MANCHESTER COMMUNITY COLLEGE

CONTINUING

EDUCATION

8/8/1

CREDIT-FREE COURSES Beginning September through December

Learning is a lifelong journey.

Continue with Credit-Free courses in Allied Health, Computer Technology, Cuisine, Music, Real Estate, and more!

Continuing Education for Professional Development and Personal Enrichment

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CONTINUING EDUCATION



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Providing state-of-the-art computer training		
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Preparing students for National and State certification exams		
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Excursions in Learning Youth Programs		
Offering courses for creative, inquisitive & highly motivated children		
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Notice of Nondiscrimination



Continuing Notice of Nondiscrimination: Manchester Community College does not discriminate on the basis of race; color; religious creed; age; gender; gender identity or expression; national origin; marital status; ancestry; present or past history of intellectual disability, learning disability or physical disability; veteran status; sexual orientation; genetic information or criminal record. The following person has been designated to respond to inquiries regarding the non-discrimination policies: Debra Freund,

Chief Diversity Officer (Title IX and Section 504/ADA Coordinator), Manchester Community College, Great Path, MS #9, P.O. Box 1046, Manchester, CT 06045-1046, SSC L277. Manchester Community College is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans. 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 Advising and Counseling Services, 860-512-3320 at least ten 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. 6/19 68M, CE/NFD

MCC Photo Policy

The Manchester Community College Marketing department often takes or commissions photos and videos 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 a part of its publicity and marketing efforts. Students who enroll at MCC do so with the understanding that these images might include them and might be used in college publications, both printed and electronic, and for publicity.

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 100hour 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.

See page 4 for Registration Guidelines.

CRN 31486 | Fee: \$899 18 sessions | 10 Tuesdays & 8 Thursdays 9/3-11/5 | 6-9:30 PM | GPA Room GP216 2 Saturdays | 9/7, 11/9 8 AM-Noon or 12:30-4:30 PM GPA Room GP216 3 Sundays | 9/29, 10/13, 10/27 8 AM-Noon or 12:30-4:30 PM Bolton Veterinary Hospital Corner Clinic Internships 10/14/19-1/17/20 Off Campus (assigned by instructors)

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

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 rides;



• 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 exam. 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 a parent or guardian 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, 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.**

See page 4 for Registration Guidelines and Benefits Information.

CRN 31260 | Fee: \$950 35 sessions | 15 Tuesdays & 14 Thursdays 9/5-12/17 (does not meet 11/28) | 6-10 PM 6 Saturdays | 9/28, 10/12, 10/26, 11/9, 11/23, 12/14 | 8 AM-4 PM (half-hour lunch)

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

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.



ALLIED HEALTH

REGISTRATION GUIDELINES

- Placement Test Information for:
- Certified Nurse Aide (CNA)
- Emergency Medical Technician (EMT)
- Pharmacy Technician*
- Phlebotomy Technician
- Veterinary Assistant

Have you earned college credit?

IF YES: Bring a photo ID and a copy of your official or unofficial transcript to the Registrar's Office to register.

IF NO: You must take an MCC reading comprehension test at no cost. The test is given every Monday-Wednesday 8-11 AM and Thursday 8-10 AM (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. GED or high school diploma are not required to register for EMT or CNA.

*Pharmacy Technician also requires either a passing grade in a college-level math course or passing grade on an MCC 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 OPPORTUNITY ACT (WIOA) ELIGIBILITY

Contact MCC Allied Health Coordinator Lorraine Doonan 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 tuition 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.



Phlebotomy Technician VA-Approved WIOA 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; guality 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 off-site 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 (\$72 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

<u>Textbook, 3rd edition, Strasinger & DiLorenzo, F.A. Davis Co.,</u> (ISBN 9780803620575); approximately \$73, available at MCC Bookstore.

CRN 31263 | Fee \$1,460 26 sessions | Tuesdays & Thursdays 9/10-12/12 (does not meet 10/31 or 11/28; 12/17 weather makeup day) 6-9:45 PM | LRC Room B144 Note: Additional mandatory clinical rotation will be assigned, weekdays 7 AM-5 PM, at ECHN facilities in the area.

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

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

ALLIED HEALTH

Certified Nurse Aide (CNA) VA-Approved WIOA Approved SNAP-Eligible

This 120-hour course will prepare students with the entry-level skills needed to work as a Certified Nurse Aide (CNA) in long-term care facilities, hospitals, clinics and home health agencies. A CNA may provide the following basic care to patients while under the direction of the nursing staff: bathe, groom and dress patients; serve meals and assist patients with eating; assist patients with walking and transfer them to beds, wheelchairs, and exam tables; observe patients' conditions, record food/liquid intake and output and take vital signs; answer patients' call signals; turn or reposition patients who are confined to bed; provide and empty bedpans; change bed sheets and restock rooms with necessary supplies.

Students must pass a criminal background check and drug screening through an MCC approved provider and submit health documentation to the MCC Allied Health Coordinator before they can start clinical rotations. **An information packet with details will be mailed after registration is completed.** State regulations

require students to successfully complete 16 hours of

specific instruction prior to the start of the clinical rotations. Students who fail to meet this requirement are not allowed to begin clinical rotations, are not eligible to complete the program, and cannot receive a tuition refund.

To sit for the state certification exam, students must attend a minimum of 100 hours of course time and achieve a passing grade of 70 or above. The Connecticut State Certified Nursing Aide Exam costs approximately \$118 and is not included in the course fee. The instructor provides students with information about the procedures and necessary paperwork needed to apply for the exam.



Course Supplies: The textbook required is Nursing Assistants: <u>A Humanistic Approach to Caregiving by Carter,</u> <u>4th edition, Lippincott (ISBN 9781496323521) textbook/workbook/video bundle (approximately \$122), at the</u> MCC Bookstore. Students must also purchase a gait belt, approximate cost \$12 at the MCC Bookstore, and an MCC student ID (\$5) available at MCC's AST Info Desk. Students are required to wear white scrubs, white shoes or sneakers, and a watch with a second hand to the clinical site. Bring a lunch to the clinical sessions.

Registration Requirements: After registration and payment, students must complete a criminal background check and drug screening through an MCC approved provider (approximate \$72 fee). Results of these screenings may take up to two weeks to receive. If a student fails either screening, he or she will not be able to participate in clinical rotations. **Course refunds will NOT be granted due to failure of either the criminal background check or drug screening unless a written refund request is received on or prior to the last business day before the first class meeting.**

See page 4 for Registration Guidelines and Benefits Information.

CRN 31258 | Fee: \$999 28 sessions | Tuesday, Thursday & Saturday (see schedule below) Classroom Location: LRC Room B125 Classroom | 20 sessions | Tuesdays & Thursdays | 9/17-11/26 (does not meet 10/31) | 6-9 PM Clinical Location: **Woodlake at Tolland** Clinical | 8 Saturdays | 10/5-11/23 | 7 AM-3 PM (half hour lunch) Instructor: Andrea Dillon, RNC, M.Ed

Before Clinical Rotations Begin:

CNA students must provide the Allied Health Coordinator with the following: These instructions will be mailed to students after registration and payment are complete.

- An MCC Health Form
- Proof of a physical exam within the last 12 months
- Proof of two-step skin test or a single BAMT for TB within the last 12 months
- Proof of Rubella (German measles) immunization
- Proof of MMR vaccine
- Proof of Varicella Zoster (chicken pox immunization or a blood titer
- Proof of Hepatitis B immunization or a declination statement
- Proof of tetanus shot within 10 years
- Proof of a flu shot (required during flu season Nov. 1-May 1)
- Pass a criminal background check and drug screening (\$72 through MCC's approved provider, Castle Branch)

Pharmacy Technician

VA-Approved WIOA Approved SNAP-Eligible

This comprehensive course prepares students for an entry-level position in a community R, hospital, long-term care setting, or pharmacy and is an excellent review for the Pharmacy Technician Certification Board (PTCB) national certification exam. This course includes 84 classroom hours and 50 simulated/online hours to be completed outside of class. 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.

See page 4 for Registration Guidelines and Benefits Information.

CRN 31267 | Fee: \$900 28 sessions | Mondays & Wednesdays | 9/4-12/16 (weather make-up 12/18) 6-9 PM | LRC Room B144

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

Please contact Allied Health Coordinator, Lorraine Doonan, for course dates and fee information: MA-AlliedHealthCE@ manchestercc.edu or 860-512-2826.

Consider Yourself Confirmed!

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

MCC CREDIT-FREE SCHOLARSHIPS

• Emergency Medical Technician (EMT)

• Certified Nurse Aide (CNA)

• Pharmacy Technician

for more information.

Phlebotomy Technician

See advertisement on page 63

FOR FALL 2019

Eligible programs:

ART & CRAFTS



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 31284 | Fee: \$185 5 Wednesdays | 10/2-10/30 6-9 PM | VIL 1 Room V101

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 indepth 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 31285 | Fee: \$185 5 Wednesdays | 11/6-12/11 (does not meet 11/27) 6-9 PM | VIL 1 Room V101 Instructor: Bonnie Rose Sullivan, M.F.A.

NEW Fundamentals of Wearable Art: Block Printing Workshop

In this introduction to block printing techniques, students will learn the foundational skills needed to print on paper and fabric. Students will learn carving techniques for rubber blocks; how to print, using inks; important design fundamentals; and how to create multicolor prints. Students will have the opportunity to create wearable textiles, such as shirts and tote-bags, and paper products, such as greeting cards and stationary, all from their own unique carving applications. Students and makers of all skill levels welcomed! Student should bring to class: a Speedball Linoleum Cutter 4131 (approximately \$10); and a choice of personal garments, tee shirts, tote-bags, cards, and/or stationary to print on. The instructor will provide inks of many colors and blocks for carving. Students should bring a lunch.

CRN 31423 | Fee: \$65 1 Saturday | 11/16 10 AM-3:30 PM | VIL 1 Room V101 Instructor: Bonnie Rose Sullivan, M.F.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, bled, stipple, and tone and achieve a variety of effects. 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 31256 | Fee: \$150 6 Saturdays | 9/21-11/2 (does not meet 10/12) 10 AM-Noon | VIL 1 Room V101

Instructor: Zbigniew Grzyb, M.A.

Techniques of the American Impressionists

Connecticut is rich in the tradition of American Impressionism, including the work of Childe Hassam, Willard Metcalf, and John Henry Twachtman. Come and learn to paint in this style and create your own masterpiece with oil or acrylic paint. Students will learn techniques used by the Impressionists, how they captured light on canvas, and how they transformed the color of light into a painting. Students need to purchase and bring to class the following materials: a primed canvas or canvas board in the size of your choice; oil or acrylic paint; turpentine for oils; brushes (#2 through #6); palette; and pencils.

CRN 31255 | Fee: \$150 6 Fridays | 9/13-10/18 1-3 PM | VIL 1 Room V101 Instructor: Zbigniew Grzyb, M.A.

Foundations of Drawing

This course is for beginning artists, as well as for those continuing their art. Students will gain a firm foundation toward 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 31253 | Fee: \$150 6 Fridays | 9/13-10/18 10 AM-Noon | VIL 1 Room V101 Instructor: Zbigniew Grzyb, M.A.

ART & CRAFTS

Foundations of Drawing II

This course is a continuation of *Foundations of Drawing*, 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 31254 | Fee: \$150 6 Fridays | 11/1-12/13 (does not meet 11/29) 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 \$35-\$40, if a student owns no painting supplies): a basic set of paints, three brushes #4, #6 & #10, and a canvas.

CRN 31257 | Fee: \$150 6 Fridays | 11/1-12/13 (does not meet 11/29) 1-3 PM | VIL 1 Room V101

Instructor: Zbigniew Grzyb, 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 31437 | Fee: \$90 1 Saturday | 12/7 8:30 AM-2:30 PM | GPA Room GP202 Instructor: Yuemei Zhang, 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 31434 | Fee: \$90 1 Saturday | 11/2 8:30 AM-2:30 PM | GPA Room GP202 Instructor: Yuemei Zhang, M.A.

Introduction to Ceramics

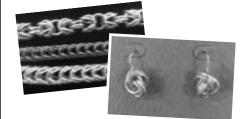
This course will introduce the novice ceramist to beginning level skills, including a basic proficiency in pinch, coil and slab methods and glazing. Upon completion of the course, students will be able to produce a variety of pottery pieces, apply glazes to create beautiful, finished products, and take home at least one finished piece, which can be picked up in the Continuing Education office two weeks after the end of the course. Office hours are Monday-Friday, 8:30 AM-5 PM. Please note: Students must register by September 18 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 31452 | Fee: \$115 5 Wednesdays | 9/25-10/23 6:30-8:30 PM | GPA Room GP202 Instructor: Janine Turgeon, M.S.

NEW Eight Chaining Patterns in Four Hours!

Just in time for the gift-giving season! Beginning level students are welcomed. Learn to combine sterling jump rings, using two jewelry pliers---no soldering necessary---and proceed to create a bracelet of their own choice in one session. Students will learn at least eight chaining patterns, including the flower, double flower, rope, double rope, and two versions of the popular Byzantine. This session contains a wealth of knowledge that will enable students to continue creating jewelry for themselves, and holiday gifts for others, for years to come. Please note: Students must register by Wednesday, November 6 to allow time for the instructor to buy materials. Materials fee: \$75 (market price subject to change with the metals markets), to be paid to the instructor at the beginning of class, for high-quality sterling jump rings and a lobster clasp. Students must also bring: two flat or chain nose jewelry pliers (available at most craft stores), an old towel, a few paper clips, and close-up glasses, if needed.

CRN 31408 | Fee: \$50 1 Wednesday | 11/13 6-10 PM | GPA Room GP136 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 iewelry. with an opportunity for guestion-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. Students must register by Wednesday, October 30. 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 31252 | Fee: \$130 4 Saturdays | 11/2-11/23 11 AM-2 PM | AST Room D132 Instructor: Carla Polek, M.F.A.

ART & CRAFTS

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 31477 | Fee: \$150 7 Mondays | 9/16-11/11 (does not meet 10/14 & 11/4) | 7-9 PM

Instructor: Robert Buettner, B.S.



Interior Design Basics: Do-It-Yourself Kitchens

Is your kitchen stuck in a time warp, screaming at you for remodeling or refreshing? Are you nervous about taking on one of the most labor intensive interior renovations in a home? Should you follow the latest trends, or go with a more conservative approach when considering your kitchen design? Contemplate no more! In this course we will explore various options to renovate or refresh your kitchen. Topics will include an introduction to kitchen designs; a review of cabinets and how to maximize your space and material selection (Good, Better, Best); understanding your budget; project management; and source options. Students should bring a notebook and pen.

CRN 31494 | Fee: \$45 2 Tuesdays | 10/1-10/8 6-8 PM | GPA Room GP138 Instructor: Jill Betts, M.B.A.

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 31478 | Fee: \$25 1 Monday | 11/18 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.

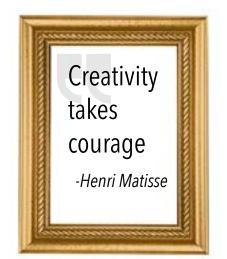
CRN 31479 | Fee: \$25 1 Monday | 11/25 7-9 PM | GPA Room GP215

Instructor: Robert Buettner, B.S.

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 31480 | Fee: \$25 1 Monday | 12/16 7-9 PM | GPA Room GP215 Instructor: Robert Buettner, B.S.



NEW Window Treatments

Window treatments can be tricky, but when done properly ... what a visual statement they create! Join us and learn how to enhance your windows to fit both your decor and lifestyle. Topics will include window styles; determining if a treatment is necessary; types of window treatments; deciding to focus on appearance or function; and source options. The instructor will provide classroom materials.

CRN 31495 | Fee: \$25 1 Saturday | 11/2 10 AM-Noon | GPA Room GP138 Instructor: Jill Betts, M.B.A.

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 31487 | Fee: \$65 3 Wednesdays | 11/6-11/20 6:15-8:45 PM | AST Room D110

Instructor: Lisa Korstanje-Lee, A.S.

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

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 31389 | Fee: \$140 8 Thursdays | 9/19-11/7 6-7:15 PM | SSC Room L154 (Fitness Studio)

Instructor: Kay Lani LeBoulluec, Ph.D.

Ancient Mantra Meditations and Affirmations

Have you already taken the instructor's Kundalini Meditation course? This sequel course will involve new material and techniques. Further your journey in bringing more joy, happiness, and prosperity into your life,

while utilizing affirmations, meditations and mantras. Additionally, learn how to develop a practice that incorporates the powerful energies of the full and new moons to improve well-being. These group sessions will keep you engaged. No fitness level is required; recommended for intermediate and advanced meditation practitioners. Chairs are available if preferred.

CRN 31390 | Fee: \$85 6 Thursdays | 9/19-10/24 7:30-8:30 PM | SSC Room L154 (Fitness Studio) Instructor: Kay Lani LeBoulluec, Ph.D.

Students should bring a mat or cushion, water, and blanket to the Gentle 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.

BODY, MIND & SPIRIT

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 31261 | Fee: \$25 1 Thursday | 10/10 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 31262 | Fee: \$25 1 Thursday | 10/24 7-9 PM | GPA Room GP214 Instructor: John Mammone, M.S.

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

BODY, MIND & SPIRIT

First Degree Reiki Training

Awaken your dormant healing abilities in this daylong 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 31235 | Fee: \$150 1 Saturday | 9/21 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 31236 | Fee: \$175 1 Saturday | 10/19 9 AM-4:30 PM | AST Room D213 Instructor: Dory Dzinski. M.A.



Reiki III: Master

Building on *First* and *Second Degree Reiki Training* (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 31237 | Fee: \$200 1 Saturday | 11/23 9 AM-4:30 PM | AST Room D213 Instructor: Dory Dzinski, M.A.

