

Spring 2023

State In-Service Training Program Course Catalog



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

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

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

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 employees 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.

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

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

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

Registration Timeline:

Course registration deadline: Tuesday, February 14th.

Registration/Cancelled Course Notifications: Tuesday, February 21st to Friday, February 24th.

Courses begin: Wednesday, March 8th.

After Registering for a Course:

- › Your course registration request will be submitted by Human Resources to the State In-Service Training Coordinator by the end of the workday on Friday, February 15th.
- › The State In-Service Training Coordinator will identify whether seats are available for the course(s) in which you have registered, then notify Human Resources regarding your course registration status.
- › Human Resources will then notify applicants of their registration status.
- › Once your registration has been confirmed by the State In-Service Training Coordinator, the KFS number you have provided on your application will be charged at the end of the spring term.

Course Cancellations and Postponements:

- › **The State In-service program coordinator reserves the right to cancel any course with insufficient enrollment, during the initial registration period.**
- › **Inclement weather postponements:** Students should listen to radio and TV stations for individual college closings. When in doubt students should call the college in question.

- › Community college telephone numbers and detailed cancellation information are listed on <https://hr.uconn.edu/state-of-ct-in-service-training-program/>.
- › **When classes are held students are expected to attend, and no refunds or credits will be given for non-attendance.**

Online Registration Form:

See registration details and online course registration form at:

<https://hr.uconn.edu/state-of-ct-in-service-training-program/>

- › Should you have questions or require assistance with registration, contact Kristine Douglin via the Human Resources Service Desk at 860-486-3034 or email kristine.douglin@uconn.edu.

FOR ALL WEBEX CLASSES: Computer, internet connection, video camera and microphone are required.

Students coming to campus must observe current COVID-19 guidelines. Please check the appropriate college's website.

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

A Lost Art: A New Approach to Positive Communications at Work - On Campus

There is an old proverb that proclaims one can catch more flies with honey than vinegar. Simply re-phrasing a there's no way I can get that done today to if you can give me to tomorrow morning, it will be waiting for you on your desk by 9 a.m. can turn a potentially inflammatory situation into a positive interaction. In this course we will explore effective methods to make your interactions with others positive by considering the following concepts and scenarios: Why does positive communications matter? How to keep stress responses out of workplace dialogue, Approaches to negative workplace situations, Affinity Strategies, Active Listening vs. Blocking

Required text: none

Prerequisite: none CEUs: 1.2

Course #, Date(s) Time
TX16053, 03/10/23, 9:00 AM to 4:00 PM 03/17/23, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, Tunxis@Bristol ,
Instructor: Frances Trelease
Fee: 200
Notes: NOTE: Class meets 3/10 & 3/17 at Tunxis BRISTOL, 430 N Main St., BRISTOL, CT

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. Passcodes will be emailed at the start of the month in which the course starts. If you do not receive your passcode at that time, email ca-learnmore@capitalcc.edu for login information.

Required text: None

Prerequisite: None CEUs: 2.4

Course #, Date(s) Time
CA15987, 04/12/23, 12:00 PM to 12:00 PM 06/02/23, 12:00 PM to 12:00 PM
College, Campus & Room:
CA, Capital , Online
Instructor: STAFF
Fee: 115
Notes: Course is offered online for 6 weeks. Students can login on their own time. Passcodes will be emailed at the start of the month in which the course starts. If you do not receive your passcode at that time, email ca-learnmore@capitalcc.edu for login information.

Advanced Grant Writing - Online via Webex

This course builds on the materials presented in Grant Writing for Beginners. It is designed to be the next stage for those looking to apply for state and federal grants. The course covers the online systems that one must navigate to find, research and successfully apply for state and federal grant funding. By the end of the session the participants will be able to: Review grant writing basics, Discuss acronyms and terminology, Discuss nonprofit funding sources, Assess whether you have the fundamental pieces in

place to begin searching for grants, Review types of Federal grants, Discuss reasons/conditions for applying for grants, Practice working with various state and federal online grant systems, Review planning your proposal, Discuss criteria and rules

Required text: none

Prerequisite: Grant Writer for Beginners CEUs: 0.6

Course # , Date(s) Time
TX16068, 06/09/23, 9:00 AM to 4:00 PM
College, Campus & Room:
TX , ONLINE , ONLINE
Instructor: Amy Blackwood Gillespie
Fee: 110
Notes:

All about Grammar and Punctuation ONLINE via WebEx Writing Skills

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 even a little fun! It is 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
AS15955, 03/08/23, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck , ONLINE
Instructor: Margaret DeMarino
Fee: 200
Notes: class meets online 3/8, 3/15

Always Know the Right Thing to Say ONLINE via WebEx Interpersonal Communications

Ever think of the right thing to say when it is 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 "Lifescritps" 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
AS15957, 03/10/23, 9:00 AM to 4:00 PM 03/17/23, 9:00 AM to 4:00 PM 03/24/23, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck , Online
Instructor: Margaret DeMarino
Fee: 295
Notes: class meets Online 3/10, 3/17 and 3/24

Anxiety and Stress Relief 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, overwhelmment, 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: 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
NW16064, 04/25/23, 9:00 AM to 4:00 PM 05/02/22, 9:00 AM to 4:00 PM 05/09/22, 9:00 AM to 4:00 PM
College, Campus & Room:
NW, ONLINE
Instructor: Margaret DeMarino
Fee: 295
Notes: ONLINE. ALL MEETING DATES: 4/25, 5/2 & 5/9

Business Analysis Introduction - ONLINE Self-Paced

Give yourself an employment advantage by developing analytical skills that are consistently in high demand. This course will teach you powerful quantitative methods that will have you making better, more informed, and more effective business decisions. The days of making critical business decisions by instinct or coin toss are long gone. If you are planning a career in business, you cannot afford to miss this course! 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. Passcodes will be emailed at the start of the month in which the course starts. If you do not receive your passcode at that time, email ca-learnmore@capitalcc.edu for login information.

Required text: None

Prerequisite: None CEUs: 2.4

Course # , Date(s) Time
CA15981, 04/12/23, 12:00 AM to 12:00 AM 06/02/23, 12:00 PM to 12:00 PM
College, Campus & Room:
CA , Capital , Online
Instructor: STAFF
Fee: 115
Notes: Course is offered online for 6 weeks. Students can login on their own time. Passcodes will be emailed at the start of the month in which the course starts. If you do not receive your passcode at that time, email ca-learnmore@capitalcc.edu for login information.

Business and Systems Analysis: Introduction - NEW! (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: NONE

Course #, Date(s) Time
MA16037, 05/04/23, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, MCC , LRC B144
Instructor: William Marut
Fee: 110
Notes: This is an on-campus course

Business Writing & Grammar Skills made Fun and Easy (Held on Campus)

Effective business writing can be learned and improved in a fun and easy way! This course will help you master the essentials for better written communication. You will learn the general principles of excellence in business and technical writing, and understand the procedures for specific types of writing. You will learn how to: organize and plan your writing for clarity and easy reading; use words, grammar,

and sentence structure for maximum impact; tailor your communications to your target audience.

Required text: none but students should bring a flash drive to save their work.

Prerequisite: none CEUs: 1.2

Course #, Date(s) Time
NV16015, 04/11/23, 9:00 AM to 4:00 PM 04/18/23, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, Naugatuck Valley WTBY , T641
Instructor:
Gradia McKinney
Fee:
200
Notes:
Enter the Waterbury Campus for NVCC by the East Entrance and park in the lot to the left outside of Technology Hall. You enter the building on the 5th floor and the computer room is one flight up on the 6th floor off the lobby. Lunch options are available close by and attendance at both classes is required to receive a certificate. Class will be held IN PERSON on campus and students must bring a flash drive to save their work. Register one week prior to the start of the class with Cindy Tolin ctolin@nv.edu .

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. Passcodes will be emailed at the start of the month in which the course starts. If you do not receive your passcode at that time, email ca-learnmore@capitalcc.edu for login information.

Required text: None

Prerequisite: None CEUs: 2.4

Course #, Date(s) Time
CA16033, 04/12/23, 12:00 PM to 12:00 PM 06/02/23, 12:00 AM to 12:00 AM
College, Campus & Room:
CA, Capital , Online
Instructor:
STAFF
Fee:
110
Notes:
Course is offered online for 6 weeks. Students can login on their own time. Passcodes will be emailed at the start of the month in which the course starts. If you do not receive your passcode at that time, email ca-learnmore@capitalcc.edu for login information.

Certificate in Stress Management - ONLINE Self-Paced

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

physical activity; identify causes and health effects of workplace stress; and explore modalities to reduce and manage stress. This course is offered online over 6 weeks in an asynchronous format, for a total of 14 course hours. Participants can login at any time to complete their coursework. Passcodes will be emailed at the start of the month in which the course starts. If you do not receive your passcode at that time, email ca-learnmore@capitalcc.edu for login information.

Required text: None

Prerequisite: None CEUs: 1.4

Course # , Date(s) Time
CA16034, 04/12/23, 12:00 PM to 12:00 PM 06/02/23, 12:00 AM to 12:00 AM
College, Campus & Room:
CA, Capital, Online
Instructor:
STAFF
Fee:
110
Notes:
Course is offered online for 6 weeks. Students can login on their own time. Passcodes will be emailed at the start of the month in which the course starts. If you do not receive your passcode at that time, email ca-learnmore@capitalcc.edu for login information.

Communicating Remotely: A Manager's Guide (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 connections across remote teams. --How has remote work affected our relationships --How managers can build connection across their remote teams.

Required text: NONE

Course # , Date(s) Time
MA16010, 05/01/23, 9:00 AM to 12:00 PM 05/08/23, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE , WebEx
Instructor:
John Lombardo
Fee:
110
Notes:

Communication for Introverts ONLINE via WebEx NEW! Interpersonal Communication

An estimated one-third to one-half of the world's population are introverts. Introversion is defined as a personality type where the person feels "more comfortable focusing on their inner thoughts and ideas, rather than what's happening externally." Too much stimulation and "spotlight" can be counter-productive when it comes to communication. This course will help participants first understand the dynamics of introversion. We will look at the four types of introverts, how introverts react to new information and monitor change, what constitutes "overwhelmment" for introverts, and myths and facts about introversion. We will also discuss IRL (In Real Life) tips and techniques that will help introverts navigate the challenges of communication. We will explore key practices, such as: active listening, "un-

forcing,' default language starters and transitions, preparation, and dealing with communication discomfort. Participants will leave with a toolkit of best practices to handle everyday communication as an introvert. 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
AS15958, 03/13/23, 9:00 AM to 4:00 PM 03/20/23, 9:00 AM to 4:00 PM 03/27/23, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck , Online
Instructor:
Margaret DeMarino
Fee:
295
Notes:
Class meets Online 3/13, 3/20, and 3/27

Communication Skills a Must ONLINE via WebEx Interpersonal Communications

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

Required text: None

Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS15967, 05/15/23, 9:00 AM to 4:00 PM 05/22/23, 9:00 AM to 4:00 PM 06/05/23, 9:00 AM to 4:00 PM
College, Campus & Room:
AS , Asnuntuck , Online
Instructor:
Margaret DeMarino
Fee:
295
Notes:
class meets Online 5/15, 5/22 and 6/5

Conflict Resolution Skills for Women (Online via WebEx)

This course is designed to provide you with the skills and effective methods of dealing with resolving differences, managing disagreements and negotiating conflict at all levels in the workplace. The class will

focus on the challenges women face in leadership roles, dealing with microaggressions, conflicts and emotional responses. Upon course completion, participants will be able to identify your own values and needs, evaluate your own conflict situation and determine whether the conflict involves a difference in values/needs/perceptions, describe 6 essential techniques that help to resolve conflict at work, identify the four stages of conflict situation, assess your own conflict resolution style and practice solving conflicts effectively.

