Manchester
Adult and Continuing Education

Swing into Spring

SPRING
SUMMER
2018

NEW

The Ents are Coming

ELISA EATON

Let us use our imagination, as well as some slab and sculpture techniques, to create our very own Tree Person out of clay. You will use small hand tools to design and sculpt these magical creatures based on the "Ents" from Tolkien's stories. No experience necessary. Ages 10+

Wednesdays 5:00 PM - 6:30 PM
3/21/18 - 4/18/18
(No class on 4/11/18)

Manchester High School
$79
FTK01

ART-Ventures: Around the World

ART-VENTURES

Art travelers go on a spectacular journey around the globe, touring various countries and cultures. Create hot air balloon lanterns to take you up and away! Each week we land somewhere in the world and create wicked cool cultural art using unique materials and artisan's techniques. Design Mosaic Picture Frames in Greece, and sculpt miniature clay Vejigante Masks in Puerto Rico. Build Tribal Rain Sticks in Australia, and paint Maracas in Brazil. In addition, design Japanese Windsocks, Mexican Yarn Paintings, Spanish Paper Fans, Native American Story Necklaces, and more! Fun facts about each country and culture, geography and art history are included. The only thing you need is to pack your imagination! Grades K-5.

Mondays 6:00 PM - 7:00 PM
4/2/18 - 6/4/18
(No classes on 4/9/18
or 5/28/18)

Manchester High School
$109
FTK02

NEW

Hoop, Rattle, and Roll - Kids Hoop Jam

KASSANDRA THOMPSON

In this class, your child will experience the excitement of hoop dance through learning fun tricks on and off the body. The tricks will be aimed at making hoop dancing and playing much more fun! Parents are welcome to stay in class. Ages 7-11. Students can bring their own hoop or pay $10 to the instructor to use one of her hoops for the length of the class.

Mondays 4:00 PM - 5:30 PM
4/23/18 - 5/14/18

Highland Park Elementary
$29
FTK03

NEW

Adventures in STEAM Summer Camp

This summer our STEAM Camp will be featuring some of last year's favorites like Candy Chemistry, Reader's Theater and Life Cycles, as well as new and exciting classes such as LEGO Video Games, Forces and Motion and Clay Creations! Grades K- 6

August 6 to August 24

Morning 9:00 AM - 12:00 PM
Lunch 12:00 PM - 12:30 PM
Afternoon 12:30 - 3:30PM

Week 1 8/6/18 - 8/10/18
Week 2 8/13/18 - 8/17/18
Week 3 8/20/18 - 8/24/18

For more information visit our website at manchesteradulted.org

Pottery

VIRGINIA DOMINGUEZ

Come learn an array of techniques from basic wheel molding to advanced shaping and glazing and leave with a custom masterpiece. This class fills quickly, so register early and do not miss the chance to discover your inner potter while making your dream artwork a reality. A non-refundable $25 cash materials fee is due to the instructor the first night of class for clay and tools.

Tuesday Session
Tuesdays 6:30 PM-8:30 PM
3/13/18 - 5/22/18
Manchester High School
$115
CA001

Thursday Session
Thursdays 6:30 PM - 8:30 PM
3/22/18 - 5/31/18
Manchester High School
$115
CA002

NEW

Introduction to Wire Jewelry

SANDRA VAN VOOREN

In this three-night course, you will get an introduction to making jewelry using wire. You will use the fundamental tools and start by learning how to make wire earrings: connections, dangles, and ear hooks. We will build on these to make a tree of life pendant with stone chips. If time permits, you will get a choice to work on making a key pendant or adjustable ring. A non-refundable $15 cash materials fee is due to the instructor at the time of class for tools and materials.

Mondays 6:30 PM - 8:30 PM
4/16/18 - 4/30/18

Manchester Senior Center
$39
CA003

The Ancient Art of Bookbinding

PAMELA ARCHANGELI

Are you an avid traveler, letterboxer, or writer? Rather than spend your money on pre-bound books, come customize your own! Join long-time bookbinder, Pamela Archangeli, in handcrafting one book using the Celtic Weave binding. Newcomers and experienced binders welcome. A non-refundable $15 cash materials fee is due to the instructor at the time of class for thread, fabrics, boards, and tools.

Wednesdays 5:30 PM - 8:30 PM
7/18/18 & 7/25/18

Manchester Senior Center
$29
CA004

Veggie Vibes

SHAWN DICKENSHEETS

You can boost your immune system and overall wellness in one simple way: eating more plant-based foods. Let Chef and Owner of 21 Oak, Shawn Dickensheets, help you transform your cooking routine in surprisingly delicious ways using more veggies. From soups and sides to entrees and desserts, Chef Shawn will walk you through how to prepare a plant-based menu that will have your family itching for more. Whether you are a vegetarian or a meat-lover, this class will open your taste buds to new flavors and your mind to plant-based eating. A non-refundable $10 cash materials fee is due to the instructor at each class for the cost of food.

