SPRING
Classes Beginning January to May

ALLIED HEALTH
ART & CRAFTS
BODY, MIND & SPIRIT
COMPUTER TECHNOLOGY
CUISINE CULTURE & HISTORY
DANCE DRAMA & FILM
ENGLISH AS A SECOND LANGUAGE
FITNESS & RECREATION
GARDENING LANGUAGES
MUSIC NOON INSTITUTE
NUITRITION ONLINE ACADEMY
ORGANIZATION OF ACTIVE ADULTS
PHOTOGRAPHY
PROFESSIONAL DEVELOPMENT
REAL ESTATE BUSINESS & INDUSTRY
WRITING, PUBLISHING & LITERATURE

SPRING 2015 CREDIT-FREE COURSES

Continuing Education for Personal Enrichment and Professional Development
MCC’S BUSINESS AND INDUSTRY SERVICES
Providing custom group training solutions for your business or organization

MCC’s Business & Industry Services works with you to design and deliver relevant job training and skill development courses for your company’s workforce.

WHY CHOOSE US?
• Training is customized to suit your organization’s unique needs
• Workshops are taught by highly qualified professionals
• Courses can be taught at your location, or on our campus in one of our state-of-the-art classrooms
• Rates are very competitive and cost effective
• We often partner with local, state and federal funding programs to help you realize significant cost savings for training

For more information, call Mick Pigott, Business & Industry Services Representative, at 860-512-2815 or email him at mpigott@manchestercc.edu

CONVENTIONAL PRECISION MANUFACTURING (CPM) CERTIFICATE PROGRAM
Your first step to a successful career in manufacturing

In this introductory program, students learn about workplace safety, blueprint reading, shop math, measurement tools, and conventional machining. They spend 90 hours in the shop, gaining hands-on experience with machines such as manual mills and lathes. They tour manufacturing companies to see firsthand what the work environment is like. They can also earn up to 6 college credits, which can be applied to additional certifications and degrees.

The CPM Program prepares students for entry-level positions as conventional machine operators. It also serves as a foundation for students who want to progress into courses for CNC operators, quality control floor inspectors and CNC programmers.

Students benefit from small classes and individual attention of instructors. They are advised by knowledgeable faculty and staff with decades of experience in manufacturing.

For more information, contact Edward Dombroski, Manufacturing Program Coordinator, at 860-512-2814 or edombroski@manchestercc.edu

Space is limited. Contact us today!

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.
## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allied Health</td>
<td>4-9</td>
</tr>
<tr>
<td>Art &amp; Crafts</td>
<td>10-13</td>
</tr>
<tr>
<td>Body, Mind &amp; Spirit</td>
<td>14-16</td>
</tr>
<tr>
<td>Computer Technology</td>
<td>17-29</td>
</tr>
<tr>
<td>Introductory</td>
<td>17</td>
</tr>
<tr>
<td>Microsoft Office Suite &amp; Outlook</td>
<td>18-20</td>
</tr>
<tr>
<td>Hardware, Operating Systems &amp; Security</td>
<td>20-22</td>
</tr>
<tr>
<td>Spreadsheets</td>
<td>22-23</td>
</tr>
<tr>
<td>Database</td>
<td>24-25</td>
</tr>
<tr>
<td>Internet</td>
<td>25-26</td>
</tr>
<tr>
<td>Digital Imaging &amp; Design</td>
<td>27</td>
</tr>
<tr>
<td>Multimedia</td>
<td>28</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>28</td>
</tr>
<tr>
<td>Certification Testing</td>
<td>28-29</td>
</tr>
<tr>
<td>Cuisine</td>
<td>30-33</td>
</tr>
<tr>
<td>Culture &amp; History</td>
<td>34-35</td>
</tr>
<tr>
<td>Dance</td>
<td>36</td>
</tr>
<tr>
<td>Drama &amp; Film</td>
<td>37-38</td>
</tr>
<tr>
<td>English as a Second Language</td>
<td>39</td>
</tr>
<tr>
<td>Family, Finance &amp; Consumer Issues</td>
<td>40-41</td>
</tr>
<tr>
<td>Fitness &amp; Recreation</td>
<td>42-44</td>
</tr>
<tr>
<td>Gardening</td>
<td>45-46</td>
</tr>
<tr>
<td>Languages</td>
<td>47-48</td>
</tr>
<tr>
<td>MCC on Main</td>
<td>49</td>
</tr>
<tr>
<td>Music</td>
<td>50-53</td>
</tr>
<tr>
<td>Noon Institute</td>
<td>54-55</td>
</tr>
<tr>
<td>Nutrition</td>
<td>56</td>
</tr>
<tr>
<td>Online Academy</td>
<td>57-63</td>
</tr>
<tr>
<td>Organization of Active Adults</td>
<td>64</td>
</tr>
<tr>
<td>Photography</td>
<td>65-66</td>
</tr>
<tr>
<td>Professional Development</td>
<td>67-72</td>
</tr>
<tr>
<td>Writing, Literature &amp; Publishing</td>
<td>73-75</td>
</tr>
<tr>
<td>Refund Information</td>
<td>76</td>
</tr>
<tr>
<td>Web Registration Information</td>
<td>76</td>
</tr>
<tr>
<td>Registration Information &amp; Form</td>
<td>76-78</td>
</tr>
</tbody>
</table>

## CONTINUING EDUCATION

### Credit-Free Programs
Offering courses for professional development and personal enrichment.

Director, Ann Bonney.................................................................abonney@manchestercc.edu
Program Associate, Stephen Campiglio.................................scampiglio@manchestercc.edu
Administrative Assistant, Jessie Bradley.................................jbradley@manchestercc.edu
Educational Assistant, Valerie Nightingale..............................vnightingale@manchestercc.edu

### Credit-Free Phone-In Registration
8:30 AM – 4:30 PM, Monday–Friday Mastercard, Visa or Discover Card

860-512-3232

### Business & Industry Services
Providing employers and employees with workplace programs and training.

Director, Janet Alampi..............................................................jalampi@manchestercc.edu
Sales Associate, Mick Pigott..................................................mpigott@manchestercc.edu

### Computer Technology
Providing state-of-the-art computer training.

Coordinator, Bruce Manning..................................................bmanning@manchestercc.edu

### Allied Health Programs
Preparing students for National and State certification exams.

Coordinator, Diane Mitchell..................................................dmitchell@manchestercc.edu

### Excursions in Learning
Offering courses for high-achieving, academically motivated children.

Coordinator, Carleigh Schultz................................................cschultz@manchestercc.edu

### Credit Extension Courses
Winter and Summer credit extension courses.

Dean, Melanie Haber..............................................................mhaber@manchestercc.edu
Administrative Assistant, Gloria Moeller.................................gmoeller@manchestercc.edu

---

### 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.12/14 62M, CE/NFD

---

Si desea más información acerca de la universidad en español, por favor diríjase a: www.manchestercc.edu/bienvenidos.
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.

Tasks include:
- Turn and reposition bedridden patients, 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 at Woodlake at Tolland, 26 Shenipsit Lake Road, Tolland. 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. Upon completion of the course, 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, Gerek and Sorrentino; Elsevier (ISBN 9780323077569); text/workbook package approximately $102, and a gait belt approximately $12, available at MCC Bookstore.

CRN 11547 | Fee: $999
28 sessions | Tuesdays, Thursdays & Saturdays (see schedule below)
Classroom: 20 sessions | 10 Tuesdays & 10 Thursdays | 2/17-4/28 (no class 4/2)
6-9 PM | LRC B125
Clinical: 8 Saturdays | 3/7-5/2 (no clinical 4/4)
7 AM-3 PM (half-hour lunch) | Woodlake at Tolland.

Instructor: Karen Ricketts, MSN, BSN, RN has worked for 18 years as a Director of Nursing in Long Term Care, Supervisor of Staff Development & Infection Control, and an ER nurse. She has taught graduate nursing courses at the University of CT and University of MA. She is the president and owner of KSY Home Healthcare of Windsor, specializing in home care and staffing solutions for healthcare with a special emphasis on CPR training for healthcare providers and the community.

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; proof of Rubella (German measles) immunization, 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.

MCC Allied Health Courses may qualify for Veterans’ Benefits (VA)

You may be able to receive tuition assistance when you enroll in the following programs:
- Certified Nurse Aide (CNA)
- Emergency Medical Technician (EMT)
- Pharmacy Technician Certification
- Phlebotomy Certification
- Veterinary Assistant Certificate

Call MCC’s Veterans’ Services at 860-512-3375, or the MCC O.A.S.I.S. at 860-512-3362, for more information on Veteran’s benefits.

Workforce Investment Act (WIA)

Funding may be available for unemployed, recently downsized, or underemployed persons.
- Certified Nurse Aide (CNA)
- Emergency Medical Technician (EMT)
- Pharmacy Technician Certification
- Phlebotomy Certification
- Veterinary Assistant Certificate

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

COMING THIS SUMMER!

Accelerated Certified Nurse Aide (CNA) Program

Do you want to gain valuable hands-on experience and work in health care while pursuing your degree? Complete this course and sit for the CNA certification exam before you return to school in the fall. 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.

CRN 20015 | Fee: $999
20 sessions | Monday through Thursday
6/1-7/2 (see schedule below)
Classroom | 5 Mondays | 6/1-6/29
2 Tuesdays | 6/2 & 6/30
2 Wednesday | 6/3 , 7/1
2 Thursdays | 6/4 & 7/2
8:30 AM-3 PM (half-hour lunch) | LRC B125
Clinical | 4 Tuesdays | 6/9-6/30
3 Wednesdays | 6/16-6/24
3 Thursdays | 6/16-6/25
8:30 AM-3 PM (half-hour lunch)
Clinical location to be announced

WWW.MANCHESTERCC.EDU
Emergency Medical Technician (EMT) Training  

The EMT is the first responder on the scene in the event of accident or illness. An EMT must assess injuries, administer emergency medical care, extricate trapped individuals, and transport injured or sick people to medical facilities. Examples of services provided by an EMT:

• Administer first-aid treatment and life-support care to sick or injured people in a pre-hospital setting;
• Assess the nature and extent of illness or injury to establish and prioritize medical procedures;
• Maintain vehicles, medical and communication equipment, and replenish first-aid equipment and supplies;
• Observe, record and report to physician the patient’s condition or injury, the treatment provided, and reactions to drugs and treatment;
• Perform emergency diagnostic and treatment procedures such as airway management during ambulance ride;
• Operate equipment such as external defibrillators and bag-valve mask resuscitators in advanced life-support environments.

This course prepares students to sit for the initial State of CT Certified EMT examination and national board certification, a primary qualification for EMT personnel. Students must attend at least 150 hours, achieve a course grade of 75% or above and be recommended by the instructor to sit for the state exam. The exam fee of $125 is paid at the time a student applies to take the test. The instructor will inform students about the test dates and application process. In addition to the classroom sessions, students will also complete 40 hours’ observation time riding along in an ambulance and observing at St. Francis Hospital Emergency Department. Students must provide their own transportation to the observation assignments. Students under 18 years of age will need a waiver signed by a parent. Students should bring a lunch to the Saturday sessions.

Required textbook and supplies: Please be sure to purchase the text package ISBN 9781284045192 to obtain access code for online resources used in class, good for one year. AAOS Emergency Care and Transportation of the Sick and Injured, 10th edition, Jones and Bartlett (ISBN 9781284045192); approximately $231, and stethoscope and blood pressure cuff approximately $50, available at MCC Bookstore. All classes meet at CPR Training Professionals, LLC, 479 Buckland Road, South Windsor.

CRN 11551 | Fee: $750  
32 sessions | 13 Mondays & 14 Wednesdays  
3/2-6/3 (does not meet 5/25) | 6-10 PM  
5 Saturdays | 3/28, 4/11, 4/25, 5/9, 6/6  
8 AM-4 PM (half-hour lunch)

Instructor: Andrew Hildebrand, EMSI and Paramedic, owner/founder of CPR Training Professionals has been a Paramedic since 1993 and holds certifications as an instructor in Advanced Cardiac Life Support, Pediatric Advanced Life Support, and American Heart Association BLS. He has been an EMS Instructor for more than 10 years.

REGISTRATION GUIDELINES

• Certified Nurse Aide
• Emergency Medical Technician
• Pharmacy Technician*
• Phlebotomy Technician

Have you successfully completed a college 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.

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

Attention EMT Students

Students who have successfully completed the Emergency Medical Technician program and been certified by the State of Connecticut are eligible to receive college credit through the Connecticut Credit Assessment Program administered by Charter Oak State College. Additional fees apply. Students should request that a copy of their program transcript be sent to Charter Oak. Credits may be used at Charter Oak State College or transferred to another school by setting up a credit registry with Charter Oak. (Any transfer credit is at the discretion of the receiving institution.) For more information: http://www.charteroak.edu/current/programs/creditregistry.cfm.
ALLIED HEALTH

NEW Emergency Medical Services Instructor (EMSI) Training

This course will prepare EMS providers with at least two years of experience to become EMS Instructors. Students will learn instructional methodology to develop, manage, teach and evaluate EMS programs. Students will create lesson plans and learn about current CT DPH regulations, forms, deadlines and requirements for EMS program approval. Students in this course must have a current EMT certification, have worked or volunteered as an EMT for 24 of the past 36 months, and achieved a grade of 85% or higher on an EMT refresher exam within past 12 months. This program is CT OEMS approved and complies with the 2002 National Curriculum Guidelines for Educating EMS Instructors.

The following requirements must be met to gain certification from the State of CT DPH as an EMS Instructor:

- Complete an OEMS Instructor Application;
- Hold a current State EMT certification;
- Hold an EMT-Intermediate or Paramedic license;
- Successfully complete an approved OEMS EMS Instructor program;
- Apply to the CT DPH within two years of approved instructor course completion.


CRN 11624 | Fee: $899
9 Saturdays | 3/7-5/9 (does not meet 4/4) 8 AM-4 PM (half-hour lunch) | All classes meet at CPR Training Professionals, LLC 479 Buckland Road, South Windsor.

Instructors: Tamara Burgess, EMSI has been an Advanced Emergency Medical Technician for 13 years and has taught EMS for 11 years. She has functioned as both a volunteer and paid EMS professional, working for both private and hospital-based systems, and has worked in a hospital-based 911 service for the past 12 years. She has an M.A. in Education and is currently enrolled in a Sixth Year (culminating in a doctorate) program at Sacred Heart University; Andrew Hildebrand, EMSI, Paramedic and owner/founder of CPR Training Professionals, has been a Paramedic since 1993 and holds certifications as an Instructor in Advanced Cardiac Life Support, Pediatric Advanced Life Support, and American Heart Association BLS. He has been an EMS Instructor for over 10 years.

Pharmacy Technician Certification Training

This comprehensive 60-hour course prepares students for an entry-level position in a community hospital, long-term care setting, or pharmacy and is an excellent review for the Pharmacy Technician Certification Board (PTCB) national certification exam. The pharmacy technician prepares medications under the direction of a pharmacist and may measure, mix, count, label, and record amounts and dosages of medications. Students will learn medical terminology specific to the pharmacy and interpret prescriptions, define drugs by generic and brand names, calculate dosage and I.V. flow rates, drug compounding and dose conversion. A pharmacy technician may also review refill requests to verify that information is complete and accurate; maintain proper storage and security for drugs; answer telephones and respond to customer questions and requests; fill bottles with prescribed medications; type and affix labels; assist customers; price and file prescriptions that have been filled; clean and help to maintain equipment and work areas; and sterilize glassware according to prescribed methods. Procedures regarding inventory control, billing, and insurance reimbursement will also be discussed. The course fee includes the textbook, but does not include the PTCB exam fee. Please check the PTCB website for more exam information (www.ptcb.org). Students should bring a calculator to class. Please wear dark pants and shirt with a collar. No jeans, open toe shoes or heels, please. Students with a felony conviction may not be eligible to sit for the Pharmacy Technician (PTCB) exam, and may find it difficult to secure employment. Textbooks will be provided.

CRN 11548 | Fee: $825
20 sessions | Mondays & Wednesdays 3/2-5/6 6-9 PM | LRC B144

Instructors: Members of the Connecticut Pharmacists Association

See registration guidelines on page 5.
Phlebotomy Technician 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 needles. Students must have a steady hand with good manual dexterity and 20/20 vision (can be corrected with lenses) and accurate depth perception. This course includes classroom lecture and a clinical rotation at Eastern CT Health Network (ECHN) facilities in the Manchester area to be assigned by the instructor. Topics 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. 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. Students will begin the hands-on training in class and will progress onto the clinical rotation. Students are required to wear scrubs, white shoes or sneakers to the clinical site. Successful course completion requires a minimum grade of 70, 100 clinical hours and 100 successful, unaided blood draws. Upon successful completion of the program, students will be eligible to sit for the American Society for Clinical Pathology (ASCP) certification exam ($125 exam fee is additional). Students with a felony conviction may not be eligible to sit for the Phlebotomy Technician exam, and may find it difficult to secure employment.


CRN 11549 | Fee $1,460
26 sessions | Tuesdays & Thursdays | 2/19-5/19
6:9:45 PM | LRC B144

Additionally, a clinical rotation, up to 100 hours, will be assigned, weekdays 7 AM-3 PM, at ECHN facilities in the area.

Instructors: Donna Daniels, MBA, MHA, FACHE, Director of Laboratory and Pathology Services at ECHN; Kim E.S. Jenack, CPT, NPA/ASCP; and Pamela Chace, P.T., 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; proof of Rubella (German measles) immunization; 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.

See registration guidelines on page 5.
VETERINARY ASSISTANT CERTIFICATE PART II  WIA-APPROVED

Please Note: Enrollment is limited to students who completed Veterinary Assistant Certificate I in Fall 2014.

This course will begin with a review of basic veterinary terminology, animal restraint techniques and patient history skills learned in Veterinary Assistant I. Students will learn about the disease processes and injuries treated in a clinical practice including feline leukemia, flea anemia, heartworm disease, kennel cough, renal failure, lymphoma, parvovirus, rabies, tick-borne diseases. Current protocol for the safe handling of rabies suspects and samples, nail trimming, ear/eye/oral medication administration, vaccinations, and veterinary dentistry will be covered. Students will use a microscope to view specimens and learn about the treatment and prevention of internal and external parasites. Students will also learn about cleaning, feeding, walking, fluid therapy, catheter care and pain management with an emphasis on the importance of communicating accurate information to the technicians and doctors. Finally, students will learn about ‘routine’ surgical procedures, surgical room conduct, sterilization techniques and methods to prepare the surgical patient and post-surgical recovery.

This is the second part of a two-semester 160-hour program that will prepare students for an entry level position in veterinary health care. Students must complete both Veterinary Assistant I and Veterinary Assistant II, earn a grade of 70 or above in each, and attend at least 150 hours of instruction to complete the program. This course is offered in partnership with Bolton Veterinary Hospital (BVH), 222 Boston Turnpike, Bolton.


CRN 11550 | Fee $899
21 sessions | Tuesdays & Saturdays (see schedule below)
11 Tuesdays | 2/24-5/5
6-9 PM | SSC L142
10 Saturdays | 2/28-5/9 (does not meet 4/4)
9 AM-2:30 PM | Saturday Locations:
Bolton Veterinary Hospital | 3/14
SSC L142 | 4/11, 4/18, 4/25, 5/2

Instructors: Lynne Zelinsky, DVM, graduate of Cornell School of Veterinary Medicine and veterinarian at Bolton Veterinary Hospital (BVH); Erin Jackson, Certified Veterinary Technician; Denise Champagne, Certified Veterinary Technician; and other BVH staff members.
Review for the Certified Professional Coder (CPC) Exam

This exam preparation course is designed for medical or insurance office professionals and students seeking to obtain a Certified Professional Coder (CPC) Certification. For students who wish to continue with the CPC Exam, the fee of $260 (the reduced price for student members) 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 June 20. The instructor will explain the exam process in the first class. In addition to the classroom sessions, there is a 7.5 hour online component for students to practice taking the CPC exam at home and to gain access to additional resources utilizing Blackboard. Students are advised to purchase an annual student membership to AAPC for $70 ($125 for nonstudents), and order their books, if necessary, at least two weeks prior to the start of class to ensure they arrive in time for the first class (paid directly to AAPC). AAPC membership allows students to purchase the books at a reduced price (if you do not already own them). Visit www.aapc.com for more information. Students should bring a lunch to class.


CRN 12067 | Fee: $735
5 Saturdays | 5/2, 5/16, 5/30, 6/6, 6/20
8 AM-4 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 is a member of major national allied health organizations, and holds diverse national certifications in allied health.

Spanish for Health Care Providers

If you are a health care provider and would like to learn to communicate better with Spanish-speaking clients, this course is for you! We will start with basic Spanish pronunciation and work on specific words and phrases relevant to health care. Cultural differences will be discussed as we practice speaking Spanish by using situations in medical contexts, such as obtaining information for an intake and medical history, symptoms, treatment, giving patient care instructions and more. The instructor is open to incorporating situations directly related to student’s day-to-day experiences so that the course is applicable to their specific needs. The instructor will provide instructional materials, which may be uploaded onto a USB drive.

CRN 11808 | Fee: $180
5 Fridays | 4/17-5/15
6-9 PM | LRC B144

Instructor: Raul Moeremans is a veteran Spanish teacher who was 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.

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.


CRN 12068 | Fee: $99
1 Friday | 5/15
9 AM-2:30 PM (half-hour lunch) | LRC B125

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

Basic Life Support for Healthcare Professionals: Includes CPR and AED

This course is appropriate for CNAs, EMTs, nursing students, paramedics, police officers and fire fighters as well as school, fitness center, hotel and restaurant employees. It meets the requirements of the American Heart Association Basic Life Support (BLS) for Healthcare Providers and the American Red Cross CPR/AED for the Professional Rescuer. Healthcare professionals will learn to recognize life-threatening emergencies and provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. Students will complete an instructor-led training session, skills practice and certification exam. The American Heart Association Certification card is $6 extra and payable to the instructor with either a bank check or cash. No personal checks, please. Students should bring a lunch to class.

Required text: Basic Life Support for Healthcare Providers (ISBN 9781616690397), $20, and pocket mask, $12, available at MCC Bookstore. Students are asked to read the book prior to the start of class and be prepared to discuss it in class.

CRN 11858 | Fee: $70
1 Saturday | 5/16
10 AM-2:30 PM | LRC A108

Instructor: Karen Ricketts, MSN, BSN, RN

For more information about Credit-Free Allied Health Programs, contact Diane Mitchell at 860-512-2826, or email at dmitchell@manchestercc.edu.
ART & CRAFTS

Discover Drawing I
Decipher the magic of drawing—the transferring of a three-dimensional object onto a two-dimensional plane. Through the elements of drawing, rendering of values, principles of design, aspects of light, and the effects of technique, you will explore the subtleties and drama of the art of drawing. Enhance your artistic knowledge, sense of aesthetics, and develop your personal style. For beginner to intermediate levels. Students need to purchase and bring to class the following materials: drawing pad (one of the following: Strathmore 400 Series 9” x 12”, recycled or not, or 300 Series 9” x 12”); optional sketchbook (one of the same product dimensions as drawing pad); HB, 2B, 4B, 6B pencils (individual or set); kneaded and white plastic erasers; pencil sharpener with metal interior; black ball point pen or set); ruler (12” or less); soft charcoal, a sharpened ebony pencil, and a kneaded eraser. Painting materials will be discussed at the first class. You may bring in previous work as a point of departure. You will work mostly from still life, while more advanced students will be encouraged to develop personal abstraction, landscape, or others. Students should bring an 18” x 24” white drawing pad, soft vine charcoal, a sharpened ebony pencil, and a kneaded eraser. Painting materials will be discussed at the first class. You may bring in previous work as a point of departure.

CRN 11645 | Fee: $150
6 Thursdays | 2/5-3/12
6:30-9 PM | GPA GP202

Instructor: Carmen Canal earned a B.F.A. in Illustration at the Hartford Art School at the University of Hartford and an M.F.A. in Illustration at Western Connecticut State University. She has exhibited her watercolors and drawings in numerous solo and group shows, appeared in national publications, and received several art honors and awards.

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 11646 | Fee: $150
6 Thursdays | 4/9-5/14
6:30-9 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. Students should bring an 18” x 24” white drawing pad, soft vine charcoal, a sharpened ebony pencil, and a kneaded eraser. Painting materials will be discussed at the first class. You may bring in previous work as a point of departure.

CRN 11873 | Fee: $270
8 Fridays | 3/20-5/15 (does not meet 4/3)
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.

Chinese Brush Painting: Iris with Butterfly
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 China’s traditional spring Iris and Butterfly 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 11679 | Fee: $85
1 Saturday | 3/21
8:30 AM-2:30 PM | GPA GP202

Instructor: Yuemei Zhang, a graduate of the Central Academy of Fine Arts in Beijing, has won many awards in both painting and printmaking, and she is an experienced teacher in her native China and the United States. Her art work was recently selected by the International German Design Council for exhibition at the Asian Design Excellence at Paperworld 2014.

NEW Chinese Brush Painting: Rose and Dragonfly
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 Rose and Dragonfly 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 11680 | Fee: $85
1 Saturday | 4/25
8:30 AM-2:30 PM | GPA GP202

Instructor: Yuemei Zhang

NEW Chinese Brush Painting: Rose and Dragonfly
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 Rose and Dragonfly 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 11680 | Fee: $85
1 Saturday | 4/25
8:30 AM-2:30 PM | GPA GP202

Instructor: Yuemei Zhang
NEW Friday Morning Watercolor Workshop
We will learn and practice how to sketch a composition; paint a basic still life with flowers; work from photographs of a Tuscan or Provencal landscape; paint from architectural subjects, such as barns, a New England house, or a storefront; and how to complete a piece of art. A supply list will be sent to students for basic watercolor items prior to the start of class.

