



MANCHESTER
COMMUNITY
COLLEGE

SUMMER 2005

Credit-Free Courses

Continuing Education

Classes Beginning May-September



TABLE OF CONTENTS



Want to take a class online?
See the online classes listed
on pages 29-34
or visit the web site at
www.ed2go.com/manchcc

Allied Health..... 3
 Art, Crafts & Photography..... 4-7
 Body, Mind & Spirit 8-9
 Computer Technology..... 10-17
 Cuisine 18-19
 Culture & History 20
 Dance & Drama 21-22
 Language-ESL..... 26
 Excursions in Learning (Youth Programs) 42-50
 Family, Finance & Consumer Issues 23-24
 Gardening..... 25
 Language..... 27-28
 Maps & Directions..... 52-53
 Music..... 28
 Online Courses..... 29-34
 Professional Development 35-37
 Photography 6-7
 Real Estate 35
 Recreation & Fitness 38-40
 Registration Form (Excursions in Learning)..... 43
 Registration Information & Form (Credit-Free)..... 55
 Web Registration Information 54
 Writing & Publishing..... 41

Eat Your Heart Out
 Fish and Shellfish—The Ocean’s Bounty
 Poultry with Pizzazz!
 The Versatile Vegetable
 Delicious, Healthy, Vegetarian Cooking
 HOSTess with the MOSTess
 Explore the Wines of Spain & Portugal
 Making the Perfect Martini
See pages 18-19

DIRECTORY

Continuing Education general information & catalog requests (860) 512-2800

- Credit-Free Programs..... (860) 512-2800**
 Director, Ann Bonney abonney@mcc.commnet.edu
 Offering courses for professional development and personal enrichment
- EMT & Certified Nurse-Aide..... (860) 512-2805**
 Coordinator, Ann Machin amachin@mcc.commnet.edu
 Preparing students for the State exam
- Excursions in Learning (860) 512-2804**
 Coordinator, Susan Meisler smeisler@mcc.commnet.edu
 Offering courses for high-achieving, academically motivated children
- Business & Industry Services (860) 512-2812**
 Director, Eileen Stern estern@mcc.commnet.edu
 Providing employers and employees with workplace education & training
- Continuing Education..... (860) 512-2803**
 Dean, Melanie Haber mhaber@mcc.commnet.edu
 Weekend College, Winter/Summer Credit Courses

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

**Excursions in Learning
 Children's Program
 Manchester Community College**
August 1-12, 2005
See pages 42-50

**Junior Culinary Camp
 July 26-30, 2005**
 Session I: July 28-22
 Session II: July 25-9
See page 44



Coming in Fall of 2005!
Pharmacy Technician
 A 60-hour test preparation course to prepare for National Pharmacy Certification Board Exam. Co-Sponsored with the Connecticut Pharmacists Association

ALLIED HEALTH FOR CAREER AND FAMILY

Health Career Opportunities for the Year 2010 and Beyond!

Health-care occupations rank among the top 50 fastest growing, most desirable jobs in today's market. Explore the many opportunities that are considered valued health-care professions. We will work with you to develop a personal profile and assist you in matching your strengths and interests with an appropriate health-care field. If you have ever thought about becoming a health-care professional, come and explore your options. A new role in health care can be yours sooner than you think! For more information, contact Joan Jakiela at (860) 512-2705.

CRN #20271 1 Thursday, 6/2, 6-8:45 p.m. **MCC Bldg. LRC B125** Fee: \$10
Instructors: **Joan Jakiela**, coordinator of the Therapeutic Recreation Program at MCC, and **Martha Nieman**, coordinator of the Occupational Therapy Program at MCC.

Standard First Aid with AED

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

CRN #20405 2 sessions, Tuesday & Thursday, 7/12-7/14, 6-9 p.m. **MCC Bldg. LRC B129** Fee: \$55

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

Recertification for CNAs—Refresher Course

This is a three-day refresher course for Certified Nurse-Aides who have not worked within the last two years, but have worked or completed a Certified Nurse-Aide class within the last five years. The class will include clinical studies, as well as classroom review. Students completing this class may retake the CNA State Certification Exam.

Classes will be held at Woodlake at Tolland, located at 26 Shenipsit Lake Road, Tolland. Registration is limited so please register early. There is no textbook required but printouts will be supplied. Proof of a PPD test and your previous CNA license number must be presented to the instructor on the first night of class. White clothing is required to be worn at this clinical site. To register for this class, please contact Ann Machin by phone at 860-512-2804, or by email at AMachin@mcc.comnet.edu.

CRN #20263 3 sessions; 1 Tuesday, 6/7, 3-11 p.m.; 1 Saturday & 1 Sunday, 6/11-6/12, 7 a.m.-3:30 p.m. **Woodlake at Tolland** Fee: \$200
Instructor: **Elizabeth Oswald, R.N., B.S.N.**, has been associated with the Certified Nurses-Aide Program at MCC for several years and is now presenting this specialized course for those individuals who need recertification.



Of Similar Interest:

- Cuisine for healthy cooking courses on pages 18-19
- Professional Development pages 35-37
- "How Government Decisions Affect Your Health" on page 23

Certified Nurse-Aide Emergency Medical Technician

Fall 2005 classes to be announced

A brief Reading Comprehension Test will be required prior to register for these classes for all students who have no previous college experience.

When: Starts August 22, 2005-class start date
Where: Manchester Community College, LRC B149
Time: 10:00 a.m. – 12:00 noon
Contact: Ann Machin, LRC B147 • 860-512-2805

If you have previous college experience, you may go directly to registration. Please bring your credentials to register.

New! Caring for the Caregiver—Bringing Compassion Fatigue into Balance

This class is designed for anyone who describes themselves as a caregiver. Students are educated regarding burn-out or compassion fatigue, and ways to rebalance life through support systems, meditation, physical exercise, prayer, energy therapy, and the spiritual meanings of care giving. Students need to bring a notebook or journal for note-taking, and should feel free to bring a pillow or mat for the closing meditation on the final night.

CRN #20400 4 Thursdays, 6/23-7/14, 7-9 p.m. **MCC Bldg. LRC B209** Fee: \$50

Instructor: **Dory Dzinski** is a body-centered psychotherapist, pastoral counselor, and energy therapist in private practice. She is President Emeritus of the CT Holistic Health Association and co-editor/publisher of *The Door Opener* magazine.

New! The Dissatisfied Patient—How to Improve Your Chances for Good Health Care

As a consumer of health care, have you felt that health care is about everything but the patient? Between managed care and government programs trying to curtail costs, and health-care facilities trying to maintain quality against great odds, the patient often is caught between all of the stresses in our health-care system. This course will explore ways to improve your chances for good health care. It is presented by a nurse who has also been a "dissatisfied" patient and offers the perspective of both the health-care giver and receiver (the patient).

CRN 20403 3 Mondays, 7/11-7/25, 6:30-8:30 p.m. **MCC Bldg. LRC B149** Fee: \$40

Instructor: **Linda Smith**, volunteer coordinator at an area hospital, holds a bachelor's degree in nursing from UConn.

New! Going Vegetarian

Thinking about cutting back on meat? Wondering how and why some people keep it off their plates completely? Take a classroom-based journey into the wonderful world of vegetarianism including health, environmental, and ethical perspectives. The course will include food samples on the first two nights and a group, potluck dinner during the last class. There will be a materials fee of \$10, payable to the instructor on the first night.

CRN #20521 3 Mondays, 6/6-6/20, 6:30-8:30 p.m. **EHCCC Room 6** Fee: \$40

Instructor: **Maribeth Abrams** is a chef, public speaker, writer and cooking video host. She has presented at the annual conference on the North American Vegetarian Society on numerous occasions, and is a writer and contributing editor for *Vegetarian Voice Magazine*.

ART, CRAFTS & PHOTOGRAPHY

Basic Drawing

Do you love to doodle and sketch, but find the end results not always what you had hoped? This relaxed and supportive workshop will teach participants how to handle basic drawing supplies and discuss line, shading, composition, simple one- and two-point perspectives and how to really look at a subject. Explore the basic elements common to all drawing, including portraiture, figure drawing, still life and landscapes and nurture your creative spirit. A portion of each meeting will be devoted to drawing still-life setups and a self-portrait. Materials fee: \$24, payable to instructor at first class, for a drawing pad, various pencils and erasers.

CRN #20426 8 sessions, Mondays & Wednesdays, 7/11-8/10, (does not meet 8/1 or 8/3) 9:30 a.m.-noon **EHCCC Room 5** Fee: \$125
Instructor: **Christine LaFond**, B.F.A., UConn and Paier School of Art, has worked in a wide variety of media, including oil painting, watercolor, assemblage and calligraphy.

New! Drawing on the Right Side of the Brain

Did you know that drawing is a learnable, teachable skill similar to driving a car or threading a needle? Practically anybody with average eyesight and legible handwriting (or printing) can make beautiful, realistic drawings. The secret is in teaching your brain to process visual information differently. If you always wanted to draw but were not sure you had enough talent, this class is for you. Learn to make a magic, eye-opening shift to the right side of your brain, your creative side, and start seeing the way artists do. Expect the unexpected—serious and fun exercises, based mainly on Betty Edward's book Drawing on the Right Side of the Brain. Watch your skills grow in a relaxed, friendly atmosphere. Students should bring a 9" x 12" drawing pad, #2H pencil, #4H pencil, kneaded eraser, 12" ruler, masking tape, and paper napkins (1 pack) to class. Materials fee: \$2, payable to instructor at first class for additional materials.

CRN #20273 6 Tuesdays, 6/28-8/2, 7:45-9:45 p.m.
MCC Bldg. AST D109 Fee: \$105

Instructor: **Natalia Piendel** is a talented artist and a member of the Manchester Art Association (MAA). She has exhibited and sold her art locally and has become known for her expressive portraits. She has also taught art to adults and children. Since joining MAA in November 2000, she has won more than 20 awards.

Watercolor for All Beginner Levels

This crash course will take beginning students through the basics of watercolor technique and serve as a review for more advanced students. We will begin with a materials review and follow with demonstrations. Also participants will explore mixing colors, loading and handling brushes, wet-on-wet and wet-on-dry techniques and washes, and possibly watercolor pencils. By the end of the workshop, participants will be doing simple paintings in color. Learn to take a relaxed attitude toward a medium that has the reputation of being difficult to control. Materials list will be sent prior to class start. Start-up costs: approximately \$60. If you already own materials, bring them to first class.

CRN #20420 6 Tuesdays, 6/14-7/19, 12:30-2:30 p.m. **EHCCC Room 5**

CRN #20430 6 sessions, Tuesdays & Thursdays, 7/12-7/28, 9:30-11:30 a.m. **EHCCC Room 5**

Fee: \$75

Instructors: **CRN #20420: Mary Horigan** is a former French teacher who exhibits and teaches watercolor throughout Connecticut;
CRN #20430: Christine LaFond

Intermediate Watercolor Workshop

This course is designed for students who have had an introduction to watercolor and are interested in improving their skills. Emphasis is on planning and design, and learning the elements that make up a good watercolor painting. Assignments will include thumbnail sketches, contour drawing, color schemes, cutting and pasting, working with value, and finding pleasing abstract patterns. Materials list will be sent prior to class start. Startup costs are approximately \$60. If you already own materials, bring them to the first class. Materials fee: \$5, payable to instructor at first class for additional supplies used for collage work.

CRN #20431 6 Wednesdays, 7/20-8/24, 12:30-2:30 p.m.

EHCCC Room 5 Fee: \$75

Instructor: **Mary Horigan**

Painting—Using Oils, Water-Based Oils or Acrylics

Do you have a keen visual sense but need to learn the skills that will allow you to capture your visions in a painting? Or perhaps you're a skilled artist who needs a little more information to give your work that special polish. Participants will work with traditional oil paints, acrylics or the newer water-mixable oil paints. Each student will receive individual instruction in his or her media of choice. Beginning students will learn some fundamentals of painting, including basic composition and color theory, while more advanced students will be encouraged to develop personal imagery. Students will choose their subjects – still life, abstraction, landscape, figure, etc. Students with materials should bring them to first class, along with an 18" x 24" white drawing pad, soft vine charcoal, a sharpened ebony pencil and a kneaded eraser. Students may bring in previous work as a point of departure.

CRN #20406 8 sessions, Tuesdays & Thursdays (starts on a Thursday), 6/2-6/30 (does not meet 6/9), 6:30-9 p.m. **EHCCC Room 5** Fee: \$125
Instructor: **Estelle Laschever** is an accomplished artist and teacher, who has works in collections throughout the United States. She has been the recipient of more than 30 awards for her works and has had 16 one-woman exhibitions.

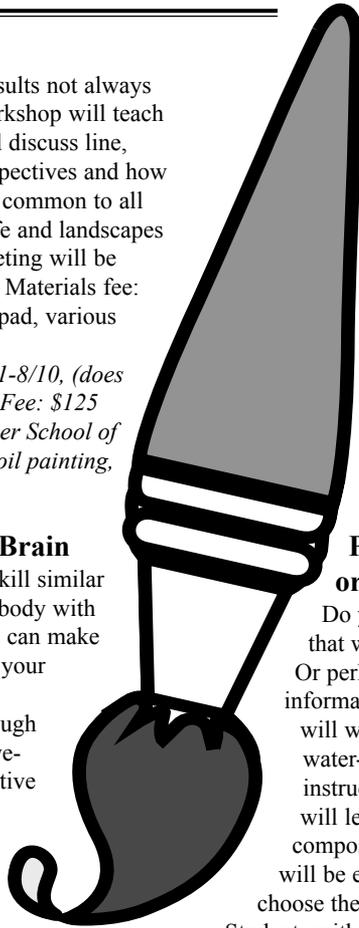
Plein-Air Painting on Location (Landscape Painting)

The French painter Rousseau pioneered many of the techniques for painting outdoors (en plein-air). Impressionists thrived on painting outdoors, taking advantage of the light and inspiration from the balmy breezes, symphony of sounds and smorgasbord of smells that open air provides. Don't let yourself be cooped up this summer! Connect with your own creativity in the great outdoors using your favorite media (oils, acrylic, watercolor, pastel, etc.). Come with us and explore MCC's wonderful new campus, equipped with ponds and nature trails that are sure to inspire. Our classroom will serve as our initial meeting place, a space to work in if we encounter inclement weather, and an exhibition hall where classmates will view works-in-progress and learn from each other. All levels of experience are welcome.

CRN #20418 5 Thursdays, 6/2-6/30, 6:30-8:30 p.m.

MCC Bldg. VI V101 Fee: \$65

Instructor: **Jacqueline Peterson** is a graduate of the University of Hartford and has been exhibiting her work and teaching a variety of art courses at MCC and in the Hartford area.



ART, CRAFTS & PHOTOGRAPHY

Jewelry Design and Metalsmithing

Sawing, filing, piercing, riveting, soldering, and fusing. Sound like fun? Now apply those tasks to jewelry making and metalsmithing. Still sound like fun? If your answer is yes, this course is for you. Carla Polek, an experienced jewelry maker, metalsmith and teacher, will guide students through hands-on lessons in the essentials of jewelry making and working with metals. Participants will learn to saw, file, pierce, rivet, fuse and solder silver and copper into earrings, rings, pins, pendants or other small sculptural objects. No previous experience is required. A materials fee between \$10 and \$20 (depending on class size) for sandpaper, solder, drill bits and metal will be collected by instructor at first class. A list of necessary tools (approximate cost: \$50-\$75) will be mailed prior to class start. Please bring a sketch pad, pencil and an extra fine Sharpie marker to class. Tap your inner creativity with a master artist, find a calling or just have some fun. Participants must be at least 14 years of age.

CRN #20331 4 Thursdays, 6/9-6/30, 6:30-9:30 p.m.

MCC Bldg. AST D132 Fee: \$135

Instructor: Carla Polek has an M.F.A. in jewelry design and metalsmithing from Southern Illinois University and a B.A. in applied design from San Diego State University. She teaches metalsmithing at Holyoke Community College and is widely exhibited.

Precious Metal Clay I—Creating Silver Jewelry

Craft fine silver jewelry as though you are playing with clay. Create at your own pace with this exciting new material that combines the pliability of clay with the elegance and permanence of precious metal. No prior artistic experience is required. Experiment with forming jewelry objects by rolling, cutting, molding and stamping precious metal clay (PMC). Based on design size and individual pace, participants may expect to complete two or three pieces—pendants, earrings, simple beads, charms, etc. Materials fee: \$58.50, payable to instructor at beginning of class, for one package of PMC+; use of the kiln, tools, texturing and impression materials; finishing and polishing materials; two small gemstones and appropriate findings. Materials list to be sent prior to class start. Bring your lunch to class.

CRN #20329 3 Mondays, 6/6-6/20, 6:30-9:30 p.m. **EHCCC Room 5**
Fee: \$75

Instructor: Judith E. Goldstein has been a professional metalsmith for more than 30 years. Her contemporary pewter designs in hollowware, jewelry and ritual art have sold in galleries and museum gift shops across the country. Her art has appeared in Food & Wine and Gourmet magazines.

Silver Jewelry with a Twist—Bracelets

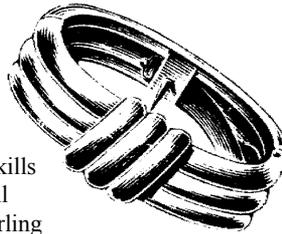
Learn a new skill and create your own silver bracelet in one evening! No special jewelry skills are necessary for this class. The instructor will demonstrate how to assemble ready-made sterling “jump” rings into a variety of chain patterns from simple to intermediate. After constructing a few samples as a permanent reference, you will proceed to a design of your own choosing. Based on complexity and timing, students may have the option of creating more than one piece, expanding into a necklace or adding a pair of matching earrings. Students may also learn how to give their piece that “antique” look if desired. Materials fee: \$38 for sample and silver supplies, payable to instructor at class. A materials list will be mailed prior to start date.

CRN #20345 1 Wednesday, 6/8, 6:30-9:30 p.m. **EHCCC Room 5**

CRN #20346 1 Wednesday, 7/13, 10 a.m.-1 p.m. **EHCCC Room 5**

Fee: \$25

Instructor: Judith E. Goldstein

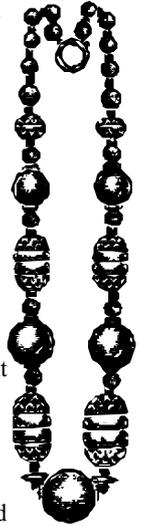


Glorious Beads Galore with Precious Metal Clay

Adorn yourself with all manner of beads which you personally create to enhance your own style. Discover new techniques, explore new ideas, and work at your own pace in a supportive atmosphere where you will learn by demonstration and by doing. Use your groceries—bread and cereal—to create environmentally safe supports for hollow core Precious Metal Clay bead construction. Choose your “Glorious Beads Galore” from donut, tube, drape, wrap-around, double-sided, round, open-weave and square styles. You are free to pursue your own choices; participants may expect to complete at least two significant beads. Design planning, textural refinements, and trouble shooting will be addressed. Finishing processes and black antiquing will also be discussed. This workshop is designed for those who have some prior experience with Precious Metal Clay and who want to learn more advanced three-dimensional techniques. Materials fee: \$58.50, payable to instructor at the beginning of class, for one package of PMC+; use of the kiln; forming, texturing, molding, and stamping tools; finishing and polishing materials; and appropriate findings. Additional PMC+ and gemstones will also be available for purchase. Materials list will be sent prior to class start. Bring your lunch.

CRN #20347 1 Saturday, 7/23, 9:30 a.m.-5:30 p.m. **EHCCC Room 5**
Fee: \$65

Instructor: Judith E. Goldstein



Quilting—Smart Piecing

Attention beginning and experienced quilters: Come learn the trademarked “smart piecing” methods devised by nationally known quilter, Kaye England. The course instructor has trained with England and will demonstrate England’s “fast-track” quilting techniques on a sewing machine in class. Students will be expected to sew at home using their own machines, as well as complete in-class projects. All steps from start to finish will be covered, and students should have a completed quilt by the end of the course. Anticipate materials costs of at least \$30. Optional supplies may be purchased from the instructor. Please bring paper and pen to first class; other supplies will be discussed at the first class.

CRN #20332 4 sessions, Mondays & Thursdays, 7/11-7/21, 6-9 p.m.

MCC Bldg. LRC B125 Fee: \$99

Instructor: Carolyn Johnson is the author of the quilting book, Taking Off with Flying Geese. She has been quilting for more than 35 years and has taught nationally for more than 20 years.

Be in the right place at the right time

Check your class schedule for location.
Some classes meet at off-campus locations.

- MCC** = Manchester Community College
- LOWE** = Lowe Building
- V1-V6** = Village
- LRC** = Learning Resource Center
- AST** = Arts, Sciences & Technology Center
- EHCCC** = East Hartford Community Cultural Center



ART, CRAFTS & PHOTOGRAPHY

Knitting for the Absolute Beginner

It's not just Grandma who loves knitting nowadays. This practical and friendly workshop offers beginners a step-by-step approach to learning how to knit everything from sweaters to hats, mittens, socks and more. Learn to cast on, knit, purl, read a pattern and start a project. Participants will work at their own pace from patterns brought from home or borrowed from the instructor. Bring needles (size 8 or 9) and a skein of 4-ply yarn to first class.

CRN #20442 4 Tuesdays, 6/7-7/5 (does not meet 6/28), 6:30-8:30 p.m.
MCC Bldg. LRC A201 Fee: \$70

Instructor: Phyllis Girard has been knitting for more than 50 years. She enjoys sharing her love of knitting by teaching this craft in a variety of settings for students of all levels.

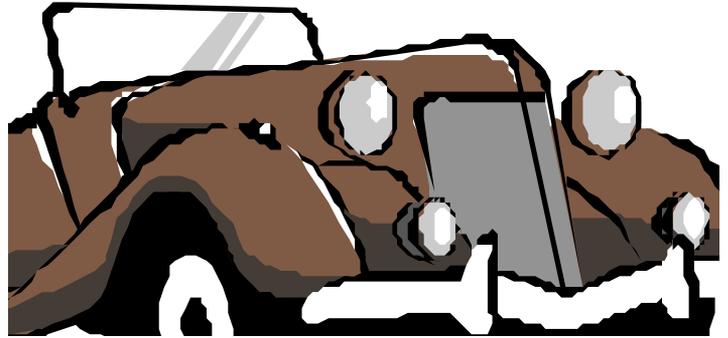
Knitting for All Seasons

Knitting doesn't take an extended holiday when the snow melts! Summer is a perfect time to knit, maybe while you're soaking up some rays at the beach. Enhance your summer wardrobe with a knitted shawl, sleeveless top, purse or dress. Knitted bathing suits, anyone? Knitting is perennial, whatever the season. Regardless of your skill level, join us to work on your own special project, from patterns brought from home or borrowed from the instructor. Beginners will learn to cast on, knit, purl, read a pattern and start a project. More experienced knitters will learn some advanced techniques, such as bobbles, cables, fisherman and duplicate stitch. Bring needles (size 8 or 9) and a skein of 4-ply yarn to first class.

CRN #20443 4 Saturdays, 7/16-8/6, 10 a.m.-noon
MCC Bldg. LRC A201

CRN #20444 4 Tuesdays, 8/2-8/23, 6:30-8:30 p.m.
MCC Bldg. LRC A201

Fee: \$70
Instructor: Phyllis Girard



Shape and Form of Metal—The English Wheel

The English Wheel is a device created a century ago to accomplish compound curving of sheet metal. The English Wheel is used in a wide variety of ways today, from sculpture to motor vehicle design, and by Lamborghini to antiques restorers. Students in this course will learn about the English Wheel as well as simple hand tools used to form compound curves in sheet metal. Students will "wheel" out several shapes and learn methods of assembly, completing a simple project of their own.

CRN #20414 2 sessions, Saturday, 7/9, 9 a.m.-5 p.m.; & Sunday, 7/10, 10 a.m.-4 p.m. **MCC Bldg. AST D133** Fee: \$170

Instructor: Walter Scadden has been a metal worker for more than 30 years and a member of Rhode Island School of Design's sculpture adjunct faculty for 11 years. He has published and lectured nationally on the growing popularity of the English Wheel.



Of Similar Interest:

- Henna Body Art courses on page 8
- "The Business of Being an Artist or Crafter" on page 37

New! Basic Blacksmithing—Forged Ironwork (not horseshoeing)

Feel the excitement of forging a red-hot piece of metal into your own design! Explore the craft that built this country. This course provides hands-on experience for students interested in this time-honored trade which has its origins in the Middle Ages. Students will work with forge, hammer, and anvil to learn basic skills and complete projects of their own. The skills learned here have applications in sculpture, architecture, industry, crafts and many areas where hand tools are used. Students are advised to wear appropriate work clothing and bring safety glasses and gloves to class.

CRN #20413 2 sessions: Saturday, 6/11, 9 a.m.-5 p.m.; & Sunday, 6/12, 10 a.m.-4 p.m. **MCC Bldg. AST D133** Fee: \$170

Instructor: Walter Scadden has operated his own architectural iron workshop for the last 15 years. He has taught blacksmithing at the John C. Campbell Folk School in North Carolina and the Mystic Seaport Museum. He also founded and directs the Connecticut School of Wrought Iron Design. In 1987 he won the USS Steel/Gainsville Iron Design Competition.

Basic 35mm Photography

Tired of struggling with your 35mm camera? Are your photos disappointing? This class will deal comprehensively with 35mm techniques and camera operation. Emphasis will be placed on developing camera fluency by shooting weekly photographic assignments. All elements of photography, such as f/stops, shutter speeds, automatic modes, film selection and composition will be covered. Bring your camera to class. Each student will receive individual attention and critique. Approximate expenses: \$75 for film and processing.

CRN #20351 4 sessions, 2 Fridays, 7/15-7/22, 6-9 p.m.; and 2 Saturdays, 7/16-7/23, 1-4 p.m., **MCC Bldg. V1 V101** Fee: \$105

Instructor: Richard Hoyer is a fine art, portrait and location photographer who has had more than 20 years of fun and profit in the photo world. His work is exhibited regularly at galleries around the state.

Black-and-White Darkroom Photography

Create your own black-and-white prints! This hands-on workshop is for beginning or experienced photographers who want to learn or fine-tune black-and-white printing techniques. We will explore technical controls and artistic expression. Learn how to evaluate your negatives, manipulate contrast, seamlessly burn and dodge, and crop for maximum effect. Emphasis is on individual attention. Approximate expenses: \$75 for film, processing and paper. Materials fee: \$15, payable to instructor at first class, to cover the cost of chemicals used in class.

CRN #20325 5 Fridays, 6/3-7/8 (does not meet 7/1), 6-9 p.m.
MCC Bldg. AST D212 Fee: \$125

Instructor: Richard Hoyer

ART, CRAFTS & PHOTOGRAPHY



Photographic Lighting Workshop

Have you ever wished your photos looked better? You had a great subject and good composition; could it be the light wasn't right? Let a professional photographer show you the way to better lighting. You'll learn how to use many different (affordable) types of light, from the sun to incandescent and electronic flash. There will be demonstrations of techniques and assignments that use what you've learned. Students will shoot both black-and-white film and color slides for assignments. A basic knowledge of 35mm photography is required. Expenses: approximately \$50-\$75 for film and development. By the time you finish this course, you'll see light in a whole new way!

CRN #20328 6 Thursdays, 6/9-7/14, 6:30-8:30 p.m.

MCC Bldg. LRC B218 Fee: \$125

Instructor: Jeff Shaffer has been a professional photographer for more than 15 years and operates a studio with his wife, Dawn, in Hartford. They specialize in food and still life for advertising magazines.

