# State In-Service

# Training Program

# Course Catalog

**Fall 2022**

**Agency Registration Deadline: August 22, 2022**

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

**https://bor.ct.edu/inservice/**

Dear Colleagues,

Connecticut's Community College System continues to provide a wide variety of cost-effective training opportunities to Connecticut State employees. This catalog includes courses that will help your staff enhance their skills to meet and support agency goals efficiently and with a high level of customer service. All agencies and employees at all levels are encouraged to participate! Whether you are familiar with the In-Service Training Program or looking at a catalog for the first time, we welcome your participation and feedback.

**How do I register?**
Visit the UConn Human Resources website at https://hr.uconn.edu/state-of-ct-in-service-training-program for registration and course payment policies, instructions and registration form.


Thank you for your time and interest. We look forward to serving you this term!
Cheryl Connor
State In-Service Training Coordinator
Connecticut State Colleges and Universities
Phone: (860) 723-0037
cconnor@commnet.edu

**Registration Timeline**

| | |
|---|---|
| Agency Registration Deadline | 8/22//22 |
| Training Approval Officers Receive List of Cancelled Courses | 8/26/22 |
| Training Approval Officers notify staff of confirmed seat reservations | 8/26/22 - 9/2/22 |
| Late Registration | 8/29/22 – 9/2/22 |
| Courses Begin | 9/7/22 |

Community College Contacts

| College | Name | | 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) | Jennifer Milavsky | jmilavsky@mcc.commnet.edu | (860) 512-2816 |
| Naugatuck (NV) | Cynthia Tolin | ctolin@nvcc.commnet.edu | (203) 596-8743 |
| Northwestern (NW) | Gary Carra | GCarra@acc.commnet.edu | (860) 253-3128 |
| Tunxis (TX) | Gary Carra | GCarra@acc.commnet.edu | (860) 253-3128 |

Maps and Directions: https://bor.ct.edu/inservice/docs/Maps and Directions.docx

**A Safe Work Environment: Take Control of Your Security-Held On Campus**

Have you ever encountered a workplace emergency or situation that you weren't sure how to handle? Are you aware of your organization's emergency procedures? Do you have a game plan for how to prevent and react to unsafe situations? This workshop will focus on maintaining a safe work environment and will cover workplace policies and procedures for emergencies, management and employee's role in prevention, how to respond to fires, medical emergencies, suspicious persons, vehicles and packages, angry coworkers, threats and an armed intruder/employee, etc. Case studies will be used focusing on workplace violence. Students will engage in group projects.

IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

Prerequisite: None   CEUs: 0.6

| Course # , Date(s) Time |
| --- |
| MA35858, 09/30/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| MA , MCC , SSC L240 |
| **Instructor:** Richard Siena |
| **Fee:** 110 |
| **Notes:** This is an instructor led ON CAMPUS COURSE |

**A+ Certification 220-1101 and 220-1102 Exam Preparation -Taught Online via WebEx**

CompTIA A+ Certifications are internationally recognized, vendor-neutral certifications which validate the latest skills needed by today's computer support professionals. This course will prepare you for the following certification exams: A+ 220-1101 which prepares you to be an entry-level IT professional. This designation covers the installation, configuration and maintenance of personal computers, laptops, and printers; as well as the principles of physical and TCP/IP networks. A+ 220-1102 which covers the installation and configuration of operating systems including Windows, iOS, Android, Apple OS X and Linux. It also addresses security, cloud computing fundamentals, operational procedures and the basics of networking and security/forensics. Emphasis will be placed on properly and safely diagnosing, resolving common hardware and software issues with correct documentation. The course also covers the

basics of virtualization, desktop imaging and deployment while following professional operational procedures to troubleshoot and assemble components based on customer requirements. Prerequisite: Knowledge of hardware and operating systems recommended. Curriculum is included in course fee, and includes the electronic texts, hands-on labs and practice exam. The A+ 220-1101 or A+ 220-1102 exams are included in the cost of the course. Students must pass both the 220-1101 and 220-1102 exams to be certified. The course instructor will inform students about the exam application process. A+ test centers are 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.

  IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

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

| Course # , Date(s) Time |
|---|
| MA35907, 09/21/22, 1:00 PM to 4:00 PM \| 10/28/21, 1:00 PM to 4:00 PM \| 09/23/22, 1:00 PM to 4:00 PM \| 09/26/22, 1:00 PM to 4:00 PM \| 09/28/22, 1:00 PM to 4:00 PM \| 09/30/22, 1:00 PM to 4:00 PM \| 10/03/22, 1:00 PM to 4:00 PM \| 10/05/22, 1:00 PM to 4:00 PM \| 10/07/22, 1:00 PM to 4:00 PM \| 10/10/22, 1:00 PM to 4:00 PM \| 10/12/22, 1:00 PM to 4:00 PM \| 10/14/22, 1:00 PM to 4:00 PM \| 10/17/22, 1:00 PM to 4:00 PM \| 10/19/22, 1:00 PM to 4:00 PM \| 10/21/22, 1:00 PM to 4:00 PM \| 10/24/22, 1:00 PM to 4:00 PM \| 10/26/22, 1:00 PM to 4:00 PM \| 10/31/22, 1:00 PM to 4:00 PM \| 11/02/22, 1:00 PM to 4:00 PM \| 11/04/22, 1:00 PM to 4:00 PM \| 11/07/22, 1:00 PM to 4:00 PM \| 11/09/22, 1:00 PM to 4:00 PM \| 11/11/22, 1:00 PM to 4:00 PM \| 11/14/22, 1:00 PM to 4:00 PM |
| **College, Campus & Room:** |
| MA , ONLINE via WebEx , WebEx |
| **Instructor:** Peter Rinsland |
| **Fee:** 2500 |
| **Notes:** This is an instructor led ONLINE course taught via WebEx |

**Access Intermediate -Taught 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. 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:  IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

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

| Course # , Date(s) Time |
| --- |
| MA35922, 11/11/22, 1:00 PM to 4:00 PM \| 11/18/22, 1:00 PM to 4:00 PM |
| **College, Campus & Room:** |
| MA , ONLINE via WebEx , WebEx |
| **Instructor:** Matthew Marshall |
| **Fee:** 110 |
| **Notes:** This is an instructor led ONLINE course taught via WebEx |

**Access Introduction -Taught 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. 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.

IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

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

| Course # , Date(s) Time |
| --- |
| MA35918, 10/28/22, 1:00 PM to 4:00 PM | 11/04/22, 12:00 AM to 12:00 AM |
| **College, Campus & Room:** |
| MA , ONLINE via WebEx , WebEx |
| **Instructor:** Matthew Marshall |
| **Fee:** 110 |
| **Notes:** This is an instructor led ONLINE course taught via WebEx |

## 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 more cooperative relationships. This course is offered online over 6 weeks in an asynchronous format, for a total of 24 course hours. Participants can login at any time to complete their coursework.

Required text: NONE

Prerequisite: NONE  CEUs: 2.4

| Course # , Date(s) Time |
| --- |
| CA35888, 10/12/22, 12:00 AM to 12:00 AM | 12/02/22, 12:00 AM to 12:00 AM |
| **College, Campus & Room:** |
| CA , CCC , ONLINE |
| **Instructor:** |
| **Fee:** 115 |
| **Notes:** Course is offered online for 6-weeks. Students can login on their own time. Contact LEAD@Capitalcc.edu, for login information. |

**Adobe Acrobat DC: PDF Files, Formats and Forms -Taught Online via WebEx**

Explore the Acrobat DC interface and learn the many ways to customize it to suit your needs. Create Adobe PDF files from Word, Excel, emails or web pages while maintaining formatting and fonts. Use a variety of tools to edit, combine pages, place graphics, import and export content, and assign security. Create electronic forms for easy, secure distribution, collaboration and data collection. Create interactive text fields, check boxes, drop-down menus and more. Required 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: IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

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

| Course # , Date(s) Time |
| --- |
| MA35916, 10/24/22, 1:00 PM to 4:00 PM \| 10/26/22, 1:00 PM to 4:00 PM \| 10/31/22, 1:00 PM to 4:00 PM \| 11/02/22, 1:00 PM to 4:00 PM |
| **College, Campus & Room:** |
| MA , ONLINE via WebEx , WebEx |
| **Instructor:** John Hilditch |
| **Fee:** 299 |
| **Notes:** This is an instructor led ONLINE course taught via WebEx |

**Adobe Photoshop CC: Introduction -Held 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).

Required text:  IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

Prerequisite: None  CEUs: 1.2

| Course # , Date(s) Time |
| --- |
| MA35910, 09/29/22, 1:00 PM to 4:00 PM \| 10/06/22, 1:00 PM to 4:00 PM \| 10/13/22, 1:00 PM to 4:00 PM \| 10/20/22, 1:00 PM to 4:00 PM |
| **College, Campus & Room:** |
| MA , MCC , LRC B141 |
| **Instructor:** Kathleen Smits |
| **Fee:** 299 |
| **Notes:** This is an instructor led ON CAMPUS COURSE that requires access to the computers in the classroom |

## 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: NONE

Prerequisite: NONE  CEUs: 2.4

| Course # , Date(s) Time |
| --- |
| CA35893, 11/16/22, 12:00 AM to 12:00 AM | 01/06/23, 12:00 AM to 12:00 AM |
| **College, Campus & Room:** |
| CA , CCC , ONLINE |
| **Instructor:** |
| **Fee:** 115 |
| **Notes:** Course is offered online for 6-weeks. Students can login on their own time. Contact LEAD@Capitalcc.edu, for login information. |

**Amazon Web Services (AWS) Cloud Architecting -Taught Online via WebEx**

AWS Academy Cloud Architecting covers the fundamentals of building IT infrastructure on AWS. The course is designed to teach solutions architects how to optimize their use of the AWS Cloud by understanding AWS services and how they fit into cloud-based solutions. Although architectural solutions can differ depending on the industry, type of application, and size of the business, this course emphasizes best practices for the AWS Cloud that apply to all of them. It also recommends various design patterns to help you think through the process of architecting optimal IT solutions on AWS. Throughout the course, students will explore case studies that showcase how some AWS customers have designed their infrastructures and the strategies and services that they have implemented. Finally, this course provides opportunities for students to build a variety of infrastructures through a guided, hands-on approach. 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.
IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course.
REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the colleg'?s COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.
Prerequisite: Prerequisite: Basic knowledge of computers is preferred.   CEUs: 4

| Course # , Date(s) Time |
| --- |
| MA35914, 10/10/22, 12:30 PM to 4:30 PM | 10/12/22, 12:30 PM to 4:30 PM | 10/17/22, 12:30 PM to 4:30 PM | 10/19/22, 12:30 PM to 4:30 PM | 10/24/22, 12:30 PM to 4:30 PM | 10/26/22, 12:30 PM to 4:30 PM | 10/31/22, 12:30 PM to 4:30 PM | 11/02/22, 12:30 PM to 4:30 PM | 11/07/22, 12:30 PM to 4:30 PM | 11/09/22, 12:30 PM to 4:30 PM |
| **College, Campus & Room:** |

| MA , ONLINE via WebEx , WebEx |
|---|
| **Instructor:** Paul Picard, Ph.D. |
| **Fee:** 1574 |
| **Notes:** This is an instructor led ONLINE course taught via WebEx |


**Amazon Web Services (AWS) Cloud Foundations -Taught 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 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: 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: IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.
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. If you do not complete your registration before the start of class, you will not receive any communication from the instructor regarding the course, any campus COVID information or log-in and password change instructions (if necessary) ahead of time.   CEUs: 2.4

| **Course # , Date(s) Time** |
|---|
| MA35903, 09/12/22, 1:00 PM to 4:00 PM \| 09/14/22, 1:00 PM to 4:00 PM \| 09/19/22, 1:00 PM to 4:00 PM \| 09/21/22, 1:00 PM to 4:00 PM \| 09/26/22, 1:00 PM to 4:00 PM \| 09/28/22, 1:00 PM to 4:00 PM \| 10/03/22, 1:00 PM to 4:00 PM \| 10/05/22, 1:00 PM to 4:00 PM |
| **College, Campus & Room:** |
| MA , ONLINE via WebEx , WebEx |
| **Instructor:** Paul Picard, Ph.D. |
| **Fee:** 845 |
| **Notes:** This is an instructor led ONLINE course taught via WebEx |

## Anxiety and Stress Relief – UPDATED- ONLINE via WebEx

Covid-19 has taken a toll on us all! More than ever before, learning how to how to identify and overcome your anxiety and stress is the key to a healthy and happy life! This interactive workshop is filled with practical strategies and exercises to help you learn how to live a more meaningful day, and even possibly overcome imposter syndrome and reduce anxiety. You will discover the hidden energy of early morning moments, two questions to calm your mind, how to let go of inner struggle, the power of permission slips, and strategies for letting things settle. Whether you are challenged by feelings of anxiety, being overwhelmed, or everyday stress, this workshop will help you understand the dynamics of working to better control your thoughts and emotions. You will learn how to engage in positive self-talk, as well as how to better communicate your needs and feelings, to attract positive energy! We will explore various anxiety and stress reducing techniques, such as guided visualization, self-acupressure, the finger test, and simple exercises you can do at your desk, and more. You'll leave feeling relaxed and energized! Required text: 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 |
| --- |
| NW35822, 10/17/22, 9:00 AM to 4:00 PM \| 10/24/22, 9:00 AM to 4:00 PM \| 10/31/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| NW , ONLINE , ONLINE |
| **Instructor:** Margaret DeMarino |
| **Fee:** 295 |
| **Notes:** ONLINE. ALL MEETING DATES: OCT 17, 24 and 31 |

## Art of Making Effective Power Point Presentations Held 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: Computer Skills  CEUs: 0.6

| Course # , Date(s) Time |
| --- |
| TX35809, 09/23/22, 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 |

# Azure Fundamentals Certification Preparation -Held 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 estimated at $99. For more information, go to https://docs.microsoft.com/en-us/learn/certifications/exams/az-500. Exam is not included in course fee. Hands-on labs are included. Students must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id). Prerequisite: Knowledge of Internet and cloud concepts recommended Required exam: AZ-500. Exam cost is not included in the course fee. Hands-on labs are included.

