



MANCHESTER
COMMUNITY
COLLEGE

CREDIT-FREE COURSES
Beginning June through August

SUMMER 2020



Continuing Education for Professional Development and Personal Enrichment

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MCC CREDIT-FREE CAREER CERTIFICATE PROGRAMS INCLUDE:

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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

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

Allied Health Programs..... 860-512-2826

Preparing students for National and State certification exams

Coordinator, Lorraine Doonan.....ldoonan@manchestercc.edu

Excursions in Learning Youth Programs..... 860-512-2804

Offering courses for creative, inquisitive & highly motivated children

Coordinator, Linda Armstrong.....ldarmstrong@manchestercc.edu

Credit Extension Courses..... 860-512-2800

Winter and Summer credit extension courses

Director, Mick Pigott.....mpigott@manchestercc.edu

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 Scholarship Contact, Doreen Forbes-Rogers.....dforbes-rogers@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.

5/21/2020 DIGITAL, CE/DA

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.

Coronavirus (COVID-19) Pandemic Disclaimer

Beginning March 2020, Connecticut along with the rest of the United States suffered the effects of the COVID-19 coronavirus pandemic. Day-to-day life as it existed before the pandemic changed drastically, and individuals and institutions adapted to new practices and behaviors. Normative actions now include wearing facial masks, maintaining social distance, and working and learning remotely. Learning about and adherence to Center for Disease Control and Prevention (CDC) guidance has become a way of life. As we plan for the next academic year, so much is uncertain, including the continuing threat of COVID-19.

The Connecticut State Colleges and Universities (CSCU) must adapt to meet this reality. Going forward, it is up to all of us – faculty, staff and students – to do our part to ensure our campus community stays as healthy and safe as possible. This is a shared responsibility, and every member of our community must adhere to national, state, and local health guidelines and requirements, and adhere to those measures Manchester Community College deems safe and appropriate for the campus. This will include social distancing, wearing masks or other facial coverings, not reporting to class or work if sick, and isolating when required.

Although Manchester Community College is readily developing a schedule of courses that include some in-class and on-ground instruction, no one knows what the future may hold. In the case of an outbreak of the coronavirus or other illness, the institutions reserve the right to adapt the format of any class to an entirely online/distance learning modality as public health conditions warrant. Such change will not result in any increase or decrease of tuition and fees. We all understand that tuition and fees are in exchange for learning, academic credit, and certain non-academic services regardless of whether taught on-ground, in a hybrid environment or entirely remotely.

Most important to CSCU and Manchester Community College is the health, safety, and welfare of every member of its community. Yet, despite campus efforts to comply with health and safety guidelines, it is not possible to guarantee a disease free environment, or to guarantee that campuses will not close and return to an online-only learning environment. These are the realities of working and learning during a pandemic. If you choose to return to campus during the pandemic, you accept that you are willing to do your part to keep the campus safe and acknowledge that you may be required to complete your course work in an evolving or remote learning environment.

The Manchester Community College community is looking forward to welcoming you back.

Certified Nurse Aide (CNA)

This online/hybrid course will utilize both online instruction via Blackboard and virtual live lectures/discussions using Zoom or Webex to prepare students to sit for the certification exam and work as a Certified Nurse Aide (CNA) in long-term care facilities, hospitals, clinics and home health agencies. A CNA may provide the following basic care to patients while under the direction of the nursing staff: bathe, groom and dress patients; serve meals and assist patients with eating; assist patients with walking and transfer them to beds, wheelchairs, and exam tables; observe patients' conditions, record food/liquid intake and output and take vital signs; answer patients' call signals; turn or reposition patients who are confined to bed; provide and empty bedpans; change bed sheets and restock rooms with necessary supplies.

Clinical Rotation Hours: Clinical hours will be completed when sites reopen from the pandemic. The reduced requirement approved by the Department of Public Health is 16 hours. To participate in clinical rotation hours, state regulations require that all students must first pass a background check through MCC's provider, Castle Branch (approximately a \$72 fee), show documentation of a current physical exam, show documentation of up-to-date vaccinations. 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.

Background Check: Instructions on how to complete the required criminal background check will be emailed to students in a welcome packet after they register for the course. It is advised that students complete the background check 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 and students will not be allowed to continue in the course or attend clinicals. Course refunds will NOT be granted due to failure of the criminal background check, unless a refund request is emailed to the Allied Health Coordinator (Ldoonan@manchestercc.edu) prior to the last business day before the first meeting of class. Do not register for this course if you think you will not pass a background check.

Connecticut State Certified Nursing Aide Exam: The cost of the exam is approximately \$118 and is not included in this course fee. The instructor will provide students with the information needed to apply for the exam. To sit for the exam, students must complete all course assignments, quizzes and exams (online via Blackboard), participate in all Zoom or Webex live lectures (2 hours per week), complete clinical hour as required by the CT DPH once sites reopen (currently the requirement is 16 hours) and achieve a passing grade of 70 or above.

Supplies: Students should purchase a watch with a second hand. All other course materials will be provided in Blackboard. A suggested reference material is Carter's Lippincott Textbook for Nursing Assistants, 5th edition (ISBN: 9781975108502) and workbook (ISBN: 9781975108540).

How to Register: Students can register by calling MCC's Non-Credit Registration Line 860-512-3232 from 8:30 AM-4:30 PM and mail payment MCC's Bursar Office. **Payment is due in full at the time of registration.** See the registration form in the back of the catalog for more details.

Welcome Packet: A welcome packet will be emailed to students once they register. Prior to the start of class, students are required to attend a daytime virtual training on how to use Blackboard. The Allied Health Coordinator will contact students to schedule the training. Students must have consistent access to a computer and internet to succeed in this course.

Once registered, all communication will be done through the student's MCC issued email.

