Summer 2010
Credit-Free Courses
Continuing Education
Classes Beginning June – August
# Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allied Health &amp; Nutrition</td>
<td>3-4</td>
</tr>
<tr>
<td>Art &amp; Crafts</td>
<td>5-6</td>
</tr>
<tr>
<td>Boating</td>
<td>22</td>
</tr>
<tr>
<td>Body, Mind &amp; Spirit</td>
<td>7-8</td>
</tr>
<tr>
<td>Campus Office Hours</td>
<td>54</td>
</tr>
<tr>
<td>Certified Financial Planner</td>
<td>32</td>
</tr>
<tr>
<td>Computer Technology</td>
<td>9-14</td>
</tr>
<tr>
<td>Cuisine</td>
<td>15-16</td>
</tr>
<tr>
<td>Culture &amp; History</td>
<td>17</td>
</tr>
<tr>
<td>Dance</td>
<td>17-18</td>
</tr>
<tr>
<td>Drama</td>
<td>18</td>
</tr>
<tr>
<td>English as a Second Language</td>
<td>19</td>
</tr>
<tr>
<td>Family, Finance &amp; Consumer Issues</td>
<td>20</td>
</tr>
<tr>
<td>Fitness &amp; Recreation</td>
<td>21-23</td>
</tr>
<tr>
<td>Gardening</td>
<td>23-24</td>
</tr>
<tr>
<td>Green Technology &amp; Sustainability</td>
<td>25</td>
</tr>
<tr>
<td>Languages</td>
<td>25-27</td>
</tr>
<tr>
<td>Maps &amp; Directions</td>
<td>52</td>
</tr>
<tr>
<td>Music</td>
<td>27-28</td>
</tr>
<tr>
<td>Noon Institute</td>
<td>29</td>
</tr>
<tr>
<td>Organization of Active Adults</td>
<td>46</td>
</tr>
<tr>
<td>Online Academy</td>
<td>38-45</td>
</tr>
<tr>
<td>Photography</td>
<td>30-31</td>
</tr>
<tr>
<td>Professional Development</td>
<td>32-36</td>
</tr>
<tr>
<td>Real Estate</td>
<td>33</td>
</tr>
<tr>
<td>Registration Information &amp; Form</td>
<td>53-55</td>
</tr>
<tr>
<td>Web Registration Information</td>
<td>53</td>
</tr>
<tr>
<td>Writing &amp; Literature</td>
<td>37</td>
</tr>
</tbody>
</table>

**Summer Excursions in Learning (Youth Programs)**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Excursions in Learning</td>
<td>47-51</td>
</tr>
</tbody>
</table>

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# Continuing Education

**General Information & Catalog Requests**

(860) 512-2800

**Credit-Free Programs**

(860) 512-2800

Director, Ann Bonney

abonney@mcc.commnet.edu

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) 512-2812

Director, Janet Alampi

jalampi@mcc.commnet.edu

Providing employers & employees with workplace programs and training

**Computer Technology**

(860) 512-2808

Coordinator, Bruce Manning

bmanning@mcc.commnet.edu

Providing state-of-the-art computer training

**Allied Health Programs**

(860) 512-2826

Coordinator, Eleanor Weseloh

eweseloh@mcc.commnet.edu

Preparing students for the State exams

**Excursions in Learning**

(860) 512-2804

Coordinator, Susan Meisler

smeisler@mcc.commnet.edu

Offering courses for high-achieving, academically motivated children

**Credit Extension Courses**

(860) 512-2803

Dean, Melanie Haber

mhaber@mcc.commnet.edu

College by Design, Winter/Summer credit extension courses

Admin. Asst., Gloria Moeller

gmoeller@mcc.commnet.edu

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**Cover Art: Enders-Granby**

by Hunter Neal

(see course listing on page 30)

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**NEW**

**What’s Your Subject?**

We’ve added 30 new courses for the spring session.

Highlights include:

- Prep & Review for CPC Exam
- Medical Terminology
- Understanding Abstract Art
- Interior Design Basics for Your Home
- Acupuncture and Oriental Medicine
- Job Search with Your Computer
- Web Pages: HTML Made Easy
- Promote Your Business on YouTube Using Windows Movie Maker
- Using Free Google Applications
- Beyond the Microsoft Office Certificate
- Cooking with Chilies
- Prepare Your own Five-Course Italian Dinner
- Summer’s Sweet and Savory Tarts
- Dinner with the Flavors of Provence

- Mark Twain at Home ... in Hartford
- Intermediate Ballet
- Understanding Your Town’s Budget
- Growing Fruit in Your Backyard
- How to Build your own Sustainable or “Green” House
- Design an Energy Plan for Your School
- Introduction to Mandarin Chinese
- Advanced Beginning German
- “Do Women Have to Appear Nude to Get into Museums?”
- Broadway’s First Decades: 20th Century Beginnings
- What is “Chick Lit” and Why is it Getting Such a Bad Rap?
- Nature and Outdoor Photography
- Certified Financial Planner (CFP®) Review Course
- Writing for the Web
American Red Cross Standard First Aid with AED and CPR
Required for most sports coaches, this course gives 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 $7 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 #20712 2 sessions: Monday & Wednesday, 6/28-6/30, 6-10 p.m. MCC Bldg. LRC B144 Fee: $90
Instructor: Ezequiel (Memo) Alejandro has been a certified American Red Cross instructor for more than 25 years.

Babysitting Safety: CPR and First Aid for Young Caregivers
Do you know, or are you, a young adult who’s beginning to seek work as a babysitter? This course is designed for young caregivers, ages 10 and up. 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. Students should bring a lunch. CRN #20774 1 Saturday, 6/19, 9 a.m.-3:30 p.m. MCC Bldg. GPA GP136 Fee: $65
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.

Continuing Education for Certified Professional Coders (CPCs) and Medical Office Staff
In this special one-day workshop for physicians, APRNs, PAs, CPCs, practice managers, billing staff, and receptionists, we will cover: understanding the patient; necessary forms; coding and billing; Evaluation and Management (EM) documentation and compliance procedures; new ICD-9 diagnosis codes; 2010 CPT codes; consultation billing; “what’s new with billing”; and the “red flag” law. Continuing Education Units (one CEU per contact hour) will be awarded through the American Academy of Professional Coders (AAPC). CRN #20651 1 Friday, 6/11, 8:30 a.m.-4 p.m. MCC Bldg. AST C203 Fee: $110
Instructor: Linda Dixon has earned the following certificates: Certified Professional Coder (CPC), Certified Compliance Professional (CCP), Certified Medical Reimbursement Specialist (CMRS), and Advanced Coding Specialists in Evaluation Management and Auditing (ACS-EM). She is a licensed CPC instructor and authorized vendor for the American Academy of Professional Coders, and proctors for CPC exams.
Prep and 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 July 24 from 8:30 a.m. (check-in) to approximately 4:30 p.m. The exam fee of $330 (separate from the course fee), payable directly to AAPC and submitted by the instructor, includes a year’s membership in AAPC ($70 value). After class begins, student applications will be completed with the instructor and all other exam details will be explained. Students should bring a lunch to class. Required textbooks: 2010 CPT Book, Professional Edition, American Medical Association; 2010 ICD-9-CM, Ingenix; and 2010 HCPCS, Level II, Ingenix, available from MCC Bookstore for approximately $180.

CRN #20658 5 Saturdays, 6/12-7/17 (does not meet 7/3), 8:30 a.m.-4 p.m. (optional exam date on Saturday, 7/24, 8:30 a.m.-4:30 p.m.)
MCC Bldg. AST C203 Fee: $440
Instructor: Linda Dixon

Medical Terminology

This Credit-Free course, with the same curriculum as Credit’s Business Office Technology (BOT) course, provides an introduction to and mastery of basic medical terminology through the presentation of word roots, prefixes, and suffixes. Appropriate for a variety of staff in the medical field, including CNA, EMT, Pharmacy Technicians, and nurses, the course is also helpful for learners of English as a Second Language. Required textbook: The Language of Medicine, 8th edition, Chabner, available at MCC Bookstore for approximately $70.

CRN #20659 7 Wednesdays, 6/23-8/4, 6-9 p.m. MCC Bldg. GPA GP137 Fee: $330
Instructor: Linda Dixon

Homeopathy: What Is It All About?

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

CRN #20681 1 Thursday, 6/3, 7-9 p.m. MCC Bldg. GPA GP137 Fee: $20
Instructor: Dr. Marie Mammone is a naturopathic physician who practices in Wethersfield. She has been involved with family nutrition for more than 20 years.

Fact versus Fiction: What Foods Are Right for You?

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

CRN #20680 1 Tuesday, 6/15, 7-9 p.m. MCC Bldg. GPA GP137 Fee: $20
Instructor: Dr. Marie Mammone

Nutritional Symptomatology

Students will learn about body symptoms and how they relate to disease, ailments or imbalances. Each student will use him- or herself as a “test case” for nutritional symptomatology. In the first class, students will also complete a questionnaire, from which the instructor will process “case” for nutritional symptomatology. In the first class, students will also complete a questionnaire, from which the instructor will process and learn about some common remedies, such as arnica, calendula, and hypericum, and how to use them for minor ailments like bruises and colds.

CRN #20740 2 Wednesdays, 7/21-7/28, 6-9 p.m. MCC Bldg. GPA GP214 Fee: $65
Instructor: Deborah Williams earned an M.A.Sc. in Nutrition from the Edison Institute of Nutrition. She has taught medical terminology at Salter College and nutrition at Holyoke Community College and is presently an adjunct instructor at Quinsigamond Community College, where she teaches psychology courses.

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.
Learn about Contemporary Connecticut Artists
Learn about dozens of visual artists, in varying genres, who practice their craft right here in Connecticut, including Leif Nilsson (landscape planar painter); Guido Garaycochea (abstract figure painter); Balam Soto (Guatemalan technology artist); Nancy Eisenfeld (graphite artist); Gary Jacobs (realist and abstract spiritual painter); Ronnie Rysz (urban still-life painter); Rashmi Talpade (figurative painter and sculptor); Caitlin Corbin (cartoon drawing and painting); and Jessica Bajoros (realist painter), among other CT artists. We will also discuss the various galleries and museums where some of the best artwork in the state is being exhibited.

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

Introduction to French Impressionism: Painting Garden Landscapes
Do you like the color and light of French Impressionism, as best represented in Monet, Manet, Renoir? In this introductory course to oil and acrylic painting, you will learn the basic painting techniques of the masters of French Impressionism, while developing your own style. Emphasis will be on floral garden colors. Please bring your lunch. Materials list will be mailed prior to the start of class.

Portrait Painting
For either the beginner or more experienced painter, this course will teach the fundamentals of painting portraits. Using live models for some of the classes, we will focus on representing the head and shoulders through the use of oil paints, while learning about color, value, proportion and composition. By the end of the class, students will have learned how to create a representational likeness, as well as expressive painting involving the figure. A materials list will be sent prior to the start of class. Materials fee: the cost of the models will be divided by the number of students.

Painting Basics
Working from a photo or still life, you will start with a sketch and then 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. Come learn this wonderful medium of the masters of French Impressionism, while developing your own style. Emphasis will be on floral garden colors. Please bring your lunch. Materials list will be mailed prior to the start of class.

Understanding Abstract Art
Splattered paint on a canvas ... large splotches of color ... no discernible subject ... what does it all mean? This course is for students of all levels who would like to increase their appreciation of abstraction. Learn some of the thoughts and ideas behind abstract art and why it has become one of the most popular forms of art today. We will view and discuss abstract art from its inception to today. Please note: this course does not have a hands-on studio component.

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 your medium of choice. Beginning students will learn some fundamentals of painting, including basic composition and color theory, and will work mostly from still life, while more advanced students will be encouraged to develop personal imagery. Choose your own subjects—still life, abstraction, landscape, or others. Students should bring an 18” x 24” white drawing pad, soft vine charcoal, a sharpened ebony pencil, and a kneaded eraser. Painting materials will be discussed at the first class. You may bring in previous work as a point of departure.
Art & Crafts

Fashion Rendering
In this educational and hands-on course, students will learn about the history of 20th-century fashion through such notable examples as Pierre Cardin, Chanel, Christian Lacroix, Christian Dior, Yves Saint Laurent, and other designers. Using colored pencil and marker, students will learn to draw a croquis (a fashion sketch), as well as fashion models. Students will also work on face, hands, handbags, and shoes, and learn how to render fabric textures, such as plaid, lace, fur, leather and velvet, while working on fashion illustration projects of the students’ choice. A supply list will be sent prior to class, and other supplies will be addressed at the first class.

CRN #20629 6 Tuesdays, 6/15-7/20, 6-8 p.m. MCC Bldg. GPA GP202 Fee: $190
Instructor: Iris Van Rynbach

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: $5 for painting tool and supplies.

CRN #20630 1 Saturday, 6/19, 10 a.m.-3:30 p.m. MCC Bldg. V1 V101 Fee: $40
Instructor: Cecile Avila teaches wax painting for the West Hartford Board of Education and several other neighboring towns, and has been a guest artist for various women’s groups. For many years, she was an elementary school teacher in the Philippines, where she also facilitated art workshops for the Board of Education.

Create Your Own Silver Leaf Jewelry with PMC+ Paste
No prior experience with Precious Metal Clay (PMC) required! Create replicas of real organic leaves using PMC paste. Enjoy wearing the beauty of your favorite geranium’s leaves by creating them in pure silver. The instructor will guide you in the techniques necessary for successfully working with paste and organics. You may also choose to antique your piece. Materials fee: $48*, payable to instructor at the first class, for PMC+ paste, one cubic zirconium, kiln firing, forming tools, polishing and antiquing supplies, and appropriate findings. Additional supplies will be available for purchase if desired. A simple materials list will be mailed prior to class (instructor supplies almost everything).

CRN #20767 2 Thursdays, 6/17-6/24, 6-10 p.m. (first class), 6:30-9 p.m. (second class) MCC Bldg. GPA GP136 Fee: $75
Instructor: Judith E. Goldstein is a PMC Guild certified teacher and has been a professional metalsmith for more than 30 years. Her contemporary pewter designs in hollowware, jewelry and ritual art have sold in galleries and museum gift shops across the country. Her art has appeared in Food & Wine and Gourmet magazines.

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, and, if you wish to sharpen your own tools, a 6- or 8-inch India combination stone and a 2 x 4-inch soft Arkansas slip stone. Students should also bring a lunch.

CRN #20725 1 Saturday, 6/12, 9 a.m.-2 p.m. MCC Bldg. GPA GP120 Fee: $45
Instructor: Judith E. Goldstein

Interior Design Basics for Your Home
This introductory course for all those interested in interior design will cover the following topics: an evaluation of your personal style and decor likes and dislikes; design trends and long-standing historical period styles; determining what architectural elements can and cannot be changed; developing a color pallet that flows from room to room; determining which pieces of furniture can be reused; creating a project budget; and where to find furniture and finishes to complete your concept. By the end of the class, you will have developed a color pallet for your home and designed one room.

CRN #20683 3 Thursdays, 6/10-6/24, 6:30-8:30 p.m. MCC Bldg. V1 V101 Fee: $99
Instructor: Laura Bordeaux has worked as project manager and interior designer for FX Design, Inc., in Glastonbury for nearly 20 years. She earned her B.F.A. in environmental and interior design from the University of Houston and is a member of the American Society of Interior Designers (ASID), CT Chapter.

Silver with a Twist I:
Chaining and Bracelet Fun for Beginners
Learn a new skill and create your own silver bracelet in one evening! No special jewelry skills are necessary for this class. The instructor will demonstrate how to assemble ready-made, sterling “jump” rings into a variety of chain patterns from simple to intermediate. After constructing a few samples as a permanent reference, you will proceed to a design of your own choosing. Students will have the option of creating more than one piece, expanding a single piece into a necklace, or adding a pair of matching earrings. Materials fee: $52*, payable to instructor at the beginning of the class, for PMC+ paste, one cubic zirconium, kiln firing, forming tools, polishing and antiquing supplies, and appropriate findings. Additional supplies will be available for purchase if desired. A simple materials list will be sent prior to class (instructor supplies almost everything).

CRN #20766 1 Wednesday, 6/23, 6-10 p.m. MCC Bldg. GPA GP120 Fee: $45
Instructor: Judith E. Goldstein

* Please note: the materials fee is based on the market price of silver and may vary.
** You may email the instructor at jegpewter@aol.com and she will send you scans of sample chaining designs.

Create Your Own Silver Leaf Jewelry

Create Your Own Silver Leaf Jewelry

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

CRN #20791 5 Wednesdays, 6/2-6/30, 7:30-8:45 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $50
Instructor: Mary Ann McCandless, M.Ed., is a certified instructor in Kundalini yoga and Khalsa Way, a prenatal/postnatal yoga practice. She has taught yoga in the Greater Hartford Area for more than 10 years.

Acupuncture and Oriental Medicine
Acupuncture and oriental medicine, originating in China more than 3,000 years ago, are today a recognized treatment by the World Health Organization for more than 200 common, clinical disorders, and especially for preventative and health care maintenance. In this introductory overview, we will discuss the treatment’s effectiveness, learn about Qi (chi) and how it is used in the treatment, and examine how the selection of acupuncture points is based on proper diagnosis and treatment principles. This informational session will answer your questions, whether you’ve had acupuncture before or not, as well as discuss various elements of Chinese medicine, such as herbs and acupressure. A demonstration of acupuncture will be provided.

CRN #20653 1 Tuesday, 6/15, 7-9 p.m. MCC Bldg. GPA GP215
Fee: $20
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.

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 #20652 2 Saturdays, 7/17-7/24, 11 a.m.-4 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.

Want to take a class online? See the Online Academy courses listed on pages 38-45 or visit the web site at www.ed2go.com/manchcc

Spiritual Awakening
Do you feel odd and disconnected—not on the same “wavelength” as those around you? Do you experience synchronicity and “meaningful coincidences” in your life on a regular basis? Spiritual awakenings can help you make sense of unusual occurrences. Some believe that spirituality is the same as having specific religious beliefs, but it is much more than that. Spirituality deals with your interconnectedness with yourself, those around you, nature, religion, the unseen, and the universe. We will discuss the possibilities that can be experienced through the awakening process. Please bring some of your experiences to share in class, as well as a journal.

