**

#### Personal Finance
Protect your assets and discover how best to achieve all your financial goals. $104  
**CRN #20387**

#### Building Wealth
Certified financial planner shows you how most wealthy people build their fortunes. $104  
**CRN #20386**

### PHOTOGRAPHY

#### Discover Digital Photography
An informative introduction to the fascinating world of digital photography equipment. $104  
**CRN #20420**

#### Secrets of Better Photography
Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations. $104  
**CRN #20418**

#### Photographing People With Your Digital Camera
Learn to take beautiful pictures of adults, children, and babies. $104  
**CRN #20419**

### PERSONAL ENRICHMENT

#### Goodbye to Shy
Become more confident in social, professional, and romantic situations. $104  
**CRN #20251**

#### Interpersonal Communication
Become aware of the conscious and unconscious codes of meaning we send when communicating with others. $104  
**CRN #20255**

#### Keys to Effective Communication
Lost for words? Don’t be! Learn to build rapport, trust, warmth, and respect through conversation. $104  
**CRN #20258**

#### The Magic of Hypnosis
Learn to use hypnotic suggestion on yourself and others with amazing results. $104  
**CRN #20394**

#### Wine Appreciation for Beginners
Master the secrets of wine appreciation and never be intimidated by a wine steward again. $104  
**CRN #20399**

#### Genealogy Basics
Learn where to look, who to contact, and how to use research tools to begin an exciting and fascinating exploration of your roots. $104  
**CRN #20393**

### SALES & MARKETING

#### Principles of Sales Management
Master the art of managing sales teams from a sales management professional. $104  
**CRN #20224**

#### Professional Sales Skills
Discover how to begin a successful and rewarding career in sales. $104  
**CRN #20225**
Effective Selling
Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success. $104
CRN #20216

Marketing Your Business on the Internet
E-commerce expert helps you develop an Internet marketing plan for your business. $104
CRN #20440

TEST PREP

GED Test Preparation
Want to pass the GED? This course will help you develop the skills you'll need to succeed. $104
CRN #20351

Prepare for the GED Language Arts, Writing Test
Obtain the skills and knowledge to successfully prepare for the GED Language Arts, Writing test. $104
CRN #20352

Prepare for the GED Math Test
Master the skills you’ll need to successfully pass Test 5 in the GED test series. $104
CRN #20353

GMAT Preparation
Discover powerful test-taking techniques and methods for improving your score on the GMAT. $104
CRN #20356

GRE Preparation: Part 1
Discover powerful strategies for success in the verbal and analytical sections of the GRE. $104
CRN #20354

GRE Preparation: Part 2
Learn a variety of useful techniques for tackling the math section of the GRE. $104
CRN #20355

LSAT Preparation: Part 1
Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills. $104
CRN #20357

LSAT Preparation: Part 2
Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers. $104
CRN #20358

SAT/ACT Preparation: Part 1
Master the reading, writing, English, and science questions on the ACT and new SAT. $104
CRN #20359

SAT/ACT Preparation: Part 2
Master the math questions on the ACT and new SAT. $104
CRN #20360

WRITING COURSES

Beginning Writer’s Workshop
Get a taste of the writer’s life and improve your writing skills in this introduction to writing creatively. $104
CRN #20243

Romance Writing Secrets
Learn how to write and sell romance novels from a veteran romance author. $104
CRN #20598

Fundamentals of Technical Writing
Learn the skills you need to succeed in the well-paying field of technical writing. $104
CRN #20250

Writing Great Technical Documents
Learn how to write great technical documents from an award-winning technical writer. $104
CRN #20269

The Keys to Effective Editing
If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction. $104
CRN #20233

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches. $104
CRN #20252

Effective Business Writing
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end. $104
CRN #20249

Writeriffic: Creativity Training for Writers
Banish writer’s block forever with these tricks from the published writer’s toolbox. $104
CRN #20267

Writeriffic 2: Advanced Creativity Training for Writers
This advanced writing course will increase your creativity—whether you’re writing for personal satisfaction or to launch a career. $104
CRN #20266

The Craft of Magazine Writing
If you’re a determined new writer, this class will provide you with the skills you need to get published. $104
CRN #20262

Writing for Children
A published children’s author shows you how to touch the hearts of children by creating books for them. $104
CRN #20268

Mystery Writing
Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author. $104
CRN #20259

Research Methods for Writers
Learn the most efficient and effective methods to conduct research for any writing project. $104
CRN #20261

Demystifying Forensic Science: A Writer’s Guide
Learn the secrets behind forensic science and add new characters, depth, and marketability to your fiction. $104
CRN #20248

Beginner’s Guide to Getting Published
A published writer shows you how to give yourself the credibility you need to get your books and articles published. $104
CRN #20241

Your Screenwriting Career
Learn how to write and sell professional-quality screenplays from a Hollywood veteran. $104
CRN #20270
ONLINE COURSES

Write Fiction Like a Pro
A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story. $104
CRN #20264

Pleasures of Poetry
This course will help you create your best possible work, whether you’re looking to be published or simply wish to craft beautiful poems for friends. $104
CRN #20260

Travel Writing
Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books. $104
CRN #20263

Creating a Sense of Place
Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters. $104
CRN #20247

Write Your Life Story
Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others. $104
CRN #20265

Introduction to Journaling
Discover how journaling can help you learn more about yourself, explore your dreams, values, and beliefs, improve your health, survive unwanted change, succeed in your career, and express your creativity. $104
CRN #20257

Business Marketing Writing
Write great marketing copy to improve your company’s image and your chances of getting hired or promoted. $104
CRN #20244

Introduction to Internet Writing Markets
A professional writer helps you discover a wide variety of new markets for your written work. $104
CRN #20256

Publish It Yourself: How to Start and Operate Your Own Publishing Business
Convert manuscripts into income by producing and selling books like the pros. $104
CRN #20435

NEED HELP?

The knowledgeable staff at Ed2go can assist you!

Go to www.ed2go.com/manchcc and click “Help” on the Online Instruction Center menu. You will find answers to many common questions, or you may submit an inquiry directly to the Ed2go Help Desk by scrolling to the bottom of the page.

If you have questions about how to register or pay for an online class, you may email MCC’s Ed2go contact, Jessie Bradley:
jbradley@mcc.commnet.edu

MANCHESTER COMMUNITY COLLEGE

There’s a Credit Class For You This Summer!