Wednesday 6:00 PM-8:00 PM
3/21/18
CK001

Wednesday 6:00 PM-8:00 PM
4/18/18
CK002

Wednesday 6:00 PM-8:00 PM
5/23/18
CK003

Wednesday 6:00 PM-8:00 PM
6/20/18
CK004

Illing Middle School
$79 for the series
$25 for one class

NEW

Body & Mind Fit

MICHELLE MCKNIGHT

Join us and get a fit body and mind! This course will be a carousel of fitness activities, such as cultural dances for fitness, kickboxing, and stretch. You will strengthen your entire body and leave the class feeling calm and centered. You will focus your mind and create a lasting sense of well-being and calm. Each class will end with a cool down and a meditation.

Session 1:
Mondays 5:30 PM - 6:30 PM
3/5/18 - 3/26/18
HF001

Session 2:
Mondays 5:30 PM - 6:30 PM
4/16/18 - 5/7/18
HF002

Manchester Senior Center
$29 per session

A Taste of Eastern Fitness: Tai Chi & Yoga

SUSAN BARLOW

Learn more about Tai Chi and Yoga -- ancient traditions of meditative movement coordinated with your breathing. Beginners especially welcome. Learn step-by-step how to do the postures and movements of these practices that have captivated millions of people around the world.

Wednesdays 6:00 PM - 7:15 PM
3/7/18 & 3/14/18
HF003

Manchester Senior Center
$15 for the series
$10 for one class

NEW Begin your Journey with Tai Chi

SUSAN BARLOW

Tai chi is gentle movement coordinated with breathing for a safe and healthful exercise, suitable for all ages and physical abilities. Tai chi brings relaxation to the body and mind. Millions of Chinese people practice tai chi daily. You will learn techniques to do at home or at work to help soothe tension, arthritis, or sore joints.

Wednesdays 6:00 PM - 7:00 PM
3/21/18 - 4/11/18

Manchester Senior Center
$19
HF005

Zumba

CELESTE VALENTI

Ditch your typical workout routine and come party with our very own Celeste Valenti! ZUMBA takes the "work" out of workout, by mixing low-intensity and high-intensity moves for an interval-style, calorie-burning dance fitness party where you exercise in disguise. Whether your goal is to lose weight, increase your stamina, or simply stay moving, we have you covered. What are you waiting for? Let us ZUMBA!

Thursdays 6:30 PM-7:30 PM
3/8/18 - 4/26/18
(No class on 4/5/18 & 4/12/18)
HF004

Highland Park Elementary
$29

NEW Beginner Hoop Dance

KASSANDRA THOMPSON

This course aims to teach you and your older children (12+) the beginning moves of hoop dance, as well as promote a healthy lifestyle through fun, low-impact, cardio exercise. You can bring your own hoop or purchase one from the instructor for $15- $30.

Tuesdays 6:30 PM - 7:30 PM
4/3/18 - 4/24/18

Manchester Senior Center
$25 for the series
$10 for one class

HF006

NEW Yoga Nidra

JENNIFER C. HIRSCHBERG-WISE

Sleep. Insomnia. Restlessness. For so many of us, getting the recommended eight hours of sleep a night is a challenge. Yoga Nidra is a deeply restorative guided meditative practice that allows your body to finally reach a level of rest during the practice, allowing your cells to repair and brain waves to reach a restful state. You are welcome to bring a mat or blanket, pillow, bolster to lie on or remain seated in a chair during the process. Your body will thank you.

Session 1
Thursdays 6:30 PM-7:30 PM
4/5/18 - 4/26/18
HF007

Session 2
Thursdays, 6:30 PM-7:30 PM
5/10/18 - 5/31/18
HF008

Session 3
Thursdays 6:30 PM-7:30 PM
6/7/18 - 6/28/18
HF009

TBD
$25 for the series

Intro to Microsoft Word

MARJORIE COX

Whether you are a working professional, a diligent student, or an active retiree, knowing Microsoft Word is a necessity in today's digital world. From basic document formatting to flyer making, this course will help improve your word processing skills to create effortless documents in a cinch! Prerequisite Requirement: Knowledge of keyboarding is required and access to a computer outside of class is recommended.

Tuesdays 6:00 PM-8:00 PM
3/6/18 - 4/10/18

Manchester High School
$69
TE001

Microsoft Excel Level 1 & 2

MARJORIE COX

Whether you want to enhance your professional skills or improve your personal organization, Microsoft Excel will arm you with the right tools to do so. Learn how to design intuitive spreadsheets for organizing bills, creating budgets, and analyzing spending that will ultimately save you time and money. Prerequisite Requirement: Knowledge of keyboarding is required and access to a computer outside of class is recommended.

