



MANCHESTER
COMMUNITY
COLLEGE

FALL 2018



***Allied Health, Computer Technology,
Cuisine, Fitness & Recreation,
Real Estate, and much more***

Continuing Education for Professional Development and Personal Enrichment

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Continuing Education



Credit-Free Programs 860-512-2800

Offering courses for professional development and personal enrichment

Director, Carleigh Schultz.....	cschultz@manchestercc.edu
Program Coordinator, Stephen Campiglio.....	scampiglio@manchestercc.edu
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General Information and Catalog Requests.....	ceinfo@manchestercc.edu

Credit-Free Phone-In Registration..... 860-512-3232

8:30 AM–4:30 PM, Monday–Friday MasterCard, Visa, Discover Card, or American Express

Business & Industry Services 860-512-2815

Providing employers and employees with workplace programs and training

Director, Mick Pigott.....	mpigott@manchestercc.edu
Business Services Representative, Doreen Forbes-Rogers.....	dforbes-rogers@manchestercc.edu
Continuing Educational Assistant, Kim Sullivan.....	ksullivan1@manchestercc.edu
SNAP Coordinator, Gina Marchesani.....	gmarchesani@mcc.commnet.edu

Computer Technology..... 860-512-2808

Providing state-of-the-art computer training

Coordinator, Bruce Manning.....	bmanning@manchestercc.edu
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Allied Health Programs 860-512-2826

Preparing students for National and State certification exams

Coordinator, Michelle Fuhrman.....	mfuhrman@manchestercc.edu
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Excursions in Learning Youth Programs..... 860-512-2804

Offering courses for high-achieving, academically motivated children

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

Winter and Summer credit extension courses

Dean, Melanie Haber.....	mhaber@manchestercc.edu
Secretary, Lisa Baxter-Rincon.....	lbaxter-rincon@manchestercc.edu

Notice of Nondiscrimination



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

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

Alternative formats of this material may be provided upon request.
6/18 67M, CE/NFD

MCC Photo Policy

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

Certified Nurse Aide (CNA) WIOA-APPROVED VA-APPROVED SNAP-ELIGIBLE

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. Students must attend a minimum of 100 hours and achieve a passing grade of 70 or above to sit for the Connecticut State Certification Exam. This exam costs approximately \$118. The course instructor will inform students on the procedures and necessary paperwork needed to apply for the exam. All students must complete and pass a criminal background check and drug screen through an MCC provider (\$96 fee). If a student fails either screening, he or she will not be able to participate in their clinical rotation. Results of these screenings may take up to two weeks to be received. Course refunds will NOT be granted due to failure of either the criminal background check or drug screen, unless a written refund request is received on or prior to the last business day before the first class meeting. 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. 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. A Manchester Community College Student ID will also need to be purchased for \$5.

CRN 31487 | Fee: \$999
 28 sessions | Tuesday, Thursday & Saturday (see schedule below)
 Classroom | 20 sessions | Tuesdays & Thursdays | 9/18-11/27 (does not meet 11/22)
 6-9 PM | LRC Room B125
 Clinical | 8 Saturdays | 10/6-12/1 (does not meet 11/24) | 7 AM-3 PM (half-hour lunch)
Woodlake at Tolland, 26 Shenipsit Lake Road, Tolland
 Instructor: Andrea Dillon, RNC, M.Ed.

MCC CREDIT-FREE SCHOLARSHIPS FOR FALL 2018

Eligible programs:

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

See advertisement on page 67 for more information.

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

REGISTRATION GUIDELINES

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

Have you earned college credit?

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

IF NO: You must take a reading comprehension test at no cost. The test is given every Tuesday through Thursday from 1-4 PM and Fridays from 1-3 PM (except holidays), until the class fills. No appointment is necessary. You may go directly to Room SSC L-131A to take the comprehension test. Please bring a photo ID and your high school diploma or GED with you.

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

VETERANS' (VA) BENEFITS

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

WORKFORCE INNOVATION AND OPPORTUNITIES ACT (WIOA) ELIGIBILITY

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

SNAP ELIGIBILITY

Contact MCC SNAP Coordinator, Gina Marchesani at 860-512-2827 for more information about SNAP funding.

CRIMINAL BACKGROUND CHECK AND DRUG SCREENING

CNA and Phlebotomy students are required to pass both a criminal background check and drug screening in order to participate in their mandatory clinical rotation. Contact MCC Continuing Education Coordinator, Michelle Fuhrman at 860-512-2826 for the procedures on how to complete these screenings.



NEW Emergency Medical Technician (EMT) VA-APPROVED

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

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



This course prepares students to sit for the initial State of CT Certified EMT examination and national board certification, a primary qualification for EMT personnel. Students must attend at least 150 hours, achieve a course grade of 75% or above and be recommended by the instructor to sit for the state exam. The exam fees of approximately \$200 are paid at the time that a student applies to take the exams. The course instructor will inform students about the application process. Students will need access to a computer with internet and email in order to complete homework, quizzes and other 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 9780134190754) by Daniel Limmer and Michael F. O'Keefe, Pearson Publishers, approximate cost \$196.00, and stethoscope and blood pressure cuff, approximate cost \$55, available at MCC bookstore. \$10 refundable key deposit must be given to the instructor on the first day of class. **All classes meet at Glastonbury Volunteer Ambulance Association, 2112 Main St., Glastonbury, CT 06033**

CRN 31401 | Fee: \$795

35 sessions | 15 Tuesdays & 14 Thursdays | 9/11-12/20 (does not meet 11/22) | 6-10 PM
6 Saturdays | 10/6, 10/20, 11/3, 11/17, 12/1, 12/15 | 8 AM-4 PM (half-hour lunch)

Instructor: Scott Thompson, Paramedic, EMS-I, AHA Instructor

See page 3 for Registration Guidelines and Benefits Information.

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

Veterinary Assistant Certificate Part I

WIOA-APPROVED

VA-APPROVED

MCC is pleased to announce that our Veterinary Assistant program is only one of two college programs in New England credentialed by the National Association of Veterinary Technicians in America (NAVTA) and has received the Approved Veterinary Assistant (AVA) designation. Veterinary assistants provide care to animals in clinics, animal hospitals, zoos and animal shelters. In this course, students will learn how to care for small animals; recognize signs of illness and disease; handling and restraint of pets; exam room procedures; pharmacy protocols; legal issues; veterinary computer programs; facility maintenance and front office procedures.



Veterinary Assistant I is the first part of a two-semester 160-hour course/ 100-hour internship program that will prepare students for an entry-level position in veterinary health care. During this semester students participate in 80+ hours of classroom time and a mandatory 50-hour internship. This internship is done outside of the normal class hours. Students must complete both Veterinary Assistant I and Veterinary Assistant II, earn a grade of 75 or above, complete a 100-hour internship and must attend at least 150 hours of instruction to be eligible to sit for the NAVTA Approved Veterinary Assistant examination. Upon successful completion of the exam, participants will be entitled to use the designation AVA after their names, and will receive a documenting certificate from NAVTA. This course is offered in partnership with Bolton Veterinary Hospital. Required textbooks/materials: Elsevier's Veterinary Assisting Textbook, Mosby (ISBN 9780323359221); for approximately \$93



and Workbook (ISBN 9780323377102) for approximately \$35 are available at MCC Bookstore. Navy blue scrub top and bottoms and a Manchester Community College Student ID are required to be worn during internship hours.

CRN 31400 | Fee: \$899

19 sessions | 9 Tuesdays & 10 Thursdays
9/4-11/8 | 6-9:30 PM | GPA Room GP216

2 Saturdays | 9/8, 11/10

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

GPA Room GP216

3 Sundays | 9/23, 10/7, 10/21

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

BVH Corner Clinic

Internships 10/15/18-1/18/19 Off Campus

Instructors: Lynne Zelinsky, DVM; Erin Jackson, M.Ed, CVT; Denise Champagne B.S., CVT

Phlebotomy Technician

WIOA-APPROVED

VA-APPROVED

SNAP-ELIGIBLE

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. 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 must have a steady hand with good manual dexterity and 20/20 vision (can be corrected with lenses) and accurate depth perception. 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. Students must complete and pass a criminal background check and drug screen through an MCC provider (\$96 fee). If a student fails either screening, he or she will not be able to participate in their clinical rotation. Results of these screenings may take up to two weeks to be received. Course refunds will NOT be granted due to failure of either the criminal background check or drug screen, unless a written refund request is received on or prior to the last business day before the first class meeting. 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 participate in their clinical rotation and may not be eligible to complete the program. Students are required to wear a white lab coat and white shoes or sneakers to the clinical site. 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). Required textbook: The Phlebotomy Textbook, 3rd edition, Strasinger & DiLorenzo, F.A. Davis Co., (ISBN 9780803620575); approximately \$73, available at MCC Bookstore.



Pharmacy Technician

WIOA-APPROVED

VA-APPROVED

SNAP-ELIGIBLE

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 31398 | Fee: \$825
20 sessions | Mondays & Wednesdays
10/1-12/12 (does not meet 10/8 & 11/21;
weather make-up 12/17)
6-9 PM | LRC Room B144

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

See page 3 for Registration Guidelines and Benefits Information.

See page 3 for Registration Guidelines and Benefits Information.

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

American Heart Association Basic Life Support (BLS) with CPR/AED



This course is appropriate for Personal Trainers, CNAs, EMTs, Nursing students, police officers and fire fighters as well as school, hotel and restaurant employees. It meets the requirements of the American Heart Association Basic Life Support (BLS) for Healthcare Providers and the American Red Cross CPR/AED for the Professional Rescuer. Healthcare professionals will learn to recognize life-threatening emergencies and provide CPR, use an AED, and relieve

choking in a safe, timely and effective manner. Students will complete an instructor-led training session, skills practice and certification exam. The cost for the American Heart Association card is approximately \$25. Please bring a check payable to the instructor for the two-year certification card. Please make sure to bring the following workbook to class: Basic Life Support manual w/reference card, #15-1010, 2015 guidelines (ISBN 9781616694074) available at MCC Bookstore for approximately \$20.

CRN 31471 | Fee: \$65
1 Saturday | 11/17 | 10 AM-2 PM
LRC Room B144

Instructor: Richard Siena, A.S., CT Police Academy Graduate

PHARMACY TECHNICIAN EXTERNSHIP

Starting January 2019, a Pharmacy Technician externship will be offered for students who have completed the Pharmacy Technician course.

FREE Math Review for Incoming Pharmacy Technician Students

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

CRN 31490 | Fee: Free; registration is required
1 Wednesday | 9/12
6-9 PM | LRC Room B144

Instructor: Gerald Metya, M.S.

ART & CRAFTS



Eduard Manet *The Banks of the Seine at Argenteuil*



Claude Monet *Red Boats*

NEW Manet to Monet: Realism to Impressionism

Their names are similar and from the 1860s, and so were their paintings. What changed, and when and why did their work diverge? This course will examine the revolutionary paintings by Eduard Manet and Claude Monet. Often referred to as the "Father of Modernism," Manet's influential work opened the door for Modernism, specifically the Impressionist movement. Our study will culminate with the first-hand experience of viewing works by both artists on exhibit at the Hill-Stead Museum. The Museum's collection has been preserved in-situ since the house was built in 1901. In addition, we will examine original receipts of purchase from the Museum's archives. **Students will meet at the Hill-Stead Museum in Farmington for the final session on Saturday, October 13, at 10 a.m.** Directions will be provided in class. Admission is free for registered students.

CRN 31545 | Fee: \$75
3 sessions | 1 Tuesday & 1 Thursday
10/9 & 10/11 | 6:30-8:30 PM
GPA Room GP155
1 Saturday | 10/13 | 10 AM-noon
Hill-Stead Museum

Instructor: Katharine C. Ebner, M.A.

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

NEW Monsters & Myths: Surrealism and War in the 1930s and 1940s - Seminar and Field Trip to Wadsworth Atheneum Museum of Art

As the rise of fascism and nationalism engrossed Europe in the years leading up to World War II, and then the war itself, with America eventually joining the fight, no other artists produced work more powerfully disturbing than the Surrealists. This special exhibition will be the first of its kind to focus on the interrelationship between Surrealism and war in both Europe and America during this period. Come learn about the Surrealist movement and the artists whose work you'll witness before visiting the exhibition. **Students will meet at the Wadsworth Atheneum Museum of Art for the second session on Saturday, October 27, at 10 a.m.** Admission is free for registered students.

CRN 31546 | Fee: \$50
1 Thursday | 10/25 | 6-9 PM | GPA Room GP126
1 Saturday | 10/27 | 10 AM-noon
Wadsworth Atheneum Museum of Art
Instructor: Bonnie Rose Sullivan, M.F.A.

Introduction to Watercolor Painting

Learn the basic materials, brush techniques, value, color theory, and color mixing of the watercolor medium. Students will learn observational painting from still life (focus on color mixing and value); observational painting of the atmosphere and light/shadow (focus on texture, color, and brush work); and observational gesture painting, with an introduction to several non-traditional painting techniques (focus on movement, and expressive and conceptual mark-making). The final session will involve a culmination painting. A materials list will be sent to students prior to class.

CRN 31345 | Fee: \$155
6 Mondays | 9/10-10/22 (does not meet 10/8)
6-8:30 PM | GPA Room GP202

Instructor: Bonnie Rose Sullivan, M.F.A.



Introduction to Watercolor Painting II

This course is a continuation of *Introduction to Watercolor Painting*, or for students with some watercolor experience. We will further develop our use and knowledge of the basic materials, brush techniques, value, color theory, and color mixing of the watercolor medium, including observational paintings from still life, light and shadow, and gestures, as well as several non-traditional painting techniques. The final session will involve a culmination painting. A materials list will be sent to students prior to class (same supply list as the Introductory course).

CRN 31346 | Fee: \$155
6 Mondays | 10/29-12/3
6-8:30 PM | GPA Room GP202

Instructor: Bonnie Rose Sullivan, M.F.A.

Introduction to Acrylics

This course provides an introduction to the artistic theories and techniques of acrylic painting. Solid foundational skills will be established through an essential analysis of color theory, along with an in-depth exploration of traditional and non-traditional techniques. Through observational painting practice, students will learn about atmospheric perspective, light and shadow, texture, and mark making. Students will take home several small paintings and studies, as well as a culmination painting. For beginning to intermediate level students. A materials list will be sent to student prior to class; approximate total cost is \$45, which will be lower if students already own basic supplies, such as brushes and paints.

CRN 31547 | Fee: \$155
6 Wednesdays | 11/7-12/19
(does not meet 11/21)
6-8:30 PM | GPA Room GP202

Instructor: Bonnie Rose Sullivan, M.F.A.



NEW Creating Color: A One-Day Workshop

No matter what style you paint in, you can benefit from learning how to mix your own colors. For both beginners and experienced painters, we will focus on creating custom colors from basic primary colors, and then, by applying these skills to the canvas, students will learn about color families and harmony of colors. Students should bring the following materials to class: a basic set of acrylic paints; at least 3 different-sized brushes; a canvas (any size, but at least 16" x 20"); and a pad of paper pallets.

CRN 31290 | Fee: \$50
1 Saturday | 9/8
10 AM-2 PM | GPA Room GP202
Instructor: Zbigniew Grzyb, M.A.

Foundations of Drawing I

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



CRN 31292 | Fee: \$145
6 Fridays | 9/14-10/19
10 AM-noon | VIL 1 Room V101
Instructor: Zbigniew Grzyb, M.A.

Foundations of Drawing II

This course is a continuation of *Foundations of Drawing I*, appropriate for students who took the previous course or for other students with basic skills. Students will further their skill development toward creating their own drawings. We will continue to work from still life and learn how to observe the object, so that it can be rendered onto paper. We will continue to focus on basic skills, such as composition, structure, and proportion. The instructor will work with each student individually, as well as demonstrate techniques to the whole group. The materials list is the same as the first course: drawing pad with quality paper (18" x 24" or smaller), art eraser, and pencil set from B2 to B5.

CRN 31293 | Fee: \$145
6 Fridays | 10/26-12/7 (does not meet 11/23)
10 AM-noon | VIL 1 Room V101
Instructor: Zbigniew Grzyb, M.A.

Painting with Oil Pastels

Learn how to use oil pastels and master the flexibility of this wonderful medium to create "paintings" on paper and explore 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 layer and mix colors, blend, stipple, and tone and achieve a variety of effects. **Please note: the last class on October 27 will meet at the New Britain Museum of American Art, 56 Lexington Street, New Britain,** where students will tour the collection, focusing on techniques learned in class. Admission is free for registered students. Directions will be given in class. Students should bring the following materials to class: a basic set of oil pastels (at least 12 colors); a Bristol pad or other thick paper with a smooth surface; a dull-edged knife (kitchen butter knife is fine); pencil; and paper towels.

CRN 31289 | Fee: \$145
6 Saturdays | 9/15-10/27 (does not meet 10/6; final session meets at New Britain Museum of American Art)
10 AM-noon | VIL 1 Room V101
Instructor: Zbigniew Grzyb, M.A.

Introduction to Abstract Expressionism

Students will learn about the history of abstract painting by studying masterpieces of abstract art, and then apply what they learn to their own creations. This course is appropriate for all levels. The instructor will provide one-on-one feedback to each student about their art and help students to turn their own ideas into an abstract painting without relying on representative elements. We will focus on the painting basics of composition, color and harmony. Students should bring the following materials to class (total start-up cost of approximately \$70, if a student owns no painting supplies): Golden Artist set of paints, three brushes #4, #6 & #10, and a canvas.

CRN 31291 | Fee: \$145
6 Saturdays | 9/15-10/27 (does not meet 10/6)
1-3 PM | VIL 1 Room V101
Instructor: Zbigniew Grzyb, M.A.

Chinese Brush Painting: Gold Fish and Lotus Flower



Learn 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 Gold Fish and Lotus Flower 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 31341 | Fee: \$85
1 Saturday | 11/10
8:30 AM-2:30 PM | GPA Room GP202
Instructor: Yuemei Zhang, M.A.

Introduction to the French Impressionist Style: Snow Landscapes

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 a summer theme of oceans and floral gardens. 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 31342 | Fee: \$85
1 Saturday | 12/1
8:30 AM-2:30 PM | GPA Room GP202
Instructor: Yuemei Zhang, M.A.



ART & CRAFTS

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. **Students must register by September 19 to allow the instructor time to purchase supplies.** Materials fee: \$25, payable to the instructor at the first class, for clay and glazing supplies and kiln operation.

CRN 31269 | Fee: \$110
5 Wednesdays | 9/26-10/24
6:30-8:30 PM | GPA Room GP202
Instructor: Janine Turgeon, M.S.



Create Silver Jewelry with Precious Metal Clay (PMC)

This course is for both the beginning and experienced student. Learn to craft fine silver jewelry as though you're playing with clay. Once shaped, dried, and fired in a kiln, the putty-like PMC becomes an object of fine silver. Design, shaping of the material, stone setting, texturing, and molding to finishing and antiquing, will all be addressed. You will go home wearing two to three completed pieces of silver jewelry, such as necklaces, simple beads, earrings, or charms. **Students must register by Tuesday, September 25, to allow the instructor time to buy supplies.** Materials fee: \$80, payable to instructor at the first class, for one package of PMC and supplies. Please note: Materials fee is subject to change according to market prices. A materials list of simple, inexpensive tools will also be sent prior to class (instructor supplies almost everything).

CRN 31348 | Fee: \$135
3 Tuesdays | 10/2-10/16
6-9:45 PM | GPA Room GP215
Instructor: Judith E. Goldstein,
PMC Guild Certified

Silver Jewelry with a Twist: Create a Sterling Chain Bracelet

Learn a new skill and create your own silver bracelet in one evening! No special jewelry skills are necessary for this class. The instructor will demonstrate how to assemble ready-made sterling "jump" rings into a variety of chain patterns from simple to intermediate. After constructing a few samples as a permanent reference, you will proceed to a design of your own choosing. Based on complexity and timing, students may have the option of creating more than one piece, or expanding projects into a necklace or adding a pair of matching earrings. Students may also learn how to give their piece that "antique" look if desired. **You must register by Tuesday, October 9 to allow the instructor time to buy supplies.** Materials fee: \$75, for silver and supplies. Please note: Materials fee is subject to change according to market prices. A materials list of simple, inexpensive tools will also be sent prior to class (instructor supplies almost everything).

CRN 31349 | Fee: \$50
1 Saturday | 10/13
10 AM-2 PM | GPA Room GP143
Instructor: Judith E. Goldstein,
PMC Guild Certified

Jewelry Making for Beginners: Learn to Saw and Solder

This is a great introductory class for anyone who wants to learn to make their own jewelry! Sawing



and soldering are the two basic techniques used to make earrings, pendants, rings, and bracelets. The first class will be a demonstration of sawing and soldering a piece

of metal into a piece of jewelry, with an opportunity for question-and-answer. We will also address metal needs and tools, texturing, designs, and equipment for your jewelry project to be worked on in the next three sessions. **You must register by Wednesday, September 19, to allow the instructor time to purchase supplies.** Materials fee: approximately \$25-30 for silver depending on market, and a one-time fee of \$2 to cover studio expenses, payable at the beginning of the first session. In addition, a tool list will be sent prior to class. Participants must be at least 14 years of age.

CRN 31347 | Fee: \$125
4 Saturdays | 9/22-10/20 (does not meet 10/6)
11 AM-2 PM | AST Room D132
Instructor: Carla Polek, M.F.A.



Flower Designing

In this course you will learn six or seven styles of flower arrangements, flower identification, and how to create your own designs in a fun and supportive environment. Each week you will learn by demonstration a different style and take home that arrangement completed in class. No previous flower arranging experience necessary. Materials fee: \$25 per session, for flower and supplies, payable to instructor before the start of each class. Students take home all of their arrangements. **Please note: All sessions meet at Paul Buettner Florist, 1122 Burnside Ave. (Rt. 44), East Hartford.**

CRN 31294 | Fee: \$145
7 Mondays | 9/10-11/5
(does not meet 10/1 & 10/8) | 7-9 PM
Instructor: Robert Buettner, B.S.

Custom-Made Greeting Cards for All Occasions

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

CRN 31559 | Fee: \$65
3 Wednesdays | 10/10-10/24
6:15-8:45 PM | AST Room D110
Instructor: Lisa Korstanje-Lee, A.S.

Consider Yourself Confirmed!

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

SPECIAL TOPICS IN FLORAL DESIGN



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

Vase Arrangements

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

CRN 31322 | Fee: \$20

1 Monday | 11/12

7-9 PM | GPA Room GP215

Instructor: Robert Buettner, B.S.

Decorative Centerpiece for Thanksgiving

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

CRN 31323 | Fee: \$20

1 Monday | 11/19

7-9 PM | GPA Room GP215

Instructor: Robert Buettner, B.S.

NEW Decorative Centerpiece for the Holiday Season

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

CRN 31324 | Fee: \$20

1 Monday | 11/26

7-9 PM | GPA Room GP215

Instructor: Robert Buettner, B.S.



NEW Interior Design Basics: Affordable Decorating Ideas for the Children's Room

To "theme" or not to "theme"? From nurseries to teen spaces, there are many options that can keep these rooms fresh and inviting and without the full commitment to an age-specific decor. Identify your inspiration, budget, color schemes, and functions by using everyday items and/or re-purposing existing ones. This course is ideal for parents, new parents, grandparents, and teenagers. Students should bring an 8.5" x 11" doodle or sketch pad and a pencil to class.

CRN 31456 | Fee: \$45

2 Thursdays | 9/20-9/27

6-8 PM | GPA Room GP142

Instructor: Jill Betts, M.B.A.

Interior Design Basics: Do-It-Yourself Room Design & Decor

Be introduced to the world of design, add a personal touch to your home, save money, and learn new skills, all at the same time! Students will choose a room in their home that they would like to update (bring in a picture of the room, if possible); identify preferred design style (traditional, transitional, modern, contemporary, etc.); learn how to construct a floor plan; determine functionality of spatial plan; learn how to create a color palette for the space; coordinate furnishings/decor and establish a focal point; and learn how to design a story board. By the end of the course, students will have developed ideas and/or actual plans to complete their preferred space. **Please note: the class will meet at HomeGoods in Vernon (decor store) for the third session on November 1.** Directions will be provided in class. Students need to bring to class the following supplies: a plain doodle pad or graph paper, pencil, pen, one or a few home decorating magazines, 16" x 20" illustration board or comparable display board, glue stick, and scissors.

CRN 31479 | Fee: \$105

5 Thursdays | 10/18-11/15

6-8 PM | GPA Room GP138

Instructor: Jill Betts, M.B.A.

YOU MAY ALSO LIKE:

- **Vision Board Workshop on page 11**
- **Aromatherapy: Essential Oils for Home and Healthcare on page 11**

NEW Improve Strength and Regain Balance with Chair Yoga

Ease into better health and well-being by practicing yoga and meditation with a chair. Chair yoga is a gentle class for those who would like to receive the positive benefits that yoga and meditation provide physically, mentally and spiritually, but with the ease of a chair by sitting and using it to brace oneself. The class is beneficial for those recovering from injuries or those who struggle to get up and down off the floor. Participants will advance at their own pace with mindfulness, dedication, and a daily routine at home. Chair yoga has been proven to be helpful over time for those with high blood pressure, anxiety, chronic fatigue, arthritis, multiple sclerosis, depression and chronic pain.

CRN 31402 | Fee: \$105
6 Saturdays | 9/15-10/27
(does not meet 10/6)
9-10:15 AM | SSC Room L154
(Fitness Studio)

Instructor: Kay Lani LeBoulluec, Ph.D.

Gentle Yoga for Well-Being

This course for all levels utilizes the Kundalini Yoga style. Kundalini 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. Also learn how Kundalini energy can be activated to explore the chakras. No previous experience or fitness level is required; continuing practitioners also welcomed. Students are also encouraged to enroll in the Kundalini Meditation and Relaxation course that follows this course.

CRN 31404 | Fee: \$105
6 Thursdays | 9/20-10/25
6-7:15 PM | SSC Room L154
(Fitness Studio)

Plus new Saturday morning hours:

CRN 31403 | Fee: \$105
6 Saturdays | 9/15-10/27
(does not meet 10/6)
10:30-11:45 AM | SSC Room L154
(Fitness Studio)

Instructor: Kay Lani LeBoulluec, Ph.D.

