



MANCHESTER  
COMMUNITY  
COLLEGE

**CREDIT-FREE COURSES**  
Beginning February through May

# SPRING 2016

***More than 300 courses  
including Allied Health  
and Computer Technology***

***Continuing Education for Professional Development and Personal Enrichment***

# TABLE OF CONTENTS

Allied Health.....	3-7
Art & Crafts.....	8-11
Boating.....	40
Body, Mind & Spirit.....	12-15
Computer Technology.....	16-28
Introductory.....	16
Microsoft Office Suite.....	16-17
Word Processing.....	17
Spreadsheets.....	17-18
Accounting.....	18-19
Email.....	19
Presentation.....	19
Microsoft Office Integration.....	20..
Database.....	20-21
Internet.....	21-22
Social Media.....	22
Multimedia.....	22
Digital Imaging.....	23-24
Troubleshooting.....	24
Computer Operating System.....	24-25
Computer Certification Preparation.....	25
Manufacturing.....	25
Security.....	26
Programming.....	28
Cuisine.....	29-31
Culture & History.....	32
Dance.....	33
Drama & Film.....	34
English as a Second Language.....	35
Family, Finance & Consumer Issues.....	36-37
Fitness & Recreation.....	38-40
Gardening.....	41-42
Languages.....	43-44
MCC on Main.....	45
Motorcycle.....	46
Music.....	47-49
Noon Institute.....	50-51
Nutrition.....	52
Online Academy.....	53-63
Organization of Active Adults.....	64
Photography.....	65-66
Professional Development.....	67-72
Real Estate.....	69-70
Writing, Literature & Publishing.....	73-75
Yoga.....	12, 38
Refund Information.....	76
Web Registration Information.....	76
Registration Information.....	76-78
Registration Form.....	77



Si desea más información acerca de la universidad en español, por favor dirijase a:  
[www.manchestercc.edu/bienvenidos](http://www.manchestercc.edu/bienvenidos).

## CONTINUING EDUCATION

<b>Credit-Free Programs.....</b>	<b>860-512-2800</b>
<b>General Information and Catalog Requests</b>	<b>ceinfo@manchestercc.edu</b>
Offering courses for professional development and personal enrichment.	
Director, Ann Bonney.....	abonney@manchestercc.edu
Program Coordinator, Stephen Campiglio.....	scampiglio@manchestercc.edu
Administrative Assistant, Jessie Bradley.....	jbradley@manchestercc.edu
Educational Assistant, Valerie Nightingale.....	vnightingale@manchestercc.edu
<b>Credit-Free Phone-In Registration.....</b>	<b>860-512-3232</b>
8:30 AM – 4:30 PM, Monday-Friday Mastercard, Visa or Discover Card	
<b>Business &amp; Industry Services.....</b>	<b>860-512-2812</b>
Providing employers and employees with workplace programs and training.	
Director, Janet Alampi.....	jalampi@manchestercc.edu
Sales Associate, Mick Pigott.....	mpigott@manchestercc.edu
<b>Computer Technology.....</b>	<b>860-512-2808</b>
Providing state-of-the-art computer training.	
Coordinator, Bruce Manning.....	bmanning@manchestercc.edu
<b>Allied Health Programs.....</b>	<b>860-512-2826</b>
Preparing students for National and State certification exams.	
Coordinator, Diane Mitchell.....	dmitchell@manchestercc.edu
<b>Excursions in Learning.....</b>	<b>860-512-2804</b>
Offering courses for high-achieving, academically motivated children.	
Coordinator, Carleigh Schultz.....	cschultz@manchestercc.edu
<b>Credit Extension Courses.....</b>	<b>860-512-2803</b>
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. 12/15 70M, CE/NFD





## Certified Nurse Aide (CNA) Training Program

WIA-Approved

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:

- Turn and reposition patients who have been confined to their beds, alone or with assistance, to prevent bedsores
- Answer patients' call signals
- Feed patients who are unable to feed themselves
- Observe patients' conditions, measure and record vital signs, food and liquid intake/ output, 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 rotations. Students who fail to meet this requirement are not allowed to begin clinical rotations 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. Students are required to wear a white uniform or scrubs, white shoes or sneakers and a watch with a second hand to the clinical site. Approximately \$110 will be due when you apply to take the Connecticut State Certification Exam (not included in course fee). The instructor will inform students of test dates and procedures. Required textbook and supplies: Basic Skills for Nursing Assistants in Long-Term Care, 7th edition, Kostelnick; Mosby (ISBN 9780323353809); text/workbook package approximately \$92, and gait belt approximately \$12, available at MCC Bookstore.

### Students may choose from two sessions:

#### Woodlake at Tolland, 26 Shenipsit Lake Road, Tolland

CRN 11544 | Fee: \$999

28 sessions | Tuesday, Thursday & Saturday (see schedule below)

Classroom: 20 sessions | 11 Tuesdays & 9 Thursdays  
2/16-4/26 (no class 3/24) | 6-9 PM | LRC B125 (MCC Campus)

Clinical: 8 Saturdays | 3/5-4/30 (no clinical 3/26)  
7 AM-3 PM (half-hour lunch)

Instructor: Andrea Dillon, RN, M.Ed., Director of Student Health Services for the American School for the Deaf, has been an instructor at MCC since 2009 and worked as a nurse in a variety of settings.

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

#### Evergreen Health Care Center - Please note, all classes and clinical will be held at 205 Chestnut Hill Road, Stafford Springs

CRN 11543 | Fee: \$999

20 sessions | Monday through Thursday | 4/4-5/5

5 Mondays | 4/4-5/2

5 Tuesdays | 4/5-5/3

5 Wednesdays | 4/6-5/4

5 Thursdays | 4/7-5/5 | 8:30 AM-3 PM (half-hour lunch)

Instructor: Gay Marie Aniban, MSN, RN has been a nurse in a long-term care facility for many years and has prior experience teaching and supervising CNA students. She has also worked as a medical surgical and intensive care nurse in a community hospital.

See Registration Guidelines on page 4.



CNA students must provide the college with documentation of the following prior to the start of clinical rotations: 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.



## FREE INFORMATION SESSIONS

### Certified Nurse Aide (CNA) Training

A Certified Nurse Aide (CNA) job puts you on the front lines of patient care. Work under the supervision of a nurse to help patients with daily living tasks. The CNA program includes classroom and clinical instruction where students will learn about basic nursing skills, anatomy, physiology, nutrition and infection control. In the clinical setting, students will work with patients at a long-term care facility to gain hands-on experience.

CRN 11542 | Fee: FREE; registration is required

1 Thursday | 2/4

6-7:30 PM | LRC B125

Instructor: Andrea Dillon, M.Ed., RN

### Pharmacy Technician Certification

The Pharmacy Technician is a healthcare worker who performs pharmacy related functions, generally working under the supervision of a licensed pharmacist. They work in pharmacies, hospitals and long-term care facilities. Join us for this free information session as we discuss this exciting field.

CRN 11536 | Fee: FREE; registration is required

1 Wednesday | 2/3

6-7:30 PM | LRC B144

Instructor: Members of the Connecticut Pharmacists Association

### Phlebotomy: The Art of Drawing Blood

Do you enjoy working with people? Work well under pressure and with attention to detail? Have excellent manual dexterity? Consider a career in phlebotomy! A certified phlebotomist collects and prepares blood specimens for analysis. If you would like to learn more about this growing career in the healthcare industry, please join us for this free information session and bring your high school diploma or GED with you.

CRN 11538 | Fee: FREE; registration is required

1 Thursday | 2/4

6-7:30 PM | LRC B144

Instructors: Donna Daniels, MBA, MHA, FACHE and Kim E.S. Jenack, CPT, NPA/ASCP

### Pharmacy Technician Certification Training

WIA-Approved

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 of approximately \$154. Please check the PTCB website ([www.ptcb.org](http://www.ptcb.org)) for more exam information. 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. This is a rigorous course. Successful completion requires students attend a minimum of 54 hours and achieve a grade of 70.

#### See Registration Guidelines on this page.

CRN 11537 | Fee: \$825

20 sessions | Monday & Wednesday | 3/7-5/11 | 6-9 PM | LRC B144

Instructor: Diane Pacitti, PhD., R.Ph., pharmaceutical professional with more than 25 years' experience in community pharmacy and academia.

## REGISTRATION GUIDELINES

- Certified Nurse Aide
- Pharmacy Technician\*
- Phlebotomy Technician

Have you successfully completed a college-level course?

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

IF NO: You must take a reading comprehension test at no cost. The test is given every Monday and Wednesday from 1-3 PM (except holidays), until the class fills. No appointment is necessary. To take a comprehension test, go to the Continuing Education Division office in the Learning Resource Center (LRC), Room B105, and ask for the Coordinator of Credit-Free Allied Health Programs. Students must be 18 years of age. Please bring a photo ID and your high school diploma or GED with you.

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

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

## Workforce Investment Act (WIA)

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

- Certified Nurse Aide
- Pharmacy Technician Certification
- Phlebotomy

For more information visit the CT Department of Labor website at [www1.CT.Dol.state.ct.us/etpl/](http://www1.CT.Dol.state.ct.us/etpl/)





## Phlebotomy Technician Certification: The Art of Drawing Blood

WIA-Approved

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. Students will begin the hands-on training in class and will progress onto the clinical rotation. Students are required to wear scrubs and white shoes or sneakers to the clinical site. Successful course completion requires a minimum grade of 70, a minimum 100 clinical hours and 100 successful, unaided blood draws. Upon successful completion of the program, students will be eligible to sit for the American Society for Clinical Pathology (ASCP) certification exam (\$135 exam fee is additional). Students must successfully complete 16 hours of instruction in specific areas prior to beginning clinical. Students who fail to meet this requirement will not be allowed to begin clinical rotations and may not be eligible to complete the program. Required textbook: *The Phlebotomy Textbook, 3rd edition*, Strasinger & DiLorenzo, F.A. Davis Co., (ISBN 9780803620575); approximately \$63, available at MCC Bookstore.

### See Registration Guidelines on page 4.

CRN 11539 | Fee: \$1,460

26 sessions | Tuesday & Thursday | 2/23-5/19 | 6-9:45 PM | LRC B144

Additionally, a mandatory 100-hour clinical rotation 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 rotations: 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.

## NAVTA Approved Veterinary Assistant Certificate Part II

WIA-Approved

*Note: Enrollment is limited to students who have successfully completed Veterinary Assistant Certificate Part I*

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. 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 gain an understanding of the disease processes and injuries treated in a clinical practice. Students will learn about feline leukemia, flea anemia, heartworm disease, kennel cough, renal failure, lymphoma, parvovirus, rabies, tick-borne diseases, and more. Students will learn current protocol for the safe handling of rabies suspects and samples. Nail trimming, ear/eye/oral medication administration, vaccinations, and veterinary dentistry will also be covered. Students will learn to use a microscope to view specimens and learn about the treatment and prevention of internal and external parasites. Students will also learn the importance of excellent patient care including cleaning, feeding, walking, fluid therapy, catheter care, and pain management as well as the importance of communicating accurate information to the technicians and doctors. Finally, students will learn about routine surgical procedures, surgical room conduct, sterilization techniques, methods to prepare the surgical patient, and post-surgical recovery. Students must complete both *Veterinary Assistant I* and *II*, earn a grade of 70 or above in each, and attend at least 150 hours of instruction to successfully complete the program. This course is offered in partnership with Bolton Veterinary Hospital (BVH), 222 Boston Turnpike, Bolton. Required text: *Elsevier's Veterinary Assisting Textbook*, Mosby (ISBN 9780323091404); approximately \$93 and *Workbook* (ISBN 9780323091756) for approximately \$35, available at MCC Bookstore.

CRN 11541 | Fee \$899

22 sessions | Tuesday & Saturday (see schedule below)

12 Tuesdays | 2/23-5/10 | 6-9:30 PM | SSC L142

10 Saturdays | 2/27-5/7 (does not meet 3/26)

8 AM-noon or 12:30-4:30 PM

Saturday Locations:

GPA GP216 | 2/27, 3/5, 3/19, 4/2, 5/7

Bolton Veterinary Hospital | 3/12

SSC L142 | 4/9, 4/16, 4/23, 4/30

Instructors: Lynne Zelinsky, DVM, graduated from 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.





## **NEW NAVTA Approved Veterinary Assistant (AVA) Certification Exam**

Once you have successfully completed *Veterinary Assistant I* and *II*, you will want to sit for the National Veterinary Assistant Certification exam while the knowledge is fresh in your mind! The first session will feature a review of course material in preparation for the exam on Saturday, May 21. To register for the exam, students must sign up at <https://www.vetmedteam.com/class.aspx> at least one week prior to the test date. The \$100 exam fee, payable to NAVTA, is due when you register online for the exam. There is no refund from NAVTA once you register online, so please DO NOT enroll unless you are certain you want to take the exam. This is a timed, computerized exam of 100 questions. The passing grade is 75% and students will have 150 minutes (2 1/2 hours) to complete. The instructor will issue each student an access code to take the exam on May 21. One exam attempt is allowed per paid enrollment. A maximum of 5 paid attempts are allowed.

CRN 11540 | Fee: \$45

2 sessions | 1 Tuesday 5/17 | 6-9 PM

1 Saturday | 5/21 | 9 AM-noon | LRC B220

Instructor/Proctor: Erin Jackson, Certified Veterinary Technician at Bolton Veterinary Hospital.

## **Introduction to Basic Electrocardiogram (EKG)**

This course will provide students with a basic introduction to performing a routine 12-lead EKG, and is appropriate for CNAs, patient care technicians (PCTs), EMTs, phlebotomists, medical assistants, and other healthcare 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, proper lead placement, safety, artifacts, and the recognition of a normal heart rhythm. Students should bring a lunch to class. Optional textbook: Flip and See ECG, 4th edition, Mosby (ISBN 9870323084529), approximate cost \$47, available at MCC Bookstore.

CRN 11597 | Fee: \$99

1 Friday | 5/20

9 AM-2:30 PM (half-hour lunch) | LRC B125

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





## American Red Cross Pet First Aid and CPR

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

CRN 11596 | Fee: \$95

1 Friday | 5/20 | 6-9:30 PM | LRC B125

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

## Coming this Summer

### Accelerated Certified Nurse Aide (CNA) Training Program *WIA-Approved*

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. The CNA provides basic patient care under the direction of nursing staff.

Tasks include:

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

Required textbook: *Basic Skills for Nursing Assistants in Long-Term Care*, 7th edition, Kostelnick; Mosby (ISBN 9780323353809); text/workbook package approximately \$92, and gait belt, approximate cost \$12, available at MCC Bookstore.

**PLEASE NOTE: REGISTRATION FOR THIS SUMMER COURSE BEGINS MARCH 15.**

#### See Registration Guidelines on page 4.

CRN 20062 | Fee: \$999

20 sessions | Monday through Thursday (class begins on a Wednesday)

6/1-7/6 (no class 7/4)

**Classroom** | LRC B125

4 Mondays | 6/6, 6/13, 6/20, 6/27 (no class 7/4)

2 Tuesdays | 6/7, 7/5

3 Wednesdays | 6/1, 6/8 & 7/6

1 Thursday 6/2

8:30 AM-3 PM (half-hour lunch) LRC B125

**Clinical** | TBA

3 Tuesdays | 6/14, 6/21, 6/28

3 Wednesdays | 6/15, 6/22, 6/29

4 Thursdays | 6/9, 6/16, 6/23, 6/30

8:30 AM -3 PM (half-hour lunch)

Clinical location: TBA

Instructor: Gay Marie Aniban, MSN, RN has been a nurse in a long-term care facility for many years and has prior experience teaching and supervising CNA students. She has also worked as a medical surgical and intensive care nurse in a community hospital.

CNA students must provide the college with documentation of the following prior to the start of clinical: 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.





# ART & CRAFTS

## NEW Introduction to Ceramics

This course will introduce the novice ceramist to beginning level skills, including a basic proficiency in hand-building, using pinch, coil and slab methods and glazing. Students will also have the opportunity to experiment with the pottery wheel. Upon completion of the course, students will be able to produce a variety of pottery pieces, apply glazes to create beautiful, finished products, and take home at least one finished piece, which can be picked up in the Continuing Education office two weeks after the end of the course. **Please note: You must register by Monday, March 14 to allow time for the ordering of supplies.** Materials fee: \$25, payable to the instructor at the first class, for clay and glazing supplies and kiln operation.

CRN 12054 | Fee: \$130  
6 Wednesdays | 3/23-4/27  
6-8 PM | GPA GP213

Instructor: Janine Turgeon earned an M.S. from Central Connecticut State University with a concentration in ceramics. The sites of her exhibitions include Pump House Gallery, Westerly Cooperative Gallery, and Marlborough Art Center.



## 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 11623 | Fee: \$125  
6 Thursdays | 2/4-3/10  
6:30-8:30 PM | GPA GP202

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

## Watercolor Wonders II

Balance the elusive facets of water, color, and paper in this continuous journey. Further expand upon your painting skills through unique projects, techniques, and diverse artistic styles. For students at the intermediate level. Prerequisite: Watercolor Wonders I or equivalent experience. A materials list will be sent to students prior to class.

CRN 11644 | Fee: \$165  
8 Thursdays | 3/17-5/12  
(does not meet 3/24)  
6:30-8:30 PM | GPA GP202

Instructor: Carmen Canal



## Introduction to Abstract Expressionism

Students will learn about the history of abstract painting by studying masterpieces of abstract art, and then apply what they learn to their own creations. This course is appropriate for all levels. The instructor will provide one-on-one feedback to each student about their art and help students to turn their own ideas into an abstract painting without relying on representative elements. We will focus on the painting basics of composition, color and harmony. Students should bring the following materials to class (total start-up cost of approximately \$70 if a student owns no painting supplies): Golden Artist set of paints, three brushes #4, #6 & #10, and a canvas. **Please note: This course will be held at MCC on Main, 903 Main St., Manchester;** free parking available in municipal lot across the street, adjacent to St. James Church.

CRN 11838 | Fee: \$145  
6 Wednesdays | 3/2-4/6  
1-3 PM | MCC on Main

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



## Techniques of the American Impressionists

Connecticut is rich in the tradition of American Impressionism, including the work of Childé Hassam, Willard Metcalf, and John Henry Twachtman. Come and learn to paint in this style and create your own masterpiece with oil or acrylic paint. Students will learn techniques used by the Impressionists, how they captured light on canvas, and how they transformed the color of light into a painting. **The final session on May 14 will meet at the New Britain Museum of American Art, 56 Lexington Street, New Britain,** to tour the Impressionist collection. Admission is free. Directions will be given in class. Students need to purchase and bring to class the following materials: a primed canvas or canvas board in the size of your choice; oil or acrylic paint; turpentine for oils; brushes (#2 through #6); palette; and pencils.

CRN 11845 | Fee: \$145  
6 Saturdays | 4/9-5/14  
10 AM-noon | GPA GP202

Instructor: Zbigniew Grzyb

## Introduction to the French Impressionist Style: Painting Flowers and Gardens

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

CRN 11894 | Fee: \$85  
1 Saturday | 4/2  
8:30 AM-2:30 PM | GPA GP202

Instructor: Yuemei Zhang is a graduate of the Central Academy of Fine Arts in Beijing. Her art has won many awards in both painting and printmaking, and she is an experienced teacher in her native China and the United States.



## Ukrainian Egg Designing

Learn the amazing art of Ukrainian egg decorating, known as Pysanky. Through a process of wax-resist, learn how to create 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, borsht, 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 11890 | Fee: \$75  
1 Saturday | 3/12  
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.

## NEW Visual Literacy: The Process of Reading a Picture

Have you ever felt confused or overwhelmed standing in front of a piece of art, a photo, or even a billboard advertisement? We often talk about the importance of being literate and critical readers. Since we live in an increasingly visual world, literacy increasingly requires us to think about the process of reading a picture. In this course, we will examine images from art, photography, popular media, and advertising, and discuss methods for becoming more active readers of visual information. From reading "stand-alone" images to combinations of pictures and text, this course will help you create or expand your "tool kit" for consciously engaging the emotional, cultural and intellectual impact of visual information.

CRN 11939 | Fee: \$95  
4 Tuesdays | 2/23-3/15  
7-9 PM | LRC B208

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, and has worked as an English and art teacher and librarian during his 25-year career.

## NEW Creating Linoleum Prints

Through brief presentations of techniques, followed by hands-on work sessions, students will be introduced to basic relief printing methods, using a material—linoleum—that is less resistant to carving than traditional woodcuts and engravings. All ages and abilities are welcome! While students apply these skills to their own projects, the instructor will provide assistance. There will also be classroom discussion to share successes and challenges. *All students will create and take home a series of prints.* Also, advanced students may be able to create a limited edition (multiple identical prints), if class size allows sufficient printing press time. Materials fee: \$45, payable to the instructor at the beginning of the class, for linoleum and other supplies.

CRN 12052 | Fee: \$180  
5 Fridays | 4/1-4/29  
6-9 PM | AST D110

Instructor: Michael Sweeney



ARTWORK: STACEY JILL ZACKIN

## Dynamic Discovery through Doodling

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

CRN 11967 | Fee: \$40  
2 Saturdays | 4/2-4/9  
2-3:30 PM | MCC on Main

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

# ART & CRAFTS

## 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 11846 | Fee: \$145  
7 Wednesdays | 2/17-3/30 | 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."

## Jewelry Making for Beginners: Learn to Saw and Solder

This is a great introductory class for anyone who wants to learn to make their own jewelry! Sawing and soldering are the two basic techniques used to make earrings, pendants, rings, and bracelets.



The first class will be a demonstration of sawing and soldering a piece of metal into a piece of jewelry, with an opportunity for question-and-answer. We will also address metal needs and

tools, texturing, designs, and equipment for your jewelry project to be worked on in the next three sessions. Materials fee: approximately \$20 for silver depending on market price, and a one time fee of \$2 to cover studio expenses, payable at the beginning of the first session. In addition, a tool list will be sent prior to class. Participants must be at least 14 years of age.

CRN 11594 | Fee: \$125  
4 Saturdays | 2/20-3/12  
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.

## SPECIAL TOPICS IN FLOWER DESIGN

A short lecture on the care, handling and preparation of flowers will introduce each workshop. A demonstration of technique will precede the student's hands-on application.

**Students take home all arrangements. Materials fees include container and flowers.**

### NEW Wedding Bouquets

Save money and add the personal, loving touch to a wedding in your life. Class instruction will demonstrate how to make three different styles of wedding bouquets, using three different methods: hand-tied round, the oasis form, and cascade. There is no materials fee for this session.

CRN 11895 | Fee: \$20  
1 Tuesday | 2/16  
7-9 PM | GPA GP136

Instructor: Robert Buettner

### NEW Make Your Own Corsage

Students will prepare flowers and make corsages in two different ways: wire and tape, and gluing. Both ways will be demonstrated and each of the merits and preparations discussed. Please note: Students must bring to class floral scissors or small wire cutters. Materials fee: \$10.

CRN 11896 | Fee: \$20  
1 Tuesday | 2/23  
7-9 PM | GPA GP136

Instructor: Robert Buettner

### NEW Decorative Centerpiece

Why pay big dollars for a floral centerpiece? Apply your own creative touch! Learn how to make a round, balanced, beautiful centerpiece for multiple occasions. Please note: Students must bring to class floral scissors or a knife. Materials fee: \$25.

CRN 11897 | Fee: \$20  
1 Tuesday | 3/1  
7-9 PM | GPA GP136

Instructor: Robert Buettner

### NEW Contemporary Arrangements

Learn how to make floral arrangements, using a contemporary style with exotics. After the instructor's demonstration, students will make their own duplicate arrangement. Materials fee: \$25.

CRN 11898 | Fee: \$20  
1 Tuesday | 3/8  
7-9 PM | GPA GP136

Instructor: Robert Buettner

### NEW Vase Arrangements

Learn how to make interesting and stunning round vase arrangements. After the instructor's demonstration, students will make their own duplicate arrangement. Materials fee: \$25.

CRN 11899 | Fee: \$20  
1 Tuesday | 3/15  
7-9 PM | GPA GP136

Instructor: Robert Buettner





## NEW Guided Open Studio for Jewelry Making

This class is for currently or previously enrolled jewelry students who would like additional studio time to practice or continue their newly acquired



jewelry-making skills, under the guidance of the instructor. *Please note that no new techniques will be taught during class. The session is specifically designed for students to either practice skills,*

*begin a new piece of jewelry, or complete a work-in-progress.* Students should come prepared to work with their own tools and metal. Students may select one or both sessions, depending on the amount of studio time desired (a second registration is required to take both sessions). There is also \$2 studio fee to cover instructor-supplied materials, such as solder and sandpaper. Participants must be at least 14 years old.

CRN 11615 | 1 Friday | 2/26  
6-9 PM | AST D132

CRN 11616 | 1 Friday | 3/4  
6-9 PM | AST D132

Fee: \$35 (per course)

Instructor: Carla Polek

## Four Silver Chaining Patterns in Four Hours!

Just in time for Mother's Day—give the class itself or the bracelet! Learn the Flower, Double Flower, Rope, and Double Rope chaining patterns, all in one session! Even beginners can learn how to combine ready-made sterling rings, using jewelry pliers (no soldering necessary). The art of creative design will also be addressed. Use your new skills to create a bracelet of your choosing—and wear it home if you like! These four patterns for chaining bracelets, earrings, and necklaces will be skills that you can use for years to come. Mature teens are also welcome to attend. **Please note: You must register by Wednesday, April 27, to allow time for the instructor to buy supplies.** Materials fee: \$75 (market price subject to change) for silver jump rings, payable to instructor at the beginning of class. Other materials needed are two flat or chain-nose jewelry pliers, an old towel, and a few paper clips. Also bring close-up eyeglasses if necessary, and a snack, if you wish.

CRN 11929 | Fee: \$50  
1 Wednesday | 5/4  
6-10 PM | GPA GP120

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](mailto:jegpewter@aol.com) to see a sample of what you will learn and create.

## NEW Custom-Made Greeting Cards for Your Special Celebrations

Just in time for Mother's and Father's Day and graduations! Learn to use rubber stamping, embossing, and paper crafting techniques to create your own greeting cards. Participants will learn the basic and advanced stamping techniques, as well as how to customize gift tags, bags and boxes. The instructor will demonstrate all projects, including some use of the Big Shot die cutting machine, encouraging you to add your personal artistic touch to each card. Students will be able to take home a couple of decorated bags and boxes and a collection of cards. Materials fee: \$7, payable to instructor at the first class.

CRN 12070 | Fee: \$65  
3 Fridays | 4/22-5/6  
6-8:30 PM | AST D132

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



## 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 three 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 11940 | Fee: \$95  
4 Saturdays | 4/23-5/14  
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.

## DEHN GALLERY

### MultiMedia Faculty Show

January 19 - March 11

Opening: Friday, January 29, 6-8 PM

### 2D/3D

March 15 - May 13

Opening: Friday, March 18, 6-8 PM

### Ongoing Exhibits in the Loop Gallery (Rear Hallways)

*MCC on Main*

MANCHESTER COMMUNITY COLLEGE  
ARTS AND EDUCATION CENTER  
903 Main Street | Manchester  
[www.facebook.com/mcconmain](http://www.facebook.com/mcconmain)  
(860) 647-6030

## Come Join a Dynamic Team!

### MCC's Credit-Free Programs Seeks Qualified\* Instructors for Art & Crafts:

- Painting
- Pastels
- Figure Drawing
- Graphic Novels
- Calligraphy
- Art Appreciation Topics
- Guided Tours to Local Museums



Please visit:  
[www.manchestercc.edu/continuing-education](http://www.manchestercc.edu/continuing-education)  
and click on "Teaching for Continuing Education" for more information. To have an instructor packet mailed to you email Valerie Nightingale: [vnightingale@manchestercc.edu](mailto:vnightingale@manchestercc.edu).

\* Master's degree and teaching experience required.



# BODY, MIND & SPIRIT

## **NEW** Free Information Session: Mindfulness Based Stress Reduction (MBSR)

Come meet the instructor and learn more about the Mindfulness Based Stress Reduction (MBSR) program and how it can help with your well being and living a more fulfilled life.

CRN 12084 | Fee: FREE  
1 Wednesday | 3/16  
6-7 PM | GPA GP156

Instructor: Melissa Tweedie earned her Mindfulness Based Stress Reduction (MBSR) teacher certification through the University of California at San Diego. She holds a master of science and a Sixth Year Certificate in psychology from University of Hartford. Since 2006, she has worked as a nationally certified school psychologist at Wilcox Technical High School.

## **NEW** Mindfulness Based Stress Reduction (MBSR)

Want to know the secrets to living a happier and less anxious, stressful and exhausting life? Mindfulness Based Stress Reduction (MBSR), as developed in the United States by Jon Kabat Zinn, and incorporating cognitive therapy elements from abroad, is an experiential 8-week program that helps you calm your mind and body in order to relieve pain, manage anxiety, cope with illness or physical distress, increase productivity, improve sleep, sharpen focus, and feel a deeper sense of peace. Scientific research strongly supports the effectiveness of MBSR. In this intensive training, you will learn "Mindfulness," a focus on what is happening in the present moment, by practicing through guided meditations in class and at home between classes. The various formats for mindfulness include sitting, walking, stretching, and lying down. Regain or enrich your life--and at a very competitive price too!

CRN 12086 | Fee: \$299  
8 Wednesdays | 3/30-5/18 | 6-8:30 PM  
1 Saturday | 5/7 | 9 AM-2 PM | GPA GP156

Instructor: Melissa Tweedie



## Gentle Yoga for Well Being

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

CRN 11628 | 6 Thursdays | 2/11-3/17  
6-7:15 PM | SSC L154 (Fitness Studio)  
CRN 11629 | 6 Thursdays | 4/7-5/12  
6-7:15 PM | SSC L154 (Fitness Studio)  
Fee: \$90 (per course)

## YOU MAY ALSO LIKE:

- **200-Hour Certified Yoga Teacher Training on page 38**
- **Tai Chi for Health and Relaxation on page 40**

## Relax Your Mind and Body with Sound Therapy

Sound therapy, using a sacred gong and singing bowls, has profound healing abilities, and has been



scientifically reported to benefit overall health and a host of conditions, including lowering blood pressure, reducing stress, relieving pain, increasing circulation and healing, and improving mental focus/clarity. Give your body and mind the deep relaxation you deserve!

Participants may sit in chairs or bring a mat, and should also bring water and a blanket.

CRN 11630 | 6 Thursdays | 2/11-3/17  
7:30-8:30 PM | SSC L154 (Fitness Studio)

CRN 11631 | 6 Thursdays | 4/7-5/12  
7:30-8:30 PM | SSC L154 (Fitness Studio)

Fee: \$75 (per course)

Instructor: Kay Lani LeBoulluec

## **NEW** Five-Element QiGong

Learn movements that create a natural flow. Done effortlessly, gracefully and powerfully, these movements will help you connect to all of nature and to reach deeply into the earth and the center of universe. Each of the five elements used in Oriental Medicine--wood, fire, earth, metal and water--is associated with a color, direction, season, organ, planet, food, taste, and quality of energy, all of which interact with each other. The elements are represented within us as aspects of our organs, emotions, and systems of the body. Come learn not only QiGong but also how the five elements relate to an interaction with everything.

CRN 11962 | Fee: \$55  
4 Thursdays | 4/7-4/28  
7-8:15 PM | GPA GP142

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

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



## **NEW** Cleanse the Liver with QiGong

Learn movements that create a natural flow. Done effortlessly, gracefully and powerfully, these movements will help you connect to all of nature and to reach deeply into the earth and the center of universe. Every element is associated with a color, direction, season, organ, planet, food, taste, and quality of energy, all of which interact with each other. The elements are represented within us as aspects of our organs, emotions, and systems of the body. Come learn not only QiGong but also how the Five Elements relate to an interaction with everything.

CRN 11961 | Fee: \$25

1 Thursday | 3/17

7-9 PM | GPA GP142

Instructor: John Mammon

## Mindful Yoga for Veterans

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

**Please note: This course meets at MCC on Main, 903 Main St., Manchester.**

CRN 11963 | Fee: \$85

8 Wednesdays | 3/30-5/18

6-7 PM | MCC on Main

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

## 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 11595 | Fee: \$300

2 Saturdays | 1/30-2/6

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 11743 | Fee: \$150

1 Saturday | 3/12

9 AM-4:30 PM | AST D213

Instructor: Dory Dzinski

## Second Degree Reiki Training

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

CRN 11744 | Fee: \$175

1 Saturday | 4/9

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 11745 | Fee: \$200

1 Saturday | 5/14

9 AM-4:30 PM | AST D213

Instructor: Dory Dzinski

## Introduction to Emotional Freedom Technique (EFT)

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

CRN 11913 | Fee: \$20

1 Tuesday | 3/15

6-7:30 PM | GPA GP214

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



# BODY, MIND & SPIRIT

## 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 11914 | Fee: \$99  
2 Tuesdays | 4/12-4/19  
6-8:30 PM | GPA GP136

Instructor: Cris Jacobs

## 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 11917 | Fee: \$50  
1 Saturday | 4/16  
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.

