



MANCHESTER  
COMMUNITY  
COLLEGE

**CREDIT-FREE COURSES**

Beginning September through December

INTERACTIVE CATALOG

# FALL 2017

***Explore Your Interests***

***Offering a Variety of Courses,  
Including Allied Health,  
Computer Technology,  
Cuisine, Fitness & Recreation,  
and Real Estate***

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



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

<b>Credit-Free Programs .....</b>	<b>860-512-2800</b>
<b>Offering courses for professional development and personal enrichment</b>	
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General Information and Catalog Requests .....	<a href="mailto:ceinfo@manchestercc.edu">ceinfo@manchestercc.edu</a>
<b>Credit-Free Phone-In Registration .....</b>	<b>860-512-3232</b>
8:30 AM-4:30 PM, Monday-Friday Mastercard, Visa or Discover Card	
<b>Business &amp; Industry Services .....</b>	<b>860-512-2815</b>
<b>Providing employers and employees with workplace programs and training</b>	
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<b>Computer Technology .....</b>	<b>860-512-2808</b>
<b>Providing state-of-the-art computer training</b>	
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<b>Allied Health Programs .....</b>	<b>860-512-2826</b>
<b>Preparing students for National and State certification exams</b>	
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<b>Excursions in Learning .....</b>	<b>860-512-2804</b>
<b>Offering courses for high-achieving, academically motivated children</b>	
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## Notice of Nondiscrimination



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

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

Alternative formats of this material may be provided upon request.  
 6/17 68M, CE/NFD

## MCC Photo Policy

The Manchester Community College Office of Marketing and Public Relations often takes or commissions photos and videotapes of students, faculty and staff, and campus visitors. These images are taken in classrooms and labs, in the library and other study areas, at College events and elsewhere around campus. MCC reserves the right to use these photographs/video clips as part of its publicity and marketing efforts. Students who enroll at MCC do so with the understanding that these photographs might include them and be used in College publications, both printed and electronic, and for publicity.

## Certified Nurse Aide (CNA) WIOA-Approved VA-Approved

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

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

State regulations require that students successfully complete 16 hours of instruction in specific areas prior to the start of the clinical rotations. Students who fail to meet this requirement are not allowed to begin clinical rotations and are not eligible to complete the program. The college is not responsible if a student is unable to successfully complete the first 16 hours of class. Finally, students must attend a minimum of 100 hours and achieve a passing grade of 70 or above to sit for the State Exam. Students are required to wear a white uniform or scrubs, white shoes or sneakers, and a watch with a second hand to the clinical site. Approximately \$118 will be due when you apply to take the Connecticut State Certification Exam (not included in course fee). The instructor will inform students of test dates and procedures. Required textbook and supplies: Textbook for Nursing Assistants: A Humanistic Approach to Caregiving by Carter, 4th edition, Lippincott (ISBN 9781496323521) textbook/workbook/video bundle approximately \$122, and a gait belt approximately \$12, available at MCC Bookstore.

CRN 31606 | Fee: \$999 | [Register here](#)

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

Classroom | 20 sessions | Tuesdays & Thursdays | 9/19-12/5 (does not meet 11/23)

6-9 PM | LRC Room B125

Clinical | 8 Saturdays | 10/7-12/2 (does not meet 11/25) | 7 AM-3 PM (half-hour lunch)

**Glastonbury Health Care Center, 1175 Hebron Avenue, Glastonbury**

Instructor: Andrea Dillon, RN, M.Ed.

## REGISTRATION GUIDELINES

- Certified Nurse Aide
- Emergency Medical Technician
- Pharmacy Technician\*
- Phlebotomy Technician
- Veterinary Assistant



Have you earned college credit?

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

**IF NO:** You must take a reading comprehension test at no cost.

To schedule a comprehension test and/or set up an appointment to meet with the Program Coordinator of Credit-free Allied Health programs please call 860-512-2826.

Please bring a photo ID and your high school diploma or GED with you.

The test is given Tuesday – Thursday 1-5 p.m. and Friday 1-4 p.m. (except holidays), until the class fills.

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

## VETERANS' (VA) BENEFITS

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

## WIOA ELIGIBILITY

Contact MCC Continuing Education Coordinator, Michelle Fuhrman at 860-512-2826 for more information about WIOA funding.



CNA students must provide the college with documentation of the following prior to the start of clinical rotations: A physical exam within the last 12 months; a two step skin test or a single BAMT for TB 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 shot within 10 years; and flu shot (required during flu season). The health form will be mailed to students following course registration.





## Phlebotomy Technician: The Art of Drawing Blood VA-Approved



The Phlebotomist collects blood samples for a variety of reasons, including medical testing, blood transfusion and blood donation. Blood is collected primarily through venipuncture, though other methods may be used including finger-stick, heel-stick or butterfly needles. Students must have a steady hand with good manual dexterity and 20/20 vision (can be corrected with lenses) and accurate depth perception. This course includes classroom lecture and a clinical rotation at Eastern CT Health Network (ECHN) facilities in the Manchester area to be assigned by the instructor. Topics include basic medical terminology; anatomy and physiology of the cardiovascular system; arterial puncture procedures; blood collection equipment; laboratory procedures; quality assurance; universal precautions and infection control; specimen handling; collection procedures; and complications with an emphasis on pediatrics and the elderly. Students will begin the hands-on training in class and will progress onto the clinical rotation. Students are required to wear a white lab coat and white shoes or sneakers to the clinical site. Successful course completion requires a minimum grade of 70, a minimum 100 clinical hours and 100 successful, unaided blood draws. Approximately half of the clinical hours will be completed during regular class hours, while the remainder will be completed on weekdays in offsite laboratories. Some classes will be held at Manchester Memorial Hospital. Upon successful completion of the program, students will be eligible to sit for the American Society for Clinical Pathology (ASCP) certification exam (\$135 exam fee is additional). Students must successfully complete 16 hours of instruction in specific areas prior to beginning clinical. Students who fail to meet this requirement will not be allowed to begin clinical and may not be eligible to complete the program. Required textbook: *The Phlebotomy Textbook*, 3rd edition, Strasinger & DiLorenzo, F.A. Davis Co., (ISBN 9780803620575); approximately \$73, available at MCC Bookstore.

CRN 31613 | Fee \$1,460 | [Register here](#)

26 sessions | Tuesdays & Thursdays

9/21-12/21 (does not meet 11/23; 12/20 weather makeup day)

6-9:45 PM | LRC Room B144

Additionally, mandatory clinical rotation will be assigned, weekdays 7 AM-5 PM, at ECHN facilities in the area.

Instructors: Donna Daniels, MBA, MHA, Kim E.S. Jenack, CPT, NPA/ASCP, Pam Chace, P.T.

[See page 3 for Registration Guidelines and Benefits Information](#)

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

## Pharmacy Technician

WIOA-Approved

VA-Approved

This comprehensive 60-hour course prepares students for an entry-level position in a community hospital, long-term care setting, or pharmacy and is an excellent review for the Pharmacy Technician Certification Board (PTCB) national certification exam. The pharmacy technician prepares medications under the direction of a pharmacist and may measure, mix, count, label, and record amounts and dosages of medications. Students will learn medical terminology specific to the pharmacy and interpret prescriptions, define drugs by generic and brand names, calculate dosage and I.V. flow rates, drug compounding and dose conversion. A pharmacy technician may also review refill requests to verify that information is complete and accurate; maintain proper storage and security for drugs; answer telephones and respond to customer questions and requests; fill bottles with prescribed medications; type and affix labels; assist customers; price and file prescriptions that have been filled; clean and help to maintain equipment and work areas; and sterilize glassware according to prescribed methods. Procedures regarding inventory control, billing, and insurance reimbursement will also be discussed. The course fee includes the textbook, but does not include the PTCB exam fee of approximately \$129. Please check the PTCB website ([www.ptcb.org](http://www.ptcb.org)) for more exam information. Students should bring a calculator to class. Please wear dark pants and shirt with a collar. No jeans, open toe shoes or heels, please. Textbooks will be provided.

CRN 31629 | Fee: \$825 | [Register here](#)

20 sessions | Mondays & Wednesdays

10/3-12/13 (does not meet 10/9, 11/22)

6-9 PM | LRC Room B144

Instructor: Diane Pacitti, Ph.D., R.Ph.

[See page 3 for Registration Guidelines and Benefits Information](#)

## **FREE** Math Review for Incoming Pharmacy Technician Students

This free math review course is for incoming Pharmacy Technician students. This course will review basic math concepts to help prepare you for your math assessment test and the Pharmacy Technician Certification Training course.

CRN 31662 | Fee: Free | [Register here](#)

1 Wednesday | 9/6

6-9 PM | LRC Room B144

Instructor: TBA





## Emergency Medical Technician (EMT) VA-Approved

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

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

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

Emergency Care Plus MyBradyLab with Pearson eText-Access Card Package, 13th edition (ISBN 978013419075) by Daniel Limmer and Michael F. O'Keefe, Pearson Publishers, approximate cost \$196.00, and stethoscope and blood pressure cuff, approximate cost \$55, available at MCC bookstore.

**All classes meet at Glastonbury Volunteer Ambulance Association, 2112 Main St., Glastonbury**

CRN 31614 | Fee: \$795 | [Register here](#)  
35 sessions | Tuesdays & Thursdays | 9/12-12/21 (does not meet 11/22) | 6-10 PM  
Saturdays | 10/7, 10/21, 11/4, 11/18, 12/2, 12/16 | 8 AM-4 PM (half-hour lunch)

Instructor: Carrie Yarina-Rich, EMSI, AEMT

[See page 3 for Registration Guidelines and Benefits Information](#)

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



## Veterinary Assistant: Part I

WIOA-APPROVED VA-Approved

MCC is pleased to announce that our Veterinary Assistant program is the only college course in New England credentialed by the National Association of Veterinary Technicians in America (NAVTA) and has received the Approved Veterinary Assistant (AVA) designation. Veterinary assistants provide care to animals in clinics, animal hospitals, zoos and animal shelters. In this course, students will learn how to care for small animals; recognize signs of illness and disease; handling and restraint of pets; exam room procedures; pharmacy protocols; legal issues; veterinary computer programs; facility maintenance and front office procedures. Veterinary Assistant I is the first part of a two-semester 160-hour course/ 60 hour internship program that will prepare students for an entry-level position in veterinary health care. During this semester students participate in 80+ hours of classroom time and a mandatory 30 hour internship. This internship is done outside of the normal class hours. Students must complete both Veterinary Assistant I and Veterinary Assistant II, earn a grade of 75 or above, complete a 60 hour internship and attend at least 150 hours of instruction to be eligible to sit for the NAVTA Approved Veterinary Assistant examination. Upon successful completion of the exam, participants will be entitled to use the designation AVA after their names, and will receive a documenting certificate from NAVTA. **This course is offered in partnership with Bolton Veterinary Hospital.** Required textbooks: Elsevier's Veterinary Assisting Textbook, 2nd edition, by Margi Sirois, EdD. MS, RVT, LAT, Mosby (ISBN 9780323091404); approximate cost \$112, and Workbook (ISBN 9780323091404) approximate cost \$40, available at MCC Bookstore.

CRN 31621 | Fee: \$899 | [Register here](#)  
23 sessions | Tuesdays & Thursdays  
9/12-11/14 | 6-9:30 PM | SSC Room L142  
4 Sundays | 9/17, 10/1, 10/15, 11/5  
8 AM-noon & 12:30-4:30 PM | BVH Corner Clinic  
**Internships 10/16/17 - 1/15/18 Off Campus**

Instructors: Lynne Zelinsky, DVM; Erin Jackson, MS, CVT; Denise Champagne, CVT

[See page 3 for Registration Guidelines and Benefits Information](#)

Prerequisite: *Must be at least 18 years of age and have a high school diploma or GED.*

## **NEW** Listening Skills for Veterinary Technicians and Assistants

Many of us have taken courses on communication, but have you ever taken a course on listening? Effective listening is at the core of good communication. Most people take this skill for granted. We listen to others all the time; however, there is a difference between listening to answer and listening to understand. Effective listening can improve teamwork, increase client satisfaction and promote professional/personal growth.

CRN 31630 | Fee: \$40 | [Register here](#)  
1 Wednesday | 9/20  
6-9 PM | GPA Room GP136

Instructor: Denise Champagne, CVT

## **NEW** Small Animal Nutrition for Veterinary Technicians and Assistants

The American Animal Hospital Association (AAHA) recommends that patients' nutrition be assessed at every exam to ensure the highest standard of care. Nutritional assessments and client education are a vital part of the veterinary technician's and assistant's role in the practice. In this class, we will discuss nutritional evaluations, client education, how to add this vital assessment to your practice protocols and how to overcome some common myths and client objections.

CRN 31631 | Fee: \$40 | [Register here](#)  
1 Wednesday | 10/18  
6-9 PM | GPA Room GP214

Instructor: Erin Jackson, M.S., CVT

## Encaustic Painting Workshop

Learn the ancient art of Encaustics and create your own masterpiece! This versatile art medium involves painting with hot, pigmented beeswax and can achieve a variety of effects. In this workshop, we will explore different techniques, materials and styles. All supplies, including the encaustic canvases, are provided through the materials fee—just bring a willingness to learn and your imagination. Materials fee: \$25, payable to instructor at the beginning of the first class.

CRN 31685 | Fee: \$65 | [Register here](#)

2 sessions | Wednesday & Friday  
9/13-9/15 | 6-9 PM | GPA Room GP202

Instructor: Leah Sanderson, B.F.A

## Watercolor I



Watercolor is a medium of infinite discoveries. This course is an introduction to the artistic theories and techniques of Watercolor painting. A solid foundation will be established through an essential analysis of

color theory, along with an in-depth exploration of traditional and non-traditional techniques. For beginner to intermediate levels. A materials list will be sent to students prior to class.

CRN 31339 | Fee: \$155 | [Register here](#)

6 Thursdays | 9/14-10/19  
6-8:30 PM | VIL 1 Room V101

Instructor: Carmen Canal, M.F.A.

## Watercolor II

This course is a continuation of the unique medium of Watercolor painting. Students will enhance their aesthetic knowledge, as well as expand upon their painting skills, through unique subjects and styles with a focus on objects, nature, and architecture. Previous *Watercolor I* students are welcome, as themes will vary. For the intermediate level. A materials list will be sent to students prior to class. Prerequisite: *Watercolor Wonders I* or equivalent experience.

CRN 31340 | Fee: \$155 | [Register here](#)

6 Thursdays | 10/26-12/7 (does not meet 11/23)  
6-8:30 PM | VIL 1 Room V101

Instructor: Carmen Canal, M.F.A.

## NEW Introduction to French Impressionist Style: Painting Autumn Foliage and Garden

Do you like the color and light of French Impressionism, as best represented in Monet, Sisley, and Pissarro? In this introductory course to oil and acrylic painting, you will learn the basic techniques of the masters of French Impressionism, while developing your own style. Emphasis will be on Autumn Foliage and Garden colors. You may bring your tablet or smart phone to search for foliage images during the class. Please bring a lunch. A materials list will be mailed prior to the start of class; the cost if a student needs to buy everything is approximately \$45-\$75; students may already own some of these items, such as paints and brushes.

CRN 31608 | Fee: \$85 | [Register here](#)

1 Saturday | 9/23  
8:30 AM-2:30 PM | GPA Room GP202

Instructor: Yuemei Zhang, M.A.

## The Art of Chinese Calligraphy

In this one-day workshop for beginners, you will learn the beautiful and ancient art of Chinese calligraphy. A general background on Chinese art will also be provided, as you practice your brush strokes and develop your calligraphic skills. Please bring your lunch. Materials fee: \$20, payable to the instructor at the beginning of class, for rice paper, bamboo brush, and ink.

CRN 31607 | Fee: \$85 | [Register here](#)

1 Saturday | 11/4

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

Instructor: Yuemei Zhang, M.A.

## NEW Chinese Brush Painting: Yellow Mountain and Panda

You will be introduced to the fundamentals of this ancient art form, using ink on rice paper. Develop your imaginative, drawing and design skills, while



expanding your knowledge of Asian art. Learn from demonstration and practice under the gentle, patient and talented eye of the instructor. We will concentrate on the traditional Yellow Mountain and Panda for a subject reference. Please

bring your lunch, as well as paper plates for mixing ink and paper cups for water. Materials fee: \$20, payable to the instructor at the beginning of class, for rice paper, bamboo brush, and ink; the supplies are yours to take home and continue on your own.

CRN 31609 | Fee: \$85 | [Register here](#)

1 Saturday | 12/2

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

Instructor: Yuemei Zhang, M.A.

## Foundations of Drawing

This course is for beginning artists, as well as those looking to get back to basics. Students will gain a firm foundation to begin creating their own drawings. We will work from still life and learn how to observe the object, so that it can be transferred to paper. We will focus on basic skills, such as composition, structure, and proportion. The instructor will work with each student individually, as well as demonstrate techniques to the whole group. Please bring the following materials to class: drawing pad with quality paper (18" x 24" or smaller); art eraser, and pencil set from B2 to B5.

CRN 31442 | Fee: \$145 | [Register here](#)

6 Fridays | 9/29-11/3

1-3 PM | AST Room D109

Instructor: Zbigniew Grzyb, M.A.







## Techniques of the American Impressionists

Connecticut is rich in the tradition of American Impressionism, including the work of Childe Hassam, Willard Metcalf, and John Henry Twachtman. Come and learn to paint in this style and create your own masterpiece with oil or acrylic paint. Students will learn techniques used by the Impressionists, how they captured light on canvas, and how they transformed the color of light into a painting. **The final session on November 4 will meet at New Britain Museum of American Art, 56 Lexington Street, New Britain, to tour the Impressionist collection. Admission is free.** Directions will be given in class. Students need to purchase and bring to class the following materials: a primed canvas or canvas board in the size of your choice; oil or acrylic paint; turpentine for oils; brushes (#2 through #6); palette; and pencils.

CRN 31446 | Fee: \$140 | [Register here](#)  
 4 Saturdays | 9/30-10/28 (does not meet 10/7)  
 9:30 AM-noon | GPA Room GP202  
 1 Saturday | 11/4 | 10-11:30 AM  
 New Britain Museum of American Art  
 Instructor: Zbigniew Grzyb, M.A.

## NEW Mixed Media Workshop

Learn to expand your versatility as an artist, even if at the beginner level, by using collage, pastels, colored pencil, black and white markers, and wash painting. We will experiment in these different mediums, and you'll gain an overview of various techniques and styles. Participants should bring to class: scissors, glue, sketch pad, markers in assorted colors, drawing pencil and eraser, colored pencils, and some old magazines and catalogs to cut up, plus collaging materials, such as stickers, stamps, wrapping paper, and/or wallpaper samples.

CRN 31624 | Fee: \$165 | [Register here](#)  
 6 Fridays | 9/22-10/27  
 10 AM-noon | VIL 1 Room V101  
 Instructor: Iris Van Rynbach, M.F.A.

### YOU MAY ALSO LIKE

- [Create Your Own Dreamcatcher with a Fall Theme on page 11](#)

## Introduction to Ceramics

This course will introduce the novice ceramist to beginning level skills, including a basic proficiency in pinch, coil and slab methods and glazing. Upon completion of the course, students will be able to produce a variety of pottery pieces, apply glazes to create beautiful, finished products, and take home at least one finished piece, which can be picked up in the Continuing Education office two weeks after the end of the course. Office hours are Monday-Friday, 8:30 AM-5 PM. **Please note: You must register by Wednesday, September 20, to allow time for the ordering of supplies.** Materials fee: \$25, payable to the instructor at the first class, for clay and glazing supplies and kiln operation.

CRN 31433 | Fee: \$115 | [Register here](#)  
 5 Wednesdays | 9/27-10/25  
 6:30-8:30 PM | GPA Room GP202  
 Instructor: Janine Turgeon, M.S.



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

This is a great introductory class for anyone who wants to learn to make their own jewelry! Sawing and soldering are the two basic techniques used to make earrings, pendants, rings, and bracelets. The first class will be a demonstration of sawing and soldering a piece of metal into a piece of jewelry, with an opportunity for question-and-answer. We will also address metal needs and tools, texturing, designs, and equipment for your jewelry project to be worked on in the next three sessions. Materials fee: approximately \$25-30 for silver depending on market, and a one time fee of \$2 to cover studio expenses, payable at the beginning of the first session. In addition, a tool list will be sent prior to class. Participants must be at least 14 years of age.

CRN 31443 | Fee: \$125 | [Register here](#)  
 4 Saturdays | 9/9-9/30  
 11 AM-2 PM | AST Room D132  
 Instructor: Carla Polek, M.F.A.

## Jewelry Making for Beginners: Bezel Setting

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

CRN 31444 | Fee: \$125 | [Register here](#)  
 4 Saturdays | 10/14-11/4  
 11 AM-2 PM | AST Room D132  
 Instructor: Carla Polek, M.F.A.

## Create Silver Jewelry with Precious Metal Clay (PMC) - Beginner's Welcomed!

This course is for both the beginning and experienced student. Learn to craft fine silver jewelry as though you're playing with clay. Once shaped, dried, and fired in a kiln, the putty-like PMC becomes an object of fine silver. Design, shaping of the material, stone setting, texturing, and molding to finishing and antiquing, will all be addressed. Based on design size and individual pace, expect to complete two or three jewelry items, such as pendants, earrings, charms, or bracelet elements.

**Please note: You must register by Tuesday, October 10, to allow the instructor time to buy supplies.** Materials fee: \$80, payable to instructor at the first class, for one package of PMC and supplies. Please note: Materials fee is subject to change according to market prices. A materials list of simple, inexpensive tools will also be sent prior to class (instructor supplies almost everything).

CRN 31343 | Fee: \$125 | [Register here](#)  
 3 Mondays | 10/16-10/30  
 6:15-9:45 PM | AST Room D110

Instructor: Judith E. Goldstein, PMC Guild Certified

**ATTENTION:**  
**All Credit-Free Instructor**  
**Biographical Notes**  
**are now listed at the back**  
**of the catalog.**

## SPECIAL TOPICS IN FLORAL DESIGN



A short lecture on the care, handling and preparation of flowers will introduce each workshop. A demonstration of techniques will also precede the student's hands-on application. Students take home all arrangements. Materials fees include container and flowers.

### Decorative Centerpiece for All Occasions

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

CRN 31448 | Fee: \$20 | [Register here](#)

1 Monday | 11/6

7-9 PM | GPA Room GP215

Instructor: Robert Buettner, B.S.

### Vase Arrangements

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

CRN 31449 | Fee: \$20 | [Register here](#)

1 Monday | 11/13

7-9 PM | GPA Room GP215

Instructor: Robert Buettner, B.S.

### Decorative Centerpiece for Thanksgiving

Complete your holiday table with a special Thanksgiving-themed floral centerpiece, while applying your own creative touch and design. Please note: Students must bring floral scissors or a knife to class. Materials fee: \$25, payable to instructor at the beginning of class.

CRN 31450 | Fee: \$20 | [Register here](#)

1 Monday | 11/20

7-9 PM | GPA Room GP215

Instructor: Robert Buettner, B.S.

## Flower Designing

In this course you will learn five to six different styles of flower arrangements in a fun and supportive environment. You will also learn flower identification and how to create your own designs. You'll be able to adorn your home with your weekly arrangements. No previous flower arranging experience necessary. Materials fee: \$25 per session, for flower and supplies, payable to instructor before the start of each class. Students take home all of their arrangements. **Please note: All sessions meet at Paul Buettner Florist, 1122 Burnside Ave. (Rt. 44), East Hartford.**

CRN 31447 | Fee: \$145 | [Register here](#)

7 Mondays | 9/11-10/30 (does not meet 10/9)

7-9 PM

Instructor: Robert Buettner, B.S.

## Experiments in Monoprinting

Come learn the user-friendly yet infinitely creative techniques of monoprinting—one of a kind hybrids of the painting and printmaking realms. Each session will focus on a different facet: mixing of paint plus dry time plus type of paper for image transfer and your first prints; wet and dry paper techniques for a range of effects; spoon and tape—everyday alternatives to a printing press: burnishing and tape to create hard edges in a “soft” medium; demonstrations from a homemade book press to compare results between hand-printing and a press-printing; and experimentations and alterations to “mistakes” and prints that didn't work out. Materials fee: \$10, payable to the instructor at the beginning of the first session.

CRN 31441 | Fee: \$120 | [Register here](#)

5 sessions | Tuesdays & Thursdays | 9/19-10/3

7-9 PM | AST Room D110

Instructor: Michael Sweeney, M.F.A.

## Custom-Made Greeting Cards for the Holidays

Just in time for the holiday season! Learn to use rubber stamping, embossing, and paper crafting techniques to create your own greeting cards and gift items. Participants will learn the basic and advanced stamping techniques, as well as how to customize gift tags, bags and boxes. The instructor will demonstrate all projects. Students will take home 20 holiday cards with envelopes, plus a few gift items, and have the skills to create at home for future holidays. Materials fee: \$10, payable to instructor at the beginning of the first class.

CRN 31445 | Fee: \$65 | [Register here](#)

3 Wednesdays | 11/1-11/15

6:15-8:45 PM | AST Room D110

Instructor: Lisa Korstanje-Lee, A.S.

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## Gentle Yoga for Well Being: All Levels

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; continuing practitioners also welcomed. Students are also encouraged to enroll in *Kundalini Meditation and Relaxation* that follows the Thursday night Yoga course.

CRN 31312 | Fee: \$105 | [Register here](#)  
6 Thursdays | 9/14-10/19  
6-7:15 PM | SSC Room L154 (Fitness Studio)

CRN 31335 | Fee: \$105 | [Register here](#)  
6 Thursdays | 10/26-12/7 (does not meet 11/23)  
6-7:15 PM | SSC Room L154 (Fitness Studio)

### Plus new Saturday morning hours!

CRN 31622 | Fee: \$105 | [Register here](#)  
6 Saturdays | 9/16-10/28 (does not meet 10/7)  
9-10:15 AM | SSC Room L154 (Fitness Studio)

Instructor: Kay Lani LeBoulluec, Ph.D.

## NEW Kundalini Meditation and Relaxation

Meditation is the ancient art of quieting the internal dialogue of the mind, and in the process, increasing happiness, focus and calmness. Take a journey to create deep relaxation utilizing powerful Kundalini Yoga meditations, including specific meditations for healing and maintaining memory. Several techniques will be introduced at each class to begin or enhance the development of your individual meditation practice to improve health and well-being on physical, emotional and mental levels. These group sessions will keep you engaged. No previous experience or fitness level is required; continuing practitioners welcomed.

CRN 31313 | Fee: \$85 | [Register here](#)  
6 Thursdays | 9/14-10/19  
7:30-8:30 PM | SSC Room L154 (Fitness Studio)

CRN 31336 | Fee: \$85 | [Register here](#)  
6 Thursdays | 10/26-12/7 (does not meet 11/23)  
7:30-8:30 PM | SSC Room L154 (Fitness Studio)

Instructor: Kay Lani LeBoulluec, Ph.D.

## NEW Yoga of the Heart

Create a healthier and happier lifestyle through relaxation, diet, and gentle chair exercises. This therapeutic course was created by renowned expert, Nischala Joy Devi, for those living with heart disease, cancer, and other debilitating diseases, as well as those with family histories and/or risk factors. Each class is also suited for anyone who needs to de-stress. Participants will experience soothing, extended guided relaxation, following gentle chair exercises and breathing techniques. Other lifestyle discussions in this course will include diet, yoga therapy, meditation, and sound therapy. Participants are asked to bring water, a small pillow and a cozy blanket.

CRN 31623 | Fee: \$85 | [Register here](#)  
6 Saturdays | 9/16-10/28 (does not meet 10/7)  
10:30-11:30 AM | SSC Room L154 (Fitness Studio)

Instructor: Kay Lani LeBoulluec, Ph.D.

Students in these Yoga classes should bring a mat or cushion, water, 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.



## QiGong for Energy Healers

Learn specific exercises to enhance your healing abilities. These QiGong movements and meditations will facilitate and enhance the flow of energy (Qi or ki) in us and around us. There are many styles of energy healing. We will cover elements that all styles have in common, while building our internal Qi and promoting the flow of Universal Energy. We will consider what it means to heal someone on the macro vs. micro level, or the physical vs. the spiritual. There will be time in class to share your healing techniques and learn from others. This class will benefit energy healers, such as Reiki, Healing Touch, Theta Healing, and Medical QiGong practitioners and massage therapists, as well as anyone who would like to learn more about QiGong and energy healing.

CRN 31490 | Fee: \$75 | [Register here](#)  
4 Thursdays | 10/5-10/26  
7-8:45 PM | GPA Room GP214

Instructor: John Mammone, M.S.

## Immune Building with QiGong

Traditional Chinese Medicine (TCM) originated in ancient China and refers to a broad range of medicinal practices, including QiGong, which have evolved over thousands of years. 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. These exercises can be done by anyone and can be adapted to sitting positions. Students should dress comfortably.

CRN 31489 | Fee: \$25 | [Register here](#)  
1 Thursday | 9/21  
7-9 PM | GPA Room GP214

Instructor: John Mammone, M.S.

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

## 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 31485 | Fee: \$150 | [Register here](#)

1 Saturday | 9/16

9 AM-4:30 PM | AST Room D213

Instructor: Dory Dzinski, M.A.

