FALL 2022
NON-CREDIT PROGRAMS

Non-Credit Courses: September-December
NON-CREDIT PROGRAMS
General Information....................ceinfo@manchestercc.edu
Director,
Carleigh Schultz.....................cschultz@manchestercc.edu
Computer Technology Coordinator,
Bruce Manning.......................bmanning@manchestercc.edu
Administrative Assistant,
Jessie Bradley.........................jbradley@manchestercc.edu

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

WORKFORCE INNOVATION AND OPPORTUNITY ACT SCHOLARSHIP ELIGIBILITY
Email ma-alliedhealthce@manchestercc.edu for more information about WIOA funding.

SNAP SCHOLARSHIP ELIGIBILITY
Email MA-CE-SNAP-ETinformation@manchestercc.edu 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 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 Phlebotomy, Pharmacy Tech, CNA and 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
Phone: 860-512-2800
CNA: Certified Nurse Aide - SNAP-Eligible

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

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

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

Course Supplies: The textbook required is Nursing Assistants: A Humanistic Approach to Caregiving, 5th edition, Lippincott (ISBN 9781975108502) and the accompanying workbook (ISBN 9781975108540), both available at the MCC Bookstore for $122.20 total. Required class supplies include a gait belt ($15), stethoscope ($17.75), blood pressure cuff ($37), white scrubs/uniform ($40), and watch with a second hand ($20), all available at the MCC bookstore or many other retailers. Students must also purchase all white, slip-resistant sneakers (not available at the MCC bookstore). Finally, students must obtain an MCC student ID before their first on-campus class session (available for free at the AST Information Desk).

Registration Requirements: Students must be at least 16 years of age by the start date of class and, if under 18, a parent/guardian must complete a liability waiver for them to participate in clinical rotations. After registration and payment, students will receive an information packet with instructions on how to complete the criminal background check and drug screening through the MCC-approved provider, CastleBranch (approximately $72).

CRN 30952 | Fee: $1,600
27 sessions | Mondays and Wednesdays
9/7-12/19 (does not meet 10/10, 10/31 and 11/23; registration deadline 9/1)
6-9 p.m. | LRC Room B105
Clinicals: Saturdays and Sundays | 10/15, 10/16, 10/22, 10/23
7 a.m.-3:30 p.m. | HarborChase in South Windsor
Instructor: Andrea Dillon, RNC, MEd

Pharmacy Technician Certification & Internship – SNAP-Eligible (Online)

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 ends will count as an absence.

Certification Exam: The course DOES NOT include 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 in the final class session.

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 August 24-26, anytime between 9 a.m. and 4:30 p.m. in LRC Room B147 on campus at MCC.

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), be fully vaccinated and boosted for COVID-19, and must have health insurance. Students participating in the internship may be considered for employment opportunities in the Hartford HealthCare system. There may be an additional cost for parking at some facilities.

Registration Requirements: Students must be at least 18 years old and have a high school diploma or GED. Payment in full is due at time of registration.

CRN 30950 | Fee: $1,600
28 sessions | Mondays, Wednesdays and Thursdays
8/29-11/3 (registration deadline 8/22; does not meet 10/10 and 10/31) 6-8 p.m.
Instructor: Diane Pacitti, PhD, RPh

Phlebotomy Technician – SNAP-Eligible

Course Overview: A 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.
**ALLIED HEALTH**

**Clinical Rotation Hours:** To participate in clinical rotation hours, all students 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), be fully vaccinated and boosted for COVID-19, must have health insurance, 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, 7 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 a 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 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 ID before their first on-campus class session (available for free at AST Information Desk).

**Registration Requirements:** Students must be at least 18 years old and have a high school diploma or GED. Students must also have health insurance and be up-to-date on vaccinations (see Clinical Information above). Payment in full is due at time of registration.

**CRN 30953** | Fee $1,800  
26 sessions | Tuesdays and Thursdays  
10/11-22-1/10/23 (does not meet 11/24; makeup date 1/12)  
6-9:45 p.m. | LRC Room B105  
Instructors: Kim E.S. Jenack, CPT, NPA/ASCP; Pam Chase, PT; and Maria Cafro, CPT, NPA/ASCP.

---

**Veterinary Assistant**

**Course Overview:** This fast-paced, 12-week course consists of 60 classroom hours and a 50-hour optional internship at one of MCC’s many partnering veterinary offices in Hartford County and beyond. Veterinary assistants provide care to animals in clinics, animal hospitals, zoos and animal shelters. In this course, students will learn how to care for animals large and small, recognize signs of illness and disease, safely handle and restrain animal patients, exam room procedures, pharmacy protocols, lab sample processing, legal issues, veterinary computer programs, facility maintenance and front office procedures.

