

Spring 2022

State In-Service Training Program Course Catalog



Staff Development Courses offered by The Connecticut State Colleges and Universities and Board of Regents for Higher Education.

Program Registration and Support for UConn Employees
Provided by Human Resources.

hr.uconn.edu | hr@uconn.edu | 860-486-3034

What's New this Term?

Many new courses have been added to the course catalog, including additional courses that are being held remotely via WebEx or that allow for a self-paced learning experience over a period of time. Please be sure to read the course descriptions in full.

How do I Register?

IMPORTANT! Please note the following information prior to registering for a course:

Before registering, University employees must be certain to check their schedules carefully for potential conflicts and obtain supervisor's permission to attend a State In-Service course.

- › The State In-Service program does not provide refunds or course substitutions once your course registration has been confirmed.
- › If you cannot attend the course in which you are registered, due to illness, work related reasons, or other unforeseen circumstance, another employee from your department may be sent to the course in your place. *This is the only available remedy for absence from a course.*
- › A KFS number is required for payment at the time of registration. The KFS number will be charged by UConn Human Resources once the course registration is confirmed by the State In-Service Training Coordinator.

Registration Timeline:

Course registration deadline: Friday, February 4th

Late registration period: Thursday, February 17th to Thursday, February 24th

Courses begin: Wednesday, March 9th

Required Contact Information:

Community Colleges offering In-Service courses require each participant to provide a university email address and personal cell phone (or home phone number) where you can be reached by the course instructor to coordinate ONLINE access to course materials, passwords, and course announcements.

After Registering for a Course:

- › Your course registration request will be submitted by Human Resources to the State In-Service Training Coordinator at the end of the day on Friday, February 4th.
- › The State In-Service Training Coordinator will identify whether seats are available for the course(s) in which you have registered, then notify Human Resources regarding your course registration status.
- › Human Resources will then notify applicants of their registration status.
- › Once your registration has been confirmed by the State In-Service Training Coordinator, the KFS number you have provided on your application will be charged at the end of the spring term.

Course Cancellations and Postponements:

The State In-Service 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 college website and listen to radio and TV stations for individual college closings. When in doubt students should call the community college directly.
- › **When classes are held, students are expected to attend. No refunds or credits will be given for non-attendance.**

Community College Contacts:

College	Name	Email	Phone
Asnuntuck (AS)	Gary Carra	GCarra@acc.commnet.edu	(860) 253-3128
Capital (CA)	Odile Dilone	odilone@capitalcc.edu	(860) 906-5141
Gateway (GW)	Pamela Walsh	pwalsh@gatewayct.edu	(203) 285-2142
Manchester (MA)	Mick Pigott	MPigott@mcc.commnet.edu	(860) 512-2815
Naugatuck (NV)	Cynthia Tolin	ctolin@nvcc.commnet.edu	(203) 596-8743
Northwestern (NW)	Jane Williams	jwilliams@nwcc.commnet.edu	(860) 738-6444
Three Rivers (TR)	Ana Gonzales	AGonzales@trcc.commnet.edu	(860) 215-9246
Tunxis (TX)	Victor Mitchell	vmitchell@txcc.commnet.edu	(860) 314-4709
Quinebaug (QV)	Andrew Morrison	amorrison@qvcc.commnet.edu	(860) 932-4177

Online Registration Form:

Register for a course **ONLINE** using the In-Service Course Request Form:

<https://forms.office.com/r/KBjhJiED0d>

Should you have questions or require assistance with registration, contact the Human Resources Service Desk at 860-486-3034 or email hr@uconn.edu.

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A Mindful Approach to Work: From Pandemic Panic to Peace (ONLINE via WebEx)

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.** Participants are encouraged to take this class from home.

Required text: None

Prerequisite: None CEUs: 1.8

Course #, Date(s), Time
AS15635, 03/11/22, 9:00 AM to 4:00 PM 03/18/22, 9:00 AM to 4:00 PM 03/25/22, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck, ONLINE
Instructor: Margaret DeMarino

Fee: 285
Notes: class meets 3/11, 18, 25

A Safe Work Environment: Take Control of Your Security (ON-CAMPUS)

This course is designed for state employees to assist them in maintaining a safe work environment. Course topics cover: workplace policies/procedures for emergencies; the importance of drills and policy reviews; the need to conduct thorough background investigations; importance of employee evaluations; employee assistance programs (EAP); the employee's role in prevention; how to respond to the following situations (fires, chemical/gas leaks, medical emergencies, suspicious persons, suspicious vehicles, suspicious packages, bomb threats, angry co-worker, threats, armed employee/intruder); case studies of incidents involving workplace violence; and employee termination-identify the risk. Students will engage in group projects during the class. (This course formerly known as Security Awareness). FOR ON-GROUND CLASSES: Students coming to campus must observe the colleges COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

Required text: None
 Prerequisite: None CEUs: 0.6

Course #, Date(s), Time
MA15732 , 03/18/22, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, MCC, SSC L240
Instructor: Richard Siena
Fee: 95
Notes: This class will be held on the MCC campus. 6-hour session with a 1-hour break

Active Violence Emergency Response Training (HYBRID – ON CAMPUS AND ONLINE)

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-campus session, the students will have to complete ONLINE coursework individually. FOR ON-CAMPUS CLASSES: Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

Required text: None
 Prerequisite: None CEUs: 0.6

Course #, Date(s), Time
MA15740, 03/25/22, 9:00 AM to 1:00 PM
College, Campus & Room:
MA, MCC, Auditorium
Instructor: Richard Siena
Fee: 95
Notes: This class will be held on the MCC campus in one 4-hour session with an ONLINE component to be completed prior to class

Advanced Grant Proposal Writing (ONLINE, SELF-PACED)

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. **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: Asynchronous

Prerequisite: None CEUs: 2.4

Course #, Date(s), Time
CA15699, 04/13/22, 12:00 AM to 12:00 PM 06/03/22, 12:00 AM to 12:00 AM
College, Campus & Room:
CA, Capital, ONLINE SELF PACED
Instructor: STAFF
Fee: 115
Notes: Course is offered ONLINE for 6-weeks. Students can login on their own time. TAOs should forward registration form to Ca-learnmore@capitalcc.edu, for login information.

All About Business Writing (ONLINE via WebEx)

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
AS15645 , 05/13/22, 9:00 AM to 4:00 PM 05/20/22, 9:00 AM to 4:00 PM 05/27/22, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck, ONLINE
Instructor: Margaret DeMarino
Fee: 285
Notes: class meets 5/13, 5/20, 5/27

All About Emotional Intelligence! (ONLINE via WebEx)

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
AS15646 , 05/17/22, 9:00 AM to 4:00 PM 05/24/22, 9:00 AM to 4:00 PM 05/31/22, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck, ONLINE
Instructor: Margaret DeMarino
Fee: 285

Notes: class meets 5/17, 5/24, 5/31

All About Grammar and Punctuation (ONLINE via WebEx)

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 rule's 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
AS15649, 06/03/22, 9:00 AM to 4:00 PM 06/10/22, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck, ONLINE
Instructor:
Margaret DeMarino
Fee:
190
Notes:
class meets 6/3, 6/10

Always Know What to Say When Handling Workplace Communication (ONLINE via WebEx)

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
AS15648 , 06/02/22, 9:00 AM to 4:00 PM 06/09/22, 9:00 AM to 4:00 PM 06/16/22, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck, ONLINE
Instructor: Margaret DeMarino
Fee: 285
Notes: class meets 6/2, 6/9, 6/16

Anxiety and Stress Relief (ONLINE via WebEx)

Covid-19 has taken a toll on us all! More than ever before, learning 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 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: **Note: Course will be taught on WebEx and requires the use of computer audio and webcam.**

Prerequisite: none CEUs: 1.8

Course #, Date(s), Time
NW15766 , 04/25/22, 9:00 AM to 4:00 PM 05/02/22, 9:00 AM to 4:00 PM 05/09/22, 9:00 AM to 4:00 PM
College, Campus & Room:
NW, ONLINE
Instructor: Margaret DeMarino
Fee: 285
Notes: ONLINE: 4/25, 5/2 & 5/9 IMPORTANT email gcarra@nwcc.edu for LOG IN INFO prior to class!

Bring the Profound Benefits of Meditation into the Workplace (ON CAMPUS)

And discover how to improve all the positives of working life, such as accomplishment, creativity, teamwork, and mitigate the negatives, including stress, exhaustion, and the feeling of being overwhelmed and underappreciated. Created by Sharon Salzberg, one of the foremost meditation teachers in the world, here is

expert, easy-to-use guidance for cultivating mindfulness, compassion, and awareness at work. Follow her suggestions and discover how to be committed without being consumed; competitive without being cruel; and how to manage time and emotions to counterbalance stress and frustration. Held in person at TXCC.

Required text: None

Prerequisite: None CEUs: 0.6

Course #, Date(s), Time
TX15657, 06/15/22, 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

Business Finance for Non-Finance Personnel – (ONLINE Self-paced) over 6 weeks

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 influence your company's bottom line. This course is offered ONLINE over 6 weeks in an asynchronous format, for 24 course hours. **Participants can login at any time to complete their coursework.**

Required text: Asynchronous

Prerequisite: None CEUs: 2.4

Course #, Date(s), Time
CA15676, 04/13/22, 12:00 AM to 12:00 PM
College, Campus & Room:
CA, Capital, ONLINE SELF PACED
Instructor: STAFF
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.

Certificate in Mindfulness - (ONLINE, SELF-PACED)

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. **This course is offered ONLINE over 6**

weeks in an asynchronous format, for a total of 8 course hours. Participants can login at any time to complete their coursework.

Required text: Asynchronous

Prerequisite: None CEUs: 0.8

Course #, Date(s), Time
CA15704, 04/13/22, 12:00 AM to 12:00 PM
College, Campus & Room:
CA, Capital, ONLINE SELF PACED
Instructor: Stanley Beckford
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 for Leaders (ONLINE via WebEx)

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
AS15642, 04/26/22, 9:00 AM to 4:00 PM 05/03/22, 9:00 AM to 4:00 PM 05/10/22, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck, ONLINE
Instructor: Margaret DeMarino
Fee: 285
Notes: class meets 4/26, 5/3, 5/10

Communication Skills a Must! (ONLINE via WebEx)

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
AS15638, 04/04/22, 9:00 AM to 4:00 PM 04/11/22, 9:00 AM to 4:00 PM 04/18/22, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck, ONLINE
Instructor: Margaret DeMarino
Fee: 285
Notes: class meets 4/4, 4/11, 4/18

CPR, AED and Basic First Aid Care (ON-CAMPUS)

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. FOR ON-GROUND CLASSES: Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

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

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

Prerequisite: None CEUs: 0.6

Course #, Date(s), Time
MA15719 , 03/11/22, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, MCC, SSC L240
Instructor: Richard Siena
Fee: 120
Notes: This class will be held on the MCC campus. 6-hour session with 1-hour break

CPR, AED and Basic First Aid Care - 2nd section (ON-CAMPUS)

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: None

Prerequisite: None CEUs: 0.6

Course #, Date(s), Time
MA15744 , 04/01/22, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, MCC, SSC L240
Instructor: Richard Siena
Fee: 120
Notes: This class will be held on the MCC campus. 6-hour session with 1-hour break

Customer Service with a Focus on the Taxpayer (ON CAMPUS)

What external factors make today's customer service, especially with the taxpayer, so critical and challenging? Some say customers are more demanding. Others argue that technology tools have changed the service landscape. Experts believe internal factors are as important. Now add Covid to the list! Do you understand that your customer is also a taxpayer? Have you ever heard, I am paying your salary, and did not know how to comfortably respond and diffuse the situation? This workshop will help improve the service experience for the customer and for you.

Required text: None

Prerequisite: None CEUs: 0.6

Course #, Date(s), Time
TX15695 , 06/02/22, 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

Effective Business Writing - Learn How to Write Again! (ON CAMPUS)

If you can't write ONLINE 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
TX15667 , 04/26/22, 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

Government Accounting Part I (ON CAMPUS)

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 class. CEUs: 1.5

Course #, Date(s), Time
TX15697 , 03/16/22, 9:00 AM to 12:00 PM 03/22/22, 9:00 AM to 12:00 PM 03/30/22, 9:00 AM to 12:00 PM 04/06/22, 9:00 AM to 12:00 PM 04/13/22, 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

Grants: A to Z Grant Writing - (ONLINE, SELF-PACED)

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. **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: Asynchronous

Prerequisite: None CEUs: 2.4

Course #, Date(s), Time
CA15698 , 03/16/22, 12:00 AM to 12:00 PM 05/06/22, 12:00 AM to 12:00 AM
College, Campus & Room:
CA, Capital, ONLINE SELF PACED
Instructor: STAFF
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.

Heartsaver CPR, AED, First Aid Certification (ON CAMPUS)

Our 3 hour course is designed to teach the lay rescuers how to recognize and treat life-threatening emergencies and how to perform CPR and basic First Aid on a victim. You will receive certification in both areas.