Awakening the Chakras through Mindfulness Yoga

This workshop will provide an introduction to the seven primary chakras, or spiritual energy centers, within the human body. The goal is to achieve balance within these centers, so that your life reflects this balance. Learn about the individual chakras and how they correspond to daily life. Special guest, Vicky Hannon, Kripalu yoga instructor, will also present a series of mindful yoga postures, specifically designed for each chakra. Through these activities, participants will learn how to enhance their health and wellbeing. Students should bring a lunch or snack.

CRN 31238 | Fee: \$65 1 Saturday | 9/28 11 AM-4:30 PM | VIL 3 Room V131 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, breathfocused, 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 31239 | Fee: \$99 4 Thursdays | 10/10-10/31 7-9 PM | LRC Room B209

Instructor: Dory Dzinski, M.A.

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

COMPUTER TECHNOLOGY

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Troubleshooting	19
Operating Systems	20
Multimedia	20
Certificate Preparation	21-22

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INTRODUCTORY

Keyboarding Introduction

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

CRN 31288 | Fee: \$99 2 sessions | Tuesday & Wednesday | 9/3-9/4 6-9 PM | LRC Room B142

Instructor: Steven Bloom, M.Ed.

NEW Computer Office Skills

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. In addition to the computer training, students will learn the basics of business writing, telephone skills, customer service and tips on how to organize their time. Registered students are eligible for free Windows software. Instructor provides handouts. Prerequisite: Keyboarding skills recommended.

CRN 31361 | Fee: \$299 6 sessions | Monday, Wednesday, Friday 9/9-9/20 6-9 PM | LRC Room B142 Instructor: Derrick Curry, M.S.

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 31358 | Fee: \$15 1 Wednesday | 9/25 6-7 PM | LRC Room B141

Instructor: Michael Januska, M.B.A.

Apple iCloud Basics

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

CRN 31359 | Fee: \$15 1 Wednesday | 10/2 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 31356 | Fee: \$15 1 Wednesday | 9/11 6-7 PM | LRC Room B141

Instructor: Michael Januska, M.B.A.

MCC CREDIT-FREE SCHOLARSHIPS FOR FALL 2019

10

Eligible programs:

10101

Microsoft Office Certification
Web Design Certificate

See advertisement on page 63 for more information.

iPad: Basics

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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 vour 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 12). You will also need your Apple ID and iTunes password for the class.

CRN 31360 | Fee: \$30 1 Wednesday | 10/9 6-9 PM | LRC Room B141 Instructor: Michael Januska, M.B.A.

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.

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 31357 | Fee: \$15 1 Wednesday | 9/18 6-7 PM | LRC Room B141 Instructor: Michael Januska, M.B.A.

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 31409 | Fee: \$99 2 Thursdays | 10/3-10/10 6-9 PM | LRC Room B141

Instructor: Kristin Violette, M.Ed.

OFFICE SUITE & OUTLOOK

Outlook 2016: Introduction



From basic email features to advanced calendaring options, the skills taught in this allencompassing 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). Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN 31441 | Fee: \$99 2 Thursdays | 9/19-9/26 6-9 PM | LRC Room B141

Instructor: Kristin Violette, M.Ed.



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. In addition, students will learn about the extensive printing features. Instructor will provide handouts. Prerequisite: Basic Windows, keyboard and mouse skills.

CRN 31440 | Fee: \$99 2 Thursdays | 11/7-11/14 6-9 PM | LRC Room B141 Instructor: Kristin Violette, M.Ed.

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 31369 | Fee: \$125 1 Thursday | 11/21 4-5 PM | LRC Room B142 CRN 31370 | Fee: \$125 1 Thursday | 12/12 4-5 PM | LRC Room B142 Instructor: Bruce Manning, B.A.

Microsoft Office 2016: MCC Certificate (Day)

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. See exam information and schedule above, under Microsoft Office Specialist Certification Exam. Prerequisite: Basic Windows, keyboard and mouse skills.

CRN 31320 | Fee: \$599 6 Tuesdays | 11/5-12/10 9 AM-4 PM | LRC Room B142 (limited seating) Instructors: Diane Martin, M.S., M.O.S

Microsoft Office 2016: MCC Certificate (Evening)

Increase your employability with this intensive 12-week course and receive a Microsoft Office 2016 MCC Certificate on completion. This handson 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. See exam information and schedule on page 12, under Microsoft Office Specialist Certification Exam. 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 31364 | Fee: \$599 12 Tuesdays | 9/10-11/26 6-9 PM | LRC Room B142

Instructor: Cathy Lukas, M.A.

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. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills, with some exposure to Microsoft Office helpful*.

CRN 31348 | Fee: \$199 2 Mondays | 11/25-12/2 9 AM-4 PM | LRC Room B141 (limited seating)

Instructor: John Hilditch, M.S.



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 31342 | Fee: \$99 1 Monday | 11/4 9 AM-4 PM | LRC Room B142 (limited seating) Instructor: George Pillar, M.S.

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. Students are eligible to receive free Visual Studio 2019 software. Required text: Exploring VBA for Microsoft Office 2016 Brief (ISBN 9780134497082), available at MCC Bookstore for approximately \$42. Prerequisite: Fluency with Microsoft Office 2016 required.

CRN 31326 | Fee: \$199 2 Wednesdays | 11/13-11/20 9 AM-4 PM | LRC Room B141 (limited seating) Instructor: Rob Thornton, B.A.

FIVE WAYS TO GET YOUR COMPANY TO PAY FOR YOUR CLASS



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

Show them the catalog

Attach it to your memo.



Emphasize the benefits

Explain how the additional skill training will improve your productivity.



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



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

ACCOUNTING

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 2016: The Missing Manual: The Official Intuit Guide to QuickBooks 2016 (ISBN 9781491917893), available at MCC Bookstore for approximately \$40. Prerequisites: Basic Windows, keyboard and mouse skills.

CRN 31363 | Fee \$199 4 sessions | Mondays & Wednesdays 10/21-10/30 6-9 PM | LRC Room B141

Instructor: Shaunna Lowe, M.B.A.

CRN 31318 | Fee \$199 2 Fridays | 12/6-12/13 9 AM-4 PM | LRC Room B220 (limited seating) Instructor: Michael Rotondo, M.B.A.



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.

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 31366 | Fee: \$155 3 Thursdays | 9/5-9/19 6-9 PM | LRC Room B142

Instructor: Steven Bloom, M.Ed.



Accounting I: A Practical Focus to Financial Accounting (Day)

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 download and manipulate their data into an Excel spreadsheet. Students will build a company's accounting system, 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 31362 | Fee: \$599 10 Saturdays | 9/14-11/16 9 AM-Noon | LRC Room B141

Instructor: Shaunna Lowe, M.B.A.

CRN 31277 | Fee: \$599 5 Fridays | 10/18-11/15 9 AM-4 PM | LRC Room B142 (limited seating) Instructor: Heidi Higgins, M.B.A.



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

CRN 31292 | Fee: \$99 1 Wednesday | 9/18 9 AM-4 PM | LRC Room B142 (limited seating)

CRN 31458 | Fee: \$99 2 Thursdays | 12/5-12/12 6-9 PM | LRC Room B141

Instructor: Jan Gyurko, M.S.

Instructor: Kristin Violette, M.Ed.

NEW Apple Macintosh Excel Introduction

This course is designed for people new to spreadsheets and for self-taught users who wish to expand their knowledge. Using Microsoft's Excel spreadsheet software, students will learn to recognize the main areas of the Excel worksheet and workbook; enter, edit and delete data; create basic formulae and functions, including SUM, AVERAGE, MAX and MIN; enhance the presentation of workbook data; create, display and manipulate simple charts; work with multiple worksheets; freeze titles and add comments. Instructor provides handouts. Prerequisite: *Basic keyboard and mouse skills*.

CRN 31457 | Fee: \$99 2 Tuesdays | 10/29-11/5 6-9 PM | LRC Room B141 Instructor: Richard Hoyer, M.A.

Excel 2016: Intermediate

Excel 2016 Intermediate builds on the basic concepts and skills of our Excel Introduction course to provide more advanced tools for analysis and presentation of complex, realistic data in Microsoft Excel 2016: how to manage complex workbooks, build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features, and collaborate with other users. Topics include: managing workbooks, named ranges, tables, summarizing data, pivot tables, presentation features, advanced charts, and collaboration. 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 12, under Microsoft Office Specialist Certification Exam. Instructor provides handouts. Prerequisite: Excel Introduction course, or permission of instructor or computer coordinator.

CRN 31294 | Fee: \$99 1 Wednesday | 9/25 9 AM-4 PM | LRC Room B141 (limited seating)

Instructor: Jan Gyurko

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 interactive 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. Instructor provides handouts. See exam information and schedule on page 12, under Microsoft Office Specialist Certification Exam. Prerequisite: Excel Introduction course, or permission of instructor or computer coordinator.

CRN 31304 | Fee: \$199 2 Thursdays | 10/10-10/17 9 AM-4 PM | LRC Room B142 (limited seating) Instructor: Diane Martin, M.S., M.O.S

Excel 2016: Pivot Tables

Students will learn how to use a PivotTable to analyze numerical data in detail, query in many user-friendly ways; subtotaling and aggregate numeric data, summarize data by categories and subcategories, and create custom calculations and formulas; expand and collapse levels of data to focus your results, filter, sort, group, and conditionally format the most useful and interesting subset of data enabling you to focus on just the information you want. Learn how to present concise, attractive, and annotated online or printed reports. Instructor provides handouts. Prerequisites: *Excel Introduction required or equivalent knowledge. Knowledge of writing simple formulas and functions, basic charts, basic sorting and filtering.*

CRN 31330 | Fee: \$50 1 Monday | 12/16 9 AM-Noon | LRC Room B142 (limited seating) Instructor: Diane Martin, M.S., M.O.S

Excel 2016: Dashboards

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. Instructor provides handouts. Prerequisites: *Excel Introduction required or equivalent knowledge. Knowledge of writing simple formulas and functions, basic charts, basic sorting and filtering.*

CRN 31332 | Fee: \$50 1 Monday | 12/16 1-4 PM | LRC Room B142 (limited seating) Instructor: Diane Martin, M.S., M.O.S

Excel 2016: Advanced

Excel 2016 Level 3 builds on the concepts and skills of our Level 1 and Level 2 courses to provide advanced tools for solving real-world problems in Microsoft Excel 2016: lookup and decision-making functions, auditing and error-handling, array functions, date and text functions, importing and exporting, whatif-analysis, and macros. Topics include: Logical and Lookup Functions, Advanced Formulas, Auditing, Arrays, Importing and Exporting, Power Pivot, Analysis, Macros and Forms. 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 12, under Microsoft Office Specialist Certification Exam. Instructor provides handouts. Prerequisite: Excel Intermediate course, or permission of the instructor or computer coordinator.

CRN 31296 | Fee: \$99 1 Wednesday | 10/30 9 AM-4 PM | LRC Room B142 (limited seating) Instructor: Jan Gyurko

COMPUTER TECHNOLOGY

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. Students are eligible for free Access 2016 software. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN 31306 | Fee: \$99 1 Friday | 10/4 9 AM-4 PM | LRC Room B222 (limited seating)

Instructor: Rob Thornton, B.A.

CRN 31459 | Fee: \$99 2 Thursdays | 10/17-10/24 6-9 PM | LRC Room B141

Instructor: Kristin Violette, M.Ed.

Access 2016: Intermediate

Using Application Objects, create a multi-table database containing a relationship and learn the significance of relationships in databases. Create select queries, data entry forms, navigation forms, sub-forms and discover how form layout is similar to report layout. Utilize built-in tools to find and replace data, import data, and more. Understand the use of templates. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2016 exam at our approved MCC testing center for an additional fee but you may require additional training. See exam information and schedule on page 12, under Microsoft Office Specialist Certification Exam. Instructor provides handouts. Prerequisite: Access Introduction course, or permission of instructor or computer coordinator.

CRN 31308 | Fee: \$199 2 Fridays | 10/11-10/18 9 AM-4 PM | LRC Room B222 (limited seating) Instructor: Rob Thornton, B.A.



Access 2016: Advanced

Explore multi-criteria Parameter queries as well as the many types of Action queries. Build AutoKey and AutoExec macros. Import and export data, explore XML and CSV file formats, and save an object to an XPS file. Students will learn object dependencies, using the Linked Table manager, linking to Excel; procedures to ensure proper database management,



converting, protecting and backing up databases; and use Access with Outlook. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2016 exams at our

such as analyzing, splitting,

approved MCC testing center for an additional fee. See exam information and schedule on page 12, under Microsoft Office Specialist Certification Exam. Instructor provides handouts. Prerequisite: Access Intermediate course, or permission of the instructor or computer coordinator.

CRN 31310 | Fee: \$99 1 Friday | 11/1 9 AM-4 PM | LRC Room B222 (limited seating) Instructor: George Pillar, M.S.

Database Fundamentals: Microsoft Technology Associate (MTA) Certification Preparation

This three-day Microsoft Technology Associate training course helps you prepare for Microsoft Technology Associate Exam 98-364, and build an understanding of these topics: Core Database Concepts, Creating Database Objects, Manipulating Data, Data Storage, and Administering a Database. This course leverages the same content as found in the Microsoft Official Academic Course (MOAC) for this exam. The Microsoft Technology Associate (MTA) is Microsoft's newest suite of technology certification exams that validate fundamental knowledge needed to begin building a career using Microsoft technologies. This program provides an appropriate entry point to a future career in technology and assumes some hands-on experience or training but does not assume on-the-job experience. Required text: Exam 98-364 MTA Database Administration Fundamentals 1st Edition (ISBN 9780470889169), available at MCC Bookstore for approximately \$80. Prerequisite: Database Introduction course, or familiarity with databases.

CRN 31352 | Fee: \$399 3 Mondays | 11/18-12/2 9 AM-4 PM | LRC Room B142 (limited seating) Instructor: George Pillar, M.S.



NEW SQL Server 2016: Querying Data with Transact-SQL

This course prepares students for the Microsoft Certified Solution Associate (MCSA) certification, exam 70-761 Querying Data with Transact-SQL. The main purpose of the course is to give students a good understanding of the Transact-SQL language which is used by all SQL Server-related disciplines; namely, Database Administration, Database Development and Business Intelligence. As such, the primary target audience for this course is: Database Administrators, Database Developers and BI professionals. After completing this course, students will be able to: Describe key capabilities and components of SQL Server; Describe T-SQL, sets, and predicate logic; Write a single table SELECT statement; Write a multitable SELECT statement; Write SELECT statements with filtering and sorting; Describe how SQL Server uses data types; Write DML statements; Write queries that use built-in functions; Write queries that aggregate data; Write subqueries; Create and implement views and table-valued functions; Use set operators to combine query results; Write queries that use window ranking, offset, and aggregate functions; Transform data by implementing pivot, unpivot, rollup and cube; Create and implement stored procedures; Add programming constructs such as variables, conditions, and loops to T-SQL code. Required text: Exam Ref 70-761 Querying Data with Transact-SQL (ISBN 978-1509304332) available at MCC Bookstore for approximately \$36. Prerequisite: Database Administration Fundamentals course or familiarity with managing databases.

CRN 31350 | Fee: \$599 5 Wednesdays | 11/6-12/11 (does not meet 11/27) 9 AM-4 PM | LRC Room B142 (limited seating)

Instructor: George Pillar, M.S.

NEW SCRUM Agile Project Management Introduction

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

CRN 31314 | Fee: \$150 1 Monday | 10/7 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.

PROGRAMMING

Apple Mobile Application Development

Using Apple's powerful Xcode development tools and the Objective-C programming language, you'll learn to create your own iPhone/iPad applications. The hands-on lessons teach you not just iPhone/ iPad programming techniques, but also the basic programming skills that every programmer must know. Along the way, you'll develop a complete iOS application, as well as several smaller projects. Instructor provides handouts. Prerequisites: *Basic Mac, keyboarding and mouse skills.* Students can bring their own Mac laptop with Xcode 4 installed or use one of the MCC provided MacBooks.

CRN 31371 | Fee: \$399 6 Saturdays | 10/5-11/9 9 AM-Noon | LRC Room B144 Instructor: Clayton Walnum

NEW Programming Basics: Foundation for C++, Java, and Python

This course is a structured approach to program logic and design using fundamental programming concepts. A thorough understanding of logic theory, programming structures, and algorithm design techniques is necessary for efficient programming. C++, Java and Python are used to demonstrate these common programming concepts. Required Text: Programming for Beginners: Fundamental Basics of C++, Java and Python, (ISBN 9781542495875) available at MCC Bookstore for approximately \$10. Prerequisite: Basic Windows, keyboard and mouse skills. No prior programming experience and knowledge is assumed or needed. Beginners welcome!

CRN 31396 | Fee: \$199 2 Fridays | 10/18-10/25 9 AM-4 PM | LRC Room B141 (limited seating)



NEW Python: Certification Preparation

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. Python allows you to create complex applications easier than most programming languages. The PCAP Certification or the Certified Associate in Python Programming is a professional credential that measures your ability to accomplish coding tasks related to the basics of programming in the Python language and the fundamental notions and techniques used in object-oriented programming. Students will learn the following skills in this certification preparation course: Week 1: language elements, syntax and semantics; literals: Boolean, integer, floatingpoint numbers, scientific notation, strings; numeric, bitwise, string, Boolean, relational operators; basic input and output: formatting; simple lists; indexing and slicing, the len() function; conditional statements; building loops; iterating through sequences expanding loops; nesting loops and conditional statements Week 2: strings in detail; lists in detail; lists in lists; tuples: indexing, slicing, building; tuples vs. lists; dictionaries

Week 3: functions and generators; return, None and yield keywords, recursion; parameters, default parameter, positional keyword; name scopes, name hiding (shadowing), the global keyword; lambda functions, defining and using; map(), filter(), reduce(), reversed(), sorted() functions and the sort() method; import directives, qualifying entities with module names, initializing modules; writing and using module

Week 4: defining your own classes, superclasses, subclasses, inheritance; class variables and instance variables; inheritance and overriding; invoking methods, passing and using the self argument/parameter; writing and using constructors; using predefined exceptions and defining your own ones; the try-except-elsefinally block, the raise statement, the except-as variant; opening files with the open() function, stream objects, binary vs. text files; newline character translation, reading and writing files, bytearray objects; read(), readinto(), readline(), write(), close() methods

Required text: <u>Learning Python, 5th edition</u>, (ISBN 9781449355739), available at MCC Bookstore for approximately \$60. Prerequisite: *Basic Windows, keyboard and mouse skills. Some programming experience recommended.*

CRN 31328 | Fee: \$500 4 Fridays | 9/20-10/11 9 AM-4 PM | LRC Room B221 (limited seating) Instructor: Lazar Pevac, Ph.D.