**Course Completion:** To successfully complete this course, students must earn a minimum grade of 70. Students cannot miss more than three classes. Arriving more than 30 minutes late or leaving more than 30 minutes before class ends will count as an absence. On the fourth absence, a student will receive a failing grade for the course.

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

Registration Requirements: Students must be at least 16 years old at the start of class and fully vaccinated and boosted for COVID-19 to register for this class; no exceptions. Students who are under 18 years old must have a parent/guardian sign off on a waiver to participate in the internship. Payment in full is due at time of registration.

CRN 30951 | Fee: $1,800
24 sessions | Tuesdays and Thursdays
9/6-12/1 (does not meet 11/24; makeup 12/6 if needed)
5-7:30 p.m. | LRC Room B144
Instructor: Ashley Cain, CVT

**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, 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 US 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 30852 | Fee: $159
1 Wednesday | 11/30 (registration deadline 11/23)
4-8 p.m. | Online
Instructor: Thomas Crouse, PharmD

**NEW Introduction to the Cannabis Industry (Online)**

The cannabis industry is growing rapidly, creating an enormous demand for a well-trained workforce. You can be a part of this exciting industry by learning the skills and knowledge needed to help you thrive in a variety of roles. The Introduction to the Cannabis Industry course will provide students with a thorough and comprehensive background of the history, science, regulations and business opportunities of the cannabis industry. The purpose of this course is to introduce students to the industry career tracks in cultivation, retail, and compliance. While this course does not provide job placement services, the content has been designed by industry professionals who understand the skills and knowledge needed to work in the cannabis industry and enhance marketability. Developed and taught by a cannabis-industry leader, the course will extensively cover the cannabis industry and provide students with information about new certifications that are being developed.

Two sections to choose from:

CRN 30958 | Fee: $100
2 sessions | Tuesday and Thursday
8/23-8/25 (registration deadline 8/16)
5:30-8:30 p.m.
Instructor: Thomas Crouse, PharmD

CRN 30959 | Fee: $100
2 Saturdays | 11/5-11/12 (registration deadline 10/29)
9 a.m.-noon
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 Teepa 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 30851  |  Fee: $109
2 sessions  |  Thursday and Friday
12/8-12/9 (registration deadline 12/2)
5-8 p.m.
Instructor: Taylor Lajeunesse, CDP, CMDCP

**BODY, MIND AND SPIRIT**

**First Degree Reiki Training**

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.

CRN 30965  |  Fee: $175
1 Saturday  |  9/17
8 a.m.-2:30 p.m.  |  VIL 6 Room V162
Instructor: Dory Dzinski, MA

**Second Degree Reiki Training**

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.

CRN 30966  |  Fee: $199
1 Saturday  |  10/22
8 a.m.-2:30 p.m.  |  VIL 6 Room V162
Instructor: Dory Dzinski, MA

**Reiki III: Master**

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.

CRN 30967  |  Fee: $225
1 Saturday  |  11/19
8 a.m.-2:30 p.m.  |  VIL 6 Room V162
Instructor: Dory Dzinski, MA
ACCOUNTING

QuickBooks: Introduction (Online)
Discover the most effective methods for accomplishing essential business tasks and customizing QuickBooks. We will explore best practices for tracking finances, managing payroll, processing invoices, controlling inventory, managing sales and expenses, and maximizing the software’s other features. Topics include getting started; how to properly set up your accounts, customers, jobs, and invoice items quickly; following the money; how to track everything from billable time and expenses to income and profit; keeping your company financially fit with methods to examine budgets and actual spending, income, inventory, assets, and liabilities; spending less time on bookkeeping and learning how to use QuickBooks to create and reuse bills, invoices, sales receipts, and timesheets; finding key info fast using QuickBooks’ search and find functions, as well as the vendor, customer, inventory and employee centers; and moving data between QuickBooks, and other programs. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class. Prerequisites: Basic Windows, keyboard and mouse skills.

CRN 30911 | Fee: $299
4 Wednesdays | 9/14-10/5 | 6-9 p.m.
Instructor: Cindy Averill, BS

Accounting I: A Practical Focus to Financial Accounting
In this hands-on course, you will be introduced to the accounting cycle of a service company, emphasizing basic accounting concepts focusing on the recording of transactions and the preparation of financial statements. Topics include the steps of the accounting cycle; transaction analysis; journal entries; statement creation; specific accounting concepts relating to current assets, long-term assets, and current liabilities; and payroll. Students will build a company’s accounting system and download and manipulate their data into an Excel spreadsheet. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class. Prerequisites: Basic knowledge of computers.

