



MANCHESTER
COMMUNITY
COLLEGE

Continuing Education and
Workforce Development

FALL 2021 NON-CREDIT PROGRAMS



Non-Credit Courses: September-December



ALLIED HEALTH

Pharmacy Technician and Optional Internship (Online) SNAP Eligible

Course Overview: In partnership with the CT Pharmacists Association, this 134-hour Pharmacy Technician Certification Board-recognized course is an educational training program that prepares students for entry-level Pharmacy Technician positions in community, hospital or long-term care pharmacy settings. The Pharmacy Technician prepares medications under the direction of a pharmacist. This course prepares students for the Pharmacy Technician Certification Board (PTCB) national certification exam. The course consists of 84 virtual classroom hours (attendance is taken) and 50 hours of additional independent classwork.

Course Completion: For successful completion of this course, students must earn a minimum grade of 70, and miss no more than two classes. After the third absence, a student is no longer eligible to pass the course or to sit for the PTCB exam. Logging into a class more than 30 minutes late or logging out more than 30 minutes before class ends will count as an absence.

Certification Exam: The PTCB exam fee is included in this course. After receiving a passing grade, the student will be given a voucher to register for the PTCB exam at no charge. Anyone convicted of a felony is evaluated on a case-by-case basis by PTCB to take the exam. For more information visit www.ptcb.org and <https://home.pearsonvue.com/ptcb/onvue>.

Course Supplies: Internet access and computer with a microphone and webcam. Strong math skills including knowledge of single variable algebra are required to be successful in this course. The Academic Support Center is available to students if needed. The course fee includes the *Pharmacy Certified Technician Training Manual*, 14th Edition; *the Calculations Workbook*, 5th Edition; and the PTCB exam fee (given to students as a voucher).

CRN 30877 | Fee: \$1,400 (books and PTCB exam fee included)

28 sessions | Mondays and Wednesdays

8/30-12/8 (does not meet 9/6 and 10/11; makeup date 12/13)

6-8 p.m. | Online via Blackboard Collaborate

Instructor: Diane Pacitti, PhD, RPh

Textbook pickup will be on campus the week of 8/23-8/27, more details to follow.

Optional Internship/Shadow: Students can participate in an optional, 80-hour Hartford Healthcare internship. Interns will gain experience working under the direction of pharmacy staff in one of HHC's eight hospital or community

NON-CREDIT PROGRAMS

General Information ceinfo@manchestercc.edu

Director,
Carleigh Schultz..... cschultz@manchestercc.edu

Program Coordinator,
Stephen Campiglio..... scampiglio@manchestercc.edu

Computer Technology Coordinator,
Bruce Manning..... bmanning@manchestercc.edu

Administrative Assistant,
Jessie Bradley jbradley@manchestercc.edu

VETERANS' BENEFITS

Call Veterans Services at 860- 512-3375 or the OASIS at 860-512-3362 for more information on veterans' benefits.

WORKFORCE INNOVATION AND OPPORTUNITY ACT SCHOLARSHIP ELIGIBILITY

Email ma-alliedhealthce@manchestercc.edu for more information about WIOA funding.

SNAP SCHOLARSHIP ELIGIBILITY

Email MA-CE-SNAP-ETinformation@manchestercc.edu for more information about SNAP tuition funding.

NON-CREDIT SCHOLARSHIPS

Need-based scholarships are available for select non-credit programs. Visit www.manchestercc.edu/ce for more information.

locations across the state. To be considered, students must have a passing grade in the class with no missing assignments, show proof of immunizations (including the COVID-19 vaccine), pass a drug test and background check (additional \$72), and provide proof of health insurance. Students participating in the internship may be considered for employment opportunities in the Hartford Healthcare system. There may be an additional cost for parking at some facilities.

Certified Nurse Aide (On Campus) SNAP Eligible

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

Students must pass a criminal background check and drug screening through an MCC-approved provider and submit immunization records (including COVID-19 vaccine and flu shot) to the MCC Allied Health Coordinator before they can start clinical rotations. An information packet with further information will be emailed to each student after registration and payment is received. State regulations require students to successfully complete 16 hours of specific instruction prior to the start of the clinical rotations and 16 hours of clinical experience. Students who fail to meet this requirement are not allowed to begin clinical rotations, are not eligible to complete the program, and cannot receive a tuition refund. All students must have reliable transportation to class and clinical sites.

To sit for the state certification exam, students must attend a minimum of 100 hours of course time, achieve a passing grade of 70 or above, and miss no more than two classes. After the third absence, a student is no longer eligible to pass the course or to sit for the certification exam. The Connecticut State Certified Nurse Aide Exam costs approximately \$118 and is not included in the course fee. The instructor will show students how to apply for the CT CNA Certification exam through Prometric at the end of the course.

Course Supplies: The textbook required is *Nursing Assistants: A Humanistic Approach to Caregiving*, 5th edition, Lippincott (ISBN 9781975108502) and the accompanying workbook (ISBN 9781975108540), both available at the MCC Bookstore for \$122.20 total. Required class supplies include a gait belt (\$15),



stethoscope (\$17.75), blood pressure cuff (\$37.00), white scrubs/uniform (\$40), and secondhand watch (\$20) all available at the MCC bookstore or many other retailers. Students must also purchase all white, slip-resistant sneakers (not available at the MCC bookstore). Finally, students must obtain an MCC student photo ID card before their first on-campus class session (available for free at MCC's AST Information Desk).

Registration Requirements: Students must be at least 16 years of age by the start date of class and, if under 18, a parent/guardian must complete a liability waiver for them to participate in clinical rotations. After registration and payment, students must complete a criminal background check and drug screening through an MCC-approved provider (approximately \$72). Results of these screenings may take up to two weeks to receive. If a student fails either screening, he or she will not be able to participate in clinical rotations or the course. 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 by the allied health refund deadline.

CRN 30878 | Fee: \$1,400

20 sessions | Mondays and Wednesdays | 9/8-11/22 | 6-9 p.m.

LRC Rooms B125 and B129

8 on-campus lab sessions | Tuesdays | 9/21-11/9 | 6-9 p.m.

LRC Room B125 and LRC B129

4 clinical sessions location TBA | Saturday and Sunday | 11/6, 11/7, 11/13 and 11/14 | 7:30 a.m.-4 p.m.

Instructors: Andrea Dillon, RNC, MEd, Kevin King, RN, Amy Michanzyck, LPN, and Amanda Tini, APRN

ALLIED HEALTH

Phlebotomy Technician (On Campus) SNAP Eligible

Course Overview: 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.

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), show documentation of immunizations (including COVID-19 vaccine and flu shot), and a recent physical, 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, are not eligible to pass the course, and are not eligible for a refund. Approximately half of the clinical hours will be completed during regular class hours, while the remainder will be completed on weekdays, 8 a.m.-5 p.m. at ECHN laboratories in the Manchester area. Clinical hours will be scheduled by the instructor around the student's schedule to the best of her ability. Some classes will also be held at Manchester Memorial Hospital.



Students must pass a criminal background check and drug screening through an MCC-approved provider and submit immunization records (including COVID-19 vaccine and flu shot) to the MCC Allied Health Coordinator before they can start clinical rotations. An information packet with further information will be emailed to each student once the course fee is paid. Students who fail to meet this requirement are not allowed to begin clinical rotations, are not eligible to complete the program, and cannot receive a tuition refund.

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; a minimum of 100 successful, unaided blood draws; and absence from no more than two classes. After the third absence, a student is no longer eligible to pass the course or to sit for the certification exam. 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 ASCP certification exam (an additional fee of \$135). The course instructor will explain how to register for the exam at the end of the course.

Course Supplies: The required textbook is *The Phlebotomy Textbook*, 4th Edition, F.A. Davis Company (ISBN 9780803668423) available at the MCC Bookstore for \$85.50. Required class supplies include a white lab coat, slip-resistant sneakers (not available at the MCC bookstore). Finally, students must obtain an MCC student photo ID card before their first on-campus class session (available for free at MCC's AST Info Desk).