CRN 12007 | Fee: $205
6 Fridays | 4/10-5/15
10 AM-noon | VIL 1 V101
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.

Tuesday Morning Painting Workshop
Learn to use acrylics with your art projects. Students will work on composition and technique, while learning color, design, and basic acrylic painting skills. Students will create a still life or a landscape painting by the end of the course. Students need to bring the following supplies: assortment of quality acrylic brushes (large, medium and small); assorted colors of acrylic paints; white and black acrylic paint; canvas boards or stretched canvas (11" x 14" or 16" x 20" or larger); gesso if using unprimed canvas; HB pencils; kneaded eraser; sketch pad and colored pencils for sketches; and water jar. Please note: This class meets at MCC on Main, 903 Main St., Manchester; free parking available in public lot across the street, adjacent to St. James Church.

CRN 12090 | Fee: $205
6 Tuesdays | 3/3-4/7
10 AM-noon | MCC on Main
Instructor: Iris Van Rynbach

NEW The Magic Medium
Students will create varied and beautiful effects with oil pastels. Drawing from imagination or still life, students will create artwork on paper by layering and smudging the colors and using a palette knife for different effects. All skill levels are welcome. Please bring the following materials to class: Bristol Board paper pad (14" x 17" or similar); set of basic oil pastels; and flat-blade knife (palette knife or simple butter knife).

CRN 12005 | Fee: $190
8 Tuesdays | 2/17-4/7
6-8 PM | GPA GP202
Instructor: Zbigniew Grzyb earned his master's degree at the Academy of Fine Art in Cracow, Poland. 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.

NEW Foundations of Drawing
This course is for beginning artists, as well as those looking to get back to basics. Students will gain a firm foundation to begin creating their own drawings. We will work from still life and learn how to observe the object, so that it can be transferred to paper. We will focus on basic skills, such as composition, structure, and proportion. The instructor will work with each student individually, as well as demonstrate techniques to the whole group. Please bring the following materials to class: drawing pad with quality paper (18" x 24" or smaller); art eraser, and pencil set from B2 to B5. Please note: This class meets at MCC on Main, 903 Main Street, Manchester; free parking available in public lot across the street, adjacent to St. James Church.

CRN 12006 | Fee: $190
8 Wednesdays | 3/14-4/22
1-3 PM | MCC on Main
Instructor: Zbigniew Grzyb

NEW Ukrainian Egg Designs
Learn the wonderful art of Ukrainian egg decorating, known as Pysanky. Through a process of wax-resist, learn egg designs that range from simple to intricate, with the finished product shellacked, so that you will have an egg to cherish forever. Each student can expect to go home with one to three eggs, depending on how intricate the designs are. In addition, the instructor will provide a light fare of some traditional Ukrainian dishes for lunch, including potato and mushroom stuffed dumplings, borscht, cabbage rolls, and tomato and cucumber salad. Materials fee: $15, payable to instructor at the beginning of class, for lunch and all egg design supplies.

CRN 12066 | Fee: $75
1 Saturday | 3/28
9 AM-3 PM | SSC L292 (North Kitchen), meet at Culinary Arts Center
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.

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 Street, Manchester.

CRN 12144 | Fee: $35
2 Saturdays | 5/2-5/9
2:30-5 PM | MCC on Main
Instructor: Stacey Zackin, MSW, CPCC, is a certified professional life, career and health coach who helps individuals and groups to proactively pursue lives of passion, play and purpose.
ART & CRAFTS

Introduction to Jewelry Making
For all beginning students who are curious about what tools, experience, and techniques are needed to make jewelry. Topics will include types of metal and their gauges; quantity of metal required for various projects; tools of the trade; the techniques of sawing, texturing, and soldering; and two types of torch soldering—acetylene and butane. Please note: This class is a lecture and demonstration session only. A tool list will be provided to students, should they want to continue with one of the workshops that follow this session. Participants must be at least 14 years old.

CRN 11875 | Fee: $35
1 Saturday | 3/28
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.

Learn to Saw and Solder
This course provides an excellent foundation for learning the fundamentals of sawing and soldering, including the use of a more hobby-oriented Butane torch. Materials fee: approximately $30 for metal, depending on the metals market. Students are responsible for purchasing their own tools. The materials list is provided in the Introductory course or will be provided upon request (call Continuing Education at 860-512-2800 for list). Participants must be at least 14 years old. Prerequisite: Introduction to Jewelry Making, or permission of the instructor.

CRN 11876 | Fee: $85
2 Saturdays | 4/11-4/18
10 AM-2 PM | AST D132

Instructor: Carla Polek

NEW - Bracelet Making
Bracelets are always fashionable, regardless of age or sex, never go out of style, are fun to make, and can be made from a variety of materials, including sheet metal, wire adorned with beads, and alternative materials. We will begin with the bangle bracelet, utilizing our previously learned techniques of sawing, soldering, and texturing, followed by classroom time for student to explore their own bracelet ideas or with help from the instructor. The materials list is provided in the Introductory course or will be provided upon request (call Continuing Education at 860-512-2800 for list). Participants must be at least 14 years old. Prerequisite: Introduction to Jewelry Making, or permission of the instructor.

CRN 11878 | Fee: $85
2 Saturdays | 5/9-5/16
10 AM-2 PM | AST D132

Instructor: Carla Polek

Ring Making
Learn how to size and make a ring of your design. Perfect for gifts and holidays, and a lifelong skill you use again and again. Repeat students are welcome! Materials fee: approximately $30 for metal, depending on the metals market. Students are responsible for purchasing their own tools. The materials list is provided in the Introductory course or will be provided upon request (call Continuing Education at 860-512-2800 for list). Participants must be at least 14 years old. Prerequisite: Introduction to Jewelry Making, or permission of the instructor.

CRN 11877 | Fee: $85
2 Saturdays | 4/25-5/2
10 AM-2 PM | AST D132

Instructor: Carla Polek

Create 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 March 3 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 12009 | Fee: $120
3 Tuesdays | 3/10-3/24
6:15-9:45 PM | GPA GP215

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 jegpewter@aol.com to see a sample of what you will learn and create.

Silver Chaining:
Create an Exquisite Bracelet
For both beginners and students with some jewelry-making experience. Learn jewelry chaining techniques for three pattern designs that can used for bracelets: single rope, double rope, and flat chain maille. Students can expect to leave with a finished bracelet, if they choose. Please note: students must register by April 1 to allow the instructor time to buy materials. Materials fee: $80, payable to instructor at the beginning of class, for silver supplies.

CRN 12155 | Fee: $50
1 Wednesday | 4/8
6-10 PM | GPA GP120

Instructor: Judith E. Goldstein

WWW.MANCHESTERCC.EDU
ART & CRAFTS

Interior Design Basics
Whether you are interested in interior design as a career or a hobby, this course will help you refine your creative abilities. We will focus on designing one room from floor to ceiling, select furniture, textiles, and other finishes, and create a floor plan layout and ceiling/lighting design. This instructional and studio-based course will culminate with each student presenting a design concept to class.

Supply list: (not required for the first class): triangle (minimum 8"; approx. $7); architectural scale (approx. $10); white or yellow trace paper (12" roll; approx. $12); pencils and erasers.
CRN 12086 | Fee: $135
5 Tuesdays | 4/14-5/12
6-8 PM | GPA GP202

Instructor: Becky Nichols is a licensed interior designer with a bachelor of arts from the Paier College of Art. She has experience working with both residential and commercial design and is currently employed as an interior designer with Ni Design in Farmington.

Fashion Rendering
In this hands-on course, students will learn about the history of 20th-century fashion through such notable examples as Pierre Cardin, Chanel, Christian Lacroix, Christian Dior, Yves Saint Laurent, and other designers. Using colored pencil and marker, students will learn to draw a croquis (a fashion sketch), as well as fashion models. We will also work on face, hands, handbags, and shoes, and learn how to render fabric textures, such as plaid, lace, fur, leather and velvet, while working on fashion illustration projects of the students’ choice. A supply list will be sent prior to class, and other supplies will be addressed at the first class.
CRN 11880 | Fee: $205
6 Mondays | 3/2-4/6
6-8 PM | GPA GP202

Instructor: Iris Van Rynbach

Creative Crochet Design
Continue your basic crochet skills and take your knowledge to the next level. You’ll be introduced to working with a crochet pattern chart and practice using a swatch sample. You’ll work on a theme project, using a single crochet background, and incorporate a colorful and unique pattern design on this background. This color design will be worked on as a group in class. Prerequisite: Creative Crochet for Beginners, or previous crocheting experience.
CRN 12008 | Fee: $105
6 Thursdays | 3/5-4/16 (does not meet 4/2)
3-5 PM | SSC L142

Instructor: Diane Snarski was a recreation therapist at Vernon Manor Health Care Center, and continues to practice her crochet craft at home and teach in the community.

Flower Designing
Learn to arrange fresh flowers for personal satisfaction and enjoyment, and to bring joy to others. Create flower styles and designs for home, work, or as gifts. Learn six to seven different designs, as well as “tricks of the trade.” Individual attention will be given to each person in a relaxed atmosphere. No previous flower arranging experience necessary; classes are subject to weekly changes, depending on student’s experience and interests. Materials fee: $20 per session, or students may bring their own flowers. If you are bringing your own supplies, please call Continuing Education at 860-512-2800 for a materials list. Please note: The course is held at Paul Buettner Florist, 1122 Burnside Ave. (Rt. 44), East Hartford.
CRN 12082 | Fee: $120
7 Mondays | 2/23-4/6 | 7-9 PM

Instructor: Robert Buettner has been a florist since 1966, and owns and operates Paul Buettner Florist in East Hartford. He taught flower arranging at MCC during the 1990s, and returned in 2006. One of Bob’s recent students remarked, “He not only knows his craft; he is an effective instructor, encouraging students to use their creativity.”

Ribbonstamping, Scrapbooking & Custom-Made Greeting Cards
For the do-it-yourself crafter! Learn to use rubber stamping, textured embossing, and paper crafting to create your own designs for your scrapbooking, greeting card, and gift projects. Participants will learn the techniques of basic and advanced stamping, as well as how to customize gift tags, bags, boxes, and thank you, get well, and birthday cards. The instructor will demonstrate and use the Big Shot™ die cutting machine, which will be used for embossing and paper crafting. Materials fee: $10, includes a photo album, picture frame or key chain, 10 greeting cards or equivalent scrapbook pages, and the use of supplies and equipment, payable to instructor at first class.
CRN 12018 | Fee: $70
2 Saturdays | 3/7-3/14
noon-4 PM | AST D110

Instructor: Lisa Korstanje-Lee, a graduate of MCC, has taught craft courses at MCC since 2005 and is also a demonstrator for Stamping Up®.

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 12016 | Fee: $150
3 sessions: 1 Friday, 4/24 | 6:30-10 PM
& 2 Saturdays, 4/25-5/2
9 AM-4 PM | VIL V101

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

Antique Radio Theory and Repair
Whether you are an avid collector of antique, tube-type radios or have a family heirloom radio, this course will help you to understand just how that old-fashioned radio works and how to repair it. The course will include discussion on radio theory and history, as well as hands-on lessons for repairing either your own antique radio or one that is provided. No previous experience is necessary, but participants must be over the age of 17. The final four sessions are held at the Vintage Radio & Communications Museum of Connecticut, 115 Pierson Lane, Windsor. Museum admission is included with the course fee. Materials fee: $10, payable to the instructor at the first class, for creating a crystal radio during the course.
CRN 12001 | Fee: $120
5 Saturdays | 4/11-5/9
9-11 AM | GPA GP137 (first session only)

Instructor: John Ellsworth, founder and director of the Vintage Radio and Communication Museum of Connecticut in Windsor, has taught basic electricity and electronics in public schools for nearly 30 years. He has also taught various courses on radio history, theory and repair.

Museum admission & Communications Museum of Connecticut, 4 sessions are held at the Vintage Radio and Communication Museum of Connecticut in Windsor, has taught many courses on radio history, theory and repair.
**Yoga for All Levels**

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 secure your personal belongings during class, and wear comfortable workout clothes. Non-marking athletic shoes must be worn.

CRN 11620 | Fee: $115
8 Thursdays | 3/19-5/14 (does not meet 4/2) 6-7:15 PM | SSC L154 (Fitness Studio)

Instructor: Kay Lani LeBoulluec, Ph.D. from the University of Vermont and M.S. from Quinnipiac University, is a certified Kundalini yoga instructor, Reiki master, and QiGong trainer, as well as certified in Vibrational Healing Training with Singing Bowls.

---

**Yoga Fundamentals: History and Techniques**

This course provides excellent preparation for Yoga for All Levels, which will be offered again in the fall. Learn the essentials of yoga and experience a variety of yogic styles, relaxation, and meditation. The first part of each class will involve a lecture, followed by an experiential session. The subjects and styles will include Kundalini Yoga, Hatha Yoga, Yin Yoga, and Yoga of the Heart®. We will also cover the history of yoga, yogic philosophy and lifestyle, and Patanjali’s Eight Limbs. Students should bring a mat, water, cushion, blanket, and a notebook. Please also bring a combination lock to secure your personal belongings during class, and wear comfortable workout clothes. Non-marking athletic shoes must be worn.

CRN 11621 | Fee: $90
5 Thursdays | 4/16-5/14 7:30-9 PM | SSC L154 (Fitness Studio)

Instructor: Kay Lani LeBoulluec

---

**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 11862 | Fee: $30
2 Thursdays | 3/19-3/26 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.

---

**Immune Building with QiGong**

Traditional Chinese Medicine (TCM) originated in ancient China and refers to a broad range of medicinal practices which have evolved over thousands of years, including QiGong. Specific immune building QiGong exercises help to stimulate the function of the lungs and activate the energy in Yang Qi (the part of Qi that moves and is put to use). This in turn helps to circulate the Wei Qi, which is the defensive and protective Qi that coats the skin of the whole body. Learn these exercises now and get a protective “QiGong Flu shot” before the cold season is upon us. These exercises can be done by anyone and can be adapted to sitting positions. Students should dress comfortably.

CRN 11863 | Fee: $25
1 Thursday | 4/9 7-9 PM | GPA GP214

Instructor: John Mammone

---

**YOU MAY ALSO LIKE**

Tai Chi for Health and Relaxation on page 43
Spring Tonics for Vitality and Renewal on page 56
Karuna™ Reiki: Practitioner I and II Levels

There are two levels in the Karuna system, which was founded by William Rand of the International Center for Reiki Training. In this advanced course, students are attuned to eight more Reiki symbols, four in each level. This Reiki system functions at a very deep level and addresses specific healing issues, such as addictions, abuse, relationships, lower self, and negative behaviors and patterns, as well as the development of higher intuition, manifestation, prioritization, and focus. Materials fee: $20, for a comprehensive manual, payable to instructor at first class. Prerequisite: Student must be a Usui Master to begin these studies.

CRN 11565 | Fee: $300
2 Saturdays | 1/24-1/31
11 AM-4 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.

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 11859 | Fee: $150
1 Saturday | 3/14
9 AM-4:30 PM | AST D213

Instructor: Dory Dzinski

Second Degree Reiki Training

Building on First Degree Reiki (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 11860 | Fee: $175
1 Saturday | 4/11
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 11861 | Fee: $200
1 Saturday | 5/9
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 12146 | Fee: $50
1 Saturday | 4/18
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.

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 acupunture, 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 12073 | Fee: $20
1 Tuesday | 2/24
6-7:30 PM | GPA GP214

Instrument: Cris Jacobs is a life coach 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 The Emotional Freedom Technique (EFT) for Transformational Weight Loss

If you are not at your optimal weight and would like to lose a few (or more) pounds, then learn how to use EFT to accomplish your goal with less willpower and more self-appreciation. EFT specifically addresses the cravings and, most importantly, the inner emotional state that continually creates an unhealthy weight condition. First, you’ll learn how to identify the underlying emotional issues behind your overeating. Then, you’ll learn to use EFT as part of your nutritional plan to reduce cravings, as well as to resolve the emotional discomfort causing your dietary issues. Please note: this course can be used independently or in conjunction with other weight loss approaches. Also, this course does not provide a nutritional plan, which should be done in consultation with a medical practitioner.

CRN 12075 | Fee: $80
2 Tuesdays | 3/17-3/24
6-8 PM | GPA GP214

Instructor: Cris Jacobs

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 12076 | Fee: $99
2 Tuesdays | 4/14-4/21
6-8:30 PM | GPA GP214

Instructor: Cris Jacobs

Transform Your Life with EFT

Learn and begin to apply the steps to successfully change your life. Based on a powerful, three-step process, developed through 15 years of the practice of Life Coaching—Know Yourself, Free Yourself and BE Yourself—“you’ll learn how to create a life based on passion. This process addresses the unseen root causes of what really blocks you from achieving what you desire in life. You’ll also learn how to use the Emotional Freedom Techniques (EFT) as a personal performance tool. Please note: This workshop is experiential, so bring a personal goal or have a desired change in mind.

CRN 12074 | Fee: $20
1 Tuesday | 5/12
6-8 PM | GPA GP214

Instructor: Cris Jacobs

2015 SPRING CREDIT-FREE COURSE CATALOG
The Alexander Technique: Learn to Improve Your Posture and Balance

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

CRN 12145 | Fee: $35
1 Wednesday | 3/18
9 AM-noon | AST T404

Instructor: Eric Miller is certified by the American Society for the Alexander Technique and is an alumni and teaching member of the Alexander Technique Center of New England.

Reduce Stress and Live a Healthier Life

Everyone lives with some form of stress, yet most people don’t realize how profoundly stress affects their health. Extreme or long-term stress can leave us depleted and vulnerable to illness. Fortunately, we all have within our reach a wealth of natural ways to approach and balance stress in our lives. We will better understand the effects of stress and learn steps to remove its causes for a healthier lifestyle.

CRN 12072 | Fee: $25
1 Thursday | 4/16
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 health and nutrition 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—with 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 11867 | Fee: $50
2 Thursdays | 5/7-5/14
7-9 PM | GPA GP214

Instructor: Dory Dzinski

Grief’s Journey

When someone you love dies, the feelings that come upon you can be confusing and complicated. You feel as if your life will never return to “normal” and that you will continue to feel the pain forever. No one grieves in the same way, and this may cause us to question if what we are feeling is normal. Come learn about what we have in common with our grief experiences in the areas of emotions, physical “symptoms,” social feelings, and time frames. This class is for anyone undergoing their own personal grief, as well as for those supporting others in the process.

CRN 11868 | Fee: $25
1 Thursday | 4/16
7-9 PM | GPA GP214

Instructor: Dory Dzinski

New! 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 at times. 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 11566 | Fee: $35
1 Tuesday | 2/10
6-9 PM | SSC L142

Instructor: Dory Dzinski

New! Witchcraft: Yesterday and Today

Wicca and Witchcraft are becoming increasingly popular these days. This single-session program, including a PowerPoint presentation, will cover the vast history of Witchcraft and the practice of witches today, including moon cycles, Sabbats, spell-casting, and the manifestation of one’s reality through magick. Learn about this fascinating history from Manchester’s very own Wiccan priestess.

CRN 12012 | Fee: $20
1 Saturday | 4/11
1-3 PM | GPA GP139

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

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

INTRODUCTORY

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 11776 | Fee: $99
2 Mondays | 3/2–3/9
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 12025 | Fee: $199
4 Mondays | 4/6–4/27
6–9 PM | LRC B142
Instructor: Dorothy Weiner

NEW 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. Once you put it on the Internet you no longer own it; Physical Security Safety starts with you; Securing your browser, Understanding various options within the browser settings; Cookies in your browser “Why do I need these good and bad cookies”, 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 12062 | Fee $99
2 Tuesdays | 3/31–4/7
6–9 PM | LRC B141
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 IT Services for Small Businesses
Does your company need computer, network or technical help? Not sure if you should hire a new employee or enlist the help of a computer consultant? This class will help you determine when outside help is needed, cover the options available and provide tips on managing the people in charge of your company’s computer network. This course is geared toward the non-technical person, office managers and small business owners. Instructor provides handouts.

CRN 12039 | Fee $99
2 Tuesdays | 3/31–4/7
6–9 PM | LRC B141
Instructor: John Bolduc is currently working as a network administrator/project leader with a local town government. He has an extensive networking background. John is a Microsoft Certified IT Professional (MCITP) and a Project Management Professional (PMP) and is A+ and Network + certified.
Microsoft Office Suite & Outlook

Microsoft Office is the best-selling premier business software suite in the world. MCC now offers a two-hour cost-effective overview of features and basic operation of each Microsoft Office application. Additional in-depth training is available for these software applications at MCC.

Microsoft Excel Overview
Students will learn to recognize data types, enter spreadsheet data, edit data and use basic formulas. Instructor provides handouts.

CRN 12027 | Fee: $30
1 Wednesday | 2/25
6-8 PM | MCC on Main
Instructor: Lori Dolce has an MBA from the University of Connecticut. She has 10 years of experience working in technology and the insurance business. Lori previously taught at Goodwin College.

Microsoft Word Overview
Students will learn the fundamentals of word processing: how to create, edit, format and save a document. Instructor provides handouts.

CRN 12026 | Fee: $30
1 Thursday | 2/19
6-8PM | MCC on Main
Instructor: Lori Dolce

Microsoft PowerPoint Overview
Students will learn to create a presentation from a template, edit a presentation and run the presentation. Instructor provides handouts.

CRN 12030 | Fee: $30
1 Thursday | 3/5
6-8 PM | MCC on Main
Instructor: Lori Dolce

Microsoft Access Overview
Students will learn database terminology and the various database views, tables and reports that Access includes. Students will enter and edit information in a database table and form. Instructor provides handouts.

CRN 12028 | Fee: $30
1 Thursday | 3/12
6-8 PM | MCC on Main
Instructor: Lori Dolce

Introduction to Office 365
This Microsoft clinic provides an introduction to Office 365. It focuses on the business considerations and economics of Office 365. This clinic highlights the features and functionality of Microsoft’s cloud offerings. It uses a case study approach to illustrate various Office 365 deployment scenarios. This course is intended for business decision makers who are contemplating implementation of Office 365 in their business environment. After completing this course, students will be able to:
- Describe the basic concepts of cloud computing, describe cloud-based communication and collaborations solutions with Exchange Online, Lync Online, and SharePoint Online, describe the differences between Office 365, describe each product available in Office 365 and use the basic functions of each, make an informed decision on your cloud computing needs in Office 365, Describe three key Office 365 migration scenarios, explain the common approaches used for an Office 365 Hybrid environment. Prerequisite: Basic keyboard and mouse skills recommended.

CRN 11962 | Fee: $50
1 Wednesday | 4/29
9 AM-noon | LRC B211 (limited seating)
Instructor: Jayson Ferron is the principal of Interactive Security Training, LLC where his responsibilities include meeting customers' requirements including security designs, network infrastructure, enterprise security solutions, and mobility issues. His customers include Microsoft, the Department of Defense, numerous banks, government agencies, health agencies and service providers. He is also a member of Microsoft Step.

Word In-Depth
Skills taught in this in-depth course include: format paragraphs; insert and modify text boxes; create and modify headers and footers; learn to use tables and lists to organize content; modify tables; merge documents and data sources; manage tracked changes; create endnotes and footnotes, insert 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. 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 28 and 29. Instructor will provide useful handouts. Prerequisite: Word 2007 or 2010
Introduction course, or permission of computer coordinator.

CRN 11901 | Fee: $199
2 Tuesdays | 3/17-3/24
9 AM-4 PM | LRC B141 (limited seating)
Instructor: Dorothy Weiner

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, and explore the many new features that Outlook offers. Instructor provides handouts. Prerequisite: Basic Windows, keyboarding and mouse skills.

CRN 12034 | Fee: $99
2 Fridays | 5/22/5/29
6-9 PM | LRC B142
Instructor: Kristen 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.
Outlook In-Depth

This course goes beyond the introduction, from basic email features to advanced calendaring 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 2013 Specialist (MOS) exams at our approved MCC testing center for an additional fee. See exam information and schedule on pages 28 and 29. Instructor provides handouts. Prerequisite: Basic Windows, keyboarding and mouse skills.

CRN 11942 | Fee: $199
2 Tuesdays | 4/7-4/14
9 AM-4 PM | LRC B141 (limited seating)
Instructor: Dorothy Weiner

Outlook: Tips, Tricks and Timesavers

This course is designed for experienced Outlook 2010 users who need to customize their environment, learn how to share calendars and email accounts, assign tasks and track completion, and set up meeting events quickly and efficiently. Learn how to clear a stuck Outbox, customize desktop alerts, set the jump list, and more. The vital information learned in this course will help you become more proficient and will save you time and energy when working in Outlook. Instructor provides handouts. Prerequisite: Outlook 2010 Introduction course or equivalent experience.

CRN 12035 | Fee: $50
1 Tuesday | 4/21
9 AM-noon | LRC B142
Instructor: Dorothy Weiner

Microsoft Project In-Depth

Learn the major features of Microsoft Project, the world’s most popular project management tool. Students 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 plan; 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, with some exposure to Microsoft Office helpful. Required text: Microsoft Project 2013 Step by Step (ISBN 9780735669116), available at MCC Bookstore for approximately $30.

