



MANCHESTER
COMMUNITY
COLLEGE

CREDIT-FREE COURSES

SPRING 2020

January through May

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

Continuing Education, Workforce Development and Personal Enrichment

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CONTINUING EDUCATION



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

Credit-Free Programs 860-512-2800

Offering courses for professional development and personal enrichment

Director, Carleigh Schultz.....	cschultz@manchestercc.edu
Program Coordinator, Stephen Campiglio.....	scampiglio@manchestercc.edu
Administrative Assistant, Jessie Bradley.....	jbradley@manchestercc.edu
Educational Assistant, Venica Blythe.....	vblythe@manchestercc.edu
General Information and Catalog Requests.....	ceinfo@manchestercc.edu

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

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

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

Providing state-of-the-art computer training

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

Preparing students for National and State certification exams

Coordinator, Lorraine Doonan.....	ldoonan@manchestercc.edu
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Excursions in Learning Youth Programs..... 860-512-2804

Offering courses for creative, inquisitive & highly motivated children

Coordinator, Linda Armstrong.....	larmstrong@manchestercc.edu
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Credit Extension Courses..... 860-512-2800

Winter and Summer credit extension courses

Director, Mick Pigott.....	mpigott@manchestercc.edu
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Business & Industry Services..... 860-512-2815

Providing employers and employees with workplace programs and training

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



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.

11/19 67M, 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.

Phlebotomy Technician VA-Post 9/11 Approved WIOA Approved SNAP-Eligible

The Phlebotomy Technician or Phlebotomist, collects blood samples for a variety of reasons, including medical testing, blood transfusions and blood donations. Blood is collected primarily through venipuncture, although other methods may be used, including finger-stick, heel-stick or butterfly needles.

This certification course prepares students for a career as a Phlebotomist and meets the requirements to sit for the American Society for Clinical Pathology (ASCP) certification exam. It includes both on campus classroom lectures and clinical rotation hours at Eastern CT Health Network (ECHN) facilities in the Manchester area to be assigned by the instructor.

Course Topics: Basic medical terminology; anatomy and physiology of the cardiovascular system; arterial puncture procedures; blood collection equipment; laboratory procedures; quality assurance; universal precautions and infection control; specimen handling; collection procedures; and complications with an emphasis on pediatrics and the elderly.

Clinical Rotation Hours: To participate in clinical rotation hours, all students must first pass a background check and drug screening through MCC's provider, Castle Branch (an additional fee of \$72) and successfully complete the first 16 hours of specific classroom instruction. Students who fail to meet these requirements will not be allowed to participate in clinical rotation hours and are not eligible to pass the course. Approximately half of the clinical hours will be completed during regular class hours, while the remainder will be completed on weekdays at ECHN laboratories in the Manchester area. Some classes will be held at Manchester Memorial Hospital. All students must have a driver's license and reliable transportation to class and clinical sites.

Background Check and Drug Screening: Instructions on how to complete these screenings will be mailed to students in a welcome packet after they register for the course. It is advised that students complete these tests as soon as possible since it may take up to two weeks to receive the results. Any criminal charge or pending charge will flag as failure of the screening. 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. Do not register for this course if you think you will not pass a background check or drug screening.

Course Completion: Successful course completion requires passing the Castle Branch background check and drug screening, a minimum course grade of 70, a minimum of 100 completed clinical hours and a minimum of 100 successful, unaided blood draws. Students must have a steady hand with good manual dexterity, 20/20 vision (can be corrected with lenses) and accurate depth perception. All students must have reliable transportation to class and clinical sites.

Certification Exam: Upon successful completion of the program, students will be eligible to sit for the American Society for Clinical Pathology (ASCP) certification exam (an additional fee of \$135). The course instructor will explain how to register for the exam.

Course Supplies to Purchase: The required textbook is: The Phlebotomy Textbook, 3rd Edition (ISBN 9780803620575) by Strasinger and DiLorenzo, F.A. Davis Co. (approximately \$70) available at the MCC Bookstore. Students will also need a MCC photo ID, (purchased at the MCC Cashier's window for \$5 and ID issued at the AST Info Desk). Students are required to wear a white lab coat and slip-resistant, safe shoes/sneakers to the clinical site (not available at the bookstore).

How to Register: Registration for all non-credit allied health courses must be done in person at the Registrar's Office. Students cannot register over the phone or online for these courses.

Required to Register:

1. A photo ID showing student age of 18 years or older
2. A high school diploma or GED
3. Proof of passing the free MCC Reading Assessment Test or a college transcript to show a passing grade in any college level course. The Testing Center is located in SSC L131A, and is open Monday-Wednesday 8 AM-12 PM and Thursday 8 AM-11 AM.

Welcome Packet: In addition to the Castle Branch screening instructions, the welcome packet will also include a Health Form due to the instructor before the start of clinical hours.

CRN 10886 | Fee \$1,460

26 sessions | Tuesdays & Thursdays | 6-9:45 PM | LRC Room B144

2/11-5/7 (weather makeup day 5/12, graduation 5/14)

Additionally, 100 hours of mandatory clinical rotation will be assigned by the instructor weekdays 7 AM-5 PM at ECHN facilities in the area.

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



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

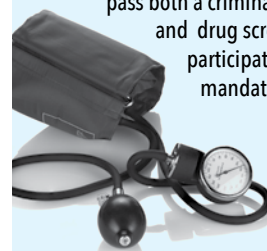
Contact MCC Allied Health Coordinator Lorraine Doonan at 860-512-2826 for more information about WIOA funding.

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.



ALLIED HEALTH

Emergency Medical Technician (EMT) VA-Post 9/11 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.

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.

Course Topics: In this course, students will learn how to 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, operate medical and communication equipment, 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.

Ambulance Ride-Along Observation Hours: 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. These hours will be arranged by the instructor.

Course Completion: To successfully pass this course, students must attend at minimum of 150 classroom hours, achieve a course grade of 75% or above, complete a minimum of 40 hours of ambulance/ ER Department observation hours, and be recommended by the instructor to sit for the state exam. Also, students will need reliable access to a computer with internet and email in order to complete homework, quizzes and other training. This is an academically rigorous course and attendance is required. More than three absences will result in failure of the course.

Certification Exam: Upon successful completion of the program, students will be eligible to sit for the initial State of CT Certified EMT examination and national board certification (additional fee of \$200). The course instructor will explain how to register for the exam.

Course Supplies to Purchase: The required textbook is Emergency Care Plus MyBradylab with Pearson eText-Access Card Package, 13th Edition (ISBN 9780134190754) by Daniel Limmer and Michael F. O'Keefe, Pearson Publishers, (approximately \$196). Student must also purchase a stethoscope and blood pressure cuff (approximately \$55). All of these items are available at the MCC bookstore. Also, a \$10 refundable key deposit must be given to the instructor on the first day of class.

How to Register: Registration for all non-credit allied health courses, such as EMT, must be done in-person at the Registrar's Office. Students cannot register over the phone or online for these courses.

Required to Register:

1. A photo ID
2. Proof of passing the free MCC Reading Assessment Test or a college transcript to show a passing grade in any college level course. The Testing Center is located in SSC L131A, and is open Monday-Wednesday 8 AM-12 PM and Thursday 8-11 AM.

All classes meet at Glastonbury Volunteer Ambulance Association, 2112 Main Street, Glastonbury, CT.

CRN 10887 | Fee: \$950
36 sessions | 2/11-5/23
15 Tuesdays & 14 Thursdays | 6-10 PM
6 Saturdays | 3/14, 3/28, 4/11, 4/25, 5/9, 5/23 | 8 AM-4 PM (half-hour lunch)
1 Mental Health Training | Saturday | 3/21 | 8 AM-5:30 PM

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



Pharmacy Technician SNAP-Eligible

This comprehensive 134-hour course is a Pharmacy Technician Certification Board recognized education/training program and prepares students for an entry-level position as a Pharmacy Technician. It is an excellent review for the 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 can work in a community hospital, long-term care setting, or pharmacy.

Course Topics: Medical terminology specific to pharmacy, reading and interpreting prescriptions, patient and medication safety, pharmacy law, top 100 drugs (including generic and brand names) indications, significant side effects, inventory control, billing and insurance reimbursement. Students will learn and practice conversion factors, calculate dosages, IV flow rates and solve compounding problems.

Course Completion: For successful completion of this course, students must earn a grade of 70 or above. Strong math skills up to single-variable algebra are required. Students are allowed no more than 2 absences. After the third absence, a student is no longer eligible to pass the course or to sit for the PTCB exam. Arriving more than 30 minutes late or leaving more than 30 minutes before class ends will count as an absence.

Certification Exam: The course fee does not include the PTCB exam fee (approximately \$129). Students can sit for the exam after passing the course. Please check the PTCB website (www.ptcb.org) for exam information. Anyone convicted of a felony is evaluated on a case-by-case basis by PTCB to take the exam. This course is a PTCB recognized education/training program. The instructor will explain how to register for the PTCB exam.

Course Supplies to Purchase: The course fee includes the textbook and workbook (Pharmacy Certified Technician Training Manual, 14th edition and the Calculations Workbook, 5th edition). Students should also bring a calculator to class.

How to Register: Registration for all non-credit allied health courses must be done in person at the Registrar's Office. Students cannot register over the phone or online for these courses.

Required to Register:

1. A photo ID showing student age of 18 years or older
2. A high school diploma or GED
3. Proof of passing the MCC Math Assessment Test and Reading Assessment Test or a college transcript to show a passing grade in a college level math course. The Testing Center is located in SSC L131A, and is open Monday-Wednesday 8 AM-12 PM and Thursday 8-11 AM.

See page 3 for SNAP Eligibility Information.

CRN 11043 | Fee: \$900
28 sessions | Mondays & Wednesdays
2/5- 5/13 (does not meet 2/17; weather makeup date 5/18)
6-9 PM | LRC Room B144
Instructor: Diane Pacitti, Ph.D., R.Ph.

Certified Nurse Aide (CNA)

VA-Post 9/11 Approved

WIOA Approved

SNAP-Eligible

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.

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.

Clinical Rotation Hours: To participate in clinical rotation hours, all students must first pass a background check and drug screening through MCC's provider, Castle Branch (approximately a \$72 fee) and successfully complete the first 16 hours of specific classroom instruction. Students who fail to meet these requirements will not be allowed to participate in clinical rotation hours and are not eligible to pass the course. Clinical hours 7AM-3PM on Saturdays. **All clinical hours are held at Woodlake at Tolland, 26 Shenipsit Lake Road, Tolland, CT.**

Background Check and Drug Screening: Instructions on how to complete these screenings will be mailed to students in a welcome packet after they register for the course. It is advised that students complete these tests as soon as possible since it may take up to two weeks to receive the results. Any criminal charge or pending charge will flag as failure of the screening. 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. Do not register for this course if you think you will not pass a background check or drug screening.

Course Completion: To sit for the state certification exam, students must attend a minimum of 100 hours of course time, 50 hours of clinical rotations 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 will provide students with the information needed to apply for the exam.

Required Textbook and Supplies: Textbook for Nursing Assistants: A Humanistic Approach to Caregiving by Carter, 4th edition, Lippincott (ISBN 9781496323521) textbook/workbook/video bundle (approximately \$122) and a gait belt (approximately \$12) both available at the MCC Bookstore. A Manchester Community College Student ID will also need to be purchased for \$5. Students are required to wear a white uniform or scrubs, white shoes/sneakers, and a watch with a second hand to the clinical site, and pack a lunch.

How to Register: Registration for all non-credit allied health courses, such as CNA, must be done in-person at the Registrar's Office. Students cannot register over the phone or online for these courses.

Required to Register:

1. A photo ID
2. Proof of passing the free MCC Reading Assessment Test or a college transcript to show a passing grade in any college level course. The Testing Center is located in SSC L131A, and is open Monday-Wednesday 8 AM-12 PM and Thursday 8-11 AM.

Welcome Packet: In addition to the Castle Branch screening instructions, the welcome packet will also include a Health Form due to the instructor before the start of clinical hours.

See page 3 for SNAP Eligibility Information.

CRN 10890 | Fee: \$999

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

Classroom | 22 sessions | Tuesdays & Thursdays | 2/18-4/30

6-9 PM | LRC Room B125

Clinical | 8 Saturdays | 3/7-5/2 (does not meet 4/11) | 7 AM-3 PM

Woodlake at Tolland, 26 Shenipsit Lake Road, Tolland, CT

Instructor: Andrea Dillon, RNC, M.Ed.



Veterinary Assistant II

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

Veterinary Assistant II is the second 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 course is offered in partnership with Bolton Veterinary Hospital (BVH).

Please contact Allied Health Program Coordinator, Lorraine Doonan, for more information about the Veterinary Assistant Program: (860) 512-2826 or LDoonan@manchesterrcc.edu

CRN 11044 | Fee: \$900

24 sessions | 2/25-5/2 | GPA Room GP216

10 Tuesdays & 9 Thursdays | 6-9:30 PM

(does not meet 4/9)

5 Saturdays | 2/29, 3/14, 3/28, 4/18, 5/2

8 AM-Noon or 12:30-4:30 PM (TBD in class)

Weather makeup dates 5/5 & 5/9 if needed.

Internships: 3/9-5/31 Off Campus, assigned by the instructors

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



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.

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 10876 | Fee: \$185
6 Wednesdays | 2/12-3/18
6-8:30 PM | VIL 1 Room V101

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

Introduction to Watercolor Painting II

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

CRN 10878 | Fee: \$185
6 Wednesdays | 3/25-4/29
6-8:30 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 in-depth exploration of traditional and non-traditional techniques. Through observational painting practice, students will learn about atmospheric perspective, light and shadow, texture, and mark making. Students will take home several small paintings and studies, as well as a culmination painting. For beginning to intermediate level students. A materials list will be sent to student prior to class; approximate total cost is \$45, which will be lower if students

already own basic supplies, such as brushes and paints.

CRN 10879 | Fee: \$150
4 Wednesdays | 5/6-5/27
6-9 PM | VIL 1 Room V101

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

NEW Paint What You See: All Media Welcome

Working from still life setups, students will learn to actively see their subject and transfer their vision onto the canvas. We will focus on proportion, perspective, application of the medium to the canvas, and other topics. Students who work in acrylic, watercolor or oil are welcomed. Students should bring to class only materials for the medium of their choice: **Acrylics**, a basic set of acrylic paints (should include primary colors, white, and black), a few brushes in sizes ranging from #4-#8, a primed canvas, 18" x 24" (or similar size, student may choose), and a palette (paper pad type is okay); **Oils**, same as acrylics, but also bring turpentine and linseed oil, and more than one canvas (because the paint takes longer to dry); or **Watercolors**, a basic set of watercolor paints, watercolor brushes #1, #2, and #10, a palette (paper pad type is okay), pad of watercolor paper, and a plastic cup or bowl for water.

CRN 10954 | Fee: \$150
6 Fridays | 4/17-5/22
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 10853 | Fee: \$150
6 Fridays | 2/28-4/3
10 AM-Noon | VIL 1 Room V101
Instructor: Zbigniew Grzyb, M.A.



