CREDIT-FREE COURSES
Beginning September - December

FALL 2015

Pick from More Than 300 Course Offerings

Continuing Education for Professional Development and Personal Enrichment
Yoga....................................................................................................................11-12
Writing, Literature & Publishing .....................................................................32
Real Estate ...........................................................................................................63-64
Professional Development .................................................................................65-70
Fitness & Recreation ...........................................................................................37-39
Family, Finance & Consumer Issues ...............................................................35-36
Database.............................................................................................................17-21
Excel ......................................................................................................................27-29
Microsoft Office Suite & Outlook .................................................................13-26
Office Assistant ................................................................................................30-31
Digital Imaging & Design ..................................................................................23
Microsoft Office Suite .........................................................................................41-42
Internet ...............................................................................................................21-23
Multimedia ..........................................................................................................26
Cinema ....................................................................................................................59
Spreadsheets ........................................................................................................29-31
Introductory .........................................................................................................14-15
Dance .....................................................................................................................32
Computer Technology ........................................................................................17-21
Music .......................................................................................................................39
Database ...............................................................................................................23
Music ......................................................................................................................45-47
Business & Industry Services .............................................................................860-512-2812
Program Coordinator, Stephen Campiglio ......................................................scampiglio@manchestercc.edu
Director, Bruce Manning ....................................................................................bmanning@manchestercc.edu
Credit-Free Programs ..........................................................................................860-512-2800
General Information and Catalog Requests .......................................................ceinfo@manchestercc.edu
Credit-Free Phone-In Registration ...................................................................860-512-3232
8:30 AM - 4:30 PM, Monday-Friday Mastercard, Visa or Discover Card
Computer Technology ..........................................................................................860-512-2808
Director, Ann Bonney .........................................................................................abonney@manchestercc.edu
Program Coordinator, Stephen Campiglio ......................................................scampiglio@manchestercc.edu
Administrative Assistant, Jessie Bradley ...........................................................jbradley@manchestercc.edu
Educational Assistant, Valerie Nightingale .......................................................vnightingale@manchestercc.edu
Credit-Free Phone-In Registration ...................................................................860-512-3232
8:30 AM - 4:30 PM, Monday-Friday Mastercard, Visa or Discover Card
Business & Industry Services .............................................................................860-512-2812
Providing employers and employees with workplace programs and training.
Director, Janet Alampi .........................................................................................jalampi@manchestercc.edu
Sales Associate, Mick Pigott ................................................................................mpigott@manchestercc.edu
Allied Health Programs ......................................................................................860-512-2826
Coordinator, Bruce Manning .............................................................................bmanning@manchestercc.edu
Excursions in Learning .......................................................................................860-512-2800
Director, Janet Alampi .........................................................................................jalampi@manchestercc.edu
Credit Extension Courses ..................................................................................860-512-2803
Director, Ann Bonney .........................................................................................abonney@manchestercc.edu
Program Coordinator, Stephen Campiglio ......................................................scampiglio@manchestercc.edu
Administrative Assistant, Jessie Bradley ...........................................................jbradley@manchestercc.edu
Customer Services ............................................................................................77-79
Refund Information .............................................................................................76
Web Registration Information ..........................................................................76
Registration Information & Form .......................................................................77

Notice of Nondiscrimination:
Manchester Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression, or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Affirmative Action and Staff Development Coordinator (Title IX and Section 504/ADA Coordinator), Manchester Community College; Great Path; MS #2; Manchester, CT 06040; Student Services Center L-134c; 860-512-3107.

Manchester Community College is committed to access and equal opportunity. Should you have any questions regarding disability related academic adjustments and/or auxiliary aids/services, please contact Disability Services, 860-512-3387 or the Advising and Counseling Center, 860-512-3320 at least ten (10) calendar days prior to the start date of the course or program. If a timely request is not submitted, the College cannot assure requested adjustments can be provided.

Alternative formats of this material may be provided upon request. 7/15 62M, CE/NFD
Certified Nurse Aide (CNA) Training Program

This 120-hour course will prepare students with the entry-level skills needed to work as a CNA in long-term care facilities, hospitals, clinics and home health agencies. The CNA provides basic patient care under the direction of nursing staff. Responsibilities include:

- Turn and reposition patients who have been confined to their beds, alone or with assistance, to prevent bedsores;
- Answer patients’ call signals;
- Feed patients who are unable to feed themselves;
- Observe patients’ conditions, measure and record food and liquid intake and output and vital signs, and report changes to professional staff;
- Supply and empty bed pans, apply dressings and supervise exercise routines;
- Provide patients with help walking, exercising, and moving in and out of bed;
- Bathe, groom, shave, dress, and/or drape patients to prepare them for surgery, treatment, or examination.

State regulations require that students successfully complete 16 hours of instruction in specific areas prior to the start of the clinical sessions. Students who fail to meet this requirement are not allowed to begin clinical and are not eligible to complete the program. The college is not responsible if a student is unable to successfully complete the first 16 hours of class. Finally, students must attend a minimum of 100 hours and achieve a passing grade of 70 or above to sit for the State Exam. The course includes classroom and practical skill instruction at MCC, and clinical experience. Students are required to wear a white uniform or scrubs, white shoes or sneakers and a watch with a second hand to the clinical site. Approximately $110 will be due when you apply to take the Connecticut State Certification Exam (not included in course fee). The instructor will inform students of test dates and procedures. Required textbook and supplies: Basic Skills for Nursing Assistants in Long-Term Care, 6th edition, Gorek and Sorrentino; Elsevier (ISBN 9780323077569); text/workbook package approximately $102, and a gait belt approximately $12, available at MCC Bookstore.

CNA students must provide the college with documentation of the following prior to the start of clinical: A physical exam and negative PPD (Mantoux skin test for tuberculosis) both within the last 12 months; MMR proof of Rubella (German measles) immunization, Mumps, Rubeola (Regular Measles - 2 doses separated by at least 30 days); Varicella Zoster (chicken pox) or a blood titer; Hepatitis B immunization or a declination statement; a tetanus within 10 years; and flu shot (required during flu season). The health form will be mailed to students following course registration.

Students may choose from one of two sections:

Woodlake at Tolland
26 Shenipist Lake Road, Tolland
CRN 31781 | Fee: $999
28 sessions | Tuesdays, Thursdays & Saturdays (see schedule below)
20 classroom sessions | 10 Tuesdays & 10 Thursdays
9/8-11/17 (no class 11/10) | 6-9 PM | LRC B125
Clinical: 8 Saturdays | 9/26-11/21 (no clinical 10/10)
7 AM-3 PM (half-hour lunch)
Instructor: Andrea Dillon, RN, M.Ed., Director of Student Health Services for the American School for the Deaf, has been an instructor at MCC since 2009 and worked as a nurse in a variety of settings.

Olive Watson-Coleman, RN, MPH, has more than 15 years’ experience treating individuals with chronic health issues and teaching about Alzheimer’s disease.

Evergreen Health Care Center
205 Chestnut Hill Road, Stafford Springs
CRN 31843 | Fee: $999
20 sessions | Monday through Thursday
10/19-11/23 (see schedule below)
6 Mondays | 10/19-11/23
4 Tuesdays | 10/20-11/17 (no class 11/10)
5 Wednesdays | 10/21-11/18
5 Thursdays | 10/22-11/19
8:30 AM-3 PM (half-hour lunch)
Instructor: Gay Marie Aniban, MSN, RN has been a nurse in a long-term care facility for many years and has prior experience teaching and supervising CNA students. She has also worked as a Medical Surgical and Intensive Care nurse in a community hospital.

See registration guidelines on page 4.
REGISTRATION GUIDELINES

- Certified Nurse Aide
- Pharmacy Technician*
- Phlebotomy Technician

Have you successfully completed a college-level course?

IF YES: Bring a photo ID and a copy of your transcript and proceed directly to the Registrar’s Office to sign up.

IF NO: You must take a reading comprehension test at no cost. The test is given every Monday and Wednesday from 1-3 PM (except holidays), until the class fills. No appointment is necessary. To take a comprehension test, go to the Continuing Education Division office in the Learning Resource Center (LRC), Room B105, and ask for the Coordinator of Credit-Free Allied Health Programs. Please bring a photo ID and your high school diploma or GED with you.

Students, please be advised that if you have been convicted of a felony, you may not be eligible for clinical experiences, internships, externships or certification and may also find it difficult to secure employment. Students must wear white shoes and clothing at the clinical site.

*Pharmacy Technician—Successful completion of a college-level math course is required, or students must take a math comprehension test.

WORKFORCE INVESTMENT ACT (WIA)

Funding may be available for unemployed, recently downsized, or underemployed persons.

- Pharmacy Technician Certification
- Phlebotomy Certification
- Veterinary Assistant Certificate
- Medical Office Assistant Certification

For more information visit the CT Department of Labor website at www1.CT.Dol.state.ct.us/etpl/

Phlebotomist Certification: The Art of Drawing Blood

The Phlebotomist collects blood samples for a variety of reasons, including medical testing, blood transfusion and blood donation. Blood is collected primarily through venipuncture, though other methods may be used including finger stick, heel stick or butterfly needle. This course includes classroom lecture and a clinical rotation at Eastern Connecticut Health Network (ECHN) facilities in the Manchester area to be assigned by the instructor. Topics to be studied include basic medical terminology; anatomy and physiology of the cardiovascular system; arterial puncture procedures; blood collection equipment and laboratory procedures; quality assurance; universal precautions and infection control; specimen handling; collection procedures and complications with an emphasis on pediatrics and the elderly.

Students must have a steady hand with good manual dexterity and 20/20 vision (can be corrected with lenses) and accurate depth perception. Successful course completion requires a minimum grade of 70, a minimum 100 clinical hours and 100 successful, unaided blood draws. Upon successful completion of the program, students will be well prepared to sit for the American Society for Clinical Pathology (ASCP) certification exam ($135 exam fee is additional). Students must successfully complete 16 hours of instruction in specific areas prior to beginning clinical. Students who fail to meet this requirement will not be allowed to begin clinical and may not be eligible to complete the program. Students will begin the hands-on training in class and will progress to complete a mandatory 100 clinical hours, to be assigned weekdays 7 AM-3 PM, at ECHN facilities in the area. Required textbook: The Phlebotomy Textbook, 3rd Edition, Susanna S. Strasinger & Dilorenzo, F.A. Davis Co., (ISBN 9780803620575); approximately $63, available at MCC Bookstore.

CRN 31773 | Fee $1,460
26 sessions | 13 Tuesdays & 13 Thursdays
9/8-12/10 (does not meet 11/10 & 11/26)
6-9:45 PM | LRC B144

Instructors: Donna Daniels, MBA, MHA, FACHE, Director of Laboratory and Pathology Services at ECHN; Kim E.S. Jenack, CPT, NPA/ASCP; and Pamela Chace, PT, certified phlebotomy technicians with more than 20 years experience.

Phlebotomy Technician students must provide the college with documentation of the following prior to the start of clinical: A physical exam and negative PPD (Mantoux skin test for tuberculosis) both within the last 12 months; MMR proof of Rubella (German measles) immunization, Mumps, Rubella (Regular Measles - 2 doses separated by at least 30 days); Varicella Zoster (chicken pox) or a blood titer; Hepatitis B immunization or a declination statement; a tetanus within 10 years; and flu shot (required during flu season). The health form will be mailed to students following course registration.
Veterinary Assistant Certificate

Part I  WIA-Approved

MCC is pleased to announce that our Veterinary Assistant program has been accredited by the National Association of Veterinary Technicians in America (NAVTA) and has received the Approved Veterinary Assistant (AVA) designation. The veterinary assistant provides help to veterinarians and veterinary technicians, helps clients understand the importance of having their pet’s teeth cleaned or provides a receptionist with a second set of hands at the front desk. Veterinary Assistants help to fill prescriptions, keep exams rooms clean, set up lab work, help with inventory, update medical records, assist with nursing care - there are more things that veterinary assistants do in a day than most people realize! You will practice the proper handling and restraint of pets, exam room procedures, pharmacy protocols, legal issues, veterinary computer programs, facility maintenance, front office procedures and more. This is the first part of a two-semester 160-hour program. Students must complete both Veterinary Assistant I and Veterinary Assistant II, earn a grade of 70 or above and attend at least 150 hours of instruction to be eligible to sit for the NAVTA Approved Veterinary Assistant examination. Upon successful completion of the exam, participants will be entitled to use the designation AVA after their names, and will receive a documenting certificate from NAVTA.

This course is offered in partnership with Bolton Veterinary Hospital (BVH), 222 Boston Turnpike, Bolton. Required textbook: Elsevier’s Veterinary Hospital (BVH), 222 Boston Turnpike, Bolton. Required textbook: Elsevier’s Veterinary Assisting Textbook, Mosby (ISBN 9780323091404); approximately $93, available at MCC Bookstore.

CRN 31779 | Fee: $899
21 sessions | 11 Tuesdays & 10 Saturdays
9/8-11/24 (see schedule below)
10 Saturdays | 9/12-11/21 (does not meet 11/10)
6:9 PM | SSC L142
10 Tuesdays | 9/8-11/24 (does not meet 11/10)
| 9 AM-2:30 PM
Sat Location:
GPA GP155 | 9/12, 9/19, 9/26, 11/7 & 11/14
LRC B222 | 10/3
BVH, 222 Boston Turnpike, Bolton
10/17, 10/24 & 10/31
GPA GP216 | 11/21
Instructors: Lynne Zeilinsky, DVM, graduate of Cornell School of Veterinary Medicine and Veterinarian at Bolton Veterinary Hospital; Erin Jackson, CVT; Denise Champagne, CVT and other BVH staff members.

Medical Office Assistant    FREE    Information Session

Are you interested in starting a career in health care? Are you detail- and customer-service oriented? Consider becoming a medical office assistant! These non-clinical professionals are key components of the dynamic and growing healthcare field. Our program will enhance your computer and office communication skills, as well as introduce you to medical terminology and software commonly used in today’s offices and clinics. Please join us to learn more about this career and how our program can help make you successful. The session is FREE, but registration is required.

CRN 31776 | 1 Wednesday | 9/16 | 5:30-6:30 PM | LRC B144
Fee: FREE

Coordinators: Mick Pigott, Doreen Forbes-Rogers

Medical Office Assistant MCC Certificate Program    WIA-Approved

Start your career in Allied Health by becoming a Medical Office Assistant. A Medical Office Assistant is an administrative professional who provides support functions within a variety of health care settings. This introductory program will prepare you for an entry level administrative position in a medical office, hospital or long-term care facility. You will not only learn basic medical office skills, but also be exposed to MediSoft, the electronic medical records software used by many of the area’s medical practices. Divided into three sections, this 135-hour program will cover relevant topics related to keyboarding and word processing, business communications (written, oral and electronic), and medical terminology and records management. Students who successfully complete this program will have the opportunity to receive up to 6 college credits which can be applied toward an MCC Associates degree or certificate in the medical office field. Required texts: Essentials of Business Communication 10th Edition, (ISBN 978-1285858913) available at MCC Bookstore for approximately $221.75; Text/Keyboard Pro Online Access Pkg, 19th Ed. (ISBN 9781285576329) available at MCC Bookstore for approximately $163; Medical Terminology: A Short Course, (ISBN 9781455758304 ) available at MCC Bookstore for approximately $48.95; and Medical Office Procedures, 8th Ed., (ISBN 978-0077862039) available at MCC Bookstore for approximately $212. (No class on 11/11, 11/17 or 11/19)

CRN 31635 | Fee $1,550
27 sessions | Monday through Friday | 10/13-11/23
9 AM-2:30 PM | LRC B144, LRC B211

Instructors: Ralph Braithwaite has an MBA in organizational behavior and more than 30 years’ experience in training human resources, and teaching; Gayle Pignone has taught a range of computer applications since 1997 in corporate, nonprofit, and higher education settings, including IBM, Nortel, and United Technologies. She has also designed web sites and created databases for businesses and government agencies. Ceylon Cicero, N.D. has a Doctorate in Naturopathic Medicine and has taught for many years as an adjunct at Housatonic Community College.
ALLIED HEALTH

Introduction to Basic Electrocardiogram (EKG)

This course will provide students with a basic introduction to performing a routine 12-lead EKG. It is appropriate for CNAs, patient care technicians (PCTs), EMTs, phlebotomists, medical assistants, and other health care professionals who want to expand their skill set. Students will learn about the basic anatomy and physiology of the heart. Emphasis will be on the collection of patient information, patient preparation, and proper lead placement, safety, artifacts and the recognition of a normal heart rhythm. Students should bring a lunch to class. Optional textbook: *Flip and See ECG*, 4th edition, Mosby (ISBN 9870323084529), available at MCC Bookstore for approximately $47.

CRN 31774 | Fee: $99
1 Friday | 11/6
9 AM-2:30 PM (half-hour lunch) | LRC B125

Instructor: Irene A. Fleming, LPN, has more than 30 years of clinical experience in the Medical-Surgical Unit, ICU, and Cardiology Arrhythmia Center and the Cardiac Stress Lab at Hartford Hospital.

Review for the Certified Professional Coder (CPC) Exam

This course is designed for medical or insurance office professionals and students seeking to obtain a Certified Professional Coder (CPC) Certification. The AAPC Official CPC Certification Study guide will be used in class. Review topics include ICD-9, HCPCS, and CPT coding for each body system, E/M coding, anesthesia, radiology, pathology/laboratory and the appropriate use of modifiers. Students will receive testing tips for taking the AAPC CPC exam. For students who wish to continue with the CPC Exam, the fee of $260 is not included in the course fee and must be paid directly to AAPC. The exam will be given at MCC (same room and instructor) on December 5. The instructor will explain the exam registration and exam process in the first class. Students should bring a lunch to class. The course fee includes the Official CPC Certification Study Guide, to be provided in class.

CRN 31780 | Fee: $295
3 Saturdays | 11/7, 11/14, 11/21
8:30 AM-2 PM (half-hour lunch) | LRC B144

Instructor: Robin Maddalena, has been an allied health instructor for 15 years, and has worked in the healthcare sector for 35 years. She has a B.S. from Charter Oak College in Health Care Administration, is National Healthcareer Association Certified Electronic Health Record Specialist; a Certified Instructor’s Instructor by the National Safety Council; has been a Certified Medical Transcriptionist by the Association for Healthcare Documentation Integrity.

Cat and Dog First Aid and CPR American Red Cross Certification

This course has been developed by the American Red Cross to instruct pet owners and anyone involved in the animal industry about how to stabilize a pet during an emergency and perform CPR. Students will learn how to provide basic first aid for the four-legged members of the family. Upon completion of this course, students will have explored how to administer medicine; manage breathing and cardiac emergencies; treat wounds; treat electrical shock; and the proper care for eye; foot and ear injuries; and which supplies should be included in a pet first aid kit. A rescue pet manikin will be used for demonstration and hands-on practice. Required textbook(s): *Dog First Aid* (ISBN 9781584804017) and/or *Cat First Aid* (ISBN 9781584804024), available at MCC Bookstore for $16.95 each or $32.90 for both. Please contact the Bookstore at least two weeks in advance at 860-645-3140 or online at www.mctc.bkstr.com to order the textbook(s). Students are asked to bring a check to class in the amount of $19, payable to American Red Cross, for certificate.

CRN 31778 | Fee: $75
1 Friday | 10/23 | 6-9:30 PM | LRC B125

Instructor: Denise Champagne, Certified Veterinary Technician at Bolton Veterinary Hospital

WOULD YOU LIKE TO RECEIVE THE MCC CREDIT-FREE CATALOG AT HOME?
GET ON OUR MAILING LIST!

Call 860-512-2800 or email ceinfo@manchestercc.edu
NEW Pastel Workshop

Learn blending, mixing and resisting techniques for the use of pastels in creating your own work. From inexpensive to expensive, from powder to oil pastels, enhance your drawings with color pastels or work exclusively with the medium itself. Students will work from still life each week and receive guidance and critique from the instructor. Students should bring to class the following materials: drawing pad for pastels (18” x 24”); set of pastels (minimum of 12); fixative spray; willow charcoal; and newsprint drawing pad for sketches (18” x 24” or larger); expect to pay approximately $100 for entire list.

CRN 31841 | Fee: $205
8 Wednesdays | 9/23-11/18 (does not meet 11/4)
6-8:30 PM | GPA GP202

Instructor: Lisa Louise Arnold holds a B.F.A. in studio arts from Johnson State College in Vermont, Masters of Interior Design from the Boston Architectural College, and is currently finishing her M.A. at Central CT State University in construction management and technology.

NEW Warhol and Mapplethorpe at the Wadsworth Atheneum Museum: “Guise & Dolls”

In this exciting and informative class, learn more about two major American 20th-century artists, Andy Warhol and Robert Mapplethorpe, and then for the second session, join the instructor-led viewing of the Fall exhibit, “Warhol and Mapplethorpe: Guise & Dolls,” at the Wadsworth Atheneum Museum of Art, 600 Main St., Hartford. The session at the museum will also coincide with their “First Thursday” special programming, which includes live music and entertainment. Admission to the Wadsworth is included in the course fee. For more information about the exhibit, please visit: http://thewadsworth.org/exhibitions/upcoming/warholmapplethorpe.

CRN 31903 | Fee: $35
2 Thursdays | 10/29-11/5
6-8 PM | VIL 3 V131
(second session meets at the Wadsworth Atheneum)

Instructor: Diana Reeve is a licensing specialist and marketing manager for Art Resource in New York and an adjunct lecturer in Film Studies at MCC. She has her master of arts in art history from Syracuse University and bachelor’s in art history and cinema studies from New York University.

Techniques of the American Impressionists

Connecticut is rich in the tradition of American Impressionism, including the work of Childe Hassam, Willard Metcalf, and John Henry Twachtman. Come and learn to paint in this style and create your own masterpiece with oil or acrylic paint. Students will learn techniques used by the Impressionists, how they captured light on canvas, and how they transformed the color of light into a painting. The final session on October 17 will meet at the New Britain Museum of American Art, 56 Lexington Street, New Britain, to tour the Impressionist collection. Admission is free.

Directions will be given in class. Students need to purchase and bring to class the following materials: a primed canvas or canvas board in the size of your choice; oil or acrylic paint; turpentine; brushes (#2 through #6); palette; and pencils.

CRN 31870 | Fee: $145
6 Saturdays | 9/12-10/17
10 AM-noon | GPA GP202

Instructor: Zbigniew Grzyb earned his master’s degree at the Academy of Fine Art in Cracow, Poland. In 2001 he was the recipient of a grant from the Pollack-Krasner Foundation. He recently had one-person exhibitions at Real Art Ways, Brick Walk Fine Art, and MCC, and his work is included in the New Britain Museum of American Art.

Watercolor Wonders I

Watercolor—enchanting in its beauty and translucency—is a multifaceted medium of infinite discoveries. This course is an introduction to the artistic theories and techniques of watercolor painting. Learn the color wheel, dimensions, and harmony. Explore traditional and nontraditional techniques while painting in a variety of styles and subjects. For beginner to intermediate levels. A materials list will be sent to students prior to class.

CRN 31811 | Fee: $125
6 Thursdays | 9/3-10/8
6:30-8:30 PM | GPA GP202

Instructor: Carmen Canal earned a B.F.A. in Illustration at the Hartford Art School, University of Hartford, and an M.F.A. in Illustration at Western Connecticut State University. She exhibits her naturalistic drawings and watercolors in various solo and group shows, and her work appears in national and local publications.
Discover Drawing

Discover the magic and explore the art of drawing through the fundamentals of rendering, design, light, perspective, and portraiture. Enhance your sense of aesthetics, observation, and develop your personal style. For beginner to intermediate levels. Students need to bring to class the following materials: Strathmore 400 Series 9” x 12” sketchbook (recycled or not); optional drawing pad (same specifications as sketchbook); HB, 2B, 4B, 6B, and (8B optional) pencils (individual or set); kneaded and white plastic erasers; pencil sharpener with metal insert; ruler (12” or less); soft cotton cloth; and folder for handouts. Equivalent supplies are acceptable.

CRN 31816 | Fee: $165
8 Thursdays | 10/15-12/17
(does not meet 10/22 & 11/26)
6:30-8:30 PM | GPA GP202
Instructor: Carmen Canal

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

Work with traditional oil paints, acrylics, or the newer water-mixable oil paints. Receive individual instruction in your medium of choice. Beginning students will learn some fundamentals of painting, including basic composition and color theory, and will work mostly from still life, while more advanced students will be encouraged to develop personal imagery. Choose your own subjects—still life, semi-abstraction, landscape, or others. Beginners will work from the still life provided in the class. Intermediate and advanced students will discuss their subject matter of interest with the instructor. This may also involve bringing other materials to class. You may bring in previous work as a point of departure.

CRN 31919 | Fee: $270
8 Fridays | 9/25-11/13
noon 2:30 PM | AST D105
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 work and has had 16 one-woman exhibitions. Her artwork can be viewed at www.Lascheverfineart.net.

NEW Chinese Brush Painting: Gold Fish and Lotus Flower

You will be introduced to the fundamentals of this ancient art form, using ink on rice paper. Develop your imaginative, drawing and design skills, while expanding your knowledge of Asian art. Learn from demonstration and practice under the gentle, patient and talented eye of the instructor. We will concentrate on the traditional Gold Fish and Lotus Flower for a subject reference. Please bring your lunch, as well as paper plates for mixing ink and paper cups for water. Materials fee: $20, payable to the instructor at the beginning of class, for rice paper, bamboo brush, and ink; the supplies are yours to take home and continue on your own.

CRN 31883 | Fee: $85
1 Saturday | 11/7
8:30 AM-2:30 PM | GPA GP202
Instructor: Yuemei Zhang is a graduate of the Central Academy of Fine Arts in Beijing. Her art has won many awards in both painting and printmaking, and she is an experienced teacher in her native China and the United States.

NEW Chinese Brush Painting: Winter Plum Blossom and Red Cardinal

Give the most creative and original gift you can during this holiday season! Using the traditional Winter Plum Blossom and Red Cardinal for a subject reference, you will be introduced to the fundamentals of this ancient art form, using ink on rice paper. Develop your imaginative, drawing and design skills, while expanding your knowledge of Asian art. Learn from demonstration and practice under the gentle, patient and talented eye of the instructor. Please bring your lunch, as well as paper plates for mixing ink and paper cups for water. Materials fee: $20, payable to the instructor at the beginning of class, for rice paper, bamboo brush, and ink; the supplies are yours to take home and continue on your own.

CRN 31895 | Fee: $85
1 Saturday | 11/14
8:30 AM-2:30 PM | GPA GP202
Instructor: Yuemei Zhang
Dynamic Discovery through Doodling

Often seen as an insignificant distraction or nervous habit, research has shown that doodling is a valid tool for accessing unconscious wisdom and improving cognitive retention. You will experience how free-form doodling can help you unlock your creativity, animate your self-expression, and redesign your life perspective. As a group, we will explore the meaning of the doodles you create in and in-between the two class sessions. You need not have any drawing experience or talent, as everyone can doodle! Students should bring $5 for materials to be provided by the instructor. Please note: This course meets at MCC on Main, 903 Main St., Manchester.

CRN 32020 | Fee: $50
2 Saturdays | 10/17-10/24
11:30 AM-1:30 PM | MCC on Main

Instructor: Stacey Jill Zackin, MSW, CPCC, PhD, is a personal and professional coach who helps her private and corporate clients find creative perspectives to view the world, an expanded outlook to see previously hidden patterns, and imaginative strategies to identify and achieve their potential.

Experiments in Monoprinting

Come learn the user-friendly yet infinitely creative techniques of monoprinting—one of a kind hybrids of the painting and printmaking realms. Each session will focus on a different facet: mixing of paint plus dry time plus type of paper for image transfer and your first prints; wet and dry paper techniques for a range of effects; spoon and tape—everyday alternatives to a printing press: burnishing and tape to create hard edges in a “soft” medium; demonstrations from a homemade book press to compare results between hand-printing and a press; transfer and your first prints; wet and dry paper painting plus dry time plus type of paper for image.
ART & CRAFTS

Jewelry Making for Beginners: Bezel Setting

In this hands-on course for both beginning and repeat students, learn the Bezel Setting technique, used to set cabochon stones, while making your own copper or silver pendant. Other materials can be substituted, such as beach glass, pebbles, or pottery shards. You will also learn the necessary fundamental techniques to Bezel Setting, including how to saw and solder metal. The first session will cover all demonstrations, materials, and tools needed to complete your project. Please also bring a pencil and sketchbook. Materials fee: approximately $25-30, depending on the metal selected for your jewelry project. In addition, a tool list will be sent prior to class. Participants must be at least 14 years of age. Please note: there is also a $2 studio fee, payable to instructor at the beginning of the first session.

CRN 31812 | Fee: $125
4 Saturdays | 9/12-10/3
10 AM-1 PM | AST D132

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.

Create Your Own Vision Board

Vision Boards have become popular, but do you know the psychology and energetics involved with creating one? Come learn how to have a deeper experience and connection with your life goals. You’ll also learn different ways to build your own Vision Board—whether or without categories, color or black-and-white, collage-style or hand-drawn, and using photographs, words, images and/or symbols. Explore the possibilities for your own board in the first class and then work on or finish your board in the second class. Those who love bringing tactile and sensory experiences into life, including scrapbookers, artists, and students of the Laws of Attraction, will love this class!

CRN 31850 | Fee: $50
2 Tuesdays | 10/27-11/3
7-9 PM | GPA GP143

Instructor: Dory Dzinski is a licensed professional counselor, body-centered psychotherapist, and energy therapist/trainer in private practice. She is president emeritus of the Connecticut Holistic Health Association and editor/publisher of the magazine, The Door Opener.

Custom-Made Greeting Cards with Rubber-Stamping Techniques

For the do-it-yourself crafter, just in time for the holidays! Learn to use rubber stamping, embossing, and paper crafting techniques to create your own greeting cards and gift projects. Participants will learn the basic and advanced stamping techniques, as well as how to customize gift tags, bags, boxes, thank you, get well, and birthday cards. The instructor will demonstrate and also use the Big Shot die cutting machine, which will be used for embossing and paper crafting. Materials fee: $10, payable to instructor at the first class.

CRN 31817 | Fee: $70
4 Fridays | 10/16-11/6
6-8 PM | AST D110

Instructor: Lisa Korstanje-Lee, a graduate of MCC, has taught craft courses at MCC since 2005.

NEW Four Silver Chaining Patterns in Four Hours!

In this fun, hands-on class, learn the Flower, Double Flower, Rope, and Double Rope chaining patterns, all in one session! Even beginners can learn how to combine ready-made sterling rings, using jewelry pliers (no soldering necessary). The art of creative design will also be addressed. Use your new skills to create a bracelet of your choosing - and wear it home if you like! These four patterns for chaining bracelets, earrings, and necklaces will be skills that you can use for years to come. Mature teens are also welcome to attend. Please note: You must register by Friday, September 18, to allow time for the instructor to buy supplies. Materials fee: $80 (market price subject to change) for silver jump rings, payable to instructor at the beginning of class. Other materials needed are two flat or chain-nose jewelry pliers, an old towel, and a few paper clips. Also bring close-up eyeglasses if necessary, and a snack, if you wish.

CRN 31814 | Fee: $50
1 Saturday | 9/26
10 AM-2 PM | GPA GP136

Instructor: Judith E. Goldstein is a PMC Guild certified teacher and has been a professional metalsmith for more than 30 years. You may email the instructor at jegpowter@aol.com to see a sample of what you will learn and create.

Craft Your Own Silver Jewelry with Precious Metal Clay (PMC)

This course is for both the beginning and experienced student. Learn to craft fine silver jewelry as though you’re playing with clay. Once shaped, dried, and fired in a kiln, the putty-like PMC becomes an object of fine silver. Design, shaping of the material, stone setting, texturing, and molding to finishing and antiquing, will all be addressed. Based on design size and individual pace, expect to complete two or three jewelry items, such as pendants, earrings, charms, or bracelet elements. Please note: You must register by Monday, September 21 to allow the instructor time to buy supplies. Materials fee: $75, payable to instructor at the first class, for one package of PMC and supplies. Please note: Materials fee is subject to change according to market prices. A materials list of simple, inexpensive tools will also be sent prior to class (instructor supplies almost everything).

CRN 31813 | Fee: $125
3 Tuesdays | 9/29-10/13
6:15-9:45 PM | AST D110

Instructor: Judith E. Goldstein

NEW Four Silver Chaining Patterns in Four Hours!

In this fun, hands-on class, learn the Flower, Double Flower, Rope, and Double Rope chaining patterns, all in one session! Even beginners can learn how to combine ready-made sterling rings, using jewelry pliers (no soldering necessary). The art of creative design will also be addressed. Use your new skills to create a bracelet of your choosing - and wear it home if you like! These four patterns for chaining bracelets, earrings, and necklaces will be skills that you can use for years to come. Mature teens are also welcome to attend. Please note: You must register by Friday, September 18, to allow time for the instructor to buy supplies. Materials fee: $80 (market price subject to change) for silver jump rings, payable to instructor at the beginning of class. Other materials needed are two flat or chain-nose jewelry pliers, an old towel, and a few paper clips. Also bring close-up eyeglasses if necessary, and a snack, if you wish.

CRN 31814 | Fee: $50
1 Saturday | 9/26
10 AM-2 PM | GPA GP136

Instructor: Judith E. Goldstein is a PMC Guild certified teacher and has been a professional metalsmith for more than 30 years. You may email the instructor at jegpowter@aol.com to see a sample of what you will learn and create.

Chair Caning: Seat Weaving Workshop

Reweave the seat of your favorite chair using cane, fiber rush or reed split. This course is designed for individuals interested in professional and traditional seat-weaving techniques, with demonstration and hands-on practice. Most chairs can be completed during the class duration. However, difficult or unusual chairs may need a repeat course. All materials, except your special chair, can be purchased from the instructor for $10 to $40. Please bring a lunch to the Saturday sessions.

CRN 31842 | Fee: $150
3 sessions: 1 Friday, 11/6 | 6:30-10 PM & 2 Saturdays, 11/7-11/14
9 AM-4 PM | VIL 1 V101

Instructor: Janice Bennett, a third-generation chair caner, has conducted public demonstrations and classes for more than 20 years.

Create Your Own Vision Board

Vision Boards have become popular, but do you know the psychology and energetics involved with creating one? Come learn how to have a deeper experience and connection with your life goals. You’ll also learn different ways to build your own Vision Board—whether or without categories, color or black-and-white, collage-style or hand-drawn, and using photographs, words, images and/or symbols. Explore the possibilities for your own board in the first class and then work on or finish your board in the second class. Those who love bringing tactile and sensory experiences into life, including scrapbookers, artists, and students of the Laws of Attraction, will love this class!

CRN 31850 | Fee: $50
2 Tuesdays | 10/27-11/3
7-9 PM | GPA GP143

Instructor: Dory Dzinski is a licensed professional counselor, body-centered psychotherapist, and energy therapist/trainer in private practice. She is president emeritus of the Connecticut Holistic Health Association and editor/publisher of the magazine, The Door Opener.

Custom-Made Greeting Cards with Rubber-Stamping Techniques

For the do-it-yourself crafter, just in time for the holidays! Learn to use rubber stamping, embossing, and paper crafting techniques to create your own greeting cards and gift projects. Participants will learn the basic and advanced stamping techniques, as well as how to customize gift tags, bags, boxes, thank you, get well, and birthday cards. The instructor will demonstrate and also use the Big Shot die cutting machine, which will be used for embossing and paper crafting. Materials fee: $10, payable to instructor at the first class.

CRN 31817 | Fee: $70
4 Fridays | 10/16-11/6
6-8 PM | AST D110

Instructor: Lisa Korstanje-Lee, a graduate of MCC, has taught craft courses at MCC since 2005.
Gentle Yoga for Well-Being

Yoga and meditation can transform your life in a positive way. The ancient practice of Kundalini Yoga has been described as one of the most comprehensive yogic styles and can promote a happy and healthy lifestyle. Each session includes gentle, energizing, rhythmic yoga practice, followed by meditation and deep relaxation. Increase your flexibility, clear your mind, relieve pain, and trim your waistline with dedication and practice. No previous experience or fitness level is required. Students should bring a mat, water, cushion, and blanket. Please also bring a combination lock to your waistline.

NEW Mindful Yoga for Veterans

This course will help veterans find calm and peace for body and mind, and to then develop these tools and use them for a lifetime of strength and resiliency. Mindfulness techniques include yoga poses, breath work, relaxation, guided meditation, and meditation. Both veterans and their significant others are welcome. Students may bring a meditation mat or learn the exercises in a chair.

