



MANCHESTER  
COMMUNITY  
COLLEGE

# **Summer 2009**

## **Credit-Free Courses**

### **Continuing Education**

**Classes Beginning June – August**

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## Continuing Education

General Information & Catalog Requests.....(860) 512-2800

### Credit-Free Programs.....(860) 512-2800

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**Prog. Assoc., Stephen Campiglio**.... scampiglio@mcc.commnet.edu

**Sec. II, Jessie Bradley** ..... jbradley@mcc.commnet.edu

**Ed. Asst., Steve Starger**..... sstarger@mcc.commnet.edu

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

8:30 a.m. – 4:30 p.m., Monday – Friday ..... Mastercard, Visa or Discover  
Offering courses for professional development and personal enrichment

### Business & Industry Services.....(860) 512-2815

**Business Services Rep., Mick Pigott**.... mpigott@mcc.commnet.edu

Providing employers and employees with workplace programs and training

### Computer Technology .....

**Coordinator, Bruce Manning** .... bmanning@mcc.commnet.edu

Providing state-of-the-art computer training

### EMT & Certified Nurse-Aide Training.....(860) 512-2826

**Coordinator, Eleanor Weseloh**.... eweseloh@mcc.commnet.edu

Preparing students for the State exams

### Excursions in Learning .....

**Coordinator, Susan Meisler** ..... smeisler@mcc.commnet.edu

Offering courses for high-achieving, academically motivated children

### Credit Extension Courses .....

**Dean, Melanie Haber** ..... mhaber@mcc.commnet.edu

*College by Design*, Winter/Summer credit extension courses

**Sec. II, Gloria Moeller** ..... gmoeller@mcc.commnet.edu

COVER ART: STRAWBERRIES

by Richard Hoyer

(see course listings on pages 27 & 28)



## What's Your Subject?

We've added more than 40 new courses for the summer session.

Highlights include:

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## 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 #20645** 2 sessions, Monday & Wednesday, 7/13-7/15, 6-10 p.m.

**MCC Bldg. LRC B144** Fee: \$70

**Instructor:** *Ezequiel (Memo) Alejandro* has been a certified American Red Cross instructor for more than 25 years.

## **NEW** Babysitting Safety: CPR and First Aid for Young Caregivers

Do you have, or are you, a young adult who's beginning to seek work as a babysitter? This course is designed for young caregivers, ages 10 through 16. Guidelines and standards of the American Heart Association are followed during CPR & Choking and Basic First Aid demonstrations and skill practice. Mannequins are used for hands-on practice. These basic CPR skills are the same that are used for adults, children and infants. Basic information on caregiver responsibilities and how to care, handle, feed and change infants and children are all discussed, demonstrated and practiced. Police and fire safety topics, including an overview of the 911 system and when to access it in an emergency, are also discussed.

**CRN #20812** 1 Friday, 7/31, 8:30 a.m.-3 p.m. **MCC Bldg. Lowe L142** Fee: \$50

**Instructor:** *Kathy Call* is the American Heart Association Training Center coordinator for the Hospital of Central Connecticut. She also previously served in a similar capacity at Bradley Memorial Hospital.

## Review for the Certified Professional Coder (CPC) Exam

In conjunction with the American Academy of Professional Coders (AAPC), this exam preparation course is designed for medical or insurance office professionals seeking to obtain a Certified Professional Coder (CPC) Certificate. The course is also appropriate for students who have taken coding classes and wish to explore the career opportunities that are available to CPCs. **For those students who wish to continue with the CPC Exam, the exam will be held at MCC (same room and instructor) on 7/25 from 8:30 a.m.-3 p.m. (check-in at 8 a.m.). The exam fee is \$335 (separate from the course fee), payable directly to AAPC, which includes a year's membership in AAPC.** In order to take the exam, students need to complete the AAPC application that will be provided by the instructor at the first class. The instructor will explain all other exam details at this time. Students should bring a lunch to class. Required textbooks: 2008 CPT Book, Professional Edition, American Medical Association; ICD-9-CM, Ingenix; and 2008 HCPCF, Level II, Ingenix, available from MCC Bookstore for approximately \$180.

**CRN #20753** 5 Saturdays, 6/13-7/18 (does not meet 7/4; optional exam date on 7/25), 8:30 a.m.-3:30 p.m. **MCC Bldg. AST C203** Fee: \$375

**Instructor:** *Linda Dixon* earned her Certified Professional Coder (CPC) certificate, Certified Compliance Professional (CCP) certificate, and Advanced Coding Specialists in Evaluation Management and Auditing (ACS-EM) certificate. She is an authorized vendor for the American Academy of Professional Coders and proctors for CPC exams. Linda also heads Project Extern for students seeking experience in the coding field.

## Of Similar Interest

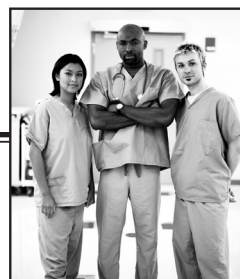
- Assistive Technology on page 41

## INTERESTED IN A HEALTH CAREER?

Coming this Fall, Training Programs for:

### Pharmacy Technician • Certified Nurse Aide (CNA) • Emergency Medical Technician (EMT)

- Courses provide entry-level skills and prepare students to sit for the appropriate Connecticut State Certification examinations that are required for employment as a CNA or EMT. Connecticut does not license Pharmacy Technicians.
- For CNA and EMT programs, **those who have not successfully completed any college course work are required to take a one-hour reading comprehension test, at no cost, prior to registering for either course. Testing begins Monday, July 20** and will be given every Monday and Wednesday, 1:00 – 3:00 p.m., in LRC B147, until the classes fill. A photo ID and a copy of a high school diploma or GED are required in order to take the test.
- **CNA and EMT registration begins Monday, August 3.** Students who have successfully completed prior college course work must present proof at the time of registration.
- For more information contact: Eleanor Weseloh at (860) 512-2826, or at eweseloh@mcc.commnet.edu, or the Continuing Education Information Line at (860) 512-2800.



## FOR SCHEDULE AND FEES, CHECK OUT OUR FALL '09 CREDIT-FREE CATALOG.

\*Pharmacy Technician, CNA, and EMT programs are approved by the Workforce Investment Act (WIA), through which funding may be available for unemployed, recently downsized, or underemployed persons. For more information, please contact CT Works One-Stop at: [www.ctdol.ct.us](http://www.ctdol.ct.us). Students in these programs may also qualify for "Bridges to Health Careers" scholarships. Contact Continuing Education for more information.

\*\* Pharmacy Technician and CNA programs are also approved for Veteran's Benefits. Contact Financial Aid at (860) 512-3362 or 512-3388 for more information.

# Art & Crafts

## Painting: Using Oils, Water-Based Oils, or Acrylics

Work with traditional oil paints, acrylics, or the newer water-mixable oil paints. Receive individual instruction in 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 #20669** 8 Wednesdays, 6/10-7/29, 7-9:30 p.m.

**MCC Bldg. AST D105**

**CRN #20670** 8 Fridays, 6/12-8/7 (does not meet 7/3), noon-2:30 p.m.

**MCC Bldg. AST D105 Fee: \$165**

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

## Drawing Fundamentals and Beyond

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. Focus will be on composition, as well as the use of varied values in defining three-dimensional form. This course also provides a sound foundation for the instructor's painting course. Handouts on color theory will be provided and applied to the use of pastels and drawing still-life subjects. Materials fee: \$30, payable to instructor at first class, for a drawing pad, various pencils, erasers, and other materials.

**CRN #20671** 8 Fridays, 6/12-8/7 (does not meet 7/3), 9-11:30 a.m.

**MCC Bldg. AST D109 Fee: \$165**

*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 work toward creating your own a watercolor painting. In the process, 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 #20640** 5 Thursdays, 6/11-7/16 (does not meet 7/2), 7-9 p.m.

**MCC Bldg. V1 V101**

**CRN #20641** 5 Fridays, 6/12-7/17 (does not meet 7/3), 10 a.m.-noon

**MCC Bldg. V1 V101**

**Fee: \$140**

*Instructor: Iris Van Rynbach earned degrees in Illustration from Parsons School of Design and the New School. 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.*

**NEW**

## Plein-Air Painting with Pastels

The French painter Rousseau pioneered many of the techniques for painting outdoors, known as *en plein-air*. Connect with your own creativity in the great outdoors using easy-to-carry pastels. We will explore MCC's wonderful campus, equipped with ponds and nature trails that are sure to inspire. Our classroom will serve as our initial meeting place, a space to work in if we encounter inclement weather, and an exhibition hall where classmates will view works-in-progress and learn from each other. All levels of experience are welcome. Please bring your pastels and pastel paper to the first class.

**CRN #20681** 4 Saturdays, 6/6-6/27, 9:30 a.m.-noon

**MCC Bldg. V1 V101 Fee: \$85**

*Instructor: Jacqueline Peterson is a University of Hartford graduate who exhibits her work widely and teaches in the Hartford area.*

**NEW**

## Painting Landscapes with Watercolor

Learn and practice several different watercolor techniques, including washing, lifting, reserving whites, and drybrush, while using a combination of magazine pictures, photographs, and famous paintings for models. Then apply these techniques by painting from surrounding landscapes on the MCC campus, as weather permits. This course is designed for beginners and intermediate students. A materials list will be sent prior to class.

**CRN #20685** 3 Saturdays, 7/11-7/25, 10 a.m.-2 p.m.

**MCC Bldg. AST D132 Fee: \$99**

*Instructor: Amy Burris earned B.A. degrees in art and French before gaining her teacher certification in art. She has taught abroad, and in area schools since 1993.*

## Wax Painting (With Melted Crayons):

### A Unique Technique

Come learn to paint without a brush. You will be introduced to a unique painting tool—a thin, rectangular piece of sheet metal used as both your palette and brush. You will learn the process of melting wax onto the metal palette and four different strokes to mix and melt various colors of wax as you create your own colorful and intricate floral designs in a framed art. In addition to painting flowers and leaves, you will learn other subjects, such as fish and butterflies. You will also learn how to apply this technique to enhance greeting cards, scrapbooks, photo albums, invitations, and stationery. Please bring a lunch. Materials fee: \$3 for painting tool and supplies.

**CRN #20813** 1 Saturday, 7/11, 10 a.m.-3:30 p.m. **MCC Bldg. V1 V101 Fee: \$35**

*Instructor: Cecile Avila has taught wax painting at the Manchester Senior Center and for the West Hartford Board of Education. For many years, she was an elementary school teacher in the Philippines, where she also facilitated various art workshops for the Board of Education.*

## Mandalas: An Expressive and Meditative Art

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

**CRN #20682 2 Thursdays, 6/4-6/11, 6-8:30 p.m. MCC Bldg. AST D110**  
**Fee: \$45**

**Instructor: Linda T. Bradley, M.F.A.,** is a registered art therapist and art educator with more than 20 years of teaching experience at area colleges and health care facilities, including as a credit instructor at MCC.

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

## Creating Mandalas Using Collage

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

**CRN #20684 3 Thursdays, 6/18-7/2, 6-8:30 p.m. MCC Bldg. AST D110**  
**Fee: \$65**

**Instructor: Linda T. Bradley**

## Creating Mandalas Using Gouache

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

**CRN #20683 3 Thursdays, 7/9-7/23, 6-8:30 p.m. MCC Bldg. AST D110**  
**Fee: \$65**

**Instructor: Linda T. Bradley**

The MCC Alumni Association Presents The Fifth Annual

# CAR

**Father's Day, June 21, 2009**

(Rain Date June 28) **10 am to 2:30 pm**

For Rain Date Information Call 860-512-2906

**Open to ALL Classic, Custom & Import Cars**

**Show Car Registration 8 to 11 am**

**No Entrance Fee for Show Cars (donations accepted)**



Spectators **FREE** • Beautiful Trophies • Free Raffle for Show Vehicle Owners • Dash Plaques for the First 150 Entrants

For Further Information call 860-512-2906

E-Mail: [cchurch@mcc.commnet.edu](mailto:cchurch@mcc.commnet.edu)

or [dmichele@mcc.commnet.edu](mailto:dmichele@mcc.commnet.edu)

Website: [www.mcc.commnet.edu/carshow](http://www.mcc.commnet.edu/carshow)

Sponsored by



# SHOW

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



## ATTENTION SCHOOL TEACHERS & COLLEGE PROFESSORS

### MCC's Credit-Free Program

seeks new course proposals in personal enrichment and professional development that complement the Credit-Free catalog.

***Come join a dynamic team!***

**Call Continuing Education at (860) 512-2800  
to receive a Prospective Instructor's Packet.**

# Art & Crafts

**NEW**

## Create a Special Gift for the Graduate in Your Life: Silver Bracelet with Grad's Charm

Create a lasting gift of value for a special graduate—and treat yourself by learning a new skill in a supportive atmosphere. Using simple tools, you will learn to attach, without soldering, sterling jump rings to form a chain. You will be introduced to several attractive chaining patterns and will choose one of them for your bracelet design. Once completed, a sterling silver “graduate cap’s charm” will be attached. Simple, rewarding, and sure to please! A short supply list will be mailed prior to class. **Please register by June 3; instructor must purchase supplies for a specific number of students.** Materials fee: \$40\*, payable to instructor at the beginning of class, for sterling jump rings, clasp, and charm.

**CRN #20799** 1 Wednesday, 6/10, 6:30-9:30 p.m. **MCC Bldg. LRC A201**  
**CRN #20800** 1 Thursday, 6/11, 1-4 p.m. **MCC Bldg. LRC A201**

Fee: \$30

**Instructor: Judith E. Goldstein** is a Precious Metal Clay (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.

**NEW**

## Create a Pure Silver Origami Crane: The Symbol of Hope

A unique experience awaits you as you learn to create an origami crane in Precious Metal Clay (PMC) Paper. No origami or PMC experience is required, only a willingness to have some dexterous fun! In the first session, you will learn step-by-step how to create cranes in origami paper. Once confident, you will transfer this skill to silver paper. After finishing the crane, it will be fired in a kiln, emerging in its pure silver form. In the second session, you will learn and practice silver finishing techniques for your crane. You should bring to class a small lidded box with cotton inside to transport your crane. **Please register by June 9; instructor must purchase supplies for a specific number of students.** Materials fee: \$16\* (cash), payable to instructor at the beginning of class, for sterling jump rings, clasp, and charm.

**CRN #20801** 2 Tuesdays, 6/16, 7-9 p.m. & 6/23, 7-8:30 p.m.  
**MCC Bldg. LRC A201** Fee: \$35

**Instructor: Judith E. Goldstein**

**NEW**

## Affordable Chaining with Copper Jump Rings

Learn basic jewelry skills the affordable way—with copper instead of a precious metal. Or maybe you want the “Goth look.” In the first session, learn to use jewelry pliers and copper jump rings for a wide variety of chaining patterns. After completing your samples, choose your own design to complete a bracelet. In the second session, you will have the option of antiquing the copper bracelet with liver of sulphur. The tools are simple and portable, and the techniques and skills you learn can be eventually used with any metal—silver, gold or niobium jump rings. **Teenagers are welcome.** A simple materials list will be mailed prior to class. **Please register by June 23; instructor must purchase supplies for a specific number of students.** Materials fee: \$15\* (cash), payable to instructor at the beginning of class, for jump rings, clasp, and finishing materials.

**CRN #20803** 2 sessions, Tuesday, 6/30, 6:30-9:30 p.m. & Wednesday, 7/1, 7-8:30 p.m. **MCC Bldg. LRC A201** Fee: \$45

**Instructor: Judith E. Goldstein**

**NEW**

## Silver-Plated Chaining I: Beginning Bracelet Fun

Use affordable, silver-plated (as opposed to sterling silver) jump rings to achieve the look of luxury without the cost. Learn the fun of using pliers and assembling ready-made jump rings to complete your own “silver-like” bracelet in one evening. You will learn many patterns, from simple to intermediate, in a supportive atmosphere, while working at your own pace. When your samples are complete, you will progress to a design of your own choosing and create your own bracelet. No jewelry experience is necessary. A short supply list will be mailed prior to class. **Please register by June 16; instructor must purchase supplies for a specific number of students.** Materials fee: \$20\*, payable to instructor at the beginning of class, for sterling jump rings, clasp, and charm.

**CRN #20802** 1 Wednesday, 6/24, 6-10 p.m. **MCC Bldg. LRC A201**  
 Fee: \$40

**Instructor: Judith E. Goldstein**

\* Price adjustment may be necessary based on the market price of silver at the time of purchase.

## Introduction to Printmaking: Monotypes

Explore the use of color and design in developing monotypes—one-of-a-kind prints that offer many exciting opportunities in the world of printmaking. Learn a variety of monotype techniques, such as layering color in transparent washes, stenciling, and the use of plant forms. Through the development of individual prints, learn to use the etching press. Students will also be guided through the exciting stages of developing a hand-pulled print, and by the final class, will have a number of signed prints ready for matting and framing. No previous printmaking experience is required; all levels are welcome! Materials fee: \$25 includes printing plates, inks, additives, and two sheets of large printmaking paper. Additional paper will be available for purchase.

**CRN #20814** 3 Wednesdays, 6/24-7/8, 6-9 p.m. **MCC Bldg. AST D110**  
 Fee: \$75

**Instructor: Trudy M. Mitchell** maintains a printmaking studio in Bolton and exhibits her work in the semi-annual Northeastern Connecticut Open Studio tour. She is an experienced teacher in both printmaking and secondary English.



Print by  
Trudy Mitchell

## Tool Sharpening for Woodworkers

Learn to keep an edge on edged tools. This class is for those active or interested in woodworking, woodcarving, or any related craft that uses cutting tools. Students can expect to learn the proper methods for sharpening chisels, gouges, planes, and knives. This is not a lecture but a hands-on workshop—each student will try their own hand at tool sharpening. Attention tool collectors: feel free to bring in old or “mystery” tools. Please note: students should bring eye protection and ear plugs or ear muffs, as well as, if you wish to sharpen you own tools, a 6- or 8-inch India combination stone and a 2 x 4-inch soft Arkansas slip stone. Students should also bring a lunch.

**CRN #20816** 1 Saturday, 6/13, 9 a.m.-2 p.m. **MCC Bldg. AST D124**  
 Fee: \$50

**Instructor: Randall Nelson** received his master's in visual art from Vermont College. He makes his living doing sculptural restoration on monuments, statuary, and building facades, for which he has won several awards. In spring 2009, he held a major exhibition of his work at the Homer Babbidge Library, University of Connecticut.

# Body, Mind & Spirit

## WHAT IS THE FELDENKRAIS METHOD®?

A powerful way to eliminate stress and pain from your body. Through slow, deceptively simple, and ingeniously designed movements that are done on the floor, the body quickly comes into balance. Due to stress, injury, disability, or bad habits, 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 loop and restore the body to health. The result is fluid, pain-free movement, and increased coordination and flexibility.

*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.*

### Help for Stiff Neck, Tight Shoulders, Aching Back

Stiff neck? Tight shoulders? Aching back? There is a simple solution! This gentle exercise will soon have your stiff and aching joints feeling freer and more mobile. Participants must be physically able to negotiate themselves to and from the floor position.

**CRN #20783** 1 Saturday, 6/20, 9:30 a.m.-4 p.m. **MCC Bldg. LRC A108**  
Fee: \$85

### Relaxing the Jaw

Grinding your teeth? Waking up with sore jaw muscles or painful teeth? This could be the result of an ailment that affects the Temporomandibular Joint or TMJ. If your jaw “slides” minutely when opening or closing your mouth, you may have the TMJ condition. The Feldenkrais Method® works gently with tight muscles in the jaw area and other involved muscle groups (shoulders, neck, back, and pelvis) to bring you into balance and relieve tension and pain.

**CRN #20785** 1 Saturday, 7/11, 9:30 a.m.-4 p.m. **MCC Bldg. LRC A108**  
Fee: \$85

### Get a Good Night's Sleep!

“Will I sleep tonight?” is the question that more than 50 percent of Americans ask themselves every night. Although there are many causes for sleepless nights, bringing your muscles and body into balance can often create a calming effect and result in quieting the mind. Everyone can benefit from these exercises, not just the sleep-deprived, because the benefits of deep relaxation are universal. Done before bedtime, these exercises will help you to drift back to sleep.

**CRN #20782** 1 Saturday, 7/25, 9:30 a.m.- 4 p.m. **MCC Bldg. LRC A108**  
Fee: \$85

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.

## Karuna™ Reiki: Practitioner I and II Levels

There are two levels in the Karuna™ system, which was founded by William Rand of the International Center for Reiki Training. In this advanced course, students are attuned to eight more Reiki symbols, four in each level. 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: \$20, for a comprehensive manual, payable to instructor at first class. (Note: pricing for this course is 30% below current market value.) Prerequisite: *You must be a Usui Master to begin these studies.*

**CRN #20638** 2 Saturdays, 7/25-8/1, 11:30 a.m.-4:30 p.m.  
**MCC Bldg. AST D213** 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.*



## QiGong: Meditative Movements for Health and Wellness

QiGong (or “chi kung”) exercise systems have been practiced in China by millions of people since ancient times. While the main focus of QiGong is on cultivating healing energy, it also can be used as a means to deepen one’s spiritual awareness. Regular practice of this system may help prevent and treat disease, reduce stress, and better integrate the body/mind/spirit connection. Participants will learn exercises that can be practiced at home. The history and theory of QiGong will also be discussed.

**CRN #20637** 4 Wednesdays, 6/3-6/24, 7-8:30 p.m.  
**MCC Bldg. LRC B144** Fee: \$45

*Instructor: John Mammone has a master’s in acupuncture and oriental medicine from The Oregon College of Oriental Medicine. He is nationally certified in acupuncture and licensed in CT, and has his own practice, Naturopathic Health Center, in Wethersfield.*

## Of Similar Interest

- “Energywork”: What is Reiki on page 41

# Body, Mind & Spirit

## Of Similar Interest

- Fitness course on pages 22

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

Do you experience tension or fatigue at work or during certain everyday activities? Do you wish that you had better posture and balance? Then learn how the Alexander Technique can help you! This world-renowned technique teaches you how to take care of yourself while at work or home, so that you can move your body more efficiently and prevent harmful habits that cause pain and stress. This course will be especially helpful for office workers, busy professionals, athletes, and anyone who would like to eliminate physical discomfort. Students should bring a floor mat for lying down.

**CRN #20790** 3 Wednesdays, 7/15-7/29, 9:30-11:30 a.m.

**MCC Bldg. LRC B213** Fee: \$50

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

## Introduction to Mindful Living and Stress Reduction

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

**CRN #20690** 2 Thursdays, 6/4-6/11, 9-11 a.m. Fee: \$40

*Instructor: Cheryl L. Jones, M.A. in exercise science, has had extensive training in Mindfulness-Based Stress Reduction (MBSR) through the University of Massachusetts Medical School. She holds a certificate in spirituality from Saint Joseph College and is the author of Mindful Exercise.*

## Stop Smoking with Hypnosis

Become free of this expensive and unhealthy habit, successfully and permanently! Hypnosis is a powerful tool which has been approved by the American Medical Association since 1958, and since that time has effectively helped smokers (including your instructor, 25+ years smoke-free!) to break the smoking habit. Avoid weight gain and learn how to relax away the tension, irritability and withdrawal problems that often accompany smoking cessation. Learn to identify and establish strategies to deal with triggers and habitual patterns. This workshop includes an explanation of hypnosis, hypnosis sessions, and follow-up self-hypnosis instructions. Materials fee: \$5, payable to instructor at first class, for a reinforcement audiotape.

**CRN #20734** 2 Tuesdays, 6/23-6/30, 7-9 p.m. **MCC Bldg. LRC B213**

Fee: \$35

*Instructor: Patricia Galvin, J.D. and M.S. in education, is a certified hypnotherapist who teaches self-hypnosis for weight control and smoking.*

## Self-Hypnosis for Weight Loss: Mind Over Matter

Reach your ideal weight by programming your brain for weight loss. Learn self-hypnosis and tap into the power of both your conscious and subconscious mind to facilitate weight loss and maintain your ideal weight without those nagging feelings of deprivation. Tried too many fad diets? This course might be the start of a new, healthier lifestyle. Topics include explaining hypnotism and how it works, factors affecting weight control, the myth of willpower, eating journals, self-hypnosis, ideomotor questioning, and the Chevreul pendulum. Materials fee: \$5, payable to the instructor at first class, for a reinforcement audiotape.

**CRN #20815** 4 Tuesdays, 7/7-7/28, 7-9 p.m. **MCC Bldg. LRC B213**

Fee: \$70

*Instructor: Patricia Galvin*

## **NEW** Understanding Hypnosis and How to Use it for Positive Change

Modern hypnosis has gone far beyond the swinging watch and the hypnotist having you "go deeper" by counting down from ten. This class is for those who want to learn modern hypnosis secrets that have modern scientific validity. Instruction will be through lecture and demonstration, followed by some hands-on practice. Topics will include how the conscious and unconscious levels of the mind function and relate to human behavior; an introduction to neuro-linguistic programming; how to use hypnosis to create positive change; and "mental hygiene" for everyone.

**CRN #20822** 3 Thursdays, 8/6-8/20, 7-8:30 p.m. **MCC Bldg. LRC B214**

Fee: \$30

*Instructor: David Barron is certified in neuro-linguistic programming and has more than 10 years of clinical hypnosis experience. He is the co-author of Power Persuasion: Using Hypnotic Influence to Win in Life, Love and Business.*



## Chakra Studies

There are seven power centers in your body called chakras. The state of each chakra reflects the health of a particular area of your body. It also reflects your psychological, emotional and spiritual well-being. When chakra energy is blocked or misdirected, emotional and physical

illness can arise. This course will introduce you to, and allow an exploration of, your chakras. Beginning with the first, the root chakra, we will build our knowledge and balance upward through the other six energy centers: sacral, solar plexus, heart, throat, the third eye, and the crown chakra. Classes will include discussion, guided imagery, and experiential learning activities.

