



MANCHESTER
COMMUNITY
COLLEGE

Continuing Education and
Workforce Development

FALL 2020

**WORKFORCE
DEVELOPMENT**

Non-Credit Courses: September-December

ALLIED HEALTH

Certified Nurse Aide (CNA)

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, clinics and home health agencies. A CNA may provide the following basic care to patients while under the direction of the nursing staff: bathe, groom and dress patients; serve meals and assist patients with eating; assist patients with walking and transfer them to beds, wheelchairs, and exam tables; observe patients' conditions, record food/fluid intake and output and take vital signs; answer patients' call lights; turn or reposition patients who are confined to bed; provide and empty bedpans; change bed sheets and restock rooms with necessary supplies.

The course will start Tuesday, September 8 and will be taught in remote learning format (online via Blackboard course management system and scheduled Zoom meetings with the instructor Tuesdays and Thursdays 6-9 p.m.). Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Mandatory training in the use of Blackboard will be provided to students prior to the start of class. Students must be available for virtual class sessions on the dates and times provided on this page. Attendance will be taken.

Clinical Rotation Hours: Due to the restrictions imposed by the COVID-19 pandemic, the clinical training requirement (either virtual or in-person) for the course is under review. The CT Department of Public Health, which licenses Certified



Nurse Aide training programs, has established a new, minimum 16-hour clinical training requirement. The clinical training requirement, in the form decided upon, will be mandatory for successful completion of the course.

Course Completion: For successful completion of this course, students must earn a grade of 70 or above. Students must attend the virtual class sessions listed on this page and complete 16 hours of clinical; attendance is taken. Students are allowed no more than two absences. After the third absence, a student is no longer eligible to pass the course or to sit for the state certification exam. Logging into a class more than 30 minutes late or logging out more than 30 minutes before class end will count as an absence.

Certification Exam: The Connecticut State Certified Nurse Aide Exam costs \$118 and is not included in the course fee. The instructor will provide students with the information needed to apply for the exam.

Required Textbook: *Lippincott Textbook for Nursing Assistants, 5th Edition* (ISBN 9781975108502) and *Workbook for Lippincott Textbook for Nursing Assistants, 5th Edition* (ISBN 9781975108540), available at the MCC Bookstore or most online retailers for approximately \$120.

Welcome Letter: A welcome letter containing additional information will be emailed to students after registration.

CRN 32655 | Fee: \$1,150

22 virtual sessions via Zoom | 9/8-11/19 (no class 11/27)

Tuesdays and Thursdays | 6-9 p.m.

Clinical: TBD

Instructor: Andrea Dillon, RNC, M.Ed.

VETERANS' (VA) BENEFITS

Call MCC's Veteran's Services at 860- 512-3375 or the MCC O.A.S.I.S. at 860-512-3362 for more information on Veterans' benefits.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) ELIGIBILITY

Contact MCC Allied Health Coordinator Lorraine Doonan at 860-512-2826 for more information about WIOA funding.

SNAP ELIGIBILITY

Contact Doreen Forbes-Rogers at 860-512-2817 for more information about SNAP tuition funding.

CRIMINAL BACKGROUND CHECK AND DRUG SCREENING

CNA and Phlebotomy students are required to pass both a criminal background check and drug screening in order to participate in their mandatory clinical rotation.

All classes are online unless a specific room location has been assigned.

Pharmacy Technician Certification and Externship

Course Overview: This 134-hour Pharmacy Technician Certification Board-recognized course is an educational training program that prepares students for entry-level Pharmacy Technician positions in community, hospital or long-term care pharmacy settings.

The Pharmacy Technician prepares medications under the direction of a pharmacist. This course prepares students for the Pharmacy Technician Certification Board (PTCB) national certification exam. Due to the COVID-19 pandemic, the classroom portion of the course will be conducted in remote learning format, using WebEx meetings and Blackboard course management system. Mandatory training in the use of Blackboard will be provided prior to class. The course consists of 84 classroom hours (taught virtually through WebEx, attendance is taken) and 50 simulated hours to be completed virtually by students independently.

Externship: New this semester! This course now includes an optional 80-hour externship at Hartford Healthcare facilities. See additional information on this page.

Course Topics: Medical terminology specific to pharmacy, reading and interpretation of prescriptions, patient and medication safety, professionalism and pharmacy law is covered. A review of the top 100 drugs, including generic and brand name, indication and significant side effects, is also covered. Students are taught conversion factors, calculating dosages, intravenous flow rates and solving compounding problems.

Course Completion: For successful completion of this course, students must earn a grade of 70 or above. Students must attend the virtual class sessions listed. Attendance will be taken. Students are allowed no more than two absences. After the third absence, a student is no longer eligible to pass the course or to sit for the PTCB exam. Logging into a class more than 30 minutes late or logging out more than 30 minutes before class end will count as an absence.

Certification Exam: The course fee does not include the PTCB exam fee (approximately \$129). Students can sit for the exam after passing the course. Exam information can be found on the PTCB website, www.ptcb.org. Anyone convicted of a felony is evaluated on a case-by-case basis by PTCB to take the exam. The Instructor will explain how to register for the PTCB exam.

Course Supplies: Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Students attend the virtual course meetings via WebEx. Strong math skills up to single variable algebra are required. The courses fee includes the textbook and workbook (*Pharmacy Certified Technician Training Manual, 14th edition* and the *Calculations Workbook, 5th edition*). A calculator is also needed.

CRN 32657 | Fee: \$1,200

28 sessions | Mondays and Wednesdays

8/31-12/14 (does not meet 9/7, 10/12 or 11/25; makeup date 12/16)

6-8 p.m. | Online via WebEx

Instructor: Diane Pacitti, Ph.D., R.Ph.

NEW! Pharmacy Technician Externship at Hartford Hospital or Hartford Healthcare Facilities

This semester, MCC's Pharmacy Technician course includes a new opportunity for students to participate in an optional 80-hour Pharmacy Technician Externship at multiple Hartford Healthcare Pharmacy sites. This externship is included in the course fee. The externship, which will begin in October 2020, affords students the opportunity to gain experience working under the direction of Hartford Healthcare's pharmacy staff in hospital and community settings. In order to be considered for the externships, 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). Students participating in the externships may be considered for employment opportunities in the Hartford Healthcare system.



All classes are online unless a specific room location has been assigned.

ALLIED HEALTH

Veterinary Assistant Part I (Online/Hybrid)

Veterinary Assistant I is the first part of a two-semester 160-hour course/100-hour internship program that will prepare students for an entry-level position in veterinary health care. This curriculum is endorsed by NAVTA (National Association of Veterinary Technicians in America). During this semester, students participate in 80+ hours of classroom time and a mandatory 50-hour internship. This course is offered in partnership with Central Hospital for Veterinary Medicine (CVH).

Course Format: Due to the COVID-19 pandemic, the Fall 2020 Veterinary Assistant I course will be presented in a hybrid format using remote learning technology for classroom instruction via Zoom meetings, Blackboard course management system and five on-site (in-person) laboratory instruction sessions at Central Hospital for Veterinary Medicine (4 Devine Street, North Haven, CT). Students must have reliable transportation to CHVM for the five Saturdays listed on this page.

Course Topics: In this course, students will learn how to care for small animals, recognize signs of illness and disease, handling and restraint of pets, exam room procedures, pharmacy protocols, legal issues, veterinary computer programs, facility maintenance and front office procedures.