CRN 11966 | Fee: $199
2 Thursdays | 4/30-5/7
9 AM-4 PM | LRC B141 (limited seating)
Instructor: Gayle Pignone

PowerPoint 2010 Introduction

PowerPoint 2010 is notable for its user-friendly ribbon 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 useful handouts. Prerequisite: Basic Windows, keyboarding and mouse skills.

CRN 12031 | Fee: $99
2 Wednesdays | 4/14/8
6-9 PM | LRC B142
Instructor: Kristin Violette

SharePoint Introduction

SharePoint allows you to share your Office documents, collaborate with others on your team, and track a document’s changes using either the Designer interface or a web browser, all without writing any code! Use the prebuilt site templates and .ASPX pages to quickly design collaboration sites and learn how to modify them to best fit your needs. Learn what a Master page is used for, why other Office applications interface with Designer. We will explore the use of powerful tools such as Web Parts, Web Part Zones and XML connections. Students are eligible to receive free SharePoint software. Prerequisite: Working knowledge of website creation and Microsoft Office.

CRN 11944 | Fee: $99
1 Monday | 4/27
9 AM-4 PM | LRC B141 (limited seating)
Instructor: Jayson Ferron
SharePoint Information Worker
This course teaches students how to use Microsoft SharePoint 2010 from the ground up. Topics start from navigating the new Ribbon interface, using lists and libraries, managing workflows, and build up to site creation from multiple templates, site administration, and web security. Learn to use collaborative sites to share documents and ideas, and link to the Microsoft Office Suite. Advanced topics, including business networking and content management, are also covered. Students are eligible to receive free SharePoint 2010 software. Prerequisite: SharePoint Introduction course, equivalent experience and permission of instructor or program coordinator. Required text: Microsoft SharePoint Designer 2010 Step by Step (ISBN 9780735627338), available at MCC Bookstore for approximately $40.

CRN 11946 | Fee: $650
4 sessions | Monday-Thursday | 5/11-5/14
9 AM-4 PM | LRC B141 (limited seating)
Instructor: Jayson Ferron

Microsoft Office 2013 MCC Certificate
Increase your employability. MS Office certification helps you stand out! This hands-on workshop will include practice time 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. Instructor provides handouts.

CRN 12032 | Fee: $599
12 Wednesdays | 3/11-5/27
6-9 PM | LRC B141
Instructor: Dorothy Weiner

NEW Microsoft One-Note 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 needed 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 11964 | Fee: $99
1 Thursday | 4/23
9 AM-4 PM | LRC B141 (limited seating)
Instructor: Gayle Pignone

HARDWARE, OPERATING SYSTEMS & SECURITY

PC Maintenance
Why pay for expensive upgrades when you can learn how to do them yourself? Practice RAM, expansion cards and peripheral device installations in a hands-on workshop with real parts. Learn how to configure drivers and troubleshoot your Windows operating system. You will learn how to reformat a hard drive, partition it and load Windows. Discover how to add new peripherals including printers and scanners. Learn how to download and install driver updates from the manufacturer’s website. Additional topics include troubleshooting basics, researching errors online, hardware trends, buying a new PC (pre-built vs. custom), standards for monitors, hard drive sizes, ports, and optical drives. Plus, viruses, spyware, surge protectors and backups will be discussed. This course is for the beginner through intermediate PC user. Students are eligible to receive free Windows software. Instructor provides handouts. Prerequisite: Basic Windows, keyboarding and mouse skills.

CRN 11898 | Fee: $199
2 Thursdays | 4/9-4/16
9 AM-4 PM | LRC B141 (limited seating)
Instructor: Bruce Manning, Computer Coordinator for MCC’s Continuing Education Division, designed, installed and maintained the networking, business and instructional applications for two public school districts in CT. He has provided training for MCC, QVCC, UConn, CREC, public, private and technical schools, businesses, municipalities, and State agencies.

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 $77. Prerequisite: Basic knowledge of hardware and operating systems recommended.

CRN 12042 | Fee: $399
4 Saturdays | 4/25-5/16
9 AM-4 PM | LRC B141
Instructor: John Bolduc

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 12040 | Fee: $99
2 Tuesdays | 2/17-2/24
6-9 PM | LRC B141
Instructor: John Bolduc

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

CRN 12095 | Fee: $99
2 Tuesdays | 3/3-3/10
6-9 PM | LRC B141
Instructor: John Bolduc
Network Administration

If you are currently a network administrator or are looking to become one, this course covers various technical and non-technical solutions that will ensure your network runs smoothly and securely. Some of the topics covered include product/ technology selection and best practice procedures. Your instructor will provide useful handouts.
Prerequisite: Basic Windows, keyboarding and mouse skills. Network Introduction course or equivalent experience required. Prior network administration experience is not required.

CRN 12041 | Fee: $99
2 Tuesdays  | 3/17-3/24
6-9 PM  |  LRC B141
Instructor: John Bolduc

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. A class 10 USB 16 GB flash drive will be provided for each student and is included in the cost of the course.
Prerequisite: Basic keyboard and mouse skills recommended.

CRN 11938 | Fee: $140
1 Tuesday  | 4/28
9 AM-4 PM  |  LRC B211 (limited seating)
Instructor: Jayson Ferron

NEW Windows 10 Preview

In this session we will show you what is new with the soon to be released latest Microsoft operating system Windows 10. Topics include what has changed on the desktop in Windows 10 (client version) including a new desktop, new start menu, and other features which will be demonstrated. We will also reveal Windows 10 (server version) and its features. Presentation style format. No prerequisite.

CRN 11940 | Fee: $50
1 Wednesday  | 4/29
1-4 PM  |  LRC B211 (limited seating)
Instructor: Jayson Ferron

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, OS installation, networking, etc. Curriculum and virtualization labs are included in the cost of the course.

CRN 11958 | Fee: $999
5 sessions | Monday-Friday | 3/16-3/20
9 AM-4 PM  |  LRC B211 (limited seating)
Instructor: Jayson Ferron

Administering Windows Server 2012

This exciting new course covers all the major skills needed to administer Windows Server 2012.
Prerequisite: Basic knowledge of windows operations; A+, Network+ and an understanding of TCP/IP is recommended. Curriculum and virtualization labs are included in the cost of the course and will provide a secure environment in which the students can learn.

CRN 20002 | Fee: $1,250
5 sessions | Monday-Friday | 6/15-6/19
9 AM-4 PM  |  LRC B141 (limited seating)
Instructor: Jayson Ferron

Certified Information Systems Security Professional (CISSP) Exam Preparation

This course is intended for experienced IT security-related practitioners, auditors, consultants, investigators, or instructors, including network or security analysts and engineers, network administrators, information security specialists, and risk management professionals. Analyze the ten domains required to pass the CISSP exam: information systems access control; security architecture and design; network security systems and telecommunications; information security management goals; information security classification and program development; risk management criteria and ethical codes of conduct; software development security; cryptography characteristics and elements; physical security; and operations security. Apply Business Continuity and Disaster Recovery Plans and identify legal issues, regulations, compliance standards, and investigation practices relating to information systems security. Prerequisite: Network+ or Security+, or equivalent professional experience. It will be beneficial if students have one or more of the following security-related or technology-related certifications or equivalent industry experience: MCSE, MCTS, MCITP, SCNP, CCNP, RHCE, LCE, CNE, SSCPA, GIAC, CISA, or CISM.

CRN 11954 | Fee: $799
4 sessions | Tuesday-Friday | 5/26-5/29
9 AM-4 PM  |  LRC B211 (limited seating)
Instructor: Jayson Ferron
NEW Basic Electronics

Introduction

This in-depth introductory course provides students with a basic understanding of the composition of matter, electrical current flow, scientific notation, and measurement of current. You will also gain an understanding of voltage sources, cells and batteries, generators and magnetic fields. Also covered are ground as a voltage reference point and how to measure voltage using the correct polarity of meter leads. The course introduces you to electricity and electronics concepts with hands-on labs that will help prepare you to become an electronic equipment installer and repairer. This field is listed with the CT Department of Labor and has shown growth for the past ten years based on October 2012 statistics. Topics are covered with a mixture of theory and hands-on learning. Prerequisite: Basic math skills.

CRN 12180 | Fee: $299
3 Fridays | 5/1-5/15
9 AM-4 PM | SSC L102

Instructor: Steven Moore has master’s degrees in computer science and engineering and electrical engineering. He has taught Network Infrastructure and Microsoft Server 2003 Network at MCC. He is a skilled programmer in Active Server Pages, C/C++, Java, C#, Visual Basic .NET and HTML.

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 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 11908 | Fee: $99
1 Tuesday | 3/17
9 AM-4 PM | LRC B142 (limited seating)

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

CRN 11910 | Fee: $99
1 Tuesday | 3/24
9 AM-4 PM | LRC B142 (limited seating)

Instructor: Charles Schwartz

CRN 11911 | Fee: $99
2 Wednesdays | 5/6-5/13
6-9 PM | LRC B142

Instructor: Kristen Violette

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 methods to examine budgets and actual spending, income, inventory, assets, and liabilities; spending less time on bookkeeping and learn how to use QuickBooks to create and reuse bills, invoices, sales receipts, and timesheets; finding key info fast about how to use QuickBooks search and find functions, as well as the vendor, customer, inventory, and employee centers; exchanging data with other programs, move data between QuickBooks, Microsoft Office, and other programs. Instructor provides handouts. Prerequisites: Accounting I or basic familiarity with QuickBooks. Required Text: QuickBooks 2015: The Missing Manual: The Official Intuit Guide to QuickBooks 2015 (ISBN 9871491947135) available at MCC Bookstore for approximately $35.

CRN 11903 | Fee: $199
2 Fridays | 3/20-3/27
9 AM-4 PM | LRC B141

Instructor: Charles Schwartz
**Excel Data and Functions**

This comprehensive course on data handling will ensure that you are tapping the full power of Excel. Features 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 make this a course that 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: Basic Windows, keyboarding and mouse skills.

**Instructor:** Charles Schwartz  
**9 AM-4 PM | LRC B142 (limited seating)**  
**CRN 11922 | Fee: $199**  
2 Tuesdays | 5/19-5/26  
9 AM 4 PM | LRC B142 (limited seating)  
**Instructor:** Charles Schwartz

**MSDNAA Software Information**

MCC's Division of Continuing Education subscribes to Microsoft Developers Network Academic Alliance (MSDNAA), which allows MCC students who enroll in designated computer classes to receive free Microsoft software that is related to the course.

Available software for Spring 2015 includes:  

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

**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 student 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 2013 software, versions 2007 and 2010 are similar. Questions regarding versions 2007 and 2010 will be addressed as time allows. Prerequisite: Basic Windows, keyboarding and mouse skills.

**CRN 11914 | Fee: $99**  
1 Tuesday | 4/21  
9 AM-4 PM | LRC B141 (limited seating)  
**Instructor:** Charles Schwartz

**Excel 2013 Intermediate**

Using Microsoft’s latest release of their leading spreadsheet software, this accelerated course builds upon the fundamentals presented in Excel 2013 Introduction. Concepts include how to navigate through a worksheet; print, personalize an environment; construct cell data; apply auto fill; apply and manipulate hyperlinks and cell formats; merge or split cells; create row and column titles; hide and unhides rows and columns; and 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 2013 Specialist (MOS) exams at our approved MCC testing center for an additional fee. See exam information and schedule on pages 28 and 29. Instructor provides handouts. Prerequisite: Excel 2007, 2010 or 2013 Intermediate, or permission of the instructor or computer coordinator.

**CRN 11920 | Fee: $99**  
1 Friday | 5/29  
9 AM-4 PM | LRC B142 (limited seating)  
**Instructor:** Charles Schwartz

**Excel Advanced**

This hands-on one-day intensive course integrates the features of Excel in real-world settings 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 opened; 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 will 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 28 and 29. Instructor provides handouts. Prerequisite: Excel 2007, 2010 or 2013 Intermediate, or permission of the instructor or computer coordinator.

**CRN 11889 | Fee: $499**  
5 Fridays | 4/10-5/8  
9 AM-4 PM | LRC B141 (limited seating)  
**Instructor:** Charles Schwartz
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 is 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 11924 | Fee: $99  
1 Wednesday 3/18  
9 AM-4 PM | LRC B142 (limited seating)

CRN 11926 | Fee: $99  
1 Wednesday 3/25  
9 AM-4 PM | LRC B142 (limited seating)

Instructor: Margaret Gordon has been working in IT for more than 30 years. She specializes in teaching new users the easiest ways to fully utilize Microsoft Office. Additionally, she has extensive experience troubleshooting hardware and software systems and applications.

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 see 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 11930 | Fee: $299  
3 Wednesdays 4/1/4/15  
9 AM-4 PM | LRC B142 (limited seating)

Instructor: Margaret Gordon

Access 2013 Introduction

Learn the new features in Access 2013 and enjoy how much faster you can build databases in 2013. 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 11928 | Fee: $99  
1 Wednesday 4/22  
9 AM-4 PM | LRC B141 (limited seating)

Instructor: Margaret Gordon

CRN 12029 | Fee: $99  
2 Wednesdays 5/20-5/27  
6-9 PM | LRC B142

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 see 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 2013 Specialist (MOS) exams at our approved MCC testing center for an additional fee. See exam information and schedule on pages 28 and 29. Instructor provides handouts. Prerequisite: Access 2007, 2010 or 2013 Intermediate, or permission of the instructor or computer coordinator.

CRN 11934 | Fee: $99  
1 Friday 5/15  
9 AM-4 PM | LRC B141 (limited seating)

Instructor: Margaret Gordon

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.

CRN 20004 | Fee: $99  
1 Monday 6/1  
9 AM-4 PM | LRC B142 (limited seating)

Instructor: Timothy Hartley worked at the University of Hartford from 1989 to 1995 as an Assistant Professor where he developed and taught undergraduate computer science courses. From 1998 to 2004, he worked as an Associate Professor at Rensselaer at Hartford, developing and teaching computer science and information technology courses to graduate students - primarily working professionals. Since 1989, he has owned and operated 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.

Access Advanced

Explore multi-criteria Parameter queries as well as the many types of Action queries. Build AutoKey and AutoExec macros. Import and export data, and explore XML and CSV file formats and save an object to an XPS file. You will learn object dependencies, using the Linked Table manager, linking to Excel; procedures to ensure proper database management, such as analyzing, splitting, converting, protecting and backing up databases; and use Access with Outlook. 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 2013 Specialist (MOS) exams at our approved MCC testing center for an additional fee. See exam information and schedule on pages 28 and 29. Instructor provides handouts. Prerequisite: Access 2007, 2010 or 2013 Intermediate.

CRN 11936 | Fee: $299  
3 Wednesdays 4/29-5/13  
9 AM-4 PM | LRC B142 (limited seating)

Instructor: Margaret Gordon
Database Modeling

This course describes the process of designing a database for a relational system. The first part of the course presents an approach to develop a semantic data model which identifies attributes and relationships relevant to the organization’s operation. The next part of the course describes the process of transforming the semantic model to a relational design, i.e., a set of database tables. Throughout the course, emphasis is placed on developing an accurate model of the organization. The material presented in class is reinforced through a series of case studies and student exercises. This course is not product-specific but applies to any relational database. Instructor provides handouts. Prerequisite: Basic Windows, keyboarding, mouse and Internet skills. Students should have an understanding of relational databases, and/or complete the database concepts course, or request permission of computer coordinator.

CRN 20006 | Fee: $199
Tuesday & Wednesday | 6/2 & 6/3
9 AM-4 PM | LRC B142 (limited seating)
Instructor: Timothy Hartley

Oracle 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. Students will be introduced to the SQL Developer and SQL*Plus tools. Students will cover topics such as 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 20010 | Fee: $299
Monday, Tuesday & Wednesday | 6/8-6/10
9 AM-4 PM | LRC B142 (limited seating)
Instructor: Timothy Hartley

NEW / Oracle 11g PL/SQL Programming Introduction

The course provides a comprehensive introduction to PL/SQL, Oracle’s procedural language extension to SQL. PL/SQL is used to write stored procedures, packages, database triggers, and to form reports and records in Oracle. PL/SQL will be of particular interest to individuals developing applications in a client-server or multi-tier environment. Audience: Programmers and Database Administrators responsible for the development or maintenance of application systems which access an Oracle database. Instructor provides handouts. Prerequisites: Oracle 11g SQL Fundamentals and knowledge of a procedural language (e.g., C).

CRN 20008 | Fee: $299
Monday, Tuesday & Wednesday | 6/15-6/17
9 AM-4 PM | LRC B142 (limited seating)
Instructor: Timothy Hartley

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, creating 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 11968 | Fee: $199
2 Thursdays | 4/23-4/30
9 AM-4 PM | LRC B142 (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 from Eastern CT State University and an associate’s degree from Thames Valley State Technical College

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 12043 | Fee: $99
2 Mondays | 3/9-3/16
6-9 PM | LRC B142
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 use the Dreamweaver interface, the meaning of HTML codes/tags, creating a website, creating and modifying web pages, linking web pages using text and graphic links, table layouts, uploading files, Cascading Style Sheets and its coding rules, how to create and modify a template to speed site maintenance, and much more! The fundamental skills learned in this class will enable you to use other website applications such as Microsoft Expression Web and other web designer applications. Instructor will provide handouts. Students are requested to bring a 4 GB flash drive, or one can be purchased at the MCC Bookstore for approximately $10. Prerequisite: Basic Windows, keyboard, mouse and Internet skills.

CRN 11950 | Fee: $199
2 Fridays | 3/20-3/27
9 AM-4 PM | LRC B142 (limited seating)
Instructor: Margaret Gordon

INTERNET

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 12037 | Fee: $50
2 Wednesdays | 5/13-5/20
6-9 PM | MCC on Main
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 In-Depth

Do you want to learn how to create and support a website? This course will cover how to use the Dreamweaver interface, the meaning of HTML codes/tags, creating a website, creating and modifying web pages, linking web pages using text and graphic links, table layouts, uploading files, Cascading Style Sheets and its coding rules, how to create and modify a template to speed site maintenance, and much more! The fundamental skills learned in this class will enable you to use other website applications such as Microsoft Expression Web and other web designer applications. Instructor will provide handouts. Students are requested to bring a 4 GB flash drive, or one can be purchased at the MCC Bookstore for approximately $10. Prerequisite: Basic Windows, keyboard, mouse and Internet skills.

CRN 11950 | Fee: $199
2 Fridays | 3/20-3/27
9 AM-4 PM | LRC B142 (limited seating)
Instructor: Margaret Gordon
**NEW Introduction to Website Builders using Wix.com**

Wix is a feature-rich website builder that allows users to create a website from scratch on the basis of a ready-made blank template or customize one of the attractive designs offered by Wix templates gallery. The peculiarity of the system is the drag and drop Editor that doesn’t require coding, programming skills or any other additional software. It is suggested that students set up a Gmail account specifically for this class. Instructor provides handouts. Prerequisite: Basic Windows, keyboarding and mouse skills required.

| CRN 12038 | Fee: $99 |
| 2 Mondays | 5/11-5/18 |
| 6-9 PM | LRC B141 |

Instructor: Robert Thornton

**NEW 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 12036 | Fee: $99 |
| 2 Tuesday | 5/19-5/26 |
| 6-9 PM | LRC B141 |

Instructor: Robert Thornton

**WPCC Web Design Introduction**

WordPress is 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 11975 | Fee: $99 |
| 1 Wednesday | 5/20 |
| 9 AM-4 PM | LRC B142 (limited seating) |

Instructor: Gayle Pignone

**Build Your Professional Brand and Network through LinkedIn**

Keep your career moving ahead! LinkedIn is a valuable tool for today’s job seeker, and it is changing and expanding all the time. This workshop will teach career-oriented individuals how to create and use their own LinkedIn page. Individuals who already have a LinkedIn account and an established network in place will also learn how to effectively maximize LinkedIn’s properties. Prerequisite: Basic Windows, keyboarding and mouse skills.

| CRN 12059 | Fee: $30 |
| 1 Thursday | 4/23 |
| 6-8 PM | LRC B142 |

Instructor: Valerie D. Wilson, M.Ed., a career counselor and coach, has over 20 years of career development experience in the Greater Hartford area, counseling and conducting various professional career workshops to undergraduates, graduates, and adult learners. She currently works in Career Development at the University of Saint Joseph in West Hartford, CT.

**Social Media for Everyone**

Learn about today’s top social media tools and how they can inspire your creativity on the web. Have you been curious about Twitter? Would you like learn how to engage more in social media?

| CRN 12056 | Fee: $25 |
| 1 Thursday | 3/19 |
| 6-8 PM | MCC on Main |

Instructor: Sandra Rimetz is a professor of Information Management and Office Technology at MCC where she focuses on current technologies, social media and the web. She has worked for industry leaders such as IBM and MicroControl Systems and has presented workshops in the areas of social media, e-communications, and iPad productivity. Sandra invites you to follow her on Twitter @SophUser to learn more about building your user skills through our workshops and classes.

**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 12055 | Fee: $30 |
| 1 Thursday | 3/26 |
| 6-8 PM | MCC on Main |

Instructor: Sandra Rimetz

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

PHP & MySQL are popular, open-source technologies that are 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 11948 | Fee: $199 |
| 2 Thursdays | 5/7-5/14 |
| 9 AM-4 PM | LRC B142 (limited seating) |

Instructor: George Pillar

**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: Dreamweaver Introduction course or permission of computer coordinator.

| CRN 12058 | Fee: $299 |
| 6-9 PM | LRC B141 |

Instructor: Robert Thornton
### DIGITAL IMAGING & DESIGN

**NEW Visio Introduction**

This course teaches the basic functions and features of Visio Professional 2013. You will learn how to use stencils, scale and resize objects; 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 $30.

- CRN 11956 | Fee: $99
  1 Wednesday | 5/20
  9 AM - 4 PM | LRC B141 (limited seating)

Instructor: Bruce Manning

**NEW AutoCAD 2015 2D Introduction**

Get an introduction to the techniques of generating representational two-dimensional graphics using Autodesk AutoCAD software. Topics will include basic two-dimensional geometric construction, creation and management of layers, template creation, line weights, dimensioning, block creation, external references and other essential skills for using AutoCAD as a two-dimensional design tool. Instructor provides handouts. Prerequisite: Basic Windows, keyboarding and mouse skills.

- CRN 12033 | Fee: $199
  4 Thursdays | 3/5/3/26
  6 - 9 PM | LRC B142

Instructor: Christopher Legiadre, AIA, NCARB, LEED AP BD+C, serves as a Project Architect in the at Amenta/Emma Architects, P.C. in Hartford. He is proficient in both AutoCAD and Revit Architecture and is a licensed Architect in the states of Connecticut, Massachusetts and New Jersey.

**NEW Autodesk Revit Introduction: Building Design**

Create, develop and modify architectural models and drawings using Autodesk Revit. Topics will include model creation and editing, basic dimensioning and notating, plotting, detail views and other essential skills for using Revit as a design tool. Instructor provides handouts. Recommended text: Autodesk Revit Architecture 2015 Essentials, Wiley Publishing (ISBN 9781118016831), available at MCC Bookstore for approximately $55. Prerequisite: Basic Windows, keyboarding and mouse skills.

- CRN 12057 | Fee: $199
  4 Saturdays | 4/11-5/2
  9 AM - noon | LRC B142

Instructor: Christopher Legiadre

---

**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 11960 | Fee: $199
  2 Fridays | 4/17-4/24
  9 AM - 4 PM | LRC B220 (limited seating)

Instructor: Kathleen Smits has taught over five years as Media Arts adjunct faculty at Manchester Community College teaching computer graphics. She was an instructor at Connecticut Public Broadcasting Network’s Learning Lab Veterans’ Program teaching digital media. She has also taught at Farmington Valley Art Center and the West Hartford Art League. Her experience shows sixteen years as instructor for painting classes for adults, twelve years as Program Director for summer arts program for children and three years developing curriculum and teaching studio art at a private high school.

**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; duo-tone your images; create personal greeting cards; add text; create panoramas; use filters and special effects; and make layers work for you. Let your imagination fly. Instructor provides handouts. Prerequisite: Photoshop Elements Introduction course or familiarity with Photoshop Elements.

- CRN 12045 | Fee: $99
  2 Tuesdays | 5/19-5/26
  6-9 PM | LRC B142

Instructor: Richard Hoyer

**Adobe Photoshop Elements: Next Step (PC)**

Learn how to use the most powerful image editing software available, Adobe Photoshop. Improve your photographs using Photoshop’s tone, color, and retouching capabilities. Topics include layers; using color and transparency; adjusting images to improve quality/suitability for intended publication; advanced image editing; and design, web and print skills with compositing, color management, type controls, drawing and web prep techniques. Through demonstration and hands-on exercises taught by an Adobe-certified expert and professional photographer, you will create exciting and amazing images using some of this program’s limitless capabilities. Prerequisite: Basic Windows, keyboarding and mouse skills. Students should bring a 4 GB flash drive for the course. Required text: Adobe Photoshop CC Classroom in a Book. Adobe Press (ISBN 9780321928078), available at MCC Bookstore for approximately $60.

- CRN 11952 | Fee: $199
  2 Fridays | 5/15-5/22
  9 AM - 4 PM | LRC B220 (limited seating)

Instructor: Kathleen Smits

---

### YOU MAY ALSO LIKE

- Digital Camera Introduction on page 65
- Digital Camera Next Step on page 65
**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.