## Meditation as a Life Skill

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

CRN 11790 | Fee: \$95  
4 Thursdays | 4/14-5/5  
7-9 PM | GPA GP214

Instructor: Dory Dzinski

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



## Chakra Studies

There are seven power centers in your body called chakras. The state of each chakra reflects the health of a particular area of your body. It also reflects your psychological, emotional and spiritual well-being. When chakra energy is blocked or misdirected, emotional and physical illness can arise. This course will introduce you to, and allow for, an exploration of, your chakras. Beginning with the first, the root chakra, we will build our knowledge and balance upward through the other six energy centers: sacral, solar plexus, heart, throat, the third eye, and the crown chakra. Classes will include discussion, guided imagery, and experiential learning activities.

CRN 11833 | Fee: \$95  
4 Wednesdays | 4/13-5/4  
7-9 PM | GPA GP214

Instructor: Dory Dzinski

## Dreams Workshop

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

CRN 11834 | Fee: \$40  
1 Monday | 4/25  
6-9 PM | LRC B142

Instructor: Dory Dzinski

## Five Love Languages: Revitalize Your Communicative Skills

Do you ever feel that some of your relationships are lopsided, as if you are the one doing all the giving and getting very little back? It may simply be that you and your significant other speak different love languages! Based on the work of Gary Chapman, you will learn five different love languages and your own primary and secondary languages, and also examine the languages of others in your life. For spouses (it could be fun to come together!), parent-child, siblings, and friends, the course will help you understand your relationships through a different perspective, with the goal of ridding or reducing frustration, disappointment and sadness and creating positive change.

CRN 11827 | Fee: \$40  
1 Monday | 5/2  
6-9 PM | SSC L142

Instructor: Dory Dzinski



## The Passion Test

We all want to lead purposeful and fulfilling lives, and passion is the key to attaining this goal. Yet, as many as 80% of adults report feeling unhappy, unfulfilled or dissatisfied. Are you one of them? Join us for "The Passion Test" and discover how to create greater passion, purpose and fulfillment in your life by learning a simple, powerful tool. This class will be especially helpful for people in mid-life or transition, as well as anyone seeking more meaning in their lives.

CRN 11969 | Fee: \$55  
1 Saturday | 3/12  
9 AM-1 PM | GPA GP139

Instructor: Catherine Ewing, M.Div., LCSW, and founder of Emotional Freedom At Last, is a Certified Dream Coach, Passion Test® Facilitator, psychotherapist, Minister of Spiritual Peacemaking, and Energy Psychology Practitioner.

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

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

CRN 11576 | Fee: \$30  
1 Saturday | 4/2  
9 AM-noon | GPA GP136

Instructor: Hallie Sawyers is nationally certified in holistic aromatherapy and teaches at Finger Lakes School of Massage. She is an approved continuing education credit provider for the National Certification Board for Therapeutic Massage and Bodywork and can provide 3 C.E. credits for CT licensed massage therapists for this MCC course.

## Messages from Beyond

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

CRN 11968 | \$75  
1 Saturday | 4/9  
9:30 AM-12:30 PM | LRC B213

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



## Historical Overview of Witchcraft

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 11928 | Fee: \$20  
1 Saturday | 4/9  
1-3 PM | GPA GP139

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

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

## FIVE WAYS TO GET YOUR COMPANY TO PAY FOR YOUR CLASS

# 1

### ASK

*A simple request may be all that it takes.*

*A written memo is better.*

# 2

### Show them the catalog

*Attach it to your memo.*

# 3

### Emphasize the benefits

*Explain how the additional skill training will improve your productivity.*

# 4

### Note the convenience

*You don't need to go far when quality training is as close as MCC.*

# 5

### Compare Pricing

*Our cost-effective pricing will give you the most bang for your buck.*



## NEVER GET TO SPEND TIME WITH YOUR FRIENDS?

**Register together. A course is a great experience to share!**

## COMPUTER TECHNOLOGY

Introductory.....	16
Microsoft Office Suite .....	16-17
Word Processing.....	17
Spreadsheets.....	17-18
Accounting .....	18-19
Email.....	19
Presentation.....	19
Microsoft Office Integration.....	20
Database .....	20-21
Internet.....	21-22
Social Media.....	22
Multimedia.....	22
Digital Imaging .....	23-24
Troubleshooting .....	24
Computer Operating System .....	24-25
Computer Certification Preparation .....	25
Manufacturing.....	25
Security.....	26
Programming .....	28



## 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 12092 | Fee: \$99  
2 Wednesdays | 2/17-2/24  
6-9 PM | LRC B142

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

### 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 12058 | Fee: \$199  
4 Tuesdays | 3/1-3/22  
6-9 PM | LRC B141

Instructor: Steven Bloom

### Word: Overview

Explore the fundamentals of word processing: how to create, edit, format and save a document. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN 12105 | Fee: \$30  
1 Tuesday | 5/3 | 6-8 PM  
MCC on Main, 903 Main St., Manchester

Instructor: Nicholas Nocida has extensive experience teaching Microsoft Office products in corporate and non-profit settings. He currently works for Cyient as a team lead for the technical publications department. He develops interactive technical manuals and spreadsheet applications for their customer, Pratt & Whitney.

### Excel: Overview

Learn to recognize data types, enter spreadsheet data, edit data and use basic formulas. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN 12108 | Fee: \$30  
1 Tuesday | 5/10 | 6-8 PM  
MCC on Main, 903 Main St., Manchester

Instructor: Nicholas Nocida

### Access: Overview

Explore database terminology and the various database views, tables and reports that Access includes. Enter and edit information in a database table and form. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN 12110 | Fee: \$30  
1 Tuesday | 5/17 | 6-8 PM  
MCC on Main, 903 Main St., Manchester

Instructor: Nicholas Nocida

### PowerPoint: Overview

Create a presentation from a template. Edit and run the presentation. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN 12125 | Fee: \$30  
1 Tuesday | 5/24 | 6-8 PM  
MCC on Main, 903 Main St., Manchester

Instructor: Nicholas Nocida

## MICROSOFT OFFICE SUITE

### NEW Office 2013: MCC Certificate (Day)

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

CRN 12004 | Fee: \$599  
6 Fridays | 5/6-6/10  
9 AM-4 PM | LRC B220 (limited seating)

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



**Office 2013: MCC Certificate (Evening)**

Increase your employability. MS Office certification helps you stand out! This hands-on workshop will include in-depth training on Word, Excel, Access, PowerPoint, and Outlook - all skills employers are looking for today. Students will have the option to take each internationally recognized Microsoft Office Specialist Exam at our Microsoft-approved MCC testing center for an additional fee. Required Text: Office 2013 On Demand, 1st Edition, ISBN 978-0789750495 is available at MCC Bookstore for approximately \$40. Prerequisite: *Basic Windows, keyboarding and mouse skills, with some exposure to Microsoft Office helpful.*

CRN 11603 | Fee: \$599  
12 Wednesdays | 3/2-5/18  
6-9 PM | LRC B142

Instructor: Nicholas Nocida

**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](mailto: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 12133 | Fee: \$125  
1 Friday | 4/29  
4:15-5:15 PM | LRC B142

CRN 12128 | Fee: \$125  
1 Friday | 5/20  
4:15-5:15 PM | LRC B142

Test Administrator: Bruce Manning

**WORD PROCESSING****Word 2013: Introduction**

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

CRN 12122 | Fee: \$99  
2 Thursdays | 2/18-2/25  
6-9 PM | LRC B142

Instructor: Kristin Violette is a certified teacher with over 20 years' experience in English and technology. Currently, she is a full-time computer teacher at Newtown High School, as well as an adjunct instructor at MCC. Kristin works for MIT as an App Inventor Master Trainer.

**SPREADSHEETS****Excel 2010: Introduction**

Excel 2010 Introduction is designed for people new to spreadsheets and for self-taught users who wish to expand their knowledge. Concepts include how to 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, keyboard and mouse skills.*

CRN 11981 | Fee: \$99  
1 Wednesday | 3/16  
9 AM-4 PM | LRC B142 (limited seating)

Instructor: Gayle Pignone has taught a range of computer applications since 1997 in corporate, non-profit, and higher education settings, including IBM, Nortel, and United Technologies. She has also designed websites and created databases for businesses and government agencies.

**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 renowned spreadsheet software, students will learn to recognize the main areas of the Excel worksheet and workbook; enter, edit and delete data; create basic formulae and functions, including SUM, AVERAGE, MAX and MIN; enhance the presentation of workbook data; create, display and manipulate simple charts; work with multiple worksheets; freeze titles and add comments. Although this course uses Excel 2013 software, versions 2007 and 2010 are similar. Questions regarding versions 2007 and 2010 will be addressed as time allows. Instructor provides handouts. Prerequisite: *Basic Windows, keyboarding and mouse skills.*

CRN 12123 | Fee: \$99  
2 Thursdays | 3/3-3/10  
6-9 PM | LRC B142

Instructor: Kristin Violette

CRN 11984 | Fee: \$99  
1 Wednesday | 4/6  
9 AM-4 PM | LRC B142 (limited seating)

Instructor: Gayle Pignone

CRN 12107 | Fee: \$99  
1 Friday | 4/8  
9 AM-4 PM | LRC B142

Instructor: Dorothy Weiner

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.



# COMPUTER TECHNOLOGY

## Excel 2013: Intermediate

Using Microsoft's latest release of their leading spreadsheet software, this accelerated course builds upon the fundamentals presented in the Excel 2013 Introduction. Concepts include how to navigate through a worksheet; print, personalize an environment; construct cell data; apply autofill; apply and manipulate hyperlinks and cell formats; merge or split cells; create row and column titles; hide and unhide rows and columns; manipulate page setup options for worksheets; Solver, Goal Seek, Scenarios; create and apply cell styles; manipulate window and workbook views; create and revise formulas; enforce precedence; apply cell references, named ranges, cell ranges and condition logic in formulas; create charts based on worksheet data; apply and manipulate illustrations; create and modify images by using the Image Editor; apply Sparklines; share spreadsheets by using Backstage; manage comments; filter data, sort data, SumIf and SumIfs family of functions; and apply conditional formatting. Although this course uses Excel 2013 software, 2007 and 2010 are very similar. Questions regarding 2007 and 2010 will be addressed as time allows. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2013 exams at our approved MCC testing center for an additional fee. See exam information and schedule on page 27. Instructor provides handouts. Prerequisite: *Excel 2007, 2010 or 2013 Introduction, or permission of instructor or computer coordinator.*

CRN 11986 | Fee: \$299  
3 Fridays | 4/15-4/29  
9 AM-4 PM | LRC B220 (limited seating)  
Instructor: Gayle Pignone



## Excel 2013: Data and Functions

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

CRN 11990 | Fee: \$199  
2 Tuesdays | 5/3-5/10  
9 AM-4 PM | LRC B142 (limited seating)

Instructor: Dorothy Weiner

## Excel 2013: Advanced

This hands-on one-day intensive course integrates the features of Excel in real-world scenarios and provides a detailed overview of a wide range of Excel topics. Areas of interest will include more complex formulas; (including single and multi-cell arrays); alternative data sets; merging workbooks and setting Track Changes options; templates; pivot tables in-depth (with additional info about Slicers); pivot charts; trace macros; running a macro when a workbook is open; running a macro when a button is clicked; recording an action macro; assigning a macro to a command button; creating a custom macro button on the Quick Access Toolbar; applying modifications to a macro; insert and manipulate form controls; and VBA custom functions. Although this course uses Excel 2013 software, 2007 and 2010 are very similar. Questions regarding 2007 and 2010 will be addressed as time allows. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2013 exams at our approved MCC testing center for an additional fee. See exam information and schedule on page 27. Required Text: None. Prerequisite: *Excel 2007, 2010 or 2013 Intermediate, or permission of the instructor or computer coordinator.*

CRN 11988 | Fee: \$99  
1 Thursday | 5/12  
9 AM-4 PM | LRC B141 (limited seating)  
Instructor: Dorothy Weiner



## **NEW** Excel 2013: Using Visual Basic for Applications (VBA) to Enhance Excel Productivity

Take control of Office 2013 with Microsoft's Visual Basic for Applications (VBA) and this hands-on course. Learn how to use Office 2013's built-in Macro Recorder, the Visual Basic Editor, VBA syntax, loops and functions, and the Office 2013 Ribbon, and much more. Target audience is for beginning to intermediate Excel users who would like to learn how to leverage VBA to automate and add versatility to their spreadsheets. Coverage includes an introduction to the essentials of VBA syntax. Students learn recording, writing, and running macros in Office 2013; creating code from scratch with the Visual Basic® Editor. Instructor provides handouts. Prerequisite: *Excel versions 2007-2013 Introduction required, Excel versions 2007-2013 Intermediate course recommended.* Experienced Excel users who have not taken these courses and would like to attend the course should check with the Computer Program Coordinator, Bruce Manning, [bmanning@mcc.commnet.edu](mailto:bmanning@mcc.commnet.edu), 860-512-2808.

CRN 12012 | Fee: \$99  
1 Wednesday | 5/18  
9 AM-4 PM | LRC B142 (limited seating)  
Instructor: Nicholas Nocida

## ACCOUNTING

### Bookkeeping: Introduction

This course provides insight into the accounting cycle and the basic concepts of a transaction and the financial picture of a business. You will be given basic explanations and definitions of many bookkeeping concepts, including accounts, posting, journalizing, debits and credits, balance sheets, operating statements, assets, liabilities, equity, revenue, and expenses. Lab exercises will include: journalizing and posting transactions, preparing basic financial statements, adjusting and closing procedures, repetitive transactions, the cash journal, and summarizing and reporting for a merchandising company. Required text: *Schaum's Outline of Bookkeeping and Accounting, 4th Edition*, Lerner & Gokarn (ISBN 9780071635363), available at MCC Bookstore for approximately \$22. Prerequisite: *Basic Windows, keyboard, and mouse skills.*

CRN 12062 | Fee: \$199  
4 Saturdays | 4/2-4/23  
9 AM-noon | LRC B141  
Instructor: Shaunna Lowe

## QuickBooks 2016: Introduction

Discover the most effective methods for accomplishing essential business tasks and customizing QuickBooks. We will explore best practices for tracking finances; managing payroll; processing invoices; controlling inventory; managing sales and expenses; and maximizing the software's other features. Topics include getting started; how to properly set up your accounts, customers, jobs, and invoice items quickly; following the money; how to track everything from billable time and expenses to income and profit; keeping your company financially fit with methods to examine budgets and actual spending, income, inventory, assets, and liabilities; spending less time on bookkeeping and learning how to use QuickBooks to create and reuse bills, invoices, sales receipts, and timesheets; finding key info fast using QuickBooks' search and find functions, as well as the vendor, customer, inventory, and employee centers; exchanging data with other programs, moving data between QuickBooks, Microsoft Office, and other programs. Instructor provides handouts. Prerequisites: *Basic Windows, keyboard and mouse skills*. Required Text: *QuickBooks 2016: The Missing Manual: The Official Intuit Guide to QuickBooks 2016* (ISBN 9781491917893) available at MCC Bookstore for approximately \$40.

CRN 12089 | Fee \$199  
2 Mondays | 3/21-3/28  
9 AM-4 PM | LRC B141 (limited seating)

CRN 12090 | Fee \$199  
4 Saturdays | 4/30-5/21  
9 AM-noon | LRC B141

CRN 12089 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 12090 Instructor: Shaunna Lowe earned her master's degree in business management with a concentration in entrepreneurship and innovation. She is a consultant for a variety of small businesses owners where she assisted small business owners in writing business plans, installed and maintained QuickBooks databases, and provided QuickBooks tutorials to new clients. Shaunna teaches QuickBooks at several private and state educational institutions.

## Accounting I: A Practical Focus to Financial Accounting

In this hands-on course, you will be introduced to the accounting cycle of a service company, emphasizing basic accounting concepts focusing on the recording of transactions and the preparation of financial statements. Topics presented include the steps in the accounting cycle; transaction analysis; journal entries; statement creation; specific accounting concepts relating to current assets, long-term assets, current liabilities; and payroll. Students will build a company's accounting system in QuickBooks, download and manipulate their data into an Excel spreadsheet. Students are requested to bring a 4 GB flash drive to class. Required text: *Schaum's Outline of Financial Accounting, 2nd Edition*, (ISBN 9780071762502) available at MCC Bookstore for approximately \$20. Prerequisite: *Basic Windows, keyboarding and mouse skills; familiarity with Excel*.

CRN 11975 | Fee: \$599  
5 Thursdays | 4/28-5/26  
9 AM-4 PM | LRC B142 (limited seating)

Instructor: Charles Schwartz



## EMAIL

### Outlook 2013: Basics

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

CRN 12111 | Fee: \$99  
1 Thursday | 4/14  
9 AM-4 PM | LRC B142

Instructor: Dorothy Weiner



## Outlook 2013: Introduction

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 Specialist (MOS) 2013 exams at our approved MCC testing center for an additional fee. See exam information and schedule on page 27. Instructor provides handouts. Prerequisite: *Basic Windows, keyboarding and mouse skills*.

CRN 12006 | Fee: \$199  
2 Tuesdays | 4/5-4/12  
9 AM-4 PM | LRC B142 (limited seating)

Instructor: Dorothy Weiner

## PRESENTATION

### PowerPoint 2013: Introduction

Create and modify SmartArt diagrams; convert text to SmartArt; customize slide masters; add elements to slide masters; add and link existing content to presentations; apply, customize, modify, and remove animations; insert illustrations and shapes; insert and modify charts; insert and modify tables; secure, share and protect presentations; prepare printed materials; and rehearse presentation delivery. Although this course uses PowerPoint 2013 software, 2010 and 2007 are very similar. Questions regarding 2010 or 2007 will be addressed as time allows. Students also have the option of taking the internationally recognized Microsoft Office 2013 Specialist (MOS) exams at our approved MCC testing center for an additional fee. See exam information and schedule on page 27. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills*.

CRN 12000 | Fee: \$199  
2 Tuesdays | 4/19-4/26  
9 AM-4 PM | LRC B142 (limited seating)

Instructor: Dorothy Weiner



UPLOAD



DOWNLOAD



## MICROSOFT OFFICE INTEGRATION

### OneNote 2013: Introduction

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

CRN 12020 | Fee: \$99  
1 Wednesday | 5/25  
9 AM-4 PM | LRC B142 (limited seating)

Instructor: Gayle Pignone

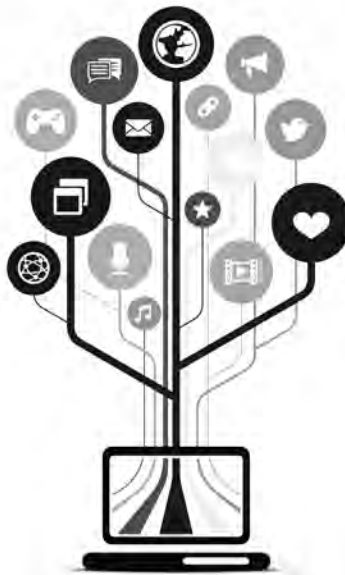
### Project 2013: Introduction

Learn the major features of Microsoft Project, the world's most popular project management tool. Students will learn how to develop project plans and define tasks and resources. Students will detail, track and report the progress of projects. Skills learned in the course include creating task lists, durations, phases; linking tasks, documenting tasks and project plans; setting up resources, capacity, cost pay rates, documenting; assigning resources to tasks, scheduling, applying cost resources to tasks; sharing your plan, Gantt Charts, Timeline views, reporting; tracking progress on tasks, project baselines, task completion percentage; troubleshooting time, schedule, cost, resource, and scope of work problems. Students are eligible to receive free Microsoft Project 2013 software. Prerequisite: *Basic Windows, keyboard and mouse skills, with some exposure to Microsoft Office helpful.* Required text: Microsoft Project 2013 Step by Step (ISBN 9780735669116), available at MCC Bookstore for approximately \$33.

CRN 12036 | Fee: \$199  
2 Thursdays | 5/19-5/26  
9 AM-4 PM | LRC B141 (limited seating)

CRN 12130 | Fee: \$199  
2 Wednesdays | 3/23-3/30  
9 AM-4 PM | LRC B142

Instructor: Gayle Pignone



### NEW PMP: Project Management Classroom Education Requirement (35 hours)

Interested in learning project management skills or taking your existing knowledge to a higher level, and even going on to earn your PMP certification? This course will provide project management foundation knowledge as well as providing the 35 hours of project management education that are a prerequisite for taking the PMP examination. Skills learned in this class include: an introduction to project management in a team environment; the project management life cycle; knowledge of PMI's Project Body of Knowledge (PMBOK) and review of certification requirements; project goal and scope definitions, team composition and communication, risk and change management, rigorous tracking and project closeout. Students who complete this course will have the skills and knowledge to better manage projects and participate in project teams. They will understand the five process groups and ten knowledge areas. The target audience for this class is anyone who is part of a project team, is or desires to be a project manager and wants to improve his/her project management skills or is considering obtaining PMI certification. Information and requirements for the various PMI certifications will be discussed along with exam prep strategies. There is no prerequisite for this course but a basic understanding of projects or prior involvement in projects is desirable. Required Text: Effective Project Management (ISBN 9781118729168) is available at MCC Bookstore for approximately \$65.

CRN 12100 | Fee: \$699  
6 Saturdays | 4/2-5/7  
9 AM-4 PM | LRC B221

Instructor: Randall Backus

## DATABASE

### Access 2010: Introduction

Whether you are new to Access or use a previous version, learn how Access 2010 allows you to build databases faster and easier than before. Students learn the basics of tables, field definitions, data entry forms, queries, and reports. Learn how to customize the Access interface to best suit your needs. Students learn the new features of version 2010. Although this course uses Access 2010 software, 2007 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, keyboarding and mouse skills.*

CRN 11992 | Fee: \$99  
1 Friday | 4/1  
9 AM-4 PM | LRC B221 (limited seating)

Instructor: George Pillar is an adjunct faculty member at MCC and the University of New Haven. An IT professional for 39 years, George has worked in electronics, hardware repair, programming and management. He has taught Microsoft Office products MIS and graphics, Java and C programming. George holds a master's degree from RPI - Hartford, a bachelor's degree from Eastern CT State University and an associate's degree from Thames Valley State Technical College.

### Access 2013: Introduction

Learn the new features of Access 2013 and enjoy how much faster you can build databases in this program. Start with learning how to create tables, the laws of field definitions, create a simple data entry form, filter records with queries and print the data to a report. Learn how to customize the Access interface to best suit your needs. Although this course uses Access 2013 software, 2007 & 2010 are very similar. Questions regarding 2007 and 2010 will be addressed as time allows. Registered students are eligible for free Access 2013 software. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN 11994 | Fee: \$99  
1 Friday | 4/8  
9 AM-4 PM | LRC B221 (limited seating)

Instructor: George Pillar

CRN 12124 | Fee: \$99  
2 Thursdays | 3/17-3/24  
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 discover how form layout is similar to report layout. Utilize built-in tools to split databases, find and replace data, attach and detach documents, import data, and more. Understand the differences between the templates and Web templates. Although this course uses Access 2013 software, 2007 & 2010 are very similar. Questions regarding 2007 and 2010 will be addressed as time allows. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2013 exams at our approved MCC testing center for an additional fee. See exam information and schedule on page 27. Instructor provides handouts. Prerequisite: *Access 2007, 2010 or 2013 Introduction course, or permission of instructor or computer coordinator.*

CRN 11996 | Fee: \$299  
3 Fridays | 4/29-5/13  
9 AM-4 PM | LRC B221 (limited seating)  
Instructor: George Pillar

**Access 2013: Advanced**

Explore multi-criteria Parameter queries as well as the many types of Action queries. Build AutoKey and AutoExec macros. Import and export data, explore XML and CSV file formats, and save an object to an XPS file. Students 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 Specialist (MOS) 2013 exams at our approved MCC testing center for an additional fee. See exam information and schedule on page 27. Instructor provides handouts. Prerequisite: *Access 2007, 2010 or 2013 Intermediate, or permission of the instructor or computer coordinator.*

CRN 11998 | Fee: \$99  
1 Friday | 5/20  
9 AM-4 PM | LRC B222 (limited seating)  
Instructor: George Pillar

**SQL Server 2012: Introduction**

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 12038 | Fee: \$199  
2 Tuesdays | 3/15-3/22  
9 AM-4 PM | LRC B142 (limited seating)

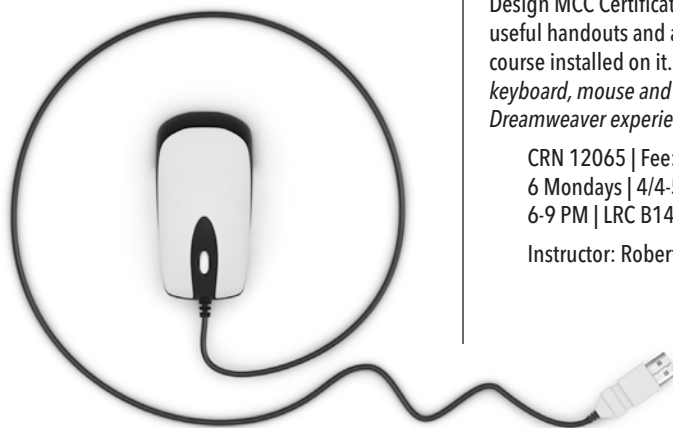
Instructor: George Pillar

**NEW SQL Server 2012: Queries Introduction**

This two-day course will cover querying MS SQL Server 2012. We will work with SQL Server Management Studio. Students will learn to create and organize T-SQL scripts that include sets and predicates; T-SQL querying; querying multiple tables with joins, sorting and filtering data, identifying different data types in MS SQL Server 2012; using DML to modify data, built-in functions, grouping and aggregating data, using sub-queries, set operators, table expressions and the union operator. Registered students are eligible for free Microsoft SQL Server 2012 software. Instructor provides handouts. Prerequisite: *Database Introduction course, or familiarity with databases.*

CRN 12040 | Fee: \$199  
2 Thursdays | 3/31-4/7  
9 AM-4 PM | LRC B142 (limited seating)

Instructor: George Pillar

**INTERNET****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, keyboard, mouse and Internet skills.*

CRN 12127 | Fee: \$99  
2 Mondays | 3/7-3/14  
6-9 PM | LRC B141

Instructor: Robert Thornton is an Adobe Certified Educator, Certified IT Instructor (CIT), Certified IT Security Engineer, and a Certified Internet Webmaster (CIW). He has more than 20 years experience as an IT instructor and developer.

**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 designing websites that are visitor friendly and responsive (mobile-friendly.) Web-design techniques and concepts will be taught from the basics through advanced page layout, proper navigation techniques, use of Cascading Style Sheets (CSS), form design, and much more. Students who successfully complete this program will be awarded the Web Communication and Design MCC Certificate. Instructor will provide useful handouts and a USB drive with the complete course installed on it. Prerequisite: *Basic Windows, keyboard, mouse and web browser skills. Adobe Dreamweaver experience a plus.*

CRN 12065 | Fee: \$299  
6 Mondays | 4/4-5/9  
6-9 PM | LRC B141

Instructor: Robert Thornton



## WordPress (Web Design): Introduction

WordPress is an easy-to-learn, easy-to-use, free content management system for creating and managing websites. Originally designed for blogs, its capabilities have expanded to creating complete websites. By the end of this course you will be able to create a template-based website, apply certain customizations, add page elements such as links, images, and videos, enhance a flexible built-in search tool for your site, and empower yourself and your colleagues to add ongoing updates. We will also discuss the wide range of additional capabilities available through free add-ins. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills with some exposure to Microsoft Office helpful.*

CRN 12008 | Fee: \$99  
1 Wednesday | 5/4  
9 AM-4 PM | LRC B142 (limited seating)

Instructor: Gayle Pignone

CRN 12113 | Fee: \$99  
2 Mondays | 5/16-5/23  
6-9 PM | LRC B141

Instructor: Robert Thornton

## Search Engine Optimization

Search engines are one of the primary ways that Internet users find Web sites. That's why a Web site with good search engine listings may see a dramatic increase in traffic. This class provides students information, techniques and a good grounding in the basics of search engine optimization. By using this information where appropriate, you may tap into visitors who previously missed your site. Instructor provides handouts. Prerequisite: *It is suggested that students already have a website to relate the training to. Some HTML training is suggested.*

CRN 12112 | Fee: \$99  
2 Mondays | 3/21-3/28  
6-9 PM | LRC B141

Instructor: Robert Thornton

## SOCIAL MEDIA

### Social Media: For Everyone

Nearly two-thirds of American adults use social networking sites, but given their variety and number it can be a challenge finding the right ones to match your lifestyle and interests. Participants will learn the similarities and differences of four popular social media sites, Facebook, Pinterest, Twitter, and LinkedIn, as well as how to create and personalize an account, customize privacy settings, find friends/followers, and share content such as pictures and posts. This course is intended for those who are new to social media.

CRN 12056 | Fee: \$30  
1 Thursday | 4/28 | 6-8 PM  
MCC on Main, 903 Main St., Manchester

Instructor: Deborah Herman is the Director of Library and Educational Technology at Manchester Community College where she focuses on providing an outstanding, innovative library user experience for the college community, both in person and online.

### Building Your Facebook Page to Promote Business

Given Facebook's popularity, it has become the marketer's choice for promoting products and services. After completing this hands-on course, you will understand the range of options available, both free and paid, to promote your business or organization on Facebook and build relationships with clientele. Participants will create a Facebook page for their organization, or improve upon an existing one, and will learn tips and best practices for creating engaging posts and building an audience. Prerequisite: *A personal Facebook account is required.* Please bring your login information to the class.

CRN 12106 | Fee: \$30  
1 Thursday | 5/5 | 6-8 PM  
MCC on Main, 903 Main St., Manchester

Instructor: Deborah Herman

### Social Media: Building Your Brand

Polished and consistent branding will help your business or organization stand out in a crowded social media landscape. In this course, you will learn tips for selecting the most appropriate social media channels to engage your target audience. You will also learn about free and low-cost tools for creating memorable logos and sharable images, as well as strategies for analyzing and extending your content's reach.

CRN 12064 Fee: \$30  
1 Thursday | 5/12 | 6-8 PM  
MCC on Main, 903 Main St., Manchester

Instructor: Deborah Herman

## MULTIMEDIA

### iPad Series I: Exploring your iPad

Join other beginners to learn how to customize your iPad settings, access built-in productivity apps such as Notes, Calendar, Reminders, and how to sync your content with the iCloud. Also learn more about your iPad's entertainment features. If you have only been using your iPad to check mail and surf the web, this is the perfect class to begin customizing your favorite tool. Students: Bring your fully charged iPad (updated with the most recent version of iOS version 9.x), Apple ID and iTunes password to class with you. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN 12080 | Fee: \$30  
1 Thursday | 4/7 | 6-8 PM  
MCC on Main, 903 Main St., Manchester

Instructor: Deborah Herman

### iPad Series II: Exploring Photos & Videos

Learn how to capture, import, organize, enhance, and share your photos. Picture taking and sharing will never be the same! Students: Bring your fully charged iPad (updated with the most recent version of iOS version 9.x), Apple ID and iTunes password to class with you. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN 12078 | Fee: \$30  
1 Thursday | 4/14 | 6-8 PM  
MCC on Main, 903 Main St., Manchester

Instructor: Deborah Herman

### iPad Series III: Exploring Productivity Apps

The App Store has over 1 million apps to choose from. How do you know which one to choose? In this class we will visit the top selling (or free) apps and learn how they can enhance your actions on the web as well as your everyday activities. From surfing to downloading, you will learn how to acquire and manage apps on your device. Students: Bring your fully charged iPad (updated with the most recent version of iOS version 9.x), Apple ID and iTunes password to class with you. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN 12079 | Fee: \$30  
1 Thursday | 4/21 | 6-8 PM  
MCC on Main, 903 Main St., Manchester  
Instructor: Deborah Herman





**NEW Adobe Acrobat DC: Introduction**

Explore the Acrobat DC 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 DC Classroom in a Book, Adobe Press (ISBN 9780134171838), available at MCC Bookstore for approximately \$60. Prerequisite: *Basic Windows, keyboarding and mouse skills; word processing experience recommended.*

CRN 12034 | Fee: \$199  
2 Fridays | 4/1-4/8  
9 AM-4 PM | LRC B141 (limited seating)

Instructor: Kathleen Smits has taught over five years as Media Arts adjunct faculty at MCC 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 includes sixteen years as instructor for painting classes for adults, twelve years as Program Director for summer arts programs for children, and three years developing curriculum and teaching studio art at a private high school.

**Adobe Photoshop CC: Introduction**

Learn how to use the most powerful image editing software available, Adobe Photoshop. Improve your photographs using Photoshop's non-destructive color adjustments and retouching capabilities inside Photoshop and Camera Raw. Topics include: layers; selections; using color and transparency in blend modes; adjusting images to improve quality/suitability for intended publication; advanced image editing; design, web and print skills with compositing, color management and type controls. Through demonstration and hands-on exercises taught by a media arts professional, 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 9780134308135), available at MCC Bookstore for approximately \$60.