Kundalini Meditation and Relaxation

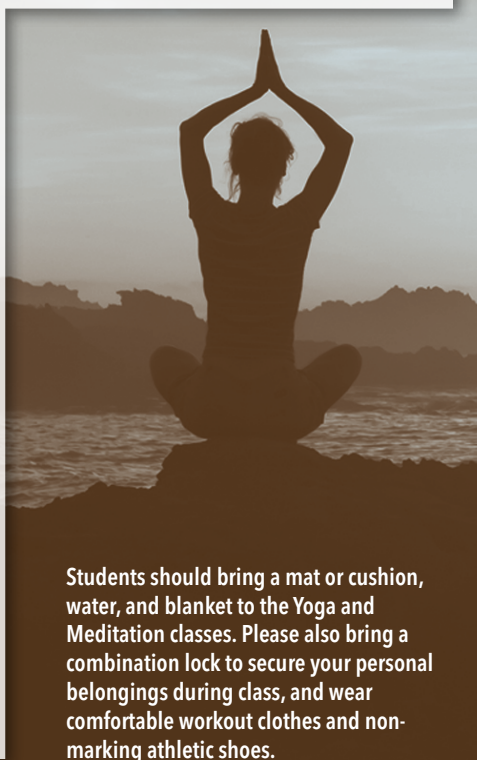
Meditation is the ancient art of quieting the internal dialogue of the mind, and in the process, increasing happiness, focus and calmness. Take a journey to create deep relaxation utilizing powerful Kundalini Yoga meditations, including specific meditations for healing and maintaining memory. Several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

CRN 31406 | Fee: \$85
6 Thursdays | 9/20-10/25
7:30-8:30 PM | SSC Room L154
(Fitness Studio)

Plus new Saturday afternoon hours:

CRN 31405 | Fee: \$85
6 Saturdays | 9/15-10/27
(does not meet 10/6)
Noon-1 PM | SSC Room L154
(Fitness Studio)

Instructor: Kay Lani LeBoulluec, Ph.D.



Students should bring a mat or cushion, water, and blanket to the Yoga and Meditation classes. Please also bring a combination lock to secure your personal belongings during class, and wear comfortable workout clothes and non-marking athletic shoes.

Qigong: Meditative Movements for Health and Wellness



Qigong has been practiced in China by millions of people for more than 5,000 years for strengthening the flow of the life force and improving health. Magnetic energy fields are formed and created in a slow, graceful manner. The Qi (life force) literally pulsates in your hands. These exercises move Qi

and blood through blockages that normally cannot be crossed. QiGong also helps to reverse the aging process. You will learn exercises that can be practiced at home and incorporated into your life. In addition, the history and theory of Qigong will be discussed.

CRN 31337 | Fee: \$45
2 Thursdays | 9/20-9/27
7-9 PM | GPA Room GP214

Instructor: John Mammone, M.S.

Immune Building with Qigong

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

CRN 31338 | Fee: \$25
1 Thursday | 10/11
7-9 PM | GPA Room GP214

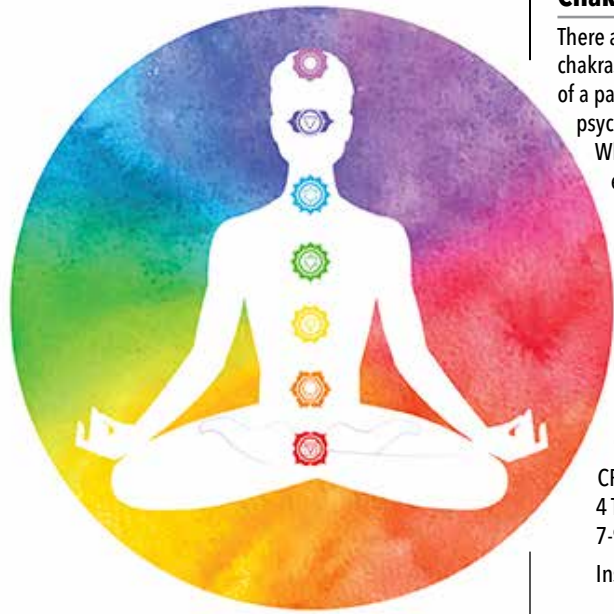
Instructor: John Mammone, M.S.

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 31329 | Fee: \$150
1 Saturday | 9/29
9 AM-4:30 PM | AST Room D213

Instructor: Dory Dzinski, M.A.



Second Degree Reiki Training

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

CRN 31330 | Fee: \$175
1 Saturday | 10/27
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 31331 | Fee: \$200
1 Saturday | 11/17
9 AM-4:30 PM | AST Room D213
Instructor: Dory Dzinski, M.A.

Chakra Studies

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

CRN 31339 | Fee: \$95
4 Thursdays | 9/20-10/11
7-9 PM | GPA Room GP136
Instructor: Dory Dzinski, M.A.

Meditation as a Life Skill

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

CRN 31340 | Fee: \$95
4 Thursdays | 10/18-11/8
7-9 PM | GPA Room GP214
Instructor: Dory Dzinski, M.A.

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

Vision Board Workshop

Participants will be introduced to the concept of the vision board and how to use goal setting and intention in everyday life to promote well-being and achieve desired goals. Come learn how to make your own vision board and work toward actualizing your dreams! In this fun class, you will experience the powerful process of the board's creation and the techniques of visualization and goal manifestation. Each participant will go home with their own personalized vision board that will be a visual representation of their goals and dreams. Materials fee: \$5 payable to the instructor at the beginning of class, for all the necessary supplies. Students may also bring in personal items to add to their vision board.

CRN 31472 | Fee: \$30
1 Friday | 9/21
6-8:30 PM | GPA Room GP136
Instructor: Vanessa Parker, M.A.

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

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

CRN 31332 | Fee: \$30
1 Saturday | 10/13
9 AM-Noon | GPA Room GP136
Instructor: Hallie Sawyers, B.A.



COMPUTER TECHNOLOGY

Computer Technology.....	12-25
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INTRODUCTORY

Computer Boot Camp SNAP-ELIGIBLE

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 31260 | Fee: \$199
4 Wednesdays | 9/19-10/10
6-9 PM | LRC Room B141

Instructor: Steven Bloom, M.Ed.

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 31258 | Fee: \$99
2 Wednesdays | 9/5-9/12
6-9 PM | LRC Room B141

Instructor: Steven Bloom, M.Ed.

Apple iPhone: Overview

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 31257 | Fee: \$15
1 Thursday | 9/13
6-7 PM | LRC Room B142

Instructor: Michael Januska, M.B.A.

Android Phone: Overview

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 31296 | Fee: \$15
1 Thursday | 9/27
6-7 PM | LRC Room B142

Instructor: Michael Januska, M.B.A.

iPad: Basics

Join others to learn how to customize your iPad settings, access built-in productivity apps such as Notes, Calendar, Reminders, and learn 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. The App Store has over 1 million apps to choose from. How do you know which one to choose? In this class we will also 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 the iPad operating system software, called iOS. Depending on the version of your iPad the iOS version could be version 9 through version 11). You will also need your Apple ID and iTunes password for the class.*

CRN 31483 | Fee: \$50
1 Thursday | 10/11
6-9 PM | LRC Room B142

Instructor: Michael Januska, M.B.A.



OFFICE SUITE & OUTLOOK

Microsoft Office 2016: MCC Certificate (Day) SNAP-ELIGIBLE

Increase your employability with this intensive 36-hour course and receive a Microsoft Office 2016 MCC Certificate on completion. This hands-on workshop will include practice time on Word, Excel, Access, PowerPoint and Outlook. Students will learn the basics of all Office programs, including merges, tables, graphics and sharing documents in Word; formulas, data management, formatting and printing in Excel; database creation, criteria in queries, report and form design, grouping data, and establishing relationships in Access; creating slide shows, importing from Word, adding tables/graphics, animation, and advanced formatting in PowerPoint; and e-mail management, creating folders, adding signatures/attachments, scheduling appointments with others, organizing contact lists, and creating/updating tasks in Outlook. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills*.

CRN 31371 | Fee: \$599

6 Wednesdays | 10/3-11/7

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

Instructor: Gayle Pignone

Microsoft Office 2016: MCC Certificate (Evening) SNAP-ELIGIBLE

Increase your employability with this intensive 12-week course and receive a Microsoft Office 2016 MCC Certificate on completion. This hands-on workshop will include practice time on Word, Excel, Access, PowerPoint and Outlook. Students will learn the basics of all Office programs, including merges, tables, graphics and sharing documents in Word; formulas, data management, formatting and printing in Excel; database creation, criteria in queries, report and form design, grouping data, and establishing relationships in Access; creating slide shows, importing from Word, adding tables/graphics, animation, and advanced formatting in PowerPoint; and e-mail management, creating folders, adding signatures/attachments, scheduling appointments with others, organizing contact lists, and creating/updating tasks in Outlook. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills, with some exposure to Microsoft Office helpful*. Ask about scholarship funding for this course. Contact Bruce Manning, Program Coordinator, bmanning@manchestercc.edu.

CRN 31307 | Fee: \$599

12 Tuesdays | 9/18-12/4

6-9 PM | LRC Room B142

Instructor: Cathy Lukas, M.A.

Outlook 2016: Introduction



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

CRN 31539 | Fee: \$99

2 Mondays | 9/24-10/1

6-9 PM | LRC Room B142

Instructor: Kristin Violette, M.Ed.

Project 2016: Introduction

Learn the major features of Microsoft Project 2016, the world's most popular project management tool. Students will learn how to develop project plans and define tasks and resources. Students will detail, track and report the progress of projects. Skills learned in the course include creating task lists, durations, phases; linking tasks, documenting tasks and project plans; setting up resources, capacity, cost pay rates, documenting; assigning resources to tasks, scheduling, applying cost resources to tasks; sharing your plan, Gantt Charts, Timeline views, reporting; tracking progress on tasks, project baselines, task completion percentage; troubleshooting time, schedule, cost, resource, and scope of work problems. Students are eligible to receive free Microsoft Project 2016 software. Required text: *Microsoft Project 2016 Step by Step Edition 1*, Microsoft Press (ISBN 9780735698741), available at MCC Bookstore for approximately \$36. Prerequisite: *Basic Windows, keyboard and mouse skills, with some exposure to Microsoft Office helpful*.

CRN 31504 | Fee: \$199

2 Wednesdays | 11/14 & 11/28

(does not meet 11/21)

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

Instructor: Gayle Pignone

SNAP ELIGIBILITY

Contact MCC SNAP Coordinator, Gina Marchesani at 860-512-2827 for more information about SNAP funding.

NEW Project 2016: Scheduling

Students will learn the basic theories of project scheduling and best practices. Students will create a project from scratch incorporating start dates, multiple calendars, constraints and deadlines. Tasks will be created, linked and tracked. The progress of the mock project will be monitored by saving and tracking baselines. Students will use the data during the mock project to create reports showing planned vs. actual and manipulating the Gantt chart appearances to show the required information in simple readable formats. Resource creation, assignment, tracking, cost projections, and resource-driven scheduling will also be discussed and incorporated. Advanced MS Project features such as creating columns with formulas, graphic indicators and MS Project Quick Keys will also be infused into the project. Upon completion, students are eligible to receive free Microsoft Project 2016 software. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills, with some exposure to Microsoft Project helpful*. *Microsoft Project In-Depth course recommended*.



CRN 31508 | Fee: \$99

1 Wednesday | 9/26

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

Instructor: Kyle Corneau, M.S.

MCC CREDIT-FREE SCHOLARSHIPS FOR FALL 2018

Eligible Computer Technology programs:

- A+ CERTIFICATION (901 & 902)
- NETWORK+ CERTIFICATION
- SECURITY+ CERTIFICATION
- MICROSOFT OFFICE CERTIFICATION
- WEB DESIGN MCC CERTIFICATE
- CERTIFIED ETHICAL HACKING EXAM CERTIFICATION PREPARATION
- INFORMATION TECHNOLOGY INFRASTRUCTURE LIBRARY (ITIL) CERTIFICATION PREPARATION
- MICROSOFT TECHNOLOGY ASSOCIATE (MTA) INFORMATION TECHNOLOGY INFRASTRUCTURE CERTIFICATION
- ADMINISTERING WINDOWS SERVER 2016

See advertisement on page 67 for more information.

COMPUTER TECHNOLOGY

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, keyboard and mouse skills.*

CRN 31538 | Fee: \$99

2 Mondays | 10/15-10/22

6-9 PM | LRC Room B142

Instructor: Kristin Violette, M.Ed.

NEW PowerPoint 2016: Introduction

Students will learn how to create new presentations, create new slides, enter and format text, create and change presentation elements, arrange slides, insert graphics, and run slide shows. You will also learn about the extensive printing features of the program when they create their slide shows. Instructor will provide handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN 31531 | Fee: \$99

2 Mondays | 10/29-11/5

6-9 PM | LRC Room B142

Instructor: Kristin Violette, M.Ed.



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 Microsoft Office: Visual Basic for Applications (VBA) to Enhance Office Productivity

Take control of Office 2016 with Microsoft's Visual Basic for Applications (VBA) and this hands-on course. Learn how to use Office 2016's built-in Macro Recorder, the Visual Basic Editor, VBA syntax, loops and functions, the Office 2016 Ribbon, and much more. Target audience is for those Microsoft Office 2016 users who would like to learn how to leverage VBA to automate and add versatility to their applications. Coverage includes an introduction to the essentials of VBA syntax. Students learn recording, writing, and running macros in Office 2016; creating code from scratch with the Visual Basic® Editor. Prerequisite: *Fluency with Microsoft Office 2016 required.* Required text: *Exploring VBA for Microsoft Office 2016 Brief* (ISBN 9780134497082), available at MCC Bookstore for approximately \$42.

CRN 31518 | Fee: \$199

2 Thursdays | 11/1-11/8

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

Instructor: Rob Thornton, B.A.

Visio 2016: Introduction

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

CRN 31520 | Fee: \$99

1 Monday | 12/3

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

Instructor: Kyle Corneau, M.S.

FIVE WAYS TO GET YOUR COMPANY TO PAY FOR YOUR CLASS

1

Ask

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

2

Show them the catalog

Attach it to your memo.

3

Emphasize the benefits

Explain how the additional skill training will improve your productivity.

4

Note the convenience

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

5

Compare pricing

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



CERTIFICATION TESTING

Microsoft Office Specialist (MOS) Certification Exam

For your convenience, MCC has established a Microsoft Office 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 31380 | Fee: \$125
1 Tuesday | 11/27
4-5 PM | LRC Room B142

CRN 31381 | Fee: \$125
1 Thursday | 11/29
4-5 PM | LRC Room B142

CRN 31382 | Fee: \$125
1 Tuesday | 12/4
4-5 PM | LRC Room B142

CRN 31383 | Fee: \$125
1 Thursday | 12/6
4-5 PM | LRC Room B142

CRN 31384 | Fee: \$125
1 Tuesday | 12/11
4-5 PM | LRC Room B142

CRN 31385 | Fee: \$125
1 Thursday | 12/13
4-5 PM | LRC Room B142

Instructor: Bruce Manning, B.A.

ATTENTION:

All Credit-Free Instructor Biographical Notes are listed at the back of the catalog.

SPREADSHEETS

Excel 2016: Introduction

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



CRN 31359 | Fee: \$99
1 Friday | 9/14
9 AM-4 PM | LRC Room B142 (limited seating)
Instructor: Gayle Pignone

CRN 31534 | Fee: \$99
2 Mondays | 11/19-11/26
6-9 PM | LRC Room B142
Instructor: Kristin Violette, M.Ed.

Excel 2016: Intermediate

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

CRN 31361 | Fee: \$199
2 Mondays | 9/24-10/1
9 AM-4 PM | LRC Room B142 (limited seating)
Instructor: Gayle Pignone

CRN 31535 | Fee: \$199
4 sessions | Mondays & Wednesdays
12/3-12/12 | 6-9 PM | LRC Room B141
Instructor: Kristin Violette, M.Ed.

MICROSOFT IMAGINE SOFTWARE INFORMATION

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

Available software for Fall 2018 includes:
Microsoft Access 2016, Microsoft Project 2016, Microsoft SQL Server 2016, Microsoft Visual Studio 2017, Microsoft Visio 2016, Microsoft Windows 10 and Windows Server 2016.

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



COMPUTER TECHNOLOGY

Excel 2016: Data and Functions

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

CRN 31365 | Fee: \$199
2 Mondays | 10/15-10/22
9 AM-4 PM | LRC Room B142 (limited seating)
Instructor: Gayle Pignone

Excel 2016: Pivot Tables, Dashboards and Reports

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

CRN 31373 | Fee: \$99
1 Monday | 10/29
9 AM-4 PM | LRC Room B142 (limited seating)
Instructor: Gayle Pignone

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



Excel 2016: Advanced

This hands-on one-day intensive course integrates the features of Excel in real-world scenarios and provides a detailed overview of a wide range of Excel topics. Trendlines; What-if Analysis; Goal Seek; Scenarios and Summary Report; Solver; Inserting, Editing and Deleting Comments; Track Changes and setting options; Formula Auditing; MegaFormula Functions; pivot tables in-depth (with additional info about Slicers); pivot charts; simple macros; running a macro when a workbook is open; running a macro when a button is clicked; creating a custom macro button on the Quick Access Toolbar; Custom Functions (UDFs); and other helpful skills. Although this course uses Excel 2016 software, version 2013 is very similar. Questions regarding earlier versions will be addressed as time allows. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2016 exam at our approved MCC testing center for an additional fee. See exam information and schedule on page 15. Instructor provides handouts. Prerequisite: *Excel Intermediate course, or permission of the instructor or computer coordinator.*

CRN 31363 | Fee: \$99
1 Monday | 11/5
9 AM-4 PM | LRC Room B142 (limited seating)
Instructor: Gayle Pignone

NEW Excel Essentials and Personal Budgeting

This hands-on course is designed for the individual looking to create knowledge and a tool to be more comfortable with money. Learn about Excel and the flow of your money. With this course, we will investigate basic personal accounting (income statement and balance sheet) and create a basic budget sheet in Excel. Students will develop an understanding of simple Excel calculations and leave the class with a new understanding of personal finance and a better ability to answer the age old question, "Where did my money go?". Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN 31533 | Fee: \$99
2 Wednesdays | 11/28-12/5
6-9 PM | LRC Room B142
Instructor: Steven Bloom, M.Ed.

ACCOUNTING

Bookkeeping: Introduction

This course provides insight into the accounting cycle and the basic concepts of a transaction and the financial picture of a business. You will be given basic explanations and definitions of many bookkeeping concepts, including accounts, posting, journalizing, debits and credits, balance sheets, operating statements, assets, liabilities, equity, revenue and expenses. Lab exercises will include: journalizing and posting transactions, preparing basic financial statements, adjusting and closing procedures, repetitive transactions, the cash journal, and summarizing and reporting for a merchandising company. Required text: *Schaum's Outline of Bookkeeping and Accounting*, 4th Edition, Lerner & Gokarn (ISBN 9780071635363), available at MCC Bookstore for approximately \$19. Prerequisite: *Basic Windows, keyboard, and mouse skills.*

CRN 31261 | Fee: \$199
4 Wednesdays | 9/12-10/3
6-9 PM | LRC Room B142

Instructor: Shaunna Lowe, M.B.A.

Accounting I: A Practical Focus to Financial Accounting

In this hands-on course, you will be introduced to the accounting cycle of a service company, emphasizing basic accounting concepts focusing on the recording of transactions and the preparation of financial statements. Topics include the steps of the accounting cycle; transaction analysis; journal entries; statement creation; specific accounting concepts relating to current assets, long-term assets, current liabilities; and payroll. Students will build a company's accounting system in QuickBooks, download and manipulate their data into an Excel spreadsheet. Students are requested to bring a 4 GB flash drive to class. Required text: *Schaum's Outline of Financial Accounting*, 2nd Edition (ISBN 9780071762502), available at MCC Bookstore for approximately \$19. Prerequisite: *Basic Windows, keyboard and mouse skills; familiarity with Excel.*

CRN 31484 | Fee: \$599
10 Saturdays | 9/15-11/17
9 AM-noon | LRC Room B142

Instructor: Shaunna Lowe, M.B.A.

CRN 31352 | Fee: \$599
5 Fridays | 9/21-10/19
9 AM-4 PM | LRC Room B141 (limited seating)

Instructor: Heidi Higgins, M.B.A.

QuickBooks: Introduction

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

CRN 31532 | Fee: \$199
4 Wednesdays | 10/10-10/31
6-9 PM | LRC Room B142

Instructor: Shaunna Lowe, M.B.A.

CRN 31528 | Fee: \$199
2 Fridays | 10/26-11/2
9 AM-4 PM | LRC Room B221 (limited seating)

Instructor: Michael Rotondo, M.B.A.

YOU MAY ALSO LIKE

- **Quickbooks Certification Preparation on page 23**

Wall Street Basics

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

CRN 31540 | Fee: \$155
3 Wednesdays | 10/17-10/31
6-9 PM | LRC Room B141

Instructor: Steven Bloom, M.Ed.



NEW Accounting II: Managerial Cost Accounting

This course will provide students with a basic understanding of the role of accounting information in managerial decision making. Topics include cost analysis, cost behaviors, break-even point and the role of activity based costing in a manufacturing environment. The preparation of master and flexible budgets will be covered, as well as variance analysis. Students are requested to bring a flash drive to class. Prerequisite: *Basic Excel and a prior knowledge of Financial Accounting terminology is helpful. Accounting I recommended, but not required*. Required text: Schaum's Outline of Managerial Accounting, 2nd Edition (ISBN 9780071762526), available at MCC Bookstore for approximately \$19.

CRN 31482 | Fee: \$299
3 Fridays | 11/2-11/16
9 AM-4 PM | LRC Room B141 (limited seating)

Instructor: Heidi Higgins, M.B.A.

NEW Introduction to Stock Options

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

CRN 31543 | Fee: \$150
2 Wednesdays | 11/7-11/14
6-9 PM | LRC Room B141

Instructor: Steven Bloom, M.Ed.

DATABASE

Access 2016: Introduction

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

CRN 31536 | Fee: \$99
2 Mondays | 9/24-10/1
6-9 PM | LRC Room B141

Instructor: Rob Thornton, B.A.

CRN 31367 | Fee: \$99
1 Thursday | 9/20
9 AM-4 PM | LRC Room B141 (limited seating)

Instructor: George Pillar, M.S.

Access 2016: Intermediate

Using Application Objects, create a multi-table database containing a relationship and learn the significance of relationships in databases. Create select queries, data entry forms, navigation forms, sub-forms and discover how form layout is similar to report layout. Utilize built-in tools to find and replace data, import data, and more. Understand the use of templates. Although this course uses Access 2016 software, version 2013 is very similar. Questions regarding earlier versions will be addressed as time allows. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2016 exam at our approved MCC testing center for an additional fee but you may require additional training. See exam information and schedule on page 15. Instructor provides handouts. Prerequisite: *Access Introduction course, or permission of instructor or computer coordinator*.



CRN 31369 | Fee: \$199
2 Tuesdays | 10/2-10/9
9 AM-4 PM | LRC Room B142 (limited seating)

Instructor: George Pillar, M.S.

CRN 31537 | Fee: \$199
4 Mondays | 10/15-11/5
6-9 PM | LRC Room B141

Instructor: Rob Thornton, B.A.

COMPUTER TECHNOLOGY

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 31512 | Fee: \$199
2 Fridays | 9/21-9/28
9 AM-4 PM | LRC Room B142 (limited seating)
Instructor: Nadeem Shahid, M.S.

SQL Server 2016 Queries: Introduction

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

CRN 31514 | Fee: \$199
2 Fridays | 10/12-10/19
9 AM-4 PM | LRC Room B142 (limited seating)
Instructor: Nadeem Shahid, M.S.

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



SQL Server Analysis Services (SSAS) Overview

Introduction to SSAS Tabular is an intensive course that is designed to get you up to speed using Analysis Services Tabular quickly and efficiently. The course covers creating and deploying Tabular data models using SQL Server Data Tools. Tabular data models can be used by data analysts, decision makers, and information workers for ad-hoc reporting and data exploration. This course will show, how to create tabular models by combining tables from SQL Server, Access, Excel and other data sources and how to extract data from these models using clients such as Excel pivot tables. The SQL Server Analysis Services (SSAS) overview also includes technology from the Microsoft Business Intelligence stack, which is used to develop Online Analytical Processing (OLAP) solutions. SSAS is applied to create cubes using data from data marts / data warehouse for deeper and faster data analysis. In this course, Microsoft SQL Server Analysis Services (SSAS) are applied to design and implement Multidimensional OLAP cubes to support Business Intelligence (BI) solutions. Participants will learn about the Microsoft SQL Server Visual Studio development environment (SQL Server 2016 Data Tools). Instructor provides handouts. Prerequisite: *This course does not require any prior experience with Analysis Services. It is assumed that participants have working experience with SQL Server and basic relational database concepts such as tables, queries, and indexing.*

CRN 31516 | Fee: \$250
2 Fridays | 12/7-12/14
9 AM-4 PM | LRC Room B142 (limited seating)
Instructor: Nadeem Shahid, M.S.

INTERNET

Facebook for Beginners

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

CRN 31526 | Fee: \$30
1 Tuesday | 9/11
6-8 PM | LRC Room B142
Instructor: Kristin Violette, M. Ed.

LinkedIn for Beginners

Are you new to LinkedIn? This workshop will help you to get started on LinkedIn and increase your visibility on this professional social networking platform. You will learn how to upload a professional image, create a compelling headline, and complete a professional profile summary of your background. You will also send invitations to connect with existing contacts and begin building your professional network for personal and business relationships. You will also learn how to create posts that are relevant to your industry. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN 31301 | Fee: \$35
1 Wednesday | 9/19
6-8 PM | GPA Room GP157
Instructor: Valerie D. Wilson, M.Ed.





Apple iCloud Basics

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

CRN 31295 | Fee: \$15
1 Thursday | 9/20
6-7 PM | LRC Room B142

Instructor: Michael Januska, M.B.A.

Cloud Storage Solutions

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 31297 | Fee: \$15
1 Thursday | 10/4
6-7 PM | LRC Room B142

Instructor: Michael Januska, M.B.A.

Consider Yourself Confirmed!

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

PROGRAMMING

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 applications are included in the Web Design: MCC Certificate program: HTML5/CSS3 Introduction; Adobe Dreamweaver Introduction; Muse Introduction; and WordPress Introduction. Ask about scholarship funding for this course. Contact Bruce Manning, Program Coordinator, bmanning@manchestercc.edu.

CRN 31470 | Fee: \$545
10 Thursdays | 9/13-11/15
6-9 PM | LRC Room B141

Instructor: Robert Thornton, B.A.

CRN 31522 | Fee: \$545
5 Tuesdays | 10/16-11/13
9 AM-4 PM | LRC Room B142 (limited seating)

Instructor: Robert Thornton, B.A..