Required text: none

Prerequisite: none CEUs: 1.2

Course # , Date(s) Time
NV16016, 04/14/23, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, Naugatuck Valley WTBY, Virtual
Instructor: Amy Blackwood Gillespie
Fee: 110
Notes: Live virtual ONLY - Participant must have access to a device/laptop with audio, a webcam and reliable internet access to participate in the class. The teaching platform will be WebEx and downloading the free WebEx software is recommended. Individual student registration form must be completed at NVCC the week prior to the start date. Contact Cindy Tolin for assistance - ctolin@nv.edu.

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

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

Required text: NONE

Prerequisite: FOR ON-GROUND CLASSES: After reserving your seat through DAS INSERVICE: Please email MA-CE-ManchesterCCTrainingPrograms@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive 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: 0.6

Course #, Date(s) Time
MA16003, 04/14/23, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, MCC , SSC L240
Instructor: Richard Siena
Fee: 135
Notes:

Creating Your On-line Presence: Presentation Skills ONLINE via WebEx NEW! Presentation Skills

Creating Your On-line Presence: Presentation Skills for Teams and other Platforms 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 "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. Plus, it will look at how to stay "visible" in a hybrid work world. This workshop will increase your "camera-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. 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
AS15962, 04/03/23, 9:00 AM to 4:00 PM 04/10/23, 9:00 AM to 4:00 PM 04/17/23, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck , Online
Instructor:
Margaret DeMarino
Fee:
295
Notes:
class meets Online 4/3, 4/10, and 4/17

Culture, Conflict and Communication in the Workplace (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.

Required text: NONE

Prerequisite: FOR ONLINE CLASSES: After reserving your seat through DAS INSERVICE: Please email MA-CE-ManchesterCCTrainingPrograms@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. CEUs: 0.3

Course #, Date(s) Time
MA16009, 04/28/23, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE , WebEx
Instructor:
Jane Fried, Ph.D., LPC
Fee:
55
Notes:

Dealing with Difficult Customers, Co-Workers ONLINE via WebEx Interpersonal Communications

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're 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: 1.8

Course # , Date(s) Time
AS15964, 04/20/23, 9:00 AM to 4:00 PM 04/27/23, 9:00 AM to 4:00 PM 05/04/23, 9:00 AM to 4:00 PM
College, Campus & Room:
AS, Asnuntuck , Online
Instructor:
Margaret DeMarino
Fee:
295
Notes:
class meets Online 4/20, 4/27, and 5/4

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

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 are looking for. Coach yourself to your next breakthrough. By the end of this course, you will: Learn how to actively coach yourself through change and challenge. Understand how to develop a more powerful, realistic approach to life and business success through life alignment vs. life balance. Learn how to make better choices about work, self-improvement, and overall well-being. Understand how to align your goals and objectives with who you really are. 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
AS15966, 05/05/23, 9:00 AM to 4:00 PM 05/12/23, 9:00 AM to 4:00 PM 05/19/23, 9:00 AM to 4:00 PM
College, Campus & Room:

AS, Asnuntuck, Online
Instructor: Margaret DeMarino
Fee: 295
Notes: class meets Online 5/5, 5/12, and 5/19

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 to 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-a-ways 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: 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
NW16067, 06/14/23, 9:00 AM to 4:00 PM 06/21/23, 9:00 AM to 4:00 PM 06/28/23, 9:00 AM to 4:00 PM
College, Campus & Room:
NW, ONLINE
Instructor: Margaret DeMarino
Fee: 295
Notes: ONLINE. ALL MEETING DATES: June 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
CA15988, 03/17/23, 9:00 AM to 4:00 PM 03/24/23, 9:00 AM to 4:00 PM
College, Campus & Room:
CA, Capital, WebEx
Instructor:
Yasmin Shenoy
Fee:
200
Notes:
Course is offered Online via WebEx. The week the class starts, the instructor will email you the login information. Contact ca-learnmore@capitalcc.edu , if you do not receive it.

Effective Leadership Techniques for Women (Online via WebEx)

This session is designed to help women assess their current leadership skills and enhance those identified needing the most improvement. The session stresses confidence, power and the natural skills that women bring to leadership. The session also helps women become more successful in dealing conflicts, interactions that make them feel powerless and with difficult people. Th Techniques for ways to manage conflicting priorities are also discussed. By the end of the session participants will be able to: gain respect through effective use of power; become authoritative, self-possessed and in control; become more assertive in 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 and use practice activities to make yourself more powerful.

Required text: none

Prerequisite: none CEUs: 0.6

Course #, Date(s) Time
NV16022, 05/12/23, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, Naugatuck Valley WTBY , Virtual
Instructor:
Amy Blackwood Gillespie
Fee:
110
Notes:
Live virtual course only - Participant must have access to a device with audio and a webcam with reliable internet access to participate in the class. The teaching platform will be WebEx and downloading the free WebEx software is recommended. Individual student registration form must be on file at NVCC one week prior to the course start date. Contact Cindy Tolin for assistance - ctolin@nv.edu .

Emotional Intelligence: Implementing with your Team (Online via WebEx)

You may 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 excellent techniques for implementing emotional intelligence with your team

Required text: none

Prerequisite: none CEUs: 0.6

Course #, Date(s) Time
NV16017, 04/28/23, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, Naugatuck Valley WTBY , Virtual
Instructor:
Amy Blackwood Gillespie
Fee:
110
Notes:
REMOTE ONLY - Participant must have access to a device/laptop with audio, a webcam with reliable internet access to participate in class. The teaching platform will be WebEx. Individual student registration form must be completed with NVCC one week prior to the start date. A non-government email address may be needed for access to surpass some state agency firewalls. Contact Cindy Tolin for assistance - ctolin@nv.edu.

Financial Literacy (On Campus)

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 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. We also dive into how to pick a mutual fund, personal taxes and their impact on decisions, personal insurance products, and more.

Required text: NONE

Prerequisite: FOR ON-GROUND CLASSES: After reserving your seat through DAS INSERVICE: Please email MA-CE-ManchesterCCTrainingPrograms@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive 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: 1.8

Course #, Date(s) Time
MA16011, 05/02/23, 9:00 AM to 4:00 PM 05/09/23, 9:00 AM to 4:00 PM 05/16/23, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, MCC , LRC B144
Instructor:
Paul Howard

Fee: 295
Notes:

Financial Literacy: Knowledge that pays for Itself (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 are 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
NV16021, 06/16/23, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, Naugatuck Valley WTBY , Virtual
Instructor: Cindy Averill
Fee: 125
Notes: This course is taught in a LIVE VIRTUAL format by WebEx. Participants must have a device with a webcam and audio, reliable internet and device (laptop/desktop) for virtual learning. Downloading the free WebEx software is recommended. 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 .

Forensic Accounting & Fraud Examination: What it is, how it works, and how to apply it! (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: NONE

Prerequisite: FOR ON-GROUND CLASSES: After reserving your seat through DAS INSERVICE: Please email MA-CE-ManchesterCCTrainingPrograms@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive 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: 0.6

Course #, Date(s) Time
MA16035, 05/03/23, 9:00 AM to 4:00 PM
College, Campus & Room:
MA, MCC , LRC B144
Instructor:
Stephen Pedneault
Fee:
110
Notes:
This is an on-campus course

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

Are you aware that nearly every state-generated document, including your e-mail, is potentially viewable by the public? Citizens can request access to state documents via The Freedom of Information Act, which guarantees the right to see public records and documents. Learn the process for filing under FOI as well as your obligations. Among the topics we will discuss: the definitions of public records and meetings; how to manage requests for public records; rules governing executive sessions; how much access the public has; the status of e-mails and other electronic documents. This class offers a great opportunity to get all your questions answered.

Required text: NONE

Prerequisite: FOR ON-GROUND CLASSES: After reserving your seat through DAS INSERVICE: Please email MA-CE-ManchesterCCTrainingPrograms@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive 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: 0.3

Course #, Date(s) Time
MA16006, 04/24/23, 9:00 AM to 12:00 PM
College, Campus & Room:
MA, MCC , LRC B144
Instructor:
Thomas Hennick
Fee:
55
Notes:

Grant Proposal Writing, Advanced - 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
CA15990, 04/12/23, 12:00 PM to 12:00 PM 06/02/23, 12:00 PM to 12:00 PM
College, Campus & Room:
CA, Capital , Online
Instructor:
STAFF
Fee:
115
Notes:
Course is offered online for 6 weeks. Students can login on their own time. Passcodes will be emailed at the start of the month in which the course starts. If you do not receive your passcode at that time, email ca-learnmore@capitalcc.edu for login information.

Grant Writing for Beginners - ONLINE via WEBEX

This is a basic course that works to build an understanding of the politics, terminology and processes of effective grant writing. It provides a road map to successful grant applications, but only briefly mentions state and federal grants, focusing more on private and foundational grant funding. By the end of this session participants will: Recognize grant terminology, Discuss the difference between grant writing and fundraising, Review the determinants of project fundability, Search for sources of grant funding and efficient grant research, Review and practice effective proposal development, Discuss how to cultivate potential grant funders, Review the difference between goals, objectives and outcomes, Practice the basic components of grant proposals, Review best practices for grant writers.

Required text: none

Prerequisite: none CEUs: 0.6

Course #, Date(s) Time
TX16058, 05/05/23, 9:00 AM to 4:00 PM
College, Campus & Room:
TX, ONLINE , ONLINE
Instructor:
Amy Blackwood Gillespie
Fee:
110
Notes:

Grant Writing Introduction (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. There will be a half-hour lunch break included. Required for this online course: Internet access and computer; microphone and webcam needed. 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: FOR ONLINE CLASSES: After reserving your seat through DAS INSERVICE: Please email MA-CE-ManchesterCCTrainingPrograms@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. CEUs: 0.6

Course #, Date(s) Time
MA15991, 03/24/23, 9:30 AM to 4:00 PM
College, Campus & Room:
MA, ONLINE , WebEx
Instructor: Beverly Salzman
Fee: 110
Notes: This is an instructor led WebEx course.