CRN 12014 | Fee: \$199  
2 Fridays | 4/15-4/22  
9 AM-4 PM | LRC B142 (limited seating)

Instructor: Kathleen Smits

**NEW Adobe InDesign CC: Introduction**

Learn to create newsletters, web pages and other publications in Adobe InDesign. Topics covered include the details of layout design, combining images, text and vector graphics. Use InDesign's smart guides for perfect alignment and frames for perfect cropping and placement of images. Create multiple page documents with page navigation, full screen presentation pdf's, animations, and forms. Prerequisite: *Basic Windows, keyboarding and mouse skills.* Students should bring a 4 GB flash drive for the course. Required text: Adobe InDesign CC Classroom in a Book, Adobe Press (ISBN 9780321928078), available at MCC Bookstore for approximately \$60.

CRN 12018 | Fee: \$199  
2 Fridays | 4/29-5/6  
9 AM-4 PM | LRC B142 (limited seating)

Instructor: Kathleen Smits

**NEW Adobe Premiere CC: Introduction**

One day workshop that focuses on the Premiere Pro workspace, creating project files, how video is created and edited, using clips and transitions. Learn how to work in the Premiere Pro timeline and create a short video using still pictures and video clips. Instructor provides handouts. Prerequisite: *Basic Windows, keyboarding and mouse skills.* Students should bring a 4 GB flash drive for the course.

CRN 12016 | Fee: \$99  
1 Friday | 5/13  
9 AM-4 PM | LRC B141 (limited seating)

Instructor: Kathleen Smits

**NEW Publisher 2013: Introduction**

You can easily create distinctive, professional newsletters, brochures, cards, fliers and more. Even if you don't have any design or graphics experience, you will learn desktop publishing basics. This class will cover the essential elements of using Microsoft Publisher 2010, including page-layout commands, working with frames, using graphics, templates and wizards. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN 12002 | Fee: \$99  
1 Tuesday | 3/29  
9 AM-4 PM | LRC B142 (limited seating)

Instructor: Dorothy Weiner

**DIGITAL IMAGING****Adobe Photoshop Elements Introduction**

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

CRN 12093 | Fee: \$99  
2 Tuesdays | 4/12-4/19  
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.

**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 12095 | Fee: \$99  
2 Tuesdays | 4/26-5/3  
6-9 PM | LRC B142

Instructor: Richard Hoyer

# COMPUTER TECHNOLOGY

## Organizing your Digital Photo, Audio and Video

So you now have hundreds of new beautiful digital photos. What are you going to do with them, and where are you going to put them? We'll look at many methods of storing and sharing your digital photos, audio and video data, including burning CDs, organizing software, photo-blogging, web galleries, image-sharing sites and more. The class will include demonstrations as well as technical and practical advice on the topic of photo storage. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN 12081 | Fee: \$99  
2 Tuesdays | 5/10-5/17  
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.

## Restoring Photos with Photoshop

Learn techniques to restore, color-correct and enhance your digital or scanned photos in this seminar-style presentation. Use Photoshop as a retouching tool to transform that torn, worn photo into a picture-perfect image.

CRN 11570 | Fee: \$99  
2 Tuesdays | 5/24-5/31  
6-9 PM | LRC B142

Instructor: Richard Hoyer

## ■ TROUBLESHOOTING

### 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. Viruses, spyware, surge protectors and backups will also 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 11977 | Fee: \$199  
2 Wednesdays | 5/18-5/25  
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.

## ■ COMPUTER OPERATING SYSTEM

### NEW Windows PowerShell

This course is intended for Windows and/or network administrators and professionals. PowerShell is an automation platform and scripting language for Windows and Windows Server that allows you to simplify the management of your systems. Unlike other text-based shells, PowerShell harnesses the power of the .NET Framework, providing rich objects and a massive set of built-in functionality to take control of your Windows environments. Instructor provides handouts. Prerequisite: *It is highly recommended that students have certifications in either Network+ or Microsoft MCSA or equivalent experience.* Experienced Network or Windows professionals who are not certified and would like to attend the course should first e-mail MCC Computer Program Coordinator, Bruce Manning at [bmanning@mcc.commnet.edu](mailto:bmanning@mcc.commnet.edu) or call 860-512-2808, regarding your experience.

CRN 12032 | Fee: \$150  
1 Monday | 3/14  
9 AM-4 PM | B141 (limited seating)

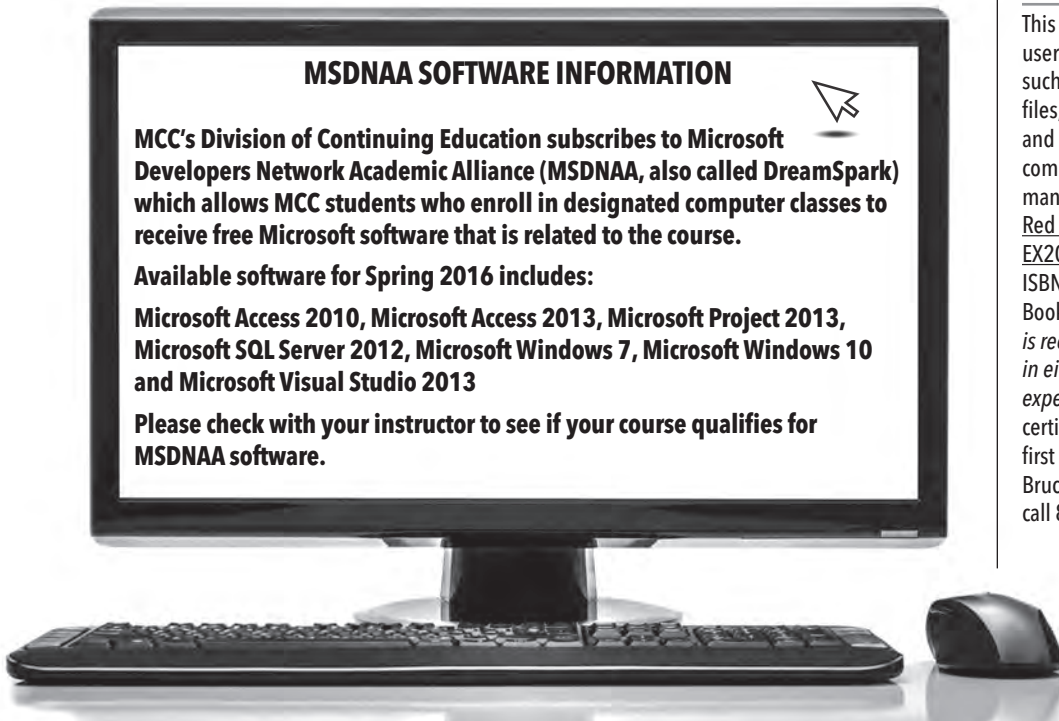
Instructor: Jayson Ferron is principal for Interactive Security Training, LLC where his responsibilities include meeting customer's requirements including security designs, network infrastructures, enterprise security solutions and mobility issues. His customers include Microsoft, Department of Defense, banks, government agencies, health agencies and service providers. He is a Microsoft Step member.

### NEW Linux: Introduction

This Linux Introduction course is targeted for new users to Linux. It covers basic commands in Linux, such as logging-in, changing password, finding files, directories and applications, permissions and ownership, copy and paste, text editors, shell commands, screen, archiving and compressing and managing devices. Required text: RHCSA/RHCE Red Hat Linux Certification Study Guide (Exams EX200 & EX300), 7th Edition (Certification Press), ISBN 978007184196 can be found at the MCC Bookstore for approximately \$65. Prerequisite: *It is recommended that students have certification in either A+ and/or Network+ or equivalent experience.* Experienced professionals who are not certified and would like to attend the course should first e-mail MCC Computer Program Coordinator, Bruce Manning at [bmanning@mcc.commnet.edu](mailto:bmanning@mcc.commnet.edu) or call 860-512-2808, regarding your experience.

CRN 12022 | Fee: \$225  
1 Tuesday | 3/15  
9 AM-4 PM | LRC B141 (limited seating)

Instructor: Jayson Ferron



## COMPUTER CERTIFICATION PREPARATION

### A+ Certification 220-802 Exam Preparation

Prepare for the CompTIA A+ 220-802 certification exam, the second of the required exams that measure necessary competencies for an entry-level IT professional. Learn to support personal computers, mobile devices, and small networks in a business setting, including hardware and software troubleshooting, Windows installation and configuration, networking, and security. Required text: CompTIA A+ Certification, Exam 220-802, Student Manual, Axzo Press (ISBN 9781426035463) available at MCC Bookstore for approximately \$87. Prerequisite: *Basic knowledge of hardware and operating systems recommended*. The target student for this course is responsible for maintaining PCs in their workplace, and has already completed the CompTIA A+ Certification, Exam 220-801 (or has equivalent experience).

CRN 12061 | Fee: \$599  
10 Thursdays | 2/25-4/28  
6-9 PM | LRC B141

Instructor: John Bolduc

### NEW Windows 10: Client Certification Prep (MCSA Path)

This course aligns with the skills required for the Microsoft Certified Solution Associate certification. Students will learn to plan and perform effective preparation tasks for deploying Windows 10 clients, beginning with discussing client, hardware, and deployment lifecycles. Discussion moves to how to assess existing computing environments and licensing; assessing the computing environment by using the Microsoft Assessment and Planning Toolkit; recommending an activation strategy; assessing application compatibility in Windows 10; creating application compatibility fixes; evaluating Windows 10 deployment methods; determining the Windows 10 imaging strategy; designing standard Windows 10 images; building a reference image using Windows SIM and Sysprep; deploying Windows 10 by using Windows Deployment Services as well as other methods; migrating user states; designing, configuring, and managing the client environment; planning and deploying applications and updates to Windows 10 clients. Required Text: Curriculum included in course fee. Prerequisite: *Solid knowledge of hardware and operating systems required. A+ and Network+ certification strongly recommended*.

CRN 12026 | Fee: \$1,250  
5 sessions | Monday-Friday | 4/18-4/22  
9 AM-4 PM | LRC B141 (limited seating)

Instructor: Jayson Ferron



## 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 12067 | Fee: \$199  
2 Saturdays | 4/2-4/9  
9 AM-4 PM | AST C139

Instructor: Keith Butzgy has been a Mastercam instructor for over 14 years teaching a wide variety of students. He is currently owner of 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. Keith 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 X9 Mill Level 1 Training Tutorial, In-House Solutions Inc. (ISBN 9781771463478) available through your instructor for approximately \$65. Prerequisites: *Blueprint Reading and Dimensioning Introduction course and some previous CAD experience recommended, or permission of computer coordinator*.

CRN 12063 | Fee: \$199  
2 Saturdays | 4/23-4/30  
9 AM-4 PM | AST C139

Instructor: Keith Butzgy

### Mastercam Associate Certification Training (Online)

Mastercam University is self-paced, online video training. It is available 24/7 and can be purchased through MCC. Learn all the tips and tricks from an experienced corporate Mastercam trainer. Online Mastercam University classes can be used to prepare you for the official Mastercam Associate certification, or this training can be used to supplement your existing manufacturing skills.

CRN 11549 | Fee: \$135  
1/1-5/31 (variable start dates) | Online

Instructor: Staff

Follow these simple steps to get started with the course:

1. Register and pay for the course by calling MCC Registration at 860-512-3232.
2. Once registered, call or email program coordinator, Bruce Manning, at 860-512-2808 or [bmanning@manchestercc.edu](mailto:bmanning@manchestercc.edu) to receive a subscription code.
3. Go online to <http://www.mastercamu.com/lms/registration/registration.cfm> and enter your subscription code.
4. You will now be able to view the course curriculum.



### NEW The Robots are Coming!

This is a hands-on course to introduce robot sensing, movement and intelligence. The topics covered include an introduction to electrical circuits, introduction to electronic devices and introduction to computer programming. Students will build simple electrical circuits and write BASIC programs to control the Parallax Boe-Bot. In addition, students will have an opportunity to program the NAO humanoid robot using a graphical programming language. Instructor provides handouts. Prerequisite: *A background that includes some computer programming and a basic understanding of electricity is highly recommended*.

CRN 12082 | Fee: \$299  
6 Saturdays | 4/2-5/7  
9 AM-noon | AST C135

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. He is a Credit faculty member at MCC.





## SECURITY

### **NEW** Security Incident Handling Engineer Certification Preparation

The Certified Incident Handling Engineer course is designed to help incident handlers, system administrators, and general security engineers understand how to plan, create, and utilize their systems in order to prevent, detect, and respond to security breaches. Every business connected to the internet is getting probed by hackers trying to gain access. Certified Incident Handlers are prepared to do handle these situations effectively. Students will learn common attack techniques, vectors, and tools used by hackers, so that they can effectively prevent, detect, and respond against them. This course is ideal for those who lead incident handling teams or are part of an incident handling team. Students will enjoy numerous hands-on laboratory exercises that focus on topics, such as reconnaissance, vulnerability assessments using Nessus, network sniffing, web application manipulation, malware and using Netcat plus several additional scenarios for both Windows and Linux systems. Upon completion, students will: have knowledge to detect security threats, risk, and weaknesses; have knowledge to plan for prevention, detection, and responses to security breaches; have knowledge to accurately report on their findings from examinations; be ready to sit for the C)IHE Certification Exam. Curriculum is included in the cost of the course. The instructor will provide information regarding area certification testing locations. Exam is not included in the cost of the course. Prerequisite: *It is recommended that students be certified in Network+ and/or Microsoft MCSA or equivalent experience.* Experienced Network or Windows professionals who are not certified and would like to attend the course should first e-mail MCC Computer Program Coordinator, Bruce Manning at [bmanning@mcc.commnet.edu](mailto:bmanning@mcc.commnet.edu) or call 860-512-2808, regarding your experience.

CRN 12024 | Fee: \$1,500  
5 sessions | Monday-Friday | 4/11-4/15  
9 AM-4 PM | LRC B141 (limited seating)  
Instructor: Jayson Ferron

### **NEW** Security Auditor Certification Preparation

The Certified Information Systems Security Auditor covers the skills and knowledge to assess vulnerabilities, report on compliance and institute controls within small and major enterprises. The Certified Information Systems Security Auditors will receive in-depth understanding in the topics of IS audit, control, assurance, and security professionals, including IT consultants, auditors, managers, security policy writers, privacy officers, information security officers, network administrators, security device administrators, and security engineers. Upon completion students will establish a certified and accredited (authorized) information system in any organization according to current best practices and Federal standards. Students will enjoy an in-depth course that is continuously updated to maintain and incorporate the ever-changing security and risk environment; understand security best practices on how to keep information secure; have knowledge to identify a security breach; be ready to sit for the C)ISSA exam. Who Should Attend: The C)ISSA was created to train & certify managers of information systems who have experience with Information Security Risk, Security, Compliance, & Incident Management of systems. Curriculum is included in the cost of the course. The instructor will provide information regarding area certification testing locations. Exam is not included in the cost of the course. Prerequisite: *It is recommended that students be certified in Network+ and/or Microsoft MCSA or equivalent experience.* Experienced Network or Windows professionals who are not certified and would like to attend the course should first e-mail MCC Computer Program Coordinator, Bruce Manning at [bmanning@mcc.commnet.edu](mailto:bmanning@mcc.commnet.edu) or call 860-512-2808, regarding your experience.

CRN 12030 | Fee: \$1,250  
4 sessions | Monday-Thursday | 3/21-3/24  
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. Textbook: Instructor provides handouts. Prerequisite: *It is highly recommended that students have certifications in Network+ or Security+, or possess equivalent professional experience upon entering CISSP training. 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, SSCP®, GIAC, CISA™, or CISM®.*

CRN 12028 | Fee: \$799  
4 sessions | Tuesday- Friday | 5/3-5/6  
9 AM-4 PM | LRC B141 (limited seating)  
Instructor: Jayson Ferron



Office Application	Page #	Recommended Courses	MOS Exam NUMBER
<i>Microsoft Office Specialist (MOS) training held at Manchester Community College</i>			
Microsoft Word 2013	17	Microsoft Word 2013 Introduction Microsoft Word 2013 Intermediate	Exam 77-41
Microsoft Excel 2013	17-18	Microsoft Excel 2013 Introduction Microsoft Excel 2013 Intermediate	Exam 77-420
Microsoft PowerPoint 2013	19	Microsoft PowerPoint 2013 Introduction Microsoft PowerPoint 2013 Intermediate	Exam 77-422
Microsoft Outlook 2013	19	Microsoft Outlook 2013 Introduction Microsoft Outlook 2013 Intermediate	Exam 77-423
Microsoft Access 2013	20-21	Microsoft Access 2013 Introduction Microsoft Access 2013 Intermediate	Exam 77-424

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

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

Although our MCC certification preparation courses are recommended, experienced Office users can also register for stand-alone Office certification testing. Students should reference the course number (CRN) for each exam date.

Students can register for any Office certification exam before any test date listed above. These internationally recognized certifications can help you succeed in today's competitive job market!

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

## MOS certification testing center located at Manchester Community College. Information, fee and schedule below: (See page 17 for details )

DATE	TIME	CRN	BUILDING	ROOM	FEE
Friday   4/29	4:15 PM	12133	Learning Resource Center (LRC)	B142	\$125
Friday   5/20	4:15 PM	12128	Learning Resource Center (LRC)	B142	\$125

### Manchester Community College Certificate Courses

Microsoft Office 2013 Suite	Microsoft Office 2013 MCC Certificate	N/A
Web Communication and Design	Web Communication and Design	N/A

### Internationally Recognized Certificate Preparation Courses

COURSE	PAGE #	CERTIFICATION	EXAM
A+ Certification 220-801 Exam Preparation	25	CompTIA A+	220-801
Certified Information Systems Security Professional (CISSP ) Exam Preparation	26	CISSP	CISSP
Windows 10 Client Certification Prep (MCSA Path)	25	Windows 10 Specialist	Exam 70-697
Mastercam Associate Certification Training	25	Mastercam Associate Level Certification	Mastercam Associate Level Certification
PMP: Project Management Classroom Education Requirement (35 hours)	20	Project Management Professional (PMP)	PMP
Security Auditor Certification Preparation	26	Certified Information Systems Auditor (CISA)	CISA
Security Incident Handling Engineer Certification Preparation	26	Certified Incident Handling Engineer C)IHE	C)IHE

Detailed information on these certifications can be found at [www.pearsonvue.com](http://www.pearsonvue.com)



## **NEW Business Continuity and Disaster Recovery**

From super storm Sandy and blizzards to cyber attacks and hard drive failures, businesses are increasing at risk from natural and manmade disasters that threaten their ability to survive and recover from incidents. In this course we'll discuss the differences between disaster recovery and business continuity. We'll cover the basics of creating, implementing and testing both disaster recovery and business continuity plans. Students will participate in tabletop exercises and will develop templates that can be used to create their own plans for their own organizations. Participants will gain an understanding of types of disasters, and the differences between disaster recovery and business continuity. Students will also learn about recovery techniques and what steps to take to ensure that a business can survive. Students will participate in a tabletop exercise that will simulate the steps to take when an incident occurs. Target audience is IT staff that are responsible for maintaining systems or line of business staff that utilizes any form of technology. Handouts will be provided and templates and documents will be available online. Prerequisite: *This course is appropriate for any level, no specific technological knowledge is required.*

CRN 12132 | Fee: \$99

1 Friday | 5/20

9 AM-4 PM | LRC B221 (limited seating)

Instructor: Randall Backus is an IT Operations and Communication Coordinator for Charter Oak State College, dealing with Change Management, Business Continuity and Communications. Randall was employed as CTO and IT director in the K-12 environment for 12 years overseeing all aspects of technology, including hardware, software, telephones, video, help desk and staff training.



## **PROGRAMMING**

### **NEW C# Programming: Introduction**

This course is a structured approach to program logic and design using fundamental programming concepts. A thorough understanding of logic theory, programming structures, and algorithm design techniques is necessary for efficient programming. C#, is used to demonstrate these common programming concepts. Students are eligible to receive free Visual Studio 2013 software. Required text: Microsoft Visual C# 2013 Step by Step (Step by Step Developer) 1st Edition, available at MCC Bookstore for approximately \$50. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN 12010 | Fee: \$299

3 Tuesdays | 5/17-5/31

9 AM-4 PM | LRC B142 (limited seating)

Instructor: George Pillar

### **NEW App Inventor: Introduction**

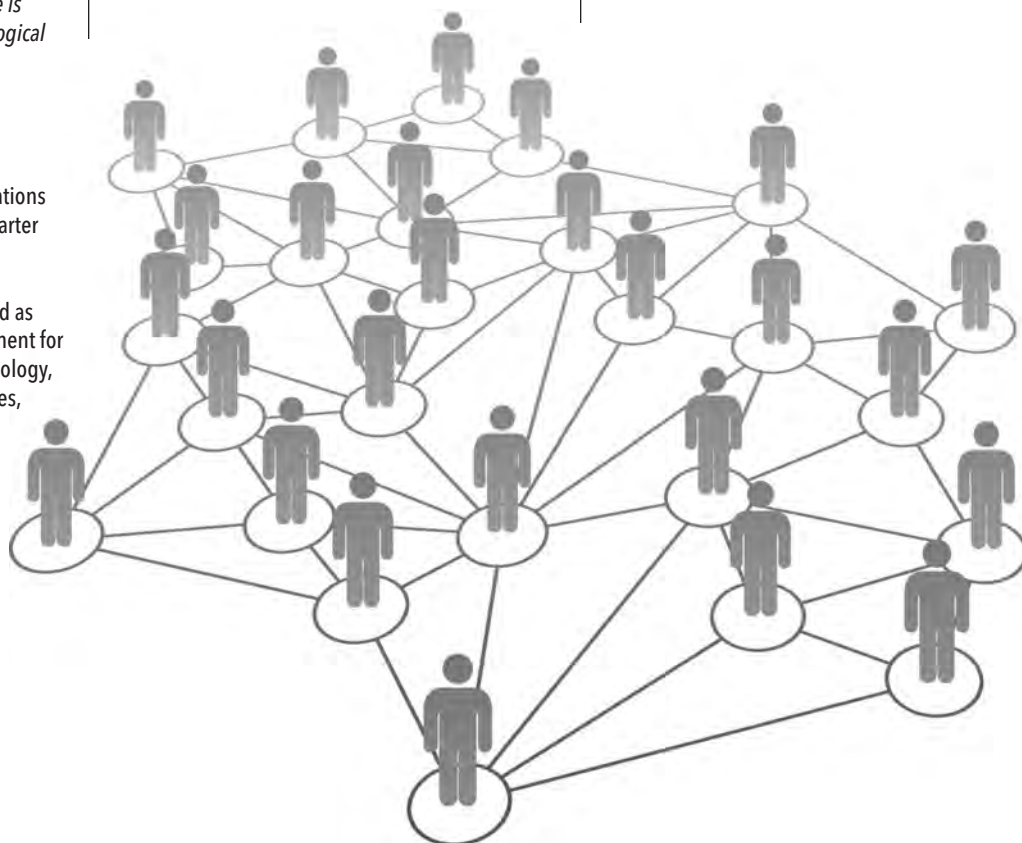
Mobile APPs are here to stay. In this course students will build mobile applications for Android tablets and phones, using MIT's App Inventor software. Participants will learn basic Computer Science concepts while developing mobile applications in a user-friendly programming environment. No previous computer science or programming experience is necessary to succeed.

CRN 12129 | Fee: \$99

2 Saturdays | 4/2-4/9

9 AM-noon | LRC B142

Instructor: Kristin Violette





Each participant in Cuisine classes should bring an apron, dish towel, and container for leftovers. Also see individual course descriptions for any other required items.

## **NEW A Taste of South America: Authentic Cuisine and Cultural Presentation**

Join us for this special partnership with MCC's Culinary Arts Department. The tasty menu will focus on a variety of foods native to or popular throughout South America, while Credit-Free Spanish instructor, Raul Moeremans, a native of Argentina, will give a cultural presentation on pre-Columbian staples, such as corn, potatoes, tomatoes, and chocolate, and their subsequent impact on Western cuisine. Seating is limited; please register early. Students who wish to bring a bottle of wine must be at least 21 years of age.

CRN 12077 | Fee: \$25

1 Tuesday | 2/16

7-9 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 Chocolate Made with Love**

For Valentine's Day, learn how to make three different types of chocolates. The easiest is a simple chocolate bark, after which we'll make the ganache for shaped truffles. While the ganache is chilling, you'll learn the art of making molded chocolates, and enjoy munching on the bark. During the preparation of these three types of chocolate, you'll have a choice as to which "add-in's" or "roll-in's" you want. You will take home a variety of truffles, molded chocolates, and chocolate bark to share with your loved ones. You will also learn tips and tricks of the trade to making and packaging chocolates. Materials fee: \$15, payable to instructor at the beginning of class.

CRN 11584 | Fee: \$70

1 Saturday | 2/6

10 AM-2 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.

## **NEW Artisan Italian Breads and Rolls**

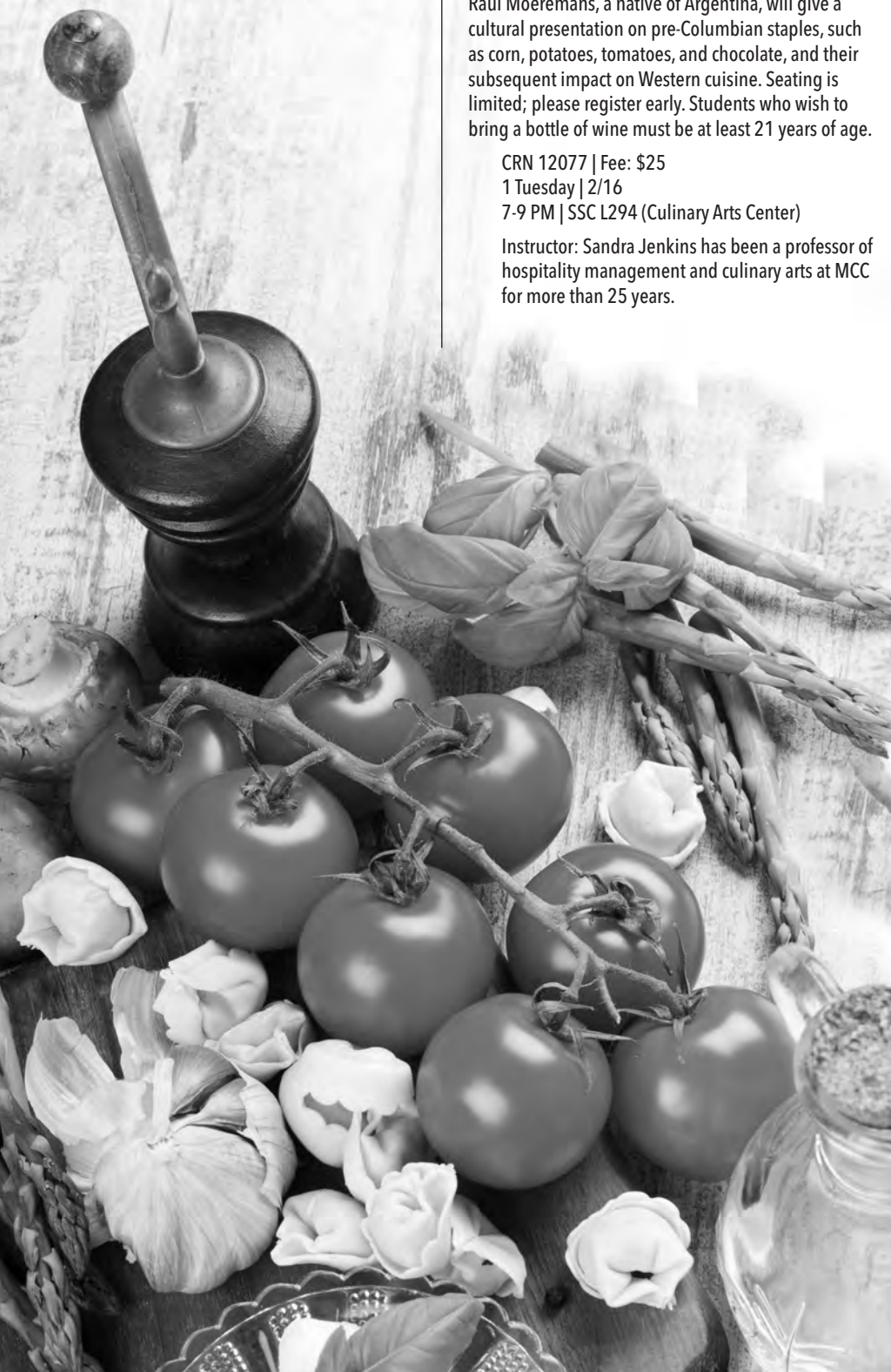
Think outside the bagged bread, and come learn about Italian artisan breads and rolls and the delicious variety available to you! We will make the Classic Italian Loaf, Garlic Knots, Ciabatta, and Olive Loaf, and we'll send you home with more than a baker's dozen. Materials fee: \$10, payable to instructor at the beginning of class.

CRN 11598 | Fee: \$50

1 Thursday | 2/18

6-9 PM | GPA GP213

Instructor: Joshua Ogradowski 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.



# CUISINE

## Southern vs. Northern Italian Cuisine

Explore the dramatic difference between these two regions of Italy. The predominantly urban world of business vs. the predominantly rural 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 11688 | Fee: \$50

1 Thursday | 3/3

6-9 PM | GPA GP213

Instructor: Joshua Ogradowski



## 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 captivate 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 11600 | Fee: \$50

1 Thursday | 3/31

6-9 PM | GPA GP213

Instructor: Joshua Ogradowski

## Creole vs. Cajun Cuisine

Learn the culinary distinctions between Creole Style Gumbo and Cajun Style Jambalaya or Creole Dirty Rice and Cajun Cassoulet. And let's not forget Etouffee to put on top of a grilled pork chop and serve with Jalapeno and Poblano Corn Bread. By the end of this course your taste buds will be screaming for more and you will be on your way to becoming a Creole and Cajun connoisseur. Materials fee: \$15, payable to instructor at the beginning of class.

CRN 11746 | Fee: \$50

1 Thursday | 5/5

6-9 PM | GPA GP213

Instructor: Joshua Ogradowski

## NEW Grilled Pork Tenderloin

Surprise your loved ones with a new spring menu that will make you a culinary star. We will prepare and enjoy Grilled Pork Tenderloin with Chimichurri Sauce, an Argentinian pesto of sorts; Sage and Leek Au Gratin Potatoes; and spring Asparagus with an Orange-Scented *Buerre Blanc Sauce*, a creamy pan sauce with an orange zest that is as tasty as it is quick to make. Wow your family, friends and guests with this menu. Students should bring a sharp knife to class, and don't forget your apron and containers for leftovers! Materials fee: \$12, payable to instructor at beginning of class.

CRN 11788 | Fee: \$55

1 Monday | 3/7

6-9 PM | GPA GP213

Instructor: Lise Jaeger earned her bachelor's degree in culinary arts and food service management from Johnson & Wales University. She owns and operates Chef for Hire, LLC, a catering and personal chef service, and is also chef and food service coordinator for Hands On Hartford at Peter's Retreat.

## NEW Culinary Delights of Thailand

Come explore Thailand's rich flavors and taste the exotic ingredients of one of Asia's finest jewels! After Crispy Corn Fritters with Mango Chili Sauce, our second course, Herbed Chicken and Coconut Soup (*Tom Kha*) will introduce you to new ingredients, such as galangal root and lime kaffir leaves. We will finish by discovering the deep flavor profiles of making an authentic Red Curry Paste from scratch, which will be used for Shrimp and Vegetable Red Curry with Rice. Students should bring a sharp knife to class, and don't forget your apron and containers for leftovers! Materials fee: \$15 payable to instructor at beginning of class.

CRN 11789 | Fee: \$55

1 Monday | 4/4

6-9 PM | GPA GP213

Instructor: Lise Jaeger

## NEW Knife Skills ... With Soups on the Side

Soups are good food, whether as an appetizer or the main course of light fare, and in order to produce amazing soups, you need proper knife skills. Learn different knife cuts used by chefs, as well as proper knife handling, while we make the following soups: French Onion, Red Pepper Bisque, Cold Cucumber Mint, and Vegetable Minestrone. Students should bring a sharp knife to class, and don't forget containers to bring leftover soups home! Materials fee: \$12, payable to instructor at beginning of class.

CRN 11912 | Fee: \$55

1 Monday | 4/18

6-9 PM | GPA GP213

Instructor: Lise Jaeger



## Small Plates of Spain: Tapas!

In Spain, Tapas are small plates of appetizers that may be served hot or cold. We will be featuring three small plates, which make for delightful bites that you can take to a party or have at home as a light meal: Ham and Cheese Croquettes (bite-sized rounds similar to the French version of croquette); Manchego (a Spanish cheese) that we will stuff inside Roasted Baby Peppers and serve with a Spicy Tomato sauce; and a Saffron Shrimp and Spicy Sausage Skewer that can be served hot or cold and with two different dipping sauces. Take your new skills home for spicing up special meals and entertaining! Come and join us, *Olé!* Materials fee: \$15, payable to instructor at beginning of class.

