



MANCHESTER
COMMUNITY
COLLEGE

Continuing Education and
Workforce Development

SUMMER 2021 NON-CREDIT PROGRAMS



Non-Credit Courses: June-August



ALLIED HEALTH

Pharmacy Technician and Internship (Online)

Course Overview: In partnership with the CT Pharmacist 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 three 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 end will count as an absence.

Certification Exam: The PTCB exam fee is included in this course. After receiving a passing grade, the student's exam application will be submitted to PTCB and paid for by the college. 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. The course fee includes the *Pharmacy Certified Technician Training Manual, 14th edition*, the *Calculations Workbook, 5th edition*, and the PTCB exam fee.

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 locations across the state. To be considered, students must have a passing grade in the class with no missing assignments, show proof of immunizations, 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.

This course is cross listed with Middlesex Community College.

The refund deadline for this course is Thursday, May 27, three business days before the start date.

CRN 20487 | Fee: \$1,400

28 virtual sessions | Mondays, Wednesdays and Thursdays

6/2-8/5 (does not meet 7/5)

6-8 p.m. | Online

Instructor: Diane Pacitti, PhD, RPh

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' (VA) 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 (WIOA) 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.



Certified Nurse Aide (Hybrid)

Course Overview: This accelerated six-week 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 provides the basic care to patients while under the direction of the nursing staff. The course will be taught through scheduled remote-learning sessions, self-paced assignments on Blackboard, and in-person, on campus classes (see the schedule below).

Clinical Rotation Hours: Due to the restrictions imposed by the COVID-19 pandemic, the CT Department of Public Health, which licenses Certified Nurse Aide training programs, has established a new, minimum 16-hour clinical training requirement (instead of 50 hours). The clinical requirement for this course will be completed as simulated training on-campus in MCC's CNA lab.

Course Completion: For successful completion of this course, students must earn a grade of 70 or above, and meet the required hourly attendance to sit for the CT Certification exam. Students are not allowed more than two absences of virtual class and are not allowed to miss any clinical hours. With the third absence of a virtual class session, a student is no longer eligible to pass the course or eligible to sit for the state certification exam.

Certification Exam: The cost of the CT Certified Nurse Aide Exam is included in the course fee and will be administered on campus the week of July 26 (day and time TBA).

Required Textbook and Supplies: Internet access and a computer with a microphone and webcam. *Lippincott Textbook for Nursing Assistants, 5th Edition* (ISBN 9781975108502) and *Workbook for Lippincott Textbook for Nursing Assistants, 5th Edition* (ISBN 9781975108540) available at the MCC Bookstore (approximately \$120). Students will also need to purchase a gait belt (\$12), a white scrub top and bottom (\$40-60), white sneakers (\$20-40), a watch with a second hand (\$10) and an MCC student ID (free at the AST Info Desk. Recommended, but not required, supplies are a stethoscope and blood pressure cuff to practice skills at home.

The refund deadline for this course is Thursday, June 3, three business days before the start date.

CRN 20486 | Fee: \$1,400

6/8-7/18 (does not meet 7/5) | 12 virtual sessions | Tuesdays and Thursdays | 6/8-7/15 | 6-9 p.m.

2 on-campus lab sessions | Monday and Wednesday | 6/14-6/16 5-9:30 p.m. | LRC Room B125

4 on-campus simulated clinical | Monday and Wednesday 6/28, 6/30, 7/7 and 7/12

5-9:30 p.m. | LRC Room B125

Instructors: Andrea Dillon, RN, MEd; Kayla Bennett, RN, MS; Heather Tworzydlo, RN; Kevin King, RN; Amanda Tini, APRN, and Amy Michanczyk, APRN

COMPUTER TECHNOLOGY

INTRODUCTORY

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. Please note: For this on-ground course, students must observe the COVID-19 guidelines as posted on the college website: www.manchestercc.edu.