## 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 31486 | Fee: \$175 | [Register here](#)

1 Saturday | 10/21

9 AM-4:30 PM | AST Room D213

Instructor: Dory Dzinski, M.A.

## 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 31487 | Fee: \$200 | [Register here](#)

1 Saturday | 11/18

9 AM-4:30 PM | AST Room D213

Instructor: Dory Dzinski, M.A.

## Chakra Studies

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



CRN 31641 | Fee: \$95 | [Register here](#)

4 Wednesdays | 9/20-10/11

7-9 PM | GPA Room GP214

Instructor: Dory Dzinski, M.A.

## Meditation as a Life Skill

Learn how meditation can help relieve your anxiety, distraction, and internal clutter, and give you the ability to listen to your innate wisdom. We will discuss and experience silent, guided, breath-focused, body-focused, and prayerful meditation. We will also discuss how to evaluate if you are "doing it right." Join us in this journey to physical, emotional and spiritual well-being. Feel free to bring a pillow, mat or blanket if you do not wish to sit on the floor. Journalers, please bring your notebooks along.

CRN 31491 | Fee: \$95 | [Register here](#)

4 Wednesdays | 10/25-11/15

7-9 PM | GPA Room GP214

Instructor: Dory Dzinski, M.A.

## 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, 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 31488 | Fee: \$25 | [Register here](#)

1 Tuesday | 9/19

6-8 PM | GPA Room GP138

Instructor: Cris Jacobs, M.B.A.

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





## **NEW** Making the Shift: A Compass for the Journey

"Threshold" people are welcomed to join the instructor and discover a fresh mode of understanding our universe and our place in it. Participants will be introduced to prophets and visionaries of today and yesterday who challenge the maintaining of vertical hierarchies and sustaining the status quo. The wisdom of Thomas Berry, Rachel Carson, Teilhard de Chardin, Ivone Gebara, and Joanna Macy will inspire us to look through new lens with a zest for life and rejuvenated energy. Participants will then be equipped with skills for engaging in the issues of the day, and become involved in the great work of personal, social and ecological transformation.

CRN 31680 | Fee: \$145 | [Register here](#)  
6 Wednesdays | 10/4-11/8  
7-9 PM | LRC Room B209

Instructor: Mary Friel, S.N.D., Ph.D.

## **Reduce Stress and Live a Healthier Life**

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

CRN 31670 | Fee: \$25 | [Register here](#)  
1 Thursday | 10/19  
7-9 PM | GPA Room GP137

Instructor: Marie Mammone, N.D.

## **NEW** Create Your Own Dreamcatcher with a Fall Theme

Learn how to create your own dreamcatcher---a traditional art in many Native American tribes. A properly completed dreamcatcher represents the four elements that are necessary for sustaining life: air, water, earth, fire. Learn the techniques for constructing an entire dreamcatcher from the inner web to adding beads and ornamentation. The symbolic aspects and meaning of the dreamcatcher parts will also be discussed; each one, a unique and creative expression of your personality or outlook, with a special fall theme, and yours to take home. Students need to bring to class: scissors, quick-dry fabric glue, beads/charms, yarn, embroidery floss, feathers, wire hoop, lace and/or ribbon, and artificial flowers or greenery (optional).

CRN 31671 | Fee: \$30 | [Register here](#)  
1 Saturday | 10/21  
9:30 AM-noon | GPA Room GP155

Instructor: Vanessa Parker, M.A.



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

Have you ever felt confused by essential oils 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, payable to instructor at the beginning of class, for aromatherapy supplies.

CRN 31628 | Fee: \$30 | [Register here](#)  
1 Saturday | 10/14  
9 AM-noon | GPA Room GP136

Instructor: Hallie Sawyers, B.A.



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Biographical Notes  
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## 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 31463 | Fee: \$99 | [Register here](#)  
2 sessions | Wednesday & Thursday | 9/6-9/7  
6-9 PM | LRC Room B141

Instructor: Steven Bloom, M.Ed.

### Computer Boot Camp

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

CRN 31464 | Fee: \$199 | [Register here](#)  
4 Fridays | 9/8-9/29  
6-9 PM | LRC Room B141

Instructor: Steven Bloom, M.Ed.



## WORD PROCESSING

### Word Advanced: Working with Complex Documents

This class is for people interested in learning more about managing large documents such as manuals, catalogs, or books. Some of the skills covered are modifying, creating and organizing Styles; creating and organizing Quick Parts; advanced find features; working with Footnotes and Endnotes; working with Bookmarks and Cross References; automating with simple macros; creating Tables of Contents using automatic and manual methods; creating an Index; working with Master Documents; and using Citations and Table of Authorities. This class is geared toward the user who has had experience working in Microsoft Word. Although this course uses Word 2016 software, version 2013 is very similar. Questions regarding earlier versions will be addressed as time allows. Instructor provides handouts. Prerequisite: *Word Intermediate level skills, equivalent experience or permission of the computer coordinator.*

CRN 31349 | Fee: \$99 | [Register here](#)  
1 Monday | 9/25  
9 AM-4 PM | LRC Room B141 (limited seating)  
Instructor: Gayle Pignone

## OFFICE SUITE & OUTLOOK

### Microsoft Office 2016: MCC Certificate (Day)

Increase your employability. MS Office certification helps you stand out! This hands-on workshop will include in-depth training on Word, Excel, Access, PowerPoint, and Outlook - all skills employers are looking for today. Students will have the option to take each internationally recognized Microsoft Office Specialist Exam at our Microsoft-approved MCC testing center for an additional fee. Required Text: *Microsoft Office 2016: Step by Step*, (ISBN 9780735699236) is available at MCC Bookstore for approximately \$40. Prerequisite: *Basic Windows, keyboarding and mouse skills required.*

CRN 31379 | Fee: \$599 | [Register here](#)  
6 Thursdays | 9/28-11/2  
9 AM-4 PM | LRC Room B142 (limited seating)  
Instructor: Robert Thornton, M.B.A.





## Microsoft Office 2013: MCC Certificate (Evening)

Increase your employability. MS Office certification helps you stand out! This hands-on workshop will include in-depth training on Word, Excel, Access, PowerPoint, and Outlook - all skills employers are looking for today. Students will have the option to take each internationally recognized Microsoft Office Specialist Exam at our Microsoft-approved MCC testing center for an additional fee. Required Text: *Office 2013 On Demand, 1st Edition*, (ISBN 9780789750495) is available at MCC Bookstore for approximately \$40. Prerequisite: *Basic Windows, keyboarding and mouse skills, with some exposure to Microsoft Office helpful*.

CRN 31469 | Fee: \$599 | [Register here](#)  
12 sessions | Mondays & Wednesdays  
11/6-12/18 (does not meet 11/22)  
6-9 PM | LRC Room B142

Instructor: Cathy Lukas, M.A.

## Outlook 2016: Introduction

From basic email features to advanced calendaring options, the skills taught in this all-encompassing course are: managing messaging (emails, automation, attachments, importance, security and delivery); managing scheduling (appointments, meetings, recurring events, requests, responses, custom calendar settings, sharing calendars); managing tasks (create, modify, mark, assign, update, respond); managing contacts (personal, electronic business cards, distribution lists, address books); and organizing information (categories, data files, folders, search, rules and customizing). Although this course uses Outlook 2016 software, version 2013 is very similar. Questions regarding earlier versions will be addressed as time allows. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills*.

CRN 31381 | Fee: \$99 | [Register here](#)  
1 Friday | 9/22  
9 AM-4 PM | LRC Room B141 (limited seating)

Instructor: Gayle Pignone

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.



## PowerPoint 2016: Introduction

Create and modify SmartArt diagrams; convert text to SmartArt; customize slide masters; add elements to slide masters; add and link existing content to presentations; apply, customize, modify, and remove animations; insert illustrations and shapes; insert and modify charts; insert and modify tables; secure, share and protect presentations; prepare printed materials; and rehearse presentation delivery. Although this course uses PowerPoint 2016 software, 2010 and 2013 are very similar. Questions regarding earlier versions will be addressed as time allows. Students also have the option of taking the internationally recognized Microsoft Office 2016 Specialist (MOS) exams at our approved MCC testing center for an additional fee. [See exam information and schedule on page 14.](#) Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills*.

CRN 31468 | Fee: \$99 | [Register here](#)  
2 Wednesdays | 10/4-10/11  
6-9 PM | LRC Room B141

Instructor: Evelyn Kissi, M.A.

## Microsoft OneNote Essentials

Microsoft OneNote can help you organize all of your notes into one easy to use location, putting an end to scattered information and the frustration of searching for necessary details. OneNote notebooks can be accessed by multiple devices, and can include embedded or linked files. Instructor will demonstrate how students will be able to create a Notebook, enter and format notes, embed content, efficiently organize and search notes. Prerequisite: *Basic Windows, keyboarding and mouse skills, with some exposure to Microsoft Office helpful*.

CRN 31515 | Fee: \$50 | [Register here](#)  
1 Tuesday | 10/10  
6-9 PM | LRC Room B141

Instructor: Michael Januska, M.B.A.

## OFFICE SUITE INTEGRATION

### Project 2016: Introduction

Learn the major features of Microsoft Project 2016, the world's most popular project management tool. Students will learn how to develop project plans and define tasks and resources. Students will detail, track and report the progress of projects. Skills learned in the course include creating task lists, durations, phases; linking tasks, documenting tasks and project plans; setting up resources, capacity, cost pay rates, documenting; assigning resources to tasks, scheduling, applying cost resources to tasks; sharing your plan, Gantt Charts, Timeline views, reporting; tracking progress on tasks, project baselines, task completion percentage; troubleshooting time, schedule, cost, resource, and scope of work problems. Students are eligible to receive free Microsoft Project 2016 software. Required text: *Microsoft Project 2016 Step by Step Edition 1* (ISBN 9780735698741) Microsoft Press, available at MCC Bookstore for approximately \$40. Prerequisite: *Basic Windows, keyboard and mouse skills, with some exposure to Microsoft Office helpful*.

CRN 31399 | Fee: \$199 | [Register here](#)  
2 Tuesdays | 10/3-10/10  
9 AM-4 PM | LRC Room B141 (limited seating)

Instructor: Gayle Pignone

### Visio 2016: Introduction

This course teaches the basic functions and features of Visio Professional 2016. Students will learn how to use stencils, scale and resize objects, draw basic shapes, manipulate compound lines, and distribute and group objects. Students will also learn how to create diagrams, work with text, format shapes and lines, and apply a background page. Students are eligible to receive free Visio 2016 software. Required text: *Microsoft Visio 2016 Step by Step* (ISBN 9780735697805) Microsoft Press, available at MCC Bookstore for approximately \$40. Prerequisite: *Basic Windows, keyboard and mouse skills; working knowledge of Word, Excel, Access, PowerPoint and Outlook*.

CRN 31395 | Fee: \$99  
1 Wednesday | 11/1  
9 AM-4 PM | LRC Room B141 (limited seating)

Instructor: Bruce Manning, B.A.



## NEW SharePoint Information Worker Introduction

This one-day course teaches students how to use Microsoft SharePoint 2016 from the ground up. Topics start from navigating the new Ribbon interface, using lists and libraries, managing work flows, and build up to site creation. Learn to use collaborative sites to share documents and ideas, Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN 31419 | Fee: \$199  
1 Thursday | 9/28 | [Register here](#)  
9 AM-4 PM | LRC Room B141 (limited seating)  
Instructor: Jayson Ferron



## SPREADSHEETS

### Excel 2016: Introduction

Excel 2016 Introduction is designed for people new to spreadsheets and for self-taught users who wish to expand their knowledge. Using Microsoft's Excel 2016 version of their renowned spreadsheet software, students will learn to recognize the main areas of the Excel worksheet and workbook; enter, edit and delete data; create basic formulae and functions, including SUM, AVERAGE, MAX and MIN; enhance the presentation of workbook data; create, display and manipulate simple charts; work with multiple worksheets; freeze titles and add comments. Although this course uses Excel 2016 software, version 2013 is very similar. Questions regarding earlier versions will be addressed as time allows. Instructor provides handouts. Prerequisite: *Basic Windows, keyboarding and mouse skills.*

CRN 31353 | Fee: \$99 | [Register here](#)  
1 Monday | 10/23  
9 AM-4 PM | LRC Room B141 (limited seating)

Instructor: Gayle Pignone

CRN 31513 | Fee: \$99 | [Register here](#)  
2 Tuesdays | 11/21-11/28  
6-9 PM | LRC Room B142

Instructor: Kristin Violette, M.Ed.

### Excel 2016: Intermediate

Using Microsoft's latest release of their leading spreadsheet software, this accelerated course builds upon the fundamentals presented in the Excel 2016 Introduction. Concepts include applying hyperlinks and cell formats; hide and unhide rows and columns; manipulate page setup options for worksheets; manipulate window and workbook views; create and use named ranges in formulas; apply Sparklines, use Quick Analysis; filter and sort data; SumIf and SumIfs family of functions as well as utilizing Concatenate, Right, Left, Mid, Trim and other functions; apply conditional formatting; creating a basic Pivot Table; understanding error values; as well as other helpful skills. Although this course uses Excel 2016 software, version 2013 is very similar. Questions regarding earlier versions will be addressed as time allows. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2016 exams at our approved MCC testing center for an additional fee. **See exam information and schedule on page 14.** Instructor provides handouts. Prerequisite: *Excel Introduction course, or permission of instructor or computer coordinator.*

CRN 31361 | Fee: \$199 | [Register here](#)  
2 Thursdays | 11/2-11/9  
9 AM-4 PM | LRC Room B141 (limited seating)

Instructor: Gayle Pignone

CRN 31514 | Fee: \$199 | [Register here](#)  
4 sessions | Tuesdays & Thursdays  
(starts Thursday)  
11/30-12/12 | 6-9 PM | LRC Room B142

Instructor: Kristin Violette, M.Ed.

## CERTIFICATION TESTING

### Microsoft Office Specialist (MOS) Certification Exam

For your convenience, MCC has established a Microsoft Office 2013 and 2016 Certification testing center located on MCC's campus. Exams will be held at MCC, in the Learning Resource Center (LRC) Building, Room B142. The exam costs \$125 and the price includes a retest if the student does not pass on the first attempt. Questions regarding MOS certification, custom scheduling and payment options should be directed to MCC Computer Program Coordinator, Bruce Manning, [bmanning@manchestercc.edu](mailto:bmanning@manchestercc.edu), 860-512-2808. These internationally recognized certifications can help you succeed in today's competitive market. Microsoft Office certification preparation courses are recommended.

CRN 31457 | Fee: \$125 | [Register here](#)  
1 Tuesday | 10/3 | 4-5 PM | LRC Room B142  
CRN 31473 | Fee: \$125 | [Register here](#)  
1 Tuesday | 10/17 | 4-5 PM | LRC Room B142  
CRN 31474 | Fee: \$125 | [Register here](#)  
1 Tuesday | 10/31 | 4-5 PM | LRC Room B142  
CRN 31458 | Fee: \$125 | [Register here](#)  
1 Tuesday | 11/14 | 4-5 PM | LRC Room B142  
CRN 31459 | Fee: \$125 | [Register here](#)  
1 Tuesday | 11/28 | 4-5 PM | LRC Room B142  
CRN 31465 | Fee: \$125 | [Register here](#)  
1 Tuesday | 12/19 | 4-5 PM | LRC Room B142

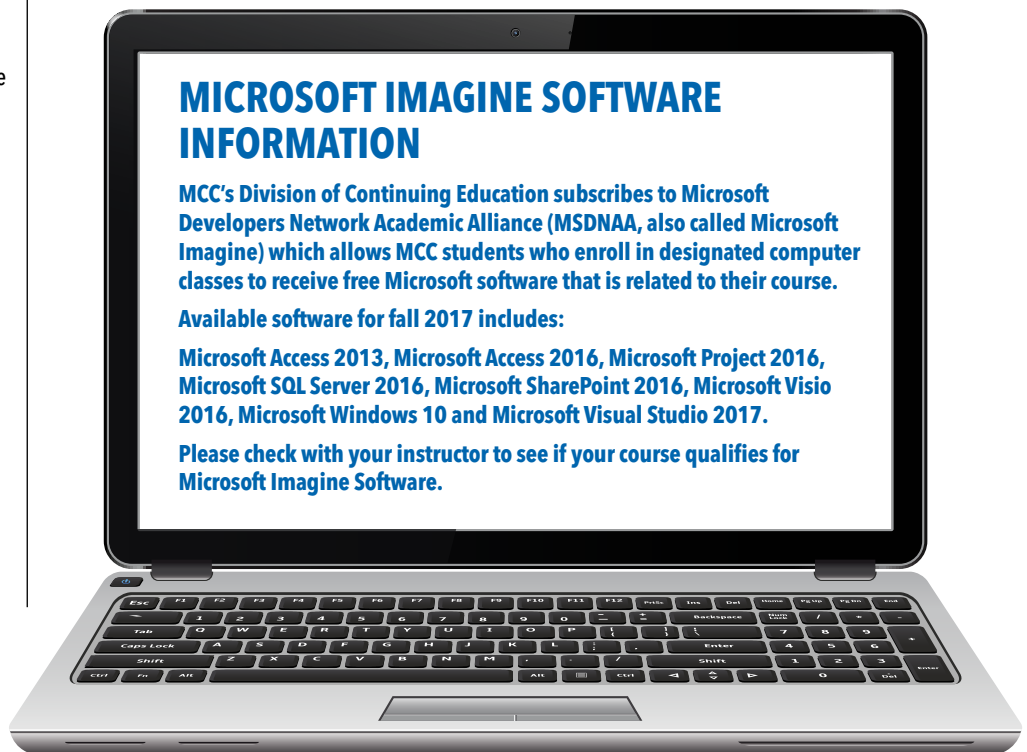
## MICROSOFT IMAGINE SOFTWARE INFORMATION

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

Available software for fall 2017 includes:

Microsoft Access 2013, Microsoft Access 2016, Microsoft Project 2016, Microsoft SQL Server 2016, Microsoft SharePoint 2016, Microsoft Visio 2016, Microsoft Windows 10 and Microsoft Visual Studio 2017.

Please check with your instructor to see if your course qualifies for Microsoft Imagine Software.





## Credit-Free Certification Programs

In addition to our Credit-Free classes, you can earn a certificate in any of the programs below.

COURSE TITLE	EXAM REQUIRED TO OBTAIN CERTIFICATION	CERTIFICATION OBTAINED
A+ Certification 220-901 Exam Preparation	CompTIA A+	220-901 Certificate
Information Technology Infrastructure Library (ITIL) Certification Preparation	ITIL Foundation Certification Exam	ITIL Foundation Certificate
Microsoft Access 2013 Certification Microsoft Access 2016 Certification	Exam 77-424 Exam 77-730	Microsoft Access 2013 MOS Certification Microsoft Access 2016 MOS Certification
Microsoft Excel 2013 Certification Microsoft Excel 2016 Certification	Exam 77-420 Exam 77-727	Microsoft Excel 2013 MOS Certification Microsoft Excel 2016 MOS Certification
Microsoft Outlook 2013 Certification Microsoft Outlook 2016 Certification	Exam 77-423 Exam 77-731	Microsoft Outlook 2013 MOS Certification Microsoft Outlook 2016 MOS Certification
Microsoft PowerPoint 2013 Certification Microsoft PowerPoint 2016 Certification	Exam 77-422 Exam 77-729	Microsoft PowerPoint 2013 MOS Certification Microsoft PowerPoint 2016 MOS Certification
Microsoft Word 2013 Certification Microsoft Word 2016 Certification	Exam 77-418 Exam 77-725	Microsoft Word 2013 MOS Certification Microsoft Word 2016 MOS Certification
Security+ Certification Overview	Exam SY0-401	CompTIA Security+ Certification
Web Design	MCC Certificate	MCC Certificate
Microsoft Office 2013: MCC Certificate Microsoft Office 2016: MCC Certificate	MCC Certificate (2013) MCC Certificate (2016)	Microsoft Office 2013: MCC Certificate Microsoft Office 2016: MCC Certificate

### Wall Street Basics

Welcome to Wall Street. Join us when we learn about how Wall Street and the stock market work. What are stocks? Why do companies sell stock? What are some of the different ideas in buying and selling shares? Learn about diversification and risk. We will research stocks using free applications and sites available on the World Wide Web. The class will conclude with a stock market simulation game.

CRN 31516 | Fee: \$155 | [Register here](#)

3 Mondays | 11/6-11/20

6-9 PM | LRC Room B220

Instructor: Steven Bloom, M.Ed.



### NEW Excel 2016: Advanced

This hands-on one-day intensive course integrates the features of Excel in real-world scenarios and provides a detailed overview of a wide range of Excel topics. Trendlines; What-if Analysis; Goal Seek; Scenarios and Summary Report; Solver; Inserting, Editing and Deleting Comments; Track Changes and setting options; Formula Auditing; MegaFormula Functions; pivot tables in-depth (with additional info about Slicers); pivot charts; simple macros; running a macro when a workbook is open; running a macro when a button is clicked; creating a custom macro button on the Quick Access Toolbar; Custom Functions (UDFs); and other helpful skills. Although this course uses Excel 2016 software, version 2013 is very similar. Questions regarding earlier versions will be addressed as time allows. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2016 exams at our approved MCC testing center for an additional fee. [See exam information and schedule on page 14.](#) Required Text: None. Prerequisite: *Excel Intermediate course, or permission of the instructor or computer coordinator.*

CRN 31363 | Fee: \$99 | [Register here](#)

1 Friday | 11/17

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

Instructor: Gayle Pignone

### Excel 2013: Introduction

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

CRN 31357 | Fee: \$99 | [Register here](#)

1 Friday | 10/6

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

Instructor: Gayle Pignone



## Excel 2013: Intermediate

Using Microsoft's leading spreadsheet software, this accelerated course builds upon the fundamentals presented in the Excel 2013 Introduction. Concepts include applying hyperlinks and cell formats; hide and unhide rows and columns; manipulate page setup options for worksheets; manipulate window and workbook views; create and use named ranges in formulas; apply Sparklines, use Quick Analysis; filter and sort data; Sumif and Sumifs family of functions as well as utilizing Concatenate, Right, Left, Mid, Trim and other functions; apply conditional formatting; creating a basic Pivot Table; understanding error values; as well as other helpful skills. Although this course uses Excel 2013 software, version 2010 is very similar. Questions regarding earlier versions will be addressed as time allows. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2013 exams at our approved MCC testing center for an additional fee. [See exam information and schedule on page 14.](#) Instructor provides handouts. Prerequisite: *Excel Introduction course, or permission of instructor or computer coordinator.*

CRN 31359 | Fee: \$199 | [Register here](#)  
 2 Fridays | 10/13-10/20  
 9 AM-4 PM | LRC Room B142 (limited seating)  
 Instructor: Gayle Pignone

## Excel Data and Functions

This comprehensive course on data handling will ensure that you are tapping the full power of Excel. Features to be examined include: data sorting and filtering; everyday shortcuts; setting iterative calculation options; intentional circular references; recursion, solving simultaneous equations; enabling or disabling automatic workbook calculation; 3D formulas, SERIES formula, animating a chart using iteration, what-if analysis, using Logical, Lookup, Custom, Statistical, Date and Time, Financial, Text, Cube, and Megaformula functions; import/export of tables, and analyzing statistics. Managing information in tables and using pivot table reports, conditional formatting, data validation, formula auditing and simple macro creation will also be addressed to provide what no frequent user should go without. Although this course uses Excel 2016 software, version 2013 is very similar. Questions regarding earlier versions will be addressed as time allows. Instructor provides handouts. Prerequisite: *Excel Introduction course, or permission of instructor or computer coordinator.*

CRN 31365 | Fee: \$199 | [Register here](#)  
 2 Wednesdays | 10/11-10/18  
 9 AM-4 PM | LRC Room B142 (limited seating)  
 Instructor: Gayle Pignone

## Excel: Pivot Tables, Dashboards and Reports

Excel dashboards help you get the right information to the right people at the right time. They provide an organized way to view and report large amounts of changing data in real time. This course will cover constructing dashboards, including importing data, functions that select and aggregate, charts, pivot tables, recording Macros and interactive filters. Prerequisites: *Excel Introduction course required (or equivalent knowledge). Knowledge of writing simple formulas and functions, basic charts, basic sorting and filtering.* Required text: *Excel Dashboards and Reports, 2nd Edition* (ISBN 9781118490426), available at MCC Bookstore for approximately \$40.

CRN 31387 | Fee: \$99 | [Register here](#)  
 1 Tuesday | 11/14  
 9 AM-4 PM | LRC Room B142 (limited seating)  
 Instructor: Gayle Pignone



## ACCOUNTING

### Bookkeeping: Introduction

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

CRN 31529 | Fee: \$199 | [Register here](#)  
 4 Saturdays | 10/14-11/4  
 9 AM-noon | LRC Room B142  
 Instructor: Shaunna Lowe, M.B.A.

## QuickBooks: Introduction

Discover the most effective methods for accomplishing essential business tasks and customizing QuickBooks. We will explore the best practices for tracking finances, managing payroll, processing invoices, controlling inventory, managing sales and expenses, and maximizing the software's other features. Topics include: how to properly set up your accounts, customers, jobs, and invoice items quickly; following the money; how to track everything from billable time and expenses to income and profit; keeping your company financially fit with methods to examine budgets and actual spending, income, inventory, assets, and liabilities; spending less time on bookkeeping and learning how to use QuickBooks to create and reuse bills, invoices, sales receipts, and timesheets; finding key info fast using QuickBooks' search and find functions, as well as the vendor, customer, inventory, and employee centers; and moving data between QuickBooks, Microsoft Office, and other programs. Required text: *QuickBooks 2015: The Missing Manual: The Official Intuit Guide to QuickBooks* (ISBN 9781491947135) available at MCC Bookstore for approximately \$40. Prerequisites: *Basic Windows, keyboarding and mouse skills.* Required text is included in course fee.

CRN 31355 | Fee: \$199 | [Register here](#)  
 4 Mondays | 10/16-11/6  
 9 AM-noon | LRC Room B142 (limited seating)  
 Instructor: Michael Rotondo, M.B.A.

## Accounting I: A Practical Focus to Financial Accounting

In this hands-on course, you will be introduced to the accounting cycle of a service company, emphasizing basic accounting concepts focusing on the recording of transactions and the preparation of financial statements. Topics include the steps of the accounting cycle; transaction analysis; journal entries; statement creation; specific accounting concepts relating to current assets, long-term assets, current liabilities; and payroll. Students will build a company's accounting system in QuickBooks, download and manipulate their data into an Excel spreadsheet. Students are requested to bring a 4 GB flash drive to class. Required text: *Schaum's Outline of Financial Accounting, 2nd Edition* (ISBN 9780071762502), available at MCC Bookstore for approximately \$21. Prerequisite: *Basic Windows, keyboarding and mouse skills; familiarity with Excel.*

CRN 31345 | Fee: \$599 | [Register here](#)  
 5 Fridays | 10/6-11/3  
 9 AM-4 PM | LRC Room B141 (limited seating)  
 Instructor: Heidi Higgins, M.B.A.

CRN 31530 | Fee: \$599 | [Register here](#)  
 5 Saturdays | 9/9-10/7  
 9 AM-4 PM | LRC Room B142  
 Instructor: Shaunna Lowe, M.B.A.





## DATABASE

### Access 2016: Introduction

Learn the new features of Access 2016 and enjoy how much faster you can build databases in this program. Start with learning how to create tables, the laws of field definitions, create a simple data entry form, filter records with queries and print the data to a report. Although this course uses Access 2016 software, version 2013 is very similar. Questions regarding earlier versions will be addressed as time allows. Registered students are eligible for free Access 2016 software. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills*.

CRN 31369 | Fee: \$99 | [Register here](#)  
1 Wednesday | 10/4  
9 AM-4 PM | LRC Room B141 (limited seating)  
Instructor: George Pillar, M.S.

### Access 2016: Intermediate

Using Application Objects, create a multi-table database containing a relationship and learn the significance of relationships in databases. Create select queries, data entry forms, navigation forms, sub-forms and discover how form layout is similar to report layout. Utilize built-in tools to find and replace data, import data, and more. Understand the use of templates. Although this course uses Access 2016 software, version 2013 is very similar. Questions regarding earlier versions will be addressed as time allows. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2016 exams at our approved MCC testing center for an additional fee but you may require additional training. [See exam information and schedule on page 14](#). Instructor provides handouts. Prerequisite: *Access Introduction course, or permission of instructor or computer coordinator*.

CRN 31373 | Fee: \$199 | [Register here](#)  
2 Wednesdays | 10/11-10/18  
9 AM-4 PM | LRC Room B141 (limited seating)  
Instructor: George Pillar, M.S.

### NEW Access 2016: Advanced

Explore multi-criteria Parameter queries as well as the many types of Action queries. Build AutoKey and AutoExec macros. Import and export data, explore XML and CSV file formats, and save an object to an XPS file. Students will learn object dependencies, using the Linked Table manager, linking to Excel; procedures to ensure proper database management, such as analyzing, splitting, converting, protecting and backing up databases; and use Access with Outlook. Although this course uses Access 2016 software, version 2013 is very similar. Questions regarding earlier versions will be addressed as time allows. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2016 exams at our approved MCC testing center for an additional fee. [See exam information and schedule on page 14](#). Instructor provides handouts. Prerequisite: *Access Intermediate course, or permission of the instructor or computer coordinator*.