CRN 30912 | Fee: $799
10 sessions | Mondays and Wednesdays
10/17-11/16 | 6-9 p.m.
Instructor: Cindy Averill, BS

AMAZON WEB SERVICES

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). Prerequisite: Basic knowledge of computers.

Two sections to choose from:

Online:
CRN 30893 | Fee: $899
8 sessions | Mondays and Wednesdays
9/12-10/5 | 1-4 p.m.
Instructor: Paul Picard, EdD

On Campus:
CRN 30909 | Fee: $899
8 sessions | Tuesdays and Thursdays
9/20-10/13 | 6-9 p.m. | LRC Room B141
Instructor: John Hilditch, MS
Amazon Web Services (AWS) Cloud Architecting
(Online or On Campus)

AWS Academy Cloud Architecting covers the fundamentals of building IT infrastructure on AWS. The course is designed to teach solutions architects how to optimize their use of the AWS Cloud by understanding AWS services and how they fit into cloud-based solutions. Although architectural solutions can differ depending on the industry, type of application, and size of the business, this course emphasizes best practices for the AWS Cloud that apply to all of them. It also recommends various design patterns to help you think through the process of architecting optimal IT solutions on AWS. Throughout the course, students will explore case studies that showcase how some AWS customers have designed their infrastructures and the strategies and services that they have implemented. Finally, this course provides opportunities for students to build a variety of infrastructures through a guided, hands-on approach. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class. Prerequisite: Basic knowledge of computers.

Two sections to choose from:

Online:
CRN 30895  |  Fee: $1,574
10 sessions  |  Mondays and Wednesdays
10/10-11/9  |  12:30-4:30 p.m.
Instructor: Paul Picard, EdD

On Campus:
CRN 30910  |  Fee: $1,574
10 sessions  |  Tuesdays and Thursdays
11/8-12/13 (does not meet 11/24)  |  5:30-9:30 p.m.
LRC Room B141
Instructor: John Hilditch, MS

CERTIFICATION PREPARATION

NEW  A+ Certification 220-1101 and 220-1102 Exam Preparation – SNAP-Eligible (Online)

CompTIA A+ certifications are internationally recognized, vendor-neutral certifications that validate the latest skills needed by today’s computer support professionals. This course will prepare you for the following certification exams: A+ 220-1101 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+ 220-1102 covers the installation and configuration of operating systems including Windows, iOS, Android, Apple OS X and Linux. This course 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+ 220-1101 or A+ 220-1102 exams are included in the cost of the course. Students must pass both the 220-1101 and 220-1102 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 30888  |  Fee: $2,500
24 sessions  |  Mondays, Wednesdays and Fridays
9/21-11/14 (registration deadline 9/9; starts on a Wednesday) 1-4 p.m.
Instructor: Peter Rinsland, MSc IT

Network+ N10-008 Certification Preparation (Online)

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. 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: CompTIA A+ Certified or equivalent experience and minimum of nine months’ experience in network support or administration; or academic training equivalency.

CRN 30891  |  Fee: $1,500
14 sessions  |  Mondays, Wednesdays and Fridays
11/16-12/19 (starts on a Wednesday; does not meet 11/25)
1-4 p.m.
Instructor: Peter Rinsland

Certified Information Systems Security Professional (CISSP) Exam Preparation

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). Prerequisites: Certifications in Network+ or Security+ or equivalent professional experience. 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, CNE, SSCP, GIAC, CISA or CISM.

CRN 30899  |  Fee: $1,000
5 sessions  |  Monday-Friday  |  9/12-9/16 (registration deadline 9/2)
9 a.m.-4 p.m.  |  LRC Room B142
Instructor: Jayson Ferron

Azure Fundamentals Certification Preparation

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/
**COMPUTER TECHNOLOGY**

**Certified Ethical Hacker Exam Certification Preparation**
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). Prerequisites: Solid knowledge of hardware and operating systems required. A+ and Network+ certification strongly recommended.

