



MANCHESTER
COMMUNITY
COLLEGE

Continuing Education and
Workforce Development

SPRING 2022

NON-CREDIT PROGRAMS



Courses Running January-May



NON-CREDIT PROGRAMS

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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 or visit www.manchestercc.edu/snap 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/certification for more information.

REGISTRATION INFORMATION

HOW TO REGISTER

Please go to www.manchestercc.edu/non-credit-registration to register online for non-credit classes. We are not accepting registrations via phone, fax, walk-in or mail until further notice.

Registration Terms

- Payment is due in full immediately upon receiving payment instructions.
- There are no payment plans 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: Phlebotomy, Pharmacy Tech, CNA, Vet Assistant).
- Any refund requests outside these deadlines will follow the CSCU Refund Appeal process found at www.manchestercc.edu/refund.

Once registered, students will be emailed payment instructions. NOTE: If you do not receive an email with payment instructions within two business days of submitting registration, please email ceinfo@manchestercc.edu to check your registration status. Be sure to check your email's junk/spam folder for your confirmation email.

QUESTIONS?

Email ceinfo@manchestercc.edu

ALLIED HEALTH

Certified Nurse Aide: (6-Week Hybrid) [SNAP](#) Eligible

Course Overview: This 6-week hybrid course will prepare students with the skills and pre-requisites to sit for Connecticut's Certified Nurse Aide certification exam and work as a CNA in the state of CT. CNAs work in long-term care facilities, hospitals, clinics and home health agencies. A CNA provides basic care to patients while under the supervision of the nursing staff. The course consists of asynchronous, independent online class work (approximately ten-hours a week; five on-campus, in-person lab classes; and four weekend clinical sessions at HarborChase in South Windsor).

Instructional Method: This hybrid-course is taught through both scheduled on-ground lab classes and online classwork completed on a student's own schedule with assignments due each week.

Course Completion: For successful completion of this course, students must earn a grade of 70 or above, and attend all lab classes and all clinical sessions.

Clinical Rotation Hours: To participate in clinical rotation hours and pass this course, all students must first pass a background check and drug screening through MCC's provider, CastleBranch, (an additional fee of \$72), show documentation of immunizations (including COVID-19 vaccine and flu shot), provide proof of 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. A packet with further information will be emailed to each student once the course fee is paid.

Certification Exam: The Connecticut State Certified Nurse Aide Exam costs \$118 and is included in the course fee. After completing the course, each student will be given the documentation needed to register for the CT certification exam administered by Prometric. See www.prometric.com/nurseaide/ct for more information.

Course 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, one pair of white scrubs (a top and bottom), white slip-resistant sneakers, a stethoscope, blood pressure cuff, a watch with a second hand (not available at the MCC Bookstore) and obtain a free MCC student ID badge.



Registration Requirements: Students must be at least 16 years old at the start of class and fully vaccinated for COVID-19 to register for this class; no exceptions. Payment in full is due at time of registration.

Section One

CRN 10962 | 2/8-3/20 | Fee: \$1,400 (registration deadline 2/1)

Online coursework: this course will be available on Blackboard starting 2/8

Five on-campus lab sessions | Wednesdays 2/9, 2/16, 2/23, 3/2 and 3/9 | 4:30-9:30 p.m.

LRC Room B125 and B129

Four clinicals | 3/12, 3/13, 3/19 and 3/20 | 7:30 a.m.-4 p.m. | HarborChase in South Windsor

Instructors: Amanda Tini, APRN, and Amy Michanczyk, LPN

Section Two

CRN 10983 | 4/3-5/15 | Fee: \$1,400 (registration deadline: 3/28)

Online coursework: this course will be available on Blackboard starting 4/3

Five on-campus lab sessions | Wednesdays 4/6, 4/13, 4/20, 4/27 and 5/4 | 4:30-9:30 p.m.

LRC Room B125 and B129

Four clinicals | 4/30, 5/1, 5/7 and 5/8 | 7:30 a.m.- 4 p.m. | HarborChase in South Windsor

Instructors: Heather Tworzydlo, RN, and Amy Michanczyk, LPN

ALLIED HEALTH

Pharmacy Technician: (Online) **SNAP Eligible**

Course Overview: In partnership with the CT Pharmacist Association, this 134-hour online 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. Students who pass this course are eligible to sit for the Pharmacy Technician Certification Board (PTCB) national certification exam. The course consists of 84 classroom hours (attendance is taken) and 50 hours of independent classwork.

Course Completion: For successful completion of this course, students must earn a 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 PTCB exam. Logging into a class more than 30 minutes late or logging out more than 30 minutes before the class's end will count as an absence.

Certification Exam: The course includes the PTCB exam fee (\$129). Students can sit for the exam after passing the course. Exam information can be found at www.ptcb.org. Anyone convicted of a felony is evaluated on a case-by-case basis by PTCB to take the exam. The instructor will explain how to register for the PTCB exam.

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 and *The Calculations Workbook*, 5th edition. Textbook/workbook pick up will be Friday, February 4 from 1 to 4 p.m. in the AST Lobby.