CRN 30876 | Fee \$1,500

23 sessions | Tuesdays and Thursdays

9/2-11/18 (graduation 11/18; make-up date, 11/23 if needed)

6-9:45 p.m. | LRC Room B144

Additionally, 100 hours of mandatory clinical rotation will be assigned by the instructor for shifts on weekdays, 7 a.m.-5 p.m. at local ECHN facilities.

Instructors: Kim E.S. Jenack, CPT, NPA/ASCP, Sahana Kedlaya, PT and Maria Cafro, CPT, NPA/ASCP.

BODY, MIND AND SPIRIT

First Degree Reiki Training (On Campus)

Awaken your dormant healing abilities in this daylong course. 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 course includes two Reiki sessions: one as a recipient and one as a Reiki practitioner. Please bring a blanket, pillow and your lunch to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information on the website: www.manchestercc.edu/COVID.

CRN 30932 | Fee: \$175

1 Friday | 9/24 (registration deadline 9/14)

8 a.m.-3:30 p.m. | AST Room D213

Instructor: Dory Dzinski, MA

Second Degree Reiki Training (On Campus)

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 use 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 lunch to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information on the website: www.manchestercc.edu/COVID.

CRN 30933 | Fee: \$199

1 Friday | 10/22 (registration deadline 10/12)

8 a.m.-3:30 p.m. | AST Room D213

Instructor: Dory Dzinski, MA



Reiki III: Master (On Campus)

Building on *First Degree Reiki Training* 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 use and receive advanced psychic healing during this hands-on session. Please bring a blanket, pillow and lunch to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information on the website: www.manchestercc.edu/COVID.

CRN 30934 | Fee: \$225

1 Friday | 11/19 (registration deadline 11/9)

8 a.m.-3:30 p.m. | AST Room D213

Instructor: Dory Dzinski, MA

COMPUTER TECHNOLOGY

INTRODUCTORY

Keyboarding Introduction (On Campus)

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. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at: www.manchestercc.edu/COVID.

CRN 30899 | Fee: \$99

2 Wednesdays | 9/8-9/15

6-9 p.m. | LRC Room B142

Instructor: Steven Bloom, MEd

Computer Boot Camp (On Campus)

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. Keyboarding skills recommended. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at: www.manchestercc.edu/COVID.

CRN 30898 | Fee: \$199

4 Tuesdays | 9/7-9/28

6-9 p.m. | LRC Room B141

Instructor: Steven Bloom, MEd

OFFICE SUITES

Microsoft Office: MCC Certificate (Online or On Campus)

Increase your employability with this intensive 36-hour course and receive a Microsoft Office MCC Certificate on completion. This hands-on course 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 email management, creating folders, adding signatures/attachments, scheduling appointments with others, organizing contact lists and creating/updating tasks in Outlook. Coursework will cover versions 2016, 365 and 2019. Required for the online option: Internet access and computer with Office 2016, 365 or 2019 installed. Microphone and webcam needed for live audio/video training using Webex. The instructor will contact students with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID. Prerequisite: basic knowledge of Windows and keyboarding/mouse skills.

Two Sections to choose from:

Online:

CRN 30981 | Fee: \$665

12 sessions | Mondays and Wednesdays

9/20-11/1 (does not meet 10/11)

1-4 p.m. | Online

Instructor: John Hilditch, MS

On-Campus:

CRN 30900 | Fee: \$665

12 sessions | Mondays and Wednesdays

11/1-12/13 (does not meet 11/24)

6-9 p.m. | LRC Room B142

Instructor: Yvette Onye



Project Introduction (On Campus)

Learn the major features of Microsoft Project, the world's most popular project management tool. Students will learn how to develop project plans and define tasks and resources. Students will detail, track and report the progress of projects. Skills learned in the course include creating task lists, durations, phases; linking tasks, documenting tasks and project plans; setting up resources, documenting; assigning resources to tasks, scheduling and applying cost resources to tasks. Sharing your plan, Gantt charts, timeline views, reporting, tracking progress on tasks, setting project baselines, troubleshooting time, scheduling and scope of work problems are also covered. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/Covid. Prerequisite: Basic Windows, keyboard and mouse skills, with some exposure to Microsoft Office helpful.

CRN 30921 | Fee: \$250

2 Fridays | 10/1-10/8

9 a.m.-4 p.m. | LRC Room B142

Instructor: John Hilditch, MS

ACCOUNTING

QuickBooks: Introduction (Online)

Discover the most effective methods for accomplishing essential business tasks and customizing QuickBooks. We will explore best practices for tracking finances, managing payroll, processing invoices, controlling inventory, managing sales and expenses, and maximizing the software's other features. Topics include getting started; how to properly set up your accounts, customers, jobs and invoices quickly; following the money by learning 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, and other programs. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using

Webex. The instructor will contact students with further instructions one to three business days prior to class. Prerequisites: Basic Windows, keyboard and mouse skills.

CRN 30983 | Fee: \$250

4 Thursdays | 9/16-10/7 (registration deadline 9/8)

1-4 p.m. | Online

Instructor: Cindy Averill, BS

Accounting I: A Practical Focus to Financial Accounting (On Campus)

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, and current liabilities; and payroll. Students will build a company's accounting system, and download and manipulate their data into an Excel spreadsheet. Recommended text: *Schaum's Outline of Financial Accounting*, 2nd Edition, available at online bookstores for approximately \$20. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

CRN 30897 | Fee: \$699

10 sessions | Mondays and Wednesdays

10/18-11/17 | 6-9 p.m.

LRC Room B141

Instructor: Cindy Averill, BS

COMPUTER TECHNOLOGY

SPREADSHEETS

Excel Introduction (Online)

Excel Introduction is designed for people new to spreadsheets and for self-taught users who wish to expand their knowledge. Using the new version of this renowned spreadsheet software, students will learn to recognize the main areas of the Excel worksheet and workbook; enter, edit and delete data; create basic formulas 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. Students should have Excel 2016, Excel 365 or Excel 2019 installed on the computer that they will be using for the training; there are many of the same features in these versions. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class.

Two sections to choose from:

CRN 30969 | Fee: \$99

2 Fridays | 9/17-9/24

1-4 p.m. | Online

Instructor: Matthew Marshall

CRN 30957 | Fee: \$99

2 Tuesdays | 11/16-11/23

6-9 p.m. | Online

Instructor: Kristin Violette

Excel Intermediate (Online)

Excel Intermediate builds on the basic concepts and skills of *Excel Introduction* to provide more advanced tools for analysis and presentation of complex, realistic data in Microsoft Excel: 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 should have Excel 2016, Excel 365 or Excel 2019 installed on the computer that they will be using for the training; there are many of the same features in

these versions. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class. Prerequisite: Excel Introduction, or permission of instructor or computer coordinator.

Two sections to choose from:

CRN 30971 | Fee: \$99

2 Tuesdays | 9/28-10/5

1-4 p.m. | Online

Instructor: Matthew Marshall

CRN 30958 | Fee: \$99

2 Tuesdays | 11/30-12/7

6-9 p.m. | Online

Instructor: Kristin Violette

Excel Advanced (Online)

Excel Advanced builds on the concepts and skills of *Excel Introduction* and *Excel Intermediate* courses to provide advanced tools for solving real-world problems in Microsoft Excel: 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 should have Excel 2016, Excel 365 or Excel 2019 installed on the computer that they will be using for the training; there are many of the same features in these versions. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class. Prerequisite: *Excel Intermediate* course, or permission of the instructor or computer coordinator.

CRN 30973 | Fee: \$99

2 Fridays | 10/15-10/22

1-4 p.m. | Online

Instructor: Matthew Marshall

Excel Data and Functions (Online)

This comprehensive course on data handling will ensure that you are tapping the full power of Excel. Students will learn how to use a pivot table to analyze numerical data in detail and query in many user-friendly ways; subtotal and aggregate numeric data, summarize data by categories and subcategories, and create custom calculations and formulas; expand and collapse levels of data to focus results; and 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. Students will expand on the information gained and concentrate on an in-depth exploration of pivot table manipulation to deliver useful data and effective slicer crafting to allow rapid underlying data filtration and report creation for designers and end users. Students should have Excel 2016, Excel 365 or Excel 2019 installed on the computer that they will be using for the training. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class. Prerequisite: *Excel Introduction* required or equivalent knowledge. Knowledge should include writing simple formulas and functions, understanding charts, basic data sorting and filtering.