For questions regarding this course contact Lorraine Doonan, Allied Health Coordinator, at Ldoonan@manchestercc.edu.

CRN 21197 | Fee: \$999

6/2-7/9 | Online Hybrid Instruction via Blackboard and Webex/Zoom

20 mandatory live lectures (Zoom or Webex), Tuesdays & Thursdays, 6-7p.m, 6/2-7/9

All other instruction will be conducted through Blackboard. Prior to the start of class, students are required to attend a daytime virtual training on how to use Blackboard. Clinical Location & Dates: TBA

Instructor: Andrea Dillon RNC, M.Ed.



NEW this Fall! Pharmacy Technician Externship Opportunity with Hartford Healthcare

MCC Pharmacy Technician students now have the opportunity to directly observe pharmacy technician workflow through our partnership with Hartford Healthcare (HHC). Students can elect to complete an 80-hour externship as part of our program. HHC offers a variety of pharmacy technician practice settings in facilities in our area. Students will work closely with pharmacy technicians and an HHC leader in pharmacy coordinating students at the site. This is a unique opportunity gain on-the-job experience and connect with pharmacy leaders in one of the leading healthcare systems in our region.

ART & CRAFTS

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.

Please note: This course will cancel if the campus has not reopened in time.

CRN 21136 | Fee: \$99

4 Fridays | 8/7-8/28

10 AM-Noon | VIL 1 Room V101

Instructor: Zbigniew Grzyb, M.A.

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.

Please note: This course will cancel if the campus has not reopened in time.

CRN 21137 | Fee: \$99

4 Fridays | 8/7-8/28

1-3 PM | VIL 1 Room V101

Instructor: Zbigniew Grzyb, M.A.

BODY, MIND & SPIRIT

Basic Meditation Techniques

Amid all the turbulence in the world, it is so important to keep ourselves balanced and to lower stress as much as possible. Learn a variety of basic meditation techniques that can be completed in only 10-15 minutes a day to promote emotional, physical, psychological and spiritual health. These techniques include guided, silent, and body-focused meditation, as well as breath work and other techniques. These skills can then be developed and practiced on your own to create positive change in your life.

Please note: This course will cancel if the campus has not reopened in time.

CRN 21149 | Fee: \$50

2 Tuesdays | 8/4-8/11

7-9 PM | LRC Room B209

Instructor: Dory Dzinski, M.A.



Dreams Workshop

Do you think your dreams are crazy sometimes? In many cases, your dreams are trying to get a message to you. Dreams can come from the conscious, subconscious, or unconscious levels of our mind, and they can also be symbolic or prophetic. In this workshop, we'll consider various methods for dream interpretation. No need to bring a dream dictionary, but do bring some dreams to share!

Please note: This course will cancel if the campus has not reopened in time.

CRN 21153 | Fee: \$40

1 Tuesday | 8/18

6-9 PM | SSC Room L142

Instructor: Dory Dzinski, M.A.

COMPUTER TECHNOLOGY

Apple iPhone Overview (Online)

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.

Required for this online course: Internet/cellular access, iPhone. Students will be contacted prior to class with further instructions.

CRN 21168 | Fee: \$20

1 Wednesday | 6/3

6-7 PM | ONLINE

Instructor: Michael Januska, M.B.A.

Apple iCloud Basics (Online)

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.

Required for this online course: Internet access, iPhone, iPad or computer. Students will be contacted prior to class with further instructions.

CRN 21159 | Fee: \$20

1 Wednesday | 6/10

6-7 PM | ONLINE

Instructor: Michael Januska, M.B.A.

Android Phone Overview (Online)

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.

Required for this online course: Internet/cellular access, Android phone. Students will be contacted prior to class with further instructions.

CRN 21160 | Fee: \$20

1 Wednesday | 6/17

6-7 PM | ONLINE

Instructor: Michael Januska, M.B.A.

Cloud Storage Solutions (Online)

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.

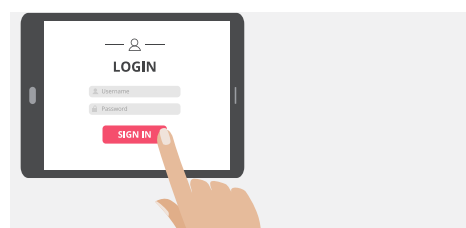
Required for this online course: Internet/cellular access, smart phone or computer. Students will be contacted prior to class with further instructions.

CRN 21157 | Fee: \$20

1 Wednesday | 6/24

6-7 PM | ONLINE

Instructor: Michael Januska, M.B.A.



iPad: Basics (Online)

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 entertainment features. If you have only been using your iPad to check mail and surf the web, this is the perfect class to begin customizing your favorite tool. The App Store has over 1 million apps to choose from. How do you know which one to choose? In this class we will also visit the top selling (or free) apps and learn how they can enhance your actions on the web as well as your everyday activities. From surfing to downloading, you will learn how to acquire and manage apps on your device. Prerequisite: Students, bring your fully charged iPad (updated with the most recent version of the iPad operating system software, called iOS. Depending on the version of your iPad the iOS version could be version 9 through version 11). You will also need your Apple ID and iTunes password for the class.

Required for this online course: Internet/cellular access, iPad. Students will be contacted prior to class with further instructions.

CRN 21158 | Fee: \$50

1 Wednesday | 7/1

6-9 PM | ONLINE

Instructor: Michael Januska, M.B.A.

Windows 10: Introduction (Online)

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. Curriculum is included.

Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Microsoft Teams application free download is required and used by instructor and students. Windows 10, keyboard and mouse skills required. Students will be contacted prior to class with further instructions.

CRN 21013 | Fee: \$99

2 Mondays | 6/1-6/8

9 AM-Noon | ONLINE

Instructor: George Pillar, M.S.