Internship Hours: A 100-hour internship will be completed during the Spring 2021 Veterinary Assistant II course. This internship is done outside of the normal class hours and will be assigned by the instructors. Students must have reliable transportation to Central Hospital for Veterinary Medicine for laboratory classes and their assigned internship site. Students who need an internship site on a bus route will be accommodated to the best of the program's ability but cannot be guaranteed.

Course Completion: Successful course completion requires attending at minimum 75 hours of classroom instruction, having no more than three absences, and obtaining a course grade of 75 or above. Arriving more than 30 minutes late or

leaving more than 30 minutes before class ends will count as an absence. On the third absence, a student will receive a failing grade for the course and does not meet the classroom hours required to sit for the NAVTA exam.

Qualifying for the NAVTA Exam: To be eligible to sit for the NAVTA Exam, students must complete both Veterinary Assistant I and Veterinary Assistant II, earn a course grade of 75 or above in both courses (not averaged), complete 100 internship hours, and attend a minimum of 150 hours of class time/instruction. There are no makeup sessions for students who miss class. Upon successful completion of the exam, participants will be entitled to use the designation "AVA" after their names and will receive a documenting certificate from NAVTA. For more information visit: www.navta.net

Course Supplies to Purchase: The required textbooks are *Elsevier's Veterinary Assisting Textbook, 3rd Edition* (ISBN 9780323681452) by Margi Sirois (approximately \$99) and *Elsevier's Veterinary Assisting Workbook, 3rd Edition* (ISBN 9780323681636) by Margi Sirois (approximately \$40). Students are required to wear navy blue scrubs (top and bottom) and sneakers to their internship (not available at the bookstore).

CRN 32575 | Fee: \$1,100

23 sessions | 9/8-11/7

9 Tuesdays and 9 Thursdays | 6-9:30 p.m. via Zoom Meetings (makeup dates: 11/10 and 11/14)

5 Saturdays | 9/12, 9/26, 10/10, 10/24, 11/7 | 8 a.m.-noon or 1-5 p.m. (Class is split into two small groups, TBD in class) at Central Hospital for Veterinary Medicine in North Haven. There are no classes held on MCC campus.

**Internships: Spring 2021 Semester/Off Campus, assigned by the instructors
Instructors: Brynn Harrington, CVT, VTS, and Brittany Hurlburt, CVT, of Central Hospital for Veterinary Medicine**



All classes are online unless a specific room location has been assigned.

COMPUTER TECHNOLOGY

Windows 10: Introduction

Learn the new features of Microsoft's latest operating system, Windows 10. Topics include exploring the new desktop in Windows 10, using the new start menu, setting up and configuring Windows, personalizing your work space, saving and syncing content, using Windows 10-included apps and store, using the Cortana voice assistant and the Windows Hello identification application. Students are eligible to receive free Windows 10 software. Required curriculum is included in course fee. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Microsoft Teams application free download is required and used by instructor and students. Students will be contacted prior to class with further instructions. Prerequisite: Keyboard and mouse skills required.

CRN 32652 | Fee: \$99

2 Mondays | 9/14-9/21

9 a.m.-noon | Online (limited spaces)

Instructor: George Pillar, M.S.

Word Introduction

Learn to create documents, letters and memos in Microsoft Word; edit text; format text and paragraphs; create tables, headers, footers and breaks; print, find and replace text; spell check; and work with graphics. Instructor will provide handouts. Coursework will cover Microsoft Office versions 2016, 365 and 2019. Prerequisite: Basic Windows, keyboard and mouse skills. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Blackboard course management system will be used for the training. Blackboard is required and used by instructor and students. Students will be contacted prior to class with further instructions.

CRN 32753 | Fee: \$99

2 Wednesdays | 10/7-10/14

6-9 p.m. | Online

Instructor: Derrick Curry, M.S.Ed.

LinkedIn for Beginners

Are you new to LinkedIn? This workshop will help you to get started on LinkedIn and increase your visibility on this professional social networking platform. You will learn how to upload a professional image, create a compelling headline, and complete a professional profile summary of your background. You will also send invitations to connect with existing contacts and begin building your professional network for personal and business relationships. You will also learn how to create posts that are relevant to your industry. Prerequisite: Basic Windows, keyboard and mouse skills. Required for this online course: Internet access and computer.

Microphone and webcam needed for live audio/video training. Blackboard course management system will be used for the training. Blackboard is required and used by instructor and students. Students will be contacted prior to class with further instructions.

CRN 32761 | Fee: \$40

1 Wednesday | 9/16

6-8 p.m. | Online

Instructor: Valerie D. Wilson, M.Ed.

Excel Introduction

Excel Introduction is designed for people new to spreadsheets and for self-taught users who wish to expand their knowledge. Using the new version of their renowned spreadsheet software, students will learn to recognize the main areas of the Excel worksheet and workbook; enter, edit and delete data; create basic formulae and functions, including SUM, AVERAGE, MAX and MIN; enhance the presentation of workbook data; create, display and manipulate simple charts; work with multiple worksheets; freeze titles and add comments. Required curriculum is included in course fee. Coursework will cover Microsoft Office versions 2016, 365 and 2019. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Microsoft Teams application free download is required and used by instructor and students. Students will be contacted prior to class with further instructions. Prerequisite: Basic Windows, keyboard and mouse skills.

Two Sections to Choose from:

CRN 32754 | Fee: \$99

2 Wednesdays | 9/9-9/16

6-9 p.m. | LRC Room B141

CRN 32615 | Fee: \$99

2 sessions | Tuesday and Thursday | 9/15-9/17

1-4 p.m. | Online (limited seating)

Instructor: Matthew Marshall

Excel Intermediate

Excel Intermediate builds on the basic concepts and skills of our Excel Introduction course to provide more advanced tools for analysis and presentation of complex, realistic data in Microsoft Excel: how to manage complex workbooks, build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features, and collaborate with other users. Topics include managing workbooks, named ranges, tables, summarizing data, pivot tables, presentation features, advanced charts, and collaboration. Required curriculum is included in

All classes are online unless a specific room location has been assigned.

COMPUTER TECHNOLOGY

course fee. Coursework will cover Microsoft Office versions 2016, 365 and 2019. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Microsoft Teams application free download is required and used by instructor and students. Students will be contacted prior to class with further instructions. Prerequisite: Excel Introduction course, or permission of instructor or computer coordinator.

CRN 32613 | Fee: \$99

2 sessions | Tuesday and Thursday | 9/22-9/24

1-4 p.m. | Online (limited seating)

Instructor: Matthew Marshall

Excel Data and Functions

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, query in many user-friendly ways; subtotaling and aggregating numeric data, summarize data by categories and subcategories, and create custom calculations and formulas; expand and collapse levels of data to focus your 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 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. Required curriculum is included in course fee. Coursework will cover Microsoft Office versions 2016, 365 and 2019. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Microsoft Teams application free download is required and used by instructor and students. Students will be contacted prior to class with further instructions. Prerequisite: Excel Introduction required or equivalent knowledge. Knowledge should include writing simple formulas and functions, understanding charts, basic data sorting and filtering.

CRN 32611 | Fee: \$275

4 Mondays | 10/26-11/16

9 a.m.-noon | Online (limited seating)

Instructor: John Hilditch, M.S.

Excel Advanced

Excel Advanced builds on the concepts and skills of our Excel Introduction and 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. Required curriculum is included in course fee. Coursework will cover Microsoft Office versions 2016, 365 and 2019. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Microsoft Teams application free download is required and used by instructor and students. Students will be contacted prior to class with further instructions. Prerequisite: Excel Intermediate course, or permission of the instructor or computer coordinator.