CRN 30975 | Fee: \$275

4 sessions | Wednesdays and Fridays | 11/3-11/12

1-4 p.m. | Online

Instructor: John Hilditch, MS

Excel Pivot Tables (Online)

Students will learn how to use a pivot table to analyze numerical data in detail, and query in many user-friendly ways; subtotal and aggregate numeric data, summarize data by categories and subcategories, and create custom calculations and formulas; expand and collapse levels of data to focus 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. Students will explore preparing tables, reports, slicers, timelines and other dynamic elements for use as effective visual communications tools. Students will cover advanced topics like slicers, calculated fields, creating multiple pivot tables from one, nested formulas, subtotals and result visibility, underlying pivot table data, report views, advanced charting and queries. Students should

have Excel 2016, Excel 365 or Excel 2019 installed on the computer that they will be using for the training. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class. Prerequisite: *Excel Introduction* required or equivalent knowledge. Knowledge of writing simple formulas and functions, basic charts, basic sorting and filtering.

CRN 30977 | Fee: \$250

3 sessions | Monday, Wednesday and Friday

11/15-11/19 | 1-4 p.m. | Online

Instructor: John Hilditch, MS

Excel Dashboards (Online)

Excel dashboards provide an organized way to view and report large amounts of changing data in real time. This course covers the mechanics of constructing dashboards and further explores the components learned in *Excel Data and Function* course. Students will learn the mechanics of constructing dashboards and how to import and manipulate data, employ functions, insert charts, fabricate pivot tables and create interactive filters. Nested functions for formulas, pivot charts, pivot tables, recording macros and interactive filters are covered and the course explores some aesthetic dashboard design elements, such as identifying important information and determining appropriate visual presentation formats for optimal communication. Dashboard visual element configuration, screen visual element protection, and publishing dynamically linked Excel dashboards to other applications like PowerPoint will be explored. Additional topics include visual element control, timelines, labels, dashboard security, dynamic data source linking, and publishing dashboards or other Excel elements. Students should have Excel 2016, Excel 365 or Excel 2019 installed on the computer that they will be using for the training. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class. Prerequisites: *Excel Data and Functions* course and *Excel Pivot Tables* or equivalent knowledge. Students must also have prior knowledge of functions, formulas, sorting and filtering, pivot tables, pivot charts and slicers.

CRN 30979 | Fee: \$250

3 sessions | Monday, Wednesday and Friday

11/29-12/3 | 1-4 p.m. | Online

Instructor: John Hilditch, MS

COMPUTER TECHNOLOGY

NEW Microsoft Forms Introduction (Online)

Do you have a need to create a survey, course evaluation form or quiz? If so, Microsoft Forms provides an easy way to create, share and review simple forms of those types. This class will introduce you to Microsoft Forms, and together we will create a form that shows all of the types of input controls available, another that will show you how to use branching to show certain inputs based on choices the user makes and, finally, a form that allows you to quiz your audience. We will also discuss how to control access to your form, how to review the inputs from your users, and how to export the input from your users to Excel for further analysis. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class. Prerequisite: Familiarity with Excel recommended.

CRN 30993 | Fee: \$75

1 Tuesday | 9/21

1-4 p.m. | Online

Instructor: Matthew Marshall

DATABASE

Access Introduction (Online)

Learn the new features of Access and enjoy how much faster you can build databases in this program. Start with learning how to create tables, the laws of field definitions, creating a simple data entry form, filtering records with queries and printing the data to a report. Students are eligible to receive free Access software. Students should have Access 2016, Access 365 or Access 2019 installed on the computer that they will be using for the training. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class. Prerequisite: Basic Windows, keyboard and mouse skills.

CRN 30963 | Fee: \$99

2 Wednesdays | 11/3-11/10

1-4 p.m. | Online

Instructor: George Pillar, MS

Access Intermediate (Online)

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. Use built-in tools to find and replace data, import data and more. Understand the use of templates. Students should have Access 2016, Access 365 or Access 2019 installed on the computer that they will be using for the training. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class. Prerequisite: *Access Introduction* or permission of instructor or computer coordinator.

CRN 30965 | Fee: \$199

4 Wednesdays | 11/17-12/8

1-4 p.m. | Online

Instructor: George Pillar, MS

Access Advanced (Online)

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 using Access with Outlook. Students should have Access 2016, Access 365 or Access 2019 installed on the computer that they will be using for the training. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class. Prerequisite: *Access Intermediate* or permission of instructor or computer coordinator.

CRN 30967 | Fee: \$99

2 Fridays | 12/10-12/17

1-4 p.m. | Online

Instructor: George Pillar, MS

DIGITAL IMAGING AND DESIGN

Adobe Acrobat DC: PDF Files, Formats and Forms (On Campus)

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 coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID. Prerequisite: Basic Windows, keyboard and mouse skills; word processing experience recommended.

CRN 30907 | Fee: \$275

2 Fridays | 9/17-9/24

9 a.m.-4 p.m. | LRC Room B142

Instructor: John Hilditch, MS

NEW Adobe Photoshop Introduction for Mac (On Campus)

Bring your creative ideas to life with Adobe Photoshop, the digital imaging program used by photographers and designers to perfect their digital images. The focus will be on step-by-step instruction leading students through the most important tools and concepts in Photoshop: learn the Photoshop interface, create with the basics of editing a photograph, and explore the essential tools and panels. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

CRN 30936 | Fee: \$99

2 Tuesdays | 9/21-9/28

6-9 p.m. | LRC Room B142

Instructor: Richard Hoyer, MA, MFA

Adobe Photoshop CC: Introduction (On Campus)

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 and using color and transparency in blend modes; adjusting images to improve quality/suitability for intended publication; advanced image editing; and design, web and print skills with compositing, color management and type controls. Through demonstration and hands-on exercises, you will create exciting and amazing images using some of this program's limitless capabilities. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

CRN 30909 | Fee: \$275

2 Thursdays | 10/28-11/4

9 a.m.-4 p.m. | LRC Room B142

Instructor: Kathleen Smits, MA

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 and other essential skills for using AutoCAD as a two-dimensional design tool. Students will need to download and install AutoCAD 2021 to their personal computer (free student version) prior to class start. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class. Prerequisite: Basic Windows, keyboard and mouse skills.

CRN 30956 | Fee: \$199

4 Wednesdays | 9/22-10/13

6-9 p.m. | Online

Instructor: Steven Bloom, MEd

COMPUTER TECHNOLOGY

MULTIMEDIA

NEW iPhone Video Editing Using iMovie (On Campus)

Whether you're using a Mac or an iOS device, it's never been easier to make movies. In this class we will be using iMovie, a video editing program for iPhones, iPads and Macs. It is a great program for creating short videos for education and social media. We will look at how you can shoot video with your iPhone and edit in iMovie on a Macbook Pro. Learn to create videos with your clips, titles, music and effects and share your movies via Messages or posting on popular social media sites like Facebook and YouTube. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

CRN 30935 | Fee: \$99

2 Tuesdays | 10/5-10/12

6-9 p.m. | LRC Room B142

Instructor: Richard Hoyer, MA, MFA

OPERATING SYSTEMS

Windows 10: Overview (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. Students are eligible to receive free Windows 10 software. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class. Prerequisite: Keyboard and mouse skills required.

CRN 30959 | Fee: \$60

1 Friday | 9/10

6-9 p.m. | Online

Instructor: George Pillar, MS

NEW Maintaining Windows 10 (On Campus)

In this course, students will learn how to manage and troubleshoot Windows 10. This course will deep-dive into the architecture and tools used for managing, monitoring and troubleshooting the OS apps and hardware. Students will learn about proactive and troubleshooting methodology, and how to identify and mitigate common issues. This class is designed for IT professionals who perform installation, configuration, general local management and maintenance of Windows 10 core services and who may also be familiar with enterprise scenarios and cloud-integrated services. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

CRN 30925 | Fee: \$150

1 Wednesday | 10/13 | 9 a.m.-4 p.m.

LRC Room B142

Instructor: Jayson Ferron

TROUBLESHOOTING

PC Maintenance and Repair (On Campus)

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 also be discussed. For the beginner through intermediate PC user. Students are eligible to receive free Windows software. Students coming to campus must observe the college's COVID-19 guidelines; please refer to at www.manchestercc.edu/COVID.

