



MANCHESTER
COMMUNITY
COLLEGE

CREDIT-FREE COURSES
Beginning February through May

SPRING 2018

Nurture Your Nature!

***Select from More than 300 Courses,
Including Allied Health,
Computer Technology, Cuisine,
Fitness & Recreation, and Real Estate***

Continuing Education for Professional Development and Personal Enrichment

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Continuing Education



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

Credit-Free Programs.....	860-512-2800
Offering courses for professional development and personal enrichment	
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General Information and Catalog Requests.....	ceinfo@manchestercc.edu
Credit-Free Phone-In Registration.....	860-512-3232
8:30 AM–4:30 PM, Monday–Friday Mastercard, Visa, Discover Card, or American Express	
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Providing employers and employees with workplace programs and training	
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Computer Technology.....	860-512-2808
Providing state-of-the-art computer training	
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Allied Health Programs.....	860-512-2826
Preparing students for National and State certification exams	
Coordinator, Michelle Fuhrman.....	mfuhrman@manchestercc.edu
Excursions in Learning.....	860-512-2804
Offering courses for high-achieving, academically motivated children	
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Winter and Summer credit extension courses	
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Notice of Nondiscrimination



Manchester Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression, or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Affirmative Action and Staff Development Coordinator (Title IX and Section 504/ADA Coordinator), Manchester Community College; Great Path; MS #2; Manchester, CT 06040; Student Services Center L-134c; 860-512-3107.

Manchester Community College is committed to access and equal opportunity. Should you have any questions regarding disability related academic adjustments and/or auxiliary aids/services, please contact Disability Services, 860-512-3387 or the Advising and Counseling Center, 860-512-3320 at least ten (10) calendar days prior to the start date of the course or program. If a timely request is not submitted, the College cannot assure requested adjustments can be provided.

Alternative formats of this material may be provided upon request.
12/17 69M, CE/NFD

MCC Photo Policy

The Manchester Community College Office of Marketing and Public Relations often takes or commissions photos and videotapes 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 part of its publicity and marketing efforts. Students who enroll at MCC do so with the understanding that these photographs might include them and be used in College publications, both printed and electronic, and for publicity.

Certified Nurse Aide (CNA) WIOA-APPROVED VA-APPROVED

This 120-hour course will prepare students with the entry-level skills needed to work as a Certified Nursing 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 and dress patients
- Serve meals and assist patients with eating
- Assist patients with walking and transfer them into beds, wheelchairs, exam tables, etc.
- Observe patients' conditions, record food/ liquid intake and output and take vital signs
- Answer patients' calls signals
- Turn or reposition patients who are bedridden
- Provide and empty bedpans
- Change bed sheets and restock rooms with necessary supplies

State regulations require students to successfully complete 16 hours of specific instruction prior to the start of the clinical rotations. Students who do not meet this requirement are not allowed to begin clinical rotations nor be able to complete the course. The college is not responsible if a student is unable to successfully complete the first 16 hours of this course. To sit for the state certification exam, students must attend a minimum of 100 hours of course time and achieve a passing grade of 70 or above. The Connecticut State Certified Nursing Aide Exam costs approximately \$118 and is not included in the course fee. Students are required to wear scrubs, white shoes or sneakers, and a watch with a second hand to the clinical site. Required textbook and supplies: Textbook for Nursing Assistants: A Humanistic Approach to Caregiving by Carter, 4th edition, Lippincott (ISBN 9781496323521) textbook/workbook/video bundle approximately \$122, and a gait belt approximately \$12, available at MCC Bookstore.

CRN 11215 | Fee: \$999

28 sessions | Tuesdays, Thursdays & Saturdays (see schedule below)

Classroom | 20 sessions | Tuesdays & Thursdays | 2/20-5/1 (does not meet 3/29)

6-9 PM | LRC Room B125

Clinical | 8 Saturdays | 3/10-5/5 (does not meet 3/31) | 7 AM-3 PM (half-hour lunch)

Glastonbury Health Care Center, 1175 Hebron Avenue, Glastonbury, CT

Instructor: Andrea Dillon, RN, M.Ed.

CNA students must provide the college with documentation of the following prior to the start of clinical rotations: A physical exam within the last 12 months; a two step skin test or a single BAMT for TB within the last 12 months; proof of Rubella (German measles) immunization; Rubeola (Regular Measles - 2 doses separated by at least 30 days); Varicella Zoster (chicken pox) or a blood titer; Hepatitis B immunization or a declination statement; a tetanus shot within 10 years; and flu shot (required during flu season). The health form will be mailed to students following course registration.

REGISTRATION GUIDELINES

- Certified Nurse Aide
- Emergency Medical Technician
- Pharmacy Technician*
- Phlebotomy Technician
- Veterinary Assistant



Have you earned college credit?

IF YES: Bring a photo ID and a copy of your transcript and proceed directly to the Registrar's Office to sign up.

IF NO: You must take a reading comprehension test at no cost.

To schedule a comprehension test and/or set up an appointment to meet with the Program Coordinator of Credit-free Allied Health programs please call 860-512-2826.

Please bring a photo ID and your high school diploma or GED with you.

The test is given Tuesday - Thursday 1-5 p.m. and Friday 1-4 p.m. (except holidays), until the class fills.

*Pharmacy Technician- Successful completion of a college-level math course is required, or students must take a math comprehension test.

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.

WIOA ELIGIBILITY

Contact MCC Continuing Education Coordinator, Michelle Fuhrman at 860-512-2826 for more information about WIOA funding.



ALLIED HEALTH

Emergency Medical Technician (EMT) VA-APPROVED

The EMT is the first responder on the scene in the event of accident or illness. An EMT must assess injuries, administer emergency medical care, extricate trapped individuals, and transport injured or sick people to medical facilities. Examples of services provided by an EMT:

- Administer first-aid treatment and life-support care to sick or injured people in a pre-hospital setting;
- Assess the nature and extent of illness or injury to establish and prioritize medical procedures;
- Maintain vehicles, medical and communication equipment, and replenish first-aid equipment and supplies;
- Observe, record and report to the physician the patient's condition or injury, the treatment provided, and reactions to drugs and treatment;
- Perform emergency diagnostic and treatment procedures such as airway management during ambulance ride;
- Operate equipment such as external defibrillators and bag-valve mask resuscitators in advanced life-support environments.

This course prepares students to sit for the initial State of CT Certified EMT examination and national board certification, a primary qualification for EMT personnel. Students must attend at least 150 hours, achieve a course grade of 75% or above and be recommended by the instructor to sit for the state exam. The exam fees of approximately \$200 are paid at the time that a student applies to take the exams. The course instructor will inform students about the application process. Students will need access to a computer with internet and email in order to complete homework, quizzes and other training. In addition to the classroom sessions, students will complete an additional 40 hours riding along in an ambulance and observing at St. Francis Hospital Emergency Department. Students must provide their own transportation to the observation assignments and should bring a lunch to the Saturday sessions. A waiver signed by parent is required for students under 18 years of age. Required textbook and supplies: Emergency Care Plus



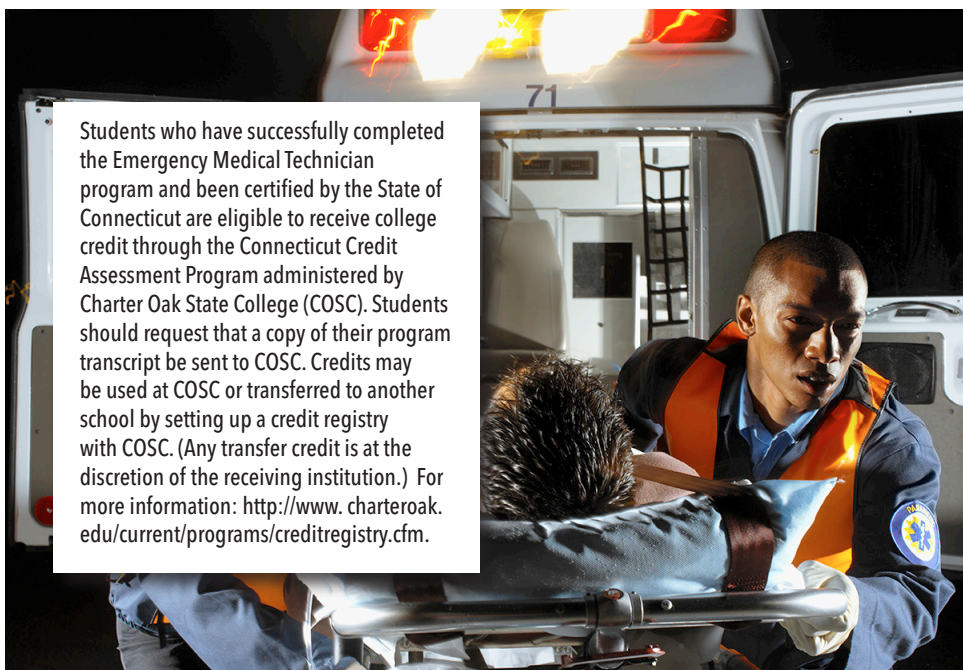
MyBradyLab with Pearson eText-Access Card Package, 13th edition (ISBN 978013419075) by Daniel Limmer and Michael F. O'Keefe, Pearson Publishers, approximate cost \$196.00, and stethoscope and blood pressure cuff, approximate cost \$55, available at MCC bookstore. **All classes meet at Glastonbury Volunteer**

Ambulance Association, 2112 Main St., Glastonbury

CRN 11255 | Fee: \$795
35 sessions | 15 Tuesdays & 14 Thursdays | 2/13-5/24 (does not meet 3/29) | 6-10 PM
6 Saturdays | 3/10, 3/24, 4/7, 4/21, 5/5, 5/19
8 AM-4 PM (half-hour lunch)

Instructor: Carrie Yarina-Rich, EMSI, AEMT

See page 3 for Registration Guidelines and Benefits Information.



Students who have successfully completed the Emergency Medical Technician program and been certified by the State of Connecticut are eligible to receive college credit through the Connecticut Credit Assessment Program administered by Charter Oak State College (COSC). Students should request that a copy of their program transcript be sent to COSC. Credits may be used at COSC or transferred to another school by setting up a credit registry with COSC. (Any transfer credit is at the discretion of the receiving institution.) For more information: <http://www.charteroak.edu/current/programs/creditregistry.cfm>.



Pharmacy Technician

VA-APPROVED

WIOA-Approved

This comprehensive 60-hour course prepares students for an entry-level position in a community hospital, long-term care setting, or pharmacy and is an excellent review for the Pharmacy Technician Certification Board (PTCB) national certification exam. The pharmacy technician prepares medications under the direction of a pharmacist and may measure, mix, count, label, and record amounts and dosages of medications. Students will learn medical terminology specific to the pharmacy and interpret prescriptions, define drugs by generic and brand names, calculate dosage and I.V. flow rates, drug compounding and dose conversion. A pharmacy technician may also review refill requests to verify that information is complete and accurate; maintain proper storage and security for drugs; answer telephones and respond to customer questions and requests; fill bottles with prescribed medications; type and affix labels; assist customers; price and file prescriptions that have been filled; clean and help to maintain equipment and work areas; and sterilize glassware according to prescribed methods. Procedures regarding inventory control, billing, and insurance reimbursement will also be discussed. The course fee includes the textbook, but does not include the PTCB exam fee of approximately \$129. Please check the PTCB website (www.ptcb.org) for more exam information. Students should bring a calculator to class. Please wear dark pants and shirt with a collar. No jeans, open toe shoes or heels, please. Textbooks will be provided.



CRN 11169 | Fee: \$825
20 sessions | Mondays & Wednesdays
3/5-5/9 (weather make-up date 5/14)
6-9 PM | LRC Room B144

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

See page 3 for Registration Guidelines and Benefits Information.



Phlebotomy Technician

VA-APPROVED

WIOA-Approved



The Phlebotomist collects blood samples for a variety of reasons, including medical testing, blood transfusion and blood donation. Blood is collected primarily through venipuncture, though other methods may be used including finger-stick, heel-stick or butterfly needles. Students must have a steady hand with good manual dexterity and 20/20 vision (can be corrected with lenses) and accurate depth perception. This course includes classroom lecture and a clinical rotation at Eastern CT Health Network (ECHN) facilities in the Manchester area to be assigned by the instructor. Topics include basic medical terminology; anatomy and

physiology of the cardiovascular system; arterial puncture procedures; blood collection equipment; laboratory procedures; quality assurance; universal precautions and infection control; specimen handling; collection procedures; and complications with an emphasis on pediatrics and the elderly. Students will begin the hands-on training in class and will progress onto the clinical rotation. Students are required to wear a white lab coat and white shoes or sneakers to the clinical site. Successful course completion requires a minimum grade of 70, a minimum 100 clinical hours and 100 successful, unaided blood draws. Approximately half of the clinical hours will be completed during regular class hours, while the remainder will be completed on weekdays in offsite laboratories. Some classes will be held at Manchester Memorial Hospital. Upon successful completion of the program, students will be eligible to sit for the American Society for Clinical Pathology (ASCP) certification exam (\$135 exam fee is additional). Students must successfully complete 16 hours of instruction in specific areas prior to beginning clinical. Students who fail to meet this requirement will not be allowed to begin clinical and may not be eligible to complete the program. Required textbook: *The Phlebotomy Textbook*, 3rd edition, Strasinger & DiLorenzo, F.A. Davis Co., (ISBN 9780803620575); approximately \$73, available at MCC Bookstore.

CRN 11232 | Fee \$1,460

26 sessions | Tuesdays & Thursdays

2/13-5/15 (does not meet 3/29; 5/17 weather makeup day)

6-9:45 PM | LRC Room B144

Additionally, mandatory clinical rotation will be assigned, weekdays 7 AM-5 PM, at ECHN facilities in the area.

Instructors: Donna Daniels, MBA, MHA, Kim E.S. Jenack, CPT, NPA/ASCP, Pam Chace, PT.

Phlebotomy Technician students must provide the college with documentation of the following prior to the start of clinical rotations: A physical exam within the last 12 months; a two step skin test or a single BAMT for TB within the last 12 months; proof of Rubella (German measles) immunization; Rubeola (Regular Measles - 2 doses separated by at least 30 days); Varicella Zoster (chicken pox) or a blood titer; Hepatitis B immunization or a declination statement; a tetanus within 10 years; and flu shot (required during flu season). The health form will be mailed to students following course registration.

See page 3 for Registration Guidelines and Benefits Information.

MCC CREDIT-FREE SCHOLARSHIPS FOR SPRING 2018

Eligible Allied Health programs:

- CERTIFIED NURSE AIDE (CNA)
- EMERGENCY MEDICAL TECHNICIAN (EMT)
- PHARMACY TECHNICIAN
- PHLEBOTOMY TECHNICIAN
- VETERINARY ASSISTANT: PART II

See advertisement on page 68 for more information.

American Heart Association Basic Life Support (BLS) with CPR/AED

This course is appropriate for Personal Trainers, CNAs, EMTs, Nursing students, police officers and fire fighters as well as school, hotel and restaurant employees. It meets the requirements of the American Heart Association Basic Life Support (BLS) for Healthcare Providers and the American Red Cross CPR/AED for the Professional Rescuer. Healthcare professionals will learn to recognize life-threatening emergencies and provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. Students will complete an instructor-led training session, skills practice and certification exam. The cost for the American Heart Association card is approximately \$25. Please bring a check payable to the instructor for the two-year certification card. Please make sure to bring the following workbook to class: [Basic Life Support manual w/reference card, #15-1010, 2015 guidelines](#) (ISBN 9781616694074) available at MCC Bookstore for approximately \$20.



CRN 11522 | Fee: \$65

1 Saturday | 5/12 | 8:30 AM-1 PM

LRC Room B144

Instructor: Richard Siena, A.S., CT Police Academy graduate





COMING THIS SUMMER

FREE
VETERINARY ASSISTANT INFORMATION SESSION

TUESDAY, JUNE 12
6-7 PM

Veterinary Assistant: Part II

VA-APPROVED

WIOA-Approved

Please Note: Enrollment is limited to students who have completed *Veterinary Assistant Certificate I*.

This course will begin with a review of basic veterinary terminology, animal restraint techniques and patient history skills learned in *Veterinary Assistant I*. Students will gain an understanding of the disease processes and injuries treated in a clinical practice. Students will also learn nail trimming, ear/eye/oral medication administration, vaccinations and treatment and prevention of internal and external parasites. The importance of excellent patient care including cleaning, feeding, walking, fluid therapy, catheter care and pain management as well as the importance of communicating accurate information to the technicians and doctors will also be covered. Finally, students will learn about 'routine' surgical procedures, surgical room conduct, sterilization techniques and methods to prepare the surgical patient and post-surgical recovery. *Veterinary Assistant II* is the second part of a two-semester 160-hour course/ 60 hour internship program that will prepare students for an entry-level position in veterinary health care. During this semester students participate in 80+ hours of classroom time and a mandatory 30 hour internship. This internship is done outside of the normal class hours. Students must complete both *Veterinary Assistant I* and *Veterinary Assistant II*, earn a grade of 75 or above, complete a 60 hour internship and attend at least 150 hours of instruction to be eligible to sit for the NAVTA Approved Veterinary Assistant examination. 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. This course is offered in partnership with Bolton Veterinary Hospital (BVH), 222 Boston Turnpike, Bolton. Required text: Elsevier's Veterinary Assisting Textbook, Mosby (ISBN 9780323091404); for approximately \$93 and Workbook (ISBN 9780323091756) for approximately \$35, available at MCC Bookstore.



CRN 11245 | Fee: \$899

21 sessions | Tuesdays & Thursdays

2/20-5/5 (does not meet 3/29) | 6-9:30 PM | GPA Room GP216

1 Sunday | 2/25 | 8 AM-noon or 12:30-4:30 PM BVH Corner Clinic

5 Saturdays | 3/10, 3/24, 4/7, 4/21, 5/5 | 8 AM-noon or 12:30-4:30 PM

GPA Room GP216

Internships 3/1/18 - 5/2/18 Off Campus

Instructors: Lynne Zelinsky, DVM; Erin Jackson, M.S., CVT; Denise Champagne, B.S., CVT

See page 3 for Registration Guidelines and Benefits Information.



NEW Team Building in the Veterinary Practice

Your employees may have chosen to work in your practice for many reasons, however, studies show that the main reason people leave a job is because they felt that they were not being managed and coached in a way that helps them grow in their profession. It does not have to be this way. We can build our teams in a way that brings out the best in everyone. In this course, veterinary practice managers, leaders, and trainers will learn a process that will allow them to build trust, develop positive relationships, commitment, motivation and raise employee retention. Join us as we work to develop an action plan for you to use to create powerful positive relationships and bring out the best in your veterinary team.

CRN 11659 | Fee: \$40

2 Thursdays | 4/12-4/19

noon-1:30 PM | SSC Room L142

Instructor: Denise Champagne, B.S., CVT, Coach
University Core Essentials Graduate

Consider Yourself Confirmed!

MCC notifies you only if a course cancels or its schedule changes. If you don't hear from us, assume you are registered.



NEW Gorey's Worlds: Seminar and Field Trip to Wadsworth Atheneum Museum of Art

Join us for an overview of the life and work of famed illustrator Edward Gorey, culminating in a trip to the Wadsworth Atheneum Museum of Art for a viewing of the never-before-seen exhibit "Gorey's World's."

Gorey (1925-2000) was a legendary American writer and illustrator, much lauded for his characteristically spare and slightly spooky pen-and-ink drawings of narrative scenes, filled with whimsical creatures, rascally woeful children, and gothically enrobed, mischievous ladies and gentlemen. The current exhibition also displays much of Gorey's personal art collection, which he chose to bequeath to the Wadsworth, the only public institution to receive his legacy. He classified his own work as "literary nonsense," in the style of Lewis Carroll, and indeed has gained a worldwide cult following for his unique and inspiring work. **Students meet at the Wadsworth Atheneum Museum of Art for the second session on Saturday, May 5, at 10 a.m. Admission is free for registered students.**



CRN 11713 | Fee: \$50
 1 Thursday | 5/3 | 6-9 PM | GPA Room GP126
 1 Saturday | 5/5 | 10 AM-noon
 Wadsworth Atheneum Museum of Art, Hartford
 Instructor: Bonnie Rose Sullivan, M.F.A.



Jitters.

Introduction to Watercolor Painting

Learn the basic materials, brush techniques, value, color theory, and color mixing of the watercolor medium. Students will learn observational painting from still life (focus on color mixing and value); observational painting of the atmosphere and light/shadow (focus on texture, color, and brush work); and observational gesture painting, with an introduction to several non-traditional painting techniques (focus on movement, and expressive and conceptual mark-making). The final session will involve a culmination painting. A materials list will be sent to students prior to class.

SEATS STILL AVAILABLE IN WINTER COURSE!

CRN 11257 | Fee: \$155
 6 Mondays | 1/22-3/5 (does not meet 2/19)
 6-8:30 PM | GPA Room GP202
 Instructor: Bonnie Rose Sullivan, M.F.A.



Introduction to Watercolor Painting II

This course is a continuation of *Introduction to Watercolor Painting*, or for students with some watercolor experience. We will further develop our use and knowledge of the basic materials, brush techniques, value, color theory, and color mixing of the watercolor medium, including observational paintings from still life, light and shadow, and gestures, as well as several non-traditional painting techniques. The final session will involve a culmination painting. A materials list will be sent to students prior to class (same supply list as the Introductory course).



CRN 11538 | Fee: \$155
 6 Mondays | 3/19-4/23
 6-8:30 PM | GPA Room GP202
 Instructor: Bonnie Rose Sullivan, M.F.A.



NEW Gouache and Ink Wash

This course is an introduction to the artistic theories and techniques of Ink Wash and Gouache painting. Students will enhance their aesthetic knowledge and learn foundational and advanced techniques specific to each extraordinary medium, and expand their painting skills through a diverse exploration of unique subjects and styles with an observational focus on objects, nature, architecture, and beyond. A brief overview of historic and contemporary artists using the medium will be provided, as well as copious hands-on guidance and demonstrations. Students will create two finished paintings to take home, one in each medium. Students with previous watercolor or other aqua-media painting experience are encouraged to enroll! A materials list will be sent to students prior to class; approximate total cost is \$60, with most of these supplies that can be used again for future projects. Prerequisite: *Introduction to Watercolors I*, or some watercolor experience.

CRN 11539 | Fee: \$155
 6 Fridays | 4/13-5/18
 6-8:30 PM | GPA Room GP202

Instructor: Bonnie Rose Sullivan, M.F.A.

NEW Introduction to Acrylics

This course provides an introduction to the artistic theories and techniques of acrylic painting. Solid foundational skills will be established through an essential analysis of color theory, along with an in-depth exploration of traditional and non-traditional techniques. Through observational painting practice, students will learn about atmospheric perspective, light and shadow, texture, and mark making. Students will take home several small paintings and studies, as well as a culmination painting. For beginning to intermediate level students. A materials list will be sent to student prior to class; approximate total cost is \$45, which will be lower if students already own basic supplies, such as brushes and paints.

CRN 11712 | Fee: \$155
 6 Wednesdays | 4/18-5/23
 6-8:30 PM | GPA Room GP202

Instructor: Bonnie Rose Sullivan, M.F.A.

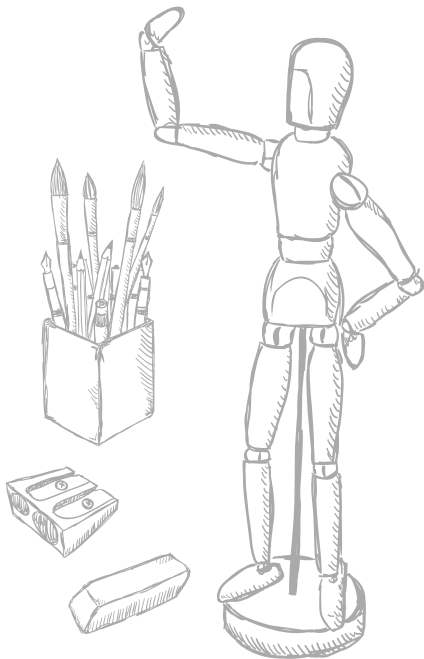
ART & CRAFTS

Foundations of Drawing I

This course is for beginning artists, as well as those looking to get back to basics. Students will gain a firm foundation to begin creating their own drawings. We will work from still life and learn how to observe the object, so that it can be transferred to paper. We will focus on basic skills, such as composition, structure, and proportion. The instructor will work with each student individually, as well as demonstrate techniques to the whole group. Please bring the following materials to class: drawing pad with quality paper (18" x 24" or smaller), art eraser, and pencil set from B2 to B5.

CRN 11407 | Fee: \$145
6 Fridays | 2/16-3/23
1-3 PM | VIL 1 Room V101

Instructor: Zbigniew Grzyb, M.A.



NEW Foundations of Drawing II

This course is a continuation of *Foundations of Drawing I*, appropriate for students who took the previous course or for other students with basic skills. Students will further their skill development toward creating their own drawings. We will continue to work from still life and learn how to observe the object, so that it can be rendered onto paper. We will continue to focus on basic skills, such as composition, structure, and proportion. The instructor will work with each student individually, as well as demonstrate techniques to the whole group. The materials list is the same as the first course: drawing pad with quality paper (18" x 24" or smaller), art eraser, and pencil set from B2 to B5.

CRN 11408 | Fee: \$145
6 Fridays | 4/6-5/11
1-3 PM | VIL 1 Room V101

Instructor: Zbigniew Grzyb, M.A.

Techniques of the American Impressionists

Connecticut is rich in the tradition of American Impressionism, including the work of Childe Hassam, Willard Metcalf, and John Henry Twachtman. Come and learn to paint in this style and create your own masterpiece with oil or acrylic paint. Students will learn techniques used by the Impressionists, how they captured light on canvas, and how they transformed the color of light into a painting. **The final session on April 28 will meet at New Britain Museum of American Art, 56 Lexington Street, New Britain, to tour the Impressionist collection. Admission is free.**

Directions will be given in class. Students need to purchase and bring to class the following materials: a primed canvas or canvas board in the size of your choice; oil or acrylic paint; turpentine for oils; brushes (#2 through #6); palette; and pencils.

CRN 11410 | Fee: \$140
5 Saturdays | 3/17-4/21 (does not meet 3/31)
10 AM-noon | GPA Room GP202
1 Saturday | 4/28 | 10-11:30 AM
New Britain Museum of American Art

Instructor: Zbigniew Grzyb, M.A.

Chinese Brush Painting: Rose and Dragonfly

You will be introduced to the fundamentals of this ancient art form, using ink on rice paper. Develop your imaginative, drawing and design skills, while expanding your knowledge of Asian art. Learn from demonstration and practice under the gentle, patient and talented eye of the instructor. We will concentrate on the traditional Rose and Dragonfly for a Spring subject reference. Please bring your lunch, as well as paper plates for mixing ink and paper cups for water. Materials fee: \$20, payable to the instructor at the beginning of class, for rice paper, bamboo brush, and ink; the supplies are yours to take home and continue on your own.

CRN 11409 | Fee: \$85
1 Saturday | 3/3
8:30 AM-2:30 PM | GPA Room GP202

Instructor: Yuemei Zhang, M.A.



Encaustic Painting Workshop

Learn the ancient art of Encaustics and create your own masterpiece! This versatile art medium involves painting with hot, pigmented beeswax and can achieve a variety of effects. In this workshop, we will explore different techniques, materials and styles. All supplies, including the encaustic canvases, are provided through the materials fee—just bring a willingness to learn and your imagination! Students should bring a lunch. Materials fee: \$10, payable to instructor at the beginning of class.

CRN 11671 | Fee: \$65
1 Saturday | 3/10
9 AM-3:30 PM | GPA Room GP202

Instructor: Leah Sanderson, B.F.A.

Introduction to Ceramics

This course will introduce the novice ceramist to beginning level skills, including a basic proficiency in pinch, coil and slab methods and glazing. Upon completion of the course, students will be able to produce a variety of pottery pieces, apply glazes to create beautiful, finished products, and take home at least one finished piece, which can be picked up in the Continuing Education office two weeks after the end of the course. Office



hours are Monday-Friday, 8:30 AM-5 PM. Materials fee: \$25, payable to the instructor at the first class, for clay and glazing supplies and kiln operation.

CRN 11279 | Fee: \$110
5 Wednesdays | 2/7-3/7
6:30-8:30 PM | GPA Room GP202

Instructor: Janine Turgeon, M.S.

NEW Linocut Printmaking

Students will learn how to create and transfer an image onto a linoleum block, learn foundational carving and inking techniques and color registry, and how to use the printing press to produce two editions of relief prints. The class will utilize visual demonstrations, a brief introduction to several contemporary and historical printmakers, and plenty of studio time and one-on-one guidance. Each student will take home two editions of prints, one in black-and-white, and the other a 2-process color print, both sets on beautiful Rives BFK paper. All levels of experience are welcomed! A materials list will be sent to students prior to class; approximate total cost is \$65, with most of these supplies that can be used again for future projects.

CRN 11555 | Fee: \$155
6 Wednesdays | 3/7-4/11
6-8:30 PM | AST Room D110

Instructor: Bonnie Rose Sullivan, M.F.A.



NEW Learn How to Silkscreen

Students will be introduced to the fundamentals of screen printing. The silkscreen process is a favorite among artists and makers of all kinds for its accessibility and incredible versatility. Students will learn how to properly print on textile materials and on paper, print in multiple colors, and create multiple process prints through proper registration. Images can be created with a variety of processes, including using photo-emulsion and drawing fluid. Students will take home their own hand-created, designed, and printed textiles of their choice, such as T-shirts, tote bags, scarves, sheets, as well as works on paper. Water-based silkscreen will be used. Students of all levels of experience are welcomed. Students must bring to class the following materials: 1 cotton or cotton-blend white T-shirt; 3 other textile items of your choice to print on (examples: tote bags, sweatshirts, scarves, bed sheets); pencil; black Sharpie; and a Sketchbook (8" x 12", or loose paper to draw). Materials fee: \$5 for share studio supplies, payable to instructor.

CRN 11582 | Fee: \$105
4 Mondays | 4/30-5/21
6-8:30 PM | GPA Room GP202

Instructor: Bonnie Rose Sullivan, M.F.A.

NEW Interior Design Basics: Do-It-Yourself Room Design & Décor

Be introduced to the world of design, add a personal touch to your home, save money, and learn new skills, all at the same time! Students will choose a room in their home that they would like to update (bring in a picture of the room, if possible); identify preferred design style (traditional, transitional, modern, contemporary, etc.); learn how to construct a floor plan; determine functionality of spatial plan; learn how to create a color palette for the space; coordinate furnishings/decor and establish a focal point; and learn how to design a story board. By the end of the course, students will have developed ideas and/or actual plans to complete their preferred space. Students need to bring to class the following supplies: a plain doodle pad or graph paper, pencil, pen, one or a few home decorating magazines, 16" x 20" illustration board or comparable display board, glue stick, and scissors.

CRN 11718 | Fee: \$105
5 Mondays | 4/9-5/7
6-8 PM | GPA Room GP139

Instructor: Jill Betts, M.B.A.

Create Silver Jewelry with Precious Metal Clay (PMC)

This course is for both the beginning and experienced student. Learn to craft fine silver jewelry as though you're playing with clay. Once shaped, dried, and fired in a kiln, the putty-like PMC becomes an object of fine silver. Design, shaping of the material, stone setting, texturing, and molding to finishing and antiquing, will all be addressed. Based on design size and individual pace, expect to complete two or three jewelry items, such as pendants, earrings, charms, or bracelet elements. **Please note: You must register by Tuesday, April 3**, to allow the instructor time to buy supplies. Materials fee: \$80, payable to instructor at the first class, for one package of PMC and supplies. Please note: Materials fee is subject to change according to market prices. A materials list of simple, inexpensive tools will also be sent prior to class (instructor supplies almost everything).

CRN 11342 | Fee: \$125
3 Tuesdays | 4/10-4/24
6:15-9:45 PM | GPA Room GP136

Instructor: Judith E. Goldstein, PMC Guild Certified



Jewelry Making for Beginners: Learn to Saw and Solder

This is a great introductory class for anyone who wants to learn to make their own jewelry! Sawing and soldering are the two basic techniques used to make earrings, pendants, rings, and bracelets. The first class will be a demonstration of sawing and soldering a piece of metal into a piece of jewelry, with an opportunity for question-and-answer. We will also address metal needs and tools, texturing, designs, and equipment for your jewelry project to be worked on in the next three sessions. Materials fee: approximately \$25-30 for silver depending on market, and a one-time fee of \$2 to cover studio expenses, payable at the beginning of the first session. In addition, a tool list will be sent prior to class. Participants must be at least 14 years of age.

CRN 11223 | Fee: \$125
4 Saturdays | 2/24-3/17
11 AM-2 PM | AST Room D132

Instructor: Carla Polek, M.F.A.

Jewelry Making for Beginners: Bezel Setting

Bezel Setting is a technique used to set cabachon stones. Other materials can be substituted, such as beach glass, pebbles, or pottery shards. You will learn the fundamental skills for Bezel Setting, including how to saw and solder metal, while making a copper or silver pendant. The first session will cover all demonstrations, materials, and tools needed to complete your project. Please also bring a pencil and sketchbook. Materials fee: approximately \$25-30, depending on the metal selected for your jewelry project. There is also a \$2 studio fee, payable to the instructor at the beginning of the first session. In addition, a tool list will be sent prior to class. Participants must be at least 14 years of age. Repeat students always welcome!

CRN 11224 | Fee: \$125
4 Saturdays | 4/7-4/28
11 AM-2 PM | AST Room D132

Instructor: Carla Polek, M.F.A.

NEW Create Your Own Dreamcatcher with a Spring Theme

Learn how to create your own dreamcatcher—a traditional art in many Native American tribes—and for this class, create one with a spring theme to celebrate rebirth and renewal, using such items as flowers. A properly completed dreamcatcher represents the four elements that are necessary for sustaining life: air, water, earth, fire. Learn the techniques for constructing an entire dreamcatcher from the inner web to adding beads and ornamentation. The symbolic aspects and meaning of the dreamcatcher parts will also be discussed; each one, a unique and creative expression of your personality or outlook, and yours to take home. Materials fee: \$7 payable to the instructor at the beginning of class, for all the supplies necessary to create and take home your own dreamcatcher.

CRN 11664 | Fee: \$30
1 Saturday | 4/7
9:30 AM-noon | GPA Room GP155

Instructor: Vanessa Parker, M.A.

ATTENTION:
All Credit-Free Instructor
Biographical Notes
are listed at the back
of the catalog.

ART & CRAFTS



Ukrainian Egg Designing

Learn the amazing art of Ukrainian egg decorating, known as Pysanky. Through a process of wax-resist, learn how to create egg designs that range from simple to intricate, with the finished product shellacked, so that you or a gift recipient will have an egg to cherish forever. **Each student will take home one to three eggs, depending on how intricate the designs are.** In addition, the instructor will provide a light fare of some traditional Ukrainian dishes for lunch, including potato and mushroom stuffed dumplings, borsht, cabbage rolls, and tomato and cucumber salad. Materials fee: \$15, payable to instructor at the beginning of class, for lunch and all egg design supplies.

CRN 11341 | Fee: \$85
1 Saturday | 3/24
9 AM-3 PM | GPA Room GP213
Instructor: Anita Ferron, B.S.

Flower Designing

In this course you will learn six or seven styles of flower arrangements, flower identification, and how to create your own designs in a fun and supportive environment. Each week you will learn by demonstration a different style and take home that arrangement completed in class. No previous flower arranging experience necessary. Materials fee: \$25 per session, for flower and supplies, payable to instructor before the start of each class. Students take home all of their arrangements. **Please note: All sessions meet at Paul Buettner Florist, 1122 Burnside Ave. (Rt. 44), East Hartford.**



CRN 11262 | Fee: \$145
7 Mondays | 2/26-4/9 | 7-9 PM
Instructor: Robert Buettner, B.S.

SPECIAL TOPICS IN FLORAL DESIGN

A short lecture on the care, handling and preparation of flowers will introduce each workshop. A demonstration of techniques will also precede the student's hands-on application. Students take home all arrangements. Materials fees include container and flowers.

NEW Spring Vase Arrangement

Learn how to make a stunning vase arrangement, using bright springtime flowers in the design of a cube, following the instructor's demonstration. Materials fee: \$25, payable to instructor at the beginning of class.

CRN 11654 | Fee: \$20
1 Monday | 4/16
7-9 PM | GPA Room GP215
Instructor: Robert Buettner, B.S.

NEW Designing with Exotics

This beautiful arrangement will use flowers such as orchids, birds of paradise, anthuriums, and other exotic flowers in a unique, contemporary style. Materials fee: \$30, payable to instructor at the beginning of class. Please note higher materials fee.

CRN 11655 | Fee: \$20
1 Monday | 4/23
7-9 PM | GPA Room GP215
Instructor: Robert Buettner, B.S.

Do-It-Yourself Wedding Bouquets for Bride and Attendants

Save money and add the personal, loving touch to the wedding in your life. Class instruction will demonstrate how to make three different styles of wedding bouquets, using three different methods: hand-tied round, the oasis form, and cascade. Each student will make and take home the one style of their choice. Materials fee: \$30, payable to instructor at the beginning of class.

CRN 11656 | Fee: \$20
1 Monday | 4/30
7-9 PM | GPA Room GP215
Instructor: Robert Buettner, B.S.





FREE Orientation Session: Mindfulness Based Stress Reduction (MBSR)

Come meet the instructor and learn more about the Mindfulness Based Stress Reduction (MBSR) program and how it can help with your well-being and living a more fulfilled life. This session is open to all who want to learn more about MBSR, but who may decide not to enroll in the course. **Those who plan on registering for the course must attend this orientation, and will be given a questionnaire that must be completed before the first class session.** Please also refer to the full course description below.

CRN 11413 | Fee: FREE
1 Wednesday | 3/14
6-8 PM | GPA Room GP214

Instructor: Melissa Tweedie, M.S.

Mindfulness Based Stress Reduction (MBSR)

Want to know the secrets to living a happier and less anxious, stressful and exhausting life? Mindfulness Based Stress Reduction (MBSR), as developed in the United States by Jon Kabat Zinn, and incorporating cognitive therapy elements from abroad, is an experiential 8-week program, including one Saturday session, that helps you calm your mind and body in order to relieve pain, manage anxiety, cope with illness or physical distress, increase productivity, improve sleep, sharpen focus, and feel a deeper sense of peace. Scientific research strongly supports the effectiveness of MBSR. In this intensive training, you will learn "Mindfulness," a focus on what is happening in the present moment, by practicing through guided meditations in class and at home between classes. The various formats for mindfulness include sitting, walking, stretching, and lying down. Regain or enrich your life—and at a very competitive price too! Prerequisite: *Students must attend the MBSR Orientation as listed above.*

CRN 11414 | Fee: \$299
8 Wednesdays | 3/28-5/23 (does not meet 4/18)
6-8:30 PM
1 Saturday | 5/12 | 9 AM-3 PM
GPA Room GP214

Instructor: Melissa Tweedie, M.S.

These classes are enrichment programs and do not necessarily reflect the views of MCC.

Gentle Yoga for Well-Being

For all levels! Kundalini Yoga has been described as one of the most comprehensive yogic styles and can promote a happy and healthy lifestyle. Each session includes gentle, energizing, rhythmic yoga practice, followed by meditation and deep relaxation. Increase your flexibility, clear your mind, relieve pain, and trim your waistline with dedication and practice. No previous experience or fitness level is required; continuing practitioners also welcomed. *Students are also encouraged to enroll in the Kundalini Meditation and Relaxation course that follows the Thursday night Yoga course.*

CRN 11239 | Fee: \$135
8 Thursdays | 3/15-5/10 (does not meet 3/29)
6-7:15 PM | SSC Room L154 (Fitness Studio)

Plus new Saturday morning hours!