Required text: Included in fee: Student Textbook, Practical Exam, and Course Completion Certificate
Prerequisite: None CEUs: 0.3

Course #, Date(s), Time
TX15694 , 05/10/22, 9:00 AM to 12:00 PM
College, Campus & Room:
TX, TXCC, Tunxis@Bristol, CR 1
Instructor: STAFF
Fee: 85
Notes: Class Location, 430 North Main St., Bristol, CT 06010 phone 860-314-4700

Is ANYONE Listening - Office/Public Speaking (ON CAMPUS)

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
TX15666 , 04/12/22, 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

Neuroplasticity: Train the Brain for Better Performance (ONLINE via WebEx)

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
AS15647 , 05/11/22, 9:00 AM to 4:00 PM 05/18/22, 9:00 AM to 4:00 PM 05/25/22, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck, ONLINE
Instructor: Margaret DeMarino
Fee: 285
Notes: class meet 5/11, 5/18, 5/25

NEW - ONLINE - Cultivate Your EQ for Your IQ to Shine (ONLINE via WebEx)

We have slaved over developing our hard skills through education, certifications and career discipline. That is an essential component of success. It is not the only one though. Our emotional Quotient (EQ) is the other component, which we should cultivate more of. IQ without EQ makes us less influential! We will evaluate our EQ, become more aware of what it takes to deliver quality services by managing our emotions in difficult situations. We will learn to acknowledge our emotions, without them affecting our behaviors negatively. Instead, we will learn to channel and transform them to serve us and our audiences better!?

Required text: NONE

Prerequisite: None

CEUs: 0.6

Course #, Date(s), Time
MA15771 , 03/18/22, 1:00 PM to 4:00 PM 03/25/22, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: Yasmin Shenoy
Fee: 95
Notes: This is an ONLINE class taught remotely via WebEx in two 3-hour sessions

NEW! Mindful Presence - The Power Within (ONLINE via WebEx)

The mind-body connection has been explored for eternity, but tapping into its power for optimal performance was never as relevant as it is today! The digitally connected global village broadens our horizons but also

swamps us with information overload. We become engaged, absorbed, and entangled with issues in multiple corners of the world and embrace them as if they are our own! The altruistic nature in this entanglement evokes feelings good and bad, and the accompanying mind- overload fuels and accentuates our localized personal and professional stresses. Additionally, the irresolvable conflicts in the mix of opinions and expertise run their course 24/7 on social media, which keeps our minds awake literally and figuratively. The question is, is the mind really awake when trapped by the world-wide web? Actually, the awakened mind is the peaceful mind that is aware of the global chaos but chooses to practice calm within and functions optimally with focus and purpose, unaffected by distractions. We will learn techniques and practice calm to balance mind-body connections for optimal functionality and meaningful relationships. Required text: NONE

Prerequisite: None

CEUs: 0.6

Course #, Date(s), Time
MA15749, 04/14/22, 1:00 PM to 4:00 PM 04/21/22, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: Yasmin Shenoy
Fee: 95
Notes: This is an ONLINE class taught remotely via WebEx in two 3-hour sessions

NEW! Civility in the Workplace (ON CAMPUS)

Incivility and rude behavior in the workplace is at an all-time high. In our workshop, we will take a comprehensive look at best practices for maintaining a positive and civil workplace, post COVID-19. What is culture civility, and what role does it play? Whether you've witnessed it, been a victim of it, or need to manage it with your employees, civility and poor etiquette take their toll on productivity and office morale. This workshop will provide the answers.

Required text: None

Prerequisite: None CEUs: 1.2

Course #, Date(s), Time
NV15786, 03/31/02, 9:00 AM to 4:00 PM 04/07/22, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, Naugatuck Valley WTBY, T647
Instructor: Howard Elkin
Fee: 180

Notes: Enter the Waterbury Campus for NVCC by the East Entrance and park in the lot to the left outside of Technology Hall. Room is one flight up on the 6th floor to the right of the lobby. Lunch options are available close by and attendance at both classes is required to receive a completion certificate. **Class will be held IN PERSON and advance registration is required - contact Cindy Tolin for assistance (ctolin@nv.edu)**

New! How to Lead in the "Return-to-the-cubicle" Culture (ONLINE via WebEx)

You might not have seen your staff in long time. While some might be glad to be back, others might be resentful. Some 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. Some might need help being productive with hybrid schedules. 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
AS15636, 03/14/22, 9:00 AM to 4:00 PM 03/21/22, 9:00 AM to 4:00 PM 03/28/22, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck, ONLINE
Instructor:
Margaret DeMarino
Fee:
285
Notes:
class meets 3/14, 21, 28

NEW! Meeting Management (ON CAMPUS)

Do you ever feel stuck in meetings that go nowhere? Frustrated by time you could have spent being more productive? Join this **in person 6-hour workshop**, where we review ways to manage meetings so that we meet mutually agreed upon goals and objectives. We will cover best practices for managing meetings both in-person and virtual, including: -- how to stay on track with the stated agenda -- meeting protocols; what they mean and how they work -- Roberts Rules for meeting etiquette -- managing group conversations -- including all voices without running long or getting off track.

Required text: None

Prerequisite: None CEUs: 1.2

Course #, Date(s), Time
NV15787, 05/20/22, 9:00 AM to 4:00 PM

College, Campus & Room:
NV, Naugatuck Valley WTBY, T647
Instructor: Frances Trelease
Fee: 90
Notes: Enter the Waterbury Campus for NVCC by the East Entrance and park in the lot to the left outside of Technology Hall. Room is one flight up on the 6th floor to the right off the lobby. Lunch options are available close by. Class will be held IN PERSON and individual registration form is required - Contact Cindy Tolin (ctolin@nv.edu) for assistance.

NEW! Presenting Virtually (ONLINE via WebEx)

When you tell someone, you're going to "see" or "meet" them, you most likely mean ONLINE. This workshop addresses virtual presentation and meeting 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 top 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
AS15639 , 04/05/22, 9:00 AM to 4:00 PM 04/12/22, 9:00 AM to 4:00 PM 04/19/22, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck, ONLINE
Instructor: Margaret DeMarino
Fee: 285
Notes: class meets 4/5, 12, 19

NEW! Wellness Check-Up (ONLINE via WebEx)

Two years 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. We will explore everything from workplace productivity to mindfulness practices to WFH, hybrid, and return-to-the-office strategies to ways to cope on days you don't even want to get out of bed! **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
AS15641 , 04/22/22, 9:00 AM to 4:00 PM 04/29/22, 9:00 AM to 4:00 PM 05/06/22, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck, ONLINE
Instructor: Margaret DeMarino
Fee: 285
Notes: class meets 4/22, 4/29, 5/6

NEW! Customer Service Seminar (ONLINE via WebEx)

This ONLINE course reviews the fundamentals of customer service and highlights its impact on business relationships with customers. Expecting quality customer service from your employees is essential to keep customers coming back to your business. Upon completion of this course, participants will be able to: Define and give examples of good and bad customer service, review the customer satisfaction system within the organization, examine the characteristics that highly successful service organizations share recognize who your internal and external customer are discuss the Law of Psychological Reciprocity, recognize how suggestive selling impacts customer service, reinforce proper phone etiquette and discuss other areas that impact the overall perception of customer service.

Required text: None

Prerequisite: None CEUs: 0.3

Course #, Date(s), Time
NV15789 , 05/06/22, 12:00 PM to 3:00 PM
College, Campus & Room:
NV, Naugatuck Valley WTBV, ONLINE
Instructor: Amy Blackwood Gillespie
Fee: 50
Notes: ONLINE ONLY - Participant must have a computer/tablet with audio and webcam and internet access to participate in class link. Teaching platform will be WebEx. Contact Cindy Tolin for assistance - ctolin@nv.edu

NEW! Dump the Drama - Managing Workplace Emotions and Office Politics (ONLINE via WebEx)

Drama is great for reality shows, but workers with a flair for the dramatic can take up mental bandwidth that impacts productivity and employee morale. Whether you're a supervisor or just someone who wants to reduce workplace drama, this course will give you insight and practical pointers. You'll better understand the five major types of 'dramatic roles': whiners, primos, complexers, chargers, and energy vampires. You'll discover how to create healthy boundaries for you and your staff/co-workers. You'll understand how not to get trapped in the Karpman Drama Triangle, as well as how you can deal with negativity to protect yourself in a potentially hostile workplace. You'll gain tools to increase your emotional intelligence, learn your anger system and discover concrete tools and strategies for transforming anger and other strong emotions into productive fuel. You'll also learn mediation tools for everyday work life, including the three key strategies for strategic management of conflict, the two cardinal rules of conflict resolution (no walk aways or power plays), and five essential re-framing practices. This virtual program is designed to help you maintain or recover a positive, energetic attitude that can foster change!

Required text: None

Prerequisite: None CEUs: 1.2

Course #, Date(s), Time
NV15795, 06/07/22, 9:00 AM to 4:00 PM 06/14/22, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, Naugatuck Valley WTBY, ONLINE
Instructor:
Margaret DeMarino
Fee:
180
Notes: ONLINE ONLY - Participants must have access to a reliable device with audio/video capabilities (laptop/desktop/tablet) to participate in class. WebEx will be the platform used to administer the course. Attendance at both class sessions is required to receive completion certificate. Contact Cindy Tolin ctolin@nv.edu for assistance.

NEW! Maintaining Business Etiquette in Today's Workplace (ON CAMPUS)

This in person interactive workshop explores office protocol and professional conduct in the workplace, including such topics as cubicle and office etiquette, proper behavior in meetings, telephone courtesy, handling introductions, and making appropriate small talk. It also addresses rumors and gossip, and ways to handle personal issues within the workplace. Discussion also focuses on effective ways to network and stay in touch with important contacts. The workshop will include break-out exercises and scenarios to encourage small group interaction. Humor will be incorporated throughout, to keep the day lively, informative and fun!

Required text: None

Prerequisite: None CEUs: 1.2

Course #, Date(s), Time
NV15785, 04/19/22, 9:00 AM to 4:00 PM 04/26/22, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, Naugatuck Valley WTBY, T647
Instructor: Howard Elkin
Fee: 180
Notes: Enter the Waterbury Campus for NVCC by the East Entrance and park in the lot to the left outside of Technology Hall. Room is one flight up on the 6th floor to the right of the lobby. Lunch options are available close by and attendance at both classes is required to receive certificate. Class will be held IN PERSON. Registration form required to attend the class. Contact Cindy Tolin (ctolin@nv.edu) for assistance. Participation in both classes needed to receive a completion certificate.

NEW! Retirement "Mindset" (ONLINE via WebEx)

Retirement is about what you leave behind and what's up ahead. This special virtual two-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 will 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 does not 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.

Required text: None

Prerequisite: None CEUs: 1.2

Course #, Date(s), Time
NV15794, 05/16/22, 9:00 AM to 4:00 PM 05/23/22, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, Naugatuck Valley WTBY, ONLINE
Instructor: Margaret DeMarino
Fee: 180
Notes: ONLINE ONLY - Participants must have access to a reliable device with audio/video capabilities (laptop/desktop/tablet) to participate in class. WebEx will be the platform used to administer the course.

Attendance at both class sessions is required to receive completion certificate. Contact Cindy Tolin ctolin@nv.edu for assistance.

Financial Literacy: Knowledge that Pays for Itself (ONLINE via WebEx)

How do you feel about your financial future? Better yet, are you comfortable making financial decisions that may impact your future? There are a lot of individual choices and scenarios to consider when making decisions about your financial goals or your retirement. Understanding loans, investments and interest rates is essential to success as well as goal setting. We will cover the question: "How can I make better decisions with my money?" Whether you're just starting your career or nearing retirement in the next few months, this course can help you prepare. We will cover how to make smarter investment decisions as well as smarter "expense" decisions. These skills apply in everyday life. This workshop will help you make better spending choices, develop a financial plan, understand where many others make mistakes, and get more comfortable with the many investment options you have with your savings. Specific topics to be covered include understanding stocks, bonds, interest rates, credit cards, and reflecting on your own "self-control" as it concerns your individual spending habits. We also dive into how to pick a mutual fund, personal taxes and its impact on decisions, personal insurance products, and more! Note: This course does not replace "Retirement: Ready or Not." We view it as additional information for financial life skills at all stages in one's working career.

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

Prerequisite: None CEUs: 1.8

Course #, Date(s), Time
MA15757 , 05/03/22, 1:00 PM to 4:00 PM 05/05/22, 1:00 PM to 4:00 PM 05/10/22, 1:00 PM to 4:00 PM 05/12/22, 1:00 PM to 4:00 PM 05/17/22, 1:00 PM to 4:00 PM 05/19/22, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: Paul Howard
Fee: 270
Notes: This is an ONLINE class taught remotely via WebEx in six 3-hour sessions

Freedom of Information Act: What You Need to Know for Compliance and Protection (ONLINE via WebEx)

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: 0.3

Course #, Date(s), Time
MA15742 , 03/28/22, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: Thomas Hennick
Fee: 55
Notes: This is an ONLINE class taught remotely via WebEx in one 3-hour session

Professional and Self-Care Strategies During Stressful Times (ONLINE via WebEx)

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. Required text: Required for this course: **Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught remotely using WEBEX.**

Prerequisite: None

CEUs: 0.6

Course #, Date(s), Time
MA15743 , 03/31/22, 1:00 PM to 4:00 PM 04/07/22, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: Yasmin Shenoy
Fee: 95
Notes: This is an ONLINE class taught remotely via WebEx in two 3-hour sessions

Retirement: Ready or Not? (ON CAMPUS)

Whether you are considering retirement in the next few months or the next few years, this course can help you prepare. As a state employee, you have some unique and specific factors to consider before making this important choice. Perhaps you have set aside the money you need, and are comfortable with your financial future. But financial concerns are not the only consideration. What are you going to do with the rest of your life? Maybe you still have plenty of energy, but are 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. The workshop will also offer you important information about the proximate steps to take before retirement. You will receive handouts that will help you know where and to whom you can turn for more specific questions about retirement from state employment. 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.