**CRN 30901 | Fee: $110**
1 Tuesday | 10/4 | 9 a.m.-4 p.m. | LRC Room B141
Instructor: Jayson Ferron

**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, along with 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 30904 | Fee: $110**
2 Fridays | 10/28-11/4 | 1-4 p.m.
Instructor: Matthew Marshall

**SQL Server Introduction (Online)**
This introductory training will provide you with the knowledge and skills you need to understand the concepts behind relational database systems, data structure design, the SQL query language, and basic SQL Server database management. You will gain a firm understanding of how relational database systems work, proper database design, database optimization, the SQL query language, and basic SQL Server database administration, including provisioning and configuring SQL Server using SQL Server tools. Other tasks taught include creating table spaces and files and managing security and user access. Students are eligible to receive free Microsoft SQL Server 2016 software. Enrolled students will have access to the Microsoft Azure cloud to access SQL Server. Additional certifications/exams/az-500. Exam fee 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). Prerequisite: Knowledge of Internet and cloud concepts recommended.

**CRN 30886 | Fee: $110**
2 Fridays | 11/11-11/18 | 1-4 p.m.
Instructor: Matthew Marshall

**DATABASES**

**Access Introduction (Online)**
Instructor: Matthew Marshall
**COMPUTER TECHNOLOGY**

free Microsoft developer software is included with registration. 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: Introductory database course, or familiarity with databases.

CRN 30858 | Fee: $599
6 sessions | Tuesdays and Thursdays
9/27-10/13 (registration deadline 9/16) | noon-3 p.m.
Instructor: George Pillar, MS

**DIGITAL IMAGING & DESIGN**

Adobe Photoshop CC: Introduction

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).

CRN 30897 | Fee: $299
4 Thursdays | 9/29-10/20 (registration deadline 9/16)
1-4 p.m. | LRC Room B142
Instructor: Kathleen Smits, MA

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

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. 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; word processing experience recommended.

CRN 30866 | Fee: $299
4 sessions | Mondays and Wednesdays | 10/24-11/2 | 1-4 p.m.
Instructor: John Hilditch, MS

**GOOGLE**

Google IT Support Certificate (Online)

The Google IT Support Certificate is designed to prepare learners for roles in IT support. Certificate graduates who also pass the CompTIA A+ certification exams will earn a dual credential from CompTIA and Google. Upon completion of the Google IT Support Certificate program, graduates will understand the core concepts to all IT Support jobs, including troubleshooting, customer service, networking, system administration, operating systems, and security. Know how to assemble a computer, write effective support documentation, route paths and subnets, manage device software, and more. Dive into working with Linux, Cloud Computing, and Command-Line Interfaces. Our IT Support Certificate prepares learners for in-demand jobs such as: Technical Support Specialist, Data Center Technician, IT Help Desk, IT Technician, IT Support Specialist, Computer Support Specialist, and IT Assistant. Required for this online course: Internet access and computer. The instructor will contact students with further instructions one to three business days prior to class.

CRN 30905 | Fee: $1,313
150 hours asynchronous virtual lessons
50 hours instructor review and support available Tuesdays, 1-4 p.m.
9/6-12/20 (registration deadline 8/29) | Online
Instructor: Bruce Manning

**INTRODUCTORY**

Computer Boot Camp - SNAP-Eligible

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

To register, go to www.manchestercc.edu/non-credit-registration.
PC Maintenance and Repair – SNAP-Eligible
Why pay for expensive upgrades when you can learn how to do them yourself? Practice RAM, expansion cards and peripheral device installations in a hands-on 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.

Office Suites
Microsoft Office: MCC Certificate – SNAP-Eligible (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.

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; and 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.
COMPUTER TECHNOLOGY

PROGRAMMING

Java Programming: Introduction (Online)
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. The Java programming environment includes introduction to classes and objects; graphics; fundamental data types; decisions; iterations; arrays; array lists and simple array algorithms. 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. No prior programming experience needed; beginners welcome.

CRN 30860 | Fee: $599
6 sessions | Tuesdays and Thursdays
10/18-11/3 (registration deadline 10/7) | noon-3 p.m.
Instructor: George Pillar, MS

Python Introduction (Online)
Python is a general-purpose, high-level programming language whose design combines remarkable power with very clear syntax. Its standard library is large and comprehensive. Python allows you to create complex applications easier than most programming languages. Students will learn the following concepts and programming tools, data types, control statements, functions, lists and tuples, dictionaries and sets, and file operations. 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. Basic programming knowledge and experience is recommended.

CRN 30878 | Fee: $110
2 Fridays | 9/9-9/16 | 1-4 p.m.
Instructor: Matthew Marshall

CRN 30906 | Fee: $110
2 Tuesdays | 10/18-10/25 | 6-9 p.m.
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. Students will have Excel software installed on their computers and will use the following advanced features: Excel’s powerful built-in functions, pivot tables, creating charts and graphs, and collaboration 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.