CRN 31375 | Fee: \$99 | [Register here](#)  
1 Friday | 11/17  
9 AM-4 PM | LRC Room B141 (limited seating)  
Instructor: George Pillar, M.S.

### Access 2013: Introduction

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

CRN 31367 | Fee: \$99 | [Register here](#)  
1 Friday | 9/15  
9 AM-4 PM | LRC Room B142 (limited seating)  
Instructor: George Pillar, M.S.



### Access 2013: Intermediate

Using Application Parts as well as fields, create a multi-table database containing a relationship and learn the significance of relationships in databases. Create select queries, data entry forms, navigation forms, and discover how form layout is similar to report layout. Utilize built-in tools to split databases, find and replace data, attach and detach documents, import data, and more. Understand the differences between the templates and Web templates. Although this course uses Access 2013 software, version 2010 is very similar. Questions regarding earlier versions will be addressed as time allows. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2013 exams at our approved MCC testing center for an additional fee. See exam information on page 15. Instructor provides handouts. Prerequisite: *Access Introduction course, or permission of instructor or computer coordinator*.

CRN 31371 | Fee: \$199 | [Register here](#)  
2 Fridays | 9/22-9/29  
9 AM-4 PM | LRC Room B142 (limited seating)  
Instructor: George Pillar, M.S.

### NEW Access and Excel 2016: Using Visual Basic for Applications (VBA) to Enhance Office Productivity

Take control of Office 2016 with Microsoft's Visual Basic for Applications (VBA) and this hands-on course. Learn how to use Office 2016's built-in Macro Recorder, the Visual Basic Editor, VBA syntax, loops and functions, the Office 2016 Ribbon, and much more. Target audience is for beginning to intermediate Excel and Access users who would like to learn how to leverage VBA to automate and add versatility to their spreadsheets. Coverage includes an introduction to the essentials of VBA syntax. Students learn recording, writing, and running macros in Office 2016; creating code from scratch with the Visual Basic® Editor. Required text: [Exploring VBA for Microsoft Office 2016 Brief / Edition 1](#) (ISBN 9780134497082), available at MCC Bookstore for approximately \$45. Prerequisite: *Access or Excel Introduction required, Access or Excel Intermediate course recommended*. Experienced users who have not taken these courses and would like to attend the course should check with the Computer Program Coordinator, Bruce Manning, [bmanning@manchesterc.edu](mailto:bmanning@manchesterc.edu), 860-512-2808.

CRN 31385 | Fee: \$199 | [Register here](#)  
2 Mondays | 11/20-11/27  
9 AM-4 PM | LRC Room B141 (limited seating)  
Instructor: George Pillar, M.S.

## SQL Server 2016: Introduction

This in-depth training will provide you with the knowledge and skills you need to understand the concepts behind relational database systems, data structure design, the SQL query language, and basic SQL Server Database Management. You will gain a firm understanding of how relational database systems work, proper database design, database optimization, the SQL query language, and basic SQL Server Database Administration. The SQL Server Administration skills include installation and configuration of a working SQL Server database, creating table spaces and files, managing security and user access, updating the database structure and data, and writing SQL queries. Registered students are eligible for free Microsoft SQL Server 2016 software. Instructor provides handouts. Prerequisite: *Database Introduction course, or familiarity with databases.*

CRN 31401 | Fee: \$199 | [Register here](#)  
2 Wednesdays | 10/25-11/1  
9 AM-4 PM | LRC Room B142 (limited seating)

Instructor: George Pillar, M.S.

## SQL Server 2016 Queries: Introduction

This two-day course will cover querying MS SQL Server 2016. We will work with SQL Server Management Studio. Students will learn to create and organize T-SQL scripts that include sets and predicates; T-SQL querying; querying multiple tables with joins, sorting and filtering data, identifying different data types in MS SQL Server 2016; using DML to modify data, built-in functions, grouping and aggregating data, using sub-queries, set operators, table expressions and the union operator. Students are eligible to receive free Microsoft SQL Server 2016 software. Instructor provides handouts. Prerequisite: *Database Introduction course, or familiarity with databases.*

CRN 31403 | Fee: \$199 | [Register here](#)  
2 Wednesdays | 11/8-11/15  
9 AM-4 PM | LRC Room B142 (limited seating)

Instructor: George Pillar, M.S.

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.



## INTERNET

### New Apple iPhone? Overview of Features and Operation

Are you planning to purchase (or have you already purchased) a new iPhone and feel a bit overwhelmed operating your phone. This overview of the iPhone features and operation will get you on the right track quickly.

CRN 31507 | Fee: \$15 | [Register here](#)  
1 Tuesday | 9/12  
6-7 PM | LRC Room B141

Instructor: Michael Januska, M.B.A.

### New Android Smart Phone? Overview of Features and Operation

Are you planning to purchase (or already have) a new Android phone and feel a bit overwhelmed while operating your phone? This overview of the Android features and operation will get you on the right track quickly.

CRN 31511 | Fee: \$15 | [Register here](#)  
1 Tuesday | 9/26  
6-7 PM | LRC Room B142

Instructor: Michael Januska, M.B.A.

### Web Design: MCC Certificate

Build new skills to start or advance your career as a web developer in our Web Communication and Design program. Courses in this program start with the core areas of HTML and CSS and move on to the use of Adobe desktop tools for web design - ending with exposure to Web Content Management Systems. Your Web design portfolio at the end of the Professional certificate program will include published Web sites that showcase your front-end designs and your cross-platform experience with multiple toolsets. Students who successfully complete this program will be awarded the Web Communication and Design MCC Certificate. Instructor will provide handouts and a USB drive with the complete course installed on it. Prerequisite: *Basic Windows, keyboard, mouse and web browser skills.*

Please note the following web design courses are included in the *Web Design: MCC Certificate* program:

- Web Design: HTML5 / CSS3 Introduction
- Web Design: Adobe Dreamweaver & Muse Introduction
- Web Design: WordPress Introduction

CRN 31425 | Fee: \$545 | [Register here](#)  
5 Tuesdays | 9/26-10/24  
9 AM-4 PM | LRC Room B142 (limited seating)

Instructor: Robert Thornton, M.B.A.

## WordPress Web Design Introduction

WordPress is an easy-to-learn, easy-to-use, Content Management System (CMS) for creating and managing websites. Originally designed for blogs, its capabilities have expanded to creating complete websites. By the end of this course you will be able to create a template-based website, apply certain customizations, add page elements such as links, images, and videos, enhance a flexible built-in search tool for your site, and empower yourself and your colleagues to add ongoing updates. Students are requested to bring a 4GB flash drive to class. Course extended to 12 hours due to student demand. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills with some exposure to Microsoft Office helpful.*

CRN 31383 | Fee: \$199 | [Register here](#)  
2 Tuesdays | 10/31-11/7  
9 AM-4 PM | LRC Room B141 (limited seating)

Instructor: Robert Thornton, M.B.A.

## Cloud Storage Solutions for the Home User: Google Drive, Microsoft OneDrive, DropBox

Are you confused about what the cloud storage services for your phone or PC can do for you as a home user or small business owner? This quick overview course will detail how you can use cloud storage from Microsoft, Google or Dropbox to your advantage. Students will learn how to configure Microsoft OneDrive, Google Drive, Dropbox and more to synchronize folders on your devices, upload and download files, photos, videos, and organize data.

CRN 31512 | Fee: \$15 | [Register here](#)  
1 Tuesday | 10/3  
6-7 PM | LRC Room B141

Instructor: Michael Januska, M.B.A.

## Apple iCloud Basics

Are you confused about what the iCloud mobile application for your iPhone can do for you as a home user or small business owner? This quick overview course will explain how you can use cloud storage to your advantage. Students will learn how to configure iCloud, synchronize folders on all Apple devices, upload or download files, photos, videos, and organize data.

CRN 31510 | Fee: \$15 | [Register here](#)  
1 Tuesday | 9/19  
6-7 PM | LRC Room B142

Instructor: Michael Januska, M.B.A.





## Facebook for Beginners



Nearly 60% of American adults are on Facebook, the world's largest social media site. Are concerns about mastering the features or privacy stopping you? In this course, you will learn how to create a Facebook profile and personalize it. We will review privacy settings, how to find "friends", and create and share content such as photos, posts and videos. This course is perfect for anyone who is new to social media. Prerequisite: *A personal Facebook account is required. Please bring your login information to the class.*

CRN 31462 | Fee: \$30 | [Register here](#)

1 Wednesday | 10/11

6-8 PM | LRC Room B142

Instructor: Deborah Herman, M.A.

## Build Your Professional Brand and Network through LinkedIn

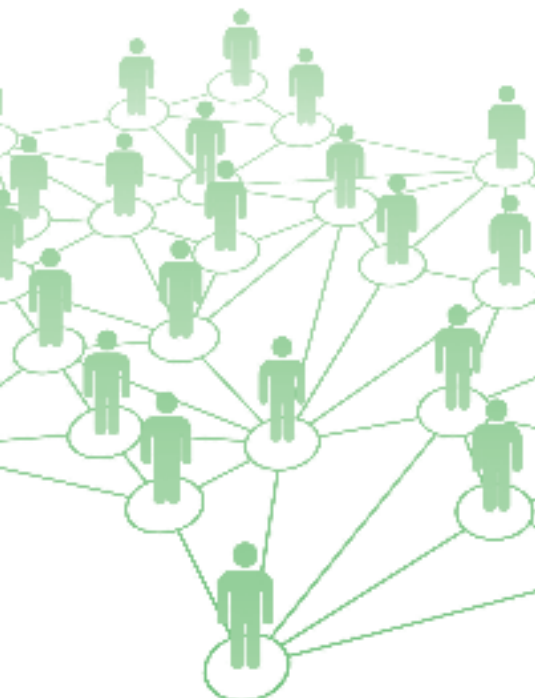
Keep your career moving ahead! LinkedIn is a valuable tool for today's job seeker, and it is changing and expanding all the time. This workshop will teach career-oriented individuals how to create and use their own LinkedIn page. Individuals who already have a LinkedIn account and an established network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

CRN 31455 | Fee: \$30 | [Register here](#)

1 Thursday | 9/21

6-8 PM | LRC Room B142

Instructor: Valerie D. Wilson, M.Ed.



## Social Media: Marketing for Your Business

Learn how to market your business on Social Media. Today's customers go online to review sites like Yelp and Google+ to check out businesses before they engage. Whether it's on Twitter, on Instagram, on YouTube, or even Pinterest, your customers are "on" social media and they are talking about businesses, products, and services just like yours. Small businesses and large businesses alike can leverage social media for amazing free marketing opportunities. With up-to-date information on how to market on all of the major social media platforms, students will learn how to "think"



about social media marketing and use Facebook, LinkedIn, Twitter, YouTube, Pinterest, Yelp, Google+, Snapchat and Instagram. Students will create a social media plan for the specific application that they choose to use for their marketing. Please note that students will be required to create accounts for social media applications, if they do not already have accounts. Required Text: Social Media Marketing Workbook: 2017 Edition - How to Use Social Media for Business (ISBN 9781539598145) is available at MCC Bookstore for approximately \$40. Prerequisite: *Basic Windows, keyboarding and mouse skills, with some exposure to social media applications preferable.*

CRN 31531 | Fee: \$299 | [Register here](#)

6 Mondays | 10/2-11/6

6-9 PM | LRC Room B141

Instructor: Michael Januska, M.B.A.



## iPad Series: Exploring your iPad

Join other beginners to learn how to customize your iPad settings, access built-in productivity apps such as Notes, Calendar, Reminders, and how to sync your content with iCloud. Also learn more about your iPad's entertainment features. If you have only been using your iPad to check mail and surf the web, this is the perfect class to begin customizing your favorite tool. Prerequisite: *Students, Bring your fully charged iPad (updated with the most recent version of iOS version 10.x), Apple ID and iTunes password to class with you.*

CRN 31460 | Fee: \$30 | [Register here](#)

1 Thursday | 9/28

6-8 PM | LRC Room B142

Instructor: Deborah Herman, M.A.



## iPad Series: Exploring Photos, Books, Music, and More

Take your iPad skills to the next level by learning more about using your iPad for recreation and entertainment. This class will cover taking and sharing pictures and video, finding and reading eBooks, as well as apps for listening to music and organizing your music library. Picture taking and sharing will never be the same! Prerequisite: *Students, bring your fully charged iPad (updated with the most recent version of iOS version 10.x), Apple ID and iTunes password to class with you.*

CRN 31461 | Fee: \$30 | [Register here](#)

1 Thursday | 10/5

6-8 PM | LRC Room B142

Instructor: Deborah Herman, M.A.

## PROGRAMMING

### Android Mobile Application Development

You can create applications for your Google Phone or Android Tablet. This course introduces you to building Android applications by using MIT's free programming tool, App Inventor, as well as Android fundamentals, the Eclipse IDE and ADT plug-in and emulator (AVD), and the Android SDK, NDK and Tools. Applications will be developed that include graphics, animations, data entry and manipulation. We will also cover Icon Design and publishing Android applications. Instructor will provide useful handouts. Prerequisite: *Basic computer skills and some programming experience helpful. Java programming or Object Oriented programming desirable.*

CRN 31467 | Fee: \$299 | [Register here](#)

3 Mondays | 10/2-10/16

9 AM-4 PM | LRC Room B141

Instructor: George Pillar, M.S.



### App Inventor: Introduction

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

CRN 31466 | Fee: \$199 | [Register here](#)  
4 Thursdays | 9/14-10/5  
6-9 PM | LRC Room B141

Instructor: Kristin Violette, M.Ed.

## MANUFACTURING

### NEW AutoCAD 2017: 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 31470 | Fee: \$155 | [Register here](#)  
3 Mondays | 9/11-9/25  
6-9 PM | LRC Room B142

Instructor: Steven Bloom, M.Ed.

### AutoDesk SketchUp for 3D Printing Design

This course seeks to provide the student with a basic understanding of the 3D design process using SketchUp and 3D printing to obtain hands-on experience in producing a design from concept to prototype. Students will learn the basics of SketchUp, a 3D modeling software, create their own model design, and print a 3D design. **Please note: The deadline to register is Tuesday, September 5.** No prior knowledge of design or 3D printing is required.

CRN 31472 | Fee: \$155 | [Register here](#)  
3 Mondays | 10/2-10/16  
6-9 PM | LRC Room B142

Instructor: Cathy Lukas, M.A.

## DIGITAL IMAGING & DESIGN

### Adobe Photoshop Elements Introduction

Adobe Photoshop Elements is a new photo-enhancement and manipulation program designed specifically for amateur photographers, hobbyists and business users looking for an affordable, easy-to-use, but powerful digital imaging tool. Students are requested to bring a 4 GB flash drive, or one can be purchased at the MCC bookstore for approximately \$10. Instructor provides handouts. Prerequisite: *Basic Windows, keyboarding and mouse skills*.

CRN 31453 | Fee: \$99 | [Register here](#)  
2 Tuesdays | 10/3-10/10  
6-9 PM | LRC Room B142

Instructor: Richard Hoyer, M.A.

### Adobe Photoshop Elements: Next Step

You've mastered the basics of Photoshop Elements and you're wondering, now what? We've got just the thing! Explore the creative aspects of this software package; learn how to add borders and frames; increase canvas space; create contact sheets; utilize picture packages to minimize paper waste; merge color and black and white images; duo-tone your images; create personal greeting cards; add text; create panoramas; use filters and special effects; and make layers work for you. Let your imagination fly! Students are requested to bring a 4 GB flash drive, or one can be purchased at the MCC bookstore for approximately \$10. Instructor provides handouts. Prerequisite: *Photoshop Elements Introduction course or familiarity with Photoshop Elements*.

CRN 31454 | Fee: \$99 | [Register here](#)  
2 Tuesdays | 10/17-10/24  
6-9 PM | LRC Room B142

Instructor: Richard Hoyer, M.A.

### Adobe Photoshop CC: Introduction

Learn how to use the most powerful image editing software available, Adobe Photoshop. Improve your photographs using Photoshop's non-destructive color adjustments and retouching capabilities inside Photoshop and Camera Raw. Topics include: layers; selections; using color and transparency in blend modes; adjusting images to improve quality/suitability for intended publication; advanced image editing; design, web and print skills with compositing, color management and type controls. Through demonstration and hands-on exercises taught by a media arts professional, you will create exciting and amazing images using some of this program's limitless capabilities. Prerequisite: *Basic Windows, keyboarding and mouse skills*. Students are requested to bring a 4 GB flash drive, or one can be purchased at the MCC bookstore for approximately \$10. Required text: Adobe Photoshop CC Classroom in a Book, Adobe Press (ISBN 9780134308135), available at MCC Bookstore for approximately \$60.

CRN 31393 | Fee: \$199 | [Register here](#)  
2 Fridays | 9/15-9/22  
9 AM-4 PM | LRC Room B220 (limited seating)

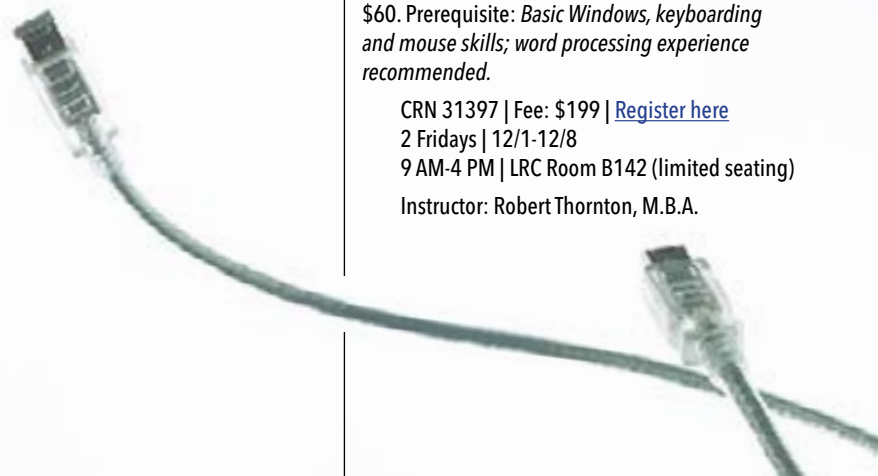
Instructor: Kathleen Smits, M.A.

### Adobe Acrobat DC: PDF Files, Formats and Forms

Explore the Acrobat DC interface and learn the many ways to customize it to suit your needs. Create Adobe PDF files from Word, Excel, emails or web pages while maintaining formatting and fonts. Use a variety of tools to edit, combine pages, place graphics, import and export content and assign security. Create electronic forms for easy, secure distribution, collaboration, and data collection. Create interactive text fields, check boxes, drop-down menus and more! Students are requested to bring a 4 GB flash drive, or one can be purchased at the MCC bookstore for approximately \$10. Required text: Adobe Acrobat DC Classroom in a Book, Adobe Press (ISBN 9780134171838), available at MCC Bookstore for approximately \$60. Prerequisite: *Basic Windows, keyboarding and mouse skills; word processing experience recommended*.

CRN 31397 | Fee: \$199 | [Register here](#)  
2 Fridays | 12/1-12/8  
9 AM-4 PM | LRC Room B142 (limited seating)

Instructor: Robert Thornton, M.B.A.





## Adobe: Creating Marketing Materials

Using InDesign and Photoshop, this course will cover the basics of creating business collateral such as flyers, brochures, post cards, business cards and letterhead in InDesign along with image enhancement and management in Photoshop. Basic graphic design principles will be covered for design of layouts for print and web and how to arrange text, graphics, logos and images. Students are requested to bring a 4 GB flash drive, or one can be purchased at the MCC bookstore for approximately \$10. Required text: *The Non-Designers Design Book 4th ed.* (ISBN 9780133966152) is available at the MCC Bookstore for approximately \$35. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN 31389 | Fee: \$299 | [Register here](#)  
3 Fridays | 10/20-11/3  
9 AM-4 PM | LRC Room B220 (limited seating)  
Instructor: Kathleen Smits, M.A.

## Adobe InDesign CC: Introduction

Learn to create newsletters, web pages and other publications in Adobe InDesign. Topics covered include the details of layout design, combining images, text and vector graphics. Use InDesign's smart guides for perfect alignment and frames for perfect cropping and placement of images. Create multiple page documents with page navigation, full screen presentation pdf's, animations, and forms. Prerequisite: *Basic Windows, keyboarding and mouse skills.* Students are requested to bring a 4 GB flash drive, or one can be purchased at the MCC bookstore for approximately \$10. Required text: *Adobe Photoshop CC Classroom in a Book, Adobe Press* (ISBN ), available at MCC Bookstore for approximately \$60.

CRN 31391 | Fee: \$199 | [Register here](#)  
2 Fridays | 12/1-12/8  
9 AM-4 PM | LRC Room B141 (limited seating)  
Instructor: Kathleen Smits, M.A.

## Adobe Premiere Elements Introduction

This workshop focuses on the Adobe Premiere Elements workspace, creating project files, how video is created and edited, using clips and transitions. Learn how to work in the Premiere Elements timeline and create a short video using still pictures and video clips. Students are requested to bring a 4 GB flash drive, or one can be purchased at the MCC bookstore for approximately \$10. Instructor provides handouts. Prerequisite: *Basic Windows, keyboarding and mouse skills.*

CRN 31452 | Fee: \$99 | [Register here](#)  
2 Tuesdays | 10/31-11/7  
6-9 PM | LRC Room B142  
Instructor: Richard Hoyer, M.A.

## TROUBLESHOOTING

### PC Maintenance and Repair

Why pay for expensive upgrades when you can learn how to do them yourself? Practice RAM, expansion cards, and peripheral device installations in a hands-on workshop with real parts. Learn how to configure drivers and troubleshoot your Windows operating system. You will learn how to reformat a hard drive, partition it, and load Windows. Discover how to add new peripherals, including printers and scanners. Learn how to download and install driver updates from the manufacturer's website. Additional topics include troubleshooting basics, researching errors online, hardware trends, buying a new PC (pre-built vs. custom), and standards for monitors, hard drive sizes, ports, and optical drives. Additionally, 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, keyboarding and mouse skills.*

CRN 31347 | Fee: \$199 | [Register here](#)  
2 Thursdays | 10/5-10/12  
9 AM-4 PM | LRC Room B141 (limited seating)  
Instructor: Bruce Manning, B.A.

CRN 31451 | Fee: \$199 | [Register here](#)  
4 Tuesdays | 11/21-12/12  
6-9 PM | LRC Room B141  
Instructor: Evelyn Kissi, M.A.

## CERTIFICATE PREPARATION

### NEW SCRUM Agile Project Management Introduction

Scrum (Agile) project management framework is a way for teams to work together to develop a product. Scrum supports our need to be human at work: to belong, to learn, to do, to create and be creative, to grow, to improve, and to interact with other people. In other words, Scrum leverages the innate traits and characteristics in people to allow them to do great things together. This course is tailored to help anyone interested in knowing more about Scrum; learning about key concepts in Scrum as defined in the SBOK Guide; and arriving at a basic understanding of how Scrum framework works in delivering successful projects. Participants will learn to run and audit Scrum projects. The course will also cover a simulated Scrum project. This course is recommended for anyone supervising projects. Prerequisite: *Some experience in managing projects recommended.*

CRN 31417 | Fee: \$150 | [Register here](#)  
1 Wednesday | 9/27  
9 AM-4 PM | LRC Room B141 (limited seating)  
Instructor: Jayson Ferron

## Security+ Certification Overview

CompTIA Security+ (Exam SY0-401) is the primary course you will need to take if your job responsibilities include securing network services, devices, and traffic in your organization. Students receive a great overview of the Security + requirements and topics in this one-day, information packed course taught by our own security expert / instructor. This course will prepare students for the CompTIA Security+ certification examination. In this course, you will build on your knowledge of and professional experience with training in security fundamentals, networks, and organizational security. Required Text: Included in course fee. (Electronic purchase). Prerequisite: *Solid knowledge of hardware and operating systems required. A+ and Network+ certification strongly recommended.*

CRN 31427 | Fee: \$199 | [Register here](#)  
1 Monday | 9/25  
9 AM-4 PM | LRC Room B142 (limited seating)  
Instructor: Jayson Ferron

## NEW Information Technology Infrastructure Library (ITIL) Certification Preparation

Information Technology Infrastructure Library (ITIL) is a public framework that describes Best Practice in IT service management. It provides a framework for the governance of IT, the 'service wrap', and focuses on the continual measurement and improvement of the quality of IT service delivered. Some of these benefits include, increased user and customer satisfaction with IT services and improved service availability, directly leading to increased business profits and revenue, improved time to market for new products and services, improved decision making and optimized risk. The Foundation level is the entry-level qualification which focuses on knowledge and comprehension of the key elements, concepts and terminology used in the ITIL service life cycle, including the links between lifecycle stages, the processes used, and their contribution to service management practices. Complete review of the five lifecycle phases and methodologies, including deeper discussions of all lifecycles; processes and functions; and best practices surrounding ITSM concepts and theory will also be covered. Examples and discussion of real world applications will be included. Students will have access to hundreds of Foundation Certification exam questions, including study tips, exam key words and hints. Prerequisite: *Basic Windows, keyboard, and mouse skills. Familiarity with helpdesk or service desk functions.*

CRN 31421 | Fee: \$399 | [Register here](#)  
3 Fridays | 12/1-12/15  
9 AM-4 PM | LRC Room B222 (limited seating)  
Instructor: Joseph Cutuli



## A+ Certification 220-901 Exam Preparation

CompTIA A+ Certification validates the latest skills needed by today's computer support professionals. It is an international, vendor-neutral certification recognized by major hardware and software vendors, distributors, and resellers. The first required A+ exam, CompTIA A+ 220-901, measures necessary competencies for an entry-level IT professional. This course will prepare you for the CompTIA A+ 220-901 certification exam. Get the skills and knowledge necessary to install, build, maintain, and configure personal computers, laptop computers, and printers. You will also learn the principles of physical and TCP/IP networks and operational and professional procedures. Required program material: 220-901-220-902-complete CompTIA A+ Complete Study Guide is included in course fee. The cost also includes the electronic texts, hands-on labs and practice exams for both the 901 and 902 exams. The A+ 220-901 exam is not included in the cost of the course. Students must schedule these exams at a certified test center for an additional fee of \$205 per exam and pass both the 220-901 and 220-902 exams to be certified. The course instructor will inform students about the exam application process. A+ test centers can be found at [www.prometric.com](http://www.prometric.com). **Please note: The deadline to register is Friday, September 29.** Prerequisite: *Knowledge of hardware and operating systems recommended.*

CRN 31471 | Fee: \$750 | [Register here](#)

5 Saturdays | 10/7-11/4

9 AM-4 PM | LRC Room B141

Instructor: George Pillar, M.S.

## OPERATING SYSTEMS

### Windows 10 Introduction

Learn the new features of Microsoft's latest operating system, Windows 10. Topics include: exploring the new desktop in Windows 10, using the new start menu, setting up and configuring Windows, personalizing your work space, saving and syncing content, using Windows 10 included apps and store, using the Cortana voice assistant and the Windows Hello identification application. Students are eligible to receive free Windows 10 software. Instructor provides handouts. Prerequisite: *Keyboard and mouse skills required.*

CRN 31377 | Fee: \$150 | [Register here](#)

1 Friday | 9/29

9 AM-4 PM | LRC Room B141 (limited seating)

Instructor: Jay Ferron

### Windows PowerShell Introduction

This course is intended for Windows and/or network administrators and professionals. PowerShell is an automation platform and scripting language for Windows and Windows Server that allows you to simplify the management of your systems. Unlike other text-based shells, PowerShell harnesses the power of the .NET Framework, providing rich objects and a massive set of built-in functionality to take control of your Windows environments. Students are eligible to receive free Windows Server 2016 software. Instructor provides handouts. Prerequisite: *It is highly recommended that students have certifications in either Network+ or Microsoft MCSA or equivalent experience.* Experienced Network or Windows professionals who are not certified and would like to attend the course should first email MCC Computer Program Coordinator, Bruce Manning at [bmanning@manchestercc.edu](mailto:bmanning@manchestercc.edu) or call 860-512-2808, regarding your experience.