CRN 32607 | Fee: \$99

2 sessions | Tuesday and Thursday | 9/29-10/1

1-4 p.m. | Online (limited seating)

Instructor: Matthew Marshall

Excel Pivot Tables Complete

First Class: Students will learn how to use a Pivot Table to analyze numerical data in detail, 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. Second class: Students will expand on knowledge gained during the Introductory Pivot Tables course. Intermediate Pivot Tables will explore preparing tables, reports, slicers, timelines and other dynamic elements for use as effective visual communications tools. Third class: This class covers 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. Required curriculum is included in course fee. Coursework will cover Microsoft Office versions 2016, 365 and 2019. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Microsoft Teams application free download is required and used by instructor and students.

All classes are online unless a specific room location has been assigned.



Students will be contacted prior to class with further instructions. Prerequisite: Excel Introduction required or equivalent knowledge. Knowledge of writing simple formulas and functions, basic charts, basic sorting and filtering.

CRN 32617 | Fee: \$250

3 Mondays | 11/23-12/7

9 a.m.-noon | Online (limited seating)

Instructor: John Hilditch, M.S.

Excel Dashboards Complete

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 MCC's Excel Data and Function courses. The first class session covers the mechanics of constructing dashboards. Students will learn to import and manipulate data, employ functions, insert charts, fabricate pivot tables, and create interactive filters. The second class session covers more complex dashboard construction. These include importing data, nested functions for formulas, pivot charts, pivot tables, recording macros and interactive filters. This session will also explore some aesthetic dashboard design elements such as identifying important information and determining appropriate visual presentation formats for optimal communication. The third class session covers dashboard visual element configuration for end user deployment, on screen visual element protection, and publishing dynamically linked Excel dashboards to other applications like PowerPoint. Additional topics include visual element control, timelines, labels, dashboard security, dynamic data source linking, and publishing dashboards or other Excel elements. Coursework will cover Microsoft Office versions 2016, 365 and 2019. Required for this online course: a computer with internet access, a webcam and microphone. Students will be contacted prior to class with

further instructions including how to download Microsoft Teams free of charge. Prerequisites: MCC's Excel Data and Functions course and Excel Pivot Tables course or equivalent knowledge. Students must also have prior knowledge of functions, formulas, sorting and filtering, pivot tables, pivot charts, slicers

CRN 32609 | Fee: \$250

3 sessions | 12/11, 12/14 and 12/16

9 a.m.-noon | Online (limited seating)

Instructor: John Hilditch, M.S.

Access Introduction

Learn the new features of Access and enjoy how much faster you can build databases in this program. Start with learning how to create tables, the laws of field definitions, create a simple data entry form, filter records with queries and print the data to a report. Students are eligible to receive free Access software. Required curriculum is included in course fee. Coursework will cover Microsoft Office versions 2016, 365 and 2019. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Microsoft Teams application free download is required and used by instructor and students. Students will be contacted prior to class with further instructions. Prerequisite: Basic Windows, keyboard and mouse skills.

Two Sections to Choose from:

CRN 32755 | Fee: \$99

2 Wednesdays | 9/23-9/30

6-9 p.m. | Online

CRN 32589 | Fee: \$99

2 Tuesdays | 9/29-10/6

9 a.m.-noon | Online (limited seating)

Instructor: George Pillar, M.S.

All classes are online unless a specific room location has been assigned.

COMPUTER TECHNOLOGY

Access Intermediate

Using Application Objects, create a multi-table database containing a relationship and learn the significance of relationships in databases. Create select queries, data entry forms, navigation forms, sub-forms and discover how form layout is similar to report layout. Use built-in tools to find and replace data, import data, and more. Understand the use of templates. Required curriculum is Included in course fee. Coursework will cover Microsoft Office versions 2016, 365 and 2019. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Microsoft Teams application free download is required and used by instructor and students. Students will be contacted prior to class with further instructions. Prerequisite: Access Introduction course, or permission of instructor or computer coordinator.

CRN 32587 | Fee: \$199

4 Tuesdays | 10/13-11/3

9 a.m.-noon | Online (limited seating)

Instructor: George Pillar, M.S.

Access Advanced

Explore multi-criteria Parameter queries as well as the many types of Action queries. Build AutoKey and AutoExec macros. Import and export data, explore XML and CSV file formats, and save an object to an XPS file. Students will learn object dependencies, using the Linked Table manager, linking to Excel; procedures to ensure proper database management, such as analyzing, splitting, converting, protecting and backing up databases; and use Access with Outlook. Required curriculum is Included in course fee. Coursework will cover Microsoft Office versions 2016, 365 and 2019. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Microsoft Teams application free download is required and used by instructor and students. Students will be contacted prior to class with further instructions. Prerequisite: Access Intermediate course, or permission of instructor or computer coordinator.

CRN 32585 | Fee: \$99

2 Tuesdays | 11/10-11/17

9 a.m.-noon | Online (limited seating)

Instructor: George Pillar, M.S.

SQL Server 2016: Introduction

This introductory but thorough 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. The SQL Server Administration skills include installation and configuration of a working SQL Server database, creating table spaces and files, managing security and user access, updating the database structure and data, and writing SQL queries. 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 free Microsoft developer software is included with registration. Required curriculum is included in course fee. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Microsoft Teams application free download is required and used by instructor and students. Students will be contacted prior to class with further instructions. Prerequisite: Database Introduction course, or familiarity with databases.

CRN 32647 | Fee: \$750

4 Tuesdays | 11/24-12/15

(Registration deadline 11/6)

9 a.m.-noon | Online (limited seating)

Instructor: George Pillar, M.S.

Outlook Introduction

From basic email features to advanced calendaring options, the skills taught in this all-encompassing course are messaging (emails, automation, attachments, importance, security and delivery); scheduling (appointments, meetings, recurring events, requests, responses, custom calendar settings, sharing calendars); tasks (create, modify, mark, assign, update, respond); contacts (personal, electronic business cards, distribution lists, address books); and organizing information (categories, data files, folders, search, rules and customizing). Coursework will cover Microsoft Office versions 2016, 365 and 2019. Prerequisite: Basic Windows, keyboard and mouse skills. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Blackboard course management system will be used for the training. Blackboard is required and used by instructor and students. Students will be contacted prior to class with further instructions.

CRN 32758 | Fee: \$99

2 Wednesdays | 10/21-10/28

6-9 p.m. | Online

Instructor: Derrick Curry, M.S.Ed.

All classes are online unless a specific room location has been assigned.

PowerPoint Introduction

Students will learn how to create new presentations, create new slides, enter and format text, create and change presentation elements, arrange slides, insert graphics and run slide shows. In addition, students will learn about the extensive printing features. Instructor will provide handouts. Coursework will cover Microsoft Office versions 2016, 365 and 2019. Prerequisite: Basic Windows, keyboard and mouse skills. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Blackboard course management system will be used for the training. Blackboard is required and used by instructor and students. Students will be contacted prior to class with further instructions.

CRN 32752 | Fee: \$99

2 Mondays | 11/2-11/9

6-9 p.m. | Online

Instructor: Derrick Curry, M.S.Ed.