Required text: None

Prerequisite: None CEUs: 0.6

Course #, Date(s), Time
MA15739 , 03/25/22, 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 in one 6-hour session

PC Security Introduction (ONLINE Self-paced) over 6 weeks

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: Asynchronous

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
CA15684 , 03/16/22, 12:00 AM to 12:00 PM 05/06/22, 12:00 AM to 12:00 AM
College, Campus & Room:
CA, Capital, ONLINE SELF PACED
Instructor: STAFF
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.

NEW! Professional Empowerment and Performance (ONLINE via WebEx)

Would you love to look forward to going to work and going home happy or 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 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: **Note: Course will be taught on WebEx and requires the use of computer audio and webcam.**

Prerequisite: none CEUs: 1.8

Course #, Date(s), Time
NW15768, 06/01/22, 9:00 AM to 4:00 PM
College, Campus & Room:
NW, ONLINE
Instructor: Margaret DeMarino
Fee: 285
Notes: ONLINE June 1,8,15. IMPORTANT: Email gcarra@nwcc.edu for log in information!

Promoting Happiness @ Work (ONLINE via WebEx)

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
TX15671, 03/28/22, 9:00 AM to 12:00 PM
College, Campus & Room:
TX, TXCC, Tunxis@Bristol, ONLINE
Instructor: Amy Blackwood Gillespie
Fee: 90
Notes: ONLINE class

Reducing stress in my job/my life/my future (ON CAMPUS)

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 illnesses 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
TX15655, 03/15/22, 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

Reducir el estr?s en mi trabajo / mi vida / mi futuro - Spanish class (Reducing Stress in my Job...) (ON CAMPUS)

Nuestro programa pr?ctico y realista lo ayudar? a aprender t?cnicas nuevas y emocionantes que lo ayudar?n a manejar su estr?s y ansiedad en el trabajo ,en casa y para su futuro. El estr?s es una causa b?sica de muchas enfermedades y dolencias; creando as? un estilo de vida desequilibrado. Abordaremos la reducci?n del estr?s como una aventura que explora t?cnicas que han funcionado para muchos para mantener un equilibrio realista en sus vidas. Objetivo de aprendizaje: Los estudiantes aprender?n t?cnicas que les ayudar?n a manejar el estr?s en su trabajo,casa y como un plan futuro de ?xito.

Required text: None

Prerequisite: None CEUs: 0.6

Course #, Date(s), Time
TX15656, 04/19/22, 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

Effective Writing on the Job (ONLINE via WebEx)

Writing effectively and efficiently can save time for the writer and improve communication and efficiency in the organization. This course improves skill and confidence in mastering the essential craft of written communication in a manner that is empowering. Participants will review basic grammar and punctuation, streamline their writing by being more concise and clear, use email effectively, write memos and short reports efficiently, use formatting appropriately, and tailor communications for the designated audience.

Required text: none

Prerequisite: none CEUs: 1.2

Course #, Date(s), Time
NV15773 , 04/11/22, 9:00 AM to 4:00 PM 04/18/22, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, Naugatuck Valley WTBY, ONLINE
Instructor: Gradia McKinney
Fee: 180
Notes: This course is taught in a LIVE VIRTUAL format only. Participants must have a device with a webcam and audio, reliable internet and device (laptop/desktop) for virtual learning. Contact Cindy Tolin for assistance ctolin@nv.edu . Participation for both class sessions is required for completion certificate.

Project Management Essentials (ONLINE via WebEx)

This course will give you the basics on the project management process and the tools needed to manage both small- and medium-sized projects. Designed for people who may not be formally employed as project managers but may occasionally be called upon to lead a small to medium-sized project for the company. In this course, you will strategically plan a project so that you can achieve the desired results on time and on budget. You will identify its requirements and the resources you have to work with, monitor the project's progress, and mitigate the related obstacles so that you can lead a team in bringing the project to a successful completion.

Required text: none

Prerequisite: none but some experience with Microsoft office software is recommended CEUs: 0.9

Course #, Date(s), Time
NV15772 , 03/22/22, 1:00 PM to 4:00 PM 04/12/02, 1:00 PM to 4:00 PM 03/29/22, 1:00 PM to 4:00 PM 04/05/22, 1:00 PM to 4:00 PM
College, Campus & Room:
NV, Naugatuck Valley WTBY, ONLINE
Instructor: Juan De La Rosa
Fee: 190

Notes: This course is taught in a LIVE VIRTUAL format only. Participants must have a device with a webcam and audio, reliable internet and device (laptop/desktop) for virtual learning. Contact Cindy Tolin for assistance ctolin@nv.edu. Attendance at all session dates required for completion certificate.

Speed Spanish (ONLINE, SELF-PACED)

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. **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: Asynchronous

Prerequisite: None CEUs: 2.4

Course #, Date(s), Time
CA15701, 04/13/22, 12:00 AM to 12:00 PM
College, Campus & Room:
CA, Capital, ONLINE SELF PACED
Instructor: STAFF
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 III (ONLINE, SELF-PACED)

Master your ability to speak, understand, and read Spanish by taking the final installment in the unique three-part Speed Spanish learning series. In this advanced-level course, you'll learn the final six recipes that will serve as templates to help you create any Spanish sentence you want. Guided practice will include lots of new vocabulary, pronunciation, and speed drills, as well as in-depth study of Spanish parts of speech to help you speak and understand Spanish in a snap. The goal of this course is not just to teach you the recipes, but also to help you use them spontaneously so that you'll never be at a loss for words!

Required text: Asynchronous

Prerequisite: Completion of Speed Spanish I and Speed Spanish II courses. CEUs: 2.4

Course #, Date(s), Time
CA15702, 03/16/22, 12:00 AM to 12:00 PM
College, Campus & Room:
CA, Capital, ONLINE
Instructor: STAFF

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.

The Team(s) Environment (ONLINE via WebEx)

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

Prerequisite: none CEUs: 1.2

Course #, Date(s), Time
NW15767, 06/06/22, 9:00 AM to 4:00 PM 06/13/22, 9:00 AM to 4:00 PM
College, Campus & Room:
NW, ONLINE
Instructor:
Margaret DeMarino
Fee:
190
Notes:
IMPORTANT: email gcarra@nwcc.edu for LOG IN information prior to class

Thriving while Teleworking or Working Hybrid (ONLINE via WebEx)

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? Hybrid workplaces also bring their own set of challenges-such as interacting with someone with an opposite schedule, anticipating what you will need in each setting, and much more. This workshop is an IRL field guide into the virtual world of teleworking and hybrid workplaces. We will address the emotional ways we need to adapt to new workplaces, best practices for increasing productivity and job satisfaction, 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 or working in a hybrid setting. **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
AS15637, 03/17/22, 9:00 AM to 4:00 PM 03/24/22, 9:00 AM to 4:00 PM 03/31/22, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck, ONLINE
Instructor: Margaret DeMarino
Fee: 285
Notes: class meets 3/17, 24, 31

Time Management Tips, Tricks, and Take-Aways (ONLINE via WebEx)

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
AS15643, 04/20/22, 9:00 AM to 4:00 PM 04/27/22, 9:00 AM to 4:00 PM 05/04/22, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck, ONLINE
Instructor: Margaret DeMarino
Fee: 285
Notes: class meets 4/20, 4/27, 5/4

Understanding Personal Power (ONLINE via WebEx)

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
TX15673, 04/21/22, 9:00 AM to 12:00 PM
College, Campus & Room:
TX, TXCC, Tunxis@Bristol, ONLINE
Instructor: Amy Blackwood Gillespie
Fee: 69
Notes: ONLINE class

"New Normal" Leadership (ONLINE via WebEx)

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
AS15640, 03/30/22, 9:00 AM to 4:00 PM 04/06/22, 9:00 AM to 4:00 PM 04/13/22, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck, ONLINE
Instructor: Margaret DeMarino
Fee: 285
Notes: class meets 3/30, 4/6, 4/13

Achieving Success with Difficult People (ONLINE, SELF-PACED)

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 relationships that are more cooperative. **This course is offered ONLINE over 6 weeks in an asynchronous format, for 24 course hours. Participants can login at any time to complete their coursework**

Required text: Asynchronous

Prerequisite: None CEUs: 2.4

Course #, Date(s), Time
CA15687, 03/16/22, 12:00 AM to 12:00 PM
College, Campus & Room:
CA, Capital, ONLINE SELF PACED
Instructor: STAFF
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.

Building 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
TX15669, 05/19/22, 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

Certificate in Stress Management (ONLINE Self-paced) over 6 weeks

Events, people, and circumstances fill our normal daily lives, along with a certain amount of stress. Stress is at epidemic levels in the world today. Currently, as many as 90 percent of all visits to health-care providers in the United States are considered to be stress-related. Stress affects every aspect of the body, mind, and spirit, resulting in a wide range of symptoms from headaches or stomach ailments to heart disease or death. The outcome of this certificate is to describe the physiological, social, and psychological aspects of stress; examine the relationship between stress and health, nutrition, and physical activity; identify causes and health effects of workplace stress; and explore modalities to reduce and manage stress.

Required text: Asynchronous

Prerequisite: None CEUs: 1.4

Course #, Date(s), Time
CA15705, 03/16/22, 12:00 AM to 12:00 PM 05/06/22, 12:00 AM to 12:00 AM
College, Campus & Room:
CA, Capital, ONLINE SELF PACED
Instructor: STAFF
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.

Conflict De-escalation Techniques (ONLINE via WebEx)

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: ONLINE through WebEx

Prerequisite: None CEUs: 0.6

Course #, Date(s), Time
CA15688, 04/07/22, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, ONLINE
Instructor: Nora Bishop
Fee: 90
Notes: Course will be offered ONLINE via the WebEx video conference system. Contact Ca-learnmore@capitalcc.edu, for login information.

Effective Business Writing in Plain English (ONLINE via WebEx)

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: Learn different strategies to sharpen and improve your writing skills by structuring ideas logically, exercising diplomacy in letters and reports, and shaping your arguments, Know how to write business documents to a professional standard and conform to acceptable formats, Understand how to use a business-like style and vocabulary, while displaying sensitivity to different levels of reader expertise

Required text: **ONLINE via WebEx**

Prerequisite: None CEUs: 1.2

Course #, Date(s), Time
CA15689 , 03/18/22, 9:00 AM to 4:00 PM 03/25/22, 12:00 AM to 12:00 AM 03/25/22, 12:00 AM to 12:00 AM
College, Campus & Room:
CA, Capital, ONLINE
Instructor:
Yasmin Shenoy
Fee:
180
Notes: Course will be offered ONLINE via the WebEx video conference system. Contact Ca-learnmore@capitalcc.edu, for login information.

Effective Leadership Skills for Women - Part 2 (ONLINE via WebEx)

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
TX15674 , 04/27/22, 9:00 AM to 12:00 PM
College, Campus & Room:
TX, TXCC, Tunxis@Bristol, ONLINE
Instructor:
Amy Blackwood Gillespie

Fee: 90

Notes: Class Location, 430 North Main St., Bristol, CT 06010 phone 860-314-4700

Effective Leadership Skills for Women Part 1 (ONLINE via WebEx)

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
TX15672, 04/06/22, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, TXCC, Tunxis@Bristol, ONLINE
Instructor:
Amy Blackwood Gillespie
Fee: 90
Notes:
ONLINE class

Effective Leadership Skills for Women Part 1 (ON CAMPUS)

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
TX15670 , 06/03/22, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, TXCC, Tunxis@Bristol, CR 1
Instructor: Amy Blackwood Gillespie
Fee: 90
Notes: Class Location, 430 North Main St., Bristol, CT 06010 phone 860-314-4700

Empowerment - The Four Agreements and Beyond (ON CAMPUS)

As written by Don Miguel Ruiz, 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 our new objective is to create a new understanding/perspective about what we can/cannot control in life and learning to reduce mind chaos, stress, fear and worry. An approach to work and life with respect and commitment. The Four Agreements in our world of today.

