Beginning February through May

CREDIT-FREE COURSES
Beginning February through May

SPRING 2017

More than 300 Courses, Including Allied Health and Computer Technology

Continuing Education for Professional Development and Personal Enrichment
Emergency Medical Technician (EMT) Training  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 $194.50, and stethoscope and blood pressure cuff package, approximate cost $50, available at MCC bookstore.

CRN 11345 | Fee: $795
35 sessions | Mondays & Wednesdays | 2/20-5/31 (does not meet 5/29) | 6-10 PM
Saturdays | 3/18, 4/1, 4/15, 4/29, 5/13, 5/27 | 8 AM-4 PM (half-hour lunch)

All classes meet at Glastonbury Volunteer Ambulance Association, 2112 Main St., Glastonbury
Instructor: Carrie Yarina-Rich, EMSI, AEMT

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: http://www.charteroak.edu/current/programs/creditregistry.cfm.
NAVTA Approved Veterinary Assistant  
Certificate Part II  VA-Approved (See page 3)

Please Note: Enrollment is limited to students who have completed Veterinary Assistant Certificate I.

This course will begin with a review of basic veterinary terminology, animal restraint techniques and patient history skills learned in Veterinary Assistant I. Students will gain an understanding of the disease processes and injuries treated in a clinical practice. Students will learn about feline leukemia, flea anemia, heartworm disease, kennel cough, renal failure, lymphoma, parvovirus, rabies, tick-borne diseases and more. Students will learn current protocol for the safe handling of rabies suspects and samples. Nail trimming, ear/eye/oral medication administration, vaccinations and veterinary dentistry will also be covered. Students will learn to use a microscope to view specimens and learn about the treatment and prevention of internal and external parasites. Students will also learn the importance of excellent patient care including cleaning, feeding, walking, fluid therapy, catheter care and pain management as well as the importance of communicating accurate information to the technicians and doctors. Finally, students will learn about ‘routine’ surgical procedures, surgical room conduct, sterilization techniques and methods to prepare the surgical patient and post-surgical recovery. This is the second part of a two-semester 160-hour program that will prepare students for an entry level position in veterinary health care. Students must complete both Veterinary Assistant I and Veterinary Assistant II, earn a grade of 70 or above in each, and attend at least 150 hours of instruction to complete the program. This course is offered in partnership with Bolton Veterinary Hospital (BVH). Required text: Elsevier’s Veterinary Assisting Textbook, Mosby (ISBN 9780323091404); for approximately $93 and Workbook (ISBN 9780323091756) for approximately $35, available at MCC Bookstore.

CRN 11325 | Fee $899
22 sessions | Tuesdays & Saturdays (see schedule below)
12 Tuesdays | 2/21-5/9 | 6-9:30 PM | SSC Room L142
10 Saturdays | 2/25-5/6 (does not meet 4/15)
8 AM-noon or 12:30-4:30 PM

Saturday Locations:
GPA Room GP216 | 2/25, 3/4, 3/18, 4/1, 5/6
Bolton Veterinary Hospital | 3/11
SSC Room L142 | 3/25, 4/8, 4/22, 4/29
Instructors: Lynne Zelinsky, DVM; Erin Jackson, CVT; Denise Champagne, CVT; and other BVH staff members.

NAVTA Approved Veterinary Assistant (AVA) Certification Exam

Once you have successfully completed Veterinary Assistant 1 and 2, you will want to sit for the National Veterinary Assistant Certification exam while the knowledge is fresh in your mind! The first session will feature an opportunity to review course material and ask questions in preparation for the exam on Wednesday, May 24. To register for the exam, students must sign up at https://www.vetmedteam.com/class.aspx at least one week prior to the test date. The $100 exam fee, payable to NAVTA, is payable when you register online for the exam. There is no refund from NAVTA once you register online, so please DO NOT enroll unless you are certain you want to take the exam. This is a timed, computerized exam of 100 questions. The passing grade is 75% and students will have 150 minutes (2 1/2 hours) to complete. The instructor will issue each student an access code to take the exam on May 24. One exam attempt is allowed per paid enrollment. A maximum of 5 paid attempts are allowed.

CRN 11561 | Fee: $50
1 Friday | 5/19 | 6-9 PM
& 1 Wednesday | 5/24 |10 AM-1PM
LRC Room B221
Instructor/Proctor: Lynne Zelinsky, DVM
Certified Nurse Aide (CNA) Training Program  VA-Approved, SNAP Eligible (See page 3)

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 11334 | Fee: $999
28 sessions | Tuesdays, Thursdays & Saturdays (see schedule below)

Classroom | 20 sessions | Tuesdays & Thursdays | 3/7-5/16 (does not meet 4/13)
6-9 PM | LRC Room B125

Clinical | 8 Saturdays | 3/25-5/20 (does not meet 4/15) | 7 AM-3 PM (half-hour lunch)
Woodlake at Tolland, 26 Shenipsit Lake Road, Tolland

Instructor: Andrea Dillon, RN, M.Ed.

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; 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 shot within 10 years; and flu shot (required during flu season). The health form will be mailed to students following course registration.

See page 3 for Registration Guidelines
Phlebotomy Technician Certification:  
The Art of Drawing Blood  
VA-Approved (See page 3)

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 11343 | Fee $1,460  
26 sessions | Tuesdays & Thursdays  
2/21-5/23 (does not meet 4/13; make-up date 5/25)  
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 Chase, P.T.

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; Rubeola (Regular Measles - 2 doses separated by at least 30 days); Varicella Zoster (chicken pox) or a blood titer; Hepatitis B immunization or a declination statement; a tetanus within 10 years; and flu shot (required during flu season). The health form will be mailed to students following course registration.

See page 3 for Registration Guidelines

Pharmacy Technician Certification Training  
VA-Approved, SNAP Eligible (See page 3)

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) 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 11341 | Fee: $825  
20 sessions | Mondays & Wednesdays  
3/6-5/10 | 6-9 PM | LRC Room B144

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

See page 3 for Registration Guidelines

ATTENTION:  
All Credit-Free Instructor 
Biographical Notes 
are now listed at the back of the catalog.
**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. Materials fee: $25, payable to the instructor at the first class, for clay and glazing supplies and kiln operation.

CRN 11579 | Fee: $130
5 Wednesdays | 2/8-3/8
6:30-9 PM | GPA Room GP202
Instructor: Janine Turgeon, M.S.

**NEW  Experience Acrylics**

Join us as we explore and create acrylic paintings using specialty mediums! This workshop will involve learning about the different uses and effects of acrylic mediums to create new textural and multimedia paintings. The materials fee covers all supplies, including the canvases. Materials fee, payable at the first class: $15.

CRN 11457 | Fee: $65
3 sessions | Monday, Wednesday, Friday
3/27-3/31 | 6:30-8:30 PM | GPA Room GP202
Instructor: Leah Sanderson, B.F.A.

**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! Students should bring a lunch. Materials fee: $10, payable to instructor at the beginning of class.

CRN 11458 | Fee: $65
1 Saturday | 4/22
9 AM-3:30 PM | GPA Room GP202
Instructor: Leah Sanderson, B.F.A.

**NEW  Sharpen Your Drawing Skills**

Learn how to draw what you see! In this workshop, we will learn the fundamentals of drawings, including compositional strategies, drawing from observation, and basic shading techniques. Several different drawing styles and techniques will be explored. We will use the drawing mediums of graphite, charcoal, and soft pastel to bring our drawings to life. Materials fee: $15, payable to instructor at the first class for all supplies,

CRN 11459 | Fee: $65
2 sessions | Wednesday & Friday | 5/10-5/12
6-9 PM | GPA Room GP202
Instructor: Leah Sanderson, B.F.A.

**Watercolor Wonders I**
(early start hours for Spring)

Watercolor—enchanting in its beauty and translucency—is a multifaceted medium of infinite discoveries. This course is an introduction to the artistic theories and techniques of watercolor painting. Learn the color wheel, dimensions, and harmony. Explore traditional and nontraditional techniques, while painting in a variety of subjects and styles. For beginner to intermediate levels. A materials list will be sent to students prior to class.

CRN 11410 | Fee: $125
6 Mondays | 4/10-5/15
4:30-6:30 PM | GPA Room GP202
Instructor: Carmen Canal, M.F.A.

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

Do you like the color and light of French Impressionism, as best represented in Monet, Manet, and Renoir? In this introductory course to oil and acrylic painting, you will learn the basic techniques of the masters of French Impressionism, while developing your own style. Emphasis will be on floral garden colors. 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 11327 | Fee: $85
1 Saturday | 3/4
8:30 AM-2:30 PM | GPA Room GP202
Instructor: Yuemei Zhang, M.A.

**Chinese Brush Painting: Rose and Dragonfly**

You will be introduced to the fundamentals of this ancient art form, using ink on rice paper. Develop your imaginative, drawing and design skills, while expanding your knowledge of Asian art. Learn from demonstration and practice under the gentle, patient and talented eye of the instructor. We will concentrate on the traditional Rose and Dragonfly for a subject reference. Please bring your lunch, as well as paper plates for mixing ink and paper cups for water. Materials fee: $20, payable to the instructor at the beginning of class, for rice paper, bamboo brush, and ink; the supplies are yours to take home and continue on your own.

CRN 11329 | Fee: $85
1 Saturday | 4/1
8:30 AM-2:30 PM | GPA Room GP202
Instructor: Yuemei Zhang, M.A.
ART & CRAFTS

Drawing with Various Media for All Levels

Students start with charcoal drawings of simple shapes and then build upon the faculty of observation, working toward more complex statements, usually of an organic nature. Focus will be on composition, as well as the use of varied values in defining three-dimensional form. This course also provides a sound foundation for the instructor’s painting course. Handouts on color theory will be provided and applied to the use of pastels and drawing still-life subjects. Students should bring to class the following supplies: Strathmore 18” x 22” pad; ebony pencil; #2 pencil; kneaded eraser; Generals Compressed Charcoal (three different degrees of hardness); Windsor & Newton soft vine charcoal (three sticks); Alpha Color pastels; and pad of pastel paper (cost of approximately $55, if student needs to buy all items).

CRN 11580 | Fee: $205
6 Fridays | 4/7-5/19 (does not meet 4/14) noon-2:30 PM | MCC on Main, 903 Main St., Manchester; free parking available in municipal lot across the street, adjacent to St. James Church
Instructor: Estelle Laschever, M.A.

Introduction to Oil Pastels

Learn how to use oil pastel and master the flexibility of this wonderful medium in all of its various possibilities. The instructor will demonstrate techniques, and work individually with each student toward achieving artistic goals. Students will also learn how to blend and layer colors, and achieve harmony in art. Students should bring to class a Bristol pad (approximately 14” x 12”) and an oil pastel set, plus an extra white and black pastel.

CRN 11528 | Fee: $145
6 Wednesdays | 4/5-5/10
1-3 PM | MCC on Main, 903 Main St., Manchester; free parking available in public lot across the street, adjacent to St. James Church
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 May 20 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 11523 | Fee: $110
3 Saturdays | 4/29-5/13 | 9:30 AM-noon
GPA Room GP202
1 Saturday | 5/20 | 10-11:30 AM
New Britain Museum of American Art
Instructor: Zbigniew Grzyb, M.A.

Doodling Outside the Box

Often seen as an insignificant distraction or nervous habit, research has shown that doodling is a valid tool for accessing unconscious wisdom and improving cognitive retention. In this interactive, insightful, and fun workshop, free-form doodling will be used as a metaphor to help participants unlock avenues of creative thinking, stimulate alternative methods for creative expression, and recognize previously unseen patterns and expanded possibilities that can be applied to one’s personal and professional life. Students should bring $5 for materials to be provided by the instructor.

CRN 11472 | Fee: $40
2 Thursdays | 3/23-3/30
6:30-8 PM | MCC on Main, 903 Main St, Manchester
Instructor: Zbigniew Grzyb, M.A.

Visual Literacy: The Process of Reading a Picture

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

CRN 11684 | Fee: $75
3 Fridays | 5/5-5/19
7-9 PM | SSC Room L142
Instructor: Michael Sweeney, M.F.A.

Create a Silver Bracelet: Learn Four Patterns in Four Hours!

Learn the Flower, Double Flower, Rope, and Double Rope chaining patterns, all in one session! Even beginners can learn how to combine ready-made sterling rings, using jewelry pliers (no soldering necessary). The art of creative design will also be addressed. Use your new skills to create a bracelet of your choosing—and wear it home if you like! These four patterns for chaining bracelets, earrings, and necklaces will be skills that you can use for years to come. Mature teens are also welcome to attend.

Please note: You must register by Tuesday, March 14, to allow time for the instructor to buy supplies. Materials fee: $75 (market price subject to change) for silver jump rings, payable to instructor at the beginning of class. Other materials needed are two flat or chain-nose jewelry pliers, an old towel, and a few paper clips. Also bring close-up eyeglasses if necessary, and a snack, if you wish.

CRN 11492 | Fee: $50
1 Tuesday | 3/21
6-10 PM | GPA Room GP139
Instructor: Judith E. Goldstein, PMC Guild Certified

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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, payable to instructor at the beginning of class.

CRN 11584 | Fee: $20
1 Monday | 4/24
7-9 PM | GPA Room GP215
Instructor: Robert Buettner, B.S.

Decorative Centerpieces

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

CRN 11585 | Fee: $20
1 Monday | 5/1
7-9 PM | GPA Room GP215
Instructor: Robert Buettner, B.S.

Ukrainian Egg Designing

Learn the amazing art of Ukrainian egg decorating, known as Pysanky. Through a process of wax-resist, you will learn how to create egg designs that range from simple to intricate, with the finished product shellacked, so that you will have an egg to cherish forever. Each student can expect to go home with one to three eggs, depending on how intricate the designs are. Please note: Students must bring to class floral scissors or small wire cutters. Materials fee: $10.

CRN 11336 | Fee: $85
1 Saturday | 4/8
9 AM-3 PM | GPA Room GP215
Instructor: Anita Ferron, B.S.
BODY, MIND & SPIRIT

Free Orientation Session: Mindfulness Based Stress Reduction (MBSR)

Come meet the instructor and learn more about the Mindfulness Based Stress Reduction (MBSR) program and how it can help with your well being and living a more fulfilled life. Please note: Students who plan on registering for the full course will be given a questionnaire that must be completed before the first class session. Students who miss this orientation will be asked to complete the questionnaire via email. Please also refer to the full course description on this page.

CRN 11430 | Fee: FREE
1 Wednesday | 4/5
6-7 PM | GPA Room GP156
Instructor: Melissa Tweedie, M.S.

NEW 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 11470 | Fee: $75
4 Thursdays | 4/20-5/11
7-8:45 PM | GPA Room GP214
Instructor: John Mammone, M.S.

Mindfulness Based Stress Reduction (MBSR)

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

CRN 11431 | Fee: $299
8 Wednesdays | 4/26-6/14 | 6-8:30 PM
1 Saturday | 6/10 | 9 AM-2 PM
GPA Room GP214
Instructor: Melissa Tweedie, 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 11469 | Fee: $25
1 Thursday | 3/30
7-9 PM | SSC Room L142
Instructor: John Mammone, M.S.

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 11424 | Fee: $150
1 Saturday | 3/18
9 AM-4:30 PM | AST Room D213
Instructor: Dory Dzinski, M.A.

Students for these two 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.

Gentle Yoga for Well Being: Beginning Practitioners

Ease your body into yoga at your own pace and learn to create a calm mind through meditation, while elevating your spirit. Beginners to yoga will learn the essentials of Kundalini Yoga and its practice. This fast-acting, gentle, rhythmic yoga style is considered the most comprehensive of yoga traditions combining breathing techniques, physical exercises, guided relaxation, and meditation. Enjoy immediate stress reduction, increase your flexibility, clear your mind, relieve some pain, and trim your waistline with dedicated practice. No previous experience or fitness level is required.

CRN 11307 | Fee: $120
8 Thursdays | 3/16-5/11 (does not meet 4/13)
6-7:15 PM | SSC Room L154 (Fitness Studio)
Instructor: Kay Lani LeBoulluec, Ph.D.

Gentle Yoga for Well Being: All Levels

Yoga and meditation can transform your life in a positive way. The ancient practice of Kundalini Yoga has been described as one of the most comprehensive yogic styles and can promote a happy and healthy lifestyle. Each session includes gentle, energizing, rhythmic yoga practice, followed by meditation and deep relaxation. Increase your flexibility, clear your mind, relieve pain, and trim your waistline with dedication and practice. No previous experience or fitness level is required.

CRN 11308 | Fee: $120
8 Thursdays | 3/16-5/11 (does not meet 4/13)
7:30-8:45 PM | SSC Room L154 (Fitness Studio)
Instructor: Kay Lani LeBoulluec, Ph.D.

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 11469 | Fee: $25
1 Thursday | 3/30
7-9 PM | SSC Room L142
Instructor: John Mammone, M.S.

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 11424 | Fee: $150
1 Saturday | 3/18
9 AM-4:30 PM | AST Room D213
Instructor: Dory Dzinski, M.A.

These classes are enrichment programs and do not necessarily reflect the views of MCC.
**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 11426 | Fee: $175
1 Saturday | 4/22
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 11427 | Fee: $200
1 Saturday | 5/20
9 AM-4:30 PM | AST Room D213
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 11468 | Fee: $25
1 Monday | 5/8
6-8 PM | SSC Room L142
Instructor: Cris Jacobs, M.B.A.

**The Perfect Union: The Emotional Freedom Technique Meets the Law of Attraction**

The Emotional Freedom Technique (EFT) is a simple yet profound way to eliminate a variety of obstacles, including restrictive beliefs, painful traumatic memories, phobias, and physical pain. EFT, often referred to as emotional acupuncture, uses a process of fingertip tapping on certain energy points to facilitate healing.

NEW **Self-Awareness, Acceptance, and Love**

Understand how emotions and beliefs get stored in your body and energy system, while understanding your own “Personal Energy Signature” and how it keeps you stuck and prevents change. Discover your personal “#1 limiting belief” and learn how to release it through EFT tapping. Practice tapping scripts specifically related to self-doubt, self-criticism, and self-sabotage.

CRN 11664 | Fee: $30
1 Saturday | 5/6
9-11 AM | LRC Room B213
Instructor: Catherine Ewing, M.Div., LCSW

NEW **Stress and Anxiety Reduction for Young Adults**

Understand the effects of stress and anxiety on the body, mind and spirit. Discuss the different types of stress and anxiety experienced by young adults (using a stress scale). Learn and practice EFT tapping scripts specifically related to reducing the impact of stress and anxiety and creating inner peace, clarity, and improved performance.

CRN 11661 | Fee: $35
1 Saturday | 3/18
9:30-noon | LRC Room B213
Instructor: Catherine Ewing, M.Div., LCSW

NEW **Weight Loss and Body Image**

Understand the connection between emotions and weight, and learn how EFT can help to unravel and clear the underlying issues related to weight gain and unhealthy body image. Learn and practice EFT tapping scripts specific to weight loss.

CRN 11663 | Fee: $30
1 Saturday | 4/22
9-11 AM | LRC Room B213
Instructor: Catherine Ewing, M.Div., LCSW

**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 11467 | Fee: $25
1 Thursday | 5/4
7-9 PM | GPA Room GP142
Instructor: Marie Mammone, N.D.

EMOTIONAL FREEDOM TECHNIQUE (EFT) WORKSHOPS

<table>
<thead>
<tr>
<th>NEW <strong>Creating Abundance and Prosperity</strong></th>
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<tbody>
<tr>
<td>Understand how emotions and beliefs get stored in your body and energy system. Discover your personal limiting beliefs related to abundance and prosperity. Consider the limiting beliefs you have regarding money, based on family patterns and belief systems. Learn and practice EFT tapping scripts specifically related to clearing blocks and opening channels of abundance and prosperity in all areas of your life, including finances, love, health, career.</td>
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<tr>
<td>CRN 11665</td>
</tr>
<tr>
<td>1 Saturday</td>
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<tr>
<td>9-11 AM</td>
</tr>
<tr>
<td>Instructor: Catherine Ewing, M.Div., LCSW</td>
</tr>
</tbody>
</table>

NEW **Stress and Anxiety Reduction for Young Adults**

Understand the effects of stress and anxiety on the body, mind and spirit. Discuss the different types of stress and anxiety experienced by young adults (using a stress scale). Learn and practice EFT tapping scripts specifically related to reducing the impact of stress and anxiety and creating inner peace, clarity, and improved performance.