Two sections to choose from:

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 30862 | Fee: $599
6 sessions | Tuesdays and Thursdays
11/8-11/29 (registration deadline 10/28; does not meet 11/24)
Noon-3 p.m.
Instructor: George Pillar, MS

SPREADSHEETS

Excel Introduction (Online)

Excel Intermediate (Online)

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

Two sections to choose from:
CRN 30880 | Fee: $110
2 Fridays | 9/23-9/30 | 1-4 p.m.
Instructor: Matthew Marshall

CRN 30907 | Fee: $110
2 Tuesdays | 11/8-11/15 | 6-9 p.m.
Instructor: Kristin Violette

Excel Advanced (Online)
Excel Advanced builds on the concepts and skills of Excel Introduction and Excel Intermediate courses to provide advanced tools for solving real-world problems in Microsoft Excel: lookup and decision-making functions, auditing and error-handling, array functions, date and text functions, importing and exporting, what-if-analysis and macros. Topics include logical and lookup functions, advanced formulas, auditing, arrays, importing and exporting, power pivot, analysis, macros and forms. Students should have Excel 2016, Excel 365 or Excel 2019 installed on the computer that they will be using for the training; there are many of the same features in these versions. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class. Prerequisite: Excel Intermediate, or permission of the instructor or computer coordinator.

CRN 30882 | Fee: $110
2 Fridays | 10/7-10/14 | 1-4 p.m.
Instructor: Matthew Marshall

Excel Data and Functions (Online)
This comprehensive course on data handling will ensure that you are tapping the full power of Excel. Students will learn how to use a pivot table to analyze numerical data in detail and query in many user-friendly ways; subtotal and aggregate numeric data, summarize data by categories and subcategories, and create custom calculations and formulas; expand and collapse levels of data to focus results; and filter, sort, group and conditionally format the most useful and interesting subset of data enabling you to focus on just the information you want. Learn how to present concise, attractive and annotated online or printed reports. Students will expand on the information gained and concentrate on an in-depth exploration of pivot table manipulation to deliver useful data and effective slicer crafting to allow rapid underlying data filtration and report creation for designers and end users. 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 equivalent knowledge. Knowledge should include writing simple formulas and functions, understanding charts, basic data sorting and filtering.

CRN 30868 | Fee: $299
4 sessions | Tuesdays and Thursdays
10/25-11/3 | 1-4 p.m.
Instructor: John Hilditch, MS

Excel Pivot Tables (Online)
Students will learn how to use a pivot table to analyze numerical data in detail, and query in many user-friendly ways; subtotal and aggregate numeric data, summarize data by categories and subcategories, and create custom calculations and formulas; expand and collapse levels of
data to focus results; filter, sort, group, and conditionally format the most useful and interesting subset of data enabling you to focus on just the information you want. Learn how to present concise, attractive and annotated online or printed reports. Students will explore preparing tables, reports, slicers, timelines and other dynamic elements for use as effective visual communications tools. Students will cover advanced topics like slicers, calculated fields, creating multiple pivot tables from one, nested formulas, subtotaling 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 should include writing simple formulas and functions, understanding charts, basic data sorting and filtering.

CRN 30870 | Fee: $275
3 sessions | Monday, Wednesday and Friday
11/7-11/11 | 1-4 p.m.
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 Functions 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 30872 | Fee: $275
3 sessions | Monday, Wednesday and Friday
11/14-11/18 | 1-4 p.m.
Instructor: John Hilditch, MS

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

CRN 30876 | Fee: $75
1 Wednesday | 9/14 | 1-4 p.m.
Instructor: Matthew Marshall

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 30908 | Fee: $799
10 Wednesdays | 10/5-12/7
6-9 p.m.
Instructor: Meba Teferra

CULTURE AND HISTORY

NEW! The Midterm Elections and the Future of the Biden Administration
Will the Republican Party gain majorities in the U.S. House of Representatives and the Senate this year? Would Republican majorities in Congress impeach President Biden? Or will the Democratic Party succeed in retaining its majorities in both chambers? This course will examine the political factors that may influence the coming midterm elections and the important role that Congress plays in the policymaking process. Without Democratic majorities in Congress, the ability of the Biden administration to advance its policy goals will be severely diminished and Republicans would gain significant leverage over President Biden.