CRN 11792 | Fee: \$55

1 Monday | 5/9

6-9 PM | GPA GP213

Instructor: Lise Jaeger

## Japanese Cuisine

We will learn about traditional Japanese foods by preparing---and enjoying---Sushi, your opportunity to learn how to fix this popular dish and experiment with different ingredients; Tempura, a thin batter in which vegetables and shrimp are fried; TonKatsu, a thin pork cutlet fried in a Panko crust that seals in the juices; and Soba and Udon Noodles. Tea is Japan's traditional drink and we will make several varieties to taste. Materials fee: \$15, payable to instructor at the beginning of class.

CRN 11911 | Fee: \$70

1 Saturday | 4/16

10 AM-2 PM | GPA GP213

Instructor: Anita Ferron

## My Little Dumpling

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

CRN 11906 | Fee: \$70

1 Saturday | 5/14

10 AM-2 PM | GPA GP213

Instructor: Anita Ferron

## Luscious Lasagna

Come find out how to make a Luscious Lasagna, with a Cashew Ricotta, that is also gluten- and dairy-free! For dessert, we will make an authentic Italian Almond Cranberry Biscotti that will not compromise your dietary restrictions. Materials fee: \$18, payable to instructor at the beginning of class.

CRN 11910 | Fee: \$50

1 Thursday | 3/17

6-9 PM | GPA GP213

instructor, Rebecca Brown has worked at the Zeppelin Ristorante in Orvieto, Italy; Burton's Grill in South Windsor; and Six Main Restaurant in Chester. She has used her wealth of experience to develop gluten- and dairy-free recipes for her favorite foods. Her new cookbook is Eat Well to Live Well with Chef Becky: Supporting the Gluten- & Dairy-free Lifestyle. Visit her at: [www.chefbeckyhealthcoach.com](http://www.chefbeckyhealthcoach.com).

## Zucchini Canneloni

We begin by making a scrumptious gluten-free Garlic and Rosemary Focaccia Bread, then prepare our entrée of Zucchini Canneloni with Cashew Ricotta, prepared with a "shell" of Zucchini 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 11953 | Fee: \$50

1 Thursday | 4/14

6-9 PM | GPA GP213

Instructor: Rebecca Brown



## 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 11909 | Fee: \$65

1 Saturday | 5/21

9 AM-1 PM | GPA GP213

Instructor: John Annino

## NEW Lesser-Known Wines of Distinction and Quality

There are more than 5,000 grape varieties in the world, and many of them are used to make enjoyable wines. There are also high quality wines that are lesser known than the popular varieties, and these are the ones we will feature in this session--wines of outstanding character, flavor and aroma, such as Torrontes, Albarino, Carmenere, Mouvedre, Gruner Veltliner, Pinotage, Steen, Primitivo, and Grillo that we will taste, evaluate and discuss. Participants should bring assorted munchies to complement the wines, and we'll supply the glasses. For an added bonus, door prizes will be raffled off! **Please note: You must be at least 21 years old to enroll in the class; IDs will be checked in class.** Please register early, as seating is limited. Materials fee: \$20, payable to instructor at the beginning of class.

CRN 11907 | Fee: \$40

1 Friday | 4/22

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. A noted wine journalist who wrote the weekly wine column for Journal Inquirer for 30 years, he continues to be on the editorial board of WineMaker magazine, where he writes occasional feature stories.



## Get Ready for Summer with Great Tasting and Affordable Wines

We will taste wines that retail for \$8 or less, several of which have also won medals or score 80+ in international competition. You'll be amazed with the selection and varieties of these "super-valued" wines, so that your parties and celebrations need not break the bank. Participants should bring finger foods, fruit, or cheese to munch on; wine glasses are provided. **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: \$15, payable to the instructor at the beginning of class.

CRN 12076 | Fee: \$40

1 Friday | 5/20

6-9 PM | SSC L294 (Culinary Arts Center)

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

## Barbeque Sauces Sure to Impress

Learn how to make the classic sauces--red tomato or ketchup-based sauce with various spices, perfect for most BBQ dishes; and the classic white sauce--tangy mayonnaise-based sauce more suited for chicken and poultry. 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 11908 | Fee: \$65

1 Saturday | 5/7

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](http://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.





# CULTURE & HISTORY

## **NEW** Maple Syrup: The Northeast Woodlands' Gift to the World

Learn the myths, magic and facts of how maple sap is transformed into syrup that is used to sweeten foods from pancakes to ice cream,



bringing delight to all from children to senior citizens. The first session will focus on the role of Native peoples in discovering and sharing the process of turning sap into syrup, and the second session will address the history and modern progress of maple

syrup production. The instructor will also provide information for an optional field trip (not included in the course) to attend the Hebron Maple Festival and/or visit the Wenzel Sugarhouse in Hebron.

CRN 12091 | Fee: \$40  
2 Thursdays | 2/25-3/3  
6-8 PM | GPA GP156

Instructor: George Ducharme, Ph.D., is director of the MCC Institute on Disability and Community Inclusion, and has taught for Business & Industry in Continuing Education. Of Abenaki descent, he is also active in indigenous affairs.



## **NEW** Connecticut Spring Town Meeting

Who knows? Who knew? This pretty much sums up the Presidential Campaign as viewed from Connecticut, now entering the home stretch. It is also get-even and push-back time for our Town Meeting merry-makers to rate the contestants, assisted by some talented experts and wry observers from the field of journalism, politics, reality, and much more. Let's relive the campaign thus far---probably underwhelmed but ever-hopeful---while remembering: It's the vote that counts, not the alleged "debates." Then, there's immigration, equal pay, terrorism, guns, health, pipelines, the economy, the Middle East, and partridges in pear trees. **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 11826 | Fee: \$55  
6 Fridays | 4/8-5/13  
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.



## **Ancestry: Research Your Family History**

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

CRN 12075 | Fee: \$85  
2 Mondays | 4/18-4/25  
6-9 PM | GPA GP156

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.

## **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 12185 | Fee: \$65  
3 Wednesdays | 3/2-3/16  
7-9 PM | GPA GP139

Instructor: Mary Carchie 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.

## **NEW** The Irish Uprising: 100th Anniversary

2016 marks the 100th anniversary of the Irish rebellion--or the Easter Rising of 1916, a pivotal point in the history of Ireland. This interesting and informative course will cover the following topics: the social, political and economic factors leading up to the revolt; the uprising itself, the people involved, what their plan was, and how it was suppressed by the British; and the events that following the uprising--the treaty with England, the Civil War that followed, and how Ireland finally became the Republic of Eire.

CRN 12186 | Fee: \$65  
3 Wednesdays | 4/6-4/20  
7-9 PM | GPA GP139

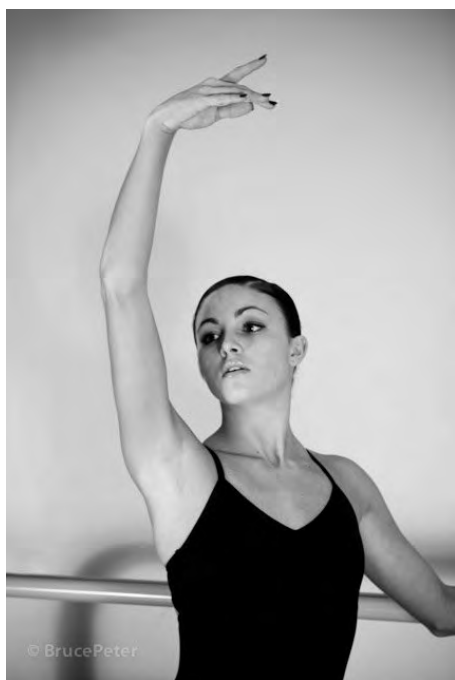
Instructor: Mary Carchie

## **The Golden Age of Broadway Musicals**

Evolving from its European roots in operettas, to minstrel shows, burlesque, vaudeville, follies, and revues, Broadway moved into its "Golden Age" in the mid-20th century. Its composers--Rodgers and Hammerstein, Lerner and Loewe, Kander and Ebb, Sondheim--producers, and performers--and its critics and audiences--have all contributed to the unique American performing art form--the musical. As it has evolved through the late 20th century into the 21st century, it has reflected the changing American tastes, issues and lifestyles. We'll discuss the hits--and misses--by their subject matter and theme, by their music, and their long term value and impact (if any) in theater culture and history.

CRN 12182 | Fee: \$70  
3 Fridays | 4/29-5/13  
9:30-11:30 AM | AST C212

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** Ballet for the Absolute Beginner

Learn to move with the grace of a ballerina! Maybe you've seen the new ballet barre fitness workouts and are curious to try the barre. Maybe you used to take ballet as a young child and would like to resume practice. This course will teach you the basics of ballet, beginning with the very first fundamentals. Learn the positions and learn the exercises that use the ballet barre, as well as some center practice. Ballet creates long, lean muscles and builds strength and grace. Don't just wonder about the fun and benefits of ballet—sign up for classes with our expert instructor! **Please note: This course meets at MCC on Main, 903 Main St., Manchester.**

CRN 12104 | Fee: \$110  
7 Saturdays | 4/23-6/11 (does not meet 5/28)  
10:30 AM-noon | MCC on Main

Instructor: Liane Fisher holds an M.A. in ballet repertory from Skidmore College and an Advanced Ballet Teaching Certification from Dance Educators of America. She was formerly director/owner of Fisher Academy of Ballet & Dance in Massachusetts, and has taught ballet and dance at Dean College and Wesleyan University. Her performances include *Sleeping Beauty* and *Swan Lake* at Boston Ballet and *Manon* at the Royal Ballet.



### 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; all participants must register separately, however. Please dress in appropriate dance wear.

CRN 11622 | 6 Mondays | 1/25-3/7  
(does not meet 2/15)  
7:15-8:30 PM | SSC L154 (Fitness Studio)

CRN 11648 | 6 Mondays | 4/11-5/16  
7:15-8:30 PM | SSC L154 (Fitness Studio)

Fee: \$95 (per person/course)

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.

### Jump, Jive an' Wail: Swing Dance

Join the swing dance revival that's sweeping the country. Learn the intimacy and romance of ballroom dancing with the high-energy excitement of early rock 'n' roll dancing. Depending on the interests of the class, learn and practice the basic steps of the jitterbug, Lindy and more. Enrollment is limited to 15 pairs of dancers. It is recommended that you register with a partner.

CRN 11619 | Fee: \$75  
6 Wednesdays | 1/27-3/9 (does not meet 2/17)  
7:15-8:15 PM | SSC L154 (Fitness Studio)

Instructor: Beverly Burton

### Line Dance

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

CRN 11651 | Fee: \$75  
6 Wednesdays | 4/13-5/18  
7:15-8:15 PM | SSC L154 (Fitness Studio)

Instructor: Beverly Burton

### Argentine Tango for Beginners

Looking for real excitement? Learn the FUN-damentals 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 atras* (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 11645 | Fee: \$105  
8 Saturdays | 4/2-5/21  
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 11646 | Fee: \$105  
8 Saturdays | 4/2-5/21  
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 11647 | Fee: \$105  
8 Saturdays | 4/2-5/21  
2:45-3:45 PM | SSC L154 (Fitness Studio)

Instructor: Oswaldo Tirano



### For all classes in the Fitness Studio

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



## Introduction to Acting

Learn how to be spontaneous and express yourself through the art of improvisation. Prepare for almost any acting situation with training designed to put you at ease and allow a freedom of expression. Theater games and other acting exercises will improve your ability to concentrate, listen, relax and use your body to enhance expression. Each class will afford ample stage time to develop self confidence and the ability to relate to other performers, while working as an ensemble. This type of training provides a foundation of ease and freedom, not only for further dramatic training, but also for the social and professional interactions of your everyday life. Participants must be at least 18 years of age.

CRN 12178 | Fee: \$110  
4 Thursdays | 3/31-4/21  
7-9 PM | AST Auditorium

Instructor: Deb Popillo has been teaching theater in Continuing Education at MCC since 1982. She has taught many theater programs for adults, children and teens through the YMCA in Glastonbury and East Hartford, Excursions in Learning at MCC, Connecticut School of Broadcasting, and Commercial-Works Acting Studio.

## Introduction to Acting II

As a continuation to *Introduction to Acting*, this class will cultivate skills already learned and will enhance character development through improvisation. Learn to prepare for a variety of acting situations, including how to train for auditions that can put you at ease and allow for freedom of expression. Each class will allow for ample stage time to develop self-confidence and the ability to relate to other performers, while working as an ensemble. Participants must be at least 18 years of age. Prerequisite: *Students must have taken Introduction to Acting or have some previous acting experience.*

CRN 12179 | Fee: \$110  
4 Thursdays | 4/28-5/19  
7-9 PM | AST Auditorium

Instructor: Deb Popillo

## NEW Scene Study and Performance

Participants will be involved in the process of dramatizing selected scripted scenes from the American stage, including such plays as *August: Osage County* by Tracy Letts, *After the Fall* by Arthur Miller, *Amadeus* by Peter Shaffer, *When You Coming Home*, *Red Rider* by David Mamet, *The Effect of Gamma Rays on Man-in-the-Moon Marigolds* by Paul Zindel, and *Barefoot in the Park* by Neil Simon. After learning how to analyze and read scenes, each student actor will then be cast in a scene and learn how to develop a role for the stage. Topics will include character motivation, bringing oneself to the role, and the art of actively listening onstage. In the final session, students may invite family and friends for a performance of "An Evening of Scenes from the American Stage." All levels are welcome.

CRN 12184 | Fee: \$165  
8 Tuesdays | 3/29-5/17  
7-9 PM | VIL V131

Instructor: Carol Macy earned a B.F.A. degree from Boston University and an M.A. in theater education from Norwich University. For the past 30 years she has taught the multimedia convergence of drama, poetry, art and photography.

## 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 11740 | Fee: \$120  
5 Thursdays | 2/18-3/17  
7-9 PM | VIL 6 V162

Instructor: Stew Crossen provides a wide variety of voice over for clients around the world. Having more than 30 years of business and broadcast experience, including as a news anchor, rock DJ, program director, and radio and TV show host, he has received several awards for radio and television, and for 16 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 11741 | Fee: \$95  
4 Thursdays | 3/31-4/21  
7-9 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 11742 | Fee: \$75  
3 Tuesdays | 5/5-5/19  
7-9 PM | VIL 6 V162

Instructor: Stew Crossen



## Rock 'n' Roll Movies

In this course designed for both enjoyment and education, students will view and discuss four American rock 'n' roll films and the performers, managers and fans related to these films: Almost Famous, This Is Spinal Tap, The Doors, and It Might Get Loud. One film will be shown per class, with discussion focusing on what rock 'n' roll tells us about various periods and how the music of each film relates to the values and trends of those eras.

CRN 11966 | Fee: \$70  
4 Fridays | 4/22-5/13  
6:30-9 PM | VIL 5 V151

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



## Grammar Basics

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

CRN 11948 | Fee: \$115  
6 Mondays | 4/11-5/16  
6:30-8:30 PM | GPA GP120

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

**Coming in Summer:  
Pronunciation Practice:  
Accent Reduction**

**Please check Fall 2016  
Credit-Free catalog for  
a more extensive  
listing of ESL courses**



## 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](http://www.vrabe.org).

**For more information and to register**

call 860-870-6000, ext. 139.

**WOULD YOU LIKE TO  
RECEIVE THE  
MCC CREDIT-FREE  
CATALOG AT HOME?**

**GET ON OUR MAILING LIST!**

Call 860-512-2800 or email:  
[ceinfo@manchestercc.edu](mailto:ceinfo@manchestercc.edu)

## ARE YOU A TEACHER SEEKING CEU'S?

A teacher may present a course catalog listing, and subsequent evidence of course completion, to his or her superintendent of schools for an approval of CEUs. The Continuing Education office can provide you with a certificate of completion for any Credit-Free course that you successfully complete. Please contact Jessie Bradley at [jbradley@manchestercc.edu](mailto:jbradley@manchestercc.edu) to request a certificate of completion.

***Come Join a  
Dynamic Team!***

**MCC's Credit-Free Programs  
Seeks Qualified\* Instructors  
for English As a Second  
Language:**

**All ESL topics**

Please visit:

[www.manchestercc.edu/continuing-education](http://www.manchestercc.edu/continuing-education)  
and click on "Teaching for Continuing Education"  
for more information. To have an instructor  
packet mailed to you email Valerie Nightingale:  
[vnightingale@manchestercc.edu](mailto:vnightingale@manchestercc.edu).

\* Master's degree and  
teaching experience  
required.



# FAMILY, FINANCE & CONSUMER ISSUES

## **NEW** Keeping Your Aging or Disabled Loved Ones at Home with Support

Whether you have aging parents, a child with a disability, or need support yourself, this class is for you. Many people need assistance with daily activities, such as bathing and dressing, in order to remain in their homes and communities. The class is mainly intended for those interested in hiring and managing personal assistants for themselves or a loved one, but will address each participant's situation as unique. We will also explore how to create stable and resilient support systems that may combine agencies, assistive technology, and informal supports. Join us for this upbeat and dynamic presentation about an often difficult topic.

CRN 12187 | Fee: \$85  
4 Thursdays | 4/21-5/12  
6:30-8:30 PM | GPA GP155

Instructor: Cathy Ludlum has been a consultant, advocate and teacher focusing on disability issues for over 25 years. Her publications include One Candle Power: Seven Principles that Enhance the Lives of People with Disabilities; Getting From Here to There: A Manual on Personal Assistance, and Taking the Next Step: Intermediary and Personal Manager Services.

## Mortgages and the Home Buying Process



The process for getting a mortgage is constantly changing and qualifying for credit is more challenging than ever. Whether you are considering buying for the first time or you are looking to

get into the market a second or even third time, you'll need the most up-to-date information to be successful. You'll gain knowledge on the following topics: understanding how to be a loan candidate; completing a home buying strategy; the impact of a credit score; pre-approval vs. pre-qualified; choosing a realtor; overview of the mortgage process; governmental changes impacting the mortgage industry and how they impact you; and rent vs. own. Handouts will be provided.

CRN 11971 | Fee: \$20  
1 Monday | 3/21  
7-9 PM | SSC L142

Instructor: Eric Kincheloe has nearly 20 years of mortgage lending experience. He also has experience in managing, leading and training other mortgage professionals, and is currently a branch manager for Village Mortgage Company of Avon, CT.

## Educating the Picker: Best Practices for Antique and Collectible Shopping

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

CRN 12114 | Fee: \$50  
2 Mondays | 4/25-5/2  
7-9 PM | GPA GP136

Instructor: Ralph Labozzo, M.B.A. from University of Connecticut, has been an auctioneer at Golden Gavel Auctions in East Windsor since 2001. In this capacity, he calls bids, procures estate properties for auction, develops a client base of consignors and customers, and assists with marketing.

## Educating the Picker: Advanced Level

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

CRN 12115 | Fee: \$50  
2 Mondays | 5/9-5/16  
7-9 PM | GPA GP136

Instructor: Ralph Labozzo

## Pick eBay to Profit from Tag Sale Discoveries

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

CRN 12116 | Fee: \$30  
1 Monday | 5/23  
7-9:30 PM | GPA GP136

Instructor: Ralph Labozzo

## Introduction to StockFetcher: Stock Market Filters

This hands-on course offers the student the opportunity to learn how to create custom stock filters, using moving averages, oscillators, and other technical indicators. We will utilize StockFetcher, a free\* software available on the Internet, to identify patterns and study the movement of stocks in "plain English." By the end of the course, students will be able to apply a variety of filters on StockFetcher and learn how to better monitor their investments. Please note: StockFetcher is free for the duration of this course. Cost is approximately \$100/year for a paid subscription.

CRN 12103 | Fee: \$105  
2 Saturdays | 5/7-5/14  
1-4 PM | LRC B222

Instructor: Steven Bloom, M.Ed., has developed and presented educational material for several Fortune 500 companies. He also teaches AutoCAD and Excel at MCC for both Credit and Continuing Education Divisions, and has extensive experience teaching Microsoft Office products as well.

**Stock Fetcher®**  
Stock Screening and Analysis

## Understanding and Analyzing Mutual Funds

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

CRN 11949 | Fee: \$30  
2 Mondays | 2/29-3/7  
6:30-8 PM | GPA GP156

Instructor: Brian Armogida, Certified Financial Planner (CFP®) professional™, is an independent Financial Advisor affiliated with Waddell & Reed, Inc. He was previously a Financial Advisor for Edward Jones & Co. and a Commercial Loan Officer for Connecticut National Bank. He has an M.B.A. from Rensselaer Polytechnic Institute.



## 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 12073 | Fee: \$15  
1 Tuesday | 5/10  
6-7:30-PM | SSC L142

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.

## Savvy IRA Planning

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

CRN 12072 | Fee: \$15  
1 Tuesday | 5/24  
3:30-5 PM | SSC L142

Instructor: Frank Germano

## 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 financial techniques to help stretch your retirement dollars!

CRN 12074 | Fee: \$20  
1 Monday | 4/25  
7-9 PM | GPA GP143

Instructor: Jan Johnson, Certified Financial Planner (CFP®) professional™, is a financial independent practitioner, a member of the Connecticut Valley Financial Planning Association, and an investment advisor with Cambridge Investment Research.

## Paying for Long-Term Care: Ways to Not Go Broke

Should you give your home to your children? How can you get the state to pay for nursing home and home care costs? How do single individuals and married couples qualify for Medicaid benefits, while keeping their assets and protecting their children's inheritance? Is long-term healthcare insurance a good idea? Get the answers to these questions and a lot more. If you know the rules and plan ahead, you can still protect your hard-earned assets. Informational booklet is included with the course fee.

CRN 11829 | Fee: \$15  
1 Tuesday | 4/12  
6:30-8 PM | GPA GP156

Instructors: Attorneys from Czepiga Daly Pope, an elder law firm with offices in Berlin, Hartford and Vernon.



## 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 11828 | Fee: \$15  
1 Tuesday | 4/26  
6:30-8 PM | GPA GP156

Instructors: Attorneys from Czepiga Daly Pope, an elder law firm with offices in Berlin, Hartford and Vernon.





## **FREE** Information Session:

### **200-Hour Certified Yoga Teacher Training – Yoga Alliance Approved**

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

CRN 11673 | Fee: FREE

1 Thursday | 2/11

6-7 PM | SSC L142

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

### **200-Hour Certified Yoga Teacher Training – Yoga Alliance Approved**

- In this intensive course that combines classroom study and practical training, students will learn the fundamentals necessary to lead a yoga class for adults. The program is appropriate for students who either want to teach yoga or deepen/improve their own practice.
- As a graduate of the program, you will be trained in yoga philosophy; functional anatomy; proper alignment of poses; performing and teaching breath work and meditation; effective hands-on assisting of classes; and how to run full, fun, and inspiring yoga classes.
- Students graduating in good standing will receive a 200-Hour Yoga Teacher Training certification, as recognized by Yoga Alliance. To register with Yoga Alliance, there is a \$100 fee for the first year, and a \$55 renewal fee each year thereafter.
- Students must complete all assignments, including 7 hours outside the classroom, pass 2 written exams and 1 practical exam with a grade of 75 or better, and teach a 1-hour yoga class to the general public at The Yoga Shop in South Windsor in order to graduate. Students may miss one class at the discretion of the instructor.
- Students should bring a journal/notebook, mat, towel, water, lunch/snacks, and combination lock to secure personal belongings during class, and wear comfortable workout clothes.
- The course fee includes a Certified Teacher Training Guide.
- **The Sunday sessions meet at The Yoga Shop, South Windsor.**
- Please note: This course requires a high degree of commitment to successfully complete.

CRN 11662 | Fee: \$2,500

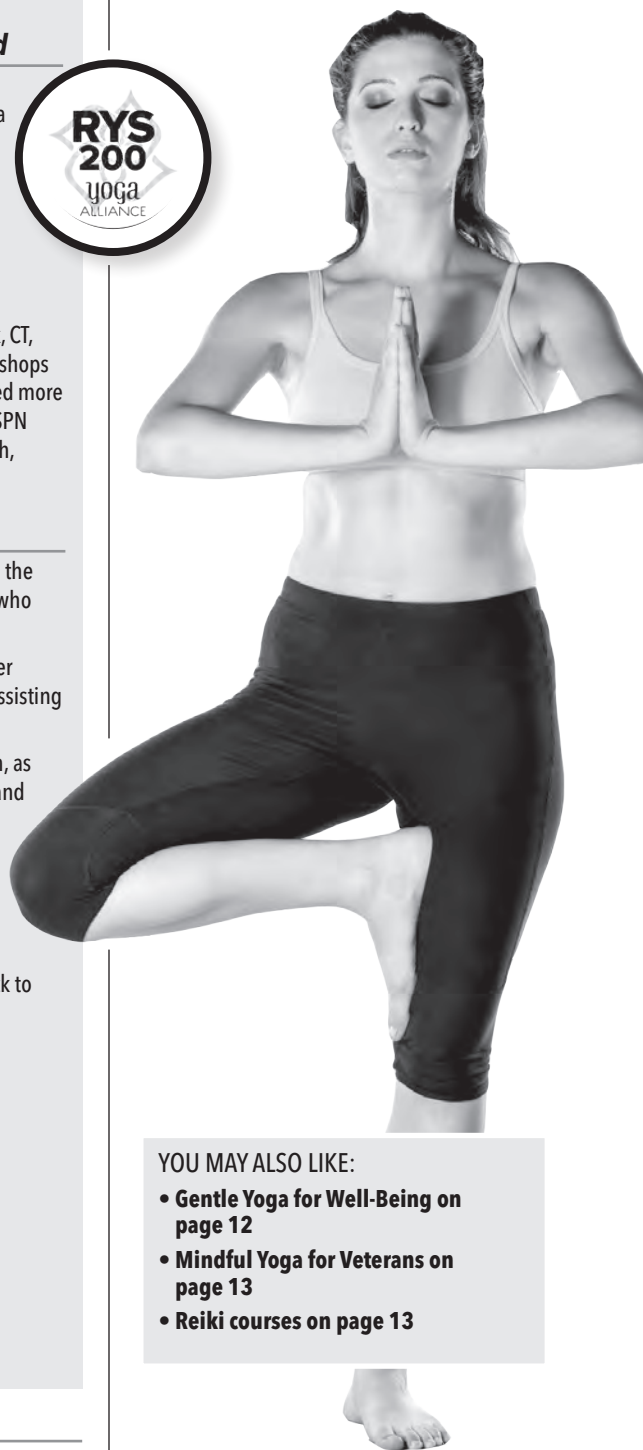
36 sessions | Fridays, Saturdays & Sundays | 2/26-5/1 (does not meet 3/25, 3/26 & 3/27)

6-9 PM (Fridays), SSC L154 (Fitness Studio) | 8-11:30 AM & 11:30 AM-4 PM (Saturdays)

SSC L154 & SSC L142 | 8 AM-6 PM (Sundays), The Yoga Shop, South Windsor

*\*except final week, Friday, 4/29, 5-9 PM (SSC L154); Saturday (same as above); and Sunday & 5/1, 8 AM-8 PM (The Yoga Shop, South Windsor)*

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



#### YOU MAY ALSO LIKE:

- **Gentle Yoga for Well-Being on page 12**
- **Mindful Yoga for Veterans on page 13**
- **Reiki courses on page 13**

## **NEW** Daytime Zumba Gold

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

CRN 11972 | 6 Tuesdays | 2/23-3/29

9-10 AM | SSC L154 (Fitness Studio)

CRN 11973 | 6 Tuesdays | 4/5-5/10

9-10 AM | SSC L154 (Fitness Studio)

Fee: \$65 (per course)

Instructor: Pamela McAllister is a licensed Zumba® Fitness, Zumba® Gold, Zumba® Kids, and Zumba® Kids, Jr. instructor. She also has certifications in Emergency Medical Technician (EMT), Patient Care Assistant/CPR, and medical terminology, and studied early childhood education at Becker College.

### **For all classes in the Fitness Studio**

Only non-marking footwear or bare feet must be worn during class time (no street shoes, 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 Tabata Express™

Come join Tabata Express™, one of the hottest fitness trends today. Tabata Express™ is a bootcamp program that will get you in the best shape of your life! The program combines the effectiveness of bootcamp fitness with High Intensity Interval Training, and is specifically formatted to fit every fitness level, from beginner to advanced. Lose inches and sizes, and get the body you want! For more information, visit the website: [www.TabataBootcamp.com](http://www.TabataBootcamp.com).

**TABATA  
BOOTCAMP**

CRN 11668 | 6 Fridays | 1/22-3/4 (does not meet 2/12)

4:15-5 PM | SSC L154 (Fitness Studio)

CRN 11669 | 6 Fridays | 4/1-5/13 (does not meet 4/29)

4:15-5 PM | SSC L154 (Fitness Studio)

Fee: \$50 (per course)

Instructor: Joanne Britton is a lifelong fitness professional, with a B.S. in physical education, primary certifications in Personal Fitness Training and Group Exercise from the Aerobics and Fitness Association of America (AFAA), and certificates in many forms of fitness, including functional and group strength, suspension (TRX), Zumba® Fitness, and Tabata Bootcamp™.

## 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 12156 | 8 Tuesdays | 2/2-3/22  
7-8 PM | SSC L154 (Fitness Studio)

CRN 12157 | 8 Tuesdays | 4/5-5/24  
7-8 PM PM | SSC L154 (Fitness Studio)

Fee: \$95 (per course)

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).



## Personal Trainer National Certification WIA-APPROVED

See  
below for  
special  
offer

- The World Instructor Training School's (WITS) certification course is taught at colleges across the country. This challenging course is comprised of 15 hours of classroom lecture and 15 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](http://www.witseducation.com). The textbook should be purchased in advance and reviewed prior to the first class.
- For the Fitness Center sessions, students must wear appropriate workout clothes and non-marking athletic shoes. Please also bring a combination lock in order to store your personal belongings during these workout sessions.
- Please note: This course requires a high degree of commitment to successfully complete.
- For a free information webinar on this program, students may register at the following links:  
January 13, 4:00 PM EST: <http://tinyurl.com/fitnessorientation113>.  
February 3, 12:00 PM EST: <http://tinyurl.com/fitnessorientation203>  
March 2, 4:00 PM EST: <http://tinyurl.com/fitnessorientation302>  
April 6, 12:00 PM EST: <http://tinyurl.com/fitnessorientation406>.

- **Registered students may also take advantage of a special FREE offer from W.I.T.S. – a \$200 value – and sign up for their online study review course.** After registering for the MCC course, interested students should call the WITS number above for a course link at no extra charge.

CRN 11574 | 6 Saturdays | 1/30-3/12 (does not meet 2/13)  
9 AM-4 PM | GPA GP143 (9 AM-noon, classroom) & SSC L153 (1-4 PM, Weight Room);  
except for exam session on 3/12: classroom,  
9-11 AM & Fitness Center, 11 AM-4 PM

CRN 11575 | 6 Saturdays | 4/16-5/21  
9 AM-4 PM | GPA GP143 (9 AM-noon, classroom) & SSC L153 (1-4 PM, Weight Room);  
except for exam session on 5/21: classroom,  
9-11 AM & Fitness Center, 11 AM-4 PM

Instructors: World Instructor Training School staff

Fee: \$665 (per course)

### 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/](http://www1.ctdol.state.ct.us/etpl/).



# FITNESS & RECREATION



## Cardio Kick-Boxing Workout

Take the excitement, music and energy of an aerobics program and learn self-defense techniques in an action-packed workout. No prior experience needed; participants of any level can attend any class. Each class 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 work with wave masters (a type of punching bag), and conclude your workout with abdominal and cool-down exercises. Because these are continuous classes, beginning students follow along 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 11586 | Fee: \$45 (per 12 sessions)  
Mondays & Wednesdays | 2/22-3/30 | 7-8 PM  
Tuesdays & Thursdays | 2/23-3/31  
9:30-10:30 AM or 6:10-7:10 PM  
Saturdays & Sundays | 2/27-4/3 (does not meet 3/26 & 3/27) | 9-10 AM

CRN 11587 | Fee: \$45 (per 12 sessions)  
Mondays & Wednesdays | 4/4-5/11 | 7-8 PM  
Tuesdays & Thursdays | 4/5-5/12  
9:30-10:30 AM or 6:10-7:10 PM  
Saturdays & Sundays | 4/9-5/14 | 9-10 AM

Instructors: Elaine Flaherty is a 2nd-degree Black Belt at the Academy of Martial Arts & Personal Development. She has been a kick-boxing 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.