Required text:  IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

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 |
| --- |
| MA35911, 10/04/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| MA , MCC , LRC B141 |
| **Instructor:** Jayson Ferron |
| **Fee:** 110 |
| **Notes:** This is an instructor led ON CAMPUS COURSE that requires access to the computers in the classroom |

## Bringing PowerPoint to Life- Held on Campus T641

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 are and the proper use of hyperlink. Most importantly, connecting strong content with strong visuals.

Required text: none

Prerequisite: Familiarity with Microsoft Office products and PowerPoint 2019  CEUs: 1.2

| Course # , Date(s) Time |
| --- |
| NV35823, 12/09/22, 9:00 AM to 4:00 PM \| 12/16/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| NV , Naugatuck Valley WTBY , T641 |
| **Instructor:** Rose Foufas |
| **Fee:** 210 |
| **Notes:** This course is taught in person on campus. Participants must register with NVCC Noncredit Office at least one week in advance of the first class date for the course. 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. |

## Building Teams with Purpose and Results -Held On Campus, room CR1

Leading Teams with Purpose and Results As workplaces adapt further to post-COVID-19 realities and lessons learned, you will 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 |
| --- |
| TX35805, 09/27/22, 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 |

## Business and Systems Analysis - Introduction - NEW! Taught ONLINE via WebEx

This course is an overview of the main features of Business and Systems Analysis as used in IT (Information Technology) systems development. It covers the traditional aspects of Analysis, including requirements elicitation, requirements analysis, and the waterfall approach to systems development. It also covers some of the newer aspects of Analysis, including the Agile approach to systems development, Product Ownership, and Data Analytics. This course is appropriate for many different roles, for example, existing Analysts, anyone performing analysis, those who work with Analysts, or those who are considering becoming Analysts or Product Owners. This course incorporates both lecture and hands-on activities.

Required text:  IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

Prerequisite: None  CEUs: 0.6

| Course # , Date(s) Time |
|---|
| MA35868, 10/26/22, 9:00 AM to 12:00 PM | 11/02/22, 9:00 AM to 12:00 PM |
| **College, Campus & Room:** |
| MA , ONLINE via WebEx , ONLINE |
| **Instructor:** William Marut |
| **Fee:** 110 |
| **Notes:** This is an instructor led ONLINE course taught via WebEx |

## 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. Students will need to contact LEAD@Capitalcc.edu for login information.
Required text: none
Prerequisite: 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 |
| --- |
| CA35873, 10/01/22, 12:00 AM to 12:00 AM | 10/31/22, 12:00 AM to 12:00 AM |
| **College, Campus & Room:** |
| CA , CCC , online |
| **Instructor:** Cecilia Walpole-Griffin |
| **Fee:** 115 |
| **Notes:** Course is offered online for 4-weeks. Students can login on their own time. Contact LEAD@Capitalcc.edu, for login information and software access. |

## Business Finance for Non-Finance Personnel -ONLINE, Self-Paced

Position yourself to be more confident in your business and financial decisions. This course will provide you with a better understanding of financial information and basic operations so you can make better decisions that will positively impact your company's bottom line. This course is offered online over 6 weeks in an asynchronous format, for a total of 24 course hours. Participants can login at any time to complete their coursework.
Required text: NONE
Prerequisite: NONE  CEUs: 2.4

| Course # , Date(s) Time |
| --- |
| CA35874, 11/16/22, 12:00 AM to 12:00 AM | 01/06/23, 12:00 AM to 12:00 AM |
| **College, Campus & Room:** |
| CA , CCC , ONLINE |
| **Instructor:** |
| **Fee:** 115 |
| **Notes:** Course is offered online for 6-weeks. Students can login on their own time. Contact LEAD@Capitalcc.edu, for login information. |

## Business Writing for Meaningful, Personalized Connections - NEW! Taught ONLINE via WebEx

In the digital world, we are connecting with our audiences 24/7, at lightning speed across a multitude of platforms of the internet and social media. The question is: Do factors of informality, ease, and convenience of these media chip away the professional appeal of messages? Are clarity, tone and effectiveness lost in a hurry? The good news is that the principles of professional communication are always available to us to be reviewed and incorporated in our messages to achieve the goals of: building, sustaining, repairing and dissolving relationships; serving our needs and those of our audiences effectively; and building, maintaining and repairing our reputation and that of the organization we represent. Clear, concise, and coherent writing exudes a professional appeal and can be infused with tone and positive emotions for message personalization. Even neutral messages can be transformed into goodwill messages for relationship building. In this workshop, we will work towards empowering ourselves to connect purposefully with our audiences and employ the principles of professional communication to be purpose-driven and audience-centered across message formats and platforms. We will practice the principles collectively and on a one-on-one basis.
 IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

Prerequisite: None  CEUs: 0.6

| Course # , Date(s) Time |
| --- |
| MA35816, 09/09/22, 1:00 PM to 4:00 PM | 09/16/22, 1:00 PM to 4:00 PM |
| **College, Campus & Room:** |
| MA , ONLINE via WebEx , WebEx |
| **Instructor:** Yasmin Shenoy |
| **Fee:** 110 |
| **Notes:** This is an instructor led ONLINE course taught via WebEx |

## 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: none
Prerequisite: none  CEUs: 0.8

| Course # , Date(s) Time |
| --- |
| CA35898, 11/16/22, 12:00 AM to 12:00 AM \| 01/06/23, 12:00 AM to 12:00 AM |
| **College, Campus & Room:** |
| CA , CCC , ONLINE |
| **Instructor:** |
| **Fee:** 110 |
| **Notes:** Course is offered online for 6-weeks. Students can login on their own time. Contact LEAD@Capitalcc.edu, for login information. |

## Certificate in Stress Management- ONLINE, Self-Paced

Events, people, and circumstances fill our normal daily lives 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: NONE
Prerequisite: NONE  CEUs: 1.4

| Course # , Date(s) Time |
| --- |
| CA35899, 10/12/22, 12:00 AM to 12:00 AM \| 12/02/22, 12:00 AM to 12:00 AM |
| **College, Campus & Room:** |
| CA , CCC , ONLINE |
| **Instructor:** |
| **Fee:** 110 |
| **Notes:** Course is offered online for 6-weeks. Students can login on their own time. Contact LEAD@Capitalcc.edu, for login information. |

**Certified Ethical Hacker Exam Certification Preparation -Held 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. 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. Students must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id). Prerequisites: Solid knowledge of hardware and operating systems required. A+ and Network+ certification strongly recommended.

IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

Prerequisite: Solid knowledge of hardware and operating systems required. A+ and Network+ certification strongly recommended. If you do not complete your registration before the start of class, you will not receive any communication from the instructor regarding the course, any campus COVID information or log-in and password change instructions (if necessary) ahead of time.  CEUs: 3

| Course # , Date(s) Time |
|---|
| MA35913, 10/10/22, 1:00 PM to 4:00 PM \| 10/11/22, 9:00 AM to 4:00 PM \| 10/12/22, 9:00 AM to 4:00 PM \| 10/13/22, 9:00 AM to 4:00 PM \| 10/14/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| MA , MCC , LRC B141 |
| **Instructor:** Jayson Ferron |
| **Fee:** 1500 |
| **Notes:** This is an instructor led ON CAMPUS COURSE that requires access to the computers in the classroom |

**Certified Information Systems Security Professional (CISSP) Exam Preparation Held 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. Students will apply business continuity and disaster recovery plans and identify legal issues, regulations, compliance standards and investigation practices relating to information systems security. Students must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id). Prerequisites: 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, GIAO, CISA or CISM. IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

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 |
| --- |
| MA35904, 09/12/22, 9:00 AM to 4:00 PM \| 09/13/22, 9:00 AM to 4:00 PM \| 09/14/22, 9:00 AM to 4:00 PM \| 09/15/22, 9:00 AM to 4:00 PM \| 09/16/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| MA , MCC , LRC B141 |
| **Instructor:** Jayson Ferron |
| **Fee:** 1000 |
| **Notes:** This is an instructor led ON CAMPUS COURSE |

## Communicate Effectively with a Remote Team - A Manager's Guide Taught 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. IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

Prerequisite: None  CEUs: 0.6

| Course # , Date(s) Time |
|---|
| MA35869, 11/07/22, 9:00 AM to 12:00 PM | 11/14/22, 9:00 AM to 12:00 PM |
| **College, Campus & Room:** |
| MA , ONLINE via WebEx , ONLINE |
| **Instructor:** John Lombardo |
| **Fee:** 110 |
| **Notes:** This is an instructor led ONLINE course taught via WebEx |

## Computer Boot Camp -Held On Campus

Do you feel you are being left behind in the technology revolution? It is never too late to learn. This course will acquaint you with the computer terminology and devices that help manage information today. You will gain insight into computer hardware and the Microsoft Windows operating system. In addition, you will learn how to use the basic word processing functions of the popular Microsoft Word program. You will also learn how to use the Outlook email program and the best search techniques on the Internet. Registered students are eligible for free Windows software. Keyboarding skills recommended. Students must use their NetID login credentials in

order to use classroom computers (www.manchestercc.edu/net-id).

 IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

Prerequisite: Typing skills recommended.  CEUs: 1.2

| Course # , Date(s) Time |
| --- |
| MA35900, 08/30/22, 12:00 PM to 3:00 PM | 09/01/22, 12:00 PM to 3:00 PM | 09/06/22, 12:00 PM to 12:00 PM | 09/08/22, 12:00 PM to 12:00 PM |
| **College, Campus & Room:** |
| MA , MCC , LRC B141 |
| **Instructor:** George Pillar |
| **Fee:** 250 |
| **Notes:** This is an instructor led ON CAMPUS COURSE that requires access to the computers in the classroom |

## 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: NONE

Prerequisite: NONE  CEUs: 0.6

| Course # , Date(s) Time |
| --- |
| CA35890, 10/07/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| CA , CCC , ONLINE |
| **Instructor:** Nora Bishop |
| **Fee:** 110 |
| **Notes:** Course will be offered ONLINE via WebEx via the WebEx video conference system. Contact LEAD@Capitalcc.edu, for login information. |

## CPR, AED and Basic First Aid Care Held 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.

IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

Prerequisite: None  CEUs: 0.6

| Course # , Date(s) Time |
| --- |
| MA35853, 09/23/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| MA , MCC , SSC L240 |
| **Instructor:** Richard Siena |
| **Fee:** 135 |
| **Notes:** This is an instructor led ON CAMPUS COURSE |

## Creating Electronic Forms and Templates with Adobe Acrobat Pro & MS Word 2019 -Held on Campus T641

Adobe Acrobat Pro can help you turn your paper forms into electronic ones that can be saved after the form is 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 |
| --- |
| NV35825, 12/02/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| NV , Naugatuck Valley WTBY , T641 |
| **Instructor:** Rose Foufas |
| **Fee:** 120 |
| **Notes:** This course is taught in person on campus. Participants must register with NVCC Noncredit Office at least one week in advance of the first class date for the course. Contact Cindy Tolin for assistance ctolin@nv.edu. 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. |

## Culture, Conflict and Communication in the Workplace - NEW! Taught ONLINE via WebEx

We all bring our own cultures to the workplace. That means we all have expectations about how to behave at work. Unfortunately, we often have different ideas about good and productive workplace behavior. We also have trouble talking about conflicts when they arise. This leads to gossip and low morale. Participants will learn to recognize cultural differences, acknowledge conflicts, talk about them in a non-defensive way and come to resolutions. Participants will learn and practice effective communication and conflict resolution skills.
IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.
Prerequisite: None  CEUs: 0.3

| Course # , Date(s) Time |
| --- |
| MA35865, 10/14/22, 1:00 PM to 4:00 PM |

| College, Campus & Room: |
|---|
| MA , ONLINE via WebEx , ONLINE |

| **Instructor:** Jane Fried, Ph.D., LPC |
|---|

| **Fee:** 110 |
|---|

| **Notes:** This is an instructor led ONLINE course taught via WebEx |
|---|

## Dump The Drama - Managing Workplace Emotions – 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 better understand and influence the reduction of workplace drama, this course will give you insight and practical pointers. You'll learn 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, as well as to coach employees through personal drama to reduce on-the-job impact. This program will also guide you to greater understanding about dealing with negative emotions, about what you can do to protect yourself in a potentially hostile workplace, as well as about how you can support your staff or co-workers in a challenging environment. 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 program is designed to help you maintain or recover a positive, energetic attitude that can foster change for the better!
Required text: NONE
Prerequisite: Note: Course will be taught on WebEx and requires the use of computer audio and webcam.  CEUs: 1.8

| Course # , Date(s) Time |
|---|
| NW35845, 12/14/22, 9:00 AM to 4:00 PM \| 12/21/22, 9:00 AM to 4:00 PM \| 12/28/22, 9:00 AM to 4:00 PM |

| College, Campus & Room: |
|---|
| NW , online , online |

| **Instructor:** Margaret DeMarino |
|---|

| **Fee:** 295 |
|---|

| **Notes:** All Meeting Dates: Dec 14, 21 and 28 |
|---|

## 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: NONE
Prerequisite: NONE  CEUs: 1.2

| Course # , Date(s) Time |
| --- |
| CA35891, 10/13/22, 9:00 AM to 4:00 PM \| 10/27/22, 12:00 AM to 12:00 AM |
| **College, Campus & Room:** |
| CA , CCC , ONLINE |
| **Instructor:** Yasmine Shoney |
| **Fee:** 200 |
| **Notes:** Course is offered Online via WebEx. The week the class starts, the instructor will email you the login information. Contact LEAD@Capitalcc.edu, if you do not receive it. |

## Effective Business Writing - Learn How to Write Again!  Held on Campus, room CR2

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 |
| --- |
| TX35802, 09/30/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| TX , TXCC, Tunxis@Bristol , CR2 |
| **Instructor:** Frances Trelease |
| **Fee:** 90 |
| **Notes:** Class Location, 430 North Main St., Bristol, CT 06010 phone 860-314-4700 |

**Effective Leadership Skills for Women Part 1 conducted 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 |
|---|
| TX35818, 09/23/22, 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 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 |
|---|
| TX35819, 12/02/22, 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 Writing on the Job Held On Campus, T641

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 |
| --- |
| NV35842, 10/06/22, 9:00 AM to 4:00 PM \| 10/13/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| NV , Naugatuck Valley WTBY , T641 |
| **Instructor:** Gradia McKinney |
| **Fee:** 200 |
| **Notes:** This course is taught in person on campus. Participants must register with NVCC Noncredit Office at least one week in advance of the first class date for the course. 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. |

## Emotional Intelligence at Work - NEW! Taught 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!?
 IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom.

REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

Prerequisite: None  CEUs: 0.6

| Course # , Date(s) Time |
| --- |
| MA35866, 10/21/22, 1:00 PM to 4:00 PM | 10/28/22, 1:00 PM to 4:00 PM |
| **College, Campus & Room:** |
| MA , ONLINE via WebEx , ONLINE |
| **Instructor:** Yasmin Shenoy |
| **Fee:** 110 |
| **Notes:** This is an instructor led ONLINE course taught via WebEx |

## Excel Data and Functions conducted on Campus, in the computer lab

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: Have used excel in the past. This is NOT a first time class  CEUs: 0.6

| Course # , Date(s) Time |
| --- |
| TX35812, 11/04/22, 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 2019 Intermediate: V Lookups, Pivot Tables and More Online by 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 |
| --- |
| NV35837, 11/04/22, 9:00 AM to 4:00 PM \| 11/18/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| NV , Naugatuck Valley WTBY , Online |
| **Instructor:** Cindy Averill |
| **Fee:** 245 |
| **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. The class will be taught in WebEx platform and students must register with NVCC Noncredit Office at least one week in advance of the first class date to receive the class link for the course. Contact Cindy Tolin for assistance ctolin@nv.edu. Attendance at both class sessions is required for completion certificate. |

## Excel 2019: An Introduction – Held on Campus, T641

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 |
| --- |
| NV35835, 09/23/22, 9:00 AM to 4:00 PM \| 09/30/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| NV , Naugatuck Valley WTBY , T641 |
| **Instructor:** Catherine Poehler |
| **Fee:** 210 |

**Notes:** This course is taught in person on campus. Participants must register with NVCC Noncredit Office at least one week in advance of the first class date for the course. 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.

## 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. Prerequisite: Excel Intermediate course, or permission of the instructor or computer

  IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

Prerequisite: Excel Intermediate course, or permission of the instructor or computer   CEUs: 0.6

| Course # , Date(s) Time |
| --- |
| MA35912, 10/07/22, 1:00 PM to 4:00 PM | 10/14/22, 1:00 PM to 4:00 PM |
| **College, Campus & Room:** |
| MA , ONLINE via WebEx , WebEx |
| **Instructor:** Matthew Marshall |
| **Fee:** 110 |
| **Notes:** This is an instructor led ONLINE course taught via 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 Excel Data and Function course. Students will learn the mechanics of constructing dashboards and how to import and manipulate data, employ functions, insert charts, fabricate pivot tables and create interactive filters. Nested functions for formulas, pivot charts, pivot tables, recording macros and interactive filters are covered and the course explores some aesthetic dashboard design elements, such as identifying important information and determining appropriate visual presentation formats for optimal communication. Dashboard visual element configuration, screen visual element protection, and publishing dynamically linked Excel dashboards to other applications like PowerPoint will be explored. Additional topics include visual element control, timelines, labels, dashboard security, dynamic data source linking, and publishing dashboards or other Excel elements. 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. IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

Prerequisite: Excel Data and Functions course, Excel Pivot Tables course or equivalent knowledge. Students must also have prior knowledge of functions, formulas, sorting and filtering, pivot tables, pivot charts and slicers.   CEUs: 0.9

| Course # , Date(s) Time |
| --- |
| MA35923, 11/14/22, 1:00 PM to 4:00 PM \| 11/16/22, 1:00 PM to 4:00 PM \| 11/18/22, 1:00 PM to 4:00 PM |
| **College, Campus & Room:** |
| MA , ONLINE via WebEx , WebEx |
| **Instructor:** John Hilditch |
| **Fee:** 275 |
| **Notes:** This is an instructor led ONLINE course taught via WebEx |

## 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. 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.

 IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

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

| Course # , Date(s) Time |
| --- |
| MA35917, 10/25/22, 1:00 PM to 4:00 PM \| 10/27/22, 1:00 PM to 4:00 PM \| 11/01/22, 1:00 PM to 4:00 PM |
| **College, Campus & Room:** |
| MA , ONLINE via WebEx , WebEx |
| **Instructor:** John Hilditch |
| **Fee:** 299 |
| **Notes:** This is an instructor led ONLINE course taught via WebEx |

## 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: NONE
Prerequisite: Participants must have Excel intermediate level skills.  CEUs: 0.6

| Course # , Date(s) Time |
| --- |
| CA35881, 11/04/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| CA , CCC , ONLINE |
| **Instructor:** Michael Montgomery |
| **Fee:** 110 |
| **Notes:** Course will be offered ONLINE via WebEx via the WebEx video conference system. Contact LEAD@Capitalcc.edu, for login information and access to Excel software if needed. |

## Excel Intermediate - ONLINE VIA WEBEX

Expand your knowledge of Excel and learn how to manipulate multiple worksheets efficiently. In this highly interactive workshop, learn to create and use pivot tables, use data analysis tools, name ranges, work with multiple sheets, advanced charting, and protection.
Required text: NONE
Prerequisite: Participants must have basic Excel level skills.  CEUs: 0.6

| Course # , Date(s) Time |
| --- |
| CA35882, 10/21/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| CA , CCC , ONLINE |
| **Instructor:** Michael Montgomery |
| **Fee:** 110 |
| **Notes:** Course will be offered ONLINE via WebEx via the WebEx video conference system. Contact LEAD@Capitalcc.edu, for login information and access to Excel software if needed. |

## Excel Intermediate -Taught 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.
 IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.
Prerequisite: Excel Introduction, or permission of instructor or computer coordinator.  CEUs: 0.6

| Course # , Date(s) Time |
| --- |
| MA35908, 09/23/22, 1:00 PM to 4:00 PM \| 09/30/22, 1:00 PM to 4:00 PM |
| **College, Campus & Room:** |
| MA , ONLINE via WebEx , WebEx |
| **Instructor:** Matthew Marshall |
| **Fee:** 110 |
| **Notes:** This is an instructor led ONLINE course taught via WebEx |

## Excel In the Beginning- Held on Campus, in the computer lab

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: Computer Knowledge  CEUs: 0.6

| Course # , Date(s) Time |
| --- |
| TX35811, 10/21/22, 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 LEAD@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: none
Prerequisite: Basic computer skills.   CEUs: 0.6

| Course # , Date(s) Time |
| --- |
| CA35879, 10/07/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| CA , CCC , online |
| **Instructor:** Michael Montgomery |
| **Fee:** 110 |
| **Notes:** Course will be offered ONLINE via WebEx via the WebEx video conference system. Contact LEAD@Capitalcc.edu, for login information and access to Excel software if needed. |

## Excel Introduction -Taught 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. IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

Prerequisite: None   CEUs: 0.6

| Course # , Date(s) Time |
| --- |
| MA35902, 09/09/22, 1:00 PM to 4:00 PM | 09/16/22, 1:00 PM to 4:00 PM |
| **College, Campus & Room:** |
| MA , ONLINE via WebEx , WebEx |
| **Instructor:** Matthew Marshall |
| **Fee:** 110 |
| **Notes:** This is an instructor led ONLINE course taught via WebEx |

## Excel Pivot Tables -Taught 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. 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.
 IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

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

| Course # , Date(s) Time |
| --- |
| MA35919, 11/07/22, 1:00 PM to 12:00 PM \| 11/09/22, 1:00 PM to 4:00 PM \| 11/11/22, 1:00 PM to 4:00 PM |
| **College, Campus & Room:** |
| MA , ONLINE via WebEx , WebEx |
| **Instructor:** John Hilditch |
| **Fee:** 275 |
| **Notes:** This is an instructor led ONLINE course taught via WebEx |

## Excel: Pivot Tables, Power Pivots & Pivot Charts- ONLINE VIA WEBEX

Pivot Tables allow you to analyze raw data for business analysis purposes, but they are limited. Due to Excel's own limitations of rows, you cannot analyze more than 1048576 rows of data, and there may even be limitations in analyzing data from two or more spreadsheets. The PowerPivot Add-In allows importing, merging and analyzing data from several data sources at once, with barely any limitations. Turn your raw data into a Pivot Table to help you gather business analytics. Create a Pivot Chart from your Pivot Table. Explore these amazing tools in Excel and make the most of your data. Objectives: Learn the difference between Pivot Tables and PowerPivot. Learn how to use a Pivot Table. Learn how to use a Pivot Chart. Learn how to use the PowerPivot tool.