CRN 31423 | Fee: \$199 | [Register here](#)

1 Tuesday | 9/26

9 AM-4 PM | LRC Room B141 (limited seating)

Instructor: Jayson Ferron

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

# 1

### Ask

*A simple request may be all that it takes. A written memo is better.*

# 2

### Show them the catalog

*Attach it to your memo.*

# 3

### Emphasize the benefits

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

# 4

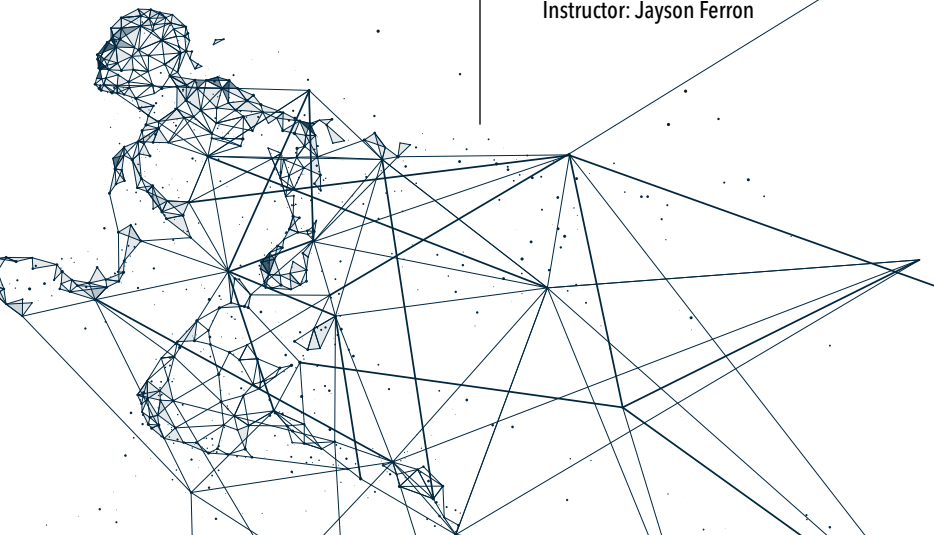
### Note the convenience

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

# 5

### Compare Pricing

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







**Please note: Each participant in Cuisine classes should bring**

- Apron
- Dish towels
- Container for leftovers

**Also see individual course descriptions for any other required items.**

## Fresh Pasta Delicacies

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

CRN 31333 | Fee: \$55 | [Register here](#)  
1 Thursday | 9/7  
6-9 PM | GPA Room GP213

Instructor: Joshua Ogradowski, M.A.T.

## Southern vs. Northern Italian Cuisine

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

CRN 31334 | Fee: \$55 | [Register here](#)  
1 Thursday | 10/5  
6-9 PM | GPA Room GP213

Instructor: Joshua Ogradowski, M.A.T.

## Artisan Italian Breads and Rolls

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

CRN 31331 | Fee: \$55 | [Register here](#)  
1 Thursday | 11/2  
6-9 PM | GPA Room GP213

Instructor: Joshua Ogradowski, M.A.T.

## Holiday Hors d'oeuvres

Trying to think of something creative for the holiday season that will impress your guests? Look no further—here's your new line-up of hors d'oeuvres! Learn how to make Shrimp Fritters, Scallop Tempura, Asparagus Barquettes, Goat Cheese Stuffed Mushrooms, Smoked Salmon Twisters, Fig and Gorgonzola Crepes, and Bacon, Muenster and Turkey (BMT) bites that are seriously delicious! For dessert, enjoy a Blueberry Crunch Coffee Cake. Materials fee: \$15, payable to instructor at the beginning of class.

CRN 31332 | Fee: \$55 | [Register here](#)  
1 Thursday | 12/7  
6-9 PM | GPA Room GP213

Instructor: Joshua Ogradowski, M.A.T.

## **NEW** The Art of Pickling: Extend the Taste of Summer into Fall

Extend the delights of the summer garden into fall by learning how to pickle. We'll learn the secrets of this treasured tradition for preserving foods. Learn how to make your own dill and bread & butter pickles. We will also pickle vegetables from your choice of green beans, carrots, cauliflower, or tomatoes, or you may bring in some of your own veggies. You will go home with at least five jars of your own canned products. Please bring a lunch, and we will make a pickled vegetable salad to accompany your sandwich. Materials fee: \$15, payable to instructor at the beginning of class.

CRN 31341 | Fee: \$70 | [Register here](#)  
1 Saturday | 9/16  
10 AM-2 PM | GPA Room GP213

Instructor: Anita Ferron, B.S.

## Jamming in the Kitchen

Preserving fruits and vegetables to extend the harvest of your garden, while reducing grocery bills, is a time-honored tradition of fall. With the juicy fruits of summer and the fall harvest, learn how to savor these delicious flavors for your table later in the year. We will consider the art of canning and water baths and how to safely make your own jellies and jams. Each participant will make a peach jam, an apple jelly, and a strawberry freezer jam that you will take home. Materials fee: \$15, payable to instructor at the beginning of class.

CRN 31342 | Fee: \$70 | [Register here](#)  
1 Saturday | 9/30  
10 AM-2 PM | GPA Room GP213

Instructor: Anita Ferron, B.S.



## **NEW** Dulce para Mama: Sweets for Mama

We will learn how to make *Crepes de Cajeta* (crepes filled with fruit cream and *cajeta*—a mixture similar to Nutella); a foolproof Flan, the traditional dessert of Mexico; and Sweet Potato Cheesecake Squares. Participants will enjoy the crepes and Flan in class, and take home the Cheesecake Squares. Materials fee: \$18, payable to instructor at the beginning of class.

CRN 31483 | Fee: \$70 | [Register here](#)  
1 Saturday | 10/14  
10 AM-2 PM | GPA Room GP213

Instructor: Anita Ferron, B.S.

## **NEW** Thanksgiving Pies

Just in time for that special holiday celebration! Learn how to make from scratch your Thanksgiving favorites: Apple Pie and Pumpkin Pie. For an extra bonus, we will also make Orange Cranberry Biscotti. Each participant will take home an Apple and a Pumpkin pie and some biscotti. Materials fee: \$18, payable to instructor at the beginning of class.

CRN 31484 | Fee: \$70 | [Register here](#)  
1 Saturday | 11/18  
10 AM-2 PM | GPA Room GP213

Instructor: Anita Ferron, B.S.



## NEW Great Reds and Whites You Need to Know!

There are some terrific new wines on the market these days from all corners of the globe. We will sample several of these reasonably priced wines that are suitable for every day sipping and generous gift giving. Starting with what's new and exciting in Whites and Reds, we'll compare and contrast them to some of our more well-known varieties, before judging against new lesser-known choices. We will also discuss the various growing regions, the methods for making the wines, and how they came into the marketplace at this time. Participants should bring finger foods or munchies. **Please note: You must be at least 21 years of age to enroll in the class; IDs will be checked in class.** Please register early, as enrollment is limited. Materials fee: \$20, payable to the instructor at the beginning of class.

CRN 31596 | Fee: \$30 | [Register here](#)

1 Tuesday | 10/3

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

Instructor: Rayona S. Hobbs



## NEW Bubbles, Sparkles and Fizz!

There are now hundreds of choices of delicious, effervescent and enchanting Sparkling Wines and Champagnes on the market, and some that are very new: everything from low alcohol to German and Austrian Gruner Veltliner to higher powered traditional French (true) Champagnes. In between are delightful offerings from all around the world. While tasting a nice selection of bubblers and sparklings, you'll learn the different methods of making and storing these versatile and delightful wines. They have a long and happy history of helping us usher in each New Year and rejoice in our own personal milestones. Participants should bring finger foods or munchies. **Please note: You must be at least 21 years of age to enroll in the class; IDs will be checked in class.** Please register early, as enrollment is limited. Materials fee: \$20, payable to the instructor at the beginning of class.

CRN 31605 | Fee: \$30 | [Register here](#)

1 Friday | 12/1

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

Instructor: Rayona S. Hobbs

## NEW Fundamentals of White Wine

Begin your wine education with the fundamentals of white wine. We will learn about and taste



the following grape varieties: Chardonnay, Pinot Grigio, Riesling, Sauvignon Blanc, Gewurztraminer, and Sparkling Wine.

Participants should bring finger foods or munchies.

**Please note: You must be at least 21 years of age to enroll in the class; IDs will be checked in class.** Please register early, as enrollment is limited. Materials fee: \$15, payable to the instructor at the beginning of class.

CRN 31625 | Fee: \$30 | [Register here](#)

1 Friday | 9/22

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

Instructor: Leanne Wheeler, B.S.

## NEW Fundamentals of Red Wine

Begin your wine education with the fundamentals of red wine. We will learn about and taste the following grape varieties: Cabernet Sauvignon, Merlot, Zinfandel, Malbec, Sangiovese, Tempranillo, and Pinot Noir. Participants should bring finger foods or munchies. **Please note: You must be at least 21 years of age to enroll in the class; IDs will be checked in class.** Please register early, as enrollment is limited. Materials fee: \$15, payable to the instructor at the beginning of class.

CRN 31626 | Fee: \$30 | [Register here](#)

1 Friday | 9/29

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

Instructor: Leanne Wheeler, B.S.



## NEW Handling the Holidays ... with Wine!

Every wonder which wine to pair with Thanksgiving turkey, or what bottle would be appropriate to take to your holiday party host or hostess? Come learn how to select and pair appropriate wines for a variety of holiday meals and occasions from Thanksgiving to New Year's. To get into the spirit, we will taste the following white and red wines: Riesling, Chardonnay, Pinot Noir, Sparkling Wines, Malbec, Cabernet Sauvignon, and Zinfandel. We will also review buying tips, suggested serving temperatures, wine storage, glassware, and gift giving. Participants should bring finger foods or munchies. **Please note: You must be at least 21 years of age to enroll in the class; IDs will be checked in class.** Please register early, as enrollment is limited. Materials fee: \$20, payable to the instructor at the beginning of class.


CRN 31627 | Fee: \$30 | [Register here](#)

1 Friday | 11/17

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

Instructor: Leanne Wheeler, B.S.

# EMPTY BOWLS



# 20th Annual Empty Bowls Project

**Saturday, October 21, 2017**  
**11:00 a.m. – 3:00 p.m.**  
**Manchester Community College**  
**Culinary Arts Center**


*Empty Bowls is an international grassroots effort to fight hunger.*

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

**Admission: \$15**  
*(includes one bowl and unlimited soup tastings)*

**Quart of soup to take home: \$7/each or 4 for \$25**

**Cash, personal check and credit card all gladly accepted.**





## **NEW** How's He Doing? President Trump's First Year in Office

What policies does the Trump administration advocate and how will these policies change our country? How successful has President Trump been in carrying out his policies? Would most Americans agree or disagree with his policy positions? This course will seek to understand and evaluate the policies implemented by the Trump administration during its first year in office. It will focus on President Trump's initiatives in the areas of economic policy, foreign affairs, international trade, healthcare, social welfare, education, immigration, and national security.

CRN 31644 | Fee: \$40 | [Register here](#)  
5 Wednesdays | 9/27-10/25  
2:30-3:30 PM | GPA Room GP139  
Instructor: Angelo Messore, M.Phil.



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

Do you ever wonder about your ancestral heritage? Learn the fascinating and informative process for exploring your family roots. You will gain the research tools you need, so that you continue on your own with the fun and joy of researching your ancestry, while creating and leaving your descendants a wonderful legacy ... the gift of your family history.

CRN 31656 | Fee: \$85 | [Register here](#)  
2 Mondays | 11/6-11/13  
6-9 PM | GPA Room GP214  
Instructor: Carol Whitmer, B.S.

## **NEW** Suleiman the Magnificent: The Rise and Fall of the Ottoman Empire

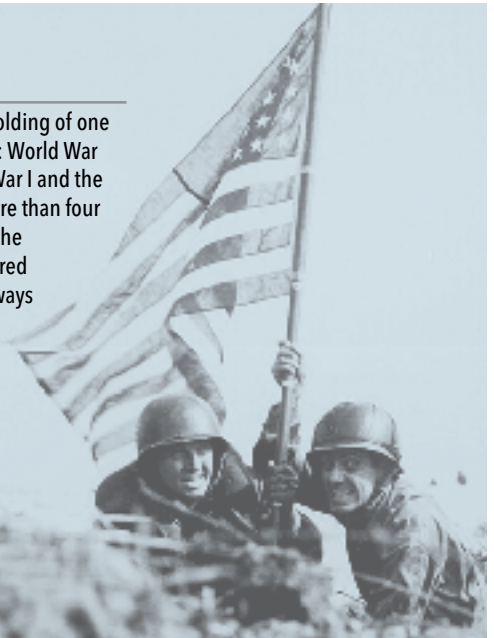
This course will examine one of the least understood aspects of Renaissance-era European history: the extraordinary impact of the Ottoman Empire on people and events in the 16th century. A contemporary of Henry VIII, Sultan Suleiman the Magnificent led the Ottomans to their geo-political apex—even as he and his immediate heirs sowed the seeds of centuries of Ottoman decline.

CRN 31650 | Fee: \$45 | [Register here](#)  
2 Thursdays | 10/12-10/19  
6:30-8:30 PM | GPA Room GP143  
Instructor: Jared Day, Ph.D.

## **NEW** Freedom's Moment: America in World War II

This set of lectures will examine the origins and unfolding of one of the defining events in 20th-century world history: World War II. Born out of the unresolved tensions from World War I and the Great Depression, this conflict brought to a close more than four centuries of European global dominance, heralded the beginnings of the Cold War, and fundamentally altered America's relationship with the rest of the world in ways that remain deeply relevant to today's news and headlines.

CRN 31651 | Fee: \$65 | [Register here](#)  
3 Wednesdays | 11/1-11/15  
6:30-8:30 PM | GPA Room GP143  
Instructor: Jared Day, Ph.D.



## **NEW** Ireland: Land of Saints and Scholars

This course will cover Irish Christianity from 400 to 1,000 AD. We will learn about early Irish saints and the island's conversion to Christianity, the spread of Irish scholars throughout Europe, the power of the monasteries, the development of illuminated manuscripts, and the deep imprint that Ireland made on the rest of the world.



CRN 31617 | Fee: \$60 | [Register here](#)  
3 Wednesdays | 9/20-10/4  
7-9 PM | GPA Room GP155  
Instructor: Mary Carchie, M.A.

## **NEW** Ireland from the Norman Invasion to the 20th Century

We will learn about the Norman invasion of Ireland and how it changed Celtic culture and eventually led to the Irish Uprising of 1916. The Norman invasion was followed by a Scottish invasion, a Tudor invasion, and a Cromwellian invasion. We will learn how each upheaval led to the Irish Diaspora around the world. The sessions will feature multimedia presentations and handouts. A suggested reading list will also be provided.

CRN 31618 | Fee: \$60 | [Register here](#)  
3 Wednesdays | 10/18-11/1  
7-9 PM | GPA Room GP155  
Instructor: Mary Carchie, M.A.

## **Historical Overview of Witchcraft**

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

CRN 31434 | Fee: \$20 | [Register here](#)  
1 Saturday | 10/14  
1-3 PM | GPA Room GP139  
Instructor: Faith McCann, 3rd-degree Wiccan priestess

## **The History of Halloween**

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

CRN 31435 | Fee: \$20 | [Register here](#)  
1 Friday | 10/27  
6-8 PM | GPA Room GP139  
Instructor: Faith McCann, 3rd-degree Wiccan priestess

## YOU MAY ALSO LIKE

• [Fab Four Film Study on page 37](#)

## Ballroom Dancing I

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

CRN 31532 | Fee: \$95 | [Register here](#)

6 Tuesdays | 9/12-10/17

6-7:15 PM | SSC Room L154 (Fitness Studio)

CRN 31533 | Fee: \$95

6 Wednesdays | 10/25-12/6 | [Register here](#)

(does not meet 11/22)

7:15-8:30 PM | SSC Room L154 (Fitness Studio)

Instructor: Beverly Burton, Dance Educators of America

## Ballroom Dancing II

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

CRN 31538 | Fee: \$95 | [Register here](#)

6 Wednesdays | 9/13-10/18

7:15-8:30 PM | SSC Room L154

(Fitness Studio)

CRN 31539 | Fee: \$95 | [Register here](#)

6 Tuesdays | 10/24-11/28

6-7:15 PM | SSC Room L154

(Fitness Studio)

Instructor: Beverly Burton, Dance Educators of America



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

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

CRN 31534 | Fee: \$75 | [Register here](#)

6 Tuesdays | 9/12-10/17

7:30-8:30 PM | SSC Room L154 (Fitness Studio)

CRN 31535 | Fee: \$75 | [Register here](#)

6 Wednesdays | 10/25-12/6 (does not meet 11/22)

6-7 PM | SSC Room L154 (Fitness Studio)

Instructor: Beverly Burton, Dance Educators of America

## 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 31536 | Fee: \$75 | [Register here](#)

6 Wednesdays | 9/13-10/18

6-7 PM | SSC Room L154 (Fitness Studio)

CRN 31537 | Fee: \$75 | [Register here](#)

6 Tuesdays | 10/24-11/28

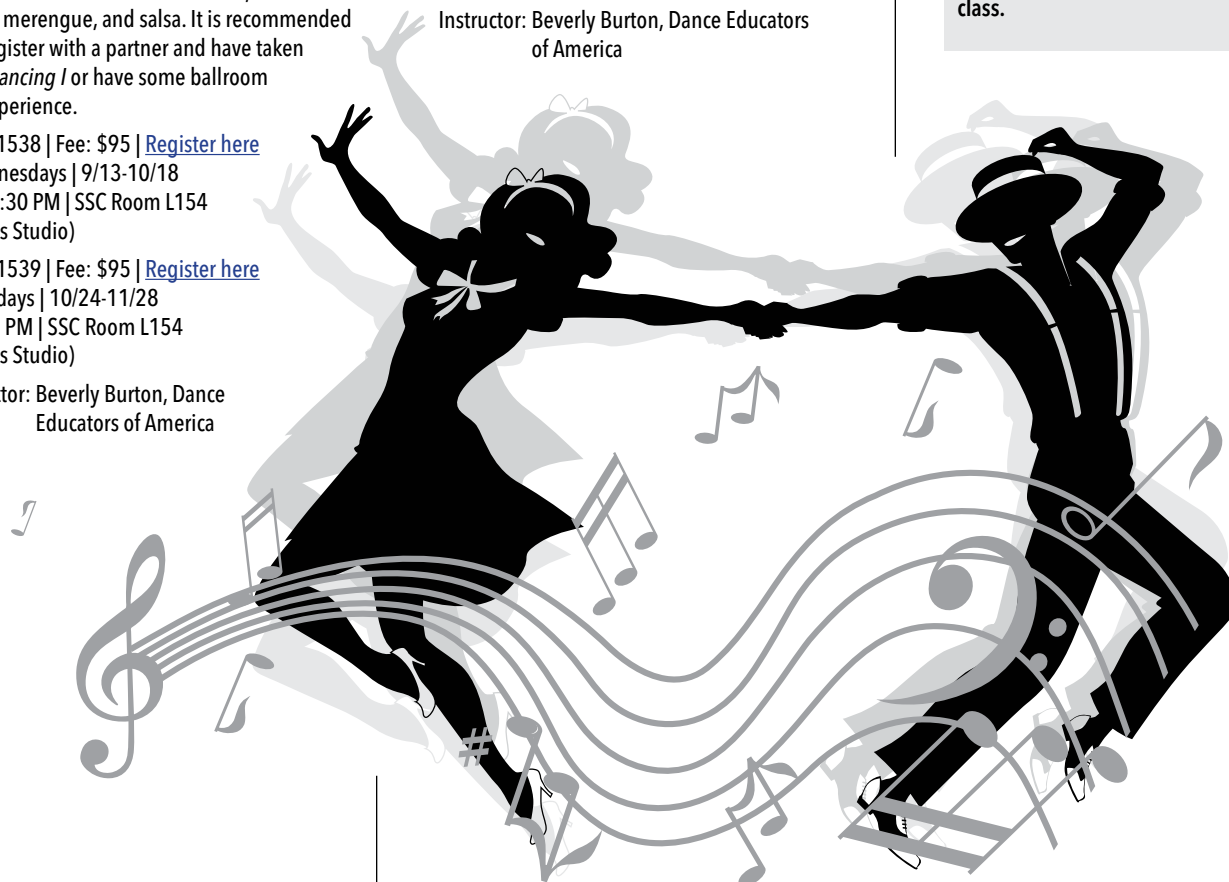
7:30-8:30 PM | SSC Room L154

(Fitness Studio)

Instructor: Beverly Burton, Dance Educators of America

## FOR ALL CLASSES IN THE FITNESS STUDIO

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





## Introduction to Acting

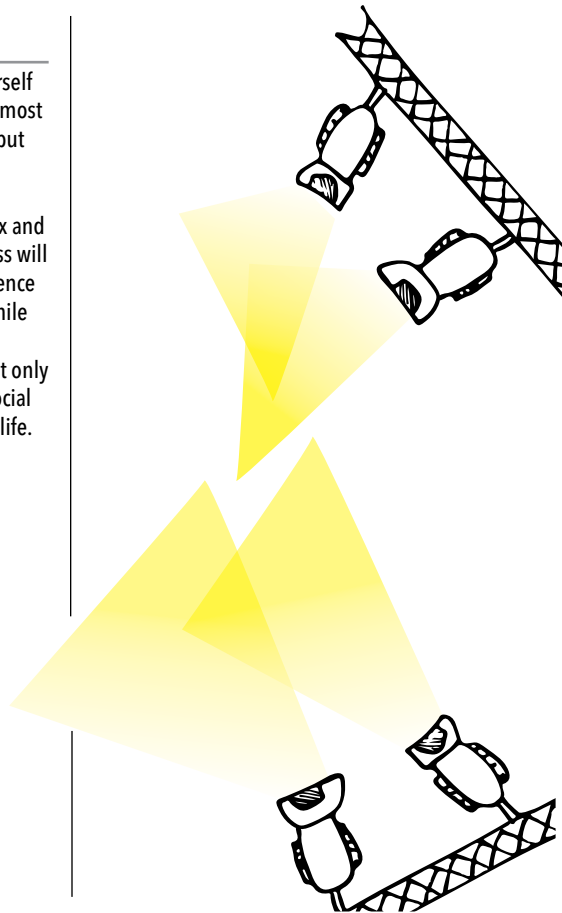
Learn how to be spontaneous and express yourself through the art of improvisation. Prepare for almost any acting situation with training designed to put you at ease and allow a freedom of expression. Theater games and other acting exercises will improve your ability to concentrate, listen, relax and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

CRN 31669 | Fee: \$135 | [Register here](#)

5 Thursdays | 9/28-10/26

7-9 PM | AST Auditorium

Instructor: Deb Popillo



## Come Join a Dynamic Team!

**MCC'S Credit-Free Programs Seeks Qualified\* Instructors for the Following Drama & Film Subjects:**

- Screenwriting
- Playwriting
- Directing
- Commercial acting
- Voice overs
- Film study and appreciation

Please visit:

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

\* Master's degree and teaching experience required.



MANCHESTER COMMUNITY COLLEGE



## Excursions in Learning YOUTH PROGRAMS

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

**Saturday Morning  
classes  
October-December**

Check out our catalogs at:

[www.manchestercc.edu/excursions](http://www.manchestercc.edu/excursions)

Or inquire with the coordinator,

Carleigh C. Schultz at [cschultz@manchestercc.edu](mailto:cschultz@manchestercc.edu) or 860-512-2804.







## **NEW** Recognizing Drug or Alcohol Use

Do you know someone who might be using drugs or alcohol? Maybe you want to be better informed about addiction or what effects drugs or alcohol can have? We will discuss what physical, behavioral, and psychological signs could be indicators of substance use. A brief overview of how addiction occurs and common drugs will be discussed. Further resources for getting help will be available to participants.

CRN 31677 | Fee: \$30 | [Register here](#)

1 Saturday | 9/30

9:30 AM-noon | GPA Room GP155

Instructor: Vanessa Parker, M.A., C.A.C.

## **NEW** Helping an Adult Family Member or Friend with Addiction

How do you support someone you care about when they are struggling with addiction? We will discuss issues, such as codependency, enabling, and boundaries. Learn how you can help support an adult you care about, while maintaining your own healthy boundaries. Additionally, we will help you to understand terms used in addiction, such as "trigger" and "relapse." Support groups and other resources for help will also be shared.

CRN 31678 | Fee: \$30 | [Register here](#)

1 Saturday | 11/4

9:30 AM-noon | GPA Room GP155

Instructor: Vanessa Parker, M.A., C.A.C.

## **NEW** For Parents: Signs and Symptoms of Drug or Alcohol Use

Do you suspect that your child might be using drugs or alcohol? We will discuss what physical, behavioral, and psychological warning signs could be indicators of substance use. A brief overview of how addiction occurs and some common drugs will be discussed. You learn ways to help your child during this difficult time.

CRN 31679 | Fee: \$30 | [Register here](#)

1 Saturday | 12/2

9:30 AM-noon | GPA Room GP155

Instructor: Vanessa Parker, M.A., C.A.C.



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

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

CRN 31603 | Fee: \$50 | [Register here](#)

2 Mondays | 10/16-10/23

7-9 PM | GPA Room GP214

Instructor: Ralph Labozzo, M.B.A.

## **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 31604 | Fee: \$30 | [Register here](#)

1 Monday | 10/30

7-9:30 PM | GPA Room GP214

Instructor: Ralph Labozzo, M.B.A.

## **Mortgages and the Home Buying Process**

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

CRN 31657 | Fee: \$20 | [Register here](#)

1 Monday | 10/2

7-9 PM | GPA Room GP126

Instructor: Eric Kincheloe, C.M.P.S.R.



## **Understanding and Analyzing Mutual Funds**

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

CRN 31615 | Fee: \$55 | [Register here](#)

4 Thursdays | 10/5-10/26

6:30-8 PM | GPA Room GP126

Instructor: Brian Armogida, M.B.A., CFP®



## Planning Your Retirement Income

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

CRN 31517 | Fee: \$20 | [Register here](#)

1 Wednesday | 10/11

7-9 PM | GPA Room GP143

Instructor: Jan Johnson, CFP®

## NEW Introduction to Stock Options

This course will provide a brief introduction to the concept of stock options and how they work. We will learn about the following components of options: stock prices; derivatives; long and short bets; put and call strategies; terminology of strike price, expiration date, and contract; relationships of in-the-money, out-of-the-money, and at-the-money; pure bet and hedging the bet; probability; reading the options table; common options spreads; Greek attributes of the option; and resources for future use. Course disclaimer: *Options involve risks and are not suitable for everyone. Options trading can incur substantial risk of loss. Only utilize risk capital.*

CRN 31676 | Fee: \$105 | [Register here](#)

2 sessions | Monday & Tuesday | 10/16-10/17  
6-9 PM | LRC Room B220

Instructor: Steven Bloom, M.Ed.

**ATTENTION:**  
**All Credit-Free Instructor**  
**Biographical Notes**  
**are now listed at the back**  
**of the catalog.**

## Estate Planning for Retirees

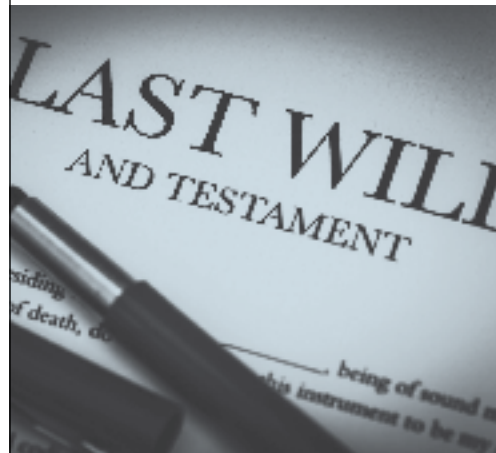
"How can I protect my money and property in my retirement years?" There are plenty of myths about estate planning, and this class will dispel those myths. We will cover wills, living wills, power of attorney, health care powers, and different types of trusts. If you're concerned about taxes (and who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

CRN 31646 | Fee: \$15 | [Register here](#)

1 Tuesday | 10/3

3:30-5 PM | SSC Room L142

Instructor: Frank Germano, CFP®



## 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 31647 | Fee: \$15 | [Register here](#)

1 Thursday | 10/19

6-7:30-PM | GPA Room GP138

Instructor: Frank Germano, CFP®

## Estate Planning: Know the Facts and Avoid Mistakes!

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

CRN 31478 | Fee: \$15 | [Register here](#)

1 Thursday | 9/21

6:30-8 PM | GPA Room GP126

Instructors: Attorneys from CzepigaDalyPope

## Planning for Long-Term Care: Understanding Medicaid and How to Protect Your Assets

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

CRN 31479 | Fee: \$15 | [Register here](#)

1 Thursday | 9/28

6:30-8 PM | GPA Room GP126

Instructors: Attorneys from CzepigaDalyPope



### YOU MAY ALSO LIKE

- [Ancestry: Research Your Family History on page 25](#)
- [Financial Literacy: Knowledge that Pays for Itself on page 60](#)



## Personal Trainer National Certification *VA-Approved*

- The World Instructor Training School's (WITS) certification course is taught at colleges across the country. This challenging course is comprised of 15 hours of classroom lecture and 15 hours of practical training. The National Exam is held on the final week. More information is available on their website: [www.witseducation.com](http://www.witseducation.com). Students are allowed to miss only one class and still be able to sit for the exam. A 200-page student workbook is included with the course fee.
- NEW! Upon passing this course, students now qualify for two Certification Levels (exam vouchers included):
  - Level 1 Certified Personal Trainer (CPT) - Pass both Written and Practical Skills exams, and provide proof of CPR/AED certification before exam. Certificates are issued after the exams, and students can start working immediately;
  - Level 2 Certified Personal Trainer (CPT) - Level 1 CPT plus the completion of a 30-hour internship (more information to be given in class by the instructor). No extra cost to obtain Level 2;
- Lecture topics include anatomy, exercise physiology, nutrition, and health screening.
- For the Fitness Center sessions, students must wear appropriate workout clothes and non-marking athletic shoes. Please also bring a combination lock in order to store your personal belongings during these workout sessions, and a lunch.
- Required textbook, *Fitness Professional's Handbook*, 7th edition (ISBN 9781492523376), is available at MCC Bookstore for approximately \$110. The textbook should be purchased in advance and the following chapters read prior to the first class: 1, 2, 3, 6, 7 & 26.
- For a free information webinar on this program, students may register at the following link on: September 7 at 4 PM EDT: <http://tinyurl.com/fitnessorientation917>.
- This course is approved for 6 continuing education units (CEUs) by the American Occupational Therapy Association (AOTA); 16 CE hours by the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB); and 6 CEUs by the International Association of Continuing Education and Training (IACET). You may contact WITS after completing the course to obtain your credential for CEUs or you may present your WITS certificate directly to your accrediting organization to confirm your CEUs.
- Please note: *This course requires a high degree of commitment to successfully complete.*

### On-ground

CRN 31338 | Fee: \$665 | [Register here](#)

6 Saturdays | 9/16-10/28 (does not meet 10/7)

GPA Room GP143 (9 AM-noon, classroom)

& SSC Room L153 (1-4 PM, Weight Room)

(exams on 10/28; classroom, 9-11 AM & Weight Room, 11 AM-4 PM)

### **NEW** Hybrid: Online/On-ground Combination

CRN 31594 | Fee: \$665 | [Register here](#)

Classroom sessions online | Registered students will be contacted by WITS staff

Fitness Center sessions on-ground | 6 Saturdays | 9/16-10/28 (does not meet 10/7)

1-4 PM | SSC Room L153 (Weight Room)

(exam on 10/28, 11 AM-4 PM)

Hybrid features:

- \* Online interactive video lectures, practical video labs, discussion boards, and quizzes;
- \* Bonus to attend an instructor-led, LIVE practical skills lab review at a fitness center near your college site;
- \* 200-page student workbook, PowerPoints, and other study tools included;
- \* Student study guide with sample quiz questions included.

