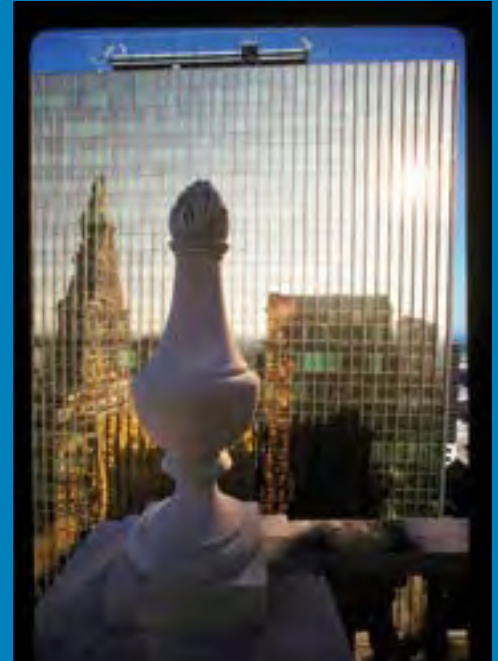


Credit-Free Courses
Classes Beginning June - August



SUMMER 2014

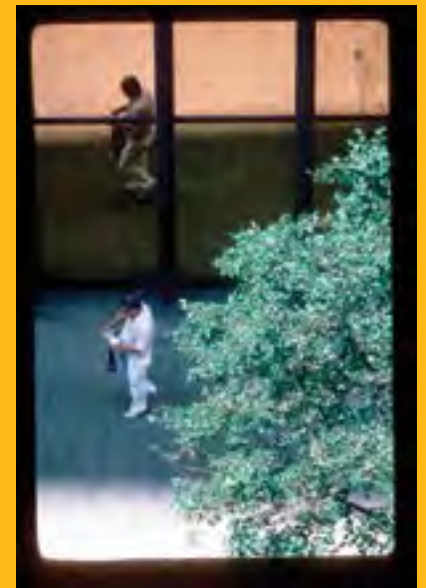


TABLE OF CONTENTS

Allied Health.....3-5
 Art & Crafts.....6-7
 Boating.....24
 Body, Mind & Spirit.....8-10
 Business & Industry.....44
 Computer Technology.....11-16
 Introduction.....11
 Word Processing.....11
 Troubleshooting.....11
 Spreadsheets.....11
 Accounting.....12
 Database.....12
 Office Suites.....13
 Internet & Web Design.....13
 Digital Imaging & Design.....13
 Multimedia.....14
 Networking & Security.....14
 Manufacturing.....15
 Computer Certification Courses.....16
 Cuisine.....17
 Culture & History.....18
 Dance.....19
 Drama.....20
 English as a Second Language.....21
 Family, Finance & Consumer Issues.....22
 Fitness & Recreation.....23-24
 Gardening.....25
 Languages.....26
 Maps & Directions.....45
 MCC on Main.....27
 Music.....28-29
 Noon Institute.....30
 Organization of Active Adults.....31
 Online Academy.....32-38
 Photography.....40-41
 Professional Development.....42-43
 Real Estate.....42
 Registration information & Form.....48-50
 Refund Information.....48
 Web Registration Information.....48
 Writing & Literature.....46-47

CONTINUING EDUCATION

Credit-Free Programs.....860-512-2800
 Offering courses for professional development and personal enrichment.
 General information and catalog requests.
 Director, Ann Bonney..... abonney@manchestercc.edu
 Program Associate, Stephen Campiglio..... scampiglio@manchestercc.edu
 Administrative Assistant, Jessie Bradley..... jbradley@manchestercc.edu
 Educational Assistant, Valerie Nightingale..... vnightingale@manchestercc.edu

Credit-Free Phone-In Registration.....860-512-3232
 8:30 AM – 4:30 PM, Monday-Friday Mastercard, Visa or Discover Card

Business & Industry Services.....860-512-2812
 Providing employers and employees with workplace programs and training.
 Director, Janet Alampi..... jalampi@manchestercc.edu
 Sales Associate, Mick Pigott..... mpigott@manchestercc.edu

Computer Technology.....860-512-2808
 Providing state-of-the-art computer training.
 Coordinator, Bruce Manning..... bmanning@manchestercc.edu

Allied Health Programs.....860-512-2826
 Preparing students for National and State certification exams.
 Coordinator, Diane Mitchell..... dmitchell@manchestercc.edu

Excursions in Learning.....860-512-2804
 Offering courses for high-achieving, academically motivated children.
 Coordinator, Carleigh Schultz..... cschultz@manchestercc.edu

Credit Extension Courses.....860-512-2803
 Winter and Summer credit extension courses.
 Dean, Melanie Haber..... mhaber@manchestercc.edu
 Administrative Assistant, Gloria Moeller..... gmoeller@manchestercc.edu



CHECK YOUR CLASS SCHEDULE FOR LOCATION.
 SOME CLASSES MEET AT OFF-CAMPUS LOCATIONS.

<p>MCC BUILDINGS</p> <p>AST = Arts, Sciences & Technology Center</p> <p>GPA = Great Path Academy *</p> <p>LRC = Learning Resource Center</p> <p>SSC = Student Services Center (formerly the Lowe Building)</p>	<p>VIL = Village</p> <p>OFF-CAMPUS LOCATION</p> <p>MCC on Main 903 Main Street Manchester</p> <p>www.manchestercc.edu/mcc-on-main/contact.php</p>
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Certified Nurse Aide (CNA) Training Program

Do you want to gain valuable hands-on experience and work in health care while pursuing your degree? Complete this course and sit for the CNA certification exam before you return to school in the fall. This 120-hour course will prepare students with the entry-level skills needed to work as a CNA in long-term care facilities, hospitals, clinics and home health agencies.

- State regulations require that students successfully complete 16 hours of instruction in specific areas prior to beginning clinical work. The college is not responsible if a student is unable to successfully complete the first 16 hours of class. Students who fail to meet this requirement are not eligible to complete the program.

- You must attend a minimum of 100 hours and achieve a passing grade of 70 or above to sit for the State exam. Students with a felony conviction may have difficulty obtaining employment as a CNA. The course includes classroom and practical skill instruction at MCC, and **clinical experience at Woodlake at Tolland**. Students must wear a white uniform or scrubs to the clinical site.

- Upon completion of the course, approximately \$110 will be due when you apply to take the Connecticut State Certification Exam (not included in course fee). The instructor will inform students of test dates and procedures.

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

Required textbook: Hartman's Nursing Assistant Care Third Edition by Hedman, Fuzy & Rymer (ISBN 9781604250411) and Workbook (ISBN 9781604250428), approximate cost \$50. Students must also purchase a gait belt, approximate cost \$12, available at MCC Bookstore.

CRN 20734 | Fee: \$999

18 sessions | Monday through Thursday | 6/2-7/1
(see schedule below)

Classroom | LRC B125

5 Mondays | 6/2-6/30 | 2 Tuesdays | 6/3 & 7/1
1 Wednesday | 6/4 | 2 Thursdays | 6/5 & 6/26
8:30 AM-3 PM (half-hour lunch)

Clinical | Woodlake at Tolland

26 Shenipsit Lake Rd., Tolland
3 Tuesdays | 6/10-6/24 | 3 Wednesdays | 6/11-6/25
2 Thursdays | 6/12 & 6/19
7 AM-3 PM (half-hour lunch)

Primary instructor: JoAnn Thulin, APRN, has worked as a nurse in a variety of capacities, including long-term care, critical care, and the corporation sector.



NEW

Phlebotomy for Health Care Professionals

This course is for health care professionals who would like to improve their phlebotomy skills. Students will review safety and infection control standards, the order of the draw, and specimen collection methods as they practice to improve their technique in class. The course includes classroom instruction and a 16-hour clinical rotation to be assigned by the instructor, which must be completed by July 17.

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

Note: This course does not prepare students for certification as a Phlebotomy Technician. Enrollment is limited to current certified health care professionals: EMT, PCT, PA, LPN or RN. Students must show proof of U.S. licensure to register. No textbook required; instructor will provide handouts.

CRN 20759 | Fee: \$559

7 sessions, Tuesdays & Thursdays | 6/5-6/26
6-9 PM | LRC B125

Instructors: Donna Daniels, MBA, MHA, FACHE, Director of Laboratory and Pathology Services at ECHN; Kim E.S. Jenack, CPT, NPA/ASCP, certified phlebotomy technician through the American Society for Clinical Pathology, and phlebotomist at ECHN with more than 20 years' experience.

NEW

Introduction to Basic Electrocardiogram (EKG)

This course will provide students with a basic introduction to performing a routine 12-lead EKG. It is appropriate for certified nurse aides, patient care technicians (PCT), EMTs, phlebotomists, medical assistants, and other health care professionals who want to expand their skill set. Students will learn about the basic anatomy and physiology of the heart. Emphasis will be on the collection of patient information, patient preparation, proper lead placement, safety, artifacts and the recognition of a normal heart rhythm. Students should bring a lunch. Required textbook: *Flip and See ECG*, 4th edition, Mosby (ISBN 9870323084529), available at MCC Bookstore for approximately \$40.

CRN 20644 | Fee: \$199
1 Friday | 6/6
9 AM-2:30 PM | LRC B125

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

Babysitting Safety: CPR and First Aid for Young Caregivers

Are you a young adult who would like to work as a babysitter? This course is designed for young caregivers, ages 12 and up. Guidelines and standards of the American Heart Association are followed during CPR & Choking and Basic First Aid demonstrations and skill practice. Mannequins are used for hands-on practice. These basic CPR skills are the same that are used for adults, children and infants. Basic information on caregiver responsibilities and how to care, handle, feed and change infants and children will be discussed, demonstrated and practiced. Police and fire safety topics, including an overview of the 911 system and when to access it in an emergency, will also be discussed. Students should bring a lunch.

CRN 20762 | Fee: \$75
1 Saturday | 6/7
9 AM-3:30 PM | GPA GP136

Instructor: Kathy Call, Emergency Medical Services instructor and Chief Examiner for Practical Skills testing for the State of Connecticut, the American Heart Association and regional faculty, Basic Life Support Training Center faculty and National Safety Council instructor.



NEW

Spanish for Health Care Professionals and Counselors: Level I

If you are a health care professional who wants to learn to communicate better with Spanish-speaking clients, this course is for you! We will start with basic Spanish pronunciation and then work on specific words and phrases relevant to health care. Cultural differences will be discussed as we practice speaking Spanish by using situations in medical contexts, such as obtaining information for an intake and medical history, symptoms, treatment, giving patient care instructions and more. The instructor is open to incorporating situations that are directly related to student's day-to-day experiences so that the course is applicable to their needs. Required textbook: *Spanish for Health Care Professionals*, 3rd Edition (ISBN 978 0764139284), Barrons. Approximate cost \$15, available at MCC Bookstore.

CRN 20755 | Fee: \$185
8 sessions | Mondays & Wednesdays | 6/9-7/2
6:30-8:30 PM | SSC L142

Instructor: Christina Cowell has a master's in Spanish and has experience developing curriculum and teaching Spanish for medical professionals at the University of Connecticut. She currently works as an emergency room psychiatric clinician at Windham Hospital and runs a private psychotherapy practice.

NEW

American Red Cross Pet First Aid and CPR

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

CRN 20750 | Fee: \$75
1 Saturday | 6/14
9 AM-12:30 PM | SSC L142
CRN 20751 | Fee: \$75
1 Wednesday | 8/6
6-9:30 PM | SSC L142

Instructors: CRN 20750, Erin Jackson, Certified Veterinary Technician at Bolton Veterinary Hospital; CRN 20751, Denise Champagne, Certified Veterinary Technician at Bolton Veterinary Hospital.

Certified Nurse Aide (CNA) Training Program FREE Information Session

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

CRN 20744 | 1 Thursday | 8/14 | 6-7:30 PM
SSC L142 | Fee: Free; registration is required.

Instructor: Andrea Dillion, RN, M.Ed., Assistant Director of Health Services for the Capitol Region Education Council, has been a nurse in emergency and psychiatric settings for many years.

Emergency Medical Technician (EMT) FREE Information Session

Would you like to work in health care, law enforcement, the fire department, or on the ski patrol? Do you enjoy working with people? Work well under pressure and have excellent manual dexterity? Perhaps you should consider a career as an EMT. Join us for this FREE informational session as we discuss this exciting field.

CRN 20763 | 1 Monday | 8/11 | 6-7:30 PM
SSC L142 | Fee: FREE; registration is required.

Instructor: TBA



Pharmacy Technician Certification Training FREE Information Session

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

CRN 20760 | 1 Wednesday | 8/13 | 6-7:30 PM
SSC L142 | Fee: FREE; registration is required.

Instructor: Members of the Connecticut Pharmacists Association

Phlebotomy Technician Certification FREE Information Session

Do you work well under pressure, have excellent manual dexterity and enjoy working with people? Perhaps you should consider a career in phlebotomy! The phlebotomist collects blood samples for medical testing, blood transfusion, and blood donation, primarily through venipuncture, though other methods can be used, including finger stick, heel stick, or butterfly needles. Please join us to learn more about this growing career in the healthcare industry.

CRN 20761 | 1 Thursday | 8/21 | 6-7:30 PM
LRC B125 | Fee: FREE; registration is required.

Instructors: Donna Daniels; Kim E.S. Jenack

Veterinary Assistant FREE Information Session

Do you love working with animals? If so, join us for this free information session. Veterinary assistants help with animal care in clinics, animal hospitals, zoos and animal shelters. They obtain animal health histories, understand veterinary medical terminology, recognize signs and symptoms of illness and disease, and more. Please join us to learn how you can prepare for a career as a veterinary assistant.

CRN 20758 | 1 Tuesday | 8/12 | 6-7:30 PM
SSC L142 | Fee: FREE; registration is required.

Instructors: Lynne M. Zelinsky, DVM, Bolton Veterinary Hospital; Erin Jackson; and Denise Champagne

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

Get on our mailing list!

Call 860-512-2800 or email: ceinfo@manchestercc.edu

CONSIDER YOURSELF CONFIRMED

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

If you do not hear from us, assume you are registered.



Art & Crafts

NEW The Art of Renaissance and Baroque Italy and Tour of the Yale Gallery

We will identify and explore the major movements in the history of art from 1500-1700 in Italy and learn to visually analyze works of painting, sculpture, drawing, and architecture, in both classroom and museum settings. The first session will cover the birth of the Renaissance, Leonardo da Vinci, Raphael, and Michelangelo; in the second session, learn about Mannerism through the examples of Tintoretto and Parmigianino, and Caravaggio and Bernini. **The third session will meet at the Yale University Art Gallery in New Haven, from 11 AM-2 PM**, for a guided tour of some of the art covered in the lectures. The instructor will provide directions. Gallery admission is free.

CRN 20716 | Fee: \$105

1 Tuesday, 1 Thursday & 1 Saturday | 7/22-7/26
6-9 PM (Tuesday & Thursday) | GPA GP142

11 AM-2 PM (Saturday) | Yale Gallery

Instructor: Olivia Chiang earned her master of arts from Yale University, with a focus on Medieval and Renaissance European art, and is an adjunct lecturer in the art department at MCC. She won the European Studies Council FLAS Award at Yale, and has language skills in French, German and Latin.

Discover Acrylics

Acrylics offer versatility for painting possibilities, from traditional to non-traditional approaches. They have the advantage of drying fast and thereby allowing for over-painting, which can facilitate a student's progress. This class is for both beginning and experienced students. Still life will be the suggested subject matter. We will consider composition, color theory, paint surfaces, and application. Students should bring to class a white drawing paper pad (preferably 18" x 24"), soft vine charcoal, soft lead ebony pencil, and kneaded eraser. Other supplies will be discussed in the first class. Please note: Students may continue their skill development with the instructor's Fall 2014 Painting course.

CRN 20693 | Fee: \$185

3 Tuesdays & 3 Thursdays | 6/10-6/26
10 AM-12:30 PM | AST D105

Instructor: Estelle Laschever is an accomplished artist and teacher who has works in collections throughout the United States. She has been the recipient of more than 30 awards for her work and has had 16 one-woman exhibitions. Her artwork can be viewed at www.Lascheverfineart.net.