CRN #20655 1 Monday, 7/7, 6-9 p.m. MCC Bldg. GPA GP138
Fee: $35
Instructor: Dory Dzinski

Are You Listening to Your Body?
Is your body trying to get your attention through aches, pains, discomfort, stiffness or illness? Are you listening? Each area of your body relates to a different psycho-spiritual possibility of balance and imbalance in your life. By identifying the physical source of the discomfort or pain, and by discerning what function that part of your body performs for your body as an integrated system, you can learn what may resolve the discomfort and bring ease and balance back into your life.

CRN #20792 1 Monday, 7/6, 6-9 p.m. MCC Bldg. GPA GP138
Fee: $35
Instructor: Dory Dzinski

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 move your body more efficiently and prevent harmful habits that cause pain and stress, while exploring your mind-body connection. This course will be especially helpful for actors, dancers, athletes, office workers, and busy professionals, as well as anyone who would like to eliminate physical discomfort at work or home. Students should bring a floor mat for lying down.

CRN #20741 1 Monday, 7/19, 7-9 p.m. MCC Bldg. GPA GP136
Fee: $20
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 this course at Central Connecticut State University and the Hartt School of Music.
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 anyone seeking more meaning in their lives.

CRN #20657 1 Saturday, 8/7, 9 a.m.-noon MCC Bldg. GPA GP155
Fee: $35
Instructor: Catherine Ewing-Rinker, 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.

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 #20698 2 Tuesdays, 7/6-7/13, 7-9 p.m. MCC Bldg. GPA GP142
Fee: $40
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 #20699 4 Tuesdays, 7/20-8/10, 7-9 p.m. MCC Bldg. GPA GP142
Fee: $75
Instructor: Patricia Galvin, J.D.

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 #20656 1 Friday, 6/18, 6:30-9 p.m. MCC Bldg. LRC B144
Fee: $50
Instructor: Beth C. Burgess is a certified Angelspeake™ facilitator. She was trained by Barbara Mark and Trudy Griswold, authors of the best-selling book, Angelspeake: How to Talk with Your Angels.

Messages from Beyond
Do you have a desire to speak with or receive a message from a loved one who has gone to the other side? Let Joyce bring you a “message from beyond” in this fun and potentially insightful event. In her 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 as we “dial up” to the other side.

CRN #20726 1 Friday, 6/4, 9:30 a.m.-12-30 p.m. MCC Bldg. LRC B208
CRN #20727 1 Saturday, 7/10, 9:30 a.m.-12:30 p.m.
MCC Bldg. LRC B208
Fee: $75
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 #20654 4 Mondays, 7/12-8/2, 7-9 p.m. MCC Bldg. GPA GP142
Fee: $65
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 CERTIFICATION TEST PREPARATION

Professional Certification...
• Helps to build a solid career
• Enhances your resume (Certification is highly valued by potential employers)
• Provides a strong knowledge base not limited to one product or company
• Validates your knowledge of and abilities in your field
• Gives you an edge when applying for a job or promotion

<table>
<thead>
<tr>
<th>Course</th>
<th>Page Number</th>
<th>Certification</th>
<th>Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>AutoCAD 2010 Certification Preparation</td>
<td>13</td>
<td>AutoCAD 2010 Certified Associate</td>
<td>AutoCAD 2010 Certified Associate exam</td>
</tr>
<tr>
<td>Microsoft Office 2007: MCC Certificate</td>
<td>11</td>
<td>MCC Certificate</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

Marc Cohen holds a B.S. in computer science and has more than 10 years’ experience in software development and systems analysis. He is working as the lead application architect/developer for the Siemon Company. Marc has been working with Oracle Database Development and Administration for more than 8 years. Prior to MCC, Marc taught software development and database application development at Naugatuck Valley Community College and Gibbs College.

Andrew Gernhard, B.A. in communications, is a a producer at Synthetic Cinema International, a premiere “genre” film production company. He has more than 10 years’ experience in video and film production ranging from feature films to national television commercials.

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

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

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

Galina Kotlikova has been working in the information technology field for more than 20 years. She holds an M.B.A. in information systems from Fordham University in New York, NY. She is a freelance web designer/developer and search engine optimization consultant in Hartford, and also creates web sites for small businesses.

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

Annabel Pedemonti specializes in the setup and effective use of QuickBooks.

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, web site design, and as a professor at MCC.

Robert Thornton, B.A., is a Certified IT Security Engineer, Certified IT Instructor (CIT) and a Certified Internet Webmaster (CIW). He has more than 17 years’ experience as an IT instructor and developer.

Joseph Tindal, M.S in business management, is working as a project manager at a local software business. He has experience in bringing new products to market, and constantly researches innovative ways to manage and organize day to day activities. He is also a guest lecturer at CCSU for various business topics.

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

Clayton Walnum has been programming computers for more than 20 years and has written nearly 60 books, most of which have been about computer software programming. He is the author of The Complete Idiot’s Guide to Visual Basic.NET.

Dorothy Weiner is an MCP- and MOUS-certified instructor with more than 10 years’ experience teaching Microsoft products and various other applications and operating systems.
**Computer Technology**

### INTRODUCTORY

**Beginning Keyboarding**  
This is a self-paced, basic typing course designed for the beginner. Develop touch keyboarding skills on a personal computer and learn proper techniques for alphabetic and numeric key reaches. There is no prerequisite.  
**CRN #20276** 2 Tuesdays, 6/1-6/8, 6-9 p.m.  
**MCC Bldg. LRC B142**  
**Fee:** $95  
**Instructor:** Ray Burrington

**Computer Boot Camp**  
Do you feel you are being left behind the technology revolution? It is never too late to learn, and we have a course that will get you acquainted with the computer terminology and devices that help manage our information today. Students will gain an insight into computer hardware and how to use the Microsoft Windows operating system. In addition, students will begin learning how to use the basic word processing functions of the popular Microsoft Word program. Students will also learn how to use the Outlook e-mail program and the best search techniques on the Internet. Instructor will provide handouts. Prerequisite: Typing skills are recommended.  
**CRN #20277** 4 Wednesdays, 7/14-8/4, 6-9 p.m.  
**MCC Bldg. LRC B141**  
**Fee:** $95  
**Instructor:** Steven Bloom

**Meet the Mac**  
Experience the power of the Mac. Let us show you the strength of its new OS X operating system. You’ll explore all of the 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 #20299** 2 Tuesdays, 6/8-6/15, 6-9 p.m.  
**MCC Bldg. AST D211**  
**Fee:** $95  
**Instructor:** Richard Hoyer

**Personal Computers Introduction for Older Adults**  
Designed for those with little or no experience with computers, this seminar introduces IBM-compatible machines to older learners eager to take advantage of new technology. Find out what a computer can do for you. This seminar is a great first step to making a purchase or learning a specific software program. Instructor provides handouts. There is no prerequisite.  
**CRN #20278** 2 Tuesdays, 6/15-6/22, 1-4 p.m.  
**MCC Bldg. LRC B141**  
**Fee:** $95  
**Instructor:** Ray Burrington

**Job Search with Your Computer**  
Use the PC to create résumés, cover letters, and reference documents; post résumés on the web; and complete applications on company web sites. Learn how to research jobs, companies and tailor your documents; and how to manage, track and follow-up your job hunt efforts. There is no prerequisite.  
**CRN #20317** 2 Thursdays, 7/11-7/8, 6-9 p.m.  
**MCC Bldg. LRC B142**  
**Fee:** $95  
**Instructor:** Ray Burrington

### INTERNET

**Getting Started on the Internet for Older Adults**  
Designed for older adults who want to learn about the Internet and its benefits, this class covers what you need to know to get started on the Internet, how to visit and bookmark web sites, and how to search the web for specific content. Instructor provides handouts. Prerequisite: Basic Windows keyboard and mouse skills recommended but not required.  
**CRN #20294** 2 Tuesdays, 6/29-7/6, 1-4 p.m.  
**MCC Bldg. LRC B222**  
**Fee:** $95  
**Instructor:** Ray Burrington

**E-mail Made Easy for Older 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 web e-mail account for you. If you do not have a computer, you can use any public library to check your e-mail. Instructor provides handouts. Prerequisite: Basic keyboard and mouse skills.  
**CRN #20293** 2 Tuesdays, 7/27-8/3, 1-4 p.m.  
**MCC Bldg. LRC B142**  
**Fee:** $95  
**Instructor:** Margaret Gordon

**Web Pages: HTML Made Easy**  
Hyper Text Markup Language (HTML) isn’t just for programmers and webmasters. Once you understand the basic rules, you can easily create web pages that include many types of content. Learn the differences between absolute and relative links, types of graphics, different levels of bullets and numbers, how to apply headings, background and text colors and many other formats. You don’t need expensive web design software! Using Notepad included in Windows, you can create home pages and several other content pages linked with navigation. Many of the examples will be given to you for your use and reference. Prerequisite: Basic Windows, keyboard, mouse and Internet skills.  
**CRN #20327** 2 Mondays, 6/7-6/14, 1-4 p.m.  
**MCC Bldg. LRC B142**  
**Fee:** $95  
**Instructor:** Margaret Gordon

**Web Communication & Design**  
This multi-week training will utilize Adobe’s Digital Design Curriculum to teach students how to become proficient in today’s leading web design technologies. This course thoroughly covers Dreamweaver CS4 techniques and provides a comprehensive understanding of planned web site design. Instructor provides handouts. Prerequisite: Introduction to Dreamweaver or permission of instructor or computer coordinator.  
**CRN #20300** 6 Mondays, 7/12-8/16, 6-9 p.m.  
**MCC Bldg. LRC B141**  
**Fee:** $295  
**Instructor:** Robert Thornton

**Adobe Dreamweaver Introduction**  
This hands-on course is designed for people with little or no web site design experience, as well as those who have used FrontPage, Expression Web, or earlier versions of Dreamweaver. Instructor provides handouts. Prerequisite: Basic Windows, keyboard, mouse and Internet skills.  
**CRN #20301** 2 Mondays, 6/21-6/28, 6-9 p.m.  
**MCC Bldg. LRC B141**  
**Fee:** $95  
**Instructor:** Robert Thornton
Adobe Flash Introduction
This hands-on course will introduce PC users to the basics of creating objects and animating in Flash. You will explore tools and features of Flash and learn to create different types of animations. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills with some web or graphics experience required.
CRN #20302 2 Mondays, 8/23-8/30, 6-9 p.m. MCC Bldg. LRC B141
Fee: $95
Instructor: Robert Thornton

eBay: The Basics of Selling
Learn how to sell on eBay from an education specialist trained directly by eBay. You will learn how to open a seller account; create and monitor listings; improve existing listings, including photos and copy; research and set prices for profit; open and use a PayPal account; complete transactions; and operate safely on the world’s largest online auction site. This course is designed both for those interested in starting to sell on eBay and occasional sellers who want to improve their listings. Although recommended, it is not required to set up an official eBay and PayPal account as part of the curriculum. If you wish, please bring current bank account number with routing number and credit card to set up an eBay account in class. Instructor provides handouts. Prerequisite: No prior business experience is necessary. Basic Windows, keyboard and mouse skills. Internet experience is helpful.
CRN #20295 2 Mondays, 8/2-8/9, 6-9 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: Ann Gruden

Promote Your Business on YouTube Using Windows Movie Maker
In this course you will learn how to create a small movie using Windows Movie Maker to promote your business on YouTube. Topics include: how to create your story and a clear message; how to work with video transitions, special effects, audio and voice recording. The course will cover the copyright rules, where to find the Royalty Free music; also how to promote your YouTube movies on the Internet. Prerequisite: Basic Windows, keyboard and mouse skills. Internet experience is helpful.
CRN #20322 2 Saturdays, 7/24-7/31, 9 a.m.-noon
MCC Bldg. LRC B141 Fee: $95
Instructor: Gale Kotlikova

Bring More Visitors to Your Web Site
In this course you will learn how search engines work, organic search vs. paid search, web design basic architecture for search engines, and Google Page Rank and what it means for you. A web traffic analysis will help you to attract more visitors to your web site. This course is designed for web site owners or prospective web site owners, small business owners, web developers, and the general public. Instructor provides handouts. Prerequisite: Operational knowledge of Google or other search engines.
CRN #20314 2 Saturdays, 7/10-7/17, 9 a.m.-noon
MCC Bldg. LRC B141 Fee: $95
Instructor: Gale Kotlikova

Using Free Google Applications
Knowing how to harness the power of the Internet and your computer to stay connected is more important than ever. Learn how to use some helpful Google products to manage your digital photos, e-mail, documents and your calendar. This presentation will cover how to use Gmail to keep your e-mail organized; Google Docs to save and collaborate on documents; Google Calendar to keep track of your busy schedule; and Picasa to manage your digital photos. Prerequisite: Basic Windows, keyboard, mouse and Internet skills.
CRN #20326 2 Tuesdays, 7/20-7/27, 6-9 p.m. MCC Bldg. LRC B141 Fee: $95
Instructor: Joe Tindal

Microsoft Office 2007 MCC Certificate
Increase your employability with this intensive 12-week course and receive an Office 2007 MCC Certificate on completion. This hands-on workshop will include practice time on Word, Excel, Access, PowerPoint, and Outlook. Required text: Marquee Microsoft Office 2007, EMC Paradigm Publishing, available at MCC Bookstore for approximately $95. Prerequisite: Basic Windows, keyboard and mouse skills with some exposure to Microsoft Office helpful.
CRN #20280 12 Wednesdays, 6/2-8/18, 6-9 p.m. MCC Bldg. LRC B142 Fee: $499
Instructor: Dorothy Weiner

Beyond Microsoft Office Certificate
This class is based on feedback from the many students who have attended our Office Certification courses over the years. Students who want to reinforce or expand their knowledge of Microsoft Word and Excel should either have taken the 12-week Microsoft Office Certificate class or have a command of more than basic skills. Students will receive hands-on practice. Participants working in Word will learn about modifying and creating styles and tables, headers, footers, and page numbers in large documents, manual and automatic Table of Contents, Inserting an Index, Mail merging, and creating simple macros. In Excel, participants will work with simple profit and loss statements, conditional formatting, charting, printing options, naming ranges, formula editing. Instructor provides handouts. Prerequisite: Microsoft Office intermediate level experience suggested. Previous MCC Office Certification participants highly recommended.
CRN #20318 6 Fridays, 6/4-7/16 (does not meet 7/2), 6-9 p.m.
MCC Bldg. LRC B142 Fee: $295
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 #20291 2 Thursdays, 7/15-7/22, 6-9 p.m. MCC Bldg. LRC B142 Fee: $95
Instructor: Kristin Violette

Of Similar Interest
• Writing for the Web on page 37
• Online Academy computer courses on pages 39-41
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 #20283 2 Thursdays, 6/3-6/10, 6-9 p.m. MCC Bldg. LRC B141
Fee: $95
Instructor: Kristin Violette

Word 2007 Introduction
Learn how to create documents, letters, memos in Microsoft Word 2007; edit text; format text and paragraphs; create tables, headers, footers, and breaks; print, find and replace text; spell check; and work with graphics. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #20284 2 Thursdays, 7/29-8/5, 6-9 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: Kristin Violette

Word Processing for Older 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 keyboard and mouse skills recommended.
CRN #20285 2 Thursdays, 6/17-6/24, 1-4 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: Ray Burrington

SPREADSHEETS

QuickBooks Introduction
Students will learn how to set up a QuickBooks company; enter account opening balances; create and customize company lists; set up inventory; and sell products. Instructor will provide handouts. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #20286 2 Wednesdays, 6/2-6/9, 6-9 p.m. MCC Bldg. LRC B141
Fee: $95
Instructor: Annabel Pedemonti

QuickBooks Intermediate
For individuals who have a working knowledge of QuickBooks and the desire to delve into the more advanced functions of this popular software, this hands-on class will focus on questions and problems that more advanced students may encounter. Instructor provides handouts. Prerequisite: QuickBooks Introduction, equivalent experience or permission of instructor or computer coordinator.
CRN #20287 2 Wednesdays, 6/16-6/23, 6-9 p.m. MCC Bldg. LRC B141
Fee: $95
Instructor: Annabel Pedemonti

Excel 2003 Introduction
Use the Microsoft Excel 2003 spreadsheet to combine number-crunching capabilities and database operations into an outstanding report and gain an understanding of formulas and functions. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #20288 2 Thursdays, 6/17-6/24, 6-9 p.m. MCC Bldg. LRC B141
Fee: $95
Instructor: Kristin Violette

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, keyboard and mouse skills.
CRN #20289 2 Thursdays, 8/12-8/19, 6-9 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: Chuck Schwartz

Excel for Older Adults
Learn how to use a spreadsheet to perform calculations on your computer. Spreadsheets can be used to track budgets, stocks and more. You will become familiar with Excel’s features and functions that will help you develop spreadsheets to control personal and business finances. Join us in a relaxed atmosphere where questions are encouraged and welcome. Instructor provides handouts. Prerequisite: Basic keyboard and mouse skills.
CRN #20290 2 Tuesdays, 8/10-8/17, 1-4 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: Margaret Gordon

DATABASE

Database Introduction
In this technology-driven environment, database knowledge is essential. This course will introduce you to the fundamental concepts of database systems and acquaint you with the use of current relational database systems. You’ll learn about data models, data independence, data abstraction, the advantage of database systems, data storage and query processing, and database system architecture and design. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #20292 2 Thursdays, 6/3-6/10, 6-9 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: Marc Cohen

Oracle Database 10g and PHP Web Programming
Explore how to capture web data using the web’s most popular programming tool, PHP. Students will learn how to integrate PHP programming with Oracle, the world’s most popular database program. Topics will include an overview of Oracle, Apache and PHP. Students will learn how to write web pages using PHP variables, operators, data types, arrays, functions, and objects along with Oracle SQL queries and transactions. Required text: Oracle Database 10g Express Edition PHP Web Programming, available at the MCC Bookstore for approximately $55. Prerequisite: Database Concepts Essential. Oracle experience recommended. Programming skills helpful.
CRN #20205 2 Fridays, 6/4-6/11, 9 a.m.-4 p.m. MCC Bldg. LRC B142
Fee: $195
Instructor: Steven Moore

Access 2007 Introduction
Access 2007 is here! Learn basic database concepts, create tables, set data entry rules, and create queries, forms and reports. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #20313 2 Thursdays, 6/17-6/24, 6-9 p.m. MCC Bldg. LRC B142
Fee: $95
Instructor: Marc Cohen
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 Windows, keyboard and mouse skills. Prior networking experience is not required.
CRN #20297 2 Tuesdays, 7/6-7/13, 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 e-mail 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 (Wi-Fi) and learn how to share printers and other resources on the network. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #20298 2 Thursdays, 7/15-7/22, 6-9 p.m. MCC Bldg. LRC B141
Fee: $95
Instructor: John Bolduc