NEW Java Programming: Certification Preparation

This course prepares you for the Java SE 8 Programmer I exam. The course will start with the basics of the Java programming languages, starting with creating variables with the different data types and slowly progress towards more advanced object-oriented programming topics. This course will cover using decision structures (if and switch), using loops (while, do/while and for), using Arrays and ArrayLists, writing methods, creating classes and objects, and working with inheritance. The course will also cover handling exceptions, writing simple lambda expressions, and working with selected classes from the Java API such as StringBuilder, Data and Time. Required text: OCA Java SE 8 Programmer I Exam Guide (Exams 1Z0-808), 1st Edition (ISBN 9781260011395), available at MCC Bookstore for approximately \$50. Prerequisite: Previous programming experience in any programming language (not necessarily Java) is highly recommended.

CRN 31324 | Fee: \$699 6 sessions | 4 Fridays, 1 Monday & 1 Thursday 11/15, 11/22, 12/6, 12/12, 12/13, 12/16

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

Instructor: Ibtsam Mahfouz, M.S.

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 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 31354 | Fee: \$545 5 Thursdays | 9/26-10/24 9 AM-4 PM | LRC Room B141 (limited seating) Instructor: Robert Thornton, B.A.

WordPress Web Design Introduction

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

CRN 31322 | Fee: \$199 2 Thursdays | 11/7-11/14 9 AM-4 PM | LRC Room B141 (limited seating) Instructor: Robert Thornton, B.A.

INTERNET

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 31375 | Fee: \$35 1 Monday | 9/23 6-8 PM | LRC Room B141



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.

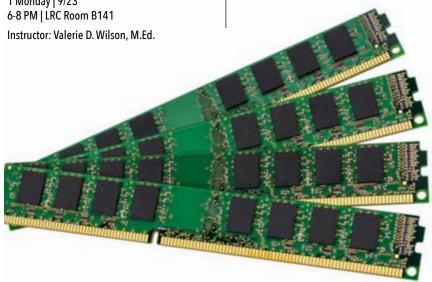
CRN 31346 | Fee: \$199 2 Fridays | 10/4-10/11 9 AM-4 PM | LRC Room B220 (limited seating) Instructor: Michael Lavoie, M.A.

Adobe Premiere Elements Introduction (PC)

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 31442 | Fee: \$99 2 Tuesdays | 11/12-11/19 6-9 PM | LRC Room B141

Instructor: Richard Hoyer, M.A.



Adobe Photoshop CC: Introduction (PC)

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 handson exercises taught by a media arts professional, you will create exciting and amazing images using some of this program's limitless capabilities. 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 2018 CC Classroom in a Book, Adobe Press (ISBN 9780134852485), available at MCC Bookstore for approximately \$54. Prerequisite: Basic Windows, keyboard and mouse skills.

CRN 31338 | Fee: \$199 2 Fridays | 9/13-9/20 9 AM-4 PM | LRC Room B220 (limited seating) Instructor: Kathleen Smits, M.A.

Adobe Photoshop CC: Introduction (Mac)

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, color management and type controls. Through demonstration and hands-on exercises taught by a media arts professional, you will create exciting and amazing images using some of this program's limitless capabilities. Students are requested to bring a 4 GB flash drive to class. Required text: Adobe Photoshop CC 2018 Classroom in a Book (ISBN 9780134852485), available at MCC Bookstore. Prerequisite: Basic navigation of a Mac computer, keyboard and mouse skills.

CRN 31340 | Fee: \$199 2 Fridays | 10/11-10/18 9 AM-4 PM | LRC Room B218 (limited seating) Instructor: Kathleen Smits, M.A.

NEW Apple Macintosh Adobe Photoshop CC: Introduction

Learn how to use the most powerful image editing software available, Adobe Photoshop. Improve your photographs using Photoshop's non-destructive color adjustments and retouching capabilities inside Photoshop and Camera Raw. Topics include: layers; selections; using color and transparency in blend modes; adjusting images to improve guality/ suitability for intended publication; advanced image editing; design, web and print skills with compositing, color management and type controls. Through demonstration and hands-on exercises taught by a media arts professional, you will create exciting and amazing images using some of this program's limitless capabilities. Students are requested to bring a 4 GB flash drive to class. Required text: Adobe Photoshop CC 2018 Classroom in a Book, (ISBN 9780134852485), available at MCC Bookstore for approximately \$60. Prerequisite: Basic Windows, keyboard and mouse skills.

CRN 31443 | Fee: \$199 4 Tuesdays | 10/1-10/22 6-9 PM | LRC Room B141

Instructor: Richard Hoyer, M.A.

Adobe InDesign CC: Introduction

Learn to create newsletters and other publications in Adobe InDesign. Topics 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. 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 2018 CC Classroom in a Book. Adobe Press (ISBN 9780134852508), available at MCC Bookstore for approximately \$55. Prerequisite: Basic Windows, keyboard and mouse skills.

CRN 31334 | Fee: \$199 2 Fridays | 10/25-11/01 9 AM-4 PM | LRC Room B220 (limited seating)

Instructor: Kathleen Smits, M.A.

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.

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 31336 | Fee: \$299 3 Fridays | 11/8-11/22 9 AM-4 PM | LRC Room B220 (limited seating) Instructor: Kathleen Smits, M.A.

NEW AutoCAD 2019 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 31365 | Fee: \$99 2 Thursdays | 9/26-10/3 6-9 PM | LRC Room B142

Instructor: Steven Bloom, M.Ed.

COMPUTER TECHNOLOGY

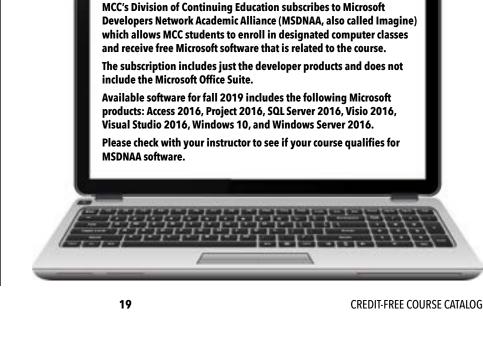


TROUBLESHOOTING PC Maintenance and Repair

Why pay for expensive upgrades when you can learn how to do them yourself? Practice RAM, expansion cards, and peripheral device installations in a handson 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 31290 | Fee: \$199 2 sessions | Tuesday & Thursday | 9/17-9/19 9 AM-4 PM | LRC Room B141 (limited seating)

Instructor: Peter Rinsland, M.Sc. IT



MSDNAA Software Information

Credit-Free Certification Programs

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

COURSE TITLE	EXAM REQUIRED TO OBTAIN CERTIFICATION	CERTIFICATION OBTAINED
A+ 220-1001 & 220-1002 Exam Preparation	Two Exams: 1. 220-1001: Hardware, Network	CompTIAA+ Certification
	2. 220-1002: Operating System, Security	
CCNA Certification Preparation: Interconnecting Cisco Networking Devices	Two Exams: 1. Interconnecting Cisco Networking Devices Part 1: 100-105 ICND1 2. CCNA Routing and Switching Part 2: 200-105 ICND2	Cisco Certified Network Associate
Certified Information Systems Security Professional (CISSP) Exam Preparation	Exam CISSP	(ISC)2 CISSP
Database Fundamentals: Microsoft Technology Associate (MTA) Certification Prep	Exam 98-364	Database Fundamentals: Microsoft Technology Associate (MTA) Certification
Microsoft Office 2016: MCC Certificate	MCC Certificate	MCC Certificate
Web Design: MCC Certificate	MCC Certificate	MCC Certificate (See exam information on page 12)
Windows Server 2016: Administering	Three exams required. Exam 411 in Fall 2019 1. Microsoft Certified Solutions Associate (MCSA): Exam 411	Microsoft Certified Solution Associate

OPERATING SYSTEMS

Windows 10: Introduction



Learn the new features of Microsoft's latest operating system, Windows 10. Topics include: exploring the new desktop in Windows 10, using the new start menu, setting up and configuring Windows, personalizing your work

space, saving and syncing content, using Windows 10 included apps and store, using the Cortana voice assistant and the Windows Hello identification application. Students are eligible to receive free Windows 10 software. Instructor provides handouts. Prerequisite: *Keyboard and mouse skills required*.

CRN 31312 | Fee: \$135 1 Monday | 9/16 9 AM-4 PM | LRC Room B141 (limited seating) Instructor: Peter Rinsland M.S.I.T.

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

Windows PowerShell Introduction

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

CRN 31344 | Fee: \$250 1 Tuesday | 10/8 9 AM-4 PM | LRC Room B142 (limited seating) Instructor: Jayson Ferron

MULTIMEDIA

NEW Multitrack Audio Mixing with Pro Tools

Using the free software Pro Tools First, learn the mixing techniques needed to turn your multitrack recordings into radio- and streaming-ready songs. Start with basic skills like gain staging, volume balancing, EQ, panning, delay, reverb, and compression. Then advance to sub-mixes, parallel processing, effects, doubling, frequency slotting, and more. You will work on actual multitrack projects using the industry standard DAW, Pro Tools, but all concepts translate to any mixing environment. Instructor will provide useful handouts. Prerequisite: *Basic Windows, keyboarding and mouse skills.*

CRN 31372 | Fee: \$155 3 Tuesdays | 9/10-9/24 6-9 PM | LRC Room B141 Instructor: Clay Walnum



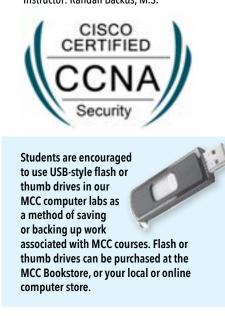
CERTIFICATION PREPARATION

CCNA Certification Preparation: Interconnecting Cisco Networking Devices

This accelerated CCNA certification preparation course called Interconnecting Cisco Networking Devices: Accelerated (CCNAX) v3.0 course teaches you how to install, operate, configure, and verify a basic Internet Protocol version 4 (IPv4) and Internet Protocol version 6 (IPv6) network, including configuring a LAN switch, configuring an IP router, connecting to a WAN, and identifying basic security threats. You will also learn how to perform basic troubleshooting steps in enterprise branch office networks, as well as prepare for Cisco[®] Cisco Certified Network Associate (CCNA) certification. The course covers the elements of Quality of Service (QoS) and their applicability, explores how virtualized and cloud services interact and impact enterprise networks, and provides an overview of network programmability with the related controller types and tools that are available to support Software-Defined Networking (SDN) architectures. You'll also gain an understanding of the interactions and network functions of firewalls. wireless controllers, and access points, along with additional focus on IPv6 and basic network security. This course consists of two courses merged into a single course: Interconnecting Cisco Networking Devices, Part 1 (ICND1) and Interconnecting Cisco Networking Devices, Part 2 (ICND2). Print and online textbooks are included with course. Please note: Students must register by September 10.

Prerequisites: CompTIA A+ Certified recommended or equivalent experience in network support or administration.

CRN 31368 | Fee: \$1,500 7 Fridays | 9/20-11/1 9 AM-4 PM | AST Room C139 (limited seating) Instructor: Randall Backus, M.S.





NEW A+ Certification 220-1001 Exam Preparation

CompTIA A+ Certification validates the latest skills needed by today's computer support professionals. It is an international, vendor-neutral certification recognized by major hardware and software vendors, distributors, and resellers. The first required A+ exam, CompTIA A+ 220-1001, measures necessary competencies for an entry-level IT professional. This course will prepare you for the CompTIA A+ 220-1001 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 1001 and 1002 exams. The A+ 220-1001 or A+ 220-1002 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 220-1001 and 220-1002 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.

CRN 31279 | Fee: \$1,000 6 Tuesdays | 9/24-10/29 (registration deadline 9/17) 9 AM-4 PM | LRC Room B141 (limited seating) Instructor: Peter Rinsland, M.Sc. IT

COMPUTER TECHNOLOGY

NEW A+ Certification 220-1002 Exam Preparation

This course will prepare you for the second required CompTIA A+ 220-1002 certification exam. CompTIA A+ 220-1002, 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

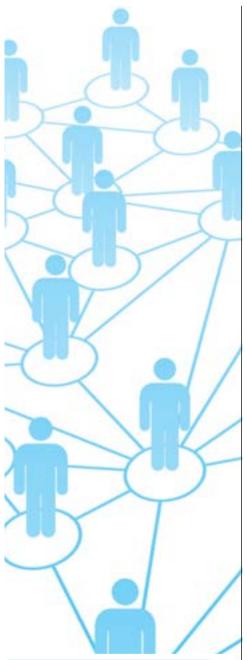
practice exams for both the 1001 and 1002 exams. The A+ 220-1001 or A+ 220-1002 exams are not included in the cost of the course. Students must schedule these exams at a certified test center for an additional fee of \$205 per exam and pass both the 220-1001 and 220-1002 exams to be certified. The course 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+ 220-1001 Certification Prep, equivalent training, or permission of instructor or computer coordinator.

CRN 31281 | Fee: \$1,000 6 Tuesdays | 11/5 - 12/10 (registration deadline 10/29) 9 AM-4 PM | LRC Room B141 (limited seating) Instructor: Peter Rinsland, M.Sc. IT

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Consider Yourself Confirmed!

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



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. Please note: Students must register by September 10. Prerequisite: Basic knowledge of windows operations. A+, Network+ and an understanding of TCPIP is recommended.

CRN 31398 | Fee: \$1,250 5 sessions | Monday-Friday | 9/23-9/27 9 AM-4 PM | LRC Room B142 (limited seating)

Instructor: Jayson Ferron

Certified Information Systems Security Professional (CISSP) Exam Preparation

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

CRN 31374 | Fee: \$1,000 5 Sessions | Monday-Friday | 9/16-9/20 9 AM-4 PM | LRC Room B142 (limited seating) Instructor: Jayson Ferron

RRIVACY PRIVACY FORMATION DATA SAFETY

CUISINE

Each participant in Cuisine classes should bring

Apron • Dish towels **Container for leftovers**

Also see individual course descriptions for any other required items. PLEASE NOTE

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, Fettucine 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 31385 | Fee: \$55 1 Thursday | 9/5 6-9 PM | GPA Room GP213

Instructor: Joshua Ogrodowski, M.A.T.

Fresh Pasta Delicacies

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

CRN 31386 | Fee: \$55 1 Thursday | 10/3 6-9 PM | GPA Room GP213

Instructor: Joshua Ogrodowski, M.A.T.

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 31387 | Fee: \$55 1 Thursday | 11/14 6-9 PM | GPA Room GP213



Instructor: Joshua Ogrodowski, M.A.T.

NEW Italian Cookies

Get your cookie platters ready for the holidays! Come learn the proper methods for how to make a variety of colorful and mouthwatering Italian cookies, including such classics as S-cookies, Ricotta cookies, Rainbow cookie, Anisette, Frosted Christmas, Biscotti, Butter cookies, and more. Each student should bring a large container to take home a few dozen cookies! Materials fee \$10, payable to instructor at the beginning of class.

CRN 31388 | Fee: \$55 1 Thursday | 12/5 6-9 PM | GPA Room GP213



Instructor: Joshua Ogrodowski, M.A.T.

Food and Culture of Morocco

An exotic country like Morocco with their fresh ingredients, makes this cuisine special. Learn about their popular spices and then use them in preparing a complete lunch. Using a Tagine (a conical shaped clay cooking pot), we will make one chicken, one beef, and one vegetarian dish. We will also prepare and enjoy a few different salads while the tagine dishes cook and we discuss the culture of Morocco.



For dessert, we'll make Halwa Dyal Makina, a chocolate dipped cookie, as well as learn how to make and pour famous Moroccan Mint Tea, which is enjoyed throughout the day everywhere in the country. Materials fee: \$18, payable to instructor at the beginning of class.

CRN 31272 | Fee: \$75 1 Saturday | 9/14 10 AM-2 PM | GPA Room GP213 Instructor: Anita Ferron, B.S.

NEW German Cuisine: Learn and Enjoy

Come join us for a special focus on the cuisine of Germany. We will prepare and enjoy Holiday Strudel with Mustard Sauce (bratwurst in phyllo dough); Jager Schnitzel (breaded, fried pork loin); Roasted Brussel Sprouts with Smoked Sausage and Shallots, Spaetzel (a German pasta served with many meals) Braised Red Cabbage, and for dessert, Rote Grutze (fruit pudding), Apfelstrudel (apple strudel), and German Iced Coffee. Materials fee: \$18, payable to instructor at the beginning of class.

CRN 31273 | Fee: \$75 1 Saturday | 10/5 10 AM-2 PM | GPA Room GP213 Instructor: Anita Ferron, B.S.

CUISINE

Thanksgiving Pies

Just in time for that special holiday celebration! Learn how to make from scratch your Thanksgiving favorites: Apple, Pumpkin, and Lemon Meringue Pie. Each participant will take home the three pies. Materials fee: \$18, payable to instructor at the beginning of class.

CRN 31274 | Fee: \$75 1 Saturday | 11/23 10 AM-2 PM | GPA Room GP213 Instructor: Anita Ferron, B.S.

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 bite-sized treats. Materials fee: \$18, payable to instructor at the beginning of class.

CRN 31275 | Fee: \$75 1 Saturday | 12/7 10 AM-2 PM | GPA Room GP213 Instructor: Anita Ferron, B.S.