CRN 11240 | Fee: \$135
8 Saturdays | 3/17-5/12 (does not meet 3/31)
9-10:15 AM | SSC Room L154 (Fitness Studio)

Instructor: Kay Lani LeBoulluec, Ph.D.

Students should bring a mat or cushion, water, and blanket. Please also bring a combination lock to secure your personal belongings during class, and wear comfortable workout clothes and non-marking athletic shoes.

Kundalini Meditation and Relaxation

Meditation is the ancient art of quieting the internal dialogue of the mind, and in the process, increasing happiness, focus and calmness. Learn to create deep relaxation with powerful Kundalini Yoga meditations, including specific meditations for healing and maintaining memory. Several techniques will be introduced at each class to begin or enhance the development of your individual meditation practice to improve health and well-being on physical, emotional and mental levels. These group sessions will keep you engaged. No previous experience or fitness level is required; continuing practitioners welcomed.

CRN 11238 | Fee: \$110
8 Thursdays | 3/15-5/10 (does not meet 3/29)
7:30-8:30 PM | SSC Room L154 (Fitness Studio)

Instructor: Kay Lani LeBoulluec, Ph.D.



Yoga of the Heart™

February is Heart Awareness Month! Create a healthier and happier lifestyle through relaxation, diet, and gentle chair exercises. This therapeutic course was created by renowned expert, Nischala Joy Devi, for those living with heart disease, cancer, and other debilitating diseases, as well as those with family histories and/or risk factors. Each class is also suited for anyone who needs to de-stress. Participants will experience soothing, extended guided relaxation, following gentle chair exercises and breathing techniques. Other lifestyle discussions in this course will include diet, yoga therapy, meditation, and sound therapy. Participants are asked to bring water, a small pillow and a cozy blanket or a lounge chair.

CRN 11237 | Fee: \$55
4 Thursdays | 2/1-2/22
7:30-8:30 PM | SSC Room L154 (Fitness Studio)

Instructor: Kay Lani LeBoulluec, Ph.D.

QiGong: Meditative Movements for Health and Wellness

QiGong has been practiced in China by millions of people for more than 5,000 years for strengthening the flow of the life force and improving health. Magnetic energy fields are formed and created in a slow, graceful manner. The Qi (life force) literally pulsates in your hands. These exercises move Qi and blood through blockages that normally cannot be crossed. QiGong also helps to reverse the aging process. You will learn exercises that can be practiced at home and incorporated into your life. In addition, the history and theory of QiGong will be discussed.

CRN 11368 | Fee: \$45
2 Thursdays | 4/12-4/19
7-9 PM | GPA Room GP214

Instructor: John Mammone, M.S.

Immune Building with QiGong

Traditional Chinese Medicine (TCM) originated in ancient China and refers to a broad range of medicinal practices, including QiGong, which have evolved over thousands of years. Specific immune building QiGong exercises help to stimulate the function of the lungs and activate the energy in Yang Qi (the part of Qi that moves and is put to use). This in turn helps to circulate the Wei Qi, which is the defensive and protective Qi that coats the skin of the whole body. These exercises can be done by anyone and can be adapted to sitting positions. Students should dress comfortably.

CRN 11367 | Fee: \$25
1 Thursday | 3/22
7-9 PM | GPA Room GP214

Instructor: John Mammone, M.S.

BODY, MIND & SPIRIT

First Degree Reiki Training

Awaken your dormant healing abilities in this day-long workshop. 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 class 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 11361 | Fee: \$150
1 Saturday | 3/24
9 AM-4:30 PM | AST Room D213
Instructor: Dory Dzinski, M.A.

Second Degree Reiki Training

Building on *First Degree Reiki Training* (or if you've taken Reiki with a different instructor), this workshop introduces the first three ancient, sacred Reiki symbols that are used to discover the root of one's problems, as well as to heal through distance and assist in the gentle release of emotions. Participants will also learn to create a sacred space, use meditation to connect to one's guides, and learn how to construct and utilize a crystal grid. At the end of the workshop, students will incorporate the Reiki symbols to give and receive a full Reiki session and to send a distance healing as a second degree Reiki practitioner. Please bring a blanket, pillow, and your lunch to class.

CRN 11362 | Fee: \$175
1 Saturday | 4/21
9 AM-4:30 PM | AST Room D213
Instructor: Dory Dzinski, M.A.

Reiki III: Master

Building on *First* and *Second Degree Reiki* (or if you have taken these levels with another instructor), this workshop teaches Reiki practitioners about three additional sacred Reiki symbols to access healing on a spiritual level. Participants will utilize and receive advanced psychic healing during this hands-on session. Please bring a blanket, pillow, and your lunch to class.

CRN 11363 | Fee: \$200
1 Saturday | 5/19
9 AM-4:30 PM | AST Room D213
Instructor: Dory Dzinski, M.A.

YOU MAKE ALSO LIKE

- **Create Your Own Dreamcatcher with a Spring Theme on page 9**
- **Tai Chi for Health and Relaxation on page 35**

Guided Meditation for Self-Discovery

Guided meditation opens up your imagination and creative abilities, and allows you to access your deepest insights and truest self. Much valuable information can be gained through this method—and it's also a lot of fun! We will engage five different guided meditations, focusing on physical health, forgiveness, releasing blocks, connecting with a long-lost piece of yourself, and connecting with an angel, spiritual being, or power animal. Please bring a journal or notebook to class.

CRN 11254 | Fee: \$50
2 Thursdays | 2/15-2/22
7-9 PM | SSC Room L142
Instructor: Dory Dzinski, M.A.

Chakra Studies

There are seven power centers in your body called chakras. The state of each chakra reflects the health of a particular area of your body. It also reflects your psychological, emotional and spiritual well-being. When chakra energy is blocked or misdirected, emotional and physical illness can arise. This course will introduce you to, and allow for, an exploration of, your chakras. Beginning with the first, the root chakra, we will build our knowledge and balance upward through the other six energy centers: sacral, solar plexus, heart, throat, the third eye, and the crown chakra. Classes will include discussion, guided imagery, and experiential learning activities.



CRN 11370 | Fee: \$95
4 Thursdays | 4/26-5/17
7-9 PM | GPA Room GP214
Instructor: Dory Dzinski, M.A.

Introduction to Emotional Freedom Technique (EFT)

EFT is a powerful procedure used by thousands of practitioners around the world to help people find more success, fulfillment, and peace in their lives through understanding and resolving deep "root causes" of issues that keep them from achieving their greatest dreams, such as physical or emotional discomfort, panic/anxiety attacks, traumatic memories, addictions, and phobias. EFT is a form of emotional acupuncture, except that instead of needles, the taps of fingertips are used to stimulate certain meridian energy points while the client is "tuned in" to the problem.

CRN 11523 | Fee: \$25
1 Thursday | 3/15
6-8 PM | GPA Room GP214
Instructor: Cris Jacobs, M.B.A.

Holistic Stress Management Workshop

This stress management program is for everyone, every day. Holistic stress management is based on positive psychology—empowering the individual with experiential tools to proactively prevent and manage their stress. These tools include breathing, mindfulness meditation, yoga, relaxation, reframing and positive affirmations, guided imagination, anger management, and body scan. Materials fee: \$5, payable to instructor at the beginning of class, for workshop manual and audio CD.

CRN 11528 | Fee: \$35
1 Saturday | 4/21
9 AM-noon | GPA Room GP214
Instructor: Nanette Tummers, Ed.D.

Five Love Languages: Revitalize Your Communicative Skills

Do you ever feel that some of your relationships are lopsided, as if you are the one doing all the giving and getting very little back? It may simply be that you and your significant other speak different love languages! Based on the work of Gary Chapman, you will learn five different love languages and your own primary and secondary languages, and also examine the languages of others in your life. For spouses (it could be fun to come together!), parent-child, siblings, and friends, the course will help you understand your relationships through a different perspective, with the goal of ridding or reducing frustration, disappointment and sadness and creating positive change.

CRN 11252 | Fee: \$40
1 Thursday | 2/8
6-9 PM | SSC Room L142
Instructor: Dory Dzinski, M.A.

Making "Scents" of Aromatherapy: Essential Oil Basics for Home and Healthcare

Have you ever felt confused by essential oils claims? These powerful substances serve vital functions for the medicinal plants from which they are derived: wound healing, disease prevention, and immune system support, to name a few. When used properly, essential oils can benefit us in much the same ways that they benefit plants. In this workshop, you'll learn the basics of aromatherapy: terminology, shelf life, storage, quality, purity, general safety, and therapeutic properties. Then you'll learn how to make your own essential oil product. Healthcare professionals and lay people are welcome. Materials fee: \$5, payable to instructor at the beginning of class, for aromatherapy supplies.

CRN 11525 | Fee: \$30
1 Saturday | 4/7
9 AM-noon | GPA Room GP136
Instructor: Hallie Sawyers, B.A.

MCC CREDIT-FREE SCHOLARSHIPS FOR SPRING 2018

Eligible Computer Technology programs:

- A+ CERTIFICATION (901 & 902)
- NETWORK+ CERTIFICATION
- SECURITY+ CERTIFICATION
- MICROSOFT OFFICE CERTIFICATION
- WEB DESIGN MCC CERTIFICATE
- CERTIFIED ETHICAL HACKING EXAM CERTIFICATION PREPARATION
- INFORMATION TECHNOLOGY INFRASTRUCTURE LIBRARY (ITIL) CERTIFICATION PREPARATION
- MICROSOFT TECHNOLOGY ASSOCIATE (MTA) INFORMATION TECHNOLOGY INFRASTRUCTURE CERTIFICATION
- ADMINISTERING WINDOWS SERVER 2016

See advertisement on page 68 for more information.



■ INTRODUCTORY

Keyboarding Introduction

Feeling a little overwhelmed by your need to develop touch keyboarding skills? This basic typing course will help you develop your skills at your own pace. Learn proper techniques for alphabetic and numeric key reaches. There is no prerequisite.

CRN 11689 | Fee: \$99
2 Mondays | 2/26-3/5
6-9 PM | LRC Room B141

Instructor: Steven Bloom, M.Ed.

Computer Boot Camp

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. Instructor provides handouts. Prerequisite: *Keyboarding skills recommended.*

CRN 11690 | Fee: \$199
4 Thursdays | 3/8-3/29
6-9 PM | LRC Room B141

Instructor: Steven Bloom, M.Ed.



■ OFFICE SUITE & OUTLOOK

Microsoft Office 365 Overview

Are you looking for a cost-effective email account? Maybe you are a small business owner looking to reduce costs? Office 365 is the only web-based service fully compatible with Microsoft Office, and it offers eight different pricing plans to best suit your needs. Using the latest cloud technology, Office 365 provides secure access to email and calendars, Office Web Apps, instant messaging, conferencing, file sharing, and more! Learn to leverage Office Web Apps to connect and communicate and grow your business. Increase productivity, collaboration, communication. Download a free trial and see what this worry-free IT tool can do for you! Prerequisite: *Basic Windows, keyboarding, mouse and Internet skills.*

CRN 11206 | Fee: \$99
2 Thursdays | 2/15-2/22
6-9 PM | LRC Room B141

Instructor: Cathy Lukas, M.A.

Microsoft Office 2016: MCC Certificate (DAY)

Increase your employability with this intensive 36 hour course and receive a Microsoft Office 2016 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. Instructor provides handouts. Prerequisite: *Basic Windows, keyboarding and mouse skills.*

CRN 11579 | Fee: \$599
6 Wednesdays | 4/4-5/9
9 AM-4 PM | LRC Room B142 (limited seating)

Instructor: Gayle Pignone



UPLOAD



DOWNLOAD

COMPUTER TECHNOLOGY

Microsoft Office 2016: MCC Certificate (Evening)

Increase your employability with this intensive 12-week course and receive a Microsoft Office 2016 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. Instructor provides handouts. Prerequisite: *Basic Windows, keyboarding and mouse skills, with some exposure to Microsoft Office helpful.* Ask about scholarship funding for this course.

Contact Bruce Manning, Program Coordinator, bmanning@manchestercc.edu.

CRN 11587 | Fee: \$599
12 sessions | Mondays & Wednesdays | 4/2-5/9
6-9 PM | LRC Room B142

Instructor: Cathy Lukas, M.A.



Outlook 2016: Introduction

From basic email features to advanced calendaring options, the skills taught in this all-encompassing course are: managing messaging (emails, automation, attachments, importance, security and delivery); managing scheduling (appointments, meetings, recurring events, requests, responses, custom calendar settings, sharing calendars); managing tasks (create, modify, mark, assign, update, respond); managing contacts (personal, electronic business cards, distribution lists, address books); and organizing information (categories, data files, folders, search, rules and customizing). Although this course uses Outlook 2016 software, version 2013 is very similar. Questions regarding earlier versions will be addressed as time allows. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN 11709 | Fee: \$99
2 Wednesdays | 3/7-3/14
6-9 PM | LRC Room B142

Instructor: Evelyn Kissi, M.A.

CERTIFICATION TESTING

NEW Outlook 2016 MOS Certification Preparation

The audience for this course are those students who would like to demonstrate expertise with Microsoft Outlook. The course is designed to help you practice and prepare for Microsoft Office Specialist (MOS): Outlook 2016 certification exam 77-731. Course covers the following skills: detailed procedures to help build the skills measured by the exam; hands-on tasks to practice what you've learned; manage the Outlook environment for productivity; manage messages; manage schedules; organize and manage appointments, meetings, and events; manage contacts and groups. A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Course cost includes practice exam, certification exam and retake exam. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills required.* Microsoft Office 2016 MCC Certificate course or equivalent experience recommended. Certification exam date is scheduled for 5/23 at 4:00 PM in LRC Room B142.

CRN 11630 | Fee: \$250
1 Tuesday | 5/22 (registration deadline 5/14)
9 AM-4 PM | LRC Room B142 (limited seating)

Instructor: Gayle Pignone

NEW Word 2016 MOS Certification Preparation

Demonstrate your expertise with Microsoft Word! This course is designed to help you practice and prepare for Microsoft Office Specialist (MOS): Word 2016 Core certification exam 77-725. Course covers the following skills: in-depth preparation for each 77-725 exam objective; detailed procedures to help build the skills measured by the exam; hands-on tasks to practice what you've learned; create and manage documents; format text, paragraphs, and sections; create tables and lists; create and manage references; insert and format graphic elements. A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Course cost includes practice exam, certification exam and retake exam. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills required.* Microsoft Office 2016 MCC Certificate course or equivalent experience recommended. Certification exam date is scheduled for 5/2 at 4:00 PM in LRC Room B142.

CRN 11685 | Fee: \$250
1 Tuesday | 5/1 (registration deadline 4/22)
9 AM-4 PM | LRC Room B142 (limited seating)

Instructor: Gayle Pignone

NEW PowerPoint 2016 MOS Certification Preparation

The audience for this course are those students who would like to demonstrate expertise with Microsoft PowerPoint! This course is designed to help you practice and prepare for Microsoft Office Specialist (MOS): PowerPoint 2016 certification exam 77-729. Course covers the following skills: In-depth preparation for each 77-729 exam objective; detailed procedures to help build the skills measured by the exam; hands-on tasks to practice what you've learned; create and manage presentations; insert and format text, shapes, and images; insert tables, charts, SmartArt, and media; apply transitions and animations; manage multiple presentations. A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Course cost includes practice exam, certification exam and retake exam. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills required.* Microsoft Office 2016 MCC Certificate course or equivalent experience recommended. Certification exam date is scheduled for 5/16 at 4:00 PM in LRC Room B142.

CRN 11628 | Fee: \$250
1 Tuesday | 5/15 (registration deadline 5/7)
9 AM-4 PM | LRC Room B142 (limited seating)

Instructor: Gayle Pignone

Microsoft Office Specialist (MOS) Certification Exam

For your convenience, MCC has established a Microsoft Office 2016 Certification testing center located on MCC's campus. Exams will be held at MCC, in the Learning Resource Center (LRC) Building, Room B142. The exam costs \$125 and the price includes a retest if the student does not pass on the first attempt. Questions regarding MOS certification, custom scheduling and payment options should be directed to MCC Computer Program Coordinator, Bruce Manning, bmanning@manchestercc.edu, 860-512-2808. These internationally recognized certifications can help you succeed in today's competitive market. Microsoft Office certification preparation courses are recommended.

CRN 11595 | Fee: \$125
1 Wednesday | 5/2 | 4-5 PM | LRC Room B142

CRN 11596 | Fee: \$125
1 Wednesday | 5/9 | 4-5 PM | LRC Room B142

CRN 11597 | Fee: \$125
1 Wednesday | 5/16 | 4-5 PM | LRC Room B142

CRN 11598 | Fee: \$125
1 Wednesday | 5/23 | 4-5 PM | LRC Room B142

CRN 11599 | Fee: \$125
1 Wednesday | 5/30 | 4-5 PM | LRC Room B142

Instructor: Bruce Manning, B.A.

OFFICE SUITE INTEGRATION

Project 2016: Introduction

Learn the major features of Microsoft Project 2016, 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. Students are eligible to receive free Microsoft Project 2016 software. Required text: Microsoft Project 2016 Step by Step Edition 1 (ISBN 9780735698741) Microsoft Press, available at MCC Bookstore for approximately \$36. Prerequisite: *Basic Windows, keyboard and mouse skills, with some exposure to Microsoft Office helpful.*

CRN 11603 | Fee: \$199
2 Mondays | 3/19-3/26
9 AM-4 PM | LRC Room B142 (limited seating)
Instructor: Gayle Pignone

Microsoft Office: Visual Basic for Applications (VBA) to Enhance Office Productivity

Take control of Office 2016 with Microsoft's Visual Basic for Applications (VBA) and this hands-on course. Learn how to use Office 2016's built-in Macro Recorder, the Visual Basic Editor, VBA syntax, loops and functions, the Office 2016 Ribbon, and much more. Target audience is for those Microsoft Office 2016 users who would like to learn how to leverage VBA to automate and add versatility to their applications. Coverage includes an introduction to the essentials of VBA syntax. Students learn recording, writing, and running macros in Office 2016; creating code from scratch with the Visual Basic® Editor. Prerequisite: *Fluency with Microsoft Office 2016 required.* Required text: Mastering VBA for Office 2016 3rd edition (ISBN 9781119225386) available at MCC Bookstore for approximately \$39.

CRN 11675 | Fee: \$199
2 Mondays | 3/19-3/26
9 AM-4 PM | LRC Room B141 (limited seating)
Instructor: George Pillar, M.S.



CERTIFICATE PREPARATION

A+ Certification 220-901 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+ 220-901, measures necessary competencies for an entry-level IT professional. This course will prepare you for the CompTIA A+ 220-901 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. The cost also includes the electronic texts, hands-on labs and practice exams for both the 901 and 902 exams. The A+ 220-901 or A+ 220-902 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 220-901 and 220-902 exams to be certified. The course instructor will inform students about the exam application process. A+ test centers can be found at www.prometric.com. Prerequisite: *Basic knowledge of hardware and operating systems recommended.* Ask about our scholarship funding for this course. Contact Bruce Manning, Program Coordinator, bmanning@manchestercc.edu.

CRN 11200 | Fee: \$750
5 sessions | Monday-Friday | 2/5-2/9
(registration deadline 1/25)
9 AM-4 PM | LRC Room B141

CRN 11677 | Fee: \$750
5 Fridays | 4/6-5/11 (does not meet 4/20)
(registration deadline 3/30)
9 AM-4 PM | LRC Room B141 (limited seating)

Instructor: George Pillar, M.S.

A+ Certification 220-902 Exam Preparation

This course will prepare you for the second required CompTIA A+ 220-902 certification exam. CompTIA A+ 220-902, 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. The cost also includes the electronic texts, hands-on labs and practice exams for both the 901 and 902 exams. The A+ 220-901 or A+ 220-902 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 220-901 and 220-902 exams to be certified. The course instructor will inform students about the exam application process. A+ test centers can be found at www.prometric.com. Prerequisite: *A+ 220-901 Certification, equivalent training, or permission of instructor or computer coordinator.* Ask about scholarship funding for this course. Contact Bruce Manning, Program Coordinator, bmanning@manchestercc.edu.

CRN 11256 | Fee: \$750
5 sessions | Monday-Friday | 2/26-3/2
(registration deadline 2/19)
9 AM-4 PM | LRC Room B141

CRN 11680 | Fee: \$750
5 Fridays | 5/18-6/15
(registration deadline 5/11)
9 AM-4 PM | LRC Room B141 (limited seating)

Instructor: George Pillar, M.S.

Students are encouraged to use USB-style flash or thumb drives in our MCC computer labs as a method of saving or backing up work associated with MCC courses. Flash or thumb drives can be purchased at the MCC Bookstore, or your local or online computer store.



COMPUTER TECHNOLOGY

NEW Network+ Certification Preparation

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, mobile, cloud and virtualization technologies. The cost of the course includes a practice exam. However the CompTIA Network+ certification exam is not included in the cost of the course. Students must schedule the exam at a certified test center for an additional fee of \$294 and pass the exam to be certified. The course instructor will inform students about the exam application process. Network+ testing centers can be found at www.pearsonvue.com/comptia/. Students are eligible to receive free Windows Server 2016 software. Prerequisite: *CompTIA A+ Certified, or equivalent experience and minimum of 9 months experience in network support or administration; or academic training equivalency.* Ask about scholarship funding for this course. Contact Bruce Manning, Program Coordinator, bmanning@manchestercc.edu.

CRN 11591 | Fee: \$1,500
14 Saturdays | 3/3-6/16
(does not meet 3/31 & 5/26;
registration deadline 2/23)
9 AM-noon | AST Room C139
Instructor: Randall Backus



NEW Security+ Certification Preparation

CompTIA Security+ (Exam SY0-401) is the primary course you will need to take if your job responsibilities include securing network services, devices, and traffic in your organization. Students receive a great overview of the Security+ requirements and topics in this information packed course taught by our own security expert / instructor. This course will prepare students for the CompTIA Security+ certification examination. In this course, you will build on your knowledge of and professional experience with training in security fundamentals, networks, and organizational security. Practice exam is included in the cost of the course. However the CompTIA Security+ certification exam is not included in the cost of the course. Students must schedule the exam at a certified test center for an additional fee of \$320 and pass the exam to be certified. The course instructor will inform students about the exam application process. Network+ testing centers can be found at www.pearsonvue.com/comptia/. Students are eligible to receive free Windows Server 2016 software. Required electronic text included in course fee. Prerequisite: *Solid knowledge of hardware and operating systems required. A+ and Network+ certification strongly recommended.* Ask about scholarship funding for this course. Contact Bruce Manning, Program Coordinator, bmanning@manchestercc.edu.

CRN 11610 | Fee: \$1,500
14 Tuesdays | 3/27-6/26
(registration deadline 3/20)
6-9 PM | LRC Room B141
Instructor: Randall Backus

Certified Ethical Hacker Exam Certification Preparation

This course will immerse students through an interactive environment to be shown 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 5-day class with hands-on understanding and experience in Ethical Hacking. This course will prepare students for the EC-Council ANSI accredited Certified Ethical Hacker exam 312-50. The Certified Ethical Hacker exam is not included in the cost of the course. Students must apply for eligibility to take the exam, schedule the exam at an additional cost of \$950 and pass the exam to be certified. The course instructor will inform students about the exam application process. Required electronic text is included in course fee. Prerequisite: *Solid knowledge of hardware and operating systems required. A+ and Network+ certification strongly recommended.* Ask about scholarship funding for this course. Contact Bruce Manning, Program Coordinator, bmanning@manchestercc.edu.

CRN 11612 | Fee: \$1,500
5 sessions | Monday-Friday | 5/21-5/25
(registration deadline 5/14)
9 AM-4 PM | LRC Room B141 (limited seating)
Instructor: Jayson Ferron

COMING THIS SUMMER

NEW Windows Server 2016: Networking

This course helps to prepare a student for the Microsoft MCSA certification exam 70-741. The course focuses on the networking features and functionality available in Windows Server 2016. It covers DNS, DHCP, and IPAM implementations, in addition to remote access solutions, such as VPN and Direct Access. It also covers DFS and BranchCache solutions, high performance network features and functionality, and implementation of software-defined networking (SDN) solutions, such as Hyper-V Network Virtualization (HNV) and Network Controller.

NEW Windows 10: Deploying and Managing Using Enterprise Services

This course is intended for IT professionals who are interested in specializing in Windows 10 desktop and application deployments, and in managing cloud-based application and data service environments for medium-to-large enterprise organizations. These professionals typically work with networks that are configured as Windows Server domain-based environments with managed access to the Internet and cloud services. This course provides administrators with the knowledge and skills necessary to deploy and manage Windows 10 desktops, devices, and applications in an enterprise environment. Students learn how to plan and implement Windows 10 deployments in large organizations. Students also learn how to manage the Windows 10 installations after deployment to provide secure identity and data access using technologies related to Group Policy, Remote Access, and Workplace Join. To support a variety of device and data management solutions, Microsoft Azure Active Directory, Microsoft Intune, and Microsoft Azure Rights Management are introduced. These services are part of the Enterprise Mobility Suite, which provides identity and access management, and cloud-based device, application, and update management. In addition, Enterprise Mobility Suite offers more secure data access to information stored both in the cloud and on location within corporate networks. Curriculum included in the cost of course. Students are eligible to receive free Windows Server 2016 software. Prerequisite: *Students should have at least two years of experience in the IT field and should already have the following technical knowledge: Networking fundamentals, including Transmission Control Protocol/Internet Protocol (TCP/IP), User Datagram Protocol (UDP), and Domain Name System (DNS), Microsoft Active Directory Domain Services (AD DS) principles, Windows Server 2012 R2 fundamentals.* Ask about scholarship funding for this course. Contact Bruce Manning, Program Coordinator, bmanning@manchestercc.edu.

CRN 11644 | Fee: \$999
5 sessions | Monday-Friday | 4/30-5/4
(registration deadline 4/23)
9 AM-4 PM | LRC Room B141 (limited seating)
Instructor: Jayson Ferron



Information Technology Infrastructure Library (ITIL) Certification Preparation

Information Technology Infrastructure Library (ITIL) is a public framework that describes Best Practice in IT service management. It provides a framework for the governance of IT, the 'service wrap', and focuses on the continual measurement and improvement of the quality of IT service delivered. Some of these benefits include, increased user and customer satisfaction with IT services and improved service availability, directly leading to increased business profits and revenue, improved time to market for new products and services, improved decision making and optimized risk. The Foundation level is the entry-level qualification which focuses on knowledge and comprehension of the key elements, concepts and terminology used in the ITIL service life cycle, including the links between lifecycle stages, the processes used, and their contribution to service management practices. Complete review of the five lifecycle phases and methodologies, including deeper discussions of all lifecycles; processes and functions; and best practices surrounding ITSM concepts and theory will also be covered. Examples and discussion of real world applications will be included. Students will have access to hundreds of Foundation Certification exam questions, including study tips, exam key words and hints. Prerequisite: *Basic Windows, keyboard, and mouse skills. Familiarity with helpdesk or service desk functions.* Ask about our scholarship funding for this course. Contact Bruce Manning, Program Coordinator, bmanning@manchestercc.edu.

CRN 11696 | Fee: \$399
3 sessions | Wednesday-Friday | 5/23-5/25
9 AM-4 PM | LRC Room B222 (limited seating)
Instructor: Joseph Cutuli

ACCOUNTING

Bookkeeping: Introduction

This course provides insight into the accounting cycle and the basic concepts of a transaction and the financial picture of a business. You will be given basic explanations and definitions of many bookkeeping concepts, including accounts, posting, journalizing, debits and credits, balance sheets, operating statements, assets, liabilities, equity, revenue, and expenses. Lab exercises will include: journalizing and posting transactions, preparing basic financial statements, adjusting and closing procedures, repetitive transactions, the cash journal, and summarizing and reporting for a merchandising company. Required text: Schaum's Outline of Bookkeeping and Accounting, 4th Edition, Lerner & Gokarn (ISBN 9780071635363), available at MCC Bookstore for approximately \$19. Prerequisite: Basic Windows, keyboard, and mouse skills.

CRN 11559 | Fee: \$199
4 sessions | Monday-Thursday | 2/12-2/15
6-9 PM | LRC Room B142

Instructor: Shaunna Lowe, M.B.A.

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, current liabilities; and payroll. Students will build a company's accounting system in QuickBooks, download and manipulate their data into an Excel spreadsheet. Students are requested to bring a 4 GB flash drive to class. Required text: Schaum's Outline of Financial Accounting, 2nd Edition (ISBN 9780071762502), available at MCC Bookstore for approximately \$19. Prerequisite: *Basic Windows, keyboarding and mouse skills; familiarity with Excel.*

CRN 11558 | Fee: \$599
10 Saturdays | 3/17-6/2
(does not meet 3/31 & 5/26)
9 AM-noon | LRC Room B142

Instructor: Shaunna Lowe, M.B.A.

CRN 11673 | Fee: \$599
5 Fridays | 4/6-5/4
9 AM-4 PM | LRC Room B142 (limited seating)

Instructor: Heidi Higgins, M.B.A.

COMPUTER TECHNOLOGY

QuickBooks: Introduction

Discover the most effective methods for accomplishing essential business tasks and customizing QuickBooks. We will explore the 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 text: QuickBooks 2015: The Missing Manual: The Official Intuit Guide to QuickBooks (ISBN 9781491947135) available at MCC Bookstore for approximately \$40. Prerequisites: *Basic Windows, keyboarding and mouse skills*.

CRN 11563 | Fee \$199
4 sessions | Monday-Thursday | 2/26-3/1
6-9 PM | LRC Room B142

Instructor: Shaunna Lowe, M.B.A.

CRN 11561 | Fee \$199
4 Mondays | 4/2-4/23
9 AM-noon | LRC Room B142 (limited seating)

Instructor: Michael Rotondo, M.B.A.

NEW QuickBooks: Certification Preparation

A recent survey of accounting instructors at two-year colleges revealed that 84% believe students who are preparing for an accounting career should be conversant in QuickBooks. QuickBooks Certification validates QuickBooks knowledge and skills for a position in professional accountancy; demonstrate bookkeeping skills acumen in a



tangible, measurable way; position students as a credible job candidate to employers. This course will prepare

students for QuickBooks certification with tailored learning materials, practice tests, and Intuit Education Program endorsed certification exams. Course costs include QuickBooks User Study Guide, QuickBooks practice exam, QuickBooks Certification Exam, Retake of QuickBooks Certification exam. Prerequisite: *MCC QuickBooks Introduction course, equivalent experience or consent of the program coordinator, Bruce Manning, bmanning@manchestercc.edu*.

CRN 11562 | Fee \$250
2 Saturdays | 3/3-3/10
(registration deadline 2/23)
9 AM-noon | LRC Room B142

Instructor: Shaunna Lowe, M.B.A.

CRN 11698 | Fee: \$250
1 Monday | 4/30 (registration deadline 4/16)
9 AM-4 PM | LRC Room B142 (limited seating)

Instructor: Michael Rotondo, M.B.A.

SPREADSHEETS

Excel 2016: Introduction

Excel 2016 Introduction is designed for people new to spreadsheets and for self-taught users who wish to expand their knowledge. Using Microsoft's Excel 2016 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. Although this course uses Excel 2016 software, version 2013 is very similar. Questions regarding earlier versions will be addressed as time allows. Instructor provides handouts. Prerequisite: *Basic Windows, keyboarding and mouse skills*.

CRN 11622 | Fee: \$99
1 Friday | 3/16
9 AM-4 PM | LRC Room B142 (limited seating)

Instructor: Gayle Pignone

CRN 11705 | Fee: \$99
2 Tuesdays | 5/1-5/8
6-9 PM | LRC Room B142

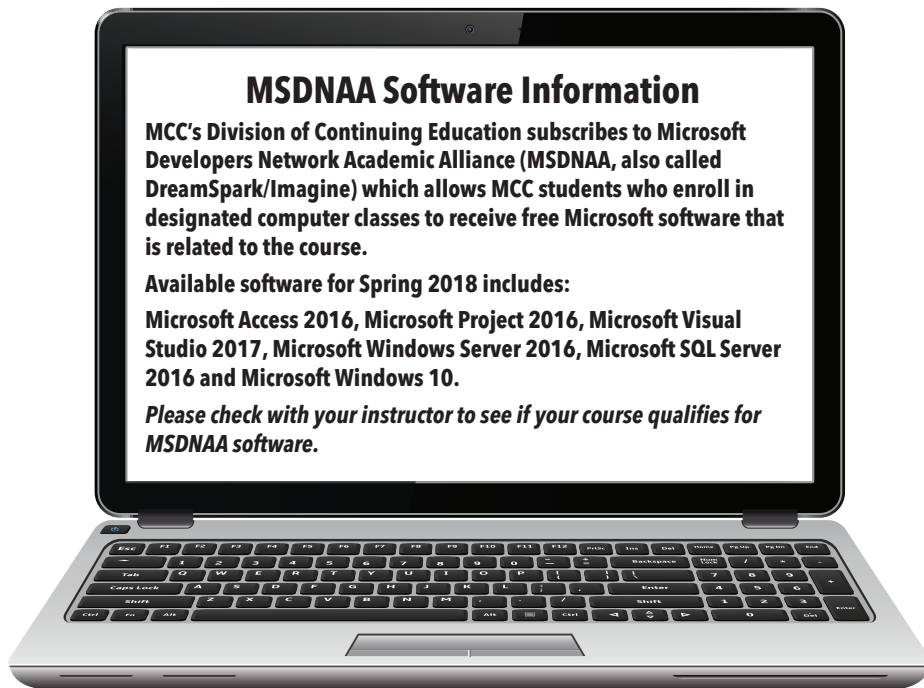
Instructor: Evelyn Kissi, M.Ed.

Excel 2016: Intermediate

Using Microsoft's latest release of their leading spreadsheet software, this accelerated course builds upon the fundamentals presented in the Excel 2016 Introduction. Concepts include applying hyperlinks and cell formats; hide and unhide rows and columns; manipulate page setup options for worksheets; manipulate window and workbook views; create and use named ranges in formulas; apply Sparklines, use Quick Analysis; filter and sort data; SumIf and SumIfs family of functions as well as utilizing Concatenate, Right, Left, Mid, Trim and other functions; apply conditional formatting; creating a basic Pivot Table; understanding error values; as well as other helpful skills. Although this course uses Excel 2016 software, version 2013 is very similar. Questions regarding earlier versions will be addressed as time allows. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2016 exams at our approved MCC testing center for an additional fee. See exam information and schedule on page 14. Instructor provides handouts. Prerequisite: *Excel Introduction course, or permission of instructor or computer coordinator*.

CRN 11565 | Fee: \$199
2 Fridays | 4/6-4/13
9 AM-4 PM | LRC Room B222 (limited seating)

Instructor: Gayle Pignone



Excel 2016: Data and Functions

This comprehensive course on data handling will ensure that you are tapping the full power of Excel. Features to be examined include: data sorting and filtering; everyday shortcuts; setting iterative calculation options; intentional circular references, recursion, solving simultaneous equations; enabling or disabling automatic workbook calculation; 3D formulas, SERIES formula, animating a chart using iteration, what-if analysis, using Logical, Lookup, Custom, Statistical, Date and Time, Financial, Text, Cube, and Megaformula functions; import/export of tables, and analyzing statistics. Managing information in tables and using pivot table reports, conditional formatting, data validation, formula auditing and simple macro creation will also be addressed to provide what no former user should go without. Although this course uses Excel 2016 software, version 2013 is very similar. Questions regarding earlier versions will be addressed as time allows. Instructor provides handouts. Prerequisite: *Excel Introduction course, or permission of instructor or computer coordinator.*

CRN 11569 | Fee: \$199
2 Fridays | 4/20-4/27
9 AM-4 PM | LRC Room B222 (limited seating)
Instructor: Gayle Pignone

Excel 2016: Advanced

This hands-on one-day intensive course integrates the features of Excel in real-world scenarios and provides a detailed overview of a wide range of Excel topics. Trendlines; What-if Analysis; Goal Seek; Scenarios and Summary Report; Solver; Inserting, Editing and Deleting Comments; Track Changes and setting options; Formula Auditing; MegaFormula Functions; pivot tables in-depth (with additional info about Slicers); pivot charts; simple macros; running a macro when a workbook is open; running a macro when a button is clicked; creating a custom macro button on the Quick Access Toolbar; Custom Functions (UDFs); and other helpful skills. Although this course uses Excel 2016 software, version 2013 is very similar. Questions regarding earlier versions will be addressed as time allows. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2016 exams at our approved MCC testing center for an additional fee. See exam information and schedule on page 14. Instructor provides handouts. Prerequisite: *Excel Intermediate course, or permission of the instructor or computer coordinator.*

CRN 11567 | Fee: \$99
1 Friday | 5/4
9 AM-4 PM | LRC Room B222 (limited seating)
Instructor: Gayle Pignone

Excel 2016: Pivot Tables, Dashboards and Reports

Excel dashboards help you get the right information to the right people at the right time. They provide an organized way to view and report large amounts of changing data in real time. This course will cover constructing dashboards, including importing data, functions that select and aggregate, charts, pivot tables, recording Macros and interactive filters. Prerequisites: *Excel Introduction course required (or equivalent knowledge). Knowledge of writing simple formulas and functions, basic charts, basic sorting and filtering.* Required text: *Excel Dashboards and Reports, 2nd Edition (ISBN 9781118490426), available at MCC Bookstore for approximately \$40.*

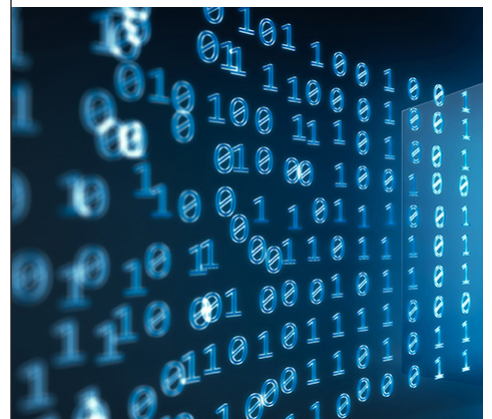
CRN 11593 | Fee: \$99
1 Friday | 5/11
9 AM-4 PM | LRC Room B222 (limited seating)
Instructor: Gayle Pignone



NEW Excel 2016 MOS Certification Preparation

Demonstrate your expertise with Microsoft Excel! The course is designed to help you practice and prepare for Microsoft Office Specialist (MOS): Excel 2016 Core certification exam 77-727. Course covers the following skills: detailed procedures to help build the skills measured by the exam; hands-on tasks to practice what you've learned; create and manage worksheets and workbooks; manage data and cell ranges; create tables and lists; perform operations with formulas and functions. A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Course cost includes practice exam, certification exam and retake exam. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills required. Microsoft Office 2016 MCC Certificate course or equivalent experience recommended.* Certification exam date is scheduled for 5/9 at 4:00 PM in LRC Room B142.

CRN 11624 | Fee: \$250
1 Tuesday | 5/8 (registration deadline 4/30)
9 AM-4 PM | LRC Room B142 (limited seating)
Instructor: Gayle Pignone



DATABASE

Access 2016: Introduction

Learn the new features of Access 2016 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. Although this course uses Access 2016 software, version 2013 is very similar. Questions regarding earlier versions will be addressed as time allows. Registered students are eligible for free Access 2016 software. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills.*

CRN 11571 | Fee: \$99
1 Tuesday | 4/3
9 AM-4 PM | LRC Room B141 (limited seating)
Instructor: George Pillar, M.S.