NEW Python: Introduction

Python is a general-purpose, high-level programming language whose design combines remarkable power with very clear syntax. Its standard library is large and comprehensive. Python is easy, fun, educational and powerful. Topics covered are data types with corresponding operations, input/output from console and text files, decision structures (logical operators, relational operators), looping and user defined functions. Python allows you to create complex applications easier than most programming languages. Prerequisite: *Basic Windows, keyboard and mouse skills*. Required text: [Student Value Edition - Introduction to Programming Using Python Plus MyLab Programming with Pearson eText - Access Card Package](#) (ISBN 9780133051476), available at MCC Bookstore for approximately \$100.

CRN 31510 | Fee: \$299
3 Wednesdays | 9/19-10/3
9 AM-4 PM | LRC Room B141 (limited seating)

Instructor: Lazar Pevac, Ph.D



Java Programming: Introduction

Java is one of the most popular programming languages used by software developers today. It is the core language used in developing Android apps, and is also commonly used in back-end web development. If you're new to programming or just interested in Java then this course is a great place to get started. In this introductory course, you'll learn and practice essential computer science concepts using the Java programming language. You'll learn about Object Oriented

Programming, a technique that allows you to use code written by other programmers in your own programs. You'll put your new Java programming skills

to the test by solving real-world problems faced by software engineers. Java programming is a great option for first-time coders due to its popularity and ease of use. This course will provide you with a solid foundation in Java Programming and Object Oriented Programming concepts.

Topics:

- The Java Programming Environment
- Introduction to Classes and Objects
- Graphics
- Fundamental Data Types
- Decisions
- Iterations
- Arrays, ArrayLists and Simple Array Algorithms
- Methods (Parameter Passing, Instance vs. Static Methods)
- Inheritance

Prerequisite: *Basic Windows, keyboard and mouse skills*. No prior programming experience and knowledge is assumed or needed. Beginners welcome! Instructor provides handouts.

CRN 31465 | Fee: \$199
2 sessions | Thursday & Friday | 10/25-10/26
9 AM-4 PM | LRC Room B142 (limited seating)

Instructor: Ibtsam Mahfouz, M.S.



COMPUTER TECHNOLOGY

NEW Java Programming: Intermediate

This is a second level course in Java Programming. It emphasizes object-oriented techniques including using and creating classes and objects, inheritance, polymorphism, static variables and Java interfaces. Other topics include file input and output, exception handling and elementary searching and sorting techniques. Other topics include: classes, overriding methods, aggregation, inheritance, polymorphism, interfaces, including comparable and comparator and simple Lambda expressions, debugging code using NetBeans. Prerequisite: *Introduction to Java or knowledge of the Java basics is required, or permission of instructor or computer coordinator.* Instructor provides handouts.

CRN 31500 | Fee: \$199

2 sessions | Thursday & Friday | 11/29-11/30

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

Instructor: Ibtsam Mahfouz, M.S.

WordPress Web Design Introduction

WordPress is an easy-to-learn, easy-to-use, Content Management System (CMS) for creating and managing websites. Originally designed for blogs,



its capabilities have expanded to creating complete websites. By the end of this course you will be able to create a template-based website, apply certain customizations, add page elements such as links, images, and videos, enhance a flexible

built-in search tool for your site, and empower yourself and your colleagues to add ongoing updates. Students are requested to bring a 4GB flash drive to class. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills with some exposure to Microsoft Office helpful.*

CRN 31463 | Fee: \$150

3 Thursdays | 11/29-12/13

6-9 PM | LRC Room B141

Instructor: Robert Thornton, B.A.

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DIGITAL IMAGING & DESIGN

AutoCAD 2017 2D Introduction

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

CRN 31262 | Fee: \$99

2 Mondays | 9/10-9/17

6-9 PM | LRC Room B141

Instructor: Steven Bloom, M.Ed.

Adobe Photoshop Elements Introduction

Adobe Photoshop Elements is a new photo-enhancement and manipulation program designed specifically for amateur photographers, hobbyists



and business users looking for an affordable, easy-to-use, but powerful digital imaging tool. Students are requested to bring a 4 GB flash drive, or one can be purchased at the MCC bookstore for approximately

\$10. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN 31264 | Fee: \$99

2 Tuesdays | 9/11-9/18

6-9 PM | LRC Room B141

Instructor: Richard Hoyer, M.A.

Adobe Photoshop Elements: Next Step

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

CRN 31542 | Fee: \$99

2 Tuesdays | 9/25-10/2

6-9 PM | LRC Room B141

Instructor: Richard Hoyer, M.A.

Adobe Acrobat DC: PDF Files, Formats and Forms

Explore the Acrobat DC interface and learn the many ways to customize it to suit your needs. Create Adobe PDF files from Word, Excel, emails or web pages while maintaining formatting and fonts. Use a variety of tools to edit, combine pages, place graphics, import and export content and assign security. Create electronic forms for easy, secure distribution, collaboration, and data collection. Create interactive text fields, check boxes, drop-down menus and more! Students are requested to bring a 4 GB flash drive, or one can be purchased at the MCC Bookstore for approximately \$10. Required text: *Adobe Acrobat DC Classroom in a Book*, Adobe Press (ISBN 9780134171838), available at MCC Bookstore for approximately \$54. Prerequisite: *Basic Windows, keyboard and mouse skills; word processing experience recommended.*

CRN 31469 | Fee: \$199

2 Fridays | 10/5-10/12

9 AM-4 PM | LRC Room B220 (limited seating)

Instructor: Michael Lavoie, M.A.

Adobe Premiere Elements Introduction

Create, edit and store video projects and digital scrapbooks using Premiere Elements. Quickly and easily add professional touches. Prerequisite: *Basic Windows, keyboard and mouse skills required.*

CRN 31541 | Fee: \$99

2 Tuesdays | 10/9-10/16

6-9 PM | LRC Room B141

Instructor: Richard Hoyer, M.A.

Adobe InDesign 2017 CC: Introduction

Learn to create newsletters, web pages and other publications in Adobe InDesign. Topics covered include the details of layout design, combining images, text and vector graphics. Use InDesign's smart guides for perfect alignment and frames for perfect cropping and placement of images. Create multiple page documents with page navigation, full screen presentation pdf's, animations, and forms. Prerequisite: *Basic Windows, keyboard and mouse skills*. Students are requested to bring a 4 GB flash drive, or one can be purchased at the MCC Bookstore for approximately \$10. Required text: *Adobe InDesign CC Classroom in a Book*, Adobe Press (ISBN 9780134664095), available at MCC Bookstore for approximately \$54.

CRN 31375 | Fee: \$199
2 Fridays | 10/19-10/26
9 AM-4 PM | LRC Room B220 (limited seating)
Instructor: Kathleen Smits, M.A.

Adobe Photoshop 2017 CC: Introduction

Learn how to use the most powerful image editing software available, Adobe Photoshop. Improve your photographs using Photoshop's non-destructive color adjustments and retouching capabilities inside Photoshop and Camera Raw. Topics include: layers; selections; using color and transparency in blend modes; adjusting images to improve quality/suitability for intended publication; advanced image editing; design, web and print skills with compositing, color management and type controls. Through demonstration and hands-on exercises taught by a media arts professional, you will create exciting and amazing images using some of this program's limitless capabilities. Prerequisite: *Basic Windows, keyboard and mouse skills*. Students are requested to bring a 4 GB flash drive, or one can be purchased at the MCC Bookstore for approximately \$10. Required text: *Adobe Photoshop CC Classroom in a Book*, Adobe Press (ISBN 9780134663456), available at MCC Bookstore for approximately \$54.

CRN 31379 | Fee: \$199
2 Fridays | 11/2-11/9
9 AM-4 PM | LRC Room B220 (limited seating)
Instructor: Kathleen Smits, M.A.

Adobe: Creating Marketing Materials

Using InDesign and Photoshop, this course will cover the basics of creating business collateral such as flyers, brochures, post cards, business cards and letterhead in InDesign along with image enhancement and management in Photoshop. Basic graphic design principles will be covered for design of layouts for print and web and how to arrange text, graphics, logos and images. Students are requested to bring a 4 GB flash drive, or one can be purchased at the MCC Bookstore for approximately \$10. Required text: *The Non-Designers Design Book* 4th ed. (ISBN 9780133966152), available at MCC Bookstore for approximately \$32. Prerequisite: *Basic Windows, keyboard and mouse skills*.

CRN 31377 | Fee: \$299
3 Fridays | 11/30-12/14
9 AM-4 PM | LRC Room B220 (limited seating)
Instructor: Kathleen Smits, M.A.



■ TROUBLESHOOTING

PC Maintenance and Repair

SNAP-ELIGIBLE

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

CRN 31390 | Fee: \$199
2 Mondays | 9/10-9/17
9 AM-4 PM | LRC Room B141 (limited seating)
Instructor: George Pillar, M.S.



COMPUTER TECHNOLOGY

CERTIFICATE PREPARATION

NEW Security+ Certification Preparation

CompTIA Security+ (Exam SY0-401) is the primary course you will need to take if your job responsibilities include securing network services, devices, and traffic in your organization. Students receive a great overview of the Security+ requirements and topics in this information packed course taught by our own security expert / instructor. This course will prepare students for the CompTIA Security+ certification examination. In this course, you will build on your knowledge of and professional experience with training in security fundamentals,



networks, and organizational security. Practice exam is included in the cost of the course. However the CompTIA Security+ certification exam is not

included in the cost of the course. Students must schedule the exam at a certified test center for an additional fee of \$320 and pass the exam to be certified. The course instructor will inform students about the exam application process. Network+ testing centers can be found at www.pearsonvue.com/comptia/. Students are eligible to receive free Windows Server 2016 software. Required electronic text included in course fee. Prerequisite: *Solid knowledge of hardware and operating systems required. A+ and Network+ certification strongly recommended. Ask about scholarship funding for this course. Contact Bruce Manning, Program Coordinator, bmanning@manchestercc.edu.*

CRN 31557 | Fee: \$1,500
13 Saturdays | 9/15-12/15
(does not meet 11/24; registration deadline 9/7)
9 AM-1 PM | LRC Room B141
Instructor: Fitzroy Gordon, Ph.D.

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.



A+ Certification 220-901 Exam Preparation SNAP-ELIGIBLE

CompTIA A+ Certification validates the latest skills needed by today's computer support professionals. It is an international, vendor-neutral certification recognized by major hardware and software vendors, distributors, and resellers. The first required A+ exam, CompTIA A+ 220-901, measures necessary competencies for an entry-level IT professional. This course will prepare you for the CompTIA A+ 220-901 certification exam. Get the skills and knowledge necessary to install, build, maintain, and configure personal computers, laptop computers, and printers. You will also learn the principles of physical and TCP/IP networks and operational and professional procedures. Required program material is included in course fee. The cost also includes the electronic texts, hands-on labs and practice exams for both the 901 and 902 exams. The A+ 220-901 or A+ 220-902 exams are not included in the cost of the course. Students must schedule these exams at a certified test center for an additional fee of \$205 per exam and pass both the 220-901 and 220-902 exams to be certified. The course instructor will inform students about the exam application process. A+ test centers can be found at www.prometric.com. Registered students are eligible to receive free Windows software. Prerequisite: *Basic knowledge of hardware and operating systems recommended. Ask about our scholarship funding for this course. Contact Bruce Manning, Program Coordinator, bmanning@manchestercc.edu.*

CRN 31494 | Fee: \$900
6 Tuesdays | 9/18-10/23
(registration deadline 9/11)
9 AM-4 PM | LRC Room B141 (limited seating)
Instructor: Bruce Manning, B.A.

SNAP ELIGIBILITY

Contact MCC SNAP Coordinator,
Gina Marchesani at 860-512-2827 for
more information about SNAP funding.

A+ Certification 220-902 Exam Preparation SNAP-ELIGIBLE

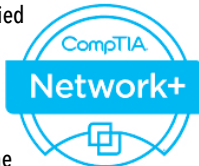
This course will prepare you for the second required CompTIA A+ 220-902 certification exam. CompTIA A+ 220-902, covers installing and configuring operating systems including Windows, iOS, Android, Apple OS X and Linux. It also addresses security, the fundamentals of cloud computing, operational procedures and the basics of networking and security/forensics. In this course, students will learn the skills and knowledge necessary to install, configure and maintain devices, PCs, and software for end users, while properly and safely diagnosing, resolving, and documenting common hardware and software issues. Students will also learn the principles of physical and TCP/IP networks and operational and professional procedures and understand the basics of virtualization, desktop imaging, and deployment. Lastly, students will learn to assemble components based on customer requirements, apply troubleshooting skills, and how to provide appropriate customer support. Required program material is included in course fee. The cost also includes the electronic texts, hands-on labs and practice exams for both the 901 and 902 exams. The A+ 220-901 or A+ 220-902 exams are not included in the cost of the course. Students must schedule these exams at a certified test center for an additional fee of \$205 per exam and pass both the 220-901 and 220-902 exams to be certified. The course instructor will inform students about the exam application process. A+ test centers can be found at www.prometric.com. Registered students are eligible to receive free Windows software. Prerequisite: *A+ 220-901 Certification Prep, equivalent training, or permission of instructor or computer coordinator. Ask about scholarship funding for this course. Contact Bruce Manning, Program Coordinator, bmanning@manchestercc.edu.*

CRN 31496 | Fee: \$900
6 Tuesdays | 10/30-12/4
(registration deadline 10/23)
9 AM-4 PM | LRC Room B141 (limited seating)
Instructor: Bruce Manning, B.A.

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

Network+ Certification Preparation

CompTIA Network+ is a vendor neutral networking certification that is trusted around the world. It validates the essential knowledge and skills needed to confidently design, configure, manage and troubleshoot any wired and wireless networks. CompTIA Network+ certified individuals are in-demand worldwide. Students will gain the necessary skills to prepare them for the Network+ certification exam, including establishing basic network design and connectivity, understanding and maintaining network documentation, identifying network limitations and weaknesses and implementing network security, standards and protocols. The successful candidate will have a basic understanding of emerging network technologies including unified communications, mobile, cloud and virtualization technologies. The cost of the course includes a practice exam. However the CompTIA Network+ certification exam is not included in the cost of the course. Students must schedule the exam at a certified test center for an additional fee of \$294 and pass the exam to be certified. The course instructor will inform students about the exam application process. Network+ testing centers can be found at www.pearsonvue.com/comptia/. Students are eligible to receive free Windows Server 2016 software. Prerequisite: *CompTIA A+ Certified, or equivalent experience and minimum of 9 months experience in network support or administration; or academic training equivalency.* Ask about scholarship funding for this course. Contact Bruce Manning, Program Coordinator, bmanning@manchestercc.edu.



CRN 31502 | Fee: \$1,500
7 Thursdays | 9/27-11/8
(registration deadline 9/17)
9 AM-4 PM | LRC Room B141 (limited seating)
Instructor: Randall Backus, M.S.



Certified Ethical Hacker 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. The Certified Ethical Hacker exam is not included in the cost of the course. Students must apply for eligibility to take the exam, schedule the exam at an additional cost of \$950 and pass the exam to be certified. The course instructor will inform students about the exam application process. Required electronic text is included in course fee. Prerequisite: *Solid knowledge of hardware and operating systems required. A+ and Network+ certification strongly recommended.* Ask about scholarship funding for this course. Contact Bruce Manning, Program Coordinator, bmanning@manchestercc.edu.

CRN 31530 | Fee: \$1,500
5 sessions | Monday-Friday | 11/26-11/30
9 AM-4 PM | LRC Room B142 (limited seating)
Instructor: Jayson Ferron

NEW QuickBooks Certification Preparation

A recent survey of accounting instructors at two-year colleges revealed that 84% believe students who are preparing for an accounting career should be conversant in QuickBooks. QuickBooks Certification validates QuickBooks knowledge and skills for a position in professional accountancy; demonstrate bookkeeping skills acumen in a tangible, measurable way; position students as a credible job candidate to employers. This course will prepare students for QuickBooks certification with tailored learning materials, practice tests, and Intuit Education Program endorsed certification exams. Course costs include QuickBooks User Study Guide, QuickBooks practice exam, QuickBooks Certification Exam, Retake of QuickBooks Certification exam. Prerequisite: *MCC QuickBooks Introduction course, equivalent experience or consent of the program coordinator, Bruce Manning, bmanning@manchestercc.edu.*

CRN 31558 | Fee \$250
2 Wednesdays | 11/7-11/14
6-9 PM | LRC Room B142

Instructor: Shaunna Lowe, M.B.A.

CRN 31506 | Fee: \$250
1 Friday | 11/30
9 AM-4 PM | LRC Room B221 (limited seating)

Instructor: Michael Rotondo M.B.A.



QuickBooks



Information Technology Infrastructure Library (ITIL) Certification Preparation

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

CRN 31467 | Fee: \$399
3 sessions | Wednesday-Friday
11/14-11/16
9 AM-4 PM | LRC Room B142
(limited seating)
Instructor: Joseph Cutuli, B.S.

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



Excel 2016 MOS Certification Preparation

Demonstrate your expertise with Microsoft Excel! The course is designed to help you practice and prepare for Microsoft Office Specialist (MOS): Excel 2016 Core certification exam 77-727. Course covers the following skills: detailed procedures to help build the skills measured by the exam; hands-on tasks to practice what you've learned; create and manage worksheets and workbooks; manage data and cell ranges; create tables and lists; perform operations with formulas and functions. A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Course cost includes practice exam, certification exam and retake exam. See exam information and schedule on page 15. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills required. Microsoft Office 2016 MCC Certificate course or equivalent experience recommended.*

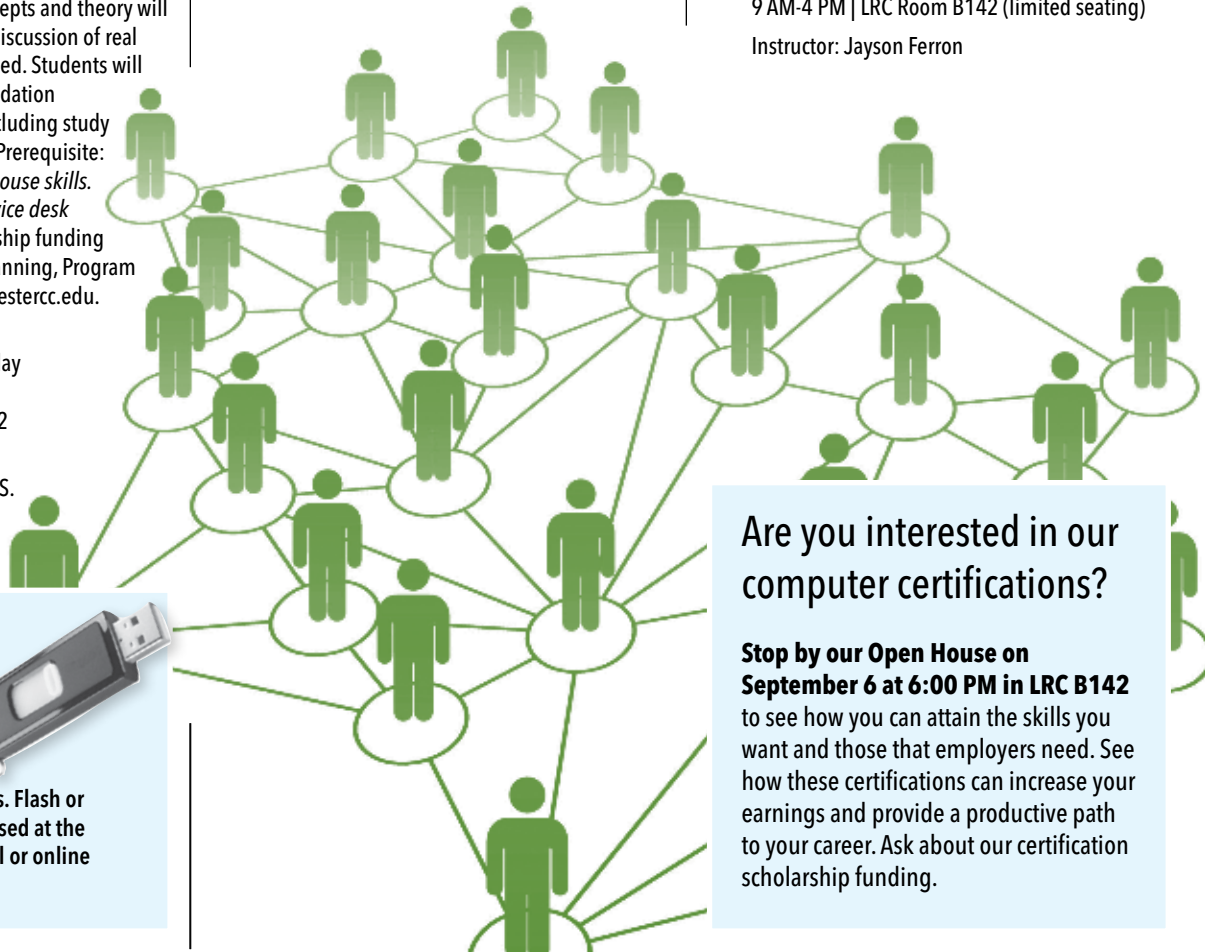
CRN 31462 | Fee: \$250
1 Monday | 11/19 (registration deadline 11/12)
9 AM-4 PM | LRC Room B142 (limited seating)
Instructor: Gayle Pignone

OPERATING SYSTEMS

NEW Windows Server 2016: Administering

This exciting new course covers all the major skills needed to administer Windows Server 2016. Student training for this course will concentrate on the following areas: Configuring and Troubleshooting Domain Name System, Maintaining Active Directory Domain Services, Managing User and Service Accounts, Implementing a Group Policy Infrastructure, Managing User Desktops with Group Policy, Implementing Remote Access, Installing, Configuring, and Troubleshooting the Network Policy Server Role, Implementing Network Access Protection, Optimizing File Services, Configuring Encryption and Advanced Auditing, Deploying and Maintaining Server Images, Implementing Update Management, Monitoring Windows Server 2016. Curriculum and virtualization labs are included in the cost of the course and will provide a secure environment in which the students can learn. Prerequisite: *Basic knowledge of windows operations. A+, Network+ and an understanding of TCP/IP is recommended.*

CRN 31392 | Fee: \$1,250
5 sessions | Monday-Friday | 9/17-9/21
9 AM-4 PM | LRC Room B142 (limited seating)
Instructor: Jayson Ferron



Are you interested in our computer certifications?

Stop by our Open House on September 6 at 6:00 PM in LRC B142 to see how you can attain the skills you want and those that employers need. See how these certifications can increase your earnings and provide a productive path to your career. Ask about our certification scholarship funding.

Credit-Free Certification Programs

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

COURSE TITLE	EXAM REQUIRED FOR CERTIFICATION	CERTIFICATION OBTAINED
A+ 220-901 Exam Preparation	Requires two exams: CompTIA A+ 220-901 and A+ 220-902	A+ Certification
A+ 220-902 Exam Preparation	CompTIA A+ 220-902	A+ Certification
Certified Ethical Hacking Exam Certification Preparation	Certified Ethical Hacker exam 312-50.	CEH
Information Technology Infrastructure Library (ITIL) Certification Preparation	ITIL Foundation	ITIL Foundation
Microsoft Access 2016 Certification Preparation	Exam 77-730	Microsoft Office Specialist in Access
Microsoft Excel 2016 Certification Preparation	Exam 77-727	Microsoft Office Specialist in Excel
Microsoft Outlook 2016 Certification Preparation	Exam 77-731	Microsoft Office Specialist in Outlook
Microsoft PowerPoint 2016 Certification Preparation	Exam 77-729	Microsoft Office Specialist in PowerPoint
Microsoft Word 2016 Certification Preparation	Exam 77-725	Microsoft Office Specialist in Word
Microsoft Word 2016 Certification Preparation	MCC Certificate	Manchester Community College Certificate
Network+ Certification Preparation	CompTIA Network+ N10-007	Network +
QuickBooks Certified Preparation	QuickBooks Certified User	QuickBooks Certified User
Security+ Certification Preparation	CompTIA SY-401	Security +
Web Design: MCC Certificate Preparation	MCC Certificate	Manchester Community College Certificate
Windows Server 2016: Administering	Exam 70-740	Windows Server 2016 certification is the first step on your path to becoming a Microsoft Certified Solutions Expert

Windows 10: Introduction

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

CRN 31525 | Fee: \$135
1 Wednesday | 10/10
9 AM-4 PM | LRC Room B141 (limited seating)
Instructor: Jayson Ferron

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

IT Majors and Technology Certifiers

What skills are technology companies looking for?

That is the big question for students in the IT field nowadays. Being a highly skilled IT knowledge worker frequently involves more than just having highly specialized technical knowledge. There are two skills/capabilities that I frequently see lacking in both early in career, as well as seasoned, skilled IT resources. These two skills have applicability across many different career paths, but at Kelser, we've found them to be foundational for some of our best people.

These skills are:

1. The ability to rationalize and analyze technology decisions from a financial standpoint using simple examples to discuss the concepts of capital and expense dollars, when to think about which, as well as the use of Net Present Value to understand future expenditures, in terms of today's dollars.
2. The ability to systematically troubleshoot/debug a technology problem: share examples and some techniques that I have found useful in solving complex technical problems – how to break a problem apart its most elemental part, then understand exactly what is happening and then fix (or avoid) the issue.

Open to technology students. No pre-registration required.

1 Thursday | 9/27

11 AM-12:30 PM | LRC Room B142

Presentation by Kelser Corporation CEO Jonathan Stone

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 Cuisine and Culture of Eastern Europe/Poland: Join Us for Lunch and Lecture!

Come enjoy this full-course luncheon, featuring authentic cuisine from Poland and the region of Eastern Europe. John Surowiecki, of Polish heritage and a creative writing and Noon Institute instructor in MCC Credit-Free Programs, will give a presentation on growing up Polish, including a discussion of the food being served. Students who wish to bring a bottle of wine must be at least 21 years of age.

CRN 31567 | Fee: \$20
1 Tuesday | 10/30 | 11:30 AM-1:30 PM
SSC Room L294 (Culinary Arts Center)
Instructor: Ricardo Aragon, M.A.

Harvest Soups

Soups can be long-simmering affairs that perfume the air and kindle appetites with the promise of tastes to come. They can also be achieved almost instantly by blending fresh, chilled ingredients. As a seasoned broth, a silken vegetable crème, or a hardy bean concoction, soups come in many styles. We will prepare Persian Pumpkin Presto Soup, Spinach and Potato Soup, Butternut Squash and Hazelnut Soup, Broccoli Tahini, and Carrot Ginger Almond Bisque. Students should bring containers to take home at least one quart of soup. Materials fee: \$12, payable to instructor at beginning of class.