Optional Internship/Shadow: Students have the opportunity to participate in an optional, 80-hour internship through Hartford HealthCare. Interns will gain experience working under the direction of Hartford HealthCare's pharmacy staff in hospital and community settings. To be considered, students in the class must be up to date in completion of coursework and must pass a drug test and background check (approximately \$72, not included in course fee). 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.

Registration Requirements: Students must be at least 18 years old and have a high school diploma or GED. Students must also be fully vaccinated for COVID-19 to register for this class; no exceptions. Payment in full is due at time of registration.

CRN 10956 | Fee: \$1,400 (registration deadline 1/31)

28 sessions | Mondays and Wednesdays

2/7-5/16 (does not meet 2/21) | 6-8 p.m. | Online

Instructor: Diane Pacitti, PhD, RPh



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 on-campus 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. A packet with further information will be emailed to each student once the course fee is paid. 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.

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).

Registration Requirements: Students must be at least 18 years old and have a high school diploma or GED. Students must also be fully vaccinated for COVID-19 to register for this class; no exceptions. Payment in full is due at time of registration.

CRN 10955 | Fee \$1,600

26 sessions | Tuesdays and Thursdays

2/8-5/5 (graduation 5/5; makeup date 5/10) | 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; Pam Chase, PT; and Maria Cafro, CPT, NPA/ASCP.

ALLIED HEALTH

NAVTA Approved Veterinary Assistant Program (20-Week Accelerated Hybrid)

Course Overview: MCC is pleased to announce our newly revised National Association of Veterinary Technicians in America endorsed 20-week accelerated hybrid veterinary assistant program. This program is one of only two programs in New England endorsed by the NAVTA and has received the Approved Veterinary Assistant (AVA) designation. Students who successfully complete this course are eligible to sit for the prestigious NAVTA Veterinary Assistant exam and can place the AVA designation after their name. This fast-paced, 20-week course consists of 150 classroom hours and 100 internship hours at one of MCC's many partnering veterinary offices in Hartford County and beyond.

Veterinary assistants provide care to animals in clinics, animal hospitals, zoo, and animal shelters. In this course, students will learn how to care for small animals, recognize signs of illness and disease, safely handle and restrain animal patients, exam room procedures, pharmacy protocols, legal issues, veterinary computer programs, facility maintenance and front office procedures.

Course Completion: To successfully complete this course and be eligible to sit for the NAVTA exam, students must earn a grade of 75 or above, complete a 100-hour internship and must attend at least 150 hours of class instruction. Upon successful completion of the NATVA exam, participants will be entitled to use the designation AVA after their names and will receive a documenting certificate from NAVTA and a certificate of course completion from MCC.

Course Supplies: Elsevier's *Veterinary Assisting Textbook*, 4th Edition, \$110 (ISBN 978-0323681452) and *Workbook*, \$35 (ISBN 978-0323681636) available at MCC Bookstore. Navy blue scrubs (top and bottoms), slip-resistant sneakers (not available at the MCC bookstore) and a free MCC Student ID badge are required to be worn during internship hours and lab classes.

Registration Requirements: Students must be at least 16 years old at the start of class and fully vaccinated for COVID-19 to register for this class; no exceptions. Payment in full is due at time of registration.

CRN 10960 | Fee: \$2,050

40 sessions | Tuesdays and Thursdays

1/25-6/9 | 6-9:30 p.m. | SSC Room L240

Instructors: Ashley Cain, CVT; and Sara Jambard, CVT

NEW Introduction to Medical Cannabis (Online)

This online course provides introductory knowledge about cannabis, as well as detailed information about how medical cannabis is practiced in Connecticut. This class will explore approved medical conditions and how cannabis can be used to treat them. A variety of topics, including state laws on medical marijuana, the chemical composition of cannabis, and how it plays a role in human physiology and pharmacology will be covered. Topics include: the history of cannabis use and its prohibition in the US from legal and cultural perspectives; the state of the cannabis industry in the United States from legal, regulatory and policy perspectives; the Endocannabinoid system: how and why cannabis works; the pharmacology of cannabis; all about terpenes; potential therapeutic effects; the adverse effects of cannabis; dosage forms of medical cannabis; understanding dosing and absorption; the drug interacts and consumer safety; and substance use disorders and intoxication. Students completing this training will receive a certificate of completion that will include CEUs for professional development. 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 10970 | Fee: \$150

1 Wednesday | 2/23 (registration deadline 2/16)

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

Instructor: Thomas Crouse, PharmD



ALLIED HEALTH

NEW Dementia Care Certificate (Online)

This online course will focus on methods practiced across the senior care industry to care for patients with Alzheimer's disease. Training will cover a wide variety of techniques taught by professionals like Teepea Snow, Dr. Cameron Cam and LiveWell (formerly known as the Alzheimer's Resource Center of Connecticut). Education provided in this course will cover how to recognize when someone has a cognitive impairment, how to approach individuals living with cognitive impairment, and strategies to encourage and promote continued independence in the community. Students completing this training will receive a Dementia with Friends certificate (<https://dementiafriendsusa.org/>) which will include CEUs for professional development. 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 10969 | Fee: \$100

2 sessions | Monday and Tuesday

3/7-3/8 (registration deadline 3/1)

8 a.m.-noon | Online

Instructor: Taylor Lajeunesse, CDP, CMDCP

BODY, MIND AND SPIRIT

First Degree Reiki Training (On Campus)

Awaken your dormant healing abilities in this day-long 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 10974 | Fee: \$175

1 Saturday | 3/12

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 course 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 course, 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 10975 | Fee: \$199

1 Saturday | 4/9

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 course 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 10976 | Fee: \$225

1 Saturday | 5/7

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

Instructor: Dory Dzinski, MA

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. Students must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id). Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at: www.manchestercc.edu/covid.