Access 2016: 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. Utilize built-in tools to find and replace data, import data, and more. Understand the use of templates. Although this course uses Access 2016 software, version 2013 is very similar. Questions regarding earlier versions will be addressed as time allows. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2016 exams at our approved MCC testing center for an additional fee but you may require additional training. See exam information and schedule on page 14. Instructor provides handouts. Prerequisite: *Access Introduction course, or permission of instructor or computer coordinator.*

CRN 11573 | Fee: \$199
2 Tuesdays | 4/10-4/24 (does not meet 4/17)
9 AM-4 PM | LRC Room B142 (limited seating)
Instructor: George Pillar, M.S.



Access 2016: 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. Although this course uses Access 2016 software, version 2013 is very similar. Questions regarding earlier versions will be addressed as time allows. Students also have the option of taking the internationally recognized Microsoft Office Specialist (MOS) 2016 exams at our approved MCC testing center for an additional fee. See exam information and schedule on page 14. Instructor provides handouts. Prerequisite: *Access Intermediate course, or permission of the instructor or computer coordinator.*

CRN 11575 | Fee: \$99
1 Wednesday | 5/9
9 AM-4 PM | LRC Room B141 (limited seating)
Instructor: George Pillar, M.S.

Students are encouraged to use USB-style flash or thumb drives in our MCC computer labs as a method of saving or backing up work associated with MCC courses. Flash or thumb drives can be purchased at the MCC Bookstore, or your local or online computer store.



NEW Access 2016 MOS Certification Preparation

The audience for this course are those students who would like to demonstrate their expertise with Microsoft Access! This course is designed to help you practice and prepare for Microsoft Office Specialist (MOS): Access 2016 certification exam 77-730. Course covers the following skills: in-depth preparation for each 77-730 exam objective; detailed procedures to help build the skills measured by the exam; hands-on tasks to practice what you've learned; create and manage databases; build tables; create queries; create forms; create reports. A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Course cost includes practice exam, certification exam and retake exam. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills required. Microsoft Office 2016 MCC Certificate course or equivalent experience recommended.* Certification exam date is scheduled for 5/30 at 4:00 PM in LRC Room B142.

CRN 11632 | Fee: \$250
1 Tuesday | 5/29 (registration deadline 5/21)
9 AM-4 PM | LRC Room B142 (limited seating)
Instructor: Gayle Pignone



SQL Server 2016 Queries: Introduction

This two-day course will cover querying MS SQL Server 2016. We will work with SQL Server Management Studio. Students will learn to create and organize T-SQL scripts that include sets and predicates; T-SQL querying; querying multiple tables with joins, sorting and filtering data, identifying different data types in MS SQL Server 2016; using DML to modify data, built-in functions, grouping and aggregating data, using sub-queries, set operators, table expressions and the union operator. Students are eligible to receive free Microsoft SQL Server 2016 software. Instructor provides handouts. Prerequisite: *Database Introduction course, or familiarity with databases.*



CRN 11605 | Fee: \$199
2 Tuesdays | 5/8-5/15
9 AM-4 PM | LRC Room B141 (limited seating)
Instructor: George Pillar, M.S.

NEW Database Fundamentals: Microsoft Technology Associate (MTA) Certification Prep (Exam 98-364)

The Microsoft Technology Associate (MTA) is Microsoft's newest suite of technology certification exams that validate fundamental knowledge needed to begin building a career using Microsoft technologies. This three-day MTA Training course helps you prepare for Microsoft Technology Associate Exam 98-364, and build an understanding of these topics: Core Database Concepts, Creating Database Objects, Manipulating Data, Data Storage, and Administering a Database. This course leverages the same content as found in the Microsoft Official Academic Course (MOAC) for this exam. Learning objectives include: understand core database concepts; create database object; manipulate data; understand data storage; administer a database. This program provides an appropriate entry point to a future career in technology and assumes some hands-on experience or training but does not assume on-the-job experience. Students are eligible to receive free Microsoft SQL Server 2016 and Microsoft Access 2016 software. Required text: [Exam 98-364 Database Administration Fundamentals](#) (ISBN 9780470889169), available at MCC Bookstore for approximately \$80. Prerequisite: *Keyboard, Mouse and Windows skills. An understanding of database concepts recommended.* Ask about scholarship funding for this course. Contact Bruce Manning, Program Coordinator, bmanning@manchestercc.edu.

CRN 11683 | Fee: \$399
3 Wednesdays | 3/21-4/4
9 AM-4 PM | LRC Room B141 (limited seating)
Instructor: George Pillar, M.S.

INTERNET

Google Apps Introduction

Don't be tied to your desk. Learn how to boost your productivity and make the most of your connectivity from anywhere, using Google apps. Learn how easy and fun it is to manage your digital photos, email, documents, geo location, and calendar. This three-hour hands-on class will cover how to keep your email organized; save and collaborate on documents; keep track of your busy schedule; and so much more—all with applications you can easily download! Prerequisite: *Basic Windows, keyboarding, mouse and Internet skills.*

CRN 11205 | Fee: \$99
2 Mondays | 2/5-2/12
6-9 PM | LRC Room B141
Instructor: Cathy Lukas, M.A.

Android Phone: Overview

Are you planning to purchase (or already have) a new Android phone and feel a bit overwhelmed while operating your phone? This overview of the Android features and operation will get you on the right track quickly.

CRN 11618 | Fee: \$15
1 Wednesday | 3/28
6-7 PM | LRC Room B141

Instructor: Michael Januska, M.B.A.

Cloud Storage Solutions

Are you confused about what the cloud storage services for your phone or PC can do for you as a home user or small business owner? This quick overview course will detail how you can use cloud storage from Microsoft, Google or Dropbox to your advantage. **Students will learn how to configure Microsoft OneDrive, Google Drive, Dropbox** and more to synchronize folders on your devices, upload and download files, photos, videos, and organize data.

CRN 11189 | Fee: \$15
1 Wednesday | 2/7
6-7 PM | LRC Room B144

CRN 11619 | Fee: \$15
1 Wednesday | 4/4
6-7 PM | LRC Room B141

Instructor: Michael Januska, M.B.A.

Facebook for Beginners



Nearly 60% of American adults are on Facebook, the world's largest social media site. Are concerns about mastering the features or privacy stopping you? In this

course, you will learn how to create a Facebook profile and personalize it. We will review privacy settings, how to find "friends", and create and share content such as photos, posts and videos. This course is perfect for anyone who is new to social media. Prerequisite: *A personal Facebook account is required. Please bring your login information to the class.*

CRN 11191 | Fee: \$30
1 Wednesday | 2/14
6-8 PM | LRC Room B144

Instructor: Robert Thornton, M.B.A.

CRN 11701 | Fee: \$30
1 Thursday | 3/1
6-8 PM | LRC Room B141

Instructor: Kristin Violette, M.Ed.

Build Your Professional Brand and Network through LinkedIn

Keep your career moving ahead! LinkedIn is a valuable tool for today's job seeker, and it is changing and expanding all the time. This workshop will teach career-oriented individuals how to create and use their own LinkedIn page. Individuals who already have a LinkedIn account and an established network in place will also learn how to effectively maximize LinkedIn's properties. Prerequisite: *Basic Windows, keyboarding and mouse skills.*

CRN 11708 | Fee: \$35
1 Tuesday | 3/6
6-8 PM | LRC Room B142

Instructor: Valerie D. Wilson, M.Ed.

Wall Street Basics

Welcome to Wall Street. Join us when we learn about how Wall Street and the stock market work. What are stocks? Why do companies sell stock? What are some of the different ideas in buying and selling shares? Learn about diversification and risk. We will research stocks using free applications and sites available on the World Wide Web. The class will conclude with a stock market simulation game.

CRN 11717 | Fee: \$155
3 Mondays | 4/23-5/7
6-9 PM | Room TBA

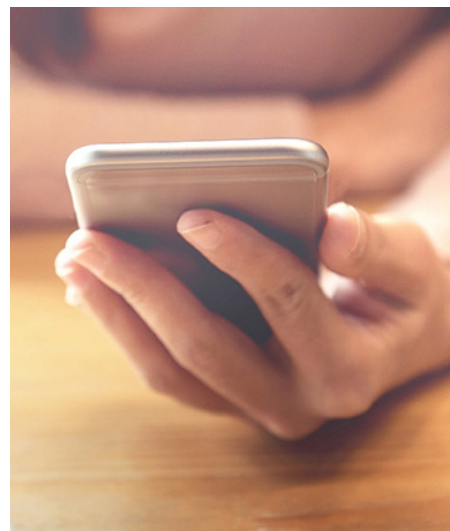
Instructor: Steven Bloom, M.Ed.

Apple iPhone: Overview

Are you planning to purchase (or have you already purchased) a new iPhone and feel a bit overwhelmed operating your phone? This overview of the iPhone features and operation will get you on the right track quickly.

CRN 11620 | Fee: \$15
1 Wednesday | 4/11
6-7 PM | LRC Room B141

Instructor: Michael Januska, M.B.A.



FIVE WAYS TO GET YOUR COMPANY TO PAY FOR YOUR CLASS

1

Ask

A simple request may be all that it takes. A written memo is better.

2

Show them the catalog

Attach it to your memo.

3

Emphasize the benefits

Explain how the additional skill training will improve your productivity.

4

Note the convenience

You don't need to go far when quality training is as close as MCC.

5

Compare Pricing

Our cost-effective pricing will give you the most bang for your buck.

COMPUTER TECHNOLOGY

Apple iCloud Basics

Are you confused about what the iCloud mobile application for your iPhone can do for you as a home user or small business owner? This quick overview course will explain how you can use cloud storage to your advantage. Students will learn how to configure iCloud, synchronize folders on all Apple devices, upload or download files, photos, videos, and organize data.

CRN 11621 | Fee: \$15
1 Wednesday | 4/18
6-7 PM | LRC Room B141

Instructor: Michael Januska, M.B.A.

iPad: Exploring Your iPad

Join other beginners to learn how to customize your iPad settings, access built-in productivity apps such as Notes, Calendar, Reminders, and how to sync your content with iCloud. Also learn more about your iPad's entertainment features. If you have only been using your iPad to check mail and surf the web, this is the perfect class to begin customizing your favorite tool. Prerequisite: *Students, Bring your fully charged iPad (updated with the most recent version of iOS version 10.x), Apple ID and iTunes password to class with you.*

CRN 11702 | Fee: \$30
1 Thursday | 3/8
6-8 PM | LRC Room B142

Instructor: Kristin Violette, M.Ed.



iPad: Photos & Videos

Learn how to capture, import, organize, enhance, and share your photos. Picture taking and sharing will never be the same! Prerequisite: *Students, bring your fully charged iPad (updated with the most recent version of iOS version 10.x), Apple ID and iTunes password to class with you.*

CRN 11188 | Fee: \$30
1 Thursday | 2/1
6-8 PM | LRC Room B144

Instructor: Robert Thornton, M.B.A.

CRN 11703 | Fee: \$30
1 Thursday | 3/15
6-8 PM | LRC Room B142

Instructor: Kristin Violette, M.Ed.



iPad: Productivity Apps

The App Store has over 1 million apps to choose from. How do you know which one to choose? In this class we will visit the top selling (or free) apps and learn how they can enhance your actions on the web as well as your everyday activities. From surfing to downloading, you will learn how to acquire and manage apps on your device. Prerequisite: *Students, bring your fully charged iPad (updated with the most recent version of iOS version 10.x), Apple ID and iTunes password to class with you.*

CRN 11190 | Fee: \$30
1 Thursday | 2/8
6-8 PM | LRC Room B144

Instructor: Robert Thornton, M.B.A.

CRN 11704 | Fee: \$30
1 Thursday | 3/22
6-8 PM | LRC Room B142

Instructor: Kristin Violette, M.Ed.

WordPress Web Design Introduction

WordPress is an easy-to-learn, easy-to-use, Content Management System (CMS) for creating and managing websites. Originally designed for blogs, its capabilities have expanded to creating complete websites. By the end of this course you will be able to create a template-based website, apply certain customizations, add page elements such as links, images, and videos, enhance a flexible built-in search tool for your site, and empower yourself and your colleagues to add ongoing updates. Students are requested to bring a 4GB flash drive to class. Course extended to 12 hours due to student demand. Instructor provides handouts. Prerequisite: *Basic Windows, keyboard and mouse skills with some exposure to Microsoft Office helpful.*

CRN 11710 | Fee: \$199
4 Wednesdays | 2/21-3/14
6-9 PM | LRC Room B141

CRN 11589 | Fee: \$199
2 Thursdays | 5/17-5/24
9 AM-4 PM | LRC Room B142 (limited seating)

Instructor: Robert Thornton, M.B.A.

Web Design: MCC Certificate

Build new skills to start or advance your career as a web developer in our Web Communication and Design program. Courses in this program start with the core areas of HTML and CSS and move on to the use of Adobe desktop tools for web design - ending with exposure to Web Content Management Systems. Your Web design portfolio at the end of the Professional certificate program will include published Web sites 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 Communication and Design MCC Certificate. Instructor will provide handouts and a USB drive with the complete course installed on it. Prerequisite: *Basic Windows, keyboard, mouse and web browser skills.* Please note the following web design applications are included in the Web Design course: MCC Certificate program: HTML5/CSS3 Introduction; Adobe Dreamweaver; Muse; WordPress Introduction. Ask about scholarship funding for this course. Contact Bruce Manning, Program Coordinator, bmanning@manchestercc.edu.

CRN 11607 | Fee: \$545
5 Thursdays | 3/15-4/12
9 AM-4 PM | LRC Room B142 (limited seating)

CRN 11711 | Fee: \$545
10 sessions | Mondays & Wednesdays
4/23-5/30 (does not meet 5/14 & 5/28)
6-9 PM | LRC Room B141

Instructor: Robert Thornton, M.B.A.

NEW Adobe Dreamweaver: Adobe Certified Associate (ACA) Certification Prep

Student will learn the skills to prepare for the Adobe Certified Associate (ACA) certification for Dreamweaver. Increase your employability and success. This hands-on course is led by a Certified Adobe Instructor and delivers classroom instruction supplemented with exam prep sample questions. Prerequisites: *Basic Windows, keyboard, mouse and Internet skills. While some experience with HTML and CSS is helpful, it is not required.* Required text: *Adobe Dreamweaver CC Classroom in a Book (2017 release) 1st Edition, (ISBN 9780134664286), available at MCC Bookstore for approximately \$54.00.* Ask about scholarship funding for this course. Contact Bruce Manning, Program Coordinator, bmanning@manchestercc.edu.

CRN 11688 | Fee: \$500
4 Thursdays | 4/19-5/10
(registration deadline 4/5)
9 AM-4 PM | LRC Room B142 (limited seating)

Instructor: Robert Thornton, M.B.A.



PROGRAMMING

NEW Software Development Fundamentals: Microsoft Technology Associate (MTA) Certification Prep (Exam 98-361)

The Microsoft Technology Associate (MTA) is Microsoft's newest suite of technology certification exams that validate fundamental knowledge needed to begin building a career using Microsoft technologies. This three-day MTA Training course helps you prepare for Microsoft Technology Associate Exam 98-361, and build an understanding of these topics: Core Programming, Object-Oriented Programming, General Software Development, Web Applications, Desktop Applications, and Databases. This course leverages the same content as found in the Microsoft Official Academic Course (MOAC) for this exam. Learning objectives include: understand core programming; understand object-oriented programming; understand general software development; understand web applications; understand desktop applications; understand databases. This program provides an appropriate entry point to a future career in technology and assumes some hands-on experience or training but does not assume on-the-job experience. Students are eligible to receive free Microsoft Visual Studio 2017 software. Prerequisite: *Keyboard, Mouse and Windows skills. An understanding of programming concepts recommended.* Required text: Exam 98-361 MTA Software Development Fundamentals (ISBN 9780470889114), available at MCC Bookstore for approximately \$78. Ask about scholarship funding for this course. Contact Bruce Manning, Program Coordinator, bmanning@manchestercc.edu.

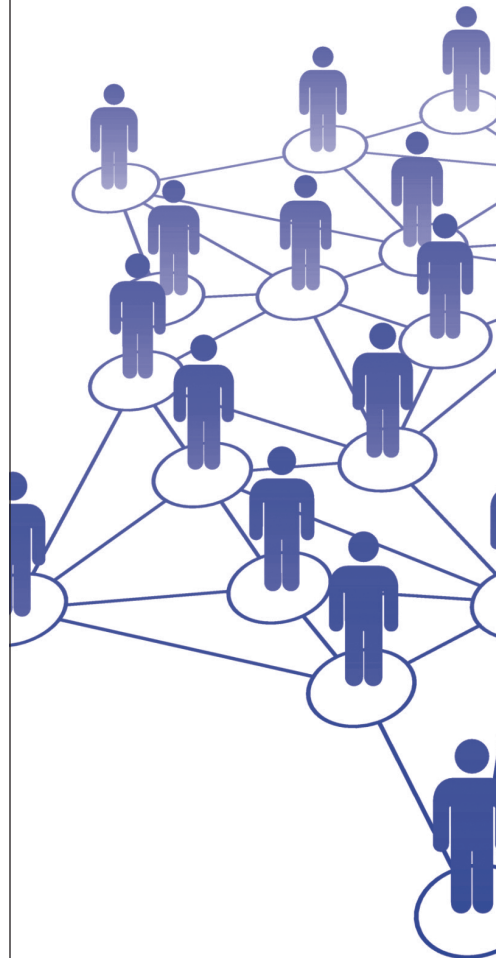
CRN 11692 | Fee: \$299
 3 sessions | Monday, Wednesday & Friday
 3/5-3/9 | 9 AM-4 PM | LRC Room B142
 Instructor: George Pillar, M.S.

ATTENTION:
All Credit-Free Instructor Biographical Notes are listed at the back of the catalog.

PHP & MySQL Introduction: How to Create Web Forms and Capture Information

PHP & MySQL are popular, open-source technologies ideal for quickly developing database-driven web applications. This intensive, hands-on course introduces participants to the basics of PHP, explains how to set-up and work with a MySQL database, and demonstrates interactions between PHP and the database. Learn programming and database development techniques, build MySQL database-driven web applications with PHP, and apply your learning to sample projects. Required text: PHP and MySQL Web Development, (5th Edition) (ISBN 9780321833891) Addison-Wesley Professional, available at MCC Bookstore for approximately \$45. Same book is used for *PHP & MySQL Introduction and Intermediate* levels. Prerequisite: *Basic Windows, keyboarding and mouse skills; knowledge of basic database concepts is recommended. Programming and HTML experience highly recommended.*

CRN 11634 | Fee: \$199
 2 Mondays | 4/9-4/23 (does not meet 4/16)
 9 AM-4 PM | LRC Room B141 (limited seating)
 Instructor: George Pillar, M.S.



NEW Java Programming Intro

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. In this introductory course, you'll learn and practice essential computer science concepts using the Java programming language. You'll learn about Object Oriented Programming, a technique that allows you to use code written by other programmers in your own programs. You'll put your new Java programming skills to the test by solving real-world problems faced by software engineers. Java programming is a great option for first-time coders due to its popularity and ease of use. This course will provide you with a solid foundation in Java Programming and Object Oriented Programming concepts.

Topics:

- The Java Programming Environment
- Introduction to Classes and Objects
- Graphics
- Fundamental Data Types
- Decisions
- Iterations
- Arrays, ArrayLists and Simple Array Algorithms
- Methods (Parameter Passing, Instance vs. Static Methods)
- Inheritance

Prerequisite: *No programming experience or knowledge is required.* Instructor provides handouts.

CRN 11694 | Fee: \$199
 2 sessions | Monday & Tuesday | 3/12-3/13
 9 AM-4 PM | LRC Room B141 (limited seating)
 Instructor: George Pillar, M.S.

App Inventor: Introduction

Mobile apps are here to stay. In this course, students will build mobile applications for Android tablets and phones using MIT's App Inventor software. Participants will learn basic Computer Science concepts while developing mobile applications in a user-friendly programming environment. No previous computer science or programming experience is necessary to succeed.

CRN 11707 | Fee: \$99
 2 Mondays | 3/12-3/19
 6-9 PM | LRC Room B141
 Instructor: Kristin Violette, M.Ed.

COMPUTER TECHNOLOGY

NEW Android Programming Introduction

You can create applications for your Google Phone or Android Tablet. This course introduces you to building Android applications by using MIT's free programming tool, App Inventor, as well as Android fundamentals, the Eclipse IDE and ADT plug-in and emulator (AVD), and the Android SDK, NDK and Tools. Applications will be developed that include graphics, animations, data entry and manipulation. We will also cover Icon Design and publishing Android applications. Instructor will provide useful handouts. Prerequisite: *Basic computer skills and some programming experience helpful. Java programming or Object Oriented programming desirable.*

CRN 11646 | Fee: \$199
2 sessions | Wednesday & Friday | 3/14-3/16
9 AM-4 PM | LRC Room B141 (limited seating)
Instructor: George Pillar, M.S.

DIGITAL IMAGING & DESIGN

Restoring Photos with Photoshop

Learn techniques to restore, color-correct and enhance your digital or scanned photos in this seminar-style presentation. Use Photoshop as a retouching tool to transform that torn, worn photo into a picture-perfect image. Students can bring electronic scans of their photos on a flash drive for hands-on editing. Prerequisite: *Photoshop Elements or CC Introduction course recommended.* Instructor provides handouts.

CRN 11207 | Fee: \$99
2 Tuesdays | 2/13-2/20
6-9 PM | LRC Room B141
Instructor: Richard Hoyer, M.A.

Consider Yourself Confirmed!

MCC notifies you only if a course cancels or its schedule has changed. If you don't hear from us, assume you are registered.

Adobe Premiere Elements Introduction

This workshop focuses on the Adobe Premiere Elements workspace, creating project files, how video is created and edited, using clips and transitions. Learn how to work in the Premiere Elements timeline and create a short video using still pictures and video clips. Students are requested to bring a 4 GB flash drive, or one can be purchased at the MCC bookstore for approximately \$10. Instructor provides handouts. Prerequisite: *Basic Windows, keyboarding and mouse skills.*

CRN 11201 | Fee: \$99
2 Tuesdays | 2/27-3/6
6-9 PM | LRC Room B141

Instructor: Richard Hoyer, M.A.

AutoCAD 2017 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, keyboarding and mouse skills.*

CRN 11706 | Fee: \$99
2 Mondays | 4/2-4/9
6-9 PM | LRC Room B141

Instructor: Steven Bloom, M.Ed.

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! Students are requested to bring a 4 GB flash drive, or one can be purchased at the MCC bookstore for approximately \$10. Required text: *Adobe Acrobat DC Classroom in a Book, Adobe Press* (ISBN 9780134171838), available at MCC Bookstore for approximately \$54. Prerequisite: *Basic Windows, keyboarding and mouse skills; word processing experience recommended.*

CRN 11648 | Fee: \$199
2 Fridays | 3/16-3/23
9 AM-4 PM | LRC Room B220 (limited seating)

Instructor: Michael Lavoie, M.A.

Adobe Photoshop Elements Introduction

Adobe Photoshop Elements is a new photo-enhancement and manipulation program designed specifically for amateur photographers, hobbyists and business users looking for an affordable, easy-to-use, but powerful digital imaging tool. Students are requested to bring a 4 GB flash drive, or one can be purchased at the MCC bookstore for approximately \$10. Instructor provides handouts. Prerequisite: *Basic Windows, keyboarding and mouse skills.*

CRN 11641 | Fee: \$99
2 Tuesdays | 3/13-3/20
6-9 PM | LRC Room B142

Instructor: Richard Hoyer, M.A.

Adobe Photoshop Elements: Next Step

You've mastered the basics of Photoshop Elements and you're wondering, now what? We've got just the thing! Explore the creative aspects of this software package; learn how to add borders and frames; increase canvas space; create contact sheets; utilize picture packages to minimize paper waste; merge color and black and white images; duo-tone your images; create personal greeting cards; add text; create panoramas; use filters and special effects; and make layers work for you. Let your imagination fly! Students are requested to bring a 4 GB flash drive, or one can be purchased at the MCC bookstore for approximately \$10. Instructor provides handouts. Prerequisite: *Photoshop Elements Introduction course or familiarity with Photoshop Elements.*

CRN 11642 | Fee: \$99
2 Tuesdays | 3/27-4/3
6-9 PM | LRC Room B142

Instructor: Richard Hoyer, M.A.



Adobe Photoshop 2017 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; 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.

Prerequisite: *Basic Windows, keyboarding and mouse skills*. Students are requested to bring a 4 GB flash drive, or one can be purchased at the MCC bookstore for approximately \$10. Required text: Adobe Photoshop CC Classroom in a Book, Adobe Press (ISBN 9780134663456), available at MCC Bookstore for approximately \$54.

CRN 11640 | Fee: \$199

2 Fridays | 4/20-4/27

9 AM-4 PM | LRC Room B220 (limited seating)

Instructor: Kathleen Smits, M.A.

Adobe InDesign 2017 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 pdf's, animations, and forms.

Prerequisite: *Basic Windows, keyboarding and mouse skills*.

Students are requested to bring a 4 GB flash drive, or one can be purchased at the MCC bookstore for approximately \$10. Required text: Adobe InDesign CC Classroom in a Book, Adobe Press (ISBN 9780134664095), available at MCC Bookstore for approximately \$54.



CRN 11636 | Fee: \$199

2 Fridays | 4/6-4/13

9 AM-4 PM | LRC Room B220 (limited seating)

Instructor: Kathleen Smits, M.A.

YOU MAKE ALSO LIKE

- **Photography courses on pages 59-60**



Adobe: Creating Marketing Materials

Using InDesign and Photoshop, this course will cover the basics of creating business collateral such as flyers, brochures, post cards, business cards and letterhead in InDesign along with image enhancement and management in Photoshop. Basic graphic design principles will be covered for design of layouts for print and web and how to arrange text, graphics, logos and images. Students are requested to bring a 4 GB flash drive, or one can be purchased at the MCC bookstore for approximately \$10. Required text: The Non-Designers Design Book 4th ed. (ISBN 9780133966152), available at the MCC Bookstore for approximately \$32. Prerequisite: *Basic Windows, keyboard and mouse skills*.

CRN 11638 | Fee: \$299

3 Fridays | 5/4-5/18

9 AM-4 PM | LRC Room B220 (limited seating)

Instructor: Michael Lavoie, M.A.

OPERATING SYSTEMS

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. Instructor provides handouts. Prerequisite: *Keyboard and mouse skills required*.

CRN 11577 | Fee: \$135

1 Wednesday | 4/11

9 AM-4 PM | LRC Room B141 (limited seating)

Instructor: Jayson Ferron

TROUBLESHOOTING

PC Repair and Maintenance

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 be discussed. For the beginner through intermediate PC user. Registered students are eligible for free Windows software. Instructor provides handouts. Prerequisite: *Basic Windows, keyboarding and mouse skills*.



CRN 11626 | Fee: \$199

2 Thursdays | 3/15-3/22

9 AM-4 PM | LRC Room B141 (limited seating)

Instructor: George Pillar, M.S.

CRN 11681 | Fee: \$199

4 Fridays | 4/6-4/27

6-9 PM | LRC Room B141

Instructor: Evelyn Kissi, M.A.

COMPUTER TECHNOLOGY

Credit-Free Certification Programs

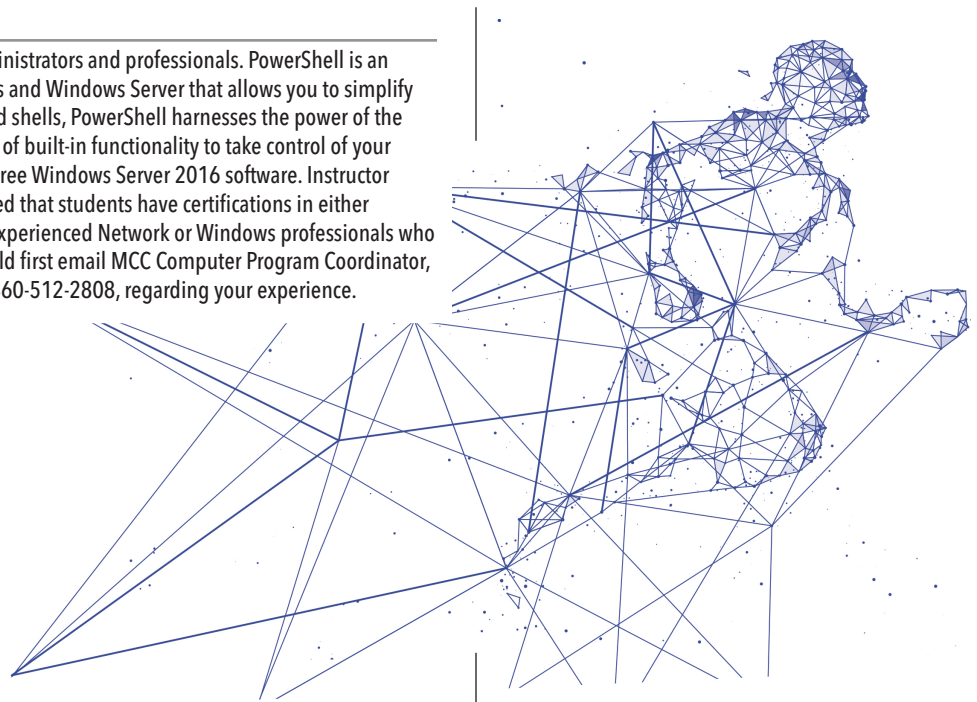
In addition to our Credit-Free classes, you can earn a certificate in any of the programs below.

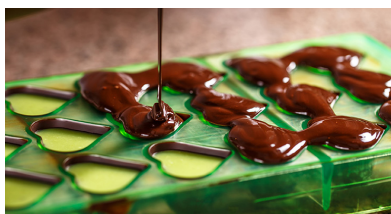
COURSE TITLE	EXAM REQUIRED TO OBTAIN CERTIFICATION	CERTIFICATION OBTAINED
Adobe Dreamweaver: Adobe Certified Associate (ACA) Certification Prep	Web Authoring Using Adobe Dreamweaver CC (2015) Exam	Adobe Certified Associate in Web Authoring using Adobe Dreamweaver CC (2015)
Certified Ethical Hacker Exam Certification Preparation	Certified Ethical Hacker Exam 312-50	Certified Ethical Hacker (CEH)
A+ 220-901 & 220-902 Exam Preparation	Exams 220-901 & 220-902	CompTIA A+ Certification
Database Fundamentals: Microsoft Technology Associate (MTA) Certification Prep	Exam 98-364	Database Fundamentals: Microsoft Technology Associate (MTA) Certification
Information Technology Infrastructure Library (ITIL) Certification Preparation	ITIL Foundation Certification Exam	ITIL Foundation Certificate
Microsoft Access 2016 MOS Certification Preparation	Exam 77-730	Microsoft Access 2016 MOS Certification
Microsoft Excel 2016 MOS Certification Preparation	Exam 77-727	Microsoft Excel 2016 MOS Certification
Microsoft Outlook 2016 MOS Certification Preparation	Exam 77-731	Microsoft Outlook 2016 MOS Certification
Microsoft PowerPoint 2016 MOS Certification Preparation	Exam 77-729	Microsoft PowerPoint 2016 MOS Certification
Microsoft Word 2016 MOS Certification Preparation	Exam 77-725	Microsoft Word 2016 MOS Certification
Network+ Certification Preparation	Exam N10-006	CompTIA Network+ Certification
QuickBooks Certification Preparation	QuickBooks Certified User Exam	QuickBooks Certified User
Security+ Certification Preparation	Exam SY0-401	CompTIA Security+ Certification
Software Development Fundamentals: Microsoft Technology Associate (MTA) Certification Prep	Exam 98-361	Software Development Fundamentals: Microsoft Technology Associate (MTA) Certification
Web Design: MCC Certificate	MCC Certificate	MCC Certificate
Microsoft Office 2016: MCC Certificate	MCC Certificate	MCC Certificate

Windows PowerShell Introduction

This course is intended for Windows and/or network administrators and professionals. PowerShell is an automation platform and scripting language for Windows and Windows Server that allows you to simplify the management of your systems. Unlike other text-based shells, PowerShell harnesses the power of the .NET Framework, providing rich objects and a massive set of built-in functionality to take control of your Windows environments. Students are eligible to receive free Windows Server 2016 software. Instructor provides handouts. Prerequisite: It is highly recommended that students have certifications in either Network+ or Microsoft MCSA or equivalent experience. Experienced Network or Windows professionals who are not certified and would like to attend the course should first email MCC Computer Program Coordinator, Bruce Manning at bmanning@manchestercc.edu or call 860-512-2808, regarding your experience.

CRN 11601 | Fee: \$225
 1 Thursday | 4/12
 9 AM-4 PM | LRC Room B141 (limited seating)
 Instructor: Jayson Ferron





Chocolate Made with Love

For Valentine's Day, learn how to make three different types of chocolates. The easiest is a simple chocolate bark, after which we'll make the ganache for shaped truffles. While the ganache is chilling, you'll learn the art of making molded chocolates, and enjoy munching on the bark. During the preparation of these three types of chocolate, you'll have a choice as to which "add-in's" or "roll-in's" you want. You will take home a variety of truffles, molded chocolates, and chocolate bark to share with your loved ones. You will also learn tips and tricks of the trade to making and packaging chocolates. Materials fee: \$15, payable to instructor at the beginning of class.

CRN 11214 | Fee: \$70
1 Saturday | 2/10
10 AM-2 PM | GPA Room GP213

Instructor: Anita Ferron, B.S.

Spanish Tapas

Tapas are served every day in Spain, and enjoyed any time of day. Learn about its culinary history and importance in Spanish culture. We will make several types of tapas, using fresh seafood, ham, and vegetables, and prepare both hot and cold tapas. With a pitcher of non-alcoholic Sangria, we will then enjoy our taste of Spain. Materials fee: \$15, payable to instructor at the beginning of class.

CRN 11347 | Fee: \$70
1 Saturday | 4/28
10 AM-2 PM | GPA Room GP213

Instructor: Anita Ferron, B.S.

NEW Indian Cuisine & Culture

Let's explore the culture and foods of India! The many mixtures of spices and vegetables will rouse your taste buds. The cuisine varies throughout the country, so we will make *Chettinad* Pepper Chicken from South India and *Saag Paneer* (Spinach with Indian cheese) from North India. We will also prepare and enjoy *Pakor*s (Vegetable Fritter), a typical street food, Indian Tomato Rice, and Vegetable *Biryani*. All will be accompanied by cultural commentary and served with *Masala Chai* (Spiced Tea) or regular black tea. Materials fee: \$18, payable to instructor at the beginning of class.

CRN 11613 | Fee: \$70
1 Saturday | 5/5
10 AM-2 PM | GPA Room GP213

Instructor: Anita Ferron, B.S.

NEW The Foods of Greece

Come join and enjoy our Greek *Meza* Table (Hot & Cold Small Plates of Food). We will learn how to make four classic dips that are used in every Greek household: *Tzatziki* (Yogurt/Cucumber), *Melitzanosalata* (Eggplant), *Hummus* (Chick Peas/Tahini), and *Skorthalia* (Garlic Spread). We will then move onto main dishes: *Spanakopita tyropitak* (Spinach & Phyllo Dough Triangles), *Keftades* (Greek Meatballs), *Kotosaup*a *Avolemono* (Chicken & Lemon Rice Soup), and *Horta Vrasta* (Boiled Leafy Greens). And for dessert, *Phoenikia* (Honey Spice Cookies) that are a holiday tradition. Materials fee: \$18, payable to instructor at the beginning of class.

CRN 11614 | Fee: \$70
1 Saturday | 5/19
10 AM-2 PM | GPA Room GP213

Instructor: Anita Ferron, B.S.

Fresh Pasta Delicacies

Whether you've never made fresh pasta, or just need to brush up on your technique, this class is for you! Learn how to mix, crank and design fresh pasta shapes and flavors from scratch. We'll captivate your taste buds with Fried Ravioli with Spicy Marinara, Acorn Squash Cappellacci with Maple Cream Sauce, Capellini with Tomatoes, and Pancetta and Chiles. We've also got the classic Fettuccine Alfredo with Fire-Roasted Red Peppers and the extra special Crab Ravioli with Balsamic Brown Butter or Papardelle with Sausage and Peas. We'll pair our fresh pasta dishes with something flavorful! Materials fee: \$15, payable to instructor at the beginning of class.

CRN 11280 | Fee: \$55
1 Thursday | 2/1
6-9 PM | GPA Room GP213

CRN 11358 | Fee: \$55
1 Thursday | 5/3
6-9 PM | GPA Room GP213

Instructor: Joshua Ogradowski, M.A.T.

Southern vs. Northern Italian Cuisine

Explore the dramatic difference between these two regions of Italy. The predominantly urban and world of business vs. the predominantly rural and land of Hiltons and farms. Both regions are unique in culture, as well as foods. We'll prepare Risotto with Mushrooms, Polenta Pizza, Pasta Carbonara, Bruschetta with Tomatoes and White Beans, Orecchiette with Broccoli Rabe and Olive Oil, Macaroni and Bean Soup, Putanesca, and Penne with Eggplant that will help get a taste for diverse areas like Venice, Rome and Sicily. Materials fee: \$15, payable to instructor at the beginning of class.

CRN 11359 | Fee: \$55
1 Thursday | 3/1
6-9 PM | GPA Room GP213

Instructor: Joshua Ogradowski, M.A.T.

Artisan Italian Breads and Rolls

Think outside the bagged bread, and come learn about Italian artisan breads and rolls and the delicious variety available to you! We will make the Classic Italian Loaf, Garlic Knots, Ciabatta, and Olive Loaf, and we'll send you home with more than a baker's dozen. Materials fee: \$10, payable to instructor at the beginning of class.

CRN 11357 | Fee: \$55
1 Thursday | 4/5
6-9 PM | GPA Room GP213

Instructor: Joshua Ogradowski, M.A.T.

NEW Wines for Valentine's Day

Looking to impress that special someone on Valentine's Day? Come enjoy a special night of wine tasting from Sparkling to Port and everything in between. Let us help you chart your course for a romantic evening as we discuss classic food and wine pairings. Participants should bring finger foods or munchies. **Please note: You must be at least 21 years of age to enroll in the class; IDs will be checked in class.** Please register early, as enrollment is limited. Materials fee: \$20, payable to the instructor at the beginning of class.

CRN 11411 | Fee: \$30
1 Friday | 2/9
6-9 PM | SSC Room L294 (Culinary Arts Center)

Instructor: Leanne Wheeler, B.S.

NEW Exploring the Connecticut Wine Trail

Learn to drink local! The Connecticut wine industry began with a single winery in 1975. In recent years there has been an explosion of new wineries across the Nutmeg State. Join us as we take a tasting journey of ten wineries located around the state, ranging from sparkling and fruit wines to big, dry reds and ice wines. Participants should bring finger foods or munchies. **Please note: You must be at least 21 years of age to enroll in the class; IDs will be checked in class.** Please register early, as enrollment is limited. Materials fee: \$15, payable to the instructor at the beginning of class.

CRN 11412 | Fee: \$30
1 Friday | 4/20
6-9 PM | SSC Room L294 (Culinary Arts Center)

Instructor: Leanne Wheeler, B.S.

Please note: Each participant in Cuisine classes should bring

Apron

Dish towels

Container for leftovers

Also see individual course descriptions for any other required items.