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1 Saturday | 3/18
9:30-noon | LRC Room B213
Instructor: Catherine Ewing, M.Div., LCSW

**NEW  Weight Loss and Body Image**

Understand the connection between emotions and weight, and learn how EFT can help to unravel and clear the underlying issues related to weight gain and unhealthy body image. Learn and practice EFT tapping scripts specific to weight loss.

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**NEW  Self-Awareness, Acceptance, and Love**

Understand how emotions and beliefs get stored in your body and energy system, while understanding your own “Personal Energy Signature” and how it keeps you stuck and prevents change. Discover your personal “#1 limiting belief” and learn how to release it through EFT tapping. Practice tapping scripts specifically related to self-doubt, self-criticism, and self-sabotage.

CRN 11664 | Fee: $30
1 Saturday | 5/6
9-11 AM | LRC Room B213
Instructor: Catherine Ewing, M.Div., LCSW
Guided Imagery and Experiential Learning Activities

The crown chakra. Classes will include discussion, upward through the other six energy centers: chakra, we will build our knowledge and balance of, your chakras. Beginning with the first, the root will introduce you to, and allow for, an exploration emotional and physical illness can arise. This course when chakra energy is blocked or misdirected, psychological, emotional and spiritual well-being. 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 physical, 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 11429 | Fee: $95
4 Wednesdays | 4/12-5/3
7-9 PM | GPA Room GP139
Instructor: Dory Dzinski, M.A.

CHAKRA STUDIES

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 11471 | Fee: $55
3 Tuesdays | 2/21-3/7
6:30-8 PM | MCC on Main, 903 Main St, Manchester
Instructor: Stacey Jill Zackin, MSW, Ph.D.

Guided Meditation for Self-Discovery

Guided meditation opens up your imagination and creative abilities, and allows you to access your deepest insights and truest self. Much valuable information can be gained through this method—and it’s also a lot of fun! We will engage five different guided meditations, focusing on physical health, forgiveness, releasing blocks, connecting with a long-lost piece of yourself, and connecting with an angel, spiritual being, or power animal. Please bring a journal or notebook to class.

CRN 11348 | Fee: $50
2 Wednesdays | 2/8-2/15
7-9 PM | SSC Room L142
Instructor: Dory Dzinski, M.A.

Five Love Languages: Revitalize Your Communicative Skills

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

CRN 11419 | Fee: $40
1 Thursday | 4/6
6-9 PM | SSC Room L142
Instructor: Dory Dzinski, M.A.

Messages from Beyond

Do you have a desire to speak with or receive a message from a loved one who has gone to the other side? Let Joyce bring you a “message from beyond” in this fun and potentially insightful event. In her own words, “A medium can be thought of as a telephone connector allowing communication to flow between two planes of existence.” Bring an open mind, pen, and paper. You may also bring an audio recorder for your own messages only. Join us to receive answers? We will help you learn how to help yourself and receive the answers you long for. Please, no tape recorders, and dress comfortably.

CRN 11659 | $75
1 Saturday | 3/25
9:30 AM-12:30 PM | LRC Room B208
Instructor: Joyce Orcutt

Angel/Spirit Meditation

How often have you thought about your loved ones and wished that you could relax and just focus on them or connect with them in any way? How often have you asked questions of yourself or your loved ones and not received the answers, or have not been in a rested state for long enough to receive answers? We will help you learn how to help yourself and receive the answers you long for. Please, no tape recorders, and dress comfortably. You may also bring a pillow or blanket if you like.

CRN 11660 | $75
1 Saturday | 4/1
9:30 AM-12:30 PM | LRC Room B208
Instructor: Joyce Orcutt

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 11360 | Fee: $30
1 Saturday | 4/1
9 AM-noon | GPA Room GP136
Instructor: Hallie Sawyers, B.A.

YOU MAY ALSO LIKE

• Visual Literacy: The Process of Reading a Picture on page 8

ATTENTION: All Credit-Free Instructor Biographical Notes are now listed at the back of the catalog.
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 11709 | Fee: $99
2 Tuesdays | 2/21-2/28
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 11744 | Fee: $199
4 Tuesdays | 4/4-4/25
6-9 PM | LRC Room B141
Instructor: Steven Bloom, M.Ed.

OFFICE SUITES & OUTLOOK

Microsoft Office 2013: MCC Certificate (Day)
Increase your employability. MS Office certification helps you stand out! This hands-on workshop will include in-depth training on Word, Excel, Access, PowerPoint, and Outlook - all skills employers are looking for today. Students will have the option to take each internationally recognized Microsoft Office Specialist Exam at our Microsoft-approved MCC testing center for an additional fee. Instructor provides handouts. Prerequisite: Basic Windows, keyboarding and mouse skills required.

CRN 11616 | Fee: $599
6 Thursdays | 4/6-5/11
9 AM-4 PM | LRC Room B142 (limited seating)
Instructor: Gayle Pignone

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 11719 | Fee: $599
12 Wednesdays | 3/1-5/17
6-9 PM | LRC Room B142
Instructor: Nicholas Nocida, M.S.

NEW Outlook 2016: New Features
Students will learn the exciting new features of Outlook 2016. Come join us in this concise but key insight to Outlook 2016’s new features. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills with some exposure to Microsoft Office.

CRN 11727 | Fee: $25
1 Thursday | 3/16
6-7 PM | LRC Room B142 (limited seating)
Instructor: Evelyn Kissi, M.A.
NEW Outlook 2016: Introduction

From basic email features to advanced calendaring options, the skills taught in this all-encompassing two-day course are: managing messaging (emails, signatures, automatic 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). 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 this page. Prerequisite: Basic Windows, keyboard and mouse skills.

CRN 11722 | Fee: $99
2 Mondays | 4/17-4/24
6-9 PM | LRC Room B141
Instructor: Kristin Violette, M.Ed.

NEW PowerPoint 2016: New Features

Students will learn the exciting new features of PowerPoint 2016. Come join us in this concise but key insight to PowerPoint 2016’s new features. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills with some exposure to Microsoft Office.

CRN 11724 | Fee: $25
1 Thursday | 4/2
6-7 PM | LRC Room B142
Instructor: Evelyn Kissi, M.A.

Office Integration

OneNote 2013: Introduction

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

CRN 11681 | Fee: $49
1 Monday | 4/17
6-9 PM | LRC Room B142
Instructor: Michael Januska, M.B.A.
NEW Project 2016: Introduction

Learn the major features of Microsoft Project, the world’s most popular project management tool. Students will learn how to develop project plans and define tasks and resources. Students will detail, track and report the progress of projects. Skills learned in the course include creating task lists, durations, phases; linking tasks, documenting tasks and project plans; setting up resources, capacity, cost, pay rates, documenting; assigning resources to tasks, scheduling, applying cost resources to tasks; sharing your plan, Gantt Charts, Timeline views, reporting; tracking progress on tasks, project baselines, task completion percentage; troubleshooting time, schedule, cost, resource, and scope of work problems. Students are eligible to receive free Microsoft Project 2016 software. Required text: Microsoft Project 2016 Step by Step (ISBN 9780735697805) Microsoft Press, available at MCC Bookstore for approximately $40. Prerequisite: Basic Windows, keyboard and mouse skills.

CRN 11638 | Fee: $199
2 Thursdays | 5/18-5/25
9 AM-4 PM | LRC Room B141 (limited seating)
Instructor: Gayle Pignone

NEW SharePoint: Introduction

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

CRN 11638 | Fee: $199
2 Thursdays | 5/18-5/25
9 AM-4 PM | LRC Room B141 (limited seating)
Instructor: Gayle Pignone

NEW Excel 2016 New Features

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 9780735698741) 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 11622 | Fee: $99
1 Wednesday | 4/19
9 AM-4 PM | LRC Room B142 (limited seating)
Instructor: Bruce Manning, B.A.

NEW Visio 2016: Introduction

Learn to create documents, letters, and memos in Microsoft Word 2016. Come join us in this concise but key insight to Word 2016’s new features. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills with some exposure to Microsoft Office.

CRN 11601 | Fee: $99
1 Friday | 3/17
9 AM-4 PM | LRC Room B141 (limited seating)
Instructor: Jayson Ferron

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, 860-512-2808. These internationally recognized certifications can help you succeed in today’s competitive market. Microsoft Office certification preparation courses are recommended.

CRN 11712 | Fee: $125
1 Wednesday | 4/12
4-5 PM | LRC Room B142
CRN 11713 | Fee: $125
1 Wednesday | 4/26
4-5 PM | LRC Room B142
CRN 11714 | Fee: $125
1 Wednesday | 5/17
4-5 PM | LRC Room B142
CRN 11715 | Fee: $125
1 Wednesday | 5/31
4-5 PM | LRC Room B142

NEW Word 2016 New Features

Students will learn the exciting new features of Word 2016. Come join us in this concise but key insight to Word 2016’s new features. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.

CRN 11723 | Fee: $25
1 Thursday | 2/16
6-7 PM | LRC Room B142
Instructor: Evelyn Kissi, M.A.

NEW Word 2016: Introduction

Learn to create documents, letters, and memos in Microsoft Word 2016; edit text; format text and paragraphs; create tables, headers, footers, and breaks; print, find and replace text; spell check; and work with graphics. Instructor will provide handouts. Prerequisite: Basic Windows, keyboarding and mouse skills.

CRN 11710 | Fee: $99
2 Mondays | 3/20-3/27
6-9 PM | LRC Room B142
Instructor: Kristin Violette, M.Ed.

SPREADSHEETS

NEW Excel 2016 New Features

Students will learn the exciting new features of Excel 2016. Come join us in this concise but key insight to Excel 2016’s new features. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills with some exposure to Microsoft Office.

CRN 11725 | Fee: $25
1 Thursday | 3/2
6-7 PM | LRC Room B142
Instructor: Evelyn Kissi, M.A.
NEW 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, versions 2010 and 2013 are similar. Questions regarding versions 2010 and 2013 will be addressed as time allows. Instructor provides handouts. Prerequisite: Basic Windows, keyboarding and mouse skills.
CRN 11593 | Fee: $99
1 Wednesday | 4/12
9 AM-4 PM | LRC Room B142 (limited seating)
Instructor: Gayle Pignone
CRN 11716 | Fee: $99
2 Mondays | 5/15-5/22
6-9 PM | LRC Room B142
Instructor: Kristin Violette M.Ed.

NEW 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, 2010, 2013 or 2016 are very similar. Questions regarding 2010 and 2013 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 2010, 2013 or 2016 Introduction, or permission of instructor or computer coordinator.
CRN 11644 | Fee: $199
2 Wednesdays | 5/24-5/31
9 AM-4 PM | LRC Room B142 (limited seating)
Instructor: Gayle Pignone

Excel 2013: Introduction
Excel 2013 Introduction is designed for people new to spreadsheets and for self-taught users who wish to expand their knowledge. Using Microsoft’s Excel 2013 version of their renowned spreadsheet software, students will learn to recognize the main areas of the Excel worksheet and workbook; enter, edit and delete data; create basic formulae and functions, including SUM, AVERAGE, MAX and MIN; enhance the presentation of workbook data; create, display and manipulate simple charts; work with multiple worksheets; freeze titles and add comments. Instructor provides handouts. Prerequisite: Basic Windows, keyboarding and mouse skills.
CRN 11591 | Fee: $99
1 Friday | 3/17
9 AM-4 PM | LRC Room B222 (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. 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 2007, 2010 or 2013 Introduction, or permission of instructor or computer coordinator.
CRN 11612 | Fee: $199
2 Fridays | 3/31-4/7
9 AM-4 PM | LRC Room B222 (limited seating)
Instructor: Gayle Pignone

MSDNA Software Information
MCC’s Division of Continuing Education subscribes to Microsoft Developers Network Academic Alliance (MSDNA, also called DreamSpark/imagine) which allows MCC students who enroll in designated computer classes to receive FREE Microsoft software that is related to the course.
Available software for Spring 2017 includes:
Please check with your instructor to see if your course qualifies for MSDNA software.
Excel 2013: Data and Functions

This comprehensive course on data handling will ensure that you are tapping the full power of Excel. Features to be examined include: data sorting and filtering; everyday shortcuts; setting iterative calculation options; intentional circular references, recursion; 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, 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. Instructor provides handouts. Prerequisite: Excel 2007, 2010 or permission of instructor or computer coordinator.

CRN 11632 | Fee: $199
2 Fridays | 5/5-5/12
9 AM-4 PM | LRC Room B222 (limited seating)
Instructor: Gayle Pignone

Excel 2013: Advanced

This hands-on two-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. 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 the Welcome page in the State In-Service Training Program Course Catalog. Instructor provides handouts. Prerequisite: Excel 2007, 2010 or 2013 Intermediate, or permission of the instructor or computer coordinator.

CRN 11626 | Fee: $199
2 Fridays | 4/21-4/28
9 AM-4 PM | LRC Room B222 (limited seating)
Instructor: Gayle Pignone

NEW Excel 2013: 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. Topics in this course expand upon and streamline the concepts taught in MCC’s Excel Intermediate through Advanced courses. Prerequisites: Excel 2010 or 2013 Introduction 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 9781118490496), available at MCC Bookstore for approximately $40.

CRN 11640 | Fee: $99
1 Friday | 5/19
9 AM-4 PM | LRC Room B222 (limited seating)
Instructor: Gayle Pignone

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

Take control of Office 2013 with Microsoft’s Visual Basic for Applications (VBA) and this hands-on course. Learn how to use Office 2013’s built-in Macro Recorder, the Visual Basic Editor, VBA syntax, loops and functions, and the Office 2013 Ribbon, and much more. Target audience is for beginning to intermediate Excel users who would like to learn how to leverage VBA to automate and add versatility to their spreadsheets. Coverage includes an introduction to the essentials of VBA syntax. Students learn recording, writing, and running macros in Office 2013; creating code from scratch with the Visual Basic® Editor. Instructor provides handouts. Prerequisite: Excel 2010 or 2013 Introduction required, Excel 2010 or 2013 Intermediate course recommended.

CRN 11648 | Fee: $99
1 Friday | 5/26
9 AM-4 PM | LRC Room B141 (limited seating)
Instructor: Nicholas Nocida, M.S.
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 or larger 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 11578 | Fee: $599
5 Fridays | 4/21-5/19
9 AM-4 PM | LRC Room B141 (limited seating)
Instructor: Heidi Higgins, M.B.A.

DATABASE

NEW Access 2016 New Features

Students will learn the exciting new features of Access 2016. Come join us in this concise but key insight to Access 2016’s new features. Instructor provides handouts. Prerequisite: Basic Windows, keyboarding and mouse skills with some exposure to Microsoft Office.

CRN 11726 | Fee: $25
1 Thursday | 3/2
6-7 PM | LRC Room B142
Instructor: Evelyn Kissi, M.A.

NEW 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. Learn how to customize the Access interface to best suit your needs. Registered students are eligible for free Access 2016 software. Instructor provides handouts. Prerequisite: Basic Windows, keyboarding and mouse skills.

CRN 11596 | Fee: $99
1 Tuesday | 3/14
9 AM-4 PM | LRC Room B142 (limited seating)
Instructor: George Pillar, M.S.

CRN 11717 | Fee: $99
2 Mondays | 5/1-5/8
6-9 PM | LRC Room B142
Instructor: Kristin Violette, M.Ed.

NEW 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. 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 on page 14. Instructor provides handouts. Prerequisite: Access 2010, 2013 or 2016 Introduction course, or permission of instructor or computer coordinator.

CRN 11603 | Fee: $199
2 Tuesdays | 3/21-3/28
9 AM-4 PM | LRC Room B142 (limited seating)
Instructor: George Pillar, M.S.

Access 2013: Introduction

Learn the new features of Access 2013 and enjoy how much faster you can build databases in this program. Start with learning how to create tables, the laws of field definitions, create a simple data entry form, filter records with queries and print the data to a report. Learn how to customize the Access interface to best suit your needs. Registered students are eligible for free Access 2013 software. Instructor provides handouts. Prerequisite: Basic Windows, keyboarding and mouse skills.

CRN 11606 | Fee: $99
1 Friday | 3/24
9 AM-4 PM | LRC Room B141 (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. 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: Access 2007, 2010 or 2013 Intermediate, or permission of the instructor or computer coordinator.

CRN 11620 | Fee: $99
6-7 PM | MCC on Main, 903 Main St., Manchester
Instructor: Michael Januska, M.B.A.

INTERNET

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 11702 | Fee: $15
1 Monday | 3/27
6-7 PM | MCC on Main, 903 Main St., Manchester
Instructor: Michael Januska, M.B.A.

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 11703 | Fee: $15
1 Monday | 4/18
6-7 PM | MCC on Main, 903 Main St., Manchester
Instructor: Michael Januska, M.B.A.
NEW  Web Design: HTML5 and CSS Introduction

To create Web pages, a Web designer must have a foundation in HTML and CSS. This course begins with the basics of HTML markup and specifications for standards-compliant Web pages. CSS scripting is examined as a method for laying out page elements and creating responsive pages. Cutting-edge features of HTML5 and CSS3 are also introduced. The emphasis is on the contemporary use of markup and scripting to create effective and attractive Web sites. Instructor provides handouts. Prerequisites: Basic Windows, keyboard and mouse skills. Knowledge of basic database concepts is recommended. Programming and HTML experience highly recommended.

CRN 11730 | Fee: $135
2 Mondays | 3/27-4/3
6-9 PM | LRC Room B141
Instructor: Robert Thornton

NEW  Web Design: Adobe Dreamweaver and Muse Introduction

Dreamweaver CC 2015 is a versatile and powerful tool for building or editing websites. It is used by web designers and developers, as well as professionals for whom creating or editing a website is only part of their job duties. The 2015 release makes designing mobile-friendly pages easier than ever. While we will cover some HTML and CSS code, the focus of the course will be on using Dreamweaver’s capabilities as a visually based tool. Dreamweaver can be used to author sites for the internet or for an organization’s intranet. It can also be used to create HTML email or newsletters. By the end of the course, participants will be able to create sites and pages, add text, images, tables and links, format and style a page, design for mobile device, add movement to a page, and insert video files. Intended audience: This hands-on course is designed for those who have little or no experience using Dreamweaver. Instructor provides handouts. Prerequisites: Basic Windows, keyboard, and mouse skills. While some experience with HTML and CSS is helpful, it is not required.

CRN 11731 | Fee: $330
5 Mondays | 4/10-5/8
6-9 PM | LRC Room B141
Instructor: Robert Thornton

NEW  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 11628 | Fee: $199
2 Tuesdays | 4/25-5/2
9 AM-4 PM | LRC Room B142 (limited seating)
Instructor: George Pillar, M.S.

NEW  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. Registered students are eligible for free Microsoft SQL Server 2016 software. Instructor provides handouts. Prerequisite: Database Introduction course, or familiarity with databases.

CRN 11636 | Fee: $199
2 Tuesday | 5/9-5/16
9 AM-4 PM | LRC Room B142 (limited seating)
Instructor: George Pillar, M.S.
NEW 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 (refer to page 19)
• Web Design: Adobe Dreamweaver & Muse Introduction (refer to page 19)
• Web Design: WordPress Introduction (refer to page 20)

Enroll in the Web Design: MCC Certificate program and save $100 off the total cost of the individual courses.

CRN 11733 | Fee: $545
10 Mondays | 3/27-6/5 (does not meet 5/29)
6-9 PM | LRC Room B141
Instructor: Robert Thornton

NEW 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 11704 | Fee: $15
1 Monday | 4/10
6-7 PM | MCC on Main, 903 Main St., Manchester
Instructor: Michael Januska, M.B.A.