Microsoft Office: MCC Certificate

Increase your employability with this intensive 36-hour course and receive a Microsoft Office MCC Certificate on completion. This hands-on workshop will include practice time on Word, Excel, Access, PowerPoint and Outlook. Students will learn the basics of all Office programs, including merges, tables, graphics and sharing documents in Word; formulas, data management, formatting and printing in Excel; database creation, criteria in queries, report and form design, grouping data, and establishing relationships in Access; creating slide shows, importing from Word, adding tables/graphics, animation, and advanced formatting in PowerPoint; and e-mail management, creating folders, adding signatures/attachments, scheduling appointments with others, organizing contact lists, and creating/updating tasks in Outlook. Required curriculum is included in course fee. Coursework will cover versions 2016, 365 and 2019. Required for this online course: a computer with internet access, a microphone and webcam. The daytime section (CRN 32629) will be taught remotely through Microsoft Teams live audio/video lectures. The evening section (CRN 32777) will be taught remotely through WebEx live audio/video lectures and Blackboard. Students will be contacted prior to class with further instructions. Prerequisite: basic knowledge of Windows and keyboarding/mouse skills.

Two Sections to Choose from:

CRN 32629 | Fee: \$599

12 Wednesdays | 9/16-12/9 (does not meet 11/11)

9 a.m.-noon | Online (limited seating)

Instructor: John Hilditch, M.S.

CRN 32777 | Fee: \$599

12 Tuesdays | 9/22-12/8

6-9 p.m. | Online (limited seating)

Instructor: Yvette Onye, M.S.

Project Introduction

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, documenting; assigning resources to tasks, scheduling, applying cost resources to tasks; sharing your plan, Gantt charts, timeline views, reporting; tracking progress on tasks, project baselines, task completion percentage; troubleshooting time, schedule, cost, resource, and scope of work problems. Recommended related course is *Project Management: All the Essentials*. Required curriculum is included in course fee. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Microsoft Teams application free download is required and used by instructor and students. Students will be contacted prior to class with further instructions. Prerequisite: Basic Windows, keyboard and mouse skills, with some exposure to Microsoft Office helpful.

CRN 32637 | Fee: \$250

4 Fridays | 10/30-11/20

(Registration deadline 10/16)

9 a.m.-noon | Online (limited seating)

Instructor: John Hilditch, M.S.

Visio 2016: Introduction

Microsoft Visio is used by organizations and institutions large and small worldwide as a one-stop diagramming solution to simplify and communicate complex information. Visio's 12-million-plus user base and enterprise-level Microsoft support make it the go-to diagramming solution for professional, academic and business clients. Students in this course will learn to simplify and communicate complex information, create professional diagrams like flow charts, logic tables, swimlane charts, electrical diagrams and organizational charts. Students will learn the 8 key user interface (UI) components of Visio, how to manage Visio's Smart Shapes, Connectors and Visual Objects. This class will explore simple and advanced formatting techniques, Visio layers that control visibility, printability, selectability, glue and snap. They will also learn to apply professional themes to diagrams and link Visio and Excel. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Microsoft Teams application free download is required and used by instructor and students. Students will be contacted prior to class with further instructions. Prerequisites: Knowledge of Windows or MAC operating environment, Microsoft productivity suites (MS Office) and the MS Office shapes functions would be helpful.

CRN 32650 | Fee: \$250

4 Fridays | 10/2-10/23

(Registration deadline 9/21)

9 a.m.-noon | Online (limited seating)

Instructor: John Hilditch, M.S.

All classes are online unless a specific room location has been assigned.

COMPUTER TECHNOLOGY

AutoCAD 2019 2D Introduction

This course is an introduction to the techniques of generating representational two-dimensional graphics using Autodesk's AutoCAD software. Topics will include basic two-dimensional geometric construction, creation and management of layers, template creation, line weights, dimensioning, block creation, external references and other essential skills for using AutoCAD as a two-dimensional design tool. Instructor provides handouts. Prerequisite: Basic Windows, keyboard and mouse skills
Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Microsoft Teams application free download is required and used by instructor and students. Students will be contacted prior to class with further instructions.

CRN 32757 | Fee: \$99

2 Mondays | 10/19-10/26

6-9 p.m. | Online

Instructor: Steven Bloom, M.Ed.

QuickBooks: Introduction

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 how to properly set up your accounts, customers, jobs and invoice items quickly; following the money; how to track everything from billable time and expenses to income and profit; keeping your company financially fit with methods to examine budgets and actual spending, income, inventory, assets and liabilities; spending less time on bookkeeping and learning how to use QuickBooks to create and reuse bills, invoices, sales receipts and timesheets; finding key info fast using QuickBooks' search and find functions, as well as the vendor, customer, inventory, and employee centers; and moving data between QuickBooks, Microsoft Office, and other programs. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Blackboard course management system and WebEx applications are required and used by instructor and students. Students will be contacted prior to class with further instructions. Required curriculum is included in course fee. Prerequisite: Basic Windows, keyboard and mouse skills.

CRN 32643 | Fee \$250

4 Thursdays | 10/29-11/19

(Registration deadline 10/19)

9 a.m.-noon | Online (limited seating)

Instructor: Catherine Poehler

Adobe Acrobat DC: PDF Files, Formats and Forms

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 curriculum is included in course fee. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Microsoft Teams application free download is required and used by instructor and students. Students will be contacted prior to class with further instructions. Prerequisite: Basic Windows, keyboard and mouse skills; word processing experience recommended.

CRN 32591 | Fee: \$250

4 sessions | Mondays and Fridays | 9/14-9/25

(Registration deadline 9/2)

9 a.m.-noon | Online (limited seating)

Instructor: John Hilditch, M.S.

Adobe Photoshop CC: Introduction (PC)

Learn how to use the most powerful image editing software available, Adobe Photoshop. Improve your photographs using Photoshop's non-destructive color adjustments and retouching capabilities inside Photoshop and Camera Raw. Topics include layers; selections; using color and transparency in blend modes; adjusting images to improve quality/suitability for intended publication; advanced image editing; design; web and print skills with compositing; color management and type controls. Through demonstration and hands-on exercises taught by a media arts professional, you will create exciting and amazing images using some of this program's limitless capabilities. Required curriculum is included in course fee. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Blackboard course management system and WebEx applications are required and used by instructor and students. Students will be contacted prior to class with further instructions.

CRN 32595 | Fee: \$250

4 sessions | Tuesdays and Thursdays | 9/15-9/24

(Registration deadline 9/2)

1:30-4:30 p.m. | Online (limited seating)

Instructor: Kathleen Smits, M.A.

All classes are online unless a specific room location has been assigned.

Adobe InDesign CC: Introduction

Learn to create newsletters, web pages and other publications in Adobe InDesign. Topics covered include the details of layout design, combining images, text and vector graphics. Use InDesign's smart guides for perfect alignment and frames for perfect cropping and placement of images. Create multiple page documents with page navigation, full screen presentation pdfs and forms. Required textbook included in course fee. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Blackboard course management system and WebEx applications are required and used by instructor and students. Students will be contacted prior to class with further instructions. Prerequisite: Basic Windows, keyboard and mouse skills.

CRN 32593 | Fee: \$250

4 sessions | Tuesdays and Thursdays | 9/29-10/8

(Registration deadline 9/16)

1:30-4:30 p.m. | Online (limited seating)

Instructor: Kathleen Smits, M.A.

PC Maintenance and Repair

Why pay for expensive upgrades when you can learn how to do them yourself? Practice RAM, expansion cards and peripheral device installations in a hands-on workshop with real parts. Learn how to configure drivers and troubleshoot your Windows operating system. You will learn how to reformat a hard drive, partition it and load Windows. Discover how to add new peripherals including printers and scanners. Learn how to download and install driver updates from the manufacturer's website. Additional topics include troubleshooting basics, researching errors online, hardware trends, buying a new PC (pre-built vs. custom) and standards for

monitors, hard drive sizes, ports and optical drives. Additionally, viruses, spyware, surge protectors and backups will also be discussed. For the beginner through intermediate PC user. Students are eligible to receive free Windows software. Required curriculum is Included in course fee.