Grant Writing Workshop for Beginners (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. There will be a half-hour lunch break included. Required for this online course: Internet access and computer; microphone and webcam needed. 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: FOR ONLINE CLASSES: After reserving your seat through DAS INSERVICE: Please email MA-CE-ManchesterCCTrainingPrograms@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. CEUs: 0.6

Course #, Date(s) Time
MA16000, 03/31/23, 9:30 AM to 4:30 PM
College, Campus & Room:
MA, ONLINE , WebEx
Instructor: Beverly Salzman
Fee: 110
Notes:

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. Passcodes will be emailed at the start of the month in which the course starts. If you do not receive your passcode at that time, email ca-learnmore@capitalcc.edu for login information.

Required text: None

Prerequisite: None CEUs: 2.4

Course #, Date(s) Time
CA15989, 04/12/23, 12:00 PM to 12:00 PM 06/02/23, 12:00 PM to 12:00 PM
College, Campus & Room:
CA, Capital , Online
Instructor: STAFF
Fee: 115
Notes: Course is offered online for 6 weeks. Students can login on their own time. Passcodes will be emailed at the start of the month in which the course starts. If you do not receive your passcode at that time, email ca-learnmore@capitalcc.edu for login information.

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's 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 percent 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 destressors, 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: 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
NW16066, 06/11/23, 9:00 AM to 4:00 PM 06/18/23, 9:00 AM to 4:00 PM 06/25/23, 9:00 AM to 4:00 PM
College, Campus & Room:
NW , ONLINE , ONLINE
Instructor: Margaret DeMarino
Fee: 295
Notes: ONLINE. ALL MEETING DATES: 6/11, 6/18 and 6/25

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 learn how to utilize your creativity and problem-solving skills to work through adversity. 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. Passcodes will be emailed at the start of the month in which the course starts. If you do not receive your passcode at that time, email ca-learnmore@capitalcc.edu for login information.

Required text: None

Prerequisite: None CEUs: 2.4

Course # , Date(s) Time
CA16028, 04/12/23, 12:00 PM to 12:00 PM 06/02/23, 12:00 PM to 12:00 PM
College, Campus & Room:
CA , Capital , Online
Instructor: STAFF
Fee: 115
Notes: Course is offered online for 6 weeks. Students can login on their own time. Passcodes will be emailed at the start of the month in which the course starts. If you do not receive your passcode at that time, email ca-learnmore@capitalcc.edu for login information.

Interpersonal Communication - ONLINE Self-Paced

Communicating successfully depends on effective use of communication strategies and behaviors. Words, facial and body movements, tone of voice, even clothing and situation, all form an intricate symbol system that must be quickly translated by those who want to communicate. It has been said that there is no communication unless a mutual sharing of meaning takes place. It has also been said that one cannot NOT communicate. These two ideas seem to oppose one another, but they are two sides of the same coin. A smile can have many meanings, but so can silence. This course will show you how to manage the conscious and unconscious codes of meaning people send to each other and how to respond with appropriate codes in turn. You will explore concepts of verbal and nonverbal expression, including personal style, listening, relationship dynamics, self-esteem, conflict management, and cultural and gender communication differences. 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. Passcodes will be emailed at the start of the month in which the course starts. If you do not receive your passcode at that time, email ca-learnmore@capitalcc.edu for login information.

Required text: None

Prerequisite: None CEUs: 2.4

Course # , Date(s) Time
CA16029, 04/12/23, 12:00 PM to 12:00 PM 06/02/23, 12:00 PM to 12:00 PM
College, Campus & Room:
CA , Capital , Online
Instructor: STAFF
Fee: 115

Notes: Course is offered online for 6 weeks. Students can login on their own time. Passcodes will be emailed at the start of the month in which the course starts. If you do not receive your passcode at that time, email ca-learnmore@capitalcc.edu for login information.

Judicial Note Taking - ON CAMPUS

The information provided in this presentation is designed for ALL case notes, written for any purpose relative to the judicial process We Will Cover: Benefits of Clear Note Taking, Relevant Examples, Group Exercises, What Are Your Greatest Challenges with Case Notes Writing.

Required text: none

Prerequisite: none CEUs: 0.6

Course # , Date(s) Time
TX16056, 04/28/23, 9:00 AM to 4:00 PM
College, Campus & Room:
TX , Tunxis@Bristol ,
Instructor:
Frances Trelease
Fee:
110
Notes:
NOTE: Class is at Tunxis BRISTOL (not Farmington!) 430 N. Main St., Bristol, CT

Leading Effective Meetings - On Campus

Leading Effective Meetings addresses the common pitfalls of poor meetings and suggests ways to avoid them. The workshop covers what needs attention before, during, and after various kinds of meetings, beginning with the first question: Do we really need a meeting? You'll learn to set an agenda, prepare materials, lead the meeting, and follow up on decisions. Other topics for your personal action plan will include types of meetings, discussion techniques, dealing with difficult personalities, and virtual/hybrid meetings.

Required text: none

Prerequisite: none CEUs: 0.6

Course # , Date(s) Time
TX16049, 05/24/23, 9:00 AM to 4:00 PM
College, Campus & Room:
TX , Tunxis@Bristol ,
Instructor:
Waldemar Kostrzewa
Fee:
110
Notes:
NOTE: Class is at Tunxis BRISTOL (not Farmington!) 430 N. Main St., Bristol, CT

Level Up Your Communication Skills ONLINE via WebEx NEW Interpersonal Communications

Do you want to win at writing and communicating is a more effective way? Game on! This course will navigate the tricky challenges of business communication and provide strategies that will help you take your skills to the next level. From writing emails that establish the proper tone and "call-to-action" to maneuvering your way through an obstacle course of virtual and face-to-face communication challenges, this workshop is filled with IRL strategies that will help you gain the expertise you need to level up your skills. 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
AS15969, 06/02/23, 9:00 AM to 4:00 PM 06/09/23, 9:00 AM to 4:00 PM 06/16/23, 9:00 AM to 4:00 PM
College, Campus & Room:
AS , Asnuntuck , Online
Instructor:
Margaret DeMarino
Fee:
295
Notes:
class meets Online 6/2, 6/9, and 6/16

Making Mindfulness Work for You! - 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: 0.6

Course # , Date(s) Time
TX16060, 06/30/23, 9:00 AM to 4:00 PM
College, Campus & Room:
TX , ONLINE , ONLINE
Instructor:
Amy Blackwood Gillespie
Fee:
110
Notes:

Managing with Emotional Intelligence Online via Webex

Most managers are faced with the challenges and demands of a job that requires multi-tasking within an accelerated pace of change. Despite this workplace reality and its related challenges, leaders at all levels need to ensure a consistently high level of employee engagement. This class focuses on strategies to keep your team engaged during times of change. Fundamentals of leadership, interpersonal and intercultural communication skills, conflict management, and managing organizational change will also be discussed.

Required text: none

Prerequisite: none CEUs: 0.6

Course # , Date(s) Time
TX16059, 06/16/23, 9:00 AM to 4:00 PM
College, Campus & Room:

TX , ONLINE , ONLINE
Instructor: Amy Blackwood Gillespie
Fee: 110
Notes:

Mindfulness, Meditation, and More ONLINE via WebEx Workplace Wellness

Mindfulness, Meditation, and More: A Guide to Productivity & Peace This workshop will help you stress less and gain inner calm as you bring your best self to the workplace. Mindful working helps increase effectiveness, decrease mistakes, and enhance creativity. 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. This class is an update of Mindful Approach to Work

Required text: None

Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS15961, 03/30/23, 9:00 AM to 4:00 PM 04/06/23, 9:00 AM to 4:00 PM 04/13/23, 9:00 AM to 4:00 PM
College, Campus & Room:
AS , Asnuntuck , ONLINE
Instructor: Margaret DeMarino
Fee: 295
Notes: class meets Online 3/30, 4/6, and 4/13

Neuroplasticity: Train the Brain ONLINE via WebEx Interpersonal Communications

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

WebEx and requires the use of computer audio and webcam.

Required text: None

Prerequisite: None CEUs: 1.8

Course # , Date(s) Time
AS15963, 04/14/23, 9:00 AM to 4:00 PM 04/21/23, 9:00 AM to 4:00 PM 04/28/23, 9:00 AM to 4:00 PM
College, Campus & Room:
AS , Asnuntuck , Online
Instructor:
Margaret DeMarino
Fee:
295
Notes:
class meets Online 4/14, 4/21, and 4/28

Performance Under Pressure - NEW, Online Via Webex

You're being asked to do more with fewer resources. You might be wondering how you can stay on top of things, maintain control, and keep a positive attitude. Time out! This course will dedicate its focus on helping you manage under duress through appropriate attitude, good health and mindfulness habits, best time management practices, and more. You will gain a deep understanding about how you react to pressure and the strain it can put on your performance. Participants will each conduct a stress profile and learn strategies that will help develop new habits and work practices to not only help you cope, but thrive when the heat gets turned on! You will learn how to manage ANTs (automatic negative thoughts) that flourish during high-pressure situations and replace them with APTs (automatic positive thoughts). You will also learn how to match responses appropriate to high-pressure situations. You'll leave the workshop refreshed and renewed with strategies for de-pressurizing work situations!

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

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

Course # , Date(s) Time
TX16046, 06/22/23, 9:00 AM to 4:00 PM 06/29/23, 9:00 AM to 4:00 PM
College, Campus & Room:
TX , ONLINE , ONLINE
Instructor:
Margaret DeMarino
Fee:
200
Notes:
ONLINE. ALL MEETING DATES: 6/22 and 6/29

Positive Communication in the Workplace (Held on Campus)

What does positive communication look like in the workplace; why does it matter; strategies to keep stress responses out of workplace dialogue; ideas to keep employees engaged; affinity strategies we can implement at work. Attendees will be broken into small groups for hands-on activities, role playing and interactive exercises. Instruction will be informative and fun!

Required text: none

Prerequisite: none CEUs: 1.2

Course # , Date(s) Time

NV16026, 05/23/23, 9:00 AM to 4:00 PM 05/25/23, 9:00 AM to 4:00 PM
College, Campus & Room:
NV , Naugatuck Valley WTBY , T641
Instructor: Frances Trelease
Fee: 200
Notes: Enter the Waterbury Campus for NVCC by the East Entrance and park in the lot to the left outside of Technology Hall. The computer room is one flight up on the 6th floor off the lobby. Lunch options are available close by and attendance at both classes is required to receive a certificate. Class will be held IN PERSON in Waterbury.