New! Wildflower Workshop

This weekend workshop will focus on the techniques and artistry of photographing local wildflowers. We will discuss equipment, film, light and camera exposures best suited to shooting flowers in the natural landscape. In addition to class discussions, participants will have the opportunity to shoot different types of flowers with the instructor during at least two field trips to area parks and public places. In case of inclement weather, participants should bring samples of past work for critique as well. Participants can use either film camera with slides or digital cameras; digital images are preferred in order to expedite critiques during the workshop.

CRN #20427 3 sessions, 1 Friday, 6/17, 7-9 p.m. 1 Saturday, 6/18, 8 a.m.-5 p.m.; & 1 Sunday, 6/19, 8 a.m.-4:30 p.m.

MCC Bldg. LRC B213 Fee: \$135

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

New! How to Photograph Your Artwork Workshop

One of the most important skills that an artist needs to develop is how to photograph artwork to be presented for possible exhibition. Find out what equipment you need in order to photograph your artwork for presentations and the web. Learn how to set up and shoot images of your work; then prepare the images for cropping to produce photos or slides. There will be a question-and-answer session as well.

CRN #20327 2 Wednesdays, 6/1 & 6/15, 7-9 p.m. **MCC Bldg. AST C211** Fee: \$30

Instructor: Mallorie Ostrowitz

The Digital Camera

Learn the fundamentals of digital photography using a consumer-model digital camera. All aspects of the digital camera will be discussed, including the lens, viewfinder, focus, aperture, shutter, digital file formats and image storage. Comparisons will be done on some popular digital cameras, including image quality, current usage and price. The course will also cover working with digital camera software on a computer and importing and saving photographs. Elements 2.0 is used to demonstrate methods of color correction and enhancement. To take this class, it is not necessary to own a digital camera, but if you do, please bring it along with your instruction manual.

CRN #20257 2 Tuesdays, 6/14-6/21, 6-9 p.m. **MCC Bldg. LRC B142** Fee: \$95

Instructor: John Prendergast has been a photographer and photo retail specialist for more than 30 years. Currently, his interest centers on digital capture and working in the digital darkroom.

Digital Camera—Part II

Making the leap from film to digital photography was scary, but you did it! And now that you've had some time to enhance your digital photo skills, and maybe even learned how to load your photos into the computer and digitally enhance them, you're ready for more. Well, we've got it! In this advanced course, learn how to control digital photography from camera to computer. Topics will include advance techniques for taking better digital photos, digital picture management, advanced camera controls, enhancing your pictures with Adobe Photoshop, and successful printing and web usage techniques. Bring your digital camera and your digital questions to this informative class.

CRN #20258 2 Tuesdays, 8/16-8/23, 6-9 p.m. **MCC Bldg. B141** Fee: \$95

Instructor: Richard Hoyer

New! Creative Digital Photographic Output

Okay, so you have a nice new digital camera and you have learned how to use it to take all kinds of great digital photos. Now what? What do you do with these digital works of art that are being held prisoner on your hard drive? It's time to set them free. This class will explore the options that are currently available on creative digital output. You'll learn how to make really good Inkjet prints, how resolution relates to your output, what printers are available for photographic output and which one might be best for you; learn about different types of archival paper and inks, and how to calibrate your monitor so the color you see is the color you get. In addition, we will look at electronic ways of using and displaying your work; using online printing services such as Ofoto, dotPhoto, Snapfish etc.; and how to create and publish your photos as a book using online printers. Bring your digital photos to class and learn how to improve the output you get from them.

CRN #20262 3 Thursdays, 7/7-7/21, 6-9 p.m. **MCC Bldg. AST D211** Fee: \$145

Instructor: Richard Hoyer



Of Similar Interest:

- Digital Imaging & Design courses on page 16

BODY, MIND & SPIRIT



Henna Body Art Basics

Henna is a safe, natural dye made from the red plant which bears its name. Henna dyes have adorned the skin of men and women since before the time of Cleopatra. Today's Indian brides and some of today's hottest celebrities (Madonna, Demi Moore, Naomi Campbell and others) are creating with henna. In this course, learn about henna and how to use it to create intricate temporary tattoos (henna stains last just two to three weeks).

Making henna body art is a fun activity to do with friends and a great project for moms and dads to do with their kids (especially at parties). Participants in this course must be at least 14 years old. Materials fee: \$4, payable to instructor at first class.

CRN #20438 2 Saturdays, 6/4-6/11, 10 a.m.-noon
MCC Bldg. LRC B144 Fee: \$29

Instructor: Shalini Sharma was born and raised in India. She earned her bachelor's and master's degrees from Meerut University, India, as well as a diploma in Indian classical dance. She is also certified in Ayurvedic healing practices and teaches others to use this ancient healing system to create wholeness in mind, body and spirit.



Henna Body Art Beyond Basics

In this course, learn to make more intricate and fine designs, employing both traditional and Western motifs. Participants must be at least 14 years old. Materials fee: \$6, payable to instructor at first class. (Henna-dye stains last just two to three weeks).

CRN #20439 3 Saturdays, 7/9-7/23, 10 a.m.-noon
MCC Bldg. LRC B144 Fee: \$40

Instructor: Shalini Sharma



Introduction to Hypnosis

Hypnotic techniques are used every day. Learn what hypnosis is and what it isn't. Through lecture and hands-on application you'll receive experience and instructions in the theory and uses of hypnosis and Neuro-Linguistic Programming (NLP). You will gain an understanding in how hypnosis is applied and used, from the simple introduction of hypnotic trance to how it can be applied in everyday life to make positive credits and eliminate procrastination and release your future success.

CRN #20410 3 Tuesdays, 6/7-6/21, 6-7:30 p.m. **MCC Bldg. V5 V151**
Fee: \$30

Instructor: David Barron is a Master Hypnotist, Master Practitioner in Neuro-Linguistic Programming, author, lecturer and a corporate consultant. He has worked more than 3,000 clinical hours with individuals helping them overcome habits and patterns applying his skills.

Weight Loss through Hypnosis

This class will give each student the mental tools to help gain control of eating habits and make weight loss fun and easy. Class topics will include the nature of the mind; controlling how your mind represents food; what hypnosis is and is not, and how it works; what is required for success using hypnosis; using the imagination to gain control of eating patterns; and the nature of beliefs and how they control our life.

CRN #20409 1 Tuesday, 6/28, 6-8 p.m. **MCC Bldg. LRC B208** Fee: \$15
Instructor: David Barron

Empowering Tools for Healing

This course is for anyone looking for different doorways to healing or alternative methods to accessing the good medicine within and around them. In this workshop, we will learn how to explore diverse methods of healing using the power of nature, music, art, storytelling, dance and ritual to consciously direct power toward issues in our lives that need transformation. The ceremonies will strengthen the body, mind and spirit and will contribute to emotional and spiritual stability.

CRN #20397 6 Wednesdays, 6/8-7/13, 6-9 p.m. **MCC Bldg. LRC B144**
Fee: \$115

Instructor: Mensimah Shabazz is a psychospiritual consultant and writer and also has been a domestic violence counselor. She has a master's degree in transpersonal studies with a concentration in women's spiritual development and is currently a Ph.D. candidate.



Women's Wisdom and Power

This course is for women who are looking for a medium to discuss different ways of embodying the wisdom of the feminine in everyday life, embrace their sacredness and power in order to change the dynamics at play in their lives and communities. In this workshop, we will share the stories of our lives as teaching stories that can deeply and directly lead to enriched understanding of the sacred feminine; recognize that all the stuff of life is not separate from that which is sacred; increase options for the future and deepen realizations of the sacred in everyday life and the wisdom in ourselves as women.

CRN #20398 2 Wednesdays, 7/20-7/27, 6-9 p.m. **MCC Bldg. LRC B144**
Fee: \$40

Instructor: Mensimah Shabazz

Confidence, Confidence, Confidence

Confidence can make the difference between success and failure. Not the only difference, perhaps, but exhibiting self-confidence is unquestionably a major asset in any situation. The good news is that confidence is a learned skill; anyone can develop it. If lack of confidence is holding you back from achieving your goals and desires, this course is for you. Through lectures, storytelling and practical exercises, students will learn to develop confidence, positive thinking, goal setting and the ability to succeed.

CRN #20299 1 Wednesday, 6/1, 7-8:30 p.m. **MCC Bldg. AST C204**
Fee: \$29

Instructor: Roger Abramsky is the founder of the American Society for Positive Thinking. He holds a bachelor's degree in sociology and applied social relations/communications from Eastern Connecticut State University.



Dealing with Life Changes in a Spiritual Way

Why go through life's changes feeling that it's only down hill from here? When a major change happens in your life, get excited, be positive and watch for doors to open, because your life is moving forward whether you like it or not. Learn to release your fear and truly feel that all of life is good. You can experience life by default or you can take control. You must simply decide what you want and believe it is on its way.

CRN #20399 2 Wednesdays, 6/15-6/22, 7-9 p.m. **MCC Bldg. Lowe L245**
Fee: \$25

Instructor: Gregory J. Thomson has an M.S. in organizational management. He works as a personal-growth coach and consults with individuals on the uses of goal setting and keeping goal journals.

BODY, MIND & SPIRIT

Meditation as a Life Skill

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

CRN #20401 2 Mondays, 7/11-7/18, 6-8 p.m. **MCC Bldg. LRC B208**
Fee: \$29

Instructor: Dory Dzinski is a body-centered psychotherapist, pastoral counselor, and energy therapist in private practice. She is President Emeritus of the CT Holistic Health Association and co-editor/publisher of The Door Opener magazine.

Creating Your Heart's Desire

This step-by-step course will bring you through the process of deciding what you really want in life, and then give you the tools for getting it! Based on the teachings of Sonya Choquette, international speaker, healer and intuitive, you will learn how to get very clear on what your real goals are, what is holding you back, how to get past your fears and how to bring about wonderful changes in your life. This is not only a great course on its own, but it is also an effective follow-up to students who have attended Who Am I Really? Participants will have fun with in-class creative exercises and the various handouts, which can be used for personal self-exploration.

CRN #20402 4 Mondays, 7/25-8/15, 7-9 p.m. **MCC Bldg. LRC B208**
Fee: \$50

Instructor: Dory Dzinski

How to Talk to Your Angels

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

CRN #20432 1 Friday, 7/15, 6:30-9 p.m. **MCC Bldg. LRC B144**
Fee: \$45

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

Messages from Beyond

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

CRN #20390 1 Friday, 6/10, 6-9 p.m. **MCC Bldg. LRC B208** Fee: \$59
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

What most of us know about witches and witchcraft comes from pop culture ("Charmed," "Harry Potter") or from our dim memories of historical events and classic literature (Salem witch trials, "Macbeth"). There's a lot more to Wicca, paganism or "the old religion" than the clichéd image of black-clad hags riding the skies on broomsticks. Wicca has its roots in Paleolithic times, some 25,000 years ago, and pagan celebrations are often the basis for Christian holidays. This course will provide open-minded individuals with an introduction to Wicca, paganism and New Age concepts related to living with and loving magic. Topics to be covered 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 third class will be a summer solstice ritual. Put a little "magic" in your life this summer!

CRN #20435 4 Mondays, 6/6-6/27, 7-9 p.m. **MCC Bldg. AST C201**
Fee: \$50

Instructor: Faith McCann is an MCC graduate, martial arts instructor and a third degree Wiccan priestess. She has practiced the Wiccan religion and has studied the history of religions, Wicca, witchcraft and magic for more than 20 years.

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

Consider Yourself Confirmed!

MCC notifies you only if a course cancels or has schedule changes.
If you don't hear from us, assume you are registered.

COMPUTER TECHNOLOGY INSTRUCTORS

Michael Bailey worked on personal essays and their convergence with spiritual writings for his Master's thesis project at Wesleyan University. He is currently an adjunct professor in the English department at MCC.

John Ferreira is senior electrical engineer/software engineer at Goodrich Pump & Engine Control Systems, West Hartford, where he designs, builds and programs computerized test equipment.

Dr. Randolph Fournier has more than 18 years' combined experience in business and academia. He has taught courses in marketing, sales, advertising and business at the University of Maryland. In addition, he has taught a wide range of technology-related courses, including web-page design, computer information systems, and PC maintenance. Currently, he is the Director of Library Services at MCC.

John Gialluca is a practicing security professional at a Fortune 500 company. He is also a Microsoft Certified Systems Engineer and served as a subject matter expert for Comptia's Server+ Certification.

Margaret Gordon has more than 23 years of experience troubleshooting hardware and software systems and applications, including 18 years' teaching all levels of Microsoft Operating Systems and MS Office Applications. She assists end users and companies to create and maintain Wintel and Unix platform web sites. Margaret supports Access, Dreamweaver, Excel, Flash, FrontPage, Lotus, Netmeeting, Norton Antivirus, Notes, Perl CGI, Photoshop, PowerPoint, Project, Publisher, Windows, Word, and WordPerfect. She has an Associate Degree in Liberal Arts from MCC.

Richard Hoyer is a fine art, portrait and location photographer, who has had more than 20 years of fun and profit in the photo world. His work is exhibited regularly at galleries around the State.

Willy Isaac is an Oracle-certified database administrator and Oracle-certified master specializing in data warehouse administration.

Nitya Joseph has an M.S. in computer information technology and a B.S. in electronics and communication engineering. She is proficient in developing applications using Sun's JAVA technology and Microsoft's .NET Framework.

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

Stuart Lipman is the owner of a local computer store. He brings more than 20 years of technical and practical experience to the classroom.

Bruce Manning, B.A., Computer Coordinator for MCC's Continuing Education Division, designed and maintained the networking, business and instructional applications for two public school districts in Connecticut. He has provided training for Quinebaug Valley Community College; UConn; CREC; public, private and technical schools; businesses; municipalities; and state agencies.

Lisa Murphy, B.A., is a professional software trainer with 20 years' experience in database, spreadsheet, and desktop publishing instruction. She has authored dozens of courses for business users and specializes in database and web site development.

Maura O'Connor, B.F.A., Hartford Art School at the University of Hartford and a Master's of Fine Art in Visual Art from Vermont College at Montpelier, Vermont, is a faculty member at MCC. She teaches Graphic Design, Computer Graphics, and Digital Video at MCC. Maura has produced digital video projects for community-based organizations.

John Prendergast has been a photographer and photo retail specialist for more than 30 years. Currently, his interest centers on digital capture and working in the digital darkroom.

Dale Reynolds owns and operates her own home-based computer help desk company and is a corporate technical advisor/trainer for Windows' applications for a large corporation.

David Ross holds a B.F.A. from Kent State University and an M.F.A. from Yale University. He is an artist, as well as a computer and graphic design consultant. He has taught art and computer courses at various schools throughout the country.

Russell Sabadosa, M.B.A., is a full-time faculty member at MCC, who teaches in the computer Networking, Security and Hardware area. Prior to MCC, Russell was a project engineer and IT director where he became proficient in a number of software packages and platforms in the area of networking, desktop applications, project management and report writing.

Susan Sarazen has a B.S. from CCSU and a computer certificate in programming from Asnuntuck Community College. She has more than eight years' experience teaching Microsoft Office products.

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

Robert Thornton has more than ten years' experience as an IT instructor and developer, specializing in client/server and web-based programming. He also has a certificate in structured programming from Rensselaer Polytechnic Institute and is a Certified Internet Webmaster (CIW).

Kristin Violette graduated from the University of Hartford with a Master's in Educational Technology. She has been teaching computer courses at Newtown High School for seven years and has her own web design and computer consulting business.

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. He has been recording music for several decades and has also written two books on using Pro Tools in the home studio: The Complete Idiots Guide to Home Recording and Pro Tools Recording Guide.

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

Eric Zematis, a Certified Internet Webmaster (CIW) and Microsoft expert in Word and Excel, works full-time as a webmaster.

COMPUTER TECHNOLOGY

COMPUTER CERTIFICATION TEST PREPARATION

Professional Certification...

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

Course	Page Number	Certification	Exam
Complete Microsoft Office 2000 Certification (Core Level)	14	Microsoft Office Specialist	MOS
Oracle 10g Introduction	15	Oracle Certified Associate	IZO-042

Both Vue and Prometric testing centers administer certification exams and can be found on the web.

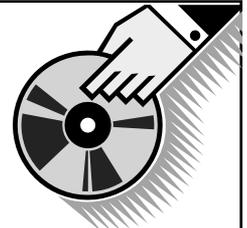
For more information contact Bruce Manning, Computer Coordinator
at (860) 512-2808 or bmanning@mcc.commnet.edu

INTRODUCTORY

TECHNOLOGY FOR HOME AND CAREER

MCC's "Technology Tuesday" Series at the East Hartford Community Cultural Center

Instructor: **Bruce Manning**



Introduction to the PC (Part I)—Hardware

Are any of these terms confusing to you: RAM, ROM, CPU, motherboard, resolution, hard-drive, floppy drive, CD-ROM, modem gigabytes, megabytes, kilobytes, sound card, video card, USB and firewire? Learn basic computer terms and lingo in this hands-on workshop specifically designed for the NEW computer user!

CRN #20166 1 Tuesday, 6/7, 9:30 a.m.-12:30 p.m. **EHCCC Room 4**
Fee: \$65

Introduction to the PC (Part II)—Operating System and Software

After you've learned the components of a computer, learn how to use your computer more effectively. Learn how to open and save properly, and build files and folders. Learn file formats, system maintenance and basic tips to maintain your PC's health!

CRN #20168 1 Tuesday, 6/14, 9:30 a.m.-12:30 p.m. **EHCCC Room 4**
Fee: \$65

Introduction to the Internet

What is a browser? How does the Internet work? Learn how to use the Internet to find basic information from job openings to a movie schedule. Discover effective searching and navigation tips. Download and save images and files from the World Wide Web to the PC. Explore online resources in your area!

CRN #20169 1 Tuesday, 6/21, 9:30 a.m.-12:30 p.m. **EHCCC Room 4**
Fee: \$65

Résumé and Professional Writing using Microsoft Word

Want to get the upper hand in searching for a job? Learn effective résumé and professional writing strategies using Microsoft Word. Discover all the formatting techniques and layout functions that separate your résumé from the herd! Create a style sheet for documents, letterhead and hyperlinking.

CRN #20167 1 Tuesday, 6/28, 9:30 a.m.-12:30 p.m. **EHCCC Room 4**
Fee: \$65

Household Budgeting and Financial Planning with Microsoft Excel

What better way to manage your household finances and plan for the future than to build an Excel spreadsheet? Learn how to format a spreadsheet to meet your personal needs. Create formulas to help plan your financial future or finance a car, a home or college.

CRN #20170 1 Tuesday, 7/5, 9:30 a.m.-12:30 p.m. **EHCCC Room 4**
Fee: \$65

Communicate Your Ideas with Microsoft PowerPoint

Leaders in organizations have to effectively communicate their ideas. Microsoft's PowerPoint is an industry standard in electronic presentation design. Create interesting, compelling and persuasive presentations with graphics, text and hyperlinks.

CRN #20171 1 Tuesday, 7/12, 9:30 a.m.-12:30 p.m. **EHCCC Room 4**
Fee: \$65

Take all Six Courses and SAVE \$120!

CRN #20261 6 Tuesdays, 6/7-7/12, 9:30 a.m.-12:30 p.m. **EHCCC Room 4** Fee: \$270

COMPUTER TECHNOLOGY



INTRODUCTORY

Meet the PC

If you have never turned on a computer or had to learn things on your own, then this class is for you. Learn to work effectively in a Windows environment. Learn how to understand an advertisement and computer jargon. Learn to work with disks, files and folders. Fundamentals of Microsoft Office will also be covered, including creating, editing and saving documents with Word; creating spreadsheets with Excel; learning about a database with Access; and surfing the Internet with Internet Explorer. This class is not just for beginners. It provides participants with the strong foundation needed to learn other software programs. Recommended text: Computers Simplified, available at your local bookstore.

CRN #20162 4 Mondays, 8/1-8/22, 6-9 p.m. **MCC Bldg. LRC B141**
Fee: \$195

Instructor: **Stuart Lipman**

Introduction to Personal Computers for Older Adults

Designed for those with little or no experience with computers, this seminar introduces IBM-compatible machines. Learn what a computer can do for you. Learn important terminology, how to use a mouse, the difference between hardware and software, all about disks, and how to open and close documents and windows. Explore simple word processing techniques and how to use a spreadsheet. You'll also get to take a brief trip on the "information superhighway." This seminar is a great first step to making a purchase or learning a specific software program. Class size is limited. Recommended text: Computers Simplified, available at your local bookstore.

CRN #20163 2 Mondays, 6/20-6/27, 1-4 p.m. **MCC Bldg. LRC B142**
Fee: \$95

Instructor: **Margaret Gordon**

Palm Pilot Introduction

Learn how to use your Palm Organizer. Learn about the applications; how to schedule and reschedule appointments; manage your to-do list; and keep track of your contact information. Use Hot-Synch to keep your Palm and desktop synchronized. Bring your Palm to class to learn about this exciting technology. Palm units are not supplied to participants. Workbook included in course fee.

CRN #20174 2 Mondays, 6/20-6/27, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$95

Instructor: **Clayton Walnut**

U.S. Department of Labor Bureau of Labor Statistics

- 1) Employment in computer systems design and related services will grow by 55 percent in the next year.
- 2) Businesses such as Internet publishing and broadcasting, and Internet service providers, web search portals, and data processing services, are expected to grow by 41- 68 percent.
- 3) Technical consulting services will grow by 55 percent.

Consider Yourself Confirmed!

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MULTIMEDIA

Pro Tools Digital Recording

This course covers audio recording using Pro Tools software on PC computers and covers all basic functions of the software, as well as some advanced techniques. The course is aimed at musicians looking to record their own music in a home studio, but may also be of interest to anyone who wants to know more about audio-recording techniques. Each concept will be demonstrated on the software, with the student being able to see and hear the results. Students will learn not only about recording, but also about editing and mixing audio.

CRN #20195 3 Wednesdays, 7/13-7/27, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$145

Instructor: **Clayton Walnut**

Digital Life

The world has gone digital, and it's time for you to get on board! Learn how to comfortably integrate new digital technology into your home, school and workplace and begin (or enhance) your new digital lifestyle. Learn about digital music with iTunes and the iPod; organizing digital photos with iPhoto; burning CDs; ripping MP3s; and making digital slide shows with music. The class will focus on Apple's digital iLife software, which is fun, easy to learn and integrates well together. Bring your digital toys, tools, shoebox, and, of course, your digital questions to class.

CRN #20186 1 Tuesday, 7/12, 6-9 p.m. **MCC Bldg. AST D211** Fee: \$65
Instructor: **Richard Hoyer**

Introduction to C++ Game Programming

This course teaches the basics of game programming using C++ as the development language and DirectX as the graphics library. Students will learn to write a shell Windows program that can be used as the basis for any application, and then develop the application by adding the code needed to initialize DirectX, as well as to create and manipulate DirectX objects, such as surfaces and textures. Gaming topics include sound, animation, game engines, game editors, manipulating a virtual world, programming quests, and more. *The prerequisite to this course is a solid understanding of C++ programming.*

CRN #20204 4 Thursdays, 7/14-8/4, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$195

Instructor: **Clayton Walnut**

Build Your Own Home Network

If you're operating a small business, or if you just want to connect all household members to a shared computer system, this class is a must! Students will be introduced to various network arrangements, including wire and wireless networks. Hardware will be reviewed to determine the best configuration for each participant. Students will install a mini-network and provide Internet, printing and data access across the network. Prerequisite: *A working knowledge of Windows.*

CRN #20177 2 Wednesdays, 6/22-6/29, 6-9 p.m. **MCC Bldg. LRC B141**
Fee: \$95

Instructor: **Stuart Lipman**

COMPUTER TECHNOLOGY

NETWORKS AND OPERATING SYSTEMS

Windows XP Introduction

This course is for the student who is completely new to personal computers and needs to learn the basics about Windows XP. You'll be introduced to the fundamentals of personal computers and terminology. You'll also work with the Windows XP desktop objects and windows, and explore ways to customize your settings. In addition, you'll look at ways to navigate the program, use Windows Explorer and other common Windows XP techniques, and access the Internet in the Internet Explorer environment. Students are eligible to receive free software for the course from Microsoft. Students only pay postage for shipping of the CD from Microsoft.

CRN #20187 2 Wednesdays, 6/8-8/15, 6-9 p.m. **MCC Bldg. LRC B141**

Fee: \$95

Instructor: **Michael Bailey**

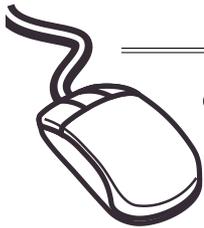
Red Hat Linux

Thanks to the success of companies like Red Hat, the Linux operating system is no longer just for hobbyists. The Linux system can be downloaded for free and shared by a community of software developers, from professionals to amateurs. This course is for anyone who uses PCs and would like to install and run Red Hat Linux. Students will learn what Linux is; how to set it up and run it; how to edit files, run scripts, compile programs, and run applications; and how to use RPMs (software system management packages) and tarballs (a number of files and directories compressed into one file). Students will learn by practicing various functions on PCs with the Linux systems they install, run and test under the instructor's guidance. Required text: Red Hat Enterprise LINUX & FEDORA, O'Reilly, available at MCC Bookstore.

CRN #20196 6 Mondays, 7/11-8/15, 6-9 p.m. **MCC Bldg. Lowe L102**

Fee: \$295

Instructor: **John Ferreira**



INTERNET

Getting Started on the Internet for Older Adults

Designed for older adults who want to learn about the Internet and the benefits of using it, this class covers what you need to know to get started on the Internet and how to visit web sites. Learn how to

send email and chat with friends online. Workbook included in course fee. Prerequisite: *Basic mouse and keyboard skills*.

CRN #20164 2 Mondays, 6/6-6/13, 1-4 p.m. **MCC Bldg. LRC B142**

Fee: \$95

Instructor: **Margaret Gordon**

Web Hosting

Are you thinking of building a web site or have started one and you want to get it online? Finding Web Hosting can be like walking through a minefield. Thousands of people each day are building web sites for various reasons and have not gone the extra step to put their web site online because they do not know what to do next. Some start businesses, while others build sites that contain personal or helpful information. In this three-hour course, you will learn how to get your web site online.

You will learn how to find a web hosting company that fits your need(s) by evaluating three criteria: price, reliability uptime, and customer support.

CRN #20205 1 Friday, 8/19, 6-9 p.m. **MCC Bldg. LRC B142** Fee: \$65

Instructor: **Dr. Randolph Fournier**

FrontPage Introduction

Attention all Windows Internet surfers: create your own web pages without writing any HTML tags. This hands-on course explores built-in templates (simple page, corporate presence web site, customer support web site, discussion web site and personal web site). Use or modify templates to create your own linked pages. Familiar Microsoft tool bars easily create all the latest special effects for web pages. Built-in email and reply forms allow web surfers rapid access to your products. FrontPage is totally integrated into all of Microsoft's products and is considered the emerging standard in web page development and maintenance. This is not a class for beginners. You should understand files, file types, folders, and have a basic knowledge of the Internet and word processing. Workbook included in course fee. Prerequisite: *Basic computer skills*.

CRN #20191 2 Thursdays, 6/16-6/23, 6-9 p.m. **EHCCC Room 4**

CRN #20192 2 Tuesdays, 8/2-8/9, 6-9 p.m. **MCC Bldg. LRC B141**

Fee: \$95

Instructors: **CRN #20191: Eric Zematis** **CRN #20192: Bruce Manning**

FrontPage Intermediate

A continuation of FrontPage 2000 Introduction, this class takes you beyond the basics. Learn HTML tags, including critical META tags. Discover the fundamentals of administering a web. Learn how to create frames, forms, dynamic pages and web-based databases. FrontPage is an important and useful product for anyone considering establishing a web presence. Workbook included in course fee. Prerequisite: *FrontPage 2000 Introduction, or permission of instructor or PC coordinator*.

