

MANCHESTER
COMMUNITY
COLLEGE

Spring 2006

Credit-Free Courses

Continuing Education

Classes Beginning February-May

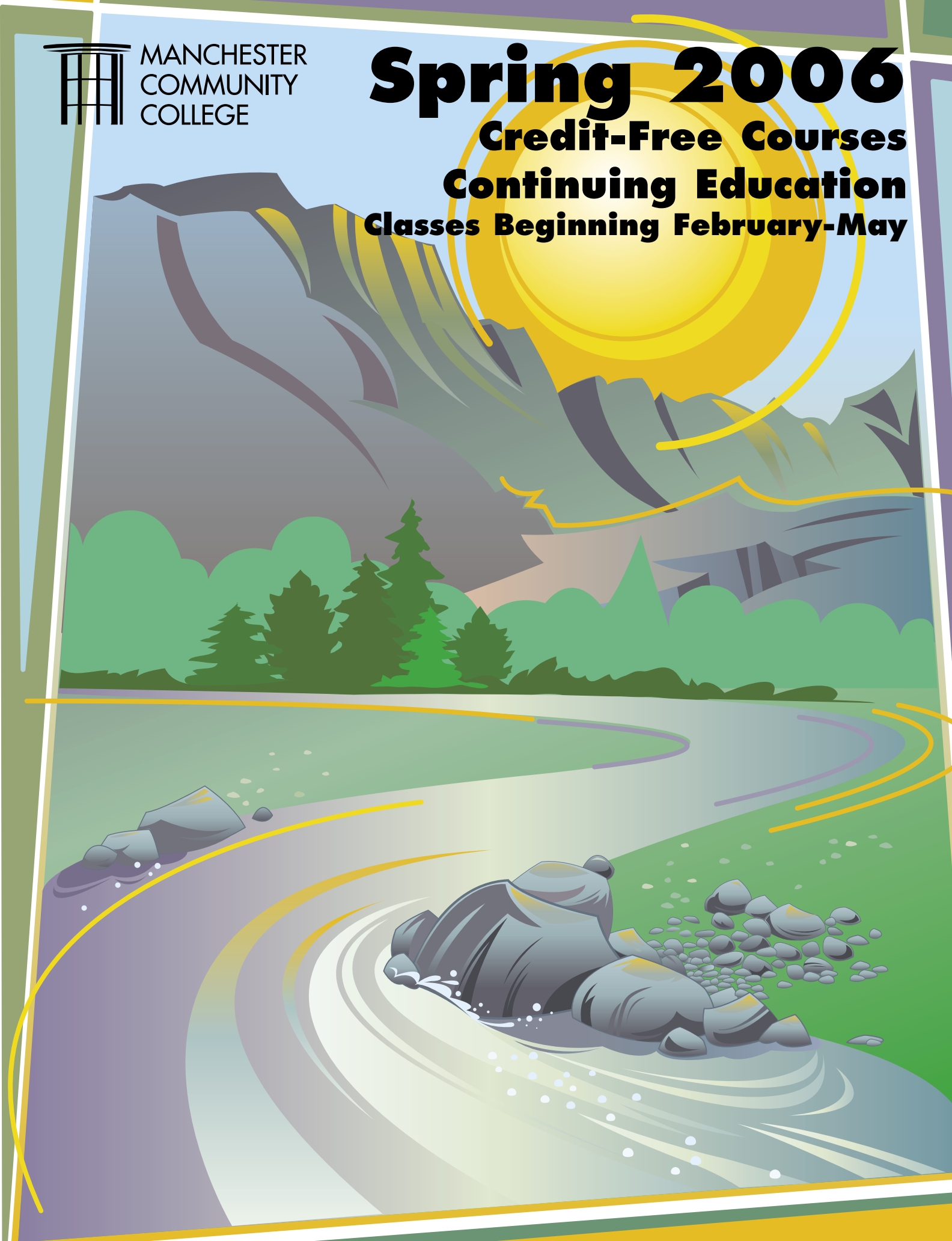
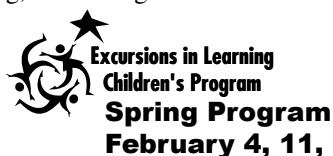


Table of Contents

Allied Health.....	3-4
Art & Crafts	4-9
Boating	34
Body, Mind & Spirit	10-13
Computer Technology	14-23
Cuisine	24-25
Culture, History & Science.....	26-27
Dance & Drama	28-29
Family & Consumer Issues.....	30
Fitness & Recreation.....	31-34
Gardening.....	35-36
Investment & Finance	36
Language—English as a Second Language	37-38
Languages	38-39
Maps & Directions.....	2, 41
Music.....	40-41
Online Courses.....	42-49
Photography	50-51
Professional Development	51-57
Real Estate	53
Registration Form	67
Registration Information.....	66
Writing, Publishing & Literature.....	57-59



Excursions in Learning (Youth Programs)

Excursions in Learning Courses	61-65
Excursions in Learning Registration Form.....	60

Directory

CONTINUING EDUCATION GENERAL INFORMATION & CATALOG REQUESTS (860) 512-2800

Credit-Free Programs.....(860) 512-2800

Director, Ann Bonney abonney@mcc.commnet.edu
C.E. Asst., Stephen Campiglio scampiglio@mcc.commnet.edu
Offering courses for professional development and personal enrichment

Business & Industry Services(860) 512-2812

Director, Eileen Stern..... estern@mcc.commnet.edu
Providing employers and employees with workplace programs.

Computer Technology.....(860) 512-2808

Coordinator, Bruce Manning bmanning@mcc.commnet.edu
Providing state-of-the-art computer training

EMT & Certified Nurse-Aide.....(860) 512-2805

Coordinator, Ann Machin amachin@mcc.commnet.edu
Preparing students for the State exam

Excursions in Learning (860) 512-2804

Coordinator, Susan Meisler smeisler@mcc.commnet.edu
Offering courses for high-achieving, academically motivated children

Credit Extension Courses.....(860) 512-2803

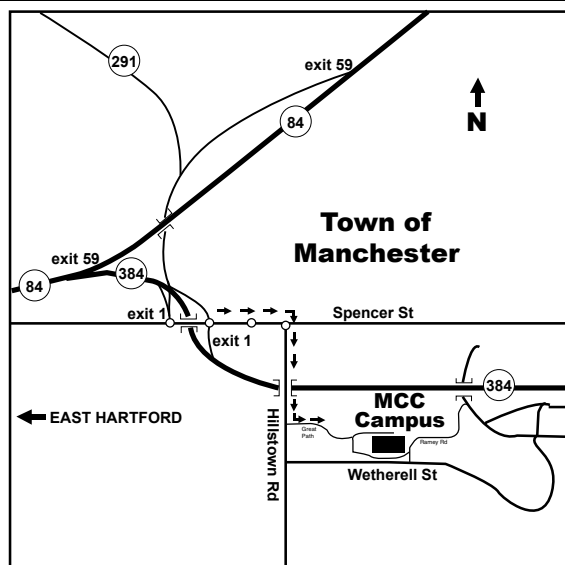
Dean Melanie Haber mhaber@mcc.commnet.edu
Weekend College, Winter/Summer credit extension courses



What's Your Subject?

We've added more than
60 new credit-free courses
for the spring session!

Directions to Manchester Community College



From Hartford:

From I-84 Eastbound, take exit 59 to I-384. Immediately take exit 1. Turn left onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.

From Boston:

Take I-84 Westbound. Take exit 59 onto I-384. Immediately take exit 1. Turn left onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.

From Bolton: (I-384 westbound): Take I-384 westbound. Take exit 1. Turn right at the light onto Spencer St. eastbound. Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.

From Springfield: Take I-91 South. Take exit 35A to I-291 east, to I-384. Immediately take exit 1. Turn left onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take a right onto Founders Drive South to Lot C or a left onto Founders Drive North to Lot B.

CNA: Certified Nurse-Aide

The Nurse-Aide Training Program is a 100-hour program designed to prepare individuals with the entry-level skills needed to become Certified Nurse-Aides. This program provides instruction in the classroom setting and hands-on practice and clinical experiences scheduled at a nursing facility in the community. A recent physical exam and TB test are required. Required text: Mosby's Textbook for Nursing Assistants, Sorrentino, available at MCC Bookstore for approximately \$70.

CRN #11468 13 Wednesdays, 2/15-5/17, 6-10 p.m.

MCC Bldg. LRC B125; and 6 Saturdays, 7 a.m.-3 p.m., Woodlake at Tolland, dates to be announced. Fee: \$575

Instructor: **Kathleen Shanahan, R.N.**

- Those with prior college experience can proceed to the registrar's office on Monday, January 9, 2006, to register. Please bring college credentials with you.
- Those with no college history will need to take a brief reading comprehension test (at no charge). Tests are given every Monday (until class fills), 10 a.m.-noon, MCC Bldg. LRC B149, beginning on January 9, 2006. No appointment is necessary. Please bring high school diploma or GED to testing site.
- Tuition (\$575) is due at time of registration. Financial aid is not available.



Pharmacy Technician Certification Training

This comprehensive, 60-hour course will prepare students for entry-level positions in community, hospital and long-term care settings, and for the Pharmacy Technician Certification Board (PTCB) exam in order to receive national certification (exam not included).

Topics will include medical terminology specific to the pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. Students will learn dosage calculation, I.V. flow rate, drug compounding, and dose conversion. Dispensing of prescriptions, inventory control, billing and insurance reimbursement will also be discussed. Approximately three to six hours of clinical experience is mandatory and will be coordinated with the student. Prerequisite: Proof of high school diploma or GED is required; please submit with registration. A strong mathematics background is also recommended. Please bring calculator to class. Course fee includes textbook, Connecticut Pharmacists Association fee, and clinical site expenses. Fees collected for this course do not include the PTCB exam, nor will the exam be given at our facility; please check the PTCB web site for more information (www.ptcb.org). Note: Anyone convicted of a felony is not permitted to sit for the PTCB exam.

CRN #11458 20 sessions, Mondays & Wednesdays, 3/1-5/8, 6-9 p.m.

MCC Bldg. LRC B144 Fee: \$639

Instructors: **Connecticut Pharmacists Association**

COMING IN FALL

- EMT Emergency Medical Training Program

This course prepares students to pass the Connecticut State Certified EMT examination

New! MRT (Medical Response Technician): First Responder

First Responders are a vital part of the health-care team. Usually the first to arrive on the scene, their responsibility is to observe the patient and proceed within their skills to stabilize and comfort the patient until medical personnel, such as an EMT, arrives. First Responders are often required to make the initial call for ambulances and medical personnel. This class will equip the MRT with CPR certification for two years after completion of the course. Students should bring lunch to class. Prerequisite: *For students without prior college background, a brief reading test is required.* Tests are given every Monday (until class fills), 10 a.m.-noon, MCC Bldg LRC B149, beginning March 6. For more information, please contact Ann Machin, MRT Coordinator, at (860) 512-2805 or by email at AMachin@mcc.commnet.edu

CRN #11821 7 Sundays, 4/2-5/21 (does not meet 4/16), 9 a.m.-5 p.m.

MCC Bldg. LRC B125 Fee: \$199

Instructor: **Ellen Layman, E.M.S.I**

Standard First Aid with AED and CPR

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

CRN #11669 2 sessions, Tuesday & Thursday, 3/14-3/16, 6-9 p.m.

MCC Bldg. LRC B144

CRN #11670 2 sessions, Tuesday & Thursday, 5/9-5/11, 6-9 p.m.

MCC Bldg. LRC B144

Fee: \$55

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



(Standard First Aid course taught in Spanish)

El Programa de Primeros Auxilios, RCP y DEA

El Programa de Primeros Auxilios, RCP y DEA de la Cruz Roja Americana es un entrenamiento en primeros auxilios y reanimación cardiopulmonar (RCP), diseñado para preparar a las personas a responder ante los accidentes y enfermedades repentinas que puedan ocurrir en el lugar de trabajo. Este programa ofrece cursos de primeros auxilios y RCP para satisfacer las necesidades de entrenamiento de los empleadores y de sus empleados.

A \$6 fee (checks only) will be collected by the instructor for the Adult CPR card (one-year certification) and Standard First Aid card (three-year certification). Required texts: American Red Cross Adult CPR/AED Skills Card, American Red Cross First Aid Skills Card and First Aid/CPR/AED Program Participants Booklet, available at MCC Bookstore.

CRN #11671 2 sessions, Tuesday & Thursday, 4/18-4/20, 6-9 p.m.

MCC Bldg. LRC B144 Fee: \$55

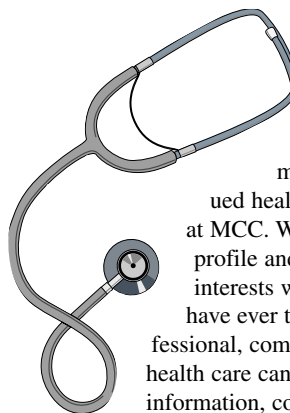
Instructor: **Ezequiel (Memo) Alejandro**

Allied Health

Fact versus Fiction: What Diet is Right for You?

If you're totally confused by the mountains of information, pro and con, about the Atkins and South Beach diets and others, 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 healthy diet is and whether the diets 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 if too much protein is dangerous to your health; how much fiber your diet should include; and what fats are needed for a healthy life. Once you separate fact from fiction, you'll be well on your way to a healthier lifestyle.

CRN #11692 1 Thursday, 4/13, 7-9 p.m. **MCC Bldg. LRC B144** Fee: \$19
Instructor: *Dr. Marie Mammone* is a naturopathic physician who practices in Wethersfield. She has been involved with family nutrition for more than 20 years.



Health Career Opportunities for the Year 2010 and Beyond!

Health-care occupations rank among the top 50 fastest growing, most desirable jobs in today's market. Explore the many opportunities that are considered val-

ued health-care professions, and which are taught at MCC. We will work with you to develop a personal profile and assist you in matching your strengths and interests with an appropriate health-care field. If you have ever thought about becoming a health-care professional, come and explore your options. A new role in health care can be yours sooner than you think! For more information, contact Joan Jakiela at (860) 512-2705.

CRN #11828 1 Thursday, 3/9, 6-8 p.m. **MCC Bldg. LRC B144** Fee: \$10

Instructor: *Joan Jakiela* is coordinator of the Therapeutic Recreation Program at MCC.

Arts & Crafts



We've added 11 new Arts & Crafts courses for this semester!
Be sure to check them out in this section.

Basic Drawing

Do you love to doodle and sketch, but find the end results not always what you had hoped for? This relaxed and supportive workshop will teach participants how to handle basic drawing supplies and will discuss line, shading, composition, and simple one- and two-point perspectives, as well as how to really look at a subject. Explore the basic elements common to all drawing, including portraiture, figure drawing, still life, and landscapes, and nurture your creative spirit in the process. A portion of each meeting will be devoted to drawing still-life setups and a self-portrait. Materials fee: \$26, payable to instructor at first class, for a drawing pad, various pencils and erasers.

CRN #11686 8 Tuesdays, 3/21-5/9, 6-8:30 p.m. **EHCCC Room 5**
CRN #11663 8 Wednesdays, 3/29-5/17, 9-11:30 a.m. **EHCCC Room 5**
Fee: \$150

Instructors: **CRN #11686:** *Christine LaFond*, B.F.A. from UConn and graduate of the Paier School of Art, has worked in a wide variety of media, including oil painting, watercolor, assemblage, and calligraphy.; **CRN #11663:** *Estelle Laschever* is an accomplished artist and teacher, who has works in collections throughout the United States. She has been the recipient of more than 30 awards for her works and has had 16 one-woman exhibitions.

Intermediate Drawing

Ready for the next step? Searching for your own "art voice"? Willing to experiment? Each class will include discussion, demonstration, exercises and hands-on drawing. You will be introduced to and experiment with charcoal, conté crayon, felt marker, ink, and the mixing of mediums on various papers and illustration board. Students will draw from setups or may opt to focus on a special interest. During each class there will be supportive discussion and critique. Come and enjoy the camaraderie of sharing with fellow artists. If time permits, students will draw from a live model (an additional fee of approximately \$5 will then be collected from each student). Materials fee \$30. Students should bring drawing board to class.

CRN #11665 8 Tuesdays, 3/28-5/16, 9-11:30 a.m. **EHCCC Room 5**
Fee: \$150

Instructor: *Estelle Laschever*

Weekend Watercolor Workshop

This workshop, designed for students with some background in watercolor (transparent or opaque styles), will help you "color your world" through enhancing your technical skills, improving your use of color, and developing your compositions. Interested students will be able to choose from suggested assignments. Participants may also bring previous drawings and paintings to discuss and use to develop new works. There will be still-life arrangements in class as well. Please bring your own supplies, or call Continuing Education at (860) 512-2800 for a supply list.

CRN #11675 2 sessions, Saturday & Sunday, 3/4-3/5, 9:30 a.m.-4 p.m. **EHCCC Room 5** Fee: \$90

Instructor: *Estelle Laschever*



Painting: Using Oils, Water-Based Oils or Acrylics

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

CRN #11662 8 Fridays, 3/24-5/19 (does not meet on 4/14), noon-2:30 p.m. **EHCCC Room 5** Fee: \$150

Instructor: **Estelle Laschever**

Watercolor for Beginners

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

CRN #11687 6 Mondays, 2/27-4/3, 6:30-8:30 p.m. **EHCCC Room 5** Fee: \$75

Instructor: **Christine LaFond**

Watercolor: The Next Step

This watercolor class is designed for individuals who have some basic watercolor experience and want to improve their techniques. The first three sessions will give participants an opportunity to polish their present skills and learn new techniques through a selection of creative projects. During the second half of the course, participants will have an opportunity to pursue a personal project in a comfortable and encouraging atmosphere. One session may include a clothed model, at which time a model fee of \$5 will be collected from each student. Participants should bring all watercolor supplies, including watercolor pencils, to the first class. A basic list of watercolor supplies is available upon request by calling MCC's credit-free programs at (860) 512-2800.

CRN #11688 6 Mondays, 4/10-5/15, 6:30-8:30 p.m. **EHCCC Room 5** Fee: \$75

Instructor: **Christine LaFond**

New! Block Printing

Learn linoleum and wood block printing in this friendly seminar for the novice. You will be able to choose your own subject matter and projects. Maybe you wish to create pieces of artwork or would like to try printing cards (for any occasion), posters, or personalized stationery. Through hands-on experience of printing both black-and-white and 2-3 color prints, you will learn the process from start to finished product. We will start with the linoleum block print, which you may decide to stay with throughout the course, or switch to wood block printing. By the end of the workshop, participants will possess the know-how to continue printing on their own at home. Depending on the type, size and number of selected projects, expenses for supplies and materials could be \$50-\$60 and up. A materials list will be handed out and discussed during the first class.

CRN #11676 8 Wednesdays, 3/22-5/10, 6-9 p.m. **MCC Bldg. AST D124** Fee: \$150

Instructor: **Christine LaFond**

Introduction to Calligraphy

You don't have to be an artist to enjoy the art of "beautiful writing." You will be introduced to three calligraphic type styles—Chancery Italic, Gothic, and Uncial. Add a flourish by lettering your scrapbooks, family trees, invitations, place cards, and greeting cards. Create an art piece of your favorite sayings or verses. Students may choose to work on a personal project during the last two classes. No tests or exams! Just come, relax, and have some fun while learning calligraphy. Materials fee: \$5 payable to instructor for pen and paper. Other optional supplies will be discussed in class.

CRN #11674 8 Thursdays, 3/23-5/11, 10 a.m.-noon **MCC Bldg. AST D109** Fee: \$99

Instructor: **Christine LaFond**

Chinese Brush Painting

You will be introduced to the fundamentals of this ancient art form, using ink on rice paper to express and depict traditional flowers and birds. Develop your imagination, drawing and design skills, and expand your knowledge of Asian art. Learn from demonstration and practice under the gentle, patient and talented eye of your instructor, a graduate of the Central Academy of Fine Arts in Beijing. Materials fee: \$15, payable to instructor at beginning of class for rice paper, bamboo brush and ink. Please bring your lunch.

CRN #11726 1 Saturday, 3/11, 9 a.m.-3:30 p.m. **EHCCC Room 5** Fee: \$60

Instructor: **Yuemei Zhang** is a winner of many awards for both her painting and printmaking, and is an experienced teacher in both her native China and the U.S.

BE AT THE RIGHT PLACE AT THE RIGHT TIME

Check your class schedule for location.

Some classes meet at off-campus locations.

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

Arts & Crafts

See the World on the Right Side of the Brain

Did you know that practically anyone can make beautiful, realistic drawings? It may surprise you, but drawing is a learnable, teachable skill similar to driving a car or threading a needle. The secret is in teaching your brain to process visual information differently. If you always wanted to draw but were not sure that you had enough talent, then this class is for you. Learn to make a magic, eye-opening shift to the right side of your brain—your creative side—and start seeing the way artists do. Expect serious and fun exercises, experiments, and discoveries. Watch your skills grow in a relaxed, friendly atmosphere. Students should bring a drawing pad (9" x 12" or larger), 2H pencil, 4B pencil, kneaded eraser, and 12" ruler to class. Materials fee: \$4, payable to instructor at first class for additional materials.

CRN #11685 8 Mondays, 2/13-4/10 (does not meet 2/20), 7-9 p.m.

MCC Bldg. AST D110 Fee: \$140

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

Drawing with Pastels

Have you ever aspired to draw people, buildings or landscapes with accuracy and style? Using the diversified medium of pastels, we will master the technique of combining lines and blended areas to produce a work of art. Students will study anatomy, perspective, basic drawing skills, color theory and composition. Weather permitting, some classes will be outdoors. A model will be available for one session. Model fee: \$4, payable to instructor. This is a class for both the beginning and more advanced art student. Expenses: approximately \$20-\$30 for supplies. Bring sketchbook and pencil to first class; additional supplies will be discussed at that time.

CRN #11759 5 Thursdays, 3/9-4/6, 7-9 p.m. **EHCCC Room 5** Fee: \$75

Instructor: Jacqueline Peterson is a University of Hartford graduate who exhibits her work and teaches in the Hartford area.

The Art of Flowers

Let your inner artist bloom! In this course, participants will apply a variety of media to the subject of flowers, including pen and ink, watercolor, colored pencil and pastels. Explore the versatility of each medium through color, form and composition. Bring a sketchbook and pencil to first class; supplies will be discussed at that time. Beginners to intermediates are welcome.

CRN #11774 4 Saturdays, 4/1-4/29 (does not meet 4/15),

9:30 a.m.-12:30 p.m. **EHCCC Room 5** Fee: \$90

Instructor: Jacqueline Peterson

Illustration Basics

For those interested in turning their creative ideas into print, this course is for you. You will learn about various markets for artwork through fun assignments that you will work on at home and in class. Each session will cover a different market, and your creative output will be discussed during weekly classroom critiques. Assignments will include illustrating a CD cover, a poem for a magazine, and an advertisement for a product of your choice. The role of computers in the artist's life will also be discussed. In addition, you will receive tips on creating a portfolio and how to get your art published. Please bring samples of your artwork to the first class, along with illustration examples that you admire. You also need to bring a portable sketch book with drawing and writing tools to each class. Prerequisite: *At least an intermediate level of art skills.*

CRN #11758 6 Wednesdays, 3/15-4/19,

6-8:30 p.m. **MCC Bldg. AST D105** Fee: \$95

Instructor: Jennifer Blume earned a B.F.A. from Pratt Institute of Arts & Sciences in New York, with a dual major of illustration and photography. She has been professionally illustrating for companies, books, and magazines, including Gourmet and Fine Gardening, for the past 9 years, and has exhibited her work in the Hawk Gallery of Glastonbury and the Cooley Gallery of Old Lyme, among others.



Experience the Joy of Teaching

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

Instructors wanted to teach short courses, days or nights, in MCC's Credit-Free Program.

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

- | | | | |
|-----------------------|-----------------------|---------------------------|---------------------|
| • Computer Technology | • Hobbies | • Drama | • Local History |
| • Graphic Design | • Dance | • Writing & Publishing | • Foreign Languages |
| • Real Estate | • Crafts | • Retirement Planning | • Gardening |
| • Photography | • Home Improvement | • Antiques & Collectibles | • Cuisine |
| • Bartending | • Exercise & Fitness | • Body, Mind & Spirit | • Wine Tasting |
| • World Cultures | • Job Skills Training | • Allied Health | • Business |
| • Film Appreciation | • Literature | • Music Instruction | • Art & Art History |

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



Jewelry Design and Metalsmithing

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

CRN #11684 4 Thursdays, 3/9-3/30, 6:30-9:30 p.m.

MCC Bldg. AST D132 Fee: \$130

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

New! Jewelry Design and Metalsmithing: Part II

Do you need more time to finish that piece from the beginner's course? Do you have an idea of your own that you would like to pursue? Or would you like to hone a technique that was previously learned in the earlier course? This class is designed for students who would like to continue their creative explorations in jewelry making. Students should come to the first class with ideas and ready to work. Please bring your toolbox and materials from the introductory class. If you have any questions about tools and materials, you can contact the instructor at (860) 512-2800. Participants must be at least 14 years of age. Prerequisite: *Jewelry Design and Metal Smithing*.

CRN #11761 4 Saturdays, 4/8-5/6 (does not meet 4/15), 9 a.m.-noon

MCC Bldg. AST D132 Fee: \$130

Instructor: Carla Polek

Jewelry Making Studio Workshop

This four-hour class will provide the structure that you need to work on a silver and/or copper project of your choosing. Students must have experience in jewelry making, come prepared to work, and bring along ideas, designs and materials. Instructor will provide support as needed. Prerequisite: *Jewelry Design and Metal Smithing*.

CRN #11470 1 Saturday, 5/20, 9 a.m.-1 p.m. **MCC Bldg. AST D132**

Fee: \$49

Instructor: Carla Polek

Precious Metal Clay I: Creating Silver Jewelry

Craft fine silver jewelry as though you are playing with clay. Create at your own pace with this exciting new material that combines the pliability of clay with the elegance and permanence of precious metal. No prior artistic experience is required. Experiment with forming jewelry objects by rolling, cutting, molding and stamping precious metal clay (PMC). Simple stone setting in PMC will be taught. Based on design size and individual pace, participants may expect to complete two or three pieces—pendants, earrings, simple beads and charms. Materials fee: \$60, payable to instructor at beginning of class, for one package of PMC+; use of the kiln, tools, texturing and impression materials; finishing and polishing materials; two small gemstones and appropriate findings. Materials list to be mailed prior to class start. Please bring your lunch to class.

CRN #11680 1 Saturday, 2/25, 9:30 a.m.-6 p.m. **EHCCC Room 5**

Fee: \$70

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

Advanced Precious Metal Clay: Rings and Beads

This workshop is for those who are experienced with PMC+ and want to refine their skills and learn some advanced three dimensional techniques. Learn several different techniques for creating and sizing rings, making bracelet elements, and using your groceries—bread and cereal—to create supports for hollow-core construction used in making round, open weave and rectangular beads. In this workshop, you will be exposed to many new ideas; feel free to pursue the ones that appeal most to you. Based on design size and individual pace, participants may expect to complete at least two pieces. Materials fee: \$60, payable to instructor at beginning of class for one package of PMC+; use of the kiln; forming, texturing, molding and stamping tools; finishing and polishing materials; and appropriate findings. Additional clay and gemstones will be available for purchase. Materials list will be sent prior to class start. Prerequisite: *Precious Metal Clay I: Creating Silver Jewelry* or permission of instructor. Please bring your lunch to class.

CRN #11681 1 Saturday, 3/25, 9:30 a.m.-6 p.m. **EHCCC Room 5**

Fee: \$70

Instructor: Judith E. Goldstein

Silver Jewelry with a Twist: Create a Sterling Chain Bracelet

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

CRN #11682 1 Thursday, 5/4, 6-9:30 p.m. **EHCCC Room 5 Fee: \$30**

Instructor: Judith E. Goldstein

Of Similar Interest:

- “Henna Body Art Basics” on page 10
- “Collage for the Soul” on page 58

Arts & Crafts

New! Beaded Lace Bracelet

If you're interested in expanding your knowledge of beading techniques, this class will teach you the basics of netting stitch, while creating a gorgeous, flowing, lace bracelet made of seed beads and crystals and then embellished with a layer of glass teardrops. You will also have the option of embellishing your bracelet with picot edging. No previous beading experience is necessary. For a picture of a sample beaded lace bracelet, please visit the instructor's web site: www.bellefire.com. Supply list available by calling Continuing Education at (860) 512-2800. Materials fee: \$15, payable to instructor at first class.

CRN #11672 4 Wednesdays, 2/15-3/8, 6:30-8:30 p.m. **EHCCC Room 2**
Fee: \$55

Instructor: *Kris Plimpton* is a mixed media artist with a passion for beads and wearable art. She teaches many jewelry-making workshops throughout Connecticut, as well as in her studio in Mansfield, CT.

Knitting for All Seasons

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

CRN #11679 4 Saturdays, 2/4-3/4 (does not meet 2/18), 10 a.m.-noon
MCC Bldg. LRC A201 Fee: \$70

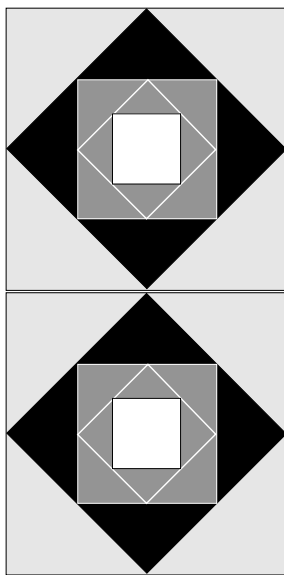
Instructor: *Phyllis Girard* has been knitting for more than 50 years. She enjoys sharing her love of knitting by teaching this craft in a variety of settings for students of all levels.

New! The Titanic Quilt

There is so much mystery that surrounds the Titanic luxury liner. This traditional block's design was copied as a pattern from the first-class ballroom floor in the movie, "Titanic." The construction of the block will be using "smart piecing" as developed by Kaye England. The cutting process will use special rulers, and piecing will be done on a sewing machine. You will learn how to make the block, and assemble and finish the quilt. A more skilled quilter may start a large quilt, whereas a beginner can expect to finish a small quilt or table runner. Most of the sewing will need to be done at home on your own machine; some of the block cutting will be done in class. The supply list of necessary materials will be given out at the first class. Materials fee: \$14 for special ruler, in addition to cutting supplies and cost of fabric, which will depend on the size of student's project.

CRN #11760 4 Saturdays, 3/4-3/25, 9 a.m.-noon **MCC Bldg. AST D229**
Fee: \$75

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



Chair Caning: Seat Weaving Workshop

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

CRN #11683 3 sessions: 1 Friday, 4/28, 6:30-10 p.m.; 1 Saturday, 4/29, 9 a.m.-5 p.m.; & 1 Sunday, 4/30, 12:30-5 p.m. **MCC Bldg. V1 V101**
Fee: \$99

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

New! Flower Arranging

The art of flower arranging adds beauty to the home, serves as a meditative craft, and brings joy to others. Learn the techniques and mechanics of fresh flower arranging. Create styles and designs of artistic expression using fresh flowers and related materials. A different flower design will be introduced each week, with the last week reserved for free-form or a combination of designs. This hands-on workshop is for both the novice who simply loves flowers and for the intermediate with some flower arranging experience. Materials fee: \$15 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.

CRN #11728 7 Mondays, 2/27-4/10, 7-9 p.m. **MCC Bldg. LRC B125**
Fee: \$90

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 1990's.

Advanced Rubber Stamping and Scrapbooking

There's a never-ending source of new ideas and techniques for using creative rubber stamping to enhance and personalize greeting cards, gifts, and scrapbooks. Students will learn to add embellishments by creating 3-dimensional effects on photo pages and greeting cards, while learning new ways to transpose stamping skills into the scrap booking process. Materials fee: \$15, payable to instructor at first class.

CRN #11689 4 Wednesdays, 4/5-4/26, 7-9 p.m. **EHCCC Room 5**
Fee: \$40

Instructor: *Lisa Korstanje-Lee*, a graduate of MCC, is a programmer, analyst and consultant by day, and a demonstrator for Stamping Up by night.

DID YOU KNOW THAT...

Continuing Education is self-supporting? Each course requires a minimum number of students in order to pay expenses. Therefore, by registering early, you help to ensure that your class runs. Thank you for choosing MCC!

New! Introduction to Printmaking: Monotypes

Explore the use of color and design in developing monotypes—one-of-a-kind prints that offer many exciting opportunities in the world of printmaking. This three-week course will introduce participants to the basic terminology and techniques of printmaking and allow them to produce many monotypes using a variety of techniques, such as layering color in transparent washes, stenciling, and the use of plant forms. Through the development of individual prints, participants will learn to use the etching press—a press that is at the heart of every print shop and whose function has not changed much since the beginning of the 15th century. Students will also be guided through the exciting stages of developing a hand-pulled print, and by the final class, each student will have a number of signed prints ready for matting and framing. No previous printmaking experience is required and all levels are welcome! Materials fee: \$25 includes printing plates, inks, additives, and two sheets of large printmaking paper. Additional paper will be available for purchase.

CRN #11729 3 Wednesdays, 3/1-3/15, 6-9 p.m.

MCC Bldg. AST D110 Fee: \$60

*Instructor: **Trudy M. Mitchell** maintains a printmaking studio in Bolton, and exhibits her work in the semi-annual Northeastern Connecticut Open Studio tour. She is an experienced teacher in both printmaking and secondary English.*

New! Introduction to Printmaking: Etching and Aquatint

Venture into the world of 15th-century printmaking to explore the techniques of etching and aquatint, processes by which lines may be etched into a plate or shaded into various intensities of tone. Throughout this three-evening workshop, participants will learn the history of intaglio printing, in which images are etched into either zinc or copper plates using an etching solution—a 15th-century Italian technique first used to mass-produce imagery for book publication. Students will ink their plates and print them on hand-made printmaking paper. Students will also be guided through the exciting stages of developing a hand-pulled print, and by the final class, each student will have a number of signed prints ready for matting and framing. No previous printmaking experience is required and all levels are welcome! Materials fee: \$25 includes printing plates, inks, additives, and two sheets of large printmaking paper. Additional paper will be available for purchase

CRN #11730 3 Wednesdays, 3/22-4/5, 6-9 p.m.