NEW Web Design: WordPress 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. We will also discuss the wide range of additional capabilities available through free add-ins. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills with some exposure to Microsoft Office helpful.

CRN 11732 | Fee: $175
3 Mondays | 5/15-6/5 (does not meet 5/29)
6-9 PM | LRC Room B141
Instructor: Robert Thornton

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.

NEW 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 the iCloud. Also learn more about your iPad’s entertainment features. If you have only been using your iPad to check mail and surf the web, this is the perfect class to begin customizing your favorite tool. Prerequisite: Students, bring your fully charged iPad (updated with the most recent version of iOS version 9.x), Apple ID and iTunes password to class with you.

CRN 11705 | Fee: $30
1 Thursday | 4/20
6-8 PM | MCC on Main, 903 Main St., Manchester
Instructor: Deborah Herman, M.A.

NEW iPad Series: Exploring Photos & Videos

Learn how to capture, import, organize, enhance, and share your photos. 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 9.x), Apple ID and iTunes password to class with you.

CRN 11706 | Fee: $30
1 Thursday | 4/27
6-8 PM | MCC on Main, 903 Main St., Manchester
Instructor: Deborah Herman, M.A.

iPad Series: Exploring Productivity Apps

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

CRN 11707 | Fee: $30
1 Thursday | 5/4
6-8 PM | MCC on Main, 903 Main St., Manchester
Instructor: Deborah Herman, M.A.

ATTENTION:

All Credit-Free Instructor Biographical Notes are now listed at the back of the catalog.
NEW Adobe Web Production: Introduction using Dreamweaver and Muse

Learn basic web page and web site development and maintenance using professional software by Adobe. This class will focus on using Adobe Dreamweaver for HTML and CSS editing and web page development and maintenance and Adobe Muse for intuitive web page design. This class will cover basic file formats for use on the internet. At the end of the class students will be familiar with setting up a basic web page, linking, using images and CSS for design. Students are encouraged to bring a USB flash drive (4GB minimum free space) with some digital photos to use as part of this class. Prerequisite: Basic Windows, keyboarding and mouse skills. Instructor provides handouts. While some experience with HTML and CSS is helpful, it is not required. Instructor provides handouts.

CRN 11624 | Fee: $199
2 Fridays | 4/21-4/28
9 AM-4 PM | LRC Room B142 (limited seating)
Instructor: Jennifer Gutterman, M.A.

DIGITAL IMAGING & DESIGN

NEW AutoCAD: Introduction

Get 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 11721 | Fee: $199
4 Thursdays | 3/23-4/13
6-9 PM | LRC Room B142
Instructor: Steven Bloom, M.Ed.

NEW Social Media Strategist Certification Preparation

The CIW [https://www.ciwcertified.com/about-ciw] Social Media Strategist course focuses on the use of social media in business. The course teaches individuals how to create a social media campaign, and how to analyze and present data in order to address organizational issues and make appropriate business decisions. The CIW Social Media Strategist course prepares candidates to take the CIW Social Media Strategist exam, which, if passed, earns the individual the CIW Social Media Strategist certification. Students will learn to: identify steps involved in a creating successful social media campaign; discuss crowdsourcing and crowdfunding strategies; identify strategies and tactics for creating and using folksonomies; summarize and deploy typical social media metrics; explain the concept of gamification in relation to social media, including peer-based endorsements; identify and use tactics for gathering and analyzing data; explain specific user-tracking techniques; track virtual and brick-and-mortar business using social media and Web technologies; explain and interpret data reuse strategies; create reports about strengths and deficiencies of existing social media strategies; explain business uses of social media.

Target Audience: web designers, Internet consultants, IT professionals, marketing professionals, web and graphic artists, business professionals. Curriculum is included in the cost of the course. Basic Windows, keyboard and mouse skills, with exposure to web social media applications.

CRN 11746 | Fee: $699
14 Wednesdays | 3/1-5/31
6-9 PM | LRC Room B141
Instructor: Michael Januska, M.B.A.

NEW Adobe Photoshop Elements: Introduction

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

CRN 11728 | Fee: $99
2 Tuesdays | 4/4-4/11
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! Instructor provides handouts. Prerequisite: Adobe Photoshop Elements Introduction course or familiarity with Photoshop Elements.

CRN 11729 | Fee: $99
2 Tuesdays | 4/18-4/25
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. Students should bring a 4 GB flash drive for the course. Instructor provides handouts. Prerequisite: Basic Windows, keyboarding and mouse skills.

CRN 11646 | Fee: $199
2 Fridays | 5/26-6/2
9 AM-4 PM | LRC Room B142 (limited seating)
Instructor: Jennifer Gutterman, M.A.
NEW Adobe Acrobat DC: PDF Files, Formats and Forms
This class will explore Adobe Acrobat DC and its professional tools for editing, combining, extracting and a variety of other embedded capabilities of the PDF document. Students will create files in Microsoft Word, PowerPoint and Excel as well as Adobe Illustrator and Photoshop and convert them into static and interactive PDF file formats, including interactive forms, in this class. In addition, this class will explore how to combine a variety of different file types (i.e. Text files, Image files, dynamic media, interactive elements) into multi-page PDF documents with various levels of embedded security options. This class will cover how to construct and deconstruct PDF documents through a variety of avenues available. Students are encouraged to bring files of a variety of types as listed above to class for use in creating and using PDF files. Prerequisite: Basic Windows, keyboard and mouse skills; word processing experience recommended. Instructor provides handouts.
CRN 11610 | Fee: $199
2 Fridays | 3/31-4/7
9 AM-4 PM | LRC Room B141 (limited seating)
Instructor: Jennifer Gutterman, M.A.

NEW 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. 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 11608 | Fee: $299
3 Fridays | 3/24-4/7
9 AM-4 PM | LRC Room B220 (limited seating)
Instructor: Kathleen Smits, M.A.

NEW Adobe: Publisher 2016: Introduction
You can easily create distinctive, professional newsletters, brochures, cards, fliers and more. Even if you don’t have any design or graphics experience, you will learn desktop publishing basics. This class will cover the essential elements of using Microsoft Publisher 2016, including page-layout commands, working with frames, using graphics, templates and wizards. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills.
CRN 11720 | Fee: $99
2 Mondays | 3/6-3/13
6-9 PM | LRC Room B141
Instructor: Kristin Violette, M.Ed.

NEW Adobe: Video Marketing using Adobe Premiere and AfterEffects
Learn how to edit and deploy video and time based media for output to a variety of mediums, including web and tv ready technology. This class will look at file formats, resolution, encoding, time based media, editing video and basic motion graphics using industry standard software, Adobe Premiere for non-linear video editing and Adobe AfterEffects for motion graphics. This class will cover basic file formats for video necessary for playback in a variety of media and platforms. Students are encouraged to bring a USB flash drive (4GB minimum free space) with video files of their choosing to use as part of class. Prerequisite: Basic Windows, keyboard, mouse and Internet skills. Some experience with Adobe Premiere and video files is helpful but not required. Instructor provides handouts.
CRN 11630 | Fee: $299
3 Fridays | 5/5-5/19
9 AM-4 PM | LRC Room B220 (limited seating)
Instructor: Jennifer Gutterman, M.A.

NEW PC Maintenance
Why pay for expensive upgrades when you can learn how to do them yourself? Practice RAM, expansion cards, and peripheral device installations in a hands-on workshop with real parts. Learn how to configure and troubleshoot your Windows operating system. Students 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 11737 | Fee: $199
4 Thursdays | 4/6-4/27
6-9 PM | LRC Room B141 (limited seating)
Instructor: Evelyn Kissi, M.A.

CERTIFICATION PROGRAMMING
Certified Ethical Hacking Exam Certification Preparation
This course will immerse students through an interactive environment to be shown how to scan, test, hack and secure their own systems. This lab intensive approach will provide each student with in-depth knowledge and practical experience using the current essential security systems. Students will begin by learning how perimeter defenses work and then be led into scanning and attacking their own networks (no real network is harmed during the process). Students will then learn how intruders escalate privileges and what steps can be taken to secure a system. Students will also learn about Intrusion Detection, Policy Creation, Social Engineering, DDoS Attacks, Buffer Overflows and Virus Creation. Students will leave this intensive 5-day class with hands-on understanding and experience in Ethical Hacking. This course will prepare students for the EC-Council ANSI accredited Certified Ethical Hacker exam 312-50. Required Text: Included in course fee. (Electronic purchase) Prerequisite: Solid knowledge of hardware and operating systems required. A+ and Network+ certification strongly recommended.
CRN 11618 | Fee: $1,500
5 sessions | Monday-Friday | 4/17-4/21
9 AM-4 PM | LRC Room B141 (limited seating)
Instructor: Jayson Ferron
CERTIFIED INFORMATION SYSTEMS SECURITY PROFESSIONAL (CISSP) EXAM PREPARATION

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

CRN 11634 | Fee: $899
5 sessions | Monday-Friday | 5/8-5/12
9 AM-4 PM | LRC Room B141 (limited seating)
Instructor: Jayson Ferron

MANUFACTURING

Mastercam Certification

Get the best of both worlds with this new hybrid Mastercam Associate Certification training program. Gain an employment advantage with this one-of-a-kind training course, taught by a certified Mastercam Instructor (from Mastercam) along with additional online learning content, and the online exam, which certifies a student with a Mastercam Associate certification. Learn how to use the most widely-used Computer-Aided Manufacturing (CAM) software in the world. You will navigate through Mastercam and create 3-axis tool paths to control CNC machines. Using a fun, dynamic, and interactive approach, you will learn various drawing, chaining, and programming techniques. You will also receive tutorials and a copy of the Mastercam HLE (Home Learning Edition) software, which allows you to practice at home. Recommended text: Mastercam 2017 Mill Essentials Training Tutorial, In-House Solutions Inc. (ISBN 9781771465274) available through your instructor for approximately $85. Prerequisites: Blueprint Reading and Dimensioning Introduction course and some previous CAD experience recommended, or permission of computer coordinator.

CRN 11770 | Fee: $599
5 sessions | 2 Saturdays | 2/11 & 2/25
9 AM-4 PM | AST Room C145
3 Fridays | 2/17-3/3
5:30-8 PM | AST Room C145
Instructor: Keith Butzgy, M.B.A.

CRN 11682 | Fee: $135
2/15-5/31 (select your start date) | Online
Instructor: Staff

Follow these simple steps to get started with the course:

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

OPERATING SYSTEMS

Windows 10: Introduction

Learn the new features of this powerful operating and file-management system. from Microsoft’s latest operating system, Windows 10. Topics include - the new desktop in Windows 10, new start menu, set up and configuring, personalization and settings, saving and syncing content, apps and store, Cortana assistant and Windows Hello identification app. Instructor provides handouts. Students are eligible to receive free Windows 10 software. Prerequisite: Keyboarding and mouse skills.

CRN 11599 | Fee: $99
1 Thursday | 3/16
9 AM-4 PM | LRC Room B141 (limited seating)
Instructor: Jayson Ferron
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.

NEW Join Us for Lunch and Lecture: American Fare
Come and enjoy this full-course luncheon, featuring a variety of American fare, in partnership with MCC's Hospitality and Culinary Arts Department. Anita Ferron, Cuisine instructor for Credit-Free Programs, will present a talk on "America: Melting Pot of Culture and Cuisine." Seating is limited; please register early. Students who wish to bring a bottle of wine must be at least 21 years of age.

CRN 11745 | Fee: $15
1 Tuesday | 3/7
noon-1:30 PM | SSC Room L294
(Culinary Arts Center)
Instructor: Jayne Pearson, M.A.

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 11315 | Fee: $55
1 Thursday | 2/2
6-9 PM | GPA Room GP213
CRN 11316 | Fee: $55
1 Thursday | 4/6
6-9 PM | GPA Room GP213
Instructor: Joshua Ogrodowski, 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 11317 | Fee: $55
1 Thursday | 3/2
6-9 PM | GPA Room GP213
Instructor: Joshua Ogrodowski, 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 11314 | Fee: $55
1 Thursday | 5/4
6-9 PM | GPA Room GP213
Instructor: Joshua Ogrodowski, M.A.T.
Chocolate Made with Love
For Valentine's Day, learn how to make three different types of chocolates. The easiest is a simple chocolate bark, after which we'll make the ganache for shaped truffles. While the ganache is chilling, you'll learn the art of making molded chocolates, and enjoy munching on the bark. During the preparation of these three types of chocolate, you'll have a choice as to which "add-in's" or "roll-in's" you want. You will take home a variety of truffles, molded chocolates, and chocolate bark to share with your loved ones. You will also learn tips and tricks of the trade to making and packaging chocolates. Materials fee: $15, payable to instructor at the beginning of class.

CRN 11339 | Fee: $70
1 Saturday | 2/11
10 AM-2 PM | GPA Room GP213
Instructor: Anita Ferron, B.S.

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

CRN 11353 | Fee: $70
1 Saturday | 5/6
10 AM-2 PM | GPA Room GP213
Instructor: Anita Ferron, B.S.

NEW Three Tasty Varieties of Korean-Style BBQ
Learn how to make three varieties of Korean style BBQ: LA Galbi is a beef short rib, marinated and then grilled; Spicy Stir-Fried Pork is with pork shoulder that is grilled in a sauce; and Fried Chicken begins with a boneless chicken breast that is marinated before grilling and served with Ssamjang (a dipping sauce). A Korean barbecue would not be complete without serving Buchu Namal (Korean garlic chive salad). We will also prepare a fried appetizer to start our meal, all while learning about the culture of South Korea. Materials fee: $15, payable to instructor at the beginning of class.

CRN 11372 | Fee: $70
1 Saturday | 4/22
10 AM-2 PM | GPA Room GP213
Instructor: Anita Ferron, B.S.

NEW Food and Culture of Morocco
An exotic country like Morocco with their fresh ingredients, makes this cuisine special. Learn about their popular spices and then use them in preparing a complete lunch. Using a Tagine (a conical shaped clay cooking pot), we will make one chicken, one beef, and one vegetarian dish. We will also prepare and enjoy a few different salads while the tagine dishes cook and we discuss the culture of Morocco. For dessert, we’ll make Halwa Dyal Makina, a chocolate dipped cookie, as well as learn how to make and pour famous Moroccan Mint Tea, which is enjoyed throughout the day everywhere in the country. Materials fee: $15, payable to instructor at the beginning of class.

CRN 11340 | Fee: $70
1 Saturday | 5/13
10 AM-2 PM | GPA Room GP213
Instructor: Anita Ferron, B.S.

Northern Hemisphere vs. Southern Hemisphere Wines
This session will be an educational, entertaining and enlightening session, as we pair wines from Chile, Argentina, South Africa, Australia and New Zealand against wines from America, France, Italy, Spain, and Portugal, and you try to identify where they are from. The wines will be made from similar grapes from these different geographic regions, but you will taste the differences, due to the geography of each region and other important factors that affect the taste and quality of wines. Students should bring a variety of finger foods to munch on. We’ll supply the glasses. Door prizes will be raffled at the end of class! Please note: You must be at least 21 years old to enroll in the class; IDs will be checked in class. Please register early, as seating is limited. Materials fee: $20, payable to instructor at the beginning of class.

CRN 11517 | Fee: $40
1 Friday | 4/7
6:30-9:30 PM | SSC Room L294
(Culinary Arts Center)
Instructor: Gene Spaziani

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.
NEW The U.S. Constitution and What It Means Today

The purpose of this course is to introduce students to the basic ideas and principles of the United States Constitution. Although often regarded as almost a sacred document by Americans, few have actually read it and even fewer understand the political and legal principles that it establishes. We will engage in a guided reading of the Constitution, and a critical appraisal of its evolution over the past 230 years. We will also read certain landmark U.S. Supreme Court decisions in order to better understand how the Court has shaped the implementation of the Constitution.

CRN 11750 | Fee: $40
5 Wednesdays | 2/8-3/8
2:30-3:30 PM | GPA Room GP139
Instructor: Angelo Messore, MPhil.

NEW Ledger Art of the Great Plains Tribes

Until the mid-19th century, the Plains Indian tribes chronicled their lives pictorially in “winter count” drawings on an animal hide to create a history of actual tribal events, individuals, and nature studies. As contact with soldiers and settlers moving west increased, tribes began to draw with pen, pencil and watercolor in bound ledgers that were given to them by white men at military outposts. How this developed, evolved, and what has survived is the story of Native American Ledger art—a colorful and developed, evolved, and what has survived is the history of America’s Native tribes.

CRN 11749 | Fee: $75
3 Tuesdays | 4/4-4/18
1-3 PM | SSC Room L142
Instructor: Barbara King, M.A.

NEW When Great Parties Go Bust: Episodes in American Political Partisan History

We will examine some of the deeper patterns of American elections from 1789 through the 1940s, with special focus of what happens when one of the country’s major political parties collapses. Whatever happened to the Federalists … or the Whig Party? We will also examine the death of the antebellum Democratic Party and the Republican Party in 1932. Come broaden your knowledge of American history and politics.

CRN 11581 | Fee: $65
3 Thursdays | 2/23/3/9
6:30-8:30 PM | GPA Room GP143
Instructor: Jared Day, Ph.D.

NEW World War I and the Shaping of the 20th Century

This class will provide a brief overview of one of the 20th century’s most formative events: World War I. More than any other single event in that century, this world war fundamentally altered the direction of world history. The peoples of the world have since been sorting out the myriad problems left from the war’s unresolved traumas, cultural and political shocks, and new forms of thought spawned by it.

CRN 11583 | Fee: $65
3 Thursdays | 4/20/21/28
6:30-8:30 PM | GPA Room GP143
Instructor: Jared Day, Ph.D.

NEW Irish Freedom Fighters

In our continuing exploration of Irish history, we will examine the events that led up to the Easter Uprising of 1916, beginning with the Anglo/Irish heroes of the 1700s up to the formation of the Irish Free State in 1922. A suggested reading list will also be provided.

CRN 11686 | Fee: $60
3 Wednesdays | 3/22-4/5
7-9 PM | GPA Room GP143
Instructor: Mary Carchrie, M.A.

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3 Wednesdays | 3/22-4/5
7-9 PM | GPA Room GP143
Instructor: Mary Carchrie, M.A.

NEW The Vikings in Myth and Reality

In our continuing exploration of the Viking experience, we will examine common · and sometimes erroneous - beliefs about the Vikings, in contrast to their real accomplishments in trade, exploration and culture. We will also learn who the Ragnar Lothbrok was. Come learn about this fascinating period of human history.

CRN 11685 | Fee: $60
3 Wednesdays | 4/26-5/10
7-9 PM | GPA Room GP143
Instructor: Mary Carchrie, M.A.

NEW 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 11760 | Fee: $20
1 Saturday | 4/22
1-3 PM | GPA Room GP143
Instructor: Faith McCann, 3rd-degree Wiccan priestess

NEW Ancestry: Research Your Family History

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

CRN 11677 | Fee: $85
2 Mondays | 5/8-5/15
6-9 PM | GPA Room GP156
Instructor: Carol Whitmer, B.S.

NEW Hollywood: A Cultural History

Come learn about the rich history of the Hollywood film industry from its earliest days in the era of silent movies through the period of World War II. Explore the rise of the studio system, as well as the careers of notable actors, directors, and technicians. Topics will include: silent movies in the 1910s and 1920s; the cultural revolution brought on by the introduction of sound; Hollywood song and dance in the 1930s and early 1940s; and Hollywood goes to war. Join us for this fun and informative course down memory lane!

CRN 11582 | Fee: $65
3 Thursdays | 3/23/4/1
6:30-8:30 PM | GPA Room GP143
Instructor: Jared Day, Ph.D.