Required text: NONE; Prerequisite: Students must have Excel intermediate level skills and need to know how to use formulas and functions in Excel.   CEUs: 0.6

| Course # , Date(s) Time |
| --- |
| CA35883, 11/01/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| CA , CCC , ONLINE |
| **Instructor:** Michael Montgomery |
| **Fee:** 110 |
| **Notes:** Course will be offered ONLINE via WebEx via the WebEx video conference system. Contact LEAD@Capitalcc.edu, for login information and access to Excel software if needed. |

## Financial Literacy: Knowledge that Pays for Itself - One Day Course- NEW! Online via WebEx

How do you feel about your financial future? 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 course will help you make better spending choices, develop a financial plan, understand where many others make mistakes, and get more comfortable with the many investment options you have with your savings. Specific topics to be covered include understanding stocks, bonds, interest rates and credit cards, and reflecting on your own self-control as it concerns your individual spending habits.

Required text: none; Prerequisite: none  CEUs: 0.6

| Course # , Date(s) Time |
| --- |
| NV35846, 10/28/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| NV , Naugatuck Valley WTBY , Online via |
| **Instructor:** Cindy Averill |
| **Fee:** 110 |

**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. The class will be taught in WebEx platform and students must register with NVCC Noncredit Office at least one week in advance of the first class date to receive the class link for the course. Contact Cindy Tolin for assistance ctolin@nv.edu.

## Financial Literacy: Knowledge That Pays for Itself -6 Classes, Taught 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.

IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID. Prerequisite: None  CEUs: 1.8

| Course # , Date(s) Time |
| --- |
| MA35860, 10/04/22, 1:00 PM to 4:00 PM \| 10/06/22, 1:00 PM to 4:00 PM \| 10/11/22, 1:00 PM to 4:00 PM \| 10/13/22, 1:00 PM to 4:00 PM \| 10/18/22, 1:00 PM to 4:00 PM \| 10/20/22, 1:00 PM to 4:00 PM |
| **College, Campus & Room:** |
| MA , ONLINE via WebEx , ONLINE |
| **Instructor:** Paul Howard |
| **Fee:** 295 |

| Notes: This is an instructor led ONLINE course taught via WebEx |
| --- |

## Finding Happiness and Increased Productivity at Work!  ONLINE via WebEx

If you're goal is to go home happy, then you are most likely to have a productive workday, healthy workplace relationships, and a career that is fulfilling. But the challenges are many. For example, a study at the University of Florida showed 98 percent of workers have experienced workplace rudeness and a recent New York Times article reported 40% of those surveyed in another study said they have no time to be nice at work. No wonder problems crop up. Perhaps you have a co-worker who interrupts you at least ten times a day. Or maybe it's the customers who can't even practice common courtesy that get your goat! Turn that frown upside down by practicing re-centering workplace techniques, such as worry-free zones, on-the-job de-stressors, mindfulness practices, and much more. You'll learn ways to recognize and overcome your negativity bias and strategies to smile your way through your workday.

Required text: NONE

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

| Course # , Date(s) Time |
| --- |
| NW35844, 11/23/22, 9:00 AM to 4:00 PM | 11/30/22, 9:00 AM to 4:00 PM | 12/07/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| NW , online , online |
| **Instructor:** Margaret DeMarino |
| **Fee:** 295 |
| **Notes:** All Meeting Dates: Nov. 23, Nov. 30 and Dec. 7 - ONLINE |

## First Time Supervisor-Management Training - Part I Held 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: None Required

Prerequisite: None Required  CEUs: 1.2

| Course # , Date(s) Time |
| --- |
| GW35850, 10/06/22, 9:00 AM to 4:00 PM | 10/07/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| GW , GCC , N004 |

| Instructor: TBD TBD |
|---|
| **Fee:** 325 |
| **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 approval from your /manager/TAO and complete a GCC Registration form prior to class. contact: pwalsh@gatewayct.edu |

## First Time Supervisor- Management Training - Part II Held 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: None Required
Prerequisite: None Required  CEUs: 1.2

| Course # , Date(s) Time |
|---|
| GW35871, 11/17/22, 9:00 AM to 4:00 PM | 11/18/22, 9:00 AM to 2:00 PM |
| **College, Campus & Room:** |
| GW , Gateway Community College , N103 |
| **Instructor:** TBD TBD |
| **Fee:** 325 |
| **Notes: Class is held On-Campus**: 20 Church Street, New Haven. Parking available in Temple Street parking garage (180 Crown). Please bring in parking ticket for validation. Participant will need to complete a GCC Registration form prior to class. |

## Forensic Accounting & Fraud Examination: What it is, how it works & how to apply it-NEW! Held On Campus

Rita Crundwell. Yale Medical Center. Winsted Board of Education. In the wake of such scandals and multi-million-dollar thefts, organizations have turned to forensic accounting and to help them investigate what happened, and more importantly, help them to avoid similar fates. Local author, educator, and forensic accounting expert, Stephen Pedneault, will introduce students to this ever more important field and share some of the methods used to prevent or uncover fraud and financial abuses. Pedneault will draw upon his 33 years of experience and share accounts of actual cases so students can connect theory to practice. This course is an eye opener, and lessons learned could prove invaluable for anyone who handles finances.
Required text: IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well

in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

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Prerequisite: None  CEUs: 0.6

| Course # , Date(s) Time |
|---|
| MA35927, 09/12/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| MA , MCC , LRC B144 |
| **Instructor:** Stephen Pedneault |
| **Fee:** 110 |
| **Notes:** This is an instructor led ON CAMPUS COURSE |


## Freedom of Information Act: What You Need to Know for Compliance and Protection (Taught 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. Students must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id).
 IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

Prerequisite: NONE   CEUs: 0.3

| Course # , Date(s) Time |
| --- |
| MA35817, 09/12/22, 1:00 PM to 4:00 PM |
| **College, Campus & Room:** |
| MA , ONLINE via WebEx , WebEx |
| **Instructor:** Thomas Hennick |
| **Fee:** 55 |
| **Notes:** This is an instructor led ONLINE course taught via WebEx. |

## Fundamentals of Supervision and Management- ONLINE, Self-Paced

If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management. You will learn how to make a successful transition from employee to manager and you will learn how to manage your time so that you can deal with the constant demands of a managerial job. You will learn the skills required to delegate responsibility and motivate your employees. A large part of a manager's job involves getting things done through other people, and this course will help you understand how to influence and direct other people's performance. Finally, you will learn how to solve problems and resolve conflicts so you can accomplish your job more effectively.
Required text: NONE
Prerequisite: NONE  CEUs: 2.4

| Course # , Date(s) Time |
| --- |
| CA35875, 10/12/22, 12:00 AM to 12:00 AM | 12/02/22, 12:00 AM to 12:00 AM |
| **College, Campus & Room:** |
| CA , CCC , ONLINE |
| **Instructor:** |
| **Fee:** 115 |
| **Notes:** Course is offered online for 6-weeks. Students can login on their own time. Contact LEAD@Capitalcc.edu, for login information. |

## Google Analytics: Introduction- ONLINE, Self-Paced

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

visitors, you will learn everything you need to know to get everything you can from the data that Google Analytics provides. You will even find out about Google AdWords and other tools to enhance your traffic as well as your Google Analytics reporting.
Required text: NONE
Prerequisite: NONE  CEUs: 0.6

| Course # , Date(s) Time |
|---|
| CA35884, 11/16/22, 12:00 AM to 12:00 AM | 01/06/23, 12:00 AM to 12:00 AM |
| **College, Campus & Room:** |
| CA , CCC , ONLINE |
| **Instructor:** |
| **Fee:** 115 |
| **Notes:** Course is offered online for 6-weeks. Students can login on their own time. Contact LEAD@Capitalcc.edu, for login information. |

**Google IT Support Certificate -Taught ONLINE via WebEx**
The Google IT Support Certificate is designed to prepare learners for roles in IT support. Certificate graduates who also pass the CompTIA A+ certification exams will earn a dual credential from CompTIA and Google. Upon completion of the Google IT Support Certificate, program graduates will understand the core concepts to all IT Support jobs, including troubleshooting, customer service, networking, system administration, operating systems, and security. Know how to assemble a computer, write effective support documentation, route paths and subnets, manage device software, and more. Dive into working with Linux, Cloud Computing, and Command-Line Interfaces. Our IT Support Certificate prepares learners for in-demand jobs such as: Technical Support Specialist, Data Center Technician, IT Help Desk, IT Technician, IT Support Specialist, Computer Support Specialist, and IT Assistant. Required for this online course: Internet access and computer. The instructor will contact students with further instructions one to three business days prior to class.
 IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

Prerequisite: None  CEUs: 15

| Course # , Date(s) Time |
|---|
| MA35901, 09/06/22, 1:00 PM to 4:00 PM \| 09/13/22, 1:00 PM to 4:00 PM \| 09/20/22, 1:00 PM to 4:00 PM \| 09/27/22, 1:00 PM to 4:00 PM \| 10/04/22, 1:00 PM to 4:00 PM \| 10/11/22, 1:00 PM to 4:00 PM \| 10/18/22, 1:00 PM to 4:00 PM \| 10/25/22, 1:00 PM to 4:00 PM \| 11/01/22, 1:00 PM to 4:00 PM \| 11/08/22, 1:00 PM to 4:00 PM \| 11/15/22, 1:00 PM to 4:00 PM \| 11/22/22, 1:00 PM to 4:00 PM \| 11/29/22, 1:00 PM to 4:00 PM \| 12/06/22, 1:00 PM to 4:00 PM \| 12/13/22, 1:00 PM to 4:00 PM \| 12/20/22, 1:00 PM to 4:00 PM |

| College, Campus & Room: |
|---|
| MA , ONLINE via WebEx , WebEx |

| Instructor: Bruce Manning |
|---|

| Fee: 1250 |
|---|

| Notes: 150 hours asynchronous virtual lessons 50 hours instructor review and support available Tuesdays |
|---|

## 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: NONE
Prerequisite: NONE   CEUs: 2.4

| Course # , Date(s) Time |
|---|
| CA35892, 10/12/22, 12:00 AM to 12:00 AM \| 12/02/22, 12:00 AM to 12:00 AM |

| College, Campus & Room: |
|---|
| CA , CCC , ONLINE |

| Instructor: |
|---|

| Fee: 115 |
|---|

| Notes: Course is offered online for 6-weeks. Students can login on their own time. Contact LEAD@Capitalcc.edu, for login information. |
|---|

# Grant Writing Introduction - NEW! Taught ONLINE via WebEx

This course will cover tips for writing effective grant proposals and becoming a grant writer. Learn how to get started or, if you have started, how to continue and finish. The parts of the Connecticut Common Grant Application form will be reviewed, including cover letter, cover page, statement of need, project description, budget and narrative, organizational information, and appendix. In addition, basic research methods, cultivation of contacts and meeting funders will also be discussed, as well as how to cope with rejection and what to do next. Grant reporting will be looked at briefly. Students will be given many online resources to use to support grant writing, job researching, demonstrating need and additional learning opportunities
Required text: IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

Prerequisite: None  CEUs: 0.6

| Course # , Date(s) Time |
| --- |
| MA35863, 10/07/22, 1:00 PM to 4:00 PM \| 10/14/22, 1:00 PM to 4:00 PM |
| **College, Campus & Room:** |
| MA , ONLINE via WebEx , ONLINE |
| **Instructor:** Beverly Salzman |
| **Fee:** 110 |
| **Notes:** This is an instructor led ONLINE course taught via WebEx |

# Grant Writing Workshop - NEW! Taught ONLINE via WebEx

Are you ready to begin writing a grant? This sequel course to Introduction to Grant Writing will use the Connecticut Common Grant Application form to practice writing elements of a grant and provide a supportive environment to write the sections of the Common Grant Application, with plenty of opportunities for peer and instructor review. Students will need agency information and a project to fund. The application can be fictional if the student just wants to practice. Students will leave class with a draft grant proposal.
 IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of

class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.
Prerequisite: None  CEUs: 0.6

| Course # , Date(s) Time |
|---|
| MA35867, 10/21/22, 1:00 PM to 4:00 PM | 10/28/22, 1:00 PM to 4:00 PM |
| **College, Campus & Room:** |
| MA , ONLINE via WebEx , ONLINE |
| **Instructor:** Beverly Salzman |
| **Fee:** 110 |
| **Notes:** This is an instructor led ONLINE course taught via WebEx |

## Heartsaver First Aid CPR AED -Held 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.
Required text: Heartsaver First Aid CPR AED participant manual included in the course
Prerequisite: NONE  CEUs: 0.6

| Course # , Date(s) Time |
|---|
| CA35897, 11/18/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| CA , CCC , 318 |
| **Instructor:** Bice Carrabbia |
| **Fee:** 120 |
| **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. |