Thursdays 6:00 PM-8:00 PM
3/8/18 - 4/26/18

Manchester High School
$89
TE002

NEW

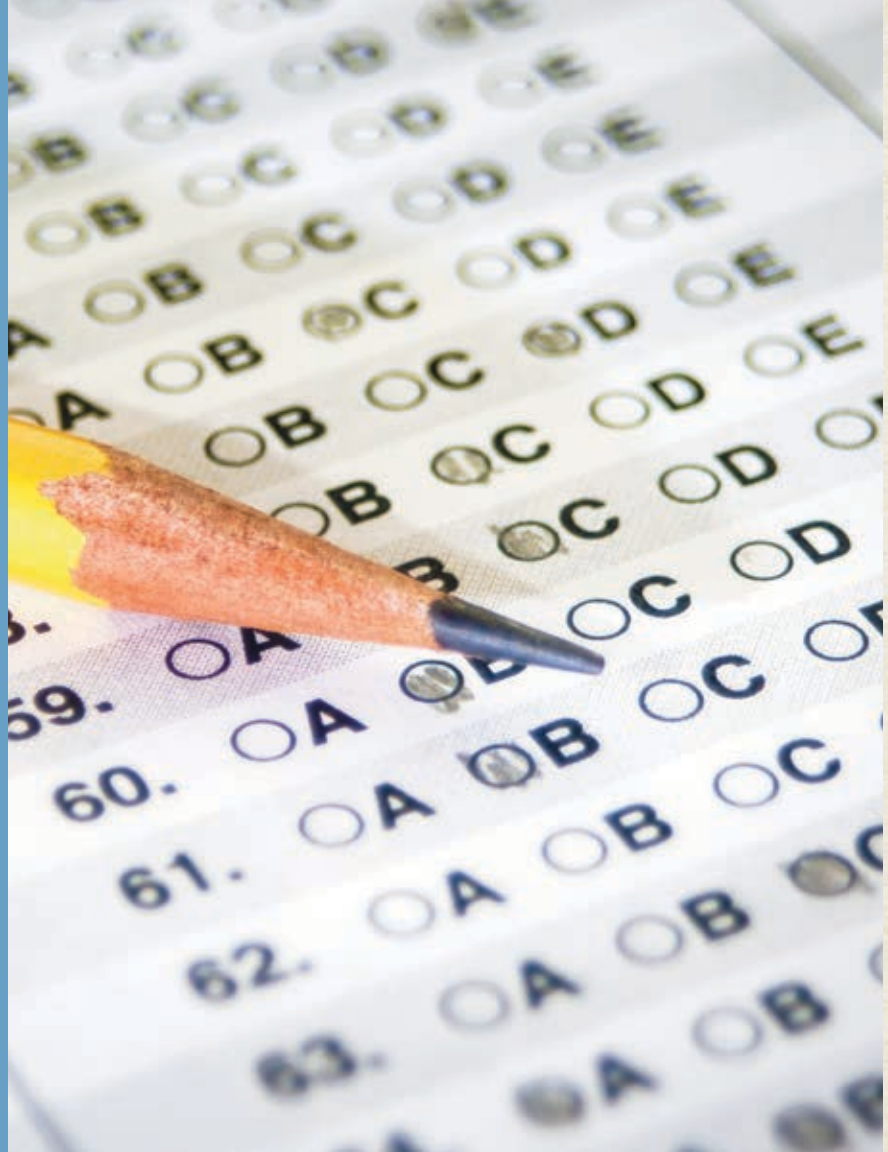
Computers for Beginners

JOSHUA JUDSON

Computers for Beginners is a course that will help novice users understand how to operate computers with basic knowledge and skills. Topics will include the differences between hardware and software, how to navigate Windows, as well as basic web skills like using email or surfing the web. Expect to learn a number of new skills in every class.

Thursdays 6:00 PM-8:00 PM
6/28/18 - 8/16/18

Manchester High School
$75
TE003



SAT Prep

LENTZ & LENTZ

Designed to benefit students of all ability levels, this 30-hour program is divided equally between English and math and covers all facets of the SAT. Class features test-taking techniques, preparation for the essay, practice SAT(s), advanced math and shortcut math, vocabulary development, speed-reading, grammar tips, and online downloads for supplemental review. The downloads are extremely helpful to all students, especially those with cognitive and perceptual disabilities. Extra help at no charge, course materials, and complimentary refresher sessions are included in the tuition. Previous SAT type problems are used in conjunction with our own copyrighted curriculum. Lentz & Lentz teachers have been specifically trained to teach this program and all of our instructors have a background in teaching. Lentz & Lentz also allows students the flexibility to attend live make-up classes at any of its nearby locations.

Session 1
Thursdays
6:00 PM-9:00 PM
3/1/18 - 5/3/18
(No class 3/8/18 & 4/12/18)
PE001

Session 2
Monday, Wednesday, Friday
6:00 PM-9:00 PM
7/9/18 - 7/25/18
PE003
Manchester High School
$399 per session
discounted tuition includes book