CRN 32633 | Fee: \$199

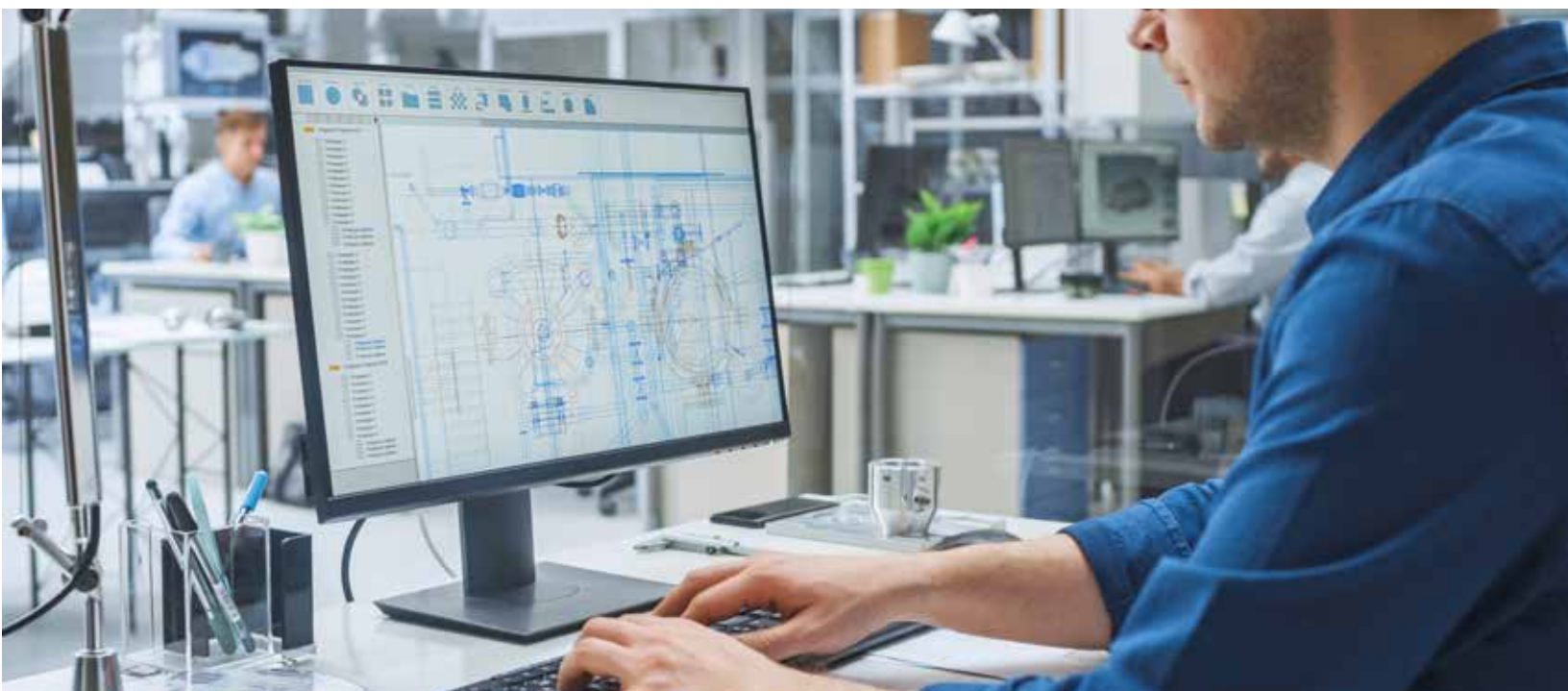
4 sessions | Tuesdays and Thursdays | 9/15-9/24

9 a.m.-noon | LRC Room B141 (limited seating)

Instructor: George Pillar, M.S.

A+ Certification 220-1001 Exam Preparation

CompTIA A+ Certification validates the latest skills needed by today's computer support professionals. It is an international, vendor-neutral certification recognized by major hardware and software vendors, distributors and resellers. The first required A+ exam, CompTIA A+ 220-1001, measures necessary competencies for an entry-level IT professional. This course will prepare you for the CompTIA A+ 220-1001 certification exam. Get the skills and knowledge necessary to install, build, maintain and configure personal computers, laptop computers and printers. You will also learn the principles of physical and TCP/IP networks and operational and professional procedures. Required program material is included in course fee, which includes the electronic texts, hands-on labs and practice exams for both the 1001 and 1002 exams. The A+ 220-1001 or A+ 220-1002 exams are not included in the cost of the course. Students must schedule these exams at a certified test center for an additional fee of \$205 per exam and pass both the 220-1001 and 220-1002 exams to be certified. The course instructor will inform students about the exam application process. A+ test centers can be found at www.prometric.com. Required curriculum is included in course fee. Prerequisite: Basic knowledge of hardware and operating systems recommended. Required for this online course:



All classes are online unless a specific room location has been assigned.

COMPUTER TECHNOLOGY

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

CRN 32581 | Fee: \$1,000

12 sessions | Tuesdays and Thursdays | 9/29-11/5

(Registration deadline 9/16)

1-4 p.m. | Online (limited seating)

Instructor: Peter Rinsland, M.Sc. IT

A+ Certification 220-1002 Exam Preparation

This course will prepare you for the second required CompTIA A+ 220-1002 certification exam. CompTIA A+ 220-1002 covers installing and configuring operating systems including Windows, iOS, Android, Apple OS X and Linux. It also addresses security, the fundamentals of cloud computing, operational procedures and the basics of networking and security/forensics. In this course, students will learn the skills and knowledge necessary to install, configure and maintain devices, PCs and software for end users, while properly and safely diagnosing, resolving, and documenting common hardware and software issues. Students will also learn the principles of physical and TCP/IP networks and operational and professional procedures and understand the basics of virtualization, desktop imaging and deployment. Lastly, students will learn to assemble components based on customer requirements, apply troubleshooting skills, and how to provide appropriate customer support. Required program material is included in course fee, which includes the electronic texts, hands-on labs and practice exams for both the 1001 and 1002 exams. The A+ 220-1001 or A+ 220-1002 exams are not included in the cost of the course. Students must schedule these exams at a certified test center for an additional fee of \$205 per exam and pass both the 220-1001 and 220-1002 exams to be certified. The course instructor will inform students about the exam application process. A+ test centers can be found at www.prometric.com. Registered students are eligible to receive free Windows software. Required curriculum is included in course fee. Prerequisite: A+ 220-1001 Certification Prep, equivalent training, or contact Bruce Manning at bmanning@manchestercc.edu. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Microsoft Teams application free download is required and used by instructor and students. Students will be contacted prior to class with further instructions.

CRN 32583 | Fee: \$1,000

12 sessions | Mondays and Tuesdays | 11/9-12/15

(Registration deadline 10/21)

1-4 p.m. | Online (limited seating)

Instructor: Peter Rinsland, M.Sc. IT

CCNA Certification Preparation: Interconnecting Cisco Networking Devices

This accelerated CCNA certification preparation course teaches students how to install, operate, configure and verify a basic Internet Protocol version 4 (IPv4) and Internet Protocol version 6 (IPv6) networks, including configuring a LAN switch, configuring an IP router, connecting to a WAN and identifying basic security threats. Students will also learn to perform basic troubleshooting steps in enterprise branch office networks, as well as prepare for Cisco Certified Network Associate certification exam. The course also covers the elements of Quality of Service and their applicability, explores how virtual/cloud services interact and impact enterprise networks and provides an overview of network programmability with the related controller types and tools that are available to support software-defined networking (SDN) architectures. Students will also gain an understanding of the interactions and network functions of firewalls, wireless controllers and access points. Required curriculum is included in course fee. Required for this online course: a computer with internet access, a microphone and webcam. This course will be taught remotely through WebEx and Blackboard. Students will be contacted prior to class with further instructions. Prerequisite: CompTIA A+ Certified course or equivalent experience in network support/administration is recommended.