YOU MAY ALSO LIKE

Dynamic Discovery through Doodling on page 9

Introduction to the French Impressionist Style: Painting Flowers and Gardens

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

CRN 20781 | Fee: \$85

1 Saturday | 7/12

8:30 AM-2:30 PM | GPA GP202

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

NEW Discover Drawing I

Decipher the magic of drawing—the transferring of a three-dimensional object onto a two-dimensional plane. Through the elements of drawing, rendering of values, principles of design, aspects of light, and the effects of technique, you will explore the subtleties and drama of the art of drawing. Enhance your artistic knowledge, sense of aesthetics, and develop your personal style. For beginner to intermediate levels. Students need to purchase and bring to class the following materials: Strathmore sketchbook (Recycled 400 Series 9" x 12"); HB, 2B, 4B, 6B and 8B pencils (set or individual); black ballpoint and thin black marker; pencil sharpener; white plastic and kneaded erasers; ruler (no larger than 12"); scissors; soft cloth (for blending technique); scrap paper, including one 9" x 12" sheet; and folder for handouts. Equivalent supplies are acceptable.

CRN 20661 | Fee: \$150

6 Thursdays | 6/19-7/31 (does not meet 7/3)
6:30-9 PM | GPA GP202

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



Artwork by Carmen Canal

Watercolor Workshop

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

CRN 20672 | Fee: \$165

5 Fridays | 6/20 - 7/25 (does not meet 7/4)
10 AM-noon | VIL 1 V101

Instructor: Iris Van Rynbach earned degrees in illustration from Parsons School of Design and the New School, and has studied Fine Arts in Paris. A published author-illustrator whose work has appeared in the *New Yorker*, she has written five books and illustrated eight more.

The World of Fashion

Learn how to draw a fashion figure, design your own outfit, and draw shoes, handbags, and fashion faces. Create your own fashion-inspired "mood board," a mixed media art work that has fashion figures in outfits, which the designer has created with inspiration from samples of the surrounding art work or designs. We will also discuss the history of fashion and world fashion. Students should bring to class the following supplies: sketch book (14" x 17"), HB pencils, eraser, colored pencils, colored markers, black fine point sharpie markers, and tracing paper.

CRN 20673 | Fee: \$130

4 Mondays | 7/7-7/28
6-8 PM | GPA GP202

Instructor: Iris Van Rynbach

Interior Design Basics: Level II

This class is specifically tailored to students who have taken *Interior Design Basics*. In this sequel course, we will explore in greater depth the selecting of furniture and finishes. The first three sessions will involve individual teacher-assisted studio time and peer review. The final session will allow for a presentation of your design solution to the class (format to be determined by each student). Students will create a furniture plan; select furniture, paint and fabrics; develop a lighting plan; and design built-ins. The materials purchased from the introductory course will be used again. Further materials, if necessary, will be discussed during the first class.

CRN 20674 | Fee: \$105

4 Tuesdays | 7/8-7/29
6-8 PM | GPA GP202

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

Introduction to Jewelry Making

For all beginning students who are curious about what tools, experience, and techniques are needed to make jewelry. Topics will include types of metal and their gauges; quantity of metal required for various projects; tools of the trade; the techniques of sawing, texturing, and soldering; and two types of torch soldering—acetylene and butane. A tool list will be provided to students, should they want to continue with one of the workshops. Approximate cost for all tools is \$30. Note: The cost of tools does not include the materials fee for metals per workshop. This course satisfies the prerequisite for *Learn to Saw and Solder* (listed below) and well as *Ring Making and Bezel Setting*, which will be offered in the Fall 2014 catalog. Participants must be at least 14 years old.

CRN 20659 | Fee: \$20
1 Saturday | 7/12
10 AM-noon | AST D132

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

Learning to Saw and Solder

This course provides an excellent foundation for learning the fundamentals of sawing and soldering, and including the use of a more hobby-oriented Butane torch. Materials fee: approximately \$30 for metal, depending on the metals market. Participants must be at least 14 years old. Prerequisite: *Introduction to Jewelry Making*, or permission of the instructor.

CRN 20660 | Fee: \$80
2 Saturdays | 7/19-7/26
10 AM-2 PM | AST D132

Instructor: Carla Polek



NEW Chain Maille Techniques

This elegant pattern, once worn by Knights as armor, looks very striking on your wrist. Even beginners can learn the secrets of combining bronze jump rings by using jewelry pliers (without soldering). The skills you acquire will last a lifetime and help with other jewelry designs as well. Mature teens are welcome. **Please note: You must register by June 25** to allow the instructor time to buy supplies. Materials fee: \$28, payable to instructor at the beginning of class, for jump rings; fee may vary according to metals market. Other supplies include two flat or chain nose pliers (teacher can supply for \$14 or purchase your own), an old towel, and paper clips.

CRN 20741 | Fee: \$45
1 Wednesday | 7/2
6-10 PM | GPA 120

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

Handmade All-Occasion Greeting Cards

Add your personal touch to greeting cards for all occasions through the use of rubber stamping and punches to preselected cards. Each student will receive a package of 20 greeting cards with envelopes, with partially precut materials. We will assemble five cards of four different designs each. Materials fee: \$10, payable to instructor at first class.

CRN 20774 | Fee: \$35
1 Saturday | 8/23
noon-4 PM | GPA GP136

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



Body, Mind & Spirit

Yoga for All Levels

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

CRN 20647 | Fee: \$70
4 Wednesdays | 6/4-6/25
6-7:30 PM | SSC L154 (Fitness Studio)

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

Yoga Fundamentals: History and Techniques

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

CRN 20648 | Fee: \$90
5 Wednesdays | 7/30-8/27
6-7:30 PM | SSC L154 (Fitness Studio)

Instructor: Kay Lani LeBoulluec

QiGong: Meditative Movements for Health and Wellness

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

CRN 20649 | Fee: \$25
2 Thursdays | 8/7-8/14
7-8:15 PM | GPA GP214

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

NEW Immune Building with QiGong

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

CRN 20650 | Fee: \$20
1 Thursday | 8/21
7-9 PM | GPA GP214

Instructor: John Mammone

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 20651 | Fee: \$150
1 Saturday | 6/21
9 AM-4:30 PM | AST D213

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

Second Degree Reiki Training

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

CRN 20652 | Fee: \$175
1 Saturday | 7/19
9 AM-4:30 PM | AST D213

Instructor: Dory Dzinski

Reiki III: Master

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

CRN 20653 | Fee: \$200
1 Saturday | 8/23
9 AM- 4:30 PM | AST D213

Instructor: Dory Dzinski

YOU MAY ALSO LIKE

Tai Chi for Health and Relaxation on page 23



Karuna™ Reiki: Practitioner I and II Levels

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

CRN 20654 | Fee: \$300
2 Saturdays | 7/26-8/2
11 AM-4 PM | AST D213
Instructor: Dory Dzinski

The Emotional Freedom Technique (EFT) Level 1 Certificate Training

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

CRN 20670 | Fee: \$99
2 Tuesdays | 6/10-6/17
6-8:30 PM | GPA GP214

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

Introduction to Emotional Freedom Technique (EFT)

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

CRN 20668 | Fee: \$20
1 Tuesday | 7/15
6-7:30 PM | GPA GP214
Instructor: Cris Jacobs

NEW Emotional Freedom Technique (EFT): "Borrowing Benefits" Tapping Group

"Borrowing Benefits" is the term for EFT tapping in a group, because everyone benefits at some level, and many, in a substantial way. We'll use EFT, as a group, to address issues, blocks, and discomforts in your life. Wherever you are in your process, come and take your next step. This group is for both beginners and experienced "tappers." EFT can help with fears, phobias, anxiety, feeling "stuck", self-esteem issues, guilt, grief, emotionally-based pain, and more. Feel free to come and work on your issues, learn more about EFT, or just tap along with others for an increased sense of well-being... or all of the above!

CRN 20669 | Fee: \$20
1 Tuesday | 7/22
6-7:30 PM | GPA GP214
Instructor: Cris Jacobs

Transform Your Life with EFT

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

CRN 20771 | Fee: \$30
1 Tuesday | 8/5
6-8 PM | GPA GP214
Instructor: Cris Jacobs

The Alexander Technique: Learn to Improve Your Posture and Balance

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

CRN 20773 | Fee: \$60
2 Wednesdays | 7/23-7/30
9 AM-noon | GPA GP214

Instructor: Eric Miller is certified by the American Society for the Alexander Technique and is an alumni and teaching member of the Alexander Technique Center of New England. He also teaches this course at Central Connecticut State University and the Hartt School of Music.

Working Toward a Stress-Free Life: Exploring Exciting Ways of Balancing Life and Work

We live in a fast-paced environment and experience increasing demands on our time and resources. Explore how stressors silently affect our health and state of mind and inhibit our productivity, and learn to identify them in our daily lives. We will learn to manage stress in a positive way using coping strategies and more effective time management, designing a personalized action plan to live a more balanced lifestyle. Instructor provides handouts. No prerequisite.

CRN 20161 | Fee: \$90
1 Tuesday | 6/3
9 AM-4 PM | LRC B144 (limited seating)
Instructor: Allison L. Phaneuf, M.S., C.A.G.S., facilitates workshops, team development trainings, and career development seminars for the corporate sector, as well as many colleges and academic settings in the New England area.

NEW Dynamic Discovery through Doodling

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

CRN 20739 | Fee: \$35
2 Tuesdays | 6/17-6/24
6:30-8 PM | GPA GP142

Instructor: Stacey Zackin, MSW, CPCC, is a certified professional life, career and health coach who helps individuals and groups to proactively pursue lives of passion, play and purpose. With degrees in film and photography, industrial social work, depth psychology, and nonprofit management, she has spent the last two decades helping entertainment professionals and nonprofit organizations create strategies for success.

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

Body, Mind & Spirit

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

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

CRN 20708 | Fee: \$25
1 Saturday | 7/26
9 AM-noon | GPA GP136

Instructor: Hallie Sawyers is nationally certified in holistic aromatherapy and teaches at New York Chiropractic College. She is an approved continuing education credit provider for the National Certification Board for Therapeutic Massage and Bodywork, at Central Connecticut State University and the Hartt School of Music.

Grief's Journey

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

CRN 20655 | Fee: \$25
1 Saturday | 7/17
7-9 PM | LRC B209

Instructor: Dory Dzinski

Messages from Beyond

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

CRN 20726 | Fee: \$75
1 Saturday | 6/14
9:30 AM-12:30 PM | LRC B208

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.



MCC on Main

iPad Tips & Tricks for Newbies

Gather with other iPad enthusiasts to learn more about productively using your iPad to enhance your daily routine. We will step through how to manage your iPad, customize settings, edit images, and navigate your device.

CRN 20576 | Fee: \$25
1 Thursday | 6/5

6-8 PM | MCC on Main, 903 Main St.
Manchester

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

iPad Apps for Productivity

Gather with experienced iPad users to learn more about the power of your device. Areas covered include search tools, time management, document management and communication apps on your iPad.

CRN 20577 | Fee: \$25
1 Thursday | 6/12

6-8 PM | MCC on Main, 903 Main St.
Manchester

INTRODUCTORY

Keyboarding Introduction

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

CRN 20578 | Fee: \$99
2 sessions, Monday & Thursday | 6/2 & 6/5
6-9 PM | LRC B142

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

Computer Boot Camp

Don't get left behind in the technology revolution! It is never too late to learn, and this course will acquaint you with the computer terminology and devices that help manage your information today. Gain insight into computer hardware and the Microsoft Windows operating system. Learn how to use the basic word-processing functions of the popular Microsoft Word program. You will also learn how to use the Outlook email program and the best search techniques on the Internet. Registered students are eligible for free Windows software. Instructor provides handouts. Prerequisite: Typing skills recommended.

CRN 20579 | Fee: \$199
4 Mondays | 6/9-6/30

6-9 PM | LRC B142

Instructor: Dorothy Weiner

WORD PROCESSING

Word 2010 Introduction

Learn to create documents, letters, and memos in Microsoft Word; edit text; format text and paragraphs; create tables, headers, footers, and breaks; print, find and replace text; spell check; and work with graphics. Although this course uses Word 2010 software, 2007 & 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.

CRN 20581 | Fee: \$99
2 Tuesdays | 6/3-6/10

6-9 PM | LRC B141

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



TROUBLESHOOTING

PC Maintenance

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

CRN 20580 | Fee: \$199
2 Thursdays | 8/21-8/28

9 AM-4 PM | LRC B141

Instructor: Bruce Manning is the Computer Program Coordinator for MCC's Continuing Education Division. His previous experience includes his position as Technology Coordinator for two public K-12 school districts in Connecticut. He has also provided computer training for Connecticut Community Colleges, University of Connecticut, businesses, municipalities, and State agencies.

SPREADSHEETS

Excel 2010 Introduction

Learn the features of Excel 2010 including how to enter and edit data, use formulas, work with graphics, save workbooks, copy data and formulas, use functions, format worksheets, print, and create charts. Although this course uses Excel 2010 software, 2007 & 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.

CRN 20584 | Fee: \$99
2 Wednesdays | 6/18-6/25

6-9 PM | LRC B211

Instructor: Kristin Violette

CONSIDER YOURSELF CONFIRMED

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

If you do not hear from us, assume you are registered.

Excel 2010 Intermediate

Skills taught in this accelerated course build upon the fundamentals taught in Excel Introduction. Topics include learning to create and modify formulas; summarize data by using a formula and by using subtotals; ensure its integrity; look up data by using a formula; use conditional logic in a formula; apply conditional formatting; sort and filter; protect and share workbooks; prepare workbooks for distribution; and set print options. This intensive intermediate-level Office training maps directly to the skills needed for Microsoft Office Specialist (MOS) Excel Certification. Students have the option to take the internationally recognized MOS exams at our Microsoft-approved MCC testing center for an additional fee. Although this course uses Excel 2010 software, 2007 & 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Instructor provides handouts. Prerequisite: Excel 2007 or 2010 Introduction course, or permission of computer coordinator.

CRN 20585 | Fee: \$299

3 Wednesdays | 7/9-7/23

9 AM-4 PM | LRC B142

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

ACCOUNTING

QuickBooks: Basics and Beyond

Discover the most effective methods for accomplishing essential business tasks and customizing QuickBooks. We'll explore best practices for tracking finances; managing payroll; processing invoices; controlling inventory; managing sales and expenses; and maximizing the software's other features. Topics include getting started—how to properly set up your accounts, customers, jobs, and invoice items quickly; following the money—how to track everything from billable time and expenses to income and profit; keeping your company financially fit—methods to examine budgets and actual spending, income, inventory, assets, and liabilities; spending less time on bookkeeping—how to use QuickBooks to create and reuse bills, invoices, sales receipts, and timesheets; finding key info fast—how to use QuickBooks' search and find functions, as well as the vendor, customer, inventory, and employee centers; exchanging data with other programs—move data between QuickBooks, Microsoft Office, and other programs. Instructor provides handouts. Prerequisites: *Accounting I* or basic familiarity with QuickBooks.

CRN 20583 | Fee: \$199

2 Wednesdays | 7/30-8/6

9 AM-4 PM | LRC B141

Instructor: Charles Schwartz

QuickBooks Advanced with Payroll

Learn how to enter bills into accounts payable; pay bills; create and customize reports and graphs; set up inventory and build finished goods; track and pay sales tax; create estimates and do progress invoicing; track time and mileage; and customize sales forms. Students will also learn how to set up payroll for the first time (including state taxes and other deductions), and how to use it on an ongoing basis to generate paychecks. Instructor provides handouts. Prerequisite: QuickBooks In-Depth course or permission of computer coordinator.

CRN 20582 | Fee: \$155

3 Wednesdays | 8/13-8/27

9 AM-noon | LRC B141

Instructor: Charles Schwartz

DATABASE

Access 2010 Introduction

Learn basic database concepts, create tables, set data entry rules, and create queries, forms and reports. Although this course uses Access 2010 software, 2007 & 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Registered students are eligible for free Access software. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.

CRN 20586 | Fee: \$99

2 Thursdays | 6/19-6/26

6-9 PM | LRC B142

Instructor: Kristin Violette

Access 2010 Intermediate

Prepare for the Microsoft Office Specialist exam for Access MOS certification. Learn basic concepts, techniques involved with tables, queries, forms and reports, how to split databases, find and replace data, attach and detach documents, import data, and more. This intensive intermediate level Office training maps directly to the skills needed for Microsoft Office Specialist (MOS) Access Certification. Students have the option to take the internationally recognized MOS exams at our Microsoft-approved MCC testing center for an additional fee. Although this course uses Access 2010 software, 2007 & 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Registered students are eligible for free Access software. Instructor provides handouts. Prerequisite: Access 2007 or 2010 Introduction or permission of instructor or computer coordinator.