CRN 20455 | Fee: \$199

4 Tuesdays | 7/20-8/10

6-9 p.m. | LRC Room B141

Instructor: Derrick Curry, MS

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 formula 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. 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. 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.

CRN 20453 | Fee: \$99

2 Tuesdays | 6/1-6/8

1-4 p.m. | Online

Instructor: Matthew Marshall

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. Curriculum is included in course fee. 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. 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. Prerequisite: Excel Introduction, or permission of instructor or computer coordinator.

CRN 20454 | Fee: \$99

2 Tuesdays | 6/15-6/22

1-4 p.m. | Online

Instructor: Matthew Marshall





OFFICE SUITES

Microsoft Office: MCC Certificate (Online)

Increase your employability with this intensive 36-hour course and receive a Microsoft Office MCC Certificate on completion. This hands-on workshop will include practice time on Word, Excel, Access, PowerPoint and Outlook. Students will learn the basics of all Office programs, including merges, tables, graphics and sharing documents in Word; formulas, data management, formatting and printing in Excel; database creation, criteria in queries, report and form design, grouping data, and establishing relationships in Access; creating slide shows, importing from Word, adding tables/graphics, animation and advanced formatting in PowerPoint; and 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 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 knowledge of Windows and keyboarding/mouse skills.

CRN 20450 | Fee: \$599

12 sessions | Tuesdays and Wednesdays

6/1-7/14 (does not meet 6/22 and 6/23)

6-9 p.m. | Online

Instructor: Kristin Violette

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 invoice items quickly; following the money; how to track everything from billable time and expenses to income and profit; keeping your company financially fit with methods to examine budgets and actual spending, income, inventory, assets, and liabilities; spending less time on bookkeeping and learning how to use QuickBooks to create and reuse bills, invoices, sales receipts, and timesheets; finding key info fast using QuickBooks' search and find functions, as well as the vendor, customer, inventory and employee centers; and moving data between QuickBooks, Microsoft, 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 20457 | Fee: \$199

4 sessions | Wednesdays and Thursdays

6/9-6/17 | 6-9 p.m. | Online

Instructor: TBA

COMPUTER TECHNOLOGY

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

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. 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; familiarity with Excel.

CRN 20456 | Fee: \$699

10 sessions | Wednesdays and Thursdays

6/23-7/22 | 6-9 p.m. | Online

Instructor: TBA

DIGITAL IMAGING AND DESIGN

Adobe Photoshop CC: Introduction (On Campus)