CRN 30901 | Fee: \$199

4 Wednesday | 9/15-10/6

6-9 p.m. | LRC Room B141

Instructor: George Pillar, MS

PROGRAMMING

Programming Basics: Foundation for C++, Java, and Python (On Campus)

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. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID. Prerequisites: Basic knowledge of Windows, and keyboard/mouse skills. No prior programming experience and knowledge is needed, beginners are welcome.

CRN 30919 | Fee: \$350

4 Wednesdays | 9/22-10/13

1-4 p.m. | LRC Room B141

Instructor: George Pillar, MS

Java Programming: Introduction (On Campus)

Java is one of the most popular programming languages used by software developers today. It is the core language used in developing Android apps and is also commonly used in back-end web development. If you're new to programming or just interested in Java then this course is a great place to get started. You'll learn and practice essential computer science concepts using the Java programming language. You'll learn about object-oriented programming, a technique that allows you to use code written by other programmers in your own programs. You'll put your new Java programming skills to the test by solving real-world problems faced by software engineers. Java programming is a great option for first-time coders due to its popularity and ease of use. This course will provide you with a solid foundation in Java programming and object-oriented programming concepts. Topics include the Java programming environment; introduction to classes and objects; graphics; fundamental data types; decisions; iterations; arrays, array lists and simple array algorithms; methods (parameter passing, instance vs. static methods); and inheritance. Students coming to campus must observe the college's COVID-19 guidelines;

please refer to the information at www.manchestercc.edu/COVID. Prerequisite: Basic Windows, keyboard and mouse skills. No prior programming experience and knowledge is assumed or needed; beginners welcome!

CRN 30915 | Fee: \$380

6 Fridays | 10/15-11/19

1-4 p.m. | LRC Room B142

Instructor: George Pillar, MS

Python: Certification Preparation (On Campus)

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 allows you to create complex applications easier than most programming languages. The PCAP-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 study to pass the PCAP exam sections and learn to demonstrate the following skills in this certification preparation course:

Section 1: language elements, syntax and semantics, literals, boolean, integer, floating-point numbers, scientific notation, strings, numeric, bitwise, string, relational operators, basic input and output, formatting, simple lists, indexing, slicing, the len() function, conditional statements, building loops, iterating through sequences expanding loops, nesting loops and conditional statements.

Section 2: strings in detail, lists in detail, tuples, indexing, slicing, building, tuples vs. lists and dictionaries.

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

Section 4: defining your own classes, class variables, instance variables, inheritance, overriding, invoking methods, passing and using the self-argument parameter, constructors, predefined exceptions, the try-except-

COMPUTER TECHNOLOGY

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, byte array objects, and read(), readinto(), read line(), write(), and close() methods. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID. Prerequisites: basic knowledge of Windows, and keyboard/mouse skills. Basic programming knowledge and experience is recommended.

CRN 30923 | Fee: \$575

6 Tuesdays | 10/26-11/30 (registration deadline 10/18)

1-4 p.m. | LRC Room B142

Instructor: Lazar Pevac, PhD

CERTIFICATE PREPARATION

A+ Certification 220-1001 Exam Preparation (On Campus)

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, which includes the electronic texts, hands-on labs and practice exam. 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. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID. Prerequisite: Basic knowledge of hardware and operating systems recommended.

CRN 30903 | Fee: \$1,000

6 sessions | Mondays and Fridays | 9/20-10/8

(registration deadline 9/8) | 9 a.m.-4 p.m.

LRC Room B141

Instructor: Peter Rinsland, MSc IT

A+ Certification 220-1002 Exam Preparation (On Campus)

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. 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, which includes the electronic texts, hands-on labs and practice exam. 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. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID. Prerequisite: *A+ 220-1001 Certification Prep* or equivalent training.

CRN 30905 | Fee: \$1,000

6 sessions | Mondays and Fridays | 10/18-11/5

(registration deadline 10/6) | 9 a.m.-4 p.m.

LRC Room B141

Instructor: Peter Rinsland, MSc IT



NEW Azure Fundamentals Certification Preparation (On Campus)

Candidates for the Azure Fundamentals certification should have foundational knowledge of cloud services and how those services are provided with Microsoft Azure. This certification is intended for candidates who are just beginning to work with cloud-based solutions and services or are new to Azure. Azure Fundamentals certification is an opportunity to prove knowledge of cloud concepts, Azure services, Azure workloads, and security and privacy in Azure, as well as Azure pricing and support. Candidates should be familiar with the general technology concepts, including concepts of networking, storage, compute, application support, and application development. Azure Fundamentals can be used to prepare for other Azure role-based or specialty certifications. Prerequisite: Knowledge of Internet and cloud concepts recommended. Target audience for this training is administrators, business users, developers, students and technology managers. AZ-500 exam cost is not included in course fee; hands-on labs are included. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

CRN 30927 | Fee: \$150

1 Tuesday | 10/12 (registration deadline 10/1)

9 a.m.-4 p.m. | LRC Room B141

Instructor: Jayson Ferron

NEW Azure Securing Certification Preparation (On Campus)

Students pursuing the Microsoft Azure Securing Certification Preparation should have subject matter expertise implementing security controls and threat protection, managing identity and access, and protecting data, applications, and networks in cloud and hybrid environments as part of an end-to-end infrastructure. Responsibilities for this role include maintaining the security posture, identifying and remediating vulnerabilities by using a variety of security tools, implementing threat protection and responding to security incident escalations. Azure Security Engineers often serve as part of a larger team dedicated to cloud-based management and security and may also secure hybrid environments as part of an end-to-end infrastructure. Skills measured include: managing identity and access, implementing platform protection, managing security operations, and securing data and applications. Required exam: AZ-500. Exam cost is not included in course fee. Prerequisite: A candidate for this certification should have strong skills in scripting and automation; a deep understanding of networking, virtualization, and cloud N-tier architecture; and a strong familiarity with cloud capabilities and products and services for Azure, plus other Microsoft products and services. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

CRN 30929 | Fee: \$285

2 sessions | Monday and Tuesday

12/6-12/7 (registration deadline 11/22)

9 a.m.-4 p.m. | LRC Room B141

Instructor: Jayson Ferron

COMPUTER TECHNOLOGY

NEW Certified Ethical Hacker Exam Certification Preparation (On Campus)

This course will show students through an interactive environment how to scan, test, hack and secure their own systems. This lab-intensive approach will provide each student with in-depth knowledge and practical experience using the current essential security systems. Students will begin by learning how perimeter defenses work and then be led into scanning and attacking their own networks (no real network is harmed during the process). Students will then learn how intruders escalate privileges and what steps can be taken to secure a system. Students will also learn about intrusion detection, policy creation, social engineering, DDoS attacks, buffer overflows and virus creation. Students will leave this intensive five-day class with hands-on understanding and experience in ethical hacking. This course will prepare students for the EC-Council ANSI-accredited Certified Ethical Hacker exam 312-50. The Certified Ethical Hacker exam is not included in the cost of the course. Students must apply for eligibility to take the exam, schedule the exam at an additional cost of \$950 and pass the exam to be certified. The course instructor will inform students about the exam application process. Required electronic text is included in course fee. Students coming to campus must observe the college's COVID-19

guidelines; please refer to the information at www.manchestercc.edu/COVID. Prerequisite: Solid knowledge of hardware and operating systems required. A+ and Network+ certification strongly recommended. Information about scholarship funding for this course is available from Bruce Manning, Program Coordinator, bmannin@manchestercc.edu.