Required text: None

Prerequisite: None CEUs: 0.6

Course #, Date(s), Time
TX15691 , 05/17/22, 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

First Time Supervisor - Management Training - Part II (ON CAMPUS)

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: Non Required
Prerequisite: Non Required CEUs: 1.2

Course #, Date(s), Time
GW15779 , 05/12/22, 9:00 AM to 4:00 PM 05/13/22, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, GCC, 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 manager/TAO approval and complete a GCC Registration form prior to class. contact: pwalsh@gatewayct.edu

First Time Supervisor-Management Training - Part I (ON CAMPUS)

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: Non Required
Prerequisite: Non Required CEUs: 1.2

Course #, Date(s), Time
GW15777 , 04/07/22, 9:00 AM to 4:00 PM 04/08/22, 9:00 AM to 4:00 PM
College, Campus & Room:
GW, GCC, 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. Contact: pwalsh@gatewayct.edu

Heartsaver First Aid CPR AED (ON CAMPUS)

This course is a classroom, video-based, instructor-led course that teaches students critical skills needed to

respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course also teaches adult CPR and AED use. Course is offered on campus.

Required text: Heartsaver First Aid CPR AED participant manual included in the course.

Prerequisite: None CEUs: 0.6

Course #, Date(s), Time
CA15703, 04/22/22, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital
Instructor: STAFF
Fee: 190
Notes: Course will be offered on campus. Park in the Morgan Street Garage, located between Talcott and Market Street. Pull out a ticket and bring it for validation.

Individual Excellence – (ONLINE, SELF-PACED)

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 earn how to utilize your creativity and problem-solving skills to work through adversity.

Required text: Asynchronous

Prerequisite: None CEUs: 2.4

Course #, Date(s), Time
CA15700, 04/13/22, 12:00 PM to 12:00 PM
College, Campus & Room:
CA, Capital, ONLINE SELF PACED
Instructor: STAFF
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 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. FOR ON-GROUND CLASSES: Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

Required text: NONE

Prerequisite: None

CEUs: 1.2

Course #, Date(s), Time
MA15747 , 04/05/22, 9:00 AM to 4:00 PM 04/12/22, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, MCC, LRC B144
Instructor: John Lombardo
Fee: 180
Notes: This class will be held on the MCC campus in two 6-hour sessions

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
TX15668 , 05/12/22, 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

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
TX15665 , 05/04/22, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, TXCC, Tunxis@Bristol, CR 1
Instructor: Larry Lindquist
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
TX15696, 05/04/22, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, TXCC, Tunxis@Bristol, CR 1
Instructor: Larry Lindquist
Fee: 90
Notes: Class Location, 430 North Main St., Bristol, CT 06010 phone 860-314-4700

NEW - How to Effectively Communicate with a Remote Team: A Manager (ON CAMPUS)

Due to the increase in remote work settings, effective ways of communicating with employees has changed. In this class, you will find fundamental and effective ways to help improve both the quality and frequency of communication with your team. We will review and discuss effective workplace communication with an emphasis on helping remote workers to stay in touch. Some of the major topics that will be covered include: - A Guide to Managing Your Remote Workers. - Tips for managers to upgrade their communication at work. - Five Ways Leaders Can Support Remote Workers. - Building relationships: How to maintain connection across remote teams. - How has remote work affected our relationships? - How managers can build connection across their remote teams. FOR ON-GROUND CLASSES: Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

Required text: NONE

Prerequisite: None CEUs: 0.6

Course #, Date(s), Time
MA15752, 04/20/22, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, MCC, LRC B144
Instructor: John Lombardo
Fee: 95
Notes: This class will be held on the MCC campus in one 6-hour session

NEW - How to Effectively Communicate with a Remote Team: A Manager (ONLINE via WebEx)

Due to the increase in remote work settings, effective ways of communicating with employees has changed. In this class, you will find fundamental and effective ways to help improve both the quality and frequency of communication with your team. We will review and discuss effective workplace communication with an emphasis on helping remote workers to stay in touch. Some of the major topics that will be covered include: - A Guide to Managing Your Remote Workers. - Tips for managers to upgrade their communication at work. - Five Ways Leaders Can Support Remote Workers. - Building relationships: How to maintain connection across remote teams. - How has remote work affected our relationships? - How managers can build connection across their remote teams. Required text: NONE

Prerequisite: None

CEUs: 0.6

Course #, Date(s), Time
MA15751 , 04/19/22, 9:00 AM to 12:00 PM 04/26/22, 9:00 AM to 12:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: John Lombardo
Fee: 95
Notes: This is an ONLINE class taught ONLINE via WebEx in two 3-hour sessions

NEW! Resolving Conflicts Before They Become Battles (ONLINE via WebEx)

Conflicts are inevitable, but battles are avoidable. Conflicts arise from resource sharing, processes, values, beliefs and above all from the instinct of self-preservation. Conflicts have gained a new opaque quality in times of a crisis like the pandemic and the arrival of the remote workplace. More importantly, conflicts arise from focusing on people than on problems. In a conflict dynamic learn to focus on: The larger goals and outcomes in context; The temporary nature of conflict; and Conflict as a precursor to creativity and innovation. We will reflect on our inherent conflict-resolution styles and become situational to our approach to conflict resolution. The right focus, tool choice, and flexible attitude will resolve conflicts early on, and prevent long drawn battles.

Required text: NONE

Prerequisite: NONE

CEUs: 0.6

Course #, Date(s), Time
MA15758 , 05/03/22, 1:00 PM to 4:00 PM 05/10/22, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: Yasmin Shenoy
Fee: 95

Notes: This is an ONLINE class taught ONLINE via WebEx in two 3-hour sessions

NEW! Effective Negotiations (ONLINE via WebEx)

This virtual course is designed to help individuals learn how to effectively negotiate by moving away from confrontational thinking and conflict-based negotiating. It includes practice exercises and critique to help individuals gain the confidence to work with difficult negotiators. By the end of this session participants will: define negotiation, discuss I Win-You Lose negotiations, review Win-Win Negotiations, review the 3 Ps and the Big L, work on building effective proposals, gain tips for dealing with difficult negotiators, discuss negotiating from weakness, review how to unlock deadlocks, work on building relationships, negotiate from a position of nice, practice using negotiation skills.

Required text: None

Prerequisite: None CEUs: 0.6

Course #, Date(s), Time
NV15793 , 06/17/22, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, Naugatuck Valley WTBY, ONLINE
Instructor: Amy Blackwood Gillespie
Fee: 90
Notes: ONLINE ONLY - Participants must have access to a device with audio/video capabilities (laptop/desktop/tablet) to participate in class. WebEx will be the platform used to administer the course. Contact Cindy Tolin ctolin@nv.edu for assistance.

NEW! Management and Supervisory Fundamentals (ONLINE via WebEx)

This virtual session will review the roles and differences between managers and leaders. Discussion highlights the key fundamental skills required for managers and supervisors for effective team management. The keys to management; the attainment of goals; growth and stability; change and development; and efficiency and effectiveness will be discussed and reviewed. Real world management issues are analyzed, discussed and evaluated within the two-day session.

Required text: None

Prerequisite: Role as a manager or supervisory is helpful. CEUs: 1.2

Course #, Date(s), Time
NV15792 , 05/20/22, 9:00 AM to 4:00 PM 06/03/22, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, Naugatuck Valley WTBY, ONLINE
Instructor: Amy Blackwood Gillespie
Fee: 180
Notes: ONLINE ONLY - Must have access to a reliable device with audio/video/capabilities (laptop/desktop/tablet) to participate in class. Attendance at both classes is required to receive a completion certificate. Contact Cindy Tolin ctolin@nv.edu to register.

NEW! Support Your Boss: Reporting Up (ONLINE via WebEx)

Being a team player in today's complicated workplace is more important than ever. This class will help you explore the most effective ways to report up and form more powerful and productive relationships with your bosses. You will learn how to get on the same page with those you report you, isolate and support their objectives, and present information to them in the most effective way. This workshop will provide practical pointers and proven communication techniques and work practices to help you improve your interpersonal

professional skills while building a better relationship with your boss(es) and boosting your effectiveness as an employee. It will also explore the often-intricate relationship between boss and employee and will show you how to resolve everyday boss-blocks from hidden agendas to blaming. You will learn empowering language, scripting, and techniques to use when communicating with higher ups. You will: learn how to identify six major boss types, develop strategies for each major boss type, tailor communication to boss types, incorporate techniques for determining and tuning into your boss's goals, create strategies for building networking and mentoring relationships, learn how to effectively handle criticism from your boss, provide effective feedback to your boss, incorporate reporting strategies, such as the 5-15 report.

Required text: None

Prerequisite: None CEUs: 1.2

Course #, Date(s), Time
NV15796, 04/14/22, 9:00 AM to 4:00 PM 04/21/22, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, Naugatuck Valley WTBY, ONLINE
Instructor: Margaret DeMarino
Fee: 180
Notes: ONLINE ONLY - Participants must have access to a reliable device with audio/video capabilities (laptop/desktop/tablet) to participate in class. WebEx will be the platform used to administer the course. Attendance at both class sessions is required to receive completion certificate. Contact Cindy Tolin ctolin@nv.edu for assistance.

NEW! Managing Disagreements, Conflicts and Confrontations (ONLINE via WebEx)

This course is designed to review the differences between disagreements, conflicts and confrontations. As a supervisor managing staff, you will become an expert at dealing with the people issues that result from all levels of conflict in the workplace. It is critical to be able to defuse and prevent conflict in the workplace. Upon completion of this course, participants will be able to 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 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 and accept conflict as inevitable and learn how to benefit from it.

Required text: Nobe

Prerequisite: None CEUs: 0.6

Course #, Date(s), Time
NV15788, 06/10/22, 9:00 AM to 4:00 PM

College, Campus & Room:
NV, Naugatuck Valley WTBY, ONLINE
Instructor: Amy Blackwood Gillespie
Fee: 90
Notes: ONLINE ONLY - Participant must have access to audio and webcam with reliable device (laptop/desktop) and internet access to participate in class. Teaching platform will be WebEx. Contact Cindy Tolin for assistance - ctolin@nv.edu.

NEW! Navigating an Intergenerational Workforce (ONLINE via WebEx)

There are 4 distinct generations in the workforce right now, with a possible 40-year age gap from the youngest to the oldest employee. How do you manage them for best productivity? How do you get them to successfully work together? How do you pull the best work out of each group? There are certainly challenges and rewards with navigating a diverse workforce along, but multiple generations add to the complexity of team and collaboration. The virtual session will be interactive and offer some hands-on techniques for closing the generation gap. Learn how to foster respect and harmony in the workplace with this session.

Required text: None

Prerequisite: None CEUs: 0.6

Course #, Date(s), Time
NV15790 , 04/01/22, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, Naugatuck Valley WTBY, ONLINE
Instructor: Amy Blackwood Gillespie
Fee: 90
Notes: ONLINE ONLY - Participants must have access to a reliable device with audio/video (laptop/desktop/tablet) capabilities to participate in class. WebEx will be the platform used to administer the course. Contact Cindy Tolin ctolin@nv.edu for assistance.

NEW! Transformational Leadership (ONLINE via WebEx)

Transformational Leadership creates change in individuals and social systems. What is transformational leadership theory? How does the theory apply in the workplace? How do you become a transformational leader? Does your culture promote transformational leadership? Learn how to become a transformational leader in this virtual session.

Required text: None

Prerequisite: None CEUs: 0.6

Course #, Date(s), Time
NV15791 , 03/18/22, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, Naugatuck Valley WTBY, ONLINE
Instructor: Amy Blackwood Gillespie
Fee: 90
Notes: ONLINE ONLY - Participants must have access to a device with audio/video capabilities (laptop/desktop/tablet) to participate in class. WebEx will be the platform used to administer the course. Contact Cindy Tolin ctolin@nv.edu for assistance.

Leadership for Everyone (ONLINE via WebEx)

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
MA15745 , 04/04/22, 9:00 AM to 12:00 PM 04/11/22, 9:00 AM to 12:00 PM 04/18/22, 9:00 AM to 12:00 PM 04/25/22, 9:00 AM to 12:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: John Lombardo
Fee: 180
Notes: This is an ONLINE class taught remotely via WebEx in four 3-hour sessions

Project Management: All the Essentials (ONLINE via WebEx)

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: **Computer, internet connection, video camera and microphone are required.**

Prerequisite: None CEUs: 1.2

Course #, Date(s), Time
MA15716 , 03/10/22, 9:00 AM to 12:00 PM 03/17/21, 9:00 AM to 12:00 PM 03/24/22, 9:00 AM to 12:00 PM 03/31/22, 9:00 AM to 12:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: John Lombardo
Fee: 180
Notes: This is an ONLINE class taught remotely via WebEx in four 3-hour sessions

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. FOR ON-GROUND CLASSES: Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

Required text: NONE

Prerequisite: None CEUs: 1.2

Course #, Date(s), Time
MA15717 , 03/11/22, 9:00 AM to 4:00 PM 03/18/22, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, MCC, LRC B144
Instructor: John Lombardo
Fee: 180
Notes: This class will be held on the MCC campus in two 6-hour sessions

Managing Employees and Building Teams (ONLINE via WebEx)

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-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: Non Required

Prerequisite: Non Required CEUs: 0.8

Course #, Date(s), Time
GW15776 , 03/24/22, 9:00 AM to 1:00 PM 03/25/22, 9:00 AM to 1:00 PM
College, Campus & Room:
GW, GCC, ONLINE
Instructor: Reeshemah Norfleet
Fee: 150
Notes: This class is an ONLINE class through a WebEX Meeting link. Student will need to have access to a computer with internet access, Webcam, and Audio. Contact: pwalsh@gatewayct.edu

Moral Leadership (ONLINE via WebEx)

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: Non Required

Prerequisite: Non Required CEUs: 0.4

Course #, Date(s), Time
GW15778 , 04/22/22, 9:00 AM to 1:00 PM
College, Campus & Room:
GW, ONLINE
Instructor: Reeshemah Norfleet

Fee: 75

Notes: This class is an ONLINE class through a WebEX Meeting link. Student will need to have access to a computer with internet access, Webcam, and Audio. Contact: pwalsh@gatewayct.edu

Supervising For Success (ONLINE via WebEx)

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: Acquire and strengthen key coaching skills to guide your staff to stretch their comfort zones, Help your staff members define and enhance their risk-taking skills, Learn how to guide staff in defining objectives and developing new skill sets, Employ proven techniques for motivating staff, Acquire an arsenal of perfect phrases for key situations, Inspire employees to become more engaged, productive, and successful.