CRN 11032 | Fee: \$199

4 Tuesdays | 2/22-3/15

6-9 p.m. | LRC Room B141

Instructor: George Pillar, MS

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 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 skills found in Office versions 2016, 2019 and 365. Students should have Office software installed on the computers they will use for the online training.

Students who do not have the software installed on their training computer, go to <http://supportcenter.ct.edu/service/Office365.asp> to gain access to Office 365. 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. Prerequisite: basic knowledge of Windows and keyboarding/mouse skills.

CRN 11017 | Fee: \$665

12 sessions | Mondays and Wednesdays

3/21-4/27 | 1-4 p.m. | Online

Instructor: John Hilditch, MS

Project Introduction (Online)

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, capacity, cost pay rates and documenting; assigning resources to tasks, scheduling and applying cost resources to tasks; sharing your plan, Gantt charts, timeline views and reporting; tracking progress on tasks, project baselines, task completion percentage; troubleshooting time, schedule, cost, resource, and scope of work problems. Recommended related course is Project Management: All the Essentials. Coursework will cover skills found in Project versions 2016, 2019 and 365. Students should have Project software installed on the computers they will use for the online 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. Students will be contacted with further instructions one to three business days prior to class. Prerequisite: Basic Windows, keyboard and mouse skills, with some exposure to Microsoft Office helpful.

CRN 11019 | Fee: \$250

4 Fridays | 4/22-5/13

1-4 p.m. | Online

Instructor: John Hilditch, MS

COMPUTER TECHNOLOGY

Visio Introduction (Online)

Microsoft Visio is used by organizations and institutions large and small worldwide as a one-stop diagramming solution to simplify and communicate complex information. Visio's 12-million-plus user base and enterprise-level Microsoft support make it the go-to diagramming solution for professional, academic and business clients. Students in this course will learn to simplify and communicate complex information and create professional diagrams like flow charts, logic tables, swimlane charts, electrical diagrams and organizational charts. Students will learn the 8-key user interface (UI) components of Visio, how to manage Visio's smart shapes, connectors and visual objects. This class will explore simple and advanced formatting techniques, Visio layers that control visibility, printability, selectability, glue and snap. They will also learn to apply professional themes to diagrams and link Visio and Excel. Coursework will cover skills found in Visio versions 2016, 2019 and 365. Students should have Visio and Excel software installed on the computers that they will use for the online training. Students who do not have the software installed on their training computer, go to <http://supportcenter.ct.edu/service/Office365.asp> to gain access to Office 365. Required for his online course: Internet access and computer. 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. Instructor provides handouts. Prerequisites: Basic knowledge of Windows and keyboarding/mouse skills.

CRN 11027 | Fee: \$99

2 sessions | Tuesday and Thursday

3/15-3/17 | 1-4 p.m. | Online

Instructor: John Hilditch, MS



MULTIMEDIA

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 clips, titles, music and effects and share movies via Messages or by posting on popular social media sites like Facebook and YouTube. Students must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id). Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/covid.

CRN 11030 | Fee: \$99

2 Wednesdays | 3/30-4/6

6-9 p.m. | LRC Room B141

Instructor: Richard Hoyer, MA, MFA

DIGITAL IMAGING & 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 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 must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id). Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/covid.

CRN 11034 | Fee: \$275

4 Thursdays | 4/7-4/28

1-4 p.m. | LRC Room B142

Instructor: Kathleen Smits, MA

COMPUTER TECHNOLOGY

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 must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id). Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/covid.

CRN 11031 | Fee: \$99

2 Wednesdays | 4/20-4/27

6-9 p.m. | LRC Room B141

Instructor: Richard Hoyer, MA, MFA

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 must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id). 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 10998 | Fee: \$275

4 Fridays | 3/18-4/8

1-4 p.m. | LRC Room B142

Instructor: John Hilditch, MS



ACCOUNTING

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 must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id). Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/covid.

CRN 10990 | Fee: \$699

10 Wednesdays | 3/2-5/4

6-9 p.m. | LRC Room B142

Instructor: Cindy Averill, BS

COMPUTER TECHNOLOGY

SPREADSHEETS

Excel Introduction (Online)

This course 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. Coursework will cover skills found in Excel versions 2016, 2019 and 365. Students should have Excel software installed on the computers they will use for the online training. Students who do not have the software installed on their training computer, go to <http://supportcenter.ct.edu/service/Office365.asp> to gain access to Office 365. 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 11028 | Fee: \$99

2 Tuesdays | 3/1-3/8

6-9 p.m. | Online

Instructor: Kristin Violette

Excel Intermediate (Online)

This course 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. Coursework will cover skills found in Excel versions 2016, 2019 and 365. Students should have Excel software installed on the computers they will use for the online training. Students who do not have the software installed on their training computer, go to <http://supportcenter.ct.edu/service/Office365.asp> to gain access to Office 365. 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.

