

State In-Service Training Program Course Catalog

Fall 2021

UConn Registration Deadline: September 1, 2021



*Connecticut State
Colleges & Universities*



**Staff Development Courses offered by
The Connecticut State Colleges and Universities
in partnership with
Department of Administrative Services**
<https://bor.ct.edu/in-service/>

Dear Colleagues,

The Department of Administrative Services and Connecticut's Community College System are partners in providing a wide variety of cost-effective training opportunities to Connecticut State employees. This catalog includes courses that will help employees enhance their skills to meet and support agency goals efficiently and with a high level of customer service. [Many classes are being held on-line for your convenience without having to travel to a campus.](#)

All agencies and employees at all levels are encouraged to participate! Whether you are familiar with the In-Service Training Program or looking at a catalog for the first time, we welcome your participation.

What's NEW this term?

Essential Business Skills

- Effective Business Writing for Meaningful, Personalized Connections
- Leading in the “Return to-the-Cubicle” Culture
- Professional Empowerment and Performance

Leadership Skills

- Communication for Leaders
- The Art of Human Relations

Technology

- Azure Fundamentals Certification Preparation
- Certified Ethical Hacker Certification Preparation
- Certified Information Systems Security Professional (CISSP) Exam Preparation
- Certified Network Defender Exam Certification Preparation
- Java Programming Introduction
- Microsoft Certified: Azure Security Engineer Associate Certification Preparation
- Microsoft Forms Introduction

Sharpen your skills and your mind with a cost-effective State In-Service Training class! We look forward to serving you this term!

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How do I register?

Visit <https://hr.uconn.edu/state-of-ct-in-service-training-program/> for program information and request form.

How do I pay for courses?

Your department will be billed by UConn Human Resources for your In-Service Course.

Please Note: The State In-Service Training program does not provide refunds for courses once confirmed.

Registration Timeline

UConn Registration Deadline	9/1/21
Program Registration Deadline	9/3/21
Late Registration	9/13/21 – 9/17/21
Training Approval Officers notify staff of seat reservations and provide maps & directions to each college beginning	9/13/21
Courses begin	9/20/21

Maps and Directions: <https://bor.ct.edu/in-service/docs/Maps and Directions.docx>

Course Cancellations and Postponements

- **The In-Service Training program reserves the right to cancel any course with insufficient enrollment during the initial registration period. Course status will be communicated to Training Approval Officers at the conclusion of the registration period.**
- **Inclement weather postponements: Students should check the community college website and listen to radio and TV stations for individual college closings. When in doubt students should directly call the college in question. Telephone numbers and detailed cancellation information is available on the In-Service Training website titled Maps & Directions. When classes are held, students are expected to attend. No refunds or credits will be given for non-attendance.**

College Locations

Abbreviation	College	Location
AS	Asnuntuck	170 Elm Street Enfield, CT 06082
CA	Capital	950 Main Street Hartford CT 06103
GW	Gateway	20 Church Street New Haven, CT 06510
MA	Manchester	Great Path, P.O. Box 1046 Manchester, CT 06040
NV	Naugatuck Valley	750 Chase Parkway Waterbury, CT 06708
NW	Northwestern	Park Place East Winsted, CT 06098
QV	Quinebaug Valley	742 Upper Maple Street Danielson, CT 06239
TX	Tunxis	<i>Bristol Campus:</i> 430 North Main Street Bristol, CT 06010

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Essential Business Skills

A (WhatsApp) to Z (Zoom) Virtual Presentation Skills - ONLINE

When you tell someone you're going to "see" or "meet" them, you most likely mean online. This workshop addresses virtual presentation skills in the "new normal" workplace where platforms like Microsoft Teams replace traditional conference room whiteboards and plush seating. In this new "neck up" world of presentation-- where eye contact means staring into a webcam and working a room means staying in your seat, you will need new ways to present virtually in an effective and engaging way. Students will be provided with opportunity to prepare and provide virtual presentations in a nurturing environment. This workshop will help you power up your presentations, providing you tips on handling technology and talking at the same time. You will learn: 1. Ten key ways to bring your virtual presentations to life. 2. The SPACES virtual communication method (Smile, Plan, Audience Needs, Content, Engagement, Social Interaction). 3. Techniques and "icebreakers" to use to "amp" up the presentations. 4. "Early Adopter" tips and techniques for managing virtual platforms while presenting. 5. Ways to "channel" students to gain take-aways and STAR Moments (Something They Will Always Remember). Note: Course will be taught on WebEx and requires the use of computer audio and webcam. Required text: None Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS35494, 10/18/21, 9:00 AM to 4:00 PM 10/25/21, 9:00 AM to 4:00 PM 11/01/21, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck
Instructor: Margaret DeMarino
Fee: 285
Notes: class meets 10/18, 25, 11/1 Online

A Mindful Approach to Work: From Pandemic Panic to Peace - ONLINE

Want to find more meaning in work? Mindful working helps increase effectiveness, decrease mistakes, and enhance creativity. Mindful working means applying focus and presence to everything you do from the moment you enter the building (and before!) Research shows that people spend almost 47 percent of their waking hours thinking about something other than what they are doing. This workshop will help you switch off the anxiety and the "autopilot" and turn on your ability to be connected and mindful. You will be guided in developing mindfulness and attention practices that will show you how to focus on the task at hand, as well as release internal and external distractions at work. We will explore the role of meditation and guided visualization, including at-work practices such as waking meditation, doorway meditation, the three-breath-per meditation, and much more! You will develop a Mindful Approach Plan, incorporating simple but significant mindfulness exercises to help you throughout your day, a "mindful morning" routine, a post-work decompression routine, an I.C.E. (In Case of Emergency) toolkit, a breathwork repertoire, a nighttime release plan for better sleep and increased work productivity. You will also learn how to be a mono-tasker rather than a multitasker, how to become an "Appreciation Addict," and how to "slow down to speed up." Note: Course will be taught on WebEx and requires the use of computer audio and webcam. Required text: None Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS35491, 09/24/21, 9:00 AM to 4:00 PM 10/01/21, 9:00 AM to 4:00 PM 10/01/21, 9:00 AM to 4:00 PM 10/08/21, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck
Instructor: Margaret DeMarino
Fee: 285
Notes: class meets 9/24, 10/1, 8 Online

Achieving Success with Difficult People - ONLINE

Do you want to know how to interact with anyone, regardless of how difficult you perceive them to be? This course will give you the skills to effectively meet your needs while protecting the dignity and rights of others to form more cooperative relationships.

Required text: None Prerequisite: None CEUs: 2.4

Course # , Date(s) Time
CA35524, 10/13/21, 12:00 AM to 11:59 PM 12/03/21, 12:00 AM to 11:59 PM
College, Campus & Room:
CA, Capital
Instructor:
Fee: 115
Notes: Course is offered online for 6-weeks. Students can login on their own time. Contact Ca-learnmore@capitalcc.edu, for login information.

Active Violence Emergency Response Training (AVERT) HYBRID

Active Violence Emergency Response Training (AVERT) - Hybrid Active Violence Emergency Response Training (AVERT) - Hybrid (4 hours) This is a course sponsored by The National Health and Safety Institute. The program is titled, "Active Violence Event Response Training" (AVERT). This training is intended for all types of audiences. The program includes cognitive information and participation in activities that help to prepare a student for possible active violence events and how to react to improve the likelihood of survival. The goal of this training is to help participants develop the knowledge and confidence to react quickly if active violence should occur. AVERT involves a significant amount of interactive participation. This is a hybrid class. Prior to the on-ground session, the students will have to complete online coursework individually. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. The instructor will contact students about a week ahead of the on-campus class. CRN 00000 1 Friday | 5/14 8:30 a.m.-12:30 p.m. | AST Auditorium Instructor: Richard Siena

Required text: After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class.

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA35620, 11/05/21, 9:00 AM to 1:00 PM
College, Campus & Room:
MA, HYBRID - ONLINE/MCC, Auditorium
Instructor: Richard Siena
Fee: 95
Notes: This is a HYBRID course.

Advanced Grant Proposal Writing - ONLINE

In this course, an experienced grant writer will show you how to research and write winning proposals that get funded. You will become proficient in the proposal format used by most public foundations. Learn what to do and what not to do on your cover sheet, narrative, background page, and your stakeholder and third-party evaluation plan. Discover the quickest and most efficient ways to gather the information you will need to develop your proposal's attachments, including information on your organization's structure, administration, and finances. Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. Before this course is over, you will have discovered a number of significant finishing touches that can give your project the edge over others. You will learn about the importance of obtaining community and political support before submitting a proposal to any government agency.

Required text: None

Prerequisite: None

CEUs: 2.4

Course # , Date(s) Time
CA35533, 11/17/21, 12:00 AM to 11:59 PM 01/07/22, 12:00 AM to 11:59 PM
College, Campus & Room:
CA, Capital
Instructor:
Fee: 115
Notes: Course is offered online for 6-weeks. Students can login on their own time. Contact Ca-learnmore@capitalcc.edu, for login information.

All About Business Writing - ONLINE

Want a professional opinion and guidance about what you need to do to improve your writing? In this highly interactive workshop, each student will have multiple one-on-one sessions with a professional writer/instructor, who will provide areas of focus for improvement. You will also have the opportunity to work on current projects in real time. You will learn the tricks of the trade, including tips and techniques that will help "unblock" the writer within. You will discover how to "rethink" the way you write, by using new tools that will allow you to write more naturally and effectively. You will learn how to use "whole brain" techniques, targeted free writing, clustering, post-it-note outlining, and many other approaches that will allow you to increase your writing prowess and produce emails, reports, proposals, and other documents with ease. BONUS: Writing in a virtual world. Note: Course will be taught on WebEx and requires the use of computer audio and webcam.

Required text: None

Prerequisite: None

CEUs: 1.8

Course # , Date(s) Time
AS35500, 12/02/21, 9:00 AM to 4:00 PM 12/09/21, 9:00 AM to 4:00 PM 12/16/21, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck
Instructor: Margaret DeMarino
Fee: 285
Notes: class meets 12/2, 9, 16 Online

All About Emotional Intelligence!

There is a wide range of emotions at play in the workplace—from "boohoo" to "bah humbug" to "happy-as-a-camper." Managing emotions effectively is a critical skill that will produce positive outcomes. "Runaway" emotions, on the other hand, can influence our behavior, reputation, and even our career path. By developing a higher level of Emotional Intelligence Quotient, commonly referred to as EQ, you will gain the ability to recognize your own patterns, including behaviors, moods, and impulses, and manage them in a productive way. Understanding EQ will help you stop the pattern of over-reacting and over-compensating when things don't go as planned. Instead, you will learn how to plan your reaction and approach for optimum results. This dynamic workshop will allow you to foster your self-awareness and improve your ability to interact with co-workers, direct reports, and management in a thoughtful, effective way that is truly satisfying. Note: Course will be taught on WebEx and requires the use of computer audio and webcam.

Required text: None Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS35501, 12/03/21, 9:00 AM to 4:00 PM 12/10/21, 9:00 AM to 4:00 PM 12/17/21, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck
Instructor: Margaret DeMarino
Fee: 285
Notes: class meets 12/3, 10, 17 Online

All About Grammar and Punctuation

Are you semicolon savvy? Comma confident? A grammatical guru? If not, this workshop can help you gain a working knowledge of grammar and punctuation that will increase your writing and editing skills. More than a mere recitation of rules, this workshop is painless and practical—and maybe even a little fun! It's focused on providing you with the grammar and punctuation tools you need. You will learn the 20 percent of the rules writers use 80 percent of the time—and where to easily find the rest of them. Led by a professional writer, this workshop will also reveal your recurring errors and show you how to eliminate them forever! You will leave with a mastery of everyday grammar and punctuation rules, a list of resources and websites to help you at work, and a new confidence when it comes to writing and editing. Note: Course will be taught on WebEx and requires the use of computer audio and webcam.

Required text: None Prerequisite: None CEUs: 1.2

Course # , Date(s) Time
AS35496, 11/04/21, 9:00 AM to 4:00 PM 11/18/21, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck
Instructor: Margaret DeMarino
Fee: 190
Notes: class meets 11/4, 11/18 Online (no class 11/11)

Always Know What to Say When Handling Workplace Communication

Ever think of the right thing to say when it's too late? Or perhaps you say nothing at all, because you're worried it will come out wrong. This workshop will put the words on the tip of your tongue, showing you how to strategize and script solutions to the toughest workplace communication problems--whether in person, in a virtual meeting, or in an email. Loosely based on the book "Lifescrpts" by Stephen M. Pollen and Mark Levine, this workshop will provide plenty of insight on how to effectively communicate while dealing with difficult workplace situations--from asking for a deadline extension to attending to matters of hygiene with someone you supervise to interacting effectively with an angry client. You will learn key phrases, statements, and questions that will help open the doors to communication, as well as learn strategies to adopt and statements to avoid. This workshop will provide plenty of practice sessions so that "knowing what to say and how to say it" will become an acquired skill you can rely on. You will learn: ten magical phrases, four sure-fire strategies to gain cooperation, four basic communication/personality/behavioral styles and how to adapt to each, proven techniques for handling conflict, and much more. Note: Course will be taught on WebEx and requires the use of computer audio and webcam.

Required text: None Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS35502, 12/13/21, 9:00 AM to 4:00 PM 12/20/21, 9:00 AM to 4:00 PM 12/27/21, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck
Instructor: Margaret DeMarino
Fee: 285
Notes: class meets 12/13, 20, 27 Online

Anxiety and Stress Relief - ONLINE & UPDATED

Covid-19 has taken a toll on us all! More than ever before, learning how to how to identify and overcome your anxiety and stress is the key to a healthy and happy life! This interactive workshop is filled with practical strategies and exercises to help you learn how to live a more meaningful day, and even possibly overcome 'imposter syndrome' and reduce anxiety. You will discover the hidden energy of early morning moments, two questions to calm your mind, how to let go of inner struggle, the power of 'permission slips,' and strategies for 'letting things settle.' Whether you are challenged by feelings of anxiety, overwhelmed, or everyday stress, this workshop will help you understand the dynamics of working to better control your thoughts and emotions. You will learn how to engage in positive 'self-talk,' as well as how to better communicate your needs and feelings, to attract positive energy! We will explore various anxiety and stress reducing techniques, such as guided visualization, self-acupressure, the 'finger test,' and simple exercises you can do at your desk, and more. You'll leave feeling relaxed and energized!

Required text: E-mail instructor Margaret DeMarino for handouts at least 48 hours prior to class at: mademarino@snet.net

Prerequisite: Note: Course will be taught on WebEx and requires the use of computer audio and webcam. CEUs: 1.8

Course # , Date(s) Time
NW35506, 11/03/21, 9:00 AM to 4:00 PM 11/10/21, 9:00 AM to 4:00 PM 11/17/21, 9:00 AM to 4:00 PM
College, Campus & Room:
NW, ONLINE
Instructor: Margaret DeMarino
Fee: 285
Notes: ONLINE, 9-4 p.m. ALL CLASS MEETING DATES: November 3, 10 and 17

Art of Tact & Diplomacy

Learn how to choose and use the most appropriate words and emotional tone for positive results. Practice techniques for receiving and transferring information, ideas, thoughts, feelings, and needs. Participants will understand how to navigate difficult situations, build consensus, and manage change with diplomacy and tact.

Required text: None

Prerequisite: None

CEUs: 0.6

Course # , Date(s) Time
CA35525, 10/19/21, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 307
Instructor: Yasmin Shenoy
Fee: 90
Notes: Course will be offered on campus. Park in the Morgan Street Garage, located at 150 Morgan St, Hartford, CT. Pull out a ticket and bring it for validation.

Balancing Time, Priorities and Productivity - ONLINE

In today's 24/7 world, we may find ourselves constantly running and trying to accomplish more in less time. This workshop will help you develop skills to increase both personal and workplace efficiency and productivity. You will learn tips to set goals and priorities, manage e-mail overload, minimize stress, and discover strategies to stay focused. Also covered are personal time management, goal setting, and prioritization tools. This course will help you learn to save time and foster an environment that encourages working smarter, not harder. Other key topics include: concepts of productivity; how to better manage reactivity and interruptions; time management formula; effective e-mail management; prioritization of tasks; the importance of daily planning; and how to design a personalized action plan for increased efficiency and organization. There will be two 3-hour sessions online. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class.

Required text: Computer, internet connection, video camera and microphone are required. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class.

Prerequisite: None

CEUs: 0.6

Course # , Date(s) Time
MA35572, 11/10/21, 9:00 AM to 12:00 PM 11/17/21, 9:00 AM to 12:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: V. Allison Reed
Fee: 90
Notes: This is an ONLINE class taught remotely with WEBEX

Best Practices in Facilitation - ONLINE

1/2 DAY CLASS: In this workshop, we will discuss how to communicate clear guidelines, give instructions, identify where managers go wrong in meetings and committee work, and how to create an environment of participation, effective decision making and much more.