Attain Your Goals and Pursue Your Dreams!
• Earn up to 4 credits per course; only $120 per credit
• Day, evening and weekend courses beginning in May, June and July
• Transfer credits to another school or apply toward a degree or certificate at MCC
• Register early; classes fill quickly

For information, call (860) 512-2800 or visit us on the web at www.mcc.commnet.edu/students/resources/catalog.php

www.mcc.commnet.edu
OLDER ADULT PROGRAM

Older Adult Association
For Individuals 50 and Older — Your Opportunity for Lifelong Learning

Over 1,100 OAA members enjoy free monthly meetings with speakers or entertainment, September through May; reduced fees for sponsored luncheons, dinners and trips; a monthly newsletter providing information on activities, events and courses; and a tuition rebate program to reimburse a percentage of the fee paid for any Credit-Free course taken at MCC from September through the following August of each year.

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

MCC-Older Adult Association Membership 2007-2008
PLEASE PRINT

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

First Name: Male ___________________________________________ Date of Birth ____________________________
First Name: Female _________________________________________ Date of Birth ____________________________

Address __________________________________________________________________________________________

Town ___________________________________________State ________Zip ________________ - _______________

Phone ( _____________) _________________________________

Renewal _________ New Member _____________

Return your completed form with your check.

Dues: $12 per person, per year
Check payable to: MCC-OAA
Amount enclosed: _____________
Check #: _____________
Check Date: _____________

Send to: Older Adult Association
Manchester Community College
P.O. Box 1046, MS #16
Great Path
Manchester, CT 06045-1046

MCC-OAA 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. Bring your Tuition Rebate Form (see below) to class and have it signed by the instructor.

Please use one form per member, per course. Mail the completed tuition rebate form to:
Carole Walden • 664 Bush Hill Road • Manchester, CT 06040.

You will receive reimbursement within four weeks directly from the Older Adult Association.

MCC-OAA Tuition Rebate Form
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: _________________________________________________________________________________

Session: (circle one) Summer 2007 Fall 2007 Winter 2007-08 Spring 2008

Instructor’s signature: _______________________________________________________________________

(Verifying that student attended at least one class session)
The following is a sample of summer Credit-Free courses recommended for Older Adults:

**Art & Crafts:**
- Painting: Using Oils, Water-Based Oils, or Acrylics
- Plein Air Watercolor Workshop
- Wax Painting (with Melted Crayons)
- Basket Weaving for Beginners
- Colorwash Quilts

**Body, Mind & Spirit:**
- Therapeutic Yoga
- Dance, Sing, Do Your Thing!

**Computer Technology:**
- Introduction to Personal Computers for Older Adults
- Getting Started on the Internet for Older Adults
- Word for Older Adults

**Cuisine:**
- Scrumptious Desserts
- The Art of Dim Sum

**Dance:**
- Ballroom Dancing

**Family, Finance & Consumer Issues:**
- Should I Give My Home to My Children?
- Gifting Strategies that Prevent You from Going Broke at the Nursing Home

**Fitness & Recreation:**
- Tai Chi for Health and Relaxation
- Introduction to Pilates
- Step it Up
- Mah Jongg for Beginners

**Gardening:**
- Garden Tour and Lecture
- Container Gardening

**Music:**
- Classical Music for Understanding and Enjoyment

**Photography:**
- Digital Camera for Older Adults
- Digital Picture Editing for Older Adults

**Real Estate:**
- Principles and Practices of Real Estate

**Writing, Publishing & Literature:**
- More Great Books

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Returning this Fall for Older Adults:

The popular “Lunch & Learn” series of courses on select Fridays from noon-1 p.m. in a variety of subjects.

Participants are encouraged to bring a lunch.

Check out the Fall Credit-Free catalog for details.

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The Older Adult Monthly Newsletter “Update” is now on the MCC Web Site: www.mcc.commnet.edu/continuing/oaa.php

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
Dear Parents and Students,

The Excursions in Learning Program will celebrate its 20th birthday in 2007. As part of the celebration we are adding new features to our program. We will sponsor a Multicultural Book Festival with several activities on Sunday afternoon, April 1 from 1-3:30 p.m. We will also feature a week long technology camp for students completing grades 6-8. “Engineer This” is scheduled for July 16-20 from 9-3:30 p.m.

We are again offering the popular Junior Culinary Camp for students completing grades 5-8. Lori Gilmore, our new instructor, will be adding new ideas to many aspects of food preparation in MCC’s professional kitchens. Because of the program’s popularity, two identical sessions are offered Monday through Friday from 9 a.m. – 3:30 p.m. The first session will be from July 16-20 and the second from July 23-27.

Summer Excursions offers gifted and/or high-achieving students in grades K-8 the opportunity to explore a wide variety of topics in-depth through active, authentic learning. Students are challenged to experiment, imagine, role-play, investigate, problem solve and complete independent projects. All teachers have training and experience in gifted and talented education and/or advanced levels of training in their course content.

Summer Excursions meets weekdays from July 30-August 10, 2007. Morning sessions are held from 9 a.m. – noon; afternoon sessions are held from 1 – 4 p.m. In addition, an A.M. à la Carte session will be held from 8 – 9 a.m. Lunch will be supervised for children attending both sessions. MCC has a cafeteria where food may be purchased. Children staying all day are encouraged to bring a healthy lunch that doesn’t require refrigeration.

Celebrate the 20th birthday of Excursions with any of these programs.
Discover new ideas.
Develop new talents. Become an Excursions in Learning student.

Sincerely,
Susan B. Meisler
Coordinator of Youth Programs

GENERAL INFORMATION

COST:
1. The tuition for “Engineer This!” is $137.50
2. The tuition for Junior Culinary Camp is $340 (includes a materials fee).
3. The tuition for Summer Excursions is $245 for a half day (one course, 30 hours for two weeks) or $490 a for full day (two courses, 60 hours for two weeks). The tuition for Claytime or Clay Creations is $275 (includes a materials fee), and for AM à la Carte, $60. The Summer Excursions’ registration fee includes a program T-shirt.