TROUBLESHOOTING & SECURITY

Be Your Own PC Tech I
Why pay for expensive upgrades if you can learn how to do them yourself? This class covers hardware issues from the motherboard to the operating system. 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. Instructor provides handouts. Prerequisite: Basic Windows and PC hardware knowledge.
CRN #20281 2 Tuesdays, 6/8-6/15, 6-9 p.m. MCC Bldg. LRC B141
Fee: $95
Instructor: John Bolduc

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 web site. Prerequisite: Be Your Own PC Tech I or permission of the instructor or computer coordinator.
CRN #20282 2 Tuesdays, 6/22-6/29, 6-9 p.m. MCC Bldg. LRC B141
Fee: $95
Instructor: John Bolduc

Of Similar Interest
• Photography courses on page 30-31

AutoCAD 2010 Certification Preparation
This course covers the performance tasks that have been identified by Autodesk as being included on the AutoCAD 2010 Certified Associate Examination. The course shows a student 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. The following topics are covered: basic object and geometric construction and editing tools, object properties and organization, orthographic views in multi-view drawings, basic dimensioning and notes, templates and plotting, parametric drawing tools, section views, assembly drawings and blocks. Required text: AutoCAD 2010 Tutorial - First Level: 2D Fundamentals, available at the MCC Bookstore for approximately $50 (includes 13 month license for AutoCAD 2010 and AutoCAD Certified Associate Examination Reference Guide). Prerequisite: Basic Windows, keyboard and mouse skills.
CRN #20296 12 Fridays, 6/4-8/27 (does not meet 7/2), 6-9 p.m. MCC Bldg. LRC B222 Fee: $395
Instructor: Steven Bloom

Adobe Photoshop Elements Introduction (PC)
Adobe 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 #20306 2 Tuesdays, 7/20-7/27, 6-9 p.m. MCC Bldg. LRC B142 Fee: $95
Instructor: Richard Hoyer

Adobe Photoshop Elements: The Next Step (PC)
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; duo-tone 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 provides handouts. Prerequisite: Familiarity with Photoshop Elements or Photoshop Elements Introduction course.
CRN #20307 2 Tuesdays, 8/3-8/10, 6-9 p.m. MCC Bldg. LRC B142 Fee: $95
Instructor: Richard Hoyer

Adobe Premiere Elements Introduction
Use Premiere Elements to quickly and easily create your own video productions with professional touches. Prerequisite: Basic Windows, keyboard and mouse skills required.
CRN #20303 2 Tuesdays, 8/17-8/24, 6-9 p.m. MCC Bldg. LRC B142 Fee: $95
Instructor: Richard Hoyer
Video Production (VP1): Intro to Video Camera & Techniques

This comprehensive course in basic video cameras, technology, standards and controls for video production is for emerging video professionals who want to become technically proficient and creatively adept with digital video cameras. Through lectures, demonstrations, field exercises, and critiques, this class covers the introduction to digital cinematography, video technology and the creative use of the video camera. The class sets up interviews, covers scenes, works with continuity, and shoots B-roll footage. Image quality, composition, camera moves and basic visual storytelling techniques are explored.

Note: Students are required to purchase Mini-DV cassettes, 60 minute tapes, available at major consumer stores for approximately $5 each.

There is no prerequisite.

CRN #20319 2 sessions, Monday & Tuesday, 6/14-6/15, 9 a.m.-4 p.m.
MCC Bldg. LRC B116 Fee: $225
Instructor: Andrew Gernhard

Available software for Summer 2010 includes:

- Windows XP
- Windows 7
- Access 2007
- Microsoft SQL Server 2008
- Visual Studio 2008
- XNA Game Studio

Please check with your instructor to see if your course qualifies for MSDNAA software.

Video Production (VP2): Intro to Final Cut Pro Editing

Students will continue their education and exercises from VP1 and use the camera to review techniques and be introduced to Final Cut Pro Editing. This hands-on course introduces students to the basic interface of Final Cut Pro. Students learn to perform basic editing functions while being familiarized with the user interface. Topics include basic setup, adjusting and customizing preferences and settings, capturing video and audio, editing and trimming techniques, audio editing, titles, finishing, and final output. This class is designed for anyone looking to edit professional quality video using Final Cut Pro and for those who prefer interactive instruction. Note: Students are required to purchase Mini-DV cassettes, 60-minute tapes, available at major consumer stores for approximately $5 each.

Prerequisite: Basic Mac, keyboard and mouse skills required.

CRN #20320 3 sessions, Wednesday, Thursday & Friday, 6/16-6/18, 9 a.m.-4 p.m.
MCC Bldg. LRC B207 Fee: $325
Instructor: Andrew Gernhard

Video Production (VP3): Video Production Project

Students will continue their education and exercises from VP1 & VP2 and use the camera and Final Cut Pro Editing techniques to complete a short subject video project. Students develop ideas to research, scout, and prepare a short story subject which they will shoot and edit during the workshop for presentation and critique by the class conclusion. Students will continue their education and exercises from VP1 & VP2 and use the camera and Final Cut Pro Editing techniques to complete a short subject video project. This comprehensive course includes the basic interface of Final Cut Pro. Students learn to perform basic editing functions while being familiarized with the user interface. Topics include basic setup, adjusting and customizing preferences and settings, capturing video and audio, editing and trimming techniques, audio editing, titles, finishing, and final output. This class is designed for anyone looking to edit professional quality video using Final Cut Pro and for those who prefer interactive instruction. Note: Students are required to purchase Mini-DV cassettes, 60-minute tapes, available at major consumer stores for approximately $5 each.

Prerequisite: Video Production VP1 and Video Production VP2 courses.

CRN #20321 3 sessions, Monday, Tuesday & Wednesday, 6/21-6/23, 9 a.m.-4 p.m.
MCC Bldg. LRC B207 Fee: $325
Instructor: Andrew Gernhard

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

www.mcc.commnet.edu
Each participant in Cuisine classes should bring an apron, potholder, knife, eating utensils, plate, and container for leftovers.

Cooking with Chilies: Soups, Salads and Appetizers
Discover the wonderful world of chilies, from sweet and smoky to hot and spicy. Focusing on soups, salads and appetizers, we’ll learn how to prepare fresh and dried Mexican chilies in authentic Mexican dishes, such as Chicken Tortilla Soup, Handmade Masa Sopas (fresh griddled tortillas) with Chipotle (smoked, dried jalapeno peppers, reconstituted into a sauce) and Pork Tinga (tomatoes, onions, and chipotle stewed and pureed into a sweet and smoky sauce, with meat added and slowly braised) and Homemade Queso Fresco (a mild, fresh cheese from cow’s milk), and Cactus Salad with a Creamy Roasted Poblano (a green, medium-sized chili with a rich flavor) Dressing. Materials fee: $15, payable to instructor at the beginning of class.
CRN #20690 1 Saturday, 6/26, 10 a.m.-1 p.m. MCC Bldg. GPA GP213 Fee: $45
Instructor: Rachael Brown earned a culinary arts degree from Johnson and Wales University and a Master’s in Education from Central Connecticut State University, and teaches in the culinary arts program at Windham Technical High School. She also teaches culinary classes for MCC’s Excursions in Learning Children’s Program.

Cooking with Chilies: Entrees and Dessert
We’ll continue our exploration of sweet and smoky or hot and spicy chilies into the realm of entrees and desserts. Using both fresh and dried Mexican chilies, we will prepare authentic Mexican dishes, such as Cheese and Vegetable Stuffed Enchiladas with a Red Guajillo (a dark red, dried chili, slightly sweet and zesty) Chili Sauce (sweet and zesty), Pork and Raisin Stuffed Poblano Peppers with a Creamy Walnut Sauce, and a Chipotle Molten Chocolate Cake with Cinnamon Whipped Cream. Materials fee: $25, payable to instructor at the beginning of class.
CRN #20691 1 Saturday, 7/10, 10 a.m.-1 p.m. MCC Bldg. GPA GP213 Fee: $45
Instructor: Rachael Brown

Prepare Your Own Five-Course Italian Dinner
In this hands-on class, we will prepare and enjoy an authentic five-course Italian dinner. For the appetizer, we’ll serve Saltimbocca (sautéed veal, prosciutto, and sage), followed by Insalada Rustica (arugula, pears, candied walnuts, and Parmesan cheese, with honey and oil dressing). The primo piatto (first dish) will feature Amatriciana (homemade tomato sauce with pancetta and buccatini pasta); for the secondo piatto (second dish), we’ll enjoy Chicken Parmesan (sautéed boneless chicken breasts with Parmesan cheese and prosciutto). And for the dolci, surprise desserts. Materials fee: $10, payable to instructor at the beginning of class.
CRN #20689 1 Saturday, 6/19, noon-4 p.m. MCC Bldg. GPA GP213 Fee: $55
Instructor: Rebecca Brown earned a culinary certificate and degree in Food Service Management and Hospitality from MCC. She apprenticed at the Zeppelin Ristorante in Orvieto, Italy, caters “Italian Dinners for Eight,” and teaches private Italian cooking classes.

Summer’s Sweet and Savory Tarts
Enjoy summer as you discover how to make versatile tarts and Galettes (a thin, round French pastry with many variations), both of which start with a great crust. You’ll learn a fabulous, fool-proof recipe that will demystify the process. You will also learn some ways to work with prepared puff pastry. Our menu will include: Chopped Salad with Sherry Vinaigrette; Gruyere, Leek and Artichoke Tart with Fresh Herb Pastry; Spiced Peach, Pancetta and Gorgonzola Tart; Summer Berry Galette; and Creamy Almond Gelato. You may bring in your favorite bottle of wine to enjoy with the meal (you must be at least 21 years of age to bring and drink wine). Please bring a sharp knife and apron. Materials fee: $16, payable to the instructor at the beginning of class.
CRN #20788 1 Friday, 7/9, 6-9 p.m. MCC Bldg. GPA GP213 Fee: $50
Instructor: Lisa Montag Weikert

Dining Al Fresco
Learn new culinary skills while preparing the perfect menu for a summer evening. We will begin the meal by preparing Gingered Leek and Carrot Vichyssoise and Lentil Salad au Lardon, followed by Seared Salmon with Lemon Vermouth Reduction, accompanied by Crispy Charred Lemon Broccoli and Creamy Polenta. For dessert, we’ll make Homemade Blueberry Galette. You may bring in a bottle of your favorite wine to enjoy with the meal (you must be at least 21 years of age to bring and drink wine). Please bring a sharp knife and apron. Materials fee: $16, payable to the instructor at the beginning of class.
CRN #20688 1 Friday, 6/25, 6-9 p.m. MCC Bldg. GPA GP213 Fee: $50
Instructor: Lisa Montag Weikert has her teacher certification and B.S. in family and consumer science, and is also certified in baking and pastry arts from the West Palm Beach Culinary Institute. A culinary teacher at Newington High School and an instructor at Sur La Table in Canton, she also instructs culinary classes for private parties and clubs.

Dinner with the Flavors of Provence
Explore the rich and varied cuisine of Provence. Learn new culinary skills and techniques in this hands-on class. Begin by creating your own rendition of Herbes de Provence, which will be used throughout the evening for the tantalizing essence and aromas of Provencal cuisine. Our menu will include: Soupe de Moules Safranée (Mussel and saffron soup); Filets de Poisson au Pistou (Seared fish filets with prepared puff pasta, a French version of Italian pesto); Tian Provencal cuisine. Our menu will include: Soupe de Moules Safranée (Mussel and saffron soup); Filets de Poisson au Pistou (Seared fish filets with prepared puff pasta, a French version of Italian pesto); Tian Provencal (Zucchini and Tomato Bake); Pommes de Terre Paillasson (Straw Potato Cakes); and Mousse au Chocolat (Chocolate Mousse). You may bring a bottle of your favorite wine to share and complement the dinner. Please note: you must be at least 21 years of age to bring and drink wine. Please also bring a sharp knife and apron. Materials fee: $16, payable to the instructor at the beginning of class.
CRN #20789 1 Friday, 7/16, 6-9 p.m. MCC Bldg. GPA GP213 Fee: $50
Instructor: Lisa Montag Weikert

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

Summer 2010 Credit-Free Catalog
Cuisine

The World of Pasta-ilities
Learn some pasta history, plus modern techniques, while we focus on tips and shortcuts to making fresh pasta, as well as dried pasta. Recipes will include Fresh Squash, Tomato Herb, and Orange Curry Pastas, with Mushroom Duxelles, Hazelnut and Squash fillings. Sauces will showcase Cherry Tomatoes with Garlic, Spinach Raisins and Herbs, Spinach Pecan Pesto, and a recipe for Orange Sesame Noodles. Materials fee: $11, payable to instructor at the beginning of class.

CRN #20711 1 Thursday, 6/10, 6:30-8:30 p.m. MCC Bldg. Lowe L293 (South Kitchen), meet at Culinary Arts Center Fee: $50
Instructor: Ken Bergeron is a certified executive chef through the American Culinary Federation, with 35 years of professional cooking experience. He has been recognized as Chef of the Year through the Connecticut Chefs Association and is the author of Professional Vegetarian Cooking.

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: $11, payable to instructor at the beginning of class.

CRN #20708 1 Thursday, 6/24, 6:30-8:30 p.m. MCC Bldg. GPA GP213 Fee: $50
Instructor: Ken Bergeron

Tofu: Now that I Bought It, What Do I Do With It?
Don’t underestimate this versatile and nutritious food. Our award-winning chef will talk about the different types of tofu, and how it can be used and served. You will learn basic handling techniques of tofu, and then observe how it’s prepared in three different ways: roasted; in a savory salad as an almond cutlet; and in a dessert as silken tofu. Enjoy the results while learning! Materials fee: $11, payable to instructor at the beginning of class.

CRN #20709 1 Thursday, 7/22, 6:30-8:30 p.m. MCC Bldg. GPA GP213 Fee: $50
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 #20687 1 Saturday, 8/7, 10 a.m.-noon MCC Bldg. GPA GP213 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.

Make Your Own Wedding Cake!
Even with no cake decorating experience, you can make a delicious and show-stopping wedding cake for yourself or any bride, while saving hundreds of dollars! In the first class, we will address baking techniques and varieties of wedding cakes, including tasting different cakes and frostings. For the second class, we will focus on how to begin from your own paper design. As a finale, you will bring in a small cake that you bake at home, and there will be hands-on practice with frosting and decorating designs. Even low budget cakes can have spectacular size, design or unusual features. The instructor will provide handouts. Materials fee: $10, payable to the instructor at the beginning of the first class.

CRN #20763 3 Wednesdays, 7/14-7/28, 6:30-9 p.m. MCC Bldg. GPA GP213 Fee: $130
Instructor: Karen Sladyk has studied cake and candy decorating from master teachers across the country and is a member of ICES, a group focused on cake decorating. She has a Ph.D. in adult education from the University of Connecticut.
New England Lighthouses
Lighthouses have appeal for a variety of reasons: the nostalgia that they evoke; their engineering, architectural and design features; their splendid locations; their symbolism as beacons of safety and security; and their roles in history. Whether you’ve visited many lighthouses, only a few of them, or even none, you will find this course fun and informative. We will focus on the lighthouses of southern New England, past and present, and their history, structure, and current condition. The course will also include information about lighthouses elsewhere in New England, throughout the U.S. and Canada, and around the world.

CRN #20624 3 Mondays, 6/7-6/21, 6-8 p.m.  MCC Bldg. GPA GP142  Fee: $60
Instructor: Barbara King has an M.A. in history, and has taught high school and college history courses. She is also teaches other courses in the Credit-Free program at MCC.

Voices from the Grave
Graveyards and burial grounds are a storehouse of history and culture. We will focus on New England burial grounds during the years 1620-1799. Learn how to interpret the symbolism of the carvings in headstones and appreciate the carvers’ artistry, understand the basics of headstones and footstones, and study some great epitaphs. The second class will meet at the Norwich Burial Ground in Norwich, CT, where we will examine the tomb of our country’s first President (of the thirteen colonies), as well as the memorial honoring Rochambeau’s soldiers who died nearby and every other type of headstone imaginable. Directions to Norwich will be provided during the first class. Learn this fascinating way of exploring the past. You’ll never look at graveyards the same again!

CRN #20623 2 sessions, Monday, 6/7, 6:30-8:30 p.m.  MCC Bldg. GPA GP138 & Saturday, 6/12, 9-11 a.m., meet at Norwich Burial Ground Fee: $35
Instructor: Bruce Sandy has a B.A. and teacher’s certification from the University of Massachusetts and a master’s of divinity. His passion for teaching, public speaking, photography, and history come together in this course.

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.

CRN #20631 6 Tuesdays, 6/8-7/13, 6:30-8 p.m.  MCC Bldg. Lowe L155  (Aerobics Studio) Fee: $99 (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.”

Ballet for Beginners
Learn the graceful art of ballet! The basic fundamentals, including feet and arm positions, as well as proper body alignment, will be taught. Students will also learn the French vocabulary behind this dance form and make a connection between the ballet terminology associated with each movement or series of movements. Each class will consist of warm-up exercises at the barre; center work, including stretching, adagio or slow movements, petit allegro or quick movements, and grand allegro or large, moderate tempo movements; and across-the-floor combinations, utilizing balance, core control, and proper body posture.

CRN #20621 6 Thursdays, 6/3-7/8, 6-7 p.m.  MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $65
Instructor: Ann Schwenzer is owner and artistic director of A Dancer’s Palette in Canton, CT. She graduated from Rutgers University with a bachelor’s degree in dance and landscape architecture. She has performed with many talented artists, including the African hip-hop company, “Mzawa Danz” and the modern dance company, “Dirt Dancers.” Her modern choreography, “Gravity of Love,” was selected and featured at the 2009 CT Dance Alliance’s event, “Out for Art.”

Of Similar Interest
• Fitness courses on pages 21-22
Dance

**Intermediate Ballet**

Sharpen your ballet skills. Students at an intermediate level will work to further improve their technique through proper body alignment, including feet and arm positions, as well as correct execution of exercises at the barre. In the center, we’ll practice the connection of movements to create the graceful flow (or fluidity) that is ballet’s hallmark. Ballet terminology will be expanded upon, and barre, centerwork, and across-the-floor combinations will increase in level and speed. Balance, core control, and proper body posture will be emphasize throughout the course.

Prerequisite: Ballet for Beginners, or some ballet experience.