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, setting goals, charting progress, and creating practical follow-through activities. The workshop provides practical pointers and how-tos 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
NW16065, 04/04/23, 9:00 AM to 4:00 PM 04/11/23, 9:00 AM to 4:00 PM 04/18/23, 9:00 AM to 4:00 PM
College, Campus & Room:
NW , ONLINE , ONLINE
Instructor: Margaret DeMarino
Fee: 295
Notes: ONLINE. ALL MEETING DATES: 4/4, 4/11 and 4/18

Project Management Essentials (Held on Campus)

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

Required text: none

Prerequisite: none CEUs: 1.2

Course # , Date(s) Time
NV16020, 06/09/23, 9:00 AM to 4:00 PM 06/16/23, 9:00 AM to 4:00 PM

College, Campus & Room:
NV , Naugatuck Valley WTBY , T655
Instructor: Juan De La Rosa
Fee: 200
Notes: This course is taught in person on campus in Waterbury only due to access to MS Project software. Participants should enter the East Entrance and park in the Technology Hall (white building) - no parking pass needed. Enter the building from the side entrance and go up one flight to the 6th floor and the classroom is down the hall to the right. Food is available in either direction from the campus entrances. Bring a flash drive to save your work. Contact Cindy Tolin for assistance ctolin@nv.edu. Attendance at all session dates is required to receive a completion certificate.

Public Speaking and Multimedia Presentations - ON CAMPUS

Learn to effectively deliver a speech for any stakeholder audience bosses, employees, managers, customer or vendors. Learn the fundamental tools to speak clearly and persuasively in order to impress your audience, and help you reach your target goals with or without technological aid. We will address: Managing Speaker Anxiety, Types of Presentations, Knowing Your Audience and Setting, Preparation Skills, Controlling Verbal and Nonverbal Messages, Use of visual aids, including Power Point, Internet and Video clips.

Required text: none

Prerequisite: none CEUs: 1.2

Course # , Date(s) Time
TX16054, 04/14/23, 9:00 AM to 4:00 PM 04/21/23, 9:00 AM to 4:00 PM
College, Campus & Room:
TX , Tunxis@Bristol ,
Instructor: Frances Trelease
Fee: 200
Notes: NOTE: Class meets 4/14 & 4/21 at Tunxis BRISTOL, 430 N Main St., BRISTOL, CT

Reducing Stress in My Job/My Life/My Future: On Campus

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

Required text: none

Prerequisite: none CEUs: 1.2

Course # , Date(s) Time
TX16061, 03/15/23, 9:00 AM to 4:00 PM 03/22/23, 9:00 AM to 4:00 PM
College, Campus & Room:
TX , Tunxis@Bristol ,

Instructor: Cecilia Garay
Fee: 200
Notes: NOTE: Class meets 3/15 and 3/22 at Tunxis BRISTOL, 430 N Main St., BRISTOL, CT

Reducir el estres en mi trabajo / mi vida / mi futuro

Nuestro programa practico y realista lo ayudara a aprender tecnicas nuevas y emocionantes que lo ayudaran a manejar su estres y ansiedad en el trabajo ,en casa y para su futuro. El estrss es una causa basica de muchas enfermedades y dolencias; creando asi un estilo de vida desequilibrado. Abordaremos la reduccion del estres como una aventura que explora tecnicas que han funcionado para muchos para mantener un equilibrio realista en sus vidas. Objetivo de aprendizaje: Los estudiantes aprendersn tecnicas que les ayudaran a manejar el estres en su trabajo,casa y como un plan futuro de exito.

Required text: none

Prerequisite: none CEUs: 1.2

Course # , Date(s) Time
TX16062, 05/17/23, 9:00 AM to 4:00 PM
College, Campus & Room:
TX , Tunxis@Bristol ,
Instructor: Cecilia Garay
Fee: 200
Notes: NOTE: Class meets 5/17 & 5/24 at Tunxis BRISTOL, 430 N Main St., BRISTOL, CT

Sending Effective Business Messages - On Campus

We're inundated with the latest technical wizardry, designed to relay our messages faster than ever anywhere, anytime. But if the very substance of our messages, the actual thoughts, ideas and meanings we are sending aren't clear and free of clutter, all the wireless Internet access in the world won't help. Your words might still lose their impact, or worse, be misunderstood. This workshop will cover: Best Practices in business email writing, help employees improve the quality and effectiveness of their written communications, make business documents more powerful, persuasive and professional, provide up-to-date, quick references for correct writing strategies and forms, master most practical writing tasks in a corporate setting, effectively transfer and apply the workshop skills to on-the-job writing tasks.

Required text: none

Prerequisite: none CEUs: 1.2

Course # , Date(s) Time
TX16051, 02/17/23, 9:00 AM to 4:00 PM
College, Campus & Room:
TX , Tunxis@Bristol ,
Instructor: Frances Trelease
Fee: 200
Notes: NOTE: Class meets 2/17 and 2/24 at Tunxis BRISTOL, 430 N Main St., BRISTOL, CT

Course # , Date(s) Time
TX16052, 02/17/23, 9:00 AM to 4:00 PM
College, Campus & Room:
TX , Tunxis@Bristol ,
Instructor: Frances Trelease
Fee: 110
Notes: NOTE: Class meets 2/17 and 2/24 at Tunxis BRISTOL, 430 N Main St., BRISTOL, CT

Spanish for the Workplace (Online via Web Ex)

This class will focus in verbal and written communication for interacting at the workplace in general Spanish. Students will learn and develop a comfort level while speaking Spanish general greetings, farewells, conversations (asking questions, answering questions, and obtaining information). The course content will also review services, manufacturing, and health environment. Basic cultural differences in verbal and written communication like formatting sentences and conversations and interactions between English and Spanish will be highlighted. Time will be given for practicing the language from various perspectives, such as the role of a customer, colleague, or supplier / vendor. Basic common Spanish verbal and written communications will be addressed as it relates to various situations one might encounter in the workplace. This course is a fast track 9 hours interactive class.

Required text: none

Prerequisite: none CEUs: 0.9

Course # , Date(s) Time
NV16019, 05/03/23, 1:00 PM to 4:00 PM 05/10/23, 1:00 PM to 4:00 PM 05/17/23, 1:00 PM to 4:00 PM
College, Campus & Room:
NV , Naugatuck Valley WTBV , Virtual
Instructor: Juan De La Rosa
Fee: 190
Notes: This course is taught in a LIVE VIRTUAL format only. Participants must have a device with a webcam and audio, reliable internet and device (laptop/desktop) for virtual learning. The class will be taught on 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.

Speed Spanish I - 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. Passcodes will be emailed at the start of the month in which the course starts. If you do not receive your passcode at that time, email ca-learnmore@capitalcc.edu for login information.

Required text: None

Prerequisite: None CEUs: 2.4

Course # , Date(s) Time

CA16031, 04/12/23, 12:00 PM to 12:00 PM 06/02/23, 12:00 PM to 12:00 PM
College, Campus & Room:
CA , Capital , Online
Instructor: STAFF
Fee: 115
Notes: Course is offered online for 6 weeks. Students can login on their own time. Passcodes will be emailed at the start of the month in which the course starts. If you do not receive your passcode at that time, email ca-learnmore@capitalcc.edu for login information.

Speed Spanish II - ONLINE Self-Paced

Have you ever seen a non-native speaking Spanish fluently? Were you impressed? Would you like to become more conversational and more comfortable in Spanish-speaking situations? Now you can. This Speed Spanish course is unlike any other Spanish class you have ever taken. You will see words, hear them pronounced properly, and be granted plenty of opportunities to practice your pronunciation. Then, you will learn several clever recipes that you can use to glue the words together into sentences. Enroll in Speed Spanish II and you will see an immediate improvement in your Spanish fluency from the very first lesson. 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. Passcodes will be emailed at the start of the month in which the course starts. If you do not receive your passcode at that time, email ca-learnmore@capitalcc.edu for login information.

Required text: None

Prerequisite: Completion of Speed Spanish I. CEUs: 2.4

Course # , Date(s) Time
CA16032, 04/12/23, 12:00 PM to 12:00 PM 06/02/23, 12:00 PM to 12:00 PM
College, Campus & Room:
CA , Capital , Online
Instructor: STAFF
Fee: 115
Notes: Course is offered online for 6 weeks. Students can login on their own time. Passcodes will be emailed at the start of the month in which the course starts. If you do not receive your passcode at that time, email ca-learnmore@capitalcc.edu for login information.

The Multicultural Workforce ONLINE via WebEx NEW Interpersonal Communications

This module will explore the fundamentals of diversity/equity in today's multi-cultural workforce and reveal how culture can impact attitude, approach, communication, and other aspects of workplace behavior. You will gain a better understanding about the diverse influences of diversity itself, how it can be applied to everything from personality to thinking styles to gender to culture of country or origin to physical abilities and more. Through enlightening training games and lively group exercises, this module will show you how to create a more harmonious, open workplace. You will learn how to: adapt your communication to best provide instruction via an individual's 'thinking' (multiple intelligence) style and personality, gain additional insight about the communication styles and myths of culture, and discern ways in which communication and messages differ from culture to culture. We will also explore how to minimize and even eliminate assumptions via an exploration of various types of subconscious bias, including affinity bias, as well as gain a deeper meaning about how microaggressions occur and

manifest. 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
AS15965, 04/24/23, 9:00 AM to 4:00 PM 05/01/23, 9:00 AM to 4:00 PM 05/08/23, 9:00 AM to 4:00 PM
College, Campus & Room:
AS , Asnuntuck , Online
Instructor: Margaret DeMarino
Fee: 295
Notes: class meets Online 4/24, 5/1, and 5/8

The Personalized Writing Workshop ONLINE via WebEx NEW Writing Skills

Want to get a better handle on what you need to improve your writing skills? Led by a professional writer, this workshop is geared to help provide writing advice that will help you write more naturally and effectively, taking into account your unique personality and information-processing style. 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
AS15970, 06/01/23, 9:00 AM to 4:00 PM 06/08/23, 9:00 AM to 4:00 PM 06/15/23, 9:00 AM to 4:00 PM
College, Campus & Room:
AS , Asnuntuck , Online
Instructor: Margaret DeMarino
Fee: 295
Notes: class meets Online 6/1, 6/8, and 6/15

Time Management Tips, Tricks, and Take-Aways ONLINE via WebEx Organizational Skills

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
AS15960, 03/14/23, 9:00 AM to 4:00 PM 03/21/23, 9:00 AM to 4:00 PM 03/28/23, 9:00 AM to 4:00 PM
College, Campus & Room:
AS , Asnuntuck , Online
Instructor: Margaret DeMarino
Fee: 295
Notes: Class meets Online 3/14, 3/21, and 3/28

A Supervisory Skills Troubleshooting Clinic - NEW. Online Via Webex

Bring your most challenging supervisory/management issue to this two-day intensive where you will find new ideas, fresh approaches, and spot-on solutions! Think of it as a think-tank where you will be able to strategize IRL (In Real Life) solutions with other leaders willing to share best practices! We will explore the topics that mean the most to you: everything from communicating by personality, delegation, direct report performance coaching, leadership, team building, and more! You will leave with an IRL (In Real Life) Tool Kit, filled with new insights and skills that you can immediately put into practice. And 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: Course will be taught on WebEx and requires the use of computer audio and webcam.