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1 Saturday | 4/22
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Instructor: Faith McCann, 3rd-degree Wiccan priestess

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DANCE

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 11687 | Fee: $95
6 Tuesdays | 3/7-4/18 (does not meet 4/4)
6:30-7:45 PM | SSC Room L154 (Fitness Studio)
CRN 11688 | Fee: $95
6 Wednesdays | 4/26-5/31
6:30-7:45 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 11694 | Fee: $95
6 Wednesdays | 3/8-4/19 (does not meet 4/5)
6:30-7:45 PM | SSC Room L154 (Fitness Studio)
CRN 11696 | Fee: $95
6 Tuesdays | 4/25-5/30
6:30-7:45 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 11689 | Fee: $75
6 Tuesdays | 3/7-4/18 (does not meet 4/4)
8-9 PM | SSC Room L154 (Fitness Studio)
CRN 11690 | Fee: $75
6 Wednesdays | 4/26-5/31
8-9 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 11692 | Fee: $75
6 Wednesdays | 3/8-4/19 (does not meet 4/5)
8-9 PM | SSC Room L154 (Fitness Studio)
CRN 11693 | Fee: $75
6 Tuesdays | 4/25-5/30
8-9 PM | SSC Room L154 (Fitness Studio)
Instructor: Beverly Burton, Dance Educators of America

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

CRN 11296 | Fee: $105
8 Saturdays | 3/25-5/20 (does not meet 4/15)
12:15-1:15 PM | SSC Room L154 (Fitness Studio)
Instructor: Oswaldo Tirano, B.S.

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

CRN 11297 | Fee: $105
8 Saturdays | 3/25-5/20 (does not meet 4/15)
1:30-2:30 PM | SSC Room L154 (Fitness Studio)
Instructor: Oswaldo Tirano, B.S.

Advanced Latin Salsa Dance
For those who feel strong with their Latin footwork and know a variety of salsa routines using the “cross-body lead,” this course will take you to the next level. We will work on a full set of street Salsa routines, utilizing spinning skills and musicality by combining two styles of salsa: the “circular” and the “linear.” You will also learn how to become a smooth leader and attentive follower.

CRN 11299 | Fee: $105
8 Saturdays | 3/25-5/20 (does not meet 4/15)
2:45-3:45 PM | SSC Room L154 (Fitness Studio)
Instructor: Oswaldo Tirano, B.S.

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.
Excursions in Learning

YOUTH PROGRAMS

SPRING
Saturday Classes February-April | All Subjects

SUMMER
Week-Long Programs | July & August

July 10-28 | Grades 5-10 | One Week Programs
Technology Academy (grades 5-8)
Culinary Institute (grades 5-8)
Adventures in Leadership (grades 5-7 or 8-10)

July 31-August 11 | Grades K-8 | Two Week Program
The Summer Academy for Gifted and Talented Youth

Check out our catalog at: www.manchestercc.edu/excursions
Questions: Carleigh C. Schultz at cschultz@manchestercc.edu or 860-512-2804.
The summer catalog will be available in March

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for more information. To have an instructor packet
mailed to you email Nicole Simmons: nsimmons@
manchestercc.edu.

* Master's degree and
  teaching experience
  required.

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 11529 | Fee: $165
6 Thursdays | 3/23-5/4 (does not meet 4/13)
7-9 PM | AST Auditorium
Instructor: Deb Popillo

MCC COMMUNITY COLLEGE

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TOEFL Preparation Course
This course is designed for high intermediate to advanced ESL students who want to improve their scores on the TOEFL Internet Based Test (iBT). Students will practice academic English language skills (reading, listening, speaking and writing), as well as test-taking strategies, while learning about the format of the test and the material being tested. Students will also practice the four sections of the TOEFL iBT by taking pre- and post-tests in the language lab. The material covered in class will benefit any intermediate/advanced ESL student wishing to enhance their communication skills in academic and professional settings. Required textbook: Longman Preparation Course for the TOEFL iBT Test, with MyEnglishLab and online access to MP3 files, without Answer Key, 3rd Edition (ISBN 9780133248128), available at MCC Bookstore for approximately $105.

CRN 11366 | Fee: $460
10 Saturdays | 2/25-5/6 (does not meet 4/15)
9 AM-1:30 PM | AST Room C203
Instructor: Anna Ulatowska, M.S.

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

CRN 11439 | Fee: $105
5 Mondays | 3/6-4/3
6:30-8:30 PM | GPA Room GP120
Instructor: Amy Hanover, M.S.

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

CRN 11437 | Fee: $165
8 sessions | Tuesdays & Thursdays | 5/9-6/1
6:30-8:30 PM | GPA Room GP120
Instructor: Amy Hanover, M.S.

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

CRN 11680 | Fee: $205
10 Wednesdays | 2/15-4/19
6:30-8:30 PM | GPA Room GP126
Instructor: Ricardo Canal, M.S.

GED CLASSES AT MCC
Mandatory orientation and registration for classes beginning on March 7 provided at NO CHARGE by Vernon Regional Adult Basic Education. To register for orientation please visit: www.vrabe.org. For more information and to register call 860-870-6060, ext. 15.

ATTENTION:
All Credit-Free Instructor Biographical Notes are now listed at the back of the catalog.
NEW  Wildlife in CT: Facts, Myths and Living in Peace with Our Wild Neighbors

We share our state with a large variety of amazing wildlife. Of recent note, these neighbors have become more visible in our neighborhoods. From bats to bears, what is fact and what is a myth? What do we need to know in order to help us live in harmony with them? What should you do if you find one injured or a juvenile? We will discuss common sense ways that we can enjoy the abundance of wildlife in responsible and safe ways. Many resources will be provided for you to expand your knowledge after this course is completed.

CRN 11757 | Fee: $30
1 Friday | 5/5
6-9 PM | LRC Room B144
Instructor: Denise Champagne, B.S. candidate; C.V.T.

NEW  Get in Sync with Your Cat: Current Research on Feline Behavior

Would you like to be able to translate what your cat or other cats are trying to say? There have been huge advances in the study of feline behavior over the last several years. We will learn to recognize feline behavior and communication signals, and how we can use that information to help our feline friends with things like car rides, vet visits, introducing new pets to the home, and general behavior issues. Come enjoy some lively discussion with other cat fanciers, or simply attend out of sheer curiosity. All are welcome—no need to own a feline friend!

CRN 11758 | Fee: $25
1 Friday | 5/5
6-8:30 PM | LRC Room B144
Instructor: Denise Champagne, B.S. candidate; C.V.T.

What Pet Should I Get?

Have you been thinking about getting a new pet, but, like the children in Dr. Seuss’ book, don’t know what pet to get? Pet ownership is a lifelong commitment with many considerations to make along the way in order to find the best pet that fits your lifestyle. We will cover the practical requirements of different species, including housing, veterinary care, pet food selection, pet insurance, and information for selecting a pet from a breeder or a rescue shelter. Let a certified veterinary technician help you find the right pet.

CRN 11742 | Fee: $25
1 Friday | 5/12
6-8:30 PM | LRC Room B144
Instructor: Erin Jackson, M.A. candidate, C.V.T.

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 11487 | Fee: $30
1 Monday | 5/22
7-9:30 PM | GPA Room GP136
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 11576 | Fee: $20
1 Monday | 5/13
7-9 PM | GPA Room GP139
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 11568 | Fee: $55
4 Tuesdays | 4/4-4/25
6:30-8 PM | VIL 3 Room V131
Instructor: Brian Armogida, M.B.A., 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 11738 | Fee: $15  
1 Thursday | 5/11  
6-7:30 PM | SSC Room L142  
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 bases covered.” Learn about the difference between a Will and a Trust. Why isn’t a Will sufficient in itself? Do you need a power of attorney? We will share real-life stories showing you the dangers of common estate-planning mistakes. Failing to fund or revoke a Living Trust, using ambiguous provisions, titling assets improperly, and not updating beneficiary designations are just some of the mistakes to avoid. Informational booklet is included with the course fee.

CRN 11679 | Fee: $15  
1 Thursday | 5/11  
6:30-8 PM | GPA Room GP156  
Instructors: Attorneys from CzepigaDalyPope

### Planning Your Retirement Income

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

CRN 11570 | Fee: $20  
1 Tuesday | 5/2  
7-9 PM | GPA Room GP142  
Instructor: Jan Johnson, CFP®

### New Asset Preservation

Your assets provide you with security in retirement, and your home and financial accounts provide income to support your lifestyle. Protecting and preserving your assets may be a priority for you. Learn the different ways that risk affects you and how to combat these risks. Topics will include how to protect your principal from market risks and downturns; avoid court management of your assets; avoid probate; reduce taxes on your social security; protect assets from catastrophic illness and nursing homes without purchasing traditional long-term care insurance; and learn what is exempt from nursing home attachment.

CRN 11739 | Fee: $15  
1 Tuesday | 5/23  
3:30-5 PM | SSC Room L142  
Instructor: Frank Germano, CFP®

### 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 11678 | Fee: $15  
1 Thursday | 5/18  
6:30-8 PM | GPA Room GP156  
Instructors: Attorneys from CzepigaDalyPope

### You May Also Like
- Ancestry: Research Your Family History on page 26
- How to Become a Notary Public in CT on page 59
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.

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 11304 | Fee: $45
Mondays & Wednesdays | 2/27-4/5 | 7-8 PM
Tuesdays & Thursdays | 2/28-4/6 | 9:30-10:30 AM or 6:10-7:10 PM
Saturdays & Sundays | 3/4-4/8 | 9-10 AM

CRN 11305 | Fee: $45
Mondays & Wednesdays | 4/10-5/17 | 7-8 PM
Tuesdays & Thursdays | 4/11-5/18 | 9:30-10:30 AM or 6:10-7:10 PM
Saturdays & Sundays | 4/22-5/20 | (does not meet 4/15 & 4/16) | 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.
Tai Chi for Health and Relaxation

Beginners of all ages are invited to come and let your chi energy flow! Learn to let your body release everyday stress, while strengthening your mind and body with this ancient Chinese art. You will learn simple chi kung (breathing exercises) and a basic tai chi form by the end of the course. Please note: You may attend any of the sessions listed below, and in any weekly sequence, in order to fulfill your 12 sessions by the end date. It will be your responsibility to make sure that you are able to adjust your schedule in order to attend 12 sessions. The instructor will monitor each student's weekly attendance. 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 11358 | $160
Mondays & Wednesdays | 3/6-4/12
7:30-8:30 PM
Tuesdays & Thursdays | 3/7-4/13 | 5:30-6:30 PM
Fridays | 3/10-4/7 does not meet 4/14
6:30-7:30 PM
Saturdays | 3/11-4/8 does not meet 4/15
9:10 AM

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

CRN 11359 | $160
Mondays & Wednesdays | 4/17-5/24
7:30-8:30 PM
Tuesdays & Thursdays | 4/18-5/25
5:30-6:30 PM
Fridays | 4/21-5/26 | 6:30-7:30 PM
Saturdays | 4/22-5/20 does not meet 5/27
9:10 AM

Instructor: Malee Khow, 8th Degree Black Belt

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 11355 | Fee: $160
Tuesdays | 3/7-4/11 | 6:30-7:30 PM
Wednesdays | 3/8-4/12 | 6:30-7:30 PM
Fridays | 3/10-4/7 does not meet 4/14
5:30-6:30 PM
Saturdays | 3/11-4/8 does not meet 4/15
11 AM-noon

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

CRN 11356 | Fee: $160
Tuesdays | 4/18-5/23 | 6:30-7:30 PM
Wednesdays | 4/19-5/24 | 6:30-7:30 PM
Fridays | 4/21-5/26 | 5:30-6:30 PM
Saturdays | 4/22-5/20 does not meet 5/27
11 AM-noon

Instructor: Malee Khow, 8th Degree Black Belt

Beginning Chess for Teenagers

Teenagers, come learn with your peers the basics of this timeless game, which sharpens one's focus and critical thinking skills. From its origins in India and Persia in 531 A.D. to contemporary masters like Bobby Fischer and Boris Spassky, the game of chess has fascinated and frustrated novices and experts alike. If you've always wanted to learn chess but didn't know quite where to start, this hands-on course will help launch you into the world of pawns, knights, bishops, rooks, queens and kings, while getting tips and strategies. Game boards will be provided, or students may bring their own set. You will leave class knowing how to play chess at a basic level.

CRN 11674 | Fee: $25
2 Saturdays | 3/4-3/11
11 AM-2 PM | MCC on Main, 903 Main St., Manchester

Instructor: Steven Bloom, M.Ed.

YOU MAY ALSO LIKE

• Gentle Yoga for Well-Being on page 10
• Dance courses on page 27

Connecticut Basic Boating

OPTION 1

This four-session course, taught by the Connecticut DEEP Boating Division, provides a course diploma that is necessary for obtaining the Connecticut Certificate of Personal Watercraft Operation, which covers the operation of both boats and personal watercraft. Upon successful completion of the course, you can purchase and print your certificate online from home, or mail or deliver the diploma to any State DEEP office. The DEEP license fee is $50. Students must attend all classes to qualify.

The Certificate is a one-time, lifetime certification. Students should obtain a State Conservation ID number online before the start of class. This process is free, and if you have a hunting or fishing license, then you already have a number. The website for obtaining a number is www.ct.wildlifelicense.com/internetsales.

CRN 11289 | Fee: $25
2 Mondays & 2 Wednesdays | 3/13-3/22
7-9:30 PM | MCC Room 1L42

CRN 11290 | Fee: $25
2 Mondays & 2 Wednesdays | 4/10-4/19
7-9:30 PM | MCC Room 1L42

CRN 11291 | Fee: $25
2 Mondays & 2 Wednesdays | 5/15-5/24
7-9:30 PM | VIL Room V162

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

OPTION 2

This course provides a diploma for the Connecticut Certificate of Personal Watercraft Operation, which covers the operation of both boats and personal watercraft, through single-day classes offered by Professional Marine Education. Please note that this option carries a higher course fee. The instruction includes the newest requirement for towing skiers and tubes and operating recreational vessels up to 65 feet in length, including jet skis. An easy-to-understand instructional format is designed for students age 12 and over. The DEEP license fee is $50. Just as with the DEEP class, each student should create an account online before the start of class at www.ct.wildlifelicense.com/internetsales.

CRN 11375 | Fee: $85
1 Saturday | 3/25
8:30 AM-4:30 PM | AST Room C201

CRN 11376 | Fee: $85
1 Saturday | 4/22
8:30 AM-4:30 PM | AST Room C201

CRN 11377 | Fee: $85
1 Saturday | 5/20
8:30 AM-4:30 PM | AST Room C212

Instructors: Professional Marine Education Staff
GARDENING

Become a Professional Gardener
There is a need for new gardeners today. If you love gardening and have been thinking about it as a career, this class is a great place to start. We will discuss the varieties of styles for a gardening business: personal and general gardening, detail landscaping, and specialty gardening. You’ll learn from a master gardener how to evaluate your needs and adjust to a changing marketplace. Other considerations will include an introduction to record keeping, basic organizational skills, seasonal considerations, and working with clients. We will also consider what a typical week of work might be in spring, summer, fall and winter. Resources for further training will also be available.
CRN 11370 | Fee: $45
2 sessions | Wednesday & Thursday | 2/8-2/9
6-8 PM | SSC Room L240
Instructor: Bettylou Sandy, A.O.L.C.P.

Organic Lawn Care
The end of early spring is an important time for your lawn. Are you looking for alternatives to harmful chemical fertilizers and pesticides? We will discuss healthier ways to treat your lawn and landscape. Soil testing and seasonal maintenance will also be covered.
CRN 11379 | Fee: $35
1 Thursday | 2/16
6-9 PM | SSC Room L240
Instructor: Bettylou Sandy, A.O.L.C.P.

Organic Vegetable Gardening
We will discuss various forms of vegetable gardens, selecting crops for a site, soil and light needs for various fruits and vegetables, and the best time of year to plant each of these. Crop rotation and season extenders will also be included to provide food for you and your family throughout the growing season from April to October. All methods that we discuss will be from an organic perspective. Some gardening experience is preferred. Please note: One of the sessions will be held at MCC’s Community Garden, date to be determined in class. Please see Campus Map on page 74 for Garden location.
CRN 11373 | Fee: $110
5 Thursdays | 2/23-3/23
6:30-8:30 PM | SSC Room L142
Instructor: Bettylou Sandy, A.O.L.C.P.

Vertical Gardening
This class will teach home gardeners how to grow more produce in less space by growing upwards. Learn which vegetables are the easiest and recommended for vertical gardening. The advantages of this method and different types of supports, including stakes, cages, fences, and trellises, will also be covered. If weather and time allow, the class will finish at MCC Community Garden.
CRN 11533 | Fee: $25
1 Saturday | 4/22
10 AM-noon | GPA Room GP215
Instructor: Maureen Farmer, M.B.A.

Become a Professional Gardener
There is a need for new gardeners today. If you love gardening and have been thinking about it as a career, this class is a great place to start. We will discuss the varieties of styles for a gardening business: personal and general gardening, detail landscaping, and specialty gardening. You’ll learn from a master gardener how to evaluate your needs and adjust to a changing marketplace. Other considerations will include an introduction to record keeping, basic organizational skills, seasonal considerations, and working with clients. We will also consider what a typical week of work might be in spring, summer, fall and winter. Resources for further training will also be available.
CRN 11370 | Fee: $45
2 sessions | Wednesday & Thursday | 2/8-2/9
6-8 PM | SSC Room L240
Instructor: Bettylou Sandy, A.O.L.C.P.

Organic Lawn Care
The end of early spring is an important time for your lawn. Are you looking for alternatives to harmful chemical fertilizers and pesticides? We will discuss healthier ways to treat your lawn and landscape. Soil testing and seasonal maintenance will also be covered.
CRN 11379 | Fee: $35
1 Thursday | 2/16
6-9 PM | SSC Room L240
Instructor: Bettylou Sandy, A.O.L.C.P.

Organic Vegetable Gardening
We will discuss various forms of vegetable gardens, selecting crops for a site, soil and light needs for various fruits and vegetables, and the best time of year to plant each of these. Crop rotation and season extenders will also be included to provide food for you and your family throughout the growing season from April to October. All methods that we discuss will be from an organic perspective. Some gardening experience is preferred. Please note: One of the sessions will be held at MCC’s Community Garden, date to be determined in class. Please see Campus Map on page 74 for Garden location.
CRN 11373 | Fee: $110
5 Thursdays | 2/23-3/23
6:30-8:30 PM | SSC Room L142
Instructor: Bettylou Sandy, A.O.L.C.P.

Vertical Gardening
This class will teach home gardeners how to grow more produce in less space by growing upwards. Learn which vegetables are the easiest and recommended for vertical gardening. The advantages of this method and different types of supports, including stakes, cages, fences, and trellises, will also be covered. If weather and time allow, the class will finish at MCC Community Garden.
CRN 11533 | Fee: $25
1 Saturday | 4/22
10 AM-noon | GPA Room GP215
Instructor: Maureen Farmer, M.B.A.
NEW Writing Japanese
With your knowledge of how to read and speak some Japanese, now learn how to write the script styles of Katakana, Hiragana, and Kanji—the Shuuji, or calligraphy writing form. We will also practice—and have some fun—writing haiku, the traditional Japanese form of short poems in three lines of 5, 7 and 5 syllables. Handouts will be provided.

CRN 11514 | Fee: $125
6 Tuesdays | 2/14-3/21
6-8 PM | VIL 3 Room V131
Instructor: Atsuko Balon

Introduction to Mandarin Chinese II
As a follow-up to Introduction to Mandarin Chinese, 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.

CRN 11478 | Fee: $125
6 Wednesdays | 2/8-3/15
6-8 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; and other fundamentals. Simple sentence structures will be taught and practiced. The goal of this course is focused more on conversational skills than memorization of grammatical rules. Some aspects of the Spanish culture will also be discussed. An English/Spanish dictionary is recommended. The instructor provides instructional material, which may be uploaded on a USB drive. Therefore, it is strongly recommended that students bring a flash drive to class.