CRN 31945 | Fee: $55
8 Wednesdays | 9/16-11/4
6-7 PM | MCC on Main

Instructor: Nanette Tummers, Ed.D., is professor of health education at Eastern Connecticut State University, a certified Holistic Stress Management instructor, and a certified Yoga Alliance teacher. She is the author of Teaching Stress Management to Children and Young Adults and Wellness and Stress, and has been teaching yoga to underserved groups, including at-risk adolescent and young adults, for several years.

NEW Relax Your Mind and Body with Sound Therapy - Try it First for One Session

Here is your chance to try Sound Therapy in a single session. This technique uses a sacred gong and singing bowls for a most unique and soothing experience. If you feel its profound healing abilities and relaxing benefit, then you can register for the extended five-session course on the following Thursday nights: October 1 through October 29 at the same time. Give your body and mind the deep relaxation you deserve! Participants may sit in chairs or bring a mat, and should also bring water and a blanket.

CRN 31847 | Fee: $15
1 Thursday | 9/17
7:30-8:30 PM | SSC L154 (Fitness Studio)

Instructor: Kay Lani LeBoulluec

Relax Your Mind and Body with Sound Therapy

Sound therapy, using a sacred gong and singing bowls, has profound healing abilities, and has been scientifically reported to benefit overall health and a host of conditions, including lowering blood pressure, reducing stress, relieving pain, increasing circulation and healing, and improving mental focus/clarity. Give your body and mind the deep relaxation you deserve! Participants may sit in chairs or bring a mat, and should also bring water and a blanket.

CRN 31848 | Fee: $60
5 Thursdays | 9/24-10/22
7:30-8:30 PM | SSC L154 (Fitness Studio)

Instructor: Kay Lani LeBoulluec

Introduction to Emotional Freedom Technique (EFT)

EFT is a powerful procedure used by thousands of practitioners around the world to help people find more success, fulfillment, and peace in their lives through understanding and resolving deep "root causes" of issues that keep them from achieving their greatest dreams, issues such as physical or emotional discomfort, panic/anxiety attacks, traumatic memories, addictions, and phobias. EFT is a form of emotional acupuncture, except that instead of needles, the taps of fingertips are used to stimulate certain meridian energy points while the client is “tuned in” to the problem.

CRN 31884 | Fee: $20
1 Tuesday | 10/13
6-7:30 PM | GPA GP126

Instructor: Cris Jacobs is a life change coach in West Hartford at Hartford Family Institute's Center for Healing. He has an M.B.A., an advanced certificate in EFT, and a core energetics practitioner certificate.

NEW QiGong: Meditative Movements for Health and Wellness

QiGong has been practiced in China by millions of people for more than 5,000 years for strengthening the flow of the life force and improving health. Magnetic energy fields are formed and created in a slow, graceful manner. The Qi (life force) literally pulsates in your hands. These exercises move Qi and blood through blockages that normally cannot be crossed. QiGong also helps to reverse the aging process. You will learn exercises that can be practiced at home and incorporated into your life. In addition, the history and theory of QiGong will be discussed.

CRN 31844 | Fee: $55
4 Thursdays | 10/1-10/22
7-8:15 PM | GPA GP214

Instructor: John Mammone has a master’s in acupuncture and oriental medicine from the Oregon School of Oriental Medicine and is nationally certified in acupuncture. He is a certified Supreme Science QiGong instructor and co-owns Naturopathic & Acupuncture Health Center in Wethersfield.

These classes are enrichment programs and do not necessarily reflect the views of MCC.
The Emotional Freedom Technique (EFT) Level 1 Certificate Training

EFT is used as a method to help people find relief from phobias, panic/ anxiety attacks, traumatic memories, addictions, guilt, grief, and physical ailments. Learn the basic principles of EFT and the "Basic Recipe" or tapping procedure, as well as the transformational process of identifying and healing core issues that underlie discomforts and problems in life. An informative handout is included. Students who finish the course will receive a Certificate of Completion. This workshop will be of particular interest to healing arts practitioners, life coaches, and those desiring personal/emotional growth.

CRN 31885 | Fee: $99
2 Tuesdays | 10/20-10/27
6-8:30 PM | GPA GP126
Instructor: Dory Dzinski

First Degree Reiki Training

Awaken your dormant healing abilities in this day-long workshop. Learn a thorough history of Reiki from its ancient origins to its adaptation to the modern office, hospital, and daily life. Participants will learn about the chakra system, Reiki principles, hand positions for healing, and attunement to awaken one's ability to heal. Participants will also discuss the benefits of Reiki for both the client and practitioner. This class includes two Reiki sessions: one as a recipient and one as a Reiki practitioner. Please bring a blanket, pillow, and your lunch to class.

CRN 31838 | Fee: $150
1 Saturday | 9/12
9 AM-4:30 PM | AST D213
Instructor: Dory Dzinski is a licensed professional counselor, body-centered psychotherapist, and energy therapist/trainer in private practice. She is president emeritus of the Connecticut Holistic Health Association and editor/publisher of the magazine, The Door Opener.

Second Degree Reiki Training

Building on First Degree Reiki Training (or if you’ve taken Reiki with a different instructor), this workshop introduces the first three ancient, sacred Reiki symbols that are used to discover the root of one’s problems, as well as to heal through distance and assist in the gentle release of emotions. Participants will also learn to create a sacred space, use meditation to connect to one’s guides, and learn how to construct and utilize a crystal grid. At the end of the workshop, students will incorporate the Reiki symbols to give and receive a full Reiki session and to send a distance healing as a second degree Reiki practitioner. Please bring a blanket, pillow, and your lunch to class.

CRN 31839 | Fee: $175
1 Saturday | 10/17
9 AM-4:30 PM | AST D213
Instructor: Dory Dzinski

Reiki III: Master

Building on First and Second Degree Reiki (or if you have taken these levels with another instructor) this workshop teaches Reiki practitioners about three additional sacred Reiki symbols to access healing on a spiritual level. Participants will utilize and receive advanced psychic healing during this hands-on session. Please bring a blanket, pillow, and your lunch to class.

CRN 31840 | Fee: $200
1 Saturday | 11/21
9 AM-4:30 PM | AST D213
Instructor: Dory Dzinski

Massage: Hands-On Healing

Learn step-by-step techniques in this hands-on workshop for the beginner. Practice head, neck, shoulder, back and arm massage. Participants will practice on each other. Wear loose, comfortable clothing and bring an exercise mat, sleeping bag or thick blanket to lie on, and a pillow, towel and favorite body lotion. Also, please bring a snack and drink for mid-session nourishment.

CRN 31933 | Fee: $50
1 Saturday | 9/19
10 AM-2 PM | AST D213
Instructor: Diane Marion is a nationally certified, CT-licensed massage therapist, herbalist, Usui Reiki master/teacher and doula, who has been practicing for more than two decades. She is the owner of a massage therapy practice, Changes at Hand, in Willimantic.

Dreams Workshop

Do you think your dreams are crazy sometimes? In many cases, your dreams are trying to get a message to you. Dreams can come from the conscious, subconscious, or unconscious levels of our mind, and they can also be symbolic or prophetic. In this workshop, we’ll consider various methods for dream interpretation. No need to bring a dream dictionary, but do bring some dreams to share!

CRN 31849 | Fee: $40
1 Thursday | 10/15
6-9 PM | LRC B209
Instructor: Dory Dzinski

Making "Scents" of Aromatherapy: Essential Oil Basics for Home and Healthcare

Have you ever felt confused by essential oil claims? These powerful substances serve vital functions for the medicinal plants from which they are derived: wound healing, disease prevention, and immune system support, to name a few. When used properly, essential oils can benefit us in much the same ways that they benefit plants. In this workshop, you’ll learn the basics of aromatherapy: terminology, shelf life, storage, quality, purity, general safety, and therapeutic properties. Then you’ll learn how to make your own essential oil product. Healthcare professionals and lay people are welcome. Materials fee: $5, for aromatherapy supplies.

CRN 31876 | Fee: $30
1 Saturday | 9/26
9 AM-noon | GPA GP215
Instructor: Hallie Sawyers is nationally certified in holistic aromatherapy and teaches at New York Chiropractic College. She is an approved continuing education credit provider for the National Certification Board for Therapeutic Massage and Bodywork at Central Connecticut State University and the Hartt School of Music.

Messages from Beyond

Do you have a desire to speak with or receive a message from a loved one who has gone to the other side? Let Joyce bring you a “message from beyond” in this fun and potentially insightful event. In her own words, “A medium can be thought of as a telephone connector allowing communication to flow between two planes of existence.” Bring an open mind, pen, and paper. You may also bring an audio recorder for your own messages only. Join us as we “dial up” to the other side.

CRN 31899 | 1 Saturday | 10/10
9:30 AM-12:30 PM | LRC B208
CRN 31897 | 1 Saturday | 11/7
9:30 AM-12:30 PM | LRC B208
Fee: $75 (per course)
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.

YOU MAY ALSO LIKE
• Create Your Own Vision Board on page 10

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

Feeling a little overwhelmed by your need to develop touch keyboarding skills? This basic typing course will help you develop your skills at your own pace. Learn proper techniques for alphabetic and numeric key reaches. There is no prerequisite.

CRN 31606 | Fee: $99
2 sessions, Tuesday & Wednesday | 9/8-9/9
6-9 PM | LRC B141

Instructor: Dorothy Weiner is Microsoft Office Specialist (MOS) certified with more than 20 years of experience teaching applications and operating systems.

Computer Boot Camp

Do you feel you are being left behind in the technology revolution? It is never too late to learn. This will acquaint you with the computer terminology and devices that help manage information today. You will gain insight into computer hardware and the Microsoft Windows operating system. In addition, you will learn how to use the basic word processing functions of the popular Microsoft Word program. You will also learn how to use the Outlook email program and the best search techniques on the Internet. Registered students are eligible for free Windows software. Instructor provides handouts. Prerequisite: Keyboarding skills recommended.

CRN 31607 | Fee: $199
4 sessions, Tuesday-Friday | 9/15-9/18
6-9 PM | LRC B141

Instructor: Dorothy Weiner

Computer Privacy at Home

Audience is small businesses and home users. Topics covered on day one are: Emails: The effects and control of phishing, spam and other email scams; social engineering mistakes (Facebook, Twitter, Instagram) socializing safely; hackers way of thinking (footprinting): reconnaissance, enumeration and control of the PC; monitoring your kids on the PC; hands-on activity using social media and other sites to create a profile on yourself. Topics covered on day two are: understanding the power of Google search engine; physical security safety starts with you; securing your browser, understanding various options within the browser settings; cookies in your browser; viruses, malware, adware and trojans. How they work and what to look for. Firewall and antivirus. How to protect your home and fight back from Internet threats. Note: We will use publicly available repositories that are freely and legally obtained. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.

CRN 31634 | Fee: $99
2 Thursdays | 9/10-9/17
6-9 PM | LRC B142

Instructor: Fitzroy R. Gordon, Ph.D., MCSE., ITIL V3. Currently works with the IT Security unit within the State of Connecticut. He taught courses such as Cyber Ethics and Legal Issues, Secure Enterprise Design as an adjunct at the Liberty University Virginia. Dr. Gordon teaches at Manchester Community College as an adjunct in the area of computer applications, Management Information Systems and introduction to database design courses.

NEW Personal Computers

Introduction for Older Adults

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

CRN 31608 | Fee: $99
2 Fridays | 9/25-10/2
2-5 PM | LRC B221

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

MICROSOFT OFFICE SUITE

Microsoft Office 2013 MCC Certificate

Increase your employability. MS Office certification helps you stand out! This hands-on workshop will include in-depth training on Word, Excel, Access, PowerPoint, and Outlook - all skills employers are looking for today. Students will have the option to take each internationally recognized Microsoft Office Specialist Exam at our Microsoft-approved MCC testing center for an additional fee. Instructor provides handouts. Prerequisite: Basic Windows, keyboarding and mouse skills with some exposure to Microsoft Office helpful.

CRN 31615 | Fee: $99
12 Tuesdays | 9/29-12/15
6-9 PM | LRC B141

Instructor: Dorothy Weiner
WORD PROCESSING

Word Introduction
Learn to create documents, letters, and memos in Microsoft Word 2013; edit text; format text and paragraphs; create tables, headers, footers, and breaks; print, find and replace text; spell check; and work with graphics. Instructor will provide handouts.
Prerequisite: Basic Windows, keyboarding and mouse skills.

CRN 31609 | Fee: $99
2 Mondays | 11/2-11/9
6-9 PM | LRC B142

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

Word In-Depth
Skills taught in this in-depth course include: formatting paragraphs; inserting and modifying text boxes; creating and modifying headers and footers; learning to use tables and lists to organize content; modifying tables; merging documents and data sources; managing tracked changes; creating endnotes and footnotes, inserting a table of contents; and other useful skills. Although this course uses Word 2013 software, 2007 & 2010 are very similar. Questions regarding Word 2010 and 2007 will be addressed as time allows. Instructor provides handouts. Prerequisite: Basic Windows and keyboarding skills.

CRN 31612 | Fee: $50
1 Friday | 10/23
2-5 PM | LRC B221

Instructor: Steve Bloom

SPREADSHEETS

Excel 2010 Introduction
Excel 2010 Introduction is designed for people new to spreadsheets and for self-taught users who wish to expand their knowledge. Concepts include how to navigate through a worksheet; print, personalize an environment; construct cell data; apply autofill; apply and manipulate hyperlinks and cell formats; merge or split cells; create row and column titles; hide and unhide rows and columns; manipulate Page Setup options for worksheets; Solver, Goal Seek, Scenarios; create and apply cell styles; manipulate window and workbook views; create and revise formulas; enforce precedence; apply cell references, named ranges, cell ranges and condition logic in formulas; create charts based on worksheet data; apply and manipulate illustrations; create and modify images by using the Image Editor; apply Sparklines; share spreadsheets by using Backstage; manage comments; filter data, sort data, Sumif and Sumifs family of functions; and apply conditional formatting. Although this course uses Excel Excel 2010 software, 2007 and 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Instructor provides handouts. Prerequisite: Excel 2007 or 2010 Introduction, or permission of instructor or computer coordinator.

CRN 31478 | Fee: $299
3 Tuesdays | 9/29-10/13
9 AM-4 PM | LRC B142 (limited seating)
Instructor: Gayle Pignone

Excel 2013 Introduction
Excel 2013 Introduction is designed for people new to spreadsheets and for self-taught users who wish to expand their knowledge. Using Microsoft’s Excel 2013 version of their renown spreadsheet software, students will learn to recognize the main areas of the Excel worksheet and workbook; enter, edit and delete data; create basic formulae and functions, including SUM, AVERAGE, MAX and MIN; enhance the presentation of workbook data; create, display and manipulate simple charts; work with multiple worksheets; freeze titles and add comments. Although this course uses Excel 2010 software, 2007 and 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Prerequisite: Basic Windows, keyboarding and mouse skills.

CRN 31476 | Fee: $99
1 Tuesday | 10/27
9 AM-4 PM | LRC B141 (limited seating)

Instructor: Dorothy Weiner

CRN 31611 | Fee: $99
2 Tuesdays | 11/17-11/24
6-9 PM | LRC B142

Instructor: Kristin Violette

Students are encouraged to use USB-style flash or thumb drives in our MCC computer labs as a method of saving or backing up work associated with MCC courses. Flash or thumb drives can be purchased at the MCC Bookstore or your local or online computer store.
**Excel 2013 Intermediate**

Using Microsoft’s latest release of their leading spreadsheet software, this accelerated course builds upon the fundamentals presented in the Excel 2013 Introduction. Concepts include how to navigate through a worksheet; print, personalize an environment; construct cell data; apply autofill; apply and manipulate hyperlinks and cell formats; merge or split cells; create row and column titles; hide and unhide rows and columns; manipulate page setup options for worksheets; Solver, Goal Seek, Scenarios; create and apply cell styles; manipulate window and workbook views; create and revise formulas; enforce precedence; apply cell references, named ranges, cell ranges and condition logic in formulas; create charts based on worksheet data; apply and manipulate illustrations; create and modify images by using the Image Editor; apply Sparklines; share worksheets by using Backstage; manage comments; filter data, sort data, Sumif and Sumifs family of functions; and apply conditional formatting. Although this course uses Excel 2013 software, 2007 and 2010 are very similar. Questions regarding 2007 and 2010 will be addressed as time allows. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2013 exams at our approved MCC testing center for an additional fee. See exam information and schedule on pages 18 and 19. Instructor provides handouts. Prerequisite: Excel 2007, 2010 or 2013 Introduction, or permission of instructor or computer coordinator.

- CRN 31480 | Fee: $299
  - 3 Tuesdays | 11/3-11/17
  - 9 AM-4 PM | LRC B142 (limited seating)
  - Instructor: Dorothy Weiner

**Excel Data and Functions**

his comprehensive course on data handling will ensure that you are tapping the full power of Excel. Features to be examined include: data sorting and filtering; everyday shortcuts; setting iterative calculation options; intentional circular references, recursion, solving simultaneous equations; enabling or disabling automatic workbook calculation; 3D formulas, SERIES formula, animating a chart using iteration, what-if analysis, using Logical, Lookup, Custom, Statistical, Date and Time, Financial, Text, Cube, and Megaformula functions; import/export of tables, and analyzing statistics. Managing information in tables and using pivot table reports, conditional formatting, data validation, formula auditing and simple macro creation will also be addressed to provide what no frequent user should go without. Although this course uses Excel 2013 software, 2007 and 2010 are very similar. Questions regarding 2007 and 2010 will be addressed as time allows. Prerequisite: Excel 2007, 2010 or 2013 Introduction, or permission of instructor or computer coordinator.

- CRN 31484 | Fee: $199
  - 2 Tuesdays | 11/24-12/1
  - 9 AM-4 PM | LRC B141 (limited seating)
  - Instructor: Dorothy Weiner

**Excel Advanced**

This hands-on one-day intensive course integrates the features of Excel in real-world scenarios and provides a detailed overview of a wide range of Excel topics. Areas of interest will include more complex formulas; (including single and multi-cell arrays); alternative data sets; merging workbooks and setting Track Changes options; templates; pivot tables in depth (with additional info about Slicers); pivot charts; trace macros; running a macro when a workbook is open; running a macro when a button is clicked; recording an action macro; assigning a macro to a command button; creating a custom macro button on the Quick Access toolbar; applying modifications to a macro; insert and manipulate form controls; and VBA custom functions. Although this course uses Excel 2013 software, 2007 and 2010 are very similar. Questions regarding 2007 and 2010 will be addressed as time allows. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2013 exams at our approved MCC testing center for an additional fee. See exam information and schedule on pages 18 and 19. Instructor provides handouts. Prerequisite: Excel 2007, 2010 or 2013 Intermediate, or permission of the instructor or computer coordinator.

- CRN 31482 | Fee: $99
  - 1 Tuesday | 12/8
  - 9 AM-4 PM | LRC B142 (limited seating)
  - Instructor: Dorothy Weiner

**QuickBooks: Basics and Beyond**

Discover the most effective methods for accomplishing essential business tasks and customizing QuickBooks. We will explore best practices for tracking finances; managing payroll; processing invoices; controlling inventory; managing sales and expenses; and maximizing the software’s other features. Topics include getting started; how to properly set up your accounts, customers, jobs, and invoice items quickly; following the money; how to track everything from billable time and expenses to income and profit; keeping your company financially fit with methods to examine budgets and actual spending, income, inventory, assets, and liabilities; spending less time on bookkeeping and learning how to use QuickBooks to create and reuse bills, invoices, sales receipts, and timesheets; finding key info fast using QuickBooks’ search and find functions, as well as the vendor, customer, inventory, and employee exchanges; exchanging data with other programs, moving data between QuickBooks, Microsoft Office, and other programs. Instructor provides handouts. Prerequisites: Basic Windows, keyboard and mouse skills. Required Text: QuickBooks 2015: The Missing Manual: The Official Intuit Guide to QuickBooks 2015 (ISBN 9871491947135) available at MCC Bookstore for approximately $35.

- CRN 31610 Fee $199
  - 4 Saturdays | 10/3-10/24
  - 9 AM-12 PM | B141
  - Instructor: Gene Turley

- CRN 31470 | Fee $199
  - 2 Wednesdays | 11/4-11/11
  - 9 AM-4 PM | LRC B142 (limited seating)
  - Instructor: Charles Schwartz

**Accounting**

NEW Bookkeeping Introduction

This course provides insight into the accounting cycle and the basic concepts of a transaction and the financial picture of a business. You will be given basic explanations and definitions of many bookkeeping concepts, including accounts, posting, journalizing, debits and credits, balance sheets, operating statements, assets, liabilities, equity, revenue, and expenses. Lab exercises will include: journalizing and posting transactions, preparing basic financial statements, adjusting and closing procedures, repetitive transactions, the cash journal, and summarizing and reporting for a merchandising company. Required text: Schaum’s Outline of Bookkeeping and Accounting, 4th Edition. Lerner & Sokolnik (ISBN 0070001234991), available at MCC Bookstore for approximately $22. Prerequisite: Basic Windows, keyboard, and mouse skills.

- CRN 31605 | Fee: $99
  - 2 Thursdays | 9/17-9/24 | 6-9 PM
  - Instructor: Gene Turley
Accounting I: A Practical Focus to Financial Accounting

In this hands-on course, you will be introduced to the accounting cycle of a service company, emphasizing basic accounting concepts focusing on the recording of transactions and the preparation of financial statements. Topics presented include the steps in the accounting cycle; transaction analysis; journal entries; statement creation; specific accounting concepts relating to current assets, long-term assets, current liabilities; and payroll. Students will build a company's accounting system in QuickBooks, download and manipulate their data into an Excel spreadsheet. Students are requested to bring a 4 GB flash drive to class. Required texts: Schaum’s Outline of Financial Accounting, 3rd Edition, (ISBN 9780071509404) available at MCC Bookstore for approximately $19; QuickBooks 2013: The Missing Manual, (ISBN 9781491947135), available at MCC Bookstore for approximately $35. Prerequisite: Basic keyboarding and mouse skills; familiarity with Excel.

CRN 31555 | Fee: $599
5 Fridays | 9/18-10/16
9 AM-4 PM | LRC B141 (limited seating)
Instructor: Charles Schwartz

CRN 31645 | Fee: $599
5 Mondays | 11/2-11/30
9 AM-4 PM | LRC B141
Instructor: Gene Turley

Accounting II: Managerial and Cost Accounting


CRN 31557 | Fee: $599
5 Fridays | 10/30-12/4 (does not meet 11/27)
9 AM-4 PM | LRC B141 (limited seating)
Instructor: Charles Schwartz who has owned and operated an accounting and tax preparation company since 1987. He has more than 20 years’ experience in computer applications, database development, website design, and as a professor at MCC.

E-mail

NEW E-mail Made Easy for Older Adults

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

CRN 31617 | Fee: $50
1 Friday [10/16
2-5 PM | LRC B221
Instructor: Steve Bloom

Outlook Introduction

Outlook is the preferred communication tool in most jobs today. Learn how email, calendar, contacts, tasks, notes, and the to-do bar interact, enabling you to work more efficiently. Discover timesaving tips for Outlook 2013, and explore the many new features that Outlook offers. Instructor will provide handouts. Prerequisite: Basic keyboarding and mouse skills.

CRN 31616 | Fee: $99
2 Mondays | 11/30-12/7
6-9 PM | LRC B142
Instructor: Kristin Violette

Outlook In-Depth

This course goes beyond the introduction, from basic email features to advanced calendar options. Learn to manage messaging, scheduling, tasks, and contacts, as well as how to organize information. Although this course uses Outlook 2013 software, Outlook 2010 is very similar. Questions regarding 2010 will be addressed as time allows. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2013 exams at our approved MCC testing center for an additional fee. See exam information and schedule on pages 18 and 19. Instructor provides handouts. Prerequisite: Basic Windows, keyboarding and mouse skills.

CRN 31506 | Fee: $199
2 Thursdays | 10/15-10/22
9 AM-4 PM | LRC B142 (limited seating)
Instructor: Dorothy Weiner

PowerPoint Introduction

PowerPoint 2013 is notable for its user-friendly interface and powerful features. Students will learn how to create new presentations, create new slides, enter and format text, create and change presentation elements, arrange slides, insert graphics, and run slideshows. You will also learn about the extensive printing features of the program when they create their slideshows. Instructor will provide handouts. Prerequisite: Basic Windows, keyboarding and mouse skills.

CRN 31614 | Fee: $99
2 Fridays | 10/30-11/6
6-9 PM | LRC B141
Instructor: Kristin Violette who is a certified teacher with 10 years’ experience in English and technology. Currently, she is a full-time computer teacher at Newtown High School, as well as an adjunct instructor at MCC and NVCC.

PowerPoint In-Depth

Create and modify SmartArt diagrams; convert text to SmartArt; customize slide masters; add elements to slide masters; add and link existing content to presentations; apply, customize, modify, and remove animations; insert illustrations and shapes; insert and modify charts; insert and modify tables; secure, share and protect presentations; prepare printed materials; and rehearse presentation delivery. Although this course uses PowerPoint 2013 software, 2010 and 2007 are very similar. Questions regarding 2010 or 2007 will be addressed as time allows. Students also have the option of taking the internationally recognized Microsoft Office 2013 Specialist (MOS) exams at our approved MCC testing center for an additional fee. See exam information and schedule on pages 18 and 19. Instructor provides handouts. Prerequisite: Basic Windows, keyboarding and mouse skills.

CRN 31500 | Fee: $199
2 Thursdays | 10/1-10/8
9 AM-4 PM | LRC B142 (limited seating)
Instructor: Dorothy Weiner

Computer Technology
MICROSOFT OFFICE INTEGRATION

Microsoft OneNote Introduction

Microsoft OneNote can help you organize all of your notes into one easy to use location, putting an end to scattered information and the frustration of searching for necessary details. OneNote notebooks can be accessed by multiple devices, and can include embedded or linked files. By the end of this course, you will be able to create a Notebook, enter and format notes, embed content, efficiently organize and search notes, integrate OneNote with Outlook tasks and meeting notes, and collaborate with others through shared Notebooks. Prerequisite: Basic Windows, keyboard and mouse skills, with some exposure to Microsoft Office helpful. Instructor provides handouts.

CRN 31543 | Fee: $99
1 Tuesday | 10/20
9 AM-4 PM | LRC B142 (limited seating)
Instructor: Gayle Pignone

Microsoft Project In-Depth

Learn the major features of Microsoft Project, the world's most popular project management tool. Students will learn how to develop project plans and define tasks and resources. Students will detail, track and report the progress of projects. Skills learned in the course include creating task lists, durations, phases; linking tasks, documenting tasks and project plans; setting up resources, capacity, cost pay rates, documenting; assigning resources to tasks, scheduling, applying cost resources to tasks; sharing your plan, Gantt Charts, Timeline views, reporting; tracking progress on tasks, project baselines, task completion percentage; troubleshooting time, schedule, cost, resource, and scope of work problems. Students are eligible to receive free Microsoft Project 2013 software. Prerequisite: Basic Windows, keyboard and mouse skills; working knowledge of Word, Excel, Access, PowerPoint and Outlook. Required text: Microsoft Project 2013 Step by Step (ISBN 9780735669116), available at MCC Bookstore for approximately $35.

CRN 31545 | Fee: $199
2 Mondays | 9/28-10/5
9 AM-4 PM | LRC B141 (limited seating)
Instructor: Gayle Pignone

Microsoft Visio Introduction

This course teaches the basic functions and features of Visio Professional 2013. Students will learn how to use stencils, scale and resize objects, draw basic shapes, manipulate compound lines, and distribute and group objects. Students will also learn how to create diagrams, work with text, format shapes and lines, and apply a background page. Students are eligible to receive free Visio 2013 software. Prerequisite: Basic Windows, keyboard and mouse skills; working knowledge of Word, Excel, Access, PowerPoint and Outlook. Required text: Microsoft Visio 2013 Step by Step (ISBN 9780735669468), available at MCC Bookstore for approximately $35.

CRN 31535 | Fee: $99
1 Wednesday | 12/2
9 AM-4 PM | LRC B141 (limited seating)
Instructor: Bruce Manning

DATABASE

Access 2010 Introduction

Whether you are new to Access or use a previous version, learn how Access 2010 allows you to build databases faster and easier than before. Students learn the basics of tables, field definitions, data entry forms, queries and reports. Learn how to customize the Access interface to best suit your needs. Students learn the new features of version 2010. Although this course uses Access 2010 software, 2007 & 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Registered students are eligible for free Access 2010 software. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.

CRN 31494 | Fee: $299
3 Wednesdays | 9/23-10/7
9 AM-4 PM | LRC B142 (limited seating)
Instructor: Lori Dolce

Access 2010 Intermediate

Students create a multi-table database containing a relationship and learn the significance of relationships in databases. Create select queries, data entry forms, navigation forms and discover how form layout is similar to report layout. Utilize built-in tools to split databases, find and replace data, attach and detach documents, import data, and more. Understand the differences between the templates and Web templates. Although this course uses Access 2010 software, 2007 & 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Instructor provides handouts. Prerequisite: Access 2007 or 2010 Introduction, or permission of instructor or computer coordinator.

CRN 31494 | Fee: $299
3 Wednesdays | 9/23-10/7
9 AM-4 PM | LRC B142 (limited seating)
Instructor: Lori Dolce
Access 2013 Introduction
Learn the new features of Access 2013 and enjoy how much faster you can build databases in this program. Start with learning how to create tables, the laws of field definitions, create a simple data entry form, filter records with queries and print the data to a report. Learn how to customize the Access interface to best suit your needs. Although this course uses Access 2013 software, 2007 & 2010 are very similar. Questions regarding 2007 and 2010 will be addressed as time allows.

Registered students are eligible for free Access 2013 software. Instructor provides handouts.
Prerequisite: Basic Windows, keyboard and mouse skills.

CRN 31490 | Fee: $99
1 Wednesday | 10/14
9 AM-4 PM | LRC B142 (limited seating)

CRN 31492 | Fee: $99
1 Monday | 10/19
9 AM-4 PM | LRC B142 (limited seating)
Instructor: Lori Dolce

CRN 31613 | Fee: $99
2 Fridays | 11/13-11/20
6-9 PM | LRC B141
Instructor: Kristin Violette

Access 2013 Intermediate
Using Application Parts as well as fields, create a multi-table database containing a relationship and learn the significance of relationships in databases. Create select queries, data entry forms, navigation forms and discover how form layout is similar to report layout. Utilize built-in tools to split databases, find and replace data, attach and detach documents, import data, and more. Understand the differences between the templates and Web templates. Although this course uses Access 2013 software, 2007 & 2010 are very similar. Questions regarding 2007 and 2010 will be addressed as time allows. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2013 exams at our approved MCC testing center for an additional fee. See exam information and schedule on pages 18 and 19. Instructor provides handouts. Prerequisite: Access 2007, 2010 or 2013 Intermediate, or permission of the instructor or computer coordinator.

CRN 31498 | Fee: $99
1 Wednesday | 11/18
9 AM-4 PM | LRC B141 (limited seating)
Instructor: Lori Dolce

Microsoft Office Specialist (MOS) Exam
MCC offers introductory, intermediate and advanced training in many of the Microsoft Office applications. Our comprehensive training maps directly to the skills needed for MOS (Microsoft Office Specialist) 2013 certification. Students can proceed through each level of training as standalone courses and if interested can opt to certify on each Office 2013 application. MCC provides training for (MOS) certification in Word, Excel, Access, Outlook and PowerPoint. For your convenience, MCC has established a Microsoft Office 2013 Certification testing center located on MCC’s campus. All testing will be held at MCC, in the Learning Resource Center (LRC) Building, Room B142. A separate registration for certification is required, enrollment deadline is two weeks before the exam start date. Each Office exam costs $125 and the price includes a retest if the student does not pass on the first attempt. Questions regarding MOS certification, custom scheduling and payment options should be directed to MCC Computer Program Coordinator, Bruce Manning, bmanning@manchestercc.edu, 860-512-2808. These internationally recognized certifications can help you succeed in today’s competitive market. Microsoft Office Certification Preparation course recommended.

CRN 31525 | Fee: $125
1 Friday | 10/16
4:15-5:15 PM | LRC B142

CRN 31527 | Fee: $125
1 Friday | 11/6
4:15-5:15 PM | LRC B142

CRN 31529 | Fee: $125
1 Friday | 11/12
4:15-5:15 PM | LRC B142

CRN 31531 | Fee: $125
1 Friday | 12/11
4:15-5:15 PM | LRC B142

Test Administrator: Bruce Manning
### Microsoft Office Specialist (MOS) training held at Manchester Community College

<table>
<thead>
<tr>
<th>Office Application</th>
<th>Page #</th>
<th>Recommended Courses</th>
<th>MOS Exam NUMBER</th>
</tr>
</thead>
</table>
| Microsoft Word 2013 | 14     | Microsoft Word 2013 Introduction  
Microsoft Word 2013 InDepth | Exam 77-41 |
| Microsoft Excel 2013 | 14-15  | Microsoft Excel 2013 Introduction  
Microsoft Excel 2013 Intermediate | Exam 77-420 |
| Microsoft PowerPoint 2013 | 16    | Microsoft PowerPoint 2013 Introduction  
Microsoft PowerPoint 2013 InDepth | Exam 77-422 |
| Microsoft Outlook 2013 | 16    | Microsoft Outlook 2013 Introduction  
Microsoft Outlook 2013 InDepth | Exam 77-423 |
| Microsoft Access 2013 | 18    | Microsoft Access 2013 Introduction  
Microsoft Access 2013 Intermediate | Exam 77-424 |

Exam Fee: $125 (includes one free retest if you do not pass on first attempt)

MCC offers training in Microsoft Office Specialist (MOS) certification preparation for Word, Excel, Access, Outlook and PowerPoint. After you have completed the training, MCC can help you register for the MOS certification exam.

Although our MCC certification preparation courses are recommended, experienced Office users can also register for stand-alone Office certification testing. Students should reference the course number (CRN) for each exam date. Students can register for any Office certification exam before any test date listed above. These internationally recognized certifications can help you succeed in today’s competitive job market!

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

---

### MOS certification testing center located at Manchester Community College. Information, fee and schedule below: (See page 18 for details)

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>CRN</th>
<th>BUILDING</th>
<th>ROOM</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>10/16</td>
<td>4:15 PM</td>
<td>31525</td>
<td>Learning Resource Center (LRC)</td>
<td>B142</td>
</tr>
<tr>
<td>Friday</td>
<td>11/6</td>
<td>4:15 PM</td>
<td>31527</td>
<td>Learning Resource Center (LRC)</td>
<td>B142</td>
</tr>
<tr>
<td>Friday</td>
<td>11/20</td>
<td>4:15 PM</td>
<td>31529</td>
<td>Learning Resource Center (LRC)</td>
<td>B142</td>
</tr>
<tr>
<td>Friday</td>
<td>12/11</td>
<td>4:15 PM</td>
<td>31531</td>
<td>Learning Resource Center (LRC)</td>
<td>B142</td>
</tr>
</tbody>
</table>

---

### Manchester Community College Certificate Courses

<table>
<thead>
<tr>
<th>Microsoft Office 2013 Suite</th>
<th>Microsoft Office 2013 MCC Certificate</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Communication and Design</td>
<td>Web Communication and Design</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Internationally recognized certificate preparation courses

<table>
<thead>
<tr>
<th>COURSE</th>
<th>PAGE #</th>
<th>CERTIFICATION</th>
<th>EXAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+ Certification 220-801 Exam Preparation</td>
<td>24</td>
<td>CompTIA A+</td>
<td>220-801</td>
</tr>
<tr>
<td>Certified Ethical Hacking Exam Certification Preparation</td>
<td>25</td>
<td><a href="http://www.eccouncil.org/">http://www.eccouncil.org/</a></td>
<td>CEH 312-50</td>
</tr>
<tr>
<td>Security+ Certification</td>
<td>25</td>
<td>CompTIA Security +</td>
<td>SY0-401</td>
</tr>
<tr>
<td>VMware vSphere 5.5 with ESXi and vCenter Certification Preparation</td>
<td>25</td>
<td>VCA DCV</td>
<td>VCAD510</td>
</tr>
<tr>
<td>Windows Client Certification Prep (MCSA Path)</td>
<td>25</td>
<td>Microsoft Certified Solutions Associate (MCSA)</td>
<td>680 685</td>
</tr>
<tr>
<td>Windows Server Virtualization: Hyper V and System Center</td>
<td>25</td>
<td>Microsoft Certified Solutions Associate (MCSA)</td>
<td>74-409</td>
</tr>
</tbody>
</table>

Detailed information on these certifications can be found at www.pearsonvue.com
Database Concepts
This course combines a discussion of relational concepts with a presentation of the features and capabilities of the Oracle relational database management system. A brief introduction to SQL is provided to illustrate major points. The course provides the student with a foundation in the fundamental concepts of the relational database model as implemented in the Oracle RDBMS product. Discussion will also include advanced features of Oracle to support a very large database (VLDB) or to exploit object-oriented capabilities of the DBMS. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills. Familiarity with spreadsheet operation helpful.