CULTURE & HISTORY

NEW Cheney Hall: An Historical Overview and Theater Tour



Cheney Hall, in the heart of Manchester's Historic District, is the jewel in the complex of structures relating to the Cheney Brothers silk mills, which dominated the town for more than a century. Built in 1867 as a meeting place and social venue for the mills' thousands of workers, Cheney Hall has had several iterations over the decades, including as a site for boxing exhibitions, a hospital during the flu epidemic of 1918, and several decades as a fabric showroom for silk and other textiles. Today this handsome Victorian building, built in the French Second Empire style, is the home of the Little Theatre of Manchester. The classroom session will comprise an historical, social, and architectural overview of Cheney Hall. Handouts will be provided. **For the second session, students will meet at Cheney Hall, 177 Hartford Rd., Manchester,** for a guided backstage tour, including anecdotes about the Little Theatre of Manchester's quarter-century residency in the Hall.

PLUS SPECIAL OFFER to all registered students: one complimentary ticket per person for the Little Theatre's production of John Cariani's play, "Love/Sick," at Cheney Hall for either the Saturday, June 16 or Sunday, June 17 performance!

CRN 11617 | Fee: \$45
1 Wednesday | 5/30 | 6:30-8:30 PM
GPA Room GP137
1 Saturday | 6/2 | 10-11:30 AM
Cheney Hall, Manchester

Instructor: David Garnes, M.A., M.L.S.

NEW Travel Writing from Around the World: Post-Classical to Modern Times

After an introduction to travel writing in ancient history, we will focus on three examples from the 13th to 15th centuries: Marco Polo, Muhammed Ibn Battuta, and Zheng He. In the second session, we'll examine 19th-century British-European literary travelers in the historical context of imperialism abroad and the growth of nationalism, industrialization, and social class upheaval: Alexis de Tocqueville, Charles Dickens, Gertrude Bell, and others. In the final session, we'll explore the travel genre in the late 20th and early 21st centuries through such writers as Paul Theroux, V.S. Naipaul, Bruce Chatwin, and Anne Jones, as well as television host Anthony Bourdain and Rick Steves, the TV series, *Globe Trekkers*, and online bloggers.

CRN 11744 | Fee: \$65
3 Thursdays | 4/5-4/19
6:30-8:30 PM | GPA Room GP143

Instructor: Stephanie Loughran, M.L.A.

Ancestry: Research Your Family History

Do you wonder about your ancestral heritage? Learn the fascinating and informative process for exploring your family roots. You will gain the research tools you need, so that you continue on your own with the fun and joy of researching your ancestry, while creating and leaving your descendants a wonderful legacy... the gift of your family history.

CRN 11657 | Fee: \$85
2 Mondays | 4/2-4/9
6-9 PM | GPA Room GP214

Instructor: Carol Whitmer, B.S.



Mysteries of Ancient Ireland

In this course, you will learn about the heroes, heroines and Gods of ancient Ireland. Topics will include prehistoric monuments, ancient folklore, myths, and legends, and some of the esoteric aspects of the Irish language.

CRN 11650 | Fee: \$60
3 Tuesdays | 3/13-3/27
7-9 PM | GPA Room GP143

Instructor: Mary Carchie, M.A.

Irish History from 800 A.D. to the Present

We will examine the outside influences that changed the Irish, from insular tribes of cattle raiders to Celtic Tigers, including the arrival of the Vikings, the invasion of the Normans, the domination of the Elizabethans, the importation of Protestant Scots, and all the Fenian uprisings that eventually led to independence and Ireland's entry into the modern world. The course will include discussion, visual aids, and handouts. A suggested reading list will also be provided.

CRN 11651 | Fee: \$60
3 Tuesdays | 4/10-4/24
7-9 PM | GPA Room GP143

Instructor: Mary Carchie, M.A.



NEW Jackson and Polk and U.S. Politics: Society during the 1830s and 1840s

We will explore one of the most formative eras in American history and society: the 1830s and 1840s, during which the transformational presidency of Andrew Jackson, the Nullification Crisis, the Native Americans' Trail of Tears, the Mexican-American War, and James Polk's unprecedented successful drive for westward expansion, all took place.

CRN 11735 | Fee: \$65
3 Thursdays | 3/8-3/22
6:30-8:30 PM | GPA Room GP155

Instructor: Jared Day, Ph.D.

NEW Broadway Goes to Hollywood

We will examine the origins of one of America's most unique cultural contributions: the American musical. We will explore the musical's evolution from Broadway reviews and song spectacles, to the Hollywood "backstage musical", such as *42nd Street*, to the "book musical", such as *Oklahoma!* We will also explore key elements of the musical form and the critical role of dance in the 1950s and beyond.

CRN 11736 | Fee: \$65
3 Thursdays | 4/12-4/26
6:30-8:30 PM | GPA Room GP155

Instructor: Jared Day, Ph.D.



NEW Martin Luther and the Age of the Reformation: 1517-1648

We will examine the origins of the Protestant Reformation, beginning in 1517, as led by an obscure, northern German monk named Martin Luther. In key ways, this religious upheaval caused a divisive break with Europe's medieval past and hurtled toward a dangerous and uncertain future that culminated with the Thirty Years War (1618-1648), a conflict whose violence would not be surpassed until World War I.

CRN 11737 | Fee: \$65
3 Thursdays | 5/10-5/24
6:30-8:30 PM | GPA Room GP155

Instructor: Jared Day, Ph.D.

Historical Overview of Witchcraft

Wicca and Witchcraft are becoming increasingly popular these days. This single-session program, including a PowerPoint presentation, will cover the vast history of Witchcraft and the practice of witches today, including moon cycles, Sabbats, spell-casting, and the manifestation of one's reality through magick. Learn about this fascinating history from Manchester's very own Wiccan priestess.

CRN 11686 | Fee: \$20
1 Saturday | 5/12
1-3 PM | GPA Room GP139

Instructor: Faith McCann, 3rd-degree Wiccan priestess

YOU MAY ALSO LIKE

• **The Rolling Stones Film Study Series on page 38**



Learn to Tango!

The Tango features a constant use of contrary body movement common to all forms of athletic activity. It's a dance that has been described as one body, four legs. The characteristic movements are draw, corte, and fan. Enrollment is limited to 15 pairs of dancers. It is recommended that you register with a partner; all participants must register separately, however. Please dress in appropriate dance wear.

CRN 11742 | Fee: \$95
6 Wednesdays | 2/28-4/4
6-7:15 PM | SSC Room L154 (Fitness Studio)

CRN 11743 | Fee: \$95
6 Wednesdays | 4/18-5/23
7:30-8:45 PM | SSC Room L154 (Fitness Studio)

Instructor: Beverly Burton, Dance Educators of America

Ballroom Dancing I

No experience required! Anyone can learn the fox trot, the waltz, and some swing and jitterbug steps in this fun and relaxed course, which is also perfect for engaged couples and their parents—learn to dance for your wedding! Enrollment is limited to 15 pairs of dancers. It is recommended that you register with a partner; all participants must register separately, however. Please dress in appropriate dance wear.

CRN 11738 | Fee: \$95
6 Wednesdays | 2/28-4/4
7:30-8:45 PM | SSC Room L154 (Fitness Studio)

CRN 11739 | Fee: \$95
6 Tuesdays | 4/17-5/22
6-7:15 PM | SSC Room L154 (Fitness Studio)

Instructor: Beverly Burton, Dance Educators of America

For all classes in the Fitness Studio

Only non-marking footwear (or bare feet) allowed during class time—no street shoes, boots, sandals, or cleats. Proper athletic clothing must also be worn at all times. Please bring a combination lock to secure your personal belongings during class.

Ballroom Dancing II

You've learned the basic steps and started having fun in those classes of *Ballroom Dancing I*, haven't you? The basic dances—fox trot, waltz and swing—will be reviewed, and new steps will be taught, depending on the interest and ability of the class. Some Latin dances will also be included, such as the rumba, merengue, and salsa. It is recommended that you register with a partner and have taken *Ballroom Dancing I* or have some ballroom dancing experience.

CRN 11740 | Fee: \$95
6 Tuesdays | 2/27-4/3
6-7:15 PM | SSC Room L154 (Fitness Studio)

CRN 11741 | Fee: \$95
6 Wednesdays | 4/18-5/23
6-7:15 PM | SSC Room L154 (Fitness Studio)

Instructor: Beverly Burton, Dance Educators of America

NEW Merengue and Rumba!

Learn two styles for the price of one! Merengue uses syncopated movements similar to a march—a controlled motion of Cuban origin, with small steps and a more subtle hip motion than other Latin dances. Rumba is a "spot dance" done in one place, with the emphasis on hip movement, in which the man "shows off" for his partner and the woman maintains an erect and proud carriage, as she moves from one figure to another. Enrollment is limited to 15 pairs of dancers. It is recommended that you register with a partner; all participants must register separately, however. Please dress in appropriate dance wear.

CRN 11745 | Fee: \$95
6 Tuesdays | 2/27-4/3
7:30-8:45 PM | SSC Room L154 (Fitness Studio)

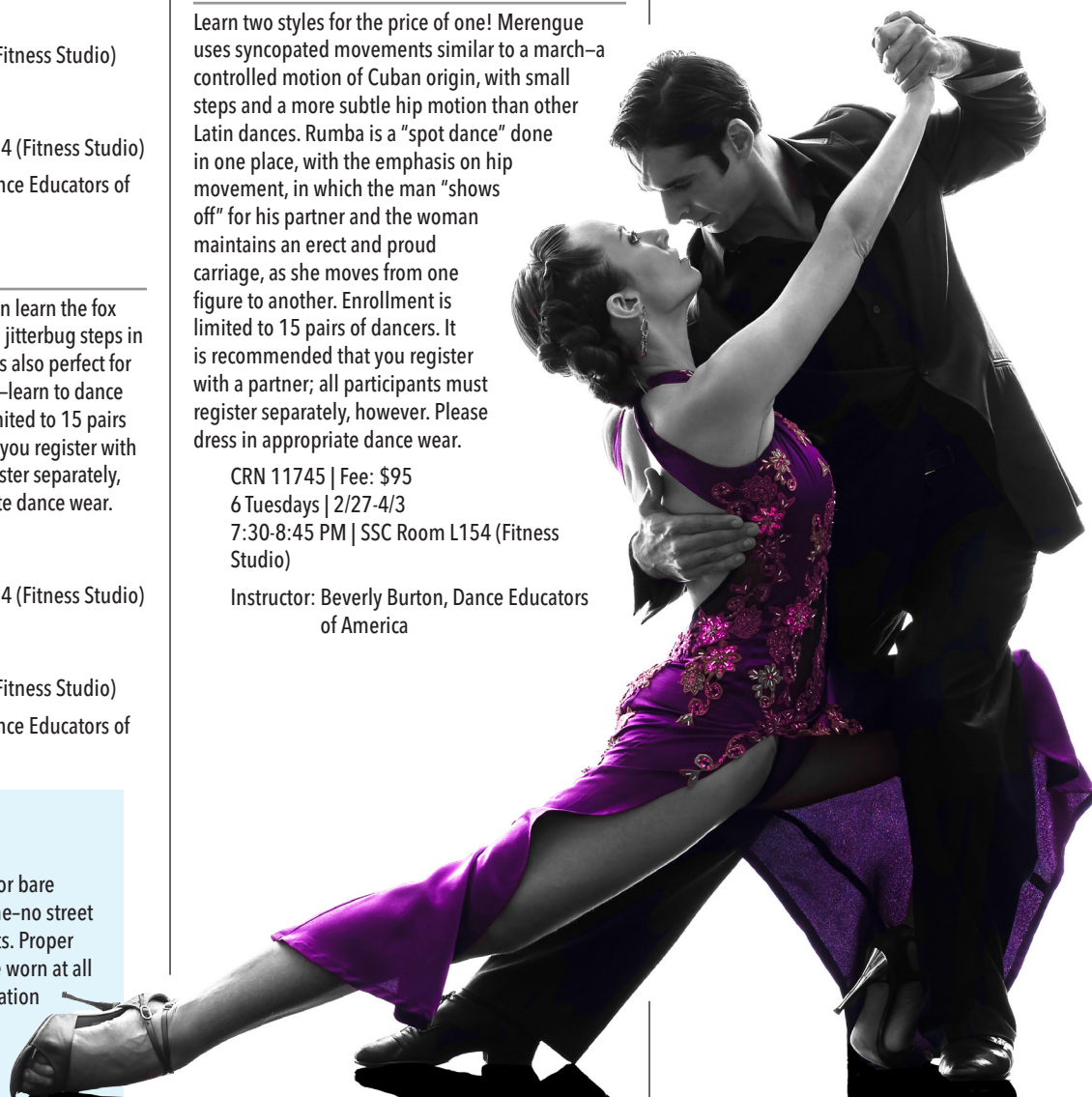
Instructor: Beverly Burton, Dance Educators of America

NEW Salsa and Rumba!

Another two-for-one! Salsa is similar to the Mambo, with movement starting on the first beat of the music instead of the second, a fast dance in quick-quick-slow rhythm. Rumba is a "spot dance" done in one place, with the emphasis on hip movement, on which the man "shows off" for his partner and the woman maintains an erect and proud carriage, as she moves from one figure to another. Enrollment is limited to 15 pairs of dancers. It is recommended that you register with a partner; all participants must register separately, however. Please dress in appropriate dance wear.

CRN 11746 | Fee: \$95
6 Tuesdays | 4/17-5/22
7:30-8:45 PM | SSC Room L154 (Fitness Studio)

Instructor: Beverly Burton, Dance Educators of America



DRAMA



Introduction to Acting II

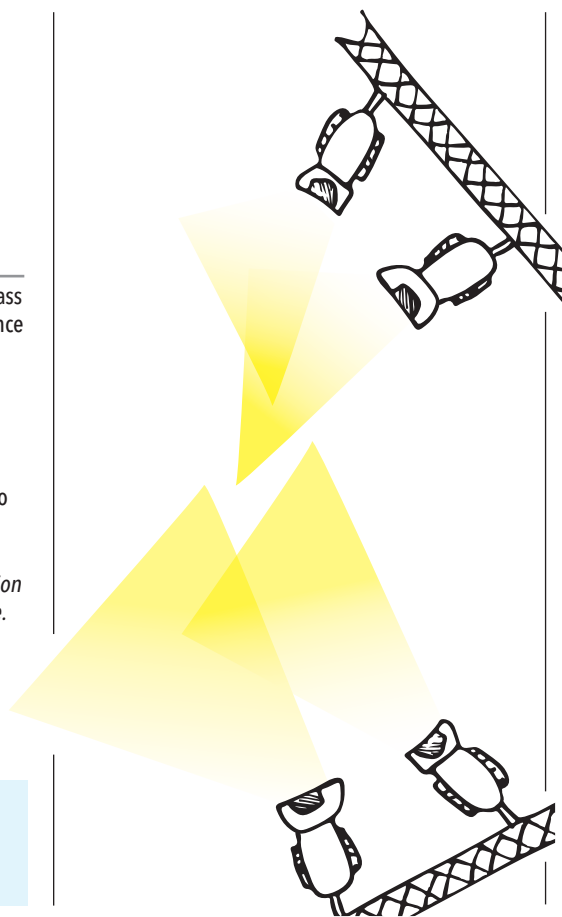
As a continuation to *Introduction to Acting*, this class will cultivate skills already learned and will enhance character development through improvisation. Learn to prepare for a variety of acting situations, including how to train for auditions that can put you at ease and allow for freedom of expression. Each class will allow for ample stage time to develop self-confidence and the ability to relate to other performers, while working as an ensemble. Participants must be at least 18 years of age. Prerequisite: *Students must have taken Introduction to Acting or have some previous acting experience.*

CRN 11652 | Fee: \$135
5 Thursdays | 2/22-3/22
7-9 PM | AST Auditorium

Instructor: Deb Popillo

YOU MAY ALSO LIKE

- **Cheney Hall: An Historical Overview and Theatre Tour on page 28**



Come Join a Dynamic Team!

MCC'S Credit-Free Programs Seeks Qualified* Instructors for the Following Drama Subjects:

- Screenwriting
- Playwriting
- Directing
- Commercial acting
- Voice overs

Please visit:
www.manchestercc.edu/continuing-education
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*Master's degree and teaching experience required.



MANCHESTER COMMUNITY COLLEGE



Excursions in Learning YOUTH PROGRAMS

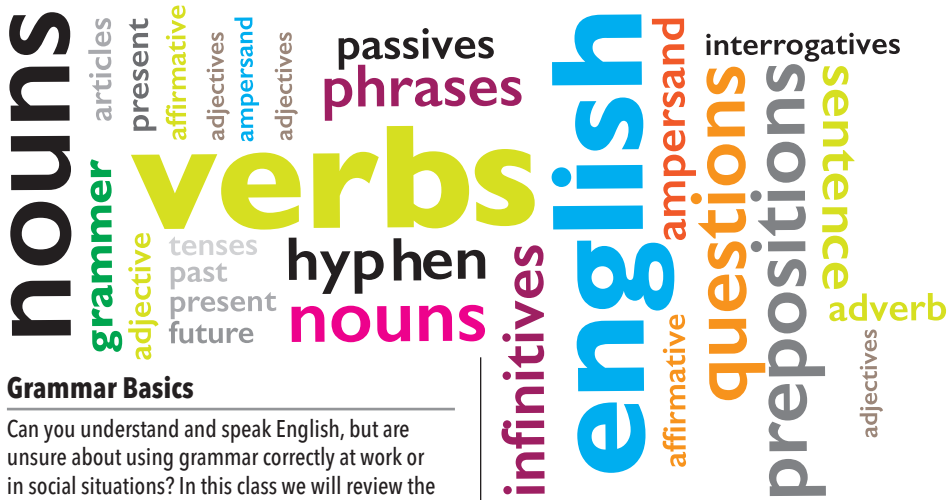
Enrichment Classes for Inquisitive
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Check out our catalogs at:
www.manchestercc.edu/excursions

Or inquire with the coordinator,
Carleigh Schultz at cschultz@manchestercc.edu or 860-512-2804.





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.

CRN 11542 | Fee: \$165
 8 Mondays | 4/2-5/21
 6:30-8:30 PM | GPA Room GP120
 Instructor: Anna Ulatowska, M.S.

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. The instructor provides handouts.

CRN 11543 | Fee: \$165
 8 Wednesdays | 4/4-5/23
 6:30-8:30 PM | GPA Room GP120
 Instructor: Anna Ulatowska, M.S.

NEW Grammar for Writing and Speaking: Intermediate and Advanced Levels

This course is designed for intermediate and low advanced level ESL students who want to improve their accuracy in writing and speaking. Students will review verb tenses, sentence structure, gerunds, infinitives, and modals by engaging in communicative activities. Focus will be given to the form, meaning and use of the fundamental structures required for both informal and academic settings. Handouts will be provided.

CRN 11719 | Fee: \$99
 5 Saturdays | 2/3-3/10 (does not meet 2/17)
 9:30-11:30 AM | AST Room C203
 Instructor: Alina Ciscel, M.S.

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 Wh- questions and answers. Intense exercises will develop writing, reading and speaking skills. The instructor will provide handouts.

CRN 11514 | Fee: \$240
 10 Thursdays | 3/1-5/10 (does not meet 3/29)
 6:30-8:30 PM | SSC Room L142
 Instructor: Ricardo Canal, M.S.

Pronunciation Practice: Accent Reduction

Do you find it difficult to communicate in English? This course is designed for intermediate to advanced ESL students. The class will concentrate on improving quality, comprehension, and consistency of spoken English. All the sounds in standard American English will be covered. Emphasis will be on the development of intonation, articulation, rhythm, and connected speech. The goal is to overcome communication difficulties and improve one's speech pattern in society. Please note: Students will need to submit six blank CDs to the MCC Library for additional practice material after the instructor hands out the appropriate form at the first class.

CRN 11282 | Fee: \$285
 12 Tuesdays | 2/13-5/1
 6:30-8:30 PM | SSC Room L142
 Instructor: Ricardo Canal, M.S.

GED CLASSES AT MCC

Mandatory orientation and registration for classes beginning on March 13 provided at NO CHARGE by Vernon Regional Adult Basic Education.

To register for orientation please visit: www.vrabe.org.

For more information and to register call 860-870-6060, ext. 15.

Consider Yourself Confirmed!

MCC notifies you only if a course cancels or its schedule changes. If you don't hear from us, assume you are registered.



FAMILY, FINANCE & CONSUMER ISSUES

Suicide Prevention: Question, Persuade, and Refer (QPR)

There are three simple steps—QPR—that anyone can learn to help someone considering suicide. Just

QPR
For Suicide
Prevention

as people trained in CPR and Heimlich Maneuver save thousands of lives each year, people

trained in QPR learn how to recognize the warning signs of a suicide crisis and how to question, persuade and refer someone to help. Perhaps you could be the difference in the life of a friend, colleague, sibling, or neighbor.

CRN 11660 | Fee: \$10

1 Wednesday | 3/21

7-8:30 PM | GPA Room GP139

Instructor: Joseph Navarra, M.S., C.R.C.

For Parents: Signs and Symptoms of Drug or Alcohol Use

Do you suspect that your child might be using drugs or alcohol? We will discuss what physical, behavioral, and psychological warning signs could be indicators of substance use. A brief overview of how addiction occurs and some common drugs will be discussed. You learn ways to help your child during this difficult time.

CRN 11722 | Fee: \$30

1 Saturday | 3/17

9:30 AM-noon | GPA Room GP155

Instructor: Vanessa Parker, M.A., C.A.C.

Recognizing Drug or Alcohol Use

Do you know someone who might be using drugs or alcohol? Maybe you want to be better informed



about addiction or what effects drugs or alcohol can have? We will discuss what physical, behavioral, and psychological

signs could be indicators of substance use. A brief overview of how addiction occurs and common drugs will be discussed. Further resources for getting help will be available to participants.

CRN 11723 | Fee: \$30

1 Saturday | 4/14

9:30 AM-noon | GPA Room GP155

Instructor: Vanessa Parker, M.A., C.A.C.

YOU MAY ALSO LIKE

- **Bullying in the Workplace: What It Is and How to Stop It on page 64**

Helping an Adult Family Member or Friend with Addiction

How do you support someone you care about when they are struggling with addiction? We will discuss issues, such as codependency, enabling, and boundaries. Learn how you can help support an adult you care about, while maintaining your own healthy boundaries. Additionally, we will help you to understand terms used in addiction, such as "trigger" and "relapse." Support groups and other resources for help will also be shared.

CRN 11724 | Fee: \$30

1 Saturday | 5/12

9:30 AM-noon | GPA Room GP155

Instructor: Vanessa Parker, M.A., C.A.C.



How to Identify and Protect Yourself from Fraud

Are you having difficulty identifying a good vs. bad offer online, over the phone, or in the mail? If the answer is yes, this workshop will help you identify and avoid many of the common types of fraud scams, schemes, and cons as they relate to the following: investors, the IRS, e-mail and Internet use, identity theft, fake checks, travel planning, online dating services, charitable giving, and lottery/sweepstakes. Participants will learn the details of how these work, strategies for how to avoid them, and many of the resources available to research and/or report them.

CRN 11734 | Fee: \$10

1 Friday | 2/23

2-4 PM | AST Room C209

Instructor: Claudia LaRoque, C.F.P.



Educating the Picker: Best Practices for Antique and Collectible Shopping

Whether for fun or profit, for gifts or for yourself, this course will educate you, "the shopper," in how to spot and pick antiques and collectibles at flea markets, estate sales, tag and yard sales, and estate and storage auctions. Learn how to evaluate and appraise items; discover bargains among antiques and collectibles; haggle with vendors; understand marketplace trends; and identify commonly found tag sale treasures: sterling silver vs. plated silver, paintings vs. prints, collectible glassware vs. ordinary, originals vs. reproductions, vintage toys vs. modern toys. In the last session, students may bring in items for an evaluation or appraisal. As an extra bonus session (not included with the course), students will be encouraged to attend a Golden Gavel Auction on location in East Windsor.

CRN 11548 | Fee: \$50

2 Mondays | 5/7-5/14

7-9 PM | GPA Room GP214

Instructor: Ralph Labozzo, M.B.A.

Pick eBay to Profit from Tag Sale Discoveries

As a follow-up to *Educating the Picker*, this class will teach students how to post tag sale items and any other discoveries on eBay for profit. The instructor will bring an item to class and go through all of the real-time steps needed to post this item on eBay. The hands-on instruction will include photographing the item, selecting its proper category, and creating an eBay title, description, start price, condition, duration of auction, and shipping tips.



CRN 11549 | Fee: \$30

1 Monday | 5/21

7-9:30 PM | GPA Room GP214

Instructor: Ralph Labozzo, M.B.A.

Mortgages and the Home Buying Process

The process for getting a mortgage is constantly changing and qualifying for credit is more challenging than ever. Whether you are considering buying for the first time or you are looking to get into the market a second or even third time, you'll need the most up-to-date information to be successful. You'll gain knowledge on the following topics: understanding how to be a loan candidate; completing a home buying strategy; the impact of a credit score; pre-approval vs. pre-qualified; choosing a realtor; overview of the mortgage process; governmental changes impacting the mortgage industry and how they impact you; and rent vs. own. Handouts will be provided.



CRN 11729 | Fee: \$20
1 Monday | 3/19
7-9 PM | GPA Room GP138

Instructor: Eric Kincheloe, C.M.P.S.R.

NEW Should I Invest in ETFs and Index Funds?

Investing in Electronic Traded Funds (ETFs) and Index Funds has become very popular in recent years, and, some would say, has become the latest investment craze. The question is: should I invest in these new passively managed investment vehicles, rather than the more traditional "actively managed" mutual funds? Come find out what the potential benefits and pitfalls are, regarding these new investment vehicles. We will also discuss Efficient Market Hypothesis, Modern Portfolio Theory, and Behavioral Finance and Economics.

CRN 11720 | Fee: \$30
2 Mondays | 4/9-4/16
6:30-8 PM | GPA Room GP138

Instructor: Brian Armogida, M.B.A., CFP®

YOU MAY ALSO LIKE

- **Financial Literacy: Knowledge that Pays for Itself on page 63**

ATTENTION:
All Credit-Free Instructor
Biographical Notes
are listed at the back
of the catalog.

How to Organize and Safeguard Your Most Important Documents

Knowing where to start when it comes to organizing your important documents can be difficult. Not knowing what you should keep or for how long can be confusing. This course will give you the confidence and knowledge you need to get your house in order! From A to Z, let's take an in-depth look at the what, where, and when of successful organization. We will discuss different storage methods, as well as the steps to creating an effective system that will tidy up and keep it your storage simple. Whether you are looking to make tax time a breeze or just want to organize that messy countertop, come join us and we'll show you how!

CRN 11544 | Fee: \$20
1 Wednesday | 4/4
7-9 PM | GPA Room GP143

Instructor: Jan Johnson, CFP®

Creating Your Retirement Income Plan

Learn how to turn your hard-earned savings into income that will last a lifetime! People are living longer, companies are cutting pensions, and the economy is in turmoil. How long will your "nest egg" last? If you are 5-10 years on either side of retirement, come learn little-known professional techniques to help stretch your retirement dollars!

CRN 11545 | Fee: \$20
1 Wednesday | 5/30
7-9 PM | GPA Room GP143

Instructor: Jan Johnson, CFP®

Estate Planning: Know the Facts and Avoid Mistakes!

You may think that drafting an estate plan is straightforward, but in reality, if you make mistakes, you could jeopardize everything you've worked for. Just because you have a Will or Trust does not necessarily mean that you have "all the bases covered." Learn about the difference between a Will and a Trust. Why isn't a Will sufficient in itself? Do you need a power of attorney? We will share real-life stories that show you the dangers of common estate-planning mistakes. Failing to fund or revoke a Living Trust, using ambiguous provisions, titling assets improperly, and not updating beneficiary designations are just some of the mistakes to avoid. Informational booklet is included with the course fee.

CRN 11699 | Fee: \$15
1 Thursday | 4/26
6:30-8 PM | GPA Room GP126

Instructors: Attorneys from CzepigaDalyPope



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

Should you give your home to your children? How can you get the state to pay for nursing home and home care costs? How do single individuals and married couples qualify for Medicaid benefits, while keeping their assets and protecting their children's inheritance? Is long-term healthcare insurance a good idea? Get the answers to these questions and a lot more. If you know the rules and plan ahead, you can still protect your hard-earned assets. Informational booklet is included with the course fee.

CRN 11700 | Fee: \$15
1 Thursday | 5/10
6:30-8 PM | GPA Room GP126

Instructors: Attorneys from CzepigaDalyPope

Strategies for Couples to Maximize Social Security Benefits

If you're approaching retirement, and not currently collecting Social Security, one of the most important elements of your retirement planning is understanding how Social Security works. Identifying which option will provide the best combination of current and future income for you and your spouse can be an arduous task. Topics will include how to quickly and easily sort through 700 possible filing combinations; methods to increase your benefits and provide thousands more in retirement income; how coordination of benefits will help you and your spouse obtain the highest level of retirement income; and why the Senior Citizens Freedom to Work Act allows recipients to begin receiving benefits while their own benefits continue to grow!

CRN 11516 | Fee: \$15
1 Thursday | 5/10
6-7:30-PM | GPA Room GP143

Instructor: Frank Germano, CFP®

Investment Strategies for Retirement

Learn about the big risks and misconceptions of investing and how to put together a portfolio that suits your needs. Gain a better understanding of investment choices. Learn the "ins and outs" of mutual funds, IRAs, Roth IRAs, 401(k)s, TSAs, and pension funds. Acquire the knowledge to deal with taxation issues. We'll look at a Nobel Prize-winning model on asset allocation and, most importantly, discuss how to protect against losses during a downturn in the market. You will also be provided with a suggested reading list. This seminar is for beginning and more experienced investors.

CRN 11518 | Fee: \$15
1 Tuesday | 5/22
3:30-5 PM | SSC Room L142

Instructor: Frank Germano, CFP®

FITNESS & RECREATION

Personal Trainer VA-APPROVED

- The World Instructor Training School's (W.I.T.S.) certification course is taught at colleges across the country. W.I.T.S. was recently certified by the National Commission for Certifying Agencies (NCCA). This challenging course is comprised of 15 hours of classroom lecture and 15 hours of practical training. The National Exam is held on the final week. More information is available on their website: www.witseducation.com. Students are allowed to miss only one class and still be able to sit for the exam. A 200-page student workbook is included with the course fee.
- **NEW!** Upon passing this course, students now qualify for two Certification Levels (exam vouchers included):
 - Level 1 Certified Personal Trainer (CPT) - Pass both Written and Practical Skills exams, and provide proof of CPR/AED certification before exam. Certificates are issued after the exams, and students can start working immediately;
 - Level 2 Certified Personal Trainer (CPT) - Level 1 CPT plus the completion of a 30-hour internship (more information to be given in class by the instructor). No extra cost to obtain Level 2.
- Lecture topics include anatomy, exercise physiology, nutrition, and health screening.
- For the Fitness Center sessions, students must wear appropriate workout clothes and non-marking athletic shoes. Please also bring a combination lock in order to store your personal belongings during these workout sessions, and a lunch.
- Required textbook, *Fitness Professional's Handbook*, 7th edition (ISBN 9781492523376), is available at MCC Bookstore for approximately \$110. The textbook should be purchased in advance and the following chapters read prior to the first class: 1, 2, 3, 6, 7 & 26.
- For a free information webinar on this program, students may register at one of the following links on either January 4, 2018 at 2:00 PM EST: <https://tinyurl.com/Orientation1-18> or March 1, 2018 at 4 PM EST: <https://tinyurl.com/Orientation3-18>.
- This course is approved for 6 continuing education units (CEUs) by the American Occupational Therapy Association (AOTA); 16 CE hours by the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB); and 6 CEUs by the International Association of Continuing Education and Training (IACET). You may contact WITS after completing the course to obtain your credential for CEUs or you may present your WITS certificate directly to your accrediting organization to confirm your CEUs.
- Please note: This course requires a high degree of commitment to successfully complete.

SEATS STILL AVAILABLE IN WINTER COURSE!

On-ground

CRN 11209 | Fee: \$665
12 sessions | Tuesdays (classroom) & Thursdays (Weight Room) | 1/23-3/1 | 6:15-9:15 PM
GPA Room GP143 & SSC Room L153
(exams on 2/27 & 3/1)

On-ground

CRN 11211 | Fee: \$665
6 Saturdays | 4/7-5/19 (does not meet 5/12)
GPA Room GP143 (9 AM-noon, classroom) & SSC Room L153 (1-4 PM, Weight Room)
(exams on 5/19; classroom, 9-11 AM & Weight Room, 11 AM-4 PM)

Hybrid: Online/On-ground Combination

CRN 11212 | Fee: \$665
Classroom sessions online | Registered students will be contacted by WITS staff
Fitness Center sessions on-ground | 6 Saturdays | 4/7-5/19 (does not meet 5/12)
1-4 PM | SSC Room L153 (Weight Room; exam 5/19, 11 AM-4 PM)

Hybrid features:

- Online interactive video lectures, practical video labs, discussion boards, and quizzes;
- Bonus to attend an instructor-led, LIVE practical skills lab review at a fitness center near your college site;
- 200-page student workbook, PowerPoints, and other study tools included;
- Student study guide with sample quiz questions included.

Students should have online classroom sessions and written exam completed by the final Weight Room on-ground session in order to finish the course and obtain certification. The online instructor will provide more details.

NEW Personal Trainer FREE Information Session

Come meet leading local fitness employers and our outstanding W.I.T.S. instructor to learn exactly what the fitness industry has to offer and how it fits into your career goals. This information session will share everything from financial aid, the textbook, online supplemental tools, and much more. Go from a fitness enthusiast to a fitness leader in your community. Sign up today for our FREE orientation while seats are still available.

CRN 11406 | Fee: FREE
1 Saturday | 3/17
10-11 AM | GPA Room GP143

Instructor: World Instructor Training School (W.I.T.S.) staff



Personal Trainer National Certification may qualify for:

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.

MCC CREDIT-FREE SCHOLARSHIPS FOR SPRING 2018

Eligible program:
PERSONAL TRAINER

See advertisement on page 68 for more information.



Cardio Kick-Boxing Workout

Take the excitement, music and energy of an aerobics program and learn self-defense techniques in an action-packed workout. No prior experience needed; participants of any level can attend any class. The usual routine begins with warm-ups and stretching before the cardiovascular segment, when you'll do basic punching and kicking moves to increase your heart rate. Then, spend time working with wave masters (a type of punching bag), and conclude your workout with some abdominal work and cool-down exercises. Because these are continuous classes, beginning students follow along with the routine and learn from watching the instructor and other more experienced students. There is no person-to-person contact. No uniform is required. Please wear appropriate workout clothes. You must be at least 16 years old. **Please note: All classes meet at the Academy of Martial Arts & Personal Development, 440 Oakland Street, Manchester.**

12 sessions - Choose from any combination of the following schedules:

CRN 11235 | Fee: \$45

Mondays & Wednesdays | 2/26-4/4 | 7-8 PM

Tuesdays & Thursdays | 2/27-4/5

9:30-10:30 AM or 6:10-7:10 PM

Saturdays & Sundays | 3/3-4/8 (does not meet 3/31 & 4/1) | 9-10 AM

12 sessions - Choose from any combination of the following schedules:

CRN 11666 | Fee: \$45

Mondays & Wednesdays | 4/9-5/16 | 7-8 PM

Tuesdays & Thursdays | 4/10-5/17

9:30-10:30 AM or 6:10-7:10 PM

Saturdays & Sundays | 4/14-5/20 | 9-10 AM

Instructors: Elaine Flaherty, 2nd Degree Black Belt; Joel S. Waldron, 7th Degree Black Belt; and other Academy instructors

Self-Defense despite Size or Strength: The Power of Hapkido

The hallmark of Hapkido is being able to defend yourself against larger and stronger adversaries. Burn calories, build muscles, develop coordination and confidence, relieve stress, and promote your general health, while having fun and learning to defend yourself and your loved ones. This course for adults 18-50 years of age requires no prior experience. Students join continuously running classes, so beginners follow along with more experienced students. Course fee includes a martial arts uniform. **All classes meet at the Academy of Martial Arts & Personal Development, 440 Oakland Street, Manchester.**

CRN 11732 | Fee: \$45

12 sessions | Mondays & Wednesdays

4/9-5/16 | 7-8 PM

Instructors: Joel S. Waldron, 7th Degree Black Belt; and other Academy instructors

Star Wars Meets American Ninja Warrior

At last, you don't need to go to a faraway galaxy to learn how to be a Jedi! With this new Academy program, you will learn all of the skills of a Jedi: martial arts, acrobatics, meditation, superior physical fitness, and sword-fighting, while having a whole lot of fun! Our program is based on actual martial arts and teaches skills that you can use to protect yourself or someone else. Add in acrobatics and a trampoline and you'll be moving, flipping and flying like a real Jedi! Plus, we will teach you how to use a saber, starting with the strong foundational skills of strikes and footwork. The course fee includes a martial arts uniform. Please note: The swords used in class are bamboo practice swords with no sharp edges; and classroom safety is a priority. **All classes meet at the Academy of Martial Arts & Personal Development, 440 Oakland Street, Manchester.**



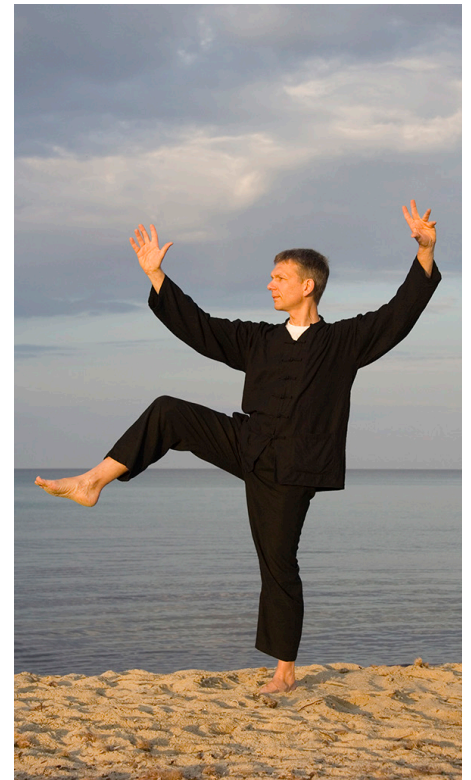
CRN 11731 | Fee: \$45

4 Fridays | 4/6-4/27 | 5:30-6:45 PM

Instructors: Joel S. Waldron, 7th Degree Black Belt; and other Academy instructors

For all classes in the Fitness Studio

Only non-marking footwear (or bare feet) allowed during class time—no street shoes, boots, sandals, or cleats. Proper athletic clothing must also be worn at all times. Please bring a combination lock to secure your personal belongings during class.