Microsoft Word Overview (Online)

Students will learn the fundamentals of word processing: how to create, edit, format and save a document. Curriculum is included.

Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. BlackBoard and WebEx application are required and used by instructor and students. Instructor will provide information on the setup. Keyboarding skills recommended.

CRN 21006 | Fee: \$50

1 Tuesday | 7/14

6-9 PM | ONLINE

Instructor: Derrick Curry, M.S.



Microsoft Excel Overview (Online)

Microsoft Office is the best-selling premier business software suite in the world. MCC now offers a two-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. Curriculum is included.

Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Microsoft Teams application free download is required and used by instructor and students. Students will be contacted prior to class with further instructions.

CRN 21005 | Fee: \$50

1 Tuesday | 7/21

1-4 PM | ONLINE

Instructor: Matthew Marshall

Microsoft PowerPoint Overview (Online)

Students will learn the basics of how to create new presentations, create new slides, enter and format text, create and change presentation elements, arrange slides, insert graphics, and run slideshows. You will also learn about the extensive printing features of the program when they create their slideshows. Curriculum is included.

Required for this online course: Internet access and computer. Webcam with microphone for live audio video training. BlackBoard and WebEx application are required and used by instructor and students. Instructor will provide information on the setup.

Prerequisite: Basic Windows, keyboarding and mouse skills.

CRN 21007 | Fee: \$50

1 Thursday | 7/16

6-9 PM | ONLINE

Instructor: Derrick Curry, M.S.

COMPUTER TECHNOLOGY

Computer Boot Camp (Online)

Do you feel you are being left behind in the technology revolution? It is never too late to learn. This course will acquaint you with the computer terminology and devices that help manage information today. You will gain insight into computer hardware and the Microsoft Windows operating system. In addition, you will learn how to use the basic word processing functions of the popular Microsoft Word program. You will also learn how to use the Outlook email program and the best search techniques on the Internet. In addition to the computer training, students will learn the basics of business writing, telephone skills, customer service and tips on how to organize their time. Registered students are eligible for free Windows software. Curriculum is included. Keyboarding skills recommended.

Required for this online course: Internet access and computer. Webcam with microphone for live audio/video training. Microsoft Teams application free download is required and used by instructor and students. Students will be contacted prior to class with further instructions.

CRN 21001 | Fee: \$199

4 sessions | Tuesdays & Thursdays | 8/11-8/20

6-9 PM | ONLINE

Instructor: Derrick Curry, M.S.

Microsoft Access Overview (Online)

Access is a feature packed software product that is designed for all kinds of users. Microsoft Office users may not be as familiar with Microsoft Access as they are with Word, Excel or PowerPoint. This relational database application has a variety of tools for those who need to enter, manage and run data reports at home or in businesses up to a larger scale. Organizing large amounts of data quickly is one of the main benefits of Microsoft Access. In this course, you will learn applicable database terminology and various database views. You will also learn how to conduct reports and enter and edit information in database table and form. Curriculum is included. Don't let your data become unmanageable, let Access help organize your digital information.

Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Microsoft Teams application free download is required and used by instructor and students. Students will be contacted prior to class with further instructions.

CRN 21064 | Fee: \$50

1 Thursday | 7/23

1-4 PM | ONLINE

Instructor: Matthew Marshall

Microsoft Excel Introduction (Online)

Excel 2016 Introduction is designed for people new to spreadsheets and for self-taught users who wish to expand their knowledge. Using Microsoft Excel 2016 version of their renowned spreadsheet software, students will learn to recognize the main areas of the Excel worksheet and workbook; enter, edit and delete data; create basic formulae and functions, including SUM, AVERAGE, MAX and MIN; enhance the presentation of workbook data; create, display and manipulate simple charts; work with multiple worksheets; freeze titles and add comments. Although this course uses Excel 2016 software, versions 2010 and 2013 are similar. Questions regarding versions 2010 and 2013 will be addressed as time allows. Instructor provides handouts.

Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Microsoft Teams application free download is required and used by instructor and students. Students will be contacted prior to class with further instructions.

Prerequisite: Basic Windows, keyboarding and mouse skills.

CRN 21014 | Fee: \$99

2 Wednesdays | 8/5-8/12

1-4 PM | ONLINE

Instructor: Matthew Marshall

Microsoft Excel Intermediate (Online)

Using Microsoft's latest release of their leading spreadsheet software, this accelerated course builds upon the fundamentals presented in the Excel 2016 Introduction. Concepts include applying hyperlinks and cell formats; hide and unhide rows and columns; manipulate page setup options for worksheets; manipulate window and workbook views; create and use named ranges in formulas; apply Sparklines, use Quick Analysis; filter and sort data; apply conditional formatting; creating a basic Pivot Table; understanding error values; as well as other helpful skills. Instructor provides curriculum.

Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Microsoft Teams application free download is required and used by instructor and students. Students will be contacted prior to class with further instructions.

Prerequisite: Excel Introduction, or permission of instructor or computer coordinator.

CRN 21009 | Fee: \$99

2 Wednesdays | 8/19-8/26

1-4 PM | ONLINE

Instructor: Matthew Marshall



Microsoft Office: MCC Certificate (Online)

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

Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Microsoft Teams application free download is required and used by instructor and students. Students will be contacted prior to class with further instructions.

Prerequisite: Basic Windows, keyboard and mouse skills. Previous PC repair experience helpful but not required.

CRN 21125 | Fee: \$599

12 sessions | Monday-Thursday | 6/22-7/9

9 AM-Noon | ONLINE

Instructor: Cathy Lukas, M.A.



Wall Street: Basics (Online)

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

Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Microsoft Teams application free download is required and used by instructor and students. Students will be contacted prior to class with further instructions.

Prerequisite: Basic Windows, keyboard and mouse skills.