CRN 31560 | Fee: \$60
1 Friday | 10/12
6:30-9 PM | SSC Room L293
(South Kitchen; Culinary Arts Center)
Instructor: Ken Bergeron, Certified Chef

NEW Sicilian Cuisine

Sicily is the island off the boot of Italy in the Mediterranean, rich in seafood, produce, and a plethora of classical dishes. Come learn hands-on the cuisine and taste of Sicily by creating a variety of dishes, including Sicilian Stuffed Mushrooms, Tomato and Bread Soup, Risotto and Shrimp Arancini, Fettuccine with Sardines, Rigatoni with Eggplant, Fritto Misto, Veal Rolls, and for dessert, Orange Biscotti with Pistachio Gelato. Students should bring containers to take leftovers home. Materials fee: \$15, payable to instructor at the beginning of class.

CRN 31270 | Fee: \$55
1 Thursday | 9/6
6-9 PM | GPA Room GP213
Instructor: Joshua Ogradowski, M.A.T.

NEW Autumn Appetizers

Autumn is a time to be thankful and creative with the crop. In this hands-on cooking class, come learn how to make the delicious Butternut Squash Wontons, Sweet Onion and Acorn Squash Bruschetta, Turkey Phyllo Triangles, Goat Cheese Stuffed Mushrooms, and Crepes with Arugula, Wild Mushroom Stuffing, and Blue Cheese Cream Sauce. Students should bring containers to take leftovers home. Materials fee: \$15, payable to instructor at the beginning of class.

CRN 31271 | Fee: \$55
1 Thursday | 10/4
6-9 PM | GPA Room GP213
Instructor: Joshua Ogradowski, M.A.T.



NEW Foods of Tuscany

Explore the extraordinary countryside and sea coast of Tuscany and its heavenly foods. In this class we'll create authentic Tuscan dishes, including Squash Risotto, Pappardelle with a Duck Ragu, Farro Soup, Cornish Game Hen with Sage Stuffing, and Crepes with Spinach and Ricotta. Students should bring containers to take leftovers home. Materials fee: \$15, payable to instructor at the beginning of class.

CRN 31272 | Fee: \$55

1 Thursday | 11/8

6-9 PM | GPA Room GP213

Instructor: Joshua Ogradowski, M.A.T.

The Art of Pickling: Extend the Taste of Summer into Fall

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

CRN 31265 | Fee: \$70

1 Saturday | 9/15

10 AM-2 PM | GPA Room GP213

Instructor: Anita Ferron, B.S.

Jamming in the Kitchen

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

CRN 31266 | Fee: \$70

1 Saturday | 10/13

10 AM-2 PM | GPA Room GP213

Instructor: Anita Ferron, B.S.

NEW The Cuisine of Venice

Venice is one of the most romantic cities in Northeast Italy, not only full of culture but great foods. We'll explore foods of this powerful city, with our hands-on approach. We'll create Venetian Style Marinated Flounder, Chicken Confit of Red Bell Peppers and Onions, Panna Cotta, Shrimp and Tomato Crostini, and Stuffed Artichokes. Students should bring containers to take leftovers home. Materials fee: \$15, payable to instructor at the beginning of class.

CRN 31273 | Fee: \$55

1 Thursday | 12/6

6-9 PM | GPA Room GP213

Instructor: Joshua Ogradowski, M.A.T.

Creative Appetizers and Desserts with Phyllo Dough

Ever wonder how to make those appetizers and desserts that you love so much, the ones made with phyllo dough, and which look too difficult to make yourself? In this hands-on class, we will demystify phyllo dough by preparing and enjoying both sweet and savory appetizers and desserts. You will learn different methods on how to shape this thin dough into wonderful, mouthwatering delights. Our tasting will consist of bitesized treats. Materials fee: \$18, payable to instructor at the beginning of class.

CRN 31561 | Fee: \$70

1 Saturday | 12/8

10 AM-2 PM | GPA Room GP213

Instructor: Anita Ferron, B.S.

Thanksgiving Pies

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

CRN 31267 | Fee: \$70

1 Saturday | 11/17

10 AM-2 PM | GPA Room GP213

Instructor: Anita Ferron, B.S.

NEW Wines of Celebrities

What do movie star heartthrob Brad Pitt, golfing great Gregg Norman, and TV personality Kathie Lee Gifford all have in common? They all own wineries and vineyards! Bring your friends, cheese, crackers and snacks and join me as we explore wines of the famous and notable, including UConn's own Geno Ariemma, musicians Jon Bon Jovi, and The Dave Matthews Band, movie producer Francis Ford Coppola, and more. **Please note: You must be at least 21 years of age to enroll in the class; IDs will be checked in class.** Please register early, as enrollment is limited. Materials fee: \$15, payable to the instructor at the beginning of class.

CRN 31328 | Fee: \$30

1 Friday | 9/21

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

Instructor: Leanne Wheeler, B.S.

EMPTY



BOWLS

Admission: \$20

(includes one bowl and unlimited soup tastings)

Quart of soup to take home:

\$10/each or 4 for \$35

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

21st Annual Empty Bowls Project

Saturday, October 20, 2018

11:00 a.m. – 3:00 p.m.

Manchester Community College

Empty Bowls is an international grassroots effort to fight hunger.

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



CULTURE & HISTORY



NEW Alice in Wonderland as Satire and More than a Children's Story

This wonderful new course will begin with a biographical background of Lewis Carroll, the historical and political context of his famous book, and an overview of the Victorian era, including its values, morals and etiquette. We will then explore *Alice in Wonderland* through the lens of various perspectives: as a children's story; as nonsense literature; as a political satire on imperialism and injustice; and as a social and cultural satire. We will conclude with a consideration of the Disney cartoon version of the book and the much darker Johnny Depp version.

CRN 31586 | Fee: \$45
2 Wednesdays | 10/10-10/17
2:30-4:30 PM | GPA Room GP139

Instructor: Heather Styckiewicz, M.S.

Ancestry: Research Your Family History

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

CRN 31565 | Fee: \$85
2 Mondays | 11/5-11/12
6-9 PM | GPA Room GP214

Instructor: Carol Whitmer, B.S.

NEW Congress and America's Future

According to recent public opinion polls, only 17 percent of Americans approve of the job the United States Congress is doing. Why do so many Americans have such a low opinion of their national legislature? How has the U.S. Congress changed over the years, and why is it so difficult for Congress to get anything done? How do the two major political parties, Republicans and Democrats, differ in their approaches to the legislative process? The purpose of this course is to learn about the history of the U.S. Congress, its organization, rules, and functions, and to understand its important role in shaping our country's future. Of special interest will be the upcoming midterm elections and their impact on congressional representation.



CRN 31544 | Fee: \$35
4 Mondays | 10/22-11/12
2:30-3:30 PM | GPA Room GP139

Instructor: Angelo Messoro, M.A., M.Phil.

The History of Halloween

Black cats, Jack o' Lanterns, witches, and bats, "oh my!" Just where and when did the true Halloween begin? ... in ancient Ireland, more than 5,000



years ago! Come and learn about the fascinating history of Halloween and witches—just in time to celebrate the event this fall. A slide presentation, with an opportunity for question-and-answer, will be included.

Each student will receive a free charm to help them connect with loved ones who have passed on.

CRN 31562 | Fee: \$20
1 Friday | 10/26
6-8 PM | GPA Room GP139

Instructor: Faith McCann, 3rd-degree Wiccan priestess

YOU MAY ALSO LIKE

- **Monsters & Myths: Surrealism and War in the 1930s and 1940s on page 6**
- **The Doors Film Study Series on page 41**

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

Irish History from 800 A.D. to the Present

We will examine the outside influences that changed the Irish, from insular tribes of cattle raiders to Celtic Tigers, including the arrival of the Vikings, the invasion of the Normans, the domination of the Elizabethans, the importation of Protestant Scots, and all the Fenian uprisings that eventually led to independence and Ireland's entry into the modern world. The course will include discussion, visual aids, and handouts. A suggested reading list will also be provided.

CRN 31563 | Fee: \$65
3 Tuesdays | 9/18-10/2
7-9 PM | GPA Room GP155

Instructor: Mary Carchrie, M.A.

Mysteries of Ancient Ireland

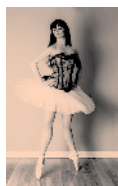
In this course, you will learn about the heroes, heroines and Gods of ancient Ireland. Topics will include prehistoric monuments, ancient folklore, myths, and legends, and some of the esoteric aspects of the Irish language.

CRN 31564 | Fee: \$65
3 Tuesdays | 10/16-10/30
7-9 PM | GPA Room GP155

Instructor: Mary Carchrie, M.A.



Adult Ballet for the Absolute Beginner



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

CRN 31581 | Fee: \$75
7 Fridays | 9/14-11/2 (does not meet 10/5)
6:15-7:15 PM | SSC Room L154 (Fitness Studio)

Instructor: Liane Fisher, M.A.

NEW Adult Ballet for the Absolute Beginner II

Did you take *Adult Ballet for the Absolute Beginner* in the Summer 2018 session? Or do you have some elementary ballet skills? This course will continue where *Adult Ballet for the Absolute Beginner* left off. Keep the fun going and your skills growing! If you're not sure whether to take the Adult Beginners or this sequel course, you may send the instructor an email at liane@fisherballet.com. Please note: Students should bring ballet slippers.

CRN 31582 | Fee: \$75
7 Fridays | 9/14-11/2 (does not meet 10/5)
7:30-8:30 PM | SSC Room L154 (Fitness Studio)

Instructor: Liane Fisher, M.A.

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 how to properly dance at 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 31477 | Fee: \$95
6 Tuesdays | 9/11-10/16
6:15-7:30 PM | SSC Room L154 (Fitness Studio)

CRN 31478 | Fee: \$95
6 Wednesdays | 10/24-12/5
(does not meet 11/21)
7:45-9 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 31552 | Fee: \$95
6 Wednesdays | 9/12-10/17
7:30-8:45 PM | SSC Room L154 (Fitness Studio)

CRN 31553 | Fee: \$95
6 Tuesdays | 10/23-12/4 (does not meet 11/6)
6:15-7:30 PM | SSC Room L154 (Fitness Studio)

Instructor: Beverly Burton, Dance Educators of America

For all classes in the Fitness Studio

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

Merengue and Rumba!

Learn two styles for the price of one! Merengue uses syncopated movements similar to a march—a controlled motion of Cuban origin, with small steps and a more subtle hip motion than other Latin dances. Rumba is a "spot dance" done in one place, with the emphasis on hip movement, in which the man "shows off" for his partner and the woman maintains an erect and proud carriage, as she moves from one figure to another. 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 31491 | Fee: \$95
6 Tuesdays | 9/11-10/16
7:45-9 PM | SSC Room L154 (Fitness Studio)

CRN 31492 | Fee: \$95
6 Wednesdays | 10/24-12/5
(does not meet 11/21)
6:15-7:30 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 31548 | Fee: \$75
6 Wednesdays | 9/12-10/17
6:15-7:15 PM | SSC Room L154 (Fitness Studio)

CRN 31549 | Fee: \$75
6 Tuesdays | 10/23-12/4 (does not meet 11/6)
7:45-8:45 PM | SSC Room L154 (Fitness Studio)

Instructor: Beverly Burton, Dance Educators of America

ENGLISH AS A SECOND LANGUAGE

Uncertain about your English skill level or which course would be appropriate for you?

You may call Continuing Education at (860) 512-2800 and the instructor will contact you.

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 31617 | Fee: \$105
5 Wednesdays | 9/12-10/10
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 31618 | Fee: \$105
5 Wednesdays | 10/17-11/14
6:30-8:30 PM | GPA Room GP120
Instructor: Amy Hanover, M.S.

GED CLASSES AT MCC

Mandatory orientation and registration for classes beginning in Fall 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.



Grammar Basics II

This course is a continuation of *Grammar Basics I*. We will continue our review of the basic verb tenses and improve upon grammar skills, such as modals, time clauses, gerunds, and infinitives through workbook exercises. We 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. Prerequisite: *Grammar Basics I* or a more advanced ESL grammar level.

CRN 31620 | Fee: \$105
5 Mondays | 11/19-12/17
6:30-8:30 PM | GPA Room GP136
Instructor: Nasreen Al Omari, M.Ed..

Using Listening Journals to Improve Listening Skills

The focus of this course is to provide opportunities for students to listen with purpose and improve their listening skills, which will directly improve their comprehension. The classroom sessions will utilize the "Ted Talks" program at www.ted.com/talks. Students will choose a video recording of interest and practice taking notes, while viewing and listening—with and without English subtitles—and learn to comprehend and evaluate their level of understanding. Students should bring to class 3 different colored pens (black, blue and red).

CRN 31619 | Fee: \$125
6 Saturdays | 9/15-10/27 (does not meet 10/6)
9-11 AM | GPA Room GP235
Instructor: Nasreen Al Omari, M.Ed.

Take Action with Verbs

This course is designed for the beginner to intermediate ESL student. Students will focus on the twelve verb tenses, ranging from the Present and Past to all of the Perfect and Continuous tenses. Emphasis will be on affirmative and negative statements, Yes/No, and Wh- questions and answers. Intense exercises will develop writing, reading and speaking skills. The instructor will provide handouts.

CRN 31303 | Fee: \$240
10 Thursdays | 9/13-11/15
6:30-8:30 PM | SSC Room L142
Instructor: Ricardo Canal, 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 31302 | Fee: \$285
12 Tuesdays | 9/11-11/27
6:30-8:30 PM | SSC Room L142
Instructor: Ricardo Canal, M.S.

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 31624 | Fee: \$460
10 Saturdays | 9/8-11/17 (does not meet 10/6)
9 AM-1:30 PM | AST Room C203
Instructor: Anna Ulatowska, M.S.



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Carleigh C. Schultz at cschultz@manchestercc.edu or 860-512-2804.



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Registration opens October 18, 2018.
Call 860-512-3220.

www.manchestercc.edu/ce



MANCHESTER
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FAMILY, FINANCE & CONSUMER ISSUES

Introduction to Stargazing

This course will begin each session indoors, providing informative discussions about the constellations, their mythology, and seasonal variations, plus moon phases, planets, and eclipses. The class will then move outdoors, weather permitting, for the last half-hour to hour of each session to observe objects that have been described in class via the naked eye, binoculars, and a small telescope (equipment provided by instructor). Please note: since the class may be going outdoors, students should bring a light jacket, bug spray/repellent, and flashlight, and wear shoes that allow you to stand comfortably for up to an hour in a field.

CRN 31605 | Fee: \$75
3 Fridays | 9/7-9/28 (does not meet 9/21)
7-9 PM | AST Room C209

Instructor: Kerry McKinstry-Jett, M.S.

Educating the Picker: Best Practices for Antique and Collectible Shopping

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

CRN 31569 | Fee: \$50
2 Mondays | 9/10-9/17
7-9 PM | GPA Room GP214

Instructor: Ralph Labozzo, M.B.A.



Pick eBay to Profit from Tag Sale Discoveries

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

CRN 31570 | Fee: \$30
1 Monday | 9/24
7-9:30 PM | GPA Room GP214
Instructor: Ralph Labozzo, M.B.A.

NEW Evaluating Vintage Halloween Collectibles

What Halloween items might be lurking in your attic, basement, or home? Our seasoned and insightful instructor will discuss Halloween collectibles, including types of decorations, home decor, toys, paper mache pumpkins, and plastic figural candy containers, as well as influential movies that have impacted collectible trends. If you're curious about those decades-old boxes of Halloween items in your house, come learn how to discern the value that may be there. Attendees are encouraged to bring 1 or 2 vintage Halloween collectibles for verbal evaluation and pre-auction estimate of value.

CRN 31571 | Fee: \$25
1 Monday | 10/29
7-9 PM | GPA Room GP214
Instructor: Ralph Labozzo, M.B.A.



Mortgages and the Home Buying Process

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

CRN 31419 | Fee: \$20
1 Monday | 9/24
7-9 PM | SSC Room L142
Instructor: Eric Kincheloe, C.M.P.S.R.

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 31579 | Fee: \$15
1 Tuesday | 10/2
3:30-5 PM | SSC Room L142
Instructor: Frank Germano, CFP®

NEW Don't Worry, Retire Happy: 7 Steps to Financial Security

Based on Tom Hegna's financial seminar, "Don't Worry, Retire Happy©," our expert instructor will simplify your retirement planning in uncertain times, while addressing two key questions: "What do I *need* my retirement income to do?" as opposed to "What do I *want* my retirement income to do?" You will learn what successful retirees do differently, and how to create a trouble-free plan for retirement and avoid living in an uneasy mind-set. You will also learn how to fill income gaps with "Paychecks" and "Playchecks" in order to have the freedom to enjoy retirement, plus much more information.

CRN 31580 | Fee: \$15
1 Thursday | 10/18
6-7:30 PM | GPA Room GP142

Instructor: Frank Germano, CFP®

Estate Planning: Know the Facts and Avoid Mistakes!

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

CRN 31386 | Fee: \$15
1 Thursday | 9/27
6:30-8 PM | GPA Room GP126

Instructors: Attorneys from CzepigaDalyPope

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

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

CRN 31393 | Fee: \$15
1 Thursday | 10/4
6:30-8 PM | GPA Room GP126

Instructors: Attorneys from CzepigaDalyPope

NEW Running to the Bear: Stock Market Decline

Are you prepared for a declining stock market? Whether we are currently in a bear market, or a potential bear market is looming, the direction of the stock market may be a major force affecting your retirement planning. In this class, we will discuss the effect that "emotional investing" has on your retirement account, past bear markets, the impact the media has during a bear market, possible pitfalls to avoid, and strategies that may help you understand that "running to the bear" instead of "away from the bear" may be a good thing.

CRN 31387 | Fee: \$20
1 Wednesday | 9/26
7-9 PM | GPA Room GP143

Instructor: Jan Johnson, CFP®

Creating Your Retirement Income Plan

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

CRN 31388 | Fee: \$20
1 Wednesday | 10/3
7-9 PM | GPA Room GP143

Instructor: Jan Johnson, CFP®



TAKE US AT OUR WORD!

In addition to a variety of great personal and professional development courses, MCC Credit-Free Programs boasts:

- Expert instructors with graduate degrees
- State-of-the-art classrooms
- Ample free parking
- Attractive campus grounds
- Convenient evening and weekend schedules
- Competitive course fees



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and much
appreciated."***



**MANCHESTER
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Division of Continuing Education

FITNESS & RECREATION

Personal Trainer

FREE Information Session

Come meet leading local fitness employers and our outstanding W.I.T.S. instructor to learn exactly what the fitness industry has to offer and how it fits into your career goals. This information session will share everything from financial aid, the textbook, online supplemental tools, and much more. Go from a fitness enthusiast to a fitness leader in your community. Sign up today for our FREE orientation while seats are still available, and also receive registration information for the upcoming Personal Trainer course.

CRN 31255 | Fee: FREE
1 Tuesday | 9/18
6-7 PM | GPA Room GP143

Instructor: World Instructor Training School
(W.I.T.S.) staff



Personal Trainer may qualify for:

Veterans' (VA) Benefits

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

Personal Trainer

VA-Approved

- The World Instructor Training School's (W.I.T.S.) certification course is taught at colleges across the country. W.I.T.S. was recently certified by the National Commission for Certifying Agencies (NCCA). This challenging course is comprised of 15 hours of classroom lecture and 15 hours of practical training. The National Exam is held on the final week. More information is available on their website: www.witseducation.com. Students are allowed to miss only one class and still be able to sit for the exam. A 200-page student workbook is included with the course fee.
- NEW! Upon passing this course, students now qualify for two Certification Levels (exam vouchers included):
 - Level 1 Certified Personal Trainer (CPT) - Pass both Written and Practical Skills exams, and provide proof of CPR/AED certification before exam. Certificates are issued after the exams, and students can start working immediately;
 - Level 2 Certified Personal Trainer (CPT) - Level 1 CPT plus the completion of a 30-hour internship (more information to be given in class by the instructor). No extra cost to obtain Level 2.
- Lecture topics include anatomy, exercise physiology, nutrition, and health screening.
- For the Fitness Center sessions, students must wear appropriate workout clothes and non-marking athletic shoes. Please also bring a combination lock in order to store your personal belongings during these workout sessions, and a lunch.
- Required textbook, Fitness Professional's Handbook, 7th edition (ISBN 9781492523376), is available at MCC Bookstore for approximately \$110. The textbook should be purchased in advance and the following chapters read prior to the first class: 1, 2, 3, 6, 7 & 26.
- For a free information webinar on this program, students may register at one of the following links on September 5 at 4 PM EST: <https://tinyurl.com/Orientation9-18>
October 4 at 4 PM EST: <https://tinyurl.com/Orientation10-18>.
- This course is approved for 6 continuing education units (CEUs) by the American Occupational Therapy Association (AOTA); 16 CE hours by the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB); and 6 CEUs by the International Association of Continuing Education and Training (IACET). You may contact WITS after completing the course to obtain your credential for CEUs or you may present your WITS certificate directly to your accrediting organization to confirm your CEUs.
- Please note: This course requires a high degree of commitment to successfully complete.



On-ground

CRN 31253 | Fee: \$665
12 sessions | Tuesdays (classroom) & Thursdays (Weight Room)
10/2-11/15 (does not meet 11/6 & 11/8; exams on 11/13 & 11/15)
GPA Room GP143 (Tuesdays) & SSC Room L153 (Thursdays)
6:15-9:15 PM

Hybrid: Online/On-ground Combination

CRN 31254 | Fee: \$665
Classroom sessions online | Registered students will be contacted by WITS staff
Fitness Center sessions on-ground | 6 Thursdays | 10/4-11/15
(does not meet 11/8; exam on 11/15) | 6:15-9:15 PM
SSC Room L153 (Weight Room)

Hybrid features:

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

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

Instructor: World Instructor Training School Staff



MCC CREDIT-FREE SCHOLARSHIPS FOR FALL 2018

Eligible program: **Personal Trainer** • See advertisement on page 67 for more information.

Cardio Kick-Boxing Workout

Take the excitement, music and energy of an aerobics program and learn self-defense techniques in an action-packed workout. No prior experience needed; participants of any level can attend any class. The usual routine begins with warm-ups and stretching before the cardiovascular segment, when you'll do basic punching and kicking moves to increase your heart rate. Then, spend time working with wave masters (a type of punching bag), and conclude your workout with some abdominal work and cool-down exercises. Because these are continuous classes, beginning students follow along with the routine and learn from watching the instructor and other more experienced students.



There is no person-to-person contact. No uniform is required. Please wear appropriate workout clothes. You must be at least 16 years old. **Please note: All classes meet at the Academy of Martial Arts & Personal Development, 440 Oakland Street, Manchester.**

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

CRN 31602 | Fee: \$45
Mondays & Wednesdays | 9/10-10/17 | 7-8 PM
Tuesdays & Thursdays | 9/11-10/18
9:30-10:30 AM or 6:10-7:10 PM
Saturdays & Sundays | 9/15-10/21 | 9-10 AM

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

CRN 31603 | Fee: \$45
Mondays & Wednesdays | 10/22-12/3 (does not meet 11/21) | 7-8 PM
Tuesdays & Thursdays | 10/23-12/4 (does not meet 11/22)
9:30-10:30 AM or 6:10-7:10 PM
Saturdays & Sundays | 10/27-12/8 (does not meet 11/24 & 11/25) | 9-10 AM

Instructors: Elaine Flaherty, 2nd Degree Black Belt; Joel S. Waldron, 7th Degree Black Belt; and other Academy instructors

For all classes in the Fitness Studio

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

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

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

CRN 31600 | Fee: \$45
12 sessions | Mondays & Wednesdays
10/10-11/19 (begins on a Wednesday) | 7-8 PM
Instructors: Joel S. Waldron, 7th Degree Black Belt; and other Academy instructors



Star Wars Meets American Ninja Warrior

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

CRN 31601 | Fee: \$45
4 Fridays | 10/19-11/9 | 5:30-6:45 PM
Instructors: Joel S. Waldron, 7th Degree Black Belt; and other Academy instructors

Tai Chi for Health and Relaxation



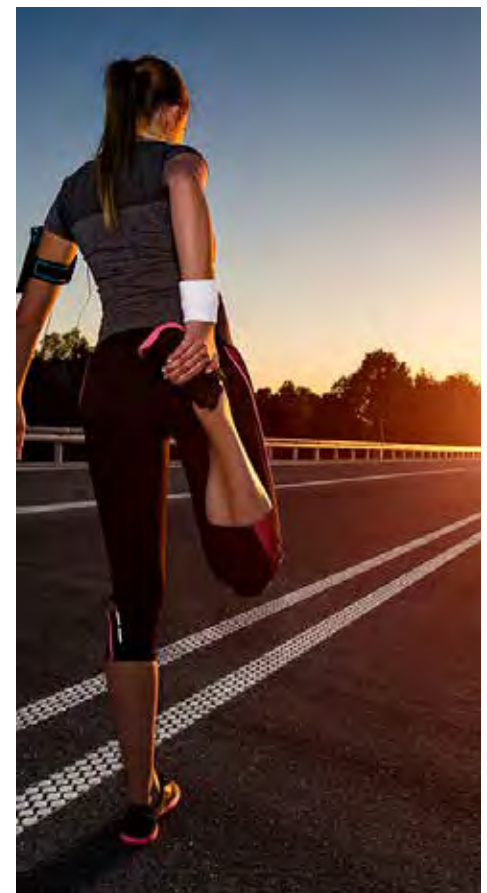
You will learn simple chi kung (breathing exercises) and a basic tai chi form by the end of the course. Please note: You may attend any of the sessions listed below, and in any weekly sequence,

in order to fulfill your 12 sessions by the end date. It will be your responsibility to make sure that you are able to adjust your schedule in order to attend 12 sessions. The instructor will monitor each student's weekly attendance. Students should wear loose, comfortable clothes and thin-soled shoes to all classes. Practice clothing and shoes are also available for purchase. **Please note: 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 31604 | \$160
Tuesdays & Thursdays | 10/9-11/15
5:30-6:30 PM
Wednesdays | 10/10-11/14 | 7:30-8:30 PM
Fridays | 10/12-11/16 | 6:30-7:30 PM
Saturdays | 10/13-11/17 | 9-10 AM

Instructor: Malee Khow, 8th Degree Black Belt



FITNESS & RECREATION

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. **Please note: 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 31599 | Fee: \$160

Tuesdays | 10/9-11/13 | 6:30-7:30 PM

Wednesdays | 10/10-11/14 | 6:30-7:30 PM

Fridays | 10/12-11/16 | 5:30-6:30 PM

Saturdays | 10/13-11/17 | 11 AM-noon

Instructor: Malee Khaw, 8th Degree Black Belt



YOU MAY ALSO LIKE

- **Gentle Yoga for Well-Being** on page 10
- **Qigong: Meditative Movements for Health and Wellness** on page 10
- **Dance courses** on page 29



Connecticut Basic Boating

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

OPTION 1 – CT DEEP Boating Division

CRN 31597 | Fee: \$25

2 Mondays & 2 Wednesdays

9/10-9/19 | 7-9:30 PM | SSC Room L240

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

OPTION 2 – Professional Marine Division

CRN 31606 | Fee: \$85

1 Saturday | 9/15

8:30 AM-4:30 PM | VIL 3 Room V131

Instructors: Professional Marine Education Staff





NEW What Is Your Microclimate?