Tai Chi for Health and Relaxation

You will learn simple chi kung (breathing exercises) and a basic tai chi form by the end of the course. Please note: You may attend any of the sessions listed below, and in any weekly sequence, in order to fulfill your 12 sessions by the end date. It will be your responsibility to make sure that you are able to adjust your schedule in order to attend 12 sessions. The instructor will monitor each student's weekly attendance. Students should wear loose, comfortable clothes and thin-soled shoes to all classes. Practice clothing and shoes are also available for purchase. **Please note: All classes meet at Malee's School of Tai Chi & Kung Fu, 249 Broad Street, Manchester.**

12 sessions - Choose from any combination of the following schedules:

CRN 11261 | \$160

Tuesdays & Thursdays | 2/20-3/29 | 5:30-6:30 PM

Wednesdays | 2/21-3/28 | 7:30-8:30 PM

Fridays | 2/23-3/23 | 6:30-7:30 PM

Saturdays | 2/24-3/24 | 9-10 AM

12 sessions - Choose from any combination of the following schedules:

CRN 11733 | \$160

Tuesdays & Thursdays | 4/3-5/10 | 5:30-6:30 PM

Wednesdays | 4/4-5/9 | 7:30-8:30 PM

Fridays | 4/6-5/11 | 6:30-7:30 PM

Saturdays | 4/7-5/12 | 9-10 AM

Instructor: Malee Khaw, 8th Degree Black Belt

FITNESS & RECREATION

Kung Fu for Fitness & Self-Defense

Become strong, flexible, and fit, and learn how to defend yourself with Chinese Kung Fu. Each class consists of a thorough warm-up and stretching, followed by training in the fundamentals of Kung Fu: stances, strikes, kicks, forms, and self-defense. Please note: You may attend any of the sessions listed below, and in any weekly sequence, in order to fulfill your 12 sessions by the end date. It will be your responsibility to make sure that you are able to adjust your schedule in order to attend 12 sessions. The instructor will monitor each student's weekly attendance. Students should wear loose, comfortable clothes and thin-soled shoes to all classes; practice clothing and shoes are also available for purchase. **Please note: All classes meet at Malee's School of Tai Chi & Kung Fu, 249 Broad Street, Manchester.**

12 sessions - Choose from any combination of the following schedules:

CRN 11259 | Fee: \$160

Tuesdays | 2/20-3/27 | 6:30-7:30 PM

Wednesdays | 2/21-3/28 | 6:30-7:30 PM

Fridays | 2/23-3/23 | 5:30-6:30 PM

Saturdays | 2/24-3/24 | 11 AM-noon

12 sessions - Choose from any combination of the following schedules:

CRN 11730 | Fee: \$160

Tuesdays | 4/3-5/8 | 6:30-7:30 PM

Wednesdays | 4/4-5/9 | 6:30-7:30 PM

Fridays | 4/6-5/11 | 5:30-6:30 PM

Saturdays | 4/7-5/12 | 11 AM-noon

Instructor: Malee Khaw, 8th Degree Black Belt



YOU MAY ALSO LIKE

- **Gentle Yoga for Well-Being on page 11**
- **QiGong: Meditative Movements for Health and Wellness on page 11**
- **Dance courses on pages 29**



Connecticut Basic Boating

The course provides a diploma that is necessary for obtaining the Connecticut Certificate of Personal Watercraft Operation, which covers the operation of both boats and personal watercraft. The instruction also includes the newest requirement for towing skiers and tubes and operating recreational vessels up to 65 feet in length, including jet skis. Students age 12 and up to adults are welcome. Please note: for the DEEP course option, students must attend all four sessions in order to earn a diploma; also note that the single-Saturday sessions carry a higher course fee. Upon successful completion of the course, students can purchase and print the certificate online from home, or mail or deliver the diploma to any State DEEP office. **The DEEP license fee is \$50. The Certificate is a one-time, lifetime certification. Students should obtain a State Conservation ID number online before the start of class.** This process is free, and if you have a hunting or fishing license, then you already have a number. The website for obtaining a number is www.ct.wildlifelicenses.com/internetsales.

OPTION 1 - CT DEEP Boating Division

CRN 11177 | 2 Mondays & 2 Wednesdays
3/12-3/21 | 7-9:30 PM | SSC Room L142

CRN 11178 | 2 Mondays & 2 Wednesdays
4/16-4/25 | 7-9:30 PM | SSC Room L142

CRN 11179 | 2 Mondays & 2 Wednesdays
5/14-5/23 | 7-9:30 PM | SSC Room L142

Fee: \$25 (per section)

Instructors: Department of Energy and Environmental Protection,
Office of Boating staff

OPTION 2 - Professional Marine Division

CRN 11180 | 1 Saturday | 3/24
8:30 AM-4:30 PM | SSC Room L142

CRN 11181 | 1 Saturday | 4/21
8:30 AM-4:30 PM | SSC Room L142

CRN 11182 | 1 Saturday | 5/19
8:30 AM-4:30 PM | SSC Room L142

Fee: \$85 (per section)

Instructors: Professional Marine Education Staff

Come Join a Dynamic Team!

MCC'S Credit-Free Programs Seeks Qualified* Instructors for the Following Gardening Subjects:

- Growing and Maintaining Flowers - Annuals and Perennials
- Special Focus on Roses
- Planting and Maintaining Kitchen Herbs
- Vegetable Gardening
- Building and Utilizing Raised Beds
- Soil Care and Maintenance
- Organic Lawn Care
- Planting and Pruning Fruit Trees

Please visit: www.manchestercc.edu/continuing-education and click on "Teaching for Continuing Education" for more information. To have an instructor packet mailed to you email Nicole Simmons: nsimmons@manchestercc.edu.



** Master's degree and teaching experience required.*

When and How to Divide Perennials

If your perennial garden has outgrown its boundaries, it might be time to divide your plants. In this course you will learn which perennials respond well to division and which don't, when and how often to divide them, and what techniques yield best results. **The class will be held at MCC Community Garden, rain or shine (shelter is available, if necessary)**, and the participants will have an opportunity to view and try different division techniques. Please refer to Campus Map on page 78 for location of the MCC Community Garden.

CRN 11272 | Fee: \$35
 1 Saturday | 4/21
 9 AM-noon | MCC Community Garden
 Instructor: Alina Ciscel, M.S.



Get Credit. Get Ahead.

Summer at Manchester Community College



Classes beginning in May, June and July; 3-, 6- and 8-week sessions
 Day, evening and online courses available

- Earn up to 4 credits per course
- Only \$172 per credit
- Apply credits toward a degree or certificate at Manchester Community College or transfer credits to another school

For registration information, call 860-512-3220
 For general information, call 860-512-2800



Registration Opens March 13, 2018
www.manchestercc.edu/summer

LANGUAGES



Introduction to Spanish

Learn basic conversational Spanish grammar and vocabulary, including greetings; formal vs. informal language and when to use each; the alphabet and pronunciation; and other fundamentals. Simple sentence structures will be taught and practiced. The goal of this course is focused more on conversational skills than memorization of grammatical rules. Some aspects of the Spanish culture will also be discussed. An English/Spanish dictionary is recommended. The instructor provides instructional material, which may be uploaded on a USB drive. Therefore, it is strongly recommended that students bring a flash drive to class.

CRN 11268 | Fee: \$165
6 Tuesdays | 2/13-3/20
7-9 PM | GPA Room GP142

Instructor: Raul Moeremans, M.A.

Introduction to Spanish II

For students who have taken *Introduction to Spanish* or have some experience with the language, this course builds upon an introductory knowledge of Spanish. It covers not only the language, but also Hispanic cultures, with a continued emphasis on developing the four essential skills of listening, speaking, reading and writing. The instructor provides instructional material, which may be uploaded on a USB drive. Therefore, it is strongly recommended that students bring a flash drive to class.

CRN 11269 | Fee: \$165
6 Tuesdays | 4/3-5/8
7-9 PM | GPA Room GP142

Instructor: Raul Moeremans, M.A.

Intermediate Spanish

For students who have taken *Introduction to Spanish I* and *II*, or have some practical experience with the language, this course builds upon an introductory knowledge of Spanish. It covers not only the language, but also Hispanic cultures, with a continued emphasis on developing the four essential skills of listening, speaking, reading and writing. The instructor provides instructional material, which may be uploaded on a USB drive. Therefore, it is strongly recommended that students bring a flash drive to class.

Hola

CRN 11721 | Fee: \$165
6 Thursdays | 3/8-4/19 (does not meet 3/29)
7-9 PM | GPA Room GP136

Instructor: Raul Moeremans, M.A.

YOU MAY ALSO LIKE

- **Spanish Essentials for the Workplace on page 64**



Accelerated Spanish for Travelers

We will focus our study on the Spanish language and Hispanic culture specifically related to traveling to Spanish-speaking countries. We will replicate daily social interactions and transactions through role play and other interactive exercises. Learn to apply vocabulary, grammar, short videos, and conversation to real-life situations. We will use Spanish in the classroom as much as possible. The instructor provides instructional material, which may be uploaded on a USB drive. Therefore, it is strongly recommended that students bring a thumb drive to class.

CRN 11270 | Fee: \$85
3 Tuesdays | 5/15-5/29
7-9 PM | GPA Room GP142

Instructor: Raul Moeremans, M.A.

French for Beginners

Learn the basic elements of the French language quickly and effectively, and begin speaking in the very first class. While learning pronunciation and basic grammar, you will soon be able to introduce yourself and your family, talk about hobbies and interests, learn numbers, tell time, talk about the weather, and many other fun and useful topics. Required text: [French is Fun, Book 1](#) (ISBN 9781567653427), Stein & Wald, available at MCC Bookstore for approximately \$25.



CRN 11250 | Fee: \$155
6 Thursdays | 2/8-3/15
6-8 PM | GPA Room GP142

Instructor: Marianne Laberge, M.S., M.B.A.

French for Beginners II

In this continuation of *French for Beginners*, or for anyone with prior French language experience, students will further their learning of grammar, listening and speaking skills. We will also learn types of clothing, body parts, days of the week, months of the year, dates, weather, sports, and music. The course will continue with the same required textbook used in the introductory course: [French is Fun, Book 1](#) (ISBN 9781567653427), Stein & Wald, available at MCC Bookstore for approximately \$25.

Bonjour

CRN 11251 | Fee: \$155
6 Thursdays | 4/5-5/10
6-8 PM | GPA Room GP142

Instructor: Marianne Laberge, M.S., M.B.A.

Beginning German

Do you have German ancestry? Business connections with Germany? Or maybe you're traveling to Germany? Would you like to understand Schubert's Lieder? This introductory course will focus on all aspects of spoken and written German, with an emphasis on basic grammar, conversation, and vocabulary useful to a traveler in Germany. Required text: Learn German the Fast and Fun Way (with MP3 CD), (ISBN 9781438074955), Barron's, available at MCC Bookstore for approximately \$30.

CRN 11247 | Fee: \$180
7 Thursdays | 2/8-3/22
7-9 PM | GPA Room GP139

Instructor: Elizabeth Baumbach, M.A.

Beginning German II

As a sequel to *Beginning German*, or if you have some prior German language experience, we will continue to improve on the basic grammar, conversation, and vocabulary of the language. Required text (same as introductory course): Learn German the Fast and Fun Way (with MP3 CD), (ISBN 9781438074955), Barron's, available at MCC Bookstore for approximately \$30.

CRN 11248 | Fee: \$180
7 Thursdays | 4/5-5/17
7-9 PM | GPA Room GP139

Instructor: Elizabeth Baumbach, M.A.

Advanced German

For students who have completed *Beginning German I and II*, or if you have a year or more of college-level German language study, this course includes intermediate/advanced grammar and a variety of activities in German, such as stories, news, movies, poems, and music. Information about the recommended textbook, for approximately \$40, will be provided at the first class.

CRN 11243 | Fee: \$180
7 Tuesdays | 3/27-5/8
7-9 PM | GPA Room GP139

Instructor: Elizabeth Baumbach, M.A.

Conversational Polish for Beginners

Learn the fundamentals of the Polish language, with an emphasis on basic conversation and role-playing in a very friendly and supportive environment. Discussions on different aspects of Poland, including its culture, literature, and history, will enhance the learning experience. Handouts will be provided. Recommended text: an English-Polish dictionary.

CRN 11546 | Fee: \$135
8 Tuesdays | 2/27-4/17
7-9 PM | GPA Room GP120

Instructor: Rima Martin, B.A.

Introduction to Russian

Participants will learn the Russian alphabet, basic vocabulary, grammar, and Russian phonics. Soon, you will be able to exchange greetings and farewells, ask for directions, order food in a restaurant, communicate emergency needs for medical situations, and more. Russian culture will be discussed throughout the course. Handouts will be provided. Recommended text: an English-Russian dictionary.



CRN 11547 | Fee: \$135
8 Thursdays | 3/1-4/26 (does not meet 3/29)
7-9 PM | GPA Room GP120

Instructor: Rima Martin, B.A.

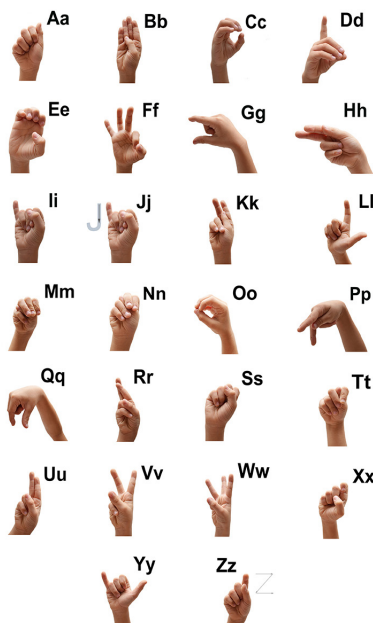
Introduction to Sign Language

American Sign Language (ASL) is the sign language that most profoundly deaf and born-deaf people use when communicating with each other. Some people with verbal difficulties also use it to communicate. It is not the same as signed English. It has its own syntax and grammar, making it a bona fide language. You will learn grammatical features, vocabulary, and expressive and receptive conversational ASL skills. You will also learn some of the culture of the deaf community, a brief history of ASL, and the relationship of ASL to other forms of signing. Required text: Signing Naturally (Student Workbook, Level 1, Units 1-12) (ISBN 0915035200), Smith, Lenz & Mikos, available at online bookstores.



CRN 11541 | Fee: \$175
6 Thursdays | 2/1-3/8
7-9 PM | GPA Room GP143

Instructor: Carolyn Robins, M.A.



"Si la música es el alimento del amor, juegue en"

-Shakespeare

Buenos días

Bonjour

"Si la musique est la nourriture de l'amour, joue"

-Shakespeare

Guten morgen

"Wenn die Musik das Essen der Liebe ist"

-Shakespeare

"Jeśli muzyka jest jednością miłości, graj na"

-Shakespeare

Dzień dobry

"If music be the food of love, play on"

-Shakespeare

Good morning

ATTENTION:

All Credit-Free Instructor Biographical Notes are listed at the back of the catalog.

MOTORCYCLE SAFE RIDING PROGRAM

(CT Rider Education Program - CONREP)

- Focus on building basic motorcycle operation and street riding skills
- 19 hours of instruction: 7 classroom; 12 driving range
- Classes run weekly from April through October
- Beginner Rider Course Fee: \$220
- To receive a Registration and Schedule Packet
 1. Call 860-512-3000 - Press "2" - Dial ext. 8705 - and leave your name and address; or
 2. Visit www.manchestercc.edu/motorcycle
- Upon successful completion of the beginner course, students receive a waiver which counts toward the driving portion of a CT Motorcycle License endorsement (excluding DMV's written test and fees).
- Students may also qualify for an insurance discount of up to 10%.
- Instructors trained by CT Department of Transportation (DOT)
- **DO NOT USE THE REGISTRATION PAGE AT THE BACK OF THIS CATALOG;** registration materials only provided through Continuing Education or the web page are accepted for this program. There is NO registration by web or email.



MANCHESTER
COMMUNITY
COLLEGE

How to Write Your First Song (Or Write a Better One)

For lyric-oriented writers and musicians, a nuts-and-bolts crash course to help you develop practical song structures, with compelling verse, chorus and bridge lyrics, and create natural rhymes and lyric hooks to make your song memorable. Students will be shown the craft of songwriting, how to generate song ideas, and storytelling techniques and literary devices used by hit songwriters. Tips about producing song demos and the song writing business will be included. Ability to play an instrument is not required.

CRN 11583 | Fee: \$120
5 Wednesdays | 5/2-5/30
7-9 PM | VIL 6 Room V162

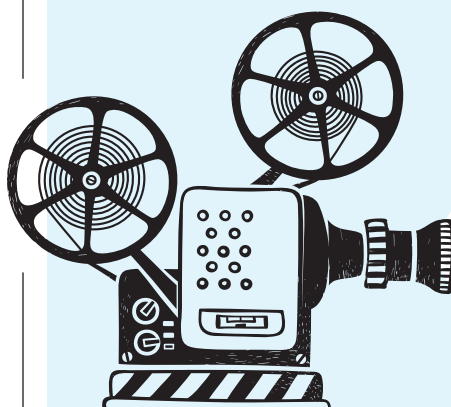
Instructor: Stew Crossen

NEW Paint It Black: Analyzing the Music and Lyrics of The Rolling Stones

We will study the music that the Rolling Stones have created for the past 50+ years, while carefully analyzing the lyrics of the albums and singles that the Stones have produced, and try to discover what themes and messages can be found throughout the music. Topics will include the ways in which the blues have influenced their music, a close review of their greatest hits, and a discussion of why man "greatest rock 'n' roll band in the world" for the past five decades. We will also study neglected albums and songs that will help us to understand the development of the band, both lyrically and musically. A detailed knowledge of the music of the Rolling Stones is not necessary for you to enjoy this class, although it would help if you have heard "Satisfaction" or "Brown Sugar" once or twice in your lifetime! For Stones aficionados, you will deepen your appreciation of the songs you love.

CRN 11343 | Fee: \$40
3 Wednesdays | 4/4-4/18
7-9 PM | VIL 6 Room V162

Instructor: Stephen Armstrong, M.A.



The Rolling Stones Film Study

The full screening of each film will be accompanied by expert critique and analysis.

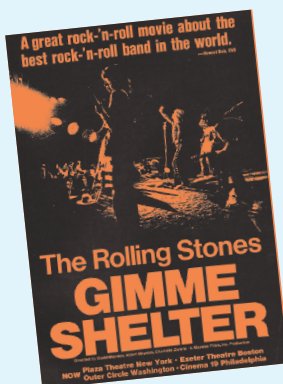


NEW Crossfire Hurricane

This film is considered by many to be the definitive documentary of the history of the Rolling Stones, and includes fantastic interviews with Mick, Keith, Charlie, and others from both the earlier and later stages of their careers. The film also contains absolutely fantastic concert footage of the band.

CRN 11344 | Fee: \$10
1 Monday | 4/23
7-9:30 PM | VIL 6 Room V162

Instructor: Stephen Armstrong, M.A.



NEW Gimme Shelter

This film demonstrates the connection between the Rolling Stones and the "dark side" of the cultural revolution of the 1960s. Most of the film is about the band's performance at the infamous 1969 Altamont Festival, where chaos and tragedy occurred and Flower Power came to an abrupt end. If you think the '60s were only about love, peace, and happiness, then you need to see this film.

CRN 11345 | Fee: \$10
1 Monday | 5/7
7-9:30 PM | VIL 6 Room V162

Instructor: Stephen Armstrong, M.A.



NEW Shine a Light

This brilliant film, directed by Martin Scorsese, documents the Fall 2006 shows that the Rolling Stones did at the Beacon Theater in New York City. Much archival film of the Stones performing early in their career is also included. A real treat for Stones' fans!

CRN 11346 | Fee: \$10
1 Monday | 5/21
7-9:30 PM | VIL 6 Room V162

Instructor: Stephen Armstrong, M.A.



Beginning Guitar

By learning five chords and several strumming techniques, you can play dozens of familiar tunes in folk, rock, country, R&B, and pop styles. Instructional handouts and music sheets with words and chords are provided. Learn tuning, transposition, capo-use, and receive an introduction to basic music theory. Students age 12 and older are welcome. Please bring your acoustic or electric guitar to all classes. Handouts are provided.

CRN 11550 | Fee: \$185
8 Tuesdays | 3/6-4/24
7-8:30 PM | GPA Room GP138

Instructor: Don Donegan

Continue with Beginning Guitar

As a sequel to *Beginning Guitar*, continue with your learning of five basic chords, tuning, how to transpose keys, basic music theory, including the Nashville Number Theory, and how to use a capo. Instructional handouts and music sheets with words and chords are provided. If you are left-handed, it is recommended that you learn to play right-handed. Please bring your acoustic or electric guitar to all classes. Prerequisite: Beginning Guitar, or some guitar experience.

CRN 11551 | Fee: \$95
4 Tuesdays | 5/1-5/22
7-8:30 PM | GPA Room GP138

Instructor: Don Donegan

The Magic of Fingerstyle Guitar

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

CRN 11584 | Fee: \$135
6 Mondays | 3/12-4/16
7:15-8:45 PM | GPA Room GP126

Instructor: David Giardina, B.A.

NEW Classic Rock for Acoustic Guitar

Learn intros and special strumming and fingerstyle techniques played by the likes of Paul Simon; Jimmy Page; The Eagles; The Beatles; America; Crosby, Stills & Nash; Jose Feliciano and others. Broaden your musical range and technical ability! Music will be in tab with chord symbols and suited for any level above beginner. Handouts will be provided.

CRN 11585 | Fee: \$135
6 Tuesdays | 3/13-4/17
7:15-8:45 PM | GPA Room GP126

Instructor: David Giardina, B.A.

YOU MAY ALSO LIKE

- **Radial Points Ensemble: A Poetry & Music Performance on page 45**

Beginning Piano

Participants will play pieces and begin learning how to read and write music. Music theory and ear training will be integrated through an adult-focused, hands-on approach. Attention is given to use of electronic keyboards for those who have them. Enrollment is limited, so please register early. If you need to rent an instrument or have a question about your skill level, please contact the instructor by leaving a message with Continuing Education at 860-512-2800. Required text: *Alfred's Basic Adult Piano Course, Level One* (ISBN 9780882846163), available at MCC Bookstore for approximately \$11.

CRN 11263 | Fee: \$135
4 Saturdays | 2/24-3/17
10 AM-noon | VIL 2 Room V117

Instructor: Ruth O'Neil, M.Ed.



Beginning Piano II

This course is a continuation of *Beginning Piano*, or for any student who has some prior piano experience. Students will learn transposing, harmonization, composition, and sight-reading. These skills, plus much more, will be developed in this diverse and creative class. Students must have knowledge of sharps and flats, and the ability to play two-hand music. If you need to rent an instrument or have a question about your skill level, please contact the instructor by leaving a message with Continuing Education at 860-512-2800. Required text: *Alfred's Basic Adult Piano Course, Level One* (same book as Beginning Piano), available at MCC Bookstore. Prerequisite: *Beginning Piano*.

CRN 11366 | Fee: \$135
4 Saturdays | 4/7-4/28
10 AM-noon | VIL 2 Room V117

Instructor: Ruth O'Neil, M.Ed.

Vocal Instruction

At an introductory level, participants will learn breathing techniques, vocal warm-up and strengthening exercises, and how to identify and expand vocal range. This course introduces the student to ear, diction, rhythm, and harmony training, and basic music theory. The ability to read music is not necessary. Aspiring vocalists will work on proper body posture, and be given performance and voice-maintenance tips. With these new skills, you'll be able to sing dozens of songs with guitar accompaniment from the instructor's Song Request List. A vocal evaluation, with suggestions for improvement, will be included for each student. Students age 12 and older are welcome.

CRN 11552 | Fee: \$115
6 Wednesdays | 4/18-5/23
7-8:15 PM | GPA Room GP139

Instructor: Don Donegan

Beginning Strings: Violin, Viola or Cello

This course is for high school students and adults who have not played the instrument before. Learn the basic technique for playing violin, viola or cello, a few traditional tunes, a beginning fiddle tune, and how to care for your instrument. This beginner's course promises to be fun and supportive. If you need to rent an instrument, please contact the instructor by leaving a message with Continuing Education at 860-512-2800. Students should also bring a music stand. Recommended textbook: Essential Elements 2000, Book 1, (Violin, Viola, or Cello), Hal Leonard Publishing, available at your local music store, for approximately \$10.

CRN 11264 | Fee: \$95
8 Saturdays | 2/3-4/7
(does not meet 2/17 & 3/31)
9:45-10:45 AM | GPA Room GP214
Instructor: Martha Hayes, M.A.

Intermediate Strings: Violin, Viola or Cello

For students who have completed *Beginning Strings* with ease. If you need to rent an instrument or have a question about your skill level, please contact the instructor by leaving a message with Continuing Education at 860-512-2800. Students should also bring a music stand. Recommended textbook: Essential Elements 2000, Book 2, (Violin, Viola, or Cello), Hal Leonard Publishing, available at your local music store, for approximately \$10.

CRN 11265 | Fee: \$95
8 Saturdays | 2/3-4/7
(does not meet 2/17 & 3/31)
11 AM-noon | GPA Room GP214
Instructor: Martha Hayes, M.A.

Advanced Strings: Violin, Viola or Cello

This course is a continuation of *Intermediate Strings*, or for any student with previous experience playing a string instrument on all four strings in the major keys of D, G, and C. We will play more in flat keys and minor keys, and incorporate more complicated rhythms, bowing, and meters. We will also start to explore shifting 3rd and 2nd positions. A portion of each class will be devoted to ensemble performance. Students should also bring a music stand. Recommended textbook: Essential Techniques (Violin, Viola, or Cello), Hal Leonard Publishing, available at your local music store, for approximately \$8.

CRN 11266 | Fee: \$95
8 Saturdays | 2/3-4/7
(does not meet 2/17 & 3/31)
12:15-1:15 PM | GPA Room GP214
Instructor: Martha Hayes, M.A.

Harmonica for Beginners



The versatile harmonica is suitable for many musical genres. Students will learn an introduction to basic music theory, how to play a scale, and breathing techniques on the harmonica. It is recommended that students buy a G harmonica (not the chromatic type), and plan to spend at least \$30. Students with questions about which harmonicas to buy may call the instructor at 860-659-8992. Students age 12 and older are welcome.

CRN 11553 | Fee: \$60
4 Wednesdays | 5/2-5/23
8:30-9:30 PM | GPA Room GP139
Instructor: Don Donegan



Djembe Drumming for Beginners

This interactive session conveys basic skills and concepts to play comfortably and musically on djembe drums. You'll take home ways to create joyous rhythms that are based in an oral tradition as taught by the legendary West African drummer, Dr. Babatunde Olatunji. Handouts with Dr. Olatunji's spoken patterns and "BB's Common Household Rhythms" will be given. You're encouraged to bring an audio recorder. Please bring your djembe. If you don't have one, the instructor will provide a drum for up to six people who indicate their need when registering.

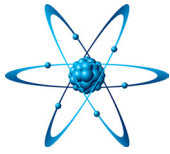
CRN 11540 | Fee: \$25
1 Friday | 5/11
7-9:30 PM | VIL 3 Room V131
Instructor: Bob Bloom, CT Master Teacher Artist

ATTENTION:
**All Credit-Free Instructor
Biographical Notes
are listed at the back
of the catalog.**

NOON INSTITUTE

NEW Symmetry in Physics, Nature & in Everyday Life... It's All Around Us!

Come join an exciting lecture that will open your eyes to seeing the world from a different viewpoint!



Symmetry is all around us and is an important tool in physics as we try to understand the laws of our universes. Nature and everyday life seems full of symmetric objects. We will

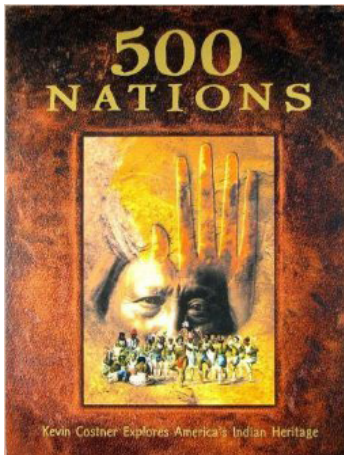
discuss some examples of symmetry in physics and in everyday life - both natural and man-made symmetries in art, architecture, flowers, etc.

CRN 11241 | Fee: \$6

1 Friday | 2/2

noon-1:30 PM | AST Room E202

Instructor: Negussie Tirfessa, Ph.D.



NEW 500 Nations: Episode #4 "Invasion of the Coast"

Persons interested in history, the story, of our nation will be most interested in the story of the "First Peoples," the indigenous nations, the Native Americans as told by the descendants of the people who have lived on this land we call the United States of America for the past 10,000 years. The highly acclaimed documentary series 500 Nations will be used as "the text" which will stimulate thought and discussion. On February 9th, George Gill Ducharme (Abenaki) will share Episode #4 "Invasion of the Coast". Tensions rise as more foreigners arrive in North America, and affect the lives of the native peoples. Through film, a discussion will be had on what lessons we are learning and what we may begin to do in our everyday life to carry on the historical legacy of the "Invasion of the Coast."

CRN 11221 | Fee: \$6

1 Friday | 2/9

noon-1:30 PM | AST Room E202

Instructor: George Ducharme, Ph.D.

NEW The Spanish Civil War: Eighty Years Later



Just before World War II, Spain was the site of bloody civil strife. German Fascists sought to test their new military might and impose a dictator on the Spanish Republic. They were opposed by a passionate but troubled alliance of communists, anarchists, and idealistic liberals who offered valiant but unsuccessful resistance. How did the conflict unfold? What was its impact on the Spanish people and the morale of Europe as it readied itself for the bigger conflict that was to follow? Finally, what are we to make of Pablo Picasso's famous controversial painting, *Guernica*, which vividly memorialized the suffering and horror of Nazi aerial bombardment of a small Basque village?

CRN 11222 | Fee: \$6

1 Friday | 2/23

noon-1:30 PM | AST Room E202

Instructor: Michael DiRaimo, M.A.

NEW A Rocky Mountain High Tour through San Juan National Forest & the Snowmass Wilderness!

In this photo tour, we will travel from Denver, Colorado, to two locations in the Rocky Mountains: the San Juan National Forest in southern Colorado and the Snowmass Wilderness in the middle of the state. The trips will take us through the towns of Durango, Glenwood Springs, Vail and more! We will travel on the Durango Silverton train and then explore the stunning wilderness areas that make up



the Rocky Mountains. Experience marmots, deer, moose, bears and many mountain goats. If you have ever wanted to hike, I can explain what you would

need to bring with you and whether you could handle backpacking and hiking this remote part of Colorado. Come on this vivid journey with me, and see firsthand the beauty of the Rocky Mountains!

CRN 11494 | Fee: \$6

1 Friday | 3/2

noon-1:30 PM | AST Room E202

Instructor: Scott Emmons, B.S.

NEW The Beautiful and the Damned: A Portrait of Scott and Zelda Fitzgerald

Whether it be Romeo and Juliet, Napoleon and Josephine, or Mickey and Minnie, we are all fascinated by the charisma of famous couples. One



of the most iconic of couples from the Jazz Age was F. Scott Fitzgerald and Zelda Sayre Fitzgerald. The instructor will highlight the lives and the tumultuous marriage of the

famous author and his wife and will demonstrate how Fitzgerald's female characters from his famous novels often represent the troubled Zelda.

CRN 11495 | Fee: \$6

1 Friday | 3/9

noon-1:30 PM | AST Room E202

Instructor: Heather Styckiewicz, M.S.

NEW Edward Hopper's Vision of America

Hopper is perhaps the greatest American realist painter. Employing primary colors, subtle use of



light and shadow, and the varied landscape of urban and rural life, he expressed in visual terms the underlying isolation and melancholy he saw

in "the lonely crowd" of mid-20th century Americans. In Hopper's words: "The inner life of a human being is a vast and varied realm." After a brief introduction and biographical summary, we will view and discuss several prime examples of Hopper's work, including "Nighthawks," "Four Lane Road," "Automat," "Rooms by the Sea," and "Room in New York."

CRN 11496 | Fee: \$6

1 Friday | 3/23

noon-1:30 PM | AST Room E202

Instructor: David Garnes, M.A., M.L.S.

NEW The Gilded World of Edith Wharton



Edith Wharton the socialite was among the elite of New York at the turn of the twentieth century. Edith Wharton the writer cast a sharp and brilliant eye on this

so-called "gilded society" in such major novels as *The Age of Innocence* and *The House of Mirth*. We will review Wharton's colorful life and the major themes of her novels, including the atypical Ethan Frome, her short, tragic masterpiece of fated lives in the rural Berkshires. The instructor will provide handouts.

CRN 11497 | Fee: \$6

1 Friday | 4/6

noon-1:30 PM | AST Room E202

Instructor: David Garnes, M.A., M.L.S.





NEW Somebody Loves Us All: The Poetry of Elizabeth Bishop

Born in Worcester, Massachusetts, Elizabeth Bishop is considered one of our greatest American poets. Her direct, accessible style is still admired and imitated by younger poets today. We'll talk about Bishop's life, circle of friends, and self-imposed exile in Brazil, then focus on classics such as "The Fish" and "Filling Station" (the title of the lecture comes from this poem), paying close attention to the poet's unique spirituality and embrace of ordinary life.

CRN 11498 | Fee: \$6
1 Friday | 4/13
noon-1:30 PM | AST Room E202
Instructor: John Surowiecki, M.A.



NEW Introduction to Probate: the Answers You Have Been Looking For!

Many individuals are looking for answers about the probate administration process in CT. If this intrigues you then we welcome you to attend this workshop where you will learn about the many aspects of probate. Topics include: Who is responsible for filing? What is Probate? When do I file Probate? Where to file? and How to file? Don't let your questions go unanswered; Professor LaRocque can help ease some of the concerns regarding Probate in this lecture format course.

CRN 11499 | Fee: \$6
1 Friday | 4/20
noon-1:30 PM | AST Room E202
Instructor: Claudia LaRocque, CFP®

NEW Radial Points Ensemble: A Poetry & Music Performance

Don't miss this special Noon Institute date, featuring a set of poetry by Stephen Campiglio, scored to music by composers T. L. Hine and Peter Van Siclen, in an extended piece, entitled "Radial Points." The ensemble features Campiglio, voice; Hine, Van Siclen, and Max Schwimmer, saxophones; and Markus Centola, accordion. *Please note: This entire presentation is a performance and does not include any lecture.*

CRN 11172 | Fee: \$6
1 Friday | 4/27
noon-1:30 PM | AST Room E202



Performers: Stephen Campiglio has published two poetry books, *Cross-Fluence* and *Verbal Clouds through Various Magritte Skies*, and



completed a manuscript of translations, *The Ringing Bones: Selected Poems of Giuseppe Bonaviri*; T.L. Hine is the director of music at the Universalist Church of West Hartford, and teaches

private lessons in saxophone, music theory and composition, and piano; Peter Van Siclen, M.M. in jazz composition from UMass Amherst, composes orchestral funk for the *Capital City Symphony* in Washington D.C., and performs widely on saxophone and wind synthesizer; Max Schwimmer, M.M. from The Hartt School of Music, has performed with *Asylum Quartet*, *Juilliard Orchestra*, and *International Opera Theater*, and serves on the faculty of Camp Encore/Coda in Maine and Music and Arts East Hartford; and Markus Centola, M.M. from The Hartt School of Music, performs with Argentine tango ensemble, *InfiniTango*, and the gypsy jazz group, *Chat Noir*, and teaches private lessons in accordion, piano and violin.



Mastering Travel Photography: Accompanied by a Vivid Slideshow of Italy!

In this noon institute, Professor Ostrowitz will present a slideshow with tips on how to create better organized and interesting photography on your next trip. Professor Ostrowitz will follow this lecture point with a slideshow from Northern Italy, including Venice, Ravenna, Verona, Bologna and the Lakes region. Come learn ways to become inspired when making your own beautiful memories!

CRN 11500 | Fee: \$6
1 Friday | 5/4
noon-1:30 PM | AST Room E202

Instructor: Mallorie Ostrowitz, M.F.A.



NEW 500 Nations: Episode #5 "Cauldron of War"

Persons interested in history, the story, of our nation will be most interested in the story of the "First Peoples," the indigenous nations, the Native Americans as told by the descendants of the people who have lived on this land we call the United States of America for the past 10,000 years. The highly acclaimed documentary series 500 Nations will be used as "the text" which will stimulate thought and discussion. On May 11th, George Gill Ducharme (Abenaki) will share Episode #5 "Cauldron of War". In this episode, European powers fight to control American resources, turning native homelands into a Cauldron of War. Many indigenous nations side with France, but when the defeated country leaves its native allies vulnerable, a determined leader, Pontiac (Obwandiyag), rises to prominence.

CRN 11501 | Fee: \$6
1 Friday | 5/11
noon-1:30 PM | AST Room E202

Instructor: George Ducharme, Ph.D.

NEW New York City in the 1950s: The Poetry of Frank O'Hara



In the 1950s, New York had usurped Paris as the art capital of the world. Painters such as Jackson Pollack, Willem DeKooning and Larry Rivers defined what was new and exciting in the world of art. Right in the middle of it all was Frank O'Hara whose spirited, unpretentious, sometimes elegiac, sometimes hilarious poetry captured Willem the revolutionary and lively spirit of the time. We'll read from O'Hara's famous Lunch Poems as well as go over the poet's very funny mock-manifesto, Personism.

CRN 11502 | Fee: \$6
1 Friday | 5/18
noon-1:30 PM | AST Room E202

Instructor: John Surowiecki, M.A.

NEW A Study of Breaking Night: A Memoir by Liz Murray

At fifteen years old, Liz Murray, the child of drug addicted parents, was homeless at the age of fifteen and living on the streets of New York City. Through perseverance and fortitude, Liz not only graduated from high school but also was accepted into Harvard University. Her memoir, *Breaking Night*, is the story of her journey and her determinism to succeed. In this presentation, the instructor will discuss the memoir as well as show clips from the movie, *Homeless to Harvard*, which was made about her life. An interview with Liz Murray will also be shown.

CRN 11503 | Fee: \$6
1 Friday | 5/25
noon-1:30 PM | AST Room E202

Instructor: Heather Styckiewicz, M.S.

NUTRITION

Fact versus Fiction: What Foods Are Right for You?

If you're totally confused by the mountains of information, pro and con, about the many diets in the news today, maybe it's time you got some straight information. This informative class, taught by a naturopathic physician, will allow you to do just that. Learn what a non-inflammatory diet is and whether the foods popular in today's culture fit the bill. Learn what carbohydrates are really all about and whether any can be termed "good carbs." Find out which protein is helpful to your health; how much fiber your diet should include; and which fats are needed for a healthy body. Once you separate fact from fiction, you'll be well on your way to a healthier you.

CRN 11747 | Fee: \$25
1 Thursday | 3/22
7-9 PM | GPA Room GP126

Instructor: Marie Mammone, N.D.

Cholesterol: Friend or Enemy?

The most common drugs currently prescribed for "high cholesterol" are called statins, and they represent a \$29 billion business worldwide. The medical claim that lowering LDL is beneficial in fighting cardiovascular disease (CVD) is contradictory to the research and results that we have seen for the past 10 years. It may not be in your best interest to lower your cholesterol levels! Many studies show that people with high cholesterol live longer and have fewer heart conditions than those with low cholesterol and that high cholesterol does not predict all causes of mortality. More to the point, to prevent potential cardiovascular disease, it is essential to lower your exposure to oxidation and inflammation. Learn the facts about cholesterol, heart health and how to stay healthy.



CRN 11748 | Fee: \$25
1 Thursday | 4/12
7-9 PM | GPA Room GP126

Instructor: Marie Mammone, N.D.

ATTENTION:
All Credit-Free Instructor
Biographical Notes
are listed at the back
of the catalog.



Learn to Eat Gluten-Free and Dairy Free with Ease and Enjoyment

Does the idea of eating gluten-free and/or dairy-free conjure up images of tasteless cardboard? With many foods being naturally gluten-free and dairy-free, there are thousands of appetizing ingredients to choose from. Try to imagine all the different foods in the world and then subtract just four of them. Gluten is found in only three grains: wheat, barley and rye. And dairy is only found in milk. Eating without gluten and dairy is more about what you do eat than what you don't. There are those who eat this way to be trendy but there are others who must eliminate gluten or dairy for health reasons. Whichever way your decision leans, the transition into gluten-free and/or dairy-free eating can be tricky, so join us for this informative discussion and Q&A. *Please note: This course is lecture-only; there is no cuisine component to the session.*

CRN 11750 | Fee: \$15
1 Tuesday | 4/17
7-8:30 PM | GPA Room GP155

Instructor: Rebecca Brown, B.S.