CRN 20587 | Fee: \$299

3 Thursdays | 7/10-7/24

9 AM-4 PM | LRC B142

Instructor: George Pillar is an adjunct faculty member at MCC and the University of New Haven. An IT professional for 39 years, he has worked in electronics, hardware repair, programming and management. He has taught Microsoft Office, MIS, graphic design, Java and C programming, and holds a master's degree from RPI - Hartford.

OFFICE SUITES

Outlook 2010 In-Depth

Think you already know Outlook? Think again! Outlook 2010 is so much more than just email. This two day hands on course first covers the basics and then the more advanced features: customize email Quick Steps and create Rules, include voting buttons in your emails, create a Contact from a task or email, learn time management techniques in Calendar, use multiple calendars, attach files to tasks, run tasks status reports, and categorize all your work for quick searches. Learn the tips and tricks to save time by fully utilizing all of Outlook's tools. Become an expert in signatures, meeting requests, recurring items and much, much more! Instructor provides handouts. Prerequisite: Windows 7 Introduction and Office 2010 or permission of instructor.

CRN 20591 | Fee: \$199

2 Mondays | 8/4-8/11

9 AM-4 PM | LRC B142

Instructor: Dorothy Weiner

PowerPoint 2010 Introduction

PowerPoint 2010 is notable for its user-friendly ribbon interface and powerful features. Students will learn how to create new presentations, create new slides, enter and format text, create and change presentation elements, arrange slides, insert graphics, and run slideshows. Students will also learn about the extensive printing features of the program when they create their slideshows. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.

CRN 20588 | Fee: \$99

2 Thursdays | 6/5-6/12

6-9 PM | LRC B141

Instructor: Kristin Violette

PowerPoint 2010 In-Depth

Skills taught in this accelerated course are: create and modify SmartArt diagrams, convert text to SmartArt, customize slide masters, add elements to slide masters, add and link existing content to presentations, apply, customize, modify, and remove animations, insert illustrations and shapes, insert and modify charts, insert and modify tables, secure, share and protect presentations; prepare printed materials and rehearse presentation delivery. This intensive PowerPoint training maps directly to the skills needed for Microsoft Office Specialist (MOS) PowerPoint Certification. Students have the option to take the internationally recognized MOS Exams at our Microsoft-approved MCC testing center for an additional fee. Although this course uses PowerPoint 2010 software, 2007 & 2010 are very similar. Questions regarding 2007 will be addressed as time allows. Instructor provides handouts. Prerequisite: PowerPoint 2007 or 2010 Introduction course, or permission of computer coordinator.

CRN 20589 | Fee: \$199

2 Fridays | 8/8-8/15

9 AM-4 PM | LRC B142

Instructor: Dorothy Weiner

Microsoft Office MCC Certificate

Increase your employability. MS Office certification helps you stand out! Upon completion of this 12-week course, take your choice of Office 2007 or 2010 MCC Certificate. This hands-on workshop will include practice time on Word, Excel, Access, PowerPoint, and Outlook—all skills employers are looking for today. Students will have the option to take each internationally recognized Microsoft Office Specialist Exam at our Microsoft-approved MCC testing center for an additional fee. Required text: [The Microsoft Office Specialist Study Guide](#), Microsoft Press (ISBN 9780735648753), available at MCC Bookstore for approximately \$45. Prerequisite: Basic Windows, keyboarding and mouse skills with some exposure to Microsoft Office helpful.

CRN 20162 | Fee: \$599

12 Wednesdays | 6/4-8/20

6-9 PM | LRC B142

Instructor: Dorothy Weiner

INTERNET & WEB DESIGN

Adobe Dreamweaver CS6 Introduction

This hands-on course using Adobe Dreamweaver is designed for people with little or no website design experience, as well as those who have used FrontPage, Expression Web, or earlier versions of Dreamweaver. Instructor provides handouts. Prerequisite: Basic Windows, keyboard, mouse and Internet skills.

CRN 20593 | Fee: \$99

2 Mondays | 6/16-6/23

6-9 PM | LRC B141

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

Adobe Dreamweaver CS6 In-Depth

Do you want to learn how to create and support a website? This course will cover how to use the Dreamweaver interface, the meaning of HTML codes and tags, creating a website, creating and modifying web pages, linking web pages using text and graphic links, table layouts, uploading files, Cascading Style Sheets and its coding rules, XHTML standards, how to create and modify a template to speed site maintenance, the use of layers for layouts, and much more! The fundamental skills learned in this class will enable you to use other website applications such as Microsoft Expression Web and other web designer applications. Instructor provides handouts. Prerequisite: Basic Windows, keyboard, mouse and Internet skills.

CRN 20594 | Fee: \$199

2 Mondays | 8/11-8/18

9 AM-4 PM | LRC B141

Instructor: Rob Thornton

Web Communication & Design MCC Certificate

Increase your employability with this intensive six-week course. Learn from a Certified Internet Webmaster. You will create complete websites from scratch and upload them live to the web. Comprehensive web design techniques and concepts will be taught, from the basics through advanced page layout, Cascading Style Sheets (CSS), form design, and much more. Students who successfully complete this program will be awarded the Web Communication & Design MCC Certificate and will have mastered more than the mere use of a software tool. They will have the knowledge to immediately start designing and implementing fully functional and well-designed websites. Instructor provides handouts. Prerequisite: Introduction to Dreamweaver or permission of instructor or computer coordinator.

CRN 20604 | Fee: \$299

6 Mondays | 6/30-8/11 (does not meet 7/21)

6-9 PM | LRC B141

Instructor: Rob Thornton

DIGITAL IMAGING AND DESIGN

Photoshop Quick and Easy

Get an overview of the powerful industry-standard tool used for photo editing, retouching, compositing, and graphic illustration. Learn how to create a new work from scratch or edit an existing image.

CRN 20595 | Fee: \$35

1 Wednesday | 6/4

6-9 PM | LRC B211

Instructor: Laurie Grace is an artist, illustrator, designer, and educator. She holds a B.F.A. from University of Connecticut and an M.F.A. in Visual Arts from the Art Institute of Boston, at Lesley University. Her artwork has been showcased in galleries around the New England area.



Adobe Photoshop Elements Introduction

Adobe Photoshop Elements Version 10 is a new photo-enhancement and manipulation program designed specifically for amateur photographers, hobbyists, and business users looking for an affordable, easy-to-use, but powerful digital-imaging tool. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills, ports, and optical drives. Plus, viruses, spyware, surge protectors and backups will be discussed. For the beginner through intermediate PC user. Registered students are eligible for free Windows software. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.

CRN 20597 | Fee: \$99

2 Tuesdays | 7/15-7/22

6-9 PM | LRC B142

Instructor: Richard Hoyer is a fine art, portrait and location photographer, with more than 20 years of fun and profit in the business. He also teaches photography in the adult education program at Worcester Art Museum. His work is exhibited regularly at galleries around the state.

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

CRN 20598 | Fee: \$99

2 Tuesdays | 7/29-8/5

6-9 PM | LRC B142

Instructor: Richard Hoyer

Restoring Old Photos

Learn techniques to restore, color-correct and enhance your digital or scanned photos. You will learn how to use Photoshop as a retouching tool and turn that torn, worn-out photo into a picture-perfect image.

CRN 20596 | Fee: \$35

1 Wednesday | 6/11

6-9 PM | LRC B211

Instructor: Laurie Grace

MULTIMEDIA

Game Design and Development

Using GameMaker, Visual Studio C Express, and the XNA game-programming framework, you'll learn core programming skills as you develop games for the PC, Xbox console, or Windows Phone. In class exercises, you'll explore basic concepts in GameMaker and then use Visual Studio to write C code that implements sprites, animation, events, actions, collisions, sound, timing, game state, and more. Instructor will provide useful handouts. Prerequisites: Basic Windows, keyboarding, and mouse skills. A small USB flash drive is also required.

CRN 20602 | Fee: \$299

6 Saturdays | 7/19-8/23

9 AM-noon | LRC B142

Instructor: 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.

Digital Recording Techniques for Musicians

This course is aimed at musicians and other audio enthusiasts looking to record their own music or audio in a home studio. Hands-on exercises demonstrate recording and mixing concepts that you will practice at an individual workstation. The concepts learned in this class can be used with the top audio recording software packages, including Adobe Audition, Pro Tools, Sonar Studio, and many others. Instructor will provide useful handouts. Prerequisite: Basic Windows, keyboarding and mouse skills.

CRN 20603 | Fee: \$155

3 Fridays | 6/13-6/27

6-9 PM | LRC B211

Instructor: Clayton Walnum

NETWORKING & SECURITY

Certified Information Systems Security Professional (CISSP) Exam Preparation

This course is intended for experienced IT security-related practitioners, auditors, consultants, investigators, or instructors, including network or security analysts and engineers, network administrators, information security specialists, and risk management professionals.

Analyze the ten domains required to pass the CISSP exam: information systems access control; security architecture and design; network security systems and telecommunications; information security management goals; information security classification and program development; risk management criteria and ethical codes of conduct; software development security; cryptography characteristics and elements; physical security; and operations security. Apply Business Continuity and Disaster Recovery Plans and identify legal issues, regulations, compliance standards, and investigation practices relating to information systems security.

Prerequisite: Network+ or Security+, or equivalent professional experience. It will be beneficial if students have one or more of the following security-related or technology-related certifications or equivalent industry experience: MCSE, MCTS, MCITP, SCNP, CCNP, RHCE, LCE, CNE, SSCP®, GIAC, CISA™, or CISM®.

CRN 20165 | Fee: \$699

5 sessions | Monday-Friday | 6/2-6/6

9 AM-5 PM | LRC B142 (limited seating)

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



CONSIDER YOURSELF CONFIRMED

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

If you do not hear from us, assume you are registered.

YOU MAY ALSO LIKE

Photography courses on page 40-41

MANUFACTURING

AutoCAD 2013 2D Introduction

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

CRN 20590 | Fee: \$99

2 Thursdays | 7/24-7/31

6-9 PM | LRC B142

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

Blueprint Geometric Dimension and Tolerance Introduction

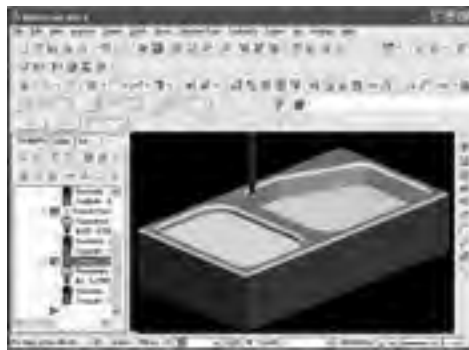
Blueprints are the essential tool of communication for a home owner or an architect planning or designing an addition or renovation. Anyone with an interest in remodeling, construction, or architecture can attend this course, designed to give students the ability to understand and interpret basic blueprint terminology and features. Blueprint reading is also a prerequisite for the more advanced CAD and CAM courses that MCC offers. Instructor provides handouts. There is no prerequisite.

CRN 20605 | Fee: \$99

2 Thursdays | 7/10-7/17

6-9 PM | LRC B142

Instructor: Chris Legiadre



Mastercam Introduction

Learn how to use the most widely used Computer-Aided Manufacturing (CAM) software in the world. You will navigate through Mastercam and create 3-axis toolpaths to control CNC machines. Using a fun, dynamic, and interactive approach, you will learn various drawing, chaining, and programming techniques. You will also receive tutorials and a copy of the Mastercam HLE (Home Learning Edition) software, which allows you to practice at home. Recommended text: Mastercam X6 Mill Level 1 Training Tutorial, In-House Solutions Inc. Publishing (ISBN 9781926955261), available through your instructor for approximately \$60.

Prerequisite: Blueprint Reading and Dimensioning Introduction course and some previous CAD experience recommended, or permission of computer coordinator.

CRN 20600 | Fee: \$199

2 Saturdays | 6/28-7/12 (does not meet 7/5)

9 AM-4 PM | AST C135

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



Mastercam Intermediate

Learn intermediate techniques with the most widely used Computer-Aided Manufacturing (CAM) software in the world. In this Mastercam class, you will be introduced to 3D surface creation and tool path programming in preparation for the advanced class. Students will investigate additional programming options within Mastercam. Recommended text: Mastercam X6 Mill Level 1 Training Tutorial, In-House Solutions Inc. Publishing (ISBN 9781926955322) available through your instructor for approximately \$60. Prerequisite: Mastercam Introduction course.

CRN 20601 | Fee: \$199

2 Saturdays | 7/26-8/2

9 AM-4 PM | AST C135

Instructor: Keith Butzgy

Mastercam Associate Certification Training (Online)

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

CRN 20599 | Fee: \$135

6/1-12/31 (student selects start date) | Online

Instructor: Staff

Follow these simple steps to get started with the course:

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



Computer Technology



MSDNAA Software Information

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

Available software for Summer 2014 includes:

Microsoft Access 2010, Microsoft Windows and Microsoft XNA Game Studio.

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

Course	Page #	Certification	Exam
<i>Mastercam Associate Certification can be acquired through this training, or at www.mastercamu.com</i>			
Mastercam Associate Certification Training (Online)	15	Mastercam Associate Level Certification	Mastercam Comprehensive Associate Level Exam
<i>Certified Information Systems Security Professional testing centers can be found at www.pearsonvue.com</i>			
Certified Information Systems Security Professional Exam Preparation	14	CISSP	CISSP
<i>Manchester Community College: MCC Certificate</i>			
Microsoft Office MCC Certificate	13	MCC Certificate	N/A
Web Communication and Design	13	MCC Certificate	N/A
<i>Microsoft Office Specialist (MOS) certification training and testing held at Manchester Community College</i>			
Microsoft Access 2010	12	MOS Access 2010	Exam 77-885
Microsoft Excel 2010	11	MOS Excel 2010	Exam 77-882
Microsoft Outlook 2010	12	MOS Outlook 2010	Exam 77-884
Microsoft PowerPoint 2010	12	MOS PowerPoint 2010	Exam 77-883
Microsoft Word 2010	11	MOS Word 2010	Exam 77-881



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

Cuisine

NEW Barbeque Sauces Sure to Impress

In this hands-on course, learn how to make signature barbeque sauces for those family and friend cook-outs and dinners. We will focus on the classic red sauce—a tomato or ketchup base delight with various spices, perfect for most BBQ dishes; and the classic white sauce—a tangy mayonnaise base more suited for chicken. You will learn how to customize both sauces to personal tastes. We will also cover safe food handling; mixing techniques; spices, materials and utensils; how to preserve and package your sauces; the use of rubs; and outdoor and indoor cooking. Students should bring an apron and container to bring sauce home. Materials fee, payable to instructor at the beginning of class: \$10.

CRN 20797 | Fee: \$60
1 Saturday | 6/7
9 AM-1 PM | GPA GP213

Instructor: John Annino, certified in SafeServ food preparation, teaches barbeque, smoking and grilling courses as advertised through his website: www.learn2grill.org. He is a member of the New England Barbeque Society, the National Barbeque Association, and pitmaster of the Kansas City Barbeque Society.

Pizza and Focaccia

Imagine caramelized onions on fresh baked flat bread. Making pizza dough that is easy to work with has often eluded most home bakers. We will learn how to mix and master the art of pizza dough. We will explore the variety of ingredients and “secret” ingredients, and learn how they affect one another and the dough itself. You will create and bake pizzas and focaccia and experiment with fennel, cinnamon and cheeses. Materials fee: \$10, payable to instructor at the beginning of class.

CRN 20718 | Fee: \$70
1 Saturday | 6/21
9 AM-2 PM | SSC L293 (South Kitchen), meet at Culinary Arts Center

Instructor: Chris French is an adjunct instructor of baking and pastry at MCC, where he completed his professional baking certification. He is a graduate of the King Arthur Flour Advanced Baking School and works part time at the Collinsville Baking Company.



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

NEW Mouthwatering Eclairs and Cream Puffs

This course is for the baking enthusiast who wants to recreate classic French pastries at home. We will make bite-sized desserts using a type of pastry called pate a choux, which is the basis for making mouthwatering morsels like profiteroles (cream puffs) and chocolate eclairs. We will learn how to make classic fillings, such as creme patissiere (pastry cream), creme chantilly, and chocolate ganache, and then fill and glaze these desserts. Materials fee: \$15.

CRN 20705 | Fee: \$60
1 Saturday | 6/14
9 AM-1 PM | SSC L293 (South Kitchen; Culinary Arts Center)

Instructor: Sofia Bilgrami earned a professional baker's certificate from MCC, and has also worked at a French bakery, La Petite France, in West Hartford. She holds an M.B.A. in health care from the University of Connecticut.