CRN 30911 | Fee: \$1,750

5 sessions | Monday-Friday | 11/15-11/19 (registration deadline 11/10)

9 a.m.-4 p.m. | LRC Room B141

Instructor: Jayson Ferron

Certified Information Systems Security Professional (CISSP) Exam Preparation (On Campus)

This course is intended for experienced IT security practitioners, auditors, consultants, investigators or instructors, including network or security analysts and engineers, network administrators, information security specialists and risk management professionals. Student will analyze the ten domains required to pass the CISSP exam: information systems access control, security architecture and design, network security systems and telecommunications, information security management goals, information security classification



and program development, risk management criteria and ethical codes of conduct, software development security, cryptography characteristics and elements, physical security, and operations security. Apply business continuity and disaster recovery plans and identify legal issues, regulations, compliance standards and investigation practices relating to information systems security. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID. Prerequisite: It is highly recommended that students have certifications in Network+ or Security+, or possess equivalent professional experience upon entering CISSP training. It will be beneficial if students have one or more of the following security-related or technology-related certifications or equivalent industry experience: MCSE, MCTS, MCITP, SCNP, CCNP, RHCE, LCE, CNE, SSCP, GIAO, CISA or CISM.

CRN 30913 | Fee: \$1,250

5 sessions | Mondays and Wednesdays

11/22-12/6 (registration deadline 11/3)

9 a.m.-4 p.m. | LRC Room B141

Instructor: Dr. Paul Picard, EdD

Network+ N10-007 Certification Preparation (On Campus)

CompTIA Network+ is a vendor-neutral networking certification that is trusted around the world. It validates the essential knowledge and skills needed to confidently design, configure, manage and troubleshoot any wired and wireless networks. CompTIA Network+ certified individuals are in-demand worldwide. Students will gain the necessary skills to prepare them for the Network+ certification exam, including establishing basic network design and connectivity, understanding and maintaining network documentation, identifying network limitations and weaknesses, and implementing network security, standards and protocols. The successful candidate will have a basic understanding of emerging network technologies, including unified communications, and mobile, cloud and virtualization technologies. Required program material is included in course fee, which includes the electronic texts, hands-on labs and practice exams; the CompTIA Network+ certification exam is not included in the cost of the course. Students must schedule the exam at a certified test center for an additional fee of \$294 and pass the exam to be certified. The course instructor will inform students about the exam application process. Network+ testing centers can be found at www.pearsonvue.com/

comptia/. Students are eligible to receive free Windows Server 2016 software. Prerequisite: CompTIA A+ Certified, or equivalent experience and minimum of nine months' experience in network support or administration; or academic training equivalency. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

CRN 30917 | Fee: \$1,500

6 sessions | Mondays and Wednesdays

11/1-11/17 (registration deadline 10/22) | 9 a.m.-4 p.m.

LRC Room B142

Instructor: Dr. Paul Picard, EdD

WEB DESIGN

Web Design: MCC Certificate (Online)

Build new skills to start or advance your career as a web developer in MCC's *Web Design: MCC Certificate* program. Topics covered in this program start with the core areas of HTML and CSS and move on to the use of other desktop tools for web design, ending with exposure to web content management systems. Your Web design portfolio at the end of this certificate program will include published websites 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. The following web design tools are used in the *Web Design: MCC Certificate program*: HTML5 + CSS3, Web Design Principles, Website Builders Using Wix, Website Content Management Systems (CMS) Using WordPress, and Building Dynamic Website. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class. Prerequisite: Basic Windows, keyboard, mouse and web browser skills.

CRN 30985 | Fee: \$665

10 Fridays | 10/1-12/10 (does not meet 11/26)

1-4 p.m. | Online

Instructor: Meba Teferra, BS

CULTURE AND HISTORY

NEW American Democracy in Crisis? (On Campus)

Cries of "Stop the steal!" and allegations of massive voter fraud have recently shaken Americans' faith in their nation's democratic political institutions. However, the same people who shout "Stop the steal!" may actually be trying to subvert majority rule. This course will examine the structure of American democracy and how certain institutions and practices--such as the Electoral College and gerrymandering of congressional districts--may be used to violate majority rule. We will seek to understand the idea of democracy and how our country's political institutions and practices may be controlled to undermine American democracy. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

CRN 30894 | Fee: \$35

4 Wednesdays | 10/6-10/27

3:30-4:30 p.m. | AST Room C209

Instructor: Angelo Messore, MA, MPhil

ENGLISH AS A SECOND LANGUAGE (ESL)

Have questions about ESL classes? Email us at ceinfo@manchestercc.edu and ask that the instructor contact you.

Pronunciation Practice: Accent Reduction (Online)

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. The instructor will email handouts and audio practice

material to the students. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Webex. Students will be contacted with further instructions one to three business days prior to class.

CRN 30961 | Fee: \$315

10 Thursdays | 9/9-11/18 (does not meet 11/11)

11 a.m.-1 p.m. | Online

Instructor: Ricardo Canal, MS

Grammar Basics (Online)

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 an introduction to basic college writing skills. Listening, speaking, reading and writing activities will be incorporated into the course. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class.

CRN 30941 | Fee: \$105

5 Saturdays | 9/18-10/23 (does not meet 10/9)

9-11 a.m. | Online

Instructor: Nasreen Al Omari, PhD

Grammar Basics II (Online)

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 an introduction to basic college writing skills. Listening, speaking, reading and writing activities will be incorporated into the course. The instructor will email students course material. Prerequisite: *Grammar Basics I* or a more advanced ESL grammar level. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class.

CRN 30942 | Fee: \$105

5 Saturdays | 11/6-12/11 (does not meet 11/27)

9-11 a.m. | Online

Instructor: Nasreen Al Omari, PhD

MUSIC

NEW The Beatles and America in the 1960s (On Campus)

2021 is becoming an exciting year for fans of The Beatles. There is the new and much awaited *Get Back* documentary, as well as a new film on The Beatles in India, along with these accompanying books and recent CD reissue packages on solo Beatles. Come enhance your excitement with this four-week presentation, in which participants will explore the music and lyrics of The Beatles and analyze the changes in the music between 1963 and the end of the decade. Topics will include the various ways that The Beatles changed American society, what it meant to be a Beatle fan in different periods of the decade, and the incredible impact that the band made on the 1960s up to today. Following the classroom presentation, the course will then switch from Wednesday to Monday nights to show, in their entirety, four Beatle films: *Help*, *Magical Mystery Tour*, *Good Ol' Frida*, and *Lennon in NYC*, with expert discussion following each film. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

CRN 30882 | Fee: \$65

8 sessions | 4 Wednesdays | 9/22-10/13 | 7-9 p.m.

4 Mondays | 10/18-11/8 | 7-9:30 p.m.

VIL 6 Room V162

Instructor: Stephen Armstrong, MA

PHOTOGRAPHY

Using Your Digital SLR (On Campus)

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 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. Students will learn how to use Adobe Photoshop to download images and process RAW files, as well as essential tools for processing digital photographs. Students should bring their own digital SLR camera to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

CRN 30893 | Fee: \$105

2 Tuesdays | 11/9-11/16

6-9 p.m. | AST Room D211

Instructor: Richard Hoyer, MA, MFA





PROFESSIONAL DEVELOPMENT

JOB SEARCH WORKSHOPS

Looking for information and guidance on how to become more competitive in your job search? Plan on attending one of the following workshops. Free and open to students, alumni and community members, all workshops will be held virtually via Webex.

Instructor: Julie Greene, MEd , Director of 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.

1 Tuesday | 9/14 | 11 a.m.-12:15 p.m.

1 Tuesday | 9/28 | 11 a.m.-12:15 p.m.

1 Tuesday | 10/19 | 11 a.m.-12:15 p.m.

1 Tuesday | 11/2 | 11 a.m.-12:15 p.m.

1 Tuesday | 11/16 | 11 a.m.-12:15 p.m.

Pre-registration is not required. Go to <https://ctedu.webex.com/meet/jgreenemcc.commnet.edu> during the time/date listed to join.

Interviewing Tips

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.