**CRN #20647** 4 Mondays, 6/22-7/13, 7-9 p.m. **MCC Bldg. LRC B213**

Fee: \$80

*Instructor: Dory Dzinski*

## Meditation as a Life Skill

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

**CRN #20648** 2 Mondays, 8/3-8/10, 7-9 p.m. **MCC Bldg. LRC A108**

Fee: \$40

*Instructor: Dory Dzinski*

# Body, Mind & Spirit

## **NEW** The Passion Test

We all want to lead purposeful lives, and passion is the key to attaining this goal. Yet many Americans report being unhappy, unfulfilled or dissatisfied. Join us for The Passion Test® and get on track for joining the ranks of the happy and fulfilled. This program is a simple, powerful tool to help you discover your passions, gain clarity on what you want to create in your life, and learn how to stay on track with your goals and purpose in life. It is especially helpful for people in mid-life or transition, as well as for any one seeking more meaning in their lives.

**CRN #20821** 1 Saturday, 6/27, 9 a.m.-noon **MCC Bldg. Lowe L142**

Fee: \$35

**Instructor:** *Catherine Ewing-Ricker, M.Div., M.S.W., is the founder and co-owner of Spirit Matters, a holistic healing center in Ellington. She is a certified Dream Coach, certified Passion Test facilitator, psychotherapist, ordained minister of spiritual peacemaking, and Reiki master teacher.*

## Learn to See Auras

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

**CRN #20784** 1 Wednesday, 6/24, 6-9 p.m. **MCC Bldg. LRC A108**

Fee: \$40

**Instructor:** *Karen Emerick*

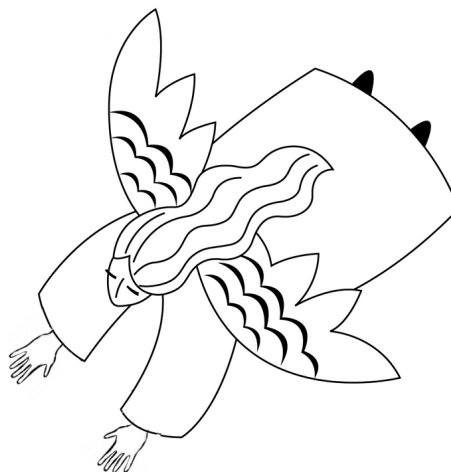
## How to Talk to Your Angels

Join us in this hands-on workshop to discover how easy it is to meet your angels and receive personal messages in writing. 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 #20665** 1 Friday, 6/19, 6:30-9 p.m. **MCC Bldg. LRC B144**

Fee: \$50

**Instructor:** *Beth C. Burgess is a certified Angelspeak™ facilitator. She was trained by Barbara Mark and Trudy Griswold, authors of the best-selling book, Angelspeak: How to Talk with Your Angels.*



## Messages from Beyond

Do you have a desire to speak with or receive a message from a loved one who has gone to the other side? Are you doubtful or perhaps more than a little curious as to whether it's even possible? You don't need tickets to John Edward's popular television show, "Crossing Over," to see a medium at work, in person and up close. Let Joyce bring you a "message" from beyond in this fun and potentially insightful event. In Joyce's own words, "A medium can be thought of as a telephone connector allowing communication to flow between two planes of existence." Bring an open mind, pen and paper, and a tape recorder, if desired for your own messages only. Join Joyce to "dial up" the other side.

**CRN #20786** 1 Thursday, 6/11, 9:30 a.m.-12:30 p.m.

**MCC Bldg. LRC A226**

**CRN #20787** 1 Saturday, 8/29, 9:30 a.m.-12:30 p.m.

**MCC Bldg. LRC B208**

Fee: \$60

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

## An Introduction to Pagans, Witches and Wicca

Wicca has its roots in Paleolithic times, some 25,000 years ago, and pagan celebrations are often the basis for Christian holidays. This course will provide open-minded individuals with an introduction to Wicca, paganism and New Age concepts related to living with and loving magic. Topics include the history of witchcraft, the Wheel of the Year (the Wiccan calendar of festivals and rituals), esbats and sabbats (new moon and full moon celebrations), and the elemental world. The final class will be a magical potions workshop held at **Enchantments, 349 East Center Street, Manchester**, during which time students will make and bring home their own potion. Materials fee: \$10, payable to instructor at first class.

**CRN #20795** 4 Mondays, 7/20-8/10, 7-9 p.m. **MCC Bldg. Lowe L213**

Fee: \$55

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

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

# Computer Technology

## COMPUTER CERTIFICATION TEST PREPARATION

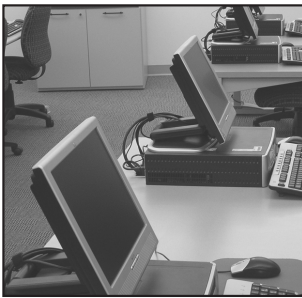
### *Professional Certification...*

- 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

Course	Page Number	Certification
Microsoft Office 2003 MCC Certificate	12	MCC Certificate
Microsoft Office 2007 MCC Certificate	12	MCC Certificate

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

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



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

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

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

**Fitzroy Gordon** as Manager of Information Technology, helped to develop and implement an E-commerce web site for the Institute of Jamaica. He has held Project Manager and Business Analyst positions at the National Land Agency in Jamaica, where he developed training courses for the agency's main and remote office locations.

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

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

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

**Stuart Lipman** is the owner of a local computer store and brings more than 25 years of technical and practical experience to the classroom.

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

**Valerie Scott** is the graphic designer for MCC's Continuing Education Division, and has been in the field for over 10 years. She works with InDesign, providing the layout and design for the 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 20 years' experience as an IT instructor and developer.

**Kristin Violette** is a certified teacher with over 12 years' experience in English and technology. Currently, she is a full-time computer teacher at Newtown High School, as well as an adjunct instructor at MCC and NVCC.

**Dorothy Weiner** is an MCP- and MOUS-certified instructor with more than 12 years' experience teaching Microsoft products and various other applications and operating systems.

# Computer Technology

## 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 #20696** 2 Mondays, 6/1-6/8, 6-9 p.m. **MCC Bldg. LRC B141**  
Fee: \$95

Instructor: **Ray Burrington**

### Computer Boot Camp

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

**CRN #20792** 4 Mondays, 8/3-8/24, 6-9 p.m. **MCC Bldg. LRC B142**  
Fee: \$195

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

**CRN #20697** 2 Mondays, 6/15-6/22, 6-9 p.m. **MCC Bldg. LRC B141**  
Fee: \$95

Instructor: **Stuart Lipman**

### Meet the Mac

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

**CRN #20698** 2 Tuesdays, 6/2-6/9, 6-9 p.m. **MCC Bldg. AST D211**  
Fee: \$95

Instructor: **Richard Hoyer**

### Introduction to Personal Computers for Active Adults

Designed for those with little or no experience with computers, this seminar introduces IBM-compatible machines to older learners eager to take advantage of new technology. Find out what a computer can do for you. 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. No prerequisite.

**CRN #20699** 2 Tuesdays, 6/16-6/23, 1-4 p.m. **MCC Bldg. LRC B141**  
Fee: \$95

Instructor: **Ray Burrington**

## INTERNET

### 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. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard, mouse and Internet skills.*

**CRN #20701** 2 Wednesdays, 7/8-7/15, 6-9 p.m. **MCC Bldg. LRC B141**  
Fee: \$95

Instructor: **Robert Thornton**

### Web Communication & Design

This multi-week training will utilize Adobe's Digital Design Curriculum to teach students how to become proficient in today's leading web design technologies. This certification course thoroughly covers Dreamweaver CS3 techniques and provides a comprehensive understanding of planned web site design. Instructor provides handouts. Prerequisite: *Introduction to Dreamweaver course.*

**CRN #20700** 6 Wednesdays, 7/22-8/26, 6-9 p.m. **MCC Bldg. LRC B141**  
Fee: \$295

Instructor: **Robert Thornton**

### Flash Introduction (for the PC)

This hands-on course will introduce PC users to the basics of creating objects and animating in Adobe's Flash. 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 #20702** 2 Thursdays, 8/6-8/13, 6-9 p.m. **MCC Bldg. LRC B141**  
Fee: \$95

Instructor: **Robert Thornton**

### The Basics of Selling on eBay

Learn how to sell profitably on eBay from an Education Specialist trained directly by eBay. You will learn how to open a seller account; research products to sell, select selling formats and set prices; create and monitor listings; improve existing listings, including photos and copy; open and use a PayPal account; complete transactions; and operate safely on the world's largest online auction site. You will also learn how to save on listing fees and use other online resources that can help you succeed. This course is designed both for those interested in starting to sell on eBay and occasional sellers who want to improve their listings. Although recommended, it is not required to set up an official eBay and PayPal account as part of the curriculum. If you wish, please bring current bank account number with routing number and credit card to set up an eBay account in class. Instructor provides handouts. Prerequisite: *No prior business experience is necessary. Windows, keyboarding and mouse skills are required. Internet experience is helpful.*

**CRN #20703** 3 Mondays, 7/13-7/27, 6-9 p.m. **MCC Bldg. LRC B142**  
Fee: \$150

Instructor: **Ann Gruden**

# Computer Technology

## Getting Started on the Internet for Active Adults

Designed for older adults who want to learn about the Internet and its benefits, this class covers what you need to know to get started on the Internet, how to visit and bookmark web sites, and how to search the web for specific content. Instructor provides handouts. Prerequisite: *Basic Windows keyboard and mouse skills recommended but not required.*

**CRN #20736** 2 Thursdays, 6/18-6/25, 1-4 p.m. **MCC Bldg. LRC B142**

Fee: \$95

Instructor: **Ray Burrington**

## E-mail Made Easy for Active Adults

Learn how e-mail will keep you in touch with friends and family around the world. If you do not have an e-mail account, we will create a free e-mail account for you on Yahoo. If you do not have a computer, you can use any public library to check your e-mail. Instructor provides handouts. Prerequisite: *Basic mouse and keyboard skills.*

**CRN #20704** 2 Tuesdays, 7/21-7/28, 1-4 p.m. **MCC Bldg. LRC B141**

Fee: \$95

Instructor: **Ray Burrington**

## OFFICE SUITES & OUTLOOK

### Microsoft Office 2003 MCC Certificate

Increase your employability with this intensive 12-week course and receive an Office 2003 MCC Certificate on completion. This hands-on workshop will include practice time on Word, Excel, Access, PowerPoint, and Outlook. Students will learn the basics of all Office programs, including merges, tables, graphics and sharing documents in Word; formulas, data management, formatting and printing in Excel; database creation, criteria in queries, report and form design, grouping data, and establishing relationships in Access; creating slide shows, importing from Word, adding tables/graphics, animation, and advanced formatting in PowerPoint; and email management, creating folders, adding signatures/attachments, scheduling appointments with others, organizing contact lists, and creating/updating tasks in Outlook. Required text: Marquee Microsoft Office 2003, EMC Paradigm Publishing, available at MCC Bookstore for approximately \$75. Prerequisite: *Basic Windows, keyboard and mouse skills with some exposure to Microsoft Office.*

**CRN #20694** 12 Fridays, 6/5-8/28 (does not meet 7/3), 6-9 p.m.

**MCC Bldg. LRC B142** Fee: \$499

Instructor: **Dorothy Weiner**

### Microsoft Office 2007 MCC Certificate

This intensive 12-week course covers the basics of all Office programs and leads to an Office 2007 MCC Certificate. Students in this workshop will receive hands-on practice in Word, Excel, Access, PowerPoint and Outlook. Participants will learn merges, tables, graphics and sharing documents in Word; formulas, data management, formatting and printing in Excel; database creation, criteria in queries, report and form design, grouping data, and establishing relationships in Access; creating slide shows, importing from Word, adding tables/graphics, animation, and advanced formatting in PowerPoint; and e-mail management, creating folders, adding signatures/attachments, scheduling appointments with others, organizing contact lists, and creating/updating tasks in Outlook. Required text: Marquee Microsoft Office 2007, EMC Paradigm Publishing, available at MCC Bookstore for approximately \$95. Prerequisite: *Basic Windows, keyboard and mouse skills with some exposure to Microsoft Office helpful.*

**CRN #20695** 12 Wednesdays, 6/3-8/19, 6-9 p.m. **MCC Bldg. LRC B142**

Fee: \$499

Instructor: **Dorothy Weiner**

## PowerPoint 2003 Introduction

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

**CRN #20705** 2 Tuesdays, 7/21-7/28, 6-9 p.m. **MCC Bldg. LRC B142**

Fee: \$95

Instructor: **Kristin Violette**

## WORD PROCESSING

### Word 2003 Introduction

Learn the basic skills required to create documents using Microsoft Word 2003. Learn how to create, edit, format, review, and print documents such as letters and memos, and how to apply basic page, paragraph, header, footer, and character formatting functions.

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

**CRN #20706** 2 Tuesdays, 6/9-6/16, 6-9 p.m. **MCC Bldg. LRC B141**

Fee: \$95

Instructor: **Kristin Violette**

### Word 2007 Introduction

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

**CRN #20707** 2 Tuesdays, 8/4-8/11, 6-9 p.m. **MCC Bldg. LRC B142**

Fee: \$95

Instructor: **Kristin Violette**

### Word for Active Adults

In this introduction to Microsoft Word, students will become familiar with Word's features and functions, and discover how to edit, copy, paste, format and print various documents. Instructor provides handouts. Prerequisite: *Basic mouse and keyboard skills recommended but not required.*

**CRN #20708** 2 Tuesdays, 7/7-7/14, 1-4 p.m. **MCC Bldg. LRC B142**

Fee: \$95

Instructor: **Ray Burrington**

## SPREADSHEETS

### Excel 2003 Introduction

Use the Microsoft Excel 2003 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. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

**CRN #20709** 2 Tuesdays, 6/23-6/30, 6-9 p.m. **MCC Bldg. LRC B141**

Fee: \$95

Instructor: **Kristin Violette**

# Computer Technology

## Excel 2007 Introduction

Learn the exciting new features of Excel 2007: How to enter and edit data, use formulas, work with graphics, save workbooks, copy data and formulas, use functions, format worksheets, print, and create charts. Instructor provides handouts. Prerequisite: *Basic Windows, typing and mouse skills are required.*

**CRN #20710 2 Thursdays, 8/6-8/13, 6-9 p.m. MCC Bldg. LRC B142**

Fee: \$95

Instructor: **Kristin Violette**

## Excel for Active Adults

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

**CRN #20711 2 Thursdays, 7/9-7/16, 1-4 p.m. MCC Bldg. LRC B142**

Fee: \$95

Instructor: **Ray Burrington**

## QuickBooks 2006 Introduction

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

**CRN #20712 2 Fridays, 6/5-6/12, 6-9 p.m. MCC Bldg. LRC B141**

Fee: \$95

Instructor: **Chuck Schwartz**

## QuickBooks 2006 Intermediate

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

**CRN #20713 2 Fridays, 6/19-6/26, 6-9 p.m. MCC Bldg. LRC B141**

Fee: \$95

Instructor: **Chuck Schwartz**

## DATABASE

### Database Introduction

The objective of the course is to introduce the fundamental concepts of database systems, acquaint the students with the use of current relational database systems, and build a solid foundation for advanced studies in the database area. The course covers data models, data independence, data abstraction, the advantage of database systems, data storage and query processing, and database system architecture and design. Instructor will provide handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

**CRN #20714 2 Thursdays, 6/18-6/25, 6-9 p.m. MCC Bldg. LRC B142**

Fee: \$95

Instructor: **Fitzroy Gordon**

## NETWORKS & OPERATING SYSTEMS

### Networking Introduction

Are you looking to learn more about computer networking? This course will help you become familiar with network terminology, network hardware devices, network layers and protocols. Instructor provides handouts. Prerequisite: *Basic keyboard, mouse and Windows skills are required. Prior networking experience is not required.*

**CRN #20793 2 Thursdays, 6/18-6/25, 6-9 p.m. MCC Bldg. LRC B141**

Fee: \$95

Instructor: **John Bolduc**

### Setting Up and Securing Your Own Network

Have you ever wanted to learn more about your network and how you can improve its efficiency and security? Would you like to travel with your laptop computer and connect to email and Internet wirelessly? This is the course for you. You will learn how set up a small network, configure and secure a network router for both wired and wireless operation (WiFi) and learn how to share printers and other resources on the network. Prerequisite: *Basic Windows, keyboard and mouse skills.*

**CRN #20715 2 Tuesdays, 8/18-8/25, 6-9 p.m. MCC Bldg. LRC B141**

Fee: \$95

Instructor: **Stuart Lipman**

### Be Your Own PC Tech Part I

Why pay for expensive upgrades if you can learn how to do them yourself? This class covers hardware issues from the motherboard to the operating system. Perform RAM, expansion cards and peripheral device installations in a hands-on workshop with real parts. Learn how to configure drivers and troubleshoot your Windows operating system. This class is for the beginner or intermediate PC user. PC hardware knowledge is helpful. Instructor provides handouts. Prerequisite: *Basic Windows, typing and mouse skills.*

**CRN #20717 2 Thursdays, 7/9-7/16, 6-9 p.m. MCC Bldg. LRC B141**

Fee: \$95

Instructor: **Stuart Lipman**

### Be Your Own PC Tech II

This class is for the more advanced PC user and will focus on the operating system. Learn how to reformat a hard drive, partition a hard drive and load Windows. Participants will discover how to add new cards such as video, sound or modem, and add new peripherals, including printers and scanners. Learn how to download and install driver updates from the manufacturer's website. Prerequisite: *Be Your Own PC Tech I, or permission of the instructor or computer coordinator.*

**CRN #20718 2 Thursdays, 7/23-7/30, 6-9 p.m. MCC Bldg. LRC B141**

Fee: \$95

Instructor: **Stuart Lipman**

## DIGITAL IMAGING

### 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 #20719 2 Tuesdays, 6/16-6/23, 6-9 p.m. MCC Bldg. LRC B142**

Fee: \$95

Instructor: **Richard Hoyer**

# Computer Technology

## 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 #20727** 2 Tuesdays, 6/30-7/7, 6-9 p.m. **MCC Bldg. LRC B142**

Fee: \$95

Instructor: **Richard Hoyer**

## Adobe Illustrator Introduction (PC)

Adobe Illustrator is the industry standard for illustration programs in creating graphics suitable for print, multimedia and online. This course will introduce students to the Illustrator workspace and tools. As the program features are demonstrated, participants will have time to experiment and create/edit graphics in this hands-on computer class. Prerequisite: *Basic Windows, keyboard and mouse skills; some graphic experience recommended.*

**CRN #20726** 1 Thursday, 6/18, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**

Fee: \$95

Instructor: **Valerie Scott**

## Adobe InDesign Introduction (for the PC)

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 #20724** 2 Tuesdays, 7/21-7/28, 6-9 p.m. **MCC Bldg. LRC B141**

Fee: \$95

Instructor: **Valerie Scott**

## Adobe InDesign for the Graphic Designer (for the Mac)

Are you making the switch from Quark or PageMaker to Adobe InDesign? You probably know what tasks are required to complete a specific page layout, but you don't know where the features are located or what they are called in InDesign. This class is an opportunity to start the transition to InDesign, the trendsetter of the industry. Students will become familiar with InDesign's interface and learn how it integrates with Adobe Photoshop and Adobe Illustrator. This is not a beginner's course; this is for graphic design professionals. Students will work on the Macintosh computer using Adobe InDesign CS3. PC users are welcome. Instructor will provide handouts. Prerequisite: *Quark or PageMaker page layout experience required.*

**CRN #20722** 1 Friday, 6/12, 9 a.m.-4 p.m. **MCC Bldg. AST D211**

Fee: \$95

Instructor: **Valerie Scott**



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



Want to take a class online?  
See the Online Academy  
courses listed on pages 33-40  
or visit the web site at  
[www.ed2go.com/manhcc](http://www.ed2go.com/manhcc)

## Adobe InDesign (PC) Intermediate

This course examines the remarkable tools of the world's most popular page layout program, Adobe InDesign. It is designed to build upon the foundation established in the Adobe InDesign Introduction course. Some of the topics covered in the course include: importing and editing graphics, tabs, clipping paths, multi-page documents, colors, gradients, tints, and exporting to PDF. Prerequisite: *Adobe InDesign Introduction.*

**CRN #20725** 2 Tuesdays, 8/4-8/11, 6-9 p.m. **MCC Bldg. LRC B141**

Fee: \$95

Instructor: **Valerie Scott**

## Adobe Premiere Elements Introduction

Use Premiere Elements to quickly and easily create your own video productions with professional touches. Prerequisite: *Windows, keyboard and mouse skills required.*

**CRN #20721** 2 Tuesdays, 8/18-8/25, 6-9 p.m. **MCC Bldg. LRC B142**

Fee: \$95

Instructor: **Richard Hoyer**

## AutoCAD Introduction

This course will teach you how to design and develop architectural drawings using AutoCAD. Extensive hands-on curriculum is designed to address the needs of engineering design professionals, project managers, and the avid beginner. Instructor will provide handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

**CRN #20732** 6 Fridays, 7/10-8/14, 6-9 p.m. **MCC Bldg. AST C128**

Fee: \$295

Instructor: **Joseph Kardos**

## MSDNAA Software Information

Manchester Community College Continuing Education's subscription to a program called Microsoft Developers Network Academic Alliance allows MCC students who enroll in a computer class to receive free Microsoft software for a related course they sign up for.

A student has the option to fill out an online registration for the free MSDNAA software. There is no personal information required, just an email address. An MCC administrator will create an MSDNAA account for you once you have signed up online.

Students who have signed up will receive an email from Microsoft where Microsoft provides installation codes for the software. Credit-Free students can obtain the MSDNAA software through their instructors when they attend a related course.

### MSDNAA software and related MCC courses for Summer 2009:

- **Windows XP** - Introduction to Personal Computers for Active Adults, Meet the PC, Computer Boot Camp, Be Your Own PC Tech I, Be Your Own PC Tech II, Setting Up and Securing Your Own Network, Networking Introduction
- **Access 2003** - Database Introduction

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

# Cuisine



## Artisan Bread

Credit-free students will join this Credit intermediate course on the formulation, preparation, packaging and pricing of commercially produced artisan breads. As a “bakery team,” the class will learn how to work with pre-ferments, levains, commercial starters, enriched dough, and naturally leavened breads, while maintaining a professional work environment. There will be an emphasis on the science of bread production, as well as the “art of baking.” Classroom lecture will be 1 hour per week and the remainder of the schedule will be kitchen laboratory training. Students will be required to take the final exam—a practical demonstration—on the last class session in order to successfully complete the course. Students must also purchase a culinary uniform, available in the MCC Bookstore. **Limited seating available; please register early.** Prerequisite: *Basic Baking and Pastry Arts*, or permission of the instructor.

**CRN #20811** 12 sessions, Mondays, Tuesdays, Wednesdays & Thursdays, 6/1-6/18, 9 a.m.-3 p.m. **MCC Bldg. Lowe L293 (South Kitchen) and Lowe 294C (Culinary Arts Center)** Fee: \$390

**Instructor:** *John Gibson* completed a professional bread making course at the King Arthur Education Center, and is an adjunct instructor of culinary arts in the Hospitality Management Program at MCC. He also bakes extensively at his home bakery.

## **NEW** Dining Al Fresco

Learn new culinary skills while preparing the perfect menu for a summer evening. We will begin the meal by preparing a Gingered Leek and Carrot Vichyssoise, followed by a chopped Arugula Salad with Lemon Citrus Fricos, Grilled Swordfish Kabobs with Pistachio Brown Butter Vinaigrette, and Basil and Strawberry Wild Grain Medley, and for dessert, a Berry Crisp and Cinnamon Cream. You may bring your favorite bottle of Chardonnay or Sauvignon Blanc to enjoy with your meal (you must be at least 21 years of age to bring and drink wine). Materials fee: \$15, payable to the instructor at the beginning of class.

**CRN #20775** 1 Friday, 6/19, 6:30-9:30 p.m. **MCC Bldg. Lowe L293 (South Kitchen), meet at the Culinary Arts Center** Fee: \$45

**Instructor:** *Lisa Montag Weikert* has her teacher certification and B.S. in family and consumer science, with a concentration in nutrition and food science. She is a culinary teacher at Newington High School and an instructor at Sur La Table in Canton. She also instructs and culinary classes for private parties and clubs.



**Interested in a cuisine class?**

**Please register early—instructors need to shop for an approximate number of students.**

## Learn to Prepare Mushrooms with a Fun Guy

There is an ever-growing supply of mushrooms available in the markets today. Learn how to select, handle, cook, and enhance the flavor of these fungi. We will prepare Stuffed Mushrooms with Soysage and Veggie Creme Cheese, which makes for a great appetizer or party food; Wild Mushrooms and Pomegranate Molasses Vinaigrette for a different way to dress a salad; Mushroom Cashew Creme Soup, incorporating both fresh and dried mushrooms; Smokey Braised Portobello Mushrooms, which can fit into several different courses of a meal; and Oyster Fried Mushrooms—fool the taste buds with their Sea Vegetable Breading. Materials fee: \$10, payable to instructor at the beginning of class.