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

Course # , Date(s) Time
TX16045, 06/23/23, 9:00 AM to 4:00 PM 06/30/23, 9:00 AM to 4:00 PM
College, Campus & Room:
TX , ONLINE , ONLINE
Instructor: Margaret DeMarino
Fee: 200
Notes: ONLINE - Class Meets 6/23 and 6/30

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: Effective Leadership Skills for Women Part 1 CEUs: 0.6

Course # , Date(s) Time
TX16057, 03/24/23, 9:00 AM to 4:00 PM

College, Campus & Room:
TX , ONLINE , ONLINE
Instructor: Amy Blackwood Gillespie
Fee: 110
Notes:

First Time Supervisor - Management Training - Part II

Making the transition from top performing employee to top performing supervisor is often difficult. Do not get caught making the same mistakes over and over. Nip them in the bud! Your management style defines your success as a supervisor as well as the success of your team and your department. This two-day class is the second part of a two-part series that focuses on identifying what you would like your own personal leadership style to be and how to achieve this intention. At the end of the 2-day session you will: Understand how to build morale and a strong team Manage perception and conflict Gain strategies for time-management and improve your problem-solving skills Smoothly make the transition from co-worker/friend to supervisor Coach employees to excellence and recognize when to coach and when to discipline.

Required text: None Required

Prerequisite: None Required CEUs: 1.2

Course # , Date(s) Time
GW15975, 05/04/23, 9:00 AM to 4:00 PM 05/05/23, 9:00 AM to 4:00 PM
College, Campus & Room:
GW , GCC ,
Instructor: Tameika Miller
Fee: 325
Notes: Class is held On-Campus: 20 Church Street, New Haven. Parking is available in Temple Street parking garage (180 Crown). Please bring in parking ticket for validation. Participant will need to complete a GCC Registration form prior to class.

First Time Supervisor-Management Training - Part I

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

Required text: None Required

Prerequisite: None Required CEUs: 1.2

Course # , Date(s) Time
GW15973, 03/30/23, 9:00 AM to 4:00 PM 03/31/23, 9:00 AM to 4:00 PM
College, Campus & Room:

GW , GCC ,
Instructor: Tameika Miller
Fee: 325
Notes: Class is held On-Campus: 20 Church Street, New Haven. Parking is 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

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 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. 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. Passcodes will be emailed at the start of the month in which the course starts. If you do not receive your passcode at that time, email ca-learnmore@capitalcc.edu for login information.

Required text: None

Prerequisite: None CEUs: 2.4

Course # , Date(s) Time
CA15984, 04/12/23, 12:00 PM to 12:00 PM 06/02/23, 12:00 PM to 12:00 PM
College, Campus & Room:
CA , Capital , Online
Instructor:
STAFF
Fee:
115
Notes: Course is offered online for 6 weeks. Students can login on their own time. Passcodes will be emailed at the start of the month in which the course starts. If you do not receive your passcode at that time, email ca-learnmore@capitalcc.edu for login information.

Leadership for Everyone (On Campus)

Not everyone in an organization must to be a director, or manager to be a leader. Think about your organization. I am sure you have people you work with 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: NONE

Prerequisite: FOR ON-GROUND CLASSES: After reserving your seat through DAS INSERVICE: Please email MA-CE-ManchesterCCTrainingPrograms@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive 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: 1.2

Course # , Date(s) Time
MA16004, 04/12/23, 9:00 AM to 4:00 PM 04/19/23, 1:00 PM to 4:00 PM
College, Campus & Room:
MA , MCC , LRC B144
Instructor:
John Lombardo
Fee:
295
Notes:

Leading Teams with Results On Campus - NEW, On-Campus

As workplaces adapt further to post-COVID realities and lessons learned, you'll lead more teams. Whether they meet in-person, virtual, or hybrid, your team needs 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 effectively.

Required text: none

Prerequisite: none CEUs: 0.6

Course # , Date(s) Time
TX16047, 04/18/23, 9:00 AM to 4:00 PM
College, Campus & Room:
TX , Tunxis@Bristol ,
Instructor:
Waldemar Kostrzewa
Fee:
110
Notes:
NOTE: Class is at Tunxis BRISTOL (not Farmington!) 430 N. Main St., Bristol, CT

Management Fundamentals for New Supervisors - Part I & II (Online via WebEx)

This 12-hour interactive course highlights the differences between management and leadership. It provides those transitioning to a supervisor role with the basic building blocks they will need to be successful as a leader and a manager. Fundamentals include: leadership basics, management basics, managing team dynamics, effective delegation, proactive & positive communication, coaching & mentoring, recognizing & reacting to different behavioral styles and how they are best managed and led, change management, performance management and much more. Essential for all new supervisors!

Required text: None

Prerequisite: None CEUs: 1.2

Course # , Date(s) Time
NV16013, 03/17/23, 9:00 AM to 4:00 PM 03/31/23, 9:00 AM to 4:00 PM
College, Campus & Room:

NV , Naugatuck Valley WTBY , Virtual
Instructor: Amy Blackwood Gillespie
Fee: 200
Notes: REMOTE ONLY - Participant must have access to a device with audio and webcam and reliable internet access to participate in class. The teaching platform will be WebEx and downloading the free WebEx software is encouraged. Attendance at both classes is required to receive a completion certificate. Individual student registration form must be on file at NVCC one week prior to the start date. Contact Cindy Tolin for assistance - ctolin@nv.edu.

Managing Diversity and Cultural Issues in the Workplace - On Campus

You might be hard pressed today to find a business that doesn't transact, in some way, with an individual or company from another culture, generational group, ethnicity, religion or race. Whether you're an accountant, operations manager, or seller of computer software, the opportunity to interact with other customs opens amazing doors of opportunity. We all deserve to feel respected as professionals in our fields. And we all aspire to understand, and be understood by, those around us. This workshop provides tips to: Explore decision-making and collaborative sharing, Break down barriers to communication among diverse employees, Maintain effective workplace relationships, Develop the qualities of analysis, creativity, tolerance and leadership

Required text: none

Prerequisite: none CEUs: 0.6

Course # , Date(s) Time
TX16055, 03/24/23, 9:00 AM to 4:00 PM
College, Campus & Room:
TX , Tunxis@Bristol ,
Instructor: Frances Trelease
Fee: 110
Notes: NOTE: Class is at Tunxis BRISTOL (not Farmington!) 430 N. Main St., Bristol, CT

Managing Teams and Meeting Goals (Held on Campus)

The course will include several best practices to reach team communication goals, strategies for meeting success, strategic turn taking in teams, understanding team objectives, and 7 tips for effective meeting behavior. Attendees will receive many hands-on, small group activities and interactive lessons to both illustrate and practice the concepts.

Required text: none

Prerequisite: none CEUs: 1.2

Course # , Date(s) Time
NV16025, 06/07/23, 9:00 AM to 4:00 PM 06/15/23, 9:00 AM to 4:00 PM
College, Campus & Room:
NV , Naugatuck Valley WTBY , T641
Instructor: Frances Trelease
Fee: 200

Notes: Enter the Waterbury Campus for NVCC by the East Entrance and park in the lot to the left outside of Technology Hall. The classroom is one flight up on the 6th floor off the lobby. Lunch options are available close by and attendance at both classes is required to receive a certificate. Class will be held IN PERSON in Waterbury.

Post-pandemic Management and Leadership - ON CAMPUS

As we continue to emerge from Covid-19, what lessons-learned can you apply to managing and leading in your workplace? The workshop explores the changes you've seen and those which may be ahead for you and coworkers. You'll transition from crisis management to navigate your leadership roles in communication, meetings, team building, worker wellbeing, and change management. You will draft a personal leadership plan and an office roadmap.

Required text: none

Prerequisite: none CEUs: 0.6

Course # , Date(s) Time
TX16048, 04/27/23, 9:00 AM to 4:00 PM
College, Campus & Room:
TX , Tunxis@Bristol ,
Instructor: Waldemar Kostrzewa
Fee: 110
Notes: NOTE: Class is at Tunxis BRISTOL (not Farmington!) 430 N. Main St., Bristol, CT

Project Management Essentials - On Campus

Projects of all sizes share essential elements. Though temporary and often unique, they require focus to create or improve a product, service, or event. Project Management Essentials follows a project from start to finish and covers team leadership. Topics include initiating, planning, executing, controlling, and closing a project. Bring your project idea or active project to the workshop and leave with a practical plan.

Required text: none

Prerequisite: none CEUs: 0.6

Course # , Date(s) Time
TX16050, 06/06/23, 9:00 AM to 4:00 PM
College, Campus & Room:
TX , Tunxis@Bristol ,
Instructor: Waldemar Kostrzewa
Fee: 110
Notes: NOTE: Class is at Tunxis BRISTOL (not Farmington!) 430 N. Main St., Bristol, CT

Project Management Essentials (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 are actively participating in a project. You will learn how to

determine the scope, characteristics, and success of a well-defined project; how to gather and document requirements; leadership essentials; what a work breakdown session is all about; and how to schedule, estimate and handle project closure.

Required text: NONE

Prerequisite: FOR ON-GROUND CLASSES: After reserving your seat through DAS INSERVICE: Please email MA-CE-ManchesterCCTrainingPrograms@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive 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: 1.2

Course # , Date(s) Time
MA15980, 03/22/23, 9:00 AM to 4:00 PM 03/29/23, 9:00 AM to 4:00 PM
College, Campus & Room:
MA , Manchester Community Coll , LRC B144
Instructor:
John Lombardo
Fee:
295
Notes:
This is an instructor led ON CAMPUS course.