CRN 30955 | Fee: $40
5 Wednesdays | 10/12-11/9 | 3:30-4:30 p.m. | AST Room C210
Instructor: Angelo Messore, MA, MPhil
**MUSIC**

**NEW** Crosby, Stills, Nash (and Sometimes Young): 1965-2022

Explore the music of Crosby, Stills, Nash and Young and the impact each band member has had on American music from 1965 to the present day. We will first look at the British Invasion through the lens of Graham Nash’s first band, the Hollies. Then, we will study the origins of folk rock by listening to the music of the Byrds and David Crosby. We will examine the “Laurel Canyon” sound of Buffalo Springfield, which included Stephen Stills and Neil Young. Up next is CSN and CSNY in the late 1960s and 1970s when some called them the “American Beatles.” We will discuss the turmoil that always existed between members of the group, and finish with a careful analysis of the solo careers of each member. These sessions will allow participants to revisit some of the CSNY songs from the 1960s and 1970s while also enjoying newer music from members of the group. This seven-session class will start off with five sessions of classroom presentation and end with the viewing and discussion of two films: Remember My Name: David Crosby, and another film to be announced.

CRN 30971 | Fee: $65
7 Tuesdays | 9/27-11/8 | 7-9 p.m. (9/27-10/25)
7-9:30 p.m. (11/1-11/8) | VIL 6 Room V162
Instructor: Stephen Armstrong, MA

**PHOTOGRAPHY**

**Using Your Digital SLR**

This class will focus on the specifics of using a digital SLR and will answer many of the questions on how to get the most out of your 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).

CRN 30961 | Fee: $110
2 Saturdays | 9/24-10/1 | 9 a.m.-noon
AST Room D211
Instructor: Richard Hoyer, MA, MFA

**Advanced Digital SLR**

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

CRN 30962 | Fee: $55
1 Saturday | 10/15 | 9 a.m.-noon
AST Room D211
Instructor: Richard Hoyer, MA, MFA

**NEW** MCC Photo Walk

Take a photo walk with your camera around the MCC campus, inside and outside, while you learn about camera controls and work hands on with aperture, shutter speed, exposure settings, and more. Learn to eliminate distractions, use line and texture, and employ the rules of thirds to create dynamic photographic compositions. There will be opportunities to ask technical and creative questions and learn the skills and techniques you need to improve your photography. Open to all levels of experience. Please bring a camera to class. Student must use their NetID login credentials in order to use photo-editing software in the classroom (www.manchestercc.edu/net-id).

CRN 30968 | Fee: $110
2 Saturdays | 10/22-10/29 | 9 a.m.-noon
AST Room D211
Instructor: Richard Hoyer, MA, MFA

To register, go to www.manchestercc.edu/non-credit-registration.
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, 21st Edition (ISBN 9781078818872) and CT Real Estate Practice and Law, 15th Edition (ISBN 9781475499230), Dearborn Publishing, available from MCC Bookstore (call to confirm hours at 860-645-3140) or through www.dearborn.com/bookstore. Recommended/optional texts: Guide to Passing the PSI Real Estate Exam, 8th Edition (ISBN 9781475487251), and recommended for students whose native language is Spanish, The Language of Real Estate, 8th Edition (ISBN 9781475484915). Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class.

CRN 30956 | Fee: $499
17 sessions | Tuesdays and Thursdays
9/13-11/10 (does not meet 11/8; exam 11/10)
5:30-9:30 p.m. | Online
Instructor: Marc Vallen, JD

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 sitting for the CT Real Estate Salesperson Licensing Exam, review the knowledge and skills learned in Real Estate Principles and Practices. Topics reviewed will include 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 30957  |  Fee: $60
1 Thursday  | 11/17  | 5:30-9:30 p.m.
Instructor: Marc Vallen, JD

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. 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 30969  |  Fee: $30
1 Thursday  | 10/13  | 6:30-8 p.m.
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. 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 30970  |  Fee: $30
1 Friday  | 12/9  | 6:30-8 p.m.
Instructor: Jill Betts, MBA

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 open to the public, and no advance registration is required.

Instructor: Julie Greene, MEd, Director of Career Services and Veterans Affairs

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

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

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. 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 30937 | Fee: $110
2 Fridays | 10/7-10/14 | 1-4 p.m.
Instructor: Beverly Salzman, MS, MBA

Beginning Grant Writing Workshop (Online)

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

CRN 30943 | Fee: $110
2 Fridays | 10/21-10/28 | 1-4 p.m.
Instructor: Beverly Salzman, MS, MBA

SKILLS FOR THE WORKPLACE

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 30931 | Fee: $295
6 sessions | Tuesdays and Thursdays
10/4-10/20 | 1-4 p.m.
Instructor: Paul Howard, MBA
PROFESSIONAL DEVELOPMENT

NEW  Forensic Accounting and Fraud Examination: What it is, How it Works and How to Apply It!
Rita Crundwell, Yale Medical Center. Winsted Board of Education. In the wake of such scandals and multi-million-dollar thefts, organizations have turned to forensic accounting to help them investigate what happened, and more importantly, help them to avoid similar fates. Local author, educator and forensic accounting expert, Stephen Pedneault, will introduce students to this ever-more-important field and share some of the methods used to prevent or uncover fraud and financial abuses. Pedneault will draw upon his 33 years of experience and share accounts of actual cases so students can connect theory to practice. This course is an eye-opener, and lessons learned could prove invaluable for anyone who handles finances.