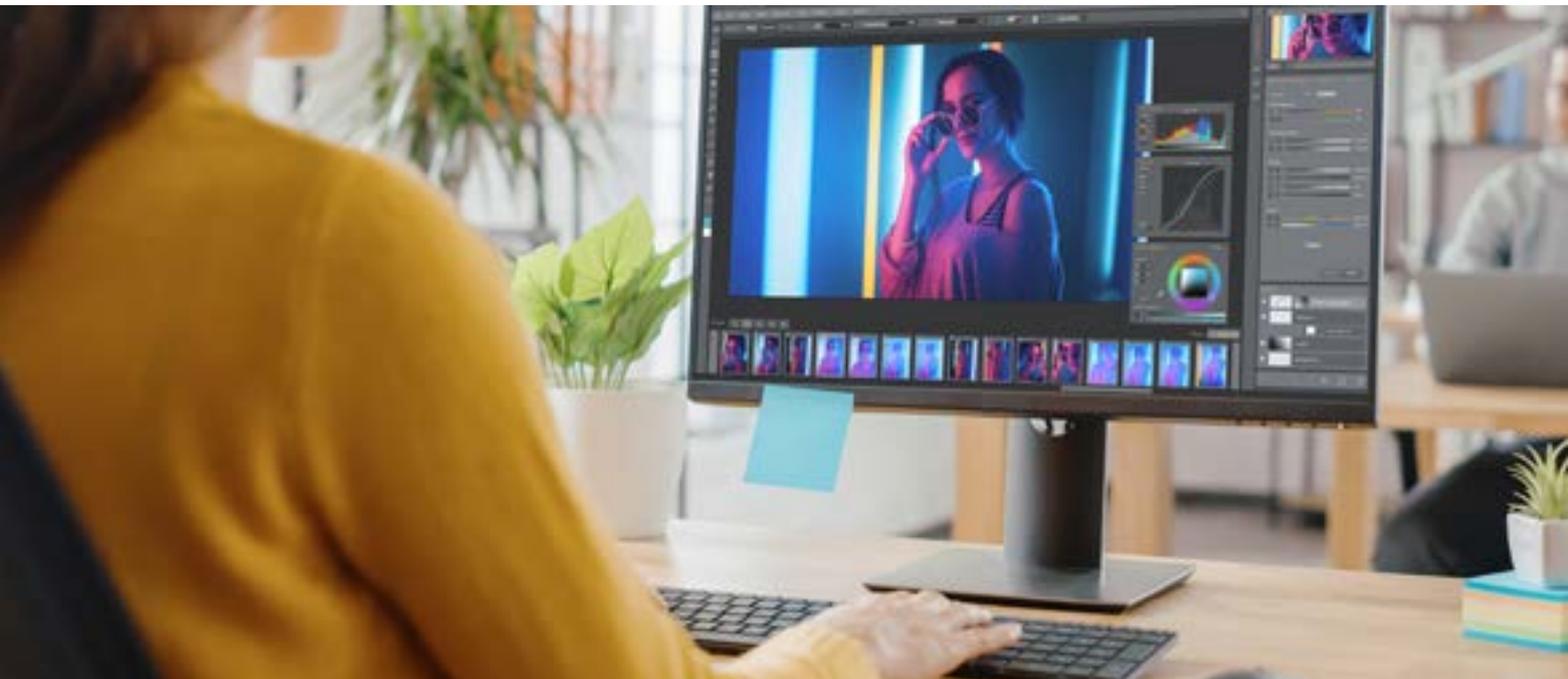
Learn how to use the most powerful image-editing software available, Adobe Photoshop. Improve your photographs using Photoshop's non-destructive color adjustments and retouching capabilities inside Photoshop and Camera Raw. Topics include: layers, selections, using color and transparency in blend modes, adjusting images to improve quality/suitability for intended publication, advanced image editing, design, web and print skills with compositing, and color management and type controls. Through demonstration and hands-on exercises taught by a media arts professional, you will create exciting and amazing images using some of this program's limitless capabilities. Mid-morning and mid-afternoon breaks will be held. Please note: For this on-ground course, students must observe the COVID-19 guidelines as posted on the college website: www.manchestercc.edu.

CRN 20458 | Fee: \$250

2 Thursdays | 7/22-7/29 (registration deadline 7/9)

9 a.m.-4 p.m. | LRC Room B221

Instructor: Kathleen Smits



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. Please note: For this on-ground course, students must observe the COVID-19 guidelines as posted on the college website: www.manchestercc.edu.

CRN 20451 | Fee: \$199

4 sessions | Tuesdays and Thursdays | 7/6-7/15

1-4 p.m. | LRC Room B141

Instructor: George Pillar, M.S.



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. 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 exam is 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. Prerequisite: Basic knowledge of hardware and operating systems recommended. Please note: For this on-ground course, students must observe the COVID-19 guidelines as posted on the college website: www.manchestercc.edu.