Required text: Note: **Course will be taught on WebEx and requires the use of computer audio and webcam.**

Prerequisite: none CEUs: 1.2

Course #, Date(s), Time
NW15765, 03/22/22, 9:00 AM to 4:00 PM 03/29/22, 9:00 AM to 4:00 PM
College, Campus & Room:
NW, ONLINE
Instructor:
Margaret DeMarino
Fee:
190
Notes:
ONLINE, 3/22&3/29. IMPORTANT EMAIL: gcarra@nwcc.edu for log info BEFORE class!

The Upward Mobility & Supervisory Skills Toolkit (ONLINE via WebEx)

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
AS15634 , 03/09/22, 9:00 AM to 4:00 PM 03/16/22, 9:00 AM to 4:00 PM 03/23/22, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck, ONLINE
Instructor: Margaret DeMarino
Fee: 285
Notes: class meets March 9, 16, 23

Women in Leadership Certificate Program (ONLINE via WebEx)

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: 1. Learn 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: Non CEUs: 1.8

Course #, Date(s), Time
AS15644 , 04/28/22, 9:00 AM to 4:00 PM 05/05/22, 9:00 AM to 4:00 PM 05/12/22, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck, ONLINE
Instructor: Margaret DeMarino
Fee: 285
Notes: class meets 4/28, 5/5, 5/12

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

Explore the Acrobat DC interface and learn the many ways to customize it to suit your needs. Create Adobe PDF files from Word, Excel, emails or web pages while maintaining formatting and fonts. Use a variety of tools to edit, combine pages, place graphics, import and export content, and assign security. Create electronic forms for easy, secure distribution, collaboration and data collection. Create interactive text fields, check boxes, drop-down menus and more. Students must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id). Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID. Required text: Included in course fee. Prerequisite: Basic Windows, keyboard and mouse skills; word processing experience recommended. CEUs: 1.2

Course #, Date(s), Time
MA15735 , 03/18/22, 1:00 PM to 4:00 PM 03/25/22, 1:00 PM to 4:00 PM 04/01/22, 1:00 PM to 4:00 PM 04/08/22, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, MCC, LRC B142
Instructor: John Hilditch
Fee: 275
Notes: This class will be held on the MCC campus in four 3-hour sessions

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 and using color and transparency in blend modes; adjusting images to improve quality/suitability for intended publication; advanced image editing; and design, web and print skills with compositing, color management and type controls. Through demonstration and hands-on exercises, you will create exciting and amazing images using some of this program's limitless capabilities. Students must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id). Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID. Required text: NONE Prerequisite: None CEUs: 1.2

Course #, Date(s), Time
MA15748 , 04/07/22, 1:00 PM to 4:00 PM 04/14/22, 1:00 PM to 4:00 PM 04/21/22, 1:00 PM to 4:00 PM 04/28/22, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, MCC, LRC B142

Instructor: Kathleen Smits
Fee: 275
Notes: This class will be held on the MCC campus in four 3-hour sessions

Art of Making Effective PowerPoint Presentations (ON CAMPUS)

This class is for those who want to learn techniques to free audiences from the boredom and fatigue known as "Death by PowerPoint"! Creating a winning presentation doesn't need to be a time-consuming task. Learn to design effective slides that energize presentations and engage audiences with simple techniques like the rule of three, letting audio, video and animation do the talking, transforming backgrounds with the click of a button, and controlling animation by touching the screen.

Required text: None

Prerequisite: None CEUs: 0.6

Course #, Date(s), Time
TX15690 , 06/10/22, 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

Bringing PowerPoint to Life (ON CAMPUS)

Microsoft PowerPoint has become a staple in the workplace. Knowing how to use it effectively for meetings, sales calls, and training sessions or to pitch the next big idea is what makes all the difference. Many people know how to set up a basic PowerPoint presentation, but basic presentations come off flat and uninteresting. This session will walk you through how to bring your presentation to life by adding animations, audio, video clips, transitions, drawings, action buttons and links to your presentations that not only impress the audience but are used to drive your point home. You will gain tips and tricks for transitions, learn how to draw on your slides for affect, understand how to use action buttons and the proper use of hyperlink. Most importantly, connecting strong content with strong visuals.

Required text: None - **Bring a FLASH DRIVE to class with you to save your work**

Prerequisite: Basic computer knowledge and familiarity with Microsoft Office software. CEUs: 1.2

Course #, Date(s), Time
NV15783 , 04/22/22, 9:00 AM to 4:00 PM 04/29/22, 9:00 AM to 4:00 PM
College, Campus & Room:

NV, Naugatuck Valley WTBV, T641
Instructor: Rose Foufas
Fee: 190
Notes: Enter the Waterbury Campus for NVCC by the East Entrance and park in the lot to the left outside of Technology Hall. You enter the building on the 5th floor and the computer room is one flight up on the 6th floor off the lobby. Lunch options are available close by and attendance at both classes is required to receive certificate. Class will be held IN PERSON on campus and students must bring a flash drive.

Business Analysis Introduction (ONLINE, SELF-PACED)

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: Asynchronous

Prerequisite: None CEUs: 2.4

Course #, Date(s), Time
CA15675, 03/16/22, 12:00 AM to 12:00 PM 05/06/22, 12:00 AM to 12:00 PM 06/06/22, 12:00 AM to 12:00 PM
College, Campus & Room:
CA, Capital, ONLINE SELF PACED
Instructor: STAFF
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 Analytics Using Excel (ONLINE, SELF-PACED)

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.**

Required text: Asynchronous

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
CA15664 , 04/01/22, 12:00 AM to 12:00 PM 04/30/22, 12:00 AM to 12:00 PM
College, Campus & Room:
CA, Capital, ONLINE SELF PACED
Instructor: Cecilia Walpole-Griffin
Fee: 115
Notes: This asynchronous course is offered ONLINE for 4-weeks. Students can login on their own time.

Certified Ethical Hacker Exam Certification Preparation (ON-CAMPUS)

This course will show students through an interactive environment how to scan, test, hack and secure their own systems. This lab-intensive approach will provide each student with in-depth knowledge and practical experience using the current essential security systems. Students will begin by learning how perimeter defenses work and then be led into scanning and attacking their own networks (no real network is harmed during the process). Students will then learn how intruders escalate privileges and what steps can be taken to secure a system. Students will also learn about intrusion detection, policy creation, social engineering, DDoS attacks, buffer overflows and virus creation. Students will leave this intensive five-day class with hands-on understanding and experience in ethical hacking. This course will prepare students for the EC-Council ANSI-accredited Certified Ethical Hacker exam 312-50. The Certified Ethical Hacker exam is not included in the cost of the course. Students must apply for eligibility to take the exam, schedule the exam at an additional cost of \$950 and pass the exam to be certified. The course instructor will inform students about the exam application process. Required electronic text is included in course fee. FOR ON-GROUND CLASSES: Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID. **Students must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id).**

Required text: Included in course fee.

Prerequisite: Solid knowledge of hardware and operating systems required. A+ and Network+ certification strongly recommended. CEUs: 3

Course #, Date(s), Time
MA15741 , 03/28/22, 9:00 AM to 4:00 PM 03/29/22, 9:00 AM to 4:00 PM 03/30/22, 9:00 AM to 4:00 PM 03/31/22, 9:00 AM to 4:00 PM 04/01/22, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, MCC, LRC B141
Instructor: Jayson Ferron
Fee: 1750
Notes: This class will be held on the MCC campus in five 6-hour sessions

Certified Information Systems Security Professional Exam Preparation (ON CAMPUS)

This course is intended for experienced IT security practitioners, auditors, consultants, investigators or instructors, including network or security analysts and engineers, network administrators, information security specialists and risk management professionals. Student will analyze the ten domains required to pass the CISSP exam: information systems access control, security architecture and design, network security systems and telecommunications, information security management goals, information security classification and program development, risk management criteria and ethical codes of conduct, software development security, cryptography characteristics and elements, physical security, and operations security. Apply business continuity and disaster recovery plans and identify legal issues, regulations, compliance standards and investigation practices relating to information systems security. Students FOR ON-GROUND CLASSES: Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID. **Students must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id).**

Required text: Included in course fee.

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
MA15750 , 04/18/22, 9:00 AM to 4:00 PM 04/19/22, 9:00 AM to 4:00 PM 04/20/22, 9:00 AM to 4:00 PM 04/21/22, 9:00 AM to 4:00 PM 04/22/22, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, MCC, LRC B141
Instructor: Jayson Ferron
Fee: 1250
Notes: This class will be held on the MCC campus in five 6-hour sessions

Creating Electronic Forms and Templates with Adobe Acrobat Pro & MS Word 2019 (ON CAMPUS)

Adobe Acrobat Pro can help you turn your paper forms into electronic ones that can be saved after the form has been completed and emailed back to the sender. This time saving feature from Adobe, allows you to email/upload your form, and users can save it and submitted electronically. You can design a new form from scratch, convert a MS Word form to PDF, or scan a paper form and create a new electronic form from it. MS Word allows you to create electronic forms that the end-user can fill out on their computer, save it and return it electronically. You can create a form by starting with a new template, or download one, and adding content controls, including check boxes, text boxes, date pickers, and drop-down lists.

Required text: None

Prerequisite: Basic computer skills and knowledge of Microsoft Word CEUs: 0.6

Course #, Date(s), Time
NV15782 , 05/13/22, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, Naugatuck Valley WTBY, T641
Instructor: Rose Foufas
Fee: 95
Notes: Enter the Waterbury Campus for NVCC by the East Entrance and park in the lot to the left outside of Technology Hall. You will enter the building on the 5th floor and the computer room is one flight up on the 6th floor off the lobby. Lunch options are available close to the campus. Individual registration form is required - contact Cindy Tolin for assistance (ctolin@nv.edu). Class will be held IN PERSON due to access for the Adobe software.

Excel - In the Beginning (ON CAMPUS)

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: None CEUs: 0.6

Course #, Date(s), Time
TX15658 , 04/08/22, 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 Data and Functions (ON CAMPUS)

This instructor led, six-hour course will teach students how to work with large worksheets in Microsoft Excel and use multiple worksheets and workbooks efficiently. Formatting techniques such as applying special number formats, merging cells, changing text orientation and transposing data will be covered, in addition to applying cell names, and using conditional formatting. The frequently used functions If, Payment and Lookup will also be covered, and along the way there will be many tips and tricks to make using Excel easier. Course objectives: Freeze panes; split worksheet; multiple windows; hide, unhide data; print titles; insert page breaks; create headers; manage multiple worksheets, name cells and ranges; link worksheets, link workbooks; apply conditional formatting; apply special and custom number formats; control zero value display; apply themes, merge and split cells and change text orientation; Use functions: SUM function, AutoSum, AVERAGE, MIN, MAX, COUNT, and COUNTA; IF, AND, OR, NOT, IFERROR functions; PMT function; VLOOKUP

Required text: None

Prerequisite: Strong familiarization with the basics of Excel, this is not your first class CEUs: 0.6

Course #, Date(s), Time
TX15660, 05/06/22, 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 Introduction (ONLINE via WebEx)

Basic skills are taught in this introductory course using the new ribbon interface system for selecting tools. Learn the difference between a workbook, and spreadsheet; how to enter data, select cells; modify row, columns, and cells; format cells and create simple formulas and charts. Software required. Contact [ca-learnmore@capitalcc.edu](mailto:learnmore@capitalcc.edu) to get software access before the course. **Course will be offered ONLINE via the videoconference tool WebEx. Students will receive a link to access the course before the class.**

Required text: ONLINE via WebEx

Prerequisite: Basic computer skills. CEUs: 0.6

Course #, Date(s), Time
CA15681, 03/11/22, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, ONLINE
Instructor: Michael Montgomery
Fee: 95

Notes: Course will be offered ONLINE via the WebEx video conference system. Contact Ca-learnmore@capitalcc.edu, for login information and access to Excel software if needed.