CRN #20020 1 Friday, 6/3, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**

(limited seating) Fee: \$95

Instructor: **Chuck Schwartz**

Successful Information Design for the Web

The average user spends less than nine seconds perusing a web page. This course, which combines hands-on training with small group discussions in analyzing web sites and software, is perfect for customer-focused departments with a web presence. We will review existing sites as examples for discussion and analysis. By the end of this workshop, participants will be able to design or modify a site that is more user-friendly and customer-focused. Topics to be covered include how to analyze web usability; the elements of a successful, usable web site; language and text design; color properties and end-user psychology; and methods of designing a usability study. Prerequisite: *Basic Internet navigation skills*.

CRN #20203 2 Fridays, 6/17-6/24, 6-9 p.m. **MCC Bldg. LRC B141**

Fee: \$95

Instructor: **Robert Thornton**

Develop a Complete Web Site Using Dreamweaver MX 2004

Develop a comprehensive, visitor-friendly web site using today's most popular web page editor. In this hands-on class, you will create a complete web site from start to finish, including the final stage of putting the web site on the Internet—live! Prerequisite: *An introductory class in Dreamweaver or equivalent experience*.

CRN #20198 4 Wednesdays, 7/27-8/17, 6-9 p.m. **MCC Bldg. LRC B141**

Fee: \$195

Instructor: **Robert Thornton**

COMPUTER TECHNOLOGY

XML—When and How to Use It

Extensible Markup Language (XML) is actually what is called a “meta-language,” designed to describe other computer languages and to improve web functions by providing more flexible and adaptable identification of information. This course, which is intended for those with little or no knowledge of HTML web programming language and web design, will introduce students to XML and how it can be used most effectively in web development. The class is constructed to guide students through the best usages of XML in today’s Internet environment. Prerequisite: *Basic computer skills and some web experience helpful.*

CRN #20190 2 Fridays, 8/5-8/12, 6-9 p.m. **MCC Bldg. LRC B141**
Fee: \$95

Instructor: **Robert Thornton**

MICROSOFT OFFICE SUITE AND OUTLOOK

Complete Microsoft Office Certification (Core Level)

Office Specialist Certification is a globally recognized standard for demonstrating desktop skills while providing a valid and reliable measure of technical proficiency and expertise. Certification is a credential that helps one focus on career direction by evaluating overall comprehension of Microsoft Office, the ability to use their advanced features, and the ability to integrate the Office programs with other software programs. Learn and practice the essential skills that will increase marketability and help obtain Microsoft Office Specialist Core Certification. Participants will create, edit and format Word documents working with tables and graphics; build Excel worksheets, and construct formulas and charts; create colorful and powerful presentations in PowerPoint; develop a database; and learn to manage data through tables, queries, forms and reports. Required text: Marquee Series: Microsoft Office 2000 Core Certification, Rutkosky and Seguin, available at MCC Bookstore. Prerequisite: *Basic computer skills and some exposure to Microsoft Office.*

CRN #20176 12 Wednesdays, 6/1-8/17, 6-9 p.m. **EHCCC Room 4**
Fee: \$499

Instructor: **Dorothy Weiner**

PowerPoint Introduction

With unprecedented ease, this presentation software package lets users 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. Workbook included in course fee. Prerequisite: *Basic computer skills.*

CRN #20188 2 Mondays, 6/20-6/27, 6-9 p.m. **MCC Bldg. LRC B141**
Fee: \$95

Instructor: **Lisa Murphy**

Outlook Introduction—Time Management

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

CRN #20189 2 Thursdays, 6/30-7/7, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$95

Instructor: **Russell Sabadosa**

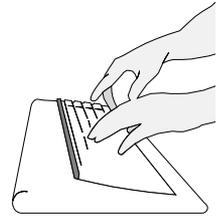
WORD PROCESSING

Word Introduction

Learn about the features of Microsoft Word. Practice the essential commands you need to know to perform all of your day-to-day word processing. You will practice creating, editing, formatting and printing documents. Workbook included in course fee. Prerequisite: *Basic computer skills.*

CRN #20206 2 Thursdays, 6/16-6/23, 6-9 p.m. **MCC Bldg. LRC B141**
Fee: \$95

Instructor: **Susan Sarazen**



Word for Older Adults

Join us in this introduction to Microsoft Windows 2000 and Microsoft Word. Learn how to create letters and reports in a professional manner in this hands-on class. Become familiar with Word’s features and functions, and discover how to edit, copy, paste, format and print various documents. Join us in a relaxed atmosphere where questions are encouraged and welcomed. Prerequisite: *Basic mouse and keyboard skills.*

CRN #20165 2 Mondays, 8/1-8/8, 1-4 p.m. **MCC Bldg. LRC B142**
Fee: \$95

Instructor: **Dale Reynolds**

SPREADSHEETS

Excel Introduction

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

CRN #20172 2 Tuesdays, 8/2-8/9, 6-9 p.m. **MCC Bldg. LRC B142**
CRN #20173 2 Mondays, 6/20-6/27, 6-9 p.m. **EHCCC Room 4**

Fee: \$95

Instructors: **CRN #20172: Kristin Violette** **CRN #20173: Susan Sarazen**

QuickBooks Introduction

Students will learn how to set up a QuickBooks company; enter account opening balances; create and customize company lists; set up inventory; sell products; invoice for services; process customer payments; work with bank accounts; enter and pay bills; and utilize the graphic report features of QuickBooks to chart financial actions. Prerequisite: *Basic computer skills.* Required text: Course ILT: QuickBooks 2002, McKinnon, available at MCC Bookstore.

CRN #20182 2 Fridays, 7/8-7/15, 6-9 p.m. **MCC Bldg. LRC B141** Fee: \$95
Instructor: **Chuck Schwartz**

QuickBooks Intermediate

For individuals who have a working knowledge of QuickBooks and the desire to delve into the more advanced functions of this popular software, this hands-on class will focus on questions and problems that more advanced students may encounter. Learn how to create customized reports, invoices and other financial forms. Make the most of your personal finances and learn how to use QuickBooks more efficiently. Prerequisite: *Basic knowledge of QuickBooks.*

CRN #20183 2 Fridays, 7/22-7/29, 6-9 p.m. **MCC Bldg. LRC B141**
Fee: \$95

Instructor: **Chuck Schwartz**

COMPUTER TECHNOLOGY

DATABASE

Access Introduction

Access is a database program that can be used to maintain mailing lists, inventories, employee records, contacts and more. You will learn how to construct tables and forms, how to filter, sort and perform a query, and how to produce a report. Workbook included in course fee. Prerequisite: *Basic computer skills.*

CRN #20184 2 Thursdays, 6/30-7/7, 6-9 p.m. **EHCCC Room 4**

Fee: \$95

Instructor: **Kristin Violette**

Access Intermediate

Building on Access 2000 Introduction, this class uses more sophisticated tables, charts and custom forms. Learn to query multiple tables and modify reports. Workbook included in course fee. Prerequisite: *Access 2000 Introduction, or permission of instructor or PC coordinator.*

CRN #20185 2 Tuesdays, 6/21-6/28, 6-9 p.m. **EHCCC Room 4**

Fee: \$95

Instructor: **Lisa Murphy**

Microsoft SQL Server Design

This course provides students with the technical skills required to program a database solution by using Microsoft SQL Server 2000. It also prepares students to take the MCAD/MCSE/MCDBA Exam 70-229. At course completion, students will be able to describe the elements of SQL Server 2000; design a SQL Server enterprise application architecture; describe the conceptual basis of programming in Transact-SQL; create and manage databases and their related components; implement data integrity by using the IDENTITY column property, constraints, defaults, rules and unique identifiers; plan for the use of indexes; create and maintain indexes; create, use and maintain data views; implement user-defined functions; design, create and use stored procedures; create and implement triggers; program across multiple servers by using distributed queries, distributed transactions and partitioned views; optimize query performance; analyze queries; and manage transactions and locks to ensure data concurrency and recoverability. Prerequisites: *Experience with the Microsoft Windows 2000 /XP operating system, understanding basic relational concepts and knowledge of basic SQL syntax.* Required text: to be discussed in class. Students are eligible to receive free course software from Microsoft and will pay only postage for shipping of the CD from Microsoft.

CRN #20260 6 Wednesdays, 6/1-7/6, 6-9:30 p.m. **MCC Bldg. LRC B142**

Fee: \$465

Instructor: **Willy Isaac**

ORACLE10g DATABASE

Oracle10g Database is the world's most advanced and most popular database for transaction processing, data warehousing and content management. Oracle10g Database offers the performance and scalability you want with the availability and security you need.

ORACLE WORKFORCE DEVELOPMENT PROGRAM

Manchester Community College is one of the college sponsors of the Oracle Workforce Development Program in Connecticut. The Oracle Workforce Development Program allows educational institutions to deliver Oracle training as part of a certificate and non-degree continuing education program using curricula developed exclusively by Oracle University, Oracle's corporate training division.

Student benefits include free software and support for up to a year, a 40 percent discount on Oracle certification exams, a 50 percent discount on self-test software, and a free subscription to the Oracle Magazine.

Visit www.workforce.oracle.com for more information about the program.

ORACLE DATABASE 10g INTRODUCTORY PROGRAM

The Oracle Database 10g is the first step for a candidate to build a successful career as an Oracle Professional.

The OCA credential enables database professionals to prove competency in basic skills required to manage the industry's most advanced database technology, using cutting-edge tools.

To earn an Oracle Certified Associate credential, candidates must pass a computer-based examination on content related to the skill set and job role of an entry-level database administrator operating Oracle Database 10g.

To become an Oracle Certified Associate, you must pass the following exam, which is administered by Oracle University:
Exam #1Z0-042 Oracle Database 10g: Administration I

Visit www.oracle.com/education/certification for more information about the Oracle certification.

Oracle 10g Introduction

This course introduces Oracle Database 10g technology, relational database concepts, and the powerful SQL programming language. This course provides learners with the essential SQL skills of querying the database and the meta data, and creating database objects. In addition, the course also delves into the advanced querying and reporting techniques, data warehousing concepts, and manipulating large data sets in different time zones.

CRN #20441 5 Saturdays, 7/9-8/6, 9 a.m.-5 p.m. **MCC Bldg. LRC B142** Fee: \$1,175

Instructor: **Willy Isaac** is an Oracle-certified database administrator and Oracle-certified master specializing in data warehouse administration.

COMPUTER TECHNOLOGY

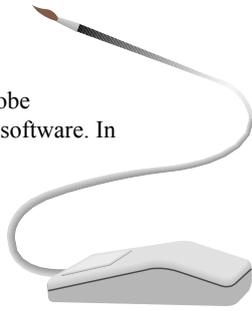
DIGITAL IMAGING & DESIGN

Adobe Photoshop CS Introduction

Interested in editing graphics as a hobby or profession? Come and learn the basics of Adobe Photoshop CS, the leader in graphics editing software. In this course, you will learn about the various file formats, tools, layers and web considerations for using Photoshop.

CRN #20181 2 Wednesdays, 8/24-8/31, 6-9 p.m. **MCC Bldg. LRC B141** Fee: \$95

Instructor: **David Ross**



Adobe Creative Suite Sampler

If you're looking for a greater understanding of the features of Adobe CS (Creative Suite), which is considered the top graphics and page design program, this sampler course is perfect for you. Students will review the main functions of the latest version of Adobe CS, which includes Photoshop, Illustrator and InDesign. The course will demonstrate why these programs are considered a suite and how they integrate with one another. Learning Adobe Creative Suite Sampler is a great start toward your graphics and design ambitions.

CRN #20201 3 Thursdays, 6/16-6/30, 6-9 p.m. **MCC Bldg. AST D211** Fee: \$145

Instructor: **David Ross**

Photoshop Elements

Professional photographers rave about Adobe Photoshop. Now, there's Photoshop Elements, 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. Photoshop Elements is built on the same editing engine as its professional cousin, Adobe Photoshop, but it's easier to learn and use. With Photoshop Elements it's easy to accomplish a variety of tricks that will make you look like Ansel Adams. Alter the color, contrast or brightness; change the size of a picture; remove unwanted elements (like your deadbeat cousin Joe); or combine the best of two photos, quicker and easier than ever. Photoshop Elements contains features designed to download digital pictures from your camera or scanner directly into the program, and has functions that allow you to output your finished images easily to the web or to print. Learn Photoshop Elements and rub shoulders with the pros.

CRN #20202 2 Thursdays, 6/16-6/23, 6-9 p.m. **MCC Bldg. LRC B142** Fee: \$95

Instructor: **John Prendergast**

Introduction to Adobe Premiere Video Production

This course is for beginning video students who want to learn how to edit video using Adobe Premiere software. This is a versatile editing program used both at home and the office for desktop video productions. Students will learn to digitize analog video, capture footage, format clips as quicktimes, store source clips, import and edit using Premiere, and output to tape, CD and/or DVD via firewire. Students should have footage to work with, such as VHS, miniDV tapes or quicktimes on CDs. Students will also need blank CD-Rs or DVD-Rs to burn their movies.

CRN #20200 4 Tuesdays, 7/7-7/28, 6-9 p.m. **MCC Bldg. LRC B207** Fee: \$195

Instructor: **Maura O'Connor**

Adobe Photoshop CS for Amateur and Professional Photographers

You know how to use your camera. Most of the time, you like your pictures. So, how is it that when you look at certain photographs in magazines, you scratch your head in wonder and ask, "How did they manage that?" Come to this class and find out! Adobe Photoshop Creative Suites is the advanced version of Adobe Photoshop, which has revolutionized the way photographers do pictures. Through demonstrations and hands-on work, students in this class will explore the basics of Photoshop CS and learn how to utilize it as a digital darkroom. Translate your photographic skills into the digital realm today.

CRN #20326 5 Tuesdays, 6/7-7/5, 7-9 p.m. **MCC Bldg. AST D211** Fee: \$165

Instructor: **Richard Hoyer**

Publisher Creating Greeting Cards

Tap into the exciting capability of Publisher to create beautiful and customized cards and envelopes for birthdays, weddings, and formal occasions. Students will master both Publisher's wizards and design templates for cards, and discover how to customize their own message using a blank four-fold document. We will also design custom envelopes of various sizes.

CRN #20259 1 Friday, 7/6, 6-9 p.m. **MCC Bldg. LRC B141** Fee: \$65

Instructor: **Lisa Murphy**

AutoCAD Introduction

This course will teach you how to design and develop architectural drawings using AutoCAD 2000. Learn essential commands, drawing, blocks and attributes, dimensions, plotting techniques and more. Extensive hands-on curriculum is designed to address the needs of engineering design professionals, project managers, and the avid beginner. Increase your earning potential with this industry-leading AutoCAD training! Recommended text: AutoCAD 2000 One Step at a Time Basics, Sykes, available at your local bookstore. Prerequisite: Basic computer skills.

CRN #20194 6 Fridays, 7/8-8/19 (does not meet 8/5), 6-9 p.m. **MCC Bldg. AST C128** Fee: \$295

Instructor: **Joseph Kardos**



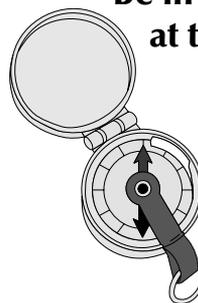
Of Similar Interest:

- Photography courses on pages 6 and 7

Be in the right place at the right time

Check your class schedule for location. Some classes meet at off-campus locations.

- MCC** = Manchester Community College
- LOWE** = Lowe Building
- V1-V6** = Village
- LRC** = Learning Resource Center
- AST** = Arts, Sciences & Technology Center
- EHCCC** = East Hartford Community Cultural Center



COMPUTER TECHNOLOGY



TROUBLESHOOTING AND SECURITY

Be Your Own PC Tech—Part I

Why pay for expensive upgrades when you can learn how to do them yourself? This class covers hardware issues from the motherboard to the operating system. Practice RAM, expansion cards, and peripheral device installations in a hands-on workshop with real parts. Learn how to configure drivers and troubleshoot your Windows operating system. This class is for the beginner or intermediate PC user.

CRN #20179 2 Tuesdays, 7/19-7/26, 6-9 p.m. **MCC Bldg. LRC B141**
Fee: \$125

Instructor: **Stuart Lipman**

Troubleshooting Windows

This course is designed to introduce troubleshooting methods for the Windows platform. Appropriate for the technical and non-technical individual, this workshop will combine troubleshooting tasks familiar to Windows users with topics specific to Microsoft's latest operating system. We will explore XP's new interface and desktop; discover file, directory structure and saving procedures; learn operating system networking capabilities; and review system maintenance and optimization techniques. Handouts included. Prerequisite: *Basic computer skills.*

CRN #20021 1 Wednesday, 6/1, 1-4 p.m. **MCC Bldg. LRC B141**
(limited seating)

CRN #20180 1 Thursday, 7/28, 6-9 p.m. **MCC Bldg. LRC B141**
Fee: \$65

Instructor: **Stuart Lipman**



Of Similar Interest:

- "Security—Securing Your Identity in the Information Age" on page 23



**Want to take a class online?
See the online classes listed
on pages 29-34
or visit the web site at
www.ed2go.com/manhcc**

How to Control Internet Pop-Ups, Spyware and Viruses (Junk) on Your Computer

This course offers students a hands-on learning environment on web browser security, in which they will learn to install and use tools that can be used for protecting themselves from malicious Internet activity.

CRN #20175 2 Tuesdays, 6/14-6/21, 6-9 p.m. **MCC Bldg. LRC B141**
Fee: \$95

Instructor: **John Gialluca**

How to Maintain a Healthy PC

Learn how to prevent disasters on your PC before they happen. This class provides in-depth content aimed at general hardware and system maintenance. Learn how to avoid blue screens, interpret error messages, and prevent system hangs. Discover how to update drivers and use the Windows operating system and third-party utilities to keep your PC running well. Participants will also learn such utilities and skills as system backup, scandisk, defragmenting, and how to configure virus protection.

CRN #20178 1 Wednesday, 8/24, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$65

Instructor: **Stuart Lipman**

PROGRAMMING

VB.NET Programming Introduction

Visual Basic.Net (or VB.NET) is the next generation of the programming language, Visual Basic. It is designed to be the easiest and most productive tool for creating .NET applications, including Windows applications, web services and web applications. This course covers the basic information students need to get started using VB.NET. There will be discussions of Windows user interfaces and how to create those interfaces with VB forms and controls. Students will also learn basic programming techniques in the VB.NET language. Finally, students will learn advanced topics such as modules and classes. Each concept will be demonstrated on VB.NET software in a hands-on environment. Prerequisite: *Some experience with programming.*

CRN #20197 4 Thursdays, 8/11-9/1, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$195

Instructor: **Clayton Walnum**

JAVA Introduction

What is Java, besides a cup of coffee? JAVA is today's hot programming language, based on object-oriented programming. In this beginning course, students will learn the fundamentals of object-oriented programming and the basic skills required to program in JAVA. Students will also learn to develop simple applets (programs written in the JAVA programming language) and GUI (graphical user interface) applications. Given the proper skills, programming in JAVA is easy and fun. JAVA can enhance a web page with animation and music, and allows users to interact with a web page, play web games, calculate spreadsheets, chat in real time, receive continuously updated data, and much more. Join the JAVA revolution!

CRN #20199 6 Saturdays, 7/9-8/13, 9 a.m.-4 p.m.
MCC Bldg. LRC B141 Fee: \$595

Instructor: **Nitya Joseph**

CUISINE



Participants in cuisine classes may want to bring an apron, dish towels, cutlery, and food containers (for leftovers) to class.

Fish and Shellfish—The Ocean's Bounty

Discover how to make the most of fresh seafood, which is brimming with nutrition and low in calories and fat. In this hands-on class, prepare Seafood Newburg, cod and vegetables en Papillote and a scrumptious almond-encrusted salmon. Shellfish dishes include shrimp scampi, spicy shrimp sauté and sea scallops Americaine. Participants will learn proper selection and handling of fish and shellfish, and how to prepare complement sauces for seafood dishes. Materials fee: \$15, payable to instructor at beginning of class.

CRN #20394 1 Monday, 6/6, 5:30-9:30 p.m. **MCC Bldg. Lowe L292 (North Kitchen), meet at Cheney Dining Room** Fee: \$50

Instructor: Carl Stafford is an instructor of hospitality management at MCC.

Poultry with Pizzazz!

Any domesticated bird used as food is considered poultry, a food group that includes chicken, turkey, duck, goose, Rock Cornish hen, guinea fowl, and pheasant. Poultry ranks high nutritionally and is a good source of calcium, phosphorus, iron, riboflavin, thiamine and niacin. Learn how to prepare delectable poultry dishes in this hands-on class including chicken stir-fry with walnuts, stuffed chicken breast, and the hearty favorite, chicken pot pie. Master the art of preparing *coq au vin*, a classic French dish of chicken, mushrooms, onions, bacon or salt pork and various herbs cooked together with red wine, and chicken paprikash, a Hungarian dish made with chicken and onions browned in bacon drippings. Other dishes include duck with apples and turkey scaloppini, which is prepared by taking thin scallops of turkey and dredging them in flour before sautéing. Materials fee: \$10, payable to instructor at beginning of class.

CRN #20391 1 Monday, 7/11, 5:30-9:30 p.m. **MCC Bldg. Lowe L292 (North Kitchen), meet at Cheney Dining Room** Fee: \$50

Instructor: Carl Stafford

The Versatile Vegetable

With summer in full bloom and the garden's harvest just around the corner, it's the perfect time to discover how to prepare a variety of vegetables, with recipes designed to retain quality, nutrient values and flavor. We'll start by learning how to select the freshest produce and discuss unique ways to prepare ordinary everyday vegetables. Then, we'll go into the hands-on portion of the class, break into groups and each group will prepare one of the following: maple glazed butternut squash, braised cabbage, zucchini pancakes or green bean basquaise. We will also discover the secrets of preparing Vichy carrots, ratatouille, steamed artichokes with lemon butter, fresh salsa and bruschetta. Vegetable garnishing will also be demonstrated. Learn just how versatile and tasty veggies can be. Materials fee: \$10, payable to instructor at beginning of class.

CRN #20393 1 Monday, 8/8, 5:30-9:30 p.m.

MCC Bldg. Lowe L292 (North Kitchen), meet at Cheney Dining Room Fee: \$50

Instructor: Carl Stafford



The MCC kitchen classrooms are accessed through the Cheney Dining Room in the Lowe Building. Please arrive early and meet your instructor at the door to the dining room, or proceed through the Cheney Dining Room to locate the kitchen classrooms.

New! Delicious, Healthy, Vegetarian Cooking

Guess what? Vegetarian cooking doesn't take longer to plan and prepare than meat cooking, so abandon any notions of cutting, chopping and dicing for hours on end just to make a dinner. This course will show you how to easily add fabulous vegetarian fare to your everyday meals. Each night of class is completely different—learn the secrets to turning tofu and other soy foods into friend-and-family pleasers (tasting is proof!). Discover beans and greens in simple, mouth-watering recipes, and get acquainted with cheese dishes, free of cholesterol-laden dairy. Vegetarian cooking is more than easy—it's scrumptious. Bring your appetite to class! Materials fee: \$25, payable to instructor the first night of class.

CRN #20275 3 Tuesdays, 6/7-6/21, 6:30-8:30 p.m. **MCC Bldg. Lowe L292 (North Kitchen), meet at Cheney Dining Room** Fee: \$60

Instructor: Maribeth Abrams is a chef, public speaker, writer and cooking video host. She has presented at the annual conference of the North American Vegetarian Society on numerous occasions, and is a writer and contributing editor for *Vegetarian Voice Magazine*.

New! HOSTess with the MOSTess

Are you planning a party, and you don't know what to do? Has a close friend chosen you to be maid of honor or best man, and you're nervous about taking on the challenge? Check out these great ideas for what you can do to prepare for your next gathering, special birthday, bridal shower or bachelor party. As you learn new meals and grasp the classy touch for cuisine, you'll be able to balance punctual cooking and the art of mingling among guests without stress. If you can use a microwave, or if you have some basic cooking knowledge, this course is for you. Participants will prepare and sample new recipes each night, including: crostini with mozzarella cheese and ham; chocolate-dipped pretzels; bruchetta; chicken provolone; lemon cake; chicken kabobs; baked macaroni and cheese; and strawberry cake. Materials fee: \$50, payable to instructor at the beginning of the first session.

CRN #20276 3 Mondays, 6/13-6/27, 6:30-9:30 p.m. **MCC Bldg. Lowe L292 (North Kitchen), meet at Cheney Dining Room** Fee: \$80

Instructor: Willona Amoakah, a culinary arts student aspiring to be a chef, previously earned her bachelor's degree in education and has traveled to Italy to study Tuscan cuisine.



Of Similar Interest:

- "Going Vegetarian" on page 3

CUISINE



New! Explore the Wines of Spain & Portugal

Some of the world's finest sparkling, table and fortified wines are produced in this region as well as some of the best values. This class will be tasting wines from the regions of Rioja, Catalonia, Castille-Leon and Andalucia Spain as well as the wines of the Douro river valley, Vinho Verde country, Madera and Oporto, Portugal. Grape varieties, wine making techniques and aging processes will be discussed. Participants are encouraged to bring foods such as cheese, fruits, pates and cookies which will enhance the flavors of the wines and in some cases mask those flavors. Participants must be 21 years of age. A wine fee of \$30 is payable to instructor at first class to cover the costs of the wines.

CRN #20392 2 Thursdays, 6/9-6/16, 6:30-9 p.m. **MCC Bldg. LRC A108**
Fee: \$60

Instructor: Glenn LeMaire is the coordinator of the MCC Hospitality Management and Culinary Arts Program, and co-chair and sommelier of the MCC Foundation's An Evening of Fine Wines.

Making the Perfect Martini

Once the beverage of suave spies and millionaire socialites, the Martini is enjoying new-found popularity. Discover the finer points of gin versus vodka, olive versus twist, shaken versus stirred, as well as brands of liquor, ratios of ingredients and every facet of this highly ritualized and specific cocktail. Also included are looks at and recipes for the weird and wonderful new offspring of the martini renaissance: chocolate and espresso martinis, the Cajun Combustion Engine, Martini Navratilova, Very Berry Martini, Pasini Express, Berlin Station Chief, Sour Apple Martini, Cosmopolitan Martini, Blue Martini and Vegas Lemon Drop Martini and many more. Martinis indeed have come a long way since their heyday a half-century or more ago. Students must be at least 21 years old to participate (IDs will be checked). Materials fee: \$10, payable to instructor at beginning of class.

CRN #20366 1 Tuesday, 6/14, 6-8 p.m. **EHCCC Room 6** Fee: \$20
Instructor: Provided by Smart, LLC

Experience the *Joy of Teaching*

Share your expertise with the best students
East of the River.

Instructors wanted to teach short courses, days or nights, to children, adults and senior citizens.
All topics considered.

Topics of special interest include (but not limited to):

- PC Software
- Local History
- Writing & Publishing
- Outdoor Recreation
- Home Improvement
- Antiques & Collectibles
- Hobbies
- Graphic Design
- Foreign Languages
- Gardening
- Job Skills Training
- Bartending
- Cooking
- Digital Camera
- Real Estate
- Retirement Planning
- Health
- Exercise
- Drama
- Line Dancing
- Crafts
- Photography
- Communication
- Body, Mind & Spirit

Call (860) 512-2800 to be sent a prospective instructor packet.



New! Film Forum Fridays—Maverick Filmmakers

Tired of the same old Hollywood product? Step into the world of independent movies, where maverick filmmakers do whatever they have to do to put their visions on the screen. Quite often, independent movies—generally defined as films made without the clout of major studio backing—develop a fan base and become cult films which, driven by devoted audiences, are continually screened at midnight movie programs, on college campuses, at repertory theaters—anywhere traffic will allow. This edition of Film Forum Fridays will consider three singular films that have attracted cult followings:

Repo Man (1984, rated R)

“The more you drive, the less intelligent you are.” It took a first-time British director, Alex Cox, to make the definitive movie about ‘80s punk Los Angeles. “Repo Man,” starring Emilio Estevez and Harry Dean Stanton, is a wildly funny, bizarre tale featuring the repo men of the title, aliens stored in a car trunk, mad scientists, L.A. punks, ‘60s burnouts, religious cultists, secret government plots, wild car chases through the L.A. River basin, and things that are just plain indescribable. You’ve never seen anything quite like “Repo Man.”