## 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: NONE
Prerequisite: NONE  CEUs: 2.4

| Course # , Date(s) Time |
|---|
| CA35876, 10/12/22, 12:00 AM to 12:00 AM \| 12/02/22, 12:00 AM to 12:00 AM |
| **College, Campus & Room:** |
| CA , CCC , ONLINE |
| **Instructor:** |
| **Fee:** 115 |
| **Notes:** Course is offered online for 6-weeks. Students can login on their own time. Contact LEAD@Capitalcc.edu, for login information. |

## Implementing Emotional Intelligence with your Team Online via WebEx NEW!

Know a little bit about Emotional Intelligence, but would like to know to use it successfully with your employees and co-workers? As the workforce changes, the need for emotionally intelligence management is getting greater and greater. Learn how emotional intelligence has changed and how using it can make your life as a manager easier. This course will cover: why you need to become emotionally intelligent, why emotional intelligence is essential in today's work environment and with today's workforce, how effective managers and leaders use emotional intelligence, the connection between emotional intelligence and diversity and inclusion, and techniques for implementing emotional intelligence with your team.
Required text: none
Prerequisite: none  CEUs: 0.4

| Course # , Date(s) Time |
|---|
| NV35856, 10/07/22, 10:00 AM to 2:00 PM |
| **College, Campus & Room:** |
| NV , Naugatuck Valley WTBY , Online |
| **Instructor:** Amy Blackwood Gillespie |
| **Fee:** 75 |
| **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. The class will be taught in WebEx platform and students must register with NVCC Noncredit Office at least one week in advance of the first class date to receive the class link for the course. Contact Cindy Tolin for assistance ctolin@nv.edu. |

## 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: NONE
Prerequisite: NONE  CEUs: 2.4

| Course # , Date(s) Time |
| --- |
| CA35894, 11/16/22, 12:00 AM to 12:00 AM | 01/06/23, 12:00 AM to 12:00 AM |
| **College, Campus & Room:** |
| CA , CCC , ONLINE |
| **Instructor:** |
| **Fee:** 115 |
| **Notes:** Course is offered online for 6-weeks. Students can login on their own time. Contact LEAD@Capitalcc.edu, for login information. |

## Interpersonal Communications, Always Know the Right Thing to Say -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 are 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 "Lifescripts" 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 |
| --- |
| AS35836, 11/02/22, 9:00 AM to 4:00 PM | 11/09/22, 9:00 AM to 4:00 PM | 11/16/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| AS , Asnuntuck |
| **Instructor:** Margaret DeMarino |
| **Fee:** 295 |
| **Notes:** class meets ONLINE 11/2, 11/9, 11/16 |

## Interpersonal Communications - 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 |
| --- |
| AS35829, 10/04/22, 9:00 AM to 4:00 PM | 10/11/22, 9:00 AM to 4:00 PM | 10/18/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| AS, Asnuntuck |
| **Instructor:** Margaret DeMarino |
| **Fee:** 295 |
| **Notes:** class meets ONLINE 10/4, 10/11, 10/18 |

## Interpersonal Communications - Communication Skills a Must! ONLINE via WebEX

Ever think of the perfect thing to say when it's too late? Or perhaps you are 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 are interacting with clients or co-workers virtually, reporting upward, or working as part of an actual or virtual team. You will 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: 1. The five keys to creating effective communications 2. Strategies for identifying and overcoming listening blocks. 3. Ways to "read" a person through observing body language "clusters," including gestures 4. The Four Basic Communication Personality/Behavioral Styles and how to adapt to each 5. Eight critical assertive communication practices 6. Ways to identify and shift ten major "hidden agendas" of others' 7. Methods to adjust to how group dynamics and group roles influence behavior 8. Proven techniques for handling conflict 9. 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 |
|---|
| AS35807, 09/07/22, 9:00 AM to 4:00 PM \| 09/14/22, 9:00 AM to 4:00 PM \| 09/21/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| AS , Asnuntuck , |
| **Instructor:** Margaret DeMarino |
| **Fee:** 295 |
| **Notes:** class meets ONLINE 9/7, 9/14, 9/21 |

## Is ANYONE Listening - Office/Public Speaking- Held on Campus, CR2

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 |
|---|
| TX35803, 10/14/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| TX , TXCC, Tunxis@Bristol , CR2 |
| **Instructor:** Frances Trelease |
| **Fee:** 90 |
| **Notes:** Class Location, 430 North Main St., Bristol, CT 06010 phone 860-314-4700 |

## Java Programming: Introduction -Taught Online via WebEx

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 cover operators, decisions, exceptions The Java programming environment includes introduction to classes and objects; graphics; fundamental data types;

decisions; iterations; arrays, array lists and simple array algorithms. 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

 IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

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

| Course # , Date(s) Time |
| --- |
| MA35915, 10/18/22, 12:00 PM to 3:00 PM | 10/20/22, 12:00 PM to 3:00 PM | 10/25/22, 12:00 PM to 3:00 PM | 10/27/22, 12:00 PM to 3:00 PM | 11/01/22, 12:00 PM to 3:00 PM | 11/03/22, 12:00 PM to 3:00 PM |
| **College, Campus & Room:** |
| MA , ONLINE via WebEx , WebEx |
| **Instructor:** George Pillar |
| **Fee:** 599 |
| **Notes:** This is an instructor led ONLINE course taught via WebEx |


## Leadership for Everyone -Held On Campus

Not everyone in an organization must to be a director, or manager to be a leader. Think about your organization. I am sure you have people you work with every day that show characteristics of leadership. We will explore the main characteristics of leadership so that you may contribute value to your organization, whether you are 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.

IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-

InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.
. Prerequisite: None  CEUs: 1.2

| Course # , Date(s) Time |
| --- |
| MA35862, 10/07/22, 9:00 AM to 4:00 PM | 10/14/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| MA , MCC , LRC B144 |
| **Instructor:** John Lombardo |
| **Fee:** 295 |
| **Notes:** This is an instructor led ON CAMPUS COURSE |

## Leadership for Everyone Taught 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 every day that show characteristics of leadership. We will explore the main characteristics of leadership so that you may contribute value to your organization, whether you are 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: I IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at

www.manchestercc.edu/COVID.

Prerequisite: None  CEUs: 1.2

| Course # , Date(s) Time |
|---|
| MA35861, 10/05/22, 9:00 AM to 12:00 PM | 10/12/22, 9:00 AM to 12:00 PM | 10/19/22, 9:00 AM to 12:00 PM | 10/26/22, 9:00 AM to 12:00 PM |
| **College, Campus & Room:** |
| MA , ONLINE via WebEx , ONLINE |
| **Instructor:** John Lombardo |
| **Fee:** 295 |
| **Notes:** This is an instructor led ONLINE course taught via WebEx |

## LEAN Six Sigma Yellow Belt NEW! -Held On Campus

The second step of business process management is achieving the Six Sigma Yellow Belt. This course introduces professionals to the basic framework, skills, and tools of Lean Six Sigma. You will learn how Lean Six Sigma can be used to establish efficient processes, while delivering consistent levels of customer quality. This class prepares you to work with teams where LEAN practices are deployed and identify opportunities for process improvement. The student will learn about the concept of continuous improvement, process flow, single minute exchange of die (SMED), applications and real-life problem-solving strategies.
Required text: None Required
Prerequisite: None Required  CEUs: 1.5

| Course # , Date(s) Time |
|---|
| GW35878, 12/08/22, 9:00 AM to 4:00 PM | 12/09/22, 12:00 AM to 12:00 AM |
| **College, Campus & Room:** |
| GW , Gateway Community College , N102 |
| **Instructor:** John Griglun |
| **Fee:** 375 |
| **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 approval from your /manager/TAO and complete a GCC Registration form prior to class. contact: pwalsh@gatewayct.edu |

## Making Mindfulness Work for You NEW!  Online via WebEx

Is your work/life balance out of control? Is stress ruling your life and impacting your health? Mindfulness techniques are not just about yoga and new age stuff. Learn to create a mindfulness that works for you; one that de-stresses your life and makes a difference in your health. Applying mindfulness can make you more effective and efficient in the long run. This course will cover: what makes up mindfulness, the benefits of mindfulness techniques, the impacts of long-term

stress on your effectiveness and efficiency, and how mindfulness can make you more effective and efficient at work and at home
Required text: none
Prerequisite: none  CEUs: 0.3

| Course # , Date(s) Time |
|---|
| NV35857, 10/21/22, 9:00 AM to 12:00 PM |
| **College, Campus & Room:** |
| NV , Naugatuck Valley WTBY , Online |
| **Instructor:** Amy Blackwood Gillespie |
| **Fee:** 55 |
| **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. The class will be taught in WebEx platform and students must register with NVCC Noncredit Office at least one week in advance of the first class date to receive the class link for the course. Contact Cindy Tolin for assistance ctolin@nv.edu. |

## Management and Leadership in a Post-pandemic World- Held 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,
Required text: None
Prerequisite: None  CEUs: 0.6

| Course # , Date(s) Time |
|---|
| TX35806, 10/25/22, 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 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: None Required
Prerequisite: None Required  CEUs: 0.8

| Course # , Date(s) Time |
| --- |
| GW35880, 12/15/22, 9:00 AM to 1:00 PM | 12/16/22, 9:00 AM to 1:00 PM |
| **College, Campus & Room:** |
| GW , ONLINE Via WebEx , ONLINE |
| **Instructor:** Reeshemah Norfleet |
| **Fee:** 175 |
| **Notes:** This class is a REMOTE ONLINE class through a WebEX Meeting link. Student will need to have access to a computer with internet access, Webcam, and Audio. Participant must get approval from your TAO and complete a registration form. Contact: pwalsh@gatewayct.edu |

## Managing the Next Generation Worker -Online via WebEx NEW!

Moving into a management role and need to know how to manage your team? Used to managing others but are at a loss on how to manage today's worker? Not sure how to get your team to work together? Tired of the chaos and negativity of your team? This course can help you weed through why people work in certain ways and why they don't. This course will cover: why do you need to get generations of worker to work together, the generations that are found in toda'?s workforce, the ideas and concepts that matter to each generation, why diversity and inclusion are essential, techniques to effectively manage and motivate each group, and methods to get people of different generations to work toward a common goal (if not a team, then an effective group).
Required text: none
Prerequisite: none  CEUs: 0.6

| Course # , Date(s) Time |
| --- |
| NV35854, 11/04/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| NV , Naugatuck Valley WTBY , Online |
| **Instructor:** Amy Blackwood Gillespie |
| **Fee:** 110 |
| **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. The class will be taught in WebEx platform and students must register with NVCC Noncredit Office at least one week in advance of the first class date to receive the class link for the course. Contact Cindy Tolin for assistance ctolin@nv.edu. |

**Microsoft Forms Introduction- NEW - 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.
 IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom.
 REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.
.If you do not complete your registration before the start of class, you will not receive the link to join this class.
Prerequisite: Familiarity with Microsoft Excel recommended.   CEUs: 0.3

| Course # , Date(s) Time |
|---|
| MA35906, 09/14/22, 1:00 PM to 4:00 PM |
| **College, Campus & Room:** |
| MA , ONLINE via WebEx , WebEx |
| **Instructor:** Matthew Marshall |
| **Fee:** 75 |
| **Notes:** This is an instructor led ONLINE course taught via WebEx |


**Microsoft Office: MCC Certificate -Taught 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 Office versions 2016, 2019 and 365. Students should have Office 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. Students will be contacted with further instructions one to three business days prior to class.

IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

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

| Course # , Date(s) Time |
| --- |
| MA35926, 09/26/22, 1:00 PM to 4:00 PM | 09/28/22, 1:00 PM to 4:00 PM | 09/30/22, 1:00 PM to 4:00 PM | 10/03/22, 1:00 PM to 4:00 PM | 10/05/22, 1:00 PM to 4:00 PM | 10/07/22, 1:00 PM to 4:00 PM | 10/10/22, 1:00 PM to 4:00 PM | 10/12/22, 1:00 PM to 4:00 PM | 10/14/22, 1:00 PM to 4:00 PM | 10/17/22, 1:00 PM to 4:00 PM |
| **College, Campus & Room:** |
| MA , ONLINE via WebEx , WebEx |
| **Instructor:** John Hilditch |
| **Fee:** 975 |
| **Notes:** This is an instructor led ONLINE course taught via WebEx |

## Mindfulness Presence: The Power Within -Taught 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? 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: IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.
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Prerequisite: None CEUs: 0.6

| Course # , Date(s) Time |
| --- |
| MA35855, 09/23/22, 1:00 PM to 4:00 PM \| 09/30/22, 1:00 PM to 4:00 PM |
| **College, Campus & Room:** |
| MA , ONLINE via WebEx , ONLINE |
| **Instructor:** Yasmin Shenoy |
| **Fee:** 110 |
| **Notes:** This is an instructor led ONLINE course taught via WebEx |

## Network+ N10-007 Certification Preparation -Held 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 and mobile, cloud and virtualization technologies. The CompTIA Network+ certification exam is not included in the cost of the course, but is estimated at $170 when using an MCC academic discount. The course instructor will inform students about the exam application process. Network+ testing centers can be found at www.pearsonvue.com/comptia. 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.
 IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-

InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

Prerequisite: CompTIA A+ Certified, or equivalent experience and minimum of 9 months experience in network support or administration; or academic training equivalency. If you do not complete your registration before the start of class, you will not receive any communication from the instructor regarding the course, any campus COVID information or log-in and password change instructions (if necessary) ahead of time.  CEUs: 4.2

| Course # , Date(s) Time |
|---|
| MA35924, 11/16/22, 1:00 PM to 4:00 PM \| 11/18/22, 1:00 PM to 4:00 PM \| 11/21/22, 1:00 PM to 4:00 PM \| 11/23/22, 1:00 PM to 4:00 PM \| 11/28/22, 1:00 PM to 4:00 PM \| 11/30/22, 1:00 PM to 4:00 PM \| 12/02/22, 1:00 PM to 4:00 PM \| 12/05/22, 1:00 PM to 4:00 PM \| 12/07/22, 1:00 PM to 4:00 PM \| 12/09/22, 1:00 PM to 4:00 PM \| 12/12/22, 1:00 PM to 4:00 PM \| 12/14/22, 1:00 PM to 4:00 PM \| 12/16/22, 1:00 PM to 4:00 PM \| 12/19/22, 1:00 PM to 4:00 PM |
| **College, Campus & Room:** |
| MA , ONLINE via WebEx , WebEx |
| **Instructor:** Peter Rinsland |
| **Fee:** 1500 |
| **Notes:** This is an instructor led ONLINE course taught via WebEx - CLASS DOES NOT MEET 11/25 |

## Organizational Skills - 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 |
|---|
| AS35824, 09/12/22, 9:00 AM to 4:00 PM | 09/19/22, 9:00 AM to 4:00 PM | 09/26/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| AS , Asnuntuck , |
| **Instructor:** Margaret DeMarino |
| **Fee:** 295 |
| **Notes:** class meets ONLINE 9/12, 9/19, 9/26 |

## OSHA 10 Certification -SELF-PACED/ONLINE

OSHA training is necessary for a safe and healthy work environment. Workers taking this course have jobs related to health care, electrical, factory, warehouse, manufacturing, storage and more. This OSHA 10 course covers general industry hazards not specific to those working construction-only jobs. Upon completion and passing the final assessment, the student will receive an OSHA-10 national certification. Please Note: This class is a self-paced, online class. Student will need to have access to a computer with internet access to complete the program.
Required text: None Required
Prerequisite: None Required  CEUs: 0.1

| Course # , Date(s) Time |
|---|
| GW35848, 09/07/22, 9:00 AM to 10:00 AM | 09/08/22, 9:00 AM to 5:00 PM | 09/09/22, 9:00 AM to 5:00 PM | 09/12/22, 9:00 AM to 5:00 PM | 09/13/22, 9:00 AM to 5:00 PM | 09/14/22, 9:00 AM to 5:00 PM | 09/15/22, 9:00 AM to 5:00 PM | 09/16/22, 9:00 AM to 5:00 PM | 09/18/22, 9:00 AM to 5:00 PM | 09/20/22, 9:00 AM to 5:00 PM |
| **College, Campus & Room:** |
| GW , SELF-PACED/ONLINE , ONLINE |
| **Instructor:** Pam Walsh |
| **Fee:** 85 |
| **Notes:** This class is a self-paced, online class. Student will need to have access to a computer with internet access to complete the program. Participant must get approval from your TAO and complete a GCC Registration form prior to class. Contact: pwalsh@gatewayct.edu |

## OSHA 10 Certification- SELF-PACED/ONLINE

OSHA training is necessary for a safe and healthy work environment. Workers taking this course have jobs related to health care, electrical, factory, warehouse, manufacturing, storage and more. This OSHA 10 course covers general industry hazards not specific to those working construction-only jobs. Upon completion and passing the final assessment, the student will

receive an OSHA-10 national certification. Please Note: This class is a self-paced, online class. Student will need to have access to a computer with internet access to complete the program.
Required text: None Required
Prerequisite: None Required  CEUs: 0.1

| Course # , Date(s) Time |
| --- |
| GW35870, 11/17/22, 9:00 AM to 10:00 AM \| 11/08/22, 12:00 AM to 12:00 AM \| 11/09/22, 12:00 AM to 12:00 AM \| 11/10/22, 12:00 AM to 12:00 AM \| 11/11/22, 12:00 AM to 12:00 AM \| 11/14/22, 12:00 AM to 12:00 AM \| 11/15/22, 12:00 AM to 12:00 AM \| 11/16/22, 12:00 AM to 12:00 AM \| 11/17/22, 12:00 AM to 12:00 AM \| 11/18/22, 12:00 AM to 12:00 AM |
| **College, Campus & Room:** |
| GW , SELF-PACED/ONLINE , ONLINE |
| **Instructor:** Pam Walsh |
| **Fee:** 85 |
| **Notes:** This class is a self-paced, online class. Student will need to have access to a computer with internet access to complete the program. Participant must get approval from your TAO and complete a GCC Registration form prior to class. Contact: pwalsh@gatewayct.edu |

## OSHA 30 NEW!! -Held On Campus

OSHA 30-hour training for general industry prepares supervisors and workers to avoid workplace safety and health risks. .Topics covered in OSHA 30-Hour training include general worksite safety, avoiding common hazards, understanding workers' rights, employer responsibilities and more. Earn an official OSHA 30 card from the U.S. Department of Labor (DOL) ? a common requirement for employment in construction and other industries.
Required text: None Required
Prerequisite: None Required  CEUs: 0.3

| Course # , Date(s) Time |
| --- |
| GW35849, 09/22/22, 8:00 AM to 4:00 PM \| 09/23/22, 9:00 AM to 4:00 PM \| 10/06/22, 9:00 AM to 4:00 PM \| 10/07/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| GW , GCC , N102 |
| **Instructor:** John Griglun |
| **Fee:** 475 |
| **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 approval from your /manager/TAO and complete a GCC Registration form prior to class. contact: pwalsh@gatewayct.edu |

## PC Repair -Held On Campus

Why pay for expensive upgrades when you can learn how to do them yourself? Practice RAM, expansion cards and peripheral device installations in a hands-on course with real parts. Learn how to configure drivers and troubleshoot your Windows operating system. You will learn how to reformat a hard drive, partition it and load Windows. Discover how to add new peripherals including printers and scanners. Learn how to download and install driver updates from the manufacturer's website. Additional topics include troubleshooting basics, researching errors online, hardware trends, buying a new PC (pre-built vs. custom) and standards for monitors, hard drive sizes, ports and optical drives. Additionally, viruses, spyware, surge protectors and backups will also be discussed. For the beginner through intermediate PC user. Students are eligible to receive free Windows software. Students must use their NetID login credentials in order to use classroom computers (www.manchestercc.edu/net-id).

IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the colleg'?s COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.
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Prerequisite: None   CEUs: 1.2

| Course # , Date(s) Time |
|---|
| MA35905, 09/13/22, 12:00 PM to 3:00 PM | 09/15/22, 12:00 PM to 3:00 PM | 09/20/22, 12:00 PM to 3:00 PM | 09/22/22, 12:00 PM to 3:00 PM |
| **College, Campus & Room:** |
| MA , MCC , LRC B141 |
| **Instructor:** George Pillar |
| **Fee:** 250 |
| **Notes:** This is an instructor led ON CAMPUS COURSE that requires access to the computers in the classroom |

## PC Security Introduction – ONLINE, Self-Paced

Learn why you are at risk and what you can do to protect your precious personal and business data from the outside world. This course will quickly bring you up to speed on the fundamentals of PC and network security. You will understand and explore the vulnerability of operating systems, software, and networks. Then, you will get into the minds of hackers and crackers, developing an understanding of the exploits they use to access your computer without your

knowledge. You will find out why, where, and how viruses, worms, and blended threats are created. You will learn a safe way to handle files and data across the Internet through a virtual private network. By the end of this course, you will be able to install and configure a firewall to build an impenetrable moat around your computer or network.

Required text: NONE

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

| Course # , Date(s) Time |
| --- |
| CA35885, 10/12/22, 12:00 AM to 12:00 AM \| 12/02/22, 12:00 AM to 12:00 AM |
| **College, Campus & Room:** |
| CA , , ONLINE |
| **Instructor:** |
| **Fee:** 115 |
| **Notes:** Course is offered online for 6-weeks. Students can login on their own time. Contact LEAD@Capitalcc.edu, for login information. |

## Project Management - All the Essentials Held On-Campus

Today, project management is an industry-wide, recognized discipline. It has become a key ingredient to insuring successful, on-time and on-budget projects. You should attend this course if you have or will lead a project in the future, or if you 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:  IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

Prerequisite: None  CEUs: 1.2

| Course # , Date(s) Time |
| --- |
| MA35808, 09/09/22, 9:00 AM to 4:00 PM \| 09/16/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |

| |
|---|
| MA , MCC , LRC B144 |
| **Instructor:** John Lombardo |
| **Fee:** 295 |
| **Notes:** This is an instructor led course taught on campus |

## Project Management - All the Essentials Taught Online via WebEx

Today, project management is an industry-wide, recognized discipline. It has become a key ingredient to insuring successful, on-time and on-budget projects. You should attend this course if you have or will lead a project in the future, or if you 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.

IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

Prerequisite: None  CEUs: 1.2

| Course # , Date(s) Time |
|---|
| MA35801, 09/07/22, 9:00 AM to 12:00 PM \| 09/14/22, 9:00 AM to 12:00 PM \| 09/21/22, 9:00 AM to 12:00 PM \| 09/28/22, 9:00 AM to 12:00 PM |
| **College, Campus & Room:** |
| MA , ONLINE via WebEx , WebEx |
| **Instructor:** John Lombardo |
| **Fee:** 295 |
| **Notes:** This is an instructor led ONLINE course taught via WebEx |

## Presentation for Persuasion - NEW! Taught ONLINE via WebEx

This interactive workshop focuses on the process of public speaking? including organizing your thoughts, managing apprehension and anxiety, employing attention-grabbing techniques, and delivering a clear message. We can be the best ambassadors for our ideas and would be doing a service to our audiences by effectively sharing ideas with them and seeking support for them. Specifically, we can empower ourselves to connect with our audiences and to engage and

interact with them verbally and non-verbally for a shared purpose. We will learn to apply good practices of Planning, Preparing and exuding Presence. We will learn to allow our presence to shine to embellish our idea presentations. Participants will craft their presentations on a subject matter of their choice as we move along the 3 P?s and present and receive audience.
Required text:  IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

Prerequisite: None  CEUs: 0.6

| Course # , Date(s) Time |
| --- |
| MA35864, 10/07/22, 1:00 PM to 4:00 PM | 10/14/22, 12:00 AM to 12:00 AM |
| **College, Campus & Room:** |
| MA , ONLINE via WebEx , ONLINE |
| **Instructor:** Yasmin Shenoy |
| **Fee:** 110 |
| **Notes:** This is an instructor led ONLINE course taught via WebEx |

## Presentation Skills - Fearless Presentations! "ONLINE via WebEx"

Whether you are in a board room, a conference room, or a Zoom room, this powerful workshop will show you how to own the limelight! Whether you are a "shaking in your boots" speaker or a seasoned pro, you will benefit from the secrets of an experienced pro who has given thousands of presentations for nonprofits, Fortune 500s, banks, and many other organizations. Fear-Free presentations works from the "inside out," helping to increase your confidence and your ability to think on your feet. You will learn a dozen mindful practices to prepare yourself and control your nervousness; techniques for developing "talking points" and structuring, research, and writing a presentation; tips on developing PowerPoint presentations, including incorporating video clips; a system for incorporating anecdotes and humor; and valuable delivery techniques geared for both online presentations and in-person delivery. This course is jammed with tips and experiences for confidence boosting that will take you from fearful to fabulous. 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 |
| --- |
| AS35828, 09/30/22, 9:00 AM to 4:00 PM \| 10/07/22, 9:00 AM to 4:00 PM \| 10/14/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| AS , Asnuntuck , |
| **Instructor:** Margaret DeMarino |
| **Fee:** 295 |
| **Notes:** class meets ONLINE 9/30, 10/7, 10/14 |