CRN 11029 | Fee: \$99

2 Tuesdays | 3/15-3/22

6-9 p.m. | Online

Instructor: Kristin Violette

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. Coursework will cover skills found in Excel versions 2016, 2019 and 365. Students should have Excel software installed on the computers they will use for the online training. Students who do not have the software installed on their training computer, go to <http://supportcenter.ct.edu/service/Office365.asp> to gain access to Office 365. 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 11011 | Fee: \$275

4 sessions | Tuesdays and Thursdays | 5/3-5/12

1-4 p.m. | Online

Instructor: John Hilditch, MS

COMPUTER TECHNOLOGY

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, subtotalling and result visibility, underlying pivot table data, report views, advanced charting and queries. Coursework will cover skills found in Excel versions 2016, 2019 and 365. Students should have Excel software installed on the computers they will use for the online training. Students who do not have the software installed on their training computer, go to <http://supportcenter.ct.edu/service/Office365.asp> to gain access to Office 365. 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 Introduction or equivalent knowledge. Knowledge of writing simple formulas and functions, basic charts, basic sorting and filtering.

CRN 11013 | Fee: \$250

3 sessions | 2 Tuesdays and 1 Thursday

5/17-5/24 | 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. Coursework will cover skills found in Excel versions 2016, 2019 and 365. Students should have Excel software installed on the computers they will use for the online training. Students who do not have the software installed on their training computer, go to <http://supportcenter.ct.edu/service/Office365.asp> to gain access to Office 365. 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, Excel Pivot Tables course or equivalent knowledge. Students must also have prior knowledge of functions, formulas, sorting and filtering, pivot tables, pivot charts and slicers.

CRN 11015 | Fee: \$250

3 sessions | 1 Tuesday and 2 Thursdays

5/26-6/2 | 1-4 p.m. | Online

Instructor: John Hilditch, MS

COMPUTER TECHNOLOGY

DATABASES

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, create a simple data entry form, filter records with queries and print the data to a report. Coursework will cover skills found in Access versions 2016, 365 and 2019. Students should have Access software installed on the computers they will use for the online training. Students who do not have the software installed on their training computer, go to <http://supportcenter.ct.edu/service/Office365.asp> to gain access to Office 365. 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 11002 | Fee: \$99

2 Tuesdays | 3/22-3/29

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. Coursework will cover skills found in Access versions 2016, 2019 and 365. Students should have Access software installed on the computers they will use for the online training. Students who do not have the software installed on their training computer, go to <http://supportcenter.ct.edu/service/Office365.asp> to gain access to Office 365. 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 10989 | Fee: \$199

4 Tuesdays | 4/5-4/26

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. Coursework will cover skills found in Access versions 2016, 2019 and 365. Students should have Access software installed on the computers they will use for the online training. Students who do not have the software installed on their training computer, go to <http://supportcenter.ct.edu/service/Office365.asp> to gain access to Office 365. 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 10987 | Fee: \$99

2 Tuesdays | 5/3-5/10

1-4 p.m. | Online

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 must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id). 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 11006 | Fee: \$350

2 Fridays | 3/18-3/25

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

Instructor: George Pillar, MS

COMPUTER TECHNOLOGY

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 must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id). 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 are welcome.

CRN 11004 | Fee: \$380
6 Fridays | 4/22-5/27
1-4 p.m. | LRC Room B142
Instructor: George Pillar, MS

WEB DESIGN

Web Design: MCC Certificate (Online)

Build new skills to start or advance your career as a web developer. Topics covered 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 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 11023 | Fee: \$665
10 Fridays | 3/18-5/27 (does not meet 4/15)
1-4 p.m. | Online
Instructor: Meba Teferra

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 course 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 must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id). 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, keyboarding and mouse skills.

CRN 11007 | Fee: \$199
4 Thursdays | 2/24-3/17
6-9 p.m. | LRC Room B141
Instructor: George Pillar, MS

COMPUTER TECHNOLOGY

AMAZON WEB SERVICES

NEW Amazon Web Services (AWS) Cloud Foundations (Online or On Campus)

AWS Cloud Foundations is intended for students who seek an overall understanding of cloud computing concepts, independent of specific technical roles. It provides a detailed overview of cloud concepts, AWS core services, security, architecture, pricing and support. All course content is developed and maintained by AWS to ensure the learning reflects current services and best practices. 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 must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id). 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 computers is preferred.