Donnie Darko (2001, 2004, rated R)

One of the darlings of the 2001 Sundance Festival, “Donnie Darko” tanked at the box office but has been resurrected in a director’s cut version. Richard Kelly’s debut feature, set in 1988, stars Jake Gyllenhaal as an emotionally disturbed suburban teen who is haunted by apocalyptic visions and visitations by a 6-foot tall demonic rabbit. The movie also features Drew Barrymore, ER’s Noah Wyle, Mary McDonnell, Patrick Swayze (“Ghost”), and Katharine Ross.

This is Spinal Tap (1984, rated R)

Rob Reiner’s delicious send-up of pretentious “hair bands” of the ‘70s features Reiner as documentary filmmaker Marty DiBergi, who is making a film about the British heavy metal power trio Spinal Tap’s (Harry Shearer, Michael McKean, and Christopher Guest) 1982 American tour. Spinal Tap is easily the most incompetent rock band that ever hit the road, but Reiner and company were so convincing that people thought Spinal Tap was a real band and they actually did a concert tour. One of the funniest movies ever made.

CRN #20424 3 Fridays, 6/10-6/24, 7-10 p.m. **MCC Bldg. V6 V162**
Fee: \$30

Instructor: Steve Starger is a freelance writer, author and former film critic.



Of Similar Interest:

- “Big Band Era” on page 28
- “An Introduction to Pagans, Witches and Wicca” on page 9

New! The Impact of Technology on Modern Military History

It’s an inescapable fact that wars have been waged throughout human history. From the Roman Empire to today’s war on terrorism, technology has played a huge role in how we wage war. This course will focus on more modern warfare to offer a better idea of the impact of technology during the Civil War, World War I, World War II, Korea, and late 20th-century engagements (war in Iraq and Afghanistan). What made the Civil War and World War I so bloody? Why was the World War II era an age of technical innovation? What effect did jet fighters have in the Korean War? How pivotal were the cutting-edge technologies of Vietnam and both wars in Iraq? You don’t have to be an historian to understand how warfare has provided a catalyst for technological breakthroughs. If you are curious about the technology behind the conflicts and are willing to learn from a different point of view, this course is for you.

CRN #20312 4 Wednesdays, 6/8-6/29, 7-9 p.m. **EHCCC Room 2**
Fee: \$40

Instructor: Dana William Gordon has a B.A. in history at Western New England College in Springfield, Mass., and is currently earning his master’s in history at Trinity College. He has been a tour guide and assistant to the director of education at the New England Air Museum and an academic intern-assistant at the Springfield Armory.

New! Discovering the Wonders of Nova Scotia!

This exciting new class provides a perfect introduction to some of the beauty and culture you will experience when you go to Nova Scotia. Discover Nova Scotia’s scenic splendor, rich heritage and vibrant culture. Learn about the 11 scenic travel ways that lead you around the province that encompass breathtaking shores, towering cliffs, and charming villages. Who best to teach a crash course about the culture and adventure that awaits you in Nova Scotia than a born and raised Nova Scotian tourism professor? We will break for a half-hour lunch at noon. Please bring your lunch and picnic on our campus.

CRN #20311 1 Saturday, 6/18, 10 a.m.-2:30 p.m. **MCC Bldg. AST E202**
Fee: \$50

Instructor: Jan Jones was born and raised in Nova Scotia and is a member of the Eastern Woodland Metis Tribe Nation. It has been her dream to promote cultural awareness about different travel destinations through education. Dr. Jones received her Ph.D., in sport, leisure and exercise sciences from UConn and has taught as an adjunct at MCC. She is an assistant professor at the University of Maine at Presque Isle in the Recreation and Leisure Department.

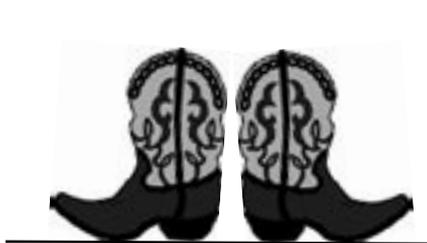
The Italian Renaissance—Art, Architecture and Florence

Come and enjoy this art-appreciation course about one of the most important periods of art history. We will focus on the Italian city of Florence, the capital of the Renaissance, and the superb art of the great masters of that period. We will analyze the art that reflected the Renaissance ideal: the rebirth of imagination inspired by classical antiquities and humanism. This is a “must” course for art lovers and those who are planning a visit to the amazing city of Florence. If interest merits, an optional field trip may be scheduled for a guided tour of the Renaissance wing of the Wadsworth Atheneum (the admission fee will depend on the number of participants).

CRN #20434 2 sessions, Monday & Wednesday, 7/25-7/27, 7-9 p.m.
MCC Bldg. AST C201 Fee: \$40

Instructor: Dr. Akram Erik-Soussi lived in Italy for ten years and earned a doctoral degree from the University of Florence. He taught Italian at CCSU and the University of Hartford and was the personal interpreter for the President of Sicily during his official visit to Conn.

DANCE & DRAMA



New! MCC Dance Club Revue

Have you ever wanted to dance on Broadway or be a backup dancer for Missy Elliot? Here is your chance to make your dream come true! Have fun learning the basic principles and techniques of hip-hop and jazz dance, while preparing for a short performance at the end of the course. It can also provide you with an excellent way to get an aerobic workout at the same time. "Burn-baby-burn" those calories! You are invited to bring your own music selections. If you wish, bring your family and friends to cheer for you on the final day of class, at which time we will produce a short demonstration of what we've learned. You will need dance slippers, dance attire and a sense of humor!
CRN #20308 6 Tuesdays, 6/7-7/12, 7-9 p.m. **EHCCC Room 1** Fee: \$60
Instructors: Alexis Roberts, a dance student at Hofstra University, graduated from Dean College with honors in their dance program. The club advisor, Wanda Haynes, is an assistant professor of English and reading, the Harlem Renaissance, and African-American sociology and literature at MCC.

Ballroom I

No experience required! Anyone can learn the fox-trot, the waltz, and some swing and jitterbug steps in this fun and relaxed course. Enrollment is limited to 15 pairs of dancers. It is recommended that you register with a partner. **Class is held at Burton Dance Studio, 63 Linden St., Manchester.**
CRN #20338 7 Tuesdays, 6/7-7/19, 6:15-7:30 p.m.
Fee: \$89 (per person)
Instructor: Beverly Burton has been a dance teacher for more than 40 years.

Ballroom Dancing II

New! Don't stop now! You've learned the basic steps, and you actually started having fun in those last couple classes of Ballroom I, didn't you? Well, what better time to improve and expand your skills and learn new dances than now? The basic dances—foxtrot, waltz and swing—will be reviewed and new steps will be taught depending on the interest and ability of the class. Participants should have taken Ballroom Dancing I or have permission of the instructor. **Course meets at the Burton Dance Studio, 63 Linden Street, Manchester.**
CRN #20340 7 Tuesdays, 6/7-7/19, 7:45-9 p.m. Fee: \$89 (per person)
Instructor: Beverly Burton

New! Country Western Dance

Anyone can learn the Honky Tonk Stomp, Cowboys' Strut, Achey-Breaky, Two-Step and others! Have fun learning line-dancing, which is rapidly becoming the hottest dance craze in the country. No experience or partners required. **Class is held at Burton Dance Studio, 63 Linden St., Manchester.**
CRN #20437 7 Thursdays, 6/9-7/21, 6:15-7:30 p.m.
Fee: \$89 (per person)
Instructor: Beverly Burton

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.

Jump, Jive an' Wail—Swing Dance

Join the swing dance revival that's sweeping the country. Find out why everyone's having so much fun discovering and mastering the dances their parents did when they were young. Learn the intimacy and romance of ballroom dancing with the high-energy excitement of early rock 'n' roll dancing. The music is great, too! Depending on interests of the class, learn and practice basic steps of the Jitterbug, Lindy and more. Enrollment is limited to 15 pairs of dancers. It is recommended that you register with a partner. **Class is held at Burton Dance Studio, 63 Linden St., Manchester.**
CRN #20339 7 Thursdays, 6/9-7/21, 7:45-9 p.m. Fee: \$89 (per person)
Instructor: Beverly Burton

Latin Dance for Beginners

If your knowledge of Latin dance stops at the mambo sequence from "West Side Story," this course will open your eyes (and ears) and get your body moving to the authentic, sensual rhythms of such popular Latin dances as salsa and merengue. Each class will begin with warm-ups designed to help increase body awareness. Then, participants will learn the basic steps for salsa, merengue and other traditional Latin rhythms. Dancing with a partner will also be introduced. Non-marking, athletic shoes must be worn.
CRN #20337 5 Tuesdays, 7/12-8/9, 6-7:30 p.m.
MCC Bldg. Lowe L155 (Aerobics Room) Fee: \$75
Instructor: Oswaldo Tirano, a native of Colombia, learned Latin dance as part of his cultural heritage. He has studied theater, puppetry, dance and voice at the National University and National School of Dramatic Arts in Colombia.

Latin Dance for Beginners II

Level II of Latin dance instruction will focus more deeply on dancing with a partner. Participants will have the chance to learn salsa and merengue by practicing with different partners, and will begin to master various dance steps and turns. Students will dance to different styles of tropical music, including bachata (a slow bolero that originated in the Dominican Republic), cumbia and vallenato (combinations of African, indigenous and European music influences from Colombia). This course is ideal for people who want to enjoy Latin dancing at weddings, social events and in Latin clubs. Non-marking, athletic shoes must be worn.
CRN #20436 5 Tuesdays, 7/12-8/9, 7:45-9:15 p.m.
Lowe L155 (Aerobics Room) Fee: \$75
Instructor: Oswaldo Tirano

DANCE & DRAMA

Beginning Middle-Eastern (Belly) Dance

Contrary to popular belief, most belly dancers do not look or dress like Barbara Eden in "I Dream of Jeannie." Middle-Eastern dance derives from the folk dances commonly performed at weddings and the traditional celebrations of Arabia, Turkey and North Africa. Whether wearing ethnic costume or modern dancewear, Middle-Eastern dancers come in all shapes and sizes. Today, this dance form can be seen at family gatherings from Morocco to Istanbul, in restaurants throughout Europe and America, and on the Broadway stage. By breaking down their unique, undulating movements into simple components, almost anyone can learn essential Middle-Eastern dance steps, regardless of previous dance experience. Belly dancing is a fun-filled exercise that is especially helpful in toning thigh, hip and abdominal muscles. Participants must be at least 16 years of age. Appropriate exercise or dance clothing (sweats, leotards, t-shirts and gym shorts, etc.) and footwear (jazz shoes, ballet slippers or socks) are recommended. Repeat students are welcome.

CRN #20309 8 Thursdays, 6/2-7/21, 6:30-8:30 p.m.

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

Instructor: Tony Leshinski (Hijara) has performed Middle-Eastern dance since 1989 and is a founding member of Desert Moon Dancers (Connecticut's premiere Middle-Eastern dance troupe). He has taught Middle-Eastern dance classes through several adult education programs since 1998.

Ballet for the Adult Beginner

Did you dream of becoming a ballerina when you were a child but never had the opportunity to make your dream come true? Here is a chance for you to make that fantasy become a reality! Have fun learning the basic ballet principles and techniques while toning your muscles and building better posture. Prepare for a short performance at the end of the semester. Bring your family and friends to cheer for you, if you wish. You will need ballet slippers, dance attire and a sense of humor! Students starting at age 15 are welcome.

CRN #20307 8 Saturdays, 6/4-8/13 (does not meet 6/11, 6/25 or 7/2), 9:45-11 a.m. **MCC Bldg. Lowe L155 (Aerobics Room)** Fee: \$99

Instructor: Lorelei Chang is a certified Pilates and yoga instructor. Originally trained in China in ballet, modern and Chinese folk dance, she is currently a staff member of Connecticut Concert Ballet and the Department of Theater and Dance at Trinity College. Lorelei has more than 30 years of dance and 15 years of instruction experience.

Improvisational Acting

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

CRN #20321 8 sessions, Tuesday & Thursdays, 7/5-7/28, 7-9 p.m.

MCC Bldg. AST E106 (Auditorium) Fee: \$140

Instructor: Deb Popillo is an actress and director for a professional acting troupe. She has been teaching acting for more than 19 years at MCC.

Auditioning

This course is designed for the actor or actress who's just starting out. Do you want to be prepared for any type of audition? Do you lack the confidence and ability to give a good audition? Learn the ins and outs of community theater; how to give a cold reading; prepare a scene; and research and perform monologues. Students will participate in various solo, partner and group exercises. We will also discuss head shots and resumes. As part of the class, you may have the opportunity to watch and partake in an audition for a community theater production.

CRN #20319 4 Wednesdays, 7/6-7/27, 7-9 p.m.

MCC Bldg. AST E106 (Auditorium) Fee: \$70

Instructor: Deb Popillo

Acting Workshop

Acting is the reality of doing. Learn how to create a character in a scene through role-playing, theater games, and improvisational work. We will develop the three "tools" of the actor: the voice, the body and the mind. You will use these tools to enhance your stage presence and to be believable on stage—and to have fun! Students will be paired together to work on short scenes.

CRN #20320 6 sessions, Mondays & Wednesdays, 6/6-6/29, (does not meet 6/13 or 6/15), 7-8:30 p.m. **MCC Bldg. AST E106 (Auditorium)** Fee: \$60

Instructor: Debra Siegel is a professional theater artist who works at many theater companies throughout the Northeast. She is an Associate Artist of the White Horse Theatre Company in New York City, as well as a faculty member in the University of Bridgeport Theater Department.

Monologue Workshop

To "speak the speech" you must first learn the tricks of the trade. Webster defines a monologue as a "dramatic sketch performed by one actor." Learn techniques to develop your monologue and make it more interesting. Strengthen your skills of diction, body language and character development while learning how to "take" the stage. Some discussion on the business side of acting will be covered, as well as using your monologue for an audition piece.

CRN #20322 6 Fridays, 6/24-7/29, 7-8:30 p.m.

MCC Bldg. AST E106 (Auditorium) Fee: \$60

Instructor: Debra Siegel

Success in Soap Operas, TV Commercials and Film

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

CRN #20287 2 sessions, Saturday & Sunday, 8/20-8/21, 10:30 a.m.-4:30 p.m. **MCC Bldg. V2 V127** Fee: \$149

Instructor: Ron Millkie is a professional actor who has appeared in several movies, a Broadway national tour, off-Broadway plays, commercials and daytime television.



Of Similar Interest:

- "Playwriting" on page 41
- "Speak Easy—The Art of Effective Speaking" on page 36
- "Film Forum Fridays—Maverick Filmmakers" on page 20

FAMILY, FINANCE & CONSUMER ISSUES

New! Research Skills for a Competitive Edge—Preparing Your Teens for College

Concerned parents want their teen-agers prepared to excel academically, especially for college. An essential academic skill these days is doing research effectively and efficiently using the Internet. This hands-on class is for parents who want to help their college-bound seniors succeed and learn research skills for themselves. Learn how to obtain full-text articles from newspapers without paying for them. Locate scholarly articles from reputable sources rather than relying on unfamiliar, personal web pages. Discover how to access current medical, business, and scholarly academic information with ease, as well as magazine, newspaper and journal articles from any computer that has an Internet connection. Please bring a public library card or your Manchester Community College Library card to class.

CRN #20290 1 Thursday, 6/16, 6-9 p.m. **MCC Bldg. LRC A142**
Fee: \$15

Instructor: Paula Cook is a reference and instruction librarian at Manchester Community College. She has worked in academics, the public and school libraries and has 20 years' experience in the library field.

Security—Securing Your Identity in the Information Age

The Federal Trade Commission released a report in September of 2003 naming Identity Theft as the fastest growing crime in America today. Based on their statistics, 9.9 million Americans were victimized by identity theft last year alone. The FTC warned that these thefts cost businesses \$48 billion and \$5 billion in out-of-pocket expenses to individuals in 2002. Nearly one in eight U.S. adults has been victimized by identity theft in the last five years. This course will demonstrate to students how to determine whether or not their identity has been stolen, what to do if their identity was stolen, as well as methodologies to safeguard one of the most important assets they have—their good name. Handouts included.

CRN #20022 1 Thursday, 6/2, 2-5 p.m. **MCC Bldg. LRC B142** Fee: \$65
Instructor: John Gialluca is a practicing security professional at a Fortune 500 company. He is also a Microsoft Certified Systems Engineer and served as a subject matter expert for Comptia's Server+ Certification.

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 #20421 1 Wednesday, 6/29, 6:30-8:30 p.m. **MCC Bldg. AST E202**
Fee: \$25

Instructor: Jan Johnson is a Certified Financial Planner and a Certified Senior Advisor. She is a graduate of the Institute of Certified Financial Planner Residency Program of the American College.

New! How Government Decisions Affect Your Health

These days, it seems that the news is full of dire reports about proposed changes to our health-care coverage and our health-care system. The information can be confusing and scary. Who can you believe? Who can you trust? Good health care is a vital concern for everyone, and it's our elected and appointed government officials who make decisions that directly affect how we receive health care. How many of us really know how the process works—or doesn't? Knowledge is power. A longtime health-care professional will provide an outline of our health-care delivery system, review recent health policy, look at how a legislative bill travels from conception to implementation, and discuss ways that the average person can influence government decisions. Get the inside track on this most important subject.

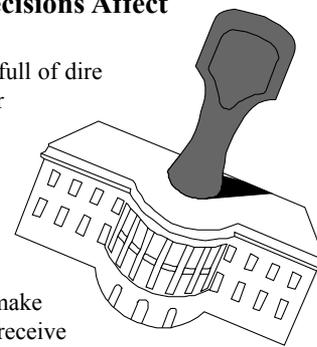
CRN #20404 1 Friday, 8/5, 1-4 p.m. **MCC Bldg. AST E202** Fee: \$30
Instructor: Polly T. Barey is Executive Director of Connecticut Nurses' Association. She lectures regularly about workforce issues, professional organizations and professional responsibility, and nursing's role in policy and politics.

Successful Retirement Planning

Procrastination is one of the worst mistakes you can make when it comes to planning for your retirement. Don't delay this important task simply because you're overwhelmed by all the confusing jargon. Spend some time educating yourself now, so that you can feel comfortable and secure in your future. In this course we will discuss how to create a financial plan and save for retirement. We will also discuss the importance of cash reserves, the keys to mutual fund investing, estate planning, risk management and how to balance your investment portfolio. Achieving financial success can be a long and difficult process for the uninformed. Find out how to potentially accumulate assets and plan for your future today. Materials fee: \$25, for course workbook, payable to instructor at the first session.

CRN #20335 3 Wednesdays, 6/8-6/22, 6:30-8:30 p.m.
MCC Bldg. AST C203 Fee: \$40

Instructor: Steve Jacques is a registered investment advisor with an independent firm. He has been providing financial advice for more than four years.



Want to take a class online?
See the online classes listed
on pages 29-34
or visit the web site at
www.ed2go.com/manchcc



Of Similar Interest:

- Troubleshooting & Security courses in the Computer Technology Section on page 17
- "The Dissatisfied Patient—How to Improve Your Chances for Good Health Care" on page 3

FAMILY, FINANCE & CONSUMER ISSUES



What the Truth is about Your Credit Score

Most Americans have been misinformed about the reason for their credit score. Take the mystery out of your credit score and learn the facts. Learn what a credit score is, step by step, and how it affects you and your life—especially when obtaining a home mortgage. Receive a credit report with your credit scores from all three major credit bureaus. Learn how easy it is to increase your credit score with a few simple tasks.

CRN #20334 2 Tuesdays, 7/12-7/19, 6-8 p.m.

MCC Bldg. AST C203 Fee: \$25

Instructor: Mark S. Chu Jr. is a mortgage consultant with ten years' experience in residential and commercial lending, specializing in difficult credit loans. He was educated in the precise breakdown of credit scoring by all three major credit bureaus.

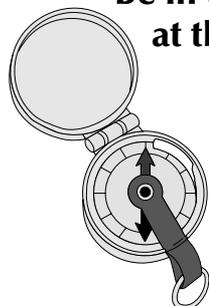
Becoming a Homeowner

Are you ready to stop paying rent and start investing in your future by becoming a homeowner? Take the first step toward your dream of homeownership through this Connecticut Housing Finance Authority's (CHFA) homebuyer counseling course for prospective, first-time homebuyers. Topics include the pros and cons of homeownership, understanding the home-purchase process, preparing to become a homeowner, the mortgage loan process and protecting your investment. Individual financial credit counseling sessions are also available.

CRN #20519 4 Thursdays, 7/7-7/28, 7-9 p.m. **EHCCC Room 2** Fee: \$10

Instructor: Terence Floyd is Director of Housing and Community Development, Co-opportunity, Inc. He has helped more than 1,000 households achieve home ownership in the last ten years.

Be in the right place at the right time



Check your class schedule for location.
Some classes meet at off-campus locations.

MCC	=	Manchester Community College
LOWE	=	Lowe Building
V1-V6	=	Village
LRC	=	Learning Resource Center
AST	=	Arts, Sciences & Technology Center
EHCCC	=	East Hartford Community Cultural Center



Sell Your Home for Top Dollar in 30 Days

Did you know that you can earn or lose up to 10 percent when selling your home? This course will give you valuable information on what to do and what not to do in preparation for a sale. Learn how to determine market value versus what you can get. Learn what conditions you should never permit in a real estate contract. Discover how to avoid the two top reasons sales fall apart. Learn how to sell by owner, how to select a real estate agent and the negotiating tactics used by the pros. The instructor will provide valuable handouts that will include tips for showing your home, best ways to advertise the sale, negotiating strategies and a glossary of real estate terminology.

CRN #20520 4 Tuesdays, 6/7-6/28, 7-9 p.m. **MCC Bldg. AST C203**
Fee: \$49

Instructor: Al Carbone has been a full-time real estate broker for 30 years. He is in the top ten percent of agents nationally.

FIVE WAYS TO GET YOUR COMPANY TO SEND YOU TO A CLASS

- 1. ASK**
A simple request may be all that it takes.
- 2. SHOW THEM OUR CATALOG**
Explain the relevance of a particular course.
- 3. ACCENTUATE THE BENEFITS**
Explain how the additional skill training will improve your productivity.
- 4. EMPHASIZE THE CONVENIENCE**
You don't need to travel far when quality training is as close as MCC.
- 5. COMPARE PRICING**
Our cost-effective pricing will give your boss the most bang for the buck.



Of Similar Interest:

- "Principles and Practices of Real Estate" on page 35
- "Real Estate Appraisal II" on page 35

Want to take a class online?
See the online classes listed
on pages 29-34
or visit the web site at
www.ed2go.com/manchcc



GARDENING



How to Raise Monarch Butterflies

This workshop is for anyone who loves nature and the glory that is the monarch butterfly. Learn all about the care and rearing of monarch caterpillars. Watch videos of the egg hatching through a microscope and a monarch butterfly emerging from its chrysalis. Go on a field trip to learn how to identify milkweed so you'll be able to find your own caterpillars in the wild. Baltimore checker spot caterpillars may also be available to raise. Materials fee: \$25, payable to instructor at beginning of class. Materials include a monarch caterpillar, milkweed, a rearing cage, and a book with 225 pictures that show you exactly what to look for so you can be there when your caterpillar changes.

CRN #20341 1 Saturday, 6/18, 9 a.m.-1:30 p.m. **MCC Bldg. LRC B149**
Fee: \$40

Instructor: *Connie Muther, the author of My Monarch Journal, has raised monarchs all her life. She is a national presenter who helps local teachers raise monarchs in the classroom.*

Container Gardening

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

CRN #20408 1 Tuesday, 6/21, 6:30-8:30 p.m. **EHCCC Room 6** Fee: \$25

Instructor: *Bettylou Sandy is the owner of Bettylou's Gardening in Manchester. She is a professional gardener who has been doing detail landscaping and design, and offering seminars throughout Connecticut and Rhode Island since 1987.*

Adding Brick and Stone to Your Garden

Are you still piling up all of those stones you've picked from your garden over the seasons? Do you have a pile of bricks from another project that are just taking up room in your yard? Use those eyesores to transform your garden into an aesthetically functional environment. Discover how to turn a muddy path into a fieldstone or brick walkway, or add stepping-stones through your garden for firm footing and protection of your plants. Participants in this class will also learn about drainage, foundations, using the effects of gravity, preventing frost heaves, and some basic designs for walkways and patios using fieldstones and bricks.

CRN #20407 1 Tuesday, 6/7, 6:30-8:30 p.m. **MCC Bldg. EHCCC Room 6**
Fee: \$25

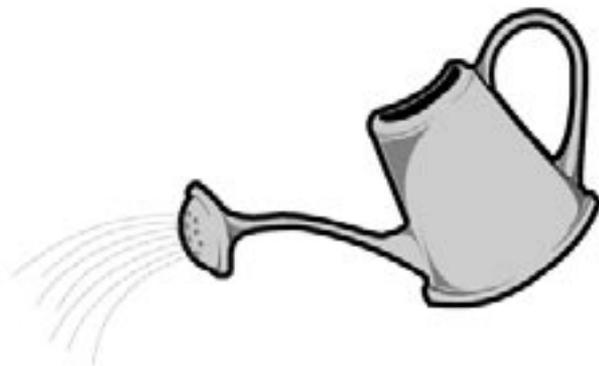
Instructor: *Bettylou Sandy*

Plant Propagation

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

CRN #20363 1 Thursday, 6/2, 6:30-8:30 p.m. Fee: \$25

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



Making a Living Sedum Wreath

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

CRN #20364 1 Thursday, 6/9, 6-8:30 p.m. Fee: \$20

Instructor: *Astrid Belanger*

Garden Tour and Lecture

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

CRN #20365 1 Sunday, 7/10, 2:30-4:30 p.m. Fee: \$25

Instructor: *Astrid Belanger*

Herb Harvesting

People have used herbs for thousands of years for a myriad of reasons, including treating illnesses, dyeing cloth, making cosmetics, and of course, seasoning foods. Herb gardening will give you a sense of accomplishment that will satisfy all of your senses. In this course, you'll learn how to grow herbs organically, use your herbs in the kitchen, and harvest them to dry or freeze for winter storage. You will make a dried herb arrangement and a potpourri herb mixture, which will add beauty and fragrance to your home. Participants will plant herbs in containers in class to bring home and have as an indoor herb garden throughout the winter. You'll also be able to take home the potpourri and the herbal arrangement you make in class. The last class will take place at the instructor's garden where you will actually harvest some herbs to take home. Materials fee: \$30, payable to instructor at first class for herb plants, pots, soil and materials for making the potpourri.

CRN #20352 4 sessions, 3 Saturdays, 7/30-8/13, 10 a.m.-noon
MCC Bldg. V1 V101 and 1 Saturday, 8/20, off-campus Fee: \$50

Instructor: *Rachel Carbone has been gardening for more than 30 years. She owns Rachel's Nature Crafts, an online store that sells items made for and from nature. For more information, go to www.rachelsnaturecrafts.com.*

LANGUAGE-ESL

ESL 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. 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 improving articulation, rhythm, intonation and connected speech. Prior to the start of class, students will need to submit three blank 90-minute cassettes to the MCC Library in order to obtain class materials.

CRN #20318 6 sessions, Tuesdays & Thursdays, 6/28-7/14, 5:30-7:30 p.m.