Painting with Oil Pastels

Learn how to use oil pastels and master the flexibility of this wonderful medium to create "paintings" on paper and explore all of its various possibilities. The instructor will demonstrate techniques, and work individually with each student toward achieving artistic goals. Students will also learn how to layer and mix colors, blend, stipple, and tone and achieve a variety of effects. 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 10854 | Fee: \$150
6 Fridays | 4/17-5/22
10 AM-Noon | VIL 1 Room V101
Instructor: Zbigniew Grzyb, M.A.



Chinese Brush Painting: Winter Plum Blossom and Red Cardinal

Give the most creative and original gift you can during this holiday season! Using the traditional Winter Plum Blossom and Red Cardinal for a subject reference, you will be introduced to the fundamentals of this ancient art form, using ink on rice paper. Develop your imaginative, drawing and design skills, while expanding your knowledge of Asian art. Learn from demonstration and practice under the gentle, patient and talented eye of the instructor. 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 10964 | Fee: \$90

1 Saturday | 2/22

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

Instructor: Yuemei Zhang, M.A.



NEW The Art of Needlefelting

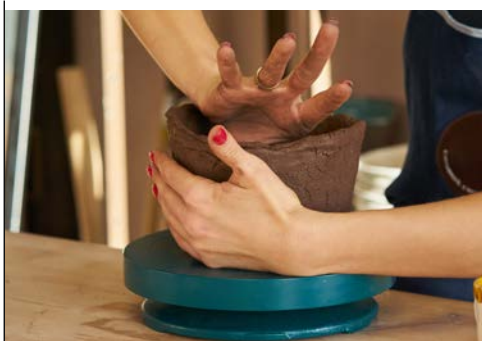
Needlefelting, also called dry felting, is the art of shaping and poking colored, core wool with a felting needle to make 3-dimensional sculptures, such as ornaments, dolls, and stuffed animals. You can also make flat-felted art with this method. You'll learn how to make and use an armature as a model, and then needlefelt a figure, face or animal of your choice. You can expect to take home two small creations or one more detailed piece. Materials fee: \$15 for a needlefelt kit (4 needles, a small foam work surface, and fingerguards), core wool, and wire. The instructor also provides helpful handouts.

CRN 10955 | Fee: \$75

3 Saturdays | 4/18-5/2

1-3 PM | GPA Room GP202

Instructor: D. Sassano, M.F.A.



NEW Introduction to Ceramics: Next Level

This course is designed for those students who have already taken the instructor's *Introduction to Ceramics*, or who have some previous experience with ceramics. Students will expand upon their introductory skills to create functional and decorative pieces, using the previously learned hand building techniques, including coil building, slab construction, and sculpting, to create more advanced projects. Students will be encouraged to pursue their own creative vision. Upon completion of the course, students can expect to take home at least one finished piece, which can be picked up in the Continuing Education office two weeks after the end of the course. Office hours are Monday-Friday, 8:30 AM-5 PM. Materials fee: \$25, payable to the instructor at the first class, for clay and glazing supplies and kiln operation.

CRN 11065 | Fee: \$115

5 Wednesdays | 2/26-3/25

(registration deadline 2/19)

6:30-8:30 PM | GPA Room GP202

Instructor: Janine Turgeon, M.S.

Jewelry Making for Beginners: Learn to Saw and Solder

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

CRN 10962 | Fee: \$130

4 Saturdays | 3/7-3/28

(registration deadline 3/4)

11 AM-2 PM | AST Room D132

Instructor: Carla Polek, M.F.A.

Jewelry Making for Beginners: Bezel Setting

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

CRN 10963 | Fee: \$130

4 Saturdays | 4/18-5/9

(registration deadline 4/15)

11 AM-2 PM | AST Room D132

Instructor: Carla Polek, M.F.A.

Create Silver Jewelry with Precious Metal Clay (PMC)



This course is for both the beginning and experienced student. Learn to craft fine silver jewelry as though you're playing with clay. Once shaped, dried, and fired in a kiln, the putty-like PMC becomes an object of fine silver. Design, shaping of the material, stone setting, texturing, and molding to finishing and antiquing, will all be addressed. You will go home with two to three completed pieces of silver jewelry, such as necklaces, simple beads, earrings, or charms. Materials fee: \$75-\$80, payable to instructor at the first class, for one package of PMC and supplies. Please note: Materials fee is subject to change according to market prices. A materials list of simple, inexpensive tools will also be sent prior to class (instructor supplies almost everything).

CRN 10998 | Fee: \$140

3 Mondays | 3/23-4/6

(registration deadline 3/16)

6-9:45 PM | GPA Room GP215

Instructor: Judith E. Goldstein, PMC Guild Certified

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

BODY, MIND & SPIRIT

FREE Orientation Session: Mindfulness Based Stress Reduction (MBSR)

Come meet the instructor and learn more about the Mindfulness Based Stress Reduction (MBSR) program and course, and how it can help with your well-being and living a more fulfilled life. This session is open to all who want to learn more about MBSR, but who may decide to not enroll in the course. **Those who plan on registering for the course must attend this orientation, and will be given a questionnaire that must be completed before the first class session. Please also refer to the full course description below.**

CRN 10838 | Fee: FREE
1 Wednesday | 3/11
6-8 PM | GPA Room GP155

Instructor: Melissa Tweedie, M.S., L.P.C.

Mindfulness Based Stress Reduction (MBSR)

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

CRN 10839 | Fee: \$199 *SPECIAL DISCOUNTED PRICE*
8 Wednesdays | 3/25-5/20
(does not meet 4/15)
6-8:30 PM
1 Saturday | 5/9 | 9 AM-3 PM
GPA Room GP155

Instructor: Melissa Tweedie, M.S.,
L.P.C.

First Degree Reiki Training

Awaken your dormant healing abilities in this day-long workshop. Learn a thorough history of Reiki from its ancient origins to its adaptation to the modern office, hospital, and daily life. Participants will learn about the chakra system, Reiki principles, hand positions for healing, and attunement to awaken one's ability to heal. Participants will also discuss the benefits of Reiki for both the client and practitioner. This class includes two Reiki sessions: one as a recipient and one as a Reiki practitioner. Please bring a blanket, pillow, and your lunch to class.

CRN 10865 | Fee: \$150
1 Saturday | 3/21
8:30 AM-4 PM | VIL 3 V131

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 10872 | Fee: \$175
1 Saturday | 4/18
8:30 AM-4 PM | VIL 3 V131

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 10873 | Fee: \$200
1 Saturday | 5/16
8:30 AM-4 PM | VIL 3 V131

Instructor: Dory Dzinski, M.A.

Meditation as a Life Skill

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

CRN 10874 | Fee: \$99
4 Wednesdays | 4/15-5/6
7-9 PM | GPA Room GP214

Instructor: Dory Dzinski, M.A.

Create Your Own Dreamcatcher with a Spring Theme

Learn how to create your own dreamcatcher—a traditional art in many Native American tribes—and for this class, create one with a spring theme to celebrate rebirth and renewal, using such items as flowers. A properly completed dreamcatcher represents the four elements that are necessary for sustaining life: air, water, earth, fire. Learn the techniques for constructing an entire dreamcatcher from the inner web to adding beads and ornamentation. The symbolic aspects and meaning of the dreamcatcher parts will also be discussed; each one, a unique and creative expression of your personality or outlook, and yours to take home. Materials fee: \$7 payable to the instructor at the beginning of class, for all the supplies necessary to create and take home your own dreamcatcher.

CRN 11046 | Fee: \$30
1 Saturday | 3/21
9:30 AM-Noon | GPA Room GP136

Instructor: Vanessa Parker, M.A.

**Please check the Summer 2020
Credit-Free Catalog for Yoga classes**

YOU MAY ALSO LIKE:

• **Tai Chi for Health and Relaxation on
page 25**

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

COMPUTER TECHNOLOGY

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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 11016 | Fee: \$99

2 sessions | Tuesday & Thursday | 1/14-1/16

6-9 PM | LRC Room B142

Instructor: Steven Bloom, M.Ed.

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 10999 | Fee: \$15

1 Thursday | 2/13

6-7 PM | LRC Room B141

Instructor: Michael Januska, M.B.A.

Cloud Storage Solutions

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

CRN 11001 | Fee: \$15

1 Thursday | 2/20

6-7 PM | LRC Room B141

Instructor: Michael Januska, M.B.A.

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 11003 | Fee: \$15

1 Thursday | 2/27

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 11004 | Fee: \$15

1 Thursday | 3/5

6-7 PM | LRC Room B142

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.



COMPUTER TECHNOLOGY

iPad: Basics



Join others to learn how to customize your iPad settings, access built-in productivity apps such as Notes, Calendar, Reminders, and learn how to sync your content with the iCloud. Also learn more about your iPad's entertainment

features. If you have only been using your iPad to check mail and surf the web, this is the perfect class to begin customizing your favorite tool. The App Store has over 1 million apps to choose from. How do you know which one to choose? In this class we will also visit the top selling (or free) apps and learn how they can enhance your actions on the web as well as your everyday activities. From surfing to downloading, you will learn how to acquire and manage apps on your device. Prerequisite: *Students, bring your fully charged iPad (updated with the most recent version of the iPad operating system software, called iOS. Depending on the version of your iPad the iOS version could be version 9 through version 12).* You will also need your Apple ID and iTunes password for the class.

CRN 11005 | Fee: \$30
1 Thursday | 3/12
6-9 PM | LRC Room B142

Instructor: Michael Januska, M.B.A.

Computer Boot Camp SNAP-Eligible

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

See page 3 for SNAP Eligibility Information.

CRN 11017 | Fee: \$199
4 sessions | Mondays & Wednesdays | 2/24-3/4
6-9 PM | LRC Room B142

Instructor: Derrick Curry, M.S.

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OFFICE SUITE & OUTLOOK

Microsoft Word 2016 Overview

Students will learn the fundamentals of word processing: how to create, edit, format and save a document. Instructor provides handouts.

CRN 11064 | Fee: \$50
1 Tuesday | 1/21
6-9 PM | LRC Room B142

Instructor: Derrick Curry, M.S.

Outlook 2016 Overview

Outlook is the preferred communication tool in most jobs today. Learn how to use email and calendar features. Instructor provides handouts. Prerequisite: *Basic Windows, keyboarding and mouse skills.*

CRN 11135 | Fee: \$50
1 Thursday | 1/23
6-9 PM | LRC Room B141

Instructor: Derrick Curry, M.S.

Excel 2016 Overview

Microsoft Office is the best-selling premier business software suite in the world. MCC now offers a three-hour cost-effective overview of features and basic operation of each Microsoft Office application. Additional in-depth training is available for these software applications at MCC. Students will learn to recognize data types, enter spreadsheet data, edit data and use basic formulas. Instructor provides handouts.

CRN 11136 | Fee: \$50
1 Tuesday | 1/28
6-9 PM | LRC Room B142
Instructor: Derrick Curry, M.S.

Microsoft Office 2016: MCC Certificate (DAY) SNAP-Eligible

Increase your employability with this intensive 36-hour course and receive a Microsoft Office 2016 MCC Certificate on completion. This hands-on workshop will include practice time on Word, Excel, Access, PowerPoint and Outlook. Students will learn the basics of all Office programs, including merges and graphics in Word; formulas, data management, formatting and printing in Excel; database creation, queries, report and form design and relationships in Access; creating slide shows, animation, and advanced formatting in PowerPoint; and e-mail management, creating folders, scheduling appointments with others, organizing contact lists, in Outlook. Instructor provides handouts. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2016 exams at our approved MCC testing center for an additional fee. To register for the MOS certification exam, or to receive more information about the exam, please contact Bruce Manning at BManning@manchestercc.edu. Prerequisite: *Basic Windows, keyboard and mouse skills.*

See page 3 for SNAP Eligibility Information.

CRN 10909 | Fee: \$599
6 Wednesdays | 3/18-4/22
9 AM-4 PM | LRC Room B142 (limited seating)

Instructors: John Hilditch, M.S.

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

Increase your employability with this intensive 12-week course and receive a Microsoft Office 2016 MCC Certificate on completion. This hands-on workshop will include practice time on Word, Excel, Access, PowerPoint and Outlook. Students will learn the basics of all Office programs, including merges and graphics in Word; formulas, data management, formatting and printing in Excel; database creation, queries, report and form design and relationships in Access; creating slide shows, animation, and advanced formatting in PowerPoint; and e-mail management, creating folders, scheduling appointments with others, organizing contact lists, in Outlook. Instructor provides handouts. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2016 exams at our approved MCC testing center for an additional fee. To register for the MOS certification exam, or to receive more information about the exam, please contact Bruce Manning at BManning@manchestercc.edu. Prerequisite: *Basic Windows, keyboard and mouse skills.*

See page 3 for SNAP Eligibility Information.

CRN 11070 | Fee: \$599
12 Tuesdays | 3/3-5/19
6-9 PM | LRC Room B142

Instructor: Cathy Lukas, M.A.

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 10925 | Fee: \$199
2 Tuesdays | 4/7-4/14
9 AM-4 PM | LRC Room B141 (limited seating)
Instructor: Rob Thornton, B.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 10937 | Fee: \$199
2 Thursdays | 4/2-4/9
9 AM-4 PM | LRC Room B142 (limited seating)
Instructor: John Hilditch, M.S.

ACCOUNTING

Accounting I: A Practical Focus to Financial Accounting

In this hands-on course, you will be introduced to the accounting cycle of a service company, emphasizing basic accounting concepts focusing on the recording of transactions and the preparation of financial statements. Topics include the steps of the accounting cycle; transaction analysis; journal entries; statement creation; specific accounting concepts relating to current assets, long-term assets, current liabilities; and payroll. Students will build a company's accounting system, 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 11038 | Fee: \$599
5 Tuesdays | 3/24-4/21
9 AM-4 PM | LRC Room B142 (limited seating)
Instructor: TBA

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 11019 | Fee: \$199
2 Mondays | 4/27-5/4
9 AM-4 PM | LRC Room B142 (limited seating)
Instructor: TBA

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 11021 | Fee: \$99
1 Wednesday | 4/29
9 AM-4 PM | LRC Room B142 (limited seating)
Instructor: George Pillar, M.S.

CRN 11073 | Fee: \$99
2 Thursdays | 4/2-4/9
6-9 PM | LRC Room B141
Instructor: Kristin Violette, M.Ed.

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. Instructor provides handouts. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2016 exams at our approved MCC testing center for an additional fee. To register for the MOS certification exam, or to receive more information about the exam, please contact Bruce Manning at BManning@manchestercc.edu. Prerequisite: *Excel Introduction course, or permission of instructor or computer coordinator.*

CRN 11076 | Fee: \$99
2 Thursdays | 4/30-5/7
6-9 PM | LRC Room B142
Instructor: Kristin Violette, M.Ed.

CRN 10895 | Fee: \$99
1 Wednesday | 5/6
9 AM-4 PM | LRC Room B142 (limited seating)
Instructor: George Pillar, M.S.