## 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. Students should wear loose, comfortable clothes and thin-soled shoes to all classes; practice clothing and shoes are also available for purchase. **Classes meet at Malee's School of Tai Chi & Kung Fu, 249 Broad Street, Manchester.**

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

CRN 12098 | Mondays & Wednesdays  
2/22-3/30 | 7:30-8:30 PM  
Tuesdays & Thursdays | 2/23-3/31 | 5:30-6:30 PM  
Fridays | 2/26-4/1 (does not meet 3/25)  
6:30-7:30 PM  
Saturdays | 2/27-4/2 (does not meet 3/26)  
9-10 AM

CRN 12099 | Mondays & Wednesdays  
4/4-5/11 | 7:30-8:30 PM  
Tuesdays & Thursdays | 4/5-5/12  
5:30-6:30 PM  
Fridays | 4/8-5/13 | 6:30-7:30 PM  
Saturdays | 4/9-5/14 | 9-10 AM

Fee: \$160 (per course)

Instructor: Malee Khaw, president of the U.S.A. National Tai Chi Chuan Federation, is an international Wushu judge and multiple gold winner in international competition.

## 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. Students should wear loose, comfortable clothes and thin-soled shoes to all classes; practice clothing and shoes are also available for purchase. **Classes meet at Malee's School of Tai Chi & Kung Fu, 249 Broad Street, Manchester.**

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

CRN 12096 | Tuesdays | 2/23-3/29 | 6:30-7:30 PM  
Wednesdays | 2/24-3/30 | 6:30-7:30 PM  
Fridays | 2/26-4/1 (does not meet 3/25)  
5:30-6:30 PM  
Saturdays | 2/27-4/2 (does not meet 3/26)  
11 AM-noon

CRN 12097 | Tuesdays | 4/5-5/10  
6:30-7:30 PM  
Wednesdays | 4/6-5/11 | 6:30-7:30 PM  
Fridays | 4/8-5/13 | 5:30-6:30 PM  
Saturdays | 4/9-5/14 | 11 AM-noon

Fee: \$160 (per course)

Instructor: Malee Khaw

## Connecticut Basic Boating

### OPTION 1

This four-session 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 covers the operation of both boats and personal watercraft. Upon successful completion of the course, you can purchase and print your certificate online from home, or mail or deliver the diploma to any State DEEP office. The DEEP license fee is \$50. Students must attend all classes to qualify. The Certificate is a one-time, lifetime certification. Students should obtain a State Conservation ID number online **before the start of class**. This process is free, and if you have a hunting or fishing license, then you already have a number. The website for obtaining a number is: [www.ct.wildlifelicense.com/internetsales](http://www.ct.wildlifelicense.com/internetsales).

CRN 11571 | 2 Mondays & 2 Wednesdays  
3/14-3/23 | 7-9:30 PM | VIL 6 V162

CRN 11572 | 2 Mondays & 2 Wednesdays  
4/11-4/20 | 7-9:30 PM | VIL 6 V162

CRN 11573 | 2 Mondays & 2 Wednesdays  
5/9-5/18 | 7-9:30 PM | VIL 6 V162

Fee: \$25 (per course)

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



### OPTION 2

This course provides a diploma for the Connecticut Certificate of Personal Watercraft Operation, which covers the operation of both boats and personal watercraft, through single-day classes offered by Professional Marine Education. Please note that this option carries a higher course fee. The instruction includes the newest requirement for towing skiers and tubes and operating recreational vessels up to 65 feet in length, including jet skis. An easy-to-understand instructional format is designed for students age 12 and over. Just as with the DEEP class, each student should create an account online **before the start of class** at [www.ct.wildlifelicense.com/internetsales](http://www.ct.wildlifelicense.com/internetsales).

CRN 11591 | 1 Saturday | 3/12  
8:30 AM-4:30 PM | AST E202

CRN 11592 | 1 Saturday | 4/16  
8:30 AM-4:30 PM | AST C212

CRN 11593 | 1 Saturday | 5/14  
8:30 AM-4:30 PM | AST C212

Fee: \$85 (per course)

Instructors: Professional Marine Education Staff





## 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 11658 | Fee: \$55  
2 Tuesdays | 2/9-2/16  
6-8:30 PM | SSC L142

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

## 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 11657 | Fee: \$35  
1 Tuesday | 2/23  
6-9 PM | SSC L240

Instructor: Bettylou Sandy



## Start or Maintain an Edible Schoolyard

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

CRN 11656 | Fee: \$35  
1 Monday | 2/29  
6-9 PM | SSC L142

Instructor: Bettylou Sandy

## Organic Lawn Care

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

CRN 11957 | Fee: \$35  
1 Tuesday | 3/1  
6-9 PM | GPA GP156

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 11954 | Fee: \$110  
5 Tuesdays | 3/8-4/5  
6:30-8:30 PM | GPA GP156

Instructor: Bettylou Sandy

## **NEW** Backyard Chickens!

With the new "Chicken Law" in Manchester and other municipalities, the raising of backyard chickens is becoming popular, as well as a necessity for sustainable living. There are some important details to consider before assuming the responsibility of your first flock. Learn how to prepare the living quarters of "the coop" and "the run," the care and feeding of your flock from hatchling chicks to egg layers, and best practices for the various stages of their lives and during the different seasons of our year. Practical application will be taught in the second session at the garden. Further resources for extended study will be provided. **Please note: The second session will be held, rain or shine, at MCC's Community Garden; shelter is available if necessary.**

CRN 12087 | Fee: \$55  
1 Monday | 3/7 | 6-9 PM | VILV162  
1 Saturday | 3/12 | 9-11 AM  
MCC Community Garden

Instructor: Bettylou Sandy



# GARDENING

## 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 11958 | Fee: \$50  
1 Monday | 3/14 | 6-8:30 PM | SSC L142  
1 Saturday | 3/19 | 9:30-11:30 AM  
MCC Community Garden  
Instructor: Bettylou Sandy

## Edible Landscapes

Concerned about the availability of healthy food? Interested in growing your own food? Learn how to grow an edible landscape that can be both beautiful and delicious! We will discuss various ways to transform your current perennials, shrubs and trees into an edible landscape of perennial vegetables, fruit-bearing shrubs, and fruit trees. This landscape will also produce an abundance of beautiful flowers and form throughout the year. Each student will develop their own plan to make this gradual transition over a few years and learn to maintain and harvest their edible landscape through the growing year. Some prior knowledge of fruit and vegetable gardening is recommended.

CRN 12101 | Fee: \$25  
1 Mondays | 3/21  
6:30-8:30 PM | SSC L240  
Instructor: Bettylou Sandy

## Foraging 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 for many, 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 12102 | Fee: \$25  
1 Saturday | 4/16  
9-11 AM | 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!

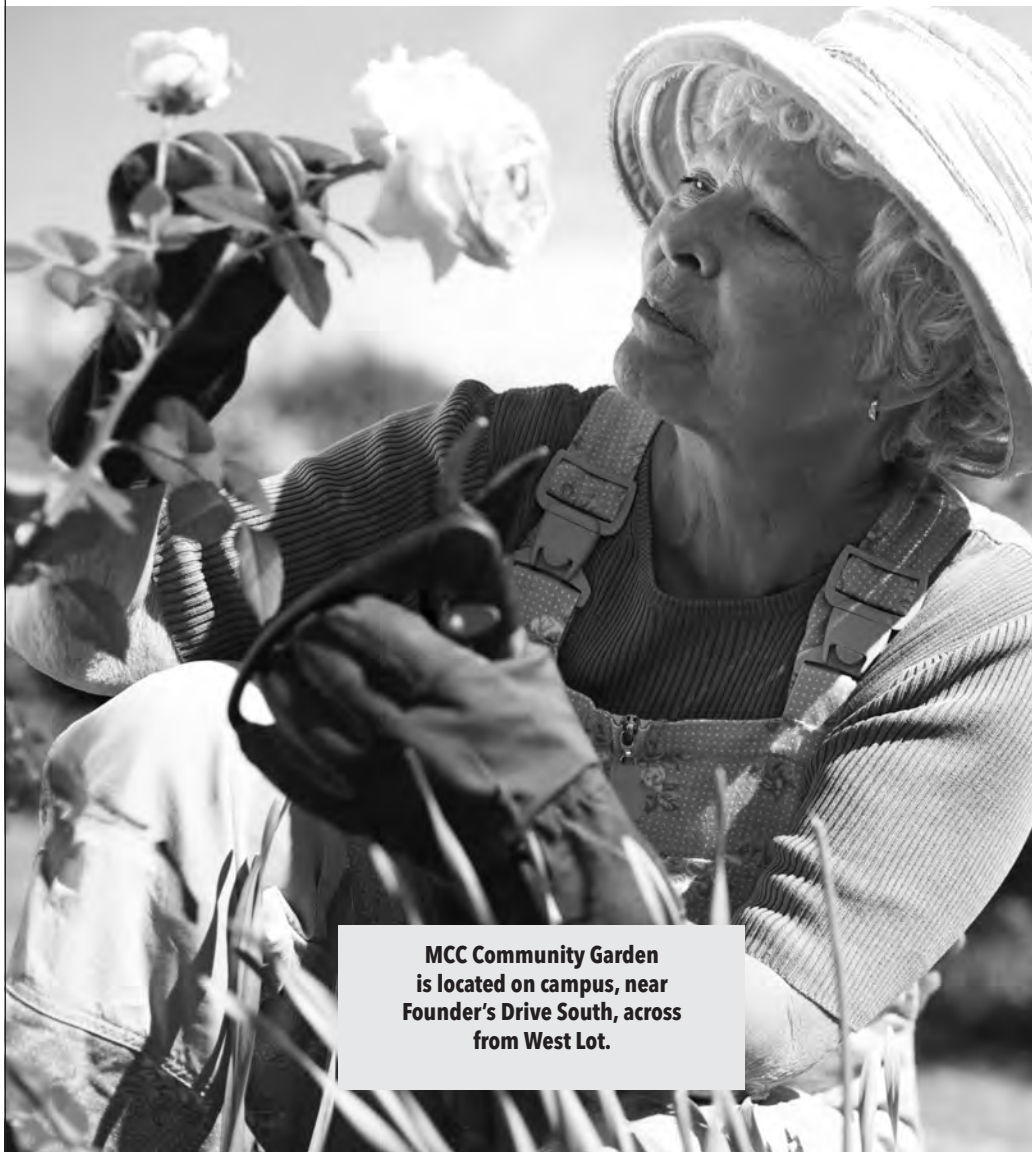
Of course, maintaining your own tomato garden takes time and energy, so why not maximize your efforts by learning proper techniques by a master gardener? In this seminar, you will learn all about the planting, care and feeding of these wonderful plants in order to reap the best harvest possible. We will 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 11955 | Fee: \$25  
1 Tuesday | 5/10  
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 11956 | Fee: \$25  
1 Saturday | 5/14  
9:30-11:30 AM | MCC Community Garden  
Instructor: Bettylou Sandy



MCC Community Garden  
is located on campus, near  
Founder's Drive South, across  
from West Lot.



## Japanese for Beginners

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

CRN 11904 | Fee: \$125  
6 Tuesdays | 2/16-3/22  
6-8 PM | GPA GP142

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

## Introduction to 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 11950 | Fee: \$125  
6 Wednesdays | 3/16-4/20  
6:30-8:30 PM | GPA GP138

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

## Introduction to Spanish

Learn basic conversational Spanish grammar and vocabulary, including greetings; formal vs. informal language and when to use each; the alphabet and pronunciation; and other fundamentals. Simple sentence structures will be taught and practiced. The goal of this course is focused more on conversational skills than memorization of grammatical rules. Some aspects of the Spanish culture will also be discussed. An English/Spanish dictionary is recommended. The instructor provides instructional material, which may be uploaded on a USB drive. Therefore, it is strongly recommended that students bring a flash drive to class.

CRN 11830 | Fee: \$165  
6 Thursdays | 2/11-3/17  
7-9 PM | GPA GP139

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



## 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. Therefore, it is strongly recommended that students bring a flash drive to class.

CRN 11831 | Fee: \$165  
6 Thursdays | 3/31-5/5  
7-9 PM | GPA GP139

Instructor: Raul Moeremans

## NEW Advanced Spanish

Suggested for students who have taken *Introduction to Spanish* and *Intermediate Spanish* or have a working knowledge of the language and are interested in continuing to use Spanish in their daily life. This course builds upon the fundamentals of the Spanish language and will help the student gain the next level of proficiency. The instructor provides instructional material, which may be uploaded on a USB drive. Therefore, it is strongly recommended that students bring a flash drive to class.

CRN 11905 | Fee: \$165  
6 Tuesdays | 2/23-3/29  
7-9 PM | GPA GP137

Instructor: Raul Moeremans

## 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. Therefore, it is strongly recommended that students bring a flash drive to class.

CRN 11832 | Fee: \$55  
2 Thursdays | 5/12-5/19  
7-9 PM | GPA GP139

Instructor: Raul Moeremans

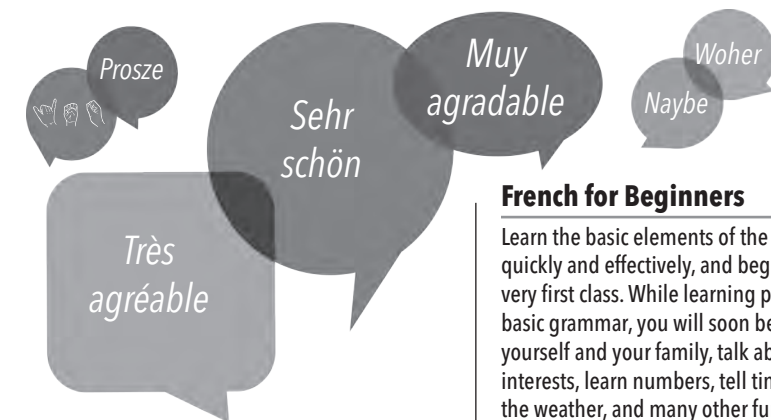
## NEW Spanish for Comics Lovers

This course is designed for students who have had a year or two of Spanish language study. We will work on speaking, vocabulary, and some grammar through the fun and interesting medium of comic strips. Required text: A subscription to GoComics, which delivers Spanish comics (both original Spanish comics and familiar English comics translated into Spanish) to your email each day, for \$12/year. Students may subscribe ahead of time at [www.gocomics.com](http://www.gocomics.com) or wait for more details in the first class.

CRN 11680 | Fee: \$50  
4 Mondays | 4/25-5/16  
6-7 PM | GPA GP139

Instructor: Elizabeth Baumbach earned an M.A. in teaching from Wesleyan University and a master of arts in German from Middlebury College. She has nearly 15 years' experience teaching foreign languages in public schools and 30 years of private teaching experience.





## YOU MAY ALSO LIKE:

- **Spanish Essentials for the Workplace** on page 71
- **A Taste of South America: Authentic Cuisine and Cultural Presentation** on page 38
- **Small Plates of Spain: Tapas!** on page 29

## Beginning German

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

CRN 11679 | Fee: \$190  
8 Mondays | 2/22-4/11  
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 more of college-level German language study, this course includes intermediate/advanced grammar and a variety of activities in German, such as stories, news, movies, poems, and music. Information about the recommended textbook, for approximately \$40, will be provided at the first class.

CRN 11678 | Fee: \$190  
8 Tuesdays | 3/29-5/17  
7-9 PM | GPA GP139

Instructor: Elizabeth Baumbach

## 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 11951 | Fee: \$155  
6 Thursdays | 2/11-3/17  
6:45-8:45 PM | GPA GP136

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

## 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 11952 | Fee: \$155  
6 Thursdays | 3/31-5/5  
6:45-8:45 PM | GPA GP136

Instructor: Marianne Laberge

## 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 11903 | Fee: \$135  
8 Tuesdays | 2/9-3/29  
7-9 PM | GPA GP120

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



## 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 \$95.

CRN 12183 | Fee: \$199  
7 Wednesdays | 3/30-5/11  
7-9 PM | GPA GP136

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.

## Come Join a Dynamic Team!

**MCC's Credit-Free Programs in Continuing Education Seeks Qualified\* Instructors for Languages:**

- Italian
- Arabic
- Yiddish
- Irish/Gaelic
- Latin



Please visit:  
[www.manchestercc.edu/continuing-education](http://www.manchestercc.edu/continuing-education) and click on "Teaching for Continuing Education" for more information. To have an instructor packet sent to you email Valerie Nightingale: [vnightingale@manchestercc.edu](mailto:vnightingale@manchestercc.edu)

\* Master's degree and teaching experience required.





# MANCHESTER COMMUNITY COLLEGE ARTS AND EDUCATION CENTER

903 Main Street | Manchester

## ■ ART

### Introduction to Abstract Expressionism

CRN 11838 | Fee: \$145  
6 Wednesdays | 3/2-4/6 | 1-3 PM | MCC on Main  
Instructor: Zbigniew Grzyb  
*See page 8 for course description*

### Dynamic Discovery through Doodling

CRN 11967 | Fee: \$40  
2 Saturdays | 4/2-4/9 | 2-3:30 PM | MCC on Main  
Instructor: Stacey Jill Zackin  
*See page 9 for course description*

## ■ BUSINESS

### Managing a Successful Nonprofit Organization

CRN 11723 | Fee: \$185  
2 Saturdays | 4/9-4/16 | 11:30-6 PM | MCC on Main  
Instructor: Beverly Salzman  
*See page 68 for course description*

## ■ COMPUTER TECHNOLOGY

### Word: Overview

CRN 12105 | Fee: \$30  
1 Tuesday | 5/3 | 6-8 PM | MCC on Main  
Instructor: Nicholas Nocida  
*See page 16 for course description*

### Excel: Overview

CRN 12108 | Fee: \$30  
1 Tuesday | 5/10 | 6-8 PM | MCC on Main  
Instructor: Nicholas Nocida  
*See page 16 for course description*

### Access: Overview

CRN 12110 | Fee: \$30  
1 Tuesday | 5/17 | 6-8 PM | MCC on Main  
Instructor: Nicholas Nocida  
*See page 16 for course description*

### PowerPoint: Overview

CRN 12125 | Fee: \$30  
1 Tuesday | 5/24 | 6-8 PM | MCC on Main  
Instructor: Nicholas Nocida  
*See page 16 for course description*

## iPad Series I: Exploring your iPad

CRN 12080 | Fee: \$30  
1 Thursday | 4/7 | 6-8 PM | MCC on Main  
Instructor: Deborah Herman  
*See page 22 for course description*

## iPad Series II: Exploring Photos & Videos

CRN | Fee: \$30  
1 Thursday | 4/14 | 6-8 PM | MCC on Main  
Instructor: Deborah Herman  
*See page 22 for course description*

## iPad Series III: Exploring Productivity Apps

CRN 12079 | Fee: \$30  
1 Thursday | 4/21 | 6-8 PM | MCC on Main  
Instructor: Deborah Herman  
*See page 22 for course description*

## Social Media: For Everyone

CRN 12056 | Fee: \$30  
1 Thursday | 4/28 | 6-8 PM | MCC on Main  
Instructor: Deborah Herman  
*See page 22 for course description*

## Building Your Facebook Page to Promote Business

CRN 12106 | Fee: \$30  
1 Thursday | 5/5 | 6-8 PM | MCC on Main  
Instructor: Deborah Herman  
*See page 22 for course description*

## Social Media: Building Your Brand

CRN 12064 | Fee: \$30  
1 Thursday | 5/12 | 6-8 PM | MCC on Main  
Instructor: Deborah Herman  
*See page 22 for course description*

## ■ CURRENT EVENTS

### Connecticut Spring Town Meeting

CRN 11826 | Fee: \$55  
6 Fridays | 4/8-5/13  
11:30 AM-1 PM | MCC on Main  
Instructor: Charles F. J. Morse  
*See page 32 for course description*

## ■ WRITING & LITERATURE

### MCC Reads Downtown

CRN 11893 | Fee: \$20  
5 Thursdays | 2/25; 3/17; 3/31; 4/14; and 4/28  
6-7 PM | MCC on Main

Instructors: Paula Pini; Patricia Ronalter; and  
Katherine Noonan  
*See page 75 for course description*

### **NEW** Author Night: Reading and Discussion of *Missing Persons*

CRN 12169 | Fee: \$5  
1 Tuesday | 3/29 | 6:30-8 PM | MCC on Main  
Instructor: John Surowiecki  
*See page 73 for course description*

### Poetry for Poets

CRN 11739 | Fee: \$105  
6 Saturdays | 4/9-5/14  
11:30 AM-1:30 PM | MCC on Main  
Instructor: John Surowiecki  
*See page 74 for course description*

### Adventures in Autobiography

CRN 11947 | Fee: \$145  
6 Saturdays | 3/5-4/16 (does not meet 3/26)  
11:30 AM-1:30 PM | MCC on Main  
Instructor: Stacey Jill Zackin  
*See page 75 for course description*

## ■ YOGA & DANCE

### Mindful Yoga for Veterans

CRN 11963 | Fee: \$85  
8 Wednesdays | 3/30-5/18  
6-7 PM | MCC on Main  
Instructor: Nanette Tummers  
*See page 13 for course description*

### **NEW** Ballet for the Absolute Beginner

CRN 12014 | Fee: \$110  
7 Saturdays | 4/23-6/11 (does not meet 5/28)  
10:30 AM-noon | MCC on Main  
Instructor: Liane Fisher  
*See page 33 for course description*

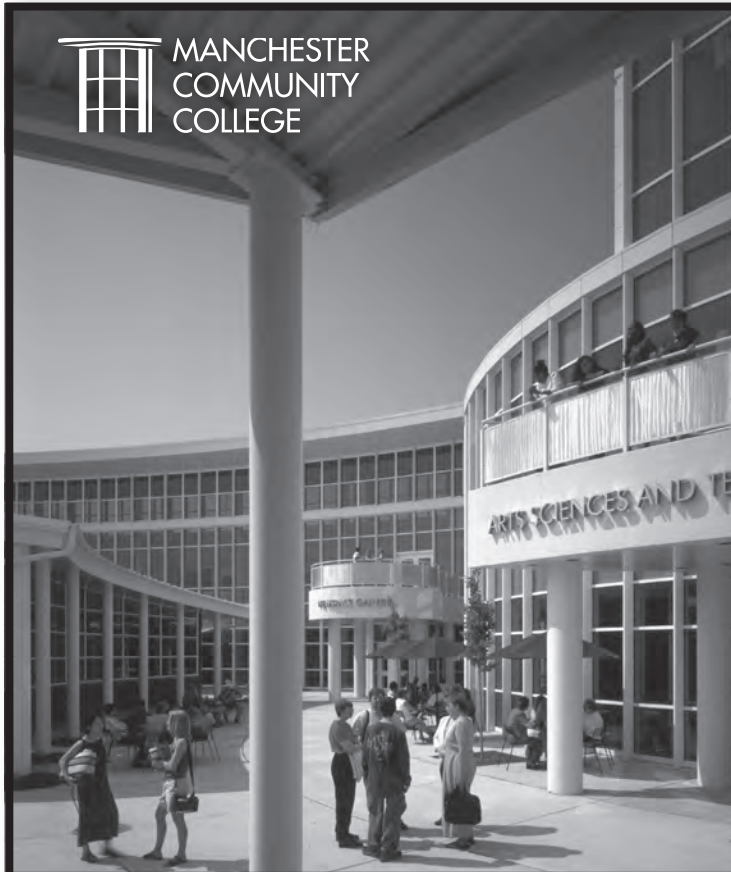
**For Information on the Viscogliosi Entrepreneurship Center see page 72.**

## MOTORCYCLE

# MOTORCYCLE SAFE RIDING

## (CT Rider Education Program - CONREP)

- Focus on building basic motorcycle operation and street riding skills
- 19 hours of instruction: 7 classroom; 12 driving range
- Classes run weekly from April to October
- Beginner Rider Course Fee: \$200
- To receive a Registration and Schedule Packet
  1. Call 860-512-3000 - Press "2" - Dial ext. 8705 - and leave your name and address; or
  2. Visit [www.manchestercc.edu/motorcycle](http://www.manchestercc.edu/motorcycle)
- Upon successful completion of the beginner course, students receive a waiver which counts toward the driving portion of a CT Motorcycle License endorsement (excluding DMV's written test and fees).
- Students may also qualify for an insurance discount of up to 10%.
- Instructors trained by CT Department of Transportation (DOT)
- **DO NOT USE THE REGISTRATION PAGE AT THE BACK OF THIS CATALOG;** registration materials only provided through Continuing Education or the web page are accepted for this program



## MCC Open House

Tuesday, April 5

4:30 - 6:30 PM

Great Path Academy Gymnasium

### LEARN ABOUT:

- More than 80 certificates and degrees
- Online, hybrid and classroom courses
- Enrollment services
- Financial aid/scholarships
- Continuing Education courses

**Campus tours will be available and all enrollment services offices will be open.**



**NEW Saxophone Workshop**

Looking to take your saxophone playing to the next level? Improve your sound, technique, and musicality in a friendly and supportive group setting. The instructor will guide you through technical exercises and assign personalized solo excerpts to help you explore the musical styles of interest to you. This course is open to saxophonists at all levels, although music-reading ability and at least three months' experience on the instrument is required. Students should have a working saxophone (soprano, alto, tenor, or baritone) with a neck-strap, mouthpiece and reeds. Instructor provides handouts. If you have any questions you may email the instructor at [max@maxschwimmer.com](mailto:max@maxschwimmer.com).

CRN 11891 | Fee: \$190  
8 Mondays | 3/7-4/25  
7-9 PM | VIL 3 V131

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

**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 \$11.

CRN 12055 | Fee: \$135  
4 Saturdays | 2/27-3/19  
10 AM-noon | VIL 2 V117

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

**NEW Beginning Piano II**

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 12071 | Fee: \$135  
4 Saturdays | 4/16-5/7  
10 AM-noon | VIL 2 V117

Instructor: Ruth O'Neil

**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 11620 | Fee: \$140  
6 Tuesdays | 3/1-4/5  
7:30-9 PM | GPA GP138

Instructor: Don Donegan has taught guitar and voice for nearly 30 years, and also teaches song writing 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](http://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 11654 | Fee: \$140  
6 Tuesdays | 4/19-5/31 (does not meet 5/3)  
7:30-9 PM | GPA GP138

Instructor: Don Donegan

**The Magic of Fingerstyle Guitar**

Fingerstyle, or finger-picking guitar playing, is a wonderfully flexible technique that can be applied equally to rock, folk, new age, classical, flamenco, Latin and jazz styles. Learning this creative approach of fingerstyle playing will allow you to perform at a higher level. Whether your focus is on Bach or Hendrix, you will learn how 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 \$7. Prerequisite: *Beginning or Continuing Guitar*, or some guitar playing experience.

CRN 11942 | Fee: \$135  
6 Mondays | 3/28-5/2  
7:15-8:45 PM | GPA GP137

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

**The Beatles for Acoustic Guitar**

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

CRN 11943 | Fee: \$135  
6 Tuesdays | 3/29-5/3  
7:15-8:45 PM | GPA GP142

Instructor: David Giardina

## Beginning Strings: Violin, Viola or Cello

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

CRN 11652 | Fee: \$125

12 Saturdays | 1/30-4/30 (does not meet 2/13 & 3/26)

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.

## Intermediate Strings: Violin, Viola or Cello

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

CRN 11653 | Fee: \$125

12 Saturdays | 1/30-4/30 (does not meet 2/13 & 3/26)

11 AM-noon | GPA GP214

Instructor: Martha Hayes

## Advanced Strings: Violin, Viola or Cello

This course is a continuation of *Intermediate Strings*, or for any student with previous experience playing a string instrument on all four strings in the major keys of D, G, and C. We will play more in flat keys and minor keys, and incorporate more complicated rhythms, bowing, and meters. We will also start to explore shifting 3rd and 2nd positions. A portion of each class will be devoted to ensemble performance. Students should also bring a music stand. Recommended textbook: Essential Techniques for Violin, Viola, or Cello, Hal Leonard Publishing, available at your local music store, for approximately \$8.

CRN 11655 | Fee: \$125

12 Saturdays | 1/30-4/30  
(does not meet 2/13 & 3/26)

12:15-1:15 PM | GPA GP214

Instructor: Martha Hayes



## 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 \$15.

CRN 12118 | Fee: \$70

4 Mondays | 3/28-4/18

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.

## Vocal Instruction

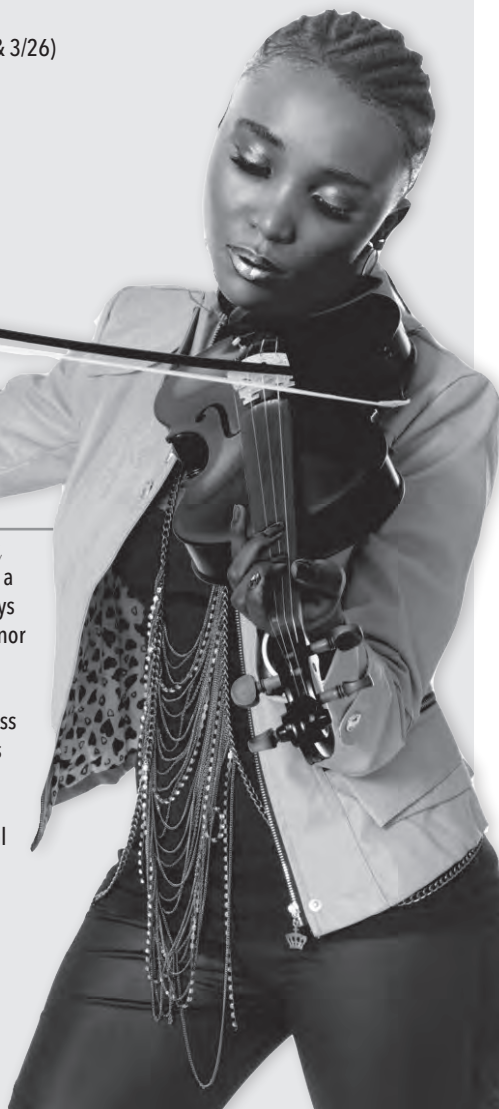
Participants will learn breathing techniques, vocal warm-up exercises, vocal strengthening exercises, and how to identify and expand vocal range. This course includes ear, diction, rhythm, harmony training, and basic music theory. The ability to read music is not necessary. Aspiring vocalists will discover 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 11650 | Fee: \$115

6 Mondays | 3/21-4/25

7-8:15 PM | GPA GP138

Instructor: Don Donegan



## Harmonica for Beginners

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](http://www.dondonegan.com). It is recommended that students buy a G harmonica (not the chromatic type) and plan to spend about \$30. Hohner is a recommended brand. Students with questions about which harmonicas to buy may call the instructor at 860-659-8992. Participants must be at least 12 years of age.

CRN 11649 | Fee: \$60  
4 Mondays | 4/4-4/25  
8:30-9:30 PM | GPA GP138  
Instructor: Don Donegan



## Djembe Drumming for Beginners

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

CRN 12120 | Fee: \$25  
1 Friday | 5/6  
7-9:30 PM | VIL 3 V131

Instructor: Certified as a "Master Teaching Artist" by The Connecticut Office of the Arts, Bob Bloom performed for more than a decade as a member of Dr. Babatunde Olatunji's internationally renowned drumming and dance troupe, "Drums of Passion" at venues including Lincoln Center, Jorgenson Hall, The Metropolitan Museum of Art, and The Washington Monument.

## Beginner Music Theory

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

CRN 11900 | Fee: \$65  
6 Mondays | 3/21-4/25  
6:15-7:30 PM | GPA GP214

Instructor: David Uhl earned his bachelor of music in double bass performance from the Hartt School of Music. A music instructor and ensemble director for the Regional Center for the Performing Arts High School in Trumbull, he has played for the symphony orchestras of Cape Cod, Waterbury, and New Britain, as well as for the Milestones Big Band, the Jolly Beggars, and Steel Accent.

## Get Jazzed Up!: The History and Contribution of Jazz

Many scholars and historians consider jazz to be America's greatest contribution to world culture. Learn about the fascinating history of jazz and its seminal players and performers across the many decades. We will cover its musical periods, trends, influences, and styles, beginning with the late 1880s and up to the present day, including audio references and in-class listening to some of the key artists, such as Louis Armstrong, Ella Fitzgerald, John Coltrane, and Duke Ellington. Take your enjoyment of jazz to a more informed level!

CRN 11901 | Fee: \$65  
6 Mondays | 3/21-4/25  
7:45-9 PM | GPA GP214  
Instructor: David Uhl

### YOU MAY ALSO LIKE :

- **Rock 'n' Roll Movies on page 34**



FREE AND OPEN  
TO THE PUBLIC

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

10<sup>TH</sup> SEASON

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

FEATURING ACCLAIMED POETS, WRITERS AND MUSICIANS  
FROM NEW ENGLAND AND BEYOND

Hosted by Stephen Campiglio

Please check webpage in January and February for Spring 2016 Events.  
[www.manchestercc.edu/mmg](http://www.manchestercc.edu/mmg)



MANCHESTER  
COMMUNITY  
COLLEGE

This project is funded by MCC Foundation Annual Fund

To get on the mailing list and receive an event flyer, send an email to Stephen Campiglio, Series Coordinator, at [scampiglio@manchestercc.edu](mailto:scampiglio@manchestercc.edu).