MCC Bldg. Lowe L213 Fee: \$120

Instructor: TBA

ESL Grammar in Context–Part I

This course is designed for students with a good working knowledge of English grammar, including the basic verb tenses: past, present and future. Participants will build on grammar skills, modals, time clauses, gerunds and infinitives. Listening, speaking, reading and writing exercises will help students with their communication skills. Prerequisite:

Previous ESL course work or permission of instructor. Required text: Grammar in Context 2, 3rd edition, Elbaum, available at MCC Bookstore. Please review chapters 1 through 6 prior to the first session.

CRN #20313 8 sessions, Tuesdays & Thursdays, 5/31-6/23, 5:30-7:30 p.m.

MCC Bldg. Lowe L213 Fee: \$160

Instructor: Marge Dill has been an adjunct instructor of English and English-as-a-Second Language at MCC since 1993. She is an avid traveler, has lived abroad, and enjoys working with and learning from students of different cultures.

ESL Communication–Part I

Do you need to practice the ESL skills you've been learning? This class will offer high-beginner and intermediate students an opportunity to reinforce listening, speaking, reading and writing skills in an informal setting. Each text/tape unit focuses on a contemporary topic. A variety of multi-skill activities will provide review, reinforcement and expansion of language skills. We will cover the first six chapters of our required text: In Detail, Heinle, available at MCC Bookstore. Prerequisite: *ability to read and comprehend the text.*

CRN #20315 4 Wednesdays, 6/1-6/22, 6-9 p.m. **MCC Bldg. Lowe L213** Fee: \$120

Instructor: Marge Dill

ESL Communication–Part II

A continuation of ESL Communication Part I, this class will continue with the second half of the text, In Detail, and is open to students who can read and comprehend the text. Previous attendance in Part I is not required. This class will offer high-beginner and intermediate ESL students an opportunity to reinforce listening, speaking, reading and writing skills in an informal setting. Each tape/text focuses on a contemporary topic. A variety of multi-skill activities will provide review, reinforcement and expansion of language skills. Prerequisite: *ability to read and comprehend the required text: In Detail*, Heinle, available at MCC Bookstore.

CRN #20316 4 Wednesdays, 7/13-8/3, 6-9 p.m. **MCC Bldg. Lowe L213** Fee: \$120

Instructor: Marge Dill

ESL Perfect Paragraph Practice

Everyone can use some help in learning how to write a better paragraph, especially those who are preparing for English composition classes. Students who are interested in taking this class should have a good working knowledge of English grammar and basic sentence writing skills. If that describes you, come and learn basic paragraph structure by reading and analyzing sample paragraphs, and find out how to build a paragraph sandwich. Learn strategies such as brainstorming, paraphrasing and summarizing. Practice your skills with a variety of writing exercises. Please read and complete unit one (pages 2-30) before the first class. Please bring a three-ring binder with plenty of lined paper to class. Required text: Blueprints 1: Composition Skills for Academic Writing, Folse, available at MCC Bookstore.

CRN #20314 8 sessions, Tuesdays & Thursdays, 5/31-6/23, 7:45-9:45 p.m.

MCC Bldg. Lowe L213 Fee: \$160

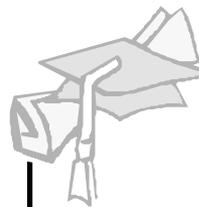
Instructor: Marge Dill

ESL Business Correspondence–Part I

This intermediate writing course will help ESL students become successful members of an office team. Students will become familiar with procedures used in business, learn how to write effective letters, faxes, memos, and e-mails; understand the difference between formal and informal business styles; and learn office lingo. They will also improve their basic English skills through grammar exercises. The course offers the opportunity to prepare different kinds of documents, such as responding to a job advertisement, requesting a service, confirming an order, ordering supplies, and requesting information. Although intended primarily for ESL students, it may also be useful to anyone wanting to improve business writing skills. All materials will be provided by the instructor at the first session.

CRN #20419 6 Tuesdays, 6/28-8/2, 5:30-7:30 p.m. **MCC Bldg Lowe 212** Fee: \$120

Instructor: Natalia Piendel worked eight years as a translator at Pratt & Whitney. She has extensive experience teaching college level English in Russia. She has also taught credit and non-credit courses at MCC.



GED classes at MCC

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LANGUAGE

New! Elementary Arabic I

This course will provide an introduction to the Modern Standard Arabic language (MSA) and will feature practice in listening, speaking, reading and writing. Beginning conversation will be covered, as well as an introduction to Arabic culture. No prior knowledge of the Arabic language is required.

CRN #20336 6 Saturdays, 6/18-7/30 (does not meet 7/2), 9:30-11:30 a.m. **MCC Bldg. AST C203** Fee: \$120

Instructor: Dr. Akram Erik-Soussi is a native Arabic speaker, as well as an interpreter and translator, and an instructor of languages.

Introduction to Chinese—Beyond the Take-Out Menu

Is your understanding of the Chinese language limited to Pu Pu Platters and Egg Foo Young? Whether you are planning a trip to China or just fascinated by this exotic language, join us in a special introduction to Chinese. You will learn how to speak basic Mandarin Chinese and how to write Chinese characters. Participants will learn simple dialog: greetings and farewells, how to ask for directions, types of food, and how to describe their professions. Topics also include weather, numbers, days of the week, months of the year, and modern Chinese culture. Required text: Beginner's Chinese: An Easy Introduction, Scurfield & Lianyi, available at MCC Bookstore.

CRN #20395 6 Thursdays, 6/9-7/14, 10 a.m.-noon **MCC Bldg. AST C203**

CRN #20396 6 Fridays, 6/10-7/15, 6-8 p.m. **MCC Bldg. AST C203**

Fee: \$120

Instructors: CRN #20395: Lauren Drazen majored in Chinese language and culture at Dartmouth College and studied in Taichung, Taiwan.

She traveled extensively to China as the sales manager of an import/export business. CRN #20396: Nina Gu, born and educated in Beijing, China, is a native speaker of Mandarin Chinese (Po Tong Hua). She has extensive experience privately tutoring high school students and adults. Ms. Gu has a master's degree in computer science.

French for the Traveler

For those with a basic understanding of the French language, this course is a perfect follow-up to improve your communication skills and further your understanding of this wonderful language. You will soon be able to ask for directions and time; order meals; make hotel reservations; find out about bus, train and plane schedules; and more! If you are planning a trip to Quebec, Paris or any other French-speaking locale, this course is a must. Required text: French Made Simple, Jackson & Rubio, available at MCC Bookstore.

CRN #20361 6 Tuesdays, 6/7-7/12, 7-9:30 p.m. **MCC Bldg. Lowe L141**

Fee: \$135

Instructor: Yvonne Foley was born and educated in France and has been tutoring students privately in the language for more than 20 years.

Accelerated Italian for the Traveler

If you're planning a trip to Italy for pleasure or business, this short and intensive course is for you. Through lecture and role play, you will learn the essentials of the Italian language, including very useful vocabulary; phrases and cultural aspects to assist you in ordering meals; meeting people; shopping; using the phone; and more. Double your travel pleasure and avoid embarrassing miscommunication.

CRN #20433 4 sessions, Mondays & Wednesdays, 7/11-7/20, 7-9 p.m.

MCC Bldg. Lowe L142 Fee: \$80

Instructor: Dr. Akram Erik-Soussi lived in Italy for ten years and earned a doctoral degree from the University of Florence. He taught Italian at CCSU and the University of Hartford and was the personal interpreter for the President of Sicily during his official visit to Connecticut.

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 leisure, educational or business purposes. You will learn Japanese greetings and pronunciation, the Japanese writing system, and writing and pronunciation of the Japanese syllabic system. We'll concentrate on such basic topics as counting from one to ten, the four seasons, asking simple directions and the proper use of the telephone. We'll also watch some Japanese videos.

CRN #20348 4 Thursdays, 6/16-7/7, 6-8 p.m. **MCC Bldg. Lowe L141** Fee: \$50

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

Learning Lithuanian

Whether you're planning to visit Lithuania or just curious about its language—which is one of the oldest in the Indo-European family of languages—this introductory course will teach you the Lithuanian alphabet, basic vocabulary and grammar, and give a brief overview of Lithuanian culture and history. Soon you'll be able to exchange greetings and farewells, ask for directions, order food in a restaurant, communicate emergency needs and more. Recommended text: Easy Way to Lithuanian, Masilionis, available at your local bookstore.

CRN #20349 8 Tuesdays, 6/7-7/26, 7-9 p.m. **MCC Bldg. Lowe L124**

Fee: \$99

Instructor: Rima Martin is a native of Lithuania and speaks Lithuanian, Russian and Polish. She has been teaching all three languages at MCC since 2002.

Polish for the Beginner

Did you know that Connecticut's Polish community numbers more than 300,000—nearly ten percent of the State's population; or that New Britain has the largest concentration of first and second generation Poles in the State? Whether you wish to communicate with Polish Americans or take a trip to Poland, this course will help you know how to speak the language. This course offers an introduction to Polish, including the Polish alphabet, basic grammar and vocabulary, salutations, everyday expressions and simple introductions. Polish culture, classic movies and cartoons will also be included. Optional text: Students may find it helpful to have an English-Polish dictionary.

CRN #20350 8 Wednesdays, 6/8-7/27, 7-9 p.m. **MCC Bldg. Lowe L124**

Fee: \$99

Instructor: Rima Martin

Introduction to Russian—Opening the New World

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. Recommended text: Russian in 10 Minutes a Day, Kershul, available at your local bookstore.

CRN #20362 8 Thursdays, 6/2-7/21, 7-9 p.m. **MCC Bldg. Lowe L124**

Fee: \$99

Instructor: Rima Martin

Want to take a class online?
See the online classes listed
on pages 29-34
or visit the web site at
www.ed2go.com/manhcc



Beginning Spanish for the Traveler

This course provides an introduction to the Spanish language and cultures of Spain and Latin America. Vocabulary and grammar will focus on everyday conversations and travel situations such as meeting people, asking directions, ordering in restaurants, shopping and sightseeing. Small group activities and oral presentations will allow students to practice what they've learned. Required text: Communicating in Spanish—Novice/Elementary Level, Schmitt, available at MCC Bookstore.

CRN #20333 6 sessions, Tuesdays & Thursdays, 6/7-6/23, 6:30-9 p.m.
EHCCC Room 2 Fee: \$95

Instructor: *Brigid Allen* has a master's degree in Spanish from Middlebury College. She has taught Spanish for more than 15 years, and has traveled and lived in Spain, Mexico and Central America.

MUSIC

Beginning Music Theory

This is a get-your-feet-wet class for anyone who wishes to write, play, or just listen to music in a deeper way. We will study the basic principles of notation, pitch, rhythm, scales, keys and chords, and harmony. The class will engage in lectures and class dialogues with the instructor, and do written assignments. We will also work on hearing the concepts we study through ear-training exercises and listening to representative pieces of music. Required text: Foundations of Music & Musicianship, Damschroder, available at MCC Bookstore.

CRN #20389 8 sessions, Tuesdays & Thursdays (starts on a Thursday), 6/2-6/28, 6:30-8:30 p.m. **MCC Bldg. V2 V127 Fee:** \$199

Instructor: *Daniel Corr* teaches credit courses in music theory, history and guitar at Gateway Community College. As a concert classical guitarist, he is a national concerto soloist, chamber musician, recitalist, and graduate of the Yale School of Music.

Music Appreciation

Have you ever wished you knew your Mozart from your Mousorgsky? Ever wonder why the English horn is neither English nor a horn? Come educate your ear at this spirited and enlightening exploration of the great literature of classical music. We will learn about the science and the souls of the great composers through listening and doing fun exercises. Sharpen your ability to hear all those juicy details that make great music so great. What better way to relax before a summer dinner? As Shakespeare put it, "If music be the food of love, play on!" Required text: Listening to Music, Wright, available at MCC Bookstore

CRN #20388 8 sessions, Tuesdays & Thursdays (starts on a Thursday), 6/2-6/28, 4-6 p.m. **MCC Bldg. V2 V127 Fee:** \$199

Instructor: *Daniel Corr*

The Big Band Era

Benny Goodman. Count Basie. The Dorsey Brothers. Artie Shaw. Glenn Miller. If those names conjure up memories of dancing the night away to big band swing, or if you've heard those names but aren't sure of their importance in the story of jazz, this course is designed for you. Take a sentimental and historical journey through the glory days of the big bands, learn how the big bands evolved, listen to classic big band recordings, and get a look at and listen to some contemporary bands that are keeping the Big Band Era flame burning. You don't need formal knowledge of music to enjoy this trip through the world of swing.

CRN #20305 3 Wednesdays, 7/13-7/27, 6-8 p.m. **MCC Bldg. V2 V127 Fee:** \$45

Instructor: *Steve Starger* has logged more than four decades as a professional musician and freelance writer.

Fingerstyle Guitar

Fingerstyle, or finger-picking guitar, is a wonderfully flexible technique that can be applied equally to rock, folk, new age, classical, flamenco, Latin and jazz styles. This course will teach you the skills you need to perform this creative approach to guitar playing. Whether your focus is on Bach or Hendrix, if you have basic knowledge of the guitar and chords, you can learn how to finger pick. This course will cover how the many finger-picking techniques apply to steel, nylon stringed instruments and electric guitars. Required text: Mel Bay's Guitar Tablature Book, available at MCC Bookstore.

CRN #20306 8 Mondays, 6/6-8/1 (does not meet 7/4), 6:30-8 p.m.
MCC Bldg. V2 V118 Fee: \$135

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

Beginning Piano

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

CRN #20429 6 Tuesdays, 6/7-7/12, 7-9 p.m. **MCC Bldg. V2 V117 Fee:** \$150

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, CT.

Vocal Instruction

Are you considering singing as a career? Have you always wanted to sing, but need some instruction and encouragement? Do you sing in a church choir, participate in community theater or love karaoke? Participants will learn breathing techniques, vocal warm-up exercises, vocal strengthening exercises, and how to identify and expand vocal range. This course includes ear, diction, rhythm, harmony training and basic music theory. Aspiring vocalists will discover proper body posture, and performance and voice-maintenance tips. With new vocal skills under your belt, you will then have an opportunity to sing a dozen or so songs with guitar accompaniment from the instructor's "Song Request List" of more than 250 pop, oldie, rock or country titles. Participants must be at least 13 years of age.

CRN #20423 6 Mondays, 6/20-8/1 (does not meet 7/4), 7-8:30 p.m.
MCC Bldg. V2 V127 Fee: \$80

Instructor: *Don Donegan* is director emeritus and founder of the Connecticut Songwriters Association (CSA). He is a full-time singer/songwriter and musician and owns Rainbow Music, a teaching and recording studio in Glastonbury.

The Business of Song Writing

So you want to be a song writer, but you're not sure how to get your work published and recorded, and—most importantly—how to get paid for your efforts. This introduction to the business aspects of song writing will cover important issues for new song writers. Topics will include: producing demos, copyrighting, publishing, pitching, contests, and accounting.

CRN #20428 1 Tuesday, 7/19, 6:30-9 p.m. **MCC Bldg. LRC B213 Fee:** \$30

Instructor: *Don Donegan*

ONLINE COURSES

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.

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 (see available start dates below).
2. Visit our online instruction center at www.ed2go.com/manchcc and click on the "orientation" link to receive a course syllabus, course procedures, text requirements, and to meet your online instructor(s). During orientation, you will provide your name and create a password, which you will use to access your course. This step is critical!
You cannot access your course until you complete orientation.
3. When your course starts, return to our online instruction center and click the "classroom" link. To begin your studies, simply log in with the name and password you provided during orientation.

START DATES:

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

May 18

June 15

July 20

REQUIREMENTS:

All courses require Internet access, email, Netscape Navigator, or Microsoft Internet Explorer. Some courses may have additional requirements. Please visit our online instruction center for more information:

www.ed2go.com/manchcc

COMPUTERS

Basic Computer Literacy

(\$98 per class)

Keyboarding

CRN #20447

Introduction to Windows XP

CRN #20448

Windows File & Disk Management

CRN #20449

Working With Your Macintosh

CRN #20450

101 Tips and Tricks for the iMac and Macintosh

CRN #20451

Computer Skills for the Workplace

CRN #20452

The Internet *(\$98 per class)*

Introduction to the Internet

CRN #20453

Introduction to Outlook Express

CRN #20454

Computer Applications

(\$98 per class)

Introduction to Microsoft Word 2003

CRN #20455

Introduction to Microsoft Word 2000

CRN #20456

Intermediate Microsoft Word 2003

CRN #20494

Intermediate Microsoft Word 2000

CRN #20457

Advanced Microsoft Word 2003

CRN #20495

Advanced Microsoft Word 2000

CRN #20458

Introduction to Microsoft Excel 2003

CRN #20459

Introduction to Microsoft Excel 2000

CRN #20496

Intermediate Microsoft Excel 2003

CRN #20497

Intermediate Microsoft Excel 2000

CRN #20498

Introduction to Microsoft Access 2003

CRN #20499

Introduction to Microsoft Access 2000

CRN #20460

Intermediate Microsoft Access 2003

CRN #20500

Intermediate Microsoft Access 2002

CRN #20461

Intermediate Microsoft Access 2000

CRN #20462

Introduction to Microsoft PowerPoint 2003

CRN #20501

Introduction to Microsoft PowerPoint 2002

CRN #20463

Introduction to Microsoft PowerPoint 2000

CRN #20464

Intermediate Microsoft PowerPoint 2002

CRN #20465

Introduction to Microsoft Publisher 2002

CRN #20466

Introduction to Microsoft Publisher 2000

CRN #20467

Introduction to Crystal Reports 10

CRN #20468

Introduction to PrintShop Deluxe

CRN #20469

Using AppleWorks 6

CRN #20502

QuickBooks for Contractors

CRN #20503

Performing Payroll in QuickBooks

CRN #20504

Introduction to Quicken 2005

CRN #20470

Introduction to Quicken 2004

CRN #20471

Introduction to Microsoft Outlook 2003

CRN #20472

Introduction to Microsoft Outlook 2002

CRN #20638

Web Page Design

(\$98 per class)

Creating Web Pages

CRN #20473

Designing Effective Websites

CRN #20474

Introduction to Dreamweaver MX

CRN #20475

Introduction to Microsoft FrontPage 2003

CRN #20505

Introduction to Microsoft FrontPage 2002

CRN #20476

Introduction to Microsoft FrontPage 2000

CRN #20477

Creating Cascading Style Sheets

CRN #20506

Equal Access Through Style Sheets

CRN #20478

Introduction to XML

CRN #20479

Achieving Top Search Engine Positions

CRN #20480

ONLINE COURSES

Web Graphics and Multimedia

(\$98 per class)

Creating Web Graphics with Paint Shop Pro 8
CRN #20481

Imaging for the Web Using Fireworks MX
CRN #20482

Introduction to Macromedia Director MX 2004
CRN #20639

Introduction to Flash MX
CRN #20640

Web Programming

(\$98 per class)

JavaScript Programming for the Web
CRN #20483

CGI Programming for the Web
CRN #20484

Introduction to JSP Programming
CRN #20485

Java for the Absolute Beginner
CRN #20486

Introduction to Java 2 Programming
CRN #20487

Intermediate Java 2 Programming
CRN #20488

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Design Projects for Adobe Illustrator CS
CRN #20551

Design Projects for Adobe Illustrator 10
CRN #20552

Photoshop Elements for the Digital
Photographer
CRN #20489

Photoshop 7 for the Absolute Beginner
CRN #20490

Photoshop Elements Projects
CRN #20491

Introduction to Photoshop 7
CRN #20492

Intermediate Photoshop 7
CRN #20493

Introduction to PrintShop Deluxe
CRN #20469

Introduction to QuarkXPress 5.0
for Windows
CRN #20553

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(\$98 per class)

Introduction to PC Troubleshooting
CRN #20508

Creating a Home or Small Office Network
CRN #20509

Wireless Networking
CRN #20510

Introduction to Networking
CRN #20511

Intermediate Networking
CRN #20512

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(\$98 per class)

Introduction to Database Development
CRN #20554

Introduction to Sybase
CRN #20555

Introduction to the Game Industry
CRN #20513

C++ for the Absolute Beginner
CRN #20514

C# Programming for the Absolute Beginner
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OpenGL
CRN #20515

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Introduction to Visual Basic .NET
CRN #20518

Intermediate Visual Basic .NET
CRN #20522

Introduction to Visual Basic 6.0
CRN #20523

Creating User Requirements Documents
CRN #20524

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CRN #20525

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(\$138 per class)

Basic A+ Certification Prep
CRN #20526

Intermediate A+ Certification Prep
CRN #20527

Advanced A+ Certification Prep
CRN #20528

Network+ Certification Prep
CRN #20529

MCSE Certification Prep 1 - Exam 70-210
CRN #20530

Digital Photography & Digital Video

(\$98 per class)

Discover Digital Photography
CRN #20557

Secrets of Better Photography
CRN #20531

Mastering Digital Photography:
Photographing People
CRN #20558

Digital Photography OUTPUT!
CRN #20532

Accounting

(\$98 per class)

QuickBooks for Contractors
CRN #20503

Performing Payroll in QuickBooks
CRN #20504

Test Prep

(\$98 per class)

GED Test Preparation
CRN #20642

Prepare for the GED - Language Arts,
Writing Test
CRN #20643

Prepare for the GED Math Test
CRN #20644

GRE Preparation - Part 1
CRN #20645

GRE Preparation - Part 2
CRN #20646

GMAT Preparation
CRN #20647

LSAT Preparation - Part 1
CRN #20648

LSAT Preparation - Part 2
CRN #20649

Check out the complete listing of online courses at ed2go.com/manchcc

ONLINE COURSES

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. \$98

CRN #20534

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time. \$98

CRN #20535

Beginning Conversational French

Discover how easy it can be to learn common words and phrases for both leisure and business. \$98

CRN #20599

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. \$98

CRN #20536

LAW & LEGAL CAREERS

Employment Law Fundamentals



Learn the basics of employment law so you can legally hire, evaluate, and manage employees. \$98

CRN #20537

Legal Nurse Consulting



Begin a new career by helping attorneys understand and resolve medical cases and claims. \$98

CRN #20560

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Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing. \$98

CRN #20538

Writing Great Technical Documents

Learn how to write great technical documents from an award-winning technical writer. \$98

CRN #20539

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. \$98

CRN #20540

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches. \$98

CRN #20541

Correcting Oral and Written Errors

Learn to speak and write with assurance that your word choices, punctuation, spelling, and pronunciation are correct. \$98

CRN #20542

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. \$98

CRN #20543

Writeriffic: Creativity Training for Writers

Banish writer's block forever with these tricks from the published writer's toolbox. \$98

CRN #20544

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. \$98

CRN #20545

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. \$98

CRN #20546

Research Methods for Writers

Learn the most efficient and effective methods to conduct research for any writing project. \$98

CRN #20547

Demystifying Forensic Science: A Writer's Guide



Learn the secrets behind forensic science and add new characters, depth, and marketability to your fiction. \$98

CRN #20548

Beginner's Guide to Getting Published

Published writer shows you how to give yourself the credibility you need to get your books and articles published. \$98

CRN #20549

Your Screenwriting Career

Learn how to write and sell professional-quality screenplays from a Hollywood veteran. \$98

CRN #20561

Write Like a Pro

A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story. \$98

CRN #20562

Crafting Your Short Fiction

Learn how to write and sell terrific short stories from a published author and English professor. \$98

CRN #20563

Pleasures of Poetry

This course will help you create your best possible work, whether you're looking to be published or simply wish to craft beautiful poems for friends. \$98

CRN #20564

Song Writing Success

A professional songwriter and recording artist teaches you how to generate extra income by selling the songs you write. \$98

CRN #20580

Travel Writing

Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books. \$98

CRN #20565

Creating a Sense of Place



Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters. \$98

CRN #20581

Check out the complete listing of online courses at ed2go.com/manchcc

ONLINE COURSES

Write Your Life Story

Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others. \$98

CRN #20582

Business Marketing Writing

Write great marketing copy to improve your company's image and your chances of getting hired or promoted. \$98

CRN #20566

Introduction to Internet

Writing Markets

A professional writer helps you discover a wide variety of new markets for your written work. \$98

CRN #20567

Publish It Yourself: How to Start and Operate Your Own Publishing Business

Convert manuscripts into income by producing and selling books like the pros. \$98

CRN #20568

ENTERTAINMENT

Marketing Tools for Actors

A working casting director teaches you powerfully effective strategies to market yourself locally for film and television work. \$98

CRN #20569

Theme Park Engineering

Get a behind-the-scenes look at your favorite theme parks and meet the person who engineers their top attractions. \$98

CRN #20583

Music Made Easy

Learn the fundamentals of music theory. Be able to read, write, and play simple music. \$98

CRN #20570

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. \$98

CRN #20571

Get Grants!

Learn how to develop successful, fundable grants from experts in the field. \$98

CRN #20572

Advanced Grant Proposal Writing

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. \$98

CRN #20573

Writing Effective Grant Proposals

Learn to prepare grant proposals that get solid results for your favorite organization or charity. \$98

CRN #20574

Becoming a Grant Writing Consultant

Increase your income while working from home by starting a grant writing consulting business. \$98

CRN #20575

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. \$98

CRN #20576

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. \$98

CRN #20577

BUSINESS PLANNING

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success. \$98

CRN #20578

Business Planning for the Retired

Learn business planning basics and overcome the challenges of starting a business later in life. \$98

CRN #20579

ENTREPRENEURIAL COURSES

Start and Operate your own Home-Based Business

An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss. \$98

CRN #20584

Growing Plants for Fun and Profit

An industry professional teaches you everything you need to prosper in the backyard nursery business. \$98

CRN #20585

Get Paid to Travel

Learn everything you need to start your new and exciting career as a professional tour director. \$98

CRN #20586

Start Your Own Consulting Practice

Find out how you can earn income by sharing your training or knowledge with others. \$98

CRN #20587

Caring for Children

Prepare for a rewarding career as a child care professional by learning how to keep children safe, healthy, happy, and communicative. \$98

CRN #20588

Secrets of the Caterer

Learn cooking and business secrets from a professional caterer. \$98

CRN #20589

Check out the complete listing of online courses at ed2go.com/manchcc

ONLINE COURSES

BUSINESS ADMINISTRATION

Building an Ethical Business

Discover how ethical behavior can give your business a powerful competitive advantage and greater profits. \$98

CRN #20590

Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts. \$98

CRN #20591

Understanding the Human Resources Function

Learn to handle basic human resource functions to ensure the best possible results. \$98

CRN #20592

Hire Smart

Learn recruiting techniques that will help you hire the best people possible. \$98

CRN #20593

Customer Service Fundamentals

Become indispensable to any organization by understanding how to identify and meet customer needs. \$98

CRN #20594

Introduction to Business Analysis

Learn powerful techniques to improve your decision-making skills at work. \$98

CRN #20596

Administrative Assistant Fundamentals

Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries. \$98

CRN #20597

Mastery of Business Fundamentals

Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program. \$98

CRN #20598

CAREER DEVELOPMENT

Hidden Market Job

Search Strategies

Create new career opportunities by learning how to market yourself as the solution to any employer's staffing problem. \$98

CRN #20599

Get Assertive!

Find out how you can stop others from intimidating you or treating you poorly. \$98

CRN #20600

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life. \$98

CRN #20601

Conquer Your Stress!

Learn a variety of fun exercises to shift your mind and body from stress and anxiety to joy and peace. \$98

CRN #20602

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. \$98

CRN #20603

Achieving Success with Difficult People

Learn how to have more successful relationships with difficult bosses, coworkers, students, neighbors, or relatives. \$98

CRN #20604

Merrill Ream Speed Reading

Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension. \$98

CRN #20605

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market. \$98

CRN #20452

Get Funny!