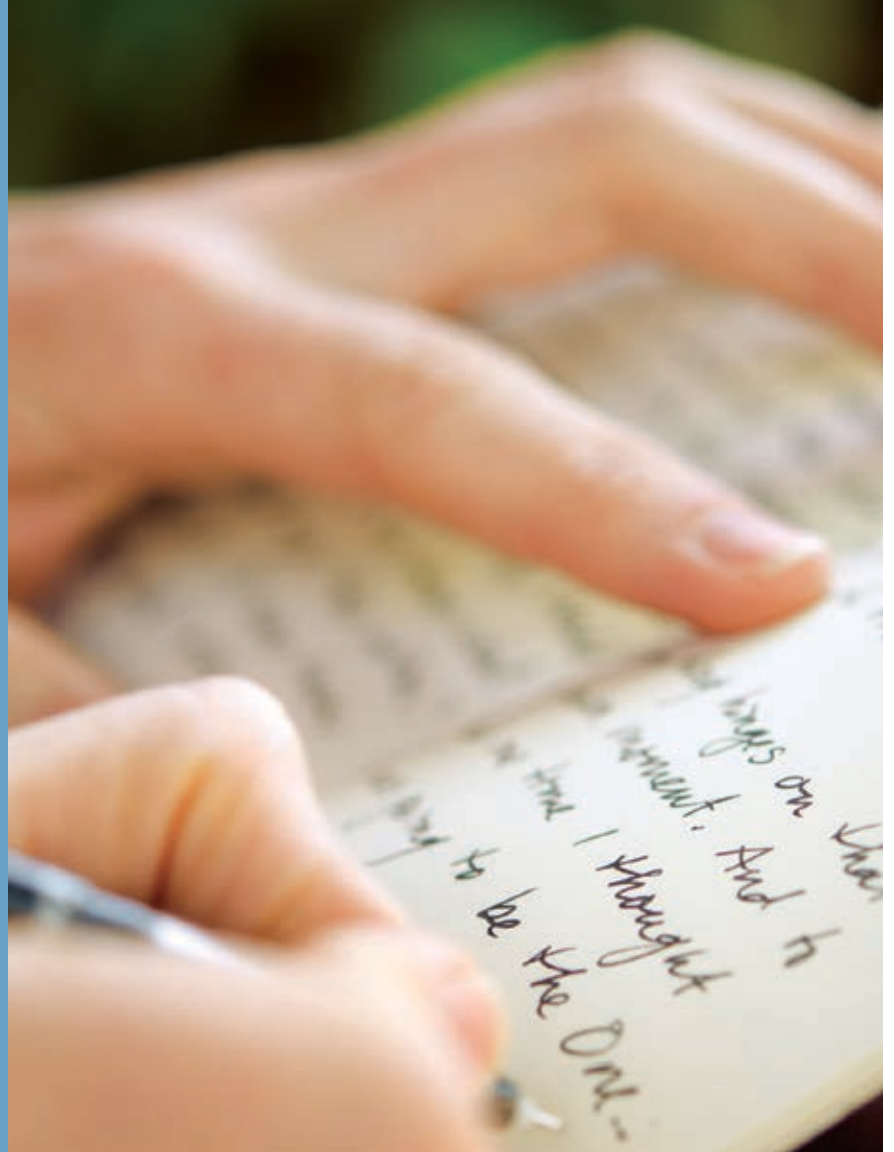
Social Security Changes in Retirement

MIKE ALIMO

This is a great opportunity to learn KEY CONCEPTS you need to know BEFORE applying for Social Security. Depending on your age, Social Security filing strategies may boost lifetime benefits & increase retirement income by tens of thousands. Always consider Social Security payout as a component of your retirement plan.

Monday 6:30 PM-8:00 PM
3/12/18

Manchester High School
$10
PE002



Meditation, Mindfulness & Journaling

REV. HEATHER DELUSSO & LISA HUPPERT

Do you wish you could meditate? If you would like to learn how this class is for you. Each week you will take a journey with a guided meditation to show you how easy it is to mediate. You will explore many different ways in which to meditate and journal your experiences using sound, art, movement and more. Give yourself this time just for you. You deserve it! A non-refundable $5 cash materials fee is due to the instructor at the time of class.

Thursdays 6:00 PM-8:00 PM
3/15/18- 4/5/18

Manchester High School
$59
PE004

NEW

Homemade: All-Natural Cleaners

BARBARA KONICKI

Learn to make non-toxic cleaning products for your home. This course will teach you how to make things such as all-purpose cleaner, tub and tile cleaner, laundry detergent, wool dryer balls and carpet freshener. Making and using these products will give you a clean, fresh smelling house; save you money and they are not harmful to your health. Many of the ingredients are most likely items you already have in your home. A non-refundable $10 cash materials fee is due to the instructor at the time of class for ingredients and bottles.

Monday 6:00 PM-8:30 PM
3/19/18
PE005

Monday 6:00 PM-8:30 PM
5/14/18
PE007

Manchester Senior Center
$25 per class

Recognizing Your Inner Voice

REV. HEATHER DELUSSO & LISA HUPPERT

Sharpen your five senses, connect with your sixth sense, and journey into your own intuition in this five-part series. You will be taught psychic terminology, divination tools such as rune and pendulum, as well as how to understand the body as an energetic being and an awareness of the chakras. Upon completion of the course, you will receive a Certificate of Completion noting your acquisition of psychic awareness and knowledge, which has further enhanced your intuitive abilities. Join us on this journey through your psychic abilities and intuition. A non-refundable $10 cash materials fee is due to the instructor at the time of class for class workbook, set of blank runes, meditation cd, and a chakra stone pouch.