# NOON INSTITUTE

## **NEW** The Berlin Airlift: 1948-1949

During the multinational occupation of post-World War II Germany, the Soviet Union blocked the Western Allies, including the railway, road, and canal access to the sectors of Berlin under Western control. In response, the Western Allies organized



the Berlin airlift to carry supplies to the people of West Berlin, a difficult feat given the city's population. Aircraws from the United States Air

Force and five other Western allies flew more than 200,000 flights in one year, providing the Berliners with up to 8,893 tons of necessities each day. In this session we will discuss why there was a need for an airlift, the cost of what was delivered, the outcome, as well as the political impact of one of the first international crises of the Cold War.

CRN 11535 | Fee: \$5  
1 Friday | 2/19  
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.

## **The One But Not Only Hamlet: Thirteen Ways of Looking at Literature's Best Known Play**

Shakespeare's Hamlet is staged in modern dress as political satire, as psychological drama, as practically anything. What makes this play so flexible and inspiring? And why does it touch our lives in so many ways? We'll look at many (thirteen in fact) approaches to the play, from the mythical to the Marxist, the psychoanalytic to the historical.

CRN 11784 | Fee: \$5  
1 Friday | 2/26  
noon-1:30 PM | AST E202

Instructor: John Surowiecki is the author of seven chapbooks and four full collections of poetry. His most recent publication is the winner of the 2015 Encircle Publications Chapbook Contest, *Missing Persons*. He is also the recipient of the Poetry Foundations' Pegasus Award for verse drama and other prizes, including the Pablo Neruda Award, the Washington Prize and the White Pine Prize.

## **The Cheney Company Auction of 1937: A Roof Over Our Heads**

How was the Manchester real estate market flooded with over 245 homes that sold in only three days during the depths of the Great Depression? The Cheney Brothers Silk Company was required by the federal government to sell their employee housing in order to receive federal bankruptcy protection. Remarkable documentation of the public auction survives, including the catalog, photos, newspaper articles and oral histories of this fascinating community milestone. Almost every one of the homes has survived over the last 75 years.



The presentation will be illustrated and will explore this interesting story of Manchester's historic neighborhoods.

CRN 11824 | Fee: \$5  
1 Friday | 3/4  
noon-1:30 PM | AST E202

Instructor: Mary M. Donohue is the assistant publisher of *Connecticut Explored* magazine. She is an award-winning author, architectural historian, and historic preservationist with more than 30 years' experience.

## **NEW** Exploring eBooks: Convenience, Customization and Endless Titles

eBooks are convenient and portable, but did you know that thousands can be downloaded for free through your public library and other websites? In this Noon Institute, we will explore the ins and outs of eBooks, covering topics such as choosing an eReader or tablet, making purchases, and downloading and sharing eBooks. We will also review the many customization and accessibility options that eReaders and Reading apps offer.

CRN 11889 | Fee: \$5  
1 Friday | 3/11  
noon-1:30 PM | AST E202

Instructor: Deborah Herman is the director of library and educational technology at MCC, where she focuses on providing an outstanding, innovative library user experience for the college community, both in person and online. Before coming to MCC, she headed the Library Technology Department at CCSU.

## **Explosion at the Shirtwaist Factory**

On March 25, 1911, one of the largest industrial disasters in the history of New York caused the death of 146 garment workers, most of them women. The fire led to legislation requiring improved factory safety standards and helped spur the growth of the International Ladies' Garment Workers' Union, which fought for better and safer working conditions for sweatshop workers in that industry.

CRN 11785 | Fee: \$5  
1 Friday | 3/18  
noon-1:30 PM | AST E202

Instructor: Barbara King

## **New York's World Fair: 1964-65**

In the middle of the 1960s, New York City hosted one of the largest American world's fairs ever. Though fondly remembered today by many in the greater New York City area, it was not without controversy. For example, officially it was not a world's fair! Join us for an exploration of the rocky life of the 1964/65 New York World's Fair. Besides discussing the fair's controversy, we will also look at some of the more notable pavilions of the fair through period pictures.



CRN 11786 | Fee: \$5  
1 Friday | 4/1  
noon-1:30 PM | AST E202

Instructor: Jason Scappaticci has a B.A. in history from Utica College and an M.A. in American Studies from Trinity College. He is director of transitional programs at MCC, active in local politics, and has served on the Manchester Board of Education since 2011.

## **NEW** Maximizing Your Memory

Discover ways to get your memory in peak condition. Learn how the memory functions inside the brain and the importance memory plays in everyday life. Develop strategies for improving and maximizing your brainpower. Explore ways to enhance your ability to remember names and faces, where you put things, words, and what you were doing or saying before you were interrupted. Be prepared to give your memory and your mind a workout - in a fun, relaxed environment.

CRN 11915 | Fee: \$5  
1 Friday | 4/8  
noon-1:30 PM | AST E202

Instructor: Noreen Reilly is a training and development specialist with 15 years' experience providing customized training and coaching for organizations. She has a bachelor's degree in business from Bryant University and has completed extensive graduate work in psychology, specializing in facilitation skills and group dynamics. She is a former board member of the New England chapter of the National Speakers Association.



## NEW The Magic and Mystique of Morocco

Morocco makes a wonderful impression on anyone who visits! Explore the sights, sounds and flavors of Morocco through the architecture, music, traditions, and school system. The culture of Morocco has been influenced by the many peoples who have captured, traded and visited. In this session, we will look inside the Kasbah and discuss how the diversity of cultures has helped shape Morocco, and how Morocco has helped influence the world. No visit would be complete without learning how to make and pour the famous Moroccan mint tea, enjoyed as a refreshment throughout the day everywhere. Come rock the Kasbah with us!

CRN 11787 | Fee: \$5  
1 Friday | 4/15  
noon-1:30 PM | SSC L240

Instructor: Anita Ferron has been a family and consumer sciences teacher at Daniel Hand High School in Madison, CT for more than 30 years. She received her B.S. in home economics from the University of Wisconsin, and has studied culinary techniques in New Delhi (India), Bangkok (Thailand), The Connecticut Culinary Institute, and the New School in New York.



## NEW A History of the Rock of Gibraltar

This iconic monolith, one of world's most familiar images, has had a fascinating history. From Neanderthal times to ancient Greece to the Napoleonic era to World War II, Gibraltar and its legendary rock have figured prominently in virtually the entire saga of mankind. Learn about the history of this peninsula fortress and its inhabitants, including the "Barbary apes," monkeys who flourish today on its upper cliffs.

CRN 11825 | Fee: \$5  
1 Friday | 4/22  
noon-1:30 PM | AST E202

Instructor: David Barnes earned his Master of Library Science and Master of Arts from Columbia University. He worked as a librarian at the University of Connecticut for 20 years and is presently a freelance writer, lecturer, and book discussion leader for the Connecticut Humanities.

## NEW Maximizing Your Creativity

If you've ever planned a dinner party, raised a family, or solved a problem—you are creative. Living creatively requires no great artistic talent or superior intellect, all it takes is the willingness to think outside the box, imagine alternative possibilities, and rewrite (or re-right) certain rules that are no longer relevant. Through this interactive discussion we will look at how curiosity, design, and playfulness can reenergize the creative spirit that tends to dwindle over time.

CRN 11916 | Fee: \$5  
1 Friday | 4/29  
noon-1:30 PM | AST E202

Instructor: Stacey Zackin, Ph.D., MSW, PCC, is a self-proclaimed "doodleologist" who uses doodling and storytelling to enhance the work she does as a life and executive coach, radio host, and adjunct faculty member at UConn's School of Business.



ARTWORK: STACEY JILL ZACKIN

## NEW The Poetry of War: Wilfred Owen

Poetry has been called a spontaneous overflow of powerful feelings, and there can be no area of human experience that has generated a wider range of powerful feelings than war: hope, fear, exhilaration, humiliation, hatred, and love for those left behind at home and on the battlefield. With a focus on World War I poet, Wilfred Owen, we will look at some of the most powerful poems written during wartime by soldiers.

CRN 11926 | Fee: \$5  
1 Friday | 5/6  
noon-1:30 PM | AST E202

Instructor: Katherine Noonan has a B.A. in history and literature from Smith College and is currently a candidate for the Master of Library and Information Science degree at Simmons College. She has taught for MCC's Credit-Free Programs since 2012 and is a founding member of the MCC Reads Downtown course.



## NEW The Comic Masters of Early Silent Film

In the 1920s, American silent film audiences flocked to the theaters by the millions for one simple reason: to laugh! Let's spend some time looking at the antics of the three great silent comics—Buster Keaton, Harold Lloyd, and Charlie Chaplin—in order to find out just what they did to delight audiences of all ages.

CRN 11837 | Fee: \$5  
1 Friday | 5/13  
noon-1:30 PM | AST E202

Instructor: Mike DiRaimo received his M.A. from Brown University, and is a retired professor of English at MCC, where he taught a variety of writing and literature courses. He now spends his time reading, traveling, studying Alpine yodeling, and translating old postcards written in Finnish.

## NEW A Brief Look at the Imagist Poets

We will begin by trying to define so-called imagist poetry against the backdrop of what came before and what would follow the movement. We will then read and discuss several famous pieces by Ezra Pound, T.S. Eliot, William Carlos Williams, Theodore Roethke, and others, in an effort to determine what makes certain poems imagist and whether or not they succeed as such.

CRN 11927 | Fee: \$5  
1 Friday | 5/20  
noon-1:30 PM | AST E202

Instructor: John L. Stanizzi's first book, *Ecstasy Among Ghosts*, published by Antrim House Books, is now in its third printing. His poems have appeared in *The New York Quarterly*, *Tar River Poetry*, *Rattle*, *Freshwater*, *Passages North*, *The Spoon River Quarterly*, *Poet Lore*, and *The Connecticut River Review*. He was previously named The New England Poet of the Year by The New England Association of Teachers of English.

# NUTRITION

## 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 11959 | Fee: \$25  
1 Thursday | 4/14  
7-9 PM | GPA GP143

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 11960 | Fee: \$25  
1 Thursday | 4/28  
7-9 PM | GPA GP143  
Instructor: Dr. Marie Mammone

### YOU MAY ALSO LIKE IN NUTRITION

- **Cuisine courses on pages 29-31**
- **Making "Scents" of Aromatherapy: Essentials Oil for Home and Healthcare on page 15**



## Excursions in Learning YOUTH PROGRAMS

### SPRING

Saturday Classes February-April | All Subjects

### SUMMER

Week-Long Programs | July & August

July 11th -29th | Grades 5-10 | One Week Programs  
Technology Camp (grades 5-8)  
Culinary Institute (grades 5-8)  
Adventures in Leadership (grades 5-7 or 8-10)

August 1st -12th | Grades K-8 | Two Week Program  
The Summer Academy for Gifted and Talented Youth

*Enrichment  
Classes for  
Inquisitive and  
Creative Minds in  
Grades K-10*



MANCHESTER  
COMMUNITY  
COLLEGE

Check out our catalogs at: [www.manchestercc.edu/excursions](http://www.manchestercc.edu/excursions)  
Questions: Carleigh C. Schultz at [cschultz@manchestercc.edu](mailto:cschultz@manchestercc.edu) or 860-512-2804.



## WELCOME TO ONLINE LEARNING!

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

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

### REQUIREMENTS:

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

**WWW.ED2GO.COM/MANCHCC**

### HOW TO GET STARTED:

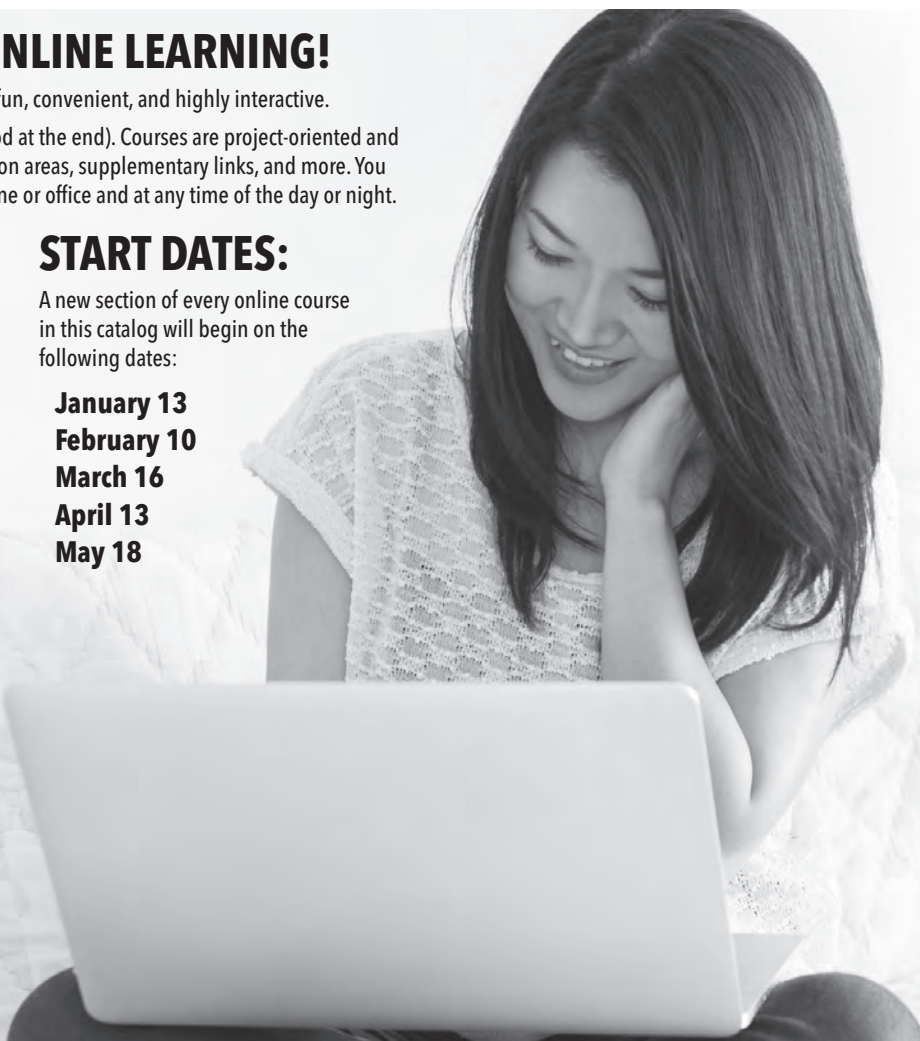
Successful enrollment is achieved by following these three simple steps:

1. Register and pay for the course(s) using the registration form on page 77 of this catalog.
2. Complete online enrollment by visiting the Online Instruction Center at [www.ed2go.com/manchcc](http://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 13**  
**February 10**  
**March 16**  
**April 13**  
**May 18**



### ACCOUNTING

(\$119 per class)

#### Accounting Fundamentals I

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

CRN 11205

#### Accounting Fundamentals II

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

CRN 11206

### ART & ENTERTAINMENT

(\$119 per class)

#### Drawing for the Absolute Beginner

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

CRN 11224

#### Introduction to Screenwriting

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

CRN 11259

#### Music Made Easy

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

CRN 11225

#### Introduction to Guitar

Master basic guitar skills and become the musician you've always wanted to be.

CRN 11226

### BUSINESS ADMINISTRATION & MANAGEMENT

(\$119 per class)

#### Administrative Assistant Fundamentals

Prepare to take advantage of the many new job opportunities in healthcare, legal services, and other industries.

CRN 11203

#### Administrative Assistant Applications

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

CRN 11202

#### Mastering Public Speaking

Learn the secrets of effective public speaking and small group communication.

CRN 11256

#### Fundamentals of Supervision and Management I

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

CRN 11218

#### Fundamentals of Supervision and Management II

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

CRN 11216

# ONLINE ACADEMY

## Building Teams that Work

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

CRN 11243

## Understanding the Human Resources Function

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

CRN 11524

## Managing Customer Service

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

CRN 11215

## Introduction to Business Analysis

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

CRN 11518

## Mastery of Business Fundamentals

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

CRN 11219

## Distribution and Logistics Management

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

CRN 11221

## Manufacturing Fundamentals

Learn the basic skills required to work in the manufacturing field.

CRN 11503

## Manufacturing Applications

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

CRN 11502

## Project Management Fundamentals

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

CRN 11211

## Project Management Applications

Experienced project manager teaches you tricks of the project management trade.

CRN 11209



## High-Speed Project Management

Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.

CRN 11382

## Purchasing Fundamentals

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

CRN 11207

## Supply Chain Management Fundamentals

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

CRN 11222

## Total Quality Fundamentals

Learn the basics of total quality management.

CRN 11223

## Six Sigma: Total Quality Applications

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

CRN 11212

## BUSINESS PLANNING & ENTREPRENEURIAL COURSES

(\$119 per class)

### Creating a Successful Business Plan

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

CRN 11517

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

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

CRN 11526

### Start Your Own Small Business

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

CRN 11529

### Start Your Own Arts and Crafts Business

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

CRN 11527

### Start Your Own Gift Basket Business

Express your creativity in a fun and profitable way, by starting a home-based business as a gift basket designer.

CRN 11528

### Start a Pet Sitting Business

Discover how to translate your love of animals into a fun and profitable career.

CRN 11525

## Learn to Buy and Sell on eBay

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

CRN 11311

## Growing Plants for Fun and Profit

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

CRN 11472

## Start a Consulting Practice

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

CRN 11530

## Secrets of the Caterer

Learn cooking and business secrets from a professional caterer.

CRN 11470

## Wow, What a Great Event!

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

CRN 11204

## CAREER DEVELOPMENT

(\$119 per class)

### Résumé Writing Workshop

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

CRN 11513

### Twelve Steps to a Successful Job Search

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

CRN 11514

### Jump Start Your Career

Learn how to use LinkedIn, a free and popular job search and career development tool, and gain the power of the Internet to expand your professional network.

CRN 11387

### Get Assertive!

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

CRN 11495

### Leadership

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

CRN 11512

### Listen to Your Heart and Success Will Follow

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

CRN 11498

## Individual Excellence: Secrets of Career Success

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

CRN 11217

## Achieving Success with Difficult People

Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

CRN 11240

## Merrill Ream Speed Reading

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

CRN 11433

## COMPUTERS

(\$119 per class)

### Basic Computer Literacy

#### Keyboarding

CRN 11260

#### Introduction to Windows 8

CRN 11303

#### Introduction to Windows 7

CRN 11302

#### Understanding the Cloud

CRN 11381

#### Computer Skills for the Workplace

CRN 11261

### Computer Applications

#### What's New in Microsoft Office 2013?

CRN 11305

#### What's New in Microsoft Office 2010?

CRN 11304

#### Introduction to Microsoft Word 2011 for Mac

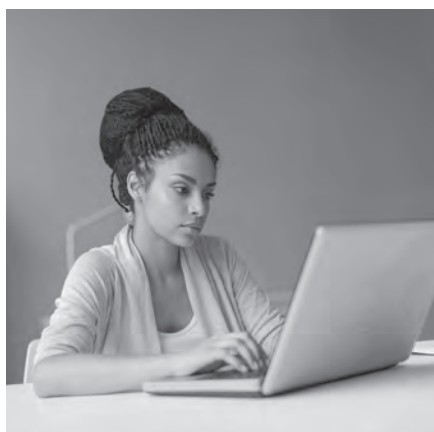
CRN 11268

#### Introduction to Microsoft Word 2013

CRN 11269

#### Introduction to Microsoft Word 2010

CRN 11267



#### Introduction to Microsoft Word 2007

CRN 11266

#### Intermediate Microsoft Word 2013

CRN 11272

#### Intermediate Microsoft Word 2010

CRN 11271

#### Intermediate Microsoft Word 2007

CRN 11270

#### Introduction to Microsoft Excel 2013

CRN 11287

#### Introduction to Microsoft Excel 2010

CRN 11286

#### Introduction to Microsoft Excel 2007

CRN 11285

#### Intermediate Microsoft Excel 2013

CRN 11296

#### Intermediate Microsoft Excel 2010

CRN 11295

#### Intermediate Microsoft Excel 2007

CRN 11294

#### Advanced Microsoft Excel 2013

CRN 11290

#### Advanced Microsoft Excel 2010

CRN 11289

#### Advanced Microsoft Excel 2007

CRN 11288

#### Introduction to Microsoft Access 2013

CRN 11293

#### Introduction to Microsoft Access 2010

CRN 11292

#### Introduction to Microsoft Access 2007

CRN 11291

#### Intermediate Microsoft Access 2013

CRN 11299

#### Intermediate Microsoft Access 2010

CRN 11298

#### Intermediate Microsoft Access 2007

CRN 11297

#### Introduction to Microsoft PowerPoint 2013

CRN 11301

#### Introduction to Microsoft PowerPoint 2010

CRN 11300

#### Introduction to Microsoft Outlook 2013

CRN 11309

#### Introduction to Microsoft Outlook 2010

CRN 11308

#### Introduction to Microsoft Publisher 2013

CRN 11307

#### Introduction to Microsoft Publisher 2010

CRN 11306

#### Introduction to Microsoft Project 2013

CRN 11384

#### Introduction to Microsoft Project 2010

CRN 11383

#### Introduction to Adobe Acrobat X

CRN 11380

#### Introduction to Crystal Reports

CRN 11377

#### Introduction to QuickBooks 2015

CRN 11275

#### Introduction to QuickBooks 2014

CRN 11274

#### Introduction to QuickBooks 2013

CRN 11273

#### Intermediate QuickBooks 2015

CRN 11281

#### Intermediate QuickBooks 2014

CRN 11280

#### Intermediate QuickBooks 2013

CRN 11279

#### QuickBooks 2015 for Contractors

CRN 11277

#### QuickBooks 2014 for Contractors

CRN 11278

#### QuickBooks 2013 for Contractors

CRN 11276

#### Performing Payroll in QuickBooks 2015

CRN 11284

#### Performing Payroll in QuickBooks 2014

CRN 11283

#### Performing Payroll in QuickBooks 2013

CRN 11282

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

[www.ed2go.com/manchcc](http://www.ed2go.com/manchcc)



## Web Page Design, Graphics & Multimedia

---

### **Creating Web Pages**

CRN 11316

### **Advanced Web Pages**

CRN 11386

### **Creating WordPress Websites**

CRN 11317

### **Creating WordPress Websites II**

CRN 11318

### **Responsive Web Design**

CRN 11314

### **Introduction to CSS3 and HTML5**

CRN 11367

### **Intermediate CSS3 and HTML5**

CRN 11368

### **Advanced CSS3 and HTML5**

CRN 11315

### **Introduction to JavaScript**

CRN 11312

### **Designing Effective Websites**

CRN 11385

### **Creating jQuery Mobile Websites with Dreamweaver**

CRN 11374

### **Introduction to Dreamweaver CS6**

CRN 11341

### **Intermediate Dreamweaver CS6**

CRN 11342

### **Achieving Top Search Engine Positions**

CRN 11310

### **Introduction to Google Analytics**

CRN 11372

### **Introduction to CorelDRAW X5**

CRN 11371

### **Introduction to Final Cut Pro X**

CRN 11347

### **Introduction to Camtasia Studio 8**

CRN 11369

### **Introduction to Flash CS6**

CRN 11343

### **Intermediate Flash CS6**

CRN 11344



## Digital Imaging & Design

---

### **Introduction to Illustrator CS6**

CRN 11350

### **Introduction to InDesign CC**

CRN 11348

### **Introduction to InDesign CS6**

CRN 11349

### **Introduction to Lightroom 5**

CRN 11389

### **Introduction to Lightroom 4**

CRN 11388

### **Introduction to Photoshop CC**

CRN 11351

### **Introduction to Photoshop CS6**

CRN 11353

### **Introduction to Photoshop CS5**

CRN 11352

### **Intermediate Photoshop CC**

CRN 11356

### **Intermediate Photoshop CS6**

CRN 11358

### **Intermediate Photoshop CS5**

CRN 11357

### **Photoshop CC for the Digital Photographer**

CRN 11354

### **Photoshop CS6 for the Digital Photographer**

CRN 11355

### **Photoshop Elements 13 for the Digital Photographer**

CRN 11361

### **Photoshop Elements 12 for the Digital Photographer**

CRN 11360

### **Photoshop Elements 11 for the Digital Photographer**

CRN 11359

### **Photoshop CC for the Digital Photographer II**

CRN 11362

### **Photoshop CS6 for the Digital Photographer II**

CRN 11363

### **Photoshop Elements 13 for the Digital Photographer II**

CRN 11366

### **Photoshop Elements 12 for the Digital Photographer II**

CRN 11365

### **Photoshop Elements 11 for the Digital Photographer II**

CRN 11364

## Computer Troubleshooting & Networking

---

### **Introduction to PC Troubleshooting**

CRN 11265

### **Introduction to PC Security**

CRN 11390

### **Advanced PC Security**

CRN 11264

### **Wireless Networking**

CRN 11320

### **Introduction to Networking**

CRN 11321

### **Intermediate Networking**

CRN 11319

## Programming & Database Management

---

### **Introduction to Programming**

CRN 11327

### **Macintosh, iPhone, and iPad Programming**

CRN 11373

### **Creating Mobile Apps with HTML5**

CRN 11375

### **How to Get Started in Game Development**

CRN 11379

### **Introduction to Ajax Programming**

CRN 11326

## Introduction to ASP.NET

CRN 11340

## Introduction to Java Programming

CRN 11345

## Intermediate Java Programming

CRN 11346

## Introduction to C++ Programming

CRN 11335

## Introduction to C# Programming

CRN 11336

## Intermediate C# Programming

CRN 11337

## Introduction to Python 3 Programming

CRN 11334

## Introduction to Python 2.5 Programming

CRN 11333

## Introduction to XML

CRN 11313

## Introduction to Database Development

CRN 11323

## Introduction to Visual Basic

CRN 11328

## Intermediate Visual Basic

CRN 11329

## Introduction to SQL

CRN 11324

## Intermediate SQL

CRN 11325

## Introduction to PHP and MySQL

CRN 11338

## Intermediate PHP and MySQL

CRN 11339

## CERTIFICATION PREP

(\$139 per class)

## Basic CompTIA A+ Certification Prep

CRN 11330

## Intermediate CompTIA A+ Certification Prep

CRN 11331

## Advanced CompTIA A+ Certification Prep

CRN 11332

## CompTIA Security+ Certification Prep 1

CRN 11262

## CompTIA Security+ Certification Prep 2

CRN 11263

## CompTIA Network+ Certification Prep

CRN 11322

## PMP Certification Prep 1

CRN 11208

## PMP Certification Prep 2

CRN 11210

## COURSES FOR TEACHERS

(\$119 per class)

### Teaching Preschool: A Year of Inspiring Lessons

In this course on teaching preschoolers, you'll learn how to come up with creative and balanced preschool lesson plans for every month of the school year.

CRN 11404

### Teaching High School Students

Master the latest teaching strategies to help you reach high school students, including differentiated instruction and classroom management.

CRN 11403

### Teaching Adult Learners

Learn powerful techniques for reaching and motivating adult learners in today's student-centered classroom.

CRN 11405

### An Introduction to Teaching ESL/EFL

Learn how to be an effective English language teacher from an expert in the field.

CRN 11414

### Practical Ideas for the Adult ESL/EFL Classroom

Learn ESL teaching strategies for fostering a more successful learning environment for your adult ESL/EFL students, as well as how to create activities that build a bridge from the classroom to the real world.

CRN 11415

### Teaching ESL/EFL Reading

Discover practical techniques and methods for teaching reading in any ESL or EFL environment that will help you become a more confident and effective reading teacher.

CRN 11417

### Teaching ESL/EFL Vocabulary

Discover what makes a well-balanced vocabulary course when you're teaching ESL and how to plan one that truly meets your students' needs.

CRN 11418

### Teaching ESL/EFL Grammar

Learn new methods for teaching English grammar that will both engage and challenge ESL/EFL students.

CRN 11416

### Spanish in the Classroom

Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking students and parents.

CRN 11442

## Singapore Math: Number Sense and Computational Strategies

In this teacher training course, you'll learn Singapore's innovative and practical strategies for solving addition, subtraction, multiplication, and division problems.

CRN 11436

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

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

CRN 11434

## Singapore Math Strategies: Advanced Model Drawing for Grades 6-9

Master model drawing, a revolutionary technique for teaching middle school math students how to triumph over word problems and learn to love math.

CRN 11435

## Teaching Math: Grades 4-6

Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.

CRN 11437

## Teaching Science: Grades 4-6

Increase your effectiveness as a science teacher for children in fourth through sixth grades.

CRN 11410

## Solving Classroom Discipline Problems

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

CRN 11419

## Solving Classroom Discipline Problems II

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

CRN 11420

## Empowering Students with Disabilities

Explore common disabilities you'll encounter in the classroom and master techniques for promoting academic, behavioral, and social skills in students with special needs.

CRN 11438

## Teaching Students with Learning Disabilities

Learn how to successfully meet the diverse needs of students with learning disabilities in your classroom.

CRN 11441

# ONLINE ACADEMY

## Teaching Students with ADHD

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

CRN 11439

## Teaching Students with Autism: Strategies for Success

Help your students with high-functioning autism and Asperger's Syndrome unlock their potential in the classroom.

CRN 11440

## Survival Kit for New Teachers

Veteran instructor shares the secrets for success in your first years of teaching.

CRN 11413

## Ready, Set, Read!

A learning specialist shows you how to raise a successful reader and writer.

CRN 11431

## The Creative Classroom

Enrich your teaching talents and encourage your students' creative thinking as you learn to turn your classroom into a creative classroom.

CRN 11428

## Creating Classroom Centers

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

CRN 11406

## Differentiated Instruction in the Classroom

Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.

CRN 11407

## The Differentiated Instruction and Response to Intervention Connection

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

CRN 11409

## Differentiating K-12 Assessments

Learn effective strategies for differentiating your assessments and empowering every student in your class to succeed.

CRN 11408

## Creating the Inclusive Classroom: Strategies for Success

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

CRN 11427

## Teaching Writing: Grades K-3

Learn how to nurture student writers in the early elementary classroom.

CRN 11412

## Teaching Writing: Grades 4-6

In this teacher-training course, you'll learn from an experienced educator how to motivate and assist developing writers.

CRN 11411

## Common Core Standards for English Language Arts K-5

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

CRN 11402

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

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

CRN 11429

## Guided Reading: Strategies for the Differentiated Classroom

Learn creative ways to bring differentiated instruction and guided reading to life in your classroom.

CRN 11430

## Response to Intervention: Reading Strategies That Work

Learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need.

CRN 11432

## Integrating Technology in the Classroom

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

CRN 11422

## Teaching Smarter with SMART Boards

Master the use of SMART Board and SMART Notebook technology so you can create powerful interactive lessons that capture your students' attention.

CRN 11423

## Using the Internet in the Classroom

Discover how you can use the Internet to make teaching easier for you and more relevant to your students.

CRN 11424

## Creating a Classroom Website

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

CRN 11425

## Microsoft PowerPoint 2013 in the Classroom

In this course for teachers, you'll learn how to motivate students and enrich lessons by bringing Microsoft PowerPoint 2013 presentations into your classroom.

CRN 11426

## Blogging and Podcasting for Beginners

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

CRN 11421





## Enhancing Language Development in Childhood

Enrich the lives of your children by learning fun and natural ways to help them become proficient speakers and thinkers.

CRN 11468

## Understanding Adolescents

Uncover the secrets of the adolescent mind. Gain valuable information on how they feel, how their identities develop, and how you can best meet their needs.

CRN 11466

## GRANT WRITING & NONPROFIT MANAGEMENT

(\$119 per class)

### A to Z Grant Writing

Learn how to research and develop relationships with potential funding sources, organize grant-writing campaigns, and prepare proposals.

CRN 11449

### Get Grants!

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

CRN 11450

### Advanced Grant Proposal Writing

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

CRN 11452

### Writing Effective Grant Proposals

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

CRN 11451

### Becoming a Grant Writing Consultant

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

CRN 11519

### Starting a Nonprofit

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

CRN 11520

### Nonprofit Fundraising Essentials

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

CRN 11523

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

[www.ed2go.com/manchcc](http://www.ed2go.com/manchcc)

## Marketing Your Nonprofit

Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers.

CRN 11521

## Introduction to Nonprofit Management

Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors.

CRN 11522

## HEALTH CARE, FAMILY & NUTRITION

(\$119 per class)

### Assisting Aging Parents

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

CRN 11467

### Marriage and Relationships: Keys to Success

Getting married is just the first step! Learn how to build a solid foundation for a healthy partnership that will last far beyond "I do".

CRN 11494

### Homeschool with Success

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

CRN 11401

### Explore a Career as an Administrative Medical Assistant

Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA) in a doctor's office - from appointment scheduling and chart creation to medical billing and coding.

CRN 11490

### Explore a Career as a Pharmacy Technician

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

CRN 11483

### Explore a Career in Nursing

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

CRN 11492

### Explore a Career in Medical Coding

Learn how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

CRN 11491

## Explore a Career in Medical Transcription

Learn how to transcribe the medical reports most often used in healthcare today, and discover how to get started and advance as a medical transcriptionist.

CRN 11478

## Explore a Career in Medical Writing

Take your first step toward a lucrative and rewarding career as a medical writer.