Learn how to use humor to speak more effectively, write better, and increase your popularity. \$98

CRN #20606

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. \$98

CRN #20607

Buy or Lease Your Car Like a Pro

An experienced car salesman teaches you how to take control of the car buying process and save yourself thousands of dollars. \$98

CRN #20608

Where Does All My Money Go?

Learn how to get control of your money once and for all. \$98

CRN #20609

Personal Finance

Protect your assets and discover how best to achieve all your financial goals. \$98

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Real Estate Investing

Build and protect your wealth by investing in real estate. \$98

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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. \$98

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Discover valuable techniques that show you step-by-step how to research and value stocks. \$98

CRN #20613

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ONLINE COURSES

Build Your Own Mutual Fund for Pennies

Learn to build and manage your own personal mutual fund like the big shots on Wall Street. \$98
CRN #20614

Online Investing

Harness the power of the Internet to make sound and knowledgeable online investment decisions. \$98
CRN #20615

Introduction to Stock Options

Learn how stock options can protect your portfolio and help you profit in any type of market. \$98
CRN #20616

Assisting Aging Parents

Handle the challenges you will face in the coming years. \$98
CRN #20617

HEALTH CARE & FITNESS

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. \$98
CRN #20618

Become a Veterinary Assistant

Practicing veterinarian prepares you to work in a veterinary office or hospital. \$98
CRN #20619

Introduction to Natural Health and Healing

Learn how to promote wellness, balance, and health in all aspects of your daily life. \$98
CRN #20620

Food and Fitness to Fight Cancer

Improve your health and decrease your risk of cancer by adding sound nutrition and wellness principles to your daily life. \$98
CRN #20621

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! \$98
CRN #20622

Handling Medical Emergencies

Every second counts during a medical emergency. Learn how to respond if someone needs your help. \$98
CRN #20623

Outdoor Survival Techniques

Learn the essential skills you will need to survive in a remote or stranded condition. \$98
CRN #20624

Creating a Healthier Home

Learn what you can do to minimize health risks related to the quality of the air in your home. \$98
CRN #20625

FAMILY & PERSONAL ENRICHMENT

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. \$98
CRN #20656

Wine Appreciation for Beginners

Master the secrets of wine appreciation and never be intimidated by a wine steward again. \$98
CRN #20627

COURSES FOR TEACHERS

Solving Classroom Discipline Problems

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline. \$98
CRN #20628

Ready, Set, Read!

A learning specialist shows you how to raise a successful reader and writer. \$98
CRN #20629

The Classroom Computer

Learn how to use the classroom computer to increase learning and motivate students. \$98
CRN #20630

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. \$98
CRN #20631

PowerPoint in the Classroom

Motivate your students and enrich your lessons by bringing PowerPoint into your classroom. \$98
CRN #20632

Big Ideas in Little Books

Increase student performance and earn extra income by converting your ideas for instructional aids into reality. \$98
CRN #20633

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. \$98
CRN #20634

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. \$98
CRN #20635

Guiding Kids on the Internet

Gain confidence and experience so you can help your children discover all the Internet has to offer. \$98
CRN #20636

Check out the complete listing of online courses at ed2go.com/manchcc

PROFESSIONAL DEVELOPMENT

Personal Trainer National Certification

At one time, athletes were the only people using personal trainers to help them excel in their sport. Today, millions of people from all walks of life are using personal trainers to help them learn how to exercise, lose weight and adopt healthier lifestyles. As a result, personal training is one of the fastest growing careers in the health and fitness industry. The World Instructor Training School's (WITS) Personal Trainer National Certification course is taught at colleges across the country and includes 15 hours of hands-on weight room training and 15 hours of lectures on such topics as anatomy, exercise physiology, nutrition, musculoskeletal injuries and health screening. Students will be tested for national certification at the end of the course with a 100-question, multiple-choice exam and a practical skills demonstration. This challenging program prepares physically fit participants to work with clients one-on-one in an entry-level position at a health club or fitness center. Proof of CPR certification and 20 hours of internship (at a fitness facility of your choosing) required to receive your certificate as a personal trainer. Required text: available online at witseducation.com; call toll-free (888) 330-9487 for more information. Textbooks should be purchased in advance and reviewed prior to first class. Non-marking athletic shoes must be worn. Please bring a combination lock in order to store your personal belongings during class.

CRN #20277 12 sessions, Mondays & Wednesdays, 6/27-8/10 (does not meet 7/4 or 7/6), 6-9 p.m. **MCC Bldg. LRC B128** Fee: \$399

Instructors: **World Instructor Training School Staff**

Advanced Weight Training Techniques

There are many ways to approach weight training, but which methods are truly safe and effective? This workshop is designed for personal trainers who are dedicated to challenging the clients and athletes whom they serve. Through theory and practical information, you will learn to design safe and effective strength exercises. The variety in movement patterns will challenge and enhance your clients' neuromuscular development patterns in the upper and lower body. Please bring a combination lock in order to store your personal belongings during class.

CRN #20297 1 Monday, 8/15, 6:15-9:15 p.m.

MCC Bldg. Lowe L154 (Weight Room) Fee: \$65

Instructors: **World Instructor Training School Staff**



Principles and Practices of Real Estate

This required course for real estate licensing provides clear explanations of modern real estate practices and a working knowledge of real estate in Connecticut. Property owners, buyers, sellers and anyone interested in pursuing real estate careers or operations will find this course beneficial and rewarding. Required texts: available from instructor for approximately \$85. Bring your lunch to Saturday classes.

CRN #20294 16 sessions, Tuesdays & Thursdays, 5/3-6/28 (does not meet 5/26), 5:30-9:30 p.m. **MCC Bldg. Lowe L240**

CRN #20295 11 Saturdays, 5/7-7/30 (does not meet 5/28 or 7/2), 8:30 a.m.-2:30 p.m. **MCC Bldg. Lowe L240**

Fee: \$399

Instructors: **CRN #20294: Andrew Pappas** is a licensed broker representing MCC within the Connecticut Community College Consortium; **CRN #20295: Archangelo D'Amato** brings more than 25 years of real estate brokerage, sales, leasing, development and property management to the classroom.

Real Estate Appraisal II— Principles of Commercial Valuation

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

CRN #20296 9 Tuesdays, 5/24-7/19, 5:30-9:30 p.m.

MCC Bldg. Lowe L245 Fee: \$250

Instructor: **Archangelo D'Amato**

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

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

CRN #20285 2 Saturdays, 6/18-6/25, 9 a.m.-5 p.m. **EHCCC Room 6**

CRN #20286 2 Saturdays, 8/6-8/13, 9 a.m.-5 p.m. **EHCCC Room 6**

Fee: \$195

Instructor: **Provided by S.M.A.R.T., LLC**

PROFESSIONAL DEVELOPMENT

Professional Proofreading

This course is for the detail-oriented. Students will learn standard marking symbols, levels of responsibility, and efficient proofreading procedures. Students will receive detailed written procedures, source material, and information on freelance and professional organizations. The required textbook contains graduated proofreading exercises; assigned as homework, they will be reviewed as a class. A tour of a full-scale, high-quality commercial printing facility will be included if scheduling permits. Required course text: Smith, Mark My Words: Instruction and Practice in Proofreading, 3rd ed., available at the MCC Bookstore.

CRN #20288 8 Wednesdays, 6/1-7/20, 6:30-8:30 p.m.

EHCCC Room 3 Fee: \$170

Professional Copy Editing

Through lectures, exercises of increasing difficulty, and handouts, students will learn to edit any and all types of text. This course deals with the skills, level of responsibility, and procedures used by professional copy editors. The course is designed for language lovers and avid readers as well as for professionals seeking to refresh their skills. Textbook required. Copy-editing exercises will be assigned as homework. Required course text: Stoughton, Substance and Style: Instruction and Practice in Copyediting, 2nd ed., available at the MCC Bookstore.

CRN #20289 8 Thursdays, 6/2-7/21, 6:30-8:30 p.m.

EHCCC Room 3 Fee: \$170

Instructor: Lorraine Alexson has a master of arts from the University of Ireland in Irish literature and a bachelor of arts from UConn in literature and language. She has worked in publishing for more than twenty years and is the copy editor of Verbatim magazine, a language quarterly. She has also belonged to the Association for Documentary Editing, the Freelance Editorial Association, the National Association of Science Writers and Editors, and the Dictionary Society of North America.

Power of Persuasion—Sales Techniques Using Neuro-Linguistic Programming

In this class you will learn persuasion skills that will supercharge your ability to sell and negotiate better in any situation. This is an ideal class for new or experienced sales people.

CRN #20412 3 Thursdays, 6/9-6/23, 7-9 p.m. **MCC Bldg. V5 V151**

Fee: \$40

Instructor: David Barron is a master hypnotist, master practitioner in neuro-linguistic programming, author, lecturer and a corporate consultant. He has worked more than 3,000 clinical hours with individuals helping them overcome habits and patterns applying his skills.

Making Hypnotic Group Presentations

Keep your audience spellbound! Through instruction, demonstration and group exercises, you will learn how to make yourself fearless on stage and appear powerful to any group. You will also learn how to captivate your audience so that they will be hanging on to every word you say.

CRN #20411 4 Tuesdays, 7/19-8/9, 6-9 p.m. **MCC Bldg. V5 V151**

Fee: \$90

Instructor: David Barron



Effective Time Management—The Power of Managing Your Time and Personal Priorities

In today's busy, fast-paced environment, time is a very precious commodity, but one that can be misused all too easily. Pressures to deliver increasing workloads on time and within budget can often result in a feeling of "one step forward, two steps back." But when the appropriate skills and techniques are learned and applied to day-to-day activities, a simple grasp of effective personal time management can be the key to success. In this course, students will learn skills which will improve their planning, assertiveness, priority setting, decision making, desk and paper management, and communication skills. This course utilizes the latest thinking in time management, so "not having enough time" will cease to be a problem. The benefits will include improved effectiveness and success, and a feeling of accomplishment and satisfaction at the end of every day.

CRN #20386 10 sessions, Tuesdays & Thursdays, 5/31-6/30, 6-8 p.m.

MCC Bldg. Lowe L242 Fee: \$175

Instructor: K. Umesh Vig is Assistant to the Dean of Students at MCC. He holds a master's degree in higher education and student affairs from UConn, a bachelor's degree in communications from ECSU, and a bachelor's degree in English, economics and philosophy from Guru Nanak Dev University in India. He has more than 23 years' experience as a leader, intercultural communications and leadership trainer, entrepreneur, and higher education administrator.

Speak Easy—The Art of Effective Speaking

One of the scariest moments for many people comes when they have to speak in front of an audience. Can you feel the sweat building up on your palms as you read that sentence? It doesn't have to be that way. Speaking is how we communicate. Effective public speaking is an art that can be learned through specific techniques. This course will help students speak in front of an audience with confidence and effectiveness. Through lectures and exercises, participants will learn the art of speaking without notes, how to present information in an entertaining manner and how to keep the attention of the audience.

CRN #20298 1 Wednesday, 6/8, 7-8:30 p.m. **MCC Bldg. LRC B213**

Fee: \$20

Instructor: Roger Abramsky is the founder of the American Society for Positive Thinking. He holds a bachelor's degree in sociology and applied social relations/communications from ECSU.

Keeping Customers

Through our day-to-day work, it is easy to lose sight of the way customers see the employees and the company. Customer service is about meeting the needs of our customers by improving products, services and procedures. This course will help us understand how to build trust and integrity by meeting the customer's needs. We will focus on providing leadership and a culture that is truly service-oriented, through proper training and enlightening information. In this course, plan to participate and have fun.

CRN #20387 6 Saturdays, 6/4-7/16 (does not meet 7/2), 10 a.m.-noon

MCC Bldg. AST C209 Fee: \$75

Instructor: Anne Eslinger has 25 years of retail management experience and 5 years of direct customer service management experience.

**Want to take a class online?
See the online classes listed
on pages 29-34
or visit the web site at
www.ed2go.com/manchcc**



PROFESSIONAL DEVELOPMENT

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.



Business Research at the Library

This course will be of interest to entrepreneurs, business owners, marketing professionals and more. Online business sources will allow people to access business articles from newspapers, magazines, journals, wires and transcripts; obtain industry and company information including company financial reports and profiles, and Securities and Exchange Commission filings and business directories. The business sources that are available from our library home page include: Lexis/Nexis Academic Universe, Mergent Online, ABI/Inform Global, Business & Company Resource Center, iCONN Newstand, including full-text coverage of the *Wall Street Journal*, *The New York Times*, *The Hartford Courant*, *The Washington Post* & *The Christian Science Monitor*.

CRN #20291 1 Wednesday, 6/15, 7-9 p.m. **MCC Bldg. LRC A142**
Fee: \$15

Instructor: Paula Cook, is a reference and instruction librarian at MCC. She has worked in academics, public and school libraries and has 20 years' experience in the library field.

The Business of Being an Artist or Crafter

You've demonstrated your creative abilities and you've produced a body of work that you would like to share with the world. Not incidentally, you'd also like to make your living as an artist or crafter. So, where do you start? How does an artist negotiate the hard realities of the business of marketing and selling art? In this ever-changing business environment, it's important for artists and crafters to understand the most up-to-date information on pricing your work, marketing, understanding your costs, presenting proposals to clients, building your portfolio, improving your ability to design and the six things to consider before agreeing to take on a project. Those are just some of the topics that this course will address. Don't let your dreams wither because you don't have the knowledge you need to be a totally successful artist.

CRN #20415 6 Wednesdays, 6/15-7/20, 7-9 p.m. **MCC Bldg. LRC A108**
Fee: \$89

Instructor: Walter Scadden has been a working professional artist and craftsman for more than 35 years. He teaches at the Rhode Island School of Design and mentors young artists in business issues and presenting themselves to the public. He runs a studio shop in Manchester and teaches and lectures on architectural and marine ironwork.



Of Similar Interest:

- Allied Health courses on page 3
- "Confidence, Confidence, Confidence" on page 8

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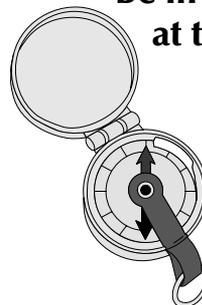
To make an appointment for a
free consultation call

**Miquel Pigott at (860) 512-2815 or email
him at mpigott@mcc.commnet.edu**

Be in the right place at the right time

*Check your class schedule for location.
Some classes meet at off-campus locations.*

- MCC** = Manchester Community College
- LOWE** = Lowe Building
- V1-V6** = Village
- LRC** = Learning Resource Center
- AST** = Arts, Sciences & Technology Center
- EHCCC** = East Hartford Community Cultural Center



RECREATION & FITNESS

Pilates for Everyone

The Pilates method may be today's hottest exercise and the favorite workout of trim Hollywood actresses and international super models, but it has been endorsed by physicians for almost a century. Originally developed by Joseph H. Pilates in Germany in the early 1900s to help strengthen and condition muscles, Pilates is the ultimate mind/body exercise for anyone who wants to tone, streamline and realign his or her body without the bulked-up results of more conventional workout methods. This mat-based exercise combines elements of yoga and bodywork to strengthen the core muscles of the abdomen while increasing flexibility in the legs, arms and smaller muscle groups. Learn how to firm and tone your muscles to improve posture and facilitate proper and graceful movement throughout your daily life. Participants should wear comfortable clothes and bring a mat. Non-marking athletic shoes must be worn. Please bring a combination lock in order to store your personal belongings during class.

CRN #20344 8 Saturdays, 6/4-8/13, (does not meet 6/11, 6/25 or 7/2), 8:30-9:30 a.m. **MCC Bldg. Lowe L155 (Aerobics Room)** Fee: \$96

Instructor: Lorelei Chang is a certified Pilates and yoga instructor. Originally trained in China in ballet, modern and Chinese folk dance, she is currently a staff member of Connecticut Concert Ballet and the Department of Theater and Dance at Trinity College. Lorelei has more than 30 years of dance and 15 years of instruction experience.

Tai Chi for Health and Relaxation

Beginners of all ages, welcome! Learn to let your body release everyday stress and relax with graceful movements of this ancient Chinese art. Students will be taught tai chi, chi kung, and an easy-to-learn short tai chi form. Feel your body increase in strength and flexibility while you find peace of mind. Come let your chi energy flow! Class meets at **Malee's School of Tai Chi & Kung Fu, 991 Main St., Manchester.** **CRN #20302** 10 Tuesdays, 6/7-8/9 7:30-8:45 p.m. Fee: \$110
Instructor: Malee Khow, president of the U.S.A. National Tai Chi Chuan Federation, has studied and practiced the martial arts for almost 30 years. She is an international Wushu judge and multiple gold-winner in international competition.

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. Bring a mat and wear comfortable workout clothes. Non-marking athletic shoes must be worn.

CRN #20385 4 Mondays, 6/6-6/27, 7:30-8:45 p.m.
MCC Bldg. Lowe L155 (Aerobics Room) Fee: \$40

Instructor: Mary Ann McCandless, M.Ed., is a certified instructor in Kundalini yoga and Khalsa Way, a prenatal/postnatal yoga practice. She has taught yoga in the Greater Hartford Area for more than 10 years.

Muscle Madness

Get a new look with beautiful, long, lean muscles. Fine tune your body through simple weight work. This class will focus on building strength and bone density with proper use of basic weights. Students will learn how to hold weights and how to use breath in conjunction with lifting. We will use light hand weights only. Non-marking athletic shoes must be worn.

CRN #20422 6 Mondays, 6/13-7/25 (does not meet 7/4), 6:30-7:30 p.m.
MCC Bldg. Lowe L154 Fee: \$40

Instructor: Angela Demichele is a certified group exercise instructor.

Laughter—The Sound of Yoga at Twilight

Can you think of a better way to release the stress of your day than by laughing? This relaxing course incorporates the ancient practice of yoga with the teaching of specific asanas (or yogic postures) for particular body types. In addition to learning and practicing the postures, we will also learn about laughter therapy and discuss how food and diet influence your health and well-being. The techniques taught in this class are appropriate for both beginners and advanced yoga students. Non-marking athletic shoes must be worn.

CRN #20440 8 sessions, Tuesdays & Thursdays (starts on a Thursday), 7/7-8/2, 5:45-6:45 p.m. **MCC Bldg. AST E106 (Auditorium Stage)** Fee: \$50

Instructor: Shalini Sharma took formal training in the practice of yoga in India, her native country. She is also a part-time instructor at MCC.

The NIA Technique

This high-powered, energizing workout may be just what you need to achieve your fitness goals. Neuromuscular Integrative Action (NIA) is a non-impact aerobic class, combining carefully selected movements and concepts from yoga, tai chi, tae kwan do, akido, jazz, modern dance and other movement forms. NIA classes offer total-body cardiovascular conditioning and cross-training. All movements are adaptable and can be personalized for any level of fitness or agility. No prior training is necessary. Students must wear non-marking athletic shoes and thin, non-skid socks in class.

CRN #11606 6 Tuesdays, 5/3-6/7, 6:15-7:30 p.m.
MCC Bldg. Lowe L155 (Aerobics Room) Fee: \$59

Instructor: Donna Lombardo is a certified NIA teacher and mind/body personal trainer.

Cardio Kick-Boxing Workout

Get the most out of your exercise time and have fun doing it! Burn up to 800 calories per session! Take the excitement, music and energy of an aerobics program and learn self-defense techniques in an action-packed work out. No prior experience needed; participants of any level can attend any class. The usual routine begins with warm-ups and stretching; then, on to the cardiovascular segment, where you'll do basic punching and kicking moves to increase your heart rate; next, spend some time working with wave masters (a type of punching bag); and conclude your workout with some abdominal work and cool-down exercises. As these are continuous classes, beginning students follow along with the routine and learn from watching the instructor and other more experienced students. There is no person-to-person contact. No uniform is required. Please wear appropriate workout clothes. Students must be at least 16 years old. Equipment fee: \$5, payable to instructor at first class. For your convenience, choose from any one of the ongoing classes scheduled below. **Classes meet at the Academy of Martial Arts & Personal Development, 440 Oakland St., Manchester.**

Time Slot 1 - 9:30-10:30 a.m.:

CRN #20353 8 sessions, Tuesdays & Thursdays, 6/2-6/28 (starts on a Thursday)

CRN #20354 8 sessions, Tuesdays & Thursdays, 7/5-7/28
Time Slot 2 - 6-7 p.m.:

CRN #20355 8 sessions, Tuesdays & Thursdays, 6/2-6/28
CRN #20356 8 sessions, Tuesdays & Thursdays, 7/5-7/28

Time Slot 3 - 7-8 p.m.:

CRN #20357 8 sessions, Mondays & Wednesdays, 6/6-6/29
CRN #20358 8 sessions, Mondays & Wednesdays

(starts on a Wednesday), 7/6-8/1

Fee: \$40 (per 8 sessions)

Instructors: Academy of Martial Arts & Personal Development Staff

Continuing Education (860) 512-2800

RECREATION & FITNESS

Connecticut Basic Boating

This four-session, ten-hour course, taught by volunteers or employees of the Connecticut DEP Boating Division, is designed to fulfill the requirements for the Connecticut Safe Boating Certificate. This course will also provide a diploma for the Personal Watercraft Operator's Certificate. Upon successful completion of the course, the student can send or bring the diploma, an application for certificate and the appropriate fee(s) to any State DEP office to obtain the Safe Boating Certificate or the Personal Watercraft Operator's Certificate. Students must attend all classes to qualify.

CRN #20278 4 sessions, Mondays & Wednesdays, 6/13-6/22, 7-9:30 p.m. **MCC Bldg. Lowe L242**

CRN #20279 4 sessions, Mondays & Wednesdays, 7/11-7/20, 7-9:30 p.m. **MCC Bldg. Lowe L242**

CRN #20280 4 sessions, Mondays & Wednesdays, 8/8-8/17, 7-9:30 p.m. **MCC Bldg. Lowe L242**

Fee: \$15

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

Safe Boating and Personal Water Craft Course— in a Day

A complete, basic safe-boating course taught in one, eight-hour day. Successful completion will allow you to obtain a Connecticut Certificate of Personal Water Craft Operation, which enables you to operate jet skis and recreational vessels up to 65 feet in length. Besides being accepted by the State of Connecticut, this course is approved by the National Association of State Boating Law Administrators and recognized by the U.S. Coast Guard. This easy-to-understand format was designed for all age groups (12-adult). Our professional, State-certified instructors have many years of teaching and personal boating experience, and are ready to make your learning experience fun and easy. Topics include choosing the right boat, equipment requirements, State boating laws, safety regulations, navigation rules, buoy systems, trailering, safe fueling, weather, accident prevention and special topics of interest. The State certification exam is administered at the end of the course. All students receive an official diploma and state certificate application upon successful completion. Please bring a pen and pencil, notebook, a form of identification and your lunch to class.

CRN #20281 1 Saturday, 6/11, 9 a.m.-5 p.m. **MCC Bldg. Lowe L141**

CRN #20282 1 Saturday, 7/16, 9 a.m.-5 p.m. **MCC Bldg. AST E202**

CRN #20283 1 Saturday, 8/13, 9 a.m.-5 p.m. **MCC Bldg. AST E202**

Fee: \$89

Instructors: **Connecticut Marine Services Staff**

Coastal Navigation

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

CRN #20284 1 Saturday, 8/20, 9 a.m.-5 p.m. **MCC Bldg. Lowe L142**

Fee: \$89

Instructors: **Connecticut Marine Services Staff**

Beginning Golf

Do you ever feel left out when friends and family head to the golf course? Do you secretly wish you could join them, but fear looking foolish? If your answers are yes, this golf clinic is for you! The series of three lessons is designed to help the novice golfer learn golf fundamentals in a relaxed and enjoyable environment. Instruction will include two days of driving-range instruction highlighting full-swing and short-game fundamentals. On the third and final day, students will be given on-course instruction. Maximum student-to-teacher ratio is six-to-one to ensure adequate individual attention. **Class meets at Willow Brook Golf Course in South Windsor.** With advance notice, students without equipment can be provided with clubs. Please call the instructor at (860) 648-2061 to reserve clubs and for directions to the golf course (if reserving clubs, be sure to specify whether you need left- or right-handed clubs).

CRN #20265 3 Fridays, 7/29-8/12, 1:30-3 p.m. Fee: \$99

Instructors: **Nicole Damarjian**, Director of Golf Instruction, and **Jeff Beyer**, Head Golf Professional at Willow Brook Golf Course South Windsor.

Introduction to Orienteering

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

CRN #20300 2 Mondays, 7/18, 6-8 p.m. **MCC Bldg. LRC B144**; and 7/25, 6-8 p.m. (Gay City State Park) Fee: \$30

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

Billiards—The Beginning

The game of billiards has shown a recent resurgence in popularity. Come find out why! This hands-on class will cover the fundamental rules of the game; proper grip of the cue stick; correct stance; how to rack and break; the subtleties of the straight, angled, and banked shot; and how to develop a competitive game strategy. You will have a chance to practice your newly acquired skills during course matches. Materials fee: \$5 for table fee each evening, payable to A&G Billiards. **Course is held at A&G Billiards, 869 Sullivant Ave., South Windsor.** Directions will be mailed prior to class start.

CRN #20303 3 sessions, Tuesdays & Thursday, 6/14-6/21, 6-8 p.m. Fee: \$75

Instructor: **Chuck Schwartz** has been an active member of the American Poolplayers Association (APA) for more than 10 years, along with his daughter and two sons. He has competed in APA team play in local, state and national tournaments.

RECREATION & FITNESS



Billiards—The Next Shot

Improve your game! This clinic is for players beyond beginner's level and will cover ball control, playing out patterns, the tangent line, shot-making skills, safety play, and knowledge of how to handle many positions. You will have a chance to hone your newly acquired skills during course matches. Materials fee: \$5 for table fee each evening, payable to A&G Billiards. **Course is held at A&G Billiards, 869 Sullivan Ave., South Windsor.** Directions will be mailed prior to class start.

CRN #20304 3 sessions, Tuesday & Thursdays, 6/23-6/30, 6-8 p.m.

Fee: \$75

Instructor: **Chuck Schwartz**

Checkmate! Chess for Beginners

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

CRN #20359 5 Thursdays, 6/30-7/28, 1-3 p.m. **EHCCC Room 6**

CRN #20360 5 Thursdays, 6/30-7/28, 7:15-9:15 p.m. **EHCCC Room 6**

Fee: \$50

Instructor: **Steven Bloom, M.Ed.**, MCC adjunct faculty, teaches computer software courses and has been playing chess for more than 20 years.

Winning at Blackjack

Want to maximize your chances of winning at blackjack? Learn what to do in four basic areas: when to hit or stay, when to double down, when to split, and a soft-hand strategy. The instructor will discuss the rules of the game, terminology, money management and conservative vs. aggressive betting strategies. There will be interactive lecture, class discussion, simulated play and voluntary homework assignments. Please bring a fresh deck of cards to class. Materials fee: \$12, payable to instructor at first class, for workbook and laminated basic-strategies card.

CRN #20292 3 sessions; 2 Tuesdays, 6/7 & 6/14; and 1 Thursday, 6/9, 7-8:30 p.m. **MCC Bldg. Lowe L142** Fee: \$29

Instructor: **Nino Nistri** has an M.B.A. in finance from the University of Hartford. He has played blackjack and craps for more than 50 years, and has been sharing his knowledge of these games with students at MCC since the summer of 2000.

Oh Craps!

The most fashionable men of 18th- and 19th-century England rolled dice in a game called Hazard in luxurious private gambling houses. Hazard would eventually evolve into a game called Craps. When the chips are flying, people are yelling and the dice are rolling. Craps is one of the most exciting games around. Craps is not as difficult as it looks; with a little help, anyone can learn. This course is designed primarily for beginners; but, intermediate and advanced players are welcome. Topics include rules, terms, layout, odds, bets, betting strategies, probability, money management and more! Interactive lecture, class discussion, simulated play on a regulation layout and voluntary homework assignments will make this course as much fun as it is informative. Materials fee: \$25, payable to instructor at first class, for workbook, regulation casino dice and laminated reference card.