CRN 11351 | Fee: $165
6 Thursdays | 3/2/16-3/23
7-9 PM | GPA Room GP139
Instructor: Raul Moeremans, 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 11352 | Fee: $165
6 Thursdays | 3/30/16-5/11 (does not meet 4/13)
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 11378 | Fee: $165
6 Tuesdays | 2/14-3/21
7-9 PM | GPA Room GP136
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.

CRN 11324 | Fee: $85
3 Tuesdays | 5/16-5/30
7-9 PM | GPA Room GP214
Instructor: Raul Moeremans, M.A.
LANGUAGES

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

- CRN 11515 | Fee: $155
- 6 Thursdays | 2/23-3/30
- 6-8 PM | GPA Room GP136
- Instructor: Marianne Labergerie, 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 11516 | Fee: $155
- 6 Thursdays | 4/6-5/18 (does not meet 4/13)
- 6-8 PM | GPA Room GP136
- Instructor: Marianne Labergerie, M.S., M.B.A.

Beginning German II
As a sequel to Beginning German, or if you have some prior German language experience, we will continue to improve on the basics of the language. Required text (same as introductory course): Learn German the Fast and Fun Way (with MP3 CD), (ISBN 9781438074953), Barron’s, available at MCC Bookstore for approximately $30.

- CRN 11422 | Fee: $215
- 9 Mondays | 3/27-5/22
- 7-9 PM | GPA Room GP139
- Instructor: Elizabeth Baumbach, M.S.

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

- CRN 11347 | Fee: $190
- 8 Tuesdays | 3/28-5/16
- 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 11476 | Fee: $135
- 8 Tuesdays | 3/28-5/16
- 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.

- CRN 11477 | Fee: $135
- 8 Wednesdays | 2/15-4/5
- 7-9 PM | GPA Room GP120
- Instructor: Rima Martin, B.A.

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. Required text: Signing Naturally (Student Workbook, Level 1, Units 1-6) (ISBN 97815818212015), Smith, Lenz & Mikos, available at MCC Bookstore, for approximately $95.

- CRN 11700 | Fee: $230
- 8 Tuesdays | 3/28-5/16
- 7-9 PM | GPA Room GP136
- Instructor: Carolyn Robins, M.A.

YOU MAY ALSO LIKE
- • Culture & History courses on pages 26
New Apple iPhone? Overview of Features and Operation
CRN 11703 | Fee: $15
1 Monday | 4/3
6-7 PM | MCC on Main
Instructor: Michael Januska, M.B.A.
See page 18 for course description

New Android Smart Phone? Overview of Features and Operation
CRN 11702 | Fee: $15
1 Monday | 3/27
6-7 PM | MCC on Main
Instructor: Michael Januska, M.B.A.
See page 18 for course description

Cloud Storage solutions for the home user; Google Drive, Microsoft OneDrive, DropBox
CRN 11704 | Fee: $15
1 Monday | 4/10
6-7 PM | MCC on Main
Instructor: Michael Januska, M.B.A.
See page 20 for course description

iPad Series: Exploring your iPad
CRN 11705 | Fee: $30
1 Thursday | 4/20
6-8 PM | MCC on Main
Instructor: Deborah Herman, M.A.
See page 20 for course description

iPad Series: Exploring Photos & Videos
CRN 11706 | Fee: $30
1 Thursday | 4/27
6-8 PM | MCC on Main
Instructor: Deborah Herman, M.A.
See page 20 for course description

iPad Series: Exploring Productivity Apps
CRN 11707 | Fee: $30
1 Thursday | 5/4
6-8 PM | MCC on Main
Instructor: Deborah Herman, M.A.
See page 20 for course description

Facebook for Beginners
CRN 11708 | Fee: $30
1 Thursday | 5/11
6-8 PM | MCC on Main
Instructor: Deborah Herman, M.A.
See page 20 for course description

ANY WORLD I AM WELCOME TO
Guest Curator: David Borawski
Runs: January 17-March 3, 2017
Opening: Friday, January 27, 2017

NUESTROS CORAZONES ABIERTOS
(Our Open Hearts)
An Exhibition of Latino Artists
Runs: March 5- May 12, 2017
Opening: Friday, March 24, 2017

MANCHESTER COMMUNITY COLLEGE ARTS AND EDUCATION CENTER

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ART & CREATIVITY

Introduction to Oil Pastels
CRN 11528 | Fee: $145
6 Wednesdays | 4/5-5/10
1-3 PM | MCC on Main
Instructor: Zbigniew Grzyb, M.A.

Drawing with Various Media for All Levels
CRN 11580 | Fee: $205
6 Fridays | 4/7-5/19 (does not meet 4/14)
noon-2:30 PM | MCC on Main
Instructor: Estelle Laschever, M.A.

Doodling Outside the Box
CRN 11472 | Fee: $40
2 Thursdays | 3/23-3/30
6:30-8 PM | MCC on Main
Instructor: Stacey Jill Zackin, MSW, Ph.D.

NEW Dream Amplification and Active Imagination
CRN 11471 | Fee: $55
3 Tuesdays | 2/21-3/7
6:30-8 PM | MCC on Main
Instructor: Stacey Jill Zackin, MSW, Ph.D.

PHOTOGRAPHY

NEW Throwing Light on the Subject
CRN 11481 | Fee: $110
3 Saturdays | 2/25-3/11
11:30 AM-2:30 PM | MCC on Main
Instructor: Peter Glass, M.A.

WRITING & LITERATURE

Poetry for Poets
CRN 11436 | Fee: $105
6 Saturdays | 4/1-5/13 (does not meet 4/15)
11:30 AM-1:30 PM | MCC on Main
Instructor: John Surowiecki, M.A.

Adventures in Autobiography
CRN 11464 | Fee: $90
5 Thursdays | 4/27-5/25
6:30-8 PM | MCC on Main
Instructor: Stacey Jill Zackin, MSW, Ph.D.

NEW Author Night: Reading and Discussion of Perfect Silence
CRN 11761 | Fee: $5
1 Tuesday | 4/25
6:30-8 PM | MCC on Main
Instructor: Jeff Hutton, B.A.

RECREATION

NEW Beginning Chess for Teenagers
CRN 11674 | Fee: $25
2 Saturday | 3/4-3/11
11 AM-2 PM | MCC on Main
Instructor: Steven Bloom, M.Ed.
MOTORCYCLE SAFE RIDING
(CT Rider Education Program – CONREP)

- Focus on building basic motorcycle operation and street riding skills
- 19 hours of instruction: 7 classroom; 12 driving range
- Classes run weekly from April 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-training
- 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.

Get Credit. Get Ahead.
Summer at Manchester Community College.

Classes begin May, June and July
3, 6 and 8-week sessions
Day, evening and online courses available

For registration information, call 860-512-3220
For general information, call 860-512-2800

Earn up to 4 credits per course
• Only $168 per credit
• Apply credits toward a degree or certificate at Manchester Community College or transfer credits to another school

Registration opens March 14, 2017
www.manchestercc.edu/summer
In tribute to Bob Dylan’s stunning 2016 Nobel Prize for Literature, this course will examine his lyrics in a literary light and the music that supports the lyrics. We will also explore his musical and literary roots and his influence on American culture, while analyzing a number of his songs to appreciate the poetic sense that Dylan possesses. Additionally, we will consider how he presents himself through roots and his influence on American culture, while for Literature, this course will examine his lyrics for Literature, this course will examine his lyrics for Literature, this course will examine his lyrics.

NEW Bob Dylan: Poet and Musician

CRN 11373 | Fee: $145
6 Mondays | 3/6-4/10
7-9 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.

CRN 11736 | Fee: $145
6 Mondays | 3/6-4/10
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.

CRN 11735 | Fee: $145
6 Mondays | 4/17-5/22
7-9 PM | VIL 3 Room V131
Instructor: Max Schwimmer, M.M.

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. Prerequisite: Beginning Piano.

CRN 11414 | Fee: $135
4 Saturdays | 4/22-5/13
10 AM-noon | VIL 2 Room V117
Instructor: Ruth O’Neil, M.Ed.

Beginning Guitar

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

CRN 11411 | Fee: $140
6 Tuesdays | 3/7-4/11
7-8:30 PM | GPA Room GP138
Instructor: Don Donegan, B.A.

Continue with Beginning Guitar

As a sequel to Beginning Guitar, continue with your learning of five basic chords, tuning, how to transpose keys, basic music theory, including the Nashville Number Theory, and how to use a capo. Instructional handouts and music sheets with words and chords are provided. If you are left-handed, it is recommended that you learn to play right-handed. Please bring your acoustic or electric guitar to all classes. Prerequisite: Beginning Guitar, or some guitar experience.

CRN 11418 | Fee: $140
6 Tuesdays | 4/18-5/23
7-8:30 PM | GPA Room GP138
Instructor: Don Donegan, B.A.
**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.

**Harmonica for Beginners**

Students will learn the scale, some tongue and lip techniques, and an introduction to basic music theory, as well as several songs from the instructor’s Song Request List, which can be viewed at www.dondonegan.com. It is recommended that students buy a G harmonica (not the chromatic type) and plan to spend about $30. “Hohner” is a recommended brand. Students with questions about which harmonicas to buy may call the instructor at 860-659-8992. Participants must be at least 12 years of age.

CRN 11415 | Fee: $95
6 Mondays | 3/27-5/1
7:15-8:15 PM | GPA Room GP138
Instructor: Don Donegan, B.A.

**Vocal Instruction**

At an introductory level, participants will learn breathing techniques, vocal warm-up exercises, vocal 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. A vocal evaluation, with suggestions for improvement, will be included for each student. Participants must be at least 12 years old.

CRN 11417 | Fee: $125
8 Mondays | 3/27-5/1
6:30-7:30 PM | GPA Room GP138
Instructor: Don Donegan, 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 11699 | Fee: $135
6 Tuesdays | 2/28-4/4
7:15-8:45 PM | GPA Room GP126
Instructor: David Giardina, B.A.

**Djembe Drumming for Beginners**

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

CRN 11691 | Fee: $25
1 Friday | 5/12
7-9:30 PM | VIL 3 Room V131
Instructor: Bob Bloom, CT Master Teacher Artist

**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. 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 11363 | Fee: $125
12 Saturdays | 2/4-5/6
(does not meet 2/18 & 4/15)
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 11337 | Fee: $125
12 Saturdays | 2/4-5/6
(does not meet 2/18 & 4/15)
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 four-stringed instrument. We will play more in major, flat 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 11365 | Fee: $125
12 Saturdays | 2/4-5/6 (does not meet 2/18 & 4/15)
12:15-1:15 PM | GPA Room GP214
Instructor: Martha Hayes, M.A.
NEW Lessons from the Tuskegee Syphilis Study

It has been described as the most infamous biomedical research study in U.S. history. For 40 years, the U.S. Public Health Service conducted a study of nearly 400 poor black men with syphilis from Macon County, Alabama, who were never told what they had, nor where they ever treated for it, and therefore died of syphilis and its side effects. The study was supposedly conducted to determine from autopsies what the disease does to the human body. The outcry when the study was made public in 1972 included charges of racism, shoddy medical practices, and the gross absence of medical ethics.

CRN 11538 | Fee: $6
1 Friday | 2/24
noon-1:30 PM | AST Room E202
Instructor: Barbara King, M.A.

NEW Simple & Effective Techniques for Catching Connecticut Trout

Trout fishing in the rivers and streams of Connecticut rivals the best anywhere on the continent, yet many residents fail to take advantage of this safe, low-cost, kid-friendly activity. Trout are wily and can be skittish when overfished, but knowing just a few simple rules will let you (and your child or grandchild) be successful. Each year the DEEP stocks over 700,000 catchable sized rainbow, brown and brook trout into approximately 200 streams and about 100 lakes or ponds across the state. These trout generally range from 9-14 inches, with a few weighing up to 15lbs. or more. Knowing the right bait, lure or fly and the right way to rig them on the right size line will equip you to land more fish, whether you’re out there to “catch and release” or after a fresh fish dinner. Proper rigging and an ultra light spinning rod and fly rod will be demonstrated. A list of heavily stocked, kid-friendly waters in central Connecticut will be provided. Adjunct Professor of English Paul Marks is a lifelong angler with a special fondness for trout.

CRN 11539 | Fee: $6
1 Friday | 3/3
noon-1:30 PM | AST Room E202
Instructor: Paul Marks, M.A.

NEW Do You Speak Cat? Understanding Feline Behavior

Would you like to be able to translate what cats are trying to say? During this class we will learn to recognize feline behavior and communication signals, and discuss how we can use that information to help our relationships with our feline friends. Topics will include body language, easing stress during car rides and vet visits, multi cat household challenges and more. Come enjoy some time sharing stories with other cat fanciers, as we learn to “speak cat”.

All are welcome- no need to own a feline friend!

CRN 11540 | Fee: $6
1 Friday | 3/10
noon-1:30 PM | AST Room E202
Instructor: Denise Champagne, B.S. candidate; C.V.T.

NEW 500 Nations: Episode #3: Clash of Cultures

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 March 24th Episode #3: “Clash of Cultures: The People who met Columbus” will be viewed and discussed. New research based information will also be shared with the class.

CRN 11541 | Fee: $6
1 Friday | 3/24
noon-1:30 PM | AST Room E202
Instructor: George Ducharme, Ph.D.

NEW Don't Eat the Tilapia & Other Myths about Aquaculture

Did you know that today more than half of our seafood supply originates from fish farming? Aquaculture is the intentional cultivation of aquatic species and it is a significant and growing part of the food supply on our changing planet. This class will introduce consumers to both nutritional and environmental issues that should be considered when browsing the seafood department of the local grocery store.

CRN 11542 | Fee: $6
1 Friday | 3/31
noon-1:30 PM | AST Room E202
Instructor: Rachel Mintell, M.S.

NEW Estate Planning for the NOT So Rich

Estate planning is NOT just about money and/or for the rich! Attend this workshop if you would like to find out how you can have an estate plan and ensure that you have peace of mind regarding all of the following: your assets are distributed to the right people at the right age and in their proper form; minimize time, taxes, and expenses; avoid probate if possible; and identify who will make medical decisions on your behalf.

CRN 11543 | Fee: $6
1 Friday | 4/7
noon-1:30 PM | AST Room E202
Instructor: Claudia LaRocque, CFP®
NEW Art of the Harlem Renaissance: Creating American Identity

This course will provide deep historical context of representations created of people of color from the 1500s through the early decades of the 1900s in both Europe and the United States. Attention will then be paid to the conscious efforts of African Americans in the 1920s-early 40s to reframe their identities as both artists and as Americans. Painting, sculpture, photography, and literature will be used to explore the condition which gave rise to the Harlem Renaissance and provide insight into a selection of individuals who worked within its context. No prior knowledge of art history is required—all are welcome!

CRN 11544 | Fee: $6
1 Friday | 4/21
noon-1:30 PM | AST Room E202
Instructor: Olivia Chiang, M.A.

NEW Zora Neale Hurston: Jump at the Sun

This course is an examination of the life and works of the literary luminary, Zora Neale Hurston, from the unique perspective of her closest living relative, Lucy Anne Hurston, who is a Professor of Sociology at MCC. It begins with a brief documentary and finishes with a conversational exchange. Everyone leaves with a Hurston GIFTBAG!

CRN 11546 | Fee: $6
1 Friday | 5/5
noon-1:30 PM | AST Room E202
Instructor: Lucy Anne Hurston, M.A.

NEW Pompeii & the Eruption of Mt. Vesuvius

In 79 A.D. Pompeii, an ancient roman town-city near modern Naples in Italy, was mostly destroyed and buried under 4-6 m (tons) of volcanic ash and pumice when Mount Vesuvius Erupted. At the time, the city had 11,000 people, a complex water system, an amphitheater and a port. The site was lost for 1,500 years until its initial rediscovery in 1599, and later in 1748. The objects below the city had been preserved because of a lack of air and moisture. What is left provides us with details of the life in a city during Pax Romana. Pompeii has been a tourist destination for over 250 years, and is today a UNESCO World Heritage Site, with approximately 2.5 million annual visitors. We’ll examine the location and early history of Pompeii, everyday life, and the agricultural economy of Pompeii on that day. Then we will study the day’s events, the days after, the people buried in the city’s ruins and the frescoes. Finally, we look at Pompeii today, how it is being managed and conserved and its future compared to its past.

CRN 11547 | Fee: $6
1 Friday | 5/12
noon-1:30 PM | AST Room E202
Instructor: Barbara King, M.A.

NEW The S.S. United States: Built for Peace, Prepared for War

Though forgotten today, the S.S. United States was a technological wonder of the 1950s and the pride of America. She was America’s response to great English liners like the Queen Mary and Queen Elizabeth. Throughout the 1950s, she was one of the most glamorous and popular liners on the Atlantic. Through pictures and stories we will explain the creation of this great ship, her career and her ultimate demise.

CRN 11548 | Fee: $6
1 Friday | 5/19
noon-1:30 PM | AST Room E202
Instructor: Jason Scappaticci, M.S.
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. Join Chef Becky for an informative discussion and Q&A about this dietary choice.

Please note: This course is lecture-only; there is no cuisine component to the session.

CRN 11676 | Fee: $15
1 Wednesday | 4/26
7-8:30 PM | SSC Room L142
Instructor: Rebecca Brown, A.S., B.S.

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 11462 | Fee: $25
1 Thursday | 4/20
7-9 PM | GPA Room GP142
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 11466 | Fee: $25
1 Thursday | 4/27
7-9 PM | GPA Room GP142
Instructor: Marie Mammone, N.D.

Culinary Herbs for Good Health

Herbs are seed-bearing plants without woody stems, which die down to the ground after flowering. Herbs have a variety of uses, including culinary, medicinal, and even spiritual usage. While focusing on culinary herbs—specifically basil, cilantro/coriander, oregano, rosemary, and mints—that can used to provide flavor to food dishes and help digestion, we will also briefly cover the history of herbs, its nutrients, and medicinal values, as well as some great recipes.

CRN 11460 | Fee: $25
1 Thursday | 5/11
7-9 PM | GPA Room GP142
Instructor: Marie Mammone, N.D.
WELCOME TO ONLINE LEARNING!

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

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

REQUIREMENTS:

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

WWW.ED2GO.COM/MANCHCC

HOW TO GET STARTED:

Successful enrollment is achieved by following these three simple steps:

1. Register and pay for the course(s) using the registration form on page 53 of this catalog.

2. Complete online enrollment by visiting the Online Instruction Center at www.ed2go.com/manchcc. Use the “Browse Catalog” or “Search” feature to locate your class and to receive a course syllabus, course procedures, text and/or software requirements. Click “Enroll Now” and follow the instructions.

3. When your course starts, return to the Online Instruction Center and click the “My Classroom” link. To begin your studies, simply log in with the email address and password you created during online enrollment.