CRN 20452 | Fee: \$1,000

12 sessions | Tuesdays and Thursdays | 7/27-9/2

1-4 p.m. | LRC Room B141

Instructor: George Pillar

ENGLISH AS A SECOND LANGUAGE (ESL)

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

ESL: Conversation, Customs and Culture (Online)

Come practice your English in a fun, relaxed and informal setting, while learning about American customs and culture. We will discuss the meaning of idioms and what to do and say in a variety of everyday practical and social situations, such as working, traveling and celebrating holidays. Practice your communication skills as you share aspects of your culture with your classmates and explore your common interests. This course is ideal for au pairs who need to fulfill their educational requirements. Students should be at a high beginner to intermediate level of spoken English. If you are unsure about your skill level, you may provide your contact information to Continuing Education and the instructor will contact you. The instructor will email students course material. 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 20460 | Fee: \$105

5 Saturdays | 6/12-7/17 (does not meet on 7/3)

9-11 a.m. | Online

Instructor: Nasreen Al Omari, PhD

Advanced Grammar (Online)

This course is designed for the advanced ESL student who seeks a higher level of grammar proficiency. Topics will include adjective clauses, active and passive voice, and articles. Students will improve their grammar through intense writing, speaking, reading and listening practice. The instructor will email handouts 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. The instructor will contact students with further instructions one to three business days prior to class.

CRN 20461 | Fee: \$199

8 Saturdays | 6/12-8/7 (does not meet on 7/3)

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

Instructor: Ricardo Canal, MS



Take Action with Verbs (Online)

This course is designed for the beginner to intermediate ESL student. Students will focus on the twelve verb tenses, ranging from the present and past to all of the perfect and continuous tenses. Emphasis will be on affirmative and negative statements, yes/no, and who/what/when/where/why questions and answers. Intense exercises will develop writing, reading and speaking skills. The instructor will provide handouts. 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 20462 | Fee: \$245

10 Wednesdays | 6/2-8/4

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

Instructor: Ricardo Canal, MS

FAMILY, FINANCE AND CONSUMER ISSUES

NEW Ancestry: Research Your Family History - Expanded Version (Online)

The course will cover three principal topics: genetic genealogy, writing your family history, and solving genealogy obstacles. Topics in the first session will include an introduction to what DNA testing is (and is not), using DNA testing as a tool for family history research, different types of DNA Testing and what each can tell you, and tools available to analyze DNA testing. The second session will include types of family history, ascending and descending genealogies, sequencing your genealogy, writing for an audience, and considerations for publishing. In the final session, we will identify what kinds of research obstacles you may encounter, how to ask to right questions, critical thinking techniques, and tips for solving obstacles. 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 20463 | Fee: \$130
3 Mondays | 8/9-8/23
6-9 p.m. | Online
Instructor: Carol Whitmer, BS

NEW Interior Design Basics: Redo Your Kitchen and Bath (Online)

Are you considering updating or remodeling your kitchen or bathroom? These rooms are two of the top real-estate value bumps to a residential property. Whether you are considering a simple, budget-friendly refresher or a full remodeling, either project yields both monetary and aesthetic value to your home. Join us for a basic overview, including topics such as budget, materials and labor, of how to begin the planning process of upgrading your kitchen or bathroom. 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 20464 | Fee: \$20
1 Thursday | 6/24
6:30-8 p.m. | Online
Instructor: Jill Betts, MBA

Interior Design Basics: Updating your Home's Color Palette (Online)

Are you looking for an easy, cost-efficient way to update the interior spaces in your home? If so, color is a great option. By refreshing the color palette in your home, not only will this enhance or update your interior look, but specific color choices will also allow your space(s) to reflect a particular emotion, feeling or style. We will review some of the ways in which color can be used effectively in your home and discuss some of your desired goals by sharing pictures of potential project spaces. 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 20465 | Fee: \$20
1 Thursday | 7/22
6:30-8 p.m. | Online
Instructor: Jill Betts, MBA



FAMILY, FINANCE AND CONSUMER ISSUES

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 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 20466 | Fee: \$20

1 Thursday | 8/12

6:30-8 p.m. | Online

Instructor: Jill Betts, MBA

Downsizing Done Right! (Online)

Do you have an accumulation of household items and are now faced with the daunting task of selling, gifting or donating your possessions, due to moving, retirement or simply the urge to purge? The instructor, an experienced auctioneer and appraiser, will share best tips and practices for how to market, sell, donate or discard your lifetime collection. 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 20467 | Fee: \$25