CRN 20993 | Fee: \$99
2 Wednesdays | 6/17-6/24
9 AM-Noon | ONLINE
Instructor: Steven Bloom, M.Ed.



PC Maintenance and Repair (Online)

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

Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Microsoft Teams application free download is required and used by instructor and students. Students will be contacted prior to class with further instructions.

Daytime Session:

CRN 21134 | Fee: \$199
4 Wednesdays | 6/3-6/24
9 AM-Noon | ONLINE
Instructor: George Pillar, M.S.

Evening Session:

CRN 21010 | Fee: \$199
4 Thursdays | 8/6-8/27
6-9 PM | ONLINE
Instructor: George Pillar, M.S.

Web Design: MCC Certificate (Online)

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. 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. Curriculum is included.

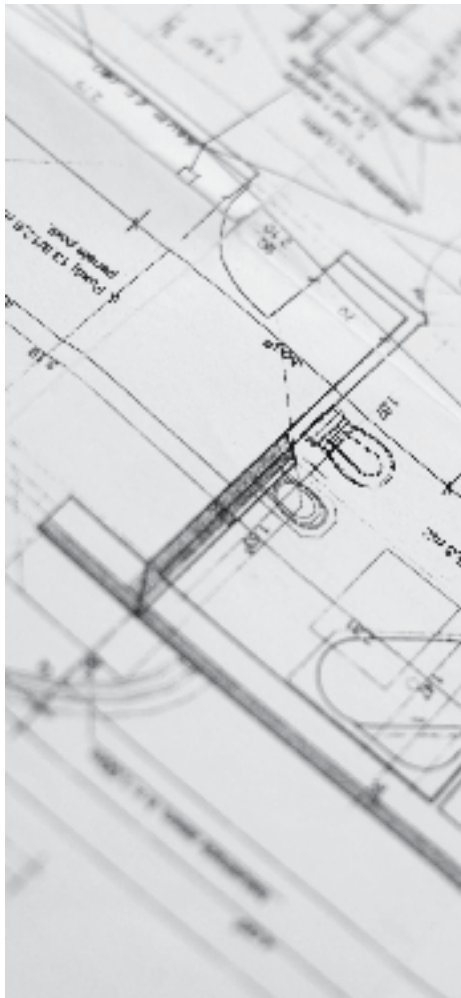
Required for this online course: Internet access and computer. Webcam with microphone is required for live audio video training and interaction. Microsoft Teams application free download is also required and used by instructor and students. Students will be contacted prior to class with further instructions.

Prerequisite: Basic Windows, keyboard, mouse and web browser skills.

CRN 20999 | Fee: \$599
10 Wednesdays | 6/3-8/5
6-9 PM | ONLINE
Instructor: Robert Thornton, B.A.



COMPUTER TECHNOLOGY



AutoCAD 2019 2D Introduction (Online)

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

Required for this online course: Internet access and computer. Webcam with microphone is required for live audio video training. Microsoft Teams application free download is also required and used by instructor and students. Students will be contacted prior to class with further instructions.

Prerequisite: Basic Windows, keyboard and mouse skills.

CRN 20997 | Fee: \$99

2 Thursdays | 6/18-6/25

6-9 PM | ONLINE

Instructor: Steven Bloom, M.Ed.

QuickBooks Introduction (Online)

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. Curriculum is provided.

Required for this online course: Internet access and computer. Webcam with microphone is required for live audio video training. Microsoft Teams application free download is also required and used by instructor and students. Students will be contacted prior to class with further instructions.

CRN 21194 | Fee \$199

4 Mondays | 6/16-6/25

9 AM-Noon | ONLINE (limited seating)

Instructor: Catherine Poehler

CUISINE

Artisan Italian Breads and Rolls

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

Please note: This course will cancel if the campus has not reopened in time.

CRN 21011 | Fee: \$55

1 Thursday | 8/6

6-9 PM | GPA Room GP213

Instructor: Joshua Ogradowski, M.A.T.

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.

Please note: This course will cancel if the campus has not reopened in time.

CRN 21146 | Fee: \$75

1 Saturday | 8/22

10 AM-2 PM | GPA Room GP213

Instructor: Anita Ferron, B.S.



DANCE

Adult Ballet for the Absolute Beginner (Online)

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! Students should have their own ballet slippers.

Please note: This course will be taught online through video lessons, using Zoom; students may use a personal computer, laptop or smart phone to access Zoom. The instructor will contact students with further instructions.

CRN 21154 | Fee: \$90

7 Fridays | 6/12-7/31 (does not meet 7/3)

6:15-7:15 PM | ONLINE

Instructor: Liane Fisher, M.A.

Elementary Ballet (Online)

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. Students should have their own ballet slippers.

Please note: This course will be taught online through video lessons, using Zoom; students may use a personal computer, laptop or smart phone to access Zoom. The instructor will contact students with further instructions.

CRN 21155 | Fee: \$90

7 Fridays | 6/12-7/31 (does not meet 7/3)

7:30-8:30 PM | ONLINE

Instructor: Liane Fisher, M.A.

FAMILY, FINANCE & CONSUMER ISSUES

The Facts about Medicaid and Long-Term Care Costs (Online)

Long-term care is necessary for many people but can be very expensive. You've likely heard worrisome tales of people losing their homes to pay for care. Or about nursing home costs being exorbitant. What's worse is the misinformation that people often receive, such as "It's okay to give away \$15,000 per year;" "If your money is in a trust, it's safe;" or "You can just give your house to your kids." These statements aren't necessarily true! Long-term care planning needs to be done the correct way or your assets may be at risk. Come learn the facts from an experienced elder law attorney. Learn how to properly protect your life savings; the realities of Medicaid and how it can help you pay for long-term care costs; and strategies to protect your money if a crisis arises. Medicaid's confusing rules, what it takes to apply, who can help you complete an application, and much more will be covered. All students will receive an easy-to-understand guidebook written by our attorneys that can be downloaded at home.