CRN 31511 | Fee: $99
1 Tuesday | 9/15
9 AM-4 PM | LRC B141 (limited seating)
Instructor: Timothy Hartley worked at the University of Hartford as an assistant professor where he developed and taught undergraduate computer science courses. He was also associate professor at Rensselaer at Hartford, developing and teaching computer science and information technology courses to graduate students. Since 1989, Tim has owned and operated Tim Hartley & Associates, LLC, a company that delivers professional training courses and provides database consulting services to businesses and organizations across the United States and Canada.

Microsoft SQL Server 2012 In-Depth
This in-depth training will provide you with the knowledge and skills you need to understand the concepts behind relational database systems, data structure design, the SQL query language, and basic SQL Server Database Management. You will gain a firm understanding of how relational database systems work, proper database design, database optimization, the SQL query language, and basic SQL Server Database Administration. The SQL Server Administration skills include installation and configuration of a working SQL Server database, including table spaces and files, managing security and user access, updating the database structure and data, and writing SQL queries. Registered students are eligible for free Microsoft SQL Server 2012 software. Instructor provides handouts. Prerequisite: Database Introduction course, or familiarity with databases.

CRN 31547 | Fee: $199
2 Thursdays | 10/29-11/5
9 AM-4 PM | LRC B141 (limited seating)
Instructor: George Pillar is an adjunct faculty member at MCC and the University of New Haven. An IT professional for 39 years, George has worked in electronics, hardware repair, programming and management. He has taught Microsoft Office products MIS, and graphics, Java and C programming. George holds a master’s degree from RPI - Hartford, a bachelor’s degree from Eastern CT State University and an associate’s degree from Thames Valley State Technical College.

Oracle 11g: SQL Introduction
From an examination of single table operations, to the complexities of accessing multiple tables using joins or sub queries, this course provides a thorough introduction to interactive SQL. Explore SQL Developer and SQL*Plus tools including data retrieval, multi-table, and data manipulation operations, security (GRANT/REVOKE), and several other miscellaneous SQL structures. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills. Database Concepts course, or permission of computer coordinator.

CRN 31513 | Fee: $299
3 sessions, Wednesday, Thursday & Friday
9/16-9/18 | 9 AM-4 PM
LRC B141 (limited seating)
Instructor: Timothy Hartley
NEW Oracle 11g: Reports Developer

In this course, students will learn how to design and build a variety of standard and custom Web and paper reports using Oracle 11g Reports Developer. Working in the declarative environment of Reports Builder, students will learn how to retrieve, display, and format data from different data sources in a variety of reporting styles. Students will learn to: Add dynamic data to an existing HTML page; Use report parameters and customize a runtime parameter form; Enhance reports using graphs and PL/SQL trigger code; Maximize report performance using Oracle; AS Reports Services and tune reports; Publish a report on the Web and build reports to run in various languages; Manage report templates, create mailing labels and letters; Identify the main components in a report document and how they are related; Identify the differences between Web and paper reports; Identify standard report design styles and run existing reports to various output destinations; Create and modify basic tabular reports and high quality Web reports; Create other report styles such as break reports and matrix reports; Create reports by accessing data from various data sources. Instructor provides handouts. Prerequisites: Oracle 11g SQL & SQL*Plus and Oracle 11g PL/SQL Programming or consent of instructor.

CRN 31515 | Fee $650
5 sessions | Monday-Friday | 11/30-12/4
9 AM-4 PM | LRC B142 (limited seating)
Instructor: Timothy Hartley

NEW Oracle 11g: Forms Developer

In this course students build, test, debug, and deploy interactive Internet applications using Oracle Forms Developer 11g. Through lectures, demonstrations, and workshops, students will learn how to perform the following: customize forms with user input items such as check boxes, list items, radio groups, and pluggable Java Components; integrate Java into Forms applications by using JavaBeans; control navigation, data access, validation, and transactions through event-related triggers; display Forms elements and data in multiple canvases and windows; create form modules; display form modules in multiple windows using a variety of layout styles; implement triggers; reuse objects and code and link one form module to another. Target Audience: analysts and application developers responsible for the development or maintenance of application systems which access an Oracle database. Prerequisites: Oracle SQL & SQL*Plus and Oracle PL/SQL Programming and familiarity with principles of Graphical User Interface (GUI) design or consent of the instructor.

CRN 31517 | Fee $650
5 sessions | Monday-Friday | 9/28-10/2
9 AM-4 PM | LRC B141 (limited seating)
Instructor: Timothy Hartley

INTERNET

NEW Getting Started on the Internet for Older Adults

Designed for older adults who want to learn about the Internet and its benefits, this class will help participants get started using the web: how to visit and bookmark web sites, and how to search for specific content. Instructor provides handouts. Prerequisite: Basic Windows keyboard and mouse skills recommended but not required.

CRN 31618 | Fee: $50
1 Friday | 10/9
2-5 PM | LRC B221
Instructor: Steve Bloom

NEW PHP & MySQL Introduction: How to Create Web Forms and Capture Information

PHP & MySQL are popular, open-source technologies ideal for quickly developing database-driven web applications. This intensive, hands-on course introduces participants to the basics of PHP, explains how to set-up and work with a MySQL database, and demonstrates interactions between PHP and the database. Learn programming and database development techniques, build MySQL database-driven web applications with PHP, and apply your learning to sample projects. Prerequisite: Basic Windows, keyboarding and mouse skills; knowledge of basic database concepts is recommended. Programming and HTML experience highly recommended. Required text: PHP and MySQL Web Development, (5th Edition), Addison-Wesley Professional (ISBN 9780321833891), available at MCC Bookstore for approximately $50. Same book is used for PHP & MySQL Introduction and Intermediate levels.

CRN 31519 | Fee: $199
2 Fridays | 10/16-10/23
9 AM-4 PM | LRC B141 (limited seating)
Instructor: George Pillar

Adobe Acrobat In-Depth

Explore the Acrobat XI interface and learn the many ways to customize it to suit your needs. Create Adobe PDF files from Word, Excel, emails or web pages while maintaining formatting and fonts. Use a variety of tools to edit, combine pages, place graphics, import and export content and assign security. Create electronic forms for easy, secure distribution, collaboration, and data collection. Create interactive text fields, check boxes, drop-down menus and more! Students are requested to bring a 4 GB flash drive, or one can be purchased at the MCC bookstore for approximately $10. Required text: Adobe Acrobat XI Classroom in a Book, Adobe Press (ISBN 9780321886798), available at MCC Bookstore for approximately $60. Prerequisite: Basic Windows, keyboarding and mouse skills; word processing experience recommended.

CRN 31541 | Fee: $199
2 Mondays | 9/14-9/21
6-9 PM | LRC B141
2 Mondays | 10/12-10/19
6-9 PM | LRC B141
CRN 31542 | Fee: $199
2 Mondays | 10/26-11/2
6-9 PM | LRC B141
2 Mondays | 11/9-11/16
6-9 PM | LRC B141
Instructor: Robert Thornton is an Adobe Certified Educator, Certified IT Instructor (CIT), Certified IT Security Engineer, and a Certified Internet Webmaster (CIW). He has more than 20 years experience as an IT instructor and developer.

Start Your Own Website using HTML

HTML 5 is an easy-to-use new markup language that is based on the recognition that web pages have structure just like books and other XML documents. Learn the differences between absolute and relative links, types of graphics, different levels of bullets and numbers, how to apply headings, background and text colors and many other formats. Then, using HTML tags and basic CSS, students will learn how to create a page that works across many devices. This course includes hands-on, in-class practice. Instructor provides handouts. Prerequisite: Basic Windows, keyboarding and mouse skills required.

CRN 31620 | Fee: $99
2 Mondays | 9/14-9/21
6-9 PM | LRC B141
Instructor: Robert Thornton is an Adobe Certified Educator, Certified IT Instructor (CIT), Certified IT Security Engineer, and a Certified Internet Webmaster (CIW). He has more than 20 years experience as an IT instructor and developer.
Adobe Dreamweaver Introduction
This hands-on course using Adobe Dreamweaver is designed for people with little or no website design experience, as well as those who have used FrontPage, Expression Web, or earlier versions of Dreamweaver. Instructor provides handouts. Prerequisite: Basic Windows, keyboarding, mouse and Internet skills.
CRN 31626 | Fee: $99
2 Mondays | 9/28-10/5
6-9 PM | LRC B141
Instructor: Robert Thornton

Adobe Dreamweaver In-Depth
Do you want to learn how to create and support a website? This course will cover how to develop and design an easily maintained website with mobile and tablet flexibility in Adobe Muse, as well as the Dreamweaver interface, the meaning of HTML codes/tags, creating and modifying web pages, linking web pages using text and graphic links, uploading files, Cascading Style Sheets and its coding rules, how to create and modify CSS to speed site maintenance, and much more! The fundamental skills learned in this class will enable you to use other website applications and other web designer applications. Instructor will provide handouts. Prerequisite: Basic Windows, keyboarding, mouse and Internet skills.
CRN 31521 | Fee: $199
2 Fridays | 11/13-11/20
9 AM-4 PM | LRC B220 (limited seating)
Instructor: Kathleen Smits

Web Communication and Design MCC Certificate
Learn from a certified Internet webmaster in this hands-on workshop that covers creating complete websites from scratch and uploading them live to the web. Upon completion of this course, students will be proficient in the use of Dreamweaver CS6. Web-design techniques and concepts will be taught from the basics through advanced page layout, proper navigation techniques, use of Cascading Style Sheets (CSS), form design, and much more. Students who successfully complete this program will be awarded the Web Communication and Design MCC Certificate. Instructor will provide useful handouts and a USB drive with the complete course installed on it. Prerequisite: Basic Windows, keyboard, mouse and web browser skills.
CRN 31633 | Fee: $299
6 Mondays | 10/19-11/23
6-9 PM | LRC B141
Instructor: Robert Thornton

WordPress Web Design Introduction
WordPress is an easy-to-learn, easy-to-use, free content management system for creating and managing websites. Originally designed for blogs, its capabilities have expanded to creating complete websites. By the end of this course you will be able to create a template-based website, apply certain customizations, add page elements such as links, images, and videos, enhance a flexible built-in search tool for your site, and empower yourself and your colleagues to add ongoing updates. We will also discuss the wide range of additional capabilities available through free add-ins. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills with some exposure to Microsoft Office helpful.
CRN 31508 | Fee: $99
1 Monday | 11/2
9 AM-4 PM | LRC B142 (limited seating)
Instructor: Gayle Pignone

Social Media for Everyone
Come and learn about the top six social media websites today, Twitter, Facebook, LinkedIn, Google+, Tumblr, Pinterest and see how they can expand your social interaction, develop creativity and increase sales on the web.
CRN 31907 | Fee: $25
1 Friday | 10/30 | 6-8 PM

Easy Website Builders: Wix & WordPress
Website builders like WIX and WordPress have been around for a while and they can help you build professional looking business websites for free or at a minimal expense. In this class students will learn to work with the easy-to-use site building tools, amazing designs and intuitive content management systems.
CRN 31621 | Fee: $99
2 Wednesdays | 10/7-10/14
6-9 PM | LRC B141
Instructor: Robert Thornton

Search Engine Optimization
Search engines are one of the primary ways that Internet users find Web sites. That's why a Web site with good search engine listings may see a dramatic increase in traffic. This class provides students information, techniques and a good grounding in the basics of search engine optimization. By using this information where appropriate, you may tap into visitors who previously missed your site. Instructor provides handouts. Prerequisite: It is suggested that students already have a website to relate the training to. Some HTML training is suggested.
CRN 31619 | Fee: $99
2 Wednesdays | 10/21-10/28
6-9 PM | LRC B141
Instructor: Robert Thornton

Building Your Facebook Page to Promote Business
Facebook is not just about searching for friends anymore; learn how it can promote your business. A step-by-step process for home users and small businesses to get started on Facebook to market your goods and services.
CRN 31908 | Fee: $25
1 Thursday | 11/5
6-8 PM | MCC on Main
Instructor: Deborah Herman
Branding Your Business on the Web with Facebook and Twitter

Learn how to use Facebook to promote events, amplify your on-line presence and drive customers to your page. In this hands-on session you will learn about the importance of engaging posts, how to customize your page with the administrative panel and build a professional look for your business.

CRN 31632 | Fee: $30
1 Thursday | 11/12 | 6-8 PM
MCC on Main, 903 Main St., Manchester
Instructor: Deborah Herman

Social Media: Expert Strategies for Marketing Successfully

Whether you are creating a marketing campaign for a business or for yourself, this seminar will provide insights into proven social media marketing strategies. Social media is a MUST DO if you want your small business to grow. It can also be a critical part of your daily personal life and personal brand. This seminar will focus on “how and why” social media works. We will explore how a marketing strategy will result in leads, referrals, visibility, clients and jobs. Instructor will provide useful handouts. Prerequisite: Basic Windows, keyboarding and mouse skills. Students are eligible to receive free Windows software. Instructor provides handouts. Prerequisite: Basic Windows, keyboarding and mouse skills.

CRN 31915 | Fee: $99
2 Wednesdays | 10/7-10/14
6-9 PM | LRC B142
Instructor: Michael Rawlins, B.A., is a Certified Usability Analyst. Michael has more than 20 years’ experience as an Interaction Designer, Human Factors Engineer and Web Creative Director. He has been a usability instructor for several years, delivering seminars and workshops throughout the United States as well as internationally in Canada, India and Mexico. He currently works in that capacity at ESPN.

Adobe Photoshop Elements: Next Step
You’ve mastered the basics of Photoshop Elements and you’re wondering, now what? We’ve got just the thing! Explore the creative aspects of this software package; learn how to add borders and frames; increase canvas space; create contact sheets; utilize picture packages to minimize paper waste; merge color and black and white images; duotone your images; create personal greeting cards; add text; create panoramas; use filters and special effects; and make layers work for you. Let your imagination fly! Instructor provides handouts. Prerequisite: Photoshop Elements Introduction course or familiarity with Photoshop Elements.

CRN 31628 | Fee: $99
2 Tuesdays | 10/27-11/3
6-9 PM | LRC B142
Instructor: Richard Hoyer

YOU MAY ALSO LIKE
- Digital Camera Introduction on page 63
- Digital Camera Next Step on page 63
- Digital Camera Introduction for Older Adults on page 63

Adobe Photoshop Elements: Introduction

Adobe Photoshop Elements is a new photo-enhancement and manipulation program designed specifically for amateur photographers, hobbyists and business users looking for an affordable, easy-to-use, but powerful digital imaging tool. Instructor provides handouts. Prerequisite: Basic Windows, keyboarding and mouse skills.

CRN 31627 | Fee: $99
2 Tuesdays | 10/13-10/20
6-9 PM | LRC B142
Instructor: Richard Hoyer is a fine art, portrait and location photographer, with more than 20 years of fun and profit in the business. He also teaches photography in the adult education program at Worcester Art Museum. His work is exhibited regularly at galleries around the state.
COMPUTER TECHNOLOGY

COMPUTER OPERATING SYSTEMS

Windows 8 Introduction
Windows 8 is Microsoft’s new operating system for desktop computers, laptops, tablets and phones, and it is taking the market by storm. This class will introduce you to Windows OneDrive, MS store, and tile features, as well as the basic features of an operating system. Whether for home or office use, students will leave with a new confidence and familiarity of Windows 8. Registered students are eligible for free Microsoft Windows 8 software. Instructor provides handouts. Prerequisite: Basic keyboard and mouse skills recommended.

CRN 31504 | Fee: $50
1 Tuesday | 10/13
9 AM-noon | LRC B141 (limited seating)
Instructor: Jayson Ferron

Windows 10 Preview
In this session students will be shown the latest Microsoft operating system, Windows 10. Topics will include what has changed on the desktop in Windows 10 (client version), including a new desktop, start menu, and other features, to be demonstrated by the instructor. The instructor will also reveal Windows 10 (server version) and its features. Presentation style format. No prerequisite.

CRN 31502 | Fee: $50
1 Tuesday | 10/13
1-4 PM | LRC B141 (limited seating)
Instructor: Jayson Ferron

COMPUTER NETWORKS

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

CRN 31622 | Fee: $99
2 Thursdays | 9/24-10/1
6-9 PM | LRC B142
Instructor: Fitzroy Gordon

Setting Up and Securing Your Own Network
Have you ever wanted to learn more about your network and how you can improve its efficiency and security? Would you like to travel with your laptop computer and connect to e-mail and Internet wirelessly? This is the course for you! You will learn how to set up a small network, configure and secure a network router for both wired and wireless operation (Wi-Fi) and learn how to share printers and other resources on the network. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.

CRN 31623 | Fee: $99
2 Thursdays | 10/8-10/15
6-9 PM | LRC B142
Instructor: Fitzroy Gordon

COMPUTER CERTIFICATION PREPARATION

NEW ITIL Foundation V3 Overview
ITIL is a public framework that describes Best Practice in IT service management. It provides a framework for the governance of IT, the ‘service wrap’, and focuses on the continual measurement and improvement of the quality of IT service delivered. Some of these benefits include, increased user and customer satisfaction with IT services and improved service availability, directly leading to increased business profits and revenue, improved time to market for new products and services, improved decision making and optimized risk. The Foundation level is the entry-level qualification which focuses on knowledge and comprehension of the key elements, concepts and terminology used in the ITIL service life cycle, including the links between life cycle stages, the processes used, and their contribution to service management practices. Prerequisite: Basic Windows, keyboard, and mouse skills. Familiarity with helpdesk or service desk functions.

CRN 31624 | Fee: $199
4 Fridays | 10/16-11/6
5:30-8:30 PM | LRC B142
Instructor: Fitzroy Gordon

A+ Certification 220-801 Exam Preparation
CompTIA A+ Certification validates the latest skills needed by today’s computer support professionals. It is an international, vendor-neutral certification recognized by major hardware and software vendors, distributors and resellers. The first required A+ exam, CompTIA A+ 220-801, measures necessary competencies for an entry-level IT professional. This course will prepare you for the CompTIA A+ 220-801 certification exam. Get the skills and knowledge necessary to install, build, maintain, and configure personal computers, laptop computers, and printers. You will also learn the principles of physical and TCP/IP networks and operational and professional procedures. Required text: CompTIA A+ Certification Exam 220-801, Student Manual, Axzo Press (ISBN 9781426035449), available at MCC Bookstore for approximately $87. Prerequisite: Basic knowledge of hardware and operating systems recommended.

CRN 31625 | Fee: $399
8 Thursdays | 10/1-11/19
6-9 PM | LRC B141
Instructor: John Bolduc
NEW Security+ Certification Preparation

CompTIA Security+ (Exam SY0-401) is the primary course you will need to take if your job responsibilities include securing network services, devices, and traffic in your organization. You can also take this course to prepare for the CompTIA Security+ certification examination. In this course, you will build on your knowledge of and professional experience with security fundamentals, networks, and organizational security as you acquire the specific skills required to implement basic security services on any type of computer network. Required text: Included in course fee. (Electronic purchase) Prerequisite: Solid knowledge of hardware and operating systems required. A+ and Network+ certification strongly recommended.

CRN 31551 | Fee: $700
5 sessions, Monday-Friday | 9/14-9/18
9 AM-4 PM | LRC B211 (limited seating)

Instructor: Jayson Ferron

NEW Windows Client Certification Prep: Microsoft Certified Solutions Associate (MCSA Path)

This course aligns with the skills required for the Microsoft Certified Solution Associate certification. Students will learn to plan and perform effective preparation tasks for deploying Windows 7 clients, beginning with discussing client, hardware, and deployment lifecycles. Discussion moves to how to assess existing computing environments and licensing; assessing the computing environment by using the Microsoft Assessment and Planning Toolkit; recommending an activation strategy; assessing application compatibility in Windows 7; creating application compatibility fixes; evaluating Windows 7 deployment methods; determining the Windows 7 imaging strategy; designing standard Windows 7 images; building a reference image using Windows SIM and Sysprep; deploying Windows 7 by using Windows Deployment Services as well as other methods; migrating user states; designing, configuring, and managing the client environment; planning and deploying applications and updates to Windows 7 clients. Required text: Included in course fee. (Electronic purchase) Prerequisite: Solid knowledge of hardware and operating systems required. A+ and Network+ certification strongly recommended.

CRN 31533 | Fee: $1,250
5 sessions, Monday-Friday | 12/7-12/11
9 AM-4 PM | LRC B141 (limited seating)

Instructor: Jayson Ferron

NEW VMware vSphere 5.5 with ESXi and vCenter

This powerful 5-day class is an intense introduction to virtualization using VMware’s vSphere™ 5.5 including VMware ESXi™ 5.5 and vCenter™.

• Assumes no prior virtualization experience. Class starts with the basics and progresses to advanced.
• Hands on labs where concepts, skills and best practices are developed
• Initial labs focus on installation and configuration of stand-alone ESXi servers.
• As the class progresses, shared storage, networking and centralized management are introduced.
• Advanced topics include resource balancing, high availability, back-up and recovery and troubleshooting
• Disaster recovery, rapid deployment, hot migration and workload consolidation are also covered.
• Unique approach which identifies common IT pain points and demonstrates how virtualization delivers clear, tangible benefits (e.g.: reduced costs, greater consistency, responsiveness, reduced administration, server consolidation, etc.).
• Each topic identifies conveys key business value; not just the technical of the software.
• Attendees will be able to design, implement, deploy, configure, monitor, manage and troubleshoot VMware vSphere 5.5.

Prerequisites: Attendees should have user, operator or administrator experience on common operating systems such as Microsoft Windows®, Linux®, UNIX®, etc. Experience installing, configuring and managing operating systems, storage systems and or networks is useful but not required. We assume that all attendees have a basic familiarity with PC server hardware, disk partitioning, IP addressing, O/S installation, networking, etc. Curriculum and virtualization labs are included in the cost of the course.

CRN 31537 | Fee: $1,250
5 sessions | Monday-Friday | 11/16-11/20
9 AM-4 PM | LRC B211

Instructor: Jayson Ferron

NEW Server Virtualization with Windows Server Hyper-V and System Center: Microsoft Certified Solutions Associate (MCSA Path)

This course aligns with skills required for the Microsoft Associate certification. The skills covered in this course include evaluating the environment for virtualization; installing and configuring Hyper-V; create and configure virtual machine (VM) settings; configure dynamic memory; configure smart paging; configure Hyper-V virtual switches, Optimize network performance, Configure MAC addresses, Configure network isolation; configure synthetic and legacy virtual network adapters; configure and manage virtual machine high availability; implement a server virtualization infrastructure; and monitor and maintain a server virtualization infrastructure. Required Text: Included in course fee.

(Electronic purchase) Prerequisite: Solid knowledge of hardware and operating systems required. A+ and Network+ certification strongly recommended.

CRN 31539 | Fee: $1,250
5 sessions, Monday-Friday | 10/26-10/30
9 AM-4 PM | LRC B142 (limited seating)

Instructor: Jayson Ferron

NEW Certified Ethical Hacking Exam Certification Preparation

This course will immerse students through an interactive environment to be shown how to scan, test, hack and secure their own systems. This lab intensive approach will provide each student with in-depth knowledge and practical experience using the current essential security systems. Students will begin by learning how perimeter defenses work and then be led into scanning and attacking their own networks (no real network is harmed during the process). Students will then learn how intruders escalate privileges and what steps can be taken to secure a system. Students will also learn about Intrusion Detection, Policy Creation, Social Engineering, DDoS Attacks, Buffer Overflows and Virus Creation. Students will leave this intensive 5-day class with hands-on understanding and experience in Ethical Hacking. This course will prepare students for the EC Council ANSI accredited Certified Ethical Hacker exam 312.50.

Required Text: Included in course fee.

(Electronic purchase) Prerequisite: Solid knowledge of hardware and operating systems required. A+ and Network+ certification strongly recommended.

CRN 31553 | Fee: $1,500
5 sessions, Monday-Friday | 10/5-10/9
9 AM-4 PM | LRC B141 (limited seating)

Instructor: Jayson Ferron
MULTIMEDIA

iPad Series I: Exploring your iPad

Join other beginners to learn how to customize your iPad settings, access built-in productivity apps such as Notes, Calendar, Reminders, and how to sync your content with the iCloud. Also learn more about your iPad’s entertainment features. If you have only been using your iPad to check mail and surf the web, this is the perfect class to begin customizing your favorite tool.

Students: Bring your fully charged iPad (updated with the most recent version of iOS ver 8.1.x), Apple ID and iTunes password to class with you.

CRN 31629 | Fee: $25
1 Thursday | 10/8 | 6-8 PM
MCC on Main, 903 Main St., Manchester
Instructor: Deborah Herman

iPad Series II: Exploring Photos & Videos

Learn how to capture, import, organize, enhance, and share your photos. Picture taking and sharing will never be the same! Students: Bring your fully charged iPad (updated with the most recent version of iOS ver 8.1.x), Apple ID and iTunes password to class with you.

CRN 31630 | Fee: $25
1 Thursday | 10/15 | 6-8 PM
MCC on Main, 903 Main St., Manchester
Instructor: Deborah Herman

iPad Series III: Exploring Productivity Apps

The App store has over 1 million apps to choose from, how do you know which one to choose? In this class we will visit the top selling (or free) apps and learn how they can enhance your actions on the web as well as your everyday activities. From surfing to downloading, you will learn how to acquire and manage apps on your device. Students: Bring your fully charged iPad (updated with the most recent version of iOS ver 8.1.x), Apple ID and iTunes password to class with you.

CRN 31631 | Fee: $25
1 Thursday | 10/22 | 6-8 PM
MCC on Main, 903 Main St., Manchester
Instructor: Deborah Herman

MANUFACTURING

SolidWorks Introduction

Learn computer-based design using SolidWorks parametric 3D Computer-Aided Manufacturing (CAM) software. The course focuses on parametric modeling topics, including design intent and process, sketching techniques, model development techniques, process-specific modeling, design changes, editing models, patternning and assembly techniques. Students will participate in mostly individual and some group design projects as appropriate. Instructor provides handouts. Prerequisite: Blueprint Reading and Dimensioning Introduction course and some previous CAD experience recommended.

CRN 31929 | Fee: $199
2 Saturdays | 9/26-10/3
9 AM-4 PM | AST C131

Instructor: Keith Butzgy has been a Mastercam instructor since 2005. He owns a CNC Commercial Sign Shop utilizing Mastercam and has provided technical support to Mastercam and SolidWorks users and advised users in various manufacturing and design techniques. He is a Certified Mastercam Programmer, Certified SolidWorks Professional, Instructor, and Support Technician.

Mastercam Introduction

Learn how to use the most widely used Computer-Aided Manufacturing (CAM) software in the world. You will navigate through Mastercam and create 3-axis tool paths to control CNC machines. Using a fun, dynamic, and interactive approach, you will learn various drawing, chaining, and programming techniques. You will also receive tutorials and a copy of the Mastercam HLE (Home Learning Edition) software, which allows you to practice at home. Recommended text: Mastercam X8 Mill Level 1 Training Tutorial, In-House Solutions Inc. (ISBN 9781926955766) available through your instructor for approximately $90. Prerequisites: Blueprint Reading and Dimensioning Introduction course and some previous CAD experience recommended, or permission of computer coordinator.

CRN 31946 | Fee: $199
2 Saturdays | 10/17-10/24
9 AM-4 PM | LRC B142

Instructor: Keith Butzgy

CONSIDER YOURSELF CONFIRMED

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

If you do not hear from us, assume you are registered.
**NEW Namibian Culinary and Safari Adventure**

Join us for this special partnership with MCC's Culinary Arts Department. Based on the instructor’s recent trip to Namibia in the southern part of Africa, where she studied local cuisine and went on a Safari, the luncheon will incorporate authentic Namibian recipes and dishes, and include a presentation by the instructor, regarding her exciting experiences. Seating is limited; please register early. Students who wish to bring a bottle of wine must be at least 21 years of age.

CRN 31827 | Fee: $15
1 Tuesday | 9/22
noon-1:30 PM | SSC L294 (Culinary Arts Center)
Instructor: Sandra Jenkins has been a professor of hospitality management and culinary arts at MCC for more than 25 years.

**NEW The Food and Culture of Morocco**

The fresh ingredients of an exotic country like Morocco make their cuisine special. You will discover that what their most frequently used spices are, and then use them in preparing a complete lunch. Learn to use a tagine (a conical shaped clay cooking pot) with which we will make a chicken dish and a lamb dish. We will also make the traditional Harira—a soup that is eaten to break the fasting each sunset during the holy month of Ramadan; an eggplant dish; and an orange-with-greens salad. For dessert, we’ll make couscous with pomegranates and semolina cookies. Also, no visit to Morocco is complete without learning how to make and pour their famous Mint tea, enjoyed throughout the day everywhere. Come “Rock the Casbah” with me! Materials fee: $15, payable to instructor at beginning of class.

CRN 31833 | Fee: $70
1 Saturday | 9/12
10 AM-2 PM | SSC L292 (North Kitchen; meet at Culinary Arts Center)
Instructor: Anita Ferron

**NEW Culinary Delights of Vietnam**

Come learn a few aspects of Vietnamese culture and the staple foods that are enjoyed in this fascinating country. Did you know that different areas of the country eat Pho noodle soup at different times of the day? Learn the difference between the morning Pho and dinner Pho and how make each. We will also be making fresh spring rolls in a rice wrapper with three different dipping sauces: peanut, sweet chili, and cilantro pesto. This is also a good class for you if you’re gluten free! Our dessert is sticky coconut sweet rice with ginger-mango sauce! Materials fee: $15, payable to instructor at beginning of class.

CRN 31922 | Fee: $50
1 Tuesday | 10/13
6-9 PM | GPA GP213
Instructor: Lise Jaeger earned her bachelor’s degree in culinary arts and food service management from Johnson & Wales University. She owns and operates Chef for Hire, LLC, a catering and personal chef service, and is also chef and food service coordinator for Hands On Hartford at Peter’s Retreat. She has been a line and sous chef and executive chef for several restaurants, and has added recipes to her repertoire through extensive travels in Europe, Central America, and throughout the United States.

**NEW Perfecting the Perfect Crepe**

Ah, the French! They love their crepes, and so can you! Learn how to make the best batter and how to roll and fold the perfect crepe. The possibilities are endless for fillings, sweet or savory. Even diversify your Thanksgiving meal or holiday entertaining! Using our newly learned crepe skills, we will make and enjoy Asparagus with Creamy Chive Filling; Savory Herb and Chicken Crepe with Spinach Florentine Sauce; and Dessert Crepes with Raspberries and Hazelnut Chocolate. Materials fee: $12, payable to instructor at beginning of class.

CRN 31923 | Fee: $50
1 Monday | 11/16
6-9 PM | GPA GP213
Instructor: Lise Jaeger

**NEW Small Plates of Spain: Tapas!**

In Spain, Tapas are small plates of appetizers that may be served hot or cold. We will be featuring three small plates, which make for delightful bites that you can take to a party or have at home as a light meal: ham and cheese croquetas (bite-sized rounds similar to the French version of croquette); Manchego (a Spanish cheese) that we will stuff inside roasted baby peppers and serve with a spicy tomato sauce; and a saffron shrimp and spicy sausage skewer that can be served hot or cold and with two different dipping sauces. Take your new skills home for spicing up the holiday meals and entertaining! Come and join us, OLAY! Materials fee: $15, payable to instructor at beginning of class.

CRN 31924 | Fee: $50
1 Tuesday | 12/8
6-9 PM | GPA GP213
Instructor: Lise Jaeger

Each participant in Cuisine classes should bring an apron, potholder, knife, eating utensils, plate, and container for leftovers.
NEW Cheese Making and Tasting

Do you feel overwhelmed with all the different types of cheeses that are available? In this exploratory class, you will learn the different terms used to describe cheese—including the difference between ripened and un-ripened cheeses—and various methods with which you can prepare, serve and cook with cheese. Each participant will have the choice of making one of the following un-ripened cheeses: Ricotta, mozzarella, or Queso Blanco, that you will take home. We will discuss and taste various types of soft, semi-soft, semi-hard, and hard cheeses. We will also make different fondue recipes and taste to see which ones you like the best. Materials fee: $15, payable to instructor at the beginning of class.

CRN 31834 | Fee: $70
1 Saturday | 9/26
10 AM-2 PM | SSC L292 (North Kitchen; meet at Culinary Arts Center)
Instructor: Anita Ferron

NEW My Little Dumpling

Dumplings are made in many countries around the world. In general, the term refers to a dough that is filled. We will learn to make a variety of Chinese dumplings, using the different folding and cooking methods, including steamed and fried. We will then fill our dumplings with pork, shrimp, and vegetables. These dumplings are served as part of Dim Sum, which refers to little snacks that often accompany afternoon tea. We will also prepare several different types of dumplings and enjoy them with tea, Yum Cha. Materials fee: $15, payable to instructor at the beginning of class.

CRN 31835 | Fee: $70
1 Saturday | 11/21
10 AM-2 PM | SSC L292 (North Kitchen; meet at Culinary Arts Center)
Instructor: Anita Ferron

Fresh Pasta Delicacies

Whether you’ve never made fresh pasta, or just need to brush up on your technique, this class is for you! Learn how to mix, crank and design fresh pasta shapes and flavors from scratch. We’ll capture your taste buds with Fried Ravioli with Spicy Marinara, Acorn Squash Cappellacci with Maple Cream Sauce, Capellini with Tomatoes, and Pancetta and Chiles. We’ve also got the classic Fettuccine Alfredo with Fire-Roasted Red Peppers and the extra special Crab Ravioli with Balsamic Brown Butter or Papardelle with Sausage and Peas. We’ll pair our fresh pasta dishes with something flavorful! Materials fee: $15, payable to instructor at the beginning of class.

CRN 31831 | Fee: $50
1 Thursday | 9/17
6-9 PM | GPA GP213
Instructor: Joshua Ogrodowski is a CT-certified Culinary Arts Teacher and Serv Safe Instructor, who teaches high school culinary arts at Newington High School. He earned an A.S. in culinary arts, B.S. in culinary nutrition, and M.A.T. in foodservice education from Johnson & Wales University. He also teaches cuisine classes for MCC’s Excursions in Learning program.

Southern vs. Northern Italian Cuisine

Explore the dramatic difference between these two regions of Italy. The predominantly urban and world of business vs. the predominantly rural and land of Hiltons and farms. Both regions are unique in culture, as well as foods. We’ll prepare Risotto with Mushrooms, Polenta Pizza, Pasta Carbonara, Bruschetta with Tomatoes and White Beans, Orecchiette with Broccoli Rabe and Olive Oil, Macaroni and Bean Soup, Putanesca, and Penne with Eggplant that will help get a taste for diverse areas like Venice, Rome and Sicily. Materials fee: $15, payable to instructor at the beginning of class.

CRN 31832 | Fee: $50
1 Thursday | 10/15
6-9 PM | GPA GP213
Instructor: Joshua Ogrodowski

Artisan Breads and Rolls

Come learn artisan breads and rolls that will get you thinking outside of the bagged bread! Learn how to make No-Knead Crusty White Bread, Heart of Winter Loaf, Artisan Bread Bowls, European-Style Hearth Bread, Artisan Bread Sticks, and Herb and Garlic Rolls. We’ll send you home with more than a baker’s dozen. Materials fee: $10, payable to instructor at the beginning of class.

CRN 31829 | Fee: $50
1 Thursday | 11/19
6-9 PM | GPA GP213
Instructor: Joshua Ogrodowski

Luscious Vegetable Pad Thai

Most Pad Thai dishes are overloaded with noodles, but not this version. In addition to the rice noodles, this gluten- and dairy-free dish is loaded with grilled pineapple, colorful veggies, and a homemade Pad Thai sauce. We will then use some of the pineapple to make an amazing Pineapple Upside-down Cake. Materials fee: $18, payable to instructor at the beginning of class.