NEW Delectable French Macarons

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

CRN 20706 | Fee: \$60
1 Saturday | 7/12 | 9 AM-1 PM
SSC L293 (South Kitchen; Culinary Arts Center)

Instructor: Sofia Bilgrami

Make Delicious French Tarts

French tarts come in a gorgeous array of colors and flavors. From the jewel-like colors of fresh fruit tarts to the lush flavors of pear, peach and apple tarts, they are a treat for the eyes as well as the taste buds. In this class, learn to make basic sweet pastry for the tarts (Pate Sucree). We will make the classic tart filling, called Crème Patissiere, to complement our fruit. We will also learn to make Tarte au Citron, the classic French Lemon tarts found in all French bakeries. Materials fee: \$15

CRN 20707 | Fee: \$60
1 Saturday | 8/9
9 AM-1 PM | SSC L293 (South Kitchen), meet at Culinary Arts Center

Instructor: Sofia Bilgrami

**INTERESTED IN A CUISINE CLASS?
PLEASE REGISTER EARLY—
INSTRUCTORS NEED TO
SHOP FOR AN APPROXIMATE
NUMBER OF STUDENTS.**

NEW Baking the Super Healthy and Delicious Cookie

Mesoamerica—that part of Mexico, Central and South America where the Aztecs, Mayans and Incas lived—boasts some of the healthiest foods in the world, such as raw cacao nibs, quinoa and amaranth flour, and Brazil and cashew nuts—what you and your kids should be eating. Using these ingredients, learn how to turn out “super cookies” that are also gluten- and dairy free and low sodium. Use these delicious treats to wean your family away from “empty calorie” snacks to more beneficial ones. These cookies are also great “trail foods” providing both instant and sustained sources of energy for hikers and bikers. We'll also cover the basics of gluten- and dairy-free baking and the use of limited sodium. Our ingredients are more costly than wheat or rye, but not difficult to use once you know the “secrets,” including where on the web to get healthy ingredients you won't find at your local supermarket. Materials fee: \$20, payable to instructor at the beginning of class.

CRN 20728 | Fee: \$90
1 Saturday | 6/28
11 AM-3 PM | SSC L293 (South Kitchen; Culinary Arts Center)

Instructor: Dr. John Gibson graduated from the King Arthur Advanced Bread Baking School and teaches Artisan Bread in the culinary arts program at MCC. He also bakes extensively at his home bakery, which is a licensed CT Food Establishment.

Great Tasting and Affordable Wines for Summer Entertainment

We will taste 10 wines that retail for \$6 or less, several of which have also won medals or score 80+ in international competition. You'll be amazed with the selection and varieties of these “super-valued” wines. Please bring finger foods, fruit, or cheese to munch on; wine glasses are provided. **You must be at least 21 years of age to enroll in the class; IDs will be checked in class.** Please register early, as enrollment is limited. Materials fee: \$10, payable to the instructor at the beginning of class.

CRN 20727 | Fee: \$40
1 Friday | 6/27
6:30-9:30 PM | SSC L294 (Culinary Arts Center)

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



Culture & History

NEW Connecticut in the Revolution

How did Connecticut respond to the “shot heard ‘round the world”? Was Connecticut the most ardent of the 13 rebelling units? How did our everyday citizens step up to this huge challenge? Were we the supply section of the country for the American armies? Come learn the answers to these questions, as well as insights into Ethan Allen, Israel Putnam, Thomas Knowlton, David Wooster, Benedict Arnold, and other notables.

CRN 20811 | Fee: \$50
3 Tuesdays | 6/17-7/1
6:30-8:30 PM | GPA GP139

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

Irish History from 800 A.D. to the Present

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

CRN 20694 | Fee: \$80
4 Wednesdays | 7/9-7/30
7-9 PM | GPA GP138

Instructor: Mary Carchrie earned her M.A. in Early Irish History from University College in Dublin and her secondary teaching certificate at the University of Massachusetts, and has also studied Gaelic and Gaelic song in the Hebrides Island, Cape Breton, and Nova Scotia.



CONSIDER YOURSELF CONFIRMED

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

If you do not hear from us, assume you are registered.

PLEASE CHECK THE FALL 2014 CREDIT-FREE CATALOG FOR A MORE COMPREHENSIVE LISTING OF CULTURE & HISTORY COURSES



Ballroom Dancing I

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

CRN 20695 | Fee: \$90 (per person)
6 Tuesdays | 6/10-7/15
6:15-7:30 PM | SSC L154 (Fitness Studio)

CRN 20696 | Fee: \$90 (per person)
6 Tuesdays | 7/22-8/26
6:15-7:30 PM | SSC L154 (Fitness Studio)

Instructor: Beverly Burton is the owner and director of Burton Dance Studio in Manchester. She has also been an educator for many of the major dance organizations over the past 40 years.

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 that 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 the basic steps of the jitterbug, Lindy and more. Enrollment is limited to 15 pairs of dancers. It is recommended that you register with a partner. Please bring a combination lock in order to store your personal belongings during class.

CRN 20697 | Fee: \$70 (per person)
6 Thursdays | 6/5-7/17 (does not meet 7/3)
6:15-7:15 PM | SSC L154 (Fitness Studio)

Instructor: Beverly Burton

Line Dance

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

CRN 20699 | Fee: \$90
6 Thursdays | 7/24-8/28
6:15-7:30 PM | SSC L154 (Fitness Studio)

Instructor: Beverly Burton

NEW Argentine Tango for Beginners

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

CRN 20749 | Fee: \$80
6 Mondays | 6/16-7/21
6:30-7:30 PM | SSC L154 (Fitness Studio)

Instructor: Oswaldo Tirano, a native of Bogota, Colombia, dance at the National University and National School of Dramatic Arts in Colombia. He has taught Salsa and Latin dance classes at MCC for more than 10 years.

Latin Bachata & Salsa Dance for Beginners

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

CRN 20748 | Fee: \$80
6 Mondays | 6/16-7/21
7:45-8:45 PM | SSC L154 (Fitness Studio)

Instructor: Oswaldo Tirano

Beginning Country Western Dance

Learn the basics of some of the most popular Country Western Couple and partner dances: the Texas Two-Step, Three-Step, Country Waltz and the Cotton-Eyed Joe. We will place an emphasis on proper dance style, leading, and following techniques, dance/music distinction, and the development of dance move amalgamations. For beginner through advanced levels. No experience necessary. **Please note: You need to register with a partner.** The instructor provides a professional sound system to accompany the lessons.

CRN 20766 | Fee: \$70 (per person)
4 Wednesdays | 7/2-7/23
6:30-8 PM | SSC L154 (Fitness Studio)

Instructor: Chris Hookie has taught dance professionally across the country in both private and group lessons for more than 20 years, 18 of which were in the Dallas/Fort Worth area at the University of Texas and at many local Country Western night clubs.



For all classes in the Fitness Studio

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

Drama

The Art of Voice Over

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

CRN 20665 | Fee: \$140

6 Tuesdays | 6/3-7/8

7-9 PM | VIL 6 V162

Instructor: Stew Crossen, owner of Voice Over Workshop, LLC, produces voice-over projects and has more than 30 years of business and broadcast experience, including work as a news anchor, rock DJ, program director, and radio show host. He is a KBA award recipient, and for 13 years hosted two popular radio shows on 106.9 WCCC and WCCC 1290-AM.

The Business of Voice Over

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

CRN 20666 | Fee: \$95

4 Tuesdays | 7/15-8/5

7-9 PM | VIL 6 V162

Instructor: Stew Crossen



How to Put Together a Voice Over Studio at Home

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

CRN 20667 | Fee: \$70

3 Tuesdays | 8/12-8/26

7-9 PM | VIL 6 V162

Instructor: Stew Crossen

Film Production, Marketing and Distribution

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

CRN 20687 | Fee: \$25

1 Tuesday | 6/24

6-9 PM | GPA GP214

Instructor: David K. Ewen, M.Ed., is the director of the Springfield Community Festival. He has directed, produced, and hosted programs for theater and television, including "Author of the Week" and "Laugh Medicine."



PLEASE CHECK THE FALL 2014 CREDIT-FREE CATALOG FOR A MORE COMPREHENSIVE LISTING OF DRAMA COURSES.

Pronunciation Practice: Accent Reduction

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

CRN 20678 | Fee: \$235

6 Mondays & 6 Wednesdays | 6/16-7/23

6:30-8:30 PM | GPA GP139

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

ESL: Conversation, Customs and Culture

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

CRN 20677 | Fee: \$90

5 Tuesdays | 6/10-7/8

6:30-8:30 PM | GPA GP120

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

Business English for ESL

This course uses entertaining dialogues to demonstrate new terms in a fun, lively way, while focusing on how people speak in the business world. We will study common contractions and reductions that are prevalent in meetings, negotiations, marketing, and advertising. The instructor provides handouts.

CRN 20679 | Fee: \$75

4 Tuesdays | 7/15-8/5

6:30-8:30 PM | GPA GP120

Instructor: Amy Hanover

GED CLASSES AT MCC

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

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

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



PLEASE CHECK THE FALL 2014 CREDIT-FREE CATALOG FOR A MORE COMPREHENSIVE LISTING OF ESL COURSES.

Educating the Picker: Best Practices for Antique and Collectible Shopping

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

CRN 20656 | Fee: \$115
5 Mondays | 6/16-7/14
7-9 PM | GPA GP137

Instructor: Ralph Labozzo, M.B.A. from the UConn, has been an auctioneer at Golden Gavel Auctions in East Windsor since 2001. In this capacity, he calls bids, procures estate properties for auction, develops a client base of consignors and customers, and assists with marketing. He previously served as an intern for Sotheby's in New York City.

Pick eBay to Profit from Tag Sale Discoveries

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

CRN 20658 | Fee: \$30
1 Monday | 7/21
7-9:30 PM | GPA GP137
Instructor: Ralph Labozzo

Educating the Picker: Advanced Level

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

CRN 20657 | Fee: \$115
5 Mondays | 7/28-8/25
7-9 PM | GPA GP137
Instructor: Ralph Labozzo

Mortgages and the Home Buying Process

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

CRN 20712 | Fee: \$20
1 Monday | 6/16
7-9 PM | GPA GP138

Instructor: Eric Kincheloe has nearly 15 years of mortgage lending experience. He also has experience in managing, leading and training other mortgage professionals, and is currently a branch manager for the Glastonbury and Bloomfield, CT locations for Residential Mortgage Services, Inc.

Strategies for Couples to Maximize Social Security Benefits

If you're approaching retirement, and not currently collecting Social Security, one of the most important elements of your retirement planning is understanding how Social Security works. Identifying which option will provide the best combination of current and future income for you and your spouse can be an arduous task. Topics will include how to quickly and easily sort through 700 possible filing combinations; methods to increase your benefits and provide thousands more in retirement income; how coordination of benefits will help you and your spouse obtain the highest level of retirement income; and why the Senior Citizens Freedom to Work Act allows recipients to begin receiving benefits while their own benefits continue to grow!

CRN 20769 | Fee: \$15
1 Tuesday | 6/24
6-7:30 PM | SSC L142

Instructor: Frank Germano, CFP®, has worked in the financial services industry for more than 25 years. He is a registered representative with Investors Capital Corporation, a member of FINRA/SIPC, and an investment advisor with Investment Capital Advisory.

My Neighbor Has a Living Trust—Should I?

What is a Living Trust and is it right for you? Do you need a Living Trust to avoid Probate Court? Is Probate lengthy and expensive? You'll get answers to these questions and many more from an experienced attorney and teacher. Topics will include the concept of "funding" a Living Trust and whether it is needed to reduce estate taxes; the difference between a Living Trust and a Last Will and Testament; and why the way you title your assets is so important. Let's take the confusion out of the process! Informational booklet is included with the course fee.

CRN 20720 | Fee: \$15
1 Tuesday | 7/22
6:30-8 PM | GPA GP156

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

Strategies that Prevent You from Going Broke at the Nursing Home

Should you give your home to your children? How can you get the State to pay for nursing home care? Come learn about Medicaid and the new laws that Congress passed in 2006. You'll get examples on how single individuals and married couples can qualify for Medicaid benefits, while keeping their assets, even with the recent changes in the law. Provided that you know the rules and plan ahead, a married couple or individual can still protect assets. You will also learn about long-term care insurance and in what situations such insurance is necessary. Let's take the confusion out of the process; get your questions answered by an experienced attorney and teacher. Informational booklet is included with the course fee.

CRN 20721 | Fee: \$20
1 Tuesday | 7/29
6-8 PM | GPA GP156

Instructors: Attorneys from Czepiga Daly Pope



NEVER GET TO SPEND TIME WITH YOUR FRIENDS?

Register Together. A Course is a Great Experience to Share!

Personal Trainer National Certification

The World Instructor Training School's (WITS) certification course is taught at colleges across the country. This challenging course is composed of 16 hours of lecture and 16 hours of practical training. The National Exam is held on the final week. Students are allowed to miss one class only and still be able to sit for the exam. Lecture topics include anatomy, exercise physiology, nutrition, and health screening. A subsequent 30-hour internship (not included with this course) and proof of CPR/AED training will prepare you to work successfully in the fitness field. To order the required textbook, [Fitness Professional's Handbook](#), 6th edition, for approximately \$94, please call 888-330-9487, or visit www.witseducation.com. The textbook should be purchased in advance and reviewed prior to the first class. For the Fitness Center sessions, students must wear appropriate workout clothes and non-marking athletic shoes. Students should plan for a one-hour lunch break. Please bring a combination lock in order to store your personal belongings during these workout sessions. Students who would like to use the Fitness Center outside of course hours must pay an extra daily rate of \$8 and be dressed in workout clothes. Please note: *This course requires a high degree of commitment to successfully complete.*

CRN 20639 | Fee: \$665

6 Saturdays | 6/7-7/19 (does not meet 7/5)
9 AM-4 PM | GPA GP143 (9 AM-noon, classroom)
& SSC L153 | (1-4 PM, Weight Room);
except for exam session on 7/19: classroom,
9-11 AM & Fitness Center, 11 AM-4 PM

Instructor: World Instructor Training School staff



Cardio Kick-Boxing Workout

Take the excitement, music and energy of an aerobics program and learn self-defense techniques in an action-packed workout. No prior experience needed; participants of any level can attend any class. The usual routine begins with warm-ups and stretching before the cardiovascular segment, when you'll do basic punching and kicking moves to increase your heart rate. Then, spend time working with wave masters (a type of punching bag), and conclude your workout with some abdominal work and cool-down exercises. Because these are continuous classes, beginning students follow along with the routine and learn from watching the instructor and other more experienced students. There is no person-to-person contact. No uniform is required. Please wear appropriate workout clothes. You must be at least 16 years old. Equipment fee: \$5, payable to instructor at first class. **Classes meet at the Academy of Martial Arts & Personal Development, 440 Oakland Street, Manchester.**

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

CRN 20745 | Fee: \$45 (per 12 sessions)

Mondays & Wednesdays | 6/2-7/9 | 7-8 PM

Tuesdays & Thursdays | 6/3-7/10

9:30-10:30 AM or 6:10-7:10 PM

Saturdays & Sundays | 6/7-7/13 (does not meet 7/5 & 7/6) | 9-10 AM

CRN 20746 | Fee: \$45 (per 12 sessions)

Mondays & Wednesdays | 7/14-8/20

7-8 PM | Tuesdays & Thursdays | 7/15-8/21

9:30-10:30 AM or 6:10-7:10 PM

Saturdays & Sundays | 7/19-8/24 | 9-10 AM

Instructors: Elaine Flaherty is a 2nd-degree Black Belt at the Academy of Martial Arts & Personal Development. She has been a kick-boxing and fitness instructor for the past 15 years; Joel S. Waldron, owner, 6th-degree Black Belt, and master instructor at the Academy of Martial Arts and Personal Development, has studied and taught martial arts for more than 35 years; and other Academy instructors.