Please note: This course will be taught online through a webinar, using the law firm's platform. The instructor will contact students with further instructions.

CRN 21016 | Fee: \$15

1 Thursday | 7/16

6:30-8 PM | ONLINE

Instructors: Attn. from Czepiga Daly Pope & Perri



The Importance of Creating an Estate Plan (Online)

Did you know that if you don't create your own estate plan, some of your end-of-life decisions are dictated by the state of Connecticut? If you'd like to take control and decide how your estate is divided, who is responsible for your care, who gets custody of your minor children, and more... this course is for you! Come learn from an experienced elder law attorney about important documents every adult should have. You'll learn about wills, trusts, powers of attorney, and healthcare directives, what these documents are for, and what you need to do to create them. You'll also learn about the probate process and how it works. Even if you already have an estate plan, there's a good chance it needs updating, because laws often change. All students will receive an easy-to-understand guidebook written by our attorneys that can be downloaded at home.

Please note: This course will be taught online through a webinar, using the law firm's platform. The instructor will contact students with further instructions.

CRN 21017 | Fee: \$15

1 Thursday | 7/9

6:30-8 PM | ONLINE

Instructors: Attn. from Czepiga Daly Pope & Perri

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.

Please note: This course will migrate to an online classroom, using WebEx, if the campus has not reopened in time.

CRN 21182 | Fee: \$25

1 Monday | 8/10

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 demonstrate 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.

Please note: This course will migrate to an online classroom, using WebEx, if the campus has not reopened in time.

CRN 21183 | Fee: \$30

1 Monday | 8/17

7-9:30 PM | GPA Room GP214

Instructor: Ralph Labozzo, M.B.A.

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.

Please note: This course will cancel if the campus has not reopened in time.

CRN 21181 | Fee: \$25

1 Monday | 8/17

7-9 PM | GPA Room GP138

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

FITNESS & RECREATION

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.

Please note: This course will cancel if the campus has not reopened in time.

CRN 21020 | Fee: \$25

3 sessions | 2 Mondays & 1 Wednesday

8/3-8/10 | 6-9 PM | SSC Room L240

Instructors: Department of Energy and

Environmental Protection, Office of Boating staff



New Lifestyle Wellness Coaching (Online)

This self-paced, online-mentored certification course will teach personal trainers and sports conditioning coaches the communication skills that are necessary to effectively interact with and motivate clients and athletes toward reaching their goals. You will learn that providing specific insights into an individual's wellness and psyche is just as vital to their long-term success as creating a sustainable exercise program. You will learn and share with your client personal awareness techniques that will open up new possibilities for them and help them overcome previous limitations. The course includes video lessons that will demonstrate the skills of successful lifestyle coaching and allow you to practice and build confidence in your coaching relationships. This is the next level in your professional growth to build your personal trainer business and increase your billable hours. The course includes the online exam. Students earn 11 W.I.T.S. Continuing Education Credits.

Please note: This course will be taught online through the WITS platform. The instructor will contact students with further instructions.

CRN 21190 | Fee: \$499

13 hours | Self-paced 6 weeks | 6/22-8/3

ONLINE

Instructor: World Instructor Training School (WITS) staff

New Senior Fitness Specialist (Online)

This self-paced, online-mentored certification class is for health and fitness professionals who want to gain knowledge, training, and competency to assess fitness levels, design fitness programs, and provide motivating exercise instruction for older adults. The course is a great addition to a personal trainer's knowledge base and allows for the opportunity to learn the proper exercise, stretching, programming and safety techniques needed for your older adult clients. The course includes video lectures, video practical lab demonstrations, study tools, quizzes, exam review, and discussion boards. Students can also download a complete Word Document Student Workbook and all of the PowerPoint lectures for your learning needs. The population of individuals 65 and older is increasing rapidly. This course presents the personal trainer and other health professionals with increasing client opportunities, while gaining specialized training to work with this population. The course includes the online exam. Students earn 18 W.I.T.S. Continuing Education Credits.

Please note: This course will be taught online through the WITS platform. The instructor will contact students with further instructions.

CRN 21191 | Fee: \$499

20 hours | Self-paced 6 weeks | 6/29-8/10

ONLINE

Instructor: World Instructor Training School (WITS) staff

LANGUAGES

Accelerated Spanish for Travelers

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

Please note: This course will migrate to an online classroom, using Zoom, if the campus has not reopened in time.

CRN 21021 | Fee: \$85

3 Tuesdays | 8/11-8/25

7-9 PM | GPA Room GP142

Instructor: Raul Moeremans, M.A.



New The Legendary Jimi Hendrix (Online)

We will explore the explosive music of Jimi Hendrix and his massive influence on the musical world of the late 1960s and beyond. While analyzing why Hendrix is recognized as one of the greatest guitarists and performers in rock 'n' roll history, we will study in-depth each album that Hendrix created, and discuss both the instrumentation and the lyrics of his songs. We will also discuss later rock artists who were deeply influenced by the music of Hendrix.

Please note: This course will be taught through an online classroom, using WebEx. The instructor will contact students with further instructions.

CRN 21065 | Fee: \$60

4 Wednesdays | 6/10-7/1

7-9 PM | ONLINE

Instructor: Stephen Armstrong, M.A.

New Hear My Train A Comin' (Online)

As seen on the American Masters series of PBS, and directed by Bob Smeaton, who also directed The Beatles Anthology project, this film includes previously unseen performance footage and home movies, while drawing on an extensive archive of photographs, drawings, and family letters to supplement interviews with Hendrix himself, plus commentary from others, such as Paul McCartney, Noel Redding, Mitch Mitchell, Billy Cox, Eddie Kramer, and Steve Winwood. The film details the meteoric rise of the Experience right up to the building of his own Electric Lady Studios and his final live performance in September 1970. A must for Hendrix fans!