Excel: Functions and Formulas (ONLINE via WebEx)

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: **ONLINE via WebEx**

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

Course #, Date(s), Time
CA15682, 04/01/22, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital
Instructor: Michael Montgomery
Fee: 95
Notes: Course is offered ONLINE via the WebEx video conference system. Contact Ca-learnmore@capitalcc.edu, for login information and access to Excel software if needed.

Fundamentals of Supervision and Management (ONLINE, SELF-PACED)

If you have been recently 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: Asynchronous

Prerequisite: None CEUs: 2.4

Course #, Date(s), Time
CA15677, 03/16/22, 12:00 AM to 12:00 PM 05/06/22, 12:00 AM to 12:00 AM
College, Campus & Room:
CA, Capital, ONLINE SELF PACED
Instructor: STAFF
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.

Google Analytics: Introduction (ONLINE, SELF-PACED)

No matter what brings you to the Web, your hope is that many 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: Asynchronous

Prerequisite: None CEUs: 2.4

Course #, Date(s), Time
CA15683, 04/13/22, 12:00 AM to 12:00 PM 06/03/22, 12:00 AM to 12:00 AM
College, Campus & Room:
CA, Capital, ONLINE SELF PACED
Instructor: STAFF
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, SELF-PACED)

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: Asynchronous

Prerequisite: None CEUs: 2.4

Course #, Date(s), Time
CA15678, 03/16/22, 12:00 AM to 12:00 PM 05/06/22, 12:00 AM to 12:00 AM
College, Campus & Room:

CA, Capital, ONLINE SELF PACED
Instructor: STAFF
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.

Intro to MS Excel 2019 (ON CAMPUS)

MS Excel is an electronic spreadsheet used to store, organize, calculate and manipulate data. This is a basic course that will improve your competency in creating worksheets using basic formulas and functions, as well as creating and modifying simple charts -- an asset in any job in today's industry where the budget along with the collection and tracking of data is essential to business success. The course will also highlight the difference between a workbook, and spreadsheet, and address how to enter data, select cells, format cells, modify rows and columns, sum data, etc. The course will also review the new ribbon interface system. Students need to be familiar with basic computer navigation; using the mouse, opening and closing windows.

Required text: none

Prerequisite: Familiarity with MS Office software helpful CEUs: 1.2

Course #, Date(s), Time
NV15710 , 04/01/22, 9:00 AM to 4:00 PM 04/08/22, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, Naugatuck Valley WTBY, T641
Instructor: Martha Tillow
Fee: 200
Notes: This course is taught in person on campus. Contact Cindy Tolin for assistance ctolin@nv.edu. Attendance at both class sessions is necessary to receive a completion certificate. Enter the campus from the East Entrance and turn left to park in front of Technology Hall (white building). No parking permit is required. The classroom is through the side entrance (you will be entering the building on the 5th floor) and up one flight. T641 is off of the 6th floor lobby area. Food and refreshments are available a short distance in either direction once you leave the campus.

Java Programming: Introduction (ON CAMPUS)

Java is one of the most popular programming languages used by software developers today. It is the core language used in developing Android apps and is also commonly used in back-end web development. If you're new to programming or just interested in Java, then this course is a great place to get started. You'll learn and practice essential computer science concepts using the Java programming language. You'll learn about object-oriented programming, a technique that allows you to use code written by other programmers in your own programs. You'll put your new Java programming skills to the test by solving real-world problems faced by

software engineers. Java programming is a great option for first-time coders due to its popularity and ease of use. This course will provide you with a solid foundation in Java programming and object-oriented programming concepts. Topics include the Java programming environment; introduction to classes and objects; graphics; fundamental data types; decisions; iterations; arrays, array lists and simple array algorithms; methods (parameter passing, instance vs. static methods); and inheritance. Prerequisite: Basic Windows, keyboard and mouse skills. No prior programming experience and knowledge is assumed or needed; beginners are welcome
FOR ON-GROUND CLASSES: Students coming to campus must observe the college’s COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID. **Students must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id).**

Required text: None

Prerequisite: Basic Windows, keyboard and mouse skills. No prior programming experience and knowledge is assumed or needed. Beginners welcome! CEUs: 1.8

Course #, Date(s), Time
MA15754 , 04/22/22, 1:00 PM to 4:00 PM 04/29/22, 1:00 PM to 4:00 PM 05/06/22, 1:00 PM to 4:00 PM 05/13/22, 1:00 PM to 4:00 PM 05/20/22, 1:00 PM to 4:00 PM 05/27/22, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, MCC, LRC B142
Instructor: George Pillar
Fee: 380
Notes: This class will be held on the MCC campus in six 3-hour sessions

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. However, the CompTIA Network+ certification exam is not included in the cost of the course. The course instructor will inform students about the exam application process. Network+ testing centers can be found at www.pearsonvue.com/comptia/. **FOR ON-GROUND CLASSES:** Students coming to campus must observe the college’s COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID. **Students must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id).**

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.

Prerequisite: CompTIA A+ Certified, or equivalent experience and minimum of 9 months experience in network support or administration; or academic training equivalency. CEUs: 4.2

Course #, Date(s), Time
MA15762 , 05/03/22, 9:00 AM to 4:00 PM 05/05/22, 9:00 AM to 4:00 PM 05/10/22, 9:00 AM to 4:00 PM 05/12/22, 9:00 AM to 4:00 PM 05/17/22, 9:00 AM to 4:00 PM 05/19/22, 9:00 AM to 4:00 PM 05/24/22, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, MCC, LRC B141
Instructor: Paul Picard, Ph.D.
Fee: 1750
Notes: This class will be held on the MCC campus in seven 6-hour sessions

NEW! Amazon Web Services (AWS) Cloud Foundations (ON CAMPUS)

AWS Cloud Foundations is intended for students who seek an overall understanding of cloud computing concepts, independent of specific technical roles. It provides a detailed overview of cloud concepts, AWS core services, security, architecture, pricing and support. All course content is developed and maintained by AWS to ensure the learning reflects current services and best practices. Required for the ONLINE section: Internet access and computer. Microphone and webcam needed for live audio/video training using Webex. The instructor will contact ONLINE students with further instructions one to three business days prior to class. Students must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id). Prerequisite: This entry-level course provides an introduction to AWS cloud services and practices and is suitable for all students. Basic knowledge of computers is preferred. FOR ON-GROUND CLASSES: Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID. **Students must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id).**

Required text: NONE

Prerequisite: This entry-level course provides an introduction to AWS cloud services and practices and is suitable for all students. Basic knowledge of computers is preferred. CEUs: 2.4

Course #, Date(s), Time
MA15770 , 02/28/22, 5:30 PM to 9:30 PM 03/02/22, 5:30 PM to 9:30 PM 03/04/22, 5:30 PM to 9:30 PM 03/07/22, 5:30 PM to 9:30 PM 03/09/22, 5:30 PM to 9:30 PM 03/11/22, 5:30 PM to 9:30 PM
College, Campus & Room:
MA, MCC, LRC B142
Instructor: John Hilditch
Fee: 795
Notes: This class will be held on the MCC campus. It will be six 3-hour sessions.

NEW! Azure Fundamentals Certification Preparation (ON CAMPUS)

Candidates for the Azure Fundamentals certification should have foundational knowledge of cloud services and how those services are provided with Microsoft Azure. This certification is intended for candidates who are just beginning to work with cloud-based solutions and services or are new to Azure. Azure Fundamentals certification is an opportunity to prove knowledge of cloud concepts, Azure services, Azure workloads, and security and privacy in Azure, as well as Azure pricing and support. Candidates should be familiar with the general technology concepts, including concepts of networking, storage, compute, application support, and application development. Azure Fundamentals can be used to prepare for other Azure role-based or specialty certifications. Target audience for this training is administrators, business users, developers, students and technology managers. AZ-500 exam cost is not included in course fee; hands-on labs are included. FOR ON-GROUND CLASSES: Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID. **Students must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id).**

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
MA15760, 05/20/22, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, MCC, LRC B141
Instructor: Jayson Ferron
Fee: 150
Notes: This class will be held on the MCC campus in one 6-hour session.

NEW! - Amazon Web Services (AWS) Cloud Foundations (ONLINE via WebEx)

AWS Cloud Foundations is intended for students who seek an overall understanding of cloud computing concepts, independent of specific technical roles. It provides a detailed overview of cloud concepts, AWS core services, security, architecture, pricing and support. All course content is developed and maintained by AWS to ensure the learning reflects current services and best practices. Required for the ONLINE section: **Internet access and computer. Microphone and webcam needed for live audio/video training using Webex. The instructor will contact ONLINE students with further instructions one to three business days prior to class.** Students must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id). Prerequisite: This entry-level course provides an introduction to AWS cloud services and practices and is suitable for all students. Basic knowledge of computers is preferred. Required text: NONE

Prerequisite: This entry-level course provides an introduction to AWS cloud services and practices and is suitable for all students. Basic knowledge of computers is preferred. CEUs: 2.4

Course #, Date(s), Time
MA15718 , 03/01/22, 1:00 PM to 4:00 PM 03/03/22, 1:00 PM to 4:00 PM 03/08/22, 1:00 PM to 4:00 PM 03/10/22, 1:00 PM to 4:00 PM 03/15/22, 1:00 PM to 4:00 PM 03/17/22, 1:00 PM to 4:00 PM 03/22/22, 1:00 PM to 4:00 PM 03/24/22, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: Paul Picard, Ph.D.
Fee: 795
Notes: This is an ONLINE class taught remotely via WebEx in eight 3-hour sessions

NEW! Microsoft Forms Introduction (ONLINE via WebEx)

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

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
MA15800 , 03/22/22, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: Matthew Marshall
Fee: 75
Notes: This is an ONLINE class taught remotely with WEBEX

NEW! Creating Marketing Materials with Adobe (ON CAMPUS)

This is an in-person course at the Waterbury Campus for NVCC. Using InDesign and Photoshop, this course will cover the basics of creating publications such as web pages, advertisements, flyers, brochures, post cards, business cards and letterhead in InDesign, along with image creation, management and enhancement in Photoshop. Basic graphic design principles will be covered for design of layouts for print and web collateral and how to arrange text, graphics, logos and images. Textbook for the class is included if registration is received at least two weeks prior to the start of the class. Students should bring a flash drive to class.

Required text: None; textbook provided if registration is received at least 2 weeks in advance of the first class

Prerequisite: Basic computer skills and knowledge of Microsoft Office is helpful. CEUs: 1.8

Course #, Date(s), Time	
NV15784, 06/03/22, 9:00 AM to 4:00 PM 06/10/22, 9:00 AM to 4:00 PM 06/17/22, 9:00 AM to 4:00 PM	
College, Campus & Room:	
NV, Naugatuck Valley WTBY, T641	
Instructor:	Kathleen Smits
Fee:	315
Notes: Enter the Waterbury Campus for NVCC by the East Entrance and park in the lot to the left outside of Technology Hall. Student registration form is required a minimum of 2 weeks in advance of the course to receive the textbook provided with the course. The computer room is one flight up on the 6th floor off the lobby. Lunch options are available close by and attendance at both classes is required to receive certificate. Class will be held IN PERSON due to access for the Adobe Creative Suite software.	

Access Advanced (ONLINE via WebEx)

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 using Access with Outlook. Coursework will cover skills found in Access versions 2016, 2019 and 365. Students should have Access software installed on the computers they will use for the ONLINE training. MCC notes that for students who do not have the software installed on their training computer, that they contact <http://supportcenter.ct.edu/service/Office365.asp> to gain access to Office 365. **Required for this ONLINE course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using WebEx. The instructor will contact students with further instructions one to three business days prior to class.** Prerequisite: Access Intermediate or permission of instructor or computer coordinator. Required text: Required curriculum is Included in the course fee. Internet access and computer. Microphone and webcam needed for live audio/video training.

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

Course #, Date(s), Time
MA15759, 05/03/22, 1:00 PM to 4:00 PM 05/10/22, 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 via WebEx in two 3-hour sessions

Access Intermediate (ONLINE via WebEx)

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. Coursework will cover skills found in Access versions 2016, 2019 and 365. Students should have Access software installed on the computers they will use for the ONLINE training. MCC notes that for students who do not have the software installed on their training computer, that they contact <http://supportcenter.ct.edu/service/Office365.asp> to gain access to Office 365. Required for this ONLINE course: **Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Webex.** The instructor will contact students with further instructions one to three business days prior to class. Prerequisite: Access Introduction course, or permission of instructor or computer coordinator. Required text: Required curriculum is included in the course fee. Internet access and computer. Prerequisite: Access Introduction course, or permission of instructor or computer coordinator. CEUs: 1.2

Course #, Date(s), Time
MA15746 , 04/05/22, 1:00 PM to 4:00 PM 04/12/22, 1:00 PM to 4:00 PM 04/19/22, 1:00 PM to 4:00 PM 04/26/22, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: George Pillar
Fee: 199
Notes: This is an ONLINE class taught remotely via WebEx in four 3-hour sessions

ONLINE - Access Introduction (ONLINE via WebEx)

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. Coursework will cover skills found in Access versions 2016, 365 and 2019. Students should have Access software installed on the computers they will use for the ONLINE training. MCC notes that for students who do not have the software installed on their training computer, that they contact <http://supportcenter.ct.edu/service/Office365.asp> to gain access to Office 365. Required for this ONLINE course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be

taught using Webex. The instructor will contact students with further instructions one to three business days prior to class.