Supervising for Success ONLINE via WebEx

You want to get the best out of your staff, but it's not always easy. Sometimes there are stumbling blocks. It may be an employee who's a workhorse, but doesn't work well with others. Or an employee who seems more interested in texting than working. Or 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 understanding motivation, including the intrinsic rewards employees crave, such as recognition and appreciation. You will: Acquire and strengthen key coaching skills to guide your staff to stretch their comfort zones, Help your staff members define and enhance their risk-taking skills, Learn how to guide staff in defining objectives and developing new skill sets, Employ proven techniques for motivating staff, Acquire an arsenal of perfect phrases for key situations, Inspire employees to become more engaged, productive, and successful

Required text: 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
NW16063, 03/22/23, 9:00 AM to 4:00 PM 03/29/23, 9:00 AM to 4:00 PM
College, Campus & Room:
NW , ONLINE , ONLINE
Instructor:
Margaret DeMarino
Fee:
200
Notes:
ONLINE. ALL MEETING DATES: 3/22 and 3/29

The Leadership Challenge ONLINE via WebEx Supervisory Skills

In this invigorating, uber-interactive certificate program, you will learn how to nurture and enhance your leadership skills, thus increasing the effectiveness of interpersonal workplace relationships and

professional productivity. You will gain a better understanding of the strengths and weaknesses of your leadership style, as well as acquire an abundance of "take- aways" that you can immediately put into practice. Prior to the start of the first class, you will be provided with a self-survey to complete, which will help you to conduct a customized professional development plan. The program will focus on a variety of instructional formats including assessment tools, small group exercises, and case studies. There will be five points of emphasis: self-growth; workplace ethics; communication with your manager, coworkers, and staff: team building; and change management. You will learn how to develop five key habits of successful leaders: challenge the existing process, create a collective vision, 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
AS15971, 06/06/23, 9:00 AM to 4:00 PM 06/13/23, 9:00 AM to 4:00 PM 06/20/23, 9:00 AM to 4:00 PM
College, Campus & Room:
AS , Asnuntuck , Online
Instructor:
Margaret DeMarino
Fee:
295
Notes:
class meets Online 6/6, 6/13, and 6/20

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

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
AS15968, 05/16/23, 9:00 AM to 4:00 PM 05/23/23, 9:00 AM to 4:00 PM 05/30/23, 9:00 AM to 4:00 PM
College, Campus & Room:
AS , Asnuntuck , Online
Instructor:
Margaret DeMarino
Fee:
295
Notes:
class meets Online 5/16, 5/23, and 5/30

Women in Leadership Certificate Program ONLINE via WebEx Supervisory Skills

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 the reality of leadership, define your own leadership styles and tendencies, focusing 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, and 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
AS15956, 03/09/23, 9:00 AM to 4:00 PM 03/16/23, 9:00 AM to 4:00 PM 03/23/23, 9:00 AM to 4:00 PM
College, Campus & Room:
AS , Asnuntuck , Online
Instructor:
Margaret DeMarino
Fee:
295
Notes:
Class meets online 3/9, 3/16 and 3/23

Working Across Generations - ONLINE VIA WEBEX

Today's workplace is a mixed batch of generations. Five generations are currently working together: iGen, Millennials, Generation X, Baby Boomers, and Traditionalists. Each of these generations have different expectations and needs. Learning the differences between each generation will allow you to understand how to work with your teammates. Objectives: Learn to recognize your own generational paradigms and how they impact perceptions of and interactions with the other generations. Learn what the needs and expectations are for each generation. Learn techniques to help you work with each generation.

Required text: None

Prerequisite: None CEUs: 0.6

Course # , Date(s) Time
CA16030, 03/17/23, 9:00 AM to 4:00 PM
College, Campus & Room:
CA , Capital , WebEx
Instructor:
Nora Bishop
Fee:
110
Notes:
Course is offered Online via WebEx. The week the class starts, the instructor will email you the login information. Contact ca-learnmore@capitalcc.edu , if you do not receive it.

Access Intermediate (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. Prerequisite: Access Introduction, or permission of instructor or computer coordinator.

Required text: NONE

Prerequisite: FOR ONLINE CLASSES: After reserving your seat through DAS INSERVICE: Please email MA-CE-ManchesterCCTrainingPrograms@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. CEUs: 0.6

Course # , Date(s) Time
MA15999, 03/28/23, 1:00 PM to 4:00 PM 03/30/23, 1:00 PM to 4:00 PM
College, Campus & Room:
MA , ONLINE , WebEx
Instructor:
Matthew Marshall
Fee:
110
Notes:

Access Introduction (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, along with 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. Prerequisite: Basic Windows, keyboard and mouse skills.

Required text: NONE

Prerequisite: FOR ONLINE CLASSES: After reserving your seat through DAS INSERVICE: Please email MA-CE-ManchesterCCTrainingPrograms@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. CEUs: 0.6

Course # , Date(s) Time
MA15993, 03/09/23, 1:00 PM to 4:00 PM 03/16/23, 1:00 PM to 4:00 PM
College, Campus & Room:
MA , ONLINE , WebEx
Instructor: Matthew Marshall
Fee: 110
Notes: This is an instructor led WebEx Course.

Adobe Acrobat DC: PDF Files, Formats and Forms (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. Prerequisite: Basic Windows, keyboard and mouse skills; word processing experience recommended.

Required text: NONE

Prerequisite: FOR ONLINE CLASSES: After reserving your seat through DAS INSERVICE: Please email MA-CE-ManchesterCCTrainingPrograms@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. CEUs: 1.2

Course # , Date(s) Time
MA16007, 04/24/23, 1:00 PM to 4:00 PM 04/26/23, 1:00 PM to 4:00 PM 05/01/23, 1:00 PM to 4:00 PM 05/03/23, 1:00 PM to 4:00 PM
College, Campus & Room:
MA , ONLINE , WebEx
Instructor: John Hilditch
Fee: 299
Notes:

Adobe Photoshop (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: NONE

Prerequisite: FOR ON-GROUND CLASSES: After reserving your seat through DAS INSERVICE: Please email

MA-CE-ManchesterCCTrainingPrograms@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive 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: 1.2

Course # , Date(s) Time
MA16002, 04/06/23, 1:00 PM to 4:00 PM 04/13/23, 1:00 PM to 4:00 PM 04/20/23, 1:00 PM to 4:00 PM 04/27/23, 1:00 PM to 4:00 PM
College, Campus & Room:
MA , MCC , LRC B142
Instructor: Kathleen Smits
Fee: 299
Notes:

AWS Cloud Architecture (WebEx)

Amazon Web Services (AWS) Cloud Foundations (Online) 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: NONE

Prerequisite: FOR ONLINE CLASSES: After reserving your seat through DAS INSERVICE: Please email MA-CE-ManchesterCCTrainingPrograms@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. CEUs: 4

Course # , Date(s) Time
MA15997, 03/14/23, 1:00 PM to 4:00 PM 03/15/23, 1:00 PM to 4:00 PM 03/17/23, 1:00 PM to 4:00 PM 03/20/23, 1:00 PM to 4:00 PM 03/22/23, 1:00 PM to 4:00 PM 03/24/23, 1:00 PM to 4:00 PM 03/27/23, 1:00 PM to 4:00 PM 03/29/23, 1:00 PM to 4:00 PM 03/31/23, 1:00 PM to 4:00 PM 04/03/23, 1:00 PM to 4:00 PM 04/05/23, 1:00 PM to 4:00 PM 04/10/23, 1:00 PM to 4:00 PM 04/12/23, 1:00 PM to 4:00 PM
College, Campus & Room:
MA , ONLINE , WebEx
Instructor: Paul Picard, Ph.D.
Fee: 1574
Notes: Does not meet on 4/7.

CompTIA A+ Prep Course (WebEx)

CompTIA A+ certifications are internationally recognized, vendor-neutral certifications that 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 covers the installation and configuration of operating systems including Windows, iOS, Android, Apple OS X and Linux. This course 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. The curriculum is included in the course fee, and includes 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. Required text: NONE

Prerequisite: FOR ONLINE CLASSES: After reserving your seat through DAS INSERVICE: Please email MA-CE-ManchesterCCTrainingPrograms@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. CEUs: 7.2

Course # , Date(s) Time
MA15996, 03/13/23, 1:00 PM to 4:00 PM 03/15/23, 1:00 PM to 4:00 PM 03/17/23, 1:00 PM to 4:00 PM 03/20/23, 1:00 PM to 4:00 PM 03/22/23, 1:00 PM to 4:00 PM 03/24/23, 1:00 PM to 4:00 PM 03/27/23, 1:00 PM to 4:00 PM 03/29/23, 1:00 PM to 4:00 PM 03/31/23, 1:00 PM to 4:00 PM 04/03/23, 1:00 PM to 4:00 PM 04/05/23, 1:00 PM to 4:00 PM 04/10/23, 1:00 PM to 4:00 PM 04/12/23, 1:00 PM to 4:00 PM 04/14/23, 1:00 PM to 4:00 PM 04/17/23, 1:00 PM to 4:00 PM 04/19/23, 1:00 PM to 4:00 PM 04/24/23, 1:00 PM to 4:00 PM 04/26/23, 1:00 PM to 4:00 PM 04/28/23, 1:00 PM to 4:00 PM 05/01/23, 1:00 PM to 4:00 PM 05/03/23, 1:00 PM to 4:00 PM 05/05/23, 1:00 PM to 4:00 PM 05/08/23, 1:00 PM to 4:00 PM
College, Campus & Room:
MA , ONLINE , WebEx
Instructor: Peter Rinsland
Fee: 2500
Notes: Does not meet on 4/7.

CompTIA Network + Prep (WebEx)

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. Prerequisites: CompTIA A+ Certified or equivalent experience and minimum of nine months experience in network support or administration; or academic training equivalency.

Required text: NONE

Prerequisite: FOR ONLINE CLASSES: After reserving your seat through DAS INSERVICE: Please email MA-CE-ManchesterCCTrainingPrograms@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. CEUs: 4.2

Course # , Date(s) Time
MA16044, 05/10/23, 1:00 PM to 4:00 PM 05/12/23, 1:00 PM to 4:00 PM 05/15/23, 1:00 PM to 4:00 PM 05/17/23, 1:00 PM to 4:00 PM 05/19/23, 1:00 PM to 4:00 PM 05/22/23, 1:00 PM to 4:00 PM 05/24/23, 1:00 PM to 4:00 PM 05/26/23, 1:00 PM to 4:00 PM 05/31/23, 1:00 PM to 4:00 PM 06/02/23, 1:00 PM to 4:00 PM 06/05/23, 1:00 PM to 4:00 PM 06/07/23, 1:00 PM to 4:00 PM 06/09/23, 1:00 PM to 4:00 PM 06/12/23, 1:00 PM to 4:00 PM
College, Campus & Room:
MA , ONLINE , WebEx
Instructor:
Peter Rinsland
Fee:
1500
Notes:
Class does not meet on 5/29

Electronic Forms and Templates: Creating forms with Adobe Pro and MS Word 2019

Adobe Acrobat Pro can help you turn your paper forms into electronic ones that can be saved after the form has been completed and emailed back to the sender. This time saving feature from Adobe allows you to email/upload your form, and users can save it and submit it 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: General computer skills and knowledge of MS Word CEUs: 1.2

Course # , Date(s) Time
NV16024, 06/02/23, 9:00 AM to 4:00 PM
College, Campus & Room:
NV , Naugatuck Valley WTBY , T641
Instructor:
Rose Foufas
Fee:
120

Notes: Enter the Waterbury Campus for NVCC by the East Entrance and park in the lot to the left outside of Technology Hall. You will enter the building on the 5th floor and the computer room is one flight up on the 6th floor off the lobby. Lunch options are available close to the campus. Individual registration form is required - contact Cindy Tolin for assistance (ctolin@nv.edu). Class will be held IN PERSON due to access for the Adobe software.

Excel 2019: An Introduction (Held on Campus)

This course is taught on ground in Waterbury. 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 required 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. Locate the classroom 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.