Thursdays 6:00 PM-8:00 PM
4/12/18 - 5/10/18

Manchester Senior Center
$99
PE008

Exciting Experiences with Essential Oils

NATALIE DARK

This course will introduce you to the many uses of essential oils. In the first of two classes, you will learn about the history of essential oils and experience the aromas of a wide variety of oils. We will learn about the safe usage options available to you as a consumer. In our second class, we will prepare a meal together using oils in the recipes. While dinner cooks, you will experience a beautiful treatment of layering oils to increase your relaxation and enjoyment of essential oils. A non-refundable $30.00 materials fee is due to the instructor at the time of class for oil samples you will take home as well as meal ingredients.

Wednesdays 5:30 PM-7:30 PM
5/2/18 & 5/9/18

Manchester High School
$39
PE009

NEW

Stress-free through Art

LISA HUPPERT

Art does not have to be "perfect" and within the lines or look like a photograph. Creating through art is a way in which one can connect with themselves and process life experiences. It can provide relaxation and reduce stress offering a pathway to wellness. This two-class workshop series will inform, guide, and instruct participants as they actively engage in various forms of expressive art to reduce stress and promote well-being. No artistic talent is needed. A non-refundable $10 cash materials fee is due to the instructor at the time of class for art supplies.

Thursdays 6:00 PM - 8:00 PM
5/17/18 & 5/31/18

Manchester Senior Center
$39
PE010

NEW Chords are Key for Piano

DAN FONTANA

Some music teachers may not want you to know this, but you do not need years of weekly lessons to learn piano. In just a few hours, you can learn enough secrets of the trade to give you years of musical enjoyment. How do we do it? While regular piano teachers teach note reading, piano professionals use chords. In addition, you can learn all the chords you will need to play any song in this one session. Any song. Any style. Any key. If you can find middle C and know the meaning of Every Good Boy Does Fine, you already know enough to enroll in this workshop. Fee includes an online book and online video instruction.

Wednesday 6:30 PM-9:00 PM
5/16/18

Manchester High School
$59
PE011

NEW

Chords are Key for Guitar

DAN FONTANA

Have you ever wanted to learn the guitar but simply find it difficult to find the time? In just a few hours, you can learn enough about playing the guitar to give you years of musical enjoyment, and you will not have to take private lessons to do it. This crash course will teach you some basic chords and get you playing along with your favorite songs right away. Bring your acoustic guitar. Class limited to 15 students. For ages 13+. For more information go to justonceclasses.com. Fee Includes an online book and online instructional videos.

Wednesday 6:30 PM-9:00 PM
5/23/18

Manchester High School
$59
PE012

NEW

New York City Food & Markets Tour

What better way to experience NYC than by walking its streets and by "noshing" (sampling) your way through the affordable culinary treats that are readily available? Weave your way through a combination of Asian, Italian, Jewish, Middle Eastern, Eastern European and American bakeries, delicatessens, pizzerias, bagel, bialy and knish shops, gourmet donut shops, vintage candy shops, pasta makers, meat markets, street vendors and much more! We eat "on the go" and sample as many culinary delights as possible—why spend precious time seated in restaurants? The best way to learn about this incredible city is to walk, taste, smell and best of all, sample, its iconic foods in the native New Yorker's natural habitat—the streets of New York!

Saturday
3/24/18

Commuter Lot, 500 Main St., East Hartford
$85 for adults
ET001

Boston Red Sox Opening Day At Fenway Park vs Tampa Bay Rays

Opening day at Fenway Park! Watch the Boston Red Sox take on the Tampa Bay Rays in your grandstand seat.

Thursday
4/5/18

Commuter Lot, 500 Main St.,
East Hartford
$159
ET002

Albany Tulip Festival

Vendors...Food...Tulips & More! A highly anticipated spring tradition continues when over 100,000 tulip bulbs blossom into a sea of colors just in time for Mother's Day. There will be children's activities, craft vendors, delicious food and multiple stages with nationally acclaimed musical performances. On Saturday afternoon, The Albany Tulip Festival Queen will be crowned.

Saturday
5/12/18

Commuter Lot, 500 Main St.,
East Hartford
$89
ET003

NEW Newport Flower Show

The Newport Flower Show is pleased to celebrate its 21st year as America's premier summer flower show, held on the historic grounds of Rosecliff. The Newport Flower Show was recently elevated to the status of Major Flower Show by the Garden Club of America—joining the ranks of the Boston, Atlanta, and Philadelphia shows as one of the Country's finest. What was already known in Newport—that the Newport Flower Show is spectacular—is now recognized nationwide.10-Mile Ocean Drive, Admission to the Flower Show and Leisure time for shopping and lunch at Bowen's Wharf.