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.

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

Course #, Date(s), Time
MA15738, 03/22/22, 1:00 PM to 4:00 PM 03/29/22, 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 via WebEx in two 3-hour sessions

Excel Advanced (ONLINE via WebEx)

Excel Advanced builds on the concepts and skills of our Excel Introduction and Intermediate courses to provide advanced tools for solving real-world problems in Microsoft Excel: lookup and decision-making functions, auditing and error-handling, array functions, date and text functions, importing and exporting, what-if-analysis and macros. Topics include logical and lookup functions, advanced Formulas, auditing, arrays, importing and exporting, power pivot, analysis, macros and forms. Required curriculum is included in course fee. Coursework will cover Microsoft Office versions 2016, 365 and 2019. Required for this ONLINE course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using WebEx. 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
MA15799, 04/21/22, 1:00 PM to 4:00 PM 04/28/22, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: Matthew Marshall
Fee: 95
Notes: This is an ONLINE class taught remotely with WEBEX

Excel Dashboards (ONLINE via WebEx)

Excel dashboards provide an organized way to view and report large amounts of changing data in real-time. This course covers the mechanics of constructing dashboards and further explores the components learned in MCC's Excel Data and Function courses. The first class session covers the mechanics of constructing dashboards. Students will learn to import and manipulate data, employ functions, insert charts, fabricate pivot tables, and create interactive filters. The second class session covers more complex dashboard construction. These include importing data, nested functions for formulas, pivot charts, pivot tables, recording macros and interactive filters. This session will also explore some aesthetic dashboard design elements such as identifying important information and determining appropriate visual presentation formats for optimal communication. The third class session covers dashboard visual element configuration for end-user deployment, on-screen visual element protection, and publishing dynamically linked Excel dashboards to other applications like PowerPoint. Additional topics include visual element control, timelines, labels, dashboard security, dynamic data source linking, and publishing dashboards or other Excel elements. Coursework will cover Microsoft Office versions 2016, 365 and 2019.

Required text: A computer with internet access, a webcam, and a microphone. 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
MA15763, 05/26/22, 1:00 PM to 4:00 PM 05/31/22, 1:00 PM to 4:00 PM 06/02/22, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor:
John Hilditch
Fee:
250
Notes:
This is an ONLINE class taught remotely via WebEx in three 3-hour sessions

Excel Data and Functions (ONLINE via WebEx)

This comprehensive course on data handling will ensure that you are tapping the full power of Excel. Students will learn how to use a pivot table to analyze numerical data in detail and query in many user-friendly ways; subtotal and aggregate numeric data, summarize data by categories and subcategories, and create custom calculations and formulas; expand and collapse levels of data to focus results; and filter, sort, group and conditionally format the most useful and interesting subset of data enabling you to focus on just the information you want. Learn how to present concise, attractive and annotated ONLINE or printed reports. Students will expand on the information gained and concentrate on an in-depth exploration of pivot table manipulation to deliver useful data and effective slicer crafting to allow rapid underlying data filtration and report creation for designers and end users. Coursework will cover skills found in Excel versions 2016, 2019 and 365. Students should have Excel software installed on the computers they will use for the ONLINE training. MCC notes that for students who do not have the software installed on their training computer, that they contact <http://supportcenter.ct.edu/service/Office365.asp> to gain access to Office 365. Required for this ONLINE course:

Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class. Prerequisite: Excel Introduction required or equivalent knowledge. Knowledge should include writing simple formulas and functions, understanding charts, basic data sorting and filtering.

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 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
MA15756, 05/03/22, 1:00 PM to 4:00 PM 05/05/22, 1:00 PM to 4:00 PM 05/10/22, 1:00 PM to 4:00 PM 05/12/22, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: John Hilditch
Fee: 275
Notes: This is an ONLINE class taught remotely via WebEx in four 3-hour sessions

Excel Intermediate (ONLINE via WebEx)

This course builds on the basic concepts and skills of Excel Introduction to provide more advanced tools for analysis and presentation of complex, realistic data in Microsoft Excel: 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. Coursework will cover skills found in Excel versions 2016, 2019 and 365. Students should have Excel software installed on the computers they will use for the ONLINE training. Students who do not have the software installed on their training computer, go to <http://supportcenter.ct.edu/service/Office365.asp> to gain access to Office 365.

Required for this ONLINE course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using WebEx. The instructor will contact students with further instructions one to three business days prior to class. Prerequisite: Excel Introduction, or permission of instructor or computer coordinator. 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 Introduction course, or permission of instructor or computer coordinator. CEUs: 0.6

Course #, Date(s), Time
MA15798, 04/07/22, 1:00 PM to 4:00 PM 04/14/22, 1:00 PM to 4:00 PM
College, Campus & Room:

MA, ONLINE
Instructor: Matthew Marshall
Fee: 95
Notes: This is an ONLINE class taught remotely with WEBEX

Excel Introduction (ONLINE via WebEx)

This course is designed for people new to spreadsheets and for self-taught users who wish to expand their knowledge. Using the new version of this renowned spreadsheet software, students will learn to recognize the main areas of the Excel worksheet and workbook; enter, edit and delete data; create basic formulas and functions, including SUM, AVERAGE, MAX and MIN; enhance the presentation of workbook data; create, display and manipulate simple charts; work with multiple worksheets; freeze titles and add comments. Coursework will cover skills found in Excel versions 2016, 2019 and 365. Students should have Excel software installed on the computers they will use for the ONLINE training. Students who do not have the software installed on their training computer, go to <http://supportcenter.ct.edu/service/Office365.asp> to gain access to Office 365. Required for this ONLINE course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using WebEx. The instructor will contact students with further instructions one to three business days prior to class.

Required text: Internet access and computer. Microphone and webcam needed for live audio/video training.

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

Course #, Date(s), Time
MA15797 , 03/24/22, 1:00 PM to 4:00 PM 03/31/22, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: Matthew Marshall
Fee: 95
Notes: This is an ONLINE class taught remotely with WEBEX

Excel Pivot Tables (ONLINE via WebEx)

Students will learn how to use a pivot table to analyze numerical data in detail, and query in many user-friendly ways; subtotal and aggregate numeric data, summarize data by categories and subcategories, and create custom calculations and formulas; expand and collapse levels of data to focus results; filter, sort, group, and conditionally format the most useful and interesting subset of data enabling you to focus on just the information you want. Learn how to present concise, attractive and annotated ONLINE or printed reports. Students will explore preparing tables, reports, slicers, timelines and other dynamic elements for use as effective visual communications tools. Students will cover advanced topics like slicers, calculated fields, creating multiple pivot tables from one, nested formulas, subtotaling and result visibility, underlying pivot table data, report views, advanced charting and queries. Coursework will cover skills found in Excel versions 2016, 2019 and 365.

Students should have Excel software installed on the computers they will use for the ONLINE training. MCC notes that for students who do not have the software installed on their training computer, that they contact <http://supportcenter.ct.edu/service/Office365.asp> to gain access to Office 365. Required for this ONLINE course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using WebEx. The instructor will contact students with further instructions one to three business days prior to class.

Prerequisite: Excel Introduction required or equivalent knowledge.

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 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
MA15761, 05/17/22, 1:00 PM to 4:00 PM 05/19/22, 1:00 PM to 4:00 PM 05/24/22, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: John Hilditch
Fee: 250
Notes: This is an ONLINE class taught remotely via WebEx in three 3-hour sessions

Microsoft Office: MCC Certificate (ONLINE via WebEx)

Increase your employability with this intensive 36-hour course and receive a Microsoft Office MCC Certificate on completion. This hands-on course will include practice time on Word, Excel, Access, PowerPoint and Outlook. Students will learn the basics of all Office programs, including merges, tables, graphics and sharing documents in Word; formulas, data management, formatting and printing in Excel; database creation, criteria in queries, report and form design, grouping data and establishing relationships in Access; creating slide shows, importing from Word, adding tables/graphics, animation and advanced formatting in PowerPoint; and email management, creating folders, adding signatures/attachments, scheduling appointments with others, organizing contact lists and creating/updating tasks in Outlook. Coursework will cover skills found in Access versions 2016, 365 and 2019. Students should have Office software installed on the computers they will use for the ONLINE training.

MCC notes that for students who do not have the software installed on their training computer, that they contact <http://supportcenter.ct.edu/service/Office365.asp> to gain access to Office 365. Required for this ONLINE course: Internet access and computer with Office 2016, 365 or 2019 installed. Microphone and webcam needed for live audio/video training using WebEx. The instructor will contact students with further instructions one to three business days prior to class. Prerequisite: basic knowledge of Windows and keyboarding/mouse skills. Required text: Required for this ONLINE course: Internet access and computer. Microphone and webcam needed for live audio/video training.

Prerequisite: Basic Windows, keyboarding and mouse skills. CEUs: 3.6

Course #, Date(s), Time
MA15737 , 03/21/22, 1:00 PM to 4:00 PM 03/23/22, 1:00 PM to 4:00 PM 03/28/22, 1:00 PM to 4:00 PM 03/30/22, 1:00 PM to 4:00 PM 04/04/22, 1:00 PM to 4:00 PM 04/06/22, 1:00 PM to 4:00 PM 04/11/22, 1:00 PM to 4:00 PM 04/13/22, 1:00 PM to 4:00 PM 04/18/22, 1:00 PM to 4:00 PM 04/20/22, 1:00 PM to 4:00 PM 04/25/22, 1:00 PM to 4:00 PM 04/27/22, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: John Hilditch
Fee: 665
Notes: This is an ONLINE class taught remotely via WebEx in twelve 3-hour sessions

Project: Introduction (ONLINE via WebEx)

Learn the major features of Microsoft Project, the world's most popular project management tool. Students will learn how to develop project plans and define tasks and resources. Students will detail, track and report the progress of projects. Skills learned in the course include creating task lists, durations, phases; linking tasks, documenting tasks and project plans; setting up resources, capacity, cost pay rates, documenting; assigning resources to tasks, scheduling, applying cost resources to tasks; sharing your plan, Gantt charts, timeline views, reporting; tracking progress on tasks, project baselines, task completion percentage; troubleshooting time, schedule, cost, resource, and scope of work problems. Recommended related course is Project Management: All the Essentials. Required curriculum is included in course fee. Coursework will cover skills found in Project versions 2016, 2019 and 365. Students should have Project software installed on the computers they will use for the ONLINE training. Required for this ONLINE course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using WebEx. **Students will be contacted with further instructions one to three business days prior to class.**

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. CEUs: 1.2

Course #, Date(s), Time
MA15753 , 04/22/22, 1:00 PM to 4:00 PM 04/29/22, 1:00 PM to 4:00 PM 05/06/22, 1:00 PM to 4:00 PM 05/13/22, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: John Hilditch
Fee: 250
Notes: This is an ONLINE class taught remotely via WebEx in four 3-hour sessions

A+ Certification 220-1001 and 220-1002 Exam Preparation (ONLINE via WebEx)

CompTIA A+ Certification validates the latest skills needed by today's computer support professionals. It is an international, vendor-neutral certification recognized by major hardware and software vendors, distributors and resellers. The first required A+ exam, CompTIA A+ 220-1001, measures necessary competencies for an entry-level IT professional. This course will prepare you for the CompTIA A+ 220-1001 certification exam. Get the skills and knowledge necessary to install, build, maintain and configure personal computers, laptop computers and printers. You will also learn the principles of physical and TCP/IP networks and operational and professional procedures. Required program material is included in course fee, which includes the electronic texts, hands-on labs and practice exam. The A+ 220-1001 or A+ 220-1002 exams are included in the cost of the course. Students must 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 for this ONLINE course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using WebEx. The instructor will contact students with further instructions one to three business days prior to class. Prerequisite: Basic knowledge of hardware and operating systems recommended. Required text: Included in course fee.