Self-Defense despite Size or Strength: The Power of Hapkido

The hallmark of Hapkido is being able to defend yourself against larger and stronger adversaries. Burn calories, build muscles, develop coordination and confidence, relieve stress, and promote your general health, while having fun and learning to defend yourself and your loved ones. This course for adults 18-50 years of age requires no prior experience. Students join continuously running classes, so beginners follow along with more experienced students. Course fee includes a martial arts uniform. **Classes meet at the Academy of Martial Arts & Personal Development, 440 Oakland Street, Manchester.**

CRN 20747 | Fee: \$45

12 sessions | Mondays & Wednesdays | 6/2-7/9
7-8 PM

Instructors: Joel S. Waldron; and other Academy instructors

Tai Chi for Health and Relaxation

Beginners of all ages are invited to come and let your chi energy flow! Learn to let your body release everyday stress, while strengthening your mind and body with this ancient Chinese art. You will learn simple chi kung (breathing exercises) and a basic tai chi form by the end of the course. Please note: You may attend any of the sessions listed below, and in any weekly sequence, in order to fulfill your 12 sessions by the end date. It will be your responsibility to make sure that you are able to adjust your schedule in order to attend 12 sessions. The instructor will monitor each student's weekly attendance. **Classes meet at Malee's School of Tai Chi & Kung Fu, 249 Broad Street, Manchester.**

CRN 20742 | \$160

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

Mondays & Wednesdays | 6/2-7/7 | 7:30-8:30 PM

Tuesdays & Thursdays | 6/3-7/10 | 5:30-6:30 PM

Fridays | 6/6-7/18 (does not meet 7/4) | 6:30-7:30 PM

Saturdays | 6/7-7/19 (does not meet 7/5) | 9-10 AM

Instructor: Malee Khaw, president of the U.S.A.

National Tai Chi Chuan Federation, has studied and practiced the martial arts for more than 30 years. She is an international Wushu judge and multiple gold winner in international competition.

Kung Fu for Fitness & Self Defense

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

CRN 20743 | Fee: \$160

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

Tuesdays | 6/3-7/8 | 6:30-7:30 PM

Wednesdays | 6/4-7/9 | 6:30-7:30 PM

Fridays | 6/6-7/18 (does not meet 7/4) | 5:30-6:30 PM

Saturdays | 6/7-7/19 (does not meet 7/5) | noon-1 PM

Instructor: Malee Khaw

YOU MAY ALSO LIKE

Dance courses on page 19

Connecticut Basic Boating

OPTION 1

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

CRN 20617 | 2 Mondays & 2 Wednesdays | 6/16-6/25 | 7-9:30 PM | SSC L240

CRN 20618 | 2 Mondays & 2 Wednesdays | 7/7-7/16 | 7-9:30 PM | SSC L240

CRN 20619 | 2 Mondays & 2 Wednesdays | 8/18-8/27 | 7-9:30 PM | SSC L240

Fee: \$25 (per course)

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

OPTION 2

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

CRN 20640 | 1 Saturday | 6/14 | 8:30 AM-4:30 PM | AST E202

CRN 20641 | 1 Saturday | 7/12 | 8:30 AM-4:30 PM | AST E202

CRN 20642 | 1 Saturday | 8/16 | 8:30 AM-4:30 PM | AST E202

Fee: \$85 (per course)



Letterboxing: Exploring Hidden Wonders

Enjoy a treasure hunt? Want fresh air and some moderate exercise? Interested in exploring near-at-hand wonders in area woods and fields? If so, you will enjoy the art and fun of letterboxing. In the first classroom session, we'll learn the history and culture of this old English pastime and its modern-day practice, discuss the tools necessary to participate in letterboxing, where and how to find clues, the use of a map and compass, and the rewards and dangers of letterboxing. **The second session will be a field experience (site to be discussed in class) on Saturday, July 12, 9 AM-1 PM.** Don't miss this opportunity to gain both factual and practical knowledge of letterboxing.

CRN 20772 | Fee: \$80

1 Thursday | 7/10 | 6:30-8:30 PM | GPA GP142

1 Saturday | 7/12 | 9 AM-1 PM | Site TBD

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

Fundamentals of Pocket Billiards

This course is for both beginners and intermediate players. Learn or improve basic techniques, proper stance, and shot making, as well as the rules of the game and better understanding of technique and game strategy. Materials fee: \$5 for table time for each session, payable to World Championship Billiards at the first class.

Classes meet at World Championship Billiards, 171 Spencer St., Manchester.

CRN 20690 | Fee: \$55

3 Wednesdays | 6/11-6/25

7-9 PM

Instructor: Bob Hayward has captained an American Pool Players Association eight-ball team, winning numerous titles. He has played with such legends as Willie Mosconi and Steve Mizerak.



Beekeeping for Bee-ginners

As pollinators, bees are responsible for the growth of plants that furnish more than 30% of humans' food. Of course, they also produce food themselves—their great-tasting honey. Learn about the satisfying experience of keeping backyard hives and working with bees. It is a fascinating hobby, a profitable sideline, and an activity the whole family can enjoy. This course teaches the basics on how to start a hive, and we will also cover the issues related to their extinction and what effects that would have on our food chain and quality of life. Catch the bug!

The final session meets at Lockwood Farm in Hamden, CT, from 10 AM to 1 PM. Instructor will provide directions.

CRN 20813 | Fee: \$195
 4 Wednesdays | 6/4-6/25
 6-9 PM | GPA GP143
 1 Saturday | 6/28
 10 AM-1 PM | Lockwood Farm

Instructors: Mark Creighton is Connecticut's State Apiary Inspector. He is a member of the Connecticut Beekeepers Association, the Eastern Beekeepers Association, Backyard Beekeepers Association and other organizations. He studied beekeeping at Cornell University and North Carolina State University.

Pruning Small Trees and Flowering Shrubs

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

CRN 20735 | Fee: \$25
 1 Tuesday | 6/17
 6-8 PM | MCC Community Garden

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



Composting

By choosing to compost, reuse and recycle, we save money and reduce our contributions to landfills. Indoor and outdoor composting, and all of the different methods of composting, will be discussed. Through discussion and hands-on demonstration, you will learn why composting is important to gardening, what ingredients can be composted, and how this process can also help houseplants. All levels of gardening ability and interest are welcome. **Please note: This course will be held rain or shine at MCC's Community Garden; shelter is available if necessary.**

CRN 20753 | Fee: \$25
 1 Tuesday | 7/8
 6-8 PM | MCC Community Garden
 Instructor: Bettylou Sandy

NEW Saving Seeds

When you have a flowering plant that grows especially well in your garden and propagation by seed is possible, learn how to collect and save seeds for the year to come. This is a hands-on class for students with some gardening experience. Students should bring paper envelopes (and a pen) to save some seeds for yourself. **Please note: This course will be held rain or shine at MCC's Community Garden; shelter is available if necessary.**

CRN 20736 | Fee: \$25
 1 Tuesday | 7/22
 6-8 PM | MCC Community Garden
 Instructor: Bettylou Sandy

MCC Community Garden is located on campus, close to Founder's Drive South, across from West Lot (formerly Lot C).

NEW Planning for Winter Home and Garden

In August we start to think about what fall and winter will bring. We will discuss ways to prepare our gardens for the fall and winter harvests, and preparing our homes for storage of this harvest. Topics will include tips for preparing the garden, water sources, machinery, tools, and food preparation. Gardeners of all levels will find this class helpful. **Please note: This course will be held rain or shine at MCC's Community Garden; shelter is available if necessary.**

CRN 20740 | Fee: \$25
 1 Tuesday | 8/5
 6-8 PM | MCC Community Garden
 Instructor: Bettylou Sandy



Languages

Introduction to Mandarin Chinese

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

CRN 20717 | Fee: \$120

6 Tuesdays | 7/22-8/26

6-8 PM | GPA GP138

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

Introduction to Spanish

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

CRN 20680 | Fee: \$195

7 Tuesdays | 6/17-7/29

7-9 PM | GPA GP136

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



NEW Accelerated Spanish for Travelers

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

CRN 20810 | Fee: \$95

4 Tuesdays | 8/5-8/26

6:30-8:30 PM | GPA GP142

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

French for Beginners

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

CRN 20662 | Fee: \$195

8 Thursdays | 6/5-8/7 (does not meet 6/19 & 7/3)

6-8 PM | GPA GP138

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

Conversational Polish for Beginners

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

CRN 20731 | Fee: \$130

8 Tuesdays | 7/8-8/26

7-9 PM | GPA GP139

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

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 20730 | Fee: \$130

8 Wednesdays | 7/9-8/27

7-9 PM | GPA GP120

Instructor: Rima Martin

Introduction to Russian

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

CRN 20732 | Fee: \$130

8 Thursdays | 7/10-8/28

7-9 PM | GPA GP120

Instructor: Rima Martin

Introduction to Sign Language

American Sign Language (ASL) is the sign language that most profoundly deaf and born-deaf people use when communicating with each other. Some people with verbal difficulties also use it to communicate. It is not the same as signed English. It has its own syntax and grammar, making it a bona fide language. You will learn grammatical features, vocabulary, and expressive and receptive conversational ASL skills. You will also learn some of the culture of the deaf community, a brief history of ASL, and the relationship of ASL to other forms of signing. It is a (quiet) beautiful language! Come join us for some fun, while learning this amazing language. Required text: *Signing Naturally* (Student Workbook, Level 1) (ISBN 9781581211276), Smith, Lenz & Mikos, available at MCC Bookstore, for approximately \$65.

CRN 20675 | Fee: \$170

6 Wednesdays | 7/23-8/27

7-9 PM | GPA GP136

Instructor: Carolyn Robins

MCC ON MAIN
903 MAIN STREET | MANCHESTER



iPad Apps for Productivity

CRN 20577 | Fee: \$25

1 Thursday | 6/12 | 6-8 PM

Instructor: Sandra Rimetz

Full course description on page 11

iPad Tips & Tricks for Newbies

CRN 20576 | Fee: \$25

1 Thursday | 6/5 | 6-8 PM

Instructor: Sandra Rimetz

Full course description on page 11

More Great Books

CRN 20664 | Fee: \$20

3 Wednesdays | 6/4-7/16 (meets on three-week intervals) | 3:30-5 PM

Instructors: Jana Sime, Math faculty; and Kimberly Hamilton-Bobrow, Michael DiRaimo and Tanya Millner-Harlee, English faculty.

Full course description on page 46

MCC Reads

CRN 20663 | Fee: \$15

3 Wednesdays | 6/26, 7/17 & 8/7 (meets on three-week intervals) | 6-7 PM

Instructors: Paula Cook, associate director of MCC Library; Patricia Ronalter, MCC reference librarian; and Katherine Noonan, MCC Bookstore assistant manager.

Full course description on page 46

Grant Writing for Beginners

CRN 20757 | Fee: \$95

1 Friday | 8/1 | 11:30 AM-6 PM

Instructor: Beverly Salzman, M.B.A.

Full course description on page 43

All classes in this section meet at MCC on Main, 903 Main Street, Manchester.
 For directions, please visit www.manchestercc.edu/mcc-on-main/contact.php.

Music

Beginning Piano

Participants will play pieces and begin learning how to read and write music. Music theory and ear training will be integrated through an adult-focused, hands-on approach. Attention is given to use of electronic keyboards for those who have them. Enrollment is limited, so please register early. If you need to rent an instrument or have a question about your skill level, please contact the instructor by leaving a message with Continuing Education at 860-512-2800. Required text: *Alfred's Basic Adult Piano Course, Level One* (ISBN 9780882846163), available at MCC Bookstore for approximately \$10.

CRN 20698 | Fee: \$195
6 Tuesdays | 7/8-8/12
7-9 PM | VIL 2 V117

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

Vocal Instruction

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

CRN 20685 | Fee: \$110
6 Mondays | 6/23-7/28
7-8:15 PM | GPA GP138

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



Harmonica for Beginners

The harmonica is one of the easiest and most rewarding instruments one can play. It comes in different keys, and all blow (and suck) the same way. Students will learn the scale, tongue and lip techniques, some basic music theory, as well as several songs from the instructor's Song Request List, which can be viewed at www.dondonegan.com. It is recommended that students buy a G harmonica (not the chromatic type) and plan to spend about \$30 per harmonica. Hohner is a recommended brand; Golden Melody, Pro Harp, or Special 20 types. Students with questions about which harmonicas to buy may call the instructor at 860-659-8992. Participants must be at least 12 years of age.

CRN 20684 | Fee: \$60
4 Mondays | 6/30-7/21
8:30-9:30 PM | GPA GP138
Instructor: Don Donegan

Beginning Guitar

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

CRN 20683 | Fee: \$175
8 Wednesdays | 6/18-8/6
7:30-9 PM | VIL 2 V118

Instructor: Don Donegan

Fingerstyle Guitar Techniques

Fingerstyle, or finger-picking guitar playing, is a wonderfully flexible technique that can be applied equally to rock, folk, new age, classical, flamenco, Latin and jazz styles. Learning this creative approach of fingerstyle playing will allow you to perform at a higher level. Whether your focus is on Bach or Hendrix, you will learn how finger-picking techniques apply to steel, nylon stringed instruments, and electric guitars. Required text: *Basic Guitar Writing Book* (ISBN 1890281131), Santorella, available at MCC Bookstore, for approximately \$6. Prerequisite: Beginning or Continuing Guitar, or some guitar playing experience.

CRN 20691 | Fee: \$130
6 Mondays | 6/23-7/28
7:15-8:45 PM | VIL 2 V118

Instructor: David Giardina performs professionally in many musical styles and in various venues and has taught guitar privately for more than 20 years. He is also president of the Connecticut Guitar Society.

Playing the Ukulele

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

CRN 20671 | Fee: \$65
4 Mondays | 7/7-7/28
7-9 PM | GPA GP143

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

Beginning Strings: Violin, Viola or Cello

Dust off that violin in your closet or rent one for a few months and learn what you always wanted to do—play the violin ... or viola ... or cello! This course is for high school students and adults who have not played the instrument before. Learn the basic technique for playing violin or viola, a few traditional tunes, a beginning fiddle tune, and how to care for your instrument. This beginner's course promises to be fun and supportive. If you need to rent an instrument, please contact the instructor by leaving a message with Continuing Education at 860-512-2800. Required textbook: *Essential Elements 2000, Violin, Viola, or Cello Book 1* (ISBN 9780634038174, violin; ISBN 9780634038181, viola; 9780634038198, cello), available at MCC Bookstore for approximately \$10. Please contact the MCC Bookstore at least two weeks before the start of class at 860-645-3140 or online at www.mctc.bkstr.com to specify the violin, viola, or cello book. Students should also bring a music stand.

CRN 20702 | Fee: \$80
8 Saturdays | 7/12-8/30
10-11 AM | GPA GP138

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

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

This course is a continuation of *Beginning Strings*, or for those who have the basics of string playing. We will learn more tunes, use all four strings, and be introduced to new bowing techniques, such as slurring. Required textbook: Suzuki Violin School, Volume 1 (specify violin, viola, or cello; ISBN 0757900615, violin; ISBN 0874872413, viola), available at MCC Bookstore for approximately \$10. Please contact the MCC Bookstore at least two weeks before the start of class at 860-645-3140 or online at www.mctc.bkstr.com to specify either the violin, viola, or cello book. Students should also bring a music stand. Prerequisite: Students should know the basics of string playing, how to hold the instrument and bow, and know a few beginner tunes.

CRN 20703 | Fee: \$80
8 Saturdays | 7/12-8/30
11:15 AM-12:15 PM | GPA GP138

Instructor: Martha Hayes

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

This course is a continuation of *Beginning Strings I and II*. If you need to rent an instrument, please contact the instructor by leaving a message with Continuing Education at 860-512-2800. Required textbook: Essential Elements 2000, Violin, Viola, or Cello Book 1 (ISBN 9780634038174, violin; ISBN 9780634038181, viola; 9780634038198, cello), available at MCC Bookstore for approximately \$10. Please contact the MCC Bookstore at least two weeks before the start of class at 860-645-3140 or online at www.mctc.bkstr.com to specify the violin, viola, or cello book. Students should also bring a music stand.

CRN 20701 | Fee: \$80
8 Wednesdays | 7/2-8/20
7:15-8:15 PM | GPA GP143

Instructor: Martha Hayes



String Ensemble

This class is designed for intermediate and advanced high school students and adult players. Learn to perform as an ensemble on works that present a variety of styles from classical to pop to fiddle. There will also be a concert toward the end of the course--details to be discussed in class--which will be a great opportunity to invite your family and friends. If you need to rent an instrument, please contact the instructor by leaving a message with Continuing Education at 860-512-2800. Required textbook: Especially for Strings: Violin 1 (advanced players), Violin 2 (intermediate players), Viola, Cello, or Bass, available at MCC Bookstore for approximately \$5. Please contact the MCC Bookstore at least two weeks before the start of class at 860-645-3140 or online at www.mctc.bkstr.com and be sure to specify the appropriate book. Prerequisite: For intermediate and advanced high school students and adult players, including MCC music majors, for the following string instruments: violin, viola, cello and bass.