COMPUTER TECHNOLOGY



Excel 2016: Data and Functions

This comprehensive course on data handling will ensure that you are tapping the full power of Excel. Features to be examined include: data sorting and filtering; everyday shortcuts; setting 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. Prerequisite: *Excel Introduction course, or permission of instructor or computer coordinator.*

CRN 10899 | Fee: \$199
2 Wednesdays | 5/13-5/20
9 AM-4 PM | LRC Room B142 (limited seating)
Instructor: John Hilditch, M.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 10933 | Fee: \$50
1 Friday | 5/22
9 AM-Noon | LRC Room B142 (limited seating)
Instructor: George Pillar, M.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 10935 | Fee: \$50
1 Friday | 5/22
1-4 PM | LRC Room B142 (limited seating)
Instructor: George Pillar, M.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, what-if-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. Instructor provides handouts. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2016 exams at our approved MCC testing center for an additional fee. To register for the MOS certification exam, or to receive more information about the exam, please contact Bruce Manning at BManning@manchestercc.edu. Prerequisite: *Excel Intermediate course, or permission of the instructor or computer coordinator.*

CRN 11124 | Fee: \$99
1 Wednesday | 5/27
9 AM-4 PM | LRC Room B142 (limited seating)
Instructor: George Pillar, M.S.

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 11006 | Fee: \$99
2 Tuesdays | 4/14-4/21
6-9 PM | LRC Room B141
Instructor: Richard Hoyer, M.A.

Microsoft Azure Software Information

MCC's Division of Continuing Education subscribes to Microsoft Azure which allows MCC students to enroll in designated computer classes and receive free Microsoft software that is related to their course.

The subscription includes just the developer products and does not include the Microsoft Office Suite.

Available software for Spring 2020 includes the following Microsoft products: Access 2016, Project 2016, SQL Server 2016, Visual Studio 2016 and Windows 10.

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

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.



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 10901 | Fee: \$99

1 Wednesday | 5/13

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

Instructor: Rob Thornton, B.A.

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. Instructor provides handouts. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2016 exams at our approved MCC testing center for an additional fee. To register for the MOS certification exam, or to receive more information about the exam, please contact Bruce Manning at BManning@manchestercc.edu. Prerequisite: *Access Introduction course, or permission of instructor or computer coordinator.*

CRN 10903 | Fee: \$199

2 Wednesdays | 5/20-5/27

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

Instructor: Rob Thornton, B.A.

SQL Server 2016: 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. The primary target audience for is: Database Administrators and Developers. At completion, 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 multi-table 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 9781509304332), available at MCC Bookstore for approximately \$36. Prerequisite: *Database Administration Fundamentals course or familiarity with managing databases.*

CRN 10939 | Fee: \$599

5 Fridays | 4/17-5/15

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

Instructor: George Pillar, M.S.

Access 2016: Advanced

Explore multi-criteria Parameter queries as well as the many types of Action queries. Build AutoKey and AutoExec macros. Import and export data, explore XML and CSV file formats, and save an object to an XPS file. Students will learn object dependencies, using the Linked Table manager, linking to Excel; procedures to ensure proper database management, such as analyzing, splitting, converting, protecting and backing up databases; and use Access with Outlook. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2016 exams at our approved MCC testing center for an additional fee. Instructor provides handouts. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2016 exams at our approved MCC testing center for an additional fee. To register for the MOS certification exam, or to receive more information about the exam, please contact Bruce Manning at BManning@manchestercc.edu. Prerequisite: *Access Intermediate course, or permission of the instructor or computer coordinator.*

CRN 10905 | Fee: \$99

1 Friday | 5/29

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

Instructor: George Pillar, M.S.



DIGITAL IMAGING & DESIGN

Adobe Photoshop Elements: Introduction

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

CRN 11039 | Fee: \$99

2 Tuesdays | 3/31-4/7

6-9 PM | LRC Room B141

Instructor: Richard Hoyer, M.A.

NEW Editing Your Pictures in Photoshop's Adobe Camera Raw

Photoshop is probably the most well-known and the best digital imaging program on the market today. What many people do not know, however, is that within the Photoshop program is another very powerful program. Its name is Adobe Camera Raw (ACR), and it originally was designed for processing RAW images (most SLR cameras save an image either as a JPG or RAW image – a RAW image is a much more robust entity than a JPG image, and it is the format to use if serious digital editing is needed). The exciting thing about Adobe Camera Raw is that it's a fantastic tool for editing JPG and TIF images too!!! It should be mentioned that all images can benefit from at least some editing in a digital imaging program. At the very least, dark areas can be made lighter and light areas made darker. In addition, colors can be improved, sharpness and contrast added, distracting elements removed, and interesting effects added. And what most people don't realize is that editing is almost mandatory for making a picture look the same as what the naked eye originally saw. Instructor provides handouts. Recommended: *Familiarity with Adobe Photoshop.*

CRN 11027 | Fee: \$99

2 Fridays | 5/22-5/29

6-9 PM | LRC Room B141

Instructor: Peter Glass, M.A.



COMPUTER TECHNOLOGY

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 3rd Edition, Adobe Press (ISBN 9780135495643), available at MCC Bookstore for approximately \$54. Prerequisite: *Basic Windows, keyboard and mouse skills; word processing experience recommended.*

CRN 11041 | Fee: \$199

2 Fridays | 3/20-3/27

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

Instructor: Michael Lavoie, 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 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, or one can be purchased at the MCC Bookstore for approximately \$10. Required text: Adobe Photoshop 2019 CC Classroom in a Book, Adobe Press (ISBN 9780135261781), available at MCC Bookstore for approximately \$54. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN 11026 | Fee: \$199

2 Fridays | 3/27-4/3

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

Instructor: Kathleen Smits, M.A.

Adobe Photoshop CC: Introduction (Macintosh)

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 2019 Classroom in a Book (ISBN 9780134852485), available at MCC Bookstore. Prerequisite: *Basic navigation of a Mac computer, keyboard and mouse skills.*

CRN 11028 | Fee: \$99

2 Tuesdays | 3/17-3/24

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 2010 CC Classroom in a Book, Adobe Press (ISBN 9780135262153), available at MCC Bookstore for approximately \$55. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN 11010 | Fee: \$199

2 Fridays | 5/8-5/15

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

Instructor: Kathleen Smits, M.A.

Adobe: Creating Marketing Materials

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

CRN 11024 | Fee: \$299

3 Fridays | 4/17-5/1

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

Instructor: Kathleen Smits, M.A.

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 10907 | Fee: \$135

1 Thursday | 3/12

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

Instructor: Dr. Paul Picard





TROUBLESHOOTING

PC Maintenance and Repair SNAP-Eligible

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

See page 3 for SNAP Eligibility Information.

CRN 10893 | Fee: \$199
2 Thursdays | 3/19-3/26
9 AM-4 PM | LRC Room B141 (limited seating)
Instructor: Dr. Paul Picard

PROGRAMMING

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 10915 | Fee: \$199
2 Fridays | 3/20-3/27
9 AM-4 PM | LRC Room B141 (limited seating)
Instructor: George Pillar, M.S.

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, floating-point 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-else-finally 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: *Learning Python, 5th edition* (ISBN 9781449355739), available at MCC Bookstore for approximately \$60. Prerequisite: *Basic Windows, keyboard and mouse skills. Some programming experience recommended.*

CRN 11008 | Fee: \$500
4 Fridays | 4/17-5/8
9 AM-4 PM | LRC Room B141 (limited seating)
Instructor: Lazar Pevac, Ph.D.



CERTIFICATION PREPARATION

A+ Certification 220-1001 Exam

Preparation SNAP-Eligible

CompTIA A+ Certification validates the latest skills needed by today's computer support professionals. It is an international, vendor-neutral certification recognized by major hardware and software vendors, distributors, and resellers. The first required A+ exam, CompTIA A+ 220-1001, 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.*

See page 3 for SNAP Eligibility Information.

CRN 10929 | Fee: \$1,000
6 Thursdays | 4/2-5/7
(registration deadline 3/23)
9 AM-4 PM | LRC Room B141 (limited seating)
Instructor: Dr. Paul Picard

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.



COMPUTER TECHNOLOGY



A+ Certification 220-1002 Exam

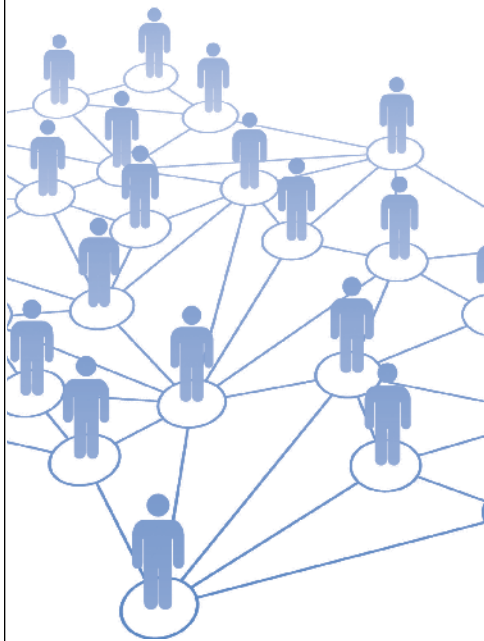
Preparation SNAP-Eligible

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. Registration deadline is 3/17. Prerequisite: A+ 220-1001 Certification Prep, equivalent training, or permission of instructor or computer coordinator.

See page 3 for SNAP Eligibility Information.

CRN 10931 | Fee: \$1,000
6 Thursdays | 5/14-6/18
(registration deadline 5/4)
9 AM-4 PM | LRC Room B141 (limited seating)
Instructor: Dr. Paul Picard

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.



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

CRN 10913 | Fee: \$1,500
7 Fridays | 4/17-5/29
(registration deadline 4/6)
9 AM-4 PM | AST Room C139 (limited seating)
Instructor: Dr. Paul Picard

NEW Networking with IPv4 and IPv6

This course will review IPv4 and how this affects network communication. It will review IPv4 subnetting, the structure of an IPv4 packet/frame, and other aspects of the TCP/IP protocol in network communication. It will make a comparison to the IPv6 protocol and structure within TCP/IP and in networking. The class will discuss IPv6 features and structure, subnetting, addressing, including auto configuration, and neighborhood discovery. The class will discuss the concepts of hardware IPv6 capable, IPv6 ready, IPv6 aware, and IPv6 compliant. As we move into the future, why IPv4 will need to transition to IPv6 and how that can be accomplished. It will also discuss tools, attacks, and vulnerabilities associated with both IPv4 and IPv6. Prerequisites: *it is recommended that you have some experience in A+, networking, and/or network security so that you have current knowledge of IPv4. Instructor will provide handouts.* Recommended (but not required) textbooks: *Guide to TCP/IP* (ISBN 9781305946958) and *The Only IP Book You Will Ever Need* (ISBN 9781499373929) can be found at online bookstores.

CRN 10983 | Fee: \$199
1 Tuesday | 5/26
9 AM-4 PM | LRC B141 (limited seating)

Instructor: Dr. Paul Picard

WEB DESIGN

NEW Create Your Own Website Using Weebly

There currently are many website creation companies available that allow for both technical and non-technical people to quickly design and set-up their own websites. This is possible due to the availability of professionally produced templates, lots of design elements that can be added to a website by simply dragging and dropping, and the ability to easily add and modify both text and pictures. We will be working with Weebly (www.weebly.com) in this seminar – a highly rated and very popular website creation company. As of this writing, the company has four pricing plans that range from \$0 to \$30 per month. The quality of Weebly's templates and other features they offer are more than enough for producing very inexpensive, high quality, and highly competent websites. A thorough and complete handout will be passed out at the class. It covers all the material presented in the class. With a bit of practice and with the handout for review, you'll be ready to design and setup your very own website!!

CRN 11022 | Fee: \$50
1 Thursday | 5/7
6-9 PM | LRC B141
Instructor: Peter Glass, M.A.

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
A+ 220-1001 & 220-1002 Exam Preparation	Two Exams: 1. 220-1001: Hardware, Network 2. 220-1002: Operating System, Security	A+ Certification: Must pass both exams for certification
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: Must pass both exams for certification
SQL Server 2016: Querying Data with Transact-SQL	Prepares students for the Microsoft Certified Solution Associate (MCSA) certification, exam 70-761 Querying Data with Transact-SQL	MCSA: To achieve the MCSA, you are required to pass three core exams and one elective exam. For more details on the MCSA requirements you can peruse Microsoft's official requirements
Microsoft Office 2016: MCC Certificate	MCC Certificate	MCC Certificate
Python: Certification Preparation	MCC Certificate	MCC Certificate
Web Design: MCC Certificate	MCC Certificate	MCC Certificate

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 10911 | Fee: \$199
2 Wednesdays | 4/22-4/29
9 AM-4 PM | LRC Room B141 (limited seating)
Instructor: Robert Thornton, B.A.

Web Design: MCC Certificate

Build new skills to start or advance your career as a web developer in our Web Communication and Design program. Courses in this program start with the core areas of HTML and CSS and move on to the use of Adobe desktop tools for web design - ending with exposure to Web Content Management Systems. Your Web design portfolio at the end of the Professional certificate program will include published Web sites that showcase your front-end designs and your cross-platform experience with multiple toolsets. Students who successfully complete this program will be awarded the Web 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 10941 | Fee: \$599
5 Wednesdays | 3/18-4/15
9 AM-4 PM | LRC Room B141 (limited seating)
Instructor: Robert Thornton, B.A.

FIVE WAYS TO GET YOUR COMPANY TO PAY FOR YOUR CLASS

1

Ask

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

2

Show them the catalog

Attach it to your memo.

3

Emphasize the benefits

Explain how the additional skill training will improve your productivity.

4

Note the convenience

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

5

Compare pricing

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

CUISINE

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 11066 | Fee: \$55

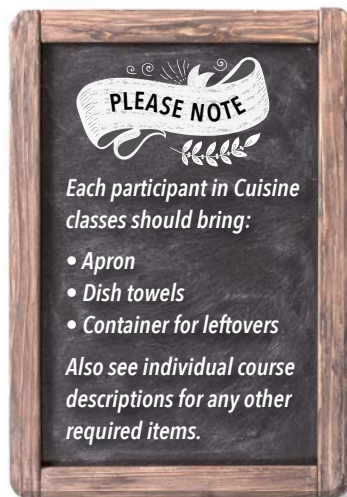
1 Thursday | 2/6

6-9 PM

GPA Room GP213

Instructor: Joshua

Ogrodowski,
M.A.T.



Sicilian Cuisine

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

CRN 11067 | Fee: \$55

1 Thursday | 3/5

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 11068 | Fee: \$55

1 Thursday | 4/2

6-9 PM | GPA Room GP213

Instructor: Joshua Ogrodowski, M.A.T.



The Cuisine of Venice

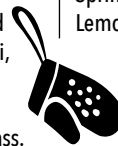
Venice is one of the most romantic cities in Northeast Italy, not only full of culture but great foods. We'll explore foods of this powerful city, with our hands-on approach. We'll create Venetian Style Marinated Flounder, Chicken Confit of Red Bell Peppers and Onions, Panna Cotta, Shrimp and Tomato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

CRN 11069 | Fee: \$55

1 Thursday | 5/7

6-9 PM | GPA Room GP213

Instructor: Joshua Ogrodowski,
M.A.T.



Chocolate Made with Love

For Valentine's Day, learn how to make three different types of chocolates. The easiest is a simple chocolate bark, after which we'll make the ganache for shaped truffles. While the ganache is chilling, you'll learn the art of making molded chocolates, and enjoy munching on the bark.