SCHOLARSHIPS:
Scholarships are available only for the two-week Summer Excursions Program. Scholarships are limited and need-based, (one scholarship per family). To apply, please submit copies of your 2006 IRS 1040 and W-2 Forms. Include a letter that describes your needs and any extenuating circumstances that would help us to evaluate your financial situation. (Students who already receive a subsidized lunch may be eligible.) All necessary information must be postmarked by June 1, 2007 to be considered. Send information to:

Susan Meisler, Program Coordinator
Excursions in Learning
Manchester Community College • Great Path MS #16 • P.O. Box 1046 • Manchester, CT 06045-1046

Please note that registration forms may be sent ahead of the scholarship request information. We will hold your child’s place in a class until the scholarship committee makes a decision in the early part of June. If you have any questions, please don’t hesitate to call 512-2804 or email smeisler@mcc.commnet.edu

FOR ALL SUMMER EXCURSIONS STUDENTS:
Registration forms must be accompanied by both a School Component Form (new Summer Excursions students only) and a Health and Safety Form. Registrations will not be processed, or seats in courses reserved, unless all required forms are submitted together.
Parents will receive official written confirmation of class placement and a program information packet approximately three weeks before class starts.

Visit www.mcc.commnet.edu for an electronic version of this catalog. You may print out school component and registration forms.
**Excursions in Learning Registration Form**

Student’s name ____________________________ Nickname ____________________________

Home address (street/city/state/zip) ___________________________________________________

Student’s SS# (for student I.D.) ____________________________ Banner ID# (if known) ____________________________

Male _____ Female _____ Birth date _____________________ Grade (06/07 year) _____________________ Age __________

Parents’ names______________________________ Home phone ________________ Email __________________

Mother’s work phone ___________________ Father’s work phone ________________ Cell phone # __________

Has the student ever attended the Summer Excursions in Learning Program? _____ Yes _____ No

Reminder for ALL students: Health & Safety Form must be submitted with this registration form.
School Component Form must be submitted with Health and Safety Form for all new students.

**SUMMER EXCURSIONS A.M. SESSION:**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>CRN #</th>
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</thead>
<tbody>
<tr>
<td>ENGINEER THIS (July 16-20)</td>
<td>20445, 20446</td>
</tr>
<tr>
<td>JUNIOR CULINARY CAMP (July 16-20)</td>
<td>20134, 20135</td>
</tr>
<tr>
<td>A.M. à la Carte</td>
<td>20136</td>
</tr>
</tbody>
</table>

In spaces below, list your child’s first and second course choices for Summer Excursions.

1st choice ____________________________ CRN # ____________________________

2nd choice ____________________________ CRN # ____________________________

If registering for MCC Jr. Jazz Band, name the instrument you play ________________

**SUMMER EXCURSIONS P.M. SESSION:**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>CRN #</th>
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</thead>
<tbody>
<tr>
<td>Summer Excursions A.M. session</td>
<td></td>
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</tbody>
</table>
THERE ARE THREE WAYS TO REGISTER:

1) Send your completed Registration, Health & Safety (all students) and School Component Forms (if new to Summer Excursions) to:
   Manchester Community College
   Continuing Education Excursions Registration
   Great Path, MS #16
   P. O. Box 1046
   Manchester, CT 06045-1046

2) Fax number: (860) 512-2801

3) All walk-in registrations will be processed by
   Continuing Education in LRC B147A
   Please note: Online and phone-in registrations are not available.
   The five-digit Course Registration Number (CRN) and the course title must be written on the registration form.

Make checks payable to “MCC”.

Summer Excursions, Engineer This and Junior Culinary Camp are very popular programs; please register early.

We will do our best to accommodate your requests.

CONFIRMATIONS:
Registrations will be confirmed by mail approximately three weeks before class starts.

REFUND POLICY:
If your child cannot be accepted into the program, or the class is cancelled due to low enrollment, you will be notified and your payment will be refunded in full.

All refund requests must be written.

1. A $70 fee will be assessed for all refund requests received after July 2, 2007 for Summer Excursions in Learning.

2. Refund requests must be received by
   July 2, 2007 for Junior Culinary Camp: Session I
   or Engineer This!
   July 9, 2007 for Junior Culinary Camp: Session II
   July 16, 2007 for Summer Excursions in Learning

NO REFUND WILL BE ALLOWED AFTER THESE DATES.

Refunds are issued by the State Comptrollers’ Office and take approximately four to six weeks to process.

Written requests for refunds may be made to
Susan Meisler, Coordinator:
   In person: (LRC B147A)
   By fax: (860) 512-2801
   Or mail: Continuing Education, MS #16, MCC
   P.O. Box 1046, Manchester, CT 06045-1046
   (You must call to verify our receipt of your written request.)

SUMMER EXCURSIONS OFFERS AN EARLY MORNING SESSION “A.M. À LA CARTE”
For students completing Grades K-8 during the 2006-2007 academic year

Bring in some of your favorite books, your GameBoy™, or play supervised board games and/or activities. Do mind aerobics to prepare yourself for the day.

CRN #20136 10 sessions, Monday-Friday, 7/30-8/10, 8-9 a.m. MCC Bldg. AST E202 Fee: $60
Instructor: Linda Armstrong

ENGINEER THIS! TECHNOLOGY CAMP
For students completing Grades 6-8 during the 2006-2007 academic year
Two identical sessions will be held with the order of the two workshops alternated.
(See course descriptions below.)

Bring a non-refrigerated lunch to enjoy from 12-12:30 p.m. Beverages may be purchased in the cafeteria.

Design It Workshop
Learn how to design and visualize real-life engineering projects such as bridges, paper airplanes and a skate park using computer-aided design software such as Autodesk Inventor and Autodesk VIZ. These projects will combine the use of math, science and art while introducing students to the engineering and architecture processes.

CRN #20445 5 sessions, Monday - Friday 7/16-7/20, 9 a.m.-3:30 p.m.
MCC Bldg. LRC B141 & AST C128 (Lego® Robotics a.m. & Design It p.m.)
CRN #20446 5 sessions, Monday - Friday 7/16-7/20, 9 a.m.-3:30 p.m.
MCC Bldg. AST C128 & LRC B141 (Design It a.m. & Lego® Robotics p.m.)
Fee: $137.50
Instructors: Jesse Wilkinson and Catherine Seaver

Lego® Robotics Workshop
How does a robot move? Does it sense what is going on around it and react? Does it know what it’s going to do from the beginning? Let’s explore the fascinating field of robotics. We will have a hands-on experience with all aspects of robotics. We will design, build and program a robot out of Legos® to perform certain tasks. Students will learn about different sensors and programming languages to make a robot not only perform tasks, but to react to its surroundings.