On Campus:

CRN 10999 | Fee: \$795

6 sessions | Mondays, Wednesdays and Fridays

2/28-3/11 | 5:30-9:30 p.m. | LRC Room B142

Instructor: John Hilditch, MS

Online:

CRN 11025 | Fee: \$795

8 sessions | Tuesdays and Thursdays

3/1-3/24 | 1-4 p.m. | Online

Instructor: Paul Picard, EdD

CERTIFICATION PREPARATION

NEW A+ Certification 220-1001 and 220-1002 Exam Preparation (Online)

CompTIA A+ Certifications are internationally recognized, vendor-neutral certifications which validate the latest skills needed by today's computer support professionals. This course will prepare you for the following certification exams: A+ 220-1001 which prepares you to be an entry-level IT professional. This designation covers the installation, configuration and maintenance of personal computers, laptops, and printers; as well as the principles of physical and TCP/IP networks. A+ 220-1002 which covers the installation and configuration of operating systems including Windows, iOS, Android, Apple OS X and Linux. It also addresses security, cloud computing fundamentals, operational procedures and the basics of networking and security/forensics. Emphasis will be placed on properly and safely diagnosing, resolving common hardware and software issues with correct documentation. The course also covers the basics of virtualization, desktop imaging and deployment while following professional operational procedures to troubleshoot and assemble components based on customer requirements. Prerequisite: Knowledge of hardware and operating systems recommended. Curriculum is included in course fee, and includes the electronic texts, hands-on labs and practice exam. The A+ 220-1001 or A+ 220-1002 exams are included in the cost of the course. Students must 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 are found at www.prometric.com. 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 10985 | Fee: \$2,500

24 sessions | Mondays, Wednesdays and Fridays

3/21-5/16 (does not meet 4/15) | 1-4 p.m. | Online

Instructor: Peter Rinsland, MSc IT

COMPUTER TECHNOLOGY

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. Target audience for this training is administrators, business users, developers, students and technology managers. AZ-500 exam cost is estimated at \$99. For more information, go to <https://docs.microsoft.com/en-us/learn/certifications/exams/az-500>. Exam is not included in course fee. Hands-on labs are included. Students must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id). Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/covid. Prerequisite: Knowledge of Internet and cloud concepts recommended.

CRN 10992 | Fee: \$150

1 Friday | 5/20 | 9 a.m.-4 p.m.

LRC Room B141

Instructor: Jayson Ferron

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. The CompTIA Network+ certification exam is not included in the cost of the course, but is estimated at \$170 when using an MCC academic discount. The course instructor will inform students about the exam application process. Network+

testing centers can be found at www.pearsonvue.com/comptia. Students must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id). Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/covid. Prerequisites: CompTIA A+ Certified, or equivalent experience and minimum of nine months' experience in network support or administration; or academic training equivalency.

CRN 11009 | Fee: \$1,750

7 sessions | Tuesdays and Thursdays

5/3-5/24 (registration deadline 4/22) | 9 a.m.-4 p.m.

LRC Room B141

Instructor: Paul Picard, EdD

Security+ Certification Preparation (On Campus)

CompTIA Security+ (Exam SY0-601) is the primary course you will need to take if your job responsibilities include securing network services, devices and traffic in your organization. Students receive an overview of the Security+ requirements and topics in this information-packed course taught by our own security expert/instructor. This course will prepare students for the CompTIA Security+ certification examination. In this course, you will build on your knowledge of and professional experience with training in security fundamentals, networks and organizational security. Required program material is included in course fee, which includes the electronic texts, hands-on labs and practice exams. The CompTIA Security+ certification exam is not included in the cost of the course, but is estimated at \$160 when using an MCC academic discount. Students must schedule the exam at a certified test center and pass the exam to be certified. The course instructor will inform students about the exam application process. CompTIA exam testing centers can be found at www.pearsonvue.com/comptia. Students are eligible to receive free Windows Server 2016 software. Students must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id). Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/covid. Prerequisites: Solid knowledge of hardware and operating systems required. A+ and Network+ certification strongly recommended.

CRN 11021 | Fee: \$1,500

6 sessions | Tuesdays & Thursdays | 5/26-6/14 (registration deadline 5/16)

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

Instructor: Paul Picard, EdD



COMPUTER TECHNOLOGY

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. Students will apply business continuity and disaster recovery plans and identify legal issues, regulations, compliance standards and investigation practices relating to information systems security. Students must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id). Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/covid. Prerequisites: 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 10996 | Fee: \$1,250

5 sessions | Monday-Friday | 4/18-4/22 (registration deadline 4/6)

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

Instructor: Jayson Ferron

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. 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 must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id). Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/covid. Information about scholarship funding for this course is available from Bruce Manning, Program Coordinator, bmanning@manchestercc.edu. Prerequisites: Solid knowledge of hardware and operating systems required. A+ and Network+ certification strongly recommended.

CRN 10994 | Fee: \$1,750

5 sessions | Monday-Friday | 3/28-4/1 (registration deadline 3/16)

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

Instructor: Jayson Ferron

PERSONAL DEVELOPMENT

CUISINE

NEW Delicious Risotto – From Home! (Online)

Risotto is a classical Italian dish with Arborio rice, stock, Parmesan cheese, seasonings and flavorings. In this live, interactive class we'll supply the basic ingredients that make up a classic risotto. Our chef instructor will walk you through the steps to make this delicious dish from scratch, step-by-step from the comfort of your home kitchen. Most ingredients will be included in a customized recipe kit provided to you. Participants will be emailed a list of perishable ingredients (not included in kit) and basic kitchen equipment a week prior to class. Course fee includes the cost of the recipe kit. Recipe kits will be available for pickup at MCC on Thursday and Friday, 2/24 and 2/25, between 12 p.m. and 3 p.m. Required for this online course: Internet access, webcam and microphone on computer or device. This course will be taught using Webex. Students will be contacted with further instructions one to three business days prior to class.