**CRN #20747** 1 Thursday, 6/18, 6:30-8:30 p.m. **MCC Bldg. Lowe L293 (South Kitchen), meet at Culinary Arts Center** Fee: \$45

**Instructor:** *Ken Bergeron* is a certified executive chef through the American Culinary Federation, with 35 years of professional cooking experience. He has also been recognized as Chef of the Year through the Connecticut Chefs Association. He has given culinary demonstrations and talks on television and public radio and is the author of *Professional Vegetarian Cooking*.

## **NEW** Hot and Chilled Soups for Summertime

Enjoy soups year-round with both hot and chilled offerings.

You will learn to prepare the following soups: Persian Pumpkin Presto; Potato and Spinach; Mediterranean Tomato and Lima Beans, with Garlic, Rosemary and Olives; Red Pepper Cashew Creme; and Asparagus and Potato. Tips on stocks and building flavor will be included. Materials fee: \$10, payable to instructor at the beginning of class.

**CRN #20748** 1 Thursday, 6/25, 6:30-8:30 p.m. **MCC Bldg. Lowe L293 (South Kitchen), meet at Culinary Arts Center** Fee: \$45

**Instructor:** *Ken Bergeron*

## Tofu: Now that I Bought It, What Do I Do With It?

This award-winning chef is here to talk about the different types of tofu, and how it can be used and served. You will learn basic handling techniques of tofu, and then observe how it's prepared in three different ways: roasted; in a savory salad as an almond cutlet; and in a dessert as silken tofu. You will get to enjoy the results while learning! Materials fee: \$10 (may be less depending on number of students), payable to instructor at the beginning of class.

**CRN #20746** 1 Thursday, 7/23, 6:30-8:30 p.m. **MCC Bldg. Lowe L293 (South Kitchen), meet at Culinary Arts Center** Fee: \$45

**Instructor:** *Ken Bergeron*

## Consider Yourself Confirmed!

MCC notifies you only if a course cancels or has schedule changes.

If you don't hear from us, assume you are registered.

## Raw Foods Preparation

By heating foods over 118 degrees, some vitamins and enzymes are lost. For this reason many people like to add uncooked foods, such as salads, to their menus. Some have developed a style of cooking with all raw ingredients, or "living foods." In this demonstration of raw foods, you will learn to prepare Strawberry Watermelon Soup, Vegetable Walnut Pecan and Raisin Pate, Shredded Zucchini Noodles with Raw Meso Sauce, and Chocolate Banana Pudding. Materials fee: \$10, payable to instructor at the beginning of class.

**CRN #20743** 1 Thursday, 7/30, 6:30-8:30 p.m. **MCC Bldg. Lowe L293 (South Kitchen)**, meet at Culinary Arts Center Fee: \$45  
Instructor: **Ken Bergeron**

## NEW Sharpen Your Knife Skills

Learn to cut, chop, mince and dice. The instructor will bring different kinds of knives to class, and students will practice cutting techniques on mushrooms, carrots, onions, summer squash, and herbs. Some quick recipes with our prepped veggies will be provided. Materials fee: \$10, payable to instructor at the beginning of class.

**CRN #20744** 1 Thursday, 8/6, 6:30-8:30 p.m. **MCC Bldg. Lowe L293 (South Kitchen)**, meet at Culinary Arts Center Fee: \$45  
Instructor: **Ken Bergeron**

## NEW Fresh Juices, Smoothies & Other Summer Goodies

Use fresh produce to prepare tasty carrot juice with variations, Strawberry Smoothies and other fresh fruit varieties, Fried Tomato Sandwiches, and vegetables for the grill. Materials fee: \$10, payable to instructor at the beginning of class.

**CRN #20745** 1 Thursday, 8/13, 6:30-8:30 p.m. **MCC Bldg. Lowe L293 (South Kitchen)**, meet at Culinary Arts Center Fee: \$45  
Instructor: **Ken Bergeron**

## A Cook's Tour of the Farmer's Market: Preparing Summer's Bounty

A New England summer harvest of fresh local herbs and vegetables is the starting point to Chef David's "how-to" sampler. The menu will include Grilled Corn and Tomato Salad with Basil Oil (see what local grilled corn can do to this great summer starter); Gazpacho (what is the secret ingredient? and no, it's not tomatoes); Fresh Herb Vinaigrettes (making and deconstructing vinaigrettes); Pesto (we will explore variants of this summer classic); and Pasta with Grilled Eggplant, Tomatoes and Corn (the grill leaves its mark on this great harvest dish). Materials fee: \$15, payable to instructor at the beginning of class.

**CRN #20646** 1 Saturday, 8/15, 10 a.m.-noon **MCC Bldg. Lowe L293 (South Kitchen)** and **Lowe L294C (Culinary Arts Center)** Fee: \$35  
Instructor: **David deMercado** is the owner and chef of "Dinner As You Please Personal Chef Service," which provides custom-designed menus in the home to time-challenged professionals and for parties of any occasion. He is also a chef and instructor at Sur La Table.



## NEW The World's Breadbasket

In this focus on international breads, students will learn how to make healthy versions of focaccia, flatbreads, and tortillas. These are surprisingly easy breads to fix, and the absolute best way to enjoy them is fresh from the oven (or even the summer grill), topped with the finest harvest vegetables, chutneys, salsas, spreads and fruits ... great for summer brunches, appetizers, side dishes, or snacks anytime! Materials fee: \$10, payable to instructor at the beginning of class.

**CRN #20689** 1 Saturday, 8/22, 10 a.m.-1 p.m. **MCC Bldg. Lowe L293 (South Kitchen)** and **Lowe L294C (Culinary Arts Center)** Fee: \$45  
Instructor: **David deMercado**

## Introduction to Wines of the World: An Exploration in Wine Appreciation and Tasting

In this class, you'll learn everything you've always wanted to know about wine, from Aurora to Zinfandel, including wine and food pairing and how wines are made. Learn about body, color, bouquet, different types of grapes, aging, additives, wine growing regions, and how to really taste and appreciate wine. In each session, participants will taste selected wines from Connecticut and around the world. **Please note: you must be at least 21 years of age to enroll; IDs will be checked in class.** Materials fee: \$35, payable to instructor at first class.

**CRN #20776** 3 Tuesdays, 6/16-6/30, 6:30-9 p.m. **MCC Bldg. Lowe L294 (Culinary Arts Center)** Fee: \$75  
Instructor: **Glenn Lemaire** is the coordinator of the MCC Hospitality Management and Culinary Arts Program, and chair and Sommelier of MCC's "An Evening of Fine Wines."

## NEW Wines to Match Your Barbecued Foods

With summer soon upon us, thoughts of barbecues and grilled food get our mouths watering. We will offer a dozen wine selections which should match up well with just about every one of your outdoor culinary creations. Be a gracious and creative host/hostess by gaining some inside knowledge on the best and least expensive wines to offer with summer grilled foods. You bring the munchies; we'll supply the glasses. Door prizes will be raffled at the end of the session. **Please note: you must be at least 21 years of age to enroll in the class; IDs will be checked in class.** Register early, as enrollment is limited. Materials fee: \$20, payable to instructor at the beginning of class.

**CRN #20806** 1 Friday, 6/26, 6:30-9:30 p.m. **MCC Bldg. Lowe L294 (Culinary Arts Center)** Fee: \$45  
Instructor: **Gene Spaziani** is a retired MCC professor who started the first wine-tasting classes in Connecticut at MCC in the early 1970s. He is a noted wine journalist and author who writes the weekly wine column for the *Journal Inquirer*.



## **NEW** The Shaker Style

Artists, collectors, decorators and history buffs will find this course of particular interest. The Shaker communities produced one of America's most popular and enduring furniture styles which, along with their other artifacts, have become widely appreciated examples of Shaker culture. Beautiful yet practical, the Shakers produced unintentional works of art. From their combination of form and function, they created items for their own use, as well as for sale to "The World." We'll consider their villages, especially those in New England; their faith which inspired the design principles, craftsmanship, and signature details that define Shaker style; and plenty of examples of what they created, used, and sometimes sold. Whether you have visited a Shaker village or plan to, you'll find this course fun and informative.

**CRN #20772** 3 Mondays, 6/15-6/29, 6-8 p.m. **MCC Bldg. LRC B144**  
**Fee:** \$50

**Instructor:** **Barbara King** has an M.A. in history, and has taught high school and college history courses. She is also teaches other courses in Credit-Free Programs at MCC.

## **NEW** Africans in America: Journey through Slavery

This course chronicles the history of racial slavery in the United States, from the start of the Atlantic slave trade in the 16th century to the end of the American Civil War in 1865. We will explore the central paradox that is at the heart of the American story: of a democracy that declared all men are equal, but enslaved and oppressed a people. We will examine the economic and intellectual foundations of slavery in America and the global economy that prospered from it, and how the African people's presence and struggle for freedom transformed America. Students will be exposed to a diverse collection of primary documents, biographical accounts, and historical events in an accessible and structured fashion. Recommended text: *Africans in America*, Smith & Johnson, available at your favorite bookstore for approximately \$14.

**CRN #20828** 4 Mondays, 6/22-7/13, 6:30-8:30 p.m.  
**MCC Bldg. Lowe L243** **Fee:** \$55

**Instructor:** **Lois Scozzari**, M.A. from Trinity College, has been teaching American history in the CT Community College system since 2003. She has also been a docent for the CT Historical Society's Amistad Exhibit.

## **NEW** World War Two Remembered

For both history buffs and those with a beginner's interest, this course will provide an in-depth overview of the major battles of World War Two in both the Atlantic and Pacific theaters. Did the enemy ever invade the United States? Did you have a relative, neighbor or friend who served, or perhaps you served. Revisit well-known facts and discover little-known facts about our "Greatest Generation," and how they stepped up to defend the liberty we enjoy today. Was it necessary to use the Atom Bomb to end the war? If you were on the "home front," what did you do to help the war effort? Guest speakers will share their firsthand experiences of active duty.

**CRN #20791** 4 Wednesdays, 7/1-7/22, 6-8 p.m. **MCC Bldg. Lowe L213**  
**Fee:** \$55

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

## **NEW** Visiting the Languedoc Region of France

France has many beautiful regions once the adventurous traveler gets beyond Paris. This fun and informative course will focus on the Languedoc region of southern France, which borders the Mediterranean Sea. After a brief introduction to French geography, students will learn about local culinary delights, the music of George Brassens, sightseeing, bull fights, and exploring Montpellier, the region's charming university and capital town.

**CRN #20678** 1 Thursday, 6/11, 6-8 p.m. **MCC Bldg. LRC B213**  
**Fee:** \$20

**Instructor:** **Marianne Labergerie**, a native of the Languedoc region, has an M.B.A. from Binghamton University and an M.S. from Rensselaer Polytechnic Institute, and teaches French courses at MCC and at the Alliance Française in Hartford.

## **NEW** Make the Most of Your Travel to Paris and Environs

If you're traveling to France, your trip is sure to be enhanced by some valuable tips from this instructor who not only travels to France frequently but is also French-born. You will receive an overview of French history, civilization, art, cuisine and wine, and be guided through sites not to miss, such as museums and cathedrals. Some basic and useful conversational phrases will be included. You will also be provided with handouts of roadways and maps of the Paris subways. A little savoir faire can go a long way toward making your voyage to France most enjoyable.

**CRN #20820** 2 Saturdays, 6/13-6/20, 9 a.m.-noon  
**MCC Bldg. LRC B144** **Fee:** \$45

**Instructor:** **Jean Amara**, D.M.D., M.Sc.D., studied dentistry and pharmacy in France and earned his doctor of dental medicine at the University of Connecticut. A native of France, he has a private dental practice in Rocky Hill, as well as a practice at Columbia Dental in Manchester, and travels to France each year.

## Of Similar Interest

- French for Beginners on page 25

# Dance

## Ballroom Dancing I

No experience required! Anyone can learn the fox trot, the waltz, and some swing and jitterbug steps in this fun and relaxed course. Enrollment is limited to 15 pairs of dancers. It is recommended that you register with a partner. Please bring a combination lock in order to store your personal belongings during class.

**CRN #20657** 6 Tuesdays, 6/9-7/14, 6-7:30 p.m. **MCC Bldg. Lowe L155 (Aerobics Studio)** Fee: \$89 (per person)

**Instructor:** *Beverly Burton* is the owner and director of *Burton Dance Studio* in Manchester, which she established in 1958. She has also been an educator for many of the major dance organizations over the past 40 years. Past students have commented, "We enjoyed the course so much!" and "Ms. Burton is a patient instructor and we look forward to taking more courses from her."

## Ballroom Dancing II

Don't stop now! You've learned the basic steps, and you actually started having fun in those last couple classes of *Ballroom Dancing I*, didn't you? Well, what better time to improve your skills and learn new dances than now? The basic dances—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. Please bring a combination lock in order to store your personal belongings during class.

**CRN #20660** 6 Thursdays, 6/11-7/16, 6-7:30 p.m.

**MCC Bldg. Lowe L155 (Aerobics Studio)** Fee: \$89 (per person)

**Instructor:** *Beverly Burton*

## Jump, Jive an' Wail: Swing Dance

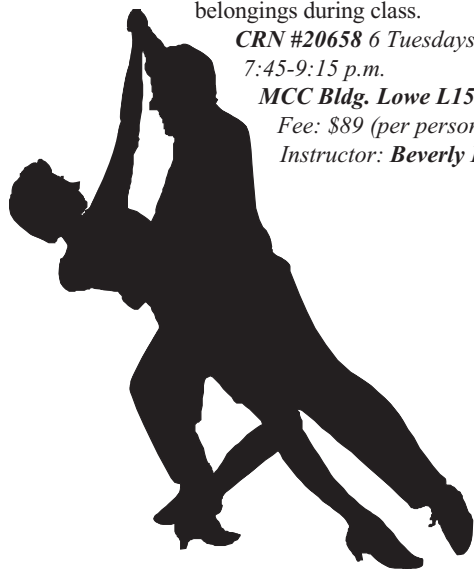
Join the swing dance revival that's sweeping the country. Find out why everyone's having so much fun discovering and mastering the dances that their parents did when they were young. Learn the intimacy and romance of ballroom dancing with the high-energy excitement of early rock 'n' roll dancing. The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

**CRN #20658** 6 Tuesdays, 6/9-7/14, 7:45-9:15 p.m.

**MCC Bldg. Lowe L155 (Aerobics Studio)**

Fee: \$89 (per person)

**Instructor:** *Beverly Burton*



## Attention Dance Students

**For all classes in the Aerobics Studio, only non-marking shoes MUST be worn during class (no street shoes, bare feet, heels, boots, sandals or cleats)**

## Line Dance

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

**CRN #20659** 6 Thursdays, 6/11-7/16, 7:45-9:15 p.m.

**MCC Bldg. Lowe L155 (Aerobics Studio)** Fee: \$89 (per person)

**Instructor:** *Beverly Burton*

## Latin Salsa Dance and Other Tropical Rhythms

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

**CRN #20761** 6 Wednesdays, 7/8-8/12, 6-7:15 p.m.

**MCC Bldg. Lowe L155 (Aerobics Studio)** Fee: \$99

**Instructor:** *Oswaldo Tirano*, a native of Bogota, Colombia, studied theater, puppetry, dance and voice at the National University and National School of Dramatic Arts in Colombia. Now in his 10th year of teaching Latin dance for all ages, he is also the founder and director of the Grasshopper Puppet Theater.

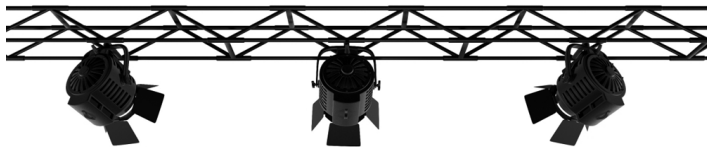
## Latin Salsa Dance: Level II

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

**CRN #20762** 6 Wednesdays, 7/8-8/12, 7:30-8:30 p.m.

**MCC Bldg. Lowe L155 (Aerobics Studio)** Fee: \$80

**Instructor:** *Oswaldo Tirano*



## Introduction to Acting

Everyone can act; everyone can improvise. Using specifically designed exercises and structured improvisations, you will perform in a comfortable environment where you will shine as you take your first steps on stage. This type of training provides a foundation of ease and freedom, not only for further dramatic training, but also for the social and professional interactions in your everyday life. If you want to build confidence, think creatively on your feet, and inspire your imagination, then this is the course for you. No previous experience is necessary. Participants must be at least 18 years old.

**CRN #20686** 4 Tuesdays, 6/16-7/7, 7-9 p.m.

**MCC Bldg. AST E113 (Auditorium Backstage)** Fee: \$90

**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 Voice-Overs: Put Your Mouth Where the Money Is

The voices that you hear behind TV commercials, movie trailers, and audio books belong to real people who make good money doing it. Learn about the many opportunities now available in the exciting world of voice-overs and how you can become a part of it. Commercials, industrial films, narrations, and animation are just a few of the possibilities waiting for good voice-over artists. Students will discover what it takes to get into the voice-over business and be successful. Using real scripts, students will participate in solo and group mock auditions, learn to take direction, and learn how to read in a natural and believable tone. The course includes voice-over exercises that you can practice at home. The final class will meet at Radio Station 106.9 WCCC, 1039 Asylum Ave., Hartford, and includes a tour of the station's broadcast facilities. Materials fee: \$10, payable to instructor at first class, for an instructional handbook.

**CRN #20674** 6 Wednesdays, 7/8-8/12, 7-9 p.m. **MCC Bldg. V5 V151 (Class of 8/12 meets at WCCC Radio Station)** Fee: \$99

**Instructor:** *Stew (Beef Stew) Crossen* was on the air for 13 years at 106.9 WCCC in Hartford and has more than 30 years' of total experience as a news anchor, rock DJ, program director, music director, and commercial and voice-over producer for a variety of clients and radio stations. Stew is a 2008 recipient of the KBA award for commercial radio and owns the Voice Over Workshop, LLC.

## **NEW** Introduction to I.C.E. Internet Radio

Did you know that MCC has a brand-new radio station—I.C.E.—operating 24/7 and heard around the world exclusively on the Internet? Are you interested in hosting or producing your own show? This course will teach you how to become a DJ, as well as how to write, record and produce your own Public Service Announcement (PSA) or commercial to expand your “audio portfolio.” You will learn basic digital audio production skills using the latest Adobe Audition software in I.C.E.’s state-of-art audio lab and studio; music programming techniques; on-air tips; basic podcasting skills; and marketing and promotion of a radio station. You will also discover unique networking opportunities and internships that are available at I.C.E. Internet Radio. Materials fee: \$5 for a recording CD disk.

**CRN #20805** 4 sessions, Mondays & Wednesdays, 6/8-6/17, 4-6 p.m.

**MCC Bldg. LRC B129** Fee: \$80

**Instructor:** *Albert Kim* is an instructor of communication and media at MCC. He has more than 17 years of experience in radio and radio marketing/promotions, and is also the faculty advisor for I.C.E. Radio, MCC's brand-new, student-run, exclusively Internet radio station at [www.mcc.commnet.edu/ice](http://www.mcc.commnet.edu/ice), which was launched in May 2008.

# English as a Second Language (ESL)

## Grammar Basics I

In this class we will review the basic English verb tenses and build on grammar skills, such as time clauses, gerunds, and infinitives. The focus will be on the review and reinforcement of grammar skills through workbook exercises. Listening, speaking, reading and writing activities will also be incorporated into the course. Required text: More Grammar Practice 2, Thomson-Heinle, available at MCC Bookstore for approximately \$20.

**CRN #20819** 6 Thursdays, 6/11-7/16, 6-8 p.m. **MCC Bldg. LRC A108** Fee: \$135

**Instructor:** *Burton L. Schweitzer, Ed.D.*, was a professor of English at MCC for nearly 30 years. He is an adjunct professor at the College.

## ESL: Conversation, Customs and Culture I

Come practice your English in a relaxed and informal setting while learning about American customs and culture. Topics will be largely determined by the interests of the class, but may include the meaning of idioms, listening to model dialogues, and discussing what to do in problem situations. Practice your communication skills as you share aspects of your culture with your classmates and explore your common interests. If possible, please bring some items from your cultural background, such as photographs, maps, music, or art, to the first class. This course is ideal for au pairs who need to fulfill their educational requirements. Students should be at a high beginner to intermediate level of spoken English. Required text: Talk Your Head Off (...and Write, Too!), Pearson Longman, available at MCC Bookstore for approximately \$30.

**CRN #20661** 6 sessions, Mondays & Wednesdays, 6/8-6/24, 6:30-8:30 p.m. **MCC Bldg. LRC B149** Fee: \$85

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

# English as a Second Language (ESL)

## ESL: Conversation, Customs and Culture II

In this continuation of *ESL: Conversation, Customs and Culture I*, topics that reflect the interests of the class will form the basis for discussion. New students, as well as continuing students, are welcome. If possible, please bring to the first class an artifact from your culture, such as a photograph, travel brochure, piece of art, or book. Required text (a continuation of the same text from Part I): Talk Your Head Off (...and Write, Too!), Pearson Longman, available at MCC Bookstore for approximately \$30.

**CRN #20662** 6 sessions, Mondays & Wednesdays, 6/29-7/15, 6:30-8:30 p.m. **MCC Bldg. LRC B149** Fee: \$85  
Instructor: **Amy Hanover**

## American Slang and Idioms

Come join us as we study dozens of popular slang words and idioms used by virtually every native-born American. Many common situations will be covered, including vacations, restaurants, and your health. We will focus on which idioms are appropriate in which situations and how to speak them correctly. By learning common contractions and reductions, you will learn to speak like a native. Required textbook: The Slangman Guide to Street Speak, Burke, available at MCC Bookstore for approximately \$25.

**CRN #20675** 8 sessions, Tuesdays & Thursdays, 6/23-7/16, 6:30-8:30 p.m. **MCC Bldg. LRC A226** Fee: \$110  
Instructor: **Amy Hanover**

## **NEW** American Slang and Idioms II

This course will explore more of the most popular idioms and slang terms used in the United States. Students will also learn to understand American culture through words and phrases commonly used in favorite American television shows and movies. New students, as well as continuing students, are welcome. Required textbook (sequel book to *Idioms I* course): The Slangman Guide to Street Speak 2, Burke, available at MCC Bookstore for approximately \$25.

**CRN #20676** 8 sessions, Tuesdays & Thursdays, 7/21-8/13, 6:30-8:30 p.m. **MCC Bldg. LRC A226** Fee: \$110  
Instructor: **Amy Hanover**

## Reading and Understanding Newspaper Articles

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

**CRN #20774** 3 Saturdays, 7/11-7/25, 10 a.m.-noon  
**MCC Bldg. Lowe L142** Fee: \$45

Instructor: **Agi Bubloski** is currently finishing her master's degree in the Teaching English as a Second Language Program at Central Connecticut State University. She is a native speaker of Hungarian and received two bachelor's degrees in Hungarian and Croatian language and literature.



## **NEW** Advanced ESL: Making the Transition to College-Level Academic Work

Do you have a good working knowledge of English and feel that you are almost ready to pursue a college degree or other higher education? This course will build your confidence in reading, writing, and participating in class discussion. Students will read contemporary material, including a novel and a non-fiction book, as well as various articles. Students will improve their vocabulary, fluency, and learn to express themselves in organized, well-developed and grammatical English. Each class will feature one-on-one conferences with the instructor and fellow students. This course is also appropriate for students preparing for the TOEFL exam. Required texts: Digging for America, Anne Tyler and Outliers, Malcolm Gladwell, available through your local or online bookstore for approximately \$35.

**CRN #20818** 6 Tuesdays, 6/16-7/21, 6:30-8:30 p.m.  
**MCC Bldg. Lowe L243** Fee: \$99

Instructor: **Janis Franklin** earned an M.A. from Northwestern University and has taught ESL courses at EastConn/Windham Adult Education and Vernon Regional Adult Education, as well as English composition at the University of Connecticut. She has state teacher certification for non-English speaking adults and English, grades 7-12.

## Pronunciation Practice: Accent Reduction

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

**CRN #20773** 12 sessions, Mondays & Wednesdays, 6/15-7/22, 7-9 p.m.  
**MCC Bldg. Lowe L124** Fee: \$165

Instructor: **Ricardo Canal** earned an M.S. in TESOL (Teaching English to Speakers of Other Languages) from Central Connecticut State University. He tutors English, Spanish, and other languages at MCC's Learning Center and Language Lab and teaches ESL credit courses at MCC.



## GED CLASSES AT MCC

Mandatory orientation and registration  
for ongoing classes  
Provided at **NO CHARGE**  
by Vernon Regional Adult Basic Education

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

# Family, Finance & Consumer Issues

## **NEW** Connecticut Bar Association: The Bill of Rights in Action

Knowledge is power! Learn how the Constitution affects our daily lives. Volunteer attorneys from the Connecticut Bar Association (CBA) will focus on real-life situations and the legal protections afforded to you under the Constitution. Topics will include freedom of speech, search and seizure, capital punishment, and due process of law. A CBA workbook is included with the course fee.

**CRN #20767** 4 Tuesdays, 7/7-7/28, 6-8 p.m. **MCC Bldg. LRC B208**  
Fee: \$35

*Instructors: Licensed attorneys with the Connecticut Bar Association.*

## Cut Your Energy Bills

As much as 70% of the energy used in your house is spent on heating and cooling. But before you add more fiberglass to the attic or upgrade your windows, you need to understand where your house is actually leaking energy, why it's happening, and how to fix it. When detailed properly, insulation and air sealing are the least expensive, lowest maintenance, and longest lasting solutions to lower heating and cooling bills and increasing comfort. The goal of this class is to teach homeowners the basics of a healthy and comfortable house: keeping heat out during the summer, heat in during the winter, and reducing air leakage all year-round. Join this informative (and potentially moneysaving) session!