The tuition fee for Engineer This! Technology Camp is subsidized by College of Technology.
EXCURSIONS IN LEARNING 2007 SCHOOL COMPONENT FORM

Required for ALL new Summer Excursions students.
Please give this to your school teacher, counselor or principal to answer the following questions.

Note to School Personnel: Excursions in Learning is a 2-week enrichment program for gifted, talented and/or high achieving students who have completed grades K-8. Your recommendation helps us to assess a student’s potential for success in this program. Please complete this form in a timely fashion and return it to the parent to be submitted as part of the registration packet. If you have any questions or concerns, please contact Susan Meisler, Program Coordinator, at (860) 512-2804.

Student’s Name ________________________________________________________________ Grade _________ Date _____________________

School Personnel Completing Form _________________________________________________________________________________________

Position/Title ___________________________________________ Work Email ________________________ Work Phone __________________

School Name ___________________________________________________________________________________________________________

Address _______________________________________________________________________________________________________________

1. Is or has the applicant been involved in a gifted and talented program in the school district?

☐ YES  ☐ NO  ☐ No formal gifted program

If yes, name of program _____________________________________________________________________________________________

2. We strive for the best possible match of student to course. In what subject area does this child show strength?

(Please elaborate in #5 below.)

Math ____________________________________________________ Performing Arts _______________________________________________

Science _________________________________________________ Social Studies _______________________________________________

Technology ______________________________________________ Visual Arts _______________________________________________

Writing __________________________________________________ Other _______________________________________________________

3. Course(s) for which the child is registered __________________________________________________________________________________

______________________________________________________________________________________________________________________

4. Please assess the child’s performance/potential for participation in the three-hour classes held over a two-week, Mon-Fri. period.

<table>
<thead>
<tr>
<th>Area</th>
<th>Above Average</th>
<th>Superior</th>
<th>Other</th>
<th>Explain</th>
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</thead>
<tbody>
<tr>
<td>Ability</td>
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<td>Focus</td>
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<tr>
<td>Motivation</td>
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5. What other information should the Excursions’ Program consider?

_____________________________________________________________________________________________________________________

_____________________________________________________________________________________________________________________

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Signature of Person Completing Form

Please return this form to: Susan Meisler
Manchester Community College
Great Path MS #16
P.O. Box 1046
Manchester, CT 06045-1046

Summer 2007 Excursions in Learning 46 General Information for Excursions in Learning (860) 512-2804
2007 Summer Excursions in Learning
Monday-Friday • July 30-August 10

For students completing Grades K-2 during the 2006-2007 academic year.

GRADES K-2
MORNING CLASSES • 9 A.M.-NOON

Acting Adventures
Laugh! Sing! Dance! We will play a variety of games and activities that work our “physical selves” (stalk like a lion or strut like a king); our “vocal selves” (mimic sounds around you—use big booming voices or teensy-weensy voices); and our “intellectual selves” (be someone else—someone totally different from yourself). We will incorporate movement with storytelling and improvisation to explore the exciting world of creative dramatics.
CRN #20144 9 a.m.-noon MCC Bldg. LRC B209
Instructor: Hope Zettwoch

Claytime (Grades 1-2)
Create lifetime treasures while having fun. We’ll learn how to coil, pinch, roll slabs and sculpt clay, all while creating colorful fish, critter bowls, mobiles and more. Bring a smock and come prepared to explore the magic of clay. The tuition for this course is $275 and includes a materials fee.
CRN #20138 9 a.m.-noon MCC Bldg. AST D130 & AST D131
Instructor: Janine Turgeon

Constructions for Children
If you are a young builder and like to do things with your hands, this is the class for you! Challenge yourself by building castles, hot-air balloons, wigwams, and a model of Stonehenge. The list of building materials is endless—wood scraps, LEGO® products, aluminum foil, boxes, fabric scraps, edibles, packing foam, and more. Start saving your building materials now. The sky’s the limit!
CRN #20139 9 a.m.-noon MCC Bldg. LOWE L240
Instructor: Jodi Clare and Claudine Polochanin

Math That Isn’t (Grades 2-4)
See course description on page 49.
CRN #20151 9 a.m.-noon MCC Bldg. AST D213
Instructor: Barbara Johnston

Sampling Science (Grades 1-2)
Do you love science? Are you always asking questions? Here is a chance for you to explore a different science every day! One day we will study paleontology as we look at real fossils and put together a large dinosaur skeleton. Another day, we will set up a chemistry lab and mix chemicals together to see what happens. We’ll explore how some of our toys work as we study physics. Geology will give us a chance to identify some common rocks and minerals. There will be plenty of experiments and participatory activities so you’ll get a taste of the different sciences.
CRN #20141 9 a.m.-noon MCC Bldg. LOWE L141
Instructor: Susan (Craig) Harrington

THINGS THAT GO
BUMP IN THE NIGHT
Meet the unique denizens of the insect world, up close and personal. Examine some “masters of deception” and “agents of destruction.” Learn about the survival techniques of the only creatures on earth that are in direct competition with humans. Explore the miniature world of insects in the great outdoors of MCC. Record personal findings in your own field guide to the bountiful world of bugs. Become a bug gourmet; details to follow. “Collect” yourselves for our insect-o-rama on the final day of class.
CRN #20142 9 a.m.-noon MCC Bldg. AST D205
Instructor: Winthrop Ford

WHOOSH, BZZ, GURGLE, FIZZ
Welcome to the world of science. Come explore how things around you work by participating in a variety of exciting, hands-on activities. We’ll investigate the mysteries of electricity, magnetism, aeronautics, catapults and simple machines. Learn about the process of scientific thinking that will allow you to be the scientist. Don’t miss the whoosh, bzz, gurgle and fizz of discovery.
CRN #20143 9 a.m.-noon MCC Bldg. LOWE L142
Instructor: Melissa Szych

GRADES K-2
AFTERNOON CLASSES • 1-4 P.M.