CRN 11482

## Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

CRN 11479

## HIPAA Compliance

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

CRN 11474

## Become an Optical Assistant

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

CRN 11477

## Become a Physical Therapy Aide

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

CRN 11484

## Become a Veterinary Assistant

A practicing veterinarian prepares you to work in a veterinary office or hospital.

CRN 11485

## Become a Veterinary Assistant II: Canine Reproduction

A practicing veterinarian teaches you to manage the entire canine breeding cycle, from assessing the health of parents to puppy care.

CRN 11486

## Become a Veterinary Assistant III: Practical Skills

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

CRN 11487

## Introduction to Natural Health and Healing

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

CRN 11488

## Lose Weight and Keep It Off!

Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime.

CRN 11475

# ONLINE ACADEMY

## Luscious, Low-Fat, Lightning-Quick Meals

Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious!

CRN 11469

## Handling Medical Emergencies

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

CRN 11476

## LANGUAGES

(\$119 per class)

### Speed Spanish I

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

CRN 11461

### Speed Spanish II

Follow-up to our popular Speed Spanish course. Several new recipes help you continue building fluency.

CRN 11462

### Speed Spanish III

Master your ability to speak, understand, and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series.

CRN 11463

### Spanish for Law Enforcement

Master the fundamentals of the Spanish language by practicing basic conversational skills and learning essential Spanish terminology for law enforcement situations.

CRN 11515

### Spanish for Medical Professionals I

Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

CRN 11489

### Spanish for Medical Professionals II

Build on your foundation of Spanish for healthcare providers by learning medical terminology and phrases from a variety of medical fields as well as Spanish grammar

CRN 11480

### Beginning Conversational French

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

CRN 11459

### Instant Italian

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

CRN 11464

## Conversational Japanese

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

CRN 11460

### Easy English 1

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

CRN 11444

### Easy English 2

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

CRN 11445

### Easy English 3

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

CRN 11446

### Grammar for ESL

If English is your second language and you're headed to college, this course will teach you the principles of grammar and structure you'll need to succeed.

CRN 11443

### Writing for ESL

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

CRN 11447

### Discover Sign Language

Discover the fun of learning sign language and using your hands to communicate with Deaf people.

CRN 11241

## MATH & SCIENCE

(\$119 per class)

### Math Refresher

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

CRN 11499

### Introduction to Algebra

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

CRN 11501

### Introduction to Statistics

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

CRN 11500



### Medical Math

Master the math skills you need to succeed in the medical field.

CRN 11493

### Human Anatomy and Physiology I

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

CRN 11473

### Human Anatomy and Physiology II

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

CRN 11481

### Introduction to Biology

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

CRN 11510

### Introduction to Chemistry

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

CRN 11511

## PERSONAL ENRICHMENT

(\$119 per class)

### Introduction to Interior Design

Explore a career in interior design as you learn how to transform any room into a beautiful and functional space.

CRN 11227

### Start Your Own Edible Garden

Learn how to grow delicious, nutritious fruit and vegetables in your own backyard.

CRN 11471

## Get Funny!

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

CRN 11497

## Skills for Making Great Decisions

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

CRN 11496

## Interpersonal Communication

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

CRN 11239

## Keys to Effective Communication

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

CRN 11238

## Genealogy Basics

Learn where to look, whom to contact, and how to use research tools to begin an exciting exploration of your roots.

CRN 11465

## PERSONAL FINANCE & INVESTMENTS

(\$119 per class)

## Where Does All My Money Go?

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

CRN 11448

## Personal Finance

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

CRN 11458

## Business Finance for Non-Financial Personnel

This course will help you understand business environments, financial statements, and strategy so you can make more profitable business and personal financial decisions.

CRN 11457

## Keys to Successful Money Management

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

CRN 11453

## Real Estate Investing

Build and protect your wealth by investing in real estate.

CRN 11516

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

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

CRN 11454

## The Analysis and Valuation of Stocks

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

CRN 11455

## Introduction to Stock Options

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

CRN 11456

## PHOTOGRAPHY

(\$119 per class)

## Discover Digital Photography

An informative introduction to the fascinating world of digital photography.

CRN 11507

## Mastering Your Digital SLR Camera

Take your photography to the next level with your digital SLR camera by learning how to master lenses, apertures, shutter speed, exposure settings, and more.

CRN 11508

## Introduction to Digital Scrapbooking

Learn how to make the most of your scrapbooking talents and artistic ideas when you combine digital and traditional scrapbooking techniques.

CRN 11370

## Travel Photography for the Digital Photographer

Learn the tricks and techniques digital photographers need to capture scenes from around the world and bring them home.

CRN 11509

## Secrets of Better Photography

Learn how to take better pictures by understanding your camera and how to use it in a variety of situations.

CRN 11504

## Photographing Nature with Your Digital Camera

Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots.

CRN 11505

## Photographing People with Your Digital Camera

Learn to take beautiful pictures of adults, children, and babies.

CRN 11506

## SALES & MARKETING

(\$119 per class)

## Professional Sales Skills

Discover how to begin a successful and rewarding career in sales.

CRN 11214

## Effective Selling

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

CRN 11213



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

[www.ed2go.com/manchcc](http://www.ed2go.com/manchcc)



## Small Business Marketing on a Shoestring

Discover small business marketing strategies that can help you attract attention, woo your target audience, grow your customer base, and expand your profits - all for little or no money.

CRN 11532

## Marketing Your Business on the Internet

Develop an Internet marketing plan for your business that incorporates SEO, advertising, email, social media, and more.

CRN 11531

## Using Social Media in Business

Learn how to use the five most popular social media platforms - Facebook, Twitter, LinkedIn, Pinterest, and Google+ - to grow and promote your business.

CRN 11378

## TEST PREP

(\$119 per class)

## Praxis Core Preparation

Develop the knowledge and skills you need to pass the Praxis I Exam as you review and prepare for everything the test includes.

CRN 11400

## Prepare for the GED Test

Want to pass the GED test? This course will help you develop the skills you'll need to succeed.

CRN 11392

## Prepare for the GED Math Test

Master the skills you'll need to pass the Mathematical Reasoning module in the 2014 GED test series.

CRN 11391

## GMAT Preparation

Discover powerful test-taking techniques and methods for improving your score on the GMAT.

CRN 11395

## GRE Preparation: Part 1 (Verbal & Analytical)

Discover powerful strategies for success in the verbal reasoning and analytical writing sections of the GRE revised General Test (course 1 of 2).

CRN 11393

## GRE Preparation: Part 2 (Quantitative)

Learn a variety of useful techniques for tackling the quantitative reasoning sections of the computerized GRE revised General Test (course 2 of 2).

CRN 11394

## LSAT Preparation: Part 1

Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills (course 1 of 2).

CRN 11396

## LSAT Preparation: Part 2

Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers (course 2 of 2).

CRN 11397

## SAT/ACT Preparation: Part 1

Master the reading, writing, English, and science questions on the ACT and new SAT.

CRN 11398

## SAT/ACT Preparation: Part 2

Master the math questions on the ACT and new SAT.

CRN 11399

## WRITING COURSES

(\$119 per class)

## Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

CRN 11252

## Grammar Refresher

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

CRN 11228

## Writing Essentials

Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

CRN 11236

## Effective Business Writing

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

CRN 11245

## Business Marketing Writing

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

CRN 11244

## Write Effective Web Content

Learn how to write Web content and produce multimedia elements to make your website or blog a must-visit site on the Internet.

CRN 11258

## Fundamentals of Technical Writing

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

CRN 11235

## The Keys to Effective Editing

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

CRN 11220

## Writeriffic: Creativity Training for Writers

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

CRN 11250

## How to Make Money from Your Writing

You really can make money with your writing. Whether you want to create your own business, add to your income, supplement your retirement, or boost what you're earning as a writer, you'll find the how-to's here.

CRN 11233

## Write Fiction Like a Pro

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

CRN 11249

## Advanced Fiction Writing

Explore advanced fiction writing techniques with a published novelist.

CRN 11255

## Writing Young Adult Fiction

Develop your own young adult novel and learn how to break into one of today's hottest publishing markets.

CRN 11232

## Romance Writing

Whether you're a new or experienced writer, this course will teach you the skills you need to write a romance novel that will make readers swoon.

CRN 11230

## Mystery Writing

Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author.

CRN 11229

## Writing the Fantasy Novel

This is the perfect course for anyone who's ever thought about becoming a fantasy fiction writer.

CRN 11231

## The Craft of Magazine Writing

If you're a determined new writer, this class will provide you with the skills you need to get published.

CRN 11257

## Writing for Children

A published children's author shows you how to touch the hearts of children by creating books for them.

CRN 11242

## Research Methods for Writers

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

CRN 11237

## Beginner's Guide to Getting Published

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

CRN 11246

## Write and Publish Your Nonfiction Book

Become a professional author or advance your career by learning to write, edit, and publish nonfiction books of all types.

CRN 11248

## Publish and Sell Your E-Books

Learn how to use free tools to publish an e-book, and then list and sell your e-books in the world's largest online bookstores.

CRN 11247

## Introduction to Internet Writing Markets

A professional writer shows you how to make money writing on the Internet.

CRN 11253

## Travel Writing

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

CRN 11234

## Write Your Life Story

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

CRN 11251

## Introduction to Journaling

Discover how journaling can help you learn more about yourself, explore your dreams, values, and beliefs, improve your health, survive unwanted change, succeed in your career, and express your creativity.

CRN 11254



# 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.

Program	Total Hours	Course Fee*
Cisco® CCNA® Certification Training .....	150 .....	\$1,995
Comp TIA™ Security+ Certification Training .....	80 .....	\$1,495
Advanced Hospital Coding and CCS Prep .....	80 .....	\$1,895
Advanced Coding for the Physician's Office .....	80 .....	\$1,595
Administrative Medical Specialist with Medical Billing and Coding .....	300 .....	\$1,995
Administrative Medical Specialist with Medical Billing and Coding and Medical Terminology .....	360 .....	\$2,495
Certified Bookkeeper .....	140 .....	\$1,995

\*PLEASE NOTE: Once registered, no refunds are available for these Online Career Training Programs.

To learn more, visit [www.manchestercc.edu/continuing-education/Credit-Free-Programs](http://www.manchestercc.edu/continuing-education/Credit-Free-Programs)

### Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career counselors will help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self-paced
- No additional charges - all materials, workbooks, and software are included in the course fee.

## NEED HELP?

### THE KNOWLEDGEABLE STAFF AT ED2GO CAN ASSIST YOU!

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

If you have questions about how to register or pay for an online class, you may email MCC's Ed2go contact, Jessie Bradley: [jbradley@manchestercc.edu](mailto:jbradley@manchestercc.edu).

### FREE! TRY OUT AN ED2GO ONLINE COURSE NOW!

Follow these steps to access one sample lesson from any course you choose:

- Go to [www.ed2go.com/manchcc](http://www.ed2go.com/manchcc)
- Type the course title in the "Search for Courses" box
- Click the course title
- Click "View Demo"

This will give you access to the first lesson instantly. To register for the full 12-week course, click "Enroll Now" and follow the instructions.

# 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 the OAA office: 860-512-2840**

Visit us on the web: [www.manchestercc.edu/continuing/oaa.php](http://www.manchestercc.edu/continuing/oaa.php).

### 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 \_\_\_\_\_

full date required

full date required

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

Amount enclosed: \_\_\_\_\_

Check #: \_\_\_\_\_ Check Date: \_\_\_\_\_

Date Received: \_\_\_\_\_

(For Office Use Only)

DETACH HERE Keep for your records

MCCOAA MEMBERSHIP CARD

Member Name

Valid through August 31, 20 \_\_\_\_\_

ORGANIZATION OF ACTIVE ADULTS

in partnership with Manchester Community College  
oaa@manchestercc.edu • [www.manchestercc.edu/continuing/oaa](http://www.manchestercc.edu/continuing/oaa)  
860-512-2840 • (Membership fees are not refundable)

## MCCOAA TUITION REBATE PROGRAM

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

## MCCOAA TUITION REBATE FORM

Membership in OAA Required before Course Start Date • Minimum Age for OAA Membership is 50

OAA Member's Name: \_\_\_\_\_ Member's Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Course Title: \_\_\_\_\_ Course Start Date: \_\_\_\_\_ Course Fee: \$ \_\_\_\_\_

Current-Year Catalog Semester (circle one): Fall Winter Spring Summer

Instructor's signature: \_\_\_\_\_ Print Last Name: \_\_\_\_\_

(Verifying that student attended at least one class session)

(For Office Use Only)

Rec'd Date

App. No.

Memb. Date

Balance: \$



## **NEW** The Basics of Travel Photography

You love to travel ... and you love to take photographs on your trips and share them with family and friends. Learn from a professional, world-traveling and award-winning photographer on the fundamentals and best practices for travel photography. Learn how to get better shots through framing the image, adjusting to different lighting conditions, and capturing the moment, as well as creative ways to display your travel images. **This course will include two Saturday field trips on April 9 and May 7, local sites TBA, from 9-11 a.m.** Critiques of the field shoots will be included in the course. All levels are welcome. Students should have a digital SLR camera, and can choose to work in color and/or black and white. Joining us for this special daytime offering!

CRN 12181 | Fee: \$195  
4 Wednesdays | 4/6; 4/20; 5/4; 5/18  
1-3 PM | AST E202  
2 Saturdays (local field trips) | 4/9 & 5/7  
9-11 AM | Sites TBA

Instructor: Mallorie Ostrowitz holds an M.F.A. from Lehman College and a B.A. in fine arts from Queens College. Her photography has been widely exhibited throughout the United States and can be viewed on her website at [www.mallorieostrowitz.com](http://www.mallorieostrowitz.com). She has also been honored to have her work hang in the Embassy of Peru in Washington D.C., and in the Consulate of Peru in Hartford.

## Nature and Outdoor Photography

In the first session, there will be discussion of the 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 11791 | Fee: \$120  
5 Saturdays | 5/7-6/11 (does not meet 5/28)  
9-11 AM | AST D211  
(5/14 & 6/4 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.



## 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 12068 | Fee: \$99  
2 Tuesdays | 3/15-3/22  
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, and maybe even learned how to load your photos into the computer and digitally enhance them, you're ready for more. In this advanced course, learn how to control digital photography from camera to computer. Topics will include advanced techniques for taking better digital photos, digital picture management, advanced camera controls, enhancing your pictures via software, and successful printing and web usage techniques. Bring your digital camera and your digital questions to this informative class. *Prerequisite: Digital Camera Introduction or equivalent experience, or approval by instructor or computer coordinator.*

CRN 12069 | Fee: \$99  
2 Tuesdays | 3/29-4/5  
6-9 PM | LRC B142  
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 the use of the RAW file format. The class will also use Adobe Photoshop to demonstrate downloading images and processing RAW file formats, as well as learning essential tools for processing digital photographs. Please bring your digital SLR to class.

CRN 11660 | 2 Fridays | 1/22-1/29  
6-9 PM | AST D211  
CRN 11661 | 2 Fridays | 4/8-4/15  
6-9 PM | AST D211  
Fee: \$105 (per course)

Instructor: Richard Hoyer

## Advanced Digital SLR

We will concentrate on advanced topics relating to photography with digital SLRs and improving images with Adobe Photoshop CC; focus on exposure and image quality-control in a variety of challenging lighting situations, including creative use of both on- and off-camera flash units; and use Adobe Photoshop CC to explore the digital imaging workflow, while delving into topics such as tricky color correction of problem images, advanced masking techniques, combining multiple images for contrast control or creative effect, nondestructive editing, and elements of Adobe Camera RAW. You must bring your digital SLR camera to class. *Prerequisite: Using Your Digital SLR is highly recommended.*

CRN 11722 | Fee: \$55  
1 Friday | 4/22  
6-9 PM | AST D211  
Instructor: Richard Hoyer





## 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. Please bring your camera to all sessions. Prerequisite: *Participants should have basic camera skills and be prepared to shoot assignments weekly.*

CRN 11721 | Fee: \$155

3 Fridays | 5/6-5/20

6-9 PM | AST D211

Instructor: Richard Hoyer



## **NEW** Creating Photographs that Will Knock Your Socks Off

Through in-class shooting assignments and instruction, learn how to make interesting and unusual images through a variety of lighting techniques. You also will discover ways to produce wonderful images by creatively playing with: your lens' focal length, aperture, and shutter speed setting; the positioning of yourself, your camera, and the subject; and using some very ordinary everyday items, as well as offbeat camera accessories. Finally, we will manipulate many of your images in Adobe Photoshop to demonstrate the almost unlimited possibilities for fixing and strikingly improving your work. You will need to bring to class your digital camera, with instruction booklet, and a fully charged battery. If you own a tripod, please bring this as well.

CRN 12170 | Fee: \$60

2 Fridays | 2/26-3/4

6-9 PM | GPA GP139

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](http://www.stockpeterglass.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 12171 | Fee: \$60

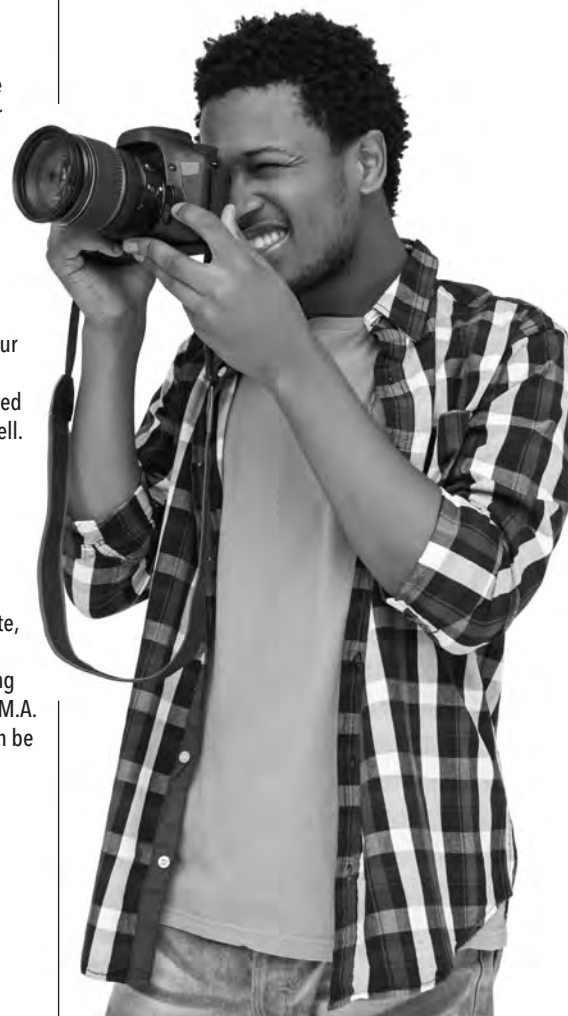
2 Fridays | 3/11-3/18

6-9 PM | GPA GP126

Instructor: Peter Glass

### YOU MAY ALSO LIKE

- **Digital Imaging courses on pages 23-24**
- **Online Academy Photography courses on pages 61**



## ■ JOB SEARCH & CAREER WORKSHOPS

Looking for information and guidance on how to become more competitive in your job search? You are invited to attend the following workshops.

All sessions meet in the Career Services Suite (SSC L107) and are FREE and open to students, alumni, and the public. Pre-registration, however, is required, using the registration form on page 77.

Instructors: Julie Hepburn-Greene, senior associate director of Career Services at MCC, and other Career Services staff.



### 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 12144 | 1 Tuesday | 1/26 | 2-3:30 PM  
CRN 12146 | 1 Tuesday | 2/23 | 2-3:30 PM

Wednesday Afternoon Sessions  
CRN 12145 | 1 Wednesday | 1/27  
noon-1:30 PM  
CRN 12147 | 1 Wednesday | 2/24  
noon-1:30 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 12152 | 1 Tuesday | 2/2 | 2-3:30 PM  
CRN 12154 | 1 Tuesday | 3/1 | 2-3:30 PM

Wednesday Afternoon Sessions  
CRN 12153 | 1 Wednesday | 2/3  
noon-1:30 PM  
CRN 12155 | 1 Wednesday | 3/2  
noon-1:30 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 12148 | 1 Tuesday | 2/9 | 2-3:30 PM  
CRN 12150 | 1 Tuesday | 3/8 | 2-3:30 PM

Wednesday Afternoon Sessions  
CRN 12149 | 1 Wednesday | 2/10  
noon-1:30 PM  
CRN 12151 | 1 Wednesday | 3/9  
noon-1:30 PM

SSC L107 (Career Services Suite)

### Making Effective Career Choices

Learn how to make effective career choices through the use of traditional and online career guidance assessment tools. Match your interests and personality types with career fields and position titles, identify typical educational paths that one can take to become qualified for specific positions, and learn about available online resources that can assist you in your research process.

Tuesday Afternoon Sessions  
CRN 12140 | 1 Tuesday | 2/16 | 2-3:30 PM  
CRN 12142 | 1 Tuesday | 3/15 | 2-3:30 PM

Wednesday Afternoon Sessions  
CRN 12141 | 1 Wednesday | 2/17  
noon-1:30 PM  
CRN 12143 | 1 Wednesday | 3/16  
noon-1:30 PM

SSC L107 (Career Services Suite)

## REGIONAL JOB FAIR

Sponsored by  
**MCC Career Services**  
**Friday, April 1, 2016**  
**9 AM - 1 PM**  
**Great Path Academy**  
**Gymnasium**

## ■ CAREER OPPORTUNITIES

### 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 and have completed high school diploma or its equivalent. Instructor provides handouts. No other prerequisite.

CRN 11934 | Fee: \$110  
1 Monday | 3/21  
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.

### 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.getsmartct.com](http://www.getsmartct.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 11970 | Fee: \$195  
2 Saturdays | 4/23-4/30  
8:30 AM-4:30 PM | GPA GP136

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.



## SKILLS FOR THE WORKPLACE

### **NEW** Become the Brand that People Can't Stop Talking About!

This course will be an experience to remember! Learn unexpected, interesting, and helpful tips, and big mistakes to avoid, for branding your company into a product or image that will draw customers. Topics will include: customer service, clarity of marketing presentation, outperforming the competition, human resource development and training, and team building. Get the branding fundamentals you need to catch people's attention in your transition to success!

CRN 12158 | Fee: \$85  
4 Tuesdays | 4/19-5/10  
6:30-8:30 PM | GPA GP137

Instructor: Lori Fortuna has a M.S. in human resource management and counseling from the University of Bridgeport. She is chief experience officer at Lori Fortuna Coaching, and was formerly a learning manager and regional human resource manager at Dunkin' Brands, Inc. and a regional human resource manager for Burger King Corporation. For more information, please visit her website: [www.lorifortuna.com](http://www.lorifortuna.com).

### Managing a Successful Nonprofit Organization

Build an effective nonprofit team that utilizes both employees and volunteers. Learn general management practices of multitasking, time management, and scheduling. Learn best practices for how to market your nonprofit and design and implement a budget. Public service announcements, press releases, the Internet, email, public speaking, fairs, and newsletters will also be reviewed. Students should bring a lunch. **Please note: This course meets at MCC on Main, 903 Main St., Manchester.**

CRN 11723 | Fee: \$185  
2 Saturdays | 4/9-4/16  
11:30 AM-6 PM | MCC on Main

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.

### 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. **Please note: This course meets at MCC on Main, 903 Main St., Manchester.**

CRN 11720 | Fee: \$95  
1 Saturday | 3/19  
11:30 AM-6 PM | MCC on Main

Instructor: Beverly Salzman

### Spontaneous Speaking

Have you ever been tongue-tied or unable to answer a question that was thrown at you unexpectedly? Learn how to handle yourself more effectively in business meetings, professional exchanges, or while fielding questions during a presentation. This class will give you the practical experience you need to be more spontaneous, quick on your feet, and more successful at handling unexpected situations, while gaining greater ease and confidence in your interactions.

CRN 12166 | Fee: \$40  
1 Thursday | 3/10  
6-9 PM | GPA GP143

Instructor: Noreen C. Reilly, of Reilly Training Resources, is a training and development specialist with 15 years' experience, providing customized training and coaching for organizations. She has a bachelor's degree in business from Bryant University and has completed extensive graduate work in psychology, specializing in facilitation skills and group dynamics. She is a former board member of the National Speakers Association, New England Chapter.



### **NEW** Using Both Sides of Your Brain

Left Brain? Right Brain? Discover which side is more dominant with you by taking a brain dominance personality profile. Understand the characteristics and motivations of left and right brain people. Learn strategies to communicate more successfully with people. Identify new ways of processing and learning information. Discover ways to strengthen and develop the non-dominant side of your brain. Find out how whole brain thinking can enhance your career and personal life.

CRN 12175 | Fee: \$40  
1 Wednesday | 3/30  
6-9 PM | GPA GP139

Instructor: Noreen C. Reilly

### Discovering Your Creative Genius

This class is designed for anyone who has ever wanted to discover or develop their creative genius. We all have the ability to be creative—it's just a matter of tapping into it. This class will help you activate the right side of your brain—and tap into your creative potential. Participants will have several classroom opportunities to use creativity strategies and techniques. This hands-on session will be fun, stretch your imagination, help you to shift your perspective, and "see" things differently. Understand how creative thinking enhances your ability to resolve real life issues—and get better results!

CRN 12167 | Fee: \$25  
1 Tuesday | 5/3  
6:30-8:30 PM | GPA GP136

Instructor: Noreen C. Reilly

### Overcoming Negative Self-Talk

Discover ways to transform your thinking—and transform your life! If you've ever been stuck or in a rut, the cause may be rooted in your negative thought and thinking patterns. Your thoughts and beliefs influence how you communicate and act in the world, and this affects the results you get. Tap into your positive potential. Learn to identify and clear negative thoughts; reframe, modify, and transform thoughts; integrate new thoughts, beliefs, and behaviors; create a powerful "I Can Plan;" and gain new insights, clarity, awareness, and compassion for yourself.

CRN 12172 | Fee: \$25  
1 Wednesday | 5/18  
6:30-8:30 PM | GPA GP139

Instructor: Noreen C. Reilly



## ■ REAL ESTATE

### Principles and Practices of Real Estate *WIA-Approved*

This required course for real estate licensing provides clear explanations of modern real estate practices and a working knowledge of real estate in Connecticut. Property owners, buyers, sellers, and anyone interested in pursuing real estate careers or operations will find this course beneficial and rewarding. Students must attend at least 60 hours and pass the course with a score of 70 or higher in order to sit for the State exam (the Salesperson Exam fee of approximately \$80 is not included with this course). Please note that your certificate will be printed with your name as it appears on your registration form. Students in the Saturday section should bring a lunch. Required texts: Modern Real Estate Practice, 19th edition (ISBN 9781427746122) and CT Real Estate Practice and Law, 13th edition (ISBN 9781475420043), as well as a strongly recommended text, Questions & Answers ... Real Estate Exam (ISBN 97814754224812), Dearborn, available at MCC Bookstore for approximately \$120 (for all three books).

CRN 11612 | 14 sessions: 8 Wednesdays | 2/17-4/6 (exam date, 4/13) | 6-9:45 PM & 6 Saturdays | 2/20-4/2 (does not meet 3/26) | 8:30 AM-2:30 PM | SSC L240

CRN 11613 | 16 sessions: 9 Tuesdays & 7 Thursdays | 3/15-5/10 (does not meet 3/24; exam date, 5/12) | 5:30-9:30 PM | SSC L240

Fee: \$485 (per section)

Instructors: CRN 11612: Kathleen Carey, J.D. from University of CT Law School, is a real estate attorney with Carey Law, LLC, in Rocky Hill and chair of the Real Estate Young Lawyers Section of the CT Bar Association; CRN 11613: Marc Vallen is assistant state's attorney in CT's Office of States' Attorney. He was formerly principal in Vallen & Sandler, LLC.

### Real Estate and Appraisal Commissions Licensure Information

Pre-licensing real estate courses offered at MCC are recognized by the Real Estate Consortium of CT Community Colleges and have been filed with and approved by the State of Connecticut Real Estate Commission. Approved courses meet the minimum requirements as outlined by the State of Connecticut.

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

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

- Principles and Practices of Real Estate (60 hours)

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

- Principles and Practices of Real Estate (60 hours)
- Basic Appraisal Principles or Procedures for Brokers (30 hours)
- Elective (30 hours)

*Please note:* Effective 7/1/16, licensure requirements for Real Estate Brokers will change. Applicants must successfully complete a 15-hour course in Real Estate Legal Compliance and a 15-hour course in Real Estate Brokerage Principles and Practices and two 15-hour approved electives. MCC expects to offer these courses. Check the CT Department of Consumer Protection website for more details to be released.

#### **Appraiser**

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

### Principles and Practices of Real Estate 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/](http://www1.ctdol.state.ct.us/etpl/).

## Continuing Education for Real Estate Professionals

Approved by the CT Real Estate Commission

Three Continuing Education Credits per Course

### **NEW** CT Real Estate Legal Review and Update

Course topics will include: why Community Association Managers must be registered; the changes in the Residential Property Condition Disclosure Report, and when smoke detectors are required; Broker Price Opinions and the rules regarding Dual and Designated Agency; when Referral Fees are prohibited; review of Continuing Education requirements; legal entity licensing and the different types of businesses in Connecticut; review of sections of the Dodd-Frank Disclosure Form and how it affects real estate, and then completing a sample Loan Estimate and Closing Disclose Form; review of a Listing Contract and Buyer Representation Agreement; and review of the Uniform Power of Attorney Act and the difference between a Power of Attorney and a Conservatorship.

CRN 11666 | Fee: \$50  
1 Monday | 4/18  
6-9 PM | SSC L142

Instructor: Lucy Michaud is assistant extension professor at the University of Connecticut's School of Business Center for Real Estate in Storrs. For many years, she operated her own law office, specializing in business law, contracts, corporate law, real estate, and probate law. She earned her J.D. from Quinnipiac University School of Law.

### **NEW** Due Diligence for Real Estate Professionals

Why bother to discuss due diligence? That's not the job of the real estate professional ... is it? Well frankly, no, it's not your job ... unless you consider your job to include figuring out where potential issues may be lurking, and nipping those issues in the bud, and to ensure a smooth closing with satisfied clients. In this course we'll discuss what due diligence is and what it is not. We'll look at potential issues, and things to review. Beginning with what is available at town hall, we'll review tax records, land records, flood maps, building permits, and the like. We'll also discuss what is NOT found at town hall, such as environmental issues.

CRN 11681 | Fee: \$50  
1 Tuesday | 5/17  
6-9 PM | SSC L240  
Instructor: Marc Vallen

### **NEW** Mortgage Loan Documentation

Learn about the legal role and effect of the various documents involved in the real estate purchase and sales transaction. Beginning with the Promissory Note, we will discuss the standard, and not-so-standard, provisions, including repayment options, balloon payments, joint and several liability, "open-end" provisions, revolving credit, the role of the secondary market, modifications, and allonges. Once that is established, we will look at the role of the mortgage deed as security for repayment of the note. Finally, we will look at enforcement, including the lis pendens, collection actions, foreclosure actions (and potential opportunities) and deficiency judgments.

CRN 11682 | Fee: \$50  
1 Thursday | 5/19  
6-9 PM | SSC L240  
Instructor: Marc Vallen

### **NEW** Foreclosure and Bankruptcy

Learn how real estate is affected by, and affects, foreclosure and bankruptcy, and where opportunities may lie for the real estate professional. We will begin with an introduction to secured and unsecured lending. From there, we'll discuss various forms of collateral, both real and personal. We will discuss priorities of liens, and "super-priority" liens, such as condominium liens and taxes. We will also discuss the real estate salesperson's lien. Once that is established, we will discuss realizing on collateral, including personal property and foreclosures in real property. We will discuss the two traditional methods of foreclosure in Connecticut, as well as the new "foreclosure by market sale" and what these things mean to the real estate professional. Finally we will discuss the role of bankruptcy as it affects borrower and the real estate professional.

CRN 11683 | Fee: \$50  
1 Tuesday | 5/24  
6-9 PM | SSC L240  
Instructor: Marc Vallen





## BUSINESS & INDUSTRY

### Safety: Be More Secure in an Insecure World

We hear all about it in the news: workplace violence, school shootings, theater killings, and other horrific incidents. Being prepared can literally mean the difference between life and death for you, your family, and your colleagues. Using case studies, a security expert shares techniques that can be utilized in a variety of threatening situations, from those posed by armed intruders to those caused by angry coworkers. He also covers workplace procedures for emergencies and prevention methods to avert such emergencies, and proven methods when faced with fire, a medical emergency, appearance of suspicious persons, vehicles or packages, or other dangerous situations. Increase your confidence in your ability to respond appropriately in times of crisis. Instructor provides handouts. No prerequisite.