**CRN #20771** 1 Wednesday, 6/17, 7-9:30 p.m. **MCC Bldg. LRC B208**  
Fee: \$15

*Instructor: Justin Fink is an associate editor at Fine Homebuilding magazine. He has written dozens of articles on a wide range of residential homebuilding topics. He operates Charter Oaks Renovations, a full-service custom carpentry, woodworking, and remodeling business.*

## **NEW** Financial Literacy for College-Bound Students (Parents Come Free!)

Moving away from home for the first time? Learn to become fiscally responsible for yourself. This course will cover the following topics: creating and managing your own checking, savings, and credit card accounts; setting priorities and balancing expenses; the difference between a bank and a credit union; the advantages of direct deposit; the importance of establishing a good credit history; and preparing for your first apartment and automobile. Please bring a lunch. *Parents may accompany their child for free (one free parent per registering student).*

**CRN #20825** 1 Saturday, 8/1, 10 a.m.-3:30 p.m. **MCC Bldg. AST C209**  
Fee: \$50

*Instructor: Susan R. Waide is the community relations liaison for American Eagle Federal Credit Union in East Hartford. She has created and taught financial literacy courses to children, young adults, and mature adults for more than ten years, and is formerly an adjunct English instructor at MCC and communications manager for a Pitney Bowes company.*

## Understanding Your Credit Score and How to Increase It

In this informative session, the following questions will be answered: what makes up a credit score?; what are the drawbacks of blemished credit?; what role will credit scores play in the future?; how do I increase my credit score?; and how do I evaluate my credit report regularly? If you have other questions, please bring them.

**CRN #20796** 1 Tuesday, 6/23, 7-9 p.m. **MCC Bldg. Lowe L213** Fee: \$15  
*Instructor: Eric Kincheloe has nearly ten years of mortgage lending experience. He also has experience in training other mortgage professionals and is currently a branch manager for a national lender.*

## 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 #20798** 1 Thursday, 6/25, 7-9 p.m. **MCC Bldg. Lowe L213**  
Fee: \$15

*Instructor: Eric Kincheloe*

## File or Fling: Organizing Your Financial Records

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

**CRN #20768** 1 Wednesday, 6/10, 7-9 p.m. **MCC Bldg. LRC B208** Fee: \$15  
*Instructor: Jan Johnson, M.S. from the University of Connecticut, is a Certified Financial Planner™ professional who provides financial planning and investment advisory services for an independent firm. She is president of the Connecticut Valley Financial Planning Association and practices in Manchester.*

## **NEW** Coping with Bear Market Uncertainty

The Dow has lost more than half its value since October 2007. How long will this Bear Market last? What do you do: buy, sell or hold? Will inflation make a comeback? Whether you are in your 40s, 50s, 60s, or 70s, find out how you can emotionally and financially survive this market and meet your goals.

**CRN #20769** 1 Tuesday, 6/16, 7-9 p.m. **MCC Bldg. LRC B213** Fee: \$15  
*Instructor: Jan Johnson*

## **NEW** Planning Your Retirement Income

How do you turn your hard-earned savings into income that will last a lifetime? People are living longer, companies are cutting pensions, and the economy is in turmoil. How long will your "nest egg" last? If you are 5-10 years on either side of retirement, come learn little-known professional techniques to help stretch your retirement dollars.

**CRN #20770** 1 Tuesday, 7/7, 7-9 p.m. **MCC Bldg. LRC B209** Fee: \$15  
*Instructor: Jan Johnson*

## Investment Strategies for Retirement

Learn how to put together a portfolio that suits your needs. Gain a better understanding of investment choices. Learn the "ins and outs" of mutual funds, IRAs, Roth IRAs, 401(k)s, TSAs, and pension funds. Acquire the knowledge to deal with taxation issues. We'll look at a Nobel Prize-winning model on asset allocation and, most importantly, discuss how to protect against losses during a downturn in the market. You will also be provided with a suggested reading list. This seminar is for beginning and more experienced investors.

**CRN #20664** 1 Wednesday, 6/24, 6-8 p.m. **MCC Bldg. LRC B208** Fee: \$15  
*Instructor: Frank Germano, CFP®, has worked in the financial services area for more than 15 years. He is a registered representative with Tower Square Securities, Inc. and a member of NASD/SIPC. He operates an office in East Hartford.*

# Fitness & Recreation

## Introduction to Pilates

The Pilates method may be today's hottest exercise and the favorite workout of trim Hollywood actresses and international super models, but it has been endorsed by physicians for almost a century. This mat-based exercise combines elements of yoga and bodywork to strengthen the core muscles of the abdomen, while increasing flexibility in the legs, arms, and smaller muscle groups. Learn how to firm and tone your muscles to improve posture and facilitate proper and graceful movement throughout your daily life. Participants should wear comfortable clothes and bring a mat. **Only non-marking shoes must be worn during class (no street shoes, bare feet, heels, boots, sandals or cleats).** Please bring a combination lock in order to store your personal belongings during class.

**CRN #20788** 6 Saturdays, 6/6-7/18 (does not meet 7/4), 10:15-11:15 a.m. **MCC Bldg. Lowe L155 (Aerobics Studio)** Fee: \$85  
**Instructor:** *Lorelei Chang*, a native of Beijing, China, is a certified Pilates and yoga instructor, and a theater and dance faculty member at Trinity College, Connecticut Concert Ballet, University of Hartford, and the Hartt School Community Division. She is also the artistic director of "dancEnlight," a modern dance company based in Hartford.

## Intermediate Pilates

This class is for students who have already taken Introduction to Pilates, or who have previous Pilates experience. Students will continue to develop their technique and will learn more advanced movements. Participants should wear comfortable clothes and bring a mat. **Only non-marking shoes must be worn during class (no street shoes, bare feet, heels, boots, sandals or cleats).** Please bring a combination lock in order to store your personal belongings during class.

**CRN #20789** 6 Saturdays, 6/6-7/18 (does not meet 7/4), 9-10 a.m. **MCC Bldg. Lowe L155 (Aerobics Studio)** Fee: \$85  
**Instructor:** *Lorelei Chang*

## Tai Chi for Health and Relaxation

Beginners of all ages are invited to come and let your chi energy flow! Learn to let your body release everyday stress, while strengthening your mind and body with this ancient Chinese art. You will learn simple chi kung (breathing exercises) and a basic tai chi form by the end of the course. Please note: you may attend any of the two scheduled sections listed below, and in any weekly sequence, in order to fulfill your 16 sessions by the end date. It will be your responsibility to make sure that you are able to adjust your schedule in order to attend 16 sessions. The instructor will monitor each student's weekly attendance. **Classes meet at Malee's School of Tai Chi & Kung Fu, 991 Main St., Manchester.** **CRN #20754** 16 sessions - Choose from any combination of the following schedules:

- Mondays & Wednesdays, 6/1-7/27, 7:30-8:30 p.m.
- Tuesdays & Thursdays, 6/2-7/28, 5:30-6:30 p.m.

Fee: \$160

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

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## Of Similar Interest

- Body, Mind & Spirit courses on pages 7-9
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## Cardio Kick-Boxing Workout

Take the excitement, music and energy of an aerobics program and learn self-defense techniques in an action-packed workout. No prior experience needed; participants of any level can attend any class. The usual routine begins with warm-ups and stretching; then, on to the cardiovascular segment, where you'll do basic punching and kicking moves to increase your heart rate; next, spend some time working with wave masters (a type of punching bag); and conclude your workout with some abdominal work and cool-down exercises. As these are continuous classes, beginning students follow along with the routine and learn from watching the instructor and other more experienced students. There is no person-to-person contact. No uniform is required. Please wear appropriate workout clothes. Students must be at least 16 years old. Equipment fee: \$5, payable to instructor at first class. **Classes meet at the Academy of Martial Arts & Personal Development, 440 Oakland Street, Manchester.**

**CRN #20755** 8 sessions, Mondays & Wednesdays, 6/1-6/24, 7-8 p.m.  
**CRN #20756** 8 sessions, Tuesdays & Thursdays, 6/2-6/25, 9:30-10:30 a.m.  
**CRN #20757** 8 sessions, Tuesdays & Thursdays, 6/2-6/25, 6-7 p.m.  
**CRN #20758** 8 sessions, Mondays & Wednesdays, 6/29-7/22, 7-8 p.m.  
**CRN #20759** 8 sessions, Tuesdays & Thursdays, 6/30-7/23, 9:30-10:30 a.m.  
**CRN #20760** 8 sessions, Tuesdays & Thursdays, 6/30-7/23, 6-7 p.m.  
Fee: \$45 (per 8 sessions)

**Instructors:** *Joel S. Waldron*; and other Academy instructors

## Personal Trainer National Certification

The World Instructor Training School's (WITS) certification course is taught at colleges across the country. 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, and comprises 15 hours of lecture and 15 hours of practical training. The National Exam is held on the sixth week. Lecture topics include anatomy, exercise physiology, nutrition, and health screening. A subsequent 30-hour internship (not included with this course) and proof of CPR training will prepare you to work successfully in the fitness field. To order the required textbook, which costs approximately \$75, please call (888) 330-9487, or visit [www.witseducation.com](http://www.witseducation.com). The textbook should be purchased in advance and reviewed prior to first class. For the Fitness Center sessions, students must wear appropriate work-out clothes and non-marking athletic shoes. Please bring a combination lock in order to store your personal belongings during the Fitness Center sessions. Students should also bring a lunch.

**CRN #20636** 6 Saturdays, 6/13-7/25 (does not meet 7/4), 9 a.m.-4 p.m. **MCC Bldg. Lowe L124** (9 a.m.-noon, classroom) and **Lowe L154** (1-4 p.m., Fitness Center) Fee: \$540

**Instructor:** *World Instructor Training School staff*

## Advanced Weight Training Techniques for Personal Fitness Trainers

Expand your weight training skills and program design for improved results with your clients. Learn how to explain the importance and benefits of alternating exercises for each major muscle group, while adding new exercises to your repertoire. Learn how to keep your clients interested and balanced with three-, four-, five- and six-day workout programs. You must wear appropriate workout clothes and non-marking athletic shoes. Please bring a combination lock in order to store your personal belongings.

**CRN #20652** 1 Saturday, 8/1, 9:30 a.m.-12:30 p.m. **MCC Bldg. Lowe L154 (Fitness Center)** Fee: \$60  
**Instructor:** *World Instructor Training School staff*

# Fitness & Recreation

## CONNECTICUT BASIC BOATING

### OPTION 1

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

**CRN #20630** 4 sessions, Mondays & Wednesdays, 6/8-6/17, 7-9:30 p.m. **MCC Bldg. Lowe L240**

**CRN #20631** 4 sessions, Mondays & Wednesdays, 7/6-7/15, 7-9:30 p.m. **MCC Bldg. Lowe L240**

**CRN #20632** 4 sessions, Mondays & Wednesdays, 8/3-8/12, 7-9:30 p.m. **MCC Bldg. AST E202**

Fee: \$20

Instructors: **Department of Environmental Protection, Office of Boating staff**



### OPTION 2

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

**CRN #20633** 1 Saturday, 6/13, 8:30 a.m.-4:30 p.m.

**MCC Bldg. Lowe L240**

**CRN #20634** 1 Saturday, 7/11, 8:30 a.m.-4:30 p.m.

**MCC Bldg. Lowe L240**

**CRN #20635** 1 Saturday, 8/15, 8:30 a.m.-4:30 p.m.

**MCC Bldg. AST E202**

Fee: \$95

Instructors: **Professional Marine Education staff**

## Introduction to Orienteering

Originating in Sweden, orienteering is the skill of navigating through an unfamiliar area in the woods using a highly detailed topographic map and a compass to find the best way from checkpoint to checkpoint. 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. **The second class will be held at Gay City State Park**, and will include map and compass exercises and an orienteering hike. Directions will be provided at the first class. Suitable for people of all ages, from eight to eighty. No experience is necessary. Children must be accompanied by a registered adult. Materials fee: \$3, payable to instructor at first class.

**CRN #20735** 2 Tuesdays, 7/7-7/14, 6-8 p.m. **MCC Bldg. Lowe L142 (first class) & Gay City State Park (second class)** Fee: \$30

Instructor: **Paul R. Pearson** has been a member of the New England Orienteering Club for more than 20 years. He is certified as a Level I coach by the U.S. Orienteering Federation and has been teaching orienteering for more than a decade.

## Winning at Blackjack

Want to maximize your chances of winning at blackjack? Learn what to do in four basic areas: when to hit or stay, when to double down, when to split, and a soft-hand strategy. The instructor will discuss the rules of the game, terminology, money management, and conservative vs. aggressive betting strategies. There will be interactive lecture, class discussion, simulated play and voluntary homework assignments. Please bring a fresh deck of cards to class. Register with a friend and double your fun! Materials fee: \$15, payable to instructor at first class, for workbook and laminated basic-strategies card.

**CRN #20653** 3 sessions, Tuesdays & Thursday, 6/2-6/9, 7-8:20 p.m. **MCC Bldg. Lowe L142** Fee: \$30

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.



## BE IN THE RIGHT PLACE AT THE RIGHT TIME

Check your class schedule for location.

Some classes meet at off-campus locations.

**MCC** = Manchester Community College

**Lowe** = Lowe Building

**V1-V6** = Village

**LRC** = Learning Resource Center

**AST** = Arts, Sciences & Technology Center

## Oh Craps!

When the chips are flying and the dice are rolling, Craps is one of the most exciting games around, and is not as difficult as it looks. This course is designed primarily for beginners, but intermediate and advanced players are welcomed. Topics include rules, terms, layout, odds, bets, betting strategies, probability, and money management. Interactive lecture, class discussion, simulated play on a regulation layout, and voluntary homework assignments will make this course as much fun as it is informative. Register with a friend and double your fun! Materials fee: \$29, payable to instructor at first class, for workbook, regulation casino dice and laminated reference card.

**CRN #20654** 4 sessions, Tuesdays & Thursdays, 6/16-6/25, 7-9 p.m.

**MCC Bldg. Lowe L142** Fee: \$55

Instructor: **Nino Nistri**

# Gardening



## Growing Tomatoes

Tomatoes are the most popular “vegetable” to grow, because there is quite simply nothing like the flavor of homegrown freshness! Of course, maintaining your own tomato garden takes time and energy, so why not maximize your efforts by learning proper techniques by a master gardener? In this seminar, you will learn all about the planting, care, feeding, and trouble-shooting of these wonderful plants in order to reap the best harvest possible. We will discuss plant food, water, support, and pruning, as well as season extenders. All gardener levels are welcome.

**CRN #20781** 1 Thursday, 6/4, 6:30-8:30 p.m. **MCC Bldg. Lowe L141**  
**Fee: \$20**

**Instructor:** **Bettylou Sandy** is the owner of Bettylou's Gardening in Manchester and has offered gardening and landscaping seminars throughout Connecticut and Rhode Island since 1987. She is also an accredited land care professional through Northeast Organic Farmers Association (NOFA).

## **NEW** Pruning Flowering Shrubs and Trees

Just as a good haircut takes skill and patience, so does proper pruning! The time of the pruning on shrubs and trees, as well as where to prune, make a noticeable difference in the quality of blossoms and general growth of the plants. We will also discuss tools and techniques to save time and energy. All gardener levels are welcome.

**CRN #20777** 1 Tuesday, 6/9, 6:30-8:30 p.m. **MCC Bldg. Lowe L124**  
**Fee: \$20**

**Instructor:** **Bettylou Sandy**

## 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 and questions if they wish.

**CRN #20780** 1 Thursday, 6/11, 6:30-9 p.m. **MCC Bldg. Lowe L141**  
**Fee: \$25**

**Instructor:** **Bettylou Sandy**

## **NEW** Pruning Vegetables and Flowers

Improve your production of vegetables and flower blossoms by removing excess vines and plant stems. Discussion and demonstration of techniques for a variety of plants will include the best time to prune, as well as where on the plant to prune. You will see the difference that pruning makes by the increased beauty and production of your garden. All gardener levels are welcome.

**CRN #20778** 1 Tuesday, 6/23, 6:30-8:30 p.m. **MCC Bldg. Lowe L124**  
**Fee: \$20**

**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 gardener levels are welcome.

**CRN #20779** 1 Thursday, 6/25, 6:30-8:30 p.m. **MCC Bldg. Lowe L141**  
**Fee: \$20**

**Instructor:** **Bettylou Sandy**

# Languages

## 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 greetings, pronunciation of the syllabic system, and how to write in Japanese, including the writing of Kanji. 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 #20687** 6 Tuesdays, 6/2-7/7, 6-8 p.m. **MCC Bldg. LRC B144**  
**Fee: \$99**

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

## **NEW** Introduction to Spanish

Habla espanol! This beginning language course is designed for those who want to converse and read and write in Spanish and is ideal for pursuing either professional or personal goals. The class will focus on basic grammar, such as articles, nouns, and regular and irregular verbs, as well as numbers, time, and the calendar. Students will also learn and practice basic conversational phrases, including greetings and personal expressions. Required text: Paso 1, Martin & Ellis, available at MCC Bookstore for approximately \$18.

**CRN #20765** 8 Mondays, 6/15-8/3, 6:30-8:30 p.m.  
**MCC Bldg. AST C201 Fee: \$135**

**Instructor:** **Kathleen McLean** has an M.A. and A.B.D. in Spanish/Latin American Studies from Duke University. She is the director of the Family Literacy Program in New Britain, a bilingual adult education center. She has also taught Spanish at Middlesex Community College.

## Spanish for the Traveler

Traveling to a Spanish-speaking country this year? This quick and instructive course is for you! You will learn basic greetings, food and restaurant vocabulary, how to ask and understand directions, and conversational vocabulary and phrases useful for travel. This course is appropriate for students with little or no prior Spanish skills. There will be minimal grammar taught in the course; the goal is to have conversations in Spanish.

**CRN #20688** 4 Wednesdays, 7/8-7/29, 7-9 p.m. **MCC Bldg. LRC B208**  
Fee: \$90

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

## 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 how to be functional with the Italian language, including useful vocabulary, phrases, cultural aspects, ordering meals, meeting people, shopping, using the telephone, and much more. Double your travel pleasure and avoid embarrassing miscommunication.

**CRN #20797** 3 Fridays, 6/5-6/19, 6:30-9 p.m. **MCC Bldg. LRC B208**  
Fee: \$95

**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.

## NEW Beginning German

Do you have German ancestry? Or maybe you're traveling there? This introductory course will focus on speaking, listening, reading and writing German, with an emphasis on basic grammar, conversation, and vocabulary that would be useful to a traveler in Germany. Required text: *Learn German the Fun and Easy Way*, Barron's, available at MCC Bookstore for approximately \$18.

**CRN #20817** 8 Wednesdays, 6/17-8/5, 7-9 p.m. **MCC Bldg. Lowe L243**  
Fee: \$155

**Instructor:** *Elizabeth Baumbach* earned an M.A. in teaching degree from Wesleyan University and a master of arts in German from Middlebury College. She has 13 years' experience teaching foreign languages in public schools and 30 years of private teaching experience.

## Accelerated Greek for Travelers

Traveling to Greece? Or perhaps you're exploring your Greek heritage and want to start learning the language. In this accelerated course you will build a basic Greek vocabulary and a repertoire of everyday expressions. The instructor will also guide you on popular travel destinations, such as the ancient ruins and the Greek islands. You will learn language skills that will allow you to travel with greater ease and comfort. Handouts will be provided for each lesson. Recommended text: a Greek/English dictionary.

**CRN 20766** 4 Tuesdays, 6/9-6/30, 6:30-8:30 p.m.  
**MCC Bldg. LRC B209** Fee: \$70

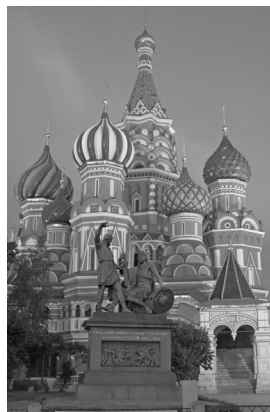
**Instructor:** *Lindita Lole* earned a master's degree from New School University in New York City. She lived and worked in Greece for seven years and is fluent in Greek, Albanian and Italian. She also teaches Greek at Second Language, LLC in Newington.

## 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 #20677** 8 Wednesdays, 6/10-7/29, 6-8 p.m. **MCC Bldg. LRC B213**  
Fee: \$155

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



## Introduction to Russian

Whether you are planning a trip to Russia or just curious about this elegant language rich in literature, fairy tales, and classic writers, this special introductory class is for you. Participants will learn the Russian alphabet, basic vocabulary, grammar, and Russian phonics. Soon, you will be able to exchange greetings and farewells, ask for directions, order food in a restaurant, communicate emergency needs for medical situations, and more. Russian culture will be discussed throughout the course. Handouts will be provided. Recommended text: an English-Russian dictionary.

**CRN #20692** 8 Mondays, 6/8-7/27, 7-9 p.m. **MCC Bldg. LRC A226**  
Fee: \$110

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

## Conversational Polish for Beginners

If you have always wanted to speak Polish but never had the courage to try, then this is the course for you! You will learn the fundamentals of the language, with an emphasis on basic conversation and role-playing in a very friendly and supportive environment. Discussions on different aspects of Poland, including its culture, literature, and history, will enhance the learning experience. Handouts will be provided. Recommended text: an English-Polish dictionary.

**CRN #20693** 8 Tuesdays, 6/9-7/28, 7-9 p.m. **MCC Bldg. AST D229**  
Fee: \$110

**Instructor:** *Rima Martin*

## Of Similar Interest

- Culture and History courses on page 17

# Music

## Introduction to Opera

In this fun and informative overview, students will be introduced to famous operas composed by Mozart, Rossini, Bellini, Puccini, and Verdi, including *Don Giovanni*, *The Marriage of Figaro*, *Magic Flute*, *The Barber of Seville*, *La Boheme*, *Tosca*, *La Traviata*, and *Rigoletto*. You will enjoy listening to samples of these operas, while learning about the composers and the libretti. By the end of the course, you will be able to recognize different musical styles and operas, and understand and appreciate characteristics of the opera.

**CRN #20763** 4 Thursdays, 7/9-7/30, 6:30-8:30 p.m.

**MCC Bldg. LRC B208** Fee: \$65

**Instructor:** *Lindita Lole* earned a master's degree in performance from Mannes College of Music in New York City. She is an internationally known opera singer who has performed across Europe, in Canada, and the United States, including a performance at Carnegie Hall as a soloist in Beethoven's *Ninth Symphony*.

## The Blues: Music for the Spirit

For both newcomers to the blues and experienced aficionados, this course will take students all the way from the early origins of the blues to its evolving place in today's entertainment world. Lecture and discussion will be augmented by audio-visual clips and will include such luminaries as W.C. Handy, Robert Johnson, Muddy Waters, Howlin' Wolf, Junior Wells, Sonny Boy Williamson, B.B. King, Buddy Guy, Robert Cray, Bonnie Raitt, Shemekia Copeland, John Lee Hooker, Jr., and the Neale Family. The course will also cover the blues scene of festivals, concerts and clubs, as well as the blues in literature and the movies. This distinctive American form of music will give you the groundwork for your own exploration into the blues.

**CRN #20764** 6 Tuesdays, 7/21-8/25, 6:30-8:30 p.m.

**MCC Bldg. V6 V162** Fee: \$135

**Instructor:** *Domenic Forcella* is on the board of directors for the Blues Foundation in Memphis, Tennessee, representing the journalism constituency, and is former president of the Connecticut Blues Society. He is also the recipient of a Keeping the Blues Alive award in journalism from the Blues Foundation.

## Beginning Guitar

You received a guitar as a gift—or maybe it's been handed down—and you look at it every day and keep telling yourself that you're going to learn how to play. Well, here's your chance! Learn the basics. With five easy chords and two strumming techniques, you can play dozens of familiar tunes in folk, rock, country, R&B, and pop styles. Instructional hand-outs, guitar picks, and music sheets with words and chords will be provided. You will learn tuning; how to transpose keys; basic music theory, including the Nashville Number Theory; and how to use a capo. If you are left-handed, it is recommended that you learn to play right-handed. Please bring your acoustic or electric guitar to all classes. Portions of the class will be recorded on cassette tape and available for purchase from the instructor for \$3.

**CRN #20642** 6 Wednesdays, 6/24-7/29, 7:30-9 p.m.

**MCC Bldg. V2 V118** Fee: \$110

**Instructor:** *Don Donegan* has taught guitar and voice for 30 years, and also teaches songwriting. He performs regularly, and owns *Rainbow Music*, a teaching and recording studio in Glastonbury. News about his upcoming shows and ongoing programs can be viewed on his web site: [www.dondonegan.com](http://www.dondonegan.com)



## Vocal Instruction with Guitar

This unique class will incorporate vocal instruction with beginning guitar. Each student will be evaluated for vocal range, accuracy of pitch, and rhythm skills. You will learn breathing techniques, vocal warm-up exercises, vocal strengthening exercises, and how to identify and expand vocal range. This course includes ear and harmony training, diction, rhythm, and basic music theory. Instructional handouts and song sheets will be provided. Many of these songs can be played with only two or three chords. By learning five guitar chords and two strumming techniques, you will be able to sing dozens of familiar folk, pop, country and rock songs. In addition, you will learn guitar tuning, and how to use a flat pick and capo. Please bring your acoustic or electric guitar, a flat pick, and a portable cassette tape recorder to each class. Portions of the class will be recorded on cassette tape and available for purchase from the instructor for \$3. Participants must be at least 13 years of age.

**CRN 20643** 6 Mondays, 7/6-8/10, 7:30-9 p.m. **MCC Bldg. V2 V117**

Fee: \$110

**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 or Continuing Guitar, or some guitar playing experience. Required text: *Basic Guitar Writing Book*, Santorella, available at MCC Bookstore.