BUOYANCY, BALANCE AND BIOLOGY
Investigate, experiment, discover and explore the world of science. Investigate the properties of flotation by experimenting with objects in different liquids. Discover how rocks can move and change. Build different structures and test designs that allow them to withstand forces of push and pull. Observe tadpoles in pond water to discover their habitat preferences. Learn about magnetic forces. Explore balance by testing different objects with (a)symmetrical balancing equipment. Stretch your scientific mind with plenty of hands-on activities that analyze the ways science works.
CRN #20442 1-4 p.m. MCC Bldg. AST C101
Instructor: Linda Santoro

DISCOVERING ANCIENT EGYPT THROUGH ART (Grades 2-4)
See course description on page 50.
CRN #20160 1-4 p.m. MCC Bldg. AST D132
Instructor: Karen Anger
Exploring Art through Nature
Explore the nature of art through poems, drawings, paintings, stories, creative movement and sound effects. Much of our time each day will be spent outdoors looking for feathers, pebbles, special leaves and sticks, and much more. This class is a balance of physical activities, such as tree tag and nature hikes, and quiet times, such as sponge painting to mimic clouds and building bird houses out of sticks. Emphasis is on developing observational skills, artistic expression and an appreciation of nature. This fusion of body, mind and the arts will have us moving, feeling and creating. Join us!
CRN #20145 1-4 p.m. MCC Bldg. LRC B208
Instructor: Hope Zettwoch

Math That Isn’t (Grades 2-4)
See course description on page 49.
CRN #20152 1-4 p.m. MCC Bldg. AST D213
Instructor: Barbara Johnston

Storytelling with Puppets (Grades K-1)
Work with your imagination and your hands! Do you like to hear stories? Do you like to tell stories? Listen to some wonderful stories from different parts of the world then make up your own. We’ll create a variety of puppets and bring them to life by telling their stories! “Draw” upon your imagination to make pictures and create stories about them. We will collect all of our writing and artwork so other people can see and share them. Join the magic world of storytelling.
CRN #20146 1-4 p.m. MCC Bldg. LRC B125
Instructor: Rolande Duprey

The Nature of Numbers (Grades K-1)
Put on your thinking caps and prepare to explore the fascinating world of numbers through scavenger hunts, nature observations, music and art. We will begin each day with a math puzzle that will unlock our featured number adventure. Become part of a group of ladybugs. Learn how to measure up to an inch worm. Create designs with mosaics and patterns. You will connect math to the real world with puzzles and problems that explore the “nature of numbers.”
CRN #20147 1-4 p.m. MCC Bldg. LRC B209
Instructor: Hope Zettwoch

For students completing Grades 3-5 during the 2006-2007 academic year.

GRADES 3-5

MORNING CLASSES • 9 A.M.-NOON

An Elephant in the Refrigerator?! (Grades 5-7)
See course description on page 51.
CRN #20209 9 a.m.-noon MCC Bldg. LRC B221
Instructor: Thomas Ebersold

Animals, Habitats and Humans
Satisfy your curiosity about animals and plants as you observe the creatures and plants in the forest, ponds and fields around MCC. What are the environmental preferences of the tiny plant and animal eaters that inhabit the pond? Analyze how habitats change by transforming a mini-pond to a forest. Build a bird feeder, then identify and note the behavior of birds in their intended new home. Explore the food chain and the life cycles of native animals, and then collect data to create computer-generated charts and graphs. Consider how humans help and harm animal habitats. It will be a WILD time.
CRN #20443 9 a.m.-12 p.m. MCC Bldg. AST C101
Instructor: Linda Santoro

ArtSmart
How did impressionists see, what did cubists think, and why did expressionists move? Learn the answers to these questions through fun-filled, hands-on projects as you explore the world of art and artists. Create your own impressionist painting. Build a crazy cubist construction. Design your own wacky, modern sculpture. You’ll have the opportunity to see the real thing(s) as we visit the Wadsworth Atheneum with a parent-volunteered, car-pooled trip. There will be a $4 admission fee, payable to the instructor on the first day of class.
CRN #20155 9 a.m.-noon MCC Bldg. AST D110
Instructor: Tina Mirto

Blood & Guts (Grades 4-6)
Have you ever wondered why you bleed and where blood comes from? What do your organs and intestines look like and how do they work? You’ll explore the fascinating world of the human body—inside and out, top to bottom! You’ll learn about how your body reacts and is able to survive. We’ll discover what’s inside by investigating, experimenting and even dissecting. Don’t miss out on this chance to learn about your blood and guts!
CRN #20158 9 a.m.-noon MCC Bldg. LRC B129
Instructor: Nicole Bolduc

Castles and Life in Medieval Times (Grades 5-6)
Just how “dark” were the Dark Ages? Learn about this exciting time in history while creating your very own three-dimensional castle. Do you know why castles were built, or who got to live in them? Discover just what it takes to be a knight. As we build our castles we will explore what life was really like in Europe 800 or so years ago. Other activities include designing a coat of arms and building a mini-catapult. We will culminate our adventure with a medieval wax museum with figures that can be animated.
CRN #20164 9 a.m.-noon MCC Bldg. AST D132
Instructor: Karen Anger
Create a Character
Do you like to sit and draw funny faces and make up stories about them? Create characters, both two- and three-dimensionally. Draw, sculpt, and make masks. Act and create funny walks. Explore what makes a character more real; create reasons why they act the way they do. Create stories about their lives, and the world in which they live. These characters might be aliens, sea creatures, bugs or people, but they will all come out of your own imaginative character!

CRN #20153 9 a.m.-noon MCC Bldg. LRC B125
Instructor: Rolande Duprey

Discoveries in the Dark (Grades 4-6)
Ever wonder what it would be like to develop your own black-and-white pictures? You will learn how to use a 35mm camera to take pictures and then develop them. We will focus on (no pun intended) how to pick a subject, picture composition, use of light, developing black-and-white film, and printing 5”x7” and 8”x10” photos. Students must be able to follow directions carefully and work with a camera and sensitive materials. Participants must have use of a 35mm camera, and provide one roll of black-and-white film. There will be a $7 materials fee payable to the instructor on the first day of class.

CRN #20170 9 a.m.-noon MCC Bldg. AST D111A
Instructor: Gabrielle Zane

Making Magical Books
Learn how to assemble and complete unique and beautiful books. Incorporate different kinds of writing in a variety of book formats. Create a nature log with rubbings and descriptions, an origami book with simple haiku poems, a Chinese flutter book with an original adventure story and/or an accordion book with limericks.