START DATES:

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

**January 18**
**February 15**
**March 15**
**April 12**
**May 17**

<table>
<thead>
<tr>
<th>ACCOUNTING ($119 per class)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accounting Fundamentals I</strong></td>
</tr>
<tr>
<td>Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.</td>
</tr>
<tr>
<td>CRN 10936</td>
</tr>
<tr>
<td><strong>Accounting Fundamentals II</strong></td>
</tr>
<tr>
<td>Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.</td>
</tr>
<tr>
<td>CRN 10937</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ART &amp; ENTERTAINMENT ($119 per class)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Drawing for the Absolute Beginner</strong></td>
</tr>
<tr>
<td>Gain a solid foundation in drawing and become the artist you’ve always dreamed you could be!</td>
</tr>
<tr>
<td>CRN 10955</td>
</tr>
</tbody>
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<thead>
<tr>
<th>BUSINESS ADMINISTRATION &amp; MANAGEMENT ($119 per class)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administrative Assistant Fundamentals</strong></td>
</tr>
<tr>
<td>Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.</td>
</tr>
<tr>
<td>CRN 10934</td>
</tr>
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<th>BUSINESS ADMINISTRATION &amp; MANAGEMENT ($119 per class)</th>
</tr>
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<td><strong>Administrative Assistant Applications</strong></td>
</tr>
<tr>
<td>Gain the skills and knowledge you’ll need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant.</td>
</tr>
<tr>
<td>CRN 10933</td>
</tr>
<tr>
<td><strong>Mastering Public Speaking</strong></td>
</tr>
<tr>
<td>Learn the secrets of effective public speaking and small group communication.</td>
</tr>
<tr>
<td>CRN 10987</td>
</tr>
<tr>
<td><strong>Fundamentals of Supervision and Management I</strong></td>
</tr>
<tr>
<td>Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.</td>
</tr>
<tr>
<td>CRN 10949</td>
</tr>
<tr>
<td><strong>Fundamentals of Supervision and Management II</strong></td>
</tr>
<tr>
<td>Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills.</td>
</tr>
<tr>
<td>CRN 10947</td>
</tr>
</tbody>
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Building Teams that Work
What are the secrets to managing successful teams in the workplace? Explore communication techniques and problem-solving skills that will help you get your team on track in no time.
CRN 10974

Understanding the Human Resources Function
Learn to handle basic human resource functions to ensure the best possible results.
CRN 11257

Managing Customer Service
Become indispensable to any organization by understanding how to identify and meet customer needs.
CRN 10946

Introduction to Business Analysis
Learn powerful techniques to improve your decision-making skills at work.
CRN 11250

Mastery of Business Fundamentals
Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.
CRN 10950

Distribution and Logistics Management
Learn how to improve your company's distribution and logistics management activities, increase customer satisfaction, and improve operational throughput.
CRN 10952

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

Manufacturing Fundamentals
Learn the basic skills required to work in the manufacturing field.
CRN 11235

Manufacturing Applications
Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing.
CRN 11234

Project Management Fundamentals
Gain the skills you’ll need to succeed in the fast-growing field of project management.
CRN 10942

Project Management Applications
Experienced project manager teaches you tricks of the project management trade.
CRN 10940

High-Speed Project Management
Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.
CRN 11113

Purchasing Fundamentals
Improve your company's bottom line by mastering the fundamentals of purchasing.
CRN 10938

Supply Chain Management Fundamentals
Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations.
CRN 10953

Total Quality Fundamentals
Learn the basics of total quality management.
CRN 10954

Six Sigma: Total Quality Applications
Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality.
CRN 10943

BUSINESS PLANNING & ENTREPRENEURIAL COURSES
($119 per class)

Creating a Successful Business Plan
Turn your business ideas into a solid plan for financing and long-term success.
CRN 11249

Start and Operate Your Own Home-Based Business
An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss.
CRN 11259

Start Your Own Online Business
Learn how to leverage the Internet to start your own online business and build a website to sell your traditional and digital products and services.
CRN 11251

Start Your Own Small Business
Stop dreaming and learn how to start your own successful small business.
CRN 11262

Start Your Own Arts and Crafts Business
Learn how to start your own arts and crafts business from a professional artist.
CRN 11260

Start Your Own Gift Basket Business
Express your creativity in a fun and profitable way, by starting a home-based business as a gift basket designer.
CRN 11261

Start Your Own Online Business
Learn how to start your own arts and crafts business from a professional artist.
CRN 11260

Start a Pet Sitting Business
Discover how to translate your love of animals into a fun and profitable career.
CRN 11258

Learn to Buy and Sell on eBay
Auction pros teach you how to work from home or earn extra income by buying and selling goods online.
CRN 11052

Growing Plants for Fun and Profit
An industry professional teaches you everything you need to prosper in the backyard nursery business.
CRN 11204

Start a Consulting Practice
Find out how you can earn income by sharing your training or knowledge with others.
CRN 11263

Secrets of the Caterer
Learn cooking and business secrets from a professional caterer.
CRN 11202

Wow, What a Great Event!
Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.
CRN 10935

Résumé Writing Workshop
Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews.
CRN 11245

Twelve Steps to a Successful Job Search
World-renowned author and career advisor shows you how to get the job you want quickly and easily in any economy.
CRN 11246

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46

CREDIT-FREE PHONE-IN REGISTRATION 860-512-3232
Get Assertive!
Find out how you can stop others from intimidating you or treating you poorly.
CRN 11227

Leadership
Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.
CRN 11244

Listen to Your Heart and Success Will Follow
Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.
CRN 10971

Individual Excellence
Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.
CRN 10948

Achieving Success with Difficult People
Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.
CRN 10971

Merrill Ream Speed Reading
Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.
CRN 11165

Computers
2016 Computer Courses
($139 per class)

Introduction to Microsoft Word 2016
CRN 11000
Intermediate Microsoft Word 2016
CRN 11004
Introduction to Microsoft Excel 2016
CRN 11023
Intermediate Microsoft Excel 2016
CRN 11035
Advanced Microsoft Excel 2016
CRN 11027
Introduction to Microsoft Access 2016
CRN 11031
Intermediate Microsoft Access 2016
CRN 11039
Introduction to Microsoft PowerPoint 2016
CRN 11042

Introduction to Microsoft Project 2016
CRN 11116
Introduction to QuickBooks 2016
CRN 11008
Intermediate QuickBooks 2016
CRN 11016

Basic Computer Literacy & Operating Systems
($119 per class)

Keyboarding
CRN 10991
Introduction to Windows 10
CRN 11045
Introduction to Windows 8
CRN 11044
LPI Linux Essentials Exam Prep
CRN 11067
Understanding the Cloud
CRN 11112
Computer Skills for the Workplace
CRN 10992

Computer Applications
($119 per class)

What’s New in Microsoft Office 2013?
CRN 11046
Introduction to Microsoft Word 2013
CRN 10999
Introduction to Microsoft Word 2010
CRN 10998
Introduction to Microsoft Word 2007
CRN 10997
Intermediate Microsoft Word 2013
CRN 11003
Intermediate Microsoft Word 2010
CRN 11002
Intermediate Microsoft Word 2007
CRN 11001
Introduction to Microsoft Excel 2013
CRN 11022
Introduction to Microsoft Excel 2010
CRN 11021
Introduction to Microsoft Excel 2007
CRN 11020
Intermediate Microsoft Excel 2013
CRN 11034

Intermediate Microsoft Excel 2010
CRN 11033
Intermediate Microsoft Excel 2007
CRN 11032
Advanced Microsoft Excel 2013
CRN 11026
Advanced Microsoft Excel 2010
CRN 11025
Advanced Microsoft Excel 2007
CRN 11024
Introduction to Microsoft Access 2013
CRN 11030
Introduction to Microsoft Access 2010
CRN 11029
Intermediate Microsoft Access 2013
CRN 11038
Intermediate Microsoft Access 2010
CRN 11037
Introduction to Microsoft PowerPoint 2013
CRN 11041
Introduction to Microsoft PowerPoint 2010
CRN 11040
Introduction to Microsoft Outlook 2013
CRN 11050
Introduction to Microsoft Outlook 2010
CRN 11049
Introduction to Microsoft Publisher 2013
CRN 11048
Introduction to Microsoft Publisher 2010
CRN 11047
Introduction to Microsoft Project 2013
CRN 11115
Introduction to Microsoft Project 2010
CRN 11114
Introduction to Adobe Acrobat X
CRN 1111
Introduction to Crystal Reports
CRN 11108
Introduction to QuickBooks Online
CRN 11009
Introduction to QuickBooks 2015
CRN 11007
Introduction to QuickBooks 2014
CRN 11006
Introduction to QuickBooks 2013
CRN 11005
ONLINE ACADEMY

Intermediate QuickBooks 2015  
CRN 11015

Intermediate QuickBooks 2014  
CRN 11014

Intermediate QuickBooks 2013  
CRN 11013

QuickBooks 2015 for Contractors  
CRN 11012

QuickBooks 2014 for Contractors  
CRN 11011

QuickBooks 2013 for Contractors  
CRN 11010

Performing Payroll in QuickBooks 2015  
CRN 11019

Performing Payroll in QuickBooks 2014  
CRN 11018

Performing Payroll in QuickBooks 2013  
CRN 11017

WEB PAGE DESIGN, GRAPHICS & MULTIMEDIA  
($119 per class)

Creating Web Pages  
CRN 11057

Advanced Web Pages  
CRN 11118

Creating WordPress Websites  
CRN 11058

Intermediate WordPress Websites  
CRN 11059

Responsive Web Design  
CRN 11055

Introduction to CSS3 and HTML5  
CRN 11012

Intermediate CSS3 and HTML5  
CRN 11013

Advanced CSS3 and HTML5  
CRN 11056

Introduction to JavaScript  
CRN 11053

Designing Effective Websites  
CRN 11117

Introduction to Dreamweaver CS6  
CRN 11082

Intermediate Dreamweaver CS6  
CRN 11083

Achieving Top Search Engine Positions  
CRN 11051

Introduction to Google Analytics  
CRN 11105

DIGITAL IMAGING & DESIGN  
($119 per class)

Introduction to Illustrator CS6  
CRN 11089

Introduction to InDesign CC  
CRN 11086

Introduction to InDesign CS6  
CRN 11087

Intermediate InDesign CC  
CRN 11088

Introduction to Lightroom CC  
CRN 11120

Introduction to Lightroom 5  
CRN 11119

Introduction to Photoshop CC  
CRN 11090

Introduction to Photoshop CS6  
CRN 11092

Introduction to Photoshop CS5  
CRN 11091

Intermediate Photoshop CC  
CRN 11094

Intermediate Photoshop CS6  
CRN 11096

Intermediate Photoshop CS5  
CRN 11095

Photoshop CC for the Digital Photographer I  
CRN 11093

Photoshop Elements 13 for the Digital Photographer I  
CRN 11099

Photoshop Elements 12 for the Digital Photographer I  
CRN 11098

Photoshop CC for the Digital Photographer II  
CRN 11097

Photoshop Elements 13 for the Digital Photographer II  
CRN 11101

Photoshop Elements 12 for the Digital Photographer II  
CRN 11100

COMPUTER TROUBLESHOOTING & NETWORKING  
($119 per class)

Introduction to PC Troubleshooting  
CRN 10996

Introduction to PC Security  
CRN 11121

Advanced PC Security  
CRN 10995

Wireless Networking  
CRN 11060

Introduction to Networking  
CRN 11062

Intermediate Networking  
CRN 11061

PROGRAMMING & DATABASE MANAGEMENT  
($119 per class)

Introduction to Programming  
CRN 11068

Macintosh, iPhone, and iPad Programming  
CRN 11069

Creating Mobile Apps with HTML5  
CRN 11107

How to Get Started in Game Development  
CRN 11110

Introduction to ASP.NET  
CRN 11081

Introduction to Java Programming  
CRN 11084

Intermediate Java Programming  
CRN 11085

Introduction to C++ Programming  
CRN 11076

Introduction to C# Programming  
CRN 11077

Intermediate C# Programming  
CRN 11078

Introduction to Python 3 Programming  
CRN 11075

For full course descriptions and requirements, please visit our Online Instruction Center for more information: www.ed2go.com/manchcc
<table>
<thead>
<tr>
<th>Course Title</th>
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<tr>
<td>Introduction to Python 2.5 Programming</td>
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<tr>
<td>Introduction to XML</td>
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<tr>
<td>Introduction to Database Development</td>
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<td>Introduction to Visual Basic</td>
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<td>Intermediate Visual Basic</td>
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<td>Introduction to SQL</td>
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<td><strong>CERTIFICATION PREP</strong></td>
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<td>($139 per class)</td>
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<td>Basic CompTIA A+ Certification Prep</td>
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<td>Advanced CompTIA A+ Certification Prep</td>
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<td>CompTIA Security+ Certification Prep 1</td>
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<td>CompTIA Network+ Certification Prep</td>
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<td>PMP Certification Prep 2</td>
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**COURSES FOR TEACHERS**  
($119 per class)

<table>
<thead>
<tr>
<th>Course Title</th>
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<tr>
<td>Teaching Preschool: A Year of Inspiring Lessons</td>
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<tr>
<td>Teaching High School Students</td>
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<tr>
<td>Teaching Adult Learners</td>
<td>11137</td>
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<td>An Introduction to Teaching ESL/EFL</td>
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<td>Practical Ideas for the Adult ESL/EFL Classroom</td>
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<td>Teaching ESL/EFL Reading</td>
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<td>Teaching ESL/EFL Vocabulary</td>
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<td>Teaching ESL/EFL Grammar</td>
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<td>Spanish in the Classroom</td>
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<tr>
<td>Singapore Math: Number Sense and Computational Strategies</td>
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<tr>
<td>Singapore Math Strategies: Model Drawing for Grades 1-6</td>
<td>11167</td>
</tr>
<tr>
<td>Singapore Math Strategies: Advanced Model Drawing for Grades 6-9</td>
<td>11166</td>
</tr>
<tr>
<td>Teaching Math: Grades 4-6</td>
<td>11169</td>
</tr>
</tbody>
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**ONLINE ACADEMY**

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49

SPRING 2017 CREDIT-FREE COURSE CATALOG
Teaching Science: Grades 4-6
Increase your effectiveness as a science teacher for children in fourth through sixth grades.
CRN 11142

Solving Classroom Discipline Problems I
Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.
CRN 11151

Solving Classroom Discipline Problems II
In this professional development course, you’ll get the teacher training you need to deal effectively with serious discipline problems and help even the most challenging students you’re teaching make more responsible choices.
CRN 11152

Empowering Students with Disabilities
Explore common disabilities you’ll encounter in the classroom and master techniques for promoting academic, behavioral, and social skills in students with special needs.
CRN 11170

Teaching Students with Learning Disabilities
Learn how to successfully meet the diverse needs of students with learning disabilities in your classroom.
CRN 11173

Teaching Students with ADHD
Learn practical strategies for helping children with attention deficit hyperactivity disorder (ADHD) succeed in school.
CRN 11171

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 11172

Survival Kit for New Teachers
Veteran instructor shares the secrets for success in your first years of teaching.
CRN 11145

Ready, Set, Read!
A learning specialist shows you how to raise a successful reader and writer.
CRN 11163

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 11160

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 11138

Differentiated Instruction in the Classroom
Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.
CRN 11139

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 11141

Differentiating K-12 Assessments
Learn effective strategies for differentiating your assessments and empowering every student in your class to succeed.
CRN 11140

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 11159

Teaching Writing: Grades K-3
Learn how to nurture student writers in the early elementary classroom.
CRN 11144

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 11143

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 11133

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 11134

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 11161

Guided Reading: Strategies for the Differentiated Classroom
Learn creative ways to bring differentiated instruction and guided reading to life in your classroom.
CRN 11162

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 11164

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 11154

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 11155

For full course descriptions and requirements, please visit our Online Instruction Center for more information:
www.ed2go.com/manchcc
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 11156

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 11157

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 11158

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 11153

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 11200

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 11198

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 11181

Get Grants!
Learn how to develop successful, fundable grants from experts in the field.
CRN 11182

Advanced Grant Proposal Writing
Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.
CRN 11184

Writing Effective Grant Proposals
Learn to prepare grant proposals that get solid results for your favorite organization or charity.
CRN 11183

Becoming a Grant Writing Consultant
Increase your income while working from home by starting a grant writing consulting business.
CRN 11252

Starting a Nonprofit
Industry veteran shows you how to take a nonprofit business from vision to reality.
CRN 11253

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 11256

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 11254

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 11255

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 11199

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 11226

Homeschool with Success
Discover how to homeschool your children in a way that ensures they get what they need both academically and socially.
CRN 11132

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 11222

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 11215

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 11224

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 11223

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 11210

Explore a Career in Medical Writing
Take your first step toward a lucrative and rewarding career as a medical writer.
CRN 11214

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 11211

HIPAA Compliance
Learn how to comply with the duties, rights, and responsibilities of HIPAA, ARRA and HITECH.
CRN 11206

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 11209

Become a Physical Therapy Aide
Prepare for a rewarding career as a valued member of the physical therapy team.
CRN 11216

Become a Veterinary Assistant I
A practicing veterinarian prepares you to work in a veterinary office or hospital.
CRN 11217

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 11218
Lose Weight and Keep It Off!
Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime.
CRN 11207

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 11201

Handling Medical Emergencies
Every second counts during a medical emergency. Learn how to respond if someone needs your help.
CRN 11208

Spanish for Medical Professionals I
Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.
CRN 11221

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 11212

Beginning Conversational French
Discover how easy it can be to learn common words and phrases for both leisure and business.
CRN 11191

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 11176

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 11177

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 11178

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 11175

Writing for ESL
Learn how to write in English more effectively to succeed in college and at work.
CRN 11179

Discover Sign Language
Discover the fun of learning sign language and using your hands to communicate with Deaf people.
CRN 10972

Math Refresher
Gain confidence in your basic math skills and start using math to your advantage.
CRN 11231

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 11233

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 11232

Medical Math
Master the math skills you need to succeed in the medical field.
CRN 11225

Human Anatomy and Physiology I
Gain a greater appreciation and understanding of the marvelous complexity of the human body.
CRN 11205

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 11213

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 11242

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 11243

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 10958

For full course descriptions and requirements, please visit our Online Instruction Center for more information:
www.ed2go.com/manchcc
Start Your Own Edible Garden
Learn how to grow delicious, nutritious fruit and vegetables in your own backyard.
CRN 11203

Get Funny!
Learn how to use humor to speak more effectively, write better, and increase your popularity.
CRN 11229

Skills for Making Great Decisions
Learn how to make excellent everyday decisions from an experienced counselor and life coach.
CRN 11228

Interpersonal Communication
Become aware of the conscious and unconscious codes of meaning we send when communicating with others.
CRN 10970

Keys to Effective Communication
Lost for words? Don’t be! Learn to build rapport, trust, warmth, and respect through conversation.
CRN 10969

Genealogy Basics
Learn where to look, who to contact, and how to use research tools to begin an exciting exploration of your roots.
CRN 11197

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 11180

Personal Finance
Protect your assets and discover how best to achieve all your financial goals.
CRN 11190

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 11189

Keys to Successful Money Management
A certified financial planner shows you how most wealthy people build their fortunes.
CRN 11185

Real Estate Investing
Learn how to build and protect your wealth by investing in real estate.
CRN 11248

Photography
($119 per class)

Discover Digital Photography
An informative introduction to the fascinating world of digital photography.
CRN 11239

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 11240

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 11104

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 11241

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 11186

The Analysis and Valuation of Stocks
Discover valuable techniques that show you step-by-step how to research and value stocks.
CRN 11187

Introduction to Stock Options
Learn how stock options can protect your portfolio and help you profit in any type of market.
CRN 11188

Investing
($119 per class)

Where Does All My Money Go?
Learn how to get control of your money once and for all.
CRN 11180

Personal Finance
Protect your assets and discover how best to achieve all your financial goals.
CRN 11190

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 11189

Keys to Successful Money Management
A certified financial planner shows you how most wealthy people build their fortunes.
CRN 11185

Real Estate Investing
Learn how to build and protect your wealth by investing in real estate.
CRN 11248

SALES & MARKETING
($119 per class)

Professional Sales Skills
Discover how to begin a successful and rewarding career in sales.
CRN 10945

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 10944

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 11265
ONLINE ACADEMY

Marketing Your Business on the Internet
Develop an Internet marketing plan for your business that incorporates SEO, advertising, email, social media, and more.
CRN 11264

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 11109

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 11131

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 11123

Prepare for the GED Math Test
Master the skills you’ll need to pass the Mathematical Reasoning module in the 2014 GED test series.
CRN 11122

GMAT Preparation
Discover powerful test-taking techniques and methods for improving your score on the GMAT.
CRN 11126

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 11124

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 11125

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 11127

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 11128

SAT/ACT Preparation: Part 1
Master the reading, writing, English, and science questions on the ACT and new SAT.
CRN 11129

SAT/ACT Preparation: Part 2
Master the math questions on the ACT and new SAT.
CRN 11130

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 10983

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches.
CRN 10959

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 10967

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 10976

Business Marketing Writing
Write great marketing copy to improve your company’s image and your chances of getting hired or promoted.
CRN 10975

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 10989

Fundamentals of Technical Writing
Learn the skills you need to succeed in the well-paying field of technical writing.
CRN 10966

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 10951

Writeriffic: Creativity Training for Writers
Banish writer’s block forever with these tricks from the published writer’s toolbox.
CRN 10981

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 10963

Writing Young Adult Fiction
Develop your own young adult novel and learn how to break into one of today’s hottest publishing markets.
CRN 10964

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 10961

Mystery Writing
Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author.
CRN 10960

Writing the Fantasy Novel
This is the perfect course for anyone who’s ever thought about becoming a fantasy fiction writer.
CRN 10962

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 10988

Writing for Children
Published children’s author shows you how to touch the hearts of children by creating books for them.
CRN 10973

Research Methods for Writers
Learn the most efficient and effective methods to conduct research for any writing project.
CRN 10968

For full course descriptions and requirements, please visit our Online Instruction Center
for more information:
www.ed2go.com/manchcc
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 10977

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 10979

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 10978

Introduction to Internet Writing Markets
A professional writer shows you how to make money writing on the Internet.
CRN 10984

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 10965

Write Your Life Story
Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others.
CRN 10982

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 10985

NEED HELP?
THE KNOWLEDGEABLE STAFF AT ED2GO CAN ASSIST YOU!