International Dumplings

There is a word for dumpling in almost every language. People from all around the world love these delicious, little gift-wrapped packages. We will prepare and enjoy the following dumplings: Asparagus Almond Pesto Agnolotti; Baby Bella Russe Mushroom Pelmini; Chinese Style Potstickers; Red Cabbage, Red Onion and Beet Pierogi; and Vegan Sausage and Pepper Ravioli. Students should bring containers to take home leftovers. Materials fee: \$12, payable to instructor at beginning of class.

CRN 31413 | Fee: \$80 1 Saturday | 10/26 9 AM-12:30 PM | SSC Room L293 (South Kitchen; Culinary Arts Center)

Instructor: Ken Bergeron, Certified Executive Chef

Seasonal 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 ingredients. As a seasoned broth,

a silken vegetable crème, or a hardy bean concoction, soups come in many styles. We will prepare: Sweet Potato Peanut Bisque; Hearty Black Bean Soup Pronto; Mediterranean Tomato and Lima Bean Soup with Garlic, Rosemary and Olives; Tomato Sunflower Creme Asparagus and Potato Soup; and Strawberry

Watermelon Cashew Crème Soup. Students should bring containers to take home leftovers. Materials fee: \$12, payable to instructor at beginning of class.

CRN 31414 | Fee: \$60 1 Saturday | 10/26 1-3:30 PM | SSC Room L293 (South Kitchen; Culinary Arts Center)

Instructor: Ken Bergeron, Certified Executive Chef

Tofu: Now that I Bought It, What Do I Do with It?

Don't underestimate this versatile and nutritious food. Our award-winning chef will talk about the different types of tofu, and how it can be used and served. You will learn basic handling techniques of tofu, and then prepare it in three different ways: Roasted; in a Savory Salad as an Almond Cutlet; and in a Dessert as Silken Tofu. Enjoy the results while learning! Materials fee: \$12, payable to instructor at beginning of class.

CRN 31415 | Fee: \$70 1 Saturday | 11/2 9 AM-Noon | SSC Room L293 (South Kitchen: Culinary Atto



(South Kitchen; Culinary Arts Center)

Instructor: Ken Bergeron, Certified Executive Chef

Preparing Mushrooms with a Fun Guy!

Learn how to select, handle, cook, and enhance the flavor of mushrooms. We will prepare and enjoy Stuffed Mushrooms with Soysage and Veggie Creme Cheese; Exotic Mushrooms and Pomegranate Molasses Vinaigrette; Mushroom Cashew Creme Soup; Smokey Braised Portobello Mushrooms; and Oyster Fried Mushrooms. Materials fee: \$12, payable to instructor at the beginning of class.

CRN 31416 | Fee: \$70 1 Saturday | 11/2 1-4 PM | SSC Room L293 (South Kitchen; Culinary Arts Center)



Instructor: Ken Bergeron, Certified Executive Chef

Empty Bowls

22nd Annual Empty Bowls Project

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. Saturday, October 19, 2019 11:00 a.m. – 2:00 p.m. Manchester Community College Culinary Arts Center SSC Building, 2nd Floor

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

Ireland from the Norman Invasion to

We will learn about the Norman invasion of Ireland

and how it changed Celtic culture and eventually led

was followed by a Scottish invasion, a Tudor invasion,

and a Cromwellian invasion. We will learn how each

upheaval led to the Irish Diaspora around the world.

The sessions will feature multimedia presentations

and handouts. A suggested reading list will also be

The Irish Rebellion-or the Easter Rising-of 1916,

interesting and informative course will cover the

following topics: the social, political and economic

factors leading up to the revolt; the uprising itself, the people involved, what their plan was, and how it was suppressed by the British; and the events that following the uprising-the treaty with England, the Civil War that followed, and how Ireland finally

marked a pivotal point in the history of Ireland. This

to the Irish Uprising of 1916. The Norman invasion

the 20th Century

CRN 31525 | Fee: \$65

The Irish Uprising

became the Republic of Eire. CRN 31526 | Fee: \$65 3 Wednesdays | 10/30-11/13 7-9 PM | GPA Room GP138 Instructor: Mary Carchrie, M.A.

The History of Halloween

and witches-just in time to

3 Wednesdays | 10/2-10/16

7-9 PM | GPA Room GP138

Instructor: Mary Carchrie, M.A.

provided.

NEW Elections 2020: Understanding the Democratic Presidential Primaries



Who are the candidates, and what do they stand for? With a growing number of candidates declaring their intention to seek the Democratic Party presidential nomination, most Americans are confused. Who

are all these ambitious contenders, and why do they want to run for president? What do they stand for? What plans are they proposing? The purpose of this course is to provide a forum for an informed discussion of the Democratic Party's presidential candidates, their policies, their views on important issues, and their chances of winning the nomination and eventually the presidential election.

CRN 31453 | Fee: \$35 4 Wednesdays | 10/2-10/23 3-4 PM | GPA Room GP139

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

NEW Classic and Modern Fairy Tales

Join us for this fascinating history and overview of the fairy tale, using the works of Aesop, The Brothers Grimm, and Hans Christian Anderson, while emphasizing some of the darker elements contained



within. We will also consider the evolution of the more modern fairy tale, incorporating film clips from animated versions and remakes of the classics, such as Cinderella and Beauty and the Beast.

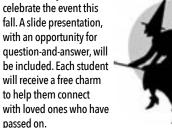
CRN 31512 | Fee: \$45 2 Wednesdays | 10/2-10/9 2:30-4:30 PM | VIL 5 Room V151

Instructor: Heather Styckiewicz, M.S.

Ancestry: Research Your Family History

Do you wonder about your ancestral heritage? And how far back you can trace your ancestors? Learn the fascinating process of how to explore your family roots. You will gain the tools and research skills you need, so that you continue on your own with the fun and joy of researching your ancestry, while creating for yourself and leaving your descendants a wonderful legacy...the gift of your family history!

CRN 31481 | Fee: \$85 2 Mondays | 12/2-12/9 6-9 PM | GPA Room GP214 Instructor: Carol Whitmer, B.S.



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

CRN 31355 | Fee: \$20 1 Friday | 10/25 6-8 PM | GPA Room GP139 Instructor: Faith McCann, 3rd-degree Wiccan

priestess

YOU MAY ALSO LIKE

- Art courses on pages 6-8
- Cuisine courses on pages 23-24
- Language courses on pages 34-35



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 31435 | Fee: \$90 7 Fridays | 9/13-11/1 (does not meet 10/11) 6:15-7:15 PM | SSC Room L154 (Fitness Studio)

Instructor: Liane Fisher, M.A.

Elementary Ballet

This course is designed for those with elementary ballet skills or as a sequel to *Adult Ballet for the Absolute Beginner*. Keep the fun going and your skills growing! If you're unsure about your skill level, you may send the instructor an email at liane@ fisherballet.com. Please note: Students should bring ballet slippers.

CRN 31436 | Fee: \$90 7 Fridays | 9/13-11/1 (does not meet 10/11) 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 31513 | Fee: \$95 6 Tuesdays | 9/17-10/22 6-7:15 PM | SSC Room L154 (Fitness Studio) CRN 31514 | Fee: \$95 6 Wednesdays | 10/30-12/11 (does not meet 11/27) 6-7:15 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 31515 | Fee: \$95 6 Tuesdays | 10/29-12/10 (does not meet 11/26) 6-7:15 PM | SSC Room L154 (Fitness Studio)

CRN 31516 | Fee: \$95 6 Wednesdays | 10/30-12/11 (does not meet 11/27) 7:30-8:45 PM | SSC Room L154 (Fitness Studio)

Instructor: Beverly Burton, Dance Educators of America

Jump, Jive 'n' Wail: Swing Dance

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

CRN 31517 | Fee: \$75 6 Tuesdays | 9/17-10/22 7:30-8:30 PM | SSC Room L154 (Fitness Studio) Instructor: Beverly Burton, Dance Educators of

*

Merengue and Rumba

America

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 31520 | Fee: \$95 6 Wednesdays | 9/18-10/23 7:30-8:45 PM | SSC Room L154 (Fitness Studio) Instructor: Beverly Burton, Dance Educators of America

Learn to Tango

The Tango features a constant use of contrary body movement common to all forms of athletic activity. It's a dance that has been described as one body, four legs. The characteristic movements are draw, corte, and fan. Enrollment is limited to 15 pairs of dancers. It is recommended that you register with a partner, but not necessary; all participants must register separately, however. Please dress in appropriate dance wear.

CRN 31519 | Fee: \$95 6 Wednesdays | 9/18-10/23 6-7:15 PM | SSC Room L154 (Fitness Studio) Instructor: Beverly Burton, Dance Educators of America



Salsa and Rumba

Another two-for-one! Salsa is similar to the Mambo, with movement starting on the first beat of the music instead of the second, a fast dance in quick-quickslow rhythm. Rumba is a "spot dance" done in one place, with the emphasis on hip movement, on 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 31518 | Fee: \$95 6 Tuesdays | 10/29-12/10 (does not meet 11/26) 7:30-8:45 PM | SSC Room L154 (Fitness Studio)

Instructor: Beverly Burton, Dance Educators of America

YOU MAY ALSO LIKE

- Gentle Yoga for Well-Being on page 9
- Fitness courses on pages 30-32

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.

ENGLISH AS A SECOND LANGUAGE

If you are uncertain about which ESL course is most appropriate for your English skill level, then 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. If you are unsure about your skill level, you may contact the instructor at (860) 298-9752. The instructor provides handouts.

CRN 31377 | Fee: \$105 5 Mondays | 9/9-10/7 6:30-8:30 PM | GPA Room GP120 Instructor: Amy Hanover, M.S.

Grammar Basics

FALL 2019

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 31474 | Fee: \$105 5 Thursdays | 9/19-10/17 6:30-8:30 PM | GPA Room GP137 Instructor: Nasreen Al Omari, M.Ed.

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 31475 | Fee: \$105 5 Thursdays | 10/24-11/21 6:30-8:30 PM | GPA Room GP137

Instructor: Nasreen Al Omari, M.Ed.

Listening Journals to Improve Your 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 31544 | Fee: \$130 6 Saturdays | 9/28-11/9 (does not meet 10/12) 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 Who/What/When/Where/ Why questions and answers. Intense exercises will develop writing, reading and speaking skills. The instructor will provide handouts.

CRN 31380 | Fee: \$245 10 Thursdays | 9/19-11/21 6:30-8:30 PM | SSC Room L142 Instructor: Ricardo Canal, M.S.



NEW Writing Skills

This course is designed for the intermediate to advanced level ESL student. Students will enhance their skills through an in-depth exploration of various writing forms. The course includes developing an effective main idea, organizing sentences, using transitional words, and building vocabulary, and is ideal for practical and formal writing. The instructor will provide handouts.

CRN 31381 | Fee: \$245 10 Wednesdays | 10/2-12/11 (does not meet 11/27) 6:30-8:30 PM | SSC Room L142 Instructor: Ricardo Canal, M.S.

Advanced Grammar

This course is designed for the advanced ESL student who seeks a higher level of grammar proficiency. Topics will include adjective clauses, active and passive voice, and articles. Students will improve their grammar through intense writing, speaking, reading, and listening practice. The instructor will provide handouts.

CRN 31378 | Fee: \$199 8 Mondays | 10/21-12/9 11 AM-1PM | SSC Room L240 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 your 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: The instructor will discuss at the first class options for the CD practice material.

CRN 31379 | Fee: \$295 12 Tuesdays | 9/10-12/3 (does not meet 10/22) 6:30-8:30 PM | SSC Room L142

Instructor: Ricardo Canal, M.S.

GED CLASSES AT MCC

Mandatory orientation and registration for ongoing classes 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.

FAMILY, FINANCE, & CONSUMER ISSUES



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 31482 | Fee: \$50 2 Mondays | 9/16-9/23 7-9 PM | GPA Room GP214

Instructor: Ralph Labozzo, M.B.A.

Pick eBay to Profit from Tag Sale Discoveries

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

CRN 31483 | Fee: \$30 1 Monday | 10/7 7-9:30 PM | GPA Room GP214 Instructor: Ralph Labozzo, M.B.A.

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 31543 | Fee: \$25 1 Monday | 10/28 7-9 PM | GPA Room GP214 Instructor: Ralph Labozzo, M.B.A.

Popular Culture Collectibles

Through lecture and slide show presentation, we will explore the importance of popular culture as a collectible category, including the finding, collecting, and selling of: action figures; toys; Funko Pops; advertising and movie memorabilia; comic books; sports and non-sports cards; and ephemera (paper collectibles); plus tips on verifying authenticity and avoiding fakes, using Professional Grading Services, and where to buy supplies that protect your collectibles. Participants are encouraged to bring in one pop culture item for evaluation.

CRN 31484 | Fee: \$25 1 Monday | 11/4 7-9 PM | GPA Room GP214

Instructor: Ralph Labozzo, M.B.A.

Auctioneering as a Skill for Public Speaking

Using nearly 20 years of experience as an auctioneer, the instructor will teach students how to speak with confidence and conviction, and help them prepare for their next public speaking engagement, or simply as a means to gain a valuable and practical skill. Students will practice voice inflection and tone through tongue twisters, and learn the basics of an auctioneer's chant. In addition, with the aid of a slideshow presentation of objects, the instructor will conduct a mock auction with the students as the auctioneers to help them overcome the fear of public speaking. Don't miss this worthwhile and unique class!

CRN 31485 | Fee: \$25 1 Monday | 11/18 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 31490 | Fee: \$25 1 Monday | 9/16 7-9 PM | GPA Room GP138

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



FAMILY, FINANCE, & CONSUMER ISSUES



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 reallife 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 31269 | Fee: \$15 1 Thursday | 10/3 6:30-8 PM | GPA Room GP126 Instructors: Attorneys from Czepiga Daly Pope & Perri

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 31270 | Fee: \$15 1 Thursday | 10/10 6:30-8 PM | GPA Room GP126

Instructors: Attorneys from Czepiga Daly Pope & Perri

NEW Understanding Trusts: Are They Right for You?

You've heard about trusts, but what exactly are they, and what do they do for you? You've also likely heard about the different types: Revocable, Irrevocable, Special Needs, Testamentary. In a nutshell, a trust is an ownership system between three people---a person who gives a second person the legal right to hold money (or other assets) for the third person who receives the money. Simple, right? Well ... there's a little more to trusts than just that! In this course we'll explain how trusts are created, explain the different types of trusts, and go over who you should choose to participate. You'll leave knowing how to use trusts to accomplish the following:minimize and/or avoid taxes; protect assets and keep public benefits for loved ones with special needs; and avoid probate court. Whether you are new to trusts, or even understand them well, you'll understand how to use these powerful planning tools to your advantage. Informational booklet is included with the course fee.

CRN 31271 | Fee: \$15 1 Thursday | 10/17 6:30-8 PM | GPA Room GP126

Instructors: Attorneys from Czepiga Daly Pope & Perri

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 RETIREMENT your retirement planning is AHEAD 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 guickly 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 31469 | Fee: \$15 1 Thursday | 10/3 6-7:30 PM | GPA Room GP143 Instructor: Frank Germano, CFP®

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 31470 | Fee: \$15 1 Tuesday | 10/15 3:30-5 PM | GPA Room GP142

Instructor: Frank Germano, CFP®

NEW 10 Universal Principles of Successful Investing

With the markets at or near all-time highs, what should you do now? Buy, hold or sell? Learn the principles that successful investors abide by to help ensure a worry-free retirement, regardless of what the market does in the short term.

CRN 31528 | Fee: \$20 1 Wednesday | 9/18 7-9 PM | GPA Room GP142 Instructor: Jan Johnson, CFP®

New Don't Just Leave an Inheritance, Leave a Lasting Legacy

Even with an estate plan, more than 90% of all wealth transfers fail by the time the assets reach the grandchildren, leaving behind a disappointed younger generation. Learn how to unify your heirs, perpetuate your family's values, and leave behind a true, lasting legacy.

CRN 31529 | Fee: \$20 1 Wednesday | 10/30 7-9 PM | GPA Room GP142 Instructor: Jan Johnson, CFP®

YOU MAY ALSO LIKE

- Financial Literacy: Knowledge that Pays for Itself on page 59
- I'm Retiring ... Now What Do I Do with my Money? on page 59
- Bullying in the Workplace: What It Is and How to Stop It on page 60

FITNESS & RECREATION

NEW Zumba Fitness and Workout

This Zumba class is designed for everyone who wants to burn calories and feel good about themselves! Zumba is a fun and effective workout for all ages and participants with different dance skills. Students will experience a wide variety of dance genres, including Merengue, Cumbia, Reggaeton, Salsa, Bollywood, Middle Belly Dance, and others. For each song, the instructor starts with simple movements and gradually adds variation and cardio-movements to the choreography. Have fun, while staying in shape!

CRN 31419 | Fee: \$85 8 Saturdays | 9/21-11/16 (does not meet 10/12) 11:30 AM-12:30 PM SSC Room L154 (Fitness Studio)

Instructor: Joy Ann Tso, M.A.



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 31391 | Fee: FREE 1 Tuesday | 9/17 6-7 PM | GPA Room GP143 Instructor: World Instructor Training School

(W.I.T.S.) staff



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 for the written and practical components 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;

Personal Trainer may qualify for:

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

- Required textbook, <u>Fitness Professional's Handbook, 7th edition</u> (ISBN 9781492523376), is available at MCC Bookstore for approximately \$100. The textbook should be purchased in advance and the following chapters read prior to the first class: 1, 2, 3, 6, 7 & 26;
- 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 31392 | Fee: \$665 12 sessions | Tuesdays (classroom) & Thursdays (Weight Room) 10/1-11/14 (does not meet 11/5 & 11/7 for study week; exams on 11/12 & 11/14) GPA Room GP143 (Tuesdays) & SSC Room L153 (Thursdays) | 6-9 PM

Hybrid: Online/On-ground Combination

CRN 31393 | Fee: \$665 Classroom sessions online Registered students will be contacted by WITS staff Fitness Center sessions on-ground | 6 Thursdays 10/3-11/14 (does not meet 11/7 for study week; exam on 11/14) | 6-9 PM SSC Room L153 (Weight Room)

Hybrid features include:

- 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 onground session in order to finish the course and obtain certification. The online instructor will provide more details.