CRN #20150 9 a.m.-noon MCC Bldg. LRC B208
Instructor: Amy Burris

Math That Isn’t (Grades 2-4)
Math isn’t just a bunch of numbers and formulas. The influence of math is fun and all around us. Explore the elements of geometry, and build geodesic domes and towers of straws and paper clips. Learn about angles and construct a periscope. Investigate symmetry, work with mirrors to create your own kaleidoscope. Develop and challenge your decoding skills as you unlock the mysteries of codes and quizzes. Investigate number fun and magic with games and activities such as smart cards, puzzles and magic squares. Challenge your friends and family with these new games and math tricks. Join us for a unique adventure in “Math that Isn’t.”

CRN #20151 9 a.m.-noon MCC Bldg. AST D213
Instructor: Barbara Johnston

Running Your Own Business—Start to Finish (Grades 5-8)
See course description on page 51.
CRN #20167 9 a.m.-noon MCC Bldg. LOWE L245
Instructor: Jim Griffin

Say It Loud – Say It Proud
Jump into the diverse community of Excursions’ students and staff through a variety of interactive experiences. Celebrate your story and traditions as you participate in an Excursions’ “story corps.” Say it loud and say it proud as you create artwork and perform poetry or stories which express your voice(s). Learn phrases in different languages (including sign). Sample and share ethnic dishes and the traditions accompanying them. Celebrate the cultural kaleidoscope that reflects the experience of being “us.”

CRN #20163 9 a.m.-noon MCC Bldg. LRC B213
Instructor: Marianne Halpin

The Math of Sports I (Grades 4-5)
This is math you can really use and really like! We will talk about, use, and explore math as an important part of sports. We’ll figure out batting averages and earned-run averages. You know the big salaries athletes make? We’ll figure out how the team owners can make enough money to pay them. We will use commercial sports board games, as well as our own sports board games, to keep statistics. When we finish, we’ll not only know how those numbers appear in a box or line score for any sport, but also how they were calculated and why they are important.

CRN #20156 9 a.m.-noon MCC Bldg. LOWE L213
Instructor: Jim Johnston

Theatre Games (Grades 3-6)
Get acquainted with the fun and excitement of the stage in this introductory class. Explore the freedom to make a contribution to theatrical production in this comfortable environment. Focus on improvising, shaping ideas into skits, developing concentration skills, problem-solving and engaging in group interaction. Mastering these skills will help you with school presentations and daily social interaction. Present an exciting, original show for parents and friends on the final day of class.

CRN #20157 9 a.m.-noon MCC Bldg. AST C203
Instructor: Deb Popillo
For students completing Grades 3-5 during the 2006-2007 academic year.

GRADES 3-5
AFTERNOON CLASSES • 1-4 P.M.

Clay Creations
Use your hands and your imagination to create personal works of art. A variety of hand-building techniques will be demonstrated and explored as we create both individual and group projects. Past students will build on previous skills. Bring a smock and come prepared to create some exciting projects. The tuition for this course is $275 and includes a materials fee.
CRN #20159 1-4 p.m. MCC Bldg. AST D130 & AST D131
Instructor: Janine Turgeon

Computer Grab Bag (Grades 5-7)
See course description on page 52.
CRN #20181 1-4 p.m. MCC Bldg. LRC B222
Instructor: Catherine Seaver

Crash, Flash, Boom, Splash: Exploring Natural Disasters (Grades 4-6)
Have you ever wondered where tornadoes and hurricanes come from or why they spin? Do you want to know why thunder is loud and lightning is bright? Are you curious about why we have earth-shattering earthquakes and volcanic eruptions? It will be our mission to explore these natural disasters and many more. You will discover how and why these dangerous events happen. Become a science sleuth as we investigate some of these events ourselves with a variety of hands-on experiments and activities.
CRN #20149 1-4 p.m. MCC Bldg. LRC B129
Instructor: Nicole Bolduc

DansKinetics® (Grades 4-8)
See course description on page 52.
CRN #20169 1-4 p.m. MCC Bldg. LOWE L155
Instructor: Ludwika (Vicky) D´Agostino

Discovering Ancient Egypt through Art (Grades 2-4)
Travel back thousands of years and across the desert sands to the civilization of Ancient Egypt. Learn how Egyptian traditions and beliefs shaped the way they lived and died. Create a replica of an ancient Egyptian tomb. Learn about the tradition of mummification and make your own mummy, complete with sarcophagus. Experiment with writing using Egyptian hieroglyphics, try your hand at some Ancient Egyptian games and much, much more!
CRN #20160 1-4 p.m. MCC Bldg. AST D132
Instructor: Karen Anger

Imagine, Ponder, Consider, Reflect
Imagine using geometric shapes to design. Ponder the possibilities while listening to stories. Consider the idiom for the picture puzzle. Reflect upon a solution to a language problem. Creativity will help you to have fun and success with thinking skills. Do you like math, scientific thinking and language? Do you think outside the box? Come and find out!
CRN #20161 1-4 p.m. MCC Bldg. AST D203
Instructor: Theresa McKeown

Math That Isn’t (Grades 2-4)
Math isn’t just a bunch of numbers and formulas. The influence of math is fun and all around us. Explore the elements of geometry, and build geodesic domes and towers of straws and paper clips. Learn about angles and construct a periscope. Investigate symmetry, work with mirrors to create your own kaleidoscope. Develop and challenge your decoding skills as you unlock the mysteries of codes and quizzes. Investigate number fun and magic with games and activities such as smart cards, puzzles and magic squares. Challenge your friends and family with these new games and math tricks. Join us for a unique adventure in “Math That Isn’t.”
CRN #20152 1-4 p.m. MCC Bldg. AST D213
Instructor: Barbara Johnston

Meet the “…ologist”
If you were a scientist, how would you spend your day? Explore the world of science by studying a different topic each day. As an entomologist, try your hand at collecting live insects in the fields and watch the behavior of giant cockroaches. As an ecologist, you’ll explore the ecosystem of trees and plants around the College. Would you rather be an aeronautical engineer and learn about flight with paper airplanes or a chemist who creates a new compound, or an ornithologist who learns about birds and their songs? We are sure to cover your favorite science. You will discover things you didn’t know!
CRN #20162 1-4 p.m. MCC Bldg. LOWE L141
Instructor: Susan (Craig) Harrington

Momentum (Grades 5-8)
See course description on page 52.
CRN #20448 1-4 p.m. MCC Bldg. AST C107
Instructor: Jesse Wilkinson

My favorite thing about Summer Excursions…
“I was home schooled so I enjoy being in a group”
Excursions Student