CRN 30922  |  Fee: $110
1 Monday  |  9/12
9 a.m.-4 p.m.  |  LRC Room B144
Instructor: Stephen Pedneault, CPA, CFE

Business and Systems Analysis Introduction (Online)
This course is an overview of the main features of business and systems analysis as used in IT systems development. It covers the traditional aspects of analysis, including requirements elicitation, requirements analysis, and the "waterfall" approach to systems development. It also covers some of the newer aspects of analysis, including the Agile approach to systems development, product ownership, and data analytics. This course is appropriate for many different roles, for example, existing analysts, anyone performing analysis, those who work with analysts, or those who are considering becoming analysts or product owners. This course incorporates both lecture and hands-on activities. 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 30947  |  Fee: $110
2 Wednesdays  |  10/26-11/2  |  9 a.m.-noon
Instructor: William Marut, MBA

A Safe Work Environment: Take Control of Your Security
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 workplace policies and procedures for emergencies, management’s and employees’ role in prevention, and 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.

CRN 30927  |  Fee: $110
1 Friday  |  9/30  |  9 a.m.-4 p.m.  |  SSC Room L240
Instructor: Richard Siena

Project Management: 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.

Two sections to choose from:
Online:
CRN 30914  |  Fee: $295
4 Wednesdays  |  9/7-9/28  |  9 a.m.-noon
Instructor: John Lombardo, MBA

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

Two sections to choose from:
**Online:**
- CRN 30933 | Fee: $295
  - 4 Wednesdays | 10/5-10/26 | 9 a.m.-noon
  - Instructor: John Lombardo, MBA

**On Campus:**
- CRN 30916 | Fee: $295
  - 2 Fridays | 9/9-9/16 | 9 a.m.-4 p.m. | LRC Room B144
  - Instructor: John Lombardo, MBA

Communicate Effectively with a Remote Team: A Manager’s Guide (Online)
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 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.

**NEW** Supervisory Skills Masterclass (Online)
This intensive one-day masterclass is filled with tips, tricks and take-aways that will uplevel your supervisory and management skills. In this highly participative workshop, you will share best practices with others who “walk-the-walk,” as well as learn proven strategies from State and corporate leaders around the country. We will target essential skill areas, including communication, delegation, direct report performance coaching, leadership, team building, and more! You will leave with an IRL (In Real Life) Game Plan, filled with new insights and skills that you can immediately put into practice. And to further the flow of ideas an email ‘support group’ will be available for one month after class for sharing insights, strategies and successes. 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.

**On Campus:**
- CRN 30929 | Fee: $110
  - 1 Monday | 10/3 | 9 a.m.-4 p.m.
  - Instructor: Margaret DeMarino
Culture, Conflict and Communication in the Workplace (Online)

We all bring our own cultures to the workplace. That means we all have expectations about how to behave at work. Unfortunately, we often have different ideas about good and productive workplace behavior. We also have trouble talking about conflicts when they arise. This leads to gossip and low morale. Participants will learn to recognize cultural differences, acknowledge conflicts, talk about them in a non-defensive way and come to resolutions. Participants will learn and practice effective communication and conflict resolution skills. 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 30964  |  Fee: $55
1 Friday  |  10/14  |  1-4 p.m.
Instructor: Jane Fried, PhD, LPC

Business Writing for Meaningful, Personal Connections (Online)

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

CRN 30918  |  Fee: $110
2 Fridays  |  9/9-9/16  |  1-4 p.m.
Instructor: Yasmin Shenoy

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 30925 | Fee: $110
2 Fridays | 9/23-9/30 | 1-4 p.m.
Instructor: Yasmin Shenoy

Presentation for Persuasion (Online)

This interactive workshop focuses on the process of public speaking – including organizing your thoughts, managing apprehension and anxiety, employing attention-grabbing techniques, and delivering a clear message. We can be the best ambassadors for our ideas and would be doing a service to our audiences by effectively sharing ideas with them and seeking support for them. Specifically, we can empower ourselves to connect with our audiences and to engage and

MCC Photo Policy

Manchester Community College staff often take or commission 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, historic 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 la 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. July 2022/25M/JM

Photo credits: GettyImages stock photography.
interact with them verbally and non-verbally for a shared purpose. We will learn to apply the 3Ps – good practices of planning, preparing and exuding presence. We will learn to allow our presence to shine, to embellish our idea presentations.