MCC Bldg. AST D110 Fee: \$60

EXPLORING CONNECTICUT'S PAST THROUGH ITS FURNITURE

New! Framed: Making Your Own Grain-Painted Picture Frame

Do you have a drawer of unframed artwork waiting for a frame or a wall crying out for a fancy painted mirror? If so, come join us for this instructive and productive class designed for the interested but inexperienced woodworker. You will be provided with three eight-foot lengths of 19th-century styled picture frame molding and an historical background to this era's frame designs and painting techniques to build and decorate your own customized picture or mirror frames. You will also learn painting and graining techniques that turn plain pine into mahogany, rosewood, or a swirl of putty grained fans and rosettes. As you create your frames, you will learn about how 19th-century Connecticut manufacturers like Lambert Hitchcock used local materials and paint to create marketable items that were sold around the world. The number and sizes of the frames you produce is up to you, given the materials available. Materials fee: \$30, payable to instructor at first class, to cover the cost of wood and painting supplies.

CRN #11690 3 Thursdays, 3/16-3/30, 6-9 p.m. **MCC Bldg. AST D124** Fee: \$90

*Instructor: **John Baron** has been a restoration cabinetmaker and carpenter for more than 30 years. He has worked at the Noah Webster Foundation and the Webb-Deane Stevens Museum. He was also recently the Craftsman-in-Residence at Old Sturbridge Village, demonstrating furniture making and historic painting techniques.*

New! Taxes, Tea, and Tea Tables: Make Your Own Chippendale Tea Table

Taxes and teas were intertwined in Revolutionary War politics, as was the custom of taking tea in the late afternoon. Today's lifestyle hardly allows for such a luxury, but if you don't have time to serve tea to your friends, you can use the table that you'll make in this class for a coffee table, end table, or computer table. You will explore mortise-and-tenon joinery secured with a peg and 18th-century finishing techniques to create your own reproduction Chippendale tea table. You will also explore the 18th century furniture collections at the Wadsworth Atheneum and learn how Connecticut's society changed in a more genteel direction during the years preceding the Revolutionary War. This class is designed for the interested but inexperienced woodworker. Materials fee: \$65, payable to instructor at first class, to cover the cost of wood and painting supplies.

CRN #11762 3 Thursdays, 4/6-4/27 (does not meet 4/20), 6-9:30 p.m. (first class on 4/6 meets 6-8 p.m.) **MCC Bldg. AST D124** Fee: \$90

*Instructor: **John Baron***

New! From Puritan to Yankee: Make Your Own 17th-Century Bible Box

Bible boxes were the forerunners of today's PC's—they stored printed information, provided writing surfaces, and were used to keep documents relating to a family's personal accounts. During the 17th and early 18th centuries, distinctive forms of designs arose for these boxes in the towns up and down the Connecticut River Valley. Today, these small table boxes can function as storage for CD's, DVD's, or function as a silver chest. You will explore the designs produced in the River Valley through the collections at the Wadsworth Museum and build your own reproduction Bible box, while learning about scratch moldings and compass designs. This class is designed for the interested but inexperienced woodworker. Materials fee: \$45, payable to instructor at first class, to cover the cost of wood and painting supplies.

CRN #11763 3 Thursdays, 5/4-5/25 (does not meet on 5/11), 6-9:30 p.m. (first class on 5/4 meets 6-8 p.m.) **MCC Bldg. AST D124** Fee: \$90

*Instructor: **John Baron***

Body, Mind & Spirit

Consider Yourself Confirmed!

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

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 #11699 1 Saturday, 2/25, 9 a.m.-4:30 p.m. **MCC Bldg. AST D213**
Fee: \$150

Instructor: **Dory Dzinski**

Second Degree Reiki Training

Building on First Degree Reiki Training, 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. Prerequisite: *First Degree Reiki Training*. If you have trained under a different Reiki master, please call (860) 512-2800 to speak with the instructor prior to registering. Please bring a blanket, pillow, and your lunch to class.

CRN #11700 1 Saturday, 3/25, 9 a.m.-4:30 p.m. **MCC Bldg. AST D213**
Fee: \$150

Instructor: **Dory Dzinski**

Reiki III: Master

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 the hands-on session. Prerequisite: *First Degree and Second Degree Reiki Training*. If you have trained under a different Reiki master, please call (860) 512-2800 to speak with the instructor prior to registering. Please bring a blanket, pillow, and your lunch to class.

CRN #11701 1 Saturday, 4/22, 9 a.m.-4:30 p.m. **MCC Bldg. AST D213**
Fee: \$150

Instructor: **Dory Dzinski**

Of Similar Interest:

- "Fact vs. Fiction: What Diet is Right for You" on page 4
- "Unleashing the Diva Within through Dance/Yoga (Kripalu Danskinetics™) on page 28



Photo-Journeying:

A Trip through Self-Expression

For all the giving that you do for others, it's now time to give back to yourself and replenish the waters of self-knowing. This hands-on course is designed especially to help caregivers reconnect at a quieter, deeper level. You will bring to class several photographs of yourself, which you think are accurate representations of who you are. At each session, you will alter these photographs, while writing down reflections on your self-image. Finally, you will assemble the altered images, your written thoughts and "found objects," and build a fresh sense of self. The instructor will supply all necessary tools and "found objects." You need to bring several photographs of yourself to the first session. Photographs will be altered, so please consider bringing copies. Materials fee: \$15, payable to instructor at first class.

CRN #11741 3 Saturdays, 3/4-3/18, 9 a.m.-noon

MCC Bldg. LRC B144 Fee: \$70

Instructor: **Lysa Jolicoeur** has been a mixed-media artist for many years and is currently obtaining a certificate in thanatology (death, dying, and bereavement). She has recently helped to launch *Living Reflections*, a photography service at North Central Hospice.

The Art of Ayurveda

The word Ayurveda is formed by linking the Sanskrit words "ayur" (life) and "veda" (knowledge). Translated, Ayurveda means the art and science of living. Ayurveda is the oldest system of medicine in the world, tracing its roots to ancient India (1500 B.C.). Ayurveda uses a full repertoire of natural elements—foods, spices, herbal medicines, colors, metals, gems, and sound—to treat and overcome illness and to continually strengthen the body and mind. Learn the basics of this ancient practice and how diet, cooking, yoga, breath work, meditation, exercise, and a vast pharmacopoeia can be employed to help an individual achieve balance. Please bring a yoga mat or blanket for floor exercises, dress in comfortable clothing or exercise attire, and come with an empty stomach. Materials fee: \$10, payable to instructor at first class, for dried herbs and roots used for everyday household remedies for flu, indigestion and minor ailments.

CRN #11705 5 Saturdays, 4/22-5/20, 9-11 a.m. **MCC Bldg. LRC B144**
Fee: \$65

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

Henna Body Art Basics

Henna is a safe, natural dye made from the red plant which bears its name. Henna dyes have adorned the skin of men and women since before the time of Cleopatra. Today's Indian brides and some of today's hottest celebrities (e.g., Madonna, Demi Moore, Naomi Campbell) are creating with henna. In this course, learn about henna and how to use it to create intricate, temporary tattoos (henna stains last just two to three weeks). Making henna body art is a fun activity to do with friends and a great project for moms and dads to do with their kids (especially at parties). Participants in this course must be at least 14 years old. Materials fee: \$4, payable to instructor at first class.

CRN #11691 3 Saturdays, 4/22-5/6, 11:30 a.m.-1:30 p.m.

MCC Bldg. LRC B144 Fee: \$40

Instructor: **Shalini Sharma**

Body, Mind & Spirit

Meditation as a Life Skill

In order to be successful with your goals for the coming year, it is important to find a quiet place within yourself to experience calm, focus and clarity. Learn how meditation can help relieve your anxiety, distraction and internal clutter, and give you the ability to listen to your innate wisdom. We will discuss and experience silent, guided, breath-focused, body-focused and prayerful meditation. You will learn a variety of techniques to enhance your meditation. We will also discuss how to evaluate if you're doing it "right." Join us in this journey to physical, emotional and spiritual well-being. Feel free to bring a pillow, mat or blanket if you wish to sit on the carpet. Journalers, please bring your notebooks along.
CRN #11703 2 Thursdays, 3/30-4/6, 7-9 p.m. **MCC Bldg. LRC B144**
Fee: \$35

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

Creating Your Heart's Desire

This step-by-step course will bring you through the process of deciding what you really want in life, and then give you the tools for getting it! Based on the teachings of Sonya Choquette, international speaker and healer, you will learn how to become clear on what your real goals are; what is holding you back; how to get past your fears; and how to bring about wonderful changes in your life. Participants will also have fun with in-class, creative exercises and with the various handouts, which can be used for personal self-exploration.

CRN #11698 4 Mondays, 4/3-4/24, 7-9 p.m. **MCC Bldg. LRC B213**
Fee: \$70

Instructor: Dory Dzinski

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. Every thought and experience you've ever had in your life gets filtered through these chakra databases. Each event is recorded into your cells. When chakra energy is blocked or misdirected, emotional and physical illness can arise. This course will introduce you to, and allow 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 #11697 4 Mondays, 5/1-5/22, 7-9 p.m. **MCC Bldg. LRC B213**
Fee: \$70

Instructor: Dory Dzinski

Massage—Hands-on-Healing

The origins of therapeutic massage are rooted in the common instinctual response to hold and rub a hurt or pain. It is found in all cultures as an integral part of health care and maintenance. Hippocrates, the father of western medicine, considered massage of prime importance in any health regime. With the re-emergence of holistic-health theories and therapies, therapeutic massage is experiencing a renaissance. Learn step-by-step techniques in this hands-on workshop for the beginner. Practice head, neck, shoulder, back and arm massage. Not only does it feel good, massage speeds the return of un-oxygenated and toxic blood from the extremities and shortens recovery time from muscular strain by flushing the tissues of lactic acid, uric acid and other metabolic wastes. Come alone or sign up with a friend. 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 your lunch (or a snack and drink) for mid-session nourishment.

CRN #11931 1 Saturday, 4/29, 10 a.m.-2 p.m. **MCC Bldg. AST D213** Fee: \$35

Instructor: Diane Marion is a nationally certified, Connecticut-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, which offers services that nurture the mind/body/spirit connection and holistic healing.



Meditations on the Tarot

This course is for anyone (novice or not) who wants to pursue a more in-depth study of the tarot, and in particular, the mysteries of the Major Arcana. We will first discuss the symbolism as it applies to these cards and then meditate on certain cards in order to divine a more personal view of them. This process will help in understanding not only their meanings but greatly assist in doing a reading with the Major Arcana. Readings will also be done during class. If you have a tarot deck, please bring it to class.

CRN #11742 2 Wednesdays, 3/8-3/15, 7-9 p.m. **MCC Bldg. LRC B213**
Fee: \$25

Instructor: John Mammone, a student of metaphysics and the tarot for more than 25 years, has taught classes and workshops in the tarot and given tarot readings at fairs and for individuals. He is also a licensed acupuncturist with an M.A. from the Oregon College of Oriental Medicine.

QiGong: Meditative Movements for Health and Wellness

QiGong (sometimes called "chi kung") exercise systems have been practiced in China by millions of people since ancient times. There are various types and schools of QiGong. Soaring Crane QiGong is a form that uses slow movements accompanied by meditation to help promote well-being and heal the body on many different levels. As a result of its effectiveness, it has attracted more than 20 million practitioners worldwide. While the main focus of QiGong is on cultivating healing energy, it also can be used as a means to deepen one's spiritual awareness.

Regular practice of QiGong may help prevent and treat disease, reduce stress, and better integrate the body/mind/spirit connection. Participants will learn QiGong exercises that can be practiced at home. The history and theory of QiGong will also be discussed.

CRN #11704 3 Thursdays, 4/6-4/20, 7-8:15 p.m. **MCC Bldg. LRC B213**
Fee: \$25

Instructor: John Mammone

Discovering Your Creative Genius

Be more creative at work. Tap into your creative genius by learning a variety of innovative brainstorming and problem-solving techniques. Discover ways to better "see" solutions. Learn fresh ways to view situations, understand core issues, and present ideas. Learn how creative thinking actually enhances your ability to solve real-life problems.

CRN #11646 1 Friday, 3/17, 9 a.m.-4 p.m. **MCC Bldg. LRC B144**
(limited seating) Fee: \$85

Instructor: Noreen Reilly, B.S., brings more than 15 years of business experience to the training arena. She conducts professional development seminars for corporations, colleges, and nonprofit organizations.

Body, Mind & Spirit

Learn to See Auras

Seeing is believing! It is said that the aura (energy field) that emanates from each of us reflects the vibrations of our soul. The colors seen in our aura tell of our physical and emotional health. Did you ever wonder why you choose the color clothing you wear each day? Why some days, red or green just won't do? In class we will learn how to sensitize our eyes to see these subtle energy fields which surround our body and explore the meaning of the different colors that are seen.

CRN #11706 1 Thursday, 3/2, 6-9 p.m. **MCC Bldg. LRC B144** Fee: \$30
Instructor: Karen Emerick has facilitated holistic health and personal growth workshops for more than 25 years. She helps students empower themselves toward increased movement, freedom from pain, and enhanced well-being.

Foot Massage: The Full-Body Pick-Me-Up

Foot massage does more than just make your feet feel better. Asian physicians have known for centuries that the soles of your feet contain thousands of nerve endings, each connecting to a gland, organ, or muscle somewhere else in your body. Massaging your feet can actually increase your circulation, relax your muscles, drain your sinuses, stimulate your organs and glands, and give you an instant, full-body "pick-me-up." In this course, you'll learn the "mapping" of your body through your feet and practice specific techniques on yourself and others. Feel transformed and revitalized! Students should dress comfortably and bring a mat, pillow, pencil, and paper.

CRN #11694 1 Thursday, 2/23, 6-9 p.m. **MCC Bldg. LRC B144**
Fee: \$30

Instructor: Karen Emerick

WHAT IS THE FELDENKRAIS METHOD®?

The Feldenkrais Method® is a mind/body integration technique that uses movement to enhance the communication between the brain and the body. Through stress, injury, habit or imitating the movements of others (e.g., a child copying a parent's walk), many of us develop chronically sore, tight muscles and stiff joints. Habitual movements become unconsciously ingrained in our minds. Dr. Feldenkrais spent a lifetime solving this dilemma by creating a method comprised of "lessons for the nervous system." This method involves a series of light movements performed slowly and easily, without strain or pain. Not everyone is suited to it temperamentally, however, since it requires patience and an ability to pay attention to small sensations.

Help for Stiff Neck, Tight Shoulders, Aching Back: The Feldenkrais Way

Stiff neck? Tight shoulders? Aching back? There is a simple solution! Through stress, injury or habit, many of us develop chronically sore, tight muscles and stiff joints. This "stiffness" is registered in the brain and plays itself over and over again like a tape loop. Learning how to stop that tape is what the Feldenkrais Method® is all about. This gentle exercise will soon have your stiff and aching joints feeling freer and more mobile. These deceptively simple, ingeniously designed movements are done on the floor. Participants must be physically able to negotiate themselves to and from the floor position. Please bring a mat (the length of your body), a bath towel, and two small, hard pillows (couch pillows are good). Dress comfortably in loosely fitting clothes.

CRN #11810 2 Mondays, 4/3-4/10, 6-8:30 p.m. **MCC Bldg. LRC B149** Fee: \$50

Instructor: Karen Emerick

Increase Your Body's Flexibility

Attention golfers, yogis, tai chi practitioners, athletes—can you touch your forehead to your knees, put your foot on your head? Can you stand on one leg without faltering? Golfers, do you have a perfect swing? Athletes, would you like to improve your mobility? Imagine increasing your range of motion significantly in one hour! Quickly advance your exercise or practice routines to unimaginable levels. What keeps your body from increasing its flexibility? Habitual patterns of movements that register in your brain play themselves over and over again. Learn how to free yourself from these patterns. Participants will learn a deceptively simple, ingeniously designed set of gentle movements that are done on the floor. You will soon feel freer in your movements and more mobile in your joints, while increasing your range of motion. Please bring a cushioned mat the length of your body (a yoga mat is not appropriate), a bath towel, and two small, hard pillows (couch pillows are good). Dress comfortably in loosely fitting clothes.

CRN #11811 2 Mondays, 4/17-4/24, 6-8:30 p.m. **MCC Bldg. LRC B149** Fee: \$50

Instructor: Karen Emerick



New! Painful Wrists, Tingling Arms, Stiff Neck: Help for Repetitive Strain Injury (RSI)

Shooting pain, muscle spasms, and decreased upper-body coordination may all be signs of Repetitive Strain Injury (RSI). The constant pressure and tension of repetitious activity does a lot of damage. RSI accounts for one-third of all workplace injuries. This frustrating plague of modern society has forced computer technicians, musicians, machinists, athletes, and assembly line workers to turn to the Feldenkrais Method® for relief from pain. Learn ergonomically correct techniques that align your body in a natural, non-stressed position. The Method's gentle, slow movements reduce strain on the joints, ease muscle tension, stretch tightened tissues, and heal the damage wrought by repetitive body motions. Please bring a cushioned mat the length of your body (a yoga mat is not appropriate), a bath towel, and two small, hard pillows (couch pillows are good). Dress comfortably in loose-fitting clothes.

CRN #11812 2 Mondays, 5/1-5/8, 6-8:30 p.m. **MCC Bldg. LRC B149** Fee: \$50

Instructor: Karen Emerick

Body, Mind & Spirit

How to Talk to Your Angels

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

CRN #11695 1 Friday, 3/24, 6:30-9 p.m. **MCC Bldg. LRC B144**

CRN #11696 1 Friday, 5/19, 6:30-9 p.m. **MCC Bldg. LRC B144**

Fee: \$45

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

An Introduction to Pagans, Witches and Wicca

What most of us know about witches and witchcraft comes from pop culture ("Charmed," "Harry Potter") or from our dim memories of historical events and classic literature (Salem witch trials, "Macbeth"). There's a lot more to Wicca and paganism, or "the old religion," than the clichéd image of black-clad hags riding the skies on broomsticks. Wicca has its roots in Paleolithic times, some 25,000 years ago, and pagan celebrations are often the basis for Christian holidays. This course will provide open-minded individuals with an introduction to Wicca, paganism and New Age concepts related to living with and loving magic. Topics include the history of witchcraft, the Wheel of the Year (the Wiccan calendar of festivals and rituals), esbats and sabbats (new moon and full moon celebrations), and the elemental world. The final class will be a magical potions workshop whereby students make and bring home their own potion. Put a little "magic" in your life! Materials fee: \$10, payable to instructor at first class.

CRN #11814 4 Mondays, 5/8-6/5 (does not meet 5/29), 7-9 p.m.

MCC Bldg. LRC A226 Fee: \$50

Instructor: *Faith McCann* is an MCC graduate, martial arts instructor and a third degree Wiccan priestess. She has practiced the Wiccan religion and has studied the history of religions, Wicca, witchcraft and magic for more than 20 years. Faith is also the owner of Enchantments, a Wiccan Metaphysical Center for the Magical Arts, located in Manchester.

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

CRN #11778 1 Saturday, 3/11, 9:30 a.m.-12:30 p.m.

MCC Bldg. LRC B208

CRN #11779 1 Saturday, 4/8, 9:30 a.m.-12:30 p.m.

MCC Bldg. LRC B208

Fee: \$59

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

Beyond the Beyond I

This class is the next step for any student who has taken 6th Sense Discovery or any other class given by the instructor. Wear comfortable clothing, and bring pen and paper to class.

CRN #11775 1 Tuesday, 4/25, 6:30-9:30 p.m. **MCC Bldg. LRC A108**

Fee: \$59

Instructor: *Joyce Orcutt*

Beyond the Beyond VIII

Continue on your metaphysical path with more instruction and insights about your psychic powers. Prerequisite: *Beyond the Beyond I through VII*. Wear comfortable clothing, and bring pen and paper to class.

CRN #11776 1 Wednesday, 3/22, 6:30-9:30 p.m.

MCC Bldg. LRC A108 Fee: \$59

Instructor: *Joyce Orcutt*

Message Circle

This course is for students who have taken any class given by the instructor, and who would like to experience a Message Circle. Come, receive a message, and maybe give one yourself. Wear comfortable clothing and please, no tape recorders allowed.

CRN #11777 1 Thursday, 5/11, 6:30-9:30 p.m. **MCC Bldg. LRC A108**

Fee: \$59

Instructor: *Joyce Orcutt*

Healing Practices for Stressful Times

Feeling stressed but not sure about the best way to manage it? Have you always wanted to try meditation or another mind-body stress management practice but weren't sure how to start? This course will help you identify your personal stress response patterns and give you the chance to experiment with a variety of healing practices for managing stressful times in your life. You will complete a self-assessment on personal stress triggers and response patterns, and then identify the stress-management practices that may be most helpful to you. Through video and discussion, you will learn how the mind and the body communicate when under stress, as well as when in a relaxed state. Each week new techniques will be presented and practiced in class, including breathing exercises, progressive muscle relaxation, journaling exercises, meditation, and guided imagery. Wear comfortable clothing and shoes, and please bring a notebook/journal, small blanket, and pillow.

CRN #11702 3 Tuesdays, 5/2-5/16, 7-9 p.m. **MCC Bldg. LRC A108**

Fee: \$45

Instructor: *Karen M. Rider* holds a master's degree in experimental psychology from the University of Hartford, with a concentration in research methods in health psychology. She also holds a B.S. in exercise science, with concentrations in exercise physiology and health promotion. She has worked as a personal trainer/fitness director, yoga instructor, and health instructor at a variety of organizations, as well as a psychology instructor at MCC, CCSU, and University of Hartford.

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

Computer Technology

Carla Adams has over eight years of experience in the field of business/computer education and corporate training. Her experience has included teaching and training in such diverse settings as high school, college, government agencies and corporations.

Michael Bailey has an M.A. and is A+ certified. He worked as an IT specialist on desktop and networked computing for over twenty years. Michael is currently an adjunct instructor in the Liberal Arts Division at MCC.

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

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

John Gialluca is a practicing security professional at a Fortune 500 company. He is also a Microsoft Certified Systems Engineer and served as a Subject Matter Expert for CompTIA's Server+ Certification.

Margaret Gordon has more than 23 years of experience troubleshooting hardware and software systems and applications. She has provided instruction for the last 18 years including all levels of Microsoft operating systems and Office applications.

James Healy has an M.B.A. and more than 30 years of data processing experience. He specializes in the development of spreadsheet and database applications.

Willy Isaac holds an M.S. in Computer Information Systems and has more than 10 years of database experience with SQL Server and Oracle Database. He is working as a Database Administrator for the Connecticut Dept. of Information Technology and holds certification in Oracle Database Administration and Oracle Master specializing in data warehouse administration.

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

Diana Lemcoff is a computer professional with more than 20 years' experience in the design, installation and management of information systems. She has taught at the University of Pittsburgh, ORT schools and private companies.

Stuart Lipman is the owner of a local computer store and brings more than 26 years of technical and practical experience to the classroom.

Ed Luna holds a M.A. in education technology and has a diverse technical background, including photography, multimedia project development, directing, and producing. His knowledge of digital production equipment is extensive and includes both video and television.

Bruce Manning, B.A., 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 Quinebaug Valley Community College, UConn, and CREC, as well as public, private and technical schools, businesses, municipalities, and State agencies.

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

Russell Sabadosa is an Associate Professor at MCC, teaching in the computer networking, security and hardware areas. Prior to MCC, Russell was a project engineer and IT director where he became proficient in a number of software packages and platforms in the area of networking, desktop applications, project management and report writing.

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

Joseph Sipitkowski is a senior mechanical design engineer for United Technology Fuel Cell Division. He has in-depth practical knowledge of Pro/Engineer, AutoCAD and CADKEY.

Elizabeth Thomas has 20 years' experience in end-user technology support and education and has been an instructor in continuing education for a number of years focusing on the Internet, Outlook, Publisher, Windows, and Microsoft Office applications.

Robert Thornton, B.A., is a Certified IT Security Engineer, Certified IT Instructor (CIT) and a Certified Internet Webmaster (CIW). He has more than 15 years' experience as an IT instructor and developer.

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

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

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

Eric Zematis is a Certified Internet Webmaster (CIW) and a Microsoft expert in Word and Excel.

Computer Technology

COMPUTER CERTIFICATION TEST PREPARATION

Professional Certification...

- **Helps build solid careers**
- **Enhances your résumé and is highly valued by potential employers**
- **Provides a strong knowledge base not limited to one product or company**
- **Validates your knowledge and abilities in your field**

Course	Page Number	Certification	Exam
Complete Microsoft Office 2003 Certification (Core Level)	15	Microsoft Office Specialist	MOS
Oracle 10g Database Administration	21	Oracle Certified Associate	IZO-031
Oracle 10g Database Introduction	21	Oracle Certified Associate	IZO-031
Security + Certification	15	CompTIA Security +	SY0-101
CIW (Web) Foundations Certification	16	Certified Internet Web Professional Foundations	1D0-410
A+ Hardware Certification	15	CompTIA A+ Core Hardware	220-301
A+ Operating System Certification	15	CompTIA A+ Operating System Technologies	220-302

Testing centers that administer certification exams can be found on the web at www.vue.com or www.prometric.com.

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

CERTIFICATION PREPARATION

Microsoft Office Certification

Increase your employability and prepare for the Microsoft Office 2003 Core Certification exam in this intensive 12-week course. This hands-on workshop will include practice time on Word, Excel, Access, PowerPoint and Outlook. Students will learn the basics of all Office programs, including merges, tables, graphics and sharing documents in Word; formulas, data management, formatting, printing, pivots and subtotals in Excel; database creation, criteria in queries, report and form design, grouping data and establishing relationships in Access; creating slide shows, importing from Word, adding tables/graphics, animation, and advanced formatting in PowerPoint; and email management, creating folders, adding signatures/attachments, scheduling appointments with others, organizing contact lists, and creating/updating tasks in Outlook. Prerequisite: *Basic Microsoft Windows skills and exposure to Microsoft Office*. Required text: Microsoft® Official Academic Course: Microsoft Office System 2003 Edition, available at MCC Bookstore.

CRN #11519 12 Tuesdays, 3/7-5/23, 6-9 p.m. **EHCCC Room 4**
Fee: \$499

Instructor: Bruce Manning

A+ Certification Preparation: Core Hardware Fundamentals

The A+ Core Hardware Fundamentals course prepares candidates for A+ certification in the CompTIA A+ Hardware exam. Students will learn about PC hardware and system maintenance procedures. Topics include a detailed look at hardware components, power supply, upgrades, networking, maintenance and troubleshooting. In hands-on exercises, students will assign configuration settings, upgrade systems, configure SCSI devices, install printers and monitors, remove and replace components and troubleshoot POST errors. Prerequisite: *Basic knowledge of hardware is helpful*. Required text: Absolute Beginner's Guide to A+ Certification, Soper, available at MCC Bookstore.

CRN #11520 3 Saturdays, 3/11-3/25, 9 a.m.-4 p.m.
MCC Bldg. LRC B141 Fee: \$295

Instructor: Michael Bailey

A+ Certification Preparation: Operating System Fundamentals

The A+ Operating System Fundamentals course prepares candidates for A+ certification in the CompTIA A+ Operating System Technologies exam. Students will learn installation procedures for Windows 9x, Me, 2000 and XP, dealing with legacy systems (DOS, Windows NT), creating and using emergency boot diskettes and managing printers and other devices. Other topics include networking, communication protocols, Internet access and troubleshooting. In hands-on exercises, students will install Windows operating systems, manage Windows devices, use the FDISK utility, perform backup, manage system files, configure networks, configure Internet access and troubleshoot operating system errors. Prerequisite: *Basic knowledge of operating systems*. Required text: Absolute Beginner's Guide to A+ Certification, Soper, available at MCC Bookstore.

CRN #11521 3 Saturdays, 4/1-4/15, 9 a.m.-4 p.m.

MCC Bldg. LRC B141 Fee: \$295

Instructor: Michael Bailey

Security+ Certification Preparation

The Security+ Certification is an internationally recognized validation of the technical knowledge required of foundation-level security practitioners. A Security+ certified individual has successfully demonstrated a foundation-level of skill and knowledge in General Security Concepts, Communication Security, Infrastructure Security, Basics of Cryptography and Operational / Organizational Security. Prerequisite: *Candidates should have two years' experience in a networking role with pre-existing knowledge of TCP/IP, experience in a security-related role, Network+ or equivalent certification, and adequate training and self-study materials*. The course will include analysis and review of Security+ objectives. Required text: Principles of Computer Security: Security+ and Beyond, Conklin, White, Cothren, Williams & Davis, available at MCC Bookstore.

CRN #11523 4 Saturdays, 3/4-3/25, 9 a.m.-4 p.m.

MCC Bldg. LRC B142 Fee: \$390

Instructor: John Gialluca

Computer Technology

CIW Web Fundamentals Certification Preparation

This course is designed to assist students in preparing for CIW Associate certification (CIWA). An overview of all CIW certifications will open this comprehensive class, which is geared toward professionals who want to become certified and non-professionals who are seeking to improve their skills and résumés. Students will learn how to use key Internet technologies and gain experience configuring web browsers, as well as learning the basics of electronic commerce and security issues. Students will also gain experience developing web pages in a text editor and a graphical user interface (GUI) editor, use Cascading Style Sheets (CSS) and study the basics of Extensible Hypertext Markup Language (XHTML), JavaScript, Dynamic HTML (DHTML), and the Document Object Model (DOM). After completing this course, students will be able to create simple web pages containing text, graphics, hyperlinks, tables, forms and frames. An overview of fundamental networking concepts and practices will also be taught. Prerequisite: *Basic Microsoft Windows skills*. Required Text: *CIW: Foundations Study Guide*, Lane, available at MCC Bookstore.

CRN #11526 5 Saturdays, 4/29-5/27, 9 a.m.-4 p.m. **MCC Bldg. LRC B141** Fee: \$490

Instructor: **Robert Thornton**

TECHNOLOGY FOR HOME AND CAREER



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

*Instructor: **Bruce Manning**, B.A., computer coordinator for MCC's Continuing Education Division, designed, installed and maintained the networking, business and instructional applications for two public school districts in Connecticut. He has provided training for Quinebaug Valley Community College, UConn, and CREC, as well as public, private and technical schools, businesses, municipalities, and State agencies.*

Introduction to the PC (Part I): Hardware

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

CRN #11529 1 Tuesday, 4/4, 9:30 a.m.-12:30 p.m. **EHCCC Room 4**
Fee: \$65

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

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

CRN #11530 1 Tuesday, 4/11, 9:30 a.m.-12:30 p.m. **EHCCC Room 4**
Fee: \$65

Introduction to the Internet

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

CRN #11531 1 Tuesday, 4/18 9:30 a.m.-12:30 p.m. **EHCCC Room 4**
Fee: \$65

Getting Started with Microsoft Word

This course is designed as a crash course for the student who wants to learn the basics of Microsoft Word for personal or business use. Students will learn about the necessary Word tools and menus to be able to copy and replace, format, and align text. Students will also be shown how templates can help create a professional document, such as a business letter or résumé.

CRN #11532 1 Tuesday, 4/25, 9:30 a.m.-12:30 p.m. **EHCCC Room 4**
Fee: \$65

Household Budgeting and Financial Planning with Microsoft Excel

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

CRN #11533 1 Tuesday, 5/2 9:30 a.m.-12:30 p.m. **EHCCC Room 4**
Fee: \$65

Communicate Your Ideas with Microsoft PowerPoint

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

CRN #11534 1 Tuesday, 5/9, 9:30 a.m.-12:30 p.m. **EHCCC Room 4**
Fee: \$65

Technology for Home and Career— Technology Series Combined Sessions

Take all Six Courses and SAVE \$120!

CRN #11535 6 Tuesdays, 4/4-5/9, 9:30 a.m.-12:30 p.m.
EHCCC Room 4 Fee: \$270

Computer Technology

INTRODUCTORY



Meet the PC

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

CRN #11536 4 Wednesdays, 3/1-3/22, 6-9 p.m. **MCC Bldg. LRC B141**
Fee: \$195

Instructor: **Stuart Lipman**

Introduction to Personal Computers for Older Adults

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

CRN #11537 2 Tuesdays, 4/4-4/11, 1-4 p.m. **MCC Bldg. LRC B142**
Fee: \$95

Instructor: **Margaret Gordon**

INTERNET



Getting Started on the Internet for Older Adults

Designed for older adults who want to learn about the Internet and the benefits of using it, this class covers what you need to know to get started on the Internet and how to visit web sites. Learn how to send email and chat with friends online. Workbook included in course fee. Prerequisite: *Basic mouse and keyboard skills*.

CRN #11541 2 Tuesdays, 3/14-3/21, 1-4 p.m. **MCC Bldg. LRC B141**
Fee: \$95

Instructor: **Margaret Gordon**

Web Hosting

Are you thinking of building a web site or have started one and want to get it online? Finding web hosting can be like walking through a minefield. Thousands of people each day are building websites for various reasons and have not gone the extra step to put their website online because they do not know what to do next. Some start businesses, while others build sites that contain personal or helpful information. In this three-hour course, you will learn how to get your website online. You will learn how to find a web hosting company that fits your needs by evaluating three criteria: price, reliability uptime, and customer support. Prerequisite: *Familiarity with Microsoft Windows and the Internet*.