CRN 20700 | Fee: \$80
8 Wednesdays | 7/2-8/20
6-7 PM | GPA GP143

Instructor: Martha Haye

**Music Recording, Publishing,
Marketing, and Publicity**

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

CRN 20681 | Fee: \$25
1 Wednesday | 7/16
6-9 PM | GPA GP214

Instructor: David K. Ewen, M.Ed., is the director of the Springfield Community Festival. He has directed, produced, and hosted programs for theater and television, including "Author of the Week" and "Laugh Medicine," and the documentary film series, "Your World Discovered." His events have been publicized on ABC, CBS, NBC, Fox, and many newspapers, and he's been heard on radio shows from Los Angeles to Boston.

YOU MAY ALSO LIKE

The Alexander Technique on page 9
The Mishi-maya-gat Spoken Word & Music Series on page 46



NEW Trash Talking: A Brief History of Society's Refuse and How You Can Make it Work for You NOW

Within the span of our own lifetimes, the job of trash collection has expanded from picking up one small bucket per household per week to enough to fill several large barrels—and that is with generally smaller households! What happened, and what are the implications of this rising mountain of refuse to our lifestyles and environment? We will look at the way society has disposed of its cast-off material through the ages, including some recent memories of the trash crises of the 1980s. Is anything changing on the garbage front? A demonstration of composting will show how composting both indoors and outdoors can help reduce the amount of waste going into our landfills, as well as provide fertilizer for your garden or lawn.

CRN 20630 | Fee: \$5
1 Friday | 6/20
noon-1:30 PM | AST E202

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

Five Ways For Your Company To Pay For A Class

- 1. Ask**
A simple request may be all that it takes. An email is better.
- 2. Show them the catalog**
Attach the link to your email.
www.manchestercc.edu/students/resources/catalog.php
- 3. Stress the benefits**
Explain how the additional skill training will improve your productivity.
- 4. Emphasize the convenience**
You don't need to go far when quality training is as close as MCC.
- 5. Compare pricing**
Our cost-effective pricing will give you the most bang for your buck.

NEW Emily Dickinson - Part 2: Love and Death

Continuing an examination of the life and poetry of Emily Dickinson, the class will focus on two subjects that form a significant part of her extraordinary poetic output: love and death. We will touch briefly on the impact each had on this elusive writer as she experienced both throughout her life, as well as read and discuss several key poems on these two major themes. "Is there more? More than Love and Death? Then tell me its name!" (ED) This is Part 2 but the course is designed to stand alone and you do not have to have attended Part 1 to sign up for this session. The instructor will provide handouts.

CRN 20634 | Fee: \$5
1 Friday | 7/11
noon-1:30 PM | AST E202

Instructor: David Garnes earned his master of library science and master of arts degrees from Columbia University. He worked as a librarian at UConn for twenty years and is presently a freelance writer, lecturer, and book discussion leader for Connecticut Humanities. He has also served as a guide at the Emily Dickinson Museum since 2001.

NEW What's Behind that Tooth X-Ray: The Effects of Radiation on Our Lives

Have you ever wondered how the radiation dose from a dental x-ray compares to background (natural) radiation or chest x-ray? We will discuss various sources of radiation we encounter in everyday life as well as in medical exams, and the effect of ionizing radiation on a human body.

CRN 20635 | Fee: \$5
1 Friday | 7/18
noon-1:30 PM | AST E202

Instructor: Negussie Tirfessa, professor of physics at MCC, has a Ph.D. in theoretical nuclear/particle physics from Ohio State University.

Through My Eyes: An Interview with an 18th Century Soldier

Based upon four decades of research from original letters, diaries, and notes written by the people of that time, you will experience a unique view of the thoughts and feelings of 18th century colonists. When Mr. Tarantino puts on the uniform, he assumes the viewpoint of those past eyewitnesses. Sit, listen, and question a voice speaking out of the past, with all of its prejudices and emotions.

CRN 20632 | Fee: \$5
1 Friday | 7/25
noon-1:30 PM | AST E202

Instructor: Sal Tarantino has been in the field of education since 1970. He has done more than 1,000 presentations on the American Revolution, and has taught history through college lectures and adult education. He is the author of the book *Soldiering On*, from Saddle Bag Press, and has done consulting for movies and U.S. historic sites.

NEW The Beautiful and the Damned: A Portrait of Scott and Zelda Fitzgerald

Whether it be Romeo and Juliet, Napoleon and Josephine, or Brad and Angelina, we are all fascinated by the charisma of famous couples. One of the most iconic of couples from the Jazz Age was F. Scott Fitzgerald and Zelda Sayre Fitzgerald. The instructor will highlight the lives and the tumultuous marriage of the famous author and his wife and will demonstrate how Fitzgerald's female characters from his famous novels often represent the troubled Zelda.

CRN 20725 | Fee: \$5
1 Friday | 8/1
noon-1:30 PM | AST E202

Instructor: Heather Styckiewicz is a former high school English teacher who has taught as an adjunct instructor at MCC for 14 years.

NEW Maximizing Your Memory

If you are one of those people who lose their keys, forget a shopping list or misplace things, you are not alone. In this session, we will talk about how to connect what you need to know with something you already know. We'll also see how preparation and organization are as important to effectiveness as developing your "memory muscle." Come with your sense of humor, a willingness to share your own personal memory aids, and a commitment to practicing what you learn. Oh, and write down the date and time of this Noon Institute so you remember...

CRN 20629 | Fee: \$5
1 Friday | 8/8
noon-1:30 PM | AST E202

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

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Classes begin August 27 and online courses available.

Apply credits toward a degree or certificate at
Manchester Community College or transfer
credits to another college or university

For registration information,
call 860-512-3220 for Summer courses
call 860-512-3210 for Fall courses



To view the catalogs, go to: www.manchestercc.edu

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MCC's CREDIT-FREE PROGRAMS SEEKS QUALIFIED* INSTRUCTORS IN THE FOLLOWING SUBJECTS:

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- Instrument instruction in Saxophone, Trumpet, Trombone, and Piano
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* Master's degree, or appropriate terminal degree, and teaching experience required.

PLEASE CONTACT MCC'S DIVISION OF CONTINUING EDUCATION AT 860-512-2800
FOR AN INSTRUCTOR PACKET OR VISIT: <http://www.manchestercc.edu/continuing>.

Photography



JOHN GARAVENTA
ARTWORK FEATURED
ON CATALOG COVER

Downtown Manchester as Urban Landscape

Learn to photographically identify and appreciate the urban landscapes and architectural elements found right here in downtown Manchester and adjacent areas. For inspiration, the class will reference the work of contemporary photographers noted for urban landscapes, such as Ernst Haas, Joel Meyerowitz, and Jay Maisel. **Students will shoot during two Saturday field trips on August 9 and August 16 from 9-11 AM, sites to be discussed in class.** Classroom discussions will include composition, lighting, and advanced aspects of camera use, as well as critiques for the on-site shoots. Some previous photography experience is required. Students will need their own cameras and may shoot with film or digitally, and in color or black and white.

CRN 20729 | Fee: \$115
3 Mondays | 8/4-8/18 | 7-9 PM
2 Saturdays | 8/9-8/16 | 9-11 AM
Sites TBA | GPA GP214

Instructor: John Garaventa holds a master's degree from the Art Institute of Atlanta and was a freelance photographer with the Hartford Courant before starting his own business, Garaventa Photography. He has also shot for National Geographic, and participated in an exhibit at the Bushnell Memorial Gallery.



YOU MAY ALSO LIKE

Digital Imaging & Design courses on page 13

Digital Camera Introduction

Learn the fundamentals of digital photography using a consumer-model digital camera. All aspects of the digital camera will be discussed, including the lens, viewfinder, focus, aperture, shutter, digital file formats, and image storage, as well as how to work in a photo editing program. We will learn how to import and save photographs, methods of color correction and enhancement, and how to size and prepare images for print and the web, and also compare popular digital camera models. It is not necessary to own a digital camera, but if you do, please bring it along with your instruction manual. Prerequisite: Basic Windows, keyboarding and mouse skills.

CRN 20620 | Fee: \$99
2 Tuesdays | 6/3-6/10
6-9 PM | LRC B142

Instructor: Richard Hoyer is a fine art, portrait and location photographer, with more than 20 years of fun and profit in the business. He also teaches photography in the adult education program at Worcester Art Museum. His work is exhibited regularly at galleries around the state.

Nature and Outdoor Photography

In the first session, there will be discussion of recommended equipment and gear for nature and outdoor photography. The instructor will also show samples of his work and discuss the methods that he uses to capture nature's beauty. **The second and fourth sessions will be field trips to local parks, with locations to be determined in class.** The classroom sessions will include critiques of the two field trips. Rain dates will be the Sundays of these same weekends. Students should bring their 35mm SLR (digital or film), lenses, tripod, and gadget bag to the field trip sites.

CRN 20686 | Fee: \$115
5 Saturdays | 6/14-7/19 (does not meet 7/5)
9-11 AM | AST C212 (6/21 & 7/12 meet off-campus)

Instructor: Hunter Neal is a commercial professional photographer in the greater Hartford area with more than 20 years of experience, has had his own business for the past 14 years, and has practiced nature and outdoor photography all across the globe. He is a graduate of Rochester Institute of Technology's Pro Photo Program and recently completed a master's in visual arts at Vermont College of Fine Arts.

Digital Camera Next Step

Making the leap from film to digital photography was scary, but you did it! And now that you've had some time to enhance your digital photo skills, and maybe even learned how to load your photos into the computer and digitally enhance them, you're ready for more. In this advanced course, learn how to control digital photography from camera to computer. Topics will include advanced techniques for taking better digital photos, digital picture management, advanced camera controls, enhancing your pictures via software, and successful printing and web usage techniques. Bring your digital camera and your digital questions to this informative class. Prerequisite: *Digital Camera Introduction* or equivalent experience, or approval by instructor or computer coordinator.

CRN 20621 | Fee: \$99
2 Tuesdays | 6/17-6/24
6-9 PM | LRC B141

Instructor: Richard Hoyer

Using Your Digital SLR

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

CRN 20636 | Fee: \$99
2 Fridays | 6/20-6/27
6-9 PM | AST D211

CRN 20637 | Fee: \$99
2 Fridays | 8/15-8/22
6-9 PM | AST D211

Instructor: Richard Hoyer

NEVER GET TO SPEND TIME WITH YOUR FRIENDS?

Register Together. A Course is a Great Experience to Share!

ADVANCED TECHNIQUES FOR DIGITAL PHOTOGRAPHY SERIES

As a sequel and supplement to *Digital Camera Introduction* and *Next Step*, this series of course modules for the digital photographer focuses on specific technical skills and aesthetic considerations. New modules will be offered in future Credit-Free catalogs.

Instructor: Richard Hoyer

Advanced Digital SLR

We will concentrate on advanced topics relating to photography with digital SLRs and improving images with Adobe Photoshop CS3; focus on exposure and image quality-control in a variety of challenging lighting situations, including creative use of both on- and off-camera flash units; and use Adobe Photoshop CS3 to explore the digital imaging workflow, while delving into topics such as tricky color correction of problem images, advanced masking techniques, combining multiple images for contrast control or creative effect, nondestructive editing, and elements of Adobe Camera RAW. You must bring your digital SLR camera to class. Prerequisite: Using Your Digital SLR is highly recommended.

CRN 20638 | Fee: \$50

1 Friday | 7/11

6-9 PM | AST D211

Digital Exposure Techniques

One of the advantages of a digital camera is being able to check your shot once you have taken it. This class will show you what to look for when you are taking the photo and how to look at, understand, and evaluate your shot. We will also view sample images and explore the fine art of histograms, both in the camera and on the computer. In addition, we will consider ways to better control the camera and master exposure techniques, and when all else fails, how we can use computer and image-editing software to correct the exposure. Get the practical advice you need for the exposure you want!

CRN 20633 | Fee: \$50

1 Friday | 8/1

6-9 PM | AST D211



Creating Dynamic Portraits

We all enjoy photographing our friends, loved ones, and pets. Yet how often do these pictures turn out to be merely adequate? Come learn techniques for making more interesting portraits. We'll cover camera settings, lens selection, all sorts of posing methods in a variety of locations for a variety of shots, and ways to light your subject using either inexpensive tungsten lights or natural illumination. Techniques learned in this class can be valuable for those students interested in pursuing portraiture as a moneymaking sideline business. Students need to bring their digital cameras (with instruction booklet), along with some props and alternative clothing. A model will be hired for the class. Please note: Each student can expect to pay a \$15-20 modeling fee, depending on the number of students.

CRN 20709 | Fee: \$75

3 Tuesdays | 6/17-7/1

6-8:30 PM | GPA GP143

Instructor: Peter Glass has operated Peter Glass Photography for more than 25 years, with specialties in portrait, editorial, corporate, and stock photography. His photos appear regularly in magazines, textbooks, advertising brochures, and on book covers. He holds an M.A. from University of Texas. His current work can be viewed at www.stockpeterglass.com.

Stock Photography for Fun and Profit

Start making money through stock photography. Stock photographers shoot a variety of images and place them with stock agencies who then market them to magazines, advertising firms, and textbook companies all around the world. All aspects of the stock photography business will be covered. Topics will include determining what kind of images sell and don't sell; creating a catalog of your pictures; working with metadata; and determining which specific stock agencies are best suited for your photos. Let how to tap into this potentially lucrative source of extra income!

CRN 20710 | Fee: \$90

3 Tuesdays | 7/15-7/29

6-9 PM | GPA GP143

Instructor: Peter Glass

NEW Considering Composition

The rules for composing photographs, despite what is often written and taught, are not set in stone. Many of them are useful as starting points for new photographers, but they also act as barriers to those wanting to explore further possibilities. We will separate truly useful rules from those that are not or are limiting. We will explore and discuss these principles that can be used as an effective blueprint for creative photographic expression. Students should bring samples of their own photographs on a flash disk or thumb drive, so they can be viewed and discussed in class.

CRN 20711 | Fee: \$60

3 Tuesdays | 8/5-8/19

6:30-8:30 PM | GPA GP143

Instructor: Peter Glass

CAREER OPPORTUNITIES

Security Officer Training: Guard Card Certification

Have you ever thought about becoming a security officer? Connecticut requires security officers to complete this 8-hour certification course, taught by a State-certified instructor. Topics include basic first aid, search and seizure, use of force, basic criminal justice, and public safety issues. The course finishes with a one-hour examination that students must complete with a passing score of 70%. Successful candidates will be given in-class instructions of how to apply and pay for their Security Officer Identification cards. Students will also have the option of beginning the fingerprinting process in the classroom. Connecticut law states that no person shall be approved for a license who has been convicted of a felony, any sexual offense or any crime involving honesty or integrity. To be employed as a Security Officer you must be at least 18 years of age.

CRN 20809 | Fee: \$110
1 Tuesday | 8/5
8:30 AM-5 PM | LRC B214

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

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

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

www.getsmartct.com. Please bring your lunch. Materials fee: \$35 for S.M.A.R.T. booklet and other supplies, payable to the instructor at first class.

CRN 20622 | Fee: \$195
2 Saturdays | 8/2-8/9
8:30 AM-4:30 PM | GPA GP136

Instructor: Paul Rich has been a S.M.A.R.T. instructor for MCC and other CT community colleges for the past several years, and has worked in the bartending industry for nearly 15 years.

REAL ESTATE

Principles and Practices of Real Estate

This required course for real estate licensing provides clear explanations of modern real estate practices and a working knowledge of real estate in Connecticut. Property owners, buyers, sellers, and anyone interested in pursuing real estate careers or operations will find this course beneficial and rewarding. Students must attend at least 60 hours and pass the course with a score of 70 or higher in order to sit for the State exam (the Salesperson Exam fee of approximately \$80 is not included with this course). Please note that your certificate will be printed with your name as it appears on your registration form. Required texts: Modern Real Estate Practice (ISBN 9781427787903) and CT Real Estate Practice and Law (ISBN 9781427727824), as well as a strongly recommended text, Questions & Answers ... Real Estate Exam (ISBN 9781427767778), Dearborn, available at MCC Bookstore for approximately \$90 (for all three books).

CRN 20623 | Fee: \$485
9 Tuesdays & 7 Thursdays | 6/3-7/29 (does not meet 7/3; exam date 8/5)
5:45-9:45 PM | SSC L240

Instructor: Archangelo D'Amato is a licensed CT broker, brings more than 30 years of real estate brokerage, sales, leasing, development, and property management to the classroom.