CRN #20293 4 sessions, Tuesdays & Thursdays, 7/12-7/21, 7-9 p.m.

MCC Bldg. Lowe L142 Fee: \$59

Instructor: **Nino Nistri**

Winning at Bridge

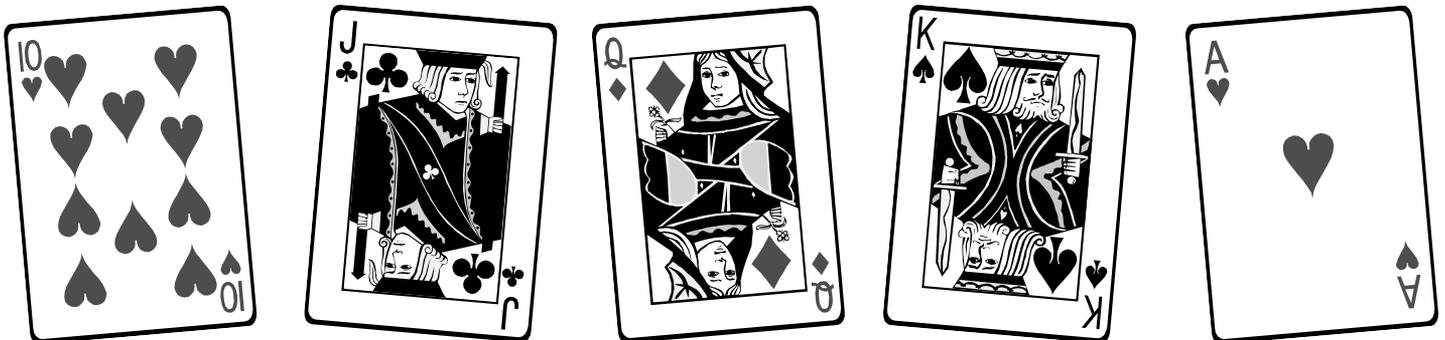
Bridge is much more than a simple card game. It is a social event, a competitive professional event, and the subject of a myriad of books and newspaper columns. Are you a novice at this internationally popular pastime? Or maybe you haven't played the game in a long time and want to get started again? This course will set you well on your way to becoming a formidable force among your circle of bridge sharpies. There will be hands-on play starting with the first night of class. With the potential for six million variations, you will never play the same hand twice! This course is for beginners only. Materials fee: \$15, payable to instructor at first class, for textbook.

CRN #20445 8 sessions, Mondays & Wednesdays, 6/1-6/27 (starts on a Wednesday), 9:30-11:30 a.m. **MCC Bldg. AST C203**

CRN #20446 8 Fridays, 6/10-8/19 (does not meet 7/1, 8/5 or 8/12), 6:30-8:30 p.m. **MCC Bldg. AST D215**

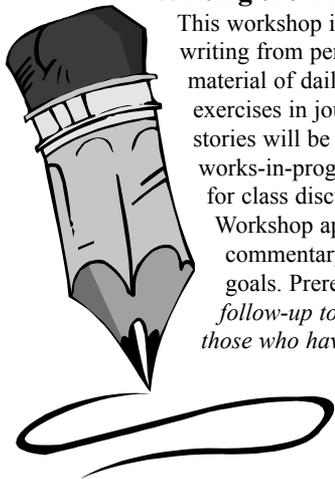
Fee: \$80

Instructor: **Stan Kerry** became a lifetime bridge master in four-and-a-half years and has taught more than 800 students locally.



WRITING & PUBLISHING

Writing the Examined Life



This workshop in creative writing will focus on writing from personal experience and turning the raw material of daily life into fiction or memoir. Various exercises in journal writing and in shaping scenes for stories will be offered as needed. Participants with works-in-progress are welcome to submit scenes for class discussion; we will use the Iowa Writing Workshop approach to facilitate critiques and commentary constructive to the writer's work and goals. Prerequisite: *This course is intended as a follow-up to Elements of Fiction Writing or for those who have had previous writing experience.*

CRN #20416 6 Wednesdays,
7/6-8/10, 7-9 p.m.

MCC Bldg. LRC B208 Fee: \$145

Instructor: Jordon Pecile retired
as the head of the English Department

at the Coast Guard Academy. A graduate of Cornell University and the Writing Seminars of the University of Iowa, he has written for National Public Radio, television and theater. He has also published prize-winning short stories and essays in anthologies, *The New York Times*, *Atlantic Monthly*, *Epoch* and other magazines.

Elements of Fiction Writing

This course is designed for those who want to write but feel they need more instruction in the craft of creative writing. Course includes six lessons with imaginative assignments in: finding and recognizing your material and your voice; structuring the plot, feeling the arc of the action; giving your characters depth and roundness; evoking the scene through description and detail; experimenting with points of view; and rewriting beginnings and endings. Aspiring writers are most welcome, as are those who seek inspiring assignments and who need deadlines in order to get started. We will use the Iowa Writing Workshop approach to facilitate critiques and commentary constructive to the writer's work and goals.

CRN #20417 6 Thursdays, 7/7-8/11, 7-9 p.m. **MCC Bldg. LRC B208**
Fee: \$145

Instructor: Jordon Pecile



Finding Your Muse—Discovering Your Poetic Heart

Do you sit down to write a poem or story but end up penciling your grocery list instead? Has your muse moved in next door? What muse? In this “pens-down” writing workshop, a published writer will help you focus on uncovering the imaginative spirit within. Using several creative ideas, we will produce writing to amaze. The workshop is designed to be stimulating and fun. It is open to all ages and levels of writing.

CRN #20425 2 Thursdays, 6/30-7/7, 7-8:30 p.m. **MCC Bldg. AST C203**
Fee: \$25

Instructor: Elizabeth Thomas is a published poet who designs and teaches writing programs for schools and organizations throughout the U.S. An advocate of youth in arts, she is the founder of UpWords Poetry, a company dedicated to promoting programs for young writers.



Playwriting

Have you been trying to write your dream play but just can't get your ideas onto paper? If you've been staring at a blank piece of paper and want some structure and open discussion, this is the course for you. We will discuss our emerging plays, see what works and what doesn't, and most importantly, hear it read out loud. Recommended text: *The Playboy of the Western World* and *Riders to the Sea*, Synge, available at the MCC Bookstore.

CRN #20324 6 sessions, Tuesdays & Thursdays, 6/7-6/23, 7-8:30 p.m.
MCC Bldg. AST C204 Fee: \$60

Instructor: Debra Siegel is a professional theater artist who works at many theater companies throughout the Northeast. She is an Associate Artist of the White Horse Theatre Company in New York City, as well as a faculty member in the University of Bridgeport Theater Department.

**Want to take a class online?
See the online classes listed
on pages 29-34
or visit the web site at
www.ed2go.com/manchcc**



Of Similar Interest (Online writing courses, page 31):

- “Fundamentals of Technical Writing”
- “Writing Great Technical Documents”
- “The Keys to Effective Editing”
- “Effective Business Writing”
- “Writeriffic: Creativity Training for Writers”
- “The Craft of Magazine Writing”
- “Demystifying Forensic Science: A Writer's Guide”
- “Travel Writing”
- “Creating a Sense of Place”
- “Write Your Life Story”
- “Business Marketing Writing”
- “Introduction to Internet Writing Markets”

Check out the complete listing of online courses at ed2go.com/manchcc

EXCURSIONS IN LEARNING FOR CHILDREN

WHAT:

Two different programs are described in this catalog: Junior Culinary Camp (grades 5-8) and Summer Excursions (grades K-8).

These unique summer programs offer gifted and high-achieving students the opportunity for an in-depth investigation of topics of interest through a multi-disciplinary, inquiry-based approach. Students with common interests and similar abilities will work together in a stimulating and challenging learning environment. Active learning is promoted through experimentation, imagination, role-playing, investigation, problem-solving, and independent projects. All staff have training and experience in gifted and talented education and/or advanced levels of training in their course content.

WHO:

Junior Culinary Camp is for children completing grades 5-8 who demonstrate an interest in the culinary arts.

Summer Excursions is for children completing grades K through 8 who are creative, highly motivated and have demonstrated advanced development in one or more of the following areas: visual and/or performing arts, math, history, language arts, sciences or technology.

WHEN:

1. Junior Culinary Camp meets weekdays from 9:00 a.m.-3:30 p.m. from July 18-22 or July 26-July 30, 2005.

Children should bring a lunch that does not require refrigeration.

2. Summer Excursions meets weekdays from August 1-August 12, 2005.

Morning sessions will be held from 9 a.m. to noon; afternoon sessions will be held from 1 to 4 p.m. Children staying all day should bring a lunch that does not require refrigeration. Lunch will be supervised for children attending both sessions.

WHERE:

All courses will be held in air-conditioned classrooms at MCC, in Manchester, Connecticut.

COST:

1. The tuition for Junior Culinary Camp is \$250.00 (*There is an additional \$25 materials fee payable to the instructor at the first class.*)

2. The tuition for Summer Excursions is \$215 for a half day (1 course, 30 hours for 2 weeks) or \$430 for full day (2 courses, 60 hours for 2 weeks.) The tuition for Claytime or Clay Creations is \$240, and for AM à la Carte, \$50. The Summer Excursions registration fee includes a free program T-shirt.

SCHOLARSHIPS:

Scholarships are available only for the two-week Summer Excursions Program. Scholarships are limited and need-based, (one scholarship per family). Please call (860) 512-2804 to request an application form. Scholarship applications must include all necessary information and be postmarked by June 1, 2005, to be considered.

PAYMENT:

Checks or money orders should be made payable to "MCC." Registration is open on a first-come, first-served basis to qualified applicants. The maximum enrollment for each class is 16 students. The minimum enrollment for all classes is 10 students. MCC reserves the right to cancel any class due to insufficient enrollment.

FOR NEW SUMMER EXCURSIONS STUDENTS ONLY:

Registration form must be accompanied by the School Component form. Seats in courses will not be held until both forms are received.

ACCEPTANCE:

Parents will receive official written confirmation of class placement as registrations are processed. A program information packet will be mailed to parents prior to 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 after July 1, 2005.

2. Refund requests must be received by

July 5, 2005 for Junior Culinary Camp: Session I

July 11, 2005 for Junior Culinary Camp: Session II

July 18, 2005 for Summer Excursions in Learning

NO REFUND WILL BE ALLOWED AFTER THESE DATES.

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

Written requests for refunds may be made to

Susan Meisler, Coordinator:

In person: (LRC B147A)

By fax: (860) 512-2801

Or mail: Continuing Education, MS #16, MCC

P.O. Box 1046, Manchester, CT 06045-1046

(You must call to verify our receipt of your written request.)

Excursions in Learning School Component Form

First-time Summer Excursions students:

Please give this to a teacher, counselor or principal to have him/her answer the following questions.

School Personnel: Please complete this form in a timely fashion since registration will not be considered without an accompanying recommendation. If you have concerns regarding this applicant's candidacy for the program, please call the Director, Susan Meisler, at (860) 512-2804. Please detach and return to parent to be submitted with the completed registration. Attach a separate sheet of paper.

Student's Name _____

School _____

Address _____ Phone # _____

Name of Person Completing Form: (Print) _____ Email _____

Signature _____ Title of Position _____

1. Is or has the applicant been involved in a gifted and talented program in the school district? YES NO HOURS PER WEEK _____
Type of program _____

2. Please indicate the subject areas in which the child displays above average ability, motivation and creativity. Elaborate how these qualities are displayed.

3. Based on the student's performance or potential, does the student possess the above-average ability necessary to participate in the 30-hour classes described in this brochure. Why or why not?

Excursions in Learning Registration Form

student's name _____ (last) _____ (first) _____ nickname _____

home address (street/city/state/zip) _____

student's social security number (for student I.D.) _____ Banner ID# _____

male ___ female ___ birth date _____ grade (04/05 year) _____ age _____

parents' names _____ home phone _____ email _____

mother's work phone _____ father's work phone _____ cell phone # _____

emergency contact (name, address, phone) _____

_____ relationship to child _____

Have you ever attended the Summer Excursions in Learning Program? Yes ___ No ___

Reminder: A School Component Form must be completed for new students and be submitted with this registration form. See page 14.

- ___ JUNIOR CULINARY CAMP
- ___ SESSION I JULY 18-25 CRN #20253 (Circle One): 1st Choice 2nd Choice
- ___ SESSION II JULY 26-30 CRN #20254 (Circle One): 1st Choice 2nd Choice
- ___ SUMMER EXCURSIONS COURSES
- ___ A.M. à la Carte.. CRN #20264

In spaces below, list your child's first and second course choices for Summer Excursions a.m., p.m., or both sessions.

SUMMER EXCURSIONS A.M. SESSION:

1st choice _____ CRN # _____

2nd choice _____ CRN # _____

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

SUMMER EXCURSIONS P.M. SESSION:

1st choice _____ CRN # _____

2nd choice _____ CRN # _____

Check or money order # _____ enclosed.

I authorize the use of my MasterCard _____ Visa _____

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 42.

___ an Excursions instructor

___ parent volunteer

Make checks payable to MCC.

Mail to: Continuing Education Excursions Registration MS #13
 Manchester Community College
 Great Path, P.O. Box 1046
 Manchester, CT 06045-1046

TUITION STRUCTURE:	
Junior Culinary Camp	\$250
Summer Excursions	
A.M. à la Carte.....	\$50
A.M. only	\$215
P.M. only	\$215
Full Day.....	\$430
Clay Creations.....	\$240
Claytime.....	\$240
Total tuition enclosed _____	

Summer Excursions Student T-Shirt Size

(check one)

<u>Child Size</u>	<u>Adult Size</u>
___ small (6-8)	___ small (S)
___ medium (10-12)	___ medium (M)
___ large (14-16)	___ large (L)
	___ extra large (XL)

Have you included?

___ Payment

___ Completed Registration Form

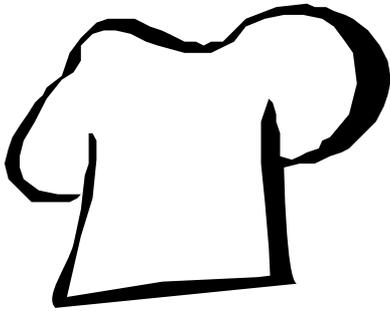
___ School Component Form
(If applicable)

___ T-Shirt size

Office Use Only _____ **Regis.** _____ **Conf.** _____ **Receipt #** _____

Banner I.D. _____

EXCURSIONS IN LEARNING FOR CHILDREN



Junior Culinary Camp

For students completing Grades 5-8 during the 2004-2005 academic year

2 Sessions:

July 18-22 or July 25-29 • 9 a.m.-3:30 p.m.

Put on a “signature” chef’s hat and join us to learn about food preparation, healthy eating, and kitchen safety tips. Feel the need to knead? Learn about the history of bread, then prepare and sample “Mall Pretzels” and flat breads. Looking for pizzazz? Try pizza dough with fresh toppings, pasta and popular ethnic foods. Scrumptious snacks? Try grrreat granola and hummus with pita chips. Just desserts? Learn to

decorate delicious cak□

chip ice cream in delicious waffle cups. We’ll create our own variation of chocolate chip cookies and “dip into” chocolate covered fruit. The week will end with a spec□

beginning of first day of the session.

Week 1 – 7/18-7/22/05

CRN #20253 9 a.m.-3:30 p.m. MCC Bldg. LOWE L292

Week 2 – 7/25-7/29/05

CRN #20254 9 a.m.-3:30 p.m. MCC Bldg. LOWE L292

Instructor: Julia Porter is a certified teacher and an instructor in the Culinary Arts Division of MCC. She has worked in the food industry (including her own catering business) for more than 16 years. Julia has taught at Great Path Academy and developed several courses for Excursions. She returns with “Junior Culinary Camp.”

Summer Excursions offers an early morning session

“A.M. à la Carte”

For students completing Grades K-8 during 2004-2005 academic year

A.M. à la Carte

Bring in some of your favorite books, your GameBoy™, or play supervised board games and/or activities.

Do mind aerobics to prepare yourself for the day.

CRN #20264 10 sessions, Monday-Friday, 8/1-8/12, 8-9 a.m. MCC Bldg. AST G106 Fee: \$50

Instructor: Linda Armstrong



Of Similar Interest (Online courses for teachers, page 34):

- “Solving Classroom Discipline Problems”
- “Ready, Set, Read!”
- “The Classroom Computer”
- “Using the Internet in the Classroom”
- “PowerPoint in the Classroom”
- “Big Ideas in Little Books”
- “Enhancing Language Development in Childhood”
- “Understanding Adolescents”
- “Guiding Kids on the Internet”

Check out the complete listing of online courses at ed2go.com/manchcc

EXCURSIONS IN LEARNING FOR CHILDREN

For students completing Grades K-2 during 2004-2005 academic year.

GRADES K-2 MORNING CLASSES

Constructions for Children

If you are a young builder and like to do things with your hands, this is the class for you! Challenge yourself by building castles, hot air balloons, wigwams, and a model of Stonehenge. The list of building materials is endless—wood scraps, LEGO™ products, aluminum foil, boxes, fabric scraps, edibles, packing foam, and more. Start saving your building materials now. The sky's the limit!



CRN #20209 9 a.m.-noon
MCC Bldg. LOWE L240

Instructors: Jodi Clare and Kirsten Dergosits

Finding Art in Nature

Explore nature through poems, drawings, paintings, stories, creative movements and sound effects. Much of our time each day will be spent outdoors looking for feathers, pebbles, skins, nests, turtle shells, and much more. This class is a balance of physical activities, such as tree tag and nature hikes, and quiet times, such as sponge painting to mimic clouds and mud art to replicate nature's treasures. Emphasis is on developing observational skills, artistic expression and an appreciation of nature. This fusion of body, mind and the arts will have us moving, feeling and creating. Join us!

CRN #20208 9 a.m.-noon MCC Bldg. LOWE L207

Instructor: Linda Marchisio

Let's Dance (Grades K-3)

Let's dance around in a circle; let's shake, wiggle and waggle. Let's pretend to be animals in the jungle; let's dance like butterflies in the sky. This class introduces fundamentals of dancing to children who have completed grades K-3. We will focus on creativity, balance and coordination. Dance-related activities include crafts, storytelling, acting and prop design.

CRN #20210 9 a.m.-noon MCC Bldg. LOWE L141

Instructor: Lorelei Chang

Math that Isn't (Grades 2-4)

See course description on page 48.

CRN #20222 9 a.m.-noon MCC Bldg. AST C203

Instructor: Barbara Johnston

Nibbles of Books

Discover and create new kinds of books! You'll flip and pop-up and do a double-double take. Turning circles and shape books will be part of the literary adventure. We'll make a home for the three little pigs and discover the longest tale. We'll catch sunbeams and have an open-ended scavenger hunt while collecting images for our books. Simple measurement and sewing skills will help us bind our ideas together to make our very own books, books, books.

CRN #20211 9 a.m.-noon MCC Bldg. LOWE L124

Instructor: Susan Reischerl

Puppets, Puppets, Puppets (Grades K-1)

New!

Introducing the magic of puppetry! You will make puppets that are as tiny as your little finger and puppets as big as you are—or bigger. You'll explore the different kinds of materials to use—paper for shadow figures and moving-mouth puppets, clay to sculpt puppet heads for your own rod puppets, and cloth or yarn to create marionettes. Once we've created our wonderful puppet figures, our challenge will be to bring them to life through pieces you create and perform. Intrigued by puppetry? Like to work with your hands and your imagination? You won't want to miss this course!

CRN #20212 9 a.m.-noon MCC Bldg. AST D213

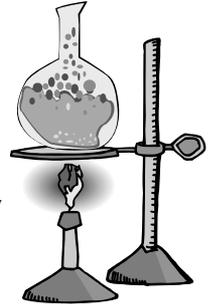
Instructor: Rolande Duprey

Whoosh, Bzz, Gurgle, Fizz

Welcome to the world of science. Come and explore how things around you work by participating in a variety of exciting, hands-on activities. We'll investigate the mysteries of electricity, magnetism, aeronautics, catapults and simple machines. Learn about the process of scientific thinking that will allow you to be the scientist. Don't miss the whoosh, bzz, gurgle and fizz of discovery.

CRN #20214 9 a.m.-noon MCC Bldg. LOWE L142

Instructor: Melissa Szych



GRADES K-2 AFTERNOON CLASSES

Claytime (Grades 1-2)

Create lifetime treasures while having fun. We'll learn how to coil, pinch, roll slabs and sculpt clay, all while creating colorful fish, critter bowls, mobiles and more. Bring a smock and come prepared to explore the magic of clay. The tuition for this course is \$240. Materials fee: \$10, payable to the instructor at the beginning of class on the first day of the session.

CRN #20215 1-4 p.m. MCC Bldg. AST D130 & AST D131

Instructor: Janine Turgeon

Creative Dramatics

Laugh! Sing! Dance! We will play a variety of games and activities that work our "physical selves" (crawl like a dog or parade around like a king); our "vocal selves" (mimic sounds around you—use big booming voices or teeny-weensy voices); and our "intellectual selves" (what would it be like to be someone else—someone totally different from yourself). We will incorporate movement with story-telling and improvisation to explore the fun and exciting world of creative dramas.

CRN #20216 1-4 p.m. MCC Bldg. LRC B209

Instructor: Debra Leigh Siegel

Discovering Ancient Egypt through Art (Grades 2-4)

See course description on page 47.

CRN #20233 1-4 p.m. MCC Bldg. AST D132

Instructor: Karen Anger

"I really thought the teachers communicate well with the handouts sent home each day outlining what was covered in class."

Parent

EXCURSIONS IN LEARNING FOR CHILDREN

Fun with Numbers (Grades K-1)

Put on your thinking caps and prepare to explore the fascinating world of numbers! We will use powerful numbers to discover how big our world really is. Math clues and basic algebraic equations will help us discover the unknown. Build a function machine that will cause creative thinkers to input numbers in one form and watch them exit in another. Meet Zaney Zero and watch him work. Just how square is that root anyway? Probability and statistics will help us determine just how great our chances really are. This class is an opportunity to use skills of logic and reasoning to develop natural talents of deduction, sequencing, and inference. We will use hands-on activities, art, story, and song to have “*Fun with Numbers.*”

CRN #20217 1-4 p.m. MCC Bldg. AST C111

Instructor: *Barbara Weeks-Wilkins*

Math that Isn't (Grades 2-4)

See course description on bottom right.

CRN #20218 1-4 p.m. MCC Bldg. AST C203

Instructor: *Barbara Johnston*

Sounds Abound (Grades K-1)

Environmental sounds! Rhyming sounds! Quiet sounds! Noisy sounds! Play different games as you learn about the different types of sounds and why some sounds are “brothers” while others are “cousins.” Read rhyming stories created by Dr. Seuss and others to find out why words rhyme. Discover how changing a sound can change the meaning of a word. Pretend that you have trouble hearing, then learn to lip read! Become a sound expert; you'll become a champion reader, speaker and speller. This is your opportunity to “sound off!”

CRN #20213 1-4 p.m. MCC Bldg. LOWE L213

Instructor: *Marge Laptik*

Whoosh, Bzz, Gurgle, Fizz

See course description on page 45.

CRN #20214 9 a.m.-noon MCC Bldg. LOWE L142

Instructor: *Melissa Szych*

**For students completing Grades 3-5
during 2004-2005 academic year**

GRADES 3-5 MORNING CLASSES

Castles and Life in Medieval Times (Grades 5-6)

Just how “dark “ were the Dark Ages? Learn about this exciting time in history while creating your very own three-dimensional castle. Do you know why castles were built, or who got to live in them? Discover just what it takes to be a knight. As we build our castles we will explore what life was really like in Europe 800 or so years ago. Other activities include designing a coat of arms and building a catapult. We will culminate our adventure with a medieval wax museum whose figures can be animated.

CRN #20219 9 a.m.-noon

MCC Bldg. AST D132

Instructor: *Karen Anger*



Clay Creations

Use your hands and your imagination to create personal works of art. A variety of hand-building techniques will be demonstrated and explored as we create both individual and group projects. Past students will build on previous skills. Bring a smock and come prepared to create some exciting projects. The tuition for this course is \$240. Materials fee: \$10, payable to instructor at the beginning of class on the first day of the session.

CRN #20220 9 a.m.-noon MCC Bldg. AST D130 & AST D131

Instructor: *Janine Turgeon*

Exploring Mayans, Aztecs and Incas

Are you ready to explore the games, foods and crafts of ancient civilizations? Do you like adventures? In this course you will learn what life would have been like for the Mayans, Aztecs and Incas. You will learn about each of their cultures. You will work on projects such as making Mayan glyphs and designing and crafting an Incan mask. We will also plan and create a city of the likes of Machu Picchu.

CRN #20221 9 a.m.-noon MCC Bldg. LOWE L241

Instructor: *Melissa Prue*

Hey Zeus, Wow Them with Your Powers (Grades 4-6)

How would Zeus or Apollo use their legendary skills in today's world? Investigate popular mythological figures from Greek and Roman times to learn about their special attributes. Then bring your favorite character up-to-date by having him/her try out for a competitive event—a sports team, a school play, a class office or audition for a TV program of your choice. Take on your character's personality, dress in a traditional way—then explain the qualities you bring to the activity of your choice. Zeus might want to be a school security guard; Mercury an instant messenger for the school's computer labs; or Diana, an advice columnist for the class newspaper. We'll videotape these interviews and assess your performance.

CRN #20223 9 a.m.-noon MCC Bldg. AST D215

Instructor: *James Johnston*

Let's Dance (Grades K-3)

See course description on page 45.

CRN #20210 9 a.m.-noon MCC Bldg. LOWE L141

Instructor: *Lorelei Chang*

Math that Isn't (Grades 2-4)

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

CRN #20222 9 a.m.-noon MCC Bldg. AST C203

Instructor: *Barbara Johnston*

Perplexing Problems (Grades 5-7)

See course description on page 49.

CRN #20224 9 a.m.-noon MCC Bldg. AST C201

Instructor: *Tom Ebersold*

EXCURSIONS IN LEARNING FOR CHILDREN

Print Making

Learn about the fascinating art of making your own prints—from thumbprints to block prints—from stencils to stamps. You can reproduce your artwork in a variety of textures, colors and layouts. Some of your prints will be bound, one of your special prints will be matted, and many will be left to share with your family and friends.

CRN #20225 9 a.m.-noon **MCC Bldg. AST D110**

Instructor: Amy Burris

Running Your Own Business—from Start to Finish (Grades 4-8)

See course description on page 49.

CRN #20226 9 a.m.-noon **MCC Bldg. AST C210**

Instructor: Jim Griffin

Science Sampler

Enjoy the exploration of a variety of science topics, including light, heat and flight. Learn about air pressure and sound. Engage in problem-solving activities to see how science works in our daily lives. We'll even use science to cook a snack!

CRN #20227 9 a.m.-noon **MCC Bldg. AST C107**

Instructor: Susan Krzych-Mattera

Space Camp

Houston, we have a problem! We need students to complete space missions, exploring the solar system in search of lost probes. However, before they can soar into outer space with the computer program, "The Great Solar System Rescue," students will need to train for their missions. In training, students will use the Internet to research various topics. They will learn how to navigate through a variety of sites on the Internet, gather information, and download photos related to the solar system. Other

exciting activities include the construction and launching of pop rockets, investigation of craters, creation of constellation boxes, etc. Start the countdown!