**Instructor:** Sandra Rimetz

**CRN 12051 | Fee: $25**  
1 Thursday | 4/9  
6-8 PM | MCC on Main  
**Instructor:** Sandra Rimetz

**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 12052 | Fee: $25**  
1 Thursday | 4/9  
6-8 PM | MCC on Main  
**Instructor:** Sandra Rimetz

**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 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.

**Instructor:** Sandra Rimetz

**CRN 12053 | Fee: $25**  
1 Thursday | 4/16  
6-8 PM | MCC on Main  
**Instructor:** Sandra Rimetz

**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, patterning 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 12060 | Fee: $199**  
2 Saturdays | 2/28/3/7  
9 AM-4 PM | LRC B142  
**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 12046 | Fee: $199**  
2 Saturdays | 4/25/5/2  
9 AM-4 PM | LRC B211  
**Instructor:** Keith Butzgy

**CERTIFICATION TESTING**

**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 12102 | Fee: $125**  
1 Friday | 4/24  
4:15-5:15 PM | LRC B142  
**CRN 12047 | Fee: $125**  
1 Friday | 5/22  
4:15-5:15 PM | LRC B142  
**CRN 20014 | Fee: $125**  
1 Friday | 6/26  
4:15-5:15 PM | LRC B142  
**Test Administrator:** Bruce Manning
## COMPUTER TECHNOLOGY

<table>
<thead>
<tr>
<th>Office Application</th>
<th>Page #</th>
<th>Recommended Courses</th>
<th>MOS Exam</th>
</tr>
</thead>
</table>
| Microsoft Word 2013 | 18     | Microsoft Word 2013 Introduction  
Microsoft Word 2013 Intermediate | Exam 77-418 |
| Microsoft Excel 2013 | 22     | Microsoft Excel 2013 Introduction  
Microsoft Excel 2013 Intermediate | Exam 77-420  
Exam 77-422 |
| Microsoft PowerPoint 2013 | 19 | Microsoft PowerPoint 2013 Introduction  
Microsoft PowerPoint 2013 Intermediate | Exam 77-423 |
| Microsoft Outlook 2013 | 19 | Microsoft Outlook 2013 Introduction  
Microsoft Outlook 2013 Intermediate | Exam 77-424 |
| Microsoft Access 2013 | 24 | Microsoft Access 2013 Introduction  
Microsoft Access 2013 Intermediate | Exam 77-424 |

MOS certification testing center located at Manchester Community College. Information, fee and schedule below:

Exam Schedule: All MOS certification exams will take place at MCC in LRC B142, on dates listed below. Exams run 4:15-5:15 p.m.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/24</td>
<td>4:15 PM</td>
<td>12102</td>
</tr>
<tr>
<td>5/22</td>
<td>4:15 PM</td>
<td>12047</td>
</tr>
<tr>
<td>6/26</td>
<td>4:15 PM</td>
<td>20014</td>
</tr>
</tbody>
</table>

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.

For your convenience, MCC has established a Microsoft Office 2013 certification testing center on campus. 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@manchestercc.edu.

<table>
<thead>
<tr>
<th>Course</th>
<th>Page #</th>
<th>Certification</th>
<th>Exam</th>
</tr>
</thead>
</table>
| A+ Certification Preparation Part One  
CompTIA testing centers can be found at www.prometric.com and www.pearsonvue.com | 20 | CompTIA A+ Certificate | Exam 220-801 |
| Certified Information Systems Security  
Professional Exam Preparation  
Certified Information Systems Security Professional testing centers can be found at www.pearsonvue.com | 21 | CISSP | CISSP |
| Oracle SQL Introduction Certification Preparation  
Oracle SQL Introduction Certification testing centers can be found at www.pearsonvue.com | 25 | Oracle Certification | Exam 120-051 |
| VMware vSphere 5.5 with ESXi and vCenter VMWare certification information can be found at www.pearsonvue.com | 21 | VCA-DCV | Exam 70-410 |
| Administering Windows Server 2012  
Windows Server certification information can be found at www.prometric.com and www.pearsonvue.com | 21 | MCSA: Windows Server  
2012 Solutions Associate | Exam 70-411  
Exam 70-412 |
| Manchester Community College Certificate Courses  
Microsoft Office 2013 Suite  
Web Communication and Design | 20 | Microsoft Office 2013 MCC Certificate  
Web Communication and Design | N/A  
N/A |
Cuisine

NEW A Taste of French Mardi Gras: Join Us for an Authentic Cajun Dinner and Culinary Talk

As part of Credit-Free Programs’ special partnership with MCC’s Culinary Arts Department, come enjoy an authentic French Cajun meal, prepared by our own student chefs, while Chef Joshua Ogrodowski, instructor for Continuing Education’s cuisine courses, including Cajun cuisine, speaks about the food, culture and special recipes. This series has been wildly successful, and you won’t want to miss this one! Seating is limited; please register early.

Students who wish to bring a bottle of wine must be 21 years of age.

CRN 11855 | Fee: $25
1 Tuesday | 2/12
7:30 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 A Valentine’s Day Chicken Piccata Dinner

Your taste buds and appetite will not believe that this entire meal is gluten- and dairy-free! We begin with a simple yet elegant Beet and Orange Insalata, then move onto a delicious entree of Chicken Piccata, with a side of Sautéed Prosciutto-Wrapped Asparagus. For dessert, enjoy Red Velvet Cupcakes à la Mode. Materials fee: $18, payable to instructor at the beginning of class.

CRN 11882 | Fee: $50
1 Thursday | 2/12
6-9 PM | GPA GP213
Instructor: Rebecca Brown is a Certified Health Coach and culinary instructor who has worked at the Zeppelin Ristorante in Orvieto, Italy, Burton’s Grill in South Windsor, and Six Main Restaurant in Chester. She earned her culinary degree from MCC and her health coach training from the Institute for Integrative Nutrition. Her website is: www.chefbeckyhealthcoach.com.

NEW Tour the Silk Road with Dim Sum

We will prepare and enjoy at Gan Bia Sh Ji Dou (fried bean dish, using the traditional long beans found in most dim sum houses); Siu Maath Pork and Shrimp Dumpling (one of the most popular steamed dumplings); Guo Tie and Jiaozi (potstickers made with pork but we will also make a fried vegetarian version); Vegetarian Spring Rolls (all vegetable ingredients, rolled thin and fried); and Money Bags (purse-shaped dumplings that symbolize wealth and prosperity during the Chinese New Year) Materials fee: $12, payable to instructor at the beginning of class, for eggs, color designs, shellac, and other supplies.

CRN 12131 | Fee: $55
1 Saturday | 4/11
10 AM-1 PM | SSC L293 (South Kitchen), meet at Culinary Arts Center
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.

Chocolate Delights

Just in time for Valentine’s Day! Some people think chocolate is an aphrodisiac; others consider chocolate to be the first choice for dessert. If you are going to indulge yourself and your Valentine, make it a sumptuous chocolate treat. Learn about the different varieties of chocolate and how to best use them. We will make and sample chocolate mousse (rich and smooth), trifles with poached pears (no baking but the results are scrumptious), hot chocolate soufflés (served hot from the oven), white chocolate fantasy torte (a light cake filled with raspberries), lovers’ chocolate cake (topped with butter cream and covered with a chocolate glaze), and dark chocolate bark (studded with toasted nuts and dried fruit). Participants should bring two cotton dish towels, a sharp knife, and a medium-sized bowl to class. Materials fee: $15, payable to instructor at beginning of class.

CRN 11623 | Fee: $60
1 Saturday | 2/7
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.

Cheese Danish, Bear Claws and Concha

The next time you crave something rich and sweet, you’ll be glad you took this course! First, learn how to make cheese Danish like a pro. This heavenly treat has a delectable cheese filling and dough made with sour cream. Believe us when we tell you, nothing on earth compares! Next, prepare to sink your teeth into a wonderfully rich, almond-filled Bear Claw, named for its likeness to a fingered paw. Your family and friends won’t be able to keep their “paws” off of them! And finally, try your hand at making Concha. These sweet buns (shaped like seashells, hence the name) are pleasing to the eye and palate. Is your mouth watering yet? Participants should bring dish towels, pot holders, and a medium-sized bowl to class. Materials fee: $12, payable to instructor at beginning of class.

CRN 11719 | Fee: $60
1 Saturday | 3/21
12:15-4 PM | GPA GP213
Instructor: Dorothy Alderman
NEW Whole Wheat Bread

Whether you have never baked bread before or are interested in expanding your skills, this class is for you. Take a simple yeast dough, made from a combination of white and whole wheat flour, and transform it into a variety of shapes, with a choice of flavors. Choose plain, cheese, herb or onion, in any combination. Try ground flax seed or toasted wheat germ. Bake your creations into standard loaves, mini-loaves, dinner rolls, or bread sticks. You can be sure that friends and family will flock to your table with the wonderful smell of freshly baked bread! Participants should bring two cotton dishtowels and a medium-sized bowl to class. Materials fee: $12, payable to instructor at beginning of class.

CRN 11720 | Fee: $60
1 Saturday | 4/18
12:15-4 PM | GPA GP213
Instructor: Dorothy Alderman

NEW European Tarts

European tarts come in a gorgeous array of colors and flavors. From the jewel-like colors of fresh fruit tarts to the lush flavors of pear and apple tarts, they are a treat for the eyes as well as the taste buds. We will learn to make basic pastry for the tarts (Pâte Sucrée), as well as the fillings for some classic tarts, such as Chocolate Truffle Tart and Tarte au Citron, or Lemon Tart. We will also make a beautiful and fragrant Pear Frangipane Tart, which brings together the flavors of an almond filling with spice-poached pears. Materials fee: $15, payable to instructor at beginning of class.

CRN 11853 | Fee: $65
1 Saturday | 2/21
9 AM-1 PM | SSC L292 (North Kitchen), meet at Culinary Arts Center
Instructor: Sofia Bilgrami earned a professional baker's certificate from MCC, and has also worked at a French bakery, La Petite France, in West Hartford. She holds an M.B.A. in health care from the University of Connecticut.

NEW Parisian Macarons

Parisian 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 11849 | Fee: $65
1 Saturday | 3/7
9 AM-1 PM | SSC L292 (North Kitchen), meet at Culinary Arts Center
Instructor: Sofia Bilgrami

NEW Eclairs, Cream Puffs, and Pastry Swans

This course is for the baking enthusiast who wants to recreate classic French pastries at home. We will make bite-sized desserts using a type of pastry called pâte a choux, which, as we will learn, is the basis for making mouthwatering morsels like profiteroles (cream puffs) and chocolate eclairs. We will also use the same pastry to make elegant swans for use as a spectacular garnish or centerpiece. In addition, we will learn how to make classic fillings, such as creme patissiere (pastry cream), creme chantilly, and chocolate ganache, and then fill and glaze these desserts. Materials fee: $15, payable to instructor at the beginning of class.

CRN 11854 | Fee: $65
1 Saturday | 4/25
9 AM-1 PM | SSC L293 (South Kitchen), meet at Culinary Arts Center
Instructor: Sofia Bilgrami

NEW 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 11691 | Fee: $50
1 Thursday | 2/5
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.

NEW 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 11850 | Fee: $50
1 Thursday | 2/5
6-9 PM | GPA GP213
Instructor: Joshua Ogrodowski

NEW Not Just Gluten- and Dairy-Free Cuisine but Taste and Variety for Everyone!

NEW Luscious Lasagna

Come find out how to make a luscious lasagna that is also gluten- and dairy-free! We will also make an Insalata Rustica with Arugula, Fanned Pears, and Candied Maple Walnuts. For dessert, we will make authentic Italian Almond Cranberry Biscotti that will not compromise your dietary restrictions. Materials fee: $18, payable to instructor at the beginning of class.

CRN 11883 | Fee: $50
1 Thursday | 3/5
6-9 PM | GPA GP213
Instructor: Rebecca Brown

NEW Zucchini Canneloni

We begin by making a scrumptious gluten-free Garlic and Rosemary Focaccia Bread, then prepare our entrée or Zucchini Canneloni with Cashew Ricotta and a Roasted Tomato Sauce. For dessert, we will indulge in Spicy Blueberry Gelato. Materials fee: $18, payable to instructor at the beginning of class.

CRN 11884 | Fee: $50
1 Thursday | 4/16
6-9 PM | GPA GP213
Instructor: Rebecca Brown

NEW Mexican Pizza Party

Join us for mouthwatering pizza with a Mexican flare. We will also enjoy nachos with homemade nacho cheese, guacamole, and cashew sour cream, followed by a dessert of Lime and Coconut Macaroons—all amazingly gluten- and dairy-free and utterly delicious! Materials fee: $18, payable to instructor at the beginning of class.

CRN 11885 | Fee: $50
1 Thursday | 5/7
6-9 PM | GPA GP213
Instructor: Rebecca Brown
CUISINE

**NEW 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 11851 | Fee: $50
1 Thursday | 3/26
6-9 PM | GPA GP213
Instructor: Joshua Ogrodowski

**NEW The Power of Pesto**
Become an expert with this friend-and-family culinary pleaser! We’ll make a variety of pesto dishes that will make your mouth water, such as Spicy Pesto Calabrese with Linguini and Clams, Walnut Pesto Bowtie Pasta Salad with Sundried Tomatoes, Pistachio Pesto with Mixed Grilled Vegetables, Arugula Pesto over Stuffed Tomatoes, Sundried Tomato Pesto Pizza ... and don’t forget the traditional Pesto with Penne! Take some home for your freezer! Materials fee: $15, payable to instructor at the beginning of class.
CRN 11852 | Fee: $50
1 Thursday | 4/9
6-9 PM | GPA GP213
Instructor: Joshua Ogrodowski

**NEW Barbeque Sauces Sure to Impress**
In this hands-on course, learn how to make signature barbeque sauces for those family and friend cookouts and dinners. We will focus on the classic sauces—a red tomato or ketchup based sauce delight with various spices, perfect for most BBQ dishes; and the classic white sauce—a tangy mayonnaise-based sauce more suited for chicken and poultry. You will learn how to customize both sauces to personal tastes and make them your own “secret sauce.” You will also take home some great base recipes with plenty of ideas to personalize them. We will also cover safe food handling; mixing techniques and spices; and how to preserve and package your sauces. Students should bring an apron and containers to bring sauce home. Materials fee: $10, payable to instructor at the beginning of class.
CRN 12127 | Fee: $60
1 Saturday | 5/9
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.

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

**NEW Barbeque Rubs and Indoor Grilling**
Learn how to make and apply rubs for different types of meats. We will prepare and cook a beef and a pork dish with the rubs applied. We will also cover safer food handling and meat preparation. Students should bring an apron and two containers to bring some rubs and meat home. Materials fee: $15, payable to instructor at the beginning of class.
CRN 12128 | Fee: $60
1 Saturday | 5/16
9 AM-1 PM | GPA GP213
Instructor: John Annino

**Gluten-Free Super Cookies: Healthy and Delicious**
Learn to bake with some of the healthiest foods in the world, such as raw cacao nibs, quinoa and amaranth flour, and Brazil and cashew nuts. Using these ingredients, learn how to turn out “super cookies” that are also gluten- and dairy free and low sodium. These delicious treats can help wean your family away from “empty calorie” snacks to more beneficial ones and are also great “trail foods” providing both instant and sustained sources of energy for hikers and bikers. We’ll cover the basics of gluten- and dairy-free baking and the use of limited sodium. Our ingredients are more costly than wheat or rye, but not difficult to use once you know the “secrets,” including where on the web to get healthy ingredients you won’t find at your local supermarket. Materials fee: $20, payable to instructor at the beginning of class.
CRN 12125 | Fee: $60
1 Saturday | 5/2
10 AM-2 PM | SSC L293 (South Kitchen), meet at Culinary Arts Center
Instructor: Dr. John Gibson graduated from the King Arthur Advanced Bread Baking School and teaches Artisan Bread in the culinary arts program at MCC. He also bakes extensively at his home bakery, which is a licensed CT Food Establishment.
Learn to Bake Like a Pro: Understand the Process of Making Great Breads and Pastries

So you’ve been baking great breads, pies and cakes for years—mostly good, some spectacular, and a few duds. But have you ever wondered about what goes on inside your mixer, proofer, or oven? Why are there four kinds of yeast? Two kinds of baking powder? Which do you use and when? Why do millers formulate two dozen different flours? Which one is best for what? Do you know why your spectacular products came out so good? Or why the duds didn’t? There is hard science behind the process of baking. Learning about it will make you an even better baker! Please note: this is a lecture class only, not a cooking demonstration. Recommended text: Understanding Baking: The Art and Science of Baking, Amendola and Rees.

CRN 12129 | Fee: $55
1 Saturday | 4/18
10 AM-1 PM | AST C203
Instructor: John Gibson

NEW Contemporary American Plating Techniques

Plate designs can be sophisticated and attract attention to your food through a variety of ways. In this class, we’ll explore the attributes of plating, such as color, height, spacing, balance and texture. We’ll also consider different components to composing a contemporary American plate, including garnishing. All food will be prepared–or close to final preparation–and the chef will demonstrate methods of plating, while students practice. We will learn how to plate and garnish appetizers, soups, salads, entrees, and desserts. Participants will be able to photograph and take home their creations. Materials fee: $15, payable to instructor at the beginning of class. Please note: This course meets at MCC on Main, 903 Main St., Manchester.

CRN 12130 | Fee: $30
1 Thursday | 4/23
6-7:30 PM | MCC on Main
Instructor: Joshua Ogrodowski

NEW Great Wines of the World

Twelve great wines of the world will be selected, tasted, rated, and savored—all personal favorites of the instructor from his many years of tasting and judging wines. Coming from different wine-producing regions of the world, the flavors will vary, and your opinions will be tested through blind judging (the labels are covered). Don’t miss this memorable, educational, and tasty evening! Please bring a variety of finger foods to munch on, and we’ll supply the glasses. We’ll also raffle door prizes! Please note: You must be at least 21 years of age to enroll in the class; IDs will be checked in class. Please register early, as enrollment is limited. Materials fee: $20, payable to instructor at the beginning of class.

CRN 12126 | Fee: $40
1 Friday | 3/6
6:30-9:30 PM | SSC L294 (Culinary Arts Center)
Instructor: Gene Spaziani is a retired MCC professor who started the first wine-tasting classes in Connecticut at MCC in the early 1970s. He is a noted wine journalist who writes the weekly wine column for The Journal Inquirer.
CULTURE & HISTORY

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'll be creating and leaving your descendants a wonderful legacy ... the gift of several lifetimes.

CRN 12101 | Fee: $85
2 Wednesdays | 5/6-5/13
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.

YOU MAY ALSO LIKE
Storytelling for Beginners on page 40

NEW Connecticut Spring Town Meeting
"And promises to keep." Will they? Let's take a look at those election promises that end: "And I approve of this message." Let's take a look at all those important issues that we heard about and saw discussed and have paid so dearly for, such as immigration, gun control, terrorism, equal pay—no yachts, only the needs of the middle class, veterans, women—with the help of top notch educators, risk-takers, lawyers, and journalists. 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 12017 | Fee: $55
6 Fridays | 4/10-5/15
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 The History and Impact of the Panama Canal after a Century
France began work on the Panama Canal in 1881, and it officially opened on August 15, 1914. One of the largest and most difficult engineering projects ever undertaken, the Canal’s shortcut greatly reduced the amount of time for ships to travel between the Atlantic and Pacific Oceans. How was its design and construction accomplished? How does it operate? What has been its effect on worldwide shipping, travel, technology, and engineering? Moreover, an additional set of locks is due to open in 2015, and so the Canal’s impact continues to broaden. Join us for this interesting course on what the American Society of Civil Engineers has named one of the seven wonders of the modern world.

CRN 12013 | Fee: $70
3 Mondays | 4/6-4/20
6:30-8:30 PM | GPA GP142

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.

NEW 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 this class!

CRN 12148 | Fee $105
5 Mondays | 4/13-5/11
6:30-8:30 PM | VIL 6 V162

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

From November 1864 to April 1865, events moved quickly with the Lincoln administration and the Civil War. The events built upon each other as they progressed, each with significance for the country’s future and the subsequent view of Lincoln in history. The final battles of the first modern war, including Petersburg, Mobile Bay, and Atlanta, set the standards and patterns for the military. At the same time, national politics continued to play out and restructure America’s domestic and international future. These turbulent six months set the stage, as America moved toward the 20th century. We will examine the events of the period, and how they affected America, its people, and its expanding role in the world.

CRN 12014 | Fee: $70
3 Mondays | 5/4-5/18
6:30-8:30 PM | GPA GP142
Instructor: Barbara King

NEW World War II: North Africa, Anzio, and The Bulge

From 1940 to 1943, the hot, sandy deserts of North Africa were a crucial battlefield. Four months after the Allied landing in Italy, fighting came to a standstill... was Anzio the answer? Then fast-forward to 1944 with the Battle of the Bulge when Hitler’s last chance to change the momentum of the war failed. Come learn the impact that these major majors had on the outcome of the war in Europe.

CRN 12149 | Fee: $55
3 Tuesdays | 5/5-5/19
6-8 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.

The Viking Experience

Learn how Viking explorers, adventurers, and entrepreneurs founded the Irish cities of Dublin, Cork, and Limerick, gave Mother Russia her name, and became kings of England. Discover what tools and craft they used to help them sail around the known world, and how their legacy remains with us today. We will also discuss Viking art and religion. Learn about this fascinating chapter of human history!

CRN 12002 | Fee: $65
3 Thursdays | 2/19-3/5
7-9 PM | GPA GP214
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.

Irish History from 800 A.D. to the Present

People of Irish descent, as well as those who are Irish only on St. Patrick’s Day, will enjoy this history of Ireland. We will examine the outside influences that changed the Irish, from insular tribes of cattle raiders to Celtic Tigers, including the arrival of the Vikings, the invasion of the Normans, the domination of the Elizabethans, the importation of Protestant Scots, and all the Fenian uprisings that eventually led to independence and Ireland’s entry into the modern world. The course will include discussion, visual aids, and handouts. A suggested reading list will also be provided.

CRN 12003 | Fee: $85
4 Tuesdays | 3/24-4/14
7-9 PM | GPA GP136
Instructor: Mary Carchrie
Beginning Country Western Dance
Lean the basics of nearly 20 of the most popular Country Western partner dances: Single, Double, and Triple Rhythms of the Texas Two-Step, Three-Step, Schottische, Texas Ten-Step Polka, Waltz and the Cotton-Eyed Joe, Latin Two-Step, and Progressive Country. We will place an emphasis on proper dance style, leading, and following techniques, dance/music distinction, and the development of dance move amalgamations. For beginner through advanced levels. No experience necessary. Please note: Students must register with a partner.

CRN 12011 | Fee: $75 (per person)
6 Thursdays | 2/19-3/26
7:30-9 PM | SSC L154 (Fitness Studio)
Instructor: Chris Hookie has taught dance professionally across the country in both private and group lessons for more than 20 years, 18 of which were in the Dallas/Fort Worth area at the University of Texas and at many local Country Western night clubs.

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 11626 | Fee: $90 (per person)
6 Mondays | 1/26-3/9 (does not meet 2/16)
7:8-15 PM | SSC L154 (Fitness Studio)
CRN 11627 | Fee: $90 (per person)
6 Mondays | 4/13-5/18
7:8-15 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.

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 11629 | Fee: $70
6 Wednesdays | 1/28-3/11 (does not meet 2/18)
7:8-15 PM | SSC L154 (Fitness Studio)
Instructor: Beverly Burton

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 11628 | Fee: $90 (per person)
6 Wednesdays | 4/15-5/20
7:8-15 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 partner, but it is not necessary in order to participate in the class.

CRN 11616 | Fee: $105
8 Saturdays | 3/14-5/9 (does not meet 4/4)
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 11617 | Fee: $105
8 Saturdays | 3/14-5/9 (does not meet 4/4)
1:30-2:30 PM | SSC L154 (Fitness Studio)
Instructor: Oswaldo Tirano

Advanced Latin Salsa Dance
For those who feel strong with their Latin foot work 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 11618 | Fee: $105
8 Saturdays | 3/14-5/9 (does not meet 4/4)
2:45-3:45 PM | SSC L154 (Fitness Studio)
Instructor: Oswaldo Tirano

For all classes in the Fitness Studio
Only non-marking footwear must be worn during class time (no street shoes, bare feet, boots, sandals, or cleats). Proper athletic clothing must also be worn including shirt and footwear at all times. Please bring a combination lock to secure your personal belongings during class.
NEW Performing Outside the Box
Are you searching for a new creative outlet? Are you experiencing 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 12097 | Fee: $145
6 Mondays | 4/6-5/11
6:30-8:30 PM | GPA GP214
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.

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

CRN 12096 | Fee: $165
6 Tuesdays | 3/3-4/7
7-9 PM | AST Auditorium
Instructor: Deb Popillo is an actress and director for a professional acting troupe and of many community theater productions. She has been teaching acting for nearly 20 years at MCC, and also currently works as a casting director for videos, industrials, and commercials.

The Art of Voice Over
The voices you hear in commercials, narrations, movie trailers, and audio books belong to real people who make good money doing it. You could too! This course introduces students to the fundamentals of voice-over performance and solo and group mock auditions. Learn the essential skills of reading, thinking, and speaking that is required of voice-over artists, regardless of their area of specialization. The course presents methods of voice-over performance, including sight-reading, pacing, diction, enunciation, and breathing, as well as script analysis and interpretation. Informative handouts are included.

CRN 11834 | Fee: $145
6 Wednesdays | 2/25-4/1
7:30 PM | VIL 6 V162
Instructor: Stew Crossen, owner of Voice Over Workshop, LLC, produces voice-over projects and has more than 30 years of business and broadcast experience, including work as a news anchor, rock DJ, program director, and radio show host. He is a KBA award recipient, and for 13 years hosted two popular radio shows on WCCC 106.9 and WCCC 1290-AM.