1 Monday | 7/12

7-9 p.m. | Online

Instructor: Ralph Labozzo, MBA

Pick eBay to Profit from Tag Sale Discoveries (Online)

For those who frequent antique shows and yard sales, this class will teach you how to post tag sale items and any other discoveries on eBay for profit. The instructor will display an item to the class and go through all of the real-time steps needed to post this item on eBay. The instruction will include photographing the item, selecting its proper category, and creating an eBay title, description, start price, condition, duration of auction and shipping tips. 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 20468 | Fee: \$30

1 Monday | 7/19

7-9:30 p.m. | Online

Instructor: Ralph Labozzo, MBA

Estate Planning: How to Protect Your Family and Finances (Online)

You may think that drafting an estate plan is straightforward but, in reality, if you make mistakes you could jeopardize everything you've worked for. Just because you have a will or trust does not necessarily mean that you have "all the bases covered." Learn about the difference between a will and a trust. Why isn't a will sufficient in itself? Do you need a power of attorney? We will share real-life stories that show you the dangers of common estate-planning mistakes. Failing to fund or revoke a living trust, using ambiguous provisions, titling assets improperly, and not updating beneficiary designations are just some of the mistakes to avoid. Informational booklet is included with the course fee. In addition, students will receive two other booklets, *House in Order* and *Glossary of Terms*, which are not included in the firm's public webinars. Please note: This course will be taught as a webinar through the law firm's online platform. The instructor will contact students with further instructions one to three business days prior to class.

CRN 20469 | Fee: \$15

1 Thursday | 6/10

6-7:30 p.m. | Online

Instructor: Attorneys from Czepiga Daly Pope & Perri



Understanding Trusts: Are They Right for You? (Online)

You've heard about trusts, but what exactly are they and what do they do for you? You've also likely heard about the different types: revocable, irrevocable, special needs and testamentary. In a nutshell, a trust is an ownership system between three people – a person who gives a second person the legal right to hold money (or other assets) for the third person who receives the money. Simple, right? Well ... there's a little more to trusts than just that. In this course we'll explain how trusts are created, explain the different types of trusts, and go over who you should choose to participate. You'll leave knowing how to use trusts to minimize and/or avoid taxes, protect assets and keep public benefits for loved ones with special needs, and avoid probate court. Whether you are new to trusts, or even understand them well, you'll understand how to use these powerful planning tools to your advantage. Informational booklet is included with the course fee. In addition, students will receive two other booklets, *House in Order* and *Glossary of Terms*, which are not included in the firm's public webinars. Please note: This course will be taught as a webinar through the law firm's online platform. The instructor will contact students with further instructions one to three business days prior to class.

CRN 20470 | Fee: \$15

1 Thursday | 6/17

6-7:30 p.m. | Online

Instructor: Attorneys from Czepiga Daly Pope & Perri

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

Should you give your home to your children? How can you get the state to pay for nursing home and home care costs? How do single individuals and married couples qualify for Medicaid benefits, while keeping their assets and protecting their children's inheritance? Is long-term healthcare insurance a good idea? Get the answers to these questions and a lot more. If you know the rules and plan ahead, you can still protect your hard-earned assets. Informational booklet is included with the course fee. In addition, students will receive two other booklets, *House in Order* and *Glossary of Terms*, which are not included in the firm's public webinars. Please note: This course will be taught as a webinar through the law firm's online platform. The instructor will contact students with further instructions one to three business days prior to class.