CRN #11542 1 Friday, 5/26, 6-9 p.m. **MCC Bldg. LRC B142** Fee: \$65
Instructor: **Randolph Fournier**

FrontPage Introduction

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

CRN #11544 1 Friday, 3/17, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**
(limited seating)

CRN #11545 2 Wednesdays, 4/19-4/26, 6-9 p.m. **MCC Bldg. LRC B141**
Fee: \$95

Instructors: **CRN #11544: Charles Schwartz;** and
CRN #11545: Eric Zematis

FrontPage Intermediate

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

CRN #11547 1 Friday, 5/5, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**
(limited seating) Fee: \$95

Instructor: **Charles Schwartz**

Dreamweaver Introduction

This course teaches students the fundamentals of using Dreamweaver MX to create Web pages and Web sites. It introduces students to basic Web and HTML concepts and how to use Dreamweaver tools to design a Web page. Students will learn how to create, save and import text into Web pages and sites. They will also learn how to format text and paragraphs, create tables, and add text and images to tables. Course activities also cover working with image files, modifying image properties, and creating various types of links. Finally, students examine and create a frames page, upload a site, and test the uploaded site. Prerequisite: *Basic Microsoft Windows skills*. Required Text: Dreamweaver MX 2004: Basic with CD, Thomson, available at MCC Bookstore

CRN #11548 2 Fridays, 3/17-3/24, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$95

Instructor: **Robert Thornton**

Build Your Website Using Dreamweaver MX 2004

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

CRN #11549 4 Fridays, 5/5-5/26, 6-9 p.m. **MCC Bldg. LRC B141**
Fee: \$195

Instructor: **Dorothy Weiner**

Computer Technology

Start Selling on eBay!

Have you ever imagined starting your own online business? Maybe you've thought about selling your crafts, music, antiques, books or artwork, but you're wondering who your customers might be. With more than a million people buying and selling each day on eBay, customers are just a mouse click away! eBay provides excellent customer support and teaches you the importance of customer satisfaction. All you have to do is choose a product or service that suits your interests, and the rest will be covered in this 12-hour course. By the end of the course you will be ready to Start Selling on eBay! No prior business experience is necessary. Internet experience is helpful.

CRN #11550 2 Saturdays, 4/1-4/8, 9 a.m.-4 p.m.

MCC Bldg. LRC B142 Fee: \$195

Instructor: Randolph Fournier



MICROSOFT OFFICE SUITE & OUTLOOK

Access, Excel, & Word:

Choosing the Right Tool for the Job

Microsoft's palette of software programs, chief among them Access, Excel and Word, have become universal tools for computer users in the workplace and at home. But which program is most suited to the specific job you're doing? In this hands-on workshop, participants will explore the "overlapping" features of Access, Excel and Word and discover how to choose the correct product for the job at hand. Participants will learn clear definitions of the purpose of each program; specific "best" usage examples of Word tables, Access and Excel; how to move information between Excel and Access and why you might do that; and how to link data between Microsoft applications. Prerequisite: *Basic knowledge of Access, Excel and Word or by permission of instructor or computer coordinator.*

CRN #11552 1 Tuesday, 3/21, 1-4 p.m. **MCC Bldg. LRC B142** (limited seating) Fee: \$65

Instructor: Carla Adams

Outlook: Start Organizing your Business and Personal Life

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

CRN #11552 2 Thursdays, 4/20-4/27, 6-9 p.m. **MCC Bldg. LRC B142** Fee: \$95

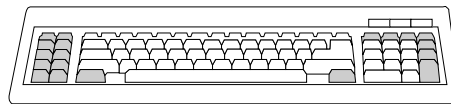
Instructor: Russell Sabadosa

Microsoft Project Introduction

Are you just starting with project management or as part of a project team tasked with maintaining a project schedule? This course will familiarize you with the basics of MS Project 2002 XP, using a simulated short-term project. We will examine why planning needs to occur, set up a project, task and resource schedule, and record project progress. Required text: *Course ILT: Microsoft Project 2002: Basic*, McKinnon, available at MCC Bookstore. Prerequisite: *Students must have a working knowledge of Microsoft Windows.*

CRN #11556 2 Mondays, 4/3-4/10, 6-9 p.m. **MCC Bldg. LRC B141** Fee: \$95

Instructor: Diana Lemcoff



WORD PROCESSING

Word Intermediate

Move beyond your basic word processing skills in this class. Here you will learn how to set up complex documents that include headers and footers, tables, graphics and more. Learn to merge letters, so you can send custom form letters. Workbook included in course fee. Prerequisite: *Word Introduction, or permission of instructor or computer coordinator.*

CRN #11557 2 Wednesdays, 5/3-5/10, 6-9 p.m. **MCC Bldg. LRC B141** Fee: \$95

Instructor: Carla Adams

Word: Tips and Tricks

Designed for individuals who know the basics of Word and want to become more proficient, this course will cover such topics as templates, shortcut keys, customizing menus, styles, and more. Learn to work smarter, easier and faster. Prerequisite: *Word Introduction, or permission of instructor or computer coordinator.*

CRN #11559 1 Tuesday, 5/16, 1-4 p.m. **MCC Bldg. LRC B141** (limited seating) Fee: \$65

Instructor: Carla Adams

Word: Forms, Templates, and Macros

You will learn how to analyze proper form layout and design, create fill-in forms with prompts for user input, and completely automate forms with default text and entry guidelines. Learn processing shortcuts by using templates and customizing special toolbars within them. Create your own Word routines through macros to eliminate repetitive processing of commands. Prerequisite: *Word Introduction, or permission of instructor or computer coordinator.*

CRN #11561 1 Tuesday, 4/11, 9 a.m.-4 p.m. **MCC Bldg. LRC B141** (limited seating) Fee: \$95

Instructor: Diana Lemcoff

BE AT THE RIGHT PLACE AT THE RIGHT TIME

Check your class schedule for location.

Some classes meet at off-campus locations.

MCC = Manchester Community College

Lowe = Lowe Building

V1-V6 = Village

LRC = Learning Resource Center

AST = Arts, Sciences & Technology Center

EHCCC = East Hartford Community Cultural Center

Computer Technology

SPREADSHEETS



Excel Introduction

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

CRN #11563 1 Thursday, 3/16, 9 a.m.-4 p.m. **MCC Bldg. LRC B141** (limited seating)

CRN #11565 1 Tuesday, 4/4, 9 a.m.-4 p.m. **MCC Bldg. LRC B141** (limited seating)

Fee: \$95

Instructor: **Elizabeth Thomas**

Excel Intermediate

The Intermediate Excel course targets users who are already familiar with the basics of Excel. Students will learn about working with cells and cell data, using and creating functions, customizing workbooks, using lists, working with graphics and objects, using templates, managing workbooks, formatting and printing worksheets, modifying workbooks, and workgroup collaboration. Prerequisite: *Excel Introduction, or permission of instructor or computer coordinator.*

CRN #11660 2 Wednesdays, 5/17-5/24, 6-9 p.m. **MCC Bldg. LRC B141**

CRN #11568 1 Monday, 5/1, 9 a.m.-4 p.m. **MCC Bldg. LRC B141** (limited seating)

CRN #11570 1 Monday, 5/22, 9 a.m.-4 p.m. **MCC Bldg. LRC B141** (limited seating)

Fee: \$95

Instructors: **CRN #11660: Kristen Violette; CRN #11568: James Healy; and CRN #11570: Elizabeth Thomas**

Excel Data and Functions

Make sure you're tapping the full power of Excel with the features examined in this workshop. A comprehensive unit on data utilities (including data filter, data form and subtotals) makes this a course no frequent user should go without. Special intermediate functions include using IF and Vertical Lookup in formulas, understanding financial functions and connecting formulas from many worksheets. Prerequisite: *Excel Introduction or permission of instructor or computer coordinator.*

CRN #11572 1 Friday, 4/7, 9 a.m.-4 p.m. **MCC Bldg. LRC B141** (limited seating) Fee: \$95

Instructor: **Charles Schwartz**

Excel Smart Charts

Excel offers myriad ways to work with charts. In this class, you'll learn how to use Excel's vast capabilities to create great-looking "smart charts" beginning with the basics. Participants will explore how to create various charts and print them. You'll also investigate how to change basic chart defaults and work with high-level commands to control scaling, legends, titles of charts, axis lines on grids and data series. Prerequisite: *Excel Introduction or permission of instructor or computer coordinator.*

CRN #11574 1 Tuesday, 5/9, 1-4 p.m. **MCC Bldg. LRC B141** (limited seating) Fee: \$65

Instructor: **Carla Adams**

Excel: Tips and Tricks

Discover the tricks that the pros use and learn how to work smarter, easier and faster. This course is designed for participants who know the basics of Excel and want to become more proficient. Topics include shortcut commands, quick input tricks, strategies for wide worksheets, and formulas designed to help you on your job. Prerequisite: *Excel Introduction or permission of instructor or computer coordinator.*

CRN #11576 1 Thursday, 5/11, 1-4 p.m. **MCC Bldg. LRC B142** (limited seating) Fee: \$65

Instructor: **Diana Lemcoff**

QuickBooks Introduction

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

CRN #11577 2 Fridays, 3/24-3/31, 6-9 p.m. **MCC Bldg. LRC B141** Fee: \$95

Instructor: **Chuck Schwartz**

QuickBooks Intermediate

For individuals who have a working knowledge of QuickBooks and the desire to delve into the more advanced functions of this popular software, this hands-on class will focus on questions and problems that more advanced students may encounter. Learn how to create customized reports, invoices and other financial forms. Make the most of your personal finances and learn how to use QuickBooks more efficiently. Prerequisite: *Basic knowledge of QuickBooks.* Required Text: Course ILT: QuickBooks 2002, McKinnon, available at MCC Bookstore.

CRN #11578 2 Fridays, 4/21-4/28, 6-9 p.m. **MCC Bldg. LRC B141** Fee: \$95

Instructor: **Chuck Schwartz**



**Want to take a class online?
See the online classes listed
on pages 42-49
or visit the web site at
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Consider Yourself Confirmed!

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

Computer Technology



**Want to take a class online?
See the online classes listed
on pages 42-49
or visit the web site at
www.ed2go.com/manchcc**

DATABASE

Access Introduction

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

CRN #11579 2 Wednesdays, 2/15-2/22, 6-9 p.m. **MCC Bldg. LRC B141**

CRN #11583 1 Tuesday, 4/18, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**

(limited seating) Fee: \$95

Instructors: **CRN #11579: Margaret Gordon;**

CRN #11583: James Healy

Access Intermediate

This course is designed to follow up on the following key database functions: creating databases; modifying database objects in design view; applying appropriate data types to fields; setting primary keys; entering data using tables and forms; sorting, deleting, and filtering data; establishing one-to-many relationships and enforcing referential integrity; creating and running select queries; and previewing and printing reports. Prerequisite: *Access Introduction or permission of instructor or computer coordinator*.

CRN #11587 1 Monday, 5/8, 9 a.m.-4 p.m. **MCC Bldg. LRC B142**

(limited seating) Fee: \$95

Instructor: **James Healy**

Access Business Skills for Non-Programmers

Master in a full spectrum of Access capabilities by designing a complete database and fine-tuning complex queries, reports, and forms. Students begin with discussing concepts of strong database design and complete workshops in table design and input, setting data validation rules, defining defaults, creating lookups and verifying relationships between tables. Forms management workshops include setting up forms and sub forms, manipulating controls, formatting, and learning shortcuts to find and edit records. Access query lessons include creating select queries, writing accurate criteria, using the expression builder, performing math in queries, and exploring all action queries used in database maintenance. Learn how to pull together reports from various sources, create subtotals and totals, and sort and group reports by category. Prerequisite: *Basic Microsoft Windows skills*.

CRN #11589 3 Wednesdays, 3/15-3/29, 9 a.m.-4 p.m.

MCC Bldg. LRC B141 (limited seating) Fee: \$295

Instructor: **Margaret Gordon**

Access 2000 Queries

Do you already have your data in Access, but find it frustrating to extract the information you need? Do you suspect there's a quicker way to find what you need? This three-hour workshop presents multiple shortcuts for using action queries to manipulate your data based on criteria you specify. Query tips include programming "fill in the blank" prompts to queries, understanding cross tab queries, writing clear criteria statements and creating queries that produce totals. Manual included. Prerequisite: *Access Introduction or knowledge of designing/maintaining tables and creating a basic select query*.

CRN #11591 1 Thursday, 5/11, 9 a.m.-noon **MCC Bldg. LRC B141**

(limited seating) Fee: \$65

Instructor: **James Healy**

Access Database Design: The Finishing Touches

Polish your Access database skills by exploring advanced functions such as fine-tuning reports with subtotals and grand totals; grouping and parameter fill-ins to print only the records needed; creating a main menu switchboard; programming macros to automate events; and designing easy user-prompts for better input. Prerequisite: *Access Introduction and experience in designing basic Access tables and forms*.

CRN #11593 1 Thursday, 5/18, 9 a.m.-noon **MCC Bldg. LRC B141**

(limited seating) Fee: \$65

Instructor: **James Healy**



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MCC's Computer Labs are State of the Art**

Oracle Database 10g

Oracle Database 10g is the world's most advanced and most popular database for transaction processing, data warehousing and content management. Oracle Database 10g offers the performance and scalability you want with the availability and security you need.

ORACLE WORKFORCE DEVELOPMENT PROGRAM

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

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

Visit <https://workforce.oracle.com> for more information about the program.

ORACLE DATABASE 10g ADMINISTRATOR CERTIFIED ASSOCIATE

The Oracle Database 10g OCA is the stepping stone for a candidate to build a successful career as an Oracle Professional. The OCA credential enables database professionals to prove competency in basic skills required to manage the industry's most advanced database technology, using cutting-edge tools.

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

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

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

Oracle Database 10g: Introduction to SQL

This course introduces students to Oracle Database 10g technology, relational database concepts, and the powerful SQL programming language. The course provides essential SQL skills of querying the database, the meta data and creating database objects. In addition, the course delves into advanced querying and reporting techniques, data warehousing concepts and manipulating large data sets in different time zones. Prerequisite: *Familiarity with data processing concepts and techniques required.* Ability to use a graphical user interface (GUI) recommended. Required text: Oracle Database 10g: Introduction to SQL English, Student Kit, included in the course fee.

CRN #11595 5 Fridays, 3/17-4/21 (does not meet 4/14),
8:30 a.m.-4:30 p.m. **MCC Bldg. LRC B142** (limited seating)
Fee: \$1,175

Instructor: **Willy Isaac**

Oracle Database 10g: Administration Workshop I

This course is designed to give you a firm foundation in basic database administration. You will learn how to install and maintain an Oracle database and gain a conceptual understanding of the Oracle database architecture and how its components work and interact with one another. You will also learn how to create an operational database and properly manage the various structures in an effective and efficient manner, including performance monitoring, database security, user management, and backup/recovery techniques. The lesson topics are reinforced with structured hands-on practices. This course is designed to prepare you for the corresponding Oracle Certified Associate exam. Prerequisite: *Oracle 10g Introduction or consent of instructor.* Required text: Oracle Database 10g: Administration, Workshop I English, Student Kit 1, (value \$175) is included.

CRN #11597 5 Fridays, 4/28-5/26, 8:30 a.m.-4:30 p.m.
MCC Bldg. LRC B142 (limited seating) Fee: \$1,175

Instructor: **Willy Isaac**

Oracle Database 10g—Introduction to SQL—AND—Administration Workshop I Combined Series

Register for both Introduction to Oracle 10g and Oracle 10g Database Administration and SAVE.

CRN #11598 10 Fridays, 3/17-5/26 (does not meet 4/14), 8:30 a.m.-4:30 p.m.
MCC Bldg. LRC B142 (limited seating) Fee: \$2,175
Instructor: **Willy Isaac**

Computer Technology

DIGITAL IMAGING & DESIGN



Photoshop Elements

Professional photographers rave about Adobe Photoshop. Now, there's Photoshop Elements 3.0, a new photo-enhancement and manipulation program designed specifically for amateur photographers, hobbyists and business users looking for an affordable, easy-to-use but powerful digital-imaging tool. Photoshop Elements is built on the same editing engine as its professional cousin, Adobe Photoshop, but it's easier to learn and use. With Elements it's easy to accomplish a variety of tricks and techniques that will enhance your photographs. Alter the color, contrast or brightness; change the size of a picture; remove unwanted elements; fix the dreaded redeye of your subjects, or combine the best of two photos, quicker and easier than ever. Elements contains features designed to download digital pictures from your camera or scanner directly into the program, organize your photo files, and has functions that allow you to output your finished images easily to the web or to print. Learn Photoshop Elements 3.0 and rub shoulders with the pros. Prerequisite: *Basic Microsoft Windows skills.*

CRN #11599 2 Mondays, 4/24-5/1, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$95

Instructor: **John Prendergast**

Photoshop Elements: The Next Step

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

CRN #11600 3 Tuesdays, 5/16-5/30, 7-9 p.m. **MCC Bldg. LRC B142**
Fee: \$95

Instructor: **John Prendergast**

Introduction to Video Editing with Final Cut Pro

Anyone with an interest in high-end media editing will discover endless possibilities with Final Cut Pro. Students will learn how to manage media files; trim video and audio clips; layer video; and import photos and audio. Upon completion of this class, students will have the confidence needed to explore more advanced techniques on their own using Final Cut Pro.

CRN #11601 2 Fridays, 4/21-4/28, 6-9 p.m. **MCC Bldg. LRC B207**
Fee: \$95

Instructor: **Ed Luna**

Publisher Introduction

Learn to create distinctive, professional newsletters, brochures, greeting 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, including page layout commands; working with frames; and using graphics, templates, and wizards. Workbook included in course fee. Prerequisite: *Basic computer skills.*

CRN #11603 1 Thursday, 4/20, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**
(limited seating) Fee: \$95

Instructor: **Elizabeth Thomas**

Publisher Intermediate

Designed for those familiar with Publisher fundamentals, topics include using wizards; manipulating clipart, WordArt and drawn objects; perfecting newsletters; creating four-fold publications; designing calendars and certificates; creating web sites; mail merge; working with columns and tables; and extended formatting skills. Prerequisite: *Publisher Introduction or permission of instructor.*

CRN #11605 1 Wednesday, 5/31, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**
(limited seating) Fee: \$95

Instructor: **Carla Adams**

AutoCAD Introduction

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

CRN #11606 6 Fridays, 3/3-4/7, 6-9 p.m. **MCC Bldg. AST C128**
Fee: \$295

Instructor: **Joseph Kardos**

AutoCAD Intermediate

The course is designed for students familiar with basic AutoCAD drafting who want to improve their efficiency and effectiveness. The focus is on improved drafting techniques, shortcuts and overall program efficiency. Apply class instruction to a project of your choice. Topics will include hatch patterns and annotations; blocks and attributes; importing third-party software; external references and display methods; customized AutoCAD menus; and changing and comparing dimension styles. Prerequisite: *Basic AutoCAD.*

CRN #11607 6 Fridays, 4/21-5/26, 6-9 p.m. **MCC Bldg. AST C128**
Fee: \$295

Instructor: **Joseph Kardos**

Pro Engineering Wildfire CAD Introduction

Pro Engineer is a world-class, three-dimensional design solution that provides engineers and designers with the software to create digital models. Students will learn how to create an engineering part in a three-dimensional environment. The user will learn how to manipulate the part by adding features, viewing and editing the structure with the intention to create a desired part. This course will teach students how to maneuver within the interface and workspace with commands and menus. Focused hands-on learning will provide the skills needed to excel in computer-aided design. Recommended text: Getting Started with Pro/Engineer Wildfire, Rizza, is available at your local bookstore.

CRN #11538 6 Fridays, 4/21-5/26, 6-9 p.m. **MCC Bldg. AST C135**
Fee: \$295

Instructor: **Joseph Sipitowski**



**Want to take a class online?
See the online classes listed
on pages 42-49
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www.ed2go.com/manchcc**

Computer Technology

Pro Tools Digital Recording

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

CRN #11539 3 Wednesdays, 5/10-5/24, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$149

Instructor: **Clayton Walnum**

Getting Started in Linux

This course is an excellent way for the student to gain an overview of the major Linux software products available. Students will run several live CD ROM based Linux distributions, including the Linux industry standards of Debian, Linspire, Mandrake, Red Hat, SUSE, and Knoppix. Students will discover firsthand the similarities and difference between Linux products. Students will also explore the use of common Linux applications, including desktops, KDE, Gnome, Office, Star Office, and the use of consoles. In addition, students will learn how to install an application requiring RPM. The installation of a Linux system will also be taught. Required Text: Learning Red Hat Enterprise Linux and Fedora, McCarty and O'Reilly, available at MCC Bookstore.

CRN #11540 2 Fridays, 5/12-5/19, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$95

Instructor: **John Ferreira**

Visio Essentials

They say a picture is worth a thousand words. If so, Microsoft's Visio 2002 software would make a great screenplay. Visio 2002 is diagramming software that is used to create flowcharts, organization charts, network diagrams, database diagrams, and other business diagrams. Learn how to use this powerful software package to create your own, easy-to-read diagrams, flowcharts and network layouts. Students will learn how to plan diagrams, navigate the program, connect shapes, introduce text, utilize drawing tools, format drawings and learn other essential features; in a hands-on setting using existing sample files and then creating their own project files. Required text: Visio 2002 Professional: Basic, included. Prerequisite: *Familiarity with Windows operating system and several of the following desktop applications-Word, Excel, PowerPoint, Outlook, and Access.*

CRN #11609 3 Tuesdays, 5/2-5/16, 1-4 p.m. **MCC Bldg. LRC B142**
(limited seating) Fee: \$195

Instructor: **Russell Sabadosa**

TROUBLESHOOTING & SECURITY

Be Your Own PC Tech: Part I

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

CRN #11611 1 Friday, 4/28, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**
(limited seating) Fee: \$95

Instructor: **Randolph Fournier**



Be Your Own PC Tech: Part II

This class is for the more advanced PC user and will focus on the operating system. Learn how to reformat a hard drive, partition a hard drive and load Windows. Participants will discover how to add new cards such as video, sound or modem, and add new peripherals, including printers and scanners. Learn how to download and install driver updates from the manufacturer's web site. Handouts included. Prerequisite: *Be Your Own PC Tech Part I, or some knowledge of PC hardware.*

CRN #11613 1 Wednesday, 5/10, 9 a.m.-4 p.m. **MCC Bldg. LRC B141**
(limited seating) Fee: \$95

Instructor: **Stuart Lipman**

Security: Securing Your Identity in the Information Age

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

CRN #11615 1 Thursday, 5/11, 2-5 p.m. **MCC Bldg. LRC B141**
(limited seating) Fee: \$65

Instructor: **John Gialluca**

PROGRAMMING

Introduction to C++ Programming

This is a beginner's conceptual introduction to the C++ programming language. Topics to be covered include programming language design and evolution, compilation using Microsoft Visual Studio, algorithms, number types and strings, constructing objects, graphic structures, comparison of visual and numerical information, scope and lifetime of variables and basic control flow. A discussion of functions will be included if time permits.

CRN #11616 4 Fridays, 2/17-3/10, 6-9 p.m. **MCC Bldg. LRC B141**
Fee: \$195

Instructor: **Chuck Schwartz**

Introduction to C++ Game Programming

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

CRN #11677 5 Thursdays, 3/16-4/20 (does not meet on 4/13), 6-9 p.m. **MCC Bldg. LRC B141** Fee: \$195

Instructor: **Clayton Walnum**

Cuisine

Interested in a cuisine class?

Please register early—instructors need to shop for an approximate number of students.

Cake Decorating

This intensive, hands-on class introduces students to the fundamentals and skills necessary for commercial cake decorating, and includes both lecture and laboratory instruction. No previous cake decorating experience is required. The class is part of the regular credit program as offered by the Department of Hospitality Management. A limited number of seats have been set aside for credit-free students. Requirements and fees for the credit section are different. A uniform is required. For more information, please contact the Hospitality Department at (860) 512-2753.

CRN #11822 14 Wednesdays, 1/25-5/3 (does not meet 3/22), 5:30-9:50 p.m. **MCC Bldg. Lowe L292 (North Kitchen)** Fee: \$190
Instructor: **Carol Murdock**, one of the premier cake decorators in Connecticut, won a silver medal at the American Culinary Federation's 2004 National Convention and a gold medal in the Culinary Olympics held in Germany. She is also a frequent guest on the Food Network.

Cheese Danish, Bear Claws and Concha

The next time you crave something rich and sweet, you'll be glad you took this course! First, learn how to make cheese Danish like a pro. This heavenly treat has a delectable cheese filling and dough made with sour cream. Believe us when we tell you, nothing on earth compares! Next, prepare to sink your teeth into a wonderfully rich, almond-filled Bear Claw, named for its likeness to a fingered paw. Your family and friends won't be able to keep their "paws" off of them! And finally, try your hand at making Concha. These sweet buns (shaped like seashells, hence the name) are pleasing to the eye and palate. Is your mouth watering yet? Participants should bring dishtowels, pot holders, and a medium-sized bowl to class. Materials fee: \$10, payable to instructor at beginning of class.

CRN #11710 1 Saturday, 3/11, 12:30-4 p.m. **MCC Bldg. Lowe L293 (South Kitchen)**, meet at Cheney Dining Room Fee: \$45
Instructor: **Dorothy Alderman** attended the Culinary Institute of America and the Institute of Gastronomy and Culinary Arts. She has been teaching cooking and baking for more than 20 years.

Jewish Cooking

You don't have to be Jewish to enjoy Jewish food. The Jewish people have adapted recipes from many countries into a delicious medley of tastes. You will learn classic recipes handed down from generations and which originated in Poland, Germany, Russia, Austria, and Syria that are homey enough for everyday meals and special enough for festive occasions. Cook and feast on latkes (potato pancakes), knishes (savory filled pastry), cheese blintzes (crepes), sweet and sour unstuffed cabbage, chicken soup with knaidlach (matzo balls), and ma'amoul (nut-filled cookies). Participants should bring a sharp knife, dishtowels, and pot holders to class. Materials fee: \$12, payable to instructor at beginning of class.

CRN #11711 1 Saturday, 4/1, 12:30-4 p.m. **MCC Bldg. Lowe L293, (South Kitchen)** meet at Cheney Dining Room Fee: \$45
Instructor: **Dorothy Alderman**



The MCC kitchen classrooms are accessed through the Cheney Dining Room in the Lowe Building.

Please arrive early and meet your instructor at the door to the dining room, or proceed through the Cheney Dining Room to locate the kitchen classrooms.

Participants in Cuisine classes should bring aprons, potholders and containers for leftovers.

All About Herbs

Herbs are easy-to-grow plants that can enhance your cooking and baking. Many are perennials that return every year without any effort. Learn how to plant and harvest your own herb garden and how to preserve your bounty. This class will include cooking with herbs and tasting the delicious results of your efforts: herb vinegars and oils; chicken with mint; herb biscuits; lemon herb cookies; salsa; bruschetta; sage and walnut corn cakes; pesto; and rosemary-potato focaccia. Participants should bring sponges, dishtowels and pot holders to class. Participants should bring a sharp knife, dishtowels and pot holders to class. Materials fee: \$12, payable to instructor at beginning of class.

CRN #11708 1 Saturday, 5/6, 12:30-4 p.m. **MCC Bldg. Lowe L293 (South Kitchen)**, meet at Cheney Dining Room Fee: \$45
Instructor: **Dorothy Alderman**

A Taste of Old Italy

Have you longed for the aromas of homemade lasagna or sharing a homemade dessert with loved ones? Then say *arrivederci* to boxed desserts and take out and say *salve!* to a gourmet trip through Italy back to Nonna's kitchen. Experience the gastronomical delights of authentic Italian cooking with two women who grew up in Italian kitchens. Expect to participate and prepare a meal to dazzle your friends and satisfy your senses. Prepare easy but fabulous traditional recipes, including tapanade with crostini and goat cheese, four-cheese lasagna, and string bean salad, and for dessert, cannoli. Buon appetito! Materials fee: \$24, payable to instructors at beginning of first session.

CRN #11707 1 Saturday, 3/25, 2-6 p.m. **MCC Bldg. Lowe L293 (South Kitchen)**, meet at Cheney Dining Room Fee: \$65
Instructors: **Patricia Cicchetti** is a senior human resources consultant with a major insurance firm in Hartford, and a former cuisine instructor in the Hartford Area. Thanks to her strong Sicilian family background, she has been an Italian cooking enthusiast for more than 20 years; **Karen Marchetti** is a vice president at an insurance firm in Hartford and holds a B.S. from the University of Connecticut. She learned to cook while growing up with her Italian grandmother.

Authentic Chinese Dumplings

If you like Italian ravioli or Polish pirogi, you'll love Chinese dumplings. A staple of northeast China, where the instructor comes from, these gastronomical delicacies are eaten every day for seven days during Chinese New Year. Students will learn how to make the dumpling dough and shape it using the ancient hand-rolled method that has been passed down through the centuries. Students will also learn how to fix the basic meat filling for both dumplings and wontons, as well as how to make wonton soup with vegetables in chicken stock. Both the boiled and fried cooking method of dumplings will be demonstrated. Materials fee: \$10, payable to instructor at beginning of first session.

CRN #11816 4 Thursdays, 3/9-3/30 6:30-8:30 p.m. **MCC Bldg. Lowe L292 (North Kitchen)**, meet at Cheney Dining Room Fee: \$80
Instructor: **Grace Chao Rydingsward**, originally from China, grew up in a home of 10 children, where her mother had the extraordinary ability of making something wonderful from very simple ingredients, including dumplings. She has taught Chinese cooking classes in New York and Pennsylvania.

Tickets On Sale Now!

The Fourteenth Annual
an Evening of Fine Wines

Friday, April 7
7 to 10 PM

Arts, Sciences
and
Technology
Center

Tickets: \$70

Experience an exciting live auction featuring fine wines and champagnes from around the world, taste splendid wines from the nation's finest vineyards and enjoy elegant hors d'oeuvres served throughout the evening.

Peruse wonderful silent auction items – vacations and weekend get-aways; original works of art; gift certificates for trips, restaurants, services; and much more! Sample delectable Viennese-style desserts and coffee, and receive a complimentary souvenir wine glass to commemorate the evening.

For tickets, call (860) 512-2905 or visit www.mcc.commnet.edu/wine.

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COLLEGE

New! Chai, Curries, and Chutneys

The hallmark of Indian cuisine is in its variety of flavors and aromas. Asian Indians use exotic spices and numerous types of blends in preparing a variety of dishes. The usual Indian meal consists of at least one curried dish and a condiment such as chutney (a relish made of fruits, spices, and herbs). North Indians are also fond of chai, a tea blend mixed with herbs and spices to enhance the flavor, as well as to add healing properties. This class will focus on these three components of a typical Indian meal. Students will learn to make a variety of curried dishes; chutneys and other condiments; and chai tea and other drinks. Materials fee: \$15, payable to instructor at first class.

CRN #11786 3 Sundays, 4/23-5/7, 10 a.m.-1 p.m. **MCC Bldg. Lowe L293 (South Kitchen), meet at Cheney Dining Room** Fee: \$60

Instructor: Shalini Sharma was born and raised in India, and enjoys experimenting with different styles of cooking. She earned her bachelor's and master's degrees from Meerut University, India, as well as a diploma in Indian classical dance.

Fish and Shellfish: The Ocean's Bounty

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

CRN #11815 1 Saturday, 4/29, 12:30-4:30 p.m. **MCC Bldg. Lowe L293 (South Kitchen), meet at Cheney Dining Room** Fee: \$50

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

New! The Fundamentals and Basics of Wine

In four consecutive weeks, the instructor will explain grape varieties, wine history, and wine types, such as aperitif, appetizer, red table, white table, dessert, fortified, sparkling, late harvest, and ice wines. This class is for anyone who wants to learn about wine in a proper and enjoyable manner. Wines from all of these categories will be explained and tasted each week. Early enrollment is suggested, as this course can only admit a limited number of students. Please bring some light snacks or munchies; glasses will be supplied. Materials fee: \$90 (for four weeks), payable to instructor at beginning of first session. **CRN #11713** 4 Fridays, 2/24-3/17, 6:30-9:30 p.m. **MCC Bldg. Lowe L294 (Cheney Dining Room)** Fee: \$99

Instructor: Gene Spaziani is a retired MCC professor who started the first wine classes in Connecticut at MCC in the early 1970s. He is a noted wine journalist and author who writes the weekly wine column for the *Journal Inquirer*.

New! Big and Gutsy Red Wines

For those who love their red wines big and bold, this is the course for you. The California winemakers are making many red wine varieties in the 13-16 percent alcohol range, and other countries are following suit. These luscious wines require suitable foods to match their complex and rich flavors, and some of these appropriate foods will be discussed. This is a rare opportunity to taste some of the best red wines available. Please bring some light snacks or munchies; glasses will be supplied. Materials fee: \$20, payable to instructor at beginning of class. **CRN #11709** 1 Friday, 4/14, 6:30-9:30 p.m. **MCC Bldg. Lowe L294 (Cheney Dining Room)** Fee: \$25

Instructor: Gene Spaziani

New! The ABCs of Wines: Anything but Chardonnay

Although Chardonnay is the most popular white wine in the world, there is a universal trend to unseat its lofty position and replace it with other white wines. We will explore and taste some of the world's best white wines other than Chardonnay. This will be a very educational and enjoyable session. Please bring some light snacks or munchies; glasses will be supplied. Materials fee: \$20, payable to instructor at beginning of class.

CRN #11712 1 Friday, 5/5, 6:30-9:30 p.m. **MCC Bldg. Lowe L294 (Cheney Dining Room)** Fee: \$25

Instructor: Gene Spaziani

Be A Chef!