Buying Foreclosed Property

There are deals aplenty out there right now! Learn how to spot the good deals from the bad ones and how to deal with banks and realtors marketing foreclosed property. Learn tips from an experienced CT real estate attorney on where to find foreclosed property, how a foreclosure auction works, what to do if the foreclosed property contains tenants, and how the closing process works.

CRN 20689 | Fee: \$40
1 Monday | 7/14
6-9 PM | SSC L142

Instructor: Selected as a New England Super Lawyer in 2010, Elton B. Harvey III earned his J.D. from Western New England College and is an attorney in West Hartford whose practice emphasizes commercial and residential real estate. A former title abstract company owner, he is chair of the CT Bar Association Real Property Section and a fellow in the American College of Mortgage Attorneys.

Basic Title Searching

This course will cover the following topics: a review of the basics of title searches; securing current owner's information; assessor's records; title research; information available from other governmental offices; tips for grantoring and granteeing chains of title; and how to handle special problems, such as foreclosure searching, bankruptcy, probate files, and lien priority. This course is approved for three Continuing Education hours by the CT Real Estate Commission.

CRN 20688 | Fee: \$40
1 Monday | 8/4
6-9 PM | SSC L142

Instructor: Elton B. Harvey III

Real Estate and Appraisal Commissions Licensure Information

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

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

Real Estate Salesperson

(total of 60 hours)

- Principles and Practices of Real Estate (60 hours)

Real Estate Broker

(total of 120 hours)

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

Appraiser

The Appraiser Qualifications Board (AOB) of the Appraisal Foundation has adopted changes to the Real Property Appraiser Qualification Criteria that became effective on January 1, 2008. These changes include increased required education. For a detailed description of these new requirements, please refer to the following website: www.ct.gov/dcp – then click “real estate.”

SKILLS FOR THE WORKPLACE

NEW Conversation to Presentation: Expanding Everyday Communication Skills into Effective Public Speaking

The ability to communicate effectively can impact your success academically, professionally, and interpersonally. In this beginner level course, students will learn in a supportive and interactive environment how to expand the communication skills they already have into public speaking abilities. Students will engage in minor speech activities, while learning about the communication model, speech components, delivery techniques, how to overcome speech related anxiety, and how to improve listening skills in order to become better communicators. This introductory course is suitable for any novice speaker seeking to develop confidence speaking in front of others.

CRN 20768 | Fee: \$105
4 Tuesdays | 6/10-7/1
7-9 PM | GPA GP215

Instructor: Josephine Sanchez is an adjunct lecturer in public speaking at MCC, a position she has held since 2005. She earned her B.A. and M.A. in communication from the University of Hartford, and has been a panelist speaker at various events.

Technical Communications

Learn, or strengthen your skills in, how to interpret, evaluate, record, and report technical information, as well as basic components and structures used in technical communications for both informal and formal writing. Topics include audience analysis, language and purpose, page design, and technical definition and description. Critical thinking skills, assignments, and class discussions will be used to convey technical communication methodologies, as you learn how to implement these concepts in technical documents. This course is ideal for professionals in engineering, architecture, web/software design, advertising/marketing, and insurance fields, although all are welcome. Instructor provides handouts.

CRN 20796 | Fee: \$120
6 Mondays | 6/9-7/14
6:30-8:30 PM | GPA GP142

Instructor: Leanne Foster earned her bachelor of arts in English from the University of Toronto and master's in English from Central Connecticut State University, where she was also an instructor and mentor for the Bridges Program. She is an adjunct professor of technical communications at the University of Hartford.

e-Newsletters for Small Businesses and Nonprofits

Email newsletters are an effective way to generate new business, stay connected with existing customers and/or associates, advocate for your cause, or share your specific expertise. Come learn how to produce an e-newsletter that reflects your organization's brand or your own personality. Find out how to deliver information that will build a subscriber base and make your readers look forward to each issue. We'll cover how to identify your audience, plan and design the newsletter, grow your subscriber list and choose an email service provider for delivering to subscribers' inboxes. We will also address ways of discovering your own written "voice" and where to find content ideas.

CRN 20754 | Fee: \$60
2 Thursdays | 6/19-6/26
7-9:30 PM | GPA GP139

Instructor: Michael Selissen is the founder of Case Mountain Communications, a consulting company that helps business and non-profits communicate what they know. His own monthly e-newsletter, MarCom Matters, takes an insightful look at marketing communications tools, tactics and strategies.

Grant Writing for Beginners

Do you know what grant makers want? This course will cover tips for writing effective grant proposals. You will learn how to get started and into the flow of process. The parts of a generic proposal will be reviewed, including executive summary, statement of need, project description, budget and narrative, organizational information, conclusion, and appendix. In addition, the art of effective cover letter writing and basic research methods will be explored. Contact cultivation and meeting the funder will be discussed, as well as dealing with rejection and what to do next. Grant reporting will be looked at briefly, and sample grants will be shared. Students should bring a lunch. **Please note: The August 1 section meets at MCC on Main, 903 Main St., Manchester.**

CRN 20756 | Fee: \$95
1 Friday | 6/27
9:30 AM-4 PM | AST C209

CRN 20757 | Fee: \$95
1 Friday | 8/1
11:30 AM-6 PM | MCC on Main

Instructor: Beverly Salzman, M.B.A. and M.S. in psychology, has 20 years of business and executive nonprofit experience in the greater Bridgeport area, managing small human service organizations and grant writing to various State departments, the Federal government, and local foundations.

YOU MAY ALSO LIKE

- Allied Health courses on page 3-5
- Computer Technology Certification courses on page 11-16
- Emotional Freedom Technique Level 1 Certificate Training on page 9
- Reiki Certificate Training courses on page 9
- Personal Trainer National Certification on page 23
- Stock Photography for Fun and Profit on page 41
- Write to Publish on page 47
- Blog for Money and Fun on page 47

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CREDIT-FREE CATALOG
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WHY CHOOSE US?

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

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

PRECISION MACHINING TRAINING



- Comprehensive, hands-on training program for entry-level machinists or those who want to advance their skills
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- The program combines classroom training and lab experience.

*** Workforce Investment Act (WIA) funding may be available for unemployed, recently downsized, or underemployed persons.**

For more information please contact CT Works One-Stop at: www.ctdol.ct.us

Approved Veterans' Benefits

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

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. See below *

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 first left onto Great Path and proceed to stop sign. See below *

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 first left onto Great Path and proceed to stop sign. See below *

From Springfield: Take I-91 South. Take exit 35A to I-291 Eastbound, 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 first left onto Great Path and proceed to stop sign. See below *

* Take a left onto Founders Drive North toward East Lot (formerly Lot B) or right onto Founders Drive South toward West Lot (formerly Lot C).

CHECK YOUR CLASS SCHEDULE FOR LOCATION.
SOME CLASSES MEET AT OFF-CAMPUS LOCATIONS.

MCC BUILDINGS

AST = Arts, Sciences & Technology Center
GPA = Great Path Academy *
LRC = Learning Resource Center
SSC = Student Services Center
(formerly the Lowe Building)

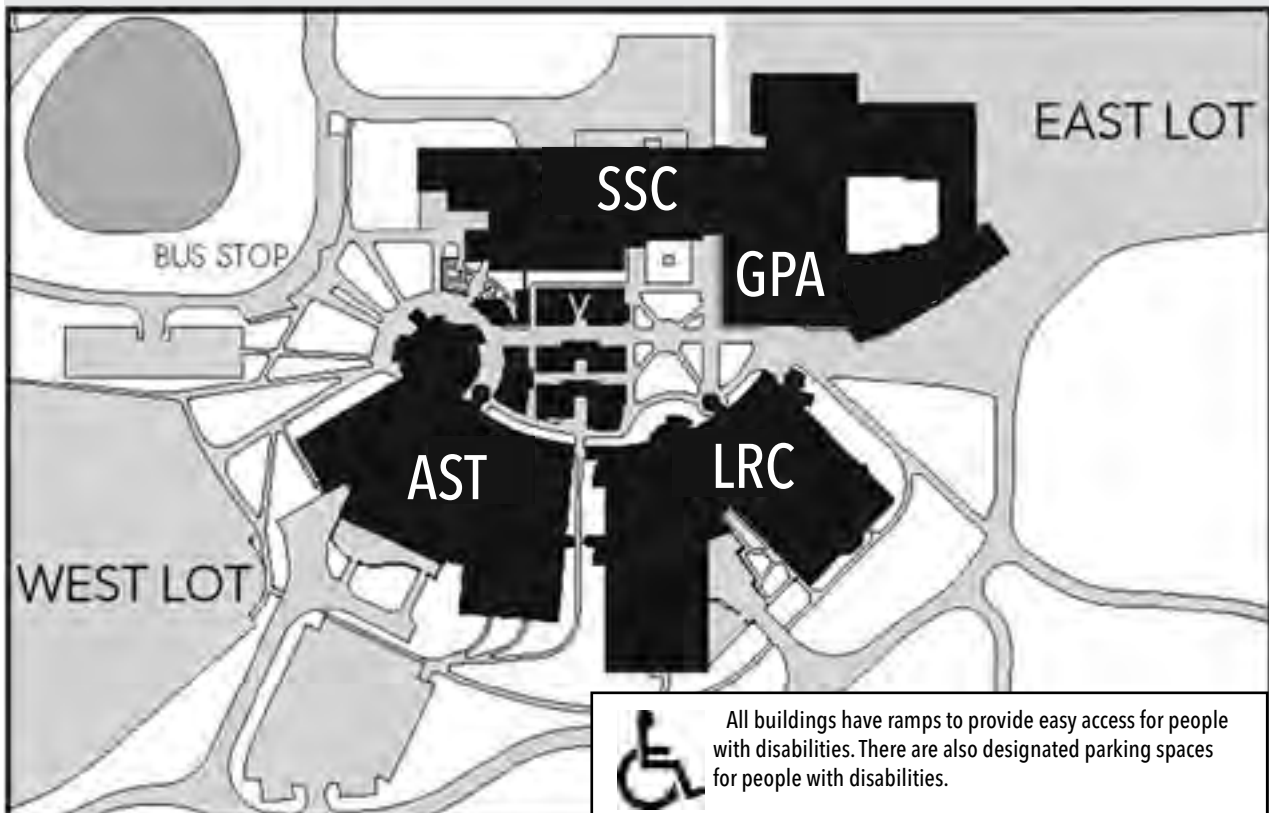
VIL = Village

OFF-CAMPUS LOCATION

MCC on Main | 903 Main Street | Manchester
www.manchestercc.edu/mcc-on-main/contact.php

MCC CAMPUS MAP

For Directions to MCC: www.manchestercc.edu/about/directionsmcc.php



All buildings have ramps to provide easy access for people with disabilities. There are also designated parking spaces for people with disabilities.

MORE GREAT BOOKS

Join a community of avid readers in this popular series of book discussions led by distinguished MCC faculty and staff members. Offering a provocative mix of new and classic literature each semester, the class meets at three-week intervals during the summer to allow time for travel and reading. Books are available at local and online bookstores and at most libraries. **Please note: this course meets at MCC on Main, 903 Main Street, Manchester.**

CRN 20664 | Fee: \$20
3 Wednesdays | 6/4 - 7/16
(meets on three-week intervals)
3:30-5 PM | MCC on Main

Instructors: Jana Sime, Math faculty; and Kimberly Hamilton-Bobrow, Michael DiRaimo and Tanya Millner-Harlee, English faculty.

6/4 - Wild: From Lost to Found on the Pacific Crest Trail

by Cheryl Strayed

At age 26, the author, an inexperienced hiker, decides to hike alone more than one thousand miles of the Pacific Crest Trail as a personal way of healing following her divorce and the death of a parent.

Instructors: Kim Hamilton-Bobrow and Jana Sime

6/25 - Someone by Alice McDermott

Alice McDermott's 2013 novel is a simple tale that follows the life of Marie Commeford, a resident of the Irish section of Brooklyn in the mid-twentieth century, who tenderly and vividly recounts her experiences with friends, family, and loved ones in an effort to come to grips with the big questions of love, life's purpose and the march of time.

Instructor: Michael DiRaimo

7/16 - Ragtime by E.L. Doctorow

Ragtime's story opens in 1906 at the home of an affluent American family. One afternoon, Harry Houdini swerves his car into a telephone pole outside the family's home and the line between fantasy and fact, and real and imagined disappears. Henry Ford, J.P. Morgan, Sigmund Freud and Emiliano Zapata slip in and out of the tale, crossing paths with the family and other fictional characters, including an immigrant peddler and a ragtime musician from Harlem.

Instructor: Tanya Millner-Harlee

MCC READS

The popularity of book discussion groups at MCC has led to this group, with sessions led by distinguished MCC library and staff members. For the summer, this course meets at three-week intervals. Books are available at local and online bookstores and at most libraries. **Please note: this course meets at MCC on Main, 903 Main Street, Manchester.**

CRN 20663 | Fee: \$15
3 Wednesdays | 6/26, 7/17 & 8/7 (meets on three-week intervals)
6-7 PM | MCC on Main

Instructors: Paula Cook, associate director of MCC Library; Patricia Ronalter, MCC reference librarian; and Katherine Noonan, MCC Bookstore assistant manager.

6/26 - The Beginner's Goodbye by Anne Tyler

Crippled in his right arm and leg, Aaron grew up fending off a sister who constantly wanted to manage him. So when he meets Dorothy, an outspoken, independent young woman, she's like a breath of fresh air. He marries her without hesitation, and they have a relatively happy, unremarkable marriage. But when a tree crashes into their house and Dorothy is killed, Aaron feels as though he has been erased forever. Only Dorothy's unexpected appearances from the dead—in their house, on the roadway, in the market—help him to live in the moment and to find some peace.

Instructor: Paula Cook

7/17 - Cutting for Stone by Abraham Verghese

Marion and Shiva Stone are twin brothers born of a secret union between a beautiful Indian nun and a brash British surgeon. Orphaned by their mother's death and their father's disappearance, bound together by a preternatural connection and a shared fascination with medicine, the twins come of age as Ethiopia hovers on the brink of revolution. Cutting for Stone is an unforgettable story of two brothers whose fates are forever intertwined.

Instructor: Deborah Herman

8/7 - The Obituary Writer by Anne Hood

On the day John F. Kennedy is inaugurated, Claire, an uncompromising young wife and mother obsessed with the glamour of Jackie O, struggles over the decision of whether to stay in a loveless marriage or follow the man she loves and whose baby she may be carrying. Decades earlier, in 1919, Vivien Lowe, an obituary writer, is searching for her lover who disappeared in the Great San Francisco Earthquake of 1906. The surprising connection between Claire and Vivien will change the life of one of them in unexpected and extraordinary ways. The Obituary Writer examines marriage and love, the roles of wives and mothers, and the emotions of grief, regret, and hope.

Instructor: Katherine Noonan

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FEATURING ACCLAIMED POETS, WRITERS AND MUSICIANS FROM
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Manchester Community College | MCC on Main | 903 Main Street | Manchester
7-9 PM | 3rd Thursday of each month | September through May

Hosted by Stephen Campiglio

www.manchestercc.edu/mmg



This project is funded by MCC Foundation Annual Fund

NEW American Rebels: Origins of the Beat Generation

When it first exploded onto the American cultural landscape in the '50s, the Beat Generation quickly became a laugh line for newspaper columnists and comedians. The Beats, in fact, were an important literary movement. Steering away from conventional writing, new voices such as Kerouac, Ginsberg, Burroughs, and Corso experimented with language and produced audacious, visionary works that rattled the chains of the literary establishment. This class will trace the origins of the Beat Generation and show how the movement sprang as an alternative to the rise of the American bourgeoisie, the bomb, the Cold War, and the McCarthy era during the "button-downed" '50s. In addition to the writers mentioned above, we'll also consider works by Ferlinghetti, Welch, Snyder, Whalen, Cassady, Huncke, and Holmes, all of whom created an important literary community that still exists today. Recommended text: On the Road, Kerouac, available at local and online bookstores.

CRN 20719 | Fee: \$35
1 Thursday | 6/26
6-9 PM | GPA GP142

Instructor: Steve Starger is an author, editor, freelance writer, playwright, and musician. His writing has appeared in Cash Box Magazine, Art New England, Preview Connecticut, Preview Massachusetts, the Advocate Newspapers, Journal Inquirer, Hartford Courant, and the Alexandria (VA) Gazette. He is the co-author of Wally's World, a biography of the late cartoonist Wally Wood, published by Vanguard Publications.