MCC CREDIT-FREE SCHOLARSHIPS FOR FALL 2019

Eligible programs: **Personal Trainer** See advertisement on page 63 for more information.

FITNESS & RECREATION

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 work on 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, 1404 Tolland Turnpike, Manchester.** *Please also note that this is a new address.*

12 sessions - Choose from any combination of the following schedules: CRN 31537 | Fee: \$45 Mondays & Wednesdays | 9/9-10/16 | 7-8 PM Tuesdays & Thursdays | 9/3-10/10 9:30-10:30 AM or 6:10-7:10 PM Saturdays & Sundays | 9/7-10/12 9-10 AM

12 sessions - Choose from any combination of the following schedules: CRN 31538 | Fee: \$45 Mondays & Wednesdays | 10/21-11/27 | 7-8 PM Tuesdays & Thursdays | 10/15-11/21 9:30-10:30 AM or 6:10-7:10 PM Saturdays & Sundays | 10/19-11/23 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. **Please note: All classes meet at the Academy of Martial Arts & Personal Development, 1404 Tolland Turnpike, Manchester.** *Please also note that this is a new address.*

CRN 31535 | Fee: \$45 12 sessions | Mondays & Wednesdays 10/7-11/13 | 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. Please note: All classes meet at the Academy of Martial Arts & Personal Development, 1404 Tolland Turnpike, Manchester. Please also note that this is a new address.

CRN 31536 | Fee: \$45 4 Fridays | 11/1-11/22 | 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 31541 | \$160 Tuesdays & Thursdays | 9/3-10/10 | 5:30-6:30 PM Wednesdays | 9/4-10/9 | 7:30-8:30 PM Fridays | 9/6-10/11 | 6:30-7:30 PM Saturdays | 9/7-10/12 | 9-10 AM

12 sessions - Choose from any combination of the following schedules: CRN 31542 | \$160 Tuesdays & Thursdays | 10/15-11/21 5:30-6:30 PM Wednesdays | 10/16-11/20 | 7:30-8:30 PM Fridays | 10/18-11/22 | 6:30-7:30 PM Saturdays | 10/19-11/23 | 9-10 AM

Instructor: Malee Khow, 8th Degree Black Belt

"Physical fitness is not only one of the most important keys to a healthy body, it is the basis of dynamic and creative intellectual activity".

–John F. Kennedy

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 31533 | Fee: \$160 Mondays, Wednesdays & Fridays | 9/3-10/11 (begins on a Tuesday) | 5:30-6:30 PM Tuesdays | 9/3-10/8 | 6:30-7:30 PM Saturdays | 9/7-10/12 | 11 AM-Noon

12 sessions - Choose from any combination of the following schedules: CRN 31534 | Fee: \$160 Mondays, Wednesdays & Fridays | 10/14-11/22 5:30-6:30 PM Tuesdays | 10/15-11/19 | 6:30-7:30 PM Saturdays | 10/19-11/23 | 11 AM-Noon

Instructor: Malee Khow, 8th Degree Black Belt

YOU MAY ALSO LIKE

- Gentle Yoga for Well-Being on page 9
- Ancient Mantra Meditations and Affirmations on page 9
- Reiki courses on page 10
- Meditation as a Life Skill on page 10
- QiGong: Meditative Movements for Health and Wellness on page 9

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

Connecticut Basic Boating

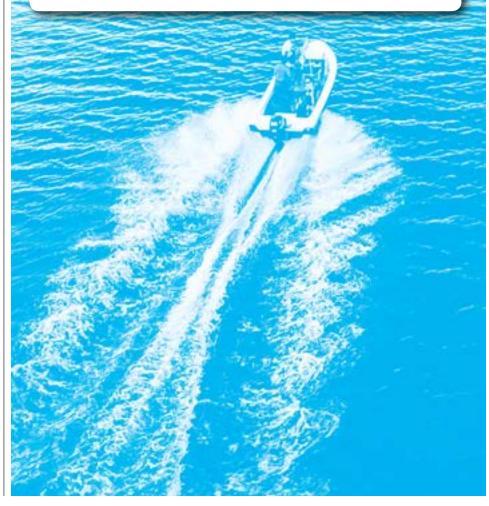
The course provides a diploma that is necessary for obtaining the Connecticut Certificate of Personal Watercraft Operation, which covers the operation of both boats and personal watercraft. The instruction also includes the newest requirement for towing skiers and tubes and operating recreational vessels 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 session carries 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 31496 | Fee: \$25 2 Mondays & 1 Wednesday 9/9-9/16 | 6-9 PM | SSC Room L240

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

OPTION 2 - Current Boating Education, LLC CRN 31499 | Fee: \$85 1 Saturday | 9/7 8:30 AM-4:30 PM | SSC Room L142 Instructors: Current Boating Education Staff





GARDENING

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 31530 | Fee: \$65 3 Saturdays | 9/7-9/21 9:30-11:30 AM | GPA Room GP142 Instructor: Norma Miller, M.A.T., Master Gardener

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 31531 | Fee: \$45 2 Saturdays | 9/28-10/5 9:30-11:30 AM | GPA Room GP142

Instructor: Norma Miller, M.A.T., Master Gardener

Consider Yourself Confirmed!

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

Soil: It's Not Just Dirt!

Soil is the foundation of life, supporting plant growth, which in turn supports herbivores and omnivores. Students will acquire a better understanding of the complex symbiotic relationship between soil and plants, including the food web in the soil that consists of billions of organisms, the majority of which are microscopic. We will also discuss ways to test your soil, including a "full soil test," the types of classifications on the test, and how to read the results. Options for following the implementation of the suggested remedies for your soil will also be discussed.

CRN 31532 | Fee: \$65 3 Saturdays | 10/19-11/2 9:30-11:30 AM | GPA Room GP142

Instructor: Norma Miller, M.A.T., Master Gardener

BASI



LANGUAGES





Introduction to Chinese

Students will learn conversational Chinese, including vocabulary, grammar, greetings, weather, time, and number expressions. While the class will provide a brief introduction to written Chinese, the course will focus more on developing students' speaking and listening skills. Aspects of Chinese culture will be studied through movies, music, and food. After taking this class, students will be able to demonstrate a beginning level to understanding Chinese culture and be able to present themselves in a culturally appropriate way in Chinese-speaking communities. Instructional material will be provided by the instructor. Optional recommended text: Integrated Chinese (Simplified Characters Edition), Level I, Part I, Cheng & Tsui (ISBN 9780887276385), for approximately \$50.

CRN 31410 | Fee: \$170 8 Saturdays | 9/21-11/16 (does not meet 10/12) 9-11 AM | AST Room C203

Instructor: Joy Ann Tso, M.A.

NEW Introduction to Chinese II

Designed for students who have taken *Introduction* to Chinese or have prior Chinese learning experience, this class will help students further develop their skills in speaking, listening, reading and writing. Students will learn more advanced grammar and vocabulary, which will allow them to express their thoughts and be able to have more complicated conversations with native speakers. Chinese culture, such as food, movies, and overall ideology, will also be discussed. The material will be provided by the instructor. Optional recommended text: Integrated Chinese (Simplified Characters Edition), Level I, Part I, Cheng & Tsui (ISBN 9780887276385), for approximately \$50.

CRN 31428 | Fee: \$170 8 Wednesdays | 9/18-11/6 7-9 PM | AST Room C212

Instructor: Joy Ann Tso, 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 31557 | Fee: \$199 8 Tuesdays | 10/1-11/19 7-9 PM | GPA Room GP137 Instructor: Dorothea Glatte, B.A., M.R.E.

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, Pack 1 (JCRN 0704521100295)

Book 1 (ISBN 9781531100285), Stein & Wald, available at MCC Bookstore for approximately \$25.

> CRN 31382 | Fee: \$185 7 Mondays | 9/9-10/28 (does not meet 10/14) 6-8 PM | GPA Room GP143

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

LANGUAGES

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: <u>French is Fun, Book</u> <u>1</u> (ISBN 9781531100285), Stein & Wald, available at MCC Bookstore for approximately \$25.

CRN 31383 | Fee: \$185 7 Mondays | 11/4-12/16 6-8 PM | GPA Room GP143

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

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: <u>Curso Primero, 2nd Edition</u> (ISBN 9781567654769), Wasserman, approximately \$19, available at local or online bookstores.

CRN 31384 | Fee: \$210 7 Tuesdays | 9/10-10/22 7-9 PM | GPA Room GP155

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. It is strongly recommended that students bring a flash drive to class.

CRN 31472 | Fee: \$170 6 Tuesdays | 11/5-12/10 7-9 PM | GPA Room GP142

Instructor: Raul Moeremans, M.A.

Accelerated Spanish for Travelers

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

CRN 31473 | Fee: \$85 3 Thursdays | 12/5-12/19 7-9 PM | GPA Room GP142

Instructor: Raul Moeremans, M.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: <u>Signing Naturally (Student</u> <u>Workbook, Level 1, Units 1-12)</u> (ISBN 0915035200), Smith, Lenz & Mikos, available at online bookstores.

CRN 31394 | Fee: \$180 6 Wednesdays | 9/11-10/16 7-9 PM | GPA Room GP143

Instructor: Carolyn Robins, M.A.

YOU MAY ALSO LIKE

- Online Academy Language courses on page 50
- Spanish Essentials for the Workplace on page 60

and CAREER CLOTHING CLOSET

The Cougar Pantry and Career Clothing Closet is open to all MCC students, faculty and staff in need, and can provide emergency bus passes (10-ride, once per semester), food, clothing, and Cougar Café vouchers for members of the MCC community.

The Cougar Pantry is located in SSC L149 and is open during the following hours:

Monday - 1	Thursday	9 AM - 4 PM
Friday		10 AM - 3 PM
Or by appo	intment:	call 860-512-3

call 860-512-3285 or 860-512-3283



MOTORCYCLE

MOTORCYCLE SAFE RIDING PROGRAM

CT Rider Education Program – CONREP

- Focus on building basic motorcycle operation and street riding skills
- Complete course in 1 weekend!
- Each course combines classroom and driving range instruction
- PLUS: A mandatory eCourse must be completed before the first classroom session. Students must have internet access via a computer or mobile device and provide proof of course completion to the instructor at the first session. Each student will be provided with eCourse instructions in an email confirming class registration. Please be sure to provide a current, valid email address on your MCC Registration Form.
- Classes run weekly from April through October
- Beginner Rider Course Fee: \$220 | Returning Rider: \$130
- 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.
- 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







NEW Music from Laurel Canyon during the 1960s and Early '70s

This interesting and popular series of music and lyrics appreciation of seminal rock bands continues with a focus on Laurel Canyon. Located in the Hollywood Hills of California, this area in the late 1960s and 1970s generated some of the finest artists and groups in the history of rock 'n' roll. We will focus on a number of the groups that lived in Lauren Canyon during this period: The Buffalo Springfield, The Byrds, Joni Mitchell, Linda Ronstadt, The Mamas and the Papas, and Crosby, Stills, Nash and Young, among others. This workshop will discuss what made the Laurel Canyon sound so popular and what this music tells us about American society during this period.

CRN 31454 | Fee: \$60 4 Wednesdays | 9/25-10/16 7-9 PM | VIL 6 Room V162

Instructor: Stephen Armstrong, M.A.



NEW Develop Your Clarinet Playing

Open to all levels from beginners to experienced, this group clarinet class will broaden your skills and sharpen your abilities on the clarinet. From classical to jazz to contemporary music, we will explore a vast body of work through chamber music, technique building skills, and solo performance. The group class will be defined by individualized instruction for each enrolled student. The instructor will provide handouts. You need to bring a music stand and your clarinet to each session.

CRN 31524 | Fee: \$120 6 Thursdays | 11/7-12/19 (does not meet 11/28) 7-8:30 PM | VIL 5 Room V151

Instructor: Perry Roth, M.M.



Music from Laurel Canyon

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





NEW Echo in the Canyon

This documentary, directed by Andrew Slater and touted as a tribute to "the birth of the California sound," celebrates the creation of folk-rock as a genre by a coterie of counterculture musicians drawn to Laurel Canyon, a hilly, wooded section of Los Angeles, close to Sunset Strip yet with the feel of the country. The film includes clips and interviews with Jakob Dylan, Tom Petty, Regina Spektor, Michelle Phillips, Norah Jones, Graham Nash, Fiona Apple, David Crosby, Eric Clapton, and Ringo Starr, among others, while focusing primarily on the period between 1965-1967. A must-see!

CRN 31455 | Fee: \$10 1 Monday | 10/21 7-9:30 PM | VIL 6 Room V162 Instructor: Stephen Armstrong, M.A.

NEW Legends of the Canyon

This 2010 documentary, as told by legendary Rock photographer, Henry Diltz, and directed by Jon Brewer, captures a period of great music that came out of Southern California during the 1960s and '70s, including groups such as Buffalo Springfield, The Byrds, Crosby, Stills & Nash, The Mamas & Papas, America, Joni Mitchell, and others. The film includes a wonderful variety of video clips of the various groups performing during that time, and the events of the time that resulted in this superb music, including interviews with members of these featured bands. The film is an excellent complement to the instructor's three-week course, *Music from Laurel Canyon*.

CRN 31456 | Fee: \$10 1 Monday | 11/4 7-9:30 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: <u>Alfred's Basic Adult Piano</u> <u>Course, Level One</u> (ISBN 9780882846163), available at MCC Bookstore for approximately \$11.

CRN 31438 | Fee: \$140 4 Saturdays | 9/28-10/26 (does not meet 10/12) 10 AM-Noon | VIL 2 Room V117 Instructor: Ruth O'Neil, M.Ed.

Beginning Piano II

This course is a continuation of *Beginning Piano*, or for any student who has some prior piano experience. Students will learn transposing, harmonization, composition, and sight-reading. These skills, plus much more, will be developed in this diverse and creative class. Students must have knowledge of sharps and flats, and the ability to play two-hand music. If you need to rent an instrument or have a question about your skill level, please contact the instructor by leaving a message with Continuing Education at 860-512-2800. Required text: <u>Alfred's Basic Adult Piano Course, Level One</u> (ISBN 9780882846163; same book as Beginning Piano), available at MCC Bookstore. Prerequisite: Beginning Piano, or some piano playing experience.

CRN 31439 | Fee: \$140 4 Saturdays | 11/2-11/23 10 AM-Noon | VIL 2 Room V117 Instructor: Ruth O'Neil, M.Ed.

MUSIC



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 31424 | Fee: \$145 6 Tuesdays | 9/10-10/15 7-8:30 PM | GPA Room GP139

Instructor: Don Donegan, Professional Musician

Continue with Beginning Guitar

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

CRN 31427 | Fee: \$145 6 Tuesdays | 10/22-11/26 7-8:30 PM | GPA Room GP139

Instructor: Don Donegan, Professional Musician

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 fingerpicking 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 31488 | Fee: \$140 6 Mondays | 10/21-11/25 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 31489 | Fee: \$140 6 Tuesdays | 10/22-11/26 7:15-8:45 PM | GPA Room GP126

Instructor: David Giardina, B.A.

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 31425 | Fee: \$65 4 Mondays | 10/28-11/18 8:30-9:30 PM | GPA Room GP139

Instructor: Don Donegan, Professional Musician

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 31426 | Fee: \$120 6 Mondays | 10/21-11/25 7-8:15 PM | GPA Room GP139

Instructor: Don Donegan, Professional Musician



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

WWW.MANCHESTERCC.EDU

MUSIC

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: <u>Essential Elements</u> <u>2000, Book 1 for Violin, Viola, or Cello</u>, Hal Leonard Publishing, available at your local music store, for approximately \$10.

CRN 31264 | Fee: \$125 10 Saturdays | 9/21-12/7 (does not meet 10/12 & 11/30) 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: <u>Essential Elements.</u> <u>2000, Book 2 for Violin, Viola, or Cello</u>, Hal Leonard Publishing, available at your local music store, for approxima^tely \$10.

CRN 31265 | Fee: \$125 10 Saturdays | 9/21-12/7 (does not meet 10/12 & 11/30) 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 31266 | Fee: \$125 10 Saturdays | 9/21-12/7 (does not meet 10/12 & 11/30) 12:15-1:15 PM | GPA Room GP214

Instructor: Martha Hayes, M.A.





Stevie Wonder



MCC's 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**
- Flower and vegetable Gardening topics**
- Language instruction in Arabic, Greek, Irish/Gaelic, Italian, Latin, and Yiddish
- Team building, communication, and soft skills for business professionals
- Voice Over instruction

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

^{*} Master's degree and teaching experience required ** or equivalent degree and experience



NOON INSTITUTE

New Heart of Darkness and the Congo Holocaust



Joseph Conrad's <u>Heart</u> of <u>Darkness</u> is a literary masterpiece and a landmark of modern fiction, chronicling a journey down the Congo River and into the depths of the human soul. But the novel is also a protest against what became the first holocaust of the twentieth

century, resulting in de facto slavery, unspeakable atrocities and the deaths of millions of African natives. We'll look at the novel as a work of literature and a historical record of one of the world's great tragedies.

CRN 31244 | Fee: \$6 1 Friday | 9/6 Noon-1:30 PM | AST Room E202 Instructor: John Surowiecki, M.A.



NEW Bessie Smith: Empress of the Blues

Bessie Smith was one of America's first African-American superstars. In her short life (1894-1937), she achieved tremendous popularity, selling millions of records and becoming-then and now-a major influence on all blues singers who followed. As Janis Joplin said of her idol, "The greatest blues singer in the world will never stop singing." The instructor will provide handouts as well as music, videos, and images as we examine Smith's complicated life, powerful voice, and charismatic personality.

CRN 31245 | Fee: \$6 1 Friday | 9/13 Noon-1:30 PM | AST Room E202 Instructor: David Garnes, M.A., M.L.S.