Please note: This course will be taught through an online classroom, using WebEx. The instructor will contact students with further instructions.

CRN 21023 | Fee: \$10

1 Monday | 7/13

7-9:30 PM | ONLINE

Instructor: Stephen Armstrong, M.A.



New A Film About Jimi Hendrix (Online)

This 1973 theatrical documentary, directed by Joe Boyd, John Head, and Gary Weis, features an array of live performance footage, plus interviews and reminiscences with fellow rockers, such as Pete Townsend, Mick Jagger, Eric Clapton, his band mates, childhood friends, and lesser known contributors to his life story. An excellent complement to the classroom sessions and the other film!

Please note: This course will be taught through an online classroom, using WebEx. The instructor will contact students with further instructions.

CRN 21022 | Fee: \$10

1 Monday | 7/20

7-9:30 PM | ONLINE

Instructor: Stephen Armstrong, M.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.

Please note: This course will cancel if the campus has not reopened in time.

CRN 21147 | Fee: \$120

5 Mondays | 8/3-8/31

7:15-8:45 PM | GPA Room GP143

Instructor: David Giardina, B.A.

The Magic of Fingerstyle Guitar

Fingerstyle, or finger-picking guitar playing, is a wonderfully flexible technique that can be applied equally to rock, folk, new age, classical, flamenco, Latin and jazz styles. Learning this creative approach of fingerstyle playing will allow you to perform at a higher level. Whether your focus is on Bach or Hendrix, you will learn how finger-picking techniques apply to steel, nylon stringed instruments, and electric guitars.

Please note: This course will cancel if the campus has not reopened in time.

Required text: Basic Guitar Writing Book (ISBN 1890281131), Santorella, available at online bookstores for approximately \$7.

Prerequisite: Beginning or Continuing Guitar, or some guitar playing experience.

CRN 21148 | Fee: \$120

5 Tuesdays | 8/4-9/1

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

Instructor: David Giardina, B.A.

PHOTOGRAPHY

Digital Camera Introduction (Online)

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 and keyboarding skills.

Please note: This course will be taught online through video lessons, using Zoom; students may use a personal computer, laptop or smart phone to access Zoom. The instructor will contact students with further instructions.

CRN 21172 | Fee: \$105

2 Fridays | 6/19-6/26

6-9 PM | ONLINE

Instructor: Richard Hoyer, M.A.

PHOTOGRAPHY

Using Your Digital SLR (Online)

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. Students should have their own digital SLR camera.

Please note: This course will be taught online through video lessons, using Zoom; students may use a personal computer, laptop or smart phone to access Zoom. The instructor will contact students with further instructions.

CRN 21173 | Fee: \$105

2 Fridays | 7/31-8/7

6-9 PM | ONLINE

Instructor: Richard Hoyer, M.A.

Advanced Digital SLR (Online)

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.

Please note: This course will be taught online through video lessons, using Zoom; students may use a personal computer, laptop or smart phone to access Zoom. The instructor will contact students with further instructions.

Prerequisite: Using Your Digital SLR is highly recommended.

CRN 21174 | Fee: \$55

1 Friday | 8/14

6-9 PM | ONLINE

Instructor: Richard Hoyer, M.A.

PROFESSIONAL DEVELOPMENT

REAL ESTATE

Real Estate and Appraisal Commissions Licensure Information

Pre-licensing real estate courses offered at MCC are recognized and approved by the State of Connecticut Real Estate Commission. Approved courses meet the minimum requirements as outlined by the State of Connecticut.

Real estate salespersons and brokers must fulfill educational requirements to qualify for State of Connecticut mandated exams. The educational requirements for Connecticut are as follows:

Real Estate Salesperson (total of 60 hours)

- Principles and Practices of Real Estate (60 hours)

Real Estate Broker (total of 120 hours)

- Principles and Practices of Real Estate (60 hours)
- 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 (AOB) of the Appraisal Foundation has adopted changes to the Real Property Appraiser Qualification Criteria that became effective on January 1, 2008. These changes include increased required education. For a detailed description of these requirements, please refer to the following website: www.ct.gov/dcp – 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 Principles and Practices (Online)

VA-Post 9/11 Approved

This required course for Real Estate Salesperson 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 on the last session) and pass the course with a score of 70 or better to earn a certificate of completion, which is required in order to sit for the State Salesperson exam. A student can miss only one session and still satisfy 60 hours of attendance. Hours cannot be made up by attending another Real Estate course.** 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, 15th edition (ISBN 9781475499230; students who bought the 14th edition for the canceled spring course may still use that older edition), as well as a strongly recommended text, Questions & Answers... Real Estate Exam (ISBN 97814754224812), Dearborn, available for approximately \$100 (for all three books) at online bookstores or directly through Dearborn Publishers: www.dearborn.com/bookstore. (Note: the MCC Bookstore will be closed, due to COVID-19, by the start date of this course; students should plan on purchasing the books online).

Please note: This course will be taught through an online classroom, using WebEx. Students must have a webcam and microphone, with access to WebEx. Students not participating according to these guidelines will be considered absent and may not meet the 60-hour course requirement. The instructor will contact students before the first session.

CRN 21079 | Fee: \$485

19 sessions | Tuesdays & Thursdays | 6/2-8/6 (does not meet 8/4; exam date, 8/6, on-ground at MCC or online; instructor will provide more information).

6-9:30 PM | ONLINE

Instructors: Marc Vallen, J.D.

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. 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.

Please note: This course will cancel if the campus has not reopened in time.

CRN 21156 | Fee: \$130

1 Friday | 8/14

8:30 AM-5 PM | SSC Room L142

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

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.

Please note: This course will migrate to an online classroom, using Zoom, if the campus has not reopened in time.