CRN 31837 | Fee: $50
1 Thursday | 10/1
6-9 PM | GPA GP213
Instructor: Rebecca Brown earned a culinary degree in food service management and hospitality from MCC. She apprenticed at the Zeppelin Ristorante in Orvieto, Italy, and is owner and culinary instructor in Italian cooking for Buona Cucina (www.buona-cucina.com). Recently discovering that she was gluten and dairy intolerant, she has had to re-learn the art of delicious cooking. Her new cookbook is Eat Well to Live Well with Chef Becky: Supporting the Gluten & Dairy Free Lifestyle.

NEW All About Ribs

In this hands-on course, learn how to prepare ribs for those family and friend cookouts and dinners. We will use three methods for cooking our ribs—indoor grilling, pressure cooking, and oven baking. We will also cover safe food handling and serving. Students should bring an apron and container to bring ribs home. Materials fee: $15, payable to instructor at the beginning of class.

CRN 31826 | Fee: $65
1 Saturday | 10/24
9 AM-1 PM | GPA GP213
Instructor: John Annino, certified in SafeServ food preparation, teaches barbeque, smoking and grilling courses as advertised through his website: www.learn2grill.org. He is a member of the New England Barbeque Society, the National Barbeque Association, and pitmaster of the Kansas City Barbeque Society.
**NEW Holiday Cookies**

Time to break out the cookie sheets and tins. It’s the holiday season and that means cookies! We will prepare and taste a variety of these holiday favorites. Materials fee: $18, payable to instructor at the beginning of class.

CRN 31825 | Fee: $50
1 Thursday | 12/3
6:9 PM | GPA GP213

Instructor: Rebecca Brown

---

**Phyllo, Filo, Phillo**

No matter how we spell it in our recipe, phyllo should be considered a convenience food. The paper-thin sheets of dough will bring the gourmet touch right into your own kitchen. Once defrosted, the dough can be turned into flaky, delicate and delicious dishes, from appetizers to desserts. We will prepare Cheese, Meat and Mushroom Triangles; Vegetarian Strudel with Yogurt Dill Sauce; Spanakopita, a cheese and spinach pie; and two desserts-Baklava Tarts and Apple Strudel.

Participants should bring a sharp knife and containers for leftovers. Materials fee: $15, payable to instructor at beginning of class.

CRN 31828 | Fee: $60
1 Saturday | 10/17
12:15-4 PM | GPA GP213

Instructor: Dorothy (Dory) Alderman has been teaching cooking and baking for more than 25 years, and articles featuring her classes have appeared in several area newspapers. Her education includes a B.A. in Home Economics and studies at the Culinary Institute of America, the Institute of Gastronomy and Culinary Arts, and the King Arthur Professional Baking School.

---

**Pie Workshop**

Pies, pies, pies! Pear, squash, apple, pumpkin, and grape. Single crust, double crust, lattice, and free form. Master tender, flaky pastry just in time for Thanksgiving. It is easier than you think. Participants should bring a pastry blender. Materials fee: $15, payable to instructor at beginning of class.

CRN 31836 | Fee: $60
1 Saturday | 11/14
12:15-4 PM | GPA GP213

Instructor: Dorothy (Dory) Alderman

---

**Parasian Macarons**

Parasian macarons have taken America by tasty storm, and these airy, delectable bites come in an array of colors and flavors. Impossible as it may seem to recreate this delightful confection at home, we will learn to do just that! We will make macarons in a variety of flavors, and make fillings for the different flavors that we create. Students will go home with their own box of macarons in a rainbow of colors. Materials fee: $15, payable to instructor at the beginning of class.

CRN 31824 | Fee: $65
1 Saturday | 9/19
9 AM-1 PM | SSC L292 (North Kitchen; meet at Culinary Arts Center)

Instructor: Sofia Bilgrami

---

**Buche de Noel (Yule Log)**

Bake a Buche de Noel for your Christmas table! This classic Yule Log is a chocolate sponge cake filled with cream, rolled up, decorated to look like a log, and sprinkled with meringue mushrooms and fondant sprigs of holly. This cake is not only a treat for the eyes and taste buds, but a festive addition to Christmas or holiday dinner that is sure to become a tradition in your family. Materials fee: $15, payable to instructor at beginning of class.

CRN 31830 | Fee: $65
1 Saturday | 12/12
9 AM-1 PM | SSC L293 (South Kitchen; meet at Culinary Arts Center)

Instructor: Sofia Bilgrami

---

**Wines from the America’s: North vs. South**

South American countries have been making wine as long as the North American countries have … but it has only been in recent years that the wines of South America have reached world-class status. We, in the United States and Canada, are going to challenge the quality of six wines from South America with six North American beauties in an evening of wine evaluation, wine appreciation, wine history and wine enjoyment. Don’t miss this fun and tasty evening. Participants should bring to class assorted munchies to savor with the wines. We will supply the glasses. For an added bonus, door prizes will be raffled off! Please note: You must be at least 21 years old to enroll in the class; IDs will be checked in class. Please register early, as enrollment is limited. Materials fee: $20, payable to the instructor at the beginning of class.

CRN 32006 | Fee: $40
1 Friday | 12/11
6:30-9:30 PM | SSC L294 (Culinary Arts Center)

Instructor: Rayona S. Hobbs is a member of the American Wine Society, through which she is working toward becoming a certified wine judge. In addition, she is a member of Amanti del Vino and judges and coordinates several national wine competitions per year.

---

**NEW Big Reds for Celebrating the Holidays in a Big Way!**

Along with the fun and excitement of the holidays comes the opportunity of sharing great food, family traditions and, of course, great wine. Many folks turn to the hearty, festive red wines to celebrate all the warmth of these special moments. You’ll be introduced to some of the best and boldest, including reds from every continent and many interesting grape varieties—Cabernet Sauvignon, Zinfandel, Carmenere, Malbec, Syrah, and more will delight and inspire your holiday menus and party enjoyment. Bring along some favorite cold weather snacks and foods to enjoy with these delicious red wines. Please note: You must be at least 21 years old to enroll in the class; IDs will be checked in class. Please register early, as enrollment is limited.

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

CRN 32006 | Fee: $40
1 Friday | 12/11
6:30-9:30 PM | SSC L294 (Culinary Arts Center)

Instructor: Rayona S. Hobbs is a member of the American Wine Society, through which she is working toward becoming a certified wine judge. In addition, she is a member of Amanti del Vino and judges and coordinates several national wine competitions per year.
CULTURE & HISTORY

The Beatles and the Revolution in American Music and Culture in the 1960s

Love The Beatles? All you need is … this class! We will explore the various ways in which The Beatles transformed both the musical world and culture of America in the 1960s, including their impact on social norms, such as hairstyle, clothes, and the values and beliefs of countless Americans during this era. We will also analyze how their music changed from album to album, and why they remain so popular today. No prior musical knowledge is needed to participate in and enjoy these sessions!

CRN 32033 | Fee: $105
5 Mondays | 11/2-11/30
6:30-8:30 PM | GPA GP215

Instructor: Stephen Armstrong has a master’s degree in history from University of Connecticut, and was social studies department supervisor for the West Hartford Public Schools and is an adjunct professor at Central CT State University. He has also presented workshops at the Rock and Roll Hall of Fame in Cleveland.

YOU MAY ALSO LIKE
• The Beatles for Acoustic Guitar on page 46

NEW Running for President: The 2016 Election

Meet the candidates! With the 2016 presidential election only a year away, a crowd of candidates has emerged to challenge and entertain our political imaginations. Who are these candidates? What do they stand for? What ideas do they advocate? How might they change our country? The purpose of this course is to help develop an understanding of the candidates and issues that will determine the 2016 election. We will also examine the process by which the two major political parties select their candidates.

CRN 31918 | Fee: $40
5 Mondays | 10/5-11/2
2:30-3:30 PM | GPA GP139

Instructor: Angelo Messore is professor of political science and economics at MCC.

NEW Connecticut Fall Town Meeting

The Middle East ... Hillary ... how many GOP presidential wannabees? ... Immigration ... our state budget ... the “goats” of Hartford ... Bernie Sanders ... you get the idea, we get the experts of your choice. The results: straight talk, answers, opinions, laughs, stimulation, reality! Please note: This course will be held at MCC on Main, 903 Main St., Manchester; free parking available in lot across the street, adjacent to St. James Church.

CRN 31868 | Fee: $55
6 Fridays | 9/11-10/16
11:30 AM-1 PM | MCC on Main

Instructor: Charles F. J. Morse has spent a lifetime lamenting, laughing and languishing in Connecticut’s governments and politics. He retired from The Hartford Courant after a 38-year career.

NEW World War II: The Spies

SOE ... OSS ... Lucy Ring ... Intrepid ... and M15. What roles did these play in victories and defeats for both sides? Did the U.S. really have an advance notice of Pearl Harbor? What about the Germans at Amiens? Come learn the answers to these questions, as well as many other key factors that changed the course of the war. You don’t need top secret security clearance to now uncover the fascinating facts and angles.

CRN 32034 | Fee: $55
3 Tuesdays | 9/22-10/6
7-9 PM | GPA GP143

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

NEW World War II: The Manhattan Project

For the 70th anniversary of the Manhattan Project, come just us for this fascinating course. Not just for history buffs, but also for those who are interested in spy stories, national intelligence, and security, this course is an opportunity to get a first-hand view of the Manhattan Project—what it took to build the first atomic bombs; who were the civilian and military managers and stakeholders; and how they kept it all a secret in the middle of a world war. You will also examine copies of original documents, pictures and films from the period.

CRN 32035 | Fee: $75
2 Mondays | 9/14-9/21
6-9 PM | GPA GP138

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

WWW.MANCHESTERCC.EDU 30 CREDIT-FREE PHONE IN REGISTRATION 860-512-3232
NEW The Chinese Terra Cotta Army

In 1974, well-diggers in Xi’an, China unearthed a terra cotta statue. In the decades since that time, archeologists have found thousands of statues ... of soldiers, everyone different, and horses and chariots. The overall excavation has been the discovery of the burial grounds of the first emperor of China, covering multiple buildings and tombs. This massive complex continues to reveal new information and provide visitors and archeologists new insights into Chinese history and culture. We will examine what has been discovered and how it is being restored, the impact of the work of scientists and archeologists on China, and the future plans for this amazing discovery.

CRN 32036 | Fee: $75
2 Mondays | 11/16-11/23
6-9 PM | SSC L240
Instructor: Barbara King

Mysteries of Ancient Ireland

Learn about the gods, heroes, and heroines of ancient Ireland. Topics will include prehistoric monuments, ancient folklore, myths, and legends, and some of the esoteric aspects of the Irish language.

CRN 32026 | Fee: $85
4 Thursdays | 9/10-10/8 (does not meet 9/24)
7-9 PM | GPA GP142
Instructor: Mary Carchrie earned her M.A. in Early Irish History from University College in Dublin and her secondary teaching certificate at the University of Massachusetts, and has also studied Gaelic and Gaelic song in the Hebrides Island, Cape Breton, and Nova Scotia

The History of Halloween

Black cats, Jack o’ Lanterns, witches, and bats, oh my! Just where and when did the true Halloween begin? ... in ancient Ireland, more than 5,000 years ago! Come and learn about the fascinating history of Halloween and witches—just in time to celebrate the event this fall. A slide presentation, with an opportunity for question-and-answer, will be included. Each student will receive a free charm to help them connect with loved ones who have passed on.

CRN 31810 | Fee: $20
1 Friday | 10/30
6-8 PM | GPA GP139
Instructor: Faith McCann is a third degree Wiccan priestess and the owner of Enchantments, a Wiccan Metaphysical Center for the Magical Arts, located in Manchester.

Ancestry: Research Your Family History

Do you ever think about your ancestral heritage? Learn the fascinating and informative process for exploring your family roots. You will gain the tools that you can then use on your own and continue the fun and joy of researching your ancestry, while creating and leaving your descendants a wonderful legacy ... the gift of several lifetimes.

CRN 32032 | Fee: $85
2 Mondays | 11/9-11/16
6-9 PM | GPA GP142
Instructor: Carol Whitmer is secretary of the board of trustees and consulting genealogist for the Connecticut Historical Society. She sits on the board of governors of the Connecticut Society of Genealogists and is a member of the Association of Professional Genealogists and the Connecticut Professional Genealogists Council.

18th Annual Empty Bowls Project

Empty Bowls is an international grassroots effort to fight hunger.

Potters from the community donate handcrafted bowls and guests are invited to a simple meal of soup and bread. In exchange for a cash donation, guests will get to keep the handcrafted bowl as a reminder of all the empty bowls in the world.

Admission (includes one bowl and unlimited soup tastings): $15
Quart of soup to take home: $7/each or 4 for $25
Cash, personal check and credit card all gladly accepted.
Modern Dance

This exciting new course on modern dance will cover the basic elements of placement/breath/dance; Isadora Duncan’s philosophy of movement; an introduction to the Alvin Ailey/Lester Horton Technique; the fundamentals and practice of improvisation and experimental movement; and learning how to present a group dance composition/choreography. Women should dress in leotards, t-shirts, footless tights, or dance pants (no short-shorts), with hair pulled back from the face, and minimal jewelry. Men should wear shorts, t-shirts, and comfortable fitting sweats; all dress should not be too revealing of chest or abs.

CRN 31971 | Fee: $145
8 Fridays | 9/18-11/6
6:7-30 PM | SSC L154 (Fitness Studio)
Instructor: Priscilla Machado-Daniels earned an M.Ed. from Springfield College, and her dance credentials include the Audubon Neighborhood Art School, Isadora Duncan Dance Company, Broadway Dance Center, and dance programs at Naugatuck Valley Community College and Central Connecticut State University.

Ballroom Dancing I

No experience required! Anyone can learn the fox trot, the waltz, and some swing and jitterbug steps in this fun and relaxed course, which is also perfect for engaged couples and their parents—learn to dance for your wedding! Enrollment is limited to 15 pairs of dancers. It is recommended that you register with a partner. Please dress in appropriate dance wear.

CRN 31916 | Fee: $95
6 Mondays | 9/14-10/19
6:7-15 PM | SSC L154 (Fitness Studio)
Instructor: Beverly Burton is the owner and director of Burton Dance Studio in Manchester. She has also been an educator for many of the major dance organizations over the past 40 years.

Ballroom Dancing II

You’ve learned the basic steps and actually started having fun in those classes of Ballroom Dancing I, didn’t you? The basic dances—fox trot, waltz and swing—will be reviewed, and new steps will be taught, depending on the interest and ability of the class. Some Latin dances will also be included, such as the rumba, merengue, and salsa. It is recommended that you register with a partner and have taken Ballroom Dancing I or have some ballroom dancing experience.

CRN 31967 | Fee: $95
6 Wednesdays | 10/28-12/9
6:7-15 PM | SSC L154 (Fitness Studio)
Instructor: Beverly Burton

Line Dance

Learn anew or better your Line skills. Have fun while you exercise too! Some country dance will be included, but other styles will also be taught. Each dance that is introduced will be reviewed the following week as a new one is taught. You do not need a partner.

CRN 31917 | Fee: $75
6 Mondays | 9/14-10/19
7:30-8:30 PM | SSC L154 (Fitness Studio)
Instructor: Beverly Burton

Jump, Jive an’ Wail: Swing Dance

Join the swing dance revival that’s sweeping the country. Learn the intimacy and romance of ballroom dancing with the high-energy excitement of early rock ’n’ roll dancing. Depending on the interests of the class, learn and practice the 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.

CRN 31968 | Fee: $75
6 Wednesdays | 10/28-12/9
(does not meet 11/25)
7:30-8:30 PM | SSC L154 (Fitness Studio)
Instructor: Beverly Burton

Argentine Tango for Beginners

Looking for real excitement? Learn the fundamentals of this South American rhythm, which can be as romantic, sweet or relaxing as you want or as exciting, animated, and sharp as you desire! Learn the principles of dance partnership—el abrazo (the hug)—as well as caminatas (walks), ochos adelante y atrás (forwards and backwards), left and right turns, and the crossed or parallel systems. You may enroll with a partner, but it is not necessary in order to participate in the class.

CRN 31819 | Fee: $105
8 Saturdays | 9/26-11/14
12:15-1:15 PM | SSC L154 (Fitness Studio)
Instructor: Oswaldo Tirano, a native of Bogota, Colombia, studied dance at the National University and National School of Dramatic Arts in Colombia. He has taught Salsa and Latin dance classes at MCC for more than 10 years.

Latin Bachata & Salsa Dance for Beginners

Learn how to master sensual and spicy footwork to Latin rhythms, such as bachata and salsa. Bachata music, in particular, has become a hit in the U.S. in the last several years. Come and discover why! You do not need a partner to participate in this class.

CRN 31820 | Fee: $105
8 Saturdays | 9/26-11/14
1:30-2:30 PM | SSC L154 (Fitness Studio)
Instructor: Oswaldo Tirano

Advanced Latin Salsa Dance

For those who feel strong with their Latin footwork and know a variety of salsa routines using the “cross-body lead,” this course will take you to the next level. We will work on a full set of street Salsa routines, utilizing spinning skills and musicality by combining two styles of salsa: the “circular” and the “linear.” You will also learn how to become a smooth leader and attentive follower.

CRN 31821 | Fee: $105
8 Saturdays | 9/26-11/14
2:45-3:45 PM | SSC L154 (Fitness Studio)
Instructor: Oswaldo Tirano

You may also like

• Fitness & Recreation courses on pages 37-39

For all classes in the Fitness Studio

Only bare feet or non-marking footwear allowed during class time (no street shoes, boots, sandals, or cleats). Proper athletic clothing must also be worn at all times. Please bring a combination lock to secure your personal belongings during class.
Introduction to Acting

Learn how to be spontaneous and express yourself through the art of improvisation. Prepare for almost any acting situation with training designed to put you at ease and allow for freedom of expression. Theater games and other acting exercises will improve your ability to concentrate, listen, relax and use your body to enhance expression. Each class will afford ample stage time to develop self-confidence and the ability to relate to other performers, while working as an ensemble. 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 of your everyday life. Participants must be at least 18 years of age.

CRN 31931 | Fee: $165
6 Thursdays | 10/1-11/5
7-9 PM | AST Auditorium

Instructor: Deb Popillo has been teaching theater in Continuing Education at MCC since 1982. She has taught many theater programs for adults, children and teens through the YMCA in Glastonbury and East Hartford, Excursions in Learning at MCC, Connecticut School of Broadcasting, and Commercial-Works Acting Studio, and has appeared in community theater, on CPITV, local commercials, and in training films. She also was creative director and actress for Merriment and Mystery Productions.

Auditioning

This course is designed for the actor or actress who’s just starting out. Do you lack the confidence and ability to give a good audition? Do you want to be prepared for any type of audition? Learn the in’s and out’s of community theater, and how to give a cold reading, prepare a scene, and perform monologues. We will also cover head shots and resumes. As part of this class, we will have the opportunity to watch an audition for a community theater production. Participants must be at least 18 years of age.

CRN 31932 | Fee: $110
4 Tuesdays | 10/20-11/10
7-9 PM | AST Auditorium

Instructor: Deb Popillo

NEW Performing Outside the Box

Are you searching for a new creative outlet? Do you experience artist’s block? Do you crave a fresh way to challenge your mind and body? You need to start “Performing Outside the Box”! You will be faced with a series of creativity challenges designed to build, strengthen, and hone creative problem-solving skills in a fun and unique way. Learn different performance techniques focusing on various forms of communication: auditory/verbal, visual, and tactile. Gain critical knowledge of performance art history to further inform your creative process. No previous artistic or performance experience is necessary—all levels are welcomed! Students will complete a performance piece by the end of the course and present to the class at the last session.

CRN 32044 | Fee: $145
6 Wednesdays | 9/23-10/28
7-9 PM | GPA GP136

Instructor: Vanessa Butler earned a B.F.A. in fine arts from Carnegie Mellon University and M.F.A. in theater from the California Institute of Art. She has worked with the Sacramento Ballet Company and is currently an ensemble member of Bated Breath Theater Company and HartBeat Ensemble, and is also a regular with the renowned theater company, Playhouse On Park.

NEW Motion Graphics and SFX in Film and Television

Students will view and discuss exemplary films and series that are ushering in a new era of advanced digital special effects (SFX) in film and television. We’ll look at how the director of the recent documentary film on Kurt Cobain, Brett Morgan’s “Montage of Heck,” uses digital effects to tell a story of a life cut short. We’ll consider how digital special effects have popularized HBO series, Game of Thrones, and True Detective. We also consider credit courses at MCC that begin the training necessary to embark on a career in digital arts and motion graphics.

CRN 32045 | Fee: $45
2 Saturdays | 11/14-11/21
10 AM-noon | LRC B207

Instructor: Maura O’Connor earned her master of fine art in visual art from Vermont College and is professor of graphic design/multimedia at MCC. She is an award-winning graphic designer and videographer and has worked in the design and visual communication field for 30 years. At MCC, she has also involved her design students in social activism projects with Habitat for Humanity, including work in the aftermath of Hurricane Katrina.

NEW Contemporary International Film Study

In this exciting series of Credit-Free film study, join us for a viewing of the entire film, complemented by expert instructor-led discussion. Please note: These international films are presented in their original language, with English subtitles.

Instructor: Diana Reeve is a licensing specialist and marketing manager for Art Resource in New York and an adjunct lecturer in Film Studies at MCC. She has her master of arts in art history from Syracuse University and bachelor’s in art history and cinema studies from New York University.

In a Better World (Denmark, 2010)

In this 2010 film (Oscar for Best Foreign Language Film) from Denmark, directed by Susanne Bier, a bullied Elias, while his father works abroad, finds solace in a budding friendship with a volatile new student. But the boys’ shared revenge only seems to invite more violence in this drama about the interplay between two dysfunctional families.

CRN 31900 | Fee: $15
1 Friday | 9/18
1:30-4:30 PM | VIL 6 V162

Like Father, Like Son (Japan, 2013)

In this 2013 Japanese film, directed by Hirokazu Koreeda, when successful businessman Ryota Nonomiya learns that his 6-year-old son was switched at birth with another child, he and his wife must decide whether to seek out their biological son or choose the boy they’ve been raising.

CRN 31901 | Fee: $15
1 Friday | 10/16
1:30-4:30 PM | VIL 6 V162

Force Majeure (Sweden, 2014)

In this 2014 Swedish film, directed by Ruben Ostlund, at a ski resort in the Alps, the sudden and terrifying approach of an avalanche opens a deep fissure in the lives of a vacationing Swedish family when the patriarch flees to save himself instead of protecting his wife and children.

CRN 31902 | Fee: $15
1 Friday | 11/20
1:30-4:30 PM | VIL 6 V162

YOU MAY ALSO LIKE

• Entrepreneurship for the Emerging Artist on page 66
ENGLISH AS A SECOND LANGUAGE

Grammar Basics
Can you understand and speak English, but are unsure about using grammar correctly at work or in social situations? In this class we will review the basic verb tenses and build on grammar skills, such as modals, time clauses, gerunds, and infinitives. The focus will be on the review and reinforcement of grammar skills through workbook exercises, and will also include a refresher on basic college writing skills. Listening, speaking, reading and writing activities will be incorporated into the course. The instructor provides handouts.

CRN 31974 | Fee: $95
5 Mondays | 9/14-10/12
6:30-8:30 PM | GPA GP120

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

Pronunciation Practice: Accent Reduction
Do you find it difficult to communicate in English? This course is designed for intermediate to advanced ESL students. The class will concentrate on improving quality, comprehension, and consistency of spoken English. All the sounds in standard American English will be covered. Emphasis will be on the development of intonation, articulation, rhythm, and connected speech. The goal is to overcome communication difficulties and improve one’s speech pattern in society. Please note: Students will need to submit six blank CDs to the MCC Library for additional practice material after the instructor hands out the appropriate form at the first class.

CRN 31823 | Fee: $205
10 Thursdays | 9/10-11/19
(does not meet 10/22)
6:30-8:30 PM | GPA GP143

Instructor: Ricardo Canal earned a B.A. in English at the University of Hartford, with a concentration in writing, and an M.S. in TESOL (Teaching English to Speakers of Other Languages), with a concentration in linguistics, at Central Connecticut State University. During the academic year, he teaches ESL credit courses at MCC.

NEW Improve Your ESL Communication and Career Search Skills
For intermediate ESL speakers, this course teaches functional communication in personal relationships, the work environment, and social situations. Students will have the opportunity to practice mock interviews, write resumes, and complete job applications with the guidance of the instructor, while enhancing their pronunciation and verb agreement skills. Instructor provides handouts. Students should bring a lunch to both sessions.

CRN 32021 | Fee $145
2 Saturdays | 10/17-10/24
9 AM-3:30 PM | LRC B144

Instructor: Rosemary Feehan-Huff earned a B.A. in English/TESOL and M.S. in Bilingual, Cultural and Urban Education from Central Connecticut State University. She has taught ESL for more than 25 years, helping students to communicate effectively in both their personal and professional lives.

GED CLASSES AT MCC
Mandatory orientation in August for classes beginning in September, provided at NO CHARGE by Vernon Regional Adult Basic Education.

To register for orientation please visit: www.vrabe.org.

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

NEVER GET TO SPEND TIME WITH YOUR FRIENDS?
Register together. A course is a great experience to share!
Antiques and Collectibles Appraisal Road Show
Curious about the value of your belongings? Bring one or two items to class and learn more about them through an expert instructor-led discussion. You may bring collectibles, comics, antiques, artwork, and other items that will undergo a verbal, pre-auction estimate of value. If an item is too large to bring, you may take digital photographs of it and bring the images to the class. Discussion will include trends in the antiques and collectibles market—what's hot and what's not and where to sell your treasures for the most money. Please note: This class meets at MCC on Main, 903 Main St., Manchester.

CRN 31877 | 1 Sunday | 9/13
1-3 PM | MCC on Main
CRN 31886 | 1 Sunday | 10/18
1-3 PM | MCC on Main
Fee: $20 (per course)
Instructor: Ralph Labozzo, M.B.A. from University of Connecticut, has been an auctioneer at Golden Gavel Auctions in East Windsor since 2001. In this capacity, he calls bids, procures estate properties for auction, develops a client base of consignors and customers, and assists with marketing.

Educating the Picker: Best Practices for Antique and Collectible Shopping
Whether for fun or profit, for gifts or for yourself, this course will educate you “the shopper” in how to spot and pick antiques and collectibles at flea markets, estate sales, tag and yard sales, and estate and storage auctions. Learn how to evaluate and appraise items; discover bargains among antiques and collectibles; haggle with vendors; understand marketplace trends; and identify commonly found tag sale treasures: sterling silver vs. plated silver, paintings vs. prints, collectible glassware vs. ordinary, originals vs. reproductions, vintage toys vs. modern toys. In the last session, students may bring in items for an evaluation or appraisal. As an extra bonus session (not included with the course), students will be encouraged to attend a Thursday evening Golden Gavel Auction on location in East Windsor.

CRN 31867 | Fee: $120
5 Mondays | 9/14-10/12
7-9 PM | GPA GP214
Instructor: Ralph Labozzo

Educating the Picker: Advanced Level
A continuation of Educating the Picker, this course will cover in more detail strategies for buying and selling finds and a more in-depth look at collectible categories, including fine art, antique furniture, and depression-era glassware. Slide presentations, website references, and actual show-and-tell using objects of value will be used in class.

CRN 31879 | Fee: $120
5 Mondays | 10/19-11/16
7-9 PM | GPA GP214
Instructor: Ralph Labozzo

Pick eBay to Profit from Tag Sale Discoveries
As a follow-up to Educating the Picker, this class will teach students how to post tag sale items--and any other discoveries--on eBay for profit. The instructor will bring an item to class and go through all of the real-time steps needed to post this item on eBay. The hands-on instruction will include photographing the item, selecting its proper category, and creating an eBay title, description, start price, condition, duration of auction, and shipping tips.

CRN 31878 | Fee: $30
1 Monday | 11/23
7-9:30 PM | GPA GP214
Instructor: Ralph Labozzo

Understanding and Analyzing Mutual Funds
Learn how to distinguish between good mutual funds and not-so-good mutual funds. Whether you are working and saving for the future or retired and investing for your current financial needs, this course will help you determine which funds are most suitable for your investment goals, and how to analyze and compare mutual funds using Morningstar Mutual Fund Reports. Topics will include fund structures; investment portfolio types and asset allocation; equity and fixed income portfolio statistics; fund size; fees and expenses; and Morningstar Ratings. Educate yourself and better manage your investments for the present or the future!

CRN 31976 | Fee: $30
2 Thursdays | 9/17-9/24
6:30-8 PM | GPA GP156
Instructor: Brian Armogida is a financial advisor for Waddell & Reed, Inc., and was previously a financial advisor for Edward D. Jones & Co. and a commercial loan analyst for Connecticut National Bank. He has an M.B.A. from Rensselaer Polytechnic Institute.

YOU MAY ALSO LIKE
• Motorcycle Rider Education Program; see backcover advertisement
FAMILY, FINANCE & CONSUMER ISSUES

NEW Savvy IRA Planning
There are retirement options every retiree should know. The decisions you make today can have a tremendous impact on your overall retirement plan. What do I do with my retirement money when I leave my job? How do I roll my money into a new plan? What type of account is right for me? Should I roll over an IRA or should I convert to a Roth? When do I need to take withdrawals and how much? Questions such as these will be addressed, plus learn the rules for direct and indirect rollovers, the stretch IRA, rollovers for spouse and non-spouse beneficiaries.

CRN 31948 | Fee: $15
1 Tuesday | 10/20
3:30-5 PM | SSC L142
Instructor: Frank Germano

Estate Planning: Know the Facts and Avoid Mistakes!
You may think that drafting an estate plan is straightforward, but in reality, if you make mistakes, you could jeopardize everything you’ve worked for. Just because you have a Will or Trust does not necessarily mean that you have “all bases covered.” Learn about the difference between a Will and a Trust. Why isn’t a Will sufficient in itself? Do you need a power of attorney? We will share real-life stories showing you the dangers of common estate-planning mistakes. Failing to fund or revoke a Living Trust, using ambiguous provisions, titling assets improperly, and not updating beneficiary designations are just some of the mistakes to avoid.

Informational booklet is included with the course fee.
CRN 31874 | Fee: $15
1 Thursday | 10/1
6-7:30 PM | GPA GP156
Instructors: Attorneys from Czepiga Daly Pope, an elder law firm with offices in Berlin, Hartford and Vernon.

Paying for Long-Term Care: Ways to Not Go Broke
Should you give your home to your children? How can you get the state to pay for nursing home and home care costs? How do single individuals and married couples qualify for Medicaid benefits, while keeping their assets and protecting their children’s inheritance? Is long-term healthcare insurance a good idea? Get the answers to these questions and a lot more. If you know the rules and plan ahead, you can still protect your hard-earned assets.

Informational booklet is included with the course fee.
CRN 31875 | Fee: $15
1 Thursday | 11/5
6-7:30 PM | GPA GP156
Instructors: Attorneys from Czepiga Daly Pope

The Fundamentals of Money and Investing
This is an introductory course that will explore how the economy and financial markets operate. Six key areas will be covered: money, economics, stocks, bonds, derivatives, and alternative investments. Participants will feel more confident about investing and gain a better understanding of current financial events. We will also cover topics such as quantitative easing and how increasing government debt may affect your investments. Recommended text: Guide to Understanding Money and Investing, Morris, available at lightbulbpress.com or online bookstore.

CRN 31949 | Fee: $85
4 Wednesdays | 10/7-10/28
7-9:30 PM | GPA GP126
Instructor: Robert Misiolek is an investment advisor and analyst with Caliber Investment Group, a registered investment advisory firm in Farmington, with 15 years in investment management.

Strategies for Couples to Maximize Social Security Benefits
If you’re approaching retirement, and not currently collecting Social Security, one of the most important elements of your retirement planning is understanding how Social Security works. Identifying which option will provide the best combination of current and future income for you and your spouse can be an arduous task. Topics will include how to quickly and easily sort through 700 possible filing combinations; methods to increase your benefits and provide thousands more in retirement income; how coordination of benefits will affect your investments. Recommended text: Guide to Understanding Money and Investing, Morris, available at lightbulbpress.com or online bookstore.

CRN 31947 | Fee: $15
1 Thursday | 10/15
6-7:30 PM | Vil 3 V131
Instructor: Frank Germano, CFP®, has worked in the financial services industry for more than 25 years. He is a registered representative with Investors Capital Corporation, a member of FINRA/SIPC, and an investment advisor with Investment Capital Advisory.

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

CRN 32022 | Fee: $20
1 Monday | 10/5
7-9 PM | GPA GP142
Instructor: Jan Johnson, Certified Financial Planner (CFP®) professional™, is an Independent Practitioner who specializes in Financial Transitions, such as retirement and widowhood. She is also a member of the Connecticut Valley Financial Planning Association and is an investment advisor with Cambridge Investment Research.
FREE Information Session:
200-Hour Certified Yoga Teacher Training - Yoga Alliance Approved

Learn more about Credit-Free Program’s new 200-Hour Certified Yoga Teacher Training course that combines classroom study and practical training and teaches the fundamentals necessary to lead a yoga class for adults. Come meet your expert yoga instructor, have your questions answered, and learn more about job opportunities and the program’s affiliation with Yoga Alliance. The instructor will also demonstrate some yoga positions.

CRN 32007 | Fee: FREE
1 Saturday | 9/19
11 AM-noon | GPA GP142

Instructors: Annie Quagliaroli is co-owner of The Yoga Shop in South Windsor and Old Saybrook, CT, and the founder of LivFree Power Yoga. She leads yoga teacher trainings and life coaching workshops across the world, and her dynamic 200-hour and 300-hour yoga teacher trainings have produced more than 300 Yoga Alliance-certified LivFree Power yoga teachers. Her corporate accounts include ESPN and University of Connecticut. She is Yoga Alliance ERYT 500-hour certified, a Certified Life Coach, personal trainer, martial artist, boxer, and wellness activist; and other staff from The Yoga Shop.

200-Hour Certified Yoga Teacher Training - Yoga Alliance Approved

• In this intensive course that combines classroom study and practical training, students will learn the fundamentals necessary to lead a yoga class for adults.

• As a graduate of the program, you will be trained in yoga philosophy; functional anatomy; proper alignment of poses; performing and teaching breath work and meditation; effective hands-on assisting of classes; and how to run full, fun, and inspiring yoga classes.

• Students graduating in good standing will receive a 200-Hour Yoga Teacher Training certification, as recognized by Yoga Alliance. To register with Yoga Alliance, there is a $100 fee for the first year, and a $55 renewal fee each year thereafter.

• Students must complete all assignments, including 7 hours outside the classroom, pass 2 written exams and 1 practical exam with a grade of 75 or better, and teach a 1-hour yoga class to the general public at The Yoga Shop in South Windsor in order to graduate. Students may miss one class at the discretion of the instructor.

• Students should bring a journal/notebook, mat, towel, water, lunch/snacks, and combination lock to secure personal belongings during class, and wear comfortable workout clothes.

• The program is appropriate for students who either want to teach yoga or deepen/improve their own practice.

• The course fee includes a Certified Teacher Training Guide.

• Please note: This course requires a high degree of commitment to successfully complete.

CRN 31930 | Fee: $2,500
24 sessions | Thursdays, Fridays & Saturdays | 9/24-11/14
8 AM-4 PM | SSC L154 (Fitness Studio) & SSC L142

Instructors: Annie Quagliaroli; and other staff from The Yoga Shop.

NEW Glutes in 30 with a Side of Abs

This class is dedicated to firming up the gluteus muscles—known more commonly as the glutes—and making the upper legs strong, so that everyday activities are easier to perform, and with a full range of motion. After 30 minutes of glute firming, we will have 15 minutes of a high intensity abdominal, or abs, workout, followed by a cooling down. Learn to push your body, while becoming stronger and more confident!

CRN 32014 | Fee: $60
7 Wednesdays | 9/9-10/21
9:30-10:30 AM | SSC L154 (Fitness Studio)

Instructor: Brooke Barber holds bachelor’s and master’s degrees in exercise science, teacher preparation, and school health from Southern Connecticut State University. She teaches and coaches dance and gymnastics at several studios and schools and is a Fitness Center educational assistant at MCC.

YOU MAY ALSO LIKE:
• Gentle Yoga for Well-Being on page 11
• Mindful Yoga for Veterans on page 11
Cardio Kick-Boxing Workout

Take the excitement, music and energy of an aerobics program and learn self-defense techniques in an action-packed workout. No prior experience needed; participants of any level can attend any class. The usual routine begins with warm-ups and stretching before the cardiovascular segment, when you’ll do basic punching and kicking moves to increase your heart rate. Then, spend time working with wave masters (a type of punching bag), and conclude your workout with some abdominal work and cool-down exercises. Because these are continuous classes, beginning students follow along with 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. You must be at least 16 years old. Equipment fee: $5, payable to instructor at first class.