Required text: None

Prerequisite: None

CEUs: 0.4

Course # , Date(s) Time
GW35551, 12/10/21, 9:00 AM to 1:00 PM
College, Campus & Room:
GW, REMOTE: ONLINE
Instructor: Reeshemah Norfleet
Fee: 75
Notes: This class is a REMOTE ONLINE class through a WebEX Meeting link. Student will need to have access to a computer with internet access, webcam, and audio. Participant will need to complete a GCC Registration form prior to class.

Business Finance for Non-Finance Personnel - ONLINE

Position yourself to be more confident in your business and financial decisions. This course will provide you with a better understanding of financial information and basic operations so you can make better decisions that will positively impact your company's bottom line. This course is offered online over 6 weeks in an asynchronous format, for a total of 24 course hours.

Participants can login at any time to complete their coursework.

Required text: None

Prerequisite: None

CEUs: 2.4

Course # , Date(s) Time
CA35513, 11/17/21, 12:00 AM to 11:59 PM 01/07/22, 12:00 AM to 12:00 AM
College, Campus & Room:
CA , Capital
Instructor:
Fee: 115
Notes: Course is offered online for 6-weeks. Students can login on their own time. Contact Ca-learnmore@capitalcc.edu, for login information.

Business Analysis Introduction - ONLINE

Give yourself an employment advantage by developing analytical skills that are consistently in high demand. This course will teach you powerful quantitative methods that will have you making better, more informed, and more effective business decisions. The days of making critical business decisions by instinct or coin toss are long gone. If you are planning a career in business, you cannot afford to miss this course!

Required text: None

Prerequisite: None

CEUs: 2.4

Course # , Date(s) Time
CA35512, 10/13/21, 12:00 AM to 11:59 PM 12/03/21, 12:00 AM to 11:59 PM
College, Campus & Room:
CA, Capital
Instructor:
Fee: 115
Notes: Course is offered online for 6-weeks. Students can login on their own time. Contact Ca-learnmore@capitalcc.edu , for login information.

Business and Systems Analysis Principles and Practices (On-Campus)

Business and Systems Analysts are key players in an organization. If you are one of these professionals, or aspire to be one, you will serve as an intermediary between IT and other departments. This course focuses on four areas related to analysis. First, it starts at a high level and focuses on the knowledge areas an Analyst must master, as well as the underlying competencies that an Analyst must possess. Second, one of the most important functions of the Analyst is to identify requirements, so the course comes down to a more detailed level and focuses on requirements elicitation, analysis, and design techniques. Third, the course covers the continuing evolution of Business Analysis into Business Analysis specializations, for example, Agile Analysis and Business Data Analytics. Fourth, the course covers specific project types that an Analyst might encounter, for example, selecting and implementing packaged solutions. This course is appropriate for many different roles, for example, existing Analysts, anyone performing analysis, those who work with Analysts, or those who are considering becoming Analysts. This course incorporates both lecture and hands-on activities.

Required text: None

Prerequisite: None

CEUs: 1.2

Course # , Date(s) Time
MA35582, 10/13/21, 9:00 AM to 4:00 PM 10/20/21, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, MCC, LRC B144
Instructor: William Marut
Fee: 210
Notes: This class will be held on campus. It will be two 6 hour sessions.

Certificate in Mindfulness - ONLINE

Lay the foundation for a career in health and wellness coaching with a deep understanding of the practice of mindfulness. This course will provide in depth knowledge of mindfulness and meditation, mindfulness and happiness, mindful eating, mindful movement, and mindful relationships.

Required text: None Prerequisite: None CEUs: 2.4

Course # , Date(s) Time
CA35538, 11/17/21, 12:00 AM to 11:59 PM 01/07/22, 12:00 AM to 11:59 PM
College, Campus & Room:
CA , Capital
Instructor:
Fee: 90
Notes: Course is offered online for 6-weeks. Students can login on their own time. Contact Ca-learnmore@capitalcc.edu, for login information.

Communication Skills a Must! - ONLINE

Ever think of the perfect thing to say-when it's too late? Or perhaps you're becoming frustrated with the amount of explaining it takes for others just to get the job done. This certificate program will help you build essential and effective communication skills-whether you're interacting with clients or co-workers virtually, reporting upward, or working as part of an actual or virtual team. You'll learn to manage emotional responses, develop intuition (internal wisdom), create "default language," and enhance your critical thinking skills under stress to position yourself as a true professional. You will learn: The five keys to creating effective communications. Strategies for identifying and overcoming listening blocks. Ways to "read" a person through observing body language "clusters," including gestures. The Four Basic Communication Personality/Behavioral Styles and how to adapt to each. Eight critical assertive communication practices. Ways to identify and shift ten major "hidden agendas" of others. Methods to adjust to how group dynamics and group roles influence behavior. Proven techniques for handling conflict. Techniques for dealing with workplace stress. Note: Course will be taught on WebEx and requires the use of computer audio and webcam.

Required text: None Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS35492, 10/12/21, 9:00 AM to 4:00 PM 10/19/21, 9:00 AM to 4:00 PM 10/26/21, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck
Instructor: Margaret DeMarino
Fee: 285
Notes: class meets 10/12, 19, 26 Online

Conflict De-escalation Techniques

Conflicts can escalate quickly. A simple disagreement may sometimes go from raised voices to violent behavior in a very short time. Anticipating potential conflict and knowing proper de-escalation techniques can help you manage a conflict quickly and safely. Start by defining and identifying conflict and learn techniques to help you de-escalate and resolve conflicts before there is danger to the participants or bystanders. Join this interactive workshop and develop your de-escalation skills toolbox.

Required text: None Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA35526, 10/01/21, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 307
Instructor: Nora Bishop
Fee: 90
Notes: Course will be offered on campus. Park in the Morgan Street Garage, located at 150 Morgan St, Hartford, CT. Pull out a ticket and bring it for validation.

CPR, AED and Basic First Aid Care (On-Ground)

This American Safety & Health Institute (ASHI) training program helps develop the knowledge, skills, and confidence to respond to a variety of medical emergencies. Designed for individuals who are highly visible on the grounds of state facilities, with potential exposure to emergencies in the workplace necessitating immediate action. This training is not for licensed healthcare providers or professional rescuers. Topics include delivering CPR, defibrillation, and first aid care in a safe and timely manner, preventing injuries and illnesses, responding to urgent choking situations, recognizing cardiac arrest, activating emergency medical services, and responding appropriately until additional assistance arrives. This CPR, AED, and Basic First Aid certification course is a valuable resource for both the community and in a workplace setting. Participants receive a 2-year certification with successful completion of the training. Materials and certification cost included in course fee.

Required text: Materials and certification cost included in course fee.

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA35621, 10/08/21, 9:00 AM to 4:00 PM
College, Campus & Room:
MA , MCC, SSC L240
Instructor: Richard Siena
Fee: 120
Notes: This course is held on-campus.

Creativity and Problem Solving

Every organization, regardless of size, leadership, or competence, will face challenges. These challenges can prevent staff members from working together and keep projects from moving forward which, in turn, can affect productivity and hamper mission-effectiveness. Creativity and problem solving are directly related. When presented with a problem or challenge, we tend to think inside the box, which can prevent us from exploring novel and creative solutions.

Developing creativity in the workplace provides your organization with a new set of tools to find solutions and improve productivity. Develop your creativity and learn to think outside the box.

Objectives: 1) Learn techniques to think more creatively. 2) Learn the difference between divergent and convergent thinking strategies. 3) Learn the 7 Step to Problem Solving. 4) Review communication strategies for problem solving.

Required text: None Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA35527, 10/20/21, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 307
Instructor:
, Neil Percy, Jr.
Fee: 90
Notes: Course will be offered on campus. Park in the Morgan Street Garage, located at 150 Morgan St, Hartford, CT. Pull out a ticket and bring it for validation.

Critical Thinking: Understanding Critical Vs. Non-Critical Thinking

Critical thinking skills are increasingly becoming a necessity for employees. The U.S. Department of Labor has identified critical thinking as the raw material essential for problem solving, decision making, organizational planning and risk management. But what is critical thinking exactly? How can you differentiate between critical thinking and non-critical thinking? Objectives: 1) Understand critical thinking 2) Recognize deceptive reasoning 3) Detect emotional manipulation 4) Differentiate between the styles of critical vs non-critical thinking 5) Recognize and evaluate arguments 6) Develop and evaluate explanations.

Required text: None Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA35528, 09/22/21, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 307
Instructor: Christopher Service, Sr.
Fee: 90
Notes: Course is offered in person. Free parking at Morgan Street Garage, 155 Morgan St. Bring ticket to classroom to validate.

Cultural Awareness

A journey to understanding communication & trust. In this interactive workshop we will explore those things that divide and polarize us in both work and community. Then strategize on ways to break down obstacles and begin to build understanding. Topics: Bias (conscious, unconscious, implicit) 2) Culture 3) Communication 4) Trust

Required text: None

Prerequisite: None

CEUs: 0.6

Course # , Date(s) Time
CA35529, 10/06/21, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 307
Instructor: Renee Gary
Fee: 90
Notes: Course is offered in person. Free parking - Morgan Street Garage, 155 Morgan St. Bring ticket to classroom to validate.

Cultural Sensitivity in the Workplace

Organizations are comprised of employees with different backgrounds, beliefs, and lifestyles. In the course Cultural Diversity, we learned about diversity, communication, and trust. We explored stereotypes and biases. This course will delve deeper into intercultural communications. We will explore the tools necessary to become culturally competent. Gain an understanding of cultural and generational differences, disabilities in the workplace and working with members of the LGBTQ community. Objectives: 1) Increase your cultural awareness. 2) Enhance cultural sensitivity. 3) Get a better understanding of cultural differences. 4) Improve your understanding of generational differences. 5) Discuss disabilities in the workplace. 6) Gain a better understanding of the LGBTQ community. 7) Improve communications skills to promote harmony in the workplace. 8) Reduce misunderstandings and improve relationships in the workplace. 9) Learn techniques to work with a diverse workforce.

Required text: None

Prerequisite: None

CEUs: 0.6

Course # , Date(s) Time
CA35530, 11/03/21, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 307
Instructor: Renee Gary
Fee: 90
Notes: Course is offered in person. Free parking - Morgan Street Garage, 155 Morgan St. Bring ticket to classroom to validate.

Effective Business Writing for Meaningful, Personalized Connections - NEW, ONLINE

In the digital world, we are connecting with our audiences 24/7, at lightning speed across a multitude of platforms of the intranet and social media. The question is: do factors of informality, ease, and convenience of these media chip away the professional appeal of messages? Are clarity, tone and effectiveness lost in a hurry? The good news is that the principles of professional communication are always available to us to be reviewed and incorporated in our messages to achieve the goals of: “Building, Sustaining, Repairing and Dissolving relationships” “Serving our needs and those of our audiences effectively” Building, Maintaining, and Repairing our Reputation and that of the organization we represent. Clear, concise, and coherent writing exudes a professional appeal and can be infused with tone and positive emotions for message personalization. Even neutral messages can be transformed into goodwill messages for relationship building. In this workshop, we will work towards empowering ourselves to connect purposefully with our audiences and employ the principles of professional communication to be purpose-driven and audience-centered across message formats and platforms. We will practice the principles collectively and on a one-on-one basis.

Required text: None Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA35588, 10/21/21, 1:00 PM to 4:00 PM 10/28/21, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: Yasmin Shenoy
Fee: 90
Notes: This is an ONLINE class taught remotely with WEBEX

Effective Business Writing Learn How to Write Again! ** on ground program **

If you can't write on-line then learn it the way that works, in person! In this course, participants will learn the key principles that make business writing effective. The principles cover wording, composition, organization, tone, persuasion, and format. Participants will learn a concept; read an example; and put the concept into immediate practice. Learning Objectives: Demonstrate the ability to create business e-mails, letters and other communications that deliver a clear message. Increase writing efficiency by knowing and applying proven business writing principles. Increase the response rate to communications through professional presentation

Required text: None Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
TX35561, 10/21/21, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, TXCC, Tunxis@Bristolc, CR 1
Instructor: Frances Trelease
Fee: 90
Notes: Class Location, 430 North Main St., Bristol, CT 06010 phone 860-314-4700

Effective Business Writing in Plain English

Do you struggle with writing emails and business correspondence? Would you like to learn better ways to streamline your writing, get to the point, but still maintain appropriate professionalism and courtesy? Do you worry if you have grammar and punctuation mistakes? Then this two-day class is for you! In this class, you will learn the importance of effective business writing, how to identify your audience and customize your messaging, and how to create business documents that say what you mean and achieve the results you want. This course not only covers the basics of how to improve your professional writing skills, but also how to achieve the right results from your written correspondence. Participants should be prepared to engage in hands-on, collaborative writing practice. Objectives: 1) Learn different strategies to sharpen and improve your writing skills by structuring ideas logically, exercising diplomacy in letters and reports, and shaping your arguments 2) Know how to write business documents to a professional standard and conform to acceptable formats 3) Understand how to use a business-like style and vocabulary, while displaying sensitivity to different levels of reader expertise. Required text: None Prerequisite: None CEUs: 1.2

Course # , Date(s) Time
CA35531, 11/09/21, 9:00 AM to 4:00 PM 11/16/21, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 307
Instructor: Yasmin Shenoy
Fee: 180
Notes: Course will be offered on campus. Park in the Morgan Street Garage, located at 150 Morgan St, Hartford, CT. Pull out a ticket and bring it for validation.

Empowerment and Beyond, The Four Agreements ** on ground class **

The Four Agreements, focuses on an ancient Toltec wisdom to apply simple agreement in one's life. 1) Be impeccable with your word. 2) Don't take anything personally. 3) Don't make assumptions. 4) Always do your best. These agreements on the surface seem simple, but once practiced and applied it has the potential to change lives and behaviors that affect us personally and professionally. With these ideas and other strengthening philosophies you will be empower to be in control. Your relationship will improve, work functions will improve and life will take on new meaning. Turn fear into hope.

Required text: None Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
TX35565, 11/02/21, 9:00 AM to 4:00 PM
College, Campus & Room:
TX , TXCC, Tunxis@Bristol, CR 1
Instructor: Sarah Mitchell
Fee: 90
Notes: Class Location, 430 North Main St., Bristol, CT 06010 phone 860-314-4700

Error Reduction & Human Performance Fundamentals - ONLINE

If you're not managing human error, then human error is probably managing you! In this workshop, learners will develop a new perception and understanding of detecting, preventing, and correcting mistakes. Completers will learn how to focus and properly perform critical steps and will demonstrate understanding of human performance principles. Learning topics and objectives include: Understanding human performance theory and principles; Reducing error and decreasing frequency of events; Managing defenses and reducing severity of events; Applying organizational drift to human performance management; Using error avoidance tools and techniques.

Required text: None - Instructor will provide materials

Prerequisite: None CEUs: 1

Course # , Date(s) Time
QV35573, 10/05/21, 1:00 PM to 3:00 PM 10/07/21, 1:00 PM to 3:00 PM 10/12/21, 1:00 PM to 3:00 PM 10/14/21, 1:00 PM to 3:00 PM 10/19/21, 1:00 PM to 3:00 PM
College, Campus & Room:
QV, QVCC, LRON
Instructor: James Newman
Fee: 180
Notes: This class will be run through WebEx. Registered students will be sent the WebEx class info and link one week prior to the first class session. Students should confirm their registration two weeks prior to the first class session by contacting Andrew Morrison at (860) 932-4360 or amorrison@qvcc.commnet.edu .

Financial Literacy: Knowledge that Pays for Itself - ONLINE

Financial Literacy: Knowledge that Pays for Itself (Online) How do you feel about your financial future? Better yet, are you comfortable making financial decisions that may impact your future? There are a lot of individual choices and scenarios to consider when making decisions about your financial goals or your retirement. Understanding loans, investments, and interest rates are essential to success as well as goal setting. We will cover the question: "How can I make better decisions with my money?" Whether you're just starting your career or nearing retirement in the next few months, this course can help you prepare. We will cover how to make smarter investment decisions as well as smarter "expense" decisions. These skills apply in everyday life. This workshop will help you make better spending choices, develop a financial plan, understand where many others make mistakes, and get more comfortable with the many investment options you have with your savings. Specific topics to be covered include understanding stocks, bonds, interest rates, credit cards, and reflecting on your own "self-control" as it concerns your individual spending habits. We also dive into how to pick a mutual fund, personal taxes and their impact on decisions, personal insurance products, and more! Note: This course does not replace "Retirement: Ready or Not." We view it as additional information for financial life skills at all stages in one's working career. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using WebEx. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. Students will be contacted with further instructions one to three business days prior to class. Required text: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using WebEx. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. Students will be contacted with further instructions one to three business days prior to class.

Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
MA35622, 10/05/21, 1:00 PM to 4:00 PM 10/07/21, 1:00 PM to 4:00 PM 10/12/21, 1:00 PM to 4:00 PM 10/14/21, 1:00 PM to 4:00 PM 10/19/21, 1:00 PM to 4:00 PM 10/21/21, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: Paul Howard
Fee: 270
Notes: This course will be held online via Webex.

Freedom of Information Act: What You Need to Know for Compliance and Protection (On-Campus)

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.

Required text: None Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA35579, 09/20/21, 9:00 AM to 12:00 PM
College, Campus & Room:
MA, MCC, LRC B144
Instructor: Thomas Hennick
Fee: 55
Notes: This class will be held on the MCC campus. It will be one 3 hour session.

Grants: A to Z Grant Writing - ONLINE

A to Z Grant Writing will take you through the process of finding and writing a grant application. Using a Theory of Change process to engage stakeholders in framing a grant application, you will prepare a draft of a grant application of your choice step-by-step. In doing so, you will learn what grant funders look for in an application by reviewing pieces of your peers' grant proposals to provide and receive feedback. Additional features include six teachable moments videos and six choose your own adventure branching scenarios.

Required text: None Prerequisite: None CEUs: 2.4

Course # , Date(s) Time
CA35532, 10/13/21, 12:00 AM to 11:59 PM 12/03/21, 12:00 AM to 11:59 PM
College, Campus & Room:
CA, Capital
Instructor:
Fee: 115
Notes: Course is offered online for 6-weeks. Students can login on their own time. Contact Ca-learnmore@capitalcc.edu , for login information.

Government Accounting Part 2 ** on ground class **

This five-week class is a continuation of Governmental Accounting 1 Part I. In this class, students will learn about accounting for proprietary funds, fiduciary funds, fixed assets and long-term debt. Students will continue learning about preparing the government-wide financial statements (Comprehensive annual financial Report) in accordance with GASB 34. The last two classes may focus on accounting for not-for-profit organizations and governmental auditing.

Required text: We will use the same text as in Part 1

Prerequisite: Government Accounting Part I CEUs: 1.5

Course # , Date(s) Time
TX35557, 11/03/21, 9:00 AM to 12:00 PM 11/10/21, 9:00 AM to 12:00 PM 11/10/21, 9:00 AM to 12:00 PM 11/17/21, 9:00 AM to 12:00 PM 11/17/21, 9:00 AM to 12:00 PM 11/24/21, 9:00 AM to 12:00 PM 11/24/21, 9:00 AM to 12:00 PM 12/01/21, 9:00 AM to 12:00 PM
College, Campus & Room:
TX , TXCC, Tunxis@Bristol , Lab
Instructor: Gary Kriscenski
Fee: 250
Notes: Class Location, 430 North Main St., Bristol, CT 06010 phone 860-314-4700

Government Accounting Part I ** on ground class **

Government Accounting Part I in this five-week course students are introduced to accounting for governmental funds. Part I will cover budgetary accounting which is required for the General fund and special revenue funds. This course will also cover accounting for other funds such as special revenue, capital projects, and debt services. Students will learn about basic accounting functions such as recording revenues, expenditures, budgets, and encumbrances. Students are also introduced to external financial reporting through the Comprehensive Annual financial Report (CAFR). Students will be reviewing a recent State of Connecticut CAFR. This course is suitable for accounting, auditing, and financial professionals in State and Municipal Government.

Required text: Included in fee for class

Prerequisite: Accounting I or equivalent. This should not be your first accounting course. CEUs: 1.5

Course # , Date(s) Time
TX35556, 09/22/21, 9:00 AM to 12:00 PM 09/20/21, 9:00 AM to 12:00 PM 10/06/21, 9:00 AM to 12:00 PM 10/13/21, 9:00 AM to 12:00 PM 10/20/21, 9:00 AM to 12:00 PM
College, Campus & Room:
TX, TXCC, Tunxis@Bristol, Lab
Instructor: Gary Kriscenski
Fee: 445
Notes: Class Location, 430 North Main St., Bristol, CT 06010 phone 860-314-4700

Individual Excellence - ONLINE

Personal development is key to success in and out of the workplace. You can develop career-enhancing skills in a single course that covers twelve popular one-day seminar topics, including goal setting, time management, and personal organization. You will learn how to improve your creative abilities, gain confidence with financial matters, and how to minimize conflict in your life. By the time you finish this course, you will have developed a fulfilling career plan, hold the skills to improve your interpersonal relationships; and learn how to utilize your creativity and problem-solving skills to work through adversity.

Required text: None Prerequisite: None CEUs: 2.4

Course # , Date(s) Time
CA35534, 11/17/21, 12:00 AM to 11:59 PM 01/07/22, 12:00 AM to 11:59 PM
College, Campus & Room:
CA, Capital
Instructor:
Fee: 115
Notes: Course is offered online for 6-weeks. Students can login on their own time. Contact Ca-learnmore@capitalcc.edu , for login information.

Innovative and Successful Supervisor - ONLINE

Do you have some experience as a manager, and still find yourself looking for ideas on how to be more successful in guiding and coaching your employees toward a higher level of performance? Please join us for an interactive and exciting workshop where we will discuss key tools for communication, motivation, and team development. During this seminar we will: reflect on work styles and how to best interact with others in our work environment; explore efficiency in communication among various styles; debate how to motivate our employees; explore the art of delegation; and consider the right types of training, coaching, and mentoring needed for your employees to be successful. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.comnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class.

Required text: Computer, internet connection, video camera and microphone are required. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.comnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class.
Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA35576, 10/06/21, 9:00 AM to 12:00 PM 10/13/21, 9:00 AM to 12:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: V. Allison Reed

Fee: 90
Notes: This is an ONLINE class taught remotely with WEBEX

Interpersonal Communications ** on ground class **

Our 2-day program is strongly recommended for people at all organizational levels. Interpersonal skills form the basis of effective business and personal relationships. Participants discover their own behavioral/communication styles, strengths, and weaknesses. You will also learn how your style contributes to or detracts from achieving business goals and personal goals. You will improve performance. Learn to identify the style of others so as to build positive working relationships. These skills when implemented will make you and your fellow workers a team
 Required text: None Prerequisite: None CEUs: 1.2

Course # , Date(s) Time
TX35558, 11/16/21, 9:00 AM to 4:00 PM 11/17/21, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, TXCC, Tunxis@Bristol, CR 1
Instructor: Larry Lindquist
Fee: 180
Notes: Class Location, 430 North Main St., Bristol, CT 06010 phone 860-314-4700

Is ANYONE Listening??? Public Speaking ** on ground class **

Learn to master the fear of speaking before others and to do it with self-confidence while making a truly positive impression, this is what you will learn. You will be presented the ideas of analyzing your audience, designing presentation, outlining your program, use words that emote the concept and not just words that are empty. Techniques for overcoming nervousness will be presented. Finally, you will learn to leave your audience remembering you and your message.
 Required text: None Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
TX35559, 10/28/21, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, TXCC, Tunxis@Bristol, CR 1
Instructor: Frances Trelease
Fee: 90
Notes: Class Location, 430 North Main St., Bristol, CT 06010 phone 860-314-4700

Leading in the "Return-To-The Cubicle" Culture - NEW!

You might not have seen your staff in a year. While some might be glad to be back, others might be resentful. They might complain about the commute, talk indignantly about co-workers who are not vaccinated, and grumble about the "loss of freedom" now that they are no longer working from home. This unique workshop is designed to address back-to-work issues for leaders and supervisors of returning workers. We will take an in-depth look at what's changing and how to mitigate the post-Covid culture shock of returning to the workplace, addressing real world issues, including equity, dealing with hybrid teams, workplace communication, and much more! Note: Course will be taught on WebEx and requires the use of computer audio and webcam.

Required text: None Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS35488, 09/20/21, 9:00 AM to 4:00 PM 09/27/21, 9:00 AM to 4:00 PM 10/04/21, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck
Instructor: Margaret DeMarino
Fee: 285
Notes: Class meets 9/20, 27, 10/4 ONLINE

LRON Critical Thinking Workshop - ONLINE

We live in a knowledge-based society, and the more critical you think the better your knowledge will be. Critical Thinking provides you with the skills to analyze and evaluate information so that you are able to obtain the greatest amount of knowledge from it. It provides the best chance of making the correct decision and minimizes damages if a mistake does occur. Learning topics and objectives includes: Understand the components of critical thinking; Utilize non-linear thinking; Use logical thinking; Recognize what it means to be a critical thinker; Evaluate information using critical thinking skills; Identify the benefits of critical thinking; Revise perspective; Comprehend problem solving abilities .

Required text: None Prerequisite: None CEUs: 0.06

Course # , Date(s) Time
QV35574, 11/03/21, 1:00 PM to 3:00 PM 11/05/21, 1:00 PM to 3:00 PM 11/10/21, 1:00 PM to 3:00 PM
College, Campus & Room:
QV, QVCC, LRON
Instructor: James Newman
Fee: 90

Notes: This class will be run through WebEx. Registered students will be sent the WebEx class info and link one week prior to the first class session. Students should confirm their registration two weeks prior to the first class session by contacting Andrew Morrison at (860) 932-4360 or amorrison@qvmc.comnet.edu .

Managing with Emotional Intelligence During a Global Pandemic & After the Mask - ONLINE

Unsure of what emotional intelligence is and how it can be applied to management/leadership techniques to improve the deliverables of your employees during uncertain times? This workshop will help you gain a better understanding of why now, more than ever, emotional intelligence is necessary in the workplace. At the end of this session the participants will be able to: Review the skills that make a manager/leader emotionally intelligent 1) Assess their own emotional intelligence level 2) Discuss how employees are currently reacting to the COVID-19 pandemic 3) Discuss how leaders can be more emotionally intelligent regarding COVID-19 related employee situations.

Required text: None Prerequisite: None CEUs: 0.3

Course # , Date(s) Time
TX35570, 09/30/21, 9:00 AM to 12:00 PM
College, Campus & Room:
TX, TXCC, Tunxis@Bristol, ONLINE
Instructor: Amy Blackwood
Fee: 55
Notes: ONLINE class

Mental Health First Aid Certification

The adult Mental Health First Aid course is appropriate for anyone 18 years and older who wants to learn how to help a person who may be experiencing a mental health related crisis or problem. Topics covered include anxiety, depression, psychosis, and addictions. Learn a 5-step program to assessing risk, respectfully listening to, and supporting the individual in crisis, and identifying appropriate professional help and other supports. Participants will receive a certification from Mental Health First Aid USA. Objectives 1) Learn about the signs of addictions and mental illnesses 2) The impact of mental and health disorders 3) Learn the 5-step action plan to assess a situation and help 4) Learn what local resources are available to help 5) Help support an individual until appropriate professional help arrives.

Required text: Mental Health First Aid USA guide included in the course

Prerequisite: None CEUs: 0.8

Course # , Date(s) Time
CA35540, 12/06/21, 9:00 AM to 11:00 AM 12/13/21, 9:00 AM to 4:00 PM

College, Campus & Room:
CA, Capital, Room 303
Instructor: Valerie English Cooper
Fee: 190
Notes: Course will be offered on campus. Park in the Morgan Street Garage, located at 150 Morgan St, Hartford, CT. Pull out a ticket and bring it for validation.

Neuroplasticity: Train the Brain for Better Performance

Neuroplasticity is the concept that the brain is plastic and changeable. Your brain is designed to learn, grow, and rewire itself throughout life. The key: using your brain's neuroplasticity to create new habits that will enhance the quality of your professional and personal life. You can activate your brain's "delete button" to change your unwanted behavior, thinking, and emotions. In this highly interactive workshop, you will learn the ten fundamentals of neuroplasticity as you "lay down new wiring" for the brain that will help you throughout your career and into retirement. You will learn about "The Seven Minute Solution" and how to develop micro-habits, discover how to stop "picking fights" with your mind, and practice ways to use tools such as mindfulness and focus to decrease worry and anxiety. Participants will develop a Neuroplasticity Plan with action and "non-action" steps to create a more meaningful and productive life. Note: Course will be taught on WebEx and requires the use of computer audio and webcam.

Required text: None Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS35503, 12/14/21, 9:00 AM to 4:00 PM 12/21/21, 9:00 AM to 4:00 PM 12/28/21, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck
Instructor: Margaret DeMarino
Fee: 285
Notes: class meets 12/14, 21, 28 Online

Presenting for Persuasion, Influence and Action -the Three P - NEW, ONLINE

In this marketplace of ideas where crowdsourcing is an emerging vehicle of sourcing ideas (within organizations and outside of them, as illustrated by the Starbucks success-My Starbucks Ideas), presentation skills matter even more! We can be the best ambassadors for our ideas and would be doing a service to our constituencies by effectively sharing ideas with them and seeking support for them to make a difference. Specifically, we can empower ourselves to connect with our audiences and to engage and interact with them verbally and non-verbally for a shared purpose. In this workshop, we will learn to apply good practices of Planning, Preparing, and exuding Presence. We will learn to allow our presence to shine to embellish our idea presentations. Participants will craft their presentations on a subject matter of their choice as we move along the 3 P's and present with or without the PowerPoint tool and receive audience feedback. We will learn to make a difference collectively and with one-on-one practice and feedback. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. Required text: Computer, internet connection, video camera and microphone are required. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA35590, 12/07/21, 1:00 PM to 4:00 PM 12/14/21, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: Yasmin Shenoy
Fee: 90
Notes: This course will be held online via Webex.

Professional and Self-Care Strategies During Stressful Times - ONLINE

We are currently experiencing an increasing demand on our time, resources, and energy. Therefore, the strategies that have worked in the past might be less effective in the midst of ongoing demand. Positively managing stress can make a tremendous difference in our lives. Explore how stressors inhibit our productivity and affect our overall well-being. During this online workshop, we will: identify common stressors and how to manage our reactions to these triggers; discuss how stress affects us physically and emotionally; explore positive coping strategies and better time management skills; and utilize new tools for designing your own personal stress-management plan. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class.

Required text: Computer, internet connection, video camera and microphone are required. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class.

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA35575, 12/01/21, 9:00 AM to 12:00 PM 12/08/21, 9:00 AM to 12:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: V. Allison Reed
Fee: 90
Notes: This is an ONLINE class taught remotely with WEBEX

Professional Empowerment and Performance - ONLINE, NEW

Would you love to look forward to going to work and going home happy, whether you are commuting or working remotely? The key is workplace empowerment and work-life balance. This highly interactive workshop may just change how you approach your work life, through examining underlying limiting beliefs and looking at ways you can eliminate ‘workplace toxicity’ and ‘achievement blocks.’ Participants will create individual professional empowerment plans, setting goals, charting progress, and creating practical follow-through activities. The workshop provides practical pointers and how-to’s based on ‘law of attraction’ and ‘The Secret’ principles, as well as exploring messages from such motivational and thought leaders as Steven Covey, Esther Hicks, Wayne Dyer, and many more.

Required text: E-mail instructor Margaret DeMarino for handouts at least 48 hours prior to class at: mademarino@snet.net

Prerequisite: Note: Course will be taught on WebEx and requires the use of computer audio and webcam. CEUs: 1.8

Course # , Date(s) Time
NW35510, 12/15/21, 9:00 AM to 4:00 PM 12/22/21, 9:00 AM to 4:00 PM 12/29/21, 9:00 AM to 4:00 PM
College, Campus & Room:
NW, ONLINE
Instructor: Margaret DeMarino
Fee: 285
Notes: Online, 9-4, ALL CLASS MEETING DATES: Dec. 15, 22 and 29

Project Management, the REAL Facts! ** on ground class **

Why waste 2 days for a one-day workshop? We heard your concerns and we brought back our one-day class to meet your needs and objectives!!!! Whether small or large, projects share a number of essential elements. They are temporary and often unique, but all require focus to create a product, service or other successful results. Project Management Essentials follows the development and management of a project from start to finish. Our workshop details the essentials and covers leadership in project management. Participants are encouraged to bring their project ideas or active projects to the workshop.

Required text: None Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
TX35564, 11/18/21, 9:00 AM to 4:00 PM
College, Campus & Room:
TX , TXCC, Tunxis@Bristol, CR 1
Instructor: Waldemar Kostrzewa
Fee: 90
Notes: Class Location, 430 North Main St., Bristol, CT 06010 phone 860-314-4700

Promoting Happiness at Work - ONLINE

Unhappy @ Work? In Your Life? This Promoting Happiness @ Work Session focuses students on what happiness really means and why should it matter to you. Techniques to increase personal happiness for yourself and promote happiness around you (including at work) are discussed. We also review how social connections and kindness impact overall happiness. Mindfulness and its benefits are stressed.