**CRN #20823** 6 Mondays, 6/22-7/27, 7-8:30 p.m. **MCC Bldg. V2 V118** Fee: \$110

**Instructor:** *David Giardina* performs professionally in many musical styles and has taught guitar privately for more than 20 years.

## Playing the Five-String Banjo

Have you ever dreamed of picking out a bluegrass tune on the banjo? This introductory course is for those who want to learn how to play this fascinating instrument—the 5-string banjo. The emphasis will be on Scruggs-style playing and bluegrass music, but will also provide a basis for old-time music and melodic-style playing as well. The music will be taught using tablature, which conveys the right-hand movement and left-hand placement more effectively for banjo playing. Participants are expected to bring their own instruments to class. Required text: *Mel Bay's Complete Bluegrass Banjo Method*, available at MCC Bookstore.

**CRN #20668** 6 Tuesdays, 6/30-8/4, 7-9 p.m. **MCC Bldg. V2 V118**

Fee: \$85

**Instructor:** *James Hammitt* presents workshops in banjo and guitar playing and guitar repair for Song-a-Day Music Center. He also gives private lessons in banjo, guitar, mandolin, and violin. In addition, Jim performs as a solo act and with the duo "RJ" in venues throughout Connecticut and New Hampshire.

## Beginning Piano

Learn the basics of playing the piano in this lively introductory class. Participants will play pieces and begin learning how to read and write music. Music theory and ear training will be integrated through an adult-focused, hands-on approach. The class will be held in a piano lab with headphones for each participant, allowing personal instruction. Attention is given to use of electronic keyboards for those who have them. Required text: Alfred's Basic Adult Piano Course, Level One, available at MCC Bookstore. Enrollment is limited to 14 students, so please register early.

**CRN #20667** 6 Tuesdays, 6/30-8/4, 7-9 p.m. **MCC Bldg. V2 V117** Fee: \$165

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

# Photography

## Digital Camera Introduction

Learn the fundamentals of digital photography using a consumer-model digital camera. It is not necessary to own a digital camera, but if you do, please bring it along with your instruction manual. Prerequisite: Basic Windows, keyboard and mouse skills.

**CRN #20730** 2 Fridays, 7/17-7/24, 6-9 p.m. **MCC Bldg. LRC B141** Fee: \$95

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

## Digital Camera Next Step

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

**CRN #20731** 2 Fridays, 8/7-8/14, 6-9 p.m. **MCC Bldg. LRC B141** Fee: \$95

**Instructor:** *Richard Hoyer*

## Digital Camera for Active Adults

Learn the fundamentals of digital photography using a consumer-model digital camera at a comfortable learning pace geared for older adults. All aspects of the digital camera will be discussed, including the lens, viewfinder, focus, aperture, shutter, digital file formats and image storage. Comparisons will be done on some popular digital cameras, including image quality, current usage and price. A portion of the course will also cover working in a 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 #20729** 2 Fridays, 7/10-7/17, 1-4 p.m. **MCC Bldg. LRC B142** Fee: \$95

**Instructor:** *Richard Hoyer*



## Digital Camera RAW and Manipulation through Layers

This course will examine the pros and cons of Camera RAW and how it relates to the overall photo editing process. Students will use photo editing software in their exploration of the Camera RAW format; work with different kinds of layers, learning how to create adjustment layers and masks to get the maximum creative control over selection of layers; and become familiar with painting in and painting out selected changes using the brush tool. The course will explore many of the creative tools used in photo editing software, including the different modes and when it is best to use them.

**CRN #20728** 2 Thursdays, 7/9-7/16, 6-9 p.m. **MCC Bldg. LRC B142** Fee: \$95

**Instructor:** *Carmine Filloramo, B.A.*, has more than 30 years of experience in the photography business. He has worked as a newspaper photographer and a photographic consultant for Aetna, Inc. in Hartford.

## Using Your Digital SLR

This class will focus on the specifics of using a digital SLR and will answer many of the questions on how to get the most out of your new camera. Topics will include choosing the proper file format and resolution; compression; lenses; white balance; color space; exposure compensation; saturation; and contrast controls. Classroom presentations and hands-on experience will help you to learn about your camera and the use of the RAW file format. The class will also use Adobe Photoshop to demonstrate downloading images and processing RAW file formats, as well as learning essential tools for processing digital photographs. Please bring your own Digital SLR to class.

**CRN #20751** 2 Tuesdays, 7/14-7/21, 6-9 p.m. **MCC Bldg. AST D211** Fee: \$95

**Instructor:** *Richard Hoyer*

# Photography

## Advanced Techniques in Digital Photography Series

As a sequel and supplement to *Digital Camera I & II*, this 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*

### Advanced Digital SLR

This class is designed for those who wish to build upon their existing knowledge and experience with Photoshop and their digital SLR camera. We will concentrate on advanced topics relating to photography with digital SLRs and improving images with Adobe Photoshop CS3. Our camera work will focus on exposure and image quality-control in a variety of challenging lighting situations, including creative use of both on- and off-camera flash units. In the digital lab we will be using Adobe Photoshop CS3 to explore the many subtleties and nuances of the digital imaging workflow, while delving into topics such as tricky color correction of problem images, advanced masking techniques, combining multiple images for contrast control or creative effect, nondestructive editing, and elements of Adobe Camera RAW. You must bring your digital SLR camera to class. Prerequisite: *Using your own digital SLR is highly recommended.*

**CRN #20752** 1 Tuesday, 7/28, 6-9 p.m. **MCC Bldg. AST D211**

Fee: \$45

### 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 #20749** 1 Tuesday, 8/4, 6-9 p.m. **MCC Bldg. AST D211**

Fee: \$45

### Digital Macro Photography

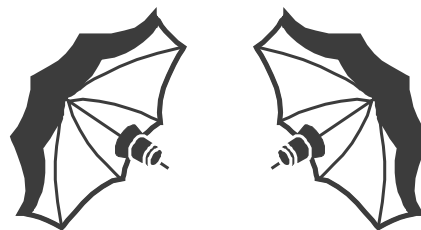
Course Description: Interested in taking great close-up macro photographs with your digital camera? Using a macro setting is only the beginning. In this workshop, we will look at the various options that digital photographers have for exploring the world of macro photography. Which cameras come with 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 #20750** 1 Tuesday, 8/11, 6-9 p.m. **MCC Bldg. AST D211**

Fee: \$45



Macro used  
for cover art



### Photography Lighting Workshop

Let a professional photographer show you the way to better lighting. Both beginning and intermediate photography students will find this course valuable. You'll learn how to use many different (affordable) types of light, from the sun to incandescent and electronic flash. There will be demonstrations of techniques and assignments that will incorporate what you've learned. Students will also discuss the possibility of having one class meet off-campus at a local park. By the time you finish this course, you'll see light in a whole new way! Please bring your digital camera and lenses, as well as a hand-held meter if possible. Film and digital SLRs are also acceptable. Additional expenses: \$25-\$40 for modeling fees and materials used in class. Prerequisite: *A basic knowledge of photography is required.*

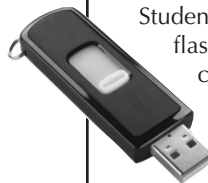
**CRN #20649** 6 Saturdays, 6/6-7/18 (does not meet 7/4), 9-11 a.m.

**MCC Bldg. AST D212** Fee: \$115

*Instructor: Hunter Neal is a commercial professional photographer in the greater Hartford area with more than 20 years of experience, and has had his own business for the past 14 years. He is a graduate of Rochester Institute of Technology's Pro Photo Program.*

### Of Similar Interest

- Digital Imaging courses on pages 13-14



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

# Professional Development

## JOB SEARCH WORKSHOPS

### **NEW** Find the Job You Want—Now!

This informative and practical workshop will help job seekers of all ages enter or re-enter the job market. Topics will include: planning a job search; writing cover letters, follow-up letters, and thank-you notes; writing and designing effective resumes; interviewing skills; learning how to network; and expanding one's job search beyond newspapers and the Internet. The course will give you the competitive edge you need!

**CRN #20733** 6 sessions, Mondays & Tuesdays, 6/15-6/30, 7-9 p.m.

**MCC Bldg. LRC B208** Fee: \$165

**Instructor:** **Brian Jud**, M.B.A., is the author of *Job Search 101*, *Coping with Unemployment*, *The ABCs of Finding a Job*, *Employment CONNections*, and *Help Wanted: Inquire Within*. He is the president of Book Marketing Works, LLC., and a facilitator with the Farmington Valley Re-employment Group.

## CAREER OPPORTUNITIES

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

Learn to prepare today's most popular drink recipes, such as the Kamikaze and the Cosmopolitan, as well as some of yesterday's classic cocktails. Instruction includes opening and closing duties, product knowledge, garnish cutting, making change, optimizing tips, 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, and is recognized by liquor administrators throughout the country, including restaurants, clubs, hotels, and catering companies. Students receive a certificate for bartending and a wallet-sized S.M.A.R.T. certification card upon successful completion of this course. Students must be at least 18 years 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 #20650** 2 Saturdays, 6/20-6/27, 8:30 a.m.-4:30 p.m.

**MCC Bldg. Lowe L294A (Culinary Arts Center)**

**CRN #20651** 2 Saturdays, 8/1-8/8, 8:30 a.m.-4:30 p.m.

**MCC Bldg. Lowe L294A (Culinary Arts Center)**

Fee: \$195

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

### Precision Machining Program



- Comprehensive 28-week, hands-on training program for entry-level machinists or those who want to advance their skills
- Students learn on basic machine tools, including lathes, drill presses, grinders, and milling machines
- Students also produce parts from engineering drawings, make measurements using inspection tools, and are introduced to Computer Numerical Control (CNC)
- The program combines classroom training, lab experience, and internships with local manufacturing companies

**Program starts in July.**

**For more information and to register,  
please call Marisa Rubera in**

**Business & Industry Services at (860) 512-2817.**

## NONPROFIT / SMALL BUSINESS

### Successful Management of a Nonprofit Organization

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

**CRN #20666** 2 Fridays, 7/10-7/17, 9:30 a.m.-4 p.m.

**MCC Bldg. AST C203** Fee: \$150

**Instructor:** **Beverly Salzman** earned her M.B.A. in Management from Sacred Heart University, and has 20 years of executive nonprofit experience in the greater Bridgeport area, managing small human service organizations and grant writing to various State departments, the Federal government, and local foundations.

### Grant Writing for Beginners

Do you know what grant makers want? This course will cover tips for writing effective grant proposals. You will learn how to get started and into the flow of 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 #20663** 1 Friday, 7/24, 9:30 a.m.-4 p.m. **MCC Bldg. AST C203**  
Fee: \$80

**Instructor:** **Beverly Salzman**

### Of Similar Interest

- Allied Health courses on page 3
- Computer Technology certification courses on page 12
- Introduction to Voice-Overs on page 19
- Introduction to I.C.E. Internet Radio on page 19
- Personal Trainer National Certification on page 22



**Want to take a class online?  
See the Online Academy  
courses listed on pages 33-40  
or visit the web site at  
[www.ed2go.com/manchcc](http://www.ed2go.com/manchcc)**

# Professional Development

## REAL ESTATE

### Principles and Practices of Real Estate



This required course for real estate licensing provides clear explanations of modern real estate practices and a working knowledge of real estate in Connecticut. Property owners, buyers, sellers, and anyone interested in pursuing real estate careers or operations will find this course beneficial and rewarding. Students must attend at least 60 hours and pass the course with a score of 70 or higher in order to sit for the State exam. Please note that your certificate will be printed with your name as it appears on your registration form. Required texts: Modern Real Estate Practice and CT Real Estate Practice and Law, as well as two strongly recommended texts, Real Estate Exam Prep for CT and Questions & Answers ... Real Estate Exam, available at MCC Bookstore for approximately \$105 (for all four books).

**CRN #20629** 16 sessions, Tuesdays & Fridays, 6/2-7/28 (does not meet 7/3), 5:45-9:45 p.m. **MCC Bldg. Lowe L141** Fee: \$440

*Instructor: Archangelo D'Amato, a licensed CT broker, brings more than 30 years of real estate brokerage, sales, leasing, development, and property management to the classroom.*

### Basic Appraisal Procedures

This course is required for those seeking an appraiser's license. Appraiser Qualifications Board (AQB) approval has been granted to Hondros Learning. The course is also recognized by the Real Estate Commission for those seeking a broker's license. It may also be of interest to real estate salespeople. We will focus on approaches to value and cover such important topics as defining the problem; collecting and selecting data; analyzing, reconciling final value opinions; communicating the appraisal; property descriptions; geographic and neighborhood characteristics; land and site considerations for highest and best use; improvements; architectural styles; and types of construction. Students must attend at least 30 hours and achieve a passing grade of 70 in order to receive a course certificate. Required text: Basic Appraisal Procedures, 2nd Edition, Hondros Learning, available from MCC Bookstore, for approximately \$45.

**CRN #20827** 9 Wednesdays, 6/3-7/29, 5:45-9:45 p.m.

**MCC Bldg. Lowe L142** Fee: \$250

*Instructor: Archangelo D'Amato*

\* Workforce Investment Act funding may be available for unemployed, recently downsized, or underemployed persons. For more information please contact CT Works One-Stop at: [www.ctdol.ct.us](http://www.ctdol.ct.us)

### MCC Real Estate and Appraisal Courses May Qualify for Veteran's Benefits

You may be able to receive monthly benefits for taking

- Principles and Practices of Real Estate
- Basic Appraisal classes

Call MCC's Financial Aid Office for more information on Veteran's Benefits at (860) 512-3362 or 512-3388

### Real Estate and Appraisal Commissions Licensure Information

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

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

#### Real Estate Salesperson (total of 60 hours)

- Principles and Practices of Real Estate (60 hours)

#### Real Estate Broker (total of 120 hours)

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

#### Appraiser

For Real Property Appraiser Qualification Criteria, please refer to the following website: [www.ct.gov/dcp](http://www.ct.gov/dcp) - then click "real estate."

### Continuing Education for Real Estate Professionals

Each of the following courses qualifies for 3 hours toward meeting the requirement of 12 hours of continuing education for the 2008-2010 C.E. Cycle for licensed real estate salespeople and brokers.

*Instructor: Elton B. Harvey III, J.D. from Western New England College, is an attorney whose practice emphasizes commercial and residential real estate. A former title abstract company owner, he is a member of the CT Bar Association Real Property Section Executive Committee and practices law in West Hartford.*

#### **NEW** Code of Ethics & Standards of Practice of NAR

This course will focus on the National Association of Realtor's (NAR) ethical rules and issues facing realtors today. Using relevant cases and examples, we will review the ethical landscape in Connecticut as it pertains to the field of real estate.

**CRN #20680** 1 Monday, 7/6, 6-9 p.m. **MCC Bldg. Lowe L142**  
Fee: \$35

#### **NEW** New Construction

This is a "must" course for realtors representing prospective buyers in new home construction, for homeowners planning a remodeling project, or for contractors who interact with the public. We will examine the elements and stages of new construction, including building permits, and planning and zoning issues, as well as review a sample construction contract and the pitfalls that could affect your building project.

**CRN #20679** 1 Monday, 7/13, 6-9 p.m. **MCC Bldg. Lowe L142**  
Fee: \$35

# Professional Development

## CERTIFIED FINANCIAL PLANNER



### Prepare to Become a Certified Financial Planner (CFP®)

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

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

### **NEW** Certified Financial Planner (CFP®) Review Course

Participants will review volumes 1 through 6 of the required text and review a casebook and mock exam in preparation for the July 17-18 exam (not included with course). **Important: you must register for the exam by June 3. Exam registration and review book are available through the following web site: [www.schweser.com/cfp/epr](http://www.schweser.com/cfp/epr).** Course tools will include an analyzer, assessment exam, flash cards, and an audio review.

Required textbook: Essential Live Review Study Solution, Kaplan Schweser, available through web site listed above, for approximately \$449.

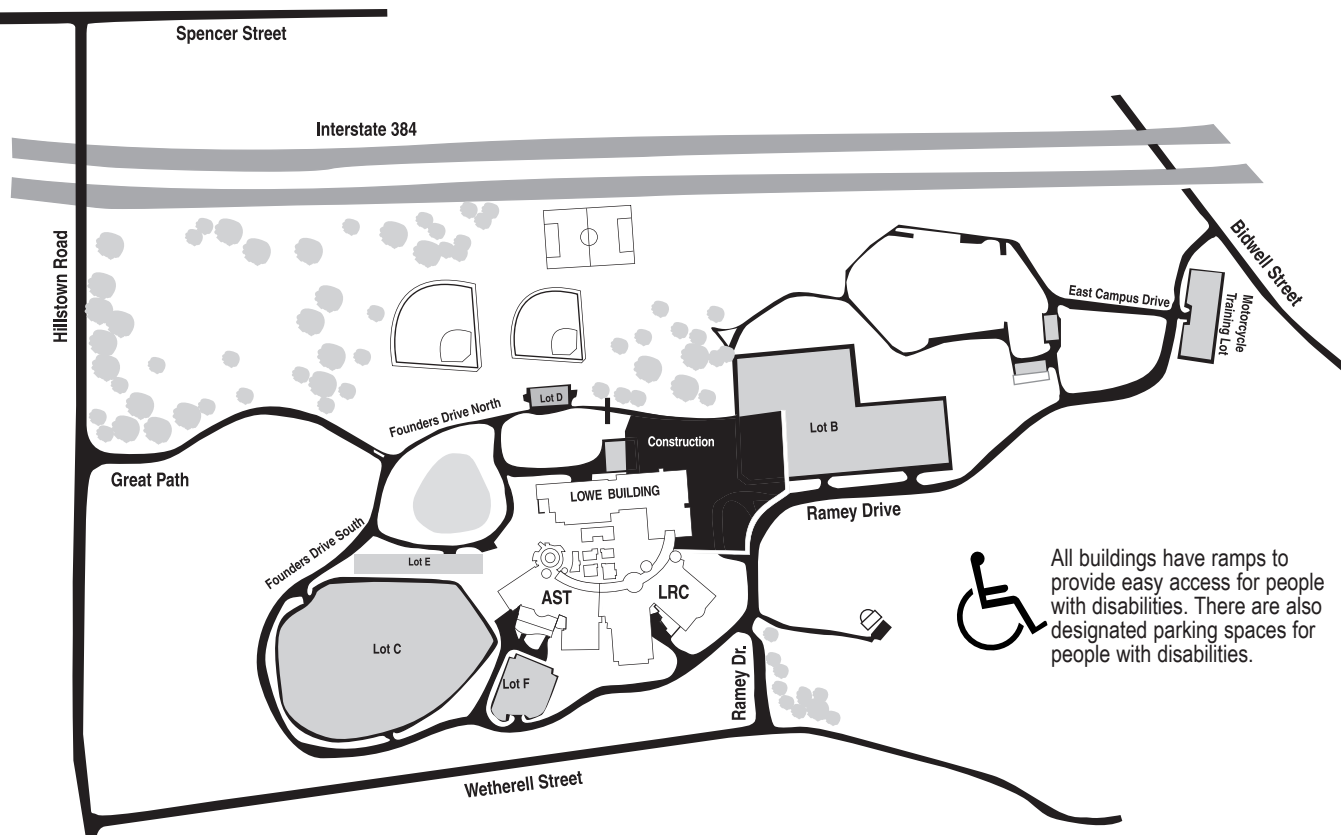
**CRN #20824** 6 sessions: 3 Fridays, 6/12-6/26, 6-9 p.m. & 3 Saturdays, 6/13-6/27, 9 a.m.-noon **MCC Bldg. AST C209** Fee: \$375

Instructor: **Sandra Baranowski, CFP®**, is coordinator of the Financial Planner Certificate program at MCC and manages her own financial planning office in Manchester.

### Check the Fall '09 Credit-Free catalog for the following courses:

*Fundamentals of Personal Finance*  
*Estate Planning*  
*Tax Planning*

## Manchester Community College Campus Map



**L Lowe Building:**  
Admissions/Registrar's Offices  
Athletics/Fitness Center  
Bookstore  
Cashiers  
Culinary Arts Center

**LRC Learning Resource Center:**  
Computer Science  
Continuing Education  
Educational Technology Services  
Fireside Commons  
Library

**AST Arts, Sciences  
and Technology:**  
Auditorium  
Fine Arts  
Photography

**V Village:**  
Buildings V1, V2, V3, V4, V5, V6

# Writing & 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 and staff members. The *More Great Books* series offers a provocative mix of new and classic literature each semester, and for this special 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 #20804** 3 Wednesdays, 6/17, 7/8 & 7/29 (every third week), 3:30-5 p.m. **MCC Bldg. AST C209** Fee: \$15

Instructors: **Jana Sime**, Math faculty; **Kimberly Hamilton-Bobrow** and **Michael DiRaimo**, English faculty; and **Stephen Starger**, Continuing Education Assistant.

**6/17 - The Thirteenth Tale by Diane Setterfield.** This debut, 2006 New York Times best-selling novel of Setterfield's has tragedy, romance, moors, and dark, stormy nights. There is mystery, intrigue, and multi-level puzzles for readers to solve. Some have called this novel a modern-day "Jane Eyre."

Instructors: **Kim Hamilton-Bobrow** and **Jana Sime**

**7/8 - Easter Parade by Richard Yates.** In this neglected masterpiece of Yates', we follow the Grimes sisters, Emily and Sarah, through forty years of hope and disappointment, as they try to navigate the challenges and temptations of America at mid-20th century. Although a short novel, it provides a powerfully moving experience.

Instructor: **Michael DiRaimo**

**7/29 - Dandelion Wine by Ray Bradbury.** This is a perfect book to read during the nostalgia-drenched season of summer. Bradbury's 1957 semi-autobiographical novel takes place in the summer of 1928 in the fictional town of Green Town, Illinois, a pseudonym for the author's childhood home of Waukegan, Illinois. The main character of the story is Douglas Spaulding, a 12 year-old boy loosely patterned after Bradbury.

Instructor: **Stephen Starger**

### Minding the Muse: The Practice of Poetry

This is designed for poets who have taken few, if any, poetry writing workshops. Focus will be on the inspiration and commitment necessary to call oneself a poet. Writers write, and for each class, we will begin with a poetry writing exercise, designed to model a different technique. Each week participants will bring with them their revised work from the week before. The last part of each session will be set aside for out-loud presentation, along with critique and support.

**CRN #20740** 4 Mondays, 6/8-6/29, 2-4 p.m. **MCC Bldg. Lowe L142**

**CRN #20741** 4 Mondays, 6/8-6/29, 6:30-8:30 p.m.

**MCC Bldg. Lowe L142**

Fee: \$70

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.

### 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 #20644** 6 Tuesdays, 6/9-7/14, 7-9 p.m. **MCC Bldg. V1 V101**

Fee: \$165

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

### MISHI-MAYA-GAT & SPOKEN WORD & MUSIC SERIES

4<sup>th</sup> Season Coming this Fall at Manchester Community College  
ALL EVENTS ARE FREE AND OPEN TO THE PUBLIC

Featured Poets, Writers and Musicians /  
Music begins at 7 p.m.; Spoken Word at 8 p.m.  
Casual Seating / Light Refreshments

Sponsored by MCC Foundation / Hosted by Stephen Campiglio

**NEW SCHEDULE** – 2nd Thursday of each month,  
September 2009 – May 2010 (except December)

**NEW LOCATION ON CAMPUS** –  
Great Path Academy, Room GP203 – "The Commons"  
Access from Parking Lot B

For more information on upcoming events and performers,  
please visit the Mishi-maya-gat web page:  
[www.mcc.commnet.edu/faculty/spoken.php](http://www.mcc.commnet.edu/faculty/spoken.php)



## Welcome to Online Learning!

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

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

## Requirements:

All courses require:

- Internet access
- Email
- Web browser (Explorer, Netscape, Firefox or Safari)
- A computer (of any type)

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

[www.ed2go.com/manchcc](http://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](http://www.ed2go.com/manchcc) and click on the "orientation" link to receive a course syllabus, course procedures, text requirements, and to meet your online instructor(s). During orientation, you will provide your email address and create a password, which you will use to access your course. This step is critical!  
**You cannot access your course until you complete orientation.**
3. When your course starts, return to the online instruction center and click the "classroom" link. To begin your studies, simply log in with the email address and password you provided during orientation.