Improve Your Balance and Core Strength

No matter how old you are, you can incorporate exercises to improve your balance, core strength, and range of motion. We will focus on all levels of balance: close to the floor, sitting, squatting, standing and reaching, and on exercises you can do on your own throughout the day. This course is beneficial for adults and seniors who wish to do on your own throughout the day. This course is standing and reaching, and on exercises you can and range of motion. We will focus on all levels of balance: close to the floor, sitting, squatting, standing and reaching, and on exercises you can do on your own throughout the day. This course is beneficial for adults and seniors who wish to participate.

Personal Trainer National Certification

- The World Instructor Training School’s (WITS) certification course is taught at colleges across the country. This challenging course is comprised of both lecture and practical training. The National Exam is held on the final week. Students are allowed to miss one class only and still be able to sit for the exam.
- Lecture topics include anatomy, exercise physiology, nutrition, and health screening.
- A subsequent 30-hour internship (not included with this course) and proof of CPR/AED training will prepare you to work successfully in the fitness field.
- To order the required textbook, Fitness Professional’s Handbook, 6th edition, for approximately $94, please call 888-330-9487, or visit www.witseducation.com. The textbook should be purchased in advance and reviewed prior to the first class.
- For the Fitness Center sessions, students must wear appropriate workout clothes and non-marking athletic shoes. Please also bring a combination lock in order to store your personal belongings during these workshop sessions.
- Please note: This course requires a high degree of commitment to successfully complete.
- For a Free Information webinar on this program, students may sign onto the following site on September 2, 2015 at 4:00 PM:

CRN 31909 | Fee: $45 (per 12 sessions)
Mondays & Wednesdays | 9/9-10/19
(begins on Wednesday) | 7-8 PM
Tuesdays & Thursdays | 9/8-10/15
9:30-10:30 AM or 6:10-7:10 PM
Saturdays & Sundays | 9/12-10/18 | 9-10 AM

CRN 31910 | Fee: $45 (per 12 sessions)
Mondays & Wednesdays | 10/26-12/7
(does not meet 11/25) | 7-8 PM
Tuesdays & Thursdays | 10/27-12/8
(does not meet 11/26) | 9:30-10:30 AM or 6:10-7:10 PM
Saturdays & Sundays | 10/31-12/12
(does not meet 11/28 & 11/29) | 9-10 AM
Instructors: Elaine Flaherty is a 2nd-degree Black Belt at the Academy of Martial Arts & Personal Development. She has been a kickboxing and fitness instructor for the past 15 years; Joel S. Waldron, owner, 6th-degree Black Belt, and master instructor at the Academy of Martial Arts and Personal Development, has studied and taught martial arts for more than 35 years; and other Academy instructors.

NEW Daytime Zumba Gold

Perfect for those just starting an exercise routine, active older adults, and those who are looking for a modified Zumba® class that recreates the original moves you love but at a lower intensity. The course will introduce easy-to-follow Zumba choreography that focuses on balance, range of motion, and coordination. The sessions incorporate all elements of fitness: cardiovascular, muscular conditioning, flexibility, and balance. Come ready to sweat to a blend of Latin rhythms, oldies, and music of today, and leave empowered and feeling strong! Perfection not required.

CRN 31964 | 6 Mondays | 9/14-10/19
9-10 AM | SSC L154 (Fitness Studio)
CRN 31966 | 6 Mondays | 11/2-12/7
9-10 AM | SSC L154 (Fitness Studio)
Fee: $65 (per section)
Instructor: Pamela McAllister is a licensed Zumba® Fitness, Zumba® Gold, Zumba® Kids, and Zumba® Kids, Jr. instructor. She also has certifications in Emergency Medical Technician (EMT), Patient Care Assistant/CPR, and medical terminology, and studied early childhood education at Becker College, as well as being an MCC graduate.

Zumba Gold®

Zumba Gold brings the hottest fitness craze to you: the beginner, the deconditioned exerciser, the active older adult, and anyone with physical limitations, proving that Zumba is for everyone. This contagious blend of Latin rhythms, world music, and easy-to-follow dance moves provides an exciting, fun and effective workout, with low-impact movements and gentle transitions. Come join the craze!

CRN 31866 | Fee: $95
8 Tuesdays | 10/6-11/24
6:30-7:30 PM | SSC L154 (Fitness Studio)
Instructor: Karen R. Chorney is a licensed Zumba® Fitness, Zumba® Gold, Zumba® Toning, Zumba® in the Circuit, and Zumbatomic® instructor. She is nationally certified by the Aerobics and Fitness Association of America (AFAA) and the Red Cross (CPR/AED).
**Tai Chi for Health and Relaxation**

Beginners of all ages are invited to come and let your chi energy flow! Learn to let your body release everyday stress, while strengthening your mind and body with this ancient Chinese art. You will learn simple chi kung (breathing exercises) and a basic tai chi form by the end of the course. The instructor will monitor each student's weekly attendance. Students should wear loose, comfortable clothes and thin-soled shoes to all classes; practice clothing and shoes are also available for purchase. Classes meet at Malee's School of Tai Chi & Kung Fu, 249 Broad Street, Manchester.

12 sessions - Choose from any combination of the following schedules:

CRN 31951 | Mondays & Wednesdays 9/14-10/21 | 7:30-8:30 PM
Tuesdays & Thursdays 9/15-10/22 | 5:30-6:30 PM
Fridays | 9/18-10/23 | 6:30-7:30 PM
Saturdays | 9/19-10/24 | 9:10 AM

CRN 31952 | Mondays & Wednesdays 10/26-12/2 | 7:30-8:30 PM
Tuesdays & Thursdays 10/27-12/8 (does not meet 11/26) | 5:30-6:30 PM
Fridays | 10/30-12/11 (does not meet 11/27) | 6:30-7:30 PM
Saturdays | 10/31-12/12 (does not meet 11/28) | 9-10 AM

Fee: $160 (per section)

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

---

**Coastal Navigation**

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; time, speed and distance calculations; fuel calculations; using a compass; marine time conversions, and more! Students will receive from the Connecticut DEEP a Coastal Boater endorsement sticker for their operating license upon successful completion of this class. Please bring a calculator, pen and pencil, notebook, a form of identification, and your lunch to class. Students must be at least 12 years old. Prerequisite: Completion of a basic safe-boating course or permission of instructor.

CRN 31809 | Fee: $85
1 Saturday | 11/7
8:30 AM-4:30 PM | GPA GP215

Instructors: Professional Marine Education Staff

---

**Kung Fu for Fitness & Self-Defense**

Become strong, flexible, and fit, and learn how to defend yourself, with Chinese Kung Fu. Each class consists of a thorough warm-up and stretching, followed by training in the fundamentals of Kung Fu: stances, strikes, kicks, forms, and self-defense. Please note: You may attend any of the sessions listed below, and in any weekly sequence, in order to fulfill your 12 sessions by the end date. It will be your responsibility to make sure that you are able to adjust your schedule in order to attend 12 sessions. The instructor will monitor each student’s weekly attendance. Students should wear loose, comfortable clothes and thin-soled shoes to all classes; practice clothing and shoes are also available for purchase. Classes meet at Malee’s School of Tai Chi & Kung Fu, 249 Broad Street, Manchester.

12 sessions - Choose from any combination of the following schedules:

CRN 31953 | Fee: $160 (per section)
Tuesdays | 9/15-10/20 | 6:30-7:30 PM
Wednesdays | 9/16-10/21 | 6:30-7:30 PM
Fridays | 9/18-10/23 | 5:30-6:30 PM
Saturdays | 9/19-10/24 | 11 AM-noon

CRN 31954 | Fee: $160 (per section)
Tuesdays | 10/27-12/11 | 6:30-7:30 PM
Wednesdays | 10/28-12/2 | 6:30-7:30 PM
Fridays | 10/30-12/11 (does not meet 11/27) | 5:30-6:30 PM
Saturdays | 10/31-12/12 (does not meet 11/28) | 11 AM-noon

Instructor: Malee Khow

---

**Letterboxing: Exploring Hidden Wonders**

Enjoy a treasure hunt? Want fresh air and some moderate exercise? Interested in exploring near-at-hand wonders in area woods and fields? If so, you will enjoy the fun and art of letterboxing. In the first classroom session, we’ll learn the history and culture of this old English pastime and its modern-day practice, discuss the tools necessary to participate in letterboxing, where and how to find clues, the use of a map and compass, and the rewards and dangers of letterboxing. The second session will be a field experience (site to be discussed in class) on Saturday, September 26, 9 AM-1 PM. Don’t miss this opportunity to gain both factual and practical knowledge of letterboxing!

CRN 31999 | Fee: $80
1 Thursday | 9/24 | 6:30-8:30 PM | GPA GP214
1 Saturday | 9/26 | 9 AM-1 PM | Site TBD

Instructor: David K. Leff, J.D. from UConn’s School of Law, is the author of several books, including the 2012 nonfiction title, Hidden in Plain Sight: A Deep Traveler Explores Connecticut and two poetry titles from Antrim House Books, Depth of Field and The Price of Water. He previously served as deputy commissioner for Environmental Conservation at CT’s Department of Environmental Protection. His website is: www.davidkleff.com.

---

**Connecticut Basic Boating**

**OPTION 1**

This four-session, 10-hour course, taught by the Connecticut DEEP Boating Division, provides a course diploma that is necessary for obtaining the Connecticut Certificate of Personal Watercraft Operation, which includes the Safe Boating Certificate. Upon successful completion of the course, you can purchase and print your certificate online from home, or mail or deliver the diploma to any State DEEP office. The DEEP license fee is $50. Students must attend all classes to qualify. The Certificate is a one-time, lifetime certification. Students should obtain a State Conservation ID number online before the start of class. This process is free, and if you have a hunting or fishing license, then you already have a number. The website for obtaining a number is: www.ct.wildlifelicense.com/internetsales.

CRN 31805 | 2 Mondays & 2 Wednesdays 9/14-9/23 | 7:30-9:30 PM | SSC L240
CRN 31806 | 2 Mondays & 2 Wednesdays 10/5-10/14 | 7:30-9:30 PM | SSC L240

Fee: $25 (per section)

Instructors: Department of Energy and Environmental Protection, Office of Boating staff

---

**OPTION 2**

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

CRN 31807 | 1 Saturday | 9/19
8:30 AM-4:30 PM | AST C210

CRN 31808 | 1 Saturday | 10/17
8:30 AM-4:30 PM | AST C210

Fee: $85 (per section)

Instructors: Professional Marine Education Staff

---

**FITNESS & RECREATION**

**2015 FALL CREDIT-FREE COURSE CATALOG**
GARDENING

Organic Lawn Care
The end of early spring is an important time for your lawn. Are you looking for alternatives to harmful chemical fertilizers and pesticides? We will discuss healthier ways to treat your lawn and landscape. Soil testing and seasonal maintenance will also be covered.

CRN 32038 | Fee: $35
1 Wednesday | 9/9
6-9 PM | SSC L142

Instructor: Bettylou Sandy is owner of Bettylou's Gardening in Manchester and has offered gardening and landscaping seminars throughout CT and RI since 1987. She is also an accredited land care professional through Northeast Organic Farmers Association (NOFA) and on the board of directors for the CT Community Gardening Association and NOFA.

Dividing Perennials
Early spring is a good time to divide or transplant your perennials, shrubs and trees. Maybe you have Hostas, Lilies or other perennials that have taken over too much space in your garden. Take control and learn how to divide your valuable plants for an even more beautiful garden this year. Bring in your “clumps” or use ours in order to learn these skills, hands-on. This course will be held at MCC's Community Garden, rain or shine; shelter is available, if necessary. Materials fee: $15, payable to instructor at the beginning of class, for plants to take home.

CRN 32039 | Fee: $30
1 Saturday | 9/12
9:30 AM-noon | MCC Community Garden
Instructor: Bettylou Sandy

NEW Identifying and Removing Invasive Plants and Vines
What is the difference between poison ivy, Virginia Creeper, bittersweet, wisteria, and grapevine when there are no leaves on them? What to do with the plants that are taking over your gardens and landscape year after year? Most of these plants were brought here from other countries years ago. In this class, we will learn how to identify plants, vines, and bushes that are trying to overtake your yards and forests, then learn how to remove them and prevent them from attacking again in the future. Please note: The second session will be held, rain or shine, at MCC's Community Garden; shelter is available if necessary.

CRN 32040 | Fee: $55
1 Tuesday | 9/15 | 6-8 PM | LRC B208
1 Saturday | 9/19
9 AM-noon | MCC Community Garden
Instructor: Bettylou Sandy

Indoor Composting for the Winter Season
Composting indoors throughout the winter is a wonderful way to turn your kitchen scraps, coffee grounds and tea bags into valuable soil and fertilizer for both your indoor and outdoor plants. This process will not only avoid any odors or bugs, but can be kept in a corner or another out-of-the-way place in the home. Instructor will provide a complete in-class demonstration and handouts.

CRN 32041 | Fee: $25
1 Tuesday | 10/6
6:30-8:30 PM | GPA GP126
Instructor: Bettylou Sandy

Garlic!
Most of the garlic in our grocery stores comes from China, but did you know that garlic is an easy food to grow throughout the winter? Garlic is a bulb, planted by its cloves in October, and harvested in July. In this hands-on course, we will discuss various kinds of garlic and different places in your garden to plant the bulbs. You will then receive a practical demonstration and plant some garlic in the beds at MCC’s Community Garden. All levels of experience are welcome. Hand-outs will be provided. The course is held at MCC Community Garden, rain or shine; shelter is available, if necessary.

CRN 32042 | Fee: $30
1 Saturday | 10/10
9:30 AM-noon | MCC Community Garden
Instructor: Bettylou Sandy

Starting an Edible Schoolyard
They are becoming a vital part of American schools by providing students, faculty and parents an opportunity to grow food in their community, while incorporating skills and facts learned in the classroom. When students get their hands into soil, plant crops, and watch their food grow, they take pride in their work, focus on their learning, and begin to make healthier choices in their diet. We will cover the general concepts for starting a community garden program in public, private and home schools; details of the curriculum and its application; and resources for further assistance. Educators, administrators, parents, and gardeners are all welcome.

CRN 32043 | Fee: $30
1 Tuesday | 10/27
6-8:30 PM | LRC B208
Instructor: Bettylou Sandy
Introduction to Mandarin Chinese

This introductory course is for anyone with an interest in the Chinese language, whether for academic studies or for those traveling to China on business for pleasure. We will cover the basics of phonetics, characters, numbers, culture, and travel. You will also receive an introduction to drawing Chinese characters. Learning will combine reading, speaking, listening and writing skills. Instructor will provide handouts.

CRN 31959 | Fee: $125
6 Wednesdays | 10/14-11/18
6:30-8:30 PM | GPA GP138

Instructor: Jin Hu received his master’s degree from Shanghai University in China and his Ph.D. from the University of Toronto. He is the past president of the Chinese Culture Center of Greater Hartford, Inc.

Japanese for Beginners

For those traveling to Japan for pleasure, educational, or business purposes, learn greetings, pronunciation of the syllabic system, and how to write in Japanese, including the writing of Kanji, as well as such basic topics as numbers, the four seasons, and asking simple directions. You will also watch some Japanese videos. Handouts will be provided.

CRN 31939 | Fee: $125
6 Tuesdays | 9/8-10/13
6-8 PM | GPA GP138

Instructor: Atsuko Balon, a native speaker of Japanese, has been teaching Japan’s language and culture at MCC since 1997, and travels often to Japan.

Introduction to Spanish

Learn basic conversational Spanish grammar and vocabulary, including greetings; formal vs. informal language and when to use each; the alphabet and pronunciation; numbers; telling time; weather expressions; days of the week and months of the year; seasons; travel; and home, food, and family vocabulary. Simple sentence structures will be taught and practiced. The goal of this course is focused more on conversational skills than memorization of grammatical rules. Some aspects of the Spanish culture will also be discussed. An English/Spanish dictionary is recommended. Recommended text: Curso Primero, 2nd Edition (ISBN 1567654762), Wasserman, approximately $19, available at local or online bookstores.

CRN 31921 | Fee: $199
7 Wednesdays | 9/9-10/21
7-9 PM | GPA GP143

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

Intermediate Spanish

For students who have taken Introduction to Spanish or have some experience with the language, this course builds upon an introductory knowledge of Spanish. It covers not only the language, but also Hispanic cultures, with a continued emphasis on developing the four essential skills of listening, speaking, reading and writing. The instructor provides instructional material, which may be uploaded on a USB drive.

CRN 31926 | Fee: $145
6 Thursdays | 10/22-12/3 (does not meet 11/26)
7-9 PM | GPA GP137

Instructor: Raul Moeremans is an experienced Spanish teacher, born and raised in Argentina. As a native speaker of the language, he brings a unique perspective to the classroom. He has taught at Housatonic Community College and at high schools around the state and holds a master’s degree in Spanish from North Dallas University.

Accelerated Spanish for Travelers

We will focus our study on the Spanish language and Hispanic culture specifically related to traveling to Spanish-speaking countries. We will replicate daily social interactions and transactions through role play and other interactive exercises. Learn to apply vocabulary, grammar, short videos, and conversation to real-life situations. We will use Spanish in the classroom as much as possible. The instructor provides instructional material, which may be uploaded on a USB drive.

CRN 31927 | Fee: $50
2 Thursdays | 12/10-12/17
7-9 PM | GPA GP137

Instructor: Raul Moeremans

French for Beginners

Learn the basic elements of the French language quickly and effectively, and begin speaking in the very first class. While learning pronunciation and basic grammar, you will soon be able to introduce yourself and your family, talk about hobbies and interests, learn numbers, tell time, talk about the weather, and many other fun and useful topics. Required text: French is Fun, Book 1 (ISBN 9781567653427), Stein & Wald, available at MCC Bookstore for approximately $25.

CRN 31937 | Fee: $205
8 Thursdays | 9/3-10/22
6-8 PM | SSC L142

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

Grazie

Buenas noches

Iubię czekoladka

Le film était drôle

Tener un día maravilloso

lubię czekoladkę
LANGUAGES

French for Beginners II
In this continuation of French for Beginners, or for anyone with prior French language experience, students will further their learning of grammar, listening and speaking skills. We will also learn types of clothing, body parts, days of the week, months of the year, dates, weather, sports, and music. The course will continue with the same required textbook used in the introductory course: French is Fun, Book 1 (ISBN 9781567653427), Stein & Wald, available at MCC Bookstore for approximately $25.

CRN 31938 | Fee: $155
6 Thursdays | 10/29-12/10 (does not meet 11/26)
6-8 PM | SSC L142
Instructor: Marianne Labergerie

Learning Polish II
Students will continue the study of Polish verbs, nouns, pronouns, adjectives, and adverbs. We will learn intermediate Polish grammatical structures and how to write a letter, as well as declensions and verb tenses: present, past and future. Students will also learn how to write a short story using the skills learned from the course. Handouts will be provided. Recommended text: an English-Polish dictionary.

CRN 31955 | Fee: $135
8 Wednesdays | 9/16-11/4
7-9 PM | GPA GP120
Instructor: Rima Martin

Introduction to Russian
Participants will learn the Russian alphabet, basic vocabulary, grammar, and Russian phonics. Soon, you will be able to exchange greetings and farewells, ask for directions, order food in a restaurant, communicate emergency needs for medical situations, and more. Russian culture will be discussed throughout the course. Handouts will be provided. Recommended text: an English-Russian dictionary.

CRN 31956 | Fee: $135
8 Thursdays | 9/17-11/5
7-9 PM | GPA GP120
Instructor: Rima Martin

Advanced German
For students who have completed Beginning German I and II, or if you have a year or more of college-level German language study, this course includes intermediate/advanced grammar and a variety of activities in German, such as stories, news, movies, poems, and music. Information about the recommended textbook, for approximately $40, will be provided at the first class.

CRN 31936 | Fee: $240
10 Tuesdays | 9/15-11/17
7-9 PM | GPA GP139
Instructor: Elizabeth Baumbach

Conversational Polish for Beginners
Learn the fundamentals of the Polish language, with an emphasis on basic conversation and role-playing in a very friendly and supportive environment. Discussions on different aspects of Poland, including its culture, literature, and history, will enhance the learning experience. Handouts will be provided. Recommended text: an English-Polish dictionary.

CRN 31950 | Fee: $135
8 Wednesdays | 9/16-11/4
7-9 PM | GPA GP139
Instructor: Rima Martin

Introduction to Sign Language
American Sign Language (ASL) is the sign language that most profoundly deaf and born-deaf people use when communicating with each other. Some people with verbal difficulties also use it to communicate. It is not the same as signed English. It has its own syntax and grammar, making it a bona fide language. You will learn grammatical features, vocabulary, and expressive and receptive conversational ASL skills. You will also learn some of the culture of the deaf community, a brief history of ASL, and the relationship of ASL to other forms of signing. It is a (quiet) beautiful language! Come join us for some fun, while learning this amazing language. Required text: Signing Naturally (Student Workbook, Level 1) (ISBN 9781581211276), Smith, Lenz & Mikos, available at MCC Bookstore, for approximately $80.

CRN 31925 | Fee: $175
6 Wednesdays | 11/4-12/16 (does not meet 11/25)
7-9 PM | GPA GP143
Instructor: Carolyn Robins

Beginning German
Do you have German ancestry? Business connections with Germany? Or maybe you’re traveling to Germany? Would you like to understand Schubert’s Lieder? This introductory course will focus on all aspects of spoken and written German, with an emphasis on basic grammar, conversation, and vocabulary useful to a traveler in Germany. Required text: Learn German the Fast and Fun Way (ISBN 9781438074955), Barron’s, available at MCC Bookstore for approximately $30.

CRN 31935 | Fee: $240
10 Thursdays | 9/17-11/19
7-9 PM | GPA GP139
Instructor: Elizabeth Baumbach

Introduction to Polish
Participants will learn the basics of the Polish language, with an emphasis on basic conversation and role-playing. Discussions on different aspects of Poland, including its culture, literature, and history, will enhance the learning experience. Handouts will be provided. Recommended text: an English-Polish dictionary.

CRN 31951 | Fee: $135
8 Wednesdays | 9/16-11/4
7-9 PM | GPA GP139
Instructor: Rima Martin

Conversational Polish for Beginners
Learn the fundamentals of the Polish language, with an emphasis on basic conversation and role-playing in a very friendly and supportive environment. Discussions on different aspects of Poland, including its culture, literature, and history, will enhance the learning experience. Handouts will be provided. Recommended text: an English-Polish dictionary.

CRN 31950 | Fee: $135
8 Wednesdays | 9/16-11/4
7-9 PM | GPA GP139
Instructor: Rima Martin

Introduction to Sign Language
American Sign Language (ASL) is the sign language that most profoundly deaf and born-deaf people use when communicating with each other. Some people with verbal difficulties also use it to communicate. It is not the same as signed English. It has its own syntax and grammar, making it a bona fide language. You will learn grammatical features, vocabulary, and expressive and receptive conversational ASL skills. You will also learn some of the culture of the deaf community, a brief history of ASL, and the relationship of ASL to other forms of signing. It is a (quiet) beautiful language! Come join us for some fun, while learning this amazing language. Required text: Signing Naturally (Student Workbook, Level 1) (ISBN 9781581211276), Smith, Lenz & Mikos, available at MCC Bookstore, for approximately $80.

CRN 31925 | Fee: $175
6 Wednesdays | 11/4-12/16 (does not meet 11/25)
7-9 PM | GPA GP143
Instructor: Carolyn Robins

Beginning German
Do you have German ancestry? Business connections with Germany? Or maybe you’re traveling to Germany? Would you like to understand Schubert’s Lieder? This introductory course will focus on all aspects of spoken and written German, with an emphasis on basic grammar, conversation, and vocabulary useful to a traveler in Germany. Required text: Learn German the Fast and Fun Way (ISBN 9781438074955), Barron’s, available at MCC Bookstore for approximately $30.

CRN 31935 | Fee: $240
10 Thursdays | 9/17-11/19
7-9 PM | GPA GP139
Instructor: Elizabeth Baumbach

Introduction to Polish
Participants will learn the basics of the Polish language, with an emphasis on basic conversation and role-playing. Discussions on different aspects of Poland, including its culture, literature, and history, will enhance the learning experience. Handouts will be provided. Recommended text: an English-Polish dictionary.

CRN 31951 | Fee: $135
8 Wednesdays | 9/16-11/4
7-9 PM | GPA GP139
Instructor: Rima Martin

Conversational Polish for Beginners
Learn the fundamentals of the Polish language, with an emphasis on basic conversation and role-playing in a very friendly and supportive environment. Discussions on different aspects of Poland, including its culture, literature, and history, will enhance the learning experience. Handouts will be provided. Recommended text: an English-Polish dictionary.

CRN 31950 | Fee: $135
8 Wednesdays | 9/16-11/4
7-9 PM | GPA GP139
Instructor: Rima Martin

Introduction to Sign Language
American Sign Language (ASL) is the sign language that most profoundly deaf and born-deaf people use when communicating with each other. Some people with verbal difficulties also use it to communicate. It is not the same as signed English. It has its own syntax and grammar, making it a bona fide language. You will learn grammatical features, vocabulary, and expressive and receptive conversational ASL skills. You will also learn some of the culture of the deaf community, a brief history of ASL, and the relationship of ASL to other forms of signing. It is a (quiet) beautiful language! Come join us for some fun, while learning this amazing language. Required text: Signing Naturally (Student Workbook, Level 1) (ISBN 9781581211276), Smith, Lenz & Mikos, available at MCC Bookstore, for approximately $80.

CRN 31925 | Fee: $175
6 Wednesdays | 11/4-12/16 (does not meet 11/25)
7-9 PM | GPA GP143
Instructor: Carolyn Robins

Beginning German
Do you have German ancestry? Business connections with Germany? Or maybe you’re traveling to Germany? Would you like to understand Schubert’s Lieder? This introductory course will focus on all aspects of spoken and written German, with an emphasis on basic grammar, conversation, and vocabulary useful to a traveler in Germany. Required text: Learn German the Fast and Fun Way (ISBN 9781438074955), Barron’s, available at MCC Bookstore for approximately $30.

CRN 31935 | Fee: $240
10 Thursdays | 9/17-11/19
7-9 PM | GPA GP139
Instructor: Elizabeth Baumbach

Introduction to Polish
Participants will learn the basics of the Polish language, with an emphasis on basic conversation and role-playing. Discussions on different aspects of Poland, including its culture, literature, and history, will enhance the learning experience. Handouts will be provided. Recommended text: an English-Polish dictionary.

CRN 31951 | Fee: $135
8 Wednesdays | 9/16-11/4
7-9 PM | GPA GP139
Instructor: Rima Martin

Conversational Polish for Beginners
Learn the fundamentals of the Polish language, with an emphasis on basic conversation and role-playing in a very friendly and supportive environment. Discussions on different aspects of Poland, including its culture, literature, and history, will enhance the learning experience. Handouts will be provided. Recommended text: an English-Polish dictionary.

CRN 31950 | Fee: $135
8 Wednesdays | 9/16-11/4
7-9 PM | GPA GP139
Instructor: Rima Martin

Introduction to Sign Language
American Sign Language (ASL) is the sign language that most profoundly deaf and born-deaf people use when communicating with each other. Some people with verbal difficulties also use it to communicate. It is not the same as signed English. It has its own syntax and grammar, making it a bona fide language. You will learn grammatical features, vocabulary, and expressive and receptive conversational ASL skills. You will also learn some of the culture of the deaf community, a brief history of ASL, and the relationship of ASL to other forms of signing. It is a (quiet) beautiful language! Come join us for some fun, while learning this amazing language. Required text: Signing Naturally (Student Workbook, Level 1) (ISBN 9781581211276), Smith, Lenz & Mikos, available at MCC Bookstore, for approximately $80.

CRN 31925 | Fee: $175
6 Wednesdays | 11/4-12/16 (does not meet 11/25)
7-9 PM | GPA GP143
Instructor: Carolyn Robins
COMPUTER TECHNOLOGY

Bookkeeping Introduction
CRN 31605 | Fee: $99
2 Thursdays | 9/17-9/24
6-9 PM | MCC on Main
Instructor: Gene Turley
For full course description, see page 15.

iPod Series I:
Exploring your iPod
CRN 31629 | Fee: $25
1 Thursday | 10/8
6-8 PM | MCC on Main
Instructor: Deborah Herman
For full course description, see page 26.

iPad Series II:
Exploring Photos & Videos
CRN 31630 | Fee: $25
1 Thursday | 10/15
6-8 PM | MCC on Main
Instructor: Deborah Herman
For full course description, see page 26.

iPad Series III:
Exploring Productivity Apps
CRN 31631 | Fee: $25
1 Thursday | 10/22, 6-8 PM | MCC on Main
Instructor: Deborah Herman
For full course description, see page 26.

Social Media for Everyone
CRN 31907 | Fee: $25
1 Friday | 10/30
6-8 PM | MCC on Main
Instructor: Deborah Herman
For full course description, see page 22.

Building Your Facebook Page to Promote Business
CRN 31908 | Fee: $25
1 Thursday | 11/5
6-8 PM | MCC on Main
Instructor: Deborah Herman
For full course description, see page 22.

Branding Your Business on the Web with Facebook and Twitter
CRN 31632 | Fee: $30
1 Thursday | 11/12
6-8 PM | MCC on Main
Instructor: Deborah Herman
For full course description, see page 23.

For Information on the Viscogliosi Entrepreneurship Center see page 70.
MCC ON MAIN

MANCHESTER COMMUNITY COLLEGE
ARTS AND EDUCATION CENTER
903 Main Street | Manchester

ART

Introduction to Abstract Expressionism
CRN 31881 | Fee: $145
6 Wednesdays | 9/16-10/21
1-3 PM | MCC on Main
Instructor: Zbigniew Grzyb
For a full course description, see page 7.

Dynamic Discovery through Doodling
CRN 32020 | Fee: $50
2 Saturdays | 10/17-10/24
11:30 AM-1:30 PM | MCC on Main
Instructor: Stacey Jill Zackin
For a full course description, see page 9.

BUSINESS/ART

NEW Entrepreneurship for the Emerging Artist
CRN 31880 | Fee: $85
4 Tuesdays | 10/6-10/27
6-8 PM | MCC on Main
Instructor: Lisa Louise Arnold
For a full course description, see page 66.

Antiques and Collectibles Appraisal “Road Show”
CRN 31877 | Fee: $20
1 Sunday | 9/13
1-3 PM | MCC on Main
CRN 31886 | Fee: $20
1 Sunday | 10/18
1-3 PM | MCC on Main
Instructor: Ralph Labozzo
For a full course description, see page 35.

CURRENT EVENTS

Connecticut Fall Town Meeting
CRN 31868 | Fee: $55
6 Fridays | 9/11-10/16
11:30 AM-1 PM | MCC on Main
Instructor: Charles F. J. Morse
For a full course description, see page 30.

YOGA

NEW Mindful Yoga for Veterans
CRN 31945 | Fee: $85
8 Wednesdays | 9/16-11/4
6-7 PM | MCC on Main
Instructor: Nanette Tummers
For a full course description, see page 11.

WRITING & LITERATURE

MCC Reads Downtown
CRN 31869 | Fee: $20
5 Thursdays | 9/10; 10/8; 10/29; 11/19 & 12/17
6-7 PM | MCC on Main
Instructors: Paula Pini; Patricia Ronalter; and Katherine Noonan
For a full course description, see page 73.

Poetry for Poets
CRN 31871 | Fee: $105
6 Saturdays | 9/12-10/17
11:30 AM-1:30 PM | MCC on Main
Instructor: John Surowiecki
For a full course description, see page 72.

DEHN GALLERY

“Violent Nature”
August 20 – October 3
Opening: Thursday, August 27, 6–8 PM

“Homecoming MCC Alumni Exhibition”
October 27 – December 16
Opening: Thursday, November 19, 6-8 PM

“Merry Mix Up Shop”
November 10 – December 16
Opening: TBA

Ongoing Exhibits in the Loop Gallery (Rear Hallways)
**NEW** Introduction to Saxophone

Would you like to take your saxophone playing to the next level? Improve your sound through work on the fundamentals, such as breathing, embouchure formation, and tone production. Personalized exercises and solo excerpts will help you to explore classical, jazz, and other styles of music. This course is designed for those with music-reading ability and at least three months’ experience on the instrument. Students should bring to class a working saxophone - soprano, alto, tenor or baritone - with neck-strap, mouthpiece, and reeds. Handouts will be provided. If you have any questions about the class, you may email the instructor at max@maxschwimmer.com.

CRN 32031 | Fee: $190
8 Mondays | 10/5-11/23
6:30-8:30 PM | VIL 3 V131

Instructor: Max Schwimmer earned his master's degree in music in saxophone performance from The Hartt School at the University of Hartford and bachelor's in saxophone performance at Arizona State University. He is co-founder and tenor saxophonist for the acclaimed Asylum Quartet, whose classical performances have been praised for their “nonstop virtuoso skills.” He has also performed with the Juilliard Orchestra, U.S. Coast Guards Band, and the International Opera Theater.

**NEW** Djembe Drumming for Beginners

This interactive session conveys basic skills and concepts to play comfortably and musically on djembe drums. You’ll take home ways to create joyous rhythms that are based in an oral tradition as taught by the legendary West African drummer, Dr. Babatunde Olatunji. Handouts with Dr. Olatunji’s spoken patterns and “BB’s Common Household Rhythms” will be given. You’re encouraged to bring an audio recorder. Please bring your djembe. If you don’t have one, the instructor will provide a drum for up to six people who indicate their need when registering. This course is appropriate for both teens (at least 14 years old) and adults.

CRN 32027 | Fee: $25
1 Tuesday | 9/15
6:30-9 PM | VIL 2 V127

Instructor: Bob Bloom received certification as a “Master Teaching Artist” by The Connecticut Office of the Arts in 1997. For more than a decade, he performed as a member of Dr. Babatunde Olatunji’s internationally renowned drumming and dance troupe, “Drums of Passion” at venues including Lincoln Center, Jorgenson Hall, The Metropolitan Museum of Art, and The Washington Monument. He served from 2007 to 2010 as chair of the Interactive Drumming Committee of The Percussive Arts Society, the largest percussion organization in the world.

**Beginner Drum Group**

For beginner drummers, this class will cover proper technique, learning how to read rhythms, drum rudiments, basic 4-way drum independence, basic drum beats for Rock and other styles, and drum fills. Students need to bring drum sticks and a manuscript book. A drum pad is recommended; available for sale by the instructor (approximately $25-$60). **Please note: the course meets at The Woodshed, 1720 Ellington Rd., South Windsor, CT.**

CRN 32028 | Fee: $70
4 Thursdays | 10/1-10/22 | 6:30-7:30 PM

Instructor: Jay Wood studied in the Jazz Studies/Percussion program at the University of North Texas, has 20 years of professional performance experience, nearly 15 years of teaching experience, and is proficient in all styles of drumming, including rock, funk, R&B, jazz, New Orleans, and reggae. He owns and operates a drum studio in South Windsor, The Woodshed.

**Introduction to Classical Guitar:**

**Free Information Session**

Interested in learning classical guitar? Come meet your instructor and find out more about what the course involves. Included in this session will be a recital by the instructor. The course is FREE, but registration is required.

CRN 32011 | Fee: FREE
1 Monday | 9/14
7:30-8:30 PM | GPA GP152

Instructor: Nick Cutroneo earned a master of music in classical guitar performance and Suzuki Pedagogy from the Hartt School of Music. He teaches at the Suzuki Music School, MusicMakers Academy, and at the University of Connecticut’s Community School of the Arts.

**Introduction to Classical Guitar**

Learn the basics of fingerstyle classical guitar technique and note reading. This class is for beginners to music and guitar, as well as people who want to learn classical technique and develop their reading skills. You will learn to play simple and familiar melodies, basic accompaniment patterns and a simple classical guitar piece. Some break-out sessions, with an opportunity to work individually and in small groups with the instructor, will be included as part of the course. Required text: A Modern Approach to Classical Guitar, Vol. 1, 2nd Edition (ISBN 9780793570652), available at MCC Bookstore for approximately $7.