Consider Yourself Confirmed!

MCC notifies you only if a course cancels or its schedule changes. If you don't hear from us, assume you are registered.

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WELCOME TO ONLINE LEARNING!

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

HOW TO GET STARTED:

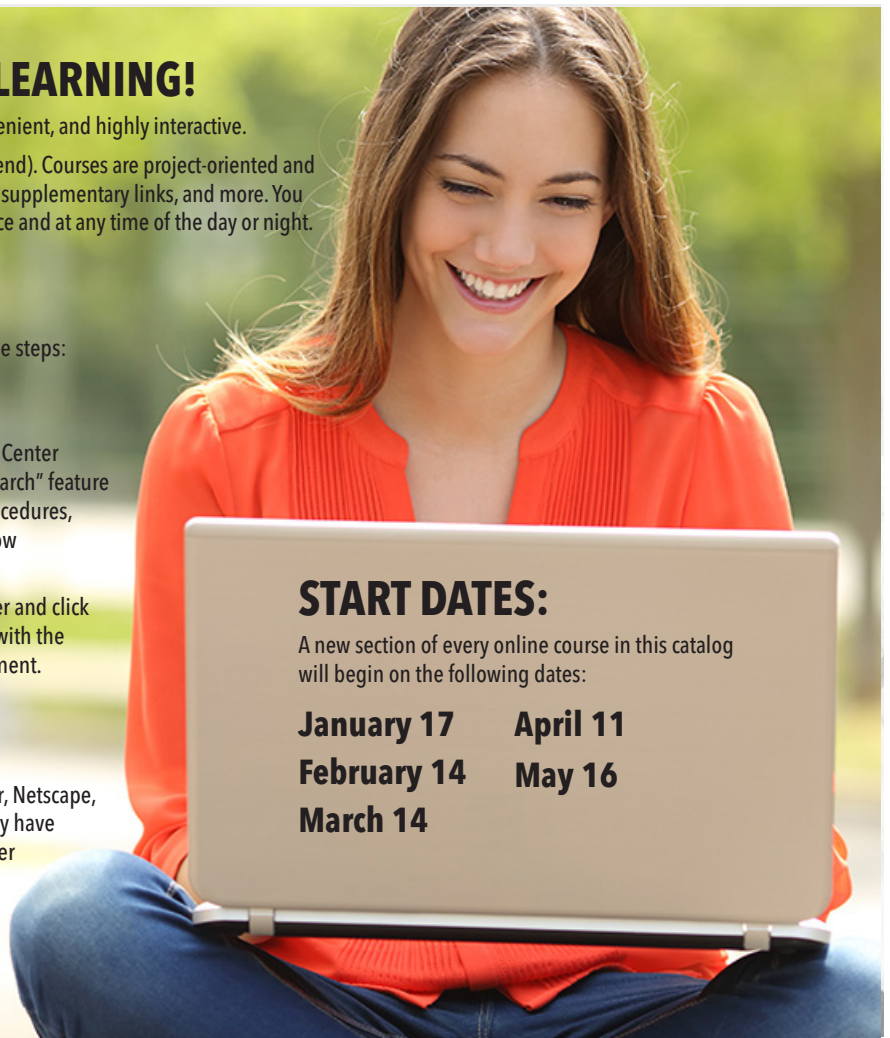
Successful enrollment is achieved by following these three simple steps:

1. Register and pay for the course(s) using the registration form on page 73 of this catalog.
2. Complete online enrollment by visiting the Online Instruction Center at www.ed2go.com/manchcc. Use the "Browse Catalog" or "Search" feature to locate your class and to receive a course syllabus, course procedures, text and/or software requirements. Click "Enroll Now" and follow the instructions.
3. When your course starts, return to the Online Instruction Center and click the "My Classroom" link. To begin your studies, simply log in with the email address and password you created during online enrollment.

REQUIREMENTS:

All courses require: Internet access, Email, Web browser (Explorer, Netscape, Firefox or Safari), and a computer (of any type). Some courses may have additional requirements. Please visit our Online Instruction Center for more information:

www.ed2go.com/manchcc



START DATES:

A new section of every online course in this catalog will begin on the following dates:

January 17 **April 11**
February 14 **May 16**
March 14

ACCOUNTING

(\$119 per class)

Accounting Fundamentals I

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

CRN 10837

Accounting Fundamentals II

Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.

CRN 10838

ART & ENTERTAINMENT

(\$119 per class)

Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be!

CRN 10889

Introduction to Screenwriting

Learn everything you need to know to write a great script, from structure, character creation, and dialogue to marketing and selling your screenplay.

CRN 11024

Music Made Easy

Learn the fundamentals of music theory. Be able to read, write, and play simple music.

CRN 11057

Introduction to Guitar

Master basic guitar skills and become the musician you've always wanted to be.

CRN 10974

BUSINESS ADMINISTRATION & MANAGEMENT

(\$119 per class)

Administrative Assistant Fundamentals

Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.

CRN 10842

Administrative Assistant Applications

Gain the skills and knowledge you'll need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant.

CRN 10841

Mastering Public Speaking

Learn the secrets of effective public speaking and small group communication.

CRN 11050

Fundamentals of Supervision and Management I

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

CRN 10903

Fundamentals of Supervision and Management II

Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills.

CRN 10904

ONLINE ACADEMY

Building Teams that Work

What are the secrets to managing successful teams in the workplace? Explore communication techniques and problem-solving skills that will help you get your team on track in no time.

CRN 10866

Understanding the Human Resources Function

Learn to handle basic human resource functions to ensure the best possible results.

CRN 11149

Managing Customer Service

Become indispensable to any organization by understanding how to identify and meet customer needs.

CRN 11044

Introduction to Business Analysis

Learn powerful techniques to improve your decision-making skills at work.

CRN 10964

Mastery of Business Fundamentals

Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

CRN 11052

Distribution and Logistics Management

Learn how to improve your company's distribution and logistics management activities, increase customer satisfaction, and improve operational throughput.

CRN 10888

Manufacturing Fundamentals

Learn the basic skills required to work in the manufacturing field.

CRN 11046

Manufacturing Applications

Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing.

CRN 11045

Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management.

CRN 11080

Project Management Applications

Experienced project manager teaches you tricks of the project management trade.

CRN 11079

For full course descriptions and requirements, please visit our Online Instruction Center for more information:

www.ed2go.com/manchcc

High-Speed Project Management

Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.

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Purchasing Fundamentals

Improve your company's bottom line by mastering the fundamentals of purchasing.

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Master the fundamentals of supply chain management and prepare for internationally recognized certification examinations.

CRN 11122

Total Quality Fundamentals

Learn the basics of total quality management.

CRN 11143

Six Sigma: Total Quality Applications

Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality.

CRN 11100

BUSINESS PLANNING & ENTREPRENEURIAL COURSES

(\$119 per class)

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success.

CRN 10877

Start and Operate Your Own Home-Based Business

An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss.

CRN 11113

Start Your Own Online Business

Learn how to leverage the Internet to start your own online business and build a website to sell your traditional and digital products and services.

CRN 11117

Start Your Own Small Business

Stop dreaming and learn how to start your own successful small business.

CRN 11118

Start Your Own Arts and Crafts Business

Learn how to start your own arts and crafts business from a professional artist.

CRN 11114

Start Your Own Gift Basket Business

Express your creativity in a fun and profitable way, by starting a home-based business as a gift basket designer.

CRN 11116



Start a Pet Sitting Business

Discover how to translate your love of animals into a fun and profitable career.

CRN 11112

Learn to Buy and Sell on eBay

Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

CRN 11036

Growing Plants for Fun and Profit

An industry professional teaches you everything you need to prosper in the backyard nursery business.

CRN 10915

Start a Consulting Practice

Find out how you can earn income by sharing your training or knowledge with others.

CRN 11119

Secrets of the Caterer

Learn cooking and business secrets from a professional caterer.

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Wow, What a Great Event!

Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.

CRN 11156

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(\$119 per class)

Résumé Writing Workshop

Discover the secret to transforming your tired, boring résumé into a powerful tool that will get you interviews.

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Twelve Steps to a Successful Job Search

World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy.

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Get Assertive!

Find out how you can stop others from intimidating you or treating you poorly.

CRN 10907

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

CRN 11035

Listen to Your Heart and Success Will Follow

Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.

CRN 11037

Individual Excellence

Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.

CRN 10926

Achieving Success with Difficult People

Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

CRN 10839

Merrill Ream Speed Reading

Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.

CRN 11056

COMPUTERS

2016 & 2017 COMPUTER COURSES

(\$139 per class)

Introduction to Microsoft Word 2016

CRN 11005

Intermediate Microsoft Word 2016

CRN 10945

Introduction to Microsoft Excel 2016

CRN 10991

Intermediate Microsoft Excel 2016

CRN 10941

Advanced Microsoft Excel 2016

CRN 10850

Introduction to Microsoft Access 2016

CRN 10987

Intermediate Microsoft Access 2016

CRN 10937

Introduction to Microsoft PowerPoint 2016

CRN 10996

Introduction to Microsoft Project 2016

CRN 10999

Introduction to QuickBooks 2017

CRN 11022

Introduction to QuickBooks 2016

CRN 11021

Intermediate QuickBooks 2017

CRN 10955

Intermediate QuickBooks 2016

CRN 10954

BASIC COMPUTER LITERACY & OPERATING SYSTEMS

(\$119 per class)

Keyboarding

CRN 11032

Introduction to Windows 10

CRN 11029

Introduction to Windows 8

CRN 11030

LPI Linux Essentials Exam Prep

CRN 11039

Understanding the Cloud

CRN 11148

Computer Skills for the Workplace

CRN 10873

COMPUTER APPLICATIONS

(\$119 per class)

What's New in Microsoft Office 2013?

CRN 11153

Introduction to Microsoft Word 2013

CRN 11004

Introduction to Microsoft Word 2010

CRN 11003

Introduction to Microsoft Word 2007

CRN 11002

Intermediate Microsoft Word 2013

CRN 10944

Intermediate Microsoft Word 2010

CRN 10943

Intermediate Microsoft Word 2007

CRN 10942

Introduction to Microsoft Excel 2013

CRN 10990

Introduction to Microsoft Excel 2010

CRN 10989

Introduction to Microsoft Excel 2007

CRN 10988

Intermediate Microsoft Excel 2013

CRN 10940

Intermediate Microsoft Excel 2010

CRN 10939

Intermediate Microsoft Excel 2007

CRN 10938

Advanced Microsoft Excel 2013

CRN 10849

Advanced Microsoft Excel 2010

CRN 10848

Advanced Microsoft Excel 2007

CRN 10847

Introduction to Microsoft Access 2013

CRN 10986

Introduction to Microsoft Access 2010

CRN 10985

Intermediate Microsoft Access 2013

CRN 10936

Intermediate Microsoft Access 2010

CRN 10935

Introduction to Microsoft PowerPoint 2013

CRN 10995

Introduction to Microsoft PowerPoint 2010

CRN 10994

Introduction to Microsoft Outlook 2013

CRN 10993

Introduction to Microsoft Outlook 2010

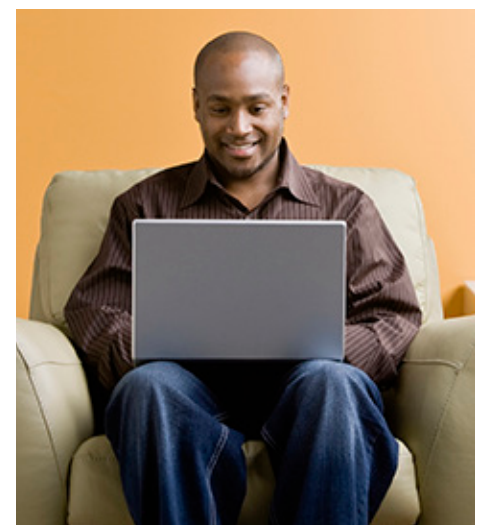
CRN 10992

Introduction to Microsoft Publisher 2013

CRN 11001

Introduction to Microsoft Publisher 2010

CRN 11000



ONLINE ACADEMY



Introduction to Microsoft Project 2013

CRN 10998

Introduction to Microsoft Project 2010

CRN 10997

Introduction to Adobe Acrobat X

CRN 10960

Introduction to Crystal Reports

CRN 10968

Introduction to QuickBooks Online

CRN 11023

Introduction to QuickBooks 2015

CRN 11020

Introduction to QuickBooks 2014

CRN 11019

Introduction to QuickBooks 2013

CRN 11018

Intermediate QuickBooks 2015

CRN 10953

Intermediate QuickBooks 2014

CRN 10952

Intermediate QuickBooks 2013

CRN 10951

QuickBooks 2015 for Contractors

CRN 11085

QuickBooks 2014 for Contractors

CRN 11084

QuickBooks 2013 for Contractors

CRN 11083

Performing Payroll in QuickBooks 2015

CRN 11062

For full course descriptions and requirements, please visit our Online Instruction Center for more information:

www.ed2go.com/manchcc

Performing Payroll in QuickBooks 2014

CRN 11061

Performing Payroll in QuickBooks 2013

CRN 11060

WEB PAGE DESIGN, GRAPHICS & MULTIMEDIA

(\$119 per class)

Creating Web Pages

CRN 10881

Advanced Web Pages

CRN 10852

Creating WordPress Websites

CRN 10882

Intermediate WordPress Websites

CRN 10958

Responsive Web Design

CRN 11090

Introduction to CSS3 and HTML5

CRN 10969

Intermediate CSS3 and HTML5

CRN 10931

Advanced CSS3 and HTML5

CRN 10844

Introduction to JavaScript

CRN 10981

Designing Effective Websites

CRN 10883

Introduction to Dreamweaver CS6

CRN 10972

Intermediate Dreamweaver CS6

CRN 10932

Achieving Top Search Engine Positions

CRN 10840

Introduction to Google Analytics

CRN 10973

DIGITAL IMAGING & DESIGN

(\$119 per class)

Introduction to Illustrator CS6

CRN 10975

Introduction to InDesign CC

CRN 10976

Introduction to InDesign CS6

CRN 10977

Intermediate InDesign CC

CRN 10933

Introduction to Lightroom CC

CRN 10984

Introduction to Lightroom 5

CRN 10983

Introduction to Photoshop CC

CRN 11011

Introduction to Photoshop CS6

CRN 11013

Introduction to Photoshop CS5

CRN 11012

Intermediate Photoshop CC

CRN 10947

Intermediate Photoshop CS6

CRN 10949

Intermediate Photoshop CS5

CRN 10948

Photoshop CC for the Digital Photographer I

CRN 11066

Photoshop Elements 13 for the Digital Photographer I

CRN 11070

Photoshop Elements 12 for the Digital Photographer I

CRN 11068

Photoshop CC for the Digital Photographer II

CRN 11067

Photoshop Elements 13 for the Digital Photographer II

CRN 11071

Photoshop Elements 12 for the Digital Photographer II

CRN 11069

COMPUTER TROUBLESHOOTING & NETWORKING

(\$119 per class)

Introduction to PC Troubleshooting

CRN 11010

Introduction to PC Security

CRN 11009

Advanced PC Security

CRN 10851

Wireless Networking

CRN 11155

Introduction to Networking

CRN 11007

Intermediate Networking

CRN 10946

PROGRAMMING & DATABASE MANAGEMENT

(\$119 per class)

Introduction to Programming

CRN 11015

Mac, iPhone, and iPad Programming

CRN 11043

Creating Mobile Apps with HTML5

CRN 10879

How to Get Started in Game Development

CRN 10922

Introduction to ASP.NET

CRN 10962

Introduction to Java Programming

CRN 10980

Intermediate Java Programming

CRN 10934

Introduction to C++ Programming

CRN 10966

Introduction to C# Programming

CRN 10965

Intermediate C# Programming

CRN 10929

Introduction to Python 3 Programming

CRN 11017

Introduction to Python 2.5 Programming

CRN 11016

Introduction to XML

CRN 11031

Introduction to Database Development

CRN 10970

Introduction to Visual Basic

CRN 11028

Intermediate Visual Basic

CRN 10957

Introduction to SQL

CRN 11025

Intermediate SQL

CRN 10956

Introduction to PHP and MySQL

CRN 11014

Intermediate PHP and MySQL

CRN 10950

CERTIFICATION PREP

(\$139 per class)

Basic CompTIA A+ Certification Prep

CRN 10855

Intermediate CompTIA A+ Certification Prep

CRN 10930

Advanced CompTIA A+ Certification Prep

CRN 10843

CompTIA Security+ Certification Prep 1

CRN 10871

CompTIA Security+ Certification Prep 2

CRN 10872

CompTIA Network+ Certification Prep

CRN 10870

PMP Certification Prep 1

CRN 11072

PMP Certification Prep 2

CRN 11073

COURSES FOR TEACHERS

(\$119 per class)

Teaching Preschool: A Year of Inspiring Lessons

In this course on teaching preschoolers, you'll learn how to come up with creative and balanced preschool lesson plans for every month of the school year.

CRN 11130

Teaching High School Students

Master the latest teaching strategies to help you reach high school students, including differentiated instruction and classroom management.

CRN 11128

Teaching Adult Learners

Learn powerful techniques for reaching and motivating adult learners in today's student-centered classroom.

CRN 11124

Spanish in the Classroom

Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking students and parents.

CRN 11108

Singapore Math: Number Sense and Computational Strategies

In this teacher training course, you'll learn Singapore's innovative and practical strategies for solving addition, subtraction, multiplication, and division problems.

CRN 11099

Singapore Math Strategies: Model Drawing for Grades 1-6

In this professional development course for teachers, you'll get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context.

CRN 11098

Singapore Math Strategies: Advanced Model Drawing for Grades 6-9

Master model drawing, a revolutionary technique for teaching middle school math students how to triumph over word problems and learn to love math.

CRN 11097

Teaching Math: Grades 4-6

Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.

CRN 11129



ONLINE ACADEMY

Teaching Science: Grades 4-6

Increase your effectiveness as a science teacher for children in fourth through sixth grades.

CRN 11131

Solving Classroom Discipline Problems I

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

CRN 11103

Solving Classroom Discipline Problems II

In this professional development course, you'll get the teacher training you need to deal effectively with serious discipline problems and help even the most challenging students you're teaching make more responsible choices.

CRN 11104

Empowering Students with Disabilities

Explore common disabilities you'll encounter in the classroom and master techniques for promoting academic, behavioral, and social skills in students with special needs.

CRN 10895

Teaching Students with Learning Disabilities

Learn how to successfully meet the diverse needs of students with learning disabilities in your classroom.

CRN 11135

Teaching Students with ADHD

Learn practical strategies for helping children with attention deficit hyperactivity disorder (ADHD) succeed in school.

CRN 11133

Teaching Students with Autism: Strategies for Success

Help your students with high-functioning autism and Asperger's Syndrome unlock their potential in the classroom.

CRN 11134

Survival Kit for New Teachers

Veteran instructor shares the secrets for success in your first years of teaching.

CRN 11123

Ready, Set, Read!

A learning specialist shows you how to raise a successful reader and writer.

CRN 11086

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The Creative Classroom

Enrich your teaching talents and encourage your students' creative thinking as you learn to turn your classroom into a creative classroom.

CRN 11140

Creating Classroom Centers

Learn how to create engaging, easy-to-maintain classroom center activities that boost independent learning while increasing small-group instruction time.

CRN 10878

Differentiated Instruction in the Classroom

Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.

CRN 10884

The Differentiated Instruction and Response to Intervention Connection

Learn how to combine two powerful educational approaches—Differentiated Instruction and Response to Intervention—so you can enable every student in your classroom to succeed.

CRN 11141

Differentiating K-12 Assessments

Learn effective strategies for differentiating your assessments and empowering every student in your class to succeed.

CRN 10885

Creating the Inclusive Classroom: Strategies for Success

In this professional development course for teachers, you'll get the training you need to reach the diverse mix of students you face every day, learning proven strategies that turn diversity into opportunity.

CRN 10880

Teaching Writing: Grades K-3

Learn how to nurture student writers in the early elementary classroom.

CRN 11137

Teaching Writing: Grades 4-6

In this teacher-training course, you'll learn from an experienced educator how to motivate and assist developing writers.

CRN 11136

Common Core Standards for English Language Arts K-5

Gain confidence in applying the Common Core State Standards for English Language Arts (reading, writing, speaking and listening, and language) to the K-5 classroom.

CRN 10869

Content Literacy: Grades 6-12

Learn practical strategies for incorporating reading, writing, and the other literacy skills outlined in the Common Core State Standards into your content area for adolescent students.

CRN 10874

Guided Reading and Writing: Strategies for Maximum Student Achievement

Get the professional development training you need to improve student literacy as an accomplished teacher shares the secrets of turning guided reading strategies into opportunities for teaching writing.

CRN 10916

Guided Reading: Strategies for the Differentiated Classroom

Learn creative ways to bring differentiated instruction and guided reading to life in your classroom.

CRN 10917





Response to Intervention: Reading Strategies That Work

Learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need.

CRN 11089

Integrating Technology in the Classroom

In this professional development course for teachers, you'll learn the secrets of technology integration in the classroom, gaining the skills educators need to use tools such as wikis, podcasts, and blogs effectively.

CRN 10928

Teaching Smarter with SMART Boards

Master the use of SMART Board and SMART Notebook technology so you can create powerful interactive lessons that capture your students' attention.

CRN 11132

Using the Internet in the Classroom

Discover how you can use the Internet to make teaching easier for you and more relevant to your students.

CRN 11152

Creating a Classroom Website

Learn how to create a classroom Web site and how having one can make you a more effective and dynamic teacher.

CRN 10876

Using Microsoft PowerPoint 2013 in the Classroom

In this course for teachers, you'll learn how to motivate students and enrich lessons by bringing Microsoft PowerPoint 2013 presentations into your classroom.

CRN 11150

Blogging and Podcasting for Beginners

Learn how to create your very own blog and add a podcast too using the tools that you already have available on your computer.

CRN 10865

Enhancing Language Development in Childhood

Enrich the lives of your children by learning fun and natural ways to help them become proficient speakers and thinkers.

CRN 10896

Understanding Adolescents

Uncover the secrets of the adolescent mind. Gain valuable information on how they feel, how their identities develop, and how you can best meet their needs.

CRN 11147

GRANT WRITING & NONPROFIT MANAGEMENT

(\$119 per class)

A to Z Grant Writing

Learn how to research and develop relationships with potential funding sources, organize grant-writing campaigns, and prepare proposals.

CRN 10836

Get Grants!

Learn how to develop successful, fundable grants from experts in the field.

CRN 10909

Advanced Grant Proposal Writing

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.

CRN 10846

Writing Effective Grant Proposals

Learn to prepare grant proposals that get solid results for your favorite organization or charity.

CRN 11162

Becoming a Grant Writing Consultant

Increase your income while working from home by starting a grant writing consulting business.

CRN 10861

Starting a Nonprofit

Industry veteran shows you how to take a nonprofit business from vision to reality.

CRN 11120

Nonprofit Fundraising Essentials

Learn the basics of fundraising for nonprofit organizations, from annual and special fund drives to more advanced projects involving corporate and foundation relations, major gifts, and planned giving.

CRN 11059

Marketing Your Nonprofit

Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers.

CRN 11048

Introduction to Nonprofit Management

Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors.

CRN 11008

HEALTH CARE, FAMILY & NUTRITION

(\$119 per class)

Assisting Aging Parents

Be prepared to handle the challenges you and your parents will face in the coming years, while learning to cherish the transition.

CRN 10854

Marriage and Relationships: Keys to Success

Getting married is just the first step! Learn how to build a solid foundation for a healthy partnership that will last far beyond "I do."

CRN 11049

Homeschool with Success

Discover how to homeschool your children in a way that ensures they get what they need both academically and socially.

CRN 10921

Explore a Career as an Administrative Medical Assistant

Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA) in a doctor's office, from appointment scheduling and chart creation to medical billing and coding.

CRN 10898

Explore a Career as a Pharmacy Technician

Master the skills that will prepare you for an entry-level position as a pharmacy tech or clerk, and discover the steps you can take to become a Certified Pharmacy Technician (CPhT).

CRN 10897

Explore a Career in Nursing

Learn what it takes to become an LPN or RN, and discover all of the exciting and rewarding opportunities awaiting you in the field of nursing.

CRN 10902

Explore a Career in Medical Coding

Learn how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

CRN 10899

Explore a Career in Medical Transcription

Learn how to transcribe the medical reports most often used in healthcare today, and discover how to get started and advance as a medical transcriptionist.

CRN 10900



Explore a Career in Medical Writing

Take your first step toward a lucrative and rewarding career as a medical writer.

CRN 10901

Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

CRN 11055

HIPAA Compliance

Learn how to comply with the duties, rights, and responsibilities of HIPAA, ARRA and HITECH.

CRN 10920

Become an Optical Assistant

Learn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities.

CRN 10860

Become a Physical Therapy Aide

Prepare for a rewarding career as a valued member of the physical therapy team.

CRN 10856

Become a Veterinary Assistant I

A practicing veterinarian prepares you to work in a veterinary office or hospital.

CRN 10857

Become a Veterinary Assistant II: Canine Reproduction

Practicing veterinarian teaches you to manage the entire canine breeding cycle, from assessing the health of parents to puppy care.

CRN 10858

Become a Veterinary Assistant III: Practical Skills

Learn the practical skills you'll need to be a valuable veterinary assistant or educated pet owner.

CRN 10859

Introduction to Natural Health and Healing

Learn how to promote wellness, balance, and health in all aspects of your daily life.

CRN 11006

Lose Weight and Keep It Off!

Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime.

CRN 11038

Luscious, Low-Fat, Lightning-Quick Meals

Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious!

CRN 11042

Handling Medical Emergencies

Every second counts during a medical emergency. Learn how to respond if someone needs your help.

CRN 10918

LANGUAGES

(\$119 per class)

Speed Spanish I

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

CRN 11109

Speed Spanish II

Follow-up to our popular Speed Spanish course. Several new recipes help you continue building fluency.

CRN 11110

Speed Spanish III

Master your ability to speak, understand, and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series.

CRN 11111

Spanish for Law Enforcement

Master the fundamentals of the Spanish language by practicing basic conversational skills and learning essential Spanish terminology for law enforcement situations.

CRN 11105

Spanish for Medical Professionals I

Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

CRN 11106

Spanish for Medical Professionals II

Build on your foundation of Spanish for healthcare providers by learning medical terminology and phrases from a variety of medical fields as well as Spanish grammar.

CRN 11107

Beginning Conversational French

Discover how easy it can be to learn common words and phrases for both leisure and business.

CRN 10863

Instant Italian

Learn Italian from the comfort of your home in this fun and enjoyable online course.

CRN 10927

Conversational Japanese

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.

CRN 10875

Grammar for ESL

If English is your second language and you're headed to college, this course will teach you the principles of grammar and structure you'll need to succeed.

CRN 10911

Writing for ESL

Learn how to write in English more effectively to succeed in college and at work.

CRN 11165

Discover Sign Language

Discover the fun of learning sign language and using your hands to communicate with Deaf people.

CRN 10887

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www.ed2go.com/manchcc

MATH & SCIENCE

(\$119 per class)

Math Refresher

Gain confidence in your basic math skills and start using math to your advantage.

CRN 11053

Introduction to Algebra

Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.

CRN 10961

Introduction to Statistics

Improve your understanding of data and learn how to develop graphs and charts so you can use this information to make better decisions.

CRN 11026

Medical Math

Master the math skills you need to succeed in the medical field.

CRN 11054

Human Anatomy and Physiology I

Gain a greater appreciation and understanding of the marvelous complexity of the human body.

CRN 10924

Human Anatomy and Physiology II

Learn the basic characteristics of the four main types of tissues, the general and special senses, cellular metabolism, body chemistry, and significant events in the life span, from fertilization through old age.

CRN 10925

Introduction to Biology

Learn how cells and DNA determine the structure and function of the human body and get a foundation for a career in the healthcare or medical professions.

CRN 10963

Introduction to Chemistry

Gain a solid foundation in the basics of chemistry and see how everything that goes on in your body depends on a chemical reaction.

CRN 10967

PERSONAL ENRICHMENT

(\$119 per class)

Introduction to Interior Design

Explore a career in interior design as you learn how to transform any room into a beautiful and functional space.

CRN 10978

Start Your Own Edible Garden

Learn how to grow delicious, nutritious fruit and vegetables in your own backyard.

CRN 11115

Get Funny!

Learn how to use humor to speak more effectively, write better, and increase your popularity.

CRN 10908

Skills for Making Great Decisions

Learn how to make excellent everyday decisions from an experienced counselor and life coach.

CRN 11101

Interpersonal Communication

Become aware of the conscious and unconscious codes of meaning we send when communicating with others.

CRN 10959

Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

CRN 11033

Genealogy Basics

Learn where to look, who to contact, and how to use research tools to begin an exciting exploration of your roots.

CRN 10906

PERSONAL FINANCE & INVESTMENTS

(\$119 per class)

Where Does All My Money Go?

Learn how to get control of your money once and for all.

CRN 11154

Personal Finance

Protect your assets and discover how best to achieve all your financial goals.

CRN 11063

Business Finance for Non-Financial Personnel

This course will help you understand business environments, financial statements, and strategy so you can make more profitable business and personal financial decisions.

CRN 10868



Keys to Successful Money Management

A certified financial planner shows you how most wealthy people build their fortunes.

CRN 11034

Real Estate Investing

Learn how to build and protect your wealth by investing in real estate.

CRN 11087

Stocks, Bonds, and Investing: Oh, My!

Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement.

CRN 11121

The Analysis and Valuation of Stocks

Discover valuable techniques that show you step-by-step how to research and value stocks.

CRN 11138

Introduction to Stock Options

Learn how stock options can protect your portfolio and help you profit in any type of market.

CRN 11027

PHOTOGRAPHY

(\$119 per class)

Discover Digital Photography

An informative introduction to the fascinating world of digital photography.

CRN 10886

Mastering Your Digital SLR Camera

Take your photography to the next level with your digital SLR camera by learning how to master lenses, apertures, shutter speed, exposure settings, and more.

CRN 11051

Introduction to Digital Scrapbooking

Learn how to make the most of your scrapbooking talents and artistic ideas when you combine digital and traditional scrapbooking techniques.

CRN 10971

Travel Photography for the Digital Photographer

Learn the tricks and techniques digital photographers need to capture scenes from around the world and bring them home.

CRN 11144

Secrets of Better Photography

Learn how to take better pictures by understanding your camera and how to use it in a variety of situations.

CRN 11095

Photographing Nature with Your Digital Camera

Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots.

CRN 11064

ONLINE ACADEMY

Photographing People with Your Digital Camera

Learn to take beautiful pictures of adults, children, and babies.

CRN 11065

SALES & MARKETING

(\$119 per class)

Professional Sales Skills

Discover how to begin a successful and rewarding career in sales.

CRN 11078

Effective Selling

Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success.

CRN 10894

Small Business Marketing on a Shoestring

Discover small business marketing strategies that can help you attract attention, woo your target audience, grow your customer base, and expand your profits, all for little or no money.

CRN 11102

Marketing Your Business on the Internet

Develop an Internet marketing plan for your business that incorporates SEO, advertising, email, social media, and more.

CRN 11047

Using Social Media in Business

Learn how to use the five most popular social media platforms—Facebook, Twitter, LinkedIn, Pinterest, and Google+—to grow and promote your business.

CRN 11151

TEST PREP

(\$119 per class)

Praxis Core Preparation

Develop the knowledge and skills you need to pass the Praxis I Exam as you review and prepare for everything the test includes.

CRN 11075

Prepare for the GED Test

Want to pass the GED test? This course will help you develop the skills you'll need to succeed.

CRN 11077

For full course descriptions and requirements, please visit our Online Instruction Center for more information:

www.ed2go.com/manchcc



Prepare for the GED Math Test

Master the skills you'll need to pass the Mathematical Reasoning module in the GED test series.

CRN 11076

GMAT Preparation

Discover powerful test-taking techniques and methods for improving your score on the GMAT.

CRN 10910

GRE Preparation: Part 1 (Verbal & Analytical)

Discover powerful strategies for success in the verbal reasoning and analytical writing sections of the GRE revised General Test (course 1 of 2).

CRN 10913

GRE Preparation: Part 2 (Quantitative)

Learn a variety of useful techniques for tackling the quantitative reasoning sections of the computerized GRE revised General Test (Course 2 of 2).

CRN 10914

LSAT Preparation: Part 1

Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills (course 1 of 2).

CRN 11040

LSAT Preparation: Part 2

Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers (course 2 of 2).

CRN 11041

SAT/ACT Preparation: Part 1

Master the reading, writing, English, and science questions on the ACT and new SAT.

CRN 11093

SAT/ACT Preparation: Part 2

Master the math questions on the ACT and new SAT.

CRN 11094

WRITING COURSES

(\$119 per class)

Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

CRN 10864

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

CRN 10912

Writing Essentials

Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

CRN 11163

Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

CRN 10893

Business and Marketing Writing

Write great marketing copy to improve your company's image and your chances of getting hired or promoted.

CRN 10867

Write Effective Web Content

Learn how to write Web content and produce multimedia elements to make your website or blog a must-visit site on the Internet.

CRN 11158

Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing.

CRN 10905

The Keys to Effective Editing

If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction.

CRN 11142

Writeriffic: Creativity Training for Writers

Banish writer's block forever with these tricks from the published writer's toolbox.

CRN 11161

How to Make Money from Your Writing

You really can make money with your writing. Whether you want to create your own business, add to your income, supplement your retirement, or boost what you're earning as a writer, you'll find the how-to's here.

CRN 10923

Write Fiction Like a Pro

A Hollywood writer and author teaches you how professional writers use story outlines to structure any type of story.

CRN 11159

Advanced Fiction Writing

Explore advanced fiction writing techniques with a published novelist.

CRN 10845

Writing Young Adult Fiction

Develop your own young adult novel and learn how to break into one of today's hottest publishing markets.

CRN 11167

Romance Writing

Whether you're a new or experienced writer, this course will teach you the skills you need to write a romance novel that will make readers swoon.

CRN 11092

Mystery Writing

Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author.

CRN 11058

Writing the Fantasy Novel

This is the perfect course for anyone who's ever thought about becoming a fantasy fiction writer.

CRN 11166

The Craft of Magazine Writing

If you're a determined new writer, this class will provide you with the skills you need to get published.

CRN 11139

Writing for Children

Published children's author shows you how to touch the hearts of children by creating books for them.

CRN 11164

Research Methods for Writers

Learn the most efficient and effective methods to conduct research for any writing project.

CRN 11088

Beginner's Guide to Getting Published

Published writer shows you how to give yourself the credibility you need to get your books and articles published.

CRN 10862

Write and Publish Your Nonfiction Book

Become a professional author or advance your career by learning to write, edit, and publish nonfiction books of all types.

CRN 11157

Publish and Sell Your E-Books

Learn how to use free tools to publish an e-book, and then list and sell your e-books in the world's largest online bookstores.

CRN 11081

Introduction to Internet Writing Markets

A professional writer shows you how to make money writing on the Internet.

CRN 10979

Travel Writing

Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books.

CRN 11145

Write Your Life Story

Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others.

CRN 11160

Introduction to Journaling

Discover how journaling can help you learn more about yourself, explore your dreams, values, and beliefs, improve your health, survive unwanted change, succeed in your career, and express your creativity.

CRN 10982



NEED HELP?

**THE KNOWLEDGEABLE STAFF AT ED2GO
CAN ASSIST YOU!**



Go to www.ed2go.com/manchcc and click "Help" on the Online Instruction Center menu. You will find answers to many common questions, or you may submit an inquiry directly to the Ed2go Help Desk by clicking "Email support" at the bottom of the page.

If you have questions about how to register or pay for an online class, you may email MCC's Ed2go contact, Jessie Bradley: jbradley@manchestercc.edu.

ORGANIZATION OF ACTIVE ADULTS

Expand your Horizons!

Join the MCC Organization of Active Adults

For Individuals 50 and Older: Your Opportunity for Lifelong Learning

OAA members enjoy free speakers or entertainment; reduced fees for sponsored luncheons and trips; a monthly newsletter providing information on activities, events and courses; and a tuition rebate program to reimburse a percentage of the fee paid for any MCC Credit-Free course costing more than \$10.

Visit us on the web: www.manchestercc.edu/continuing/oaa.php

Monthly Programs:

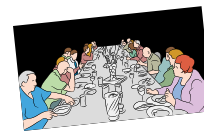
- Informative
- Educational
- Entertaining

Social:

- Luncheons
- Refreshments after programs
- Meet new friends!

Travel:

- Day trips
- Overnights
- Overseas



**Membership
is only
\$20
per year**



Fill out the membership form, detach the receipt, sign it and keep for your records.
Send the completed form to the OAA address below along with your check.

MCC Organization of Active Adults Membership Form

(Minimum Age: 50) • PLEASE PRINT • Dues: \$20 per person per year (September 1-August 31)

Last Name 1 _____

Mr & Mrs Ms Miss (circle preference)

First Name 1 _____

check one Full Birth Date: mm/dd/yy

First Name 2 _____

M F ____/____/____

Only if different: Last Name 2 _____

M F ____/____/____

Mail Address _____

Mr & Mrs Ms Miss (circle preference)

Mr & Mrs Ms Miss (circle preference)

Town _____ State _____

New Member Returning Member

Phone _____ Email address _____

9-Digit Zip _____

Would you be willing to help OAA by serving on your Board or a Committee? Yes No

Amount enclosed: _____

Mail to: MCCOAA Membership

Great Path, MS #16

PO Box 1046

Manchester, CT 06045-1046

Check #: _____ Check Date: _____

(For Office Use Only) Date Received: _____

Fill in, detach & KEEP this membership card.

MCCOAA MEMBERSHIP CARD

Member Name(s)

Valid through August 31, 201

MCC ORGANIZATION OF ACTIVE ADULTS

Great Path MS #16, PO Box 1046, Manchester CT 06045-1046

oaa@manchestercc.edu • 860-512-2840

www.manchestercc.edu/continuing/oaa

In partnership with Manchester Community College

MCCOAA Tuition Rebate Application

Members may receive a 20% rebate for any MCC credit-free course costing over \$10 (\$50 max per 9/1-8/31 membership year) if current-year dues were postmarked or hand-delivered before the course start date. **Use a separate form for each class.** Have your instructor sign the completed application and then mail it to **MCCOAA Rebates, Great Path MS #16, PO Box 1046, Manchester CT 06045-1046.** Requests must be received before 9/15 of the following membership year to be considered. You will receive your rebate directly from OAA; processing may take several weeks.

OAA Member's Name: _____ Member's Address: _____

City/Town: _____ State: _____ Zip: _____

Course Title: _____

Course Start Date: _____ Course Fee: \$ _____

Current-Year Catalog Semester (circle one): Fall Winter Spring Summer

Instructor's signature: _____ Print Last Name: _____

(Verifying that student attended at least one class session)

(Instructor)

(For Office Use Only)

Rec'd Date

App. No.