Prerequisite: Basic knowledge of hardware and operating systems recommended. CEUs: 7.2

Course #, Date(s), Time
MA15736 , 03/21/22, 1:00 PM to 4:00 PM 03/23/22, 1:00 PM to 4:00 PM 03/25/22, 1:00 PM to 4:00 PM 03/28/22, 1:00 PM to 4:00 PM 03/30/22, 1:00 PM to 4:00 PM 04/01/22, 1:00 PM to 4:00 PM 04/04/22, 1:00 PM to 4:00 PM 04/06/22, 1:00 PM to 4:00 PM 04/08/22, 1:00 PM to 4:00 PM 04/11/22, 1:00 PM to 4:00 PM 04/13/22, 1:00 PM to 4:00 PM 04/18/22, 1:00 PM to 4:00 PM 04/20/22, 1:00 PM to 4:00 PM 04/22/22, 1:00 PM to 4:00 PM 04/25/22, 1:00 PM to 4:00 PM 04/27/22, 1:00 PM to 4:00 PM 04/29/22, 1:00 PM to 4:00 PM 05/02/22, 1:00 PM to 4:00 PM 05/04/22, 1:00 PM to 4:00 PM 05/06/22, 1:00 PM to 4:00 PM 05/09/22, 1:00 PM to 4:00 PM 05/11/22, 1:00 PM to 4:00 PM 05/13/22, 1:00 PM to 4:00 PM 05/16/22, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: Peter Rinsland
Fee: 2500
Notes: This is an ONLINE class taught remotely via WebEx in twenty-four 3-hour sessions

Visio Introduction (ONLINE via WebEx)

Microsoft Visio is used by organizations and institutions large and small worldwide as a one-stop diagramming solution to simplify and communicate complex information. Visio's 12-million-plus user base and enterprise-level Microsoft support make it the go-to diagramming solution for professional, academic and business clients. Students in this course will learn to simplify and communicate complex information, create professional diagrams like flow charts, logic tables, swim lane charts, electrical diagrams and organizational charts. Students will learn the 8 key user interface (UI) components of Visio, how to manage Visio's Smart Shapes, Connectors

and Visual Objects. This class will explore simple and advanced formatting techniques, Visio layers that control visibility, printability, selectability, glue and snap. They will also learn to apply professional themes to diagrams and link Visio and Excel. Coursework will cover skills found in Visio versions 2016, 2019 and 365. Students should have Visio and Excel software installed on the computers that they will use for the ONLINE training. **MCC notes that students who do not have the software installed on their training computer, can contact <http://supportcenter.ct.edu/service/Office365.asp> to gain access to Office 365.** Required for his ONLINE course: Internet access and computer. Microphone and webcam needed for live audio/video training using WebEx. **The instructor will contact students with further instructions one to three business days prior to class. Instructor provides handouts.**

Required text: Internet access and computer. Microphone and webcam needed for live audio/video training using WebEx.

Prerequisite: CEUs: 1.2

Course #, Date(s), Time
MA15769 , 03/15/22, 1:00 PM to 4:00 PM 03/17/22, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE
Instructor: John Hilditch
Fee: 99
Notes: This is an ONLINE class taught remotely via WebEx in two 3-hour sessions

Web Design: MCC Certificate (ONLINE via WebEx)

Build new skills to start or advance your career as a web developer in MCC's Web Design: MCC Certificate program. Topics covered in this program start with the core areas of HTML and CSS and move on to the use of other desktop tools for web design, ending with exposure to web content management systems. Your Web design portfolio at the end of this certificate program will include published websites that showcase your front-end designs and your cross-platform experience with multiple toolsets. Students who successfully complete this program will be awarded the Web Design: MCC Certificate. The following web design tools are used in the Web Design: MCC Certificate program: HTML5 + CSS3, Web Design Principles, Website Builders Using Wix, Website Content Management Systems (CMS) Using WordPress, and Building Dynamic Website. **Required for this ONLINE course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class.**

Prerequisite: Basic Windows, keyboard, mouse and web browser skills. CEUs: 3

Course #, Date(s), Time
MA15721 , 03/18/22, 1:00 PM to 4:00 PM 03/25/22, 1:00 PM to 4:00 PM 04/01/22, 1:00 PM to 4:00 PM 04/08/22, 1:00 PM to 4:00 PM 04/22/22, 1:00 PM to 4:00 PM 04/29/22, 1:00 PM to 4:00 PM 05/06/22, 1:00 PM to 4:00 PM 05/13/22, 1:00 PM to 4:00 PM 05/20/22, 1:00 PM to 4:00 PM 05/27/22, 1:00 PM to 4:00 PM

College, Campus & Room:
MA, ONLINE
Instructor: Meba Teferra
Fee: 665
Notes: This is an ONLINE class taught remotely via WebEx in ten 3-hour sessions. NO CLASS 4/15

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. FOR ON-GROUND CLASSES: Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID. **Students must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id).**

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
MA15734 , 03/18/22, 9:00 AM to 4:00 PM 03/25/22, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, MCC, LRC B141
Instructor: George Pillar
Fee: 350
Notes: This class will be held on the MCC campus in two 6-hour sessions

QuickBooks ONLINE Introduction (ONLINE SELF-PACED)

This QuickBooks course will teach you how to manage your business finances with QuickBooks ONLINE. This powerful accounting software has helped millions of small business owners oversee their finances. Now that the cloud-based version is outpacing the desktop version, there's no better time to refresh your QuickBooks knowledge. You will learn to use key features of QuickBooks ONLINE and gain hands-on experience creating invoices, receipts, and statements; track payables, inventory, and receivables; generating reports; and more. Whether you're new to QuickBooks or need a quick refresher, this course will empower you to take control of your business's financial accounting, all with the ease and convenience of an ONLINE platform.

Required text: Asynchronous

Prerequisite: Basic computer skills. CEUs: 2.4

Course #, Date(s), Time
CA15685 , 03/16/22, 12:00 AM to 12:00 PM 05/06/22, 12:00 AM to 12:00 AM 05/06/22, 12:00 AM to 12:00 AM
College, Campus & Room:
CA, Capital, ONLINE SELF PACED
Instructor: STAFF
Fee: 40
Notes: Course is offered ONLINE for 6-weeks. Students can login on their own time. Contact Ca-learnmore@capitalcc.edu, for login information.

Introduction to Teleworking Tools (ONLINE via WebEx)

This introductory course will run 9 hours over three days and participants will learn shortcuts and become proficient using Microsoft Teams for video conferences, chats, Document Repository and Document Management. MS Forms and One Drive will be discussed, in addition to Microsoft Planner. Microsoft Planner is needed for Microsoft Teams to manage a group or team and will be used to assign activities to team members. Learn how to detail these tasks and update progress and work deliverables. Instructor will review One Note as well, to share thoughts and collaborate in a ONLINE environment while drawing in shared documents.

Required text: None

Prerequisite: Basic understanding of computers and systems CEUs: 0.9

Course #, Date(s), Time
NV15781 , 05/10/22, 8:00 AM to 11:00 AM 05/17/22, 8:00 AM to 11:00 AM 05/24/22, 8:00 AM to 11:00 AM
College, Campus & Room:
NV, Naugatuck Valley WTBY, ONLINE
Instructor: Juan De La Rosa
Fee: 150
Notes: ONLINE ONLY - Participant must have access to Microsoft Office 365 and audio and webcam with reliable device (laptop/desktop) and internet access to participate in class. Teaching platform will be WebEx. Attendance at both classes is required to receive completion certificate. Contact Cindy Tolin for assistance - ctolin@nv.edu.

Microsoft Excel 2019 Intermediate: V Lookups, Pivot Tables and More (ONLINE via WebEx)

Intermediate Excel is a two-day course that is intended for those with previous experience in using Microsoft Excel, preferably Intro to Excel. The main topics covered in this course include: Formula Referencing,

Summarizing and Subtotaling, Managing Worksheets, Logical and Lookup functions, Filters, and more. Better data analysis and presentation as well as the required skill set for certification in Microsoft Excel.
 Required text: ONLINE Only. Laptop, Desktop or tablet with audio/video and camera required to participate in the class. Live virtual course using Microsoft Office 365 and Excel 2019. Reliable internet access required.
 Prerequisite: Basic knowledge and proficiency in Intro to Excel course or comparable basic knowledge of Excel. CEUs: 1.2

Course #, Date(s), Time
NV15780, 05/06/22, 9:00 AM to 4:00 PM 05/13/22, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, Naugatuck Valley WTBY, ONLINE
Instructor:
Cindy Averill
Fee:
245
Notes: ONLINE ONLY - Participant must have access to Microsoft Office 365 Excel 2019 and audio and webcam with reliable device (laptop/desktop) and internet access to participate in class. Teaching platform will be WebEx. Attendance at both classes is required to receive completion certificate. Contact Cindy Tolin for assistance - ctolin@nv.edu.

Security+ Certification Preparation (ON CAMPUS)

CompTIA Security+ (Exam SY0-601) is the primary course you will need to take if your job responsibilities include securing network services, devices and traffic in your organization. Students receive an overview of the Security+ requirements and topics in this information packed course taught by our own security expert/instructor. This course will prepare students for the CompTIA Security+ certification examination. In this course, you will build on your knowledge of and professional experience with training in security fundamentals, networks and organizational security. Required program material is included in course fee, which includes the electronic texts, hands-on labs and practice exams; however, the CompTIA Security+ certification exam is not included in the cost of the course. Students must schedule the exam at a certified test center for an additional fee of \$320 and pass the exam to be certified. The course instructor will inform students about the exam application process.

CompTIA exam testing centers can be found at www.pearsonvue.com/comptia/. Students are eligible to receive free Windows Server 2016 software. Required electronic text included in course fee. FOR ON-GROUND CLASSES: Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID. **Students must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id).**

Required text: Curriculum included in course fee.

Prerequisite: Solid knowledge of hardware and operating systems required. A+ and Network+ certification strongly recommended. CEUs: 3.6

Course #, Date(s), Time
MA15764 , 05/26/22, 9:00 AM to 4:00 PM 05/31/22, 9:00 AM to 4:00 PM 06/02/22, 9:00 AM to 4:00 PM 06/07/22, 9:00 AM to 4:00 PM 06/09/22, 9:00 AM to 4:00 PM 06/14/22, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, MCC, LRC B141
Instructor: Paul Picard, Ph.D.
Fee: 1500
Notes: This class will be held on the MCC campus in six 6-hour sessions

Six Sigma: Total Quality Applications (ONLINE, SELF-PACED)

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.

Required text: Asynchronous

Prerequisite: None CEUs: 2.4

Course #, Date(s), Time
CA15679, 03/16/22, 12:00 AM to 12:00 PM 05/06/22, 12:00 AM to 12:00 AM
College, Campus & Room:
CA, Capital, ONLINE SELF PACED
Instructor: STAFF
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.

Understanding the Cloud (ONLINE, SELF-PACED)

What is the cloud? If you have trouble answering this question, you are not alone. In this course, you will explore how the cloud works, what drives its incredible growth, and how you can use cloud services. You will start by looking at the building blocks of the cloud, where it started, and how it transitioned. You will gain a clear

understanding of IaaS (infrastructure), SaaS (software), and PaaS (platforms), and examine why each may be attractive to some businesses, but not to others. You will learn about the different kinds of clouds (public, private, and hybrid). You will also look inside the engine rooms of the cloud: data centers. You will examine the concept of big data and how the cloud infrastructure enables data to zip across the globe at lightning speed. You will look at how Facebook and Twitter contribute to the cloud, and how apps go from idea to app store. You will gain an understanding of how mobile devices and major mobile ecosystems continue to shape the cloud. Whatever your technical background, by the end of this course, you will be thoroughly cloud-savvy.

Required text: Asynchronous

Prerequisite: Basic computer skills. CEUs: 2.4

Course #, Date(s), Time
CA15686, 04/13/22, 12:00 AM to 12:00 PM 06/03/22, 12:00 AM to 12:00 AM 06/03/22, 12:00 AM to 12:00 AM
College, Campus & Room:
CA, Capital, ONLINE SELF PACED
Instructor: STAFF
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.

Working Across Generations (ONLINE via WebEx)

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: ONLINE via WebEx

Prerequisite: None CEUs: 0.6

Course #, Date(s), Time
CA15680, 05/06/22, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital
Instructor: Juantray Easmon
Fee: 90

Notes: Course will be offered ONLINE via the WebEx video conference system. Contact Ca-learnmore@capitalcc.edu, for login information

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. FOR ON-GROUND CLASSES: Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID. **Students must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id).**

Required text: NONE

Prerequisite: NONE CEUs: 0.3

Course #, Date(s), Time
MA15755, 05/02/22, 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 in one 3-hour session

OSHA 10 Certification (ONLINE, SELF-PACED)

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: Non Required

Prerequisite: Non Required CEUs: 1

Course #, Date(s), Time
GW15775, 05/02/22, 9:00 AM to 10:00 AM 05/03/22, 9:00 AM to 10:00 AM 05/04/22, 9:00 AM to 10:00 AM 05/05/22, 9:00 AM to 10:00 AM 05/06/22, 9:00 AM to 10:00 AM 05/09/22, 9:00 AM to 10:00 AM

05/10/22, 9:00 AM to 10:00 AM 05/11/22, 9:00 AM to 10:00 AM 05/12/22, 9:00 AM to 10:00 AM 05/13/22, 9:00 AM to 10:00 AM
College, Campus & Room:
GW, GCC, ONLINE SELF PACED
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. Contact: pwalsh@gatewayct.edu

OSHA 10 Certification (ONLINE, SELF-PACED)

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: Non Required

Prerequisite: Non Required CEUs: 1

Course #, Date(s), Time
GW15774 , 03/22/22, 9:00 AM to 10:00 AM 03/23/22, 9:00 AM to 10:00 AM 03/24/22, 9:00 AM to 10:00 AM 03/25/22, 9:00 AM to 10:00 AM 03/28/22, 9:00 AM to 10:00 AM 03/29/22, 9:00 AM to 10:00 AM 03/30/22, 9:00 AM to 10:00 AM 03/31/22, 9:00 AM to 10:00 AM 04/01/22, 9:00 AM to 10:00 AM 04/04/22, 9:00 AM to 10:00 AM
College, Campus & Room:
GW, ONLINE SELF PACED
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. Contact: pwalsh@gatewayct.edu