CRN 32013 | Fee: $75
6 Mondays | 11/2-12/7
7:30-8:30 PM | GPA GP152

Instructor: Nick Cutroneo

**Beginning Guitar**

By learning five easy chords and two strumming techniques, you can play dozens of familiar tunes in folk, rock, country, R&B, and pop styles. Instructional handouts and music sheets with words and chords are provided. Learn tuning, how to transpose keys, basic music theory, including the Nashville Number Theory, and how to use a capo. If you are left-handed, it is recommended that you learn to play right-handed. Please bring your acoustic or electric guitar to all classes. Handouts are provided.

CRN 31960 | Fee: $185
8 Wednesdays | 9/30-11/18
7:30-9 PM | GPA GP139

Instructor: Don Donegan
The Magic of Fingerstyle Guitar

Fingerstyle, or finger-picking guitar playing, is a wonderfully flexible technique that can be applied equally to rock, folk, new age, classical, flamenco, Latin and jazz styles. Learning this creative approach of fingerstyle playing will allow you to perform at a higher level. Whether your focus is on Bach or Hendrix, you will learn how fingerpicking techniques apply to steel, nylon stringed instruments, and electric guitars. Required text: Basic Guitar Writing Book (ISBN 1890281131), Santorella, available at MCC Bookstore, for approximately $7. Prerequisite: Beginning or Continuing Guitar, or some guitar playing experience.

CRN 31972 | Fee: $135
6 Mondays | 10/5-11/9
7:15-8:45 PM | GPA GP138

Instructor: David Giardina performs professionally in many musical styles and in various venues, including a Beatles cover band in the 1960s, and has taught guitar privately for more than 20 years. He is also a bandleader, composer, arranger, and artistic director of the Connecticut Guitar Society.

Playing the Ukulele

The ukulele is the hippest thing going! This small, four-stringed instrument is a great complement to any musical activity, especially at pre-schools, senior centers, hospitals, and nursing homes, as well as parties and playing with friends. This introductory course will focus on easy chords and simple tunes, and provide a foundation for future playing and entertaining. Music will be taught using chord charts. Students are expected to bring their own instrument. Required text: Mel Bay's You Can Teach Yourself Ukulele (ISBN 9781562224547), available at MCC Bookstore for approximately $11.

CRN 32025 | Fee: $70
4 Mondays | 11/2-11/23
7-9 PM | GPA GP126

Instructor: James Hammitt teaches banjo, guitar, mandolin, and violin, and performs as a solo act and with the duo "RJ" in venues throughout Connecticut and New Hampshire. He also offers workshops in guitar repair for Song-a-Day Music Center in Coventry.

Vocal Instruction

Participants will learn breathing techniques, vocal warm-up exercises, vocal strengthening exercises, and how to identify and expand vocal range. This course includes ear, diction, rhythm, harmony training, and basic music theory. The ability to read music is not necessary. Aspiring vocalists will discover proper body posture, and performance and voice-maintenance tips. With these new skills, you'll be able to sing a dozen or so songs, with guitar accompaniment, from the instructor’s “Song Request List” of more than 250 pop, oldie, rock or country titles. A vocal evaluation, with suggestions for improvement, will be included for each student. Participants must be at least 12 years old.

CRN 31961 | Fee: $115
6 Mondays | 10/26-11/30
7-8:15 PM | GPA GP139

Instructor: Don Donegan

Harmonica for Beginners

The harmonica is one of the easiest and most rewarding instruments one can play. It comes in different keys, and all operate the same way. Students will learn the scale, tongue and lip techniques, some basic music theory, as well as several songs from the instructor’s Song Request List, which can be viewed at www.dondonegan.com. It is recommended that students buy a G harmonica (not the chromatic type) and plan to spend about $30. Hohner is a recommended brand. Students with questions about which harmonicas to buy may call the instructor at 860-659-8992. Participants must be at least 12 years old.

CRN 31962 | Fee: $60
4 Mondays | 11/9-11/30
8:30-9:30 PM | GPA GP139

Instructor: Don Donegan

Beginning Piano

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. Attention is given to use of electronic keyboards for those who have them. Enrollment is limited, so please register early. If you need to rent an instrument or have a question about your skill level, please contact the instructor by leaving a message with Continuing Education at 860-512-2800. Required text: Alfred’s Basic Adult Piano Course, Level One (ISBN 9780882846163), available at MCC Bookstore for approximately $10.

CRN 32000 | Fee: $205
6 Saturdays | 9/19-10/24
10 AM-noon | VIL 2 V117

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.

NEW The Beatles for Acoustic Guitar

Did you ever want to pick up your guitar and play a song by the most influential band of all time? Well, it’s easier than you may think! The Beatles’ songs have much variety across different styles, yet most can be played on acoustic guitar. Learn intros and basic strumming and fingerstyle played by John, George and Paul. Music will be in tab with chord symbols and suited to any level above beginner. Handouts will be provided.

CRN 31973 | Fee: $135
6 Tuesdays | 10/6-11/10
7:15-8:45 PM | GPA GP142

Instructor: David Giardina
Beginning Strings: Violin, Viola or Cello
This course is for high school students and adults who have not played the instrument before. Learn the basic technique for playing violin, viola or cello, a few traditional tunes, a beginning fiddle tune, and how to care for your instrument. This beginner’s course promises to be fun and supportive. If you need to rent an instrument, please contact the instructor by leaving a message with Continuing Education at 860-512-2800. Students should also bring a music stand Recommended textbook: Essential Elements 2000, Book 1 for Violin, Viola, or Cello, Hal Leonard Publishing, available at your local music store, for approximately $10.

CRN 31942 | Fee: $105
10 Saturdays | 9/19-11/21
9:45-10:45 AM | GPA GP137
Instructor: Martha Hayes

Intermediate Strings: Violin, Viola or Cello
For students who have Beginning Strings I with ease. If you need to rent an instrument or have a question about your skill level, please contact the instructor by leaving a message with Continuing Education at 860-512-2800. Students should also bring a music stand Recommended textbook: Essential Elements 2000, Book 2 for Violin, Viola, or Cello, Hal Leonard Publishing, available at your local music store, for approximately $10.

CRN 31943 | Fee: $105
10 Saturdays | 9/19-11/21
11 AM-noon | GPA GP137
Instructor: Martha Hayes

Advanced Strings: Violin, Viola or Cello
This course is a continuation of Intermediate Strings, or for any student with previous experience playing a string instrument on all four strings in the major keys of D, G, and C. We will play more in flat keys and minor keys, and incorporate more complicated rhythms, bowing, and meters. We will also start to explore shifting third and 2nd positions. A portion of each class will be devoted to ensemble performance. Students should also bring a music stand Recommended textbook: Essential Techniques for Violin, Viola, or Cello, Hal Leonard Publishing, available at your local music store, for approximately $8.

CRN 31944 | Fee: $105
12:15-1:15 PM | GPA GP137
Instructor: Martha Hayes

Intermediate Piano
A continuation of Beginning Piano, or for any student who has some prior piano experience, in this course, students will learn transposing, harmonization, composition, and sight-reading. These skills, plus much more, will be developed in this diverse and creative class. Students must have knowledge of sharps and flats, and the ability to play two-hand music. If you need to rent an instrument or have a question about your skill level, please contact the instructor by leaving a message with Continuing Education at 860-512-2800. Required text: Alfred’s Basic Adult Piano Course, Level One (same book as Beginning Piano), available at MCC Bookstore. Prerequisite: Beginning Piano.

CRN 32001 | Fee: $135
4 Saturdays | 10/31-11/21
10 AM-noon | VIL 2 V117
Instructor: Ruth O’Neil

Music Recording, Publishing, Marketing, and Publicity
Get your music on a record label—or even your own record label. Discover free tools to create your CD and have your music available online through Amazon, iTunes, Google, Facebook, MySpace, Spotify, eMusic, iHeartRadio, and other places. Also learn how to create the album cover and sound with high quality and reach your audience with best marketing and publicity tactics. An informative handout is provided.

CRN 31892 | Fee: $30
1 Saturday | 10/17
9 AM-noon | GPA GP214
Instructor: David Uhl

NEW    Beginner Music Theory
Students will learn the fundamentals of music theory and basic skills, such as reading music, scales, chords, intervals, and basic ear training. Handouts will be provided. This class is appropriate for students with any amount of musical experience; no background on an instrument is necessary.

CRN 32029 | Fee: $65
6 Mondays | 9/21-10/26
6:15-7:30 PM | GPA GP215
Instructor: David Uhl

NEW    Get Jazzed Up!: The History and Contribution of Jazz
Come learn about the fascinating history of jazz and its seminal players and performers across the many decades. We will cover its musical periods, trends, influences, and styles, beginning with the late 1880s and up to the present day, including audio references and in-class listening to some of the key artists, such as Louis Armstrong, Ella Fitzgerald, John Coltrane, and Duke Ellington. Be illuminated with this musical genre that many consider to be America’s greatest artistic contribution to the world!

CRN 32030 | Fee: $65
6 Mondays | 9/21-10/26
7:45-9 PM | GPA GP215
Instructor: David Uhl

NEW    Intermediate Music Theory
Students will learn the fundamentals of music theory and basic skills, such as reading music, scales, chords, intervals, and basic ear training. Handouts will be provided. This class is appropriate for students with any amount of musical experience; no background on an instrument is necessary.

CRN 31943 | Fee: $105
10 Saturdays | 9/19-11/21
11 AM-noon | GPA GP137
Instructor: Martha Hayes

NEW    Advanced Music Theory
Students will learn the fundamentals of music theory and basic skills, such as reading music, scales, chords, intervals, and basic ear training. Handouts will be provided. This class is appropriate for students with any amount of musical experience; no background on an instrument is necessary.

CRN 31944 | Fee: $105
12:15-1:15 PM | GPA GP137
Instructor: Martha Hayes

NEW    Music Theory for the Performing Arts Student
Students will learn the fundamentals of music theory and basic skills, such as reading music, scales, chords, intervals, and basic ear training. Handouts will be provided. This class is appropriate for students with any amount of musical experience; no background on an instrument is necessary.

CRN 32028 | Fee: $65
6 Sundays | 9/20-10/18
2:15-3:15 PM | GPA GP215
Instructor: David Uhl
NEW The mature Marx Brothers
The early Marx Brothers Paramount Studios movies – The Cocoanuts, Animal Crackers, Monkey Business, Horsefeathers and Duck Soup – are cinematic masterpieces. But the later films aren’t chopped liver either! Focus in this class will be on the brothers’ collaboration with MGM producer Irving Thalberg – A Night at the Opera and A Day at the Races, which Groucho believed to be their best movies – as well as later, not often seen, films, such as Go West and The Big Store. Be prepared to laugh a lot!

CRN 31782 | Fee: $5
1 Friday | 9/11
noon-1:30 PM | AST E202
Instructor: John Surowiecki is the author of four books and six chapbooks of poetry and instructor of the Poetry for Poets course at MCC.

NEW The Silk Road – Monday Edition
In this course we will take a look at the old trade route that has fascinated people for centuries: the Silk Road! This road was the cultural bridge between China, India, Persia, Arabia, and Europe. This session will focus on the six regions of China, giving participants a glimpse into the culture, traditions, and foods of the different regions while exploring the importance of the route.

CRN 31783 | Fee $5
1 Monday | 9/14
noon-1:30 PM | SSC L240
Instructor: Anita Ferron has been a Family and Consumer Sciences teacher at Daniel Hand High School in Madison, CT for more than 30 years. She received her B.S. in home economics from the University of Wisconsin, and has studied culinary techniques in New Delhi (India), Bangkok (Thailand), The Connecticut Culinary Institute, and the New School in New York.

NEW 16 Minutes to Live: The Sinking of the Lusitania
The British ocean liner, RMS Lusitania, was renowned for its luxurious accommodations and speed. On May 1, 1915, the ship left port in New York for Liverpool to make her 202nd trip across the Atlantic. On May 7, Captain William Thomas Turner slowed speed to the ocean liner because of fog and traveled in a predictable line, increasing the ship’s visibility and vulnerability to German U-boats. Come hear the fate of the great ship and how this tragedy brought the U.S. into World War I.

CRN 31785 | Fee $5
1 Friday | 9/25
noon-1:30 PM | AST E202
Instructor: Jason Scappaticci has a B.A. in History from Utica College and an M.A. in American Studies from Trinity College. He is the Director of Transitional Programs at MCC, active in local politics, and has served on the Manchester Board of Education since 2011.

NEW World Travel Photography: Bavaria and the Imperial Capitols of Europe
Explore Eastern Europe with an award-winning photographer. Images will include city scenes, churches and mosques, river scenery, markets and more! For travel and photography enthusiasts alike! Discussion will include techniques, cameras, and lenses used in the shots of the presentation.

CRN 31786 | Fee $5
1 Friday | 10/2
noon-1:30 PM | AST E202
Instructor: Mallorie Ostrowitz holds a B.A. in fine arts from Queens College and an M.F.A. from Lehman College. Her photography has been widely exhibited throughout the U.S. and can be viewed on her website: www.mallorieostrowitz.com.

NEW Control and Conquer: Malaria Worldwide
In 2013 there were 198 million cases of malaria worldwide. We’ll examine the epidemiology of malaria, including its effect on poverty, options for prevention, eradication, and discuss the progress being made, as well as the outlook for the future.

CRN 31787 | Fee: $5
1 Friday | 10/2
noon-1:30 PM | AST E202
Instructor: Barbara King has an M.A. in history, has taught high school and college history and psychology, and has been a trainer in business and state government.

NEW Who Was Christopher Columbus?
Christopher Columbus has achieved almost mythic status in world history. In this informal look, we’ll discuss some little known facts about the adventurer and ponder some of the issues and controversy that continue to fascinate over 500 years after his death. Come and find out more about Columbus “the legend” and Columbus the man.

CRN 31788 | Fee $5
1 Friday | 10/16
noon-1:30 PM | AST E202
Instructor: David Garnes earned his master of library science and master of arts from Columbia University.
NEW A System’s Approach to Improving Memory

In addition to learning how to improve your memory through a “systems” approach, such as using practical mnemonic tools and just plain “good old” self-discipline, participants will learn how to access a variety of sources that describe behaviors related to memory concerns. The latest research on memory and aging will also be shared as it relates to what is considered to be “normal” memory issues and those issues related to the pathology of Alzheimer’s or Parkinson’s. Attendees will be given resources to read, websites to visit, and hints on how to use personal phone (or I-pad) to assist you in becoming more efficient in daily activities.

CRN 31789 | Fee $5
1 Friday | 10/23
noon-1:30 PM | AST E202

Instructor: Paul Lupia holds a degree in psychology and M.A. in educational psychology.

NEW Reflections and Memories of World War II

2015 marks the 70th anniversary of the end of World War II, a devastating human conflict that is often referred to as “the good war.” Since 1945, world peace has endured, despite numerous conflicts at managed scales, but the memories of WWII remain strong among older generations. Younger generations have varied feelings toward the post-WWII settlements, which is felt most strongly among some Asian societies. This lecture looks at how the WWII settlements have shaped major currents of thought and policy positions in major Asian nations during the last seven decades.

CRN 31790 | Fee $5
1 Friday | 10/30
noon-1:30 PM | AST E202

Instructor: Guocun Yang is a history professor at MCC.

NEW Death With Dignity?

Connecticut has come close to enacting its own law – and would have joined Washington, Oregon, and Vermont, however, the bill got squashed again in the General Assembly. Despite a majority favoring the law in Connecticut, a number of groups, RC bishops and advocates for the severely disabled among them, have blocked its pathway. An interesting topic from a number of points, to be discussed in this course.

CRN 31791 | Fee $5
1 Friday | 11/6
noon-1:30 PM | AST E202

Instructor: Malcolm F. Barlow is a partner in the Manchester law firm of Barlow & Murphy, LLP, and is a past president of the Manchester Bar Association. He is a member of the National Association of Elder Law Attorneys.

NEW What Makes a Theatre Production Work?

Welcome to the exciting world of theatre...behind the scenes! Learn more about how producers and directors choose a show, how a production is developed and casted, and what responsibilities a director has from the point of concept all the way to staging. What goes into the roles of the key players: stage managers, the stage crew, set designers and more! Move to the front of the house with the help of special guest speaker, James St. Pierre, of the Little Theatre of Manchester, for the inside scoop on ticketing, marketing, customer relations, training of staff, ushering and show settlement. Your theatre experience won’t be the same again!

CRN 31792 | Fee: $5
1 Friday | 11/13
noon-1:30 PM | AST E202

Instructor: Gloria Tromley is a theatre and education professional with a master’s degree in theatre arts. She has produced, directed, and choreographed well over a 100 shows for a wide range of theatre companies.

NEW Berlin Wall: 1961-1995

From 1961 to 1995, the Berlin Wall divided the German Democratic Republic. In this session, we’ll examine the period of the wall and the time since its fall. The wall, including guard towers, was surrounded by East Germany and cut off Berlin from West Germany. It came to symbolize the “Iron Curtain” that separated Western Europe and the Eastern Bloc during the Cold War. In practice, the wall served to prevent the massive emigration and defection that marked East Germany and the communist Eastern Bloc during the post-WWII period. Berlin has been reunited into one city but still bears the scars.

CRN 31793 | Fee $5
1 Friday | 11/20
noon-1:30 PM | AST E202

Instructor: Barbara King

NEW Discovering the Haiku

OHAYOU! Travel to the world of Japan to discover the diverse culture, including the Haiku – an unrhymed three-line poem which is based on the traditional Japanese poetic form. Share with us an afternoon of creative writing and inspiration while sipping tea!

CRN 31794 | Fee $5
1 Friday | 12/4
noon-1:30 PM | AST E202

Instructor: Rosemary Feehan-Huff Rosemary Feehan-Huff is a graduate of CCSU, earning a B.A. in English/TESOL and an M.S. in Bilingual, Cultural and Urban Education. She also has a 6th year in Bilingual Multicultural Education from UCONN.

NEW The Native Americans of New England: ME and VT Tribes

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

CRN 31795 | Fee $5
1 Friday | 12/11
noon-1:30 PM | AST E202

Instructor: Barbara King

NEW Where There’s a Will, There’s a Way: The Nuts and Bolts of the Need and Making of a Last Will and Testament

No one wants to think about making a will but consider the alternative! Make the decisions now and spare the family the questions. Make sure your directives are followed. This session will include information on the requirements and procedures for getting your will drafted and put in place. In addition, a quick introduction will be provided for some other directives that can simplify your life while you are still alive!

CRN 31796 | Fee $5
1 Friday | 12/18
noon-1:30 PM | AST E202

Instructor: Frederick Odell has been a practicing attorney for 46 years and Adjunct Professor at MCC for more than 12 years. He has been recognized for his pro bono work by the Connecticut Bar Association and has served as president and active board member for several charitable organizations.
Fact versus Fiction: What Foods Are Right for You?

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

CRN 32023 | Fee: $25
1 Thursday | 10/8
7-9 PM | GPA GP137

Instructor: Dr. Marie Mammone is a naturopathic physician at Naturopathic & Acupuncture Health Center in Wethersfield. She has also been involved with family nutrition for more than 20 years.

Cholesterol: Friend or Enemy?

The most common drugs currently prescribed for “high cholesterol” are called statins, and they represent a $29 billion business worldwide. The medical claim that lowering LDL is beneficial in fighting cardiovascular disease (CVD) is contradictory to the research and results that we have seen for the past 10 years. It may not be in your best interest to lower your cholesterol levels! Many studies show that people with high cholesterol live longer and have fewer heart conditions than those with low cholesterol and that high cholesterol does not predict all causes of mortality. More to the point, to prevent potential cardiovascular disease, it is essential to lower your exposure to oxidation and inflammation. Learn the facts about cholesterol, heart health and how to stay healthy.

CRN 32024 | Fee: $25
1 Thursday | 10/22
7-9 PM | GPA GP142

Instructor: Dr. Marie Mammone

YOU MAY ALSO LIKE

- Cuisine courses on pages 27-29
- Real Estate courses, as approved by the CT Real Estate Commission (Principles & Practices and Appraisal)
- Certified Nurse Aide (CNA) Program
- English as a Second Language (ESL)
- Wine Tasting
- The following Computer programs and topics: Project Management; Database; Bookkeeping and Accounting; PHP and MySQL; Social Media; Visual Basic for Applications; Web Development; Excel; and Access
- Entrepreneurship courses
- Art History and Appreciation
- Playwrighting and Screenplay Writing

COMING SOON

MCC’s Credit-Free Programs in Continuing Education Seeks Qualified* Instructors in the Following Subjects:

- Zumba® and other Fitness courses
- Poetry, Fiction, and Nonfiction writing workshops
- Local History
- Italian, Latin, Greek and Yiddish languages
- Horticulture
- Trumpet and Horn instruction
- Home and Auto Repair / Do-It-Yourself

Please visit www.manchestercc.edu/continuing-education and click on “Teaching for Continuing Education” for more information. To have an instructor packet mailed to you email Valerie Nightingale: vnightingale@manchestercc.edu.

* Master’s Degree and teaching experience required.
WELCOME TO ONLINE LEARNING!

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

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

REQUIREMENTS:
All courses require: Internet access, Email, Web browser (Explorer, Netscape, Firefox or Safari), and a computer (of any type). Some courses may have additional requirements. Please visit our Online Instruction Center for more information:
WWW.ED2GO.COM/MANCHCC

HOW TO GET STARTED:
Successful enrollment is achieved by following these three simple steps:
1. Register and pay for the course(s) using the registration form on page 77 of this catalog.
2. Complete online enrollment by visiting the Online Instruction Center at www.ed2go.com/manchcc. Use the “Browse Catalog” or “Search” feature to locate your class and to receive a course syllabus, course procedures, text and/or software requirements. Click “Enroll Now” and follow the instructions.
3. When your course starts, return to the Online Instruction Center and click the “My Classroom” link. To begin your studies, simply log in with the email address and password you created during online enrollment.

ACCOUNTING
($119 per class)

Accounting Fundamentals
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.
CRN 31245

Accounting Fundamentals II
Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.
CRN 31246

ART & ENTERTAINMENT
($119 per class)

Drawing for the Absolute Beginner
Gain a solid foundation in drawing and become the artist you’ve always dreamed you could be!
CRN 31264

Introduction to Screenwriting
Learn everything you need to know to write a great script, from structure, character creation, and dialogue to marketing and selling your screenplay.
CRN 31302

Music Made Easy
Learn the fundamentals of music theory. Be able to read, write, and play simple music.
CRN 31265

Introduction to Guitar
Master basic guitar skills and become the musician you’ve always wanted to be.
CRN 31266

BUSINESS ADMINISTRATION & MANAGEMENT
($119 per class)

Administrative Assistant Fundamentals
Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.
CRN 31243

Administrative Assistant Applications
Gain the skills and knowledge you’ll need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant.
CRN 31242

Mastering Public Speaking
Learn the secrets of effective public speaking and small group communication.
CRN 31298

Fundamentals of Supervision and Management
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.
CRN 31258

Fundamentals of Supervision and Management II
Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills.
CRN 31256

START DATES:
A new section of every online course in this catalog will begin on the following dates:
SEPTEMBER 16
OCTOBER 14
NOVEMBER 11
DECEMBER 9
ONLINE ACADEMY

Building Teams that Work
What are the secrets to managing successful teams in the workplace? Explore communication techniques and problem-solving skills that will help you get your team on track in no time.
CRN 31283

Understanding the Human Resources Function
Learn to handle basic human resource functions to ensure the best possible results.
CRN 31456

Managing Customer Service
Become indispensable to any organization by understanding how to identify and meet customer needs.
CRN 31255

Introduction to Business Analysis
Learn powerful techniques to improve your decision-making skills at work.
CRN 31450

Mastery of Business Fundamentals
Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.
CRN 31259

Distribution and Logistics Management
Learn how to improve your company’s distribution and logistics management activities, increase customer satisfaction, and improve operational throughput.
CRN 31261

Manufacturing Fundamentals
Learn the basic skills required to work in the manufacturing field.
CRN 31435

Manufacturing Applications
Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing.
CRN 31434

Project Management Fundamentals
Gain the skills you’ll need to succeed in the fast-growing field of project management.
CRN 31251

Project Management Applications
Experienced project manager teaches you tricks of the project management trade.
CRN 31249

High-Speed Project Management
Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.
CRN 31764

Purchasing Fundamentals
Improve your company’s bottom line by mastering the fundamentals of purchasing.
CRN 31247

Supply Chain Management Fundamentals
Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations.
CRN 31262

Total Quality Fundamentals
Learn the basics of total quality management.
CRN 31263

Six Sigma: Total Quality Applications
Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality.
CRN 31252

BUSINESS PLANNING & ENTREPRENEURIAL COURSES
($119 per class)

Creating a Successful Business Plan
Turn your business ideas into a solid plan for financing and long-term success.
CRN 31449

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.
CRN 31458

Start Your Own Small Business
Stop dreaming and learn how to start your own successful small business.
CRN 31461

Start Your Own Arts and Crafts Business
Learn how to start your own arts and crafts business from a professional artist.
CRN 31459

Start Your Own Gift Basket Business
Express your creativity in a fun and profitable way, by starting a home-based business as a gift basket designer.
CRN 31460

Start a Pet Sitting Business
Discover how to translate your love of animals into a fun and profitable career.
CRN 31457

Learn to Buy and Sell on eBay
Auction pros teach you how to work from home or earn extra income by buying and selling goods online.
CRN 31696

Growing Plants for Fun and Profit
An industry professional teaches you everything you need to prosper in the backyard nursery business.
CRN 31404

Start a Consulting Practice
Find out how you can earn income by sharing your training or knowledge with others.
CRN 31462

Secrets of the Caterer
Learn cooking and business secrets from a professional caterer.
CRN 31402

Wow, What a Great Event!
Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.
CRN 31244

CAREER DEVELOPMENT
($119 per class)

Résumé Writing Workshop
Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews.
CRN 31445

Twelve Steps to a Successful Job Search
World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy.
CRN 31446

Jump Start Your Career with LinkedIn
Learn how to use LinkedIn, a free and popular job search and career development tool, and gain the power of the Internet to expand your professional network.
CRN 31769

Get Assertive!
Find out how you can stop others from intimidating you or treating you poorly.
CRN 31427

Leadership
Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.
CRN 31444

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.
CRN 31430

For full course descriptions and requirements, please visit our Online Instruction Center for more information:
www.ed2go.com/manchcc
**Individual Excellence: Secrets of Career Success**  
Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.  
CRN 31257

**Achieving Success with Difficult People**  
Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.  
CRN 31280

**Merrill Ream Speed Reading**  
Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.  
CRN 31346

---

**COMPUTERS**  
($119 per class)

### Basic Computer Literacy

<table>
<thead>
<tr>
<th>Course Description</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keyboarding</td>
<td>31647</td>
</tr>
<tr>
<td>Introduction to Windows 8</td>
<td>31688</td>
</tr>
<tr>
<td>Introduction to Windows 7</td>
<td>31687</td>
</tr>
<tr>
<td>Understanding the Cloud</td>
<td>31763</td>
</tr>
<tr>
<td>Computer Skills for the Workplace</td>
<td>31648</td>
</tr>
</tbody>
</table>

### Computer Applications

<table>
<thead>
<tr>
<th>Course Description</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>What’s New in Microsoft Office 2013?</td>
<td>31690</td>
</tr>
<tr>
<td>What’s New in Microsoft Office 2010?</td>
<td>31689</td>
</tr>
<tr>
<td>Introduction to Microsoft Word 2011 for Mac</td>
<td>31655</td>
</tr>
<tr>
<td>Introduction to Microsoft Word 2013</td>
<td>31656</td>
</tr>
<tr>
<td>Introduction to Microsoft Word 2010</td>
<td>31654</td>
</tr>
<tr>
<td>Introduction to Microsoft Word 2007</td>
<td>31653</td>
</tr>
<tr>
<td>NEW Intermediate Microsoft Word 2013</td>
<td>32053</td>
</tr>
<tr>
<td>Intermediate Microsoft Word 2010</td>
<td>31658</td>
</tr>
<tr>
<td>Intermediate Microsoft Word 2007</td>
<td>31657</td>
</tr>
<tr>
<td>Introduction to Microsoft Excel 2013</td>
<td>31672</td>
</tr>
<tr>
<td>Introduction to Microsoft Excel 2010</td>
<td>31671</td>
</tr>
<tr>
<td>Introduction to Microsoft Excel 2007</td>
<td>31670</td>
</tr>
<tr>
<td>Intermediate Microsoft Excel 2013</td>
<td>31681</td>
</tr>
<tr>
<td>Intermediate Microsoft Excel 2010</td>
<td>31680</td>
</tr>
<tr>
<td>Intermediate Microsoft Excel 2007</td>
<td>31679</td>
</tr>
<tr>
<td>Advanced Microsoft Excel 2013</td>
<td>31675</td>
</tr>
<tr>
<td>Advanced Microsoft Excel 2010</td>
<td>31674</td>
</tr>
<tr>
<td>Advanced Microsoft Excel 2007</td>
<td>31673</td>
</tr>
<tr>
<td>Introduction to Microsoft Access 2013</td>
<td>31678</td>
</tr>
<tr>
<td>Introduction to Microsoft Access 2010</td>
<td>31677</td>
</tr>
<tr>
<td>Introduction to Microsoft Access 2007</td>
<td>31676</td>
</tr>
<tr>
<td>Intermediate Microsoft Access 2013</td>
<td>31684</td>
</tr>
<tr>
<td>Intermediate Microsoft Access 2010</td>
<td>31683</td>
</tr>
</tbody>
</table>

---

**Intermediate Microsoft Access 2007**  
CRN 31682

**Introduction to Microsoft PowerPoint 2013**  
CRN 31686

**Introduction to Microsoft PowerPoint 2010**  
CRN 31685

**Introduction to Microsoft Outlook 2013**  
CRN 31694

**Introduction to Microsoft Outlook 2010**  
CRN 31693

**Introduction to Microsoft Publisher 2013**  
CRN 31692

**Introduction to Microsoft Publisher 2010**  
CRN 31691

**Introduction to Microsoft Project 2013**  
CRN 31766

**Introduction to Microsoft Project 2010**  
CRN 31765

**Introduction to Adobe Acrobat X**  
CRN 31762

**Introduction to Crystal Reports**  
CRN 31759

**Introduction to QuickBooks 2015**  
CRN 31661

**Introduction to QuickBooks 2014**  
CRN 31660

**Introduction to QuickBooks 2013**  
CRN 31659

**Intermediate QuickBooks 2015**  
CRN 31666

**Intermediate QuickBooks 2014**  
CRN 31665

**Intermediate QuickBooks 2013**  
CRN 31664

**NEW QuickBooks 2015 for Contractors**  
CRN 32051

**QuickBooks 2014 for Contractors**  
CRN 31663

**QuickBooks 2013 for Contractors**  
CRN 31662

**Performing Payroll in QuickBooks 2015**  
CRN 31669

**Performing Payroll in QuickBooks 2014**  
CRN 31668

**Performing Payroll in QuickBooks 2013**  
CRN 31667
## Online Academy

### Web Page Design, Graphics & Multimedia

<table>
<thead>
<tr>
<th>Course</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating Web Pages</td>
<td>31699</td>
</tr>
<tr>
<td>Advanced Web Pages</td>
<td>31768</td>
</tr>
<tr>
<td>Creating WordPress Websites</td>
<td>31700</td>
</tr>
<tr>
<td>Creating WordPress Websites II</td>
<td>31701</td>
</tr>
<tr>
<td><strong>NEW</strong> Responsive Web Design</td>
<td>32050</td>
</tr>
<tr>
<td>Introduction to CSS3 and HTML5</td>
<td>31749</td>
</tr>
<tr>
<td>Intermediate CSS3 and HTML5</td>
<td>31750</td>
</tr>
<tr>
<td>Advanced CSS3 and HTML5</td>
<td>31698</td>
</tr>
<tr>
<td>Introduction to JavaScript</td>
<td>31697</td>
</tr>
<tr>
<td>Designing Effective Websites</td>
<td>31767</td>
</tr>
<tr>
<td>Creating jQuery Mobile Websites with Dreamweaver</td>
<td>31756</td>
</tr>
<tr>
<td>Introduction to Dreamweaver CS6</td>
<td>31724</td>
</tr>
<tr>
<td>Intermediate Dreamweaver CS6</td>
<td>31725</td>
</tr>
<tr>
<td>Achieving Top Search Engine Positions</td>
<td>31695</td>
</tr>
<tr>
<td>Introduction to Google Analytics</td>
<td>31754</td>
</tr>
<tr>
<td>Introduction to CorelDRAW X5</td>
<td>31753</td>
</tr>
<tr>
<td>Introduction to Final Cut Pro X</td>
<td>31730</td>
</tr>
<tr>
<td>Introduction to Camtasia Studio 8</td>
<td>31751</td>
</tr>
<tr>
<td>Introduction to Adobe Edge Animate</td>
<td>31758</td>
</tr>
</tbody>
</table>

### Digital Imaging & Design

<table>
<thead>
<tr>
<th>Course</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Flash CS6</td>
<td>31726</td>
</tr>
<tr>
<td>Intermediate Flash CS6</td>
<td>31727</td>
</tr>
<tr>
<td><strong>NEW</strong> Intermediate Photoshop CC</td>
<td>32049</td>
</tr>
<tr>
<td>Introduction to Illustrator CS6</td>
<td>31733</td>
</tr>
<tr>
<td>Introduction to InDesign CC</td>
<td>31731</td>
</tr>
<tr>
<td>Introduction to InDesign CS6</td>
<td>31732</td>
</tr>
<tr>
<td>Introduction to Lightroom 5</td>
<td>31771</td>
</tr>
<tr>
<td>Introduction to Lightroom 4</td>
<td>31770</td>
</tr>
<tr>
<td>Introduction to Photoshop CC</td>
<td>31734</td>
</tr>
<tr>
<td>Introduction to Photoshop CS6</td>
<td>31736</td>
</tr>
<tr>
<td>Introduction to Photoshop CS5</td>
<td>31735</td>
</tr>
<tr>
<td>Photoshop CC for the Digital Photographer II</td>
<td>31737</td>
</tr>
<tr>
<td>Photoshop CC for the Digital Photographer</td>
<td>31738</td>
</tr>
</tbody>
</table>

### Computer Troubleshooting & Networking

<table>
<thead>
<tr>
<th>Course</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to PC Troubleshooting</td>
<td>31652</td>
</tr>
<tr>
<td>Introduction to PC Security</td>
<td>31772</td>
</tr>
<tr>
<td>Advanced PC Security</td>
<td>31651</td>
</tr>
</tbody>
</table>