Sunday
6/24/18

Commuter Lot, 500 Main St.,
East Hartford
$107
ET004

NEW Kennebunkport, Maine & Nubble Lighthouse

It is hard to say what makes Kennebunkport, Maine so special. However, this tiny picture-perfect village, tucked along the southern coast of Main is truly a gem.Sea captains built fine mansions, many of which are preserved as lovely inns with antique charm. Included features: Take a Trolley Tour, leisure time in Dock Square, time for lunch (on your own) and Cape Neddick "Nubble" Lighthouse.

Saturday
7/28/18

Commuter Lot, 500 Main St.,
East Hartford
$129
ET005

NEW

Boston Duck Tour & Historic Fenway Park

Boston—one of the oldest cities in America, evokes a distinctly European feel which is evident in the city's culture. Once considered ultra-conservative, Boston has developed a progressive culture and attitude. It has become one of the most exciting places in New England. Enjoy some of Boston's most popular attractions and sample the wonderful culinary hotspots it offers. Tour Highlights: Boston Duck Tour, Time for Lunch at Prudential Center, Tour Historic Fenway Park and leisure time at Quincy Market.

Saturday
8/18/18

Commuter Lot, 500 Main St.,
East Hartford
$135
ET006

Driver Education

LEE SNUFFER
instruction. Classes not held on school holidays. Register online or call us today! Did you know that some insurance companies offer discounts for teen drivers who have taken Driver Education? We offer Driver Education right here at Manchester High School to 16- and 17-year-olds. All classes meet for 15 two-hour sessions, no including the eight hours of behind-the-wheel instructions, which is by appointment. You must maintain an academic average of 70 (C-) and attend a minimum of 30 hours of classroom instruction to be awarded the Connecticut State Secondary School Driver Education Certificate and 3 MHS credits. The behind-the-wheel phase is conducted by appointment before and after school and on weekends. You must have a State of Connecticut Learner's Permit before you begin the on-the-road-session. An additional fee of $235 will be due for the on-the-road instruction. Register online or call us today!

Session 1 (classroom hours only)
Mondays and Thursdays
6:00 PM – 8:00 PM
4/16/18 - 6/14/18 (15 classes)

Manchester High School
$235
DE001

Session 2 (classroom hours only)
Mondays and Thursdays
6:00 PM – 8:00 PM
7/9/18 -1/31/18 (15 classes)

Manchester High School
$235
DE002

Adult Education

Adult Education Mission

It is the mission of Manchester Adult Education to prepare the adult learner for new technologies and 21st century economic globalization. This will include English Language Learning, high school completion, training for transition to employment, and preparation for American Citizenship.

Mandated Programs

Sections 10-67 to 10-73(d), inclusive, of the Connecticut General Statutes (C.G.S) require that the adult education services described in this section be provided by local school districts, free of charge, to any adult 17 years of age or older who is not enrolled in a public elementary or secondary school program. There is no charge for textbooks or materials used in these classes. Non-residents of Manchester, Connecticut, will be charged tuition for participation in these programs.

Adult Basic Education (ABE)

This program is right for you if you need to develop your basic reading, writing, math, and technology skills in preparation for all our high school options: GED® (General Education Development), NEDP (National External Diploma Program), and CDP (Credit Diploma Program).

11-Week Program
Daytime
3/20/18 - 6/7/18
Tuesday + Thursday
9:00 AM - 12:00 PM

Evening
3/20/18 - 6/7/18
Tuesday + Thursday
6:00 PM - 9:00 PM

Adult High School Credit Diploma (CDP)

The Adult High School Credit Diploma program provides classes to help you obtain the 21 credits in academic and elective areas required to get your diploma. You will be assigned a counselor and case manager and receive access to tutoring labs during the day or evening to support your individual needs. You can also receive credit for work, military experience, community service and online coursework. Once you successfully complete the required credits for this program, you will be issued a high school diploma.

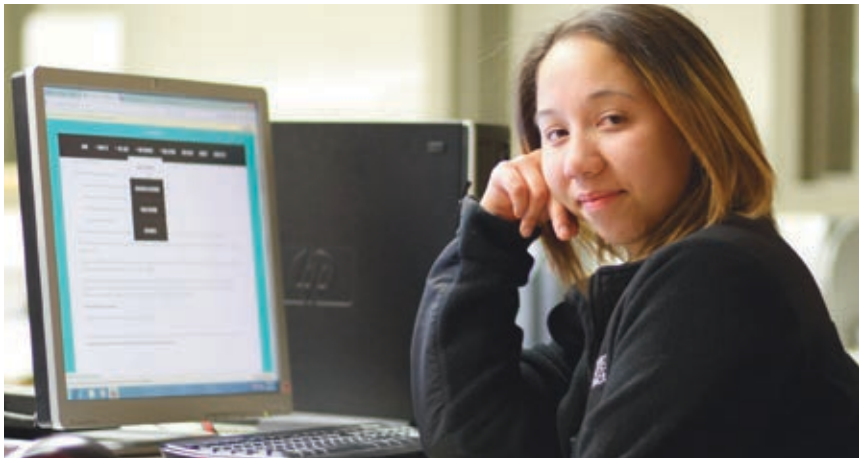
Evening
Monday/Wednesday &
Tuesday/Thursday

4:15 PM - 7:30 PM
3/19/18 - 6/11/18

National External Diploma Program (NEDP®)

This individualized program allows you to earn a diploma through life and work experiences. You will work independently to complete a series of tasks and then meet weekly with an advisor or assessor to demonstrate progress. As an added support, day and evening tutor labs are available to support your learning. You may enroll at any time. A Manchester Adult Education Diploma is awarded upon successful completion of the program.