## Start Dates:

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

**June 17**  
**July 15**  
**August 19**

## ACCOUNTING

### Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more. \$110

**CRN #20361**

### Accounting Fundamentals II

Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor. \$110

**CRN #20362**

## ART

### Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be! \$110

**CRN #20385**

### Enjoying European Art Online

An introduction to the most important works of European art, with a wealth of commentary and interesting historical information. \$110

**CRN #20386**

## BUSINESS ADMINISTRATION & MANAGEMENT

### Administrative Assistant Fundamentals

Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries. \$110

**CRN #20359**

### 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. \$110

**CRN #20358**

### Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts. \$110

**CRN #20377**

### Fundamentals of Supervision and Management II

Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills. \$110

**CRN #20375**

### Building Teams That Work

Learn the secrets of dynamic team building. \$110

**CRN #20405**

### Understanding the Human Resources Function

Learn to handle basic human resource functions to ensure the best possible results. \$110

**CRN #20617**

### Managing Customer Service

Become indispensable to any organization by understanding how to identify and meet customer needs. \$110

**CRN #20374**

### Introduction to Business Analysis

Learn powerful techniques to improve your decision-making skills at work. \$110

**CRN #20611**

### Mastery of Business Fundamentals

Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program. \$110

**CRN #20378**

### Mastery of Business Applications

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

**CRN #20381**

### Successful Construction Business Management

Gain a powerful and permanent advantage over the competition by learning how to practice expert business management. \$110

**CRN #20612**

### Distribution and Logistics Management

Learn how to improve your company's distribution and logistics management activities, increase customer satisfaction, and improve operational throughput. \$110

**CRN #20380**

### Manufacturing Fundamentals

Learn the basic skills required to work in the manufacturing field. \$110

**CRN #20597**

# Online Academy *Full course descriptions at [www.ed2go.com/manchcc](http://www.ed2go.com/manchcc)*

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## **Manufacturing Applications**

Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing. \$110

**CRN #20598**

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## **Project Management Fundamentals**

Gain the skills you'll need to succeed in the fast-growing field of project management. \$110

**CRN #20368**

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## **Project Management Applications**

Experienced project manager teaches you tricks of the project management trade. \$110

**CRN #20366**

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## **Purchasing Fundamentals**

Improve your company's bottom line by mastering the fundamentals of purchasing. \$110

**CRN #20364**

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## **Purchasing Applications**

Become a more effective member of your company by learning to apply advanced purchasing concepts. \$110

**CRN #20363**

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## **Supply Chain Management Fundamentals**

Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations. \$110

**CRN #20383**

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## **Supply Chain Management Applications**

Become more valuable to your organization by learning to improve company processes. \$110

**CRN #20382**

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## **Total Quality Fundamentals**

Learn the basics of total quality management. \$110

**CRN #20384**

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## **Six Sigma: Total Quality Applications**

Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality. \$110

**CRN #20369**

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## **BUSINESS PLANNING & ENTREPRENEURIAL COURSES**

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### **Creating a Successful Business Plan**

Turn your business ideas into a solid plan for financing and long-term success. \$110

**CRN #20609**

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### **Start and Operate Your Own Home-Based Business**

Stop dreaming and learn how to start your own successful small business. \$110

**CRN #20618**

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## **Start Your Own Small Business**

Auction pros teach you how to work from home or earn extra income by buying and selling goods online. \$110

**CRN #20619**

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## **Start Your Own Arts and Crafts Business**

Learn how to start your own arts and crafts business from a professional artist. \$110

**CRN #20620**

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

Auction pros teach you how to work from home or earn extra income by buying and selling goods online. \$110

**CRN #20453**

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## **Start Your Own eBay Drop-Off Store**

Turn people's unwanted items into a lucrative source of income by starting an eBay drop off store. \$110

**CRN #20454**

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## **Growing Plants for Fun and Profit**

An industry professional teaches you everything you need to prosper in the backyard nursery business. \$110

**CRN #20579**

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## **Get Paid to Travel**

Learn everything you need to start your new and exciting career as a professional tour director. \$110

**CRN #20623**

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## **Start Your Own Consulting Practice**

Find out how you can earn income by sharing your training or knowledge with others. \$110

**CRN #20621**

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## **Secrets of the Caterer**

Learn cooking and business secrets from a professional caterer. \$110

**CRN #20578**

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## **Wow, What a Great Event!**

Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner. \$110

**CRN #20360**

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## **CAREER DEVELOPMENT**

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### **Résumé Writing Workshop**

Discover the secret to transforming your tired, boring résumé into a powerful tool that will get you interviews. \$110

**CRN #20604**

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### **Twelve Steps to a Successful Job Search**

World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy. \$110

**CRN #20605**

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## **Get Assertive!**

Find out how you can stop others from intimidating you or treating you poorly. \$110

**CRN #20590**

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## **Leadership**

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

**CRN #20603**

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## **Listen to Your Heart and Success Will Follow**

Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents. \$110

**CRN #20594**

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## **Individual Excellence: Secrets of Career Success**

Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity. \$110

**CRN #20376**

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## **Achieving Success With Difficult People**

Learn how to have more successful relationships with difficult bosses, coworkers, students, neighbors, or relatives. \$110

**CRN #20401**

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## **Merrill Ream Speed Reading**

Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension. \$110

**CRN #20549**

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## **COMPUTERS**

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### **Basic Computer Literacy**

*(\$110 per class)*

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Keyboarding

**CRN #20418**

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Introduction to the Internet

**CRN #20451**

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Introduction to Windows Vista

**CRN #20445**

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Introduction to Windows XP

**CRN #20446**

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Introduction to Linux

**CRN #20462**

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Computer Skills for the Workplace

**CRN #20419**

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### **Computer Applications**

*(\$110 per class)*

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Introduction to Microsoft Word 2007

**CRN #20424**

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Introduction to Microsoft Word 2003

**CRN #20423**

**NEW** Intermediate Microsoft Word 2007  
**CRN #20794**

Intermediate Microsoft Word 2003  
**CRN #20425**

Advanced Microsoft Word 2003  
**CRN #20426**

Introduction to Microsoft Excel 2007  
**CRN #20436**

Introduction to Microsoft Excel 2003  
**CRN #20435**

Intermediate Microsoft Excel 2007  
**CRN #20440**

Intermediate Microsoft Excel 2003  
**CRN #20439**

Advanced Microsoft Excel 2003  
**CRN #20437**

Introduction to Microsoft Access 2007  
**CRN #20442**

Introduction to Microsoft Access 2003  
**CRN #20438**

**NEW** Intermediate Microsoft Access 2007  
**CRN #20723**

Intermediate Microsoft Access 2003  
**CRN #20441**

Introduction to Microsoft PowerPoint 2007  
**CRN #20444**

Introduction to Microsoft PowerPoint 2003  
**CRN #20443**

Introduction to Microsoft Visio 2007  
**CRN #20509**

Introduction to Microsoft Visio 2003  
**CRN #20508**

Introduction to Microsoft Project 2007  
**CRN #20512**

Introduction to Microsoft Project 2003  
**CRN #20511**

Introduction to Microsoft Publisher 2007  
**CRN #20448**

Introduction to Microsoft Publisher 2003  
**CRN #20447**

Introduction to Crystal Reports 10  
**CRN #20507**

Introduction to Microsoft Office Accounting Professional 2008  
**CRN #20434**

Introduction to Peachtree Accounting 2009  
**CRN #20433**

**NEW** Introduction to QuickBooks 2009  
**CRN #20468**

Introduction to QuickBooks 2008  
**CRN #20428**

Introduction to QuickBooks 2007  
**CRN #20427**

QuickBooks 2007 for Contractors  
**CRN #20430**

QuickBooks 2006 for Contractors  
**CRN #20429**

Performing Payroll in QuickBooks 2007  
**CRN #20432**

Performing Payroll in QuickBooks 2006  
**CRN #20431**

Introduction to Microsoft Outlook 2007  
**CRN #20450**

Introduction to Microsoft Outlook 2003  
**CRN #20449**

## Web Page Design, Graphics & Multimedia

(\$110 per class)

Creating Web Pages  
**CRN #20456**

Creating Web Pages II  
**CRN #20480**

Introduction to CSS and XHTML  
**CRN #20503**

Intermediate to CSS and XHTML  
**CRN #20504**

Designing Effective Websites  
**CRN #20513**

Introduction to Dreamweaver CS3  
**CRN #20482**

Introduction to Dreamweaver 8  
**CRN #20481**

Introduction to Dreamweaver MX 2004  
**CRN #20483**

Intermediate Dreamweaver CS3  
**CRN #20484**

Introduction to Microsoft FrontPage 2003  
**CRN #20455**

Achieving Top Search Engine Positions  
**CRN #20452**

Introduction to CorelDRAW X3  
**CRN #20505**

Introduction to Flash 8  
**CRN #20485**

Introduction to Flash MX 2004  
**CRN #20486**

## Web Programming

(\$110 per class)

Introduction to ASP.NET  
**CRN #20478**

Introduction to Java Programming  
**CRN #20488**

Intermediate Java Programming  
**CRN #20489**

## Graphic Design

(\$110 per class)

**NEW** Introduction to Adobe Illustrator CS3  
**CRN #20496**

**NEW** Design Projects for Adobe Illustrator CS2  
**CRN #20491**

**NEW** Introduction to Adobe InDesign CS3  
**CRN #20490**

**NEW** Photoshop Elements 7 for the Digital Photographer  
**CRN #20673**

Photoshop Elements 6.0 for the Digital Photographer  
**CRN #20501**

Photoshop Elements 5.0 for the Digital Photographer  
**CRN #20500**

Photoshop Elements 6.0 for the Digital Photographer II  
**CRN #20502**

Photoshop Elements 5.0 for the Digital Photographer II  
**CRN #20499**

Introduction to Photoshop CS3  
**CRN #20493**

Introduction to Photoshop CS2  
**CRN #20492**

Intermediate Photoshop CS3  
**CRN #20498**

Intermediate Photoshop CS2  
**CRN #20497**

Photoshop CS3 for the Digital Photographer  
**CRN #20495**

Creating Web Graphics With Photoshop CS3  
**CRN #20479**

Photoshop CS2 for the Digital Photographer  
**CRN #20494**

## Computer Troubleshooting & Networking

(\$110 per class)

Introduction to PC Troubleshooting  
**CRN #20422**

Introduction to PC Security  
**CRN #20514**

Advanced PC Security  
**CRN #20421**

Wireless Networking  
**CRN #20458**

Introduction to Networking  
**CRN #20459**

Intermediate Networking  
**CRN #20457**

## Computer Programming & Database Management

(\$110 per class)

Introduction to Database Development  
**CRN #20461**

Introduction to Alice 2.0 Programming  
**CRN #20474**

Introduction to PHP and MySQL  
**CRN #20476**

Intermediate PHP and MySQL  
**CRN #20477**

Introduction to C++ Programming  
**CRN #20470**

Introduction to C# Programming  
**CRN #20472**

Intermediate C# Programming  
**CRN #20473**

Introduction to Perl Programming  
**CRN #20475**

Introduction to Python 2.5 Programming  
**CRN #20469**

**NEW** Introduction to Ruby Programming  
**CRN #20471**

**NEW** Introduction to Visual Basic 2008  
**CRN #20672**

Introduction to Visual Basic 2005  
**CRN #20463**

Intermediate to Visual Basic 2005  
**CRN #20464**

Creating User Requirements Documents  
**CRN #20373**

High-Speed Project Management  
**CRN #20510**

## **Certification Prep** *(\$150 per class)*

CompTIA Security+ Certification Prep  
**CRN #20420**

CompTIA Network+ Certification Prep  
**CRN #20460**

Basic CompTIA A+ Certification Prep  
**CRN #20465**

Intermediate CompTIA A+ Certification Prep  
**CRN #20466**

Advanced CompTIA A+ Certification Prep  
**CRN #20467**

Microsoft Windows Certification Prep:  
Exam 70-270  
**CRN #20506**

PMP Certification Prep 1  
**CRN #20365**

PMP Certification Prep 2  
**CRN #20367**

## **COURSES FOR TEACHERS**

### **An Introduction to Teaching ESL/EFL**

Learn how to be an effective English language teacher from an expert in the field. \$110  
**CRN #20528**

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

In this professional development course for teachers, you'll get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context. \$110  
**CRN #20551**

### **Teaching Math: Grades 4-6**

Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom. \$110  
**CRN #20550**

### **Teaching Science: Grades 4-6**

Increase your effectiveness as a science teacher for children in fourth through sixth grades. \$110  
**CRN #20525**

### **Solving Classroom Discipline Problems**

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline. \$110  
**CRN #20529**

### **Solving Classroom Discipline Problems II**

In this professional development course, you'll get the teacher training you need to deal effectively with serious discipline problems and help even the most challenging students you're teaching make more responsible choices. \$110  
**CRN #20530**

### **Working Successfully With Learning Disabled Students**

Learn how to successfully meet the diverse needs of the learning disabled students in your classroom. \$110  
**CRN #20552**

### **Teaching Students With Autism: Strategies for Success**

Help your students with high-functioning autism and Asperger's Syndrome unlock their potential in the classroom. \$110  
**CRN #20553**

### **Survival Kit for New Teachers**

Veteran instructor shares the secrets for success in your first years of teaching. \$110  
**CRN #20527**

### **Ready, Set, Read!**

A learning specialist shows you how to raise a successful reader and writer. \$110  
**CRN #20546**

### **The Creative Classroom**

Enrich your teaching talents and encourage your students' creative thinking as you learn to turn your classroom into a creative classroom. \$110  
**CRN #20543**

### **Differentiated Instruction in the Classroom**

Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms. \$110  
**CRN #20532**

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

In this professional development course for teachers, you'll get the training you need to reach the diverse mix of students you face every day—learning proven strategies that turn diversity into opportunity. \$110  
**CRN #20542**

### **Teaching Writing: Grades 4-6**

In this teacher-training course, you'll learn from an experienced educator how to motivate and assist developing writers. \$110  
**CRN #20526**

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

Get the professional development training you need to improve student literacy as an accomplished teacher shares the secrets of turning guided reading strategies into opportunities for teaching writing. \$110  
**CRN #20544**

### **Response to Intervention: Reading Strategies That Work**

Learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need. \$110  
**CRN #20547**

### **Guided Reading: Strategies for the Differentiated Classroom**

Learn creative ways to bring differentiated instruction and guided reading to life in your classroom. \$110  
**CRN #20545**

### **Integrating Technology in the Classroom**

Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans. \$110  
**CRN #20533**

### **The Classroom Computer**

Learn how to use the classroom computer to increase learning and motivate students. \$110  
**CRN #20537**

### **Using the Internet in the Classroom**

Discover how you can use the Internet to make teaching easier for you and more relevant to your students. \$110  
**CRN #20538**

## **NEW** Creating a Classroom Web Site

Learn how to create a classroom Web site and how having one can make you a more effective and dynamic teacher. \$110

**CRN # 20539**

## Microsoft Excel 2007 in the Classroom

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

**CRN #20535**

## Microsoft Excel 2003 in the Classroom

Discover the many ways Microsoft's powerful mathematic and analytic tool can help you and your students. \$110

**CRN #20534**

## Microsoft PowerPoint 2007 in the Classroom

In this course for teachers, you'll learn how to motivate students and enrich lessons by bringing Microsoft PowerPoint 2007 into your classroom. \$110

**CRN #20541**

## Microsoft PowerPoint 2003 in the Classroom

Motivate your students and enrich your lessons by bringing PowerPoint into your classroom. \$110

**CRN #20540**

## Microsoft Word 2007 in the Classroom

Harness the power of the most popular word processing program on the market and become a more productive and creative teacher. \$110

**CRN #20531**

## 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. \$110

**CRN #20536**

## Big Ideas in Little Books

Increase student performance and earn extra income by converting your ideas for instructional aids into reality. \$110

**CRN #20548**

## 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. \$110

**CRN #20576**

## 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. \$110

**CRN #20574**

## Guiding Kids on the Internet

Gain confidence and experience so you can help your children discover all the Internet has to offer. \$110

**CRN #20572**

## ENTERTAINMENT

### Breaking Into Sitcom Writing

Learn from a veteran TV comedy writer how to write professional sitcom scripts and how to break into show business. \$110

**CRN # 20417**

### Music Made Easy

Learn the fundamentals of music theory. Be able to read, write, and play simple music. \$110

**CRN # 20387**

### Making Movies With Windows XP

Turn your home videos into entertaining movies that you can share with others by email, the Web, CD, and DVD. \$110

**CRN # 20487**

## 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. \$110

**CRN #20558**

### Get Grants!

Learn how to develop successful, fundable grants from experts in the field. \$110

**CRN #20559**

### Advanced Grant Proposal Writing

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. \$110

**CRN #20561**

### Writing Effective Grant Proposals

Learn to prepare grant proposals that get solid results for your favorite organization or charity. \$110

**CRN #20560**

### Becoming a Grant Writing Consultant

Increase your income while working from home by starting a grant writing consulting business. \$110

**CRN #20613**

## Creating Your Own Nonprofit

Industry veteran shows you how to take a nonprofit business from vision to reality. \$110

**CRN #20610**

## 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. \$110

**CRN #20615**

## 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. \$110

**CRN #20614**

## HEALTH CARE, NUTRITION & FITNESS

### Assisting Aging Parents

Handle the challenges you will face in the coming years. \$110

**CRN #20575**

### 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. \$110

**CRN #20584**

### HIPAA Compliance

Learn how to comply with the duties, rights, and responsibilities of HIPAA. \$110

**CRN #20581**

### Become an Optical Assistant

Learn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities. \$110

**CRN #20583**

### Become a Physical Therapy Aide

Prepare for a rewarding career as a valued member of the physical therapy team. \$110

**CRN #20585**

### Become a Veterinary Assistant

Practicing veterinarian prepares you to work in a veterinary office or hospital. \$110

**CRN #20586**

### 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. \$110

**CRN #20587**

## Become a Veterinary Assistant III: Practical Skills

Learn the practical skills you'll need to be a valuable veterinary assistant or educated pet owner. \$110

CRN #20588

## Introduction to Natural Health and Healing

Learn how to promote wellness, balance, and health in all aspects of your daily life. \$110

CRN #20589

## 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! \$110

CRN #20577

## Handling Medical Emergencies

Every second counts during a medical emergency. Learn how to respond if someone needs your help. \$110

CRN #20582

## Outdoor Survival Techniques

Learn the essential skills you will need to survive in a remote or stranded condition. \$110

CRN #20608

## 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. \$110

CRN #20403

### Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time. \$110

CRN #20568

### Speed Spanish II

Clever follow-up to our popular Speed Spanish course. Several new recipes help you quickly build fluency. \$110

CRN #20569

### 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. \$110

CRN #20570

### Beginning Conversational French

Discover how easy it can be to learn common words and phrases for both leisure and business. \$110

CRN #20567

### Instant Italian

Learn Italian from the comfort of your home in this fun and enjoyable online course. \$110

CRN #20571

## Conversational Japanese

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language. \$110

CRN #20639

## 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. \$110

CRN #20554

## Writing for ESL

Learn how to write in English more effectively to succeed in college and at work. \$110

CRN #20555

## MATH & SCIENCE

### Everyday Math

Gain confidence in your basic math skills and start using math to your advantage. \$110

CRN #20595

### 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. \$110

CRN #20596

### Human Anatomy and Physiology

Gain a greater appreciation and understanding of the marvelous complexity of the human body. \$110

CRN #20580

## PERSONAL ENRICHMENT

### Goodbye to Shy

Become more confident in social, professional, and romantic situations. \$110

CRN #20402

### Get Funny!

Learn how to use humor to speak more effectively, write better, and increase your popularity. \$110

CRN #20593

### Skills for Making Great Decisions

Learn how to make excellent everyday decisions from an experienced counselor and life coach. \$110

CRN #20591

### Interpersonal Communication

Become aware of the conscious and unconscious codes of meaning we send when communicating with others. \$110

CRN #20400

### Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation. \$110

CRN #20399

## The Magic of Hypnosis

Learn to use hypnotic suggestion on yourself and others with amazing results. \$110

CRN #20592

## 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. \$110

CRN #20573

## 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. \$110

CRN #20556

### Where Does All My Money Go?

Learn how to get control of your money once and for all. \$110

CRN #20557

### Personal Finance

Protect your assets and discover how best to achieve all your financial goals. \$110

CRN #20566

### Building Wealth

Certified financial planner shows you how most wealthy people build their fortunes. \$110

CRN #20565

### Real Estate Investing

Build and protect your wealth by investing in real estate. \$110

CRN #20606

### Real Estate Investing II: Financing Your Property

Discover the tools professional investors use to crunch numbers and analyze potential deals, and learn how to make better decisions with sophisticated, yet easy-to-use worksheets for doing your own financial analysis. \$110

CRN #20607

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

Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement. \$110

CRN #20562

### The Analysis and Valuation of Stocks

Discover valuable techniques that show you step by step how to research and value stocks. \$110

CRN #20563

### Introduction to Stock Options

Learn how stock options can protect your portfolio and help you profit in any type of market. \$110

CRN #20564

## PHOTOGRAPHY

### Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment. \$110  
CRN #20601

### Travel Photography for the Digital Photographer

Learn the tricks and techniques digital photographers need to capture scenes from around the world and bring them home. \$110  
CRN #20602

### Secrets of Better Photography

Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations. \$110  
CRN #20599

### Photographing Nature With Your Digital Camera

Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots. \$110  
CRN #20691

### Photographing People With Your Digital Camera

Learn to take beautiful pictures of adults, children, and babies. \$110  
CRN #20600

## SALES & MARKETING

### Principles of Sales Management

Master the art of managing sales teams from a sales management professional. \$110  
CRN #20370

### Professional Sales Skills

Discover how to begin a successful and rewarding career in sales. \$110  
CRN #20372

### 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. \$110  
CRN #20371

### Marketing Your Business on the Internet

E-commerce expert helps you develop an Internet marketing plan for your business. \$110  
CRN #20622

## TEST PREP

### GED Test Preparation

Want to pass the GED? This course will help you develop the skills you'll need to succeed. \$110  
CRN #20515

### Prepare for the GED Language Arts, Writing Test

Obtain the skills and knowledge to successfully prepare for the GED Language Arts, Writing test. \$110  
CRN #20516

### Prepare for the GED Math Test

Master the skills you'll need to successfully pass Test 5 in the GED test series. \$110  
CRN #20517

### GMAT Preparation

Discover powerful test-taking techniques and methods for improving your score on the GMAT. \$110  
CRN #20520

### GRE Preparation: Part 1

Discover powerful strategies for success in the verbal and analytical sections of the GRE. \$110  
CRN #20518

### GRE Preparation: Part 2

Learn a variety of useful techniques for tackling the math section of the GRE. \$110  
CRN #20519

### LSAT Preparation: Part 1

Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills. \$110  
CRN #20521

### LSAT Preparation: Part 2

Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers. \$110  
CRN #20522

### SAT/ACT Preparation: Part 1

Master the reading, writing, English, and science questions on the ACT and new SAT. \$110  
CRN #20523

### SAT/ACT Preparation: Part 2

Master the math questions on the ACT and new SAT. \$110  
CRN #20524

## WRITING COURSES

### Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively. \$110  
CRN #20415

### Romance Writing Secrets

Learn how to write and sell romance novels from a veteran romance author. \$110  
CRN #20391

### Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing. \$110  
CRN #20395

### Writing Great Technical Documents

Learn how to write great technical documents from an award-winning technical writer. \$110  
CRN #20396

### The Keys to Effective Editing

If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction. \$110  
CRN #20379

### Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches. \$110  
CRN #20388

### Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end. \$110  
CRN #20407

### Writeriffic: Creativity Training for Writers

Banish writer's block forever with these tricks from the published writer's toolbox. \$110  
CRN #20410

### Writeriffic 2: Advanced Creativity Training for Writers

This advanced writing course will increase your creativity—whether you're writing for personal satisfaction or to launch a career. \$110  
CRN #20393

### The Craft of Magazine Writing

If you're a determined new writer, this class will provide you with the skills you need to get published. \$110  
CRN #20416

### Writing for Children

A published children's author shows you how to touch the hearts of children by creating books for them. \$110  
CRN #20404

### Mystery Writing

Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author. \$110  
CRN #20390

### Research Methods for Writers

Learn the most efficient and effective methods to conduct research for any writing project. \$110  
CRN #20398

### Forensic Science for Writers

Learn the secrets behind forensic science and add new characters, depth, and marketability to your fiction. \$110  
CRN #20397

# Online Academy

Full course descriptions at [www.ed2go.com/manchcc](http://www.ed2go.com/manchcc)

## Beginner's Guide to Getting Published

A published writer shows you how to give yourself the credibility you need to get your books and articles published. \$110

**CRN #20408**

## Write Fiction Like a Pro

A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story. \$110

**CRN #20409**

## Advanced Fiction Writing

Explore advanced fiction writing techniques with a published novelist. \$110

**CRN #20414**

## Pleasures of Poetry

This course will help you create your best possible work, whether you're looking to be published or simply wish to craft beautiful poems for friends. \$110

**CRN #20389**

## Travel Writing

Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books. \$110

**CRN #20394**

## A Writer's Guide to Descriptive Settings

Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters. \$110

**CRN #20392**

## Write Your Life Story

Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others. \$110

**CRN #20411**

## Introduction to Journaling

Discover how journaling can help you learn more about yourself, explore your dreams, values, and beliefs, improve your health, survive unwanted change, succeed in your career, and express your creativity. \$110

**CRN #20413**

## Business Marketing Writing

Write great marketing copy to improve your company's image and your chances of getting hired or promoted. \$110

**CRN #20406**

## Introduction to Internet Writing Markets

A professional writer helps you discover a wide variety of new markets for your written work. \$110

**CRN #20412**

## Publish It Yourself: How to Start and Operate Your Own Publishing Business

Convert manuscripts into income by producing and selling books like the pros. \$110

**CRN #20616**

NEED  
HELP?

The knowledgeable staff  
at Ed2go can assist you!

Go to [www.ed2go.com/manchcc](http://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](mailto:jbradley@mcc.commnet.edu)

### Cashier's Office Hours

Lowe 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

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

### Registrar's Hours

Lowe Building, Main Lobby

Monday, Thursday & Friday ..... 8:30 a.m.-4:30 p.m.

Tuesday ..... 8:30 a.m.-7:00 p.m.

Wednesday ..... 10:30 a.m.-4:30 p.m.

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

For Bookstore hours visit their website at:  
[www.efollett.com](http://www.efollett.com)

# Noon Institute

## **NEW** Introduction to Music Appreciation

Come and meet the instruments of the orchestra. Learn about the musical families and the mechanics of each instrument. Class discussion and activities will help you distinguish the sounds of different instruments and test your listening skills. Instrument Bingo, anyone?