**Have you ever wanted to work in a professional kitchen?
Or find out what culinary school is really like?**

Now you can try on a chef's toque for a day with this once-in-a-lifetime opportunity and work in MCC's professional kitchens, shadowing culinary students. You will tour the kitchens and participate in meal or laboratory preparations. At the end of the day, share food samples or dinner with your fellow kitchen explorers.

All sessions are Tuesday or Thursday evenings, or Friday mornings.

The cost is \$15, which includes food and a chef's apron.

Participation is limited to five students per day.

Call Jayne Pearson at (860) 512-2785

Culture, History & Science



The Connecticut Cultural Heritage Arts Program: Three Daylong Bus Tours

Each bus tour leaves from and returns to MCC, Parking Lot B, and includes an ethnic meal.

A separate registration is required for each tour. Space is limited—please register early!

Tibetan Culture in Connecticut

The tour visits Old Saybrook, the center of Connecticut's growing Tibetan community. At the community's cultural center, Dharma Jewel, participants will view Tibetan artwork, meet local Tibetan artists and musicians, and learn about the culture and history of Tibet from members of the Tibetan Association of Connecticut. Participants will also visit the home of a local Tibetan family. After the visit to Old Saybrook, the tour will move to Middletown for lunch at "Little Tibet," a new restaurant run by Phumba, an artist and trader from Tibet. Course fee includes the cost of lunch.

CRN #11848 1 Saturday, 3/25, 9:30 a.m.-4:30 p.m. **Bus tour leaves from and returns to MCC, Parking Lot B (there is no classroom).** Fee: \$75

Finnish Culinary and Cultural Adventure

Eastern Connecticut has a long-standing and very active Finnish community. Participants will spend an afternoon as guests of the Finnish American Heritage Society, including a tour of Finn Hall. The hall features a newly restored screen backdrop to its theater stage, which is an artifact from the local Finnish history archives. Also included will be Finnish weavers talking about their craft and demonstrating the art of weaving on looms in the hall. Finnish cooks will provide a sample of their cuisine. Course fee includes the cost of lunch.

CRN #11844 1 Saturday, 4/22, noon-6 p.m. **Bus tour leaves from and returns to MCC, Parking Lot B (there is no classroom).** Fee: \$75

Laotian Food and Festival

This tour travels to the new Laotian community center in Morris for the Water Purification Festival, a Buddhist celebration of spring and new beginnings. Participants will attend the morning ceremony and view traditional Laotian folded paper ornaments, wood carvings, and artisan booths. Dr. Thongvanh Norinth of the Connecticut Lao Association will talk to visitors about this large and interesting community. The tour will then leave Morris and move on to Hartford, where cultural leader and chef Manola Sidara will prepare Laotian food at her restaurant, East West Grille, as well as present a dance performance by her group, Lao Narthasin. Course fee includes the cost of lunch.

CRN #11845 1 Sunday, 5/28, 9 a.m.-4 p.m. **Bus tour leaves from and returns to MCC, Parking Lot B (there is no classroom).** Fee: \$75

Instructor: Lynne Williamson received a graduate degree from the University of Edinburgh, Scotland, has been a museum professional for nearly 30 years, and is an adjunct instructor at the University of Hartford. She is director of the Connecticut Cultural Heritage Arts Program at the Institute for Community Research, a Hartford-based, statewide, folk arts initiative. Lynne will lead each of the three cultural bus tours.



Cultural Exploration for Travelers to China

This class is designed for anyone fascinated by Chinese culture or those planning to travel to China. Explore Chinese history, geography, culture, and tradition and learn a few words of simple conversational Chinese. The instructor will provide an up-to-date analysis of the political climate in modern China and discuss food and eating etiquette, as well as travel tips. Participants will learn about popular travel routes in China and scenic, must-see attractions in Shanghai, Suzhou, Hangzhou, Guilin, Xi'an and Beijing.

CRN #11849 2 Tuesdays, 2/21-2/28, 7-9 p.m. **MCC Bldg. LRC B144**
Fee: \$35

Instructor: Ming Hua He is founder and director of the Chinese Cultural Exchange, an organization dedicated to promoting Chinese-American relations through education and cultural events. She has also taught Chinese language at Heilongjiang University in China, and accompanied the MCC tour of China in 2000.



Town Meeting in a State of Chaotic Blue

War, corruption, insurgents, indictments, greed, lost trust, lay-offs, sky-rocketing debt—for town meeting discussions it can't get much better than this, unless you add suicide bombers, sick birds, a Congress from hell, the disappearance of ethics, global warming, and the re-election chances of Joe Lieberman. It's time for rage, primal screams, demonstrations, get-even, a yuk or two, candor, and, heaven forbid, truth. It's time to speak your mind, hang it out, and throw it up during a friendly forum for timely questions, greasy spins, entertaining and gutsy videos, and insightful and informed guest speakers, hosted by a veteran Connecticut newspaperman.

CRN #11923 6 Fridays, 4/21-5/26, 11 a.m.-12:30 p.m.
MCC Bldg. AST C203 Fee: \$39

Instructor: Charles F.J. Morse has spent a lifetime lamenting, laughing and languishing in Connecticut's world of politics and government. He retired from the Hartford Courant after a 38-year career observing, reporting, interpreting, editing, and columnizing Connecticut's moments of glory and contrasting stages of pratfalls in this state of New England blueness.



Eastern European Culture through Film and Literature: A Sequel

One of the more fun and interesting ways to learn about another culture is to study its films and literature. In this course, you will study the cultures of Russia, Lithuania, Poland, Ukraine, and other Eastern European societies through such classic fairy tales as *Ruslan and Ludmila*, Pushkin's *Sleeping Beauty and Seven Brothers*, Aksakov's *The Scarlet Flower*, the ancient Russian legend, *Sadko*, and the horror classic, *Vij or Spirit of Evil* by Gogol. The course will explore Eastern European culture and its classical writers, arts, costumes, architecture, and history.

CRN #11831 8 Fridays, 3/24-5/19 (does not meet 4/14), 7-9 p.m.
MCC Bldg. V6 V162 Fee: \$99

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

The Art of Egypt

As early as 2700 B.C., the Egyptians were making enduring works of art. Egyptian art was religious, and their religion centered on the after-life. Their tombs were substantial and highly decorated. Participants in this seminar will examine the culture and religion of the people from the lands flanked by the Nile. Explore the architecture and significance of the Great Pyramids (the largest was built with more than two million, two-and-a-half-ton stone blocks) and ancient temples, like the Mortuary Temple of Queen Hatshepsut, the only female Pharaoh. Join us for a fascinating look at the art treasures left behind in the tombs of the other Pharaohs and nobility.

CRN #11764 2 Fridays, 5/12-5/19, 7-9 p.m. **MCC Bldg. AST C212**
Fee: \$40

Instructor: Dr. Akram Erik-Soussi earned his doctoral degree from the University of Florence and frequently lectures about art and architecture. He has traveled to Egypt on many occasions.

Culture, History & Science

More Great Books

Everyone who reads regularly likes to discuss books with others. The MCC Great Books Series offers a mix of new and classic literature each semester. Class meets six times at two-week intervals to allow time for reading. Books are available at your local bookstore and at most libraries.

CRN #11664 6 Wednesdays, 2/15-4/26 (meets every other week), 3:30-5 p.m. **MCC Bldg. AST C209** Fee: \$25

Instructors: **Dr. Jonathan M. Daube**, President of MCC; **Jana Sime**, Math faculty; **Kimberly Hamilton-Bobrow**, **Jeanine DeRusha**, **Michael DiRaimo** and **Patrick Sullivan**, English faculty; **Peter Poulos**, Computer Science/Technology faculty; and **Steve Starger**, Continuing Education staff.

2/15 - Uncle Tom's Cabin by Harriet Beecher Stowe. Published in 1852, this novel follows the fortunes of a slave, the dutiful Uncle Tom. An anti-slavery book that was the second best-selling book in the world (the Bible being first), Uncle Tom's Cabin touched off a flurry of criticism and praise in the 19th century.

Instructors: **Kimberly Hamilton-Bobrow** and **Jana Sime**

3/1 - The Golden Compass by Philip Pullman. This is the first book in Pullman's acclaimed *His Dark Materials* fantasy trilogy. An eleven-year-old girl, Lyra, becomes swept up in an extraordinary adventure involving political intrigue, astonishing scientific discoveries, and marvelous secrets revealed about the universe.

Instructor: **Patrick Sullivan**

3/15 - The Dharma Bums by Jack Kerouac

Jack Kerouac's follow-up to *On the Road* looks at the spiritual side of the Beats, as it follows Ray Smith (Kerouac) and friend Japhy Ryder (poet Gary Snyder) on a mountain-climbing trek in California's High Sierras. The book takes a serious look at different aspects of Buddhism, but the pervasive seriousness is leavened by riotous scenes of Beat hi-jinks.

Instructor: **Steve Starger**

3/29 - Fermat's Enigma by Simon Singh. This compelling book narrates the "epic quest to solve the world's greatest mathematical problem," a baffling theorem developed by 17th century mathematician, Pierre de Fermat. Singh explores 350 years of passionate individuals dedicated to solving Fermat's Last Theorem.

Instructors: **Jeanine DeRusha** and **Peter Poulos**

4/12 - All the King's Men by Robert Penn Warren. Winner of the Pulitzer Prize, this classic novel is generally regarded as the finest ever written on American politics. It describes the career of Willie Stark, a country lawyer whose idealism is overcome by his lust for power.

Instructor: **Michael DiRaimo**

4/26 - Hard Times by Charles Dickens. Published in 1854, Dickens's *Hard Times* chronicles the appalling conditions of life in the mythical Coketown; preaches that the poor are entitled to the same justice, same healthy conditions, and same freedom as the rich; and attacks every kind of public pest, and ridicules the bureaucratic mentality that substituted banal scientific accuracy for imaginative reality.

Instructor: **Dr. Jonathan M. Daube**

A social with light refreshments for participants and instructors of the "More Great Books" group will take place immediately following the final book discussion on April 26 at 5 p.m. in AST T201.



New! Natural Disasters

Have you been wondering about all these natural disasters in the news? Do you want to know what causes them? Why they are so devastating? This course will explore these questions and more, using examples from recent and historical disasters, as well as movie depictions of disasters. Topics that will be covered include learning how to identify the natural causes of disasters, such as hurricanes, earthquakes, tsunamis, volcanoes, and floods, and in particular, those disasters that have hit the Northeast; understanding factors that contribute to the geographic distribution and frequency of natural disasters; the role of human activities in causing natural disasters; the ecological and social consequences of natural disasters; the challenges of disaster risk assessment, prediction, and mitigation; and increasing personal and family disaster preparedness. No previous science education is needed.

CRN #11842 6 Thursdays, 3/2-4/6, 7-9 p.m. **MCC Bldg. V3 V131**

Fee: \$75

Instructor: **Christine Witkowski** received her M.S. in geological sciences from UConn and pursued post-graduate studies in earth sciences from Boston University. She has taught at Northeastern University, and is an adjunct instructor in the Department of Science at MCC. She has also been the recipient of several research fellowships and grants.

New! Science in the News

Every day you read the paper or watch the news, you find some item related to science. Perhaps you didn't learn much about science in school, or have forgotten what you learned, and now you feel curious. This course will explore the most current science topics in the news, including the availability and cost of energy resources; the scientific evidence for global warming; aspects of evolution; and the scientific and ethical issues involved in stem cell research. After this course, students will be better able to understand and form opinions about challenging science issues.

CRN #11843 6 Thursdays, 4/20-5/25, 7-9 p.m. **MCC Bldg. V3 V131**
Fee: \$75

Dance & Drama

Ballroom Dancing I

No experience required! Anyone can learn the fox trot, the waltz, and some swing and jitterbug steps in this fun and relaxed course. Enrollment is limited to 15 pairs of dancers. It is recommended that you register with a partner. Class is held at **Burton Dance Studio, 63 Linden St., Manchester.**

CRN #11834 7 Tuesdays, 2/28-4/11, 6:15-7:30 p.m.

Fee: \$89 (per person)

Instructor: Beverly Burton has been a dance teacher for more than 40 years.

Ballroom Dancing II

Don't stop now! You've learned the basic steps, and you actually started having fun in those last couple classes of Ballroom Dancing I, didn't you? Well, what better time to improve your skills and learn new dances than now? The basic dances—foxtrot, waltz and swing—will be reviewed, and new steps will be taught, depending on the interest and ability of the class. Some Latin dances will also be included, such as the rumba, Merengue, and salsa. Participants should have taken *Ballroom Dancing I* or have permission of the instructor. It is recommended that you register with a partner. Class is held at the **Burton Dance Studio, 63 Linden Street, Manchester.**

CRN #11839 7 Tuesdays, 2/28-4/11, 7:45-9 p.m. *Fee: \$89 (per person)*

Instructor: Beverly Burton

Tango Dancing

Enjoy learning the dance that has become so popular throughout the world. You will learn the basic tango, in addition to such variations as corte, fan, dip fandango, and others. It is recommended that you register with a partner. Enrollment is limited to 15 pairs of dancers. Class is held at **Burton Dance Studio, 63 Linden St., Manchester.**

CRN #11840 7 Thursdays, 3/2-4/13, 6:15-7:30 p.m.

Fee: \$89 (per person)

Instructor: Beverly Burton

Jump, Jive an' Wail: Swing Dance

Join the swing dance revival that's sweeping the country. Find out why everyone's having so much fun discovering and mastering the dances their parents did when they

were young. Learn the intimacy and romance of ballroom dancing with the high-energy excitement of early rock 'n' roll dancing. The music is great, too! Depending on the interests of the class, learn and practice basic steps of the jitterbug, Lindy and more. Enrollment is limited to 15 pairs of dancers. It is recommended that you register with a partner. Class is held at **Burton Dance Studio, 63 Linden St., Manchester.**

CRN #11835 7 Thursdays, 3/2-4/13, 7:45-9 p.m.

Fee: \$89 (per person)

Instructor: Beverly Burton

Latin Dance for Beginners I

If you got excited about the TV contest, "Dancing with the Stars," and wished that you were a part of it, or if your desire is to become a potential dance competitor in "So, You Think You Can Dance?," then this is the class for you. You will learn how to master sensual and hot Latin rhythms, such as salsa, Cumbia, and Merengue. Students will also be introduced to other Caribbean rhythms, such as cha-cha, mambo, and Bachata. Non-marking, athletic shoes must be worn.

CRN #11666 8 Wednesdays, 3/29-5/17, 7-8 p.m.

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

Instructor: Oswaldo Tirano, a native of Colombia, learned Latin dance as part of his cultural heritage. He has studied theater, puppetry, dance and voice at the National University and National School of Dramatic Arts in Colombia. Currently, he is the director of the Grasshopper Puppet Theater and conducts performances and workshops in area schools.

Latin Dance for Beginners II

As a follow-up to Latin Dance for Beginners I, this class is for those who have strong Latin foot work and know basic turns with their partners. Students will learn how to become strong leaders and attentive followers, while learning a wide variety of turns based on "cross-body lead" and "salsa step." There will be warm-ups using other rhythms, such as Merengue, Bachata, and cha-cha. Non-marking, athletic shoes must be worn.

CRN #11667 8 Wednesdays, 3/29-5/17, 8:15-9:15 p.m.

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

Instructor: Oswaldo Tirano

Unleashing the Diva Within through Dance/Yoga (Kripalu Danskinetics™)

Love to dance? Hate to exercise? Get fit the fun way with Kripalu Danskinetics™. A fusion of Kripalu yoga and dance, Danskinetics is a well-rounded workout for the body and soul. Learn to release tension and stress. Move with confidence and ease as you connect with others in a supportive, non-judgmental environment. Each session begins with gentle yoga warm-up postures, followed by a period of fun, lively dance, and a rhythmic cool-down. Classes end with deep relaxation exercises. No previous experience is required to join in the fun while energizing the spirit! Please bring mat and drinking water.

CRN #11855 8 Thursdays, 4/6-6/1 (does not meet 5/4), 7-8:15 p.m.

EHCCC Room 1 *Fee: \$50*

Instructor: Ludwika

"Vicky" D'Agostino

is a certified Kripalu Danskinetics™ instructor who teaches at a studio in South Windsor. She is also a puppeteer, singer, songwriter, and music/theater enthusiast.



Dance & Drama

Dances of the Gods

Indian classical dance originated in temples, where it was used to illustrate the Hindu mythologies. However, you don't have to be from South Asia to enjoy and benefit from the Dances of the Gods. In this fun and informative workshop for the novice, participants will learn a combination of various dance forms from India that combine body movement and yogic mudras (hand positions that form part of a Hindu prayer and that are believed to possess healing qualities). The combined techniques are designed to enhance strength and flexibility. Students will start with warm-up and stretching exercises and move into basic dance steps, learning to dance to music, learning to dance to slow and faster rhythms, moving with ease, working with yogic mudras, learning step coordination, working on dance routines and group dances, and learning to dance to the complex and soul-stirring drum beats of Indian classical music. Wear comfortable dance/exercise attire and footwear (jazz shoes, ballet slippers or socks). Optional hand cymbals and anklets are available from the instructor for an additional \$6 fee. Please bring a combination lock in order to store your personal belongings during class.

CRN #11714 8 Fridays, 4/21-6/9, 6:30-8:30 p.m.

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

Instructor: Shalini Sharma holds a diploma in classical dance from India. She has performed on stage in India and has participated in several cultural events and festivals in the United States.

Consider Yourself Confirmed!

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

Improvisational Acting

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

CRN #11832 9 Mondays, 3/13-5/8, 7-9 p.m. **MCC Bldg. AST E113**

(Auditorium Backstage) Fee: \$130

Instructor: Deb Popillo is an actress and director for a professional acting troupe. She has been teaching acting for more than 19 years at MCC, and also currently works as a casting director for videos, industrials, and commercials.

Advanced Acting

The growth of an actor is a continuous process. This course will present the actor with challenging scene-study situations designed to improve acting and script-analysis skills. Students will learn to see themselves as instruments, recreating human behavior with ease and comfort through a system that gives the actor verbal, physical and emotional freedom when on stage. You'll learn the process that goes into developing a character and what goes into making a performance believable. Choose your own play, or the instructor will provide a script for you. Students will be encouraged to work outside of class with their scene partners. Some prior experience in the theater is preferred.

CRN #11833 9 Wednesdays, 3/15-5/10, 7-9 p.m. **MCC Bldg. AST E113**
(Auditorium Backstage) Fee: \$130

Instructor: Deb Popillo

Introduction to Voice-Over: Put Your Mouth Where the Money Is

The voices that you hear behind TV commercials and movie trailers belong to real people who make good money doing what they do. Learn about the many opportunities that exist in the world of voice overs and how you can become part of that world. Commercials, industrial films, narrations, characters and animation are just a few of the possibilities waiting for good voice-over artists. Students in this course will learn what producers are looking for, where the auditions are, the pros and cons of having an agent, and much more. Turn your natural speaking voice into a fun and lucrative career. An invitation to tour a Hartford area recording studio will be extended to those who are interested.

CRN #11850 4 Thursdays, 4/27-5/18, 7-9 p.m. **MCC Bldg. LRC B213**
Fee: \$50

Instructor: Eric Michael Summerer is a professional voice-over artist with years of experience in the radio and recording industries. Commercial and narration clients include New Balance, MedCo Health, Nestle, and Grafton, Vermont. Eric will also be starring in an upcoming game for the PlayStation 2.

New!

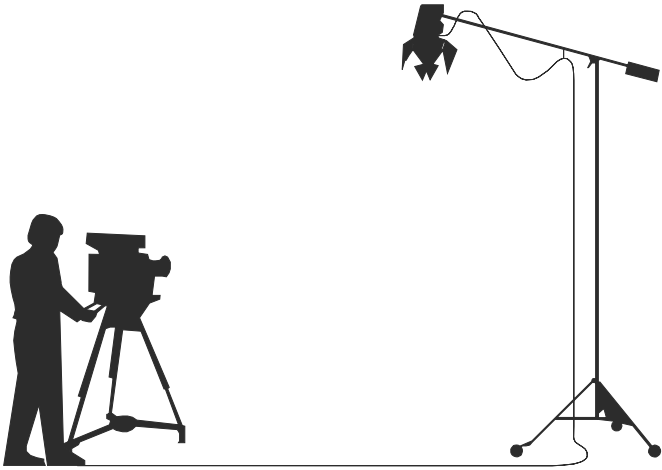
Introduction to Commercial Acting

Ever watch a TV commercial and think, "I can do that!" Don't know where to start? This class is your opportunity to get acting basics, while enhancing your communication skills and building confidence in a relaxed, stress-free environment. This class will explore varied acting and improvisational skills targeted specifically to the needs of a potential commercial audition. Each week will involve feedback and critique of class work. Students should bring a blank VHS video tape to record class work for home viewing.

CRN #11824 8 Mondays, 2/27-4/17, 7-9 p.m.

MCC Bldg. LRC A108 Fee: \$99

Instructor: Michelle Pawlina-Martins is a professional actress, motivational speaker and trainer for the "Making It Count" programs, and a certified teacher. She has appeared in more than 20 professional productions in theaters from New York to Florida, and in nearly 40 commercials, films, and industrials. She also completed the teaching certification program at Southern Connecticut State University.



Family & Consumer Issues

The People's Law School

The Civil Justice Foundation is excited to offer this seven-week series of public education courses, which explain how our legal system works. Each week you will be taught a different area of law by a local attorney or judge who specializes in that area. After this course, you will have a better understanding of the following topics: the Court System & Structure; Criminal Law; Landlord/Tenant and Real Estate Law; Probate Wills & Estates; Worker's Compensation Law; Family Law; and Personal Injury Law. A 200-page course book is included in the fee.

CRN #11892 7 Thursdays, 2/23-4/6, 7-9 p.m. **MCC Bldg. V6 V162**

Fee: \$25

Instructors: **Attorney Eric Onore** and other local attorneys and judges.

What the Truth is about Your Credit Score

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

CRN #11905 2 Mondays, 3/6-3/13, 6-8 p.m. **MCC Bldg. Lowe L213**

Fee: \$25

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

New! Mortgages and the Home Buying Process

This class is intended for those who are considering purchasing their first home, as well as those who are repeat buyers interested in the most up-to-date information regarding the mortgage industry. Participants will gain knowledge on the following topics: completing a home buying strategy; the impact of a credit score; pre-approval vs. pre-qualified; choosing a realtor; effectively negotiating the purchase of a home; choosing a suitable loan program; rent vs. own; and if applicable, the most prevalent mistakes that sellers make when selling their home. There will be handouts regarding each of the topics to aid in the learning of the material.

CRN #11902 1 Monday, 5/15, 7-9 p.m. **MCC Bldg. LRC B144** Fee: \$25

Instructor: **Eric Kincheloe** has nearly ten years of mortgage lending experience. He also has experience in training other mortgage professionals and is currently a branch manager for a national lender.

New! Reverse Mortgage Education for Seniors

Intended specifically for seniors, age 62 and over, who own a home or are considering purchasing a home, this class will provide key information about reverse mortgages. A reverse mortgage allows seniors the ability to tap into their home's equity and to receive either a monthly income, a lump sum of cash, or a line of credit. There are no income or credit qualifications and there is no repayment until the homeowner permanently leaves the home. Reverse mortgages are gaining popularity for the nation's seniors. This class is designed to answer many of the questions regarding how a reverse mortgage works and the reasons for considering this type of loan program.

CRN #11906 1 Monday, 5/22, 7-9 p.m. **MCC Bldg. LRC B144**

Fee: \$25

Instructor: **Eric Kincheloe**

Surviving Your Kid's Adolescence

Has your child suddenly turned into a secretive, eye-rolling, instant-messaging, telephone-talking stranger? Welcome to adolescence, the time when every kid's Number 1 task is individuation from their family of origin. So how do we, as parents, cope with our task of keeping our kids safe, while allowing them the appropriate freedom to discover who they are becoming? How do we know when our teens are displaying normal, healthy adolescent behavior and when it's moved into the more serious realm that spells real trouble for them? This seminar, a combination of experiential exercises, education and support, will cover topics including pop culture's influence on teen sexuality; substance use and abuse; and physical appearance issues that often lead to eating disorders. You'll learn negotiation strategies that really work with a wide array of everyday struggles that often erupt during these years.

CRN #11911 1 Monday, 3/27, 7-9 p.m. **MCC Bldg. LRC B149**

Fee: \$25

Instructor: **Penny Field** holds a master's degree in counseling psychology and has a private consulting practice in East Hartford. She has been teaching, facilitating groups, and working with individuals and families for many years. She is also a parent of two teenaged daughters.

Navigating the College Admissions Process with Your College-Bound Child

Your child's college admissions journey requires careful planning, objective guidance, personalized strategies, and knowledge of the competitive admissions environment. This course is designed for the parent who wants to help his or her child be a savvy college applicant. Strategies to meet the challenges of helping your son or daughter select and be selected by the right college or university to meet his or her talents, interests and abilities will be discussed. You will learn why planning and college visits are key; how to compare colleges; how the admissions process works; what to do about financial aid; and how to develop a compelling case for admissions.

CRN #11817 1 Thursday, 5/18, 7-9 p.m. **MCC Bldg. AST D205**

Fee: \$20

Instructor: **Dr. Heather Ricker-Gilbert** has spent her professional career teaching and advising young people. She has been a faculty member and administrator at numerous institutions of higher learning, including MCC.

BE AT THE RIGHT PLACE AT THE RIGHT TIME

Check your class schedule for location.

Some classes meet at off-campus locations.

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

Fitness & Recreation

Yoga for Every Body

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

CRN #11736 7 Mondays, 2/6-3/27 (does not meet 2/20), 7:30-8:45 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio)

CRN #11737 7 Mondays, 4/3-5/22 (does not meet 4/17), 7:30-8:45 p.m.
MCC Bldg. Lowe L155 (Aerobics Studio)

Fee: \$75

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

Move It AND Lose It

Thirty minutes of cardiovascular exercise three times a week coupled with a healthy, satisfying diet will promote good health, strength and flexibility. Course participants will learn to do just that by performing in-class "cardio" routines set to music. The form of cardiovascular exercise will change every 15 minutes and will include low impact aerobics, step exercises and kickboxing. Participants will also strengthen and tone using Pilates and traditional exercises. Start on the path to fitness today. Non-marking athletic shoes must be worn. Please bring a combination lock in order to store your personal belongings during class.

CRN #11735 6 Mondays, 2/27-4/3, 6:15-7:15 p.m.

MCC Bldg. Lowe L155 (Aerobics Studio) Fee: \$40

Instructor: Angela DeMichele is a certified group exercise instructor.

Gentle Fitness

Say good-bye to back pain and fears of falling—say hello to better energy, good posture, and feeling wonderful! This fun and gentle exercise course will use a blend of graceful, easy-to-follow standing foot patterns to the sounds of the big bands, various marches, and the music of the '50s. During the first portion of each class, the movements will consist of simple marches, kicks, knee lifts, and mini-squats. The second portion will build flexibility, balance, and strength by focusing on alignment, breathing, and control using flat bands in a chair. Non-marking athletic shoes must be worn. Please bring a combination lock in order to store your personal belongings during class.

CRN #11854 10 Wednesdays, 3/1-5/3, 11-11:45 a.m.

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

Instructor: Joanne Britton is assistant director of fitness and athletics at MCC. She received a B.S. in physical education and health from Plymouth State University, and is an AFAA-certified personal fitness trainer, as well as a certified group exercise instructor through YMCA of USA.

Introduction to Pilates

The Pilates method may be today's hottest exercise and the favorite workout of trim Hollywood actresses and international super models, but it has been endorsed by physicians for almost a century. Originally developed by Joseph H. Pilates in Germany in the early 20th century to help strengthen and condition muscles, Pilates is the ultimate mind/body exercise for anyone who wants to tone, streamline and realign his or her body without the bulked-up results of more conventional workout methods. This mat-based exercise combines elements of yoga and bodywork to strengthen the core muscles of the abdomen, while increasing flexibility in the legs, arms and smaller muscle groups. Learn how to firm and tone your muscles to improve posture and facilitate proper and graceful movement throughout your daily life. Participants should wear comfortable clothes and bring a mat. Non-marking athletic shoes must be worn. Please bring a combination lock in order to store your personal belongings during class.

CRN #11733 8 Saturdays, 4/8-6/10 (does not meet 4/15 or 5/27),

11 a.m.-noon **MCC Bldg. Lowe L155 (Aerobics Studio)** Fee: \$80

Instructor: Lorelei Chang is a certified Pilates and yoga instructor.

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

Intermediate Pilates

This class is for students who have already taken Introduction to Pilates or who have had previous Pilates experience. Students will continue to develop their technique and will learn more advanced movements. Participants should wear comfortable clothes and bring a mat. Non-marking athletic shoes must be worn. Please bring a combination lock in order to store your personal belongings during class.

CRN #11734 8 Saturdays, 4/8-6/10 (does not meet 4/15 or 5/27),

8:30-9:30 a.m. **MCC Bldg. Lowe L155 (Aerobics Studio)** Fee: \$80

Instructor: Lorelei Chang

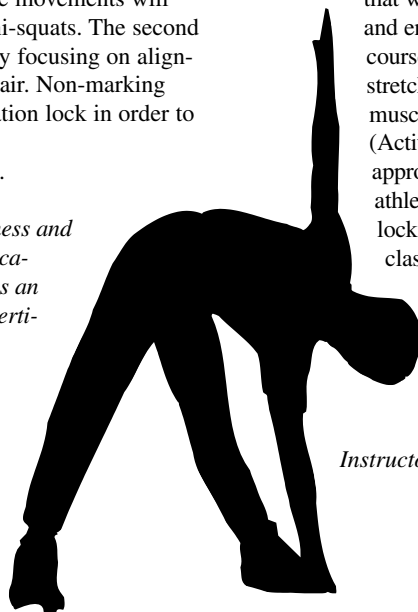
Stretch, Strengthen, and Smile!

Do you want to have more flexibility, stronger "abs," or perhaps simply a better understanding of your own body? Of course you do, and so this class is for you! Students will learn effective stretching techniques that will enhance muscular performance, increase strength and endurance, and improve overall range of motion. The course will implement a variety of auxiliary aids, such as stretching bands and rope to help stretch different groups of muscles through the methods of yoga, Pilates, and AIS (Active Isolated Stretching). Participants should wear appropriate workout clothes and bring a mat. Non-marking athletic shoes must be worn. Please bring a combination lock in order to store your personal belongings during class. If you own a stretching band, please bring it to class. Otherwise, bands will be available for purchase from the instructor. Materials fee: \$5, payable to instructor at first class for a length of rope.

CRN #11732 8 Saturdays, 4/8-6/10 (does not meet 4/15 or 5/27), 9:45-10:45 a.m.

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

Instructor: Lorelei Chang



Fitness & Recreation

Tai Chi for Health and Relaxation

Beginners of all ages are invited to let your chi energy flow. Learn to let your body release everyday stress and relax with graceful movements of this ancient Chinese art. Students will be taught tai chi, chi kung, and an easy-to-learn, short tai chi form. Feel your body increase in strength and flexibility, while you find peace of mind. **Class meets at Malee's School of Tai Chi & Kung Fu, 991 Main St., Manchester.**

CRN #11858 10 Mondays, 3/20-5/22 12:15-1:30 p.m.

CRN #11859 10 Tuesdays, 3/28-5/30, 7:30-8:45 p.m.

CRN #11860 10 Wednesdays, 3/29-5/31, 12:15-1:30 p.m.

Fee: \$120

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

Cardio Kick-Boxing Workout

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

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

CRN #11285 8 sessions, Tuesdays & Thursdays, 2/7-3/2

CRN #11752 8 sessions, Tuesdays & Thursdays, 3/7-3/30

CRN #11754 8 sessions, Tuesdays & Thursdays, 4/4-5/2

(does not meet 4/13)

Time Slot 2 - 6-7 p.m.:

CRN #11287 8 sessions, Tuesdays & Thursdays, 2/7-3/2

CRN #11757 8 sessions, Tuesdays & Thursdays, 3/7-3/30

CRN #11755 8 sessions, Tuesdays & Thursdays, 4/4-5/2

(does not meet 4/13)

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

CRN #11283 8 sessions, Mondays & Wednesdays, 2/13-3/13

(does not meet 2/20)

CRN #11753 8 sessions, Mondays & Wednesdays, 3/20-4/12

CRN #11756 8 sessions, Mondays & Wednesdays, 4/17-5/10

Fee: \$40 (per 8 sessions)

Instructors: Joel S. Waldron, owner and master instructor of The Academy of Martial Arts and Personal Development, has studied and taught martial arts for more than 25 years; and other Academy instructors.

Personal Trainer National Certification

The World Instructor Training School's (WITS) certification course is taught at colleges across the country. Come join this fun field and be a part of what ABC News.com states as the 4th hottest job in the U.S., with a national average of \$25/hour. Whether a career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer. This challenging course is taught over a 5-week period for better retention and skill competency. The National Exam is held on the 6th week. 15 hours of hands-on, practical training prepare you to actually work with clients. Another 15 hours of lectures include (but are not limited to) anatomy, exercise physiology, nutrition, and health screening. Subsequent proof of CPR and a 20-hour internship will prepare you to work successfully in the fitness field. This is a great opportunity to network with employers, while gaining valuable experience. Taking this course will also help you prepare for the National Boards. For more information, please visit: www.witseducation.com. Call (888) 330-9487 to order the required textbook for the course. Textbooks should be purchased in advance and reviewed prior to first class. Non-marking athletic shoes must be worn. Please bring a combination lock in order to store your personal belongings during the fitness class sessions. **CRN #11725** 12 sessions, Tuesdays (classroom) & Thursdays (Fitness Center), 3/28-5/4, 6:15-9:15 p.m.