During the preparation of these

three types of chocolate, you'll have a choice as to which "add-in's" or "roll-in's" you want. You will take home a variety of truffles, molded chocolates, and chocolate bark to share with your loved ones. You will also learn tips and tricks of the trade to making and packaging chocolates. Students should bring a lunch. Materials fee: \$15, payable to instructor at the beginning of class.

CRN 10834 | Fee: \$75

1 Saturday | 2/8

10 AM-2 PM | GPA Room GP213

Instructor: Anita Ferron, B.S.



The Cuisine of Greece

Come join and enjoy our *Greek Meza Table* (Hot & Cold Small Plates of Food). We will learn how to make four classic dips that are used in every Greek household: *Tzatziki* (Yogurt/Cucumber), *Melizanasalata* (Eggplant), *Hummus* (Chick Peas/Tahini), and *Skordalia* (Garlic Spread). We will then move onto main dishes: *Spanakopita* (Spinach & Phyllo Dough Triangles), *Keftedes* (Greek Meatballs), *Avgolemeono* (Chicken & Lemon Rice Soup), *Kolokithokeftedes* (Zucchini Croquettes), and *Horta Vrastra* (Boiled Leafy Greens); and for dessert, *Koulourakia* (Greek Easter Cookies) that are a holiday tradition. Materials fee: \$18, payable to instructor at the beginning of class.

CRN 10835 | Fee: \$75

1 Saturday | 3/28

10 AM-2 PM | GPA Room GP213

Instructor: Anita Ferron, B.S.

Authentic Vietnamese Cuisine

Join us for a lunch and learn about authentic Vietnamese cuisine. We will prepare and enjoy Vietnamese Chicken Noodle Soup (*Pho Ga*); Northern Spring Rolls (*Bun Cha Bam*); Grilled Pork with Lemon Gras (*Bun Thit Nuong*, the Southern way); and Chayote (traditional vegetable); and for dessert, Fried Bananas. Special guest, Hông Nguyễn, a native Vietnamese and home chef, will assist the instructor with the preparation of the menu. Materials fee: \$18, payable to instructor at the beginning of class.

CRN 10842 | Fee: \$75

1 Saturday | 4/18

10 AM-2 PM | GPA Room GP213

Instructor: Anita Ferron, B.S.

Traditional English Afternoon Tea

Come join us for an afternoon of traditional English teas from Fortum & Mason, Whittard, and Harrods. Our sandwiches will include the Traditional Cucumber, Egg Salad, and Watercress Sandwich (with Carrot & Cheese and Goat Cheese with Nuts and Roasted Pepper). The scones we will prepare are: Cheddar Cheese, Orange Cream, and Plain with a Sugar Top, as well as English Shortbread. And you'll want to save room for dessert: Raspberry Linzer Slices, Blueberry Lemon Cakes with Cheesecake Topping, Irish Lace Cookies, and Millionaires Shortbread. Materials fee: \$18, payable to instructor at the beginning of class.



CRN 10836 | Fee: \$75

1 Saturday | 5/16

10 AM-2 PM | GPA Room GP213

Instructor: Anita Ferron, B.S.

Spanish Tapas

Tapas are served every day in Spain, and enjoyed any time of day. Learn about its culinary history and importance in Spanish culture. We will make



several types of tapas, using fresh seafood, ham, and vegetables, and prepare both hot and cold varieties. With a pitcher of non-alcoholic Sangria, we will

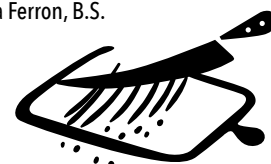
then enjoy our taste of Spain. Once you learn these recipes, you'll be able to entertain family and friends with your own homestyle tapas! Materials fee: \$18, payable to instructor at the beginning of class.

CRN 10837 | Fee: \$75

1 Saturday | 5/30

10 AM-2 PM | GPA Room GP213

Instructor: Anita Ferron, B.S.





Cheney Hall: An Historical Overview and Theater Tour with Complimentary Tickets to Little Theatre!

Cheney Hall, in the heart of Manchester's Historic District, is the jewel in the complex of structures relating to the Cheney Brothers silk mills, which dominated the town for more than a century. Built in 1867 as a meeting place and social venue for the mills' thousands of workers, Cheney Hall has had several iterations over the decades, including as a site for boxing exhibitions, a hospital during the flu epidemic of 1918, and several decades as a fabric showroom for silk and other textiles. Today this handsome Victorian building, built in the French Second Empire style, is the home of the Little Theatre of Manchester. The classroom session will comprise an historical, social, and architectural overview of Cheney Hall. Handouts will be provided. For the second session, students will meet at Cheney Hall, 177 Hartford Rd., Manchester, for a guided backstage tour, including anecdotes about the Little Theatre of Manchester's quarter-century residency in the Hall.

PLUS SPECIAL OFFER to all registered students: one complimentary ticket (approximately a \$20 value!) per person for the Little Theatre's production of *In the Heights* (June 5-21) or *Enchanted April* (August 7-23).

CRN 10833 | Fee: \$50
1 Wednesday | 5/13 | 6:30-8:30 PM
GPA Room GP143
1 Saturday | 5/16 | 10-11:30 AM
Cheney Hall, Manchester

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

Mysteries of Ancient Ireland

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

CRN 11036 | Fee: \$65
3 Thursdays | 3/5-3/19
7-9 PM | GPA Room GP139

Instructor: Mary Carchie, M.A.



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 for your descendants a wonderful legacy...the gift of your family history!

CRN 11042 | Fee: \$85
2 Mondays | 4/13-4/20
6-9 PM | GPA Room GP214
Instructor: Carol Whitmer, B.S.



Shedding Light on the Vikings

As we seek to understand the Viking experience, we will examine common-and sometimes erroneous-beliefs about the Vikings, in contrast to their real accomplishments in trade, exploration and culture. We will also learn who the Ragnar Lothbrok was. Come learn about this fascinating period of human history. The instructor provides handouts.

CRN 11035 | Fee: \$65
3 Tuesdays | 5/5-5/19
7-9 PM | GPA Room GP138
Instructor: Mary Carchie, M.A.

Come Join a Dynamic Team!

MCC's Credit-Free Programs Seeks Qualified* Instructors

- Computer Technology topics
- Cuisine courses of all types and varieties
- Language instruction in Arabic, Greek, Gaelic, Italian, and Yiddish
- Business Soft Skills
- Voice Overs

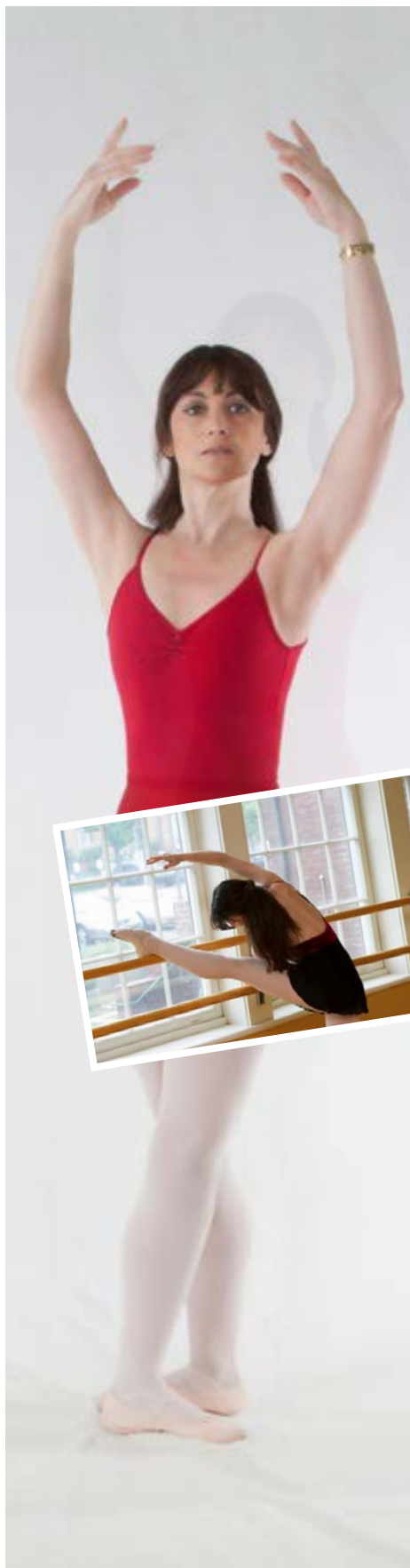
Please visit: www.manchestercc.edu/continuing-education and click on "Teaching for Continuing Education" for more information. To have an instructor packet mailed to you email Venica Blythe: vblythe@manchestercc.edu.

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



MANCHESTER
COMMUNITY
COLLEGE

DANCE



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 10957 | Fee: \$90
7 Fridays | 1/31-3/20 (does not meet 2/14)
6:15-7:15 PM | SSC Room L154 (Fitness Studio)

CRN 10959 | Fee: \$90
7 Fridays | 4/17-6/5 (does not meet 5/22)
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 10960 | Fee: \$90
7 Fridays | 1/31-3/20 (does not meet 2/14)
7:30-8:30 PM | SSC Room L154 (Fitness Studio)

CRN 10961 | Fee: \$90
7 Fridays | 4/17-6/5 (does not meet 5/22)
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 10969 | Fee: \$95
6 Tuesdays | 3/3-4/7
6:30-7:45 PM
SSC Room L154 (Fitness Studio)

Instructor: Beverly Burton, Dance Educators of America



Ballroom Dancing II

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

CRN 10976 | Fee: \$95
6 Tuesdays | 4/14-5/19
6:30-7:45 PM | SSC Room L154 (Fitness Studio)

Instructor: Beverly Burton, Dance Educators of America

All Latin Dance: Merengue, Salsa and Rumba

Learn three styles of dance 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. 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-quick-slow rhythm. 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 10966 | Fee: \$95
6 Tuesdays | 1/21-2/25
6:30-7:45 PM | SSC Room L154 (Fitness Studio)

Instructor: Beverly Burton, Dance Educators of America

YOU MAY ALSO LIKE

- Fitness courses on page 24

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.

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 ask that the instructor contact you.

Grammar Basics



Can you understand and speak English, but are unsure about using grammar correctly at work or in social situations? In this class we will review the basic verb tenses and build

on grammar skills, such as modals, time clauses, gerunds, and infinitives. The focus will be on the review and reinforcement of grammar skills through workbook exercises, and will also include a refresher on basic college writing skills. Listening, speaking, reading and writing activities will be incorporated into the course. The instructor provides handouts.

CRN 10855 | Fee: \$105
5 Thursdays | 2/13-3/12
6:30-8:30 PM | GPA Room GP136
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 10856 | Fee: \$105
5 Thursdays | 3/19-4/16
6:30-8:30 PM | GPA Room GP136
Instructor: Nasreen Al Omari, M.Ed.

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 provide your contact information to Continuing Education and the instructor will contact you. The instructor provides handouts.

CRN 10858 | Fee: \$105
5 Mondays | 3/9-4/6
6:30-8:30 PM | GPA Room GP136
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 10857 | Fee: \$130
6 Saturdays | 2/29-4/4
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 10846 | Fee: \$245
10 Tuesdays | 3/3-5/5
6:30-8:30 PM | SSC Room L142
Instructor: Ricardo Canal, M.S.

Developing Sentence Variety

This course is designed for the intermediate to advanced level ESL student. Students will develop their writing skills by focusing on the three major types of sentences: simple, compound and complex. Topics will include subjects, verbs, coordinating conjunctions, and subordinating conjunctions. The instructor will provide handouts.

CRN 10841 | Fee: \$199
8 Mondays | 3/23-5/11
6:30-8:30 PM | SSC Room L142
Instructor: Ricardo Canal, M.S.

Pronunciation Practice: Accent Reduction

Do you find it difficult to communicate in English? This course is designed for intermediate to advanced ESL students. The class will concentrate on improving 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.

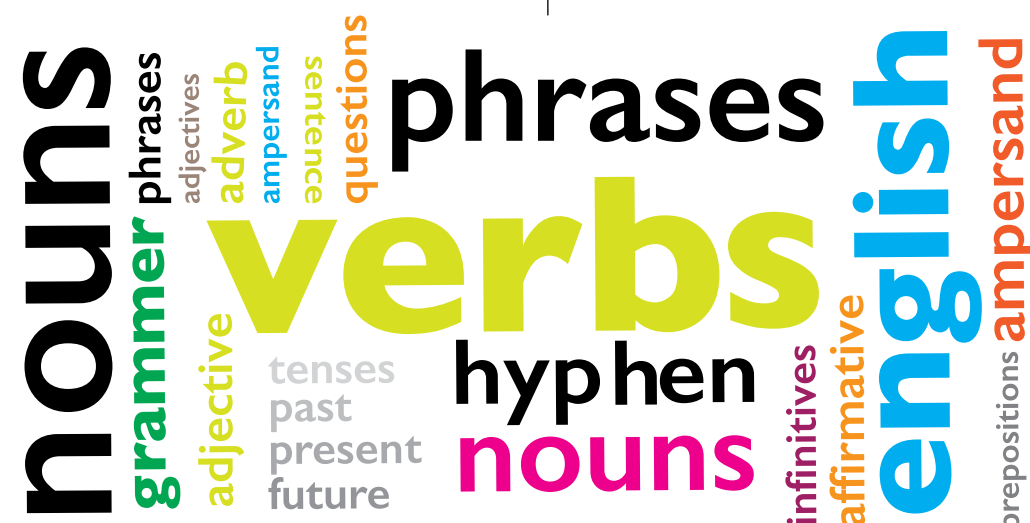
CRN 10840 | Fee: \$295
12 Thursdays | 2/20-5/7
6:30-8:30 PM | SSC Room L142
Instructor: Ricardo Canal, M.S.

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



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 11058 | Fee: \$25
1 Monday | 3/16
7-9 PM | GPA Room GP138

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

NEW Home Staging: Preparing Your Home for Sale

Why not get the maximum value when it comes time to sell your house? With some effective home staging tips and tasks, you can accomplish exactly this. We will explore what potential buyers look for; how to showcase the positive attributes of your home; pinpoint areas for home improvement; and discuss a variety of important things you can do to attract a range of buyers by showcasing your home in a whole, new light. Students should bring a notebook and pen.

CRN 11072 | Fee: \$25
1 Wednesday | 3/18
6-8 PM | GPA Room GP138
Instructor: Jill Betts, M.B.A.

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

NEW Home Storage and Decluttering Solutions

Did you ever think about the storage potential of your closets? An organized closet not only provides excellent storage solutions but can alleviate stress! In addition to closets, more often than not, you already have the majority of what you need to reorganize, reimagine and declutter your home space(s). Let's navigate the sea of options available to maximize a variety of home spaces with both stock and custom storage solutions, whether you choose to DIY or hire a professional. Students should bring a notebook and pen.

CRN 11084 | Fee: \$45
2 Wednesdays | 5/13-5/20
6-8 PM | GPA Room GP138
Instructor: Jill Betts, M.B.A.

NEW Downsizing Done Right!

Do you have an accumulation of household items and are now faced with the daunting task of selling, gifting or donating your possessions, due to moving, retirement, or simply the urge to purge? The instructor, an experienced auctioneer and appraiser, will share best tips and practices for how to market, sell, donate or discard your lifetime collection.