CRN 20471 | Fee: \$15

1 Thursday | 6/24

6-7:30 p.m. | Online

Instructor: Attorneys from Czepiga Daly Pope & Perri

LANGUAGES

NEW Introduction to Chinese III (Online)

As a sequel to *Introduction to Chinese I and II*, students will learn advanced conversational Chinese, including vocabulary, grammar for scheduling appointments, and meeting friends in this course. The course will focus more on developing students' speaking and listening skills and will also help students increase their capacity to use Chinese characters in daily life. Aspects of Chinese culture will be discussed through movies, music and food. By the end of this class, students will demonstrate an intermediate level of understanding of Chinese culture and should be able to present themselves in a culturally appropriate way in Chinese. Optional recommended text: *Integrated Chinese, Simplified Character Edition, Level 1, Part 1 (Textbook and Character Workbook), Cheng & Tsui* (ISBN 9780887276385) available at local or online bookstores for approximately \$50. 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 20472 | Fee: \$130

6 Saturdays | 6/12-7/24 (does not meet 7/3)

9-11 a.m. | Online

Instructor: Joy Tso, MA

French for Beginners (Online)

Learn the basic elements of the French language quickly and effectively and begin speaking in the very first class. While learning pronunciation and basic grammar, you will soon be able to introduce yourself and your family, talk about hobbies and interests, learn numbers, tell time, talk about the weather, and many other fun and useful topics. Required textbook: *French is Fun: Lively Lessons for Beginners* (ISBN 9781531100285) available at local or online bookstores for approximately \$25. Students may order the text online at: www.amscompub.com/french-is-fun-book-1-fifth-edition.html and should plan to have it by the first session. 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 20473 | Fee: \$185

7 Mondays | 6/7-7/26 (does not meet 7/5)

6-8 p.m. | Online

Instructor: Marianne Laberge, MS, MBA

MUSIC

NEW Led Zeppelin: The Song NEVER Remains the Same (Online)

During this three-session course, we'll carefully examine the music and careers of the most popular rock band of the 1970s, Led Zeppelin. Originally a blues band, Led Zeppelin evolved to play a variety of styles, with singer Robert Plant and guitarist Jimmy Page becoming rock legends along the way and, together with bassist John Paul Jones and drummer John Bonham, created a sound that sold out live shows and had skyrocketing record sales (which continue today). We'll also discuss previous groups and musical styles that influenced Led Zeppelin, as well as the solo careers of Plant and Page. If you're already a fan, you'll love this course, and if not, sign up and, you'll be amazed at what you learn and hear. 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 20474 | Fee: \$45

3 Thursdays | 6/10-6/24

7-9 p.m. | Online

Instructor: Stephen Armstrong, MA

NEW Film: The Song Remains the Same (Online)

Come enjoy Led Zeppelin, as captured live at Madison Square Garden in 1976, in this fabulous film, which includes interviews with band members and backstage glimpses, and features definitive versions of "Stairway to Heaven," "Whole Lotta Love" and "Dazed and Confused." Our expert instructor will also lead a discussion about the film and the band. 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 20475 | Fee: \$10

1 Monday | 7/12

7-9:30 p.m. | Online

Instructor: Stephen Armstrong, MA

NEW Film: Dazed and Confused (Online)

This film, directed by Sonia Anderson, explores the evolution of Led Zeppelin, from their humble beginnings to their status as rock gods. From their incredible heights to their extreme lows, you'll get a definitive picture of one of the greatest rock bands ever. Interviews include a cast of stars (in addition to the band), such as Ozzy Osbourne, Peter Grant (the band's manager), David Gilmour, Chris Dreja and Ahmet Ertegun (co-founder of Atlantic Records). Our expert instructor will also lead a discussion about the film and the band. 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 20476 | Fee: \$10

1 Monday | 7/19

7-9:30 p.m. | Online

Instructor: Stephen Armstrong, MA

The Magic of Fingerstyle Guitar (Online)

Fingerstyle, or finger-picking guitar playing, is a wonderfully flexible technique that can be applied equally to rock, folk, new age, classical, flamenco, Latin and jazz styles. Learning this creative approach of fingerstyle playing will allow you to perform at a higher level. Whether your focus is on Bach or Hendrix, you will learn how fingerpicking techniques apply to steel, nylon-stringed instruments and electric guitars. Required text: *Basic Guitar Writing Book* (ISBN 1890281131), Santorella, available at MCC Bookstore, www.bkstr.com/manchesterccctstore, for approximately \$7. Prerequisite: *Beginning or Continuing Guitar*, or some guitar playing experience. 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 20477 | Fee: \$140