NEW A Travel back to Nepal

Travel to Nepal and see how, presenter, Scott Emmons, was able to help build a school in the mountains of Nepal and then see how he travelled up into the Himalayan Mountains to explore the very remote and unexplored Nar-Phu Valley Region for 14 days! This presentation is inspiring, spiritual, and breathtaking all in one! It's a 21 day trip to explore a beautiful region in the country of Nepal. See what brought Scott back to this country for the second year in a row!

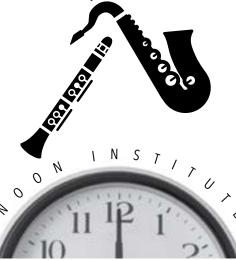
CRN 31422 | Fee: \$6 1 Friday | 9/20 Noon-1:30 PM | AST Room E202 Instructor: Scott Emmons, B.S.



Music from Around the World: An Introduction to the Clarinet and Saxophone

Please join us for an introductory lecture and miniperformance on both the clarinet and saxophone with Perry Roth. Perry will guide the lecture on the history of both the clarinet and saxophone and the roles in which they have played in music history that helped form their integral part in music performance and society today. Following the lecture will be a mini-performance on both instruments.

CRN 31498 | Fee: \$6 1 Friday | 9/27 Noon-1:30 PM | AST Room E202 Instructor: Perry Roth, M.M.



NEW Stress & Anxiety Reduction

From balancing work and home life, to finances and errands, and home repairs and car repairs, the sources of stress in our lives can, at times, seem never

ending. What most people fail to realize is that it is not so much the situations we find ourselves in, but the ways we relate to those situations that cause most of our suffering.



This workshop will focus on mindfulness, cognitive behavioral therapy, and aromatherapy as means to soften our responses to these everyday tensions and reduce stress and anxiety.

CRN 31246 | Fee: \$6 1 Friday | 10/4 Noon-1:30 PM | AST Room E202 Instructor: Philip Burnham, M.S.

Naw The Master of Horror: Stephen King - Insight into his Background

For years, we have been shocked and mesmerized by the amazing books and short stories of the Maine author, Stephen King. Before he became such a prolific writer, however, he was a student at the University of Maine in Orono at the same time the presenter attended there. This presentation will highlight King's early years as a student during the time of the Vietnam War, many of his famous works and movies and an account of the horrific accident he suffered which nearly took his life.

CRN 31247 | Fee: \$6 1 Friday | 10/18 Noon-1:30 PM | AST Room E202 Instructor: Heather Styckiewicz, M.S.



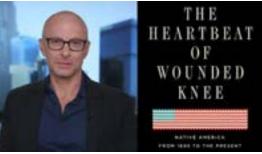
NOON INSTITUTE

NEW From Heartbreak to Heartbeat

From "Bury My Heart at Wounded Knee" by Dee Brown (1970) to "The Heartbeat of Wounded Knee" by David Treuer (2019) This session will continue the ongoing story and discussion of the Indigenous Peoples of America who have survived genocide and who not only live, but in many cases, thrive and contribute significantly to their own and our nation's dreams for the future. David Treuer writes in the last sentence of his book: "And we need to listen to it, to hear – beyond the pain and anger and fear... the sound (faint at times, stronger at others) of a heartbeat going on."

CRN 31248 | Fee: \$6 1 Friday | 10/25 Noon-1:30 PM | AST Room E202

Instructor: George Ducharme, Ph.D.



NEW Highlights of Poland

Join Mallorie as she travels throughout Poland starting in Krakow, then head to the High Tatras Mountains to Zakopan, a visit to the Auschwitz Museum and onto Wroclaw, the Venice of Poland. We will enjoy the colorful and Baroque splendor of the Rynek. From there, we visit the old town of Poznan, the cradle of the Polish nation, then onto Gdansk, considered the "Belle of the Baltics". Our trip finishes in Warsaw where we will visit the Castle of the Teutonic Order in Malbork, the largest Gothic Castle in the world.

CRN 31249 | Fee: \$6 1 Friday | 11/1 Noon-1:30 PM | AST Room E202 Instructor: Mallorie Ostrowitz, M.F.A.



Estate Planning for the NOT So Rich



Estate planning is NOT just about money and/or for the rich! Attend this workshop if you would like to find out how you can have an estate plan and ensure that you have

peace of mind regarding all of the following: your assets are distributed to the right people at the right age and in their proper form; minimize time, taxes, and expenses; avoid probate if possible; and identify who will make medical decisions on your behalf.

CRN 31250 | Fee: \$6 1 Friday | 11/8 Noon-1:30 PM | AST Room E202 Instructor: Claudia LaRocque, CFP®

NEW Dissecting Chinese Characters:

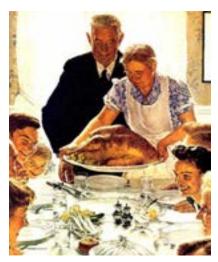
Naw Dissecting Chinese Characters: How Chinese Characters Are Formed and the Philosophy Behind them

Chinese characters are one of the world's oldest and continuously used writing systems in the world. At first glance, Chinese characters with many strokes can be intimidating sometimes. This seminar will introduce the six principles of how Chinese characters were created and explore how these characters symbolize the operation of the universe observed by the ancient Chinese. Through exploring the meanings behind certain Chinese characters, the audience is able to gain a deeper insight of the ancient Chinese philosophy, which is highly related to people's well-being.

CRN 31243 | Fee: \$6 1 Friday | 11/15 Noon-1:30 PM | AST Room E202 Instructor: Joy Ann Tso, M.A.







New Norman Rockwell Revisited: The Real Meaning of Patriotism



Norman Rockwell never stopped growing as an artist. In this preholiday class, we will further examine some of Rockwell's art over a period of years as it specifically pertains to two aspects of America as he saw it: traditional celebrations of American

institutions such as Thanksgiving and, in his later years, socially conscious art as a call for our country to rise to what he believed it could be. The program will include images, video, and handouts provided by the instructor.

CRN 31251 | Fee: \$6 1 Friday | 11/22 Noon-1:30 PM | AST Room E202 Instructor: David Garnes, M.A., M.L.S.



NEW Contemporary Art Appreciation

This course will try to alleviate your apprehension for contemporary art by breaking it down into elements easy to understand and appreciate. Come learn how to analyze the art of major artists from around the world like the Polish Roman Opalka, the Japanese On Kawara or the Belgian Bram Bogart. The instructor will provide visuals and handouts.

CRN 31287 | Fee: \$6 1 Friday | 12/6 Noon-1:30 PM | AST Room E202 Instructor: Adrian Panaitisor, B.S., B.F.A.

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 31491 | Fee: \$25 1 Thursday | 10/10 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 31492 | Fee: \$25 1 Thursday | 10/24 7-9 PM | GPA Room GP215

Instructor: Marie Mammone, N.D.

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

Does the idea of eating gluten-free and/or dairy-free conjure up images of tasteless cardboard? With many foods being naturally gluten-free and dairy-free, there are thousands of appetizing ingredients to

choose from. Try to imagine all the different foods in the world and then subtract just four of them. Gluten is found in only three grains: wheat, barley and rye. And dairy is only found in milk. Eating without gluten and dairy is more about what you do eat than what you don't. There are those who eat this way to



DAIRY FREE

be trendy but there are others who must eliminate gluten or dairy for health reasons. Whichever way your decision leans, the transition into gluten-free and/or dairy-free eating can be tricky, so join us for this informative discussion and Q&A. Please note: This course is lecture-only; there is no cuisine component to the session.

CRN 31476 | Fee: \$15 1 Monday | 11/4 7-8:30 PM | SSC Room L142 Instructor: Rebecca Brown, B.S.



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- 1. 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 view a course syllabus, course procedures, text and/or software requirements. Click "Add to Cart" and follow the instructions. NOTE: There is no online payment method available for Online Academy classes. You will not be expected to provide credit card information at "Checkout" when you enroll through www. ed2go.com/manchcc.
- 2. Register and pay for the course(s) using the registration form on page 49 of this catalog, or by calling the phone-in registration line: 860-512-3232 (Mon.-Fri., 8:30 AM-4:30 PM, MasterCard, Visa, Discover & American Express accepted).
- 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.

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Express your creativity in a fun and profitable way, by starting a home-based business as a gift basket designer. CRN 31161

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Discover how to translate your love of animals into a fun and profitable career. CRN 31157

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Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

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An industry professional teaches you everything you need to prosper in the backyard nursery business. CRN 30967

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Find out how you can earn income by sharing your training or knowledge with others. CRN 31164

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Learn cooking and business secrets from a professional caterer.

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

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

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

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

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Intermediate Microsoft Excel 2019/ Office 365 CRN 31211

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Advanced Microsoft Excel 2016 CRN 30909

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Introduction to Microsoft Access 2016

CRN 31036

Intermediate Microsoft Access 2019/ Office 365

CRN 31210

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Intermediate QuickBooks 2017 CRN 31005

Intermediate QuickBooks 2016 CRN 31004

> BASIC COMPUTER LITERACY & OPERATING SYSTEMS (\$119 per class)

Keyboarding CRN 31079

Introduction to Windows 10 CRN 31077

LPI Linux Essentials Exam Prep CRN 31086

Understanding the Cloud CRN 31190

Computer Skills for the Workplace CRN 30927

> COMPUTER APPLICATIONS (\$119 per class)

What's New in Microsoft Office 2013? CRN 31195

Introduction to Microsoft Word 2013 CRN 31051

Introduction to Microsoft Word 2010 CRN 31050

Intermediate Microsoft Word 2013 CRN 30994

Intermediate Microsoft Word 2010 CRN 30993

Introduction to Microsoft Excel 2013 CRN 31038

Introduction to Microsoft Excel 2010 CRN 31037

Intermediate Microsoft Excel 2013 CRN 30991

Intermediate Microsoft Excel 2010 CRN 30990

Advanced Microsoft Excel 2013 CRN 30908

Advanced Microsoft Excel 2010 CRN 30907

Microsoft Excel - Pivot Tables CRN 31104

Introduction to Microsoft Access 2013 CRN 31035

Introduction to Microsoft Access 2010 CRN 31034

Intermediate Microsoft Access 2013 CRN 30988

Intermediate Microsoft Access 2010 CRN 30987

Introduction to Microsoft PowerPoint 2013 CRN 31043

Introduction to Microsoft PowerPoint 2010 CRN 31042

Introduction to Microsoft Outlook 2013 CRN 31041

Introduction to Microsoft Outlook 2010 CRN 31040

Introduction to Microsoft Publisher 2013 CRN 31049

Introduction to Microsoft Publisher 2010 CRN 31048

Introduction to Microsoft Project 2013 CRN 31046

Introduction to Microsoft Project 2010 CRN 31045

Introduction to Adobe Acrobat X CRN 31011

Introduction to Crystal Reports CRN 31018

Introduction to QuickBooks Online CRN 31071

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Introduction to QuickBooks 2015 CRN 31067

Introduction to QuickBooks 2014 CRN 31066

Introduction to QuickBooks 2013 CRN 31065

Intermediate QuickBooks 2015 CRN 31003

Intermediate QuickBooks 2014 CRN 31002

Intermediate QuickBooks 2013 CRN 31001

QuickBooks 2015 for Contractors CRN 31131

QuickBooks 2014 for Contractors CRN 31130

QuickBooks 2013 for Contractors CRN 31129

Performing Payroll in QuickBooks 2015 CRN 31110

Performing Payroll in QuickBooks 2014 CRN 31109

Performing Payroll in QuickBooks 2013 CRN 31108

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

Creating Web Pages CRN 30935

Advanced Web Pages CRN 30911

Creating WordPress Websites CRN 30936

Intermediate WordPress Websites CRN 31009

Responsive Web Design CRN 31136

Introduction to CSS3 and HTML5 CRN 31019

Intermediate CSS3 and HTML5 CRN 30984

Advanced CSS3 and HTML5 CRN 30904

Introduction to JavaScript CRN 31030

Designing Effective Websites CRN 30937 Achieving Top Search Engine Positions CRN 30900

Introduction to Google Analytics CRN 31022

> DIGITAL IMAGING & DESIGN (\$119 per class)

Introduction to Illustrator CS6 CRN 31024

Introduction to InDesign CC CRN 31025

Introduction to InDesign CS6 CRN 31026

Intermediate InDesign CC CRN 30985

Introduction to Lightroom CC CRN 31033

Introduction to Lightroom 5 CRN 31032

Introduction to Photoshop CC CRN 31058

Introduction to Photoshop CS6 CRN 31060

Introduction to Photoshop CS5 CRN 31059

Intermediate Photoshop CC CRN 30997

Intermediate Photoshop CS6 CRN 30999

Intermediate Photoshop CS5 CRN 30998

Photoshop CC for the Digital Photographer I CRN 31114

Photoshop Elements for the Digital Photographer I CRN 31116

Photoshop CC for the Digital Photographer II CRN 31115

Photoshop Elements for the Digital Photographer II CRN 31117

> COMPUTER TROUBLESHOOTING & NETWORKING (\$119 per class)

Introduction to PC Troubleshooting CRN 31057

Introduction to PC Security CRN 31056 Advanced PC Security CRN 30910

Wireless Networking CRN 31197

Introduction to Networking CRN 31054

Intermediate Networking CRN 30996

> PROGRAMMING & DATABASE MANAGEMENT (\$119 per class)

Introduction to Programming CRN 31062

Creating Mobile Apps with HTML5 CRN 30933

How to Get Started in Game Development CRN 30975

Introduction to Java Programming CRN 31029

Intermediate Java Programming CRN 30986

Introduction to C++ Programming CRN 31016

Introduction to C# Programming CRN 31015

Intermediate C# Programming CRN 30982

Introduction to Python 3 Programming CRN 31064 Introduction to Python 2.5 Programming CRN 31063

Introduction to XML CRN 31078

Introduction to Database Development CRN 31020

Introduction to Visual Basic CRN 31076

Intermediate Visual Basic CRN 31008

Introduction to SQL CRN 31073

Intermediate SQL CRN 31007

Introduction to PHP and MySQL CRN 31061

Intermediate PHP and MySQL CRN 31000

> CERTIFICATION PREP (\$139 per class)

Basic CompTIA A+ Certification Prep CRN 30913

Intermediate CompTIA A+ Certification Prep

CRN 30983

Advanced CompTIA A+ Certification Prep CRN 30903

CompTIA Security+ Certification Prep 1 CRN 30925



ONLINE ACADEMY

CompTIA Security+ Certification Prep 2 CRN 30926

CompTIA Network+ Certification Prep CRN 30924

PMP Certification Prep 1 CRN 31118

PMP Certification Prep 2 CRN 31119

COURSES FOR TEACHERS (\$119 per class)

(#117 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 31172

Teaching High School Students

Master the latest teaching strategies to help you reach high school students, including differentiated instruction and classroom management. CRN 31170

Teaching Adult Learners

Learn powerful techniques for reaching and motivating adult learners in today's student-centered classroom. CRN 31169

CRN 31109

Spanish in the Classroom

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

CRN 31153

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 31145

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 31144

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 31143



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 31171

Teaching Science: Grades 4-6

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

CRN 31173

Solving Classroom Discipline Problems I

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

CRN 31148

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 31149

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 30946

Teaching Students with Learning Disabilities

Learn how to successfully meet the diverse needs of students with learning disabilities in your classroom. CRN 31177

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Teaching Students with ADHD

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

CRN 31175

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 31176

Survival Kit for New Teachers

Veteran instructor shares the secrets for success in your first years of teaching. CRN 31168

Ready, Set, Read!

A learning specialist shows you how to raise a successful reader and writer. CRN 31132

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 31182

CINI STICZ

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 30932

Differentiated Instruction in the Classroom

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

CRN 30938

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 31183

Differentiating K-12 Assessments

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

CRN 30939

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 30934

Teaching Writing: Grades K-3

Learn how to nurture student writers in the early elementary classroom. CRN 31179

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 31178

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 30923

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 30928

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 30968

Guided Reading: Strategies for the Differentiated Classroom

Learn creative ways to bring differentiated instruction and guided reading to life in your classroom. CRN 30969

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 31135



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 30981

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 31174

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 31194

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 30930

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 31192

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 30919

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 30947

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 31189

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 30895



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 30896

Get Grants!

Learn how to develop successful, fundable grants from experts in the field. CRN 30960

Advanced Grant Proposal Writing

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. CRN 30906

CRN 3090

Writing Effective Grant Proposals

Learn to prepare grant proposals that get solid results for your favorite organization or charity. CRN 31204

Becoming a Grant Writing Consultant

Increase your income while working from home by starting a grant writing consulting business. CRN 30916

Starting a Nonprofit

Industry veteran shows you how to take a nonprofit business from vision to reality. CRN 31165

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 31107

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 31094

ONLINE ACADEMY

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 31055

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 30912

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 31095

Homeschool with Success

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

CRN 30974

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 30949

Explore a Career as a Pharmacy Technician

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

CRN 30948

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 30953

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 30950

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 30951

Explore a Career in Medical Writing

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

CRN 30952

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 31101

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 31102

HIPAA Compliance

Learn how to comply with the duties, rights, and responsibilities of HIPAA, ARRA and HITECH. CRN 30973

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 30915

Become a Physical Therapy Aide

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

CRN 30914

Introduction to Natural Health and Healing

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

CRN 31053

Lose Weight and Keep It Off!

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

CRN 31085

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 31089

Handling Medical Emergencies

Every second counts during a medical emergency. Learn how to respond if someone needs your help. CRN 30970

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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 31154

Speed Spanish II

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

CRN 31155

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 31156

CRN 31156

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 31150

Spanish for Medical Professionals I

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

CRN 31151

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 31152

Beginning Conversational French

Discover how easy it can be to learn common words and phrases for both leisure and business. CRN 30918

Instant Italian

Learn Italian from the comfort of your home in this fun and enjoyable online course. CRN 30980

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 30929

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 30962

Writing for ESL

Learn how to write in English more effectively to succeed in college and at work. CRN 31207

Discover Sign Language

Discover the fun of learning sign language and using your hands to communicate with Deaf people. CRN 30941

(\$119 per class)

Math Refresher

Gain confidence in your basic math skills and start using math to your advantage. CRN 31099

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 31012

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 31074

Medical Math

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

CRN 31100

Human Anatomy and Physiology I

Gain a greater appreciation and understanding of the marvelous complexity of the human body. CRN 30977

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 30978

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 31013

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 31017

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 31027

Start Your Own Edible Garden

Learn how to grow delicious, nutritious fruit and vegetables in your own backyard. CRN 31160

Get Funny!