**CRN #20622** 6 Thursdays, 7/15-8/19, 7:15-8:45 p.m.

**MCC Bldg. Lowe L155 (Aerobics Studio)** Fee: $90

Instructor: Ann Schwenzer

**Broadway Jazz**

Learn to dance like a Broadway star! Move in the jazz styles of well-known musicals, such as A Chorus Line, West Side Story, Footloose, and Chicago. Study choreography from several shows and learn the magic that takes place on stage. Each class will consist of a warm-up from head to toe; center work, including plies; kicks; stretching; core strengthening; across-the-floor combinations, including stylized walks, leaps, turn, and jumps; and will end with a section of choreography.

**CRN #20633** 6 Thursdays, 6/3-7/8, 7:15-8:45 p.m.

**MCC Bldg. Lowe L155 (Aerobics Studio)** Fee: $90

Instructor: Ann Schwenzer

**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.

**CRN #20722** 6 Wednesdays, 7/7-8/11, 7-9 p.m.

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

Instructor: Oswaldo Tirano

**Movement Improvisation**

Release your inner, creative spirit! Work in groups, partners and individually in this atypical class that will help you to expand your conceptions of movement. Create movements from an idea or sequence of ideas. Perhaps your movements will even tell a story or turn into a dance. Movement improvisation exercises with and without props will be used as a tool for developing creative thinking. Come join us for this exciting and unusual class.

**CRN #20632** 6 Thursdays, 7/15-8/19, 6-7 p.m.

**MCC Bldg. Lowe L155 (Aerobics Studio)** Fee: $65

Instructor: Ann Schwenzer

**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 #20746** 4 Tuesdays, 6/8-6/29, 7-9 p.m. **MCC Bldg. GPA GP136**

**CRN #20747** 4 Tuesdays, 7/13-8/3, 7-9 p.m. **MCC Bldg. GPA GP136** Fee: $99

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.

Please check out the Fall ‘10 Credit-Free Catalog for a more extensive listing of Drama courses.
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 #20790 6 Thursdays, 6/17-7/22, 6-8 p.m. MCC Bldg. GPA GP142 Fee: $95
Instructor: Burton L. Schweitzer, Ed.D., was a professor of English at MCC for nearly 30 years. He is now an adjunct professor at the College.

ESL: Conversation, Customs and Culture I
Come practice your English in a fun, relaxed and informal setting, while learning about American customs and culture. We will discuss the meaning of idioms and what to do and say in a variety of everyday practical and social situations, such as working, traveling, and celebrating holidays. Practice your communication skills, as you share aspects of your culture with your classmates and explore your common interests. 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 #20638 4 Tuesdays, 6/15-7/6, 6-9 p.m. MCC Bldg. GPA GP156 Fee: $105
Instructor: Amy Hanover earned her M.S. in TESOL at Temple University and has taught ESL classes at the Nationalities Service Center in Philadelphia.

ESL: Conversation, Customs and Culture II
In this continuation of ESL: Conversation, Customs and Culture I, topics such as home, money, the environment, and social issues will form the basis of our discussions. Both new and continuing students are welcome. 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 #20639 4 Tuesdays, 7/13-8/3, 6-9 p.m. MCC Bldg. GPA GP156 Fee: $105
Instructor: Amy Hanover

TOEFL Practice: Preparation for the Test of English as a Foreign Language
Do you need to pass the TOEFL Exam for entrance to a college or university? We will review specific reading, writing, listening, and speaking strategies that will help you to test successfully. Exam locations (not offered at MCC) and how to register will also be discussed. Handouts will be provided.

CRN #20713 2 Saturdays, 7/10-7/17, 9 a.m.-noon MCC Bldg. GPA GP139 Fee: $55
Instructor: Amy Hanover

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 6 CDs to the MCC Library to obtain the material necessary for class.

CRN #20640 12 sessions, Mondays & Wednesdays, 6/14-7/26 (does not meet 7/5), 7-9 p.m. MCC Bldg. GPA GP139 Fee: $210
Instructor: Ricardo Canal earned his B.A. in English, with a concentration in writing, at the University of Hartford and a master’s degree in TESOL (Teaching English to Speakers of Other Languages), with a concentration in linguistics, at Central Connecticut State University. During the academic year, he teaches ESL credit courses at MCC.

GED CLASSES AT MCC
Mandatory orientation and registration for classes beginning in early September
Provided at NO CHARGE
by Vernon Regional Adult Basic Education

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

Of Similar Interest
• Medical Terminology on page 4
Family, Finance & Consumer Issues

Understanding Your Town’s Budget and Its Impact on You
Do you know what your town is doing with your tax dollars? Do you realize that once your town’s governing body votes to approve a budget, it becomes law for the period it covers? You, as an individual, can have an impact on how your town spends your tax dollars, but first you must understand how towns develop and administer the budget that your tax dollars support. You will learn how to read a town budget, understand the municipal budget process, learn how your town calculates your property taxes, and become educated in what questions to ask at public hearings. Please join us for this informative and practical course.
CRN #20769 3 Mondays, 7/12-7/26, 6-8 p.m. MCC Bldg. GPA GP143
Fee: $70
Instructor: James Michel earned his M.B.A. from the University of Hartford. He works as an audit director in Acta’s Finance Department, and was previously the chief financial officer for the Metropolitan District Commission’s (MDC) Water/Sewer Authority in Hartford. He also chaired the finance committee for Bloomfield’s Board of Education for six years.

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: understanding home affordability and gaining access to a home budget resource; 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; overview of the mortgage process; governmental changes impacting the mortgage industry and how they impact you; and rent vs. own. There will be handouts regarding each of the topics to aid in the learning of the material.
CRN #20778 1 Monday, 6/21, 7-9 p.m. MCC Bldg. GPA GP143
Fee: $15
Instructor: Eric Kincheloe has nearly 12 years of mortgage lending experience. He also has experience in training other mortgage professionals, and is currently a branch partner for a national lender and a Certified Mortgage Planning Specialist.

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 #20779 1 Wednesday, 6/16, 7-9 p.m. MCC Bldg. GPA GP137
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.

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 #20780 1 Wednesday, 6/30, 7-9 p.m. MCC Bldg. GPA GP136
Fee: $15
Instructor: Jan Johnson

My Neighbor Has a Living Trust—Should I?
What is a Living Trust and is it right for you? Do you need a Living Trust to avoid Probate Court? Is Probate lengthy and expensive? You’ll get answers to these questions and many more from an experienced attorney and teacher. Topics will include the concept of “funding” a Living Trust and whether it is needed to reduce estate taxes; the difference between a Living Trust and a Last Will and Testament; and why the way you title your assets is so important. Let’s take the confusion out of the process! Informational booklet is included with the course fee.
CRN #20776 1 Tuesday, 7/13, 6:30-8 p.m. MCC Bldg. GPA GP139
Fee: $15
Instructor: Paul Czepiga is a practicing attorney with Czepiga & Daly LLC of Newington.

Strategies that Prevent You from Going Broke at the Nursing Home
Should you give your home to your children? How can you get the State to pay for nursing home care? Come learn about Medicaid and the new laws that Congress passed in 2006. You’ll get examples on how single individuals and married couples can qualify for Medicaid benefits, while keeping their assets, even with the recent changes in the law. Provided that you know the rules and plan ahead, a married couple or individual can still protect assets. You will also learn about long-term care insurance and in what situations such insurance is necessary. Let’s take the confusion out of the process; get your questions answered by an experienced attorney and teacher. Informational booklet is included with the course fee.
CRN #20777 1 Tuesday, 7/20, 6:30-8 p.m. MCC Bldg. GPA GP139
Fee: $15
Instructor: Paul Czepiga
Pilates for Beginners
Students will learn the basics of the Pilates method and apply these skills to the development of strength, flexibility, and body awareness. The course will focus on mat-based exercises, designed to firm and tone muscles in the core and limbs, while improving posture and balance. Only appropriate work-out clothes and non-marking shoes must be worn during class (no street shoes, bare feet, heels, boots, sandals, or cleats). Students are expected to bring their own mats; please also bring a combination lock in order to secure your personal belongings during class.

CRN #20663 8 Saturdays, 6/12-8/14 (does not meet 7/3 & 7/10), 9:45-10:45 a.m. MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $75
Instructor: Karen Zook, M.A., is a STOTT-Pilates-trained instructor, who also teaches Pilates in other area fitness programs. When she isn’t teaching or studying toward her Ph.D. in Comparative Literary and Cultural Studies at the University of Connecticut, she is bicycling or training for her next triathlon.

Intermediate Pilates
Students will continue with their practice of the Pilates method, using intermediate versions of mat-based exercises. Students must have prior Pilates experience. Only appropriate work-out clothes and non-marking shoes must be worn during class (no street shoes, bare feet, heels, boots, sandals, or cleats). Students are expected to bring their own mats; please also bring a combination lock in order to secure your personal belongings during class.

CRN #20664 8 Saturdays, 6/12-8/14 (does not meet 7/3 & 7/10), 8:30-9:30 a.m. MCC Bldg. Lowe L155 (Aerobics Studio) Fee: $75
Instructor: Karen Zook

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 sessions from the three 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 #20671 16 sessions - Choose from any combination of the following schedules:
• Mondays & Wednesdays, 6/2-7/28 (does not meet 7/5), 7:30-8:30 p.m.
• Tuesdays & Thursdays, 6/1-7/22, 5:30-6:30 p.m.
• Saturdays, 6/5-7/25 (does not meet 7/3), 9-10 a.m.
Fee: $160
Instructor: Malee Khow, president of the U.S.A. National Tai Chi Chuan Federation, has studied and practiced the martial arts for more than 30 years. She is an international Wushu judge and multiple gold winner in international competition.

Zumba® Fitness
The Zumba® fitness program fuses hypnotic musical rhythms and tantalizing moves to create a dynamic workout system designed to be fun and easy. The program features interval training techniques whereby fast and slow rhythms and resistance training are combined to tone and sculpt your body while burning fat. Add some Latin flavor and international zest to this cardiovascular workout and you’ll experience an absolute blast in each exhilarating hour that will engage and captivate you for life! Please note: all students must complete and bring to the first class a Physical Activity Readiness Questionnaire (PAR-Q) form, available on MCC’s Form Depot under Continuing Education: www.mcc.commnet.edu/students/depot/PAR-Q.pdf. You will not be allowed to participate in this course until the instructor has your form. Should medical clearance by your physician be necessary, you will need to consult and obtain permission from your physician prior to attending the first class. Please bring a combination lock in order to store your personal belongings during class. Appropriate workout clothes and footwear must be worn in compliance with the Fitness Center’s Rules and Regulations, which can be accessed at: www.mcc.commnet.edu/athletics/fitnessRules.php. To learn more about Fitness Center’s Rules and Regulations, which can be accessed at:

CRN #20665 3 Fridays, 6/5-6/19, 8:30-9:30 a.m. MCC Bldg. Lowe L155 (Aerobics Studio)
CRN #20666 3 Fridays, 6/5-6/19, 8:30-9:30 a.m. MCC Bldg. Lowe L155 (Aerobics Studio)
CRN #20667 3 Fridays, 6/25-7/16 (does not meet 7/3), 8:30-9:30 a.m. MCC Bldg. Lowe L155 (Aerobics Studio)
CRN #20668 3 Fridays, 6/25-7/16 (does not meet 7/3), 8:30-9:30 a.m. MCC Bldg. Lowe L155 (Aerobics Studio)
CRN #20669 3 Fridays, 7/30-8/13, 8:30-9:30 a.m. MCC Bldg. Lowe L155 (Aerobics Studio)
CRN #20670 3 Fridays, 7/30-8/13, 8:30-9:30 a.m. MCC Bldg. Lowe L155 (Aerobics Studio)

Of Similar Interest
• Yoga for Every Body on page 7
• The Alexander Technique on page 7
• Dance courses on pages 17-18
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. Each session begins with warm-ups and stretching before the cardiovascular segment, when you'll do basic punching and kicking moves to increase your heart rate. Then, spend time working with wave masters (a type of punching bag), and conclude your workout with some abdominal work and cool-down exercises. Because these are continuous classes, beginning students follow along with 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 #20672 8 sessions, Mondays & Wednesdays, 6/7-6/30, 7-8 p.m.
CRN #20673 8 sessions, Tuesdays & Thursdays, 6/8-7/1, 9:30-10:30 a.m.
CRN #20674 8 sessions, Tuesdays & Thursdays, 7/6-7/29, 9:30-10:30 a.m.
CRN #20675 8 sessions, Mondays & Wednesdays (begins on Wednesday), 7/7-7/8, 7-8 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. This challenging course is comprised of 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/AED training will prepare you to work successfully in the fitness field. To order the required textbook, for approximately $75, please call (888) 330-9487, or visit www.witseducation.com. The textbook should be purchased in advance and reviewed prior to first class. For the Fitness Center sessions, 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 these work-out sessions.
*Please note: this course requires a high degree of commitment to successfully complete.
CRN #20660 6 Saturdays, 6/12-7/24 (does not meet 7/3), 9 a.m.-4 p.m. MCC Bldg. Lowe L124 (9 a.m.-noon, classroom) & Lowe L154 (1-4 p.m., Fitness Center) Fee: $340
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 #20661 1 Saturday, 8/14, 9:30 a.m.-12:30 p.m.
MCC Bldg. Lowe L154 (Fitness Center) Fee: $60
Instructor: World Instructor Training School staff

WORKFORCE INVESTMENT ACT (WIA) FUNDING
For more information, please call your CT Works One Stop Job Center in Manchester at (860) 643-2222 or visit the web site at: www.ctdol.state.ct.us.

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 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 #20615 4 sessions, Mondays & Wednesdays, 6/7-6/16, 7-9:30 p.m.
MCC Bldg. Lowe L240
CRN #20616 4 sessions, Mondays & Wednesdays (begins on Wednesday), 7/7-7/19, 7-9:30 p.m. MCC Bldg. Lowe L240
CRN #20617 4 sessions, Mondays & Wednesdays, 8/2-8/11 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 #20618 1 Saturday, 6/19, 8:30 a.m.-4:30 p.m.
MCC Bldg. Lowe L240
CRN #20619 1 Saturday, 7/10, 8:30 a.m.-4:30 p.m.
MCC Bldg. Lowe L240
CRN #20620 1 Saturday, 8/14, 8:30 a.m.-4:30 p.m.
MCC Bldg. Lowe L240
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 #20676 2 Tuesdays, 7/6-7/13, 6-8 p.m. MCC Bldg, GPA GP139 (first class) & Gay City State Park (second class) Fee: $35

**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.

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**Growing Fruit in Your Backyard**

We all know how wonderful fresh-picked fruit tastes. Did you know that you can grow many of your favorite fruits right here in Connecticut? Learn the essentials of growing fruit, which ones are easier to grow, and which ones require more of your time. Don’t let the size of your yard discourage you, because fruit can be grown in yards of all sizes and even on patios. Please bring your questions.

CRN #20770 1 Thursday, 6/10, 7-9 p.m. MCC Bldg, GPA GP138

Fee: $20

**Instructor:** Mary Concklin has a bachelor’s degree in plant science and two master’s degrees in horticulture and education. She was a horticulture educator with Cornell University and Penn State Cooperative Extension for nearly 20 years.

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**Mah Jongg for Beginners**

Mah Jongg is a game of skill and chance with ancient Chinese origins. When the game was introduced to the West in the late 19th century, a real craze developed, and this enthusiasm has continued to grow. Mah Jongg keeps you mentally alert in a very engaging and relaxing way, provides a therapeutic effect on your mental and physical well-being, and is appropriate for all ages. This course will provide a brief history of the game, an overview of the names and suits of the 144 tiles, explanations of the rules, recommended tactics, and an opportunity to practice with fellow classmates.

CRN #20677 4 Thursdays, 6/3-6/24, 6-8:30 p.m. MCC Bldg, Lowe L142

Fee: $80

**Instructor:** Cecile Avila has been playing and teaching Mah Jongg for most of her life. Her classes have expanded to include several neighboring towns.

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**Pruning Flowering Shrubs and Small 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 and include hands-on demonstrations. All gardener levels are welcome. **The course will be held rain or shine; shelter is available if necessary.**

CRN #20700 1 Wednesday, 6/9, 6-8 p.m.

MCC Community Garden Fee: $20

**Instructor:** Bettylou Sandy

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**Pruning Vegetables and Flowers for Better Yields**

Improve your production of vegetables and flower blossoms by removing excess vines and plant stems, and knowing the best time and where on the plant to prune. Classroom discussion and hands-on demonstration of techniques will focus on a variety of plants You will see the difference that pruning makes by the increased beauty and production of your garden. All gardener levels are welcome. **The course will be held rain or shine; shelter is available if necessary.**

CRN #20701 1 Wednesday, 6/16, 6-8 p.m.

MCC Community Garden Fee: $20

**Instructor:** Bettylou Sandy

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**Community Gardening: Getting Started**

The term “community” is the key to community gardening. What better way to eat healthy food and get fresh air, sunshine and exercise than gardening with other people who want the same things! We will discuss ways to begin a community garden and how to sustain it. This class will be beneficial for all types and sizes of community and school-based gardens. All gardener levels are welcome.