Gardeners, do you know the microclimates on your property? Do you have places where plants just do not grow well? While your gardening zone might be 6a or 6b, there are physical features of your property that can actually change the zone in that area to 5a or 7b! Learn what these numbers and letters mean within a microclimate map and how they are graded. This class will enable you to evaluate your property's physical features that change the microclimate your plants are actually living in, and thereby help you to become more efficient and effective gardeners.

CRN 31625 | Fee: \$45

2 Wednesdays | 9/26-10/3

6-8 PM | GPA Room GP214

Instructor: Norma Miller, M.A.T.

NEW Building a Backyard Habitat Garden

This course will enable students to understand the importance of building your garden as a backyard habitat. We will discuss suggestions for the four seasons in your garden; the difference between native and non-native plants and why what you choose to grow is so important to the native species; and the components and factors of your own backyard garden, such as food sources, water sources, places for cover, places to raise young, sustainable gardening practices, soil and water conservation, controlling exotic species, and organic practices.

CRN 31626 | Fee: \$65

3 Mondays | 10/15-10/29

6-8 PM | GPA Room GP136

Instructor: Norma Miller, M.A.T.

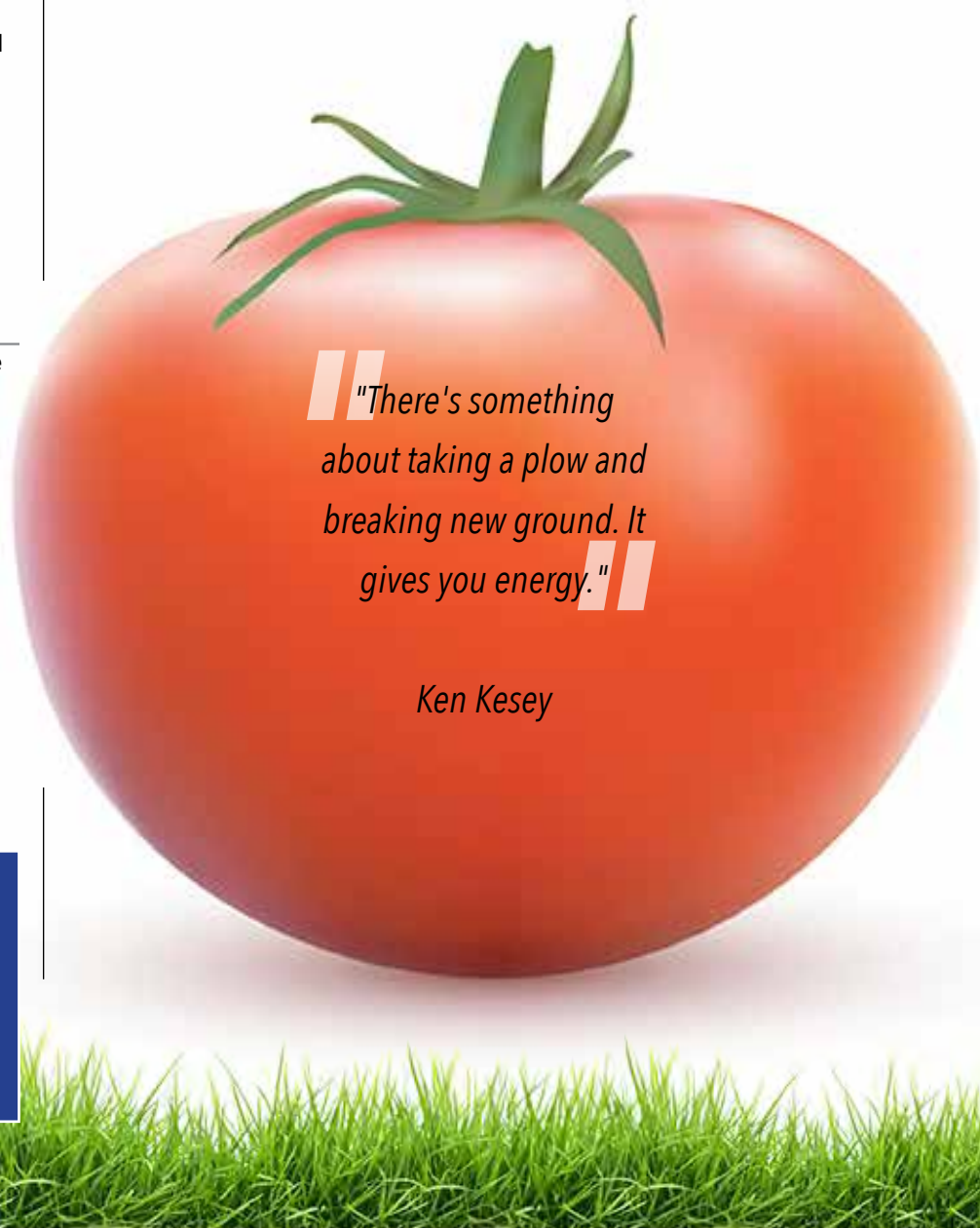
ATTENTION:
All Credit-Free Instructor
Biographical Notes
are listed at the back
of the catalog.

Please check the Spring 2019
Credit-Free Catalog for a more
extensive listing of
Gardening courses.



*"There's something
about taking a plow and
breaking new ground. It
gives you energy."*

Ken Kesey





Introduction to Spanish

Learn basic conversational Spanish grammar and vocabulary, including greetings; formal vs. informal language and when to use each; the alphabet and pronunciation; numbers; telling time; weather expressions; days of the week and months of the year; seasons; travel; and home, food, and family vocabulary. Simple sentence structures will be taught and practiced. The goal of this course is focused more on conversational skills than memorization of grammatical rules. Some aspects of the Spanish culture will also be discussed. An English/Spanish dictionary is recommended. Recommended text: Curso Primero, 2nd Edition (ISBN 9781567654769), Wasserman, approximately \$19, available at local or online bookstores.

CRN 31395 | Fee: \$205
7 Thursdays | 9/13-10/25
7-9 PM | GPA Room GP143

Instructor: Carolyn Robins, M.A.

Introduction to Spanish II

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

CRN 31396 | Fee: \$165
6 Thursdays | 11/1-12/13 (does not meet 11/22)
7-9 PM | GPA Room GP143

Instructor: Raul Moeremans, M.A.

NEW Spanish for Business

Learn to apply your Spanish skills to the business world. This course is useful for all students and professionals studying or working in business and management in which Spanish is used, and is designed for all those who want to improve their communicative skills in a professional environment. Topics will include: communications within the company, networking, applying for promotion, accountability to managers, and launching a product. 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 31397 | Fee: \$110
4 Tuesdays | 11/13-12/4
7-9 PM | GPA Room GP139

Instructor: Raul Moeremans, M.A.

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 31343 | Fee: \$155
6 Mondays | 9/10-10/22
(does not meet 10/8)
6-8 PM | GPA Room GP143

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

French for Beginners II

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

CRN 31344 | Fee: \$155
6 Mondays | 10/29-12/3
6-8 PM | GPA Room GP143

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

Beginning German

Do you have German ancestry? Business connections with Germany? Or maybe you're traveling to Germany? Would you like to understand Schubert's Lieder? This introductory course will focus on all aspects of spoken and written German, with an emphasis on basic grammar, conversation, and vocabulary useful to a traveler in Germany. Required text: Learn German the Fast and Fun Way (with MP3 CD), (ISBN 9781438074955), Barron's, available at MCC Bookstore for approximately \$30.

CRN 31251 | Fee: \$205
8 Thursdays | 9/13-11/1
7-9 PM | GPA Room GP139

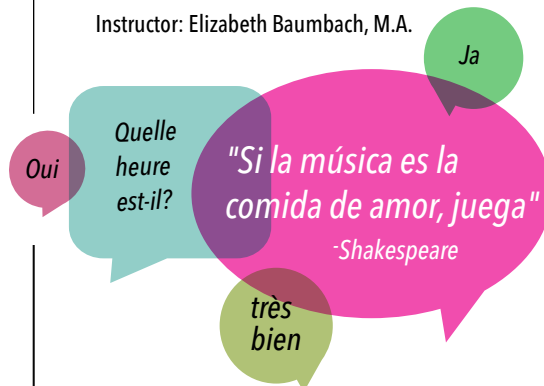
Instructor: Elizabeth Baumbach, M.A.

Advanced German

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

CRN 31252 | Fee: \$205
8 Tuesdays | 9/11-10/30
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 31394 | Fee: \$135
8 Tuesdays | 9/11-10/30
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 1-12) (ISBN 0915035200), Smith, Lenz & Mikos, available at online bookstores.

CRN 31356 | Fee: \$175
6 Tuesdays | 9/11-10/16
7-9 PM | GPA Room GP142
Instructor: Carolyn Robins, M.A.

NEW Introduction to Sign Language: Part Two

This sequel to *Introduction to Sign Language* will continue where the introductory class left off, covering the second half of the units in the textbook. You will continue to 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 (same as *Introduction to Sign Language*): *Signing Naturally* (Student Workbook, Level 1, Units 1-12) (ISBN 0915035200), Smith, Lenz & Mikos, available at online bookstores.

CRN 31357 | Fee: \$175
6 Tuesdays | 10/30-12/11 (does not meet 11/6)
7-9 PM | GPA Room GP142
Instructor: Carolyn Robins, M.A.



YOU MAY ALSO LIKE

- **Spanish Essentials for the Workplace** on page 64

Come Join a Dynamic Team!

MCC Credit-Free Programs Seeks Qualified* Instructors for the Following Subjects:

- **Computer topics in Database, Web Design, CompTIA Certification, and Social Media**
- **Cuisine courses of all types, including ethnic specialties, seasonal dishes, baked goods, soups & appetizers, and desserts****
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- **Language instruction in Arabic, Greek, Irish/Gaelic, Italian, Latin, and Yiddish**
- **Manufacturing instructor positions, including Blueprint Reading; NX Software; G, D & T; and Conventional Machining Lab courses**
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- **Team building, communication, and soft skills for business professionals**
- **Voice Over instruction**
- **Zumba & Pilates**

Please visit: www.manchestercc.edu/continuing-education and click on "Teaching for Continuing Education" for more information. To have an instructor packet emailed to you, contact Venica Blythe: vblythe@manchestercc.edu.

* Master's degree and teaching experience required
** or equivalent degree and experience



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Consider Yourself Confirmed!

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

Que
hora
es?

"Si la
musique soit
la nourriture
d'amour, jouer sur"
-Shakespeare

Yes

Muy
bien!

"If music be the
food of love,
play on"
-Shakespeare

Sí

What time is it?

Very
good!

"Wenn Musik das
Essen ist der Liebe,
spiel weiter"
-Shakespeare

Hola

MOTORCYCLE SAFE RIDING PROGRAM

(CT Rider Education Program - CONREP)

- Focus on building basic motorcycle operation and street riding skills
- 19 hours of instruction: 7 classroom; 12 driving range
- Classes run weekly from April through October
- Beginner Rider Course Fee: \$220
- To receive a Registration and Schedule Packet
 1. Call 860-512-3000 - Press "2" - Dial ext. 8705 - and leave your name and address; or
 2. Visit www.manchestercc.edu/motorcycle
- 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; only registration materials provided through Continuing Education or the web page are accepted for this program. There is NO registration by web or email.**



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NEW Strange Days: Analyzing the Lyrics and Music of The Doors

Our expert instructor, who has previously taught the lyrics & music appreciation courses on Bob Dylan, The Beatles, The Rolling Stones, and The Grateful Dead, now takes on The Doors. Their chief lyricist, Jim Morrison, was a film school dropout and aspiring poet who was able to change the parameters of rock lyrics into his own poetic style, and while composing music in his head without knowing how to play a single chord on any instrument! Guitarist Robbie Krieger also contributed songs, keyboardist Ray Manzarek expertly interpreted the work, and drummer John Densmore's creative beat was a perfect complement to the band.

CRN 31350 | Fee: \$40
3 Wednesdays | 10/3-10/17
7-9 PM | VIL 6 Room V162

Instructor: Stephen Armstrong, M.A.

Beginning Piano

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

CRN 31550 | Fee: \$135
4 Saturdays | 9/22-10/20 (does not meet 10/6)
10 AM-noon | VIL 2 Room V117

Instructor: Ruth O'Neil, M.Ed.



The Doors Film Study

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

NEW The Doors

This Oliver Stone film, starring Val Kilmer as Jim Morrison, succeeds very well in the dramatization of the band's early days, initial struggles, and eventual fame, along with all of the notoriety, shows, recordings, and significant people in their lives.

CRN 31457 | Fee: \$10
1 Monday | 10/22
7-9:30 PM | VIL 6 Room V162

Instructor: Stephen Armstrong, M.A.

NEW When You're Strange

This superb documentary, narrated by Johnny Depp, features the entire evolution of the band, with excellent live and backstage footage, interviews, and commentary by the surviving members of the band. A must-see for Doors' fans!

CRN 31458 | Fee: \$10
1 Monday | 11/5
7-9:30 PM | VIL 6 Room V162

Instructor: Stephen Armstrong, M.A.

Beginning Piano II

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

CRN 31551 | Fee: \$135
4 Saturdays | 10/27-11/17
10 AM-noon | VIL 2 Room V117

Instructor: Ruth O'Neil, M.Ed.

Beginning Guitar



By learning five chords and several strumming techniques, you can play dozens of familiar tunes in folk, rock, country, R&B, and pop styles. Instructional handouts and music sheets with words and chords are provided. Learn tuning, transposition, capo-use, and receive an introduction to basic music theory. Students age 12 and older are welcome. Please bring your acoustic or electric guitar to all classes. Handouts are provided.

CRN 31473 | Fee: \$185
8 Tuesdays | 9/11-10/30
7-8:30 PM | GPA Room GP138

Instructor: Don Donegan, Professional Musician

MUSIC

The Magic of Fingerstyle Guitar



Fingerstyle, or finger-picking guitar playing, is a wonderfully flexible technique that can be applied equally to rock, folk, new age, classical, flamenco, Latin and jazz styles. Learning this creative approach of fingerstyle playing will allow you to

perform at a higher level. Whether your focus is on Bach or Hendrix, you will learn how finger-picking techniques apply to steel, nylon stringed instruments, and electric guitars.

Required text: *Basic Guitar Writing Book* (ISBN 1890281131), Santorella, available at MCC Bookstore, for approximately \$7. Prerequisite: *Beginning or Continuing Guitar*, or some guitar playing experience.

CRN 31459 | Fee: \$135
6 Mondays | 10/15-11/19
7:15-8:45 PM | GPA Room GP126

Instructor: David Giardina, B.A.

Acoustic Folk Rock for Guitar

Learn strumming and fingerstyle techniques played by the likes of Paul Simon; Bob Dylan; Joni Mitchell; The Eagles; The Beatles; America; Crosby, Stills & Nash; Jose Feliciano and others. Broaden your musical range and technical ability! Music will be in tab with chord symbols and suited for any level above beginner. Handouts will be provided.

CRN 31460 | Fee: \$135
6 Tuesdays | 10/16-11/20
7:15-8:45 PM | GPA Room GP126

Instructor: David Giardina, B.A.

Consider Yourself Confirmed!

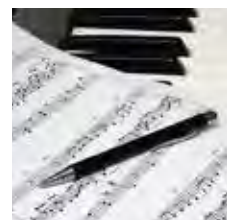
MCC notifies you only if a course cancels or its schedule changes. If you don't hear from us, assume you are registered.

NEW How to Write More Creative Song Lyrics

This hands-on course is designed to help songwriters develop more creative and compelling lyrics in verse, chorus and bridge sections through use of imagery, storytelling, rhyme schemes, literary devices, and lyric hooks used by hit songwriters. In addition, we will cover how to generate compelling song ideas, use song form and structure effectively, and tips and ideas that every songwriter should know. The ability to play an instrument is not required.

CRN 31566 | Fee: \$120
5 Fridays | 10/12-11/9
7-9 PM | VIL 6 Room V162

Instructor: Stew Crossen



Vocal Instruction



At an introductory level, participants will learn breathing techniques, vocal warm-up and strengthening exercises, and how to identify and expand vocal range. This course introduces the student to ear, diction, rhythm, and harmony

training, and basic music theory. The ability to read music is not necessary. Aspiring vocalists will work on proper body posture, and be given performance and voice-maintenance tips. With these new skills, you'll be able to sing dozens of songs with guitar accompaniment from the instructor's Song Request List. A vocal evaluation, with suggestions for improvement, will be included for each student. Students age 12 and older are welcome.

CRN 31474 | Fee: \$115
6 Mondays | 9/17-10/29 (does not meet 10/8)
7-8:15 PM | GPA Room GP139

Instructor: Don Donegan, Professional Musician

Harmonica for Beginners

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

CRN 31475 | Fee: \$60
4 Mondays | 11/5-11/26
7-8 PM | GPA Room GP139

Instructor: Don Donegan, Professional Musician

Beginner Music Theory

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

CRN 31595 | Fee: \$65

6 Mondays | 9/17-10/29 (does not meet 10/8)

6:15-7:30 PM | GPA Room GP155

Instructor: David Uhl, B.M.



Get Jazzed Up!: Deepen Your Enjoyment of Jazz

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

CRN 31596 | Fee: \$65

6 Mondays | 9/17-10/29 (does not meet 10/8)

7:45-9 PM | GPA Room GP155

Instructor: David Uhl, B.M.

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

Beginning Strings: Violin, Viola or Cello

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

CRN 31325 | Fee: \$120

10 Saturdays | 9/15-12/1

(does not meet 10/6 & 11/24)

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 31326 | Fee: \$120

10 Saturdays | 9/15-12/1

(does not meet 10/6 & 11/24)

11 AM-noon | GPA Room GP214

Instructor: Martha Hayes, M.A.



Advanced Strings: Violin, Viola or Cello

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

CRN 31327 | Fee: \$120

10 Saturdays | 9/15-12/1

(does not meet 10/6 & 11/24)

12:15-1:15 PM | GPA Room GP214

Instructor: Martha Hayes, M.A.



**NEVER GET TO SPEND TIME
WITH YOUR FRIENDS?**



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

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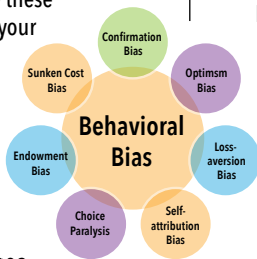
NEW Symmetry in Physics, Nature & in Everyday Life...It's All Around Us: Part 2

Come join an exciting lecture that will open your eyes to seeing the world from a different viewpoint! Symmetry is all around us and is an important tool in physics as we try to understand the laws of our universe. Nature and everyday life seem full of symmetric objects. We will discuss some examples of symmetry in physics and in everyday life - both natural and man-made symmetries in art, architecture, flowers, etc. (You do not need to have attended the first Symmetry lecture to enjoy this presentation.)

CRN 31312 | Fee: \$6
1 Friday | 9/14
Noon-1:30 PM | AST Room E202
Instructor: Negussie Tirfessa, Ph.D.

NEW Behavior Biases: How They Impact Your Investment Decisions

Studies show that the vast majority of individuals allow various "Behavioral Biases" to influence their decision making process when investing. This lecture will explore the major types of biases; why behavioral biases occur; how these various types of biases can affect your decision making; and strategies for addressing and overcoming these behavioral biases. Time for questions and answers will be included.



CRN 31320 | Fee: \$6
1 Friday | 9/21
Noon-1:30 PM | AST Room E202
Instructor: Claudia LaRocque, CFP®

NEW Transatlantic Airships



Many of the general public are familiar with only one airship, the Hindenburg. However, there is a rich and fascinating history of attempts and schemes to cross the Atlantic Ocean with airships. Through pictures and lecture come learn about this interesting and largely forgotten history.

CRN 31308 | Fee: \$6
1 Friday | 9/28
Noon-1:30 PM | AST Room E202
Instructor: Jason Scappaticci, M.S.

NEW Connecticut in the Poems of Wallace Stevens

We know that Stevens walked to work through the streets of Hartford but there is a lot more of Hartford—and Connecticut—in his poems, too. We'll look at *The River of Rivers in Connecticut*, *Of Hartford in a Purple Light*, and *An Ordinary Evening in New Haven* as well as other poems that have much unexpected, local flavor.

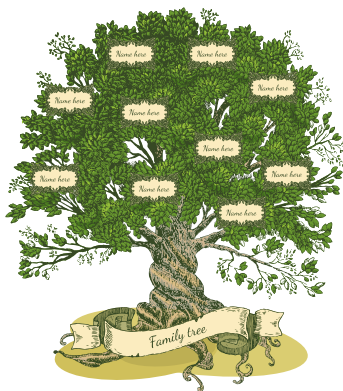


CRN 31313 | Fee: \$6
1 Friday | 10/5
Noon-1:30 PM | AST Room E202
Instructor: John Surowiecki, M.A.

NEW Climbing Your Family Tree

This lecture will introduce the process and sources for genealogical research for everyone, whether their roots stretch back to the Mayflower or their family first arrived in the United States in the twentieth century. We will explore the first steps for gathering information from family records and relatives, and how to record it on charts. Participants will be given information about the most useful online resources for the genealogist, discuss what these websites contain, and how to access and make use of them. The belief that for genealogists "everything is on the Internet" will be debunked. Also included is information about the wealth of records still accessible only on microfilm or in libraries, archives, and historical societies.

CRN 31321 | Fee: \$6
1 Friday | 10/12
Noon-1:30 | AST Room E202
Instructor: Carol Whitmer, B.S.



NEW Childe Hassam and the American Impressionists

The influence of the French Impressionists crossed the Atlantic in the late 19th century and generated an important style in American art colonies, including those in Cos Cob and Old Lyme, Connecticut. We will focus on Childe Hassam, perhaps the most celebrated of these artists, and one whose prolific work greatly influenced his contemporaries and later artists. The instructor will include discussion, illustrations and handouts.

CRN 31314 | Fee: \$6
1 Friday | 10/19
Noon-1:30 PM | AST Room E202
Instructor: David Garnes, M.A, M.L.S.



NEW Iceland Up Close

Iceland's capital, Reykjavik, combines the charm of a Nordic fishing village with the vibe of a cosmopolitan city. Put on your foul weather gear and join us for a glimpse of what makes Iceland the current "hot" destination for weekend getaways and "rest stops" on the way to Europe. This travel lecture with photos is perfect for anyone with an interest in places off the beaten path.

CRN 31316 | Fee: \$6
1 Friday | 10/26
Noon-1:30 PM | AST Room E202
Instructor: Rae Strickland, Ph.D.





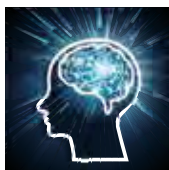
NEW The Journey of Jingles from the Very Beginning

Buy yourself and the world a Coke – sit back, and enjoy – because this is “the real thing!” From the town crier hundreds of years ago, to today’s social media apps, the advertising “jingle” has become a reflection of our culture. In the early 20th century, radio was the mass market booster of the jingle but how do changes in available media affect the way the message gets presented and received? Come and meet the writers and producers of the jingle for Hartford’s Yard Goats baseball team among thousands of others, and explore the role of the jingle not just in advertising and marketing but also in our everyday lives. Featured guest speakers are Paul Lombardo and Tom Russo of L and R Productions. Their company has specialized in writing and producing jingles for major advertising clients since 1984.

CRN 31317 | Fee: \$6
1 Friday | 11/2
Noon-1:30 PM | AST Room E202
Instructor: Michael Jordan-Reilly, M.A.

NEW Your Amazing, Aging, Flexible Brain!

We will put on our thinking caps to briefly review what’s known about the aging human brain. We’ll look at changes in the brain with aging and stress and how those changes can affect behavior and attitude.



We will explore strategies to keep our brains healthy, learn some brain exercises, and focus on recommendations for the most effective strategies to stay sharp. This lecture will touch upon recent research, changing research tools, anatomy, Alzheimer’s disease and lifestyle choices.

CRN 31318 | Fee: \$6
1 Friday | 11/9
Noon-1:30 PM | AST Room E202
Instructor: Ann Bonney, M.S.

NEW The Matriarch – A Study of Barbara Bush



The wife and mother of two U.S. presidents and two former governors, Barbara Bush captured the public’s interest with her political savvy as well as sharp toned commentary on life. Fiercely loyal and dedicated to her family, we will take a look back on the key events and challenges that shaped her life throughout her seventy-three year marriage to George H.W. Bush.

CRN 31309 | Fee: \$6
1 Friday | 11/16
Noon-1:30 PM | AST Room E202
Instructor: Tina Forsberg, M.A.



NEW The History of Peter Pan and the Man Who Brought Him to Life

Take a trip to the “Second star to the right and straight on ‘til morning.” We all wanted to fly with Peter Pan to Never Never Land and meet Tinkerbell, the Lost Boys, Pirates and Indians and the fierce Captain Hook. This session will explore the background of the author, James Barrie, and the history of Peter Pan with scenes from the Disney movie as well as the musical which first appeared on television.

CRN 31310 | Fee: \$6
1 Friday | 11/30
Noon-1:30 PM | AST Room E202
Instructor: Heather Styckiewicz, M.S.



NEW Eleanor Roosevelt, Part 2: After the White House

Eleanor Roosevelt’s life on the world stage did not end with husband Franklin’s death. ER continued her journey of self-discovery and commitment and became an even stronger voice for social justice and human rights. We will examine and discuss her “on my own” years (1945-1962) with accompanying illustrations and quotations. The instructor will provide handouts.



CRN 31315 | Fee: \$6
1 Friday | 12/7
Noon-1:30 PM | AST Room E202
Instructor: David Garnes, M.A, M.L.S.



NEW A Trek through the Annapurna Circuit in Nepal

Imagine traveling from the dusty, chaotic, energizing city of Kathmandu, Nepal, to the highest snow-capped peaks in the world! It’s an adventure most people often think is beyond their reach. Attend this informational show and see that most people in decent shape could travel to a foreign land and experience nature at its best on this unforgettable trek. I will take you from the highly populated city of Kathmandu through the hilly terrain of Nepal, through lush tropical forests, up to the soaring peaks in the Annapurna Region of the Himalayan Mountains, and then over the highest navigable pass in the world. Observe diverse areas of vegetation and meet the extraordinary people that make Nepal an extremely friendly and desirable country to visit.