CRN 11932 | Fee: \$90

1 Tuesday | 3/29

9 AM-4 PM | LRC B144 (limited seating)

Instructor: Richard Siena

### NEW Succession Planning: The Show Must Go On

What happens when key employees leave, taking decades of experience along with them? How will a surge of Boomer retirements impact your organization? What can you do now to prepare? Is your organization developing leaders who can fill key positions? Succession planning as a risk management practice is critical to ensuring the health of an organization, which must then focus not only on today's needs but tomorrow's as well. When succession planning is a standard practice, the organization becomes stronger, more effective and more stable. This critical planning impacts the entire workforce and improves morale and a sense of community. In this course, participants will learn concepts and strategies of succession planning and leadership development as a means to strengthen their organizations. Instructor provides handouts. No prerequisite.

CRN 12043 | Fee: \$90

1 Thursday | 3/31

9 AM-4 PM | LRC B144 (limited seating)

Instructor: Debbie Colucci has a B.A. in art and psychology from Bowling Green State University and an M.S. in College Student Personnel from Western Illinois University. She is the Equity Compliance Director and Deputy Title IX Coordinator at Wesleyan University.



### 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 11885 | Fee: \$90

1 Tuesday | 4/5

9 AM-4 PM | LRC B144 (limited seating)

Instructor: Allison L. Phaneuf

### NEW Continuous Improvement and Doing More With Less

This workshop provides a basic understanding of the fundamentals of how to make continuous improvements in your office or business, without necessarily making huge capital investments. Waste is the arch enemy of efficiency and operational excellence. Learn to do more with less! Typically 95% of activities conducted within an organization are non-value-added in the eyes of the customer. We'll consider "the 8 deadly wastes" and how to make meaningful and rapid improvements, and again, without huge capital investments. Students will come away with an individual action plan. Instructor provides handouts. No prerequisite.

CRN 12045 | Fee: \$180

2 Wednesdays | 4/27-5/4

9 AM-4 PM | LRC B144 (limited seating)

Instructor: Robert Werner is a Senior Executive with over 30 years' experience in KAIZEN/Continuous Improvement, Quality/Business Management Systems, and founder of EG International.

#### YOU MAY ALSO LIKE:

- Allied Health courses on pages 3-7
- Computer Certification courses on page 27
- 200-Hour Certified Yoga Teacher Certification on page 38
- Personal Trainer National Certification on page 39
- Become a Professional Gardener on page 41
- Online Academy professional development courses on pages 53-59

### NEW Business and Systems Analysis Principles and Practices

Business/Systems Analysts are professionals who serve as intermediaries between IT and other departments in a business. One of their most important functions is to identify requirements and formulate solutions. After defining the terms "Business Analysis" and "Business Analyst," we will focus on a guidebook for business analysts: A Guide to the Business Analysis Body of Knowledge® (BABOK® Guide), followed by considering several aspects of requirements, including types of requirements, requirements elicitation techniques, and requirements analysis and design techniques. In addition to lecture, this course devotes ample time to breakout sessions. Instructor provides handouts. No prerequisite.

CRN 12049 | Fee: \$105

1 Tuesday | 4/26

9 AM-4 PM | LRC B144 (limited seating)

Instructor: William Marut has many years of experience as an informational technology professional. He has worked for many different companies, with a diverse set of clients, and across several different industries. He holds a B.A. in mathematics and an M.B.A.

### Spanish Essentials for the Workplace

Learn basic phrases for communicating with Spanish speaking employees, clients and coworkers. Practice basic Spanish grammar exercises, role-playing, and reality-based activities. Topics will include Spanish sounds and the alphabet; greetings and farewells; asking for information and other polite requests; numbers, dates, days of the week, and months of the year; time; and useful verbs and key phrases in the present, past, and future tenses. This class will be taught in a state-of-the-art language lab, so that participants can also learn to use computer translators effectively. Participants will also have opportunities to practice with a native speaker during the class. Instructor provides handouts. No prerequisite.

CRN 11936 | Fee: \$180

2 Fridays | 5/6-5/13

9 AM-4 PM | LRC B210 (limited seating)

Instructor: Linda Burk, Ph.D., is professor of romance languages at MCC.



# PROFESSIONAL DEVELOPMENT

## 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 11922 | Fee: \$90  
1 Thursday | 5/12  
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.

## Middle Management Skills Certificate

Enhance your management skills and improve your chances for advancement. Just because you have some experience doesn't mean you are the best that you can be. This program will help you develop some skills that will make you an even better manager. Participants will be awarded a certificate for completion of each module: communications; leadership and coaching; motivation and ethics; team-building; and managing a diverse workplace. Instructor provides handouts. No prerequisite.

CRN 11887 | Fee: \$399  
5 Fridays | 4/8-5/6  
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.



## Essentials of Project Management

Project management is an industry-wide, recognized discipline. It has become a key ingredient to insuring successful, on-time and on-budget projects. You should attend this course if you have or will lead a project in the future, or if you will be actively participating in a project. 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. Instructor provides handouts. No prerequisite.

CRN 11883 | Fee: \$199  
2 sessions | Monday & Wednesday | 5/16-5/18  
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.

## 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 11924 | Fee: \$90  
1 Tuesday | 5/17  
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.

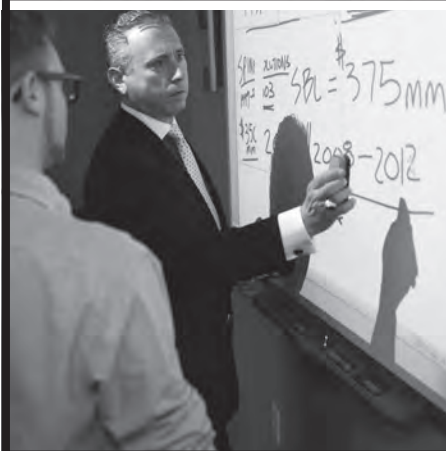
## NEW Rewarding Employees When Budgets Are Tight

How do you foster an environment where employees want to come to work and achieve their potential even when there is no budget for overtime or raises? Arguably more money is great (it's hard to imagine employees saying no to a raise!), but you can reward and incent people in meaningful ways that don't involve financial compensation. In this session participants will learn about employee recognition as a way to strengthen their organization, will discuss how and why companies offer non-financial compensation, and will explore some successful examples of no-cost rewards. Instructor provides handouts. No prerequisite.

CRN 12047 | Fee: \$90  
1 Monday | 5/23  
9 AM-4 PM | LRC B144 (limited seating)

Instructor: Debbie Colucci

## VISCOGLIOSI ENTREPRENEURSHIP CENTER



## Who We Are

The Viscogliosi Entrepreneurship Center provides entrepreneurs and small business owners with opportunities to explore and develop their passion and vision, and to create responsible leadership and viable businesses through innovative and informative educational and networking programs.

STAY CONNECTED



## What We Do

- Programs available for aspiring and current entrepreneurs of all ages
- Educational, interactive seminars led by successful entrepreneurs
- Continuing Education classes in business and computer technology
- Networking Professional
- Business Counseling Coaching
- Financial Counseling
- Small Business Lending Library

[www.manchestercc.edu/viscogliosi-entrepreneurship-center/](http://www.manchestercc.edu/viscogliosi-entrepreneurship-center/)

## 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 11941 | Fee \$20

6 Wednesdays | 2/17-4/27 (meets every other week)

3:30-5 PM | AST C212

Instructors: Dr. Gena Glickman, MCC President; Jana Sime, Math faculty; and Kimberly Hamilton-Bobrow, Lois Coleman, Tanya Millner-Harlee, Michael DiRaimo, and Andrew Sottile, English faculty.

### 2/17 - *Reluctant Genius: The Passionate Life and Inventive Mind of Alexander Graham Bell* by Charlotte Gray

The biographer guides us on an intimate journey into the golden age of invention and the vibrant life of a man whose work continues to shape our world. Gray shares with the reader the inner-workings of the mind of a genius and of a remarkable marriage. Alexander Graham Bell was a complicated, intense man; his multifaceted scientific interests occupied him throughout his life as did his devotion to deaf education. As Charlotte Gray said to an interviewer "it was hard not to be overwhelmed" by this tireless inventor.

Instructors: Jana Sime and Kimberly Hamilton-Bobrow

### 3/2 - *The Life-Changing Magic of Tidying Up: The Japanese Art of Decluttering and Organizing* by Marie Kondo

How often have you tried to reorganize your home so that it feels like a sanctuary? You straighten up one day and within the week things are in disarray once again. Can't find your spare keys? Bookshelves, tools, closets stuffed to the gills? Do you buy duplicates of an item only to discover that you already own two of the same? Most organizing books suggest that if you haven't worn or used something in a year, you should toss it. This one instead recommends that you keep only those things that give you joy and pleasure from clothing to photographs to books. This is a gem of a book that speaks to creating a life space that calms the mind and opens up opportunities to surround yourself with the things that bring joy and happiness.

Instructors: Dr. Gena Glickman

### 3/16 - *Glaciers* by Alexis M. Smith

This novel, published by Oregon-based independent press Tin House Books, presents a day in the life of Isabel, a library book repairwoman who collects the forgotten possessions of others, and who dreamily contemplates the world in which she lives and the people with whom she spends her days. In chapters alternating between present day Portland and Isabel's childhood spent watching the Alaskan glaciers melt, Smith's short novel asks difficult questions: How do we live in the 21st century without forgetting what came before? And, more importantly, how do we confront the devastating changes we see every day?

Instructor: Andrew Sottile

### 3/30 - *Did You Ever Have a Family* by Bill Clegg

In this novel the protagonist, June, loses everything—family, possessions, identity—in a tragic fire on the eve of her daughter's wedding. She heads West, alone and desperate, to sort out the nature of her grief and to find some hint of purpose in the new life that has been cruelly thrust upon her.

Instructor: Michael DiRaimo

### 4/13 - *Corregidora* by Gayl Jones

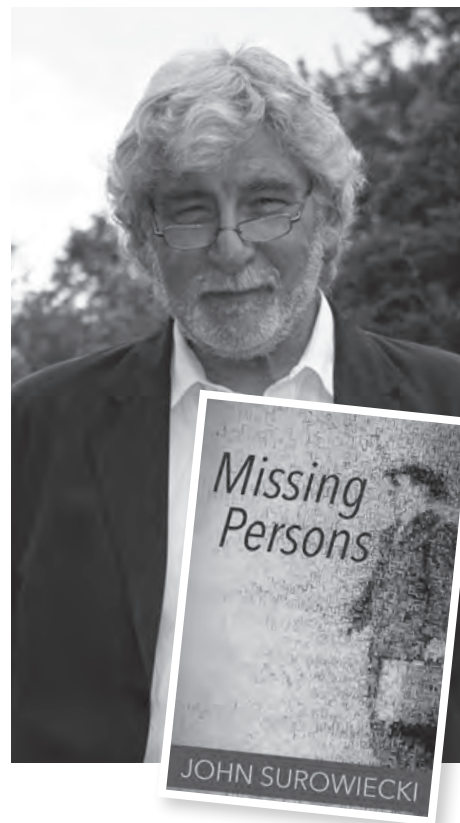
This powerful novel is about history and its legacy, in this case, specifically for the descendants of slavery in mid-twentieth century America. Protagonist blues singer Ursa must reconcile family history, her own experience, and her sense of herself as an American woman. Maya Angelou has said of the novel, "Gayl Jones has concocted a tale as American as Mount Rushmore and as murky as the Florida swamps."

Instructor: Lois Coleman

### 4/27 - *The Brief Wondrous Life of Oscar Wao* by Junot Diaz

Oscar is a sweet but disastrously overweight ghetto nerd who dreams of becoming the Dominican J.R.R. Tolkien and, most of all, finding love. But Oscar may never get what he wants. Blame the fuku—a curse that has haunted Oscar's family for generations, following them on their epic journey from Santo Domingo to the USA. Encapsulating Dominican-American history, this novel opens our eyes to an astonishing vision of the contemporary American experience and explores the endless human capacity to persevere—and risk it all—in the name of love."

Instructor: Tanya Millner-Harlee



## NEW Author Night: Reading and Discussion of *Missing Persons*

In this new series of authors introducing and reading from their recently published works, John Surowiecki will speak about his creative process and impetus behind the writing of his new award-winning chapbook of poems, *Missing Persons*. This book remembers those who are no longer with us: some have died, moved away, vanished mysteriously, have endured suffering quietly and without complaint, been institutionalized, aged beyond recognition, or have simply changed. A book signing will follow the discussion and reading. **Please note: This course meets at MCC on Main, 903 Main St., Manchester.**

CRN 12169 | Fee: \$5

1 Tuesday | 3/29

6:30-8 PM | MCC on Main

Instructor: John Surowiecki is the author of four collections of poetry, *Flies*, *Barney and Gienka*, *The Hat City after Men Stopped Wearing Hats*, and *Watching Cartoons before Attending a Funeral*, as well as a verse drama, *My Nose and Me*, which won a Poetry Foundation Pegasus Award, and several chapbooks, including the newly released, *Missing Persons*, which won Encircle Publication's chapbook award.



## IN THE CELTIC TRADITION

In this new series spotlighting world literature and famous authors by their country, we begin with Ireland and three of its best poets, spanning a century.

### **NEW** William Butler Yeats



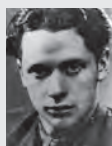
William Butler Yeats, one of the major writers of the early 20th century and recipient of the Nobel Prize in Literature, is considered Ireland's greatest poet. From the early "When You Are Old"

and "The Lake Isle of Innisfree" to later verses, such as "The Second Coming," we will read and discuss several of his best-known poems.

CRN 11944 | Fee: \$20  
1 Friday | 3/18  
10-11:30 AM | AST C212

Instructor: David Garnes earned his master of library science and master of arts from Columbia University. He worked as a librarian at the University of Connecticut for 20 years and is presently a freelance writer, lecturer, and book discussion leader for Connecticut Humanities. He has also served as a guide at the Emily Dickinson Museum since 2001.

### **NEW** Dylan Thomas



Dylan Thomas, in the course of his short life, was celebrated for his play, *Under Milk Wood*, and the prose memoir, *A Child's Christmas in Wales*. He also wrote memorable poems,

among them "Fern Hill" and "Do Not Go Gentle into that Good Night," works that exhibit lyric romanticism and intense emotion.

CRN 11945 | Fee: \$20  
1 Friday | 4/15  
10-11:30 AM | AST C212

Instructor: David Garnes

### **NEW** Seamus Heaney



Seamus Heaney, arguably at his recent death the foremost contemporary Irish writer, was another Nobel Prize winner. He was prolific as a playwright, translator, lecturer, and, most notably, poet. We will explore his poetry, both naturalistic and romantic, in such poems as "Digging," "Blackberry Picking," "Exposure," and "Requiem for the Croppies."

CRN 11946 | Fee: \$20  
1 Friday | 5/20  
10-11:30 AM | AST C212

Instructor: David Garnes

## Poetry for Poets

This course is for serious writers of poetry who are interested in refining their craft and getting their work published. Your work will undergo rigorous (but always friendly) review. The course will emphasize the processes of rewriting and editing to help you reach the next level of your writing. You will also gain the skills and confidence necessary to submit your work to literary journals. You will be expected to bring in samples of your poetry to each class and participate in critiquing your fellow poets' work. Students will be expected to complete a chapbook of poems by the end of the course. Materials fee: \$5, payable to instructor, for publication of a chapbook featuring students' work. **Please note: this course meets at MCC on Main, 903 Main St., Manchester.**

CRN 11739 | Fee: \$105  
6 Saturdays | 4/9-5/14  
11:30 AM-1:30 PM | MCC on Main

Instructor: John Surowiecki

### **NEW** Jane Austen's *Sense and Sensibility*

In this special book discussion series on the work of Jane Austen, join us for an in-depth treatment of her classic, *Sense and Sensibility*—Austen's first published work, a meticulously constructed tale sparkling with her unique wit in this tale of love, social convention, and loss. In addition our discussion, we will also consider Austen's life and other works.



CRN 12083 | Fee: \$20  
1 Wednesday | 4/6  
6-8 PM | GPA GP214

Instructor: Katherine Noonan has a B.A. in history and literature from Smith College and is currently a candidate for the master of library and information science degree at Simmons College. She has taught for MCC's Credit-Free Programs since 2012 and is a founding member of the MCC Reads Downtown course.

## Dystopia and Disaster in the Novel

Humans are born with an instinct: fight or flight. As we ... and society ... have evolved, we no longer need to fight or flee from predators, yet we still seek that thrill and rush of adrenaline, and fiction supplies an effective replacement. One of the newest and most popular subcategory of Thrillers is the Dystopian Novel. From *War of the Worlds* to *The Hunger Games*, we will discuss this exciting genre. Students are encouraged to bring and share their favorite disaster novels to class. We will read and discuss the granddaddy of dystopia, *Brave New World* by Aldous Huxley (suggested edition: ISBN 9780060776091).

CRN 12119 | Fee: \$20  
1 Wednesday | 5/11  
6-8 PM | GPA GP214

Instructor: Katherine Noonan

### **NEW** Elements of Fiction Writing

Although fiction is an art form, it is also a skill. Learn more about the building blocks needed to finish the novel you've already dreamed of creating, including plot and story; pace and tension; dynamic character building; scene construction; and style. You will receive instructor and peer feedback in this workshop setting. Students should have at least a partially completed manuscript to take to class.

CRN 11902 | Fee: \$95  
4 Mondays | 3/14-4/4  
7-9 PM | LRC B209

Instructor: Heather Webb writes historical novels for Penguin and HarperCollins, which have been translated into three languages and have been featured in the Wall Street Journal, Cosmopolitan, France Magazine, Reuters News, and the Huffington Post, and have received national starred reviews. She is also a freelance editor and contributor to award-winning writing sites, Writer Unboxed, Writers in the Storm, and Romance University. You can find her on the web at HeatherWebb.net.

*There is no charm equal  
to tenderness of heart*  
—Jane Austen

## Adventures in Autobiography

Maya Angelou said, "There is no greater agony than bearing an untold story inside you." In this creative writing workshop you will have the opportunity to discover and express your untold stories. Through practical writing assignments, imaginative exercises, reflective conversations, and relevant readings (in and between classes), you can expect to develop the skills, confidence, and inspiration to look at your life through an alternate lens, uncover new perspectives, and find fresh meaning in your old stories. For the last session, students may invite family and friends to share in their presentations. **Please note: This course meets at MCC on Main, 903 Main St., Manchester.**

CRN 11947 | Fee: \$145

6 Saturdays | 3/5-4/16

(does not meet 3/26)

11:30 AM-1:30 PM | MCC on Main

Instructor: Stacey Jill Zackin applies her master's in social work and doctorate in psychology to theCoach4you, a personal and professional coaching practice she founded 15 years ago. She uses the art of storytelling to help her clients "re-right" the stories of their past, become authors of their future and experience being the heroes of their journey.



## MCC READS DOWNTOWN

The popularity of book discussion groups at MCC has led to this group that meets at MCC on Main, and is designed to complement the More Great Books discussion series on campus. Sessions will be led by distinguished MCC library and staff members. The course meets on alternate weeks to allow time for reading. Books are available at local and online bookstores and at most libraries. Please note: This course meets at MCC on Main, 903 Main St., Manchester.

CRN 11893 | Fee: \$20

5 Thursdays | 2/25; 3/17; 3/31; 4/14; and 4/28

6-7 PM | MCC on Main

Instructors: Paula Pini, associate director of MCC Library; Patricia Ronalter, MCC reference librarian; and Katherine Noonan, M.L.S. candidate at Simmons College.

### 2/25 - *Etta and Otto and Russell and James* by Emma Hooper

Eighty-three-year-old Etta has never seen the ocean. So early one morning she takes a rifle, some chocolate, and her best boots and begins walking the 3,232 kilometers from rural Saskatchewan, Canada, eastward to the sea. As Etta walks further toward the crashing waves, the lines among memory, illusion, and reality blur.

Instructor: Katherine Noonan

### 3/17 - *Americanah* by Chimamanda Ngozi Adichie

Ifemelu and Obinze are young and in love when they depart military-ruled Nigeria for the West. Beautiful, self-assured Ifemelu heads for America, where despite her academic success, she is forced to grapple with what it means to be black for the first time. Quiet, thoughtful Obinze had hoped to join her, but with post-9/11 America closed to him, he instead plunges into a dangerous, undocumented life in London.

Instructor: Deborah Herman

### 3/31 - *Circling the Sun* by Paula McLain

Paula McLain, author of the phenomenal bestseller *The Paris Wife*, now returns with her keenly anticipated new novel, transporting readers to colonial Kenya in the 1920s. *Circling the Sun* brings to life a fearless and captivating woman—Beryl Markham, a record-setting aviator caught up in a passionate love triangle with safari hunter Denys Finch Hatton and Karen Blixen, also known by her pen name Isak Dinesen, who wrote the classic memoir *Out of Africa*.

Instructor: Patricia Ronalter

### 4/14 - *A House in the Sky: A Memoir* by Amanda Lindhout

Amanda Lindhout escaped a violent household by paging through issues of *National Geographic* and imagining herself in its exotic locales. At nineteen, working as a cocktail waitress, she began saving so she could travel the globe. She backpacked through Latin America, Laos, Bangladesh, and India, and emboldened by each adventure, went on to Sudan, Syria, and Pakistan. In August 2008, she traveled to Somalia—"the most dangerous place on earth," and was abducted by a group of masked men along a dusty road.

Instructor: Paula Pini

### 4/28 - *Girl Waits With Gun* by Amy Stewart

Constance Kopp towers over most men, has no interest in marriage or domestic affairs, and has been isolated from the world since a family secret sent her and her sisters into hiding fifteen years ago. A belligerent and powerful silk factory owner runs down their buggy, and a dispute over damages turns into a war as he unleashes his gang on their family farm. Constance is forced to confront her past and defend her family in a way that few women of 1914 would have dared.

Instructor: Katherine Noonan



# 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](http://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](mailto: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](http://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.....	<a href="http://www.mctc.bkstr.com">www.mctc.bkstr.com</a>



# CREDIT-FREE REGISTRATION INFORMATION

## 5 EASY WAYS TO REGISTER FOR CREDIT-FREE COURSES PLEASE COMPLETE AND SUBMIT THIS ENTIRE PAGE.

### 1. BY MAIL

Complete a registration form (one person per registration form, please).  
Pay by check, money order, MasterCard, Visa or Discover Card.

Mail entire page with full payment to:  
Continuing Education Registration, MS #13  
Manchester Community College  
Great Path  
P.O. Box 1046  
Manchester, CT 06045-1046

### 2. IN-PERSON

At the Registrar in the SSC Building. Pay at the Bursar's Office by cash,  
check, money order, MasterCard, Visa or Discover Card.  
Please use the night drop box after hours.

### 3. BY FAX 860-512-3221 (24 HOURS)

Complete a registration form with MasterCard, Visa or Discover Card.  
Please call 860-512-3232 to confirm that your fax was received.

### 4. BY PHONE 860-512-3232

Call 860-512-3232 between 8:30 AM and 4:30 PM,  
Monday-Friday, using MasterCard, Visa or Discover Card.  
• Please leave a detailed voice message if staff is unavailable.

### 5. REGISTER ONLINE

Go to [www.manchestercc.edu/continuing-education](http://www.manchestercc.edu/continuing-education).  
Click Web/Flexible Registration (for details, see page 76)

**NO WRITTEN CONFIRMATIONS ARE MAILED. REGISTRANTS WILL BE  
CONTACTED BY MCC ONLY IF A COURSE IS FULL, CANCELS, OR IF  
CLASSROOMS, MEETING TIMES OR DATES CHANGE.**

## MCC CREDIT-FREE COURSE REGISTRATION

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

Banner I.D. # (if known) \_\_\_\_\_  
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 # \_\_\_\_\_  
☐ VISA ☐ Master Card ☐ Discover  
Three Digit Security Code (CV Code) \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Cardholder name (print) \_\_\_\_\_  
Cardholder signature \_\_\_\_\_  
Relationship to student \_\_\_\_\_  
Cardholder address \_\_\_\_\_  
Cardholder phone \_\_\_\_\_

Fees (total enclosed) \_\_\_\_\_

### REFUNDS

Refunds are issued only for Credit-Free courses that MCC  
cancels, or if a written request is received no later than one (1)  
business day prior to the first scheduled class meeting. See  
details on page 76.

Office Use Only	Regis.	Special	Receipt #	Date
-----------------	--------	---------	-----------	------

# CREDIT-FREE REGISTRATION INFORMATION

## Register Early

Enrollment in classes is limited and will be accepted on a first-come, first-serve basis. Classes may fill quickly; early registration ensures you a seat and also decreases the likelihood that a course will be cancelled.

## Confirmations

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

## Course Locations

Courses are held in classrooms at MCC, unless otherwise indicated in the course descriptions.

## Free Parking

Parking is free at MCC. You may park without a permit in East and West Lots. A permit is required to park in staff or handicapped spaces. For convenient access to the new Great Path Academy (GPA), please use East Lot.

## MCC Bookstore

Please call for hours: 860-645-3140  
[www.efollett.com](http://www.efollett.com)

## Postponements & Make-Ups

Classes postponed by instructor's request, emergencies, or extreme weather conditions will be made up whenever possible. Please call the College's main line, 860-512-3000, or visit the College web page:

[www.manchestercc.edu](http://www.manchestercc.edu) for cancellations due to weather conditions.

You may not makeup absences by attending classes other than your own.

## Cancellations

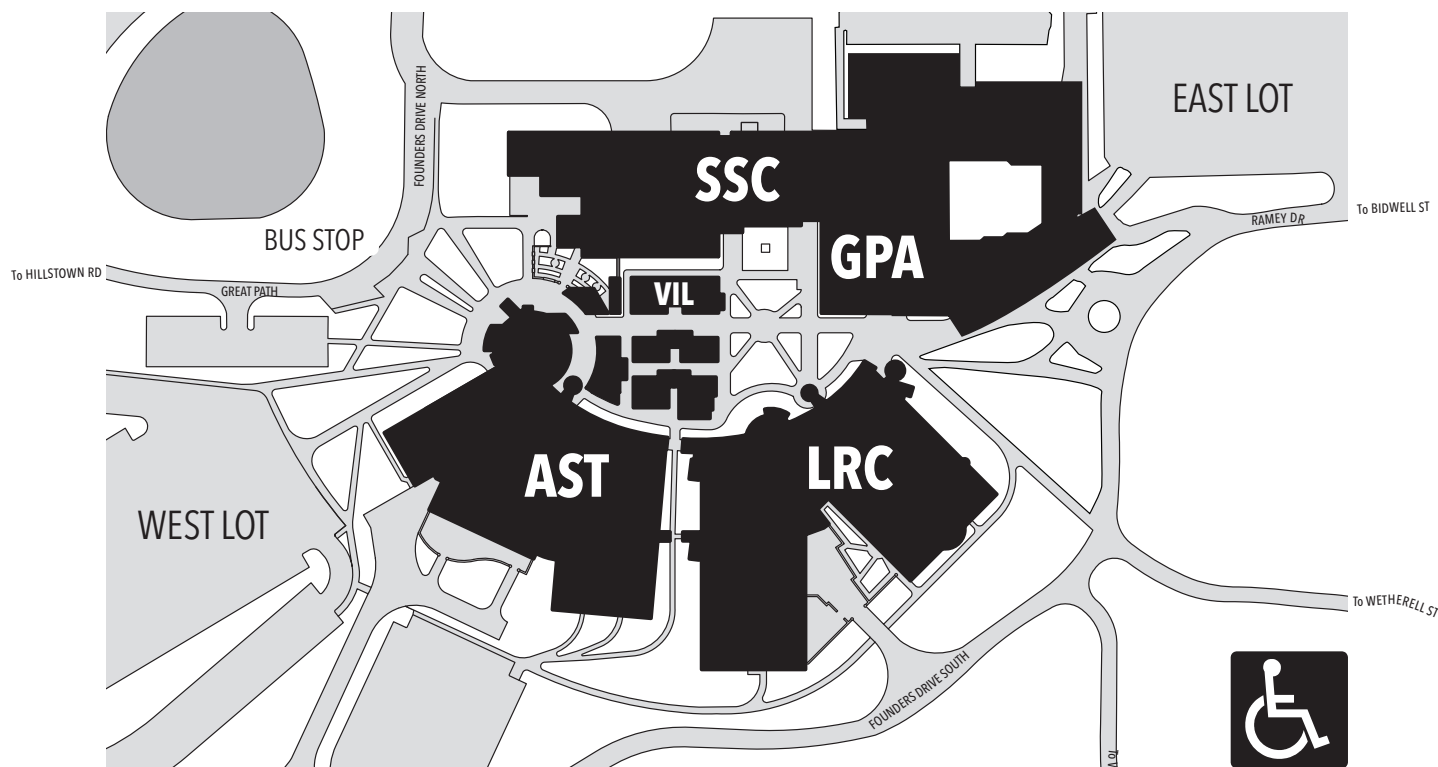
MCC reserves the right to cancel or postpone classes, or substitute instructors as needed due to unforeseen circumstances. If MCC cancels a course, registrants may transfer their fees to another course for the same semester or receive a full refund. If a course is cancelled, registrants will be notified 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](http://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](http://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.

### MCC map link:

<http://www.manchestercc.edu/about/maps-directions/>



# THE RIGHT SKILL AT THE RIGHT TIME

## MANUFACTURING

Local companies are looking for the next generation of skilled workers who can meet the challenges of high-tech manufacturing. CNC Operators, Quality Control Inspectors, CNC Programmers – these are just some of Connecticut's in-demand jobs.

If you're interested in manufacturing as a career, contact us to find out more about the non-credit and credit certificate programs designed to prepare students for success in this field. Ed Dombroski, Coordinator of Manufacturing Programs at MCC, will be happy to answer your questions. You can reach him at 860.512.2814 or by email at [edombroski@manchestercc.edu](mailto:edombroski@manchestercc.edu).

This program is funded in part by the Connecticut Advanced Manufacturing Initiative (CAMI), a Trade Adjustment Assistance Community College and Career Training grant, as implemented by the Employment and Training Administration, U.S. Department of Labor.

CAMI is an equal opportunity program. Auxiliary aids and services are available upon request to individuals with disabilities.



**Enrolling  
NOW for classes  
starting in May.  
Space is limited.  
Inquire about  
financial aid.**

# SOMETIMES "OFF-THE-RACK" TRAINING JUST ISN'T A GOOD FIT.

Customized employee training is tailored to precisely meet your needs and goals. The Corporate and Community Training Center at Manchester Community College provides quality, customized training to private business, government agencies, non-profit organizations, and professional/entrepreneurial groups. MCC staff help clients identify the specific type of training needed, provide highly qualified instructors, customize curriculum, work within the client's schedule, and provide options of on-site training or use of MCC's modern, convenient facilities.

### Here are some of our most popular topics:

■ **Project management** ■ **Microsoft Office** ■ **Cyber security** ■ **Leadership** ■ **Supervisory skills**  
 ■ **Time management** ■ **Written communication** ■ **Presentation skills** ■ **Succession planning** ■ **Ethics**  
 ■ **Diversity** ■ **Sexual harassment prevention** ■ **Customer service** ■ **And so much more!**

For more information, please contact Mick Pigott at 860.512.2815 or [mpigott@manchestercc.edu](mailto:mpigott@manchestercc.edu).







**MANCHESTER  
COMMUNITY  
COLLEGE**

Continuing Education Division  
Great Path, MS #16  
P.O. Box 1046  
Manchester, CT 06045-1046

NON-PROFIT ORG.  
U.S. POSTAGE  
**PAID**  
HARTFORD, CT  
PERMIT #5100

## **Continuing Education Credit-Free Programs**

**For Information: 860-512-2800**

**To Register: 860-512-3232**

**[www.manchestercc.edu/continuing](http://www.manchestercc.edu/continuing)**

## **Prepare for Allied Health Careers**



Check out our course selection

**See pages 3-7**

## **Online Academy**

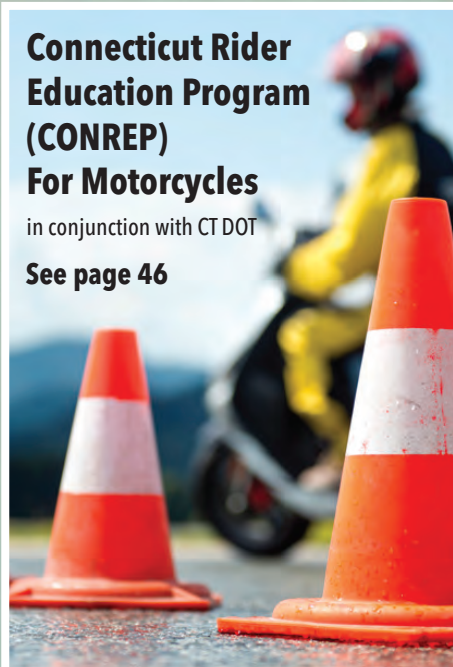
Check out our course selection

**See pages 53-63**

## **Connecticut Rider Education Program (CONREP) For Motorcycles**

in conjunction with CT DOT

**See page 46**



## **Boating Safety**



- To obtain a CT Certificate of Personal Watercraft/Safe Boating
- Saturday and Weekday Evening Classes Available

**See page 40**

## **Preparation for CT Real Estate Licensing Exams**



- Principles and Practices of Real Estate
- C.E. for Real Estate Professionals

**See page 69-70**