CRN 11088 | Fee: \$25
1 Monday | 4/27
7-9 PM | GPA Room GP214
Instructor: Ralph Labozzo, M.B.A.



Pick eBay to Profit from Tag Sale Discoveries

For those who frequent antique shows and yard sales, this class will teach you 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 11087 | Fee: \$30
1 Monday | 5/18
7-9:30 PM | GPA Room GP214
Instructor: Ralph Labozzo, M.B.A.

How to Organize and Safeguard Your Most Important Family Documents

Knowing where to start when it comes to organizing your important documents can be difficult. Not knowing what you should keep or for how long can be confusing. This course will give you the confidence and knowledge you need to get your house in order! From A to Z, let's take an in-depth look at the what, where, and when of successful organization. We will discuss different storage methods, as well as the steps to creating an effective system that will tidy up and keep it your storage simple. Whether you are looking to make tax time a breeze or just want to organize that messy countertop, come join us and we'll show you how!

CRN 11077 | Fee: \$20
1 Wednesday | 2/19
7-9 PM | GPA Room GP142

Instructor: Jan Johnson, CFP®, RICP®



Creating Your Retirement Income Plan

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

CRN 11078 | Fee: \$20
1 Wednesday | 4/29
7-9 PM | GPA Room GP142

Instructor: Jan Johnson, CFP®

Estate Planning: How to Protect Your Family and Finances

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

CRN 10843 | Fee: \$15
1 Thursday | 2/27
6:30-8 PM | GPA Room GP137

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 10844 | Fee: \$15
1 Thursday | 3/5
6:30-8 PM | GPA Room GP137

Instructors: Attorneys from Czepiga Daly Pope & Perri



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 10845 | Fee: \$15
1 Thursday | 3/12
6:30-8 PM | GPA Room GP137

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 your retirement planning is understanding how Social Security works. Identifying which option will provide the best combination of current and future income for you and your spouse can be an arduous task. Topics will include how to quickly and easily sort through 700 possible filing combinations; methods to increase your benefits and provide thousands more in retirement income; how coordination of benefits will help you and your spouse obtain the highest level of retirement income; and why the Senior Citizens Freedom to Work Act allows recipients to begin receiving benefits while their own benefits continue to grow!

CRN 11085 | Fee: \$15
1 Thursday | 5/7
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 11086 | Fee: \$15
1 Tuesday | 5/19
3:30-5 PM | SSC Room L142

Instructor: Frank Germano, CFP®



YOU MAY ALSO LIKE:

- **Financial Literacy: Knowledge that Pays for Itself on page 37**
- **Working Toward a Stress-Free Life on page 37**
- **Freedom of Information Act on page 37**

FITNESS & RECREATION

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 10861 | Fee: \$85
8 Saturdays | 3/28-5/30
(does not meet 4/11 & 5/23)
11:30 AM-12:30 PM
SSC Room L154 (Fitness Studio)
Instructor: Joy Ann Tso, M.A.

FREE Personal Trainer 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 11056 | Fee: FREE
1 Tuesday | 1/14
6-7 PM | GPA Room GP143
CRN 11057 | Fee: FREE
1 Tuesday | 3/31
6-7 PM | GPA Room GP143

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

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.

YOU MAY ALSO LIKE

- Reiki courses on page 8
- Meditation as a Life Skill on page 8
- Dance courses on page 20



Personal Trainer VA-Post 9/11 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;
- Required textbook, Fitness Professional's Handbook, 7th edition (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.

CRN 10888 | Fee: \$750
12 sessions | Tuesdays (classroom) & Thursdays (Weight Room)
1/21-3/5 (does not meet 2/25 & 2/27 for study week; exams on 3/3 & 3/5)
GPA Room GP143 (Tuesdays) & SSC Room L153 (Thursdays) | 6-9 PM

CRN 10889 | Fee: \$750
12 sessions | Tuesdays (classroom) & Thursdays (Weight Room)
4/14-5/28 (does not meet 5/19 & 5/21 for study week; exams on 5/26 & 5/28)
GPA Room GP143 (Tuesdays) & SSC Room L153 (Thursdays) | 6-9 PM

Instructor: World Instructor Training School Staff

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.

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 learn and execute basic punching and kicking moves

to increase your heart rate, then work on a wave masters punching bag, and conclude your workout with 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.**

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

CRN 11059 | Fee: \$45
Mondays & Wednesdays | 1/13-2/26 (does not meet 1/20 & 2/17) | 5-6 PM or 7-8 PM
Tuesdays & Thursdays | 1/14-2/20
9:30-10:30 AM or 6:10-7:10 PM
Saturdays & Sundays | 1/18-2/23 | 9-10 AM

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

CRN 11060 | Fee: \$45
Mondays & Wednesdays | 3/2-4/8
5-6 PM or 7-8 PM
Tuesdays & Thursdays | 3/3-4/9 | 9:30-10:30 AM or 6:10-7:10 PM
Saturdays & Sundays | 3/7-4/4 | 9-10 AM

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

CRN 11061 | Fee: \$45
Mondays & Wednesdays | 4/13-5/20 | 5-6 PM or 7-8 PM
Tuesdays & Thursdays | 4/14-5/21
9:30-10:30 AM or 6:10-7:10 PM
Saturdays & Sundays | 4/18-5/17 | 9-10 AM

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

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

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

Please note: All classes meet at the Academy of Martial Arts & Personal Development, 1404 Tolland Turnpike, Manchester.

CRN 11125 | Fee: \$45
12 sessions | Mondays & Wednesdays
4/13-5/20 | 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.**

CRN 11126 | Fee: \$45
4 Fridays | 4/17-5/8 | 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 11127 | \$160
Tuesdays & Thursdays | 2/25-4/2 | 5:30-6:30 PM
Wednesdays | 2/26-4/1 | 7:30-8:30 PM
Fridays | 2/28-4/3 | 6:30-7:30 PM
Saturdays | 2/29-4/4 | 9-10 AM
12 sessions - Choose from any combination of the following schedules:

CRN 11128 | \$160
Tuesdays & Thursdays | 4/14-5/21 | 5:30-6:30 PM
Wednesdays | 4/15-5/20 | 7:30-8:30 PM
Fridays | 4/17-5/21 | 6:30-7:30 PM
Saturdays | 4/18-5/16 | 9-10 AM

Instructor: Malee Khaw, 8th Degree Black Belt

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: Students must attend all sessions in order to earn a diploma.** 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.wildlifelicenses.com/internetsales.

CRN 11089 | Fee: \$25
2 Mondays & 1 Wednesday
3/9-3/16 | 6-9 PM | SSC Room L142

CRN 11090 | Fee: \$25
2 Mondays & 1 Wednesday
5/11-5/18 | 6-9 PM | SSC Room L240

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



"When you feel like quitting think about why you started."

LANGUAGES



Japanese for Beginners

This course is for high school students and adults who have no prior exposure to Japanese. In this course you will learn how to read and write *hiragana* (a set of symbols to spell Japanese words) and *katakana* (a set of symbols to spell foreign words), give greetings, use basic everyday phrases, and ask and answer simple questions on a variety of topics, such as self-introductions, favorite foods, personal interests, and hobbies. Japanese culture will be introduced throughout the classroom activities. Course materials, provided by the Japan Society of Greater Hartford (JSGH), are included.

CRN 10852 | Fee: \$130
6 Tuesdays | 3/24-4/28
6-8 PM | GPA Room GP142

Instructor: Atsuko Balon

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), available at local or online bookstores for approximately \$50.

CRN 10859 | Fee: \$170
8 Saturdays | 1/25-3/21 (does not meet 2/15)
9-11 AM | AST Room C203

Instructor: Joy Ann Tso, M.A.

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), available at local or online bookstores for approximately \$50.

CRN 10860 | Fee: \$170
8 Saturdays | 3/28-5/30
(does not meet 4/11 & 5/23)
9-11 AM | AST Room C203

Instructor: Joy Ann Tso, M.A.

French for Beginners

Learn the basic elements of the French language quickly and effectively, and begin speaking in the very first class. While learning pronunciation and basic grammar, you will soon be able to introduce yourself and your family, talk about hobbies and interests, learn numbers, tell time, talk about the weather, and many other fun and useful topics. Required text: *French is Fun, Book 1* (ISBN 9781531100285), Stein & Wald, available at MCC Bookstore for approximately \$25.

CRN 10881 | Fee: \$185
7 Mondays | 1/27-3/16 (does not meet 2/17)
6-8 PM | GPA Room GP142

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

French for Beginners II

In this continuation of *French for Beginners*, or for anyone with prior French language experience, students will further their learning of grammar, listening and speaking skills. We will also learn types of clothing, body parts, days of the week, months of the year, dates, weather, sports, and music. The course will continue with the same required textbook used in the introductory course: *French is Fun, Book 1* (ISBN 9781531100285), Stein & Wald, available at MCC Bookstore for approximately \$25.

CRN 10882 | Fee: \$185
7 Mondays | 3/23-5/4
6-8 PM | GPA Room GP142

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; and other fundamentals. Simple sentence structures will be taught and practiced. The goal of this course is focused more on conversational skills than memorization of grammatical rules. Some aspects of the Spanish culture will also be discussed. An English/Spanish dictionary is recommended. The instructor provides instructional material, which may be uploaded on a USB drive. It is strongly recommended that students bring a flash drive to class.

CRN 10875 | Fee: \$225
8 Thursdays | 2/13-4/2
7-9 PM | GPA Room GP142

Instructor: Raul Moeremans, 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 10864 | Fee: \$199
8 Tuesdays | 3/3-4/21
7-9 PM | GPA Room GP136

Instructor: Dorothea Glatte, B.A., M.R.E.

YOU MAY ALSO LIKE

• **Spanish Essentials for the Workplace on page 39**

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
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- 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. 48705 - and leave your name and address; or
 2. Visit www.manchestercc.edu/motorcycle



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NEW History of the Blues and the Roots of American Music

The blues is a true American musical treasure: it had its roots in the Mississippi delta, spread to northern American cities as African Americans moved north, had a huge influence on rock 'n roll, and is still a vibrant musical form today. We'll analyze the meaning and appeal of blues music and why it has remained popular for 100 years, while examining the music of influential bluesmen, including Robert Johnson, Muddy Waters, and Eric Clapton, and influential blueswomen, such as Bessie Smith, Memphis Minnie, and Bonnie Raitt. We'll consider how some blues songs express tremendous suffering, while other blues songs express tremendous joy. As Muddy Waters famously sang, "The blues had a baby and they named it rock and roll"; we'll additionally analyze how that transition took place.

CRN 10977 | Fee: \$60
4 Wednesdays | 4/15-5/6
7-9 PM | VIL 6 Room V162

Instructor: Stephen Armstrong, M.A.

HISTORY OF THE BLUES AND THE ROOTS OF AMERICAN MUSIC

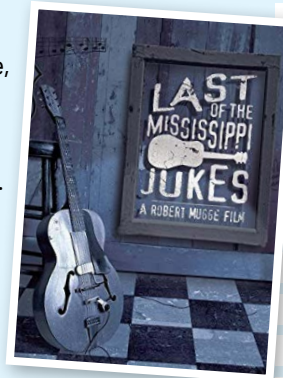
NEW Last of the Mississippi Jukes

Directed by Robert Mugge, this 2003 music documentary, explores the fading traditions of rural Mississippi juke joints---a juke joint being the vernacular term for a bar featuring music and entertainment, primarily operated by African Americans in the southeastern United States. The film focuses on two well-known Mississippi blues venues: the legendary Subway Lounge which, for three decades, operated in the basement of the historic, black-owned Summers Hotel in Jackson, Mississippi, and the Ground Zero Blues Club, co-owned by actor Morgan Freeman, in Clarksdale, Mississippi. The film features live footage of many of present-day blues musicians who are still trying to keep the juke joint tradition alive. The film is an excellent complement to the instructor's four-week course, *History of the Blues* and *The Roots of American Music*.

CRN 10978 | Fee: \$10
1 Monday | 5/11
7-9:30 PM | VIL 6 Room V162

Instructor: Stephen Armstrong, M.A.

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

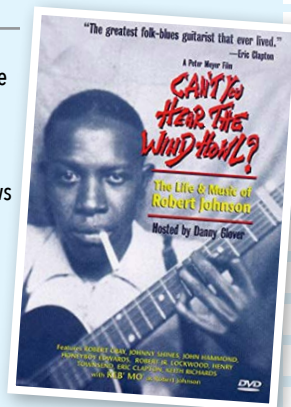


NEW Can't You Hear the Wind Howl?: The Life and Music of Robert Johnson

This ambitious combination of dramatic reconstruction and traditional documentary provides illuminating insight into the life and music of legendary bluesman Robert Johnson. Narrated by Danny Glover and featuring Keb' Mo playing the role of Johnson, the film creates a unique "docudrama" genre by presenting well-researched information with dramatic impact. Including interviews with bluesmen who knew Johnson personally, such as Johnny Shines, Robert Lockwood Jr., and Honeyboy Edwards, the film is an excellent complement to the instructor's four-week course, *History of the Blues* and *The Roots of American Music*.

CRN 10979 | Fee: \$10
1 Monday | 5/18
7-9:30 PM | VIL 6 Room V162

Instructor: Stephen Armstrong, M.A.



Beginning Piano

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

CRN 10971 | Fee: \$210
6 Saturdays | 2/29-4/4
10 AM-Noon | VIL 2 Room V117

Instructor: Ruth O'Neil, M.Ed.

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 10972 | Fee: \$65
4 Wednesdays | 5/6-5/27
8:15-9:15 PM | GPA Room GP139

Instructor: Don Donegan, Professional Musician

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 10970 | Fee: \$190
8 Wednesdays | 4/8-5/27
6:30-8 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 finger-picking techniques apply to steel, nylon stringed instruments, and electric guitars. Required text: *Basic Guitar Writing Book* (ISBN 1890281131), Santorella, available at MCC Bookstore, for approximately \$7. Prerequisite: *Beginning or Continuing Guitar, or some guitar playing experience.*

CRN 10980 | Fee: \$140
6 Mondays | 3/9-4/13
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 10981 | Fee: \$140
6 Tuesdays | 3/10-4/14
7:15-8:45 PM
GPA Room GP126

Instructor: David Giardina,
B.A.

Playing the Ukulele

This small, four-stringed instrument is the hippest thing going! This introductory course will focus on easy chords and simple tunes, and provide a foundation for future playing and entertaining. Music will be taught using chord charts. Students are expected to bring their own instrument. Required

text: *Mel Bay's You Can Teach Yourself Ukulele* (ISBN 9780786689811), available

at MCC Bookstore for approximately \$15.

CRN 10968 | Fee: \$70
4 Mondays | 2/24-3/16
7-9 PM | GPA Room GP139

Instructor: James Hammitt



Beginning Strings: Violin, Viola or Cello

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

CRN 10883 | Fee: \$150
12 Saturdays | 2/1-5/2
(does not meet 2/15 & 4/11)
9:45-10:45 AM | GPA Room GP214

Instructor: Martha Hayes, M.A.