Go to www.ed2go.com/manchcc and click “Help” on the Online Instruction Center menu. You will find answers to many common questions, or you may submit an inquiry directly to the Ed2go Help Desk by clicking “Email support at” to the bottom of the page.

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

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
- 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**

**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: www.manchestercc.edu/continuing/oaa.php

### Monthly Programs:
- Informative
- Educational
- Entertaining

### Social:
- Luncheons
- Refreshments after programs
- Meet new friends!

### Travel:
- Day trips
- Overnights
- Overseas

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**MCC ORGANIZATION OF ACTIVE ADULTS MEMBERSHIP FORM**

(Minimum Age: 50) • PLEASE PRINT • Dues: $15 per person per year (September 1-August 31)

<table>
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<th>First Name 1</th>
<th>Last Name 1</th>
<th>Mr &amp; Mrs Ms Miss (circle preference)</th>
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**Only if different:** Mail Address ________________________________________________

**Address:**

- Town____________________________________
- State ________
- 9-Digit ZipZip_____________-__________
- Phone_____________________________
- Email address  _____________________________________________

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**Would You be willing to help OAA by serving on your Board or a Committee?**

- Yes
- No

**Amount enclosed: ____________

**Check #:__________ Check Date:___________**

(For Office Use Only) (For Office Use Only) Date Received: ___________

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**MCCOA Tuition Rebate Application**

You may receive a 20% rebate for any MCC Credit-Free course costing over $10 ($50 max per membership year) if your current-year dues were postmarked or hand-delivered before the course start date. **Use a separate form for each class taken.** Have your instructor sign the completed application and then mail it to MCCOA Rebates, Great Path MS #16, PO Box 1046, Manchester CT 06045-1046. You will receive your check directly from MCCOA; processing may take up to 8 weeks.

<table>
<thead>
<tr>
<th>OAA Member’s Name:</th>
<th>Member’s Address:</th>
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**Course Title:** _____________________________________________________________

**Course Start Date:** ________________________________________________________

**Course Fee:** $ ______________

**Current-Year Catalog Semester (circle one):**

- Fall
- Winter
- Spring
- Summer

**Instructor’s signature:** ____________________________

(Verifying that student attended at least one class session)  
(Print Last Name: ____________________________ (Instructor))

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For Individuals 50 and Older: Your Opportunity for Lifelong Learning

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: www.manchestercc.edu/continuing/oaa.php

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**MCC Organization of Active Adults Membership Form**

(Minimum Age: 50) • PLEASE PRINT • Dues: $15 per person per year (September 1-August 31)

---

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NEW iPhone Photography
Learn how to get the most out of your iPhone features by shooting, editing and sharing photographs. That’s right, using only your iPhone, you will develop these photographic skills! Learn simple tips and tricks that will take your photography to the next level: how to adjust and edit photos, how to download photo apps and use them, and how to import, save and share photos. Please bring your iPhone to class.
CRN 11479 | Fee: $55
1 Friday | 3/31
6-9 PM | AST Room D211
Instructor: Richard Hoyer, M.A.

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 11473 | Fee: $105
2 Tuesdays | 3/21-3/28
6-9 PM | LRC Room B142
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 digital questions to this informative class. Prerequisite: Digital Camera Introduction or equivalent experience, or permission by instructor.
CRN 11331 | Fee: $105
2 Fridays | 2/2/2-3/2/10
6-9 PM | LRC Room B142
CRN 11474 | Fee: $105
2 Tuesdays | 3/21-3/28
6-9 PM | LRC Room B142
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 11484 | Fee: $105
2 Fridays | 4/21-4/28
6-9 PM | AST Room D211
Instructor: Richard Hoyer, 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 11433 | Fee: $75
2 Wednesdays | 2/22-3/1
6-9 PM | GPA Room GP139
Instructor: Peter Glass, M.A.

ATTENTION: All Credit-Free Instructor Biographical Notes are now listed at the back of the catalog.
NEW Throwing Light on the Subject
This course will cover basic lighting techniques, starting with three-point lighting, and then progressing to more complex and creative schemes. We will address how to: modify light using umbrellas, barn doors, reflectors, gels, and cookies; use a handheld light meter; understand color temperature; and operate a camera on the manual setting. Volunteers from the class will act as models, and objects brought in by the instructor will be used for still-life shots. We will use tungsten lights, instead of strobes, for this class, so that the whole class can shoot at the same time. Each student will have a chance to design lighting setups using both a model and various objects, and to take lots of photos. A handout covering the information presented in class will be distributed. Please bring your digital camera, with a charged battery. Also, if you have, please bring: extra batteries, camera cards, a tripod, and a cable release. All skill levels are welcomed.

CRN 11481 | Fee: $110
3 Saturdays | 2/25-3/11
11:30 AM-2:30 PM | MCC on Main, 903 Main St., Manchester
Instructor: Peter Glass, M.A.

NEW Using Portable Flash
There are many reasons for adding a small portable flash to your array of camera equipment, including not having to rely on the camera’s built-in flash. Topics will include: appreciating the difference in effects between aiming the flash directly at the subject, bouncing the flash off an umbrella or ceiling, or covering the flash with a diffuser or softbox; reducing the flash output to create “fill” light; controlling background light; controlling illumination coming from the flash or from ambient light; using the Blurred-Sharp Shot technique; adding light by slaving multiple portable flashes together; and the basics of three-point lighting. A handout detailing most of this material will also be provided to the participants. You may bring your camera, and small portable flash, if you own one, and be sure that camera and flash are fully charged. All skill levels welcomed.

CRN 11434 | Fee: $75
2 Saturdays | 3/18-3/25
10:30 AM-1:30 PM | GPA Room GP142
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 11518 | Fee: $120
5 Saturdays | 4/22-5/20
9-11 AM | AST Room D211
(4/29 & 5/13 meet off-campus)
Instructor: Hunter Neal, M.F.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 11485 | Fee: $55
1 Friday | 5/5
6-9 PM | AST Room D211
Instructor: Richard Hoyer, M.A.
**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 passport photographs, and a Security Officer application, in addition to the course completion card, when they submit their State application.

**Fees extraneous to the course:** 5-year ID Card - $100; CT Background Check - $50; Federal Background Check - $12; Fingerprinting Fee: $15.

CRN 11675 | Fee: $125  
1 Monday | 3/27  
8:30 AM-5 PM | SSC Room L240  
Instructor: Richard Siena

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**NEW How to Become a Notary Public in Connecticut**

If you are interested in becoming a Notary Public in Connecticut, then this practical session will answer many common questions. Learn about notarial duties, and the steps to becoming a commissioned Notary. The instructor will also share her many years of experience as a licensed Notary. Each participant will leave with an official Notary Manual of Connecticut and test information.

CRN 11743 | Fee: $10  
1 Friday | 5/5  
2-3 PM | AST Room E202  
Instructor: Lucy Anne Hurston, M.A.

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**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 Room L107) and are FREE and open to students, alumni, and the public. Pre-registration, however, is required, using the registration form on page 73.

**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 11666 | 1 Wednesday | 2/1  
12:45-1:45 PM  
CRN 11667 | 1 Wednesday | 2/15  
12:45-1:45 PM  
CRN 11668 | 1 Wednesday | 3/1  
12:45-1:45 PM  
CRN 11669 | 1 Wednesday | 3/22  
12:45-1:45 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 11670 | 1 Wednesday | 2/8  
12:30-1:45 PM  
CRN 11671 | 1 Wednesday | 2/22  
12:30-1:45 PM  
CRN 11672 | 1 Wednesday | 3/8  
12:30-1:45 PM  
CRN 11673 | 1 Wednesday | 3/29  
12:30-1:45 PM  
SSC Room L107 (Career Services Suite)
REAL ESTATE

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

Principles and Practices of Real Estate

This required course for real estate licensing provides clear explanations of modern real estate practices and a working knowledge of real estate in Connecticut. Property owners, buyers, sellers, and anyone interested in pursuing real estate careers or operations will find this course beneficial and rewarding. Students must attend at least 60 hours and pass the course with a score of 70 or higher in order to sit for the State exam (the Salesperson 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 9781475438529) 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 11764 | Fee: $485
14 sessions | 12 Wednesdays
2/22-5/10 (exam date 5/17) | 5:30-9:30 PM
5:30-9:30 PM | SSC Room L240
Instructor: Domenick Galletti, M.B.A.

CRN 11288 | Fee: $485
16 sessions | Tuesdays & Thursdays
3/14-5/9 (does not meet 4/13; exam date 5/11) | 5:30-9:30 PM | SSC Room L240
Instructor: Marc Vallen, J.D.

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.

ATTENTION:
All Credit-Free Instructor Biographical Notes are now listed at the back of the catalog.
Due Diligence for Real Estate Professionals

Why bother to discuss due diligence? That’s not the job of the real estate professional ... is it? Well frankly, no, it’s not your job ... unless you consider your job to include figuring out where potential issues may be lurking and addressing them in a timely manner, and ensuring a smooth closing with satisfied clients. In this court we’ll discuss what due diligence is and what it is not. Beginning with what is available at town hall, we’ll review tax records, land records, flood maps, building permits, and the like. You’ll become familiar with the basics of title searching, including what is available online and at town hall. We’ll discuss visual inspection of the property, maps, title insurance, and the title insurance affidavit. We’ll also discuss what is NOT found at town hall, such as environmental issues, probate concerns, and court matters.

CRN 11310 | Fee: $55
1 Thursday | 5/18
6-9 PM | SSC Room L240
Instructor: Marc Vallen, J.D.

Mortgage Loan Documentation

Learn about the legal role and effect of the various documents involved in the real estate purchase and sales transaction. Beginning with the Promissory Note, we will discuss the standard, and not-so-standard, provisions, including repayment options, balloon payments, joint and several liability, “open-end” provisions, revolving credit, the role of the secondary market, modifications, and allonges. Once that is established, we will look at the role of the mortgage deed as security for repayment of the note. Finally, we will look at enforcement, including the lis pendens, collection actions, foreclosure actions (and potential opportunities) and deficiency judgments.

CRN 11311 | Fee: $55
1 Tuesday | 5/23
6-9 PM | SSC Room L240
Instructor: Marc Vallen, J.D.

Foreclosure and Bankruptcy

Learn how real estate is affected by, and affects, foreclosure and bankruptcy, and where opportunities may lie for the real estate professional. We will begin with an introduction to secured and unsecured lending. From there, we’ll discuss various forms of collateral, both real and personal. We will discuss priorities of liens, and “super-priority” liens, such as condominium liens and taxes. We will also discuss the real estate salesperson’s lien. Once that is established, we will discuss realizing on collateral, including personal property and foreclosures in real property. We will discuss the two traditional methods of foreclosure in Connecticut, as well as the new “foreclosure by market sale” and what these things mean to the real estate professional. Finally we will discuss the role of bankruptcy as it affects borrower and the real estate professional.

CRN 11312 | Fee: $55
1 Thursday | 5/25
6-9 PM | SSC Room L240
Instructor: Marc Vallen, J.D.
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 11564 | Fee: $105
1 Tuesday | 4/25
9 AM-4 PM | LRC Room B144 (limited seating)
Instructor: William Marut, M.B.A., B.A.

NEW 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. In this course, we will cover 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 11650 | Fee: $180
2 Tuesdays | 3/21-3/28
9 AM-4 PM | LRC Room B144 (limited seating)
Instructor: Paul Howard, M.B.A.
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 23 years of experience and using actual cases to connect theory to practice. Instructor provides handouts. No prerequisite.

CRN 11551 | Fee: $90
1 Thursday | 5/18
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 11560 | Fee: $399
5 Fridays | 3/24-4/28 (does not meet 4/14)
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 11555 | Fee: $180
2 Mondays | 5/8-5/15
9 AM-4 PM | SSC Room L240 (limited seating)
Instructor: John Lombardo, M.B.A.

Rewarding Employees When Budgets Are Tight

How do you foster an environment where employees want to come to work and achieve their potential, even when there is no budget for overtime or raises? Arguably more money is great (it’s hard to imagine employees saying no to a raise!), but you can reward and motivate people in meaningful ways that don’t involve financial compensation. Participants will learn about employee recognition as a way to strengthen their organization, discuss how and why companies offer non-financial compensation, and explore some successful examples of no-cost rewards. Instructor provides handouts. No prerequisite.

CRN 11553 | Fee: $90
1 Tuesday | 5/2
9 AM-4 PM | LRC Room B144 (limited seating)
Instructor: V. Allison Reed, M.S., C.A.G.S.

Spanish Essentials for the Workplace

Learn basic phrases for communicating with Spanish speaking employees, clients and coworkers. Practice basic Spanish grammar exercises, role-playing, and reality-based activities. Topics will include Spanish sounds and the alphabet; greetings and farewells; asking for information and other polite requests; numbers, dates, days of the week, and months of the year; time; and useful verbs and key phrases in the present, past, and future tenses. This class will be taught in a state-of-the-art language lab, so that participants can also learn to use computer translators effectively. Participants will also have opportunities to practice with a native speaker during the class. Instructor provides handouts. No prerequisite.

CRN 11572 | Fee: $180
2 Fridays | 5/5-5/12
9 AM-4 PM | LRC Room B210 (limited seating)
Instructor: Linda Burk, Ph.D.
MCC Regional Job Fair

Friday, March 31, 2017
9:00 AM-1:00 PM
Great Path Academy

- Meet Potential Employers.
- Opportunities at Professional, Management and Entry Levels.
- Full & Part-time positions available.
- Job seekers are encouraged to wear appropriate interview dress and have résumés handy.

For more information or for a list of registered employers, please visit: www.manchestercc.edu/jobfair

Participation in this event meets the Institutional Learning Goals of Personal & Social Responsibility & Understanding of Self.

MCC Spring Open House

Tuesday, April 4, 2017
4:00–6:30 PM, GPA Gymnasium

Learn more about Admissions, Financial Aid, and MCC Programs and Services, and tour the campus.
**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.

**2/22 - My Mrs. Brown by William Norwich**

"An unforgettable novel about a woman with a secret who travels to New York City on a determined quest to buy a special dress....[Yet] sometimes a dress isn’t just a dress. Emilia Brown is a woman of a certain age. She has spent a frugal, useful, and wholly restrained life in Asheville, a small town in Rhode Island. Overlooked especially by the industries of fashion and media, Mrs. Brown is one of today’s silent generations of women whose quiet no-frills existences would make them seem invisible." - Simon and Schuster

Instructor: Dr. Gena Glickman

**3/8 - Go Set a Watchman by Harper Lee**

According to the publisher ... Go Set a Watchman “tackles the racial tension brewing in the South in the 1950’s and delves into the complex relationship between father (Atticus Finch) and daughter (Jean Louise ‘Scout’ Finch’). The book makes numerous references to the characters of Lee’s famous novel, To Kill a Mockingbird, as Jean Louise, an adult in Watchman, has many flashback childhood memories. Although published 55 years after To Kill a Mockingbird, this novel is widely viewed as a first draft of the famous Pulitzer-Prize winning novel.

Instructor: Jana Sime and Kim Hamilton-Bobrow

**3/22 - Winter’s Bone by Daniel Woodrell**

Winter’s Bone follows Ree Dolly on a quest to find her father. Set in the gritty backcountry of the Ozark Mountains, this short novel looks at how far we will go to save ourselves and families, and introduces readers to Woodrell’s signature genre, country noir.

Instructor: Andrew Sottile

**4/5 - The Lonely Passion of Judith Hearne by Brian Moore**

The title says it all. Brain Moore’s tender, intelligent 1955 novel takes us to Belfast where Judith, a middle aged woman who has lived a mostly quiet, sad, solitary life, takes a chance on a new opportunity for love and companionship. Moore’s prose is clear and moving, and his knowledge of the yearning heart is without peer.

Instructor: Michael DiRaimo

**4/19 - Paradise by Toni Morrison**

First published in 1997, Paradise is the first novel Morrison published after she won the Novel Prize for Literature in 1993. As she so often does, Morrison explores the web of history and human agency, race and gender, all while entrancing readers with the unique poetry of her language.

Instructor: Lois Coleman

**5/3 - Homegoing by Yaa Gyasi**

"Effia and Esi are born into different villages in eighteenth-century Ghana. Effia is married off to an Englishman and lives in comfort in the palatial rooms of Cape Coast Castle. Unbeknownst to Effia, her sister, Esi, is imprisoned beneath her in the castle’s dungeons, sold with thousands of others into the Gold Coast’s booming slave trade, and shipped off to America, where her children and grandchildren will be raised in slavery.” – from goodreads.com

Instructor: Tanya Milliner-Harlee

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**Author Night: Reading and Discussion of Perfect Silence**

In this series of Connecticut authors introducing and reading from their published works, Jeff Hutton will speak about his creative process and impetus behind the writing of his historical novel, Perfect Silence, which combines three of America’s favorite topics: it starts as a historical tale about baseball, becomes a novel of the Civil War, and ends up as an unlikely love story. The author will sign copies of his book after the presentation.

**4/15 - Perfect Silence by Jeff Hutton**

Jeff Hutton will speak about his creative process and reading from their published works, Jeff Hutton will speak about his creative process and reading from their published works.

Instructor: Jeff Hutton, B.A.

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**Poetry for Poets**

This course is for serious writers of poetry who are interested in refining their craft and getting their work published. Your work will undergo rigorous (but always friendly) review. The course will emphasize the processes of rewriting and editing to help you reach the next level of your writing. You will also gain the skills and confidence necessary to submit your work to literary journals. You will be expected to bring in samples of your poetry to each class and participate in critiquing your fellow poets’ work. Students will be expected to complete a chapbook of poems by the end of the course. Materials fee: $5, payable to instructor, for publication of a chapbook featuring students’ work.

**2/15 - Poetry for Poets**

Instructor: John Surowiecki, M.A.
Adventures in Autobiography
In this creative writing workshop you will have the opportunity to discover and express your untold stories. Through practical writing assignments, imaginative exercises, reflective conversations, and relevant readings (in and between classes), you can expect to develop the skills, confidence, and inspiration to look at your life through an alternate lens, uncover new perspectives, and find fresh meaning in your old stories. For the last session, participants will have the opportunity to invite family and friends to hear a reading of a story they have developed with the support and feedback of the instructor and fellow writers.

CRN 11464 | Fee: $90
5 Thursdays | 4/27-5/25
6:30-8 PM | MCC on Main, 903 Main St., Manchester
Instructor: Stacey Jill Zackin, Ph.D.

NEW  Fundamentals of Short Story Writing
This workshop will focus on the fundamentals of short story writing. Participants will explore the elements of the writing craft: storytelling, character development, setting, time, point of view, and voice/language. Topics will also include how to develop the beginning, middle and end of a short story, and the role of the drafting and revision process. Participants will have an opportunity to receive both instructor and peer feedback on their work.