MCC Bldg. LRC B125 and Lowe L154 (Fitness Center) Fee: \$540

Instructor: World Instructor Training School staff

Advanced Weight Training Techniques

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

CRN #11853 1 Monday, 3/27, 6:15-9:15 p.m. **MCC Bldg. Lowe L154 (Fitness Center) Fee: \$65**

Instructor: World Instructor Training School staff

Senior Fitness Instructor Certification

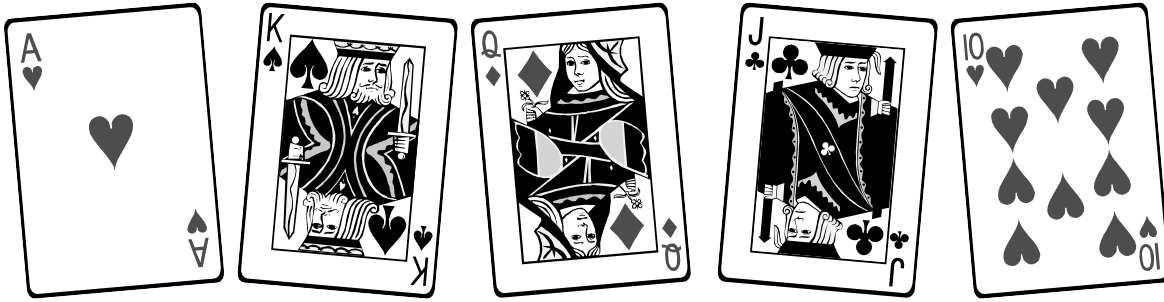
This unique four-week certification course provides you with knowledge and practical skills for personal training of older adult clients. Appropriate exercise program design, diseases, and specific physical conditions among older adults are just some of the topics covered in this 18-hour course. The final week focuses on testing in written and practical skills. After testing results are given, issuances of certification are then dependent on proof of current CPR certification. Non-marking athletic shoes must be worn for Fitness Center sessions. Please bring a combination lock in order to store your personal belongings during the fitness classes. **Prerequisite: For issuance of the Senior Fitness Instructor Certification, students must possess an appropriate bachelor's degree (exercise science, physical education, etc.) and/or be a nationally certified personal trainer.** Students who want to take the course for their own knowledge are welcome, but they may not participate in the final exams. For more information, please visit: www.witseducation.com. Call (888) 330-9487 to order the required textbook for the course and begin reading before the first class.

CRN #11731 8 sessions, Mondays (classroom) & Wednesdays (Fitness Center), 4/10-5/3, 6:15-9:15 p.m.

MCC Bldg. AST D229 and Lowe L154 (Fitness Center) Fee: \$399

Instructor: World Instructor Training School staff

Fitness & Recreation



Winning at Bridge

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

CRN #11865 8 Fridays, 3/17-5/12 (does not meet 4/14), 9:30-11:30 a.m. **EHCCC Room 6** Fee: \$80

Instructor: *Stan Kerry* became a lifetime bridge master in less than five years and has taught more than 1,000 students locally. He also appeared recently as a bridge expert on the local cable network show, "Make it Happen."

Checkmate! Chess for Beginners

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

CRN #11751 6 Fridays, 3/3-4/7, 10 a.m.-noon **EHCCC Room 3** Fee: \$60

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

Winning at Blackjack

Want to maximize your chances of winning at blackjack? Learn what to do in four basic areas: when to hit or stay, when to double down, when to split, and a soft-hand strategy. The instructor will discuss the rules of the game, terminology, money management, and conservative vs. aggressive betting strategies. There will be interactive lecture, class discussion, simulated play and voluntary homework assignments. Please bring a fresh deck of cards to class. Materials fee: \$14, payable to instructor at first class, for workbook and laminated basic-strategies card.

CRN #11738 3 sessions, Tuesdays & Thursday, 4/11-4/18, 7-8:20 p.m. **MCC Bldg. Lowe L142** Fee: \$25

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

Oh Craps!

The most fashionable men of 18th- and 19th-century England rolled dice in a game called Hazard in luxurious private gambling houses. Hazard would eventually evolve into a game called Craps. When the chips are flying, people are yelling and the dice are rolling, Craps is one of the most exciting games around. Craps is not as difficult as it looks; with a little help, anyone can learn. This course is designed primarily for beginners, but intermediate and advanced players are welcomed. Topics include rules, terms, layout, odds, bets, betting strategies, probability, and money management. Interactive lecture, class discussion, simulated play on a regulation layout, and voluntary homework assignments will make this course as much fun as it is informative. Materials fee: \$28, payable to instructor at first class, for workbook, regulation casino dice and laminated reference card.

CRN #11740 4 sessions, Tuesdays & Thursdays, 5/2-5/11, 7-9 p.m. **MCC Bldg. Lowe L142** Fee: \$50

Instructor: *Nino Nistri*

The Big Deal: Poker for Beginners

With poker becoming America's game, if you feel like you're the only person who doesn't know your ace from your elbow, this class is for you! Learn the poker basics, from the values of different hands to betting and bluffing, all with a focus on the game in its most popular form, Texas Hold 'Em. At the end of the course, you will be just as comfortable sitting down at a table at Foxwoods or going online to play as you will be just playing with your friends. The class will conclude with a Texas Hold 'Em tournament to reinforce the concepts learned. Students should bring a new deck of cards.

CRN #11749 4 Fridays, 3/10-3/31, 7-8:30 p.m. (will meet 7-10 p.m. on 3/31) **MCC Bldg. Lowe L240** Fee: \$40

Instructor: *Adam Kievmán* is a semiprofessional poker player who has won numerous tournaments and played in both the World Poker Tour and in the World Series of Poker Championship event.

All In! Advanced Texas Hold 'Em

Have you ever dreamed of playing poker with the pros? After this class, you will know what it takes to play like a professional and how you can win your own seat in the million dollar poker tournaments you see on television! Sharpen your skills by learning and applying advanced concepts and strategies, including position play; "reading" your opponents; poker odds and calculations; bankroll management; and satellite tournament strategy. Explore the nuances of live-action and online tournaments and cash games in both Limit and No-Limit Hold 'Em structures. You will also learn how to successfully run your own home poker tournament. The course will conclude with a tournament to crown the newest MCC Poker Champion! Students should bring a new deck of cards. Prerequisite: *The Big Deal: Poker for Beginners*, or consent of the instructor.

CRN #11750 4 Fridays, 4/21-5/12, 7-9 p.m. (will meet 7-10 p.m. on 5/12) **MCC Bldg. Lowe L240** Fee: \$45

Instructor: *Adam Kievmán*

Fitness & Recreation

CONNECTICUT BASIC BOATING

OPTION 1:

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

CRN #11461 4 sessions, Mondays & Wednesdays, 2/13-2/27 (does not meet 2/20), 7-9:30 p.m. **MCC Bldg. Lowe L240**

CRN #11462 4 sessions, Mondays & Wednesdays, 3/6-3/15, 7-9:30 p.m. **MCC Bldg. Lowe L240**

CRN #11463 4 sessions, Mondays & Wednesdays, 4/3-4/12, 7-9:30 p.m. **MCC Bldg. Lowe L240**

CRN #11464 4 sessions, Mondays & Wednesdays, 5/1-5/10, 7-9:30 p.m. **MCC Bldg. Lowe L240**

Fee: \$15

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

OPTION 2:

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

CRN #11513 1 Saturday, 2/11, 9 a.m.-5 p.m. **MCC Bldg. AST C210**

CRN #11514 1 Saturday, 3/4, 9 a.m.-5 p.m. **MCC Bldg. AST C210**

CRN #11515 1 Saturday, 3/25, 9 a.m.-5 p.m. **MCC Bldg. AST C210**

CRN #11516 1 Saturday, 4/8, 9 a.m.-5 p.m. **MCC Bldg. AST C210**

CRN #11517 1 Saturday, 4/29, 9 a.m.-5 p.m. **MCC Bldg. AST C210**

CRN #11518 1 Saturday, 5/20, 9 a.m.-5 p.m. **MCC Bldg. AST C210**

Fee: \$89

Instructors: **Professional Marine Education staff**

Fly-Tying

This course is not only for beginners but also for experienced "fly-tyers" who want to enhance their fly-tying technique. Designed to present the basics of fly-tying, this course includes a brief history, a discussion of terminology, and a presentation of dry flies, wet flies, nymphs, streamers, and terrestrials. The instructor will explain equipment usage and provide instruction of fly-tying techniques. This is a hands-on course with individualized attention and student participation as the course evolves. Materials fee: \$25, payable to instructor at first class, to cover supplies needed for course. **Class is held at The Back Room, 360 1/2 R West Middle Turnpike, Manchester (Parkade Plaza next to Stop & Shop—use back entrance).** For more information, please call Mike Hiza, coordinator of the fly-fishing series, at (860) 512-2764. **CRN #11856** 6 Fridays, 2/17-3/31 (does not meet 3/24), 7-9 p.m. Fee: \$95

Instructor: **Joe Garman** has been a fly fisherman for more than 60 years, and has been teaching fly-fishing and fly-tying techniques for more than 30 years. He is also the owner of *The Back Room*, a complete fly-fishing and angling store.

Fly-Casting

This course is designed for beginners and experienced fly-fishermen who want to enhance their fly-casting technique. The course will include a brief history of fly-fishing, a discussion of terminology, and a hands-on presentation. The instructor will demonstrate and students will practice the roll cast, straight overhead cast, and switch casting. Streamside techniques will also be discussed. Students may bring their own equipment or use equipment provided by the instructor. Participants must be at least 16 years of age. For more information, please call Mike Hiza, coordinator of the fly-fishing series, at (860) 512-2764.

CRN #11857 6 Fridays, 4/28-6/9 (does not meet 5/26), 7-9 p.m.

MCC Bldg. LRC A108 Fee: \$95

Instructor: **Joe Garman**

New! Let's Get Hooked on Fishing!

Would you like to learn how to catch fish and have fun doing it? In this introductory course, you will learn exactly this. The instructor will demonstrate a variety of effective fishing techniques, and students will have the opportunity to practice in the classroom. Topics of discussion will include casting, rod/reel/line selection, bait presentation, lures, line tying, fish cleaning, and recipes, as well as Connecticut laws and regulations. Get hooked on fishing—and get ready for Opening Day!

CRN #11748 2 Wednesdays, 4/12-4/19, 7-9 p.m. **MCC Bldg. LRC B213**

Fee: \$25

Instructor: **Michael Boscarino** has been fishing streams and ponds in Connecticut for more than 45 years. He has also written several fishing articles for the local newspaper, *Columbia Crossroads*. He is a former member of the Manchester Sportsman Club.

New! Essential Mountain Bike Skills

This informative and instructive course is for both beginning and advanced mountain bike riders. Learn new riding techniques and unlearn bad habits that are holding you back. For beginners, learn correctly the first time, and for advanced riders, continue with your development. This course will cover bicycle and mechanical basics, but the focus will be on bike skills needed to expertly negotiate rocks, logs, corners, and uphill and descents of trails.

Students need to bring their own bike and helmet.

CRN #11820 2 Saturdays,

5/13-5/20, 10 a.m.-noon

MCC Bldg. LRC A108 Fee: \$25

Instructor: **Salem Mazzawy** is

a professional cross-country

and downhill racer with 10 New

England championship titles and

an equal number of years of instructional

experience, including coaching the

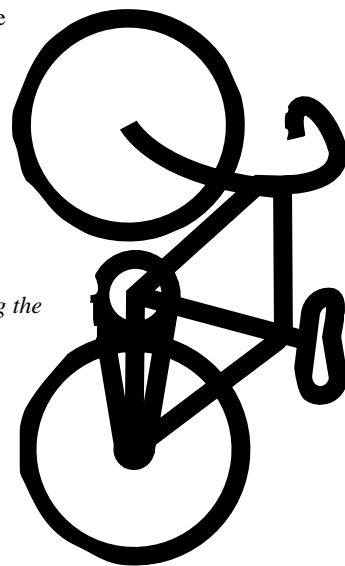
USA Cycling Junior Olympic Camp.

His awards include three Nutmeg

Games State Championships and

two Connecticut Point Series

Championships.



Preparing Your 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; serve a good breakfast to perennials, shrubs and trees; care for bulbs as they appear and fade away; de-thatch lawns and identify and cure winter patches; re-seed and add lime and gypsum as needed; and prepare vegetable gardens, compost piles and useful mulches. The preparation you do now will save you time, money and aggravation later.

CRN #11444 1 Thursday, 2/16, 6:30-9 p.m.

MCC Bldg. Lowe L142 Fee: \$29

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

Perennial Gardening

"Perennials sleep the first year, they creep the second year, and they leap the third year." Discover how to grow perennials that will provide years of joy and pleasure. Designed for the beginning and intermediate gardener, this course will explore various aspects of perennial gardening, including garden design, installation, maintenance, and problem solving. Learn about soil types and improvements; dividing and transplanting; seasonal considerations; mulches; bugs; and diseases and their natural solutions.

CRN #11893 5 Thursdays, 3/2-3/30, 6:30-8:30 p.m.

MCC Bldg. LRC B213 Fee: \$65

Instructor: Bettylou Sandy

Companion Planting

Plants are as diverse as people in look, attitude and needs. Some get along better than others. This course will discuss the inter-planting of flowers and vegetables to repel bugs, swap nutrients, or simply to attain a healthier garden requiring less work. We will also touch on flower combinations for sun and shade gardens. Some previous gardening experience is recommended to truly benefit from this class.

CRN #11891 1 Tuesday, 3/7, 6:30-8:30 p.m.

MCC Bldg. LRC B144 Fee: \$25

Instructor: Bettylou Sandy

Vegetable Gardening

The joy and pleasure of eating the fruits of your own labor from your own vegetable garden can be yours! Vegetables can be grown in containers, raised beds, or flat rows. Whether you have a large or small space, you can grow your own food. In three weeks, we will cover the basics of vegetable gardening from the selection of a proper site and style of the garden to the harvesting of your crops. Discussion will include both warm and cold weather crops, garden maintenance, fertilizers, mulch, and composting. If you want to learn, or review, the basics of vegetable gardening and start growing your own food, while having some fun at the same time, this class is for you!

CRN #11901 3 Tuesdays, 4/18-5/2, 6:30-8:30 p.m.

MCC Bldg. Lowe L240 Fee: \$40

Instructor: Bettylou Sandy

Attracting Birds and Butterflies

Nature's colorful creatures will flock to your yard! Learn how to design and maintain a natural, low-maintenance habitat for birds and butterflies in your own backyard.

Discover how to use beautiful flowers and natural plantings to attract birds and butterflies for year-round enjoyment. You'll love the change!

CRN #11895 1 Tuesday, 5/9, 7-9:30 p.m. **MCC Bldg. LRC B213**

Fee: \$29

Instructor: Bettylou Sandy

Adding Brick and Stone to Your Garden

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

CRN #11896 1 Tuesday, 5/16, 6:30-8:30 p.m.

MCC Bldg. LRC B144 Fee: \$25

Instructor: Bettylou Sandy

Container Gardening

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

CRN #11897 1 Tuesday, 5/23, 6:30-8:30 p.m. **MCC Bldg. LRC B144**

Fee: \$25

Instructor: Bettylou Sandy

Plant Propagation

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

CRN #11898 1 Saturday, 4/22, 2:30-4:30 p.m. Fee: \$25

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

Gardening

Making a Living Sedum Wreath

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

CRN #11899 1 Thursday, 5/4, 6-8:30 p.m. Fee: \$25

Instructor: Astrid Belanger

Garden Tour and Lecture

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

CRN #11900 1 Tuesday, 5/23, 6-8 p.m. Fee: \$25

Instructor: Astrid Belanger

Investment & Finance

Estate Planning for Retirees

“How can I protect my money and property in my retirement years?” There are plenty of myths about estate planning, and this seminar will focus on dispelling those myths. Through presentation and discussion, we will cover topics such as wills, living wills, power of attorney, health care powers, and different types of trusts. If you’re concerned about taxes (and who isn’t?), this seminar will present avoidance strategies for probate, as well as state and federal gift and death taxes. You will also be shown ways to protect their assets against health care costs, and the course will even touch upon document storage options. Primarily geared toward retirees, this seminar will address specific questions and needs. So, if you’ve been putting off this first step, now’s your chance to get off the sidelines. Come join us for this low-key and informative, two-part seminar.

CRN #11907 2 Tuesdays, 3/21-3/28, 2-3 p.m. **EHCCC Room 2** Fee: \$25
Instructor: Frank Germano, CFP®, has worked in the financial services area for more than 15 years. He is a registered representative with Tower Square Securities, Inc. and a member of NASD/SIPC, and has his office in East Hartford.

Investment Strategies for Retirees

Are you retired? Concerned about stock market declines? If so, this course is designed for you. Most people want to take charge of their money, but often feel that they don’t have the knowledge. Here’s your chance to learn about putting together a portfolio that suits your needs. Gain a better understanding of investment choices. Learn the “ins and outs” of mutual funds, IRAs, Roth IRAs, 401Ks, TSAs, and pension funds. Acquire the knowledge to deal with taxation issues. We’ll look at a Nobel Prize-winning model on asset allocation and, most importantly, discuss how to protect against losses during a downturn in the market. You will also be provided with a suggested reading list. This seminar is for both beginning as well as more experienced investors, and provides a great opportunity to ask questions in a relaxed and informal setting.

CRN #11908 2 Tuesdays, 3/21-3/28, 3:15-4:15 p.m. **EHCCC Room 2** Fee: \$25

Instructor: Frank Germano

Understanding Money and Investing

Unravel the mysteries of financial markets. Six key areas of how financial markets operate will be covered: money, stocks, bonds, mutual funds, futures, and options. This seminar is designed for individuals seeking a basic understanding of money and investing, but who are perhaps intimidated by the ever-growing complexities of financial markets. Participants will feel more confident about investing; know how to read financial sections in newspapers; and gain a better understanding of Internet trading and financial planning. Required text: Guide to Understanding Money and Investing, Morris, available at MCC Bookstore.

CRN #11886 4 Thursdays, 5/4-5/25, 7-9:30 p.m. **MCC Bldg. V6 V162** Fee: \$50

Instructor: Robert Misiolek is a registered representative of the NASD and an investment specialist with a major firm. He specializes in investment management.

Socially Responsible Investing

We all make conscious choices that reflect our values and concerns. This workshop is designed for those interested in learning more about how ethical values can be integrated into a diversified portfolio of stocks, bonds and alternative investments. The performance of social responsible stock indexes has been competitive with the general stock market averages. We will discuss ethical standard-setting; portfolio risk management; and the pros and cons of investing according to our values, so that you can customize a portfolio that reflects those unique values. Recommended text: Socially Responsible Investing: Making a Difference and Making Money, Domini, available at local bookstores.

CRN #11910 2 Tuesdays, 3/21-3/28, 6:30-8:30 p.m.

MCC Bldg. Lowe L142 Fee: \$35

Instructor: Eric Bright holds the Chartered Financial Analyst designation, and is editor of *The Derailleur*, an environmentally and socially responsible investment newsletter. He is also President of *Pennyfarthing Investment Management* and a former compliance examiner with the U.S. Securities and Exchange Commission.

Successful Money Management Seminar

Procrastination is one of the worst mistakes you can make when it comes to planning for your retirement. Become proactive and join us for this informative course that will cover: how to organize your financial accounts and create a financial plan; saving for retirement; understanding the importance of cash reserves; mutual fund investing; estate planning; risk management; and how to balance your investment portfolio. Achieving financial success can be a long and difficult process for the uninformed. Find out how to potentially accumulate assets and plan for your future today. Materials fee: \$25, payable to instructor at first class, for course workbook.

CRN #11904 3 Saturdays, 4/22-5/6, 10 a.m.-noon

MCC Bldg. Lowe L142 Fee: \$40

Instructor: Steven Jacques is a registered investment advisor with an independent firm. He has been providing financial advice for nearly five years.

Grammar in Context

This course is designed for students with a good working knowledge of English grammar, including the basic verb tenses of past, present and future. Participants will build on grammar skills, modals, time clauses, gerunds, and infinitives. Listening, speaking, reading, and writing exercises will help students with their communication skills. Prerequisite: *Previous ESL course work or permission of instructor.* Required text: Grammar in Context 2, 3rd edition, Elbaum, available at MCC Bookstore. Please review chapters 1 through 3 prior to the first session. **CRN #11720** 8 Wednesdays, 2/8-4/5 (does not meet 3/22), 5:30-7:30 p.m. **MCC Bldg. LRC A226 Fee: \$160**

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

ESL Communication

Do you need to practice the ESL skills you've been learning? This class will offer high-beginner and intermediate students an opportunity to reinforce listening, speaking, reading and writing skills in an informal setting. Each text/tape unit focuses on a contemporary topic. A variety of multi-skill activities will provide review, reinforcement and expansion of language skills. Students should bring a new, 90-minute cassette to class. Required text: In Detail, Heinle, available at MCC Bookstore. Prerequisite: *Ability to read and comprehend the text.* **CRN #11719** 8 Wednesdays, 2/8-4/5 (does not meet 3/22), 7:45-9:45 p.m. **MCC Bldg. LRC A226 Fee: \$160**

Instructor: Marge Dill

ESL Speech Development: Part 1

Effective communication in English is of critical importance for recent immigrants to achieve self-sufficiency. This is a high beginner/intermediate ESL course enabling students to communicate orally and in writing; understand the culture and civics (expected social behavior) of their new environment; and master life skills necessary to survive and thrive in American society. The course includes pronunciation practice, grammar, vocabulary, listening, and authentic communication exercises. The topics in Part 1 (Units 1-5) will be community and volunteering; avoiding telemarketing fraud; leasing an apartment and legal responsibilities; house emergencies; traffic violations; incidents involving the police; booking a trip; staying at a hotel; evaluating travel packages; managing time; and the consequences of missing deadlines. The following grammatical material will be covered: simple, continuous, and perfect tenses; non-action verbs; gerunds; infinitives; and conditionals. Required text: Ready to Go, Joan Saslow, available at MCC Bookstore. Materials fee: \$5 for tapes payable to the instructor at the first class. **CRN #11722** 6 Tuesdays, 2/7-3/14, 7-9 p.m. **MCC Bldg. LRC A226 Fee: \$120**

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

Consider Yourself Confirmed!

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

ESL Speech Development: Part 2

This high beginner/intermediate course covers the second half (Units 6-10) of the textbook begun in *Prepare for Real Life: Part 1*, although the student does not need to take Part 1 first, because the two sections of the textbook are independent of each other. This course includes pronunciation practice, grammar, vocabulary, listening, and authentic communication exercises. Part 2 will cover supplies and services; making agreements and contracts; understanding different types of insurance; personal relationships; discussing controversial issues; elements of the U.S. judicial system; health, safety and nutrition; avoiding quackery; borrowing and money management; careers; writing a job history and résumé; changing jobs; and discussing job counteroffers. The following grammatical material will be covered: sentence structure; punctuation; reported speech; expressing regrets with "should have;" negative "yes/no" questions; compound sentences with "but" and "so;" and unreal conditionals. Required text: Ready to Go, Joan Saslow, available at MCC Bookstore. Materials fee: \$5 for tapes payable to the instructor at the first class.

CRN #11723 6 Tuesdays, 3/21-4/25, 7-9 p.m. **MCC Bldg. LRC A226 Fee: \$120**

Instructor: Natalia Piendel

TOEFL Practice: Preparation for the Test of English as a Foreign Language

Do you need to improve your reading and vocabulary skills for the TOEFL, or want to get ready for college-level English courses? Designed for students with a good working knowledge of English, this course will focus on test-taking techniques and learning strategies to sharpen your reading and vocabulary skills. The workbook format will provide extensive practice with problems, exercises, reviews and practice tests to improve your skills and build your test-taking confidence. Required text: Reading & Vocabulary Workbook for the TOEFL Exam, 4th edition, Thomson/Arco, available at MCC Bookstore. Please review Part I of the text for the first class.

CRN #11724 8 Thursdays, 2/16-4/6, 5:30-7:30 p.m. **MCC Bldg. LRC A226 Fee: \$160**

Instructor: Natalia Piendel

Perfect Paragraphs

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

CRN #11721 8 Thursdays, 2/16-4/6, 7:40-9:40 p.m. **MCC Bldg. LRC A226 Fee: \$160**

Instructor: Natalia Piendel

Language—ESL

Pronunciation Practice: Accent Reduction

Learning English as a second language represents a giant step forward for émigrés seeking a new life in the United States. The next step in the process may involve speaking English with a less pronounced accent. This course is designed for intermediate to advanced ESL students and workplace employees who already have a good command of the English language. The focus will be on improving quality, comprehension and consistency of spoken English. Special emphasis will be placed on reducing native accents and improving articulation, rhythm, intonation and connected speech. Students will find themselves overcoming communication barriers with new confidence, productivity will increase and improved integration will be evident in the workplace or academic environment. Students will need to submit three, 90-minute audio cassettes to the MCC Library prior to the start of classes to obtain the material necessary for class.

CRN #11782 6 Mondays, 3/27-5/1, 6-8 p.m. **MCC Bldg. LRC A226** Fee: \$120

Instructor: **TBA**

Languages



French for Beginners I

Learn quickly and effectively the basic elements of the French language. You will soon be able to ask for directions and time; order meals; make hotel reservations; find out about bus, train and plane schedules; and more! If you are planning a trip to Quebec, Paris or any other French-speaking locale, this course is a must. Required text: French Made Simple, Jackson & Rubio, available at MCC Bookstore.

CRN #11471 6 Tuesdays, 2/7-3/14,

7-9:30 p.m. **MCC Bldg. LRC B213** Fee: \$135

Instructor: **Yvonne Foley** was born and educated

in France and has been tutoring students privately in the

language for more than 20 years.

French for Beginners II

For those with a basic understanding of French, or who have completed *French for Beginners I*, this is the perfect follow-up to improve your communication skills and further your understanding of this wonderful language. We will cover useful and functional French to better understand the language and culture for business, travel or leisure. Required text: French Made Simple, Jackson & Rubio, available at MCC Bookstore.

CRN #11472 6 Tuesdays, 3/21-4/25, 7-9:30 p.m. **MCC Bldg. LRC B213** Fee: \$135

Instructor: **Yvonne Foley**

Conversational Spanish

This introductory course to the Spanish language will include basic vocabulary used for travel, weather, foods, health, shopping, and many other aspects. Students will learn in a friendly and supportive environment, and will be coached in both speaking and listening. The instructor will also assist students with specific Spanish language needs as they pertain to their work or special interests. Recommended text: Paso a Paso, Book 1, Prentice-Hall, available at your local bookstore or online at www.prenticehall.com.

CRN #11852 8 Thursdays, 3/16-5/4, 7-9 p.m. **MCC Bldg. LRC A108** Fee: \$99

Instructor: **Ann Kelley** has been speaking, translating, and teaching Spanish for nearly 40 years. She has taught Spanish at Talcott Mountain Academy, St. Alphonsus College, and since 2003 at the Capitol Region Education Council for the Vernon Board of Education.

Spanish for the Workplace I

The objective of this course is to present realistic situations and specialized vocabulary required by workplace professionals to communicate with Hispanic employees, clients and co-workers. Personalized questions, basic Spanish grammar exercises, role-plays, reality-based activities, and translation and interpretation tasks will provide you with opportunities to practice the basics of Spanish. Topics include introduction to 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. The class will also cover time, telephone skills, critical verbs and cross-cultural communication including do's and taboos.

CRN #11642 2 Wednesdays, 4/5-4/12, 1-4 p.m. **MCC Bldg. LRC B144** (limited seating) Fee: \$85

Instructor: **Linda Burk**, Ph.D., professor of romance languages at MCC, has a master's in Spanish language and literature and a doctorate in Latin American literature.

Spanish for the Workplace II

The object of this course is to offer a continuation of Spanish for the Workplace I. More time will be spent practicing situations using the key phrases and vocabulary that were presented in the initial course. Personalized questions, basic Spanish grammar exercises, role-playing and reality-based activities will provide more opportunities to practice beginning basic Spanish. Topics include refining correct Spanish pronunciation, asking for information and making requests, the grammatical point of "ir + a + an infinitive" to express the idea of future action and "acabar + de + an infinitive" to express recently completed action. This course will also practice critical verbs and cross-cultural communication. Prerequisite: *Spanish for the Workplace I*, or permission of instructor.

CRN #11644 2 Fridays, 4/28-5/5, 9 a.m.-noon **MCC Bldg. LRC B210** (limited seating) Fee: \$85

Instructor: **Linda Burk**

Accelerated Arabic for the Traveler

Are you planning a trip to the Arabic world for business or pleasure? This short, intensive course is designed for you. Through lecture and role-play, you will learn the essentials of the Arabic language, including very useful vocabulary, phrases and cultural aspects to assist you in your business meetings, meeting people, shopping, ordering meals, using the telephone, and more! No prior knowledge of the Arabic language is required.

CRN #11861 4 Wednesdays, 5/10-5/31, 7-9 p.m. **MCC Bldg. LRC B149** Fee: \$80

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

Conversational Italian for Beginners

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

CRN #11783 8 Wednesdays, 3/8-5/3

(does not meet 4/19),

5:30-7:30 p.m. **MCC Bldg. LRC B149** Fee: \$160

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

Intermediate Conversational Italian

This course is a continuation of Conversational Italian for Beginners, or for those who speak some Italian. We will continue learning the essentials, and converse in Italian about a variety of topics relating to everyday living in Italy—travel, art, movies, and food—to help immerse the student in the Italian culture. Required text: Learn Italian the Fast and Fun Way, Danesi, available at MCC Bookstore.

CRN #11784 8 Wednesdays, 3/8-5/3 (does not meet 4/19),

7:40-9:40 p.m. **MCC Bldg. LRC B149** Fee: \$160

Instructor: Dr. Akram Erik-Soussi

Polish for the Beginner

Did you know that Connecticut's Polish community numbers more than 300,000—nearly 10 percent of the State's population; or that New Britain has the largest concentration of first- and second-generation Poles in the State? Whether you wish to communicate with Polish Americans or take a trip to Poland, this course will help you know how to speak the language. This course offers an introduction to Polish, including the Polish alphabet, basic grammar and vocabulary, salutations, everyday expressions, and simple introductions. Polish culture, classic movies, and cartoons will also be included. Handouts will be provided. Recommended text: an English-Polish dictionary.

CRN #11717 8 Thursdays, 3/9-4/27, 7-9 p.m. **MCC Bldg. AST C207**

Fee: \$99

Instructor: Rima Martin is a native of Lithuania and speaks Lithuanian, Russian and Polish. She has been teaching all three languages at MCC since 1997.

Polish for the Beginner II

As a follow-up to *Polish for the Beginner*, students will continue to sharpen their language skills with verbs and verb tenses, nouns, pronouns, adjectives, and adverbs, as well as intermediate Polish grammatical structures. Students will also learn how to write a letter and a short story using skills learned from the course. Handouts will be provided. Recommended text: an English-Polish dictionary.

CRN #11718 8 Thursdays, 5/4-6/22, 7-9 p.m. **MCC Bldg. AST C207**

Fee: \$99

Instructor: Rima Martin



Introduction to Russian: Opening the New World

Whether you are planning a trip to Russia or just curious about this elegant language rich in literature, fairy tales, and classic writers, this special introductory class is for you. Participants will learn the Russian alphabet, basic vocabulary, grammar, and Russian phonics. Soon, you will be able to exchange greetings and farewells, ask for directions, order food in a restaurant, communicate emergency needs for medical situations, and more. Russian culture will be discussed throughout the course. Handouts will be provided. Recommended text: an English-Russian dictionary.

CRN #11715 8 Wednesdays, 4/12-5/31, 7-9 p.m. **MCC**

Bldg. LRC A226 Fee: \$99

Instructor: Rima Martin

Learning Lithuanian

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

CRN #11716 8 Tuesdays, 4/11-5/30, 7-9 p.m. **MCC Bldg. LRC B149**

Fee: \$99

Instructor: Rima Martin

Japanese for Busy People

This is an introductory course in Japanese, designed for individuals interested in the Japanese language and yearning to travel to Japan for pleasure, educational, or business purposes. You will learn Japanese greetings and pronunciation, the Japanese writing system, and writing and pronunciation of the Japanese syllabic system. The course will concentrate on such basic topics as counting from one to ten, the four seasons, asking simple directions, and the proper use of the telephone. You will also watch some Japanese videos.

CRN #11851 4 Thursdays, 3/16-4/6, 6-8 p.m. **MCC Bldg. Lowe L142**

Fee: \$60

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

Introduction to Chinese

Are you planning a trip to China for business or leisure or visiting Chinatown here in the U.S.? If so, this course was planned just for you. Through six well-designed lessons and role-play, students will learn Pinyin, the phonetics of the Chinese language. In addition to learning some very useful vocabulary phrases for meeting new people, asking for directions, ordering meals, shopping, using the telephone, taking public transportation, and sightseeing, students will learn much about Chinese culture. **CRN #11862** 6 Saturdays, 4/1-5/13 (does not meet 4/15), 10 a.m.-noon **MCC Bldg. AST C202** Fee: \$75

Instructor: Portia Gu was born and educated in China. She holds an M.B.A. in finance from Rensselaer Polytechnic Institute in Hartford.

Fingerstyle Guitar

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

CRN #11847 10 Mondays, 2/27-5/1, 7-8:30 p.m.