CRN 31319 | Fee: \$6
1 Friday | 12/14
Noon-1:30 PM | AST Room E202
Instructor: Scott Emmons, B.S.

NUTRITION

Fact versus Fiction: What Foods Are Right for You?

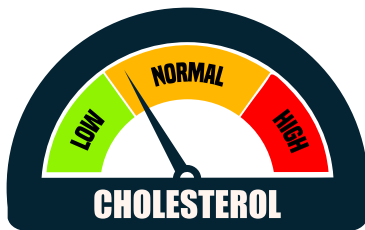


If you're totally confused by the mountains of information, pro and con, about the many diets in the news today, maybe it's time you got some straight information. This informative class,

taught by a naturopathic physician, will allow you to do just that. Learn what a non-inflammatory diet is and whether the foods popular in today's culture fit the bill. Learn what carbohydrates are really all about and whether any can be termed "good carbs." Find out which protein is helpful to your health; how much fiber your diet should include; and which fats are needed for a healthy body. Once you separate fact from fiction, you'll be well on your way to a healthier you.

CRN 31621 | Fee: \$25
1 Thursday | 10/11
7-9 PM | GPA Room GP215

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 31622 | Fee: \$25
1 Thursday | 10/18
7-9 PM | GPA Room GP215

Instructor: Marie Mammone, N.D.



Natural Support for Brain Health

The young and the old need to support the health of their brains. Whether you are 25 or 75, it's always a good time to think about ways to keep your mind healthy. People with strong minds live richer and more fulfilling lives. There is no "magic pill" for your brain. It is part of a whole ecosystem that includes your body and all your surroundings. Your brain is only 2 percent of your body weight, yet consumes 20 percent of the body's glucose. How do you feed and care for it? This class will help you learn lifestyle recommendations, dietary tips, and nutrients that will support brain health and keep your mind sharp throughout your lifetime.

CRN 31623 | Fee: \$25
1 Thursday | 10/25
7-9 PM | GPA Room GP215

Instructor: Marie Mammone, N.D.

Consider Yourself Confirmed!

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

NEVER GET TO SPEND TIME WITH YOUR FRIENDS?



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

WELCOME TO ONLINE LEARNING!

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

HOW TO GET STARTED:

Successful enrollment is achieved by following these three simple steps:

1. Register and pay for the course(s) using the registration form on page 73 of this catalog.
2. Complete online enrollment by visiting the Online Instruction Center at www.ed2go.com/manchcc. Use the "Browse Catalog" or "Search for Courses" 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:

- September 12 • November 14
- October 17 • December 12

REQUIREMENTS:

All courses require: Internet access, Email, Web browser (Internet Explorer, Mozilla Firefox, Google Chrome 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

ACCOUNTING

(\$119 per class)

Accounting Fundamentals I

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

CRN 30919

Accounting Fundamentals II

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

CRN 30920

ART & ENTERTAINMENT

(\$119 per class)

Drawing for the Absolute Beginner

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

CRN 30971

Introduction to Screenwriting

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

CRN 31104

Music Made Easy

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

CRN 31138

Introduction to Guitar

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

CRN 31054

BUSINESS ADMINISTRATION & MANAGEMENT

(\$119 per class)

Administrative Assistant Fundamentals

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

CRN 30924

Administrative Assistant Applications

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

CRN 30923

Mastering Public Speaking

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

CRN 31130

Fundamentals of Supervision and Management I

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

CRN 30982

Fundamentals of Supervision and Management II

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

CRN 30983

NEW High Performance Organization

This course will teach you how to turn your company into a High-Performance Organization (HPO), which can help to increase profits, a high rate of success, and become a desirable workplace.

CRN 31437

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 30948

ONLINE ACADEMY

Understanding the Human Resources Function

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

CRN 31227

Managing Customer Service

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

CRN 31124

Introduction to Business Analysis

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

CRN 31044

Mastery of Business Fundamentals

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

CRN 31132

Distribution and Logistics Management

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

CRN 30970

Manufacturing Fundamentals

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

CRN 31126

Manufacturing Applications

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

CRN 31125

Project Management Fundamentals I

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

CRN 31158

Project Management Fundamentals II

Learn 10 essential skills every project manager needs to successfully plan and manage projects.

CRN 31159

Project Management Applications

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

CRN 31157

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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 30999

Purchasing Fundamentals

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

CRN 31161

Supply Chain Management Fundamentals

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

CRN 31203

Total Quality Fundamentals

Learn the basics of total quality management.

CRN 31221

Six Sigma: Total Quality Applications

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

CRN 31179

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 30959

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 31193

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 31198

Start Your Own Small Business

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

CRN 31199

Start Your Own Arts and Crafts Business

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

CRN 31194

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 31197

Start a Pet Sitting Business

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

CRN 31192

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 31116

Growing Plants for Fun and Profit

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

CRN 30995

Starting a Consulting Practice

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

CRN 31200

Secrets of the Caterer

Learn cooking and business secrets from a professional caterer.

CRN 31175

Wow, What a Great Event!

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

CRN 31234

CAREER DEVELOPMENT

(\$119 per class)

Résumé Writing Workshop

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

CRN 31170

Twelve Steps to a Successful Job Search

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

CRN 31224

Get Assertive!

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

CRN 30986

Leadership

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

CRN 31115

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 31117



Individual Excellence

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

CRN 31006

Achieving Success with Difficult People

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

CRN 30921

Merrill Ream Speed Reading

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

CRN 31137

COMPUTERS

2016, 2017 & 2018
COMPUTER COURSES

(\$139 per class)

Introduction to Microsoft Word 2016

CRN 31085

Intermediate Microsoft Word 2016

CRN 31025

Introduction to Microsoft Excel 2016

CRN 31071

Intermediate Microsoft Excel 2016

CRN 31021

Advanced Microsoft Excel 2016

CRN 30932

Introduction to Microsoft Access 2016

CRN 31067

Intermediate Microsoft Access 2016

CRN 31017

Introduction to Microsoft PowerPoint 2016

CRN 31076

Introduction to Microsoft Project 2016

CRN 31079

NEW Introduction to QuickBooks 2018

CRN 31435

Introduction to QuickBooks 2017

CRN 31102

Introduction to QuickBooks 2016

CRN 31101

NEW Intermediate QuickBooks 2018

CRN 31436

Intermediate QuickBooks 2017

CRN 31035

Intermediate QuickBooks 2016

CRN 31034

BASIC COMPUTER LITERACY & OPERATING SYSTEMS

(\$119 per class)

Keyboarding

CRN 31112

Introduction to Windows 10

CRN 31109

Introduction to Windows 8

CRN 31110

LPI Linux Essentials Exam Prep

CRN 31119

Understanding the Cloud

CRN 31226

Computer Skills for the Workplace

CRN 30955

COMPUTER APPLICATIONS

(\$119 per class)

What's New in Microsoft Office 2013?

CRN 31231

Introduction to Microsoft Word 2013

CRN 31084

Introduction to Microsoft Word 2010

CRN 31083

Introduction to Microsoft Word 2007

CRN 31082

Intermediate Microsoft Word 2013

CRN 31024

Intermediate Microsoft Word 2010

CRN 31023

Intermediate Microsoft Word 2007

CRN 31022

Introduction to Microsoft Excel 2013

CRN 31070

Introduction to Microsoft Excel 2010

CRN 31069

Introduction to Microsoft Excel 2007

CRN 31068

Intermediate Microsoft Excel 2013

CRN 31020

Intermediate Microsoft Excel 2010

CRN 31019

Intermediate Microsoft Excel 2007

CRN 31018

Advanced Microsoft Excel 2013

CRN 30931

Advanced Microsoft Excel 2010

CRN 30930

Advanced Microsoft Excel 2007

CRN 30929

Microsoft Excel - Pivot Tables

CRN 30934

Introduction to Microsoft Access 2013

CRN 31066

Introduction to Microsoft Access 2010

CRN 31065

Intermediate Microsoft Access 2013

CRN 31016

Intermediate Microsoft Access 2010

CRN 31015

Introduction to Microsoft PowerPoint 2013

CRN 31075

Introduction to Microsoft PowerPoint 2010

CRN 31074

Introduction to Microsoft Outlook 2013

CRN 31073

Introduction to Microsoft Outlook 2010

CRN 31072

Introduction to Microsoft Publisher 2013

CRN 31081

Introduction to Microsoft Publisher 2010

CRN 31080

Introduction to Microsoft Project 2013

CRN 31078

Introduction to Microsoft Project 2010

CRN 31077

ONLINE ACADEMY

Introduction to Adobe Acrobat X

CRN 31040

Introduction to Crystal Reports

CRN 31048

Introduction to QuickBooks Online

CRN 31103

Introduction to QuickBooks 2015

CRN 31100

Introduction to QuickBooks 2014

CRN 31099

Introduction to QuickBooks 2013

CRN 31098

Intermediate QuickBooks 2015

CRN 31033

Intermediate QuickBooks 2014

CRN 31032

Intermediate QuickBooks 2013

CRN 31031

QuickBooks 2015 for Contractors

CRN 31164

QuickBooks 2014 for Contractors

CRN 31163

QuickBooks 2013 for Contractors

CRN 31162

Performing Payroll in QuickBooks 2015

CRN 31143

Performing Payroll in QuickBooks 2014

CRN 31142

Performing Payroll in QuickBooks 2013

CRN 31141

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

Creating Web Pages

CRN 30963

Advanced Web Pages

CRN 30936

Creating WordPress Websites

CRN 30964

Intermediate WordPress Websites

CRN 31038

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Responsive Web Design

CRN 31169

Introduction to CSS3 and HTML5

CRN 31049

Intermediate CSS3 and HTML5

CRN 31011

Advanced CSS3 and HTML5

CRN 30926

Introduction to JavaScript

CRN 31061

Designing Effective Websites

CRN 30965

Introduction to Dreamweaver CS6

CRN 31052

Intermediate Dreamweaver CS6

CRN 31012

Achieving Top Search Engine Positions

CRN 30922

Introduction to Google Analytics

CRN 31053

DIGITAL IMAGING & DESIGN
(\$119 per class)

Introduction to Illustrator CS6

CRN 31055

Introduction to InDesign CC

CRN 31056

Introduction to InDesign CS6

CRN 31057

Intermediate InDesign CC

CRN 31013

Introduction to Lightroom CC

CRN 31064

Introduction to Lightroom 5

CRN 31063

Introduction to Photoshop CC

CRN 31091

Introduction to Photoshop CS6

CRN 31093

Introduction to Photoshop CS5

CRN 31092

Intermediate Photoshop CC

CRN 31027

Intermediate Photoshop CS6

CRN 31029

Intermediate Photoshop CS5

CRN 31028

Photoshop CC for the Digital Photographer I

CRN 31147

Photoshop Elements for the Digital Photographer I

CRN 31149

Photoshop CC for the Digital Photographer II

CRN 31148

Photoshop Elements for the Digital Photographer II

CRN 31150

COMPUTER TROUBLESHOOTING
& NETWORKING
(\$119 per class)

Introduction to PC Troubleshooting

CRN 31090

Introduction to PC Security

CRN 31089

Advanced PC Security

CRN 30935

Wireless Networking

CRN 31233

Introduction to Networking

CRN 31087

Intermediate Networking

CRN 31026

PROGRAMMING & DATABASE

MANAGEMENT

(\$119 per class)

Introduction to Programming

CRN 31095

Mac, iPhone, and iPad Programming

CRN 31123

Creating Mobile Apps with HTML5

CRN 30961

How to Get Started in Game Development

CRN 31002

Introduction to Java Programming

CRN 31060

Intermediate Java Programming

CRN 31014

Introduction to C++ Programming

CRN 31046

Introduction to C# Programming

CRN 31045

Intermediate C# Programming

CRN 31009

Introduction to Python 3 Programming

CRN 31097

Introduction to Python 2.5 Programming

CRN 31096

Introduction to XML

CRN 31111

Introduction to Database Development

CRN 31050

Introduction to Visual Basic

CRN 31108

Intermediate Visual Basic

CRN 31037

Introduction to SQL

CRN 31105

Intermediate SQL

CRN 31036

Introduction to PHP and MySQL

CRN 31094

Intermediate PHP and MySQL

CRN 31030

CERTIFICATION PREP

(\$139 per class)

Basic CompTIA A+ Certification Prep

CRN 30938

Intermediate CompTIA A+ Certification Prep

CRN 31010

Advanced CompTIA A+ Certification Prep

CRN 30925

CompTIA Security+ Certification Prep 1

CRN 30953

CompTIA Security+ Certification Prep 2

CRN 30954

CompTIA Network+ Certification Prep

CRN 30952

PMP Certification Prep 1

CRN 31151

PMP Certification Prep 2

CRN 31152

COURSES FOR TEACHERS

(\$119 per class)

Teaching Preschool: A Year of Inspiring Lessons

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

CRN 31208

Teaching High School Students

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

CRN 31206

Teaching Adult Learners

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

CRN 31205

Spanish in the Classroom

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

CRN 31187

Singapore Math: Number Sense and Computational Strategies

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

CRN 31178

Singapore Math Strategies: Model Drawing for Grades 1-6

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

CRN 31177

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

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

CRN 31176

Teaching Math: Grades 4-6

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

CRN 31207

Teaching Science: Grades 4-6

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

CRN 31209

Solving Classroom Discipline Problems I

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

CRN 31182

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 31183

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 30974

Teaching Students with Learning Disabilities

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

CRN 31213

ONLINE ACADEMY

Teaching Students with ADHD

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

CRN 31211

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 31212

Survival Kit for New Teachers

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

CRN 31204

Ready, Set, Read!

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

CRN 31165

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 31218

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 30960

Differentiated Instruction in the Classroom

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

CRN 30966

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 31219

Differentiating K-12 Assessments

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

CRN 30967

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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 30962

Teaching Writing: Grades K-3

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

CRN 31215

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 31214

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 30951

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 30956

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 30996



Guided Reading: Strategies for the Differentiated Classroom

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

CRN 30997

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 31168

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 31008

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 31210

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 31230

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 30958

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 31228

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 30947

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 30975

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 31225

GRANT WRITING & NONPROFIT MANAGEMENT

(\$119 per class)

A to Z Grant Writing I

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

CRN 30917

A to Z Grant Writing II

Sharpen your grant research skills, write the most important sections of grant applications, and learn the types of grants available.

CRN 30918

Get Grants!

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

CRN 30988

Advanced Grant Proposal Writing

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

CRN 30928

Writing Effective Grant Proposals

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

CRN 31240

Becoming a Grant Writing Consultant

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

CRN 30944

Starting a Nonprofit

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

CRN 31201

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 31140

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 31128



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 31088

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 30937

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 31129

Homeschool with Success

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

CRN 31001

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 30977

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 30976

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 30981

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 30978

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 30979

Explore a Career in Medical Writing

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

CRN 30980

Medical Terminology I: A Word Association Approach

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

CRN 31135

Medical Terminology II: A Focus on Human Disease

Learn medical terminology related to all 11 of the body's organ systems, with an emphasis on human disease, diagnostic procedures, and treatment techniques.

CRN 31136

HIPAA Compliance

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

CRN 31000

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 30943

Become a Physical Therapy Aide

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

CRN 30939

Become a Veterinary Assistant I

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

CRN 30940



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 30941

Become a Veterinary Assistant III: Practical Skills

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

CRN 30942

Introduction to Natural Health and Healing

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

CRN 31086

Lose Weight and Keep It Off!

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

CRN 31118

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 31122

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

www.ed2go.com/manchcc

Handling Medical Emergencies

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

CRN 30998

LANGUAGES

(\$119 per class)

Speed Spanish I

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

CRN 31188

Speed Spanish II

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

CRN 31190

Speed Spanish III

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

CRN 31191

Spanish for Law Enforcement

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

CRN 31184

Spanish for Medical Professionals I

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

CRN 31185

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 31186

Beginning Conversational French

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

CRN 30946

Instant Italian

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

CRN 31007

Conversational Japanese

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

CRN 30957

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 30990

Writing for ESL

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

CRN 31243

Discover Sign Language

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

CRN 30969

MATH & SCIENCE

(\$119 per class)

Math Refresher

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

CRN 31133

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 31041

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 31106

Medical Math

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

CRN 31134

Human Anatomy and Physiology I

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

CRN 31004

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 31005

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 31043

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 31047

PERSONAL ENRICHMENT

(\$119 per class)

Introduction to Interior Design

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

CRN 31058

Start Your Own Edible Garden

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

CRN 31196

Get Funny!

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

CRN 30987

Skills for Making Great Decisions

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

CRN 31180

Interpersonal Communication

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

CRN 31039

Keys to Effective Communication

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

CRN 31113

Genealogy Basics

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

CRN 30985

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 31232

Personal Finance

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

CRN 31144

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 30950

Keys to Successful Money Management

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

CRN 31114

Real Estate Investing

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

CRN 31166

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 31202

The Analysis and Valuation of Stocks

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

CRN 31216

Introduction to Stock Options

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

CRN 31107

PHOTOGRAPHY

(\$119 per class)

Discover Digital Photography

An informative introduction to the fascinating world of digital photography.

CRN 30968

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 31131

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 31051

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 31222

Secrets of Better Photography

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

CRN 31174

Photographing Nature with Your Digital Camera

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

CRN 31145

Photographing People with Your Digital Camera

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

CRN 31146

SALES & MARKETING

(\$119 per class)

Professional Sales Skills

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

CRN 31156

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 30973



ONLINE ACADEMY

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 31181

Marketing Your Business on the Internet

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

CRN 31127

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 31229

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 31153

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 31155

Prepare for the GED Math Test

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

CRN 31154

GMAT Preparation

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

CRN 30989

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 30993

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 30994

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 31120



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 31121

SAT/ACT Preparation: Part 1

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

CRN 31172

SAT/ACT Preparation: Part 2

Master the math questions on the ACT and new SAT.

CRN 31173

WRITING COURSES

(\$119 per class)

Grammar Refresher I

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

CRN 30991

Grammar Refresher II

Take your grammar and language mechanics skills to the next level, and master the building blocks of effective writing.

CRN 30992

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 31241

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 30972

Business and Marketing Writing

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

CRN 30949

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 31236

Fundamentals of Technical Writing

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

CRN 30984

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 31220

Writerific: Creativity Training for Writers

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

CRN 31239

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 31003

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 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.



Write Fiction Like a Pro

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

CRN 31237

Advanced Fiction Writing

Explore advanced fiction writing techniques with a published novelist.

CRN 30927

Writing Young Adult Fiction

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

CRN 31245

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 31171

Mystery Writing

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

CRN 31139

Writing the Fantasy Novel

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

CRN 31244

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 31217

Writing for Children

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

CRN 31242

Research Methods for Writers

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

CRN 31167

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 30945

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 31235

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 31160

Introduction to Internet Writing Markets

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

CRN 31059

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 31223

Write Your Life Story

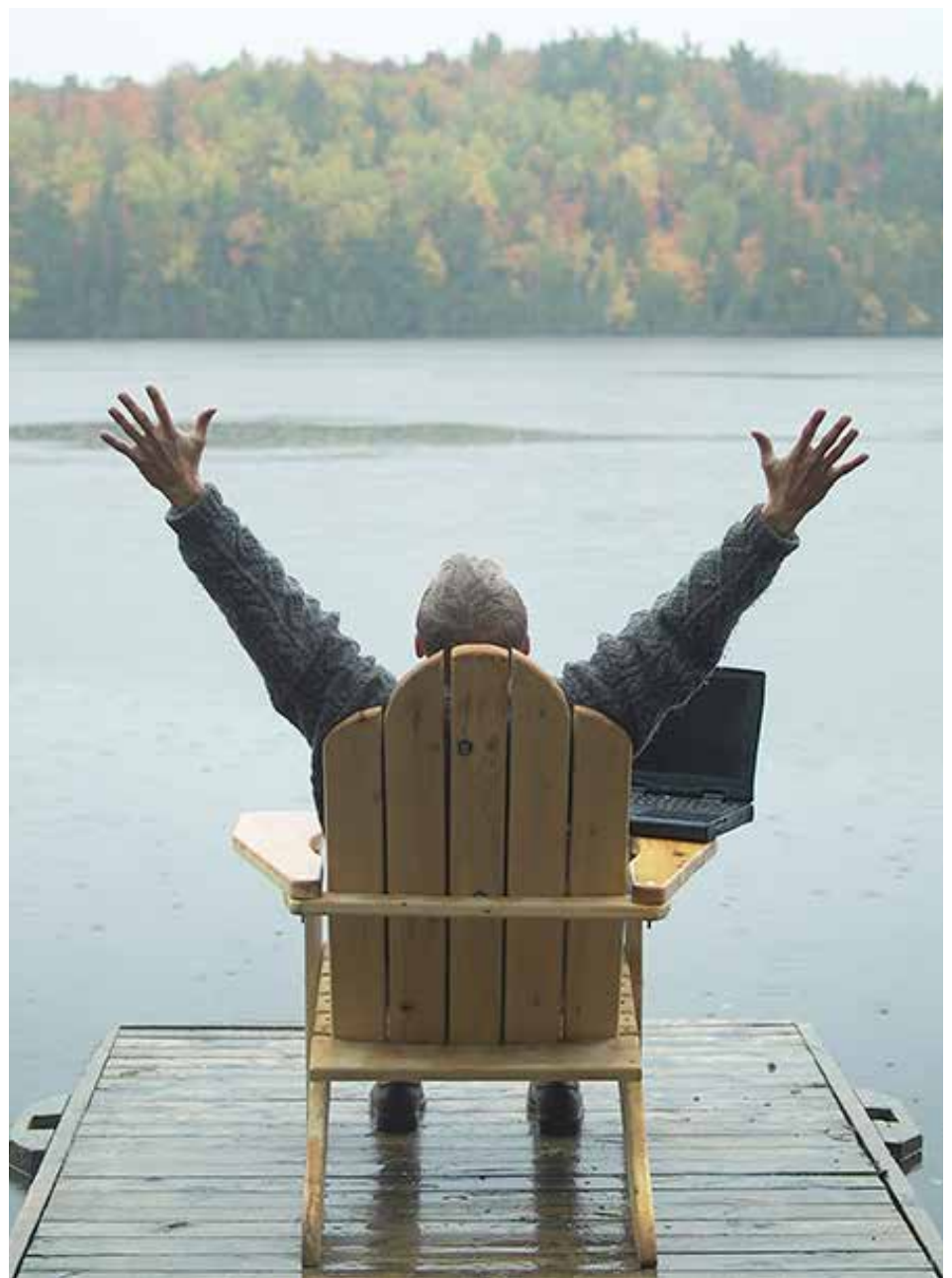
Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others.

CRN 31238

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 31062



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:

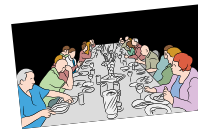
Informative
Educational
Entertaining

Social:

Luncheons
Refreshments after programs
Meet new friends!

Travel:

Day trips
Overnights
Overseas



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



MCC Organization of Active Adults Membership Form

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

Last Name 1 _____

First Name 1 _____

First Name 2 _____

Only if different: Last Name 2 _____

Mail Address _____

Town _____ State _____

Phone _____ Email address _____

Mr & Mrs Ms Miss (circle preference)

check one Full Birth Date: mm/dd/yy

☐ M ☐ F ____/____/____

☐ M ☐ F ____/____/____

Mr & Mrs Ms Miss (circle preference)

Mr & Mrs Ms Miss (circle preference)

☐ New Member ☐ Returning Member

9-Digit Zip _____ - _____

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

Amount enclosed: _____

Check #: _____ Check Date: _____

Mail to: MCCOAA Membership

Great Path, MS #16

PO Box 1046

Manchester, CT 06045-1046

(For Office Use Only) Date Received: _____

Fill in, detach & KEEP this membership card.

MCCOAA MEMBERSHIP CARD

Member Name(s)

Valid through August 31, 201

MCC ORGANIZATION OF ACTIVE ADULTS

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

oaa@manchestercc.edu • 860-512-2840

www.manchestercc.edu/continuing/oaa

In partnership with Manchester Community College

MCCOAA Tuition Rebate Application

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

OAA Member's Name: _____ Member's Address: _____

City/Town: _____ State: _____ Zip: _____

Course Title: _____

Course Start Date: _____ Course Fee: \$ _____

Current-Year Catalog Semester (circle one): Fall Winter Spring Summer

Instructor's signature: _____ Print Last Name: _____

(Verifying that student attended at least one class session)

(Instructor)

(For Office Use Only)

Rec'd Date

App. No.

Memb. Date

Balance: \$

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 31594 | Fee: \$120
5 Saturdays | 9/15-10/20 (does not meet 10/6)
9-11 AM | AST Room D211
(9/22 & 10/13 meet off-campus)
Instructor: Hunter Neal, M.F.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 how to use 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 31572 | Fee: \$105
2 Fridays | 9/21-9/28
6-9 PM | AST Room D211
Instructor: Richard Hoyer, M.A.



Digital Camera Next Step

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

CRN 31573 | Fee: \$105
2 Fridays | 10/12-10/19
6-9 PM | AST Room D211
Instructor: Richard Hoyer, M.A.

Using Your Digital SLR

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

CRN 31574 | Fee: \$105
2 Fridays | 10/26-11/2
6-9 PM | AST Room D211
Instructor: Richard Hoyer, M.A.

Advanced Digital SLR

Advanced photographic topics relating to digital SLR's will include: improving images with Adobe Photoshop CC; focusing on exposure and image quality-control in a variety of challenging lighting situations, including creative use of on-and off-camera flash units; color correction; masking techniques; nondestructive editing; and using Adobe Photoshop CC to explore the digital imaging workflow. Some elements of Adobe Camera RAW will also be covered. You must bring your digital SLR camera to class. Prerequisite: *Using Your Digital SLR is highly recommended.*

CRN 31576 | Fee: \$55
1 Friday | 11/9
6-9 PM | AST Room D211
Instructor: Richard Hoyer, M.A.



Experiment with Filters

This class will explore experimental uses of Photoshop and an array of filters and techniques to take digital photographs and manipulate them to mimic the styles of the great visual artists. Using Photoshop you will learn how to create an "original" van Gogh, Vermeer, Edward Weston, or Andy Warhol, among others. In addition, you will learn how to simulate classic camera and darkroom techniques and special effects, such as selective focus, motion blur, special lens and filter effects, toning and coloring, solarization, and posterization. You do not have to be a Photoshop expert to learn how to create these effects!

CRN 31575 | Fee: \$55
1 Friday | 9/14
6-9 PM | AST Room D211
Instructor: Richard Hoyer, M.A.

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 31577 | Fee: \$55
1 Friday | 11/16
6-9 PM | AST Room D211
Instructor: Richard Hoyer, M.A.