The Business of Voice Over
Students will learn the basics of how to set up and run a freelance voice-over business. Topics include business entities, honing organizational skills, why a demo is so important, the truth about agents and unions, why you need a website, how to market and promote yourself, putting together a home studio, and much more. Informative handouts are included.

CRN 11835 | Fee: $95
4 Wednesdays | 4/8-4/29
7:30 PM | VIL 6 V162
Instructor: Stew Crossen

How to Put Together a Voice Over Studio at Home
Having a home-based, professional-quality studio is what separates professional voice actors from the rest of the crowd. Finding space in your home or apartment and buying the right microphone, computer, and recording software can be a confusing and expensive undertaking. This course explains and simplifies the process of planning and outfitting an affordable home-based voice-over recording studio that will allow you to audition for voice-over work from home and create your own voice-over production. Informative handouts are included.

CRN 11836 | Fee: $75
3 Wednesdays | 5/6-5/20
7:30 PM | VIL 6 V162
Instructor: Stew Crossen
Film Production, Marketing and Distribution

Get your movie idea onto the screen! Take advantage of free tools to market and publicize your film for TV, theater, and online. Learn the technology behind video, sound, and lighting. Learn how to manage your project with free resources. Supplement or expand your project with fundraising, budgeting, casting, and studio selection. Other topics will include: brief history of films and television; technology trends in video; media distribution outlets; and film festivals and awards. An informative handout is provided.

CRN 12158 | Fee: $30
1 Wednesday | 3/18
6-9 PM | GPA GP214
Instructor: David K. Ewen, M.Ed., is the director of the Springfield Community Festival. He has directed, produced, and hosted programs for theater and television, including “Author of the Week” and “Laugh Medicine.”

Learn Video Production

Record and produce your own video to promote your business or presentation. You will learn how to post and share your videos on YouTube, Vimeo, and/or your own website; create, borrow (creative commons), and edit video content for creative presentations, business promotion, instructional videos, and personal movies; and use editing software and basic functions in order to turn your video into a polished product. Video filming tips, shots, and guidelines will also be covered. Through lecture, PowerPoint presentations, and video guides, all students will be able to learn this course material. There will also be time for classroom discussion and questions. Students are encouraged to bring a smart phone, tablet and/or a video camera. Prerequisite: Basic computer skills, and an understanding of recording video.

CRN 12094 | Fee: $55
3 Fridays | 3/6-3/20
6-8 PM | LRC B218
Instructor: Mauricio Calpa earned a master of arts in communication and Humanities Department. He continues to teach film and video at both ECC and Central Connecticut State University. Passionate about films, he is the co-director of ECC’s International Film Series and led film discussions at the Wadsworth Athenaeum and Real Art Ways.

NEW Film Study: Academy Award Winners/Best Foreign Films

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

Instructor: Robert Kagan recently retired as chair of ECC’s Communication and Humanities Department. He continues to teach film and video at both ECC and Central Connecticut State University. Passionate about films, he is the co-director of ECC’s International Film Series and led film discussions at the Wadsworth Athenaeum and Real Art Ways.

**The Sea Inside (Spain)**

Based on the story of a Spanish fisherman who is paralyzed in a diving accident and confined to bed for more than 25 years, this film recounts his efforts to die on his own terms with dignity. Despite his impassioned and rational arguments, he meets much resistance from well-meaning people. Javier Bardem gives the performance of a lifetime as the film examines a very nuanced issue.

CRN 11832 | Fee: $10
1 Friday | 4/24
1-4 PM | VIL 6 V162
Instructor: Robert Kagan

**The Counterfeiters (Austria)**

This film is based on a true but little-known event during World War II: in a concentration camp, the story revolves around Nazis conscripting prisoners who were forgers, engravers and printers, in an attempt to counterfeit the English pound and American dollar. The Nazi plan was to flood the economies of the Allied countries and bring them to a halt.

CRN 11831 | Fee: $10
1 Friday | 4/10
1-4 PM | VIL 6 V162
Instructor: Robert Kagan

**Nowhere in Africa (Germany)**

Set in 1937, this film tells the story of a Jewish family that flees Germany to run a farm in Kenya, and poignantly depicts the family’s struggles to adjust to their new life at a time when their old world is crumbling.

CRN 11833 | Fee: $10
1 Friday | 5/1
1-4 PM | VIL 6 V162
Instructor: Robert Kagan

**The Sea Inside (Spain)**

Based on the story of a Spanish fisherman who is paralyzed in a diving accident and confined to bed for more than 25 years, this film recounts his efforts to die on his own terms with dignity. Despite his impassioned and rational arguments, he meets much resistance from well-meaning people. Javier Bardem gives the performance of a lifetime as the film examines a very nuanced issue.

CRN 11832 | Fee: $10
1 Friday | 4/24
1-4 PM | VIL 6 V162
Instructor: Robert Kagan

**The Counterfeiters (Austria)**

This film is based on a true but little-known event during World War II: in a concentration camp, the story revolves around Nazis conscripting prisoners who were forgers, engravers and printers, in an attempt to counterfeit the English pound and American dollar. The Nazi plan was to flood the economies of the Allied countries and bring them to a halt.

CRN 11831 | Fee: $10
1 Friday | 4/10
1-4 PM | VIL 6 V162
Instructor: Robert Kagan

**Nowhere in Africa (Germany)**

Set in 1937, this film tells the story of a Jewish family that flees Germany to run a farm in Kenya, and poignantly depicts the family’s struggles to adjust to their new life at a time when their old world is crumbling.

CRN 11833 | Fee: $10
1 Friday | 5/1
1-4 PM | VIL 6 V162
Instructor: Robert Kagan
ESL: Conversation, Customs and Culture

Come practice your English in a fun, relaxed and informal setting, while learning about American customs and culture. We will discuss the meaning of idioms and what to do and say in a variety of everyday practical and social situations, such as working, traveling, and celebrating holidays. Practice your communication skills, as you share aspects of your culture with your classmates and explore your common interests. This course is ideal for au pairs who need to fulfill their educational requirements. Students should be at a high beginner to intermediate level of spoken English. The instructor provides handouts.

CRN 12104 | Fee: $145
7 Wednesdays | 2/4-3/25
11:30 AM-1:30 PM | SSC L240

Instructor: Ricardo Canal earned a B.A. in English at the University of Hartford, with a concentration in linguistics, 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 Advanced Grammar in Context

This course is designed for the advanced ESL student. Topics will include adjective clauses, active and passive voice, and articles. Students will improve their grammar through intense writing, speaking, reading, and listening practice. The instructor will provide handouts.

CRN 12104 | Fee: $145
7 Wednesdays | 2/4-3/25
11:30 AM-1:30 PM | SSC L240

Instructor: Ricardo Canal earned a B.A. in English at the University of Hartford, with a concentration in linguistics, 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 Developing Sentence Variety

This course is designed for the intermediate to advanced level ESL student. Students will develop their writing skills by focusing on the three major types of sentences: simple, compound and complex. Topics will include subjects, verbs, coordinating conjunctions, and subordinating conjunctions. The instructor will provide handouts.

CRN 12105 | Fee: $125
6 Wednesdays | 4/8-5/13
11:30 AM-1:30 PM | SSC L142

Instructor: Ricardo Canal

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 12106 | Fee: $245
12 Thursdays | 2/19-5/14 (does not meet 3/19)
6:30-8:30 PM | GPA GP143

Instructor: Ricardo Canal

GED CLASSES AT MCC

Mandatory orientation and registration for classes beginning in January 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.
Veteran newsman Tom Brokaw once said, “It’s all storytelling, you know. That’s what journalism is all about.” The truth is that this could be said of many professions. Teachers, lawyers, pastors, writers, and so many others, use storytelling in their professional lives. Of course, we all tell stories in our personal lives. A spouse arrives home and shares a story about the work day. A grandmother shares a favorite childhood memory with a grandchild. Perhaps you are interested in learning more about storytelling and oral traditions. In this class, we will focus on traditional tales and discuss the basics of storytelling. We will also talk briefly about puppets and other props that can be used to tell stories. Each participant will have the opportunity to tell a short story during class.

CRN 12167 | Fee: $45
2 Tuesdays | 4/14-4/21
6-8 PM | GPA GP143

Instructor: Librarian, teacher, and entrepreneur, Deborah Roe is a storytelling professional, a member of the League for the Advancement of New England Storytelling, and has attended many storytelling workshops and festivals. Most recently, she has taken puppetry classes at the Puppet Showplace in Brookline, MA.

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 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 11886 | Fee: $20
1 Sunday | 5/17
1-3 PM | MCC on Main

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.

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 11872 | Fee: $115
5 Mondays | 4/13-5/11
7-9 PM | GPA GP126

Instructor: Ralph Labozzo

The price of disorganization can be more than a messy desk. Studies have found that people who systematically plan and budget are, on average, nearly 40 percent wealthier than their peers. This class will present strategies for organizing your financial documents, while learning which financial records you should keep and for how long. Join us and find out how to streamline your financial life.

CRN 11881 | Fee: $20
1 Wednesday | 2/11
7-9 PM | GPA GP126

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.
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 12114 | Fee: $20
1 Wednesday | 5/6
7:00-9 PM | GPA GP126
Instructor: Jan Johnson, CFP®

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 12113 | Fee: $15
1 Tuesday | 3/3
6:00-7:30 PM | GPA GP143
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
Connecticut has the second highest cost of long-term care in the nation! So, unless you plan on leaving the state, you need to protect yourself and your retirement assets from long-term care costs. 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 12115 | Fee: $15
1 Tuesday | 3/10
6:00-7:30 PM | GPA GP143
Instructors: Attorneys from Czepiga Daly Pope

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 help you and your spouse obtain the highest level of retirement income; and why the Senior Citizens Freedom to Work Act allows recipients to begin receiving benefits while their own benefits continue to grow!

CRN 12111 | 1 Tuesday | 3/17
3:30-5 PM | SSC L142
CRN 12112 | 1 Tuesday | 5/19
6:00-7:30 PM | SSC L142
Fee: $15 (per section)

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.

Estate Planning for Retirees
“How can I protect my money and property in my retirement years?” There are plenty of myths about estate planning, and this class will dispel those myths. We will cover wills, living wills, power of attorney, health care powers, and different types of trusts. If you’re concerned about taxes (and who isn’t?), this class will present avoidance strategies for probate, as well as the new State and Federal gift and death taxes. You will also learn strategies to protect your assets against health care costs, and we’ll even touch upon document storage options. Primarily geared toward retirees, this class will allow for question-and-answers to address your specific needs.

CRN 12107 | Fee: $15
1 Tuesday | 5/5
3:30-5 PM | SSC L142
Instructor: Frank Germano, CFP®
Zumba® Fitness
The Zumba® fitness program takes the “work” out of workout by fusing hypnotic musical rhythms to low-intensity and high-intensity moves in an interval-style, calorie-burning dance/fitness party environment. Once the Latin and World rhythms take over, you’ll see why Zumba® classes are often called “exercise in disguise.” Super effective? ... check ... super fun? ... check ... a total workout that combines all elements of fitness—cardio, muscle conditioning, balance and flexibility, a boost of energy, and a serious dose of an awesome good time! To learn more about Zumba®, please visit: www.zumba.com/us/about/.

CRN 11755 | 5 Mondays | 3/9-4/6
5:30-6:30 PM | GPA Gym
CRN 11756 5 Mondays | 4/13-5/11
5:30-6:30 PM | GPA Gym
Fee: $40 (per course)
Instructor: Joanne Britton received a B.S. in physical education from Plymouth State University, is a licensed Zumba® Fitness, Zumba® Toning, and Zumbatomic instructor, and holds certifications in personal training and group exercise from the Aerobics and Fitness Association of American (AFAA).

Zumba® Gold: Back to Basics!
If you want to improve your freedom of movement, love Latin rhythms, and enjoy international music, this program is for you! The Zumba Gold format allows you to learn the basic Zumba Fitness moves, using low impact moves, minimal turns, and gentle transitions. Zumba Gold is an aerobic exercise program designed for “newbies”, deconditioned exercisers, active older adults, and those requiring exercise modifications. If you think you can’t dance, have two left feet, or are too uncoordinated to enjoy a Zumba class, this format will prove 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 11696 | Fee: $55
6 Tuesdays | 1/20-2/24
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 Aerobic and Fitness Association of America (AFAA) and the Red Cross (CPR/AED).

Free Information Session:
Personal Trainer National Certification
Come meet your instructor to get a clear picture of what to expect in the Personal Trainer National Certification course, including curriculum, certification requirements, and what great career rewards await you after completion of the certification. This information session is free; registration, however, is required. Students may also register for a free “Personal Training as a SUPER Career Orientation” webinar on January 21, 12:00 PM at: http://bit.ly/1k3zEK or on March 4, 12:00 PM at: http://bit.ly/1nDyQNH.

CRN 11597 | 1 Saturday | 1/24
10-11 AM | GPA GP143
CRN 11598 | 1 Saturday | 3/28
10-11 AM | GPA GP143
Fee: FREE (per course)
Instructor: World Instructor Training School staff

Personal Trainer National Certification
The World Instructor Training School’s (WITS) certification course is taught at colleges across the country. This challenging course is composed of 16 hours of lecture and 16 hours of 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. Students should plan for a one-hour lunch break. Please bring a combination lock in order to store your personal belongings during these workout sessions. Please note: This course requires a high degree of commitment to successfully complete.

CRN 11595 | Fee: $665
6 Saturdays | 2/7-3/21 (does not meet 2/14)
9 AM-4 PM | GPA GP143 (9 AM-noon, classroom) & SSC L153 (1-4 PM, Weight Room); except for exam session on 3/21: classroom, 9-11 AM & Fitness Center, 11 AM-4 PM

CRN 11596 | Fee: $665
6 Saturdays | 4/11-5/16 | 9 AM-4 PM
GPA GP143 (9 AM-noon, classroom) & SSC L153 (1-4 PM, Weight Room); except for exam session on 5/16: classroom, 9-11 AM & Fitness Center, 11 AM-4 PM

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 11697 | 6 Tuesdays | 3/3-4/14
(does not meet 3/31)
6:30-7:30 PM | SSC L154 (Fitness Studio)
CRN 11698 | 6 Tuesdays | 4/21-5/26
6:30-7:30 PM | SSC L154 (Fitness Studio)
Fee: $55 (per course)
Instructor: Karen R. Chorney

Personal Trainer National Certification
May Qualify for the Following Benefits:
• 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.
• 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/.
**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. **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 11611 | Fee: $160 (per 12 sessions)
  - Tuesdays | 2/24-3/31 | 6:30-7:30 PM
  - Wednesdays | 2/25-4/1 | 6:30-7:30 PM
  - Fridays | 2/27-3/27 (does not meet 4/3) 5:30-6:30 PM
  - Saturdays | 2/28-3/28 (does not meet 4/4) 11 AM-noon

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

- CRN 11612 | Fee: $160 (per 12 sessions)
  - Mondays & Wednesdays | 3/2-4/8 | 7:30-8:30 PM
  - Tuesdays & Thursdays | 3/3-4/9 | 5:30-6:30 PM
  - Fridays | 3/6-4/10 (does not meet 4/3) 6:30-7:30 PM
  - Saturdays | 3/7-4/11 (does not meet 4/4) 9:10 AM

**Tai Chi for Health and Relaxation**

Beginners of all ages are invited to come and let your chi energy flow! Learn to let your body release everyday stress, while strengthening your mind and body with this ancient Chinese art. You will learn simple chi kung (breathing exercises) and a basic tai chi form by the end of the course. Please note: You may attend any of the sessions 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. **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 11608 | Fee: $160 (per 12 sessions)
  - Mondays & Wednesdays | 3/2-4/8 | 7:30-8:30 PM
  - Tuesdays & Thursdays | 3/3-4/9 | 5:30-6:30 PM
  - Fridays | 3/6-4/10 (does not meet 4/3) 6:30-7:30 PM
  - Saturdays | 3/7-4/11 (does not meet 4/4) 9:10 AM

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

- CRN 11609 | Fee: $160 (per 12 sessions)
  - Mondays & Wednesdays | 4/13-5/20 | 7:30-8:30 PM
  - Tuesdays & Thursdays | 4/14-5/21 | 5:30-6:30 PM
  - Fridays | 4/17-5/22 | 6:30-7:30 PM
  - Saturdays | 4/18-5/16 | 9-10 AM

**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.
**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.

Classes meet at the Academy of Martial Arts & Personal Development, 440 Oakland Street, Manchester.

- **12 sessions - Choose from any combination of the following schedules:**
  - CRN 11600 | Fee: $45 (per 12 sessions)
    - Mondays & Wednesdays | 2/23-4/1 | 7-8 PM
    - Tuesdays & Thursdays | 2/24-4/2 | 9:30-10:30 AM or 6:10-7:10 PM
    - Saturdays & Sundays | 2/28-3/29 | 9-10 AM
  - CRN 11602 | Fee: $45 (per 12 sessions)
    - Mondays & Wednesdays | 4/6-5/13 | 7-8 PM
    - Tuesdays & Thursdays | 4/7-5/14 | 9:30-10:30 AM or 6:10-7:10 PM
    - Saturdays & Sundays | 4/11-5/17 | 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.

---

**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 web site for obtaining a number is: www.ct.wildlifelicense.com/internetsales.

CRN 11571 | 2 Mondays & 2 Wednesdays
- 3/16-3/25 | 7-9:30 PM | SSC L240
- CRN 11572 | 2 Mondays & 2 Wednesdays
- 4/13-4/22 | 7-9:30 PM | SSC L240
- CRN 11573 | 2 Mondays & 2 Wednesdays
- 5/11-5/20 | 7-9:30 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 11604 | 1 Saturday | 3/14
- 8:30 AM-4:30 PM | AST E202
- CRN 11605 | 1 Saturday | 4/18
- 8:30 AM-4:30 PM | AST C209
- CRN 11606 | 1 Saturday | 5/16
- 8:30 AM-4:30 PM | AST C209

Fee: $85 (per section)

Instructors: Professional Marine Education Staff

**Coastal Navigation**

Designed for ages 12 and up, this class is kept small to ensure that students develop hands-on charting and plotting skills using nautical charts, tools and publications. Topics include longitude and latitude; taking a position fix; dead reckoning; GPS and radar basics; compass deviation and variation; using plotting tools; time, speed and distance calculations; fuel calculations; using a compass; marine time conversions; aids to navigation; cruise planning and more! 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. Prerequisite: Completion of a basic safe-boating course or permission of instructor.

CRN 12000 | Fee: $85
- 1 Saturday | 3/21
- 8:30 AM-4:30 PM | GPA GP215

Instructors: Professional Marine Education Staff
**New Vertical Gardening**

This class will teach home gardeners how to grow more produce in less space by growing upwards. Learn which vegetables are the easiest and recommended for vertical gardening. The advantages of this method and different types of supports, including stakes, cages, fences, and trellises, will also be covered.

CRN 12132 | Fee: $25
1 Saturday | 4/18
10 AM-noon | GPA GP215

Instructor: Maureen Farmer is a master gardener and the founder of The Farmer's Garden (www.thefarmersgarden.com). Her website includes a weekly gardening blog to teach people how to grow their own food. She is also a horticultural professor and a former board member of Urban Oaks Organic Farm.

**Prepare Your Lawn, Shrubs, and Flower Garden for Spring**

Spring is the busiest time of the year for the gardener, and it helps to get a head start on the season. Learn how to do corrective pruning of shrubs and woody plants from winter damage; provide nutrition to perennials, shrubs and trees; care for bulbs as they appear in the soil; de-thatch lawns and identify and cure winter patches; re-seed and add lime and gypsum as needed; and prepare flower gardens, compost piles and useful mulches. The preparation you do now will save you time, money and aggravation later.

CRN 12136 | Fee: $35
1 Tuesday | 2/17
6-9 PM | SSC L142

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

**Become a Professional Gardener**

There is a need for new gardeners today. If you love gardening and have been thinking about it as a career, this class is a great place to start. We will discuss the varieties of styles for a gardening business: personal and general gardening, detail landscaping, and specialty gardening. You'll learn from a master gardener how to evaluate your needs and adjust to a changing marketplace. Other considerations will include an introduction to record keeping, basic organizational skills, seasonal considerations, and working with clients. We will also consider what a typical week of work might be in spring, summer, fall and winter. Resources for further training will also be available.

CRN 12137 | Fee: $55
2 Mondays | 2/23-3/2
6:30-8:30 PM | GPA GP142

Instructor: Bettylou Sandy

**Repair Your Garden Tools**

Do you have parts and broken tools cluttering up your space? Why buy new when you can learn to repair them like new? In this hands-on class, we will learn to repair garden hand tools by replacing handles, springs, and blades, as well as to oil, tune-up, and sharpen tools. Bring your parts, broken tools, and dull pruners—or just learn from what the instructor brings to class. Either way, you will leave with the knowledge and ability to fix and maintain your own tools!

CRN 12142 | Fee: $35
1 Saturday | 2/21
9 AM-noon | GPA GP139

Instructor: Bettylou Sandy

**Building Framed Raised Beds**

There is nothing like fresh fruits and vegetables from your own garden for better flavor and nutrition. Framed raised beds provide more space for roots to grow and allow closer planting of crops for a better yield and easier care. We will learn how to construct and maintain these beds. All levels of experience are welcome. Please note: The second session will be held, rain or shine, at MCC's Community Garden; shelter is available if necessary.

CRN 12138 | Fee: $55
1 Tuesday | 4/7 | 6:30-8:30 PM | GPA GP214
1 Saturday | 4/11 | 9 AM-noon
MCC Community Garden
Instructor: Bettylou Sandy

**Organic Vegetable Gardening**

We will discuss various forms of vegetable gardens, selecting crops for a site, soil and light needs for various fruits and vegetables, and the best time of year to plant each of these. Crop rotation and season extenders will also be included to provide food for you and your family throughout the growing season from April to October. All methods that we discuss will be from an organic perspective. Some gardening experience is preferred. Please note: one of the sessions will be held at MCC's Community Garden, date to be determined in class.

CRN 12134 | Fee: $110
5 Tuesdays | 2/24-3/24
6:30-8:30 PM | GPA GP120

Instructor: Bettylou Sandy

**GARDENING**
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 12139 | Fee: $45
1 Tuesday | 4/14 | 6-8 PM | GPA GP120
1 Saturday | 4/18 | 10 AM-noon
MCC Community Garden
Instructor: Bettylou Sandy

NEW Forging Edible Plants Around Us

Historically, people have known how to identify edible plants, berries and fruits and where to find them, in their seasons, to supplement their food supply. Today many people still do that, but for too many other people, it has become a lost skill. In this introduction to foraging, we will walk around the field and forest to find edibles around us. Come prepared to taste some new and healthy treats. Educational for the whole family! Please note: This class will be held, rain or shine, at MCC’s Community Garden; shelter is available if necessary.

CRN 12141 | Fee: $25
1 Tuesday | 4/28
6-8 PM | MCC Community Garden
Instructor: Bettylou Sandy

Using Brick and Stone in Your Garden

Are you still piling up those stones you’ve picked from your garden over the seasons? Do you have a pile of bricks from another project that are just taking up room in your yard? Use those eyesores to transform your garden into an aesthetically functional environment. Discover how to turn a muddy path into a fieldstone or brick walkway, or add stepping-stones through your garden for firm footing and protection of your plants. Participants in this class will also learn about drainage, foundations, using the effects of gravity, preventing frost heaves, and some basic designs for walkways and patios using field stones and bricks. Please note: The second session will be held, rain or shine, at MCC’s Community Garden; shelter is available if necessary.

CRN 12133 | Fee: $55
1 Wednesday | 5/6
6:30-8:30 PM | GPA GP214
1 Saturday | 5/9 | 9 AM-noon
MCC Community Garden
Instructor: Bettylou Sandy

Organic Tomatoes

Tomatoes are the most popular “vegetable” to grow, because there is quite simply nothing like the flavor of homegrown freshness! Of course, maintaining your own tomato garden takes time and energy, so why not maximize your efforts by learning proper techniques by a master gardener? In this seminar, you will learn all about the planting, care and feeding of these wonderful plants in order to reap the best harvest possible. We will discuss plant food, water, support, and pruning, as well as season extenders. All levels of gardening experience are welcome. Please note: This class will be held rain or shine at MCC’s Community Garden; shelter is available if necessary.

CRN 12135 | Fee: $25
1 Tuesday | 5/19
6-8 PM | MCC Community Garden
Instructor: Bettylou Sandy

Pruning Small Trees and Flowering Shrubs

Knowing when to prune is as important as knowing how to prune. In this course we will review the variety of shrubs and trees and the best way to prune each type for more beauty and function all year long and for years to come. The session will also incorporate some practical application of what we have learned and the tools to accomplish these tasks. Please note: This class will be held rain or shine at MCC’s Community Garden; shelter is available if necessary.

CRN 12140 | Fee: $35
1 Saturday | 5/30
9 AM-noon | MCC Community Garden
Instructor: Bettylou Sandy

MCC Community Garden is located on campus, near Founder’s Drive South, across from West Lot (formerly Lot C).
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 12119 | Fee: $125
6 Tuesdays | 4/7-5/12
6-8 PM | GPA GP215
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. Handouts will be provided. You will also watch some Japanese videos.

CRN 12122 | Fee: $125
6 Tuesdays | 3/17-4/21
6-8 PM | GPA GP143
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.