CRN 11074 | Fee: \$50

1 Thursday | 3/3 (registration deadline 2/24)

6-8 p.m. | Online

Instructor: Joshua Ogradowski, MAT

MUSIC

NEW Paul Simon: Singer and Songwriter (On Campus)

Paul Simon has been described by many as the best singer-songwriter of his generation. During the first three sessions, we will examine the songs of both Simon and Garfunkel and Paul Simon as a solo artist. We will discuss the stories and messages in songs created by Paul Simon at various points of his career. Following the three-session classroom presentation, we will watch two films: *Under African Skies*, which analyzes the creation of the classic Paul Simon album *Graceland*, and *Paul Simon: The Concert in Hyde Park*. If you don't know much about the music of Paul Simon, you will be amazed at the richness of his songs. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/covid.

CRN 10982 | Fee: \$60

5 Wednesdays | 4/6-5/4

7-9 p.m. (4/6-4/20); 7-9:30 p.m. (4/27-5/4)

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 must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id). Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/covid.

CRN 10977 | Fee: \$105

2 Saturdays | 3/5-3/12

9 a.m.-noon | AST Room D211

Instructor: Richard Hoyer, MA, MFA

Advanced Digital SLR (On Campus)

Advanced photographic topics relating to digital SLRs will include improving images with Adobe Photoshop CC, as demonstrated by the instructor; focusing on exposure and image quality-control in a variety of challenging lighting situations, including creative use of on-and off-camera flash units; color correction; masking techniques; nondestructive editing; and learning through instructor demonstration how to use Photoshop to explore the digital imaging workflow. Some elements of Adobe Camera RAW will also be covered. Students should have their digital SLR camera handy. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/covid. Prerequisite: *Using Your Digital SLR* is highly recommended.

CRN 10978 | Fee: \$55

1 Saturday | 4/2

9 a.m.-noon | AST Room D211

Instructor: Richard Hoyer, MA, MFA

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.

Section One:

CRN 10963 | Fee: \$499

17 sessions | Tuesdays and Thursdays

1/18-3/17 (does not meet 3/15; exam 3/17)

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

Instructor: Marc Vallen, JD

Section Two:

CRN 10964 | Fee: \$499

17 sessions | Tuesdays and Thursdays

3/29-5/26 (does not meet 5/24; exam 5/26)

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

Instructor: Marc Vallen, JD



JOB SEARCH WORKSHOPS

Need assistance with your job search skills? Whether you are a novice or experienced job seeker, these workshops will provide you with valuable tips and strategies. Why not attend and get an edge on the competition? All workshops are free and no advanced registration is required.

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.

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.

Full Spring 2022 workshop schedule available at www.manchestercc.edu/job-search-skills

PROFESSIONAL DEVELOPMENT

Real Estate and Appraisal Commission 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.

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 10965 | Fee: \$60

1 Thursday | 6/2

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

Instructor: Marc Vallen, JD

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. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class.

CRN 10981 | Fee: \$25

1 Wednesday | 2/23

6:30-8 p.m. | Online

Instructor: Jill Betts, MBA

PROFESSIONAL DEVELOPMENT

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 10979 | Fee: \$25

1 Wednesday | 4/20

6:30-8 p.m. | Online

Instructor: Jill Betts, MBA

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 10980 | Fee: \$25

1 Wednesday | 5/18

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 10971 | Fee: \$105

1 Sunday | 2/13 (registration deadline 2/11)

noon-6 p.m. | Online

Instructor: Beverly Salzman, MS, MBA



PROFESSIONAL DEVELOPMENT

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 10972 | Fee: \$105

1 Sunday | 2/27 (registration deadline 2/25)

noon-6 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 11071 | Fee: \$270

6 sessions | Tuesdays and Thursdays

5/3-5/19 | 1-4 p.m. | Online

Instructor: Paul Howard, 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.

Online:

CRN 11050 | Fee: \$180

4 Thursdays | 3/10-3/31

9 a.m.-noon | Online

Instructor: John Lombardo, MBA

On Campus:

CRN 11052 | Fee: \$180

2 Fridays | 3/11-3/18

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

Instructor: John Lombardo, 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.

Online:

CRN 11055 | Fee: \$180

4 Mondays | 4/4-4/25

9 a.m.-noon | Online

Instructor: John Lombardo, MBA

On Campus:

CRN 11057 | Fee: \$180

2 Tuesdays | 4/5-4/12

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

Instructor: John Lombardo, MBA

NEW How to Effectively Communicate with a Remote Team: A Manager's Guide (Online or On Campus)

Due to the increase in remote work settings, effective ways of communicating with employees has changed. In this class, you will find fundamental and effective ways to help improve both the quality and frequency of communication with your team. We will review and discuss effective workplace communication with an emphasis on helping remote workers to stay in touch. Some of the major topics that will be covered include managing and



supporting remote workers, upgrading communication at work, building relationships and maintaining a connection across remote teams, and the impact of remote work on relationships. 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.