For full course descriptions and requirements, please visit our Online Instruction Center for more information:

www.ed2go.com/manchcc
<table>
<thead>
<tr>
<th>Course Title</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wireless Networking</td>
<td>31703</td>
</tr>
<tr>
<td>Introduction to Networking</td>
<td>31704</td>
</tr>
<tr>
<td>Intermediate Networking</td>
<td>31702</td>
</tr>
<tr>
<td>Programming &amp; Database Management</td>
<td></td>
</tr>
<tr>
<td>Introduction to Programming</td>
<td>31710</td>
</tr>
<tr>
<td>Macintosh, iPhone, and iPad Programming</td>
<td>31755</td>
</tr>
<tr>
<td>Creating Mobile Apps with HTML5</td>
<td></td>
</tr>
<tr>
<td>How to Get Started in Game Development</td>
<td>31761</td>
</tr>
<tr>
<td>Introduction to Ajax Programming</td>
<td>31709</td>
</tr>
<tr>
<td>Introduction to ASP.NET</td>
<td>31723</td>
</tr>
<tr>
<td>Introduction to Java Programming</td>
<td>31728</td>
</tr>
<tr>
<td>Intermediate Java Programming</td>
<td>31729</td>
</tr>
<tr>
<td>Introduction to C++ Programming</td>
<td>31718</td>
</tr>
<tr>
<td>Introduction to C# Programming</td>
<td>31719</td>
</tr>
<tr>
<td>Intermediate C# Programming</td>
<td>31720</td>
</tr>
<tr>
<td>Introduction to Python 3 Programming</td>
<td>31717</td>
</tr>
<tr>
<td>Introduction to Python 2.5 Programming</td>
<td>31716</td>
</tr>
<tr>
<td>NEW Introduction to XML</td>
<td>32052</td>
</tr>
<tr>
<td>Introduction to Database Development</td>
<td>31706</td>
</tr>
<tr>
<td>Introduction to Visual Basic</td>
<td>31711</td>
</tr>
<tr>
<td>Intermediate Visual Basic</td>
<td>31712</td>
</tr>
<tr>
<td>Introduction to SQL</td>
<td>31707</td>
</tr>
<tr>
<td>Intermediate SQL</td>
<td>31708</td>
</tr>
<tr>
<td>Introduction to PHP and MySQL</td>
<td>31721</td>
</tr>
<tr>
<td>Intermediate PHP and MySQL</td>
<td>31722</td>
</tr>
<tr>
<td>Basic CompTIA A+ Certification Prep</td>
<td>31713</td>
</tr>
<tr>
<td>Intermediate CompTIA A+ Certification Prep</td>
<td>31714</td>
</tr>
<tr>
<td>Advanced CompTIA A+ Certification Prep</td>
<td>31715</td>
</tr>
<tr>
<td>CompTIA Security+ Certification Prep</td>
<td>31649</td>
</tr>
<tr>
<td>CompTIA Security+ Certification Prep</td>
<td>31650</td>
</tr>
<tr>
<td>CompTIA Network+ Certification Prep</td>
<td>31705</td>
</tr>
<tr>
<td>PMP Certification Prep 1</td>
<td>31248</td>
</tr>
<tr>
<td>PMP Certification Prep 2</td>
<td>31250</td>
</tr>
<tr>
<td><strong>COURSES FOR TEACHERS</strong></td>
<td></td>
</tr>
<tr>
<td>($119 per class)</td>
<td></td>
</tr>
<tr>
<td>Teaching Preschool: A Year of Inspiring Lessons</td>
<td></td>
</tr>
<tr>
<td>In this course on teaching preschoolers, you’ll learn how to come up with creative and balanced preschool lesson plans for every month of the school year.</td>
<td>31317</td>
</tr>
<tr>
<td>Teaching High School Students</td>
<td></td>
</tr>
<tr>
<td>Master the latest teaching strategies to help you reach high school students, including differentiated instruction and classroom management.</td>
<td>31318</td>
</tr>
<tr>
<td>Teaching Adult Learners</td>
<td></td>
</tr>
<tr>
<td>Learn powerful techniques for reaching and motivating adult learners in today’s student-centered classroom.</td>
<td>31318</td>
</tr>
<tr>
<td>An Introduction to Teaching ESL/EFL</td>
<td></td>
</tr>
<tr>
<td>Learn how to be an effective English language teacher from an expert in the field.</td>
<td>31327</td>
</tr>
<tr>
<td>Practical Ideas for the Adult ESL/EFL Classroom</td>
<td></td>
</tr>
<tr>
<td>Learn ESL teaching strategies for fostering a more successful learning environment for your adult ESL/EFL students, as well as how to create activities that build a bridge from the classroom to the real world.</td>
<td>31328</td>
</tr>
<tr>
<td><strong>CERTIFICATION PREP</strong></td>
<td></td>
</tr>
<tr>
<td>($139 per class)</td>
<td></td>
</tr>
<tr>
<td>Teaching ESL/EFL Reading</td>
<td></td>
</tr>
<tr>
<td>Discover practical techniques and methods for teaching reading in any ESL or EFL environment that will help you become a more confident and effective reading teacher.</td>
<td>31330</td>
</tr>
<tr>
<td>Teaching ESL/EFL Vocabulary</td>
<td></td>
</tr>
<tr>
<td>Discover what makes a well-balanced vocabulary course when you’re teaching ESL and how to plan one that truly meets your students’ needs.</td>
<td>31331</td>
</tr>
<tr>
<td>Teaching ESL/EFL Grammar</td>
<td></td>
</tr>
<tr>
<td>Learn new methods for teaching English grammar that will both engage and challenge ESL/EFL students.</td>
<td>31329</td>
</tr>
<tr>
<td>Spanish in the Classroom</td>
<td></td>
</tr>
<tr>
<td>Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking students and parents.</td>
<td>31355</td>
</tr>
<tr>
<td>Singapore Math: Number Sense and Computational Strategies</td>
<td></td>
</tr>
<tr>
<td>In this teacher training course, you’ll learn Singapore’s innovative and practical strategies for solving addition, subtraction, multiplication, and division problems.</td>
<td>31349</td>
</tr>
<tr>
<td>Singapore Math Strategies: Model Drawing for Grades 1-6</td>
<td></td>
</tr>
<tr>
<td>In this professional development course for teachers, you’ll get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context.</td>
<td>31347</td>
</tr>
<tr>
<td>Singapore Math Strategies: Advanced Model Drawing for Grades 6-9</td>
<td></td>
</tr>
<tr>
<td>Master model drawing, a revolutionary technique for teaching middle school math students how to triumph over word problems and learn to love math.</td>
<td>31348</td>
</tr>
<tr>
<td>Teaching Math: Grades 4-6</td>
<td></td>
</tr>
<tr>
<td>Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.</td>
<td>31350</td>
</tr>
<tr>
<td>Teaching Science: Grades 4-6</td>
<td></td>
</tr>
<tr>
<td>Increase your effectiveness as a science teacher for children in fourth through sixth grades.</td>
<td>31323</td>
</tr>
<tr>
<td>Solving Classroom Discipline Problems</td>
<td></td>
</tr>
<tr>
<td>Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.</td>
<td>31332</td>
</tr>
</tbody>
</table>
Solving Classroom Discipline Problems II
In this professional development course, you’ll get the teacher training you need to deal effectively with serious discipline problems and help even the most challenging students you’re teaching make more responsible choices.
CRN 31333

Empowering Students with Disabilities
Explore common disabilities you’ll encounter in the classroom and master techniques for promoting academic, behavioral, and social skills in students with special needs.
CRN 31351

Teaching Students with Learning Disabilities
Learn how to successfully meet the diverse needs of students with learning disabilities in your classroom.
CRN 31354

Teaching Students with ADHD
Learn practical strategies for helping children with attention deficit hyperactivity disorder (ADHD) succeed in school.
CRN 31352

Teaching Students with Autism: Strategies for Success
Help your students with high-functioning autism and Asperger’s Syndrome unlock their potential in the classroom.
CRN 31353

Survival Kit for New Teachers
Veteran instructor shares the secrets for success in your first years of teaching.
CRN 31326

Ready, Set, Read!
A learning specialist shows you how to raise a successful reader and writer.
CRN 31344

The Creative Classroom
Enrich your teaching talents and encourage your students’ creative thinking as you learn to turn your classroom into a creative classroom.
CRN 31341

Creating Classroom Centers
Learn how to create engaging, easy-to-maintain classroom center activities that boost independent learning while increasing small-group instruction time.
CRN 31319

Differentiated Instruction in the Classroom
Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.
CRN 31320

The Differentiated Instruction and Response to Intervention Connection
Learn how to combine two powerful educational approaches—Differentiated Instruction and Response to Intervention—so you can enable every student in your classroom to succeed.
CRN 31322

Differentiating K-12 Assessments
Learn effective strategies for differentiating your assessments and empowering every student in your class to succeed.
CRN 31321

Creating the Inclusive Classroom: Strategies for Success
In this professional development course for teachers, you’ll get the training you need to reach the diverse mix of students you face every day—learning proven strategies that turn diversity into opportunity.
CRN 31340

Teaching Writing: Grades K-3
Learn how to nurture student writers in the early elementary classroom.
CRN 31325

Teaching Writing: Grades 4-6
In this teacher-training course, you’ll learn from an experienced educator how to motivate and assist developing writers.
CRN 31324

Common Core Standards for English Language Arts K-5
Gain confidence in applying the Common Core State Standards for English Language Arts (reading, writing, speaking and listening, and language) to the K-5 classroom.
CRN 31315

Guided Reading and Writing: Strategies for Maximum Student Achievement
Get the professional development training you need to improve student literacy as an accomplished teacher shares the secrets of turning guided reading strategies into opportunities for teaching writing.
CRN 31342

Guided Reading: Strategies for the Differentiated Classroom
Learn creative ways to bring differentiated instruction and guided reading to life in your classroom.
CRN 31343

Response to Intervention: Reading Strategies That Work
Learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need.
CRN 31345

Integrating Technology in the Classroom
In this professional development course for teachers, you’ll learn the secrets of technology integration in the classroom, gaining the skills educators need to use tools such as wikis, podcasts, and blogs effectively.
CRN 31335

Teaching Smarter with SMART Boards
Master the use of SMART Board and SMART Notebook technology so you can create powerful interactive lessons that capture your students’ attention.
CRN 31336

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.
CRN 31337

Creating a Classroom Website
Learn how to create a classroom Web site and how having one can make you a more effective and dynamic teacher.
CRN 31338

Microsoft PowerPoint 2013 in the Classroom
In this course for teachers, you’ll learn how to motivate students and enrich lessons by bringing Microsoft PowerPoint 2013 presentations into your classroom.
CRN 31339

Blogging and Podcasting for Beginners
Learn how to create your very own blog and add a podcast too using the tools that you already have available on your computer.
CRN 31334

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.
CRN 31400

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.
CRN 31398

For full course descriptions and requirements, please visit our Online Instruction Center for more information:
www.ed2go.com/manchcc
GRANT WRITING & NONPROFIT MANAGEMENT
($119 per class)

A to Z Grant Writing
Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.
CRN 31362

Get Grants!
Learn how to develop successful, fundable grants from experts in the field.
CRN 31363

Advanced Grant Proposal Writing
Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.
CRN 31365

Writing Effective Grant Proposals
Learn to prepare grant proposals that get solid results for your favorite organization or charity.
CRN 31364

Becoming a Grant Writing Consultant
Increase your income while working from home by starting a grant writing consulting business.
CRN 31451

Starting a Nonprofit
Industry veteran shows you how to take a nonprofit business from vision to reality.
CRN 31452

Nonprofit Fundraising Essentials
Learn the basics of fundraising for nonprofit organizations, from annual and special fund drives to more advanced projects involving corporate and foundation relations, major gifts, and planned giving.
CRN 31455

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.
CRN 31454

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.
CRN 31453

HEALTH CARE, FAMILY & NUTRITION
($119 per class)

Assisting Aging Parents
Be prepared to handle the challenges you and your parents will face in the coming years, while learning to cherish the transition.
CRN 31399

Marriage and Relationships: Keys to Success
Getting married is just the first step! Learn how to build a solid foundation for a healthy partnership that will last far beyond I do.
CRN 31426

Homeschool with Success
Discover how to homeschool your children in a way that ensures they get what they need both academically and socially.
CRN 31314

Explore a Career as a Pharmacy Technician
Master the skills that will prepare you for an entry-level position as a pharmacy tech or clerk, and discover the steps you can take to become a Certified Pharmacy Technician (CPhT).
CRN 31415

Explore a Career in Nursing
Learn what it takes to become an LPN or RN, and discover all of the exciting and rewarding opportunities awaiting you in the field of nursing.
CRN 31424

Explore a Career in Medical Coding
Learn how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure.
CRN 31423

Explore a Career in Medical Transcription
Learn how to transcribe the medical reports most often used in healthcare today, and discover how to get started and advance as a medical transcriptionist.
CRN 31410

Explore a Career in Medical Writing
Take your first step toward a lucrative and rewarding career as a medical writer.
CRN 31414

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.
CRN 31411

HIPAA Compliance
Learn how to comply with the duties, rights, and responsibilities of HIPAA, ARRA & HITECH.
CRN 31406

Become an Optical Assistant
Learn what it takes to become an optical assistant and discover why it’s one of today’s most popular and fascinating career opportunities.
CRN 31409

Become a Physical Therapy Aide
Prepare for a rewarding career as a valued member of the physical therapy team.
CRN 31416

Become a Veterinary Assistant
Practicing veterinarian prepares you to work in a veterinary office or hospital.
CRN 31417

Become a Veterinary Assistant II: Canine Reproduction
Practicing veterinarian teaches you to manage the entire canine breeding cycle, from assessing the health of parents to puppy care.
CRN 31418
Spanish for Medical Professionals I
Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.
CRN 31421

Spanish for Medical Professionals II
Build on your foundation of Spanish for healthcare providers by learning medical terminology and phrases from a variety of medical fields as well as Spanish grammar.
CRN 31412

Beginning Conversational French
Discover how easy it can be to learn common words and phrases for both leisure and business.
CRN 31391

Conversational Japanese
Whether you want to learn conversational Japanese for travel or just for fun, you’ll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.
CRN 31392

Easy English 1
In this easy and fun course, you’ll learn the basic English skills you need for real-life activities including shopping, job-hunting, and handling medical emergencies.
CRN 31357

Easy English 2
In this easy and fun course, you’ll review some basic English skills and build more intermediate-level English skills for real-life activities including using the bank, finding a job or a home, dealing with sicknesses, and making good shopping decisions.
CRN 31358

Easy English 3
Build on the language skills you mastered in Easy English 2, as you learn to talk about real-life situations including looking for a job, making a budget, buying a home, and taking care of your health.
CRN 31359

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.
CRN 31356

Write for ESL
Learn how to write in English more effectively to succeed in college and at work.
CRN 31360

Math Refresher
Gain confidence in your basic math skills and start using math to your advantage.
CRN 31431

Introduction to Algebra
Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.
CRN 31433

Introduction to Statistics
Improve your understanding of data and learn how to develop graphs and charts so you can use this information to make better decisions.
CRN 31432

Medical Math
Master the math skills you need to succeed in the medical field.
CRN 31425

Human Anatomy and Physiology I
Gain a greater appreciation and understanding of the marvelous complexity of the human body.
CRN 31405

Human Anatomy and Physiology II
Learn the basic characteristics of the four main types of tissues, the general and special senses, cellular metabolism, body chemistry, and significant events in the life span, from fertilization through old age.
CRN 31413

Introduction to Biology
Learn how cells and DNA determine the structure and function of the human body and get a foundation for a career in the healthcare or medical professions.
CRN 31442

Introduction to Chemistry
Gain a solid foundation in the basics of chemistry and see how everything that goes on in your body depends on a chemical reaction.
CRN 31443

Personal Enrichment
($119 per class)

Introduction to Interior Design
Explore a career in interior design as you learn how to transform any room into a beautiful and functional space.
CRN 31267
Start Your Own Edible Garden
Learn how to grow delicious, nutritious fruit and vegetables in your own backyard.
CRN 31403

Get Funny!
Learn how to use humor to speak more effectively, write better, and increase your popularity.
CRN 31429

Skills for Making Great Decisions
Learn how to make excellent everyday decisions from an experienced counselor and life coach.
CRN 31428

Interpersonal Communication
Become aware of the conscious and unconscious codes of meaning we send when communicating with others.
CRN 31279

Keys to Effective Communication
Lost for words? Don’t be! Learn to build rapport, trust, warmth, and respect through conversation.
CRN 31278

Genealogy Basics
Learn where to look, who to contact, and how to use research tools to begin an exciting exploration of your roots.
CRN 31397

Where Does All My Money Go?
Learn how to get control of your money once and for all.
CRN 31361

Personal Finance
Protect your assets and discover how best to achieve all your financial goals.
CRN 31371

Business Finance for Non-Financial Personnel
This course will help you understand business environments, financial statements, and strategy so you can make more profitable business and personal financial decisions.
CRN 31370

Keys to Successful Money Management
Certified financial planner shows you how most wealthy people build their fortunes.
CRN 31366

Real Estate Investing
Build and protect your wealth by investing in real estate.
CRN 31448

Secrets of Better Photography
Learn how to take better pictures by understanding your camera and how to use it in a variety of situations.
CRN 31436

Photographing Nature with Your Digital Camera
Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots.
CRN 31437

Photographing People with Your Digital Camera
Learn to take beautiful pictures of adults, children, and babies.
CRN 31438

SALES & MARKETING
($119 per class)

Professional Sales Skills
Discover how to begin a successful and rewarding career in sales.
CRN 31254

Effective Selling
Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success.
CRN 31253

Small Business Marketing on a Shoestring
Discover small business marketing strategies that can help you attract attention, woo your target audience, grow your customer base, and expand your profits - all for little or no money.
CRN 31464

Marketing Your Business on the Internet
Develop an Internet marketing plan for your business that incorporates SEO, advertising, email, social media, and more.
CRN 31463

Using Social Media in Business
Learn how to use the five most popular social media platforms - Facebook, Twitter, LinkedIn, Pinterest, and Google+ - to grow and promote your business.
CRN 31760

TEST PREP
($119 per class)

Praxis Core Preparation
Develop the knowledge and skills you need to pass the Praxis I Exam as you review and prepare for everything the test includes.
CRN 31313
ONLINE ACADEMY

Prepare for the GED Test
Want to pass the GED test? This course will help you develop the skills you’ll need to succeed.
CRN 31305

Prepare for the GED Math Test
Master the skills you’ll need to pass the Mathematical Reasoning module in the 2014 GED test series.
CRN 31304

GMAT Preparation
Discover powerful test-taking techniques and methods for improving your score on the GMAT.
CRN 31308

GRE Preparation: Part 1 (Verbal & Analytical)
Discover powerful strategies for success in the verbal reasoning and analytical writing sections of the GRE revised General Test.
CRN 31306

GRE Preparation: Part 2 (Quantitative)
Learn a variety of useful techniques for tackling the quantitative reasoning sections of the computerized GRE revised General Test.
CRN 31307

LSAT Preparation: Part 1
Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills.
CRN 31309

LSAT Preparation: Part 2
Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers.
CRN 31310

SAT/ACT Preparation: Part 1
Master the reading, writing, English, and science questions on the ACT and new SAT.
CRN 31311

SAT/ACT Preparation: Part 2
Master the math questions on the ACT and new SAT.
CRN 31312

WRITING COURSES ($119 per class)

Beginning Writer’s Workshop
Get a taste of the writer’s life and improve your writing skills in this introduction to writing creatively.
CRN 31294

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches.
CRN 31268

Writing Essentials
Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.
CRN 31276

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.
CRN 31287

Business Marketing Writing
Write great marketing copy to improve your company’s image and your chances of getting hired or promoted.
CRN 31286

Write Effective Web Content
Learn how to write Web content and produce multimedia elements to make your website or blog a must-visit site on the Internet.
CRN 31300

Fundamentals of Technical Writing
Learn the skills you need to succeed in the well-paying field of technical writing.
CRN 31275

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.
CRN 31260

Writeriffic: Creativity Training for Writers
Banish writer’s block forever with these tricks from the published writer’s toolbox.
CRN 31292

How to Make Money from Your Writing
You really can make money with your writing. Whether you want to create your own business, add to your income, supplement your retirement, or boost what you’re earning as a writer, you’ll find the how-to’s here.
CRN 31272

Write Fiction Like a Pro
A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story.
CRN 31291

Advanced Fiction Writing
Explore advanced fiction writing techniques with a published novelist.
CRN 31297

Writing Young Adult Fiction
Develop your own young adult novel and learn how to break into one of today’s hottest publishing markets.
CRN 31273

Romance Writing
Whether you’re a new or experienced writer, this course will teach you the skills you need to write a romance novel that will make readers swoon.
CRN 31270

Mystery Writing
Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author.
CRN 31269

Writing the Fantasy Novel
This is the perfect course for anyone who’s ever thought about becoming a fantasy fiction writer.
CRN 31271

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.
CRN 31299

Writing for Children
Published children’s author shows you how to touch the hearts of children by creating books for them.
CRN 31282

Research Methods for Writers
Learn the most efficient and effective methods to conduct research for any writing project.
CRN 31277

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.
CRN 31288

For full course descriptions and requirements, please visit our Online Instruction Center for more information:
www.ed2go.com/manchcc

WWW.MANCHESTERCC.EDU

60
CREDIT-FREE PHONE IN REGISTRATION 860-512-3232
ONLINE ACADEMY

ONLINE CAREER TRAINING PROGRAMS

Prepare for employment in some of today’s hottest careers with a comprehensive, affordable, and self-paced Online Career Training Program. You can begin these programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a certificate of completion.

<table>
<thead>
<tr>
<th>Program</th>
<th>Total Hours</th>
<th>Course Fee*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cisco® CCNA® Certification Training</td>
<td>150</td>
<td>$1,995</td>
</tr>
<tr>
<td>Comp TIA™ Security+ Certification Training</td>
<td>80</td>
<td>$1,495</td>
</tr>
<tr>
<td>Advanced Hospital Coding and CCS Prep</td>
<td>80</td>
<td>$1,895</td>
</tr>
<tr>
<td>Advanced Coding for the Physician’s Office</td>
<td>80</td>
<td>$1,595</td>
</tr>
<tr>
<td>Administrative Medical Specialist with Medical Billing and Coding</td>
<td>300</td>
<td>$1,995</td>
</tr>
<tr>
<td>Administrative Medical Specialist with Medical Billing and Coding and Medical Terminology</td>
<td>360</td>
<td>$2,495</td>
</tr>
<tr>
<td>Certified Bookkeeper</td>
<td>140</td>
<td>$1,995</td>
</tr>
</tbody>
</table>

*PLEASE NOTE: Once registered, no refunds are available for these Online Career Training Programs.

To learn more, visit www.manchestercc.edu/continuing-education/Credit-Free-Programs

FEATURES:
- Facilitators and mentors are available to answer questions and help you through your studies
- Career counselors will help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self-paced
- No additional charges - all materials, workbooks, and software are included in the course fee.

NEED HELP?
THE KNOWLEDGEABLE STAFF AT ED2GO CAN ASSIST YOU!

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

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

FREE! TRY OUT AN ED2GO ONLINE COURSE NOW!

Follow these steps to access one sample lesson from any course you choose:
- Go to www.ed2go.com/manchcc
- Type the course title in the “Search for Courses” box
- Click the course title
- Click “View Demo”

This will give you access to the first lesson instantly. To register for the full 12-week course, click “Enroll Now” and follow the instructions.
MCC ORGANIZATION OF ACTIVE ADULTS MEMBERSHIP FORM

(Minimum Age: 50) • PLEASE PRINT • Dues: $15 per person per year (September 1-August 31)

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

Last Name (If different) __________________________________________

First Name ____________________________ circle one M F Date of Birth __________

Address __________________________________________________________________________

Town ____________________________ State __________ Zip __________

Phone (____________ ) ____________________________ Renewal __________ New Member __________

Email address ____________________________________________

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

Great Path, MS #16

PO Box 1046

Manchester, CT 06045-1046

MCCOA TUITION REBATE PROGRAM

This program offers a 20 percent tuition rebate for any MCC Credit-Free course costing more than $10, up to a maximum of $50 per academic year (September 1 - August 31). You may register for a Credit-Free course before you join OAA, but you must be a member before the course start date. (Membership is effective on the date your dues payment is postmarked or presented in person.) Bring your completed Tuition Rebate Form (below) to class and have the instructor sign it; then mail it to this address: MCCOA • Great Path MS #16 • P.O. Box 1046 • Manchester, CT 06045-1046. Please use one form per member, per course. You will receive reimbursement within four weeks directly from the Organization of Active Adults.

MCCOA TUITION REBATE FORM

Membership in OAA Required before Course Start Date • Minimum Age for OAA Membership is 50

OAA Member’s Name: ____________________________ Member’s Address: ____________________________

City/Town: ____________________________ State: __________ Zip: __________

Course Title: ____________________________ Course Start Date: __________ Course Fee: __________

Current-Year Catalog Semester (circle one): Fall Winter Spring Summer

Instructor’s signature: ____________________________ Print Last Name: ____________________________

(Verifying that student attended at least one class session)
Digital Camera Introduction
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, as well as how to work in a photo editing program. We will learn how to import and save photographs, methods of color correction and enhancement, and how to size and prepare images for print and the web, and also compare popular digital camera models. It is not necessary to own a digital camera, but if you do, please bring it along with your instruction manual.
Prerequisite: Basic Windows, keyboarding and mouse skills.

CRN 31851 | Fee: $99
2 Tuesdays | 9/15-9/22
6-9 PM | LRC B142

Instructor: Richard Hoyer

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

CRN 31853 | Fee: $99
2 Fridays | 9/25-10/2
6-9 PM | AST D211

Instructor: Richard Hoyer

Digital Camera Introduction for Older Adults
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, as well as how to work in a photo editing program. We will learn how to import and save photographs, methods of color correction and enhancement, and how to size and prepare images for print and the web, and also compare popular digital camera models. It is not necessary to own a digital camera, but if you do, please bring it along with your instruction manual.
Prerequisite: Basic Windows, keyboarding and mouse skills.

CRN 31852 | Fee: $99
2 Fridays | 11/13-11/20
2-5 PM | LRC B222

Instructor: Richard Hoyer

Nature and Outdoor Photography
In the first session, there will be discussion of recommended equipment and gear for nature and outdoor photography. The instructor will also show samples of his work and discuss the methods that he uses to capture nature’s beauty. The second and fourth sessions will be field trips to local parks, with locations to be determined in class. The classroom sessions will include critiques of the two field trips. Rain dates will be the Sundays of these same weekends. Students should bring their 35mm SLR (digital or film), lenses, tripod, and gadget bag to the field trip sites.

CRN 31854 | Fee: $120
5 Saturdays | 9/12-10/10
9-11 AM | AST C212
(9/19 & 10/3 meet off-campus)

Instructor: Hunter Neal

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

CRN 31858 | Fee: $105
2 Fridays | 9/25-10/2
6-9 PM | AST D211

Instructor: Richard Hoyer

YOU MAY ALSO LIKE
• Digital Imaging & Design courses on page 23
• World Travel Photography: Bavaria and the Imperial Capitols of Europe on page 48
• Online Academy Photography courses on page 59
Composition Techniques
There is one element that can really improve your photographs, one feature that can lift your photo from snapshot to art: a sense of composition. Digital cameras and image processing software provide impressive control over exposure and color balance, but your photos will never succeed if the contents don’t come together. This class is designed to help you refine your vision and improve your compositions. We will look at framing, patterns, movements, focal point, and creating depth. We will also look at examples of photographs that highlight compositional rules and techniques which will make a difference in your photos.

CRN 31855 | Fee: $55
6 Tuesdays | 9/15; 9/29; 10/13; 11/3; 11/17 & 12/1 | 7-9 PM | GPA GP156
2 Saturdays (local field trips) | 10/3 & 10/17 9-11 AM | Sites TBA
Instructor: Richard Hoyer

Photography for Fun and Profit
Start making money through stock photography. Stock photographers shoot a variety of images and place them with stock agencies who then market them to magazines, advertising firms, and textbook companies all around the world. All aspects of the stock photography business will be covered. Topics will include determining what kind of images sell and don’t sell; creating a catalog of your pictures; working with metadata; and determining which specific stock agencies are best suited for your photos. Learn how to tap into this potentially lucrative source of extra income!

CRN 32046 | Fee: $60
2 Saturdays | 9/19-9/26 9:30 AM-12:30 PM | GPA GP138
Instructor: Peter Glass has operated Peter Glass Photography for more than 25 years, with specialties in portrait, editorial, corporate, and stock photography. His photos appear regularly in magazines, textbooks, advertising brochures, and on book covers. He holds an M.A. from University of Texas. His current work can be viewed at www.stockpeterglass.com.

No Flash, No Problem
Ambient light is all around us… in many different forms (skylight, sunlight, daylight, tungsten light, fluorescent light, candle light) and colors (that cameras can see but our brains cannot). By manipulating these various types of illumination, some stunning images of people and objects can be produced, and without using any additional photographic lights. All it takes are some sheets of black, white, and colored cardboard, a role of aluminum foil, an old shower curtain, a little imagination, and an even smaller amount of common sense. Supplies will be made available by the instructor. Please bring your camera; a tripod, if you own one; and objects to be photographed in class. There will be plenty of time for shooting some wonderful images.

CRN 32047 | Fee: $60
2 Saturdays | 9/19-9/26 1-4 PM | GPA GP138
Instructor: Peter Glass
### JOB SEARCH & CAREER WORKSHOPS

Looking for information and guidance on how to become more competitive in your job search? You are invited to attend the following workshops.

All sessions meet in the Career Services Suite (SSC L107) and are FREE and open to students, alumni, and the public. Pre-registration, however, is required, using the registration form on page 77.

Instructors: Julie Hepburn-Greene, senior associate director of Career Services at MCC, and other Career Services staff

<table>
<thead>
<tr>
<th>Effective Résumé Writing</th>
<th>Job Search Strategies and Cover Letters</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Build résumé-writing confidence. Whether you’re writing your first résumé or updating an existing one, this workshop provides the skills necessary to develop this competitive marketing tool.</strong></td>
<td><strong>Job seekers should understand how to conduct a comprehensive job search based on today’s winning strategies. Learn how to research opportunities, contact employers, and network and tap into the hidden job market. The crafting and crucial role of cover letters will also be included.</strong></td>
</tr>
</tbody>
</table>
| **Tuesday Afternoon Sessions**  
CRN 31991 | 1 Tuesday | 9/29  
noon-1:15 PM  
CRN 31992 | 1 Tuesday | 10/27  
noon-1:15 PM  
**Wednesday Afternoon Sessions**  
CRN 31987 | 1 Wednesday | 9/30  
2-3:15 PM  
CRN 31988 | 1 Wednesday | 10/28  
2-3:15 PM  
SSC L107 (Career Services Suite) | **Tuesday Afternoon Sessions**  
CRN 31994 | 1 Tuesday | 10/13  
noon-1:15 PM  
CRN 31995 | 1 Tuesday | 11/10  
noon-1:15 PM  
**Wednesday Afternoon Sessions**  
CRN 31996 | 1 Wednesday | 10/14  
2-3:15 PM  
CRN 31997 | 1 Wednesday | 11/11  
2-3:15 PM  
SSC L107 (Career Services Suite) |

<table>
<thead>
<tr>
<th>Interviewing Skills</th>
<th>Making Effective Career Choices</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Preparation is the key to a successful interview. This workshop identifies the types of interviews candidates are experiencing today, covers the stages of the interview process, and previews the most frequently asked interview questions.</strong></td>
<td><strong>Learn how to make effective career choices through the use of traditional and online career guidance assessment tools. Match your interests and personality types with career fields and position titles, identify typical educational paths that one can take to become qualified for specific positions, and learn about available online resources that can assist you in your research process.</strong></td>
</tr>
</tbody>
</table>
| **Tuesday Afternoon Sessions**  
CRN 31989 | 1 Tuesday | 10/6  
noon-1:15 PM  
CRN 31990 | 1 Tuesday | 11/3  
noon-1:15 PM  
**Wednesday Afternoon Sessions**  
CRN 31991 | 1 Wednesday | 10/7  
2-3:15 PM  
CRN 31993 | 1 Wednesday | 11/4  
2-3:15 PM  
SSC L107 (Career Services Suite) | **Tuesday Afternoon Sessions**  
CRN 31977 | 1 Tuesday | 10/20  
noon-1:30 PM  
CRN 31978 | 1 Tuesday | 11/17  
noon-1:30 PM  
**Wednesday Afternoon Sessions**  
CRN 31979 | 1 Wednesday | 10/21  
2-3:15 PM  
CRN 31980 | 1 Wednesday | 11/18  
2-3:15 PM  
SSC L107 (Career Services Suite) |

### SECURITY OFFICER TRAINING: GUARD CARD CERTIFICATION

Have you ever thought about becoming a security officer? Connecticut requires security officers to complete this 8-hour certification course, taught by a State-certified instructor. Topics include basic first aid, search and seizure, use of force, basic criminal justice, and public safety issues. The course finishes with a one-hour examination that students must complete with a passing score of 70%. Successful candidates will be given in-class instructions of how to apply and pay for their Security Officer Identification cards. Students will also have the option of beginning the fingerprinting process in the classroom. Connecticut law states that no person shall be approved for a license who has been convicted of a felony, any sexual offense or any crime involving honesty or integrity. To be employed as a Security Officer you must be at least 18 years of age.

**CRN 31573 | Fee: $110**

1 Tuesday | 9/15  
8:30 AM-5 PM | LRC B144 (limited seating)

**CRN 32010 | Fee: $110**

1 Tuesday | 9/29  
8:30 AM-5 PM | SSC L240

**Instructor: Richard Siena has nearly 30 years of police experience, including being a commander and instructor and currently owns a private investigation company.**

### SO, YOU WANT TO BE A PROFESSIONAL ORGANIZER!

Maybe you’ve seen the organizing shows on TV. Are your own skills at organizing honed enough to turn professional? This course will explain the tools you need to go into business as a professional organizer. Learn how to set up your own organizing business, what expenses are involved in setting up a business, how to handle record keeping and getting started with clients. We will talk about networking and marketing your business and yourself on a shoestring budget. You’ll also learn about the different types of organizing that other professional organizers do.

**CRN 31998 | Fee: $25**

1 Tuesday | 9/22  
6:30-8:30 PM | LRC B208

**Instructor: Faith Manierre is the president of Busy Bees Professional Organizing, LLC, and founding president of the CT Chapter of the National Association of Professional Organizers. She is a Master Trainer for the Institute for Challenging Disorganization and a contributing author in The ICD Guide to Collaborating with Professional Organizers for Related Professionals.**
REAL ESTATE

Principles and Practices of Real Estate

This required course for real estate licensing provides clear explanations of modern real estate practices and a working knowledge of real estate in Connecticut. Property owners, buyers, sellers, and anyone interested in pursuing real estate careers or operations will find this course beneficial and rewarding. Students must attend at least 60 hours and pass the course with a score of 70 or higher in order to sit for the State exam (the Salesperson Exam fee of approximately $80 is not included with this course). Please note that your certificate will be printed with your name as it appears on your registration form. Students in the Saturday section should bring a lunch. Materials fee: $35 for S.M.A.R.T. booklet and other supplies, payable to the instructor at first class. Required texts: Modern Real Estate Practice (ISBN 9781427746122) and CT Real Estate Practice and Law (ISBN 9781475420043), as well as a strongly recommended text, Questions & Answers … Real Estate Exam (ISBN 97814754224812), Dearborn, available at MCC Bookstore for approximately $120 (for all three books).

CRN 31861 | 16 sessions, Tuesdays & Thursdays 9/8-10/29 (exam date, 11/3) 5:30-9:30 PM | SSC L240
CRN 31863 | 11 Saturdays | 9/26-12/12 8:30 AM-2:30 PM (does not meet 11/28; exam date, Tuesday, 12/15, 5:30-9:30 PM) | SSC L240
Fee: $485 (per section)

Instructor: Marc Vallen is assistant state's attorney in CT's Office of States' Attorney. He was formerly principal in Vallen & Sandler, LL; and Kathleen Carey, J.D. from University of CT Law School, is a real estate attorney with Carey Law, LLC, in Rocky Hill and chair of the Real Estate Section of the CT Bar Association.

Real Estate Law

This course is recognized by the CT Real Estate Commission for those seeking a broker's license. This course is designed to provide students with the basic principles of real estate law. Topics include agency, appraisal, brokerage, condominiums, cooperatives, timeshares, closing documents, types of financing, fair housing, forms of ownership, property insurance, interest in land, licensing laws, transferring title, financing and real estate agreements, property management, lending practices, taxes and assessments. Upon completion of this course, students will be able to: discuss the principles of agency law; describe how to complete a bring down of title; explain the importance of closing documents; state the characteristics of ownership in land; list and explain the types of property ownership; understand financing sources and agreements; and complete real estate closing documents. Students must attend at least 30 hours and achieve a passing grade of 70 in order to receive a course certificate. Required text: Essentials of Practical Real Estate Law (ISBN 971285448381), 6th edition, Cengage Learning, available at MCC Bookstore for approximately $210.

CRN 31957 | Fee: $365 12 Mondays | 9/14-11/30 5:30-8:30 PM | SSC L142

Instructor: Lucy Michaud is assistant extension professor at the University of Connecticut's School of Business Center for Real Estate in Storrs. For many years, she operated her own law office, specializing in business law, contracts, corporate law, real estate, and probate law. She earned her J.D. from Quinnipiac University School of Law.
Basic Appraisal Procedures
The course is recognized by the CT Real Estate Commission for those seeking a broker’s license. It may also be of interest to real estate salespeople. We will focus on approaches to value and cover such important topics as defining the problem; collecting and selecting data; analyzing, reconciling final value opinions; communicating the appraisal; property descriptions; geographic and neighborhood characteristics; land and site considerations for highest and best use; improvements; architectural styles; and types of construction. Students must attend at least 30 hours and achieve a passing grade of 70 in order to receive a course certificate. Required text: Basic Appraisal Procedures, 2nd edition (ISBN 9780840049186), Cengage Publishing, available at MCC Bookstore, for approximately $99.

CRN 31958 | Fee: $405
9 Wednesdays | 9/16-11/11 (exam date 11/18)
6-10 PM | SSC L142
Instructor: Archangelo D’Amato is a licensed CT broker, has taught real estate at three other colleges, and brings more than 20 years of real estate brokerage, sales, leasing, development, and property management to the classroom.