Conversational Italian for Beginners
If you have always wanted to speak Italian but never had the courage to try, then this is the course for you! You will be introduced to the fundamentals of the language, with an emphasis on conversing and role-playing in a supportive environment. Aspects of glorious Italy, including its culture and art, will be discussed to enhance the learning experience. Required text: Learn Italian the Fast and Fun Way (ISBN 9780764125300), Danesi, available at MCC Bookstore for approximately $20.

CRN 12123 | Fee: $245
8 Wednesdays | 3/25-5/13
7-9 PM | LRC B208
Instructor: Dr. Akram Erik-Soussi lived in Italy for ten years and earned a doctoral degree from the University of Florence. He teaches at Mitchell College, and previously taught Italian at Central Connecticut State University and University of Hartford. He has taught at MCC since 1993.

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 12120 | Fee: $180
7 Thursdays | 2/12/3/26
6-8 PM | GPA GP142
(first session meets in GPA GP156)
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.

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 12121 | Fee: $180
7 Thursdays | 4/9-5/21
6-8 PM | GPA GP142
Instructor: Marianne Labergerie

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 11685 | Fee: $225
8 Wednesdays | 2/18-4/8
7-9 PM | GPA GP138
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 11686 | Fee: $140
6 Thursdays | 4/16-5/21
7-9 PM | SSC L142
Instructor: Raul Moeremans
**LANGUAGES**

**Sprechen Sie Englisch?**

**Hora de ir a la cama**

**Bonne nuit**

**Grazie**

**Buenas noches**

---

**Beginning German**

Do you have German ancestry? Or maybe you’re traveling to Germany? Would you like the tools to understand Schubert’s Lieder or Brahms’ Requiem? This introductory course will focus on speaking, listening, reading and writing German, with an emphasis on basic grammar, conversation, and vocabulary that would be useful to a traveler in Germany. Required text: Learn German the Fast and Fun Way (ISBN 9781438074955), Barron’s, available at MCC Bookstore for approximately $30.

- CRN 11707 | Fee: $160
  7 Thursdays | 1/29-3/12
  7-9 PM | GPA GP139
  Instructor: Elizabeth Baumbach

---

**Beginning German II**

As a sequel to Beginning German, or if you have some prior German language experience, we will continue to improve on the basics of the language. Required text (same as introductory course): Learn German the Fast and Fun Way (ISBN 9781438074955), Barron’s, available at MCC Bookstore for approximately $30.

- CRN 11708 | Fee: $185
  8 Thursdays | 3/26-5/21 (does not meet 4/2)
  7-9 PM | GPA GP139
  Instructor: Elizabeth Baumbach

---

**Advanced German**

For students who have completed Beginning German I and II, or if you have a year or two of prior German language experience, this course will expand and improve on the basics of the language. Required text (same as the first two level courses): Recommended text: German Demystified, available at your favorite bookstore for approximately $15.

- CRN 11701 | Fee: $185
  8 Mondays | 1/26-3/23 (does not meet 2/16)
  7-9 PM | GPA GP138

- CRN 11709 | Fee: $185
  8 Mondays | 3/30-5/18
  7-9 PM | GPA GP138
  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 12117 | Fee: $135
  8 Mondays | 2/23-4/13
  7-9 PM | GPA GP136
  Instructor: Rima Martin

---

**Learning Lithuanian**

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

- CRN 12116 | Fee: $135
  8 Thursdays | 2/26-4/23 (does not meet 4/2)
  7-9 PM | GPA GP120
  Instructor: Rima Martin

---

**Introduction to Russian II**

Participants will continue to learn Russian vocabulary, grammar, and phonics. We will also improve upon our conversational skills involving daily interactions and social situations. Russian culture will be discussed throughout the course. Handouts will be provided. Recommended text: an English-Russian dictionary.

- CRN 12124 | Fee: $135
  8 Wednesdays | 2/25-4/15
  7-9 PM | GPA GP136
  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 $65.

- CRN 11683 | Fee: $170
  6 Wednesdays | 4/29-6/3
  7-9 PM | GPA GP138
  Instructor: Carolyn Robins

---

**YOU MAY ALSO LIKE**

- A Taste of Mardi Gras: Join Us for an Authentic French Cajun Dinner and Talk on page 30
- The Italian Renaissance on page 35
PROGRAMS

**Trivia**
2/13 | 5:30-7:30 PM
Hosted by BaR Rated Trivia the second Friday of every month! Prizes available! Teams of 2 or more are welcome. $5/ per person, BYOB.

**Beer, Burgers, and Managing Your Bucks**
2/11, 3/11, 4/8 & 5/13 | 6-8 PM
Join MCC on Main the second Wednesday of every month for this networking and informational seminar. Subjects include managing your debt, insurance, career advice, marketing and the like and change monthly. Burger sliders from Corey’s Catsup and Mustard are provided from 6-7pm along with a beer tasting provided by different local breweries every month! $10/ per person.

**Acoustic on Main: Open Mic**
1/31 & 2/28 | 7-9 PM; Sign-ups start at 6:30 PM
Showcase your talents the last Saturday of every month at our acoustic open mic, hosted by Curtis Willey! $5 per person, BYOB.

**Sunday Jazz Brunch Series**
2/1, 3/1 & 5/3 | 1:30-3 PM
Have a relaxing afternoon enjoying lite fare and a wine or beer tasting while listening to live jazz music in our Dehn Gallery the first Sunday of every month. $15 per person. Seating limited; therefore, pre-registration is suggested.

**Future Business Leaders Network**
1/28, 3/25 & 5/27 | 6:30-8:30 PM
An exciting opportunity for high school students, DECA members, and aspiring youth to join industry professionals in marketing, finance, hospitality, and management sectors. Experts will share their experiences to prepare individuals for future careers. Free; pre-registration is not required but suggested.

**Dehn Gallery Art Exhibit Opening Receptions**
All Thursday evenings from 6-8 PM
- Big Impressions: Large Format Printmaking | 1/15
- Women’s Artists Collective: Love in the Unexpected | 2/19
- Food for Thought: Juried Show | 4/2

**CONTINUING EDUCATION COURSES**

**MCC Reads Downtown**
CRN 12081 | Fee: $20
4 Thursdays | 2/26; 3/12; 3/26; 4/9 | 6-7 PM
Instructors: Paula Cook, Deborah Herman, Patricia Ronalter, and Katherine Noonan.
For full course description, see page 74.

**NEW Tuesday Morning Painting Workshop**
CRN 12090 | Fee: $205
6 Tuesdays | 3/3-4/7 | 10 AM-noon
Instructor: Iris Van Rynbach
For full course description, see page 11.

**NEW Foundations of Drawing**
CRN 12006 | Fee: $190
8 Wednesdays | 3/4/4/22 | 1-3 PM
Instructor: Zbigniew Gryz
For full course description, see page 11.

**NEW Memoir and Monologue**
CRN 12093 | Fee: $120
5 Saturdays | 4/1-5/9 | 11:30 AM-1:30 PM
Instructor: Stacey Z
For full course description, see page 75.

**NEW Dynamic Discovery through Doodling**
CRN 12144 | Fee: $35
2 Saturdays | 5/2-5/9 | 2-3:30 PM
Instructor: Stacey Z
For full course description, see page 11.

**NEW Contemporary American Plating Techniques**
CRN 12130 | Fee: $30
1 Thursday | 4/23 | 6-7:30 PM
Instructor: Joshua Ogrodowski
For full course description, see page 33

**NEW Antiques and Collectibles Appraisal “Road Show”**
CRN 11886 | Fee: $20
1 Sunday | 5/17 | 1:3 PM
Instructor: Ralph Labozzo
For full course description, see page 40.

**NEW Connecticut Spring Town Meeting**
CRN 12017 | Fee: $55
6 Fridays | 4/10-5/15 | 11:30 AM-1 PM
Instructor: Charles F. J. Morse
For full course description, see page 34.

For Business and Computer Technology courses at MCC on Main, please refer to the Viscogliosi Entrepreneurship Center (VEC) on page 70.
MUSIC

**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 11681 | Fee: $195
6 Saturdays | 2/21–3/28
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.

**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 11682 | Fee: $195
6 Saturdays | 4/11–5/16
10 AM–noon | VIL 2 V117

Instructor: Ruth O’Neil

**NEW** **Introduction to Classical Guitar: Part Two**
Continue your beginning lessons by improving upon the basics of fingerstyle classical guitar technique, note reading, and learning to play simple and familiar melodies and basic accompaniment patterns. 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 (same as the *Introduction to Classical Guitar: A Modern Approach to Classical Guitar*, Vol. 1, 2nd Edition (ISBN 9780793570652), available at MCC Bookstore for approximately $7.

CRN 11782 | Fee: $70
6 Thursdays | 4/9–5/14
7–8 PM | GPA GP152

Instructor: Nick Cutroneo

**NEW** **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 11783 | Fee: FREE
1 Thursday | 2/12
7–8 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 11781 | Fee: $70
6 Thursdays | 2/19–3/26
7–8 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 11640 | Fee: $175
8 Tuesdays | 2/17–4/7
7:30–9 PM | GPA GP139

Instructor: Don Donegan has taught guitar and voice for nearly 30 years, and also teaches songwriting and harmonica. He performs regularly, and owns Rainbow Music, a teaching and recording studio in Glastonbury. News about his upcoming shows and ongoing programs can be viewed on his website: www.dondonegan.com.

**Continue with Beginning Guitar**
As a sequel to *Beginning Guitar*, continue with your learning of five basic chords, tuning, how to transpose keys, basic music theory, including the Nashville Number Theory, and how to use a capo. Instructional handouts and music sheets with words and chords are provided. 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. Prerequisite: *Beginning Guitar*, or some guitar experience.

CRN 11641 | Fee: $135
6 Tuesdays | 4/14–5/19
7:30–9 PM | GPA GP139

Instructor: Don Donegan
**Fingerstyle Guitar Techniques**

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 finger-picking 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 $6. Prerequisite: *Beginning or Continuing Guitar, or some guitar playing experience.*

CRN 12087 | Fee: $135
6 Mondays | 2/23-3/30
7:15-8:45 PM | GPA GP137

Instructor: David Giardina performs professionally in many musical styles and in various venues and has taught guitar privately for more than 20 years. He is also president 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 12080 | Fee: $70
4 Mondays | 2/23/3/16
7-9 PM | GPA GP143

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.

**Introduction to the Mandolin**

Mandolin has a rich history on its own, but it also borrows from the violin and other instruments for a full repertoire of music. Types of mandolin, tuning, and hand techniques will be included. The course will help you build a foundation for future playing. The emphasis will be on playing easy chords and simple tunes. You need to bring your instrument to class. Required text: *Mel Bay’s Complete Mandolin Method* (ISBN 9780871667632), available at MCC Bookstore for approximately $12.

CRN 12079 | Fee: $105
6 Mondays | 3/23-4/27
7-9 PM | GPA GP143

Instructor: James Hammitt

**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. Required textbook: *Essential Elements 2000, Violin, Viola, or Cello Book 1* (ISBN 0793533597; violin; ISBN 0793543061, viola; ISBN 0793543053, cello), available at MCC Bookstore for approximately $10. Please contact the MCC Bookstore at least two weeks before the start of class at 860-645-3140 or online at www.mctc.bkstr.com to specify the violin, viola, or cello book. Students should also bring a music stand.

CRN 11690 | Fee: $99
10 Saturdays | 2/28-5/9 (does not meet 4/4)
9:45-10:45 AM | GPA GP214

Instructor: Martha Hayes has a master’s degree in music history and performance from the University of Connecticut. She taught strings for Windham Public Schools for 25 years, and is currently the principle violist for the Manchester Symphony Orchestra, and also plays viola in the Manchester String Quartet.

**Beginning Strings III: Violin, Viola or Cello**

This course is a continuation of *Beginning Strings I and II*. If you need to rent an instrument, please contact the instructor by leaving a message with Continuing Education at 860-512-2800. Required textbook: *Essential Elements 2000, Violin, Viola, or Cello Book 1* (ISBN 0793533597; violin; ISBN 0793543061, viola; ISBN 0793543053, cello), available at MCC Bookstore for approximately $10. Please contact the MCC Bookstore at least two weeks before the start of class at 860-645-3140 or online at www.mctc.bkstr.com to specify the violin, viola, or cello book. Students should also bring a music stand.

CRN 11704 | Fee: $99
10 Saturdays | 2/28-5/9 (does not meet 4/4)
11 AM-noon | GPA GP214

Instructor: Martha Hayes

**NEW 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 3rd and 2nd positions. A portion of each class will be devoted to ensemble performance. Required textbook: *Essential Elements 2000, Book 2* (ISBN 0793542979; violin; ISBN 0793542987, viola; ISBN 0793542995, cello), available at MCC Bookstore for approximately $10. Please contact the MCC Bookstore at least two weeks before the start of class at 860-645-3140 or online at www.mctc.bkstr.com to specify the violin, viola, or cello book. Students should also bring a music stand.

CRN 11729 | 10 Wednesdays | 2/25-4/29
6-7 PM | GPA GP152

CRN 11705 10 Saturdays
2/28-5/9 (does not meet 4/4)
12:15-1:15 PM | GPA GP214

Fee: $99 (for each course)

Instructor: Martha Hayes
**MUSIC**

### 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 11642 | Fee: $110  
6 Mondays | 3/23-4/27  
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 per harmonica. Hohner is a recommended brand; Golden Melody, Pro Harp, or Special 20 types. Students with questions about which harmonicas to buy may call the instructor at 860-659-8992. Participants must be at least 12 years of age.

CRN 11643 | Fee: $60  
4 Mondays | 4/6-4/27  
8:30-9:30 PM | GPA GP139  
Instructor: Don Donegan

### 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 12088 | Fee: $30  
1 Tuesday | 3/31  
6-9 PM | GPA GP214  
Instructor: David K. Ewen, M.Ed., is the director of the Springfield Community Festival. He has directed, produced, and hosted programs for theater and television, including “Author of the Week” and “Laugh Medicine,” and the documentary film series, “Your World Discovered.”

---

**Mishi-maya-gat Spoken Word & Music Series**

All events held at MCC on Main, 903 Main Street, Manchester

Free and open to the public / Sponsored by MCC Foundation / Hosted by Stephen Campiglio

www.manchester.edu/mmg

**March 19**

7:00 PM – Poets **KATE RUSHIN**, The Black Back-Ups (Firebrand Books, 1993); www.katerushinpoet.com; and **JONATHAN GILLMAN**, My Father, Humming (Antrim House Books, 2013); http://myfatherhumming.com

8:00 PM – **DAVE PALLA TRIO**

Featuring **PAUL FULLER**, contrabass; **DAVE PALLA**, guitar; **DAN SCHEER**, piano

Jazz standards from the ‘40s through the ‘60s, featuring the music of Cole Porter, Henry Mancini, Miles Davis, and Thelonious Monk.

**April 16**

Special National Poetry Month program; check Series web page for update.

**May 21**

8:00 PM – **AFAA MICHAEL WEAVER**, City of Eternal Spring (University of Pittsburgh Press, 2014); http://www.afaaweaver.net

Music programs for April and May TBA.
NEW 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 12083 | Fee: $99
6 Thursdays | 2/19-3/26
7-8 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.

NEW Beginner Drum Group: Next Level
For students who have taken Beginner Drum Group, or who have some drumming experience, this course will build upon the curriculum in the first course, with the addition of more advanced concepts, such as ghost notes, accents, and more intricate rhythms and beats. 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 12084 | Fee: $99
6 Saturdays | 4/11-5/16 | 1-2 PM

Instructor: Jay Wood

Drum Team: Introduction to the West African Djembe Drum Ensemble
Using beautiful, traditional, hand-carved drums provided by the instructor, participants will enhance their understanding of rhythm through practice patterns and traditional phrases. In this structured, hands-on drum course, participants will learn correct hand and stick techniques, how to start and stop the ensemble, and traditional accompaniments to West African rhythms. This music is fascinating and fun to play, and all levels are welcome.

CRN 12110 | Fee: $75
4 Tuesdays | 4/21-5/12
6:30-8:30 PM | GPA GP126

Instructor: Rick Liegl has introduced thousands of Connecticut residents to West African drumming through his hands-on, team-building programs. He is a founding member of The Soli Soma Djembe Orchestra and is a resource for music teachers and drummers throughout the state.

YOU MAY ALSO LIKE
The Beatles and the Revolution in American Music Culture in the 1960s on page 34
NOON INSTITUTE

NEW The Beatles and their Impact on America

This session will focus on the music of the Beatles and the incredible impact they had on America in the 1960s. We will listen to the ways that Beatles music changed from album to album, and discuss how the Beatles changed the dress, the hairstyles, the attitudes and the beliefs of many American teenagers in the decade. We will discuss ways that the Beatles borrowed from and then fundamentally impacted American music. We will also discuss why the Beatles are still popular today.

CRN 11820 | Fee $5
1 Friday | 2/20
noon-1:30 PM | AST E202

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

Mark Twain at Home ... in Hartford

For more than 20 years—from 1871 to 1892—Mark Twain lived with his family in Nook Farm in Hartford. It was a special time for the Twain family, as well as for the city. He ran a publishing company, tried his hand at inventions, raised a family, and—of course—wrote. He was one of the city’s most famous and most popular citizens. We will take a close look at those special times, the home that he built, the life of this unique and talented resident, and what he had to say and write about those times and his life in Hartford.

CRN 11821 | Fee $5
1 Friday | 2/27
noon-1:30 PM | AST E202

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.

Your Amazing, Flexible, Aging Brain

We will put on our thinking caps to review what’s known about how the human brain changes with aging and stress, and how those changes can affect behaviors and attitudes. We will also look at strategies to keep our brains healthy, brain exercises, and recommendations for the most effective strategies to stay sharp. We will briefly discuss recent research, changing research tools, anatomy, Alzheimer’s disease and lifestyle choices.

CRN 11822 | Fee $5
1 Friday | 3/6
noon-1:30 PM | AST E202

Instructor: Ann Bonney is the director of Credit-Free Programs at Manchester Community College. She holds a master’s degree from Iowa State University and a bachelor’s from Cornell University.

NEW THAT COULD HAVE GONE BETTER! Disaster Response and Katrina

August 29th, 2005 the long-expected but unthinkable happened, a category 5 hurricane destroyed an area the size of Connecticut, including the low-lying city of New Orleans. Evacuees watched in horror as politicians, rather than rallying to rescue, played the blame game on every network. Lifelong resident and small business owner, George Constance, survived the storm and the disaster that followed. In this course, more discussion than lecture, using personal stories and photos, he discusses what happened, what went right, where things went wrong and what lessons he and others took from the event.

CRN 11823 | Fee $5
1 Friday | 3/13
noon-1:30 PM | AST E202

Instructor: George Constance owned and operated the Indonique Tea & Chai Cafe and the Indowarehouse wholesale business in New Orleans. After both businesses were lost to hurricane Katrina in month 16, George and his family relocated to Connecticut where he has found new opportunities as an entrepreneur.

NEW The Dynamics of Memory

A follow-up to the “Maximizing Your Memory” course, in addition to learning how to improve your memory through a systems approach, such as using practical mnemonic tools as well as self-discipline, participants will learn how to access a variety of sources that describe behaviors related to memory concerns. Participants will learn that preparation and organization of daily activities is as important to your effectiveness as developing your “memory muscle.” One focus will include remembering people’s names, a primary concern noted by previous participants.

CRN 11824 | Fee $5
1 Friday | 3/20
noon-1:30 PM | AST E202

Instructor: Paul Lupia, Ed.D., has more than 40 years in education as a teacher, counselor, principal and administrator. He also holds a bachelor’s degree in psychology as well as a master’s degree in educational counseling. He has taught seminars on conducting effective meetings, dealing with workplace stress, conflict resolution and improving memory.

NEW Girls of Tender Age: A Memoir of Hartford in the 1950s and a Reflection on a CT Murder

Mary-Ann Tirone Smith, a Connecticut author best known for her mysteries, wrote Girls of Tender Age, a poignant memoir about growing up in the 1950s in the Charter Oak Terrace area of Hartford. In her book, Smith describes living with her “working stiff” parents and dealing with her autistic brother, Tyler, in a time period when no one was informed about autism. When Mary-Ann was in 5th grade at Mary Hooker School, her classmate and lunch partner, Irene Fiedorowicz, was stalked and murdered by a pedophile, Robert Nelson Malm. The instructor will analyze the highlights of this powerful book as well as describe how she uses it in her classroom.

CRN 11825 | Fee: $5
1 Friday | 3/27
noon-1:30 PM | AST E202

Instructor Heather Stykiewicz is a former high school English teacher and has taught as an adjunct instructor at Manchester Community College for 14 years for the Liberal Arts department and the Summer Training and Academic Retention Services at MCC.

NEW Racial and Ethnic Diversity

This seminar focuses on aspects of diversity in American society through the experience of various ethnic and racial minorities.

CRN 11826 | Fee: $5
1 Friday | 4/10
noon-1:30 PM | AST C201

Instructor: Lucy Hurston, associate professor of sociology at MCC, owns her own research company and has done ethnographic research in the Caribbean. She is the author of an award-winning biography of the Harlem Renaissance artist (also her aunt), Zora Neale Hurston, Speak So You Can Speak Again.

MONDAY VERNON EDITION: Rodgers and Hammerstein Behind the Scenes

Their work together produced some of the most successful and memorable hits in Broadway musical history: Oklahoma, Carousel, South Pacific, The King and I, State Fair, Flower Drum Song, and The Sound of Music. Rodgers and Hammerstein had an unusual working relationship, but their output was substantial and became the core of Broadway’s Golden Age. Please note: This course is held at Vernon Senior Center, 26 Park Place, Vernon.

CRN 12004 | Fee: $5
1 Monday 4/13
noon-1:30 PM
Vernon Senior Center
Instructor: Barbara King
optimal communication and understanding, both in improving interactions with others for reduced stress and gaining insight into the people we would like to know better.

This course is great for participants interested in understanding how our own internal filter we see the world through, and how to avoid projecting our own experiences with our current behavior, impact our relationships. She will discuss the link between emotions and behavior, as well as the definition of "projection," the "fight or flight" response and how this changes with age, as well as the impact of that decade on the last 45 years of American history.

NEW America and the 1960s: The Impact on American Society Then and Today

Participants will analyze the many changes that took place in the 1960s. We will discuss how and why many young people radically changed their views and attitudes during this period, discuss the civil rights movement, the impact of the Vietnam War on American society, as well as evaluate the women’s liberation and the gay liberation movements and their impact within the decade. Participants will analyze how the changes that took place in the 1960s still impact us today, as well as discuss the overall impact of that decade on the last 45 years of American history.

CRN 11827 | Fee $5
1 Friday | 4/17
noon-1:30 PM | AST E202
Instructor: Stephen Armstrong

NEW Fight or Flight: Understanding Human Behaviors and Interactions

Dr. Nicole Esposito will talk about how we interact with the people in our lives, focusing on how our life experience, including traumas, can negatively impact our relationships. She will discuss the link between our experiences with our current behavior, the "fight or flight" response and how this changes with age, as well as the definition of "projection," our own internal filter we see the world through. This course is great for participants interested in gaining insight into the people we would like to improve interactions with for reduced stress and optimal communication and understanding, both in our personal and professional lives.

CRN 11828 | Fee $5
1 Friday | 4/24
noon-1:30 PM | AST E202
Instructor: Dr. Nicole Esposito is a licensed psychotherapist in CT and MA. Her educational background includes a bachelor's degree in Psychology and Criminal Justice, a Master's Degree in Forensic Psychology, a C.A.G.S. in Adjustment Counseling and a Doctoral degree in Educational Psychology

NEW Design within Reach: Modern Design and Middle Class American Culture

From William Morris and the Arts and Crafts movement to the postmodernism of Michael Graves, design has exerted tremendous influence on a growing, and increasingly urban, middle class in the 20th century. What does the material culture of the American middle class tell us about their hopes, fears, and aspirations in each era? Join us on a tour through a century of design and its effects on middle class style and culture.

CRN 11829 | Fee: $5
1 Friday | 5/1
noon-1:30 PM | AST E202
Instructor: Deborah Herman, M.L.S., is the Director of Library and Educational Technology at MCC. She holds a M.A. in American Studies from Trinity College, where her research interests were architectural modernism, urban planning and consumer culture.

NEW SPECIAL THURSDAY EDITION

Protecting Yourself in the Modern Digital Age: What you need to know for your “online health”

Worried about safeguarding your home computer data and identity online? In this session you will learn what you should do to protect your personal computer data and identity from hackers. Learn some simple strategies to save yourself days or months of aggravation… restoring your data and recovering your identity.

CRN 12064 | Fee: $5
1 Thursday | 4/30
noon-1:30 PM | SSC L240
Instructor: Jayson Ferron is the principal for Interactive Security Training, LLC where his responsibilities include meeting customers’ requirements including security designs, network infrastructures, enterprise security solutions, and mobility issues. His customers include Microsoft, the Department of Defense, numerous banks, government agencies, health agencies and service providers. He is also a member of Microsoft Step.

NEW World Travel Photography: From City to Country in Argentina and Chile

Join us for this special series of slide shows and lectures by an award-winning photographer, as she documents her world travel and brings the adventure to the classroom. Explore the city and the country, from Chile’s famous destinations of Buenos Aires and Santiago to northern Patagonia in Argentina. Discussion will include techniques, cameras, and lenses used in the shots of the presentation. For travel and photography enthusiasts alike!