1 Tuesday | 9/21 | 11 a.m.-12:15 p.m.

1 Tuesday | 10/5 | 11 a.m.-12:15 p.m.

1 Tuesday | 10/26 | 11 a.m.-12:15 p.m.

1 Tuesday | 11/9 | 11 a.m.-12:15 p.m.

1 Tuesday | 11/23 | 11 a.m.-12:15 p.m.

Pre-registration is not required. Go to <https://ctedu.webex.com/meet/jgreenemcc.commnet.edu> during the time/date listed to join.

REAL ESTATE

Real Estate Principles and Practices (Online or On Campus)

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 exam on the final 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: This course requires a high degree of commitment to successfully complete. Required texts: *Modern Real Estate Practice, 20th Edition* (ISBN 9781475463729) and *CT Real Estate Practice and Law, 15th Edition* (ISBN 9781475499230), Dearborn Publishing, available from MCC Bookstore (call to confirm hours at 860-645-3140) or through www.dearborn.com/bookstore. Recommended/Optional Texts: *Guide to Passing the PSI Real Estate Exam, 8th Edition* (ISBN 9781475487251), and recommended for students whose native language is Spanish, *The Language of Real Estate, 8th Edition* (ISBN 9781475484915). Please note: For the on-campus section, students should bring a clipboard (auditorium seating does not have desktops) to write on. Students coming to campus must observe the COVID-19 guidelines as posted on the college website: www.manchestercc.edu/COVID. For the online section, this course will be taught through live-virtual sessions, using Webex. Students must have a webcam and microphone on their home computer or device and be able to access Webex. The instructor will contact students with further instructions one to three business days prior to class.

Online:

CRN 30880 | Fee: \$499

17 sessions | Tuesdays and Thursdays

9/7-11/4 (does not meet 11/2; exam 11/4)

5:30-9:30 p.m. | Online

Instructor: Marc Vallen, JD

On Campus:

CRN 30881 | Fee: \$499

20 sessions | Tuesdays and Thursdays

9/14-11/30 (does not meet 11/11 and 11/25;

make-up date, 11/23; exam 11/30)

6-9:30 p.m. | SBM Charitable Foundation Auditorium, AST

Instructor: Marie-Louise Villar, JD

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; select "Programs and Services" and then "Real Estate."

Real Estate Principles and Practices May Qualify for Veterans' Benefits

Call Veterans Services at 860-512-3375,
or the Veterans OASIS at 860-512-3362,
for more information on veterans' benefits eligibility.

PROFESSIONAL DEVELOPMENT

Real Estate Principles and Practices Review Course (Online)

Before you sit for the CT Real Estate Salesperson Licensing Exam, review the knowledge and skills you learned in *Real Estate Principles and Practices*. 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 Practices*. This course is approved for three continuing education hours by the CT Real Estate Commission. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class.

CRN 30955 | Fee: \$60

1 Thursday | 11/18

5:30-9:30 p.m. | Online

Instructor: Marc Vallen, JD

NEW Basics for House Flipping: A Designer/Contractor's Perspective (Online)

Once you have selected your desired property, let's talk about materials, labor and what makes sense for your designated scope of work and budget. How do you decide on what is the preferred interior layout (space allocation) for your particular property? We'll also discuss your property's exterior and how will you showcase its curb appeal. It is recommended that students have a notebook handy for taking notes. Required for this online course: Internet access and computer; microphone and webcam needed. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class.

CRN 30944 | Fee: \$25

1 Wednesday | 12/1

6:30-8 p.m. | Online

Instructor: Jill Betts, MBA



Home Staging: Preparing Your Home for Sale (Online)

Why not get the maximum value when it is 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. It is recommended that students have a notebook handy for taking notes. Required for this online course: Internet access and computer; microphone and webcam needed. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class.

CRN 30943 | Fee: \$25

1 Wednesday | 11/10

6:30-8 p.m. | Online

Instructor: Jill Betts, MBA

SKILLS FOR THE WORKPLACE

Introduction to Grant Writing (Online)

This course will cover tips for writing effective grant proposals and becoming a grant writer. Learn how to get started or, if you have started, how to continue and finish. The parts of the Connecticut Common Grant Application form will be reviewed, including cover letter, cover page, statement of need, project description, budget and narrative, organizational information and appendix. In addition, basic research methods, cultivation of contacts and meeting funders will also be discussed, as well as how to cope with rejection and what to do next. Grant reporting will be looked at briefly. Students will be given many online resources to use to support grant writing, job researching, demonstrating need and additional learning opportunities. There will be a half-hour lunch break included. Required for this online course: Internet access and computer; microphone and webcam needed. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class.

CRN 30953 | Fee: \$105

1 Saturday | 9/18

9:30 a.m.-4 p.m. | Online

Instructor: Beverly Salzman, MS, MBA

Beginning Grant Writing Workshop (Online)

Are you ready to begin writing a grant? This sequel course to *Introduction to Grant Writing* will use the Connecticut Common Grant Application form to practice writing elements of a grant and provide a supportive environment to write the sections of the Common Grant Application, with plenty of opportunities for peer and instructor review. Students will need agency information and a project to fund. The application can be fictional, if the student just wants to practice. Students will leave class with a draft grant proposal. There will be a half-hour lunch break included. Required for this online course: Internet access and computer; microphone and webcam needed. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class.

CRN 30954 | Fee: \$105

1 Saturday | 9/25

9:30 a.m.-4 p.m. | Online

Instructor: Beverly Salzman, MS, MBA

Financial Literacy: Knowledge that Pays for Itself (Online)

How do you feel about your financial future? Better yet, are you comfortable making financial decisions that may impact your future? There are a lot of individual choices and scenarios to consider when making decisions about your financial goals or your retirement. Understanding loans, investments and interest rates is essential to success as well as goal setting. We will cover the question "How can I make better decisions with my money?" Whether you're just starting your career or nearing retirement in the next few months, this course can help you prepare. We will cover how to make smarter investment decisions as well as smarter expense decisions; these skills apply in everyday life. This course will help you make better spending choices, develop a financial plan, understand where many others make mistakes, and get more comfortable with the many investment options you have with your savings. Specific topics to be covered include understanding stocks, bonds, interest rates 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 their impact on decisions, personal insurance products, and more. Required for this online course: Internet access and computer; microphone and webcam needed. This course will be taught using Webex. Students will be contacted with further instructions one to three business days prior to class.

CRN 30952 | Fee: \$270

6 sessions | Tuesdays and Thursdays

10/5-10/26 (does not meet 10/21)

1-4 p.m. | Online

Instructor: Paul Howard, MBA

PROFESSIONAL DEVELOPMENT

Leadership for Everyone (Online or On Campus)

You don't need an official title to be a leader in your organization. This course will explore the main characteristics of leadership with the goal of contributing value to your organization, whether you're in a formal leadership position or not. We will review the following areas: results leadership (leading with courage and a drive for results); people leadership (influencing others, coaching, building talent pools, speaking with impact, listening actively, building relationships and fostering communication); thought leadership (leading through change, supporting innovation and strengthening decision-making skills); and self-leadership (building trust, demonstrating adaptability, practicing self-development and fostering collaboration). Required for the online section: Internet access and computer. Microphone and webcam needed for live audio/video training using Webex. The instructor will contact online students with further instructions one to three business days prior to class.

Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

On Campus:

CRN 30885 | Fee: \$180

2 Tuesdays | 9/21-9/28

9 a.m.-4 p.m. | SSC Room L240

Instructor: John Lombardo, MBA

Online:

CRN 30938 | Fee: \$180

4 Tuesdays | 10/5-10/26

1-4 p.m. | Online

Instructor: John Lombardo, MBA



Project Management: All the Essentials (Online or On Campus)

Project management is a widely recognized discipline. It has become a key ingredient to ensuring successful, on-time and on-budget projects. You should attend this course if you have led a project or will lead one in the future. The course is also recommended for anyone 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. Required for the online section: Internet access and computer. Microphone and webcam needed for live audio/video training using Webex. The instructor will contact online students with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

On Campus:

CRN 30887 | Fee: \$180

2 Thursdays | 9/23-9/30

9 a.m.-4 p.m. | SSC Room L240

Instructor: John Lombardo, MBA

Online:

CRN 30940 | Fee: \$180

4 Thursdays | 10/7-10/28

1-4 p.m. | Online

Instructor: John Lombardo, MBA

Business and Systems Analysis Principles and Practices (On Campus)

Business and Systems Analysts are key players in an organization. If you are one of these professionals, or aspire to be one, you will serve as an intermediary between IT and other departments. This course focuses on four areas related to analysis. First, it starts at a high level and focuses on the knowledge areas an analyst must master, as well as the underlying competencies that an analyst must possess. Second, one of the most important functions of the analyst is

to identify requirements, so the course comes down to a more detailed level and focuses on requirements elicitation, analysis and design techniques. Third, it covers some areas of specialization that an analyst might encounter, such as selecting and implementing packaged solutions. Fourth, it covers two emerging areas that are steadily becoming more important, and that analysts must get out in front of in order to remain viable, agile and digital. This course is appropriate for many different roles; for example, existing analysts, anyone performing analysis, those who work with analysts, or those who are considering becoming analysts. This course incorporates both lecture and hands-on activities. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

CRN 30890 | Fee: \$210

2 Wednesdays | 10/13-10/20

9 a.m.-4 p.m. | LRC Room B144

Instructor: William Marut, MBA

Innovative and Successful Supervisor (Online)

Do you have some experience as a manager, and still find yourself looking for ideas on how to be more successful in guiding and coaching your employees toward a higher level of performance? Please join us for an interactive and exciting workshop where we will discuss key tools for communication, motivation and team development. During this seminar we will reflect on work styles and how to best interact with others in our work environment; explore efficiency in communication among various styles, debate how to motivate our employees, explore the art of delegation, and consider the right types of training, coaching and mentoring needed for your employees to be successful. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class. Prerequisite: Some supervisory experience.

CRN 30946 | Fee: \$90

2 Wednesdays | 10/6-10/13

9 a.m.-noon | Online

Instructor: Vanessa Allison Reed, MS, CAGS



PROFESSIONAL DEVELOPMENT

Balancing Time, Priorities and Productivity (Online)

In today's 24/7 world, we may find ourselves constantly running and trying to accomplish more in less time. This course will help you develop skills to increase both personal and workplace efficiency and productivity. You will learn tips to set goals and priorities, manage email overload, minimize stress and discover strategies to stay focused. Also covered are personal time management, goal setting and prioritization tools. This course will help you learn to save time and foster an environment that encourages working smarter, not harder. Other key topics include concepts of productivity, how to better manage reactivity and interruptions, time-management formula, effective email management, prioritization of tasks, the importance of daily planning, and how to design a personalized action plan for increased efficiency and organization. Required for this online course: Internet access and computer; microphone and webcam needed. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class.

CRN 30948 | Fee: \$90

2 Wednesdays | 11/10-11/17

9 a.m.-noon | Online

Instructor: Vanessa Allison Reed, MS, CAGS

Professional and Self-Care Strategies During Stressful Times (Online)

We are currently experiencing an increasing demand on our time, resources and energy. Therefore, the strategies that have worked in the past might be less effective in the midst of ongoing demand. Positively managing stress can make a tremendous difference in our lives. Explore how stressors inhibit our productivity and affect our overall well-being. During this online course, we will identify common stressors and how to manage our reactions to these triggers; discuss how stress affects you physically and emotionally; explore positive coping strategies and better time management skills; and use new tools for designing your own personal stress-management plan. Required for this online course: Internet access and computer; microphone and webcam needed. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class.

CRN 30950 | Fee: \$90

2 Wednesdays | 12/1-12/8

9 a.m.-noon | Online

Instructor: Vanessa Allison Reed, MS, CAGS

NEW The Art of Tact and Diplomacy (Online)

Tact and diplomacy signify a state of mind that empowers us to approach people and situations with a calm demeanor and empathy. This is quite the opposite of what we may be feeling in a challenging situation or in a conflict. In that moment, our human emotions become overwhelming, enveloping us in a fog of confusion, triggering flight, fight, or freeze reactions. We are naturally predisposed to react for self-preservation, but a deliberate empathetic approach helps us respond for positive connections. Required for this online course: Internet access and computer; microphone and webcam needed. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class.

CRN 30989 | Fee: \$90

2 Tuesdays | 10/5-10/12

1-4 p.m. | Online

Instructor: Yasmin Shenoy

NEW Effective Business Writing for Meaningful, Personal Connections (Online)

In the digital world, we are connecting with our audiences 24/7, at lightning speed across a multitude of platforms of the internet and social media. The questions are: "Do factors of informality, ease, and convenience of these media chip away the professional appeal of messages? Are clarity, tone and effectiveness lost in a hurry?" The good news is that the principles of professional communication are always available to us to be reviewed and incorporated in our messages to achieve the goals of building, sustaining, repairing and dissolving relationships; serving our needs and those of our audiences effectively; and building, maintaining, and repairing our reputation and that of the organization we represent. Clear, concise and coherent writing exudes a professional appeal and can be infused with tone and positive emotions for message personalization. Even neutral messages can be transformed into goodwill messages for relationship building. In this course, we will work towards empowering ourselves to connect purposefully with our audiences and employ the principles of professional communication to be purpose-driven and audience-centered across message formats and platforms. We will practice the principles collectively and on a one-on-one basis.

Required for this online course: Internet access and computer; microphone and webcam needed. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class.

CRN 30987 | Fee: \$90

2 Thursdays | 10/21-10/28

1-4 p.m. | Online

Instructor: Yasmin Shenoy

NEW Presenting for Persuasion, Influence and Action (Online)

In this marketplace of ideas where crowdsourcing is an emerging vehicle of sourcing ideas (within organizations and outside of them, presentation skills matter even more! We can be the best ambassadors for our ideas and would be doing a service to our constituencies by effectively sharing ideas with them and seeking support for them to make a difference. Specifically, we can empower ourselves to connect with our audiences and to engage and interact with them verbally and non-verbally for a shared purpose. In this course, we will learn to apply good practices of planning, preparing and exuding presence. We will learn to allow our presence to shine to embellish our idea presentations. Participants will craft their presentations on a subject matter of their choice as we move along the three Ps and present with or without PowerPoint and receive audience feedback. We will learn to make a difference collectively and with one-on-one practice and feedback. Required for this online course: Internet access and computer; microphone and webcam needed. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class.

CRN 30991 | Fee: \$90

2 Tuesdays | 12/7-12/14

1-4 p.m. | Online

Instructor: Yasmin Shenoy

WRITING, PUBLISHING AND LITERATURE

MCC Reads (Hybrid)

Bring your passion for literature to this series of discussion and critique of contemporary and classic books, led by MCC librarians and instructors. 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; availability may be limited, depending on the book's popularity or release date, so we recommend calling the Library at 860-512-2880 to confirm. Required for the third session of this course: Internet access and computer. Microphone and webcam needed for live audio/video training. This session will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to the online session. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

CRN 30896 | Fee: \$15

3 Tuesdays | 9/21; 10/19; 11/16

6-7 p.m. | AST Room C209 (9/21 and 10/19); Online (11/16)



9/21 *Hamnet* by Maggie O'Farrell (On Campus)

Agnes is a wild creature who walks her family's land with a falcon on her glove and is known throughout the countryside for her unusual gifts as a healer; understanding plants and potions better than she does people. Once she settles with her husband on Henley Street in Stratford-upon-Avon, she becomes a fiercely protective mother and a steadfast, centrifugal force in the life of her young husband, whose career on the London stage is taking off when his beloved young son succumbs to sudden fever.

Instructor: Patricia Ronalter, MLS

10/19 *Daisy Jones & The Six* by Taylor Jenkins Reid (On Campus)

Daisy is a girl coming of age in L.A. in the late sixties, sneaking into clubs on the Sunset Strip, sleeping with rock stars, and dreaming of singing at the Whisky a Go Go. The sex and drugs are thrilling, but it's the rock 'n' roll she loves most. By the time she's twenty, her voice is getting noticed, and she has the kind of heedless beauty that makes people do crazy things. Also getting noticed is The Six, a band led by the brooding Billy Dunne. On the eve of their first tour, his girlfriend Camila finds out she's pregnant, and with the pressure of impending fatherhood and fame, Billy goes a little wild on the road. Daisy and Billy cross paths when a producer realizes that the key to supercharged success is to put the two together. What happens next will become the stuff of legend.