CRN #20702 1 Wednesday, 6/23, 6-8 p.m. MCC Bldg, GPA GP214

Fee: $20

**Instructor:** Bettylou Sandy
Garden Problem Solving, Organically
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, you’ll receive answers to all your questions and organic tips for solutions in this informative discussion and hands-on demonstration for addressing your specific needs. All gardener levels are welcome. The course will be held rain or shine; shelter is available if necessary.
CRN #20703 1 Wednesday, 6/30, 6-8 p.m.
MCC Community Garden Fee: $20
Instructor: Bettylou Sandy

Drainage Solutions and Conserving Water for Home and Garden
Learn to save and use rain water through effective drainage. Whether your garden is on a hillside or on even ground, it is important to capture and use available rain water, rather than allowing it to run off and erode the soil. We will discuss the use of burns, swales, French drains, Victorian edging, and other forms of water collection to direct and retain rain water. Using gutters as a water source can also be an efficient way to redirect water for garden use. Achieve low maintenance gardening by learning to implement water solutions for your plants and drainage. This course is best suited for the intermediate or advanced gardener level.
CRN #20704 1 Wednesday, 7/14, 6-8 p.m. MCC Bldg. GPA GP214
Fee: $20
Instructor: Bettylou Sandy

Composting
By choosing to compost, reuse and recycle, we save money and reduce our contributions to landfills. Indoor and outdoor composting, and all of the different methods of composting, will be discussed. Through discussion and hands-on demonstration, you will learn why composting is important to gardening, what ingredients can be composted, and how this process can also help houseplants. All levels of gardening ability and interest are welcome. The course will be held rain or shine; shelter is available if necessary.
CRN #20705 1 Wednesday, 7/28, 6-8 p.m.
MCC Community Garden Fee: $20
Instructor: Bettylou Sandy

Fall Crops and Season Extenders for Organic Gardens
Vegetables can be grown beyond September and before May! Learn some tricks to extend your season at both ends of the growing year. Harvest vegetables into November, and then use the same principles in the spring to start sooner. Discussion and hands-on demonstration will include row covers, cold frames, sheeting, and mini-hot-houses (using plastic bottles). This class is for the gardener with some prior experience in vegetable gardening. The course will be held rain or shine; shelter is available if necessary.
CRN #20706 1 Wednesday, 8/4, 6-8 p.m.
MCC Community Garden Fee: $20
Instructor: Bettylou Sandy

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In May of 2009, MCC opened a new teaching and community garden in the lawn area beside Founders Drive South and before the entrance to Parking Lot C. Bettylou Sandy, Credit-Free gardening instructor, and Dr. Andrew Paterna, Sport & Exercise Studies professor and member of the Sustainability Committee, worked together to implement the project. In addition to a teaching garden, there are sections for departments and individuals to grow their own fruits, vegetables and flowers.

Some Credit-Free gardening classes will be held here. Convenient parking is available in Lot C.

Please refer to the Campus Map on page 52 for directions.

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MCC’s Credit-Free Programs seeks qualified instructors* in a variety of subjects for personal enrichment and professional development, including:

- Certified Nurse Aide Training
- Safe Serve Food Training
- Aerobics
- Kripalu® dance yoga
- Coaching skills for various sports
- Outdoor and indoor sports instruction
- Instrument instruction: saxophone, clarinet, cello, violin, bass & harmonica
- Green Technology and Sustainability topics
- Rocks and gems of Connecticut
- Special topics in world cultures, such as Japanese Tea Ceremony
- Special topics in art history, such as Surrealism
- Beekeeping
- Creative nonfiction and prose poetry writing workshops
- Introduction to Stargazing
- Languages not presently offered (see recent catalogs)
- Cuisine classes not presently offered (see recent catalogs)

* Master’s degree and some teaching experience, or equivalent qualifications, required

COME JOIN A DYNAMIC TEAM! FOR A PROSPECTIVE INSTRUCTOR PACKET, PLEASE CALL CONTINUING EDUCATION AT (860) 512-2800 OR STOP BY THE CONTINUING EDUCATION OFFICE, LEARNING RESOURCE CENTER, ROOM B147.
How to Build Your Own Sustainable or “Green” House
This introductory course is for those interested in building or renovating their home based on Green technology and Energy Star certification. We will examine the proper sequence from design to paint, and explain cost effective methods that will save you money. By building not just a green home but a smart one, you will increase your home’s value over time. We will also discuss how rebates, tax credits, and grants can benefit you.
CRN #20685 2 Wednesdays, 6/23-6/30, 6-9 p.m.  
MCC Bldg. GPA GP138  Fee: $70
Instructor: Peter Governale is a certified geothermal installer and a certified member of the Green Mechanical Council in HVAC. He is president of Tuscany Design Build, LLC, a geothermal grant inspector for the CT Clean Energy Fund (CCEF), and BPI-certified as a building analyst.

Design an Energy Plan for Your School
For parents, community members, civic leaders, and school and municipal administrators, this course will show you how to design an energy plan for your school. We will identify projects that offer an attractive return on investments, how to properly design and sequence a building using Green technology and concepts, and what grants may be available to you. Your new Green school could become a model for further development or renovation in your community!
CRN #20682 2 Wednesdays, 7/7-7/14, 6-9 p.m.  
MCC Bldg. GPA GP138  Fee: $70
Instructor: Peter Governale

Introduction to Mandarin Chinese
This introductory course is for anyone with an interest in the Chinese language—whether for academic studies or for those traveling to China on business or pleasure. We will cover the basics of phonetics, characters, numbers, culture, and travel. You will also receive an introduction to drawing Chinese characters. Learning will combine reading, speaking, listening and writing skills. Instructor will provide handouts.
CRN #20720 6 Thursdays, 6/17-7/22, 7-9 p.m.  
MCC Bldg. GPA GP139  Fee: $115
Instructor: Jin Hu received his master’s degree from Shanghai University in China and his Ph.D. from the University of Toronto. He is an engineer with Pratt & Whitney, as well as the past president of the Chinese Culture Center of Greater Hartford, Inc.

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 #20643 6 Tuesdays, 6/15-7/20, 6-8 p.m.  
MCC Bldg. GPA GP138  Fee: $115
Instructor: Atsuko Balon, a native speaker of Japanese, has been teaching Japan’s language and culture at MCC since 1997.

Introduction to Geothermal Heating and Cooling
What is geothermal heating and cooling? Learn the basic fundamental principles in geothermal design as it pertains to a new or existing building. The class will also explore the history of geothermal heating and cooling from its early history to 1993, when the Environmental Protection Agency rated geothermal as “the most energy-efficient, environmentally clean, and cost-effective space-conditioning system,” to its applications today.
CRN #20764 3 Thursdays, 6/24-7/8, 7-9:30 p.m.  
MCC Bldg. GPA GP138 Fee: $85
Instructor: Peter Governale

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: Spanish Now, Level 1, available at MCC Bookstore for approximately $19.
CRN #20644 6 Thursdays, 6/3-7/8, 7-9 p.m.  
MCC Bldg. V3 V131  Fee: $115
Instructor: Kathleen McLean has an M.A. and A.B.D. in Spanish/Latin American Studies from Duke University. She has also taught Spanish at Middlesex Community College.

Introduction to Spanish II
If you have taken Introduction to Spanish or have a basic knowledge of Spanish, then this course will help to consolidate and expand your skills. We will cover irregular verbs, prepositions, interrogatives, the difference between ser and estar, descriptive adjectives, limiting adjectives, and ordinal numbers, as well as expand our conversational vocabulary. We will also discuss the cultures of Latin America and Spain. Required text (same as the introductory level book): Spanish Now, Level 1, available at MCC Bookstore for approximately $19.
CRN #20645 6 Thursdays, 7/15-8/19, 7-9 p.m.  
MCC Bldg. V3 V131  Fee: $115
Instructor: Kathleen McLean
Languages

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 #20646 4 Tuesdays, 6/2-6/29, 7-9 p.m. MCC Bldg. GPA GP139 Fee: $99
Instructor: Carolyn Robins has a B.A. in Spanish from University of Connecticut and a graduate degree in management from Albertus Magnus College. She has taught Spanish at Berlin High School and East Catholic High School, and is also trained in American Sign Language.

French for Beginners
Learn the basic elements of the French language quickly and effectively, and begin speaking it in the very first class. While learning pronunciation and basic grammar, you will soon be able to introduce yourself and your family, talk about hobbies and interests, learn numbers, tell time, talk about the weather, and many other fun and useful topics. Required text: French is Fun, Book 1, 4th Edition, Amsco, available at MCC Bookstore for approximately $17.
CRN #20694 6 Thursdays, 6/2-6/29, 6-8 p.m. MCC Bldg. GPA GP143 Fee: $135
Instructor: Marianne Labergerie has an M.B.A. from Binghamton University and an M.S. from Rensselaer Polytechnic Institute. She has been a French teacher at the Alliance Française in Hartford since 2005.

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 #20647 4 sessions, Mondays & Wednesdays, 8/16-8/25, 7-9 p.m. MCC Bldg. GPA GP138 Fee: $115
Instructor: Dr. Akram Erik-Soussi

Beginning German
Do you have German ancestry? Or maybe you’re traveling there? Would you like the tools to understand Schubert’s Lieder or Brahms’ Requiem? 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 #20648 6 Wednesdays, 7/21-8/25, 7-9 p.m. MCC Bldg. GPA GP143 Fee: $135
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.

Continue with Beginning German
As a sequel to Beginning German, or if you have some prior German language experience, we will continue to improve on the basics of the language. Required text (same as introductory course): Learn German the Fun and Easy Way, Barron’s, available at MCC Bookstore for approximately $18.
CRN #20649 5 Tuesdays, 6/1-6/29, 7-9 p.m. MCC Bldg. GPA GP143 Fee: $110
Instructor: Elizabeth Baumbach

Advanced Beginning German
As a sequel to Beginning and Continue with Beginning German, or if you have prior German language experience, we will expand and improve on the basics of the language. Required text (same as the first two level courses): Learn German the Fun and Easy Way, Barron’s, available at MCC Bookstore for approximately $18.
CRN #20650 5 Wednesdays, 6/2-6/30, 7-9 p.m. MCC Bldg. GPA GP143 Fee: $110
Instructor: Elizabeth Baumbach

French for Beginners II
In this continuation of French for Beginners, or for any one with prior French language experience, students will further their learning of grammar, listening and speaking skills. We will also learn types of clothing, body parts, days of the week, months of the year, dates, weather, sports, and music. The course will continue with the same required textbook used in the introductory course: French is Fun, Book 1, Stein & Wald, available at MCC Bookstore.
CRN #20695 6 Thursdays, 7/22-8/26, 6-8 p.m. MCC Bldg. GPA GP143 Fee: $135
Instructor: Marianne Labergerie

Instructor Spotlight on...
Dr. Akram Erik-Soussi
lived in Italy for ten years and earned a doctoral degree from the University of Florence. He has taught Italian at Central Connecticut State University, the University of Hartford, and Mitchell College, as well as art history and languages for MCC since 1993.

Of Similar Interest
- Online Academy Language courses on page 43

www.mcc.commnet.edu  Credit-Free Phone-In Registration (860) 512-3232
Languages

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 #20696 8 Wednesdays, 6/9-7/28, 7-9 p.m. MCC Bldg. GPA GP156 Fee: $125
Instructor: Rima Martin is a native of Lithuania and speaks Lithuanian, Russian and Polish. She has 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 #20697 8 Thursdays, 6/10-7/29, 7-9 p.m. MCC Bldg. GPA GP156 Fee: $125
Instructor: Rima Martin

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 #20642 4 Wednesdays, 6/9-6/30, 6:30-8:30 p.m. MCC Bldg. GPA GP142 Fee: $75
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.

Accelerated Dutch for Travelers
Traveling to Holland for business or pleasure? Did you know that Dutch is also spoken in the Caribbean islands of Aruba, Bonaire, Curacao, Saba, St. Martin, and St. Eustatius? Make your travel to these places so much more enjoyable by learning conversational phrases and useful vocabulary for restaurants, hotels, transportation, museums, and meeting people. You will be able to read menus and order food, communicate hotel needs, ask for directions, book bus and train connections, exchange greetings, communicate emergency needs, and much more. Handouts will be provided.
CRN #20684 4 Wednesdays, 7/7-7/28, 7-9 p.m. MCC Bldg. GPA GP142 Fee: $75
Instructor: Lisa Korstanje-Lee is a native of Holland and speaks fluent Dutch. She is a graduate of MCC’s Computer Science program, and now works as a programmer, analyst and consultant.

Music

Sound off with GarageBand™
Learn to use Apple’s new GarageBand™ software to create, compose, and record music tracks on a computer. With this program it’s easy for the novice or experienced musician alike to perform, record, and create their own music. We will learn how to use pre-recorded loops and beats to compose, arrange, edit and mix, and add effects to make music and experimental sound compositions. So whatever your style is—symphonic, pop, rock, hip-hop, rap, techno, jazz, or experimental—using a Mac with GarageBand™ is a way to unleash the creative musical artist within.
CRN #20762 2 Fridays, 8/6-8/13, 6-9 p.m. MCC Bldg. AST D211 Fee: $95
Instructor: Richard Hoyer is a fine art, portrait and location photographer, with more than 20 years of fun and profit in the business. He also teaches photography in the adult education program at Worcester Art Museum. His work is exhibited regularly at galleries around the state.

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 #20728 6 Tuesdays, 6/22-7/27, 7-9 p.m. MCC Bldg. V2 V117 Fee: $190
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.
Music

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 #20787 6 Tuesdays, 7/6-8/10, 7-9 p.m. MCC Bldg. V2 V118 Fee: $95 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.

Vocal Instruction
Participants will learn breathing techniques, vocal warm-up exercises, vocal strengthening exercises, and how to identify and expand vocal range. This course includes ear, diction, rhythm, harmony training and basic music theory. Aspiring vocalists will discover proper body posture, and performance and voice-maintenance tips. With these new skills, you’ll be able to sing a dozen or so songs, with guitar accompaniment, from the instructor’s “Song Request List” of more than 250 pop, oldie, rock or country titles. A vocal evaluation, with suggestions for improvement, will be included for each student who asks for it. Participants must be at least 13 years of age. CRN #20635 6 Mondays, 6/28-8/9 (does not meet 7/5), 7:30-9 p.m. MCC Bldg. V2 V117 Fee: $130 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.

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.
NEW “Do Women Have to Appear Nude to Get into Museums?”: A Survey of Women Artists in the Wadsworth Atheneum

Why aren’t there more works by women artists hanging in museums? We’ll place the Wadsworth Atheneum’s collection of female artists in an historical context to uncover institutional and social biases that caused them to be under-represented. Enjoy beautiful images of the works of leading female artists and decide whether the mission of the Guerilla Girls (authors of this class’s title) was successful. You may even want to visit the Atheneum to see many of these works.

CRN #20781 1 Friday, 6/11, 11:30 a.m.-1 p.m. MCC Bldg. AST C209
Fee: $5
Instructor: Susan Meisler is the coordinator of Excursions in Learning, a children’s enrichment program at MCC. A former history teacher, she is museum docent at the Wadsworth Atheneum, where she shares her love of art and teaching.

NEW Broadway’s First Decades: 20th Century Beginnings

Today’s modern, 21st century Broadway musical was shaped and molded by composers in the early decades of the 20th century. Each added his own style and skills to fuel the fast growth of this uniquely American art form—the musical. We’ll take a look at who many experts consider to be the top five composers from these early decades—Cohen, Kern, Berlin, Porter, and Gershwin—and their contributions to Broadway’s magic and history. (Singing along is optional!)

CRN #20782 1 Friday, 6/25, 11:30 a.m.-1 p.m. MCC Bldg. AST C211
Fee: $5

Instructor: Barbara King has an M.A. in history, has taught high school and college history and psychology, and has been a trainer in business and state government. She teaches a variety of courses for MCC’s Credit-Free Programs.

NEW What is Chick Lit and Why is it Getting Such a Bad Rap?

Books aimed at mostly women readers—commonly known as “chick lit”—have become exceedingly popular, but the genre still gets very little respect from critics and mainstream authors alike. We will take a look at the history of this type of women’s literature and how this genre has grown beyond the definition of “books [that] feature everyday women in their 20s and 30s navigating their generation’s challenges of balancing demanding careers with personal relationships” (ABC News, Gena Binkley). This class will discuss the various sub-genres, and the adaptation of popular titles to film. The class will also have time to browse the MCC Library’s Chick Lit collection.

CRN #20783 1 Friday, 7/23, 11:30 a.m.-1 p.m. MCC Bldg. AST C211
Fee: $5

Instructor: Evelyn Angry-Smith is a reference and instructional librarian at MCC. She earned her master’s of library science degree at Southern Connecticut State University. Prior to working at MCC, she was senior librarian at Hartford Hospital’s Robinson Library, a nursing and allied health library.

For a more extensive listing of the Noon Institute’s ongoing programs, please refer to the Fall ’10 Credit-Free catalog.
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.

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 photos, 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.

Digital Camera RAW: 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. Prerequisite: Basic Windows, keyboard and mouse skills.

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.

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

www.mcc.commnet.edu
ADVANCED TECHNIQUES IN DIGITAL PHOTOGRAPHY SERIES

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

Instructor: Richard Hoyer

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

CRN #20719 1 Friday, 7/23, 6-9 p.m. MCC Bldg. AST D211 Fee: $50

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

CRN #20715 1 Friday, 7/30, 6-9 p.m. MCC Bldg. AST D211 Fee: $50

Of Similar Interest
• Digital Imaging & Design and Multimedia courses on pages 13-14
• Online Academy Photography courses on page 44
Professional Development

CERTIFIED FINANCIAL PLANNER

MCC has offered the Personal Financial Planning Certificate, a program approved by the Certified Financial Planner Board of Standards, Inc., for nearly 20 years. For the past two years, the program has been offered through Credit-Free Programs. In Fall 2010, the Personal Financial Planning Certificate will transition back to a Credit program in the Academic Division of the College.

Successful completion prepares you to sit for the CFP® exam. For more information about becoming a CFP®, please visit: www.CFP.net/become and www.mcc.commnet.edu/cfp, or contact the Program Coordinator at (860) 512-3003, ext. 7018.

NEW Certified Financial Planner (CFP) Review Course

This review course is strictly for students who plan to sit for the Certified Financial Planner (CFP®) exam in either July or November 2010. The exam (not included with this course; separate fee of $595) is administered by the CFP Board of Standards and allows students to obtain the right to use the CFP™ marks. Students will review the highlights of the 89 required topics covered in the 6 courses of the CFP Program at MCC, including Fundamentals of Financial Planning, Risk Management, Tax Planning, Retirement Planning, Investment Management, and Estate Planning. Important: you must register for the July exam by June 1. Exam registration and review book are available through the following web site: www.schweser.com/cfp/expr. Students should bring a lunch to the Saturday sessions. Required textbook: Essential Study Solutions Package, Kaplan Schweser, available through web site listed above, for approximately $449.

CRN #20745 6 sessions: 3 Fridays, 6/18-7/9 (does not meet 7/2), noon-5 p.m. & 3 Saturdays, 6/19-7/10 (does not meet 7/3), 9 a.m.-4 p.m.
MCC Bldg. AST C210 Fee: $775
Instructor: Hal Guy, CFP®, a Wealth Planning Advisor with Sagemark Consulting and has more than 20 years of experience in the financial services industry. He is a member of the Estate and Business Planning Council of Hartford, the Great Hartford Probate Forum, the Society of Financial Planners, and the Middlesex County Chamber of Commerce.