CRN #20228 9 a.m.-noon **MCC Bldg. AST D218**

Instructor: Staff

Theatre Games

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

CRN #20229 9 a.m.-noon **MCC Bldg. AST E106**

Instructor: Deb Popillo



Tooling Around with Art

Have you ever created a painting using Q-tips™? Has your thumb ever been your main art tool? What types of tools do you think famous artists use? With these fun and exciting hands-on projects, you will learn new and different tools to create with, as you learn how artists make art. Use every day objects—newspaper and cardboard, shower curtains, clay—in a new way. Bring home your own objects d'art. A parent-volunteer, car-pooled field trip to the Wadsworth Atheneum will be scheduled. There will be a \$3 admission fee, payable to the instructor at the beginning of class on the first day of the session.

CRN #20230 9 a.m.-noon **MCC Bldg. LOWE L245**

Instructor: Tina Mirto

"I was amazed at what the kids accomplished in just 2 weeks."

Parent

GRADES 3-5 AFTERNOON CLASSES

Amazing Inventions



Do you ever wonder how certain things like bubble gum or the light bulb were invented? Did you know that some inventions just happened by accident? Do you have an idea for an invention you would like to test? During this course you will explore various inventors and the products they created. While planning your own invention, we will test some inventors' theories and try their experiments.

CRN #20231 1-4 p.m. **MCC Bldg. LOWE L240 & LOWE L241**

Instructor: Melissa Prue

Discoveries in the Dark (Grades 4-6)

Ever wonder what it would be like to develop your own black-and-white pictures? You will learn how to use a 35mm camera to take pictures and then develop them. We will focus on (no pun intended) how to pick a subject, picture composition, use of light, developing black-and-white film, and printing 5" x 7" and 8" x 10" photos. Students must be able to follow directions carefully and work with a camera and sensitive materials. Participants must have use of a 35mm camera, and provide one roll of black-and-white film.

CRN #20232 1-4 p.m. **MCC Bldg. AST D111**

Instructor: Gabrielle Zane

Discovering Ancient Egypt through Art (Grades 2-4)

Travel back thousands of years and across the desert sands to the civilization of Ancient Egypt. Learn how Egyptian traditions and beliefs shaped the way they lived and died. Create a replica of an ancient Egyptian tomb. Learn about the tradition of mummification and make your own mummy, complete with sarcophagus. Experiment with writing using Egyptian hieroglyphic symbols, try your hand at some ancient Egyptian games and much, much more!

CRN #20233 1-4 p.m. **MCC Bldg. AST D132**

Instructor: Karen Anger



EXCURSIONS IN LEARNING FOR CHILDREN

Junior Dance Camp (Grades 4-8)

See course description on page 50.

CRN #20234 1-4 p.m. MCC Bldg. LOWE L141

Instructor: Lorelei Chang



Making Magical Books

Learn how to assemble and complete unique and beautiful books.

Incorporate different kinds of writing in a variety of book formats.

Create a nature log with rubbings and descriptions, an origami book with simple haiku poems, a Chinese flutter book with an original adventure story and/or an accordion book with limericks.

CRN #20235 1-4 p.m. MCC Bldg. AST D110

Instructor: Amy Burris

Math that Isn't (Grades 2-4)

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

CRN #20218 1-4 p.m. MCC Bldg. AST C203

Instructor: Barbara Johnston

Science Sampler

See course description on page 47.

CRN #20236 1-4 p.m. MCC Bldg. AST C107

Instructor: Susan Krzych-Mattera

Space Camp (Grades 3-5)

See course description on page 47.

CRN #20249 1-4 p.m. MCC Bldg. AST D218

Instructor: Staff

"OUTSTANDING... Teacher, content hits multiple educational concepts at a complex level...fun."

Parent

Sports Math (Grades 4-8)

See course description on page 50.

CRN #20237 1-4 p.m. MCC Bldg. AST D215

Instructor: Jim Johnston

Stop the Presses (Grades 5-8)

See course description on page 50.

CRN #20238 1-4 p.m. MCC Bldg. LRC B141

Instructor: Tom Ebersold

For students completing Grades 6-8 during 2004-2005 academic year

GRADES 6-8 MORNING CLASSES

Castles and Life in Medieval Times (Grades 5-6)

See course description on page 46.

CRN #20219 9 a.m.-noon MCC Bldg. AST D132

Instructor: Karen Anger

Crime Scene Investigations

Play the role of a detective at a crime scene! In this class you will conduct forensic research under the guidance of MCC's own Mistress of Investigations. Learn to use scientific principles from physical, life, earth and archaeological sciences. Conduct experiments like "The Dirt on Crime" using evidence from soil samples. "What Type Are You" can reveal evidence from blood typing using artificial blood. "Sherlock Bones"—you guessed it—will involve forensic archaeology and "Whose Lipstick" will teach you about the chromatography of lipstick. Learn about DNA fingerprinting, white powder analysis and many more investigative techniques. Join us to find out who done it!

CRN #20239 9 a.m.-noon MCC Bldg. LRC B124

Instructor: Joanne Russell

Digital Photography

Learn how to control, point, and shoot digital cameras to create a special project. Load images into a computer and learn the basics of Adobe Photoshop, the premier photo imaging/editing software program. Equipment, software and techniques for successful digital photography will be discussed. Share your pictures by learning how to set them up for emailing and/or printing. If you own a digital camera please bring it to class. (MCC has only a limited number to loan.)

CRN #20240 9 a.m.-noon MCC Bldg. AST D211

Instructor: Richard Hoyer

Hey Zeus, Wow Them with Your Powers (Grades 4-6)

See course description on page 46.

CRN #20223 9 a.m.-noon MCC Bldg. AST D215

Instructor: James Johnston



Hollywood Writing for TV and Screenplay

Learn how to effectively write your very own TV show and a final screenplay to be published. Activities include filmed sketches, a TV pilot and an in-depth Hollywood script. The final class will be a simulation of a Hollywood meeting where you'll pitch your ideas to the class and family members—just like they do in Hollywood.

CRN #20242 9 a.m.-noon

MCC Bldg. LRC B218

Instructor: Chris Buonacquisto



EXCURSIONS IN LEARNING FOR CHILDREN

Jumpin' Java™



Java™ is a very popular programming language that is used to create games and other application programs. In this class students will develop programs that play games like Tic-Tac-Toe and Ping Pong, as well as other entertaining applications. Students will be encouraged to explore their creative side when they are writing their Java™ programs. We will also write small programs called Java™ applets that can be run inside a Web browser. Java™ is the language used in the high school Computer Science AP examination, so this is a good way to become familiar with Java™ in a fun and relaxed environment!

CRN #20241 9 a.m.-noon MCC Bldg. LRC B222

Instructor: Catherine Seaver

*“Just the right amount of fun and learning.
Mrs. Seaver is awesome”*

Parent

MCC Junior Jazz Band

Do you enjoy listening to jazz music? Do you have the desire to learn how to improvise and play a variety of jazz styles? If you have at least two years' experience on any brass, woodwind, or percussion instrument (piano included), then you're ready for the MCC Junior Jazz Band.



Together, we will listen to and perform jazz classics, learn the art of improvisation, compose our own blues tune, and have a great time. You will have the opportunity to demonstrate your new skills and talent

during a concert performance on the last day of class. Please remember to indicate the instrument you play on the registration form.

CRN #20243 9 a.m.-noon MCC Bldg. V2 V127

Instructor: Gerry Saes

Perplexing Problems (Grades 5-7)



Enhance your problem-solving skills and build your algebraic thinking abilities as you solve different types of mathematics problems. Problems will be drawn from many sources, including the Continental Mathematics League and Math Olympiads. Work cooperatively and individually to learn and practice a variety of strategies designed to help you solve perplexing problems.

CRN #20224 9 a.m.-noon MCC Bldg. AST C201

Instructor: Tom Ebersold

Running Your Own Business—from Start to Finish (Grades 4-8)

This course will introduce you to the ins-and-outs of starting, maintaining, and building your own business. It will feature hands-on activities, such as planning, manufacturing, selling, and accounting for a class-designed product. You will create a product, develop a business and marketing strategy, sell the product, keep financial records of earned income, and hopefully, distribute your profits to your stockholders. This course will provide an exciting glimpse of the free-market economy.

CRN #20226 9 a.m.-noon MCC Bldg. AST C210

Instructor: Jim Griffin

Shakespeare for Kids



“All the world's a stage ...” Join us as we discover Shakespeare from page to stage. We will read, act, discuss and discover the works of William Shakespeare to gain a better understanding of his words, his language and his plays. We'll “play” around with Shakespeare's original text as well as a contemporary translation of it. We will meet Shakespeare's famous characters and see how similar they are to people today (people you might even know). We'll choose some of Shakespeare's scenes and perform them outside on the campus of MCC in our very own “Shakespeare in the Park.”

CRN #20245 9 a.m.-noon

MCC Bldg. LRC B209

Instructor: Debra Leigh Siegel



Unmasking Electronics

This course is for you whether or not you know anything about electronics. All you'll need is curiosity. What's an electron? What's electricity and how does it work? We'll start with the basic science of electricity from atoms to zinc, then look at how different electronic devices work from anodes to zener diodes. Learn how to diagram, build and test circuits using prototyping boards, meters and oscilloscopes. You'll be electrified!

CRN #20246 9 a.m.-noon MCC Bldg. AST C111

Instructor: Chuck Russell

GRADES 6-8 AFTERNOON CLASSES

Acting Workshop

Learn how to be spontaneous and express yourself through the art of improvisation. This type of training provides a foundation of ease and freedom when on stage and will prepare you for almost any acting situation you will encounter. Through theatre games and other acting exercises, this course will cover concentration, listening, relaxing, using your imagination, using your voice, using your body, and working as an ensemble. Each session will afford ample stage time to develop self-confidence while learning to relate to other performers. The culminating activity will be an exciting original show, which we will perform during our final class.

CRN #20247 1-4 p.m. MCC Bldg. AST E106

Instructor: Deb Popillo

Activate Your Ideas



What are your dreams? What if anything were possible? Who are you? What is your unique signature? Learning to control your destiny is great fun! In this class we will use activities, like cooking, dancing, improvising, public speaking and art to teach you the process of creating and acting on our goals. This class will change everything. Prepare for your future!

CRN #20248 1-4 p.m. MCC Bldg. LRC B125

Instructor: Stephen Spaulding

EXCURSIONS IN LEARNING FOR CHILDREN



Computer Game Design and Programming



Learn the history of computer games from Pong to Counter-Strike. We will play games and figure out what makes them fun, and then design some games of our own. Students will learn how different types of games are created using sprites, backgrounds, tiling and sound. Several different

development tools will be used including GameMaker, the Visual Basic and C++ programming languages and the Allegro game library.

CRN #20250 1-4 p.m. MCC Bldg. LRC B222

Instructor: Catherine Seaver

Decorate Yourself



In this "hands-on" class you will use metal beads and sculpy to create original jewelry designs. Learn basic design principals and elements. You will make your own beads and hammer metal into pieces that can be used in necklaces, bracelets, pins and/or earrings. Assemble your pieces with glue and "cold connections." Each student will bring home at least two or three completed pieces. Materials fee: \$15, payable to the instructor at the beginning of class on the first day of the session.



CRN #20251 1-4 p.m.

MCC Bldg. AST D133

Instructor: Cheryl Tuttle

Discoveries in the Dark (Grades 4-6)

See course description on page 47.

CRN #20232 1-4 p.m. MCC Bldg. AST D111

Instructor: Gabrielle Zane

Junior Dance Camp (Grades 4-8)

People worldwide use dance to communicate, entertain and to celebrate all kinds of events. We'll try out different dance styles as we learn about a variety of cultures. We'll begin each day with a ballet class followed by jazz, modern and improvisational steps. Dance-related activities include acting, story-telling, costume and prop design, stage make-up and choreography. Join us in this dynamic celebration of the many forms of dance.

CRN #20234 1-4 p.m. MCC Bldg. LOWE L141

Instructor: Lorelei Chang

"Many choices of interesting classes. Amount of time spent in each class was perfect."

Parent

Sound Off with GarageBand™



Learn to use Apple's brand new GarageBand™ software to create, compose and record music tracks on a computer. In this class we will look at how we can use different sounds to create art and music. If you don't have any musical background, not to worry, with GarageBand™ 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. With GarageBand™ a new musician is born every minute. So whatever your style is—symphonic, pop, rock, hi-hop, rap, techno, jazz, or experimental, using a Mac and GarageBand™ is a way to unleash the creative musical artist within.

CRN #20255 1-4 p.m. MCC Bldg. AST D211

Instructor: Richard Hoyer

"I loved the display tables set up by the classes in the hallway on the last day to see what was going on in the other classes."

Parent

Sports Math (Grades 4-8)

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

CRN #20237 1-4 p.m. MCC Bldg. AST D215

Instructor: Jim Johnston

Stop the Presses (Grades 5-8)

Learn a journalist's skills—interviewing, news writing, digital photography, and desktop publishing. Interview one another and turn your notes into news and feature stories. Take digital photographs and edit them for publication. Learn and apply desktop publishing skills to create your finished newspaper.

CRN #20238 1-4 p.m.

MCC Bldg. LRC B141

Instructor: Tom Ebersold



Video Productions

Students will learn how to use video cameras (VHS and digital), how to conduct a television program, and how to edit on Media 100 using iMAC computers. Students will also learn many aspects of a television studio. Projects include a talk show, an interview program and a commercial about MCC. Learn how to put together a sequence of footages using the features of Media 100.

CRN #20252 1-4 p.m. MCC Bldg. LRC B218

Instructor: Chris Buonacquisto

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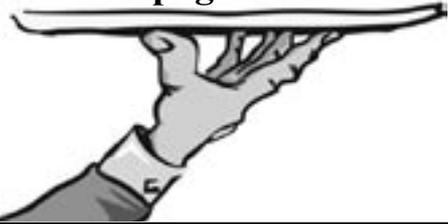


Want to take a class online?
See the online classes listed
on pages 29-34
or visit the web site at
www.ed2go.com/manchcc

Eat Your Heart Out

Fish and Shellfish—The Ocean's Bounty
Poultry with Pizzazz!
The Versatile Vegetable
Delicious, Healthy, Vegetarian Cooking
HOSTess with the MOSTess
Explore the Wines of Spain & Portugal
Making the Perfect Martini

See pages 18-19



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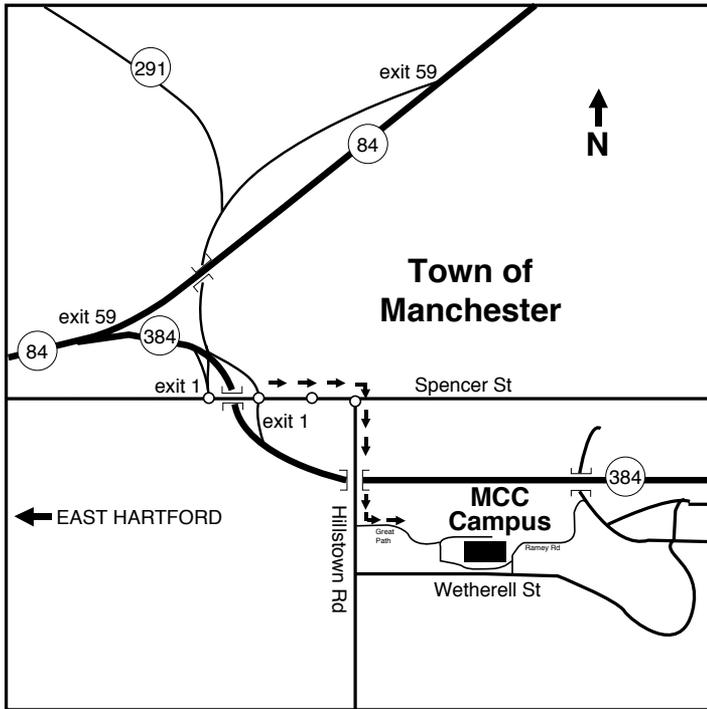
Course	Page Number	Certification	Exam
Complete Microsoft Office 2000 Certification (Core Level)	14	Microsoft Office Specialist	MOS
Oracle 10g Introduction	15	Oracle Certified Associate	IZO-042

Both Vue and Prometric testing centers administer certification exams and can be found on the web.

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

MAPS & DIRECTIONS

MCC: Manchester Community College



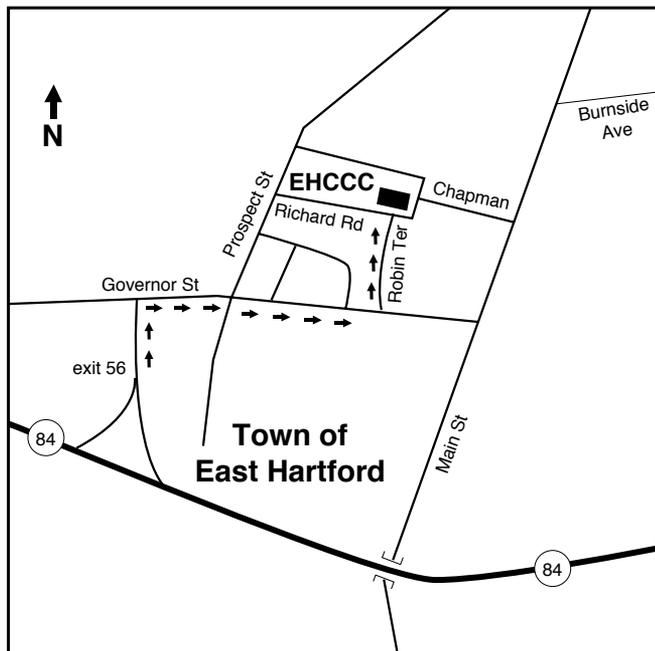
From Hartford: From I-84 Eastbound, take exit 59 to I-384. Immediately take exit 1. Turn left onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to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

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

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

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

EHCCC: East Hartford Community Cultural Center



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

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

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

MAPS & DIRECTIONS

Manchester Community College Campus

Low Building:

Admissions/Registrar's Offices
 Athletics/Fitness Center
 Bookstore
 Center for Student Development
 Classrooms/Faculty Offices
 Great Path Academy
 Student Activities/Senate

Village:

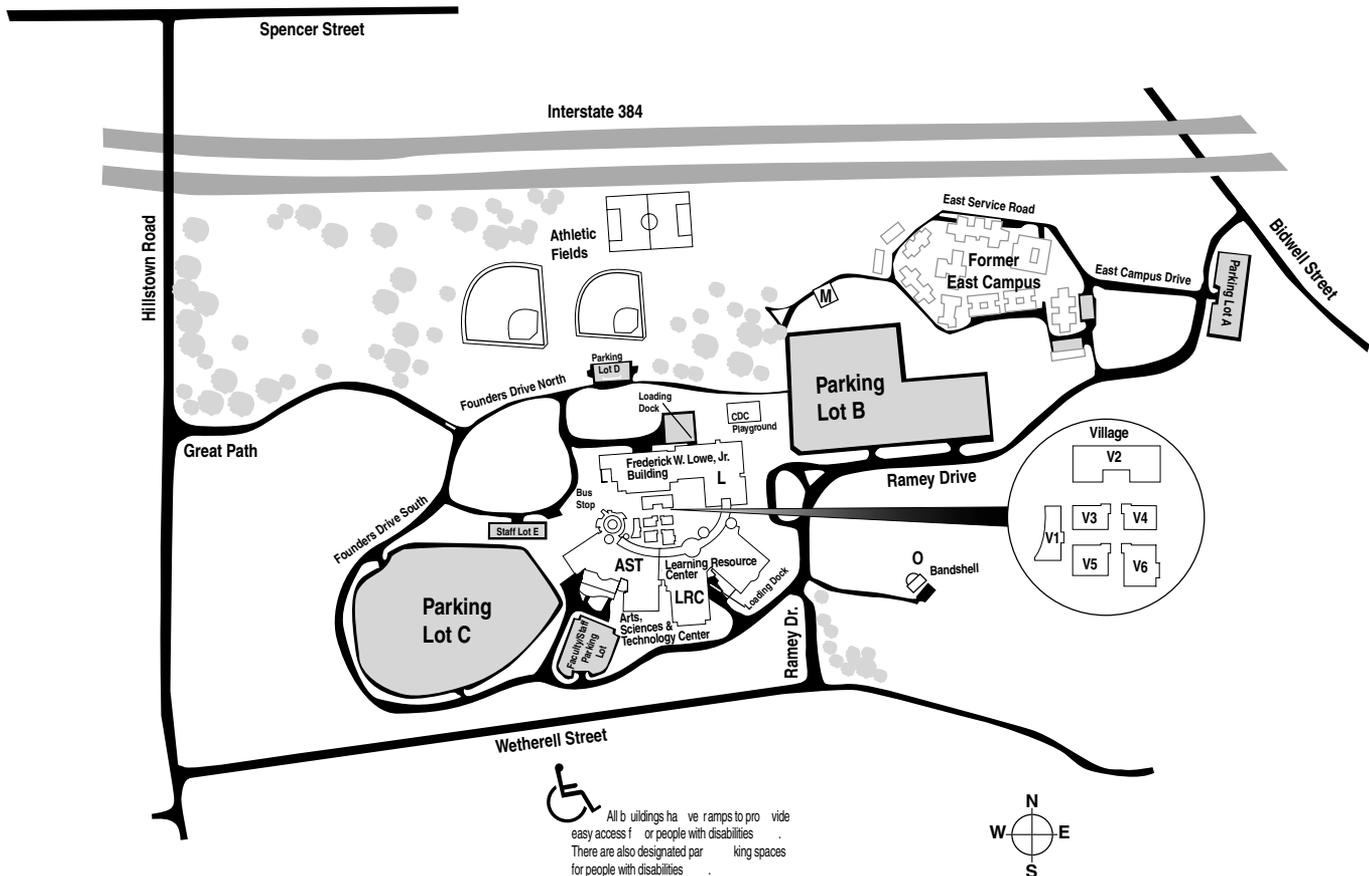
Buildings V1, V2, V3, V4, V5, V6

Learning Resource Center:

Classrooms/Faculty Offices
 Computer Science Labs
 Continuing Education
 Educational Technology Services
 Health Career Labs
 Library
 TV Studio

Arts, Sciences & Technology Center:

Auditorium
 Classrooms/Faculty Offices
 Chemistry/Physics
 Engineering
 English
 Fine Arts
 Mathematics
 Photography



Manchester Community College is committed to access and equal opportunity. Should you require special accommodations in order to participate in any of the programs offered, please contact Services for Students with Disabilities at 860-512-3320. 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. 4/05, 50M, Resource: CE/VS

Cover Design & Catalog Layout: Valerie Scott

REGISTRATION INFORMATION

Register Early

To ensure that you receive materials lists (describing what you should bring to class) in a timely manner, register at least ten (10) days before the first scheduled class meeting. MCC can not guarantee that materials (what instructors bring for your use) will be available for late registrants. Enrollment in classes is limited and will be accepted on a first-come, first-served basis. Classes may fill quickly; early registration ensures you a seat and also decreases the likelihood that a course will be cancelled.

Confirmations

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

Course Locations

Courses are held in classrooms at MCC or the East Hartford Community Cultural Center (EHCCC) unless otherwise indicated in the course descriptions. Please see maps on pages 52-53 for directions to schools and for MCC room locations.

Free Parking

Parking is free at MCC. You may park without a permit in Lots A, B, or C. A permit is required to park in staff or handicapped spaces. For parking lot locations, see campus map on page 53. Parking is also free at EHCCC.

Weekend Restrictions

Weekend parking permitted in Lot C only. Enter through the AST building and proceed to your scheduled building/classroom.

Postponements & Make-Ups

Classes postponed by instructor's request or extreme weather conditions will be made up whenever possible. Please call the College's main line, (860) 512-3000, or listen to WTIC, WDRC, WHCN, WPOP, WRCH or WCCC for cancellations due to weather conditions. You may not make up absences by attending classes other than your own.

Cancellations

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

Refunds

Refunds are issued only for credit-free courses that MCC cancels, or if a written request is received five (5) business days prior to the first scheduled class meeting. Regardless of circumstances, no exceptions will be considered.

Requests for refunds may be made:

In person: (LRC B147)

By fax: (860) 512-2801

Or mail: Continuing Education, MS #16, MCC,
P. O. Box 1046, Manchester, CT 06045-1046

It is the student's responsibility to call Continuing Education at (860) 512-2800 at least five (5) business days prior to the start date of the class to verify receipt of the written request for refund. If you fail to call and we have no record of your request, you are ineligible for a refund. Refunds are issued by the State Comptrollers' Office and take approximately four to six weeks to process.

Class Supplies Lists

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

WEB REGISTRATION

for Credit-Free Courses

Returning students may now register online using a MasterCard or Visa.

If you are a returning student and know your Banner ID** **here's how to register online*:**

- Go to www.online.commmnet.edu
- In the "Secured Information" area click "Login"
- Enter your User ID/Banner ID, which is "@" followed by your eight-digit ID number**
- Enter your PIN or Password—Your PIN is your date of birth entered as "mmddy" (You will be prompted to change your PIN when you login)
- Select "Manchester CC"
- Follow instructions for registration and payment

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

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

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

Bookstore Hours

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

Regular Summer Bookstore Hours

Monday-Thursday9 a.m.-4 p.m.

Friday9 a.m.-noon

The Bookstore will be closed whenever the school is closed.

For more information, call (860) 645-3140 or visit our website at:

www.efollett.com

Registrar's Office Hours

Monday, Wednesday, Thursday ... 8:30 a.m.-4:30 p.m.

Tuesday 8:30 a.m.-7 p.m.

Friday 8:30 a.m.-noon

Saturday 9 a.m.-noon

For more information regarding registration, please call the Registrar's Office at (860) 512-3220

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 or VISA.

Mail entire page with full payment to:

**Continuing Education Registration, MS #13
Manchester Community College
Great Path
P.O. Box 1046
Manchester, CT 06045-1046**

3. By Fax (860) 512-3221 (24 hours)

Complete a registration form, using your MasterCard or VISA.

4. By Phone (860) 512-3232

Call (860) 512-3232 between 11 a.m. and 2 p.m., Monday-Thursday, using MasterCard or VISA only.

5. Register Online

Returning students, go to: www.online.commnet.edu (using MasterCard or VISA). For details call (860) 512-2800.

2. In-Person

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

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.

MCC Credit-Free Course Registration

Print clearly in ink. Register one person per form. Photocopy form as needed.

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

Name (Last) _____ (First) _____ (M) _____

Home Address (Number and Street) _____

City _____ State _____ Zip Code _____

Semester and Year _____ Tel. (Home) _____ (Work) _____

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 _____

Sex Female Male

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 STUDENT VISA - Other (Specify) _____ COUNTRY OF ORIGIN _____

06 PERMANENT RESIDENT (Registration Number) _____

CRN #	Course Title	Start Date	Time	Room	Fee

Make check or money order payable to "MCC".

Fees (total enclosed) _____

Credit Card # _____

Cardholder name (print) _____

Cardholder signature _____

Relationship to student _____

Cardholder Address _____

Cardholder phone _____ Expiration date (mo/yr) _____

REFUNDS

Refunds are issued only for credit-free courses that MCC cancels, or if a written request is received five (5) business days prior to the first scheduled class meeting. Regardless of circumstances, no exceptions will be considered.

Office Use Only	Regis.	Special	Receipt #	Date



The Motorcycle Rider Program

Directed by the CT Department of Transportation.
Focus on street strategies and survival skills

Call (860) 512-3004 extension 8705

Computer Classes for Home and Business:

- Certificate Prep - Microsoft Office Core, Oracle, SQL
- Digital Photography
- Adobe Premiere, Photoshop, Illustrator, InDesign
- FrontPage, Dreamweaver, XML
- Digital Audio Recording
- QuickBooks
- Computer Security
- Java, VB.NET, MAC OS X
- AutoCAD, Pro E
- Tech Tuesdays and More

**Located at MCC and
East Hartford Community Cultural Center**



Continuing Education Division
Great Path, MS #16
P.O. Box 1046
Manchester, CT 06045-1046