Monday - Thursday by appointment



GED® (General Education Development) Preparation

This class is designed to help you study for and pass the four-part GED® exam. You will be assigned a counselor, a case manager and receive access to tutoring labs during the day or evening to support your individual needs. Classes are offered at Manchester High School (evening), the American Job Center (daytime), or at an elementary school (daytime).

11-Week Program
Daytime
Tuesday + Thursday
9:00 AM - 12:00 PM
3/20/18 - 6/7/18

Evening
Monday + Wednesday
6:00 PM - 9:00 PM
3/19/18 - 6/11/18

GED® Testing

If you wish to find out information about registering for the GED® exam itself, you must visit MyGED.com. Create an account and follow the instructions provided. The GED Ready® is the official practice test on MyGED.com which you take before you schedule youra test. You schedule when and where you want to take the exam. Connecticut GED® testing facilities include Manchester High School.

Citizenship

Are you a foreign-born adult who wishes to become a U.S. citizen? Completing this program will prepare you to pursue citizenship through the required process of the United States Citizenship and Immigration Services. You will learn about the history and government of the United States.

Tuesdays
6:00 PM - 8:00 PM
3/27/18 - 6/5/18

English as a Second Language (ESL)

This class is for you if you want to learn how to read and write English or if you need practice in the English language. ESL classes help you improve your listening, speaking, reading and writing skills to find or maintain employment, attain citizenship, become more involved with your children's schooling, and make greater use of community resources. Bilingual counselors and case managers as well as tutoring labs are available during the day or evening. You can take classes at Manchester High School (evening), the American Job Center (daytime), or at an elementary school (daytime).

11-Week Program
Daytime
Monday + Wednesday
9:00 AM - 12:00 PM
3/19/18 - 6/11/18

Evening
Monday + Wednesday
6:00 PM - 9:00 PM
3/19/18 - 6/11/18

Support Services

We offer counseling, case management, social work support, tutoring and computer-based services designed to help you succeed.

Taking the first step...
Once you've decided to enter one of our adult education programs, contact us to sign up for an orientation or registration session. Registration is open now. (Hablamos Española)

To learn more about any of our programs you can:

Visit us online at www.manchesteradulted.org
E-mail us at info@manchesteradulted.org
Call or stop by one of our two offices:

555 Main Street
Monday - Friday
8:00 AM - 4:00 PM
860-647-5075

Manchester High School
Freshman Center
Monday - Thursday
4:00 PM - 8:00 PM
860-533-7140

LOOKING TO INCREASE EMPLOYEE PRODUCTIVITY AND QUALITY OF WORK AT YOUR BUSINESS?

Manchester Adult & Continuing Education's Business Services & Partnerships Division can help. Whether your employees need to sharpen their technology skills, or obtain professional certifications, our customized programming caters to your workplace development needs on-site at your business, off-site in our classrooms, or online.

Workplace Education

Whether your employees need development in technological skills such as Microsoft Word, PowerPoint, Excel, and Google Drive, or you are looking for them to obtain professional certifications such as Customer Service and ServSafe, our programming has you covered. Raise the quality of work your employees put forth and help them grow into promotions with our high-quality, data-driven workplace education programming.

Online eLearning Solutions for Businesses

We understand scheduling workplace education can pose challenges, which is why we offer instructor-led, self-paced online courses for your employees to professionally develop themselves when it is convenient for them. From computer technology, finance, and healthcare to sales and marketing, our online learning solutions will expand your employees' skill sets without interrupting the workday.

Meeting Facilitation

If you are struggling to customize professional development workshops and facilitate meetings, our organization can help. We build partnerships with the Capital Workforce Partners (CWP), Workforce Investment Board (WIB), Manchester Community College, Greater Manchester Chamber of Commerce, and the State of Connecticut's statewide workforce development network to provide you the professional development and meeting facilitation you need.