Learn how to use humor to speak more effectively, write better, and increase your popularity. CRN 30959

Skills for Making Great Decisions

Learn how to make excellent everyday decisions from an experienced counselor and life coach. CRN 31147

Interpersonal Communication

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

CRN 31010

Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation. CRN 31080

Genealogy Basics

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

CRN 30957

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 31196

Personal Finance

Protect your assets and discover how best to achieve all your financial goals. CRN 31111

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 30922

Keys to Successful Money Management

A certified financial planner shows you how most wealthy people build their fortunes. CRN 31081

Real Estate Investing

Learn how to build and protect your wealth by investing in real estate. CRN 31133

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 31166

The Analysis and Valuation of Stocks

Discover valuable techniques that show you step-bystep how to research and value stocks. CRN 31180

Introduction to Stock Options

Learn how stock options can protect your portfolio and help you profit in any type of market. CRN 31075

PHOTOGRAPHY

(\$119 per class)

Discover Digital Photography

An informative introduction to the fascinating world of digital photography. CRN 30940

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 31097

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 31021

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 31186

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 31141

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 31112

Photographing People with Your Digital Camera

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

CRN 31113



SALES & MARKETING

(\$119 per class)

Professional Sales Skills

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

CRN 31123

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 30945

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 31219

Marketing Your Business on the Internet

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

CRN 31093

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 31193

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 31120

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 31122

Prepare for the GED Math Test

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

CRN 11005

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GMAT Preparation

Discover powerful test-taking techniques and methods for improving your score on the GMAT. CRN 30961

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 30965

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 30966

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 31087

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 31088

SAT/ACT Preparation: Part 1

Master the reading, writing, English, and science questions on the ACT and new SAT. CRN 31139

SAT/ACT Preparation: Part 2

Master the math questions on the ACT and new SAT. CRN 31140

WRITING COURSES (\$119 per class)

Grammar Refresher I

Gain confidence in your ability to produce clean, grammatically correct documents and speeches. CRN 30963

Grammar Refresher II

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

CRN 30964

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 31205

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 30944

Business and Marketing Writing

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

CRN 30921

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 31200

Fundamentals of Technical Writing

Learn the skills you need to succeed in the wellpaying field of technical writing. CRN 30956

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 31184

Writeriffic: Creativity Training for Writers

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

CRN 31203

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 30976

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 31201

Advanced Fiction Writing

Explore advanced fiction writing techniques with a published novelist.

CRN 30905

Writing Young Adult Fiction

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

CRN 31209

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 31138

Mystery Writing

Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author. CRN 31106

Writing the Fantasy Novel

This is the perfect course for anyone who's ever thought about becoming a fantasy fiction writer. CRN 31208

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 31181

Writing for Children

Published children's author shows you how to touch the hearts of children by creating books for them. CRN 31206

Research Methods for Writers

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

CRN 31134

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 30917

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 31199

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 31127

Introduction to Internet Writing Markets

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

CRN 31028

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 31187

Write Your Life Story

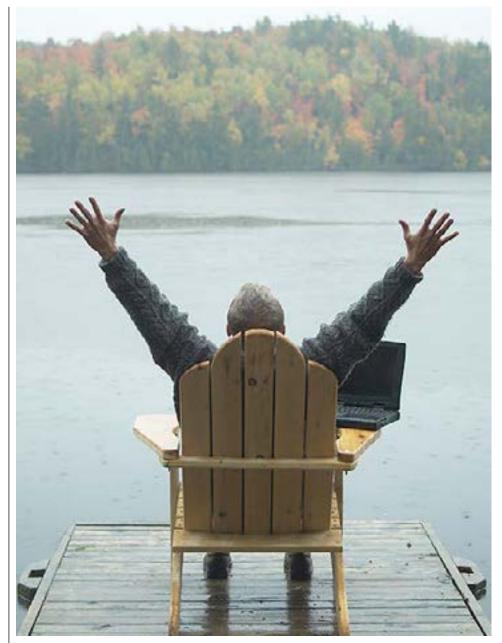
Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others.

CRN 31202

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 31031



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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 <u>before</u> the course start date. <u>Use a separate form for each class.</u> 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 <u>before 9/15 of the following membership year</u> to be considered. You will receive your rebate directly from OAA; processing may take several weeks.

MEMBER INFORMATION					
First Name:	MI:	Last:			
Street Address:	Apt#	City:		State:	Zip:
COURSE INFORMATION					
CRNCourse Title:				Start Date:	Course Fee: \$
Current-Year Catalog Semester (select one):	🗅 Fall 🛛 🗅 Winte	er 🗅 Spring	Summer		
REQUIRED (by signing this document I certif	fy that the student att	ended at least one	class session)		
Instructor's signature:			Instructor Nam	ie:	
FOR OFFICE USE ONLY					
Received Date	Application. No.		Member	r Date:	Balance:\$
	Application. No.		Member	r Date:	Balance:\$

PHOTOGRAPHY

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 31503 | Fee: \$105 2 Fridays | 9/13-9/20 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 31504 | Fee: \$105 2 Fridays | 9/27-10/4 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 camera to class.*

CRN 31505 | Fee: \$105 2 Fridays | 10/18-10/25 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 31510 | Fee: \$55 1 Friday | 11/1 6-9 PM | AST Room D211 Instructor: Richard Hoyer, M.A.

Digital Macro Photography

Using a macro setting to take great close-up macro photographs with your digital camera is only the beginning. In this workshop, we will look at the various options that digital photographers have for exploring the world of macro photography. What is a macro lens? Which cameras come with the best macro lens? How do you use a macro lens? Through d emonstration and hands-on, in-class practice, you will receive answers to these questions and learn the fundamentals of macro photography.

CRN 31506 | Fee: \$55 1 Friday | 11/8 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 31507 | Fee: \$55 1 Friday | 11/15 6-9 PM | AST Room D211 Instructor: Richard Hoyer, M.A. **Composition Techniques**

There is one element that can really improve your photographs, one feature that can lift your photo



from snapshot to art: a sense of composition. Digital cameras and image processing software provide impressive control over exposure and

color balance, but your photos will never succeed if the contents don't come together. This class is designed to help you refine your vision and improve your compositions. We will look at framing, patterns, movements, focal point, and creating depth. We will also look at examples of photographs that highlight compositional rules and techniques which will make a difference in your photos.

CRN 31508 | Fee: \$55 1 Friday | 11/22 6-9 PM | AST Room D211 Instructor: Richard Hoyer, M.A.

PHOTOGRAPHY



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 31509 | Fee: \$55 1 Friday | 12/6 6-9 PM | AST Room D211 Instructor: Richard Hoyer, M.A.

Shooting Photographs that Will Knock Your Socks Off

Through in-class shooting assignments and instruction, learn how to make interesting and unusual images



through a variety of lighting techniques. You also will discover ways to produce wonderful images by creatively playing with: your lens' focal length, aperture, and

shutter speed setting; the positioning of yourself, your camera, and the subject; and using some very ordinary everyday items, as well as offbeat camera accessories. We will then 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 31500 | Fee: \$75 2 Saturdays | 9/7-9/14 10 AM-1 PM | GPA Room GP137 Instructor: Peter Glass, M.A.

Throwing Light on the Subject

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

CRN 31501 | Fee: \$75 2 Saturdays | 10/19-10/26 10 AM-1 PM | SSC Room L142

Instructor: Peter Glass, M.A.

Stock Photography for Fun and Profit

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

CRN 31502 | Fee: \$75 2 Mondays | 12/9-12/16 6-9 PM | SSC Room L142 Instructor: Peter Glass, M.A.

YOU MAY ALSO LIKE

- Digital Imaging & Design courses on pages 18-19
- Online Academy Photography courses on page 51



JOB SEARCH WORKSHOPS

Looking for information and guidance on how to become more competitive in your job search? You are invited to attend the following workshops. All sessions meet in the Career Services Suite (SSC L107) and are FREE and open to students, alumni, and the public. Pre-registration, however, is required, using the registration form on page 69.

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 31444 1 Thursday 9/19 11 AM-12:15 PM
CRN 31445 1 Thursday 10/3 11 AM- 12:15 PM
CRN 31446 1 Thursday 10/17 11 AM-12:15 PM
CRN 31447 1 Thursday 10/31 11 AM-12:15 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 31448 | 1 Thursday 9/26 | 11 AM-12:15 PM CRN 31449 | 1 Thursday 10/10 | 11 AM-12:15 PM CRN 31450 | 1 Thursday 10/24 | 11 AM-12:15 PM CRN 31451 | 1 Thursday 11/7 | 11 AM-12:15 PM SSC Room L107 (Career Services Suite)

Fee: FREE

PROFESSIONAL DEVELOPMENT

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 31433 | Fee: \$130 1 Monday | 10/7 8:30 AM-5 PM | SSC Room L142 Instructor: Richard Siena, A.S., CT Police Academy Graduate



YOU MAY ALSO LIKE

- Allied Health courses on pages 3-5
- Computer Technology certification courses listed on page 20
- Personal Trainer on page 30

PROFESSIONAL DEVELOPMENT

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 Publishing, available at MCC Bookstore for approximately \$100 (for all three books).

CRN 31241 | Fee: \$485 17 sessions | Tuesdays & Thursdays | 9/10-11/7 (does not meet 11/5; exam date, 11/7) 5:30-9:30 PM | SSC Room L240

Instructor: Marc Vallen, J.D.

CRN 31240 | Fee: \$485 16 sessions | 11 Wednesdays | 9/25-12/11 (does not meet 11/27; exam on 12/11) 6-9:30 PM 5 Saturdays | 10/5; 10/19; 11/2; 11/16 & 12/7 8:30 AM-2:30 PM | SSC Room L240

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 emphasis of the course will be preparing for the State exam. 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 31242 | Fee: \$60 1 Thursday | 11/14 5:30-9:30 PM | SSC Room L240 Instructor: Marc Vallen, J.D.

MCC CREDIT-FREE SCHOLARSHIPS FOR FALL 2019

Eligible program: Real Estate Principles and Practices

See advertisement on page 63 for more information.

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.



WWW.MANCHESTERCC.EDU

PROFESSIONAL DEVELOPMENT

SKILLS FOR THE WORKPLACE

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 (FOI), which guarantees the right to

Act (FO), which guarantees the high see public records and documents. Learn the process for filing under FOI as well as your obligations. Topics will include: 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. No prerequisite.

CRN 31418 | Fee: \$55 1 Tuesday | 9/24 9 AM-Noon | LRC Room B144 (limited seating) Instructor: Thomas Hennick

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. We also dive into how to pick a mutual fund, personal taxes and its impact on decisions, personal insurance products, and more! Instructor provides handouts. No prerequisite.

CRN 31298 | Fee: \$270 3 Thursdays | 9/26-10/10 9 AM-4 PM | LRC Room B144 (limited seating) Instructor: Paul Howard, M.B.A.

I'm Retiring ... Now What Do I Do with my Money?

If the thought of your upcoming retirement leaves you asking yourself many personal financial questions - this course is designed for you. Our discussion will focus on the following questions: What does a conservative investment portfolio look like? How will Social Security play a part with my retirement plan? What are the distribution rules for my 457 or 401K plan? What are some ways

to get the most out of my limited income by becoming a smarter consumer? Where are

the best places to retire? These and other retirement specific questions will be addressed. Instructor provides handouts. No prerequisite.

CRN 31300 | Fee: \$90 1 Thursday | 10/24 9 AM-4 PM | LRC Room B144 (limited seating)

Instructor: Paul Howard, M.B.A.

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 31421 | Fee: \$90 1 Tuesday | 11/19 9 AM-4 PM | LRC Room B144 (limited seating) Instructor: V. Allison Reed, M.S., C.A.G.S.



Balancing Time and Priorities: A Continuation!

If you have already been a student in Balancing Time, Priorities and Productivity, but feel like you would like to build on what you've learned, then this continuation class is for you. We will review the time management formula, expand on its application, and discuss e-mail and calendar management to enhance productivity. We'll also look at the results of personalized action plans. Please be prepared to talk about a success story and/or technique that has been working well for you from when you attended Balancing Time, Priorities and Productivity. Please also be prepared to share an idea for what is still challenging to you, and some best practices that you have been implementing. Instructor provides handouts. Prerequisite: Balancing Time, Priorities and Productivity, and at least 6 months of practice with the skills covered in that class.

CRN 31402 | Fee: \$90 1 Tuesday | 10/8 9 AM-4 PM | LRC Room B144 (limited seating) Instructor: V. Allison Reed, M.S., C.A.G.S.

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. No prerequisite.

CRN 31400 | Fee: \$90 1 Wednesday | 9/25 9 AM-4 PM | LRC Room B144 (limited seating) Instructor: Stephen Pedneault, C.P.A., C.F.E.

PROFESSIONAL DEVELOPMENT

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 I.T. and other departments. This course focuses on four areas related to analysis: knowledge areas and competencies that an analyst must possess; requirements elicitation, analysis, and design techniques; some areas of specialization, such as selecting and implementing packaged solutions; and two emerging areas, Agile and Digital. This course is appropriate for existing analysts, those performing analysis, those who work with analysts, or those who are considering becoming analysts. The classroom incorporates both lecture and hands-on activities. Instructor provides handouts. No prerequisite.

CRN 31407 | Fee: \$210 2 Wednesdays | 10/9-10/16 9 AM-4 PM LRC Room B144 (limited seating) Instructor: William Marut, 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 31227 | Fee: \$180 2 Wednesdays | 11/13-11/20 9 AM-4 PM | LRC Room B144 (limited seating) Instructor: John Lombardo, M.B.A.



Innovative and Successful Supervisor

We will discuss work styles and how to best interact with others in our work environment; explore efficiency in communication and employee-motivation; the art of delegation; and the right types of training, coaching, and mentoring. Instructor provides handouts. Prerequisite: *Some supervisory experience*.

CRN 31405 | Fee: \$90 1 Tuesday | 10/22 9 AM-4 PM | LRC Room B144 (limited seating) Instructor: V. Allison Reed, M.S., C.A.G.S.

Success Insights® and DISC

There are no assessments that will build a complete picture of a person's style and approach, but the Success Insights®/DISC 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, unique to the individual. The DISC assessment personality test is a four-dimensional model anchored by four emotions: D-Dominance, I-Influence, S-Steadiness, C-Compliance, The assessments have 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 31316 | Fee: \$140 1 Monday | 11/4 9 AM-4 PM | LRC Room B141 (limited seating) Instructor: Ralph Braithwaite, M.B.A.

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 e-mail? 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. No prerequisite.

CRN 31232 | Fee: \$90 1 Wednesday | 11/6 9 AM-4 PM | LRC Room B144 (limited seating) Instructor: Ralph Braithwaite, M.B.A.

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 31229 | Fee: \$399 5 Mondays | 9/16-10/21 (does not meet 10/14) 9 AM-4 PM | LRC Room B144 (limited seating)

Instructor: Ralph Braithwaite, M.B.A.

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. 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.

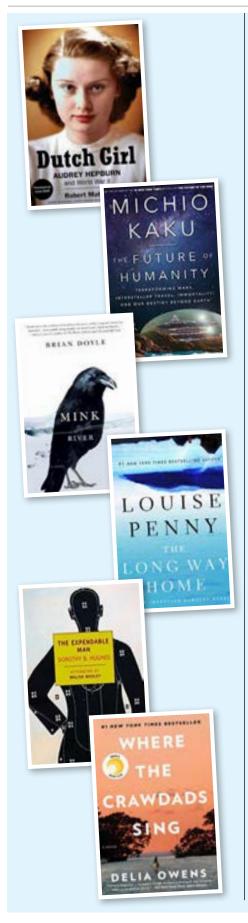
CRN 31225 | Fee: \$90 1 Friday | 10/11 9 AM-4 PM | LRC Room B144 (limited seating) Instructor: Ralph Braithwaite, M.B.A.

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 31412 | Fee: \$180 2 Fridays | 10/25-11/1 9 AM-4 PM | LRC Room B210 (limited seating) Instructor: Linda Burk, Ph.D.

WRITING, LITERATURE & PUBLISHING



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. In addition, copies will be on reserve in the MCC library.

CRN 31234 | Fee \$20

6 Wednesdays | 9/25-12/4 (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 Tirfessa, Physics faculty; and Tanya Millner-Harlee, Interim CEO of MCC.

9/25 - Dutch Girl by Robert Matzen

Audrey Hepburn (1929-1993) remains one of the most beloved Hollywood stars. She is also known for her work as UNICEF ambassador from 1988 to 1993, but little is known of her experiences during the five years of Nazi occupation in Netherlands during World War II when she was a young girl. It was an intense time given the extra complication that her father was a Nazi agent and her mother was initially pro-Nazi. The book includes Audrey's reminiscences and those of people who knew her during the occupation. According to Audrey Hepburn's son, Luca Dotti, "The war made my mother who she was."

Instructors: Jana Sime and Kim Hamilton-Bobrow

10/9 - The Future of Humanity: Terraforming Mars, Interstellar Travel, Immortality, and Our Destiny Beyond Earth by Michio Kaku

The author starts with compelling reasons about space settlement. Michio discusses the possibility of human society settling on a different planet, interstellar travel, mining asteroids, extending human life, and encounters with other planets and civilizations.

Instructor: Negussie Tirfessa

10/23 - Mink River by Brian Doyle

Brian's novel traces the heroes, villains, and animals of a small town on the Oregon coast. We meet doctors, cops, bartenders, fisherman, public workers, and a talking cow. Doyle weaves their stories together in a polyphonic voice that captures the hopes and dreams of the community.