CRN 32603 | Fee: \$1,500

14 sessions | Wednesdays and Fridays | 9/16-10/30

(registration deadline 9/8)

9 a.m.-noon | Online (limited seating)

Instructor: Dr. Paul Picard, Ed.D.

Certified Information Systems Security Professional (CISSP) Exam Preparation

This course is intended for experienced IT security-related practitioners, auditors, consultants, investigators or instructors, including network or security analysts and engineers, network administrators, information security specialists and risk management professionals. Analyze the ten domains required to pass the CISSP exam: information systems access control, security architecture and design, network security systems and telecommunications, information security management goals, information security classification and program development, risk management criteria and ethical codes of conduct, software development security, cryptography characteristics and elements, physical security, and operations security. Apply Business Continuity and Disaster Recovery Plans and identify legal issues, regulations, compliance standards and investigation practices relating to information systems security. Required curriculum is included in course fee.

All classes are online unless a specific room location has been assigned.

Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Blackboard course management system and WebEx applications are required and used by instructor and students. Students will be contacted prior to class with further instructions. Prerequisite: It is highly recommended that students have certifications in Network+ or Security+, or possess equivalent professional experience upon entering CISSP training. It will be beneficial if students have one or more of the following security-related or technology-related certifications or equivalent industry experience: MCSE, MCTS, MCITP, SCNP, CCNP, RHCE, LCE, CNE, SSCP, GIAC, CISA, or CISM.

CRN 32605 | Fee: \$1,000

10 Mondays | 9/28-12/7 (does not meet 10/12)

(Registration deadline 9/16)

9 a.m.-noon | Online (limited seating)

Instructor: Dr. Paul Picard, Ed.D

Programming Basics: Foundation for C++, Java, and Python

This course is a structured approach to program logic and design using fundamental programming concepts. A thorough understanding of logic theory, programming structures, and algorithm design techniques is necessary for efficient programming. C++, Java and Python are used to demonstrate these common programming concepts. The textbook is included in the course fee. Required for this online course: a computer with internet access, a microphone and webcam. Students will be contacted prior to class with further instructions including how to download Microsoft Teams free of charge. Prerequisites: basic knowledge of Windows, and keyboard/mouse skills. No prior programming experience and knowledge is needed, beginners are welcome.

CRN 32635 | Fee: \$199

4 Thursdays | 10/1-10/22

(registration deadline 9/16)

9 a.m.-noon | Online (limited seating)

Instructor: George Pillar, M.S.

Python: Certification Preparation

Python is a general-purpose, high-level programming language whose design combines remarkable power with very clear syntax. Its standard library is large and comprehensive. Python allows you to create complex applications easier than most programming languages. The Certified Associate in Python Programming (PCAP Certification) is a professional credential that measures your ability to accomplish coding tasks related to the basics of programming in the Python language and the fundamental notions and techniques used in object-oriented programming. Students will learn the following skills in this certification preparation course:
Section 1: language elements, syntax and semantics, literals, boolean, integer,

floating-point numbers, scientific notation, strings, numeric, bitwise, string, relational operators, basic input and output, formatting, simple lists, indexing, slicing, the len() function, conditional statements, building loops, iterating through sequences expanding loops, nesting loops and conditional statements. Section 2: strings in detail, lists in detail, tuples, indexing, slicing, building, tuples vs. Lists and dictionaries. Section 3: functions, generators, return, none/yield keywords, recursion, parameters, default parameter, positional keyword, name scopes, name hiding (shadowing), the global keyword, lambda functions, import directives, qualifying entities with module names, initializing modules, writing module, and defining and using: map(), filter(), reduce(), reversed(), sorted() functions and the sort() method. Section 4: defining your own classes, class variables, instance variables, inheritance, overriding, invoking methods, passing and using the self-argument parameter, constructors, predefined exceptions, the try-except-else finally block, the raise statement, the except-as variant; opening files with the open() function, stream objects, binary vs. text files, newline character translation, byte array objects, and read(), readinto(), read line(), write(), and close() methods. Required curriculum is included in course fee. Required for this online course: a computer with internet access, a microphone and webcam. Students will be contacted prior to class with further instructions including how to download Microsoft Teams free of charge. Prerequisites: basic knowledge of Windows, and keyboard/mouse skills. Basic programming knowledge and experience is recommended.

CRN 32641 | Fee: \$499

8 Wednesdays | 9/16-11/4

(registration deadline 9/4)

9 a.m.-noon | Online (limited seating)

Instructor: Lazar Pevac, Ph.D.

CRN 32641 | Fee: \$499

8 Wednesdays | 9/16-11/4

(Registration deadline 9/4)

9 a.m.-noon | Online (limited seating)

Instructor: Lazar Pevac, Ph.D.

All classes are online unless a specific room location has been assigned.



ENGLISH AS A SECOND LANGUAGE (ESL)

Need Help? Have questions about ESL classes. Call Continuing Education at 860-512-2800, and ask that the instructor contact you.

Grammar Basics

Can you understand and speak English, but are unsure about using grammar correctly at work or in social situations? In this class we will review the basic verb tenses and build on grammar skills, such as modals, time clauses, gerunds and infinitives. The focus will be on the review and reinforcement of grammar skills through workbook exercises and will also include a refresher on basic college writing skills. Listening, speaking, reading and writing activities will be incorporated into the course. The instructor provides handouts. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. WebEx is required and used by instructor and students. The instructor will contact students before class with further instructions.

CRN 32731 | Fee: \$105
5 Thursdays | 9/17-10/15
6:30-8:30 p.m. | Online
Instructor: Nasreen Al Omari, Ph.D.

Grammar Basics II

This course is a continuation of Grammar Basics I. We will continue our review of the basic verb tenses and improve upon grammar skills, such as modals, time clauses, gerunds and infinitives through workbook exercises. We will also include a refresher on basic college writing skills. Listening, speaking, reading and writing activities will be incorporated into the course. The instructor provides handouts. Prerequisite: Grammar Basics I or a more advanced ESL grammar level. Required for this online course: Internet access and computer. Microphone and webcam needed for live

audio/video training. WebEx is required and used by instructor and students. The instructor will contact students before class with further instructions.

CRN 32732 | Fee: \$105
5 Thursdays | 10/22-11/19
6:30-8:30 p.m. | Online
Instructor: Nasreen Al Omari, Ph.D.

ESL: Conversation, Customs and Culture

Come practice your English in a fun, relaxed and informal setting, while learning about American customs and culture. We will discuss the meaning of idioms and what to do and say in a variety of everyday practical and social situations, such as working, traveling and celebrating holidays. Practice your communication skills as you share aspects of your culture with your classmates and explore your common interests. This course is ideal for *au pairs* who need to fulfill their educational requirements. Students should be at a high beginner to intermediate level of spoken English. If you are unsure about your skill level, you may provide your contact information to Continuing Education and the instructor will contact you. The instructor provides handouts. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. WebEx is required and used by instructor and students. The instructor will contact students before class with further instructions.

CRN 32681 | Fee: \$105
5 Mondays | 11/23-12/21
6:30-8:30 p.m. | Online
Instructor: Nasreen Al Omari, Ph.D.