## Professional Empowerment and Performance – ONLINE via WebEX

Would you love to look forward to going to work and going home happy? Whether you are commuting or working remotely, the key is workplace empowerment and work-life balance. This highly interactive workshop may just change how you approach your work life, through examining underlying limiting beliefs and looking at ways you can eliminate workplace toxicity and achievement blocks. Participants will create individual professional empowerment plans, plans for setting goals, charting progress, and creating practical follow-through activities. The workshop provides practical pointers and how-to's based on law of attraction and The Secret principles, as well as exploring messages from such motivational and thought leaders as Steven Covey, Esther Hicks, Wayne Dyer, and many more.
Required text: 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 |
| --- |
| NW35840, 11/22/22, 9:00 AM to 4:00 PM \| 11/29/22, 9:00 AM to 4:00 PM \| 12/06/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| NW , online , online |
| **Instructor:** Margaret DeMarino |
| **Fee:** 295 |
| **Notes:** All Meeting Dates Nov. 22, Nov. 29 and Dec. 6 - ONLINE |

## Project Introduction (Taught 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 and documenting; assigning resources to tasks, scheduling and applying cost resources to tasks; sharing your plan, Gantt charts, timeline views and 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. 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. IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

Prerequisite: Basic Windows, keyboard, and mouse skills, with some exposure to Microsoft Office helpful. Recommended related course is Project Management: All the Essentials.   CEUs: 1.2

| Course # , Date(s) Time |
| --- |
| MA35925, 11/29/22, 1:00 PM to 4:00 PM \| 12/01/22, 1:00 PM to 4:00 PM \| 12/06/22, 1:00 PM to 4:00 PM \| 12/08/22, 1:00 PM to 4:00 PM |
| **College, Campus & Room:** |
| MA , ONLINE via WebEx , WebEx |
| **Instructor:** John Hilditch |
| **Fee:** 375 |
| **Notes:** This is an instructor led ONLINE course taught via WebEx |

## Python Introduction -Taught Online via WebEx

Python is a general-purpose, high-level programming language whose design combines remarkable power with very clear syntax. Its standard library is large and comprehensive. Python allows you to create complex applications easier than most programming languages. Students will learn the following concepts and programming tools including data types, control statements, functions, lists and tuples, dictionaries and sets, and file operations. Required curriculum is included in course fee. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using WebEx. The instructor will contact students with further instructions one to three business days prior to class

 IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-

InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

Prerequisite: Basic knowledge of Windows, and keyboard/mouse skills. Basic programming knowledge and experience is recommended.  CEUs: 1.8

| Course # , Date(s) Time |
| --- |
| MA35920, 11/08/22, 12:00 PM to 3:00 PM \| 11/10/22, 12:00 PM to 3:00 PM \| 11/15/22, 12:00 PM to 3:00 PM \| 11/17/22, 12:00 PM to 3:00 PM \| 11/22/22, 12:00 PM to 3:00 PM \| 11/29/22, 12:00 PM to 3:00 PM |
| **College, Campus & Room:** |
| MA , ONLINE via WebEx , WebEx |
| **Instructor:** George Pillar |
| **Fee:** 599 |
| **Notes:** This is an instructor led ONLINE course taught via WebEx |


## Project Management Essentials -Online via WebEx

This course is 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 and manage 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 progress of the project, and mitigate the related obstacles so that you can lead a team in bringing the project to a successful completion. This course will give you the basics on the project management process and the tools needed to manage small- to medium-size projects.
Required text: Course materials will be distributed in class.
Prerequisite: None  CEUs: 1.2

| Course # , Date(s) Time |
| --- |
| NV35834, 10/18/22, 1:00 PM to 4:00 PM \| 10/25/22, 1:00 PM to 4:00 PM \| 11/01/22, 1:00 PM to 4:00 PM \| 11/08/22, 1:00 PM to 4:00 PM |
| **College, Campus & Room:** |
| NV , Naugatuck Valley WTBY , Online via |
| **Instructor:** Juan De La Rosa |
| **Fee:** 210 |

| Notes: This course is taught in a LIVE VIRTUAL format only by WebEx. Participants must have a device with a webcam and audio, reliable internet and device (laptop/desktop) for virtual learning. The class will be taught in WebEx platform and students must register with NVCC Noncredit Office at least one week in advance of the first class date to receive the class link for the course. Contact Cindy Tolin for assistance ctolin@nv.edu. Participation on all session dates required for completion certificate. |
| --- |

## Promoting Happiness @ Work -Online class

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 |
| --- |
| TX35813, 09/30/22, 9:00 AM to 12:00 PM |
| **College, Campus & Room:** |
| TX , TXCC, Tunxis@Bristol , ONLINE |
| **Instructor:** Amy Blackwood Gillespie |
| **Fee:** 90 |
| **Notes:** ONLINE class |

## 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: NONE
Prerequisite: Basic computer skills.   CEUs: 2.4

| Course # , Date(s) Time |
| --- |
| CA35886, 10/12/22, 12:00 AM to 12:00 AM | 12/02/22, 12:00 AM to 12:00 AM |
| **College, Campus & Room:** |
| CA , CCC , ONLINE |
| **Instructor:** |
| **Fee:** 115 |

| Notes: Course is offered online for 6-weeks. Students can login on their own time. Contact LEAD@Capitalcc.edu, for login information. |
| --- |

## QuickBooks: Introduction -Online via WebEx- NEW!

Discover the most effective methods for accomplishing essential business tasks and customizing QuickBooks. We will explore best practices for tracking finances, managing payroll, processing invoices, controlling inventory, managing sales and expenses, and maximizing the software's other features. Topics include getting started; how to properly set up your accounts, customers, jobs and invoices quickly; following the money by learning how to track everything from billable time and expenses to income and profit; keeping your company financially fit with methods to examine budgets and actual spending, income, inventory, assets, and liabilities; spending less time on bookkeeping and learning how to use QuickBooks to create and reuse bills, invoices, sales receipts and timesheets; finding key info fast using QuickBooks? search and find functions, as well as the vendor, customer, inventory and employee centers; and moving data between QuickBooks, Microsoft, and other programs. 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: None
Prerequisite: Prerequisites: basic Windows, keyboard and mouse skills.  CEUs: 1.2

| Course # , Date(s) Time |
| --- |
| NV35847, 12/09/22, 9:00 AM to 4:00 PM \| 12/16/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| NV , Naugatuck Valley WTBY , Online |
| **Instructor:** Cindy Averill |
| **Fee:** 210 |
| **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. The class will be taught in WebEx platform and students must register with NVCC Noncredit Office at least one week in advance of the first class date to receive the class link for the course. Contact Cindy Tolin for assistance ctolin@nv.edu. Attendance at both classes is required to achieve completion certificate. |

## Reducing Stress in my Job/my Life/my Future Held on Campus, room CR2

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 diseases, 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, bu, 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 |
|---|
| TX35804, 10/12/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| TX , TXCC, Tunxis@Bristol , CR2 |
| **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 HELD on Campus room CR2

CLASS WILL BE IN SPANISH 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 |
|---|
| TX35820, 11/02/22, 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 |

## 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. This course will help you prepare for the internationally recognized Six Sigma Black Belt and Quality Manager exams offered by the American Society for Quality? (ASQ?).
Required text: NONE
Prerequisite: NONE  CEUs: 2.4

| Course # , Date(s) Time |
|---|
| CA35877, 10/12/22, 12:00 AM to 12:00 AM | 12/02/22, 12:00 AM to 12:00 AM |
| **College, Campus & Room:** |
| CA , CCC , ONLINE |
| **Instructor:** |
| **Fee:** 115 |
| **Notes:** Course is offered online for 6-weeks. Students can login on their own time. Contact LEAD@Capitalcc.edu, for login information. |

## Six Sigma White Belt Certification NEW!  Held on Campus

Step 1 of business process management is achieving the Six Sigma White Belt. This course is designed to provide the basic level of understanding of the Six Sigma Methodology. You will understand basic definitions, history, and structure of the discipline. This certification is the entry-level belt program that provides the foundation for the Six Sigma doctrine and principles.
Required text: None Required
Prerequisite: None Required  CEUs: 0.6

| Course # , Date(s) Time |
|---|
| GW35851, 10/20/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| GW , GCC , N103 |
| **Instructor:** John Griglun |
| **Fee:** 275 |
| **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 approval from your /manager/TAO and complete a GCC Registration form prior to class. contact: pwalsh@gatewayct.edu |

## 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: NONE
Prerequisite: NONE  CEUs: 2.4

| Course # , Date(s) Time |
| --- |
| CA35895, 11/16/22, 12:00 AM to 12:00 AM | 01/06/23, 12:00 AM to 12:00 AM |
| **College, Campus & Room:** |
| CA , CCC , ONLINE |
| **Instructor:** |
| **Fee:** 115 |
| **Notes:** Course is offered online for 6-weeks. Students can login on their own time. Contact LEAD@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: NONE
Prerequisite: Completion of Speed Spanish I and Speed Spanish II courses.   CEUs: 2.4

| Course # , Date(s) Time |
| --- |
| CA35896, 10/12/22, 12:00 AM to 12:00 AM | 12/02/22, 12:00 AM to 12:00 AM |
| **College, Campus & Room:** |
| CA , CCC , ONLINE |
| **Instructor:** |
| **Fee:** 115 |
| **Notes:** Course is offered online for 6-weeks. Students can login on their own time. Contact LEAD@Capitalcc.edu, for login information. |

## SQL Server Introduction -Taught Online via WebEx

This introductory training will provide you with the knowledge and skills you need to understand the concepts behind relational database systems, data structure design, the SQL query language, and basic SQL Server Database Management. You will gain a firm understanding of how relational database systems work, proper database design, database optimization, the SQL query language, and basic SQL Server Database administration including provisioning and configuring SQL Server using SQL Server tools. Other tasks taught include creating table spaces and files and managing security and user access. Students are eligible to receive free Microsoft SQL Server 2016 software. Enrolled students will have access to the Microsoft Azure cloud to access SQL Server. Additional free Microsoft developer software is included with registration. Required curriculum is included in course fee. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class. Prerequisite: Database Introduction course, or familiarity with databases.

IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.