Required text: None Prerequisite: None CEUs: 0.3

Course # , Date(s) Time
TX35566, 11/16/21, 9:00 AM to 12:00 PM
College, Campus & Room:
TX , TXCC, Tunxis@Bristol, ONLINE
Instructor: Amy Blackwood
Fee: 55

Notes: ONLINE class

Public Speaking in an Organizational Setting

The ability to speak on short notice and to shine at the same time empowers the audience and frees the speaker to connect naturally. A valuable skill for leadership development or employee growth is learning how to speak clearly. In this class, learn how to state facts and opinions in conversation or in a formal presentation. Discover tools to put your audience and yourself at ease in any environment. Objectives: 1) Understand the value of effective communication and how it can be used in different situations. 2) Learn the essentials of public speaking, both content and delivery and different techniques to speak more confidently, persuasively, and authentically.

Required text: None Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA35535, 12/09/21, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital
Instructor: Yasmin Shenoy
Fee: 180
Notes: Course will be offered on campus. Park in the Morgan Street Garage, located at 150 Morgan St, Hartford, CT. Pull out a ticket and bring it for validation.

Speed Spanish - ONLINE

Converse in Spanish in just a few weeks. This course will help you learn six easy recipes to glue Spanish words together into sentences so you can engage in conversational Spanish quickly.

Required text: None Prerequisite: None CEUs: 2.4

Course # , Date(s) Time
CA35536, 10/13/21, 12:00 AM to 11:59 PM 12/03/21, 12:00 AM to 11:59 PM
College, Campus & Room:
CA, Capital
Instructor:
Fee: 115
Notes: Course is offered online for 6-weeks. Students can login on their own time. Contact Ca-learnmore@capitalcc.edu, for login information.

Speed Spanish II - ONLINE

Have you ever seen a non-native speaking Spanish fluently? Were you impressed? Would you like to become more conversational and more comfortable in Spanish-speaking situations? Now you can. This Speed Spanish course is unlike any other Spanish class you have ever taken. You will see words, hear them pronounced properly, and be granted plenty of opportunities to practice your pronunciation. Then, you will learn several clever recipes that you can use to glue the words together into sentences. Enroll in Speed Spanish II and you will see an immediate improvement in your Spanish fluency from the very first lesson.

Required text: None

Prerequisite: Completion of Speed Spanish I. CEUs: 2.4

Course # , Date(s) Time
CA35537, 11/17/21, 12:00 AM to 11:59 PM 01/07/22, 12:00 AM to 11:59 PM
College, Campus & Room:
CA, Capital
Instructor:
Fee: 115
Notes: Course is offered online for 6-weeks. Students can login on their own time. Contact Ca-learnmore@capitalcc.edu, for login information.

Reducing stress in my job/my life/my future ** on ground program **

Our hands-on realistic program will assist you to learn a new and exciting techniques that will help you in managing your stress and anxiety at work at home and for your future. Stress is a base cause of many illness and disease; thereby creating an unbalanced lifestyle. We will approach stress reduction as an adventure exploring techniques that have worked for many to maintain a realistic balance in their lives. Our approach is something you can actually do on the job and not an approach that is pie in the sky and unworkable. Theory is fine, but, we live with our feet on the ground. Learning Objective: Students will learn techniques to help them manage stress on the job at home and as a future plan of success.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time

TX35553, 10/05/21, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, TXCC, Tunxis@Bristol, CR 1
Instructor: Cecilia Garay
Fee: 90
Notes: Class Location, 430 North Main St., Bristol, CT 06010 phone 860-314-4700

Retirement Readiness & Successorship

Retirement is about what you leave behind and what's up ahead. This special three-session course will help you explore successorship-how to prepare for those who follow-and what's next-the emotional side of retirement. Whether you're planning to retire next year or in five years, this course will help you make the adjustments while still at work and will paint a realistic picture of what retirement will look like, particularly in the area of COVID-19. The first part of the class will focus on succession planning and the legacy you leave behind, and help you make a concrete plan for how to make the transition. You'll learn how to coach and groom a successor, along with key successorship strategies. You will learn how to make the transition into this special time of life by successfully anticipating and navigating the five stages of retirement. You will explore ten key questions for handling change in retirement, key time management techniques for post-work life, and come up with a pre-retirement checklist/plan. This workshop doesn't cover the financial aspects of retirement, but rather focuses on all you need to do to prepare for successorship planning and the emotional entry into the retirement world. Note: Course will be taught on WebEx and requires the use of computer audio and webcam.

Required text: None Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS35493, 10/13/21, 9:00 AM to 4:00 PM 10/20/21, 9:00 AM to 4:00 PM 10/27/21, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck
Instructor: Margaret DeMarino
Fee: 285
Notes: class meets 10/13, 20, 27 Online

Retirement: Ready or Not? (On-Campus)

Whether you're considering retirement in the next few months or the next few years, this course can help you prepare. As a state employee, perhaps you've set aside the money you need, and you're comfortable with your financial future. But financial concerns are not the only consideration. While this course does include a presentation on finances by a representative from Prudential (who will also be available for individual counseling), this course is not primarily a lesson in financial planning for retirement. Instead it covers the pressing issue: What are you going to do with the rest of your life? Maybe you still have plenty of energy, but you're just not

interested in a full work week. So, what will you DO in retirement? What will be your goals and plans? This workshop will help you figure out a direction for your post-retirement years. Topics to be covered also include the history of retirement, the "retirement generation," issues facing us as we get older, an exploration of skills and interests, and the development of an action plan.

NOTE: This course does not replace the State Retirement Division sponsored sessions.

Recommended follow-up course is MA14406 I'm Retiring...now what do I do with my money?

Required text: NONE Prerequisite: NONE CEUs: 0.6

Course # , Date(s) Time
MA35587, 10/18/21, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, MCC, LRC B144
Instructor: Ralph Braithwaite
Fee: 90
Notes: This class will be held on the MCC campus. It will be one 6 hour sessions.

Six Sigma White Belt Certification

The Six Sigma White Belt is designed to provide the basic level of understanding of the Six Sigma Methodology. You will understand basic definitions, history and structure of the discipline. This certification is the entry-level belt program that provides the foundation for the Six Sigma doctrine and principles.

Required text: None Prerequisite: None CEUs: 1.2

Course # , Date(s) Time
GW35552, 12/09/21, 9:00 AM to 4:00 PM 12/10/21, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, Gateway Community College, N004
Instructor: Frank Dixon
Fee: 250
Notes: Class is held On-Campus: 20 Church Street, New Haven. Parking available in Temple Street parking garage (180 Crown). Please bring in parking ticket for validation. Participant will need to complete a GCC Registration form prior to class.

The Art of Tact and Diplomacy - NEW, ONLINE

Tact & diplomacy signifies a state of mind that empowers us to approach people and situations with a calm demeanor and "thinking empathy." This is quite the opposite of what we may be feeling in a challenging situation or in a conflict. In that moment, our human emotions become overwhelming, enveloping us in a fog of confusion, triggering flight, fight, or freeze reactions. We are naturally predisposed to react for self-preservation, but a deliberate empathetic approach helps us respond for positive connections. We think, feel, and behave being conditioned to interact with people for winning arguments. A shift from a win all to win-win attitude and a focus on mutually beneficial outcomes can be empowering for us and others. Thus, tact & diplomacy in its tangible form evokes positive demeanor and sensitive and emotionally intelligent conversations. This course is focused on understanding and empowering each other to have a constructive conversation infused with positive emotions. We will practice techniques and do role play to experience the empowering approach to evoke congeniality for sustained momentum. After reserving your seat through DAS INSERVICE, please contact Jennifer

Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class.

Required text: Computer, internet connection, video camera and microphone are required. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class.

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
MA35589, 10/05/21, 1:00 PM to 4:00 PM 10/12/21, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: Yasmin Shenoy
Fee: 90
Notes: This course will be held online via Webex.

The Team(s) Environment - ONLINE

Imagine this: a work team where everyone gets along, where members communicate freely, where things get done. Imagine this: no drama or trauma, just results. This workshop is for everyone who wants to be a team player or strengthen the team dynamic in the workplace, whether your major form of communication is Microsoft Teams or face-to-face. The workshop will provide insight into the roles people play on teams and how to use each person's strengths and compensate for personal weaknesses. The workshop will take an in-depth look into personality and 'processing' styles, as well as provide critical insight into how you view yourself in terms of team. You will learn how to foster team spirit, motivate staff, and 'supercharge' the workplace. You will also discover how to effectively use 'turnaround questions,' how to 'motivate without money,' how to detect 'trigger points,' how to pinpoint and address the top ten morale-busting issues, how to effectively deal with office politics, and how to establish and maintain a positive workplace! Bonus: you will learn the most often skipped steps of project development.

Required text: Email instructor Margaret Demarino at least 48 hours prior to the first class for handouts at mademarino@snet.net

Prerequisite: Note: Course will be taught on WebEx and requires the use of computer audio and webcam. CEUs: 1.8

Course # , Date(s) Time
NW35505, 10/05/21, 9:00 AM to 4:00 PM 10/22/21, 9:00 AM to 4:00 PM 10/29/21, 9:00 AM to 4:00 PM
College, Campus & Room:
NW, ONLINE
Instructor: Margaret DeMarino
Fee: 285
Notes: Online, 9-4, ALL CLASS MEETING DATES: Oct. 15, Oct. 22 & 29

The Virtual (or Hybrid) Employee: Thriving While Teleworking

Working in a virtual world has its challenges (no quick answers from the next cubicle, no impromptu work conversations), distractions (laundry piling up, kids climbing on laps), and joys (no commute, more flexibility). As working from our dining room tables becomes our new normal, many questions are being posed. How do I interact effectively with co-workers? How do I create a better work-life balance? How do I make sure that my presence and performance is not "out-of-sight-out-of-mind" when it comes to job

growth? This workshop is an IRL field guide into the virtual world of teleworking. It addresses the emotional ways we need to adapt to new workplaces, best practices for increasing productivity and job satisfaction when working from home, strategies for establishing boundaries and avoiding burnout, and much more. We will look at ways to maintain a sense of routine and normalcy in work life, reduce urges to seek solutions in unhealthy ways, actively de-stress, and "rewire" your brain to develop productive at-home habits. You will learn from the latest research and tips for developing effective teleworking strategies, as well as share concerns and challenges in a nurturing environment. You will leave with a solid toolkit of best practices, insights, and resources on how to thrive while teleworking. Note: Course will be taught on WebEx and requires the use of computer audio and webcam.

Required text: None Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS35490, 09/23/21, 9:00 AM to 4:00 PM 09/30/21, 9:00 AM to 4:00 PM 10/07/21, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck
Instructor: Margaret DeMarino
Fee: 285
Notes: class meets 9/23, 30, 10/7 Online

Time Management Tips, Tricks, and Take-Aways

It seems like we are all doing more these days. New technologies, new work environments, new challenges! It may seem like your to-do list can circle the globe and your schedule can make your head spin. Investing your time in this three-session workshop will help you increase your productivity, manage your "time stress," and enjoy your day. Think of this tip-filled program as a virtual work-makeover that will help you do more with less stress! Attendees will learn how to use storyboarding, SWEET objectives, and a SWOT analysis to set goals; how to conceive, prepare, organize, execute, and evaluate projects; how to understand the part personality plays into team management, and how to implement over 100 tips to become better organized, and how to do more in less time. You will develop and strengthen project management skills, address the human factor to motivate team members, and develop methods to work in new environments. You will learn how to meet the challenges of today's demanding workplace by better managing multiple priorities and multiple bosses, increasing your organization skills, and anticipating and preparing for roadblocks. Note: Course will be taught on WebEx and requires the use of computer audio and webcam.

Required text: None Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS35498, 11/22/21, 9:00 AM to 4:00 PM 11/29/21, 9:00 AM to 4:00 PM 12/06/21, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck
Instructor: Margaret DeMarino
Fee: 285
Notes: class meets 11/22, 11/29, 12/6 Online

Understanding Personal Power - ONLINE

Feel Powerless? Want to understand more about Personal Power and how you obtain it? Why do some people have it and some people don't? Laws of Power are discussed and techniques are practiced to bring individuals more of a sense of control and power in their own lives. Want POWER, figure out how to get it.

Required text: None Prerequisite: None CEUs: 0.3

Course # , Date(s) Time
TX35567, 11/30/21, 9:00 AM to 12:00 PM
College, Campus & Room:
TX , TXCC, Tunxis@Bristol, ONLINE
Instructor: Amy Blackwood
Fee: 55
Notes: ONLINE class

Wellness Check Up- ONLINE

Over a year into the pandemic, let's take a time out to do a check into how we are doing head-wise and health-wise. Pandemic culture comes with its own unique set of challenges from shattered routines to facing fears to workplace worries to pandemic pounds! This participative workshop will give us a unique opportunity to dig into our own situations in a gentle and nurturing environment and to come up with real life/real time solutions and strategies. The Wellness Check Up is ideal for anyone who wants a fresh start in exploring how to thrive while working in the midst of pandemic challenges. We will explore everything from mindfulness practices to WFH strategies to return to workplace strategies to much more!

Required text: E-mail instructor Margaret Demarino for handouts at least 48 hours prior to class at: mademarino@snet.net

Prerequisite: Note: Course will be taught on WebEx and requires the use of computer audio and webcam. CEUs: 1.8

Course # , Date(s) Time
NW35507, 09/22/21, 9:00 AM to 4:00 PM 09/29/21, 9:00 AM to 4:00 PM 10/06/21, 9:00 AM to 4:00 PM
College, Campus & Room:
NW, ONLINE
Instructor: Margaret DeMarino
Fee: 285
Notes: Online, 9-4, ALL CLASS MEETING DATES: Sept. 22, Sept. 29 and Oct. 6

Working Across Generations

Today's workplace is a mixed batch of generations. Five generations are currently working together: iGen, Millennials, Generation X, Baby Boomers, and Traditionalists. Each of these generations have different expectations and needs. Learning the differences between each generation, will allow you to understand how to work with your teammates. Objectives: 1) Learn

to recognize your own generational paradigms and how they impact perceptions of and interactions with the other generations 2) Learn what the needs and expectations are for each generation 3) Learn techniques to help you work with each generation.

Required text: None Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA35518, 10/08/21, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 307
Instructor: Juantray Easmon
Fee: 90
Notes: Course will be offered on campus. Park in the Morgan Street Garage, located at 150 Morgan St, Hartford, CT. Pull out a ticket and bring it for validation.

Leadership Skills

Communication for Leaders - NEW!

Great leaders know what to say and how to say it, as well as what not to say. Effective leadership communication doesn't always have to be in inspiring speeches; it can start right here, right now, in the day-to-day practices and strategies you bring to the workplace and in the way you communicate on the everyday level, whether at a Teams meeting, across a desk, or via email. In this lively and inspiring online workshop, we will take an in-depth look of how leadership communication has evolved in the Covid-19 era. You will learn to develop a toolkit of communication strategies and practices that you can apply in the office or remotely--everything from developing advanced listening skills to using diplomatic and encouraging language to adopting inspiring motivational practices through the art of dialogue. We will explore the strengths and challenges of your individual personality as it influences leadership style, as well as how to best communicate with other personalities and communication styles. Note: Course will be taught on WebEx and requires the use of computer audio and webcam.

Required text: None Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS35497, 11/05/21, 9:00 AM to 4:00 PM 11/12/21, 9:00 AM to 4:00 PM 11/19/21, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck
Instructor: Margaret DeMarino
Fee: 285
Notes: class meets 11/5, 12, 19 Online

Effective Leadership In A Remote World - ONLINE

A new way of working, this workshop will teach on some of the best practices of managing and

leading a team from home. You will learn new strategies to engage and retain the best talent, understand common challenges, how to identify the right tools, the ability to set expectations, how to promote a positive work culture, and much more. Day 1 will focus on remote working for managers. Day 2 focuses on remote working with teams.

Required text: None Prerequisite: None CEUs: 0.8

Course # , Date(s) Time
GW35549, 11/11/21, 9:00 AM to 1:00 PM 11/12/21, 9:00 AM to 1:00 PM
College, Campus & Room:
GW, REMOTE ONLINE: GWCC, ONLINE
Instructor: Reeshemah Norfleet
Fee: 150
Notes: This class is a REMOTE ONLINE class through a WebEX Meeting link. Student will need to have access to a computer with internet access, webcam, and audio. Participant will need to complete a GCC Registration form prior to class.