Intermediate Strings: Violin, Viola or Cello

For students who have completed *Beginning Strings* with ease. If you need to rent an instrument or have a question about your skill level, please contact the instructor by leaving a message with Continuing Education at 860-512-2800.

Students should also bring a music stand. Recommended textbook: *Essential Elements 2000*, Book 2 for Violin, Viola, or Cello, Hal Leonard Publishing, available at your local music store, for approximately \$10.

CRN 10884 | Fee: \$150
12 Saturdays | 2/1-5/2
(does not meet 2/15 & 4/11)
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 10885 | Fee: \$150
12 Saturdays | 2/1-5/2
(does not meet 2/15 & 4/11)
12:15-1:15 PM | GPA Room GP214

Instructor: Martha Hayes, M.A.



NOON INSTITUTE



NEW "I've Been to the Mountain:" Five Key Events in the Life of Dr. Martin Luther King, Jr.

It is difficult to judge which of the Rev. King, Jr.'s many accomplishments head the list, given the extraordinary arc of his relatively short life. From "Letter from Birmingham Jail" to his "I Have a Dream Speech," King, Jr.'s spoken and written words had a tremendous impact on American society and continue to resonate into the 21st century. This program will examine several crucial events in light of the legacy of this extraordinary American. The instructor will provide handouts.

CRN 10803 | Fee: \$6
1 Friday | 1/17
Noon-1:30 PM | AST Room E202
Instructor: David Garnes, M.A., M.L.S.

NEW How to Reduce Stress and Live a Healthier Life!



Today, virtually everyone lives with some form of stress. Yet, most people don't realize how profoundly stress can affect their health. 43% of all adults suffer stress-related adverse health

effects. Stress is harmful to our bodies. It increases our risk for sleep disturbances, anxiety, muscle pain, abdominal obesity, poor immune system function, diabetes, and heart disease. However, there are solutions. This class will help you understand the sources of stress in your life and what you can do to manage them. You will better understand the effects of stress and learn steps to remove its causes for a healthier lifestyle.

CRN 10804 | Fee: \$6
1 Friday | 1/24
Noon-1:30 PM | AST Room E202
Instructor: Marie Mammone, N.D.

NEW The Saxophone in the Holocaust: Viktor Ullmann's *Slawische Rhapsodie*

Of the nearly six million people murdered in the Holocaust, many were artists, musicians and composers. Among the many talented composers who were sent to the Terezín concentration camp, Viktor Ullmann was one. Ullmann published three separate articles advocating for the use and advancement of the saxophone throughout the 1920's and 1930's. Instructor will be using the writings of Ullmann, research done by Ullmann scholars along with his own findings to help tell Ullmann's story.



CRN 10805 | Fee: \$6
1 Friday | 2/7
Noon-1:30 PM | AST Room E202
Instructor: Perry Roth, M.M.

NEW Ireland: Land of Saints and Scholars

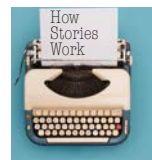
This course will cover Irish Christianity from 400 to 1,000 AD. We will learn about early Irish saints and the island's conversion to Christianity, the spread of Irish scholars throughout Europe, the power of the monasteries, the development of illuminated manuscripts, and the deep imprint that Ireland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

CRN 10814 | Fee: \$6
1 Friday | 2/21
Noon-1:30 PM | AST Room E202
Instructor: Mary Carchie, M.A.

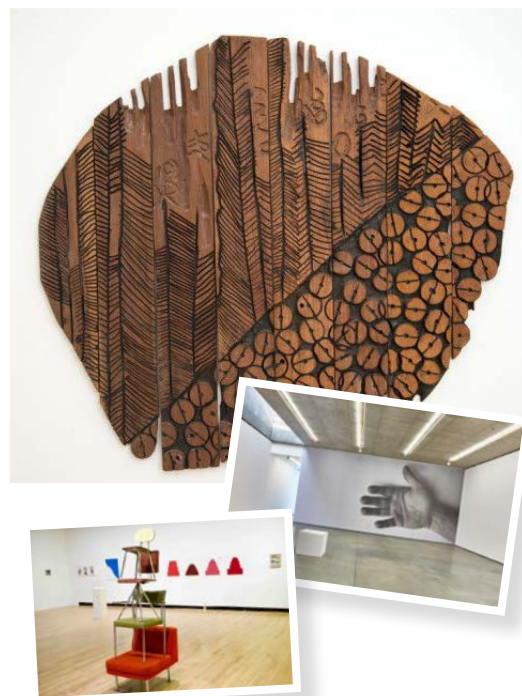


NEW How Stories Work

Who doesn't love a good story? The best ones offer insights into our humanity and show us maps for navigating life's challenges. But why do some stories stick with us forever while others fall by the wayside? Join us for a look at how stories attract and keep our attention and the role they play in our everyday experiences. We'll explore the physiological and emotional effects that stories have on us. Using examples from film and literature, we'll discuss story structure, characters and themes. You'll leave this class with the tools to appreciate and tell meaningful stories.



CRN 10802 | Fee: \$6
1 Friday | 2/28
Noon-1:30 PM | AST Room E202
Instructor: Michael Selissen, M.S.



NEW Making Sense of Contemporary Art

The invention of photography was one of the most important cultural and artistic events of the nineteenth century. This presentation will help you to reexamine how photography and impressionism gave birth to contemporary artists like El Anatsui, Martin Creed or Felix Gonzalez-Torres among others. Come ready to expand your artistic horizon

CRN 10815 | Fee: \$6
1 Friday | 3/6
Noon-1:30 PM | AST Room E202
Instructor: Adrian Panaitisor, B.S., B.F.A.



NEW Natural Support for Brain Health



Young and 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 a richer and more fulfilling life. 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 bodyweight, yet consumes 20 percent of the body's glucose. How to feed and care for it? This class will help you learn lifestyle recommendations, dietary tips and nutrients that will support your brain health.

CRN 10807 | Fee: \$6

1 Friday | 3/13

Noon-1:30 PM | AST Room E202

Instructor: Marie Mammone, N.D.

NEW Walt Whitman: Father of Modern American Poetry

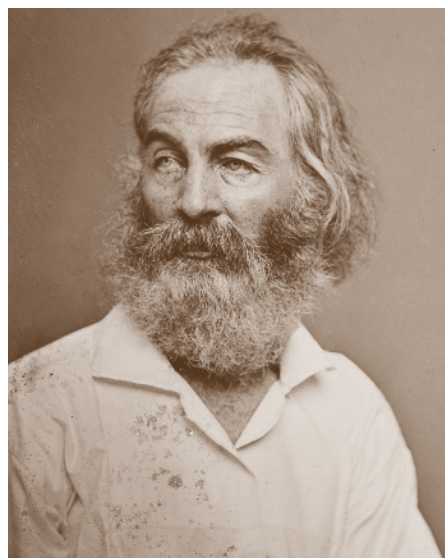
Walt Whitman, along with Emily Dickinson, is the most influential of American poets. Whitman broke with literary tradition to create a vibrant, unconventional poetry reflecting the energy and optimism of the emerging New World democracy. Focusing on his poetic technique, this program will include in-depth readings and excerpts of a few of his most celebrated poems as well as discussion of his impact on succeeding generations of writers. The instructor will provide handouts.

CRN 10806 | Fee: \$6

1 Friday | 3/20

Noon-1:30 PM | AST Room E202

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



NEW Need a Mid-Year Resolution? Stocks on Sale

Are you curious about how investors, speculators, hedge funds, and mutual funds might get a bargain on stock purchases? I thought so. Let's explore three ways to possibly reduce the cost of stock and at the same time reduce the risk of a total stock investment loss. In the best of circumstances a stock might cost little or nothing to own. You might be familiar with one way already: dividends. The other two are put and call options. Instructor provides handouts.

CRN 10956 | Fee: \$6

1 Friday | 4/3

Noon-1:30 PM | LRC Room B144

Instructor: Steven Bloom, M.Ed.



NEW The Prophets of Old

Ezekiel and the valley of dry bones, Daniel in the lions' den, and Jonah and the great fish that swallowed him up. Who were these people, and what writings did they leave behind? This class will cover prophets, prophecy, and prophetic books of the Bible from a nonsectarian perspective. Instructor will provide handouts.

CRN 10816 | Fee: \$6

1 Friday | 5/8

Noon-1:30 PM | AST Room E202

Instructor: William Marut, M.B.A.



NEW "Sitting on the Sofa with a Sister or Two": An Unstuffy Look at Beatles Lyrics

The Beatles, of course, revolutionized rock music. But their lyrics aren't too shabby, either. In fact, the Beatles words are still unmatched for wit, charm, boldness and downright poetic brilliance. Each one wrote music with the mentality that it was poetry, not just a pop-culture marketing tool, and worked hard to perfect the words of each song. This transformed them from pop-culture icons to literary figures worthy of scholarly research. This is a class that's "guaranteed to raise a smile."

CRN 10943 | Fee: \$6

1 Friday | 5/15

Noon-1:30 PM | AST Room E202

Instructor: John Surowiecki, M.A.



NEW 1939: Hollywood's Greatest Year

Critics generally agree that the so-called Golden Age of Film reached its zenith at the very end of the 1930's. Movies such as *Gone with the Wind*, *The Wizard of Oz*, *Goodbye Mr. Chips*, *Stagecoach*, *Wuthering Heights*, and *The Hunchback of Notre Dame*, all released in 1939, filled the movie palaces of every American city and town. Viewing clips from these and other memorable films, we will examine the studio/star system that made "going to the movies" America's favorite form of entertainment. The instructor will provide handouts.

CRN 10832 | Fee: \$6

1 Friday | 5/29

Noon-1:30 PM

AST Room E202

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



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

NUTRITION



NEW The Key to a Healthy Life: Follow the Five Transformations in Macrobiotics

In the macrobiotic lifestyle, the Five Transformations represent the perennial movement of the earth's seasonal energies: Tree (spring), Fire (peak summer), Soil (late summer), Metal (autumn), and Water (winter). Learn how to achieve optimal health and vitality by aligning yourself to these seasonal energies. We will discuss the major whole grains and vegetables you should be eating with each transformation and how these foods strengthen and fortify your body. If you want to start eating healthier and feeling stronger, or if you have ever been curious about macrobiotics and the oriental philosophy behind this lifestyle, then this course will provide with you the basics.

CRN 11134 | Fee: \$15
1 Saturday | 5/9
9-10:30 AM | GPA Room GP138

Instructor: Paula Pini, M.L.S.

Fact versus Fiction: What Foods Are Right for You?

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

CRN 11116 | Fee: \$25
1 Thursday | 4/23
7-9 PM | GPA Room GP214

Instructor: Marie Mammone, N.D.

Cholesterol: Friend or Enemy?

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

CRN 11117 | Fee: \$25
1 Thursday | 4/30
7-9 PM | GPA Room GP137

Instructor: Marie Mammone, N.D.



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

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

CRN 11131 | Fee: \$15
1 Monday | 1/27
7-8:30 PM | SSC Room L142

Instructor: Rebecca Brown, B.S.

NEW Learn How to Balance Your Macros

Are you tired of the yo-yo effect of weight loss? Learn how to lose weight and maintain a healthy level by personalizing your eating lifestyle to your body type. Each body type requires a different ratio of macro nutrients: fats, proteins, and carbs. We will utilize a nutrition worksheet, through which you will learn what your body type is, how many calories your body needs, what your personal macro ratios are, and the different options for losing (or gaining) and maintaining a healthy weight.

CRN 11132 | Fee: \$15
1 Monday | 2/10
7-8:30 PM | SSC Room L142

Instructor: Rebecca Brown, B.S.

NEW Learn How to Maneuver a Quick "Reboot" with a Three-Day Detox

"Rebooting" your health is akin to a good spring cleaning! Toxins in the world are unavoidable and must be purposefully detoxified from your body on a regular basis. Learn why and how to reset your health and weight agenda with a quick, three-day detoxification program. The detox formula of Stop-Clean-Replace will help to realign your body, mind and spirit in order to eat well, feel lighter, and make healthier life choices.

CRN 11133 | Fee: \$15
1 Monday | 2/24
7-8:30 PM | SSC Room L142

Instructor: Rebecca Brown, B.S.

**PLEASE NOTE:
MCC no longer
offers the Online
Academy courses.**

**Students may still
register directly
with Ed2Go at:**

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

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Monthly Programs:

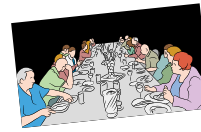
Informative
Educational
Entertaining

Social:

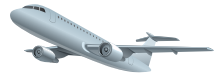
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Overseas



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



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

MCC ORGANIZATION OF ACTIVE ADULTS MEMBERSHIP FORM

Minimum Age: 50. Dues: \$20 per person 9/1-8/31 college year (no prorations or refunds). Make checks payable to MCCOAA and mail with completed form (detach membership card) to:

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

Would you be willing to serve on the OAA
Board or committee? ☐ Yes ☐ No

Last Name 1 _____ Select preference: ☐ Mr & Mrs ☐ Mr ☐ Ms ☐ Miss
First Name 1 _____ ☐ M ☐ F Date of Birth ____/____/____
First Name 2 _____ ☐ M ☐ F Date of Birth ____/____/____
Last Name 2 (Only if different): _____ Select preference: ☐ Mr & Mrs ☐ Mr ☐ Ms ☐ Miss
Address _____ City _____ State _____ 9-Digit Zip _____
Home/Cell Phone _____ Email address _____
Select one: ☐ New Member ☐ Returning Member
Amount enclosed: _____ Check #: _____ Check Date: _____

FOR OFFICE USE ONLY Effective Date: _____ (date postmarked or delivered to OAA or Continuing Education)

Fill in, detach & KEEP this
membership card.

MCCOAA MEMBERSHIP CARD

Member Name(s)

Valid through August 31, 20 ____

MCC ORGANIZATION OF ACTIVE ADULTS

aaa@manchestercc.edu • 860-512-2840

www.manchestercc.edu/oa

In partnership with Manchester Community College

MCCOAA TUITION REBATE APPLICATION

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

MEMBER INFORMATION

First Name: _____ MI: _____ Last: _____
Street Address: _____ Apt# _____ City: _____ State: _____ Zip: _____

COURSE INFORMATION

CRN _____ Course Title: _____ Start Date: _____ Course Fee: \$ _____
Current-Year Catalog Semester (select one): ☐ Fall ☐ Winter ☐ Spring ☐ Summer

REQUIRED (by signing this document I certify that the student attended at least one class session)

Instructor's signature: _____ Instructor Name: _____

FOR OFFICE USE ONLY

Received Date

Application. No.

Member 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 11047 | Fee: \$105
2 Fridays | 3/20-3/27
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 11052 | Fee: \$105
2 Fridays | 1/24-1/31
6-9 PM | AST Room D211

CRN 11053 | Fee: \$105
2 Fridays | 4/24-5/1
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 11054 | Fee: \$55
1 Friday | 2/7
6-9 PM | AST Room D211

CRN 11055 | Fee: \$55
1 Friday | 5/15
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 demonstration and hands-on, in-class practice, you will receive answers to these questions and learn the fundamentals of macro photography.