FOR MORE INFORMATION, CONTACT:

Jim Spafford | Coordinator for Business Services and Partnerships

860-951-5143 | jspafford@mpspride.org

Bridging the Gap between Education & the Workforce

INTERESTED IN TAKING ON AN INTERN OR JOB SHADOW, BUT FEAR THE CANDIDATE IS NOT PREPARED?
MANCHESTER ADULT & CONTINUING EDUCATION'S BUSINESS ACADEMY ENSURES YOU HAVE A POSITIVE EXPERIENCE

- Preparing enrolled students to participate in opportunities that allow them to get an inside look at their career choices. Students have met specific requirements that include; developing a career and educational plan, exposure to contextualized instruction within the academic setting, progress towards their National Career Readiness Certificate, and participation in career workshops.
- With the assistance of our school counselors, students have identified career interests and pathways. Our inaugural group has varied interests that include: dance teacher, web design, manufacturing and entry level health related careers.
- A WIN - WIN for all involved! Students acquire information that will guide them towards their career path, and local employers and businesses get a chance to work with motivated students by offering a valuable service not only to the students, but also for the community at large. You are preparing our future workforce at no cost to you.
- A typical job shadow would range from 3 hours to a full shift. Your role would be to have the students shadow you as you complete your daily tasks. The students' task will be to inquire about job related duties, education requirements, salary expectations, and opportunity for growth.
- Our Career Development Specialist will work directly with the student and employer to facilitate a smooth and positive experience.

To register for this FREE program, please contact:

Linda Blakelsey
Career Development Specialist
Lblakesley@mspride.org
860-951-6017

Jim Spafford
Coordinator
Business Services & Partnership
jspafford@mspride.org
860-951-5143

Manchester Adult and Continuing Education
BUSINESS ACADEMY

QUALITY ASSURANCE AND REFUND POLICY

We are proud of the quality of our programs. If, after attending class, you are not completely satisfied, we will issue a credit for the course fee plus a $10 credit toward another class of your choice. If a course is cancelled or you need to withdraw up to two days before the class begins, you will automatically be issued a full refund (please note that all trips are non-refundable). Credit card transactions over 90 days will be issued in form of a check.

Request a refund or submit a quality assurance review via email to **info@mpspride.org** or by phone **860-647-5075.**

EARLY REGISTRATION

Please register early to increase the probability that the class you want to take is not cancelled due to insufficient enrollment and/or to avoid being excluded due to a full class.

DISCOUNTS

MPS employees, senior citizens (65 +), college undergraduates, and service men/women receive 20% off our courses!

CLASS CANCELLATION

You will be notified at least two days in advance of a class cancellation due to low enrollment. If your class is cancelled due to inclement weather, make up classes will be scheduled or a refund will be issued for missed class(es).

SCHOOL CLOSING DATES

March 30: Good Friday
April 9-13: Vacation Period
May 28: Memorial Day
July 4: Independence Day

CONTACT INFORMATION

Diane D. C-Kearney, Ed.D.,
Adult and Continuing Education Director
860-647-5075 ex. 70068

David A. Lee,
Program Facilitator
860-647-3521 ex. 70076

Jim Spafford,
Business Services Coordinator
860-951-5143

Erika Kelley,
Adult Education Program Coordinator
860-647-3521 ex.70072

Dawn Dixon,
Business Secretary
860-647-5075 ex.70572

NON-DISCRIMINATION NOTICE

Manchester Public Schools does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.

Manchester Public Schools does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Manchester Public Schools is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups.

Inquiries regarding Manchester Public Schools nondiscrimination policies and practices should be directed to:

Terri Smith
Human Resources Specialist/Title IX Coordinator
860-647-3595

Sarah Burke
Director of Pupil Personnel Services
Section 504 Co-Coordinator
860-647-3452

Marney Rearden
Coordinator of School Health Services
Section 504 Co-Coordinator
860-647-3324

GENERAL ACCESSIBILITY AND ACCOMMODATION

All activities offered by Manchester Public Schools are held in accessible locations. Accommodations for individuals with a disability are available upon request. Please contact:

Site Facilitator
860-647-3521 ex 70070

GENERAL EDUCATIONAL DEVELOPMENT (GED®) TEST ACCOMMODATIONS

Accommodations for the GED® test are available for qualified individuals with a disability. For more information, contact:

Site Facilitator
860-647-3521 ex 70070

You may also contact:
Sabrina Mancini
Connecticut State Department of Education
860-807-2110

NO CHARGE FOR MATERIALS FOR MANDATED COURSES

Manchester Public Schools is in compliance with Connecticut General Statutes Sec.10-73a and does not charge fees for registration, textbooks or materials used in mandated program areas.

PHOTO/VIDEO POLICY

Please do not audio or video record classes without prior permission from the instructor.

Registration Form

STUDENT INFORMATION

Name

Address

City State Zip

Phone Email

COURSE SELECTIONS

Course # Name Fee

Course # Name Fee

Course # Name Fee

Course # Name Fee

Register Online and get 10% off your registration: manchesteradulted.org

Exclusions apply.

Course Fee Total $

Registration Fee $ 5.00

Total Fee Due $

PAYMENT INFORMATION

Please make checks payable to:

Manchester Adult and Continuing Education

Mail Your Payment to:

Manchester Adult and Continuing Education
555 Main Street
Manchester, CT 06040

Method of Payment:

I hereby authorize payment in the form of

Check or Money Order VISA MasterCard

Card # CW Code Exp

Signature Date

REGISTER BY PHONE Give us a call at 860.647.5075.

Manchester
Adult and Continuing Education

555 Main Street
Manchester, CT 06040

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