Effective Leadership Skills for Women Part I - ONLINE

Effective Leadership Skills for Women Part 1- This session is designed to help women assess their current leadership skills and improve those that they see as needing the most improvement. It stresses confidence, power and the natural skills that women bring to leadership. The session also helps women become more successful dealing with conflicts, interactions that make them feel powerless and with difficult people. Techniques for ways to manage conflicting priorities are also discussed. Learning Objective: At the end of this session participants will be able to: Gain respect through the effective use of power; become authoritative, self-possessed and in control; become more assertive in your use of decision-making and problem solving; discuss the benefits and skills that women bring to leadership; practice effective techniques for dealing with difficult people and conflicts; become better at managing conflicting priorities; use practice activities to make yourself more powerful.

Required text: None Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
TX35568, 10/22/21, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, TXCC, Tunxis@Bristol, ONLINE
Instructor: Amy Blackwood
Fee: 90
Notes: ONLINE class

Effective Leadership Skills for Women Part II - ONLINE

Part two to the very well attended Leadership for Women session, this session delves deeper into leadership theory, creating action plans for your career, dealing with conflicting priorities, discussions on political activism and how to get ahead in the workplace.

Required text: None Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
TX35569, 11/12/21, 9:00 AM to 4:00 PM

College, Campus & Room:
TX, TXCC, Tunxis@Bristol, ONLINE
Instructor: Amy Blackwood
Fee: 90
Notes: ONLINE class

First Time Supervisor-Management Training - Part I

Making the transition from top performing employee to top performing supervisor is often difficult. Do not get caught making the same mistakes over and over. Nip them in the bud! Your management style defines your success as a supervisor as well as the success of your team and your department. This two-day class is the first of a two-part series and works through the general transition into a supervisory role. At the end of the 2-day session you will: Understand how to build morale and a strong team Manage perception and conflict Gain strategies for time-management and improve your problem-solving skills Smoothly make the transition from co-worker/friend to supervisor Coach employees to excellence and recognize when to coach and when to discipline.

Required text: None Prerequisite: None CEUs: 1.2

Course # , Date(s) Time
GW35547, 10/07/21, 9:00 AM to 4:00 PM 10/08/21, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, Gateway Community College, Room N004
Instructor: Frank Dixon
Fee: 300
Notes: Class is held On-Campus: 20 Church Street, New Haven. Parking available in Temple Street parking garage (180 Crown). Please bring in parking ticket for validation. Participant will need to complete a GCC Registration form prior to class.

First Time Supervisor - Management Training - Part II

Making the transition from top performing employee to top performing supervisor is often difficult. Do not get caught making the same mistakes over and over. Nip them in the bud! Your management style defines your success as a supervisor as well as the success of your team and your department. This two-day class is the second part of a two-part series that focuses on identifying what you would like your own personal leadership style to be and how to achieve this intention. At the end of the 2-day session you will: Understand how to build morale and a strong

team Manage perception and conflict Gain strategies for time-management and improve your problem-solving skills Smoothly make the transition from co-worker/friend to supervisor Coach employees to excellence and recognize when to coach and when to discipline.

Required text: None Prerequisite: None CEUs: 1.2

Course # , Date(s) Time
GW35550, 11/18/21, 9:00 AM to 4:00 PM 11/19/21, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, Gateway Community College, Room N004
Instructor: Frank Dixon
Fee: 300
Notes: Class is held On-Campus: 20 Church Street, New Haven. Parking available in Temple Street parking garage (180 Crown). Please bring in parking ticket for validation. Participant will need to complete a GCC Registration form prior to class.

Fundamentals of Supervision and Management - ONLINE

If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management. You will learn how to make a successful transition from employee to manager and you will learn how to manage your time so that you can deal with the constant demands of a managerial job. You will learn the skills required to delegate responsibility and motivate your employees. A large part of a manager's job involves getting things done through other people, and this course will help you understand how to influence and direct other people's performance. Finally, you will learn how to solve problems and resolve conflicts so you can accomplish your job more effectively.

Required text: None Prerequisite: None CEUs: 2.4

Course # , Date(s) Time
CA35514, 10/13/21, 12:00 AM to 11:59 PM 12/03/21, 12:00 AM to 11:59 PM
College, Campus & Room:
CA, Capital
Instructor:
Fee: 115
Notes: Course is offered online for 6-weeks. Students can login on their own time. Contact Ca-learnmore@capitalcc.edu , for login information.

Leadership for Everyone - (On-Campus)

Not everyone in an organization must to be a director, or Manager to be a leader. Think about your organization. I am sure you have people you work with everyday that show characteristics of leadership. We will explore the main characteristics of leadership so that you may contribution value to your organization, whether you're a Manager or not. We will review the following areas of Leadership: Results Leadership which will include Leading with Courage, and Drive for Results People Leadership which will include Influencing Others, Help to build Talent Pools, Speak with Impact, Listen to Others, Build Relationships, Coach and Develop People, and

Foster Collaboration. Thought Leadership which will include Change and Innovation, and Using Sound Judgement. Self-Leadership which will include Creating Trust, Demonstrating Adaptability, Speak with Impact, Listen to Others, Build Relationships, help to Coach and Develop People, Practice Self Development, and Foster Collaboration.

Required text: None Prerequisite: None CEUs: 1.2

Course # , Date(s) Time
MA35583, 09/21/21, 9:00 AM to 4:00 PM 09/28/21, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, MCC, SSC L240
Instructor: John Lombardo
Fee: 180
Notes: This class will be held on the MCC campus. It will be two 6 hour sessions.

Leadership for Everyone - ONLINE

Not everyone in an organization must to be a director, or Manager to be a leader. Think about your organization. I am sure you have people you work with everyday that show characteristics of leadership. We will explore the main characteristics of leadership so that you may contribution value to your organization, whether you're a Manager or not. We will review the following areas of Leadership: Results Leadership which will include Leading with Courage, and Drive for Results People Leadership which will include Influencing Others, Help to build Talent Pools, Speak with Impact, Listen to Others, Build Relationships, Coach and Develop People, and Foster Collaboration. Thought Leadership which will include Change and Innovation, and Using Sound Judgement. Self-Leadership which will include Creating Trust, Demonstrating Adaptability, Speak with Impact, Listen to Others, Build Relationships, help to Coach and Develop People, Practice Self Development, and Foster Collaboration.

Required text: None Prerequisite: None CEUs: 1.2

Course # , Date(s) Time
MA35584, 10/05/21, 1:00 PM to 4:00 PM 10/12/21, 1:00 PM to 4:00 PM 10/19/21, 1:00 PM to 4:00 PM 10/26/21, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: John Lombardo
Fee: 180
Notes: This is an ONLINE class taught remotely with WEBEX. It will be four 3 hour sessions.

Leading Hybrid and Remote Teams: "New Normal" Leadership

Leadership is being re-defined. Are you ready? Today's supervisors and managers need to lead in virtual, hybrid, and in-office environments, promoting growth and change in a positive way. We will take a holistic look at your work environment (whether it's an in-office, hybrid, or virtual) and come up with a game plan filled with practice pointers, action items, and strategies to help

you transform your team. Whether it's taking advantage of best practices for Microsoft Teams, leading virtual meetings, or finding new ways to connect and do business via chat and email, this course will provide you with insight and techniques that work while leading through challenging times and periods of change Note: Course will be taught on WebEx and requires the use of computer audio and webcam.

Required text: None Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS35495, 11/02/21, 9:00 AM to 4:00 PM 11/09/21, 9:00 AM to 4:00 PM 11/16/21, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck
Instructor: Margaret DeMarino
Fee: 285
Notes: class meets 11/2, 9, 16 Online

Leading Teams with Purpose and Results (On Campus)

Leading Teams with Purpose and Results As workplaces adapt further to post-COVID-19 realities and lessons learned, you'll lead more teams. Whether in-person at the office or virtual held online, your teams need to be organized with purpose and productive with results. This workshop covers leadership roles, types of teams, membership, goals, team stages, virtual teams, meetings, communication, conflict, difficult people, problem solving, decision making, outcomes, and reports. Leave with a plan to lead your team or even bring team members with you to shape the team you've started.

Required text: None Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
TX35563, 11/04/21, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, TXCC, Tunxis@Bristol, CR 1
Instructor: Waldemar Kostrzewa
Fee: 90
Notes:

Management and Leadership in a Post-pandemic World - (On Campus)

How can you inspire your staff especially in a post pandemic mask less world? How do you lead the workforce? What keys are necessary to motivate people who wear ear buds? Our workshop will address these questions and more such as: examining the leadership opportunities Gen X creates, understanding what leadership style works best and effectively with each group, how do YOU manage people from generations older, or younger than you are, what are the long and short-term goals of each generation? Our focus is to improve job satisfaction, employee engagement, staff collaboration and creativity, and embracing our generation differences and

diversity.

Required text: None

Prerequisite: None

CEUs: 0.6

Course # , Date(s) Time
TX35562, 09/23/21, 9:00 AM to 4:00 PM NEW DATE (old date was 9/30/21)
College, Campus & Room:
TX, TXCC, Tunxis@Bristol, CR 1
Instructor: Waldemar Kostrzewa
Fee: 90
Notes: Class Location, 430 North Main St., Bristol, CT 06010 phone 860-314-4700

Managing Disagreements, Conflicts & Confrontation – (On Campus)

This program takes a positive and effective approach to disagreement, conflict, confrontation, difficult people and other sources of negativity in the workplace. Participants will explore the causes of opposition, its emotional and behavioral manifestations and how to prevent or minimize it. This program is also an ideal introductory program for those who need to develop negotiating skills. Learning Objectives: Define conflict and identify those elements present in every conflict. Identify the sources and stages of conflict and disagreement. Describe how your self-expectations directly influence the conflict in your life. Describe the role of relationships in conflict resolution. Employ confrontation as a productive technique in resolving conflicts, while minimizing your risk. List five conflict management styles, identify your own style and know when to use each style. Use collaboration and problem solving to achieve gain/gain outcomes to conflicts. Recognize ways you can build on your conflict management strengths to become more effective in managing conflicts. Accept conflict as inevitable and benefit from it.

Required text: None

Prerequisite: None

CEUs: 0.6

Course # , Date(s) Time
TX35560, 11/18/21, 9:00 AM to 4:00 PM NEW DATE (old date was 11/15/21)
College, Campus & Room:
TX , TCC, Tunxis@Bristol , CR 1
Instructor: Larry Lindquist
Fee: 90
Notes: Class Location, 430 North Main St., Bristol, CT 06010 phone 860-314-4700

Managing Employees and Building Teams - ONLINE

Employee morale has a way of making or breaking a team. Have you ever worked with that one unhappy employee who consistently brings down the department? Productivity and engagement

levels soar when employees feel heard, valued, and respected. When employees are disgruntled, inappropriate, or disruptive, the results of those behaviors are detrimental to a team's ability to remain cohesive and effective. When expected professionalism in the workplace is absent, the consequences to the organization and its employees unlocks the potential for legal implications. This two-half day course will examine the most common types of problem employee behaviors, review best practices in organizational policies and confidentiality, identify risks if the behavior is not corrected and offer strategies for constructively managing the difficult or disruptive employee. The second day of the class will focus on establishing trust in a safe, co-working environment. Techniques on managing by example, encouraging appropriate internal and external dialogue, creating work groups to complement each other's strengths, coaching teams through conflict, and establishing cultural and diverse sensitivity will be studied.

Required text: None Prerequisite: None CEUs: 0.8

Course # , Date(s) Time
GW35546, 09/23/21, 9:00 AM to 1:00 PM 09/24/21, 9:00 AM to 1:00 PM
College, Campus & Room:
GW, REMOTE ONLINE
Instructor: Reeshemah Norfleet
Fee: 150
Notes: This class is a REMOTE ONLINE class through WebEX Meeting link. A computer with internet access, webcam, and audio is necessary. Participant will need to complete a GCC Registration form prior to class.

Moral Leadership - ONLINE

1/2 DAY Class: This class will discuss how leaders are to handle difficult situations by leading with integrity and holding the mission and values of the organization. Leaders will understand how their behavior plays a huge role in the success of their employees and the growth of the organization.

Required text: None Prerequisite: None CEUs: 0.4

Course # , Date(s) Time
GW35548, 10/08/21, 9:00 AM to 1:00 PM
College, Campus & Room:
GW, REMOTE ONLINE
Instructor: Reeshemah Norfleet
Fee: 75
Notes: This class is a REMOTE ONLINE class through a WebEX Meeting link. Student will need to have access to a computer with internet access, webcam, and audio. Participant will need to complete a GCC Registration form prior to class.

Preventing Knowledge Loss - A Manager's Guide to Capturing Knowledge Before it is Lost

Employees are an organization's most valuable resource. The knowledge and experience employees possess is what enables operations to complete and grow. This is especially true for employees who have been with the organization for a long time. It is important that organizations recognize the importance of Knowledge Management, especially as the workforce changes due to retirements, job changes and other events. In this practical hands-on course, you will learn

about the different types of knowledge, and you will develop a knowledge management plan by identifying critical business or technical knowledge, who possesses the knowledge, and simple yet effective techniques to capture, retain and transfer the knowledge. Be proactive and do not let valuable knowledge walk out the door.

Required text: None Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA35516, 09/29/21, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 307
Instructor: Juantray Easmon
Fee: 90
Notes: Course will be offered on campus. Park in the Morgan Street Garage, located at 150 Morgan St, Hartford, CT. Pull out a ticket and bring it for validation.

Project Management - All the Essentials - ONLINE

Project management is a widely recognized discipline. It has become a key ingredient to ensuring successful, on-time and on-budget projects. You should attend this course if you have led a project or will lead one in the future. The course is also recommended for anyone who will be actively participating in a project. You will learn how to determine the scope, characteristics and success of a well-defined project; how to gather and document requirements; leadership essentials; what a work breakdown session is all about; and how to schedule, estimate and handle project closure. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class.

Required text: Computer, internet connection, video camera and microphone are required. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class.
Prerequisite: None CEUs: 1.2

Course # , Date(s) Time
MA35586, 10/07/21, 1:00 PM to 4:00 PM 10/14/21, 1:00 PM to 4:00 PM 10/21/21, 1:00 PM to 4:00 PM 10/28/21, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: John Lombardo
Fee: 180
Notes: This is an ONLINE class taught remotely with WEBEX

Project Management: All the Essentials (On-Campus)

Project management is a widely recognized discipline. It has become a key ingredient to ensuring successful, on-time and on-budget projects. You should attend this course if you have led a project or will lead one in the future. The course is also recommended for anyone who will be actively participating in a project. You will learn how to determine the scope, characteristics and success of a well-defined project; how to gather and document requirements; leadership essentials; what a work breakdown session is all about; and how to schedule, estimate and handle project closure.

Required text: None Prerequisite: None CEUs: 1.2

Course # , Date(s) Time
MA35585, 09/23/21, 9:00 AM to 4:00 PM 09/30/21, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, MCC, SSC L240
Instructor: John Lombardo
Fee: 180
Notes: This class will be held on the MCC campus. It will be two 6 hour sessions.

Supervising for Success - ONLINE

You want to get the best out of your staff, but it's not always easy. Sometimes there are stumbling blocks. It may be an employee who's a workhorse, but doesn't work well with others. Or an employee who seems more interested in texting than working. Or perhaps an employee whom you know isn't working up to his/her potential. Learn best supervisory practices and strategies to help your direct reports achieve their personal best. This course centers on understand motivation, including the intrinsic rewards employees crave, such as recognition and appreciation. You will: 1) Acquire and strengthen key coaching skills to guide your staff to stretch their comfort zones 2) Help your staff members define and enhance their risk-taking skills 3) Learn how to guide staff in defining objectives and developing new skill sets 4) Employ proven techniques for motivating staff 5) Acquire an arsenal of 'perfect phrases' for key situations 6) Inspire employees to become more engaged, productive, and successful.