MCC Bldg. V2 V118 Fee: \$165

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

Vocal Instruction

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

CRN #11826 6 Mondays, 3/6-4/10, 7:15-8:45 p.m. **MCC Bldg. V2 V117**
CRN #11827 6 Mondays, 4/17-5/22, 7:15-8:45 p.m. **MCC Bldg. V2 V117**
Fee: \$80

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

Songwriting and the Music Business

So you want to be a songwriter, even though you haven't yet written a melody or a lyric? Or maybe you've written a stack of future standards but you're not sure of the next step in getting your work published and recorded, and—most important of all—getting paid for your efforts. This hands-on course will take students through the entire songwriting experience from the creative process to the realities of publishing. You'll learn about the anatomy of a song; musical components; self expression vs. communication; hooks; song structure; lyrics; melody; rhyme; collaboration; producing demos of your songs; production; copyrighting; publishing; performance societies that pay royalties to songwriters; contests; pitching songs; and accounting. Students should bring a completed song or a work in progress for critique and analysis. The final session will feature a performance by an accomplished singer/songwriter.

CRN #11825 3 Tuesdays, 3/21-4/4, 7:15-9:15 p.m. **EHCCC Room 2**
Fee: \$70

Instructor: *Don Donegan*

Drum Team: Introduction to the West African Djembe Drum Ensemble

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

CRN #11836 3 Fridays, 3/17-3/31, 6:30-8:30 p.m.

MCC Bldg. AST E113 (Auditorium Backstage) Fee: \$40

Instructor: *Rick Liegl* has studied and performed traditional stick and hand drumming from West Africa for more than ten years. In 1999, he created Hand's On Rhythm Circle, through which he has introduced thousands of Connecticut residents to West African drumming. He is also a founding member and a lead soloist for Soli Soma Djembe Orchestra, a traditional West African percussion group that performs throughout New England.

Intermediate Piano

A continuation of *Beginning Piano*, 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. Required text: Alfred's Basic Adult Piano Course, Level 1, available at MCC Bookstore.

CRN #11838 6 Saturdays, 3/18-4/29 (does not meet 4/15), 10 a.m.-noon
MCC Bldg. V2 V117 Fee: \$150

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

Basic Violin Instruction

If you want to rekindle a long-lost love for violin playing, or have always wanted to learn, then come join us for this introduction to the violin. Students will begin with the basic principals, such as posture, tone production, right and left hand technique, intonation, and note reading. As the instruction progresses, students will develop a knowledge of rhythm, musical style, phrasing, and ensemble playing. This course will provide a well-balanced and enriching musical experience for introductory violin students, as well as more advanced students. Aspects of improvisation and performance will be included. Students will need to have a violin prior to the first class. Those who do not own a violin may email the instructor to arrange for a rental: violinone@mail.com. Recommended text: Suzuki Violin Book I, Suzuki, available at local bookstores or from the instructor. Materials fee: \$3, payable to instructor for shoulder pad.

CRN #11846 6 Fridays, 3/17-4/28 (does not meet 4/14), 7-9 p.m.
MCC Bldg. V2 V118 Fee: \$75

Instructor: *Bronwyn Burns* earned a bachelor's degree in music from the University of Connecticut and an artist's diploma from the Hartt School of Music. She has performed and recorded in a variety of settings from jazz ensembles to classical symphonies, and has been teaching violin for more than 18 years. She is the music director of the violin instruction program at the East Hartford-Glastonbury Magnet School.

Introduction to African Drumming

This workshop is intended to teach basic skills for creating drum music with hand-drums from the “cone” family: Djembe, Conga and Ashiko. The instructor uses spoken references to convey rhythms that are fun and accessible. No musical experience is necessary. Tape recorders are encouraged. Optional workbook is available from the instructor for \$3. Participants should have their own Djembe, Conga or Ashiko. If you don’t have access to any of these drums, please call (860) 512-2800 before registering to let us know. We will verify that the instructor can loan you an instrument before you complete your registration.

CRN #11837 1 Saturday, 5/6, 10 a.m.-1 p.m. **EHCCC Room 2** Fee: \$30

Instructor: Bob Bloom is a master teaching artist of the Connecticut Commission on the Arts. He has been teaching hand percussion at the Boston Center for Adult Education since 1988, and served for more than a decade as a performance member of Dr. Babatunde Olatunji’s troupe, “Drums of Passion.” His recent CD is entitled “Where’s Your Drum?”

Maps & Directions

Manchester Community College Campus

Low Building:

- Admissions/Registrar’s Office
- Athletics/Fitness Center
- Bookstore
- Center for Student Development
- Classrooms/Faculty Offices
- Great Path Academy
- Student Activities/Senate

Village:

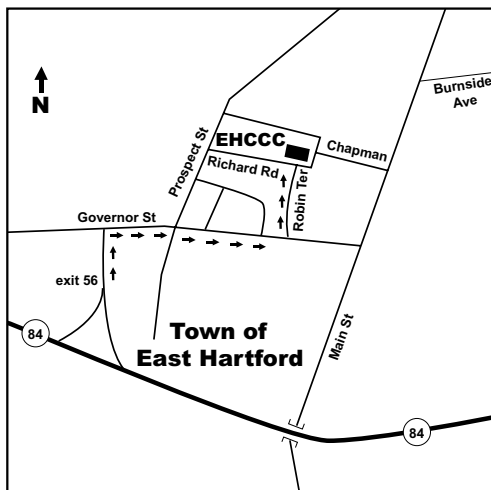
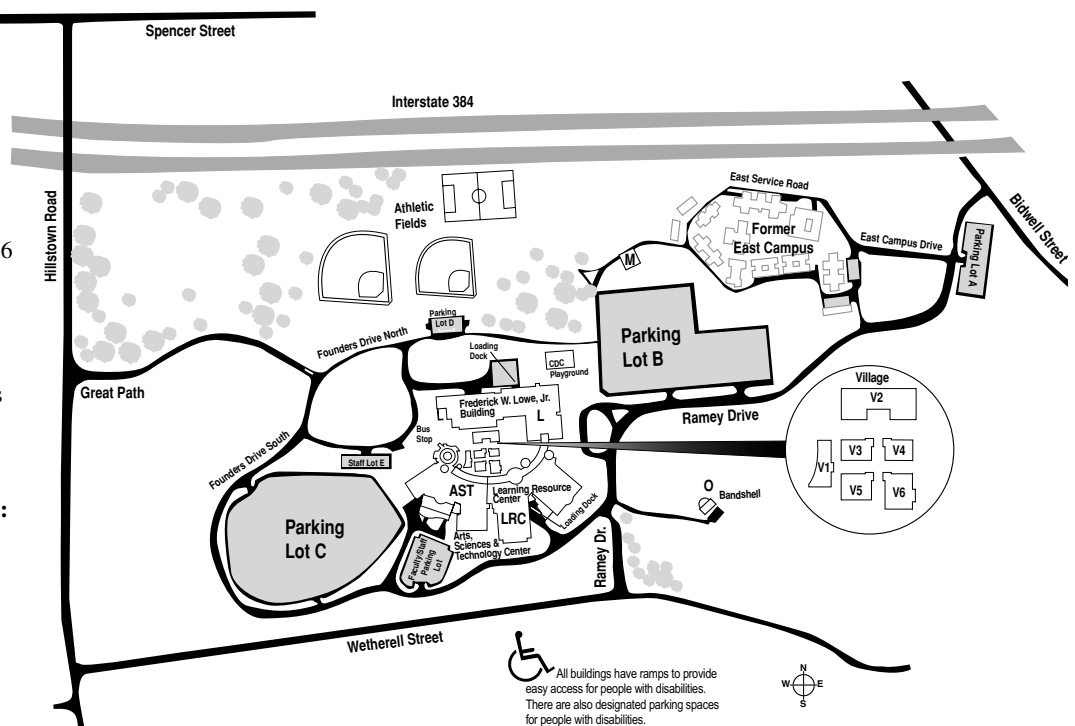
- Buildings V1, V2, V3, V4, V5, V6

Learning Resource Center:

- Classrooms/Faculty Offices
- Computer Science Labs
- Continuing Education
- Educational Technology Services
- Health Career Labs
- Library
- TV Studio

Arts, Sciences & Technology Center:

- Auditorium
- Classrooms/Faculty Offices
- Chemistry/Physics
- Engineering
- English
- Fine Arts
- Mathematics
- Photography



Directions to East Hartford Community Cultural Center

From 291 South: Get onto I-84 West and follow directions below.

From I-84 East or West: Take exit 56. Take right on Governor St. Take fourth left on Robin Terrace. The East Hartford Community Cultural Center is at bottom of street.

From Rt 2 West: Follow signs to East Hartford exit. Take right on Governor St. Take fourth left on Robin Terrace. The East Hartford Community Cultural Center is at bottom of street.

WELCOME TO ONLINE LEARNING!

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

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

HOW TO GET STARTED:

Successful enrollment is achieved by following these three simple steps:

1. Register and pay for the course(s) using the registration form on page 67.
Be sure to indicate the start date and CRN of your course on the registration form (see available start dates below).
2. Visit our online instruction center at www.ed2go.com/manchcc and click on the "orientation" link to receive a course syllabus, course procedures, text requirements, and to meet your online instructor(s). During orientation, you will provide your name and create a password, which you will use to access your course. This step is critical!
You cannot access your course until you complete orientation.
3. When your course starts, return to our online instruction center and click the "classroom" link. To begin your studies, simply log in with the name and password you provided during orientation.

START DATES:

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

January 18
February 15
March 15
April 19

REQUIREMENTS:

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

www.ed2go.com/manchcc

ACCOUNTING

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more. \$104

CRN #11216

Accounting Fundamentals II

Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor. \$104

CRN #11217

ART, HISTORY, PSYCHOLOGY & LITERATURE

Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be! \$104

CRN #11236

Enjoying European Art Online

An introduction to the most important works of European art, with a wealth of commentary and interesting historical information. \$104

CRN #11238

Film Literacy for Everyone

Gain an appreciation of the filmmaker's art. Be able to read between the frames to find deeper meaning in any filmed story. \$104

CRN #11237

Inspiring Tales From the Underground Railroad

Historical researcher and storyteller brings history to life with inspiring tales of courage and heroism. \$104

CRN #11235

Jungian Psychology

A fascinating and thought-provoking exploration of human nature, symbolism, dreams, spirituality, artistic expression, and the psyche. \$104

CRN #11264

BUSINESS ADMINISTRATION & MANAGEMENT

Administrative Assistant Fundamentals

Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries. \$104

CRN #11021

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. \$104

CRN #11214

Building an Ethical Business

Discover how ethical behavior can give your business a powerful competitive advantage and greater profits. \$104

CRN #11205

Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts. \$104

CRN #11290

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. \$104

CRN #11228

Understanding the Human Resources Function

Learn to handle basic human resource functions to ensure the best possible results. \$104

CRN #11207

Hire Smart

Learn recruiting techniques that will help you hire the best people possible. \$104

CRN #11192

Customer Service Fundamentals

Become indispensable to any organization by understanding how to identify and meet customer needs. \$104

CRN #11022

Introduction to Business Analysis

Learn powerful techniques to improve your decision-making skills at work. \$104
CRN #11199

Mastery of Business Fundamentals

Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program. \$104
CRN #11197

Mastery of Business Applications

Learn what all MBAs know—without going to the trouble of getting an MBA! \$104
CRN #11274

Successful Construction Business Management

Gain a powerful and permanent advantage over the competition by learning how to practice expert business management. \$104
CRN #11200

Distribution and Logistics Management

Learn how to improve your company's distribution and logistics management activities, increase customer satisfaction, and improve operational throughput. \$104
CRN #11231

Managing Technical Professionals

Learn the vital leadership skills you'll need to attract, retain, and inspire top-notch technical professionals. \$104
CRN #11230

Manufacturing Fundamentals

Learn the basic skills required to work in the manufacturing field. \$104
CRN #11266

Manufacturing Applications

Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing. \$104
CRN #11267

Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management. \$104
CRN #11223

Project Management Applications

Experienced project manager teaches you tricks of the project management trade. \$104
CRN #11222

Purchasing Fundamentals

Improve your company's bottom line by mastering the fundamentals of purchasing. \$104
CRN #11219

Purchasing Applications

Become a more effective member of your company by learning to apply advanced purchasing concepts. \$104
CRN #11218

Supply Chain Management Fundamentals

Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations. \$104
CRN #11233

Supply Chain Management Applications

Become more valuable to your organization by learning to improve company processes. \$104
CRN #11232

Total Quality Fundamentals

Learn the basics of total quality management. \$104
CRN #11234

Six Sigma: Total Quality Applications

Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality. \$104
CRN #11224

BUSINESS PLANNING & ENTREPRENEURIAL COURSES

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success. \$104
CRN #11196

Business Planning for the Retired

Learn business planning basics and overcome the challenges of starting a business later in life. \$104
CRN #11198

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. \$104
CRN #11208

Growing Plants for Fun and Profit

An industry professional teaches you everything you need to prosper in the backyard nursery business. \$104
CRN #11173

Get Paid to Travel

Learn everything you need to start your new and exciting career as a professional tour director. \$104
CRN #11211

Start Your Own Consulting Practice

Find out how you can earn income by sharing your training or knowledge with others. \$104
CRN #11209

Caring for Children

Prepare for a rewarding career as a child care professional by learning how to keep children safe, healthy, happy, and communicative. \$104
CRN #11165

Secrets of the Caterer

Learn cooking and business secrets from a professional caterer. \$104
CRN #11172

Wow, What a Great Event!

Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner. \$104
CRN #11215

CAREER DEVELOPMENT

Résumé Writing Workshop

Discover the secret to transforming your tired, boring résumé into a powerful tool that will get you interviews. \$104
CRN #11270

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. \$104
CRN #11271

Get Assertive!

Find out how you can stop others from intimidating you or treating you poorly. \$104
CRN #11178

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life. \$104
CRN #11190

Communicating Like a Leader

Learn to become a great communicator and improve your chances for professional success. \$104
CRN #11240

High Powered Communication

Master the five critical factors of highly effective communication used by all skilled communicators. \$104
CRN #11241

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. \$104
CRN #11181

Individual Excellence: Secrets of Career Success

Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity. \$104
CRN #11023

Achieving Success With Difficult People

Learn how to have more successful relationships with difficult bosses, coworkers, students, neighbors, or relatives. \$104
CRN #11037

Merrill Ream Speed Reading

Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension. \$104
CRN #11144

Get Funny!

Learn how to use humor to speak more effectively, write better, and increase your popularity. \$104
CRN #11180

COMPUTERS

Basic Computer Literacy (*\$104 per class*)

Keyboarding
CRN #11051

Introduction to Windows XP
CRN #11071

Working With Your Macintosh
CRN #11109

101 Tips and Tricks for the iMac and Macintosh
CRN #11107

Computer Skills for the Workplace
CRN #11050

The Internet (*\$104 per class*)

Introduction to the Internet
CRN #11080

Introduction to Outlook Express
CRN #11076

Learn to Buy and Sell on eBay
CRN #11249

Computer Applications (*\$104 per class*)

Introduction to Microsoft Word 2003
CRN #11079

Intermediate Microsoft Word 2003
CRN #11056

Advanced Microsoft Word 2003
CRN #11057

Introduction to Microsoft Excel 2003
CRN #11060

Intermediate Microsoft Excel 2003
CRN #11064

Advanced Microsoft Excel 2003
CRN #11248

Introduction to Microsoft Access 2003
CRN #11062

Intermediate Microsoft Access 2003
CRN #11065

Intermediate Microsoft Access 2002
CRN #11067

Introduction to Microsoft PowerPoint 2003
CRN #11068

Introduction to Microsoft PowerPoint 2002
CRN #11072

Intermediate Microsoft PowerPoint 2002
CRN #11070

Introduction to Microsoft Project 2003
CRN #11255

Introduction to Microsoft Publisher 2003
CRN #11075

Introduction to Microsoft Publisher 2002
CRN #11074

Introduction to Crystal Reports 10
CRN #11126

Introduction to PrintShop Deluxe
CRN #11122

Using AppleWorks 6
CRN #11108

Introduction to QuickBooks 2005
CRN #11247

QuickBooks for Contractors
CRN #11183

Performing Payroll in QuickBooks
CRN #11182

Introduction to Microsoft Outlook 2003
CRN #11077

Introduction to Microsoft Outlook 2002
CRN #11078

Web Page Design (*\$104 per class*)

Creating Web Pages
CRN #11086

Designing Effective Websites
CRN #11129

Introduction to Dreamweaver MX 2004
CRN #11250

Introduction to Dreamweaver MX
CRN #11111

Introduction to Microsoft FrontPage 2003
CRN #11083

Introduction to Microsoft FrontPage 2002
CRN #11085

Achieving Top Search Engine Positions
CRN #11081


Web Graphics and Multimedia (*\$104 per class*)

Imaging for the Web Using Fireworks MX
CRN #11089

Introduction to Macromedia Director MX 2004
CRN #11123

Introduction to Flash MX 2004
CRN #11251

Web Programming (*\$104 per class*)

 Introduction to PHP and MySQL
CRN #11772

JavaScript Programming for the Web
CRN #11082

Introduction to JSP Programming
CRN #11113

Java for the Absolute Beginner
CRN #11114


Desktop Publishing & Imaging (*\$104 per class*)


Design Projects for Adobe Illustrator CS
CRN #11116


Design Projects for Adobe Illustrator 10
CRN #11115

Photoshop Elements 3.0 for the
Digital Photographer
CRN #11121

Photoshop Elements 2.0 for the Digital
Photographer
CRN #11253

 Introduction to Photoshop CS2
CRN #11781

 Photoshop CS2 for the
Digital Photographer
CRN #11770

 Introduction to Adobe FrameMaker 7.1
CRN #11769

Introduction to Photoshop CS
CRN #11252

Photoshop 7 for the Absolute Beginner
CRN #11119

Introduction to Photoshop 7
CRN #11118

Intermediate Photoshop 7
CRN #11120

Photoshop Elements Projects
CRN #11254

Introduction to PrintShop Deluxe
CRN #11122


Introduction to QuarkXPress 5.0 for Windows
CRN #11117

Computer Troubleshooting & Networking (*\$104 per class*)

Introduction to PC Troubleshooting
CRN #11052

Introduction to PC Security
CRN #11256

Creating a Small Office Network
CRN #11090

 Creating a Home Network
CRN #11765

Wireless Networking
CRN #11094

Introduction to Networking
CRN #11092

Intermediate Networking
CRN #11091

Computer Programming & Database Management (*\$104 per class*)

Introduction to Database Development
CRN #11095

Introduction to Sybase
CRN #11106

Introduction to the Game Industry
CRN #11127

C++ for the Absolute Beginner
CRN #11103

C# Programming for the Absolute Beginner
CRN #11104

Computer Graphics Programming with
OpenGL
CRN #11110

Introduction to Perl Programming
CRN #11105

Introduction to VBA
CRN #11097

Introduction to Visual Basic.NET
CRN #11098

Intermediate Visual Basic.NET
CRN #11099

Introduction to Visual Basic 6.0
CRN #11096

Creating User Requirements Documents
CRN #11125

High Speed Project Management
CRN #11128

Certification Prep (*\$138 per class*)

Basic A+ Certification Prep
CRN #11100

Intermediate A+ Certification Prep
CRN #11101

Advanced A+ Certification Prep
CRN #11102

Microsoft Windows Certification Prep:
Exam 70-210
CRN #11124

Microsoft Windows Certification Prep:
Exam 70-270
CRN #11301

Network+ Certification Prep
CRN #11093

PMP Certification Prep 1
CRN #11220

PMP Certification Prep 2
CRN #11221

COURSES FOR TEACHERS

Solving Classroom Discipline Problems

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline. \$104
CRN #11138

Ready, Set, Read!

A learning specialist shows you how to raise a successful reader and writer. \$104
CRN #11142

The Creative Classroom

Enrich your teaching talents and encourage your students' creative thinking as you learn to turn your classroom into a creative classroom. \$104
CRN #11302

The Classroom Computer

Learn how to use the classroom computer to increase learning and motivate students. \$104
CRN #11139

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. \$104
CRN #11140

PowerPoint in the Classroom

Motivate your students and enrich your lessons by bringing PowerPoint into your classroom. \$104

CRN #11289

Big Ideas in Little Books

Increase student performance and earn extra income by converting your ideas for instructional aids into reality. \$104

CRN #11143

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. \$104

CRN #11168

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. \$104

CRN #11164

Guiding Kids on the Internet

Gain confidence and experience so you can help your children discover all the Internet has to offer. \$104

CRN #11162

ENTERTAINMENT

Marketing Tools for Actors

A working casting director teaches you powerfully effective strategies to market yourself locally for film and television work. \$104

CRN #11210

Theme Park Engineering

Get a behind-the-scenes look at your favorite theme parks and meet the person who engineers their top attractions. \$104

CRN #11189

Music Made Easy

Learn the fundamentals of music theory. Be able to read, write, and play simple music. \$104

CRN #11026

Making Movies with Windows XP

Turn your home videos into entertaining movies that you can share with others by e-mail, the Web, CD, and DVD. \$104

CRN #11768

GRANT WRITING & NONPROFIT MANAGEMENT

A to Z Grant Writing

Learn how to research and develop relationships with potential funding sources, organize grant-writing campaigns, and prepare proposals. \$104

CRN #11149

Get Grants!

Learn how to develop successful, fundable grants from experts in the field. \$104

CRN #11150

Advanced Grant Proposal Writing

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. \$104

CRN #11152

Writing Effective Grant Proposals

Learn to prepare grant proposals that get solid results for your favorite organization or charity. \$104

CRN #11151

Becoming a Grant Writing Consultant

Increase your income while working from home by starting a grant writing consulting business. \$104

CRN #11201

Creating Your Own Nonprofit

Industry veteran shows you how to take a nonprofit business from vision to reality. \$104

CRN #11272

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. \$104

CRN #11203

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. \$104

CRN #11202

Making the Connection: Nonprofits and Technology

Avoid common and costly mistakes by learning how to monitor and control technology projects so they deliver results on time and on budget. \$104

CRN #11273

HEALTH CARE, NUTRITION & FITNESS

Assisting Aging Parents

Handle the challenges you will face in the coming years. \$104

CRN #11167

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. \$104

CRN #11175

Become a Veterinary Assistant

Practicing veterinarian prepares you to work in a veterinary office or hospital. \$104

CRN #11176

Become a Veterinary Assistant II: Canine Reproduction

Practicing veterinarian teaches you to manage the entire canine breeding cycle, from assessing the health of parents to puppy care. \$104

CRN #11261

Introduction to Natural Health and Healing

Learn how to promote wellness, balance, and health in all aspects of your daily life. \$104

CRN #11177

Food and Fitness to Fight Cancer

Improve your health and decrease your risk of cancer by adding sound nutrition and wellness principles to your daily life. \$104

CRN #11170

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! \$104

CRN #11171

Handling Medical Emergencies

Every second counts during a medical emergency. Learn how to respond if someone needs your help. \$104

CRN #11174

Outdoor Survival Techniques

Learn the essential skills you will need to survive in a remote or stranded condition. \$104

CRN #11195

Creating a Healthier Home

Learn what you can do to minimize health risks related to the quality of the air in your home. \$104

CRN #11166

LANGUAGES

Beginning Braille Transcription

Prepare for a rewarding career as a Braille transcriber by learning to write and read the tactual language of the blind. \$104

CRN #11038

Intermediate Braille Transcription

Learn Literary Braille and prepare for the Library of Congress Braille Transcriber's Certification exam. \$104

CRN #11039

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time. \$104

CRN #11160

Speed Spanish II

Clever follow-up to our popular Speed Spanish course. Several new recipes help you quickly build fluency. \$104

CRN #11161

Beginning Conversational French

Discover how easy it can be to learn common words and phrases for both leisure and business. \$104

CRN #11159

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. \$104

CRN #11145

LAW & LEGAL CAREERS

Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate, and manage employees. \$104

CRN #11206

Legal Nurse Consulting

Begin a new career by helping attorneys understand and resolve medical cases and claims. \$104

CRN #11193

MATH, SCIENCE & PHILOSOPHY

Everyday Math

Gain confidence in your basic math skills and start using math to your advantage. \$104

CRN #11257

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. \$104

CRN #11265

Human Anatomy and Physiology

Gain a greater appreciation and understanding of the marvelous complexity of the human body. \$104

CRN #11260

Great Themes in Philosophy

Follow in the footsteps of the great philosophers in this lively discussion of human thought and conduct. \$104

CRN #11269

Philosophy for the New Millennium

Develop your critical thinking skills by understanding the role philosophy plays in human behavior and decision-making. \$104

CRN #11268

PERSONAL ENRICHMENT

Goodbye to Shy

Become more confident in social, professional, and romantic situations. \$104

CRN #11244

Interpersonal Communication

Become aware of the conscious and unconscious codes of meaning we send when communicating with others. \$104

CRN #11243

Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation. \$104

CRN #11242

The Magic of Hypnosis

Learn to use hypnotic suggestion on yourself and others with amazing results. \$104

CRN #11263

Parenting: The First Five Years

Enjoy your children more while paving the way for their future academic success. \$104

CRN #11258

Genealogy Basics

Learn where to look, who to contact, and how to use research tools to begin an exciting and fascinating exploration of your roots. \$104

CRN #11163

Wine Appreciation for Beginners

Master the secrets of wine appreciation and never be intimidated by a wine steward again. \$104

CRN #11169

PERSONAL FINANCE

Debt Elimination Techniques That Work

Learn specific, powerful, and proven strategies to get completely out of debt and live a stress-free lifestyle. \$104

CRN #11147

Where Does All My Money Go?

Learn how to get control of your money once and for all. \$104

CRN #11148

Personal Finance

Protect your assets and discover how best to achieve all your financial goals. \$104
CRN #11158

Building Wealth

Certified financial planner shows you how most wealthy people build their fortunes. \$104
CRN #11157

Real Estate Investing

Build and protect your wealth by investing in real estate. \$104
CRN #11194

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. \$104
CRN #11153

The Analysis and Valuation of Stocks

Discover valuable techniques that show you step by step how to research and value stocks. \$104
CRN #11154

Build Your Own Mutual Fund for Pennies

Learn to build and manage your own personal mutual fund like the big shots on Wall Street. \$104
CRN #11156

Introduction to Stock Options

Learn how stock options can protect your portfolio and help you profit in any type of market. \$104
CRN #11155

PHOTOGRAPHY

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment. \$104
CRN #11188

Secrets of Better Photography

Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations. \$104
CRN #11184

Photographing People With Your Digital Camera

Learn to take beautiful pictures of adults, children, and babies. \$104
CRN #11187

Digital Photography OUTPUT!

Get more from your digital camera by learning how to crop, resize, edit, retouch, print, and email digital photos. \$104
CRN #11185

SALES & MARKETING

Principles of Sales Management

Master the art of managing sales teams from a sales management professional. \$104
CRN #11225

Professional Sales Skills

Discover how to begin a successful and rewarding career in sales. \$104
CRN #11226

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. \$104
CRN #11227

TEST PREP

GED Test Preparation

Want to pass the GED? This course will help you develop the skills you'll need to succeed. \$104
CRN #11130

Prepare for the GED Language Arts, Writing Test

Obtain the skills and knowledge to successfully prepare for the GED Language Arts, Writing test. \$104
CRN #11131

Prepare for the GED Math Test

Master the skills you'll need to successfully pass Test 5 in the GED test series. \$104
CRN #11132

GMAT Preparation

Discover powerful test-taking techniques and methods for improving your score on the GMAT. \$104
CRN #11135

GRE Preparation - Part 1

Discover powerful strategies for success in the verbal and analytical sections of the GRE. \$104
CRN #11133

GRE Preparation - Part 2

Learn a variety of useful techniques for tackling the math section of the GRE. \$104
CRN #11134

LSAT Preparation - Part 1

Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills. \$104
CRN #11136

LSAT Preparation - Part 2

Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers. \$104
CRN #11137

SAT/ACT Preparation - Part 1

Master the reading, writing, English, and science questions on the ACT and new SAT. \$104
CRN #11766

SAT/ACT Preparation - Part 2

Master the math questions on the ACT and new SAT. \$104
CRN #11767

WRITING COURSES

Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively. \$104
CRN #11048

Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing. \$104
CRN #11032

Writing Great Technical Documents

Learn how to write great technical documents from an award-winning technical writer. \$104
CRN #11033

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. \$104
CRN #11024

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches. \$104

CRN #11146

Correcting Oral and Written Errors

Learn to speak and write with assurance that your word choices, punctuation, spelling, and pronunciation are correct. \$104

CRN #11028

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. \$104

CRN #11042

Writeriffic: Creativity Training for Writers

Banish writer's block forever with these tricks from the published writer's toolbox. \$104

CRN #11045

Writeriffic 2: Advanced Creativity Training for Writers

This advanced writing course will increase your creativity—whether you're writing for personal satisfaction or to launch a career. \$104

CRN #11030

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. \$104

CRN #11049

Writing for Children

A published children's author shows you how to touch the hearts of children by creating books for them. \$104

CRN #11040

Mystery Writing

Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author. \$104

CRN #11173

Research Methods for Writers

Learn the most efficient and effective methods to conduct research for any writing project. \$104

CRN #11035

Demystifying Forensic Science: A Writer's Guide

Learn the secrets behind forensic science and add new characters, depth, and marketability to your fiction. \$104

CRN #11034

Beginner's Guide to Getting Published

A published writer shows you how to give yourself the credibility you need to get your books and articles published. \$104

CRN #11043

Your Screenwriting Career

Learn how to write and sell professional-quality screenplays from a Hollywood veteran. \$104

CRN #11036

Write Like a Pro

A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story. \$104

CRN #11044

Pleasures of Poetry

This course will help you create your best possible work, whether you're looking to be published or simply wish to craft beautiful poems for friends. \$104

CRN #11029

Songwriting Success

A professional songwriter and recording artist teaches you how to generate extra income by selling the songs you write. \$104

CRN #11025

Travel Writing

Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books. \$104

CRN #11031

Creating a Sense of Place

Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters. \$104

CRN #11027

Write Your Life Story

Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others. \$104

CRN #11046

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. \$104

CRN #11245

Business Marketing Writing

Write great marketing copy to improve your company's image and your chances of getting hired or promoted. \$104

CRN #11041

Introduction to Internet Writing Markets

A professional writer helps you discover a wide variety of new markets for your written work. \$104

CRN #11047

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

Convert manuscripts into income by producing and selling books like the pros. \$104

CRN #11204

Photography



Urban and Natural Landscape Photography

Attention photographers! Have you ever wanted to take a better outdoor shot? Do you long to capture bluer skies and greener grass? Learn the techniques of creating great photographs from urban and natural settings in this hands-on course that will guide you through the technical jungle of cameras, lenses, f-stops, shutter speeds, depth-of-field, and film. Students will schedule two on-campus field trips to shoot their own photos. Class discussions will include composition, lighting, and information about photographers famous for shooting natural or urban landscapes. Some previous photography experience is required. There will be optional weekly assignments and critiques. Students may shoot with film or digitally; both formats will be taught. Recommended text: National Geographic Photography Field Guide, Burian and Caputo, available at your local bookstore.

CRN #11881 6 Mondays (on alternate weeks), 2/27, 3/13, 3/27, 4/10, 4/24 & 5/8, 7-9 p.m. **MCC Bldg. AST T404** (classroom lectures) & 2 Saturday field trips, 4/1 (Gay City State Park) & 4/29 (downtown Hartford) Fee: \$140

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 web site: www.mallorieostrowitz.com.

Advanced Seminar in Photography: Historical Perspectives, Part II—Masters of the 20th Century

In this course, we will explore the major movements and master photographers of the 20th century. There will be shooting assignments that relate to what is studied in class. Emphasis will be on black and white photography, with instruction on technique and composition. Participants should have a good working knowledge of their cameras, and may work in either film or digital formats. Required text: The Abrams Encyclopedia of Photography, Govignon, available at MCC Bookstore.

CRN #11882 8 Tuesdays (on alternate weeks), 2/7, 2/28, 3/14, 3/28, 4/11, 4/25, 5/9, & 5/23, 7-9 p.m. **MCC Bldg. AST T404**
Fee: \$140

Instructor: Mallorie Ostrowitz

Introduction to Digital Camera

Learn the fundamentals of digital photography using a consumer-model digital camera. All aspects of the digital camera will be discussed, including the lens, viewfinder, focus, aperture, shutter, digital file formats, and image storage. Comparisons will be done on some popular digital cameras, including image quality, current usage, and price. A portion of the course will also cover working with Photoshop Elements 3.0, a popular photo editing program. We will explore importing and saving photographs; demonstrating methods of color correction and enhancement; print sizing; and preparing images for print and the web. To take this class, it is not necessary to own a digital camera, but if you do, please bring it along with your instruction manual. Prerequisite: *Basic Microsoft Windows skills*.

CRN #11617 2 Thursdays, 3/2-3/9, 6-9 p.m. **MCC Bldg. LRC B142**

CRN #11619 2 Mondays, 4/3-4/10, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$95

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

Digital Camera: Part II

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

CRN #11620 2 Tuesdays, 4/11-4/18, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$95

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

Using Your Digital SLR

Got a new DSLR? While these new digital, single-lens, reflex cameras have some of the same functions and features as film cameras, there is a whole new digital side. This class will focus on the specifics of using a digital SLR and will answer many of the questions on how to get the most out of your new camera. Topics will include choosing the proper file format and resolution; compression; lenses; white balance; color space; exposure compensation; saturation; and contrast controls. Classroom presentations and hands-on experience will help you to learn about your camera and the use of the RAW file format. The class will also use Adobe Photoshop to demonstrate downloading images and processing RAW file formats, as well as learning essential tools for processing digital photographs. Please bring your own Digital SLR to class.

CRN #11830 2 Tuesdays, 4/25-5/2, 6-9 p.m. **MCC Bldg. LRC B142**
Fee: \$95

Instructor: Richard Hoyer

Digital Black & White Photography

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

CRN #11829 3 Thursdays, 4/20-5/4, 6-9 p.m. **MCC Bldg. AST D211**
Fee: \$145

Instructor: Richard Hoyer

Of Similar Interest:

- Digital Imaging and Design courses on on pages 22-23.