2007 Summer Excursions in Learning
Monday-Friday • July 30-August 10

Summer 2007 Excursions in Learning
General Information for Excursions in Learning (860) 512-2804
Monstrous Creatures, Past and Present
Discover how real life monsters shaped the tales of ancient people. They became the basis for the myths we know today. You will investigate myths, the areas where certain prehistoric creatures roamed, then try to match the tales to these monsters! Create your own monster and give him a home that matches his or her characteristics. Develop a monstrous creation and act out a modern myth for friends and family!
CRN #20154 1-4 p.m. MCC Bldg. AST C210
Instructor: Crystal King

Rockin’ Minerals (Grades 4-6)
Put on your geologist’s hard hat as you explore the world beneath your feet. Dig down and learn about different types of rocks. Classify them by shape, size, color, and texture. “Scratch” and “streak” to identify them, as well as a “mystery rock” you’ll bring from home. Work with vinegar to see if calcite is “hiding” inside a rock. Make your own sedimentary rocks. Grow your own crystals with salt. What do geologists tell us about the importance of rocks and minerals in everyday life? This information may rock you.
CRN #20166 1-4 p.m. MCC Bldg. LRC B127
Instructor: Thomas Ebersold

The Math of Sports II (Grades 5-8)
See course description on page 52.
CRN #20171 1-4 p.m. MCC Bldg. LOWE L213
Instructor: Jim Johnston

For students completing Grades 6-8 during the 2006-2007 academic year.

GRADES 6-8
MORNING CLASSES • 9 A.M.-NOON

An Elephant in the Refrigerator!?! (Grades 5-7)
Ponder this perplexing problem and many other challenging word problems! Enhance your problem-solving skills. Build your algebraic thinking abilities. Work cooperatively and individually to master a variety of problem-solving strategies. Exercise spatial reasoning abilities as you construct different geometric shapes using origami techniques to balance these left-brain problem situations.
CRN #20209 9 a.m.-noon MCC Bldg. LRC B221
Instructor: Thomas Ebersold

Blood & Guts (Grades 4-6)
See course description on page 48.
CRN #20158 9 a.m.-noon MCC Bldg. LRC B129
Instructor: Nicole Bolduc

Castles and Life in Medieval Times (Grades 5-6)
See course description on page 48.
CRN #20164 9 a.m.-noon MCC Bldg. AST D132
Instructor: Karen Anger

Computer Game Design and Programming
Learn about the history of computer games from Pong to Counter-Strike. We will play games and figure out what makes them fun, and then design some games of our own. Students will learn how different types of games are created using sprites, backgrounds, tiling and sound. Several different development tools will be used including GameMaker, the Visual Basic and C++ programming languages and the Allegro game library.
CRN #20168 9 a.m.-noon MCC Bldg. LRC B222
Instructor: Catherine Seaver

Digital Photography
Learn how to control, point and shoot digital cameras to create a special project. Load images into a computer and learn the basics of Adobe Photoshop, the premiere photo imaging/editing software program. Equipment, software and techniques for successful digital photography will be discussed. Share your pictures by learning how to set them up for emailing and/or printing. It is not necessary to own a digital camera to take this course, but if you do, please bring it to class. (If you need MCC to provide a camera, please indicate this on the Registration Form.)
CRN #20165 9 a.m.-noon MCC Bldg. AST D211
Instructor: Richard Hoyer

Discoveries in the Dark (Grades 4-6)
See course description on page 49.
CRN #20170 9 a.m.-noon MCC Bldg. AST D111A
Instructor: Gabrielle Zane

MCC Junior Jazz Band
Do you enjoy listening to jazz music? Do you have the desire to learn how to improvise and play a variety of jazz styles? If you have at least two years of experience on any brass, woodwind, or percussion instrument (piano included), then you’re ready for the MCC Junior Jazz Band. Together, we will listen to and perform jazz classics, learn the art of improvisation, compose our own blues tune, and have a great time. You will have the opportunity to demonstrate your new skills and talent during a concert performance on the last day of class.
CRN #20180 9 a.m.-noon MCC Bldg. V2 V127
Instructor: Gerry Saez

Running Your Own Business—Start to Finish (Grades 5-8)
This course will introduce you to the ins-and-outs of starting, maintaining, and building your own business. It will feature hands-on activities, such as planning, manufacturing, selling, and accounting for a class-designed product. You will create a product, develop a business and marketing strategy, sell the product, keep financial records of earned income, and, hopefully, distribute your profits to your stockholders. This course will provide an exciting glimpse of the free-market economy.
CRN #20167 9 a.m.-noon MCC Bldg. LOWE L245
Instructor: Jim Griffin

Theatre Games (Grades 3-6)
See course description on page 49.
CRN #20157 9 a.m.-noon MCC Bldg. AST C203
Instructor: Deb Popillo
Digital Scrapbooking
Create a virtual scrapbook which incorporates your photos with special effects using Adobe software programs like Photoshop, Illustrator and InDesign. Photoshop enables you to create an array of special effects—borders, lettering, background, and photo manipulation. InDesign will allow impressive layouts for your photos and artwork. Illustrator will fine tune your scrapbook with custom features. Bring your photos on a CD or zip drive. Bring home a CD that you can share with friends and family members. You may even continue to update your electronic book after this class! Join the fun!
CRN #20208 1-4 p.m. MCC Bldg. LRC B141
Instructor: Tracey Verrastro

Momentum (Grades 5-8)
Ever wonder what makes a car move? Ever wonder what makes a plane able to soar through the sky, or a rocket fly straight up and into outer space? Step back and take a look at what’s going on behind the scenes. Put your mind to the test when we have a hands-on experience with transportation technology. Design and build both land and air vehicles. Explore land vehicles powered by springs, gliders that fly forever and rockets that are powered by water and air. Explore the impact of transportation on our society.
CRN #20448 1-4 p.m. MCC Bldg. AST C107
Instructor: Jesse Wilkinson

Native American Totems: Block Printing
Do you love animals? Ever wonder why, at some times you feel like a lion and at other times a chipmunk? We will study the ancient Native American belief in Animal Totems (or guides) while learning the beautiful art of block printing. You will draw, and then carve, your own Totem on a printing block. You will make prints of your animal and bind them into a handmade, hard-covered book.
CRN #20176 1-4 p.m. MCC Bldg. AST D110
Instructor: Gabrielle Zane