Basic Title Searching
This course will cover the following topics: a review of the basics of title searches; securing current owner’s information; assessor’s records; title research; information available from other governmental offices; tips for grantoring and granteeing chains of title; and how to handle special problems, such as foreclosure searching, bankruptcy, probate files, and lien priority.

CRN 31864 | Fee: $50
1 Thursday | 11/19
6-9 PM | SSC L240
Instructor: Marc Vallen

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

CRN 31865 | Fee: $50
1 Thursday | 12/3
6-9 PM | SSC L240
Instructor: Marc Vallen

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

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

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

Workforce Investment Act (WIA)
Funding may be available for unemployed, recently downsized, or underemployed persons.

For more information contact CT Department of Labor at www1.ctdol.state.ct.us/etpl/
• Principles and Practices of Real Estate

Principles and Practices of Real Estate
May Qualify for Veterans’ Benefits
Call MCC’s Veteran’s Services at 860 - 512-3375, or the MCC O.A.S.I.S. at 860 - 512-3362, for more information on Veteran’s benefits.
**Grant Writing Workshop**

Do you know what grant makers want? This course will cover tips for writing effective grant proposals. Learn how to get started, or if you have started, how to continue and finish. The parts of a generic proposal will be reviewed, including executive summary, statement of need, project description, budget and narrative, organizational information, conclusion, and appendix. In addition, the art of effective cover letter writing and basic research methods will be explored. Cultivation of contacts and meeting funders will also be discussed, as well as dealing with rejection and what to do next. Grant reporting will be looked at briefly, and sample grants will be shared. Students should bring a lunch.

CRN 31975 | Fee: $95
1 Saturday | 10/3
9:30 AM-4 PM | AST C212

Instructor: Beverly Salzman, M.B.A. and M.S. in psychology, has 20 years of business and executive nonprofit experience in the greater Bridgeport area, managing small human service organizations and grant writing to various State departments, the Federal government, and local foundations.

**Build and Maintain a Successful Business**

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

CRN 31887 | Fee: $30
1 Saturday | 9/26
9 AM-noon | GPA GP214

Instructor: David K. Ewen, M.Ed., has been a business consultant for Boston Voyager, a graphics design company; E.P. TelCo, a telecommunications contractor; Today’s Music Review, a promotional designer; and Ewen Prime, Inc., a publishing consultant.

**NEW Think on Your Feet: Using Improvisational Techniques**

Become a more versatile communicator capable of improvising in a variety of situations. Learn how to effectively use gestures, facial expressions, and your voice to create a more powerful message; handle the unexpected with grace and style; develop creative problem solving skills; be an innovative thinker; think under pressure with clarity; and build leadership and collaboration skills. You will have classroom opportunities to develop practical skills by taking part in various exercises and activities designed to stretch your skill level. This fun, interactive, informative session is designed to make you laugh, enhance your skills, and boost your confidence.

CRN 32002 | Fee: $40
1 Tuesday | 9/15
6-9 PM | GPA GP126

Instructor: Noreen C. Reilly of Reilly Training Resources is a training and development specialist with 15 years’ experience, providing customized training and coaching for organizations. She has developed more than 40 courses and has provided professional development training for 8 local colleges and their clients. She has a bachelor’s degree in business from Bryant University and has completed extensive graduate work in psychology, specializing in facilitation skills and group dynamics. She is a former board member of the National Speakers Association, New England Chapter.

**NEW Train Your Brain: Overcoming Negative Self-Talk**

Discover ways to transform your thinking -- and transform your life! If you’ve ever been stuck or in a rut, the cause may be rooted in your negative thought and thinking patterns. Your thoughts and beliefs influence how you communicate and act in the world, and this affects the results you get. Tap into your positive potential. Learn to identify and clear negative thoughts; reframe, modify, and transform thoughts; integrate new thoughts, beliefs, and behaviors; create a powerful “I Can Plan;” and gain new insights, clarity, awareness, and compassion for yourself.

CRN 32003 | Fee: $40
1 Wednesday | 9/23
6-9 PM | AST E202

Instructor: Noreen C. Reilly

**NEW Teambuilding: Fostering Team Spirit**

Learn teambuilding exercises and activities designed to enhance communication, problem solving, creativity, and leadership skills. This hands-on, interactive workshop will help you discover ways to promote a better work environment. Explore ways to boost morale, create new positive interactions, and build a spirit of cooperation. Participants will gain new insights, find ways to shift their thinking, and feel more empowered to create positive change in the workplace.

CRN 32004 | Fee: $40
1 Thursday | 10/8
6-9 PM | LRC B209

Instructor: Noreen C. Reilly
Middle Management Skills Certificate
Enhance your management skills and improve your chances for advancement. Just because you have some experience doesn’t mean you are the best that you can be. This program will help you develop some skills that will make you an even better manager. Participants will be awarded a certificate for completion of each module: communications; leadership and coaching; motivation and ethics; team-building; and managing a diverse workplace. Instructor provides handouts. No prerequisite.
CRN 31565 | Fee: $399
5 Fridays | 10/2-10/30
9 AM-4 PM | LRC B144 (limited seating)
Instructor: Ralph Braithwaite has an M.B.A. in organizational behavior and more than 20 years’ experience in training, human resources and teaching.

Forensic Accounting: What You Don’t Know Most Certainly CAN Hurt You!
Enron. Worldcom. Bernie Madoff. In the wake of such scandals, organizations have turned to forensic accounting to help them avoid similar fates. The course will introduce students to this critical subject and methods used to prevent or uncover financial abuses. The instructor will also share accounts of actual cases, so that students can connect theory to practice. Instructor provides handouts. No prerequisite.
CRN 31559 | Fee: $90
1 Wednesday | 10/14
9 AM-4 PM | LRC B144 (limited seating)
Instructor: Stephen Pedneault is a Certified Public Accountant (CPA) and Certified Fraud Examiner (CFE), and Certified in Financial Forensics (CFF), principal with Forensic Accounting Services, LLC, and the author of four books.

A Safe Work Environment: Take Control of Your Security
Have you ever encountered a workplace emergency or situation that you weren’t sure how to handle? Are you aware of your organization’s emergency procedures? Do you have a game plan for how to prevent and react to unsafe situations? This workshop will focus on maintaining a safe work environment and will cover workplace policies and procedures for emergencies, management and employees role in prevention, how to respond to fires, medical emergencies, suspicious persons, vehicles and packages, angry coworkers, threats and an armed intruder/employee, etc. Case studies will be used focusing on workplace violence. Students will engage in group projects. Instructor provides handouts. No prerequisite.
CRN 31576 | Fee: $110
1 Wednesday | 10/7
9 AM-4 PM | LRC B144 (limited seating)
Instructor: Richard Siena

Business and Systems Analysis: Introduction
Business/Systems Analysts are professionals who serve as intermediaries between IT and the other departments in a business. The goal of analysis is to formally identify business requirements and formulate solutions. This survey-level course covers business analysis as a discipline, profession, and career path. The course introduces students to the steps for mastering analysis, to the knowledge areas and competencies of analysis, to requirements development, and to methods for managing these requirements throughout their life cycle. This course consists of lecture and workshop components. Instructor provides handouts. Prerequisite: None.
CRN 31567 | Fee: $105
1 Tuesday | 11/3
9 AM-4 PM | LRC B144 (limited seating)
Instructor: William Marut has many years of experience as an Informational Technology professional and has worked as a business analyst and a professional instructor in business analysis and related subjects. He holds a B.A. in Mathematics and an M.B.A.

NEW Discovering Your Creative Genius
This class is designed for anyone who has ever wanted to discover or develop their creative genius. We all have the ability to be creative—it’s just a matter of tapping into it. This class will help you activate the right side of your brain—and tap into your creative potential. Participants will have several classroom opportunities to use creativity strategies and techniques. This hands-on session will be fun, stretch your imagination, help you to shift your perspective, and “see” things differently. Understand how creative thinking actually enhances your ability to solve real life issues—and get better results!
CRN 32005 | Fee: $25
1 Tuesday | 10/27
6:30-8:30 PM | GPA GP138
Instructor: Noreen C. Reilly
ProfeSSional Development

Balancing Time, Priorities and Productivity
Topics include managing e-mail overload; prioritization of tasks and managing time; setting goals; staying focused and minimizing stress. Design a personalized action plan for increased efficiency and organization. Instructor provides handouts. No prerequisite.
CRN 31563 | Fee: $90
1 Tuesday | 12/1
9 AM-4 PM | LRC B144 (limited seating)
Instructor: Allison L. Phaneuf

Effective Speech Communication Made Simple!
Build upon the verbal and nonverbal strengths you already have to give a more effective presentation, using the voice fundamentals of volume and inflection and appropriate body language. We will engage in some exercises to gently build upon your natural skills and confidence, and discuss strategies designed to help you connect better with your audience. Instructor provides handouts. No prerequisite.
CRN 31569 | Fee: $90
1 Friday | 12/18
9 AM-4 PM | LRC B144 (limited seating)
Instructor: Ken Adamson, M.A., is adjunct professor of communications at MCC and Charter Oak State College. A communications consultant and copywriter, he brings more than two decades of sales, sales management, and marketing experience to the classroom.

Spanish Essentials for the Workplace
Learn basic phrases for communicating with Spanish speaking employees, clients and co-workers. Practice basic Spanish grammar exercises, role-playing, and reality-based activities. Topics will include Spanish sounds and the alphabet; greetings and farewells; asking for information and other polite requests; numbers, dates, days of the week, and months of the year; time; and useful verbs and key phrases in the present, past, and future tenses. This class will be taught in a state-of-the-art language lab, so that participants can also learn to use computer translators effectively. Participants will also have opportunities to practice with a native speaker during the class. Instructor provides handouts. No prerequisite.
CRN 31571 | Fee: $180
2 Fridays | 10/16-10/23
9 AM-4 PM | LRC B210 (limited seating)
Instructor: Linda Burk, Ph.D., is professor of romance languages at MCC.
More Great Books

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

CRN 31815 | Fee: $20
6 Wednesdays | 9/23-12/2 (meets every other week)
3:30-5 PM | GPA GP126

Instructors: Dr. Gena Glickman, MCC President; Jana Sime, Math faculty; and Kimberly Hamilton-Bobrow, Lois Coleman, Tanya Millner-Harlee, Mariana DiRaimo, and Michael DiRaimo, English faculty.

9/23 - the unfortunate importance of beauty by Amanda Filipacci

“A magical and comedic take on modern love, the power of friendship, and the allure of disguise…. Filippaci’s book [has] a philosophical heft and prods us to examine our own prejudices…. Funny, surreal, absurd, and charmingly preposterous.” - The New York Times Book Review, Filipacci deals with issues of perception and reality, courage, commitment, image, and loyalty. It’s about how we see the world through our experiences, our insecurities, and how we imagine others perceive us and respond to us. It’s about how our innate and learned talents shape who we are. And it’s about how we want others to perceive us - whether we’re in disguise or not. This session will feature a Skype interview with the author!

Instructor: Dr. Gena Glickman

10/7 - Doctored: The Disillusionment of an American Physician by Sandeep Jauhar

“Doctored” is Sandeep Jhaurs’s follow-up to his book “Intern: A Doctor’s Initiation” (published in 2007) that covered his experiences during his medical residency. This book is a cautionary tale of our current medical profession seen through Sandeep Jauhar’s eyes as a practicing cardiologist. “In this searing critique of over treatment . . . [Sandeep] confronts the ‘collective malaise’ infecting the American medical profession as he opens a vein to reveal his own complicity and shattered ideals.” - Nanette Varian, “More” magazine

Instructors: Jana Sime and Kim Hamilton-Bobrow

10/21 - No Telephone to Heaven by Michelle Cliff

Cliff was born in Jamaica and lives and works in the United States. Published first in 1987, set in Jamaica, the novel explores issues and concerns of colonization, race, and identity, among other things. The novel has been variously termed "extraordinary for the fierceness of its lyricism," "structurally ambitious, often innovative," and "profound[ly] insightful[ful]."

Instructor: Lois Coleman

11/4 - The Marauders by Tom Cooper

When the BP oil spill devastates the Gulf coast, those who made a living by shrinking find themselves in dire straits. For the oddballs and lowlifes who inhabit the sleepy, working class bayou town of Jeannette, these desperate circumstances serve as the catalyst that pushes them to enact whatever risky schemes they can dream up to reverse their fortunes.

Instructor: Tanya Millner-Harlee

11/18 - Let the Great World Spin by Colum McCann

When Philipp Petit runs, dances, and leaps on a wire between the newly built World Trade Center towers in August 1974, pedestrians in New York City gaze up in awe. Petit’s daring act becomes the thread in the novel about New Yorkers in the ’70s and the surprising connections that are often made between very different people.

Instructor: Marianna DiRaimo

12/2 - Lolita by Vladimir Nabokov

This 1955 novel, called morally corrupt by some and brilliant by others, follows the sophisticated Humbert Humbert as he travels across the country with his fascinating stepdaughter who he loves with a crazed, obsessive, and dangerous passion. Sixty years after its publication this novel continues to inspire both outrage and delight. Let’s see how it hits you!

Instructor: Michael DiRaimo

NEW Jane Austen’s Mansfield Park

In this special book discussion topic, join us for an in-depth treatment of Jane Austen’s classic, Mansfield Park—a story that examines family, social status and moral integrity in 19th-century England, all brought to life through memorable characters. In addition to our discussion, we will also consider Austen’s life and other works.

CRN 32018 | Fee: $20
1 Wednesday | 9/16
6-8 PM | GPA GP124

Instructor: Katherine Noonan has a B.A. in history and literature from Smith College and is currently a candidate for the Master of Library and Information Science degree at Simmons College. She has taught for MCC’s Credit-Free Programs since 2012 and is a founding member of the MCC Reads Downtown course.

NEW Who Doesn’t Love a Good Scare? Horror in Literature: Shelley and King

Just in time for the ghosts and goblins of Halloween! The genre of horror has ancient origins with roots in folklore and religious traditions, focusing on death, afterlife, evil, the demonic, and the principle of the thing embodied in the person. We will examine common themes, motifs, and techniques, while delving into two classic works, Mary Shelley’s Frankenstein and the modern classic by Stephen King, The Shining. These titles are available at your local or online bookstore. This class is designed for both adults and young adults who love to read and discuss in a group what they have read. Come join the buzz of a literary scare!

CRN 32019 | Fee: $35
2 Wednesdays | 9/14-10/21
6-8 PM | GPA GP124

Instructor: Katherine Noonan has a B.A. in library science from Simmons College. She has taught for MCC’s Credit-Free Programs since 2012 and is a founding member of the MCC Reads Downtown course.

NEW Blacked-Out Poetry Sculptures for Banned Book Week

Designed to complement the 2015 Banned Books Week (September 27-October 3), this creative writing/multimedia workshop for both teens and adults will employ the black marker technique of writing/multimedia workshop for both teens and adults will employ the black marker technique of writing/multimedia workshop for both teens and adults. Working with creative writing and visual art, including storytelling, printmaking, painting, and digital media.

CRN 32009 | Fee: $50
2 Mondays | 9/14-9/21
6-8 PM | AST D110

Instructor: Michael Sweeney has an M.F.A. from the University of Connecticut and a master’s in library science from Simmons College. He is a practicing artist with experience in both creative writing and visual art, including storytelling, printmaking, painting, and digital media.
Emily Dickinson Museum Field Trip and Seminar

Virtually unpublished during her lifetime, Emily Dickinson is now regarded as one of America’s greatest poets. Increasingly reclusive, she left a legacy of more than 1,700 poems that have had an enormous influence on American and world literature. The classroom session will comprise an overview of her life and work, including a discussion of selected poems, her critical reception over the years, and her current place in world literature. The instructor will provide handouts. The second session will feature a field trip to the Emily Dickinson Museum in Amherst, MA, with a docent tour provided by the Museum/instructor. Please note: Students need to register by October 14 to secure Museum arrangements. The special discounted $6 admission fee to the Museum is not included with course fee; due to a minimum number necessary to get the group discount, students must be able to commit to the field trip. Directions to will be provided in class; students will meet at the Museum in Amherst.

CRN 31963 | Fee: $20
2 sessions: 1 Wednesday | 10/28
6:30-8:30 PM | GPA GP214
1 Saturday | 10/31
10:30 AM-noon | Emily Dickinson Museum

Instructor: David Garnes earned his master of library science and master of arts from Columbia University. He worked as a librarian at University of Connecticut for 20 years and is presently a freelance writer, lecturer, and book discussion leader for Connecticut Humanities. He has also served as a guide at the Emily Dickinson Museum since 2001.

Poetry for Poets

This course is for serious writers of poetry who are interested in refining their craft and getting their work published. Your work will undergo rigorous (but always friendly) review. The course will emphasize the processes of rewriting and editing to help you reach the next level of your writing. You will also gain the skills and confidence necessary to submit your work to literary journals. You will be expected to bring in samples of your poetry to each class and participate in critiquing your fellow poets’ work. Students will be expected to complete a chapbook of poems by the end of the course. Materials fee: $5, payable to instructor, for publication of a chapbook featuring students’ work. Please note: this course meets at MCC on Main, 903 Main St., Manchester; free parking available in municipal lot across the street, adjacent to St. James Church.

CRN 31871 | Fee: $105
6 Saturdays | 9/12-10/17
11:30 AM-1:30 PM | MCC on Main

Instructor: John Surowiecki is the author of four collections of poetry, Flies, Barney and Gienka, The Hat City after Men Stopped Wearing Hats, and Watching Cartoons before Attending a Funeral, as well as a verse drama, My Nose and Me, which won a Poetry Foundation Pegasus Award, and several chapbooks. One former student said, “John is an amazing poet and teacher - loved his classes – learned a lot. I highly recommend him!”

NEW! Adventures in Autobiography

Maya Angelou said, “There is no greater agony than bearing an untold story inside you.” In this creative writing workshop you will have the opportunity to discover and express your untold stories. Through practical writing assignments, imaginative exercises, reflective conversations, and relevant readings (in and between classes), you can expect to develop the skills, confidence, and inspiration to look at your life through an alternate lens, uncover new perspectives, and find fresh meaning in your old stories.

CRN 32017 | Fee: $145
6 Wednesdays | 10/14-11/18
6:30-8:30 PM | GPA GP156

Instructor: Stacey Jill Zackin applies her master's in social work and doctorate in psychology to theCoach4you, a personal and professional coaching practice she founded 15 years ago. She uses the art of storytelling to help her clients “re-right” the stories of their past, become authors of their future and experience being the heroes of their journey.

Writing and Illustrating Children’s Books

His course provides an overview for how to write, illustrate, and publish a children’s book. Topics include aesthetic and literary strategies; book design and dummy layout; illustration styles; the age appropriateness of stories; and the business of publishing. Students may bring in stories or projects that they are working on, or begin an ABC book, counting book, or the retelling of a fairy or folk tale.

CRN 31905 | Fee: $135
4 Wednesdays | 9/16-10/7
6-8 PM | GPA GP156

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

Write to Publish

You have written a novel or nonfiction work (or plan to do so), but you know little about the steps to getting published. We will discuss how to know when your manuscript is ready to submit, and the various publication options: traditional, e-publishing, and even self-publishing, which is gaining in sophistication and acceptance among booksellers. Learn the next steps to developing an author platform through social media and other means of marketing to grow readership. You will have the opportunity to have your work assessed by a professional editor and author.

CRN 32016 | Fee: $75
3 Mondays | 9/21-10/5
7-9 PM | LRC B209

Instructor: Heather Webb writes historical novels for Penguin and HarperCollins, which have been translated into three languages and have been featured in the Wall Street Journal, Cosmopolitan, France Magazine, Reuters News, and the Huffington Post, and have received national starred reviews. She is also a freelance editor and contributor to award-winning writing sites, Writer Unboxed, Writers in the Storm, and Romance University. You can find her on the web at HeatherWebb.net.
Blog for Money and Fun
Create your own blog to enhance your career, build marketing talent, raise funds, or as an entry into citizen journalism. Find the free tools to develop beautifully written content. Discover how to give life to your blog with companion videos and online talk radio programs. Become a marketing expert to promote you and your blog.

CRN 31891 | Fee: $30
1 Thursday | 10/3
9 AM-noon | GPA GP14

Instructor: David K. Ewen, M.Ed., is the founder of Ewen Prime Company, established in 1994 as a publishing house and has since become a consulting firm for book and music publishing and film production. He is the director of the Springfield Community Festival and has directed, produced, and hosted programs for theater and television, including "Author of the Week."

Publish Your Book for Print, Online, Audio and Film
Learn how to publish your material in print, online, and in audio, and the free online tools that are available to make publishing easy. Become a marketing expert and use the media to your advantage. Also learn how to turn your book project into a film deal. Topics will include a brief history of book publishing; the process of copyrighting material; print, electronic and audio formats; the ebook market on Amazon and Barnes & Noble; and marketing through social media, radio, TV, and newspapers. An informative handout is provided.

CRN 31893 | Fee: $30
1 Monday | 11/16
6-9 PM | GPA GP156

Instructor: David K. Ewen

MCC Reads Downtown
The popularity of book discussion groups at MCC has led to this group that meets at MCC on Main, and is designed to complement the More Great Books discussion series on campus. Sessions will be led by distinguished MCC library and staff members. The course meets on alternate weeks to allow time for reading. Books are available at local and online bookstores and at most libraries. Please note: This course meets at MCC on Main, 903 Main St., Manchester.

CRN 31869 | Fee: $20
5 Thursdays | 9/10; 10/8; 10/29; 11/19 & 12/17
6-7 PM | MCC on Main

Instructors: Paula Pini, associate director of MCC Library; Patricia Ronalter, MCC reference librarian; and Katherine Noonan

10/29 - The Dream Lover by Elizabeth Berg
At the beginning of this powerful novel, we meet Aurore Dupin as she is leaving her estranged husband, a loveless marriage, and her family’s estate in the French countryside to start a new life in Paris. There, she gives herself a new name—George Sand—and pursues her dream of becoming a writer, embracing an unconventional and even scandalous lifestyle. Sand’s many lovers and friends include Frédéric Chopin, Gustave Flaubert, Franz Liszt, Eugene Delacroix, Victor Hugo, Marie Dorval, and Alfred de Musset. As Sand welcomes fame and friendship, she fights to overcome heartbreak and prejudice, failure and loss. Will the life she longs for always be just out of reach—a dream?

Instructor: Paula Pini

11/19 - The Signature of all Things by Elizabeth Gilbert
Spanning much of the eighteenth and nineteenth centuries, the novel follows the fortunes of the extraordinary Whittaker family as led by the enterprising Henry Whittaker—a poor-born Englishman who makes a great fortune in the South American quinine trade, eventually becoming the richest man in Philadelphia. Born in 1800, Henry’s brilliant daughter, Alma (who inherits both her father’s money and his mind), ultimately becomes a botanist of considerable gifts herself. As Alma’s research takes her deeper into the mysteries of evolution, she falls in love with a man named Ambrose Pike who makes incomparable paintings of orchids and who draws her in the exact opposite direction—into the realm of the spiritual, the divine, and the magical.

Instructor: Patricia Ronalter

11/19 - Station Eleven by Emily St. John Mandel
Kirsten Raymonde will never forget the night Arthur Leander, the famous Hollywood actor, had a heart attack on stage during a production of King Lear. That was the night when a devastating flu pandemic arrived in the city, and within weeks, civilization as we know it came to an end. Twenty years later, Kirsten moves between the settlements of the altered world with a small troupe of actors and musicians. They call themselves The Traveling Symphony, and they have dedicated themselves to keeping the remnants of art and humanity alive. But when they arrive in St. Deborah by the Water, they encounter a violent prophet who will threaten the tiny band’s existence. And as the story takes off, the strange twist of fate connecting them all will be revealed.

Instructor: Katherine Noonan

10/8 - The Museum of Extraordinary Things by Alice Hoffman
Coralie Sardie is the daughter of the impresario behind The Museum of Extraordinary Things, a Coney Island freak show that thrills the masses. An exceptional swimmer, Coralie appears as the Mermaid in her father’s “museum.” One night she stumbles upon a striking young man taking pictures of moonlit trees in the woods off the Hudson River. The dashing photographer is Eddie Cohen, a Russian immigrant, who becomes enamored in the mystery behind a young woman’s disappearance. Alice Hoffman weaves her trademark magic, romance, and masterful storytelling to unite Coralie and Eddie in a tender and moving story of young love in tumultuous times.

Instructor: Katherine Noonan

12/17 - Skipping Christmas by John Grisham
Luther and Nora Krank are fed up with the chaos of Christmas. The endless shopping lists, the frenzied dashes through the mall, the hassle of decorating the tree... where has all the joy gone? This year, celebrating seems like too much effort. With their only child off in Peru, they decide that just this once, they’ll skip the holidays. They spend their Christmas budget on a Caribbean cruise set to sail on December 25, and happily settle in for a restful holiday season free of rooftop snowmen and festive parties. But the Kranks soon learn that their vacation from Christmas isn’t much of a vacation at all, and that skipping the holidays has consequences they didn’t bargain for...
MCC Information Session

Saturday, November 7
9 AM - Noon
GPA Community Common

PRESENTATIONS ON
- Admissions • Careers
- Certificate and Associate Degree Programs
- Continuing Education Courses
- Financial Aid • Transfer Opportunities

Campus tours will be available and all enrollment services offices will be open.

FREE AND OPEN TO THE PUBLIC

Mishi-maya-gat Spoken Word & Music Series
All events held at MCC on Main, 903 Main Street, Manchester

FEATURING ACCLAIMED POETS, WRITERS AND MUSICIANS FROM NEW ENGLAND AND BEYOND

Hosted by Stephen Campiglio

Thursday, September 17
7:00 PM - FRANK WALLACE, classical guitar
- Tours nationally and internationally, both as a soloist and with mezzo-soprano Nancy Knowles as Duo LiveOak.
- Director of the Boston Classical Guitar Society from 2007-2010.
- Has written works for ChromaDuo, the Jugend Zupf Orchestra of Germany, Mare Duo, Marek Pasieczny, the Olson/De Cari Duo, and the Providence Mandolin Orchestra, among others.
- His complete works and recordings are available at: www.gyremusic.com.

Friday, October 15
Check the Series' web page for updates.

Thursday, October 15
8:00 PM – A Celebration of Poet Laureates from Local CT Towns, featuring Manchester’s Poet Laureate, JULIA MORRIS PAUL
- Julia Morris Paul’s poems have appeared in numerous journals, both national and international, and in several anthologies. She serves on the Boards of the Connecticut Poetry Society and Riverwood Poetry Series, Inc.
- Other Guest Poet Laureates joining the event:
  - CHRISTINE BECK – West Hartford
  - RENNIE McQUILKIN – Simsbury
  - ALEXANDRINA SERGIO – Glastonbury

To get on the mailing list and receive an event flyer, send an email to Stephen Campiglio, Series Coordinator, at scamiglio@manchestercc.edu.

MCC
This project is funded by MCC Foundation Annual Fund

WWW.MANCHESTERCC.EDU

74

CREDIT-FREE PHONE IN REGISTRATION 860-512-3232
Excursions in Learning
YOUTH PROGRAMS

Enrichment Classes for Inquisitive and Creative Minds in Grades K-10

Full-day summer programs in July & August
Morning Saturday classes October-December

Check out our catalogs at:
www.manchestercc.edu/excursions

Or inquire with the Coordinator,
Carleigh C. Schultz at cschultz@manchestercc.edu or 860-512-2804.
CREDIT-FREE REGISTRATION INFORMATION

REFUND POLICY FOR CREDIT-FREE COURSES

There is a minimum enrollment for all Credit-Free courses. Classes with insufficient enrollment will be cancelled. If a course is full or cancelled, you will be notified by phone, mail or email before the start date. If the College cancels a Credit-Free course, students will receive a full refund.*

In order to drop a Credit-Free course and receive a refund*, you must submit a written request to the Registrar’s Office no later than one (1) business day prior to the first scheduled class meeting. It is your responsibility to call the Registrar’s Office to verify that your request for a refund was received. If you fail to call, and we have no record of your request, you are ineligible for a refund. Refund checks are issued by the State Comptrollers’ Office and take approximately four to six weeks to process. Requests for refunds may be made:

In person: Registrar’s Office, SSC Lobby
By fax: 860-512-3221
Or mail: Registrar’s Office, MS #13, MCC,
P.O. Box 1046, Manchester, CT 06045-1046

No refunds will be issued after the allowable drop period. **
* The College does not keep student credit card information on file. If you paid for a class with a credit card and would like to have this account refunded, you must provide us with your account number and expiration date. Otherwise, a refund check will automatically be mailed.
** Refund Appeals are only considered for extraordinary circumstances.

Special Note to Students: Full payment is due upon registration. If you register and do not pay, you will be billed for the course(s). If you wish to drop a course, you must do so no later than one (1) business day prior to the first scheduled class meeting, or you will be billed for the course.

REFUND POLICY APPEAL PROCEDURES

The Refund Appeal is intended to extend the refund period for a limited 10-day period of time for students experiencing extraordinary circumstances. After the 10-day extension period, there are no refunds and appeals will not be considered regardless of the circumstances a student may experience.

All appeals must be submitted in writing and include student ID, contact information and appropriate documentation. Appeals for credit-free courses must be received within 10 calendar days from the start date of class.

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

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

You may view and print a Refund Policy Appeal form at www.manchestercc.edu in the Form-Depot or you may obtain a form at the Registrar’s Office.

SUBMIT COMPLETED FORM TO:
Refund Appeals Committee
Manchester Community College
Registrar’s Office, MS #13
Great Path, P.O. Box 1046
Manchester, CT 06045-1046

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

WEB/FLEXIBLE REGISTRATION

Students may register online using a MasterCard, Visa or Discover Card.

RETURNING STUDENTS

If you are a returning student and know your NetID/Banner ID*, follow the Web/Flexible Registration instructions below.

If you are a returning student and do not know your NetID/Banner ID*, please call 860-512-3220 or email ma-flexreg@manchestercc.edu to request that your NetID/Banner ID be mailed to you. See New NetID Users information below.

NEW STUDENTS

If you are a new student (have never taken a class within the Connecticut Community College system), follow the Web/Flexible Registration steps below, skipping step 3. A User Name (NetID) login will be created at checkout.

WEB/FLEXIBLE REGISTRATION:

1. Go to www.manchestercc.edu/continuing-education
2. Click Web/Flexible Registration
3. Sign in by entering your User Name (NetID) and Password
4. Select the appropriate term and follow instructions on the Web/Flexible Registration page**

*Banner ID numbers will be mailed (upon request) to returning students and cannot be given out over the phone or by email.
**Please choose your course(s) in advance and have the correct CRN number(s) handy when you register using Web/Flexible Registration.

NEW NETID USERS

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

CONTACT INFORMATION

Admissions ................................................................. 860-512-3210
Bursar’s ................................................................. 860-512-3637
Financial Aid .......................................................... 860-512-3380
Library ................................................................. 860-512-2880
Registrar ......................................................... 860-512-3220
Bookstore .......................................................... www.mctc.bkstr.com

WWW.MANCHESTERCC.EDU  76  CREDIT-FREE PHONE IN REGISTRATION 860-512-3232
CREDIT-FREE REGISTRATION INFORMATION

5 EASY WAYS TO REGISTER FOR CREDIT-FREE COURSES
PLEASE COMPLETE AND SUBMIT THIS ENTIRE PAGE.

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

2. **IN-PERSON**
   At the Registrar in the SSC Building. Pay at the Bursar’s Office by cash, check, money order, MasterCard, Visa or Discover Card.
   Please use the night drop box after hours.

3. **BY FAX 860-512-3221 (24 HOURS)**
   Complete a registration form with MasterCard, Visa or Discover Card.
   Please call 860-512-3232 to confirm that your fax was received.

4. **BY PHONE 860-512-3232**
   Call 860-512-3232 between 8:30 AM and 4:30 PM, Monday-Friday, using MasterCard, Visa or Discover Card.
   • Please leave a detailed voice message if staff is unavailable.

5. **REGISTER ONLINE**
   Go to www.manchestercc.edu/continuing-education.
   Click Web/Flexible Registration (for details, see page 76)

NO WRITTEN CONFIRMATIONS ARE MAILED. REGISTRANTS WILL BE CONTACTED BY MCC ONLY IF A COURSE IS FULL, CANCELS, OR IF CLASSES, MEETING TIMES OR DATES CHANGE.

---

MCC CREDIT-FREE COURSE REGISTRATION
PRINT CLEARLY IN INK. REGISTER ONE PERSON PER FORM. PHOTOCOPY FORM IF NEEDED.

Banner I.D. # (if known) ____________________________________________________________

Name (Last) ______________________________________________ (First) ___________________(M) ___________________

Previous Name (if any) __________________________________________ Email address ________________________________

Home Address (Number and Street) ________________________________ City __________________________ State _________ Zip Code ________________

Tel. (Home) __________________________ (Work) __________________________ (Cell) ______________________________

Birth Date __________________________ Gender ☐ Female ☐ Male Today’s Date ________________________________

BE SURE TO INCLUDE BOTH A DAY AND EVENING PHONE NUMBER IN CASE WE NEED TO INFORM YOU OF A SCHEDULING CHANGE OR CANCELLATION.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course Title</th>
<th>Start Date</th>
<th>Time</th>
<th>Room</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MAKE CHECK OR MONEY ORDER PAYABLE TO “MCC”:

Credit Card # ____________________________ Exp. Date ____________________________

Three Digit Security Code (CV Code) ________________ Exp. Date ________________

Cardholder name (print) ____________________________

Cardholder signature ____________________________

Relationship to student ____________________________

Cardholder address ____________________________

Cardholder phone ____________________________

 Fees (total enclosed) ____________________________

REFUNDS

Refunds are issued only for Credit-Free courses that MCC cancels, or if a written request is received no later than one (1) business day prior to the first scheduled class meeting. See details on page 76.
CREDIT-FREE REGISTRATION INFORMATION

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

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

Course Locations
Courses are held in classrooms at MCC, unless otherwise indicated in the course descriptions.

Free Parking
Parking is free at MCC. You may park without a permit in East and West Lots. A permit is required to park in staff or handicapped spaces.
For convenient access to the new Great Path Academy (GPA), please use East Lot.

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

Postponements & Make-Ups
Classes postponed by instructor’s request, emergencies, or extreme weather conditions will be made up whenever possible. Please call the College’s main line, 860-512-3000, or visit the College web page: www.manchestercc.edu for cancellations due to weather conditions. You may not makeup absences by attending classes other than your own.

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

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

MCC CAMPUS MAP
For Directions to MCC: www.manchestercc.edu

MCC BUILDINGS
AST = Arts, Sciences & Technology Center
GPA = Great Path Academy
LRC = Learning Resource Center
SSC = Student Services Center (formerly the Lowe Building)
VIL = Village

OFF-CAMPUS LOCATION
MCC on Main
903 Main Street | Manchester
www.manchestercc.edu/mcc-on-main/contact.php

All buildings have ramps to provide easy access for people with disabilities. There are also designated parking spaces for people with disabilities.
MANUFACTURING

A CAREER FOR TODAY AND TOMORROW

Enrolling NOW. Space is limited. Inquire about financial aid.

Local companies are looking for the next generation of skilled workers who can meet the challenges of high-tech manufacturing. CNC Operators, Quality Control Inspectors, CNC Programmers – these are just some of Connecticut’s in-demand jobs.

If you’re interested in manufacturing as a career, contact us to find out more about the non-credit and credit certificate programs designed to prepare students for success in this field. Ed Dombroski, Coordinator of Manufacturing Programs at MCC, will be happy to answer your questions. You can reach him at 860.512.2814 or by email at edombroski@manchestercc.edu.

This program is funded in part by the Connecticut Advanced Manufacturing Initiative (CAMI), a Trade Adjustment Assistance Community College and Career Training grant, as implemented by the Employment and Training Administration, U.S. Department of Labor.

CAMI is an equal opportunity program. Auxiliary aids and services are available upon request to individuals with disabilities.
Continuing Education Credit-Free Programs
For Information: 860-512-2800
To Register: 860-512-3232
www.manchestercc.edu/continuing

Connecticut Rider Education Program (CONREP)
For Motorcycles
in conjunction with CT DOT

Prepare for Allied Health Careers
Check out our course selection
See pages 3-6

Online Academy
Check out our course selection
See pages 51-61

Boating Safety

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

See page 39

Preparation for CT Real Estate Licensing Exams

• Principles and Practices of Real Estate
• Basic Appraisal Procedures
• Real Estate Law

See pages 66-67