Photography

The Hand-Colored Photograph

See for yourself how subtle color adds new dimension to a black-and-white photograph! It can be positively transformational! This demonstration and hands-on workshop is open to all photographers and artists who want to explore the creative opportunities hand-coloring offers. During the first session, learn which photographic papers to select for best results and about the use of oils, colored pencils and pastels. Purchase the materials for the second session that suit your needs, and create unique works of art in class. Approximate start-up costs: \$40. **CRN #11780 2 Mondays, 4/17-4/24, 7-9 p.m. MCC Bldg. AST D110** Fee: \$40

Instructor: **Richard Hoyer**

Photographic Lighting Workshop

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

CRN #11883 4 Saturdays, 3/11-4/1, 10 a.m.-1 p.m.

MCC Bldg. AST D212 Fee: \$125

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

Digital Photo Printing

You've taken some really great digital photos, and now you'd like to print them on your ink-jet printer. So far, you've been disappointed with your results; the colors don't match what you saw on the screen, and you're not sure what went wrong. Does this sound like you? This course will help you find the solution and teach you some creative techniques that will make your great shot an equally great print. Topics that will be covered include digital printing basics; color theory and color management; making basic Photoshop corrections; using Photoshop for creative effects; and resampling, troubleshooting, and presentation. The course is specifically designed for the amateur photographer who wants to print their own photos on an ink-jet printer. Handouts are included. Recommended texts: The Digital Printing Handbook, Daly; and Mastering Digital Printing, Johnson, available at your local bookstore. Materials fee: \$25, payable to instructor on first class, for ink and paper.

CRN #11880 4 Saturdays, 4/22-5/13, 10 a.m.-1 p.m. MCC Bldg. AST D211 Fee: \$125

Instructor: **Jeff Shaffer**

Professional Development

JOB SEARCH WORKSHOPS

Looking for information and guidance on how to become more competitive in your job search? You are invited to attend the following workshops. Both sessions are FREE and open to students, alumni, and community members. Pre-registration is required, using the registration form on page 67.

Effective Résumé Writing

Build résumé-writing confidence. Whether you're writing your first résumé or updating an existing one, this workshop provides a foundation of skills needed to develop this competitive marketing tool.

CRN #11889 1 Thursday, 3/23, 6:30-8 p.m. Fee: Free

Interviewing Techniques

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. **Both workshops are held off campus at East Hartford High School, 869 Forbes St., East Hartford** (directions below) **CRN #11890 1 Thursday, 4/6, 6:30-8 p.m. Fee: Free**

Instructor: **Carl Ochnio, M.S.**, is Director of Career Services at MCC.

Directions to Job Skills Workshops

Heading 84 West

Take Exit 59 – Spencer Street/Silver Lane. At the end of the exit ramp take a right on Silver Lane. At the 4th stop light take a left on Forbes Street. EHHS is approximately 1-1/2 miles down on the right.

Heading 84 East

Take Exit 58 – Silver Lane/Roberts Street, bear right on exit ramp. At the stop light take a left on Silver Lane. Go straight for approximately 1 mile. Just past Showcase Cinema, take a right on Forbes Street. EHHS is approximately 1-1/2 miles down on the right.

Call (860) 622-5200 for more information.

MCC 2005 Job Fair— Careers for You...

Meet Potential Employers
Opportunities at
Professional, Management
and
Entry Levels,
Full- and Part-time Positions
Available

Date:.....Saturday, April 1, 2006

Time:9:00 a.m. to 1:00 p.m.

**Location:First & Second Floors; Arts,
Sciences & Technology Center**

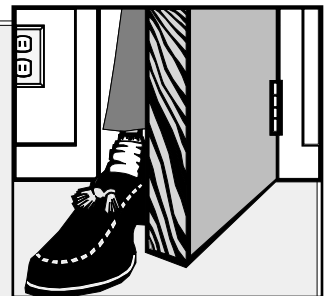
*Job seekers are encouraged to wear appropriate
interview dress and have résumés handy.*

For a list of registered employers, please visit the
MCC Career Services web page at

www.mcc.commnet.edu/career/

**For more information, please stop
by MCC Career Services in the
Lowe Building L178, or call (860) 512-3372**

*Sponsored by Manchester Community College Career Services,
the CT Department of Labor and the Journal Inquirer*



Professional Development

CAREER OPPORTUNITIES

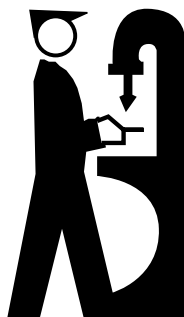
Precision Machining: Phase I - An Introduction

The Precision Machining Program is a comprehensive, hands-on training program for entry-level machinists or individuals with manufacturing experience who want to advance their skills. Students learn on basic machine tools, including lathes, drill presses, grinders and milling machines. Students will also produce parts from engineering drawings, make measurements using inspection tools and be introduced to the basics of Computer Numerical Control (CNC). The program combines classroom training, lab experience with actual equipment used in industry today, and internships with local manufacturing companies.

CRN #11637 78 sessions, Mondays through Fridays, 2/21-6/12 (does not meet 4/14 & 5/29), 4:30-9:30 p.m.

MCC Village 4 V141 Fee: \$2,500

Instructor: Richard Dwire has 40 years' experience in manufacturing. He brings a lifetime of valuable manufacturing knowledge with him to the classroom, including all aspects of machining, shop theory, mathematics and safety education.



Precision Machining: Phase II

This class is designed for those students who have completed the Level I, phase one Precision Machining Program. Students will learn advanced operation of the lathe, milling machine and grinder, as well as blueprint reading, measurement and inspection tools. In addition, students in phase two will learn the basics of operating a CNC lathe and CNC vertical milling machine. Students with machine tool skills may begin at this level by demonstrating their proficiency through NTMA challenge exams.

CRN #11638 71 sessions, Mondays through Fridays, 2/6-5/17 (does not meet 2/20 & 4/14), 9 a.m.-3 p.m.

MCC Village 4 V141 Fee: \$2,500

Professional Copy Editing

Through lectures, exercises of increasing difficulty, and handouts, students will learn to edit any and all types of text. This course deals with the skills, level of responsibility, and procedures used by professional copy editors. The course is designed for language lovers and avid readers as well as for professionals seeking to refresh their skills. Textbook required. Copy-editing exercises will be assigned as homework. Required text: Substance and Style: Instruction and Practice in Copyediting, Stoughton, 2nd edition, available at MCC Bookstore. Students need to bring textbook to first class. Please register by February 17 to allow for book order.

CRN #11661 8 sessions, Tuesdays & Thursdays, 3/7-3/30, 6:30-8:30 p.m. **EHCCC Room 3** Fee: \$170

Instructor: Lorraine Alexson has a master of arts from the University of Ireland in Irish literature. She has worked in publishing for more than twenty years and is the copy editor of *Verbatim*, a language quarterly.

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

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

CRN #11818 2 Saturdays, 4/1-4/8, 9 a.m.-5 p.m. **EHCCC Room 6** Fee: \$195

Instructor: Paul Rich has been a S.M.A.R.T. instructor for MCC and other CT community colleges for the past two years, and has worked in the bartending industry for more than 12 years.

How to Cash in with a Successful Home-Based Business

Turn your talents and hobbies into profits at home by learning how to start a part-time or full-time, home-based business. During this comprehensive, informative workshop, you will discover many details, which have taken other entrepreneurs years to discover on their own, including more than 100 home business ideas; all the mandatory legal documentation; many ways to market your product/service; and taking tax deductions. If you really want to succeed in a home business, this step-by-step workshop (offered only once a year) is a must! Materials fee: \$10, payable to instructor at beginning of class, for information designed to help you long after the workshop is over.

CRN #11868 1 Tuesday, 5/9, 6-8:30 p.m. **EHCCC Room 2** Fee: \$45

Instructor: LeeAnne Krusemark, author, consultant, successful business owner, and a former chamber of commerce president, offers these business seminars at colleges from New York to Hawaii.

How to Make Money with a Home-Based Typing-Word Processing Business

If you can type, then you can make money at home using your typewriter, word processor or computer. Having already learned about home-based business success (participants must have attended *How to Cash in with a Successful Home-Based Business*) you will now discover the secrets to making a profit in this specific venue. Learn more than 50 ways to advertise/market your business and at least 100 ways to make money with your computer. Also, identify how and where to find clients and what your best choices are for home office equipment. There really is a need for your services, so why not have the freedom to be your own boss and set your own hours? Materials fee: \$10, payable to instructor at beginning of class, for information designed to help you long after the workshop is over. Prerequisite: *How to Cash in with a Successful Home-Based Business*.

CRN #11867 1 Tuesday, 5/9, 8:45-9:45 p.m. **EHCCC Room 2** Fee: \$25

Instructor: LeeAnne Krusemark

Consider Yourself Confirmed!

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

Professional Development

REAL ESTATE

Principles and Practices of Real Estate

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

CRN #11280 11 Saturdays, 1/21-4/8 (does not meet 2/18), 8:30 a.m.-2:30 p.m. **MCC Bldg. Lowe L240**

CRN #11281 16 sessions, Tuesdays & Thursdays, 2/7-4/6 (does not meet 2/21 or 2/23), 5:30-9:30 p.m. **MCC Bldg. Lowe L240**

CRN #11446 16 sessions, Tuesdays & Thursdays, 3/2-5/2 (does not meet 4/18 or 4/20), 9 a.m.-1 p.m. **EHCCC Room 2**

CRN #11469 16 sessions, Tuesdays & Thursdays, 5/9-6/29, 5:30-9:30 p.m. **MCC Bldg. Lowe L240**

CRN #20020 16 sessions, Mondays & Thursdays, 6/1-7/27, 5:45-9:45 p.m. **MCC Bldg. AST E202**

Fee: \$399

*Instructors: CRNs #11280 and #20020: **Archangelo D'Amato** brings more than 25 years of real estate brokerage, sales, leasing, development and property management to the classroom; CRNs #11281, #11446, and #11469: **Andrew Pappas** is a licensed broker representing MCC within the Connecticut Community College Consortium.*

Continuing Education for Brokers and Salespeople for CT License Renewal

This two-day, four-module course will provide mandatory CEUs for real estate brokers and salespeople in need of renewing their CT license. In the Friday session, "CT Real Estate Law and Fair Housing," discussion will include case studies; fair housing trends; and recent legislation, regulations and Commission policies that affect the real estate industry. The second Friday module will be "Real Estate Agency in CT," in which students will learn about theory disclosure(s); cooperating sales; in-home sales; termination of agency; and agency in practice and office policies. On Saturday, the first module, "Real Estate Ethics," will discuss mandatory provisions dealing with standards of conduct for real estate professionals, as well as specific situations and recent CT case law. The final module will be "Environmental Issues," in which health and safety concerns, such as lead, radon, underground oil tanks, water contamination, and other concerns will be discussed. Relevant and newly enacted legislation will also be reviewed. Each student must attend all four modules in order to earn the CEUs. Please note: this course could cancel if it does not meet the minimum enrollment number.

CRN #11819 2 sessions, Friday & Saturday, 3/10-3/11, 9 a.m.-4 p.m. (hour lunch break) **MCC Bldg. AST E202** Fee: \$150

Instructors: MCC Real Estate staff

Real Estate Licensure Information

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

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

Salesperson (total of 60 hours)

Principles and Practices of Real Estate (60 hours)

Broker (total of 120 hours)

Principles and Practices of Real Estate (60 hours)

Appraisal (30 hours)

Elective (30 hours)

Appraiser

State Provisional License (75 hours, including at least 30 hours of Real Estate Appraisal and 15 hours of Uniform Standards of Professional Appraisal Practice USPAP)

State Certified Residential

(120 hours, including 15 hours USPAP)

Real Estate Appraisal I: Principles of Residential Valuations

This required course will assist real estate salespeople, brokers and appraisers obtain a broker's or appraisal license. Students will learn how to effectively price competitive listings, as well as learn practical techniques on appraising property and how to determine loan, sale and insurance values. Required texts: available from instructor for approximately \$75.

CRN #11746 9 Wednesdays, 3/8-5/3, 5:45-9:45 p.m.

MCC Bldg. Lowe L142 Fee: \$250

Instructor: Archangelo D'Amato

Real Estate Appraisal II: Principles of Commercial Valuation

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

CRN #11747 9 Wednesdays, 5/17-7/12, 5:45-9:45 p.m.

MCC Bldg. Lowe L142 Fee: \$250

Instructor: Archangelo D'Amato

MCC Real Estate and Appraisal Courses Qualify for Veteran's Benefits

Qualify for Veteran's Benefits? You may be able to receive monthly benefits for taking

Principles and Practices of Real Estate • Appraisal I • Appraisal II

Call MCC's Financial Aid Office for more Information on Veteran's Benefits at (860) 512-3380 or 512-3388

Professional Development

Enrolled MCC Continuing Education Students Can Receive Free* Microsoft Software

MCC's collaboration with Microsoft promotes student understanding of software by putting software in students' hands.

Ask your classroom computer instructor about how you can sign up for free software (*you pay postage only) or call the Continuing Education Computer Coordinator
Bruce Manning at 860-512-2808 or e-mail bmanning@mcc.commmnet.edu

The Microsoft Developer Network Academic Alliance (MSDNAA) provides software to enrolled students for the following courses:

- Visual Studio .NET Professional (including Student and Faculty Tools)
- Windows XP
- Microsoft Project Professional
- Microsoft Visio Professional
- Microsoft Access

SKILLS FOR THE WORKPLACE

Occupational Safety and Health Administration (OSHA): General Industry Certification Program

Entry-level workers and trade professionals will be trained on General Industry Standards for safety and health issues, and will earn the 10-hour OSHA certification that is recognized in Connecticut and around the nation. The program is designed to promote safety compliance on the job and empower workers to become partners with management in building a workplace culture of safety. Topics will include OSHA standards; fire protection and prevention; electrical hazards; fall protection; flammables and combustibles; and personal protective equipment. Upon completion of the 10-hour course (there is no testing; attendance and participation is of primary importance), OSHA certification will be provided. Materials fee: \$30 for a comprehensive packet of handouts.

CRN #11878 2 sessions: Saturday & Sunday, 5/13-5/14, noon-5 p.m. **MCC Bldg. V5 V151** Fee: \$250

Instructors: Maureen and Jay Bowers are both OSHA-certified trainers for both the 10-hour and 30-hour certification programs. They are empowered to train in Connecticut and throughout the U.S. by Federal OSHA through the University of New Hampshire at Keene. Maureen and Jay have both been employed for more than 10 years by the CT Technical School System, and Jay was a training and development specialist for Xerox Corporation in CT, MA, and NY for more than 30 years.

Performance Under Pressure: Managing Stress in the Workplace

Stress is damaging to the well-being of any work environment. This workshop will focus on two essential skills required to perform well under pressure: perceiving a situation in an optimal way, and using the physiological boost associated with stress to one's advantage. Participants will learn proven strategies for dealing with time, anger, people, fatigue and evaluation pressures, and an effective four-step method for optimal energy management. By recognizing signs and symptoms of stress and practicing and applying learned techniques, participants will be better able to handle stressed-out associates; develop self-assessment management skills and habits; and learn how to work well under pressure.

CRN #11656 1 Tuesday, 4/18, 9 a.m.-4 p.m. **MCC Bldg. LRC B144** (limited seating) Fee: \$85

Instructor: Maria Ricciardelli has had a successful 20-year career in training and consulting with for-profit and not-for-profit businesses and colleges throughout the New England area. Her expertise has been recognized by the Department of Labor, the U.S. Navy, and agencies and municipalities throughout Connecticut and Massachusetts.

Help for the Chronically Disorganized

Are you or someone you love finding it difficult or next to impossible to find your belongings, keep scheduled appointments, or meet work deadlines? Do your children resist having friends over because they're ashamed of the condition of your home? Chronic Disorganization (CD) is no laughing matter. It impacts the quality of life on a physical, emotional and spiritual level. The good news is that there's hope. Join us for a frank discussion of the underlying causes and challenges of the individual suffering with CD and learn some strategies to use in working through this problem.

CRN #11864 1 Wednesday, 3/1, 7-8:30 p.m. **MCC Bldg. Lowe L142** Fee: \$25

Instructor: Faith Manierre is the owner of Busy Bees Professional Organizing, LLC, and the past president of the Connecticut chapter of the National Association of Professional Organizers.

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 meetings, one-on-one conversations, or 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. The course will start out at a slow, relaxed pace and then accelerate later in the day. The seminar is designed to put you at ease, stretch your skill level, and help you gain more confidence.

CRN #11640 1 Friday, 4/7, 9 a.m.-4 p.m. **MCC Bldg. LRC B144** (limited seating) Fee: \$85

Instructor: Noreen Reilly has a B.S. in accounting from Bryant College and more than 15 years' experience in business.

Making Hypnotic Group Presentations

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

CRN #11863 3 Mondays, 3/13-3/27, 6-8 p.m. **MCC Bldg. Lowe L142** Fee: \$40

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

Professional Development

Speak Easy: The Art of Effective Speaking

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

CRN #11879 1 Wednesday, 4/26, 7-9 p.m. **MCC Bldg. LRC B213**

Fee: \$25

Instructor: Roger Abramsky is a North Atlantic Region Compliance Analyst for a major corporation and the founder of the American Society for Positive Thinking. He has extensive personal development public speaking experience, and holds a bachelor's degree in sociology and applied social relations/communications from Eastern Connecticut State University.

Confidence, Confidence, Confidence

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

CRN #11887 1 Wednesday, 5/3, 7-9 p.m. **MCC Bldg. LRC B213**

Fee: \$25

Instructor: Roger Abramsky

SUPERVISORY & MANAGEMENT

Employee Relations

This seminar will provide insights and key skills to those new to management or anyone needing new ideas and tools concerning relationship management. The seminar will define management practices and styles; organization policies and procedures; and employment laws that impact employee relationships. The course will also discuss how to improve upon these existing policies and laws.

CRN #11633 1 Friday, 2/3, 8 a.m.-noon **MCC Bldg. LRC B144**

Fee: \$100

Instructor: Maria Ricciardelli

Progressive Discipline

In today's legal environment, employers must be able to show that a rational, systematic approach was taken to address an employee problem. It is not good enough to "build a file on an employee." You must demonstrate, with credible documentation, that you made a sincere effort to help the employee resolve the problem. This workshop will provide you with the steps necessary to implement an effective progressive discipline process.

CRN #11634 1 Friday, 2/10, 8 a.m.-noon **MCC Bldg. LRC B144**

Fee: \$100

Instructor: Ralph R. Braithwaite, has an MBA in Organizational Behavior and over 20 years experience in training, human resources, and teaching. His consulting group works with small to medium size organizations providing a variety of training programs and also helping them work more effectively together.

BE A HERO IN YOUR WORKPLACE!

Let your supervisor know about custom training provided by MCC's Business & Industry Services.
Whether your company needs training in:

- ◆ Computer Hardware and Applications
- ◆ Manufacturing and Technology (including Lean)
- ◆ Supervisory and Management Skills
- ◆ Health Care
- ◆ Communication
- ◆ Basic Skills (including ESL)

You can come to MCC for
Quality, Convenience and Responsiveness!

**MCC even helps companies find grant funding
to help reduce training costs.**

Call Mick Pigott at (860) 512-2815.

Professional Development

New! Sexual Harassment in the Workplace

This seminar will help you to recognize sexual harassment behaviors, how to prevent them from occurring, and what to do if they do occur. Participants will gain increased knowledge and understanding of sexual harassment laws; risky behaviors; steps to take to prevent harassment; what a victim can and should do; and what steps the employer can take to prevent lawsuits. The agency or organization will be able to maintain and improve morale, employee productivity, and foster a work climate of mutual respect.

CRN #11635 1 Friday, 2/17, 8 a.m.-noon **MCC Bldg. LRC B144**

Fee: \$100

Instructor: **Maria Ricciardelli**

New! Staffing and Interviewing Skills

Are you getting the "right" people for the job? Have you ever hired someone for a position only to find out that the person is not a good fit for your organization or your team? Do you have good interviewing skills? Do the people you hire perform at the desired level? Do they leave just when they learn how to do the job? This workshop will provide you with the tools you need to improve the staffing and interviewing process you are now using. Topics will include recruiting techniques for tapping better resources; the "Staffing Spiral—You Get What You Settle For;" interviewing techniques; "Behavioral Interviewing—Getting at What You Really Need to Know;" proper and improper questions; and "How to Keep Them Once You Get Them."

CRN #11636 1 Friday, 2/24, 8 a.m.-noon **MCC Bldg. LRC B144**

Fee: \$100

Instructor: **Ralph R. Braithwaite**

Introduction to Supervision

This seminar is designed to prepare new or soon-to-be supervisors become more effective and confident in their positions. This will be a participative seminar utilizing videos, group experiences, and role-playing.

CRN #11626 2 Mondays, 3/20-3/27, 9 a.m.-4 p.m.

MCC Bldg. LRC B144 (limited seating) Fee: \$170

Instructor: **Maria Ricciardelli**

Supervision II: The Performance Management Cycle

This workshop is a guide to supervision that is neither overly simplistic nor highly academic. Rather, it strikes a middle ground, giving practical proven strategies that can be readily adapted to a difficult situation facing supervisors: performance management. Included in the workshop are six steps to managing performance—developing performance expectations; monitoring performance progress; evaluating individual performance; providing performance feedback; developing improvement plans; and documentation techniques. Using checklists, role-plays, group discussions, and activities, attendees will have an action plan in hand.

Introduction to Supervision is recommended but not required.

CRN #11628 1 Tuesday, 5/23, 9 a.m.-4 p.m.

MCC Bldg. LRC B144 (limited seating)

Fee: \$85

Instructor: **Maria Ricciardelli**

Developing the Leader Within

Understand what it takes to be a truly great leader. In this seminar, we'll explore ways to lead with vision, integrity, courage and inspiration. Discover why your attitude is so vital to success. Learn how to successfully develop people and draw on their natural desire to be self-motivated. Gain insights for tapping into people to create positive change and action. Learn ways to share your vision by painting vivid pictures so people can capture your spirit and momentum.

CRN #11650 1 Friday, 3/24, 9 a.m.-4 p.m. **MCC Bldg. LRC B144**

(limited seating) Fee: \$85

Instructor: **Noreen Reilly**

Making the Transition to Management

Moving into a management position is an exciting step on your career path. However, if you are not properly prepared for the transition, you can run into problems. This seminar will focus on the basic skills needed to make a smooth transition. We will discuss the differences between being a supervisor and a manager, and outline some of the responsibilities of a managerial position, such as assigning and distributing work; monitoring and improving performance; and reviewing and evaluating employees. Overviews of training, leadership, communication, staffing, motivation and administrative tasks will also be included. This is a workshop for the new supervisor or the individual who wants to have a better understanding of the role of a supervisor or manager.

CRN #11652 1 Tuesday, 4/11, 9 a.m.-4 p.m. **MCC Bldg. LRC B144**

(limited seating) Fee: \$85

Instructor: **Ralph Braithwaite**

Competency-Based Systems and Performance Improvements

This one-day workshop is designed to give participants a greater understanding of the concepts associated with Competency-Based Systems and Performance Improvement, as well as tools to use in an organizational focus on competencies. Some of the questions and definitions that will be explored include: What is Human Resource Development (HRD)? How do we define competency? What do we mean by the terms Knowledge, Skills, Abilities, and Motivation? What criteria motivate job performance? How do work-constraints factor into the equation? You will compare job competence, job competency, and competency models. You will discuss organizational goals and strategic management initiatives for achieving those goals, as well as the extent to which training or education can meet needs for employee competence relative to achieving those goals. You will consider an overview of the Performance Management Process and a five-step Strategic Systems Model (SSM) for creating and maintaining competency-based employee performance improvement systems in an organizational context.

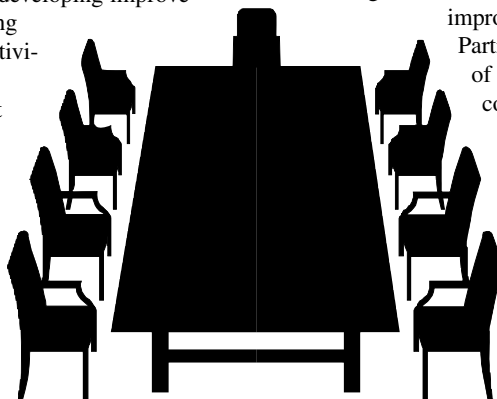
Participants will also look at a variety of examples of competencies developed by organizations and complete some assessment instruments to explore various competency levels.

CRN #11654 1 Monday, 4/24, 9 a.m.-4 p.m.

MCC Bldg. LRC B144 (limited seating)

Fee: \$85

Instructor: **Ralph Braithwaite**



Professional Development

Transformational Leadership: The Keys to Success

The key to success in any organization is effective leadership. Learn ways of improving the lines of communication between staff members, departments, and bosses. Acquire new skills for communicating the message you want clearly, concisely and positively. You'll also learn effective ways of resolving conflicts, and building bridges between people. Discover how you can be a transformation leader who inspires positive change through: vision, trust, goal setting and making others feel valuable and capable. Manual included.

CRN #11658 1 Friday, 5/19, 9 a.m.-4 p.m. **MCC Bldg. LRC B144**

(limited seating) Fee: \$85

Instructor: **Noreen Reilly**

Training Needs Analysis

This workshop is designed to give trainers the tools they need to provide quality training based on objective information. Participants will learn to analyze training needs; select training strategies; develop training plans to meet the identified needs; gather information and transform it into training strategies and plans; and measure a department's return on its training investment.

CRN #20013 1 Tuesday, 6/6, 9 a.m.-4 p.m. **MCC Bldg. LRC B144**

(limited seating) Fee: \$85

Instructor: **Maria Ricciardelli**

GED classes at MCC

Ongoing Registration
Monday-Wednesday-Friday
8:45-10:45 a.m.

NO CHARGE

Provided by Vernon Regional
Adult Basic Education

Call (860) 870-6000 ext. 139
for more information and to register.



You Completed Your GED or Diploma and Now You Want to Go to College?

Free 14-Week College Transition Course
Refresh your Math, English and Computer Skills
Learn Research Techniques and College Survival Tips

For the Committed, Motivated Adult
Whose Goal is College Admission

Call Vernon Regional
Adult Basic Education
(860) 643-2222, ext. 11

Writing, Publishing & Literature

Publish Your Book!

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

CRN #11884 1 Saturday, 3/25, 9 a.m.-1 p.m. **MCC Bldg. LRC B144**

Fee: \$25

Instructor: **David K. Ewen, M.Ed.**, has been in the book publishing field since 1994. The publishing house that he founded, Ewen Prime Company, has transformed into a consulting firm. He is also the former executive director of the New England Publisher's Association.

Illustrating Children's Books

Learn how to illustrate a children's book. Use watercolor, colored pencil, pastel or gouache to create illustrations. Participants may bring in their own manuscript, illustrate a poem or nursery rhyme, or create illustrations for another author's text. Learn how to fine-tune your technique, create characters, sketch out a dummy, and design a book in this hands-on class. Topics will include pagination, placement of type, and book-cover design. The course will also cover marketing your work, including how to write queries and cover letters and adhere to submission guidelines. **One session will be held at the Eric Carle Museum in Amherst, MA, and a second field trip will visit Barnes & Noble Bookstore in Glastonbury.**

CRN #11873 6 Wednesdays, 3/29-5/17 (does not meet 4/19 & 4/26), 7-9 p.m.; 1 Saturday, 4/29 (time TBA) for field trip to Eric Carle Museum; & 1 Wednesday, 5/24 (time TBA) for field trip to children's section of Barnes and Noble Bookstore in Glastonbury.

MCC Bldg. LRC A108 Fee: \$160

Instructor: **Iris Van Rynbach**, author/illustrator of 13 children's books, has had her illustrations grace the covers of several magazines and newspapers, including the New York Times, the New Yorker, and the Hartford Courant.

Writing, Publishing & Literature

In celebration of April as “National Poetry Month,”
MCC is pleased to offer the following poetry courses:

Lives and Letters of the Black Mountain Poets

Black Mountain College in the 1950s was a place of innovation, where artistic energies came together to ignite a post-World War II “avant-garde reawakening.” The writers that emerged from this experimental college formed an affinity with one another and a common identity forged by the unconventional ideas of their teacher, Charles Olson. Their work as writers and publishers of nontraditional forms of poetry gave rise to new notions about poetic language, self-expression, and postmodernism, and altered the literary landscape of the 20th century. How did these poets create? How did their ideas influence one another? Join us as we read the work and personal letters of Black Mountain poets, including Olson, Robert Duncan, Edward Dorn, and Robert Creeley. Materials from the archival collections of their personal papers—housed at the Dodd Research Center, University of Connecticut—will be used. Together we will explore how these poets’ written conversations shaped their thoughts, passions, and work.

CRN #11874 1 Saturday, 4/8, 1-4 p.m. **MCC Bldg. V5 V151** Fee: \$25

*Instructor: **Melissa Watterworth** received her master’s of library and information science from Simmons College in Boston. She is a member of the Society of American Archivists and the New England Archivists. She serves as the curator of Literary, Natural History, and Rare Books Collections at the Dodd Research Center, University of Connecticut.*

Finding Your Muse: Discovering Your Poetic Heart

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

CRN #11875 2 Mondays, 4/10-4/17, 7-9 p.m. **MCC Bldg. Lowe LI42** Fee: \$30

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

Collage for the Soul

This introductory workshop is based on the SoulCollage™ process as described in Seena B. Frost’s book, “SoulCollage.” You will learn how to create unique “collage cards” using visual metaphors and images from dreams, symbols, and archetypes. These cards are easy and enjoyable to create, but also serve as an inspiring and profound means for exploring the inner self, and can be used as a tool for healing and spiritual growth.

CRN #11885 6 Tuesdays, 3/7-4/11, 7-9 p.m. **EHCCC Room 6** Fee: \$90

*Instructor: **Gabrielle Zane** holds an M.A. in clinical psychology and an M.F.A. in writing and literature from Bennington College. She is a master teaching artist and has been teaching arts for more than 15 years. She has published a chapbook entitled “Being Your Eyes.”*

Healing Poetry

Poetry is probably the highest form of expression a writer can aspire to, but it can also be a natural and powerful means of self-discovery and healing. There is a poetic voice in each of us that can be tapped and fostered. Participants will learn about poetic techniques such as sound, rhythm, imagery and metaphor, and how poetic language can be employed to release pain and grief. Explore you inner self and express the unique experience of being human. This class is appropriate for those experienced in writing and analyzing poetry, or for those just beginning.

CRN #11877 6 Thursdays, 4/20-5/25, 7-9 p.m. **EHCCC Room 6** Fee: \$90

*Instructor: **Gabrielle Zane***

Wallace Stevens: Order in the Slovenly Wilderness of Chaos

In this brief but intensive study of the life and poetry of Wallace Stevens, we will discuss his double life as both a vice president with the Hartford Accident Indemnity Group and as a major American poet. Our study will provide a close analysis of his poems, *Sunday Morning*, *Final Soliloquy of the Interior Paramour*, *The Snow Man*, *Chaos in Motion and Not in Motion*, and *The Idea of Order at Key West*, while reviewing pertinent biographical information. Stevens’s poetry has been described as obscure; to this, he responded, “The poem must resist the intelligence almost successfully.” About the seemingly paradoxical business of maintaining a profession as both a poet and an insurance man, Stevens said, “It gives a man character as a poet to have daily contact with a job.” Students considering this class should bring with them not only an interest in Stevens’s poetry, but also a penchant for analysis, as the majority of time will be spent discussing his poetry against the backdrop of his views on imagination, religion, and love. Handouts of the poems will be provided. Please bring pen and paper.

CRN #11872 2 Saturdays, 4/22-4/29, 1-4 p.m. **MCC Bldg. V5 V151** Fee: \$40

*Instructor: **John Stanizzi**’s poetry has been widely published in literary magazines across the country. Since 1992, he has been a high school English teacher at Bacon Academy, where he also directs the theater program. In addition, he is an adjunct instructor of English at MCC.*

Writing, Publishing & Literature

Stories from Your Life: Memoir Writing

This course will teach you how to tap into your memory and create interesting and meaningful stories from your experiences. You will also learn techniques to enhance your writing skills, as well as receiving feedback and coaching when you share your stories in class. Beginning and experienced writers will find value in this course that emphasizes personal stories told from the heart. Materials fee (optional): \$5, payable to instructor at first class, for required three-ring notebook, paper and dividers.

CRN #11866 6 Wednesdays, 3/15-4/19, 7-9 p.m. **EHCCC Room 3**

Fee: \$75

Instructor: Marlene Clark earned a bachelor's degree in English from CCSU and has been a professional writer and editor since 1976. She is a former writing instructor for the Upward Bound Program at Wesleyan University, and is currently a columnist with the Hartford Courant.

Elements of Fiction Writing

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

CRN #11743 6 Wednesdays, 4/5-5/10, 7-9 p.m. **MCC Bldg. AST D229**

Fee: \$145

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

Writing the Examined Life

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

CRN #11745 6 Thursdays, 4/6-5/11, 7-9 p.m. **MCC Bldg. AST D229**

Fee: \$145

Instructor: Jordan Pecile



New! Advanced Fiction Writing Workshop: The Novel and The Novella

This advanced fiction workshop is for writers who are already engaged in working with the longer form, such as the novel, novella, mystery, romance, or collection of interrelated short stories. Students should be prepared to bring their existing manuscript or work-in-progress to class. The course is ideal for those writers who have taken the instructor's other workshops and would like to take their novel or novella to the next step.