Memb. Date

Balance: \$



Nature and Outdoor Photography

Take your photography skills outdoors and learn how to shoot nature. In the first session, there will be discussion of the recommended equipment and gear for nature and outdoor photography. The instructor will also show samples of his work and discuss the methods that he uses to capture nature's beauty. **The second and fourth sessions will be field trips to local parks, with locations to be determined in class.** The classroom sessions will include critiques of the two field trips. Rain dates will be the Sundays of these same weekends. Students should bring their 35mm SLR (digital or film), lenses, tripod, and gadget bag to the field trip sites.

CRN 11615 | Fee: \$120
5 Saturdays | 4/21-5/19
9-11 AM | AST Room D211
(4/28 & 5/12 meet off-campus)

Instructor: Hunter Neal, M.F.A.

Digital Camera Introduction

Learn the fundamentals of digital photography using a consumer-model digital camera. All aspects



of the digital camera will be discussed, including how to use the lens, viewfinder, focus, aperture, shutter, digital file formats, and image storage, as well as how to

work in a photo editing program. We will learn how to import and save photographs, methods of color correction, enhancement, how to size and prepare images for print and the web, and also compare popular digital camera models. It is not necessary to own a digital camera, but if you do, please bring it along with your instruction manual. Prerequisite: *Basic Windows, keyboarding and mouse skills.*

CRN 11725 | Fee: \$105
2 Fridays | 3/16-3/23
6-9 PM | AST Room D211

Instructor: Richard Hoyer, M.A.

Digital Camera Next Step

Making the leap from film to digital photography was scary, but you did it! And now that you've had some time to enhance your digital photo skills, and maybe even learned how to load your photos into the computer and digitally enhance them, you're ready for more. In this advanced course, learn how to control digital photography from camera to computer. Topics will include advanced techniques for taking better digital photos, digital picture management, advanced camera controls, enhancing your pictures via software, and successful printing and web usage techniques. Bring your digital camera and your questions to this informative, hands-on class. Prerequisite: *Digital Camera Introduction or equivalent experience, or permission by instructor.*

CRN 11726 | Fee: \$105
2 Fridays | 4/6-4/13
6-9 PM | AST Room D211

Instructor: Richard Hoyer, M.A.

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 new camera. Topics will include choosing the proper file format and resolution; compression; lenses; white balance; color space; exposure compensation; saturation; and contrast controls. Classroom presentations and hands-on experience will help you to learn about your camera and the use of the RAW file format. The class will also use Adobe Photoshop to demonstrate downloading images and processing RAW file formats, as well as learning essential tools for processing digital photographs. Please bring your digital SLR to class.

CRN 11277 | Fee: \$105
2 Fridays | 2/2-2/9
6-9 PM | AST Room D211

CRN 11278 | Fee: \$105
2 Fridays | 4/20-4/27
6-9 PM | AST Room D211

Instructor: Richard Hoyer, M.A.



Advanced Digital SLR

Advanced photographic topics relating to digital SLR's will include: improving images with Adobe Photoshop CC; 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 using Adobe Photoshop CC to explore the digital imaging workflow. Some elements of Adobe Camera RAW will also be covered. You must bring your digital SLR camera to class. Prerequisite: *Using Your Digital SLR is highly recommended.*

CRN 11273 | Fee: \$55
1 Friday | 2/23
6-9 PM | AST Room D211

Instructor: Richard Hoyer, M.A.

Composition Techniques

There is one element that can really improve your photographs, one feature that can lift your photo from snapshot to art: a sense of composition. Digital cameras and image processing software provide impressive control over exposure and color balance, but your photos will never succeed if the contents don't come together. This class is designed to help you refine your vision and improve your compositions. We will look at framing, patterns, movements, focal point, and creating depth. We will also look at examples of photographs that highlight compositional rules and techniques which will make a difference in your photos.

CRN 11728 | Fee: \$55
1 Friday | 3/2
6-9 PM | AST Room D211

Instructor: Richard Hoyer, M.A.

iPhone Photography

Learn how to get the most out of your iPhone features by shooting, editing and sharing photographs. That's right, using only your iPhone, you will develop these photographic skills! Learn simple tips and tricks that will take your photography to the next level: how to adjust and edit photos, how to download photo apps and use them, and how to import, save and share photos. Please bring your iPhone to class.

CRN 11727 | Fee: \$55
1 Friday | 3/9
6-9 PM | AST Room D211

Instructor: Richard Hoyer, M.A.

PHOTOGRAPHY



Portrait and People Photography

Just in time for the graduations! If you like to photograph people for the snapshot album or as fine art, join us for this workshop exploring portrait photography. Using either film or digital camera, learn how to photograph in formal and informal settings, and how to make the most of flash, natural light, close-ups, set poses, and spontaneous candid shots. Discover new ways to set up a portrait, establish a comfortable rapport with your subject, and capture revealing moments and true character. Class discussions will also include basic camera operation, lighting, composition, setting and body language. Please bring your camera to all sessions. Prerequisite: *Participants should have basic camera skills and be prepared to shoot some assignments.*

CRN 11665 | Fee: \$105
2 Fridays | 5/4-5/11
6-9 PM | AST Room D211

Instructor: Richard Hoyer, M.A.

Using Portable Flash

There are many reasons for adding a small portable flash to your array of camera equipment, including not having to rely on the camera's built-in flash. Topics will include: appreciating the difference in effects between aiming the flash directly at the subject, bouncing the flash off an umbrella or ceiling, or covering the flash with a diffuser or softbox; reducing the flash output to create "fill" light; controlling background light; controlling illumination coming from the flash or from ambient light; using the Blurred-Sharp Shot technique; adding light by slaving multiple portable flashes together; and the basics of three-point lighting. A handout detailing most of this material will also be provided to the participants. You may bring your camera, and small portable flash, if you own one, and be sure that camera and flash are fully charged. All skill levels welcome.

CRN 11283 | Fee: \$75
2 Mondays | 2/5-2/12
6-9 PM | GPA Room GP142

Instructor: Peter Glass, M.A.

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!

CRN 11281 | Fee: \$75
2 Wednesdays | 2/21-2/28
6-9 PM | GPA Room GP142

Instructor: Peter Glass, M.A.

Shooting Photographs that Will Knock Your Socks Off

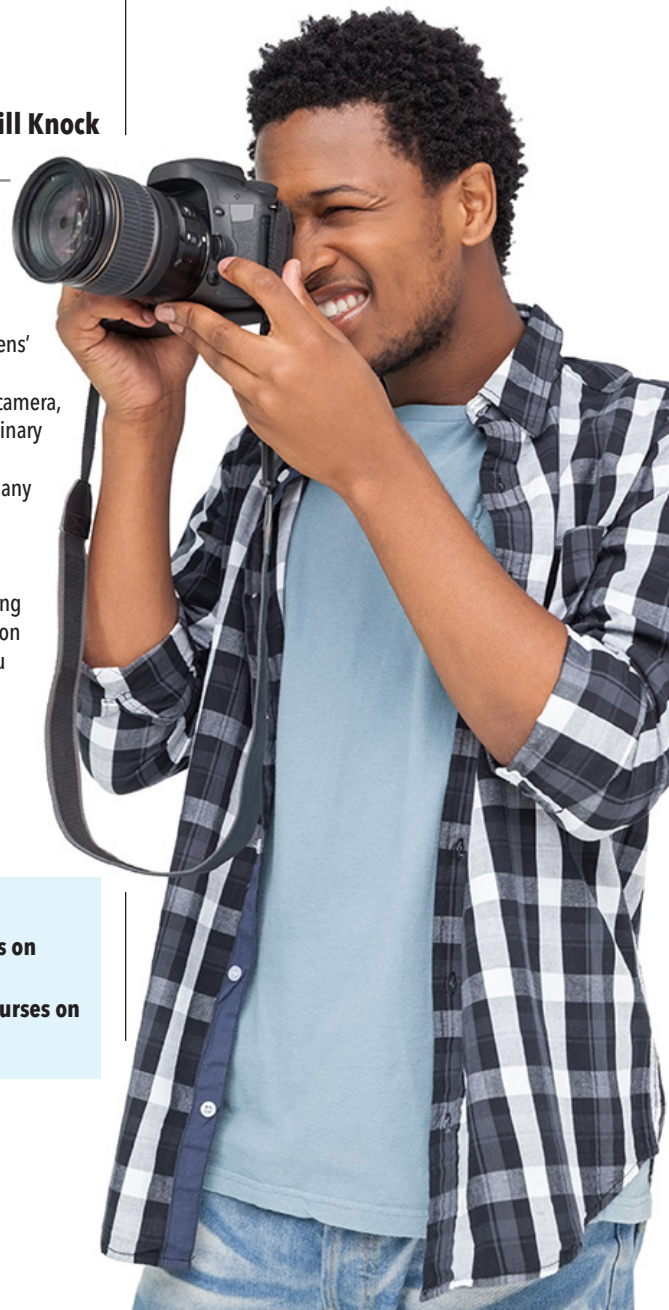
Through in-class shooting assignments and instruction, learn how to make interesting and unusual images through a variety of lighting techniques. You also will discover ways to produce wonderful images by creatively playing with: your lens' focal length, aperture, and shutter speed setting; the positioning of yourself, your camera, and the subject; and using some very ordinary everyday items, as well as offbeat camera accessories. Finally, we will manipulate many of your images in Adobe Photoshop to demonstrate the almost unlimited possibilities for fixing and strikingly improving your work. You will need to bring to class your digital camera, with instruction booklet, and a fully charged battery. If you own a tripod, please bring this as well.

CRN 11276 | Fee: \$75
2 Wednesdays | 5/23-5/30
6-9 PM | GPA Room GP142

Instructor: Peter Glass, M.A.

YOU MAY ALSO LIKE

- **Digital Imaging & Design courses on pages 24-25**
- **Online Academy Photography courses on pages 55-56**





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 meet in the Career Services Suite (SSC L107) and are FREE and open to students, alumni, and the public. Pre-registration, however, is required, using the registration form on page 73.

Instructor: Julie Greene, Director of MCC Career and Veteran's Services

Effective Résumé Writing

Build résumé-writing confidence. Whether you're writing your first résumé or updating an existing one, this workshop provides the skills necessary to develop this competitive marketing tool.

CRN 11757 | 1 Tuesday | 2/6 | 11 AM-12:15 PM

CRN 11758 | 1 Tuesday | 2/20 | 11 AM-12:15 PM

CRN 11759 | 1 Tuesday | 3/6 | 11 AM-12:15 PM

CRN 11760 | 1 Tuesday | 3/27 | 11 AM-12:15 PM

SSC Room L107 (Career Services Suite)

Fee: FREE

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 11761 | 1 Tuesday | 2/13 | 11 AM-12:15 PM

CRN 11762 | 1 Tuesday | 2/27 | 11 AM-12:15 PM

CRN 11763 | 1 Tuesday | 3/20 | 11 AM-12:15 PM

CRN 11764 | 1 Tuesday | 4/3 | 11 AM-12:15 PM

SSC Room L107 (Career Services Suite)

Fee: FREE

CAREER OPPORTUNITIES

Security Guard

Have you ever thought about becoming a security officer? Connecticut requires security officers to complete this 8-hour certification course, taught by a State-certified instructor. Topics include basic first aid, search and seizure, use of force, basic criminal justice, and public safety issues. The course finishes with a one-hour examination that students must complete with a passing score of 70 or better. Successful candidates will be given in-class instructions of how to apply and pay for their Security Officer Identification cards. CT law states that no person shall be approved for a license who has been convicted of a felony, any sexual offense, or any crime involving honesty or integrity. To be employed as a Security Officer you must be at least 18 years of age.

Please note: Students will be required to submit 2 sets of fingerprints, 2 photographs, and a Security Officer application, in addition to the course completion card, when they submit their State application after the course.

Fees extraneous to the course: 5-year ID Card - \$100; CT Background Check - \$50; Federal Background Check - \$12; Fingerprinting Fee: \$15.

CRN 11208 | Fee: \$125

1 Monday | 2/26

8:30 AM-5 PM | SSC Room L142

Instructor: Richard Siena, A.S., CT Police Academy Graduate



ATTENTION:
All Credit-Free Instructor Biographical Notes are listed at the back of the catalog.

NEW Certified Training for Security Guards: Personal Protection Control & Defense

When confrontations cannot be resolved peacefully, security officers must intervene with physical control and defense skills. It is important that officers receive training in practical, effective, and court-defensible skills; those not properly trained increase the likelihood of injuries for both the officer and the individual, as well as possibly misrepresenting the mission of the organization. Topics will include: levels of control; levels of resistance; recognizing aggression; agency policies and procedures; principles of balance, movement, and reaction time; escorting an individual; disengaging; the effects of pressure or impact to nerve centers; science of energy and motion; defensive counter-strikes; and introduction to ground defense. The program is developed by Personal Protection Consultants (PPC), and approved by Municipal Police Officers Education and Training Commission (MPOETC) for Continuing Education Electives (CLEE). **Security guards will receive a training certificate through PPC**, a nationally recognized company for providing certified tactical trainings. More information on their training certificates can be found at: www.ppcitaining.com. *Please note: Students should come dressed in workout clothes.*

CRN 11291 | Fee: \$80

1 Saturday | 3/24

11 AM-4 PM | SSC Room L154 (Fitness Studio)

Instructor: Richard Siena, A.S., CT Police Academy graduate

NEW Verbal De-Escalation Training for Security Guards and Other Professionals

Learn how to understand different types of personalities and disorders, and communicate with different people in various situations, while we discuss case studies of incidents. Students will learn appropriate verbal skills and body language to effectively de-escalate a potential violent or negative situation. There will be small group exercises to practice the skills in class. This course is recommended for security professionals, first responders, and customer service staff ... and even teachers and parents! *Please note: This course is not Personal Protection Consultants (PPC)-certified.*

CRN 11292 | Fee: \$65

2 sessions | Monday & Wednesday | 4/30 & 5/2
6:30-8:30 PM | SSC Room L142

Instructor: Richard Siena, A.S., CT Police Academy graduate

PROFESSIONAL DEVELOPMENT

REAL ESTATE

Real Estate Principles and Practices

VA-Approved

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 in-class exam) and pass the course with a score of 70 or higher in order to sit for the State exam. 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, 19th edition (ISBN 9781475438529) and CT Real Estate Practice and Law, 13th edition (ISBN 9781475420043), as well as a strongly recommended text, Questions & Answers... Real Estate Exam (ISBN 97814754224812), Dearborn, available at MCC Bookstore for approximately \$120 (for all three books).

CRN 11175 | Fee: \$485
15 sessions | 11 Wednesdays
2/7-4/25 (does not meet 2/14; exam date, 4/25)
5:30-9:30 PM
4 Saturdays | 2/10; 2/24; 4/7 & 4/14
8:30 AM-2:30 PM | SSC Room L240
Instructor: Dominick Galletti, M.B.A.

CRN 11176 | Fee: \$485
17 sessions | Tuesdays & Thursdays | 3/20-5/17
(does not meet 5/15; exam date, 5/17)
5:30-9:30 PM | SSC Room L240
Instructor: Marc Vallen, J.D.

NEW Real Estate Principles and Practices Review Course

Before you sit for the Real Estate Salesperson State 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 textbooks that will be used are the same three texts required for *Real Estate Principles and Practice* (see course description on this page). *This course is approved for 4 Continuing Education hours by the CT Real Estate Commission.*

CRN 11293 | Fee: \$65
1 Thursday | 5/24
5:30-9:30 PM | SSC Room L240
Instructor: Marc Vallen, J.D.

Real Estate Broker Legal Compliance

This required course for obtaining a CT broker's license will review the major State real estate regulations and general statutes that brokers must know, understand and follow in order to comply with CT real estate practice and run a



real estate business. Detailed explanations, interpretations, case law, and tips will be provided to help students grasp the complex language and concepts of CT real estate law. A must course for realtors preparing for the broker's exam or for

those brokers who want to stay current. Application fee of \$65 is not included with this course. Students must complete all 15 hours to receive a certificate of completion. *This course is approved for 15 Continuing Education hours by the CT Real Estate Commission.*

CRN 11294 | Fee: \$185
3 Saturdays | 4/7-4/21
10 AM-3 PM | GPA Room GP126

Instructor: Elton B. Harvey III, J.D.

NEW Real Estate Broker Principles and Practices

This required course for obtaining a CT broker's license will cover the following topics: Office Management, including organizational structure, human resources (recruiting, training, termination or transfer of salespersons, independent contractor agreements, and risk management), and business policies and procedures; Business Concerns, including market analysis, financing, and marketing and advertising; Legal Issues, including referral fees, working with attorneys and lenders, broker's lien, property management, land use, and closings; and Math Concerns, including related calculations and test preparation. Application fee of \$65 is not included with this course. Students must complete all 15 hours to receive a certificate of completion. *This course is approved for 15 Continuing Education hours by the CT Real Estate Commission.*

CRN 11295 | Fee: \$185
3 Saturdays | 5/5-5/19
10 AM-3 PM | SSC Room L240

Instructor: Kathleen Carey, J.D.

MCC CREDIT-FREE SCHOLARSHIPS FOR SPRING 2018

Eligible program:
REAL ESTATE PRINCIPLES AND PRACTICES
See advertisement on page 68 for more information.

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)
- Effective 7/1/16, licensure requirements for Real Estate Brokers changed. Applicants must successfully complete a 15-hour course in Broker Legal Compliance and a 15-hour course in Broker Principles and Practices.

- Two 15-hour approved electives, or successfully complete 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. Check the CT Department of Consumer Protection website for more details: www.ct.gov/dcp.

Appraiser

The Appraiser Qualifications Board (AQB) of the Appraisal Foundation has adopted changes to the Real Property Appraiser Qualification Criteria that became effective on January 1, 2008. These changes include increased required education. For a detailed description of these requirements, please refer to the following website: www.ct.gov/dcp – then click "real estate."

Real Estate Principles and Practices May Qualify for:

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





SKILLS FOR THE WORKPLACE

NEW TIPS (Training for Intervention Procedures) Certification

Appropriate for hospitality students, bartenders, restaurateurs, and wait staff, as well as for those simply interested in learning more about the subject, TIPS is the original program designed to teach people about responsible alcohol service. Combining lecture and video, topics include: general information on TIPS and alcohol; ID'ing customers; strategies on observing customers' behavioral cues; factors that affect blood alcohol content; rating customers' level of intoxication; awareness of liability and safety issues regarding consumption; documenting incidents; and servers' effectiveness in handling alcohol-related situations. Upon passing the written test at the end of the class, students receive a three-year TIPS Certification. Materials fee: \$16 (cash, please) payable to instructor at the beginning of class for the TIPS on Premise manual.

CRN 11766 | Fee: \$30
1 Monday | 4/30
6-8:30 PM | GPA Room GP138

Instructor: Gregory Altieri, B.S.

Grant Writing Workshop

Do you know what grant makers want? This course will cover tips for writing effective grant proposals. Learn how to get started, or if you have started, how to continue and finish. The parts of a generic proposal will be reviewed, including executive summary, statement of need, project description, budget and narrative, organizational information, conclusion, and appendix. In addition, the art of effective cover letter writing and basic research methods will be explored. 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, and sample grants will be shared. Students should bring a lunch.

CRN 11751 | Fee: \$95
1 Wednesday | 5/16
9:30 AM-4 PM | AST Room C209

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 answer 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 to make better spending choices, develop a financial plan, avoid common 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, credit cards, and reflecting on your own "self-control" as it concerns your individual spending habits. Instructor provides handouts. No prerequisite.

CRN 11581 | Fee: \$180
2 Tuesdays | 3/20-3/27
9 AM-4 PM | LRC Room B144 (limited seating)

Instructor: Paul Howard, M.B.A.

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 and well as assist them after being victimized. 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 financial fraud and abuse. Pedneault will draw upon his nearly 30 years of experience, and share accounts of actual cases so students can connect theory to practice. This course is an eye opener and can provide invaluable for anyone who handles finances. (This course formerly known as Forensic Accounting: What You Don't Know Most Certainly CAN Hurt You!). Instructor provides handouts. Prerequisite: None.

CRN 11473 | Fee: \$90
1 Tuesday | 4/3
9 AM-4 PM | LRC Room B144 (limited seating)

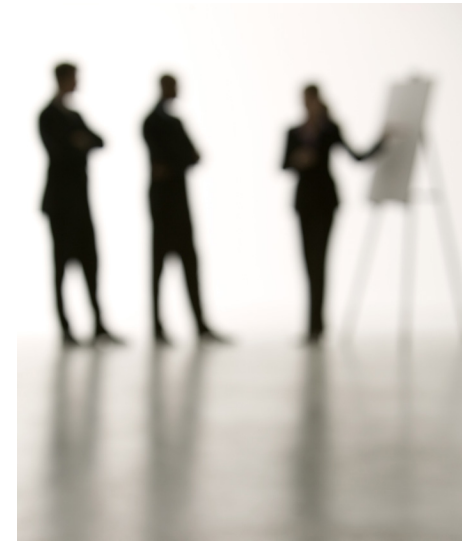
Instructor: Stephen Pedneault, C.P.A., C.F.E.

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. This course is appropriate if you have led a project or will lead one in the future, and also recommended for those 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. Instructor provides handouts. No prerequisite.

CRN 11288 | Fee: \$180
2 Tuesdays | 5/8-5/15
9 AM-4 PM | LRC Room B144 (limited seating)

Instructor: John Lombardo, M.B.A.



Consider Yourself Confirmed!

MCC notifies you only if a course cancels or its schedule changes. If you don't hear from us, assume you are registered.

PROFESSIONAL DEVELOPMENT

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. No prerequisite.

CRN 11475 | Fee: \$399
5 Fridays | 4/6-5/4
9 AM-4 PM | LRC Room B144 (limited seating)
Instructor: Ralph Braithwaite, M.B.A.

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. One of the most important functions of this role is to identify requirements and formulate solutions. After a broad coverage of the principles of business/systems analysis, we will focus heavily on requirements elicitation techniques, and requirements analysis and design techniques. This course is appropriate for anyone exploring analysis as a career path, as well as for existing analysts. This course incorporates both lecture and hands-on activities. Instructor provides handouts. No prerequisite.

CRN 11477 | Fee: \$105
1 Thursday | 4/26
9 AM-4 PM | LRC Room B144 (limited seating)
Instructor: William Marut, M.B.A.



Freedom of Information Act: What You Need to Know for Compliance and Protection

Are you aware that nearly every state-generated document, including your e-mail, is potentially viewable by the public? Citizens can request access to state documents via The Freedom of Information



Act, which guarantees the right to see public records and documents. Learn the process for filing under FOI as well as your obligations. Among the topics we will discuss: the definitions of public records and meetings; how to manage requests for public records; rules governing executive sessions; how much access the public actually has; the status of e-mails and other electronic documents. This class offers a great opportunity to get all your questions answered. Instructor provides handouts. Prerequisite: None.

CRN 11530 | Fee: \$55
1 Wednesday | 5/16
9 AM-noon | LRC Room B144 (limited seating)
Instructor: Thomas Hennick



Bullying in the Workplace: What It Is and How to Stop It

Does bullying end when we leave the school yard? Is it a problem that ends when adulthood begins? Unfortunately, the answer is "No." You will learn how bullying occurs in the workplace and what it consists of. You'll discover how bullying can connect to civil rights laws and how to respond if you or someone you know is being bullied at work. The format of the course is lecture, question and answer sessions, and class discussion. Instructor provides handouts. No prerequisite.

CRN 11469 | Fee: \$90
1 Wednesday | 5/9
9 AM-4 PM | LRC Room B144 (limited seating)
Instructor: Ralph Braithwaite, M.B.A.

Spanish Essentials for the Workplace

Learn basic phrases for communicating with Spanish speaking employees, clients and coworkers. Practice basic Spanish grammar exercises, role-playing, and reality-based activities. Topics will include Spanish sounds and the alphabet; greetings and farewells; asking for information and other polite requests; numbers, dates, days of the week, and months of the year; time; and useful verbs and key phrases in the present, past, and future tenses. This class will be taught in a state-of-the-art language lab, so that participants can also learn to use computer translators effectively. Participants will also have opportunities to practice with a native speaker during the class. Instructor provides handouts. No prerequisite.

CRN 11174 | Fee: \$180
2 Fridays | 5/4-5/11
9 AM-4 PM | LRC Room B210 (limited seating)
Instructor: Linda Burk, Ph.D.



Balancing Time, Priorities and Productivity

In today's 24/7 world, we 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 time management, efficiency, and productivity. Learn tips to set goals and priorities, manage e-mail overload, minimize stress, and discover strategies to stay focused. Other key topics include: concepts of productivity; how to better manage reactivity and interruptions; time management formula; effective e-mail management; prioritization of tasks; the importance of daily planning; and how to design a personalized action plan for increased efficiency and organization. Instructor provides handouts. No prerequisite.

CRN 11716 | Fee: \$90
1 Thursday | 3/22
9 AM-4 PM | LRC Room B144 (limited seating)
Instructor: V. Allison Reed, M.S., C.A.G.S.

YOU MAY ALSO LIKE

- Allied Health courses on pages 3-6
- Computer Certification courses on page 26
- Personal Trainer on page 34

MCC 30th Annual Regional Job Fair



Friday, April 6, 2018

9:00 AM-1:00 PM

Great Path Academy
Gymnasium

- Meet Potential Employers.
- Opportunities at Professional, Management and Entry Levels.
- Full & Part-time positions available.
- Job seekers are encouraged to wear appropriate interview dress and have résumés handy.

For more information or for a list of registered employers, please visit:

www.manchestercc.edu/jobfair

Participation in this event meets the Institutional Learning Goals of Personal & Social Responsibility & Understanding of Self.



MCC Spring Open House

Tuesday, April 3, 2018

4:30-6:30 PM, GPA Gymnasium

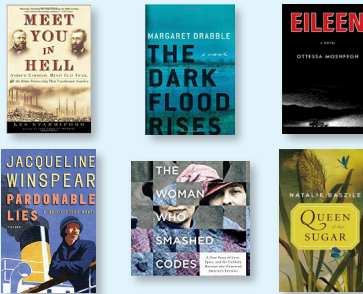
Learn more about Admissions, Financial Aid, Programs and Services, and tour the campus.

More Great Books

Come join a community of avid readers in this popular series of book discussions led by distinguished MCC faculty and staff members. Offering a provocative mix of new and classic literature each semester, the course meets at two-week intervals to allow time for reading. Books are available at local and online bookstores and at most libraries.

CRN 11554 | Fee \$20
6 Wednesdays | 2/21-5/2 (meets every other week)
3:30-5 PM | AST Room E202

Instructors: Jana Sime, Math faculty; Kimberly Hamilton-Bobrow, Lois Coleman, Michael DiRaimo, and Andrew Sottile, English faculty; Negussie Tirfessa, Physics faculty; and Tanya Millner-Harlee, Interim Dean of Academic Affairs.



February 21 - *Meet You in Hell: Andrew Carnegie, Henry Clay Frick, and the Bitter Partnership that Changed America* by Les Standiford

The title is derived from a message sent by Andrew Carnegie on his deathbed to Henry Clay Frick. These two founding fathers of American industry, who at one time worked as business partners, had not spoken in 20 years. Frick's response was swift telling the messenger . . . "you can tell Carnegie I'll meet him; tell him I'll see him in Hell, where we both are going." Standiford tells the riveting story of these two powerful men's friendship and feud that dominated the American business world during the Gilded Age and continues to influence American lives today.

Instructors: Jana Sime and
Kim Hamilton-Bobrow

March 7 - *The Dark Flood Rises* by Margaret Drabble

Drabble, one of England's most esteemed writers, tells the story of Francesca, an aging gerontologist who drives around England assessing the conditions under which the elderly live as well as the arc of her own life. The novel is a clever, dark, and penetrating examination of how we take the measure of our lives as they near completion.

Instructor: Michael DiRaimo

March 21 - *Eileen* by Ottessa Moshfegh

Moshfegh's first novel takes readers to the New England coast around Christmastime and follows its namesake as she looks after her alcoholic father and works at a juvenile boys prison. When a stranger comes to town, however, Eileen Dunlap becomes tangled in a messy crime. We follow her through the week in which her life changes and she runs away and never comes back.

Instructor: Andrew Sottile

April 4 - *Pardonable Lies: A Maisie Dobbs Novel* by Jacqueline Winspear

Winspear's smart, enigmatic heroine continues to mature, develop...and solve intriguing and unique conundrums in her own inimitable style. She also manages to slay a dragon or two of her own. Winspear's work is interesting, intelligent, and satisfying on many levels.

Instructor: Lois Coleman

April 18 - *The Woman Who Smashed Codes: A True Story of Love, Spies, and the Unlikely Heroine Who Outwitted America's Enemies* by Jason Fagone

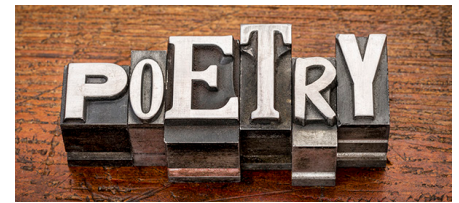
This book relates the true story of Elizabeth Smith Friedman and her husband, William F. Friedman, who invented the modern science of cryptology together and used it to solve puzzles that helped unmask Nazi spies and win World War II.

Instructor: Negussie Tirfessa

May 2 - *Queen Sugar* by Natalie Baszile

"Already a widow raising an 11-year-old daughter, Charley Bordelon is further disoriented by the death of her adoring father. He has left her an 800-acre sugarcane field in their native Louisiana, attaching clear restrictions that she must revive the farm or give it to charity, with no option to sell the farm or share it with her estranged half-brother, Ralph Angel. Charley and her reluctant daughter, Micah, relocate from L.A. to rural Louisiana, welcomed into the bosom of the family by her grandmother, Miss Honey. They walk into old family tensions when Ralph and his 6-year-old son, Blue, come for an extended stay. Charley arrives just in time for the growing season, facing dilapidated fields...Baszile shows the separate paths that lead Charley and Angel back home in this exploration of family ties and disconnections." -Vanessa Bush

Instructor: Tanya Millner-Harlee



NEW From Workspace to Workshop: For Beginning Poets of All Ages

You love to write poetry—and perhaps you've even been doing it for quite some time—but you only share your work with family or friends (if at all!) and don't feel like your work is good enough to share with a community of other poets. Or you're just starting to think about writing your first poems and are unsure about how to proceed. Does one of these scenarios describe you? This workshop for beginning poets of all ages will help you build confidence in your creative process, and motivate you to start new poems, or revise and finish poems, and begin to share your work with others on a more regular basis. Let this gifted and published instructor/poet guide you toward your next steps in the literary journey. Materials fee: \$5, payable to instructor, for publication of a chapbook featuring students' work.

CRN 11556 | Fee: \$125
6 Saturdays | 4/7-5/12
10 AM-noon | GPA Room GP120
Instructor: John Surowiecki, M.A.

Elements of Fiction Writing

Fiction is not just an art form—it's a skill. Learn more about the building blocks needed to finish the novel you've already dreamed of creating, including plot and story; pace and tension; dynamic character building; scene construction; and style. You will receive instructor and peer feedback in this workshop setting. Students should have at least a partially completed manuscript to take to class.

CRN 11653 | Fee: \$95
4 Wednesdays | 3/7-3/28
7-9 PM | LRC Room B209
Instructor: Heather Webb, M.S.



MCC Reads

The popularity of book discussion groups at MCC has led to this group that meets in the evening and is designed to complement the More Great Books discussion series that takes place in the afternoon. Sessions will be led by distinguished MCC library and staff members. The course meets on alternate weeks to allow time for reading. Books are available at local and online bookstores and at most libraries. Please note: This series no longer meets at MCC on Main.

CRN 11510 | Fee: \$15

3 Thursdays (first Thursday of the month) | 2/1; 3/1; 4/5

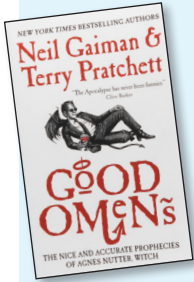
6-7 PM | GPA Room GP214

Instructors: Patricia Ronalter, M.L.S.; and Katherine Noonan, M.L.I.S.

2/1 - *Good Omens; the Nice and Accurate Prophecies of Agnes Nutter, Witch* by Terry Pratchett and Neil Gaiman

According to *The Nice and Accurate Prophecies of Agnes Nutter, Witch* (the world's only completely accurate book of prophecies, written in 1655, before she exploded), the world will end on a Saturday. Next Saturday, in fact. Just before dinner. So the armies of Good and Evil are amassing, Atlantis is rising, frogs are falling, tempers are flaring. Everything appears to be going according to Divine Plan. Except a somewhat fussy angel and a fast-living demon—both of whom have lived amongst Earth's mortals since The Beginning and have grown rather fond of the lifestyle—are not actually looking forward to the coming Rapture. And someone seems to have misplaced the Antichrist. FYI: This book has been adapted as a mini-series, starring Michael Sheen and David Tennant, to be released in 2018 on Amazon.

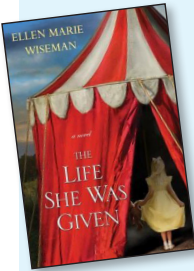
Instructor: Katherine Noonan



3/1 - *The Life She Was Given* by Ellen Marie Wiseman

On a summer evening in 1931, Lilly Blackwood glimpses circus lights from the grimy window of her attic bedroom. Lilly isn't allowed to explore the meadows around Blackwood Manor. She's never even ventured beyond her narrow room. Momma insists it's for Lilly's own protection, that people would be afraid if they saw her. But on this unforgettable night, Lilly is taken outside for the first time—and sold to the circus sideshow. More than two decades later, nineteen-year-old Julia Blackwood has inherited her parents' estate and horse farm. For Julia, home was an unhappy place full of strict rules and forbidden rooms, and she hopes that returning might erase those painful memories. Instead, she becomes immersed in a mystery involving a hidden attic room and photos of circus scenes featuring a striking young girl. It will fall to Julia to learn the truth about Lilly's fate and her family's shocking betrayal, and find a way to make Blackwood Manor into a place of healing at last.

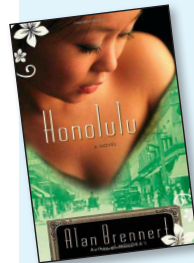
Instructor: Katherine Noonan



4/5 - *Honolulu* by Alan Bennert

"In Korea in those days, newborn girls were not deemed important enough to be graced with formal names, but were instead given nicknames, which often reflected the parents' feelings on the birth of a daughter: I knew a girl named Anger, and another called Pity. As for me, my parents named me Regret." *Honolulu* is the rich, unforgettable story of a young "picture bride" who journeys to Hawai'i in 1914 in search of a better life. Instead of the affluent young husband and chance at an education that she has been promised, she is quickly married off to a poor, embittered laborer who takes his frustrations out on his new wife. Renaming herself Jin, she makes her own way in this strange land, finding both opportunity and prejudice. With the help of three of her fellow picture brides, Jin prospers along with her adopted city, now growing from a small territorial capital into the great multicultural city it is today. But paradise has its dark side, whether it's the daily struggle for survival in Honolulu's tenements, or a crime that will become the most infamous in the islands' history.

Instructor: Patricia Ronalter



Writing and Illustrating Children's Books

This course provides an overview for how to write, illustrate and publish a children's book. Topics include aesthetic and literary strategies; book design and dummy layout; illustration styles; the age appropriateness of stories; and the business of publishing. Students may bring in stories or projects that they are working on, or begin an ABC book, counting book, or the retelling of a fairy or folk tale.

CRN 11749 | Fee: \$190

7 Tuesdays | 4/10-5/22

6-8 PM | GPA Room GP156

Instructor: Iris Van Rynbach, M.F.A.

YOU MAY ALSO LIKE

- **Travel Writing from Around the World: Post-Classical to Modern Times on page 28**
- **How to Write Your First Song (Or Write a Better One) on page 41**
- **Paint it Black: Analyzing the Music and Lyrics of the Rolling Stones on page 41**
- **Radial Points Ensemble: A Poetry & Music Performance on page 45**



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www.manchestercc.edu/mmg

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DOWNTOWN ARTS & CULTURE GRANT PROGRAM
AND MCC FOUNDATION

MCC CREDIT-FREE SCHOLARSHIPS FOR SPRING 2018



Need-based applications for the workforce development certificate programs listed below are now being accepted for Spring 2018.

Please visit the MCC web page: www.manchestercc.edu/continuing; click on **Credit-Free Programs**; then click on **Credit-Free Certification Programs** to access the required Application Form, which can be printed out and mailed, faxed, or dropped off in person. A limited number of partial scholarships for eligible applicants will be awarded on a first-come, first-served basis. The Review Committee will meet periodically.

Please note: Scholarship awards cannot be applied toward the cost of textbooks (if required).

ELIGIBLE CREDIT-FREE PROGRAMS

- Certified Nurse Aide (CNA) *
- Emergency Medical Technician (EMT) *
- Pharmacy Technician *
- Phlebotomy Technician *
- Veterinary Assistant *
- Personal Trainer National Certification
- Real Estate Principles & Practices
- A+ Certification (901 & 902)
- Network+ Certification
- Security+ Certification
- Microsoft Office Certification
- Web Design MCC Certificate
- Certified Ethical Hacking Exam Certification Preparation
- Information Technology Infrastructure Library (ITIL) Certification Preparation
- Microsoft Technology Associate (MTA) Information Technology Infrastructure Certification
- Administering Windows Server 2016

All applicants are required to submit a Statement of Need, detailing financial or personal hardship. Examples of need are: unemployment; underemployment; medical expenses; disability; or other family or personal emergency.

*** All course prerequisites must be fulfilled before applying for a scholarship. Your registration form approved by the Allied Health Coordinator must be attached to the application.**

MAIL
Manchester Community College
Division of Continuing Education
Credit-Free Scholarship Application
M.S. #16, P.O. Box 1046
Manchester, CT 06045-1046

IN-PERSON
MCC Campus
Learning Resource Center (LRC)
Continuing Education Offices
Room B147

FAX
860-512-2801



GREGORY ALTIERI, B.S. from Central CT State University, is the new accounts manager for Connecticut Distributors, and teaches TIPS classes throughout the region.

BRIAN ARMOGIDA, CFP®, is an independent financial advisor, and was previously a commercial loan officer. He has an M.B.A. from Rensselaer Polytechnic Institute.

STEPHEN ARMSTRONG has a master's degree in history from the University of Connecticut, and was social studies department supervisor for the West Hartford Public Schools, and is an adjunct professor at Central CT State University. He has also presented workshops at the Rock 'n' Roll Hall of Fame in Cleveland.

RANDALL BACKUS, IT Operations and Communication Coordinator for Charter Oak State College, dealing with Change Management, Business Continuity and Communications. Previously CTO and IT director in the K-12 environment for 12 years overseeing all aspects of technology, including hardware, software, telephones, video, help desk and staff training.

ELIZABETH BAUMBACH earned an M.A. in teaching from Wesleyan University and an M.A. in German from Middlebury College. She has 14 years' experience teaching foreign languages in public schools and 30 years of private teaching experience.

JILL BETTS, M.B.A. from Western New England University and B.S. from the University of the Arts, is an industrial designer with Accent On Homes in South Windsor, serving as a decor and remodeling contractor for residential and commercial spaces. The company's website is: www.accent-on-homes.com.

BOB BLOOM served for eighteen years as a faculty assistant to Dr. Babatunde Olatunji for his "Language of the Drums" courses at the Omega Institute. He performed as a member of Olatunji's renowned troupe, "Drums of Passion" at venues including Lincoln Center, Jorgenson Hall, The Metropolitan Museum of Art, and The Washington Monument.

STEVEN BLOOM, M.Ed., teaches AutoCAD and Microsoft Office products. He has developed and presented educational material for several Fortune 500 companies. Currently he is an adjunct lecturer with MCC.