All classes are online unless a specific room location has been assigned.

Listening Journals to Improve Your Listening Skills

The focus of this course is to provide opportunities for students to listen with purpose and improve their listening skills, which will directly improve their comprehension. The classroom sessions will use the "Ted Talks" program at www.ted.com/talks. Students will choose a video recording of interest and practice taking notes, while viewing and listening—with and without English subtitles—and learn to comprehend and evaluate their level of understanding. Students should have on-hand three different colored pens (black, blue and red). Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. WebEx is required and used by instructor and students. The instructor will contact students before class with further instructions.

CRN 32733 | Fee: \$130

6 Saturdays | 10/3-11/14 (does not meet 10/10)

9-11 a.m. | Online

Instructor: Nasreen Al Omari, Ph.D.

Take Action with Verbs

This course is designed for the beginner to intermediate ESL student. Students will focus on the twelve verb tenses, ranging from the present and past to all of the perfect and continuous tenses. Emphasis will be on affirmative and negative statements, yes/no, and who/what/when/where/why questions and answers. Intense exercises will develop writing, reading and speaking skills. The instructor will provide handouts. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. WebEx is required and used by instructor and students. The instructor will contact students before class with further instructions.

CRN 32682 | Fee: \$245

10 Wednesdays | 10/14-12/16

6:30-8:30 p.m. | Online

Instructor: Ricardo Canal, M.S.



PHOTOGRAPHY

Stock Photography for Fun and Profit

Learn how to use your photographic skills to make money through stock photography. Stock photographers shoot a variety of images and place them with stock agencies who then market them to magazines, advertising firms and textbook companies all around the world. All aspects of the stock photography business will be covered. Topics will include determining what kind of images sell and don't sell, creating a catalog of your pictures, working with metadata, and determining which specific stock agencies are best suited for your photos. Learn how to tap into this potentially lucrative source of extra income. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. WebEx is required and used by instructor and students. The instructor will contact students before class with further instructions.

CRN 32701 | Fee: \$75

2 Tuesdays | 9/15-9/22

6-9 p.m. | Online

Instructor: Peter Glass, M.A.



All classes are online unless a specific room location has been assigned.

PROFESSIONAL DEVELOPMENT

JOB SEARCH WORKSHOPS

Looking for information and guidance on how to become more competitive in your job search? You are invited to attend the following workshops. All sessions are free and open to students, alumni, and the public, but students must register at least a day before class starts. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Microsoft Teams application free download is required and used by instructor and students. Students will be contacted by the instructor prior to class with further instructions.

Instructor: Julie Greene, M.Ed.

Director of MCC Career and Veteran's Services

Online

Fee: free; but pre-registration is required.

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.

CRN 32706 | 1 Wednesday

9/23 | 11 a.m.-12:15 p.m.

CRN 32707 | 1 Wednesday

10/7 | 11 a.m.-12:15 p.m.

CRN 32708 | 1 Wednesday

10/21 | 11 a.m.-12:15 p.m.

CRN 32709 | 1 Wednesday

11/4 | 11 a.m.-12:15 p.m.

Interviewing Skills

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.

CRN 32710 | 1 Wednesday

9/30 | 11 a.m.-12:15 p.m.

CRN 32711 | 1 Wednesday

10/14 | 11 a.m.-12:15 p.m.

CRN 32712 | 1 Wednesday

10/28 | 11 a.m.-12:15 p.m.

CRN 32713 | 1 Wednesday

11/11 | 11 a.m.-12:15 p.m.



All classes are online unless a specific room location has been assigned.

REAL ESTATE

Real Estate Principles and Practices (On Campus and 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 in either the on-campus or online section must attend at least 60 hours (excluding the in-class 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 that your certificate will be printed with your name as it appears on your registration form. Required texts: *Modern Real Estate Practice*, 20th edition (ISBN 9781475463729) and *CT Real Estate Practice and Law*, 15th edition (ISBN 9781475499230), Dearborn Publishing, available at MCC Bookstore or through www.dearborn.com/bookstore, as well as an optional recommended text, *Guide to Passing the PSI Real Estate Exam*, 8th Edition (ISBN 9781475487251), Dearborn Publishing, for approximately \$120 (for all three books).

Please note : For the on-campus section, students should bring a clipboard to write on. For the online section, this course will be taught through Live-Virtual sessions, using WebEx. Students must have a webcam and microphone on their home computer or device and be able to access WebEx. The instructor will contact students with further instructions before the start of class.

CRN 32720 | Fee: \$499

20 sessions | Tuesdays and Thursdays

9/8-11/17 (does not meet 11/12; exam on 11/17)

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

Instructor: Marie-Louise Villar, J.D.

CRN 32722 | Fee: \$499

17 sessions | Tuesdays and Thursdays | 9/15-11/12 (does not meet 11/10; exam on 11/12)

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

Instructor: Marc Vallen, J.D.

Real Estate Principles and Practices Review Course

Before you sit for the CT Real Estate Salesperson Licensing Exam, refresh the knowledge and skills you learned in the Real Estate Principles and Practices course. We will review the following topics: property ownership, passage of title, financing, closings, agency, and contracts, as well as practice questions and math concepts. The emphasis of the course will be preparing for the State exam. The textbooks that will be used are the same three texts required for Real Estate Principles and Practice. This course is approved for 3 continuing education hours by the CT Real Estate

Commission. Please note : this course will be taught through a Live-Virtual session, using WebEx. Students must have a webcam and microphone on their home computer or device and be able to access WebEx. The instructor will contact students with further instructions before the start of class.

CRN 32723 | Fee: \$60

1 Thursday | 11/19

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

Instructor: Marc Vallen, J.D.

Real Estate and Appraisal Commissions Licensure Information

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

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

Real Estate Salesperson (total of 60 hours)

- Principles and Practices of Real Estate (60 hours)

Real Estate Broker (total of 120 hours)

- Principles and Practices of Real Estate (60 hours)
- 15-hour course in Legal Compliance and 15-hour course in Real Estate Brokerage Principles and Practices (30 hours)
- Two 15-hour approved electives, or one 30-hour pre-license Appraisal course, or evidence of successfully completing at least 20 real estate transactions in the previous five years. This requirement defines a real estate transaction as a legal transfer of real property or execution of a lease agreement.
- For remainder of requirements, check the CT Department of Consumer Protection website: www.ct.gov/dcp; select "Programs and Services" and then "Real Estate."

Real Estate Principles and Practices May Qualify for Veterans' Benefits

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

All classes are online unless a specific room location has been assigned.

PROFESSIONAL DEVELOPMENT

SKILLS FOR THE WORKPLACE

NEW Introduction to Grant Writing

This course will cover tips for writing effective grant foundation 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 common grant application 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 dealing 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 searching, demonstrating need and additional learning opportunities. Instructor will provide handouts. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Zoom. The instructor will contact students prior to class with further instructions.

CRN 32734 | Fee: \$105

2 Mondays | 11/9-11/16

6-9 p.m. | Online

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

NEW Beginning Grant Writing Workshop

Are you ready to begin writing a foundation grant? This course 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. No textbook required. Please note: This course will be taught through an online format, using Zoom; students must have a webcam and microphone on their computer or device. The instructor will contact students prior to class with further instructions.

CRN 32735 | Fee: \$105

2 Mondays | 11/30-12/7

6-9 p.m. | Online

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

Financial Literacy: Knowledge that Pays for Itself

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 workshop 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 its impact on decisions, personal insurance products, and more! Note: This course does not replace "Retirement: Ready or Not." We view it as additional information for financial life skills at all stages in one's working career. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Zoom. The instructor will contact students prior to class with further instructions.