FINANCIAL PLANNER CERTIFICATE PROGRAM

TUESDAY, MAY 11, 5:30-7:00 P.M.
THURSDAY, JUNE 24, 5:30-7:00 P.M.
MCC Bldg. AST D229

Have your questions answered about the program, career opportunities, timing of the CFP® examination, and CFP® requirements. For more information, please contact the Program Coordinator at (860) 512-3003 ext. 7018.

Open House

CRN #20739 1 Saturday, 7/17, 9 a.m.-1 p.m. MCC Bldg. GPA GP138 Fee: $35
Instructor: David K. Ewen, M.Ed., has been a business consultant for Boston Voyager, a graphics design company; E.P. TelCo, a telecommunications contractor; Today’s Music Review, a promotional designer; and Ewen Prime, Inc., a publishing consultant.

Of Similar Interest

• Job Search with Your Computer on page 10
• Bring More Visitors to Your Web Site on page 11
• Promote Your Business on YouTube Using Windows Movie Maker on page 11

CAREER OPPORTUNITIES / SKILLS FOR THE WORKPLACE

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, and health regulations. 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. For more information, please visit: www.getsmartct.com. Please bring your lunch. Materials fee: $35, which includes S.M.A.R.T. booklet and other supplies, payable to instructor at first class.

CRN #20786 2 Saturdays, 8/7-8/14, 8:30 a.m.-4:30 p.m.
MCC Bldg. GPA GP136 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.

Build and Maintain a Successful Business

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

CRN #20739 1 Saturday, 7/17, 9 a.m.-1 p.m. MCC Bldg. GPA GP138 Fee: $35
Instructor: David K. Ewen, M.Ed., has been a business consultant for Boston Voyager, a graphics design company; E.P. TelCo, a telecommunications contractor; Today’s Music Review, a promotional designer; and Ewen Prime, Inc., a publishing consultant.

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.
Learn Your Leadership Style through the Enneagram
Ideal for business executives, small business owners, advisory boards, teachers, principals, parent groups, nonprofit staff, and other professionals. Enneagram Technology (ET) improves personal and professional effectiveness and efficiency by helping us to understand who we are and why we act the way that we do. Learn ET’s nine personality types, what your type is, and how these types function and interact with one another. Please note: students must bring to class a completed Enneagram profile, which can be processed online at: www.leadingwithknowledge.com (for a $12 fee, not included with course). Print out the entire score results and bring to class. This process takes approximately one-half hour.
CRN #20772 2 Wednesdays, 8/4-8/11, 7-9 p.m. MCC Bldg. GPA GP139 Fee: $45
Instructor: Christina B. Edelwich earned a master’s degree in education from the University of Connecticut and completed a two-year Connecticut Executive Management Program. She is a facilitator, trainer/educator, and team builder and a certified LifeWorx™ Enneagram Trainer and Consultant.

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. If you choose the Saturday section of the course, please bring your lunch. Required texts: Modern Real Estate Practice and CT Real Estate Practice and Law, as well as two strongly recommended texts, Real Estate Exam Prep for CT and Questions & Answers ..., Real Estate Exam, available at MCC Bookstore for approximately $105 (for all four books).
CRN #20662 16 sessions, Mondays & Wednesdays, 6/7-8/2 (does not meet 7/5), 5:45-9:45 p.m. MCC Bldg. Lowe L142 Fee: $485
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.

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
The Appraiser Qualifications Board (AQB) of the Appraisal Foundation has adopted changes to the Real Property Appraiser Qualification Criteria that became effective on January 1, 2008. These changes include increased required education. For a detailed description of these new requirements, please refer to the following web site: www.ct.gov/dcp - then click “real estate.”

MCC Real Estate and Appraisal Courses May Qualify for Veterans’ Benefits
You may be able to receive monthly benefits by enrolling in
• Principles and Practices of Real Estate
• Basic Appraisal classes
• Real Estate Law
Call MCC’s Financial Aid Office for more information on Veterans’ Benefits at (860) 512-3362 or 512-3388. Located in Lowe L131.

Workforce Investment Act (WIA) funding may be available for unemployed, recently downsized, or underemployed people. For more information, please call your CT Works One Stop Job Center in Manchester at (860) 643-2222 or visit the web site at: www.ctdol.state.ct.us.

Located in Lowe L131.
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 #20641 1 Friday, 7/9, 9:30 a.m.-4 p.m. MCC Bldg. AST C203 Fee: $85
Instructor: Beverly Salzman, M.B.A., has 20 years of executive nonprofit experience in the greater Bridgeport area, managing small human service organizations and grant writing to various State departments, the Federal government, and local foundations. She also teaches similar courses at Housatonic Community College.

Becoming an Effective Nonprofit Board Member
Do you want to make a difference in your community? Learn the roles and responsibilities of serving as a nonprofit board member. This course is for those who have recently joined a board of directors or for those thinking about joining one. Topics will include how to define and advance an agency’s mission; identify clients; safeguard assets; plan and monitor a budget; deal with conflicts of interest; hire, support and review executive directors or remove if necessary; hire new agency staff; understand the relationship between the board chair and executive director; select and train new board members; develop fundraising campaigns and special events; establish corporate connections; and understand the dynamics of governance and how it differs from management. Please bring your lunch.
CRN #20679 1 Friday, 7/30, 9:30 a.m.-4 p.m. MCC Bldg. AST C203 Fee: $85
Instructor: Beverly Salzman

Successful Management of a Nonprofit Organization
This course will address how to build a nonprofit team with both employees and volunteers. The unique relationship with board members will be explored. General management practices of multitasking, time management, scheduling, and delegation of duties will be covered. The second class will focus on marketing your nonprofit and budgeting issues, 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 #20678 2 Fridays, 7/16-7/23, 9:30 a.m.-4 p.m.
MCC Bldg. AST C203 Fee: $170
Instructor: Beverly Salzman

Are You a Teacher Seeking CEUs?
A teacher may present a course catalog listing, and subsequent evidence of course completion, to his or her superintendent of schools for an approval of CEUs. The Continuing Education office can provide you with a certificate of completion for any Credit-Free course that you successfully complete. Please contact Jessie Bradley at (860) 512.2823 or jbradley@mcc.commnet.edu to request a certificate of completion.

Of Similar Interest
• Understanding Your Town’s Budget on page 20
Professional Development

**Special Education Topics (SET)**
A program for teachers, paraprofessionals and substitute teachers

“There is an increasing demand for special educators across the nation. In every state the demand for qualified special educators exceeds the available supply. Vacancies vary by state, according to the type of special educator needed and the regions within the state. Generally, rural and urban areas have the greatest need for professionals across all areas of special education.” (Council for Exceptional Children)

Whether you’re a general education teacher, a paraprofessional or a substitute teacher, the SET program will help prepare you for your important role in the lives of students with special needs.

**Topics include:**
- Learning Styles, Thinking Styles and Multiple Intelligences
- Different Types of Special Needs ▪ Accommodation and Modification
- Teaching Strategies ▪ Special Education Process and Procedures
- Special Education Plans: 504 Plans, Medical Plans, Student Assistant Team Plans
- And much more!

**Program Structure**
During nine hours of classroom instruction, you’ll learn from experienced educators who will share practical knowledge and insight. You’ll receive a wealth of additional information and resources in the accompanying binder to help you succeed as a well informed, well prepared educator who can enter the classroom with confidence. A certificate is provided at successful completion.

**COURSE FEE $165**

An added benefit: MCC faculty provide aspiring substitute teachers who’ve successfully completed SET with a list of schools that have agreed to give SET students additional experience in a classroom setting. (Fingerprinting is required.)

Interested individuals can contact Mick Pigott of MCC’s Business and Industry Services department (860.512.2815) to find out about scheduling options for upcoming SET classes.
Professional Development

Small Business Leadership Certification

This certification program aims at providing leaders in small businesses the opportunity to broaden their vision and improve their focus. Most courses are three hours long. All are filled with real-life examples and useful information. Courses include:

- Strategic Planning for the Entrepreneur
- Branding and Marketing (6 hours)
- Staffing and Employment Law
- Problem Solving and Decision Making
- Change Management
- Conflict Resolution
- How to Communicate Effectively
- Effective Business Writing
- Developing Powerful Presentations
- Leadership Today

Here’s your chance to provide leaders in your company some cost-effective managerial training that will help them in their important roles.

To schedule a customized course for your company or to find out about regularly scheduled classes for individual employees, please contact Mick Pigott in MCC’s Business & Industry Services at (860) 512-2815.

Precision Machining Training

- 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

* Workforce Investment Act (WIA) 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

For more information, call Marisa Rubera or Ed Dombroski at 860-512-2817.
More Great Books

Join a community of avid readers in this popular series of book discussions led by distinguished MCC faculty and staff members. Offering a provocative mix of new and classic literature each semester, the course meets at three-week intervals to allow time for reading and vacations. Books are available at local and online bookstores and at most libraries.

CRN #20765 3 Wednesdays, 6/9, 7/7 & 7/28, 3:30-5 p.m.
MCC Bldg. AST C209 Fee: $15
Instructors: Jana Sime, Math faculty; Kimberly Hamilton-Bobrow, Michael DiRaimo, and Mariana DiRaimo, English faculty.

6/9 - Wish You Well by David Baldacci.
This novel is a successful departure from Balducci’s usual style of legal thrillers and intrigue. It is a character-driven historical novel set in rural Virginia in the 1940s, a heartwarming tale of adolescence and adjustments that two children must make when displaced, due to a tragic automobile accident. It is a story of hope and rediscovering life’s priorities.
Instructors: Kim Hamilton-Bobrow and Jana Sime

7/7 - Nine Stories by J.D. Salinger.
This year marked the passing of Salinger, the famous, reclusive author of the classic novel, The Catcher in the Rye. Many are unaware that he was also a master of the short story. In this class, we will discuss his Nine Stories, a superb collection written after he returned from active duty in World War II, and many of which were first published in The New Yorker magazine. Salinger is widely regarded as one of the first major literary voices after the war. Instructor: Mariana DiRaimo

7/28 - Short Stories of Chekov by Anton Chekov.
Anton Chekov (1860-1904) is regarded as one of the great masters of the short story. His style and themes can be found in the works of more modern writers, such as Ernest Hemingway, Eudora Welty, and Raymond Carver. What makes Chekov so revered and imitated? Let’s find out by exploring five of his short masterpieces: “Misery,” “The Bet,” “The Duel,” “Gooseberries,” and “The Lady with a Dog.” These stories can be found online by Googling “201 Stories by Chekov.” Dover Publications also publishes affordable Chekov collections. Instructor: Michael DiRaimo

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 #20775 4 sessions, Mondays & Wednesdays, 6/14-6/23, 6-8 p.m.
MCC Bldg. GPA GP215 Fee: $75
Instructor: Elizabeth Thomas is the author of From the Front of the Classroom, a collection of poems published by Antrim House Books. She 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 for the Web

Did you know that web users typically read only about 25% of the words on a page? Every word you write must be compelling and informative, or users will click off your page in seconds. Students will learn how users read on the web, special requirements for web text, guidelines that professional writers follow, a writing process that leads to better text, how to optimize text for search engines and preparing metadata, and how to work with web developers. In the practical component of this course, students will evaluate selected web sites, develop and optimize text, and prepare metadata.

CRN #20874 2 Wednesdays, 6/9-6/16, 6-9 p.m. MCC Bldg. GPA GP138 Fee: $70
Instructor: Mara Braverman earned her J.D. from the University of Southern California and is an award-winning communications specialist with experience in marketing: writing and editing, including for the web; journalism; and public relations. She is the president of Braverman Marketing & Communications, LLC.

Publish Your Book!

Are you a writer? Do you have a manuscript that you would love to publish? Don’t miss this opportunity to learn how to self-publish and market your book. Topics that will be covered include an overview of the history of publishing; the business and technology of publishing; book design aspects such as cover, spine, binding, and paper stock; production timelines; and marketing issues such as how to set up signing and reading tours, arrange for book reviews, and create a successful retail distribution.

CRN #20738 1 Saturday, 6/19, 9 a.m.-1 p.m. MCC Bldg. GPA GP138 Fee: $35
Instructor: David K. Ewen, M.Ed., has been in the book publishing field since 1994. The publishing house that he founded, Ewen Prime Company, has transformed into a consulting firm. He is also the former executive director of the New England Publisher’s Association.

MISHI-MAYA-GAT & MUSIC SERIES

FREE AND OPEN TO THE PUBLIC
Sponsored by MCC Foundation/Hosted by Stephen Campiglio
Web site for directions and more information:
www.mcc.commnet.edu/faculty/spoken.php
Great Path Academy, Community Commons (Use Parking Lot B)
Manchester Community College, Manchester, CT 06040
2nd Thursday of each month from 7-9 p.m. during the school year, September through May (except December)
Past performances have featured such poets as Marilyn Nelson, Michael Palma, Bessy Reyna, Sam Cornish, James Tate, and Dara Wier, and musicians such as Megan Sesma, Theodore Arm, Kangho Lee, Lydia Fortune, and Norman Johnson, with special spotlights on Greater Hartford Academy of the Arts, Curbsone Press, Antrim House Books, Quale Press, Drunken Boat, Black History Month, and Women’s History Month.
Welcome to Online Learning!

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

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

Requirements:

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

Some courses may have additional requirements. Please visit our Online Instruction Center for more information:

www.ed2go.com/manchcc

How to Get Started:

Successful enrollment is achieved by following these three simple steps:

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

2. Complete online enrollment by visiting the Online Instruction Center at www.ed2go.com/manchcc. Click the “Courses” link for a list of courses and to receive a course syllabus, course procedures, text and/or software requirements, and to meet your online instructor(s). During the enrollment process, you will provide your email address and create a password which you will use to access your course.

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 online enrollment.

Start Dates:

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

June 16
July 21
August 18

Accounting

Accounting Fundamentals
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more. $120
CRN #20331

Accounting Fundamentals II
Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor. $120
CRN #20332

Business Administration & Management

Administrative Assistant Fundamentals
Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries. $120
CRN #20329

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. $120
CRN #20328

Fundamentals of Supervision and Management
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts. $120
CRN #20346

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. $120
CRN #20344

Going Green at the Workplace
Learn cost-effective ways to position your business as a responsible environmental leader in a world of green consumers and carbon-conscious regulators. $120
CRN #20340

Building Teams that Work
Learn the secrets of dynamic team building. $120
CRN #20371

Understanding the Human Resources Function
Learn to handle basic human resource functions to ensure the best possible results. $120
CRN #20608

Managing Customer Service
Become indispensable to any organization by understanding how to identify and meet customer needs. $120
CRN #20343

Introduction to Business Analysis
Learn powerful techniques to improve your decision-making skills at work. $120
CRN #20601

Mastery of Business Fundamentals
Acquire practical experience in strategic planning, management, and finance without enrolling in an M.B.A. program. $120
CRN #20347

Successful Construction Business Management
Gain a powerful and permanent advantage over the competition by learning how to practice expert business management. $120
CRN #20602

Distribution and Logistics Management
Learn how to improve your company’s distribution and logistics management activities, increase customer satisfaction, and improve operational throughput. $120
CRN #20349

Manufacturing Fundamentals
Learn the basic skills required to work in the manufacturing field. $120
CRN #20587

Manufacturing Applications
Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing. $120
CRN #20588

ART

Drawing for the Absolute Beginner
Gain a solid foundation in drawing and become the artist you’ve always dreamed you could be! $120
CRN #20352

Enjoying European Art Online
An introduction to the most important works of European art, with a wealth of commentary and historical information. $120
CRN #20353

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CRN #20587

Manufacturing Applications
Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing. $120
CRN #20588
Online Academy

Full course descriptions at www.ed2go.com/manchcc

**Project Management Fundamentals**
Gain the skills you’ll need to succeed in the fast-growing field of project management. $120
**CRN #20337**

**Project Management Applications**
Experienced project manager teaches you tricks of the project management trade. $120
**CRN #20335**

**Purchasing Fundamentals**
Improve your company’s bottom line by mastering the fundamentals of purchasing. $120
**CRN #20333**

**Supply Chain Management Fundamentals**
Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations. $120
**CRN #20350**

**Total Quality Fundamentals**
Learn the basics of total quality management. $120
**CRN #20351**

**Six Sigma: Total Quality Applications**
Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality. $120
**CRN #20338**

**BUSINESS PLANNING & ENTREPRENEURIAL COURSES**

**Starting Your Own Small Business**
Auction pros teach you how to work from home or earn extra income by buying and selling goods online. $120
**CRN #20611**

**Start Your Own Arts and Crafts Business**
Learn how to start your own arts and crafts business from a professional artist. $120
**CRN #20610**

**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. $120
**CRN #20424**

**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. $120
**CRN #20425**

**Growing Plants for Fun and Profit**
An industry professional teaches you everything you need to prosper in the backyard nursery business. $120
**CRN #20567**

**Get Paid to Travel**
Learn everything you need to start your new and exciting career as a professional tour director. $120
**CRN #20614**

**Start Your Own Consulting Practice**
Find out how you can earn income by sharing your training or knowledge with others. $120
**CRN #20612**

**Secrets of the Caterer**
Learn cooking and business secrets from a professional caterer. $120
**CRN #20566**

**Wow, What a Great Event!**
Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner. $120
**CRN #20330**

**CAREER DEVELOPMENT**

**Résumé Writing Workshop**
Discover the secret to transforming your tired, boring résumé into a powerful tool that will get you interviews. $120
**CRN #20595**

**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. $120
**CRN #20597**

**Get Assertive!**
Find out how you can stop others from intimidating you or treating you poorly. $120
**CRN #20580**

**Leadership**
Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life. $120
**CRN #20594**

**Making Age an Asset in Your Job Search**
This course is a guide for older workers looking to make a career change, find employment opportunities, or learn strategies that give them the best chance of getting hired. $120
**CRN #20596**

**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. $120
**CRN #20584**

**Individual Excellence: Secrets of Career Success**
Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity. $120
**CRN #20345**

**Achieving Success with Difficult People**
Learn how to have more successful relationships with difficult bosses, coworkers, students, neighbors, or relatives. $120
**CRN #20367**