NEW Contemporary Poetry Spotlight: Billy Collins and Mary Oliver

If book sales are any indication, Billy Collins and Mary Oliver are the two most popular contemporary American poets. Beyond that, their work speaks to universal truths, and each poet displays a great understanding of the human condition. Collins' work, deceptively simple and immediately accessible, is often couched in wry humor. Oliver's voice is at its most eloquent when she writes of our intertwined relationship with the natural world. After brief background information on their lives, we will read and examine several of Collins' and Oliver's best poems. The instructor will provide handouts.

CRN 20770 | Fee: \$30
1 Wednesday | 6/18
6:30-9 PM | GPA GP138

Instructor: David Garnes earned his master of library science and master of arts from Columbia University. He worked as a librarian at UConn for twenty years and is presently a freelance writer, lecturer, and book discussion leader for Connecticut Humanities. He has also served as a guide at the Emily Dickinson Museum since 2001.

Memoir and Monologue

Have you ever thought that your life would make a good book or movie? This class will allow you to reflect upon the stories of your past and become the author of your future. Through creative writing assignments and collaborative exercises that stimulate memory, imagination, metaphor, and sensory perception, the significance of story will be explored and individual and collective myths will be revealed. The final session will include a showcase of presentations, for which students may invite family and friends.

CRN 20738 | Fee: \$115
5 Tuesdays | 7/8-8/5
6:30-8:30 PM | LRC B209

Instructor: Stacey Zackin, MSW, CPCC, is a certified professional life, career and health coach who helps individuals and groups to proactively pursue lives of passion, play and purpose. With degrees in film and photography, industrial social work, depth psychology, and nonprofit management, she has spent the last two decades helping entertainment professionals and nonprofit organizations create strategies for success.

Writing and Illustrating Children's Books

This course provides an overview for how to write, illustrate and publish a children's book. Topics include aesthetic and literary strategies; book design and dummy layout; illustration styles; the age appropriateness of stories; and the business of publishing. Students may bring in stories or projects that they are working on, or begin an ABC book, counting book, or the retelling of a fairy or folk tale.

CRN 20676 | Fee: \$130
4 Thursdays | 6/26-7/24 (does not meet 7/3)
6-8 PM | GPA GP156

Instructor: Iris Van Rynbach earned degrees in Illustration from Parsons School of Design and the New School, and has studied Fine Arts in Paris. A published author-illustrator whose work has appeared in the New Yorker, she has written five books and illustrated eight more. Her books have received numerous awards, including The Children's Book Council and The Social Studies Council Notable Book Award.

Write to Publish

You have written a novel or nonfiction work (or have a plan to do so), but you know little about the steps to getting published. We will discuss how to know when your manuscript is ready to submit, and the various publication options: traditional, e-publishing, and even self-publishing, which is widely gaining in sophistication and acceptance among booksellers. Learn the next steps to developing an author platform through social media and other means of marketing to grow readership. You will have the opportunity to have your work assessed by a professional editor and author.

CRN 20764 | Fee: \$70
3 Mondays | 7/14-7/28
6:30-8:30 PM | LRC B209

Instructor: Heather Webb is the author of the historical novel Becoming Josephine and is also a freelance editor and blogger. She is a contributing editor at RomanceUniversity.org and an active member of the Historical Novel Society, Backspace, and the RMFW writer groups.

Publish Your Book for Print, Online, Audio and Film

Learn how to publish your material in print, online, and in audio, and the free online tools that are available to make publishing easy. Become a marketing expert and use the media to your advantage. Also learn how to turn your book project into a film deal. Topics will include a brief history of book publishing; the process of copyrighting material; print, electronic and audio formats; the ebook market on Amazon and Barnes & Noble; and marketing through social media, radio, TV, and newspapers. An informative handout is provided.

CRN 20682 | Fee: \$25
1 Wednesday | 7/23
6-9 PM | GPA GP214

Instructor: David K. Ewen, M.Ed., is the founder of Ewen Prime Company, established in 1994 as a publishing house and has since become a consulting firm for book and music publishing and film production. He is the director of the Springfield Community Festival and has directed, produced, and hosted programs for theater and television, including "Author of the Week."

Blog for Money and Fun

Create your own blog to enhance your career, build marketing talent, raise funds, or as an entry into citizen journalism. Find the free tools to develop beautifully written content. Discover how to give life to your blog with companion videos and online talk radio programs. Become a marketing expert to promote you and your blog.

CRN 20704 | Fee: \$25
1 Tuesday | 8/12
6-9 PM | GPA GP214

Instructor: David K. Ewen

YOU MAY ALSO LIKE

Technical Communications on page 43

CREDIT-FREE REGISTRATION INFORMATION

REFUND POLICY FOR CREDIT-FREE COURSES

There is a minimum enrollment for all Credit-Free courses. Classes with insufficient enrollment will be cancelled. If a course is full or cancelled, you will be notified by phone, mail or email before the start date. If the College cancels a Credit-Free course, students will receive a full refund.*

In order to drop a Credit-Free course and receive a refund*, you must submit a written request to the Registrar's Office no later than one (1) business day prior to the first scheduled class meeting. It is your responsibility to call the Registrar's Office to verify that your request for a refund was received. If you fail to call, and we have no record of your request, you are ineligible for a refund. Refund checks are issued by the State Comptrollers' Office and take approximately four to six weeks to process. Requests for refunds may be made:

In person: Registrar's Office, SSC Lobby
By fax: 860-512-3221
Or mail: Registrar's Office, MS #13, MCC,
P. O. Box 1046, Manchester, CT 06045-1046

No refunds will be issued after the allowable drop period.**

* The College does not keep student credit card information on file. If you paid for a class with a credit card and would like to have this account refunded, you must provide us with your account number and expiration date. Otherwise, a refund check will automatically be mailed.

** Refund Appeals are only considered for extraordinary circumstances.

Special Note to Students: Full payment is due upon registration. If you register and do not pay, you will be billed for the course(s). If you wish to drop a course, you must do so no later than one (1) business day prior to the first scheduled class meeting, or you will be billed for the course.

REFUND POLICY APPEAL PROCEDURES

The Refund Appeal is intended to extend the refund period for a limited 10-day period of time for students experiencing extraordinary circumstances. After the 10-day extension period, there are no refunds and appeals will not be considered regardless of the circumstances a student may experience. All appeals must be submitted in writing and include student ID, contact information and appropriate documentation. Appeals for credit-free courses must be received within 10 calendar days from the start date of class.

Appeals will only be considered for the following extraordinary circumstances: severe illness documented by a physician's certificate, administrative error by the College with supporting documentation, or military transfer documented by a copy of transfer orders.

The following circumstances will not be considered: change in employment situation, misunderstanding of start date or dates of class, inability to transfer course, normal illness, transportation issues, child care issues, poor decision or change of mind by student regarding course selection, or dissatisfaction with course content or instructor.

You may view and print a Refund Policy Appeal form at www.manchestercc.edu → Form Depot → Admissions & Registration, or obtain a form at the Registrar's Office.

SUBMIT COMPLETED FORM TO:

Refund Appeals Committee
Registrar's Office
L-157, SSC Building
Manchester Community College
Great Path, MS #13, P.O. Box 1046
Manchester, CT 06045-1046

*The Refund Appeals Committee meets twice per month.
You will receive a written response notifying you of the outcome.*

WEB REGISTRATION

Returning students may register online using a MasterCard, Visa or Discover Card.

If you are a returning student and know your NetID and/or Banner ID*, here's how to register online:

Login:

- Go to <http://my.comnet.edu>
- Enter your **NetID** and **Password**
(See "New NetID Users" information below)
- Click on the "**Student**" tab
- Click on the "**Student Self Service**" channel

Registering:

- If prompted, select **Manchester Community College** from the list of colleges
- Click on "**Registration and Payment**"
- Click on "**Register (add/drop) classes**"
- Go to **Select Term**, select the correct semester/year, then submit
- Follow instructions in Steps 1 and 2**
- Click on "**View Schedule**" at the bottom of the page to confirm registration
- Follow the prompts to initiate payment

* Banner ID numbers will be mailed (upon request) to returning students and cannot be given out over the phone or by email.

** Please choose your course(s) in advance and have the correct CRN number(s) handy when you register online.

Please call 860-512-3220 for more information about Web registration or to request your Banner ID.

NEW NETID USERS

- Your NetID is your Banner ID with the "@" symbol in a different position (i.e. a student with a Banner ID of @87654321, will have the following NetID: 87654321@student.comnet.edu)
- Your initial Password is made up of the following personal information:
 1. The first three characters of your birth month (with first letter capitalized)
 2. The "&" symbol
 3. The last four digits of your Social Security Number
Example: For a user whose birthday is in October and whose social security number ends in 6789, the initial password would be Oct&6789
- You will then be prompted to change your password

CAMPUS INFORMATION

Admissions	860-512-3210
Bursar's	860-512-3637
Financial Aid	860-512-3380
Library	860-512-2880
Registrar	860-512-3220
For Office Hours	www.manchestercc.edu/offices/hours.php

CREDIT-FREE REGISTRATION FORM

5 EASY WAYS TO REGISTER FOR CREDIT-FREE COURSES PLEASE COMPLETE AND SUBMIT THIS ENTIRE PAGE.

1. BY MAIL

Complete a registration form (one person per registration form, please).
Pay by check, money order, MasterCard, Visa or Discover Card.

Mail entire page with full payment to:
Continuing Education Registration, MS #13
Manchester Community College
Great Path
P.O. Box 1046
Manchester, CT 06045-1046

2. IN-PERSON

At the Registrar in the SSC Building. Pay at the Bursar's Office by cash,
check, money order, MasterCard, Visa or Discover Card.
Please use the night drop box after hours.

3. BY FAX 860-512-3221 (24 HOURS)

Complete a registration form with MasterCard, Visa or Discover Card.
Please call 860-512-3232 to confirm that your fax was received.

4. BY PHONE 860-512-3232

Call 860-512-3232 between 8:30 AM and 4:30 PM,
Monday-Friday, using MasterCard, Visa or Discover Card.
• Please leave a detailed voice message if staff is unavailable.

5. REGISTER ONLINE

Returning students, go to: <http://my.commnet.edu>
(using MasterCard, Visa or Discover Card). For details see page 48.

NO WRITTEN CONFIRMATIONS ARE MAILED. REGISTRANTS WILL BE CONTACTED BY MCC ONLY IF A COURSE IS FULL, CANCELS, OR IF CLASSROOMS, MEETING TIMES OR DATES CHANGE.

MCC CREDIT-FREE COURSE REGISTRATION

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

Banner I.D. # (if known) _____ Soc. Sec. No. (optional) _____
Name (Last) _____ (First) _____ (M) _____
Previous Name (if any) _____ Email address _____
Home Address (Number and Street) _____
City _____ State _____ Zip Code _____
Tel. (Home) _____ (Work) _____ (Cell) _____
Birth Date _____ Gender Female Male Today's Date _____

**BE SURE TO INCLUDE BOTH A DAY AND EVENING PHONE NUMBER
IN CASE WE NEED TO INFORM YOU OF A SCHEDULING CHANGE OR CANCELLATION.**

CRN	Course Title	Start Date	Time	Room	Fee

MAKE CHECK OR MONEY ORDER PAYABLE TO "MCC".

Credit Card # _____
Cardholder name (print) _____
Cardholder signature _____
Relationship to student _____
Cardholder Address _____
Cardholder phone _____ Exp. Date (mo/yr) _____

Fees (total enclosed) _____

REFUNDS

Refunds are issued only for Credit-Free courses that MCC cancels, or if a written request is received no later than one (1) business day prior to the first scheduled class meeting. See details on page 48.

Office Use Only	Regis.	Special	Receipt #	Date
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CREDIT-FREE REGISTRATION INFORMATION

Register Early

Enrollment in classes is limited and will be accepted on a first-come, first-serve basis. Classes may fill quickly; early registration ensures you a seat and also decreases the likelihood that a course will be cancelled.

Confirmations

No written confirmations are mailed. Registrants will be contacted by MCC only if a course cancels or if classrooms, meeting times, or dates change.

Course Locations

Courses are held in classrooms at MCC, unless otherwise indicated in the course descriptions.

Free Parking

Parking is free at MCC. You may park without a permit in East and West Lots. A permit is required to park in staff or handicapped spaces. For convenient access to the new Great Path Academy (GPA), please use East Lot.

MCC Bookstore

Please call for hours: 860-645-3140
www.efollett.com

Postponements & Make-Ups

Classes postponed by instructor's request, emergencies, or extreme weather conditions will be made up whenever possible. Please call the College's main line, 860-512-3000, or visit the College web page: www.manchestercc.edu. for cancellations due to weather conditions. You may not make up absences by attending classes other than your own.

Cancellations

MCC reserves the right to cancel or postpone classes, or substitute instructors as needed due to unforeseen circumstances. If MCC cancels a course, registrants may transfer their fees to another course for the same semester or receive a full refund. If a course is cancelled, registrants will be notified by phone or mail.

Class Supply List

If the class for which you are registering requires supplies (see course description), your supply list will be mailed to you prior to class start. If you have not received your list one week before the scheduled class start, call Continuing Education at 860-512-2800, or stop by the office in the Learning Resource Center (LRC), Room B147.

NOTICE OF NONDISCRIMINATION:

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



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

Alternative formats of this material may be provided upon request. 12/13, CE/VS



Enrichment Classes for Inquisitive and Creative Minds in Grades K-10 Summer 2014

July Programs (Grades 5-10):

July 7-11 | Grades 5-8

Technology Camp I: Lego Robotics and Simple Machines
Junior Culinary Institute One

July 14-18 | Grades 5-8

Technology Camp II: Computer Aided Design and Digital Photography
Junior Culinary Institute: Section B - FULL/Closed to Enrollment
Adventures in Leadership: Section A

July 21-25 | Grades 5-8

Advanced Junior Culinary Institute
Adventures in Leadership: Section B

July 28-August 1 | Grades 8-10

More Adventures in Leadership

August Programs (Grades K-8):

August 4-15 | Grades K-8

The Summer Academy for Gifted and Talented Youth

**See the summer catalog for individual listings and course descriptions.*

For more information, call Carleigh Schultz, Coordinator
860-512-2804 cschultz@manchestercc.edu
www.manchestercc.edu/excursions



Continuing Education Division
Great Path, MS #16
P.O. Box 1046
Manchester, CT 06045-1046

CHANGE SERVICE REQUESTED

NON-PROFIT ORG.
U.S. POSTAGE
PAID
HARTFORD, CT
PERMIT #5100

**Continuing Education
Credit-Free Programs**
For Information: 860-512-2800
To Register: 860-512-3232
www.manchestercc.edu/ce

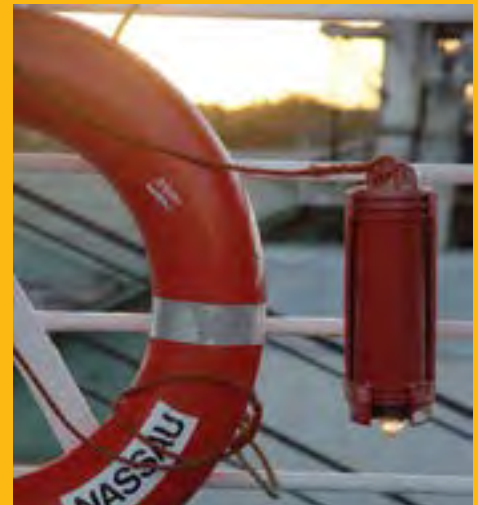


**Connecticut Rider
Education Program (CONREP)
For Motorcycles**

in conjunction with CT DOT

Focus on Building Basic Motorcycle Operation
and Street Riding Skills.

Weekly classes through October.
Call 860-512-3000, Option #2, ext. 8705
for Registration Packet and Schedule or visit
www.manchestercc.edu/motorcycle



Boating Safety

To obtain a CT Certificate of Personal
Watercraft/Safe Boating

Saturday and Weekday Evening
Classes Available

See page 24



**Prepare for Allied
Health Careers**

Check out our course selection

See pages 3-5



**Preparation for
CT Real Estate
Licensing Exams**

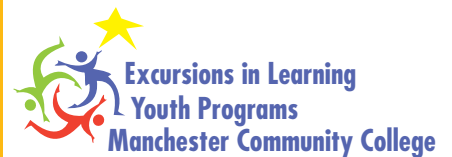
• Principles and Practices of Real Estate

See page 42

Online Academy

Check out our course selection

See pages 32-38



**Summer Enrichment
Programs for Youth**

See page 51