**CRN #20808** 1 Friday, 6/5, 11:30 a.m.-1 p.m. **MCC Bldg. AST E202**

Fee: \$5

Instructor: **Lisabeth Miller** is an adjunct professor of music at MCC.

## **NEW** “Energywork”: What is Reiki?

Reiki (Ray-key) is a Japanese word meaning “universal life force energy.” For centuries, people have used knowledge of the body’s energy pathways for well-being. “Energywork” has more recently found its way into American culture, including the medical community. Learn how reiki and other techniques are used for reducing stress, promoting healing, and maintaining good health.

**CRN #20809** 1 Friday, 6/19, 11:30 a.m.-1 p.m. **MCC Bldg. AST C209**

Fee: \$5

Instructor: **Kathleen Bottaro** is a professor of English at MCC.

## **NEW** Assistive Technology

What is assistive technology? Simply put, it defines a wide range of technology tools that are available to assist people with disabilities in accomplishing tasks that would otherwise be difficult or impossible. Some people may need help accessing a computer; some may need assistance with reading and/or writing. Through hands-on activities, participants in this class will learn about a variety of assistive technology tools available to support individuals with disabilities at home, in school, at work, and in community settings.

**CRN #20810** 1 Friday, 7/17, 11:30 a.m.-1 p.m. **MCC Bldg. AST C209**

Fee: \$5

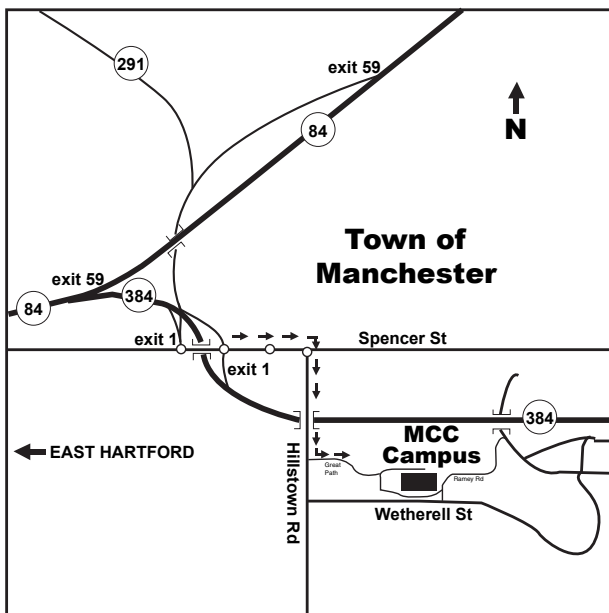
Instructor: **Amy Norton** is an adjunct instructor at MCC.

## ARE YOU A LIFELONG LEARNER AGE 50 OR OLDER?

Join the Organization of Active Adults (OAA)

See details on page 42.

## 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 and 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 first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C and Lot B.

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

# ORGANIZATION OF ACTIVE ADULTS

## For Individuals 50 and Older — Your Opportunity for Lifelong Learning

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

Fill out the membership form, detach the card, sign it and keep for your records.  
Then send the completed form to the OAA address below along with your check

### MCC Organization of Active Adults Membership Form

(Minimum Age: 50) • PLEASE PRINT

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

(Mr. & Mrs. Mr. Mrs. Ms. Miss) Last Name \_\_\_\_\_

Last Name (If different) \_\_\_\_\_

First Name \_\_\_\_\_ circle one M F Date of Birth \_\_\_\_\_

First Name \_\_\_\_\_ circle one M F Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ - \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Renewal \_\_\_\_\_ New Member \_\_\_\_\_

Please return your completed form with your check.

Amount enclosed: \_\_\_\_\_

Check #: \_\_\_\_\_ Date: \_\_\_\_\_

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

(completed by office)

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

✂ DETACH HERE

MCCOAA MEMBERSHIP  
September 1-August 31

Member Name

Membership Year

ORGANIZATION OF ACTIVE ADULTS  
in partnership with Manchester Community College

### MCCOAA Tuition Rebate Program

This program provides a 20 percent tuition rebate for any course(s) you take in the Credit-Free Program up to a maximum of \$50 per membership year (September 1, 2008 through August 31, 2009). Bring your Tuition Rebate Form (below) to class and have it signed by the instructor. Rebates are given to OAA members, new or renewed, only. You may register for a Credit-Free course before you join OAA, but you must be a member before the course start date. Date of membership is determined by the postmark on your sign-up envelope.

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

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

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

### MCCOAA Tuition Rebate Form

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

OAA member's name: \_\_\_\_\_

Member's address: \_\_\_\_\_

Course title: \_\_\_\_\_

Course Start Date \_\_\_\_\_

Course fee: \_\_\_\_\_

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

Instructor's signature: \_\_\_\_\_

(Verifying that student attended at least one class session)

# EXCURSIONS IN LEARNING GENERAL INFORMATION

## COST:

1. The tuition for each session of Technology Camp is \$180. (This camp is subsidized by a gift from the College of Technology, Next Generation Regional Manufacturing Center.)
2. The tuition for Junior Culinary Camp is \$340 (includes a materials fee.)
3. The tuition for Adventures in Leadership Camp is \$245.
4. The tuition for Summer Excursions is \$245 for a half day (one course, 30 hours, for two weeks) or \$490 for a full day (two courses, 60 hours, for two weeks). The tuition for Claytime and Clay Creations is \$275 each (includes materials fee). The tuition for each a la Carte session is \$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 2008 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 already be eligible.) All necessary information must be postmarked by May 26, 2009 to be considered. (Scholarship grants range from \$100-\$200. Parents will be notified of the balance due.) Send information to:

**Susan Meisler, Program Coordinator**  
**Excursions in Learning, MS #16**  
**Continuing Education Division**  
**Manchester Community College • Great Path, PO Box 1046 • Manchester, CT 06045-1046**

Please note: 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 (860) 512-2804 or email [smeisler@mcc.commnet.edu](mailto: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, nor will seats be reserved in courses, unless all required forms and information are complete. All forms must be submitted together.

## THERE ARE THREE WAYS TO REGISTER:

- 1) Send your completed Registration, Health & Safety (all students) and School Component forms (if new to Summer Excursions or enrolled prior to 2006) to:  
Excursions Registration, MS #16  
Continuing Education Division  
Manchester Community College  
Great Path, PO 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.

### **Register Early!**

**Summer Excursions, Technology Camp, Junior Culinary Camp and Adventures in Leadership Camp are very popular programs. It is helpful to list a second choice if your child's first choice is filled. We will do our best to accommodate your child(ren)'s preferences.**

*Registrations will be confirmed by mail.*

A postcard will be sent confirming your child's course selection(s). It will be followed by a packet of detailed information to be mailed approximately 3 weeks before the start of class.

## 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. Junior Culinary, Technology, and Adventures in Leadership Camps**

- Full refunds if request is received by June 19, 2009
- Partial refund (tuition minus \$70) if request is received between June 19 and July 2, 2009.

**No refunds will be issued after July 2, 2009.**

#### **2. Summer Excursions**

- Full refunds if request is received by July 3, 2009
- Partial refund (tuition minus \$70) if request is received between July 2 and July 17, 2009.

**No refunds will be issued after July 17, 2009.**

### **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 should be made to: Susan Meisler, Coordinator, Excursions in Learning Program, (you must call to verify our receipt of your written request.)

In person to:..... Room LRC B147A;

By fax to:..... (860) 512-2801; or

By mail to:..... Continuing Education, MS #16  
Manchester Community College  
Great Path, PO Box 1046  
Manchester, CT 06045-1046

**For additional brochures or further information contact Susan Meisler, Coordinator at (860) 512-2804, by email at [smeisler@mcc.commnet.edu](mailto:smeisler@mcc.commnet.edu), or call the Continuing Education Info Line at (860) 512-2800 and leave a message.**

# LEADERSHIP CAMP • GRADES 5-7

*For students completing Grades 5-7, during the 2008-2009 academic year  
Bring a non-refrigerated lunch. Beverages may be purchased in the cafeteria.*

## Adventures in Leadership

Today's world needs great leaders! What does it take to be one? Come find out by spending a week with us on the Manchester Ropes Challenge Course for an unforgettable experience. You will have the opportunity to develop your leadership skills through a series of fun, challenging adventure activities that will change your life forever! With a focus on safety first, participants will join with others to overcome group challenges while pushing their personal limits. The course is run by highly trained, experienced Ropes Course Facilitators who are also professional educators and coaches that know how to awaken that inner leader!

**CRN #20305** 5 sessions, Monday-Friday, 7/13-7/17, 9 a.m.-3:30 p.m. **MCC Bldg. AST E202** Fee: \$245  
Instructor: **Scott Goldsmith** is a school psychologist who enjoys facilitating leadership and adventure programs for children. Having challenged students with a Spring Excursions program "Escape from Doom Island," he looks forward to promoting leadership and problem-solving skills in the newly-created "Adventures in Leadership" camp.



# JUNIOR CULINARY CAMP

*For students completing Grades 5-8,  
during the 2008-2009 academic year*

**2 Sessions: July 6-10 or July 13-17**

*Bring a non-refrigerated lunch.*

*Beverages may be purchased in the cafeteria.*

Prepare to enter MCC's professional kitchens to cook up delicious dishes. Paint a chef's hat and play with vegetables to create a natural tie-dye apron. Create picture perfect vegetables – healthy kabobs, sculptures and garnishes. Puffy popcorn balls, pretzels, salt dough creatures and grilled pizzas with homemade sauce and dough loaded with cheese and vegetables will become your masterpieces. Try imaginative "pup cakes" or pizzelle peppermint ice cream sandwiches dipped in chocolate for a perfect touch. Impress your parents with distinctive party place settings at the pot luck picnic presented by the prodigies of Junior Culinary Camp 09 on our final day of class. Presto, you're a chef.

## Week 1

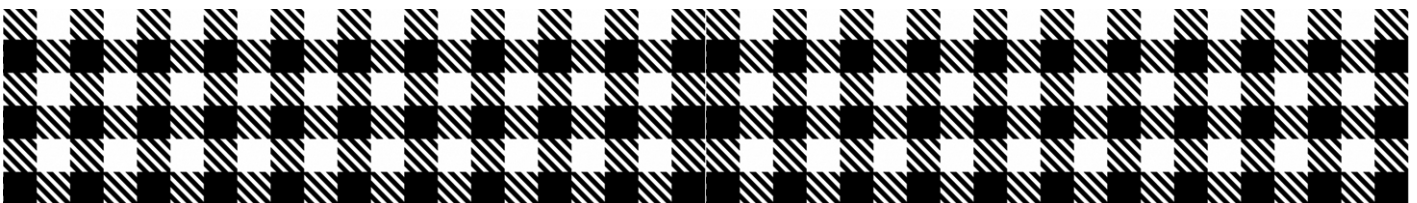
**CRN #20151** 5 sessions, Monday-Friday, 7/6-7/10,  
9 a.m.-3:30 p.m. **MCC Bldg. Lowe L293**

## Week 2

**CRN #20152** 5 sessions, Monday-Friday, 7/13-7/17,  
9 a.m.-3:30 p.m. **MCC Bldg. Lowe L293**

**Fee: \$340**

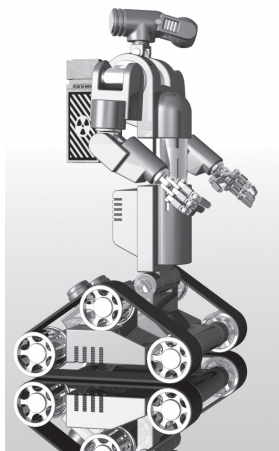
*Instructor: **Rachael Brown** has traveled across the country working as a chef. Having decided that teaching was her vocation, she returned to Windham Tech, the high school from which she graduated, to teach culinary arts. Rachael has developed a picnic theme to pull together various activities and recipes in Junior Culinary Camp '09.*



# TECHNOLOGY CAMPS

*For students completing Grades 6-8, during the 2008-2009 academic year  
Two identical classes will be held with the order of the two workshops  
alternated in both "Engineer This" and "Engineer That."*

(See course descriptions below.) • Bring a non-refrigerated lunch. Beverages may be purchased in the cafeteria.



## Technology Camp I

### Engineer This! Design It Workshop

Learn how to design and visualize real-life engineering projects such as bridges, house plans, furniture and toys using Computer-Aided Design (CAD) software such as AutoCAD, Solidworks and MatLAB. These projects will combine the use of math, science and art while introducing students to the engineering and computer-aided design processes. Students should bring a flash drive to store their files in class.

### Engineer This! 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.

**CRN #20310** (Design It in a.m. & Lego® Robotics in p.m.) 5 sessions, Monday-Friday 7/6-7/10, 9 a.m.-3:30 p.m. **MCC Bldg. AST C128**

**CRN #20311** (Lego® Robotics in a.m. & Design It in p.m.) 5 sessions, Monday-Friday 7/6-7/10, 9 a.m.-3:30 p.m. **MCC Bldg. LRC B141**

**Fee: \$180**

Instructors: **Jesse Wilkinson and Catherine Seaver**

*I'm pleased to see an increasing  
number of girls in this program!*

Excursions Coordinator



www.nextgenmfg.org

## Technology Camp II

### Engineer That! GPS Sleuthing

Uncover hidden treasures on MCC's campus by discovering the secrets of GPS technology. How can GPS (Global Positioning Systems) teach you about navigation, map reading and coordinates? Investigate the science of "geocaching." Working in small teams, become a GPS sleuth in search of ??? You'll even have the opportunity to come up with your own treasure and hide it on campus for others to find. No treasure hunt is complete without a final day competition where you'll use your skills to come out ... first?!!

### Engineer That! Super Structures

Every day you use buildings for playing, living, learning and protection. Why do some structures stand while others fall? In this hands-on class, explore civil engineering, and amazing buildings from around the world. You will design and build model structures. Once completed, your structures will be tested against the forces of nature. Skyscrapers, towers, beams, columns, bridges, and chairs will be explored in great detail.

**CRN #20314** (G.P.S. Sleuthing a.m. & Super Structures p.m.) 5 sessions, Monday-Friday, 7/13-7/17, 9 a.m.-3:30 p.m. **MCC Bldg. AST C131**

**CRN #20315** (Super Structures a.m. & G.P.S. Sleuthing p.m.) 5 sessions, Monday-Friday, 7/13-7/17, 9 a.m.-3:30 p.m. **MCC Bldg. LRC B125**

**Fee: \$180**

Instructors: **Steven Moore and Behn Sikora**

*I loved GPS tracking and going outside!*

2008 Excursions Student

The tuition fee for both technology camps is subsidized by the College of Technology.

# LIST OF COURSES FOR SUMMER EXCURSIONS

## AUGUST 3-14, 2009

Courses are listed by grade level and by time (morning or afternoon). Grade level refers to the grade completed in 2008-2009. Courses listed more than once indicate that they are appropriate for more than one grade level.

### MORNING CLASSES

#### 9 A.M.-NOON

##### Courses for grades K-2

Book Cooks (K-1)  
Build Your Designs ... Test Your Creations  
Claytime (1-2)  
The Secret of the Shells\*  
Things that Go Bump in the Night  
Whoosh, Bzz, Gurgle, Fizz

##### Courses for grades 3-5

Castles and Life in Medieval Times (4-6)  
Design Your Own Comic Book (4-6)  
x-+ Got Math +-x?  
Inspector Detective\*  
Meet the...“ologist”  
Rockin’ Minerals (4-6)  
Running Your Own Business from Start to Finish (5-8)  
Tooling Around With Art  
Vive la France (4-6)

##### Courses for grades 6-8

All That Jazz  
Castles and Life in Medieval Times (4-6)  
Computer Game Design and Programming  
Design Your Own Comic Book (4-6)  
Medical Boot Camp\*  
Multi-Media on the Internet\*  
Robots Rule!  
Rockin’ Minerals (4-6)  
Running Your Own Business from Start to Finish (5-8)  
Vive la France (4-6)

### AFTERNOON CLASSES

#### 1-4 P.M.

##### Courses for grades K-2

Discovering Ancient Egypt through Art (2-4)  
Exploring Art through Nature  
Green is Keen (2-4)\*  
Hola Amigos\*  
More Fun with Numbers (K-1)\*  
Sampling Science (1-2)

##### Courses for grades 3-5

Author, Artist, Performer\*  
Clay Creations  
Colonel Mustard with the Candlestick ...Whodunnit?! (5-8)  
Computer Adventures (4-6)  
Discoveries in the Dark (4-6)  
Discovering Ancient Egypt through Art (2-4)  
Green is Keen (2-4)\*  
History’s Mysteries\*  
Momentum (5-8)

##### Courses for grades 6-8

Colonel Mustard with the Candlestick ...Whodunnit?! (5-8)  
Computer Adventures (4-6)  
Design It: Creative Connections\*  
Discoveries in the Dark (4-6)  
Get Movin’ On Your Computer  
Jumpin’ JAVA\*  
Lights, Camera, Action!  
Momentum (5-8)

\* = new

### SUMMER EXCURSIONS OFFERS BOTH EARLY MORNING AND LATE AFTERNOON SESSIONS

*For students completing Grades K-8 during the 2008-2009 academic year*

#### AM à la Carte

Bring in some of your favorite books or your GameBoy™, or play supervised board games and/or activities. Try your hand at arts and crafts activities.

CRN #20625 8-9 a.m.

MCC Bldg. AST E202

Fee: \$60

Instructor: Linda Armstrong

#### PM à la Carte

Bring in some of your favorite books or your GameBoy™ or play supervised board games. Try your hand at arts and crafts activities or just chill out. You may want to bring a snack and a drink to enjoy at the end of the day.

CRN #20626 4-5 p.m.

MCC Bldg. AST E202

Fee: \$60

Instructor: TBA

# EXCURSIONS IN LEARNING CLASSES

## GRADES K-2 – MORNING

*For students completing Grades K-2 during the 2008-2009 academic year*

### Book Cooks (grades K-1)

Spend time with your favorite authors as you gobble up tasty snacks as you learn about different families and cultures. Audrey Wood will give you “sweet dreams” through each of her books. Munch and crunch with stories by Connecticut’s own Tomie DePaola. And who doesn’t enjoy “milk and cookies” while reading books by Frank Asch? Create projects and hands-on arts and crafts to add to your reading adventures. This course is yummy for your brain and your tummy!

**CRN #20320 9 a.m.-noon MCC Bldg. LRC B213 Fee: \$245**

**Instructor: Christina Litrico**

### Build Your Designs ... Test Your Creations

Do you love to build things? Would you like to design and test your own inventions? How about building an eco-friendly, Native American home? Challenge yourself to create a nest for an egg to sit in before it’s dropped from a second floor. Discover how a hot-air balloon can soar through the sky. Explore many other project ideas while recycling unusual building materials. If you’re a creative builder, this course is for you!

**CRN #20312 9 a.m.-noon MCC Bldg. LOWE L240 Fee: \$245**

**Instructors: Jodi Clare and Claudine Polochanin**

*“He loved testing what he built”*

2008 Excursions Parent

### 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 #20294 9 a.m.-noon MCC Bldg. AST D130**

**Fee: \$275**

**Instructor: Janine Turgeon**

### **NEW** The Secret of the Shellips

Are you looking for adventure? Do you like a good puzzle? Uncover the secret of the mysterious Shellips. What are they? Who are they? What can you do about it? Become a detective and solve a puzzle every day as you get closer to the truth. We will explore new mystery stories as we create our own. Part problem solving, part scavenger hunt, all fun, this course will develop both your reasoning and creative skills.

**CRN #20296 9 a.m.-noon MCC Bldg. LRC B209 Fee: \$245**

**Instructor: Hope Zettwoch**



### 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 #20309 9 a.m.-noon MCC Bldg. AST C212 Fee: \$245**

**Instructor: Winthrop Ford**

### Whoosh, Bzz, Gurgle, Fizz

Welcome to the world of science. Come and 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 become a scientist. Don’t miss the whoosh, bzz, gurgle and fizz of discovery.

**CRN #20317 9 a.m.-noon MCC Bldg. LOWE L142 Fee: \$245**

**Instructor: Melissa Szych**

## GRADES K-2 – AFTERNOON

*For students completing Grades K-2 during the 2008-2009 academic year*



### Discovering Ancient Egypt through Art (grades 2-4)

*See page 50.*

**CRN #20297 1-4 p.m. MCC Bldg. AST D132 Fee: \$245**

**Instructor: Karen Anger**

### Exploring Art through Nature

Explore the nature of art through poems, drawings, paintings, stories, creative movements 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 #20356 1-4 p.m. MCC Bldg. LRC B208 Fee: \$245**

**Instructor: Amy Burris**

*“Something new happened each day”*

2008 Excursions Student

# EXCURSIONS IN LEARNING CLASSES



## **NEW** Green is Keen (grades 2-4)

See page 50.

**CRN #20318 1-4 p.m. MCC Bldg. LRC B129 Fee: \$245**

**Instructor: Linda Marchisio**

## **NEW** Hola Amigos

Travel to Puerto Rico, where we'll learn about the early Tainos inhabitants and their special language of symbols. Explore the rainforest called "El Yunque" and the tree frog known as "el coqui." Choose a Spanish name. Learn basic Spanish words for colors, numbers, family members, body parts and animal names. We'll experience a Mexican market where we can spend "pesos" to get what is needed for a fun-filled Mexican fiesta complete with food, decorations, music and entertainment. Play games, sing songs, create authentic crafts and role-play your way through these two unique Spanish cultures. ¡Hasta pronto!

**CRN #20355 1-4 p.m. MCC Bldg. LOWE L207 Fee: \$245**

**Instructor: Diane Hutton**

## **NEW** More Fun with Numbers (grades K-1)

Explore the fascinating world of numbers through scavenger hunts, music and art. Begin each day with a math puzzle that will unlock our featured number adventure. Look closely at the world of nature. Become part of a group of ladybugs. Learn how to measure up to an inch worm. Create designs with mosaics and patterns. Connect math to the real world with puzzles and problems as you explore "More Fun with Numbers."

**CRN #20325 1-4 p.m. MCC Bldg. LRC B213 Fee: \$245**

**Instructor: Christina Litrico**

## 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! Study paleontology as we look at real fossils and put together a large dinosaur skeleton. Set up a chemistry lab and mix chemicals together to see what happens. Explore how some of our toys work as we study physics. Identify some common rocks and minerals as you put on a geologist's hard hat. You'll discover things that you didn't know through experiments and participatory activities.

**CRN #20326 1-4 p.m. MCC Bldg. LRC B125 Fee: \$245**

**Instructor: Susan (Craig) Harrington**

## GRADES 3-5 – MORNING

*For students completing Grades 3-5 during the 2008-2009 academic year*

### Castles and Life in Medieval Times (grades 4-6)

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 #20298 9 a.m.-noon MCC Bldg. AST D132 Fee: \$245**

**Instructor: Karen Anger**

### Design Your Own Comic Book (grades 4-6)

Use words and pictures to illustrate your own stories and jokes. "Draw" on your experiences to create characters. Use a sketchbook to develop drawing and cartooning skills including how to draw expressive faces and action figures. Bring in your favorite comic books for class discussion and to generate ideas about a plot. Leave with an original, first edition comic.

**CRN #20321 9 a.m.-noon MCC Bldg. LRC B208 Fee: \$245**

**Instructor: Amy Burris**

*"Fantastic program. He loved everyday"*

**2008 Excursions Parent**

### + - x Got Math x - +?

Join a math archeological expedition to sharpen your critical thinking and problem solving skills. Discover the secrets of Athenian mathematics as you travel through Ancient Greece. The internet and math literature will be your guides as you discover how to manipulate different shapes and search for answers from the past. So, anyone know who Pythagoras was?

**CRN #20306 9 a.m.-noon MCC Bldg. AST D219 Fee: \$245**

**Instructor: Theresa McKeown**

## **NEW** Inspector Detective

Explore, inspect, examine. We will use math and science to test products and see which is best. Mmmm. Does the expensive yogurt really taste better? Ouch! Which band aids protect the best? Wow! Do the toys advertised on TV really work? Use science experiments and taste tests, to answer these and other questions about the things we buy. Multiply, divide, use percentages, and calculate the mean, mode and medium. We'll use our statistics to create charts and graphs to show the results. Consumer detectives wanted: prove which products are best.

**CRN #20308 9 a.m.-noon MCC Bldg. LRC B219 Fee: \$245**

**Instructor: Linda Marchisio**

# EXCURSIONS IN LEARNING CLASSES

## 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.

**CRN #20327** 9 a.m.-noon **MCC Bldg. LRC B125** Fee: \$245

Instructor: **Susan (Craig) Harrington**

## 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 #20316** 9 a.m.-noon **MCC Bldg. AST C107** Fee: \$245

Instructor: **Thomas Ebersold**

## Running Your Own Business from Start to Finish (grades 5-8)

See page 51.

**CRN# 20627** 9 a.m.-noon **MCC Bldg. LOWE L245** Fee: \$245

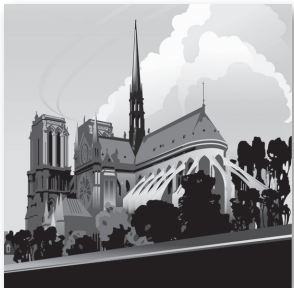
Instructor: **Jim Griffin**

## Tooling Around with Art

Throw paint around ... like Jackson Pollock! Bend wire into weird shapes ... like Alexander Calder. Create distinctive works of art with fun and unusual tools like Q-tips™, clay and cardboard. Learn about famous artists as you try out their innovative ways of expressing ideas. Bring home your own objects d'art after our final day artists' open house. A parent-volunteer, carpooled field trip to the Wadsworth Atheneum will be scheduled. There will be a \$3 admission fee, payable to the instructor on the first day of class.