PHOTOGRAPHY

Portrait and People Photography

Just in time for the holiday season! If you like to photograph people for the snapshot album or as fine art, join us for this workshop exploring portrait photography. Using either film or digital camera, learn how to photograph in formal and informal settings, and how to make the most of flash, natural light, close-ups, set poses, and spontaneous candid shots. Discover new ways to set up a portrait, establish a comfortable rapport with your subject, and capture revealing moments and true character. Class discussions will also include basic camera operation, lighting, composition, setting and body language. Please bring your camera to all sessions. *Prerequisite: Participants should have basic camera skills and be prepared to shoot some assignments.*

CRN 31578 | Fee: \$155

3 Fridays | 11/30-12/14

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 31592 | Fee: \$75

2 Wednesdays | 9/19-9/26

6-9 PM | GPA Room GP139

Instructor: Peter Glass, M.A.



Shooting Photographs that Will Knock Your Socks Off

Through in-class shooting assignments and instruction, learn how to make interesting and unusual images through a variety of lighting techniques. You also will discover ways to produce wonderful images by creatively playing with: your lens' focal length, aperture, and shutter speed setting; the positioning of yourself, your camera, and the subject; and using some very ordinary everyday items, as well as offbeat camera accessories. Finally, we will manipulate many of your images in Adobe Photoshop to demonstrate the almost unlimited possibilities for fixing and strikingly improving your work. You will need to bring to class your digital camera, with instruction booklet, and a fully charged battery. If you own a tripod, please bring this as well.

CRN 31593 | Fee: \$75

2 Wednesdays | 11/28-12/5

6-9 PM | GPA Room GP139

Instructor: Peter Glass, M.A.

YOU MAY ALSO LIKE

- **Digital Imaging & Design courses on pages 20-21**
- **Online Academy Photography courses on page 55**

Consider Yourself Confirmed!

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





JOB SEARCH

JOB SEARCH WORKSHOPS

Looking for information and guidance on how to become more competitive in your job search? You are invited to attend the following workshops. All sessions meet in the Career Services Suite (SSC L107) and are FREE and open to students, alumni, and the public. Pre-registration, however, is required, using the registration form on page 73.

Instructor: Julie Greene, Director of MCC Career and Veteran's Services

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 31609 | 1 Tuesday
9/25 | 2-3:15 PM

CRN 31610 | 1 Tuesday
10/16 | 2-3:15 PM

CRN 31611 | 1 Tuesday
10/30 | 2-3:15 PM

CRN 31612 | 1 Tuesday
11/13 | 2-3:15 PM

SSC Room L107 (Career Services Suite)
Fee: FREE

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 31613 | 1 Tuesday
10/2 | 2-3:15 PM

CRN 31614 | 1 Tuesday
10/23 | 2-3:15 PM

CRN 31615 | 1 Tuesday
11/6 | 2-3:15 PM

CRN 31616 | 1 Tuesday
11/20 | 2-3:15 PM

SSC Room L107 (Career Services Suite)
Fee: FREE

CAREER OPPORTUNITIES

Security Guard

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



Please note: Students will be required to submit 2 sets of fingerprints, 2 photographs, and a Security Officer application, in addition to the course completion card, when they submit their State application after the course.

Fees extraneous to the course: 5-year ID Card - \$100; CT Background Check - \$75; Federal Background Check - \$12; Fingerprinting Fee: \$15.

CRN 31598 | Fee: \$125
1 Monday | 10/15
8:30 AM-5 PM | SSC Room L142

Instructor: Richard Siena, A.S., CT Police Academy Graduate

Please note: You may not need to register for the **Security Guard** course to receive a state-issued ID if you meet one of the following requirements: All active or honorably discharged military members of the armed forces, or if within 2 years of such person's honorable discharge from the armed forces and such person provides a military honorable discharge document, or a member of law enforcement who can provide a retirement identification from his/her police agency and a letter of retirement in good standing within 2 years of such retirement. Please contact the instructor at rick@investigativepartners.com if you have further questions.



Certified Training for Security Guards: Personal Protection Control & Defense

When confrontations cannot be resolved peacefully, security officers must intervene with physical control and defense skills. It is important that officers receive training in practical, effective, and court-defensible skills; those not properly trained increase the likelihood of injuries for both the officer and the individual, as well as possibly misrepresenting the mission of the organization. Topics will include: levels of control; levels of resistance; recognizing aggression; agency policies and procedures; principles of balance, movement, and reaction time; escorting an individual; disengaging; the effects of pressure or impact to nerve centers; science of energy and motion; defensive counter-strikes; and introduction to ground defense. The program is developed by Personal Protection Consultants (PPC), and approved by Municipal Police Officers Education and Training Commission (MPOETC) for Continuing Education Electives (CLEE). **Security guards will receive a training certificate through PPC, a nationally recognized company for providing certified tactical trainings.** More information on their training certificates can be found at: www.ppcitaining.com. Please note: Students should come dressed in workout clothes.

CRN 31607 | Fee: \$80
1 Saturday | 11/3
11 AM-4 PM | SSC Room L154 (Fitness Studio)

Instructor: Richard Siena, A.S., CT Police Academy graduate

PROFESSIONAL DEVELOPMENT



Please check the Spring 2019 catalog for the next offering of the required Broker Courses

MCC CREDIT-FREE SCHOLARSHIPS FOR FALL 2018

Eligible program:

Real Estate Principles and Practices

See advertisement on page 67 for more information.

REAL ESTATE

Real Estate Principles and Practices

VA-Approved

This required course for real estate licensing provides clear explanations of modern real estate practices and a working knowledge of real estate in Connecticut. Property owners, buyers, sellers, and anyone interested in pursuing real estate careers or operations will find this course beneficial and rewarding. **Students must attend at least 60 hours (excluding the in-class exam) and pass the course with a score of 70 or higher in order to sit for the State exam.** The Salesperson Application fee of \$80 and the State Exam fee of \$65 are 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, 20th edition (ISBN 9781475463729) and CT Real Estate Practice and Law, 14th edition (ISBN 9781475446753), 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 31247 | Fee: \$485
17 sessions | Tuesdays & Thursdays | 9/11-11/8
(does not meet 11/6; exam date, 11/8)
5:30-9:30 PM | SSC Room L240

Instructor: Marc Vallen, J.D.

CRN 31638 | Fee: \$485
16 sessions | 11 Wednesdays | 9/26-12/12
(does not meet 11/21; exam on 12/12)
6-9:30 PM
5 Saturdays | 10/13; 10/27; 11/3; 11/17 & 12/1
8:30 AM-2:30 PM

Instructor: Marie-Louise Villar, J.D.

Real Estate Principles and Practices Review Course

Before you sit for the CT Real Estate Salesperson Licensing Exam, refresh the knowledge and skills you learned in the Real Estate Principles and Practices course. We will review the following topics: property ownership; passage of title; financing; closings; agency; and contracts; as well as practice questions and math concepts. The textbooks that will be used are the same three texts required for Real Estate Principles and Practice (see course description on this page). This course is approved for 4 Continuing Education hours by the CT Real Estate Commission.

CRN 31248 | Fee: \$60
1 Thursday | 11/15
5:30-9:30 PM | SSC Room L240

Instructor: Marc Vallen, J.D.

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)
- 15-hour course in Legal Compliance and 15-hour course in Real Estate Brokerage Principles and Practices (30 hours)
- Two 15-hour approved electives, or one 30-hour pre-license Appraisal course, or evidence of successfully completing 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.
- For remainder of requirements, check the CT Department of Consumer Protection website: www.ct.gov/dcp.

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."

Real Estate Principles and Practices May Qualify for:

• Veterans' Benefits

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





SKILLS FOR THE WORKPLACE

Bullying in the Workplace: What It Is and How to Stop It

Does bullying end when we leave the school yard? Is it a problem that ends when adulthood begins? Unfortunately, the answer is "No." You will learn how bullying occurs in the workplace and what it consists of. You'll discover how bullying can connect to civil rights laws and how to respond if you or someone you know is being bullied at work. The format of the course is lecture, question and answer sessions, and class discussion. Instructor provides handouts. No prerequisite.

CRN 31275 | Fee: \$90
1 Friday | 11/16
9 AM-4 PM | LRC Room B144 (limited seating)
Instructor: Ralph Braithwaite, M.B.A.

Freedom of Information Act: What You Need to Know for Compliance and Protection

Are you aware that nearly every state-generated document, including your e-mail, is potentially viewable by the public? Citizens can request access to state documents via The Freedom of Information Act, which guarantees the right to see public records and documents. Learn the process for filing under FOI as well as your obligations. Among the topics we will discuss: the definitions of public records and meetings; how to manage requests for public records; rules governing executive sessions; how much access the public actually has; the status of e-mails and other electronic documents. This class offers a great opportunity to get all your questions answered. Instructor provides handouts. Prerequisite: None.

CRN 31279 | Fee: \$55
1 Tuesday | 9/25
9 AM-noon | LRC Room B144 (limited seating)
Instructor: Thomas Hennick

NEW Professionalism, Etiquette and Conflict Management

What is professionalism? How do you demonstrate respect for others? How do you earn respect from others? How do you resolve conflicts between you and your co-workers? What role does etiquette play in relationships, workplace conduct, and communication - including email? The answers to all these questions will be covered in this workshop. You will learn about key steps to take and develop skills to be more effective. The program is available to people at all levels in the organization. Instructor provides handouts. Prerequisite: None

CRN 31286 | Fee: \$90
1 Friday | 9/21
9 AM-4 PM | LRC Room B144 (limited seating)
Instructor: Ralph Braithwaite, M.B.A.

Forensic Accounting Demystified: The CSI of Accounting

Forensic accountants are the financial sleuths who discover issues ranging from poor accounting habits to hidden assets and outright fraud. Learning techniques used in this field has been very helpful to many past attendees. Although not every scandal is as big as those associated with Equifax, Volkswagen, Wells Fargo and Madoff, more and more organizations have turned to forensic accounting to help them avoid similarly catastrophic fates as well as assist them after being victimized. Local author, educator and forensic accounting expert, Stephen Pedneault, will introduce students to this ever more important field and share some of the methods used to prevent or uncover financial fraud and abuse. Pedneault will draw upon his nearly 30 years of experience, and share accounts of actual cases so students can connect theory to practice. This course is an eye opener and can provide invaluable information for anyone who handles finances. Instructor provides handouts. Prerequisite: None.

CRN 31277 | Fee: \$90
1 Thursday | 10/11
9 AM-4 PM | LRC Room B144 (limited seating)
Instructor: Stephen Pedneault, C.P.A., C.F.E.



Balancing Time, Priorities and Productivity

In today's 24/7 world, we find ourselves constantly running and trying to accomplish more in less time. This workshop will help you develop skills to increase both personal and workplace time management, efficiency, and productivity. Learn tips to set goals and priorities, manage e-mail overload, minimize stress, and discover strategies to stay focused. Other key topics include: concepts of productivity; how to better manage reactivity and interruptions; time management formula; effective e-mail management; prioritization of tasks; the importance of daily planning; and how to design a personalized action plan for increased efficiency and organization. Instructor provides handouts. No prerequisite.

CRN 31281 | Fee: \$90
1 Wednesday | 11/7
9 AM-4 PM | LRC Room B144 (limited seating)
Instructor: V. Allison Reed, M.S., C.A.G.S.

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 31283 | Fee: \$399
5 Fridays | 10/5-11/2
9 AM-4 PM | LRC Room B144 (limited seating)
Instructor: Ralph Braithwaite, M.B.A.

Business and Systems Analysis Principles and Practices

Business and systems analysts are key players in an organization. If you are one of these professionals or aspire to be one, you will serve as an intermediary between IT and other departments. One of the most important functions of this role is to identify requirements and formulate solutions. After a broad coverage of the principles of business/systems analysis, we will focus heavily on requirements elicitation techniques, and requirements analysis and design techniques. This course is appropriate for anyone exploring analysis as a career path, as well as for existing analysts. This course incorporates both lecture and hands-on activities. Instructor provides handouts. No prerequisite.

CRN 31288 | Fee: \$105
1 Tuesday | 10/30
9 AM-4 PM | LRC Room B144 (limited seating)
Instructor: William Marut, M.B.A.

PROFESSIONAL DEVELOPMENT



Financial Literacy: Knowledge that Pays for Itself

How do you feel about your financial future? Better yet, are you comfortable making financial decisions that may impact your future? There are a lot of individual choices and scenarios to consider when making decisions about your financial goals or your retirement. Understanding loans, investments and interest rates is essential to success as well as goal setting. We will answer the question: "How can I make better decisions with my money?" Whether you're just starting your career or nearing retirement in the next few months, this course can help you to make better spending choices, develop a financial plan, avoid common mistakes, and get more comfortable with the many investment options you have with your savings. Specific topics to be covered include understanding stocks, bonds, interest rates, credit cards, and reflecting on your own "self-control" as it concerns your individual spending habits. Instructor provides handouts. No prerequisite.

CRN 31334 | Fee: \$180
2 Tuesdays | 10/16-10/23
9 AM-4 PM | LRC Room B144 (limited seating)
Instructor: Paul Howard, M.B.A.

NEW Financial Literacy: A Deeper Look

When it comes to your finances, do you feel like you just know the basics? Would you like to learn more about investing, mutual funds, taxes, and insurance choices? With all the individual options available and scenarios to consider, having a better understanding of the existing products and rules could be the key to success. In this course, we will advance participants' knowledge in: investing in stocks and bonds; how to select a mutual fund; personal taxes and how it impacts decisions; and personal insurance products. This workshop will dive deeper into financial decisions that matter to you. Instructor provides handouts. Prerequisite: *Financial Literacy: Knowledge That Pays For Itself*

CRN 31336 | Fee: \$90
1 Tuesday | 11/6
9 AM-4 PM | LRC Room B144 (limited seating)
Instructor: Paul Howard, 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 31355 | Fee: \$180
2 Tuesdays | 10/2-10/9
9 AM-4 PM | LRC Room B144 (limited seating)
Instructor: John Lombardo, M.B.A.

NEW Success Insights® and DISC

We could all benefit from learning how to work more effectively with others while simultaneously communicating the methods that work best for ourselves. Many organizations look for different ways to evaluate and determine an individual's skills or approaches, in the hope that they can predict their likely behavior from the results. There are no assessments that will build a complete picture of a person's style and approach, but the Success Insights® provides a great beginning. The Success Insights® assessment is a computer-based tool that takes less than 15 minutes to complete and creates a 24-page narrative report that is unique to the individual. The assessment has been used by millions of people and tends to be 85-97% accurate. This one-day workshop will provide each participant with a report that is valued at \$100, and based on the report and guided classroom discussions, participants will gain insight on how to more effectively communicate and have productive working relationships. This workshop could be indispensable to anyone who has to prioritize and interact with multiple projects and personalities. Instructor provides handouts. No prerequisite.

CRN 31498 | Fee: \$140
1 Monday | 9/24
9 AM-4 PM | LRC Room B141 (limited seating)
Instructor: Ralph Braithwaite, M.B.A.

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



Spanish Essentials for the Workplace

Learn basic phrases for communicating with Spanish speaking employees, clients and co-workers. 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 31306 | Fee: \$180
2 Fridays | 10/12-10/19
9 AM-4 PM | LRC Room B210 (limited seating)
Instructor: Linda Burk, Ph.D.



MCC Career Services

★ ★ ★

Part-Time Job Fair

Tuesday, October 2
10:00 AM-1:00 PM

SBM Charitable Foundation
Building (AST Building)
Main Lobby Rotunda

MCC Reads

The popularity of book discussion groups at MCC has led to this group that meets in the evening and is designed to complement the *More Great Books* discussion series that takes place in the afternoon. Sessions will be led by distinguished MCC library and staff members. Books are available at local and online bookstores and at most libraries. *Please note: This series no longer meets at MCC on Main.*

CRN 31454 | Fee: \$15

4 Thursdays (2nd Thursday of each month) | 9/13; 10/11; 11/8 & 12/13

6-7 PM | GPA Room GP142

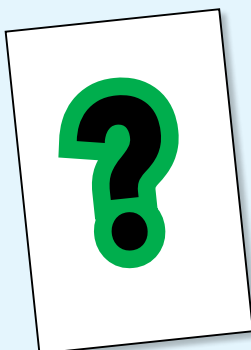
Instructors: Patricia Ronalter, M.L.S.; and Katherine Noonan, M.L.I.S.



9/13 - *Manhattan Beach* by Jennifer Egan

Anna Kerrigan, nearly twelve years old, accompanies her father to visit Dexter Styles, a man who, she gleans, is crucial to the survival of her father and her family. She is mesmerized by the sea beyond the house and by some charged mystery between the two men. Years later, her father has disappeared, and the country is at war. Anna works at the Brooklyn Naval Yard, where women are allowed to hold jobs that once belonged to men, now soldiers abroad. She becomes the first female diver, the most dangerous and exclusive of occupations, repairing the ships that will help America win the war. One evening at a nightclub, she meets Dexter Styles again, and begins to understand the complexity of her father's life, the reasons he might have vanished.

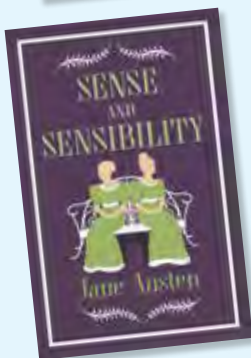
Instructor: Patricia Ronalter



10/11 - **NEW** Bring Your Own Book! Genre: Biography, Autobiography, Memoir

Bring your own book! For this session we invite participants to choose a biography, autobiography or memoir of any person in any time. Be prepared to tell us why you chose it, and what you learned about the subject and the genre.

Instructor: Katherine Noonan



11/8 - *Sense and Sensibility* by Jane Austen

Jane Austen's first published novel, *Sense and Sensibility*, is the classic coming-of-age story of two sisters, Elinor and Marianne Dashwood, who have contrasting temperaments. On the surface, Elinor, the older sister represents sense, or reason, while Marianne represents sensibility, or emotion. However, upon closer examination, we find that they both exhibit varying aspects of each characteristic. Set in southwest England, in the towns of London and Kent, the novel follows the lives of the two sisters as they struggle to find love, romance, and ultimately deal with the heartbreaks along the way. The novel ponders the question of which is the best characteristic, sense or sensibility.

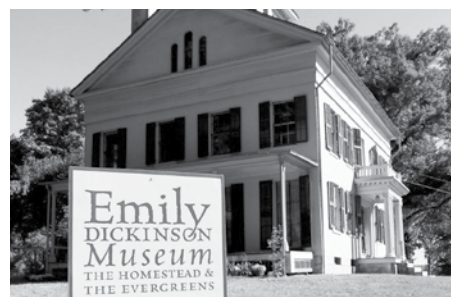
Instructor: Katherine Noonan



12/13 - *The Immortalists* by Chloe Benjamin

It's 1969 in New York City's Lower East Side, and word has spread of the arrival of a mystical woman, a traveling psychic who claims to be able to tell anyone the day they will die. The Gold children—four adolescents on the cusp of self-awareness—sneak out to hear their fortunes. The prophecies inform their next five decades. Golden-boy Simon escapes to the West Coast, searching for love in '80s San Francisco; dreamy Klara becomes a Las Vegas magician, obsessed with blurring reality and fantasy; eldest son Daniel seeks security as an army doctor post-9/11; and bookish Varya throws herself into longevity research, where she tests the boundary between science and immortality.

Instructor: Katherine Noonan



Emily Dickinson Museum Field Trip and Seminar



Virtually unpublished during her lifetime, Emily Dickinson is now regarded as one of America's greatest poets. Increasingly reclusive, she left a legacy of more than 1,700 poems that have had an enormous influence on American and world literature.

The classroom session will comprise an overview of her life and work, including a discussion of selected poems, her critical reception over the years, and her current place in world literature. The instructor will provide handouts. For the second session, students will meet at the Emily Dickinson Museum in Amherst, MA for a docent-led tour provided by the instructor. **The**

dwell in possibility...
emily dickinson

special discounted \$13

admission fee to the Museum is not included with course fee; fee may be less, depending on enrollment directions will be provided in class.

CRN 31480 | Fee: \$20

1 Wednesday | 10/24

6-8:30 PM | GPA Room GP143

1 Saturday | 10/27 | 10-11:30 AM

Emily Dickinson Museum

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

NEW Flash Fiction Workshop

Flash fiction is an ever-developing and popular genre that refers to short pieces of fiction, generally no more than 1,000 words. We will review close reading techniques; discuss several exemplary pieces of flash fiction; the elements of craft; read and discuss several craft-focused essays; complete several writing exercises; and compose, revise, and workshop at least a few flash fiction pieces of our own.

CRN 31587 | Fee: \$145

6 Tuesdays | 10/16-11/27 (does not meet 11/6)

6-8 PM | GPA Room GP156

Instructor: Andrew Sottile, M.F.A.

WRITING, LITERATURE & PUBLISHING

From Workspace to Workshop: For Beginning Poets of All Ages

You love to write poetry—and perhaps you've even been doing it for quite some time—but you only share your work with family or friends (if at all!) and don't feel that your work is good enough to share with a community of other poets. Or you're just starting to write your first poems and are unsure about how to proceed. Does one of these scenarios describe you? This workshop for beginning poets of all ages will help you build confidence in your creative process, and motivate you to start new poems, or revise and finish poems, and begin to share your work with others on a more regular basis. Let this gifted and published instructor/poet guide you toward your next steps in the literary journey. Materials fee: \$5, payable to instructor, for publication of a chapbook featuring students' work.

CRN 31568 | Fee: \$125

6 Saturdays | 9/15-10/27 (does not meet 10/6)

10 AM-noon | GPA Room GP120

Instructor: John Surowiecki, M.A.

YOU MAY ALSO LIKE

- **How to Write More Creative Song Lyrics** on page 42
- **Strange Days: Analyzing the Lyrics and Music of The Doors** on page 41



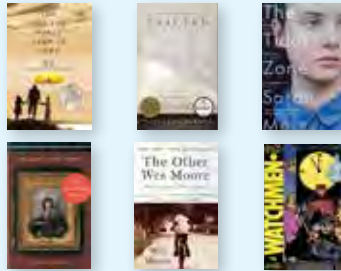
More Great Books

Come join a community of avid readers in this popular series of book discussions led by distinguished MCC faculty and staff members. Offering a provocative mix of new and classic literature each semester, the course meets at two-week intervals to allow time for reading. Books are available at local and online bookstores and at most libraries.

CRN 31455 | Fee \$20

6 Wednesdays | 9/19-11/28 (meets every other week) | 3:30-5 PM | AST Room E202

Instructors: Jana Sime, Math faculty; Kimberly Hamilton-Bobrow, Lois Coleman, Michael DiRaimo, and Andrew Sottile, English faculty; Negussie Tifessa, Physics faculty; and Tanya Millner-Harlee, Interim CEO of MCC.



9/19 - *The Day the World Came to Town: 9/11 in Gander, Newfoundland* by Jim Defede

When 38 jetliners bound for the United States were forced to land at Gander International Airport in Canada by the closing of U.S. airspace on September 11, the population of this small town on Newfoundland Island swelled from 10,300 to nearly 17,000. The citizens of Gander met the stranded passengers with an overwhelming display of friendship and goodwill.

Instructors: Jana Sime and
Kim Hamilton-Bobrow

10/3 - *Evicted* by Matthew Desmond

The author follows eight families in Milwaukee, Wisconsin as they struggle to keep a roof over their heads during the 2008-2009 recession.

Instructor: Negussie Tifessa

10/17 - *The Tidal Zone* by Sarah Moss

Narrated by Adam, a stay-at-home dad, this novel reveals the trials and tribulations of a comfortable household in the aftermath of a child's sudden and mysterious illness. The sudden encounter with the fragility of one young life gives rise to a meditation on the fragility of life in general. Woven into this contemporary tale of family anxiety and the limits of medical care are moving and relevant side stories about the bombing of the Coventry Cathedral in World War II and the communal adventures of American hippies in the 60's.

Instructor: Michael DiRaimo

10/31 - *The Wind Done Gone: An Unauthorized Parody* by Alice Randall

Whether or not you have read Margaret Mitchell's 1936 classic *Gone with the Wind*, you will be able to appreciate and maybe even love Randall's 2001 novel. It does not so much overturn or upset or refute Mitchell's view and perspective as it completes our sense and understanding of the world it reflects and the world it denies.

Instructor: Lois Coleman

11/14 - *The Other Wes Moore* by Wes Moore

The publisher has this to say about this compelling work of biography and memoir: "Two kids named Wes Moore were born blocks apart within a year of each other. Both grew up fatherless in similar Baltimore neighborhoods and had difficult childhoods; both hung out on street corners with their crews; both ran into trouble with the police. How, then, did one grow up to be a Rhodes Scholar, decorated veteran, White House Fellow, and business leader, while the other ended up convicted murderer serving a life sentence? *The Other Wes Moore* tells the story of a generation of boys trying to find their way in a hostile world."

Instructor: Andrew Sottile

11/28 - *The Watchmen* by Alan Moore

This stunning graphic novel takes place in an alternate world where the mere presence of American superheroes changed history: The US won the Vietnam War, Nixon is still president, and the cold war is in full effect. It begins with a murder-mystery before unfolding into a planet-altering conspiracy: When a retired hero is killed, his former teammates must investigate. The conspiracy they uncover will entwine their secret traumas and twisted psychologies, ultimately asking where the fine line is drawn between heroes and villains? The concept of the super hero is dissected and inverted as strangely realistic characters are stalked by an unknown assassin.

Instructor: Tanya Millner-Harlee

MCC CREDIT-FREE SCHOLARSHIPS FOR FALL 2018



Need-based applications for the workforce development certificate programs listed below are now being accepted for Fall 2018.

Please visit the MCC web page: **www.manchestercc.edu/continuing**; click on **Credit-Free Programs**; then click on **Credit-Free Certification Programs** to access the required Application Form, which can be printed out and mailed, faxed, or dropped off in person. A limited number of partial scholarships for eligible applicants will be awarded on a first-come, first-served basis. The Review Committee will meet periodically.

Please note: Scholarship awards cannot be applied toward the cost of textbooks (if required).

All applicants are required to submit a Statement of Need, detailing financial or personal hardship. Examples of need are: unemployment; underemployment; medical expenses; disability; or other family or personal emergency.