CRN 21165 | Fee: \$105

1 Friday | 8/7

9:30 AM-4 PM | AST Room C209

Instructor: Beverly Salzman, M.S., M.B.A.



WRITING, PUBLISHING & LITERATURE

MCC Reads (Online)

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.

Please note: This course will be taught through an online classroom, using Zoom; the instructors will contact students with further instructions.

CRN 21135 | Fee: \$15

3 Tuesdays | 6/16; 7/21; 8/18

6-7 PM | ONLINE

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

6/16 - *Less* by Andrew Sean Greer

Arthur Less will almost fall in love in Paris, almost fall to his death in Berlin, barely escape to a Moroccan ski chalet from a Saharan sandstorm, accidentally book himself as the (only) writer-in-residence at a Christian Retreat Center in Southern India, and encounter, on a desert island in the Arabian Sea, the last person on Earth he wants to face. Somewhere in there: he will turn fifty. Through it all, there is his first love. And there is his last.

Instructor: Katherine Noonan

7/21 - *Searching for Sylvie* by Jean Kwok

Sylvie, the beautiful, brilliant, successful older daughter of the Lee family, flies to the Netherlands for one final visit with her dying grandmother—and then vanishes. Her sister Amy and her parents are distraught and desperate for answers. Sylvie has always looked out for them. Now, it's Amy's turn to help. Terrified yet determined, Amy retraces her sister's movements, flying to the last place Sylvie was seen. But instead of simple answers, she discovers something much more valuable: the truth. Sylvie, the golden girl, kept painful secrets ... secrets that will reveal more about Amy's complicated family—and herself—than she ever could have imagined.

Instructor: Patricia Ronalter

8/18 - *The Silent Patient* by Alex Michaelides

Alicia Berenson's life is seemingly perfect. A famous painter married to an in-demand fashion photographer; she lives in a grand house with big windows overlooking a park in one of London's most desirable areas. One evening her husband Gabriel returns home late from a fashion shoot, and Alicia shoots him five times in the face, and then never speaks another word. Alicia's refusal to talk, or give any kind of explanation, turns a domestic tragedy into something far grander, a mystery that captures the public imagination and casts Alicia into notoriety. The price of her art skyrockets, and she, the silent patient, is hidden away from the tabloids and spotlight at the Grove, a secure forensic unit in North London. Theo Faber is a criminal psychotherapist who has waited a long time for the opportunity to work with Alicia. His determination to get her to talk and unravel the mystery of why she shot her husband takes him down a twisting path into his own motivations—a search for the truth that threatens to consume him.

Instructor: Katherine Noonan

INSTRUCTOR BIOGRAPHIES

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.



INSTRUCTOR BIOGRAPHIES

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.

MATTHEW MARSHALL has more than 30 years of experience as an IT professional and software developer. Most of his career was devoted to developing applications to support his energy conservation clientele in electric and gas utilities and their service providers. This involved meeting with clients to determine their software requirements and providing training in the use of that software. He holds an MCSD in Application Development and an MCSA in Web Development.

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.

JOSHUA OGRADOWSKI 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.

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.

CATHERINE POEHLER has been a computer software trainer since 2008, teaching QuickBooks, Microsoft Office, Word, Excel, PowerPoint, Access and Outlook. She's been a licensed real estate broker for over 40 years and real estate instructor since 2006.

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.

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.

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.

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

MOTORCYCLE SAFE RIDING PROGRAM

CT Rider Education Program - CONREP

**Important Update: Please do not send any new registrations until
an announcement is made at:**

www.manchestercc.edu/motorcycle

**Those students who were registered for Spring 2020 classes will
be contacted first. Proof of eCourse completion will be honored
through the remainder of the program year.**



**MANCHESTER
COMMUNITY
COLLEGE**

Expand your Horizons!

Join the MCC Organization of Active Adults

For Individuals 50 and Older: Your Opportunity for Lifelong Learning

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

Visit us on the web: www.manchestercc.edu/oaa

Monthly Programs:

Informative
Educational
Entertaining

Social:

Luncheons
Refreshments after programs
Meet new friends!

Travel:

Day trips
Overnights
Overseas



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



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

MCC ORGANIZATION OF ACTIVE ADULTS MEMBERSHIP FORM

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

Last Name 1 _____

Mr & Mrs Ms Miss (circle preference)

First Name 1 _____

check one Full Birth Date: mm/dd/yy

First Name 2 _____

☐ M ☐ F ____/____/____

Only if different: Last Name 2 _____

☐ M ☐ F ____/____/____

Mail Address _____

Mr & Mrs Ms Miss (circle preference)

Town _____ State _____

Mr & Mrs Ms Miss (circle preference)

Phone _____ Email address _____

☐ New Member ☐ Returning Member

9-Digit Zip _____ - _____

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

Amount enclosed: _____

Mail to: MCCOAA Membership

Check #: _____ Check Date: _____

Great Path, MS #16

PO Box 1046

Manchester, CT 06045-1046

(For Office Use Only) Date Received: _____

Fill in, detach & KEEP this membership card.

MCCOAA MEMBERSHIP CARD

Member Name(s)

Valid through August 31, 201

MCC ORGANIZATION OF ACTIVE ADULTS

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

oaa@manchestercc.edu • 860-512-2840

www.manchestercc.edu/continuing/oaa

In partnership with Manchester Community College

MCCOAA TUITION REBATE APPLICATION

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

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

City/Town: _____ State: _____ Zip: _____

Course Title: _____

Course Start Date: _____ Course Fee: \$ _____

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

Instructor's signature: _____ Print Last Name: _____

(Verifying that student attended at least one class session)

(Instructor)

(For Office Use Only)

Rec'd Date

App. No.