CRN 11767 | Fee: $125
6 Tuesdays | 3/21-4/25
7-9 PM | GPA Room GP142
Instructor: Christie L. Ward, M.A.

Henry David Thoreau: An American Original
One of the most influential of our writers and naturalists, and a pioneer in civil disobedience, Thoreau was an essential part of the 19th century New England literary renaissance. Through an examination of his life, his writings and his many memorable statements on life and nature, we will learn why Robert Frost wrote, “In one book, Walden, he has surpassed everything we have had in America.” Thoreau’s friendship with Ralph Waldo Emerson will also be explored. The instructor will provide handouts.

CRN 11762 | Fee: $25
1 Wednesday | 4/26
6:30-8:30 PM | GPA Room GP138
Instructor: David Garnes, M.A., M.L.S.

"Not until we are lost do we begin to understand ourselves."
Henry David Thoreau

Robert Frost: Fire and Ice
Perhaps the most quoted 20th century American poet, Robert Frost is part of a long literary tradition evolving out of the New England landscape. Frost’s plain language, sensitivity to his surroundings, and oftentimes somber view of the life journey have rendered his poetry an eloquent statement on nature, philosophy, and the human condition. After an introduction to Frost’s long, celebrated, and oftentimes difficult personal life, we will read and discuss several of his poems. The instructor will provide handouts.

CRN 11763 | Fee: $25
1 Wednesday | 5/10
6:30-8:30 PM | GPA Room GP138
Instructor: David Garnes, M.A., M.L.S.

NEW  Jane Austen’s Northanger Abbey
During an eventful season at Bath, young, naïve Catherine Morland experiences the joys of fashionable society for the first time. She is delighted with her new acquaintances: flirtatious Isabella, who shares Catherine’s love of Gothic romance and horror, and sophisticated Henry and Eleanor Tilney, who invite her to their father’s mysterious house, Northanger Abbey. There, with her imagination influenced by novels of sensation and intrigue, Catherine imagines terrible crimes committed by General Tilney. With its broad comedy and irrepressible heroine, this is the most youthful and optimistic of Austen’s novel. We will also consider the author’s life and other works.

CRN 11751 | Fee: $20
1 Wednesday | 3/22
6-8 PM | GPA Room GP142
Instructor: Katherine Noonan, B.A., M.L.S. candidate
MCC READS DOWNTOWN

The popularity of book discussion groups at MCC has led to this group that meets at MCC on Main, and is designed to complement the More Great Books discussion series on campus. Sessions will be led by distinguished MCC library and staff members. The course meets on alternate weeks to allow time for reading. Books are available at local and online bookstores and at most libraries.

CRN 11491 | Fee: $20
5 Thursdays (every third week) | 2/23; 3/16; 4/6; 4/27 & 5/18
6-7 PM | MCC on Main, 903 Main St., Manchester

2/23 - Everyone Brave is Forgiven by Chris Cleave

Set in London during the years of 1939–1942, when citizens had slim hope of survival, much less victory; and on the strategic island of Malta, which was daily devastated by the Axis barrage, Everyone Brave is Forgiven features little-known history and a perfect wartime love story inspired by the real-life love letters between Chris Cleave's grandparents. This dazzling novel dares us to understand that, against the great theater of world events, it is the intimate losses, the small battles, the daily human triumphs that change us most.

Instructor: Patricia Ronalter

3/16 - The Moonstone by Wilkie Collins

The Moonstone is one of the most famous suspense novels of all time: a masterpiece of construction and the ultimate page-turner, it introduced one of the world’s most beloved genres, the detective story.

Instructor: Katherine Noonan

4/6 - The Other Einstein by Marie Benedict

In the tradition of The Paris Wife and Mrs. Poe, The Other Einstein offers us a window into a brilliant, fascinating woman whose light was lost in Einstein’s enormous shadow. It is the story of Einstein’s wife, a brilliant physicist in her own right, whose contribution to the special theory of relativity is hotly debated and may have been inspired by her own profound and very personal insight.

Instructor: Paula Pini

4/27 - Harry Potter and the Cursed Child by J.K. Rowling and Jack Throne

It was always difficult being Harry Potter and it isn’t much easier now that he is an overworked employee of the Ministry of Magic, a husband and father of three school-age children. While Harry grapples with a past that refuses to stay where it belongs, his youngest son Albus must struggle with the weight of a family legacy he never wanted. As past and present fuse ominously, both father and son learn the uncomfortable truth: sometimes, darkness comes from unexpected places.

Instructor: Katherine Noonan

5/18 - It by Stephen King

Welcome to Derry, Maine. It’s a small city, a place as hauntingly familiar as your own hometown. Only in Derry the haunting is real. They were seven teenagers when they first stumbled upon the horror. Now they are grown-up men and women who have gone out into the big world to gain success and happiness. But the promise they made twenty-eight years ago calls them reunite in the same place where, as teenagers, they battled an evil creature that preyed on the city’s children. Now, children are being murdered again and their repressed memories of that terrifying summer return as they prepare to once again battle the monster lurking in Derry’s sewers.

Instructor: Katherine Noonan

What the Dickens?

Charles Dickens became one of the most popular and prolific writers of his time, and he remains the gold standard of English novelists. He knew how to write a page-turner. Almost all of his novels were in the form of monthly installments in popular magazines. But he also had a keen eye for social injustice in the face of the Industrial Revolution, and the working class—those squeezed between industrial progress and its dark underbelly. After discussing Dickens’s life and work, we’ll focus on one of his most famous and celebrated novels, Oliver Twist.

CRN 11752 | Fee: $20
1 Wednesday | 4/19
6-8 PM | GPA Room GP214
Instructor: Katherine Noonan, B.A., M.L.S. candidate

YOU MAY ALSO LIKE

• Bob Dylan: Poet and Musician on page 40
**BIographies**

Ken Adamson, B.A., M.A., is adjunct professor of communications at Manchester Community College and Charter Oak State College. Ken is a communications consultant and successful voice actor, composer-arranger, copywriter, and producer. His online presence has played an important role in his recent success. Ken also brings more than two decades of sales, sales management, and marketing experience to this class. Ken received his B.A. in psychology and M. A. in communications from the University of Massachusetts in Amherst.

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 an M.A. in history from the University of Connecticut, and was social studies department supervisor for the West Hartford Public Schools and is an adjunct professor at Central CT State University. He has also presented workshops at the Rock and Roll Hall of Fame in Cleveland.

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

Elizabeth Baumbach earned an M.A. in teaching from Wesleyan University and a 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. Certified as a “Master Teaching Artist” by The Connecticut Office of the Arts, Bob Bloom performed for more than a decade as a member of Dr. Babatunde Olatunji’s internationally renowned drumming and dance troupe, “Drums of Passion” at venues including Lincoln Center, Jorgenson Hall, The Metropolitan Museum of Art, and The Washington Monument.

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

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 Oviedo, 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- and Dairy-free Lifestyle. Visit her at: www.chefbeckyhealthcoach.com.

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.

Keith Butzgy, M.B.A., has been a Mastercam instructor for over 14 years. He is currently owner of a CNC Commercial Sign Shop, where utilizes Mastercam. He is a Certified Mastercam Programmer, Certified SolidWorks Professional, Instructor, and Support Technician.

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

Markus Centola has 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 InfintiTango.

Pamela Chace, P.T., is a certified phlebotomy technician 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.

Paul Czepiga is a practicing attorney with CzepigaDalycPope, 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.

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

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

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.

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

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

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 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 Fialkary 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.

Dominick Galletti is an independent fee appraiser for Wellspect, Dugas & Kane, LLC, and formerly an analyst with Cornerstone Real Estate Advisers, LLC, in Hartford. He received his M.B.A. from the 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 Germamo, 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 in the 1960s, and has taught guitar privately for more than 20 years. He is also a bandleader, composer, arranger, and artistic director of the Connecticut Guitar Society.
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. Walter Gomb has three decades of experience as an engineer, inventor, entrepreneur, business executive, and educator. He earned his B.S. from MIT and his M.A. from Colorado State University in electrical engineering. He also teaches as an adjunct professor at the University of New Haven in the School of Business. Judith E. Goldstein is a PMC Guild certified teacher and has been a professional metalsmith for more than 30 years. You may email the instructor at jegpewter@aol.com to see a sample of what you will learn and create. Julie Hepburn-Greene is senior associate director of Career Services at MCC. Zbigniew Gryzb 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 Wall Fine Art, and Barnes-Franklin Gallery, and his work is included in the New Britain Museum of American Art. Jennifer Gutterman is a full-time faculty instructor teaching at MCC in the Game Design, Multimedia and Graphic Arts department. She holds an M.F.A. in Visual FX: 3D Modeling & Concept Development from the Academy of Art University in San Francisco, CA. Amy Hanover earned her M.S. in TESOL at Temple University and has taught ESL classes at the Nationalities Service Center in Philadelphia. Selected as a New England Super Lawyer in 2010, Elton B. Harvey III earned his J.D. from Western New England College and is an attorney in West Hartford practicing law since 2002. He was previously employed in the financial services industry including John Hancock, The Travelers and Webster Bank. 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 Manchester Community College 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. Lucy Anne Hurston is a Professor and Department Chair of Sociology and Sign Language at Manchester Community College. She has her M.A. from Ohio State University, her B.A. from Central Connecticut State University and her A.S. from Manchester Community College. Jeff Hutton received his B.A. in English and Creative Writing from the State University of New York and pursued graduate study in literary criticism at the University of Denver. He has published an historical novel, Perfect Silence, as well as two non-fiction books, and his latest novel, grounded in art history, is under consideration at publishers. Erin Jackson is master’s degree candidate and a Certified Veterinary Technician at Bolton Veterinary Hospital. Debbie 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. 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 Manchester Community College 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. Lucy Anne Hurston is a Professor and Department Chair of Sociology and Sign Language at Manchester Community College. She has her M.A. from Ohio State University, her B.A. from Central Connecticut State University and her A.S. from Manchester Community College. Jeff Hutton received his B.A. in English and Creative Writing from the State University of New York and pursued graduate study in literary criticism at the University of Denver. He has published an historical novel, Perfect Silence, as well as two non-fiction books, and his latest novel, grounded in art history, is under consideration at publishers. Erin Jackson is master’s degree candidate and 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, and development of technical employees, and has completed over 70 industry leading device training sessions as regional manager of a major wireless business. 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. Barbara King has an M.A. in history from the University of Oklahoma and has taught high school and college history and psychology courses. She has also been a trainer in business, non-profit and state government, and teaches a variety of courses for MCC’s Credit-Free Programs, including Noon Institutes. 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. 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 Francaise 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.

Estelle Laschever holds a B.F.A. from Cornell University and an M.A. in Art Education from the University of Hartford. She has been the subject nearly 25 one-person shows, and has been the recipient of more than 30 awards. Her work is represented in many public collections, including the New Britain Museum of Art, the Johnson Museum of Art, and the Gerber Scientific Corporation. Her artwork can be viewed at www.Lascheverfineart.net.

Kay Lani LeBoullec, 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, M.B.A., is a consultant for a variety of small businesses owners, assisting in writing business plans, installed and maintained QuickBooks databases, and provided QuickBooks tutorials to new clients.

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.

Bruce Manning, computer program coordinator for MCC’s Continuing Education Division, has provided computer training for QVCC, TRCC; University of Connecticut; 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, MPHil 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 Hillary 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.

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

Katherine Noonan has a B.A. from Smith College and is currently a candidate for the master of library and information science degree at Simmons College. She has taught for MCC’s Credit-Free Programs since 2012 and is a founding member of the MCC Reads Downtown course.

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.

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

Diane Pacitti, PhD., R.Ph. is a pharmaceutical professional with more than 25 years’ experience in community pharmacy and academia.

Jayne Pearson, M.A. from University of Connecticut, is professor of Hospitality and Culinary Arts 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., currently works as the Accounting Curriculum Director and Associate Professor at Goodwin College in Hartford CT and has been at that position since 1999. Michael 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.

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

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.

Bettylou Sandy is owner of Bettylou's Gardening in Manchester and has offered gardening and landscaping seminars throughout CT and RI since 1987. She is also an Accredited Organic Land Care Professional (AOILCP) through Northeast Organic Farmers Association (NOFA) and on the board of directors for the CT Community Gardening Association and NOFA.

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 for this MCC course.

Jason Scappaticci has a B.A. in History from Utica College and an M.S. in American Studies from Trinity College. He is the Director of Transitional Programs at MCC where he has worked since 2003. He is active in local politics and has served on the Manchester Board of Education since 2011. He is passionate about history and thoroughly enjoys sharing his passion with others.

Max Schwimmer earned his master's degree in saxophone performance from The Hartt School at the University of Hartford. He is co-founder and tenor saxophonist for the acclaimed Asylum Quartet and has also performed with the Juilliard Orchestra, U.S. Coast Guards Band, and the International Opera Theater.

Richard Siena has 26 years of police experience, including being a commander and instructor and currently owns a private investigation company.

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.

Gene Spaziani is a retired MCC professor who started the first wine-tasting classes in Connecticut at MCC in the early 1970s. A noted wine journalist who wrote the weekly wine column for Journal Inquirer for 30 years, he continues to be on the editorial board of WineMaker magazine, where he writes occasional feature stories.

John Surowiecki is the author of four collections of poetry, Flies, Barney and Gienka, The Hat City after Men Stopped Wearing Hats, and Viewing Cartoons before Attending a Funeral, as well as a verse drama, My Nose and Me, which won a Poetry Foundation Pegasus Award, and several chapbooks, including the newly released, Missing Persons, which won Encircle Publication's chapbook award.

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, 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.

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

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.

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

Anna M. Ulatowska has a Masters in Applied Linguistics from Warsaw University, Poland and M.S. in TESOL from Central Connecticut State University. She has international and domestic ESL teaching experience in preparing international students for various tests required by US colleges, including TOEFL.

Marc Vallen is assistant state's attorney in CT's Office of States' Attorney. He was formerly principal in Vallen & Sandler, LLC.

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. Kristin works for MIT as an App Inventor Master Trainer.

Christie Ward holds an M.A. in English/ Creative Writing from the University of Missouri-Columbia, where she also was awarded a departmental fellowship and served on the editorial staff of The Missouri Review. In addition, she is founder and principal of CWard Intercultural Communication, LLC.

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.

Carrie Varina-Rich is a State Certified EMT instructor (EMSI), a member of the Glastonbury Volunteer Ambulance Association, and an employee at Hartford Hospital.

Stacey Jill Zackin, M.S.W., C.P.C.C., Ph.D., is a personal and professional coach who helps her private and corporate clients access creative perspectives on the world, uncover hidden patterns in their lives, and gain imaginative strategies to identify and achieve their potential. More information on her programs are available on her website: www.theCoach4you.com.

Lynne Zelsinsky, 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.
Refund Policy for Credit-Free Courses

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

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

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

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

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

** Refund Appeals are only considered for extraordinary circumstances.

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

Refund Policy Appeal Procedures

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

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

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

You may view and print a Refund Policy Appeal form at www.manchestercc.edu 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 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

1. Go to www.manchestercc.edu/continuing-education
2. Click Credit-Free Registration Page (at bottom of webpage)
3. 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.commnet.edu)
- Your initial Password is made up of the following personal information:
  1. The first three characters of your birth month (with first letter capitalized)
  2. The "&" symbol
  3. The last four digits of your Social Security Number (Example: For a user whose birthday is in October and whose social security number ends in 6789, the initial password would be Oct&6789)
- You will be prompted to change your password during your first login

CONTACT INFORMATION

Admissions .................................................................860-512-3210
Bursar's .................................................................860-512-3637
Financial Aid ............................................................860-512-3380
Library .................................................................860-512-2880
Registrar...............................................................860-512-3220
Bookstore ..............................................................www.mctc.bkstr.com
5 EASY WAYS TO REGISTER FOR CREDIT-FREE COURSES. PLEASE COMPLETE AND SUBMIT THIS ENTIRE PAGE.

1. **BY MAIL**
   - Complete a registration form (one person per registration form, please).
   - Pay by check, money order, MasterCard, Visa or Discover Card.
   - Mail entire page with full payment to:
     - Continuing Education Registration, MS #13
     - Manchester Community College
     - Great Path
     - P.O. Box 1046
     - Manchester, CT 06045-1046

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

3. **BY FAX 860-512-3221 (24 HOURS)**
   - Complete a registration form with MasterCard, Visa or Discover Card.
   - Please call 860-512-3232 to confirm that your fax was received.

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

5. **REGISTER ONLINE**
   - Go to www.manchestercc.edu/continuing-education.
   - See Online/Flexible Registration information at bottom of web page (see details on page 72).

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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.

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**MCC CREDIT-FREE COURSE REGISTRATION**

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

<table>
<thead>
<tr>
<th>Banner I.D. # (if known)</th>
<th>Name (Last)</th>
<th>(First)</th>
<th>(M)</th>
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<tbody>
<tr>
<td></td>
<td>Previous Name (if any)</td>
<td>Email address</td>
<td></td>
</tr>
<tr>
<td>Home Address (Number and Street)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
<td></td>
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<tr>
<td>Tel. (Home)</td>
<td>(Work)</td>
<td>(Cell)</td>
<td></td>
</tr>
<tr>
<td>Birth Date</td>
<td>Gender</td>
<td>Female</td>
<td>Male</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course Title</th>
<th>Start Date</th>
<th>Time</th>
<th>Room</th>
<th>Fee</th>
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</table>

MAKE CHECK OR MONEY ORDER PAYABLE TO “MCC”.

<table>
<thead>
<tr>
<th>Credit Card #</th>
<th>VISA</th>
<th>Master Card</th>
<th>Discover</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three Digit Security Code (CV Code)</td>
<td>Exp. Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cardholder name (print)</td>
<td></td>
<td></td>
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<tr>
<td>Cardholder signature</td>
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<tr>
<td>Relationship to student</td>
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<td></td>
</tr>
<tr>
<td>Cardholder address</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Cardholder phone</td>
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</tbody>
</table>

REFUNDS

Refunds are issued only for Credit-Free courses that MCC cancels, or if a written request is received no later than one (1) business day prior to the first scheduled class meeting. See details on page 72.
**CREDIT-FREE REGISTRATION INFORMATION**

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

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

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

**Free Parking**
Parking is free at MCC. You may park without a permit in East and West Lots. A permit is required to park in staff or handicapped spaces.

For convenient access to the new Great Path Academy (GPA), please use East Lot.

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

**Postponements & Make-Ups**
Classes postponed by instructor’s request, emergencies, or extreme weather conditions will be made up whenever possible. Please call the College’s main line, 860-512-3000, or visit the College web page: [www.manchestercc.edu](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.

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**MCC CAMPUS MAP**

MCC maps & directions link: [http://www.manchestercc.edu/about/maps-directions/](http://www.manchestercc.edu/about/maps-directions/)

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

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

**WING/CLASSROOM DESIGNATION**
A, B, C, D, E, GP, L, T

**OFF-CAMPUS LOCATION**
MCC on Main
903 Main Street | Manchester
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, at our downtown Manchester location or on 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).

Call Mick Pigott (860.512.2815) or Doreen Forbes-Rogers (860.512.2817) who will be happy to answer your questions.
Connecticut Rider Education Program (CONREP)
For Motorcycles
in conjunction with CT DOT

- Focus on building basic motorcycle operation and street riding skills
- Weekly classes beginning in April 2017
- For Registration Packet and Schedule Call 860-512-3000, Press 2, and Dial ext. 8705 or visit:
  www.manchestercc.edu/motorcycle-training

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
- Broker Legal Compliance
- Continuing Education for Real Estate Professionals
  See pages 60-61

Prepare for Allied Health Careers

Check out our course selection
See pages 3-6

Online Academy

Check out our course selection
See pages 45-55

Continuing Education Credit-Free Programs

For Information: 860-512-2800
To Register: 860-512-3232
www.manchestercc.edu/continuing

Check out our course selection
See pages 45-55

See pages 60-61