Online:

CRN 11059 | Fee: \$95

2 Tuesdays | 4/19-4/26

9 a.m.-noon | Online

Instructor: John Lombardo, MBA

On Campus:

CRN 11061 | Fee: \$95

1 Wednesday | 4/20

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

PROFESSIONAL DEVELOPMENT

NEW Cultivate Your EQ for Your IQ to Shine (Online)

We have slaved over developing our hard skills through education, certifications and career discipline. That is an essential component of success. It is not the only one, though. Our emotional Quotient (EQ) is the other component, which we should cultivate more of. IQ without EQ makes us less influential. We will evaluate our EQ, become more aware of what it takes to deliver quality services by managing our emotions in difficult situations. We will learn to acknowledge our emotions, without them affecting our behaviors negatively. Instead, we will learn to channel and transform them to serve us and our audiences better. 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 11067 | Fee: \$95

2 Fridays | 3/18-3/25

1-4 p.m. | Online

Instructor: Yasmin Shenoy

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 11063 | Fee: \$95

2 Thursdays | 3/31-4/7

1-4 p.m. | Online

Instructor: Yasmin Shenoy

NEW Mindful Presence: The Power Within (Online)

The mind-body connection has been explored for eternity but tapping into its power for optimal performance was never as relevant as it is today. The digitally connected global village broadens our horizons but also swamps us with information overload. We become engaged, absorbed, and entangled with issues in multiple corners of the world and embrace them as if they are our own! The altruistic nature in this entanglement evokes feelings good and bad, and the accompanying mind-overload fuels and accentuates our localized personal and professional stresses. Additionally, the irresolvable conflicts in the mix of opinions and expertise run their course 24/7 on social media, which keeps our minds awake literally and figuratively. The question is, is the mind really awake when trapped by the worldwide web? Actually, the awakened mind is the peaceful mind that is aware of the global chaos but chooses to practice calm within and functions optimally with focus and purpose, unaffected by distractions. We will learn techniques and practice calm to balance mind-body connections for optimal functionality and meaningful relationships. 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 11065 | Fee: \$95

2 Thursdays | 4/14-4/21

1-4 p.m. | Online

Instructor: Yasmin Shenoy

NEW Resolving Conflicts Before They Become Battles (Online)

Conflicts are inevitable, but battles are avoidable. Conflicts arise from resource sharing, processes, values, beliefs and above all, from our self-preservation instincts. Conflicts have gained a new opaque quality in times of crisis, like the pandemic and the arrival of the remote workplace. More importantly, conflicts arise from focusing on people rather than on problems. In a conflict dynamic, learn to focus on: the larger goals and outcomes in context, the temporary nature of conflict, and conflict as a precursor to creativity and innovation. We will reflect on our own inherent conflict-resolution styles and become situational in our approach to conflict resolution. The right focus, tool choice, and flexible attitude will resolve conflicts early on, and prevent long drawn-out battles. 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 11069 | Fee: \$95

2 Tuesdays | 5/3-5/10

1-4 p.m. | Online

Instructor: Yasmin Shenoy

PROFESSIONAL DEVELOPMENT



NEW A Safe Work Environment: Take Control of Your Security (On Campus)

Have you ever encountered a workplace emergency or situation that you weren't sure how to handle? Are you aware of your organization's emergency procedures? Do you have a game plan for how to prevent and react to unsafe situations? This course will focus on maintaining a safe work environment and will cover the following: workplace policies and procedures for emergencies, management and employees' role in prevention, how to respond to fires, medical emergencies, suspicious persons, vehicles and packages, angry coworkers, threats and an armed intruder/employee. Case studies will be used focusing on workplace violence. Students will engage in group projects. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/covid.

CRN 11073 | Fee: \$95

1 Friday | 3/18

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

Instructor: Richard Siena

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

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. December 2021/ 25M/PR

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To register, go to www.manchestercc.edu/non-credit-registration.

WRITING, PUBLISHING AND LITERATURE

MCC Reads (Hybrid)

Bring your passion for literature to the 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 MCC Library at 860-512-2880 to confirm. Required for the fourth session of this course: Internet access and computer. Microphone and webcam needed for live audio/video training. This session will be conducted 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 10973 | Fee: \$20

4 Tuesdays | 2/15, 3/15, 4/19 and 5/17

6-7 p.m. | AST Room C203 (2/15-4/19); Online (5/17)

2/15 *Hour of the Witch* by Chris Bohjalian (On Campus)

Boston, 1662. Mary is the second wife of Thomas Deerfield, a man as cruel as he is powerful. When Thomas, prone to drunken rage, drives a three-tined fork into the back of Mary's hand, she resolves that she must divorce him to save her life. But in a world where every neighbor is watching for signs of the devil, a woman like Mary—a woman who harbors secret desires and finds it difficult to tolerate the brazen hypocrisy of so many men in the colony—soon becomes herself the object of suspicion and rumor. When tainted objects are discovered buried in Mary's garden, when a boy she has treated with herbs and simples dies, and when their servant girl runs screaming in fright from her home, Mary must fight to not only escape her marriage, but also the gallows.