Instructor: Andrew Sottile

11/6 - The Long Way Home by Louise Penny

Penny never disappoints. In this novel Armand Gamache is now retired, but never far from a mystery that challenges him and Penny's readers. Penny's explorations of the many permutations of mystery, including those of the human heart and mind, reveal a unique mastery. Sensitive, probing, insightful, and thrilling, The Long Way Home, is another Penny winner to explore.

Instructor: Lois Coleman

11/20 - The Expendable Man by Dorothy B. Hughes

Ms. Hughes was---and may still be---America's foremost noir crime novelist, known for her dark suspense and clever, descriptive prose. Here, we follow the exploits of Dr. Hugh Densmore, who picks up a young female hitchhiker in the Arizona desert. This act of "kindness" profoundly alters his understanding of himself and the culture he inhabits.

Instructor: Michael DiRaimo

12/4 - Where the Crawdads Sing by Delia Owens

"For years, rumors of the "Marsh Girl" have haunted Barkley Cove, a quiet town on the North Carolina coast. So in late 1969, when handsome Chase Andrews is found dead, the locals immediately suspect Kya Clark, the so-called Marsh Girl. But Kya is not what they say. Sensitive and intelligent, she has survived for years alone in the marsh that she calls home, finding friends in the gulls and lessons in the sand. Then the time comes when she yearns to be touched and loved. When two young men from town become intrigued by her wild beauty, Kya opens herself to a new life–until the unthinkable happens." - Good Reads

Instructor: Tanya Millner-Harlee

WRITING, LITERATURE & PUBLISHING



MCC Reads

The popularity of book discussion groups at MCC continues with 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. In addition, copies will be on reserve in the MCC library.

CRN 31376 | Fee: \$15 3 Tuesdays | 9/17; 10/29; 12/17 6-7 PM | GPA Room GP142

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

9/17 - Eleanor Oliphant is Completely Fine by Gail Honeyman

Meet Eleanor Oliphant, who struggles with appropriate social skills and tends to say exactly what she's thinking. Nothing is missing in her carefully time-tabled life of avoiding social interactions, where weekends are punctuated by frozen pizza, vodka, and phone chats with Mummy. But everything changes when Eleanor meets Raymond, the bumbling and deeply unhygienic IT guy from her office.

Instructor: Patricia Ronalter

10/29 - The Paragon Hotel by Lyndsay Faye

The year is 1921, and ""Nobody"" Alice James is on a cross-country train, carrying a bullet wound and fleeing for her life following an illicit drug and liquor deal gone horribly wrong. Desperate to get as far away as possible from New York City and those who want her dead, she has her sights set on Oregon. She befriends Max, a black Pullman porter, who leads Alice to the Paragon Hotel. Her unlikely sanctuary turns out to be the only all-black hotel in the city, and its lodgers seem unduly terrified of a white woman on the premises. The Ku Klux Klan has arrived in Portland in fearful numbers and only Alice, along with her new ""family"" of Paragon residents, are willing to search for a missing mulatto child who has mysteriously vanished into the Oregon woods.

Instructor: Katherine Noonan

12/17 - A Gentleman in Moscow by Amor Towles

In 1922, Count Alexander Rostov is deemed an unrepentant aristocrat by a Bolshevik tribunal, and is sentenced to house arrest in the Metropol, a grand hotel across the street from the Kremlin. Rostov, an indomitable man of erudition and wit, has never worked a day in his life, and must now live in an attic room while some of the most tumultuous decades in Russian history are unfolding outside the hotel's doors. Unexpectedly, his reduced circumstances provide him entry into a much larger world of emotional discovery.

Instructor: Kristin Lavoie

Writing and Illustrating Children's Books

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

CRN 31497 | Fee: \$140 5 Thursdays | 9/12-10/10 6-8 PM | GPA Room GP156

Instructor: Iris Van Rynbach, M.F.A.

Found Words Workshop

We will explore a form of writing that relies on identifying, selecting and collecting the everyday language around us into "found" poems. Pop culture has popularized the re-presentation of found images. Similarly, some writers select the most immediately relevant bits from published or found sources for re-organization into new poems, abstract ideas, or concrete images, humor, political statements, or poignant sound bites that rise from our shared language landscape. Whether you are looking for ways to find new ideas or dealing with writer's block, found poetry helps you find a voice and subject when words are failing you and the blank page intimidates. Students should come prepared with a stockpile of texts (on paper) from the news, books, magazines or other text sources that grab their attention and are rich in words or phrases that peak their interest. Be prepared to write on and alter what you bring. Other materials will be provided by the instructor.

CRN 31527 | Fee: \$125 5 Wednesdays | 10/2-10/30 6:30-8:30 PM | AST Room D110 Instructor: Michael Sweeney, M.F.A.



MCGREDIFFREB SCHOLARSHIPSFOR FALL2012



Need-based applications for the workforce development certificate programs listed below are now being accepted for Fall 2019.

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



ELIGIBLE CREDIT-FREE PROGRAMS FOR FALL 2019

- A+ Certification (1001 & 1002)
- Administering Windows Server 2016
- Certified Ethical Hacking Exam Certification Preparation
- Certified Nurse Aide (CNA) *
- Emergency Medical Technician (EMT) *
- Information Technology Infrastructure Library (ITIL) Certification Preparation
- Microsoft Office Certification
- Microsoft Technology Associate (MTA) Information Technology Infrastructure Certification
- Network+ Certification
- Personal Trainer
- Pharmacy Technician **
- Phlebotomy Technician *
- Real Estate Principles & Practices
- Security+ Certification
- Veterinary Assistant *
- Web Design MCC Certificate

* 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 Monday, Tuesday, Wednesday, 8-11 a.m. and Thursday, 8-10 a.m., each week in SSC Room L131A. No appointment necessary. Please bring a photo ID with you.

** For Pharmacy Technician ONLY, you must also 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.

NASREEN AL OMARI has a master's of education degree 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. He 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, M.S. 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.

KEN BERGERON is a certified executive chef through the American Culinary Federation, with 35 years of professional cooking experience. He was awarded the Leadership and Professionalism Award of CT Chefs in 2017, and is the author *Professional Vegetarian Cooking*, which contains all vegan recipes. He has also been voted Favorite U.S. Vegan Chef by VegNews vegetarian magazine.

JILL BETTS has a 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. www.accent-onhomes.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.

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

REBECCA BROWN has worked at the Zeppelin Ristorante in Orvieto, Italy; Burton's Grill in South Windsor; and Six Main Restaurant in Chester. She has used her wealth of experience to develop gluten- and dairy-free recipes for her favorite foods. Her new cookbook is *Eat Well to Live Well with Chef Becky: Supporting the Gluten- and Dairy-free Lifestyle.*

ROBERT BUETTNER has been a florist for more than 50 years, and owns and operates Paul Buettner Florist in East Hartford. He was voted Florist of the Year by his peers. One of Bob's recent students remarked, "He not only knows his craft; he is an effective instructor, encouraging students to use their creativity."

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.

PHILIP BURNHAM serves as the writing coordinator for the TRIO grant at MCC where he teaches Quick Tips Study Skills Workshops. He received his M.S. in Counselor Education focusing on Student Development from Central Connecticut State University in New Britain., and a B.A. in English from the University of Connecticut. **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.

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

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

DERRICK CURRY has more than 14 years' professional experience in student affairs and services. He earned an M.S. in Instructional Technology at Quinnipiac University. He is currently working as Director of Student Engagement at Capital Community College in Hartford where he has also taught part-time as an adjunct faculty member.

PAUL CZEPIGA is a practicing attorney with Czepiga Daly Pope and Perri, 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

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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.

GEORGE DUCHARME, Ph.D., is the director of the MCC Institute on Disability and Community Inclusion, and has a master's degree in Native American Studies from Dartmouth. Of Abenaki descent, he is also active in indigenous affairs.

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

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 has been a family and consumer sciences teacher at Daniel Hand High School in Madison, CT for more than 30 years. She received her B.S. in home economics from the University of Wisconsin, and has studied culinary techniques in New Delhi (India), Bangkok (Thailand), The Connecticut Culinary Institute and the New School in New York.

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 and Dance in Cromwell, CT, and has taught ballet and dance at Dean College and Wesleyan University.

ELAINE FLAHERTY is a 2nd-degree Black Belt instructor at the Academy of Martial Arts and 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 Lincoln Financial Securities, a member of FINRA/SIPC, and an

investment advisor with Investment Capital Advisory.

DAVID GIARDINA, B.A., 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.

DOROTHEA GLATTE earned a B.A. in German and biology from Trinity College, and a master of religious education from Gordon-Conwell Theological Seminary. In addition to her German teaching experience, she has formerly worked as compliance consultant for ING and Voya Financial.

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

JULIE 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.

JAN GYURKO began teaching computer technology in 2000. She expanded to the CT community college system starting at Tunxis CC in 2006 and presents a wide range of software classes for DAS, OIC, CT Works, private businesses and the town of Bristol. Jan taught similar classes for Naugatuck Valley CC from 2007 to 2016, Three Rivers CC from 2014-2015, Capital CC from 2015-2016, Northwestern CC in 2019 and Manchester CC in 2019.

AMY HANOVER earned her M.S. in TESOL (Teaching English to Speakers of Other Languages) 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.

JOHN HILDITCH received a master of science in technology management from Central Connecticut State University School of Engineering, Science and Technology. His current field placement is with T3CS, a consulting firm. His experience includes software product development.

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.

LYNNE ZELINSKY, DVM, is a graduate of Cornell School of Veterinary Medicine and Veterinarian at Bolton Veterinary Hospital.

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

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.

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.

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

Homebridge Financial Services 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, M.B.A., is certified in project management through the American Management Association. His projects have included infrastructure replacement, Y2K compliance, and implementation of new technology. His Noon Institute lecture, based on more than one hundred letters written by his father and three uncles to his aunt Annie, has been in the works for nearly eight years

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

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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, M.S., is an assistant professor of computer science at Manchester Community College. She was previously an adjunct lecturer at MCC, a computer science teacher and an IT coordinator at Madina Academy. Prior to that, she was a Software Engineer at Cisco Systems. 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.

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.

DIANE MARTIN, M.S., M.O.S, is the president of Escribe Publishing Inc. She is the author of *A Cyber-Senior's Guide to the Internet & E-Mail, Office in a Minute, Steps for Performing Basic Tasks in Microsoft Office 2013*, and four companion texts. She holds a master of science degree in Instructional Technology, and a bachelor of arts degree in Liberal Arts. She is a certified Senior Professional in Human Resources (SPHR), and a Microsoft Certified Professional.

WILLIAM MARUT has many years of experience as an informational technology professional. He has worked for several different companies, with a diverse set of clients, and across several different industries. He holds an M.B.A. and a B.A. in mathematics.

FAITH MCCANN is a third degree Wiccan priestess and the owner of Enchantments, a Wiccan Metaphysical Center for the Magical Arts, located in Manchester. **ANGELO MESSORE**, M.Phil. and M.A. from Yale University, is professor of political science and economics at MCC.

NORMA 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.

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 and Wales University.

MALLORIE OSTROWITZ has a B.A. in fine arts from Queens College and an M.F.A. from Lehman College. Her photography has been widely exhibited throughout the U.S. and can be viewed on her website: www.mallorieostrowitz.com.

DIANE PACITTI, Ph.D., R.Ph., is a pharmaceutical professional with more than 25 years' experience in community pharmacy and academia.

ADRIAN PANAITISOR earned his B.S. in electrical engineering from a naval academy in Romania, and later earned his B.F.A. in graphic design/painting from the University of Connecticut. He is a certified teacher with more than 15 years' experience teaching high school math, in addition to decades as a creative artist.

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.

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.

PETER C. RINSLAND, M.Sc. IT, is a CompTIA A+, Network+ and Security+ instructor. He also worked as a corporate instructor and taught various aspects of IT and networking. He has more than 30 years' experience in networking and global communications. He currently is an IT contractor who supports home and business networking.

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.

PERRY ROTH is an accomplished solo artist, chamber musician and educator, and member of the Barkada Quartet. He has performed with Baton Rouge Symphony, Connecticut Valley Symphony, Hartt Orchestra, JACK Quartet, American Modern Ensemble and Third Coast Percussion. As an educator, he is on the faculty at The Hartt School Community Division of the University of Hartford where he is currently a doctoral candidate.

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.

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.

HEATHER STYCKIEWICZ, M.S., 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.

MICHAEL SWEENEY has an M.F.A. from University of Connecticut and a Master's in Library and Information Science from Simmons College, and completed teaching certification from the University of St. Joseph in English, Art, and Social Studies. He is a practicing artist with classroom and workshop experience, teaching creative writing and visual art. For more information, please visit his website: www. mikesweeneyartist.com.

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.

JOY ANN TSO earned her B.A. in foreign languages and literature and M.A. in British and American Literature from Wellesley College, where she was also a Chinese instructor and teaching assistant. She is currently a Chinese translator and tutor.

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.

MARC VALLEN, J.D., is employed as an Assistant State's Attorney. He worked in private practice for 15 years prior.

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

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 and taught in the Paralegal Civil Litigation Certificate Program at the University of Connecticut for more than 10 years. She is currently Assistant Chief Disciplinary Counsel for the State of Connecticut.

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 and Personal Development in Manchester.

CLAY WALNUM has been writing and recording music for decades and is the author of Pro Tools Recording Guide and The Complete Idiot's Guide to Home Recording. The Clay Walnum Band just released its first CD of modern blues called Stormy Days.

CAROL WHITMER, B.S., 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.

YUEMEI ZHANG is a graduate of the Central Academy

Consider Yourself Confirmed!

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

CREDIT-FREE REGISTRATION INFORMATION

Refund Policy for Credit-Free Courses

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

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

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

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

- * 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, you must do so no later than one (1) business day prior to the first scheduled class meeting, or you will be billed for the course.

Please note: The Motorcycle Safe Riding Program has a different Refund and Appeal policy.

Withdrawal Policy

Up to the end of the last business day* prior to the first day of the course	Students must submit a written request to the Registrar's Office by the end of the last business day before the first class meeting or prior	
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Refund Policy

Up to the end of the last business day* prior to the first day of the course	100 percent refund of tuition
First class meeting or later	No refund of tuition

*The withdrawal and refund policy for the motorcycle safe riding program can be found at www.manchestercc.edu/motorcycle.

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

- 1. Go to www.manchestercc.edu/ce
- 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 <u>three</u> characters of your birth month (with first letter capitalized)
 - 2. The "&" symbol
 - 3. The last <u>four</u> 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	
Bursar's	
Financial Aid	
Library	
Registrar	
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.

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.

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.

Mail entire page with full payment to:

Please use the night drop box after hours.

Continuing Education Registration, MS #13 Manchester Community College Great Path P.O. Box 1046 Manchester, CT 06045-1046

- **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/continuingeducation. See Online/Flexible Registration information at bottom of web page (see details on page 68).

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)) me (if any)Email address			(First)		(M)	
Previous Name (if any)							
Home Address (Number a	and Street)						
City				State	Zip Code		
Tel. (Home)	(W	/ork)			(Cell)		
Birth Date		Gender	🗌 Female	Male	Today's Date		
CRN	Be sure to incluc in case we n Course Title	de both a day eed to inforn	n you of a sch	g phone numb leduling chang art Date	er, and email address ge or cancellation. Time	Room F	Fee
VISA 🗌 Master Card		ican Express					
					iclosed)		
,	ode (CV Code)						
Cardholder name (print)				REFUNDS			
Cardholder signature				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		55
Cardholder address				page 48.			
Cardholder phone							
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 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

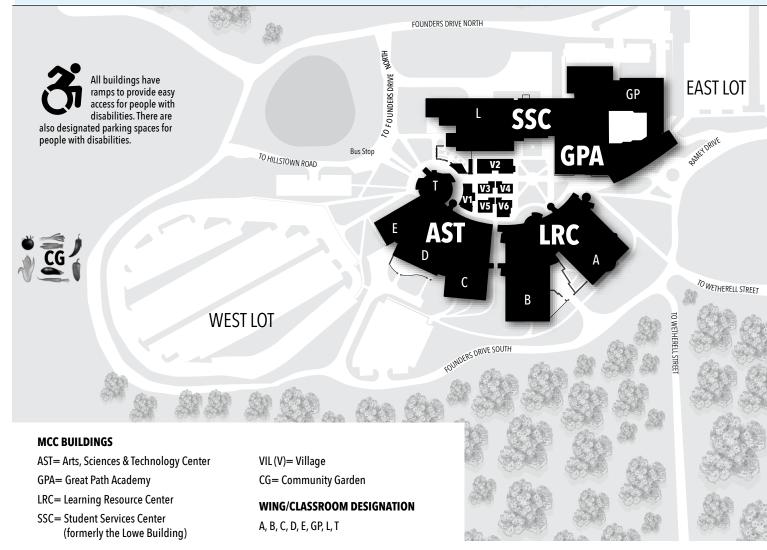
MCC reserves the right to cancel or postpone classes, or substitute instructors as needed due to unforeseen circumstances. If MCC cancels a course, registrants may transfer their fees to another course for the same semester or receive a full refund. If a course is cancelled, registrants will be notified 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 mailed to you prior to class start. If you have not received your list one week before the scheduled class start, call Continuing Education at 860-512-2800, or stop by the office in the Learning Resource Center (LRC), Room B147.

MCC CAMPUS MAP

MCC maps & directions link: http://www.manchestercc.edu/maps



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.



- 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 www.manchestercc.edu/corporateand-community-training-center.



Doreen Forbes-Rogers (860.512.2817) or Mick Pigott (860.512.2815) who will be happy to answer your questions



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



Check out our course selection See pages 3-5

Online Academy

Check out our course selection See pages 43-53

Connecticut Rider Education Program (CONREP) For Motorcycles

in conjunction with CT DOT

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

See page 36







• Saturday and Weekday Evening Classes Available

See page 32



• Real Estate Principles and Practices

• Real Estate Principles and Practices Review Course

See page 58