CRN 12152 | Fee: $5
1 Friday | 5/8
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.

Queen of the Harlem Renaissance: Writer Nora Zeale Hurston

The writer Zora Neale Hurston was one of the great literary figures of the Harlem Renaissance. Her notable works include the novel, Their Eyes Were Watching God, and the play, Mule Bone. Learn about Hurston from the inside, as the writer’s niece gives her special insights into her aunt’s life and work.

CRN 11830 | Fee: $5
1 Friday | 5/29
noon-1:30 PM | AST E202
Instructor: Lucy Anne Hurston, assistant professor of sociology at MCC and niece of Zora Neale Hurston, owns her own research company and has done ethnographic research in the Caribbean. Her award-winning biography of her aunt, Speak So You Can Speak Again, allows readers a unique and intimate approach to studying the life and works of this famous Harlem Renaissance artist.
NEW Spring Tonics for Vitality and Renewal

Elevate your energy naturally with the tonic herbs and prepare for spring! Tonic plants have nurturing qualities that foster wellness and prevent stress-induced “dis-ease.” Learn to formulate and prepare herbal remedies, using such local, wild greens as dandelions, nettles, and chickweeds, to nourish and support personal and family health. Instructor-led demonstrations will be provided. Join us for a beneficial experience for all levels, from novice to advanced herbalist.

CRN 12147 | Fee: $50
2 Wednesdays | 3/4-3/11
7-9 PM | GPA GP139

Instructor: Jasdeep Khalsa received her Herbal Apprentice Certificate from Wise Woman University in Woodstock, NY, is a member of the American Herbalist Guild, and is founder and director of Kundalini Yoga Connecticut. She has a master’s in nursing and is a neonatal nurse practitioner (APRN) at Midstate Medical Center.

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 12070 | Fee: $25
1 Thursday | 3/19
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 12071 | Fee: $25
1 Thursday | 3/26
7-9 PM | GPA GP137

Instructor: Dr. Marie Mammone

YOU MAY ALSO LIKE

Gluten-Free culinary courses on pages 31
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 49 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.

START DATES:

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

JANUARY 21
FEBRUARY 18
MARCH 18
APRIL 15
MAY 13

ACCOUNTING
($130 per class)

<table>
<thead>
<tr>
<th>Course</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Fundamentals</td>
<td>11216</td>
</tr>
<tr>
<td>Accounting Fundamentals II</td>
<td>11217</td>
</tr>
</tbody>
</table>

ART & ENTERTAINMENT
($130 per class)

<table>
<thead>
<tr>
<th>Course</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drawing for the Absolute Beginner</td>
<td>11235</td>
</tr>
<tr>
<td>Introduction to Screenwriting</td>
<td>11268</td>
</tr>
<tr>
<td>Music Made Easy</td>
<td>11236</td>
</tr>
<tr>
<td>Introduction to Guitar</td>
<td>11237</td>
</tr>
</tbody>
</table>

BUSINESS ADMINISTRATION & MANAGEMENT
($130 per class)

<table>
<thead>
<tr>
<th>Course</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant Fundamentals</td>
<td>11214</td>
</tr>
<tr>
<td>Administrative Assistant Applications</td>
<td>11213</td>
</tr>
<tr>
<td>Mastering Public Speaking</td>
<td>11266</td>
</tr>
<tr>
<td>Fundamentals of Supervision and Management</td>
<td>11229</td>
</tr>
<tr>
<td>Fundamentals of Supervision and Management II</td>
<td>11227</td>
</tr>
<tr>
<td>Building Teams that Work</td>
<td>11253</td>
</tr>
<tr>
<td>Understanding the Human Resources Function</td>
<td>11538</td>
</tr>
</tbody>
</table>

Managing Customer Service
CRN 11226
Introduction to Business Analysis
CRN 11532
Mastery of Business Fundamentals
CRN 11230
Distribution and Logistics Management
CRN 11232
Manufacturing Fundamentals
CRN 11518
Manufacturing Applications
CRN 11517
Project Management Fundamentals
CRN 11222
Project Management Applications
CRN 11220
High-Speed Project Management
CRN 11392
Purchasing Fundamentals
CRN 11218
ONLINE ACADEMY

Supply Chain Management Fundamentals
CRN 11233
Total Quality Fundamentals
CRN 11234
Six Sigma: Total Quality Applications
CRN 11223

BUSINESS PLANNING & ENTREPRENEURIAL COURSES
($130 per class)

Creating a Successful Business Plan
CRN 11531
Start and Operate Your Own Home-Based Business
CRN 11540
Start Your Own Small Business
CRN 11543
Start Your Own Arts and Crafts Business
CRN 11541
Start Your Own Gift Basket Business
CRN 11542
Start a Pet Sitting Business
CRN 11539
Learn to Buy and Sell on eBay
CRN 11319
Growing Plants for Fun and Profit
CRN 11488
Start Your Own Consulting Practice
CRN 11544
Secrets of the Caterer
CRN 11486
Wow, What a Great Event!
CRN 11215

CAREER DEVELOPMENT
($130 per class)

Résumé Writing Workshop
CRN 11528
Twelve Steps to a Successful Job Search
CRN 11529
Jump Start Your Career with LinkedIn
CRN 11397

For full course descriptions and requirements, please visit our Online Instruction Center for more information:
www.ed2go.com/manchcc

Get Assertive!
CRN 11510
Leadership
CRN 11527
Listen to Your Heart and Success Will Follow
CRN 11513
Individual Excellence: Secrets of Career Success
CRN 11228
Achieving Success with Difficult People
CRN 11251
Merrill Ream Speed Reading
CRN 11447

COMPUTERS
($130 per class)

Basic Computer Literacy
Keyboarding
CRN 11269
Introduction to Windows 8
CRN 11310
Introduction to Windows 7
CRN 11309
NEW Understanding the Cloud
CRN 11590
Computer Skills for the Workplace
CRN 11270

Computer Applications
What's New in Microsoft Office 2013?
CRN 11312
What's New in Microsoft Office 2010?
CRN 11311
Introduction to Microsoft Word 2011 for Mac
CRN 11277
Introduction to Microsoft Word 2010
CRN 11276
Introduction to Microsoft Word 2007
CRN 11275
Intermediate Microsoft Word 2010
CRN 11279
Intermediate Microsoft Word 2007
CRN 11278
Introduction to Microsoft Excel 2013
CRN 11297
Introduction to Microsoft Excel 2010
CRN 11296

Introduction to Microsoft Excel 2007
CRN 11295
Intermediate Microsoft Excel 2013
CRN 11305
Intermediate Microsoft Excel 2010
CRN 11304
Intermediate Microsoft Excel 2007
CRN 11303
Advanced Microsoft Excel 2013
CRN 11300
Advanced Microsoft Excel 2010
CRN 11299
Advanced Microsoft Excel 2007
CRN 11298
NEW Introduction to Microsoft Access 2013
CRN 11588
Introduction to Microsoft Access 2010
CRN 11302
Introduction to Microsoft Access 2007
CRN 11301
NEW Intermediate Microsoft Access 2013
CRN 11589
Intermediate Microsoft Access 2010
CRN 11307
Intermediate Microsoft Access 2007
CRN 11306
Intermediate Microsoft Access 2007
CRN 11306
NEW Introduction to Microsoft PowerPoint 2013
CRN 11591
Introduction to Microsoft PowerPoint 2010
CRN 11308
Introduction to Microsoft Outlook 2013
CRN 11317
Introduction to Microsoft Outlook 2010
CRN 11316
Introduction to Microsoft Publisher 2013
CRN 11314
Introduction to Microsoft Publisher 2010
CRN 11313
Introduction to Microsoft Project 2013
CRN 11394
Introduction to Microsoft Project 2010
CRN 11393
Introduction to Adobe Acrobat X
CRN 11391
Introduction to Crystal Reports
  CRN 11388
Introduction to QuickBooks 2014
  CRN 11283
Introduction to QuickBooks 2013
  CRN 11282
Introduction to QuickBooks 2012
  CRN 11281
Intermediate QuickBooks 2014
  CRN 11289
Intermediate QuickBooks 2013
  CRN 11288
Intermediate QuickBooks 2012
  CRN 11287
NEW QuickBooks 2014 for Contractors
  CRN 11593
QuickBooks 2013 for Contractors
  CRN 11286
QuickBooks 2012 for Contractors
  CRN 11285
Performing Payroll in QuickBooks 2014
  CRN 11293
Performing Payroll in QuickBooks 2013
  CRN 11292
Performing Payroll in QuickBooks 2012
  CRN 11291

Web Page Design, Graphics & Multimedia

Creating Web Pages
  CRN 11322
Advanced Web Pages
  CRN 11396
Creating WordPress Websites
  CRN 11323
Creating WordPress Websites II
  CRN 11324
Introduction to CSS3 and XHTML5
  CRN 11379
Intermediate CSS3 and XHTML5
  CRN 11380
Advanced CSS3 and HTML5
  CRN 11321
Introduction to JavaScript
  CRN 11320
Designing Effective Websites
  CRN 11395
Creating jQuery Mobile Websites with Dreamweaver
  CRN 11385

Introduction to Dreamweaver CS6
  CRN 11349
Intermediate Dreamweaver CS6
  CRN 11351
Achieving Top Search Engine Positions
  CRN 11318
Introduction to Google Analytics
  CRN 11383
Introduction to CorelDRAW X5
  CRN 11382
Introduction to Final Cut Pro X
  CRN 11356
Introduction to Adobe Edge Animate
  CRN 11387
Introduction to Flash CS6
  CRN 11352
Intermediate Flash CS6
  CRN 11353

Digital Imaging & Design

Introduction to Illustrator CS6
  CRN 11362
Introduction to InDesign CC
  CRN 11357
Introduction to InDesign CS6
  CRN 11359
Introduction to Lightroom 5
  CRN 11399
Introduction to Lightroom 4
  CRN 11398
Introduction to Photoshop CS6
  CRN 11364
Introduction to Photoshop CS5
  CRN 11363
Intermediate Photoshop CS6
  CRN 11369
Intermediate Photoshop CS5
  CRN 11368
Photoshop CC for the Digital Photographer
  CRN 11365
Photoshop CS6 for the Digital Photographer
  CRN 11367
Photoshop Elements 12 for the Digital Photographer
  CRN 11372
Photoshop Elements 11 for the Digital Photographer
  CRN 11371
Photoshop CC for the Digital Photographer II
  CRN 11373
Photoshop CS6 for the Digital Photographer II
  CRN 11375
Photoshop Elements 12 for the Digital Photographer II
  CRN 11378
Photoshop Elements 11 for the Digital Photographer II
  CRN 11377

Computer Troubleshooting & Networking

Introduction to PC Troubleshooting
  CRN 11274
Introduction to PC Security
  CRN 11400
Advanced PC Security
  CRN 11273
Wireless Networking
  CRN 11326
Introduction to Networking
  CRN 11327
Intermediate Networking
  CRN 11325

Programming & Database Management

Introduction to Programming
  CRN 11333
Macintosh, iPhone, and iPad Programming
  CRN 11384
Creating Mobile Apps with HTML5
  CRN 11386
How to Get Started in Game Development
  CRN 11390
Introduction to Ajax Programming
  CRN 11332
Introduction to ASP.NET
  CRN 11347
Introduction to Java Programming
  CRN 11354
Intermediate Java Programming
  CRN 11355
Introduction to C++ Programming
  CRN 11341
Introduction to C# Programming
  CRN 11343
Intermediate C# Programming
  CRN 11344
Introduction to Python 3 Programming
  CRN 11340
ONLINE ACADEMY

Introduction to Python 2.5 Programming  
CRN 11339
Introduction to Database Development  
CRN 11329
Introduction to Visual Basic  
CRN 11334
Intermediate Visual Basic  
CRN 11335
Introduction to SQL  
CRN 11330
Intermediate SQL  
CRN 11331
Introduction to PHP and MySQL  
CRN 11345
Intermediate PHP and MySQL  
CRN 11346

CERTIFICATION PREP  
($170 per class)

Basic CompTIA A+ Certification Prep  
CRN 11336
Intermediate CompTIA A+ Certification Prep  
CRN 11337
Advanced CompTIA A+ Certification Prep  
CRN 11338
CompTIA Security+ Certification Prep 1  
CRN 11271
CompTIA Security+ Certification Prep 2  
CRN 11272
CompTIA Network+ Certification Prep  
CRN 11328
PMP Certification Prep 1  
CRN 11219
PMP Certification Prep 2  
CRN 11221

COURSES FOR TEACHERS  
($130 per class)

Teaching Preschool: A Year of Inspiring Lessons  
CRN 11415
Teaching High School Students  
CRN 11414
Teaching Adult Learners  
CRN 11416
An Introduction to Teaching ESL/EFL  
CRN 11425
Practical Ideas for the Adult ESL/EFL Classroom  
CRN 11426

Teaching ESL/EFL Reading  
CRN 11428
Teaching ESL/EFL Vocabulary  
CRN 11429
Teaching ESL/EFL Grammar  
CRN 11427
Spanish in the Classroom  
CRN 11427
Singapore Math: Number Sense and Computational Strategies  
CRN 11450
Singapore Math Strategies: Model Drawing for Grades 1-6  
CRN 11448
Singapore Math Strategies: Advanced Model Drawing for Grades 6-9  
CRN 11449
Teaching Math: Grades 4-6  
CRN 11451
Teaching Science: Grades 4-6  
CRN 11421
Solving Classroom Discipline Problems  
CRN 11430
Solving Classroom Discipline Problems II  
CRN 11431
Empowering Students with Disabilities  
CRN 11452
Teaching Students with Learning Disabilities  
CRN 11455
Teaching Students with ADHD  
CRN 11453
Teaching Students with Autism: Strategies for Success  
CRN 11454
Survival Kit for New Teachers  
CRN 11424
Ready, Set, Read!  
CRN 11445
The Creative Classroom  
CRN 11442
Creating Classroom Centers  
CRN 11441
Differentiated Instruction in the Classroom  
CRN 11418
The Differentiated Instruction and Response to Intervention Connection  
CRN 11420
Differentiating K-12 Assessments  
CRN 11419
Creating the Inclusive Classroom: Strategies for Success  
CRN 11441
Teaching Writing: Grades K-3  
CRN 11423
Teaching Writing: Grades 4-6  
CRN 11422
Common Core Standards for English Language Arts K-5  
CRN 11413

For full course descriptions and requirements, please visit our Online Instruction Center for more information:  
www.ed2go.com/manchcc
ONLINE ACADEMY

Guided Reading and Writing: Strategies for Maximum Student Achievement
CRN 11443
Guided Reading: Strategies for the Differentiated Classroom
CRN 11444
Response to Intervention: Reading Strategies That Work
CRN 11446
Integrating Technology in the Classroom
CRN 11433
Teaching Smarter with SMART Boards
CRN 11436
Using the Internet in the Classroom
CRN 11437
Creating a Classroom Website
CRN 11438
Using Microsoft PowerPoint 2013 in the Classroom
CRN 11440
Blogging and Podcasting for Beginners
CRN 11432
Enhancing Language Development in Childhood
CRN 11484
Understanding Adolescents
CRN 11480

Marketing Your Nonprofit
CRN 11535
Introduction to Nonprofit Management
CRN 11536

HEALTH CARE, FAMILY & NUTRITION
($130 per class)

Assisting Aging Parents
CRN 11483
Marriage and Relationships: Keys to Success
CRN 11509
Navigating Divorce
CRN 11482
Managing Life as a Single Parent
CRN 11481
Homeschool with Success
CRN 11412
Explore a Career as an Administrative Medical Assistant
CRN 11506
Explore a Career as a Pharmacy Technician
CRN 11499
Explore a Career in Nursing
CRN 11594
Explore a Career in Medical Coding
CRN 11507
Explore a Career in Medical Transcription
CRN 11494
Explore a Career in Medical Writing
CRN 11498

Medical Terminology: A Word Association Approach
CRN 11495
HIPAA Compliance
CRN 11490
Become an Optical Assistant
CRN 11493
Become a Physical Therapy Aide
CRN 11500
Become a Veterinary Assistant
CRN 11501
Become a Veterinary Assistant II: Canine Reproduction
CRN 11502
Become a Veterinary Assistant III: Practical Skills
CRN 11503
Introduction to Natural Health and Healing
CRN 11504
Lose Weight and Keep It Off!
CRN 11491
Luscious, Low-Fat, Lightning-Quick Meals
CRN 11485
Handling Medical Emergencies
CRN 11492

Languages
($130 per class)

Speed Spanish I
CRN 11475
Speed Spanish II
CRN 11476
Speed Spanish III
CRN 11477
Spanish for Law Enforcement
CRN 11587
Spanish for Medical Professionals
CRN 11505
Beginning Conversational French
CRN 11473
Instant Italian
CRN 11478
Conversational Japanese
CRN 11474
Easy English 1
CRN 11458
Easy English 2
CRN 11459
Easy English 3
CRN 11460

For full course descriptions and requirements, please visit our Online Instruction Center for more information:
www.ed2go.com/manchcc
ONLINE ACADEMY

Grammar for ESL
CRN 11457
Writing for ESL
CRN 11461

MATH & SCIENCE
($130 per class)

Math Refresher
CRN 11514
Introduction to Algebra
CRN 11516
Introduction to Statistics
CRN 11515
Medical Math
CRN 11508
Human Anatomy and Physiology I
CRN 11489
Human Anatomy and Physiology II
CRN 11497
Introduction to Biology
CRN 11525
Introduction to Chemistry
CRN 11526

PERSONAL ENRICHMENT
($130 per class)

Introduction to Interior Design
CRN 11238
Start Your Own Edible Garden
CRN 11487
Get Funny!
CRN 11512
Skills for Making Great Decisions
CRN 11511
Interpersonal Communication
CRN 11250
Keys to Effective Communication
CRN 11249
Genealogy Basics
CRN 11479

PERSONAL FINANCE & INVESTMENTS
($130 per class)

Where Does All My Money Go?
CRN 11462
Personal Finance
CRN 11472

BUSINESS COURSES
($130 per class)

Business Finance for Non-Financial Personnel
CRN 11471
Keys to Successful Money Management
CRN 11467
Real Estate Investing
CRN 11530
Stocks, Bonds, and Investing: Oh, My!
CRN 11468
The Analysis and Valuation of Stocks
CRN 11469
Introduction to Stock Options
CRN 11470

PHOTOGRAPHY
($130 per class)

Discover Digital Photography
CRN 11522
Mastering Your Digital SLR Camera
CRN 11523
Introduction to Digital Scrapbooking
CRN 11381
Travel Photography for the Digital Photographer
CRN 11524
Secrets of Better Photography
CRN 11519
Photographing Nature with Your Digital Camera
CRN 11520
Photographing People with Your Digital Camera
CRN 11521

SALES & MARKETING
($130 per class)

Professional Sales Skills
CRN 11225
Effective Selling
CRN 11224
Small Business Marketing on a Shoestring
CRN 11546
Marketing Your Business on the Internet
CRN 11545
Using Social Media in Business
CRN 11389

TEST PREP
($130 per class)

Praxis Core Preparation
CRN 11411

WRITING COURSES
($130 per class)

Beginning Writer's Workshop
CRN 11264
Grammar Refresher
CRN 11239
Writing Essentials
CRN 11247
Effective Business Writing
CRN 11255
Business Marketing Writing
CRN 11254
NEW Write Effective Web Content
CRN 11592
Fundamentals of Technical Writing
CRN 11246
The Keys to Effective Editing
CRN 11231
Writeriffic: Creativity Training for Writers
CRN 11260
How to Make Money from Your Writing
CRN 11243
Write Fiction Like a Pro
CRN 11259
Advanced Fiction Writing
CRN 11265
Writing Young Adult Fiction
CRN 11244
Romance Writing
CRN 11242
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>Microsoft Office Specialist 2007</td>
<td>400</td>
<td>$1,995</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.

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 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.

THE KNOWLEDGEABLE STAFF AT ED2GO CAN ASSIST YOU!

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

www.ed2go.com/manchcc

Mystery Writing
CRN 11241
Writing for Children
CRN 11252
Research Methods for Writers
CRN 11248
Beginner’s Guide to Getting Published
CRN 11256
Write and Publish Your Nonfiction Book
CRN 11258
Publish and Sell Your E-Books
CRN 11257
Introduction to Internet Writing Markets
CRN 11262
Travel Writing
CRN 11245
Write Your Life Story
CRN 11261
Introduction to Journaling
CRN 11263
The Craft of Magazine Writing
CRN 11267
ORGANIZATION OF ACTIVE ADULTS

For Individuals 50 and Older:
Your Opportunity for Lifelong Learning

OAA members enjoy free monthly meetings with speakers or entertainment, September through May; reduced fees for sponsored luncheons and trips; a monthly newsletter providing information on activities, events and courses; and a tuition rebate program to reimburse a percentage of the fee paid for any MCC Credit-Free course costing more than $10.

For questions call: 860-512-2840

Monthly Programs: Informative
Educational
Entertaining

Social: Luncheons
Refreshments after programs
Meet new friends!

Travel: Day trips
Overnights
Overseas

Fill out the membership form, detach the receipt, sign it and keep for your records.
Send the completed form to the OAA address below along with your check.

MCC ORGANIZATION OF ACTIVE ADULTS MEMBERSHIP FORM
(Minimum Age: 50) • PLEASE PRINT • Dues: $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 __________________________

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 MCCOAA to:

MCCOAA
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: MCCOAA • 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

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)

(For Office Use Only)
Rec’d Date __________________________ App. No. __________________________ Memb. Date __________________________ Balance: ________

www.manchestercc.edu
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 11580 | Fee: $99
2 Tuesdays | 1/20/1/27
6-9 PM | LRC B142

CRN 12153 | Fee: $99
2 Tuesdays | 4/7-4/14
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.

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, it’s time to get a little more out of your camera. We will cover advanced digital photography techniques 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 use 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.

CRN 11568 | 2 Fridays | 1/23-1/30
6-9 PM | AST D211

CRN 11569 | 2 Fridays | 4/10-4/17
6-9 PM | AST D211

Fee: $99 (per section)
Instructor: Richard Hoyer

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

CRN 11568 | 2 Fridays | 1/23-1/30
6-9 PM | AST D211

CRN 11569 | 2 Fridays | 4/10-4/17
6-9 PM | AST D211

Fee: $99 (per section)
Instructor: Richard Hoyer

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 use the RAW file format. The class will also use Adobe Photoshop to demonstrate downloading images and processing RAW file formats, as well as learning essential tools for processing digital photographs. Please bring your own digital SLR to class.

CRN 11568 | 2 Fridays | 1/23-1/30
6-9 PM | AST D211

CRN 11569 | 2 Fridays | 4/10-4/17
6-9 PM | AST D211

Fee: $99 (per section)
Instructor: Richard Hoyer

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 11869 | Fee: $50
1 Friday | 3/6
6-9 PM | AST D211

Instructor: Richard Hoyer

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

CRN 11870 | Fee: $50
1 Friday | 3/20
6-9 PM | AST D211

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 12156 | Fee: $120
5 Saturdays | 4/18-5/16
9:11 AM | AST C212 (4/25 & 5/9 meet off-campus)

Instructor: Hunter Neal is a commercial professional photographer in Connecticut with more than 20 years of experience. A graduate of Rochester Institute of Technology’s Pro Photo Program, he recently completed a master’s in visual arts at Vermont College of Fine Arts.

CRN 11869 | Fee: $50
1 Friday | 3/6
6-9 PM | AST D211

Instructor: Richard Hoyer

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

CRN 11870 | Fee: $50
1 Friday | 3/20
6-9 PM | AST D211

Instructor: Richard Hoyer
Creative Travel Photography

In this class, we will address specific lighting, technique, and compositional issues a photographer is faced with when traveling, both in interior and exterior locations. In addition, novel and creative approaches to making your location photos interesting will be introduced, and assignments will be given related to these topics. Critiques of the assignments will be part of each class session. Students should have a good working knowledge of their digital SLR cameras, and can choose to work in color and/or black and white.

CRN 12160 | Fee: $145
6 Tuesdays | 4/14-5/19
7-9 PM | GPA GP156

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.

Stock 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 12157 | Fee: $65
2 Thursdays | 2/26-3/5
6-9 PM | GPA GP137

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.

Portrait and People Photography

If you like to photograph people for the snapshot album or as fine art, join us for this workshop exploring portrait photography. Using either film or digital camera, learn how to photograph in formal and informal settings, and how to make the most of flash, natural light, close-ups, set poses, and spontaneous candid shots. Discover new ways to set up a portrait, establish a comfortable rapport with your subject, and capture revealing moments and true character. Class discussions will also include basic camera operation, lighting, composition, setting and body language. Prerequisite: Participants should have basic camera skills and be prepared to shoot assignments weekly. Please bring your camera to all sessions.

CRN 11693 | Fee: $150
3 Fridays | 5/1-5/15
6-9 PM | AST D211

Instructor: Richard Hoyer

The Photo Essay

It is both exciting and challenging to tell a story using only photographs. Learn what elements are necessary to create an effective photo essay, including how to select a subject, determine what to shoot, get the images you want, and sequence into a visual narrative. Students will use the skills learned in class to shoot their own essays outside of class. Some class time will be spent viewing, discussing, and evaluating student projects. Prerequisite: Some photography experience.