6 Mondays | 7/12-8/16

7:15-8:45 p.m. | Online

Instructor: David Giardina, BA



Acoustic Folk Rock for Guitar (Online)

Learn strumming and fingerstyle techniques played by the likes of Paul Simon, Bob Dylan, Joni Mitchell, The Eagles, The Beatles, America, Jose Feliciano, Willie Nelson, Jim Croce, Crosby, Stills & Nash and others. Broaden your musical range and technical ability. Music will be in tablature (or tab) with chord symbols and suited for any level above beginner. Handouts will be provided. 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 20478 | Fee: \$140

6 Tuesdays | 7/13-8/17

7:15-8:45 p.m. | Online

Instructor: David Giardina, BA

PHOTOGRAPHY

Digital Camera Introduction (Online)

Learn the fundamentals of digital photography using a consumer-model digital camera. All aspects of the digital camera will be discussed, including how to use the lens, viewfinder, focus, aperture and shutter; digital file formats and image storage; as well as how to work in a photo-editing program. We will learn how to import and save photographs, methods of color correction, enhancement, how to size and prepare images for print and the web, and also compare popular digital camera models. It is not necessary to own a digital camera but, if you do, please have it handy, along with your instruction manual. 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 20479 | Fee: \$105

2 Fridays | 6/18-6/25

6-9 p.m. | Online

Instructor: Richard Hoyer, MA, MFA

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. The instructor will demonstrate in Adobe Photoshop how to download images and process RAW files, as well as demonstrating essential tools for processing digital photographs. Students should bring their own digital SLR camera to class. Please note: For this on-ground course, students must observe the COVID-19 guidelines as posted on the college website: www.manchestercc.edu. Students should also bring a lunch.

CRN 20480 | Fee: \$105

1 Friday | 8/20

9:30 a.m-4 p.m. | AST Room D211

Instructor: Richard Hoyer, MA, MFA



Stock Photography for Fun and Profit (Online)

Learn how to use your photographic skills to make money through stock photography. Stock photographers shoot a variety of images and place them with stock agencies who then market them to magazines, advertising firms and textbook companies all around the world. All aspects of the stock photography business will be covered. Topics will include determining what kind of images sell and don't sell, creating a catalog of your pictures, working with metadata, and determining which specific stock agencies are best suited for your photos. Learn how to tap into this potentially lucrative source of extra income. 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 20481 | Fee: \$75

2 Thursdays | 6/17-6/24

6-9 p.m. | Online

Instructor: Peter Glass, MA

PROFESSIONAL DEVELOPMENT

REAL ESTATE

Real Estate Principles and Practices (Online)

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). 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 20445 | Fee: \$499

17 sessions | Tuesdays and Thursdays

6/15-8/12 (does not meet 8/10)

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

Instructor: Marc Vallen, JD

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.

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 the *Real Estate Principles and Practices* course. We will review the following topics: property ownership, passage of title, financing, closings, agency and contracts, as well as practice questions and math concepts. The emphasis of the course will be preparing for the State exam. The textbooks that will be used are the same three texts required for Real Estate Principles and 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 20482 | Fee: \$60

1 Thursday | 8/19

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

Instructor: Marc Vallen, 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."