Rockin’ Minerals (Grades 4-6)
See course description on page 51.
CRN #20166 1-4 p.m. MCC Bldg. LRC B127
Instructor: Thomas Ebersold

The Math of Sports II (Grades 5-8)
Calling all sporting mathematicians! Dig into the world of sports to discover the ways professionals use math. Examine the physics of making the ball go farther. Use statistics to calculate, and then predict the likelihood of a team making the finals. This class is open to students who have taken Sports Math or who have completed grades 5-8.
CRN #20171 1-4 p.m. MCC Bldg. LOWE L213
Instructor: Jim Johnston
Manchester Community College (MCC) Campus

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

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

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

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

Directions to East Hartford Community Cultural Center

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

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

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

Manchester Community College is committed to access and equal opportunity. Should you require special accommodations in order to participate in any of the programs offered, please contact Services for Students with Disabilities at 860-512-3332. Alternative formats of this material may be provided upon request. MCC does not discriminate against any individual on the grounds of race; color; national origin; ancestry; sex; sexual orientation; age; religion; political beliefs; mental, learning or physical disability; marital or veteran status; or prior conviction of a crime. The College reserves the right to make any necessary changes in the information listed in this publication. 4/07, 52M, Resource: CE/VS

Catalog Layout: Valerie Scott
CREDIT-FREE REGISTRATION INFORMATION

Register Early
Enrollment in classes is limited and will be accepted on a first-come, first-served basis. Classes may fill quickly; early registration ensures you a seat and also decreases the likelihood that a course will be cancelled.

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

Course Locations
Courses are held in classrooms at MCC or the East Hartford Community Cultural Center (EHCCC), unless otherwise indicated in the course descriptions. Please see maps on pages 3 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 53. Parking is also free at EHCCC.

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

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, visit the College web page: www.mcc.commnet.edu., or listen to WTC, WRCH or WZMX for cancellations due to weather conditions. You may not make up absences by attending classes other than your own.

Cancellations
MCC reserves the right to cancel, postpone and substitute instructors as needed due to unforeseen circumstances. If MCC cancels a course, registrants may transfer their fees to another course for the same semester or receive a full refund. If a course is cancelled, registrants will be notified by phone or mail.

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

WEB REGISTRATION
Returning students may now register online using a MasterCard or Visa.
If you are a returning student and know your Banner ID* here’s how to register online**:
- Go to www.online.commnet.edu
- In the “Secure Information” area click “Login”
- Enter your User ID/Banner ID, which is “@” followed by your eight-digit ID number**
- Enter your PIN or Password—Your PIN is your date of birth entered as “mmddyy” (You will be prompted to change your PIN when you login)
- Select “Manchester CC”
- Follow instructions for registration and payment

Online registration for the Motorcycle Program is not permitted.

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

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

Registrar's Hours
Lowell Building, Main Lobby
Monday, Wednesday, Thursday ............... 8:30 a.m.- 4:30 p.m.
Tuesday ................................................... 8:30 a.m.- 7:00 p.m.
Friday .................................................... 8:30 a.m.-noon
Saturday ................................................... 9 a.m.-noon
For more information, call (860) 512-3220.
Please call for holiday closings.

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, Lowell 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 business days prior to the first scheduled class meeting, or you will be billed for the course(s).

Cashiers Office Hours
Lowell Building, Main Lobby
Monday, Wednesday, Thursday . 8:30 a.m.-4:00 p.m.
Tuesday . 8:30 a.m.-7:00 p.m.
Friday . 8:30 a.m.-noon
Saturday . Closed
For more information, call (860) 512-3638.
Please call for holiday closings.

Summer 2007 Bookstore Hours
Regular Summer Hours:
June 1 through August 10, 2007
Monday – Thursday . 8:00AM – 3:00PM
Friday . 9:00AM – 12:00PM

Call Bookstore for special extended hours
All hours are subject to change without notification. The Bookstore will be closed whenever the College is closed for holidays.
For more information, call (860) 645-3140 or visit our website at: www.efollett.com

Credit-Free Phone-In Registration (860) 512-3232
### 5 easy ways to register for Credit-Free courses

Please complete and submit this entire page.

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

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

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

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

5. **Register Online**
   Returning students, go to: [www.online.commnet.edu](http://www.online.commnet.edu) (using MasterCard or VISA). For details see page 54 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 as needed.

<table>
<thead>
<tr>
<th>Banner I.D. #</th>
<th>Soc. Sec. No.</th>
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<td>(If known)</td>
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<tr>
<th>Name (Last)</th>
<th>(First)</th>
<th>(M)</th>
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<tr>
<td>Previous Name</td>
<td>Email address</td>
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<td>(if any)</td>
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<th>City</th>
<th>State</th>
<th>Zip Code</th>
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<th>Tel. (Home)</th>
<th>(Work)</th>
<th>(Cell)</th>
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Be sure to include both a day and evening phone number in case we need to inform you of a scheduling change or cancellation.

### Resident Information

**ARE YOU:** (Check applicable)

- A CONNECTICUT RESIDENT FOR 1 YEAR? ☐ YES ☐ NO
- American  ☐ ☐ Naturalized  ☐ ☐ Applied for Citizenship  ☐ ☐ Student Visa
- Not on Student Visa - Other (Specify)  ☐ ☐
- Permanent Resident (Registration Number)  ☐ ☐

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Course Title</th>
<th>Start Date</th>
<th>Time</th>
<th>Room</th>
<th>Fee</th>
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Make check or money order payable to "MCC".

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<tr>
<th>Credit Card #</th>
<th>Fees (total enclosed)</th>
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<tr>
<th>Cardholder name (print)</th>
<th>Cardholder signature</th>
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<th>Relationship to student</th>
<th>Cardholder Address</th>
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<tr>
<th>Cardholder phone</th>
<th>Exp. Date (mo/yr)</th>
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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 54.
Preparation for CT Licensing Exams

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

See Real Estate section on page 28

Boating Safety
To obtain a CT Certificate of Personal Watercraft/Safe Boating
Saturday and Weekday Evening Classes Available
See Recreation section on page 22

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

Nearly 40 New Courses Added
See Inside Front Cover

Celebrating 20 Years
Excursions in Learning Children’s Program
Manchester Community College
July 30-August 10
Pages 43-52

Boating Safety
To obtain a CT Certificate of Personal Watercraft/Safe Boating
Saturday and Weekday Evening Classes Available
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