RALPH BRAITHWAITE has an M.B.A. in organizational behavior and more than 20 years' experience in training, human resources, and teaching.

REBECCA BROWN has worked at the Zeppelin Ristorante in Orvieto, Italy; Burton's Grill in South Windsor; and Six Main Restaurant in Chester. She has used her wealth of experience to develop gluten- and dairy-free recipes for her favorite foods. Her new cookbook is *Eat Well to Live Well* with Chef Becky: Supporting the Gluten- & Dairy-free Lifestyle.

ROBERT BUETTNER has been a florist for more than 50 years, and owns and operates Paul Buettner Florist in East Hartford. He was voted Florist of the Year by his peers. One of Bob's recent students remarked, "He not only knows his craft; he is an effective instructor, encouraging students to use their creativity."

LINDA BURK, Ph.D., professor of romance languages at MCC, has a master's in Spanish language and literature and a doctorate in Latin American literature.

BEVERLY BURTON is the owner and director of Burton Dance Studio in Manchester. She has also been an educator for many of the major dance organizations over the past 40 years.

RICARDO CANAL earned a B.A. in English at the University of Hartford, with a concentration in writing, and an M.S. in TESOL (Teaching English to Speakers of Other Languages), with a concentration in linguistics, at Central Connecticut State University. During the academic year, he teaches ESL credit courses at MCC.

MARY CARCHIE earned her M.A. in Early Irish History from University College in Dublin and her secondary teaching certificate at the University of Massachusetts, and has also studied Gaelic and Gaelic song in the Hebrides Island, Cape Breton, and Nova Scotia.

KATHLEEN CAREY, J.D. from University of CT Law School, is a real estate attorney with Carey Law, LLC, in Rocky Hill and chair of the Real Estate Young Lawyers Section of the CT Bar Association.

DENISE CHAMPAGNE, B.S., is a certified veterinary technician, and Coach University Core Essentials Graduate and has been in practice for over 25 years in the veterinary industry. She has been involved with several veterinary professional organizations, including serving as president of the Veterinary Health Care Team of CT for two years.

PAMELA CHACE is a certified phlebotomy technician (P.T.) with more than 20 years of experience.

ALINA CISCEL, associate professor and program coordinator for ESL Studies at MCC, earned her M.A. in linguistics from the University of South Carolina and a certificate in Landscape Design from Naugatuck Valley Community College, and is the owner of West End Blooms, where she works as a garden coach in summers.

STEW CROSSEN is a former award-winning FM radio DJ, TV host and voice over. He plays guitar and drums, writes songs, and is a member of the Nashville Songwriters Association International.

JOSEPH CUTULI earned his ITIL Foundation certification in 2012 and assumed the role of firm-wide ITIL foundation certification coordinator and facilitator for Deloitte Touche. In 2016, he achieved the ITIL Expert Certification in IT Service Management.

PAUL CZEPIGA is a practicing attorney with CzepigaDalyPope, an elder law firm with offices in Berlin, Hartford and Vernon.

DONNA DANIELS, M.B.A., M.H.A., is the director of Laboratory and Pathology Services at ECHN.

JARED DAY earned his Ph.D. in social history from Carnegie Mellon University. He is director of Research and Programs at Forum for Economic Development, a Pittsburgh-based nonprofit organization. He is also an instructor for OSHER Academy of Lifelong Learning.

ANDREA DILLON, RN, M.Ed., is the director of Student Health Services for the American School for the Deaf, has been an instructor at MCC since 2009, and has worked as a nurse in a variety of settings.

MICHAEL DIRAIMO, received his M.A. from Brown University and taught English and film for 30 years at MCC prior to his retirement in 2013. He currently serves as the 2017 Interim Director of the Shetucket Valley Elevator Operators Union.

DON DONEGAN has taught guitar and voice for nearly 30 years, and also teaches songwriting and harmonica. He owns Rainbow Music, a teaching and recording studio in Glastonbury. News about his upcoming shows and ongoing programs can be viewed on his website: www.dondonegan.com.

GEORGE DUCHARME, Ph.D., is the director of the MCC Institute on Disability and Community Inclusion, and has a master's degree in Native American Studies from Dartmouth. Of Abenaki descent, he is also active in indigenous affairs.

DORY DZINSKI is a licensed professional counselor, body-centered psychotherapist, and energy therapist/trainer in private practice. She is president emeritus of the Connecticut Holistic Health Association and editor/publisher of the magazine, *The Door Opener*.

SCOTT EMMONS has been the Director of Therapeutic Recreation at Riverside Health and Rehabilitation Center in East Hartford for 30 years, was a guide outfitter in Maine, and is also an adjunct instructor in Therapeutic Recreation at MCC having taught for over 15 years at the school. He holds a B.S. in Recreation Management and has hiked extensively in many areas of the country.

ANITA FERRON was a Family and Consumer Sciences teacher at Daniel Hand High School in Madison, CT for more than 30 years. She received her B.S. in home economics from the University of Wisconsin, and has studied culinary techniques in New Delhi, Bangkok, The Connecticut Culinary Institute, and the New School in New York.

JAYSON FERRON is the principal for Interactive Security Training, LLC where his responsibilities include meeting customers' requirements, including security designs, network infrastructures, enterprise security solutions, and mobility issues. His customers include Microsoft, the Department of Defense, numerous banks, government agencies, health agencies, and service providers. He is also a member of Microsoft Step.

ELAINE FLAHERTY is a 2nd-degree Black Belt instructor at the Academy of Martial Arts & Personal Development. She has been a kick-boxing and fitness instructor for the past 15 years.

DOMINICK GALLETTI is an independent fee appraiser. He received his M.B.A. from the University of Connecticut, with concentrations in finance and real estate.

DAVID GARNES earned his M.L.S. and M.A. from Columbia University. He worked as a librarian at the University of Connecticut for 20 years and is presently a freelance writer, lecturer, and book discussion leader for Connecticut Humanities. He also serves as a guide at the Emily Dickinson Museum.

FRANK GERMANO, CFP®, has worked in the financial services industry for more than 25 years. He is a registered representative with Investors Capital Corporation, a member of FINRA/SIPC, and an investment advisor with Investment Capital Advisory.

DAVID GIARDINA performs professionally in many musical styles and in various venues, including a Beatles cover band, and has taught guitar privately for more than 20 years. He is also a bandleader, composer, arranger, and artistic director of the Connecticut Guitar Society.

PETER GLASS has operated Peter Glass Photography for more than 25 years, with specialties in portrait, editorial, corporate, and stock photography. His photos appear regularly in magazines, textbooks, advertising brochures, and on book covers. He holds an M.A. from the University of Texas. His current work can be viewed at www.stockpeterglass.com.

JUDITH E. GOLDSTEIN is a PMC Guild certified teacher and has been a professional metalsmith for more than 30 years. You may email the instructor at jegpewter@aol.com to see a sample of what you will learn and create.

JULIE GREENE is director of MCC Career and Veteran's Services.

ZBIGNIEW GRZYB earned his master's degree at the Academy of Fine Art in Cracow, Poland. In 2001 he was the recipient of a grant from the Pollack-Krasner Foundation. He recently had one-person exhibitions at Real Art Ways, Brick Walk Fine Art, and Barnes-Franklin Gallery, and his work is included in the New Britain Museum of American Art.

Instructor: Selected as a New England Super Lawyer in 2010, **ELTON B. HARVEY III** earned his J.D. from Western New England College and is an attorney in West Hartford whose practice emphasizes commercial and residential real estate. A former title abstract company owner, he is chair of the CT Bar Association Real Property Section and a fellow in the American College of Mortgage Attorneys.

MARTHA HAYES has an M.A. in music history and performance from the University of Connecticut. She taught strings for Windham Public Schools for 25 years, and is currently the principal violist for the Manchester Symphony Orchestra, and also plays viola in the Manchester String Quartet.

THOMAS HENNICK is the Public Education Officer at the Freedom of Information Commission. He conducts FOI seminars and workshops statewide, educating members of the public as well as public officials about their rights and duties under the Act.

HEIDI HIGGINS, M.B.A. is an adjunct faculty member at MCC, Goodwin College, and Post University. She has been teaching accounting and business courses since 2002. She was previously employed in the financial services industry, including John Hancock, The Travelers, and Webster Bank.

PAUL HOWARD obtained an M.B.A. from Vanderbilt University and a B.A. in Management from Gettysburg College. He is a CPA with a wide variety of domestic and international roles in accounting, investment research, and business development.

RICHARD HOYER, M.A., is a fine art, portrait and location photographer, with more than 20 years of fun and profit in the business. He is an adjunct faculty member at MCC and also teaches photography at the Worcester Art Museum for youth and adults. His work is exhibited regularly at galleries around the state.

ERIN JACKSON, M.S., is a Certified Veterinary Technician at Bolton Veterinary Hospital.

CRIS JACOBS is a life change coach in West Hartford at Hartford Family Institute's Center for Healing. He has an M.B.A., an advanced certificate in EFT, and a core energetics practitioner certificate.

MICHAEL JANUSKA, M.B.A., has been working in various aspects of the wireless industry since 2009 and has completed over 70 industry leading device training sessions as regional manager of a major wireless business. He received his M.B.A. from the University of Connecticut.

KIM E.S. JENACK, CPT, NPA/ASCP, is a certified phlebotomy technician with more than 20 years of experience.

JAN JOHNSON, CFP®, is a financial independent practitioner, a member of the Connecticut Valley Financial Planning Association, and an investment advisor with Cambridge Investment Research.

MALEE KHOW, president of the U.S.A. National Tai Chi Chuan Federation, has studied and practiced the martial arts for more than 30 years. She is an international Wushu judge and multiple gold winner in international competition.

ERIC KINCHELOE has nearly 20 years of mortgage lending experience. He also has experience in managing, leading and training other mortgage professionals, and is currently a branch manager for Prospect Mortgage in CT.

BIOGRAPHIES

EVELYN KISSI, M.A., is an adjunct faculty member at MCC. She has been teaching introduction to software and hardware courses since 2014. She is employed in the information technology department at MCC and has worked as at Travelers and Coca-Cola Enterprises.

MARIANNE LABERGERIE has an M.B.A. from Binghamton University and an M.S. from Rensselaer Polytechnic Institute. She has been a French teacher at the Alliance Française in Hartford since 2005.

RALPH LABOZZO, M.B.A. from University of Connecticut, has been an auctioneer at Golden Gavel Auctions in East Windsor since 2001. In this capacity, he calls bids, procures estate properties for auction, develops a client base of consignors and customers, and assists with marketing.

CLAUDIA LAROQUE, CFP, is a faculty member in the business department at MCC. She was previously the associate vice president/investment officer at Wells Fargo Advisors, LLC, and a financial advisor with UBS Financial Services and vice president/branch manager with Fleet/Shawmut Bank in CT.

MICHAEL LAVOIE is currently an instructor within the Graphic and Game Design Department at MCC. He received his M.F.A. in Illustration from Western Connecticut State University. Much of his artwork and graphic design can be found throughout the industry as part of various published table top and video games.

KAY LANI LEBOULLUEC, Ph.D. from the University of Vermont and M.S. from Quinnipiac University, is a certified Kundalini yoga instructor, Reiki master, and QiGong trainer, as well as certified in Vibrational Healing Training with Singing Bowls.

JOHN LOMBARDO is certified in project management through the American Management Association. His projects have included infrastructure replacement, Y2K compliance, and implementation of new technology.

STEPHANIE LOUGHRAN, earned an M.L.A. at Harvard, and taught World Civilizations for over 30 years at a local high school, serving as a UConn adjunct professor for several years. She has also taught courses on the Middle East, Africa, and Asia.

SHAUNNA LOWE earned her M.B.A. with a concentration in entrepreneurship and innovation. She is a consultant for a variety of small businesses owners, writing business plans, installing and maintaining QuickBooks databases, and providing QuickBooks tutorials to new clients. She teaches QuickBooks at several private and state educational institutions.

CATHY LUKAS, M.A. in educational technology, has taught at the middle school, high school, and college levels for over 13 years as a technology and engineering teacher, including Microsoft Office products and computer applications. She worked as a programmer analyst at Aetna, Inc. for 17 years.

JOHN MAMMONE has a master's in acupuncture and oriental medicine from the Oregon School of Oriental Medicine and is nationally certified in acupuncture. He is a certified Supreme Science QiGong instructor and co-owns Naturopathic & Acupuncture Health Center in Wethersfield.

DR. MARIE MAMMONE, N.D., is a Board-Certified Naturopathic Physician, practicing at the Naturopathic & Acupuncture Health Center in Wethersfield. She has also been involved with family nutrition for more than 30 years. Her website is: www.NAHcenter.com.

BRUCE MANNING, B.A., computer program coordinator for MCC's Continuing Education Division coordinated the design, installation and maintenance of the networking, business and instructional applications for two public school districts in CT. He has provided computer training for QVCC, TRCC; UConn; CREC; public, private and technical schools; businesses; municipalities; and State agencies.

RIMA MARTIN is a native of Lithuania and is fluent in Lithuanian, Russian and Polish. She studied drama and worked in television in Lithuania. She has been teaching Eastern European languages at MCC since 2002.

WILLIAM MARUT has many years of experience as an informational technology professional. He has worked for several different companies, with a diverse set of clients, and across several different industries. He holds an M.B.A. and a B.A. in mathematics.

FAITH MCCANN is a third degree Wiccan priestess and the owner of Enchantments, a Wiccan Metaphysical Center for the Magical Arts, located in Manchester.

RAUL MOEREMANS, as a native Spanish speaker teacher, born and raised in Argentina, brings a unique perspective to the classroom. He has taught at Housatonic Community College, and holds a master's degree in Spanish from North Texas State University.

JOSEPH NAVARRA has been a counselor and disability services provider at MCC for nearly 15 years. He has a B.A. in psychology from Williams College and M.S. in rehabilitation counseling from SUNY Buffalo. He is also a certified rehabilitation counselor (CRC), and is a past president of the CT Community Colleges Counselors Association and long-time chair of the Disability Services Council. He is currently the vice president of the Manchester affiliate of the National Alliance for Mental Illness.

HUNTER NEAL is a commercial professional photographer in Connecticut with more than 20 years of experience. A graduate of Rochester Institute of Technology's Pro Photo Program, he recently completed a master's in visual arts at Vermont College of Fine Arts.

RUTH O'NEIL is a singer/songwriter and music educator who has been performing and teaching music in the Greater Hartford area for more than 20 years. She owns the Song-a-Day Music Center in Coventry.

JOSHUA OGRADOWSKI is a CT-certified Culinary Arts Teacher and Serv Safe Instructor, who teaches high school culinary arts at Newington High School. He earned an A.S. in culinary arts, a B.S. in culinary nutrition, and M.A.T. in foodservice education from Johnson & Wales University.

MALLORIE OSTROWITZ has a B.A. in fine arts from Queens College and an M.F.A. from Lehman College. Her photography has been widely exhibited throughout the U.S. and can be viewed on her website: www.mallorieostrowitz.com.

DIANE PACITTI, Ph.D., R.Ph. is a pharmaceutical professional with more than 25 years' experience in community pharmacy and academia.

VANESSA PARKER is a master's level clinician, licensed drug and alcohol counselor (LADC) through the State of Connecticut, a certified addiction counselor (CAC), and a medication assisted treatment specialist (MATS). She is also an adjunct instructor in the DARC program at MCC.

STEPHEN PEDNEAULT is a Certified Public Accountant (CPA) and Certified Fraud Examiner (CFE), and Certified in Financial Forensics (CFF), principal with Forensic Accounting Services, LLC, and the author of four books.

GAYLE PIGNONE has over 20 years of experience, teaching a range of computer applications in corporate, non-profit, and higher education settings, including IBM, Nortel, and United Technologies, and has designed websites, created databases, and provided project management training for businesses and government agencies.

GEORGE PILLAR, M.S., is an adjunct faculty member at MCC and the University of New Haven. An IT professional for 39 years, he has worked in electronics, hardware repair, programming, and management. He has taught Microsoft Office products, MIS, graphics, and programming.

CARLA POLEK has an M.F.A. in jewelry design and metalsmithing from Southern Illinois University and a B.A. in applied design from San Diego State University. She teaches metalsmithing at Holyoke Community College and is widely exhibited.

DEB POPILLO has been teaching theater in Continuing Education at MCC since 1982. She has taught many theater programs for adults, children and teens through the YMCA in Glastonbury and East Hartford, Excursions in Learning at MCC, Connecticut School of Broadcasting, and Commercial-Works Acting Studio.

V. ALLISON REED has 15 years of experience in education, corporate training and consulting, career development, and health and wellness coaching. She has degrees in Organizational Development and Counseling Psychology and has taught at the University of Hartford, UConn, Eastern Connecticut State University, and Springfield College.

CAROLYN ROBINS has a B.A. in Spanish from the University of Connecticut and a graduate degree from Albertus Magnus College. She has taught Spanish at Berlin High School and East Catholic High School, and is also trained in American Sign Language.

MICHAEL ROTONDO, M.B.A., works as the accounting curriculum director and associate professor at Goodwin College in Hartford. He is responsible for development, assessment, supervision and instruction of accounting courses there. He has also been an adjunct lecturer at Middlesex Community College in Middletown, CT where he has been teaching accounting courses since 1998.

BEVERLY SALZMAN, M.B.A., M.S. in psychology, has 20 years of business and executive nonprofit experience in the greater Bridgeport area, managing small human service organizations and grant writing to various State departments, the Federal government, and local foundations.

LEAH SANDERSON, B.F.A. in drawing and painting and B.A. in art education, both from Pennsylvania State University, is an art instructor at Great Path Academy at MCC/Hartford Public Schools. She also leads all-ages visual art workshops at Charter Oak Cultural Center. Her recent exhibitions include the Envisionfest Collaborative Mural at the Wadsworth Athenaeum.

HALLIE SAWYERS is nationally certified in holistic aromatherapy and also teaches at Finger Lakes School of Massage. She is an approved continuing education credit provider for the National Certification Board for Therapeutic Massage and Bodywork and can provide 3 C.E. credits for CT licensed massage therapists.

RICHARD SIENA, a graduate of the Connecticut Police Academy, is the owner of Investigative Partners LLC, and licensed as a CT Security Training Instructor. He is also a member of the CT Association of Licensed Private Investigators, and has nearly 30 years of police experience as a commander and instructor.

KATHLEEN SMITS, M.A., has 16 years' experience as an arts teacher, including five years an adjunct faculty at MCC, teaching computer graphics. She has also taught at Connecticut Public Broadcasting Network's Learning Lab Veterans' Program, Farmington Valley Art Center, and at West Hartford Art League, in addition to 12 years as program director for a summer arts program for children.

HEATHER STYCKIEWICZ, a former high school English teacher, has been an adjunct professor at Manchester Community College for seventeen years. She obtained her B.A. degree from the University of Maine and a M.S. degree from Eastern Connecticut State University.

BONNIE ROSE SULLIVAN, M.F.A. in Illustration from Western Connecticut State University, is a College Board Certified Advanced Placement Fine Arts Studio Instructor. She has been a visiting teaching artist at Wadsworth Athenaeum Museum of Art and art director of community programming and education at Savannah Children's Museum in Georgia, and her work has been widely exhibited.

JOHN SUROWIECKI is the author of five collections of poetry: *Flies*, *Barney and Gienka*, *The Hat City after Men Stopped Wearing Hats*, *Watching Cartoons before Attending a Funeral*, and *Martha Playing Wiffle Ball in Her Wedding Dress*, as well as a verse drama, *My Nose and Me*, which won a Poetry Foundation Pegasus Award, a novel, *The Pie Man*, which won the Nilson Prize for a First Novel, and several chapbooks.

ROBERT THORNTON is an Adobe Certified Educator, Certified IT Instructor (CIT), Certified IT Security Engineer, and a Certified Internet Webmaster (CIW). He has more than 20 years' experience as an IT instructor and developer.

NEGUSSIE TIRFESSA was awarded a Ph.D. in Theoretical Nuclear Physics from Ohio State University. He joined the faculty at MCC in 2002 and in 2010 he received MCC's Excellence in Teaching Award and shortly after was named the winner of the Best Teacher Ever Contest in 2011.

NANETTE TUMMERS, Ed.D., is an associate professor of health education at Eastern Connecticut State University, a certified Holistic Stress Management instructor, and a certified Yoga Alliance teacher.

JANINE TURGEON earned a M.S. from Central Connecticut State University with a concentration in ceramics. The sites of her exhibitions include Pump House Gallery, Westerly Cooperative Gallery, and Marlborough Art Center.

MELISSA TWEEDIE earned her Mindfulness Based Stress Reduction (MBSR) teacher certification through the University of California at San Diego. She holds a master of science and a Sixth Year Certificate in psychology from University of Hartford. Since 2006, she has worked as a nationally certified school psychologist at Wilcox Technical High School.

ANNA M. ULATOWSKA has a master's degree in Applied Linguistics from Warsaw University, Poland, and an M.S. in TESOL from Central Connecticut State University. She has international and domestic ESL teaching experience in teaching international students, including test preparation for the TOEFL exam.

MARC VALLEN is employed as an Assistant State's Attorney. He worked in private practice for 15 years prior.

IRIS VAN RYNBACH earned degrees in Illustration from Parsons School of Design and the New School, and has studied Fine Arts in Paris. Her books have received numerous awards, including The Children's Book Council and The Social Studies Council Notable Book Award.

KRISTIN VIOLETTE, M.Ed., is a certified teacher with over 20 years' experience in English and technology. Currently, she is a full-time computer teacher at Newtown High School, as well as an adjunct instructor at MCC. She works for MIT as an App Inventor Master Trainer.

JOEL S. WALDRON, a 7th-degree Black Belt, is a martial arts master, philosopher, motivational speaker, and life coach. He is the owner of The Academy of Martial Arts & Personal Development in Manchester.

HEATHER WEBB writes historical novels for Penguin and HarperCollins, which have been featured in the *Wall Street Journal*, *Cosmopolitan*, *France Magazine*, *Reuters News*, and *The Huffington Post*, and have received national starred reviews. She is also a freelance editor and contributor to award-winning writing sites, *Writer Unboxed*, *Writers in the Storm*, and *Romance University*. You can find her on the web at HeatherWebb.net.

LEANNE WHEELER has a business management degree from Youngstown State University and is a certified wine judge by the American Wine Society, and also earned certification at the Wine Spirit Education Trust. She has been an instructor and presenter for The American Wine Society, and has judged at many wine competitions, including Amenti del Vino International, Finger Lakes International, and Winemaker Magazine International Competitions.

CAROL WHITMER is secretary of the board of trustees and consulting genealogist for the Connecticut Historical Society. She sits on the board of governors of the Connecticut Society of Genealogists and is a member of the Association of Professional Genealogists and the Connecticut Professional Genealogists Council.

VALERIE D. WILSON, M.Ed., a career counselor and coach, has over 20 years of career development experience in the Greater Hartford area, counseling and conducting various professional career workshops to undergraduates, graduates, and adult learners. She currently works in Career Development at the University of Saint Joseph in West Hartford.

CARRIE YARINA-RICH is a State Certified EMT instructor (EMSI), a member of the Glastonbury Volunteer Ambulance Association, and an employee at Hartford Hospital.

LYNNE ZELINSKY, DVM, is a graduate of Cornell School of Veterinary Medicine and Veterinarian at Bolton Veterinary Hospital.

YUEMEI ZHANG is a graduate of the Central Academy of Fine Arts in Beijing. Her art has won many awards in both painting and printmaking, and she is an experienced teacher in her native China and the United States.

Come Join a Dynamic Team!

MCC's Credit-Free Programs Seeks Qualified* Instructors for the Following Subjects:

- Art instruction in Painting, Drawing, Collage, Figure Drawing, and Art History
- Computer topics in Database, Web Design, CompTIA Certification, and Social Media
- Cuisine courses of all types, including ethnic specialties, seasonal dishes, baked goods, soups & appetizers, and desserts
- Gardening
- Language instruction in Arabic, Greek, Irish/Gaelic, Italian, Latin, and Yiddish
- Noon Institute courses on a wide variety of subjects designed for 90-minute presentations
- Real Estate licensing and pre-licensing courses
- Zumba & Pilates

Please visit: www.manchestercc.edu/continuing-education and click on "Teaching for Continuing Education" for more information. To have an instructor packet mailed to you email Nicole Simmons: nsimmons@manchestercc.edu.

* Master's degree and teaching experience required.



CREDIT-FREE REGISTRATION INFORMATION

Refund Policy for Credit-Free Courses

There is a minimum enrollment for all Credit-Free courses. Classes with insufficient enrollment will be cancelled. If a course is full or cancelled, you will be notified by phone, mail or email before the start date. If the College cancels a Credit-Free course, students will receive a full refund.*

In order to drop a Credit-Free course and receive a refund*, you must submit a written request to the Registrar's Office on the last business day before the first class meeting or prior. It is your responsibility to call the Registrar's Office to verify that your request for a refund was received. If you fail to call, and we have no record of your request, you are ineligible for a refund. Refund checks are issued by the State Comptrollers' Office and take approximately four to six weeks to process. Requests for refunds may be made:

- In person:** Registrar's Office, SSC Lobby
- By fax:** 860-512-3221
- Or mail:** Registrar's Office, MS #13, MCC,
P. O. Box 1046, Manchester, CT 06045-1046

No refunds will be issued after the allowable drop period. **

* If you paid by credit card, then this account will be automatically credited.

** Refund Appeals are only considered for extraordinary circumstances.

Special Note to Students: Full payment is due upon registration. If you register and do not pay, you will be billed for the course(s). If you wish to drop a course, you must do so no later than one (1) business day prior to the first scheduled class meeting, or you will be billed for the course.

Please note: The Motorcycle Safe Riding Program has a different Refund and Appeal policy.

Refund Policy Appeal Procedures

The Refund Appeal is intended to extend the refund period for a limited 10-day period of time for students experiencing extraordinary circumstances. After the 10-day extension period, there are no refunds and appeals will not be considered regardless of the circumstances a student may experience. All appeals must be submitted in writing and include student ID, contact information and appropriate documentation. Appeals for credit-free courses must be received within 10 calendar days from the start date of class.

Appeals will only be considered for the following extraordinary circumstances: severe illness documented by a physician's certificate, administrative error by the College with supporting documentation, or military transfer documented by a copy of transfer orders.

The following circumstances will not be considered: change in employment situation, misunderstanding of start date or dates of class, misunderstanding of the registration process, inability to transfer course, normal illness, transportation issues, child care issues, poor decision or change of mind by student regarding course selection, or dissatisfaction with course content or instructor.

You may view and print a Refund Policy Appeal form at www.manchestercc.edu in the Form-Depot or you may obtain a form at the Registrar's Office.

Submit completed form to:

Refund Appeals Committee
Manchester Community College
Registrar's Office, MS #13
Great Path, P.O. Box 1046
Manchester, CT 06045-1046

The Refund Appeals Committee meets twice per month. You will receive a written response notifying you of the outcome.

Online/Flexible Registration

Students may register online using a MasterCard, Visa, Discover Card, or American Express.

Returning Students

If you are a returning student and know your NetID/Banner ID, follow the Online/Flexible Registration instructions below.

If you are a returning student and do not know your NetID/Banner ID, please call 860-512-3220 or email ma-flexreg@manchestercc.edu to request that your NetID/Banner ID be sent to you.

See NetID Information below.

New Students

If you are a new student (have never taken a class within the Connecticut Community College system), follow the Online/Flexible Registration steps below. A User Name (NetID) login will be created at checkout.

Online/Flexible Registration

1. Go to www.manchestercc.edu/continuing-education
2. Click Credit-Free Registration Page (at bottom of webpage)
3. Go to Online/Flexible Registration, and follow instructions

NetID Information

- Your NetID is your Banner ID with the "@" symbol in a different position (i.e. a student with a Banner ID of @87654321, will have the following NetID: 87654321@student.commnet.edu)
- Your initial Password is made up of the following personal information:
 1. The first three characters of your birth month (with first letter capitalized)
 2. The "&" symbol
 3. The last four digits of your Social Security Number (Example: For a user whose birthday is in October and whose social security number ends in 6789, the initial password would be Oct&6789)
- You will be prompted to change your password during your first login

CONTACT INFORMATION

Admissions	860-512-3210
Bursar's	860-512-3637
Financial Aid	860-512-3380
Library	860-512-2880
Registrar	860-512-3220
Bookstore	www.mctc.bkstr.com

CREDIT-FREE REGISTRATION INFORMATION

5 EASY WAYS TO REGISTER FOR CREDIT-FREE COURSES. PLEASE COMPLETE AND SUBMIT THIS ENTIRE PAGE.

Full payment is due upon registration.

1. By Mail

Complete a registration form (one person per registration form, please).
Pay by check, money order, MasterCard, Visa, Discover Card, or American Express.

Mail entire page with full payment to:
Continuing Education Registration, MS #13
Manchester Community College
Great Path
P.O. Box 1046
Manchester, CT 06045-1046

2. In-Person

At the Registrar in the SSC Building. Pay at the Bursar's Office by cash, check, money order, MasterCard, Visa, Discover Card, or American Express.
Please use the night drop box after hours.

3. By Fax 860-512-3221 (24 hours)

Complete a registration form with MasterCard, Visa, Discover Card or American Express. Please call 860-512-3232 to confirm that your fax was received.

4. By Phone 860-512-3232

Call 860-512-3232 between 8:30 AM and 4:30 PM, Monday-Friday, using MasterCard, Visa, Discover Card or Amex.
• Please leave a detailed voice message if staff is unavailable.

5. Register Online

Go to www.manchestercc.edu/continuing-education.
See Online/Flexible Registration information at bottom of web page (see details on page 72).

NO WRITTEN CONFIRMATIONS ARE MAILED. REGISTRANTS WILL BE CONTACTED BY MCC ONLY IF A COURSE IS FULL, CANCELS, OR IF CLASSROOMS, MEETING TIMES OR DATES CHANGE.

MCC CREDIT-FREE COURSE REGISTRATION FORM

Print clearly in ink. Register one person per form. Photocopy form if needed.

Banner I.D. # (if known) _____
Name (Last) _____ (First) _____ (M) _____
Previous Name (if any) _____ Email address _____
Home Address (Number and Street) _____
City _____ State _____ Zip Code _____
Tel. (Home) _____ (Work) _____ (Cell) _____
Birth Date _____ Gender Female Male Today's Date _____

**BE SURE TO INCLUDE BOTH A DAY AND EVENING PHONE NUMBER
IN CASE WE NEED TO INFORM YOU OF A SCHEDULING CHANGE OR CANCELLATION.**

CRN	Course Title	Start Date	Time	Room	Fee

Make check or money order payable to "MCC".

Credit Card # _____

VISA Master Card Discover American Express

Three Digit Security Code (CV Code) _____ Exp. Date _____

Cardholder name (print) _____

Cardholder signature _____

Relationship to student _____

Cardholder address _____

Cardholder phone _____

Fees (total enclosed) _____

REFUNDS

Refunds are issued only for Credit-Free courses that MCC cancels, or if a written request is received on the last business day before the first class meeting or prior. See details on page 72.

Office Use Only	Regis.	Special	Receipt #	Date
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CREDIT-FREE REGISTRATION INFORMATION

Register Early

Enrollment in classes is limited and will be accepted on a first-come, first-serve basis. Classes may fill quickly; early registration ensures you a seat and also decreases the likelihood that a course will be cancelled.

Confirmations

No written confirmations are mailed. Registrants will be contacted by MCC only if a course cancels or if classrooms, meeting times, or dates change.

Course Locations

Courses are held in classrooms at MCC, unless otherwise indicated in the course descriptions.

Free Parking

Parking is free at MCC. You may park without a permit in East and West Lots. A permit is required to park in staff or handicapped spaces. For convenient access to the new Great Path Academy (GPA), please use East Lot.

MCC Bookstore

Please call for hours: 860-645-3140 or visit website: www.efollett.com

Postponements & Make-Ups

Classes postponed by instructor's request, emergencies, or extreme weather conditions will be made up whenever possible. Please call the College's main line, 860-512-3000, or visit the College web page: www.manchestercc.edu for cancellations due to weather conditions.

You may not makeup absences by attending classes other than your own.

Cancellations

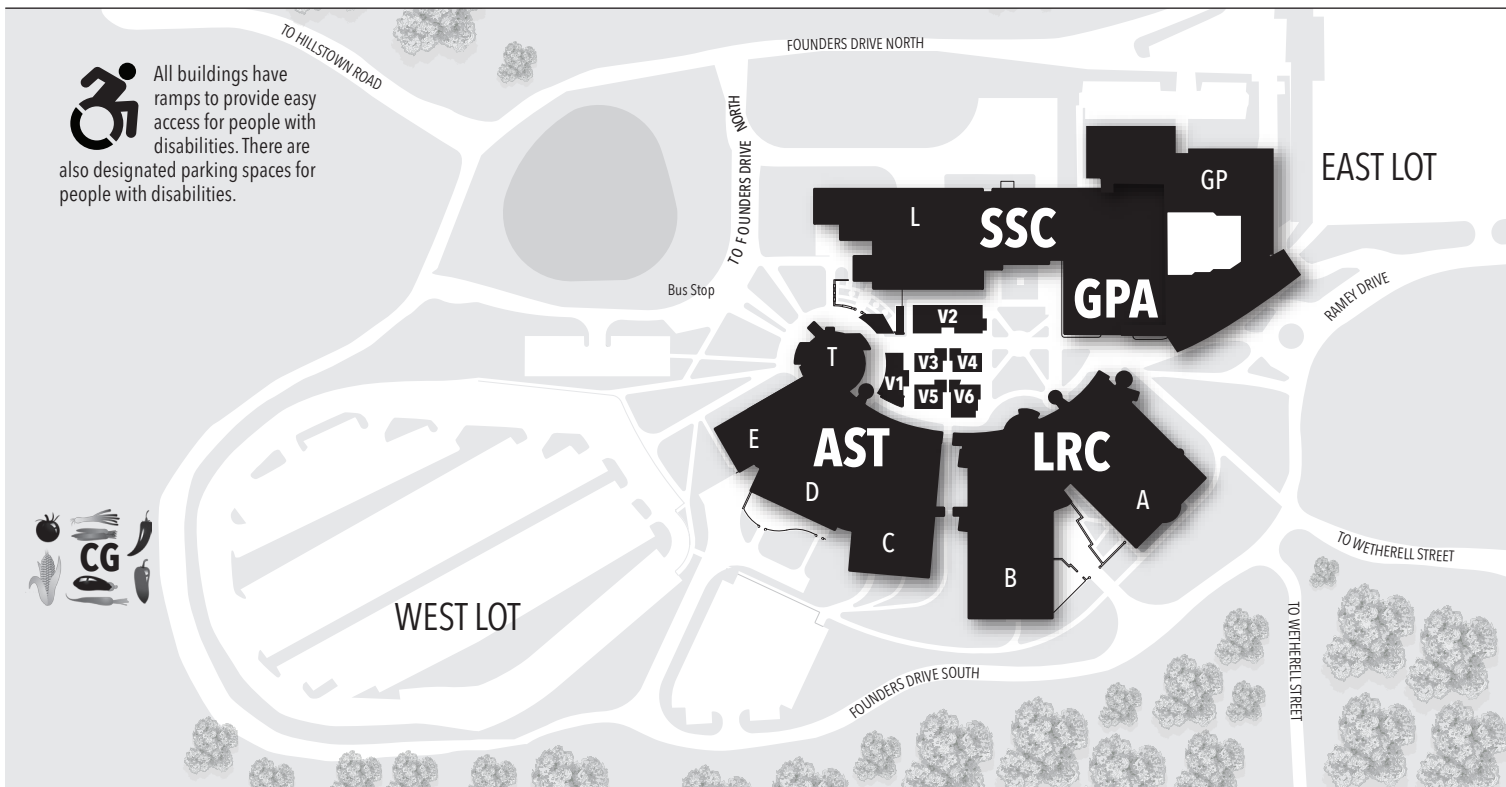
MCC reserves the right to cancel or postpone classes, or substitute instructors as needed due to unforeseen circumstances. If MCC cancels a course, registrants may transfer their fees to another course for the same semester or receive a full refund. If a course is cancelled, registrants will be notified by phone or mail.

Class Supply List

If the class for which you are registering requires supplies (see course description), your supply list will be mailed to you prior to class start. If you have not received your list one week before the scheduled class start, call Continuing Education at 860-512-2800, or stop by the office in the Learning Resource Center (LRC), Room B147.

MCC CAMPUS MAP

MCC maps & directions link: <http://www.manchestercc.edu/about/maps-directions/>



MCC BUILDINGS

AST= Arts, Sciences & Technology Center
GPA= Great Path Academy
LRC= Learning Resource Center
SSC= Student Services Center
(formerly the Lowe Building)

VIL (V)= Village
CG= Community Garden

WING/CLASSROOM DESIGNATION

A, B, C, D, E, GP, L, T

Corporate and Community Training Center at Manchester Community College

"Community" is our middle name! Our new Corporate and Community Training Center is all about building up our local business community by providing quality, cost-effective training.

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 our well-equipped, beautiful and welcoming campus.
- **Value.** Our training is results-oriented and targeted so your employees can apply their new knowledge to real business issues.

We're here to help your company succeed. To find out more, visit our Web site (www.manchestercc.edu/continuing-education/corporate-and-community-training-center).



MANCHESTER
COMMUNITY
COLLEGE

Call Mick Pigott (860.512.2815) or
Doreen Forbes-Rogers (860.512.2817)
who will be happy to answer your questions.

Continuing Education Credit-Free Programs

For Information:
860-512-2800
To Register:
860-512-3232

www.manchestercc.edu/continuing



Prepare for Allied Health Careers

Check out our course selection
See pages 3-6

Online Academy

Check out our course selection
See pages 47-57

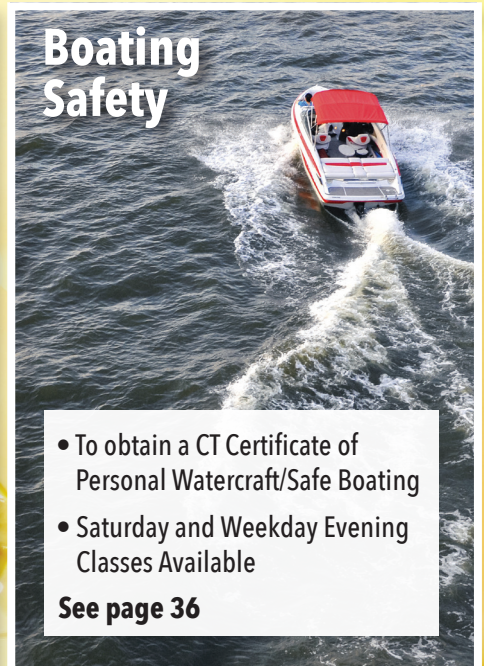
Connecticut Rider Education Program (CONREP) For Motorcycles

in conjunction with CT DOT

- Focus on building basic motorcycle operation and street riding skills
- Weekly classes begin in April
- For Registration Packet and Schedule Call 860-512-3000, Press 2, and Dial ext. 8705 or visit: www.manchestercc.edu/motorcycle

See page 40

Boating Safety



- To obtain a CT Certificate of Personal Watercraft/Safe Boating
- Saturday and Weekday Evening Classes Available

See page 36

Preparation for CT Real Estate Licensing Exams



- Real Estate Principles and Practices
- **NEW** Real Estate Principles and Practices Review Course
- Real Estate Broker Legal Compliance
- **NEW** Real Estate Broker Principles and Practices

See page 62