*Students should have online classroom sessions and written exam completed by the final Weight Room on-ground session in order to finish the course and obtain certification. The online instructor will provide more details.*

## Personal Trainer National Certification may qualify for: Veterans' (VA) Benefits

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





## 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. **All 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 31666 | Fee: \$45 | [Register here](#)  
Mondays & Wednesdays | 9/11-10/18 | 7-8 PM  
Tuesdays & Thursdays | 9/12-10/19  
9:30-10:30 AM or 6:10-7:10 PM  
Saturdays & Sundays | 9/16-10/22 | 9-10 AM

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

CRN 31667 | Fee: \$45 | [Register here](#)  
Mondays & Wednesdays | 10/23-12/4  
(does not meet 11/22) | 7-8 PM  
Tuesdays & Thursdays | 10/24-12/5 (does not meet 11/23) | 9:30-10:30 AM or 6:10-7:10 PM  
Saturdays & Sundays | 10/28-12/10 (does not meet 11/25 & 11/26) | 9-10 AM

Instructors: Elaine Flaherty, 2nd Degree Black Belt; Joel S. Waldron, 6th Degree Black Belt; and other Academy instructors

## For all classes in the Fitness Studio

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

## 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. **All classes meet at the Academy of Martial Arts & Personal Development, 440 Oakland Street, Manchester.**

CRN 31682 | Fee: \$45 | [Register here](#)  
12 sessions | Mondays & Wednesdays  
10/23-12/4 (does not meet 11/22) | 7-8 PM

Instructors: Joel S. Waldron, 6th Degree Black Belt; and other Academy instructors



## Star Wars Meets American Ninja Warrior

At last, you don't need to go to a faraway galaxy to learn how to be a Jedi! With this new Academy program, you will learn all of the skills of a Jedi: martial arts, acrobatics, meditation, superior physical fitness, and sword-fighting, while having a whole lot of fun! Our program is based on actual martial arts and teaches skills that you can use to protect yourself or someone else. Add in acrobatics and a trampoline and you'll be moving, flipping and flying like a real Jedi! Plus, we will teach you how to use a saber, starting with the strong foundational skills of strikes and footwork. Soon, you will be able to wield your weapon in a duel with other students so well you'd make a Jedi Master proud! The course fee includes a martial arts uniform. Please note: The swords used in class are bamboo practice swords with no sharp edges; and classroom safety is a priority. **All classes meet at the Academy of Martial Arts & Personal Development, 440 Oakland Street, Manchester.**

CRN 31681 | Fee: \$45 | [Register here](#)  
4 Fridays | 10/20-11/10 | 5:30-6:45 PM

Instructors: Joel S. Waldron, 6th Degree Black Belt; and other Academy instructors

## Tai Chi for Health and Relaxation

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

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

CRN 31674 | \$160 | [Register here](#)  
Mondays & Wednesdays | 9/11-10/18  
7:30-8:30 PM | Tuesdays & Thursdays  
9/12-10/19 | 5:30-6:30 PM  
Fridays | 9/15-10/20 | 6:30-7:30 PM  
Saturdays | 9/16-10/21 | 9-10 AM

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

CRN 31675 | \$160 | [Register here](#)  
Mondays & Wednesdays | 10/23-12/4  
(does not meet 11/22) | 7:30-8:30 PM  
Tuesdays & Thursdays | 10/24-12/5  
(does not meet 11/23) | 5:30-6:30 PM  
Fridays | 10/27-12/8 (does not meet 11/24)  
6:30-7:30 PM  
Saturdays | 10/28-12/9 (does not meet 11/25)  
9-10 AM

Instructor: Malee Khow, 8th Degree Black Belt



## YOU MAY ALSO LIKE

- [Gentle Yoga for Well Being on page 9](#)
- [Kundalini Meditation and Relaxation on page 9](#)
- [Meditation as a Life Skill on page 10](#)
- [Dance courses on page 26](#)



## Connecticut Basic Boating

The course provides a diploma that is necessary for obtaining the Connecticut Certificate of Personal Watercraft Operation, which covers the operation of both boats and personal watercraft. The instruction also includes the newest requirement for towing skiers and tubes and operating recreational vessels up to 65 feet in length, including jet skis. Students age 12 and up to adults are welcome. Please note: for the DEEP course option, students must attend all four sessions in order to earn a diploma; also note that the single-Saturday sessions carry a higher course fee. Upon successful completion of the course, students can purchase and print the certificate online from home, or mail or deliver the diploma to any State DEEP office. The DEEP license fee is \$50. The Certificate is a one-time, lifetime certification. Students should obtain a State Conservation ID number online before the start of class. This process is free, and if you have a hunting or fishing license, then you already have a number. The website for obtaining a number is [www.ct.wildlifelicense.com/internetsales](http://www.ct.wildlifelicense.com/internetsales).

### OPTION 1 - CT DEEP Boating Division

CRN 31327 | 2 Mondays & 2 Wednesdays | 9/11-9/20 | 7-9:30 PM | SSC Room L142

CRN 31328 | 2 Mondays & 2 Wednesdays | 10/16-10/25 | 7-9:30 PM | SSC Room L142

Fee: \$25 (per section) | [Register here](#)

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

### OPTION 2 - Professional Marine Division

CRN 31329 | 1 Saturday | 9/9

8:30 AM-4:30 PM | SSC Room L142

CRN 31330 | 1 Saturday | 10/14

8:30 AM-4:30 PM | SSC Room L142

Fee: \$85 (per section) | [Register here](#)

Instructors: Professional Marine Education Staff



## Kung Fu for Fitness & Self-Defense

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

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

CRN 31672 | Fee: \$160 | [Register here](#)

Tuesdays | 9/12-10/17 | 6:30-7:30 PM

Wednesdays | 9/13-10/18 | 6:30-7:30 PM

Fridays | 9/15-10/20 | 5:30-6:30 PM

Saturdays | 9/16-10/21 | 11 AM-noon

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

CRN 31673 | Fee: \$160 | [Register here](#)

Tuesdays | 10/24-11/28 | 6:30-7:30 PM

Wednesdays | 10/25-12/6

(does not meet 11/22) | 6:30-7:30 PM

Fridays | 10/27-12/8 (does not meet 11/24)

5:30-6:30 PM

Saturdays | 10/28-12/9 (does not meet 11/25)

11 AM-noon

Instructor: Malee Khaw, 8th Degree Black Belt

## GARDENING



**Please check the  
Spring 2018  
Credit-Free Catalog  
for the next listing of  
Gardening courses.**



## Introduction to Mandarin Chinese II

As a follow-up to *Introduction to Mandarin Chinese*, or for anyone with some Chinese language experience, we will continue to improve our basics of phonetics, characters, and numbers, as well as insights into culture and travel. You will also continue drawing Chinese characters. Learning will combine reading, speaking, listening and writing skills. Instructor will provide handouts. Prerequisite: *Introduction to Mandarin Chinese* or some Chinese language background.

你好

CRN 31595 | Fee: \$125 | [Register here](#)  
6 Tuesdays | 10/17-11/21  
6:30-8:30 PM | GPA Room GP143

Instructor: Jin Hu, Ph.D.

## 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 9781567654769), Wasserman, approximately \$19, available at local or online bookstores.

CRN 31480 | Fee: \$199 | [Register here](#)  
7 Wednesdays | 9/13-10/25  
7-9 PM | GPA Room GP139

Instructor: Carolyn Robins, M.A.

## Introduction to Spanish II

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

CRN 31521 | Fee: \$165 | [Register here](#)  
6 Tuesdays | 11/7-12/12  
7-9 PM | GPA Room GP139

Instructor: Raul Moeremans, M.A.

## Intermediate Spanish

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

CRN 31520 | Fee: \$165 | [Register here](#)  
6 Mondays | 9/18-10/30 (does not meet 10/9)  
7-9 PM | GPA Room GP155

Instructor: Raul Moeremans, M.A.



## Accelerated Spanish for Travelers

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

Hola

CRN 31524 | Fee: \$85 | [Register here](#)  
3 Mondays | 12/4-12/18  
7-9 PM | GPA Room GP155

Instructor: Raul Moeremans, M.A.

### YOU MAY ALSO LIKE

- [Gabriel Garcia Marquez's 100 Years of Solitude on page 62](#)
- [How to Read Pablo Neruda on page 62](#)



## French for Beginners

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

*Bonjour*

CRN 31518 | Fee: \$155 | [Register here](#)  
6 Thursdays | 9/14-10/19  
6-8 PM | GPA Room GP142

Instructor: Marianne Laberge, M.S., M.B.A.

## French for Beginners II

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

CRN 31519 | Fee: \$155 | [Register here](#)  
6 Thursdays | 10/26-12/7 (does not meet 11/23)  
6-8 PM | GPA Room GP142

Instructor: Marianne Laberge, M.S., M.B.A.

## Beginning German

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

CRN 31481 | Fee: \$255 | [Register here](#)  
10 Mondays | 9/11-11/20 (does not meet 10/9)  
7-9 PM | GPA Room GP139

Instructor: Elizabeth Baumbach, M.A.



## Advanced German

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

*Hallo*

CRN 31482 | Fee: \$205 | [Register here](#)  
8 Tuesdays | 9/12-10/31  
7-9 PM | GPA Room GP139

Instructor: Elizabeth Baumbach, M.A.

## 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 31654 | Fee: \$135 | [Register here](#)  
8 Tuesdays | 9/19-11/7  
7-9 PM | GPA Room GP120

Instructor: Rima Martin, B.A.

## Conversational Polish II

Students will continue the study of Polish verbs, nouns, pronouns, adjectives, and adverbs. We will learn intermediate Polish grammatical structures and how to write a letter, as well as declensions

and verb tenses: present, past and future. Students will also learn how to write a short story using the skills learned from the course. Handouts

will be provided. Recommended text: an English-Polish dictionary. Prerequisite: *Conversational Polish for Beginners* or some experience with the language.

CRN 31655 | Fee: \$135 | [Register here](#)  
8 Wednesdays | 9/20-11/8  
7-9 PM | GPA Room GP120

Instructor: Rima Martin, B.A.

*Cześć*

## 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. Recommended text: Signing Naturally (Student Workbook, Level 1, Units 1-12) (ISBN 0915035200), Smith, Lenz & Mikos, available at online bookstores.



CRN 31506 | Fee: \$175 | [Register here](#)  
6 Wednesdays | 11/8-12/20  
(does not meet 11/22)  
7-9 PM | GPA Room GP139

Instructor: Carolyn Robins, M.A.



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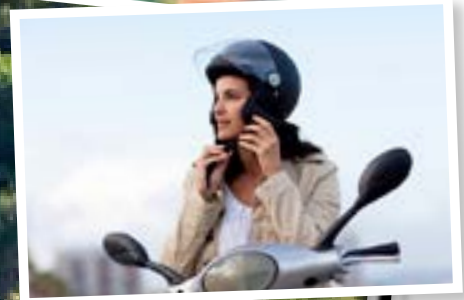
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Call 860-512-2800 or email  
[ceinfo@manchestercc.edu](mailto:ceinfo@manchestercc.edu)

# MOTORCYCLE SAFE RIDING PROGRAM

## (CT Rider Education Program - CONREP)

- Focus on building basic motorcycle operation and street riding skills
- 19 hours of instruction: 7 classroom; 12 driving range
- Classes run weekly from April through October
- Beginner Rider Course Fee: \$220
- To receive a Registration and Schedule Packet
  1. Call 860-512-3000 - Press "2" - Dial ext. 8705 - and leave your name and address; or
  2. Visit [www.manchestercc.edu/motorcycle](http://www.manchestercc.edu/motorcycle)
- Upon successful completion of the beginner course, students receive a waiver which counts toward the driving portion of a CT Motorcycle License endorsement (excluding DMV's written test and fees).
- Students may also qualify for an insurance discount of up to 10%.
- Instructors trained by CT Department of Transportation (DOT)
- **DO NOT USE THE REGISTRATION PAGE AT THE BACK OF THIS CATALOG;** registration materials only provided through Continuing Education or the web page are accepted for this program. There is NO registration by web or email.



MANCHESTER  
COMMUNITY  
COLLEGE



## **NEW** From "Love Me Do" to "I Am the Walrus": Analyzing the Lyrics of The Beatles

In synch with the 50th anniversary of the release of "Sgt. Pepper's Lonely Hearts Club Band", we will analyze the oftentimes magical lyrics of The Beatles' songs. We will study the various ways in which their lyrics became more sophisticated ... and for many listeners, more interesting. Together with audio clips, we will explore in depth the meaning of selected songs, and what these songs tell us not only about The Beatles but the society that they lived in and were responding to. No prior knowledge of their music if necessary, just an interest in modern or pop culture and music. For Beatle aficionados, you will deepen your appreciation of the songs you love.

CRN 31528 | Fee: \$40 | [Register here](#)  
3 Wednesdays | 10/11-10/25  
7-9 PM | VIL 6 Room V162

Instructor: Stephen Armstrong, M.A.

## **Beginning Piano**

Participants will play pieces and begin learning how to read and write music. Music theory and ear training will be integrated through an adult-focused, hands-on approach. Attention is given to use of electronic keyboards for those who have them. Enrollment is limited, so please register early. If you need to rent an instrument or have a question about your skill level, please contact the instructor by leaving a message with Continuing Education at 860-512-2800. Required text: Alfred's Basic Adult Piano Course, Level One (ISBN 9780882846163), available at MCC Bookstore for approximately \$11.

CRN 31637 | Fee: \$135 | [Register here](#)  
4 Saturdays | 9/23-10/21 (does not meet 10/7)  
10 AM-noon | VIL 2 Room V117

Instructor: Ruth O'Neil, M.Ed.

## **Beginning Piano II**

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

CRN 31639 | Fee: \$135 | [Register here](#)  
4 Saturdays | 10/28-11/18  
10 AM-noon | VIL 2 Room V117

Instructor: Ruth O'Neil, M.Ed.



The full screening of each film will be accompanied by expert critique and analysis.

## **FAB FOUR FILM STUDY**

### **NEW** Imagine: John Lennon

Just in time for John Lennon's birthday celebration on October 9, this film is a good representation of the life of Lennon, his contribution to The Beatles, and his career as a solo artist. Many excellent interviews and concert clips are included in the film. Those who think that John was the "most important" Beatle will find much to support their viewpoint in this film.

CRN 31527 | Fee: \$10 | [Register here](#)  
1 Monday | 10/2  
7-9:30 PM | VIL 6 Room V162

Instructor: Stephen Armstrong, M.A.

### **NEW** A Hard Day's Night

If you want to see what all of the excitement was about in the first few years of Beatlemania, then you have to see this film! The Beatles' energy, humor, and creativity, and the screaming fans, along with many superb songs, are found here. *A Hard Day's Night* is now acknowledged as a classic of rock 'n' roll films, with its tour de force delivered, no less, by four young musicians with no prior acting experience. The film was also influential in motivating others to join or start their own bands.

CRN 31540 | Fee: \$10 | [Register here](#)  
1 Monday | 11/13  
7-9:30 PM | VIL 6 Room V162

Instructor: Stephen Armstrong, M.A.

### **NEW** Let It Be

The bittersweet aspect of *Let It Be* is that it offers an intimate view of The Beatles in the process of the band breaking up. Arguments between the members, the presence of Yoko Ono, studio rehearsals, and some absolutely great Beatles music, are all elements of the film. The "Rooftop Concert," seen at the end of the film, continues to demonstrate why this band is so enduring and revered to this day.

CRN 31541 | Fee: \$10 | [Register here](#)  
1 Monday | 12/4  
7-9:30 PM | VIL 6 Room V162

Instructor: Stephen Armstrong, M.A.





## Beginning Guitar

By learning five chords and several 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, transposition, capo-use, and receive an introduction to basic music theory. Students age 12 and older are welcome. Please bring your acoustic or electric guitar to all classes. Handouts are provided.

CRN 31501 | Fee: \$185 | [Register here](#)

8 Tuesdays | 9/26-11/14

7-8:30 PM | GPA Room GP138

Instructor: Don Donegan

## Vocal Instruction

At an introductory level, participants will learn breathing techniques, vocal warm-up and strengthening exercises, and how to identify and expand vocal range. This course introduces the student to ear, diction, rhythm, and harmony training, and basic music theory. The ability to read music is not necessary. Aspiring vocalists will work on proper body posture, and be given performance and voice-maintenance tips. With these new skills, you'll be able to sing dozens of songs with guitar accompaniment from the instructor's Song Request List. A vocal evaluation, with suggestions for improvement, will be included for each student. Students age 12 and older are welcome.

CRN 31503 | Fee: \$155 | [Register here](#)

8 Mondays | 9/25-11/20 (does not meet 10/9)

7-8:15 PM | GPA Room GP143

Instructor: Don Donegan

## Harmonica for Beginners

Students will learn an introduction to basic music theory, how to play a scale, and breathing techniques on the harmonica. It is recommended that students buy a G harmonica (not the chromatic type), and plan to spend at least \$30. Students with questions about which harmonicas to buy may call the instructor at 860-659-8992. Students age 12 and older are welcome.

CRN 31502 | Fee: \$60 | [Register here](#)

4 Mondays | 10/30-11/20

8:30-9:30 PM | GPA Room GP143

Instructor: Don Donegan

## The Magic of Fingerstyle Guitar

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

CRN 31504 | Fee: \$135 | [Register here](#)

6 Mondays | 10/16-11/20

7:15-8:45 PM | GPA Room GP126

Instructor: David Giardina, B.A.

## The Beatles for Acoustic Guitar

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

CRN 31505 | Fee: \$135 | [Register here](#)

6 Tuesdays | 10/17-11/21

7:15-8:45 PM | GPA Room GP126

Instructor: David Giardina, B.A.

## Playing the Ukulele



This small, four-stringed instrument is the hippest thing going! 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 9780786689811), available at MCC Bookstore for approximately \$15.

CRN 31636 | Fee: \$70 | [Register here](#)

4 Mondays | 10/30-11/20

7-9 PM | SSC Room L142

Instructor: James Hammitt

## NEW Free Information Session: Saxophone Workshop and Ensemble

Come meet your instructor and learn about the *Saxophone Workshop* and *Saxophone Ensemble* courses at MCC, and what the lessons involve. Question-and-answer and a mini-performance by the instructor will be included. Registration forms will be available at the session for these two Fall courses. If you have any questions you may e-mail the instructor at [max@maxschwimmer.com](mailto:max@maxschwimmer.com).

CRN 31438 | Fee: Free | [Register here](#)  
registration is required | 1 Monday | 9/11  
7-8 PM | VIL 3 Room V131

Instructor: Max Schwimmer, M.M.

## Saxophone Workshop

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



CRN 31439 | Fee: \$145 | [Register here](#)  
6 Mondays | 9/18-10/30 (does not meet 10/9)  
7-9 PM | VIL 3 Room V131

Instructor: Max Schwimmer, M.M.

## Saxophone Ensemble

Would you like to hone your saxophone ensemble skills in a supportive group setting? We will explore saxophone ensemble repertoire and learn rehearsal strategies to improve ensemble blend, intonation, articulation and balance. The final session will be a performance for friends and family. Please note: This course is for saxophonists who have music reading ability and at least three months of playing experience. (Beginning students are encouraged to enroll in the preceding Saxophone Workshop course.) Students should have a working saxophone (soprano, alto, tenor, or baritone) with a neck-strap, mouthpiece and reeds. If you have any questions you may e-mail the instructor at [max@maxschwimmer.com](mailto:max@maxschwimmer.com).

CRN 31440 | Fee: \$145 | [Register here](#)  
6 Mondays | 11/6-12/11  
7-9 PM | VIL 3 Room V131

Instructor: Max Schwimmer, M.M.



## Free Information Session: Accordion Revival

Come meet the instructor and learn more about the accordion and the types of music that can be played on it. Teenagers and adults are welcome. To take *Accordion Revival*, students should have at least one year of experience playing an instrument and reading music. An accordion performance by the instructor will be included. Registration materials for the course beginning on October 14 will be available.



CRN 31436 | Fee: Free | [Register here](#)  
registration is required | 1 Saturday | 9/30  
10-11 AM | VIL 3 Room V131  
Instructor: Markus Centola, M.M.

## Accordion Revival

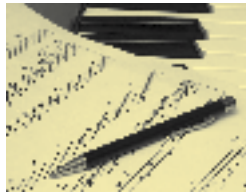
Learn the fundamentals of playing the piano accordion and understanding the theoretical layout and function of the instrument. Through various listening, performance, and written exercises, learn how to read and interpret accordion notation and charts, and lead sheet notation. Topics will include the standard Stradella Bass System; scales, tonality, intervals, and keys; music styles (folk, jazz and improvisation); controlling the bellows; and special effects. The course will conclude with a class performance. Students must bring an accordion to class, and notebook, staff paper, and pencil. If necessary, instrument rental information can be obtained by emailing the instructor at markus.centola@gmail.com. Teenagers are welcome. Handouts are provided. Prerequisite: *Students should have at least one year of experience playing an instrument and reading music.*

CRN 31437 | Fee: \$125 | [Register here](#)  
6 Saturdays | 10/14-11/18  
10 AM-noon | VIL 3 Room V131  
Instructor: Markus Centola, M.M.

## Beginner Music Theory

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

CRN 31610 | Fee: \$65 | [Register here](#)  
6 Mondays | 10/16-11/20  
6:15-7:30 PM | GPA Room GP232  
Instructor: David Uhl, B.M.



## Get Jazzed Up! Deepen Your Enjoyment of Jazz

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

CRN 31611 | Fee: \$45 | [Register here](#)  
4 Mondays | 10/16-11/6  
7:45-9 PM | GPA Room GP232  
Instructor: David Uhl, B.M.



## Beginning Strings: Violin, Viola or Cello

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

CRN 31572 | Fee: \$105 | [Register here](#)  
10 Saturdays | 9/16-12/2  
(does not meet 10/7 & 11/25)  
9:45-10:45 AM | GPA Room GP214  
Instructor: Martha Hayes, M.A.

## Intermediate Strings: Violin, Viola or Cello

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

CRN 31573 | Fee: \$105 | [Register here](#)  
10 Saturdays | 9/16-12/2  
(does not meet 10/7 & 11/25)  
11 AM-noon | GPA Room GP214  
Instructor: Martha Hayes, M.A.

## Advanced Strings: Violin, Viola or Cello

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

CRN 31574 | Fee: \$105 | [Register here](#)  
10 Saturdays | 9/16-12/2  
(does not meet 10/7 & 11/25)  
12:15-1:15 PM | GPA Room GP214  
Instructor: Martha Hayes, M.A.

## NEW The East-West Renaissance



Much attention has been paid historically to the artistic and cultural achievements of Europe, particularly

Italy, in the 15th and 16th centuries. This Renaissance focus often results in a narrowed and insular understanding of the past. This lecture will consider artistic and cultural landscape of the 15th through early 17th centuries from a more global perspective and will explore situations of exchange between Europe, the Middle East and Asia. Persian manuscript painting, Mughal miniatures and portraiture will be considered alongside Flemish and Italian works. This course is appropriate for all audiences, no previous knowledge necessary.

CRN 31492 | Fee: \$6 | [Register here](#)

1 Friday | 9/8

noon-1:30 PM | AST Room E202

Instructor: Olivia Chiang, M.A.

## NEW Willa Cather: America's Writer

Most of us were introduced to Willa Cather through her two early novels, *O Pioneers!* and *My Antonia*. Reading her work from a contemporary point of view, we see her as a true pioneer of the 20th century novel, an elegant stylist, and a writer whose vision of America is closely tied to the immigrants and exiles who still struggle to fulfill the American dream. We will review her life and her work and consider what she once wrote: "There are only two or three human stories, and they go on repeating themselves as if they had never happened before; like the larks, that have been singing the same notes for thousands of years."

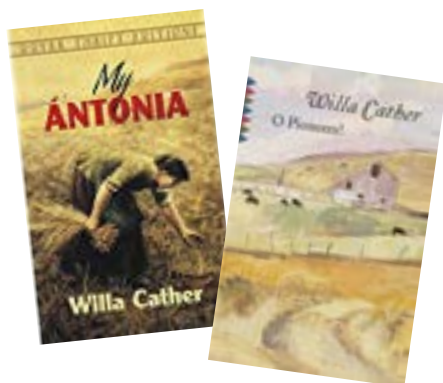


CRN 31429 | Fee: \$6 | [Register here](#)

1 Friday | 9/15

noon-1:30 PM | AST Room E202

Instructor: David Garnes, M.A., M.L.S.



## NEW Myths & Modern Techniques of Backyard Maple Sugaring

George Gill Ducharme (Abenaki) and Ron Wenzel will present stories and science from indigenous peoples to modern maple sugarers. They will discuss the most magical six weeks had in their Northeast Woodlands-Maple Sugaring season (February 15th-April 1st). Ron Wenzel is a co-founder of the Hebron Maple Festival (2nd weekend in March) and past president of the Connecticut Maple Growers Association.

CRN 31430 | Fee: \$6 | [Register here](#)

1 Friday | 9/22

noon-1:30 PM | AST Room E202

Instructor: George Ducharme, Ph.D.



## NEW Taming Type 2 Diabetes

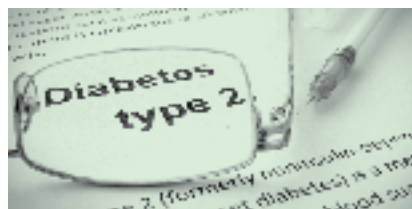
Did you know that changing your diet and lifestyle can prevent and even treat Type 2 Diabetes? This course will take a look at the pathology of both Pre-Diabetes and Type 2 Diabetes, discuss treatment options and explore how exercise and dietary choices can affect your prevention and management of these conditions.

CRN 31428 | Fee: \$6 | [Register here](#)

1 Friday | 9/29

noon-1:30 PM | AST Room E202

Instructor: Allison MacKenzie, M.S.



## NEW News Confusion in an Age of "Alternate Facts"

How can ordinary Americans understand what's happening in our nation and the world when things we once took for granted—that the president, FBI and CIA are on the same side, and news outlets serve the public interest, not a political agenda—are called deeply into question? We'll discuss how the Internet has created a relentless 24/7 news cycle and how that affects the choice of when reports are released, why "leaks" of classified information occur and the newly dominant role of fact-checking organizations. MCC English Professor Paul Marks worked as a newspaper reporter and editor for more than thirty years, including work in Washington and for the Hartford Courant.

CRN 31493 | Fee: \$6 | [Register here](#)

1 Friday | 10/6

noon-1:30 PM | AST Room E202

Instructor: Paul Marks, M.A.



## NEW Northern Climes: Scandinavia & Greenland



In this photo tour, we will visit Sweden, Norway and Denmark with in-depth views of Stockholm, in Norway:

Oslo, Bergen, coastal towns of Norway, and in Denmark, Arhaus, island of Fyn, and Copenhagen. In Greenland, we will visit towns within the Arctic Circle, experience polar bears and other wildlife amidst the glaciers, the capital of Nuk and other towns in Greenland and Labrador.

CRN 31494 | Fee: \$6 | [Register here](#)

1 Friday | 10/13

noon-1:30 PM | AST Room E202

Instructor: Mallorie Ostrowitz, M.F.A.