CRN 11051 | Fee: \$55
1 Friday | 4/17
6-9 PM | AST Room D211

Instructor: Richard Hoyer, 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 11048 | Fee: \$75
2 Saturdays | 2/1-2/8
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 11049 | Fee: \$75
2 Thursdays | 2/20-2/27
6-9 PM | GPA Room GP143

Instructor: Peter Glass, M.A.

YOU MAY ALSO LIKE

• **Digital Imaging & Design courses on page 13**



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.

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

CRN 11140 | Fee: \$130

1 Monday | 3/2

8:30 AM-5 PM | SSC Room L142

Instructor: Richard Siena, A.S.,

CT Police Academy Graduate



ATTENTION:

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



JOB SEARCH WORKSHOPS

Looking for information and guidance on how to become more competitive in your job search? You are invited to attend the following workshops. All sessions meet in the Career Services Suite (SSC Room L107) and are FREE and open to students, alumni, and the public. Pre-registration is required (registration form on page 45).

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 11163 | 1 Thursday

1/30 | 11 AM-12:15 PM

CRN 11164 | 1 Thursday

2/13 | 11 AM-12:15 PM

CRN 11165 | 1 Thursday

2/27 | 11 AM-12:15 PM

CRN 11166 | 1 Thursday

3/12 | 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 11167 | 1 Thursday

2/6 | 11 AM-12:15 PM

CRN 11168 | 1 Thursday

2/20 | 11 AM-12:15 PM

CRN 11169 | 1 Thursday

3/5 | 11 AM-12:15 PM

CRN 11170 | 1 Thursday

3/19 | 11 AM-12:15 PM

SSC Room L107 (Career Services Suite)

Fee: FREE

COUGAR PANTRY 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 - Thursday 9 AM - 4 PM

Friday 10 AM - 3 PM

Or by appointment: call 860-512-3283



MANCHESTER
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COLLEGE

PROFESSIONAL DEVELOPMENT

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.



REAL ESTATE

Real Estate Principles and Practices

VA-Post 9/11 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 11121 | Fee: \$485

16 sessions | 11 Wednesdays | 2/19-4/29

(exam date, 4/29) | 6-9:30 PM

5 Saturdays | 2/29, 3/14, 3/28, 4/18 & 4/25

8:30 AM-2:30 PM | SSC Room L240

Instructor: Marie-Louise Villar, J.D.

CRN 10831 | Fee: \$485

17 sessions | Tuesdays & Thursdays | 3/17-5/14

(does not meet 5/12; exam date, 5/14)

5:30-9:30 PM | SSC Room L240

Instructor: Marc Vallen, J.D.

Real Estate Broker Principles and Practices

This required course for obtaining a CT broker's license will cover the following topics: office management, including organizational structure, human resources (recruiting, training, termination or transfer of salespersons, independent contractor agreements, and risk management), and business policies and procedures; business concerns, including market analysis, financing, and marketing and advertising; Legal Issues, including referral fees, working with attorneys and lenders, broker's lien, property management, land use, and closings; and math concerns, including related calculations and test preparation. Application fee of \$65 is not included with this course. **Students must complete all 15 hours to receive a certificate of completion.** This course is approved for 15

Continuing Education hours by the CT Real Estate Commission. Students should bring a snack to class. Handouts are provided; no textbook is required.

Prerequisite: *It is recommended that only those students who are close to fulfilling the prerequisites for the State of Connecticut Real Estate Broker Exam take this course. Please refer to the Department of Consumer Protection (DCP) website for more details about these prerequisites: www.ct.gov/dcp.*

CRN 11074 | Fee: \$240

3 Saturdays | 1/25-2/8

8:30 AM-1:30 PM | GPA Room GP137

Instructor: Lynette Mendoza Villa, J.D.

Real Estate Broker Legal Compliance

This required course for obtaining a CT broker's license will review the major State real estate regulations and general statutes that brokers must know, understand and follow in order to comply with CT real estate practice and run a real estate business. Detailed explanations, interpretations, case law,

and tips will be provided to help students grasp the complex language and concepts of CT real estate law. A must course for realtors preparing for the broker's exam or for those brokers who want to stay current. Application fee of \$65 is not included with this course. **Students must complete all 15 hours to receive a certificate of completion.** This course is approved for 15

Continuing Education hours by the CT Real Estate Commission. Students should bring a snack to class. Handouts are provided; no textbook is required.

Prerequisite: *It is recommended that only those students who are close to fulfilling the prerequisites for the State of Connecticut Real Estate Broker Exam take this course. Please refer to the Department of Consumer Protection (DCP) website for more details about these prerequisites: www.ct.gov/dcp.*

CRN 11075 | Fee: \$240

3 Saturdays | 2/22-3/7

8:30 AM-1:30 PM | GPA Room GP137

Instructor: Lynette Mendoza Villa, 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 previous page). This course is approved for 3 Continuing Education hours by the CT Real Estate Commission.

CRN 11171 | Fee: \$60
1 Thursday | 5/21
5:30-9:30 PM | SSC Room L240
Instructor: Marc Vallen, J.D.



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 11158 | Fee: \$90
1 Tuesday | 5/5
9 AM-4 PM | LRC Room B144 (limited seating)
Instructor: Paul Howard, M.B.A.

Financial Literacy: Knowledge that Pays for Itself

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, this course can help you to make better spending choices, develop a financial plan, avoid common mistakes, and learn about different investment options for your savings. Specific topics to be covered include understanding stocks, bonds, interest rates, and 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, and personal insurance products. Instructor provides handouts. No prerequisite.

CRN 11162 | Fee: \$270
3 Thursdays | 5/7-5/21
9 AM-4 PM | LRC Room B144 (limited seating)
Instructor: Paul Howard, M.B.A.

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

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

CRN 11106 | Fee: \$90
1 Tuesday | 5/12
9 AM-4 PM | LRC Room B144 (limited seating)
Instructor: V. Allison Reed, M.S., C.A.G.S.

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 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 11155 | Fee: \$55
1 Monday | 5/18
9 AM-Noon | LRC Room B144 (limited seating)
Instructor: Thomas Hennick



SKILLS FOR THE WORKPLACE

Grant Writing Workshop

Do you know what grant makers want? This course will cover tips for writing effective grant proposals. Learn how to get started, or if you have started, how to continue and finish. The parts of a generic proposal will be reviewed, including executive summary, statement of need, project description, budget and narrative, organizational information, conclusion, and appendix. In addition, the art of effective cover letter writing and basic research methods will be explored. Cultivation of contacts and meeting funders will also be discussed, as well as dealing with rejection and what to do next. Grant reporting will be looked at briefly, and sample grants will be shared. Students should bring a lunch.

CRN 11062 | Fee: \$105
1 Friday | 1/17
9:30 AM-4 PM | AST Room C209
CRN 11063 | Fee: \$105
1 Friday | 5/22
9:30 AM-4 PM | AST Room C209
Instructor: Beverly Salzman, M.S., M.B.A.

Consider Yourself Confirmed!

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

PROFESSIONAL DEVELOPMENT

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 11151 | Fee: \$90
1 Thursday | 4/2
9 AM-4 PM | LRC Room B144 (limited seating)
Instructor: Stephen Pedneault, C.P.A., C.F.E.

Middle Management Skills Certificate

Enhance your management skills and improve your chances for advancement. Having some experience doesn't mean you are the best that you can be. This program will help you develop skills that will make you an even better manager. Participants will be awarded a certificate for completion of each module: communications; leadership and coaching; motivation and ethics; team-building; and managing a diverse workplace. Instructor provides handouts. No prerequisite.

CRN 10945 | Fee: \$399
5 Mondays | 3/16-4/13
9 AM-4 PM | LRC Room B144 (limited seating)
Instructor: Ralph Braithwaite, 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 11110 | Fee: \$90
1 Tuesday | 4/21
9 AM-4 PM | LRC Room B144 (limited seating)
Instructor: V. Allison Reed, M.S., C.A.G.S.

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 10948 | Fee: \$90
1 Friday | 4/17
9 AM-4 PM | LRC Room B144 (limited seating)
Instructor: Ralph Braithwaite, M.B.A.

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® and 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 10950 | Fee: \$140
1 Wednesday | 5/6
9 AM-4 PM | LRC Room B141 (limited seating)
Instructor: Ralph Braithwaite, M.B.A.



NEW Improving Negotiation Skills

Developing and implementing effective negotiation strategies and tactics is an increasingly important activity in a wide range of positions and situations in life. This program will provide you with the basic skills to deal with negotiation opportunities both within organizations and in your personal life. During this program, participants will plan and conduct a variety of negotiations that can be experienced in day-to-day situations. You will also receive feedback on your performance. You can use negotiation when buying a car, a house, getting a raise or promotion, going after a new job, and numerous other situations that will be discussed. This program will be useful in helping you avoid a bad deal. Appropriate for both managers and non-managers. Instructor provides handouts. No prerequisite.

CRN 10952 | Fee: \$90
1 Wednesday | 5/13
9 AM-4 PM | LRC Room B144 (limited seating)
Instructor: Ralph Braithwaite, M.B.A.

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 11104 | Fee: \$90
1 Tuesday | 3/24
9 AM-4 PM | LRC Room B144 (limited seating)
Instructor: V. Allison Reed, M.S., C.A.G.S.

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 11108 | Fee: \$90

1 Tuesday | 4/7

9 AM-4 PM | LRC Room B144 (limited seating)

Instructor: V. Allison Reed, M.S., C.A.G.S.



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 11153 | Fee: \$210

2 Thursdays | 4/23-4/30

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 11160 | Fee: \$180

2 Fridays | 5/8-5/15

9 AM-4 PM | LRC Room B144 (limited seating)

Instructor: John Lombardo, 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 11113 | Fee: \$180

2 Fridays | 5/8-5/15

9 AM-4 PM | LRC Room B210 (limited seating)

Instructor: Linda Burk, Ph.D.

YOU MAY ALSO LIKE

- **Allied Health courses on pages 3-5**
- **Computer Technology certification courses on pages 15-16**
- **Home Staging: Preparing Your House for Sale on page 22**
- **Mortgages and the Home Buying Process on page 22**
- **Personal Trainer on page 24**

MCC 32nd Regional Job Fair

Friday, March 27, 2020

9:00 AM to 1:00 PM

Great Path Academy (GPA) Gymnasium

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

For more information or for a list of registered employers, please visit:

www.manchestercc.edu/jobfair

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



**MANCHESTER
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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 on a first-come, first-served basis. Please note that availability may be limited, depending on the book's popularity or release date, so we recommend calling the Library (860) 512-2880 to confirm.

CRN 11122 | Fee: \$15

4 Tuesdays | 2/18; 3/17; 4/21; 5/19 (3rd Tuesday of the month)

6-7 PM | GPA Room GP139

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

2/18 - *The Handmaid's Tale* by Margaret Atwood

In the world of the near future, who will control women's bodies? Offred is a Handmaid in the Republic of Gilead. She must pray each month that the Commander makes her pregnant, because in an age of declining births, Offred and the other Handmaids are only valued for their reproductive ability. Offred can remember the days of yore, when she had a real family with her loving husband and daughter, and when she had a job and money of her own. But all of that is gone now....

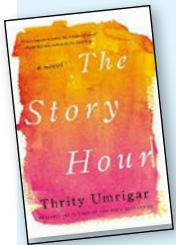
Instructor: Katherine Noonan



3/17 - *The Story Hour* by Thrity Umrigar

An experienced psychologist, Maggie carefully maintains emotional distance from her patients. But when she agrees to treat a young Indian woman who tried to kill herself, her professional detachment disintegrates. Cut off from her family in India and trapped in a loveless marriage to a domineering man, Lakshmi is desperately lonely. Determined to empower Lakshmi as a woman who feels valued in her own right, Maggie abandons protocol, and soon doctor and patient become close. However, crossing professional boundaries has its price. As Maggie and Lakshmi's relationship deepens, long-buried secrets come to light that shake their faith in each other and force them to confront painful choices in their own lives.

Instructor: Katherine Noonan



4/21 - *The Women in the Castle* by Jessica Shattuck

Amid the ashes of Nazi Germany's defeat, Marianne von Lingenfels returns to the once-grand castle of her husband's ancestors. The widow of a resister murdered in the failed July 20, 1944, plot to assassinate Adolf Hitler, Marianne plans to uphold the promise she made to her husband's brave conspirators: to find and protect their wives, her fellow resistance widows. As Marianne assembles this makeshift family from the ruins of her husband's resistance movement, she quickly discovers that the black-and-white, highly principled world of her privileged past has become infinitely more complicated and filled with dark secrets that threaten to tear them apart.

Instructor: Patricia Ronalter



5/19 - *The Tender Bar: A Memoir* by J.R. Moehringer

J.R. Moehringer grew up captivated by a voice—the voice of his father, a New York City disc jockey who vanished before J.R. spoke his first word. Sitting on the stoop, pressing an ear to the radio, J.R. would strain to hear in that plummy baritone the secrets of masculinity and identity. Unable to find “the voice on the radio,” J.R. turns in desperation to the bar on the corner where he finds a rousing chorus of new voices, including J.R.'s Uncle Charlie, a Humphrey Bogart look-alike; Colt, a Yogi Berra sound-alike; and Joey D, a softhearted brawler, who all provide a sort of fathering-by-committee. Torn between the stirring example of his mother and the lurid romance of the bar, J.R. tries to forge a self somewhere in the center. J.R.'s story is one of self-invention and escape, of the fierce love between a single mother and an only son, and a moving portrait of one boy's struggle to become a man.

Instructor: Kristin Lavoie



Write to Publish

You've written a novel or nonfiction work (or would like to!), but know little about the next steps to becoming published. This course will cover the critical issue of how to know when your manuscript is ready for submission, as well as the nuts and bolts of various publication options, including traditional publishing, independent publishing, self-publishing, and the hybrid model. You will also learn how to develop an author platform through social media and other means of marketing to grow readership.

CRN 10847 | Fee: \$99

4 Mondays | 2/3-3/2 (does not meet 2/17)

7-9 PM | LRC Room B209

Instructor: Heather Webb, M.S.



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.

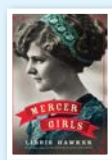
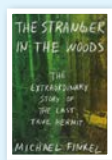
CRN 11015 | Fee: \$160

5 Thursdays | 5/7-6/4

6-8 PM | GPA Room GP156

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





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. Copies will be also available in the MCC Library on a first-come, first-served basis. Please note that availability may be limited, depending on the book's popularity or release date, so we recommend calling the Library (860) 512-2880 to confirm.

CRN 10880 | Fee \$20

6 Wednesdays | 2/26-5/6 (meets every other week) | 3:30-5 PM | AST Room E202

Instructors: Jana Sime, Math faculty; Kimberly Hamilton-Bobrow, Lois Coleman, Lisa Sandoval, and Heather Styckiewicz, English faculty; Negussie Tifessa, Physics faculty; and Tanya Millner, Interim CEO of MCC.

2/26 - *The Girl with Seven Names* by Hyeonseo Lee

"The extraordinary insight into life under one of the world's most ruthless and secretive dictatorships - North Korea. The story of one woman's terrifying struggle to avoid capture/repatriation and guide her family to freedom." - New York Times Best Seller

Instructors: Jana Sime and Kim Hamilton-Bobrow

3/11 - *Saints for All Occasions* by J. Courtney Sullivan

Nora and Theresa Flynn are twenty-one and seventeen when they leave their small village in Ireland to journey to America. Nora is the shy, serious sister who is engaged to a man she isn't sure she loves, while Theresa is more outgoing and risk-taking. This is a moving novel in which the author explores the fascinating, funny, and sometimes sad ways a secret both breaks and also binds a family together.