**CRN #20295** 9 a.m.-noon **MCC Bldg. AST D110** Fee: \$245

Instructor: **Tina Mirtó**



## Vive la France (grades 4-6)

Immerse yourself in the culture of France. Learn French words and phrases, then practice listening and speaking in French. Study and copy the works of famous French painters, such as Monet and Toulouse-Lautrec. Practice your artistic skills by drawing and painting subject matter related to French themes. Learn about French cuisine by cooking crepes, and best of all, eating them. Come share

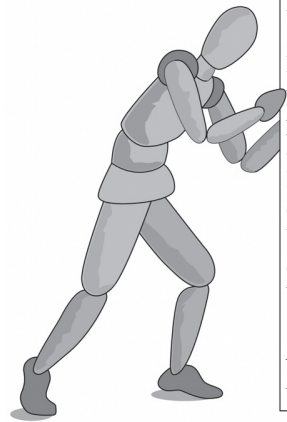
a picnic of French foods. Take some classic French stories, such as “Le Petit Prince” or “Babar,” and try to read them in French. Then, make a T-shirt featuring one of the main characters. Come enjoy a bit of France right here in Manchester. No plane ticket necessary. A bientot!

**CRN #20324** 9 a.m.-noon **MCC Bldg. V1 V101** Fee: \$245

Instructor: **Iris Van Rynbach**

## GRADES 3-5 – AFTERNOON

*For students completing Grades 3-5 during the 2008-2009 academic year*



### **NEW** Author, Artist, Performer

How many different ways can you express your ideas? Have you ever wanted to be a poet, news reporter, or actor? Use movie clips, artwork, songs, poems, pictures –the list is endless– to show the many hats you can wear as a writer, artist, and performer. Work independently and collaboratively to create a variety of projects such as poetry books, movie trailers, and a newspaper.

**CRN #20353** 1-4 p.m.

**MCC Bldg. AST D203** Fee: \$245

Instructor: **Kara Hennessey**

## 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 #20293** 1-4 p.m. **MCC Bldg. AST D130** Fee: \$275

Instructor: **Janine Turgeon**

## Colonel Mustard with the Candlestick ... or Whodunnit? (grades 5-8)

See page 52.

**CRN #20319** 1-4 p.m. **MCC Bldg. AST E106** Fee: \$245

Instructor: **Sharon FitzHenry-VanDine**

## Computer Adventures (grades 4-6)

A new adventure awaits you in the electronic world as you expand your computer abilities. Learn how to combine pictures and text in Microsoft Word to make a greeting card, brochure, or poster. Create an interactive quiz show in Microsoft PowerPoint. Design your own newsletter in Microsoft Publisher. Formulate nifty graphs in Microsoft Excel. Explore interactive educational web sites on the Internet. (Note: this course will NOT include web design or computer programming.)

**CRN #20299** 1-4 p.m.

**MCC Bldg. LRC B222** Fee: \$245

Instructor: **Thomas Ebersold**

*“Teachers and kids don’t judge.”*

**2008 Excursions Student**

# EXCURSIONS IN LEARNING CLASSES

## 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 #20354** 1-4 p.m. **MCC Bldg. AST D111A** Fee: \$245

Instructor: **Gabrielle Zane**

## 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 #20297** 1-4 p.m. **MCC Bldg. AST D132** Fee: \$245

Instructor: **Karen Anger**

## **NEW** Green is Keen (grades 2-4)

Ever wonder where your garbage goes? Would you like to learn about Connecticut's endangered plants and animals? While we learn, we will create art from recycled paper, perform scientific experiments about acid rain, observe with worms, and listen to silly and serious stories about protecting our environment. Learn the many ways to be green and keep earth a beautiful place for humans and all living creatures.

**CRN #20318** 1-4 p.m. **MCC Bldg. LRC B129** Fee: \$245

Instructor: **Linda Marchisio**

## **NEW** History's Mysteries

Was there really a lost city called Atlantis? Why was the Mary Celeste, a ship full of passengers and crew, found abandoned in the middle of the ocean? What happened to the colonists at Roanoke? If you are interested in mysteries, then you will love to explore these unsolved mysteries from the past. Perhaps you can uncover clues that will finally solve these puzzles. We will research several of history's most famous mysteries, solve a few modern puzzles, and create some of our own mysteries. A little bit history, a bunch of mystery, and a ton of fun, this course will challenge your imagination.

**CRN #20322** 1-4 p.m.

**MCC Bldg. LRC B209**

Fee: \$245

Instructor: **Hope Zettwoch**



## Momentum (grades 5-8)

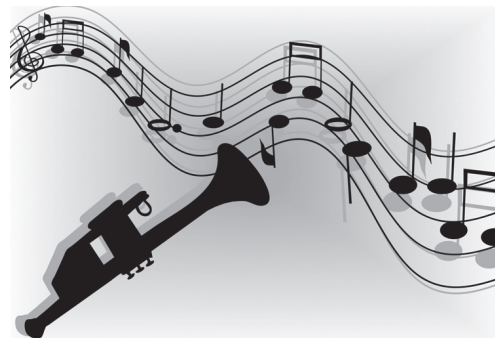
See page 52.

**CRN #20328** 1-4 p.m. **MCC Bldg. AST C107** Fee: \$245

Instructor: **Jesse Wilkinson**

## GRADES 6-8 – MORNING

*For students completing Grades 6-8 during the 2008-2009 academic year*



## **NEW** All that Jazz (grades 6-8)

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. Jazz up your compositions with great, new software programs like "Band in a Box™." You will have the opportunity to demonstrate your new skills and talent during a concert performance on the last day of class.

**CRN #20357** 9 a.m.-noon **MCC Bldg. V2 V127** Fee: \$245

Instructor: **Keith Berry**

## Castles and Life in Medieval Times (grades 4-6)

See page 48.

**CRN #20298** 9 a.m.-noon **MCC Bldg. AST D132** Fee: \$245

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, Visual Basic.NET and C++ programming languages. Students should bring a flash drive to store their files in class.

**CRN #20303** 9 a.m.-noon **MCC Bldg. LRC B222** Fee: \$245

Instructor: **Catherine Seaver**

*"He learned lots of programming in a brief time ... better than soccer camp!"*

**2008 Excursions Parent**

# EXCURSIONS IN LEARNING CLASSES

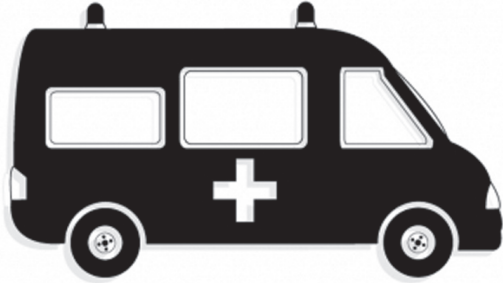
## Design Your Own Comic Book (grades 4-6)

See page 48.

CRN #20321 9 a.m.-noon

MCC Bldg. LRC B208 Fee: \$245

Instructor: Amy Burris



## **NEW** Medical Boot Camp

A medical emergency arrives at MCC's E.R.! Be there to take vital signs and transport the patient to the emergency room and intensive care unit. Accompany him/her into surgery. As (s)he recovers, plan your patient's rehabilitation. Learn how the anatomy and physiology of the human body change during a medical emergency and what can be done to stabilize it. You will take vital signs, perform an EKG, assist in a mock surgery, and perform basic medical procedures. Use computer simulations to see how the body works when stressed and how it recovers. Meet the doctors, respiratory therapists, surgical technologists, and occupational therapists at MCC's E.R. and learn how they all help your patient on the road to recovery!

CRN #20624 10 sessions, Monday-Friday 8/3-8/14, 9 a.m.-noon

MCC Bldg LRC B123 & LRC B125 Fee: \$245

Instructor Cheryl Putnam

## **NEW** Multi-Media on the Internet

Become a citizen of the digital art community. Use programs such as iPhoto, GarageBand, Photoshop and iWeb to combine digital audio with images to create a unique multimedia experience that will be posted on a digital community gallery. Friends and family can log in to check it out!!

CRN #20307 9 a.m.-noon MCC Bldg. AST D211 Fee: \$245

Instructor: Richard Hoyer

## Robots Rule!

Robots are used to clean, build, communicate, search and explore the world around you. Robots are tireless workers that can be designed to perform many complex and dangerous tasks. Can you design a robotic arm? Create a model robotic arm that will move objects. In a design team, you will build a robotic arm using wood, glue, pneumatic (air) power and tubing. Use your robot to compete against other teams. Robotics engineering and technology will be explored.

CRN #20313 9 a.m.-noon MCC Bldg. AST C101 Fee: \$245

Instructor: Behn Sikora

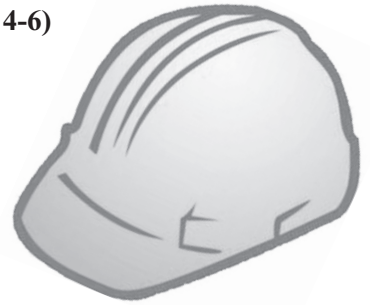
## Rockin' Minerals (grades 4-6)

See page 49.

CRN #20316 9 a.m.-noon

MCC Bldg. AST C107 Fee: \$245

Instructor: Thomas Ebersold



## Running Your Own Business from 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# 20627 9 a.m.-noon

MCC Bldg. LOWE L245 Fee: \$245

Instructor: Jim Griffin

*"I learned how to make money and get people to buy a product."*

2008 Excursions Student

## Vive la France (grades 4-6)

See page 49.

CRN #20324 9 a.m.-noon MCC Bldg. V1 V101 Fee: \$245

Instructor: Iris Van Rynbach

## DYNAMIC INSTRUCTORS WANTED for Excursions 2010

(Spring and/or Summer Sessions.)

Do you have a favorite teacher with special talents  
that might like to join the Excursions team?

Please share this catalog. Visit our web page  
[www.mcc.commnet.edu/continuing/excursions.php](http://www.mcc.commnet.edu/continuing/excursions.php)

Contact Susan Meisler  
Program Coordinator  
at (860) 512-2804 or  
[smeisler@mcc.commnet.edu](mailto:smeisler@mcc.commnet.edu)  
for more information.

*"... Beyond my expectations! The long drive was worth it!"*

2008 Excursions Parent

# EXCURSIONS IN LEARNING CLASSES

## GRADES 6-8 – AFTERNOON

*For students completing Grades 6-8 during the 2008-2009 academic year*

### Colonel Mustard with the Candlestick ... Whodunnit? (grades 5-8)

An inter-“act”-ive whodunnit! In this theater course, students will develop their own 30-minute script based on the popular mystery board game, CLUE™, and allow the audience to vote on two possible endings to the skit. Class will explore physical characterization, dialects, scene structure, and more. We will write, rehearse and perform our skit within two weeks.

**CRN #20319** 1-4 p.m. MCC Bldg. AST E106 Fee: \$245

**Instructor:** Sharon FitzHenry-VanDine

### Computer Adventures (grades 4-6)

See page 49.

**CRN #20299** 1-4 p.m. MCC Bldg. LRC B222 Fee: \$245

**Instructor:** Thomas Ebersold



### **NEW** Design It: Creative Connections

Were cave people the first graffiti artists? What would Mona Lisa look like now-a-days? How do you picture a super hero? Whose portrait would you put on currency? Explore and develop these and many more creative connections between the modern world and the past. You'll have fun seeing and interpreting art around the world, some in places that may surprise you! “Draw” upon your ideas and imagination to create your own artwork!

**CRN #20292** 1-4 p.m.

**MCC Bldg. AST D130 & AST D131** Fee: \$245

**Instructor:** Karl Bayek

### Discoveries in the Dark (grades 4-6)

See page 50.

**CRN #20354** 1-4 p.m. MCC Bldg. AST D111A Fee: \$245

**Instructor:** Gabrielle Zane

### Get Movin' on Your Computer

Create web animations on your PC with the Flash software package. Learn the basics of putting words and pictures into motion, then “move on.” Challenge your creativity as you hone your Flash skills. Bring a CD-R to burn so you can share a “flash” back to enjoy with family and friends. Basic computer skills are helpful.

**CRN #20300** 1-4 p.m. MCC Bldg. AST D211 Fee: \$245

**Instructor:** Richard Hoyer

### **NEW** Jumpin' JAVA

JAVA is a very popular programming language that is used to create games and other application programs in a graphical environment. In this class students will develop programs with animated characters, as well as other entertaining applications. Students will be encouraged to explore their creative side when they are writing their JAVA programs. We will also write small programs called JAVA applets that can be run inside a Web browser. JAVA is the language used in the high school Computer Science AP exam. Students should bring a flash drive to store their files in class.



**CRN #20304** 1-4 p.m. MCC Bldg. AST C128 Fee: \$245

**Instructor:** Catherine Seaver

### Lights, Camera, Action!

Participate in all the action of a real, live video production studio using MCC's state-of-the-art facilities. As a member of the student production crew, you'll create a commercial, a news story and an interview. Learn to write a script, draw a story board and master the basic operations of a digital camcorder. Explore creative camera angles, special shooting techniques and advanced computer editing software as you create informational and entertaining videos.

**CRN #20301** 1-4 p.m. MCC Bldg. LRC B218 Fee: \$245

**Instructor:** Behn Sikora

### Momentum (grades 5-8)

Ever wonder how a car's engine can increase its momentum? Ever wonder what makes a plane able to soar through the sky, or a rocket fly straight up and into outer space? Examine the science of propulsion and the mechanics of momentum. Use what you've learned about transportation technology to 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. Examine the impact of transportation on modern society.

**CRN #20328** 1-4 p.m. MCC Bldg. AST C107 Fee: \$245

**Instructor:** Jesse Wilkinson

“... allowed to learn, have fun... express individuality”

2008 Excursions Student

“I was amazed to see the number of offerings and varied subjects. What a great program!”

2008 Excursions Parent

# Excursions in Learning Registration Form

Date \_\_\_\_\_

Student's name (last) \_\_\_\_\_ (first) \_\_\_\_\_ (M.I.) \_\_\_\_\_ Nickname \_\_\_\_\_

Home address (street) \_\_\_\_\_ (City/State) \_\_\_\_\_ (zip) \_\_\_\_\_

Student's SS# (for student I.D.) \_\_\_\_\_ Banner ID# (if known) \_\_\_\_\_

☐ Male ☐ Female Birth date \_\_\_\_\_ Grade (08/09 year) \_\_\_\_\_ Age \_\_\_\_\_ Are you a new Summer Excursions student? ☐ Yes ☐ No

Parents' names \_\_\_\_\_ Home phone \_\_\_\_\_ Email \_\_\_\_\_

Mother's work phone \_\_\_\_\_ Father's work phone \_\_\_\_\_ Cell phone # \_\_\_\_\_

CHECK HERE	CULINARY CAMPS	GRADES 5-8	\$340	CHECK HERE	ADVENTURES IN LEADERSHIP	GRADES 5-7	\$245
	I - 7/6-7/10	20151	Junior Culinary Camp I				
	II - 7/13-7/17	20152	Junior Culinary Camp II		7/13-7/17	20305	Leadership Camp 9 a.m.-3:30 p.m.
CHECK HERE	TECHNOLOGY CAMP I	GRADES 6-8	\$180	CHECK HERE	TECHNOLOGY CAMP II	GRADES 6-8	\$180
	7/6-7/10	20310	Design It - AM/ Lego® Robotics - PM		7/13-7/17	20314	GPS Sleuth - AM/ Super Structures - PM
	7/6-7/10	20311	Lego® Robotics - AM/ Design It - PM		7/13-7/17	20315	Super Structures - AM/GPS Sleuth - PM

## Summer Excursions Student T-Shirt Size (check one)

### Child Size

☐ small (6-8)  
☐ medium (10-12)  
☐ large (14-16)

### Adult Size

☐ small (S)  
☐ medium (M)  
☐ large (L)  
☐ extra large (XL)

Choices 1 or 2	CRN #	EXCURSIONS A.M. CLASSES 8/3-8/14 \$245	Choices 1 or 2	CRN #	EXCURSIONS P.M. CLASSES 8/3-8/14 \$245
	20320	Book Cooks (K-1)		20356	Exploring Art through Nature (K-2)
	20312	Build Your Designs ...Test Your Creations (K-2)		20355	Hola Amigos (K-2)
	20294	Claytime (1&2) • \$275		20325	More Fun with Numbers (K-1)
	20296	The Secret of the Shells (K-2)		20326	Sampling Science (1-2)
	20309	Things that Go Bump in the Night (K-2)		20353	Author, Artist, Performer (3-5)
	20317	Whoosh, Bzz, Gurgle, Fizz (K-2)		20293	Clay Creations (3-5) • \$275
	20298	Castles and Life in Medieval Times (4-6)		20299	Computer Adventures (4-6)
	20321	Design Your Own Comic Book (4-6)		20354	Discoveries in the Dark (4-6)
	20306	+ - x Got Math x - +? (3-5)		20297	Discovering Ancient Egypt through Art (2-4)
	20308	Inspector Detective (3-5)		20318	Green is Keen (2-4)
	20327	Meet the "... ologist" (3-5)		20322	History's Mysteries (3-5)
	20316	Rockin' Minerals (4-6)		20319	Colonel Mustard with the Candlestick ... Whodunnit? (5-8)
	20295	Tooling Around with Art (3-5)		20292	Design It: Creative Connections (6-8)
	20324	Vive la France (4-6)		20300	Get Movin' on Your Computer (6-8)
	20357	All that Jazz (6-8)		20304	Jumpin' JAVA (6-8)
	20303	Computer Game Design and Programming (6-8)		20301	Lights, Camera, Action! (6-8)
	20624	Medical Boot Camp (6-8)		20328	Momentum (5-8)
	20307	Multi-Media on the Internet (6-8)			
	20313	Robots Rule! (6-8)		20625	A.M. a la Carte (K-8) \$60
	20627	Running Your Own Business from Start to Finish (5-8)		20626	P.M. a la Carte (K-8) \$60

## Have you included?

☐ Payment  
☐ Health & Safety Form\*  
 (both sides)  
☐ Completed Registration  
 Form\*  
☐ School Component\*  
 Form (if relevant)  
☐ T-Shirt size

**Make checks payable to MCC.**

### Mail to:

Manchester Community College  
 Continuing Education  
 Excursions Registration MS #16  
 Great Path, P.O. Box 1046  
 Manchester, CT 06045-1046

**\*IMPORTANT:** Health & Safety Form and School Component Form must accompany registration. Go to [www.commnet.edu/continuing/excursions.php](http://www.commnet.edu/continuing/excursions.php) to download forms.

**Reminder:** All Excursions class fees are \$245 except for clay classes which are \$275.

**Total Fees Enclosed:** \_\_\_\_\_

☐ Check/money order # \_\_\_\_\_ enclosed. I authorize the use of my ☐ MasterCard ☐ Visa ☐ Discover Card

cardholder name (print) \_\_\_\_\_ cardholder signature \_\_\_\_\_

credit card # \_\_\_\_\_ exp. date (month/year) \_\_\_\_\_

cardholder address \_\_\_\_\_ cardholder phone number (W) \_\_\_\_\_ (H) \_\_\_\_\_

check if you are: ☐ applying for a scholarship (for Summer Excursions only) see page 43 ☐ an Excursions instructor ☐ parent volunteer

**Office Use Only** \_\_\_\_\_ Regis. \_\_\_\_\_ Conf. \_\_\_\_\_ Receipt # \_\_\_\_\_

Banner I.D. \_\_\_\_\_ Date \_\_\_\_\_

# CREDIT-FREE REGISTRATION INFORMATION

## WEB REGISTRATION

*Returning students may register online using a MasterCard, Visa or Discover Card.*

If you are a returning student and know your NetID and/or Banner ID\*, here's how to register online:

### Login:

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

### Registering:

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

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

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

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

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

## New NetID Users

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

*Manchester Community College is committed to access and equal opportunity. Should you require accommodations because of a disability in order to participate in any of the programs offered, please contact Services for Students with Disabilities at 860-512-3332. Alternative formats of this material may be provided upon request. MCC does not discriminate against any individual on the grounds of race; color; national origin; ancestry; sex; sexual orientation; age; religion; political beliefs; mental, learning or physical disability; marital or veteran status; or prior conviction of a crime. The College reserves the right to make any necessary changes in the information listed in this publication. 4/09, 43M, Resource: CE/VS*

## Register Early

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

## Confirmations

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

## Course Locations

Courses are held in classrooms at MCC, unless otherwise indicated in the course descriptions. Please see maps on page 31 and 41 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 31. **Please note: Due to construction near Lot B, you may want to park in Lot C.**

## Postponements & Make-Ups

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

## Cancellations

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

## Class Supply List

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

## Refund Policy for Credit-Free Courses

There is a minimum enrollment for all Credit-Free courses. Classes with insufficient enrollment will be cancelled. If a course is full or cancelled, you will be notified by phone, mail or email before the starting date. If the College cancels a Credit-Free course, students will receive a full refund.\* In order to drop a Credit-Free course and receive a refund\*, you must submit a written request to the Registrar's Office no later than one business day prior to the first scheduled class meeting. It is your responsibility to call the Registrar's Office to verify that your request for a refund was received. If you fail to call, and we have no record of your request, you are ineligible for a refund. Refund checks are issued by the State Comptrollers' Office and take approximately four to six weeks to process.

Requests for refunds may be made:

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

**No refunds will be issued after the allowable drop period.**

**There are no exceptions regardless of circumstances.**

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

## Special Note to Students

Full payment is due upon registration. If you register and do not pay, you will be billed for the course(s). If you wish to drop a course, you must do so no later than one (1) business days prior to the first scheduled class meeting, or you will be billed for the course(s).

# CREDIT-FREE REGISTRATION FORM

## 5 easy ways to register for Credit-Free courses

Please complete and submit this entire page.

### 1. By Mail

Complete a registration form (one person per registration form, please). Pay by check, money order, MasterCard, Visa or Discover Card.

Mail entire page with full payment to:

Continuing Education Registration, MS #13  
Manchester Community College  
Great Path  
P.O. Box 1046  
Manchester, CT 06045-1046

### 3. By Fax (860) 512-3221 (24 hours)

Complete a registration form with MasterCard, Visa or Discover Card. Please call (860) 512-3232 to confirm that your fax was received.

### 4. By Phone (860) 512-3232

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

### 5. Register Online

Returning students, go to: <http://my.commnnet.edu> (using MasterCard, Visa or Discover Card). 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.**

### 2. In-Person

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

## MCC Credit-Free Course Registration

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

Banner I.D. # \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M) \_\_\_\_\_

Previous Name (if any) \_\_\_\_\_ Email address \_\_\_\_\_

Home Address (Number and Street) \_\_\_\_\_

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

Tel. (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

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

Birth Date \_\_\_\_\_ Gender ☐ Female ☐ Male Today's Date \_\_\_\_\_

Resident Information ARE YOU: (Check applicable) A CONNECTICUT RESIDENT FOR 1 YEAR? ☐ Yes ☐ No

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

05 ☐ NOT ON A STUDENT Visa - Other (Specify) \_\_\_\_\_ COUNTRY OF ORIGIN \_\_\_\_\_

06 ☐ PERMANENT RESIDENT (Registration Number) \_\_\_\_\_

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

IF YOU CHECKED NON-HISPANIC/NON-LATINO ABOVE, WHAT IS YOUR RACE? (CHECK ALL THAT APPLY):

☐ WHITE (10) ☐ BLACK OR AFRICAN AMERICAN (20) ☐ ASIAN (45) ☐ AMERICAN INDIAN/ALASKAN NATIVE (50)  
☐ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (80) ☐ OTHER (90) ☐ CHOOSE NOT TO RESPOND (60)

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

Make check or money order payable to "MCC".

Fees (total enclosed) \_\_\_\_\_

Credit Card # \_\_\_\_\_

Cardholder name (print) \_\_\_\_\_

Cardholder signature \_\_\_\_\_

Relationship to student \_\_\_\_\_

Cardholder Address \_\_\_\_\_

Cardholder phone \_\_\_\_\_ Exp. Date (mo/yr) \_\_\_\_\_

### REFUNDS

Refunds are issued only for Credit-Free courses that MCC cancels, or if a written request is received one (1) business day prior to the first scheduled class meeting. Regardless of circumstances, no exceptions will be considered. See details on page 54.

Office Use Only	Regis.	Special	Receipt #	Date

# Continuing Education Credit-Free Programs

For Information: (860) 512-2800 / To Register: (860) 512-3232

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

**Want to Become  
a Certified  
Financial Planner\*?**

**Learn How!**

See page 31



## Preparation for CT Real Estate Licensing Exams

- Principles and Practices of Real Estate
- Basic Appraisal Procedures
- Continuing Education for Real Estate Professionals

See page 30



### Online Academy

Check out our course selections  
on pages 33-40



## BOATING SAFETY

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

See Recreation section  
on page 23

## 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  
or Visit: [www.mcc.commnet.edu/motorcycle.htm](http://www.mcc.commnet.edu/motorcycle.htm)



### SUMMER EXCURSIONS\* 2009

*\*For gifted and high-achieving students in Grades K-8*

**August 3-14**

*Also watch for:*

- Technology Camp I & II ..... July 6-17
- Junior Culinary Camp I & II ..... July 6-17
- Leadership Camp ..... July 13-17

See pages 43-53

For more information contact Susan Meisler,  
Program Coordinator at (860) 512-2804 or  
[smeisler@mcc.commnet.edu](mailto:smeisler@mcc.commnet.edu)



**MANCHESTER  
COMMUNITY  
COLLEGE**

Continuing Education Division  
Great Path, MS #16  
P.O. Box 1046  
Manchester, CT 06045-1046

**FIRST CLASS MAIL**