Prerequisite: Database Introduction course, or familiarity with databases.  CEUs: 3

| Course # , Date(s) Time |
| --- |
| MA35909, 09/27/22, 12:00 PM to 3:00 PM \| 09/29/22, 12:00 PM to 3:00 PM \| 10/04/22, 12:00 PM to 3:00 PM \| 10/06/22, 12:00 PM to 3:00 PM \| 10/11/22, 12:00 PM to 3:00 PM \| 10/13/22, 12:00 PM to 3:00 PM |
| **College, Campus & Room:** |
| MA , ONLINE via WebEx , WebEx |
| **Instructor:** George Pillar |
| **Fee:** 599 |
| **Notes:** This is an instructor led ONLINE course taught via WebEx |

## 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 is a workhorse but doesn't work well with others. Or it may be an employee who seems more interested in texting than working. Or perhaps it's 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, and Inspire employees to become more engaged, productive, and successful.
Required text: NONE
Prerequisite: Note: Course will be taught on WebEx and requires the use of computer audio and webcam.  CEUs: 1.2

| Course # , Date(s) Time |
| --- |
| NW35821, 11/18/22, 9:00 AM to 4:00 PM \| 11/25/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| NW , ONLINE , ONLINE |
| **Instructor:** Margaret DeMarino |
| **Fee:** 200 |
| **Notes:** ONLINE. ALL MEETING DATES: NOV. 18 and 25 |

## Supervisory Skills - The Upward & Supervisory Skills Toolkit ONLINE via WebEX

Whether you are a supervisor, want to become one, or simply 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 |
| --- |
| AS35810, 09/08/22, 9:00 AM to 4:00 PM \| 09/15/22, 9:00 AM to 4:00 PM \| 09/22/22, 9:00 AM to 4:00 PM |

| College, Campus & Room: |
| --- |
| AS , Asnuntuck , |
| **Instructor:** Margaret DeMarino |
| **Fee:** 295 |
| **Notes:** class meets ONLINE 9/8, 9/15, 9/22 |

## Supervisory Skills Masterclass NEW! Taught ONLINE via WebEx

This intensive one-day masterclass is filled with tips, tricks, and take-aways that will up level your supervisory and management skills. In this highly participative workshop, you will share best practices with others who walk-the-walk, as well as learn proven strategies from State and corporate leaders around the country. We will target essential skill areas, including communication, delegation, direct report performance coaching, leadership, team building, and more! You will leave with an IRL (In Real Life) Game Plan, filled with new insights and skills that you can immediately put into practice. .To further the flow of ideas an email-support group will be available for one month after class for sharing insights, strategies, and successes. Required text:  IMPORTANT - After reserving a seat through the IN-SERVICE database, TAOs must provide list of employees and their email addresses to Manchester Community College (MCC) at MA-InServiceTraining@mcc.commnet.edu to complete registrations for this course. The registration process must be completed directly with Manchester Community College well in advance of class to be officially added to the class roster. Only after completing registration, will employees receive any important information from the instructors, or links to join any WebEx course. For On-Campus classes requiring computer access: registration will need to be completed well in advance of class to receive instructions on how be able to log into the computers in the classroom. REQUIREMENTS FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required. All Students will be contacted with further instructions one to three business days prior to class. Students coming to campus must observe the college's COVID-19 guidelines; please refer to the information at www.manchestercc.edu/COVID.
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Prerequisite: None  CEUs: 0.6

| Course # , Date(s) Time |
| --- |
| MA35859, 10/03/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| MA , ONLINE via WebEx , ONLINE |
| **Instructor:** Margaret DeMarino |
| **Fee:** 110 |
| **Notes:** This is an instructor led ONLINE course taught via WebEx |

## Supervisory Skills-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 learn: Strategies for dealing with the three most common challenges faced by women leaders. Explore how gender dimensions of communication and behavior, including microaggressions and affinity bias, affect perception and reality of leadership. Define your own leadership styles and tendencies, focusing in on magnifying strengths and strengthening weaknesses. Understand how to integrate emotional intelligence into leadership best practices. Explore how gender impacts feedback and plays a role in coaching and mentoring. Learn how to effectively seek mentors for your own professional development. Identify and address work-life balance conflicts. Note: Course will be taught on WebEx and requires the use of computer audio and webcam.
Required text: None
Prerequisite: None  CEUs: 1.8

| Course # , Date(s) Time |
|---|
| AS35827, 09/28/22, 9:00 AM to 4:00 PM \| 10/05/22, 9:00 AM to 4:00 PM \| 10/12/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| AS , Asnuntuck , |
| **Instructor:** Margaret DeMarino |
| **Fee:** 295 |
| **Notes:** class meets ONLINE 9/28, 10/5, 10/12 |

## Teleworking Tools: An Introduction -Online by 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 remote environment while drawing in shared documents.
Required text: None
Prerequisite: Basic understanding of computers and systems.  CEUs: 0.9

| Course # , Date(s) Time |
|---|
| NV35838, 11/29/22, 1:00 PM to 4:00 PM \| 12/06/22, 1:00 PM to 4:00 PM \| 12/13/22, 1:00 PM to 4:00 PM |

| College, Campus & Room: |
| --- |
| NV , Naugatuck Valley WTBY , Online via |
| **Instructor:** Juan De La Rosa |
| **Fee:** 185 |
| **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. The class will be taught in WebEx platform and students must register with NVCC Noncredit Office at least one week in advance of the first class date to receive the class link for the course. Contact Cindy Tolin for assistance ctolin@nv.edu. Attendance at all class sessions is required to earn completion certificate. |

## Trusting Yourself to Lead -Online via WebEx NEW!

What does leadership today mean? What style should you use? Is trusting yourself to lead holding you back? Were you thrown into leadership and have learned it by fire? Would you be a better leader if you knew more about leadership? This course will cover: why leadership is more important than ever, the benefits of effective leadership, assess your current leadership style and techniques, an overview of various leadership techniques, how to learn to trust yourself to lead others and implement leadership from where you currently are and make a plan for continuous improvement.
Required text: none
Prerequisite: none  CEUs: 0.6

| Course # , Date(s) Time |
| --- |
| NV35852, 11/18/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| NV , Naugatuck Valley WTBY , Online |
| **Instructor:** Amy Blackwood Gillespie |
| **Fee:** 110 |
| **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. The class will be taught in WebEx platform and students must register with NVCC Noncredit Office at least one week in advance of the first class date to receive the class link for the course. Contact Cindy Tolin for assistance ctolin@nv.edu. |

## Understanding Personal Power *ONLINE CLASS 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? The 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 |
|---|
| TX35815, 10/14/22, 9:00 AM to 12:00 PM |
| **College, Campus & Room:** |
| TX , TXCC, Tunxis@Bristol , ONLINE |
| **Instructor:** Amy Blackwood Gillespie |
| **Fee:** 90 |
| **Notes:** ONLINE class |

## 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: NONE
Prerequisite: Basic computer skills.   CEUs: 2.4

| Course # , Date(s) Time |
|---|
| CA35887, 11/16/22, 12:00 AM to 12:00 AM \| 01/06/23, 12:00 AM to 12:00 AM |
| **College, Campus & Room:** |
| CA , CCC , ONLINE |
| **Instructor:** |
| **Fee:** 115 |
| **Notes:** Course is offered online for 6-weeks. Students can login on their own time. Contact LEAD@Capitalcc.edu, for login information. |

**Workplace Wellness - A Mindful Approach to Work and Productivity 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 |
|---|
| AS35814, 09/09/22, 9:00 AM to 4:00 PM \| 09/16/22, 9:00 AM to 4:00 PM \| 09/23/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| AS , Asnuntuck , |
| **Instructor:** Margaret DeMarino |
| **Fee:** 295 |
| **Notes:** class meets ONLINE 9/9, 9/16, 9/23 |

**Workplace Wellness - 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 |
|---|
| AS35839, 12/13/22, 9:00 AM to 4:00 PM \| 12/20/22, 9:00 AM to 4:00 PM \| 12/27/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| AS , Asnuntuck , |
| **Instructor:** Margaret DeMarino |
| **Fee:** 295 |
| **Notes:** class meets ONLINE 12/13, 12/20, 12/27 |

## Workplace Wellness - Dealing with Difficult Customers, Co-workers, and Changes ONLINE via WebEx

From those who are merely moody to those who are dramatically difficult, this workshop will give you the know-how to handle challenging people and situations. You will discover how to survive and thrive in a "change environment" with proven communication keys, techniques for defusing anger, ways to manage the top 10 "crazy- making circumstances," techniques for navigating office politics, ways to "manage up," and much more. You will learn how to anticipate and address predictable cycles of change, manage "difficulty" by personality type, neutralize workplace drama, expose and effectively handle hidden agendas, etc. This workshop will help you gain the skills to positively influence people and outcomes whether you are in charge or not! Note: Course will be taught on WebEx and requires the use of computer audio and webcam.
Required text: None
Prerequisite: None  CEUs: 0

| Course # , Date(s) Time |
|---|
| AS35841, 12/01/22, 9:00 AM to 4:00 PM \| 12/08/22, 9:00 AM to 4:00 PM \| 12/15/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| AS , Asnuntuck , |
| **Instructor:** Margaret DeMarino |
| **Fee:** 295 |
| **Notes:** class meets ONLINE 12/1, 12/8, 12/15 |

## Workplace Wellness - 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 |
|---|
| AS35826, 09/13/22, 9:00 AM to 4:00 PM \| 09/20/22, 9:00 AM to 4:00 PM \| 09/27/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| AS , Asnuntuck , |
| **Instructor:** Margaret DeMarino |
| **Fee:** 295 |
| **Notes:** class meets ONLINE 9/13, 9/20, 9/27 |

## Workplace Wellness - NEW DIY Guide to Surviving and Thriving in State Culture ONLINE via WebEx

This workshop will show you how to coach yourself toward progress and success by delivering powerful insights and techniques to make self-coaching a way of life in your career with the State. You will learn how to employ "power questions" and the process of inquiry to clarify thinking and help in your decision-making process. You will also learn, to better understand emotional intelligence in your journey toward improving both professional and personal relationships. This class will provide you with techniques for initiating and managing change, and help you develop a mindset that guarantees the progress you're looking for. Coach yourself to your next breakthrough. By the end of this course, you will: 1) Learn how to actively coach yourself through change and challenge. 2) Understand how to develop a more powerful, realistic approach to life and business success through life alignment vs. life balance. 3) Learn how to make better choices about work, self-improvement, and overall well-being. 4) Understand how to align your goals and objectives with who you really are. 5) Learn how to use self-coaching techniques to manage through chaos and persevere through uncertainty. 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 |
|---|
| AS35831, 10/21/22, 9:00 AM to 4:00 PM \| 10/28/22, 9:00 AM to 4:00 PM \| 11/04/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| AS , Asnuntuck , |

| **Instructor:** Margaret DeMarino |
|---|
| **Fee:** 295 |
| **Notes:** class meets ONLINE 10/21, 10/28, 11/4 |

## Workplace Wellness - NEW Happy Hybrid Life ONLINE via WebEx

Office A: your old cubicle redux. Office B: your pandemic headquarters, a.k.a. your dining room table. Hybrid work life has its challenges, from "oh no, I left that file at the office," to "I never get to see my boss because she works on alternate days." Navigating happily through hybrid life might take some effort, but the payoffs are huge. Having a foot in both office and home worlds can allow for increased flexibility, higher productivity, and a work environment that feels, well, more customized. But there are questions to answer: How do I interact effectively with co-workers? How do I create a better work-life balance? How do I make sure that my presence and performance is not "out-of-sight-out-of-mind" when it comes to job growth? This workshop is an IRL field guide for hybrid workers. 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 leave with a solid toolkit of best practices, insights, and resources on how to thrive while working hybrid. 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** |
|---|
| AS35832, 11/01/22, 9:00 AM to 4:00 PM \| 11/08/22, 9:00 AM to 4:00 PM \| 11/15/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| AS , Asnuntuck , |
| **Instructor:** Margaret DeMarino |
| **Fee:** 295 |
| **Notes:** class meets ONLINE 11/1, 11/8, 11/15 |

## Workplace Wellness - NEW Leading Through Change ONLINE via WebEx

Change can be challenging! In a work world that's seen more than its fair share of change, employees can easily lose motivation and productivity. This workshop will help today's supervisors and managers lead through the culture of change. We will take a holistic look at your work environment (whether it's an in-office, hybrid, or virtual) and develop a game plan to help you navigate through challenging times. You will learn key change-management practices such as how to: 1. Acknowledge and understand the need for change. 2. Communicate the need and involve people in developing the change. 3. Develop change plans. 4. Implement change plans. 5. Evaluate progress and celebrate success. 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 |
| --- |
| AS35833, 11/07/22, 9:00 AM to 4:00 PM | 11/14/22, 9:00 AM to 4:00 PM | 11/21/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| AS , Asnuntuck , |
| **Instructor:** Margaret DeMarino |
| **Fee:** 295 |
| **Notes:** class meets ONLINE 11/7, 11/14, 11/21 |

## Writing Skills - NEW Stress-Free Writing ONLINE via WebEx

No need to stress when you apply the strategies supplied in this workshop by a professional writer. You will learn new tools that will allow you to write more naturally and effectively; these will help you "rethink" your writing process via an approach that will be all gain and no pain! In this highly interactive workshop, the instructor will provide multiple one-on-one sessions to target areas of focus for improvement for your writing. You will also have the opportunity to work on current projects in real time. You will learn the "tricks of the trade," such as "unblocking" techniques, the "headline" approach, "whole brain" writing, and much more. 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 |
| --- |
| AS35843, 11/28/22, 9:00 AM to 4:00 PM | 12/05/22, 9:00 AM to 4:00 PM | 12/12/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| AS , Asnuntuck , |
| **Instructor:** Margaret DeMarino |
| **Fee:** 295 |
| **Notes:** class meets ONLINE 11/28, 12/5, 12/12 |

**Writing Skills - 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 |
|---|
| AS35830, 10/19/22, 9:00 AM to 4:00 PM \| 10/26/22, 9:00 AM to 4:00 PM |
| **College, Campus & Room:** |
| AS , Asnuntuck , |
| **Instructor:** Margaret DeMarino |
| **Fee:** 200 |
| **Notes:** class meets ONLINE 10/19, 10/26 |