Required text: E-mail instructor Margaret Demarino for handouts at least 48 hours prior to class at: mademarino@snet.net

Prerequisite: Note: Course will be taught on WebEx and requires the use of computer audio and webcam. CEUs: 1.2

Course # , Date(s) Time
NW35508, 11/08/21, 9:00 AM to 4:00 PM 11/15/21, 9:00 AM to 4:00 PM
College, Campus & Room:
NW, ONLINE
Instructor: Margaret DeMarino
Fee: 190
Notes: ONLINE, 9-4 p.m. ALL CLASS MEETING DATES: Nov. 8 and Nov. 15

The Art of Human Relations- NEW, ONLINE

Human relations is the art and science of building effective workplace relationships. It is also about developing and fostering interpersonal job oriented skills. Whether you're a human resources professional, a manager, a supervisor, or simply someone interested in increasing workplace efficiency and communication skills, this course will help you achieve personal and professional growth. This primer in human relationships will give you both a historical perspective, as well as an everyday working guide to fostering better human relations. You'll learn the ten commandments of human relations, as well as gain insight into everything from stress management, to business ethics to workplace motivation. You will also discover the role human relations factors into group dynamics, as well as discover ways to foster emotional control and creativity in the workplace and adopt key practices for motivating employees in challenging environments

Required text: E-mail instructor Margaret Demarino for handouts at least 48 hours prior to class at: mademarino@snet.net

Prerequisite: Note: Course will be taught on WebEx and requires the use of computer audio and webcam. CEUs: 1.8

Course # , Date(s) Time
NW35504, 10/14/21, 9:00 AM to 4:00 PM 10/21/21, 9:00 AM to 4:00 PM 10/28/21, 9:00 AM to 4:00 PM
College, Campus & Room:
NW, ONLINE
Instructor: Margaret DeMarino
Fee: 285
Notes: ONLINE, 9-4 p.m. ALL CLASS MEETING DATES: Oct. 14, 21 and 28

The Multigenerational Workforce - ONLINE

The average workplace can easily see a 40-plus year gap in the age of its employees. Supervising or simply working in a multigenerational workplace can have its challenges and its rewards. In this interactive workshop, we will take a look at the influences and opportunities experienced by each generation, and how they shape expectations, work ethics, and practices. You will learn how to tune in and avoid turn offs for working closely with people of all ages and stages of their careers Packed with hands-on tips and techniques for closing the generation gaps, this highly interactive workshop will provide a forum for better understanding of each generation. You will learn the major motivations, concerns, practices, and priorities of each generation, the most effective ways to communicate between the generations, and tips for 'mixing' generations in order to create workplace respect and harmony.

Required text: E-mail instructor Margaret Demarino for handouts at least 48 hours prior to class at: mademarino@snet.net

Prerequisite: Note: Course will be taught on WebEx and requires the use of computer audio and webcam. CEUs: 1.8

Course # , Date(s) Time
NW35509, 11/24/21, 9:00 AM to 4:00 PM 12/01/21, 9:00 AM to 4:00 PM 12/08/21, 9:00 AM to 4:00 PM
College, Campus & Room:
NW, ONLINE
Instructor: Margaret DeMarino
Fee: 285
Notes: Online, 9-4, ALL CLASS MEETING DATES: Nov. 24, Dec. 1 and Dec. 8

The Upward Mobility & Supervisory Skills Toolkit (UPDATED)

Whether you're a supervisor, want to become one, or just want to move ahead in your career, this workshop will position you as a valued team player in your department. You will develop expertise that will be critical to your career success, whether you are supervising a remote, hybrid, or back-to-the-workplace team. You will leave with a toolkit of insights, tips and practices, including key communication practices for getting along with co-workers, bosses, and those you supervise. Attendees will learn: 7 key steps to get respect, 15 best practices of supervisors, 4 key practices for providing feedback to employees, 10 keys to managing a virtual workplace, 3 keys for supervising hybrid workers, the 5-15 reporting structure, 30 top supervisory missteps to avoid, and a 7-step stress management plan. Each participant will leave with their own customized real-life transition plan, with a way to identify and supervise each employee by personality, working style, and work ethic. Note: Course will be taught on WebEx and requires the use of computer audio and webcam.

Required text: None Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS35489, 09/21/21, 9:00 AM to 4:00 PM 09/28/21, 9:00 AM to 4:00 PM 10/05/21, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck
Instructor: Margaret DeMarino
Fee: 285
Notes: class meets 9/21, 28, 10/5 Online

Women in Leadership Certificate Program

Women face unique challenges in leadership roles. This highly participative online workshop provides an IRL (In Real Life) approach to leading in today's virtual, hybrid, and workplace-based environments. It takes an in-depth look at five basic areas: addressing the "double standard" dilemma; understanding your personal leadership style, factoring in gender and personality; communicating more effectively when providing and receiving feedback; strengthening leadership skills by increasing emotional intelligence; and navigating the work-life balance. You will learn how to outsmart gender bias and create better self-talk and habits to accomplish more! You will learn: 1. Strategies for dealing with the three most common challenges faced by women leaders. 2. Explore how gender dimensions of communication and behavior, including microaggressions and affinity bias, affect perception and reality of leadership. 3. Define your own leadership styles and tendencies, focusing in on magnifying strengths and strengthening weaknesses. 4. Understand how to integrate emotional intelligence into leadership best practices. 5. Explore how gender impacts feedback and plays a role in coaching and mentoring. 6. Learn how to effectively seek mentors for your own professional development. 7. Identify and address work-life balance conflicts. Note: Course will be taught on WebEx and requires the use of computer audio and webcam.

Required text: None Prerequisite: None CEUs: 1.8

Course # , Date(s) Time

AS35499, 11/23/21, 9:00 AM to 4:00 PM 11/30/21, 9:00 AM to 4:00 PM 12/07/21, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck
Instructor: Margaret DeMarino
Fee: 285
Notes: class meets 11/23, 11/30, 12/7 Online

Technology

A+ Certification 220-1001 Exam Preparation (On-Campus)

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

application is required and used by instructors and students.

Prerequisite: Basic knowledge of hardware and operating systems recommended. CEUs: 3.6

Course # , Date(s) Time
MA35591, 09/20/21, 9:00 AM to 4:00 PM 09/24/21, 9:00 AM to 4:00 PM 09/27/21, 9:00 AM to 4:00 PM 10/01/21, 9:00 AM to 4:00 PM 10/04/21, 9:00 AM to 4:00 PM 10/08/21, 9:00 AM to 4:00 PM
College, Campus & Room:
MA
Instructor: Peter Rinsland
Fee: 1,000
Notes: Occurs every Monday and Friday from 9:00 AM to 4:00 PM effective Mon 9/20/2021 until Fri 10/8/2021

A+ Certification 220-1002 Exam Preparation (On-Campus)

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

application is required and used by instructor and students. Students reserving seats in this class must reach out to JMilavsky@mcc.commnet.edu at least one week prior to the start of class in order to officially register for the class with Manchester Community College. Students registered for this class will be contacted with further instructions one to three business days prior to class. Prerequisite: A+ 220-1001 Certification Prep, equivalent training, or contact Bruce Manning at bmanning@manchestercc.edu. CEUs: 3.6

Course # , Date(s) Time
MA35592, 10/11/21, 9:00 AM to 4:00 PM 10/15/21, 9:00 AM to 4:00 PM 10/18/21, 9:00 AM to 4:00 PM 10/22/21, 9:00 AM to 4:00 PM 10/25/21, 9:00 AM to 4:00 PM 10/29/21, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, MCC
Instructor: Peter Rinsland
Fee: 1,000
Notes: Occurs every Monday and Friday from 9:00 AM to 4:00 PM effective Mon 10/11/2021 until Fri 10/29/2021

Access: Advanced - ONLINE

Explore multi-criteria Parameter queries as well as the many types of Action queries. Build AutoKey and AutoExec macros. Import and export data, explore XML and CSV file formats and save an object to an XPS file. Students will learn object dependencies, using the Linked Table Manager, linking to Excel; procedures to ensure proper database management, such as analyzing, splitting, converting, protecting, and backing up databases; and use Access with Outlook.

Required curriculum is Included in the course fee. Coursework will cover Microsoft Office versions 2016, 365 and 2019. Required for this online course: Internet access and computer.

Microphone and webcam needed for live audio/video training. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. The instructor will contact students with further instructions one to three business days prior to class.

Required text: Required curriculum is Included in the course fee. Internet access and computer. Microphone and webcam needed for live audio/video training. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class.

Prerequisite: Access Intermediate course, or permission of instructor or computer coordinator. CEUs: 0.6

Course # , Date(s) Time
MA35619, 12/10/21, 1:00 PM to 4:00 PM 12/17/21, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: George Pillar
Fee: 95
Notes: This course will be held online via Webex.

Access: Intermediate - ONLINE

Using Application Objects, create a multi-table database containing a relationship and learn the significance of relationships in databases. Create select queries, data entry forms, navigation forms, sub-forms and discover how form layout is similar to report layout. Use built-in tools to find and replace data, import data, and more. Understand the use of templates. Required curriculum is included in the course fee. Coursework will cover Microsoft Office versions 2016, 365 and 2019. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. The instructor will contact students with further instructions one to three business days prior to class.

Required text: Required curriculum is included in the course fee. Internet access and computer. Microphone and webcam needed for live audio/video training. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class.

Prerequisite: Access Introduction course, or permission of instructor or computer coordinator. CEUs: 1.2

Course # , Date(s) Time
MA35618, 11/17/21, 1:00 PM to 4:00 PM 11/24/21, 1:00 PM to 4:00 PM 12/01/21, 1:00 PM to 4:00 PM 12/08/21, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: George Pillar
Fee: 190
Notes: This course will be held online via Webex.

Access: Introduction - ONLINE

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

Required text: Internet access and computer. Microphone and webcam needed for live audio/video training. The instructor will contact students with further instructions one to three business days prior to class. Students should have one of the following versions of the Access for this course. Access 2016, Access 365 or Access 2019 should be installed on the computer that the student will be using for the training. There are many of the same features in these versions. Students reserving seats in this class must reach out to JMilavsky@mcc.commnet.edu at least one week prior to the start of class in order to officially register for the class with Manchester Community College. Students registered for this class will be contacted with further instructions

one to three business days prior to class.

Prerequisite: Basic Windows, keyboard and mouse skills CEUs: 0.6

Course # , Date(s) Time
MA35606, 11/03/21, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: George Pillar
Fee: 99
Notes: This is an ONLINE class taught remotely with WEBEX

Achieving Top Search Engine Positions - ONLINE

Most Web traffic comes from search engines. That means the most important thing you can do to increase your website's traffic is to improve its search engine ranking. To do that, you must understand both the art and science of search engine optimization (SEO). In this course, you will gain the knowledge you need to boost your website's visibility. By the end of the course, you will have mastered proven, step-by-step SEO strategies that you can implement right away.

Required text: None Prerequisite: None CEUs: 2.4

Course # , Date(s) Time
CA35519, 10/13/21, 12:00 AM to 11:59 PM 12/03/21, 12:00 AM to 11:59 PM
College, Campus & Room:
CA, Capital
Instructor:
Fee: 115
Notes: Course is offered online for 6-weeks. Students can login on their own time. Contact Calearnmore@capitalcc.edu , for login information.

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, checkboxes, drop-down menus, and more. Required curriculum is included in the course fee. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class.

Required text: Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class.

Prerequisite: Basic Windows, keyboard, and mouse skills; word processing experience recommended. CEUs: 1.2

Course # , Date(s) Time
MA35594, 09/17/21, 9:00 AM to 4:00 PM 09/24/21, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, MCC, LRC B142
Instructor:
John Hilditch
Fee:
275
Notes:
This course is held on-campus.

Adobe Photoshop CC: Introduction (On-Campus)

Learn how to use the most powerful image editing software available, Adobe Photoshop. Improve your photographs using Photoshop’s non-destructive color adjustments and retouching capabilities inside Photoshop and Camera Raw. Topics include layers; selections; using color and transparency in blend modes; adjusting images to improve quality/suitability for intended publication; advanced image editing; design; web and print skills with compositing; color management and type controls. Through demonstration and hands-on exercises taught by a media arts professional, you will create exciting and amazing images using some of this program’s limitless capabilities.

Required text: Required curriculum is included in the course fee.

Prerequisite: None CEUs: 1.2

Course # , Date(s) Time
MA35604, 10/28/21, 9:00 AM to 4:00 PM 11/04/21, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, MCC
Instructor:
Kathleen Smits
Fee:
275
Notes:
This course is held on-campus.

Azure Fundamentals Certification Preparation (On-Campus) - NEW

Microsoft Certified: Azure Fundamentals Certification Preparation Candidates for the Azure Fundamentals certification should have foundational knowledge of cloud services and how those services are provided with Microsoft Azure. This certification is intended for candidates who are just beginning to work with cloud-based solutions and services or are new to Azure. Azure Fundamentals certification is an opportunity to prove knowledge of cloud concepts, Azure services, Azure workloads, security and privacy in Azure, as well as Azure pricing and support. Candidates should be familiar with the general technology concepts, including concepts of networking, storage, compute, application support, and application development. Azure Fundamentals can be used to prepare for other Azure role-based or specialty certifications. Azure Fundamentals required exam: AZ-900 Prerequisite: Knowledge of Internet and cloud concepts recommended. Target audience for this training is: administrator, business user, developer, student, technology Manager

Required text: Required exam: AZ-500. Exam cost is not included in the course fee. Hands-on labs are included.

Prerequisite: Knowledge of Internet and cloud concepts recommended. Candidates should be familiar with the general technology concepts, including concepts of networking, storage, compute, application support, and application development. Azure Fundamentals can be used to prepare for other Azure role-

based or specialty certifications. Azure Fundamentals required exam: AZ-900 Prerequisite: Knowledge of Internet and cloud concepts recommended. Target audience for this training is: administrator, business user, developer, student, technology Manager CEUs: 0.6

Course # , Date(s) Time
MA35593, 10/12/21, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, MCC, LRC B141
Instructor: Jayson Ferron
Fee: 150
Notes: This course is held on-campus.

Business Analytics Using Excel - ONLINE

In today's business world, analyzing and presenting data in a manner that supports informed decision making can give your organization a competitive advantage. This course presents business problems and proposed solutions, using MS Excel tools and utilities, to help organize, evaluate, and display business data in a way that makes the data actionable. Topics include "What-if" modeling, built-in functions, charting, Sparklines, and PivotTables and a brief overview of Power Pivots. Course Objectives: ? Acquire a better understanding of the analysis of business data using MS Excel as a data analysis and presentation tool. ? Secure a working knowledge of numerous Excel formulas, tools, and utilities Course is offered online, via the student platform Blackboard. Students will need to contact ca-learnmore@capitalcc.edu for login information.

Required text: None

Prerequisite: Students should have solid knowledge of the Excel application including navigation, charting and use of formulas and functions. CEUs: 0.8

Course # , Date(s) Time
CA35511, 10/01/21, 12:00 AM to 11:59 PM 10/30/21, 12:00 AM to 11:59 PM
College, Campus & Room:
CA, Capital, Online
Instructor: Cecilia Walpole-Griffin
Fee: 115
Notes: Course is offered online for 4-weeks. Students can login on their own time. Contact Ca-learnmore@capitalcc.edu , for login information and software access.

Certified Ethical Hacker Certification Preparation - NEW

This Certified Ethical Hacker CEH v11 course will teach you the latest commercial-grade hacking tools, techniques, and methodologies used by hackers and information security professionals to lawfully hack an organization. This course will immerse students through an interactive environment and shown how to scan, test, hack and secure their own systems. Students will also learn about Intrusion Detection, Policy Creation, Social Engineering, DDoS Attacks, Buffer Overflows and Virus Creation. CEH v11 has a greater focus on 18 attack vectors, including the OWASP Top 10, IoT hacking, Vulnerability Analysis, APT, Fileless Malware, Web API Threats, Webhooks, Web Shell, OT Attacks, Cloud Attacks, AI, ML, and much more! The student will learn the latest malware analysis tactics for ransomware, banking. and financial malware, IoT botnets, OT Malware Analysis, Android Malware with modern case studies and current events. There is also a focus on Cloud and IoT with hands-on hacking challenges. This lab-intensive approach will provide each student with in-depth knowledge and practical experience using the current essential security systems. Prerequisite: Knowledge of hardware and

operating systems. A+ or Network+ certification recommended. Ask about scholarship funding for this course. Contact Bruce Manning, Program Coordinator, bmannings@manchestercc.edu.
 CRN | Fee: \$1,750 5 sessions | Monday-Friday | 11/15-11/19-11/30 (registration deadline 11/5) 9 AM-4 PM | LRC Room B142 (limited seating) Instructor: Jayson Ferron

Required text: None

Prerequisite: Knowledge of hardware and operating systems. A+ or Network+ certification recommended. CEUs: 3

Course # , Date(s) Time
MA35608, 11/15/21, 9:00 AM to 4:00 PM 11/16/21, 9:00 AM to 4:00 PM 11/17/21, 9:00 AM to 4:00 PM 11/18/21, 9:00 AM to 4:00 PM 11/19/21, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, MCC, LRC B142
Instructor: Jayson Ferron
Fee: 1,750
Notes: This course is held on-campus.

Certified Information Systems Security Professional (CISSP) Exam Preparation (On-Ground)

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

please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course.

Required text: Required curriculum is Included in the course fee. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course.

Prerequisite: It is highly recommended that students have certifications in Network+ or Security+, or possess equivalent professional experience upon entering CISSP training. It will be beneficial if students have one or more of the following security-related or technology-related certifications or equivalent industry experience: MCSE, MCTS, MCITP, SCNP, CCNP, RHCE, LCE, CNE, SSCP, GIAC, CISA, or CISM. CEUs: 3

Course # , Date(s) Time
MA35610, 11/22/21, 9:00 AM to 4:00 PM 11/24/21, 9:00 AM to 4:00 PM 11/29/21, 9:00 AM to 4:00 PM 12/01/21, 9:00 AM to 4:00 PM 12/06/21, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, MCC, LRC B141
Instructor: Paul Picard, Ph.D.
Fee: 1,250
Notes: This course is held on-campus.