## NEW Nutrition for Our Ever Changing Bodies

Taking care of our bodies is essential to longevity and a better quality of life. In this course, Professor Mintell will discuss nutrition and its relation to health with an emphasis on human biological needs through the various stages of the life cycle. Additionally, the biochemical and physiological details of nutrition will be explored as it relates to our ever changing human bodies. Note: Professor Mintell is not a registered Dietitian, but is a Biologist with a special interest in nutrition.

CRN 31495 | Fee: \$6 | [Register here](#)

1 Friday | 10/20

noon-1:30 PM | AST Room E202

Instructor: Rachel Mintell, M.S.





## **NEW** 500 Nations: Episode #1 "Wounded Knee Legacy and the Ancestors"

Persons interested in history, the story, of our nation will be most interested in the story of the "First People's," the indigenous nations, the Native Americans as told by the descendants of the people who have lived on this land we call the United States of America for the past 10,000 years. The highly acclaimed documentary series 500 Nations will be used as "the text" which will stimulate thought and discussion. On October 27th, George Gill Ducharme, (Abenaki) will share Episode #1 "Wounded Knee Legacy and the Ancestors". This episode begins with the tragedy of wounded knee and the attempt to eliminate an entire way of life. Through film, a discussion will be had on what lessons we are learning and what we may begin to do in our everyday life to carry on the legacy of those killed in Wounded Knee.

CRN 31496 | Fee: \$6 | [Register here](#)  
1 Friday | 10/27  
noon-1:30 PM | AST Room E202  
Instructor: George Ducharme, Ph.D.



## **NEW** John Leighton Stuart: The Story of an American-Chinese Missionary



John Leighton Stuart (Chinese: 司徒雷登, 1876 - 1962) was born to Presbyterian missionary parents, became a Chinese missionary educator and later served as United States Ambassador to China in the late 1940s. He was

the last American representative before resumption of diplomatic relations between the two countries thirty years later. Stuart spent half a century in China and considered himself more Chinese than American. According to his will, his ashes were eventually carried to his birthplace and buried by his parents in Hangzhou, China, in 2008.

CRN 31431 | Fee: \$6 | [Register here](#)  
1 Friday | 11/3  
noon-1:30 PM | AST Room E202  
Instructor: Guocun Yang, Ph.D.



## **NEW** Leonard Cohen: An Appreciation

The recent death of Leonard Cohen, Canadian singer, songwriter, musician, poet, and novelist, reminds us of the tremendous influence he has exerted on several generations of fervent admirers. From early songs such as "Suzanne" and "Sisters of Mercy" to the later, world-wide success of "Hallelujah" to the sold-out tours that occurred in his later years, Cohen's reach has been great. We will examine his career and his music through narrative discussion, as well as audio and video examples.

CRN 31497 | Fee: \$6 | [Register here](#)  
noon-1:30 PM | AST Room E202  
Instructor: David Barnes, M.A., M.L.S.

## **NEW** Canada: East & West

This trip begins in the beautiful Canadian Rockies with visits to Lake Louise and the national parks, wildlife, animals and glaciers found along the Icefield Highway which goes from Lake Louise to Jasper. The second part of the tour is an exploration of French Canada with in-depth tours of Montreal, Quebec City and a visit to the Laurentian Mountains.

CRN 31498 | Fee: \$6 | [Register here](#)  
1 Friday | 12/1  
noon-1:30 PM | AST Room E202  
Instructor: Mallorie Ostrowitz, M.F.A.



## **NEW** The Odd Genius of Harold Lloyd

Comedian Harold Lloyd was the real superstar of the film's silent era, making more films and more money than his highly touted peers Charlie Chaplin and Buster Keaton. What accounts for Lloyd's stunning success? What aspects of his comic art endeared him to audiences of The Roaring Twenties but caused him to fall out of favor years later? Let's look at some clips from his films and events from his life in an effort to answer these questions.

CRN 31499 | Fee: \$6 | [Register here](#)  
1 Friday | 12/8  
noon-1:30 PM | AST Room E202  
Instructor: Michael DiRaimo, M.A.



## **NEW** 500 Nations: Episode #7 "Roads Across The Plains"

Persons interested in history, the story, of our nation will be most interested in the story of the "First People's," the indigenous nations, the Native Americans as told by the descendants of the people who have lived on this land we call the United States of America for the past 10,000 years. The highly acclaimed documentary series 500 Nations will be used as "the text" which will stimulate thought and discussion. On December 15th, George Gill Ducharme, (Abenaki) will share the glorious and tragic story of the Indigenous People of the Plains: Episode #7 "Roads Across The Plains".

CRN 31432 | Fee: \$6 | [Register here](#)  
1 Friday | 12/15  
noon-1:30 PM | AST Room E202



## Fact versus Fiction: What Foods Are Right for You?

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

CRN 31668 | Fee: \$25 | [Register here](#)

1 Thursday | 10/12

7-9 PM | GPA Room GP137

Instructor: Marie Mammone, N.D.

## Cholesterol: Friend or Enemy?

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

CRN 31664 | Fee: \$25 | [Register here](#)

1 Thursday | 10/26

7-9 PM | GPA Room GP137

Instructor: Marie Mammone, N.D.

## Learn to Eat Gluten-Free and Dairy Free with Ease and Enjoyment

Does the idea of eating gluten-free and/or dairy-free conjure up images of tasteless cardboard? With many foods being naturally gluten-free and dairy-free, there are thousands of appetizing ingredients to choose from. Try to imagine all the different foods in the world and then subtract just four of them. Gluten is found in only three grains: wheat, barley and rye. And dairy is only found in milk. Eating without gluten and dairy is more about what you do eat than what you don't. There are those who eat this way to be trendy but there are others who must eliminate gluten or dairy for health reasons. Whichever way your decision leans, the transition into gluten-free and/or dairy-free eating can be tricky, so join us for this informative discussion and Q&A. Please note: **This course is lecture-only; there is no cuisine component to the session.**

CRN 31665 | Fee: \$15 | [Register here](#)

1 Wednesday | 10/11

7-8:30 PM | SSC Room L142

Instructor: Rebecca Brown, B.S.



### ATTENTION:

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Biographical Notes  
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CRN 31208 | [Register here](#)

## Teaching Students with Autism: Strategies for Success

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

CRN 31209 | [Register here](#)

## Survival Kit for New Teachers

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

CRN 31182 | [Register here](#)

## Ready, Set, Read!

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

CRN 31200 | [Register here](#)

## The Creative Classroom

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

CRN 31197 | [Register here](#)

## Creating Classroom Centers

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

CRN 31175 | [Register here](#)

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

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



## Differentiated Instruction in the Classroom

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

CRN 31176 | [Register here](#)

## The Differentiated Instruction and Response to Intervention Connection

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

CRN 31178 | [Register here](#)

## Differentiating K-12 Assessments

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

CRN 31177 | [Register here](#)

## Creating the Inclusive Classroom: Strategies for Success

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

CRN 31196 | [Register here](#)

## Teaching Writing: Grades K-3

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

CRN 31181 | [Register here](#)

## Teaching Writing: Grades 4-6

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

CRN 31180 | [Register here](#)

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

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

CRN 31170 | [Register here](#)

## Content Literacy: Grades 6-12

Learn practical strategies for incorporating reading, writing, and the other literacy skills outlined in the Common Core State Standards into your content area for adolescent students.

CRN 31171 | [Register here](#)

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

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

CRN 31198 | [Register here](#)

## Guided Reading: Strategies for the Differentiated Classroom

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

CRN 31199 | [Register here](#)

## Response to Intervention: Reading Strategies That Work

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

CRN 31201 | [Register here](#)

## Integrating Technology in the Classroom

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

CRN 31191 | [Register here](#)

## Teaching Smarter with SMART Boards

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

CRN 31192 | [Register here](#)

## Using the Internet in the Classroom

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

CRN 31193 | [Register here](#)

## Creating a Classroom Website

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

CRN 31194 | [Register here](#)



## Using Microsoft PowerPoint 2013 in the Classroom

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

CRN 31195 | [Register here](#)

## Blogging and Podcasting for Beginners

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

CRN 31190 | [Register here](#)

## Enhancing Language Development in Childhood

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

CRN 31237 | [Register here](#)

## Understanding Adolescents

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

CRN 31235 | [Register here](#)

## GRANT WRITING & NONPROFIT MANAGEMENT

(\$119 per class)

### A to Z Grant Writing

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

CRN 31218 | [Register here](#)

### Get Grants!

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

CRN 31219 | [Register here](#)

### Advanced Grant Proposal Writing

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

CRN 31221 | [Register here](#)

### Writing Effective Grant Proposals

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

CRN 31220 | [Register here](#)

### Becoming a Grant Writing Consultant

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

CRN 31291 | [Register here](#)

### Starting a Nonprofit

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

CRN 31292 | [Register here](#)

## Nonprofit Fundraising Essentials

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

CRN 31295 | [Register here](#)

## Marketing Your Nonprofit

Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers.

CRN 31293 | [Register here](#)

## Introduction to Nonprofit Management

Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors.

CRN 31294 | [Register here](#)

## HEALTH CARE, FAMILY & NUTRITION

(\$119 per class)

### Assisting Aging Parents

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

CRN 31236 | [Register here](#)

### Marriage and Relationships: Keys to Success

Getting married is just the first step! Learn how to build a solid foundation for a healthy partnership that will last far beyond "I do."

CRN 31263 | [Register here](#)

### Homeschool with Success

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

CRN 31169 | [Register here](#)

### Explore a Career as an Administrative Medical Assistant

Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA) in a doctor's office, from appointment scheduling and chart creation to medical billing and coding.

CRN 31259 | [Register here](#)

### Explore a Career as a Pharmacy Technician

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

CRN 31252 | [Register here](#)

## Explore a Career in Nursing

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

CRN 31261 | [Register here](#)

## Explore a Career in Medical Coding

Learn how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

CRN 31260 | [Register here](#)

## Explore a Career in Medical Transcription

Learn how to transcribe the medical reports most often used in healthcare today, and discover how to get started and advance as a medical transcriptionist.

CRN 31247 | [Register here](#)

## Explore a Career in Medical Writing

Take your first step toward a lucrative and rewarding career as a medical writer.

CRN 31251 | [Register here](#)

## Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

CRN 31248 | [Register here](#)

## HIPAA Compliance

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

CRN 31243 | [Register here](#)

## Become an Optical Assistant

Learn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities.

CRN 31246 | [Register here](#)

## Become a Physical Therapy Aide

Prepare for a rewarding career as a valued member of the physical therapy team.

CRN 31253 | [Register here](#)

## Become a Veterinary Assistant I

A practicing veterinarian prepares you to work in a veterinary office or hospital.

CRN 31254 | [Register here](#)

## Become a Veterinary Assistant II: Canine Reproduction

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

CRN 31255 | [Register here](#)

## Become a Veterinary Assistant III: Practical Skills

Learn the practical skills you'll need to be a valuable veterinary assistant or educated pet owner.

CRN 31256 | [Register here](#)

## Introduction to Natural Health and Healing

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

CRN 31257 | [Register here](#)

## Lose Weight and Keep It Off!

Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime.

CRN 31244 | [Register here](#)

## Luscious, Low-Fat, Lightning-Quick Meals

Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious!

CRN 31238 | [Register here](#)

## Handling Medical Emergencies

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

CRN 31245

## LANGUAGES

(\$119 per class)

### Speed Spanish I

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

CRN 31230 | [Register here](#)

### Speed Spanish II

Follow-up to our popular Speed Spanish course. Several new recipes help you continue building fluency.

CRN 31231 | [Register here](#)

### Speed Spanish III

Master your ability to speak, understand, and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series.

CRN 31232 | [Register here](#)

### Spanish for Law Enforcement

Master the fundamentals of the Spanish language by practicing basic conversational skills and learning essential Spanish terminology for law enforcement situations.

CRN 31284 | [Register here](#)

### Spanish for Medical Professionals I

Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

CRN 31258 | [Register here](#)

### Spanish for Medical Professionals II

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

CRN 31249 | [Register here](#)

### Beginning Conversational French

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

CRN 31228 | [Register here](#)

### Instant Italian

Learn Italian from the comfort of your home in this fun and enjoyable online course.

CRN 31233 | [Register here](#)

### Conversational Japanese

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

CRN 31229 | [Register here](#)

### Easy English 1

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

CRN 31213 | [Register here](#)

### Easy English 2

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

CRN 31214 | [Register here](#)

### Easy English 3

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

CRN 31215 | [Register here](#)



### Grammar for ESL

If English is your second language and you're headed to college, this course will teach you the principles of grammar and structure you'll need to succeed.

CRN 31212 | [Register here](#)

### Writing for ESL

Learn how to write in English more effectively to succeed in college and at work.

CRN 31216 | [Register here](#)

### Discover Sign Language

Discover the fun of learning sign language and using your hands to communicate with Deaf people.

CRN 31010 | [Register here](#)

## MATH & SCIENCE

(\$119 per class)

### Math Refresher

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

CRN 31268 | [Register here](#)

### Introduction to Algebra

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

CRN 31270 | [Register here](#)

### Introduction to Statistics

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

CRN 31269 | [Register here](#)

### Medical Math

Master the math skills you need to succeed in the medical field.

CRN 31262 | [Register here](#)

### Human Anatomy and Physiology I

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

CRN 31242 | [Register here](#)



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

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



## Human Anatomy and Physiology II

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

CRN 31250 | [Register here](#)

## Introduction to Biology

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

CRN 31279 | [Register here](#)

## Introduction to Chemistry

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

CRN 31280 | [Register here](#)

## PERSONAL ENRICHMENT

(\$119 per class)

### Introduction to Interior Design

Explore a career in interior design as you learn how to transform any room into a beautiful and functional space.

CRN 30996 | [Register here](#)

### Start Your Own Edible Garden

Learn how to grow delicious, nutritious fruit and vegetables in your own backyard.

CRN 31240 | [Register here](#)

### Get Funny!

Learn how to use humor to speak more effectively, write better, and increase your popularity.

CRN 31266 | [Register here](#)

### Skills for Making Great Decisions

Learn how to make excellent everyday decisions from an experienced counselor and life coach.

CRN 31265 | [Register here](#)

### Interpersonal Communication

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

CRN 31008 | [Register here](#)

### Keys to Effective Communication

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

CRN 31007 | [Register here](#)

### Genealogy Basics

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

CRN 31234 | [Register here](#)

## PERSONAL FINANCE & INVESTMENTS

(\$119 per class)

### Where Does All My Money Go?

Learn how to get control of your money once and for all.

CRN 31217 | [Register here](#)

### Personal Finance

Protect your assets and discover how best to achieve all your financial goals.

CRN 31227 | [Register here](#)

### Business Finance for Non-Financial Personnel

This course will help you understand business environments, financial statements, and strategy so you can make more profitable business and personal financial decisions.

CRN 31226 | [Register here](#)

### Keys to Successful Money Management

A certified financial planner shows you how most wealthy people build their fortunes.

CRN 31222 | [Register here](#)

### Real Estate Investing

Learn how to build and protect your wealth by investing in real estate.

CRN 31285 | [Register here](#)

### Stocks, Bonds, and Investing: Oh, My!

Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement.

CRN 31223 | [Register here](#)

### The Analysis and Valuation of Stocks

Discover valuable techniques that show you step-by-step how to research and value stocks.

CRN 31224 | [Register here](#)

### Introduction to Stock Options

Learn how stock options can protect your portfolio and help you profit in any type of market.

CRN 31225 | [Register here](#)

## PHOTOGRAPHY

(\$119 per class)

### Discover Digital Photography

An informative introduction to the fascinating world of digital photography.

CRN 31276 | [Register here](#)

### Mastering Your Digital SLR Camera

Take your photography to the next level with your digital SLR camera by learning how to master lenses, apertures, shutter speed, exposure settings, and more.

CRN 31277 | [Register here](#)

## Introduction to Digital Scrapbooking

Learn how to make the most of your scrapbooking talents and artistic ideas when you combine digital and traditional scrapbooking techniques.

CRN 31141 | [Register here](#)

## Travel Photography for the Digital Photographer

Learn the tricks and techniques digital photographers need to capture scenes from around the world and bring them home.

CRN 31278 | [Register here](#)

## Secrets of Better Photography

Learn how to take better pictures by understanding your camera and how to use it in a variety of situations.

CRN 31273 | [Register here](#)

## Photographing Nature with Your Digital Camera

Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots.

CRN 31274 | [Register here](#)

## Photographing People with Your Digital Camera

Learn to take beautiful pictures of adults, children, and babies.

CRN 31275 | [Register here](#)

## SALES & MARKETING

(\$119 per class)

### Professional Sales Skills

Discover how to begin a successful and rewarding career in sales.

CRN 30983 | [Register here](#)

### Effective Selling

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

CRN 30982 | [Register here](#)



## Small Business Marketing on a Shoestring

Discover small business marketing strategies that can help you attract attention, woo your target audience, grow your customer base, and expand your profits, all for little or no money.

CRN 31304 | [Register here](#)

## Marketing Your Business on the Internet

Develop an Internet marketing plan for your business that incorporates SEO, advertising, email, social media, and more.

CRN 31303 | [Register here](#)

## Using Social Media in Business

Learn how to use the five most popular social media platforms—Facebook, Twitter, LinkedIn, Pinterest, and Google+—to grow and promote your business.

CRN 31146 | [Register here](#)

## TEST PREP

(\$119 per class)

### Praxis Core Preparation

Develop the knowledge and skills you need to pass the Praxis I Exam as you review and prepare for everything the test includes.

CRN 31168 | [Register here](#)

### Prepare for the GED Test

Want to pass the GED test? This course will help you develop the skills you'll need to succeed.

CRN 31160 | [Register here](#)

### Prepare for the GED Math Test

Master the skills you'll need to pass the Mathematical Reasoning module in the GED test series.

CRN 31159 | [Register here](#)

### GMAT Preparation

Discover powerful test-taking techniques and methods for improving your score on the GMAT.

CRN 31163 | [Register here](#)

### GRE Preparation: Part 1 (Verbal & Analytical)

Discover powerful strategies for success in the verbal reasoning and analytical writing sections of the GRE revised General Test (course 1 of 2).

CRN 31161 | [Register here](#)

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

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

### GRE Preparation: Part 2 (Quantitative)

Learn a variety of useful techniques for tackling the quantitative reasoning sections of the computerized GRE revised General Test (course 2 of 2).

CRN 31162 | [Register here](#)

### LSAT Preparation: Part 1

Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills (course 1 of 2).

CRN 31164 | [Register here](#)

### LSAT Preparation: Part 2

Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers (course 2 of 2).

CRN 31165 | [Register here](#)

### SAT/ACT Preparation: Part 1

Master the reading, writing, English, and science questions on the ACT and new SAT.

CRN 31166 | [Register here](#)

### SAT/ACT Preparation: Part 2

Master the math questions on the ACT and new SAT.

CRN 31167 | [Register here](#)

## WRITING COURSES

(\$119 per class)

### Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

CRN 31021 | [Register here](#)

### Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

CRN 30997 | [Register here](#)

### Writing Essentials

Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

CRN 31005 | [Register here](#)

### Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

CRN 31014 | [Register here](#)

### Business and Marketing Writing

Write great marketing copy to improve your company's image and your chances of getting hired or promoted.

CRN 31013 | [Register here](#)

### Write Effective Web Content

Learn how to write Web content and produce multimedia elements to make your website or blog a must-visit site on the Internet.

CRN 31027 | [Register here](#)

### Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing.

CRN 31004 | [Register here](#)

### The Keys to Effective Editing

If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction.

CRN 30989 | [Register here](#)

### Writeriffic: Creativity Training for Writers

Banish writer's block forever with these tricks from the published writer's toolbox.

CRN 31019 | [Register here](#)

### How to Make Money from Your Writing

You really can make money with your writing. Whether you want to create your own business, add to your income, supplement your retirement, or boost what you're earning as a writer, you'll find the how-to's here.

CRN 31001 | [Register here](#)

### Write Fiction Like a Pro

A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story.

CRN 31018 | [Register here](#)

### Advanced Fiction Writing

Explore advanced fiction writing techniques with a published novelist.

CRN 31024 | [Register here](#)

### Writing Young Adult Fiction

Develop your own young adult novel and learn how to break into one of today's hottest publishing markets.

CRN 31002 | [Register here](#)

### Romance Writing

Whether you're a new or experienced writer, this course will teach you the skills you need to write a romance novel that will make readers swoon.

CRN 30999 | [Register here](#)

### Mystery Writing

Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author.

CRN 30998 | [Register here](#)

### Writing the Fantasy Novel

This is the perfect course for anyone who's ever thought about becoming a fantasy fiction writer.

CRN 31000 | [Register here](#)

## The Craft of Magazine Writing

If you're a determined new writer, this class will provide you with the skills you need to get published.

CRN 31026 | [Register here](#)

## Writing for Children

Published children's author shows you how to touch the hearts of children by creating books for them.

CRN 31011 | [Register here](#)

## Research Methods for Writers

Learn the most efficient and effective methods to conduct research for any writing project.

CRN 31006 | [Register here](#)

## Beginner's Guide to Getting Published

Published writer shows you how to give yourself the credibility you need to get your books and articles published.

CRN 31015 | [Register here](#)

## Write and Publish Your Nonfiction Book

Become a professional author or advance your career by learning to write, edit, and publish nonfiction books of all types.

CRN 31017 | [Register here](#)

## Publish and Sell Your E-Books

Learn how to use free tools to publish an e-book, and then list and sell your e-books in the world's largest online bookstores.

CRN 31016 | [Register here](#)

## Introduction to Internet Writing Markets

A professional writer shows you how to make money writing on the Internet.

CRN 31022 | [Register here](#)

## Travel Writing

Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books.

CRN 31003 | [Register here](#)

## Write Your Life Story

Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others.

CRN 31020 | [Register here](#)

## Introduction to Journaling

Discover how journaling can help you learn more about yourself, explore your dreams, values, and beliefs, improve your health, survive unwanted change, succeed in your career, and express your creativity.

CRN 31023 | [Register here](#)



## NEED HELP?

### THE KNOWLEDGEABLE STAFF AT ED2GO CAN ASSIST YOU!



Go to [www.ed2go.com/manchcc](http://www.ed2go.com/manchcc) and click "Help" on the Online Instruction Center menu. You will find answers to many common questions, or you may submit an inquiry directly to the Ed2go Help Desk by clicking "Email Support" at the bottom of the page.

If you have questions about how to register or pay for an online class, you may email MCC's Ed2go contact, Jessie Bradley: [jbradley@manchestercc.edu](mailto:jbradley@manchestercc.edu).

## FREE! TRY OUT AN ED2GO ONLINE COURSE NOW!

Follow these steps to access one sample lesson from any course you choose:

- Go to [www.ed2go.com/manchcc](http://www.ed2go.com/manchcc)
- Type the course title in the "Search for Courses" box
- Click the course title
- Click "View Demo"

This will give you access to the first lesson instantly. To register for the full 12-week course, click "Enroll Now" and follow the instructions.



# ORGANIZATION OF ACTIVE ADULTS

[RETURN TO TABLE OF CONTENTS](#)

## Expand your Horizons!

## Join the MCC Organization of Active Adults

### For Individuals 50 and Older: Your Opportunity for Lifelong Learning

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

VISIT US ON THE WEB:

<https://www.manchestercc.edu/continuing-education/organization-of-active-adults/>

#### Monthly Programs:

Informative  
Educational  
Entertaining

#### Social:

Luncheons  
Refreshments after programs  
Meet new friends!

#### Travel:

Day trips  
Overnights  
Overseas



**Membership  
is only  
\$20  
per year**



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

## MCC ORGANIZATION OF ACTIVE ADULTS MEMBERSHIP FORM

(Minimum Age: 50) • PLEASE PRINT • Dues: \$20 per person per year (September 1-August 31)

Last Name 1 \_\_\_\_\_

Mr & Mrs Ms Miss (circle preference)

First Name 1 \_\_\_\_\_

check one Full Birth Date: mm/dd/yy

First Name 2 \_\_\_\_\_

☐ M ☐ F \_\_\_\_/\_\_\_\_/\_\_\_\_

Only if different: Last Name 2 \_\_\_\_\_

☐ M ☐ F \_\_\_\_/\_\_\_\_/\_\_\_\_

Mail Address \_\_\_\_\_

Mr & Mrs Ms Miss (circle preference)

Mr & Mrs Ms Miss (circle preference)

Town \_\_\_\_\_ State \_\_\_\_\_

☐ New Member ☐ Returning Member

Phone \_\_\_\_\_ Email address \_\_\_\_\_

9-Digit Zip \_\_\_\_\_ - \_\_\_\_\_

Would you be willing to help OAA by serving on your Board or a Committee? ☐ Yes ☐ No

Amount enclosed: \_\_\_\_\_

Mail to: MCCOAA Membership

Great Path, MS #16

PO Box 1046

Manchester, CT 06045-1046

Check #: \_\_\_\_\_ Check Date: \_\_\_\_\_

(For Office Use Only) Date Received: \_\_\_\_\_

Fill in, detach & KEEP this membership card.

MCCOAA MEMBERSHIP CARD

Member Name(s)

Valid through August 31, 201

MCC ORGANIZATION OF ACTIVE ADULTS

Great Path MS #16, PO Box 1046, Manchester CT 06045-1046

[oaam@manchestercc.edu](mailto:oaam@manchestercc.edu) • 860-512-2840

<https://www.manchestercc.edu/continuing-education/organization-of-active-adults/>

In partnership with Manchester Community College

## MCCOAA TUITION REBATE APPLICATION

Members may receive a 20% rebate for any MCC credit-free course costing over \$10 (\$50 max per 9/1-8/31 membership year) if current-year dues were postmarked or hand-delivered before the course start date. **Use a separate form for each class.** Have your instructor sign the completed application and then mail it to **MCCOAA Rebates, Great Path MS #16, PO Box 1046, Manchester CT 06045-1046.** Requests must be received before 9/15 of the following membership year to be considered. You will receive your rebate directly from OAA; processing may take several weeks.

OAA Member's Name: \_\_\_\_\_ Member's Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Start Date: \_\_\_\_\_ Course Fee: \$ \_\_\_\_\_

Current-Year Catalog Semester (circle one): Fall Winter Spring Summer

Instructor's signature: \_\_\_\_\_ Print Last Name: \_\_\_\_\_

(Verifying that student attended at least one class session)

(Instructor)

(For Office Use Only)

Rec'd Date

App. No.

Memb. Date

Balance:\$



## MCC Campus Photo Shoot

We will use the visually interesting MCC campus to shoot anything that catches the eye—hallways, corners, furniture, stairways, rugs, wall hangings, art work, views from above and below, and people willing to pose. We'll begin with a review of basic photography theory, camera operation, and picture composition, followed by plenty of time to shoot. We'll also critique some of the images. The instructor will suggest locations, shooting angles, answer technical questions about camera use, and provide simple digital editing tips in Photoshop. For all skill levels, although students should have a basic comfort level with their camera. If you own a tripod and cable release, please bring to class, as well as extra camera batteries and cards.

CRN 31619 | Fee: \$75 | [Register here](#)

2 Thursdays | 10/5-10/12

10 AM-1 PM | SSC Room L142

Instructor: Peter Glass, M.A.

## Nature and Outdoor Photography

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

CRN 31616 | Fee: \$120 | [Register here](#)

5 Saturdays | 9/16-10/21 (does not meet 10/7)

9-11 AM | AST Room D211

(9/23 & 10/14 meet off-campus)

Instructor: Hunter Neal, M.F.A.



HUNTER NEAL

## 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, enhancement, 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 31597 | Fee: \$105 | [Register here](#)

2 Fridays | 9/22-9/29

6-9 PM | AST Room D211

Instructor: Richard Hoyer, M.A.



## 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 questions to this informative, hands-on class. Prerequisite: *Digital Camera Introduction or equivalent experience, or permission by instructor.*

CRN 31598 | Fee: \$105 | [Register here](#)

2 Fridays | 10/13-10/20

6-9 PM | AST Room D211

Instructor: Richard Hoyer, M.A.



## Using Your Digital SLR

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

CRN 31601 | Fee: \$105 | [Register here](#)

2 Fridays | 10/27-11/3

6-9 PM | AST Room D211

Instructor: Richard Hoyer, M.A.



## Advanced Digital SLR

Advanced photographic topics relating to digital SLR's will include: improving images with Adobe Photoshop CC; focusing on exposure and image quality-control in a variety of challenging lighting situations, including creative use of on-and off-camera flash units; color correction; masking techniques; nondestructive editing; and using Adobe Photoshop CC to explore the digital imaging workflow. Some elements of Adobe Camera RAW will also be covered. You must bring your digital SLR camera to class. Prerequisite: *Using Your Digital SLR* is highly recommended.

CRN 31602 | Fee: \$55 | [Register here](#)

1 Friday | 11/10

6-9 PM | AST Room D211

Instructor: Richard Hoyer, M.A.

## Composition Techniques

There is one element that can really improve your photographs, one feature that can lift your photo from snapshot to art: a sense of composition. Digital cameras and image processing software provide impressive control over exposure and color balance, but your photos will never succeed if the contents don't come together. This class is designed to help you refine your vision and improve your compositions. We will look at framing, patterns, movements, focal point, and creating depth. We will also look at examples of photographs that highlight compositional rules and techniques which will make a difference in your photos.