Participants will craft their presentations on a subject matter of their choice as we move along the 3 P's and present and receive audience. 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 30939 | Fee: $110**
2 Fridays | 10/7-10/14 | 1-4 p.m.
Instructor: Yasmin Shenoy

### Emotional Intelligence at Work (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, to 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 30941 | Fee: $110**
2 Fridays | 10/21-10/28 | 1-4 p.m.
Instructor: Yasmin Shenoy

### More Great Books

#### 9/21 The Vanishing Half by Brit Bennett

Published in 2020, Brit Bennett’s *The Vanishing Half* is a historical novel that traces the lives of twin sisters Desiree and Stella Vignes from the 1940s to the 1990s. Taken out of school by their widowed mother and sent to work as housekeepers in the Jim Crow South, the teenagers decide to run away from their small hometown of Mallard, Louisiana to New Orleans. After some time together in the city, Stella abruptly leaves one day, and the two go on to lead starkly different lives. Years pass, and Desiree finds herself with a young child, fleeing from an abusive relationship back to Mallard. Meanwhile, Stella starts over and passes as white, a fact she keeps hidden from her white husband. Following in the tradition of authors such as James Baldwin and Toni Morrison, Brit Bennett examines some of the persistent complexities of African American identity and experience, including passing, colorism, belonging and family. Her prose is subtle and understated, a powerful vehicle for the novel’s gripping story.

Instructor: Amy Shaw

#### 10/5 How to Hide an Empire by Daniel Immerwahr

Prefacing this history, Immerwahr candidly notes that “The chief argument of this book is that we should think of the United States differently”. *How to Hide an Empire* is an exploration in the ‘greater’ United States, one deeply rooted in the conquest and maintenance
of territorial colonies from our earliest origins to our contemporary moment. By expanding our understanding of where and who is considered ‘American,’ our notions of national identity and belonging transcend the ‘mainland’ to consider the Philippines, Puerto Rico, Guam and Hawai‘i before it was a state.

**Instructor:** Negussie Tifessa and Gina Ocasion

**10/19 Two Nurses, Smoking by David Means**

David Means’ *Two Nurses, Smoking,* marks the return of one of America’s finest short story writers. In his new collection, Means traces the lives of grievers, healthcare workers and even a dachshund who picks up the scent of her former owner. His stories have appeared in *The New Yorker, Harpers, Granta,* and other places. Note: This title is released 13 September 2022, so please keep that in mind as you plan your library and bookseller requests. Our discussion will focus on the following stories: “Two Nurses, Smoking,” “Clementine, Carmelita, Dog,” and “Stopping Distance.”

**Instructor:** Andrew Sottile

**11/2 Olive, Again by Elizabeth Strout**

In this follow-up to *Olive Kitteridge,* the iconic Olive struggles to understand not only herself and her own life but also the lives of those around her in the town of Crosby, Maine. Whether with a teenager coming to terms with the loss of her father, a young woman about to give birth during a hilariously inopportune moment, a nurse who confesses a secret high school crush, or a lawyer who struggles with an inheritance she does not want to accept, the unforgettable Olive will continue to startle us, to move us, and to inspire moments of transcendent grace” (from goodreads.com)

**Instructor:** Paula Pini

**11/16 The Essential Iliad translated and edited by Stanley Lombardo**

In her introduction to Stanley Lombardo’s abridged translation of Homer’s epic, Sheila Murnaghan writes, “The Iliad is the portrait of an entire society, structured around the experience of one individual who struggles to define himself within it and against it.” We’ll be visiting (or re-visiting) this foundational text and the issues of identity and community inherent in this poem that continue to inform our literature and our worldviews today.

**Instructor:** Mary Lou Vredenburg

**11/30 Letters for Emily by Camron Wright**

In Camron Wright’s first novel, the main character, Harry Whitney, is suffering from Alzheimer’s disease and knows it will only be a matter of time before his memory deteriorates. He decides to leave a legacy to his favorite seven-year-old granddaughter, Emily, by composing letters and poems which reveal hidden secrets in word puzzles. The book becomes an instrument to unite a troubled and dysfunctional family. Wright has created a clever and heartwarming story.

**Instructor:** Heather Styckiewicz
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.