Certified Network Defender Exam Certification Preparation (On-Campus) NEW

Certified Network Defender Certification Preparation The Certified Network Defender certification preparation course has earned a reputation as the only vendor-neutral network security certification program on the market that is 100% focused on network security and defense. Certified Network Defender v2 has been designed by industry experts to help IT Professionals play an active role in the Protection of digital business assets and Detection and Response to Cyber Threats, while leveraging Threat Intelligence to Predict them before they happen. CND is a network security course designed to help organizations create and deploy the most comprehensive network defense system. The most practical network security and defense program ever, more than 50% of the course is lab-intensive to ensure application of real-world skills. Certified Network Defender v2 is recommended for individuals who have fundamental knowledge of networking concepts. It will also help individuals from the below mentioned job roles progress further in their career: Network Administrators, IT Administrators, Network Engineers, Data Analysts, Network Technicians. Ask about scholarship funding for this course. Contact Bruce

Manning, Program Coordinator, bmanning@manchestercc.edu.

Required text: NONE

Prerequisite: Knowledge of hardware and operating systems. A+ or Network+ certification recommended. CEUs: 3

Course # , Date(s) Time
MA35599, 10/25/21, 9:00 AM to 4:00 PM 10/26/21, 9:00 AM to 4:00 PM 10/27/21, 9:00 AM to 4:00 PM 10/28/21, 9:00 AM to 4:00 PM 10/29/21, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, MCC, B141
Instructor: Jayson Ferron
Fee: 1,500
Notes: This course is held on-campus.

Creating Fillable Electronic Forms with Word & Google Drive

In this digital era, electronic forms are a must. There are many programs available that you can use for this purpose. In this workshop you will learn about two of these programs: Google Drive and Microsoft Word. Google Drive Forms is a free form creation/data collection tool. You can create registrations, prepare polls, collect contact information, and more. With a wide array of themes and the possibility of using your own pictures or logos, you can customize your forms any way you want. Let others help you, by adding collaborators. Add random questions, question skipping, and YouTube videos. Invite an unlimited number of respondents by sharing the URL or emailing an embedded form. Analyze the responses that are collected automatically from your forms with Google Sheets and charts. A Google account is needed or will be created during the class. For the second part of the workshop, you will learn how to create forms from scratch in Microsoft Word. Create user-friendly forms that can be completed electronically and saved by the end-user. You will learn about Templates, which are premade documents that you can customize.

Required text: None

Prerequisite: Basic computer skills. Knowledge of MS Word. CEUs: 0.6

Course # , Date(s) Time
CA35520, 09/24/21, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital
Instructor: Michael Montgomery
Fee: 95
Notes: Course will be offered on campus. Park in the Morgan Street Garage, located at 150 Morgan St, Hartford, CT. Pull out a ticket and bring it for validation.

Excel Advanced - ONLINE

Excel Advanced builds on the concepts and skills of our Excel Introduction and Intermediate courses to provide advanced tools for solving real-world problems in Microsoft Excel: lookup and decision-making functions, auditing and error-handling, array functions, date and text functions, importing and exporting, what-if-analysis and macros. Topics include logical and lookup functions, advanced formulas, auditing, arrays, importing and exporting, power pivot, analysis, macros and forms. Required curriculum is included in the course fee. Coursework will cover Microsoft Office versions 2016, 365 and 2019.

Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not

complete your registration before the start of class, you will not receive the link to join this class. The instructor will contact students with further instructions one to three business days prior to class.
 Required text: Required curriculum is included in the course fee. Internet access and computer. Microphone and webcam needed for live audio/video training.
 Prerequisite: Excel Intermediate course, or permission of the instructor or computer coordinator.
 CEUs: 0.6

Course # , Date(s) Time
MA35613, 10/15/21, 1:00 PM to 4:00 PM 10/22/21, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: Matthew Marshall
Fee: 95
Notes: This course will be held online via Webex.

Excel Dashboards - ONLINE

Excel dashboards provide an organized way to view and report large amounts of changing data in real-time. This course covers the mechanics of constructing dashboards and further explores the components learned in MCC's Excel Data and Function courses. The first class session covers the mechanics of constructing dashboards. Students will learn to import and manipulate data, employ functions, insert charts, fabricate pivot tables, and create interactive filters. The second class session covers more complex dashboard construction. These include importing data, nested functions for formulas, pivot charts, pivot tables, recording macros and interactive filters. This session will also explore some aesthetic dashboard design elements such as identifying important information and determining appropriate visual presentation formats for optimal communication. The third class session covers dashboard visual element configuration for end-

user deployment, on-screen visual element protection, and publishing dynamically linked Excel dashboards to other applications like PowerPoint. Additional topics include visual element control, timelines, labels, dashboard security, dynamic data source linking, and publishing dashboards or other Excel elements. Coursework will cover Microsoft Office versions 2016, 365 and 2019. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. Required text: A computer with internet access, a webcam, and a microphone. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. Prerequisite: MCC's Excel Data and Functions course and Excel Pivot Tables course or equivalent knowledge. Students must also have prior knowledge of functions, formulas, sorting and filtering, pivot tables, pivot charts, slicers CEUs: 0.9

Course # , Date(s) Time
MA35616, 11/29/21, 1:00 PM to 4:00 PM 12/01/21, 1:00 PM to 4:00 PM 12/03/21, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor:
John Hilditch
Fee:
250
Notes:
This course will be held online via Webex.

Excel Data and Functions - ONLINE

This comprehensive course on data handling will ensure that you are tapping the full power of Excel. Students will learn how to use a Pivot Table to analyze numerical data in detail, query in many user-friendly ways; subtotaling and aggregating numeric data, summarize data by categories and subcategories and create custom calculations and formulas; expand and collapse levels of data to focus your results, filter, sort, group, and conditionally format the most useful and interesting subset of data enabling you to focus on just the information you want. Learn how to present concise, attractive, and annotated online or printed reports. Students will expand on

the information gained and concentrate on an in-depth exploration of Pivot Table manipulation to deliver useful data and effective slicer crafting to allow rapid underlying data filtration and report creation for designers and end users. Required curriculum is included in course fee. Coursework will cover Microsoft Office versions 2016, 365, and 2019. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. The instructor will contact students with further instructions one to three business days prior to class.

Required text: Required curriculum is included in the course fee. Internet access and computer. Microphone and webcam needed for live audio/video training. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class.

Prerequisite: Excel Introduction required or equivalent knowledge. Knowledge should include writing simple formulas and functions, understanding charts, basic data sorting, and filtering. CEUs: 1.2

Course # , Date(s) Time
MA35617, 11/03/21, 1:00 PM to 4:00 PM 11/05/21, 1:00 PM to 4:00 PM 11/10/21, 1:00 PM to 4:00 PM 11/12/21, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: John Hilditch
Fee: 275
Notes: This course will be held online via Webex.

Excel: Functions and Formulas

Apply advanced analytical concepts using formulas and functions. Topics covered include logical operators, VLOOKUP function, string-manipulation, date, sum, financial functions, Goal Seek Tool, and many others.

Required text: None

Prerequisite: Participants must have Excel intermediate level skills. CEUs: 0.6

Course # , Date(s) Time
CA35521, 10/15/21, 9:00 AM to 4:00 PM

College, Campus & Room:
CA, Capital
Instructor: Michael Montgomery
Fee: 95
Notes: Course will be offered on campus. Park in the Morgan Street Garage, located at 150 Morgan St, Hartford, CT. Pull out a ticket and bring it for validation.

Excel - In the Beginning

This instructor led, six-hour course will familiarize students with spreadsheet terminology and the fundamental concepts of Microsoft Excel, including identifying Excel window components, navigating worksheets, and downloading templates. In addition, students will learn the basics of entering and editing text, values, and formulas, and modify page setup. They will learn how to move and copy data and formulas, how to determine absolute and relative references, and how to work with ranges, rows, and columns. Students will also learn how to use simple functions, and how to easily apply formatting techniques to worksheet data. Finally, they will review workbooks for spelling errors, modify page setup, and print worksheets. Course objectives: Recognize spreadsheet terminology; create and navigate a workbook; open a downloaded template; enter and edit text values and formulas; save and update a workbook; move and copy data and formulas; work with relative and absolute references; insert and delete ranges, rows, and columns; use basic functions to perform calculations in a worksheet; format text, cells, rows, and columns; format numbers; review workbooks for spelling errors, modify page setup and print worksheets. THIS IS A BASIC CLASS.

Required text: None

Prerequisite: Basic Knowledge of computer operations, this is not a class on how to use your computer, this is a class on Excel, the basics CEUs: 0.6

Course # , Date(s) Time
TX35554, 10/29/21, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, TXCC, Tunxis@Bristol, Lab
Instructor: Laura Higgins
Fee: 95
Notes: Class Location, 430 North Main St., Bristol, CT 06010 phone 860-314-4700

Excel Intermediate - ONLINE

Excel Intermediate builds on the basic concepts and skills of our Excel Introduction course to provide more advanced tools for analysis and presentation of complex, realistic data in Microsoft Excel: how to manage complex workbooks, build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features, and collaborate with other users. Topics include managing workbooks, named ranges, tables, summarizing data, pivot tables, presentation features, advanced charts, and collaboration. Required curriculum is included in the course fee. Coursework will cover Microsoft Office versions 2016, 365 and 2019. After

reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. The instructor will contact students with further instructions one to three business days prior to class.

Required text: Required curriculum is included in the course fee. Internet access and computer. Microphone and webcam needed for live audio/video training. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class.

Prerequisite: Excel Introduction course, or permission of instructor or computer coordinator. CEUs: 0.6

Course # , Date(s) Time
MA35612, 09/28/21, 1:00 PM to 4:00 PM 10/05/21, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: Matthew Marshall
Fee: 95
Notes: This course will be held online via Webex.

Excel Introduction - ONLINE

Excel Introduction is designed for people new to spreadsheets and for self-taught users who wish to expand their knowledge. Using the new version of their renowned spreadsheet software, students will learn to recognize the main areas of the Excel worksheet and workbook; enter, edit and delete data; create basic formulae and functions, including SUM, AVERAGE, MAX and MIN; enhance the presentation of workbook data; create, display and manipulate simple charts; work with multiple worksheets; freeze titles and add comments. Required curriculum is included

in the course fee. Coursework will cover Microsoft Office versions 2016, 365 and 2019. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. The instructor will contact students with further instructions one to three business days prior to class. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class.

Required text: Internet access and computer. Microphone and webcam needed for live audio/video training. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class.

Prerequisite: Basic Windows, keyboard, and mouse skills. CEUs: 0.6

Course # , Date(s) Time
MA35611, 09/17/21, 1:00 PM to 4:00 PM 09/24/21, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor:
Matthew Marshall
Fee:
95
Notes:
This course will be held online via Webex.

Excel Pivot Tables - ONLINE

First Class: Students will learn how to use a Pivot Table to analyze numerical data in detail, query in many user-friendly ways; subtotal and aggregate numeric data, summarize data by categories and subcategories, and create custom calculations and formulas; expand and collapse levels of data to focus results; filter, sort, group, and conditionally format the most useful and interesting subset of data enabling you to focus on just the information you want. Learn how to

present concise, attractive and annotated online or printed reports. Second class: Students will expand on the knowledge gained during the Introductory Pivot Tables course. Intermediate Pivot Tables will explore preparing tables, reports, slicers, timelines, and other dynamic elements for use as effective visual communications tools. Third class: This class covers advanced topics like slicers, calculated fields, creating multiple pivot tables from one, nested formulas, subtotalling and result visibility, underlying pivot table data, report views, advanced charting, and queries. Required curriculum is included in the course fee. Coursework will cover Microsoft Office versions 2016, 365 and 2019. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. The instructor will contact students with further instructions one to three business days prior to class.

Required text: Required curriculum is included in the course fee. Internet access and computer. Microphone and webcam needed for live audio/video training. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class.

Prerequisite: Excel Introduction required or equivalent knowledge. Knowledge of writing simple formulas and functions, basic charts, basic sorting, and filtering. CEUs: 0.9

Course # , Date(s) Time
MA35615, 11/15/21, 1:00 PM to 4:00 PM 11/17/21, 1:00 PM to 4:00 PM 11/19/21, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: John Hilditch
Fee: 250
Notes: This course will be held online via Webex.

Excel: Pivot Tables, Power Pivots & Pivot Charts

Pivot Tables allow you to analyze raw data for business analysis purposes, but they are limited. Due to Excel's own limitations of 1048576 Rows, you cannot analyze more than 1048576 rows of data, and there may even be limitations in analyzing data from two or more spreadsheets. The PowerPivot Add-In allows to import, merge and analyze data from several data sources at once, with barely any limitations. Turn your raw data into a Pivot Table to help you gather business

analytics. Create a Pivot Chart from your Pivot Table. Explore these amazing tools in Excel and make the most of your data. Objectives 1) Learn the difference between Pivot Tables and PowerPivot 2) Learn how to use a Pivot Table ? Learn how to use a Pivot Chart 3) Learn how to use the PowerPivot tool.

Required text: None

Prerequisite: Students must have Excel intermediate level skills and need to know how to use formulas and functions in Excel. CEUs: 0.6

Course # , Date(s) Time
CA35571, 11/19/21, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, Room 613
Instructor: Michael Montgomery
Fee: 95
Notes: Course will be offered on campus. Park in the Morgan Street Garage, located at 150 Morgan St, Hartford, CT. Pull out a ticket and bring it for validation.

Google Analytics: Introduction - ONLINE

No matter what brings you to the Web, your hope is that a lot of people see your website, your wall, your tweets, and your videos. In this course, you will learn to use Google Analytics to make the most of your online traffic. You will see how you can track not just the to all of your online content, but also determine which content is the most appealing, where your visitors came from, what devices they used, how long they stayed, which links they clicked, and where they went when they left. This course guides you step-by-step, report-by-report, through the major parts of the Google Analytics interface. From setting up your Google Analytics account and getting the all-important code you will need to add to your web pages to begin tracking your visitors, you will learn everything you need to know to get everything you can from the data that Google Analytics provides. You will even find out about Google AdWords and other tools to enhance your traffic as well as your Google Analytics reporting.

Required text: None Prerequisite: None CEUs: 2.4

Course # , Date(s) Time
CA35522, 11/17/21, 12:00 AM to 11:59 PM 01/07/22, 12:00 AM to 11:59 PM
College, Campus & Room:
CA, Capital
Instructor:
Fee: 115
Notes: Course is offered online for 6-weeks. Students can login on their own time. Contact Ca-learnmore@capitalcc.edu , for login information.

High Speed Project Management - ONLINE

Retool your project management skill set to keep up with new technology projects. This course provides a breakthrough model for dealing with the realities of managing projects through the challenges of truncated timelines, short-staffed project teams, skimpy budgets, and crippling risks. This course is offered online over 6 weeks in an asynchronous format, for a total of 24

course hours. Participants can login at any time to complete their coursework.

Required text: None Prerequisite: None CEUs: 2.4

Course # , Date(s) Time
CA35515, 10/13/21, 12:00 AM to 11:59 PM 12/03/21, 12:00 AM to 11:59 PM
College, Campus & Room:
CA, Capital
Instructor:
Fee: 115
Notes: Course is offered online for 6-weeks. Students can login on their own time. Contact Calearnmore@capitalcc.edu , for login information.

Java Programming Introduction - NEW

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 include: 1) The Java Programming Environment 2) Introduction to Classes and Objects 3) Graphics 4) Fundamental Data Types 5) Decisions 6) Iterations 7) Arrays, Array Lists, and Simple Array Algorithms 8) Methods (Parameter Passing, Instance vs. Static Methods) 9) Inheritance

Required text: None

Prerequisite: No prior programming experience and knowledge are assumed or needed.

CEUs: 1.8

Course # , Date(s) Time
MA35602, 10/15/21, 1:00 PM to 4:00 PM 10/22/21, 1:00 PM to 4:00 PM 10/29/21, 1:00 PM to 4:00 PM 11/05/21, 1:00 PM to 4:00 PM 11/12/21, 1:00 PM to 4:00 PM 11/19/21, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, MCC, LRC B142
Instructor: George Pillar
Fee: 399
Notes: This course is held on-campus.