CRN 31599 | Fee: \$55 | [Register here](#)

1 Friday | 11/17

6-9 PM | AST Room D211

Instructor: Richard Hoyer, M.A.



### ATTENTION:

**All Credit-Free Instructor  
Biographical Notes  
are now listed at the back  
of the catalog.**



## Portrait and People Photography

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

CRN 31600 | Fee: \$155 | [Register here](#)

3 Fridays | 12/1-12/15

6-9 PM | AST Room D211

Instructor: Richard Hoyer, M.A.

## Shooting Photographs that Will Knock Your Socks Off

Through in-class shooting assignments and instruction, learn how to make interesting and unusual images through a variety of lighting techniques. You also will discover ways to produce wonderful images by creatively playing with: your lens' focal length, aperture, and shutter speed setting; the positioning of yourself, your camera, and the subject; and using some very ordinary everyday items, as well as offbeat camera accessories. Finally, we will manipulate many of your images in Adobe Photoshop to demonstrate the almost unlimited possibilities for fixing and strikingly improving your work. You will need to bring to class your digital camera, with instruction booklet, and a fully charged battery. If you own a tripod, please bring this as well.

CRN 31635 | Fee: \$75 | [Register here](#)

2 Tuesdays | 9/12-9/19

6-9 PM | GPA Room GP126

Instructor: Peter Glass, M.A.

## Stock Photography for Fun and Profit

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

CRN 31620 | Fee: \$75 | [Register here](#)

2 Saturdays | 10/28-11/4

10 AM-1 PM | GPA Room GP126

Instructor: Peter Glass, M.A.

### YOU MAY ALSO LIKE

- [Digital Imaging & Design courses on pages 20-21](#)





## JOB SEARCH



### JOB SEARCH WORKSHOPS

Looking for information and guidance on how to become more competitive in your job search? You are invited to attend the following workshops.

All sessions meet in the Career Services Suite (SSC L107) and are **FREE** and open to students, alumni, and the public. Pre-registration, however, is required, using the registration form on page 69.

Instructors: Julie Hepburn-Greene, senior associate director of Career Services at MCC, and other Career Services staff

#### Effective Résumé Writing

Build résumé-writing confidence. Whether you're writing your first résumé or updating an existing one, this workshop provides the skills necessary to develop this competitive marketing tool.

CRN 31586 | [Register here](#)  
1 Wednesday | 10/4 | 12:30-1:45 PM

CRN 31587 | [Register here](#)  
1 Wednesday | 10/18 | 12:30-1:45 PM

CRN 31588 | [Register here](#)  
1 Wednesday | 11/1 | 12:30-1:45 PM

CRN 31589 | [Register here](#)  
1 Wednesday | 11/15 | 12:30-1:45 PM  
SSC Room L107 (Career Services Suite)

#### Interviewing Skills

Preparation is the key to a successful interview. This workshop identifies the types of interviews candidates are experiencing today, covers the stages of the interview process, and previews the most frequently asked interview questions.

CRN 31590 | [Register here](#)  
1 Wednesday | 10/11 | 12:30-1:45 PM

CRN 31591 | [Register here](#)  
1 Wednesday | 10/25 | 12:30-1:45 PM

CRN 31592 | [Register here](#)  
1 Wednesday | 11/8 | 12:30-1:45 PM

CRN 31593 | [Register here](#)  
1 Wednesday | 11/29 | 12:30-1:45 PM  
SSC Room L107 (Career Services Suite)

## 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 or better. Successful candidates will be given in-class instructions of how to apply and pay for their



Security Officer Identification cards. CT 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.

**Please note:** Students will be required to submit 2 sets of fingerprints, 2 photographs, and a Security Officer application, in addition to the course completion card, *when they submit their State application after the course.*

**Fees extraneous to the course:** 5-year ID Card - \$100; CT Background Check - \$50; Federal Background Check - \$12; Fingerprinting Fee: \$15.

CRN 31612 | Fee: \$125 | [Register here](#)  
1 Friday | 9/29  
8:30 AM-5 PM | SSC Room L142

Instructor: Richard Siena, A.S., CT Police Academy graduate

### So, You Want to Be a Professional Organizer!

Maybe you've seen the organizing shows on TV. Are your own skills at organizing honed enough to turn professional? This course will explain the tools



you will need to go into business as a professional organizer. Learn how to set up your own organizing business, what expenses are involved in setting up a business, how to handle record keeping and getting started with clients. We will talk about networking and marketing your business and yourself on a shoestring budget. You'll also learn about the different types of organizing that other professional organizers do.

CRN 31683 | Fee: \$25 | [Register here](#)  
1 Tuesday | 9/19  
6:30-8:30 PM | GPA Room GP143  
Instructor: Faith Manierre, C.P.O.®



## REAL ESTATE

### Principles and Practices of Real Estate

*VA-Approved*

This required course for real estate licensing provides clear explanations of modern real estate practices and a working knowledge of real estate in Connecticut. Property owners, buyers, sellers, and anyone interested in pursuing real estate careers or operations will find this course beneficial and rewarding. Students must attend at least 60 hours and pass the course with a score of 70 or higher in order to sit for the State exam (the Salesperson State 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, 19th edition (ISBN 9781427746122) and CT Real Estate Practice and Law, 13th edition (ISBN 9781475420043), as well as a strongly recommended text, Questions & Answers... Real Estate Exam (ISBN 97814754224812), Dearborn, available at MCC Bookstore for approximately \$120 (for all three books).

CRN 31314 | Fee: \$485 | [Register here](#)

16 sessions | Tuesdays & Thursdays  
9/19-11/16 (does not meet 11/14;  
exam date, 11/16)

5:30-9:30 PM | SSC Room L240

Instructor: Marc Vallen, J.D.

CRN 30970 | Fee: \$485 | [Register here](#)

15 sessions | 11 Wednesdays  
9/27-12/20 (does not meet 10/11 & 11/22;  
exam date, 12/20) | 5:30-9:30 PM

4 Saturdays | 9/30; 10/21; 11/18 & 12/9  
8:30 AM-2:30 PM | SSC Room L240

Instructor: Dominick Galletti, M.B.A.

### Real Estate and Appraisal Commissions Licensure Information

Pre-licensing real estate courses offered at MCC are recognized and approved by the State of Connecticut Real Estate Commission. Approved courses meet the minimum requirements as outlined by the State of Connecticut.

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

#### Real Estate Salesperson (total of 60 hours)

- Principles and Practices of Real Estate (60 hours)

#### Real Estate Broker (total of 120 hours)

- Principles and Practices of Real Estate (60 hours)
- Effective 7/1/16, licensure requirements for Real Estate Brokers changed. Applicants must successfully complete a 15-hour course in Broker Legal Compliance and a 15-hour course in Real Estate Brokerage Principles and Practices. MCC expects to offer these courses. Check the CT Department of Consumer Protection website for more details: [www.ct.gov/dcp](http://www.ct.gov/dcp).
- Two 15-hour approved electives, or successfully complete at least 20 real estate transactions in the previous five years. This requirement defines a "real estate transaction" as a legal transfer of real property or execution of a lease agreement.

#### 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 requirements, please refer to the following website: [www.ct.gov/dcp](http://www.ct.gov/dcp) – then click "real estate."

### Principles and Practices of Real Estate

May Qualify for:

#### • Veterans' Benefits

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





## SKILLS FOR THE WORK PLACE

### **NEW** Fundamentals of Customer Service

Learn, improve or expand your customer service skills in relation to effective communication, relationship building, and dealing with difficult customers. We will cover how to "put your best face forward;" prioritizing to have your customers come first; skills for face-to-face, telephone, and email contact; and the fine art of interacting with difficult customers.

CRN 31684 | Fee: \$40 | [Register here](#)

2 Saturdays | 9/23-9/30

10 AM-noon | AST Room C201

Instructor: Claudia LaRocque, CFP®

### 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 31687 | Fee: \$110 | [Register here](#)

4 Fridays | 10/13-11/3

10 AM-noon | SSC Room L142

Instructor: Josephine Sanchez, M.A.

### **NEW** Your Strategic HR Toolkit: Best Practices for Managing Employees

We will discuss the functions of human resources from a strategic perspective; not as an afterthought or from a defensive position. We will cover Policy/Compliance Development; Pay/Benefit strategies; Recruiting Strategies that include "Onboarding"; Motivation and Retention; and Training and Development, including performance management, corrective actions, and separations, if necessary. Most businesses only look at their financial capital, and we will learn to regard human capital in the same manner, as it relates to starting, expanding, acquiring, downsizing, or selling/divesting a business.

CRN 31688 | Fee: \$90 | [Register here](#)

3 Thursdays | 10/12-10/26

8:30-11 AM | SSC Room L240

Instructor: Lois Krause, M.B.A.

## BUSINESS & INDUSTRY

### Balancing Time, Priorities and Productivity

In today's 24/7 world, we find ourselves constantly running and trying to accomplish more in less time. This workshop will help you develop skills to increase both personal and workplace time management, efficiency, and productivity. Learn tips to set goals and priorities, manage e-mail overload, minimize stress, and discover strategies to stay focused. Other key topics include: concepts of productivity; how to better manage reactivity and interruptions; time management formula; effective e-mail management; prioritization of tasks; the importance of daily planning; and how to design a personalized action plan for increased efficiency and organization. Instructor provides handouts. No prerequisite.

CRN 30950 | Fee: \$90 | [Register here](#)

1 Wednesday | 10/25

9 AM-4 PM | LRC Room B144 (limited seating)

Instructor: V. Allison Reed, M.S., C.A.G.S.



### Balancing Time and Priorities: A Continuation!

If you have already been a student in *Balancing Time, Priorities and Productivity*, but feel like you would like to build on what you've learned, then this continuation class is for you. We will review the time management formula, expand on its application, and discuss email and calendar management to enhance productivity. We'll also look at the results of personalized action plans. Please be prepared to talk about a success story and/or technique that has been working well for you from when you attended *Balancing Time, Priorities and Productivity*. Please also be prepared to share an idea for what is still challenging to you, and some best practices that you have been implementing. Instructor provides handouts. Prerequisite: *Balancing Time, Priorities and Productivity* or permission of the instructor.

CRN 30948 | Fee: \$90 | [Register here](#)

1 Wednesday | 11/15

9 AM-4 PM | LRC Room B144 (limited seating)

Instructor: V. Allison Reed, M.S., C.A.G.S.

### **NEW** Bullying in the Workplace: What It Is and How to Stop It

Does bullying end when we leave the school yard? Is it a problem that ends when adulthood begins? Unfortunately, the answer is "No." You will learn how bullying occurs in the workplace and what it consists of. You'll discover how bullying can connect to civil rights laws and how to respond if you or someone you know is being bullied at work. The format of the course is lecture, question and answer sessions, and class discussion. Instructor provides handouts. No prerequisite.

CRN 30945 | Fee: \$90 | [Register here](#)

1 Monday | 11/13

9 AM-4 PM | LRC Room B144 (limited seating)

Instructor: Ralph Braithwaite, M.B.A.

### Business and Systems Analysis Principles and Practices

Business and systems analysts are key players in an organization. If you are one of these professionals or aspire to be one, you will serve as an intermediary between IT and other departments. One of the most important functions of this role is to identify requirements and formulate solutions. After a broad coverage of the principles of business/systems analysis, we will focus heavily on requirements elicitation techniques, and requirements analysis and design techniques. This course is appropriate for anyone exploring analysis as a career path, as well as for existing analysts. This course incorporates both lecture and hands-on activities. Instructor provides handouts. No prerequisite.

CRN 30967 | Fee: \$105 | [Register here](#)

1 Thursday | 11/2

9 AM-4 PM | LRC Room B144 (limited seating)

Instructor: William Marut, M.B.A.







## Financial Literacy: Knowledge that Pays for Itself

How do you feel about your financial future? Better yet, are you comfortable making financial decisions that may impact your future? There are a lot of individual choices and scenarios to consider when making decisions about your financial goals or your retirement. Understanding loans, investments and interest rates is essential to success as well as goal setting. We will answer the question: "How can I make better decisions with my money?" Whether you're just starting your career or nearing retirement in the next few months, this course can help you to make better spending choices, develop a financial plan, avoid common mistakes, and get more comfortable with the many investment options you have with your savings. Specific topics to be covered include understanding stocks, bonds, interest rates, credit cards, and reflecting on your own "self-control" as it concerns your individual spending habits. Instructor provides handouts. No prerequisite.



CRN 31311 | Fee: \$180 | [Register here](#)  
2 Tuesdays | 11/7-11/14  
9 AM-4 PM | LRC Room B144 (limited seating)  
Instructor: Paul Howard, M.B.A.

### YOU MAY ALSO LIKE

- [Allied Health courses on pages 3-5](#)
- [Reiki Certification courses on page 10](#)
- [Computer Certification courses on page 15](#)
- [Personal Trainer National Certification on page 31](#)
- [Online Academy professional development courses on pages 43-53](#)

## Forensic Accounting: What You Don't Know Most Certainly CAN Hurt You!

Forensic accountants are the sleuths who discover anything from poor accounting habits to hidden assets and outright fraud. Learning the tricks of the trade has been very helpful to many state employees and other accountants. Although not every scandal is as big as those associated with Enron, Worldcom, or Bernie Madoff, organizations have turned to forensic accounting to help them avoid similar catastrophic fates. The instructor—local author, educator and forensic accounting expert—will introduce students to this increasingly important field and share some of the methods used to prevent or uncover financial abuses, while drawing upon his 26 years of experience and using actual cases to connect theory to practice. Instructor provides handouts. No prerequisite.

CRN 30963 | Fee: \$90 | [Register here](#)  
1 Wednesday | 10/18  
9 AM-4 PM | LRC Room B144 (limited seating)  
Instructor: Stephen Pedneault, C.P.A., C.F.E.

## Middle Management Skills Certificate

Enhance your management skills and improve your chances for advancement. Having some experience doesn't mean you are the best that you can be. This program will help you develop skills that will make you an even better manager. Participants will be awarded a certificate for completion of each module: communications; leadership and coaching; motivation and ethics; team-building; and managing a diverse workplace. Instructor provides handouts. No prerequisite.

CRN 30952 | Fee: \$399 | [Register here](#)  
5 Fridays | 10/6-11/3  
9 AM-4 PM | LRC Room B144 (limited seating)  
Instructor: Ralph Braithwaite, M.B.A.

## Project Management: All the Essentials

Project management is a widely recognized discipline. It has become a key ingredient to ensuring successful, on-time, and on-budget projects. This course is appropriate if you have led a project or will lead one in the future, and also recommended for those who will be actively participating in a project. You will learn how to determine the scope, characteristics and success of a well-defined project; how to gather and document requirements; leadership essentials; what a work breakdown session is all about; and how to schedule, estimate and handle project closure. Instructor provides handouts. No prerequisite.

CRN 31309 | Fee: \$180 | [Register here](#)  
2 sessions | 9/12 (Tuesday) & 9/18 (Monday)  
9 AM-4 PM | LRC Room B144 (limited seating)  
Instructor: John Lombardo, M.B.A.



## Consider Yourself Confirmed!

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



## MCC Career Services

☆☆☆

### Part-Time Job Fair

Tuesday, October 3, 2017  
10:00 AM-1:00 PM  
SBM Charitable Foundation  
(AST Building)  
Main Lobby Rotunda

## MORE GREAT BOOKS

Come join a community of avid readers in this popular series of book discussions led by distinguished MCC faculty and staff members. Offering a provocative mix of new and classic literature each semester, the course meets at two-week intervals to allow time for reading. Books are available at local and online bookstores and at most libraries.

CRN 31525 | Fee \$20 | [Register here](#)

6 Wednesdays | 9/20-11/29 (meets every other week)

3:30-5 PM | AST Room E202

Instructors: Jana Sime, Math faculty; Kimberly Hamilton-Bobrow, Lois Coleman, Tanya Millner-Harlee, Michael DiRaimo, and Andrew Sottile, English faculty; and Negussie Tirfessa, Physics faculty.

### 9/20 - *Rock Springs* by Richard Ford

Richard Ford's collection of stories lifts us to the hardscrabble life of the contemporary American West. We meet a car thief running from the law, a young man watching his family dissolve, and other characters whose lives are shaped by the place and privilege in which they live. Our discussion will focus on "Rock Springs," "Sweethearts," "Winterkill," "Optimists," and "Communist."

Instructor: Andrew Sottile

### 10/4 - *A Man Called Ove* by Fredrik Backman

A light hearted, deeply moving novel about a grumpy but loveable curmudgeon who finds his solitary world turned on its head when a boisterous young family moves in next door. This quirky debut is a thoughtful and charming exploration of the impact one life has on countless others—and an absolute delight." (CBS Local)

Instructor: Jana Sime and Kim Hamilton-Bobrow

### 10/18 - *When Breath Becomes Air* by Paul Kalanithi

Neurosurgeon Paul Kalanithi and author of the book reflects on his life as a neurosurgeon and patient after he received a diagnosis of stage 4 lung cancer when he was just 36.

Instructor: Negussie Tirfessa

### 11/1 - *Exit West* by Moshin Hamid

Hamid's novel, set in an unnamed country beset by violent terrorism, follows the exploits of Saeed and Nadia, lovers who wish to migrate to a new and better place. With the aid of "magic doors," the lovers find themselves in a topsy-turvy world where old values and new values collide. This tale mixes the elements of realism and surrealism to paint a picture of the painful confusions and oddball delights of being a 21st century refugee.

Instructor: Michael DiRaimo

### 11/15 - *Arrow of God* by Chinua Achebe

Published in 1964, this now classic novel by one of Africa's most celebrated novelists, presents a compelling view of traditional Ibo life and culture in the still early days of British colonialism. It reveals itself as a meditation on many things, including political and personal conflict, the nature of power, and the power of tradition.

Instructor: Lois Coleman

### 11/29 - *The Handmaid's Tale* by Margaret Atwood

Margaret Atwood's popular dystopian novel *The Handmaid's Tale* explores a broad range of issues relating to power, gender, and religious politics. After a staged terrorist attack kills the President and most of Congress, the government is deposed and taken over by the oppressive and all controlling Republic of Gilead. Offred, now a Handmaid serving in the household of the enigmatic Commander and his bitter wife, can remember a time when she lived with her husband and daughter and had a job, before she lost even her own name. Despite the danger, Offred learns to navigate the intimate secrets of those who control her every move, risking her life in breaking the rules in hopes of ending this oppression.

Instructor: Tanya Millner-Harlee

## Poetry for Poets

This course is for poets who are interested in refining their craft and getting their work published. Your work will undergo rigorous (but always friendly) review. The course will emphasize the processes of rewriting and editing to help you reach the next level of your writing. You will also gain the skills and confidence necessary to submit your work to literary journals. You will be expected to bring in samples of your poetry to each class and participate in critiquing your fellow poets' work. Students will be expected to complete a chapbook of poems by the end of the course. Materials fee: \$5, payable to instructor, for publication of a chapbook featuring students' work.

CRN 31542 | Fee: \$105 | [Register here](#)

6 Saturdays | 9/16-10/28 (does not meet 10/7)

10 AM-noon | GPA Room GP120

Instructor: John Surowiecki, M.A.



## Emily Dickinson Museum Field Trip and Seminar

Virtually unpublished during her lifetime, Emily Dickinson is now regarded as one of America's greatest poets. Increasingly reclusive, she left a legacy of more than 1,700 poems that have had an enormous influence on American and world literature. The classroom session will comprise an overview of her life and work, including a discussion of selected poems, her critical reception over the years, and her current place in world literature. The instructor will provide handouts. **For the second session, students will meet at the Emily Dickinson Museum in Amherst, MA for a docent-led tour provided by the instructor.** The special discounted \$13 admission fee to the Museum is not included with course fee; fee may be less, depending on enrollment directions will be provided in class.

CRN 31543 | Fee: \$20 | [Register here](#)

1 Wednesday | 10/25

6-8:30 PM | GPA Room GP143

1 Saturday | 10/28 | 10-11:30 AM

Emily Dickinson Museum

Instructor: David Barnes, M.A., M.L.S.

## NEW How to Read Pablo Neruda



We discuss and consider commentaries on the poetry of the eminent Chilean poet, Pablo Neruda. Reading strategies on how to best appreciate his work will include understanding Neruda's life, themes and style. Each of his poems creates a miniature poetic universe, and we will learn how to navigate and decipher clues from within the work in order to enrich our understanding of a poet who is certainly worth the effort!

CRN 31690 | Fee: \$40 | [Register here](#)

1 Thursday | 11/2

6-9 PM | GPA Room GP143

Instructor: Raul Moeremans, M.A.



IF NOTHING SAVES  
US FROM DEATH, MAY  
LOVE AT LEAST SAVE  
US FROM LIFE.

Pablo Neruda



## NEW The Imagists: Exploring Some Early 20th Century Poets

The Imagist movement in poetry, short-lived but profoundly influential, subscribed to a doctrine in which the poet uses direct, specific language in the expression of visual images. As one of Imagism's primary proponents, Ezra Pound described it as "that which presents an intellectual and emotional complex in an instant of time." In addition to a brief review of this evolutionary change in poetry (including some early "pre-Imagists" like Emily Dickinson and later poets such as Wallace Stevens), we will read and discuss Pound, Amy Lowell, Hilda Doolittle ("H.D."), William Carlos Williams, and Richard Aldington. The instructor will provide handouts.

CRN 31544 | Fee: \$30 | [Register here](#)

1 Wednesday | 11/29

6-8:30 PM | GPA Room GP143

Instructor: David Garnes, M.A., M.L.S.

## NEW Gabriel Garcia Marquez's 100 Years of Solitude

One Hundred Years of Solitude is one of the most influential works by any Latin American writer ever. It tells the story of the rise and fall, birth and death, of the mythical town of Macondo, through the history of the Buendia Family. We will discuss what makes this novel such a worldwide classic, while enriching our appreciation of Marquez's fiction. Students should have the book read before the first session; available at your favorite on-ground or online bookstore.



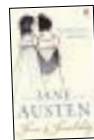
CRN 31689 | Fee: \$55 | [Register here](#)

2 Thursdays | 9/28-10/5

7-9 PM | GPA Room GP143

Instructor: Raul Moeremans, M.A.

## Jane Austen's Sense and Sensibility



In this special book discussion series on the work of Jane Austen, join us for an in-depth treatment of her classic, Sense and Sensibility—Austen's first published work, a meticulously constructed tale sparkling with her unique wit in this tale of love, social convention, and loss.

CRN 31649 | Fee: \$15 | [Register here](#)

1 Thursday | 11/9

6-7:30 PM | GPA Room GP138

Instructor: Katherine Noonan, M.L.I.S.

*I wish as well as everybody  
else to be perfectly happy;  
but, like everybody else it  
must be in my own way*

— Jane Austen, Sense & Sensibility

## Write to Publish

You have written a novel or nonfiction work (or plan to do so), but you know little about the steps to getting published. We will discuss how to know when your manuscript is ready to submit, and the various publication options: traditional, e-publishing, and even self-publishing, which is 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 31653 | Fee: \$75 | [Register here](#)

3 Mondays | 11/6-11/20

7-9 PM | LRC Room B209

Instructor: Heather Webb, M.S.



## Mishi-Maya-Gat

### Spoken Word & Music Series

**12<sup>TH</sup> SEASON THIS FALL!**

HOSTED BY  
**STEPHEN CAMPIGLIO**

**Please check the Series website  
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## Writing and Illustrating Children's Books

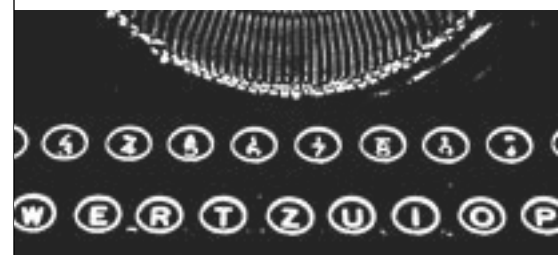
This course provides an overview for how to write, illustrate and publish a children's book. Topics include aesthetic and literary strategies; book design and dummy layout; illustration styles; the age appropriateness of stories; and the business of publishing. Students may bring in stories or projects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

CRN 31652 | Fee: \$165 | [Register here](#)

6 Thursdays | 9/21-10/26

6-8 PM | GPA Room GP156

Instructor: Iris Van Rynbach, M.F.A.





## MCC READS



### MCC READS

The popularity of book discussion groups at MCC has led to this group that meets in the evening and is designed to complement the *More Great Books* discussion series that takes place in the afternoon. Sessions will be led by distinguished MCC library and staff members. The course meets on alternate weeks to allow time for reading. Books are available at local and online bookstores and at most libraries. Please note: *This series no longer meets at MCC on Main.*

CRN 31526 | Fee: \$20 | [Register here](#)  
5 Thursdays (mostly every third week) | 9/21; 10/12; 10/26; 11/16 & 12/7  
6-7 PM | GPA Room GP138

Instructors: Paula Pini, M.L.S.; Patricia Ronalter, M.L.S.; and Katherine Noonan, M.L.I.S.

#### 9/21 - *My Antonia* by Willa Cather

First published in 1918, *My Antonia* is the final book of Willa Cather's "prairie trilogy" of novels, preceded by *O Pioneers!* and *The Song of the Lark*. It is the classic story of the daughter of the immigrant Bohemian Shimerda family that sets out to farm the untamed prairie land of Nebraska in the late 19th century. Told to us from the perspective of the adoring Jim Burden, an orphan who comes to live at his grandparent's neighboring farm, *My Antonia* is an enduring American classic rich with both the spirit that brought so many immigrants to this land in search of a better life and of the tragic circumstances that affected so many pioneers.

Instructor: by Paula Pini

#### 10/12 - *Boxers and Saints* by Gene Luen Yang

Gene Luen Yang is rightly called a master of the comics/graphic novel form, and this book will cement that reputation. In two volumes, *Boxers & Saints* tells two parallel stories. The first is of Little Bao, a Chinese peasant boy whose village is abused and plundered by Westerners claiming the role of missionaries. Little Bao, inspired by visions of the Chinese gods, joins a violent uprising against the Western interlopers. Against all odds, their grassroots rebellion is successful. But in the second volume, Yang lays out the opposite side of the conflict. A girl whose village has no place for her is taken in by Christian missionaries and finds, for the first time, a home with them. As the Boxer Rebellion gains momentum, Vibiana must decide whether to abandon her Christian friends or to commit herself fully to Christianity.

Instructor: Katherine Noonan

#### 10/26 - *The Dry* by Jane Harper

After getting a note demanding his presence, Federal Agent Aaron Falk arrives in his hometown for the first time in decades to attend the funeral of his best friend, Luke. Twenty years ago when Falk was accused of murder, Luke was his alibi. Falk and his father fled under a cloud of suspicion, saved from prosecution only because of Luke's steadfast claim that the boys had been together at the time of the crime. But now more than one person knows they didn't tell the truth back then, and Luke is dead. Amid the worst drought in a century, Falk and the local detective question what really happened to Luke. As Falk reluctantly investigates to see if there's more to Luke's death than there seems to be, long-buried mysteries resurface, as do the lies that have haunted them. And Falk will find that small towns have always hidden big secrets.

Instructor: Patricia Ronalter

#### 11/16 - *Rebecca* by Daphne du Maurier

The unassuming young heroine of *Rebecca* finds her life changed overnight when she meets Maxim de Winter, a handsome and wealthy widower whose sudden proposal of marriage takes her by surprise. Rescuing her from an overbearing employer, de Winter whisks her off to Manderley, his isolated estate on the windswept Cornish coast—but there, things take a chilling turn. Max seems haunted by the memory of his glamorous first wife, Rebecca, whose legacy is lovingly tended by the sinister housekeeper, Mrs. Danvers. As the second Mrs. de Winter finds herself increasingly burdened by the shadow of her mysterious predecessor, she becomes determined to uncover the dark secrets that threaten her happiness, no matter the cost.

Instructor: Katherine Noonan

#### 12/7 - *All the Ugly and Wonderful Things* by Bryn Greenwood

A beautiful and provocative love story between two unlikely people and the hard-won relationship that elevates them above the Midwestern meth lab backdrop of their lives. As the daughter of a drug dealer, Wavy knows not to trust people. Struggling to raise her little brother, Donal, eight-year-old Wavy is the only responsible adult around. By the time Wavy is a teenager, her relationship with Kellen, one of her father's thugs, is the only tender thing in a brutal world of addicts and debauchery. When tragedy rips Wavy's family apart, a well-meaning aunt steps in, and what is beautiful to Wavy looks ugly under the scrutiny of the outside world. A powerful novel you won't soon forget, Bryn Greenwood's *All the Ugly and Wonderful Things* challenges all we know and believe about love.

Instructor: Katherine Noonan

**BRIAN ARMOGIDA**, CFP®, is an independent financial advisor affiliated with Waddell & Reed, Inc. He was previously a financial advisor for Edward Jones & Co. and a commercial loan officer for Connecticut National Bank. He has an M.B.A. from Rensselaer Polytechnic Institute.

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

**ELIZABETH BAUMBACH** earned an M.A. in teaching from Wesleyan University and an M.A. in German from Middlebury College. She has 14 years' experience teaching foreign languages in public schools and 30 years of private teaching experience.