Required text: none

Prerequisite: Basic computer skills and use of mouse helpful. CEUs: 1.2

Course # , Date(s) Time
NV16014, 03/17/23, 9:00 AM to 4:00 PM 03/24/23, 9:00 AM to 4:00 PM
College, Campus & Room:
NV , Naugatuck Valley WTBY , T641
Instructor:
Catherine Poehler
Fee:
210
Notes: Enter the Waterbury Campus for NVCC by the East Entrance and park in the lot to the left outside of Technology Hall. You will enter the building on the 5th floor and the computer room is one flight up on the 6th floor off the lobby. Lunch options are available close to the campus. Individual registration form is required - contact Cindy Tolin for assistance (ctolin@nv.edu). Class will be held on ground in Waterbury due to access to the MS Excel 2019 software. Bring a flash drive to save your work.

Excel 2019: Intermediate - V Lookups, Pivot Tables & more (Online via WebEx)

Intermediate Excel is a two-day course that is intended for those with previous experience in using Microsoft Excel, preferably Intro to Excel. The main topics covered in this course include: Formula Referencing, Summarizing and Subtotaling, Managing Worksheets, Logical and Lookup functions, Filters, and more. Better data analysis and presentation as well as the required skill set for certification in Microsoft Excel.

Required text: Live virtual class 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. PC format only.

Prerequisite: Basic knowledge and proficiency in Intro to Excel course or comparable basic knowledge of Excel. CEUs: 1.2

Course # , Date(s) Time
NV16018, 04/28/23, 9:00 AM to 4:00 PM
College, Campus & Room:

NV , Naugatuck Valley WTBY , Virtual
Instructor: Cindy Averill
Fee: 245
Notes: REMOTE ONLY - Participant must have access to Microsoft Office 365 Excel 2019 and audio and webcam with reliable device (laptop/desktop) and internet access to participate in class. The teaching platform will be WebEx and in PC format. Attendance at both classes is required to receive a completion certificate. Individual student registration form must be received at NVCC one week prior to the start date. Contact Cindy Tolin for assistance - ctolin@nv.edu.

Excel Advanced (WebEx)

Excel Advanced builds on the concepts and skills of Excel Introduction and Excel 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. Students should have Excel 2016, Excel 365 or Excel 2019 installed on the computer that they will be using for the training; there are many of the same features in these versions. 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, or permission of the instructor or computer coordinator.

Required text: NONE

Prerequisite: FOR ONLINE CLASSES: After reserving your seat through DAS INSERVICE: Please email MA-CE-ManchesterCCTrainingPrograms@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. CEUs: 0.6

Course # , Date(s) Time
MA16036, 05/04/23, 1:00 PM to 4:00 PM 05/11/23, 1:00 PM to 4:00 PM
College, Campus & Room:
MA , ONLINE , WebEx
Instructor: Matthew Marshall
Fee: 110
Notes: This is an ONLINE class taught remotely with WEBEX

Excel Dashboards (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 Functions 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. Prerequisites: 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. Required text: NONE

Prerequisite: FOR ONLINE CLASSES: After reserving your seat through DAS INSERVICE: Please email MA-CE-ManchesterCCTrainingPrograms@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. CEUs: 0.9

Course # , Date(s) Time
MA16041, 05/22/23, 1:00 PM to 4:00 PM 05/24/23, 1:00 PM to 4:00 PM 05/26/23, 1:00 PM to 4:00 PM
College, Campus & Room:
MA , ONLINE , WebEx
Instructor:
John Hilditch
Fee:
275
Notes:
This is an ONLINE class taught remotely with WEBEX

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

Required text: NONE

Prerequisite: FOR ONLINE CLASSES: After reserving your seat through DAS INSERVICE: Please email MA-

CE-ManchesterCCTrainingPrograms@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. CEUs: 1.2

Course # , Date(s) Time
MA16038, 05/05/23, 1:00 PM to 4:00 PM 05/08/23, 1:00 PM to 4:00 PM 05/10/23, 1:00 PM to 4:00 PM 06/12/23, 1:00 PM to 4:00 PM
College, Campus & Room:
MA , ONLINE , WebEx
Instructor:
John Hilditch
Fee:
299
Notes:
This is an ONLINE class taught remotely with 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. Office 365 or Excel 2019 or newer software required. Contact ca-learnmore@capitalcc.edu at least 3 business days before the class to get software access. The course will be offered ONLINE via the videoconference tool WebEx. The instructor will email the link to the class, as well as appropriate files, the week the course starts.

Required text: None

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

Course # , Date(s) Time
CA15985, 04/28/23, 9:00 AM to 4:00 PM
College, Campus & Room:
CA , Capital , WebEx
Instructor:
Michael Montgomery
Fee:
110
Notes:
Course is offered Online via WebEx. The week the class starts, the instructor will email you the login information. Contact ca-learnmore@capitalcc.edu, if you do not receive it.

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. Office 365 or Excel 2019 or newer software required. Contact ca-learnmore@capitalcc.edu at least 3 business days before the class to get software access. The course will be offered ONLINE via the videoconference tool WebEx. The instructor will email the link to the class, as well as appropriate files, the week the course starts.

Required text: None

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

Course # , Date(s) Time
CA15983, 04/14/23, 9:00 AM to 4:00 PM
College, Campus & Room:

CA , Capital , WebEx
Instructor: Michael Montgomery
Fee: 110
Notes: Course is offered Online via WebEx. The week the class starts, the instructor will email you the login information. Contact ca-learnmore@capitalcc.edu, if you do not receive it.

Excel Intermediate (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.

Required text: NONE

Prerequisite: FOR ONLINE CLASSES: After reserving your seat through DAS INSERVICE: Please email MA-CE-ManchesterCCTrainingPrograms@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. CEUs: 0.6

Course # , Date(s) Time
MA16005, 04/20/23, 1:00 PM to 4:00 PM 04/27/23, 1:00 PM to 4:00 PM
College, Campus & Room:
MA , ONLINE , WebEx
Instructor: Matthew Marshall
Fee: 110
Notes:

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. Office 365 or Excel 2019 or newer software required. Contact ca-learnmore@capitalcc.edu at least 3 business days before the class to get software access. The course will be offered ONLINE via the videoconference tool WebEx. The instructor will email the link to the class, as well as appropriate files, the week the course starts. Required text: None

Prerequisite: Participants must have basic computer skills. CEUs: 0.6

Course # , Date(s) Time

CA15982, 03/24/23, 9:00 AM to 4:00 PM
College, Campus & Room:
CA , Capital , WebEx
Instructor: Michael Montgomery
Fee: 110
Notes: Course is offered Online via WebEx. The week the class starts, the instructor will email you the login information. Contact ca-learnmore@capitalcc.edu , if you do not receive it.

Excel Introduction (WebEx)

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

Required text: NONE

Prerequisite: FOR ONLINE CLASSES: After reserving your seat through DAS INSERVICE: Please email MA-CE-ManchesterCCTrainingPrograms@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. CEUs: 0.6

Course # , Date(s) Time
MA16001, 04/06/23, 1:00 PM to 4:00 PM 04/13/23, 1:00 PM to 4:00 PM 04/27/23, 1:00 PM to 4:00 PM
College, Campus & Room:
MA , ONLINE , WebEx
Instructor: Matthew Marshall
Fee: 110
Notes:

Excel Pivot Tables (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. Prerequisites: Excel Introduction or equivalent knowledge. Knowledge of writing simple formulas and functions, basic charts, basic sorting and filtering.

Required text: NONE

Prerequisite: FOR ONLINE CLASSES: After reserving your seat through DAS INSERVICE: Please email MA-CE-ManchesterCCTrainingPrograms@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. CEUs: 0.9

Course # , Date(s) Time
MA16039, 05/15/23, 1:00 PM to 4:00 PM 05/17/23, 1:00 PM to 4:00 PM 05/19/23, 1:00 PM to 4:00 PM
College, Campus & Room:
MA , ONLINE , WebEx
Instructor:
John Hilditch
Fee:
275
Notes:
This is an ONLINE class taught remotely with 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. Office 365 or Excel 2019 or newer software required. Contact ca-learnmore@capitalcc.edu at least 3 business days before the class to get software access. The course will be offered ONLINE via the videoconference tool WebEx. The instructor will email the link to the class, as well as appropriate files, the week the course starts. 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
CA15986, 05/19/23, 9:00 AM to 4:00 PM
College, Campus & Room:
CA , Capital , WebEx
Instructor:
Michael Montgomery

Fee: 110
Notes: Course is offered Online via WebEx. The week the class starts, the instructor will email you the login information. Contact ca-learnmore@capitalcc.edu , if you do not receive it.

Java Programming: Introduction (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. 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. Prerequisite: Basic Windows, keyboard and mouse skills. No prior programming experience needed, beginners welcome.

Required text: NONE

Prerequisite: FOR ONLINE CLASSES: After reserving your seat through DAS INSERVICE: Please email MA-CE-ManchesterCCTrainingPrograms@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. CEUs: 3

Course # , Date(s) Time
MA16008, 04/25/23, 1:00 PM to 4:00 PM 04/27/23, 1:00 PM to 4:00 PM 05/02/23, 1:00 PM to 4:00 PM 05/04/23, 1:00 PM to 4:00 PM 05/09/23, 1:00 PM to 4:00 PM 05/11/23, 1:00 PM to 4:00 PM 05/16/23, 1:00 PM to 4:00 PM 05/18/23, 1:00 PM to 4:00 PM 05/23/23, 1:00 PM to 4:00 PM 05/25/23, 1:00 PM to 4:00 PM
College, Campus & Room:
MA , ONLINE , WebEx
Instructor:
George Pillar
Fee:
599
Notes:

Microsoft Forms (WebEx)

Do you have a need to create a survey, course evaluation form or quiz? If so, Microsoft Forms provides an easy way to create, share and review simple forms of those types. This class will introduce you to Microsoft Forms, and together we will create a form that shows all of the types of input controls available, another that will show you how to use branching to show certain inputs based on choices the user makes and, finally, a form that allows you to quiz your audience. We will also discuss how to

control access to your form, how to review the inputs from your users, and how to export the input from your users to Excel for further analysis. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class. Prerequisite: Familiarity with Excel recommended.