CRN 12159 | Fee: $65
3 Thursdays | 5/7-5/21
7-9 PM | GPA GP137

Instructor: Peter Glass

YOU MAY ALSO LIKE

Digital Imaging & Design courses on page 28
Online Academy Photography courses on page 62
**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. 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 $97 (for all three books).

| CRN 11780 | 17 sessions: Mondays & Wednesdays 2/23-4/20 (exam date, 4/22) | 6-9:45 PM | SSC L142 |
| CRN 11556 | 16 sessions: Tuesdays & Thursdays 3/17-5/12 (does not meet 4/2; exam date, 5/14) | 5:30-9:30 PM | SSC L240 |

Fee: $485 (per section)

Instructors: CRN 11780: Kathleen Carey, J.D. from University of CT Law School, is a real estate attorney with Carey Law, LLC, in Rocky Hill. CRN 11556: Marc Vallen is assistant state’s attorney in CT’s Office of States’ Attorney. He was formerly principal in Vallen & Sandler, LLC.

**Basic Appraisal Principles**

The course is recognized by the Real Estate Commission for those seeking a broker’s license. Students will discuss real property concepts and characteristics; legal consideration; leases; environmental, geographic and physical factors; economic principles; and market analysis. Students must attend at least 30 hours and receive a passing grade of 70 or higher to receive a course certificate. Please bring a lunch. Required text: Basic Appraisal Principles (ISBN 084004917X), Cengage, available at MCC Bookstore, for approximately $75.

| CRN 11728 | Fee: $390 | 9 Saturdays | 1/24-3/28 (does not meet 2/14; exam date TBA; to be discussed in class) | 8:30 AM-12:30 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.

**Real Estate and Appraisal Commissions Licensure Information**

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

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

**Real Estate Salesperson**

- Principles and Practices of Real Estate (60 hours)

**Real Estate Broker**

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

**Appraiser**

The Appraiser Qualifications Board (AOB) of the Appraisal Foundation has adopted changes to the Real Property Appraiser Qualification Criteria that became effective on January 1, 2008. These changes include increased required education. For a detailed description of these new requirements, please refer to the following 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.

**CAREER OPPORTUNITIES**

**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 12165 | Fee: $30 | 1 Wednesday | 4/1 6-9 PM | 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.
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

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 11972 | Fee: $110
1 Monday | 3/16
8:30 AM-5 PM | LRC B144 (limited seating)

Instructor: Richard Siena has nearly 30 years of police experience, including being a commander and instructor and currently owns a private investigation company.

Effective Résumé Writing

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.

Tuesday Afternoon Sessions
CRN 12168 | 1 Tuesday | 2/10 | noon-1:15 PM
CRN 12169 | 1 Tuesday | 3/3 | noon-1:15 PM

Thursday Night Sessions
CRN 12170 | 1 Thursday | 2/12 | 6-7:15 PM
CRN 12171 | 1 Thursday | 3/5 | 6-7:15 PM

SSC L107 (Career Services Suite)

Interviewing Skills

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.

Tuesday Afternoon Sessions
CRN 12172 | 1 Tuesday | 2/17 | noon-1:15 PM
CRN 12173 | 1 Tuesday | 3/10 | noon-1:15 PM

Thursday Night Sessions
CRN 12174 | 1 Thursday | 2/19 | 6-7:15 PM
CRN 12175 | 1 Thursday | 3/12 | 6-7:15 PM

SSC L107 (Career Services Suite)

Job Search Strategies and Cover Letters

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.

Tuesday Afternoon Sessions
CRN 12176 | 1 Tuesday | 2/24 | noon-1:15 PM
CRN 12177 | 1 Tuesday | 3/24 | noon-1:15 PM

Thursday Night Sessions
CRN 12178 | 1 Thursday | 2/26 | 6-7:15 PM
CRN 12179 | 1 Thursday | 3/26 | 6-7:15 PM

SSC L107 (Career Services Suite)
NEW Security Awareness

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.

CRN 11970 | Fee: $110
1 Thursday | 5/7
9 AM-4 PM | LRC B144 (limited seating)
Instructor: Richard Siena

NEW Construction: The Do’s and Don’ts for Homeowners, Contractors & Entrepreneurs

Homeowners, contractors, and entrepreneurs—this course is a must for you. Learn how to read and better understand contract language, insurance accord, product warranty, your rights, and your responsibilities, and put together your own submittal and schedule of values. This process will help you avoid misunderstandings, costly delays, and project disputes. You will learn how to read and interpret a basic blueprint; how to read and write a change order; construction verbiage that should be avoided; and how to ensure that you are or have hired a qualified and licensed contractor to execute your project. Know what to expect, whether you are the contractor or you will be using a contractor to build for home or business. Don’t be uninformed! Knowledge can be a powerful thing!

CRN 12161 | Fee: $55
3 Tuesdays | 4/21-5/5
7-9 PM | LRC B208
Instructor: Eileen M. Miller is the risk manager at SteelTech Inc. in South Windsor and has worked for all three sides of the construction business: owners, design teams, and contractors, and from project management to risk management. She is a member of the National Association of Women in Construction, Construction Management Association, and other construction associations.

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

Learn to prepare today’s most popular drink recipes, such as the Kamikaze and the Cosmopolitan, as well as some of yesterday’s classic cocktails. Instruction includes opening and closing duties, product knowledge, garnish cutting, making change, optimizing tips, and health regulations. The S.M.A.R.T. (Server and Manager Alcohol Responsibility Training) certification teaches responsible service of alcohol, with extra emphasis on checking IDs and underage drinking problems, and is recognized by liquor administrators throughout the country, including restaurants, clubs, hotels, and catering companies. Students receive a certificate for bartending and a wallet-sized S.M.A.R.T. certification card upon successful completion of this course. Students must be at least 18 years old. No real alcohol is used in class instruction. For more information, please visit: www.getsmarct.com. Please bring your lunch. Materials fee: $35 for S.M.A.R.T. booklet and other supplies, payable to the instructor at first class.

CRN 11710 | 2 Saturdays | 1/24-1/31
8:30 AM-4:30 PM | GPA GP136
CRN 11711 | 2 Saturdays | 5/2-5/9
8:30 AM-4:30 PM | GPA GP136
Fee: $195 (per section)
Instructor: Paul Rich has been a S.M.A.R.T. instructor for MCC and other CT community colleges for the past several years, and has worked in the bartending industry for nearly 15 years.

CRN 11712 | 2 Saturdays | 5/2-5/9
8:30 AM-4:30 PM | GPA GP136
Fee: $195 (per section)
Instructor: Eileen M. Miller is the risk manager at SteelTech Inc. in South Windsor and has worked for all three sides of the construction business: owners, design teams, and contractors, and from project management to risk management. She is a member of the National Association of Women in Construction, Construction Management Association, and other construction associations.

NEW Understanding Self and Others

Are you committed to your own personal growth? Do you ever wonder why significant others, children, friends, co-workers, and others in your life operate differently than you? This course will provide insight about you, as you gain self-awareness, in a fun and fascinating way, about your personal preferences and unique character traits, and this knowledge will in turn help you to understand and relate to others who are different than you. We will use the Myers-Briggs Type Indicator® (MBTI) to ascertain your strengths and weaknesses and use the report in class for our discussions. Please note: You must register by April 24 to allow for processing of the MBTI®. The instructor will email students as they register and send each an online link for the MBTI assessment. There is a $25 fee for the report. Learn to communicate more effectively, appreciate and understand others’ differences, and manage conflict and make decisions with more confidence!

CRN 12109 | Fee: $75
3 Tuesdays | 4/28-5/12
6:30-8:30 PM | GPA GP137
Instructor: Sandra LaJeunesse, a partner in Odyssey Consulting, is an organization development consultant, coach, trainer, and facilitator. She holds a master’s degree in counseling psychology, with a strong emphasis in adult learning styles, and she is Myers-Briggs qualified. Her website is: www.odyssey-consulting.net.

Instructor: Eileen M. Miller is the risk manager at SteelTech Inc. in South Windsor and has worked for all three sides of the construction business: owners, design teams, and contractors, and from project management to risk management. She is a member of the National Association of Women in Construction, Construction Management Association, and other construction associations.
NEW Business Plan Workshop

Are you an entrepreneur in need of some guidance? Do you have an idea for a start-up business? This intensive course will get you moving in the right direction. Topics will include: characteristics of successful entrepreneurs; choosing the best legal structure; developing mission and vision statements; creating a competitive advantage; understanding your target market; conducting research; marketing, sales and pricing strategies; determining start-up costs; forecasting and financial projections; preparing financial statements; budget projections; effective use of social media; and increasing your search engine visibility. The instructor will provide handouts. Come join us and take your business idea or start-up to the next level!

CRN 12162 | Fee: $165
4 Saturdays | 2/21/14-3/14
11:30 AM-2:30 PM | MCC on Main

Instructor: Kevin Bechard earned his M.B.A. and B.S. in economics and finance from the University of Hartford and is presently an instructor of business studies at MCC. He previously taught business courses at Northwestern Community College.

NEW The Entrepreneurial Sequence for Business Start-Ups

Get your start-up business up and running! In this intensive overview of the entrepreneurial process, topics will include: self-assessment for entrepreneurialism; the product concept; prototyping and “bootstrapping”; market analysis and marketing strategy; business analysis and strategy; management analysis and strategy; and business plan and pro forma development. The course includes two free student ebooks, The Entrepreneurial Sequence and Surviving and Profiting from the Zombie Apocalypse.

CRN 12166 | Fee: $165
6 Tuesdays | 4/14-5/19
6-8 PM | MCC on Main

Instructor: George Constance has a M.S. in technology commercialization from Northeastern University, and as a business consultant, has provided services in market strategy and development, product line branding, business analysis, and project management. He formerly owned and operated Indonique Tea & Chai Cafe and Indowarehouse, LLC, in New Orleans.

COMPUTER TECHNOLOGY COURSES

For full course descriptions, see the Computer Technology section of the catalog.

Microsoft Word 2010 Overview
CRN 12026 Fee: $30
1 Thursday | 2/19 | 6-8 PM
Instructor: Lori Dolce

Microsoft Excel Overview
CRN 12027 | Fee: $30
1 Wednesday | 2/25 | 6-8 PM
Instructor: Lori Dolce

Microsoft PowerPoint Overview
CRN 12030 | Fee: $30
1 Thursday | 3/5 | 6-8 PM
Instructor: Lori Dolce

Microsoft Access Overview
CRN 12028 | Fee: $30
1 Thursday | 3/12 | 6-8 PM
Instructor: Lori Dolce

iPad Series I: Exploring your iPad
CRN 12051 | Fee: $25
1 Thursday | 4/2 | 6-8 PM
Instructor: Sandra Rimetz

iPad Series II: Exploring Photos & Videos
CRN 12052 | Fee: $25
1 Thursday | 4/9 | 6-8 PM
Instructor: Sandra Rimetz

iPad Series III: Exploring Productivity Apps
CRN 12053 | Fee: $25
1 Thursday | 4/16 | 6-8 PM
Instructor: Sandra Rimetz

Social Media for Everyone
CRN 12056 | Fee: $25
1 Thursday | 3/19 | 6-8 PM
Instructor: Sandra Rimetz

Branding Your Business on the Web with Facebook and Twitter
CRN 12055 | Fee: $30
1 Thursday | 3/26 | 6-8 PM
Instructor: Sandra Rimetz

Start Your Own Web Site using HTML
CRN 12037 | Fee: $50
2 Wednesdays | 5/13-5/20 | 6-9 PM
Instructor: Robert Thornton

Please note: These courses meet at MCC on Main,
903 Main St., Manchester.

FOR ADDITIONAL VISCOGLIOSI ENTREPRENEURSHIP CENTER (VEC) PROGRAMMING AND EVENTS,
PLEASE VISIT WWW.MANCHESTERCC.EDU/VEC.

FOR REGISTRATION INFORMATION, PLEASE SEE PAGES 76-77.
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 12108 | Fee: $95
1 Saturday 5/9
9:30 AM-4 PM | AST C209

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.

Introduction to Business and Systems Analysis

Business analysis is a method for formally identifying business needs and formulating solutions. These may consist of process improvement, strategic planning, or policy development. The course focuses on analysis as a discipline, profession and career path; the seven knowledge areas of analysis; and requirements development and requirements management. Participants will glean from the course a familiarity with business and systems analysis. This course consists of lecture and workshop components. Instructor provides handouts. No prerequisite.

CRN 11819 | Fee: $105
1 Thursday 3/26
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.

Feedback and Supervision Skills

When communicated well, feedback, both positive and constructive, maximizes your human resources and helps your employees feel important, appreciated, and motivated. Through this interactive seminar, you will explore, experience and understand the value of holding your employees and co-workers accountable for their best performance. We will focus on the skills of listening, rapport building, and developing and delivering a concise message that open lines of communication rather than raising defensive walls. Instructor provides handouts. No prerequisite.

CRN 11844 | Fee: $90
1 Thursday 3/19
9 AM-4 PM | LRC B144 (limited seating)

Instructor: Stacey Zackin is a certified professional life, career and health coach who helps individuals and groups to proactively pursue lives of passion, play and purpose and has spent the last two decades helping entertainment professionals and nonprofit organizations create strategies for success.

Innovative and Successful Supervisor

We will discuss work styles and how to best interact with others in our work environment; explore efficiency in communication and employee motivation; the art of delegation; and the right types of training, coaching, and mentoring. Instructor provides handouts. Prerequisite: Some supervisory experience.

CRN 11842 | Fee: $90
1 Tuesday 4/7
9 AM-4 PM | LRC B144 (limited seating)

Instructor: Allison L. Phaneuf, M.S., C.A.G.S. facilitates workshops, team development trainings, and career development seminars for the corporate sector, as well as many colleges and academic settings in the New England area.
PROFESSIONAL DEVELOPMENT

Essentials of Project Management
Project management, an industry-wide, recognized discipline, has become a key ingredient to ensuring successful, on-time and on-budget projects. This course is for those who are involved with or will be leading a project in the future. You will learn how to determine the scope, characteristics and success of a well-defined project; how to gather and document requirements; leadership essentials; what a work breakdown session is all about; and how to schedule, estimate and handle project closure. Learn how to plan and execute a well-defined project. Instructor provides handouts. No prerequisite.

CRN 11891 | Fee: $199
2 Mondays | 4/6-4/13
9 AM-4 PM | LRC B144 (limited seating)
Instructor: John Lombardo is certified in project management through the American Management Association. His projects have included infrastructure replacement, Y2K compliance and implementation of new technology.

Spanish for the Workplace I & II
Learn basic phrases for communicating with Spanish-speaking employees, clients and colleagues. Role-playing, engaging activities and grammar exercises will provide opportunities to practice. Instructor provides handouts. No prerequisite.

CRN 11848 | Fee: $180
4 Wednesdays | 4/8-4/29
1-4 PM | LRC B144 (limited seating)
Instructor: Linda Burk, Ph.D., is professor of romance languages at MCC.

Middle Management Skills Certificate
Enhance your management and advance to higher level positions. 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 11817 | Fee: $399
5 Fridays | 4/10-5/8
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 11838 | Fee: $90
1 Monday | 4/27
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.

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 11840 | Fee: $90
1 Tuesday | 5/5
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 11895 | Fee: $180
2 sessions | Wednesday & Thursday | 5/27 & 5/28
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.

YOU MAY ALSO LIKE
• Reiki Certification Courses on page 15
• EFT Level 1 Certificate Training on page 15
• Computer Tech. Certification Courses on page 18
• Personal Trainer National Certification on page 42
• Become a Professional Gardener on page 45
• Online Career Training Programs on page 63
• Stock Photography for Fun and Profit on page 66
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 11879 | Fee: $20
6 Wednesdays | 2/11-4/22 (meets every other week)
3:30-5 PM | AST C211
Instructors: Dr. Gena Glickman, MCC President; Jana Sime, Math faculty; Kimberly Hamilton-Bobrow, Michael DiRaimo, Lois Coleman, and Tanya Millner-Harlee, English faculty.

2/11 - The Children Act by Ian McEwan

The Children Act is about our freedom, or lack of it, to make choices in our personal and professional lives and the impact of the choices we make. It's also about the ethics of making choices for the lives of others. There are two stories woven together, that of a judge and her family situation, and that of a young man on the verge of adulthood who requires medical intervention, which is at odds with his religious upbringing, to save his life.

Instructor: Dr. Gena Glickman

2/25 - Olive Kitteridge by Elizabeth Strout

This collection of 13 short stories provides insights into the lives of coastal Mainers through the title character, Olive Kitteridge. The novel won the 2009 Pulitzer Prize for fiction and aired as a 4-hour HBO mini-series in November 2014.

Instructors: Jana Sime and Kim Hamilton-Bobrow

3/11 - The Inn at Lake Devine by Elinor Lipman

“In this tender and humorous story by one of America’s best selling authors, a young Jewish girl, Natalie Marx, tries to root out anti-Semitism at a genteel New England resort and finds that her campaign to make the world right has some surprising consequences in her adult life.”

Instructor: Michael DiRaimo

3/25 - Conspiracy Theory by Jane Haddam

Published in 2003, this novel is part of Jane Haddam’s popular series featuring Gregor Demarkian. It is complex enough to be thought provoking, full of interesting characters, and satisfying for lovers of mysteries.

Instructor: Lois Coleman

4/22 - Kindred by Octavia Butler

“Dana is celebrating her twenty-sixth birthday with her new husband when she is snatched abruptly from her home in California and transported to the antebellum South. Rufus, the son of a plantation owner, is drowning, and Dana has been summoned to save him. Dana is drawn back repeatedly through time to the slave quarters, and each time the stay grows longer, more arduous, and more dangerous until it is uncertain whether or not Dana’s life will end, long before it has a chance to begin.”

Instructor: Tanya Millner-Harlee

5/13 - The Signature of All Things by Elizabeth Gilbert

This novel follows the life of Alma Whittaker as she explores the meaning of life through the lens of a botanist. Spanning the nineteenth century and set in such diverse places as London, Peru, Tahiti, Philadelphia, and Amsterdam, the novel leads the reader to a meeting place of science and spirituality.

Instructors: Jana Sime and Kim Hamilton-Bobrow
Unlike every other superhero, she has also has a secret history. A riveting work of historical detection revealing that the origin of one of the world’s most iconic superheroes hides within it a fascinating family story—and a crucial history of twentieth-century feminism. Wonder Woman, created in 1941, is the most iconic superheroes hides within it a fascinating family story—and a crucial history of twentieth-century feminism. Wonder Woman, created in 1941, is the most popular female superhero of all time. Aside from Superman and Batman, no superhero has lasted as long or commanded so vast and wildly passionate following. Like every other superhero, Wonder Woman has a secret identity. Unlike every other superhero, she has also has a secret history.

2/26 - American Wife by Curtis Sittenfeld

A kind, bookish only child born in the 1940s, Alice Lindgren has no idea that she will one day end up in the White House, married to the president. In her small Wisconsin hometown, she learns the virtues of politeness, but a tragic accident when she is seventeen shatters her identity and changes the trajectory of her life. More than a decade later, when the charismatic son of a powerful Republican family sweeps her off her feet, she is surprised to find herself admitted into a world of privilege. As her husband’s presidency enters its second term, Alice must confront contradictions years in the making and face questions nearly impossible to answer.

Instructor: Patricia Ronalter

3/12 - The Orchardist by Amanda Coplin

At once intimate and epic, The Orchardist is historical fiction at its best, in the grand literary tradition of William Faulkner, Marilynne Robinson, Michael Ondaatje, Annie Proulx, and Toni Morrison. In her stunningly original and haunting debut novel, Amanda Coplin evokes a powerful sense of place, mixing tenderness and violence as she spins an engrossing tale of a solitary orchardist who provides shelter to two runaway teenage girls in the untamed American West, and the dramatic consequences of his actions.

Instructor: Paula Cook

3/26 - The Secret History of Wonder Woman by Jill Lapore

A riveting work of historical detection revealing that the origin of one of the world’s most iconic superheroes hides within it a fascinating family story—and a crucial history of twentieth-century feminism. Wonder Woman, created in 1941, is the most popular female superhero of all time. Aside from Superman and Batman, no superhero has lasted as long or commanded so vast and wildly passionate following. Like every other superhero, Wonder Woman has a secret identity. Unlike every other superhero, she has also has a secret history.

Instructor: Deborah Herman

4/9 - Flight of the Sparrow by Amy Belding Brown

Massachusetts Bay Colony, 1676. Even before Mary Rowlandson was captured by Indians on a winter day of violence and terror, she sometimes found herself in conflict with her rigid Puritan community. Now, her home destroyed, her children lost to her, she has been sold into the service of a powerful woman tribal leader, made a pawn in the ongoing bloody struggle between English settlers and native people. Battling cold, hunger, and exhaustion, Mary witnesses harrowing brutality but also unexpected kindness. Based on the compelling true narrative of Mary Rowlandson, to her confused surprise, she is drawn to her captors’ open and straightforward way of life, a feeling further complicated by her attraction to a generous, protective English-speaking native known as James Printer.

Instructor: Katherine Noonan
America Singing

blank page intimidates.

and subject when words are failing you and the
writer's block, found poetry helps you find a voice
looking for ways to find new ideas or dealing with
our shared language landscape. Whether you are
statements, or poignant sound bites that rise from
abstract ideas, or concrete images, humor, political
most immediately relevant bits from published or
culture has popularized the re-presentation of
language around us into “found” poems. Pop
identifying, selecting and collecting the everyday
poets. The instructor provides handouts.

Instructor: Michael Sweeney has an M.F.A. from
Columbia University. He worked as a librarian
of library science and master of arts from
Connecticut Humanities. He also serves as a guide for the
Emily Dickinson Museum.

Found Words Workshop

We will explore a form of writing that relies on
identifying, selecting and collecting the everyday
language around us into “found” poems. Pop
culture has popularized the re-presentation of
found images. Similarly, some writers select the
most immediately relevant bits from published or
found sources for re-organization into new poems,
abstract ideas, or concrete images, humor, political
statements, or poignant sound bites that rise from
our shared language landscape. Whether you are
looking for ways to find new ideas or dealing with
writer’s block, found poetry helps you find a voice
and subject when words are failing you and the
blank page intimidates.

Instructor: Michael Sweeney has an M.F.A. from
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. He has been a middle school language arts teacher
at Salem School in Salem CT since 2003.

Fiction Writing Workshop

To what extent should a writer describe a particular
setting? What to say or to leave out about a
character? In this course, students working in long
or short forms will focus on the creation and use of
characters and settings, as well as the development
of plot lines aimed at capturing the reader’s
imagination. Students will also be asked to consider
brief excerpts from professional writers, such as
Raymond Chandler, Shirley Jackson, and Raymond
Carver, but the bulk of the class work will be driven
by the students. Prerequisite: Students should already be involved in a creative writing project.

Instructor: Steven Torres, Ph.D. from the
CUNY Graduate School and University Center,
has published seven novels, including the
mysteries Precinct Puerto Rico and The Concrete
Maze, as well as two dozen short stories. He is
an English professor at MCC.

Writing and Illustrating
Children’s Books

This course provides an overview for how to write,
illustrate and publish a children's book. Topics
include aesthetic and literary strategies; book
design and dummy layout; illustration styles; the
age appropriateness of stories; and the business of
publishing. 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.
Please note: Students will meet at a local bookstore
for the October 6 session; details will be discussed in
class.

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.
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
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)

---

**MCC CREDIT-FREE COURSE REGISTRATION**

PRINT CLEARLY IN INK. REGISTER ONE PERSON PER FORM. PHOTOCOPY FORM IF NEEDED.

Banner I.D. # (if known) ____________________________ Soc. Sec. No. ____________________________ (optional)

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.

CRN Course Title Start Date Time Room Fee
_____________________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________

MAKE CHECK OR MONEY ORDER PAYABLE TO “MCC”.

Credit Card # ____________________________ Fees (total enclosed) ____________________________

Three Digit Security Code (CV Code) __________________ Exp. Date ____________________________

Cardholder name (print) __________________________

Cardholder signature __________________________

Relationship to student __________________________

Cardholder address __________________________

Cardholder phone __________________________

---

**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.
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, 860-512-3016, 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.
Excursions in Learning
YOUTH PROGRAMS

Enrichment Classes for Inquisitive and Creative Minds in Grades K-8

SPRING 2015
February, March, April & May
Grades K-8
Saturday Mornings &
Daytime Homeschool Academy

SUMMER 2015
Technology Camp | July 6-17
Junior Culinary Institute | July 6-24
Adventures in Leadership | July 13-31
Summer Academy for Gifted and Talented Youth | August 3-14
*Summer catalog will be available online in March.

For more information, contact the Coordinator,
Carleigh Schultz: cschultz@manchestercc.edu

CHECK OUT
OUR WEBSITE
FOR MORE DETAILS:
www.manchestercc.edu/excursions
Find us on Facebook
Continuing Education
Credit-Free Programs
For Information: 860-512-2800
To Register: 860-512-3232
www.manchestercc.edu/continuing

Prepare for Allied Health Careers
Check out our course selection
See pages 4-9

Online Academy
Check out our course selection
See pages 57-63

Connecticut Rider Education Program (CONREP) For Motorcycles
in conjunction with CT DOT
Focus on Building Basic Motorcycle Operation and Street Riding Skills.
Weekly classes April through October.
Call 860-512-3000, Option #2, ext. 8705
for Registration Packet and Schedule or visit: www.manchestercc.edu/motorcycle

Boating Safety
To obtain a CT Certificate of Personal Watercraft/Safe Boating
Saturday and Weekday Evening Classes Available
See page 44

Preparation for CT Real Estate Licensing Exams
• Principles and Practices of Real Estate
• Basic Appraisal Principles
See page 67

Check out our course selection
See pages 44