CRN #11744 6 Tuesdays, 4/4-5/9, 7-9 p.m. **MCC Bldg. AST D229**

Fee: \$145

Instructor: Jordan Pecile

New! The Hero's Journey

Anyone who loves to write fiction will benefit from understanding the "Hero's Journey." Almost every great story, from King Arthur to Star Wars, consists of common elements. These elements, collectively known as the "Hero's Journey," are found universally in myths and fairy tales. Among these elements are recurring characters, or archetypes, such as the hero, the mentor, and the trickster. We will learn how to incorporate the structural elements of the "Hero's Journey" into our writing and how to create memorable characters by examining these mythical archetypes. Recommended text: *The Writer's Journey*, Vogler, available at your favorite bookstore.

CRN #11888 4 Fridays, 4/21-5/12, 7-9 p.m. **MCC Bldg. LRC B144**

Fee: \$50

Instructor: Dave Goodale received his master's of library science from Southern Connecticut State University and has worked as a children's and reference librarian. He also reviews teen fiction and nonfiction for *Voice of Youth Advocates*.

BE AT THE RIGHT PLACE AT THE RIGHT TIME

Check your class schedule for location.

Some classes meet at off-campus locations.

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



Want to take a class online?
See the online classes listed
on pages 42-49
or visit the web site at
www.ed2go.com/manchcc

Spring Excursions in Learning

Spring 2006 Excursions in Learning Registration Form

Register one student per form. Please print clearly. (Photocopy as needed.) Refunds according to MCC policy.

For more information, call (860) 512-2804 or (860) 512-2800.

Student's name _____

Banner ID# (if known) _____ Social Security Number _____

Male ☐ Female ☐ Birth Date _____ Grade (05/06 year) _____ Age _____

Parents' Names _____ Home Phone _____

Work Phone mother/father (circle one) _____ email address _____

Home Address _____

In spaces below, list your child's 1st and 2nd course choices.

	Course Title		Fee (\$35 per week)
Feb. 4			
1st choice	_____ CRN# _____		_____
2nd choice	_____ CRN# _____		_____
Feb. 11			
1st choice	_____ CRN# _____		_____
2nd choice	_____ CRN# _____		_____
Feb. 18			
1st choice	_____ CRN# _____		_____
2nd choice	_____ CRN# _____		_____
Feb. 25			
1st choice	_____ CRN# _____		_____
2nd choice	_____ CRN# _____		_____

(Do not include materials fees which are payable to the instructor at the beginning of class for some courses)

Total Fees: _____

Three Ways to Register:

1. By mail: CE Excursions Registration, MCC, Great Path, MS #13, P.O. Box 1046, Manchester, CT 06045-1046
2. By Fax: using a MasterCard or Visa: (860) 512-3221
3. In person: at the MCC Registrar's Office in the Lowe Building

Check or money order (# _____) enclosed.

Make check or money order payable to MCC.

I authorize the use of my MasterCard ☐ Visa ☐

cardholder name (print) _____ cardholder signature _____

credit card # _____ expiration date (month/year) _____

cardholder address _____

cardholder phone number (W) _____ cardholder phone number (H) _____

Office Use Only

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Receipt #

Spring Excursions in Learning

The mission of Excursions in Learning is to provide enrichment opportunities for gifted and high achieving students in the elementary and middle grades.

Who: Students in grades K-8 who have a particular interest or want to explore a new topic through activity-oriented courses are invited to attend.

When: All classes will meet from 9 a.m. to noon on Saturdays in February (4, 11, 18, 25.)

Where: All classes are held on the campus of Manchester Community College.

Acceptance:

1. Registration is open on a first-come, first-served basis.
2. Parents will receive official confirmation of class placement and room locations.
3. If your child's first or second choice class(es) cannot be accommodated, you will be notified and your payment will be refunded in full. Other refund conditions follow the policy of MCC's Continuing Education programs.

Cancellations:

MCC reserves the right to cancel or postpone a class and/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.

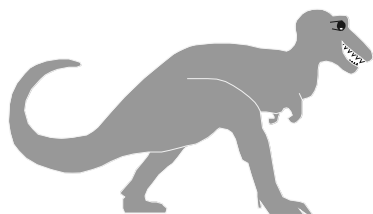
Postponements & Make-Ups:

Classes postponed by instructor's request or extreme weather conditions will be made up on March 4, 2006. Even if you have the slightest doubt, please call the College at (860) 512-3000, check our website at www.mcc.commnet.edu, or listen to WTIC, WDRC, WHCN, WPOP, WRCH or WCCC for cancellations due to weather.

Cost: Each one-session class costs \$35. Classes that are two and four sessions will be \$70, and \$140, respectively. Some classes have an additional materials fee.

FEBRUARY 4

(For students in grades K-2)



New! Make No Bones about It—Discover the World of Dinosaurs (Grades K-1)

Zoom back to prehistoric times to discover the world of dinosaurs. Become a paleontologist as you dig for the bones of the mighty T-Rex. Investigate an array of fossils and create your own dinosaur fossil. Recreate dinosaur habitats using natural materials. Play dinosaur games—Dinosaur Dash is a blast—and assemble glow-in-the-dark dinosaur puzzles. Record every amazing adventure in a paleontologist journal. Finally, put your paleontologist skills to the test as you construct a life-size dinosaur with your team.

CRN #11478 1 Saturday, 2/4, 9 a.m.-noon
MCC Bldg. LOWE L141 Fee: \$35

Instructor: Lucy Kiermaier

"Mouse" Adventures (Grades 2-4)

See course description on page 62

CRN #11488 1 Saturday, 2/4,
9 a.m.-noon **MCC Bldg. AST C128**
Fee: \$35

Instructor: Russell Sadosa



New! Pop Art

Could a soup can be art? Can you make a photo of flowers come alive? Outline multiple images with paint then cover with pastels to create your own version of an "Andy Warhol," one of the most famous pop artists in America!

CRN #11482 1 Saturday, 2/4, 9 a.m.-noon
MCC Bldg. LOWE L213 Fee: \$35

Instructor: Tina Mirto

FEBRUARY 4

(For students in grades 3-5)

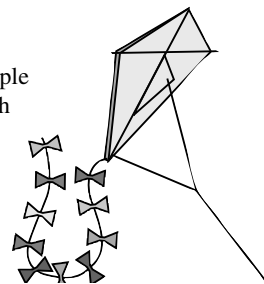
**New! Ancient Kite-Making—
Dragons of the Sky**

Explore the kite's soaring history! Some people believe that the earliest kite was used to catch fish! Others believe that it might have been used for spying on the enemy or even used as a lifesaving device. Learn about the different kinds of kites, what they were made from, and then create your own kite to take home and fly.

CRN #11489 1 Saturday, 2/4, 9 a.m.-noon

MCC Bldg. AST D110 Fee: \$35

Instructor: Sarah Benson



Cartoon Creations

Have you ever wondered why cartoons are so much fun to look at? You'll learn basic drawing techniques used by professionals to make their illustrations humorous. By the end of this session, you'll be able to copy your favorite cartoon characters and draw some of your own!

CRN #11490 1 Saturday, 2/4, 9 a.m.-noon

MCC Bldg. LRC B208 Fee: \$35

Instructor: Steve Leshin

New! Kid Tested—Kid Approved! Consumer Product Technology

Put your science and math skills to work by testing consumer products. Discover the best bubble gum, the most effective lip balm, and the most powerful sports drinks. Using the testing strategies of *Consumer Reports*, you can determine which products are the best to buy. Hands-on science experiments and creativity will help you to design and test your own products at work in the real world.

CRN #11494 1 Saturday, 2/4, 9 a.m.-noon

MCC Bldg. LRC B144 Fee: \$35

Instructor: Carrie Ann LaSpada

Spring Excursions in Learning

New! "Mouse" Adventures (Grades 2-4)

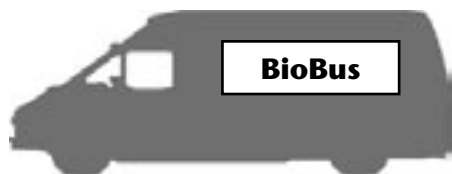
Let the computer be your guide. Use "Google Earth" to check your location, and with just a mouse click, spin the world to learn about fascinating locations. Become a virtual traveler; have your "passport" stamped with the name of each new place you visit. You'll create your own activity book from resources gathered from popular, free educational sites such as www.PBSKids.org and www.NickJr.com. You'll walk away with a personal book of puzzles to solve, images to color, games to play and recipes to try!

CRN #11488 1 Saturday, 2/4, 9 a.m.-noon

MCC Bldg. AST C128 Fee: \$35

Instructor: Russell Sabadosa

Science on Wheels—The BioBus (Grades 5-8)



Climb aboard Connecticut's mobile science laboratory. You'll investigate the theft of a well-known artwork. Conduct lab experiments to analyze a paint chip from the original in order to detect the forgery. Use electrophoresis, a technique to separate molecules based on size and charge, to solve the "Art of Forgery." Parents of children attending the class are invited to attend at no additional charge.

CRN #11499 1 Saturday, 2/4, 9 a.m.-noon

LRC parking lot, on the bus Fee: \$35

Instructor: The BioBus Staff

FEBRUARY 4

(For students in grades 6-8)



Digital Media

Lights! Camera! Action! Learn how to create your very own movie using the most up-to-date equipment. You will plan, film, and edit your own short film in four sessions! Create the next Hollywood BLOCKBUSTER!

CRN #11501 4 Saturdays, 2/4-2/25, 9 a.m.-noon

MCC Bldg. LRC B218 Fee: \$140

Instructor: Christopher Buonacquisti

New! GarageBand™

Would you like to create, compose and record musical tracks on a computer? It's easy when you learn to use GarageBand™ software created by Apple. In this class, we'll look at how different sounds can create both music and art. Don't have any musical background? No problem! It's easy for novice or experienced musicians alike to perform, record and create their own music.

CRN #11502 1 Saturday, 2/4, 9 a.m.-noon

MCC Bldg. LRC B207 Fee: \$35

Instructor: Richard Hoyer

New! Make Your Own Web Page with FrontPage

It's so easy to make a web page with Microsoft Office's FrontPage! Learn how to add items such as text, pictures, hyperlinks and animation to a web page with FrontPage. We will also look at several sites that are available to host your web page for free. No programming experience required!

CRN #11503 1 Saturday, 2/4, 9 a.m.-noon

MCC Bldg. LRC B222 Fee: \$35

Instructor: Catherine Seaver

Science on Wheels—The BioBus (Grades 5-8)

See course description on left.

CRN #11499 1 Saturday, 2/4, 9 a.m.-noon

LRC parking lot, on the bus Fee: \$35

Instructor: The BioBus Staff

FEBRUARY 11

(For students in grades K-2)

New! Native American Art—Animals, Art & Legends

Have you ever wondered what would happen if animals could tell stories? They might tell how they appeared in the legends and art of Native Americans living in the Southwest. Listen to their stories; become the Coyote Trickster. Then create and decorate your own coiled pot using clay and other natural materials.



CRN #11480 1 Saturday, 2/11, 9 a.m.-noon **MCC Bldg. LRC B208** Fee: \$35

Instructor: Sarah Benson



New! You've Got a Golden Ticket

Come join Mr. Willy Wonka and the OompaLoompahs on a magical tour through the famous—yet mysterious—"candy factory." The most extraordinary chocolate maker in the world needs your help. He needs you to design a new wrapper for the Wonka Bar, invent a new candy and advertise it, as well as make—and eat—chocolate pops of all shapes and sizes. We'll also create a fabulous new room to be added to the incredible Wonka Factory. You've got a "golden ticket," so bring your sweet tooth and enjoy the adventure!

CRN #11481 1 Saturday, 2/11, 9 a.m.-noon

MCC Bldg. LRC B144 Fee: \$35

Instructor: Dr. Arlette Cassidy

Spring Excursions in Learning

FEBRUARY 11

(For students in grades 3-5)

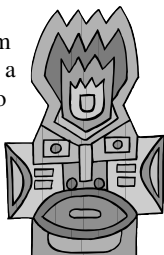
New! Carving Animal Spirit Totems

Indians used totems as a link between themselves and the natural world. Take your inspiration from the native cultures of the American Northwest. Choose a favorite animal from that region and use simple tools to carve balsa wood into a personal art object. Color will bring it alive and sealant will preserve your totem.

CRN #11491 | Saturday, 2/11, 9 a.m.-noon

MCC Bldg. LOWE L141 Fee: \$35

Instructor: **Ayanna Spears**



Cook Your Way Across the U.S.A.

If cooking and eating your way across the country sounds like fun, this class is for you. Begin your mouthwatering adventure in New England, travel west across the continent, and end in the Hawaiian Islands!

En route, you'll learn about the culinary history of various states. Prepare and sample blueberry cornbread from Maine; soft pretzels from the city of Philadelphia; cheese quesadillas with vegetables from Arizona; baked, sliced potatoes from Idaho, and Aloha Bobs from Hawaii. Materials fee: \$7, payable to instructor at beginning of class.

CRN #11412 | Saturday, 2/11, 9 a.m.-noon

MCC Bldg. Lowe L293 (South Kitchen), meet in Cheney Dining Room Fee: \$35

Instructor: **Julia Porter**

New! Mathematical Puzzlers (Grades 4-7)

Use logic and reasoning to work your way through mathematically-puzzling situations. The first half of the class will draw upon the left side of the brain using logic to solve challenging word problems. The second half of the session will ask the right side of the brain to use spatial reasoning as you construct unit origami shapes.

CRN #11498 | Saturday, 2/11, 9 a.m.-noon

MCC Bldg. LRC B209 Fee: \$35

Instructor: **Thomas Ebersold**



New! This Class is for Dumbbells! (Grades 4-6)

Enhance your level of fitness by using medicine balls, resist-a-bands, parachutes, dumbbells, and mat activities. "Go for the gold" when you play "No Sweat." Create a "buddy challenge" to prove that you're smarter than your dumbbells! Sneakers, water bottle, healthy snack, and light-weight gym clothes are required.

CRN #11497 | Saturday, 2/11, 12:30-3:30 p.m.

MCC Bldg. LOWE L155 Fee: \$35

Instructor: **Joanne Britton**

FEBRUARY 11

(For students in grades 6-8)

Make Your Own Computer Game I

Use shareware to create a computer game that you can show and play with friends and family. Learn how to make different types of games where you select the graphics and design your own game layout. You will be able to take your games home to continue development on your own. No programming or gaming experience required.

CRN #11505 | Saturday, 2/11, 9 a.m.-noon **MCC Bldg. LRC B222** Fee: \$35

Instructor: **Catherine Seaver**

New! Mathematical Puzzlers (Grades 4-7)

See course description on left.

CRN #11498 | Saturday, 2/11, 9 a.m.-noon

MCC Bldg. LRC B209 Fee: \$35

Instructor: **Thomas Ebersold**

New! This Class is for Dumbbells! (Grades 4-6)

See course description left.

CRN #11497 | Saturday, 2/11, 12:30-3:30 p.m.

MCC Bldg. LOWE L155 Fee: \$35

Instructor: **Joanne Britton**

FEBRUARY 18

(For students in grades K-2)

Mystical Power Creatures



Explore the magical worlds of dragons and mythological creatures. Create your own "being" and give it special qualities and powers. Form the base of your creation with a soft wire armature. Cover it with a plaster cast, and then paint it with colors to enhance its powers. Enjoy your mystical friend.

CRN #11483 | Saturday, 2/18, 9 a.m.-noon **LRC B213** Fee: \$35

Instructor: **Ayanna Spears**

New! Stop Thief—The Case of the Borrowed Bear

Use your best science and reasoning skills to solve the mystery of who stole Mr. Bear. You will investigate a crime scene and perform forensic science tests to solve to this mystery. Don't forget your magnifying glass.

CRN #11484 | Saturday, 2/18, 9 a.m.-noon

MCC Bldg. LRC B144 Fee: \$35

Instructor: **Carrie Ann LaSpada**



Spring Excursions in Learning

FEBRUARY 18

(For students in grades 3-5)

A Taste of Chocolate

Learn about the geography of the cacao bean. Investigate its delicious history, and then participate in a taste test. Try your "hand" at making some mouthwatering chocolate recipes including the accidental Toll House cookie. "Dip" into some fun by making chocolate covered fruit and pretzel wands. Design your own chocolate chip cookie by adding in different flavors of chips. Bring home a flowerpot planted with chocolate lollipops. Come share the fun of this sweet treat. Materials fee: \$10, payable to instructor at beginning of class.

CRN #11410 1 Saturday, 2/18, 9 a.m.-noon

MCC Bldg. Lowe L293, (South Kitchen) meet in Cheney Dining Room Fee: \$35

Instructor: Julia Porter

New! All Charged Up

Everyone knows that an alarm clock must be plugged in to use electricity. But, did you know that the time-reading mechanism uses digital electronics? In this two-week, hands-on course, you'll learn the principles of both electricity and electronics, apply the scientific method, and make and create simple circuits to make a variety of interesting devices. A materials fee of \$5 is payable to the instructor on the first day of class.

CRN #11495 2 Saturdays, 2/18-2/25, 9 a.m.-noon **MCC Bldg. AST C111** Fee: \$70

Instructor: Odell Glenn

New! Kicks for Kids

An energetic Tae-Bo workout especially for upper-elementary school age students! Use "Britton" bands, practice double-time moves, punches, kicks, jabs and shuffles. Try some new, fun kick combos to do a total body blast. Sneakers, water bottle and healthy snack, and light weight gym clothes required.

CRN #11493 1 Saturday, 2/18, 9 a.m.-noon **MCC Bldg. Lowe L155** Fee: \$35

Instructor: Joanne Britton

New! Memory Wire Necklaces and Bracelets (grades 5-8)

See course description on right.

CRN #11500 1 Saturday, 2/18, 9 a.m.-noon **MCC Bldg. LRC A121** Fee: \$35

Instructor: Evelyn Angry Smith

The World of a Chinese Child

Build your own version of China's historic Great Wall. Learn about the Chinese language, then write characters for your favorite words. Make dumplings, one of China's most popular foods. Move your body in a Chinese ribbon dance. Experience the world of a Chinese child in this fun, activity-oriented class.

CRN #11492 1 Saturday, 2/18, 9 a.m.-noon **MCC Bldg. Lowe L142** Fee: \$35

Instructor: Lorelei Chang



New! Wolf-Men, Mummies & Vampires—Oh My!

Explore the historical beginnings of the scariest, horror movie monsters of all time. After learning the creature's story, you'll develop your own movie plot and create a movie poster for your favorite monster. Then we'll dabble in theatrical makeup. You may leave class looking quite different than when you came!

CRN #11485 1 Saturday, 2/18, 9 a.m.-noon **MCC Bldg. Lowe L142** Fee: \$35

Instructor: Dr. Arlette Cassidy



FEBRUARY 18

(For students in grades 6-8)

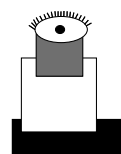
Crazy Cubism

Have you ever seen a chair from the front, back, side and bottom all at the same time? The cubists did, and so will you, as we learn to look at things through circles, squares and triangles. Use these shapes to create both two- and three-dimensional art. It's out of sight!!!

CRN #11504 1 Saturday, 2/18, 9 a.m.-noon **MCC Bldg. Lowe L240**

Fee: \$35

Instructor: Tina Mirto



Make Your Own Computer Game II

This course is for students who have completed "GameMaker I." You'll investigate more advanced game designs including multilevel and multiplayer games. We will look at how sprites are created and see how the more advanced programming tools that come with the GameMaker software can be used to enhance the capabilities of the games. Take your games home to continue development.

CRN #11506 1 Saturday, 2/18, 9 a.m.-noon **MCC Bldg. LRC B222** Fee: \$35

Instructor: Catherine Seaver

New! Memory Wire Necklaces and Bracelets (grades 5-8)

Memory wire is a strong, non-corrosive, stainless steel wire that snaps back to its original form when expanded and released. Learn to make a beautiful bracelet and necklace using this versatile wire. Make a set you can wear or give as a gift. One-size truly does fit all. Materials fee: \$10 payable to instructor at the beginning of class.

CRN #11500 1 Saturday, 2/18, 9 a.m.-noon **MCC Bldg. LRC A121** Fee: \$35

Instructor: Evelyn Angry Smith

FEBRUARY 25

(For students in grades K-2)

New! Animal Actions

Combine creative movement, crafts and story-telling with Animal Actions. Learn some animal poses in yoga and martial arts such as cobra, turtle, cat, crane and monkey. Perhaps you can create some of your own! Make a three foot tall safari animal to bring home with you. We'll end class with an animal story time and the chance to create and act out an original animal tale.

Join us; it will be g-r-r-eat fun!

CRN #11486 1 Saturday, 2/25, 12:30-3:30 p.m. **MCC Bldg. Lowe L155** Fee: \$35

Instructor: Lorelei Chang

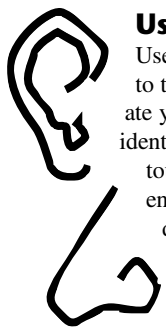
Make Your Own Shadow Puppets

Long ago, the first humans discovered the magical world of shadows created by the light of bonfires on cave walls. Thousands of years later, people from China, India, Japan, Indonesia and other countries created stories about their cultures using this technique. Create a shadow puppet of yourself, and then learn how you can move it in a two-dimensional world. Friends and family can watch you perform as a puppet in a primitive movie.

CRN #11510 1 Saturday, 2/25, 9 a.m.-noon **MCC Bldg. AST D219** Fee: \$35

Instructor: Oswaldo Navarrete

Spring Excursions in Learning



Use Your Senses (Grades K-1)

Use your senses to see, taste, touch, smell and hear. Listen to taped sounds to identify common noises, and then create your own mystery sounds. Feel different textures and identify objects in a paper bag with only your sense of touch. Create your own mystery bag object. Smell different scents, and then create your own scent board. Taste different things—lemon, sugar, salt—then figure out what part of your tongue is doing the tasting. Take home a tasty snack. End our workshop with a fun game of charades, using only your sense of sight!

CRN #11479 1 Saturday, 2/25, 9 a.m.-noon

MCC Bldg. LOWE L141 Fee: \$35

Instructor: **Lucy Kiermaier**

FEBRUARY 25

(For students in grades 3-5)

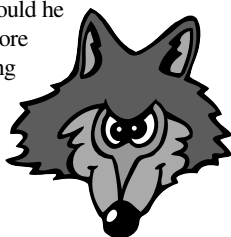
New! Busted—The Big Bad Wolf on Trial

If the "Big Bad Wolf" was put on trial, would he be guilty of harming "The Three Little Pigs?" Explore the "ins" and "outs" of a court trial with this exciting simulation. As in a real trial, "lawyers" will give opening and closing statements, question witnesses, and select a jury. Use your best reasoning skills to prosecute the offender.

CRN #11496 1 Saturday, 2/25, 9 a.m.-noon

MCC Bldg. LRC B144 Fee: \$35

Instructor: **Carrie Ann LaSpada**



New! Early American Quilt-Making—Wrap around Story Boards (Grades 5-7)

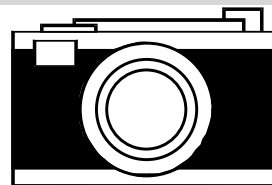
See course description on right.

CRN #11823 1 Saturday, 2/25, 9 a.m.-noon **MCC Bldg. AST D110** Fee: \$35

Instructor: **Sarah Benson**

FEBRUARY 25

(For students in grades 6-8)



New! Digital Photography

Learn how to control, point, and shoot digital cameras to create a special project. Load images into a computer and learn the basics of Adobe PhotoShop, the premier photo imaging/editing software program.

CRN #11507 1 Saturday, 2/25, 9 a.m.-noon **MCC Bldg. LRC B207** Fee: \$35

Instructor: **Richard Hoyer**

New! Early American Quilt-Making—Wrap around Story Boards (Grades 5-7)

Before the Civil War, slaves would design quilts from the scraps of other sewing projects and even create secret maps tracing the routes of the Underground Railroad. Their African languages and religions were banned, but would appear in carefully constructed appliques. Wrap up a story of your own as you construct a quilt made from material scraps glued together and ready to be displayed on a wall or as a "throw."

CRN #11823 1 Saturday, 2/25, 9 a.m.-noon **MCC Bldg. AST D110**

Fee: \$35

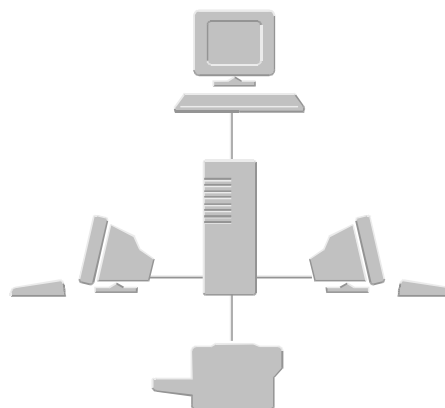
Instructor: **Sarah Benson**

New! Wired!

How does your computer communicate? What should you check when you can't access the Internet? How do you setup a home network? What is your IP address? Answer these questions and more in this hands-on class where students will set-up their own small network and become familiar with protocols, addressing and networking hardware.

CRN #11508 1 Saturday, 2/25, 9 a.m.-noon **MCC Bldg. AST C139** Fee \$35

Instructor: **Catherine Seaver**



Registration Information

Register Early

To ensure that you receive materials lists (describing what you should bring to class) in a timely manner, register at least ten (10) days before the first scheduled class meeting. MCC cannot guarantee that materials (what instructors bring for your use) will be available for late registrants. Enrollment in classes is limited and will be accepted on a first-come, first-served basis. Classes may fill quickly; early registration ensures you a seat and also decreases the likelihood that a course will be canceled.

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 and at the East Hartford Community Cultural Center (EHCCC), unless otherwise indicated in the course descriptions. Please see maps on page 2 and 41 for directions to facilities and for MCC room locations.

Free Parking

Parking is free at MCC. You may park without a permit in Lots A, B or C. A permit is required to park in staff or handicapped spaces. For parking lot locations, see campus map on page 41. Parking is also free at EHCCC.

Postponements & Make-Ups

Classes postponed by instructor's request or extreme weather conditions will be made up, whenever possible. Please call the College's main line, (860) 512-3000, or listen to WTIC, WDRC, WHCN, WPOP, WRCH or WCCC for cancellations due to weather conditions. You may not make up absences by attending classes other than your own. Closings due to weather are also listed on the College webpage: www.mcc.commnet.edu

Cancellations

MCC reserves the right to cancel, postpone and substitute instructors as needed due to unforeseen circumstances. If MCC cancels a course, registrants may transfer their fees to another course for the same semester or receive a full refund. If a course is canceled, registrants will be notified by phone or mail.

Bookstore Hours

Required textbooks can be purchased at the MCC Bookstore located on the first floor of the Lowe Building.

January 30-February 28, 2006

Monday, Tuesday.....9 a.m.-7 p.m.

Wednesday, Thursday.....9 a.m.-4 p.m.

Friday.....9 a.m.-12 p.m.

From March 1-May 16, 2006

Monday, Tuesday.....9 a.m.-6 p.m.

Wednesday, Thursday.....9 a.m.-4 p.m.

Friday.....9 a.m.-12 p.m.

The Bookstore will be closed whenever the school is closed.

For more information, call (860) 645-3140 or visit our website at:

www.mctc.bkstr.com

Manchester Community College is committed to access and equal opportunity. Should you require special accommodations in order to participate in any of the programs offered, please contact Services for Students with Disabilities at 860-512-3320. Alternative formats of this material may be provided upon request. MCC does not discriminate against any individual on the grounds of race; color; national origin; ancestry; sex; sexual orientation; age; religion; political beliefs; mental, learning or physical disability; marital or veteran status; or prior conviction of a crime. The College reserves the right to make any necessary changes in the information listed in this publication. 12/05, 70M, Resource: CE/VS

Cover Design & Catalog Layout: Valerie Scott

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 starting 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 Continuing Education Office no later than THREE business days prior to the first scheduled class meeting.

It is your responsibility to call Continuing Education 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. Refunds are issued by the State Comptrollers' Office and take approximately four to six weeks to process.

Requests for refunds may be made:

In person: LRC B147

By fax: (860) 512-2801

Or mail: Continuing Education, MS #16, MCC,
P. O. Box 1046, Manchester, CT 06045-1046

No refunds will be issued after the allowable drop period.

There are no exceptions regardless of 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 three business days prior to the first scheduled class meeting, or you will be billed for the course(s).

WEB REGISTRATION

for Credit-Free Courses

Returning students may now register online using a MasterCard or Visa.

If you are a returning student and know your Banner ID* **here's how to register online**:**

- Go to www.online.commnet.edu
- In the "Secured Information" area click "Login"
- Enter your User ID/Banner ID, which is "@" followed by your eight-digit ID number**
- Enter your PIN or Password—Your PIN is your date of birth entered as "mmddyy" (You will be prompted to change your PIN when you login)
- Select "Manchester CC"
- Follow instructions for registration and payment

Online registration for the Motorcycle Program is not permitted.

* Banner ID numbers will be mailed (upon request) to all returning students and cannot be given out over the phone.

** Please choose your course(s) in advance and have the correct CRN number(s) handy when you register online.

Please call 512-3220 for more information about Web registration or to request your Banner ID.

Registration Form

5 easy ways to register for Credit-Free courses

Please complete and submit this entire page.

1. By Mail

Complete a registration form (one person per registration form, please). Pay by check, money order, MasterCard or VISA.

Mail entire page with full payment to:

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

2. In-Person

At the Registrar's office in the Lowe Building. Pay at the Cashier's Office by cash, check, money order, MasterCard or VISA. Please use the night drop box after hours.

3. By Fax (860) 512-3221 (24 hours)

Complete a registration form, using your MasterCard or VISA.

Please call (860) 512-3220 to confirm that your fax was received.

4. By Phone (860) 512-3232

Call (860) 512-3232 between 11 a.m. and 2 p.m.,

Monday-Thursday, using MasterCard or VISA only.

5. Register Online

Returning students, go to: www.online.commnet.edu

(using MasterCard or VISA). For details see page 66 or

call (860) 512-2800.

Confirmations

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

MCC Credit-Free Course Registration

Print clearly in ink. Register one person per form. Photocopy form as needed.

Banner I.D. # _____ Soc. Sec. No. _____
(If known)

Name (Last) _____ (First) _____ (M) _____

Previous Name (if any) _____ email address _____

Home Address (Number and Street) _____

City _____ State _____ Zip Code _____

Semester and Year _____ Tel. (Home) _____ (Work) _____

Be sure to include both a day and evening phone number in case we need to inform you of a scheduling change or cancellation.

Birth Date _____ Sex ☐ Female ☐ Male Today's Date _____

Resident Information ARE YOU: (Check applicable)

A CONNECTICUT RESIDENT FOR 1 YEAR? ☐ YES ☐ NO

ARE YOU: (Check applicable) 01 ☐ AMERICAN 02 ☐ NATURALIZED 03 ☐ APPLIED FOR CITIZENSHIP 04 ☐ STUDENT VISA

05 ☐ NOT ON STUDENT VISA - Other (Specify) _____ COUNTRY OF ORIGIN _____

06 ☐ PERMANENT RESIDENT (Registration Number) _____

CRN #	Course Title	Start Date	Time	Room	Fee
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Make check or money order payable to "MCC".

Fees (total enclosed) _____

Credit Card # _____

Cardholder name (print) _____

Cardholder signature _____

Relationship to student _____

Cardholder Address _____

Cardholder phone _____ Exp. Date (mo/yr) _____

REFUNDS

Refunds are issued only for Credit-Free courses that MCC cancels, or if a written request is received three (3) business days prior to the first scheduled class meeting. Regardless of circumstances, no exceptions will be considered. See details on page 66.

Office Use Only	Regis.	Special	Receipt #	Date
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Credit-Free Courses

February — May

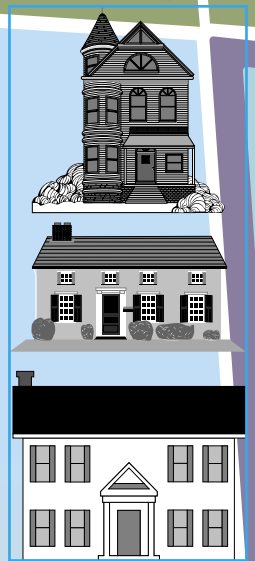
Ongoing Registration

- *Career Development*
- *Computers*
- *Dance*
- *Investment/Finance*
- *Cooking*
- *Fitness*
- *Writing & Languages*
- *Art*
- *Online Courses*
- *Certification Programs*
- *Photography*
- *And More*

Preparation for CT Licensing Exam

- Principles and Practices of Real Estate
- Real Estate Appraisal I & II
- Continuing Education for Brokers and Salespeople

See Page 53



BOATING CLASSES

SEE PAGE 34

SATURDAY AND EVENING COURSES

TO OBTAIN SAFE BOATING CERTIFICATE OR
PERSONAL WATERCRAFT OPERATORS CERTIFICATE



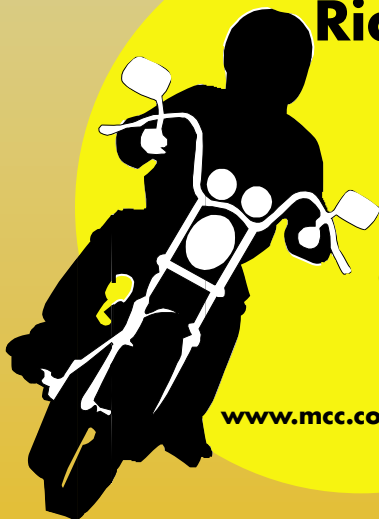
Excursions in Learning
Children's Program
See Pages
60-65

Motorcycle Rider Program

Directed by the
CT Department of
Transportation
Focus on street strategies
and survival skills

Call (860) 512-3004
extension 8705

www.mcc.commnet.edu/motorcycle.htm



Continuing Education Division
Great Path, MS #16
P.O. Box 1046
Manchester, CT 06045-1046