**Merrill Ream Speed Reading**
Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension. $120
**CRN #20533**

**COMPUTERS**

**Basic Computer Literacy**
($120 per class)

**Keyboarding**
**CRN #20385**

**Navigating the Internet**
**CRN #20422**

**Introduction to Windows Vista**
**CRN #20415**

**Introduction to Windows XP**
**CRN #20416**

**Introduction to Linux**
**CRN #20433**

**Computer Skills for the Workplace**
**CRN #20386**

**Computer Applications**
($120 per class)

**What’s New in Microsoft Office 2007?**
**CRN #20417**

**Introduction to Microsoft Word 2007**
**CRN #20391**

**Introduction to Microsoft Word 2003**
**CRN #20390**

**Intermediate Microsoft Word 2007**
**CRN #20393**

**Intermediate Microsoft Word 2003**
**CRN #20392**

**Advanced Microsoft Word 2003**
**CRN #20394**

**Introduction to Microsoft Excel 2007**
**CRN #20404**

**Introduction to Microsoft Excel 2003**
**CRN #20403**
Online Academy

Full course descriptions at www.ed2go.com/manchcc

Web Page Design, Graphics & Multimedia
($120 per class)

Creating Web Pages
CRN #20427
Creating Web Pages II
CRN #20452
Introduction to CSS and XHTML
CRN #20479
Intermediate CSS and XHTML
CRN #20480
Designing Effective Web sites
CRN #20489
Introduction to Dreamweaver CS4
CRN #20455
Introduction to Dreamweaver CS3
CRN #20454
Introduction to Dreamweaver 8
CRN #20453
Intermediate Dreamweaver CS3
CRN #20456
Introduction to Microsoft FrontPage 2003
CRN #20426
Achieving Top Search Engine Positions
CRN #20423
Introduction to CorelDRAW X3
CRN #20481
Introduction to Flash CS4
CRN #20458
Introduction to Flash 8
CRN #20457
Introduction to Flash MX 2004
CRN #20459

Web Programming
($120 per class)

Introduction to ASP.NET
CRN #20450
Introduction to Java Programming
CRN #20462
Intermediate Java Programming
CRN #20463

Graphic Design
($120 per class)

Introduction to Adobe Illustrator CS3
CRN #20466
Design Projects for Adobe Illustrator CS2
CRN #20465
Introduction to Adobe InDesign CS3
CRN #20464
Introduction to Photoshop CS4
CRN #20468
Introduction to Photoshop CS3
CRN #20467
Intermediate Photoshop CS4
CRN #20472
Intermediate Photoshop CS3
CRN #20471
Photoshop CS4 for the Digital Photographer
CRN #20470
Photoshop Elements 8 for the Digital Photographer
CRN #20475
Photoshop Elements 7 for the Digital Photographer
CRN #20474
Photoshop Elements 6.0 for the Digital Photographer
CRN #20473
Photoshop Elements 8 for the Digital Photographer II
CRN #20478
Photoshop Elements 7 for the Digital Photographer II
CRN #20477
Photoshop Elements 6.0 for the Digital Photographer II
CRN #20476
Photoshop CS3 for the Digital Photographer
CRN #20469
Creating Web Graphics with Photoshop CS3
CRN #20451

Computer Troubleshooting & Networking
($120 per class)

Introduction to PC Troubleshooting
CRN #20389
Introduction to PC Security
CRN #20490
Advanced PC Security
CRN #20388
Wireless Networking
CRN #20429
Introduction to Networking
CRN #20430
Intermediate Networking
CRN #20428

Computer Programming & Database Management
($120 per class)

Introduction to Database Development
CRN #20432
Introduction to Alice 2.0 Programming
CRN #20446
Introduction to PHP and MySQL
CRN #20448
Intermediate PHP and MySQL
CRN #20449
Introduction to C++ Programming
CRN #20442
Introduction to C# Programming
CRN #20444
Intermediate C# Programming
CRN #20445
Introduction to Perl Programming
CRN #20447

www.mcc.commnet.edu
### COURSES FOR TEACHERS

#### An Introduction to Teaching ESL/EFL
Learn how to be an effective English language teacher from an expert in the field. $120  
**CRN #20507**

#### Practical Ideas for the Adult ESL/EFL Classroom
Learn ESL teaching strategies for fostering a more successful learning environment for your adult ESL/EFL students, as well as how to create activities that build a bridge from the classroom to the real world. $120  
**CRN #20508**

#### Teaching ESL/EFL Reading
Discover practical techniques and methods for teaching reading in any ESL or EFL environment that will help you become a more confident and effective reading teacher. $120  
**CRN #20510**

#### Teaching ESL/EFL Vocabulary
Discover what makes a well-balanced vocabulary course when you’re teaching ESL and how to plan one that truly meets your students’ needs. $120  
**CRN #20511**

#### Teaching ESL/EFL Grammar
Learn new methods for teaching English grammar that will both engage and challenge ESL/EFL students. $120  
**CRN #20509**

#### Spanish in the Classroom
Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking students and parents. $120  
**CRN #20539**

#### Singapore Math: Number Sense and Computational Strategies
In this teacher training course, you’ll learn Singapore’s innovative and practical strategies for solving addition, subtraction, multiplication, and division problems. $120  
**CRN #20535**

#### 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. $120  
**CRN #20534**

#### 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. $120  
**CRN #20536**

#### Teaching Science: Grades 4-6
Increase your effectiveness as a science teacher for children in fourth through sixth grades. $120  
**CRN #20504**

#### Solving Classroom Discipline Problems
Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline. $120  
**CRN #20512**

#### 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. $120  
**CRN #20513**

#### Working Successfully with Learning Disabled Students
Learn how to successfully meet the diverse needs of the learning disabled students in your classroom. $120  
**CRN #20538**

#### Teaching Students with Autism: Strategies for Success
Help your students with high-functioning autism and Asperger’s Syndrome unlock their potential in the classroom. $120  
**CRN #20537**

#### Survival Kit for New Teachers
Veteran instructor shares the secrets for success in your first years of teaching. $120  
**CRN #20506**

#### Ready, Set, Read!
A learning specialist shows you how to raise a successful reader and writer. $120  
**CRN #20530**

#### The Creative Classroom
Enrich your teaching talents and encourage your students’ creative thinking as you learn to turn your classroom into a creative classroom. $120  
**CRN #20527**

#### Differentiated Instruction in the Classroom
Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms. $120  
**CRN #20503**

#### 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. $120  
**CRN #20526**

#### Teaching Writing: Grades 4-6
In this teacher-training course, you’ll learn from an experienced educator how to motivate and assist developing writers. $120  
**CRN #20505**

#### 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. $120  
**CRN #20528**
Guided Reading: Strategies for the Differentiated Classroom
Learn creative ways to bring differentiated instruction and guided reading to life in your classroom. $120
CRN #20529

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. $120
CRN #20531

Integrating Technology in the Classroom
Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans. $120
CRN #20515

The Classroom Computer
Learn how to use the classroom computer to increase learning and motivate students. $120
CRN #20520

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. $120
CRN #20522

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. $120
CRN #20523

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. $120
CRN #20517

Microsoft Excel 2003 in the Classroom
Discover the many ways Microsoft’s powerful mathematical and analytic tool can help you and your students. $120
CRN #20516

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. $120
CRN #20525

Microsoft PowerPoint 2003 in the Classroom
Motivate your students and enrich your lessons by bringing PowerPoint into your classroom. $120
CRN #20524

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. $120
CRN #20519

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. $120
CRN #20518

Easy Classroom Podcasting
In this professional training course for teachers, you’ll learn how to make a podcast that creates a memorable learning experience for your students. $120
CRN #20514

Web 2.0: Blogs, Wikis, and Podcasts
In this course, you’ll join the Web 2.0 world as you learn how to create and maintain your own blog, wiki, and podcast. $120
CRN #20521

Creating K-12 Learning Materials
Increase student performance and earn extra income by converting your ideas for instructional aids into reality. $120
CRN #20532

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. $120
CRN #20564

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. $120
CRN #20562

Guiding Kids on the Internet
Gain confidence and experience so you can help your children discover all the Internet has to offer. $120
CRN #20560

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. $120
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CRN #20560

Music Made Easy
Learn the fundamentals of music theory. Be able to read, write, and play simple music. $120
CRN #20534

Making Movies with Windows Vista
Learn how to create fun, professional-quality movies using Windows Vista. $120
CRN #20460

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. $120
CRN #20461

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. $120
CRN #20545

Get Grants!
Learn how to develop successful, fundable grants from experts in the field. $120
CRN #20546

Advanced Grant Proposal Writing
Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. $120
CRN #20548

Writing Effective Grant Proposals
Learn to prepare grant proposals that get solid results for your favorite organization or charity. $120
CRN #20547

Becoming a Grant Writing Consultant
Increase your income while working from home by starting a grant writing consulting business. $120
CRN #20603

Starting a Nonprofit
Industry veteran shows you how to take a nonprofit business from vision to reality. $120
CRN #20604

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. $120
CRN #20605

Increase your income while working from home by starting a grant writing consulting business. $120
CRN #20603

Starting a Nonprofit
Industry veteran shows you how to take a nonprofit business from vision to reality. $120
CRN #20604

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. $120
CRN #20605

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. $120
CRN #20606

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. $120
CRN #20384

Music Made Easy
Learn the fundamentals of music theory. Be able to read, write, and play simple music. $120
CRN #20534

Making Movies with Windows Vista
Learn how to create fun, professional-quality movies using Windows Vista. $120
CRN #20460

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. $120
CRN #20461

HEALTH CARE, FAMILY & NUTRITION

Assisting Aging Parents
Handle the challenges you will face in the coming years. $120
CRN #20563

Credit-Free Phone-In Registration (860) 512-3232
Homeschool with Success
Discover how to homeschool your children in a way that ensures they get what they need both academically and socially. $120
CRN #20502

Medical Transcription
Learn how to transcribe the medical reports most often used in healthcare today, and discover how to get started and advance as a medical transcriptionist. $120
CRN #20574

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. $120
CRN #20573

HIPAA Compliance
Learn how to comply with the duties, rights, and responsibilities of HIPAA. $120
CRN #20569

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. $120
CRN #20572

Become a Physical Therapy Aide
Prepare for a rewarding career as a valued member of the physical therapy team. $120
CRN #20575

Become a Veterinary Assistant
Practicing veterinarian prepares you to work in a veterinary office or hospital. $120
CRN #20576

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. $120
CRN #20577

Become a Veterinary Assistant III: Practical Skills
Learn the practical skills you’ll need to be a valuable veterinary assistant or educated pet owner. $120
CRN #20578

Introduction to Natural Health and Healing
Learn how to promote wellness, balance, and health in all aspects of your daily life. $120
CRN #20579

Lose Weight and Keep It Off!
Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime. $120
CRN #20570

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! $120
CRN #20565

Handling Medical Emergencies
Every second counts during a medical emergency. Learn how to respond if someone needs your help. $120
CRN #20571

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. $120
CRN #20369

Speed Spanish
Learn six easy recipes to glue Spanish words together into sentences, and you’ll be engaging in conversational Spanish in no time. $120
CRN #20556

Speed Spanish II
Clever follow-up to our popular Speed Spanish course. Several new recipes help you quickly build fluency. $120
CRN #20557

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. $120
CRN #20558

Beginning Conversational French
Discover how easy it can be to learn common words and phrases for both leisure and business. $120
CRN #20554

Instant Italian
Learn Italian from the comfort of your home in this fun and enjoyable online course. $120
CRN #20559

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. $120
CRN #20555

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. $120
CRN #20541

Writing for ESL
Learn how to write in English more effectively to succeed in college and at work. $120
CRN #20542

MATH & SCIENCE

Everyday Math
Gain confidence in your basic math skills and start using math to your advantage. $120
CRN #20585

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. $120
CRN #20586

Human Anatomy and Physiology
Gain a greater appreciation and understanding of the marvelous complexity of the human body. $120
CRN #20568

PERSONAL ENRICHMENT

Goodbye to Shy
Become more confident in social, professional, and romantic situations. $120
CRN #20368

Get Funny!
Learn how to use humor to speak more effectively, write better, and increase your popularity. $120
CRN #20583

Skills for Making Great Decisions
Learn how to make excellent everyday decisions from an experienced counselor and life coach. $120
CRN #20581

Interpersonal Communication
Become aware of the conscious and unconscious codes of meaning we send when communicating with others. $120
CRN #20366

Keys to Effective Communication
Lost for words? Don’t be! Learn to build rapport, trust, warmth, and respect through conversation. $120
CRN #20365

Healing Through Hypnosis
Learn to use hypnotic suggestion on yourself and others with amazing results. $120
CRN #20582

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. $120
CRN #20561

Full course descriptions at www.ed2go.com/manchcc Online Academy
### 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. $120
**CRN #20543**

**Where Does All My Money Go?**
Learn how to get control of your money once and for all. $120
**CRN #20544**

**Personal Finance**
Protect your assets and discover how best to achieve all your financial goals. $120
**CRN #20549**

**Keys to Successful Money Management**
Certified financial planner shows you how most wealthy people build their fortunes. $120
**CRN #20553**

**Real Estate Investing**
Build and protect your wealth by investing in real estate. $120
**CRN #20598**

**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. $120
**CRN #20599**

**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. $120
**CRN #20550**

**The Analysis and Valuation of Stocks**
Discover valuable techniques that show you step by step how to research and value stocks. $120
**CRN #20551**

**Introduction to Stock Options**
Learn how stock options can protect your portfolio and help you profit in any type of market. $120
**CRN #20552**

### PHOTOGRAPHY

**Discover Digital Photography**
An informative introduction to the fascinating world of digital photography equipment. $120
**CRN #20592**

**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. $120
**CRN #20593**

**Secrets of Better Photography**
Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations. $120
**CRN #20589**

**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. $120
**CRN #20590**

**Photographing People With Your Digital Camera**
Learn to take beautiful pictures of adults, children, and babies. $120
**CRN #20591**

### SALES & MARKETING

**Principles of Sales Management**
Master the art of managing sales teams from a sales management professional. $120
**CRN #20339**

**Professional Sales Skills**
Discover how to begin a successful and rewarding career in sales. $120
**CRN #20341**

**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. $120
**CRN #20340**

**Marketing Your Business on the Internet**
E-commerce expert helps you develop an Internet marketing plan for your business. $120
**CRN #20613**

### TEST PREP

**Praxis I Preparation**
Develop the knowledge and skills you need to pass the Praxis I Exam as you review and prepare for everything the test includes. $120
**CRN #20501**

**GED Test Preparation**
Want to pass the GED? This course will help you develop the skills you’ll need to succeed. $120
**CRN #20491**

**Prepare for the GED Language Arts, Writing Test**
Obtain the skills and knowledge to successfully prepare for the GED Language Arts, Writing test. $120
**CRN #20492**

**Prepare for the GED Math Test**
Master the skills you’ll need to successfully pass Test 5 in the GED test series. $120
**CRN #20493**

**GMAT Preparation**
Discover powerful test-taking techniques and methods for improving your score on the GMAT. $120
**CRN #20496**

**GRE Preparation: Part 1**
Discover powerful strategies for success in the verbal and analytical sections of the GRE. $120
**CRN #20494**

**GRE Preparation: Part 2**
Learn a variety of useful techniques for tackling the math section of the GRE. $120
**CRN #20495**

**LSAT Preparation: Part 1**
Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills. $120
**CRN #20497**

**LSAT Preparation: Part 2**
Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers. $120
**CRN #20498**

**SAT/ACT Preparation: Part 1**
Master the reading, writing, English, and science questions on the ACT and new SAT. $120
**CRN #20499**

**SAT/ACT Preparation: Part 2**
Master the math questions on the ACT and new SAT. $120
**CRN #20500**

### 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. $120
**CRN #20382**

**Romance Writing Secrets**
Learn how to write and sell romance novels from a veteran romance author. $120
**CRN #20358**

**Fundamentals of Technical Writing**
Learn the skills you need to succeed in the well-paying field of technical writing. $120
**CRN #20362**

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Full course descriptions at www.ed2go.com/manchcc
### 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. $120
**CRN #20348**

### Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches. $120
**CRN #20355**

### 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. $120
**CRN #20373**

### Writeriffic: Creativity Training for Writers
Banish writer’s block forever with these tricks from the published writer’s toolbox. $120
**CRN #20377**

### 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. $120
**CRN #20360**

### 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. $120
**CRN #20383**

### Writing for Children
A published children’s author shows you how to touch the hearts of children by creating books for them. $120
**CRN #20370**

### Mystery Writing
Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author. $120
**CRN #20357**

### Research Methods for Writers
Learn the most efficient and effective methods to conduct research for any writing project. $120
**CRN #20364**

### Forensic Science for Writers
Learn the secrets behind forensic science and add new characters, depth, and marketability to your fiction. $120
**CRN #20363**

### 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. $120
**CRN #20374**

### Write Fiction Like a Pro
A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story. $120
**CRN #20376**

### Write Your Life Story
Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others. $120
**CRN #20378**

### 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. $120
**CRN #20380**

### Business Marketing Writing
Write great marketing copy to improve your company’s image and your chances of getting hired or promoted. $120
**CRN #20372**

### Introduction to Internet Writing Markets
A professional writer helps you discover a wide variety of new markets for your written work. $120
**CRN #20379**

### Write and Publish Your Nonfiction Book
Become a professional author or advance your career by learning to write, edit, and publish nonfiction books of all types. $120
**CRN #20375**

### Publish It Yourself: How to Start and Operate Your Own Publishing Business
Convert manuscripts into income by producing and selling books like the pros. $120
**CRN #20607**

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**NEED HELP?**

The knowledgeable staff at Ed2go can assist you!

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

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

For Individuals 50 and Older — Your Opportunity for Lifelong Learning

More than 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 MCC Credit-Free course costing more than $10.

Visit us on the web: www.mcc.commnet.edu → Continuing Education → Organization of Active Adults.

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.

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### MCC Organization of Active Adults Membership Form

(Minimum Age: 50) • PLEASE PRINT

<table>
<thead>
<tr>
<th>Dues: $15 per person per year (September 1-August 31)</th>
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(Mr. & Mrs. Mr. Mrs. Ms. Miss) Last Name ____________________________

Last Name (If different) ________________________________

First Name ____________________________ Date of Birth _________________

First Name ____________________________ Date of Birth _________________

Address __________________________________________________________________________

Town ____________________________ State __________ Zip ___________

Phone (___________ ) ____________________________ Renewal ________ New Member ________

Email address ____________________________

Please return your completed form with your check payable to MCCOAA to:

Amount enclosed: __________________

Check #: ________ Date: ___________

Date Received: ________________ (completed by office)

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### MCCOAA Tuition Rebate Program

This program offers a 20 percent tuition rebate for any MCC Credit-Free course costing more than $10, up to a maximum of $50 per academic year (September 1 - August 31). You may register for a Credit-Free course before you join OAA, but you must be a member before the course start date. (Membership is effective on the date your dues payment is postmarked or presented in person.) Bring your completed Tuition Rebate Form (below) to class and have the instructor sign it; then mail it to the address below. Please use one form per member, per course.