Instructor: Katherine Noonan, MLIS

11/16 *Code Name Hélène: A Novel* by Ariel Lawhon (Online)

In 1936, Nancy Wake is an intrepid Australian expat living in Paris who has bluffed her way into a reporting job for Hearst newspaper when she meets wealthy French industrialist Henri Fiocca. No sooner does Henri sweep Nancy off her feet and convince her to become Mrs. Fiocca than the Germans invade France and she takes yet another name—a code name. Told in interweaving timelines organized around the four code names Nancy used during the war, *Code Name Hélène* follows Nancy's transformation from journalist into one of the most powerful leaders in the French Resistance, known for her ferocious wit, her signature red lipstick and her ability to summon weapons straight from the Allied Forces. But with power comes notoriety, and no matter how careful Nancy is to protect her identity, the risk of exposure is great for herself and for those she loves.

Instructor: Paula Pini, MLS

More Great Books (On Campus)

Come join a community of avid readers in this popular series of book discussions led by 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; availability may be limited, depending on the book's popularity or release date, so we recommend calling the Library at 860-512-2880 to confirm. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

CRN 30895 | Fee \$20

5 Wednesdays | 10/6, 10/20, 11/3, 11/17 and 12/1

(meets every other week)

3:30-5 p.m. | AST Room C210

Instructors: Jana Sime, Math faculty; Kimberly Hamilton-Bobrow, Lois Coleman, Lisa Sandoval, and Linsey Muldoon, English faculty; and Negussie Tirfessa, Physics faculty

10/6 *The Other Alcott* by Elise Hooper

This historical fiction novel focuses on May Alcott, the model for Amy in *Little Women* and the youngest sister of Louisa May Alcott. The story begins with the 1868 publication of *Little Women* that has started Louisa's path to literary stardom; Louisa, a prolific writer, becomes the breadwinner for her impoverished New England family. Hooper's story spotlights May – her challenges her art, and her deep desire to prove to Louisa that she is also a strong woman and serious artist. Hooper is masterful at depicting the complicated blend of devotion and jealousy so common among siblings. Simultaneously, Hooper gives insight to the valiant females trying to establish themselves as professional artists in the late 1800s.

Instructors: Jana Sime and Kim Hamilton-Bobrow

10/20 *Kitchen* by Banana Yoshimoto

Faced with death and loss and loneliness, Mikage, the young woman narrator of *Kitchen*, is in search of a place of safety and belonging. In precise and whimsical language, Yoshimoto leads us through Mikage's world where "a kitchen represents some distant longing engraved on [one's] soul." *Kitchen*, first published in 1988, was an immediate best seller in Japan and was introduced to American audience's through Megan Backus' delightful 1993 translation.

Instructor: Lisa Sandoval

11/3 *The House of Mirth* by Edith Wharton

First published in 1905, Wharton's novel *The House of Mirth* presents and interrogates the world in which Wharton herself grew up. The novel sheds light on the plight and expectations of women like her whose life goals and options were so narrowly defined and confined by their society. The Penguin 1985 edition calls it, "A black comedy of manners about vast wealth and a woman who can define herself only through the perceptions of others." It may be interesting to see how far (or not) we have come.

Instructor: Lois Coleman

11/17 *Weapons of Mass Destruction* by Cathy O'Neil

This novel is about how big data is used to assess everything from credit worthiness to policing and how it influences our lives.

Instructor: Negussie Tirfessa

12/1 *To be announced*

Instructor: Linsey Muldoon

Notice of Nondiscrimination

Manchester Community College does not discriminate on the basis of age, ancestry, color, gender identity or expression, intellectual disability, learning disability, mental disability or history thereof, physical disability (including blindness), marital status, national origin, race, religious creed, sex (including sexual harassment and pregnancy), sexual orientation, criminal record, veteran status, retaliation for previous discrimination or coercion, genetic information and workplace hazards to reproductive systems. The following person has been designated to handle inquiries regarding the non-discrimination policies: Angelo Simoni Jr., CSCU Title IX Coordinator, Manchester Community College, Great Path, P.O. Box 1046, Manchester, CT 06045-1046, SSC L277.



Aviso Continuo Anti-Discriminatorio

Manchester Community College no discrimina por motivos de: edad, ascendencia, color, identidad o expresión de género, historial de discapacidad intelectual, de aprendizaje, mental o física (incluye ceguera), estatus marital, origen nacional, raza, credo religioso, sexo (incluye acoso sexual y embarazo), orientación sexual, antecedente penal, estatus de veterano, represalias por discriminación o coerción previa, información genética, y riesgos laborales en sistemas reproductivos. La siguiente persona ha sido designada para manejar investigaciones relacionadas a nuestra póliza anti-discriminatoria: Angelo Simoni Jr., CSCU Title IX Coordinator, Manchester Community College, Great Path, P.O. Box 1046, Manchester, CT 06045-1046, SSC L277.

The college reserves the right to make any necessary changes in the information listed in this publication.

Alternative formats of this material may be provided upon request.

MCC makes every effort to ensure that all information provided is accurate. The information is subject to change. The online student registration system provides the most accurate listing of courses, available seats and other updates. August 2021/ 25M/PR

Photo credits: GettyImages stock photography

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.

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

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.



Continuing Education Non-credit Course Registration

Complete one form per person and submit by:

Email: Email completed form to ceinfo@manchestercc.edu.

Online: Go to www.manchestercc.edu/non-credit-registration.

We are not accepting registrations via phone, fax, walk-in or mail until further notice.

Registration Terms

- Once registered, students will be emailed payment instructions. Payment is due in full immediately upon receipt of the instructions.
- There is no payment plan nor financial aid available for non-credit courses.
- Failure to make payment could result in the termination of enrollment. However, if you remain registered without payment, and do not submit a drop request prior to class start, you will be responsible for paying all fees owed.
- To drop a course, you must send a written request to ceinfo@manchestercc.edu no later than the end of the last business day prior to the first day of the course. (Three business days before start for allied health courses: CNA, Phlebotomy and Pharmacy Technician.)

APPLICANT INFORMATION Include a day and evening phone number and email address in case we need to inform you of a scheduling change or cancellation.

First Name	MI	Last Name	Banner ID (if known)	
Previous Name (if any)		Email		
Street Address				Apt. #
City			State	Zip
Home Phone	Work Phone		Cell Phone	
Date of Birth	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Today's Date	

LIST COURSES:

CRN	COURSE TITLE	START DATE	TIME	ROOM	FEE

REFUNDS: Refunds are issued only for non-credit courses that MCC cancels, or if a written request is received no later than the end of the last business day prior to the first day of the course. (Three business days before start for allied health courses: CNA, Phlebotomy and Pharmacy Technician.) For information on non-credit course refunds, go to www.manchestercc.edu/refund.

TOTAL FEES:

July 2021/PR

**Once registered, students will be emailed payment instructions.
Payment is due in full immediately upon receipt of the instructions.**

OFFICE USE ONLY

Regis. _____

Special: _____

Receipt #: _____

Date: _____



MANCHESTER
COMMUNITY
COLLEGE

Continuing Education and Workforce Development
Great Path, MS #16
P.O. Box 1046
Manchester, CT 06045-1046

NONPROFIT ORG
U.S. POSTAGE PAID
HARTFORD, CT
PERMIT NO 5100

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 on our well-equipped, beautiful and welcoming campus. Many programs can also be delivered virtually.

Value

Our training is results-oriented and targeted so your employees can apply their new knowledge to real business issues.



Our Corporate and Community Training Center is all about building up our local business community by providing quality, cost-effective training. We're here to help your company succeed.

Questions, call Mick Pigott at 860-512-2815 or visit www.manchestercc.edu/cctc.

CSCU

Connecticut State
Colleges & Universities