MAIL

Manchester Community College
Division of Continuing Education
Credit-Free Scholarship Application
M.S. #16, P.O. Box 1046
Manchester, CT 06045-1046

IN-PERSON

MCC Campus
Learning Resource Center (LRC)
Continuing Education Offices
Room B147

FAX

860-512-2801



MANCHESTER
COMMUNITY
COLLEGE

ELIGIBLE CREDIT-FREE PROGRAMS FOR FALL

- Certified Nurse Aide (CNA) *
- Emergency Medical Technician (EMT) *
- Pharmacy Technician **
- Phlebotomy Technician *
- Veterinary Assistant *
- A+ Certification (901 & 902)
- Network+ Certification
- Security+ Certification
- Web Design MCC Certificate
- Certified Ethical Hacking Exam Certification Preparation
- Information Technology Infrastructure Library (ITIL) Certification Preparation
- Microsoft Technology Associate (MTA) Information Technology Infrastructure Certification
- Microsoft Office Certification
- Administering Windows Server 2016
- Personal Trainer
- Real Estate Principles & Practices

** When applying for one of the Allied Health courses listed above, you must attach to your Scholarship Application one of the following:*

- *If you have earned college credit, then attach a copy of your transcript OR*
- *If you have no college credit, then you must take a reading comprehension test (at no cost) and attach the passing results. The test is given Tuesday through Thursday, 1-5 p.m. and Friday, 1-4 p.m., each week in SSC Room L131A. Please bring a photo ID with you.*

*** For Pharmacy Technician ONLY, you must attach a transcript of a successfully completed college-level math course OR take both a math and reading comprehension test (same hours and room as above) and attach the passing results.*

BIOGRAPHIES

NASREEN AL OMARI has a master's of education from Western Governor's University and is a Ph.D. candidate at Northcentral University. She is also an ESL tutor for MCC's ESL Department.

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

RANDALL BACKUS, IT Operations and Communication Coordinator for Charter Oak State College, dealing with Change Management, Business Continuity and Communications. Previously CTO and IT director in the K-12 environment for 12 years overseeing all aspects of technology, including hardware, software, telephones, video, help desk and staff training.

ELIZABETH BAUMBACH earned an M.A. in teaching from Wesleyan University and an M.A. in German from Middlebury College. She has 14 years' experience teaching foreign languages in public schools and 30 years of private teaching experience.

KEN BERGERON is a certified executive chef through the American Culinary Federation, with 35 years of professional cooking experience. He has been recognized as Chef of the Year through the Connecticut Chefs Association and is the author of Professional Vegetarian Cooking.

JILL BETTS, M.B.A. from Western New England University and B.S. from the University of the Arts, is an industrial designer with Accent On Homes in South Windsor, serving as a decor and remodeling contractor for residential and commercial spaces. The company's website is: www.accent-on-homes.com.

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

ANN BONNEY is the former Director of Credit-Free Programs at Manchester Community College. She holds a Master Degree from Iowa State University and a Bachelor Degree from Cornell University. She was previously employed by Eastern CT Health Network and the CT Association of Mental Health Clinics for Children.

RALPH BRAITHWAITE has an M.B.A. in organizational behavior and more than 20 years' experience in training, human resources, and teaching.

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."

LINDA BURK, Ph.D., professor of romance languages at MCC, has a master's in Spanish language and literature and a doctorate in Latin American literature.

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.

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

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

PAMELA CHACE is a certified phlebotomy technician (P.T.) with more than 20 years of experience.

DENISE CHAMPAGNE is a certified veterinary technician, and has been in practice for over 25 years in the veterinary industry. She has been involved with several veterinary professional organizations, including serving as president of the Veterinary Health Care Team of CT for two years.

KYLE CORNEAU, M.S., serves as Vice President of Sales and Marketing for Black Rock Fireproof Column, and previously worked as a Lead Scheduler and a Project Engineer for the CT Department of Transportation. Kyle has traveled North America teaching beginner and advanced classes in Microsoft Project and Lean, has a bachelor's degree in Mechanical Engineering Technology from Northeastern University and a master's of science in Management from Saint Joseph College.

STEW CROSSEN is a former award-winning FM radio DJ, TV host and voice over. He plays guitar and drums, writes songs, and is a member of the Nashville Songwriters Association International.

JOSEPH CUTULI earned his ITIL Foundation certification in 2012 and assumed the role of firm-wide ITIL foundation certification coordinator and facilitator for Deloitte Touche. In 2016, he achieved the ITIL Expert Certification in IT Service Management.

PAUL CZEPIGA is a practicing attorney with CzepigaDalyPope, an elder law firm with offices in Berlin, Hartford and Vernon.

ANDREA DILLON, RN, M.Ed., is the 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 songwriting and harmonica. He owns Rainbow Music, a teaching and recording studio in Glastonbury. News about his upcoming shows and ongoing programs can be viewed on his website: www.dondonegan.com.

DORY DZINSKI is a licensed professional counselor, body-centered psychotherapist, and energy therapist/trainer in private practice. She is president emerita of the Connecticut Holistic Health Association and editor/publisher of the magazine, The Door Opener.

KATHARINE C. EBNER, M.A. in art history and museum studies from the University of Oklahoma, is an adjunct art history instructor at MCC, and was previously the director of education at the Hill-Stead Museum in Farmington. She has presented and published on a variety of art topics at the Mark Twain House and Museum, Housatonic Museum of Art, Connecticut History Society, Real Art Ways, and the Denver Art Museum.

SCOTT EMMONS has been the Director of Therapeutic Recreation at Riverside Health and Rehabilitation Center in East Hartford for 30 years, was a guide outfitter in Maine, and is also an adjunct instructor in Therapeutic Recreation at MCC having taught for over 15 years at the school. He holds a B.S. in Recreation Management and has hiked extensively in many areas of the country.

ANITA FERRON was 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, Bangkok, The Connecticut Culinary Institute, and the New School in New York.

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email: ceinfo@manchestercc.edu



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

LIANE FISHER holds an M.A. in ballet repertory and dance history from Skidmore College and an advanced ballet teaching certification from Dance Educators of America. She is the director/owner of Fisher Academy of Ballet & Dance in Cromwell, CT, and has taught ballet and dance at Dean College and Wesleyan University.

ELAINNE FLAHERTY is a 2nd-degree Black Belt instructor at the Academy of Martial Arts & Personal Development. She has been a kick-boxing and fitness instructor for the past 15 years.

DAVID GARNES earned his M.L.S. and M.A. from Columbia University. He worked as a librarian at the University of Connecticut for 20 years and is presently a freelance writer, lecturer, and book discussion leader for Connecticut Humanities. He also serves as a guide at the Emily Dickinson Museum.

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

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

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

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.

FITZROY GORDON, Ph.D., is an associate professor in the School of Business at Liberty University and has also worked as an Information Technology Security Analyst at the Department of Administrative Services, State of Connecticut.

JULIE GREENE is director of MCC Career and Veteran's Services.

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

AMY HANOVER earned her M.S. in TESOL at Temple University and has taught ESL classes at the Nationalities Service Center in Philadelphia.

MARTHA HAYES has an M.A. in music history and performance from the University of Connecticut. She taught strings for Windham Public Schools for 25 years, and is currently the principal violist for the Manchester Symphony Orchestra, and also plays viola in the Manchester String Quartet.

THOMAS HENNICK is the Public Education Officer at the Freedom of Information Commission. He conducts FOI seminars and workshops statewide, educating members of the public as well as public officials about their rights and duties under the Act.

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 MCC and also teaches photography at the Worcester Art Museum for youth and adults. His work is exhibited regularly at galleries around the state.

ERIN JACKSON, M.Ed., is a Certified Veterinary Technician at Bolton Veterinary Hospital.

MICHAEL JANUSKA, M.B.A., has been working in various aspects of the wireless industry since 2009 and has completed over 70 industry leading device training sessions as regional manager of a major wireless business. He received his M.B.A. from the University of Connecticut.

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.

MICHAEL JORDAN-REILLY holds a master's degree in English from the University of Connecticut and has more than 30 years of corporate and journalism experience. He is a former advertising copy writer and is currently Director of Public Relations at MCC.

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.

LISA KORSTANJE-LEE, a graduate of MCC, has taught craft courses at MCC since 2005.

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

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

CLAUDIA LAROQUE, CFP, is a faculty member in the business department at MCC. She was previously the associate Vice President/Investment Officer at Wells Fargo Advisors, LLC, and a Financial Advisor with UBS Financial Services and Vice President/Branch Manager with Fleet/Shawmut Bank in CT.

MICHAEL LAVOIE is currently an instructor within the Graphic and Game Design Department at MCC. He received his M.F.A. in Illustration from Western Connecticut State University. Much of his artwork and graphic design can be found throughout the industry as part of various published table top and video games.

KAY LANI LEBOULLUEC, Ph.D. from the University of Vermont and M.S. from Quinnipiac University, is a certified Kundalini yoga instructor, Reiki master, and Qigong trainer, as well as certified in Vibrational Healing Training with Singing Bowls.

JOHN LOMBARDO is certified in project management through the American Management Association. His projects have included infrastructure replacement, Y2K compliance, and implementation of new technology.

SHAUNNA LOWE earned her M.B.A. with a concentration in entrepreneurship and innovation. She is a consultant for a variety of small business owners, writing business plans, installing and maintaining QuickBooks databases, and providing QuickBooks tutorials to new clients. She teaches QuickBooks at several private and state educational institutions.

CATHY LUKAS, M.A. in educational technology, has taught at the middle school, high school, and college levels for over 13 years as a technology and engineering teacher, including Microsoft Office products and computer applications. She worked as a programmer analyst at Aetna, Inc. for 17 years.

IBTSAM MAHFOUZ is an assistant professor of computer science at Manchester Community College. She was previously an adjunct lecturer at MCC and a computer science teacher at Flex School in New Haven, as well as an IT coordinator at Madina Academy. Mahfouz holds bachelor's and master's degrees, both from the University of Illinois at Urbana-Champaign.

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.

BIOGRAPHIES

BRUCE MANNING, B.A., computer program coordinator for MCC's Continuing Education Division coordinated the design, installation and maintenance of the networking, business and instructional applications for two public school districts in CT. He has provided computer training for QVCC, TRCC; UConn; CREC; public, private and technical schools; businesses; municipalities; and State agencies.

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.

GERALD MATEYA has taught mathematics at the college level for a number of years. He is currently an Adjunct Professor in Mathematics at MCC where he teaches Manufacturing Math for the manufacturing program. He received his master's degree from Loyola College in Maryland.

FAITH MCCANN is a third degree Wiccan priestess and the owner of Enchantments, a Wiccan Metaphysical Center for the Magical Arts, located in Manchester.

KERRY MCKINSTRY-JETT earned her master of science in astronomy and astrophysics from the University of Michigan and teaches courses in the physical sciences at Westfield State University and MCC.

ANGELO MESSORE, M.Phil. and M.A. from Yale University, is professor of political science and economics at MCC.

NORMAN MILLER is a UConn-certified master gardener, an avid bird watcher, and an organic gardener, with a B.S. in biology from Eastern CT State University and a M.A.T. in education from Sacred Heart University.

RAUL MOEREMANS, as a native Spanish speaking teacher, born and raised in Argentina, brings a unique perspective to the classroom. He has taught at Housatonic Community College, 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.

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.

DIANE PACITTI, Ph.D., R.Ph., is a pharmaceutical professional with more than 25 years' experience in community pharmacy and academia.

VANESSA PARKER is a master's level clinician, licensed drug and alcohol counselor (LADC) through the State of Connecticut, a certified addiction counselor (CAC), and a medication assisted treatment specialist (MATS). She is also an adjunct instructor in the DARC program at MCC.

STEPHEN PEDNEAULT is a Certified Public Accountant (CPA) and Certified Fraud Examiner (CFE), and Certified in Financial Forensics (CFF), principal with Forensic Accounting Services, LLC, and the author of four books.

LAZAR PEVAC, Ph.D., has extensive programming background as an innovative application developer including designing scientifically oriented applications that require interaction with external analog/digital inputs. He is an expert in all areas of product development life cycle from analysis and design through development, implementation and user training. Lazar excels at troubleshooting, debugging, problem solving and leading IT project teams. He has taught at University of Texas and Central Connecticut State University.

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.

V. ALLISON REED has 15 years of experience in education, corporate training and consulting, career development, and health and wellness coaching. She has degrees in Organizational Development and Counseling Psychology and has taught at the University of Hartford, UConn, Eastern Connecticut State University, and Springfield College.

CAROLYN ROBINS has a B.A. in Spanish from the University of Connecticut and a graduate degree from Albertus Magnus College. She has taught Spanish at Berlin High School and East Catholic High School, and is also trained in American Sign Language.

MICHAEL ROTONDO, M.B.A., works as the accounting curriculum director and associate professor at Goodwin College in Hartford. He is responsible for development, assessment, supervision and instruction of accounting courses there. He has also been an adjunct lecturer at Middlesex Community College in Middletown, CT where he has been teaching accounting courses since 1998.

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.

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 First Year and New Student Programs at MCC where he has worked since 2003. Jason 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.

NADEEM SHAHID's professional experience spans more than 25 years in information technology and services. Nadeem earned his Masters of Science in Computer Information Technology at the Central Connecticut State University, New Britain CT and started a career as a data warehouse consultant. He is currently working as full time data warehouse consultant at the Phoenix Life Insurance, Hartford CT. He is also a part-time adjunct faculty member at the Tunxis Community College, Farmington CT. His current research interest are in the fields of technology integration and data warehouse for successful merges and acquisitions.

RICHARD SIENA, a graduate of the Connecticut Police Academy, is the owner of Investigative Partners LLC, and licensed as a CT Security Training Instructor. He is also a member of the CT Association of Licensed Private Investigators, and has nearly 30 years of police experience as a commander and instructor.

KATHLEEN SMITS, M.A., has 16 years' experience as an arts teacher, including five years an adjunct faculty at MCC, teaching computer graphics. She has also taught at Connecticut Public Broadcasting Network's Learning Lab Veterans' Program, Farmington Valley Art Center, and at West Hartford Art League, in addition to 12 years as program director for a summer arts program for children.

ANDREW SOTTILE is an assistant professor of English, literature, and creative writing at MCC. He holds degrees from the University of Connecticut and an M.F.A. in creative writing from Pacific University in Oregon, and has published short stories in Cheat River Review, Black Heart Magazine, and other publications, and is a former staff writer for the now defunct Wend Magazine in Portland, Oregon.

RAE STRICKLAND is professor emerita of English at MCC. Since retiring in 2017, she has been enjoying reading, writing, gardening and especially traveling. She holds an MFA in fiction writing from the Iowa Writers Workshop, University of Iowa, and a Doctorate of Education from the University of Durham in Durham, England.

HEATHER STYCKIEWICZ, a former high school English teacher, has been an adjunct professor at Manchester Community College for seventeen years. She obtained her B.A. degree from the University of Maine and an M.S. degree from Eastern Connecticut State University.

BONNIE ROSE SULLIVAN, M.F.A. in Illustration from Western Connecticut State University, is a College Board Certified Advanced Placement Fine Arts Studio Instructor. She has been a visiting teaching artist at Wadsworth Atheneum Museum of Art and art director of community programming and education at Savannah Children's Museum in Georgia, and her work has been widely exhibited.

JOHN SUROWIECKI is the author of five collections of poetry: *Flies*, *Barney and Gienka*, *The Hat City after Men Stopped Wearing Hats*, *Watching Cartoons before Attending a Funeral*, and *Martha Playing Wiffle Ball in Her Wedding Dress*, as well as a verse drama, *My Nose and Me*, which won a Poetry Foundation Pegasus Award, and a novel, *The Pie Man*, which won the Nilson Prize for a First Novel, and several chapbooks.

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

NEGUSSIE TIRFESSA was awarded a Ph.D. in Theoretical Nuclear Physics from Ohio State University. He joined the faculty at MCC in 2002 and in 2010 he received MCC's Excellence in Teaching Award and shortly after was named the winner of the Best Teacher Ever Contest in 2011.

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

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

ANNA M. ULATOWSKA has a master's degree in Applied Linguistics from Warsaw University, Poland, and an M.S. in TESOL from Central Connecticut State University. She has international and domestic ESL teaching experience in teaching international students, including test preparation for the TOEFL exam.

MARC VALLEN is employed as an Assistant State's Attorney. He worked in private practice for 15 years prior.

MARIE-LOUISE VILLAR earned her J.D. degree from Quinnipiac University School of Law. She previously served as a special deputy assistant State's attorney in the Division of Criminal Justice and taught in the paralegal studies program at the University of Hartford, and is presently an associate attorney with Emanuele A. Mangiafico, LLC, in New Britain.

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

JOEL S. WALDRON, a 7th-degree Black Belt, is a martial arts master, philosopher, motivational speaker, and life coach. He is the owner of The Academy of Martial Arts & Personal Development in Manchester.

LEANNE WHEELER has a business management degree from Youngstown State University and is a certified wine judge by the American Wine Society, and also earned certification at the Wine Spirit Education Trust. She has been an instructor and presenter for The American Wine Society, and has judged at many wine competitions, including Amenti del Vino International, Finger Lakes International, and Winemaker Magazine International Competitions.

CAROL WHITMER is secretary of the board of trustees and consulting genealogist for the Connecticut Historical Society. She sits on the board of governors of the Connecticut Society of Genealogists and is a member of the Association of Professional Genealogists and the Connecticut Professional Genealogists Council.

VALERIE D. WILSON, M.Ed., a career counselor and coach, has over 20 years of career development experience in the Greater Hartford area, counseling and conducting various professional career workshops to undergraduates, graduates, and adult learners. She currently works in Career Development at the University of Saint Joseph in West Hartford.

LYNNE ZELINSKY, DVM, is a graduate of Cornell School of Veterinary Medicine and Veterinarian at Bolton Veterinary Hospital.

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



ADMISSIONS & INFORMATION SESSIONS

GPA Community Commons

Tuesday, October 9
Tuesday, December 18
5-6 PM

SUPER SATURDAYS

SSC Lobby
Admissions and Registrar's Office

December 15, 2018
January 5 & 19, 2019
9 AM-2 PM

The following offices will be open for one-stop convenience: Admissions, Financial Aid, Registrar, Advising and Counseling Services, Testing, and Bursar

For more information, please contact the Admissions Office at (860) 512-3210

CREDIT-FREE REGISTRATION INFORMATION

Refund Policy for Credit-Free Courses

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

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

In person: Registrar's Office, SSC Lobby

By fax: 860-512-3221

Or mail: Registrar's Office, MS #13, MCC,
P. O. Box 1046, Manchester, CT 06045-1046

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

* If you paid by credit card, then this account will be credited, unless you otherwise notify the Bursar's Office.

** 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, a written request must be received on the last business day before the first class meeting or prior.

Please note: The Motorcycle Safe Riding Program has a different Refund and Appeal policy.

Refund Policy Appeal Procedures

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

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

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

You may view and print a Refund Policy Appeal form at www.manchestercc.edu in the Form-Depot or you may obtain a form at the Registrar's Office.

Submit completed form to:

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

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

Online/Flexible Registration

Students may register online using a MasterCard, Visa, Discover Card, or American Express.

• 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 Instructions

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

CREDIT-FREE REGISTRATION INFORMATION

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

Full payment is due upon registration.

1. By Mail

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

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

2. In-Person

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

3. By Fax 860-512-3221 (24 hours)

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

4. By Phone 860-512-3232

Call 860-512-3232 between 8:30 AM and 4:30 PM,
Monday-Friday, using MasterCard, Visa, Discover Card or American Express.
• 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).

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

MCC CREDIT-FREE COURSE REGISTRATION FORM

Print clearly in ink. Register one person per form. Photocopy form if needed.

Banner I.D. # (if known) _____
Name (Last) _____ (First) _____ (M) _____
Previous Name (if any) _____ Email address _____
Home Address (Number and Street) _____
City _____ State _____ Zip Code _____
Tel. (Home) _____ (Work) _____ (Cell) _____
Birth Date _____ Gender ☐ Female ☐ Male Today's Date _____

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

CRN	Course Title	Start Date	Time	Room	Fee

Make check or money order payable to "MCC"

☐ VISA ☐ MasterCard ☐ Discover ☐ American Express

Credit Card # _____

Three Digit Security Code (CV Code) _____ Exp. Date _____

Cardholder name (print) _____

Cardholder signature _____

Relationship to student _____

Cardholder address _____

Cardholder phone _____

Fees (total enclosed) _____

REFUNDS

Refunds are issued only for Credit-Free courses that MCC cancels, or if a written request is received on the last business day before the first class meeting or prior. See details on page 72.

Office Use Only	Regis.	Special	Receipt #	Date

CREDIT-FREE REGISTRATION INFORMATION

Register Early

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

Confirmations

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

Course Locations

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

Free Parking

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

MCC Bookstore

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

Postponements & Make-Ups

Classes postponed by instructor's request, emergencies, or extreme weather conditions will be made up whenever possible. Please call the College's main line, 860-512-3000, or visit the College web page: www.manchestercc.edu for cancellations due to weather conditions.

You may not makeup absences by attending classes other than your own.

Cancellations

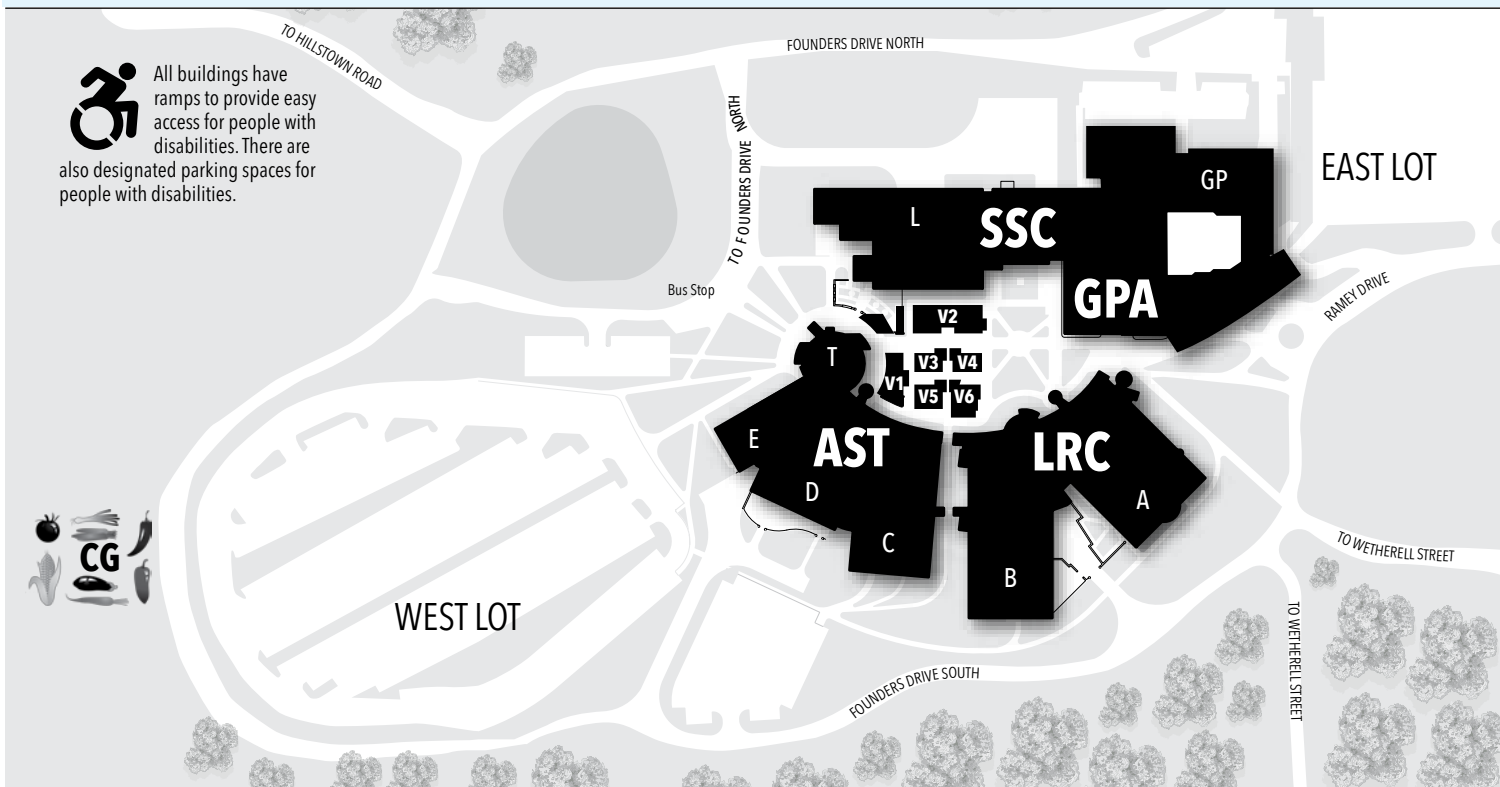
MCC reserves the right to cancel or postpone classes, or substitute instructors as needed due to unforeseen circumstances. If MCC cancels a course, registrants may transfer their fees to another course for the same semester or receive a full refund. If a course is cancelled, registrants will be notified 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 sent (mail or email) to you prior to class start. If you have not received your list one week before the scheduled class start, call Continuing Education at 860-512-2800, or stop by the office in the Learning Resource Center (LRC), Room B147.

MCC CAMPUS MAP

MCC maps & directions link: <http://www.manchestercc.edu/about/maps-directions/>



MCC BUILDINGS

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

VIL (V)= Village
CG= Community Garden

WING/CLASSROOM DESIGNATION

A, B, C, D, E, GP, L, T

Corporate and Community Training Center at Manchester Community College

"Community" is our middle name! Our new Corporate and Community Training Center is all about building up our local business community by providing quality, cost-effective training.

WE OFFER:

- **Expertise.** Our staff and instructors are experts in a variety of fields.
- **Flexibility.** You can choose the day and time, and you can decide to have classes at your site or our well-equipped, beautiful and welcoming campus.
- **Value.** Our training is cost effective, 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).



MANCHESTER
COMMUNITY
COLLEGE

Call Doreen Forbes-Rogers (860.512.2817) or
Mick Pigott (860.512.2815)
who will be happy to answer your questions.



MANCHESTER
COMMUNITY
COLLEGE

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

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

Continuing Education Credit-Free Programs

For Information:
860-512-2800

To Register:
860-512-3232

www.manchestercc.edu/continuing



Prepare for Allied Health Careers

Check out our course selection

See pages 3-5

Online Academy

Check out our course selection

See pages 47-57

Connecticut Rider Education Program (CONREP) for Motorcycles

in conjunction with CT DOT

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

See page 40

MCC CREDIT-FREE CAREER CERTIFICATE PROGRAMS INCLUDE:

Certified Nurse Aide (CNA).....	3
Emergency Medical Technician (EMT) ...	4
Veterinary Assistant	4
Pharmacy Technician.....	5
Phlebotomy Technician.....	5
Microsoft Office Certification	13
A+ Certification	22
Personal Trainer	34
Security Guard	61
Real Estate Principles and Practices ...	62



- Real Estate Principles and Practices
- Real Estate Principles and Practices Review Course

See page 62

Preparation for CT Real Estate Licensing Exams