Instructor: Heather Styckiewicz

3/25 - *Obabakoak: Stories From a Village* by Bernardo Atxaga / Translated by Margaret Jull Costa

How does one save the dying language of a politically suppressed culture? Bernardo Atxaga's answer is to author a novel in that language (and maybe to resort to plagiarism). Obabakoak, winner of Spain's National Prize for Literature, is a collection of intertwining short stories from a Basque village, written in what Atxaga calls "the language of a tiny nation, so small you cannot even find it on the map," and then translated by the author into Castilian Spanish, so that that culture can reach beyond its borders.

Instructor: Lisa Sandoval

4/8 - *The Stranger in the Woods: The Extraordinary Story of the Last True Hermit* by Michael Finkel

This is a story of Christopher Knight, who left his home in Massachusetts in 1986 at the age of 20, drove to Maine, and disappeared into the woods for the next 27 years.

Instructor: Negussie Tifessa

4/22 - *Blood & Water* by Katie O'Rourke

"Tucson, Arizona is a place for runaways. Everyone came from somewhere else and has a story about what they left behind. Delilah arrives on her brother's doorstep with a secret. She hasn't seen him in five years. He ran away from their family long ago for reasons no one talks about and she still doesn't understand. The stress of raising his teenage daughter alone sometimes makes David envious of his deliberately childless friends, Tim and Sara, but they're runaways too, harboring secrets of their own. Blood & Water tells their stories and traces the deep connections between this unlikely group of friends. This novel is about family, in its various manifestations: the one you're born into, the one you choose and the one you create."

Instructor: Tanya Millner

5/6 - *Mercer Girls* by Libbie Hawker

Mercer Girls relates the story of three young women who, just as the Civil War ends, set out from a bleak and economically ravaged Lowell, Massachusetts for Seattle, "mail-order brides, yes, but of a certain caliber." The historical and literary novel employs the lens of three strong, courageous, and resilient women who "see their chance to exchange their bleak prospects for new lives."

Instructor: Lois Coleman

Excursions in Learning YOUTH PROGRAMS

Manchester Community College

SAVE THE DATES SUMMER 2020

Youth Culinary Institutes July 6 - August 7

Technology Academy July 13 - 17

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NEW

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Linda Armstrong
Coordinator of Youth Programs
larmstrong@manchestercc.edu
860-512-2804

www.manchestercc.edu/excursions



MANCHESTER
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BIOGRAPHIES

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. His ongoing series of contemporary music appreciation and documentaries at MCC have become popular.

ATSUKO BALON, a native speaker of Japanese, has been teaching Japan's language and culture at MCC for many years, and travels often to Japan.

JILL BETTS has an 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-on-homes.com

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

RALPH BRAITHWAITE has an M.B.A. with a concentration 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-free 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.

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

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

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

MARY 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.

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

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

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 worked as a nurse in a variety of settings.

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

DORY DZINSKI, 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*.

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.

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

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

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.

JOHN HILDITCH has an M.S. 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.

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

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

KIM E.S. JENACK, CPT, NPA/ASCP, is a certified phlebotomy technician with more than 20 years of experience.

JAN JOHNSON, CFP®, is a financial independent practitioner, a member of the Connecticut Valley Financial Planning Association, and an investment advisor with Cambridge Investment Research.

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.

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.

MICHAEL LAVOIE, MCC instructor in the Graphic and Game Design Department, 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.

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.

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.

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.

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.

LYNETTE MENDOZA VILLA earned a Juris Doctor (J.D.) from the University of Connecticut School of Law, and a bachelor's degree in political science from Saint Joseph's College. She is presently a partner with O'Malley Deneen Leary Messina & Oswecki in Windsor, and was formerly owner and manager of her own law firm.

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.

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.

VANESSA PARKER is a master's level clinician, licensed drug and alcohol counselor (LADC) through the State of Connecticut, a certified addiction counselor (CAC), and a medication assisted treatment specialist (MATS). She is also an adjunct instructor in the DARC program at MCC.

STEPHEN PEDNEAULT is a Certified Public Accountant (CPA) and Certified Fraud Examiner (CFE), and Certified in Financial Forensics (CFF), principal with Forensic Accounting Services, LLC, and the author of four books.

LAZAR PEVAC, Ph.D., has extensive programming background as an innovative application developer including designing scientifically oriented applications that require interaction with external analog/digital inputs. He has taught at University of Texas and Central Connecticut State University.

DR. PAUL PICARD received his Doctorate from Columbia University in Technology. An IT professional for over 35 years, he has taught numerous courses in Networking, Infrastructure, Network Security, Ethical Hacking, Hardware, the Office Suite, Cloud, and Virtualization. Over the years, he has earned numerous awards and certifications. He continues to do research in emerging technologies and the impact on business, government and education.

PAULA PINI, associate director of the MCC Library, is a Level 4 student in macrobiotics with Edward Esko at the International Macrobiotic Institute, and has published articles in Macrobiotics Today.

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.

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.

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

D. SASSANO has a B.F.A. in Illustration from the Rhode Island School of Design, and an M.F.A. in Figure Sculpture from the New York Academy of Art Graduate School of Figurative Art. Having worked for years as prop-maker, sculptor, mold-maker and painter for TV and theater, she has found teaching art the most rewarding.

MICHAEL SELISSEN, M.S., has a degree from WPI and is the founder of Case Mountain Communications where he specializes in combining documentary photography, multimedia, writing and digital marketing to create compelling stories for nonprofit organizations.

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.

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 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.

SCOTT THOMPSON earned his EMT certification in 1992, and has worked as a paramedic since 1999, including with AMR Hartford, ASM Manchester, and East Hartford Fire Department, in addition to serving as a training officer for Glastonbury EMS.

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, and teaches the MCC courses in Chinese language. She is also a certified Zumba instructor.

JANINE TURGEON earned an M.S. from Central Connecticut State University with a concentration in ceramics. The sites of her exhibitions include Pump House Gallery, Westerly Cooperative Gallery, and Marlborough Art Center.

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

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, J.D., has a 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.

HEATHER WEBB is an award-winning and USA Today best-selling author of six historical novels, including *Rodin's Lover*, *Becoming Josephine*, and the forthcoming *Come Fly with Me*, a novel about Frank Sinatra and Ava Gardner. Her 2018 title, *Last Christmas in Paris*, won the Women's Fiction Writers Association STAR Award, and her work has received starred reviews and been sold in more than a dozen countries.

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.

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

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

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	Courses that a student drops will be removed from the student's schedule and will not appear on his/her transcript
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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 three characters of your birth month (with first letter capitalized)
 2. The "&" symbol
 3. The last four digits of your Social Security Number (Example: For a user whose birthday is in October and whose social security number ends in 6789, the initial password would be Oct&6789)
- You will be prompted to change your password during your first login

CONTACT INFORMATION

Admissions	860-512-3210
Bursar's	860-512-3637
Financial Aid	860-512-3380
Library	860-512-2880
Registrar.....	860-512-3220
Bookstore.....	www.mctc.bkstr.com

CREDIT-FREE REGISTRATION INFORMATION

5 EASY WAYS TO REGISTER FOR CREDIT-FREE COURSES.

PLEASE COMPLETE AND SUBMIT THIS ENTIRE PAGE.

- 1. By Mail:** Complete a registration form (one person per registration form, please). Pay by check, money order, MasterCard, Visa, Discover Card or American Express.
Mail entire page with full payment to:
Continuing Education Registration, MS #13
Manchester Community College
Great Path
P.O. Box 1046
Manchester, CT 06045-1046
- 2. In-Person:** At the Registrar in the SSC Building. Pay at the Bursar's Office by cash, check, money order, MasterCard, Visa, Discover Card or American Express. Please use the night drop box after hours.
- 3. By Fax 860-512-3221 (24 hours):** Complete a registration form with MasterCard, Visa, Discover Card or American Express. Please call 860-512-3232 to confirm that your fax was received.
- 4. By Phone 860-512-3232:** Call 860-512-3232 between 8:30 AM and 4:30 PM, Monday-Friday, using MasterCard, Visa, Discover Card or American Express. Please leave a detailed voice message if staff is unavailable.
- 5. Register Online:** Go to www.manchestercc.edu/continuing-education. See Online/Flexible Registration information at bottom of web page (see details on page 44).

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 (First) _____ (M) _____ (Last) _____

Previous Name (if any) _____ Email address _____

Home Address (Number and Street) _____

City _____ State _____ Zip Code _____

Tel. (Home) _____ (Work) _____ (Cell) _____

Birth Date _____ Gender ☐ Female ☐ Male Today's Date _____

Be sure to include both a day and evening phone number, and email address
in case we need to inform you of a scheduling change or cancellation.

CRN	Course Title	Start Date	Time	Room	Fee

MAKE CHECK OR MONEY ORDER PAYABLE TO "MCC".

☐ VISA ☐ Master Card ☐ Discover ☐ American Express

Credit Card # _____

Three or four Digit Security Code (CV Code) _____ Exp. Date _____

Cardholder name (print) _____

Cardholder signature _____

Relationship to student _____

Cardholder address _____

Cardholder phone _____

Fees (total enclosed) _____

REFUNDS

Refunds are issued only for Credit-Free courses that MCC cancels, or if a written request is received on the last business day before the first class meeting or prior. See details on page 44.

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

Register Early

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

Confirmations

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

Course Locations

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

Free Parking

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

MCC Bookstore

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

Postponements & Make-Ups

Classes postponed by instructor's request, emergencies, or extreme weather conditions will be made up whenever possible. Please call the College's main line, 860-512-3000, or visit the College web page: www.manchestercc.edu for cancellations due to weather conditions.

You may not make up absences by attending classes other than your own.

Cancellations

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

Class Supply List

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

MCC CAMPUS MAP

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



Corporate and Community Training Center at Manchester Community College

WE OFFER:

- **Expertise.** Our staff and instructors are experts in a variety of fields.
- **Flexibility.** You can choose the day and time, and you can decide to have classes at your site or our well-equipped, beautiful and welcoming campus.
- **Value.** Our training is cost effective, results-oriented and targeted so your employees can apply their new knowledge to real business issues.

We're here to help your company succeed. To find out more, visit www.manchestercc.edu/corporate-and-community-training-center.

**"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.**



MANCHESTER
COMMUNITY
COLLEGE

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

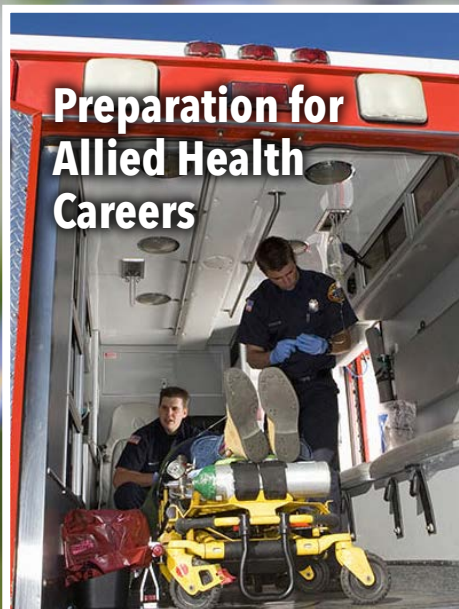
For Information:

860-512-2800

To Register:

860-512-3232

www.manchestercc.edu/continuing



Preparation for Allied Health Careers

Check out our course selection
See pages 3-5

Connecticut Rider Education Program (CONREP) for Motorcycles

in conjunction with CT DOT

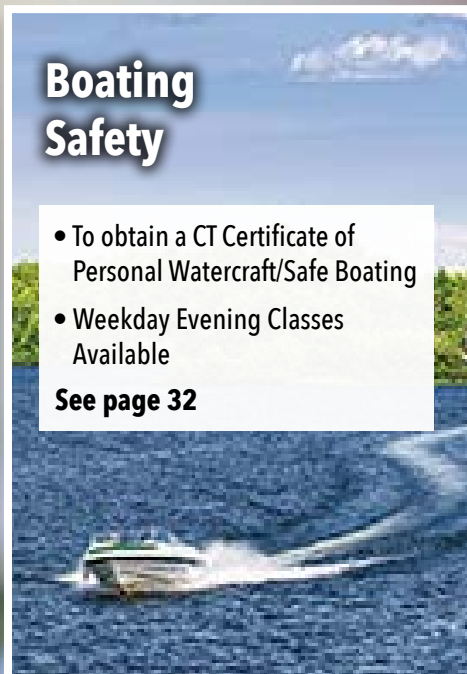
- Focus on building basic motorcycle operation and street riding skills
- Weekly classes begin in April
- For Registration Packet and Schedule Call 860-512-3000, Press 2, and Dial ext. 48705 or visit: www.manchestercc.edu/motorcycle

See page 27

Boating Safety

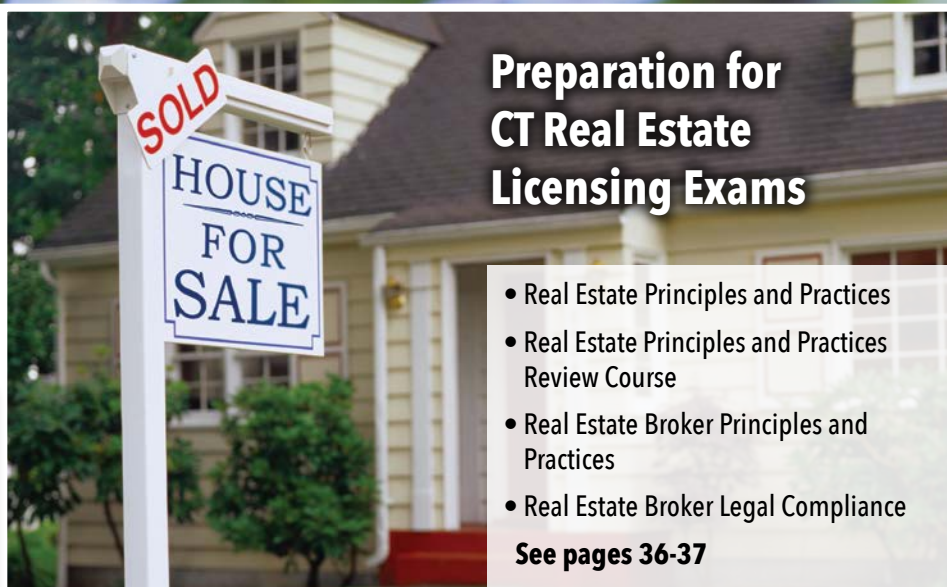
- To obtain a CT Certificate of Personal Watercraft/Safe Boating
- Weekday Evening Classes Available

See page 32



Computer Technology

Check out our course selection
See pages 9-17



Preparation for CT Real Estate Licensing Exams

- Real Estate Principles and Practices
- Real Estate Principles and Practices Review Course
- Real Estate Broker Principles and Practices
- Real Estate Broker Legal Compliance

See pages 36-37