MCCOAA • Great Path MS #16 • P.O. Box 1046 • 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 for OAA Membership is 50 years

<table>
<thead>
<tr>
<th>OAA Member’s Name: ____________________________</th>
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<tr>
<th>Member’s Address: __________________________________________________________________________</th>
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<th>City/Town: ____________________________ State: _______ Zip: _______</th>
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<tr>
<th>Course Title: ____________________________</th>
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<th>Course Start Date: ________________ Course Fee: $_______</th>
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<th>Current-Year Catalog Semester (circle one): Fall Winter Spring Summer</th>
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<th>Instructor’s signature: ____________________________ Print Last Name: __________________</th>
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</table>

(Verifying that student attended at least one class session)

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For Office Use Only

<table>
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<th>Rec’d Date</th>
<th>App. No.</th>
<th>Membr. Date</th>
<th>Balance: $</th>
</tr>
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</table>

www.mcc.commnet.edu
COST:
1. The tuition for each session of Technology Camp is $210. (This camp is subsidized by a grant from the College of Technology, Next Generation Regional Manufacturing Center.)
2. The tuition for Junior Culinary Camp Session I is $272 (4-day session) and includes a materials fee.
   The tuition for Junior Culinary Camp Session II is $340 (5-day session) and includes a materials fee.
3. The tuition for Adventures in Leadership Camp is $275.
4. The tuition for Summer Excursions is $275 for a half day (one course, 30 hours, for two weeks) or $550 for a full day (two courses, 60 hours, for two weeks). The tuition for Claytime or Clay Creations is $305 (includes materials fee). The tuition for each a la Carte session is $60. The Summer Excursions registration fee includes a program T-shirt. Your child may qualify for a childcare tax credit option; see your accountant. (MCC’s Tax I.D. number is 06-1269050.)

Save $15 per class by taking advantage of early registration or multiple sibling discount options on Summer Excursions in Learning (August 2-13, only). Early registration packets must be completed and postmarked by April 27, 2010. Or, register two or more siblings to save $15 on each child’s class. (Registrations for both siblings must be received at the same time.) See registration page checklist; you may choose only one option.

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 2009 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 27, 2010 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.

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 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. A $70 fee will be assessed for all refund requests received after July 2.
2. Refund requests must be received by:
   • June 30, 2010 for Junior Culinary Camps, Adventures in Leadership and/or Technology Camps (Engineer This or Engineer That)
   • July 19, 2010 for Summer Excursions in Learning

No refunds 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
Fax: ......................(860) 512-2801
Mail to: ..................Continuing Education, MS #16
               Manchester Community College
               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, or call the Continuing Education Info Line at (860) 512-2800.
Courses are listed by grade level and by time (morning or afternoon). Grade level refers to the grade completed in 2009-2010. 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)
- Soup to Nuts Theatre (2-4) *
- Things that Go Bump in the Night
- Whoosh, Bzz, Gurgles, Fizz

### Courses for grades 3-5
- Amazing Inventions (4-5) *
- Design Your Own Comic Book (4-6)
- Engineering Taller, Faster and Safer Structures *
- Inspector Detective
- Rockin’ Minerals (4-6)
- Running Your Own Business from Start to Finish (5-8)
- Soup to Nuts Theatre (2-4) *
- Tooling Around with Art

### Courses for grades 6-8
- Design Your Own Comic Book (4-6)
- Get Movin’ on Your Computer
- Lights, Camera, Action
- Medical Boot Camp
- Ready, Set, GAME *
- Rockin’ Minerals (4-6)
- Running Your Own Business from Start to Finish (5-8)

## AFTERNOON CLASSES
### 1-4 P.M.

### Courses for grades K-2
- Exploring Art through Nature
- Hola Amigos (2-4) *
- Shape Up with Math *
- Tales with Tails (K-1) *

### Courses for grades 3-5
- Clay Creations
- Computer Adventures (4-6)
- Creative Expressions *
- Explore the World of Sound and Drama (5-8) *
- Hola Amigos (2-4) *
- Math Maniacs *
- Momentum (5-8)

### Courses for grades 6-8
- Computer Adventures (4-6)
- Designing Multi-Media on the Internet *
- Explore the World of Sound and Drama (5-8) *
- Momentum (5-8)
- Robots Rule
- Weather Forecasting, Producing and Broadcasting *
- What’s a WIKI? *

* = new

For all grade levels K-8

### A.M. à la Carte • 8-9 a.m. • P.M. à la Carte • 4-5 p.m.

### SUMMER EXCURSIONS OFFERS BOTH EARLY MORNING AND LATE AFTERNOON SESSIONS

**For students completing Grades K-8 during the 2009-2010 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 #20323 10 sessions, Monday-Friday, 8/2-8/13, 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 #20324 10 sessions, Monday-Friday, 8/2-8/13, 4-5 p.m.
- MCC Bldg. AST E202
- Fee: $60
- Instructor: TBA
LEADERSHIP CAMP • GRADES 5-7
For students completing Grades 5-7, during the 2009-2010 academic year

Bring a non-refrigerated lunch. Beverages may be purchased in the cafeteria.

July 12-16

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 #20686 5 sessions, Monday-Friday, 7/12-7/16, 9 a.m.-3:30 p.m. MCC Bldg. GPA GP203
(Community Commons) Fee: $275
Instructors: Scott Goldsmith is a school psychologist who enjoys facilitating leadership and adventure programs for children. Michael Kakalow, a health and physical education teacher, is a certified ropes course facilitator. He looks forward to co-teaching “Adventures in Leadership” with his colleague Scott Goldsmith.

JUNIOR CULINARY CAMP
For students completing Grades 5-8, during the 2009-2010 academic year

2 Sessions: July 6-9 or July 12-16

Paint a chef’s hat and play with vegetables to create a tie-dyed apron. Prepare to enter MCC’s professional kitchens to cook up delicious dishes. Create picture perfect vegetables – healthy kebabs, sculptures and garnishes. Puffy popcorn balls, pretzels, salt-dough creatures and grilled pizzas with homemade sauce, loaded with cheese and vegetables, will all become your masterpieces. Try imaginative “pup cakes,” fruit pops or pizzelles dipped in chocolate for a perfect touch. Impress your parents with distinctive party place settings at the potluck picnic presented by the prodigies of Junior Culinary Camp 2010 on our final day of class. Presto, you’re a chef!

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 2010.

Junior Culinary Camp I
CRN #20210 4 sessions, Tuesday-Friday, 7/6-7/9, 9 a.m.-3:30 p.m. MCC Bldg. Lowe L293 and Lowe L294C
Fee: $272

Junior Culinary Camp II
CRN #20211 5 sessions, Monday-Friday, 7/12-7/16, 9 a.m.-3:30 p.m. MCC Bldg. Lowe L293 and Lowe L294C
Fee: $340
2010 SUMMER EXCURSIONS IN LEARNING

TECHNOLOGY CAMPS

For students completing Grades 6-8, during the 2009-2010 academic year, two identical classes will be held with the order of the two workshops alternated in both “Engineer This” and “Engineer That.”

July 6-9, July 12-16

(See course descriptions below.) • Bring a non-refrigerated lunch. Beverages may be purchased in the cafeteria.

Technology Camp I

Engineer This! 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 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 #20212 (GPS Sleuthing a.m. & Lego® Robotics in p.m.) 4 sessions, Tuesday-Friday 7/6-7/9, 9 a.m.-5 p.m. MCC Bldg. AST C131
CRN #20213 (Lego® Robotics a.m. & GPS Sleuthing in p.m.) 4 sessions, Tuesday-Friday 7/6-7/9, 9 a.m.-5 p.m.
MCC Bldg. LRC B125, LRC B141 (TR), & B142 (WF)
Fee: $210
Instructors: Steven Moore and Jesse Wilkinson

Technology Camp II

Engineer That! Extreme Habitats
NASA is developing a habitat that will enable people to live on the Moon by 2020. Consider the different aspects of keeping a person alive in an inhospitable environment. Whether people live on the moon or underwater their needs are the same. Draw upon the research from both NASA and NOAA to design a biosphere that will allow your group to survive and remain sane in an extreme environment, the moon.

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. You will then use Google Sketchup to visualize your creations. Skyscrapers, towers, beams, columns, bridges, and chairs will be explored in great detail.

CRN #20214 (Extreme Habitats a.m. & Super Structures p.m.) 5 sessions, Monday-Friday, 7/12-7/16, 9 a.m.-3:30 p.m.
MCC Bldg. LRC B141
CRN #20215 (Super Structures a.m. & Extreme Habitats p.m.) 5 sessions, Monday-Friday, 7/12-7/16, 9 a.m.-3:30 p.m.
MCC Bldg. LRC B125 & LRC B142
Fee: $210
Instructors: TBA and Behn Sikora

The tuition fee for both technology camps is subsidized through a grant from the College of Technology.
2010 Excursions in Learning Registration Form

Student’s name (last) (first) (M.I.) Nickname ________________________________

Home address (street) _______________________________________________________
(City/State) __________________________ (zip) ____________________________

Student’s SS# (for student ID) ____________________________ Banner ID# (if known) _____________

☐ Male ☐ Female Birth date ____________ Grade (09/10 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 CHECK HERE ADVENTURES IN LEADERSHIP GRADES 5-7 $275

1-7/6-7/9 20210 Junior Culinary Camp I ($272) 7/12/7/16 20686 Leadership Camp

II-7/6-7/9 20211 Junior Culinary Camp II ($340)

CHECK HERE TECHNOLOGY CAMP I GRADES 6-8 $210 CHECK HERE TECHNOLOGY CAMP II GRADES 6-8 $210

7/6-7/9 20212 GPS Sleuth - AM/Lego Robotics - PM 7/12/7/16 20241 Extreme Habitats - AM/Extreme Habitats - PM

7/6-7/9 20213 Lego Robotics - AM/GPS Sleuth - PM 7/12/7/16 20245 Super Structures - AM/Extreme Habitats - PM

Choices 1 or 2

CRN # SUMMER EXCURSIONS A.M. CLASSES 8/2-8/13 $275 Choices 1 or 2

CRN # SUMMER EXCURSIONS P.M. CLASSES 8/2-8/13 $275

20216 Book Cooks (K-1) 20221 Exploring Art through Nature (K-2)

20217 Build You Designs…Test Your Creations (K-2) 20225 Holy Amigos (2-4)

20220 Claytime (1-2) (S305) 20224 Shape Up with Math (K-2)

20222 Soup to Nuts Theatre (2-4) 20222 Tales with Tails (K-1)

20218 Things That Go Bump in the Night (K-2) 20224 Clay Creations (3-5) (S305)

20219 Whoosh, Bzz, Gurggle, Fizz (K-2) 20230 Computer Adventures (4-6)

20223 Amazing Inventions (4-5) 20231 Creative Expressions (3-5)

20225 Design Your Own Comic Book (4-6) 20232 Explore the World of Sound and Drama (5-8)

20226 Engineering Teller, Faster and Sofer Structures (3-5) 20233 Math Maniacs (3-5)

20227 Inspector Detective (3-5) 20241 Momentum (5-8)

20228 Rockin’ Minerals (4-6) 20240 Designing Multi-Media on the Internet (6-8)

20229 Running Your Own Business from Start to Finish (5-8) 20242 Robots Rule (6-8)

20234 Tooling Around with Art (3-5) 20244 Weather Forecasting, Producing and Broadcasting (6-8)

20236 Get Movin’ on Your Computer (6-8) 20243 What’s a Wiki? (6-8)

20237 Lights, Camera, Action (6-8)

20238 Medical Boot Camp (6-8) 20232 A.M. a la Carte (K-8) $60 no discount

20235 Ready, Set, GAME (6-8) 20234 P.M. a la Carte (K-8) $60 no discount

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)

☐ 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 47 ☐ an Excursions instructor ☐ parent volunteer

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

Reminder: All Summer Excursions class fees are $275 except for clay classes which are $305.

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 47 ☐ an Excursions instructor ☐ parent volunteer

Reminder: All Summer Excursions class fees are $275 except for clay classes which are $305.

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 47 ☐ an Excursions instructor ☐ parent volunteer

Office Use Only Regis. Conf. Receipt # __________________________ Date __________________________
Maps and Directions to MCC

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. See below *

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. See below *

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. See below *

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. See below *

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

MCC CAMPUS MAP

AST Arts, Sciences & Technology Center:
- Art Studios
- Auditorium
- Photography Labs

LRC Learning Resource Center:
- Computer Science Labs
- Continuing Education
- Educational Technology Services
- Health Career Labs
- Library

L Lowe Building:
- Academic Support Center
- Admissions/Registrar
- Athletics/Fitness Center
- Bookstore
- Campus Police
- Cashier
- Culinary Arts Center

GPA Great Path Academy:
- Art Studio
- Community Commons
- Kitchen Lab

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

All buildings have ramps to provide easy access for people with disabilities. There are also designated parking spaces for people with disabilities.
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 Number
- Example: For a user whose birthday is in October and whose social security number ends in 6789, the initial password would be Oct&6789
- You will then be prompted to change your password

Register Early
Enrollment in classes is limited and will be accepted on a first-come, first-serve 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 52 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 52. For convenient access to the new Great Path Academy (GPA), please use Lot B.

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

Cancellations
MCC reserves the right to cancel or postpone classes, or 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 Continuing Education at (860) 512-2800, or stop by the office in the Learning Resource Center (LRC), Room B147.

Be in the right PLACE at the right TIME
Check your class schedule for location.
Some classes meet at off-campus locations.
Lowe = Lowe Building
V1-V6 = Village
LRC = Learning Resource Center
AST = Arts, Sciences & Technology Center
GPA = Great Path Academy *

*Convenient parking in Lot B for GPA courses

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. 4/10. 55M. Resource: CE/VS
CREDIT-FREE REGISTRATION INFORMATION

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 start 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 by 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:

* 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 this account refunded, you must provide us with your account number and expiration date. Otherwise, a refund check will automatically be mailed.

** Refund Appeals are only considered for extraordinary circumstances. You may view and print a Refund Policy Appeal form at www.mcc.commnet.edu → Forms Depot → Admissions & Registration, or obtain a form at the Registrar’s Office.

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 day prior to the first scheduled class meeting, or you will be billed for the course.

Refund Policy Appeal Procedures

Appeals will only be considered for the following extraordinary circumstances: severe illness documented by a physician’s certificate, administrative error by the College, or military transfer documented by a copy of transfer orders.

The following circumstances will not be considered: change in employment situation, misunderstanding of start date or dates of class, inability to transfer course, normal illness, transportation issues, poor decision or change of mind by student regarding course selection, or dissatisfaction with course content or instructor.

All appeals must be submitted in writing and include student ID, contact information and appropriate documentation. Appeals must be received within 10 days of the official drop date* of the course to be considered.

You may view and print a Refund Policy Appeal form at www.mcc.commnet.edu → Forms Depot → Admissions & Registration, or obtain a form at the Registrar’s Office.

Submit completed form to:
Refund Appeals Committee
Registrar’s Office
L-157, Lowe Building
Manchester Community College
Great Path, MS #13, P.O. Box 1046
Manchester, CT 06045-1046

The Refund Appeals Committee meets twice per month.
You will receive a written response notifying you of the outcome.

*Drop date is one (1) business day prior to the first scheduled class meeting.

Registrar’s Hours
Lowe Building, Main Lobby

Monday ..................... 8:30 a.m.–7 p.m.
Tuesday ................... 8:30 a.m.–7 p.m.
Wednesday ............... 10:30 a.m.–4:30 p.m.
Thursday .................. 8:30 a.m.–4:30 p.m.
Friday ...................... 8:30 a.m.–4:30 p.m.

Please call for Saturday and holiday hours or closings. For more information regarding registration, please call the Registrar’s Office at (860) 512-3220.

Bursar (Cashier) Hours
Lowe Building, Main Lobby

Monday ..................... 8:30 a.m.–7 p.m.
Tuesday ................... 8:30 a.m.–7 p.m.
Wednesday ............... 8:30 a.m.–4 p.m.
Thursday .................. 8:30 a.m.–4 p.m.
Friday ...................... 8:30 a.m.–12 noon

For more information, please call (860) 512-3638.

MCC Library Hours

May 24 – August 14, 2010
Monday – Thursday ........... 8:30 a.m.–5 p.m.
Friday ......................... 8:30 a.m.–12 p.m.
Saturday ..................... 10:30 a.m.–2:30 p.m.
Sunday ........................ Closed

Exceptions:
Thursday, May 27 (Commencement) ........... 8:30 a.m.–4:30 p.m.
May 29 – 31 (Memorial Day Weekend) ........ Closed
July 3 – 5 (4th of July weekend) .................. Closed

August 15 – 29, 2010
Monday – Thursday ........... 8:30 a.m.–4:30 p.m.
Friday ......................... 8:30 a.m.–12 p.m.
Saturday ..................... 10:30 a.m.–2:30 p.m.
Sunday ........................ Closed

Subject to change
For more information, call (860) 512-2880.

MCC Bookstore
Please call for hours: 860-645-3140
www.efollett.com

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

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.

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.commnet.edu (using MasterCard, Visa or Discover Card). For details see page 53 or call (860) 512-2800.

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

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

Banner I.D. # (if known) __________________________ 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”.
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 no later than one (1) business day prior to the first scheduled class meeting. 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

Online Academy
Check out our course selections on pages 38-45

BOATING SAFETY
• To obtain a CT Certificate of Personal Watercraft/Safe Boating
• Saturday and Weekday Evening Classes Available
  See page 22

Preparation for CT Real Estate Licensing Exams
• Principles and Practices of Real Estate
  See page 33

Connecticut Rider Education Program (CONREP)
For Motorcycles in conjunction with CT DOT
Focus on Building Basic Motorcycle Operation and Street Riding Skills.
Weekly classes run from May through October.
Call (860) 512-3004, Option #2, ext. 8705
or Visit: www.mcc.commnet.edu/motorcycle

Sommer Excursions* 2010
*For gifted and high-achieving students in Grades K-8
August 2-13
Also watch for:
• Technology Camp I & II .......... July 6-9 & July 12-16
• Junior Culinary Camp I & II......... July 6-9 or July 12-16
• Leadership Camp ..................... July 12-16
  See pages 47-51
For more information, contact Susan Meisler, Program Coordinator at (860) 512-2804 or smeisler@mcc.commnet.edu