PROFESSIONAL DEVELOPMENT

CAREER OPPORTUNITIES/ SKILLS FOR THE WORKPLACE

Security Guard (On Campus)

Have you ever thought about becoming a security officer? Connecticut requires security officers to complete this eight-hour certification course, taught by a State-certified instructor. Topics include basic first aid, search and seizure, use of force, basic criminal justice and public safety issues. The course finishes with a one-hour examination that students must complete with a passing score of 70 or better. Successful candidates will be given in-class instructions of how to apply and pay for their Security Officer identification cards. CT law states that no person shall be approved for a license who has been convicted of a felony, any sexual offense, or any crime involving honesty or integrity. To be employed as a Security Officer you must be at least 18 years of age. For this on-ground course, students must observe the COVID-19 guidelines as posted on the college website: www.manchestercc.edu. Please note: Students will be required to submit two sets of fingerprints, two photographs, and a Security Officer application, in addition to the course completion card, when they submit their State application after the course. Additional fees to the course: five-year ID card - \$100; CT background check - \$75; Federal background check - \$12; fingerprinting fee: \$15.

CRN 20446 | Fee: \$130

1 Thursday | 7/1

8:30 a.m.-5 p.m. | SSC Room L240

Instructor: Richard Siena, AS, CT Police Academy Graduate



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. Instructor will provide handouts. 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 20483 | Fee: \$105

1 Saturday | 6/26

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. Instructor will provide handouts. 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 20484 | Fee: \$105

1 Saturday | 7/10

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

Instructor: Beverly Salzman, MS, MBA

WRITING, PUBLISHING AND LITERATURE

MCC Reads (Online)

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. Please note that 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 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 20485 | Fee: \$15

3 Tuesdays | 6/15; 7/20; 8/17

6-7 p.m. | Online

Instructors: Patricia Ronalter, MLS; Katherine Noonan, MLIS; and Paula Pini, MLS

6/15 – *Red Lotus* by Chris Bohjalian

Alexis and Austin don't have a typical "meet cute" – their first encounter involves Alexis, an emergency room doctor, suturing a bullet wound in Austin's arm. Six months later, they're on a romantic getaway in Vietnam, as part of a bike tour, when Austin fails to return from a solo ride and has vanished. As Alexis grapples with this bewildering loss, she starts to uncover a series of strange lies that force her to wonder: where did Austin go? Why did he really bring her to Vietnam? And how much danger has he left her in? Instructor: Patricia Ronalter

7/20 – *Guest List* by Lucy Foley

On an island off the coast of Ireland, guests gather to celebrate two people joining their lives together as one. It's a wedding for a magazine, or for a celebrity: the designer dress, the remote location, the luxe party favors, the boutique whiskey. The cell phone service may be spotty, and the waves may be rough, but every detail has been expertly planned and will be expertly executed. As the champagne is popped and the festivities begin, resentments and petty jealousies begin to mingle with the reminiscences and well wishes. And then someone turns up dead. Who didn't wish the happy couple well? And perhaps more important, why? Instructor: Katherine Noonan



8/17 – *How to Stop Time* by Matt Haig

Tom Hazard has just moved back to London to settle down and become a high school history teacher. On his first day at school, he meets a captivating French teacher who seems fascinated by him. But Tom has a dangerous secret. He may look like an ordinary 41-year-old, but owing to a rare condition, he's been alive for centuries. Tom has lived history – performing with Shakespeare, exploring the high seas with Captain Cook, and sharing cocktails with Fitzgerald. Now, he just wants an ordinary life. Unfortunately for Tom, the secretive group that protects people like Tom has one rule: never fall in love. As painful memories of his past and the erratic behavior of the group's watchful leader threaten to derail his new life and romance, the one thing he can't have just happens to be the one thing that might save him. Instructor: Paula Pini

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. May 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 this form. One form per person. You may register for non-credit courses by:

Email: Email completed form to ceinfo@manchestercc.edu. Once registered, students will be emailed payment instructions.

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.

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. For MCC information on non-credit course refunds, go to www.manchestercc.edu/refund.

TOTAL FEES:

January 2021/PR

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

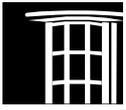
OFFICE USE ONLY

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.

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 Doreen Forbes-Rogers at 860-512-2817
or visit www.manchestercc.edu/cctc.**



Connecticut State
Colleges & Universities