Required text: NONE

Prerequisite: FOR ONLINE CLASSES: After reserving your seat through DAS INSERVICE: Please email MA-CE-ManchesterCCTrainingPrograms@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. CEUs: 0.3

Course # , Date(s) Time
MA16040, 05/18/23, 1:00 PM to 4:00 PM
College, Campus & Room:
MA , ONLINE , WebEx
Instructor:
Matthew Marshall
Fee:
75
Notes:
This is an ONLINE class taught remotely with WEBEX

Microsoft Office Specialist (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. Prerequisite: basic knowledge of Windows and keyboarding/mouse skills. Required text: NONE

Prerequisite: FOR ONLINE CLASSES: After reserving your seat through DAS INSERVICE: Please email MA-CE-ManchesterCCTrainingPrograms@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. CEUs: 4.2

Course # , Date(s) Time
MA15998, 03/14/23, 1:00 PM to 4:00 PM 03/16/23, 1:00 PM to 4:00 PM 03/21/23, 1:00 PM to 4:00 PM 03/23/23, 1:00 PM to 4:00 PM 03/28/23, 1:00 PM to 4:00 PM 03/30/23, 1:00 PM to 4:00 PM 04/04/23, 1:00 PM to 4:00 PM 04/06/23, 1:00 PM to 4:00 PM 04/11/23, 1:00 PM to 4:00 PM

04/13/23, 1:00 PM to 4:00 PM 04/18/23, 1:00 PM to 4:00 PM 04/20/23, 1:00 PM to 4:00 PM 04/25/23, 1:00 PM to 4:00 PM 04/27/23, 1:00 PM to 4:00 PM
College, Campus & Room:
MA , ONLINE , WebEx
Instructor: John Hilditch
Fee: 975
Notes:

Microsoft Project (On Campus)

Learn the major features of Microsoft Project, the world's most popular project management tool. Students will learn how to develop project plans and define tasks and resources. Students will detail, track and report the progress of projects. Skills learned in the course include creating task lists, durations, phases; linking tasks, documenting tasks and project plans; setting up resources, capacity, cost pay rates 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; and troubleshooting time, schedule, cost, resource and scope of work problems. The 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. Prerequisite: Basic Windows, keyboard and mouse skills, with some exposure to Microsoft Office helpful.

Required text: NONE

Prerequisite: FOR ON-GROUND CLASSES: After reserving your seat through DAS INSERVICE: Please email MA-CE-ManchesterCCTrainingPrograms@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive 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: 1.2

Course # , Date(s) Time
MA16042, 05/31/23, 9:00 AM to 4:00 PM 06/02/23, 9:00 AM to 4:00 PM
College, Campus & Room:
MA , MCC , LRC B142
Instructor: John Hilditch
Fee: 375
Notes: This is an ON-CAMPUS course.

NEW! Data Visualization Using Excel

Excel can be extremely powerful for visualizations, as well as data management, data cleaning, predictive modeling, and even regression analysis. In this class the students will learn how to import, analyze, understand, and present findings on datasets for any business, large or small. This is the perfect class for anyone who wants to offer a skill and service to their current or potential employer that will help them shine above other applicants. This is a great class to pare with the Business Analyst (ECBA?) Certification.

Required text: None Required

Prerequisite: None Required CEUs: 0.9

Course # , Date(s) Time
GW15977, 03/14/23, 6:00 PM to 7:30 PM 03/16/23, 6:00 PM to 7:30 PM 03/21/23, 6:00 PM to 7:30 PM 03/21/23, 6:00 PM to 7:30 PM 03/23/23, 6:00 PM to 7:30 PM 03/28/23, 6:00 PM to 7:30 PM 03/30/23, 6:00 PM to 7:30 PM
College, Campus & Room:
GW , GCC ,
Instructor:
Eric Brushett
Fee:
325
Notes:
Class is held On-Campus: 20 Church Street, New Haven. Parking is 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.

New! REMOTE ONLINE: Business Analyst (ECBA Certification)

The course will spend most of the time on enterprise analysis, requirement development, 'use case' development, project lifecycle, meeting coordination, critical thinking, teamwork/collaboration, prioritization, and documentation. Students will learn how to identify business problems, collaborate on solutions, develop specifications (with traceability), and implement. Students will work on a mock run of a project by developing business justification and will work on a PowerPoint presentation including Project Mission, Pros and Cons, High level requirements, Requirement estimations, Project plan, Testing phase and implementation to gain an understanding of the System Development Life Cycle (SDLC). Course will be a combination of lecture and computer-based training.

Required text: None Required

Prerequisite: None Required CEUs: 4.8

Course #, Date(s) Time
GW15976, 03/08/23, 6:00 PM to 8:00 PM 03/13/23, 6:00 PM to 8:00 PM 03/15/23, 6:00 PM to 8:00 PM 03/20/23, 6:00 PM to 8:00 PM 03/22/23, 6:00 PM to 8:00 PM 03/27/23, 6:00 PM to 8:00 PM 03/29/23, 6:00 PM to 8:00 PM 04/03/23, 6:00 PM to 8:00 PM 04/05/23, 6:00 PM to 8:00 PM 04/10/23, 6:00 PM to 8:00 PM 04/12/23, 12:00 AM to 12:00 AM 04/17/23, 12:00 AM to 12:00 AM 04/19/23, 12:00 AM to 12:00 AM 04/24/23, 12:00 AM to 12:00 AM 04/26/23, 12:00 AM to 12:00 AM 05/01/23, 12:00 AM to 12:00 AM
College, Campus & Room:
GW, REMOTE/ONLINE , ONLINE
Instructor:
Pam Walsh
Fee:
1199
Notes:
This class meets remotely with the instructor twice weekly. This is an ONLINE class. Students 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

PHP/MYSQL Introduction - NEW! (WebEx)

PHP & MySQL Introduction PHP & MySQL are popular, open-source technologies ideal for quickly

developing database-driven web applications. This intensive, hands-on course introduces participants to the basics of PHP, explains how to set-up and work with a MySQL database, and demonstrates interactions between PHP and the database. Learn programming and database development techniques, build MySQL database-driven web applications with PHP, and apply your learning to sample projects. Prerequisite: Basic Windows, keyboarding and mouse skills; knowledge of basic database concepts is recommended. Programming and HTML experience recommended.

Required text: NONE

Prerequisite: FOR ONLINE CLASSES: After reserving your seat through DAS INSERVICE: Please email MA-CE-ManchesterCCTrainingPrograms@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. CEUs: 1.8

Course #, Date(s) Time
MA15992, 03/14/23, 1:00 PM to 4:00 PM 03/16/23, 1:00 PM to 4:00 PM 03/21/23, 1:00 PM to 4:00 PM 03/23/23, 1:00 PM to 4:00 PM 03/28/23, 1:00 PM to 4:00 PM 03/30/23, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE , WebEx
Instructor:
George Pillar
Fee:
599
Notes:
This is an instructor led ONLINE course.

PowerPoint: Bringing Presentations to Life (Held on Campus)

This course is taught in person on campus in Waterbury. 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.

Required text: none

Prerequisite: Basic skills in Microsoft Office / MS Word, basic computer skills CEUs: 1.2

Course #, Date(s) Time
NV16023, 05/12/23, 9:00 AM to 4:00 PM 05/19/23, 9:00 AM to 4:00 PM
College, Campus & Room:
NV, Naugatuck Valley WTBY , T641
Instructor:
Rose Foufas
Fee:
210
Notes:
Enter the Waterbury Campus for NVCC by the East Entrance and park in the lot to the left outside of Technology Hall. You enter the building on the 5th floor and the computer room is one flight up on the 6th floor off the lobby. Lunch options are available close by and attendance at both classes is required to receive a certificate. Class will be held IN PERSON on campus and students must bring a flash drive.

Python Introduction (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, data types, control statements, functions, lists and tuples, dictionaries and sets, and file operations. Required for this online course: Internet access and computer. Microphone and webcam needed for live audio/video training. This course will be taught using Webex. The instructor will contact students with further instructions one to three business days prior to class. Prerequisite: Basic Windows, keyboard and mouse skills. Basic programming knowledge and experience is recommended.

Required text: NONE

Prerequisite: FOR ONLINE CLASSES: After reserving your seat through DAS INSERVICE: Please email MA-CE-ManchesterCCTrainingPrograms@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. CEUs: 1.8

Course #, Date(s) Time
MA16043, 05/30/23, 1:00 PM to 4:00 PM 06/01/23, 1:00 PM to 4:00 PM 06/06/23, 1:00 PM to 4:00 PM 06/08/23, 1:00 PM to 4:00 PM 06/13/23, 1:00 PM to 4:00 PM 06/15/23, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, MCC , LRC B141
Instructor:
George Pillar
Fee:
599
Notes:
This is an ON-CAMPUS course

Teleworking Tools: An Introduction (Online via WebEx)

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 on 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.

Required text: none

Prerequisite: none CEUs: 0.9

Course #, Date(s) Time
NV16012, 03/14/23, 1:00 PM to 4:00 PM 03/21/23, 1:00 PM to 4:00 PM 03/28/23, 1:00 PM to 4:00 PM
College, Campus & Room:
NV, Naugatuck Valley WTBV , Virtual
Instructor:
Juan De La Rosa
Fee:
185
Notes:
REMOTE ONLY - Participant must have access to a device with audio and a webcam with reliable internet access to participate in the class. The teaching platform will be WebEx and downloading the free WebEx software is recommended. Attendance at all classes is required to receive a completion

certificate. Individual student registration form must be on file at NVCC one week prior to the course start date. Contact Cindy Tolin for assistance - ctolin@nv.edu.

Web Design MCC Certificate (WebEx)

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

Required text: NONE

Prerequisite: FOR ONLINE CLASSES: After reserving your seat through DAS INSERVICE: Please email MA-CE-ManchesterCCTrainingPrograms@mcc.commnet.edu to complete your registration for this course. If you do not complete your registration before the start of class, you will not receive the link to join this class. CEUs: 3

Course #, Date(s) Time
MA15994, 03/10/23, 1:00 PM to 4:00 PM 03/17/23, 1:00 PM to 4:00 PM 03/24/23, 1:00 PM to 4:00 PM 03/31/23, 1:00 PM to 4:00 PM 04/14/23, 1:00 PM to 4:00 PM 04/21/23, 1:00 PM to 4:00 PM 04/28/23, 1:00 PM to 4:00 PM 05/05/23, 1:00 PM to 4:00 PM 05/12/23, 1:00 PM to 4:00 PM 05/19/23, 1:00 PM to 4:00 PM
College, Campus & Room:
MA, ONLINE , WebEx
Instructor:
Fee: 799
Notes: This is an instructor led WebEx course. Does not meet on 4/7.

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

GW15972, 03/20/23, 9:00 AM to 10:00 AM 03/21/23, 12:00 AM to 12:00 AM 03/22/23, 12:00 AM to 12:00 AM 03/23/23, 12:00 AM to 12:00 AM 03/24/23, 12:00 AM to 12:00 AM 03/27/23, 12:00 AM to 12:00 AM 03/28/23, 12:00 AM to 12:00 AM 03/29/23, 12:00 AM to 12:00 AM 03/30/23, 12:00 AM to 12:00 AM 03/31/23, 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. Students 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. Students will need to have access to a computer with internet access to complete the program.

Required text: None Required

Prerequisite: None Required CEUs: 1

Course #, Date(s) Time
GW15974, 05/01/23, 9:00 AM to 10:00 AM 05/02/23, 12:00 AM to 12:00 AM 05/03/23, 12:00 AM to 12:00 AM 05/04/23, 12:00 AM to 12:00 AM 05/05/23, 12:00 AM to 12:00 AM 05/08/23, 12:00 AM to 12:00 AM 05/09/23, 12:00 AM to 12:00 AM 05/10/23, 12:00 AM to 12:00 AM 05/11/23, 12:00 AM to 12:00 AM 05/12/23, 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. Students 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