Memb. Date

Balance:\$

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:

By Email: Ceinfo@manchestercc.edu

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 |
|--|--|--|

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 PROCESS FOR SUMMER 2020

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.

REGISTRATION INSTRUCTIONS

- Students may register by calling the MCC Phone-In Registration Line: (860) 512-3232.
- Please leave a message, and your call will be returned.
- After registering over the phone, students will be given instructions for paying through one of two ways:
 - A. Online through myCommnet using NetID
 - B. Check or Money Order mailed to MCC Bursar.

Make check payable to "MCC" and include Banner ID and CRN(s) on check or money order

Mail payment to:

Manchester Community College

Bursar's Office, MS #10

P.O. Box 1046

Manchester, CT 06045-1046

- **Online Registration**

Returning students who know their NetIDs and passwords may register and pay through Flexible Registration. New students may register and pay through Flexible Registration, and a NetID will be created during the registration process.

REFUNDS & DROPS

In order to drop a course, students must send a written request no later than the end of the business day prior to class start (email CEinfo@manchestercc.edu).

PLEASE NOTE: **Payment for credit-free classes is due at the time of registration.** Students will not be automatically dropped for non-payment and will incur a bill if payment is not received regardless of whether they participate in class.

CREDIT-FREE REGISTRATION INFORMATION

Register Early

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

Confirmations

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

Course Locations

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

Free Parking

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

MCC Bookstore

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

Postponements & Make-Ups

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

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

Cancellations

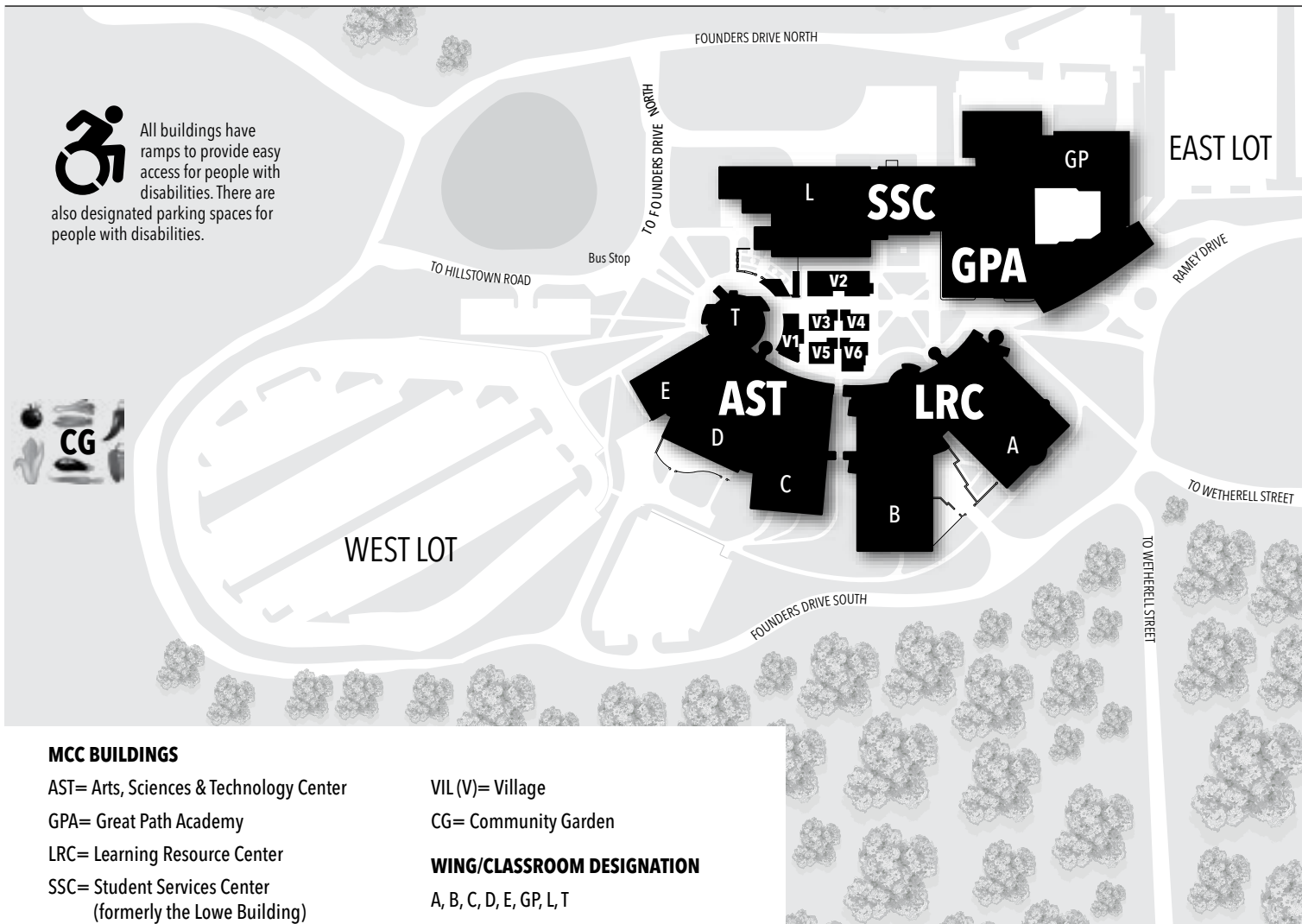
MCC reserves the right to cancel or postpone classes, or substitute instructors as needed due to unforeseen circumstances. If MCC cancels a course, registrants may transfer their fees to another course for the same semester or receive a full refund. If a course is cancelled, registrants will be notified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

Class Supply List

If the class for which you are registering requires supplies (see course description), your supply list will be emailed 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 send an email to Ceinfo@manchestercc.edu.

MCC CAMPUS MAP

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





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, our well-equipped, beautiful and welcoming campus, or online.
- **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**