CRN 32619 | Fee: \$270

6 Thursdays | 10/1-11/5

9 a.m.-noon | Online (limited seating)

Instructor: Paul Howard, M.B.A.



All classes are online unless a specific room location has been assigned.

Forensic Accounting Demystified: The CSI of Accounting

Forensic accountants are the financial sleuths who discover issues ranging from poor accounting habits to hidden assets and outright fraud. Learning techniques used in this field has been very helpful to many past attendees. Although not every scandal is as big as those associated with Equifax, Volkswagen, Wells Fargo and Madoff, more and more organizations have turned to forensic accounting to help them avoid similarly catastrophic fates as well as assist them after being victimized. This course is an eye opener and can provide invaluable information for anyone who handles finances.

CRN 32621 | Fee: \$90

1 Tuesday | 10/6

9 a.m.-4 p.m. | LRC Room B144 (limited seating)

Instructor: Stephen Pedneault, C.P.A., C.F.E.

Balancing Time, Priorities and Productivity

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

Two Sections to Choose from:

CRN 32597 | Fee: \$90

1 Tuesday | 9/15

9 a.m.-4 p.m. | LRC Room B144 (limited seating)

Instructor: Vanessa Allison Reed, M.S., C.A.G.S.

CRN 32599 | Fee: \$90

2 Tuesdays | 11/10-11/17

1-4 p.m. | Online (limited seating)

Instructor: Vanessa Allison Reed, M.S., C.A.G.S.

Leadership for Everyone

You don't need an official title to be a leader in your organization. This course will explore the main characteristics of leadership with the goal of contributing value to your organization, whether you're in a formal leadership position or not. We will review the following areas of leadership: 1.) "Results Leadership" (leading with courage and a drive for results), 2.) "People Leadership" (influencing others, coaching, building talent pools, speaking with impact, listening actively, building relationships and fostering communication) 3.) "Thought Leadership" (leading through change, supporting innovation, and strengthening decision-making skills) 4.) "Self-Leadership" (building trust, demonstrating adaptability, practicing self-development and fostering collaboration). Please note: This course will be taught online through video lessons using MS Teams; students must have a webcam and microphone on their computer. The instructor will contact students with further instructions.

CRN 32627 | Fee: \$180

4 Fridays | 10/16-11/6

9 a.m.-noon | Online (limited seating)

Instructor: John Lombardo, M.B.A.

Innovative and Successful Supervisor

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

CRN 32625 | Fee: \$90

2 Tuesdays | 10/13-10/20

9 a.m.-noon | Online (limited seating)

Instructor: V. Allison Reed, M.S., C.A.G.S.

All classes are online unless a specific room location has been assigned.

PROFESSIONAL DEVELOPMENT

Business and Systems Analysis Principles and Practices

Business and Systems Analysts are key players in an organization. If you are one of these professionals, or aspire to be one, you will serve as an intermediary between IT and other departments. This course focuses on four areas related to analysis. First, it starts at a high level and focuses on the knowledge areas an analyst must master, as well as the underlying competencies that an analyst must possess. Second, one of the most important functions of the analyst is to identify requirements, so the course comes down to a more detailed level and focuses on requirements elicitation, analysis and design techniques. Third, it covers some areas of specialization that an analyst might encounter, such as selecting and implementing packaged solutions. Fourth, it covers two emerging areas that are steadily becoming more important, and that analysts must get out in front of in order to remain viable, Agile and Digital. This course is appropriate for many different roles, for example, existing analysts, anyone performing analysis, those who work with analysts, or those who are considering becoming analysts. This course incorporates both lecture and hands-on activities. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Zoom. The instructor will contact students prior to class with further instructions.

CRN 32601 | Fee: \$210

4 sessions | Tuesdays and Thursdays | 10/20-10/29

9 a.m.-noon | Online (limited seating)

Instructor: William Marut, M.B.A.

Middle Management Skills Certificate

Enhance your management skills and improve your chances for advancement. Having some experience doesn't mean you are the best that you can be. This program will help you develop skills that will make you an even better manager. Participants will be awarded a certificate for completion of each module: communications, leadership and coaching, motivation and ethics, team-building, and managing a diverse workplace. Instructor provides handouts. Please note: This course will be taught online through video lessons; students must have a webcam and microphone on their computer. The instructor will contact students with further instructions.

CRN 32631 | Fee: \$399

6 sessions | Tuesdays and Thursdays | 10/13-10/29

1-4 p.m. | Online (limited seating)

Instructor: Ralph Braithwaite, M.B.A.

Project Management: All the Essentials

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.

CRN 32639 | Fee: \$180

2 Wednesdays | 10/7-10/14

9 a.m.-4 p.m. | SSC Room L240 (limited seating)

Instructor: John Lombardo, M.B.A.



All classes are online unless a specific room location has been assigned.



Continuing Education Non-Credit Course Registration

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

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

Online: Go to www.manchestercc.edu/ce. Click Web/Flexible Registration.

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

Please Note: By submitting this form, you agree to pay the course fee(s). Failure to pay course fee will not result in student being dropped. Students that register for non-credit classes will incur a bill if they do not submit a written request to Registrar's or ceinfo@manchestercc.edu to be dropped at least one business day prior to class start.

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

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

LIST COURSES:

CRN	COURSE TITLE	START DATE	TIME	ROOM	FEE

REFUNDS: Refunds are issued only for non-credit courses that MCC cancels, or if a written request is received no later than the end of the last business day prior to the first day of the course. For MCC information on non-credit course refunds, go to www.manchestercc.edu/refund.

TOTAL FEES:

August 2020/PR

Once registered, students will be emailed payment instructions. Payment is due at time of registration.

OFFICE USE ONLY

Regis. _____

Special: _____

Receipt #: _____

Date: _____

Notice of Non-discrimination:

Manchester Community College does not discriminate on the basis of race; color; religious creed; age; gender; gender identity or expression; national origin; marital status; ancestry; present or past history of intellectual disability, learning disability or physical disability; veteran status; sexual orientation; genetic information or criminal record. The following person has been designated to respond to inquiries regarding the non-discrimination policies: Debi Freund, Chief Diversity Officer (Title IX and Section 504/ADA Coordinator), Manchester Community College, Great Path, MS #9, P.O. Box 1046, Manchester, CT 06045-1046, SSC L277. Manchester Community College is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.



Continuando con el Aviso Anti-Discriminatorio

Manchester Community College no discrimina por motivos de raza; color; religión; credo; edad; sexo; nacionalidad; identidad de género o expresión; origen nacional; estado civil; ascendencia; historial presente o pasada de discapacidad intelectual, discapacidad de aprendizaje o discapacidad física; estatus de veterano; orientación sexual; información genética o antecedentes penales. La siguiente persona ha sido designada para responder consultas relacionadas a nuestra póliza anti-discriminatoria: Debi Freund, Directora de Diversidad (Título IX y la sección 504/ADA Coordinador) en Manchester Community College; Great Path, MS#9, P. O. Box 1046, Manchester, CT 06045-1046; SSC L277. Manchester Community College está bajo el plan de Acción Afirmativa/Empleador de Igualdad de Oportunidades y alienta encarecidamente las aplicaciones de mujeres, minorías, personas con discapacidad y veteranos.

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

Alternative formats of this material may be provided upon request.

MCC makes every effort to ensure that all information provided is accurate. The information is subject to change. The online student registration system provides the most accurate listing of courses, available seats and other updates. August 2020/PR

Coronavirus (COVID-19) Pandemic Disclaimer

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

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

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

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

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