Instructor: Katherine Noonan, MLIS

3/15 *The Rosie Project* by Graeme Simsion (On Campus)

The art of love is never a science: Meet Don Tillman, a brilliant yet socially inept professor of genetics, who's decided it's time he found a wife. In the orderly, evidence-based manner with which Don approaches all things, he designs *The Wife Project* to find his perfect partner: a sixteen-page, scientifically valid survey to filter out the drinkers, the smokers, the late arrivers. Rosie Jarman possesses all these qualities. Don easily disqualifies her as a candidate for *The Wife Project* (even if she is "quite intelligent for a barmaid"). But Don is intrigued by Rosie's own quest to identify her biological father. When an unlikely relationship develops as they collaborate on *The Father*



Project, Don is forced to confront the spontaneous whirlwind that is Rosie and the realization that, despite your best scientific efforts, you don't find love, it finds you.

Instructor: Kristin Lavoie, MLIS

4/19 *Anxious People* by Fredrik Backman (On Campus)

An apartment open house becomes a life-or-death situation when a failed bank robber bursts in and takes a group of strangers hostage. The captives carry a lifetime of grievances, hurts, secrets and passions that are ready to boil over. None of them is entirely who they appear to be. And all of them—the bank robber included—desperately crave some sort of rescue. As the authorities and the media surround the premises, these reluctant allies will reveal surprising truths about themselves and set in motion a chain of events so unexpected that even they can hardly explain what happens next.

Instructor: Patricia Ronalter, MLS

5/17 *Klara and the Sun* by Kazuo Ishiguro (Online)

Here is the story of Klara, an Artificial Friend with outstanding observational qualities, who, from her place in the store, carefully watches the behavior of those who come in to browse, and of those who pass on the street outside. She remains hopeful that a customer will soon choose her. *Klara and the Sun* offers a look at the changing world through the eyes of an unforgettable narrator, and one that explores the fundamental question: what does it mean to love?

Instructor: Paula Pini, MLS

WRITING, PUBLISHING AND LITERATURE

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 MCC 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 10968 | Fee \$25

5 Wednesdays | 3/9, 3/23, 4/6, 4/20 and 5/4

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

Instructors: Heather Styckiewicz, Lisa Sandoval, Lois Coleman, Gina Ocasion and Linsey Muldoon, English faculty; Negussie Tirfessa, Physics faculty

3/9 *Summer at Tiffany* by Marjorie Hart

This book is a memoir in which Marjorie Hart asks the question "Do you remember the best summer of your life?" In this glorious once-upon-a-time fairy tale come true, two beautiful college girls from Iowa make it to New York City and end up working at Tiffany's, living the dream of every career girl in the 1940s. Marjorie Hart's charming account of her most memorable summer captures a time when women had moxie, wore proper hats and gloves, and burned with ambition to be successful in the big city.

Instructor: Heather Styckiewicz

3/23 *Born a Crime: Stories of a South African Childhood* by Trevor Noah

Trevor Noah, comedian and host of *The Daily Show*, shares the story of his childhood in South Africa. In this memoir, Noah gives an honest and personal account of the lasting impacts of apartheid and the way race has shaped his life and his nation. But more importantly, Noah's narrative is, as noted by *New York Times* reviewer Michiko Kakutani, "a love letter to the author's remarkable mother" and a celebration of family, faith and survival.

Instructor: Lisa Sandoval

4/6 *Daughters of the Dust* by Julie Dash

(To ensure correct book is used: Penguin 1997, ISBN 0452276071)

The novel relates the story of a young woman in the 1920s journeying from New York to visit the Sea Islands and Gullah culture of her large

extended family. Family stories, history and Julie Dash's creative imagination make the novel rich and evocative. A recent visit to the Penguin/Random House site tells us: Thirty years ago, filmmaker Julie Dash became the first African American woman to have a wide theatrical release of a feature film with her Sundance award-winning *Daughters of the Dust*. The world of the film was the basis for Dash's eponymous debut novel.

Instructor: Lois Coleman

4/20 *Braving the Wilderness* by Brené Brown

Braving the Wilderness addresses "the quest for true belonging" through an exploration of vulnerability, connection and authenticity across ideological differences. Rooted in her research as a social worker, Brown makes an argument for confronting uncomfortable situations and having tough conversations in the service of personal authenticity and finding the shared humanity in a culture deeply entrenched in divisive politics.

Instructors: Negussie Tirfessa and Gina Ocasion

5/4 *In Defense of Food* by Michael Pollan

"Because in the so-called Western diet, food has been replaced by nutrients, and common sense by confusion – most of what we're consuming today is no longer the product of nature but of food science. The result is what Michael Pollan calls the American Paradox: The more we worry about nutrition, the less healthy we seem to become. . . . Pollan's bracing and eloquent manifesto shows us how we can start making thoughtful food choices that will enrich our lives, enlarge our sense of what it means to be healthy, and bring pleasure back to eating." - Amazon

Instructor: Linsey Muldoon





Continuing Education and Workforce Development
Great Path, MS #16
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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, contact Stephen Campiglio at 860-512-2824 or visit www.manchestercc.edu/cctc.



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