Microsoft Certified: Azure Security Engineer Associate Certification Preparation (On-Campus) - NEW

Students pursuing the Microsoft Azure Security Engineer certification should have subject

matter expertise implementing security controls and threat protection, managing identity and access, and protecting data, applications, and networks in cloud and hybrid environments as part of an end-to-end infrastructure. Responsibilities for this role include maintaining the security posture, identifying, and remediating vulnerabilities by using a variety of security tools, implementing threat protection, and responding to security incident escalations. Azure Security Engineers often serve as part of a larger team dedicated to cloud-based management and security and may also secure hybrid environments as part of an end-to-end infrastructure. Skills measured: manage identity and access, implement platform protection, manage security operations, secure data and applications. Required exam: AZ-500. Exam cost is not included in course fee. Prerequisite: A candidate for this certification should have strong skills in scripting and automation; a deep understanding of networking, virtualization, and cloud N-tier architecture; and a strong familiarity with cloud capabilities and products and services for Azure, plus other Microsoft products and services.

Required text: None

Prerequisite: A candidate for this certification should have strong skills in scripting and automation; a deep understanding of networking, virtualization, and cloud N-tier architecture; and a strong familiarity with cloud capabilities and products and services for Azure, plus other Microsoft products and services. CEUs: 0.3

Course # , Date(s) Time
MA35607, 09/21/21, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, MCC, LRC B141
Instructor: Jayson Ferron
Fee: 75
Notes: This course is held on-campus.

Microsoft Forms Introduction - ONLINE NEW

Do you have a need to create a survey, course evaluation form, or quiz? If so, Microsoft Forms provides an easy way to create, share and review simple forms of those types. This class will

introduce you to Microsoft Forms, and together we will create a form that shows all of the types of input controls available, another that will show you how to use branching to show certain inputs based on choices the user makes, and finally a form that allows you to quiz your audience. We will also discuss how to control access to your form, how to review the inputs from your users, and how to export the input from your users to Excel for further analysis.

Required text: A computer, internet connection, video camera, and microphone are required.

Prerequisite: Familiarity with Microsoft Excel recommended. CEUs: 0.3

Course # , Date(s) Time
MA35596, 09/21/21, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, MCC
Instructor: Matthew Marshall
Fee: 75
Notes: Course will be held on-line

Microsoft Office: MCC Certificate - ONLINE

Increase your employability with this intensive 36-hour course and receive a Microsoft Office MCC Certificate on completion. This hands-on workshop will include practice time on Word, Excel, Access, PowerPoint, and Outlook. Students will learn the basics of all Office programs,

including merges, tables, graphics and sharing documents in Word; formulas, data management, formatting and printing in Excel; database creation, criteria in queries, report and form design, grouping data, and establishing relationships in Access; creating slide shows, importing from Word, adding tables/graphics, animation, and advanced formatting in PowerPoint; and e-mail management, creating folders, adding signatures/attachments, scheduling appointments with others, organizing contact lists, and creating/updating tasks in Outlook. Required curriculum is included in the course fee. Coursework will cover versions 2016, 365, and 2019. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. Required text: Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. Prerequisite: Basic Windows, keyboarding and mouse skills. CEUs: 3.6

Course # , Date(s) Time
MA35595, 09/15/21, 1:00 PM to 4:00 PM 09/17/21, 1:00 PM to 4:00 PM 09/22/21, 1:00 PM to 4:00 PM 09/24/21, 1:00 PM to 4:00 PM 09/29/21, 1:00 PM to 4:00 PM 10/01/21, 1:00 PM to 4:00 PM 10/06/21, 1:00 PM to 4:00 PM 10/08/21, 1:00 PM to 4:00 PM 10/13/21, 1:00 PM to 4:00 PM 10/15/21, 1:00 PM to 4:00 PM 10/20/21, 1:00 PM to 4:00 PM 10/22/21, 1:00 PM to 4:00 PM 10/27/21, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: John Hilditch
Fee: 600
Notes: This course will be held online via Webex.

Network+ N10-007 Certification Preparation (On-Campus)

CompTIA Network+ is a vendor-neutral networking certification that is trusted around the world. It validates the essential knowledge and skills needed to confidently design, configure, manage and troubleshoot any wired and wireless networks. CompTIA Network+ certified individuals are in demand worldwide. Students will gain the necessary skills to prepare them for

the Network+ certification exam, including establishing basic network design and connectivity, understanding and maintaining network documentation, identifying network limitations and weaknesses, and implementing network security, standards and protocols. The successful candidate will have a basic understanding of emerging network technologies including unified communications, 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. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Microsoft Teams application, free download is required and used by the instructor and students. The instructor will contact students with further instructions one to three business days prior to class. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course.

Required text: Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Microsoft Teams application, free download is required and used by the instructor and students. The instructor will contact students with further instructions one to three business days prior to class. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course.

Prerequisite: CompTIA A+ Certified, or equivalent experience and minimum of 9 months experience in network support or administration; or academic training equivalency. CEUs: 3.6

Course # , Date(s) Time
MA35609, 11/02/21, 9:00 AM to 4:00 PM 11/04/21, 9:00 AM to 4:00 PM 11/09/21, 9:00 AM to 4:00 PM 11/11/21, 9:00 AM to 4:00 PM 11/16/21, 9:00 AM to 4:00 PM 11/18/21, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, MCC, LRC B141
Instructor:
Paul Picard, Ph.D.
Fee:
1,500
Notes:
This course is held on-campus.

OSHA 10 Certification - ONLINE

OSHA training is necessary for a safe and healthy work environment. Workers taking this course have jobs related to health care, electrical, factory, warehouse, manufacturing, storage and more. This OSHA 10 course covers general industry hazards not specific to those working

construction-only jobs. Upon completion and passing the final assessment, the student will receive an OSHA-10 national certification. Please Note: This class is a self-paced, online class. Student will need to have access to a computer with internet access to complete the program. Required text: None Required Prerequisite: None Required CEUs: 1

Course # , Date(s) Time
GW35543, 09/20/21, 9:00 AM to 10:00 AM 09/21/21, 9:00 AM to 10:00 AM 09/22/21, 9:00 AM to 10:00 AM 09/23/21, 9:00 AM to 10:00 AM 09/24/21, 9:00 AM to 10:00 AM 09/27/21, 9:00 AM to 10:00 AM 09/28/21, 9:00 AM to 10:00 AM 09/29/21, 9:00 AM to 10:00 AM 09/30/21, 9:00 AM to 10:00 AM 10/01/21, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, Self-Paced ONLINE
Instructor: Pam Walsh
Fee: 75
Notes: This class is a self-paced, online class. Student will need to have access to a computer with internet access to complete the program. Participant will need to complete a GCC Registration form prior to class.

Course # , Date(s) Time
GW35544, 11/08/21, 9:00 AM to 10:00 AM 11/09/21, 9:00 AM to 10:00 AM 11/10/21, 9:00 AM to 10:00 AM 11/11/21, 9:00 AM to 10:00 AM 11/12/21, 9:00 AM to 10:00 AM 11/15/21, 9:00 AM to 10:00 AM 11/16/21, 9:00 AM to 10:00 AM 11/17/21, 9:00 AM to 10:00 AM 11/18/21, 9:00 AM to 10:00 AM 11/19/21, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, SELF-PACED ONLINE
Instructor: Pam Walsh
Fee: 75
Notes: This class is a self-paced, online class. Student will need to have access to a computer with internet access to complete the program. Participant will need to complete a GCC Registration form prior to class.

PC Security Introduction - ONLINE

Learn why you are at risk and what you can do to protect your precious personal and business data from the outside world. This course will quickly bring you up to speed on the fundamentals of PC and network security. You will understand and explore the vulnerability of operating

systems, software, and networks. Then, you will get into the minds of hackers and crackers, developing an understanding of the exploits they use to access your computer without your knowledge. You will find out why, where, and how viruses, worms, and blended threats are created. You will learn a safe way to handle files and data across the Internet through a virtual private network. By the end of this course you will be able to install and configure a firewall to build an impenetrable moat around your computer or network.

Required text: None

Prerequisite: A familiarity with general computing terminology, an understanding of any operating system you are using (Mac, Windows, or Linux) and an ability to locate programs and change settings. CEUs: 2.4

Course # , Date(s) Time
CA35523, 10/13/21, 12:00 AM to 11:59 PM 12/03/21, 12:00 AM to 11:59 PM
College, Campus & Room:
CA, Capital
Instructor:
Fee: 115
Notes: Course is offered online for 6-weeks. Students can login on their own time. Contact Ca-learnmore@capitalcc.edu, for login information.

Programming Basics: Foundation for C++, Java, and Python (On-Campus)

This course is a structured approach to program logic and design using fundamental programming concepts. A thorough understanding of logic theory, programming structures, and algorithm design techniques is necessary for efficient programming. C++, Java and Python are used to demonstrate these common programming concepts. The textbook is included in the course fee.

Required text: The textbook is included in the course fee.

Prerequisite: basic knowledge of Windows, and keyboard/mouse skills. No prior programming experience and knowledge is needed, beginners are welcome. CEUs: 1.2

Course # , Date(s) Time
MA35600, 09/22/21, 1:00 PM to 4:00 PM 09/29/21, 1:00 PM to 4:00 PM 10/06/21, 1:00 PM to 4:00 PM 10/13/21, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, MCC, B141
Instructor: George Pillar
Fee: 190
Notes: This course is held on-campus.

Project Introduction (On-Campus)

Learn the major features of Microsoft Project, the world's most popular project management tool. Students will learn how to develop project plans and define tasks and resources. Students will detail, track and report the progress of projects. Skills learned in the course include creating

task lists, durations, phases; linking tasks, documenting tasks and project plans; setting up resources, capacity, cost pay rates, documenting; assigning resources to tasks, scheduling, applying cost resources to tasks; sharing your plan, Gantt charts, timeline views, reporting; tracking progress on tasks, project baselines, task completion percentage; troubleshooting time, schedule, cost, resource, and scope of work problems.

Required text: Required curriculum is included in the course fee. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training.

Prerequisite: Basic Windows, keyboard, and mouse skills, with some exposure to Microsoft Office helpful. Recommended related course is Project Management: All the Essentials.

CEUs: 1.2

Course # , Date(s) Time
MA35598, 10/01/21, 9:00 AM to 4:00 PM 10/08/21, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, MCC
Instructor: John Hilditch
Fee: 250
Notes: This course is held on-campus.

Python: Certification Preparation (On-Campus)

Python is a general-purpose, high-level programming language whose design combines remarkable power with very clear syntax. Its standard library is large and comprehensive. Python

allows you to create complex applications easier than most programming languages. The Certified Associate in Python Programming (PCAP Certification) is a professional credential that measures your ability to accomplish coding tasks related to the basics of programming in the Python language and the fundamental notions and techniques used in object-oriented programming. Students will learn the following skills in this certification preparation course: Section 1: language elements, syntax and semantics, literals, boolean, integer, floating-point numbers, scientific notation, strings, numeric, bitwise, string, relational operators, basic input and output, formatting, simple lists, indexing, slicing, the len() function, conditional statements, building loops, iterating through sequences expanding loops, nesting loops, and conditional statements. Section 2: strings in detail, lists in detail, tuples, indexing, slicing, building, tuples vs. Lists, and dictionaries. Section 3: functions, generators, return, none/yield keywords, recursion, parameters, default parameter, positional keyword, name scopes, name hiding (shadowing), the global keyword, lambda functions, import directives, qualifying entities with module names, initializing modules, writing module, and defining and using: map(), filter(), reduce(), reversed(), sorted() functions and the sort() method. Section 4: defining your own classes, class variables, instance variables, inheritance, overriding, invoking methods, passing and using the self-argument parameter, constructors, predefined exceptions, the try-except-else finally block, the raise statement, the except-as variant; opening files with the open() function, stream objects, binary vs. text files, newline character translation, byte array objects, and read(), read into(), read line(), write(), and close() methods.

Required text: Included in the course fee. Required for this online course: a computer with internet access, a microphone, and a webcam.

Prerequisite: Basic knowledge of Windows, and keyboard/mouse skills. Basic programming knowledge and experience are recommended. CEUs: 2.4

Course # , Date(s) Time
MA35597, 10/26/21, 1:00 PM to 4:00 PM 11/02/21, 1:00 PM to 4:00 PM 11/09/21, 1:00 PM to 4:00 PM 11/16/21, 1:00 PM to 4:00 PM 11/23/21, 1:00 PM to 4:00 PM 11/30/21, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, MCC, LRC B142
Instructor: Lazar Pevac
Fee: 500
Notes: This course is held on-campus.

QuickBooks: Introduction - ONLINE

Discover the most effective methods for accomplishing essential business tasks and customizing QuickBooks. We will explore best practices for tracking finances; managing payroll; processing

invoices; controlling inventory; managing sales and expenses; and maximizing the software's other features. Topics include getting started; how to properly set up your accounts, customers, jobs, and invoice items quickly; following the money; how to track everything from billable time and expenses to income and profit; keeping your company financially fit with methods to examine budgets and actual spending, income, inventory, assets, and liabilities; spending less time on bookkeeping and learning how to use QuickBooks to create and reuse bills, invoices, sales receipts, and timesheets; finding key info fast using QuickBooks' search and find functions, as well as the vendor, customer, inventory, and employee centers; and moving data between QuickBooks, Microsoft Office, and other programs. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. Blackboard course management system and WebEx applications are required and used by instructor and students. The instructor will contact students with further instructions one to three business days prior to class. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class.

Required text: Internet access and computer. Microphone and webcam needed for live audio/video training. Blackboard course management system and WebEx applications are required and used by instructor and students. The instructor will contact students with further instructions one to three business days prior to class. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class.

Prerequisite: Basic Windows, keyboard, and mouse skills. CEUs: 1.2

Course # , Date(s) Time
MA35603, 09/16/21, 1:00 PM to 4:00 PM 09/23/21, 1:00 PM to 4:00 PM 09/30/21, 1:00 PM to 4:00 PM 10/07/21, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor:
Cindy Averill
Fee:
250
Notes:
This course will be held online via Webex.

Six Sigma: Total Quality Applications - ONLINE

Learn how to effectively apply the elements and methods of Six Sigma. Understand how more than 25 tools and methods relate to the DMAIC (define, measure, analyze, improve, and control)

model. Determine the relationship of basic statistics to Six Sigma and learn about the Six Sigma business case, including strategic planning, the voice of the customer (VOC), quality function deployment (QFD), benchmarking, and financial investment methods. Discover how to use brainstorming; Pareto charts, and critical quality help define processes, problems, and opportunities. Master the use of other key tools such as cause and effect diagrams, check sheets, scatter diagrams, failure mode and effects analysis (FEMA), and force field analysis. In this course you will learn how to apply the DMAIC model each step of the way. You will learn how to define, plan, implement, and close a Six Sigma project. You will also know how to use process capability and how to apply lean thinking. You will understand the basics of advanced Six Sigma tools. This course will help you prepare for the internationally recognized Six Sigma Black Belt and Quality Manager exams offered by the American Society for Quality? (ASQ?).
 Required text: None Prerequisite: None CEUs: 2.4

Course # , Date(s) Time
CA35517, 10/13/21, 12:00 AM to 11:59 PM 12/03/21, 12:00 AM to 11:59 PM
College, Campus & Room:
CA, Capital
Instructor:
Fee: 115
Notes: Course is offered online for 6-weeks. Students can login on their own time. Contact Ca-learnmore@capitalcc.edu, for login information.

Web Design: MCC Certificate - ONLINE

This course introduces students to front-end web design and development. It begins by

establishing a foundation for design theory and principles that are revisited regularly throughout the course. Then, students will learn HTML (Hypertext Markup Language) and CSS (Cascading Style Sheets) in-depth with practical examples. They will also be introduced to the basics of JavaScript/jQuery and its application in creating interactive websites. Once students fully understand the core areas of HTML, CSS, and JS, they will move on to integrating a popular framework, Bootstrap. Throughout the course, students will learn planning and designing techniques to build effective multi-page websites. By the end of this course, students will have a published website that showcases their responsive front-end designs. Students who successfully complete this program will be awarded the Web Design MCC Certificate.

Required text: students are required to have access to a computer, internet, webcam, and microphone. They do not need to purchase any book or software for this course. After reserving your seat through DAS INSERVICE, please contact Jennifer Milavsky at JMilavsky@mcc.comnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. Prerequisite: Students should have a general background in using a computer, managing files, and a basic knowledge of the Internet. Students should also be able to navigate to and within websites using a web browser. Students are NOT required to have any prior knowledge or experience in programming. CEUs: 2.4

Course # , Date(s) Time
MA35601, 10/01/21, 1:00 PM to 4:00 PM 10/08/21, 1:00 PM to 4:00 PM 10/15/21, 1:00 PM to 4:00 PM 10/22/21, 1:00 PM to 4:00 PM 10/29/21, 1:00 PM to 4:00 PM 11/05/21, 1:00 PM to 4:00 PM 11/12/21, 1:00 PM to 4:00 PM 11/19/21, 1:00 PM to 4:00 PM 11/26/21, 1:00 PM to 4:00 PM 12/03/21, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: STAFF
Fee: 699
Notes: This course will be held online via Webex.