**RALPH BRAITHWAITE** has an M.B.A. in organizational behavior and more than 20 years' experience in training, human resources, and teaching.

**REBECCA BROWN** has worked at the Zeppelin Ristorante in Orvieto, Italy; Burton's Grill in South Windsor; and Six Main Restaurant in Chester. She has used her wealth of experience to develop gluten- and dairy-free recipes for her favorite foods. Her new cookbook is *Eat Well to Live Well with Chef Becky: Supporting the Gluten- & Dairy-free Lifestyle*.

**ROBERT BUETTNER** has been a florist for more than 50 years, and owns and operates Paul Buettner Florist in East Hartford. He was voted Florist of the Year by his peers. One of Bob's recent students remarked, "He not only knows his craft; he is an effective instructor, encouraging students to use their creativity."

**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.

**CARMEN CANAL** earned a B.F.A. in Illustration at the Hartford Art School, University of Hartford, and an M.F.A. in Illustration at Western Connecticut State University. She exhibits her naturalistic drawings and watercolors in various solo and group shows, and her work appears in national and local publications. She also teaches Watercolor credit classes for the Visual Fine Arts Department at MCC.

**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.

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

**MARKUS CENTOLA** earned his M.M. in music theory from the University of Hartford's Hartt School of Music. He is music director at St. John's Episcopal Church in Vernon and instructor of accordion, piano and violin at Music & Arts Inc., also in Vernon. He actively performs in area jazz and folk groups, including Chat Noir and InfiniTango.

**PAMELA CHACE** is a certified phlebotomy technician (P.T.) with more than 20 years of experience.

**DENISE CHAMPAGNE** is a certified veterinary technician, and has been in practice for over 25 years in the veterinary industry. She has been involved with several veterinary professional organizations, including serving as president of the Veterinary Health Care Team of CT for two years.

**OLIVIA CHIANG**, M.A. in the history of art from Yale University, has taught art history at MCC since 2011. Most recently, she has developed and taught a course on the history of African American Art.

**ALINA CISCEL** is associate professor and program coordinator for ESL Studies at MCC. She earned her M.A. in linguistics from the University of South Carolina and B.A. in philosophy and TESOL from Moldova State University.

**JOSEPH CUTULI** earned his ITIL Foundation certification in 2012 and assumed the role of firm-wide ITIL foundation certification coordinator and facilitator for Deloitte Touche, one of the stellar names in accounting and professional services. In 2016, he achieved the ITIL Expert Certification in IT Service Management.

**PAUL CZEPIGA** is a practicing attorney with CzepigaDalyPope, an elder law firm with offices in Berlin, Hartford and Vernon.

**DONNA DANIELS**, M.B.A., M.H.A., is director of Laboratory and Pathology Services at ECHN.

**JARED DAY** earned his Ph.D. in social history from Carnegie Mellon University. He is director of Research and Programs at Forum for Economic Development, a Pittsburgh-based nonprofit organization. He is also an instructor for Osher Academy of Lifelong Learning.

**ANDREA DILLON**, RN, M.Ed., is director of Student Health Services for the American School for the Deaf, has been an instructor at MCC since 2009, and has worked as a nurse in a variety of settings.

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

**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](http://www.dondonegan.com).

**GEORGE DUCHARME**, Ph.D., is director of the MCC Institute on Disability and Community Inclusion, and has a master's degree in Native American Studies from Dartmouth. Of Abenaki descent, he is also active in indigenous affairs and is a frequent Noon Institute presenter on topics relating to indigenous peoples.

**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*.

## Come Join a Dynamic Team!

### MCC's Credit-Free Programs Seeks Qualified\* Instructors for the Following Subjects:

- Art instruction in Painting, Drawing, Collage, Figure Drawing, and Art History
- Computer topics in Database, Web Design, CompTIA Certification, and Social Media
- Cuisine courses of all types, including ethnic specialties, seasonal dishes, baked goods, soups & appetizers, and desserts
- Gardening
- Interior Design
- Language instruction in Arabic, Greek, Irish/Gaelic, Italian, Latin, and Yiddish
- Noon Institute courses on a wide variety of subjects designed for 90-minute presentations
- Real Estate licensing and pre-licensing courses
- Zumba & Pilates

\* Master's degree and teaching experience required.

Please visit:

[www.manchestercc.edu/continuing-education](http://www.manchestercc.edu/continuing-education) and click on "Teaching for Continuing Education" for more information.



**ANITA FERRON** has been a Family and Consumer Sciences teacher at Daniel Hand High School in Madison, CT for more than 30 years. She received her B.S. in home economics from the University of Wisconsin, and has studied culinary techniques in New Delhi (India), Bangkok (Thailand), The Connecticut Culinary Institute, and the New School in New York.

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

**ELAINE FLAHERTY** is a 2nd-degree Black Belt instructor at the Academy of Martial Arts & Personal Development. She has been a kick-boxing and fitness instructor for the past 15 years.

**MARY FRIEL**, Ph.D., is a Sister of Notre Dame and adjunct faculty member at MCC in Women's Studies and Psychology. She is also professor emerita at Western Connecticut State University.

**DOMINICK GALLETTI** is an independent fee appraiser. He received his M.B.A. from University of Connecticut, with concentrations in finance and real estate.

**DAVID GARNES** earned his M.L.S. and M.A. from Columbia University. He worked as a librarian at the University of Connecticut for 20 years and is presently a freelance writer, lecturer, and book discussion leader for Connecticut Humanities. He also serves as a guide at the Emily Dickinson Museum.

**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.

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

**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 the University of Texas. His current work can be viewed at [www.stockpeterglass.com](http://www.stockpeterglass.com).

**JUDITH E. GOLDSTEIN** is a PMC Guild certified teacher and has been a professional metalsmith for more than 30 years. You may email the instructor at [jegpewter@aol.com](mailto:jegpewter@aol.com) to see a sample of what you will learn and create.

**JULIE HEPBURN-GREENE** is senior associate director of Career Services at MCC.

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

**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.

**MARTHA HAYES** has an M.A. in music history and performance from the University of Connecticut. She taught strings for Windham Public Schools for 25 years, and is currently the principal violist for the Manchester Symphony Orchestra, and also plays viola in the Manchester String Quartet.

**DEBORAH HERMAN**, M.A., M.L.S., is director of Library and Educational Technology at MCC where she focuses on providing an outstanding, innovative library user experience for the College community, both in person and online. Before coming to MCC, she headed the Library Technology Department at CCSU, where she developed platforms to connect the university community to library collections and promoted effective uses of technology to enhance the educational experience.

**HEIDI HIGGINS**, M.B.A. is an adjunct faculty member at MCC, Goodwin College, and Post University. She has been teaching accounting and business courses since 2002. She was previously employed in the financial services industry, including John Hancock, The Travelers, and Webster Bank.

**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.

**PAUL HOWARD** obtained an M.B.A. from Vanderbilt University and a B.A. in Management from Gettysburg College. He is a CPA with a wide variety of domestic and international roles in accounting, investment research, and business development.

**RICHARD HOYER**, M.A., is a fine art, portrait and location photographer, with more than 20 years of fun and profit in the business. He is an adjunct faculty member at MCC and also teaches photography at the Worcester Art Museum for youth and adults. His work is exhibited regularly at galleries around the state.

**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.

**ERIN JACKSON**, M.S., is a Certified Veterinary Technician at Bolton Veterinary Hospital.

**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.

**MICHAEL JANUSKA**, M.B.A., has been working in various aspects of the wireless industry since 2009. He has been involved in district training programs, wireless in-store workshops, development of technical employees and has completed over 70 industry leading device training sessions as regional manager of a major wireless business. He received his M.B.A. from the University of Connecticut and manages an online music production company.

**KIM E.S. JENACK**, CPT, NPA/ASCP, is a certified phlebotomy technician with more than 20 years of experience.

**JAN JOHNSON**, CFP®, is a financial independent practitioner, a member of the Connecticut Valley Financial Planning Association, and an investment advisor with Cambridge Investment Research.

**MALEE KHOW**, president of the U.S.A. National Tai Chi Chuan Federation, has studied and practiced the martial arts for more than 30 years. She is an international Wushu judge and multiple gold winner in international competition.

**ERIC KINCHELOE** has nearly 20 years of mortgage lending experience. He also has experience in managing, leading and training other mortgage professionals, and is currently a branch manager for Prospect Mortgage in CT.

**EVELYN KISSI**, M.A., is an adjunct faculty member at MCC. She has been teaching introduction to software and hardware courses since 2014. She is employed in the information technology department at MCC and has worked as at Travelers and Coca-Cola Enterprises.

**LISA KORSTANJE-LEE**, a graduate of MCC, has taught craft courses at MCC since 2005.

**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.

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

**CLAUDIA LAROQUE**, CFP, is a faculty member in the business department at MCC. She was previously the associate vice president/investment officer at Wells Fargo Advisors, LLC, and a financial advisor with UBS Financial Services and vice president/branch manager with Fleet/Shawmut Bank in CT.

**KAY LANI LEOULLUEC**, 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.

**JOHN LOMBARDO** is certified in project management through the American Management Association. His projects have included infrastructure replacement, Y2K compliance, and implementation of new technology.

**SHAUNNA LOWE** earned her M.B.A. with a concentration in entrepreneurship and innovation. She is a consultant for a variety of small businesses owners, writing business plans, installing and maintaining QuickBooks databases, and providing QuickBooks tutorials to new clients. She teaches QuickBooks at several private and state educational institutions.

**CATHY LUKAS**, M.A. in educational technology, has taught at the middle school, high school, and college levels for over 13 years as a technology and engineering teacher, including Microsoft Office products and computer applications. She worked as a programmer analyst at Aetna, Inc. for 17 years.



**ALLISON MACKENZIE, M.S.**, is the program coordinator for Health and Exercise Science at MCC. She has her Masters in Science in clinical exercise physiology from Northeastern University. Her is certified as a precision nutrition coach and as a CDC Diabetes Prevention Program Lifestyle Coach.

**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.

**DR. MARIE MAMMONE, N.D.**, is a Board-Certified Naturopathic Physician, practicing at the Naturopathic & Acupuncture Health Center in Wethersfield. She has also been involved with family nutrition for more than 30 years. Her website is: [www.NAHcenter.com](http://www.NAHcenter.com).

**FAITH MANIERRE** is the president of Busy Bees Professional Organizing, LLC, and the founding president of the CT Chapter of the National Association of Professional Organizers. She is a Master Trainer for the Institute for Challenging Disorganization and a contributing author in The ICD Guide to Collaborating with Professional Organizers for Related Professionals.

**BRUCE MANNING, B.A.**, computer program coordinator for MCC's Continuing Education Division coordinated the design, installation and maintenance of the networking, business and instructional applications for two public school districts in CT. He has provided computer training for QVCC, TRCC; UConn; CREC; public, private and technical schools; businesses; municipalities; and State agencies.

**PAUL MARKS, M.A.** in American Studies from Trinity College, has been an adjunct English professor at MCC since 2001. He is also a communications consultant for United Technologies Corporation and United Way of Central and Northeastern Connecticut, and a contributing writer for Hartford Magazine and The Hartford Courant.

**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.

**WILLIAM MARUT** has many years of experience as an informational technology professional. He has worked for several different companies, with a diverse set of clients, and across several different industries. He holds an M.B.A. and a B.A. in mathematics.

**FAITH MCCANN** is a third degree Wiccan priestess and the owner of Enchantments, a Wiccan Metaphysical Center for the Magical Arts, located in Manchester.

**ANGELO MESSORE, M.Phil. and M.A.** from Yale University, is professor of political science and economics at MCC.

**RACHEL MINTELL** earned an M.S. and B.S., both in biology, from Central Connecticut State University. She is associate professor of biology at MCC, and has also taught biology at Central Connecticut State University and the University of Hartford's Hillyer College.

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

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

**KATHERINE NOONAN** has a B.A. from Smith College and M.L.I.S. from Simmons College. She has taught for MCC's Credit-Free Programs since 2012 and is a founding member of the MCC Reads course.

**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.

**JOSHUA OGRODOWSKI** is a CT-certified Culinary Arts Teacher and Serv Safe Instructor, who teaches high school culinary arts at Newington High School. He earned an A.S. in culinary arts, a B.S. in culinary nutrition, and M.A.T. in foodservice education from Johnson & Wales University. He also teaches cuisine classes for MCC's Excursions in Learning program.

**MALLORIE OSTROWITZ** has a B.A. in fine arts from Queens College and an M.F.A. from Lehman College. Her photography has been widely exhibited throughout the U.S. and can be viewed on her website: [www.mallorieostrowitz.com](http://www.mallorieostrowitz.com).

**DIANE PACITTI, Ph.D., R.Ph.** is a pharmaceutical professional with more than 25 years' experience in community pharmacy and academia.

**VANESSA PARKER**, is a master's level clinician, licensed drug and alcohol counselor (LADC) through the State of Connecticut, a certified addiction counselor (CAC), and a medication assisted treatment specialist (MATS). She is also an adjunct instructor in the DARC program at MCC.

**STEPHEN PEDNEAULT** is a Certified Public Accountant (CPA) and Certified Fraud Examiner (CFE), and Certified in Financial Forensics (CFF), principal with Forensic Accounting Services, LLC, and the author of four books.

**GAYLE PIGNONE** has over 20 years of experience, teaching a range of computer applications in corporate, non-profit, and higher education settings, including IBM, Nortel, and United Technologies, and has designed websites, created databases, and provided project management training for businesses and government agencies.

**GEORGE PILLAR, M.S.**, 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 products, MIS, graphics, and programming.

**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.

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

**V. ALLISON REED** has 15 years of experience in education, corporate training and consulting, career development, and health and wellness coaching. She has degrees in Organizational Development and Counseling Psychology and has taught at the University of Hartford, UConn, Eastern Connecticut State University, and Springfield College.

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

**MICHAEL ROTONDO, M.B.A.**, works as the accounting curriculum director and associate professor at Goodwin College in Hartford. He is responsible for development, assessment, supervision and instruction of accounting courses there. He has also been an adjunct lecturer at Middlesex Community College in Middletown, CT where he has been teaching accounting courses since 1998.

**LEAH SANDERSON, B.F.A.** in drawing and painting and B.A. in art education, both from Pennsylvania State University, is an art instructor at Great Path Academy at MCC/Hartford Public Schools. She also leads all-ages visual art workshops at Charter Oak Cultural Center. Her recent exhibitions include the Envisionfest Collaborative Mural at the Wadsworth Athenaeum.

**HALLIE SAWYERS** is nationally certified in holistic aromatherapy and also teaches at Finger Lakes School of Massage. She is an approved continuing education credit provider for the National Certification Board for Therapeutic Massage and Bodywork and can provide 3 C.E. credits for CT licensed massage therapists.

**MAX SCHWIMMER** earned his master's degree in saxophone performance from The Hartt School of Music at the University of Hartford. He was co-founder and tenor saxophonist for the acclaimed Asylum Quartet and has also performed with the Juilliard Orchestra, U.S. Coast Guards Band, and the International Opera Theater.

**RICHARD SIENA**, a graduate of the Connecticut Police Academy, is the owner of Investigative Partners LLC, and licensed as a CT Security Training Instructor. He is also a member of the CT Association of Licensed Private Investigators, and has 26 years of police experience as a commander and instructor.

**KATHLEEN SMITS, M.A.**, has 16 years' experience as an arts teacher, including five years an adjunct faculty at MCC, teaching computer graphics. She has also taught at Connecticut Public Broadcasting Network's Learning Lab Veterans' Program, Farmington Valley Art Center, and at West Hartford Art League, in addition to 12 years as program director for a summer arts program for children.

**JOHN SUROWIECKI** is the author of four collections of poetry, *Flies*, *Barney and Gienka*, *The Hat City after Men Stopped Wearing Hats*, and *Watching Cartoons before Attending a Funeral*, as well as a verse drama, *My Nose and Me*, which won a Poetry Foundation Pegasus Award, and several chapbooks, including the recently released, *Missing Persons*, which won Encircle Publication's chapbook award.

**MICHAEL SWEENEY** has an M.F.A. from University of Connecticut and a master's in library science from Simmons College. He is a practicing artist with experience in both creative writing and visual art, including storytelling, printmaking, painting, and digital media, and has worked as an English and art teacher and librarian during his 25-year career.

**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.

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

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

**MARC VALLEN** is assistant state's attorney in CT's Office of States' Attorney. He was formerly principal in Vallen & Sandler, LLC.

**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.

**KRISTIN VIOLETTE, M.Ed.**, is a certified teacher with over 20 years' experience in English and technology. Currently, she is a full-time computer teacher at Newtown High School, as well as an adjunct instructor at MCC. She works for MIT as an App Inventor Master Trainer.

**JOEL S. WALDRON**, a 6th-degree Black Belt, is a martial arts master, philosopher, motivational speaker, and life coach. He is the owner of The Academy of Martial Arts & Personal Development in Manchester.

**HEATHER WEBB** writes historical novels for Penguin and HarperCollins, which have been featured in the *Wall Street Journal*, *Cosmopolitan*, *France Magazine*, *Reuters News*, and *The Huffington Post*, and have received national starred reviews. She is also a freelance editor and contributor to award-winning writing sites, *Writer Unboxed*, *Writers in the Storm*, and *Romance University*. You can find her on the web at [HeatherWebb.net](http://HeatherWebb.net).

**LEANNE WHEELER** has a business management degree from Youngstown State University and is a certified wine judge by the American Wine Society, and also earned certification at the Wine Spirit Education Trust. She has been an instructor and presenter for American Wine Society, and has judged at many wine competitions, including Amenti del Vino International, Finger Lakes International, and Winemaker Magazine International Competitions.

**CAROL WHITMER** is secretary of the board of trustees and consulting genealogist for the Connecticut Historical Society. She sits on the board of governors of the Connecticut Society of Genealogists and is a member of the Association of Professional Genealogists and the Connecticut Professional Genealogists Council.

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

**DR. GUOCUN YANG** received his Ph.D. in History from the University of Connecticut. He currently teaches history and chairs the Global Studies Department at MCC. He has spent twelve years on the Board of Directors of the Association for the Study of Connecticut History (ASCH), including four years as the ASCH president.

**CARRIE YARINA-RICH** is a State Certified EMT instructor (EMSI), a member of the Glastonbury Volunteer Ambulance Association, and an employee at Hartford Hospital.

**LYNNE ZELINSKY, DVM**, is a graduate of Cornell School of Veterinary Medicine and Veterinarian at Bolton Veterinary Hospital.

**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. Samples of her artwork can be viewed on her website: [www.yuemeistudio.com](http://www.yuemeistudio.com)

## FALL ADMISSIONS & FINANCIAL AID INFORMATION SESSIONS

GPA Community Commons

**Thursdays, October 5 and December 14**  
5-7 PM

## FALL OPEN HOUSE

GPA Community Commons

**Thursday, November 9**  
5-7 PM

## SUPER SATURDAYS

Admissions and Registrar's Office

**December 16, 2017 and January 6, 2018**  
9 AM-2 PM

*The following offices will be open for one-stop convenience: Admissions, Financial Aid, Registrar, Advising and Counseling Services, Testing, and Bursar*

**January 13, 2018**

9 AM-Noon

*The following offices will be open for one-stop convenience: Admissions, Financial Aid, Registrar, and Advising*

**For more information, please contact the Admissions Office at (860) 512-3210**



## 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 on the last business day before the first class meeting or prior. 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.

*Please note: The Motorcycle Safe Riding Program has a different Refund and Appeal policy.*

## Refund Policy Appeal Procedures

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

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

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

You may view and print a Refund Policy Appeal form at [www.manchestercc.edu](http://www.manchestercc.edu) in the Form-Depot or you may obtain a form at the Registrar's Office.

Submit completed form to:

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

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

## Online/Flexible Registration

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

## Returning Students

If you are a returning student and know your NetID/Banner ID, follow the Online/Flexible Registration instructions below.

**If you are a returning student and do not know your NetID/Banner ID,** please call 860-512-3220 or email [ma-flexreg@manchestercc.edu](mailto:ma-flexreg@manchestercc.edu) to request that your NetID/Banner ID be sent to you.

See NetID Information below.

## New Students

If you are a new student (have never taken a class within the Connecticut Community College system), follow the Online/Flexible Registration steps below. A User Name (NetID) login will be created at checkout.

## Online/Flexible Registration

- Go to [www.manchestercc.edu/continuing-education](http://www.manchestercc.edu/continuing-education)
- Click Credit-Free Registration Page (at bottom of webpage)
- Go to Online/Flexible Registration, and follow instructions

## NetID Information

- 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:
  - The first three characters of your birth month (with first letter capitalized)
  - The "&" symbol
  - The last four digits of your Social Security Number (Example: For a user whose birthday is in October and whose social security number ends in 6789, the initial password would be Oct&6789)
- You will be prompted to change your password during your first login

### CONTACT INFORMATION

Admissions .....	860-512-3210
Bursar's .....	860-512-3637
Financial Aid .....	860-512-3380
Library .....	860-512-2880
Registrar .....	860-512-3220
Bookstore .....	<a href="http://www.mctc.bkstr.com">www.mctc.bkstr.com</a>



# CREDIT-FREE REGISTRATION INFORMATION

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## 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, Discover Card or Amex.

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, Discover Card or Amex.  
Please use the night drop box after hours.

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

Complete a registration form with MasterCard, Visa, Discover Card or Amex. 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, Discover Card or Amex.  
• Please leave a detailed voice message if staff is unavailable.

### 5. REGISTER ONLINE

Go to [www.manchestercc.edu/continuing-education](http://www.manchestercc.edu/continuing-education).  
See Online/Flexible Registration information at bottom of web page (see details on page 70).

**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 FORM

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

Banner I.D. # (if known) \_\_\_\_\_  
Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M) \_\_\_\_\_  
Previous Name (if any) \_\_\_\_\_ Email address \_\_\_\_\_  
Home Address (Number and Street) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Tel. (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_  
Birth Date \_\_\_\_\_ Gender ☐ Female ☐ Male Today's Date \_\_\_\_\_

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

CRN	Course Title	Start Date	Time	Room	Fee

### MAKE CHECK OR MONEY ORDER PAYABLE TO "MCC".

Credit Card # \_\_\_\_\_

☐ VISA ☐ Master Card ☐ Discover ☐ American Express

Three Digit Security Code (CV Code) \_\_\_\_\_ Exp. Date \_\_\_\_\_

Cardholder name (print) \_\_\_\_\_

Cardholder signature \_\_\_\_\_

Relationship to student \_\_\_\_\_

Cardholder address \_\_\_\_\_

Cardholder phone \_\_\_\_\_

Fees (total enclosed) \_\_\_\_\_

### REFUNDS

Refunds are issued only for Credit-Free courses that MCC cancels, or if a written request is received on the last business day before the first class meeting or prior.

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

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## 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 or visit website: [www.efollett.com](http://www.efollett.com)

## Postponements & Make-Ups

Classes postponed by instructor's request, emergencies, or extreme weather conditions will be made up whenever possible. Please call the College's main line, 860-512-3000, or visit the College web page: [www.manchestercc.edu](http://www.manchestercc.edu) for cancellations due to weather conditions.

You may not makeup absences by attending classes other than your own.

## Cancellations

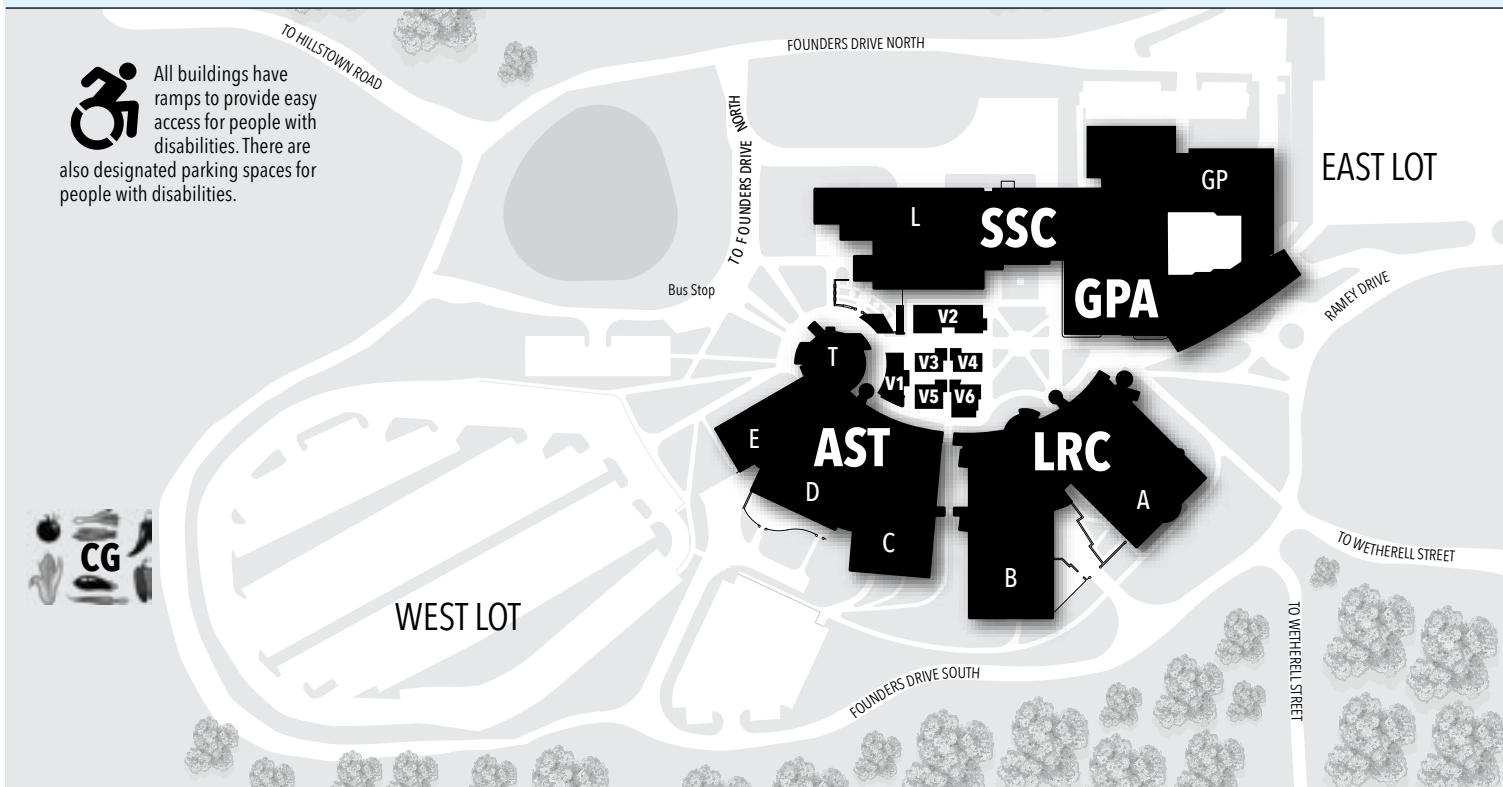
MCC reserves the right to cancel or postpone classes, or substitute instructors as needed due to unforeseen circumstances. If MCC cancels a course, registrants may transfer their fees to another course for the same semester or receive a full refund. If a course is cancelled, registrants will be notified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

## Class Supply List

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

## MCC CAMPUS MAP

MCC maps & directions link: <http://www.manchestercc.edu/about/maps-directions/>



### MCC BUILDINGS

AST= Arts, Sciences & Technology Center

GPA= Great Path Academy

LRC= Learning Resource Center

SSC= Student Services Center  
(formerly the Lowe Building)

VIL (V)= Village

CG= Community Garden

### WING/CLASSROOM DESIGNATION

A, B, C, D, E, GP, L, T

# Corporate and Community Training Center at Manchester Community College

*"Community" is our middle name! Our new Corporate and Community Training Center is all about building up our local business community by providing quality, cost-effective training.*

## WE OFFER:

- **Expertise.** Our staff and instructors are experts in a variety of fields.
- **Flexibility.** You can choose the day and time, and you can decide to have classes at your site or our well-equipped, beautiful and welcoming campus.
- **Value.** Our training is results-oriented and targeted so your employees can apply their new knowledge to real business issues.

We're here to help your company succeed. To find out more, visit our Web site ([www.manchestercc.edu/continuing-education/corporate-and-community-training-center](http://www.manchestercc.edu/continuing-education/corporate-and-community-training-center)).







## Continuing Education Credit-Free Programs

For Information:  
860-512-2800  
To Register:  
860-512-3232

[www.manchestercc.edu/continuing](http://www.manchestercc.edu/continuing)

## Prepare for Allied Health Careers



Check out our course selection

[See pages 3-5](#)

## Online Academy

Check out our course selection

[See pages 43-43](#)

## 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
- For Registration Packet and Schedule Call 860-512-3000, Press 2, and Dial ext. 8705 or visit:  
[www.manchestercc.edu/motorcycle](http://www.manchestercc.edu/motorcycle)

[See page 36](#)

## Boating Safety



- To obtain a CT Certificate of Personal Watercraft/Safe Boating
- Saturday and Weekday Evening Classes Available

[See page 33](#)

## Preparation for CT Real Estate Licensing Exams



- Principles and Practices of Real Estate

[See page 58](#)